

AGENDA

Regular Council Meeting

Monday, April 23, 2018

1:30 p.m.

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

Room 100 of City Hall

500 – 2 Avenue NE

Page #	Item #	Description
	1.	CALL TO ORDER
1 - 2	2.	IN-CAMERA SESSION
	3.	ADOPTION OF AGENDA
	4.	DISCLOSURE OF INTEREST
	5.	PRESENTATIONS / DELEGATIONS
3 - 8	1.	Staff Sergeant West, Salmon Arm RCMP Detachment – Quarterly Policing Report – January 1 – March 31, 2018
9 - 10	2.	J. Ragsdale, Dean, Okanagan College – Okanagan College Update
11 - 12	3.	A. Spencer, BDO Canada LLP – 2017 Audited Financial Statements
	6.	CONFIRMATION OF MINUTES
13 - 28	1.	Regular Council Meeting Minutes of April 9, 2018
29 - 32	2.	Special Council Meeting Minutes of April 16, 2018
	7.	COMMITTEE REPORTS
33 - 38	1.	Development and Planning Services Committee Meeting Minutes of April 16, 2018
39 - 42	2.	Downtown Parking Commission Meeting Minutes of March 20, 2018
	8.	INTRODUCTION OF BYLAWS
43 - 70	1.	Official Community Plan Amendment Bylaw No. 4263 [OCP4000-33; Mounce Construction Ltd. / Columbia Shuswap Regional District / Lawson Engineering & Development Services Ltd.; 2750 – 40 Street SE; IND – INS] – First Reading

8. **INTRODUCTION TO BYLAWS - continued**
- 71 - 76 2. Zoning Amendment Bylaw No. 4264 [ZON-1107; Mounce Construction Ltd. / Columbia Shuswap Regional District / Lawson Engineering & Development Services Ltd.; 4290 - 20 Avenue SE; P-2 to P-4] - First Reading
- 77 - 80 3. Zoning Amendment Bylaw No. 4265 [ZON-1107; Mounce Construction Ltd. / Columbia Shuswap Regional District / Lawson Engineering & Development Services Ltd.; 2750 - 40 Street SE; A-2 to P-4] - First Reading
- 81 - 96 4. a) 2018 to 2022 Financial Plan Amendment Bylaw No. 4268 - First, Second and Third Readings
b) 2018 Annual Taxation Rate Bylaw No. 4262 - First, Second and Third Readings
- 97 - 102 5. Officer Designation and Establishment Bylaw No. 4267 - First, Second and Third Readings
9. **RECONSIDERATION OF BYLAWS**
- 103 - 118 1. Zoning Amendment Bylaw No. 4256 [ZON-1121; 1120170 BC Ltd. / Walters, R.; 1160 - 16 Street NE; R-1 & R-7 to CD-7] - Final Reading
- 119 - 140 2. Official Community Plan Amendment Bylaw No. 4260 [OCP4000-34; City of Salmon Arm; 720 - 22 Street NE; MD to Institutional] - Second Reading
- 141 - 144 3. Zoning Amendment Bylaw No. 4261 [ZON-1116; City of Salmon Arm; 720 - 22 Street NE; R-4 to P-1] - Second Reading
10. **CORRESPONDENCE**
- 145 - 146 1. Informational Correspondence
- 147 - 152 2. B. Moffat, Vice-Chairperson, Downtown Salmon Arm - letter dated April 18, 2018 - Salmon Arm Innovation Centre - Sponsorship Request
11. **STAFF REPORTS**
- 153 - 192 1. Director of Development Services - 2017 City of Salmon Arm Carbon Neutral Progress Survey
- 193 - 214 2. Corporate Officer - 2017 Performance Report - Municipal and Regional District Tax
- 215 - 216 3. Corporate Officer - Offsite Council Meeting, Salmon Arm Secondary School
- 217 - 220 4. Director of Engineering & Public Works - Award of RFP for Engineering Services for 5 Street SW (Blackburn Park) Road Design
- 221 - 222 5. Chief Financial Officer - 2018 Assessments / New Construction
- 223 - 224 6. Director of Engineering & Public Works - Canoe Beach Boat Launch Public Use Tender
- 225 - 230 7. Director of Engineering & Public Works - Shuswap Street/Foothills Road Main Upgrades - Project Funding, Design and Construction Award

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| | 11. | STAFF REPORTS - continued |
| 231 - 260 | 8. | Chief Financial Officer – 2017 Financial Statements |
| 261 - 262 | 9. | Chief Administrative Officer – Chief Financial Officer/Collector Appointment – Chelsea Van de Capelle |
| | 12. | NEW BUSINESS |
| | 13. | COUNCIL STATEMENTS |
| | 14. | COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE |
| 263 - 272 | 1. | Board in brief – March, 2018 |
| | 15. | SALMON ARM SECONDARY YOUTH COUNCIL |
| | 16. | NOTICE OF MOTION |
| | 17. | UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS |
| | 18. | OTHER BUSINESS |
| | 19. | QUESTION AND ANSWER PERIOD |

7:00 p.m.

Page #	Item #	Description
	20.	DISCLOSURE OF INTEREST
	21.	HEARINGS
273 - 286	1.	Development Variance Permit No. VP-465 [Homecraft Construction Ltd. / Wilmark Homes Ltd. / Onsite Engineering Ltd.; 6810 Park Hill Road NE; Servicing Variance]
	22.	STATUTORY PUBLIC HEARINGS
287 - 328	1.	Official Community Plan Amendment Application No. OCP-4000-32 [Homecraft Construction Ltd. / Wilmark Homes Ltd. / Onsite Engineering Ltd.; 6810 Park Hill Road NE; MD – LD]
	2.	Zoning Amendment Application No. ZON-1109 [Homecraft Construction Ltd. / Wilmark Homes Ltd. / Onsite Engineering Ltd.; 6810 Park Hill Road NE; R-4 & R-7 to R-1]

- 329 - 334 **23. RECONSIDERATION OF BYLAWS**
1. Official Community Plan Amendment Bylaw No. 4257 [OCP4000-32; Homecraft Construction Ltd. / Wilmark Homes Ltd. / Onsite Engineering Ltd.; 6810 Park Hill Road NE; MD to LD] - Third and Final Readings
- 335 - 338 2. Zoning Amendment Bylaw No. 4258 [ZON-1109; Homecraft Construction Ltd. / Wilmark Homes Ltd./Onsite Engineering Ltd.; 6810 Park Hill Road NE; R-4 & R-7 to R-1] - Third Reading
- 24. QUESTION AND ANSWER PERIOD**
- 339 - 340 **25. ADJOURNMENT**

Item 2.

CITY OF SALMON ARM

Date: April 23, 2018

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

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

Vote Record

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

Opposed:

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

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Item 5.1

CITY OF SALMON ARM

Date: April 23, 2018

PRESENTATION

Name: Staff Sergeant West, Salmon Arm RCMP Detachment
Quarterly Policing Report
January 1 – March 31, 2018

Vote Record

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

Opposed:

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



Royal Canadian
Mounted Police

Gendarmerie royale
du Canada

Security Classification/Designation
Classification/désignation sécuritaire

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

Your File - Votre référence

Our File - Notre référence

195-7

Date

April 17, 2018

Mayor and Council City of Salmon Arm

RE: Salmon Arm RCMP Detachment

Quarterly Policing Report – January 2018 to March 31st, 2018.

Dear Mayor and Council,

I provide you this report on our detachment's efforts in policing the Salmon Arm and greater area. The report covers the period of January through March 31 2018.

Detachment News

Our files in the quarter were down from 2017 by 33 Files within the city over the same quarter for the beginning of 2018. In January, February, and March we responded to 998 calls for service within the city. To match our fiscal year, which differs from the City's, we attended to 5170 calls for service within the city of Salmon Arm which represents 71% of our detachments workload.

We continue to offer our municipally employed staff training in the RCMP's business systems under our post budget. We are up to date on back logs administratively and are now working to ensure compliance with critical administrative functions.

Our recently promoted Corporal will arrive in the first week of May. We continue to await a home sale for a regular member named to take a vacant Constable's position and have developed another vacancy as the result of a recent transfer. I am working with RCMP Staffing to fill that position.

As in the previous quarter we remain committed to reducing property crime, domestic violence and enforcing Provincial Traffic Laws.

- In the quarter 285 traffic stops were made, with a total of over 1300 for the year.
- 9 high risk driving charges were laid in the quarter,

Canada

RCMP GRC 2823 (2002-11) WPT

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- 8 drivers were removed from local roadways for impaired operation of motor vehicles,
- We also noted a reduction in Break and Enter reports. 7 break and enters were reported to our office in the region, and a total reduction of almost 50% from the previous year.

For my RCMP reporting period, from March to April we had targeted a reduction of serious crashes (property damage over \$1000 and person injury collisions) of 4% and realized an actual reduction of 5.7% in these types of crashes within our detachment area. Environmental factors likely had a positive impact on the actual reduction in serious crashes.

As of January 2018 trends indicate:

- Violent crime statistics
 - Are trending up slightly as we move into better weather which is to be expected.
 - Violent crime is still down over 2015 and 2016 levels.
- The property crime statistics had showed signs of creeping up,
 - Mischief to property, theft from vehicles, and fraud reports continue to drive that trend.
 - Reports of break and enter to residences and businesses have remained low.

In the last quarter from January to March 2018 officers continued with major investigations. We continue our efforts to investigate and secure evidence in two child pornography cases that stemmed from information received from our Provincial ICE program. We also arrested 3 couples in January and February for possession of stolen vehicles which is believed to have affected our local auto theft picture. Our officers also executed a major search warrants for drugs and seized drugs and a quantity of cash.

As we move forward into our new fiscal policing year we have listed the following priorities in policing:

- Enhanced Road Safety
- Reducing property Crime
- Continued Drug interdictions and education
- Building and maintaining positive relationships with partners
 - We have included a component of downtown foot patrols as part of this initiative.
 - As in the 2016/2017 fiscal year we remain committed to a visible public presence at various community events.
- Maintaining our First Nations Policing and engagement of their governing bodies.

I invite Mayor and Councils input on these objectives and priorities at the council meeting. If there are major issues I have missed please bring them up for discussion.

Please find the attached crime statistics which I customarily attach to this report.

Yours in Service,

Canada

RCMP GRC 2823 (2002-11) WPT

S/Sgt. Scott West
NCO i/c Salmon Arm RCMP Detachment
April 17, 2018



**SALMON ARM RCMP
MAYOR'S REPORT
QUARTER 1, 2017**

Salmon Arm Detachment

1980 11th Ave N.E.

Salmon Arm, BC

V1E 2V5

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

City of Salmon Arm

500 2nd Ave N.E.

Salmon Arm, BC

V1E 4 N2

April 16, 2018

Dear Mayor Nancy Cooper,

RE: Quarterly Crime Statistics - January / February / March

CRIME CATEGORIES	CITY Q1 2017	CITY Q1 2018	RURAL Q1 2017	RURAL Q1 2018
Homicide / Attempted Homicide	0	0	0	0
Assaults	9	19	3	4
Sexual Offences	2	0	0	0
Robbery	0	1	0	0
Auto Theft	9	4	1	2
Break and Enters	7	4	9	5
Theft From Motor Vehicle	21	18	3	7
Drug Investigations	9	16	7	7
Motor Vehicle Collisions	46	43	23	17
Motor Vehicle Collisions W Fatality	2	1	1	0
Impaired Driving - CC	11	5	0	4
Impaired Driving - MVA (IRPs)	13	3	3	1
TOTAL PERSONS/VIOLENT CC	17	35	6	6
TOTAL PROPERTY CC	93	97	22	26
TOTAL OTHER CC	37	44	9	3
TOTAL CRIMINAL CODE (CC)	147	176	37	35
TOTAL CALLS FOR SERVICE	1031	998	329	303

COMMUNITY	CITY Q1 2017	CITY Q1 2018	RURAL Q1 2017	RURAL Q1 2018
Files with youth negative contacts	2	11	4	0
Mental Health Related Calls	84	93	13	22
Files involving Alcohol / Drugs	160	155	55	43
Domestic Violence	18	27	2	13

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

Yours truly,

Canada

RCMP GRC 2823 (2002-11) WPT

Scott West, S/Sgt., NCO I/C

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Item 5.2

CITY OF SALMON ARM

Date: April 23, 2018

PRESENTATION

Name: Joan Ragsdale, Dean, Okanagan College
Okanagan College Update

Vote Record

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

Opposed:

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

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CITY OF SALMON ARM

Date: April 23, 2018

PRESENTATION

Name: Angela Spencer, BDO Canada LLP
2017 Audited Financial Statements

Vote Record

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

Opposed:

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

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Item 6.1

CITY OF SALMON ARM

Date: April 23, 2018

Moved: Councillor Jamieson

Seconded: Councillor Eliason

THAT: the Regular Council Meeting Minutes of April 9, 2018, be adopted as circulated.

Vote Record

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

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

REGULAR COUNCIL

Minutes of a Regular Meeting of Council of the City of Salmon Arm held in Room 100 at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on **Monday, April 9, 2018.**

PRESENT:

Mayor N. Cooper
Councillor L. Wallace Richmond
Councillor A. Harrison
Councillor C. Eliason
Councillor K. Flynn
Councillor A. Harrison
Councillor K. Jamieson

Chief Administrative Officer C. Bannister
Director of Engineering & Public Works R. Niewenhuizen
Director of Development Services K. Pearson
Recorder B. Puddifant

ABSENT:

1. CALL TO ORDER

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

2. IN-CAMERA SESSION

0138-2018 Moved: Councillor Jamieson
 Seconded: Councillor Flynn
 THAT: Pursuant to Section 90 (1) of the Community Charter, Council move In-Camera.

CARRIED UNANIMOUSLY

Council moved In-Camera at 1:30 p.m.
Council returned to Regular Session at 2:05 p.m.
Council recessed until 2:30 p.m.

3. REVIEW OF AGENDA

Addition under Item 6.1 – Regular Council Meeting Minutes of March 26, 2018/Corrected page.

Addition under Item 10.1.29 – MRDT Update – Information Alert and MRDT Committee Meeting Minutes of March 23, 2018.

Addition under Item 11.1 – S. Teed – email dated April 9, 2018 – Housing Task Force.

3. **REVIEW OF AGENDA - continued**

Addition under Item 11.2 - M. Simpson, Senior Regional Manager - Thompson Fraser Basin Council - email dated April 5, 2018 - Shuswap Local and Secwepemc Governments - next forum and signing ceremony Friday July 13 at ALIB.

Addition under Item 21.2 - emails from P. & S. Figgess and R. Hewitt - Green space and privacy.

Additions under Item 22.3 and 23.3 - letters from K. & I. Norlin, R. Walters, P. Johnson and R. Foulger - Zoning amendment for 1160 - 16 Street NE.

4. **DISCLOSURE OF INTEREST**

Councillor Harrison declared a conflict with Item 10.1.6 as he is a member of the Salmon Arm Tennis Club.

5. **PRESENTATIONS / DELEGATIONS**

1. **C. Masters, Development Officer, Kindale Development Association - Thank you to the citizens of Salmon Arm**

Cindy Masters, Development Officer, Kindale Development Association, provided a Commemorative plaque to the citizens of Salmon Arm who participated in the Canada 150 Random Acts of Kindness campaign and was available to answer questions from Council.

2. **M. Regier, President, Immigrant Services Shuswap - Immigrant Services Shuswap - Information Update**

Mary Regier, President, Immigrant Services Shuswap, provided information on the Immigrant Services Shuswap program and was available to answer questions from Council.

6. **CONFIRMATION OF MINUTES**

1. **Regular Council Meeting Minutes of March 26, 2018**

0139-2018

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: the Regular Council Meeting Minutes of March 26, 2018, as corrected, be adopted as circulated.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS**1. Development and Planning Services Committee Meeting Minutes of April 3, 2018**

0140-2018

Moved: Councillor Eliason

Seconded: Councillor Harrison

THAT: the Development and Planning Services Committee Meeting Minutes of April 3, 2018, be received as information.

CARRIED UNANIMOUSLY**2. Agricultural Advisory Committee Meeting Minutes of March 21, 2018**

0141-2018

Moved: Councillor Jamieson

Seconded: Councillor Flynn

THAT: the Agricultural Advisory Committee Meeting Minutes of March 21, 2018, be received as information.

CARRIED UNANIMOUSLY**3. Environmental Advisory Committee Meeting Minutes of March 1, 2018**

0142-2018

Moved: Councillor Lavery

Seconded: Councillor Eliason

THAT: the Environmental Advisory Committee Meeting Minutes of March 1, 2018, be received as information.

CARRIED UNANIMOUSLY**8. INTRODUCTION OF BYLAWS****1. Official Community Plan Amendment Bylaw No. 4260 [OCP4000-34; City of Salmon Arm; 720 - 22 Street NE; MD - Institutional] - First Reading**

0143-2018

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the bylaw entitled Official Community Plan Amendment Bylaw No. 4260 be read a first time;

AND THAT: Pursuant to Section 475 of the *Local Government Act*, Council has considered the Official Community Plan amendment after appropriate consultation with affected organizations and authorities;AND THAT: Pursuant to Section 477(3)(a) of the *Local Government Act*, Second Reading of the Official Community Plan amendment be withheld pending Council's consideration of the proposed Official Community Plan amendment in conjunction with:

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

CARRIED UNANIMOUSLY

8. INTRODUCTION OF BYLAWS - continued**2. Zoning Amendment Bylaw No. 4261 [ZON-1116; City of Salmon Arm; 720 - 22 Street NE; R-4 to P-1] - First Reading**

0144-2018

Moved: Councillor Harrison

Seconded: Councillor Flynn

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4261 be read a first time;

AND THAT: Final Reading of the Zoning Amendment Bylaw be withheld subject to:

- 1) approval of the Bylaw by the Ministry of Transportation and Infrastructure;
- 2) final Reading of the Official Community Plan Amendment Bylaw No. 4260.

CARRIED UNANIMOUSLY**9. RECONSIDERATION OF BYLAWS****1. 2017 Final Budget**

- a) City of Salmon Arm 2017 to 2021 Financial Plan Amendment Bylaw No. 4247 - Final Reading
- b) City of Salmon Arm Equipment Replacement Reserve Fund Expenditure Bylaw No. 4252 - Final Reading
- c) City of Salmon Arm Capital Expenditure Reserve Fund Expenditure Bylaw No. 4253 - Final Reading

0145-2018

Moved: Councillor Wallace Richmond

Seconded: Councillor Jamieson

THAT: the following bylaws be read a final time:

- bylaw entitled City of Salmon Arm 2017 to 2021 Financial Plan Amendment Bylaw No. 4247;
- bylaw entitled City of Salmon Arm Equipment Replacement Reserve Fund Expenditure Bylaw No. 4252; and
- bylaw entitled City of Salmon Arm Capital Expenditure Reserve Fund Expenditure Bylaw No. 4253.

CARRIED UNANIMOUSLY

9. **RECONSIDERATION OF BYLAWS - continued**

2. **Revenue Anticipation Borrowing Bylaw No. 4259 – Final Reading**

0146-2018

Moved: Councillor Lavery

Seconded: Councillor Eliason

THAT: the bylaw entitled City of Salmon Arm Revenue Anticipation Borrowing Bylaw No. 4259 be read a final time;

AND THAT: the Mayor and Corporate Officer be authorized to execute any applicable agreements to facilitate same.

CARRIED UNANIMOUSLY

3. **Official Community Plan Amendment Bylaw No. 4257 [OCP4000-32; Wilmark Homes Ltd. / Homecraft Construction Ltd. / Onsite Engineering Ltd.; 6810 Park Hill Road NE; MD to LD] – Second Reading**

0147-2018

Moved: Councillor Flynn

Seconded: Councillor Jamieson

THAT: the bylaw entitled Official Community Plan Amendment Bylaw No. 4260 be read a second time;

AND THAT: Pursuant to Section 475 of the *Local Government Act* Council has consulted with the appropriate affected organizations and authorities;

AND THAT: Pursuant to Section 477(3)(a) of the *Local Government Act* Council has considered:

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

CARRIED UNANIMOUSLY

4. **Zoning Amendment Bylaw No. 4258 [ZON-1109; Wilmark Homes Ltd. / Homecraft Construction Ltd. / Onsite Engineering Ltd.; 6810 Park Hill Road NE; R-4 & R-7 to R-1] – Second Reading**

0148-2018

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4258 be read a second time.

CARRIED UNANIMOUSLY

9. RECONSIDERATION OF BYLAWS - continued

5. Zoning Amendment Bylaw No. 4251 [ZON-1117; Reimer, R. & Reimer, R.; 791 - 5 Street SE; R-1 to R-4] - Final Reading

0150-2018

Moved: Councillor Eliason

Seconded: Councillor Jamieson

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4251 be read a final time.

CARRIED UNANIMOUSLY

10. CORRESPONDENCE

1. Informational Correspondence

11. D. Gonella, Executive Director, Salmon Arm Folk Music Society - letter dated March 22, 2018 - Access to Volunteer Parking Area

0151-2018

Moved: Councillor Eliason

Seconded: Councillor Lavery

THAT: Council authorize the Salmon Arm Folk Music Society to utilize the property located at 251 - 5 Avenue SW for the Roots and Blues Festival Volunteer Parking from August 15 - 23, 2018.

CARRIED UNANIMOUSLY

12. D. Gonella, Executive Director, Salmon Arm Folk Music Society - letter dated March 22, 2018 - Noise Bylaw Variance Request

0152-2018

Moved: Councillor Eliason

Seconded: Councillor Jamieson

THAT: the noise bylaw be extended for the 26th Annual Roots and Blues Festival to 12:00 a.m. from and including August 16 to August 19, 2018.

CARRIED UNANIMOUSLY

15. K. Neil - letter dated March 16, 2018 - Wild Soles Trail Running Race series in Salmon Arm

0153-2018

Moved: Councillor Harrison

Seconded: Councillor Wallace Richmond

THAT: Council authorize the organizer of Wild Soles Trail Running Race series to use the Park Hill trail system on April 30, 2018, the South Canoe trail system on May 7, 2018 and the Little Mountain trail system on May 14, 2018, subject to the provision of adequate liability insurance.

CARRIED UNANIMOUSLY

10. CORRESPONDENCE - continued1. Informational Correspondence - continued3. R. Niewenhuizen, Director of Engineering & Public Works - email dated March 26, 2018 - Proposed 5 K event

0154-2018

Moved: Councillor Flynn

Seconded: Councillor Harrison

THAT: Council authorize Kelsey Adam to use Blackburn Park for a 5 km event from 1:00 p.m. to 4:00 p.m. on April 14, 2018, subject to the provision of adequate liability insurance and subject to booking arrangements and payment of any applicable fees to the Shuswap Recreation Society.

CARRIED UNANIMOUSLY

Councillor Harrison declared a conflict and left the meeting at 3:31 p.m.

6. W. Pain and K. Hecker, Salmon Arm Tennis Club - letter dated March 27, 2018, Salmon Arm Tennis Club - Project and Funding Update

0155-2018

Moved: Councillor Jamieson

Seconded: Councillor Lavery

THAT: the 2018 Budget contained in the 2018 to 2022 Financial Plan be amended to reflect a grant contribution of \$125,000.00 to the Salmon Arm Tennis Club for construction of the new Indoor Tennis Facility funded from the Recreation Amenities Reserve;

AND THAT: the City of Salmon Arm extend an interest free fixed monthly payment loan of \$175,000.00 to the Salmon Arm Tennis Club repayable over twenty five (25) years for the construction of the new Indoor Tennis Facility funded initially from prior years' surplus subject to the registration of a lien against the new Indoor Tennis Facility to secure same;

AND THAT: the Loan Agreement between the City of Salmon Arm and the Salmon Arm Tennis Club be advertised pursuant to Sections 24 and 94 of the Community Charter;

AND THAT: a resolution is received from the Salmon Arm Tennis Club Board of Directors authorizing the loan;

AND THAT: the Mayor and Corporate Officer be authorized to execute same.

CARRIED UNANIMOUSLY

Councillor Harrison returned to the meeting at 4:01 p.m.

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

Councillor Wallace Richmond left the meeting at 4:10 p.m.

Councillor Wallace Richmond returned to the meeting at 4:11 p.m.

29. MRDT Update – Information Alert

0156-2018

Moved: Councillor Flynn

Seconded: Councillor Eliason

THAT: Council issue a letter to SILGA, UBCM and the Minister of Finance expressing concerns regarding the proposed expanded use of MRDT funds (for affordable housing) without the appropriate consultation;

AND THAT: Council support, in principal, the related Resolution from the MRDT Committee.

CARRIED UNANIMOUSLY

11. STAFF REPORTS**1. Corporate Officer – Housing Task Force Appointments**

0157-2018

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: Council appoint the following members to the Housing Task Force:

Barry Delaney – Financial;

Jeff Ragsdale – Citizen at Large;

Dawn Dunlop – Housing;

Jane Shirley – Social Services;

Lana Fitt – representing the Salmon Arm Economic Development Society; and

Steven Teed – Adams Lake Indian Band

CARRIED UNANIMOUSLY

2. Corporate Officer – Shuswap Local and Secwepemc Governments Communications Protocol

Councillor Eliason left the meeting at 4:23 p.m.

0158-2018

Moved: Councillor Harrison

Seconded: Councillor Jamieson

THAT: Council authorize Mayor Cooper to sign the Shuswap Local and Secwepemc Governments Communications Protocol dated March 21, 2018, on behalf of the City of Salmon Arm.

Councillor Eliason returned to the meeting at 4:24 p.m.

CARRIED UNANIMOUSLY

11. STAFF REPORTS - continued**3. Director of Engineering & Public Works - 2018/2019/2020 Crack Sealing Program**

0159-2018

Moved: Councillor Lavery

Seconded: Councillor Eliason

THAT: Council accept the bid of Back to Black Sealcoating and Crack Sealing in accordance with the unit prices quoted as specified in the Contract estimated to be:

- 2018 - \$42,000.00 (roadway) and \$15,750.00 (Airport) plus taxes;
- 2019 - \$42,000.00 (roadway and \$15,750.00 (Airport) plus taxes; and
- 2020 - \$42,000.00 (roadway) and \$15,750.00 (Airport) plus taxes.

CARRIED UNANIMOUSLY

4. Director of Engineering & Public Works - 2018 Paving Program - Tender Award

160x-2018

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: Council accept the bid of Okanagan Aggregates Ltd., in accordance with the unit prices tendered as specified in the Contract, estimated to be Seven Hundred and Sixty Seven Thousand Eight Hundred Dollars (\$767,800.00) plus applicable taxes.

CARRIED UNANIMOUSLY

5. Director of Engineering & Public Works - South Canoe Latrine Acquisition

0161-2018

Moved: Councillor Flynn

Seconded: Councillor Jamieson

THAT: Council approve the purchase of one (1) Latrine from Leko Precast, for the quoted amount of \$12,000.00 plus applicable taxes;

AND THAT: the City's Purchasing Policy No. 7.13 be waived in procurement of these works and services to authorize the sole sourcing to Leko Precast.

CARRIED UNANIMOUSLY

12. NEW BUSINESS**13. COUNCIL STATEMENTS****1. Committees of Council/Agency Representatives**

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

14. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE

15. SALMON ARM SECONDARY YOUTH COUNCIL

Lilli Rakose from the Politics 12 class, addressed Council.

16. NOTICE OF MOTION**17. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS****18. OTHER BUSINESS****19. QUESTION AND ANSWER PERIOD**

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

The Meeting recessed at 4:52 p.m.

The Meeting reconvened at 7:00 p.m.

PRESENT:

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

Chief Administrative Officer C. Bannister
Director of Engineering & Public Works R. Niewenhuizen
Director of Development Services K. Pearson
Recorder B. Puddifant

ABSENT:**20. DISCLOSURE OF INTEREST****21. HEARINGS**

1. Development Variance Permit Application No. VP-470 [Pugh, M. & Maslyk, S.; 2960 - 30 Street NE; Setback Variance

0162-2018

Moved: Councillor Jamieson
Seconded: Councillor Eliason
THAT: Development Variance Permit VP-470 be authorized for issuance for Lot 2, Plan EPP61022, Section 19, Township 20, Range 9, W6M, KDYD which will vary Zoning Bylaw No. 2303 as follows:

21. HEARINGS - continued**1. Development Variance Permit Application No. VP-470 [Pugh, M. & Maslyk, S.; 2960 – 30 Street NE; Setback Variance - continued****1. Section 6.10.2:**

- i) reduce the minimum setback requirement of a principal building from the rear parcel line from 6.0 metres to 3.0 metres.

M. Pugh, the applicant, was available to answer questions from Council.

R. Vanderburg, agent for K. Elliott, of 2920 – 30 Street NE, asked for clarification on the existing placement of water services.

Following three calls for submissions and questions from Council, the Hearing for VP-470 was declared closed at 7:04 p.m. and the motion was:

CARRIED

Councillor Lavery Opposed

2. Development Permit Application No. DP-417 [Uptown Ventures Ltd. / Franklin Engineering Ltd.; 2810 – 15 Avenue NE; 24 unit – Medium Density Residential]

0163-2018

Moved: Councillor Flynn

Seconded: Councillor Harrison

THAT: Development Permit No. DP-417 be authorized for issuance for Parcel A (Plan B6059) of Lot 7, Section 24, Township 20, Range 10, W6M, KDYD, Plan 1327 Except Plans 9125, KAP46137 and KAP84896 in accordance with the drawings attached as Schedule A to the staff report dated March 26, 2018;

AND THAT: Development Permit No. 417 include the following variance to Zoning Bylaw No. 2303:

- 1. Section 9.4 – increase the maximum height of a principal building from 10.0 metres (32.8 feet) to 12.2 metres (39.8 feet) in accordance with the drawings attached as Schedule A to the staff report dated March 26, 2018;

AND FURTHER THAT: Issuance of Development Permit No. 417 be withheld subject to:

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

J. Franklin, the agent, and M. Lamerton, Architect, spoke regarding the application and were available to answer questions from Council.

S. Figgess, 4091 – 10 Avenue NE expressed concerns with privacy related to the removal of trees and the location of balconies.

R. Meise, the applicant, addressed privacy issues and is willing to discuss landscaping with neighbours. He also spoke regarding the height of the buildings and the location of balconies.

21. HEARINGS - continued

2. Development Permit Application No. DP-417 [Uptown Ventures Ltd. / Franklin Engineering Ltd.; 2810 - 15 Avenue NE; 24 unit - Medium Density Residential] - continued

S. Figgess, 4091 - 10 Avenue NE expressed concerns regarding the tree removal plan for the property.

R. Meise, the applicant, advised that all of the trees will be removed on the property at one time to accommodate construction.

J. Franklin, the applicant, acknowledged that there had been discussions regarding removing the trees in phases and explained why that is not feasible.

S. Figgess, 4091 - 10 Avenue NE, asked the applicant if both the parcel zoned R-4 and the parcel zoned R-5 will be deforested at the same time.

J. Franklin, the applicant, said that both the R-4 and the R-5 parcels will be deforested at the same time.

R. Meise, the applicant, spoke regarding the height of the balconies and explained that a single family residential home could have the same balcony placement.

J. Franklin, the applicant, said that they had considered leaving some trees but after reviewing a survey by Browne Johnson Land Surveyors determined that removing some and not all trees could potentially cause root damage to trees and could potentially be a liability issue.

Following three calls for submissions and questions from Council, the Hearing for DP-417 was declared closed at 7:38 p.m. and the motion was:

CARRIED UNANIMOUSLY

0164-2018

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: Upon issuance of Development Permit No. 417 and prior to the finalization of the Servicing Agreement, Council authorize the applicants to commence tree clearing on the property subject to the Engineering Department's approval of an erosion and sediment control plan.

CARRIED UNANIMOUSLY

22. PUBLIC HEARING

1. Zoning Amendment Application No. ZON-1123 [Findlay, J. & R.; 4541 - 71 Avenue NE R-1 to R-8]

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

Submissions were called for at this time

22. PUBLIC HEARING - continued

Following three calls for submissions and questions from Council, the Public Hearing for Bylaw No. 4254 was declared closed at 7:59 p.m. and consideration of the next item ensued.

2. Zoning Amendment Application No. ZON-1122 [Glanville, B. and Rose, A.; 2621 – 30 Street NE; R-1 to R-8] - continued

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

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Public Hearing for Bylaw No. 4255 was declared closed at 8:01p.m. and consideration of the next item ensued.

3. Zoning Amendment Application No. ZON-1121 [1120170 BC Ltd. / Walters, R.; 1160 – 16 Street NE; R-1 to CD-7]

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

Submissions were called for at this time.

R. Walters, the applicant, explained the application and was available to answer questions from Council.

T. Toms, 1240 – 16 Street NE, expressed traffic safety concerns at the intersection of 11th Avenue NE and 16 Street NE.

K. Norlin, 1210 – 16 Street NE, expressed traffic safety concerns and parking concerns.

P. Johnson, 1151 – 16 Street NE, spoke regarding the existing location of the mail box on 16 Street NE and expressed concerns regarding increased on street parking.

R. Walters, the applicant, spoke regarding parking concerns and indicated that each lot will have 3 parking spots.

P. Johnson, 1151 – 16 Street NE, expressed concerns regarding water runoff and inquired as to the City's plans for upgrading 16 Street NE with sidewalks and street lighting.

A. Wood, 1151 – 16 Street NE, spoke regarding traffic and pedestrian safety at the intersection of 16 Street NE and 11 Avenue NE. He also expressed concerns regarding the adequacy of the storm water system to be installed on the proposed properties.

P. Johnson, 1151 – 16 Street NE, expressed concerns of increased traffic on 11 Avenue NE due to the construction of a hotel in the neighbourhood.

22. PUBLIC HEARING - continued**3. Zoning Amendment Application No. ZON-1121 [1120170 BC Ltd. / Walters, R.; 1160 - 16 Street NE; R-1 to CD-7] - continued**

I. Norlin, 1210 - 16 Street NE, said that 16 Street NE requires a storm system and other infrastructure updates.

T. Toms, 1240 - 16 Street NE, said that upgrades are required at the intersection of 16 Street NE and 11 Avenue NE.

K. Norlin, 1210 - 16 Street NE, would like to see a crosswalk at the intersection of 16 Street NE and 11 Avenue NE.

A. Wood, 1151 - 16 Street NE, spoke regarding the speed of traffic on 11 Avenue NE.

Following three calls for submissions and questions from Council, the Public Hearing for Bylaw No. 4256 was declared closed at 8:38 p.m.

23. RECONSIDERATION OF BYLAWS**1. Zoning Amendment Bylaw No. 4254 [ZON-1123; Findlay, J. & R.; 4541 - 71 Avenue NE; R-1 to R-8] - Third and Final Readings**

0165-2018

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4254, be read a third and final time.

CARRIED UNANIMOUSLY**2. Zoning Amendment Bylaw No. 4255 [ZON-1122; Glanville, B. & Rose, A.; 2621 - 30 Street NE; R-1 to R-8] - Third Reading**

0166-2018

Moved: Councillor Eliason

Seconded: Councillor Harrison

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4255, be read a third time.

CARRIED UNANIMOUSLY**3. Zoning Amendment Bylaw No. 4256 [ZON-1121; 1120170 BC Ltd. / Walters, R.; 1160 - 16 Street NE; R-1 to CD-7] - Third Reading**

0167-2018

Moved: Councillor Wallace Richmond

Seconded: Councillor Jamieson

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4256, be read a third time.

CARRIED UNANIMOUSLY

24. OTHER BUSINESS

25. QUESTION AND ANSWER PERIOD

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

26. ADJOURNMENT

0168-2018

Moved: Councillor Flynn

Seconded: Councillor Eliason

THAT: the Regular Council Meeting of April 9, 2018, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 9:05 p.m.

CERTIFIED CORRECT:

Adopted by Council the day of 2018.

CORPORATE OFFICER

MAYOR

Item 6.2

CITY OF SALMON ARM

Date: April 23, 2018

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

THAT: the Special Council Meeting Minutes of April 16, 2018, be adopted as circulated.

Vote Record

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

Opposed:

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

SPECIAL COUNCIL

Minutes of a Special Meeting of Council of the City of Salmon Arm held in the Balmoral Salon at the Prestige Harbourfront Resort., 251 Harbourfront Drive NE, Salmon Arm, British Columbia, on **Monday, April 16, 2018.**

PRESENT:

Mayor N. Cooper
 Councillor L. Wallace Richmond
 Councillor A. Harrison
 Councillor C. Eliason
 Councillor K. Flynn
 Councillor A. Harrison
 Councillor K. Jamieson

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

ABSENT:

1. CALL TO ORDER

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

2. STAFF REPORTS

1. Director of Development Services - Regulating Cannabis Retail Sales

Received for information.

3. PUBLIC INPUT

C. Beadle, EDEN, 7101 - 51 Street NE, Canoe - suggested the moderately regulated option outlined in the staff report and would like a minimum distance between dispensaries. He would also suggest public consumption lounges in Salmon Arm.

S. Smith, Salmon Arm - stated that retail sale of cannabis should not be permitted in the City of Salmon Arm.

B. Neidergard, #19, 141 - 10 Avenue SE, Salmon Arm - shared concerns about the inability to smoke in public and advised that retail dispensaries not be located near schools but should be permitted near seniors centres.

M. Poulton, 1708 Dolphin Avenue, Kelowna – suggested that the retail dispensaries be allowed within the City in standardized retail outlets and should be 500 m from schools and other sensitive areas. He recommended that a policy be in place for variances between locations and that licenses be issued to dispensaries by way of lottery or on a first come first serve basis based on character of the applicant and no criminal background.

C. McMillan, 2592 Alpen Paradies Road, Blind Bay – stated that it is important to have a distance of 250 m to 500 m between dispensaries and schools and that there should not be any distance requirements between dispensaries to give customers a choice. He has in excess of 800 signatures on a petition in support of retail outlets for cannabis.

D. Dunlop, 6500 15 Avenue SW, Salmon Arm – outlined her concerns that dispensaries not be located near an area where addiction services are being offered.

S. McCallum, 220 – 23 Street NE, Salmon Arm – stated that there shouldn't be a requirement for minimum distances between dispensaries and that the market will dictate how many outlets there are in the City. Retail outlets should be 500 m from schools and any addiction services. He inquired about where cannabis could be smoked.

A. Pugh, 2271 – 8 Avenue SE, Salmon Arm – stated that retail outlets should be 500 m from schools and that dispensaries should be allowed in commercial zones and that the City should support local businesses instead of chain/franchise stores.

R. Ganert, 3580 – 8 Avenue SE, Salmon Arm – stated that retail sale of cannabis should not be permitted in the City of Salmon Arm. He would like to see a Referendum and questionnaire to the taxpayers. He expressed concerns as to how much the sale of cannabis in the City will cost the taxpayers.

Q. Foreman, 1671 – 30 Street NE, Salmon Arm – stated that cannabis dispensaries should be allowed in Salmon Arm in commercial zones located 250 m apart and 500 m from sensitive areas, taking into account access and transportation. He said that businesses should be local.

K. Babcock, 3251 30 Street NE, Salmon Arm – spoke regarding proximity concerns.

J. Ohm, Vernon – stated that he is a business owner located in a building with dispensaries and has experienced no negative issues and feels that there should not be a minimum distance requirement between dispensary locations. He suggested a committee be established to evaluate the stores and feels that restricting retail stores could increase illegal sales.

J. Grieve, 1141 20 Avenue SE, Salmon Arm – stated that retail dispensaries should be permitted in Salmon Arm with no restriction as to location.

C. McCoshen, 1451 – 1 Avenue NE, Salmon Arm – believes that retail dispensaries should be permitted in Salmon Arm under the moderately regulated approach. Also, dispensaries should be 1000 m distance from schools, daycares and addiction centres.

D. Allard, 2190 6 Avenue NE, Salmon Arm – stated that retail dispensaries should be permitted in Salmon Arm in commercial zones with no minimum distance between outlets. He stated that retail dispensaries should be 100 m from schools and daycares. He feels that the City should take a position on illegally operated dispensaries.

G. Simms, 1788 Salmon River Road, Salmon Arm – stated that dispensaries should be permitted in Salmon Arm with a distance between retail stores of 300 m and that the sale of cannabis be restricted as to the proximity to schools.

D. Shields, 551 Trans Canada Highway NE, Salmon Arm – stated that dispensaries should be allowed in Salmon Arm in commercial zones with no restrictions on distances between stores and no restrictions as to proximity to schools, daycares and/or residential areas.

4. ADJOURNMENT

0167-2018

Moved: Councillor Flynn

Seconded: Councillor Eliason

THAT: the Special Council Meeting of April 16, 2018, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:43 p.m.

CERTIFIED CORRECT:

Adopted by Council the day of 2018.

CORPORATE OFFICER

MAYOR

Item 7.1

CITY OF SALMON ARM

Date: April 23, 2018

Moved: Councillor Harrison

Seconded: Councillor Flynn

THAT: the Development and Planning Services Committee Meeting Minutes of April 16, 2018, be received as information.

Vote Record

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

Opposed:

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

DEVELOPMENT AND PLANNING SERVICES COMMITTEE

Minutes of a Meeting of the Development and Planning Services Committee of the City of Salmon Arm held in Room 100 at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on Monday, April 16, 2018.

PRESENT:

Mayor N. Cooper
 Councillor L. Wallace Richmond (left the meeting at 8:19 a.m.)
 Councillor A. Harrison
 Councillor C. Eliason
 Councillor K. Flynn
 Councillor T. Lavery
 Councillor K. Jamieson

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

ABSENT:

1. CALL TO ORDER

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

2. REVIEW OF THE AGENDA

3. DECLARATION OF INTEREST

4. PRESENTATIONS

5. REPORTS

1. Development Variance Permit Application No. VP-465 [Homecraft Construction Ltd. / Wilmark Homes Ltd. / Onsite Engineering Ltd.; 6810 Park Hill Road NE; Servicing Variance]

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-465 be authorized for issuance for Amended Legal Subdivision 15 of Section 31, Township 20, Range 9, W6M,

5. REPORTS – continued**1. Development Variance Permit Application No. VP-465 [Homecraft Construction Ltd. / Wilmark Homes Ltd. / Onsite Engineering Ltd.; 6810 Park Hill Road NE; Servicing Variance] - continued**

KDYD, except Plans 10393 and 21686 to vary the provisions of the Subdivision and Development Servicing Bylaw No. 4163 as follows:

1. Section 3.0

i) Waive the requirement to upgrade the west side of Park Hill Road NE to the RD-4 standard subject to:

a) registration of a Land Title Act, Section 219 covenant on proposed Lot 34, as shown on the Appendix 3 of the staff report dated March 12, 2018, prohibiting any further subdivision until the parcel is fully serviced to City standards.

J. van Lindert, the agent, was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

2. Official Community Plan Amendment Application No. OCP4000-33 [Columbia Shuswap Regional District / Mounce Construction Ltd. / Lawson Engineering & Development Services Ltd.; 2750 - 40 Street SE; IND-INS]

Moved: Councillor Jamieson

Seconded: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, adoption of which would amend Official Community Plan Bylaw No. 4000 as follows:

1. Re-designate the West ½ of Legal Subdivision 2 of Section 7, Township 20, Range 9, W6M, KDYD (2750 - 40 Street SE) as shown on Schedule A of the staff report dated April 10, 2018 from IND (Industrial General) to INS (Institutional); and
2. Amend Official Community Plan Map No. 14.1 to identify the West ½ of Legal Subdivision 2 of Section 7, Township 20, Range 9, W6M, KDYD (2750 - 40 Street SE) as "CSRD Regional Landfill".

B. Lawson, agent, was available to answer questions from the Committee.

B. Van Nostrand, staff, CSRD, answered questions from the Committee.

CARRIED UNANIMOUSLY

5. REPORTS - continued

3. Zoning Amendment Application No. ZON-1107 [Columbia Shuswap Regional District / Mounce Construction Ltd. / Lawson Engineering & Development Services Ltd.; 4290 - 20 Avenue SE & 2750 - 40 Street SE; A-2 & P-2 to P-4]

Moved: Councillor Flynn

Seconded: Councillor Eliason

THAT: the Development and Planning Services Committee recommends to Council that bylaws be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 as follows:

1. Add "Section 27 - P-4 - Waste Management Zone" as outlined in the staff report dated April 10, 2018 and renumber the remaining sections accordingly; and
2. Rezone Lot 1, Section 7, Township 20, Range 9, W6M, KDYD, Plan KAP45716 (4290 - 20 Avenue SE) from P-2 (Airport Zone) to P-4 (Regional Waste Management Zone).
3. Rezone the West ½ of Legal Subdivision 2 of Section 7, Township 20, Range 9, W6M, KDYD (2750 - 40 Street SE) from A-2 (Rural Holding Zone) to P-4 (Regional Waste Management Zone).

Councillor Wallace Richmond left the meeting at 8:19 a.m.

CARRIED UNANIMOUSLY

4. 2017 City of Salmon Arm Carbon Neutral Progress Survey

Moved: Councillor Flynn

Seconded: Councillor Jamieson

THAT: The 2017 City of Salmon Arm Climate Action/Carbon Neutral Progress Survey indicate the City is eligible for recognition from the Green Communities Committee as a 'Level 3 - Accelerating Progress' local government and that the City will not be carbon neutral for the 2017 reporting year;

AND FURTHER THAT: The 2017 City of Salmon Arm Climate Action/Carbon Neutral Progress Survey, attached as Appendix 1 to the staff report dated April 4, 2018, be received as information.

CARRIED UNANIMOUSLY

6. FOR INFORMATION

7. IN CAMERA

8. LATE ITEMS

No Items.

9. ADJOURNMENT

Moved: Councillor Eliason

Seconded: Councillor Harrison

THAT: the Development and Planning Services Committee meeting of April 16, 2018, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:37 a.m.

Minutes received as information by Council
at their Regular Meeting of , 2018.

Mayor Nancy Cooper
Chair

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Item 7.2

CITY OF SALMON ARM

Date: April 23, 2018

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: the Downtown Parking Commission Meeting Minutes of March 20, 2018, be received as information.

Vote Record

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

Opposed:

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



DOWNTOWN PARKING COMMISSION
Tuesday, March 20, 2018
TIME: 8:00 A.M.
MEETING ROOM 100 - CITY HALL

Minutes of the Downtown Parking Commission Meeting held in Meeting Room 100, City Hall, 500 – 2 Avenue NE, Salmon Arm, BC on Tuesday, March 20, 2018 at 8:00 a.m.

Present:

City of Salmon Arm
 Representatives:

Bill Laird
 Vic Hamilton
 Regan Ready

Downtown Improvement Association
 Representatives:

Heather Finn
 Gerald Foreman
 Jacquie Gaudreau

Resource Personnel:

Jenn Wilson, City Engineer
 Marcel Bedard, Bylaw Officer
 Chad Eliason, Councilor

Absent:

Cathy Ingebrigtsen
 Robert Niewenhuizen, Director of Engineering &
 Public Works

The meeting was called to order at 8:00 am by Chairperson R. Ready

1. Minutes of Meeting February 20, 2018

Motion: B. Laird / J. Gaudreau
Carried Unanimously

2. Downtown Parking Commission Appointments

Accept as Presented

Minutes – Downtown Parking Commission
Page 2

3. Downtown Parking Plan

- B.L. noted that Kamloops may have a more recent study completed
- R.R. noted technology in report is outdated for pay options

Received As Information

4. City of Vernon – Parking Strategy

Received As Information

5. Correspondence

- Parking Doesn't Come Cheap
 - Current downtown levies discussed
 - Parking requirement for building in specified area – info needed for next meeting
 - Look at present bylaw covering specified area

6. Any Other Business

- Kamloops news article showing design painting on outside of parkade

Received As Information

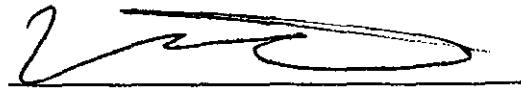
7. Adjournment

- Meeting Adjourned at 8:41 am

**Motion: G. Forman / R. Ready
Carried Unanimously**

Next Meeting Date: April 17, 2018

Certified Correct



Marcel A. Bedard
Bylaw Enforcement Officer

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

cc: Downtown Salmon Arm
Kevin Pearson, Director of Development Services
Council Correspondence

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Item 8.1

CITY OF SALMON ARM

Date: April 23, 2018

Moved: Councillor Harrison

Seconded: Councillor Lavery

THAT: the bylaw entitled Official Community Plan Amendment Bylaw No. 4263 be read a first time.

[OCP4000-33; Mounce Construction Ltd./Columbia Shuswap Regional District/Lawson Engineering & Development Services Ltd.; 2750 - 40 Street SE; IND-INS]

Vote Record

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

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



City of Salmon Arm

Development Services Department Memorandum

TO: Her Worship Mayor Cooper and Members of Council

DATE: April 10, 2018

SUBJECT: Official Community Plan Amendment Application No. OCP4000-33
Zoning Amendment Application No. 1107

Legal: The West ½ of Legal Subdivision 2 of Section 7, Township 20, Range 9, W6M, KDYD & Lot 1, Section 7, Township 20, Range 9, W6M, KDYD, Plan KAP45716

Civic: 4290 – 20 Avenue SE & 2750 – 40 Street SE

Owner: Mounce Construction Ltd. & Columbia-Shuswap Regional District

Applicant: Lawson Services Ltd. & Columbia-Shuswap Regional District

MOTION FOR CONSIDERATION

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

- 1) Redesignate the West ½ of Legal Subdivision 2 of Section 7, Township 20, Range 9, W6M, KDYD (2750 40 Street SE) as shown in Schedule A from IND (Industrial General) to INS (Institutional); and
- 2) Amend OCP Map 14.1 to identify the West ½ of Legal Subdivision 2 of Section 7, Township 20, Range 9, W6M, KDYD (2750 40 Street SE) as "CSRD Regional Landfill".

AND THAT: Pursuant to Section 475 of the *Local Government Act*, Council has considered this OCP amendment after appropriate consultation with affected organizations and authorities;

AND THAT: Subsequent to First Reading and Prior to Second Reading, and Pursuant to Section 477 (3) (a) of the *Local Government Act*, Council has considered the proposed OCP amendment in conjunction with:

- 1) The Financial Plans of the City of Salmon Arm;
- 2) The Liquid Waste Management Plan of the City of Salmon Arm;
- 3) The City's Solid Waste Policies (OCP) and the Solid Waste Management Agreement between the City and the Columbia-Shuswap Regional District (CSRD);
- 4) The CSRD's amended 2018 Solid Waste Management Plan; and
- 5) Confirmation of any necessary approvals and/or Permits required by the Ministry of Environment relating to the CSRD's Solid Waste Management Plan Amendment, and any Contaminated Sites Regulation requirements.

AND THAT: A bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 as follows:

- 1) Add "Section 27 – P-4 – Institutional Waste Management Zone" as outlined in this report and renumber the remaining sections accordingly; and

- 2) Rezone Lot 1, Section 7, Township 20, Range 9, W6M, KDYD, Plan KAP45716 (4290 20 Avenue SE) from P-2 (Airport Zone) to P-4 (Institutional Waste Management Zone).

AND THAT: A bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 as follows:

- 1) Rezone The West ½ of Legal Subdivision 2 of Section 7, Township 20, Range 9, W6M, KDYD (2750 40 Street SE) from A-2 (Rural Holding Zone) to P-4 (Institutional Waste Management Zone).

AND THAT: The Zoning Amendment Bylaw for The West ½ of Legal Subdivision 2 of Section 7, Township 20, Range 9, W6M, KDYD (2750 40 Street SE) receive First Reading only, with Second Reading withheld subject to approval of Second Reading of the associated OCP Amendment Bylaw.

AND THAT: Final Readings of the OCP Amendment Bylaw and the associated Zoning Amendment Bylaw each under consideration for the West ½ of Legal Subdivision 2 of Section 7, Township 20, Range 9, W6M, KDYD (2750 40 Street SE) be withheld subject to Public Hearing and approval of Third Readings;

AND FURTHER THAT: Final Reading of the Zoning Amendment Bylaw for Lot 1, Section 7, Township 20, Range 9, W6M, KDYD, Plan KAP45716 (4290 20 Avenue SE) be withheld subject to Public Hearing and approval of Third Reading.

STAFF RECOMMENDATION

It is recommended that the motion for consideration be adopted.

PROPOSAL

The two subject parcels are located to the south-west of the airport: the 20 Avenue parcel contains the CSRD's existing Salmon Arm landfill, while the 40 Street parcel contains a semi-industrial construction staging area with a landfill for demolition materials (Appendix 1 & 2). The purpose of this application is to redesignate and rezone the two parcels to a new P-4 Waste Management Zone to support the CSRD's current and future Salmon Arm Landfill operations. Proposed P-4 regulations are attached (Appendix 3).

A letter of intent and conceptual site plan has been provided by the applicant (Appendix 4).

In order to support the proposed zoning for the 40 Street parcel, an Official Community Plan (OCP) amendment from Industrial to Institutional designation is required (the 20 Avenue parcel is designated Institutional), which would match the designation of the 20 Avenue parcel.

As discussed further, while waste management falls under Provincial jurisdiction as per BC's *Environmental Management Act*, with both existing landfills operating under permit from MOE in non-conformance with current zoning, the proposed rezoning is being considered to offer transparency, conformance, and to clarify municipal policy.

BACKGROUND

The current OCP land use designations are General Industrial and Institutional (Appendix 5), while a zoning map of the immediate area is attached (Appendix 6). The area is generally characterized by transition between rural residential, rural farmland, industrial and institutional uses.

Adjacent OCP land use designations, zoning and current land uses include the following:

	OCP	Zoning	Present Uses
North:	Industrial	A-2 (Rural Holding)	rural residential / farm
East:	Landfill/Airport	P-2 (Airport)	landfill / airport
West:	Acreage Reserve	A-2 (Rural Holding)	road & rural residential
South:	Industrial	M-1 & M-6	general industrial & industrial holding (with accessory residential use)

The present CSRD landfill on 20 Avenue SE has been identified in municipal policy at this location dating back to the City's first OCP adopted in 1979. The CSRD's Salmon Arm landfill was owned and operated by the City of Salmon Arm (previously the District of Salmon Arm), with a transfer of ownership to the CSRD occurring in 1992. The CSRD has proven to be a responsible steward of the site completing many improvements over time to align with evolving standards, including a gas capture system and bird management system.

The 40 Avenue parcel has hosted permitted landfill operations on site dating back to 1993: Mounce Construction Ltd. is authorized to discharge refuse to the ground as a "select waste landfill" through Provincial Permit 11191. Characteristics of the discharge must be equivalent to that of typical demolition, land-clearing, and construction (DLC) debris.

Legislative Authority

Waste management ultimately falls under the jurisdiction of the Provincial government pursuant to BC's *Environmental Management Act*. The Ministry of Environment (MOE) is the Provincial agency with the authority to issue approvals for waste management operations. While local governments are responsible for managing solid waste in their area, ultimately it is beyond the power of a local authority to impose additional obligations in the area of waste management. To some extent, this explains how landfills are currently able to use each subject parcel under an operating certificate issued by the Province (and may do so without expiry into the future), without being directly supported by the Zoning Bylaw.

MOE has established the obligation for proponents to meet a range of requirements for their sites, recently updating their "*BC Landfill Criteria for Municipal Solid Waste*" in June 2016. Additional regulations which currently exist include the *Organic Matter Recycling Regulations of BC* relating to composting operations, as well as the *Recycling Regulation*. These criteria are subject to update as standards progress over time, with operations expected to move towards meeting the new, more stringent criteria. MOE recognizes that while existing landfills are generally included in the recommended practices of these policies, existing landfills may be excluded from some emerging siting and design requirements that are not feasible or implementable.

MOE requires proponents to complete a Solid Waste Management Plan (SWMP), which the CSRD has continually done for their sites. The potential acquisition of the neighbouring 40 Street parcel by the CSRD is considered an alteration to the current solid waste management system of the CSRD by MOE, triggering the need for an SWMP amendment. The CSRD has completed the amendment process which has involved public review and consultation, and has submitted the amendment to MOE for the Minister's approval, as per MOE requirements. Copies have been provided to City Council and staff (executive summary attached as Appendix 7).

As per MOE staff, an amendment to a SWMP requires several phases each with varied timeframes. At this stage, Ministry staff will review the plan and provide the Minister with recommendations. The decision whether to approve the plan rests with the Minister. If the SWMP is approved, a request will be made to the CSRD to apply for related amendments to the operational certificates or permits of the sites affected. A supported outcome is signified by the issuance of operational certificates (or permits).

This SWMP review process involves direct communication between the CSRD and MOE, and does not involve City staff. City staff will not be providing additional review of the SWMP or CSRD operations with respect to MOE criteria, and City staff are not in a position to debate or clarify applicable MOE criteria with respect to possibly related scientific studies or other sources of information.

Official Community Plan

As noted, presently the OCP land use designations for the subject parcels are for General Industrial (40 Street) and Institutional land use (20 Avenue). Land use designations allow for a wide range of uses, and include some overlap, such as accessory residential use, scrap yards or recycling depots on industrial lands, as well as public use or public utilities. Being part of a regional government managed operation, the regional landfill use is considered to be institutional, as it is currently designated. The Institutional land use designation supports the current landfill use (dating back to Salmon Arm's original 1979 OCP). To avoid any question of interpretation, the applicant has requested an OCP amendment from General Industrial to Institutional for the 40 Street parcel.

In terms of general policy, solid waste is discussed under two sections of the OCP: Section 13 – Utilities and Infrastructure, as well as Section 15 – Community Services. OCP Policy 13.3.35 states that it is a policy of the OCP to: *"continue to use the landfill in the City managed by the CSRD, which is expected to exceed the life of this plan."*

Policy 13.3.36 states that the City will continue to work cooperatively with the CSRD regarding operation and management of the landfill and implementation of the CSRD SWMP. Supportive collaboration with the CSRD could include the consideration of an applicable zone for the CSRD landfill.

Further to OCP Section 13, OCP Policy 15.3.1 of the OCP and the associate Map 14 identifies the current regional landfill as a community service. Staff note that OCP policy 15.3.3 allows for institutional use and zoning to be considered without an amendment to the land use designation. However, as previously noted for transparency and clarity, alignment between the proposed use, Zoning Bylaw, and the OCP land use designation is being proposed by the applicant.

Zoning Bylaw

The Zoning Bylaw presently does not have a zone that permits a landfill as a specific use: the present CSRD Salmon Arm landfill could be considered legally non-conforming with respect to the City's zoning regulations. In terms of landfill operations, local zoning is not of ultimate significance, as previously discussed waste management falls under the ultimate jurisdiction of the provincial government (MOE) pursuant to BC's *Environmental Management Act*. However alignment with local bylaws is ideal. Under OCP policy, an amendment to the zoning bylaw would be supportive of our Regional partner.

The Zoning Bylaw contains the following relevant land use categories and definitions:

Sanitary Landfill – means the deposit resulting from the disposal of solid waste by spreading it in layers and covering it with soil to control vectors, odours and wind blown litter and may include a recycling depot.

Recycling Collection Site – means a site at which the Regional Government Recycling Program provides bins for recyclable products, the scope of which is determined by that government body.

Recycling Depot – means a building or structure in which used material is separated and processed prior to shipment to others who will use those materials to manufacture new products.

The creation of a new P-4 (Institutional Waste Management) Zone to support these defined uses would clarify the City's policy regarding these land uses at this location. Proposed P-4 zone regulations are attached (Appendix 3) for reference.

COMMENTS

Ministry of Environment

City staff note that MOE will review the CSRD's proposal in detail relative to their guidelines as previously described in this staff report. With respect to the "contaminated sites" element of the Mounce parcel,

MOE has indicated they are not concerned until such time as landfilling ceases and remediation is required or complete.

Ministry of Transportation and Infrastructure

MOTI considers their interests to be unaffected by this application.

Neskonlith Indian Band

No comments received to date.

Adams Lake Indian Band

No comments received to date.

IHA

No comments received to date.

Engineering Department

No concerns with rezoning. Engineering staff note that the Zoning amendment is advantageous to the City as it protects the long term viability of existing landfill locations. Any relocation of the landfill may have cost implications to the City's Curbside Collection Program.

Comments attached (Appendix 8).

Fire Department

No Fire Department concerns.

Building Department

No concerns with rezoning. Buildings on the 40 Street property were constructed without building permit.

Planning Department

Planning staff support the zoning amendment of the 20 Avenue parcel for the existing Salmon Arm landfill. This use has been clearly supported by OCP policy going back to 1979.

The intended use of subject parcels under application is a continuation of landfill use, albeit at an increased intensity at the 40 Street location (Staff would like to note the difference between the demolition waste - demolition, land-clearing, and construction (DLC) debris - presently deposited and the regional landfill operation). The ultimate intent is to utilize the properties as a single landfill operation under the proposed land use designation and zoning.

Regarding the proposed change to the OCP land use designation for the 40 Street parcel from General Industrial to Institutional with respect to the City's industrial land base, the proposal would result in a small reduction of potential industrial land, with the 20 acre 40 Street parcel being utilized for P-4 zone uses. As the OCP designates a total of 971 acres of industrial land, the amendment of the 20 acre parcel under application would represent a 2% reduction of potential general industrial land should this application move forward. When adopted, the OCP did not designate any new industrial lands, stating that the remaining capacity of designated industrial land would be sufficient. As industrial use has to date been unconstrained by a lack of supply, a reduction of this size is not deemed by staff to be significant.

Furthermore, staff note a range of permitted uses on industrial lands includes several uses potentially complimentary to a landfill, including recycling depot, warehousing, and storage yard. Considering past and current use as well as OCP policy, staff support the proposed OCP amendment for this parcel.

Planning staff support the zoning amendment for the 40 Street parcel, given the amount of land presently designated for industrial use and in support of the CSRD landfill. Furthermore, staff consider the requirements of MOE (should an amended SWMP be accepted) to be significant improvement in reducing potential impacts on adjacent parcels and the area in general relative to what is permitted under the current operating certificate. Over time the CSRD has proven to be a positive custodian of the Salmon Arm landfill parcel. Staff note the various benefits of having a well managed landfill site in close proximity to the population, including reduced fuel cost/use for disposal service (as note by the Engineering Department, the cost of hauling municipal waste materials is the responsibility of the City) and ease of household waste disposal (including yard waste), factors which likely contribute to reduced illegal dumping.

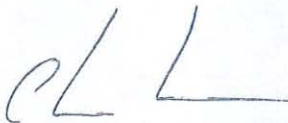
40 Street SE is designated as a "Rural Collector Street" in the OCP. Development would trigger a requirement to upgrade the frontage of 2750 40 Street SE to the RD-8 Rural Collector Standard. At present, 40 Street is 10 metres wide and the CSRD has agreed to dedicate 10 metres to achieve the 20 metre width requirement.

As an additional point of information, staff notes the present Industrial OCP land use designation would directly support rezoning the 40 Street parcel to M-1 – General Industrial. The range of permitted uses could allow for related use by the CSRD which may be operationally beneficial.

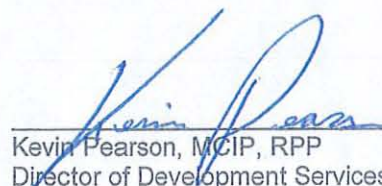
Staff is aware of opposition to this proposal by landowners adjacent to and near the subject parcels. The residential density of the area consists of 14 known residential dwellings within 500 m of the current CSRD landfill site, and 17 dwellings within the same distance to both parcels. A consideration with respect to homes on industrial zoned land is that residences are permitted as an accessory use, meaning that a primary industrial use is needed on a parcel for any accessory residential use to be conforming. Industrial lands are intended for industrial use, with residential use only permitted as an accessory use.

CONCLUSION

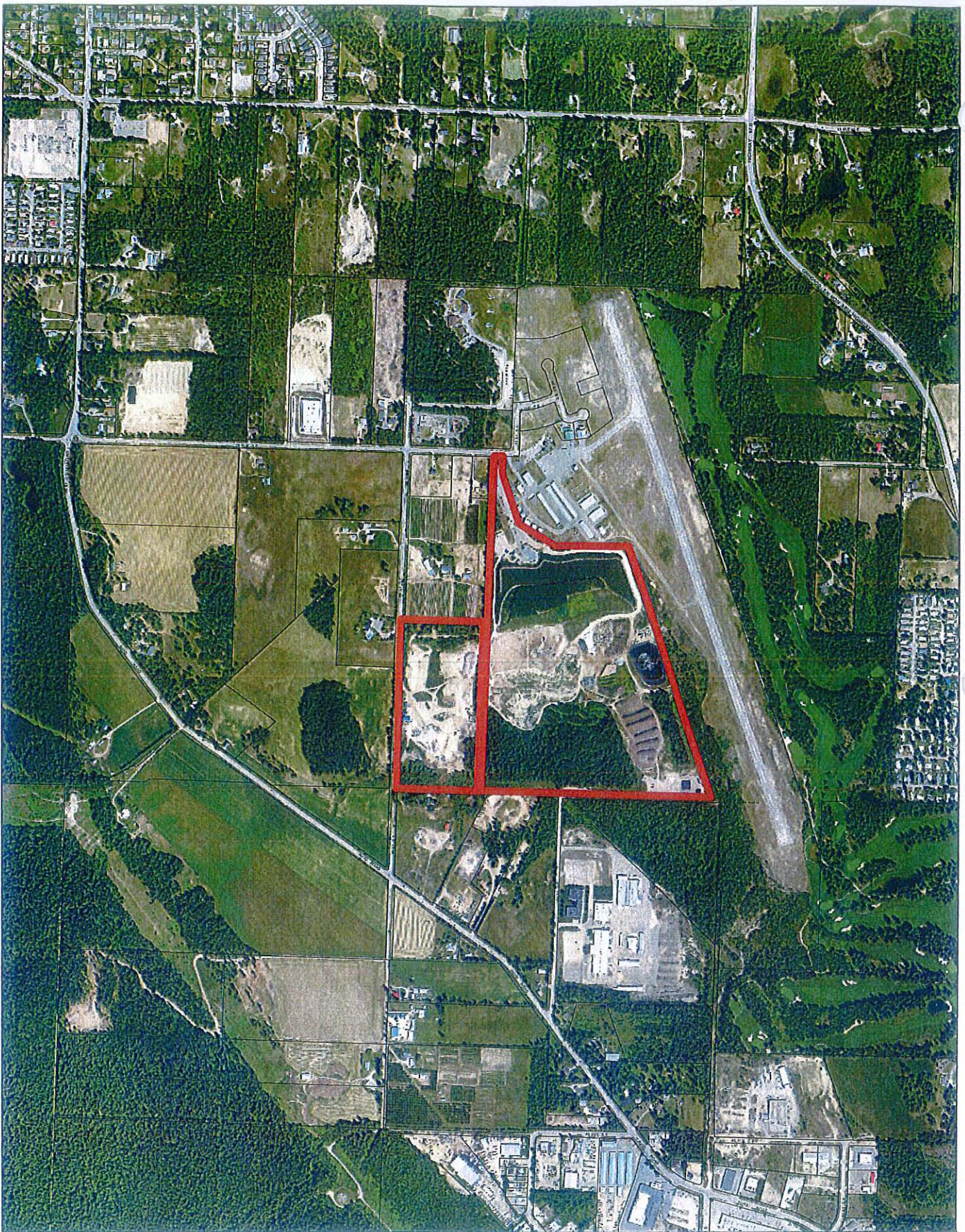
OCP policy identifies the landfill and supports working with the CSRD to support its operations. In terms of land use, the landfill use is both historic and present at both locations. This proposal will further enable the responsible management of solid waste within the City. Increasing the capacity of the present Salmon Arm landfill while bringing an existing private landfill under the management of the CSRD are viewed as positive by staff. The proposed OCP amendment of the 40 Street parcel and the P-4 – Waste Management zoning of both subject properties is supported by staff.



