



AGENDA

Regular Council Meeting

Monday, June 25, 2018

1:30 p.m.

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

Council Chamber 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.	S. Brett, Technical Trail Specialist, Shuswap Trail Alliance and S. Witzkey, Little Shuswap Lake Indian Band – Secwepemec Landmarks Proposal
	6.	CONFIRMATION OF MINUTES
9 - 20	1.	Regular Council Meeting Minutes of June 11, 2018
	7.	COMMITTEE REPORTS
21 - 24	1.	Development and Planning Services Committee Meeting Minutes of June 18, 2018
25 - 30	2.	Greenways Liaison Committee Meeting Minutes of June 7, 2018
31 - 34	3.	Housing Task Force Meeting Minutes of June 4, 2018
35 - 38	4.	Downtown Parking Commission Meeting Minutes of May 15, 2018
39 - 40	5.	Excerpt from Community Heritage Commission Meeting Minutes of June 15, 2018
	8.	INTRODUCTION OF BYLAWS
41 - 52	1.	City of Salmon Arm 2018 to 2022 Financial Plan Amendment Bylaw No. 4275 – First, Second and Third Readings
53 - 62	2.	Ross Street Underpass Loan Authorization Bylaw No. 4500 – 2018 General Municipal Election, Referendum (Assent Voting) & Suspension of Question and Answer Period

- 63 - 80 **9. RECONSIDERATION OF BYLAWS**
 1. City of Salmon Arm General Capital Fund Expenditure Bylaw No. 4248 – Final Reading
- 81 - 82 **10. CORRESPONDENCE**
 1. Informational Correspondence
- 83 - 84 **11. STAFF REPORTS**
85 - 88 1. Director of Corporate Services – 2017 Annual Report
 2. Chief Financial Officer – Property Taxes – Roll No. 08400.163 – Abandoned/Demolished Travel Trailer – Green Trees Mobile Home Park
89 - 90 3. Chief Financial Officer – Uncollectible Accounts Receivable
91 - 94 4. Chief Financial Officer – Disposal of Surplus Equipment
95 - 98 5. Director of Engineering & Public Works – Budget Amendment and Project Award – Water Pollution Control Centre (WPCC) – Ultraviolet (UV) Light Disinfection System Upgrade
99 - 102 6. Director of Engineering & Public Works – Budget Amendment and Project Award – 10 Ave NW Culvert Replacement
103 - 106 7. Director of Engineering & Public Works – Budget Amendment and Project Award – Pavement Management System Update
107 - 112 8. Director of Engineering & Public Works – Curbside Collection Contract Award
- 12. NEW BUSINESS**
- 13. COUNCIL STATEMENTS**
- 14. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE**
- 15. NOTICE OF MOTION**
- 16. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS**
- 17. OTHER BUSINESS**
- 18. QUESTION AND ANSWER PERIOD**

7:00 p.m.

Page #	Item #	Description
	19.	DISCLOSURE OF INTEREST
	20.	HEARINGS
113 - 154	1.	Development Permit DP-418 [Canzea Developments Ltd.; 250 - 5 Avenue SW; 97 unit - Multi-Family]
155 - 182	2.	Development Permit DP-419 [1112031 BC Ltd./Exel Construction Ltd.; 481 Harbourfront Drive NE; 3 story - Mixed Use - Commercial / Residential]
	21.	STATUTORY PUBLIC HEARINGS
183 - 194	1.	Zoning Amendment Application No. ZON-1128 [Androlick, J. & Lowe, K.; 1081 - 1 Street SE; R-1 to R-4]
	22.	RECONSIDERATION OF BYLAWS
195 - 198	1.	Zoning Amendment Bylaw No. 4274 [ZON-1128; Androlick, J. & Lowe, K.; 1081 - 1 Street SE; R-1 to R4] - Third and Final Reading
	23.	OTHER BUSINESS
	24.	QUESTION AND ANSWER PERIOD
199 - 200	25.	ADJOURNMENT

)

THIS PAGE INTENTIONALLY LEFT BLANK

Item 2.

CITY OF SALMON ARM

Date: June 25, 2018

Moved: Councillor Flynn

Seconded: Councillor Jamieson

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

THIS PAGE INTENTIONALLY LEFT BLANK

Item 5.1

CITY OF SALMON ARM

Date: June 25, 2018

PRESENTATION

Name: Sutra Brett, Technical Trail Specialist, Shuswap Trail Alliance
and Shelley Witzkey, Little Shuswap Lake Indian Band
Secwepemec Landmarks Proposal

Vote Record

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

Opposed:

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

Secwepemc Landmarks | Concept

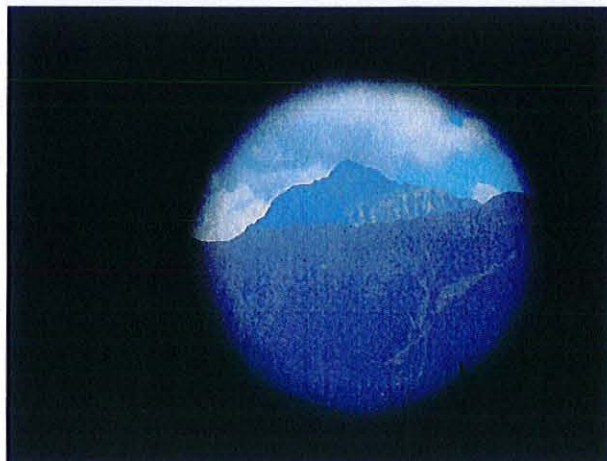
Prepared By: Shelley Witzky, Phil McIntyre Paul and Jacob 'Sutra' Brett

Updated: 05.23.2018

Purpose: To create awareness of Secwepemc traditional territory through a series of iconic Landmarks (sculptures) situated at key, highly visited areas, which portray Secwepemc location names, culture and stories throughout the Shuswap lakes region. Within the Landmark designs would be a series of viewing portals (essentially a tube) that when viewed through, point to the different locations and physical landmarks (peaks, geological areas and historical interest) within line of site. They would include the Secwepemc and English names of the features and some details (ie elevations, key stories etc.)

"This initiative is another way for Secwepemc to create more awareness of our presence within our traditional territory. The sculptures can be a collaboration between Secwepemc and settler artists and the mountain names in both Secwepemc and English will showcase Secwepemc language to the visiting tourists and locals alike. Storyboards, sculptures/landmarks placed on trailheads and other key areas will showcase Secwepemc culture and settler history." Shelley Witzky

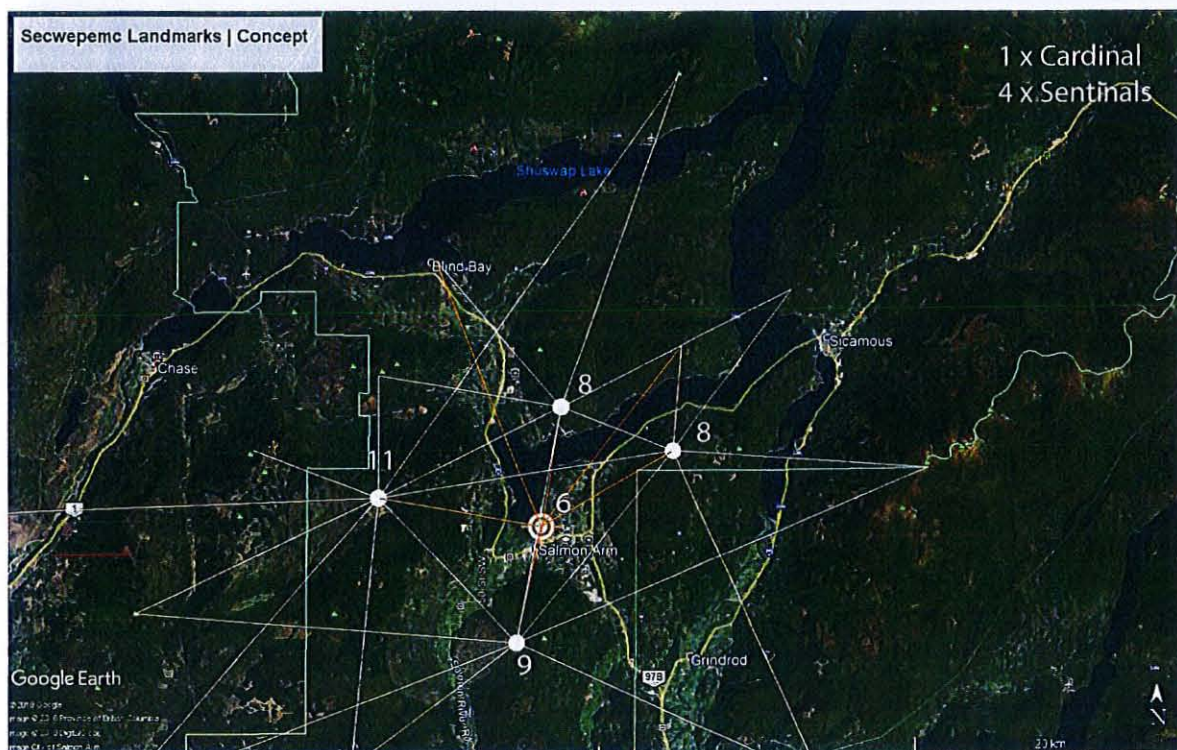
The Idea is based off of a 'mountain finder device' found in Switzerland shown below



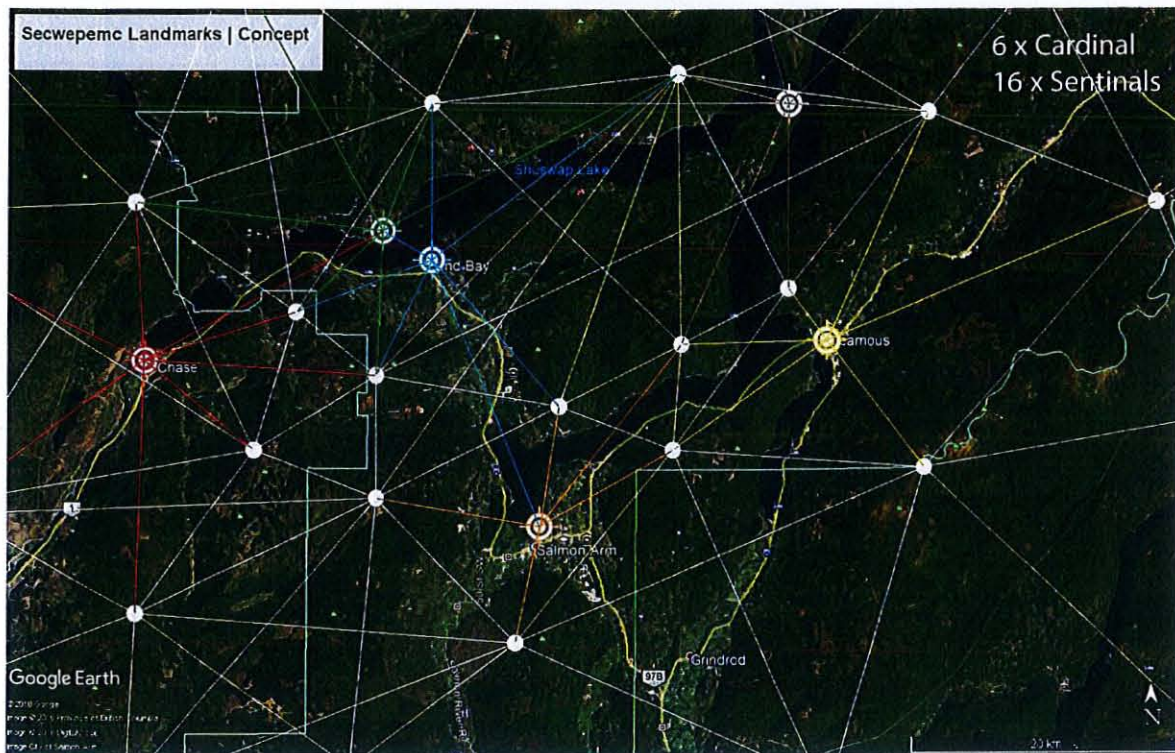
Although rudimentary and not very attractive, these pictures show the basic functionality of the Landmarks concept.

Details:

- There would be one 'Cardinal' Landmark, situated in a very central and accessible location within an area
- There would be multiple outlying smaller 'Sentinel' Landmarks located at some of the key locations, revealed by the Cardinal landmark. These would generally be high up with great views of the area.
- The Sentinel landmarks would then reveal other historic locations, peaks, places of significance
- The portals would be a varying heights from the ground to cater for different age groups
- The nature of the sculpture would encourage people to touch, feel and engage the Landmarks while orienting themselves visually within the physical and historical landscape of the Shuswap.
- The Names used would be primarily Secwepemc followed by English.
- Multiple artists would be recruited, potentially a pairing of a representative of both first nations and settler culture, inviting an exploration of reconciliation.
- Different construction mediums might be employed by the different artists. Care would need to be made to choose mediums that would withstand the elements most commonly found in each landmark's location.
- Designs would be chosen that represent and blend with the landscapes they sit within, becoming an extension of the nature, culture and values of the people who reside here.
- Care would be taken to make all landmarks and sculpting inclusive of the area and people within and not individual to the artist or location.
- Potentially the Process could be templated to include Cardinal and Sentinel landmarks in other key locations within the Shuswap whose web join with the original.
- Can we connect this to existing First Nations landmarks?



Example of Portal view web from one Cardinal and 4 sentinels



Example of Portal view web from Six Cardinals and 16 sentinels

Examples: Below are examples of existing sculpture installments



St'sxum Monument



Monument @ Chase Museum



Table top examples of Secwepemc Landmarks displaying the functionality on the concept. Left, an example of what is used in Switzerland, Right, an example of a stylized version which enhances available space for pictograms and storytelling.

Groups and people to contact:

- Band Elders - This project will not proceed without the full blessing and support of the bands, requests will be made for stories, histories, designs, location suggestions
- City of Salmon Arm - Permissions and potential locations
- Shuswap tourism - Potential funding a location suggestions
- Shuswap Art Gallery - Project feasibility

- Shuswap Regional Trails Round Table - Notification, possible funding suggestions
- Rec Sites and trails BC - Permissions and potential locations, possible funding suggestions
- BC Parks - Permissions and potential locations, possible funding suggestions
- Location communities - Notification and blessing

Possible for locations for Primary Cardinal Landmark (The Matriarch):

- Salmon Arm Wharf
- Salmon Arm Wharf Park
- McGuire Lake

Future possibilities

- Educational, Partnering with Shuswap Tourism to make accompanying App or website that provides more information based on Landmark locations, more geological information to do with land features and geological history that is visually based, First nations stories, settlers history. Work with RJ Haney and Enderby museum for more history and Photos etc.
- Are there historical societies that would help fund this
- Can we link in old cassette recording of first nation stories
- First nation pronunciations and meanings/stories behind names
- Use geolocation chips or proximity geolocation at/of Landmarks that enable to app to recognize Landmark location to select appropriate data/page
- Could app data be tied to device compass in order to select relevant information on portal views?

Projected Budget:

Secwepemc Landmarks Concept 2018 BUDGET Projection
Project Costing Updated: May 23, 2018
Budget Summary

STA Technical Support	\$1,500
Landmark Foundation	\$5,000
Materials	\$2,500
First Nations Artist	\$5,000
Settler Artist	\$5,000
Research (Storytelling, Locations, Names)	Tourism Coordinator
Transportation & Installation	\$1,000
Unveiling Ceremony	In-Kind
2x Sentinel Design, Construction, & Install	\$10,000
Sub-Total	\$30,000
Contingency	in-kind
Project Total	\$30,000

Item 6.1

CITY OF SALMON ARMDate: June 25, 2018

Moved: Councillor Wallace Richmond

Seconded: Councillor Eliason

THAT: the Regular Council Meeting Minutes of June 11, 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 Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia, on Monday, June 11, 2018.