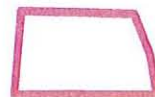
Chris Larson, MCP
Planning and Development Officer



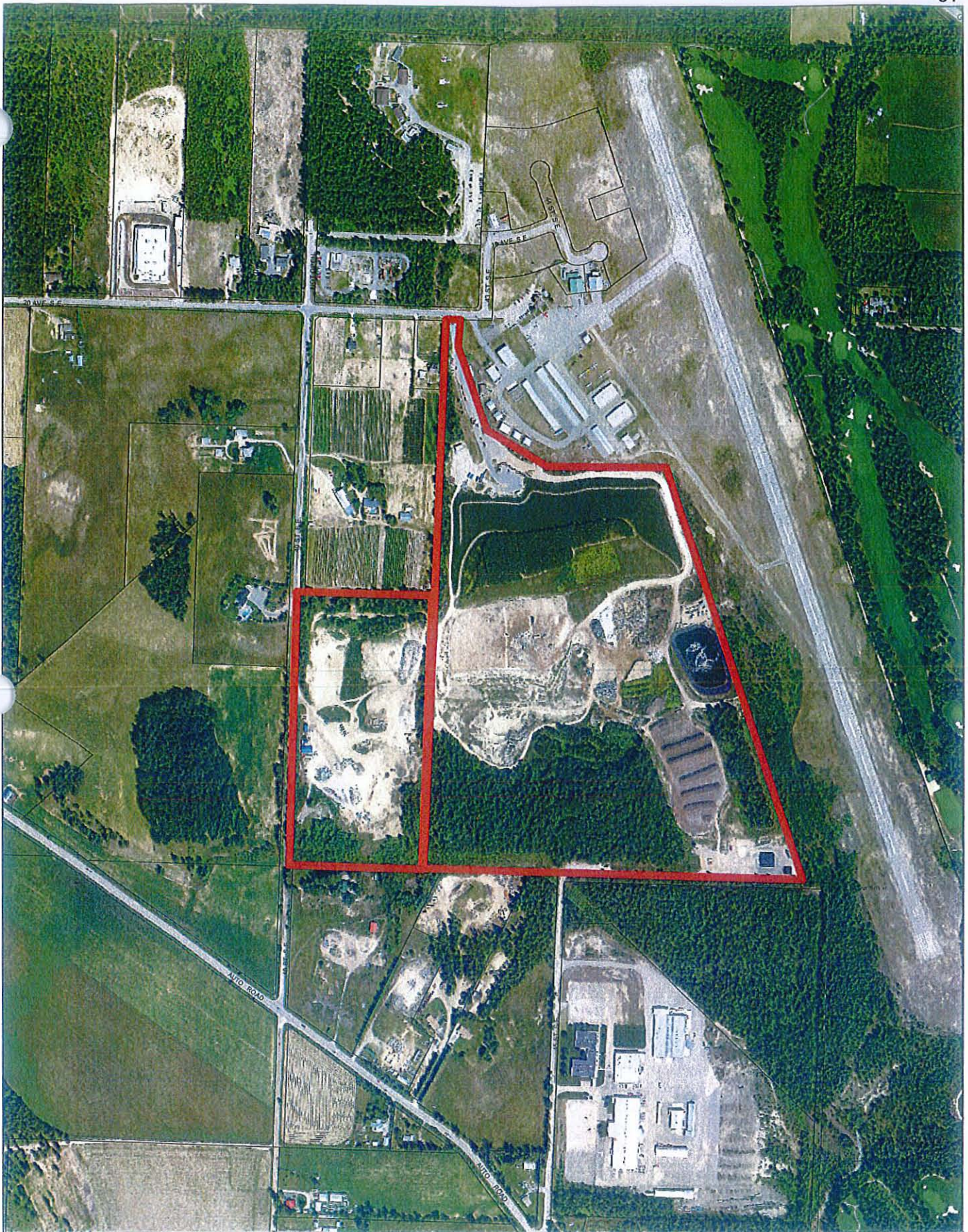
Kevin Pearson, MCIP, RPP
Director of Development Services



0 115 230 460 690 920
Meters



Subject Parcels



0 70 140 280 420 560 Meters



Subject Parcels

SECTION 27 - P-4 - INSTITUTIONAL WASTE MANAGEMENT ZONE

Purpose

- 55.1 The P-4 Zone is primarily intended to accommodate the regional landfill operated in accordance with applicable Provincial regulations.

Regulations

- 55.2 On a *parcel zoned P-4*, no *building or structure* shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the P-4 Zone or those regulations contained elsewhere in this Bylaw.

Permitted Uses

- 55.3 The following uses and no others are permitted in the P-4 Zone:
- .1 *sanitary landfill* in accordance with Provincial regulations;
 - .2 *recycling beverage container return centre*;
 - .3 *recycling collection site*;
 - .4 *recycling depot* in accordance with Provincial regulations;
 - .6 *composting and composting facility* in accordance with Provincial regulations;
 - .7 *landfill gas capture* in accordance with Provincial regulations;
 - .8 *public use*;
 - .9 *private utility*;
 - .10 *public utility*; and
 - .11 *accessory use, including offices*.

Maximum Height of Principal and Accessory Buildings

- 55.4 The maximum *height of principal or accessory buildings* shall be 10.0 metres (62.3 feet).

Minimum Parcel Size or Site Area

- 55.5 The minimum *parcel size or site area* shall be 8.0 hectares (19.8 acres).

Minimum Parcel or Site Width

- 55.6 The minimum *parcel or site width* shall be 400 metres (1,312.3 feet).

Minimum Setback of Principal and Accessory Buildings

- 55.7 The minimum *setback* of all *buildings* associated with waste management operations shall be:
- .1 *Interior parcel line*
 - adjacent to a parcel not zoned
 - Industrial* shall be 50.0 metres (164.1 feet)
 - all other cases shall be 30.0 metres (98.5 feet)
 - .2 *Exterior parcel line* shall be 30.0 metres (98.5 feet)

Parking and Loading

- 55.8 Parking and loading shall be required as per Appendix I.

Screening and Landscaping

55.9 Screening and Landscaping shall be required as per applicable Provincial requirements.



#203 – 270 Hudson Avenue NE
PO Box 106
Salmon Arm, BC V1E 4N2

Monday, January 09, 2017

Kevin Pearson, Approving Officer
City of Salmon Arm
500 2 Avenue NE
Salmon Arm, BC V1E 4N2

RE: Re-Zoning of 2750 40th Street SE Salmon Arm, BC

Attention: Mr. Kevin Pearson

Introduction

Lawson Engineering and Development Services Ltd. (LEDS) was retained by the Columbia Shuswap Regional District (CSRD) to prepare a re-zoning application and necessary documents to facilitate the re-zoning process for the property at 2750 40th Street SE in Salmon Arm (Mounce property). In addition, the CSRD is proposing that the property owned by the CSRD, at 4290 20th Ave SE, be rezoned as a part of this application to better reflect the existing use (CSRD's Salmon Arm landfill).

The key objectives of this proposal are to:

1. Outline the rationale for expanding the landfill to this property;
2. Outline the intended / anticipated short and long-term uses and developments on the land;
3. Identify a conceptual site plan showing the layout of the uses and development;
4. Outline the screening and landscaping proposed for the sites perimeter, where appropriate;
5. Provide background on the Ministry of Environments requirements for a landfill on the property and the steps that have and will be taken to meet these requirements; and
6. Update existing zoning and uses to better reflect current land use activities.

The intent of this proposal is to outline in general terms the objectives above for staff and council review, and not to provide a detailed overview of each objective specifically.

Site History

The site is currently owned by Wayne Mounce of Mounce Construction Ltd. and has been since 2000. This property is currently zone A-2 (Agricultural Zone) where the OCP indicates the property has General Industrial Use Potential. The property is a 20 acre parcel of which approximately 4 – 5 acres are utilized (or have historically been utilized) for a sand pit and have been subsequently backfilled with demolition material. Another 5 acres consists of an active sand pit area and the remaining 10 acres is used for industrial / residential purposes. Landfilling operations have historically taken place in the northern 4-5 acre portion of the property. The landfilling activities are regulated under an operating Permit No. PR11191, which allows 7,500 m³ of compacted waste per calendar year. Although the permit is still active, landfilling ceased in 2015.

The site is currently primarily used as an equipment yard and landfilling site for construction materials. The surrounding area is largely cleared agricultural land, and it borders the west side of the current Salmon Arm landfill operation. There are nearby residential dwellings on agricultural land to the north and south of the property, as well as the municipal airport just east of the Salmon Arm landfill.



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Pre-Existing Reports and Monitoring

The CSRD and Mounce Construction began discussions regarding the property purchase in 2015, which resulted in the need to engage the services of two consulting agencies to deliver professional opinions on this property. Sperling Hanson Associates was retained to complete a preliminary site investigation, risk management outlook and feasibility analysis based on the CSRD's interest in the potential purchase of the property.

Western Water Associates Ltd. was retained by Mounce Construction to install a monitoring well on the northern boundary of the property and to provide an overview of groundwater sample results, with a focus on identifying the risk of offsite migration of contaminants. Both reports have been attached to this report.

Landfill Expansion

With the acquisition of this property the CSRD intends to expand on its operation both in terms of service levels and landfilling capacity. The Sperling Hansen Associates report provides a development concept for the CSRD associated with the purchase of this property. However, the CSRD does not wish to restrict themselves in the re-zoning stage to one specific operational plan. The development concept in this report is to provide several options for the CSRD development plans, and they wish to make it clear that this is conceptual and that operational tactics may change during operations. In summary potential uses for this specific parcel of land may include:

- Landfilling;
- Eco-Depo and u-bay style diversion area for public drop off;
- Upgrading of z-block tipping bays for the public including separate bins for MSW;
- The existing office building could provide onsite infrastructure for CSRD landfill staff, front end staff and appropriate employee parking;
- Improved site access for the public and the potential to relocate and upgrade the scale facility;
- Contractor parking area as well as existing large industrial building for maintenance, storage, etc.;
- New composting area that would not sterilize future expansion of the existing landfill;
- Access to additional soil for landfill operational cover.

Short and Long-Term Uses and Development

The Sperling Hanson Report outlines the anticipated lifespan of the current facility and improved lifespan with the acquisition of this property. In general terms the CSRD would intend to phase the development of this site as well.

Upon acquisition the current intention of the CSRD would be to utilize the space for landfilling purposes. The next phase of landfilling at their current site proceeds towards the Mounce property. With this acquisition, the 50m buffer between the CSRD and Mounce property could be eliminated providing further landfill potential for the CSRD landfill site. In the short term, the CSRD would intend to use this old buffer zone and extend into the Mounce property for landfilling.

In time the CSRD may look to utilize the remainder of the Mounce property to provide operational and service improvements to the site. Although timing is not established at this time. The CSRD would in time implement some of the additional uses outlined above to improve the service levels and operational requirements.



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Screening and Landscaping of the Site Perimeter

The screening and landscaping of this site is regulated by the BC Ministry of Environment and the "BC Landfill Criteria for Municipal Solid Waste – Second Edition" published in June of 2016. Section 3.4 of this document outlines the requirements of the "buffer zone" and states:

"The buffer zone between the landfill footprint and the landfill site boundary shall be a minimum of 50m, of which the 30m closest to the landfill site boundary shall be reserved for natural or landscaped screening (berms and/or vegetative screens). Only the 20m buffer closest to the landfill footprint shall be used for access roads, surface water management works, leachate management, landfill gas management and monitoring works, firebreaks, and other ancillary works as required."

This requirement restricts the landfill potential of this site and provides the neighboring properties with a requirement that protects and likely improves the integrity of their property. In addition to the "buffer zone" outlined above, landfill security fencing is required to discourage unauthorized access to the facility. This security fencing is required around the entire perimeter of the operational footprint of the landfill.

Regulatory Agency Requirements

Further to the screening and landscaping requirements outlined above, the BC Ministry of Environment also provides requirements for additional nuisance controls. Apart from local government nuisance bylaws, the BC Landfill Criteria for Municipal Solid Waste outlines nuisance control measures for:

- Dust Control
- Noise Control
- Litter Control
- Odour Control

A complaint response procedure is required to be developed and posted on-site for responding to any nuisance complaints.

Through this rezoning process the CSR Contaminated Sites Process is triggered which would require a Certificate of Compliance. When a local government receives an application for subdivision, zoning, development, demolition of a structure or soil removal, a site profile is generally required of those sites that were used for any commercial or industrial activities. A site profile is a four-page information form that details the following: past and current industrial/commercial uses; waste disposal activities; legal/regulatory actions or constraints; and any areas of potential concern for a particular site. Based on this site profile, if a director suspects that a site may be contaminated or contains substances that may cause or threaten to cause adverse effects on human health or the environment, the director may order the owner of the site to prepare, at their expense, a preliminary or detailed site investigation. If the site is deemed contaminated, a director may issue a remediation order. Once the director is satisfied that the site has been remediated, or that the site is not contaminated the director can issue a "certificate of compliance".

Conclusions

With the acquisition of the Mounce Property the CSRD could potentially add a significant amount of service life to the current landfill location. The increase in potential long-term landfilling capacity within the Mounce property and added to the current landfill site would be a significant advantage to both the CSRD and the City of Salmon Arm. If the CSRD were to take over the Mounce property the environmental monitoring requirements of the BC MOE would be significantly increased. Furthermore, the strict guidelines around buffering zones, landscaping and site operations would further improve the esthetic appeal from neighboring lands. Finally, rezoning the existing Salmon Arm landfill is a house keeping



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Salmon Arm, BC V1E 4N2

measure to reflect current use.

It is for this reason that we are applying for the rezoning of the land from the current A-2 zoning to a new M-Zone identified as a "Landfill – Waste Management Zone". The details of this specific zoning will be presented by the City of Salmon Arm staff.

We trust that this assessment satisfies your present requirements. Should you have any questions or comments, please contact our office at your convenience.

Best Regards,

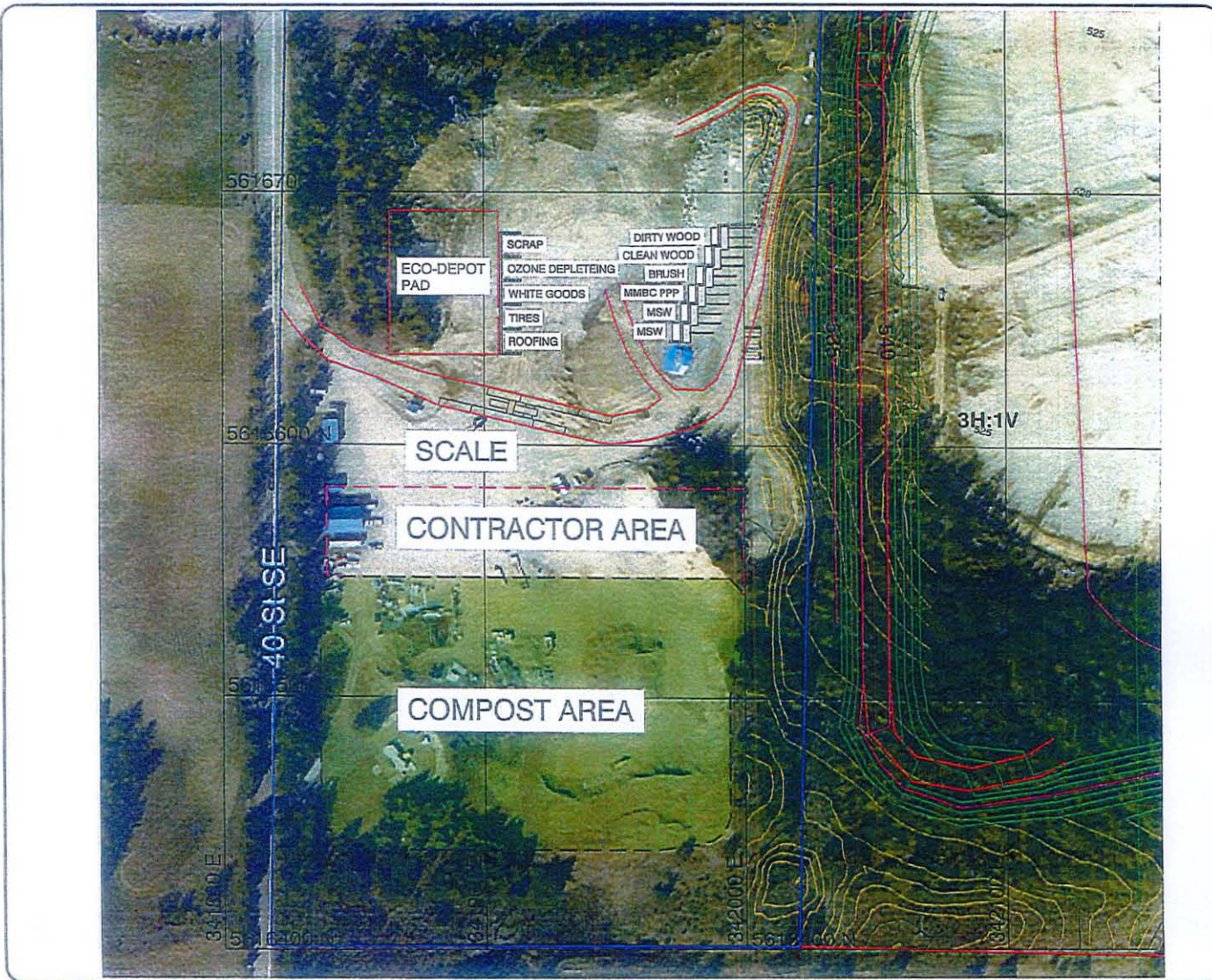
Lawson Engineering and Development Services Ltd.

A handwritten signature in black ink, appearing to read "BLW", is positioned above the printed name and contact information.

Blake Lawson, P.Eng
Project Engineer
blake@lawsondevelopments.com

Attachments:

- *Sperling Hansen Associates – Mounce Property (2750 – 40th Street SE Salmon Arm, BC) Economic Analysis*
- *Western Water Associates Ltd. – Well Drilling and Completion Report: Mounce Construction Site WPN 40121*



**SPEARLING
HANSEN
ASSOCIATES**

Landfill Services Group
 • Landfill Siting
 • Design & Operations Plans
 • Landfill Bidding
 • Environmental Monitoring
 48 - 1285 East Kelth Road
 North Vancouver, B.C. V7J 1J2
 Phone: (604) 550-7722
 Fax: (604) 550-7731

LEGEND:

- 5m EXISTING CONTOUR
- 1m EXISTING CONTOUR
- 5m DESIGN CONTOUR
- 1m DESIGN CONTOUR
- FENCE
- ROAD
- PROPERTY LINE
- APPROXIMATE PROPERTY LINE

CLIENT:



**COLUMBIA SHUSWAP
REGIONAL DISTRICT**

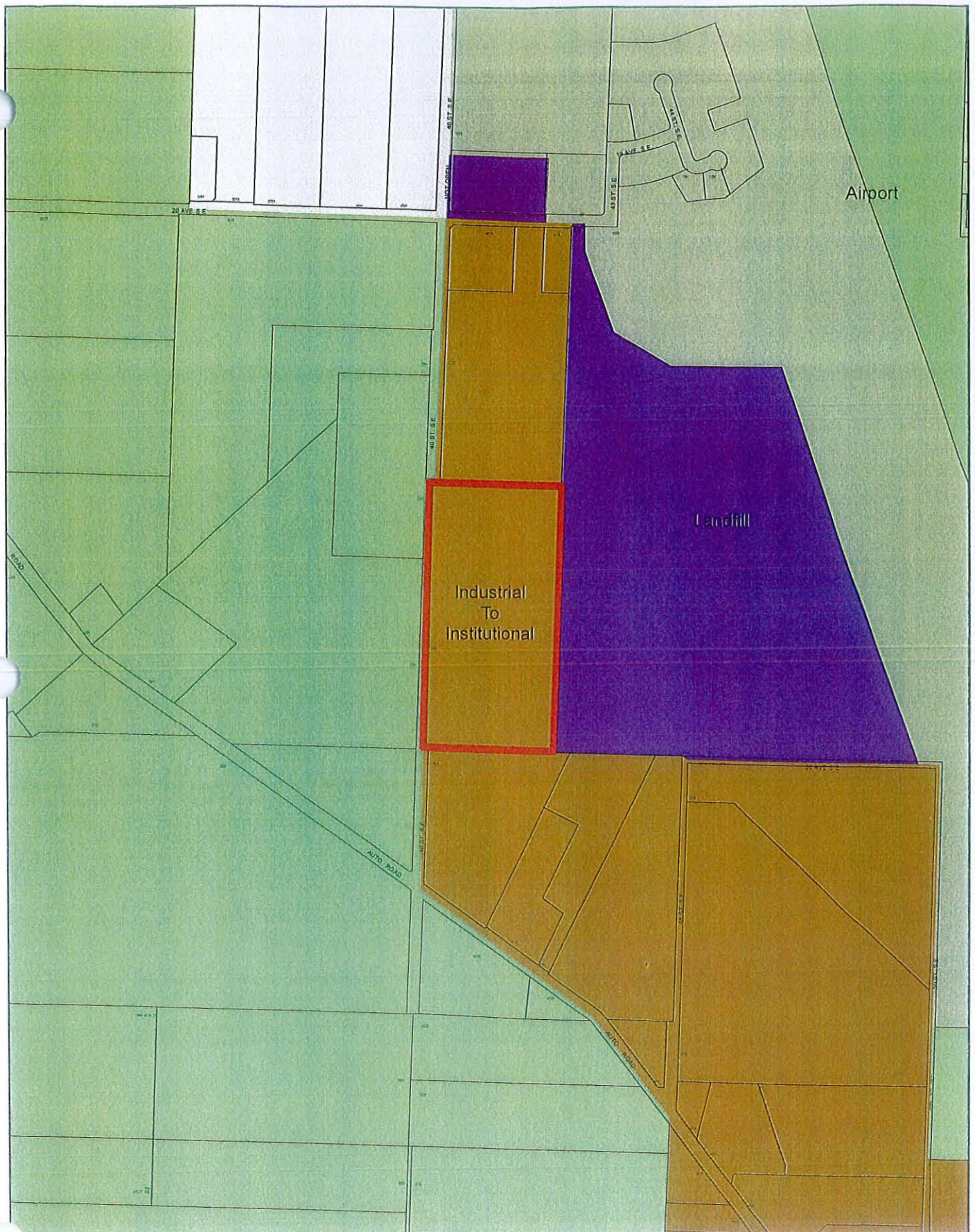
PROJECT:

**FEASIBILITY REVIEW OF
MOUNCE PROPERTY ACQUISITION
AT SALMON ARM LANDFILL**

TITLE:

**PROPOSED TRANSFER
STATION LAYOUT**

SCALE: 1:11,000	DATE: 2015/04/30 (yy/mm/dd)	PROJECT NO: PRJ 15015
DESIGNED MG	DRAWING NO: FIGURE 4	
DRAWN MG		
CHECKED TS		



0 3060 120 180 240
Meters



Subject Parcel



Institutional



Industrial - General



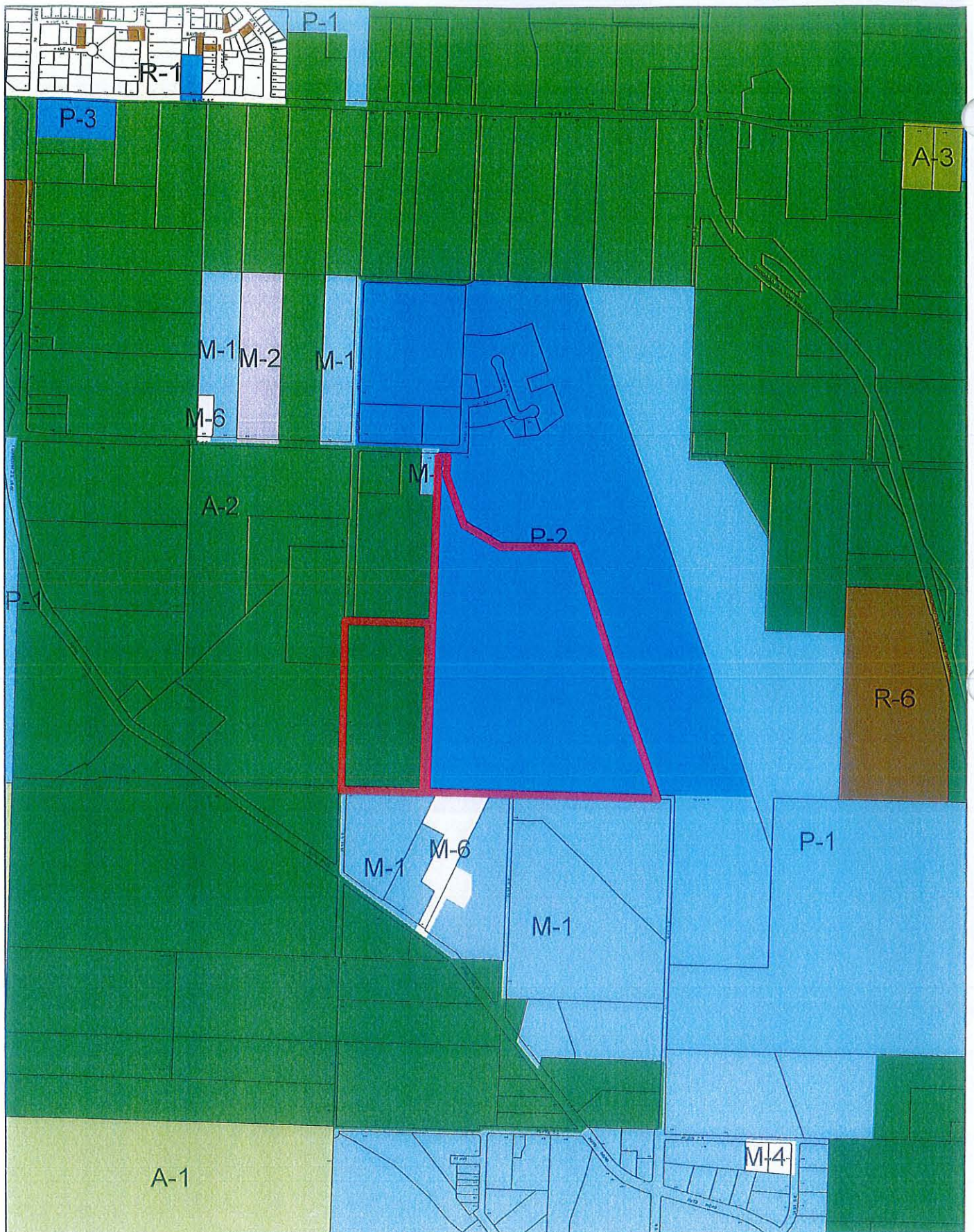
Acreage Reserve



Industrial - Airside



Industrial - Light



0 115 230 460 690 920 Meters

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Subject Parcels

Executive Summary

The Columbia Shuswap Regional District (CSRD) Board has authorized the CSRD to enter into a Purchase Agreement with Mounce Construction Ltd. for a 20-acre parcel of land located at 2750 40 Street NE in Salmon Arm, BC (subject property). The subject property acquisition represents a rare opportunity to obtain land for future landfilling needs adjacent to an active landfill, especially in consideration of the subject property being land that is currently permitted as a private landfill for waste management purposes. The approval to purchase, which facilitates the future expansion of the Salmon Arm Landfill site, is conditional on the subject property being successfully rezoned to comply with the City of Salmon Arm's Official Community Plan (OCP) and Ministry of Environment (MoE) requirements related to a Solid Waste Management Plan (SWMP) amendment. The acquisition deadline, as defined in the purchase agreement, is June 30, 2018.

Since the CSRD does not currently face challenges related to “finding more landfill space” the CSRD’s SWMP provides little guidance on matters related to land acquisition. The CSRD has therefore developed an amendment to the SWMP that enabled broad scale community consultation and feedback with respect to the purchase of the subject property as well as to request community guidance related to future waste-related land acquisition opportunities. The SWMP amendment process focused on the elements necessary to satisfy broad and sufficient consultation required to receive the endorsement of the MoE.

For the purposes of developing a SWMP amendment for the acquisition of the subject property as well as the establishment of guiding principles to consider for future acquisition opportunities, the CSRD has undertaken a comprehensive consultation process. To support decision making and the development of the amendment, the CSRD engaged in public consultation using the same strategies undertaken when the 2014 SWMP review was conducted in 2014, including:

- Ongoing input and commentary from the CSRD’s Plan Monitoring Advisory Committee (PMAC);
- A series of four open house sessions in each member municipality (Salmon Arm, Sicamous, Revelstoke and Golden), and;
- An online or e-survey to gain additional input from the entire Solid Waste Management Plan area.

The Plan Amendment will be appended to the 2014 SWMP and is drafted in a manner that is consistent with the existing SWMP document and the province’s *A Guide to Solid Waste Management Planning* document. This report concludes with a concise proposed amendment to be appended to the 2014 SWMP.

The approval of the SWMP amendment will initiate an application for an OCP amendment with the City of Salmon Arm and will result in an additional consultation process specific to the City of Salmon Arm’s OCP and zoning approval processes. Development of the SWMP amendment and the related stakeholder consultation is also intended to support the OCP amendment process.

The stakeholder consultation undertaken to amend the SWMP related to the development of guidance and criteria on future property acquisitions in the CSRD resulted in a level of confusion by some respondents related to the CSRD evaluation criteria and the MoE Landfill Criteria. Several public comments registered as part of the consultation process suggested that the MoE requirements for landfill criteria should be adhered to in its entirety and the CSRD should not develop their own separate criteria. The consultation efforts related to the development of criteria proposed by the CSRD was never intended as an attempt to reinvent existing MoE Landfill Criteria but were proposed to assist in decision-making and priority rating related to future property acquisition for waste management purposes given the significance of the expenditure and impact on the community.

Appendix 7: SWMP Amendment Executive Summary

The CSRD can correct this perception by providing additional detail to the public about how the CSRD criteria relates to the application of MoE Landfill Criteria to property acquisition, and that post-purchase there will be direct engagement with the MoE regarding updates of permits and the site Design and Operation Plan (D & O Plan).

The CSRD recognizes the Ministry of Environment's "Landfill Criteria" as being the guidance document for siting new landfills or expanding existing ones: The CSRD's interest in the proposed land acquisition is an opportunity to also explore broader considerations for future land acquisition opportunities.

Overall, results from the community consultation revealed a moderate level of support for the acquisition of the subject property as well as guidance around proposed criteria, although some divisions were evident in the community over these issues. These divisions generally aligned with the physical or geographical proximity to the site, whereas those residing closest to the subject property were the most vocally opposed to the acquisition and criteria. These results emphasize a continuing obligation by the CSRD to be transparent in their decision making and to address concerns expressed by neighbours related to the acquisition and future management of the site. The consultation process has resulted in the confirmation and prioritization of a number of criteria that should be considered for land acquisitions. These criteria have been incorporated into the proposed SWMP amendment.



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

To: Kevin Pearson, Director of Development Services
 Date: December 18, 2017
 Prepared by: Darin Gerow, Engineering Assistant
 Subject: **Official Community Plan Amendment Application No. OCP4000-33E**
 Civic: 2750 – 40 Street SE
 Legal: The West ½ of Legal Subdivision 2 of Section 7, Township 20, Range 9, W6M, KDYD
 Owner: Mounce Construction Ltd., Box 814, Salmon Arm, BC, V1E 4N9
 Applicant: Columbia Shuswap Regional District, Box 978, Salmon Arm, BC, V1E 4N9

Further to your referral dated December 14, 2017, we provide the following servicing information. **The following comments and servicing requirements are not conditions for OCP amendment; however, these comments are provided as a courtesy in advance of any development proceeding to the next stages:**

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

General:

1. Full municipal services are required as noted herein. Notwithstanding the comments contained in this referral, it is the applicant's responsibility to ensure these standards are met.
2. Comments provided below reflect the best available information. Detailed engineering data, or other information not available at this time, may change the contents of these comments.
3. Development properties to be serviced by electrical and telecommunications wiring.
4. Properties under the control and jurisdiction of the municipality shall be reinstated to City of Salmon Arm satisfaction.
5. Owner/developer will be responsible for all costs incurred by the City of Salmon Arm during construction and inspections. This amount may be required prior to construction. Contact City Engineering Department for further clarification.
6. Erosion and Sediment Control measures will be required as per Subdivision and Development Servicing Bylaw No. 4163 – Schedule B, Part 1, Section 3.1. ESC Plans to be approved by the City of Salmon Arm.
7. The applicant will be required to submit for City review and approval a detailed site servicing/lot grading plan for all on-site (private) work. This plan will show such items as

Official Community Plan Amendment Application No. OCP4000-33E
 CSRD
 Page 2

parking lot design, underground utility locations, pipe sizes, pipe elevations, pipe grades, catchbasin(s), control/containment of surface water, contours (as required), lot/corner elevations, impact on adjacent properties, etc.

8. The applicant will be required to submit for City review and approval an engineered design (plan/profile) for any off-site improvements or works within City owned lands. Design must be prepared and submitted by a qualified professional engineer. Refer to the sections below for more information. The applicant is requested to contact the Engineering Department should additional information be required. Securities equal to 125% of the estimated off-site servicing costs will be required as a condition of development.

Roads/Access:

1. 40 Street SE on the subject property's west boundary is designated as a Rural Collector Street within the Industrial Development Area, requiring an ultimate road right of way dedication of 20.0 meters (10.0 meters on either side of road centerline). Based on review of existing records, 10.0 meters of road dedication is required (to be confirmed by BCLS).

40 Street SE is currently constructed to an interim gravel Rural Local Road standard. Upgrading to the Industrial Area Road Standard will be required (RD-6A). Upgrades may include, but are not limited to road widening and construction, asphalt paving, shouldering, ditching, and boulevard construction.

2. Accesses shall be approved by City Engineer prior to construction.
3. All boulevards shall be graded towards roadway at minimum 2.0 %.

Water:

1. The site fronts a 200mm diameter watermain (Zone 5) along 40 Street. Minimum watermain size within The Industrial Development Area is 250mm diameter. Upgrading all fronting watermain to 250mm diameter will be required, or as required in the paragraph below.

City of Salmon Arm is proposing to install a supply 'trunk main' along 40 Street frontage in the near future. Owner/developer is required to upgrade/install this watermain at the diameter provided by the City. City of Salmon Arm will enter into a cost share with the owner/developer and will cover pipe material costs over 250mm diameter.

2. The available fire flows are not satisfactory according to the 2011 Water Study (Opus Dayton Knight 2012). Owner/developers authorized Engineer is to complete a flow test on the closes fire hydrant to confirm the existing watermain servicing the property is adequately sized to provide fire flows (Industrial requirement of 225 l/s with 20 psi residual pressure). Should fire flows be inadequate, a water system upgrade will be required to achieve these fire flows. Owner/developer will be responsible for all associated costs.
3. Fire hydrant spacing shall meet the Industrial Area spacing of 90 meters. It appears that two (2) fire hydrants will be required along the property frontage.

Official Community Plan Amendment Application No. OCP4000-33E
CSRD
Page 3

4. Fire protection requirements to be confirmed with the Building and Fire Departments.
5. The property shall be serviced by single metered water service connection (as per Specification Drawings No. W-12) adequately sized to satisfy the servicing requirements for the proposed use. Our records show the property is currently serviced with a metered 50mm diameter service from 40 Street SE. All unused services shall be terminated at the main. Water meters, if required, will be provided by the City at the owner/developers cost

Sanitary Sewer:

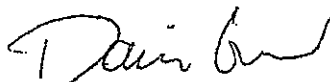
1. The subject property does not front on a City sanitary sewer main. Subject to the required approvals from Interior Health Authority, a private on-site disposal system will be required.

Drainage:

1. The subject property does not front on an enclosed storm sewer system. Site drainage is by overland and ditch draining systems. Drainage issues related to a development to be addressed at time of building permit.

Geotechnical:

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



Darin Gerow, ASCT
Engineering Assistant



Rob Nieuwenhuizen, ASCT
Director of Engineering & Public Works

CITY OF SALMON ARM

BYLAW NO. 4263

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

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on , 2018, at the hour of 7:00 p.m. was published in the , 2018 and , 2018, issue of the Salmon Arm Observer;

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

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

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

1. Re-designate The West ½ of Legal Subdivision 2 of Section 7, Township 20, Range 9, W6M, KDYD "Industrial General" to "Institutional", on the Land Use Maps A-1 and A-1b as shown on Schedule "A" attached hereto and forming part of this bylaw; and
2. Amend Map 14.1 to identify the West ½ of Legal Subdivision 1 of Section 7, Township 20, Range 9, W6M, KDYD (2750 - 40 Street SE) as "CSRD Regional Landfill" as shown on Schedule "B" attached hereto and forming part of this bylaw.

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as **"City of Salmon Arm Official Community Plan Amendment Bylaw No. 4263"**.

READ A FIRST TIME THIS DAY OF 2018

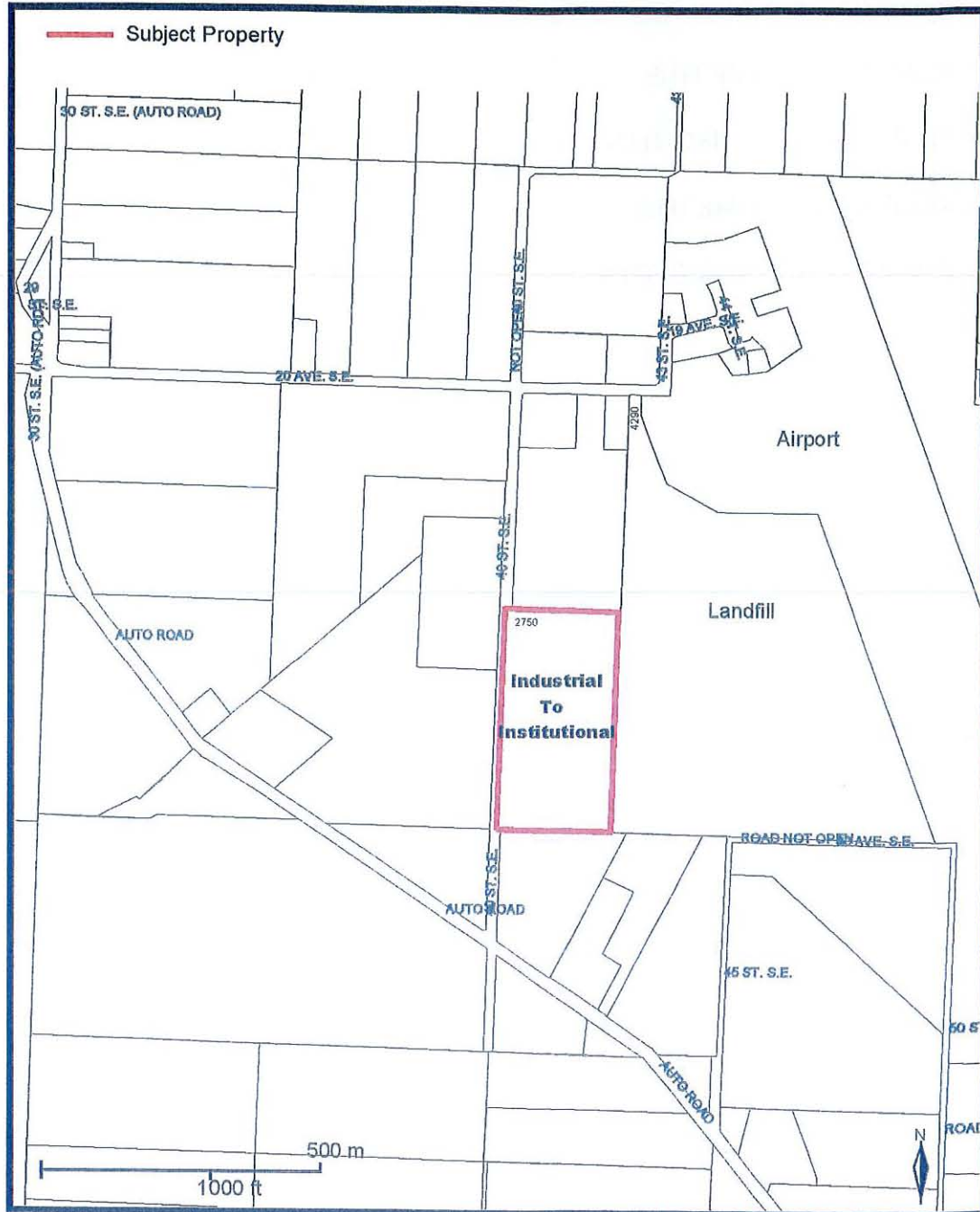
READ A SECOND TIME THIS DAY OF 2018

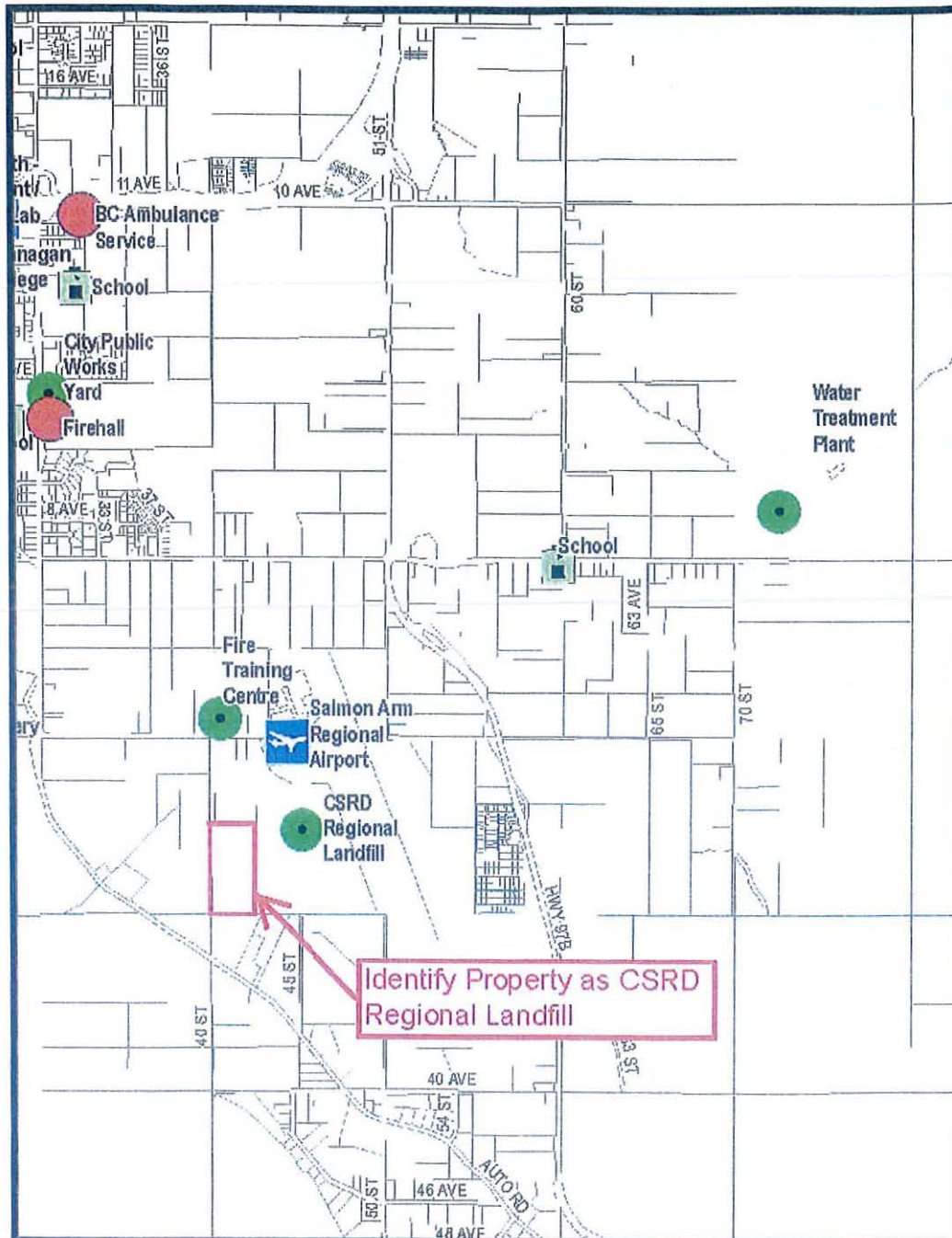
READ A THIRD TIME THIS DAY OF 2018

ADOPTED BY COUNCIL THIS DAY OF 2018

MAYOR

CORPORATE OFFICER





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Item 8.2

CITY OF SALMON ARM

Date: April 23, 2018

Moved: Councillor Wallace Richmond

Seconded: Councillor Jamieson

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4264 be read a first time;

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

[ZON-1107; Mounce Construction Ltd./Columbia Shuswap Regional District/Lawson Engineering & Development Services Ltd.; 4290 - 20 Avenue SE; P-2 to P-4]

Vote Record

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

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

CITY OF SALMON ARM

BYLAW NO. 4264

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 , 2018 at the hour of 7:00 p.m. was published in the , 2018 and , 2018 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:

- 1) Add the following:

Section 27 - P-4 - Institutional Waste Management Zone as defined in Schedule "A" attached hereto and forming part of this bylaw; and

- 2) Rezone Lot 1, Section 7, Township 20, Range 9, W6M, KDYD, Plan KAP45716 from P-2 Airport Zone to P-4 Institutional Waste Management Zone as shown on Schedule "B" attached hereto and forming part of this bylaw.

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as "**City of Salmon Arm Zoning Amendment Bylaw No. 4264**"

READ A FIRST TIME THIS DAY OF 2018

READ A SECOND TIME THIS DAY OF 2018

READ A THIRD TIME THIS DAY OF 2018

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT
ON THE DAY OF , 2018

For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2018

MAYOR

CORPORATE OFFICER

SCHEDULE "A"

SECTION 27 - P-4 - INSTITUTIONAL WASTE MANAGEMENT ZONE

Purpose

- 55.1 The P-4 *Zone* is primarily intended to accommodate the regional landfill operated in accordance with applicable Provincial regulations.

Regulations

- 55.2 On a *parcel zoned P-4*, no *building* or *structure* shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the P-4 *Zone* or those regulations contained elsewhere in this Bylaw.

Permitted Uses

- 55.3 The following uses and no others are permitted in the P-4 *Zone*:
- .1 *sanitary landfill* in accordance with Provincial regulations;
 - .2 *recycling beverage container return centre*;
 - .3 *recycling collection site*;
 - .4 *recycling depot* in accordance with Provincial regulations;
 - .6 *composting and composting facility* in accordance with Provincial regulations;
 - .7 *landfill gas capture* in accordance with Provincial regulations;
 - .8 *public use*;
 - .9 *private utility*;
 - .10 *public utility*; and
 - .11 *accessory use*, including *offices*.

Maximum Height of Principal and Accessory Buildings

- 55.4 The maximum *height* of *principal* or *accessory buildings* shall be 10.0 metres (62.3 feet).

Minimum Parcel Size or Site Area

- 55.5 The minimum *parcel* size or *site* area shall be 8.0 hectares (19.8 acres).

Minimum Parcel or Site Width

- 55.6 The minimum *parcel* or *site* width shall be 400 metres (1,312.3 feet).

Minimum Setback of Principal and Accessory Buildings

55.7 The minimum *setback* of all *buildings* associated with waste management operations shall be:

.1 *Interior parcel line*

- adjacent to a parcel not zoned

Industrial shall be

50.0 metres (164.1 feet)

- *all other cases shall be*

30.0 metres (98.5 feet)

.2 *Exterior parcel line* shall be

30.0 metres (98.5 feet)

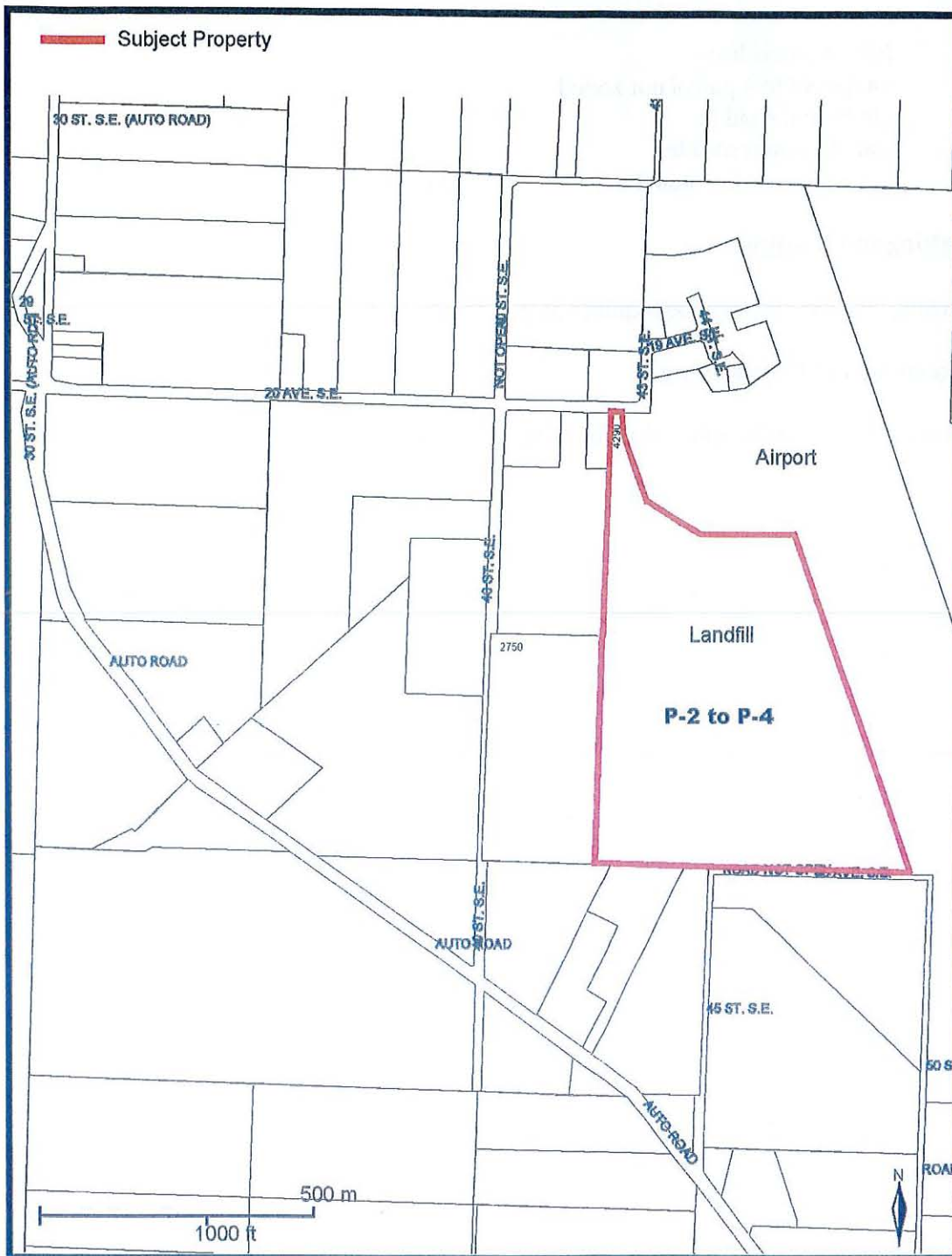
Parking and Loading

55.8 Parking and loading shall be required as per Appendix I.

Screening and Landscaping

55.9 Screening and Landscaping shall be required as per applicable Provincial requirements.

SCHEDULE "B"



Item 8.3

CITY OF SALMON ARM

Date: April 23, 2018

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4265 be read a first time;

AND THAT: second reading be withheld subject to second reading of Official Community Plan Amendment Bylaw No. 4263;

AND FURTHER THAT: final reading be withheld subject to adoption of Zoning Amendment Bylaw No. 4264 and approval of the Ministry of Transportation and Infrastructure.

ZON-1107; Mounce Construction Ltd./Columbia Shuswap Regional District/Lawson Engineering & Development Services Ltd.; 2750 - 40 Street SE; A-2 to P-4]

Vote Record

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

Opposed:

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

CITY OF SALMON ARM

BYLAW NO. 4265

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 , 2018 at the hour of 7:00 p.m. was published in the , 2018 and , 2018 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 the West ½ of Legal Subdivision 2 of Section 7, Township 20, Range 9, W6M, KDYD from A-2 Rural Holding Zone to P-4 Institutional Waste Management Zone as shown on Schedule "A" attached hereto and forming part of this bylaw.

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as **"City of Salmon Arm Zoning Amendment Bylaw No. 4265"**

READ A FIRST TIME THIS DAY OF 2018

READ A SECOND TIME THIS DAY OF 2018

READ A THIRD TIME THIS DAY OF 2018

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT
ON THE DAY OF , 2018

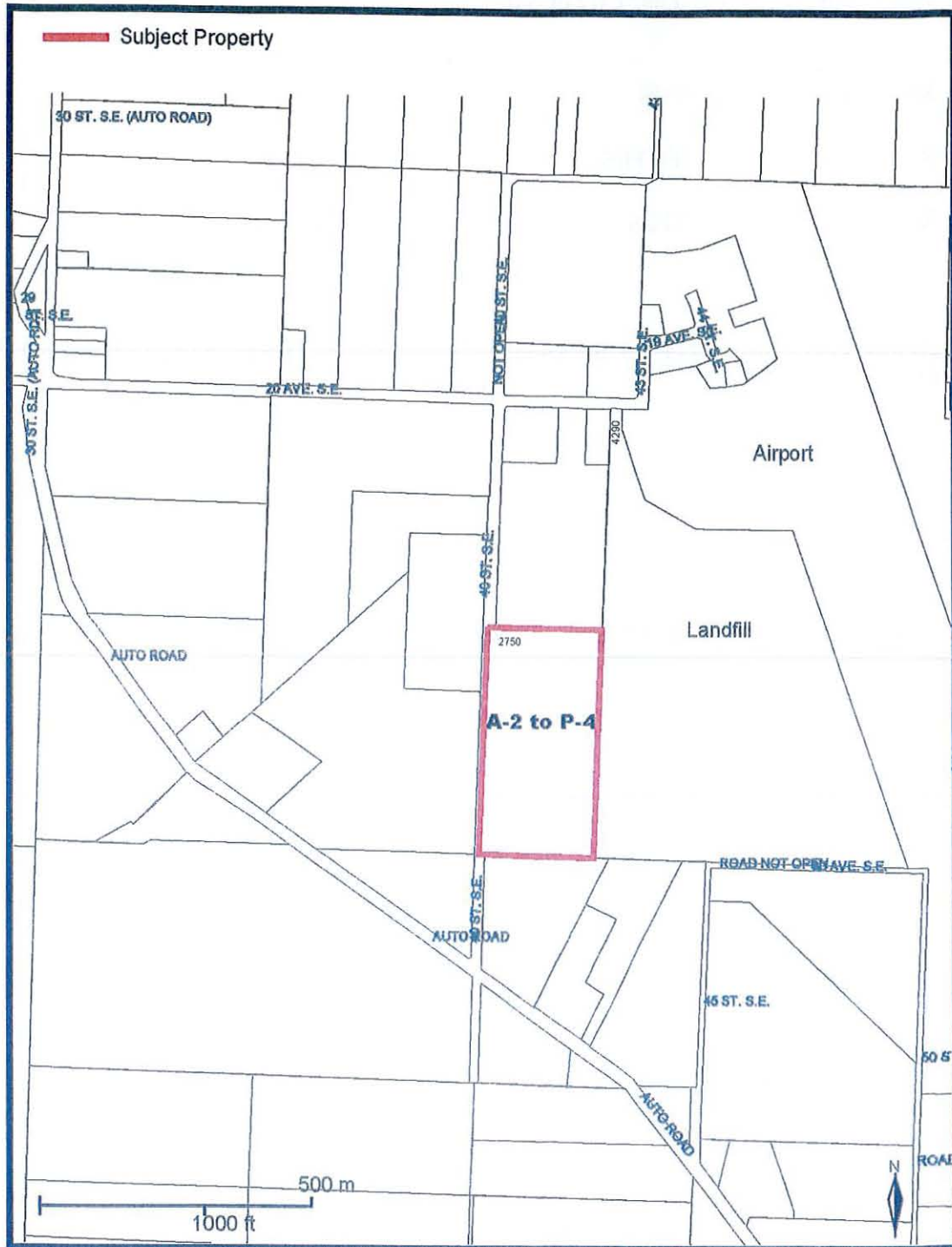
For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2018

MAYOR

CORPORATE OFFICER

SCHEDULE "A"



Item 8.4

CITY OF SALMON ARM

Date: April 23, 2018

Moved: Councillor Harrison

Seconded: Councillor Eliason

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

- Bylaw entitled City of Salmon Arm 2018 to 2022 Financial Plan Amendment Bylaw No. 4268; and
- Bylaw entitled City of Salmon Arm 2018 Annual Rate of Taxation Bylaw No. 4262

[2018 to 2022 Financial Plan Amendment and 2018 Annual Rate of Taxation Bylaws]

Vote Record

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

Opposed:

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



City of Salmon Arm

Memorandum from the Chief Financial Officer

Date: April 20, 2018
 To: Mayor Cooper and Members of Council
 Subject: 2018 Final Budget

Recommendation

That: Bylaw No. 4268 cited as "City of Salmon Arm 2018 to 2022 Financial Plan Amendment Bylaw No. 4268" be given 3 readings;

And That: Bylaw No. 4262 cited as "City of Salmon Arm 2018 Annual Rate of Taxation Bylaw No. 4262" be given 3 readings.

Background

The 2018 - 2022 Financial Plan was adopted by Council in November, 2017. A re-visitation of the Financial Plan is required in April of each year to provide for outstanding items such as:

- 2017 Capital Carry Forward Projects;
- 2017 Operational Carry Forward Projects;
- Authenticated Assessment Roll;
- Tax Requisitions from Other Governments (MFA, Regional District, Regional Hospital, BC Assessment Authority, etc.);
- Council Resolutions;
- Grants; and
- Other budget adjustments as noted below.

The 2018 Final Budget reflects a 1.53% tax increase and a 2.15% "new construction" factor resulting in additional tax revenue of \$30,000.00 of which \$25,000.00 has been redirected to the Future Expenditure Reserve. In keeping with Council's resolution in 2017, the Light Industry (Class 5) and Business (Class 6) property tax rate has been re-equalized resulting in a shift in general municipal property taxes of \$17,925.84 from the former to the latter.

The property tax increase impact to a Residential (Class 1) and Business (Class 6) assessment per \$100,000.00 of assessed value is \$6.66 and \$18.28 respectively. In addition, Business (Class 6) will experience a slight decrease of \$4.24/\$100,000 (2017 - increase of \$44.51/\$100,000) of assessed value as a result of a shift of general municipal property tax revenue and Light Industry (Class 5) will experience an increase of \$53.69/\$100,000 (2017 - decrease of \$677.00/\$100,000) of assessed value.

Budget Revisions

Council resolutions made thus far in 2018 and projects that commenced in 2017 have been included in the 2018 Final Budget for completion. Several O & M (i.e. Greenway Trails, various studies and assessments [Sanitary Sewer Master Study, Liquid Waste Management, Gravel Pit Assessment, Superior Tanker Shuttle Accreditation, Wharf Structural Assessment, etc.], Police Station – Emergency Power & Storage Bay Design projects, Cemetery – Digitizing of Records/Business Plan and Bylaw Development, DCC Bylaw Review, Park Major Maintenance projects, etc.) and capital projects (i.e. Council Chambers – Audio/Visual, Asphaltic Overlays, SAGA Building – Air Conditioning Unit and Roof Replacement, Police Building – Prison Cell Improvements, Hudson Street and 4 St Revitalization Projects, Blackburn Park Life Skills and Spray Park Projects, Drainage Storm Water Master Plan, Underpass Design, Mt. Ida Cemetery – Cemetery Mapping and Benches, Acquisition and Development of Turner Creek Connector Trail, Canoe Boat Launch Improvements, various pieces of equipment (funded from Reserve), WPCC – UV Disinfection System Upgrade, Airport Fuel System, Sanitary Relining (49 – 50 St NE) project, various road, drainage, sidewalk, equipment, water and sewer projects, incomplete/not started gas tax projects, etc.) have been included in the 2018 budget revision. Salaries, wages and benefits approved by Council have also been allocated within the 2018 Budget.

Please note that there are various salary, wages and benefit adjustments throughout the budget attributed to vacancies in various departments including Engineering, Public Works, Finance, Fire, etc.). A portion of the savings attributed to same has been transferred to Reserve to address the full allocation of same in 2019.

With the exception of the above noted, changes to the 2018 Final Budget are largely attributed to the following items:

General Fund

Revenue

General Municipal Tax Revenue (To reflect actual)	\$30,050.00
Franchise Fee – Fortis BC (To reflect actual)	37,210.00
Other (Rotary/ Art Gallery) – Cultural Master Plan (As resolved by Council)	5,000.00
Business Licence Revenue (To reflect actual)	5,000.00
Transfer from Reserve – Parks DCC (Offsets with debt repayment reduction of \$23,190.00)	(12,810.00)
Transfer from Reserve – RCMP Musical Ride (To reflect actual)	15,000.00
Transfer from Reserve – Strategic Wildfire Plan (To fund expenditure for same)	15,000.00
Transfer from Reserve – Recreational Amenities (As resolved by Council, provision of grant to the SA Tennis Club)	125,000.00
Transfer from Reserve – TCH Intersections (To reallocate to Underpass Reserve, estimated opening balance slightly underfunded – attributed to interest estimates, etc.)	85,000.00
Transfer from Reserve – CSA Lot 3 (Jackson) Frontage (To reallocate to shortfall in Hudson Revitalization Project)	44,455.00
Transfer from Reserve – Ice and Snow Control (Provision for impending shortfall)	265,000.00
Transfer from Reserve – Airport – Snow Removal (Provision for impending shortfall)	15,000.00
Transfer from Reserve – Airport - Tree Encroachment (Provision for clearing airport approach, it should be noted that a subsequent report will be provided to Council as additional funding is required)	50,550.00
Transfer from Reserve – Cultural Master Plan (As resolved by Council)	5,000.00
Transfer from Reserve – Canada 150 Celebrations (As resolved by Council)	44,500.00
	\$728,955.00

Mayor Cooper and Members of Council
Memorandum – 2018 Final Budget
April 20 2018

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Expenses

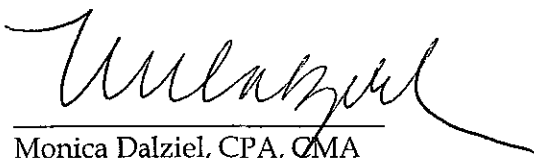
Communications – RSU (Provision of carry forward funds for Communication Strategy & Offsite presentation related expenses)	25,000.00
Salaries and Benefits (Provision for CFO overlap and part-time staffing in Customer Service)	45,000.00
Other (To redirect funds budgeted in 2017/2018 - i.e. retroactive pay, severance, etc.)	(70,000.00)
Contracted Services (Provision for assistance in Finance Department)	6,000.00
Human Resource Related Expenditures (Provision to access legal and contracted services)	50,000.00
Grant – SA Tennis Club (As resolved by Council – Funded from Reserve)	125,000.00
Principal and Interest – Bylaw No. 3569 – Blackburn Park (To reflect repayment Reduction attributed to pay down by \$110,000.00 - Skateboard Park and Relocation of Soccer Field)	(23,190.00)
RCMP Musical Ride (Provision for event funded from Reserve)	15,000.00
Strategic Wildfire Plan (Provision for plan funded from Reserve)	15,000.00
Fire Protection Hydrant Maintenance (Provision to meet level of required service)	10,000.00
Trans. – Ice and Snow Control (Provision for impending shortfall – funded from Reserve)	265,000.00
Airport – Snow Removal (Provision for impending shortfall)	15,000.00
Airport – Tree Encroachment (Provision for clearing airport approach, it should be noted that a subsequent report will be provided to Council as additional funding is required)	50,550.00
Canada Day Celebrations (As resolved by Council)	22,000.00
Gallery 150 & Merchandise (As resolved by Council)	5,000.00
Art Gallery – Map of Canada (As resolved by Council)	17,500.00
Cultural Master Plan (As resolved by Council)	20,000.00
Blackburn Spray Park – Water & Sewer (Provision for same)	20,000.00
Dodd's Trail – Fencing (Provision to meet previous obligation to Dodd's Trail)	8,000.00
Police Building – Front Counter Modifications (Provision for actual costs)	13,335.00
Transfer to Reserve – Future Expenditure (Reallocated from Tax Revenue)	25,000.00
Transfer to Reserve - Law Courts (Provision for balloon payment in 2022)	5,000.00
Transfer to Reserve - Underpass (As noted above)	85,000.00
Transfer from Reserve – 5 Ave SW Roadway (Allocation redirected to Drainage – no longer required)	(20,000.00)
Transfer to Reserve – Drainage (Allocation redirected from 5 Ave SW Roadway – no longer required)	20,000.00
Transfer to Reserve – CSA Lot 3 (Jackson) Frontage (To reallocate to shortfall in Hudson Revitalization Project)	44,455.00
Various Increases (Decreases) (Net)	(52,695.00)
	\$728,955.00

Water and Sewer Funds

The changes outside of the 2017 Capital and Operational Carry forwards are minor in nature.

Please note that the City costs associated with the Konicek Development, as outlined in the Director of Engineering and Public Works report has been included in the 2018 Budget.

Respectfully Submitted,


Monica Dalziel, CPA, CMA

CITY OF SALMON ARM

BYLAW NO. 4268

A bylaw to amend the 2018 to 2022 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 2018 to 2022;

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 2018 to 2022 Financial Plan Bylaw No. 4247 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 2018 to 2022 Financial Plan Amendment Bylaw No. 4268".

READ A FIRST TIME THIS DAY OF 2018

READ A SECOND TIME THIS DAY OF 2018

READ A THIRD TIME THIS DAY OF 2018

ADOPTED BY COUNCIL THIS DAY OF 2018

MAYOR

CORPORATE OFFICER

City of Salmon Arm

2018 - 2022 Financial Plan

	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
Consolidated Revenues					
Property and MRDT Taxes - Net	\$ 17,979,760	\$ 18,339,355	\$ 18,706,142	\$ 19,080,265	\$ 19,461,870
Frontage & Parcel Taxes	3,305,800	3,371,916	3,439,354	3,508,141	3,578,304
Sales of Service	7,784,768	7,940,463	8,099,273	8,261,258	8,426,483
Revenue From Own Sources	2,479,500	2,529,090	2,579,672	2,631,265	2,683,891
Rentals	778,350	793,917	809,795	825,991	842,511
Federal Government Transfers	-	-	-	-	-
Provincial Government Transfers	363,350	370,617	378,029	385,590	393,302
Other Government Transfers	211,295	215,521	219,831	224,228	228,713
Transfer From Prior Year Surplus	685,780	699,496	713,486	727,755	742,310
Transfer From Reserve Accounts	1,289,952	1,315,751	1,342,066	1,368,907	1,396,286
Transfer From Reserve Funds	-	-	-	-	-
Total Consolidated Revenues	\$ 34,878,555	\$ 35,576,126	\$ 36,287,649	\$ 37,013,402	\$ 37,753,670
Consolidated Expenditures					
General Government Services	\$ 3,699,775	\$ 3,773,771	\$ 3,849,247	\$ 3,926,232	\$ 4,004,757
Protective Services	5,326,725	5,433,260	5,541,925	5,652,763	5,765,818
Transportation Services	5,277,380	5,382,928	5,490,586	5,600,398	5,712,406
Environmental Health Services	67,777	69,133	70,515	71,925	73,364
Environmental Development Service	2,584,410	2,636,098	2,688,820	2,742,597	2,797,448
Recreation and Cultural Services	4,427,645	4,516,198	4,606,522	4,698,652	4,792,625
Fiscal Services - Interest	1,581,638	1,613,271	1,645,536	1,678,447	1,712,016
Fiscal Services - Principal	1,149,705	1,172,699	1,196,153	1,220,076	1,244,478
Capital Expenditures	2,855,825	2,684,154	3,021,834	2,943,280	2,332,092
Transfer to Surplus	-	-	-	-	-
Transfer to Reserve Accounts	2,612,230	2,893,262	2,667,130	2,859,463	3,586,705
Transfer to Reserve Funds	908,680	926,854	945,391	964,298	983,584
Water Services	2,325,015	2,371,515	2,418,946	2,467,325	2,516,671
Sewer Services	2,061,750	2,102,985	2,145,045	2,187,946	2,231,705
Total Consolidated Expenditures	\$ 34,878,555	\$ 35,576,126	\$ 36,287,649	\$ 37,013,402	\$ 37,753,670

City of Salmon Arm

2018 - 2022 Financial Plan

Capital Projects

Finances Acquired

	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
General Operating Fund	\$ 1,931,835	\$ 1,959,154	\$ 1,896,834	\$ 1,953,280	\$ 1,305,092
Water Operating Fund	468,710	250,000	450,000	490,000	500,000
Sewer Operating Fund	455,280	475,000	675,000	500,000	527,000
Federal Government Grants	1,278,372	2,127,500	-	-	-
Provincial Government Grants	1,503,373	2,102,500	-	-	-
Prior Year Surplus	312,000	-	-	510,000	-
Reserve Accounts	3,388,850	3,099,450	530,000	690,000	15,000
Reserve Funds	2,692,500	1,920,750	323,500	2,808,750	710,000
Development Cost Charges	775,000	2,450,000	2,125,000	2,307,500	3,335,000
Short Term Debt	835,000	-	-	-	-
Long Term Debt	-	5,185,000	-	-	-
Developer Contributions	212,000	1,040,000	40,000	40,000	44,000
Total Funding Sources	\$ 13,852,920	\$ 20,609,354	\$ 6,040,334	\$ 9,299,530	\$ 6,436,092

Finances Applied

Transportation Infrastructure	\$ 6,298,215	\$ 17,185,000	\$ 3,979,500	\$ 4,222,000	\$ 3,622,000
Buildings	1,079,360	335,476	117,000	197,000	144,000
Land	-	-	-	-	-
IT Infrastructure	1,135,515	115,000	125,000	721,500	55,000
Machinery and Equipment	1,997,100	656,378	383,834	1,192,780	513,092
Vehicles	421,500	-	90,000	35,000	-
Parks Infrastructure	753,530	322,500	260,000	966,250	260,000
Utility Infrastructure	2,167,700	1,995,000	1,085,000	1,965,000	1,842,000
Total Capital Expense	\$ 13,852,920	\$ 20,609,354	\$ 6,040,334	\$ 9,299,530	\$ 6,436,092

Departmental Summary:

	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
General Government Services	\$ 871,705	\$ 108,500	\$ 108,500	\$ 193,500	\$ 122,500
Protective Services	1,218,140	55,000	145,000	805,000	140,000
Transportation Services	7,763,965	17,368,000	4,276,000	4,523,500	3,918,500
Environmental Health Services	72,660	-	12,500	2,500	2,500
Environmental Development Services	45,000	-	-	-	-
Recreation and Cultural Services	889,470	1,012,854	333,334	1,235,030	335,592
Water Services	1,347,990	1,590,000	490,000	2,040,000	1,390,000
Sewer Services	1,643,990	475,000	675,000	500,000	527,000
Total by Department	\$ 13,852,920	\$ 20,609,354	\$ 6,040,334	\$ 9,299,530	\$ 6,436,092

Schedule "B" – Bylaw #4268
2018 Revenue Policy Disclosure

1. Table One (1) reflects the proportion of total revenue proposed to be raised from each funding source in 2018. 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 anticipates receiving a Municipal Regional District Tax (MRDT) which will be levied and collected by the Provincial Government on all daily accommodation rentals within the City. Under the direction and approval of the Accommodation Industry, the City has applied to the Provincial Government to levy a 2% MRDT which will be utilized on initiatives that will increase exposure/awareness of Salmon Arm as a tourism destination with emphasis on off-season event expansion.

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

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

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

Schedule "B" – Bylaw #4268
2018 Revenue Policy Disclosure

Table 1: Proportions of Total Revenue

Revenue Source	Percentage to Total Revenue Includes Conditional Government Transfers	Percentage to Total Revenue Excludes Conditional Government Transfers
Property Taxes	48.96%	53.63%
Parcel Taxes	9.00%	9.86%
User Fees, Charges and Interest Income	30.06%	32.94%
Other Sources	9.71%	1.08%
Proceeds From Borrowing	2.27%	2.49%
	100.00%	100.00%

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

The City reviewed the property tax multiple structure and equalized the general municipal property tax rate and associated multiple for Class 5 (Light Industry) and Class 6 (Business) by shifting general municipal property taxes 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 #4268
2018 Revenue Policy Disclosure

Table 2: Distribution of Property Taxes Between Property Classes

Property Class	2018 Tax Rate	Class Multiple	Percentage to Total Property Tax	Percentage to Total Property Assessment Value
Residential	4.0360	1.00:1	65.40%	85.28%
Utilities	26.3875	6.54:1	0.84%	0.17%
Supportive Housing	0.000	0:1	0.00%	0.00%
Major Industry	70.6999	17.52:1	3.02%	0.22%
Light Industry	11.3951	2.82:1	2.20%	1.01%
Business	11.3951	2.82:1	27.80%	12.84%
Managed Forest Land	8.7758	2.17:1	0.00%	0.00%
Recreational/Non Profit	2.9873	0.74:1	0.12%	0.22%
Farm	12.3901	3.07:1	0.62%	0.26%

3. The City adopted a Permissive Tax Exemption Policy in 1998 which outlines the eligibility criteria to receive a permissive tax exemption. The Annual Municipal Report for 2013 contains a schedule of permissive tax exemptions granted for the year and the amount of tax revenue exempted.

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

Table 3: Permissive Tax Exemptions

Organization	General Municipal Tax Exemption	Other Government Tax Exemption	Total
Churches	\$ 45,969.00	\$ 37,384.00	\$ 83,353.00
Non Profit Societies	348,059.00	211,535.00	559,594.00
Senior Centers	18,097.00	10,110.00	28,207.00
Other	15,707.00	12,244.00	27,951.00
Sports Clubs	264,554.00	151,665.00	416,219.00
Total	\$ 692,386.00	\$ 422,938.00	\$ 1,115,324.00

Schedule "B" -- Bylaw #4268
2018 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	2013 General Municipal Tax Exemption	2014 General Municipal Tax Exemption	2015 General Municipal Tax Exemption	2016 General Municipal Tax Exemption	2017 General Municipal Tax Exemption	2018 General Municipal Tax Exemption
C-2 "Downtown Commercial Zone"	\$ 46,974.30	\$ 47,032.50	\$ 45,846.66	\$ 34,828.47	\$ 29,851.20	\$ 24,304.74

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 #4268
2018 Revenue Policy Disclosure

Table 5: Revitalization Tax Exemptions

Area	2014 General Municipal Tax Exemption	2015 General Municipal Tax Exemption	2016 General Municipal Tax Exemption	2017 General Municipal Tax Exemption	2018 General Municipal Tax Exemption
"Industrial Zone"	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,425.51

CITY OF SALMON ARM

BYLAW NO. 4262

A bylaw to set the rate of taxation for the year 2018

WHEREAS in accordance with the provisions of Section 197 of the Community Charter, SBC, 2003, Chapter 26 the Council is required, by bylaw, to impose property value taxes for the year by establishing tax rates for Municipal, Hospital, Library, Regional District, Off-Street Parking and Business Improvements purposes for the year 2018;

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

1. The following rates are hereby imposed and levied for the year 2018:
 - a) For all lawful general and debt purposes of the municipality on the value of land and improvements taxable for General Municipal purposes, rates appearing in Column "A" of Schedule "A" attached hereto and forming a part hereof.
 - b) For Regional Hospital District purposes on the value of land and improvements taxable for Hospital purposes rates appearing in Column "B" of Schedule "A" attached hereto and forming a part hereof.
 - c) For Columbia Shuswap Regional District purposes on the value of land and improvements taxable for Hospital purposes, rates appearing in Column "C" of Schedule "A" attached hereto and forming a part hereof.
 - d) For Columbia Shuswap Regional District - SIR purposes on the value of land taxable for Hospital purposes, rates appearing in Column "D" of Schedule "A" attached hereto and forming a part hereof.
 - e) For Business Improvement Area purposes on the value of land and improvements taxable for General Municipal purposes, rates appearing in Column "E" of Schedule "A" attached hereto and forming a part hereof.
 - f) For Off-Street Parking Specified Area purposes on the value of land and improvements taxable for General Municipal purposes, rates appearing in Column "F" of Schedule "A" attached hereto and forming a part hereof.
 - g) For Okanagan Regional Library purposes on the value of lands and improvements taxable for General Municipal purposes, rates appearing in Column "G" of Schedule "A" attached hereto and forming a part hereof.

- h) For BC Assessment Authority purposes the rates have been established by legislation and rates appearing in Column "H" of Schedule "A" attached hereto and forming a part hereof.
 - i) For Municipal Finance Authority purposes the rates have been established by legislation and rates appearing in Column "I" of Schedule "A" attached hereto and forming a part hereof.
2. The minimum amount of taxation upon a parcel of real property shall be One Dollar (\$1.00).
 3.
 - a) At close of business on July 3, 2018, the Chief Financial Officer of the City of Salmon Arm shall add to the unpaid taxes of the current year, in respect of each parcel of land and the improvements thereon upon the real property tax roll, ten percent (10%) of the amount then remaining unpaid.
 - b) The said unpaid taxes, together with amounts added under this section, are deemed to be unpaid taxes of the current year due on such land and improvements thereon, and the amounts added under this section when collected shall form part of the general revenue of the City of Salmon Arm.
 4. Despite Section 3, taxes resulting from a supplementary assessment roll which remain unpaid 30 days after sending of the notice of the taxes payable to the assessed owner are to incur and bear a penalty for that year of ten percent (10%) of the amount of such taxes.
 5. SEVERABILITY

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

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

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

8. CITATION

This bylaw may be cited for all purposes as "**City of Salmon Arm 2018 Annual Rate of Taxation Bylaw No. 4262**".

READ A FIRST TIME THIS DAY OF 2018

READ A SECOND TIME THIS DAY OF 2018

READ A THIRD TIME THIS DAY OF 2018

ADOPTED BY COUNCIL THIS DAY OF 2018

MAYOR

CORPORATE OFFICER

**City of Salmon Arm
2018 Property Tax
Rates**

**Bylaw No.
4262**

Schedule "A"

	Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I
Property Class	General Municipal	Regional Hospital District	Regional District	Regional District SIR	Specified Area Business Improvement	Specified Area Off-Street Parking	Regional Library	BC Assessment Authority	Municipal Finance Authority
Residential	4.0360	0.2489	0.2316	0.0354	-	0.3333	0.1774	0.0403	0.0002
Utilities	26.3875	0.8712	0.8106	0.1239	-	1.1666	0.6209	0.5037	0.0007
Supportive Housing	-	-	-	-	-	-	-	-	0.0002
Major Industry	70.6999	0.8464	0.7874	0.1204	-	-	0.6032	0.5037	0.0007
Light Industry	11.3951	0.8464	0.7874	0.1204	-	-	0.6032	0.1241	0.0007
Business/Other	11.3951	0.6099	0.5674	0.0867	1.4231	0.8166	0.4346	0.1241	0.0005
Managed Forest Land	8.7758	0.7468	0.6948	0.1062	-	-	0.5322	0.2560	0.0006
Recreational/Non Profit	2.9873	0.2489	0.2316	0.0354	-	-	0.1774	0.0403	0.0002
Farm	12.3901	0.2489	0.2316	0.0354	-	-	0.1774	0.0403	0.0002

Item 8.5

CITY OF SALMON ARM

Date: April 23, 2018

Moved: Councillor Jamieson

Seconded: Councillor Lavery

THAT: the bylaw entitled City of Salmon Arm Officer Designation and Establishment Bylaw No. 4267 be read a first, second and third time.

[Officer Designation and Establishment Bylaw No. 4267]

Vote Record

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

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



City of Salmon Arm
Memorandum from the Chief Administrative Officer

TO: Her Worship Mayor Cooper and Council

DATE: April 18, 2018

SUBJECT: Officer Designation and Establishment Bylaw No. 4267

RECOMMENDATION:

That bylaw no. 4267 cited as "City of Salmon Arm Officer Designation and Establishment Bylaw No. 4267" be read a first, second and third time.

BACKGROUND:

Officer Designation and Establishment Bylaw No. 3626, which was adopted in 2013, reflects the Officer positions for the City of Salmon Arm as they are presently. It is recommended that with the approaching retirement of Chief Financial Officer (CFO) Monica Dalziel and the consequent restructuring of the Administration and Financial Services Departments, the bylaw be updated to reflect these changes.

Proposed bylaw no. 4267 separates the Deputy Chief Administrative Officer position from the role of CFO, among other things. These changes are intended to make the bylaw more flexible as organizational changes occur.


 Carl Bannister, MCIP, RPP

APPENDIX A: City of Salmon Arm Officers Designation and Establishment Bylaw No. 4267

CITY OF SALMON ARM

BYLAW NO. 4267

A bylaw to establish the Officer positions of the City of Salmon Arm and to establish the powers, duties and responsibilities of such Officers

WHEREAS Section 146 of the Community Charter provides that Council must, by bylaw, establish Officer positions in relation to the powers, duties and functions pursuant to Section 148 (corporate officer) and Section 149 (financial officer) of the Community Charter;

AND WHEREAS Section 147 of the Community Charter empowers Council, by bylaw, to establish the position of the Chief Administrative Officer and to establish the powers, duties and functions of the Chief Administrative Officer;

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

OFFICER POSITIONS

1. The following positions are hereby established as Officer positions of the Municipality:
 - (a) Chief Administrative Officer;
 - (b) Deputy Chief Administrative Officer;
 - (c) Corporate Officer;
 - (d) Deputy Corporate Officer;
 - (e) Chief Financial Officer; and
 - (f) Deputy Chief Financial Officer.
2. City of Salmon Arm Council may assign 2 or more positions to the same person.
3. An Oath of Office must be sworn upon appointment to the established Officer Positions.

POWERS, DUTIES AND FUNCTIONS

4. Chief Administrative Officer and Deputy Chief Administrative Officer

In addition to any other powers, duties and functions assigned by Council, or required or permitted by the Local Government Act, Community Charter or any other enactment, the Chief Administrative Officer shall be responsible for the chief administrative functions of the City of Salmon Arm pursuant to Section 147 of the Community Charter.

The Chief Administrative Officer and Deputy Chief Administrative Officer's duties and functions shall include:

- (a) the overall management of the operations of the municipality;
- (b) ensuring that the policies, programs and other directions of the Council are implemented; and
- (c) advising and informing Council on the operation and affairs of the municipality.

5. Corporate Officer and Deputy Corporate Officer

In addition to any other powers, duties and functions assigned by Council, or the Chief Administrative Officer, or required or permitted by the Local Government Act, Community Charter or any other enactment, the Corporate Officer and Deputy Corporate Officer shall be responsible for the corporate administrative functions of the City of Salmon Arm pursuant to Section 148 Community Charter.

The Corporate Officer and Deputy Corporate Officer's powers, duties and functions shall include:

- (a) ensuring that accurate minutes of the meetings of council and council committees are prepared and that the minutes, bylaws and other records of the business of council and council committees are maintained and kept safe;
- (b) ensuring that access is provided to records of the council and council committees, as required by law or authorized by the council;
- (c) administering oaths and taking affirmations, affidavits and declarations required to be taken under this Act or any other Act relating to municipalities;
- (d) certifying copies of bylaws and other documents, as required or requested;
- (e) accepting, on behalf of the council or the municipality, notices and documents that are required or permitted to be given to, served on, filed with or otherwise provided to the council or the municipality; and

- (f) keeping the corporate seal, if any, and having it affixed to documents as required.

6. Chief Financial Officer and Deputy Chief Financial Officer

In addition to any other powers, duties and functions assigned by Council, or the Chief Administrative Officer, or required or permitted by the Local Government Act, Community Charter or any other enactment, the Chief Financial Officer and Deputy Chief Financial Officer shall be responsible for the financial administrative functions of the City of Salmon Arm pursuant to Section 149 Community Charter.

The Chief Financial Officer and Deputy Chief Financial Officer's powers, duties and functions shall include:

- (a) receiving all money paid to the Municipality;
- (b) ensuring the keeping of all funds and securities of the Municipality;
- (c) investing municipal funds, until required, in authorized investments;
- (d) expending municipal money in the manner authorized by Council;
- (e) ensuring that accurate records and full accounts of the financial affairs of the Municipality are prepared maintained and kept safe; and
- (f) exercising control and supervision over the financial affairs of the Municipality.

ENACTMENTS

7. 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.

REPEAL BYLAWS

8. Upon adoption of this bylaw, "City of Salmon Arm Officers Designation and Establishment Bylaw No. 3946" is hereby repealed in its entirety.

CITATION

9. This bylaw may be cited for all purposes as "City of Salmon Arm Officers Designation and Establishment Bylaw No. 4267".

READ A FIRST TIME THIS	DAY OF	2018
READ A SECOND TIME THIS	DAY OF	2018
READ A THIRD TIME THIS	DAY OF	2018

ADOPTED BY COUNCIL THIS

DAY OF

2018

MAYOR

CORPORATE OFFICER

Item 9.1

CITY OF SALMON ARM

Date: April 23, 2018

Moved: Councillor Harrison

Seconded: Councillor Jamieson

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4256 be read a final time.

[ZON-1121; 1120170 BC Ltd./Walters, R.; 1160 - 16 Street NE; R-1 & R-7 to CD-7]

Vote Record

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

Opposed:

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



City of Salmon Arm

Development Services Department Memorandum

TO: Her Worship Mayor Cooper and Members of Council

DATE: March 13, 2018

SUBJECT: Zoning Bylaw Amendment Application No. 1121 (R-1 to CD-7)
 Legal: Lot 1, Section 24, Township 20, Range 10, W6M, KDYD, Plan 3839, Except Plan KAP55055
 Civic Address: 1160 – 16 Street NE
 Owner: 1120170 BC Ltd.
 Applicant: Reg Walters

MOTION FOR CONSIDERATION

THAT: a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 1, Section 24, Township 20, Range 10, W6M, KDYD, Plan 3839, Except Plan KAP55055 from R-1 (Single Family Residential Zone) to CD-7 (Comprehensive Development Zone - 7);

AND FURTHER THAT: Final reading of the Bylaw be withheld subject to approval of the Bylaw by the Ministry of Transportation and Infrastructure.

STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

PROPOSAL

The subject parcel is located at 1160 – 16 Street NE and is currently vacant (APPENDICES 1 and 2). The proposal is to rezone the parcel from R-1 (Single Family Residential) to CD-7 (Comprehensive Development Zone – 7) to accommodate a five lot subdivision with secondary suites.

The plan of subdivision is attached as APPENDIX 5 and site photos as APPENDIX 6.

SITE CONTEXT

The subject parcel is a corner lot fronting both 16 Street NE and 11 Avenue NE and is approximately 3,656 m² in size. The property is designated Medium Density Residential in the City's Official Community Plan (OCP) and zoned Single Family Residential (R-1) in the Zoning Bylaw. The adjacent land uses are described as follows:

North: Single Family Residential (R-1)
 South: 11 Avenue NE / Single Family Residential (R-1)
 East: Single Family Residential (R-1)
 West: 16 Street NE / Single Family Residential (R-1)

Secondary Suites

Policy 8.3.25 of the OCP provides for the consideration of secondary suites in Medium Density Residential designated areas via a rezoning application, subject to compliance with the Zoning Bylaw and the BC Building Code. In this case, the CD-7 zone permits only secondary suites within the principle dwelling and not detached secondary suites. Based on the parcel area, if the proposed lots were rezoned to the more common R-8 zone, two of the proposed lots (1 & 2) would meet the minimum lot size for detached suites.

COMMENTSFire Department

No concerns.

Building Department

No concerns.

Engineering Department

Engineering Department has no objections to the rezoning; however it is recommended that the lot sized be maintained to allow for onsite parking as offsite parking is not advised in this location.

Planning Department

The subject parcel is designated Medium Density Residential in the City's OCP. The proposed CD-7 zone is supported within the Medium Density Residential designation and therefore the proposal is consistent with the current OCP land use designation.

The purpose of the CD-7 zone, attached as APPENDIX 7, is to provide medium density, single family dwellings with secondary suites. The zone allows for 350 m² minimum parcel area and reduced setbacks in comparison to the R-1 zone. In terms of neighbourhood design, there would also be a notable difference in the siting of dwellings with the minimum setback of 5 m from a front parcel line prescribed in the CD-7 zone. Most of the older homes in this neighbourhood are sited well further back than the 6 m minimum of the R-1 zone. The proposed lots are 540 m² and larger which exceeds the minimum parcel area required. Given the proposed size of the lots, onsite parking and additional parking required for secondary suites is not anticipated to be an issue. However, there is limited opportunity for on street parking in this location. 11 Avenue NE in this location is also a designated a Bike Route in the OCP (Map 12.2).

The CD-7 zone has been implemented in the Maplewoods subdivision on 24 Street NE with lots sizes ranging from 400 m² to 558 m². Some concerns have been raised regarding on street parking and snow clearing along this block. On street parking is used extensively even though onsite parking requirements are met for all single family dwellings and secondary suites.

CONCLUSION

The requested zoning amendment to CD-7 to accommodate a five lot subdivision is recommended for approval by staff for the above noted reasons.

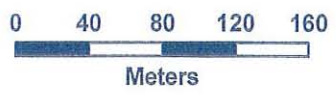
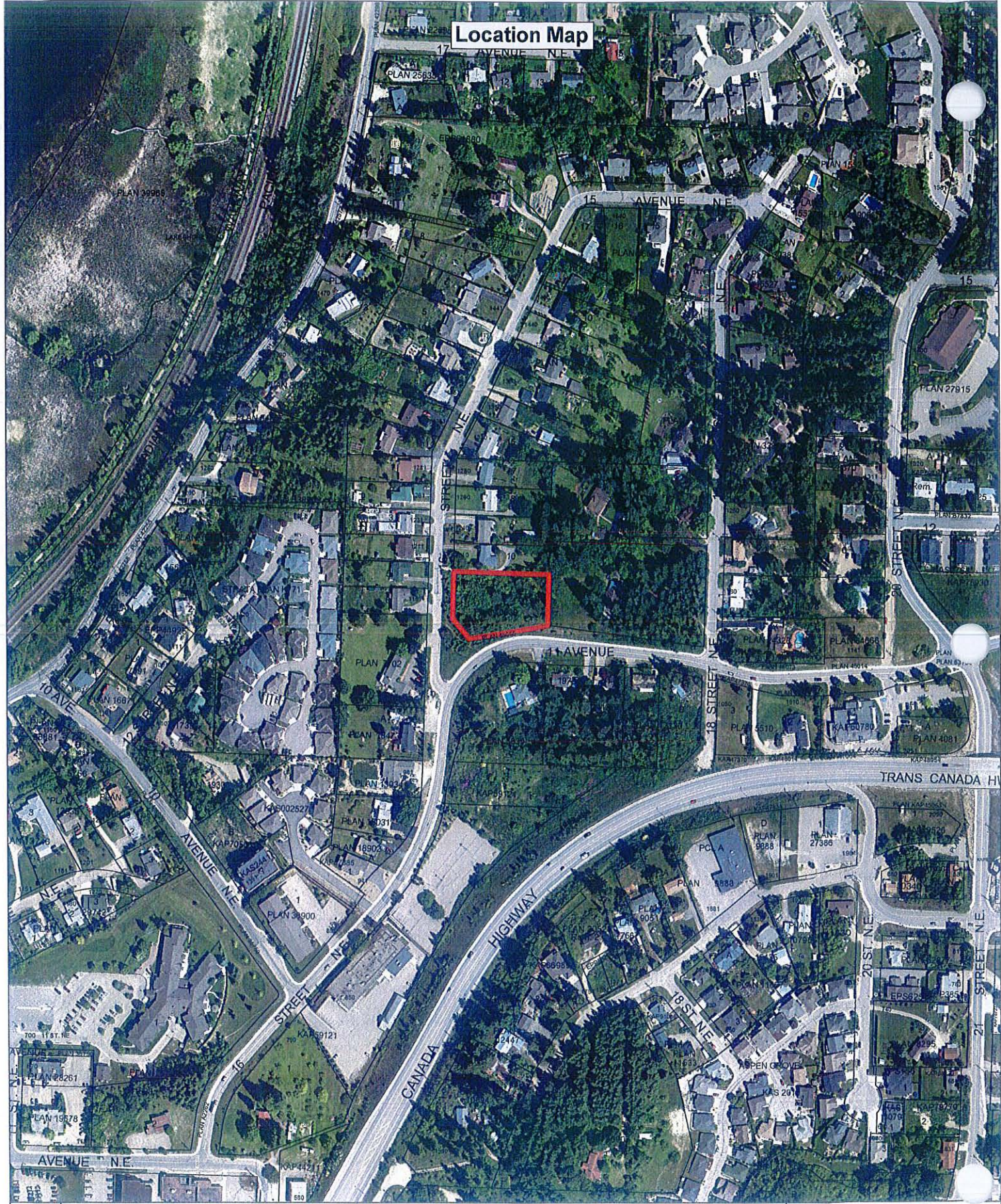


Prepared by: Wesley Miles, MCIP, RPP
Planning and Development Officer

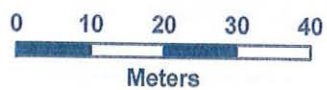


Reviewed by: Kevin Pearson, MCIP, RPP
Director of Development Services

Location Map

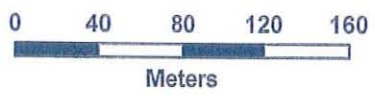
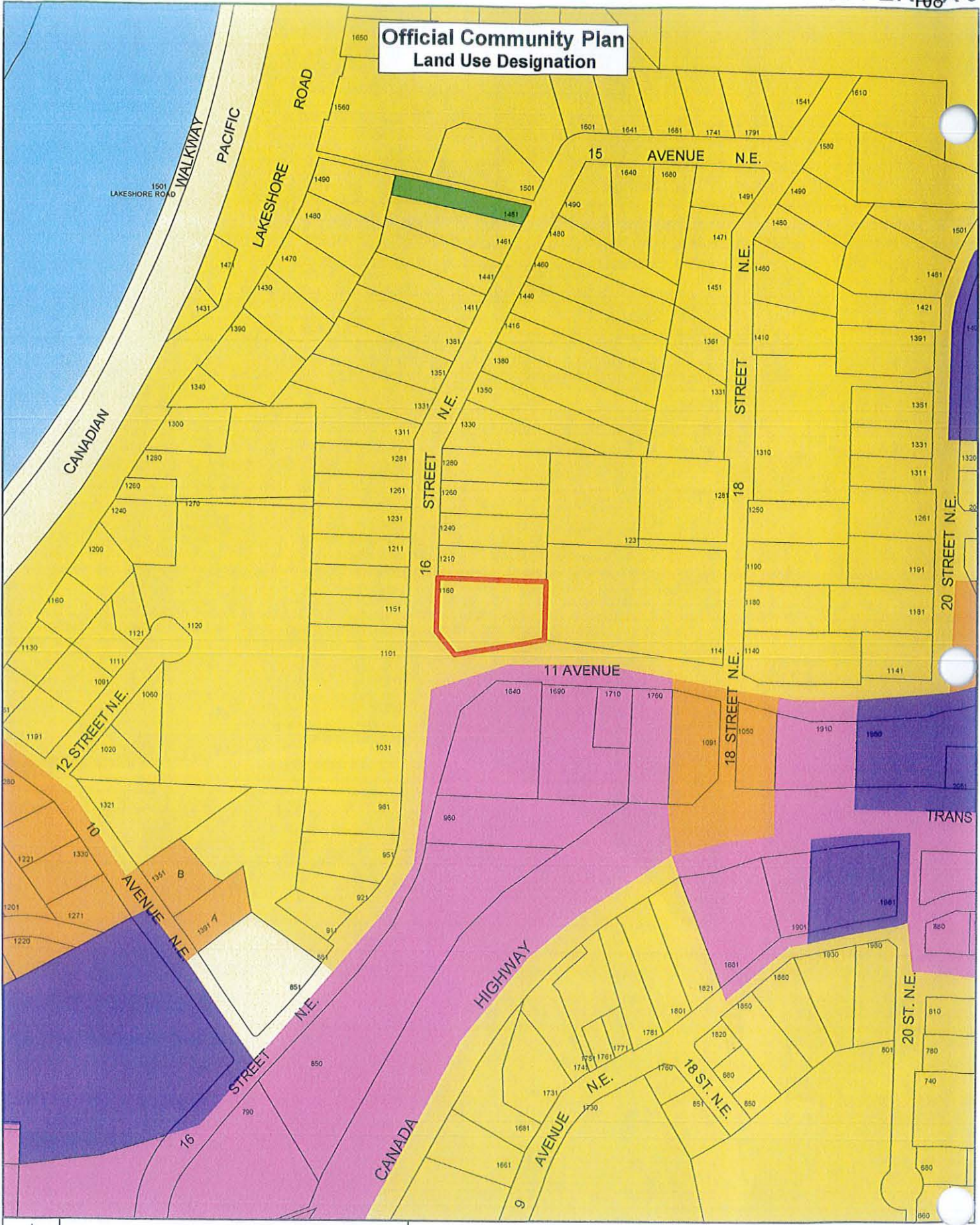


 Subject Parcel



 Subject Parcel

**Official Community Plan
Land Use Designation**



Subject Parcel



Residential High Density

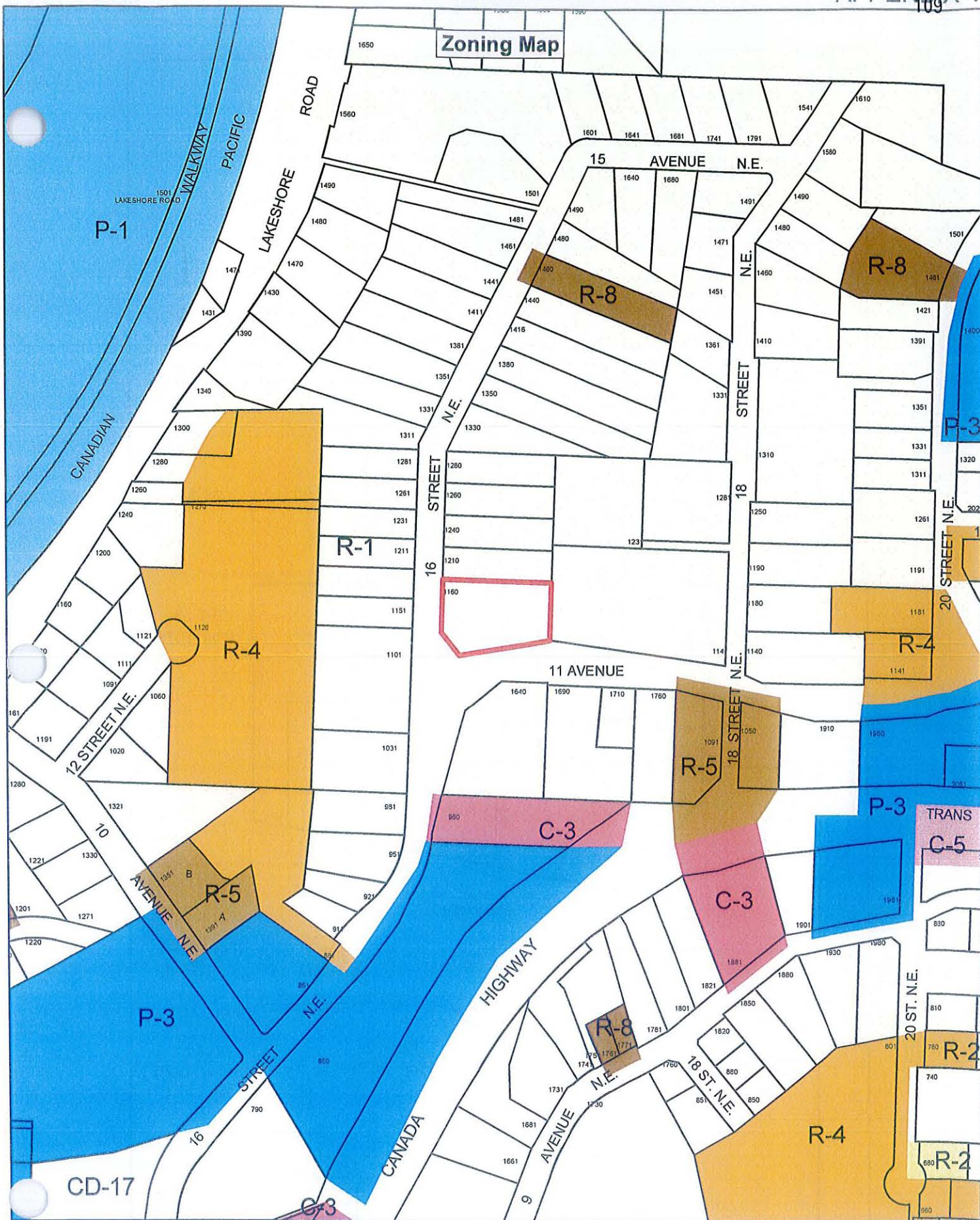


Residential Medium Density



Highway Service / Tourist Commercial

Zoning Map



0 20 40 60 80 100
Meters



Subject Parcel



Estate Residential



Residential Suite



Single Family Residential



Park and Recreation



Medium Family Residential



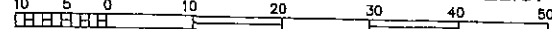
Large Lot Residential

Sketch Plan of Proposed Subdivision of Lot 1, Sec 24, Tp 20, R 10, W6M, KDYD, Plan 3839

Except Plan KAP55055

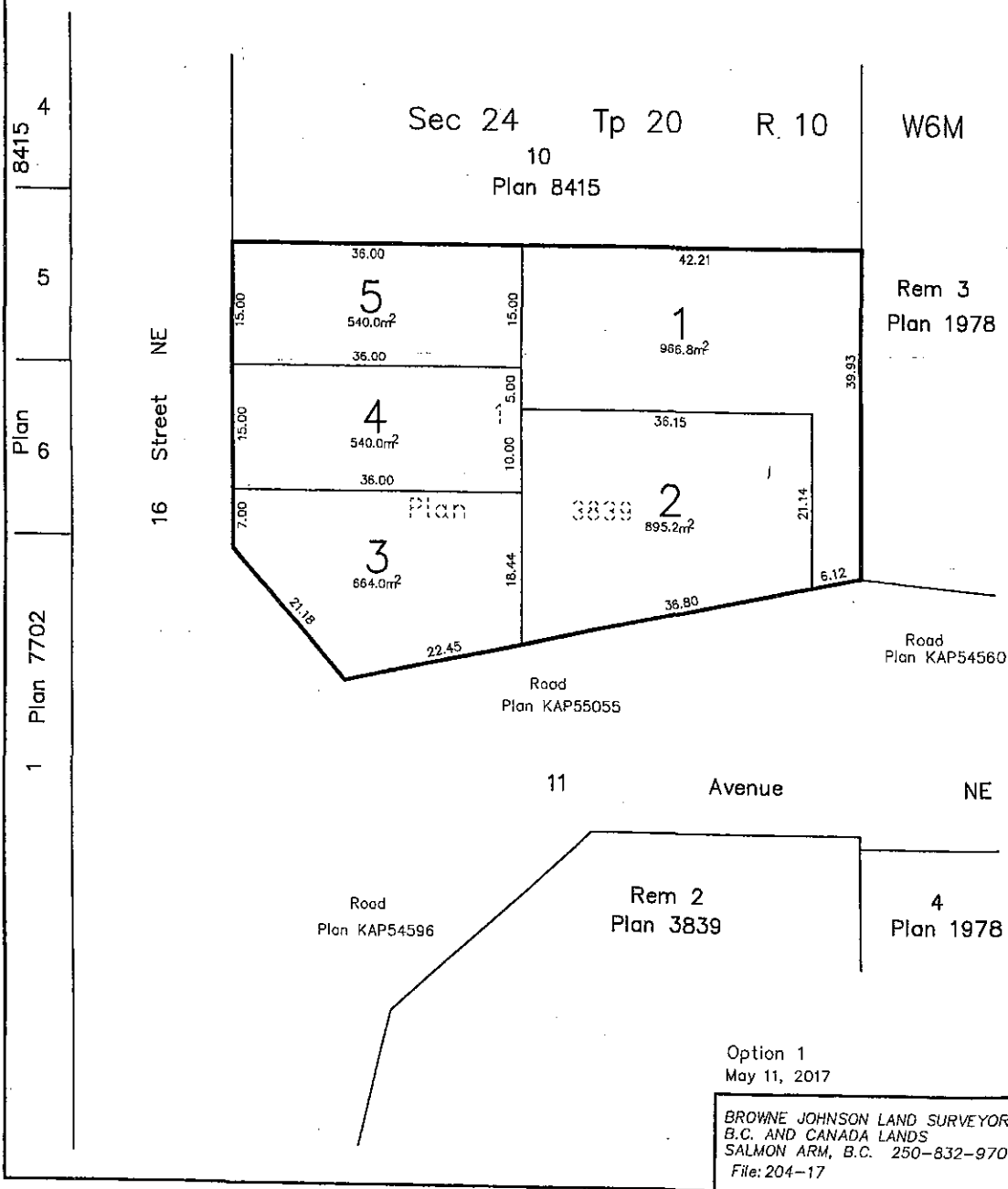
Scale 1:500

BCGS 82L.074



All distances are in metres.

The intended plot size of this Plan is 280mm in width by 432mm in height (B size) when plotted at a scale of 1:500



APPENDIX 6



Photo 1: Photo looking south east from 16 Street NE at the subject property.



Photo 2: Photo looking south at the subject property from the intersection of 11 Avenue NE and 16 Street NE.

#3685

SECTION 45 - CD-7 - COMPREHENSIVE DEVELOPMENT ZONE - 7

Purpose

- 45.1 The purpose of the CD-7 Zone is to provide for medium density, *single-family dwellings* with *secondary suites*.

Regulations

- 45.2 On a *parcel* zoned CD-7, no *building* or *structure* shall be constructed located or altered and no plan of subdivision approved which contravenes the regulations set out in the CD-7 Zone or those regulations contained elsewhere in this Bylaw.

Permitted Uses

- 45.3 The following uses and no others are permitted in the CD-7 Zone:

- .1 *bed and breakfast*, limited to two let rooms;
- .2 *boarders*, limited to two;
- .3 *home occupation*;
- .4 *public use*;
- .5 *public utility*;
- .6 *single family dwelling*;
- .7 *accessory use*, including *secondary suite*.

Maximum Number of Single-Family Dwellings

- 45.4 The maximum number of *single family dwellings* shall be one (1) per *parcel*.

Maximum Number of Secondary Suites

- 45.5 The maximum number of *secondary suites* shall be one (1) per *parcel*.

Maximum Height of Principal Building

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

Maximum Height of Accessory Building

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

Maximum Parcel Coverage

- 45.8 The total maximum *parcel coverage* for *principal* and *accessory buildings* shall be 45% of the *parcel area*, of which 10% shall be the maximum *parcel coverage* for *accessory buildings*.

#3685

SECTION 45 - CD-7 - COMPREHENSIVE DEVELOPMENT ZONE - 7 - CONT'D

Minimum Parcel Area

45.9 The minimum *parcel area* shall be 325.0 square metres (3,498 square feet).

Minimum Parcel Width

45.10 The minimum *parcel width* shall be 11.0 meters (36 feet).

Minimum Setback of Principal Building

45.11 The minimum *setback* of the *principal building* from the:

- .1 *Front parcel line* shall be 5.0 metres (16.4 feet)
- .2 *Rear parcel line* shall be 5.0 metres (16.4 feet)
- .3 *Interior side parcel line* shall be 1.2 metres (3.9 feet)
- .4 *Exterior side parcel line* shall be 5.0 metres (16.4 feet)
- .5 Notwithstanding Sections 6.10.2 and 6.10.3, a *principal building* on a corner *parcel* may be sited not less than 1.5 metres (4.9 feet) from the rear parcel line provided the combined total of the *rear* and *interior side yards* shall be not less than 5.0 metres (16.4 feet).
- .6 Refer to Section 4.9 for "Special Building Setbacks" which may apply.

Minimum Setback of Accessory Buildings

45.12 The minimum setback of an *accessory building* from the:

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

Maximum Floor Area Ratio

45.13 The maximum *floor area ratio* of a *single family dwelling* shall be 0.65.

Parking

45.14 Parking shall be required as per Appendix I.

22. PUBLIC HEARING

3. Zoning Amendment Application No. ZON-1121 [1120170 BC Ltd. / Walters, R.; 1160 – 16 Street NE; R-1 to CD-7]

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

Submissions were called for at this time.

R. Walters, the applicant, explained the application and was available to answer questions from Council.

T. Toms, 1240 – 16 Street NE, expressed traffic safety concerns at the intersection of 11th Avenue NE and 16 Street NE.

K. Norlin, 1210 – 16 Street NE, expressed traffic safety concerns and parking concerns.

P. Johnson, 1151 – 16 Street NE, spoke regarding the existing location of the mail box on 16 Street NE and expressed concerns regarding increased on street parking.

R. Walters, the applicant, spoke regarding parking concerns and indicated that each lot will have 3 parking spots.

P. Johnson, 1151 – 16 Street NE, expressed concerns regarding water runoff and inquired as to the City's plans for upgrading 16 Street NE with sidewalks and street lighting.

A. Wood, 1151 – 16 Street NE, spoke regarding traffic and pedestrian safety at the intersection of 16 Street NE and 11 Avenue NE. He also expressed concerns regarding the adequacy of the storm water system to be installed on the proposed properties.

P. Johnson, 1151 – 16 Street NE, expressed concerns of increased traffic on 11 Avenue NE due to the construction of a hotel in the neighbourhood.

I. Norlin, 1210 – 16 Street NE, said that 16 Street NE requires a storm system and other infrastructure updates.

T. Toms, 1240 – 16 Street NE, said that upgrades are required at the intersection of 16 Street NE and 11 Avenue NE.

K. Norlin, 1210 – 16 Street NE, would like to see a crosswalk at the intersection of 16 Street NE and 11 Avenue NE.

A. Wood, 1151 – 16 Street NE, spoke regarding the speed of traffic on 11 Avenue NE.

Following three calls for submissions and questions from Council, the Public Hearing for Bylaw No. 4256 was declared closed at 8:38 p.m.

CITY OF SALMON ARM

BYLAW NO. 4256

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 Room 100 at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on April 9, 2018 at the hour of 7:00 p.m. was published in the March 28, 2018 and April 4, 2018 issues of the Salmon Arm Observer;

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

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

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

Rezone Lot 1, Section 24, Township 20, Range 10, W6M, KDYD, Plan 3839, Except Plan KAP55055 from R-1 Single Family Residential Zone to CD-7 Comprehensive Development Zone as shown on Schedule "A" attached hereto and forming part of this bylaw.

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as **"City of Salmon Arm Zoning Amendment Bylaw No. 4256"**

READ A FIRST TIME THIS 26th DAY OF March 2018

READ A SECOND TIME THIS 26th DAY OF March 2018

READ A THIRD TIME THIS 9th DAY OF April 2018

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT
ON THE 12th DAY OF April , 2018

"T. KNIGHT"

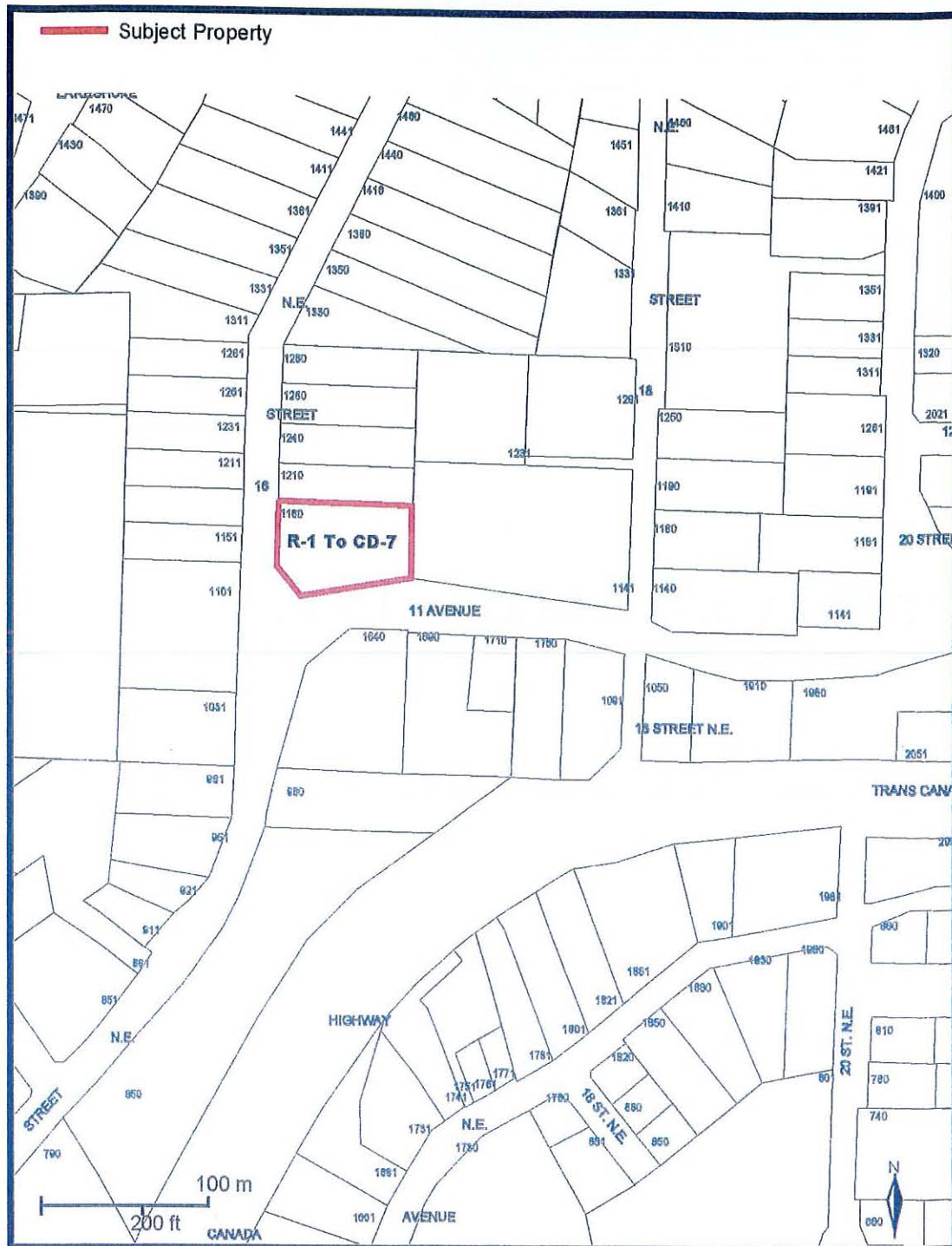
For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF , 2018

MAYOR

CORPORATE OFFICER

SCHEDULE "A"



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Item 9.2

CITY OF SALMON ARM

Date: April 23, 2018

Moved: Councillor Jamieson

Seconded: Councillor Wallace Richmond

THAT: the bylaw entitled Official Community Plan Amendment Bylaw No. 4260 be read a second time;

AND THAT: Pursuant to Section 475 of the *Local Government Act* Council has consulted with the appropriate affected organizations and authorities;

AND THAT: Pursuant to Section 477(3)(a) of the *Local Government Act* Council has considered:

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

[OCP4000-34; City of Salmon Arm; 720 - 22 Street NE; MD to Institutional]

Vote Record

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

Opposed:

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



City of Salmon Arm
Development Services Department Memorandum

TO: Her Worship Mayor Cooper and Council

FROM: Development Services

DATE: March 27, 2018

SUBJECT: Official Community Plan Amendment Application File No. OCP4000-34
 Zoning Amendment Application File No. ZON.1116
 Lot A, Plan 20121, Sec. 13, Tp. 20, R. 10, W6M, KDYD;
 720 - 22 Street NE
 Owner: City of Salmon Arm

Motion for Consideration

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

- 1) Re-designate Lot A, Plan 20121, Sec. 13, Tp. 20, R. 10, W6M, KDYD, as shown on Appendix 1, from Medium Density Residential to Institutional; and
- 2) Amend Official Community Plan Map No. 14.1 to identify Lot A, Plan 20121, Sec. 13, Tp. 20, R. 10, W6M, KDYD as "Future Recreational Facility".

AND THAT: Pursuant to Section 475 of the *Local Government Act*, Council has considered the Official Community Plan amendments after appropriate consultation with affected organizations and authorities.

AND THAT: Pursuant to Section 477(3)(a) of the *Local Government Act*, Second Reading of the Official Community Plan Amendment be withheld pending Council's consideration of the Official Community Plan amendment in conjunction with:

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

AND THAT: A bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 as follows:

- 1) Rezone Lot A, Plan 20121, Sec. 13, Tp. 20, R. 20, W6M, KDYD from R-4 (Medium Density Residential) to P-1(Park and Recreation).

AND THAT: Final Reading of the Zoning Bylaw be withheld pending:

- 1) Approval of the Ministry of Transportation & Infrastructure; and
- 2) Final Reading of the Official Community Plan Amendment Bylaw.

Proposal

The subject property is located at 720 - 22 Street NE. The City acquired the property in the 2016 to provide additional land for development of a recreation/aquatics facility and is now applying for Official Community Plan and Zoning Bylaw amendments to accommodate future construction of the facility. A location map and ortho photo are attached as Appendices 1 and 2.

Background

The subject property is designated Medium Density Residential in the Official Community Plan and is zoned R-4 (Medium Density Residential). O.C.P. and Zoning maps are attached as Appendices 3 and 4.

In 1982, the property was re-designated from Low Density Residential to Highway/Tourist Commercial in the Official Community Plan and was rezoned from R-1 (Single Family Residential) to C-3 (Service Commercial). The purpose of these amendments was to permit conversion of a residence on the property to a restaurant (the 'Orchard House').

In 2004, the property was re-designated from Highway/Tourist Commercial to Medium Density Residential and was rezoned from C-3 (Service Commercial) to R-4 (Medium Density Residential) to permit a multi-family residential development. The owner did not proceed with the development and when the property became available, it was purchased by the City to provide additional land for its recreational facilities. In 2017, the City removed the existing residence in preparation for the property's future development.

Site Context

The 0.44 hectare site is located at the south end of 22 Street NE, which is a narrow dead-end roadway. The property also has frontage on 24 Street NE and adjoins another City-owned property to the north (Part of Lot A, Plan 62641), which is part of the recreational facilities on the east side of 24 Street NE (SASCU Recreation, Sunwave Center & Curling Club).

Surrounding land uses include the following:

North: City owned parcel zoned P-1 (Park & Recreation)
 South: Residential strata development zoned R-4 (Medium Density Residential)
 East: 24 Street NE; then City owned parcel zoned P-1 (Park & Recreation)
 West: 22 Street NE; then residential parcels zoned R-1 (Single Family Residential)

Local Government Act - Section 475

Pursuant to Section 475 of the Local Government Act (consultation during OCP development/amendments), the proposed OCP amendments were referred to the following external organizations on December 4, 2017:

Adams Lake Indian Band	No response to date
Neskonlith Indian Band	No response to date
Economic Development Society	See Appendix 5
Columbia Shuswap Regional District	No response to date
Interior Health Authority	See Appendix 6
School District 83	No response to date

Local Government Act - Section 477

Pursuant to Section 477(3)(a) of the Local Government Act (adoption procedures for an OCP amendment), Council must consider OCP amendments in relation to the City's Financial and Liquid Waste Management Plans. In the opinion of staff, the proposed development is consistent with both the City's Financial and Liquid Waste Management Plans.

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

Ministry of Transportation & Infrastructure

See Appendix 7.

Telus

No concerns.

Building Department

No concerns.

Fire Department

No concerns.

Engineering Department

See Appendix 8.

Planning Department

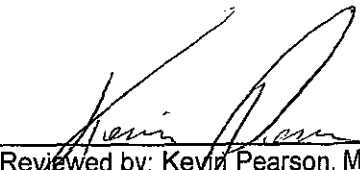
The proposed bylaw amendments are in keeping with the existing O.C.P. designations and zoning on the adjacent parcels to the north and east and the proposed land use is consistent with the existing recreational facilities on these lands.

Official Community Plan Map No. 14.1 identifies all Community Facilities and an extract from this map is attached as Appendix 9. The extract shows existing facilities in close proximity to the subject property. and the Motion for Consideration includes an amendment to this map which will add the subject property to the City's Community Facilities inventory.

The P-1 Zone allows for a wide range of uses intended to serve the park, recreation and cultural needs of the City. A copy of the P-1 Zone is attached as Appendix 10.

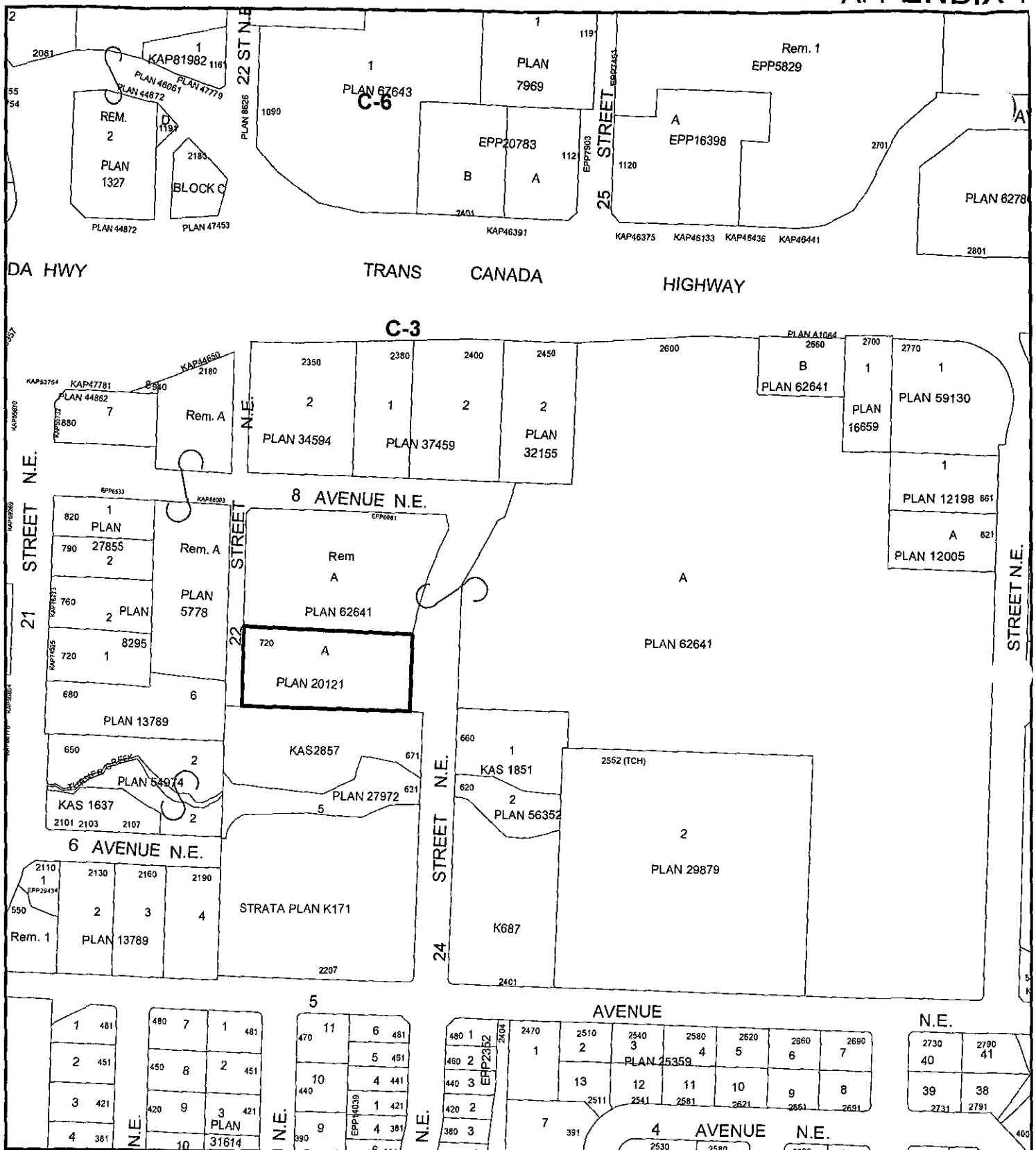
The City has budgeted \$60,000.00 for a Recreation Facilities Plan which is scheduled to commence this year. The plan will consider various options and design concepts for the existing facilities, the subject property and the adjacent parcel to the north. It should also be noted however, that the proposed OCP amendments would not bind the City to commit to financing the construction of any new recreational facilities.

The application is supported by staff and as of this writing, no concerns have been expressed by outside agencies.


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

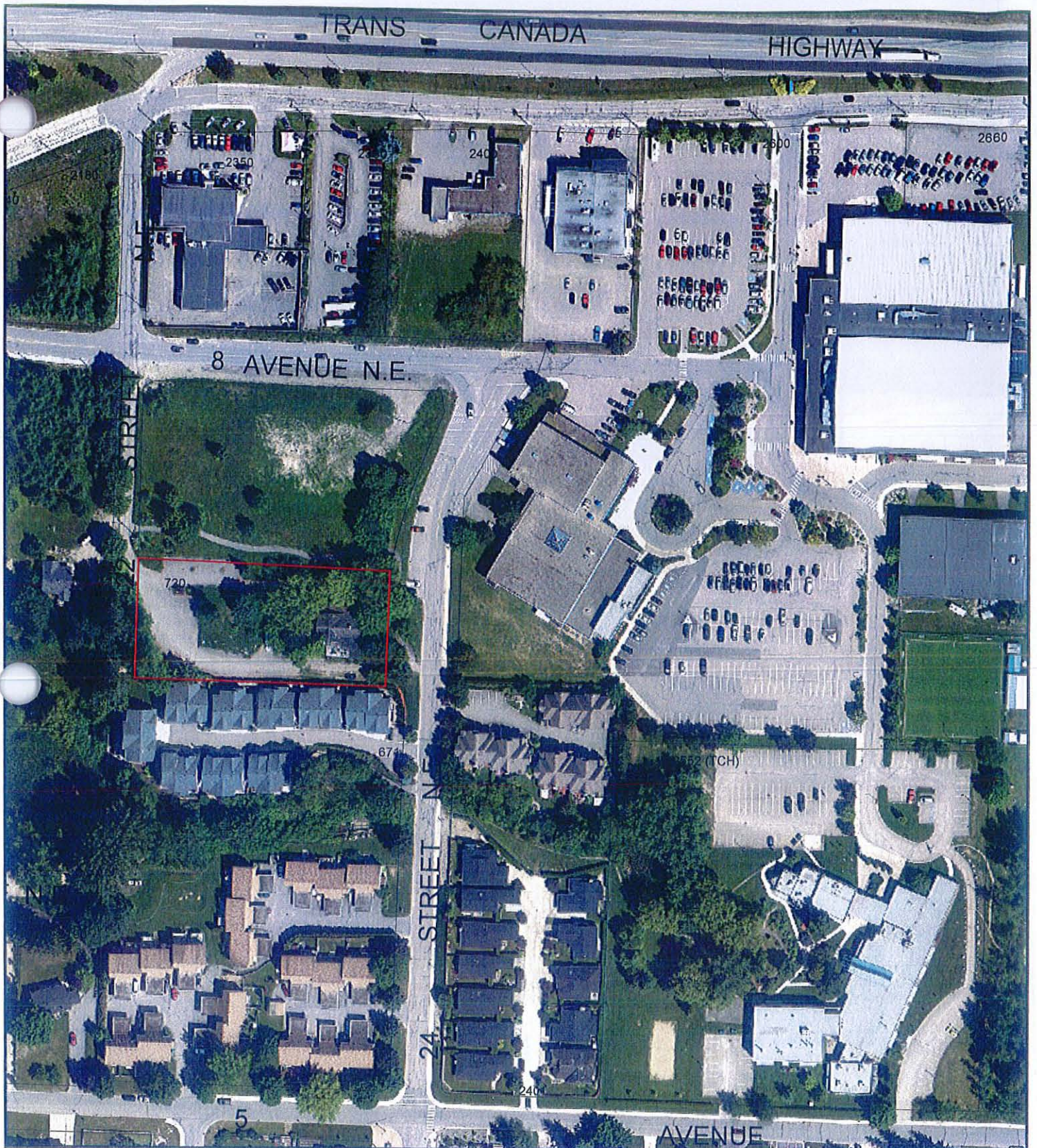
Appendices

1. Location map
2. Ortho photo
3. OCP map
4. Zoning map
5. SAEDS comments
6. IHA comments
7. MoTI comments
8. Engineering Dept. comments
9. OCP Map No. 14.1 (extract)
10. P-1 Zone of Bylaw No. 2303



Subject Property

Location Map



Subject Property

Ortho





Zoning



December 13, 2017

City of Salmon Arm
PO Box 40
Salmon Arm BC
V1E 4N2

Attention: Kevin Pearson
Director of Development Services

Dear Sir:

Re: OCP Amendment Application No OCP4000-34

The Salmon Arm Economic Development Society (SAEDS) Board of Directors has reviewed the information for the above-noted OCP Amendment Referral to redesignate the property located at 720-22 Street NE to accommodate future expansion of the SASCU Recreational Centre.

The SAEDS Board fully supports this application, with no noted concerns.

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

Sincerely,

A handwritten signature in black ink, which appears to read "William Laird". The signature is written in a cursive style with a large, looping initial "W".

William Laird, Chairperson
Salmon Arm Economic Development Society

PO Box 130
20 Hudson Avenue NE
Salmon Arm, BC V1E 4N2
Tel: 250 833.0608
Fax: 250 833.0609
www.saeds.ca

it's happening
here



Interior Health
Every person matters

December 28, 2017

Kevin Pearson
City of Salmon Arm
Development Services
Box 40, 500 – 2nd Avenue NE
Salmon Arm, BC V1E 4N2

kpearson@salmonarm.ca

Dear: Mr. Pearson

Re: Official Community Plan Amendment Application No. OCP4000-34

Interior Health welcomes the opportunity to comment on the proposal. The proposed change from the existing medium density housing to Institutional could allow for expansion of the Salmon Arm recreational facilities adjacent to the existing facilities.

Interior Health would not object to additional area being available for recreational facilities within the City of Salmon Arm.

We would recommend expansion of recreational facilities in areas where the most vulnerable community members, such as children, older adults, people living with physical mobility or chronic health challenges, as well as low income, housing insecure or other marginalized community members have easy access.

Recreational venues are important facilities for physical activity, therefore access by vulnerable populations should reduce the distance they need to travel or allow for active and public transportation options.

Interior Health endorses the concept of creating development where the easy choice is the healthy choice which helps to improve population health. The location for the recreational expansion would be in an area that is serviced with transit

We have a number of portfolios with specific content expertise and resources in the form of staff, health evidence and data, community health profiles and examples of case studies, to help support you in creating a healthier community.

Thank you for the opportunity to provide a health perspective to this proposal.