PRESENT:

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

Chief Administrative Officer C. Bannister
Chief Financial Officer M. Dalziel (outgoing)
Chief Financial Officer C. Van de Cappelle (incoming)
Director of Corporate Services E. Jackson
Director of Engineering & Public Works R. Niewenhuizen
Planning and Development Officer W. Miles
Recorder B. Puddifant

ABSENT:

Councillor A. Harrison

1. CALL TO ORDER

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

2. IN-CAMERA SESSION

0261-2018

Moved: Councillor Flynn
Seconded: Councillor Jamieson
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 2:13 p.m.
Council recessed until 2:30 p.m.

3. REVIEW OF AGENDA

Additions under Item 22.1 – Memorandum dated June 6, 2018 - Development Services Department and letter received on June 11, 2018 from K. Reingold and S. Johnson.

4. DISCLOSURE OF INTEREST

Councillor Eliason declared a conflict with Items 22.3 and 23.3 as the applicant is a client of his firm.

Mayor Cooper declared a conflict with Item 10.1.13 as she is a member of the Salmon Arm Rotary Club.

5. PRESENTATIONS / DELEGATIONS

6. CONFIRMATION OF MINUTES

1. Regular Council Meeting Minutes of May 28, 2018

0262-2018

Moved: Councillor Wallace Richmond

Seconded: Councillor Eliason

THAT: the Regular Council Meeting Minutes of May 28, 2018, be adopted as circulated.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS

1. Housing Task Force Meeting Minutes of May 22, 2018

0263-2018

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the Housing Task Force Meeting Minutes of May 22, 2018 be received as information.

CARRIED UNANIMOUSLY

2. Downtown Parking Commission Meeting Minutes of April 17, 2018

0264-2018

Moved: Councillor Eliason

Seconded: Councillor Jamieson

THAT: the Downtown Parking Commission Meeting Minutes of April 17, 2018 be received as information.

CARRIED UNANIMOUSLY

3. Environmental Advisory Committee Meeting Minutes of May 3, 2018

0265-2018

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the Environmental Advisory Committee Meeting Minutes of May 3, 2018 be received as information.

CARRIED UNANIMOUSLY

8. INTRODUCTION OF BYLAWS

1. City of Salmon Arm General Capital Reserve Fund Expenditure Bylaw No. 4248 – First, Second and Third Readings

0266-2018

Moved: Councillor Eliason

Seconded: Councillor Jamieson

THAT: the bylaw entitled City of Salmon Arm General Capital Reserve Fund Expenditure Bylaw No. 4248 be read a first, second and third time.

P. Wright, President, Salmon Arm and Shuswap Lake Agricultural Association spoke regarding the City's acquisition of property from the Association.

CARRIED UNANIMOUSLY

2. Street Solicitation Bylaw No. 4273 – First and Second Readings

0267-2018

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: the bylaw entitled Street Solicitation Prevention Bylaw No. 4273 be read a first and second time;

AND THAT: third and final readings be withheld subject to a Public Hearing.

Staff Sergeant West spoke regarding the enforcement of this bylaw.

CARRIED UNANIMOUSLY

A Public Hearing will be held to gather input on August 13, 2018.

3. Zoning Amendment Bylaw No. 4274 [ZON-1128; Androlick, J. & Lowe, K.; 1081 – 1 Street SE; R-1 to R-4] – First and Second Readings

0268-2018

Moved: Councillor Flynn

Seconded: Councillor Eliason

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4274 be read a first and second time.

CARRIED UNANIMOUSLY

9. RECONSIDERATION OF BYLAWS

10. CORRESPONDENCE

1. Informational Correspondence

9. K. Bubola, Co-Chair, Salmon Arm Children's Festival Society - letter dated May 22, 2018 - Salmon Arm Children's Festival

0269-2018

Moved: Councillor Eliason
Seconded: Councillor Lavery
THAT: Council authorize assistance in the set up and take down of tents on Friday, June 29, 2018 and Tuesday, July 3, 2018 to be funded from Special Events Maintenance.

CARRIED UNANIMOUSLY

7. D. McDonald - email dated June 6, 2018 - Canoe Beach event

0270-2018

Moved: Councillor Flynn
Seconded: Councillor Eliason
THAT: Council authorize the use of Canoe Beach Park and wharf for the Access Revolution paddleboard event on July 17, 2018 from 11:00 a.m. to 4:00 p.m. subject to the provision of adequate liability insurance.

CARRIED UNANIMOUSLY

8. L. Wong, Manager, Downtown Salmon Arm - letter received June 5, 2018 - Inspiring Communities Program - Fun in the Park Grant

0271-2018

Moved: Councillor Flynn
Seconded: Councillor Lavery
THAT: Council authorize Downtown Salmon Arm to manage the Inspiring Communities Program in Marine Peace Park subject to the provision of adequate liability insurance and securing a booking of the green space with Shuswap Recreation Society.

L. Wong, Manager, Downtown Salmon Arm was available to answer questions from Council.

CARRIED UNANIMOUSLY

Mayor Cooper declared a conflict with Item 10.1.13 as she is a member of the Salmon Arm Rotary Club and left the meeting at 3:14 p.m.

13. RCMP Musical Ride - Partnership Opportunities

0272-2018

Moved: Councillor Lavery
Seconded: Councillor Flynn
THAT: Council approve the sponsorship of the RCMP Musical Ride in the amount of \$300.00 to be funded from Council Initiatives.

CARRIED UNANIMOUSLY

Mayor Cooper returned to the meeting at 3:16 p.m.

10. CORRESPONDENCE – continued

1. Informational Correspondence - continued

Councillor Jamieson declared a conflict and left the meeting at 3:16 as he is an employee of School District No. 83.

14. School District #83 – May 23, 2018 – Newsline

For discussion.

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

2. D. Berger, Operations Manager, Shuswap Recreation Society – email dated June 6, 2018 – Recreation Campus Redevelopment

D. Boyd, General Manager, Shuswap Recreation Society spoke regarding the Recreation Campus Redevelopment Project.

0273-2018

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: Council appoint Councillors Flynn and Harrison to participate in the Recreation Campus Redevelopment project;

AND THAT: Councillors Jamieson and Lavery be appointed as alternates.

CARRIED UNANIMOUSLY

11. STAFF REPORTS

1. Chief Financial Officer – 2019/2020 RCMP Funding (2019 Budget)

0274-2018

Moved: Councillor Eliason

Seconded: Councillor Lavery

THAT: Council approve in principle the 2019/2020 budget of \$3,814,515.00 under the Municipal Policing Contract of which the City is responsible for 90% thereof;

AND THAT: the City of Salmon Arm advise that it has not approved or authorized any increase to member strength.

CARRIED UNANIMOUSLY

2. Committee to Approve Public Events – Licensing of Special Events – 2018

0275-2018

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the following Special Occasion Licenses be approved for 2018:

- 1) **Salmon Arm Folk Music Society (Roots & Blues Festival)**
Location: Salmon Arm Fair Grounds

11. STAFF REPORTS - continued2. Committee to Approve Public Events - Licensing of Special Events - 2018 - continuedMain Beverage Garden & Summer Hill Wine Lounge (patron area)

- Friday, August 17 - 5:00 p.m. to 11:30 p.m.
- Saturday, August 18 - 11:00 a.m. to 11:30 p.m.
- Sunday, August 19 - 11:00 a.m. to 11:30 p.m.

Jack Daniels Barn Stage & Beverage Garden (patron area)

- Thursday, August 16 - 7:30 p.m. to 11:00 p.m.
- Friday, August 17 - 5:00 p.m. to 11:30 p.m.
- Saturday, August 18 - 11:00 a.m. to 11:55 p.m.
- Sunday, August 19 - 11:00 a.m. to 11:55 p.m.

Motts Tasting Bar Lounge (patron area)

- Friday, August 17 - 6:00 p.m. to 8:00 p.m.
- Saturday, August 18 - 1:00 p.m. to 6:00 p.m.
- Sunday, August 19 - 1:00 p.m. to 6:00 p.m.

Backstage Lounge (private access area)

- Thursday, August 16 - 3:00 p.m. to 8:00 p.m.
- Friday, August 17 - 4:00 p.m. to 11:45 p.m.
- Saturday, August 18 - 10:30 a.m. to 11:45 p.m.
- Sunday, August 19 - 10:30 a.m. to 11:45 p.m.

Volunteer Party (private area)

- Sunday, August 19 - 8:00 p.m. to 3:00 a.m.

2) **Salmon Arm Rescue Unit (Demolition Derby)**

Location: Salmon Arm Fair Grounds

Hours of Operation:

- Sunday, August 26 - 11:00 a.m. to 6:00 p.m.

3) **The Lewiston Ultra**

Location: Klahani Park

Hours of Operation:

- Saturday, September 29 - 12:00 p.m. to 8:00 p.m.

CARRIED UNANIMOUSLY12. NEW BUSINESS13. COUNCIL STATEMENTS1. Committees of Council/Agency Representatives

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

14. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE**1. Board In Brief – May, 2018**

Received for information.

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

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

The Meeting recessed at 4:02 p.m.

The Meeting reconvened at 7:00 p.m.

PRESENT:

Mayor N. Cooper
Councillor C. Eliason (left the meeting at 8:23 p.m.)
Councillor K. Flynn
Councillor T. Lavery
Councillor K. Jamieson
Councillor L. Wallace Richmond

Chief Administrative Officer C. Bannister
Director of Corporate Services E. Jackson
Director of Engineering & Public Works R. Niewenhuizen
Planning and Development Officer W. Miles
Recorder B. Puddifant

ABSENT:

Councillor A. Harrison

19. DISCLOSURE OF INTEREST

20. STAFF REPORTS**1. Manager of Permits & Licensing - Recommendation to File Notice of Infraction of Building Bylaw No. 3939 [Brehm, E.J. & M.; 4781 Lakeshore Road NE]**

M. Roy, Manager of Permits & Licensing explained the recommendation.

0276-2018 Moved: Councillor Flynn
 Seconded: Councillor Eliason
 THAT: A notice be filed against Title of Lot 3, Plan 30664, Section 25, Township 20, Range 10, W6M, KDYD (4781 Lakeshore Road NE) pursuant to Section 57 of the Community Charter.

The Mayor invited the property owners to make a submission.

CARRIED UNANIMOUSLY

21. HEARINGS**1. Development Variance Permit Application No. VP-475 [Butler, L.; 1370 Auto Road SE; Servicing Variance]**

0277-2018 Moved: Councillor Eliason
 Seconded: Councillor Flynn
 THAT: Development Variance Permit No. VP-475 be authorized for issuance for Lot 1, Plan 42698, Section 13, Township 20, Range 10, W6M, KDYD to vary the provisions of Subdivision & Development Servicing Bylaw No. 4163 as follows:

1. Section 3.0

- i) Waive the requirement to upgrade the south half of the Auto Road SE frontage to the Interim Urban Arterial standard.

The Planning and Development Officer explained the proposed Variance Permit Application.

Following three calls for submissions and questions from Council, the Hearing for VP-475 was declared closed at 7:06 p.m.

Amendment:

Moved: Councillor Eliason
Seconded: Councillor Lavery
THAT: the motion be amended as follows:

1. Section 3.0

- i) Reduce the requirement to upgrade the south half of the Auto Road SE frontage to the Interim Urban Arterial standard (RD-4) to a cash contribution equivalent to the estimated cost of the required works.

Motion as Amended:

CARRIED UNANIMOUSLY

22. PUBLIC HEARING**1. Official Community Plan Amendment Application No. OCP4000-35 [Brautigam, K. & M.; 3820 - 20 Street NE; AR to LR]**

The Planning and Development Officer explained the proposed Official Community Plan Amendment Application.

Submissions were called for at this time.

K. & M. Brautigam, the applicants, were available to answer questions from Council.

S. Johnson, 2251 45 Avenue NE, requested clarification on the OCP and Zoning applications.

R. Segreto, 4001 - 20 Street NE, requested clarification on the OCP and Zoning applications.

Following three calls for submissions and questions from Council, the Public Hearing for Bylaw No. 4269 was declared closed at 7:18 p.m. and consideration of the next item ensued.

2. Zoning Amendment Application No. ZON-1125 [Brautigam, K. & M.; 3820 - 20 Street NE; A-2 to R-8]

The Planning and Development Officer explained the proposed Zoning Amendment Application.

Submissions were called for at this time.

K. & M. Brautigam, the applicants, were available to answer questions from Council.

R. Segreto, 4001 20 Avenue NE, expressed concerns about a blanket R-8 Zoning and establishing a precedent as well as concerns about water pressure.

S. Johnson, 2251 45 Avenue NE, spoke regarding increased vehicular traffic, on street parking and drainage issues when vegetation is removed from the property.

F. Martell, 3821 - 20 Street NE, expressed concerns about increased traffic in the neighbourhood and the noise of excavating and blasting the rock face.

S. Johnson, 2251 45 Avenue NE, inquired as to the responsibility of snow removal.

J. Murray, 2180 60 Avenue NE, expressed concerns regarding animal habitat.

S. Johnson, 2251 45 Avenue NE, inquired as to owner's responsibility to maintain vegetation on the property and erosion caused by removal of trees.

B. Carson, 2180 60 Avenue NE, said that he is opposed to the rezoning and has concerns regarding traffic.

22. PUBLIC HEARING - continued**2. Zoning Amendment Application No. ZON-1125 [Brautigam, K. & M.; 3820 - 20 Street NE; A-2 to R-8] - continued**

M. Lourens, 4401 20 Street NE, expressed concerns regarding R-8 Zoning setting a precedent for the neighbourhood, inadequate water pressure, difficulty in placement of a sidewalk and erosion issues due to removal of trees and vegetation.

B. Lawson, agent for the applicant, addressed concerns regarding water pressure, sediment and erosion concerns.

K. Brautigam, the applicant, addressed tree removal concerns.

R. Segreto, 4001 20 Street NE, inquired as to location of the water source for the development.

Following three calls for submissions and questions from Council, the Public Hearing for Bylaw No. 4270 was declared closed at 7:57p.m. and consideration of the next item ensued.

Councillor Eliason declared a conflict and left the meeting at 7:57 p.m.

3. Zoning Amendment Application No. ZON-1127 [Presch, B.; 7031 - 52 Street NE; R-1 to R-8]

The Planning and Development Officer 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. 4272 was declared closed at 7:59 p.m.

Councillor Eliason returned to the meeting at 7:59 p.m.

23. RECONSIDERATION OF BYLAWS**1. Official Community Plan Amendment Bylaw No. 4269 [OCP4000-35; Brautigam, K. & M.; 3820 - 20 Street NE; AR to LR] - Third Reading**

0278-2018

Moved: Councillor Wallace Richmond

Seconded: Councillor Eliason

THAT: the bylaw entitled Official Community Plan Amendment Bylaw No. 4269 be read a third time.

CARRIED UNANIMOUSLY

23. RECONSIDERATION OF BYLAWS - continued

2. Zoning Amendment Bylaw No. 4270 [ZON-1125; Brautigam, K. & M.; 3820 - 20 Street NE; A-2 to R-8] - Third Reading

0279-2018

Moved: Councillor Jamieson

Seconded: Councillor Lavery

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4270 be read a third time.

CARRIED UNANIMOUSLY

Councillor Eliason declared a conflict and left the meeting at 8:23 p.m.

3. Zoning Amendment Bylaw No. 4272 [ZON-1127; Presch, B.; 7031 - 52 Street NE; R-1 to R-8] - Third and Final Readings

0280-2018

Moved: Councillor Jamieson

Seconded: Councillor Flynn

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4272 be read a third and final 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

0281-2018

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

THAT: the Regular Council Meeting of June 11, 2018, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:24 p.m.