Yours Sincerely

Clare Audet
Environmental Health Officer – Healthy Built Environment



Your File #: ZON-1116
eDAS File #: 2017-07230
Date: Dec/07/2017

City of Salmon Arm Development Services
500 2nd Avenue NE
PO Box 40
Salmon Arm, BC V1E 4N2
Canada

Attention: Kevin Pearson, Director of Development Services

Re: Proposed Bylaw for: Lot A Section 13 Township 20 Range 10 W6M KDYD
Plan 20121 - 720 – 22 Street NE

Thank you for the opportunity to provide comments on the above referenced file.

Preliminary Approval is granted for the rezoning for one year pursuant to Section 52(3)(a) of the *Transportation Act*, as the Ministry interests are unaffected.

If you have any questions please feel free to call Elizabeth KEAM at (250) 833-7404.
Yours truly,

Elizabeth KEAM
District Development Technician

Local District Address
Salmon Arm Area Office
Bag 100
850C 16th Street NE
Salmon Arm, BC V1E 4S4
Canada
Phone: (250) 503-3664 Fax: (250) 833-3380



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

TO: Kevin Pearson, Director of Development Services
 DATE: December 20, 2017
 PREPARED BY: Chris Moore, Engineering Assistant
 OWNER: **City of Salmon Arm**, Box 40, Salmon Arm, BC, V1E 4N2
 APPLICANT: Owner
 SUBJECT: **OFFICIAL COMMUNITY PLAN AMENDMENT NO. OCP4000-34**
ZONING AMENDMENT APPLICATION FILE NO. ZON-1116
 LEGAL: Lot A, Section 13, Township 20, Range 10 W6M KDYD, Plan 20121
 CIVIC: **720 – 22 Street NE**

Further to your referral dated 4 December, 2017, we provide the following servicing information. **The following comments and servicing requirements are not conditions for Rezoning or OCP amendment; however, these comments are provided as a courtesy in advance of any development proceeding to the next stages:**

General:

1. Full municipal services are required as noted herein. Notwithstanding the comments contained in this referral, it is the applicant's responsibility to ensure these standards are met.
2. Comments provided below reflect the best available information. Detailed engineering data, or other information not available at this time, may change the contents of these comments.
3. Properties to be serviced completely by underground electrical and telecommunications wiring.
4. Properties under the control and jurisdiction of the municipality shall be reinstated to City satisfaction.
5. Erosion and Sediment Control measures will be required as per the Subdivision and Development Services Bylaw 4163, Section 3.1.
6. At the time of development the applicant will be required to submit for City review and approval a detailed site servicing / lot grading plan for all on-site (private) work. This plan will show such items as parking lot design, underground utility locations, pipe sizes, pipe elevations, pipe grades, catchbasin(s), control/containment of surface water, contours (as required), lot/corner elevations, impact on adjacent properties, etc.
7. For the off-site improvements at the time of development the applicant will be required to submit for City review and approval detailed engineered plans for all off-site construction work. These plans must be prepared by a qualified engineer. As a condition of building permit approval, the applicant will be required to deposit with the City funds equaling 125% of the estimated cost for all off-site construction work.

OFFICIAL COMMUNITY PLAN AMENDMENT NO. OCP4000-34 &
ZONING AMENDMENT APPLICATION FILE NO. ZON-1116

December 14, 2017
Page 2

Roads/Access:

1. 24 Street NE on the subject property's east boundary is designated as an Urban Local Road requiring a 20.0m dedication. Current records indicate that no additional dedication is required at this time.
2. 24 Street NE is constructed to the Urban Local Road standard, no upgrades are anticipated.
3. 22 Street NE on the subject property's west boundary is designated as an Urban Local Road requiring a 20.0m dedication. Current records indicate that 10.0m additional dedication is required together with dedication for a full turnaround. However, the future status and alignment of this road will be dependent on the proposed redevelopment plans for the Recreation Centre.
4. 22 Street NE is currently constructed to a laneway standard. Upgrading to the Urban Local Road standard (RD-2) will require road construction, curb and gutter, sidewalk, road drainage, boulevard, street lighting and underground hydro and telus.

Water:

1. The subject property fronts a 150mm diameter Zone 4 water main on 24 Street NE and a 150mm diameter Zone 2 water main on 23 Street. Both watermains require upgrading to 200mm, however, this work is premature at this time and further offsite upgrading may also be required.
2. The property is to be serviced with a single, metered water service connection, adequately sized to satisfy the proposed use, as per specification drawing W-11 (minimum 25mm diameter). The property is currently not serviced with water, the original service was disconnected at the main prior to demolition of Minos.
3. The subject property is in an area with sufficient fire flows, according to the 2011 Water Study (OD&K 2012).
4. Fire protection requirements to be confirmed with the Building Department and Fire Department.

Sanitary Sewer:

1. The subject property fronts a 200mm diameter sanitary sewer on 24 Street NE, a 200mm diameter sanitary sewer on 22 Street NE. No upgrades are anticipated
2. The subject property is to be serviced by a single sanitary service connection adequately sized (minimum 100mm) to satisfy the servicing requirements of the development. Owner / Developer is responsible for all associated costs. City records indicate that the property is currently serviced by a service of unknown size from the sewer on 22 Street NE. All existing

OFFICIAL COMMUNITY PLAN AMENDMENT NO. OCP4000-34 &
ZONING AMENDMENT APPLICATION FILE NO. ZON-1116

December 14, 2017
Page 3

inadequate/unused services must be abandoned at the main. Owner/developer is responsible for all associated costs.

Drainage:

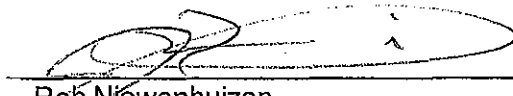
1. The subject property fronts a 375mm diameter storm sewer on 24 Ave NE. There is currently no storm sewer on 22 St NE. Storm sewer will require extending to the south end of 22 St NE, however, the future status and alignment of this road will be dependent on the proposed redevelopment plans for the Recreation Centre.
2. An Integrated Stormwater Management Plan (ISMP) conforming to the requirements of the Subdivision and Development Servicing Bylaw No. 4163, Schedule B, Part 1, Section 7 shall be provided. Should discharge into the City Storm Sewer be part of the ISMP, owner/developers engineer is required to prove that there is sufficient downstream capacity within the existing City Storm System to receive the proposed discharge from the development.
3. Subject to approval of the ISMP, the proposed lots may be serviced by single storm service connection adequately sized (minimum 150mm) to satisfy the servicing requirements of the development. All existing inadequate/unused services must be abandoned at the main; applicant is responsible for all associated costs. City records indicate that the existing property was not serviced with a City storm service.

Geotechnical:

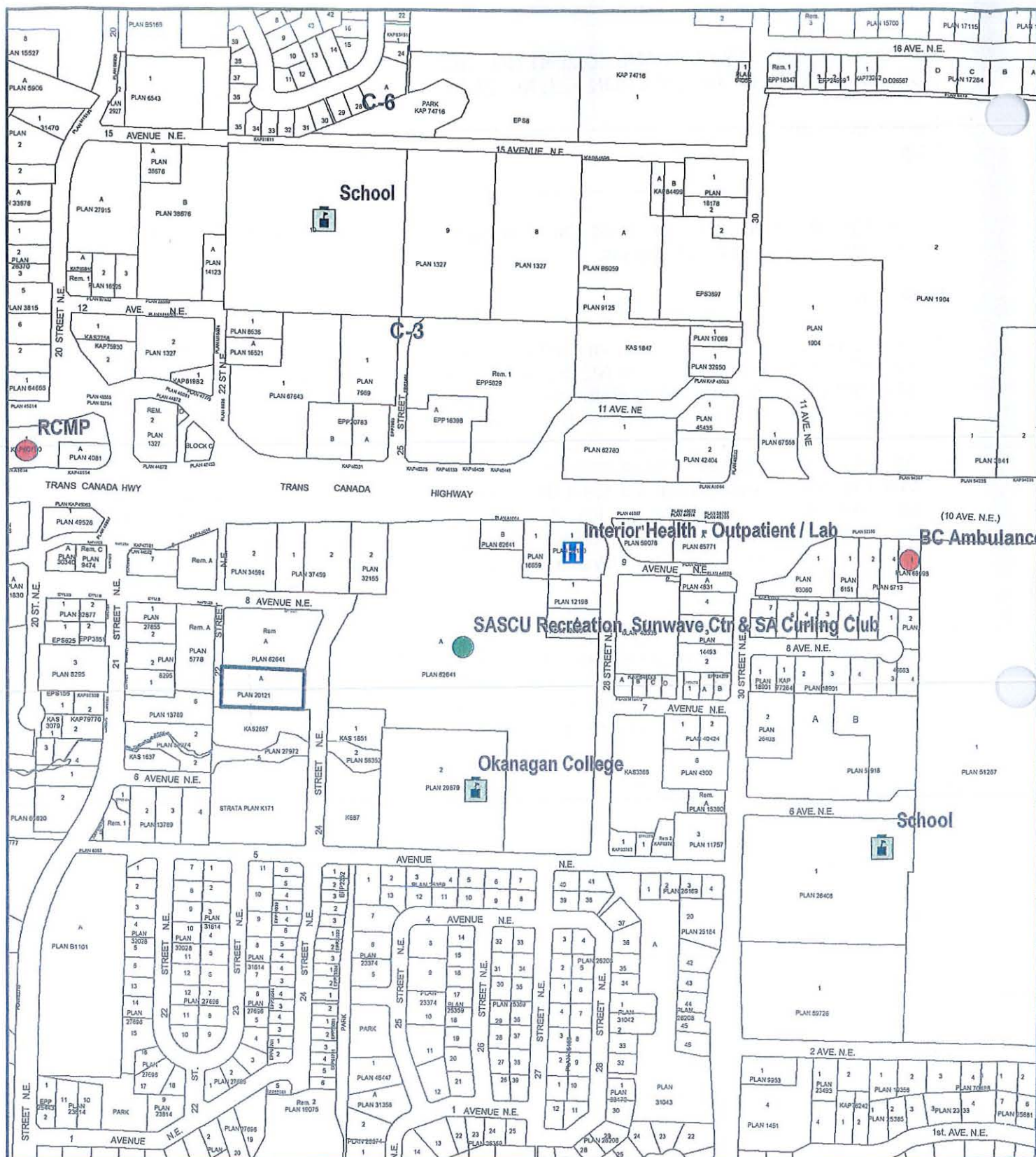
1. A geotechnical report in accordance with the Engineering Departments Geotechnical Study Terms of Reference Category A (Building Foundation and Site Drainage) and Category B (Pavement Structural design) are required.



Chris Moore
Engineering Assistant



Rob Niewenhuizen
Director of Engineering



 Subject Property

SECTION 24 - P-1 - PARK AND RECREATION ZONE

Purpose

- 24.1 The P-1 Zone is intended to provide for the location, *development* and preservation of public and private land to serve the *park* and recreational needs of the *Municipality*.

Regulations

- 24.2 On a *parcel zoned P-1*, no *building or structure* shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the P-1 Zone or those regulations contained elsewhere in this Bylaw.

Permitted Uses

- 24.3 The following uses and no others are permitted in the P-1 Zone:

- .1 *assembly hall;*
- .2 *boat launch;*
- .3 *botanical gardens;*
- .4 *bowling green;*
- .5 *campground;*
- .6 *cemetery;*
- .7 *cultural facilities;*
- .8 *entertainment facility;*
- .9 *exhibition grounds and buildings;*
- .10 *home occupation;*
- .11 *marina;*
- .12 *museum;*
- .13 *outside vending;*
- .14 *park;*
- .15 *picnic grounds;*
- .16 *public use;*
- .17 *public utility;*
- .18 *recreation facility - indoor;*
- .19 *recreation facility - outdoor;*
- .20 *wildlife sanctuary;*
- .21 *accessory use, including one single family dwelling or caretaker's suite.*

Maximum Height of Principal Buildings

- 24.4 The maximum *height* of *principal buildings* shall be 10.0 metres (32.8 feet).

Maximum Height of Accessory Buildings

- 24.5 The maximum *height* of *accessory buildings* shall be 6.0 metres (19.7 feet).

SECTION 24 - P-1 - PARK AND RECREATION ZONE - CONTINUED

Minimum Parcel Size or Site Area

- 24.6 The minimum *parcel* size or *site* area shall be 0.2 hectare (0.49 acre).

Minimum Parcel or Site Width

- 24.7 The minimum *parcel* or *site* width shall be 20.0 metres (65.6 feet).

Minimum Setback of Principal and Accessory Buildings

- 24.8 The minimum *setback* of the *principal* and accessory *buildings* from the:
- | | | |
|----|---|------------------------|
| .1 | <i>Front parcel line</i> shall be | 6.0 metres (19.7 feet) |
| .2 | <i>Rear parcel line</i> | |
| | - adjacent to a lane shall be | 6.0 metres (19.7 feet) |
| | - all other cases shall be | 1.0 metre (3.3 feet) |
| .3 | <i>Interior side parcel line</i> shall be | 3.0 metres (9.8 feet) |
| .4 | <i>Exterior side parcel line</i> shall be | 6.0 metres (19.7 feet) |

Outside Storage

- 24.9 Outside storage shall be screened as per Appendix III.

Parking and Loading

- 24.10 Parking and loading shall be required as per Appendix I.

CITY OF SALMON ARM

BYLAW NO. 4260

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

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on May 14, 2018, at the hour of 7:00 p.m. was published in the _____, 2018 and _____, 2018, issue of the Salmon Arm Observer;

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

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

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

1. Re-designate Lot A, Section 13, Township 20, Range 10, W6M, KDYD, Plan 2012, from Medium Density Residential to Institutional, on the Land Use Maps A-1 and A-1a as shown on Schedule "A" attached hereto and forming part of this bylaw; and
2. Amend Official Community Plan Map No. 14.1 to identify Lot A, Section 13, Township 20, Range 10, W6M, KDYD, Plan 20121 as "Future Recreational Facility", as shown on Schedule "B" attached hereto and forming part of this bylaw.

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as “City of Salmon Arm Official Community Plan Amendment Bylaw No. 4260”.

READ A FIRST TIME THIS 9th DAY OF April 2018

READ A SECOND TIME THIS DAY OF 2018

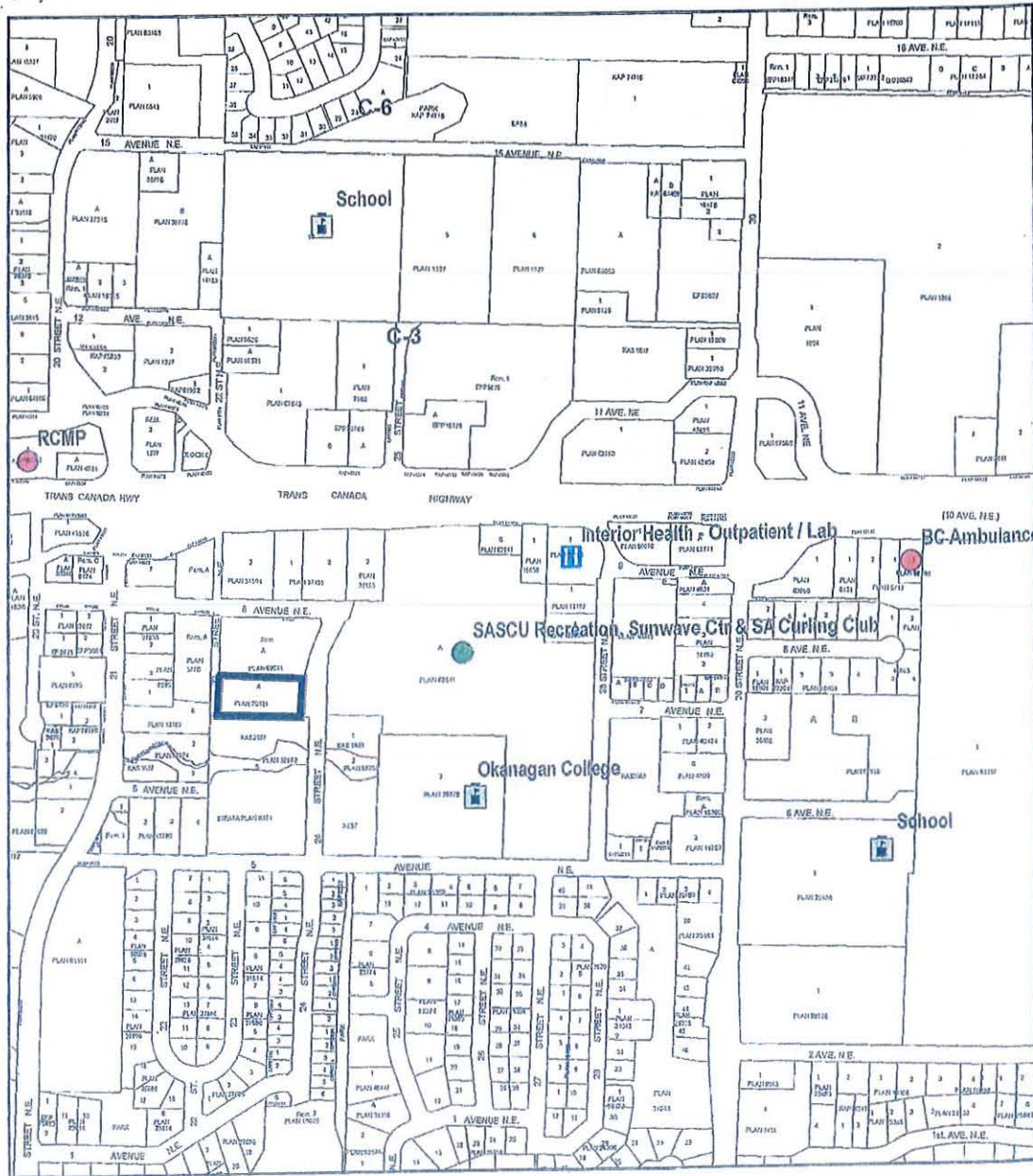
READ A THIRD TIME THIS DAY OF 2018

ADOPTED BY COUNCIL THIS DAY OF 2018

MAYOR

CORPORATE OFFICER

Schedule "B"



Subject Property

Item 9.3

CITY OF SALMON ARM

Date: April 23, 2018

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4261 be read a second time.

[ZON-1116; City of Salmon Arm; 720 - 22 Street NE; R-4 to P-1]

Vote Record

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

Opposed:

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

CITY OF SALMON ARM

BYLAW NO. 4261

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 May 14, 2018 at the hour of 7:00 p.m. was published in the _____, 2018 and _____, 2018 issues of the Salmon Arm Observer;

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

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

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

Rezone Lot A, Section 13, Township 20, Range 10, W6M, KDYD, Plan 20121 from R-4 Medium Density Residential Zone to P-1 Park & Recreation Zone as shown on Schedule "A" attached hereto and forming part of this bylaw.

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as **"City of Salmon Arm Zoning Amendment Bylaw No. 4261"**

READ A FIRST TIME THIS 9th DAY OF April 2018

READ A SECOND TIME THIS DAY OF 2018

READ A THIRD TIME THIS DAY OF 2018

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT
ON THE DAY OF , 2018

For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2018

MAYOR

CORPORATE OFFICER

SCHEDULE "A"



INFORMATIONAL CORRESPONDENCE - APRIL 23, 2018

1. R. Niewenhuizen, Director of Engineering & Public Works - letter dated March 28, 2018 - 25th Annual Roots & Blues Festival - August 16 - 20, 2018
2. J. Funfer - email dated April 4, 2018 - Enquiry re: cat feces
3. C. Dodds - email dated April 5, 2018 - Parking
4. H. Yip - email dated April 5, 2018 - Irresponsible use of Little Mountain trails by lazy dog owners
5. C. Lane - email dated April 9, 2018 - Illegal camping
6. H. Williamson - email dated April 12, 2018 - Chemical odour
7. L. Hunter, Kamloops Okanagan Dairyman's Association - email dated April 10, 2018 - Thank you
8. S. Smandych-Dack - letter dated April 6, 2018 - 2019 Shuswap Dragonboat Festival
9. R.J. Haney Heritage Village & Museum - Information
10. B. Wilson, President-Elect, Rotary Club of Salmon Arm Daybreak - letter dated April 16, 2018 - Tree planting challenge
11. Salmon Arm Chamber of Commerce - email dated April 12, 2018 - Dodds Auction & Elks Fundraiser Invitation
12. Interior Health - April 5, 2018 - News Release
13. S. van Vlerken, Route Coordinator - Ride Don't Hide, 2018, Canadian Mental Health Association - letter dated April 9, 2018 - Ride Don't Hide 2018
14. A. Slater - email dated April 3, 2018 - 2018 SILGA Community Excellence Awards
15. BC Assessment Local Government and Communications Division - email dated April 4, 2018 - 2018 UBCM - BC Assessment Meeting Invitation
16. C. James, Minister and Deputy Premier, Ministry of Finance - letter dated April 6, 2018 - Provincial Cannabis Taxation Revenue
17. M. Maley, Executive Director, BC Wildfire Service - letter dated January 11, 2018 - 2017 Wildfire Service
18. A. Volcz, Director of Member Initiatives, BC Economic Development Association - email dated April 5, 2018 - BCEDA Professional Development
19. Office of the Auditor General for Local Government - Perspectives Booklet
20. Health Canada - email dated April 12, 2018 - Information Update - Shortage of epiPen (0.3 mg) and EpiPen Jr. (0.15 mg) auto-injectors in Canada
21. Health Canada - email dated April 13, 2018 - Health Canada Consumer Consultation survey - Food Front-of-Package Nutrition Symbol
22. T. Kucera, Secretary, Interior British Columbia, Association for Injured Motorcyclists - letter dated February 22, 2018 - Sponsorship Request for 30th Anniversary Boogie Bash August 3 - 6, 2018

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Item 10.2

CITY OF SALMON ARM

Date: April 23, 2018

B. Moffat, Vice-Chairperson, Salmon Arm Economic Development Society
Letter dated April 18, 2018
Salmon Arm Innovation Centre – Sponsorship Request

Vote Record

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

Opposed:

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

April 18, 2018

Mayor Cooper and Council
City of Salmon Arm
PO Box 40
Salmon Arm BC V1E4N2

Re: Salmon Arm Innovation Centre- Sponsorship Request

Dear Mayor Cooper and Council,

The vision of the Salmon Arm Innovation Centre is to *establish a* Salmon Arm built solution to rural technology sector growth, while creating a leading best practice example of a self-sustaining, small community Innovation Centre. The goal of the Centre is to expand Salmon Arm's technology sector (as well as all other sectors of our economy) through workforce development and entrepreneurial support. This will be achieved by establishing unique to Salmon Arm, responsive programming and services, focused on internal community dynamics (building from within).

As Council is aware, Salmon Arm Economic Development Society (SAEDS) has been focusing considerable efforts towards launching the Salmon Arm Innovation Centre. This project is being built upon a foundation of research and planning, including the completion of a favourable feasibility study, a community survey producing exceptional results, and the preparation of the *Salmon Arm Innovation Centre Business Plan* and 5 year financial projections. Under the direction of the SAEDS Board of Directors and volunteer community leaders, work to date has included securing a facility, relocating the SAEDS office, building out partnerships, finalizing building and equipment design/layout, establishing a tenancy committee and related policies, and establishing a makerspace leadership team.

In addition to the project progress detailed above, a primary area of focus for the SAEDS staff and board has been securing the required sponsorship/grant funding to support the start-up phase of this project. The financial model for the Innovation Centre is based on supportive funding in the first years of operation as the Centre moves towards self-sustainability. The rationale for launching the Centre under a supportive funding model relates to 2 key factors: 1) the need for up-front capital expenditures (start-up costs) prior to revenue models being fully developed; 2) following the Lean Start-Up Methodology, in the first years of operation the Salmon Arm Innovation Centre will test programs, pivot, revise, and ultimately launch services which are in the highest demand. The initial supportive funding model provides the time required to fully develop the partnership and programming opportunities, ensuring the highest return on investment back to the community.

PO Box 130
20 Hudson Avenue NE
Salmon Arm, BC V1E 4N2
Tel: 250 833.0608
Fax: 250 833.0609
www.saeds.ca

it's happening
here

SAEDS has been working diligently to identify funding opportunities to support this project including corporate sponsorships, grant funds, and equipment donations. SAEDS gratefully acknowledges the funding commitment the City has made to support this project to date. For 2018, we have successfully secured 85% of the required sponsorship and are asking Council's consideration to support the remaining required core sponsorship for 2018 of \$25,000. Finalizing the core sponsorship needs for 2018 will enable SAEDS to proceed with equipment purchases and hiring an Executive Director who will be tasked with building out the partnership and programming potential of this Centre for our community.


Measurables/Return on Investment for Salmon Arm:

Already, this project is attracting significant attention to Salmon Arm which will only be expanded as the Centre is built out. Although the anticipated measurables of this project are broad and far-reaching and include everything from social to economic outcomes, the most notable include:

1. Growth of existing businesses through workforce expansion;
2. New business start-ups through entrepreneurial support (via accelerator program and co-working space);
3. Attraction of new businesses through expanded exposure of Salmon Arm's established technology cluster; and,
4. Future provincial and federal partnerships which will be attracted to Salmon Arm by the unique and exciting model of our rural Innovation Centre Pilot Project.

SAEDS appreciates Council's support for the Innovation Centre project to date, as well as your on-going commitment to economic development services in our community. Working together with local government, industry, residents, and our community partners the Salmon Arm Innovation Centre will produce positive economic outcomes for our community. Thank you for your consideration to this important request.

Sincerely,



Brent Moffat
Vice-Chairperson

THIS AGREEMENT made the _____ day of _____, 2018.)

BETWEEN:

CITY OF SALMON ARM
Box 40
Salmon Arm, BC
V1E 4N2

(hereinafter called the "City")

AND:

SALMON ARM ECONOMIC DEVELOPMENT SOCIETY
Box 130
Salmon Arm, British Columbia, V1E 4N2

(hereinafter called the "Society")

WHEREAS the Salmon Arm Economic Development Society endeavors to undertake the operation of an Innovation Centre;

AND WHEREAS the City of Salmon Arm has agreed to provide funding to the Salmon Arm Economic Development Society as a contribution to the set up of the Innovation Centre;

NOW THEREFORE THIS AGREEMENT WITNESSES that the parties hereto agree with each other as follows:

1. The City agrees to provide to the Society funding contributions for the Innovation Centre in the amount of \$25,000.00 for each of 2018 and 2019, to assist in the initial set up cost for the Maker's Space component, commencing upon verification that the Maker's Space is operational. The first payment will be made upon receipt by the City of sufficient evidence that the Maker's Space is complete and the second payment will be made one (1) year after, but not later than July 1, 2019.
2. This agreement shall become null and void should the Society discontinue operation of the Innovation Centre.

Salmon Arm Economic Development Society – Innovation Centre Funding
 City of Salmon Arm
 Page 2

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals this
 _____ day of _____, 2018.

The Corporate Seal of the CITY OF
 SALMON ARM was hereunto affixed in the
 presence of its duly authorized signatories:

SIGNED, SEALED AND DELIVERED
 on behalf of the SALMON ARM
 MUSEUM AND HERITAGE
 ASSOCIATION a duly authorized
 representative in the presence of

 N. Cooper, Mayor

 President

 E. Jackson, Corporate Officer

 Secretary

 Witness

 Witness

 Print Name

 Print Name

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Item 11.1

CITY OF SALMON ARM

Date: April 23, 2018

Moved: Councillor Flynn

Seconded: Councillor Jamieson

THAT: The 2017 City of Salmon Arm Climate Action/Carbon Neutral Progress Survey indicate the City is eligible for recognition from the Green Communities Committee as a 'Level 3 - Accelerating Progress' local government and that the City will not be carbon neutral for the 2017 reporting year;

AND FURTHER THAT: The 2017 City of Salmon Arm Climate Action/Carbon Neutral Progress Survey, attached as Appendix 1 in the Development Services Department memorandum dated April 4, 2018, be received as information.

[2017 City of Salmon Arm Carbon Neutral Progress Survey]

Vote Record

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

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



City of Salmon Arm

Development Services Department Memorandum

To: Her Worship Mayor Cooper and Members of Council

Date: April 4, 2018

Subject: 2017 City of Salmon Arm Carbon Neutral Progress Survey

RECOMMENDATION

THAT: The 2017 City of Salmon Arm Climate Action/Carbon Neutral Progress Survey indicate the City is eligible for recognition from the Green Communities Committee as a 'Level 3 – Accelerating Progress' local government and that the City will not be carbon neutral for the 2017 reporting year;

AND FURTHER THAT: The 2017 City of Salmon Arm Climate Action/Carbon Neutral Progress Survey, attached as Appendix 1 in the Development Services Department memorandum dated April 4, 2018, be received as information.

INTRODUCTION

The purpose of this report is to present the 2017 City of Salmon Arm *Climate Action/Carbon Neutral Progress Survey* to Council for information to fulfill the public reporting requirements of the City's application for the annual provincial Climate Action Revenue Incentive Program (CARIP) grant. The 2017 *Climate Action/Carbon Neutral Progress Survey* is attached as Appendix 1. To complete the *Climate Action/Carbon Neutral Progress Survey* due for submission on June 1, 2018, the City will need to identify within this survey whether or not it intends to be carbon neutral for the 2017 reporting year or to continue with an option discussed below.

BACKGROUND

The CARIP program currently requires the submission of a *Climate Action/Carbon Neutral Progress Survey*. The survey will be posted on the City's website and provided to the Province in support of the City's application for the annual CARIP grant. In order to complete the reporting process and ensure that the City is eligible for the CARIP grant, this survey must be completed and made public prior to the June 1, 2018 deadline. The proposed 2017 Salmon Arm *Climate Action/Carbon Neutral Progress Survey* is attached as Appendix 1 for Council's consideration. As attached the proposed *Climate Action/Carbon Neutral Progress Survey* indicates to the Province that: (1) it is the 'final' report; (2) the City will not be carbon neutral for the 2017 reporting year; and (3) the City suggests recognition at the 'Level 3 – Accelerating Progress' level with the Green Communities Committee.

British Columbia Climate Action Charter

The City's Official Community Plan (OCP) provides overall direction towards creating a more efficient community, with policies of "urban containment" guiding decisions on land use proposals and subdivision. Along with the majority of other local governments in the province, in 2008 the City voluntarily signed the B.C. Climate Action Charter, a non-legally binding agreement between the provincial government, the Union of British Columbia Municipalities (UBCM) and local governments that acknowledges that climate change is a reality and establishes a number of goals to address the issue going forward. Of particular relevance to local governments is the agreement to achieve the following goals:

1. *Being carbon neutral in respect of their operations by 2012;*
2. *Measuring and reporting on their community's greenhouse gas emissions profile; and*
3. *Creating complete, compact, more energy efficient communities.*

While operations have not been carbon neutral for previous reporting years, the City has been annually measuring and reporting on emissions, and has completed several projects to improve efficiency.

Climate Action Reserve

The City of Salmon Arm has been claiming a carbon tax rebate via CARIP since 2008, considered conditional on directing these funds towards expenditures that will reduce greenhouse gas emissions. The funds received have been placed in a Climate Action Reserve which has directly financed various projects such as the SASCU Rec Centre and Arena upgrades (boilers, hot water tanks, heat exchangers, and LED lighting). This Climate Action Reserve fund (estimated balance is \$62,000 following budgeted 2018 expenditures towards hybrid fleet vehicles and arena projects) can support projects that allow the City to continue making progress towards carbon neutrality. The current CARIP rebate application is expected to be approximately \$50,000 for the 2017 reporting year.

2008 Energy and Greenhouse Gas Emissions Study

In October of 2008 the City received the City of Salmon Arm Energy and Greenhouse Gas Emissions Study completed by Urban Systems, providing a description of initiatives that the City could undertake to reduce emissions and energy consumption and how the Climate Action Reserve may be best directed. Over time, the City has acted on several of these recommendations as guidance for initiatives funded by the Climate Action Reserve.

2010 Facility Reports

In June 2010, following the broad direction of the City of Salmon Arm Energy and Greenhouse Gas Emissions Study, four specific facility energy studies were completed to analyze the public works building, recreation centre, arena, and RCMP building, the City's largest producers of GHG emissions (the arena and rec centre produce roughly 40% of the City's emissions). Following the specific recommendations of the facility reports provides further guidance for future projects and improvements.

Climate Action Revenue Incentive Program Grant Reporting

As a signatory to the Charter, the City is eligible to apply for the annual CARIP grant equal to the amount spent by the City on Carbon Tax each year. CARIP grants to the City are allocated to a reserve account for future GHG emissions reduction projects and/or potentially for the purchase of carbon offset credits to achieve carbon neutrality. The City has been required to report publicly on its progress in reducing and managing both corporate and community-wide GHG emissions since 2010 and previous Salmon Arm Climate Action Reports are available on the City's website.

Corporate Emissions Inventory

A corporate emissions inventory tracks energy consumption (e.g. natural gas, electricity, gasoline, diesel and propane) from corporate operations and quantifies the corresponding GHG emissions. The service areas and required scope of a corporate emissions inventory are defined by several guidance documents produced by the Green Communities Committee – a partnership between the provincial government and the UBCM – and the Ministry of Environment. The City's corporate emissions inventory was prepared by staff using these guidance documents, which are available on the BC Climate Action Toolkit website at www.toolkit.bc.ca. A summary of the City's 2017 inventory is shown below:

Table 1. Summary of the 2017 City of Salmon Arm Corporate Emissions Inventory

Service Area	Emissions (tonnes CO ₂ e)
Administration and Governance	74.57
Drinking, Storm and Waste Water	451.26
Solid Waste Collection, Transportation and Diversion	115
Roads and Traffic Operations	415.59
Arts, Recreation, Parks and Cultural Services	932.53
Fire Protection	111.55
Total	2100.5

* For context, 2016 total was 1878.9 while the 2015 total was 1,866.3 tonnes

A detailed multi-department analysis could accurately explain the annual variation in emissions. In general, changes can be correlated to weather (including snowfall and temperature), capital works projects, demand from new programs (such as residential food waste collection or the new Montebello building), and fluctuating service demands. Staff note that temperatures through the first half of 2017 were roughly 5 degrees colder on average, which is a significant factor in emissions related to heating.

Carbon Neutrality

The City's corporate operations produced a total of 2,100.5 tonnes CO₂e in 2017, meaning that in order to be carbon neutral, the City would need to purchase 2,100.5 carbon offset credits from a provider of certified offsets. The cost per carbon offset credit depends on the provider and there is no guarantee that such funds would support the implementation of projects within that local government's jurisdiction.

The primary carbon offset source is the Climate Investment Branch of the Ministry of Environment's Climate Action Secretariat, which invests in projects that meet defined eligibility criteria. While the CSRD has offered carbon offset credits to their member municipalities (from their gas collection system at the Salmon Arm landfill) in the past, this is no longer an option due to their current arrangement with the Province. Past quotes for carbon offset credits have ranged from \$16.00 to \$25.00 per tonne. To offset 2,100.5 tonnes CO₂e to become carbon neutral for the 2017 reporting year would cost in the range of \$33,000.00 to \$53,000.00 (not including associated administrative costs). For neutrality under the CARIP program, carbon offset credits would need to be purchased prior to June 1, 2018, the deadline for completing the *Carbon Neutral Progress Survey*. For the reporting years up to and including 2016, the City has not opted to purchase offset credits to achieve carbon neutrality.

Climate Action Recognition Program

Local governments are not required to be carbon neutral for the 2017 reporting year and are still eligible for the CARIP grant based on continued measurement and reporting. The CARIP program now provides three levels of recognition for local governments that will not be carbon neutral: "1 - Demonstrating Progress", "2 - Measuring", and "3 - Accelerating Progress". These options are provided as it is understood that it may be difficult for some local governments to be carbon neutral, and furthermore, that local governments may be undertaking projects that have the effect of reducing emissions that are difficult to quantify, but none-the-less important (e.g. constructing sidewalks, improving pedestrian spaces and alternative transportation options, smart growth policy).

The City has been measuring and publicly reporting on emissions for several years now through our Corporate Emissions Inventory. CARIP's "Measuring" category recognizes local governments that are both completing relevant emission-reduction projects and measuring emissions. While the City chose the 'measuring' option for the 2016 reporting year, the CARIP program awarded the City with Level 3 recognition: "Accelerating Progress". As such, and in consideration of the range of projects listed below, staff recommends that "Accelerating Progress" is again the appropriate recognition for the City.

Projects completed in 2017 and potential future actions planned include:

2017 projects:	Refrigeration upgrades at Shaw Centre Arena; Pool pump upgrade (variable frequency drive); Civic building/City Hall atrium LED lighting upgrades; Airport LED lighting project (south); Residential yard waste pick-up (bi-annual); Blackburn Park improvements (life trail); Sidewalk install (520 m by City); New Canoe Beach Crosswalk installed; Bicycle Route enhancement (1 km of sharrow painting); and Greenway network enhancement (7,775 m new trails created).
Future projects:	Efficient Arena Flood Technology; Solar project research; Water Conservation policy and Water metering cost benefit analysis; Tree planting (Shuswap Memorial Cemetery); LED street lighting projects (Shuswap Street revitalizations); Airport lighting project (north);

Hybrid / EV fleet vehicle(s);
Continued residential yard waste pick-up (bi-annual);
Ongoing greenways network enhancements; and
Various sidewalk projects (460 m proposed for 2018).

Context: CARIP Results

The CARIP "Summary Report on Local Government Climate Actions 2016" is attached as Appendix 2. A total of 45 out of 187 participating local governments (regional and municipal) were carbon neutral for the 2016 reporting year (there are 189 local governments in BC). The majority of participating local governments were not carbon neutral, including Salmon Arm: 142 participating local governments were not carbon neutral in 2016, representing 76% of 2016 CARIP participants.

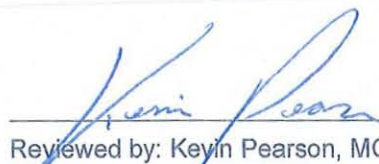
Staff annually monitor CARIP reports from comparable communities and have observed a somewhat predictable trend where communities with the coldest climates show relatively high emissions, while those in warmer climates report lower emissions. Of the carbon neutral communities, approximately one-third achieve carbon neutrality through their own actions (primarily landfill gas capture or through organic recycling programs), while approximately two-thirds purchase offsets (note that while the City contributes to the CSRD's landfill gas capture, the CSRD maintains associated carbon credits). The attached 2016 Summary Report details recent initiatives undertaken by local governments.

CONCLUSION

Staff recommend that the 2017 City of Salmon Arm *Climate Action/Carbon Neutral Progress Survey* indicate that the City is eligible for recognition at 'Level 3 – Accelerating Progress' with the Green Communities Committee and intends to continue making progress towards carbon neutrality. The 2017 *Climate Action/Carbon Neutral Progress Survey* will be placed on the City's website to fulfill the public reporting requirements of the City's application for the annual CARIP grant.



Prepared by: Chris Larson, MCP
Planning and Development Officer



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

Survey Template

For the 2017 CARIP Climate Action/Carbon Neutral Progress Survey

Local governments are required to submit the *2017 CARIP Climate Action/Carbon Neutral Progress Survey* on or before June 1, 2018.

Use Template to Collect Information

In response to local government input, this Survey Template has been created to assist with collecting information for the *2017 CARIP Climate Action/Carbon Neutral Progress Survey*, and follows the same structure as the survey.

Responses entered into this Template can be cut and pasted into the online survey. The survey asks for up to five actions in each category, and there is a place in the survey to report additional actions if desired. In this Template, simply add more lines to the tables to report more than five actions.

Use Template to Assist with Reporting

Local governments are also required to publicly report the information submitted in the *2017 CARIP Climate Action/Carbon Neutral Progress Survey*. There is no ability for survey respondents to generate a report of survey responses, in turn:

- A PDF copy of your survey responses will be sent to you once your completed survey has been submitted.
- Given that it is challenging to edit the PDF document, you are encouraged to use your populated version of this Template, or your own, to report your CARIP results publicly.
- You may also choose to create a report in another format that contains the information submitted in the 2017 CARIP Climate Action/Carbon Neutral Progress Survey.

Further information on CARIP can be found on the [Ministry of Municipal Affairs and Housing website](#).

The Government of BC will not collect, use, or disclose personal information using SurveyMonkey®. Please be aware however that IP addresses are collected by SurveyMonkey® itself, and these IP addresses and other information collected will be stored on SurveyMonkey®'s servers located outside of Canada. Please do not provide any third-party information (i.e. refer to others) in your responses to the survey.

Climate Action Revenue Incentive (CARIP) Public Report for 2017

Local Government:

City of Salmon Arm

Report Submitted by:

Name: Chris Larson

Role: Planning & Development Officer

Email: clarson@salmonarm.ca

Phone: 250-803-4000



Date: April 29, 2018

The City of Salmon Arm has completed the 2017 Climate Action Revenue Incentive Program (CARIP) Public Report as required by the Province of BC. The CARIP report summarizes actions taken in 2017 and proposed for 2018 to reduce corporate and community-wide energy consumption and greenhouse gas emissions (GHG) and reports on progress towards achieving carbon neutrality.

2017 BROAD PLANNING ACTIONS

Broad Planning Actions

Broad Planning refers to high level planning that sets the stage for GHG emissions reductions, including plans such as Official Community Plans, Integrated Community Sustainability Plans, Climate Action Plans or Community Energy Emissions Plans. Land use planning that focuses on Smart Growth principles (compact, complete, connected, centred) plays an especially important role in energy and GHG reduction.

Community-Wide Actions Taken in 2017	
	As per OCP policy, continued use of the Urban Containment Boundary to support long-term growth.
	As per OCP policy, strive to protect ALR lands, forested hillsides, foreshore areas and watercourses.
	As supported by OCP and Greenways Strategy enhance and continued development of greenways, active transportation network.
Community-Wide Actions Proposed for 2018	
	As per OCP policy, continued use of the Urban Containment Boundary to support long-term growth.
	As per OCP policy, strive to protect ALR lands, forested hillsides, foreshore areas and watercourses.
	As supported by OCP and Greenways Strategy enhance and continued development of greenways, active transportation network.

Corporate Actions Taken in 2017	
	Set aside funds in climate action reserve.
Corporate Actions Proposed for 2018	
	Continue to set aside funds in climate action reserve for projects that will improve efficiency.

Broad Planning		
What is (are) your current GHG reduction target(s)?	OCP Section 4.6: 6% reduction by 2020	
Are you familiar with your community's community energy and emissions inventory (e.g. CEEI or another inventory)?		Yes

What plans, policies or guidelines govern the implementation of climate mitigation in your community?	
• Community Energy and Emissions (CEE) Plan	No
• Community- Wide Climate Action Plan	No
• Integrated Community Sustainability Plan	No
• Official Community Plan (OCP)	Yes
• Regional Growth Strategy (RGS)	No
• Do not have a plan	No
• Other:	No
Does your local government have a corporate GHG reduction plan?	Yes

2017 BUILDING AND LIGHTING ACTIONS

Building and Lighting Actions

Low-carbon buildings use the minimum amount of energy needed to provide comfort and safety for their inhabitants and tap into renewable energy sources for heating, cooling and power. These buildings can save money, especially when calculated over the long term. This category also includes reductions realized from energy efficient street lights and lights in parks or other public spaces.

Community-Wide Actions Taken in 2017	
Community-Wide Actions Proposed for 2018	

Corporate Actions Taken in 2017	
	Refrigeration system upgrades at Arena
	Pool pump upgrade
	Civic building energy efficient retrofits - LED lighting
	LED airport lighting project
Corporate Actions Proposed for 2018	
	LED street lighting projects
	LED airport lighting project (north)
	Efficient Arena Flooding Project

Building and Lighting

The Province has committed to taking incremental steps to increase energy-efficiency requirements in the BC Building Code to make buildings net-zero energy ready by 2032. The BC Energy Step Code--a part of the BC Building Code--supports that effort

Is your local government aware of the BC Energy Step Cost?	No
Is your local government implementing the BC Energy Step Code?	No

2017 ENERGY GENERATION ACTIONS

Energy Generation Actions

A transition to renewable or low-emission energy sources for heating, cooling and power supports large, long-term GHG emissions reductions. Renewable energy including waste heat recovery (e.g. from biogas and biomass), geo-exchange, micro hydroelectric, solar thermal and solar photovoltaic, heat pumps, tidal, wave, and wind energy can be implemented at different scales, e.g. in individual homes, or integrated across neighbourhoods through district energy or co-generation systems.

Community-Wide Actions Taken in 2017
Community-Wide Actions Proposed for 2018

Corporate Actions Taken in 2017
Corporate Actions Proposed for 2018
Solar Project Research

Energy Generation	
Is your local government developing, or constructing:	
• A district energy system	No
• A renewable energy system	No
Is your local government operating:	
• A district energy system	No
• A renewable energy system	No
Is your local government connected to a district energy system that is operated by another energy provider?	No
Are you aware of the Integrated Resource Recovery guidance page on the BC Climate Action Toolkit ?	Yes
Are you familiar with the 2017 " List of Funding Opportunities for Clean Energy Projects Led by First Nations and Local Governments "?	Yes

2017 GREENSPACE/NATURAL RESOURCE PROTECTION ACTIONS

Greenspace Actions

Greenspace/Natural Resource Protection refers to the creation of parks and greenways, boulevards, community forests, urban agriculture, riparian areas, gardens, recreation/school sites, and other green spaces, such as remediated brownfield/contaminated sites as well as the protection of wetlands, waterways and other naturally occurring features.

Community-Wide Actions Taken in 2017	
Community-Wide Actions Proposed for 2018	

Corporate Actions Taken in 2017	
	Blackburn Park improvements (Life Trail).
	Canoe Beach Park enhancements.
	Klahani Park improvements.
Corporate Actions Proposed for 2018	
	Continued Park improvements, implementing Blackburn, Klanhani and Canoe Beach park plans.
	Tree Planting at Shuswap Memorial Cemetery.

Greenspace	
Does your local government have urban forest policies, plans or programs?	Yes
Does your local government have policies, plans or programs to support local food production?	Yes

2017 SOLID WASTE ACTIONS

Solid Waste Actions

Reducing, reusing, recycling, recovering and managing the disposal of the residual solid waste minimizes environmental impacts and supports sustainable environmental management, greenhouse gas reductions, and improved air and water quality.

Community-Wide Actions Taken in 2017	
	Continued residential recycling pick-up.
	Residential yard waste pick-up (bi-annual).

Community-Wide Actions Proposed for 2018	
	Continued residential recycling pick-up.
	Continued residential yard waste pick-up (bi-annual).

Corporate Actions Taken in 2017	
Corporate Actions Proposed for 2018	

Solid Waste	
Does your local government have construction and demolition waste reduction policies, plans or programs?	No
Does your local government have organics reduction/diversion policies, plans or programs?	Yes

2017 TRANSPORTATION ACTIONS

Transportation Actions

Transportation actions that increase transportation system efficiency, emphasize the movement of people and goods, and give priority to more efficient modes, e.g. walking, cycling, ridesharing, and public transit, can contribute to reductions in greenhouse gas emissions and more livable communities.

Community -Wide Actions Taken in 2017	
	Greenway network enhancement (7,775 m new trails created).
	New sidewalk installed (520 m by City).
	Canoe Connector Trail and associated crosswalk installation.
	Bicycle Route enhancement (1 km of sharrows painted).
Community-Wide Actions Proposed for 2018	
	Various sidewalk projects.
	Greenways network enhancements (trail maintenance and construction).

Corporate Actions Taken in 2017	
Corporate Actions Proposed for 2018	

Transportation	
Does your local government have policies, plans or programs to support:	
• Walking	Yes
• Cycling	Yes
• Transit Use	Yes
• Electric Vehicle Use	Yes
• Other (please specify)	No
Does your local government have a transportation demand management (TDM) strategy (e.g. to reduce single-vehicle occupancy trips, increase travel options, provide incentives to encourage individuals to modify travel behavior)?	No
Does your local government integrate its transportation and land use planning?	Yes

2017 WATER AND WASTEWATER ACTIONS

Managing and reducing water consumption and wastewater is an important aspect of developing a sustainable built environment that supports healthy communities, protects ecological integrity, and reduces greenhouse gas emissions.

Community-Wide Actions Taken in 2017	
	Annual sprinkler restrictions.
	Require installation of water meters on new development.
Community-Wide Actions Proposed for 2018	
	Continued annual sprinkler restrictions.
	Continue to require installation of water meters on new development.
	Develop Water Conservation policy.
	Water metering cost-benefit analysis.

Corporate Actions Taken in 2017	
Corporate Actions Proposed for 2018	
	Continue exploring Water and Wastewater System efficiency upgrades.

Water Conservation	
Does your local government have water conservation policies, plans or programs?	Yes

2017 CLIMATE CHANGE ADAPTATION ACTIONS

This section of the CARIP survey is designed to collect information related to the types of climate impacts local governments are experiencing and how they are being addressed.

Please identify the THREE climate impacts that are most relevant to your Local Government.	
<ul style="list-style-type: none"> Increased temperatures increasing wildfire activity Increased temperatures affecting air quality Extreme weather events contributing to urban and overland flooding 	
Other: Decreased average temperatures increasing winter burdens	

In 2017 has your local government addressed the impacts of a changing climate using any of the following?	
Risk and Vulnerability Assessments	Yes
Risk Reduction Strategies	Yes
Emergency response planning	Yes
Asset management	Yes
Natural/Eco asset management strategies	Yes
Infrastructure upgrades (e.g. storm water system upgrades)	Yes
Beach Nourishment projects	No
Economic diversification initiatives	Yes
Strategic and financial planning	Yes
Cross-department working groups	Yes
OCP policy changes	Yes
Changes to zoning and other bylaws and regulations	Yes
Incentives for property owner (e.g. reducing storm water run-off)	Yes
Public education and awareness	Yes
Research	Yes
Mapping	Yes
Partnerships	Yes
Other:	

Climate Change Adaptation Actions Taken in 2017	
Please elaborate on key actions and/or partnerships your local government has engaged in to prepare for, and adapt to a changing climate. Add links to key documents and information where appropriate.	
Climate Change Adaptation Actions Proposed for 2018	
	Wildfire mitigation research
	Solar feasibility research

	For more information please contact:

The following are key resources that may be helpful to your local government in identifying climate impacts, as well as, strategies, actions and funding to deal with them. For those resources that you have used, please indicate whether they were useful in advancing your work in climate change adaptation?	
Indicators of Climate Change for British Columbia, 2016 Plan2Adapt Climate Projections for Metro Vancouver Climate Projections for the Capital Region Climate Projections for the Cowichan Valley Regional District Province of BC's BC Adapts Video Series Preparing for Climate Change: An Implementation Guide for Local Governments The Public Infrastructure and Engineering Vulnerability Committee's (PIEVC) protocol Sea Level Rise Primer BC Regional Adaptation Collaborative Webinars www.ReTooling.ca Water Balance Model The Water Conservation Calculator	Useful Useful Not Useful Not Useful Not Useful Haven't Used Useful Haven't Used Not Useful Haven't Used Useful Haven't Used Haven't Used
Funding: National Disaster Mitigation Program (NDMP) Community Emergency Preparedness Fund (CEPF) Municipalities for Climate Innovation Program (MCIP) Climate Adaptation Partner Grants (FCM) Infrastructure Planning Grants (MAH) Federal Gas Tax Fund	Useful Useful Useful Useful Useful Useful
Other:	

2017 OTHER CLIMATE ACTIONS

Other Climate Actions

This section provides local governments the opportunity to report other climate actions that are not captured in the categories above.

Community-Wide Actions Taken in 2017
Community-Wide Actions Proposed for 2017

Corporate Actions Taken in 2017	
Corporate Actions Proposed for 2017	

Other	
Are you familiar with the Community Lifecycle Infrastructure Costing Tool (CLIC) ?	No
Have you used CLIC?	No

INNOVATION AND PEER-TO-PEER LEARNING

Innovation

This section provides the opportunity to showcase an innovative Corporate and/or Community-Wide GHG reduction and/or climate change adaptation activity that your local government has undertaken and that has had, or has the potential to have, a significant impact. You are welcome to repeat an action that has already been listed.

Projects included here may be featured as success stories on the B.C. Climate Action Toolkit and/or shared with other local governments to inspire further climate action. Please add links to additional information where possible.

Communities that have conducted innovative initiatives may want to consider raising their profile through applications to [CEA's Climate and Energy Action Awards](#), [UBCM Climate and Energy Action Award](#), [FCM Sustainable Communities Awards](#) or through submissions to [FCM's National Measures Report](#).

Community-Wide Action
For more information contact:
Corporate Action
For more information contact:

Programs, Partnerships and Funding Opportunities

Local governments often rely on programs, partnerships and funding opportunities to achieve their climate action goals. Please share the names of programs and organizations that have supported your local government's climate actions by listing each entry in the box below.

Mitigation

Programs and Funding
As a member municipality of the CSRD, the City of Salmon Arm contributes to regional climate actions, with the most relevant being the CSRD's gas capture at the Salmon Arm landfill.

Adaptation

Programs and Funding

2017 CARBON NEUTRAL REPORTING

Local governments are required to report on their progress in achieving their carbon neutral goal under the Climate Action Charter. Working with B.C. local governments, the joint Provincial-UBCM Green Communities Committee (GCC) has established a common approach to determining carbon neutrality for the purposes of the Climate Action Charter, including a Carbon Neutral Framework and supporting guidance for local governments on how to become carbon neutral.

Prior to completing this portion of the survey, please ensure that you are familiar with guidance available on the B.C. Climate Action Toolkit website, especially the [Becoming Carbon Neutral: A Guide for Local Governments in British Columbia](#).

Please note: As a result of the BC Recycling Regulation, local governments are no longer required to account for greenhouse gas (GHG) emissions from vehicles, equipment and machinery required for the collection, transportation and diversion of packaging and printed paper, in their annual Climate Action Revenue Incentive Program (CARIP) reports.

Reporting Emissions

Did you measure your local government's corporate GHG emissions in 2017?	Yes
If your local government measured 2017 corporate GHG emissions, please report the number of corporate GHG emissions (in tonnes of carbon dioxide equivalent) from services delivered <u>directly</u> by your local government:	1131.93
If your local government measured 2017 corporate GHG emissions, please report	968.57

the number of corporate GHG emissions (in tonnes of carbon dioxide equivalent) from <u>contracted</u> services:	
TOTAL A: CORPORATE GHG EMISSIONS FOR 2017	2,100.5 tCO₂e

Reporting Reductions and Offsets

To be carbon neutral, a local government must balance their TOTAL corporate GHG emissions generated in 2017 by one or a combination of the following actions:

- undertake GCC-supported Option 1 Project(s)
- undertake GCC-supported Option 2 Project(s)
- purchase carbon offsets from a credible offset provider

If applicable, please report the 2017 GHG emissions reductions (in tonnes of carbon dioxide equivalent (tCO₂e)) being claimed from Option 1 GHG Reduction Projects:

OPTION 1 PROJECTS	REDUCTIONS
Energy Efficient Retrofits	
Solar Thermal	
Household Organic Waste Composting	
Low Emission Vehicles	
Avoided Forest Conversion	
TOTAL B: REDUCTIONS FROM OPTION 1 PROJECTS FOR 2017	tCO₂e

If applicable, please report the names and 2017 GHG emissions reductions (in tonnes of carbon dioxide equivalent (tCO₂e)) being claimed from Option 2 GHG Reduction Projects:

OPTION 2 PROJECT NAME	REDUCTIONS
TOTAL C: REDUCTIONS FROM OPTION 2 PROJECTS FOR 2017	tCO₂e

If applicable, please report the name of the offset provider, type of project and number of offsets purchased (in tonnes of carbon dioxide equivalent (tCO₂e)) from an offset provider for the 2017 reporting year:

(NOTE: DO NOT INCLUDE ANY FUNDS THAT MAY BE SET ASIDE IN A CLIMATE ACTION RESERVE FUND)

OFFSET PROVIDER NAME	OFFSETS
TOTAL D: OFFSETS PURCHASED FOR 2017	tCO₂e

TOTAL REDUCTIONS AND OFFSETS FOR 2017 (Total B+C+D) = 0 tCO₂e

Corporate GHG Emissions Balance for 2017

Your local government's Corporate GHG Emissions Balance is the difference between total corporate GHG emissions (direct + contracted emissions) and the GHG emissions reduced through GCC Option 1 and Option 2 projects and/or the purchase of offsets.

CORPORATE GHG EMISSIONS BALANCE FOR 2017 = (A – (B+C+D)) = 2,100.5 tCO₂e

**If your Corporate GHG Emissions Balance is negative or zero,
your local government is carbon neutral.**

CONGRATULATIONS!

If applicable, please record any emissions reductions you will be carrying over for future years and the source of the emissions reductions, including the year they were earned (E.g., Organics diversion, 2016 100 tCO₂e).

SOURCE OF CARRY OVER EMISSION REDUCTIONS (and year earned)	REDUCTIONS

BALANCE OF REDUCTIONS ELIGIBLE FOR CARRY OVER TO NEXT YEAR	tCO₂e

Carbon Neutral Reporting	
Does your local government have a climate reserve fund or something similar?	Yes

GCC CLIMATE ACTION RECOGNITION PROGRAM

Green Communities Committee (GCC) Climate Action Recognition Program

The joint Provincial-UBCM Green Communities Committee (GCC) is pleased to be continuing the Climate Action Recognition Program again this year. This multi-level program provides the GCC with an opportunity to review and publicly recognize the progress and achievements of each Climate Action Charter (Charter) signatory.

Recognition is provided on an annual basis to local governments who demonstrate progress on their Charter commitments, according to the following:

Level 1 – Demonstrating Progress on Charter Commitments: for local governments who demonstrate progress on fulfilling one or more of their Charter commitments

Level 2 – Measuring GHG Emissions: for local governments that achieve level 1, and who have measured their Corporate GHG Emissions for the reporting year and demonstrate that they are familiar with their community's energy and emissions inventory (i.e. CEEL)

Level 3 – Accelerating Progress on Charter Commitments: for those local governments who have achieved level 1 and 2 and have demonstrated undertaking significant action (corporate or community wide) to reduce GHG emissions in the reporting year (i.e: through undertaking a GHG reduction project, purchasing offsets, establishing a reserve fund).

Level 4 - Achievement of Carbon Neutrality: for local governments who achieve carbon neutrality in the reporting year.

For purposes of Level 3 recognition, if applicable, please identify any new or ongoing corporate or community wide GHG reduction projects (other than an Option 1 or Option 2 project) undertaken by your local government that reflects a significant investment of time or financial resources and is intended to result in significant GHG reductions:

PROJECT NAME:
<ul style="list-style-type: none"> Refrigeration system upgrades at Shaw Centre Arena

- Pool pump upgrade (variable frequency drive)
- Civic building/City Hall atrium LED lighting upgrades
- Airport LED lighting project (south)

Based on your local government's 2017 CARIP Climate Action/Carbon Neutral Progress Survey, please check the GCC Climate Action Recognition Program level that best applies:

<input type="checkbox"/>	Level 1 – Demonstrating Progress on Charter Commitments	
<input type="checkbox"/>	Level 2 – Measuring GHG Emissions	
<input checked="" type="checkbox"/>	Level 3 – Accelerating Progress on Charter Commitments	X
<input type="checkbox"/>	Level 4 – Achievement of Carbon Neutrality	
<input type="checkbox"/>	Not Sure	

Summary Report on

LOCAL GOVERNMENT CLIMATE ACTIONS 2016



CARIP
CLIMATE ACTION REVENUE INCENTIVE PROGRAM

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Cover photo courtesy of City of Kimberley

Introduction

The Climate Action Revenue Incentive Program (CARIP) is a conditional grant program that provides funding to local governments who have signed on to the B.C. Climate Action Charter (Charter). Under the B.C. Climate Action Charter, local government signatories commit to take actions to become carbon neutral in their corporate operations and reduce community-wide emissions by creating more complete, compact and energy-efficient rural and urban communities. Since 2007, increasing numbers of B.C. local governments have signed on to the Charter, demonstrating their leadership in addressing climate change.

The CARIP grant is equal to 100% of the carbon tax that eligible local governments have directly paid in a given year. To be eligible for the CARIP grant, local governments are required to report publicly on their plans and progress toward meeting their corporate and community-wide climate action goals and submit a survey of their actions to the Province.

In 2017, the tenth anniversary of the Charter, all 187 signatory local governments submitted CARIP reports, demonstrating significant commitment to taking climate action. Through their role in land use, transportation, waste, water, energy, and other infrastructure and service provision, many local governments are demonstrating leadership and applying innovative approaches to reducing emissions and adapting to climate change.

2016 CARIP Report Snapshot

Local Governments Reporting: **187**
Local Governments Measuring: **147**
Carbon Neutral Local Governments: **45**

The 2016 CARIP Summary Report

This year's annual report showcases the continued progress of B.C. local governments by highlighting some of the achievements and experiences of small, medium and large local governments.

The 2016 CARIP Summary Report includes:

- updates on the carbon neutral progress and status of reporting local governments;
- highlights of actions taken in small, medium and large communities; and
- hyperlinked list of funding sources and programs reported by local governments.

45 Local Governments achieved carbon neutrality in 2016

Ashcroft	Mount Waddington RD
Capital RD	Nanaimo RD
Central Saanich	North Cowichan
Coldstream	Oak Bay
Columbia Shuswap RD	Oliver
Comox	Osoyoos
Comox Valley RD	Parksville
Cowichan Valley RD	Pemberton
	Penticton
Cumberland	Pitt Meadows
Dawson Creek	Richmond
Delta	Sidney
Duncan	Sooke
East Kootenay RD	Squamish-Lillooet RD
Fort St. James	Thompson-Nicola RD
Granisle	Tofino
Highlands	Vancouver
Islands Trust	Vanderhoof
Keremeos	Victoria
Ladysmith	View Royal
Langley Township	West Vancouver
Lantzville	Whistler
Logan Lake	White Rock

Carbon Neutral Local Government

With all 187 Climate Action Charter signatories submitting CARIP surveys this year, the 2016 CARIP results provide the most complete picture to date on the progress made by local governments on their carbon neutral commitments under the Charter.

Of the 147 local governments that measured their corporate greenhouse gas (GHG) emissions in the 2016 CARIP reporting year, 45 achieved carbon neutral status. Appendix A lists the carbon neutral status of each reporting B.C. local government.

The number of corporate GHG emissions generated by local governments in 2016 was 256,769 tonnes, an increase of 16,803 tonnes compared to 2015. This increase may be partly attributable to the number of larger local governments measuring corporate emissions in 2016 as well as an increase in contracted service reporting.

In 2016, local governments claimed 123,514 tonnes of GHG emission reductions and offsets to balance their corporate footprint. This is a decrease from the number of emission reductions claimed by local governments in 2016 compared to 2015. One likely reason for this is the impact of the Landfill Gas Management Regulation on local governments' ability to use landfill gas capture as an Option 2 reduction project.¹

Of the total emissions reductions and offsets claimed, 110,421 tonnes were achieved through Green Communities Committee (GCC) Option 1 and Option 2 projects.² In 2016, Household Organic Waste Composting was the most common Option 1 project and Biocover Methane Reduction replaced Landfill Methane Gas Capture as the most common Option 2 project. Local governments chose to purchase 13,093 tonnes worth of offsets in 2016, slightly fewer than the 13,505 tonnes purchased in 2015.

See Appendix B for details of corporate emissions reported through CARIP between 2012 and 2016.

In addition to balancing and offsetting corporate emissions, about 50% of local governments reported contributing to their own climate action reserve funds.

¹ As a result of the Landfill Gas Management Regulation, starting in the 2016 CARIP reporting year, local governments that had undertaken Option 2 landfill gas capture projects for landfills subject to the regulation were no longer able to claim GHG emissions reduction credits on the first 75% of emissions captured.

² Option 1 and Option 2 projects under the Carbon Neutral Framework are designed to help local governments balance their corporate GHG emissions. For more information, see Chapter 2 of *Becoming Carbon Neutral: Guidebook for B.C. Local Governments*.

Corporate and Community-Wide Actions

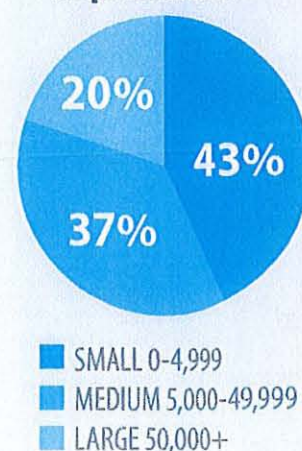
Since the CARIP program was initiated in 2010, the number of local government corporate and community-wide climate action plans and other plans supporting climate change mitigation have been steadily increasing.

In 2016, close to 55% of CARIP respondents reported having corporate GHG reduction plans in place while approximately 93% of CARIP respondents indicated having some type of plan in place to support climate mitigation on a community-wide scale. Since 2015, there has been an increase in the percentage of local governments reporting that they have Energy and Emissions Plans, Integrated Community Sustainability Plans, Community Wide Action Plans and Official Community Plans supporting climate action.

TYPE OF PLAN	DEGREE OF USE - 2016	DEGREE OF USE - 2015
Energy and Emissions Plan	46%	42%
Integrated Community Sustainability Plan	39%	32%
Community-Wide Action Plan	32%	21%
OCP	91%	83%
Other (eg. RGS)	37%	38%

For this year's CARIP summary report we continue to highlight actions from a number of small, medium and large communities.

Community Size Representation



The Small Community Experience (0-4,999)

Corporate Actions

In small communities, the majority of corporate actions were reported in the building and lighting, greenspace, and water and wastewater categories. As in past years, there was a strong focus on upgrading streetlights and lighting to LEDs in buildings owned by local governments. As well, the use of solar energy also appears to be increasing each year, with projects ranging from smaller scale installations such as Sun Peaks Resort's solar lighting on trails to larger installations of solar panels on buildings as described in more detail below.

Climate Action Highlights

In 2016, four communities in the North Coast Regional District had grid-tied solar panels installed on five public buildings across the islands:

- A 40.28-kilowatt installation on the roof of the Queen Charlotte Municipal building will generate, on average, 35,000 kilowatt hours (kWh) per year, an 80% savings of that building's annual consumption of electricity.