CERTIFIED CORRECT:

CORPORATE OFFICER

Adopted by Council the day of 2018.

MAYOR

Item 7.1

CITY OF SALMON ARM

Date: June 25, 2018

Moved: Councillor Lavery

Seconded: Councillor Harrison

THAT: the Development and Planning Services Committee Meeting Minutes of June 18, 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 Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on **Monday, June 18, 2018**.

PRESENT:

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

Chief Administrative Officer C. Bannister
 Director of Corporate Services E. Jackson
 Director of Engineering & Public Works R. Niewenhuizen
 Planning and Development Officer W. Miles
 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 Permit Application No. DP-418 [Canzea Developments Ltd.; 250 - 5 Avenue SW; 97 unit - Form and Character - Multi-Family]

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: the Development and Planning Services Committee recommends to Council that Development Permit DP-418 be authorized for issuance for Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan KAP52591 in accordance with the elevations, site and landscaping plan dated May 9, 2018 attached as Appendix 5 of the staff report dated June 13, 2018;

5. REPORTS - continued1. Development Permit Application No. DP-418 [Canzea Developments Ltd.; 250 - 5 Avenue SW; 97 unit - Form and Character - Multi-Family] - continued

AND THAT: The following variances to Zoning Bylaw No. 2303 be approved for Development Permit No. 418:

1. Section 10.4 - Maximum Height of Principal Building - Increase the maximum height of a principal building from 15.0 m (49.2 ft) to 15.8 m (51.8 ft) for Buildings 1, 2 and 3 as shown in Appendix 5; and
2. Appendix 1 - Off street Parking and Loading - Table A1-3 - decrease the minimum aisle width for 2-way traffic from 7.3 m (23.9 ft) to 6.0 m (19.6 ft) as shown in Appendix 5.

AND FURTHER THAT: Issuance of Development Permit DP-418 be withheld subject to the following:

1. Receipt of an irrevocable Letter of Credit in the amount of 125% of a landscaper's estimate for completion of the landscaping plan; and
2. Registration of a 6 m wide statutory right-of-way and reference plan along the southern parcel boundary for the City's sanitary sewer main (to replace the existing 3 m wide statutory right-of-way referenced to Plan A13748).

G. Richardson, the applicant, explained the application and was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

2. Development Permit Application No. DP-419 [1112031 BC Ltd./Exel Construction Ltd.; 481 Harbourfront Drive NE; 3 story Mixed Use Development]

Moved: Councillor Harrison
Seconded: Councillor Eliason

THAT: the Development and Planning Services Committee recommends to Council that Development Permit DP-419 be authorized for issuance for that part of Lot D, Section 14, Township 20, Range 10, W6M, KDYD, Plan KAP62328 (481 Harbourfront Drive NE) in accordance with the drawings dated May 4, 2018 and attached as Appendix 6 of the staff report dated June 12, 2018;

AND THAT: Issuance of Development Permit No. 419 be withheld subject to the following:

1. Registration of Section 219 *Land Title Act* covenant(s) on title ensuring the linkage of the subject parcel, 481 Harbourfront Drive NE, and 650 Marine Park Drive for the purpose of meeting the off street parking requirements of the Zoning Bylaw;
2. Registration of a Section 219 *Land Title Act* covenant(s) on title to acknowledge the restrictions of Riparian Areas Regulation Assessment Report Number 427 dated April 17, 2007;

5. REPORTS - continued

2. Development Permit Application No. DP-419 [1112031 BC Ltd./Exel Construction Ltd.; 481 Harbourfront Drive NE; 3 story Mixed Use Development] – continued

3. Receipt of an Irrevocable Letter of Credit in the amount of 125% of a landscaper's estimate for completion of the landscaping plan; and
4. Written confirmation from a Qualified Environmental Professional (QEP) that the construction and riparian planting will be monitored by a QEP for compliance with the Riparian Areas Regulation Assessment Report number 427 dated April 17, 2007, and in accordance with the landscaping plan dated May 1, 2018 and attached as Appendix 6 of the staff report dated June 12, 2016.

M. Lamerton, agent for the applicant, explained the application and was available to answer questions from the Committee.

R. Semenzin, the applicant, was available to answer questions from the Committee.

B. Laird, the applicant, was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

8. IN CAMERA

9. LATE ITEMS

10. ADJOURNMENT

Moved: Councillor Wallace Richmond

Seconded: Councillor Jamieson

THAT: the Development and Planning Services Committee meeting of June 18, 2018, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:53 a.m.

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

Mayor Nancy Cooper
Chair

Item 7.2

CITY OF SALMON ARM

Date: June 25, 2018

Moved: Councillor Jamieson

Seconded: Councillor Flynn

THAT: the Greenways Liaison Committee Meeting Minutes of June 7, 2018, be received as information.

Vote Record

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

Opposed:

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

CITY OF SALMON ARM GREENWAYS LIAISON COMMITTEE

MEETING MINUTES

Thursday, June 7, 2018
3:00 p.m.
Room 100, City Hall

Committee Members:	Ken Jamieson, Committee Chair (arrived at 3:30) Joe Johnson, Citizen at Large Rob Bickford, Citizen at Large
City Staff:	Chris Larson, Planning & Development Officer (Non-Voting) Rob Hein, Manager of Roads & Parks (Non-Voting) Darin Gerow, Manager of Roads & Parks (Non-Voting)
Regrets:	Joan Mitchell, Shuswap Trail Alliance Anita Ely, Interior Health Brian Browning, Shuswap Trail Alliance Phil McIntyre-Paul, Shuswap Trail Alliance (Non-Voting)

Joe Johnson was appointed Acting Committee Chair.

The meeting was called to order at 3:05 p.m.

Item 1: Update on Greenway Planning Initiatives and Projects

Shuswap Trail Alliance (STA) Updates

The STA provided a summary document detailing projects intended for 2018 (Attachment 1). Many projects are anticipated to be completed and staff confirmed budgets are coordinated. Of note, the redevelopment and enhancement of beginner trails at the South Canoe trailhead are anticipated, to align with fencing projects that may impact some existing trails.

City Initiatives

Dodd's Trail – staff noted that fencing and upgrades are planned. The GLC noted the need for infrastructure improvements on Lakeshore. Staff noted that Engineering is awaiting a detailed report regarding Lakeshore which may provide direction related to future works and connections.

Brautigam Application – Staff noted trail discussions around this application. The GLC noted that the separated boulevard pathway along this length of road is a positive feature. The GLC was pleased that staff and Council are exploring various options for trail connections and note no concerns.

Item 2: For Information

The STA provided a report on activity to date related to the West Bay Connector trail to the GLC for information. The impression of GLC members is that the information provided was very robust detailing an extensive period of time and that the efforts are exciting. That a fund has been established to take advantage of future opportunities is viewed as very positive by the GLC.

Numerous upcoming events utilizing the South Canoe trail system were reported on, including an upcoming volunteer day (April 29) which was estimated to have over 60 volunteers, the Salty Dog (May 13) which was again sold out, and the BC High School Provincial Finals bike race (May 26). All events were viewed as successful, with the GLC noting the downtown events also providing opportunities for community participation.

Ken Jamieson, Committee Chair, arrived at 3:30.

The South Canoe trailhead parking lot was discussed, including a rough concept of a potential expansion. It was noted that opportunities at Klahani Park and the MOTI gravel pit may not be viable for several years and a short term option may be needed. An expansion to the north would impact some trails and trees but would provide better capacity and improve turn-around options while reducing conflicts with the forest service road access. The GLC noted that the trails affected could be reworked and that this was good timing due to planned development of beginner trails in this area. This will be further discussed with the South Canoe Advisory group.

A Plan H Grant opportunity was discussed. IHA's Healthy Built Environment Team is considering coordinating a safe-routes-to-schools initiative. While unclear as to what would be involved moving forward, the GLC is generally supportive and interested. It is expected that IHA may move this forward.

Item 4: Late Items

A Secwepemc Nation Landmark Sculpture project was discussed. This would act as a sort of wayfinding tool around the region. This would involve potentially park locations as well as trail locations. It was mentioned that this could tie well into EDS efforts. First Nations are in support and have provided funding. Key locations would be ideal, such as Marine Park and Canoe Beach Park. The GLC is positive and in support of this proposal. More information

Item 5: Next Meeting - Thursday, September 13, 2018 (or October 4, 2018).

Item 6: Adjournment - The meeting adjourned at 4:25 p.m.


Ken Jamieson

:CL

ATTACHMENT 1: STA – 2018 Project Targets

City of Salmon Arm Greenways: Trail Project Targets 2018

Prepared by: Phil McIntyre-Paul with Sutra Brett and Adrian Bostock (The Shuswap Trail Alliance)

Updated: June 06, 2018

City Ref #10-2739...	City Line Item Title	Available Funds/Status	Proposed Projects	Cost Quotes
Carry Over from 2017. . .				
PO#1630	West Bay/Peter Jannick Park	\$7500 (CSA) + \$10,000 (MRDT)	<ul style="list-style-type: none"> Match with MRDT \$10,000 and apply for matching grant funding – Target full West Bay environment/engineering design 	<ul style="list-style-type: none"> \$200,000+ Matching grant partner required
PO#1640	Bike and School Connectors – Design	\$5000 balance	<ul style="list-style-type: none"> Bike (& School) Connectors Plan PO#40218 	Resume in 2018
2018 Projects. . .				
	Greenway Connectors & Trail Improvements (Minor)	\$30,000 + \$5000 CSA	<ul style="list-style-type: none"> Hillcrest Subdivision greenways (signs below) Cress Creek upgrade (signs below) 	<ul style="list-style-type: none"> \$19,380.69 \$15,000 + STA \$666.77 in-kind
	Urban Connectors (design/plan)	\$15,000 CSA + BCRDP/MRDT (Hotel Tax) funding	<ul style="list-style-type: none"> 16th St NE to 7th Ave NE (Map Link) 20th to 97b (Map Link) 25 St NE to 28 St NE (Map Link) 27th to 30th (Shuswap Middle School) (Map Link) Elks greenway (Map Link) Hoadley Park (Map Link) Mt Ida North Slopes Trails (Map Link) Okanagan Ave to 23rd St NE (Map Link) Parkhill East Subdivision Reroute (Map Link) SASS Bypass (Initial Report) South Canoe Run bike Kids Loop (Map Link) – including parking lot expansion scoping Turner Creek 28th St NE connectors(a&b) (Map Link) 15th through 20th AVE SE Greenways (NEW 2018) (Map Link) 	<ul style="list-style-type: none"> \$12,394.25 quoted for list Plus \$2605.75 CSA & \$2300 additional available (BCRDP/MRDT)
	Global Signage	\$35,000 CSA + MRDT (Hotel Tax) funding	<ul style="list-style-type: none"> Hillcrest Subdivision greenways Cress Creek upgrade Memorial Cemetery Trails Additional targets from City Sign Plan include. . . 	<ul style="list-style-type: none"> Hillcrest Subdivision \$2666.69 Cress Creek \$606.67

			<ul style="list-style-type: none"> o Canoe Store-to-Ball Park Walkway Signs o 16th St NE to 7th Ave NE o Turner Creek 28th St NE (a&b) o 65 Ave NE to Park Hill Rd. o 25 St NE to 28 St NE 	<ul style="list-style-type: none"> • Memorial Cemetery Trails \$5001..21 • \$26,725 CSA + \$2200 MRDT still available (still to be allocated)
	Annual Maintenance	Under Roads & Parks Budget	<ul style="list-style-type: none"> • Spring maintenance, foreshore trail clean-up 	<ul style="list-style-type: none"> • \$7598.80
	Foreshore Trail – Data Collection/Monitoring	\$5000 CSA	<ul style="list-style-type: none"> • Foreshore Monitoring 2018 	<ul style="list-style-type: none"> • Still to quote
	9 th St NE to Hwy 1 Connector	Pending	<ul style="list-style-type: none"> • 250 m connector from 9 St NE to Hwy 1 tunnel 	<ul style="list-style-type: none"> • \$66,767.49
	South Canoe Trail System	Confirmed: BCHBC, EQTA, STA, HCBC	<ul style="list-style-type: none"> • Goliath EQ Trail – new 706 m trail addition 	<ul style="list-style-type: none"> • \$8596.53
	South Canoe Trail System	\$5000 CSA + \$1850 STA	<ul style="list-style-type: none"> • Kiddie Run-Bike & Pump Track 	<ul style="list-style-type: none"> • \$6,847.65
	Gleneden Gayle Creek – West/Syphon Falls	\$7000 CSA	<ul style="list-style-type: none"> • 350 m, includes Syphon Falls repair/signage 	<ul style="list-style-type: none"> • \$6,949.54
	Rubberhead Trail System – Planning	STA+BCRDP confirmed	<ul style="list-style-type: none"> • 2000 m new trail plan 	<ul style="list-style-type: none"> • \$1000
	Rubberhead Trail System – Warrens	STA+BCRDP	<ul style="list-style-type: none"> • 150 m, Upper Warrens Connector 	<ul style="list-style-type: none"> • Bike Club/STA
	Trail Improvements Construction	\$20,000 CSA	<ul style="list-style-type: none"> • Memorial Cemetery Trail – Phase B Trail Finish 	<ul style="list-style-type: none"> • \$19,323.28
	Connector Trail Improvements	\$16,000 CSA	<ul style="list-style-type: none"> • Dodd's Trail/Sinclair Park – trail upgrade • Still to allocate. . . 	<ul style="list-style-type: none"> • \$9630.93 Dodd's Trail (to be revised for wider tread width) • \$6000 (still to allocate)
	Shuswap Memorial Cemetery Trails	\$2500 CSA	<ul style="list-style-type: none"> • Upper Slope Trail Plan 	<ul style="list-style-type: none"> • \$2,498.21
	Bike and School Connectors – Construction	\$5000	<ul style="list-style-type: none"> • TBD 	<ul style="list-style-type: none"> •
			<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
			<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •

Additional Funding. . .				
	South Canoe Trail System	STA+BCRDP	<ul style="list-style-type: none"> 7000 m, South Climb, Kiddie Climb, and Swayback EQ trails 	<ul style="list-style-type: none"> Reapplying
	MRDT (Hotel Tax) Funding	MRDT	See West Bay Planning & Signage above. . .	<ul style="list-style-type: none"> confirmed
Priorities Still to Allocate to Funds. . . <i>See full City Master Plan binder for full project list</i>				
	Urban Connector Trail Improvements – Construction		<ul style="list-style-type: none"> Farley's Trail (Little Mtn) Laitinen Trail (clean up) North Broadview Trails – 20th St NE Reroute 	<ul style="list-style-type: none">
	Trail Improvements (minor)		<ul style="list-style-type: none"> Park Hill – outer loop wet area upgrade 	<ul style="list-style-type: none">
	Future Trails (Planning)		<ul style="list-style-type: none"> 11th St NE Easement 20th Ave to 97B & SA Golf Course Bypass 	<ul style="list-style-type: none">

Item 7.3

CITY OF SALMON ARM

Date: June 25, 2018

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: the Housing Task Force Meeting Minutes of June 4, 2018, be received as information.

Vote Record

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

Opposed:

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

HOUSING TASK FORCE

Housing Task Force meeting held **Monday, June 4, 2018**, at 11:00 a.m. in Meeting Room 100, City Hall, Salmon Arm, British Columbia.