Photo courtesy of Village of Queen Charlotte

- A 50.35-kilowatt installation on the roof of the George Brown Recreation Centre in Skidegate will generate, on average, 46,000 kWh per year, which is expected to almost cover the building's entire annual electrical requirements.
- A 42.4-kilowatt installation on the roof of the Multiplex Building in Port Clements, with a battery backup system for support in a power outage, will generate about 36,000 kilowatts hours per year, a 45% annual savings of the electricity consumed by the building.
- A 16.96-kilowatt installation on the roof of the Masset Municipal Airport (with a battery backup).
- A 25.44-kilowatt installation on the roof of the Public Works building in Masset will generate, on average, 37,500 kWh per year, an annual savings of approximately 65% of the building's electrical requirements.

The entire installation will save an average of 154,500 kilowatts of power per year. In the past, over 50% of the electric consumed by these buildings has been diesel-generated.

88% of CARIP respondents identify having water conservation plans or policies in place.

37% of CARIP respondents report having urban forest policies, plans or programs. 66% report having policies, plans or programs to support local food production.

As in past years, many local government actions have focussed on supporting GHG reductions related to transportation. Walking and cycling continue to be key areas of attention. Improving transit service is also a priority and the focus on electric vehicles has increased.

About 18% of CARIP respondents indicate being engaged in transportation demand management. In large communities (100,000+), where congestion is most acute, 43% of local governments report having transportation demand management strategies in place.

Community-Wide Actions

As in past years, greenspace actions to preserve parkland and forest as well as supporting local food production have been significant areas of interest for small communities in the realm of community-wide climate action. Transportation and water and wastewater are also key areas of focus. Respondents demonstrated continued efforts to develop biking and pedestrian paths as well as improve transit service. For example, the District of Elkford has developed a "Commuter Bicycle Transportation Plan" to support cyclists by identifying commuter bicycle routes and recommending priorities for commuter bicycle infrastructure improvements.

MODE OF TRANSPORTATION	% OF LGS REPORTING ACTIONS
Walking	79
Cycling	75
Transit	65
Electric Vehicles	54

Climate Action Highlights

Increasing the compactness, completeness and connectedness of land uses is an effective means of reducing per household community emissions related to transportation and energy consumption. For example, the Fraser Valley Regional District (FVRD) is exploring the creation of a secondary suites policy as a means of encouraging more compact residential development options in eight of its rural and remote areas. As part of the review of its secondary suites policy, the FVRD held public hearings in 2016 and found that the majority of

respondents to their online survey (58%) would support secondary suites in their neighbourhood.

Through their CARIP reports, small communities are also demonstrating an increase in the number of projects that are driven and supported by local community organizations. On Bowen Island, a strong community partnership effort between the North Growth Foundation, Clean Energy Canada, Solar Now, the Great Climate Race, the Community Energy Association, the Bowen Island Community Foundation and the Knick Knack Nook (Bowen Island's re-use-it store) resulted in the installation of 30 solar panels on the roof of the Bowen Island Community School. The solar panels will produce enough energy to power an average sized house on Bowen Island, offsetting the school's energy costs. The panels were designed to be visible to the students, families and passersby as a means of highlighting the potential of solar energy generation. Data about how much energy the panels are producing is also collected and displayed in the school library, providing opportunities to connect to science and environmental curricula.



Photo courtesy of Bowen Island

The Medium-sized Community Experience (5,000- 49,999)

Corporate Actions

The majority of corporate actions undertaken by medium-sized communities fall into the building and lighting, transportation, and water and wastewater categories. A number of building retrofits were reported, including the incorporation of a range of energy-efficiency components such as LED lighting, low water use toilets, geo-exchange heating and cooling, energy-efficient HVAC system, and high-efficiency building envelope, into the Osoyoos fire hall.

Climate Action Highlights

In 2016, the Town of Ladysmith completed Phase III of its upgrade to the Town's wastewater treatment plant with energy efficiency in mind. The construction of a secondary treatment facility, which removes dissolved and fine organic material via biological processes, will allow the plant to serve a population of 17,200 and ensure Ladysmith's wastewater effluent will meet all relevant provincial and federal discharge regulations. The innovative design uses equipment that requires relatively little space, substantially limiting its environmental footprint. The design also incorporates solar photovoltaic panels, low-energy fixtures and a reclaimed water system.

Central Saanich has created the ReAction Program using funding received through the CARIP program. This program provides financial incentives to community groups leasing District-owned buildings. These groups are eligible

About 53% of CARIP respondents report having organics collections programs in place. Over 70% of medium-sized and large communities report operating such programs.

for two phases of funding: Phase 1 funds up to 90% of the costs of an energy audit, and Phase 2 funds up to 90%, to a maximum of \$3,000, to undertake building upgrades that improve energy efficiency and/or reduce GHG emissions. In 2016, funding for energy audits was received by three groups: the Lawn Bowls Club, Central Saanich Senior Club, and the Lions Club. The Lawn Bowls Club also took advantage of Phase 2 funding to improve insulation in the clubhouse.

Community-Wide Actions

In 2016, the majority of community-wide actions reported by medium-sized communities occurred in the greenspace, waste and wastewater, and transportation categories. A number of communities identified actions related to supporting and encouraging walking, biking and transit use. For example, through the public engagement component of their transportation planning process, the City of Vernon discovered that many residents felt they would cycle more frequently if they felt secure on the roads. As part of their commitment to making cycling safer, Vernon has subsequently installed signage and pavement marking to support cycling.

Climate Action Highlights

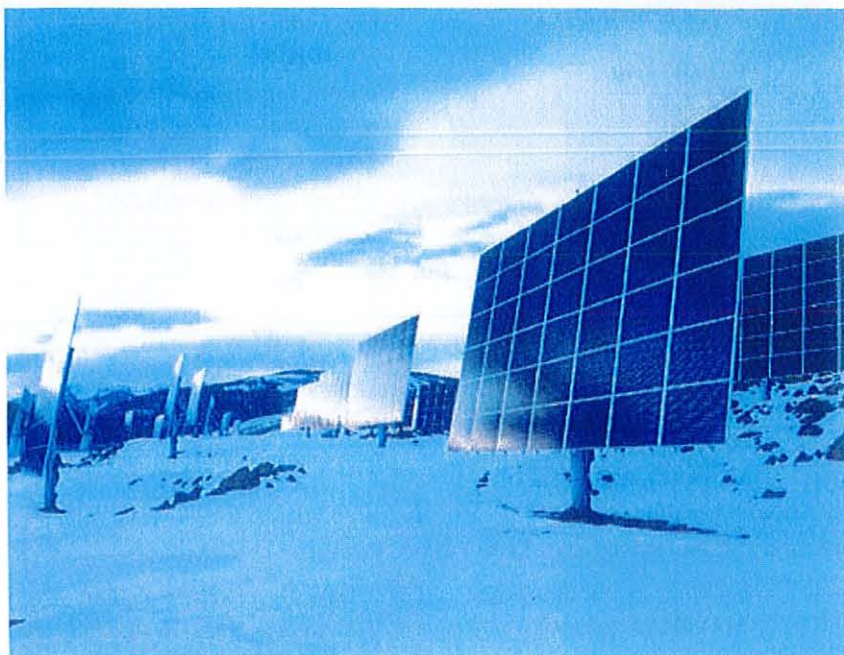


Photo courtesy of City of Kimberley

The City of Kimberley completed its first full year of operation of the SunMine solar electricity facility in 2016. The project has allowed the community to utilize reclaimed brownfields and make use of existing transmission infrastructure. The facility was completed in 2015 and started commercial operation on June 22nd of that year, producing up to one megawatt of electricity at peak production times, enough to power about 250 homes. To date, the project has been able to offset 1770.8 tonnes of CO₂, 6.4 tonnes of SO₂ and 2.5 tonnes of NO_x. The City is seeking partnerships to expand the project to produce 15 megawatts at peak production.

Large Community Experience (50,000+)

Corporate Actions

Large communities reported the highest number of actions in the building and lighting category, with significant efforts to improve energy efficiency in corporate facilities. For example, Richmond completed energy efficiency upgrades at City Hall, the Steveston Community Centre, its fire halls, and other corporate facilities that are expected to reduce energy use by approximately 1.3 GWh, an amount that is equal to the annual energy use of 30 single family homes in the city. In Prince George, the City upgraded to LED lights in a number of locations including:

- City Hall 3rd floor (expected 5500 kWh reduction annually)
- 18th Ave Yard exterior lights (expected 10,000 kWh reduction annually)
- Aquatic Centre (expected 300,000 kWh reduction annually)
- Civic Centre (expected 400,000 kWh reduction annually)

Climate Action Highlights

In 2016, several local governments in Metro Vancouver introduced staff incentives to encourage alternatives to single occupancy vehicle commuting:

- Metro Vancouver updated its Employee Transit Commuter Program to partially subsidize Translink Compass transit passes.
- The District of Maple Ridge installed showers and bike-storage facilities in several of its office buildings.
- The City of Coquitlam implemented its Employee Sustainable Commute Program including reinstating a 25% transit pass subsidy, providing ride-matching, and introducing a program that provides eligible staff with a ride home in the event of a personal emergency or unexpected overtime.

The City of West Kelowna is committed to becoming carbon neutral in its corporate operations and reaching its target to reduce community-wide emissions by 33% in 2020 and 80% in 2050. Accomplishments from past years include the incorporation of a geothermal heating system into the Royal LePage Place arena, construction of a LEED-certified RCMP detachment building, and adoption of a carriage house policy and bylaw to promote densification. The City took further action in 2016 by adopting a Pedestrian and Bicycle Plan to prioritize improvements to West Kelowna's active transport network and convert 200 of the City's 1,750 street lights to LEDs.

In 2016, the Vancouver City Council approved the Renewable Energy Strategy for City-Owned Buildings, which established targets of 100% renewable energy use and 100% GHG reduction by 2040. Actions taken in the last 10 years to support the achievement of energy reductions in city-owned buildings include a \$16-million investment in energy retrofits and optimization projects, resulting in \$2 million per year in energy cost savings and 5,500 tonnes of annual GHG reductions. Through these and other actions, to date Vancouver

48% of CARIP respondents indicate having a corporate GHG reduction plan. Respondents who indicated having a Climate Action Reserve Fund were more likely (66%) to report having a corporate GHG reduction plan in place.

About 23% of CARIP respondents report being in the process of developing or constructing a district energy or renewable energy system, about 34% report operating one, and 5% report being connected to a district energy system being operated by another provider.

has achieved a 23% reduction in GHG emissions in City-owned buildings from 2007 levels. Currently, approximately 60 energy retrofit and optimization projects are underway. These are expected to move the City further towards achieving its renewable energy goals. This includes work to complete the design of a replacement fire-hall facility in 2017, a new structure that will meet the Passive House standard. On completion, Vancouver would be the first city in North America to achieve this standard for a fire hall.

Community-Wide Actions



Photo courtesy of District of Saanich

Large communities reported the highest number of actions in the transportation and solid waste categories. Transportation actions continue to include education programs in schools, expanding car share programs, and support for electric vehicles (EV). For example, the District of Saanich reports that the EV fast charging stations at a local mall had approximately 2,200 individual charging sessions in 2016 with sessions averaging 15-25 minutes. This equates to approximately 31 full days of non-stop use throughout the year and saves approximately 10 tonnes CO₂e per year from the energy used at this charging station.

Climate Action Highlights



Photo courtesy of City of Victoria

In May 2016, the Victoria City Council approved an All Ages and Abilities (AAA) cycling network which, when completed, will consist of over 24 kilometres of enhanced bicycle infrastructure. The goal is to encourage more people to bicycle by establishing a comfortable, connected, convenient and safe cycling environment. Current efforts focus on building 5.4 km of protected bike lanes in the downtown core by the end of 2018. This initial investment is targeted where there is the highest demand for active transportation infrastructure and there are opportunities to improve safety and support ease of transportation in an area with a rapidly growing population. The intention is that every neighbourhood and village centre will be connected to the network by 2022, helping to make cycling an attractive, affordable, and climate-friendly transportation option for all residents.

Saanich and the Capital Regional District continued to support the provincial Oil to Heat Pump Incentive Program by providing local top up incentives of \$300 to the \$1,700 provided by the Province under the program. This, combined with effective public outreach, resulted in Saanich receiving the highest number of program participants in B.C. in 2016. In 2016, 90 homes registered for Saanich's top-up rebates to convert heating oil tanks to Air Source Heat Pumps. This resulted in potential emissions reductions of 720 tonnes CO₂e per year (up to 8 tonnes per property).



Photo courtesy of District of Saanich

Adaptation

The 2016 reporting year was the second year that local governments were asked to report on climate adaptation actions. It is evident from the responses received that community attention to climate change adaptation is increasing across B.C. More than 130 local governments reported actions related to climate change adaptation. These related to a variety of climate impact areas including: drought, wildfire, food security, sea level, storm events and changing temperatures. In total, 62% of CARIP respondents reported considering climate adaptation in asset management, 57% identified that they have been engaging in public education and raising awareness, and 50% identified that they have made land-use policy changes. Many local governments also indicated that they have been using the resources "[Plan2Adapt](#)" and "[Preparing for Climate Change – An Implementation Guide for Local Governments in BC](#)".

Adaptation Action Highlights

- *The Village of Lumby has been increasing public awareness of a changing climate and possible risks and vulnerabilities through their quarterly newsletter and interactive neighbourhood programs.*
- *A number of communities in the Fraser Valley participated in the development of an [Agriculture and Climate Change Regional Adaptation Strategy](#).*
- *The Regional District of Nanaimo commenced the first phase of an assessment of coastal areas that may be impacted by sea level rise. The data was collected using Light Detection and Ranging (LiDAR) for coastal areas below 40-metre elevations.*
- *In West Kelowna, Council approved the purchase of a fire weather station to monitor conditions in the microclimatic region and agreed to provide access to the BC Wildfire Service to expand forest fire prevention efforts.*
- *The District of Squamish, in partnership with the Squamish Lillooet Regional District, the Squamish Nation and BC Hydro, developed a "[SquamishAlert](#)" emergency notification system that enables the district to communicate important information in the event of an emergency.*

- Surrey launched its *Coastal Flood Adaptation Strategy* to explore options and preferred strategies to adapt to local climate impacts, including sea level rise in coastal floodplain areas. Technical sea level and flood risk studies previously conducted are being used to inform adaptation options.
- The District of Saanich, through their *Communities in Harvest* program, is engaging and supporting residents in backyard food growing with the goal of enhancing food security.
- Kamloops cleared areas affected by pine beetle and tussock moth to reduce fire hazards.
- The Comox Valley Regional District is promoting the use of the *water balance model* to evaluate the impacts of land development activities on the ability of nature to provide rainwater management services.

Partner Organizations

As in previous CARIP reporting years, local governments have identified many partner organizations that have played a role in assisting them with implementing actions to support their climate mitigation and adaptation goals. Each year the CARIP summary report highlights one partner out of the list of partners generated from the CARIP surveys.

In 2016 the partner organization referenced most frequently by survey respondents was BC Hydro. For over 20 years BC Hydro has been supporting local government climate mitigation efforts by helping them to improve their energy efficiency and reduce their GHGs by providing expertise, education and financial incentives. Through their *Sustainable Communities program*, for example, funds and resources are available for a number of initiatives including: developing community energy and emissions plans, including energy and emissions reduction measures in neighborhood scale plans (e.g. local area plans) or community scale plans (e.g. official community plans, regional growth strategies) and hiring community energy managers and co-op students/interns to support climate planning and plan implementation. B.C. communities have also taken advantage of and promoted BC Hydro's *Community ReGreening* program and home renovations rebates program.

List of Partners Identified in CARIP Reports

BC Hydro Sustainable Communities	TD Friends of the Environment Foundation	Real Estate Foundation
BC Hydro Power Smart	Columbia Basin Trust	Partnership for Water Sustainability
Climate Smart Business	Bike BC	Vancouver Foundation
Pembina Institute (Green Building Leaders)	Rotary Club	Interior Health Authority
Fortis BC	BC Healthy Communities	Pacific Institute for Climate Solutions
Bike to Work BC	Tree Canada	Pacific Climate Impacts Consortium
Carpool.ca	Northern Development Trust	Quality Urban Energy Systems of Tomorrow
Plug in BC	Cariboo Chilcotin Conservation Society	BC Sustainable Energy Association
Community Energy Association	Fraser Basin Council	VanCity
E3 Fleets	Investment Agricultural Foundation of BC	RBC Blue Water
Solar Hot Water Ready Regulation (BC Gov)	Community Energy Leadership Program	Municipal Natural Assets Initiative
FCM Green Municipal Fund	Woodstove Exchange Program	National Wetland Conservation Fund

Conclusion

As demonstrated by the 100% participation of Charter signatories in the CARIP program this year, and the extensive mitigation and adaptation actions reported in 2016, local governments are clearly committed to reducing their corporate and community-wide GHG emissions and addressing the impact of climate change.

The number of local governments measuring corporate emissions has increased to 147, with 45 reporting carbon neutral status. Approximately 93% of CARIP respondents reported having a plan in place to support community-wide climate mitigation. As indicated in the Climate Action Highlights sections of this report, innovative projects are being implemented by all sizes of communities, from supporting cycling to advancing solar energy capture projects. The adaptation actions reported further demonstrate an understanding of the need to address the changes that are, and will continue to be, experienced as a result of climate change.

More information on the CARIP program and CARIP Summary Reports from past years can be found on the [Ministry of Municipal Affairs and Housing website](#).

APPENDIX A

2016 Carbon Neutral Status of Reporting B.C. Local Governments

CARBON NEUTRAL

Ashcroft	Dawson Creek	Ladysmith	Osoyoos	Thompson-Nicola RD
Capital RD	Delta	Langley, Township	Parksville	Tofino
Central Saanich	Duncan	Lantzville	Pemberton	Vancouver
Coldstream	East Kootenay RD	Logan Lake	Penticton	Vanderhoof
Columbia Shuswap Regional District	Fort St. James	Mount Waddington Regional District	Pitt Meadows	Victoria
Comox	Granisle	Nanaimo RD	Richmond	View Royal
Comox Valley RD	Highlands	North Cowichan	Sidney	West Vancouver
Cowichan Valley RD	Islands Trust	Oak Bay	Sooke	Whistler
Cumberland	Keremeos	Oliver	Squamish-Lillooet RD	White Rock

ACCELERATING PROGRESS ON CHARTER COMMITMENTS

Abbotsford	Fernie	Langford	Okanagan- Similkameen RD	Salmon Arm
Alert Bay	Fort St. John	Langley, City	Peace River RD	Slocan
Armstrong	Fraser-Fort George RD	Lumby	Port Alberni	Smithers
Burnaby	Fruitvale	Maple Ridge	Port Alice	Spallumcheen
Bulkley-Nechako RD	Gold River	Masset	Port Coquitlam	Sparwood
Campbell River	Golden	Metcalchin	Port Hardy	Squamish
Central Kootenay RD	Grand Forks	Metro Vancouver RD	Port McNeill	Strathcona RD
Clearwater	Houston	Midway	Port Moody	Summerland
Colwood	Invermere	Mission	Prince George	Surrey
Coquitlam	Kamloops	Montrose	Qualicum Beach	Taylor
Courtenay	Kelowna	Nanaimo	Radium Hot Springs	Trail
Cranbrook	Kimberley	New Westminster	Revelstoke	Valemount
Creston	Kitimat-Stikine RD	North Saanich	Roseland	Vernon
Elkford	Kootenay Boundary Regional District	North Vancouver, City	Saanich	Wells
Esquimalt	Lake Country	North Vancouver, District	Salmo	West Kelowna

MEASURING GHG EMISSIONS

100 Mile House	Enderby	Kitimat	Northern Rockies Regional	Terrace
Cariboo RD	Fraser Valley RD	Mackenzie	Powell River RD	Tumbler Ridge
Central Okanagan RD	Gibsons	Merritt	Port Clements	Ucluelet
Chetwynd	Greenwood	Nelson	Quesnel	Williams Lake
Chilliwack	Harrison Hot Springs	New Denver	Sunshine Coast RD	
Clinton	Hudson's Hope	North Okanagan RD		

DEMONSTRATING PROGRESS ON CHARTER COMMITMENTS

Alberni-Clayoquot RD	Castlegar	Lake Cowichan	Peachland	Sechelt
Anmore	Central Coast RD	Lillooet	Port Edward	Sicamous
Barriere	Chase	Lions Bay	Pouce Coupe	Silverton
Belcarra	Fraser Lake	Lytton	Powell River	Stewart
Bowen Island	Hazelton	McBride	Prince Rupert	Sun Peaks
Burns Lake	Hope	Nakusp	Princeton	Tahsis
Cache Creek	Kaslo	New Hazelton	Queen Charlotte	Telkwa
Canal Flats	Kent	North Coast RD	Sayward	Warfield

APPENDIX B

The following table and bar graph present corporate emission reductions claimed toward carbon neutral status.³

For further information, please contact IRPB@gov.bc.ca.

CORPORATE EMISSIONS REPORTED THROUGH CARIP, 2012-2016

	Number of LGs Measuring	Emission Reductions Claimed toward CN Status (tonnes)	Remaining Corporate Emissions (tonnes)	Total Corporate Emissions (tonnes)
2012	144	91,362	154,324	245,686
2013	157	122,967	125,634	248,601
2014	142	123,026	116,325	239,350
2015	146	131,401	108,564	239,966
2016	147	123,514	133,255	256,769



³ These figures do not include carryover amounts (i.e. the amounts that can be carried over to the following year from reductions over and above the amount required to be carbon neutral). Carryover amounts were included in emission reductions reported in previous years' CARIP Summary Reports.



CARIP
CLIMATE ACTION REVENUE INCENTIVE PROGRAM

Service Area	Emissions (tonnes CO ₂ e)					
	2012	2013	2014	2015	2016	2017
Administration and Governance	72	42.9	60.7	55.4	53.1	74.57
Drinking, Storm and Waste Water	462	403.4	455.8	427.9	405.4	451.26
Solid Waste Collection, Transportation and Diversion	107	106.5	119.5	113.8	116.5	115
Roads and Traffic Operations	266	344.7	361.6	367.1	369	415.59
Arts, Recreation, Parks and Cultural Services	932	858.3	877.3	806.7	843.2	932.53
Fire Protection	105	94.5	106	95.4	91.7	111.55
Total	1944	1850.3	1980.9	1866.3	1878.9	2100.5

Service Area	Emissions (tonnes CO ₂ e)					
	2012	2013	2014	2015	2016	2017
Administration and Governance						
City Hall	65	36.2	53	47.4	44.6	64.67
Fleet	7	6.7	7.7	8	8.5	9.9
Total	72	42.9	60.7	55.4	53.1	74.57
Drinking, Storm and Waste Water						
Water	130	148.1	165.8	161.2	145	159.84
Sewer (Treatment Plant)	153	125.6	156.7	146	135	157.77
Public Works Yard (1/3)	10	10.7	10.6	9.5	9.3	12.52
Fleet	169	119	122.7	111.2	116.1	121.13
Total	462	403.4	455.8	427.9	405.4	451.26
Solid Waste Collection, Transportation and Diversion						
Curbside Collection Program*	107	106.5	119.5	113.8	116.5	115
Total	107	106.5	119.5	113.8	116.5	115
Roads and Traffic Operations						
Lighting	18	16.4	20.2	19.8	20.3	20.77
Public Works Yard (1/3)	10	10.7	10.6	9.5	9.3	12.52
Fleet	238	317.6	330.8	337.8	339.4	382.3
Total	266	344.7	361.6	367.1	369	415.59
Arts, Recreation, Parks and Cultural Services						
Parks+cemetery+LMC	12	10.7	11.55	10.3	8.6	12.9

Public Works Yard (1/3)	10	10.7	10.6	9.5	9.3	12.52
Arena and Recreation Centre*	810	761	759.7	695.1	740.8	829.34
Haney Heritage Village & Museum*	10	7	8.8	7.7	7.3	10.19
Art Gallery*	13	15	17.9	12.3	11.6	14.04
Fleet	77	53.9	68.75	71.8	65.6	53.54
Total	932	858.3	877.3	806.7	843.2	932.53
Fire Protection						
Fire Halls & Training Centre	72	63.5	74.2	63.7	59.8	80.37
Fleet	33	31	31.8	31.7	31.9	31.18
Total	105	94.5	106	95.4	91.7	111.55
Grand Total	1944	1850.3	1980.9	1866.3	1878.9	2100.5
In-House Portion	991	960.8	1075	1037.4	1002.7	1131.93
Contracted Portion*	953	889.5	905.9	828.9	876.2	968.57

Item 11.2

CITY OF SALMON ARM

Date: April 23, 2018

Moved: Councillor Flynn

Seconded: Councillor Harrison

THAT: Council authorize the Mayor and Corporate Officer to sign the City of Salmon Arm Municipal Regional District Tax 2017 Performance Report, attached as Appendix A to the staff report dated April 19, 2018, and submit it to the Province.

[2017 Performance Report – Municipal Regional District Tax]

Vote Record

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

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



City of Salmon Arm
Memorandum from the Corporate Officer

TO: Her Worship Mayor Cooper and Council
 DATE: April 19, 2018
 SUBJECT: 2017 Performance Report - Municipal Regional District Tax

Motion for Consideration:

THAT: Council authorize the Mayor and Corporate Officer to sign the City of Salmon Arm Municipal Regional District Tax 2017 Performance Report, attached as APPENDIX A to the staff report dated April 19, 2018, and submit it to the Province.

Background:

The City of Salmon Arm began collecting the Municipal Regional District Tax (MRDT) in June 2017. Attached as APPENDIX A, is the 2017 Performance Report that has been prepared by the Salmon Arm Economic Development Society (SAEDS), on behalf of the City.

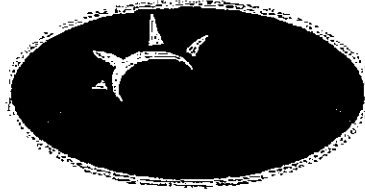
The report has been approved by the SAEDS Board and the MRDT Committee. Once it has been approved by Council, the Mayor and Corporate Officer will sign and submit the report to the Ministry of Finance prior to the April 30, 2018 deadline.

Recommendation:

It is recommended that the Motion for Consideration be adopted.

Respectfully Submitted,

Erin Jackson
 Corporate Officer



Salmon Arm

**City of Salmon Arm
Annual MRDT Performance Report
2017**

Introduction:

The City of Salmon Arm was approved to begin collecting the 2% Municipal & Regional District Tax (MRDT) on June 1, 2017. This report presents the goals, objectives, tasks and measurables of the first seven months of the City's MRDT program. As this was the first collection period for the City of Salmon Arm, much of the activities included within this report relate to the development of the program foundation in order to ensure its long-term sustainability, highest return on investment back to the community and successful fulfillment of the identified vision, mission, goals and objectives.

A primary goal of the City of Salmon Arm's MRDT 5 Year Business Plan was to deliver a collaborative program, led by tourism industry stakeholders. The following report details the first steps towards a longer term plan to achieve this goal.

Vision

Salmon Arm and the broader Shuswap region will be recognized as an **all-season destination of choice** for visitors from around the world

Mission

In the five year period commencing in 2017, Salmon Arm's MRDT Program will increase visitation to Salmon Arm and the broader Shuswap region (measured by the growth of the annual MRDT revenue). This will be achieved by:

- Telling our story/sharing our experience
- Expanding destination and experiential marketing
- Developing/expanding industry partnerships
- Developing/expanding tourism experiences and assets

Overall Goals, Objectives and Targets

There are 4 guiding principles which form the foundation of Salmon Arm's MRDT Business Plan:

1. "Accommodator led" MRDT program with input and support from broader tourism stakeholders;
2. Support the implementation of specific local tourism initiatives which have been identified as gaps and high ROI opportunities;
3. Support and expand the work of multiple tourism stakeholder organizations across the broader Shuswap region;
4. Collaborative approach, ensuring a strong alignment with strategic plans of partner organizations, including Shuswap Tourism's Development Plan, Thompson Okanagan Tourism Association's Tourism Strategy, and Destination BC's Strategic Plan.

Each of the following goals and objectives of Salmon Arm's MRDT Business Plan will be guided by the overarching focus of "**shoulder and off-season development**" and "**working collaborative with partner organizations**".

Primary Program Goal - Expand the tourism economy in Salmon Arm and the broader Shuswap Region, measured by increased accommodation occupancy rates.

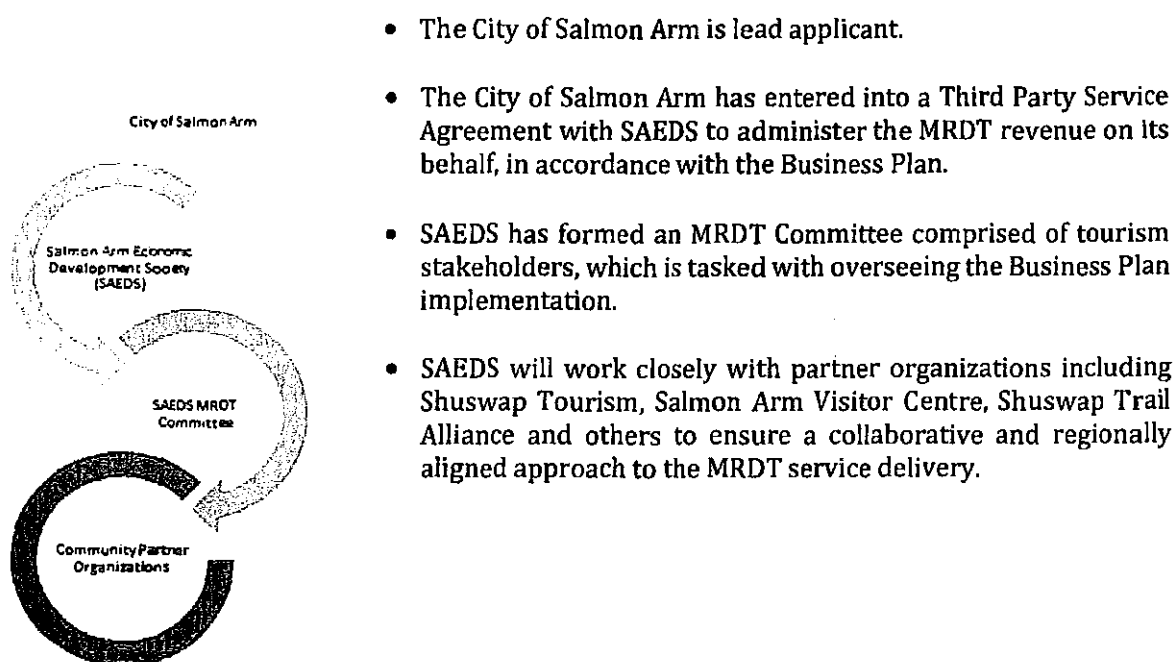
This will be achieved by:

- 1) Telling our story/sharing our experience
- 2) Expanding destination and experiential marketing
- 3) Developing/expanding industry partnerships
- 4) Developing/expanding tourism experiences and assets

Governance

The City of Salmon Arm is the *Applicant* and *Designated Recipient* of the 2% MRDT funds. The City has delegated administration of the MRDT program to the Salmon Arm Economic Development Society (SAEDS) under a Third Party Service Provider Agreement.

Agreement Among Partner Agencies



Governance Structure:

MRDT revenue collected by Salmon Arm accommodators is remitted to the Ministry of Finance, then transferred to the City of Salmon Arm who then transfers the funds to Salmon Arm Economic Development Society, for implementation of the Business Plan.

About Salmon Arm Economic Development Society (SAEDS)

The Salmon Arm Economic Development Society is a non-profit society registered with the BC Corporate Registry. It was established on August 27, 2002 and has a 17 person Board of Directors comprised of 11 voting members representing the major sectors of the local economy, including: Tourism, Construction, Commercial, Manufacturing, Business Services, Health, Forestry, Agriculture, Education, and Technology, and 6 non-voting members representing City of Salmon Arm (2 representatives), Columbia Shuswap Regional District, Salmon Arm Chamber of Commerce, Adams Lake Indian Band, and Neskonlith Indian Band.

The mandate of the Society is:

1. *Business Retention and Expansion*
2. *New Business Attraction and Development*
3. *Programs and Projects Designed to Enhance Resident Quality of Life, Economic Development and Prosperity in the Community.*

Following are excerpts from the Salmon Arm Economic Development Society's MRDT Committee Terms of Reference:

"In an effort to ensure a well-informed, well-directed and high return on investment MRDT program, a MRDT Committee will be formed as a committee of the SAEDS Board. The MRDT Committee will be led by the Tourism Director on the SAEDS Board and will further be comprised of tourism industry experts, the majority of which are not Board of Directors or members of Salmon Arm Economic Development Society. The MRDT Committee will be the primary decision makers related to the MRDT program."

2017 MRDT Committee Membership:

Voting - Accommodators	
Sebastian Hofstetter (Chairperson)	Prestige Harbourfront Resort
Carol Beaulieu	Viewpoint RV Park & Cottages
Lianne Jansen-Hagenaars	Hilltop Inn
Voting - General	
Tovah Shantz	Shuswap Pie Company
Jim Dunlop	Canoe Beach Café & Rentals
Non-Voting	
Corryn Grayston	Chamber of Commerce/Visitor Centre
Erin Jackson	City of Salmon Arm
Lindsay Wong	Downtown Salmon Arm
Darby Boyd	Shuswap Recreation Society
Phil McIntyre-Paul	The Shuswap Trail Alliance
Robyn Cyr	Shuswap Tourism
Staff Contact	
Lana Fitt	Salmon Arm Economic Development Society

Strategies and Key Actions:

Following is a list of the key strategies which were identified as the community priorities for Salmon Arm's MRDT program.

- Research & Planning
 - Development of a Community Event Strategy
 - Development of a Community Ambassador Program
- Marketing
 - Expansion of Shuswap Tourism's Regional Marketing – Non-traditional Season Development
 - Event Attendee Visitor Information Packages
 - Media Fam Tour Hosting expansion
 - Consumer Shows
 - On-line Digital Marketing Campaign
- Destination/Experience Development
 - Event Expansion (Sports tourism, Cultural Festivals, Agri-tourism, Conference/Conventions and Seminars)
 - Anchor asset support – planning, beautification and marketing of identified key tourism anchors: Community Trails and Canoe Beach
 - specific tourism based trail planning and marketing occurring throughout the 5 year business plan
 - on-site signage, entrance beautification and expansion of sports tourism event opportunities at Canoe Beach over year's 1-3 of the business plan
 - Facilitation of Visitor Package Development (industry partnerships)
- Visitor Services
 - Expanded visitor information and signage
 - Community Ambassador Program

Brand Positioning

The City of Salmon Arm is part of the Shuswap Region and actively participates as a member community in the *Shuswap Tourism* function administered by the Columbia Shuswap Regional District. Salmon Arm sees great value in continuing to participate in this regional partnership. Shuswap Tourism has been highly successful in the Shuswap Brand development and positioning to date. Further details on the Shuswap Brand are below:



SHUSwap

Beautiful, Casual, Down-to-earth.



OUR STORY

"The Shuswap? That's that place where you go houseboating, right?" Right!

But only partially right. Houseboating's only part of our story. You see, for decades, the Shuswap region has been synonymous with houseboating. But our real story, the one we live and breathe, is comprised of real people in an incredible place, living rich and simple and authentic lives.

We shop for groceries, take the kids to games, go for walks in the woods and travel to other places. We like to go to the lake, we like to have concerts, we possess a rich heritage and we may or may not use umbrellas when it rains. We have incredible wineries, access to a myriad of recreational opportunities, host a top-notch major festival and hey, even the salmon fight their way back here year after year. These are all parts of our story.

But you might find the best part of our story is sharing a cup of tea, or a piece of pie, or digging carrots and hearing about what's happening (or



not happening) in the community as of late. Or you might get the best part of a Shuswap experience leaning on a fence post, or leaning on a speaker, or leaning on a café counter. Or you might find the best part of our story when you free your soles, swap your shoes, kick up your heels and take a step in our direction, in search of another simple spectacular Shuswap adventure.



SHUSwap
Beautiful, Casual, Down-to-earth.

BRAND PILLARS

As we continue to grow and evolve, our story will change and develop over time. However, there are some things that will not change or should not change. These ideals, emotions or regional spirits are our brand pillars. They provide the foundation of our story.

Our full story is incomplete without these attributes combined together, and it is the combination of these pillars that help to define our story, to differentiate it from others and to make it distinctly our own.

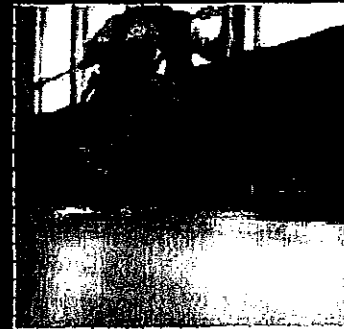
Lake, Country and Culture: these are the foundations, the central elements and ideals of the Shuswap's brand. These elements are intended to serve soundly today, but also to project a spirit and regional philosophy for the future.



LAKE



COUNTRY



CULTURE

LAKE

There's no escaping it. Our region owes much of its persona and character to Shuswap Lake. It is an integral part of our lives, our livelihoods, and a major compelling reason for visitation. It is host to a wide variety of activities, a distinct visual viewscape that dominates our region, and serves to provide a reason for existence for our communities and tourism industry. It also is a key feature that differentiates us from other regions; 'the lake' is synonymous with 'the Shuswap' and we will capitalize on that established recognition.

COUNTRY

Incredible nature surrounds our region. We have wilderness just steps away from the back door, and recreational activities that include mountain biking, trail walking, golfing, hiking, quadding and sledding, camping, fishing and more. We have incredible forests, spectacular high elevation viewpoints and an exceptional history and continuing tradition of relating to the land in our region. Our natural surroundings are the envy of many and the lifestyle we are afforded by the country in our region is highly desired. We'd like to keep it that way. And we'd be proud to share it with others who respect it as we do.

CULTURE

Our region's existence, its communities and interactive fabrics are built on relationships. How we interact with each other; our values; and how we perceive ourselves and others are integral parts of our story.

We are different from urban centres. We sometimes function at a different pace. We place great value on freedoms and relationships and community spirit. We celebrate together, look after our region together, and continue to grow and develop stories together that shape our present and our future. We are renowned for some of our events and cultural happenings, and we have a burgeoning cultural and artistic component of our region that is continuing to emerge as a strong presence in our collective story. By including this as a central part of our brand, we will be able to effectively differentiate ourselves from others by portraying our spirit. By greater positive acknowledgement and promotion of our culture, we increase pride in the region, and that simultaneously increases respect. Visitors want to interact and discover destinations that demonstrate different perspectives. They revel in the confidence, boldness and vision of those who are excited about where they live and who demonstrate it through their spirit: their culture.



Target Markets

Geographic Market

Shuswap Tourism has identified a primary market of “close-to-home” travellers from BC Interior and Northern BC as well as Pacific Northwest US. A secondary market of Alberta and Metro Vancouver are also areas of focus. The Salmon Arm MRDT Business Plan mirrors these markets. As determined within Shuswap Tourism’s Development Plan and in alignment with Thompson Okanagan Tourism Association and Destination BC’s target markets, the following Explorer Quotient Audience has been identified for the Shuswap Region:

Explorer Quotient Audience (Profiles identified by Canadian Tourism Commission)

- **Authentic Experiencers** - Typically understated travellers looking for authentic, tangible engagement with destinations. With a particular interest in understanding the history of the places they visit, these experiencers have a higher than average education and an average household income, more likely to be retired with an average of 53% over the age of 55. Experience appeal for these visitors includes exhibits, architecture, historic sites/buildings and museums. They may also be interested in nature, shopping, foodie opportunities, performing arts, and water-based outdoor activities (among others).
- **Free Spirits** – Highly social and open-minded. Their enthusiasm for life extends to their outlook on travel. Experimental and adventurous, they indulge in high-end experiences that are shared with others. These higher than average income earners tend to be full-time workers if they are not still students. 80% of the Free Spirits are in the 18-54 demographic. These travellers are more likely than most to be interested in shopping, dining and other food related activities, entertainment and performing arts, water-based outdoor activities, festival, events and spectator sports, outdoor and nature experiences (among others).
- **Cultural Explorers** – defined by their love of constant travel and continuous opportunities to embrace, discover and immerse themselves in the culture, people and settings of the places they visit. With a higher than average education and average household income, 43% of these travellers are between the ages of 35-54. Similar to Free Spirits, Cultural Explorers are likely to find many activities appealing to do on a long-haul vacation including nature and outdoor experiences, sightseeing, water-based outdoor activities, and festivals, events and spectator sports (among others).

2017 Financial Review

June 1 – December 31 2017 MRDT

MRDT Revenue	\$161,022
Local Government Tourism Contributions	\$ 51,845
Total Revenue	\$212,867

MRDT Expenses	\$111,906
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Funds Carried Forward to 2018 for Deferred MRDT Projects **\$100,961**

A full accounting of 2017 MRDT Revenue and Expenses is attached as *Appendix 2.1, Financial Report*

2017 Performance Review

A detailed review of all tactics completed in 2017, including related outcomes is attached as *Appendix 2.2 Annual Performance Report*.

Conclusion:

Implementation of the 2017 MRDT Tactical Plan mirrors the strategic direction, vision, goals and objectives presented in Salmon Arm's Five-Year MRDT Business Plan. The Five-Year Plan is a community developed program which was prepared with extensive consultation and is reflective of strong accommodator and broader tourism industry support. Both the broader Five-Year Plan and the 2017 Tactical Plan align with goals and objectives within the Shuswap Tourism Development Plan, Thompson Okanagan Tourism Association Strategy and Destination BC Strategy. Our community continues to prioritize a collaborative approach to growing our tourism economy as represented in this *Annual Performance Report*.

Appendix 2.1 Financial Report

Under the *Provincial Sales Tax Act*, all designated recipients, including designated recipients not subject to the renewal application requirement, must report back to the Province annually in the form of a Financial Report by **April 30th of each year**.

The Financial Report must show how all of the money received from the tax was spent and certify that all of the money received from the tax was used solely for approved purposes. The Financial Report must show that spending of money received from the tax was consistent with the Five-Year Strategic Business Plan. The Financial Report must also show the amounts, sources, and uses of all other tourism revenues.

Designated Recipient	City of Salmon Arm
Designated Accommodation Area	City of Salmon Arm
Date Prepared	12-Apr-18
MRDT Repeal Date (if applicable)	01-Jun-22
Total MRDT Funds Received	\$161,022
Year Ending	2017

Section 1: Actual Spending by Market (Add more rows as needed)

Geographic Market	MRDT \$ by Market	Other \$ by Market	Total (gross) \$ by Market	% of Total \$ by Market
BC	49,711	51,844	101,555	91%
Alberta	3,925		3,925	4%
Ontario			-	
Other Canada	3,925		3,925	4%
Washington	500		500	0.4%
California			-	
Other USA			-	
China	500		500	0.4%
UK	500		500	0.4%
Germany			-	
Australia	500		500	0.4%
Japan			-	
Korea	500		500	0.4%
Total	60,061	51,844	111,905	100%

Section 1: MRDT Budget Variance Report (Designated recipients must complete the table as provided below)

Revenues	Current Year		
	Budget \$	Actual \$	Variance
Carry forward from previous calendar year			
MRDT	136,000	161,022	25,022
Local government contribution	51,844	51,844	0

Section 1: MRDT Budget Variance Report (Designated recipients must complete the table as provided below)

Revenues	Current Year		
	Budget \$	Actual \$	Variance
Carry forward from previous calendar year			
MRDT	136,000	161,022	25,022
Local government contribution	51,844	51,844	-
Stakeholder contributions			
Co-op funds received (e.g. CTO; DMO-led projects)			
Other local stakeholder contributions			
Grants - Federal			
Grants - Provincial			
Grants/Fee for Service - Municipal			
Retail Sales			
Interest			
Other			
Total Revenues	187,844	212,866	25,022
Expenses	Budget \$	Actual \$	Variance
Marketing			
Marketing staff – wage and benefits			
Media advertising and production	5,925	5,925	-
Website - hosting, development, maintenance			
Social media	11,850	11,850	-
Consumer shows and events	2,963	2,963	-
Collateral production and distribution	39,313	34,183	- 5,130
Travel media relations	4,481	4,481	-
Travel trade			
Other			
Subtotal	64,532	59,402	- 5,130
Destination & Product Experience Management			
Destination and product experience management staff – wage and benefits	25,000	5,250	- 19,750
Industry development and training	2,400		- 2,400
Product experience enhancement and training	40,900	17,944	- 22,956
Research and evaluation	6,000		- 6,000
Other			
Subtotal	74,300	23,194	- 51,106
Visitor Services			
Visitor Services activities	32,813	14,813	- 18,000
Other (please describe)			
Subtotal	32,813	14,813	- 18,000

Expenses	Budget \$	Actual \$	Variance
Meetings and Conventions			
Meetings, conventions, conferences, sales, events etc.			
<i>Subtotal</i>			
Administration			
Management and staff unrelated to program implementation - wages and benefits	14,000	13,932	- 68
Finance staff – wages and benefits			
Human Resources staff – wages and benefits			
Board of Directors costs			
Information technology costs – workstation related costs (i.e. computers, telephone, support, networks)			
Office lease/rent	1,323		- 1,323
General office expenses	877	565	- 312
<i>Subtotal</i>	16,200	14,497	1,703
Other			
All other wages and benefits not included above			
Other activities not included above (please describe)			
<i>Subtotal</i>			
Total Expenses	187,845	111,906	107,342
Balance or Carry Forward		\$ 100,960	

By signing this form, you certify that the above information is an accurate representation of the actual tourism related expenditures for the jurisdiction defined under the terms of the Municipal and Regional

Designated Recipient's Authorized Signing Authority Name

Designated Recipient's Authorized Signing Authority Title

Designated Recipient's Authorized Signing Authority Signature

Date

Appendix 2.2 Annual Performance Report

Under the *Provincial Sales Tax Act*, all designated recipients, including designated recipients not subject to the renewal application requirement, must report back to the Province annually. As such, all designated recipients (or the designated recipient's service provider), are required to complete the following Annual Performance Report as well as a Financial Report (refer to Appendix 2.1) **by April 30th of each year.**

All designated recipients are required to fill in the sections below.

Only those designated recipients that receive the three percent tax rate will be required to report out on additional metrics (as indicated below).

A description/instructions pertaining to each performance metric is provided in grey text as a guide only. Please delete the grey text and provide your response accordingly.

Designated Recipient: City of Salmon Arm

Report Completed: 12-04-2018

Designated Accommodation Area: City of Salmon Arm

Reporting period: Jun 1- Dec 31 – 2017

1. Effective tourism marketing, programs and projects

MRDT-funded tourism marketing, programs and projects maximize the potential for increased visitation and growth in tourism business activity, employment and incremental tourism revenue.

Mandatory Metric	Designated Recipient Response
MRDT Revenue	June 1, 2017 – December 31, 2017 MRDT Revenue \$ 161,023 (First Year = 7 month collection period)
MRDT activities, tactics, investment efforts and outcomes (as per your One-Year Tactical Plan)	<p>As the City of Salmon Arm's MRDT Application was not approved until June 1, 2017, there were delays in fully implementing the 2017 tactical plan. Specifically, the later than expected program launch delayed the establishment of the MRDT Committee and other foundational/administration initiatives that needed to be developed. Further, the processing time for receiving MRDT funds at the committee level is approximately 3 months, meaning the first contributions for June were not received until September which also delayed program implementation for 2017. Delays aside, there were a number of activities and tactics successfully completed in 2017 including the following:</p> <p>Category: Marketing Activity Title: Expanded Visitor Information Tactic: To create (or expand distribution of) print collateral in strategic locations where visitors gather. Implementation:</p> <ul style="list-style-type: none"> 5,000 print copies of tourism activity itineraries, event listings and anchor tourism asset maps were printed and distributed to Shuswap visitors in 2017. 6 media fam tours were hosted in the Shuswap in 2017. The tours included media representatives from Australia, Germany, Korea, UK,

	<p>China, Vancouver, and USA. Media tours were hosted in partnership with Thompson Okanagan Tourism Association (TOTA and Destination BC)</p> <ul style="list-style-type: none"> • 2 new print publications were developed, printed and distributed in 2017 focusing on off-season tourism opportunities in the Shuswap. Publications included the Salmon Arm Snowblazers Map and the Nordic Skiing Mini-Guide. • 5 new web-based marketing campaigns were developed to promote off-season tourism opportunities in the Shuswap. Campaigns included: Snowmobiling – http://shuswaptourism.ca/do/outdoor-adventure/snowmobiling-listings Sled Sicamous – http://sledsicamous.com/uploads/16-17_sled_sicamous_WEB.pdf Nordic Skiing – http://shuswaptourism.ca/do/outdoor-adventure/skiing-snowboarding/x-country-skiing-listings Snowshoeing – http://shuswaptourism.ca/do/outdoor-adventure/snowshoeing-listings • Shuswap Tourism was represented at 3 outdoor consumer shows in 2017 in the following markets: British Columbia, Alberta and Saskatoon. <p>Outcome: 1) Increased visitor awareness related to off-season tourism activities in the Shuswap. 2) Increased engagement with target markets: authentic experiences, free spirits and cultural explorers.</p> <p>Category: Destination & Product Experience Management Activity Title: Destination Event Expansion Tactics: 1 – Conduct community event opportunity research and planning 2 – Provide support to existing community events to expand the number of attendees and number of event days 3 – Expand the number of destination events occurring in Salmon Arm Implementation:</p> <ul style="list-style-type: none"> • In November 2017, an Event Relations Specialist (ERS) was hired under a 1 year contract to focus on 3 tasks: develop a community event hosting strategy, supporting the expansion of existing events and attracting new events to the community with a focus on shoulder season and off-season development. Foundational work completed in 2017 included research and statistical analysis, as well as community consultation with 8 community organizations to receive input on the event strategy development. • In 2017, 7 existing events were supported with event planning support via the new ERS position, financial contribution, and expanded marketing via Shuswap Tourism to support increased attendance. • In 2017, 3 new events were supported with a focus on multi-day (overnight stay), shoulder/off-season scheduling. These new events were supported with event planning support via the new ERS position, financial contribution, and expanded marketing via Shuswap Tourism to support increased attendance.
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	<p>Outcome: 1) Working towards establishing a strategic direction for future event targets. 2) Developing new experiences for visitors. 3) Increasing the number of event attendees (overnight stays) for existing events. 4) Increased engagement with target markets: authentic experiences, free spirits and cultural explorers.</p> <p>Activity Title: Shuswap Trail Planning and Marketing</p> <p>Tactic: Expand trail-based marketing campaigns and support planning for future “high tourism potential” trail development.</p> <p>Implementation:</p> <ul style="list-style-type: none"> • Commenced planning for the West Bay Trail Master Plan (new visitor experience) as well as 8 additional trail plans including: South Canoe Master Trails Plan Phase B, Cress Creek, RJ Handy, Pileated Woods, Foreshore Trail, Shuswap Memorial Cemetery Trail System, Park Hill and wider greenway corridor connections. • Installed 378 new greenway signs in high traffic tourism trails. • Production of over 1,000 new trail blazes. • Completed 66 new geo-referenced web-based maps and uploaded to http://www.shuswaptrails.com for public use. • Prepared, reviewed, updated and uploaded regional mountain biking trail map data to http://www.shuswaptrails.com and to http://trailforks.com <p>Outcome: 1) Expanded visitor awareness of trail experiences in Salmon Arm and the Shuswap Region. 2) Expanded visitor access to trail maps. 3) Increased engagement with target markets: authentic experiences, free spirits and cultural explorers.</p>
Key Learnings	<p>June – December 2017 marked the first seven month period for the City of Salmon Arm’s collection of the MRDT. This period also marked a time of significant learning for City staff, MRDT service provider staff, and the newly formed MRDT Committee.</p> <p>The City of Salmon Arm’s MRDT application was implemented on June 1, 2017, slightly later in the year than the originally anticipated April 1 launch. Upon notification of approval to begin collecting the tax, Salmon Arm Economic Development Society (Designated Service Provider) began working towards the implementation of the City’s first year tactical plan under the guidance and direction of the newly formed MRDT Committee. Although collection of the MRDT began on June 1, 2017, remittance of MRDT funds to the service provider included a processing timeline of approximately 3 months. For example, funds collected by area accommodators in the month of June were not received by the service provider until late September.</p> <p>Building up an initial cash reserve and overall cash flow management was a challenge in this first half-year of the program’s implementation. Other noted first year challenges included relying on estimated revenue projections without having access to previous year’s actual revenue figures for comparative purposes, as well as managing program administration/staff capacity demand based on estimates for first year operations.</p>

	<p>Although challenged with a shorter than anticipated first year tactical plan period and the related cash flow, the MRDT Committee was successful in implementing several initiatives included in the first year tactical plan including establishing an event support fund and hiring a community event coordinator. Operating under the established partnership model, the Committee was also successful in supporting expanded tourism marketing efforts led by Shuswap Tourism as well as key trail planning and signage projects led by Shuswap Trail Alliance.</p> <p>Looking forward to the 2018 workplan, the MRDT Committee will focus efforts on continuing to implement the 5 Year Business Plan, including completing deferred projects from 2017 as well as continuing to support the expanded programming of our key tourism partners.</p>
2. Effective local-level stakeholder support and inter-community collaboration Designated recipients are responsible for engaging with key stakeholders, establishing local-level support, and seeking out efficiencies through collaborative activities to inform appropriate decision-making regarding investments.	
Mandatory Metric	Designated Recipient Response
Extent of Local-level Stakeholder Engagement	<p>Throughout 2017, Salmon Arm Economic Development Society undertook diverse community engagement activities to ensure stakeholders remained informed of the progress of the community's MRDT program. Throughout the 7 month period in Salmon Arm's first MRDT collection year, the following community engagement activities were undertaken:</p> <ul style="list-style-type: none"> • 2 Community E-Newsletters • 13 Social Media Posts • Website MRDT Page Development • 2 Blog Posts • AGM Presentation (Salmon Arm Economic Development Society) • MRDT Committee Chairperson Presented to both the Shuswap Tourism Committee and the Downtown Salmon Arm Committee on Salmon Arm's MRDT Program.
Community Collaboration	<p>As was consistent with the development of Salmon Arm's 5 Year MRDT Business Plan, throughout 2017 Salmon Arm Economic Development Society prioritized community collaboration as a key objective in the community's MRDT program.</p> <p>Salmon Arm relies on a unique model of tourism service delivery which is based on a collaborative multi-agency approach. This approach is reflected in the foundation of the 5 Year MRDT Business Plan and the closely linked to both the 2017 and 2018 Tactical Plans. Throughout Salmon Arm and the broader region, there are a number of organizations that have worked together, within their defined mandates, to build the local tourism economy. These partners include local and regional governments, established tourism functions, economic development organizations, community NPO's, Visitor Centres and many others.</p>

	<p>Salmon Arm's MRDT delivery model has been developed in a manner which ensures the MRDT program is led by the tourism industry, with established supports, communication and accountability measures to ensure its success. In mid-2017 following the approval of the City's MRDT application, a committee was formed to oversee the implementation of the 5 year plan. The MRDT Committee is comprised of 5 voting members (3 accommodators and 2 broader tourism stakeholders) as well as 6 non-voting members which include appointed representatives from partner organizations. Through the 7 month MRDT collection period in 2017, Salmon Arm's MRDT Committee met 6 times to provide direction to staff on the implementation of the 2017 tactical plan.</p> <p>One of the tasks within the 2017 and 2018 tactical plan is to develop a community event strategy. This initiative in particular has required extensive community collaboration. In 2017, consultation was undertaken with the following community partners to receive input into the development of a community event strategy for Salmon Arm:</p> <ul style="list-style-type: none"> • The MRDT Committee • Salmon Arm Chamber of Commerce • Downtown Salmon Arm • Shuswap Tourism • Shuswap Trail Alliance • Shuswap Recreation Society • Salmon Arm Economic Development Society
<p>3. Marketing Efforts Are Coordinated and complementary to provincial marketing strategies and tactics: Designated recipients are responsible for ensuring their marketing efforts complement and do not duplicate those of Destination British Columbia to avoid overlap at the community level and dilution of BC's marketing message in key domestic and international markets.</p>	
Mandatory Metric	Designated Recipient Response
Provincial Alignment	<p>The <i>2017 Tactical Plan</i> directly aligns with the <i>City of Salmon Arm's Five-Year MRDT Business Plan</i>. The Business Plan was prepared in strategic alignment with the Salmon Arm Economic Development Society Action Plan, the Shuswap Tourism Strategy, goals and objectives defined by the Thompson Okanagan Tourism Association (TOTA) and Destination BC. Defined areas of alignment include the focus on shoulder and off-season tourism development, new experience development and identified target markets.</p> <p>Target markets defined within the <i>City of Salmon Arm's Five-Year MRDT Business Plan</i> are reflective of the target markets within the Shuswap Tourism Development Plan and further, the target markets of both TOTA and Destination BC.</p>

4. Fiscal prudence and accountability

All designated recipients must be accountable, transparent, and make fiscally prudent investments in community tourism marketing.

Mandatory Metric	Designated Recipient Response
Effective Financial Management	All MRDT Revenue was used solely for the purposes included within the <i>City of Salmon Arm's 2017 MRDT Tactical Plan</i> . Unspent 2017 MRDT revenue was specifically identified in the attached financial reporting and carried forward to the 2018 tactical plan to support deferred projects. Attached Appendix 2.1 provides complete details of 2017 MRDT revenue and expenditures for the City of Salmon Arm.
Streamlined Administrative Costs	A total of \$14,497 of the \$161,022 2017 MRDT revenue was used for administrative costs. This equates to 9% of the total MRDT revenue allocated towards administrative costs in 2017.
Leveraging of Other Marketing Funds	As included in the attached Appendix 2.1, The MRDT Funds were leverage with an annual contribution from the City of Salmon Arm towards tourism marketing initiatives. In 2017, the City of Salmon Arm contributed a total of \$51,844 towards tourism marketing initiatives which were led by Shuswap Tourism.

By signing this form, you certify the accuracy and completeness of the information provided above.

Designated Recipient's Authorized Signing Authority Name	Designated Recipient's Authorized Signing Authority Title
Date	Designated Recipient's Authorized Signing Authority Signature

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Item 11.3

CITY OF SALMON ARM

Date: April 23, 2018

Moved: Councillor Lavery

Seconded: Councillor Eliason

THAT: the afternoon portion of the Regular Council Meeting of May 14, 2018 be held at the Salmon Arm Secondary Sullivan Campus in the theatre.

Vote Record

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

Opposed:

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



City of Salmon Arm
Memorandum from the Corporate Officer

TO: Her Worship Mayor Cooper and Council

DATE: April 19, 2018

SUBJECT: Regular Council Meeting at Salmon Arm Secondary on May 14, 2018

MOTION FOR CONSIDERATION:

THAT: the afternoon portion of the Regular Council meeting of May 14, 2018 be held at the Salmon Arm Secondary Sullivan Campus in the theatre.

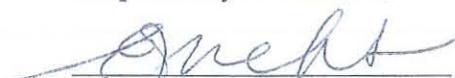
BACKGROUND:

From time to time, City of Salmon Arm Council meetings are held within the community at locations outside of City Hall. Previous off-site meetings include Salmon Arm Secondary School, RJ Haney Heritage Village and Museum and Okanagan Regional Library. These meetings afford additional opportunities for attendance and public participation.

It is recommended that the afternoon portion of the May 14, 2018 Regular Council meeting be held in the theatre at the Sullivan campus of Salmon Arm Secondary. Advertising will be placed in the newspaper, on the City's website and social media and posted in the lobby to ensure that the public is aware of this in advance.

The evening portion of the Regular Council Meeting of May 14, 2018 will be held in Council Chambers at City Hall.

Respectfully Submitted,


Erin Jackson

Item 11.4

CITY OF SALMON ARM

Date: April 23, 2018

Moved: Councillor Wallace Richmond

Seconded: Councillor Harrison

THAT: The proposal for Engineering Services for the 5 Street SW (Blackburn Park) Road Design be awarded to Lawson Engineering Ltd. for \$19,375.00 plus taxes as applicable.

[Award of RFP for Engineering Services for 5 Street SW (Blackburn Park) Road Design]

Vote Record

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

Opposed:

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



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

TO: Her Worship Mayor Cooper and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering & Public Works

PREPARED BY: Chris Moore, Engineering Assistant

DATE: April 16, 2018

SUBJECT: Award of RFP for Engineering Services for
 5 Street SW (Blackburn Park) Road Design

RECOMMENDATION:

THAT: The proposal for Engineering Services for the 5 Street SW (Blackburn Park) Road Design be awarded to Lawson Engineering Ltd. for \$19,375.00 plus taxes as applicable.

BACKGROUND:

A Request for Proposal for Engineering Services for the design only of 5 Street SW (Blackburn Park) was issued on March 5 2018 and four (4) proposals were received on March 22, 2018.

This is not a typical road design as 5 Street SW (Blackburn Park) has numerous factors that must be taken into account for both pedestrian and vehicular movements. The evaluation criteria was therefore weighted towards team experience and understanding of the project constraints and only 10% of the evaluation was based on cost. Furthermore, the budget of \$20,000 was revealed in the RFP as we wanted to be sure that we received the best possible proposal for the money available.

The proposals received were evaluated using our evaluation matrix, in accordance with the criteria listed in the RFP. The following is a summary.

Company	Quote	Tax	Total	Evaluation
Lawson	\$19,375.00	\$968.75	\$20,343.75	1
Gentech	\$17,770.00	\$888.50	\$18,658.50	2
Onsite	\$16,540.00	\$827.00	\$17,367.00	3
Franklin	\$20,000.00	\$1,000.00	\$21,000.00	4

We are recommending award to Lawson Engineering Ltd for \$19,375.00 plus taxes and applicable, in accordance with their proposal submitted. Although their proposal was not the lowest bid, it was the most comprehensive proposal, showing an excellent understanding of all of the constraints and requirements of this project.

The approved budget for this project is \$20,000.00. We recommend that Lawson Engineering Ltd. be awarded the Engineering Services for the 5 Street SW (Blackburn Park) Road Design project at their quoted price of \$19,375.00 plus taxes as applicable. Lawson Engineering Ltd is a local company based in Salmon Arm which has successfully completed many other projects for the City.

Respectfully submitted,


Robert Niewenhuizen, A.Sc.T
Director of Engineering & Public Works

c.c. Monica Dalziel, Chief Financial Officer

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Item 11.5

CITY OF SALMON ARM

Date: April 23, 2018

2018 Assessments / New Construction For Information

Vote Record

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

Opposed:

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



City of Salmon Arm

Memorandum from the Chief Financial Officer

Date: April 17, 2018
 To: Mayor Cooper and Members of Council
 Subject: 2018 Assessments / New Construction

For Information

Assessments/Property Taxation

City of Salmon Arm property owners have received their 2018 assessment notices.

Average inflationary/deflationary changes in assessment for 2018 for each property class are as follows:

<i>Property Class</i>	<i>Increase (Decrease)</i>
Class 1 (Residential)	9.83%
Class 2 (Utilities)	4.49%
Class 3 (Supportive Housing)	0.00%
Class 4 (Major Industry)	(.01)%
Class 5 (Light Industry)	11.87%
Class 6 (Business)	8.69%
Class 7 (Managed Forest Land)	12.60%
Class 8 (Rec Non Profit)	10.55%
Class 9 (Farm)	(1.72)%

Moderate inflationary/deflationary changes to assessments are not unusual. For example, the average inflationary increase in residential assessments in 2017 was 6.17% as opposed to an inflationary increase in 2018 of 9.83%.

It is important to note that the tax rate will be adjusted and applied against current assessments to collect the same amount of revenue in 2017 plus the 1.53% tax increase approved by Council. The only time that property owners will see an increase/decrease in their general municipal levy beyond the 1.53% is if their assessment increase/decrease is proportionately higher/lower than the average assessment change.

New Construction

The City has received the B.C. Assessment Authority's Authenticated Roll for 2018. The revenue from new construction or new growth was projected at 2% or \$338,691.98, the actual new construction estimates for 2017 is 2.15% or \$368,743.28.


 Monica Dalziel, CPA/CMA

Item 11.6

CITY OF SALMON ARM

Date: April 23, 2018

Moved: Councillor Jamieson

Seconded: Councillor Flynn

THAT: Council direct staff to work with the Province to obtain a Public Use Tenure Agreement for the Canoe Beach Boat Launch area within the road right of way of 36 Street NE, directly between Lot 1 Plan 4310 & Lot 2 Plan 4310, for a period of twenty-five (25) years.

[Canoe Beach Boat Launch Public Use Tenure]

Vote Record

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

Opposed:

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



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

TO: Her Worship Mayor Cooper and Members of Council

SUBMITTED BY: Robert Niewenhuizen, Director of Engineering and Public Works

PREPARED BY: Darin Gerow, ASCT, Engineering Assistant

DATE: April 17, 2018

SUBJECT: CANOE BEACH BOAT LAUNCH PUBIC USE TENURE

RECOMMENDATION:

THAT: Council directs staff to work with The Province to obtain a Public Use Tenure Agreement for the Canoe Beach Boat Launch area within the road right of way of 36 Street NE, directly between Lot 1 Plan 4310 & Lot 2 Plan 4310, for a period of twenty five (25) years.

BACKGROUND:


City of Salmon Arm hired Gentech Engineering Inc. in September of 2017 to complete the design and Class A cost estimates for a new boat launch at Canoe Beach. After receiving the cost estimates in October of 2017, City staff budgeted for final design, applications, notifications and construction to be completed in 2018. Gentech Engineering has completed multiple boat launch construction projects on Shuswap Lake.

Gentech Engineering has been working on behalf of the City to complete all necessary notifications to Forests, Lands, Natural Resource Operations. It was then noted that the City currently does not have a Public Tenure for the construction and use of this boat launch. Gentech Engineering on behalf of the City has applied for the Public Tenure required for construction. Within the required documents for application, the Province must have a Council Resolution.

The costs associated with this application are expected to be negligible and will be covered in the overall project budget which was approved at \$140,000.00.

Based on the above, we recommend that council directs staff to work with The Province to obtain a Public Use Tenure Agreement for the Canoe Beach Boat Launch.