PRESENT:

Councillor Tim Lavery	City of Salmon Arm, Co-Chair
Councillor Louise Wallace Richmond	City of Salmon Arm, Co-Chair
Paige Hilland	Shuswap Area Family Emergency (SAFE) Society
Dawn Dunlop	Canadian Mental Health Association (CMHA)
Jeff Ragsdale	Member at Large
Louis Thomas	Neskonlith Indian Band
Duane Manuel	Neskonlith Indian Band
Steven Teed	Adams Lake Indian Band
Barry Delaney	Salmon Arm Savings and Credit Union (SASCU)
Lana Fitt	Salmon Arm Economic Development Society
Calvin Berger	Member at Large
Ian McDiarmid	McDiarmid Construction Ltd.
Kevin Pearson	City of Salmon Arm staff
Barb Puddifant	City of Salmon Arm staff

ABSENT:

Jane Shirley	Shuswap Area Family Emergency (SAFE) Society
--------------	--

The meeting was called to order at 11:00 a.m.

1. Call to Order**2. Introductions****3. Presentations****4. Approval/ Changes/ Additions to Agenda**

Addition of Item 7(f) Roles of members of Housing Task Force

5. Approval of Minutes of May 22, 2018 Housing Task Force Meeting

Moved: Jeff Ragsdale

Seconded: Lana Fitt

THAT: the minutes of the Housing Task Force meeting of May 22, 2018 be approved as circulated.

CARRIED UNANIMOUSLY

6. Old Business/Arising from Minutes

7. New Business

a) Updates

Dawn Dunlop spoke regarding the upcoming webinar on June 18, 2018 which will, in part, provide an update on the Rental Housing Index. The Board of CMHA has endorsed moving forward with an RFP application to BCNPHA which could potentially provide housing for seniors and families.

Councillor Lavery provided a recap of the May 29, 2018 webinar and information presented by BC Housing.

Councillor Lavery outlined the purpose of the Housing Task Force for new members.

Dawn Dunlop spoke regarding the Housing Forum to be hosted by Greg Kylo in the fall.

Councillor Wallace Richmond intends to contact CMHC regarding potential federal grants and/or funding.

Councillor Lavery has received a listing of faith based groups provided by the Salmon Arm Economical Development Society and intends to arrange meetings to discuss possible land availability

Lana Fitt discussed the BC Rural Dividend program that could potentially be used to facilitate affordable housing. Lana will contact the City of Revelstoke to obtain information regarding its successful application to this program.

b) ALIB Update

Steven Teed discussed the information that he posted on Trello for other members of the Task Force comprised of information on development on Band lands. Maps are available and may be brought forward at a subsequent meeting. The Adams Lake Indian Band is moving toward a Land Management process and there may be an opportunity to partner with the City at a later date.

c) What developments are in the timeline R4 / R5

Kevin Pearson reviewed the R-4/R-5 zoning map with the Task Force and provided details on housing projects that are currently in the approval stage or have yet to begin construction. Mr. Pearson also spoke regarding Development Permits that have been approved by the City that have not been acted upon by the developer.

- d) Building stats
The April building statistics prepared by the City of Salmon Arm were reviewed.
- e) Next meeting – Start process of Housing Strategy recommendations
Councillor Lavery spoke regarding the Long Term Housing Strategy and the possibility of having Council approve retaining an independent contractor to prepare the Strategy.
Calvin Berger relayed the importance of having the strategy in place as a first step.
- f) Roles of members of Housing Task Force
Councillor Wallace Richmond spoke regarding the purpose of the Task Force to information gather and explore options and the ability of each member to offer input and strategies that can be brought to Council for inclusion in the 2019 Budget process.

Next Regular Meeting

The next Regular Meeting will be held on June 18, 2018 at 11:00 am.

8. Adjournment

MOVED: Dawn Dunlop

SECONDED: Jeff Ragsdale

THAT: the Housing Task Force Meeting of June 4, 2018 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 12:06 pm

Louise Wallace Richmond

Co-Chair

Th W Lavery

Co-Chair

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

Item 7.4

CITY OF SALMON ARM

Date: June 25, 2018

Moved: Councillor Eliason

Seconded: Councillor Harrison

THAT: the Downtown Parking Commission Meeting Minutes of May 15, 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, May 15, 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, May 15 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
Cathy Ingebrigtsen

Resource Personnel:

Jenn Wilson, City Engineer
Marcel Bedard, Bylaw Officer
Nikki Lentz, Student Bylaw Officer
Robert Niewenhuizen, Director of Engineering & Public Works
Chad Eliason, Councilor

Absent:

None

The meeting was called to order at 8:00 am by Chairperson C. Ingebrigtsen

1. Minutes of Meeting March 20, 2018

Motion: R. Ready / G. Foreman
Carried Unanimously

2. Downtown Parking Plan

- Gantt Chart Discussions:
 - On target – to review parkade drawings at next meeting
 - Bylaw officer to do parking signage review
 - Parking Counts reviewed
- Parking Duration Discussion
 - Options Discussed:
 - 2 hrs everywhere
 - 1 hr on Alexander (banking district), 2 hrs elsewhere
 - First hour free, pay for longer w/ or w/out max time limit

Minutes – Downtown Parking Commission
Page 2

- o Goals for Parking
 - Servicing customers
 - Providing adequate parking for employees
 - Encourage turn over near banking or other short-term business
 - Encourage longer stays in downtown for tourists/shoppers
- o Parking map should be added to City website
- o Noted that Tourists generally don't mind walking (as long as they can find parking/ its locals that want to park closer)

Received As Information

3. Correspondence

Received As Information

4. Any Other Business

- None

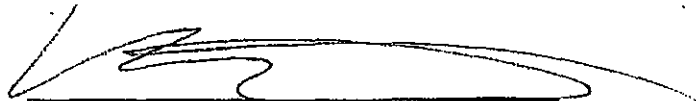
5. Adjournment

- Meeting Adjourned at 8:48 am

**Motion: B. Laird / G. Formean
Carried Unanimously**

Next Meeting Date: June 26, 2018

Certified Correct



Marcel A. Bedard
Bylaw Enforcement Officer

Minutes received as information by Council on the day of , 2018

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

THIS PAGE INTENTIONALLY LEFT BLANK

Item 7.5

CITY OF SALMON ARM

Date: June 25, 2018

Excerpt from Community Heritage Commission Meeting Minutes of June 15, 2018

Vote Record

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

Opposed:

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

Extract from the Minutes of the Community Heritage Commission Meeting held on Friday,
June 15, 2018

2. Presentations

2.1 Shuswap District Arts Council - proposed new steps at Post Office (Art Gallery)

Tracey Kutschker of the Shuswap District Arts Council met with Commission members at the front of the Post Office/ Art Gallery building to explain the design of the proposed new front steps. The existing steps are in need of repair and Tracey explained how the new design will bring both the steps and the hand railings up to current Building Code standards and incorporate two seating areas on either side of the entrance way. Tracey also advised that there would be no changes to the building itself and only minor changes to the existing landscaping to accommodate the new seating areas.

4. Items

4.1 Post Office (Art Gallery) - proposed new front steps

Moved: Harry Welton/Seconded: Anne Kirkpatrick

THAT: the Heritage Commission advise City Council it has no concerns with the proposed new steps at the Post Office/ Art Gallery.

CARRIED UNANIMOUSLY

Commission members were in agreement that based on the design drawing and the information provided by Tracey Kutschker of the Shuswap District Arts Council, the proposed new steps will not result in significant changes to the building and the Commission has no concerns with the new design.

* * *

Item 8.1

CITY OF SALMON ARM

Date: June 25, 2018

Moved: Councillor Jamieson

Seconded: Councillor Harrison

THAT: the bylaw entitled City of Salmon Arm 2018 to 2022 Financial Plan Amendment Bylaw No. 4275 be read a first, second and third time.

[2018 to 2022 Financial Plan Amendment]

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: June 18, 2018
 To: Mayor Cooper and Members of Council
 Subject: 2018 Amended Budget

Recommendation

That: Bylaw No. 4275 cited as "City of Salmon Arm 2018 to 2022 Financial Plan Amendment Bylaw No. 4275" be given 3 readings.

Background

The 2018 Final Budget requires an amendment to reflect Council Resolutions and to redirect allocations between budget accounts.