Respectfully submitted,


 Robert Niewenhuizen, A.Sc.T.
 Director of Engineering and Public Works

cc Monica Dalziel, CFO

Item 11.7

CITY OF SALMON ARM

Date: April 23, 2018

Shuswap Street/Foothills Road Main Upgrades Project Funding, Design and Construction Award

[Shuswap Street/Foothills Road Main Upgrades – Project Funding, Design and Construction Award]

Vote Record

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

Opposed:

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



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

File: ENG2018-61

To: Her Worship Mayor Cooper and Members of Council
 Submitted By: Rob Niewenhuizen, Director of Engineering and Public Works
 Prepared By: Jenn Wilson, City Engineer
 Date: April 10, 2018
 Subject: Shuswap Street/Foothills Road Main Upgrades – Project Funding, Design and Construction Award

Recommendation:

Motions – Relative to the Shuswap Street Water Main Upgrade Project (Project No. ENG2018-61)

- That: The 2018 Budget contained in the 2018 to 2021 Financial Plan be amended to include the Shuswap Street Water Main Upgrade Project (Project No. ENG2018-61) for \$340,000.00 funded from the Development Cost Charges Water Reserve Fund;
- And That: Council award the Engineering Services for Project No. ENG2018-61 to Lawson Engineering & Development Services Ltd. in the amount of \$11,665.00 plus applicable taxes;
- And That: The City's Purchasing Policy No. 7.13 be waived in procurement of the engineering services relative to Project No. ENG2018-61 to authorize the sole sourcing of same to Lawson Engineering & Development Services Ltd.;
- And That: Council award the Contract Project No. ENG2018-61 to Mounce Construction Ltd. in the amount of \$280,639.24 plus applicable taxes;
- And That: The City's Purchasing Policy No. 7.13 be waived in procurement of the contracted works and services relative to Project No. ENG2018-61 to authorize the sole sourcing to Mounce Construction Ltd.;

Motion – Relative to the Shuswap Street/Foothills Road Sanitary Sewer - Area B Trunk Main Project (Over-sizing Component)

- And That: That the 2018 Budget contained in the 2018 to 2021 Financial Plan be amended to include the Shuswap Street/Foothills Road Sanitary Sewer - Area 'B' Trunk Main Project for \$35,000.00 funded from the Sewer Reserve Account;

Motion – Relative to the Shuswap Street/Foothills Road Storm Drainage - Area B Trunk Main Project (Over-sizing Component)

- And That: That the 2018 Budget contained in the 2018 to 2021 Financial Plan be amended to include the Shuswap Street/Foothills Road Storm Drainage - Area 'B' Trunk Main Project for \$45,000.00 funded from the Development Cost Charges Drainage Reserve Fund;

Her Worship Mayor Cooper and Members of Council
 Memorandum - Shuswap Street/Foothills Road Main Upgrades

Motion - Relative to the Auto Road Collector Road Project (Paving 50% of Roadway)

And That: That the 2018 Budget contained in the 2018 to 2021 Financial Plan be amended to include the Auto Road Collector Road Project for \$150,000.00 funded from Development Cost Charges Highways (Other) Reserve Fund;

Motion - Relative to Shuswap Street/ Auto Road Collector Road Water Trunk Main Project (Over-sizing)

And That: That the 2018 Budget contained in the 2018 to 2021 Financial Plan be amended to include the Shuswap Street/ Auto Road Collection Road Water Trunk Main Project for \$47,000.00 funded from Water Surplus.

Background:

The Konicek Development located at the southeast corner of Shuswap Street and 14 Avenue SE is expected to proceed in the summer of 2018 and includes extensive off-site works required to service the subdivision and to service a large portion of future development in Area 'B' (see attached map) including main extensions and over-sizing; and construction of a portion of the Auto Road Connector.

Shuswap Street/ Auto Road Connector Main Over-Sizing:

The Developer is required to design and construct Works and Services that are excess and extended as defined in Section 507 of the *Local Government Act*. The municipality can either choose to pay a portion thereof or the entirety of the costs associated with the services that are deemed excess/extended. Alternatively, the Developer may register a Latecomers Agreement which would facilitate the potential recovery of an equitable value of the excess/over-sized services from benefiting parcels that may develop in the future.

The excess/extended works and services required in relation to the Konicek Development are essential for opening up Area 'B' and for the completion of the Auto Road Connector. The Auto Road Connector is a long term priority identified in the City's Strategic Plan and Debt Strategy/Capital Plan. Construction of this project is envisioned in 2023.

Latecomer Agreements, although an excellent tool for fund recovery, are time sensitive and not a guarantee for the Developer. For this development, the excess/extended works and services are substantial in relation to the overall size of the development and due to the uncertainty of the funding recovery through the latecomer process essentially results in the uncertain completion of the project. The City was approached by the Developer's Agent, Lawson Engineering & Development Services Ltd. (Lawson) to investigate possible funding partnerships and strategies. Recognizing the benefit of the proposed works and services to future planning and development of Area 'B', the City reviewed funding options and propose that the Developer fund the extended component of the works and services and the City fund the excess (over-sizing) component the works and services. The latter is in keeping with the capital investment in Area 'B' pursuant to the City's Official Community Plan.

It is estimated that the associated cost with over-sizing the Sanitary Sewer Trunk Main is approximately \$35,000.00 and is proposed to be funded from the Sewer Reserve Account.

It is estimated the associated cost with over-sizing the Water Trunk Main is approximately \$47,000.00 and is proposed to be funded from Water Surplus.

Her Worship Mayor Cooper and Members of Council
 Memorandum - Shuswap Street/Foothills Road Main Upgrades

It is estimated the associated cost with over-sizing the Storm Drainage Trunk Main is approximately \$45,000.00 and is proposed to be funded from the Development Cost Charges Drainage Reserve Fund.

Shuswap Street Water Main Upgrade:

The works and services being extended down Shuswap Street are in close proximity of a 100m AC watermain constructed in 1955 which is a high priority for the City to replace (estimated cost \$340,000.00) and is eligible to be funded by Development Cost Charges. There are significant cost savings to be realized by coordinating the water main upgrade with the works and services upgrades being completed with the Konicek Development. To coordinate the projects and to realize the cost savings, it is necessary to engage the Design Engineer of the Konicek Development and the Contractor hired to complete the Konicek Development works. Additionally, it is beneficial, if not necessary to hire the same Contractor as the work zones overlap, which can result in safety concerns, liability issues and coordination issues if separate Contractors are selected. As noted above the budget is estimated to be \$340,000.00 and includes civil and geotechnical engineering, contracted services, materials testing and contingency. It is proposed that the Water Main Project be funded from the Development Cost Charges Water Reserve Fund.

The Konicek Development works and services have been tendered out to five (5) local contractors and Mounce Construction Ltd. (Mounce) was the successful Contractor. The contract pricing was applied to the water main works required by the City to ascertain competitive pricing. It should be noted that Mounce has successfully completed several similar projects for the City. Consequently, it is recommended that Mounce be engaged by the City to undertake the water main works for \$280,639.24 plus applicable taxes.

Lawson has submitted to the City a proposal for the design, contract administration and engineering works in the amount of \$11,665.00 plus applicable taxes. This is within the standard 5% of construction cost that would be expected. It should be noted that Lawson has successfully completed several similar projects for the City. It is recommended that Lawson be engaged by the City to undertake the aforesaid services for \$11,665.00 plus applicable taxes.

Auto Road Connector:

The Konicek Development fronts onto 14 Ave SE on the northern property boundary which will be the west end of the Auto Road Connector which is designated an Urban Arterial roadway in the City's Official Community Plan and identified as a long term priority in the City's Strategic Plan and Debt Strategy/Capital Plan. Construction of this project is envisioned in 2023.

The Developer is required to construct the southern half of the roadway to the interim urban arterial standard with a minimum roadway width of 7.3m. The Developer has requested that the City fund the improvements on the northern portion of the roadway. The City has reviewed the request and recommends funding this component (estimated to be approximately \$150,000.00) as it is an important and high priority connector road for the City and it is prudent to complete the works to the full urban cross-section with proper drainage as opposed to a piecemeal approach to be completed at some undetermined future date. This approach ensures a better life-cycle cost for the roadway.

Her Worship Mayor Cooper and Members of Council
Memorandum - Shuswap Street/Foothills Road Main Upgrades

As noted above the Konicek Development works and services were tendered out to five (5) local contractors and Mounce Construction Ltd. (Mounce) was the successful Contractor. The contract pricing was used to complete the Class 'A' Opinion of Probably Cost. It is estimated the associated cost of the works and services associated with the northern portion of the Auto Road Connector is approximately \$150,000.00 and is proposed to be funded from the Development Cost Charges Highways (Other) Reserve Fund.

A summary of the proposed project costs are outlined below. Class 'A' estimates have been provided by Lawson.

Works & Services	City	Konicek Development
Facilitates development in Area 'B'		
Sanitary Main	\$35,000.00	\$860,000.00
Water Main	\$47,000.00	
Storm Drainage	\$45,000.00	
High Priority - Auto Road Connector		
Road Construction*	\$150,000.00	\$300,000.00
High Priority - Shuswap Street		
Water Main**	\$340,000.00	

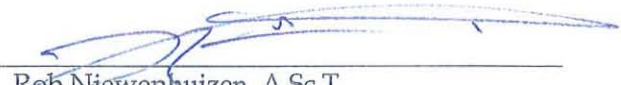
* The Developer will construct Auto Road Connector south of centerline to the interim urban arterial standard. The City will construct Auto Road Connector north of centerline, to include only road structure, pavement, curb and gutter and catch basins (sidewalk, lighting and full boulevard construction will be left until development occurs on northern parcels)

**The City will fund the design and construction of the watermain upgrade along Shuswap Street from 10 Avenue SE to 14 Avenue SE (Developer responsible for upgrade along fronting portion of Foothills Road).

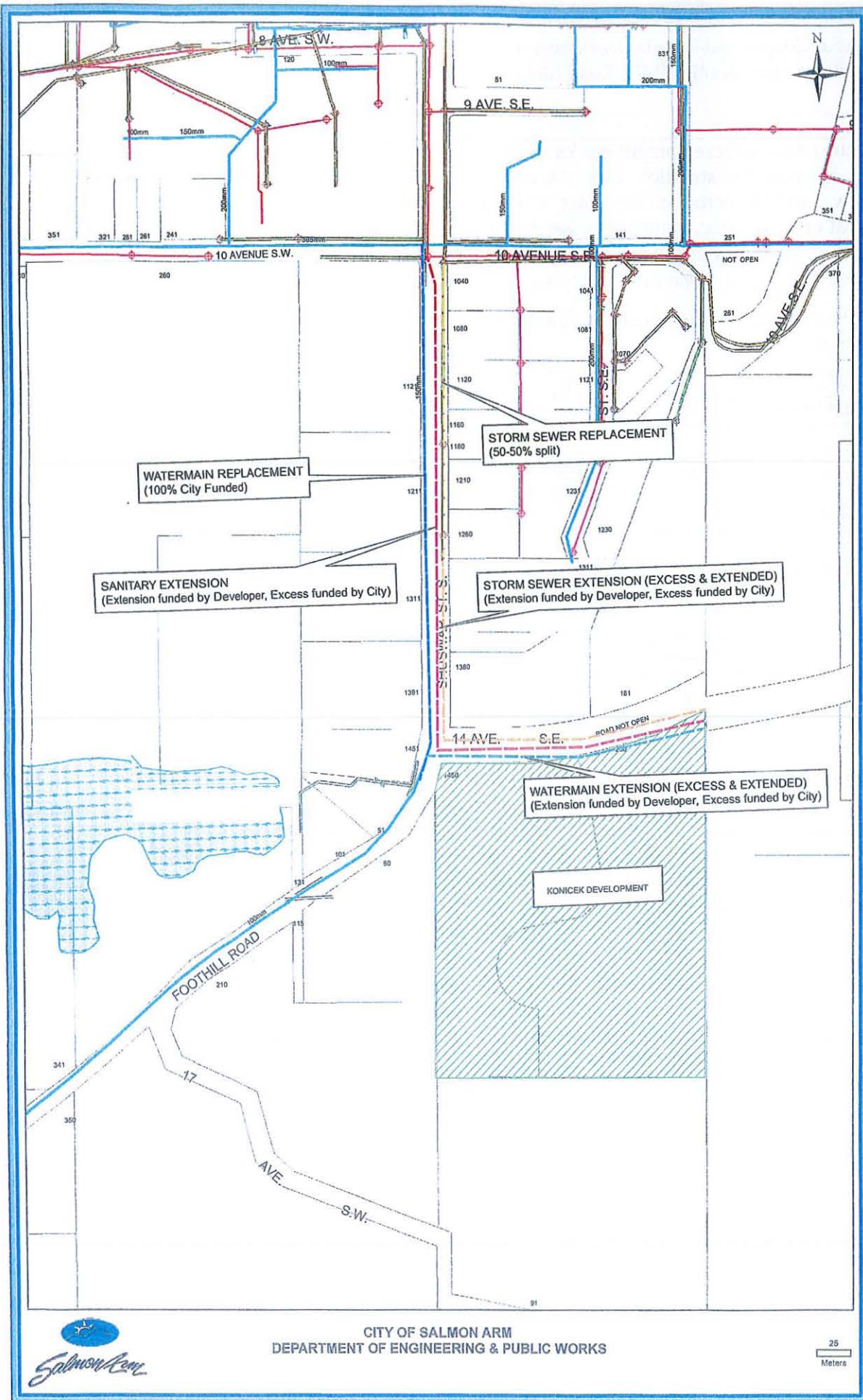
The proposed City funded projects noted above are not to be considered assistance to business. Rather, they are an investment to accommodate the orderly and efficient growth of Area 'B' as outlined in the City's Official Community Plan. This investment will see approximately 25% of the Auto Road Connector Project completed (in centerline meters) of which approximately 1/2 to 3/4 of the cost will be Developer funded (\$300,000 to \$450,000 of a \$600,000 project). This will reduce the amount required by the City in 2023 when the remaining component of the Auto Road Connector Project is undertaken.

It should be noted that the City is able to register a Latecomer Agreement for the excess (over-sizing) component of the works and services; however, the majority of benefiting parcels are either already developed or are not anticipated to develop within a fifteen (15) year timeframe. Developing and registering Latecomer Agreements are quite labour intensive and costly consequently, it is not recommended that the City proceed with this option. Additionally, the majority of the works are trunk mains benefiting a large portion of the community.

Respectfully Submitted,


Rob Niewenhuizen, A.Sc.T.
Director of Engineering and Public Works

cc Monica Dalziel, Chief Financial Officer



Item 11.8

CITY OF SALMON ARM

Date: April 23, 2018

Moved: Councillor Eliason

Seconded: Councillor Lavery

THAT: the Financial Statements for the year ended December 31, 2017 be adopted as presented.

[2017 Financial Statements]

Vote Record

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

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



City of Salmon Arm

Memorandum from the Chief Financial Officer

Date: April 4, 2018
 To: Mayor Cooper and Members of Council
 Subject: 2017 Financial Statements

Recommendation

That the Financial Statements for the year ended December 31, 2017 be adopted as presented.

Background

Attached is a copy of the draft Financial Statements for the year ended December 31, 2017. Provided below is a summary of changes between 2016 and 2017.

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

The net Annual Surplus has decreased by \$2,381,059.00 and is attributed to the following:

Tax Revenue	\$ 379,428.00
Other Levies & Fees (<i>Largely attributed to Building Permits and Licenses, Wildfire Cost Recoveries, Gas Sales, Water and Sewer Connections and User Fees (Offset by Decrease in RCMP Closed Circuit Equipment and Investments)</i>)	471,699.00
Other Contributions (<i>Decrease in Developer Contributions (Smaller Developments in 2017),</i>	(2,384,821.00)
Grants (<i>Increase attributed to Clean Air and Waste Water Grant received (Offset by Decrease in Community Works Fund)</i>)	489,993.00
Expenditures (overall increase)*	(1,337,358.00)
	\$ (2,381,059.00)

* The overall expenditures increased by \$1,337,358.00 and is largely attributed to an increase in amortization expense, policing costs, an increase in fuel costs at the airport offset by a increase in revenue, an increase in snow removal costs, flood control costs, wildfire costs offset by cost recoveries, water and maintenance costs of parks and an increase in railroad crossing maintenance.

Mayor Cooper and Members of Council
Memorandum - 2017 Financial Statements

Page 2

The City's Net Financial Debt (the amount of liabilities greater than assets before capital assets) has increased by \$3,855,402.00 and is attributed to the following:

Annual Surplus (Does Not Include Principal Repayments or Reserve Transfers)	\$ 5,745,420.00
Acquisition of Capital Assets	(9,122,802.00)
Amortization Expense	7,232,265.00
Disposal of Tangible Capital Assets	0.00
Decrease in Prepaid Expenses	519.00
	\$ 3,855,402.00

Reserve Funds, Developer Cost Charges and Reserve Accounts have increased by a net amount of \$3,944,547.00, largely attributable to developer cost charges, equipment replacement reserves, transfers to specific projects (such as, Hudson Street Revitalization, General Parking Lots, Underpass, Solid Waste and Recycling, 4th Street Connector, Wharf Major Maintenance, Jackson Park Improvements and Sewer Major Maintenance) and interest earned on deposit.

Long Term Debt has decreased by \$2,103,648.00 and is attributed to the following:

Principal Debt Repayments and Actuarial Payments	\$ (2,103,648.00)
--	-------------------



Monica Dalziel, CPA, CMA
Chief Financial Officer

The City of Salmon Arm
Consolidated Financial Statements
For the Year Ended December 31, 2017

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Management's Responsibility for Financial Reporting

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

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

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

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

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

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

Chief Financial Officer

Independent Auditor's Report

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

We have audited the accompanying consolidated financial statements of the City of Salmon Arm, which comprise the consolidated statement of financial position as at December 31, 2017, and the consolidated statements of operations, change in net financial debt and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Consolidated Financial Statements

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

Auditor's Responsibility

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

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

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

Opinion

In our opinion, the consolidated financial statements present fairly in all material respects, the financial position of the City of Salmon Arm for the year ended December 31, 2017, and its financial performance and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

**Chartered Professional Accountants
Salmon Arm, British Columbia
April 23, 2018**

The City of Salmon Arm
Consolidated Statement of Financial Position

As at December 31	2017	2016
Financial Assets		
Cash	\$ 1,237,649	\$ 1,278,302
Investments	51,488,907	47,457,953
Accounts Receivable		
Property Taxes	999,677	1,056,893
Trade	1,205,167	1,195,014
Water and Sewer Levies	161,121	147,874
Inventories for Resale	49,806	61,159
M.F.A. Debt Reserve - Note 3	1,812,705	1,838,785
	<u>56,955,032</u>	<u>53,035,980</u>
Liabilities		
Accounts Payable and Accrued Liabilities	3,573,209	3,592,222
Deposits and Performance Bonds	1,045,422	857,083
Prepaid Property Taxes and Levies	2,673,430	2,605,079
Deferred Revenues - Note 4	13,554,846	11,599,145
M.F.A. Debt Reserve - Note 3	1,812,705	1,838,785
Long Term Debt - Note 1 and Schedule 1	23,486,456	25,590,104
	<u>46,146,068</u>	<u>46,082,418</u>
Net Financial Assets	<u>10,808,964</u>	<u>6,953,562</u>
Non-Financial Assets		
Tangible Capital Assets - Schedule 2	215,948,852	214,058,315
Prepaid Expenses	12,821	13,340
	<u>215,961,673</u>	<u>214,071,655</u>
Accumulated Surplus	<u>\$ 226,770,637</u>	<u>\$ 221,025,217</u>

 Chief Financial Officer

Monica R. Dalziel, CPA, CMA

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

**The City of Salmon Arm
Consolidated Statement of Operations**

For The Year Ended December 31	2017	2017	2016
	Actual	Budget (Note 5)	Actual
Revenues			
Taxation - Net - Note 6	\$ 16,878,465	\$ 17,111,130	\$ 16,517,517
Transportation Parcel Tax - Note 6	932,520	920,000	914,040
Frontage Tax - Note 6	2,339,592	2,317,435	2,307,934
Grants - Schedule 3	2,277,568	6,879,325	1,789,596
Grants - Other	183,774	189,910	181,753
Sales of Services	7,044,803	6,481,440	6,713,650
Licences, Permits and Fines	928,862	671,225	747,834
Rentals, Leases and Franchises	981,405	977,485	1,028,331
Return on Investments	1,066,660	411,849	1,064,599
Penalties and Interest	205,762	217,000	240,864
Other Revenue from Own Sources	65,829	8,100	58,002
Other Contributions	2,828,480	307,810	5,213,301
	<u>35,733,720</u>	<u>36,492,709</u>	<u>36,777,421</u>
Expenses			
General Government Services	4,629,684	4,091,115	4,616,299
Protective Services	5,124,932	5,512,920	4,953,565
Transportation Services	9,275,439	5,008,830	8,341,397
Public Health Services	958,367	1,221,867	953,344
Development Services	1,185,604	1,358,955	1,071,100
Recreation and Cultural Services	3,155,520	3,278,860	3,175,296
Water and Sewer Services	5,658,754	4,107,648	5,539,941
	<u>29,988,300</u>	<u>24,580,195</u>	<u>28,650,942</u>
Annual Surplus	5,745,420	11,912,514	8,126,479
Accumulated Surplus, Beginning of Year	<u>221,025,217</u>	<u>221,025,217</u>	<u>212,898,738</u>
Accumulated Surplus, End of Year	<u><u>\$ 226,770,637</u></u>	<u><u>\$ 232,937,731</u></u>	<u><u>\$ 221,025,217</u></u>

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

The City of Salmon Arm

Consolidated Statement of Change in Net Financial Assets (Debt)

For The Year Ended December 31	2017	2017	2016
	Actual	Budget	Actual
Annual Surplus	\$ 5,745,420	\$ 11,912,514	\$ 8,126,479
Acquisition of Tangible Capital Assets	(9,122,802)	(16,520,025)	(11,859,855)
Amortization of Tangible Capital Assets	7,232,265	-	6,937,756
Disposal of Tangible Capital Assets	-	-	135,172
	3,854,883	(4,607,511)	3,339,552
Acquisition of Prepaid Expenses	(12,821)	-	(13,340)
Usage of Prepaid Expenses	13,340	-	11,304
	3,855,402	(4,607,511)	3,337,516
Net Change In Net Financial Assets (Debt)	3,855,402	(4,607,511)	3,337,516
Net Financial Assets, Beginning of Year	6,953,562	6,953,562	3,616,046
Net Financial Assets, End of Year	\$ 10,808,964	\$ 2,346,051	\$ 6,953,562

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

**The City of Salmon Arm
Consolidated Statement of Cash Flows**

For The Year Ended December 31	2017	2016
Cash Flows From Operating Activities		
Annual Surplus	\$ 5,745,420	\$ 8,126,479
Items Not Involving Cash		
Amortization Expense	7,232,265	6,937,756
Disposal of Tangible Capital Assets	-	135,172
 Changes in Non-Cash Operating Items		
Inventories for Resale	11,352	(10,452)
Accounts Receivable	33,816	(80,208)
Accounts Payable	(19,013)	500,191
Deferred Revenues	1,955,701	1,112,946
Deposits and Performance Bonds	188,339	224,703
Prepaid Property Taxes and Levies	68,351	107,701
Prepaid Expenses	520	(2,036)
	<u>15,216,751</u>	<u>17,052,252</u>
 Cash Flows From Investing Activity		
Increase in Investments	<u>(4,030,954)</u>	<u>(3,317,887)</u>
 Cash Flows From Capital Activity		
Acquisition of Tangible Capital Assets	<u>(9,122,802)</u>	<u>(11,859,855)</u>
 Cash Flows From Financing Activities		
Actuarial Adjustments	(697,468)	(622,327)
Repayment of Long Term Debt	<u>(1,406,180)</u>	<u>(1,589,258)</u>
	<u>(2,103,648)</u>	<u>(2,211,585)</u>
 Decrease In Cash During Year	(40,653)	(337,075)
 Cash, Beginning of Year	<u>1,278,302</u>	<u>1,615,377</u>
 Cash, End of Year	<u><u>\$ 1,237,649</u></u>	<u><u>\$ 1,278,302</u></u>

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

The City of Salmon Arm
Summary of Significant Accounting Policies

December 31, 2017

Nature of Business	The City of Salmon Arm (City) is incorporated under the laws of British Columbia and is engaged in the operation of a municipality.														
Basis of Presentation	It is the City's policy to follow Canadian generally accepted accounting principles. The consolidated financial statements include the accounts of all funds of the City. All inter fund transactions have been eliminated. The consolidated statements have been prepared by management using guidelines issued by the Public Sector Accounting Board (PSAB) of the Canadian Institute of Chartered Accountants.														
Revenue Recognition	Taxation revenues, net of collections for other governments, are recognized at the time of issuing the property tax notices for the fiscal year. Sale of services and user fee revenues are recognized when the service or product is provided by the City. Grant revenues are recognized when the funding becomes receivable.														
Expenses	Expenses are recorded in the period in which the goods or services are acquired and a liability is incurred.														
Investments	Investments are deposited with the Municipal Finance Authority and are held in short term bonds and a money market fund. The interest rate as at December 31, 2017 was approximately 0.97% (2016 - 1.11%). The City holds three \$100,000 Royal Bank debenture bonds due in 2083 with a floating interest rate. All investments are recorded at cost; the fair market value at December 31, 2017 was \$51,488,907 (2016 - \$47,383,482).														
Inventories	Inventories are stated at cost. Cost is generally determined on a first-in, first-out basis.														
Tangible Capital Assets and Amortization	<p>Tangible capital assets are recorded at cost less accumulated amortization. Cost includes all cost directly attributable to the acquisition or construction of the tangible capital asset, including transportation, site preparation, design, engineering, and legal fees. Contributed tangible capital assets are recorded at fair value at the time of donation, with a corresponding amount recorded as revenue. Amortization is recorded on a straight-line basis over the estimated life of the tangible capital asset commencing once the asset is available for productive use as follows:</p> <table> <tr> <td>Buildings</td><td>40 to 75 years</td></tr> <tr> <td>Machinery and Equipment</td><td>5 to 35 years</td></tr> <tr> <td>Vehicles</td><td>5 to 25 years</td></tr> <tr> <td>Information Technology Infrastructure</td><td>4 to 10 years</td></tr> <tr> <td>Parks Infrastructure</td><td>10 to 75 years</td></tr> <tr> <td>Utility Infrastructure</td><td>10 to 100 years</td></tr> <tr> <td>Transportation Infrastructure</td><td>10 to 100 years</td></tr> </table>	Buildings	40 to 75 years	Machinery and Equipment	5 to 35 years	Vehicles	5 to 25 years	Information Technology Infrastructure	4 to 10 years	Parks Infrastructure	10 to 75 years	Utility Infrastructure	10 to 100 years	Transportation Infrastructure	10 to 100 years
Buildings	40 to 75 years														
Machinery and Equipment	5 to 35 years														
Vehicles	5 to 25 years														
Information Technology Infrastructure	4 to 10 years														
Parks Infrastructure	10 to 75 years														
Utility Infrastructure	10 to 100 years														
Transportation Infrastructure	10 to 100 years														
Intangible Assets	Intangible assets include works of art and historic assets located throughout City Hall. They are not reflected in these consolidated financial statements.														
Long Term Debt	Long term debt is recorded net of any sinking fund balances. Debt charges, including interest and foreign exchange, are charged to current operations. Interest charges are accrued for the period from the date of the last interest payment to the end of the year.														

The City of Salmon Arm
Summary of Significant Accounting Policies

December 31, 2017

Reserves	Reserves for future expenditures represent amounts set aside for future operating and capital expenditures.
Government Transfers	Unrestricted government transfers are recognized as revenue in the year that the transfer is approved by the issuing government. Restricted government transfers, in the way of grants or other transfers, are recognized as revenue in the year in which related expenses are incurred, except where the grant or transfer is received for which the expense has not yet been incurred, then the grant or other transfer is included in deferred revenue. Transfers made to other organizations are expensed in the current year.
Deferred Revenue	Funds received for specific purposes which are externally restricted by legislation, regulation or agreement and are not available for general municipal purposes are accounted for as deferred revenue on the consolidated statement of financial position. The revenue is recognized in the consolidated statement of operations in the year in which it is used for the specified purpose.
Budget Figures	The budget figures are from the Annual Budget Bylaw adopted by May 15 of each year. They have been reallocated to conform to PSAB financial statement presentation. Subsequent amendments have been made by Council to reflect changes in the budget as required by law.
Commitments	The City has entered into various agreements and contracts for services for periods ranging from one to five years.
Employee Future Benefits	The City and its employees make contributions to the Municipal Pension Plan. These contributions are expensed as incurred.
Contaminated Sites	<p>Effective January 1, 2015, the City adopted the new Public Sector Accounting Standard PS3260 Contaminated Sites. The new standard can be applied retroactively or prospectively, and the City has elected to apply it prospectively.</p> <p>Under PS3260 governments are required to accrue a liability for the costs to remediate a contaminated site. Liabilities are recognized when an environmental standard exists, contamination exceeds the standard, the government has responsibility for remediation, future economic benefits will be given up and a reasonable estimate can be made.</p> <p>Management has assessed its potential liabilities under the new standard including sites that are no longer in productive use and sites which the City accepts responsibility. There were no such sites that had contamination in excess of an environmental standard which required remediation at this time, therefore no liability was recognized as at December 31, 2017.</p>

The City of Salmon Arm
Summary of Significant Accounting Policies

December 31, 2017

Use of Estimates

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

Draft

The City of Salmon Arm
Notes to Consolidated Financial Statements

December 31, 2017

1. Long Term Debt

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

	<u>General Fund</u>	<u>Water Fund</u>	<u>Sewer Fund</u>
2018	\$ 541,017	\$ 457,981	\$ 150,688
2019	541,017	457,981	150,688
2020	308,973	424,832	150,688
2021	308,973	424,832	150,688
2022	308,973	424,832	150,688
2023 and thereafter	3,313,628	2,590,763	914,487

2. Contingent Liabilities and Commitments

(a) Pension Liabilities

The employer and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits provided are based on a formula. As at December 31, 2016, the plan has about 193,000 active members and approximately 90,000 retired members. Active members include approximately 38,000 contributors from local governments.

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

The most recent valuation for the Municipal Pension Plan as at December 31, 2015, indicated a \$2,224 million funding surplus for basic pension benefits on a going concern basis. As a result of the 2015 basic account actuarial valuation surplus and pursuant to the joint trustee agreement, \$1,927 million was transferred to the rate stabilization account and \$297 million of the surplus ensured the required contribution rates remain unchanged.

The City of Salmon Arm paid \$617,783 (2016 - \$599,740) for employer contributions while employees contributed \$526,139 (2016 - \$538,032) to the plan in fiscal 2017.

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

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

Continued...

The City of Salmon Arm

Notes to Consolidated Financial Statements – Continued

December 31, 2017

2. Contingent Liabilities and Commitments - Continued

(b) Columbia Shuswap Regional District

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

(c) Other

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

(d) Equipment Leases

The City is the lessee of a postage machine and workstations valued at \$85,204 excluding taxes. The lease terms are February 2016 to May 2019. The City has no equity in the leased equipment, and the lease payments are disclosed as operating expenses of the year in which they are paid. Subsequent to the yearend, the City entered into an operating lease agreement for workstations valued at approximately \$89,379 with a lease term of March 2017 to July 2021.

Future annual lease payments are as follows:

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

(e) Contractual Obligation

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

(f) Guarantor Agreement

The City has entered into an agreement to act as a loan guarantor for \$750,000 to assist the Salmon Arm Tennis Club in the financing and construction of an Indoor Tennis Facility at 3440 Okanagan Avenue SE, Salmon Arm, BC.

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

December 31, 2017

3. Reserves – Municipal Finance Authority

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

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

	<u>Demand Notes</u>	<u>Cash Deposits</u>	<u>Total</u>
General Fund	\$ 638,813	\$ 377,579	\$ 1,016,392
Water Fund	404,702	191,144	592,846
Sewer Fund	132,946	67,521	200,467
	<u>\$1,176,461</u>	<u>\$ 636,244</u>	<u>\$ 1,812,705</u>

4. Deferred Revenues

	<u>December 31, 2016</u>	<u>Inflow (Outflow)</u>	<u>Interest</u>	<u>December 31, 2017</u>
BC Buildings Corporation	\$ 1,000,000	\$ -	\$ -	\$ 1,000,000
Community Works Fund	2,937,826	492,816	29,778	3,460,420
Development Cost Charges	7,317,893	1,375,101	79,090	8,772,084
Recycling User Fee Rebate	208,528	2,453	-	210,981
Other	134,898	(23,537)	-	111,361
	<u>\$ 11,599,145</u>	<u>\$ 1,846,833</u>	<u>\$ 108,868</u>	<u>\$ 13,554,846</u>

Included in deferred revenue is a prepayment amount of \$1,000,000 received from British Columbia Buildings Corporation for future rental of the Law Courts facility to be used for annual rent payments commencing in 2021. Deferred revenue amounts of \$3,460,420 (2016 - \$2,937,826) have been received under the Community Works Fund for future restricted capital projects.

5. Budget

The City of Salmon Arm 2017 to 2021 Financial Plan Bylaw No. 4205 (Financial Plan Bylaw) was adopted by Council on April 24, 2017. The Financial Plan Bylaw was prepared utilizing a budget method consistent with Local Governments while the actual operating results have been prepared in accordance with the requirements of the Public Sector Accounting Standards (PSAB). The Financial Plan Bylaw was prepared on a modified accrual basis while the actual operating results utilizing Public Sector Accounting Standards requirements were prepared on a full accrual basis. The Financial Plan Bylaw projected the use of Reserve Fund transfers and prior year surpluses to balance the Financial Plan. Public Sector Accounting Standards requires that the actual operating results capitalize all tangible capital expenditures and that an amortization expense for tangible capital assets be included. The Financial Plan Bylaw expenses all tangible capital expenditures as opposed to including an amortization expense. As a result, the Financial Plan Bylaw figures presented in the Statements of Operations and Change in Net Financial Debt represent the Financial Plan Bylaw adopted by Council on April 24, 2017 with adjustments as follows:

Continued...

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

December 31, 2017

5. Budget – Continued

Financial Plan Bylaw Surplus for the Year	\$ -
Add:	
Capital Grants	6,177,280
Capital Expenditures	16,520,025
Debt Repayment	1,509,660
Transfer to Reserve Accounts	2,033,470
Transfer to Reserve Funds	820,000
Transfer from DCC Reserve Funds	210,000
Other Developer Contributions	85,000
Less:	
Transfer from Prior Years Surplus	(960,176)
Transfer to Reserve Accounts	(652,455)
Transfer to Capital Reserve Accounts	<u>(13,830,290)</u>
Budget Surplus as per Statement of Operations	<u>\$11,912,514</u>

6. Taxation

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

	<u>2017</u>	<u>2016</u>
Taxes Collected		
Property Taxes	\$ 27,177,814	\$ 27,094,450
Transportation Parcel Tax	932,520	914,040
Frontage Tax - Water	1,421,539	1,405,770
Frontage Tax - Sewer	918,053	902,163
1% Utility Tax	291,817	294,442
	<u>30,741,743</u>	<u>30,610,865</u>
Collected for Other Governments		
Province of BC (school taxes)	7,669,949	7,955,097
BC Assessment Authority	179,302	201,338
Regional Hospital District	992,112	955,004
Columbia Shuswap Regional District	887,473	893,842
Okanagan Regional Library	692,625	692,212
Municipal Finance Authority	729	681
Downtown Improvement Area	168,976	173,200
	<u>10,591,166</u>	<u>10,871,374</u>
Net taxes available for Municipal Purposes	<u>\$ 20,150,577</u>	<u>\$ 19,739,491</u>

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

December 31, 2017

7. Trust Funds

In accordance with PSAB recommendations for local governments, trust funds are not included in the City's Consolidated Financial Statements. The City administers a Cemetery Maintenance Fund for the perpetual care and maintenance of the City owned and operated cemetery. As at December 31, 2017, the Trust Fund balance is \$345,669 (2016 - \$334,032) (Schedule 4).

8. Fire Training Centre Function

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

Investments	\$ 89,237
Due from the City of Salmon Arm	78,585
Capital Assets	<u>553,586</u>
Total Assets	<u>\$ 721,408</u>
Operating Surplus	\$ 167,822
Equity in Capital Assets	<u>553,586</u>
Total Liabilities and Equity	<u>\$ 721,408</u>

9. Segment Reporting

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

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

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

Continued...

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

December 31, 2017

9. Segment Reporting – Continued

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

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

Continued...

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

December 31, 2017

9. Segment Reporting – Continued

Transportation Services – This function is comprised of engineering, public works (transit, roadway systems, bridge repair, storm drainage, sidewalks, boulevards, street lighting, airport, downtown parking, etc.) utilities, parks, municipal facilities, marina/wharf, garage, vehicle and equipment fleet and cemeteries and provides a broad spectrum of services to the community. These services are provided in a participative fashion between City Council, the public, management and employees in a safe, effective, efficient and financially responsible manner. Transportation Services is responsible for the maintenance of over 243 kilometers (excluding the Trans Canada Highway and Highway 97B) of roadway, 69 kilometres of sidewalk, as well as, 109 kilometers of storm sewer complete with retention ponds and currently operates a +/- 70 unit municipal fleet of major vehicles and equipment.

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

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

Continued...

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

December 31, 2017

9. Segment Reporting – Continued

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

Utilities

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

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

Water Utility Services – This Utility function provides for the delivery of safe drinking water to the citizens of Salmon Arm. The municipal water system consists of two main raw water sources, chlorine treatment systems for the water sources and an extensive water pumping, distribution and storage system. The City's water supply is by way of three (3) sources: East Canoe Creek at Metford Dam, Shuswap Lake at Canoe Beach and a minor water supply from Rumball Creek for irrigation at the Mt. Ida Cemetery. Treatment of the water sources (except Rumball Creek) is by primary disinfection with chlorine. The distribution system includes approximately 199 km of watermain varying in diameter from 100mm to 1000mm. The City waterworks system provides quality water through a gravity and pump system. The primary water sources are from Shuswap Lake – 80% and East Canoe Creek – 20%. The waterworks system is relatively complex and is comprised of eight (8) zones, seven hundred and ninety-nine (799) hydrants, seven (7) pumping stations, fourteen (14) reservoirs, and one (1) dam with a total storage capacity of 24,538 cubic metres and over 7,580 connections. The treatment process utilizes chlorination for the purposes of disinfection. The water supply consistently meets the Canadian Drinking Water Guidelines, BC Drinking Water Protection Act and the Safe Drinking Water Regulations.

Sewer Utility Services – The City provides effective collection and treatment of waste water to meet the guidelines set by the Ministry of Environment to protect the public and the environment. It operates both the treatment plant and seven (7) lift stations safely and at optimum efficiency. The sanitary sewer system has approximately 130 kilometers of mainline and 6,238 service connections.

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

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

As at December 31

<u>Bylaw #</u>	<u>Description</u>	<u>Maturity Date</u>	<u>Interest Rate</u>	<u>Balance Outstanding 2017</u>	<u>Balance Outstanding 2016</u>
General Fund					
2841	Shaw Centre	2019	3.140	\$ 1,027,399	\$ 1,507,984
3184	Fire Hall and Little Mountain	2022	5.490	122,186	139,294
3334	City Hall and Law Courts	2034	5.950	7,260,603	7,528,202
3479	City Hall and Law Courts	2035	1.750	531,069	549,523
3569	Blackburn Park	2027	4.820	188,407	322,305
3758	Underpass 20/21 Street	2029	4.130	1,726,425	1,836,904
4048	New Cemetery	2040	2.750	966,708	993,812
4072	Blackburn Park Improvement	2035	2.750	464,020	482,319
				<u>\$ 12,286,817</u>	<u>\$ 13,360,343</u>
Water Fund					
2858	Water	2019	5.990	\$ 146,771	\$ 215,426
3458	Water	2025	1.750	284,494	310,343
3551	Water	2026	1.750	582,667	635,607
3576	Water	2028	4.650	5,801,501	6,215,131
3816	Water	2030	3.730	1,498,913	1,585,596
3793	Water	2041	3.250	42,650	43,699
				<u>\$ 8,356,996</u>	<u>\$ 9,005,802</u>
Sewer Fund					
3159	Sewer			\$ -	\$ 151,315
3207	Sewer	2023	5.491	1,172,171	1,336,294
4051	Sewer	2035	2.750	1,670,472	1,736,350
				<u>\$ 2,842,643</u>	<u>\$ 3,223,959</u>
				<u><u>\$ 23,486,456</u></u>	<u><u>\$ 25,590,104</u></u>

The gross interest paid relating to the above noted debt was \$1,594,915 (2016 - \$1,635,515)

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

As at December 31	2017	2016
General Fund		
Land	\$ 39,403,309	\$ 38,855,422
Buildings	24,090,734	24,416,850
Machinery and Equipment	1,857,961	1,840,998
Vehicles	2,005,913	2,276,547
Information Technology Infrastructure	187,489	149,506
Parks Infrastructure	5,492,240	5,539,794
Utility Infrastructure	14,229,704	14,590,070
Transportation Infrastructure	67,517,057	66,999,639
	<u>\$ 154,784,407</u>	<u>\$ 154,668,826</u>
Water Fund		
Buildings	\$ 13,682,711	\$ 13,843,468
Machinery and Equipment	959,124	866,738
Information Technology Infrastructure	68,442	43,363
Utility Infrastructure	19,913,657	19,698,693
	<u>\$ 34,623,934</u>	<u>\$ 34,452,262</u>
Sewer Fund		
Buildings	\$ 13,110,363	\$ 13,259,731
Machinery and Equipment	96,193	66,200
Information Technology Infrastructure	47,249	24,431
Utility Infrastructure	13,286,706	11,586,865
	<u>\$ 26,540,511</u>	<u>\$ 24,937,227</u>
	<u><u>\$ 215,948,852</u></u>	<u><u>\$ 214,058,315</u></u>

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

For The Year Ended December 31	Land	Buildings	Machinery and Equipment	Vehicles	Information Technology Infrastructure	Parks Infrastructure	Utility Infrastructure	Transportation Infrastructure	2017 Total
Cost									
Balance, Beginning of Year	\$ 38,855,422	\$ 72,251,014	\$ 6,067,099	\$ 4,693,245	\$ 1,494,337	\$ 10,467,765	\$ 69,311,326	\$ 118,063,638	\$ 321,203,846
Additions	547,888	874,587	548,250	-	152,860	237,740	2,757,592	4,003,885	9,122,802
Disposals	-	-	(25,123)	-	-	-	-	-	(25,123)
Balance, End of Year	39,403,310	73,125,601	6,590,226	4,693,245	1,647,197	10,705,505	72,068,918	122,067,523	330,301,525
Accumulated Amortization									
Balance, Beginning of Year	-	20,730,966	3,293,163	2,416,699	1,277,037	4,927,970	23,435,698	51,063,998	107,145,531
Amortization	-	1,510,828	408,908	270,634	66,980	285,295	1,203,153	3,486,467	7,232,265
Disposals	-	-	(25,123)	-	-	-	-	-	(25,123)
Balance, End of Year	-	22,241,794	3,676,948	2,687,333	1,344,017	5,213,265	24,638,851	54,550,465	114,352,673
Net Book Value, End of Year	\$ 39,403,310	\$ 50,883,807	\$ 2,913,278	\$ 2,005,912	\$ 303,180	\$ 5,492,240	\$ 47,430,067	\$ 67,517,058	\$ 215,948,852

For The Year Ended December 31	Land	Buildings	Machinery and Equipment	Vehicles	Information Technology Infrastructure	Parks Infrastructure	Utility Infrastructure	Transportation Infrastructure	2016 Total
Cost									
Balance, Beginning of Year	\$ 36,708,667	\$ 71,825,428	\$ 5,763,641	\$ 4,609,323	\$ 1,455,391	\$ 9,339,478	\$ 66,330,475	\$ 113,469,135	\$ 309,501,538
Additions	2,278,495	425,586	329,266	83,922	38,946	1,128,287	2,980,850	4,594,503	11,859,855
Disposals	(131,739)	-	(25,808)	-	-	-	-	-	(157,547)
Balance, End of Year	38,855,423	72,251,014	6,067,099	4,693,245	1,494,337	10,467,765	69,311,325	118,063,638	321,203,846
Accumulated Amortization									
Balance, Beginning of Year	-	19,249,458	2,936,221	2,146,064	1,216,973	4,648,387	22,283,436	47,749,611	100,230,150
Amortization	-	1,481,507	379,317	270,634	60,064	279,584	1,152,262	3,314,388	6,937,756
Disposals	-	-	(22,375)	-	-	-	-	-	(22,375)
Balance, End of Year	-	20,730,965	3,293,163	2,416,698	1,277,037	4,927,971	23,435,698	51,063,999	107,145,531
Net Book Value, End of Year	\$ 38,855,423	\$ 51,520,049	\$ 2,773,936	\$ 2,276,547	\$ 217,300	\$ 5,539,794	\$ 45,875,627	\$ 66,999,639	\$ 214,058,315

There were no tangible capital assets amortized that were either under construction, being developed or retired from service.
Tangible capital assets that were contributed by developers for various infrastructure projects were \$2,349,942 (2016 - \$4,636,690).
Due to the age of some City-owned lands such as parklands and land beneath roads and sidewalks, a nominal value \$1.00 has been assigned.
Interest capitalized in the year was Nil (2015 - Nil).

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

For The Year Ended December 31	2017	2017	2016
	Actual	Budget	Actual
General Fund - Grants in Lieu of Taxes			
Federal Government	\$ 16,899	\$ 18,000	\$ 16,848
Province of British Columbia	24,793	23,000	23,392
Provincial Government Agencies	60,755	80,000	77,098
	<u>\$ 102,447</u>	<u>\$ 121,000</u>	<u>\$ 117,338</u>
General Fund - Current Operating Grants			
Province of British Columbia			
Arterial Street Lighting	\$ 3,265	\$ 3,200	\$ 3,223
Brownsfield Study	(12,183)	-	45,400
Municipal Regional District Tax	160,602	187,845	-
Safety Provincial Emergency Preparedness	-	-	149,010
Small Communities Protection	212,730	215,000	216,249
Traffic Fine Revenue Sharing	128,572	175,000	162,604
	<u>\$ 492,986</u>	<u>\$ 581,045</u>	<u>\$ 576,486</u>
General Fund - Capital Grants			
Federal Government and Province of British Columbia			
Community Works Fund	\$ 306,635	\$ 2,100,000	\$ 1,095,772
BC Air Access Program	-	225,000	-
BC Museum Association	-	35,000	-
	<u>\$ 306,635</u>	<u>\$ 2,360,000</u>	<u>\$ 1,095,772</u>
Water Fund - Capital Grants			
Province of British Columbia			
BC Clean Water and Waste Water Fund	\$ -	\$ 1,743,000	\$ -
Sewer Fund - Capital Grants			
Federal Government and Province of British Columbia			
BC Clean Water and Waste Water Fund	\$ 1,375,500	\$ 1,424,280	\$ -
Strategic Priorities & Innovations Fund	-	650,000	-
	<u>\$ 1,375,500</u>	<u>\$ 2,074,280</u>	<u>\$ -</u>
Total Operating Grants	\$ 595,433	\$ 702,045	\$ 693,824
Total Capital Grants	1,682,135	6,177,280	1,095,772
Total Grants	<u>\$ 2,277,568</u>	<u>\$ 6,879,325</u>	<u>\$ 1,789,596</u>
Total Federal Grants	\$ 170,216	\$ 1,393,000	\$ 564,734
Total Provincial Grants	2,107,352	5,486,325	1,224,862
Total Grants	<u>\$ 2,277,568</u>	<u>\$ 6,879,325</u>	<u>\$ 1,789,596</u>

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

As at December 31	2017	2016
Assets		
Trust Funds		
Cash and Investments	<u>\$ 345,669</u>	<u>\$ 334,032</u>
Reserve Funds		
Cash and Investments	<u>18,387,633</u>	<u>15,465,968</u>
Other Receivables	<u>40,000</u>	<u>60,000</u>
	<u>18,427,633</u>	<u>15,525,968</u>
	<u><u>\$ 18,773,302</u></u>	<u><u>\$ 15,860,000</u></u>
Liabilities		
Trust Funds		
Fund Balances		
Perpetual Care	<u>\$ 341,520</u>	<u>\$ 329,924</u>
Klahani Park Playground Equipment	<u>4,149</u>	<u>4,108</u>
	<u>345,669</u>	<u>334,032</u>
Reserve Funds		
Development Cost Charge Reserve Funds - Note 4	<u>8,772,084</u>	<u>7,317,893</u>
Other Statutory Reserve Funds	<u>9,655,549</u>	<u>8,208,075</u>
	<u>18,427,633</u>	<u>15,525,968</u>
	<u><u>\$ 18,773,302</u></u>	<u><u>\$ 15,860,000</u></u>

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

For The Year Ended December 31	2016	Interest	Contributions	Inter-Fund Transfers	Expenditures	2017
Trust Funds						
Perpetual care	\$ 329,924	\$ 3,322	\$ 8,274	\$ -	\$ -	\$ 341,520
Klahani Playground Equipment	4,108	41	-	-	-	4,149
Total Trust Funds	334,032	3,363	8,274	-	-	345,669
Reserve Funds						
Development Cost Charge - Sewer	2,195,592	23,924	438,357	-	-	2,657,873
Development Cost Charge - Water	2,315,108	25,118	453,507	-	-	2,793,733
Development Cost Charge - Drainage	1,299,124	13,827	188,244	-	-	1,501,195
Development Cost Charge - Parks	314,528	3,241	65,030	(12,810)	-	369,989
Development Cost Charge - Highways	1,110,695	12,146	242,773	-	-	1,365,614
Development Cost Charge - Underpass	82,846	834	-	-	-	83,680
Total Development Cost Charges	7,317,893	79,090	1,387,911	(12,810)	-	8,772,084
Equipment Replacement	2,405,243	28,230	-	525,000	(228,912)	2,729,561
General Capital	434,246	3,832	6,706	-	(15,450)	429,334
Fire Department Building and Equipment	202,019	2,225	-	25,000	-	229,244
Emergency Apparatus	981,420	11,219	-	246,500	-	1,239,139
Police Vehicle Replacement	263,604	2,845	-	25,000	-	291,449
Landfill Site Repurchase	216,501	2,180	-	-	-	218,681
Cemetery Development	141,450	1,501	-	10,000	-	152,951
Water Major Maintenance	653,055	6,576	-	100,000	-	759,631
Sewer Major Maintenance	2,061,611	20,759	15,210	291,500	-	2,389,080
Community Centre Major Maintenance	583,277	6,293	-	55,000	-	644,570
Cemetery Columbarium	65,105	694	-	5,000	-	70,799
Parks Development	200,544	4,570	295,996	-	-	501,110
Total Other Statutory Reserves	8,208,075	90,924	317,912	1,283,000	(244,362)	9,655,549
Total Reserve Funds	15,525,968	170,014	1,705,823	1,270,190	(244,362)	18,427,633
	\$ 15,860,000	\$ 173,377	\$ 1,714,097	\$ 1,270,190	\$ (244,362)	\$ 18,773,302

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

For The Year Ended December 31	General Government Services	Protective Services	Transportation Services	Environmental Development Services	Recreation and Cultural Services	Sewer Utility Services	Water Utility Services	Elimination Entries	2017 Total
Revenue									
Taxation	\$ 16,878,465	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,878,465
Transportation Parcel Tax	-	-	932,520	-	-	-	-	-	932,520
Frontage Tax	-	-	-	-	-	918,053	1,421,539	-	2,339,592
Grants	595,433	-	407,509	2,250	80,600	1,395,550	-	-	2,461,342
Sales of Service	85,725	190,460	1,461,133	943,141	937,187	2,023,270	2,472,830	(1,068,944)	7,044,802
Licenses, Permits, Fines, Franchise	1,386,907	958,425	32,741	90,710	165,495	21,000	9,150	(754,160)	1,910,268
Return on Investment	877,471	16,289	28,230	4,375	10,863	155,888	245,135	-	1,338,251
Other Contributions	217,046	-	1,575,644	-	323,806	337,383	374,600	-	2,828,479
Total Revenue	20,041,047	1,165,174	4,437,777	1,040,476	1,497,951	4,851,144	4,523,254	(1,823,103)	35,733,720
Expenses									
Wages and Benefits	1,943,104	1,417,577	1,598,300	655,590	1,651,084	673,727	864,177	-	8,803,559
Insurance	124,234	23,230	79,528	114	52,757	43,087	34,579	-	357,529
Community Grants	262,295	-	-	-	-	-	-	-	262,295
Professional and Legal Fees	48,872	-	-	4,436	-	-	-	-	53,308
Utilities and Property Taxes	86,229	65,526	292,690	7,119	112,677	259,939	395,204	(127,227)	1,092,157
Repairs and Maintenance	-	134,068	1,482,190	6,061	432,817	247,046	443,753	(75,195)	2,670,740
Contracts	148,630	2,946,152	980,018	1,221,155	709,464	32,328	10,000	-	6,047,747
Operating Expenses	547,090	465,546	485,308	265,150	680,057	523,299	483,534	(1,583,549)	1,866,435
Collections for Other Governments	7,349	-	-	-	-	-	-	-	7,349
Loss on Disposal of Capital Assets	-	-	-	-	-	-	-	-	-
Amortization	858,332	147,623	4,259,755	-	312,422	721,476	932,658	-	7,232,266
Interest and Debt Issue Expenses	611,819	6,300	103,250	-	211,503	117,141	544,902	-	1,594,915
Total Expenses	4,637,954	5,206,022	9,281,039	2,159,625	4,162,781	2,618,043	3,708,807	(1,785,971)	29,988,300
Net Surplus (Deficit)	\$ 15,403,093	\$ (4,040,848)	\$ (4,843,262)	\$ (1,119,149)	\$ (2,664,830)	\$ 2,233,101	\$ 814,447	\$ (37,132)	\$ 5,745,420

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

For The Year Ended December 31	General Government Services	Protective Services	Transportation Services	Environmental Development Services	Recreation and Cultural Services	Sewer Utility Services	Water Utility Services	Elimination Entries	2016 Total
Revenue									
Taxation	\$ 16,517,517	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,517,517
Transportation Parcel Tax	-	-	914,040	-	-	-	-	-	914,040
Frontage Tax	-	-	-	-	-	902,163	1,405,771	-	2,307,934
Grants	1,437,350	-	457,149	16,250	60,600	-	-	-	1,971,349
Sales of Service	100,860	236,360	1,214,215	938,856	949,212	1,960,757	2,356,179	(1,042,789)	6,713,650
Licenses, Permits, Fines, Franchise	1,391,300	747,470	43,183	100,510	177,186	20,000	17,700	(721,184)	1,776,165
Return on Investment	994,541	11,131	-	4,042	7,122	127,404	219,225	-	1,363,465
Other Contributions	402,154	10,000	2,922,919	-	222,958	838,706	816,564	-	5,213,301
Total Revenue	20,843,722	1,004,961	5,551,506	1,059,658	1,417,078	3,849,030	4,815,439	(1,763,973)	36,777,421
Expenses									
Wages and Benefits	1,870,261	1,485,652	1,471,456	674,173	1,699,525	644,405	861,558	-	8,707,030
Insurance	134,262	21,825	69,380	82	50,466	42,090	36,894	-	354,999
Community Grants	253,078	-	-	-	-	-	-	-	253,078
Professional and Legal Fees	58,538	-	-	8,369	-	-	-	-	66,907
Utilities and Property Taxes	79,700	61,119	253,286	3,539	63,236	249,611	337,004	(81,611)	965,884
Repairs and Maintenance	-	125,566	1,134,087	4,754	408,532	236,146	446,654	(63,379)	2,292,360
Contracts	167,359	2,846,299	851,317	1,101,046	797,743	33,350	28,060	-	5,825,174
Operating Expenses	454,854	324,086	392,307	248,134	620,866	538,548	451,660	(1,566,416)	1,464,039
Collections for Other Governments	13,027	-	-	-	-	-	-	-	13,027
Loss on Disposal of Capital Assets	131,739	3,433	-	-	-	-	-	-	135,172
Amortization	836,390	147,621	4,049,232	-	304,978	703,555	895,981	-	6,937,757
Interest and Debt Issue Expenses	620,949	6,300	103,250	-	214,968	117,773	572,275	-	1,635,515
Total Expenses	4,620,157	5,021,901	8,324,315	2,040,097	4,160,314	2,565,478	3,630,086	(1,711,406)	28,650,942
Net Surplus (Deficit)	\$ 16,223,565	\$ (4,016,940)	\$ (2,772,809)	\$ (980,439)	\$ (2,743,236)	\$ 1,283,552	\$ 1,185,353	\$ (52,567)	\$ 8,126,479

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Item 11.9

CITY OF SALMON ARM

Date: April 23, 2018

Chief Financial Officer/Collector Appointment
Chelsea Van de Capelle

Vote Record

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

Opposed:

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



City of Salmon Arm

Memorandum from the Chief Administrative Officer

Date: April 17, 2018
 To: Mayor Cooper and Members of Council
 Subject: Chief Financial Officer/Collector Appointment – Chelsea Van de Cappelle

Recommendation:

That: Pursuant to Section 149 of the *Community Charter* and the Officers Designation and Establishment Bylaw No. 4267 that the following employees be appointed as follows:

- Chelsea Van de Cappelle - Chief Financial Officer/Collector effective June 18, 2018; and
- Tracy Tulak – Deputy Chief Financial Officer/Deputy Collector effective April 24, 2018.

Background:

As Council is aware, Monica Dalziel is retiring and through succession planning the City is in a position to appoint Chelsea Van de Cappelle as the incoming Chief Financial Officer/Collector (CFO).

Mrs. Van de Cappelle was born and raised in Salmon Arm and comes highly qualified as the City's previous Auditor with BDO Canada LLP. She has attained her Chartered Professional Accountant (CPA) designation and has been with the City since June 15, 2015. She also holds a bachelor in business administration obtained through the University of BC/Okanagan. Her previous employment includes Operations and Risk Administrative Specialist for the HSBC Bank. Chelsea has continually proven her commitment and aptitude throughout her career with the City.

As noted under separate report, several housekeeping changes have been incorporated into the Officers Designation and Establishment Bylaw No. 4267 including the designation of a Deputy Chief Financial Officer (DCFO). It is recommended that Tracy Tulak be appointed as the DCFO (which is already incorporated into her existing duties and responsibilities).

As part of the CFO and DCFO positions, both Mrs. Van de Cappelle and Mrs. Tulak will execute an Oath of Office as Officers appointed under both the *Community Charter* and the Officers Designation and Establishment Bylaw No. 4267.

Respectfully Submitted,


 Carl Bannister, MCIP

Item 14.1

CITY OF SALMON ARM

Date: April 23, 2018

Columbia Shuswap Regional District Board in Brief – March 2018

Vote Record

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

Opposed:

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

From: Columbia Shuswap Regional District [<mailto:communications=csrd.bc.ca@cmail20.com>] **On**
Behalf Of Columbia Shuswap Regional District
Sent: Friday, April 06, 2018 3:53 PM
To: Erin Jackson
Subject: Board in Brief - March 2018



**COLUMBIA SHUSWAP
REGIONAL DISTRICT**

www.csrd.bc.ca



BOARD IN BRIEF

March 2018



[View web version](#)

HIGHLIGHTS

Introduction of CSRD Staff:

Tom Hansen, Emergency Program Coordinator

The CSRD is pleased to announce the hiring of a new Emergency Program Coordinator, Tom Hansen.



Fire Department of the Year Presentation - Eagle Bay Fire Department

Alan Rendell, Fire Chief, Eagle Bay Fire Department, attended the meeting to accept an award on behalf of the Eagle Bay Fire Department, for CSRD Fire Department of the Year 2017. Chief Rendell acknowledged the dedication of the Eagle Bay Fire Department personnel in achieving this award.

Saratoga Water System Funding Request Approved

CSRD request for funding for upgrades to the Saratoga Water system was approved. The funding of \$1,486,700 which represents 100% of the eligible project costs for the Saratoga Water System upgrades. [View letter.](#) [View news release.](#)

Ministry of Municipal Affairs & Housing

A letter from the Honourable Selina Robinson, Minister of Municipal Affairs & Housing advised the CSRD of a \$15,000 grant funding award for a project in Electoral Area C. The terms of Reference for this technical project, related to identifying potential boundaries suitable for incorporation and for a boundary to identify how Electoral Area C could be split into two areas, is available for reference. [View letter.](#) [View Terms of Reference.](#)

On a separate matter the Board also received another letter from the Honourable Selina Robinson, Minister of Municipal Affairs & Housing in response to the CSRD \$20,000 restructure planning grant request to support a community issues assessment in Electoral Area F. CSRD staff will work with the Ministry of Municipal Affairs on a Terms of Reference for this project. [View letter.](#)

Okanagan Kootenay Sterile Insect Release Program Update

Melissa Tesche, Acting General Manager, attended to give the Board an update on the activities of the organization and the SIR program. [View presentation.](#)

Shuswap Trail Alliance

Mr. Phil McIntyre-Paul on behalf of the Shuswap Trail Alliance provided a letter to the Board outlining a discussion summary from the February 19, 2018 Rail Corridor Inter-Jurisdictional Workshop. The four action items concluded at the workshop are outlined in the letter. [View letter.](#)

CSRD Solid Waste Management Plan (SWMP) Amendment

Ben Van Nostrand, Environmental Services Team Leader, presented his report and explained that since property acquisition is not currently addressed in the SWMP, the Plan would have to be amended to include the expansion of the Salmon Arm Landfill. The amended SWMP also includes criteria for any future property acquisitions for landfill purposes. The Board endorsed staff recommendation and will now be sent to the Ministry of Environment for final approval. [View report.](#) [View amended plan.](#)

Falkland Waterworks Service Area Amendment Bylaw No. 5773

The owner of property located at 5881 Hwy 97 in Falkland, BC has requested the property be connected to the Falkland Water System. The Electoral Area D Director has been notified and a successful public assent process to include this property in the Falkland Waterworks Service Area was completed on March 8, 2018. The Board gave first, second and third reading to the amended bylaw. It will be scheduled for adoption at the April meeting. [View report.](#) [View bylaw amendment.](#)

South Revelstoke Diagnostic Inventory of Planning, Service Delivery and Governance

In follow up to completion of the Diagnostic Inventory project in South Revelstoke, staff will work with City of Revelstoke staff to develop a Communications Protocol regarding future boundary extension proposals in the South Revelstoke area of Electoral Area B.

Letter to the Minister of Agriculture

As requested by Electoral Area A Director Cathcart, the Board will write a letter to the Minister of Agriculture asking that the Ministry make changes to the regulations for Class E Licensing, in support of rural farmers so they are able to slaughter their livestock on their farm premises. [View request letter.](#) [View letter to Minister.](#) [View support letter.](#)

Financial Decisions

2017 CSRD Financial Statements

Auditors from BDO Dunwoody presented the 2017 Financial Statements and conclusions from their annual audit. The Board approved the 2017 CSRD Financial Statements as required by the Local Government Act. [View statements.](#) [View Board report.](#)

CSRD 2018 Five Year Financial Plan Bylaw No. 5772

The Board has adopted its 2018 Five Year Financial Plan Bylaw No. 5772. [View bylaw.](#)

Grant in Aid Requests

THAT: the Board approve the following allocations from the 2018 electoral grant-in-aids. [View report:](#)

Area A

\$10,000 Town of Golden ("Summer Kicks" performance series)
 \$1,500 Golden Figure Skating Club (operational funding)
 \$8,000 Little Mittens Animal Rescue Association (operational funding)
 \$5,000 Field Recreation Advisory Association (Health and Wellness Multi-Use Facility)
 \$4,000 Wildsight Golden (Columbia Wetlands Waterbird Survey)

Area C

\$1,999 Notch Hill Cemetery Society (granite numbered square blocks)

Area D

\$2,000 Falkland Historical Society (building upkeep)

Area E

\$2,250 Sicamous Eagles Junior "B" Hockey Club (travel costs)

Area F

\$1,700 Anglemont Firefighters Association (open house/pancake breakfast).

Electoral Area A – Community Works Fund

The Board approved allocation of the Electoral Area A Community Works Fund to the Golden Light Horse Club in the amount of \$89,560 for washroom upgrades at the Golden Rodeo Grounds to include running water, flush toilets, electricity, and to provide accessibility for all users. **View report.**

The Board also approved allocation of Area A Community Works Fund to the Rotary Club of Golden in the amount of \$36,821 for partial funding for the "Light up the Rotary Trails" project which involves the purchase and installation of 10 solar powered light standards. Both Area A allocations are supported by the Electoral Area A Director. **View report.**

Area C Community Works Fund

The Board approved access to the Electoral Area C Community Works Fund allocation for up to \$80,000 plus applicable taxes park construction and infrastructure at John Evdokimoff Park. **View report.**

Regional Feasibility Study Fund – Golden Aquatic Centre

The Board endorsed staff recommendation to access the Regional Feasibility Study Fund in the amount of \$80,000 subject to the concurrence of the Town of Golden for a feasibility study to determine the capital and operating costs of an indoor aquatic facility and to determine if sufficient community support for establishing a new service to own and operate a community aquatic centre exists. **View report.**

Purchase of Self-Contained Breathing Apparatus

The Board approved the acquisition of self-contained breathing apparatus packs and cylinders for CSRD fire departments for a maximum cost of \$108,000, in accordance with the 2018 Five Year Financial Plan. **View report.**

Resignation of Area D Advisory Planning Commission (APC) Members:

The Board received resignations from two Electoral Area D Advisory Planning Commission Members, Kerry Orchard and Kurstin Barta. The CSRD will send a letter of thanks to these former members and the CSRD will be advertising for applicants to serve on the Area D APC, as the resignations have resulted in only two members versus the five required for this Commission to be an active one.



LAND USE MATTERS

Agricultural Land Reserve (ALR)

Electoral Area A: Agricultural Land Commission (ALC) Application Section 21(2) – Subdivision LC2551A (Moss) - 3950 Thomas Road, Parson

The subject property is located in Electoral Area A approximately 36 km south of Golden; located across the Columbia River from Parson and divided by Thomas Road. The owner is applying to subdivide the property into 2 lots in order to facilitate estate planning; 1 ha lot surrounding the owner's home on the east side of Thomas Road and a 50.12 ha remainder. The area proposed to be subdivided on the east side of Thomas Road is located within the ALR. The Board endorsed the staff recommendation to support and the application will now be forwarded to the ALC for consideration. [View report.](#)

Electoral Area D: Agricultural Land Commission (ALC) Application Section 17(3) – Inclusion into the Agricultural Land Reserve (ALR) LC2574D (Lance Reimer) - 174 and 180 Deep Creek Road, Deep Creek

The subject properties are located in the Deep Creek area of Electoral Area D and are partially within the ALR. An application was made by the owner in February of 2017 for a subdivision within the ALR to adjust the boundaries of the subject properties. The original proposal was refused by the ALC, however an amended proposal was conditionally approved by the Agricultural Land Commission subject to inclusion into the ALR of the portions of the property currently lying outside of the ALR boundary, and registration of a covenant restricting the construction of non-farm buildings on the portion of the property lying south of Deep Creek Road. The Board endorsed staff recommendation and the application will now be forwarded to the ALC for consideration. **View report.**

Electoral Area D: Agricultural Land Commission (ALC) Application Section 20(3) - Non-Farm Use LC2550D (Brownell) - 5347 Highway 97, Falkland

The property is located in the Falkland area of Electoral Area 'D'. The owners wish to build an accessory building on the property that includes a barn and a ground level dwelling unit. There is already an existing single family dwelling on the property and, therefore, this new dwelling unit will be a second dwelling and requires a non-farm use application. The owners intend to operate a "bed, bale, and breakfast" vacation rental from the new dwelling unit and may require a non-farm use application for this use as well. The Board endorsed staff recommendation and the application will now be forwarded to the ALC for consideration. **View report.**

Electoral Area E: Agricultural Land Commission (ALC) Application Section 21(2) - Subdivision LC2548E (Milliken) - Johnson-Howard Road, Malakwa

The subject parcel is located in Malakwa of Electoral Area E. The applicant is applying to subdivide the parcel into two lots; with the proposed parcel boundaries being Johnson-Howard Road. Forty-six percent of the parcel is in the ALR, with the proposed subdivision boundary partially within the ALR. Staff were recommending refusal however that recommendation was defeated and a new resolution was brought forward recommending approval. The application will now be forwarded to the ALC for consideration. **View report.**

Temporary Use Permits (TUP) and Development Variance Permits (DVP)

Electoral Area E: Development Variance Permit 641-31 - 5597 Avoca Road, Perry River

The applicant has applied for a subdivision to create one new lot plus remainder. These lots are 4.04 ha and 28.95 ha in size. The owners propose to subdivide the subject property to create a separate title for the 4.04 ha area currently being leased to the sawmill company. Proposed Lot 1 will be serviced by a new well. The remainder

parcel is proposed to be serviced by a surface water source known as Sweet Creek. Variances are required to allow the use of a surface water source to meet the requirements of Bylaw No. 641. The Board approved issuance of the DVP subject to conditions. **View report.**

Electoral Area B: Temporary Use Permit No. 850-07 (Revell) – 3401 Catherwood Road, Revelstoke

The applicant is applying for a 3 year Temporary Use Permit (TUP) to allow a seasonal vacation rental on the subject property. The Board approved issuance of the permit subject to proof of adequate liability insurance and a Covenant be registered on title of the property agreeing to a release and indemnification to the CSRD for any damage that occurs as a result of the temporary use/vacation rental. **View report.**

Zoning, Lakes Zoning and Official Community Plan (OCP)

Electoral Area A: Highway Planning Area No. 1 Amendment (Donald Development Corporation) Bylaw No. 649-1 - 2780 Trans Canada Highway and 2750 Big Bend Highway, Donald.

The applicant is proposing to rezone portions of the subject properties into areas with various uses. Development Area 1 is proposed to be developed first and would be a major travel centre consisting of service station, restaurants and pubs, retail stores, and some service features for trucks. Development Area 2 is proposed to be a card-lock fueling facility. Development Area 3 would permit a variety of commercial uses and would include a second floor residential dwelling unit. A new Development Area 4 is proposed to be for the wastewater treatment facility and effluent ground dispersal areas as well as associated infrastructure. New Development Area 5 is proposed to be for agricultural use and resource (aggregate extraction) use. The Board gave the bylaw second reading, as amended, and delegated a Public Hearing on the application. **View report.**

Electoral Area C: Electoral Area C Official Community Plan Amendment (Shuswap Country Estates) Bylaw No. 725-12 – 1885 Tappen Notch Hill Road, Carlin

The applicant has applied for an Official Community Plan (OCP) amendment to re-designate the subject properties. When the Electoral Area C OCP Bylaw No. 725 was adopted in March of 2014, it had designated the portion of the property where the existing Shuswap Country Estates development was located as SH – Small Holdings. Shuswap Country Estates is a manufactured home community consisting of 54 units, the SH designation allows for a maximum residential density of 1 unit per 4 ha. The applicant is seeking to expand the manufactured home community onto the property to the south and to further subdivide that property into 3 large rural lots. The Board

gave first reading and will now be referred out to various agencies and First Nations for comments. [View report.](#)

Electoral Area D: Rancho / Deep Creek Official Community Plan Amendment (CSR) Bylaw No. 750-02 & Rancho / Deep Creek Zoning Bylaw No. 751

Rancho / Deep Creek Zoning Bylaw No. 751 (Bylaw No. 751) is a follow up to the Rancho / Deep Creek Official Community Plan (OCP) Bylaw No 750. Bylaw No. 751 will provide land use regulations for the portion of Electoral Area D covered by the OCP and will repeal and replace Rancho / Deep Creek Land Use Bylaw No. 2100. Rancho / Deep Creek Official Community Plan Amendment (CSR) Bylaw No. 750-02 is required to create designations and policies that complement the new zones and ensure consistency between the two bylaws. For example, the proposed foreshore zones for Gardom Lake require corresponding foreshore designations and policy statements in the OCP. The zoning and OCP amendment bylaws were given each third readings. Once the zoning bylaw has received statutory approval from the Ministry of Transportation and Infrastructure, both the Official Community Plan Amendment and the Zoning Bylaw will be brought forward to the Board for adoption. [View report.](#)

Electoral Area F: Electoral Area F Official Community Plan Amendment (CSR) Bylaw No. 830-19 and Lakes Zoning Amendment (CSR) Bylaw No. 900-24 - 1946 Bristow Road, Celista

The CSR recently acquired the subject properties located at 1946 Bristow Road in Celista and the Parks staff is preparing to construct a community boat launch and waterfront park at this location. The project includes an amendment to the Electoral Area F Official Community Plan to change the designation from SSA - Secondary Settlement Area to PK - Parks and Protected Areas, and an amendment to Lakes Zoning Bylaw No. 900 to rezone the foreshore from FR1 - Foreshore Residential 1 to FP - Foreshore Park. The OCP and Lakes Zoning amendments were both given first readings and will now be referred out to various agencies and First Nations for comment. [View report.](#)

NEXT BOARD MEETING

Thursday, April 19, 2018
CSR Boardroom, 555 Harbourfront Drive NE, Salmon Arm



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Item 21.1

CITY OF SALMON ARM

Date: April 23, 2018

Moved: Councillor Flynn

Seconded: Councillor Harrison

THAT: Development Variance Permit VP-465 be authorized for issuance for Amended Legal Subdivision 15 of Section 31, Township 20, Range 9, W6M, KDYD, except Plans 10393 and 21686 to vary the provisions of Subdivision and Development Servicing Bylaw No. 4163 as follows:

1. Section 3.0:
 - i) Waive the requirement to upgrade the west side of Park Hill Road NE to the RD-4 standard subject to:
 - a) registration of a Land Title Act, Section 219 covenant on proposed Lot 34, as shown on Appendix 3 of the staff report dated March 12, 2018, prohibiting any further subdivision until the parcel is fully serviced to City standards.

[Development Variance Permit Application No. VP-465; Homecraft Construction Ltd./Wilmark Homes Ltd./Onsite Engineering Ltd.; 6810 Park Hill Road NE; Servicing Variance]

Vote Record

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

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



City of Salmon Arm
Development Services Department Memorandum

TO: Her Worship Mayor Cooper and Council

FROM: Development Services Department

DATE: March 12, 2018

SUBJECT: Development Variance Permit Application No. VP-465
Amended Legal Subdivision 15 of Sec. 31, Tp. 20, R. 9, W6M, KDYD, except Plans 10393 and 21686
6810 Park Hill Road NE
Owner: Wilmark Homes Ltd. / Homecraft Construction Ltd.
Agent: Onsite Engineering Ltd. (Jan van Lindert)

Motion for Consideration

THAT: Development Variance Permit No. VP-465 be issued for Amended Legal Subdivision 15 of Sec. 31, Tp. 20, R. 9, W6M, KDYD, except Plans 10393 and 21686 to vary the provisions of Subdivision and Development Servicing Bylaw No. 4163 as follows:

1. **Section 3.0**

- i) Waive the requirement to upgrade the west side of Park Hill Road NE to the RD-4 standard subject to:
 - a) registration of a Land Title Act, Section 219 covenant on proposed Lot 34, as shown on the attached Appendix 3, prohibiting any further subdivision until the parcel is fully serviced to City standards.

Staff Recommendation

THAT: The Motion for Consideration be adopted.

Proposal

The subject property is located at 6810 Park Hill Road NE. The property is approximately 14 hectares in size and is vacant. The owner has received preliminary approval for a 131 lot residential subdivision and is applying for a variance to Subdivision and Development Servicing Bylaw No. 4163. A location map, ortho photo and sketch plans of the proposed subdivision are attached as Appendices 1 through 3.

Background

The property is designated Medium and Low Density Residential in the Official Community Plan and is zoned R-1 (Single Family Residential) R-4 (Medium Density Residential), R-7 (Large Lot Single Family Residential) and R-9 (Estate Residential). The property is divided by Park Hill Road NE and the portion on the east of the road is currently under application for O.C.P. and zoning amendments which would re-designate it to Low Density Residential and rezone it to R-1 (Single Family Residential) (Files:OCP4000-32 & ZON-1109).

As shown on the attached Appendices, a small triangular portion of the property is located on the west side of Park Hill Road NE. This triangular portion is approximately 0.4 hectare in size and is zoned R-9 (Estate Residential). Under this zoning, this proposed parcel (Lot 34) cannot be further subdivided and its use is limited to one single family dwelling.

At this location, Park Hill Road NE is classified as an Urban Arterial Road requiring an ultimate width of 25.0 metres (12.5 metres from centreline). At the time of subdivision, the applicant is required to ensure that a minimum road dedication of 10.0 metres from centreline is provided and that the road is constructed in accordance with City of Salmon Arm Specification Drawing No. RD-4. A copy of the RD-4 specification drawing is attached as Appendix 4.

The applicant is prepared to construct the east side of Park Hill Road NE to the RD-4 standard and is requesting that the requirement to upgrade the west side be waived. A letter from the applicant's agent is attached as Appendix 5 (Note: references to zoning and O.C.P. amendments in the letter are addressed in the associated Files: OCP4000-32 & ZON-1109)

Site Context:

North: City owned properties zoned P-1 (Park & Recreation) and R-1 (Single Family Residential)
 South: Golf course (Club Shuswap Golf & RV) zoned P-1 and Rural Residential lots zoned A-2 (Rural Holding)
 East: Residential lots zoned R-1 (Single Family Residential)
 West: Residential lot zoned R-9 (Estate Residential) and a Rural Residential lot zoned A-2 (Rural Holding)

Staff have reviewed the proposal and provide the following:

Fire Department

No concerns.

Building Department

No concerns.

Engineering Department

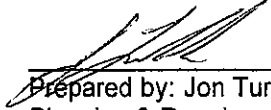
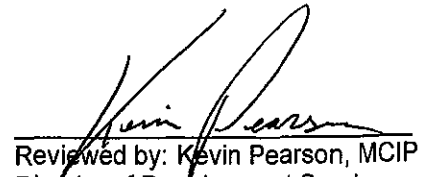
See Appendix 6.

Planning Department

At this location, all of the properties on the west side of Park Hill Road NE are in the Agricultural Land Reserve and, with the exception of this triangular portion of the property, are located outside the Urban Containment Boundary. It is unlikely that these properties will be further subdivided and upgrading only this small section of the road would provide little benefit.

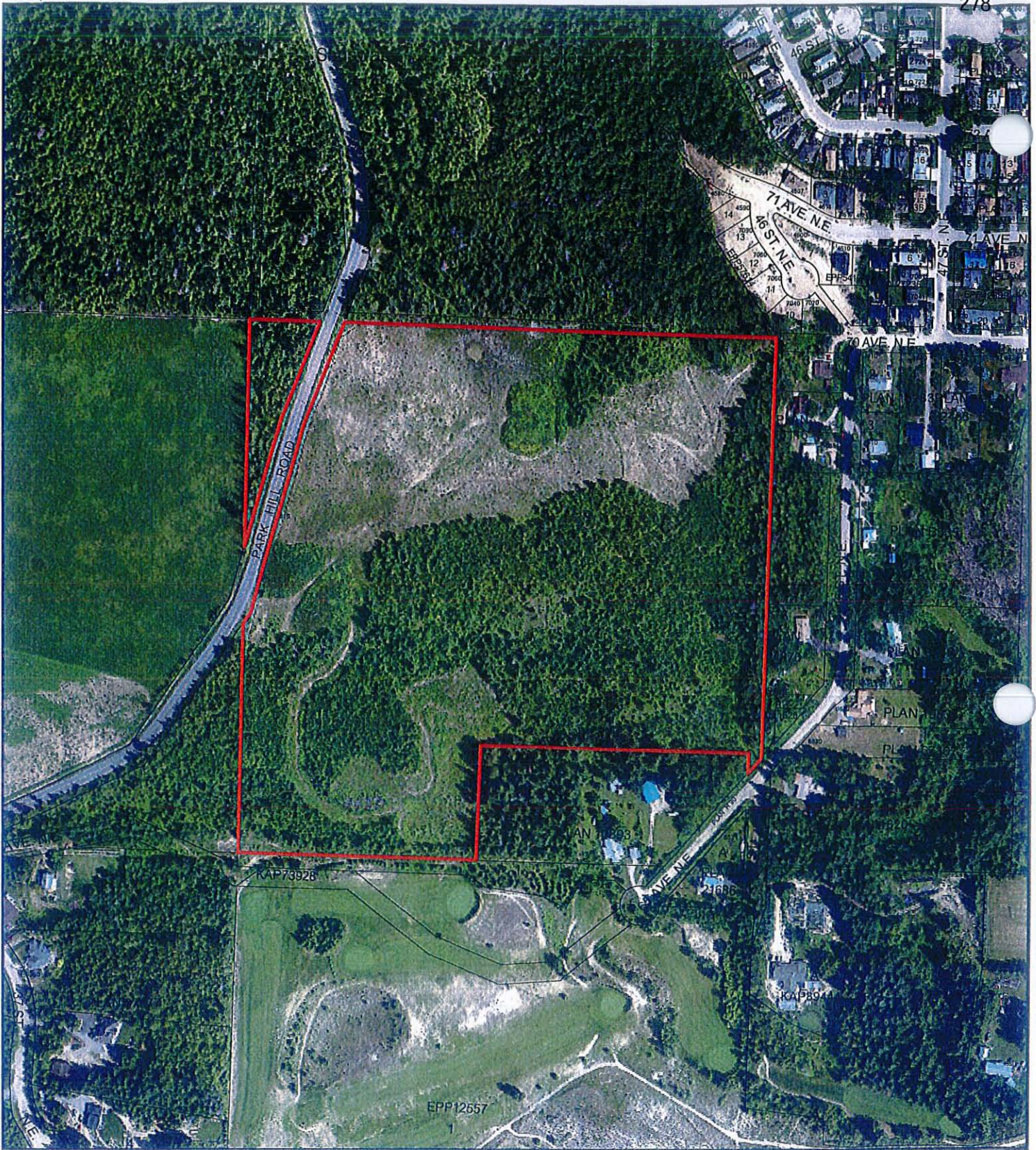
Upgrading the east side of Park Hill Road NE will be undertaken as part of the larger residential subdivision and will include a pedestrian walkway and streetlights. Given the restricted development potential west of Park Hill Road NE, staff support the requested the variance.

Although the parcel cannot be further subdivided under the current R-9 zoning, it is within the Urban Containment Boundary and a future owner could apply for rezoning and subdivision. It is therefore recommended that registration of a covenant prohibiting any further subdivision until the parcel is fully serviced to City standards be a condition of the variance. The covenant will provide notification that the parcel was created without full servicing and the infill servicing exemptions provided in the servicing bylaw would not apply to any future subdivision.

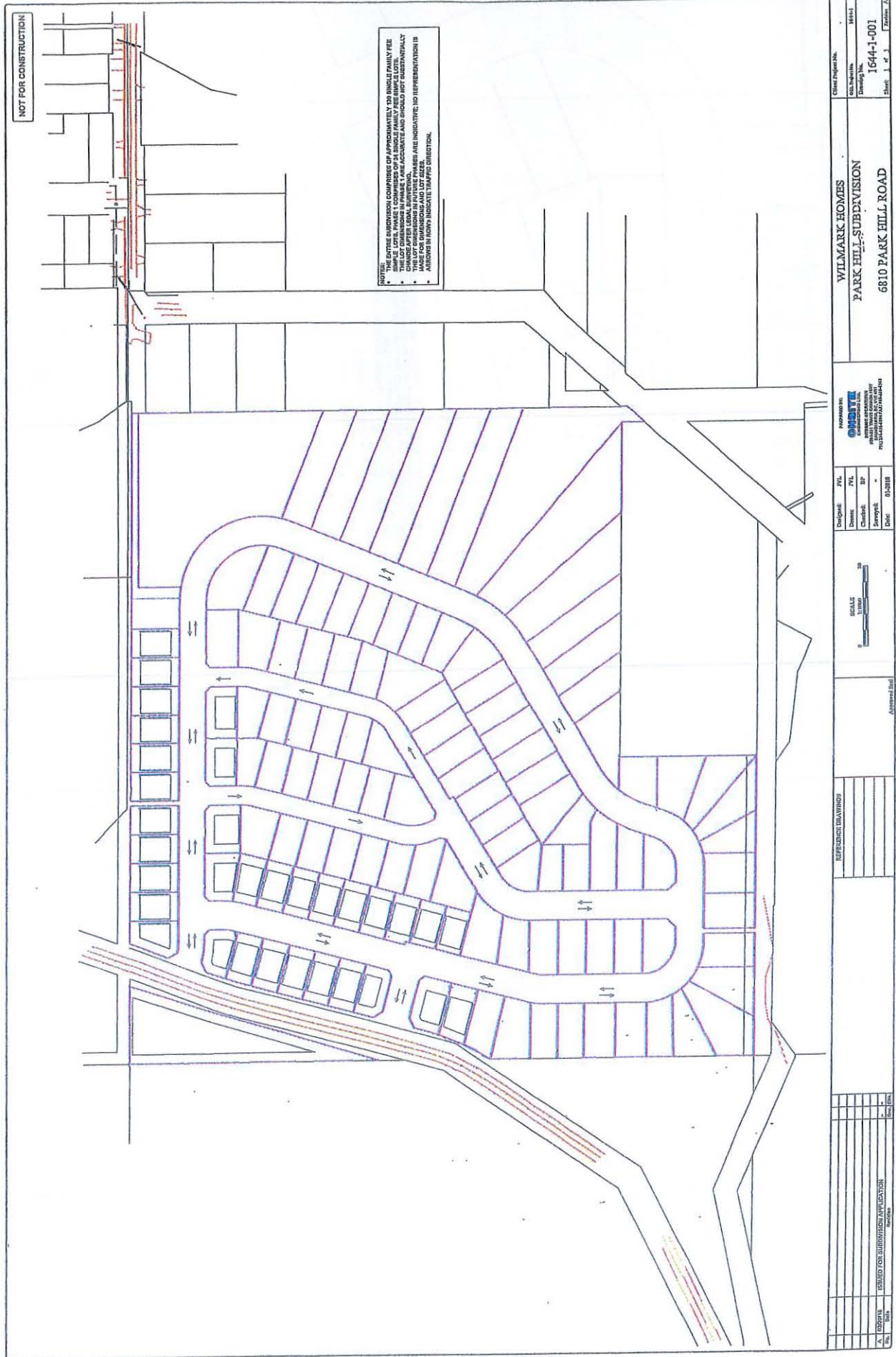

Prepared by: Jon Turlock
Planning & Development Officer
Reviewed by: Kevin Pearson, MCIP
Director of Development Services

Appendices

1. Location map
2. Ortho photo
3. Site plan
4. Owner's letter
5. Engineering Dept. comments



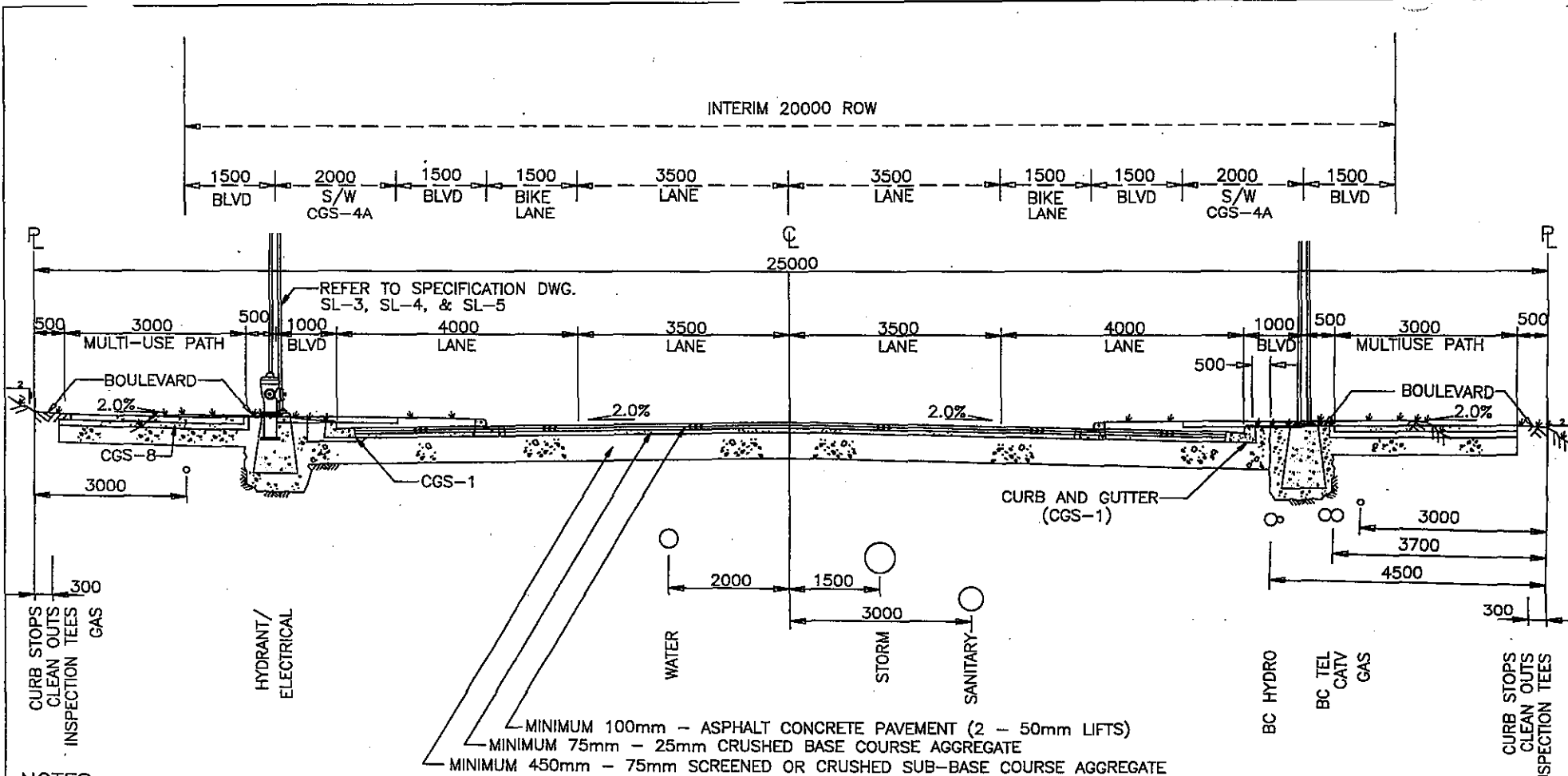
Subject Property



NOT FOR CONSTRUCTION



WILMARK HOMES PARK HILL SUBDIVISION PHASE 1 6810 PARK HILL ROAD		Client Project No. 1644-1-001
Prepared by 02/24/2019		Checked by 02/24/2019
Drawn by 02/24/2019		Surveyed by 02/24/2019
Approved by 02/24/2019		Date 02/24/2019
REFERENCE DRAWINGS		
1. 1644-1-001		
2. 1644-1-001		
3. 1644-1-001		
4. 1644-1-001		
5. 1644-1-001		
6. 1644-1-001		
7. 1644-1-001		
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33. 1644-1-001		
34. 1644-1-001		



NOTES:

- 1) All utility appurtenances to be set to designed boulevard grade.
- 2) Boulevards to be graded towards the Roadway (Maximum 5% and Minimum 2%)
- 3) All materials shall be supplied and placed in accordance with schedule B, Part 3.0 and Schedule D, Approved material list.
- 4) Grades in excess of 2H:1V shall be recommended by a geotechnical engineer and approved by the City Engineer.

CITY OF SALMON ARM			25m R/W Urban Arterial Road Cross-Section		
No.	Revision	Date	Date	Approved	SPECIFICATION DRAWING No.
A	ISSUED FOR APPROVAL	07/14/16	10-11-2016	<i>[Signature]</i> City Engineer	RD-4

Adopted by Council October 11, 2016

ONSITE

Engineering Ltd.

March 7, 2018

City of Salmon Arm
500 – 2nd Avenue NE
Salmon Arm, BC
V1E 4N2

OEL File #: 1644-1
City File #:

Attn: Salmon Arm Council, Director of Development Services

Re: Proposed rezoning and subdivision of 6810 Park Hill Road legally described as Amended LS 15 of Section 31, Twp 20, R9, W6M, KDYD, except Plans 10393 and 21686

On behalf of our client Wilmark Homes Ltd./Homecraft Construction Ltd. we are applying for the rezoning of the property at 6810 Park Hill Road in Canoe, Salmon Arm, BC. The current zoning is R1, R4 and R7. We're requesting to rezone the entire property to R1.

Further we are applying to amend the Official Community Plan to remove the neighborhood park requirement from the subject site.

Thirdly we are applying to subdivide the property as per the attached plan titled "Proposed Phase I".

Lastly we are applying for a variance with respect to the frontage improvements for Park Hill Road.

History of the site:

The initial start of the development of the site dates back to 2007. Based on the old Subdivision Bylaw a concept road and lot layout was designed. The layout resulted in the rezoning of the site into 3 zones: R1, R4 and R7. The zoning boundaries coincided with the then proposed road centerlines. The development never proceeded to the construction phase.

City Staff recognized that development of the site is complicated due to the presence of moderate to moderately steep slopes on the site. Therefore, to increase development opportunities, the site is designated "Hillside Development Area" in the new Subdivision Bylaw 4163. This designation provides alternate engineering requirements for road right of way width, road surface width, road right of way grading, and allows for single direction vehicle traffic amongst other items. Our client retained Onsite Engineering Ltd. (OEL) to review the new Bylaw and to conceptually design a new road and lot layout based on the new Bylaw. The road and lot layout design has been informally discussed between City Staff and OEL Staff and we agree that the road and lot layout is generally suitable. The new road and lot layout however do not coincide with the existing zoning boundaries and therefore rezoning is required.

Proposed zoning:

The proposed road network consists of a ring road with access to and from Park Hill Road and 3 internal roads with access to and from the ring road. The ring road is a "standard" two-way road (18 metre ROW width). There are 2 internal roads that are narrower roads that only allow one-way traffic (12 metre ROW

North Vancouver
Unit 2 - 252 East 1st
North Vancouver, BC V7L 1B3
Tel: (778) 802-1263
Fax: 1-866-235-6943

Abbotsford
106-2825 Clearbrook Rd
Abbotsford, BC V2T 6S3
Tel: (604) 996-4722
Fax: 1-866-235-6943

Campbell River
1040 Cedar Street
Campbell River, BC V9W 7E2
Tel: (250) 287-9174
Fax: 1-866-235-6943

Salmon Arm
201 – 231 TransCanada Hwy;
Box 2012
Salmon Arm, BC V1E 4R1
Tel: (236) 836-6004

Prince George
3661 15th Avenue
Prince George, BC V2N 1A3
Tel: (250) 562-2252
Fax: 1-866-235-6943

width). The most western internal road and the south internal road are standard two-way traffic roads. Our client is requesting to rezone the entire property to R1.

It is expected that some individual home purchasers will be applying to rezone their property to R8. It is up to future Councils to review and approve individual rezoning request; however, for the one-way roads Staff and the developer agree that R8 zoning would cause too much pressure on the road system, both due to moving traffic and due to parking. Further it is expected that snow clearing will become an issue if excessive parking on the road takes place. Therefore we not only request rezoning of the internal areas serviced by one-way roads to R1 (low density) but also request Council to decide in principle not to allow rezoning of these properties to R8 in the future. This will enhance the attractiveness of the subdivision as a whole.

Official Community Plan:

The Official Community Plan proposes greenways and a neighborhood park on the subject property; however, the OCP is not specific as to where exactly these items are to be situated. This leaves the interpretation to the Approving Officer. The feasibility of the entire subdivision will be strongly affected by the park. In discussions between City Staff and OEL Staff we concluded that cash in lieu for parkland over actual land dedication likely would be supported by City Staff. Our client is in favour of this solution and therefore we request to amend the OCP and remove the neighborhood park requirement from the site. Note that the developer will accommodate and construct greenways as per OCP.

Variances:

The development site fronts Park Hill Road and therefore frontage improvements are required. These requirements are listed in the PLA City File 17.24 dated February 27 2018. On behalf of our clients we apply for one variance.

City Staff and OEL staff agree that the preferred process is to insert the variance application in the rezoning, subdivision, and OCP amendment applications instead of initiating a new variance process after the PLA is issued. Therefore OEL and Engineering Staff have discussed the requirements to be expected as those defined by Bylaw 4163 specification drawing RD-4. Our client's variance request is as follows.

The triangle area west of Park Hill Road is "hooked" to the main site. The client has no intention to subdivide this lot, rather sell it as one individual lot. The lot will be serviced off of the infrastructure that is to be constructed in the northern access road to the subdivision. Since the lot will not be subdivided we request to waive the requirement to upgrade the west side of Park Hill Road to the RD-4 standard.

If you have any questions, please contact us.

Sincerely,

ONSITE ENGINEERING LTD.



J. van Lindert



B. Pellett, P.Eng.

Cc: Wilmark Homes Ltd./Homecraft Construction Ltd.



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

TO: Kevin Pearson, Director of Development Services
DATE: 08 March, 2018
OWNER: **Homecraft Construction Ltd.**, 33677 Arcadian Way, Abbotsford, V2S 7T4
APPLICANT: Owner
AGENT: Onsite Engineering (J. Van Lindert), Box 2012, Salmon Arm, BC V1E 4R1
DATE: September 14, 2017
SUBJECT: **DEVELOPMENT VARIANCE PERMIT APPLICATION NO. VP-465**
LEGAL: Amended Legal Subdivision 15 of Section 31, Township 20, Range 9, W6M, KDYD, Except Plans 10393 & 21686
CIVIC: **3571 – 20 Street NE**
ASSOCIATED: 17.24
PREVIOUS: OCP3000-35/ZON-841

Further to the request for variance dated 14 September, 2017 and Onsite Engineering's subsequent letter dated 7 March, 2018; the Engineering Department has thoroughly reviewed the site and offers the following comments and recommendations, relative to the variance requested:


The applicant now requests only one variance to Subdivision & Development Servicing Bylaw No. 4163 (SDSB), Section 4.0:

1. Waive the requirement to upgrade the west side of Park Hill Road to the RD-4 standard.

The subject property is in two parts, hooked across Park Hill Road. All of the proposed development is on the east side of Park Hill Road except a single lot being created on the triangle of land to the west of the road. With the exception of this triangle of land, all other land on the west side of Park Hill Road is outside of the Urban Containment Boundary (UCB) and in the ALR and will therefore be unlikely to ever be developed. Upgrading this small section of the west side of the road would therefore be of little value.

The Engineering Department recommends that the request to waive the requirement to upgrade the west side of Park Hill Road to the RD-4 standard be approved, subject to registration of a covenant on title, preventing further subdivision until full frontage works have been completed.


Chris Moore
Engineering Assistant


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

From: Jan VanLindert [<mailto:jvanlindert@onsite-eng.ca>]
Sent: April 16, 2018 11:57 AM
To: Kevin Pearson
Cc: Jon Turlock
Subject: Kingma covenant

Hi Kevin,

Could you please convey to Councillor Harisson and possibly the others as well that my clients confirm that they have no intention to further subdivide the triangle lot west of Park Hill Road and that they have no objection to the covenant on title for lot 34.

Thanks Kevin.

Jan

ONSITE
Engineering Ltd.

Jan van Lindert

Civil Technologist

o: 250-833-5643 ext: 2015

a: #201-231 Trans Canada Hwy
PO Box 2012 Salmon Arm, BC V1E 4R1

w: www.onsite-eng.ca e: jvanlindert@onsite-eng.ca

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Notice is hereby given that the Council of the City of Salmon Arm will hold Public Hearings in Room 100 at City Hall, 500 - 2 Avenue NE, Salmon Arm, BC, on **Monday, April 23, at 7:00 p.m.**

Proposed Amendment to Zoning Bylaw No 2303:

Rezone Amended Legal Subdivision 15, Section 31, Township 20, Range 9, W6M, KDYD, except Plans 10393 and 21686 from R-4 (Medium Density Residential) and R-7 (Large Lot Single Family Residential Zone) to R-1 (Single Family Residential Zone).

Civic Address: 6810 Park Hill Road NE

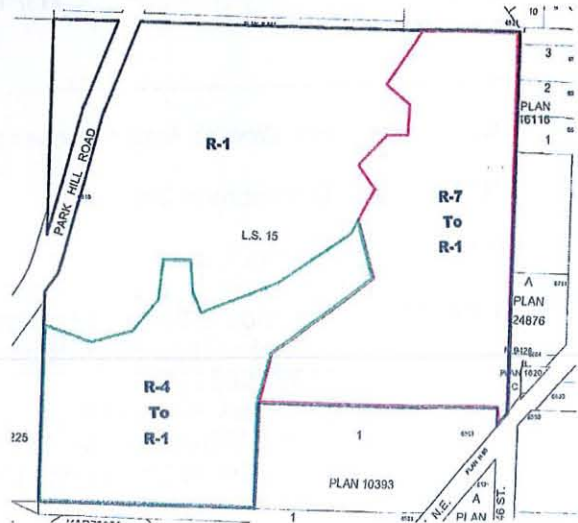
Location: South of Canoe Beach Drive NE and north of 60 Avenue NE

Present Use: Vacant property

Proposed Uses: To facilitate single family residential development

Owners / Applicant: Wilmark Construction Ltd. / Homecraft Construction Ltd. / Onsite Engineering Ltd.

Reference: ZON-1109/ Bylaw No. 4258



2. a) **Proposed Amendment to Official Community Plan Bylaw No. 4000:**
Redesignate that part of Amended Legal Subdivision 15, Section 31, Township 20, Range 9, W6M, KDYD, except Plans 10393 and 21686 from "Medium Density Residential" to "Low Density Residential."

- b) Amend Map 11.1 - "remove Proposed Neighbourhood Park".

Civic Address: 6810 Park Hill Road NE

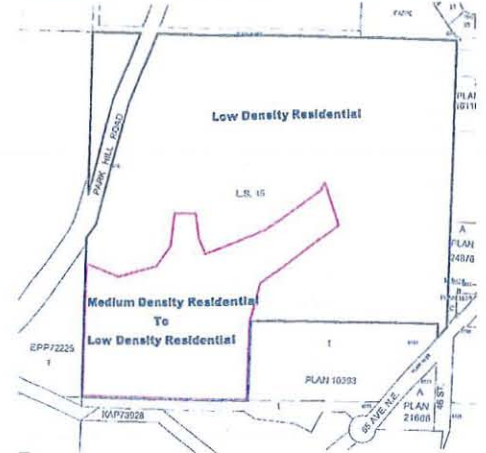
Location: South of Canoe Beach Drive NE and north of 60 Avenue NE

Present Use: Vacant Property

Proposed Uses: To facilitate single family residential development

Owners / Applicant: Wilmark Homes Ltd. / Homecraft Construction Ltd. / Onsite Engineering Ltd.

Reference: OCP4000-32/ Bylaw No. 4257 and ZON-1109/ Bylaw No. 4258



The files for the proposed bylaws are available for inspection between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday, excluding holidays from April 10, 2018 to April 23, 2018, both inclusive, in the office of the Corporate Officer at the City of Salmon Arm, 500 - 2 Avenue NE.

Those who deem their interest affected by the proposed bylaw are urged to review the file available in the Development Services Department (or telephone 250-803-4021) to obtain the facts of the proposal prior to the Public Hearing.

Erin Jackson, Corporate Officer

Advertise Salmon Arm Observer: April 11 and April 18, 2018



City of Salmon Arm
Development Services Department Memorandum

TO: Her Worship Mayor Cooper and Council

FROM: Development Services

DATE: March 21, 2018

SUBJECT: Provision of Park Land - CSA Files OCP4000-32; ZON.1109; & Sub.17.24
 Amended Legal Subdivision 15 of Sec. 31, Tp. 20, R. 9, W6M, KDYD, except Plans
 10393 and 21686
 6810 Park Hill Road NE
 Owner: Wilmark Homes Ltd. / Homecraft Construction Ltd.
 Agent: Onsite Engineering Ltd. (Jan van Lindert)

FOR INFORMATION

At the time of subdivision, the *Local Government Act* requires that:

510 (1) An owner of land being subdivided must, at the owner's option,

- (a) provide, without compensation, park land of an amount and in a location acceptable to the local government , or
- (b) pay to the municipality or regional district an amount that equals the market value of the land that may be required for park land purposes under this section as determined under subsection (6) of this section. (see Appendix 1)

Despite Section 510(1), Section 510(2)(b) provides that if an Official Community Plan contains policies and designations respecting the location and type of future parks, the local government may determine whether the owner must provide land under subsection (1)(a) or money under subsection (1)(b).

The *Act* further requires that, the amount of land that may be required or used for establishing the amount that may be paid under subsection 510(1)(b) must not exceed 5% of the land being proposed for subdivision and, if an owner is to pay money , the value of the land is whichever of the following is applicable:

510 (6)

- (a) if the local government and owner agree on a value for the land, the value on which they have agreed;
- (b) the average market value of all the land in the proposed subdivision calculated
 - i) as that value would be on the date of preliminary approval of the subdivision or, if no preliminary approval is given, a date within 90 days before the final approval of the subdivision,
 - ii) as though the land is zoned to permit the proposed use, and

iii) as though any works and services necessary to the subdivision have not been installed.

The *Act* further requires that, if dedication or cash-in-lieu is required, the equivalent amount be deducted from the applicable park component of the Development Cost Charges. (see Appendix 2)

The proposed Parkhill Road NE subdivision was granted preliminary approval on February 27, 2018 and the 2017 and the preliminary 2018 assessed land value of the property is \$1,173,900.00. It is currently anticipated that the proposed subdivision will create 130 single family residential parcels:

Cash -in-lieu (<i>based on 5% of the assessed land value in accordance with Sec. 510(5) of the Act</i>)	\$ 58,695.00
Plus: Park Development Cost Charges payable	
130 new parcels x \$1,056.66 per parcel	\$137,365.80
Less: equivalent of cash-in-lieu	<u>\$ 58,695.00</u>
	\$ 78,670.80

With the applicant's current proposal, the City would collect \$58,695.00 under the Park Land provisions of the *Act* and \$78,670.80 under the Park component of the Development Cost Charge provisions, for a total of \$137,365.80.

As the above calculations demonstrate, the collection of additional monies under the cash-in-lieu provision would have no affect to the total amount collected as the cash-in-lieu amount must be deducted from the Park component of the Development Cost Charges.


Prepared by: Jon Turlock
Planning & Development Officer

Appendices

1. *Local Government Act* - Section 510
2. *Local Government Act* - Section 565

Requirement for provision of park land or payment for parks purposes

510 (1) Subject to this section and section 516 (3) (h) and (4) [*phased development agreement rules*], an owner of land being subdivided must, at the owner's option,

(a) provide, without compensation, park land of an amount and in a location acceptable to the local government, or

(b) pay to the municipality or regional district an amount that equals the market value of the land that may be required for park land purposes under this section as determined under subsection (6) of this section.

(2) Despite subsection (1),

(a) if a regional district does not provide a community parks service, the option under subsection (1) (b) does not apply and the owner must provide land in accordance with subsection (1) (a), and

(b) subject to paragraph (a), if an official community plan contains policies and designations respecting the location and type of future parks, the local government may determine whether the owner must provide land under subsection (1) (a) or money under subsection (1) (b).

(3) Subsection (1) does not apply to the following:

(a) subject to subsection (4), a subdivision by which fewer than 3 additional lots would be created;

(b) a subdivision by which the smallest lot being created is larger than 2 hectares;

(c) a consolidation of existing parcels.

(4) Subsection (1) does apply to a subdivision by which fewer than 3 additional lots would be created if the parcel proposed to be subdivided was itself created by subdivision within the past 5 years.

(5) The amount of land that may be required under subsection (1) (a) or used for establishing the amount that may be paid under subsection (1) (b) must not exceed 5% of the land being proposed for subdivision.

(6) If an owner is to pay money under subsection (1) (b), the value of the land is whichever of the following is applicable:

(a) if the local government and the owner agree on a value for the land, the value on which they have agreed;

(b) the average market value of all the land in the proposed subdivision calculated

(i) as that value would be on the date of preliminary approval of the subdivision or, if no preliminary approval is given, a date within 90 days before the final approval of the subdivision,

- (ii) as though the land is zoned to permit the proposed use, and
- (iii) as though any works and services necessary to the subdivision have not been installed.

(7) If an owner and a local government do not agree on the average market value for the purpose of subsection (6), it must be determined in the manner prescribed in the regulations that the minister may make for this purpose.

(8) If an area of land has been used to calculate the amount of land or money provided or paid under this section, that area must not be taken into account for a subsequent entitlement under subsection (1) in respect of any future subdivision of the land.

(9) Subject to subsection (11), the land or payment required under subsection (1) must be provided or paid to a municipality or regional district as follows:

- (a) subject to paragraph (b), before final approval of the subdivision is given;
- (b) if the owner and the local government enter into an agreement that the land or payment be provided or paid by a date specified in the agreement, after final approval of the subdivision has been given.

(10) Notice of an agreement under subsection (9) (b) must be filed with the registrar of land titles in the same manner as a notice of a permit may be filed and section 503 [*notice of permit on land title*] applies.

(11) Despite subsection (9), the minister may, by regulation,

- (a) authorize the payment that may be required by this section to be made by instalments, and
- (b) prescribe the conditions under which instalments may be paid.

(12) If land is provided for park land under this section, the land must be shown as park on the plan of subdivision.

(13) Section 107 [*deposit in land title office operates to dedicate and vest park land*] of the Land Title Act applies to park land referred to in subsection (12), except that,

- (a) in the case of land within a municipality, title vests in the municipality, and
- (b) in the case of land outside a municipality, title vests in the regional district if it provides a community parks service.

(14) If an owner pays money for park land under this section, the municipality or regional district must deposit this in a reserve fund established for the purpose of acquiring park lands.

Deductions from development cost charges

565 (1) Despite a development cost charge bylaw, if

(a) a local government has imposed a fee or charge or made a requirement under

(i) section 397 [*regional district fees and charges*],

(ii) section 194 [*municipal fees*] of the Community Charter,

(iii) Division 11 [*Subdivision and Development: Requirements and Related Matters*] of this Part,
or

(iv) section 729 [*regulations and procedures for subdivision*] of the *Municipal Act*, R.S.B.C.
1979, c. 290, before the repeal of that section became effective,

for park land or for specific services outside the boundaries of land being subdivided or
developed, and

(b) the park land or services referred to in paragraph (a) are included in the calculations used to
determine the amount of a development cost charge,

the amount of the fee or charge imposed or the value of the requirement made, as referred to in
paragraph (a), must be deducted from those classes of development cost charges that are
applicable to the park land or the types of services for which the fee or charge was imposed or
the requirement was made.

* * *



City of Salmon Arm
Development Services Department Memorandum

TO: Her Worship Mayor Cooper and Council

FROM: Development Services

DATE: March 12, 2018

SUBJECT: Official Community Plan Amendment Application File No. OCP4000-32
 Zoning Amendment Application File No. ZON.1109
 Amended Legal Subdivision 15 of Sec. 31, Tp. 20, R. 9, W6M, KDYD, except Plans 10393 and 21686
 6810 Park Hill Road NE
 Owner: Wilmark Homes Ltd. / Homecraft Construction Ltd.
 Agent: Onsite Engineering Ltd. (Jan van Lindert)

Motion for Consideration

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

- 1) Re-designate that part of Amended Legal Subdivision 15 of Sec. 31, Tp. 20, R. 9, W6M, KDYD, except Plans 10393 and 21686 as shown on Appendix 10, from Medium Density Residential to Low Density Residential; and
- 1) Amend Map No. 11.1 by removing the proposed Neighbourhood Park on Amended Legal Subdivision 15 of Sec. 31, Tp. 20, R. 9, W6M, KDYD, except Plans 10393 and 21686.

AND THAT: Pursuant to Section 475 of the *Local Government Act*, Council has considered the Official Community Plan amendment after appropriate consultation with affected organizations and authorities.

AND THAT: Pursuant to Section 477(3)(a) of the *Local Government Act*, Second Reading of the Official Community Plan amendment be withheld pending Council's consideration of the proposed Official Community Plan amendment in conjunction with:

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

AND THAT: A bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 as follows:

- 1) Rezone that Part of Amended Legal Subdivision 15 of Sec. 31, Tp. 20, R. 9, W6M, KDYD, except Plans 10393 and 21686 as shown on Appendix 11, from R-4 (Medium Density Residential) and R-7 (Large Lot Single Family Residential) to R-1 (Single Family Residential).

AND THAT: Final Reading of the Zoning Bylaw be withheld pending:

- 1) Approval of the Ministry of Transportation & Infrastructure; and
- 2) Final Reading of the Official Community Plan Amendment Bylaw.

Staff Recommendation

THAT: The Motion for Consideration be adopted.

Proposal

The subject property is located at 6810 Park Hill Road NE. The property is approximately 14 hectares in size and is vacant. The owner is applying for Official Community Plan (O.C.P.) and Zoning Bylaw amendments to permit construction of approximately 131 residential parcels. A location map, ortho photo and sketch plans of the proposed subdivision are attached as Appendices 1 through 3.

Background

The subject property is located within Residential Development Area 'A' and is designated Low Density Residential and Medium Density Residential in the O.C.P.. The property is zoned R-1 (Single Family Residential), R-4 (Medium Density Residential), R-7 (Large Lot Single Family Residential) and R-9 (Estate Residential). O.C.P. and Zoning maps are attached as Appendices 4 and 5.

The property is also located within an Urban Hillside Development Area as identified on Map 1 in Schedule A of Subdivision and Development Servicing Bylaw No. 4163. A copy of Map1 together with a Contour map and an Ortho showing steep slope areas are attached as Appendices 6 through 8. The Hillside Development Area criteria allow for consideration of narrower road widths, including one-way roads, lanes and decreased turn around areas where topography warrants.

The property has been the subject of four previous O.C.P. and zoning amendment applications:

1. In 1993, an application to rezone the property to R-6 (Mobile Home Park) was defeated by Council at third reading (File: ZON-413). Area residents expressed concerns with the density of development and the creation of another mobile home park in Canoe.
2. In 1994, an application to rezone the property from A-2 (Rural Holding) to R-1 (Single Family Residential) was also defeated at third reading (File: ZON-482). Area residents primarily expressed concerns with the proposed density of development.
3. In 1996, an application to rezone the property from A-2 (Rural Holding) to R-7 (Large Lot Single Family Residential) was adopted by Council (ZON-514). The application received little, if any, opposition and was supported by a number of area residents.
4. In 2008, an application to re-designate part of the property from Low Density Residential to Medium Density Residential and to rezone portions of the property from R-7 (Large Lot Single Family Residential) to R-1 (Single Family Residential), R-4 (Medium Density Residential) and R-9 (Estate Residential) zones was adopted by Council (ZON- 841). No concerns were expressed by area residents.

With the 2008 application, the O.C.P. and zoning boundaries were determined by the proposed internal road network and this restricted the subdivision layout, lot sizes and residential uses to that road network. A copy of the proposed development in 2008 is attached as Appendix 9. The applicants have now re-designed the proposed subdivision to remove the Medium Density Residential portion and to take advantage of the Urban Hillside Development Area provisions which were incorporated into Subdivision and Development Servicing Bylaw No. 4163 in 2016. As a result, they are requesting that the Medium Density Residential designation be removed and the entire property east of Park Hill Road NE be designated Low Density Residential and that the R-4 and R-7 portions be rezoned to R-1. The triangular portion of the property west of Park Hill Road NE will retain its current R-9 zoning. The proposed O.C.P. and Zoning Amendments are shown on Appendices 10 and 11.

Parks and Greenways

At the time of the 2008 application, the O.C.P. did not identify a need for a park on the subject property but it was recommended by City staff that given the size of the proposed residential subdivision, it would be appropriate to have a small neighbourhood park included in the development. Council agreed with staff's recommendation and the requirement for a park at this location was incorporated into the current O.C.P. in 2011. The applicants are now requesting that the park dedication requirement be removed from the property and that only the identified greenways be required. O.C.P. Map 11.1 (Existing and Proposed Parkland) and Map 11.2 (Existing and Proposed Greenways) are attached as Appendices 12 and 13.

As the O.C.P. now identifies a need for a park at this location, Section 510 of the Local Government Act requires that the owner/developer provide, without compensation, park land of an amount (not exceeding 5% of the land being subdivided) in a location acceptable to the City. Five percent of the land area of the subject property is 7,000 square metres. Should Council agree to remove the requirement for parkland dedication, the applicant would pay an amount that equals the market value of 5% of the land in accordance with Section 510. The value of the land is calculated on the basis of the average market value of all the land in the subdivision as that value would be on the date of preliminary layout approval of the subdivision or as agreed by the City and the applicant. In lieu of requiring an independent appraisal of the market value, the City often accepts 5% of the current assessed land value. The 2017 assessed land value and the preliminary 2018 assessed value is \$1,173,900.00 which equates to a \$58,650.00 payment under the park land provisions of the Act. Section 510(14) of the Local Government Act requires that this payment be deposited into a reserve fund for the purpose of acquiring park lands.

As shown in Appendices 12 and 13, in addition to the Neighbourhood Park identified on the subject property, the O.C.P. identifies the large Community Park immediately to the north, an existing greenway adjacent to the south boundary and proposed greenways adjacent to the north boundary, along Park Hill Road and north/south through the property.

Site Context:

North: City owned properties zoned P-1 (Park & Recreation) and R-1 (Single Family Residential)
 South: Golf course (Club Shuswap Golf & RV) zoned P-1 and Rural Residential lots zoned A-2 (Rural Holding)
 East: Residential lots zoned R-1 (Single Family Residential)
 West: Residential lot zoned R-9 (Estate Residential) and a Rural Residential lot zoned A-2 (Rural Holding)

Local Government Act - Section 475

Pursuant to Section 475 of the Local Government Act (consultation during O.C.P. development / amendments), the proposed O.C.P. amendments were referred to the following external organizations on December 4, 2017:

Adams Lake Indian Band	No response to date
Neskonlith Indian Band	No response to date
Economic Development Society	No response to date
Interior Health Authority	No response to date

Local Government Act - Section 477

Pursuant to Section 477(3)(a) of the Local Government Act (adoption procedures for an O.C.P. amendment), Council must consider O.C.P. amendments in relation to the City's Financial and Liquid Waste Management Plans. In the opinion of staff, the proposed development is consistent with both the City's Financial and Liquid Waste Management Plans.

Staff Comments

Staff have reviewed the proposal and provide the following:

Building Department

No concerns.

Fire Department

No concerns

Engineering Department

See Appendix 14.

Planning Department

Proposed Subdivision

The current Hillside Development provisions in Subdivision and Development Servicing Bylaw No. 4163 were not available to the developer with the previous application and the resulting development was not ideal given the topographic limitations. A number of lots had awkward panhandle accesses, three of the internal roads were to be dead-end cul-de-sacs and the proposed Medium Density Residential area required a long panhandle access to provide emergency access. With the current layout, all roads are through roads, the panhandle lots have been eliminated and the two short one-way roads allow the developer to achieve a slightly higher lot count. As with the previous design however, the smaller residential parcels are limited to the flatter areas of the property and larger parcels are being retained in the steeper areas.

Proposed O.C.P. and Zoning Amendments

As previously noted, the current O.C.P. and zoning designations on the property follow the road network of the previous subdivision proposal and although this approach works in many situations, it can also create issues when changes to the road network are desired or necessary. The current proposal to designate all of the property Low Density Residential and rezone it to R-1 (Single Family Residential) removes these constraints and allows for design changes should they be needed as the development proceeds.

Due to the narrower road width, limited parking and snow removal requirements on the proposed one-way internal roads, the owner/developer has agreed to limit the residential uses on all parcels fronting these roads to one single family dwelling and, as a condition of subdivision approval, Land Title Act, Section 219 covenants will be registered to prohibit secondary and detached suites on these lots. Property owners will still have the option of applying for rezoning to R-8 (Residential Suite) on the other parcels within the development.

Park and Greenway Requirements

At the request of the applicant, staff has again reviewed the existing and potential park opportunities in this area. As previously noted, there is a large natural city park to the north and the property has greenways identified on three sides and one through the property. The amount of land available through the park requirements of the Local Government Act is 7,000 square metres which would likely restrict any park within the subdivision to a 'tot lot' or small unstructured play space. There a number of these lots throughout the community but most have not been developed for their intended use and the City has no plans or budget for their development in the foreseeable future. Given the existing recreational opportunities in the area, the limited size of the park dedication and the likelihood that a park would not be developed for its intended purpose for quite some time, staff are recommending that City approve the O.C.P. amendment to remove the park dedication requirement and that the developer provide a cash contribution towards funding of future park acquisitions.


As a condition of subdivision approval, the applicants will be required to construct the identified greenways along Park Hill Road and through the development. These new greenways will provide connections between the existing greenways to the north and south and provide access to the large park north of the property, the Lakeside Pines subdivision and Canoe Beach Drive.

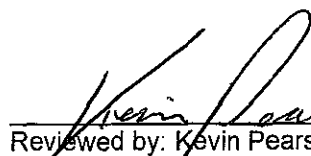
Summary

The proposed development will create an additional 131 residential lots within the Urban Containment Boundary and Residential Development Area 'A'. The development recognizes the topographical limitations of the property and the revised road network improves traffic flows and reduces the City's maintenance concerns, primarily with snow removal.

A small neighbourhood park within a subdivision of this size can be a beneficial amenity but only if it is developed for its intended purpose. As the City has no immediate plans to develop these type of parks and given the existing recreational lands in this area, a cash in lieu contribution would likely provide a larger benefit in terms of future parkland acquisition.

It should be noted that the applicants have also submitted a Variance Permit Application (VP-465) to have some of the servicing requirements associated with the proposed subdivision reduced or eliminated. The requested variances are being addressed in a separate report and will not affect the requested O.C.P. and zoning amendments. A letter from the applicant's agent outlining the requested O.C.P. and zoning amendments and the requested variances is attached as Appendix 15.

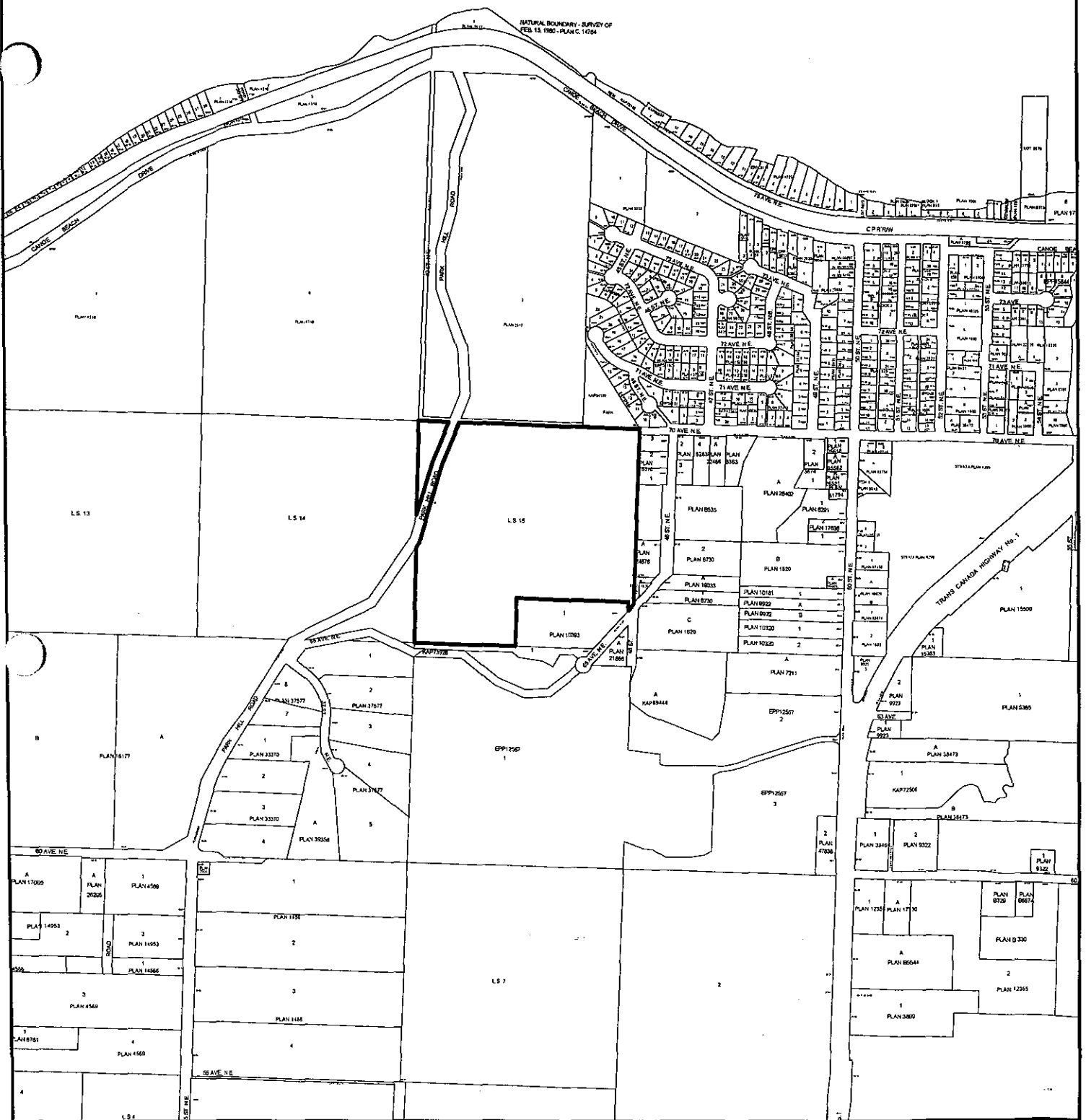

 Prepared by: Jon Turlock
 Planning & Development Officer


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

1. Location map
2. Ortho photo
3. Sketch plan of proposed subdivision
4. OCP map
5. Zoning map
6. Map 1, Schedule A of Bylaw No. 4163.
7. Topographical map
8. Steep slopes ortho

9. 2008 proposed subdivision layout
10. Proposed O.C.P. amendment (MR to LR)
11. Proposed zoning amendments
12. O.C.P. Map 11.1
13. O.C.P. Map 11.2
14. Engineering Dept. comments.
15. Agent's letter dated Feb. 26/18

NATURAL BOUNDARY - SURVEY OF
FEB. 13, 1980 - PLAN C. 14754



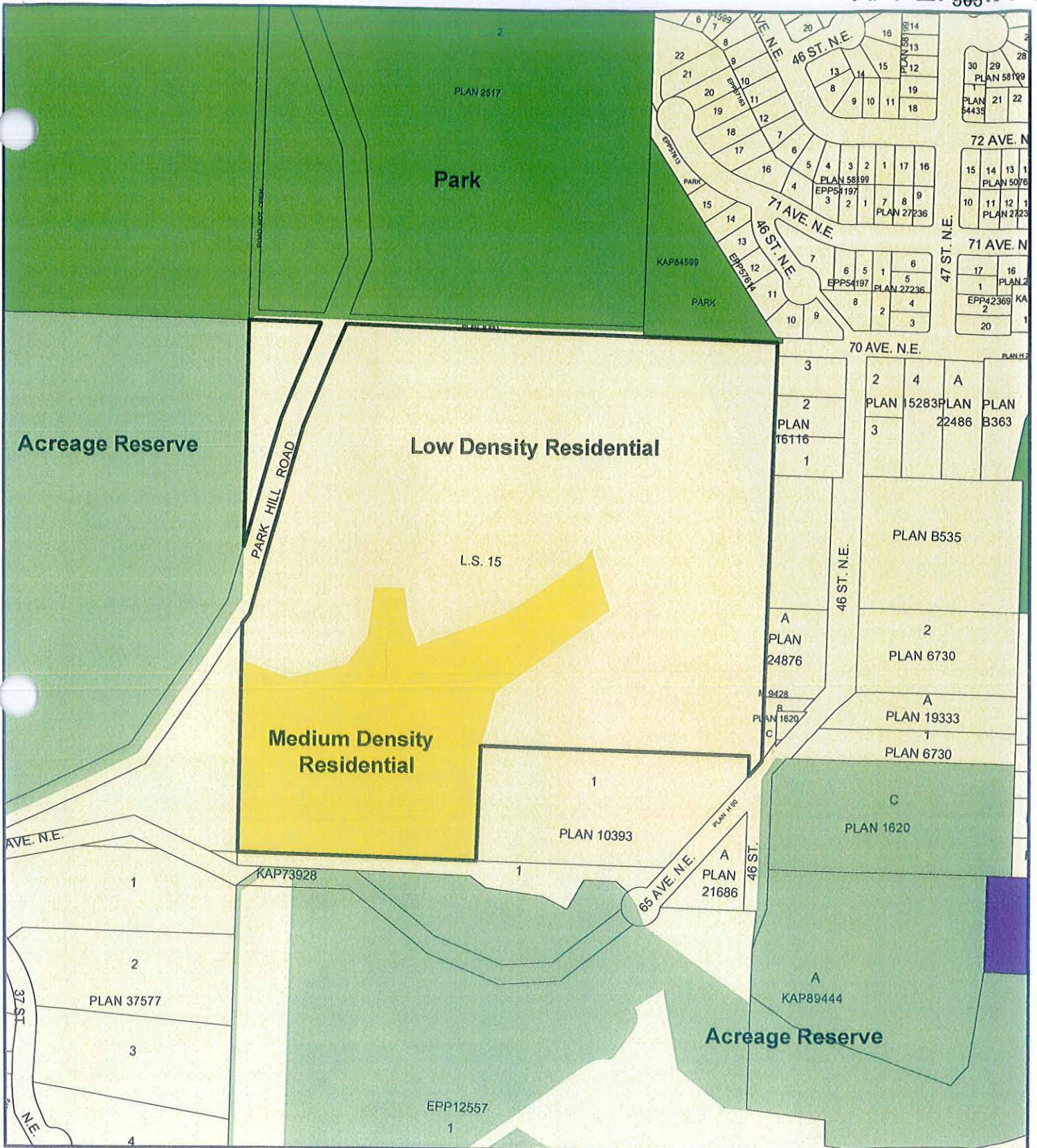
Subject Property

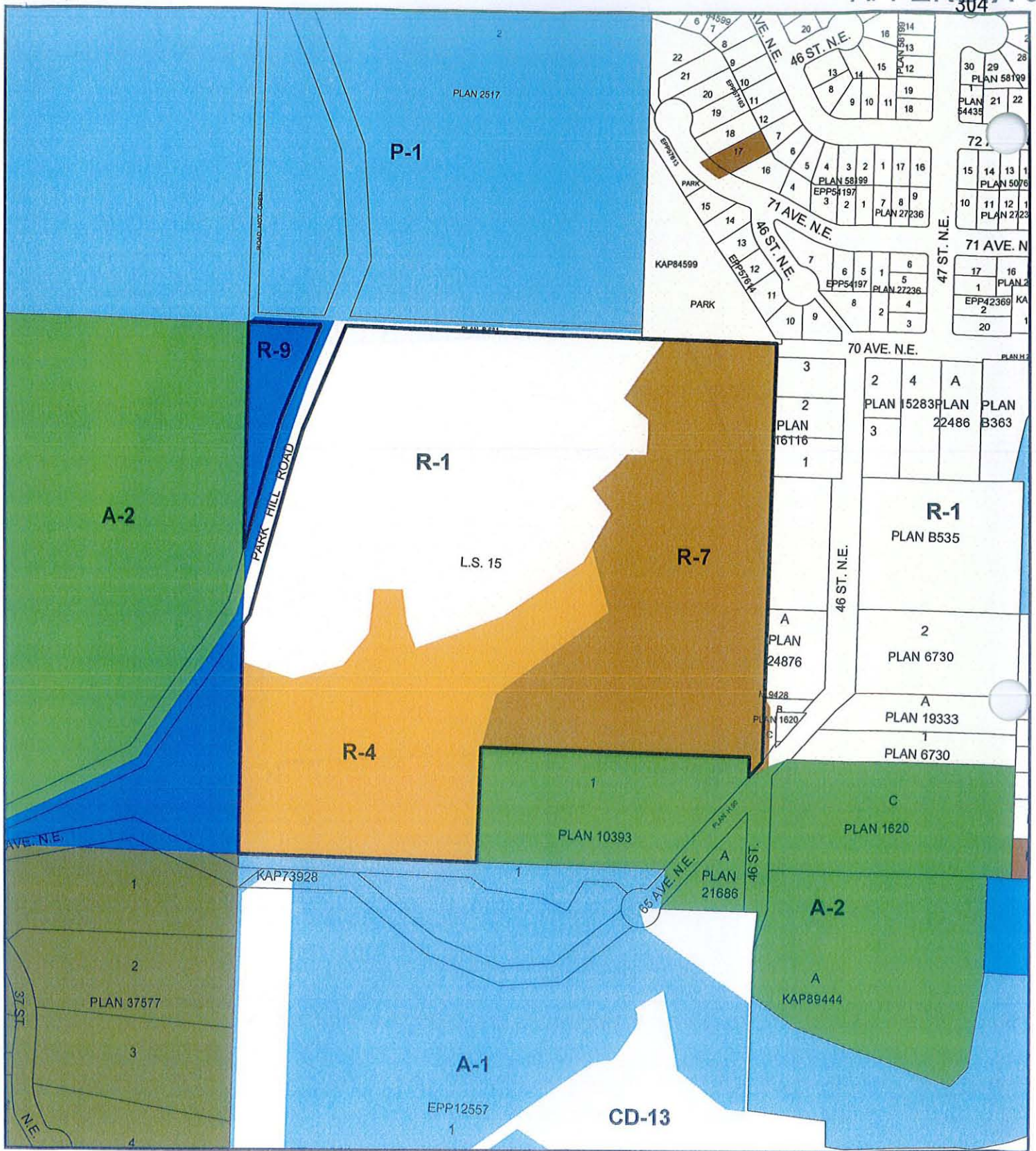
Location Map

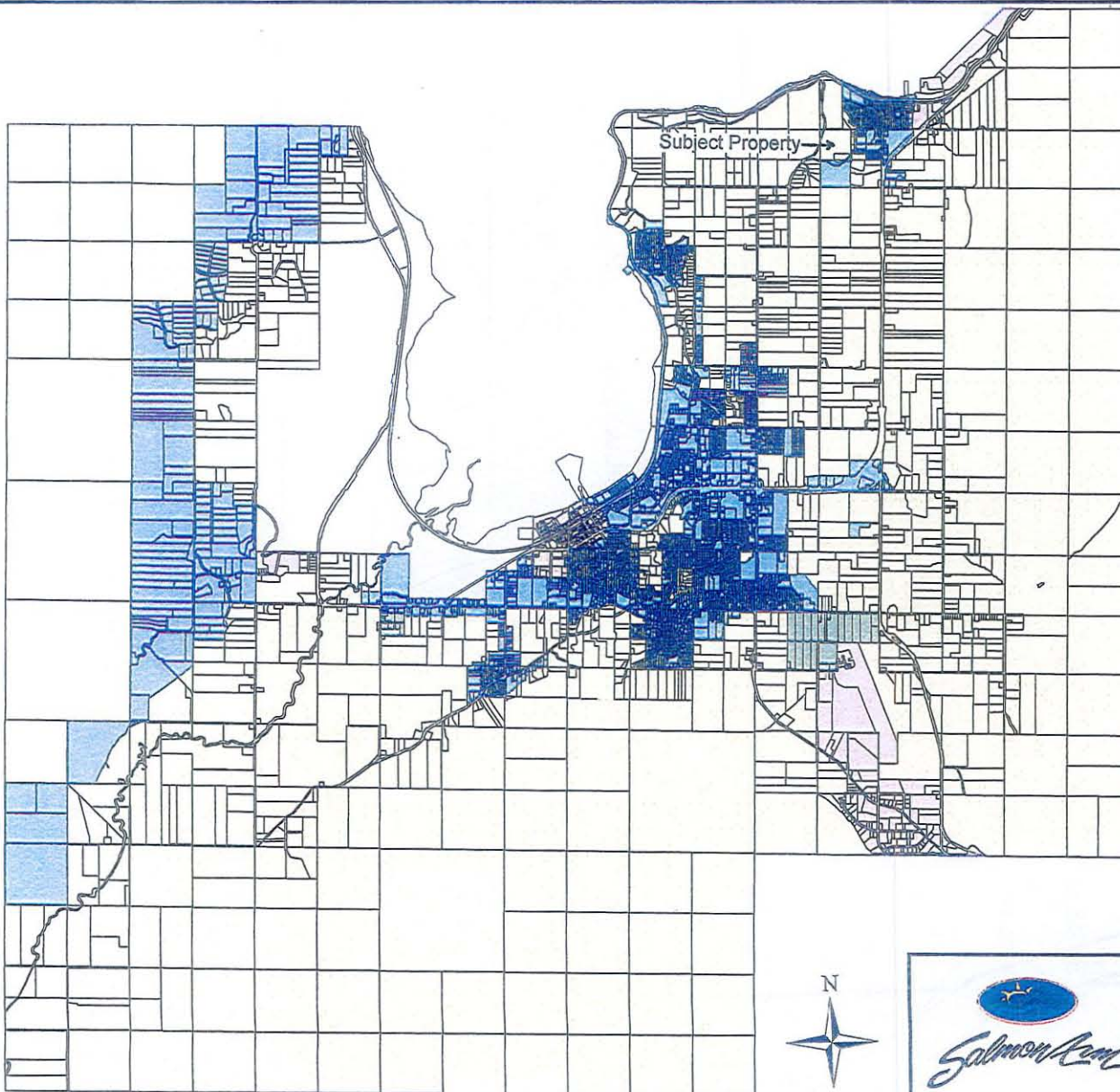


Subject Property














Legend

-  Industrial Development Area
-  Light Industrial Development Area
-  Rural Development Area
-  Urban Development Area
-  Town Centre Development Area
-  Rural Hillside Development Area
-  Urban Hillside Development Area

NOTE:

1. In the event of a discrepancy between this Schedule 'A' Bylaw No. 4163 and the Official Community Plan land maps, the land mapping shall take precedence.
2. Where the boundary between an "Urban Development Area" and a "Rural Development Area" is shown to be along a highway, the entire highway right-of-way is deemed to be within the "Urban Development Area"
3. A more detailed map is available for viewing on the City of Salmon Arm's Geographical Information System at City Hall.
4. Roadways along the boundary or two different development areas shall meet the higher service level standard.



SCHEDULE A

SUBDIVISION AND DEVELOPMENT
SERVICING BY-LAW No. 4163

Scale:
1:55,000

Map: **1**
August 3, 2016

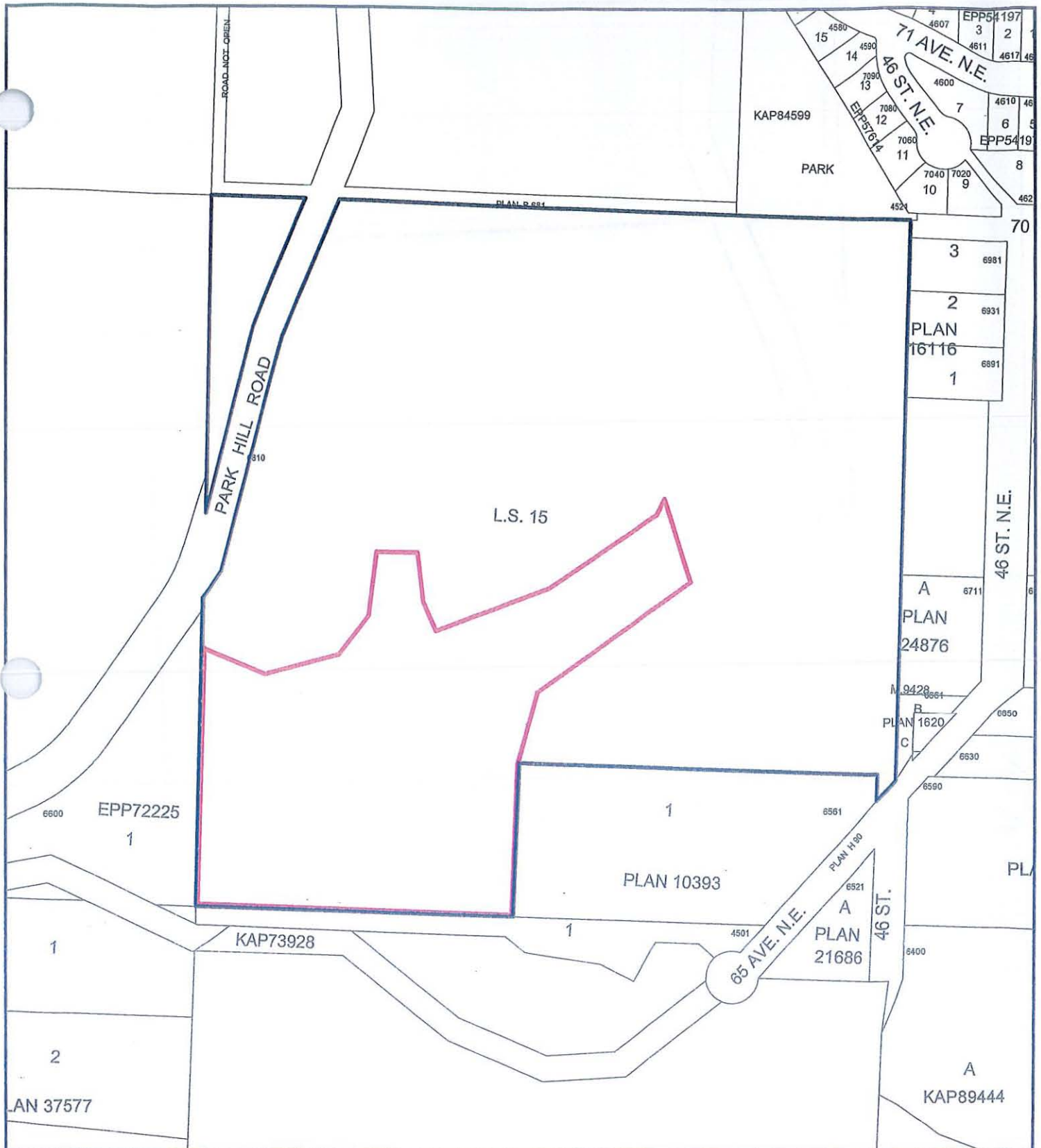
☐ Subject Property

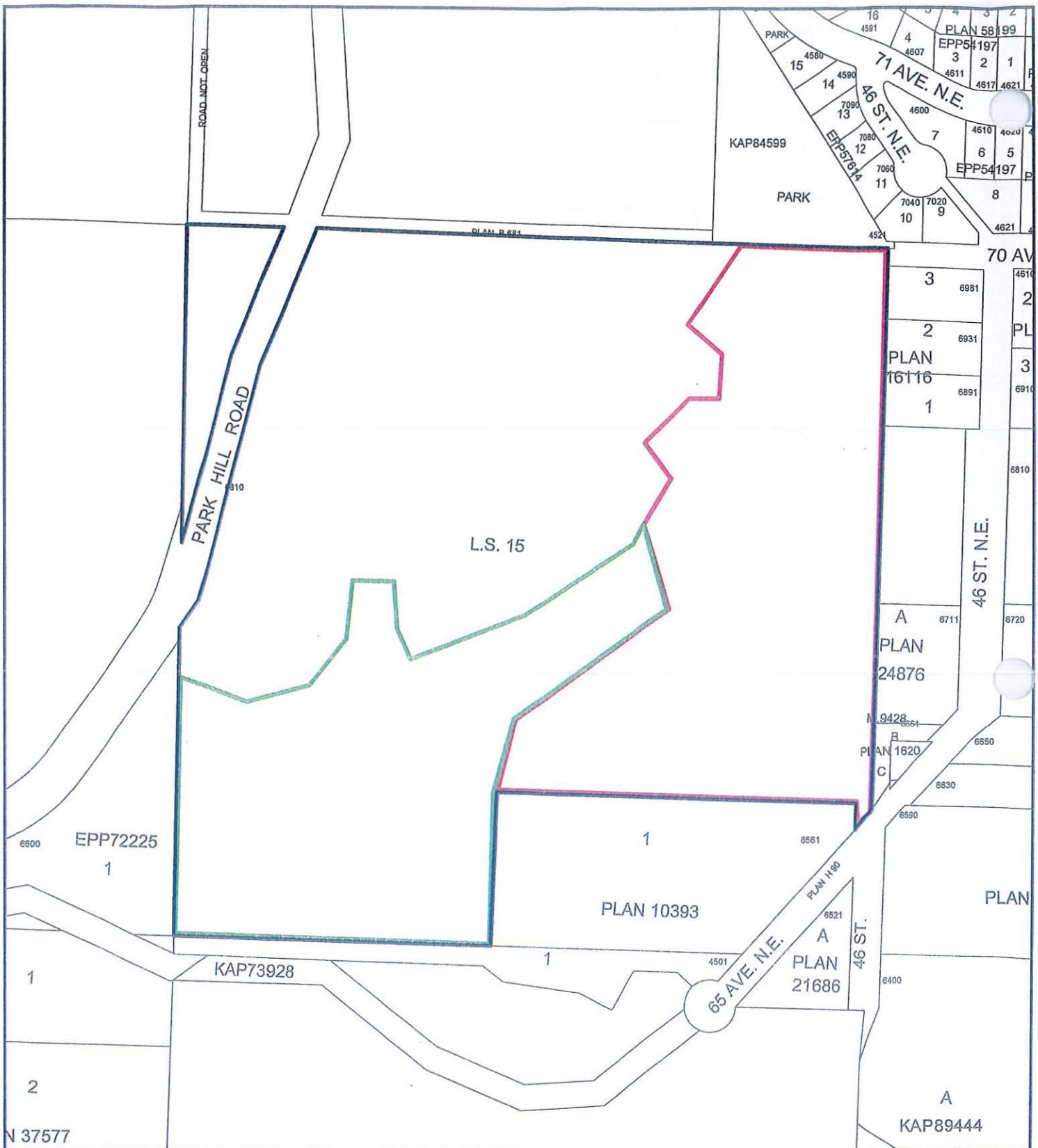
Contours



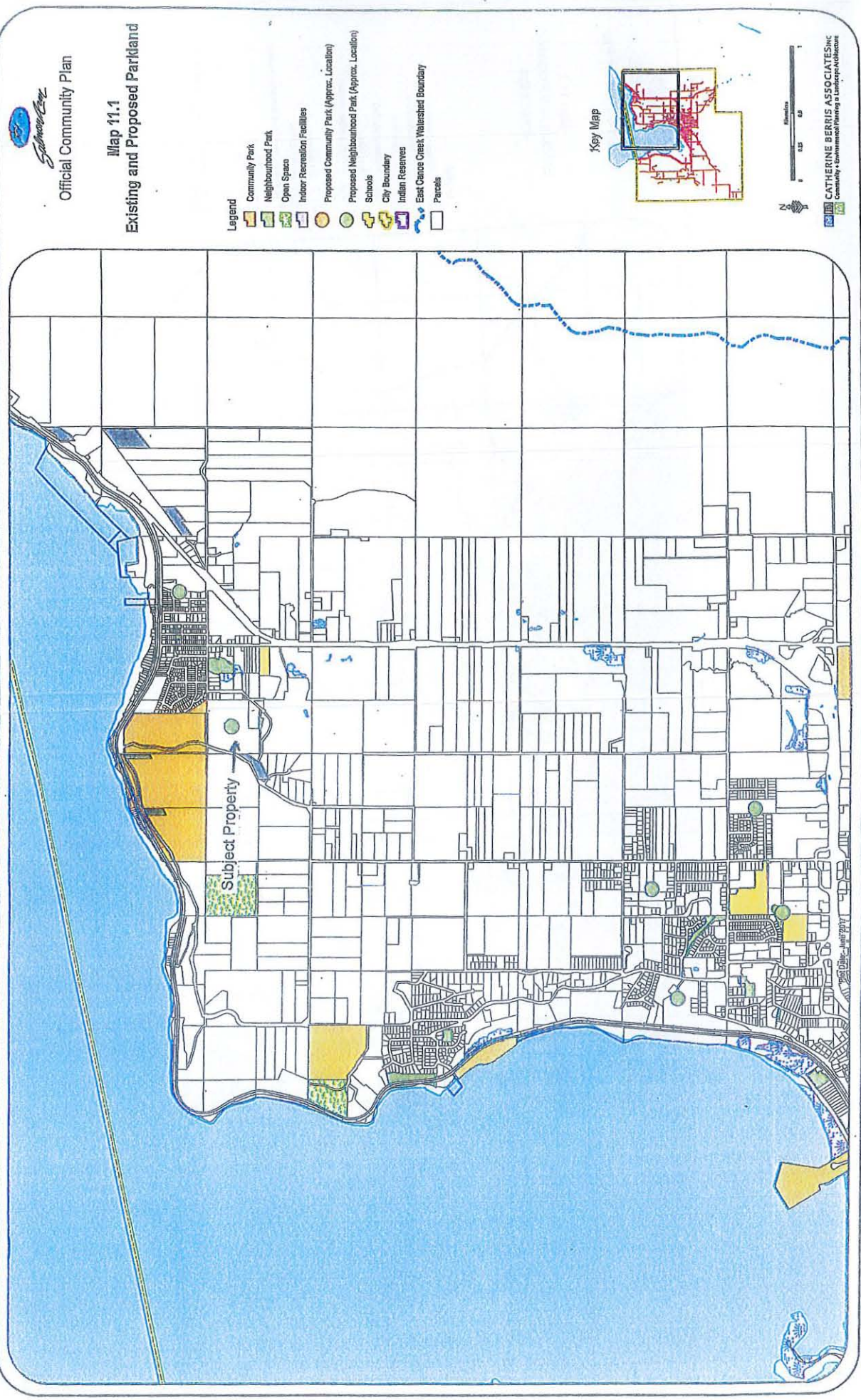
>30% Slope

Steep Slopes





-  Subject Property
-  Portion to be rezoned from R-7 (Large Lot Single Family Residential) to R-1 (Single Family Residential)
-  Portion to be rezoned from R-4 (Medium Density Residential) to R-1 (Single Family Residential)

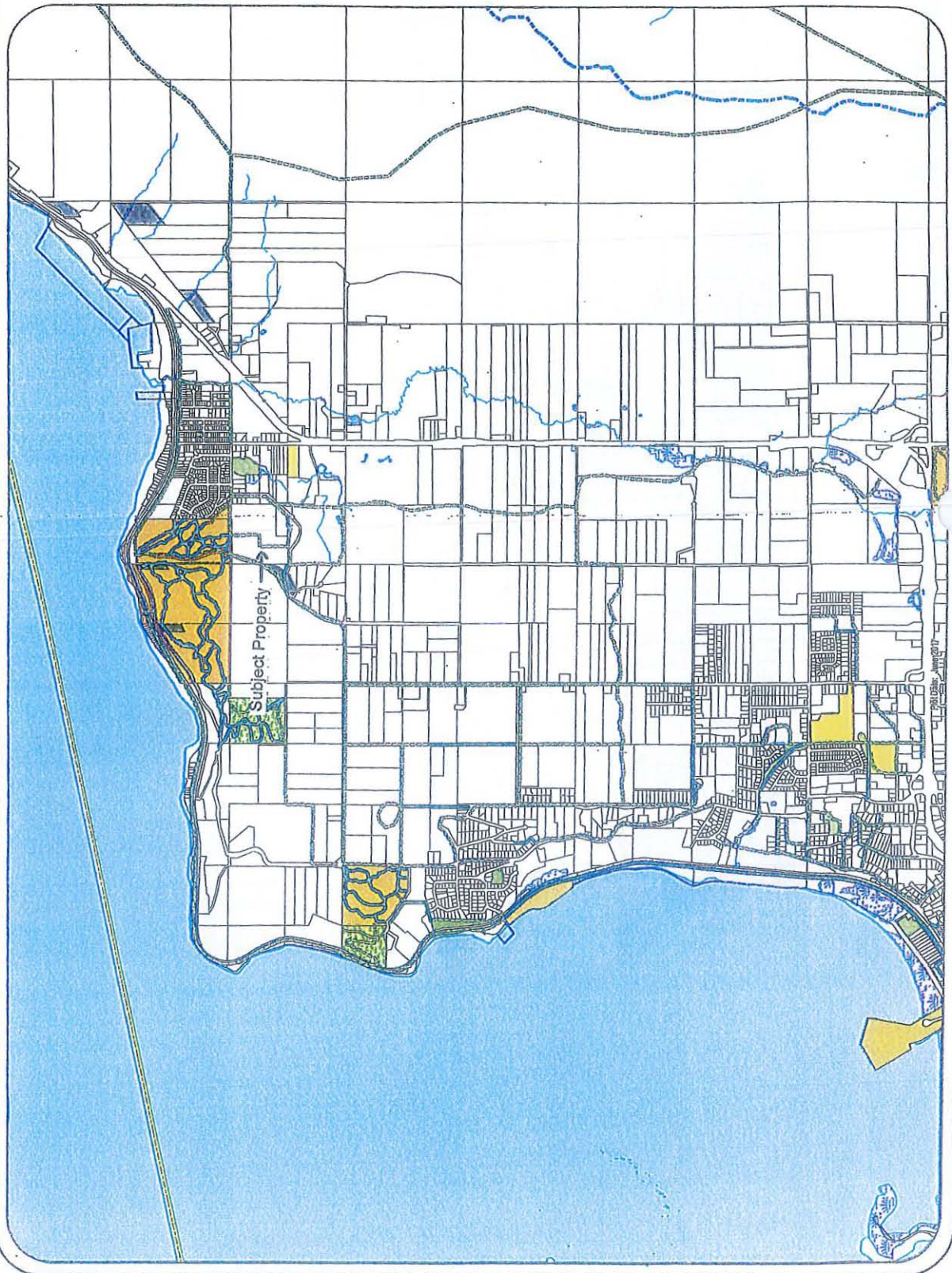
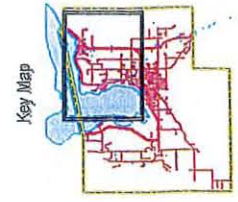


Map 11.1
Existing and Proposed Parkland

Official Community Plan

**Map 11.2
Existing and Proposed
Greenways**

- Legend**
- Existing Greenways
 - Proposed Greenways
 - Community Park
 - Neighbourhood Park
 - Open Space
 - Indoor Recreation Facilities
 - Schools
 - City Boundary
 - Indian Reserves
 - East Canoe Creek Watershed Boundary
 - Parcels
 - Streams
- Note:**
For Type and Priority of each existing and proposed greenway refer to Greenways Strategy.





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

TO: Kevin Pearson, Director of Development Services
 DATE: 27 September 2017
 PREPARED BY: Chris Moore, Engineering Assistant
 OWNER: **Homecraft Construction Ltd.**, 33677 Arcadian Way, Abbotsford, V2S 7T4
 APPLICANT: Owner
 AGENT: Omega Engineering (J. Van Lindert), Box 1182, Salmon Arm, BC V1E 4P3
 SUBJECT: **OFFICIAL COMMUNITY PLAN AMENDMENT APP. NO. OCP4000-32**
ZONING AMENDMENT APPLICATION FILE NO. ZON-1109
 LEGAL: Amended Legal Subdivision 15 of Section 31, Township 20, Range 9, W6M, KDYD, Except Plans 10393 & 21686
 CIVIC: **6810 Park Hill Road NE**

Further to your referral dated 14 September 2017, we provide the following servicing information. **The following comments and servicing requirements are not conditions for Rezoning and OCP amendment; however, these comments are provided as a courtesy in advance of any development proceeding to the next stages:**

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

General:

1. Full municipal services are required as noted herein. Notwithstanding the comments contained in this referral, it is the applicant's responsibility to ensure these standards are met.
2. Comments provided below reflect the best available information. Detailed engineering data, or other information not available at this time, may change the contents of these comments.
3. Properties to be serviced completely by underground electrical and telecommunications wiring.
4. Properties under the control and jurisdiction of the municipality shall be reinstated to City satisfaction.
5. Owner/developer will be responsible for all costs incurred by the City of Salmon Arm during construction and inspections. This amount may be required prior to construction. Contact City Engineering Department for further clarification.
6. Erosion and Sediment Control measures will be required as per the Subdivision and Development Services Bylaw 4163, Section 3.1.
7. At the time of subdivision the applicant will be required to submit for City review and approval a detailed site servicing / lot grading plan for all on-site (private) work. This plan will show such items as parking lot design, underground utility locations, pipe sizes, pipe elevations, pipe grades, catchbasin(s), control/containment of surface water, contours (as required), lot/corner elevations, impact on adjacent properties, etc.

OFFICIAL COMMUNITY PLAN AMENDMENT APP. NO. OCP4000-32
 ZONING AMENDMENT APPLICATION FILE NO. ZON-1109
 27 September 2017
 Page 2

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

Roads/Access:

1. Park Hill Road NE on the subject property's north west corner is designated as an Urban Arterial Road with an ultimate 25.0m dedication. Although the City only requires an Interim total of 20.0m of dedication at this time, all building setbacks will be required to conform to the ultimate 25.0m cross section. Current records indicate that 1.712m additional dedication is required at this time (to be confirmed by BCLS).
2. Owner/developer will be required to upgrade the full Park Hill Road NE frontage to the Interim 20.0m Urban Arterial Road standard (RD-4). Upgrading may include, but is not limited to road widening, curb & gutter, sidewalk, boulevard construction, street drainage, street lighting.
3. The subject property fronts onto approximately 15m of 65 Ave NE which is designated as an Urban Local Road with an ultimate dedication of 20.0m. Current records indicate that no additional dedication is required.
4. Owner/developer will be required to upgrade 65 Ave NE frontage to the Urban Local Road standard (RD-2). Upgrading may include, but is not limited to road widening, curb & gutter, sidewalk, boulevard construction, street drainage, street lighting.
5. The property is designated as a Hillside Development and internal streets may therefore be designated as Urban Local Road (Hillside Development) or Urban Single Lane Local Road (Hillside Development) with an ultimate 18.0m and 12.0m dedication respectively. Owner/developer will be required to construct roads in accordance with specification drawings RD-15 and RD-16.
6. Corner cuts will be required at the junction with Park Hill Road (5m x 5m) and internally (3m x 3m.)
7. No direct access will be permitted to Park Hill Road by individual lots, except for the portion of land to the west of Park Hill Road which will be permitted one access. Each lot to be reviewed to confirm that driveways comply with the requirements of Policy 3.11.
8. Owner/developer is responsible in ensuring all boulevards and driveways are graded towards roadway at minimum 2.0%

OFFICIAL COMMUNITY PLAN AMENDMENT APP. NO. OCP4000-32
ZONING AMENDMENT APPLICATION FILE NO. ZON-1109
27 September 2017
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Water:

1. The subject property fronts a 250mm diameter Zone 1 water main on the northern boundary, a 100mm diameter Zone 1 water main at the south-east corner on 65 Ave NE and a 500mm diameter Zone 2 water main on Park Hill Road. The Owner / developer is required to upgrade the 100mm water main on 65 Ave NE along the property's frontage to 200mm. Since this work is considered premature at this time, a 50% cash in lieu contribution to future works will be required.
2. Subdivision is to be serviced by extension of Zone 2. Water distribution design to be looped internally, with two feeds from Park Hill Road.
3. The proposed new parcels are to be serviced each with single, metered water service connections, adequately sized to satisfy the proposed use, as per specification drawing W-10 (minimum 25mm diameter). City records indicate that the subject property is currently unserved. All existing inadequate services must be abandoned at the main at the owner/developers cost. The City of Salmon Arm will supply new meters at the time of building permit application (at the owner/developers cost).
4. The subject property is in an area with sufficient fire flows, according to the 2011 Water Study (OD&K 2012).
5. Fire protection requirements to be confirmed with the Building Department and Fire Department.
6. Fire Hydrant spacing is insufficient; developer is responsible for installing hydrants along Park Hill Road as needed to meet the 150m spacing requirement. Internal Fire Hydrants will also be required to meet the minimum applicable spacing requirement.

Sanitary Sewer:

1. The subject property does not front on the City's sanitary sewer collection system. Extension of the system westward from 70 Avenue NE will be required. Owner / developers engineer is required to prove that there is sufficient downstream capacity within the existing City Sanitary System to receive the proposed discharge from the development.
2. The proposed lots are each to be serviced by a single sanitary service connection adequately sized (minimum 100mm) to satisfy the servicing requirements of the development. Owner / Developer is responsible for all associated costs.

Drainage:

1. The subject property does not front on the City's storm drainage system.
2. An Integrated Stormwater Management Plan (ISMP) conforming to the requirements of the Subdivision and Development Servicing Bylaw No. 4163, Schedule B, Part 1, Section 7 shall be provided. The subject property currently receives significant storm flows from Park Hill

Road and the property to the west, these are to be taken into account in the ISMP. Owner/developers engineer is required to prove that there is sufficient downstream capacity within the existing City Storm System to receive the proposed discharge from the development.

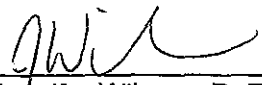
3. Subject to approval of the ISMP, the proposed lots may be serviced by single storm service connections adequately sized (minimum 150mm) to satisfy the servicing requirements of the development. All existing inadequate/unused services must be abandoned at the main; applicant is responsible for all associated costs. City records indicate that the existing property was not serviced with a City storm service.

Geotechnical:

1. A geotechnical report in accordance with the Engineering Departments Geotechnical Study Terms of Reference Category A (Building Foundation and Site Drainage), Category B (Pavement Structural Design) and Category C (Landslide Assessment) is required.
2. Due to the steepness of the terrain site grading, structural fills and retaining walls will be part of the design package. To insure adherence to the grading plan covenants will be required. Covenants will stipulate elevations for footings, garage/parking slabs, etc. Easements will also be required to ensure future maintenance of retaining walls, inter-lot grading, etc.
3. All retaining walls required for site grading between Phase 1 and future phases are to be completed in Phase 1.



Chris Moore
Engineering Assistant



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

ONSITE

Engineering Ltd.

March 7, 2018

City of Salmon Arm
500 – 2nd Avenue NE
Salmon Arm, BC
V1E 4N2

OEL File #: 1644-1
City File #:

Attn: Salmon Arm Council, Director of Development Services

Re: Proposed rezoning and subdivision of 6810 Park Hill Road legally described as Amended LS 15 of Section 31, Twp 20, R9, W6M, KDYD, except Plans 10393 and 21686

On behalf of our client Wilmark Homes Ltd./Homecraft Construction Ltd. we are applying for the rezoning of the property at 6810 Park Hill Road in Canoe, Salmon Arm, BC. The current zoning is R1, R4 and R7. We're requesting to rezone the entire property to R1.

Further we are applying to amend the Official Community Plan to remove the neighborhood park requirement from the subject site.

Thirdly we are applying to subdivide the property as per the attached plan titled "Proposed Phase I".

Lastly we are applying for a variance with respect to the frontage improvements for Park Hill Road.

History of the site:

The initial start of the development of the site dates back to 2007. Based on the old Subdivision Bylaw a concept road and lot layout was designed. The layout resulted in the rezoning of the site into 3 zones: R1, R4 and R7. The zoning boundaries coincided with the then proposed road centerlines. The development never proceeded to the construction phase.

City Staff recognized that development of the site is complicated due to the presence of moderate to moderately steep slopes on the site. Therefore, to increase development opportunities, the site is designated "Hillside Development Area" in the new Subdivision Bylaw 4163. This designation provides alternate engineering requirements for road right of way width, road surface width, road right of way grading, and allows for single direction vehicle traffic amongst other items. Our client retained Onsite Engineering Ltd. (OEL) to review the new Bylaw and to conceptually design a new road and lot layout based on the new Bylaw. The road and lot layout design has been informally discussed between City Staff and OEL Staff and we agree that the road and lot layout is generally suitable. The new road and lot layout however do not coincide with the existing zoning boundaries and therefore rezoning is required.

Proposed zoning:

The proposed road network consists of a ring road with access to and from Park Hill Road and 3 internal roads with access to and from the ring road. The ring road is a "standard" two-way road (18 metre ROW width). There are 2 internal roads that are narrower roads that only allow one-way traffic (12 metre ROW

North Vancouver
Unit 2 - 252 East 1st
North Vancouver, BC V7L 1B3
Tel: (778) 802-1263
Fax: 1-866-235-6943

Abbotsford
106-2825 Clearbrook Rd
Abbotsford, BC V2T 6S3
Tel: (604) 996-4722
Fax: 1-866-235-6943

Campbell River
1040 Cedar Street
Campbell River, BC V9W 7R2
Tel: (250) 287-9174
Fax: 1-866-235-6943

Salmon Arm
201 ~ 231 TransCanada Hwy;
Box 2012
Salmon Arm, BC V1E 4R1
Tel: (250) 836-6004

Prince George
3661 15th Avenue
Prince George, BC V2N 1A3
Tel: (250) 562-2252
Fax: 1-866-235-6943

ONSITE
Engineering Ltd.

width). The most western internal road and the south internal road are standard two-way traffic roads. Our client is requesting to rezone the entire property to R1.

It is expected that some individual home purchasers will be applying to rezone their property to R8. It is up to future Councils to review and approve individual rezoning request; however, for the one-way roads Staff and the developer agree that R8 zoning would cause too much pressure on the road system, both due to moving traffic and due to parking. Further it is expected that snow clearing will become an issue if excessive parking on the road takes place. Therefore we not only request rezoning of the internal areas serviced by one-way roads to R1 (low density) but also request Council to decide in principle not to allow rezoning of these properties to R8 in the future. This will enhance the attractiveness of the subdivision as a whole.

Official Community Plan:

The Official Community Plan proposes greenways and a neighborhood park on the subject property; however, the OCP is not specific as to where exactly these items are to be situated. This leaves the interpretation to the Approving Officer. The feasibility of the entire subdivision will be strongly affected by the park. In discussions between City Staff and OEL Staff we concluded that cash in lieu for parkland over actual land dedication likely would be supported by City Staff. Our client is in favour of this solution and therefore we request to amend the OCP and remove the neighborhood park requirement from the site. Note that the developer will accommodate and construct greenways as per OCP.

Variances:

The development site fronts Park Hill Road and therefore frontage improvements are required. These requirements are listed in the PLA City File 17.24 dated February 27 2018. On behalf of our clients we apply for one variance.

City Staff and OEL staff agree that the preferred process is to insert the variance application in the rezoning, subdivision, and OCP amendment applications instead of initiating a new variance process after the PLA is issued. Therefore OEL and Engineering Staff have discussed the requirements to be expected as those defined by Bylaw 4163 specification drawing RD-4. Our client's variance request is as follows.

The triangle area west of Park Hill Road is "hooked" to the main site. The client has no intention to subdivide this lot, rather sell it as one individual lot. The lot will be serviced off of the infrastructure that is to be constructed in the northern access road to the subdivision. Since the lot will not be subdivided we request to waive the requirement to upgrade the west side of Park Hill Road to the RD-4 standard.

If you have any questions, please contact us.

Sincerely,

ONSITE ENGINEERING LTD.



J. van Lindert



B. Pellett, P.Eng.

Cc: Wilmark Homes Ltd./Homecraft Construction Ltd.

APPENDIX 16 (Supplementary Information)

ONSITE Engineering Ltd.

March 23, 2018

Mayor and Council of Salmon Arm
500 – 2nd Avenue NE
Salmon Arm, BC V1E 4N2

RE: Parkland contribution Wilmark Homes Ltd and Homecraft Construction Ltd.

Dear Council,

Further to our OCP amendment, rezoning and subdivision applications documents, please find below our proposed additional contributions over and above the Parkland requirements as per the Local Government Act.

The Local Government Act provides municipalities with the opportunity to require up to 5% of actual land of the development property for Parkland purposes or up to 5% of the value of the development property. For several reasons, the developer and City Staff agree that the provision of actual land is not the preferred option for this development. In lieu of land the developer is required to provide a cash contribution of \$ 58,650 based on the current assessed value of the lands.

We understand that parkland is a valuable asset for municipalities and that the cash contribution of \$58,650 might be perceived as an undervaluation of the land. Therefore we are prepared to offer additional \$25,000 cash contribution to be spent on park equipment, trail upgrades, benches or any other park uses in one of the parks in Canoe. We kindly request recognizing and acknowledging that this contribution which is separate and distinct from the Act be spent within 3 years of provision. Further we appreciate it that this contribution is recognized by placing a sign or plaque referring to the Kingma Brothers in an appropriate location.

Also, and possibly unbeknownst to you, we have already offered to do the following:

1. The Preliminary Subdivision Approval requires a road dedication for Park Hill Road of 20 meters, 10 meters from the centerline. We have offered and our lot layout is based on an additional 2.5 meters for a total of 12.5 meters ROW dedication east of the centerline along the entire frontage.
2. The required cross section for Park Hill Road, amongst other things, requires the construction of curb and gutter and a 2 meter wide attached sidewalk. We have offered and preliminary designed a separated 3 meters wide concrete multi use path, approximately 5 meters from the curb along the entire frontage. This allows for a safer and more leisurely pedestrian experience.

North Vancouver
Unit 2 - 252 East 1st
North Vancouver, BC V7L 1B3
Tel: (778) 802-1263
Fax: 1-866-235-6943

Abbotsford
103-32310 South Fraser
Way
Abbotsford, BC V2L 1X1
Tel: (604) 309-1788
Fax: 1-866-235-6943

Campbell River
1040 Cedar Street
Campbell River, BC V9W 7L2
Tel: (250) 287-9174
Fax: 1-866-235-6943

Salmon Arm
201 – 231 TransCanada Hwy,
Box 2012
Salmon Arm, BC V1E 4R1
Tel: (236) 836-6004
Fax: 1-888-273-0209

Prince George
3661 15th Avenue
Prince George, BC V2N 1A3
Tel: (250) 562-2252
Fax: 1-866-235-6943

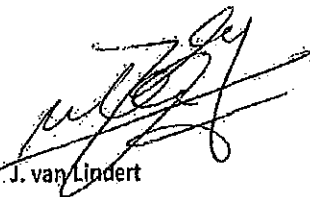
ONSITE
Engineering Ltd.

Both design upgrades represent a considerable value (roughly estimated at \$50,000) and more importantly are significant additions to the City's infrastructure over and above the required improvements.

With the above contributions we trust that we have addressed your concerns.

Kind regards,

On behalf of Wilmark Homes Ltd., Homecraft Construction Ltd.



J. van Lindert

APPENDIX 17 (Supplementary Information)

ONSITE Engineering Ltd.

Southern Operations
#201 -- 221 TransCanada Highway
PO Box 2012 Salmon Arm BC
V1B 4R1
Tel: 250-836-6004
Fax: 1-866-235-6943

Coastal Operations
1040 Cedar Street
Campbell River, BC
V9W 7E2
Tel: 250-287-9174
Fax: 1-866-235-6943

Northern Operations
#1A -- 1750 Quinn St.
Prince George, BC
V2N 1X3
Tel: 250-562-2252
Fax: 1-866-235-6943

March 16, 2018

Kevin Pearson
Director of Development Services
City of Salmon Arm

Re: Interim Report of Geotechnical Conditions at 6810 Park Hill Road, Salmon Arm

Introduction

Onsite Engineering Ltd. (OEL) has been retained by Willmark Homes Ltd. and Homecraft Construction Ltd. (the Owners) to provide geotechnical engineering services to allow subdivision of the property at the address noted above. The geotechnical report as required for subdivision is currently being prepared. OEL is also providing civil engineering services for the proposed subdivision.

Prior to OEL's involvement in the project, the Owners retained Fletcher Paine Associates Ltd. to provide a geotechnical report for previous iterations of the proposed subdivision. OEL has been provided with a copy of this report, titled *Preliminary Geotechnical Investigation and Report – Proposed Subdivision of 6810 Park Hill Road, Salmon Arm, B.C. – LS 15, Section 31, TWP 20, RG 29, W6M, K.D.Y.D.*, prepared by Fletcher Paine Associates Ltd. and dated August 15, 2008 (FPA Report). The FPA report was prepared based on numerous shallow machine-dug test pits across the site. Soil conditions noted in the FPA report generally concur with those found by OEL as described below.

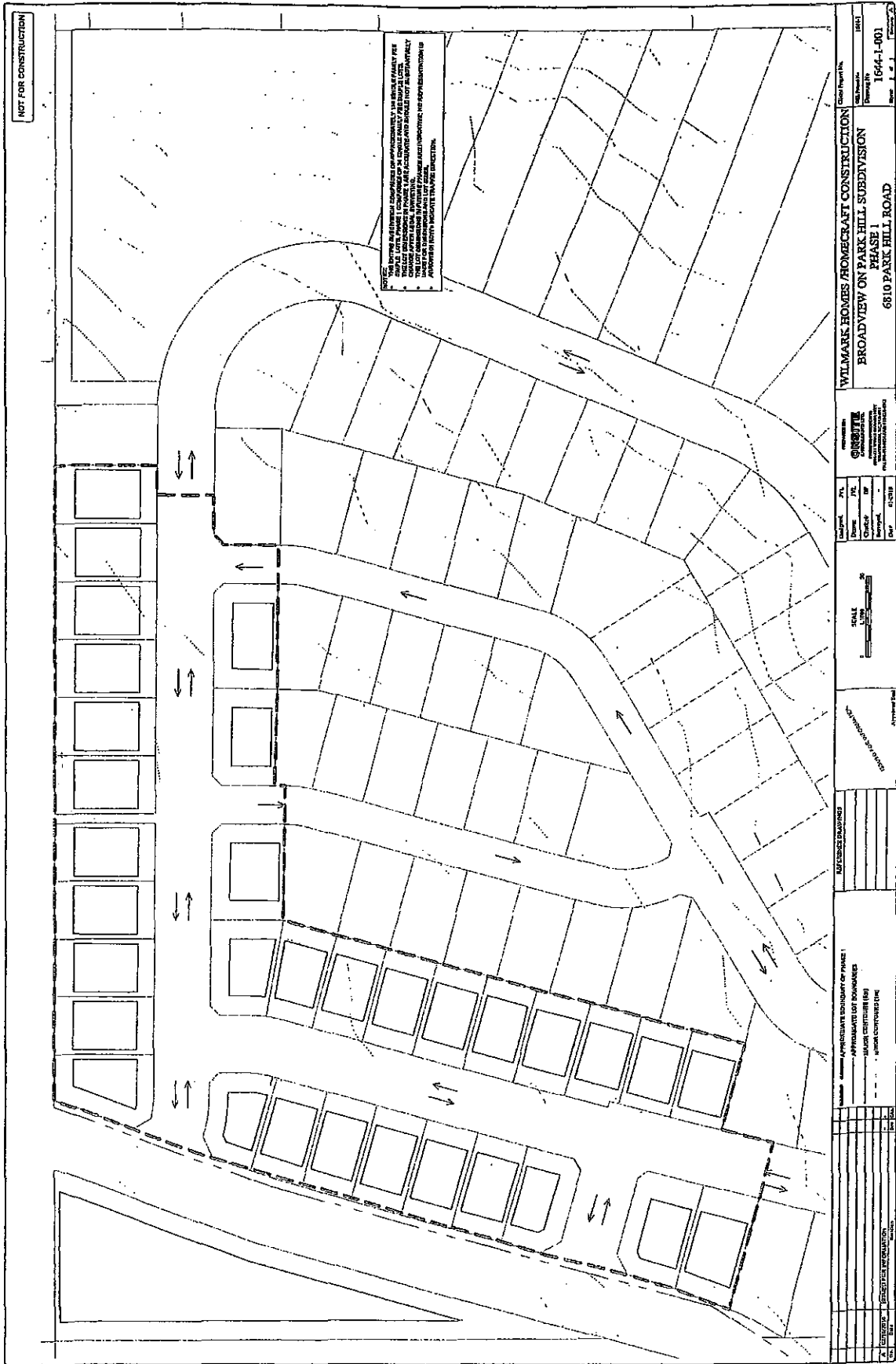
Discussion

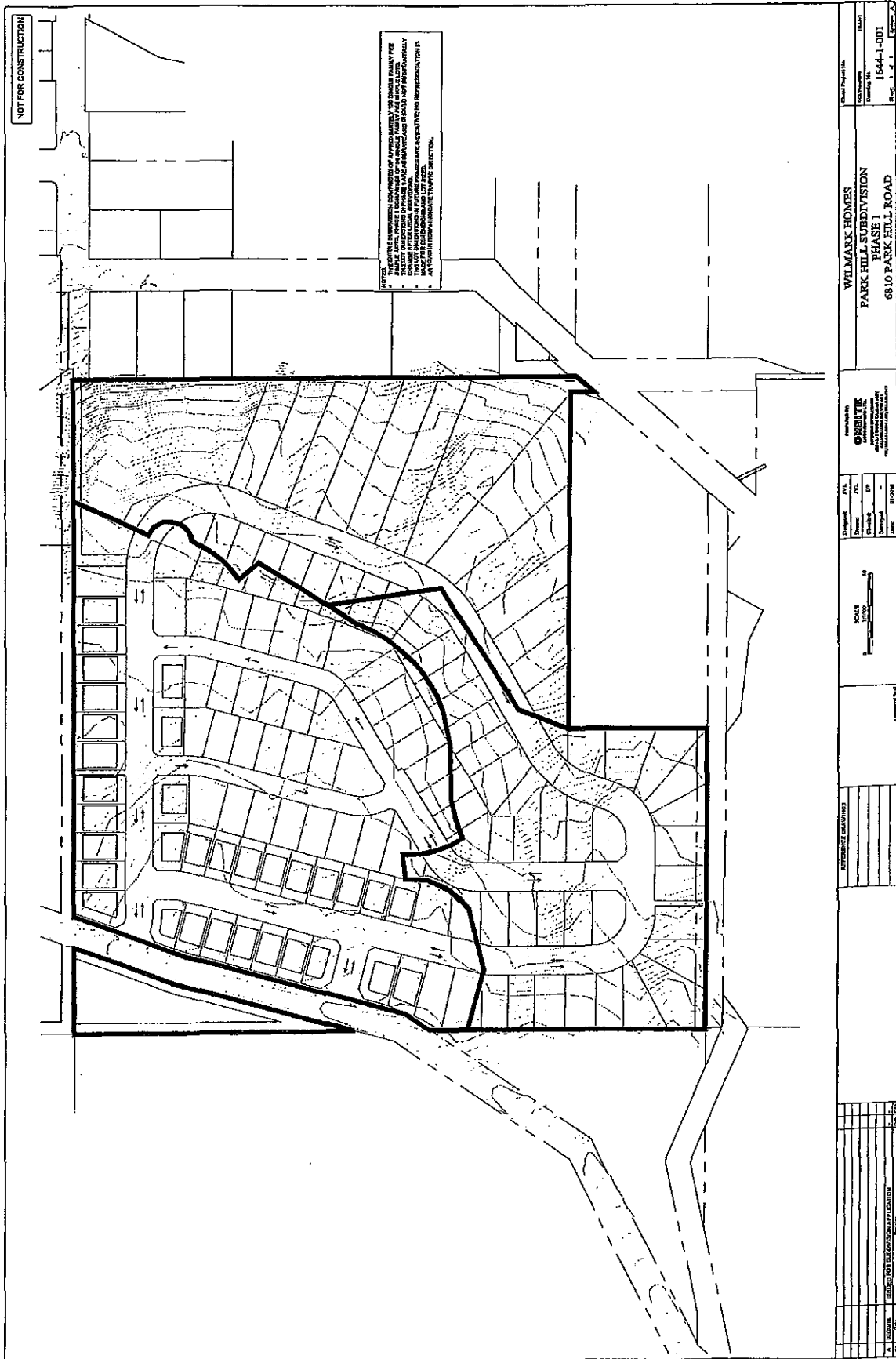
OEL completed fieldwork for this project in December of 2017, including a walking traverse of the property and advancement of five boreholes on the property. Standpipe piezometers were installed in two of the boreholes and were found to be dry during the single reading to date, in January of 2018. Soil conditions encountered in the five boreholes can generally be summarized as a 2-2.5m thick blanket of soft to firm brown silt or silt and clay overlying stiff or dense silt or silty sand to depths between 6 and 8m, where a hard silt or very dense sand till was encountered. Some boreholes encountered seams of moist soils or other signs of intermittent groundwater flow at depth, and the piezometers installed on site will be read during and after freshet to confirm groundwater conditions. The geotechnical report will be finalized and released following confirmation of these conditions.

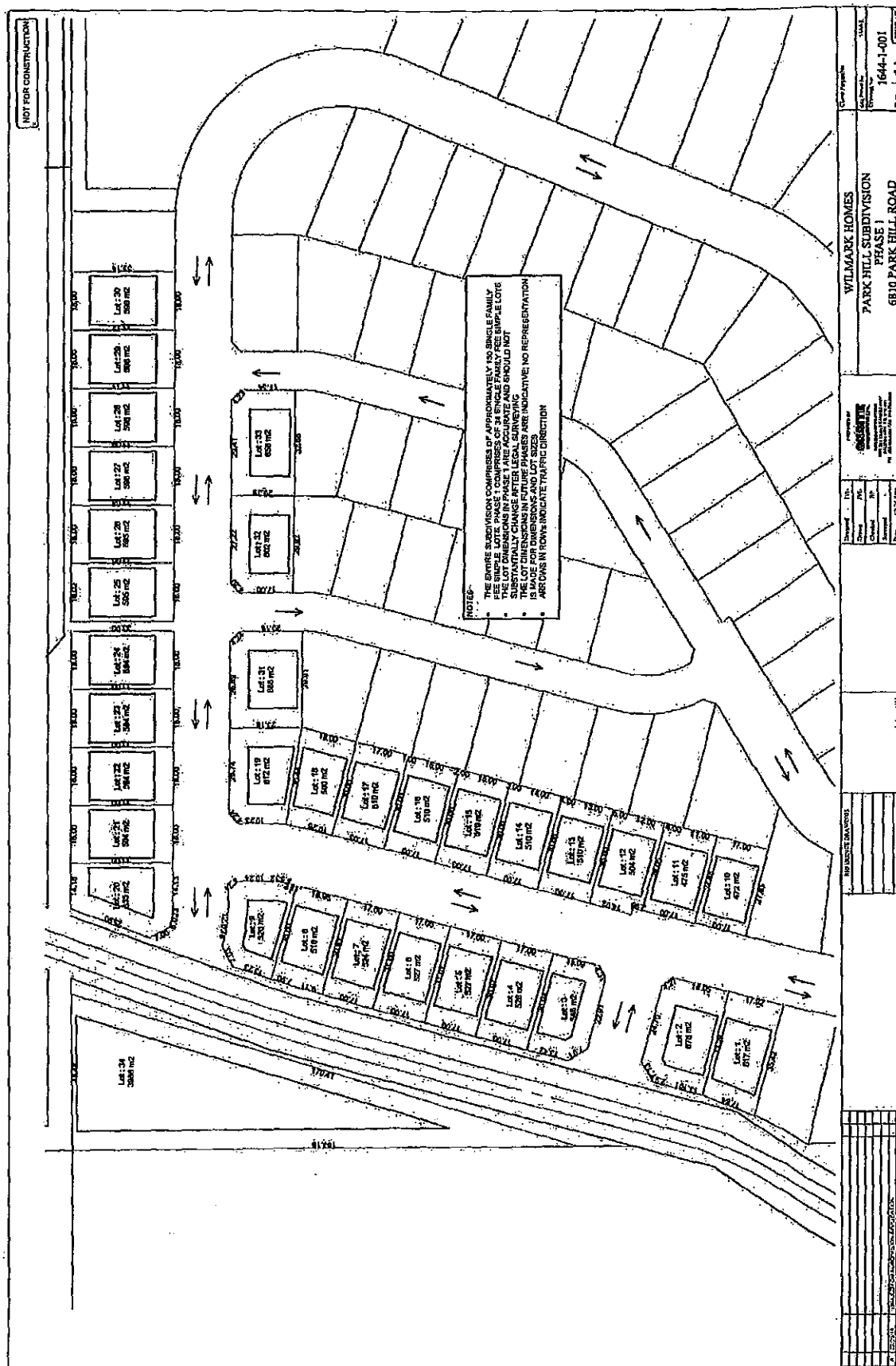
The property is generally flat to gently sloping on its west side, rolling over to moderate to moderately-steep slopes (up to 70%) on its east side. The moderately steep slopes form a portion of the escarpment feature that separates the communities of North Broadview and Canoe in northeast Salmon Arm. Although moderately steep slopes are present in the northeast corner of the property no signs of slope instability were noted during the walking review of the site.

The soils encountered during the geotechnical investigation are generally considered to be strong and stable in their present condition; however, should alterations to the site result in increased loading directly onto the steeper slopes present on the east side or a significant increase in soil moisture content, the margin of safety present may decrease significantly.

Late Item 8.7 and 8.8
R. Williams, Geoscientist, Onsite Engineering Ltd.,
6810 Park Hill Road NE







ONSITE Engineering Ltd.

Southern Operations
#201 -- 221 TransCanada Highway
PO Box 2012 Salmon Arm BC
V1E 4R1
Tel: 236-836-6004
Fax: 1-866-235-6943

Coastal Operations
1040 Cedar Street
Campbell River, BC
V9W 7E2
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Fax: 1-866-235-6943

Northern Operations
#1A -- 1750 Quinn St.
Prince George, BC
V2N 1X3
Tel: 250-562-2252
Fax: 1-866-235-6943

March 16, 2018

Kevin Pearson
Director of Development Services
City of Salmon Arm

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Discussion

OEL completed fieldwork for this project in December of 2017, including a walking traverse of the property and advancement of five boreholes on the property. Standpipe piezometers were installed in two of the boreholes and were found to be dry during the single reading to date, in January of 2018. Soil conditions encountered in the five boreholes can generally be summarized as a 2-2.5m thick blanket of soft to firm brown silt or silt and clay overlying stiff or dense silt or silty sand to depths between 6 and 8m, where a hard silt or very dense sand till was encountered. Some boreholes encountered seams of moist soils or other signs of intermittent groundwater flow at depth, and the piezometers installed on site will be read during and after freshet to confirm groundwater conditions. The geotechnical report will be finalized and released following confirmation of these conditions.

The property is generally flat to gently sloping on its west side, rolling over to moderate to moderately-steep slopes (up to 70%) on its east side. The moderately steep slopes form a portion of the escarpment feature that separates the communities of North Broadview and Canoe in northeast Salmon Arm. Although moderately steep slopes are present in the northeast corner of the property no signs of slope instability were noted during the walking review of the site.

The soils encountered during the geotechnical investigation are generally considered to be strong and stable in their present condition; however, should alterations to the site result in increased loading directly onto the steeper slopes present on the east side or a significant increase in soil moisture content, the margin of safety present may decrease significantly.

Results

Given the subsurface conditions encountered during investigation and the slope gradients present on the property, OEL does not foresee any requirements for significant development restrictions for the proposed subdivision. At this time, measures of the following magnitude are anticipated to be implemented:

- Establishment of a no-disturb zone in the easternmost, moderately steep portions of the property, outside of the boundaries of Phase 1. The no-disturb zone is expected to be implemented through the establishment of a setback from a 2H:1V safe line projected up from the toe of the slope;
- Requirement that all storm runoff from impervious surfaces be carried away from site and not discharged within the proposed lots;
- Design of underground utility systems with methods and materials that limit chances of leakage; and
- Design of the road and lot accesses in the eastern portion of the property in a manner that minimizes unnecessary large fills.

Restrictions of the type noted above are typical for residential developments on and above sloping terrain and where fine-grained soils are present.

Concluding Comments

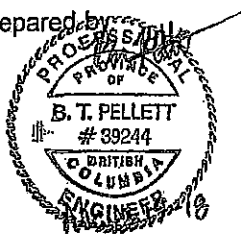
Based on observations to date and the proposed subdivision layouts, OEL believes at this time that the site is suitable for the intended development. The forthcoming geotechnical report will satisfy all requirements for subdivision and provide clear guidance on safe use of the property.

Closure

We trust that this report satisfies your present requirements. Should you have any questions or comments, please contact our office at your convenience.

Sincerely,
Onsite Engineering Ltd.

Prepared by:



Ben Pellett, P.Eng.
Civil Engineer

Reviewed by:

A handwritten signature in black ink, likely belonging to Rod Williams.

Rod Williams, P.Geo.
Reviewing Geoscientist

Attch: Figure 1 – Broadview on Park Hill Subdivision Plan

Item 23.1

CITY OF SALMON ARM

Date: April 23, 2018

Moved: Councillor Wallace Richmond

Seconded: Councillor Eliason

THAT: the bylaw entitled Official Community Plan Amendment Bylaw No. 4257
be read a third time.

[OCP4000-32; Homecraft Construction Ltd./Wilmark Homes Ltd./Onsite Engineering Ltd.; 6810 Park Hill Road NE; MD - LD]

Vote Record

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

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

CITY OF SALMON ARM

BYLAW NO. 4257

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

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in Room 100 at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on April 23, 2018, at the hour of 7:00 p.m. was published in the April 4, 2018 and April 11, 2018, issue of the Salmon Arm Observer;

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

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

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

1. Redesignate Amended Legal Subdivision 15, Section 31, Township 20, Range 9, W6M, KDYD, except Plans 10393 and 21686 from "Medium Density Residential" to "Low Density Residential", on the Land Use Maps A-1 and A-1a as shown on Schedule "A" attached hereto and forming part of this bylaw; and
2. Amend Map 11.1 by removing the proposed Neighbourhood Park on Amended Legal Subdivision 15, Section 31, Township 20, Range 9, W6M, KDYD, except Plans 10393 and 21686 as shown on Schedule "B" attached hereto and forming part of this bylaw.

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as “City of Salmon Arm Official Community Plan Amendment Bylaw No. 4257”.

READ A FIRST TIME THIS 26th DAY OF March 2018

READ A SECOND TIME THIS 9th DAY OF April 2018

READ A THIRD TIME THIS DAY OF 2018

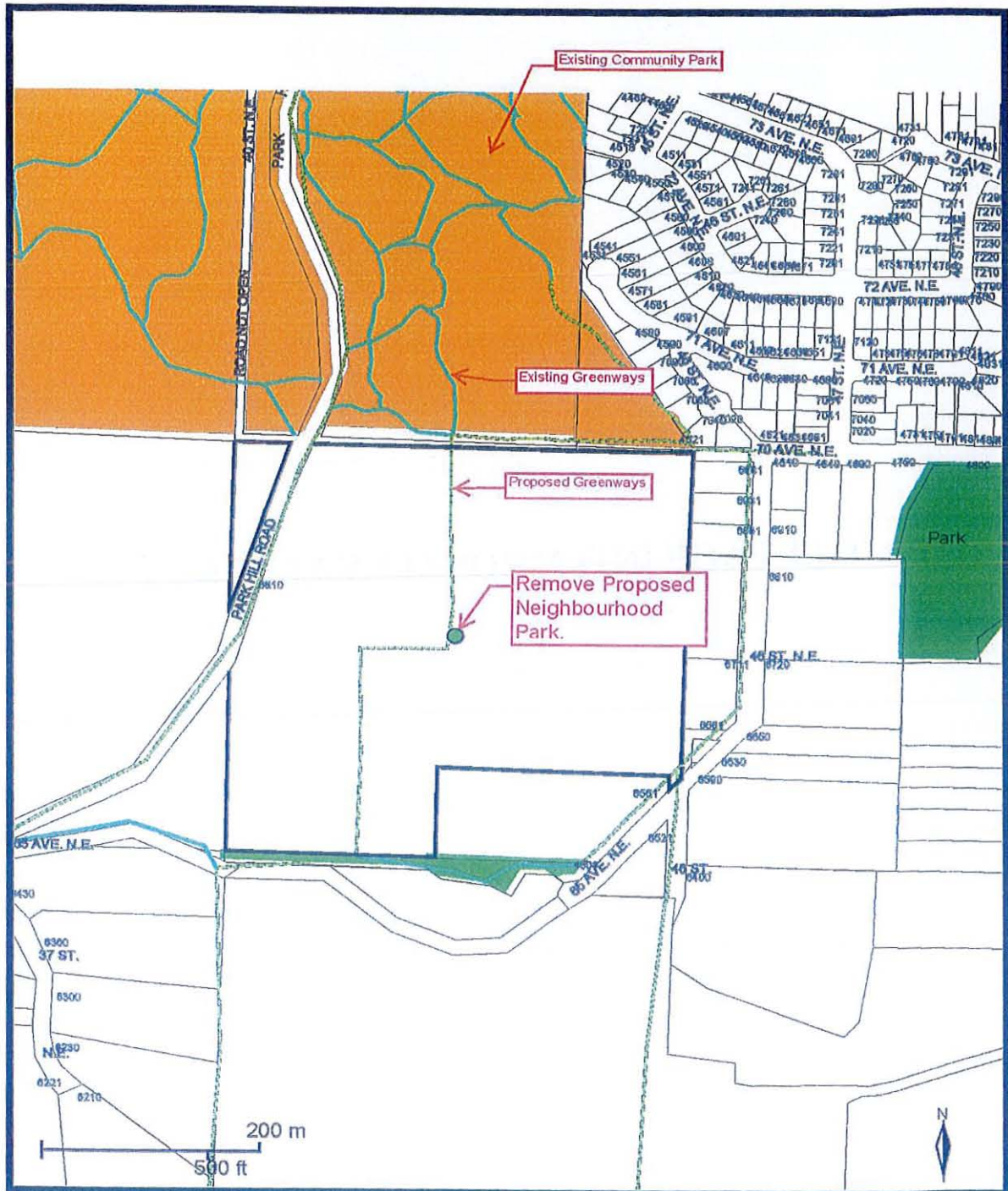
ADOPTED BY COUNCIL THIS DAY OF 2018

MAYOR

CORPORATE OFFICER



Schedule "B"



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Item 23.2

CITY OF SALMON ARM

Date: April 23, 2018

Moved: Councillor Eliason

Seconded: Councillor Harrison

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4258 be read a third time.

[ZON-1109; Homecraft Construction Ltd./Wilmark Homes Ltd./Onsite Engineering Ltd.; 6810 Park Hill Road NE; R-4 & R-7 to R-1]

Vote Record

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

Opposed:

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

CITY OF SALMON ARM

BYLAW NO. 4258

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 Room 100 at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia, on April 23, 2018 at the hour of 7:00 p.m. was published in the April 11, 2018 and April 18, 2018 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 Amended Legal Subdivision 15, Section 31, Township 20, Range 9, W6M, KDYD, except Plans 10393 and 21686 from R-4 Medium Density Residential and R-7 Large Lot Single Family Residential to R-1 Single Family Residential Zone as shown on Schedule "A" attached hereto and forming part of this bylaw.

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as "**City of Salmon Arm Zoning Amendment Bylaw No. 4258**"

READ A FIRST TIME THIS 26th DAY OF March 2018

READ A SECOND TIME THIS 9th DAY OF April 2018

READ A THIRD TIME THIS DAY OF 2018

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT
ON THE DAY OF , 2018

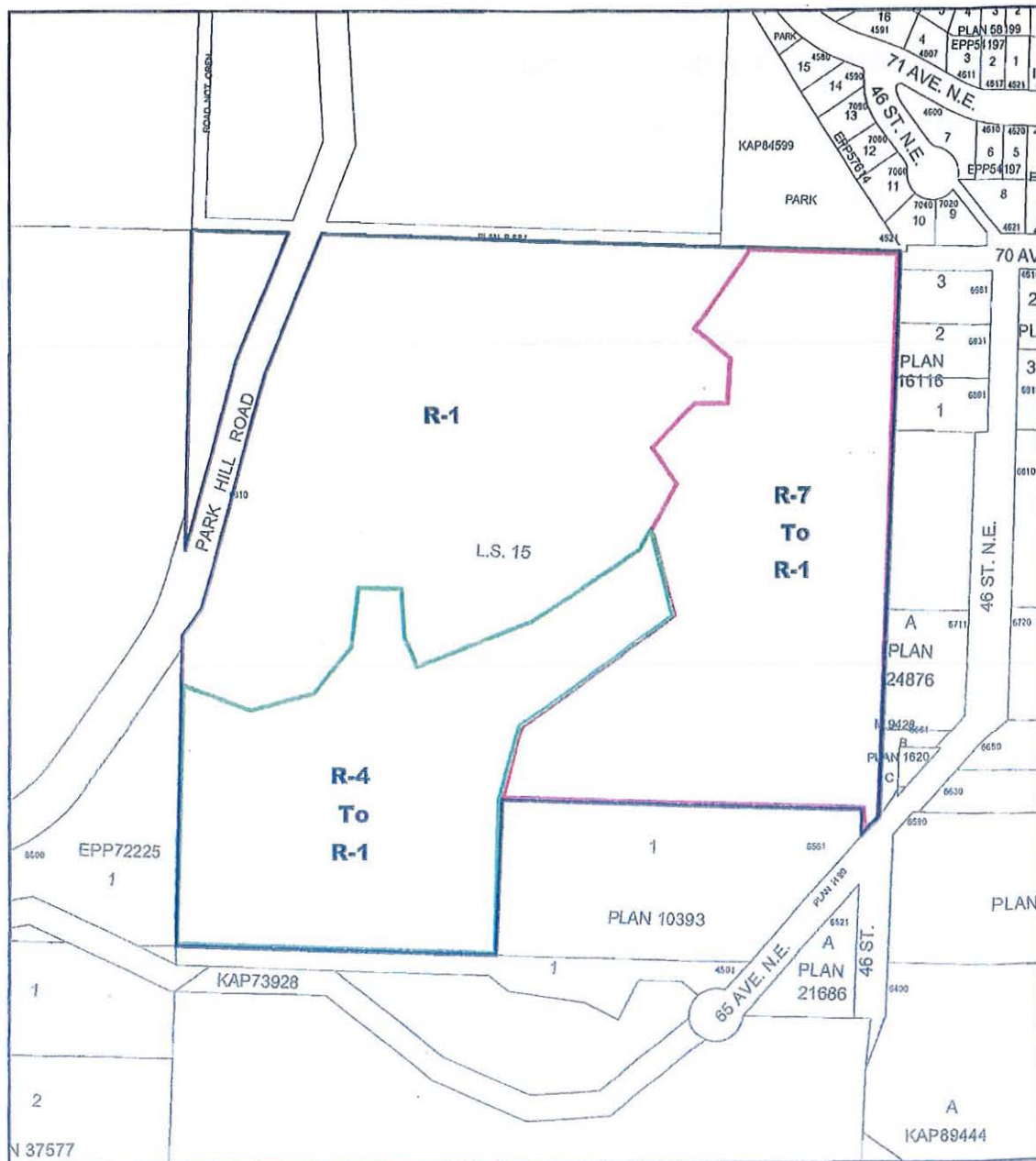
For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2018

MAYOR

CORPORATE OFFICER

SCHEDULE "A"



- Subject Property
- Portion to be rezoned from R-7 (Large Lot Single Family Residential) to R-1 (Single Family Residential)
- Portion to be rezoned from R-4 (Medium Density Residential) to R-1 (Single Family Residential)

Proposed Zoning Amendments

Item 26.

CITY OF SALMON ARM

Date: April 23, 2018

Moved: Councillor Jamieson

Seconded: Councillor Lavery

THAT: the Regular Council Meeting of April 23, 2018, be adjourned.

Vote Record

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

Opposed:

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

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