General Fund

Revenue

Special Assessments - Transportation Parcel Tax (To Reflect Actual - Redirected to Pavement Management Update)	\$ 7,500.00
Other Revenue (Provision for Insurance Claim Recovery - Fraudulent Cheque \$10,000 and Civic Building Carpet \$5,000)	15,000.00
Building Permit Revenue (Provision to Reflect Anticipated Building Activity - Redirected to Property Acquisition)	250,000.00
Building License Revenue (To Reflect Actual - Redirected to Pavement Management Update)	7,500.00
Conditional Transfer - Other (2017 Flood - Anticipated PEP Recovery - Redirected to Property Acquisition)	260,000.00
Conditional Transfer - Other Government (Provision for BC Hydro Re-greening Grant - Downtown Tree Replacement)	4,645.00
Transfer from Reserve - Future Expenditure (Makers Space Contribution (Missed in Original Budget) \$25,000, Tree Removal - Ready's Forest Trail \$22,000, Civic Building - Blue Lights (Diabetes) \$1,000 and South Canoe Trail Latrine (O&M Missed in Original Budget) \$4,000)	52,000.00
Transfer from Reserve - Doubtful Accounts (Uncollectible Property Taxes and Accounts Receivable)	1,600.00
Transfer from Reserve - Wages and Benefits (As Resolved by Council - Organizational Restructuring \$42,700 and Employee Assistance \$15,000)	57,700.00
Transfer from Reserve - Website Upgrade (To Facilitate Website Update - Re-Branding)	12,000.00
Transfer from Reserve - Fire - Other (As Resolved by Council)	105,915.00
Transfer from Reserve - Transportation - Drainage (To Fund Weather and Emergency Flood Events)	25,000.00
Transfer from Reserve - Airport - Taxiway (Provision for Increased Costs - Wildfire Management System Update)	7,500.00

Mayor Cooper and Members of Council
Memorandum – 2018 Amended Budget
June 18, 2018

Page 2

Transfer from Reserve – Recreation Centre - Operating (WCB Orders \$15,000 and Staff Labour Attributed to Setting up Scheduling Software \$5,000)	20,000.00
School Tax Requisition – Residential (Provision to Reflect Actual – Requisition Received After Final Budget Adoption in April/2018 – Offsets With Expenditure for Same)	385,000.00
School Tax Requisition – Non-Residential (Provision to Reflect Actual – Requisition Received After Final Budget Adoption in April/2018 – Offsets With Expenditure for Same)	(294,650.00)

Expenses

Civic Building – Materials (Provision for the Installation of Blue Lights - Diabetes Month)	\$ 1,000.00
Wages and Benefits (As Resolved by Council – Organizational Restructuring and New Turf Maintenance Position Effective September 1, 2018 (Note: Full Allocation Will Be Required in 2019). Increases Related to Various Wages and Benefit Accounts.	42,700.00
Other Wages (As Resolved by Council)	105,915.00
Bad Debts (Provision for Bad Debts. Funded From Reserve)	1,600.00
Employee Assistance Plan (As Resolved by Council)	15,000.00
IT - Consulting (Provision For Website Upgrade. Funded From Reserve)	12,000.00
Fraudulent Cheque Loss (Provision for Possible Loss)	10,000.00
Grant – EDS – Makers Space Project (As Resolved by Council)	25,000.00
Grant – Community Yoga Event (As Resolved by Council)	300.00
Grant – BC Masters Championship (As Resolved by Council)	500.00
Grant – RCMP Musical Ride (As Resolved by Council)	300.00
Police Services – RCMP Force (Provision for Anticipated Surplus - Redirected to Property Acquisition)	(100,000.00)
Transportation – Flood Control (Attributed to Weather and Emergency Flood Events)	25,000.00
Transportation – Pavement Management Update (Provision for Increased Costs)	15,000.00
Airport – Wildfire Management System Update (Provision for Transport Canada Order)	7,500.00
Parks – Ready's Forest Trail (Provision for Dangerous Tree Removal. Funded From Reserve)	22,000.00
Parks – Central Business District Maintenance (Provision for Increased O&M Costs Attributed To the Jackson Revitalization Project)	10,000.00
Parks – Central Business District/Urban Street Tree Maintenance (Trees - BC Hydro Re-greening Grant)	4,645.00
Parks – South Canoe Trail – Outdoor Latrine (Provision for Ongoing O&M – Missed in Original Budget)	4,000.00
Parks – Cress Creek Upgrade (Number Reversal on Original Budget Preparation – See Below)	10,000.00
Parks – Hillcrest Subdivision Greenways (Number Reversal on Original Budget Preparation - See Above)	(10,000.00)
Parks – Jackson Revitalization (Redirected to Central Business District Maintenance)	(10,000.00)
Recreation Centre – Contracted Services (WCB Orders \$15,000 and Staff Labour Attributed to Setting Up Scheduling Software)	20,000.00
Council Initiatives (As Resolved by Council)	(1,100.00)
Transfer to Reserve – Carpet Replacement (Attributed to Council Chambers Carpet – Insurance Claim)	5,000.00
School Tax Requisition – Residential (Provision to Reflect Actual – Requisition Received After Final Budget Adoption in April/2018 – Offsets with Revenue for Same)	385,000.00
School Tax Requisition – Non-Residential (Provision to Reflect Actual – Requisition Received After Final Budget Adoption in April/2018 – Offsets with Revenue for Same)	(294,650.00)

Capital

General – Property Acquisition (As Resolved by Council)	\$ 720,000.00
Information Technology – VOIP/Phone Equipment Upgrade (Due to Technical Issues Attributed to Old Equipment This Project Has Been Rescheduled for Fall of 2018. Funded From Reserve. No Budget Impact)	90,000.00
Transportation – Drainage – 10 Ave NW (Attributed to Increased costs. Funded From Reserve - No Budget Impact)	60,000.00

Transportation – Roads – 20 Ave Road Stability (Project Complete – No Budget Impact)	(10,795.00)
Transportation – Roads – Underpass Track Design (Attributed to Increased Costs. Funded From Reserve – No Budget Impact)	15,000.00
Transportation – Equipment – Sweeper Major Repairs - Unit No. 35 (Provision for Unanticipated Repairs i.e. Transmission and Injector Pack. Funded From Equipment Replacement Reserve Fund. No Budget Impact)	25,000.00
Transportation – Equipment – 1 Ton Dump/Plow Major Repairs - Unit No. 78 (Provision for Unanticipated Repairs i.e. Hydraulic System. Funded From Equipment Replacement Reserve Fund. No Budget Impact)	10,000.00

Water Fund

Expenditures

Interest on Long-Term Debt (To Reflect Reduction in Interest Rate)	(\$90,000.00)
Transfer to Reserve – Future Expenditure (To Reflect Reduction in Interest Rate on Long-Term Debt)	90,000.00

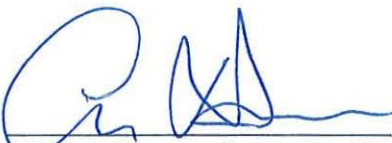
Capital

Large Portable Generator (As Resolved by Council, Redirected to Below)	\$ 10,000.00
Transfer Switch Connection (As Resolved by Council, Redirected From Above)	(10,000.00)

Sewer Fund

Capital

WPCC – Ultraviolet (UV) Light Disinfection System Upgrade (Attributed to Increased Costs. Funded from Sewer DCC Reserve Fund - No Budget Impact)	\$ 170,000.00
--	---------------



Chelsea Van de Cappelle, CPA, BBA

CITY OF SALMON ARM

BYLAW NO. 4275**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. 4268 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. 4275".

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	3,313,300	3,379,566	3,447,157	3,516,100	3,586,422
Sales of Service	7,784,768	7,940,463	8,099,273	8,261,258	8,426,483
Revenue From Own Sources	2,752,000	2,807,040	2,863,181	2,920,444	2,978,853
Rentals	778,350	793,917	809,795	825,991	842,511
Federal Government Transfers	-	-	-	-	-
Provincial Government Transfers	623,350	635,817	648,533	661,504	674,734
Other Government Transfers	215,940	220,259	224,664	229,157	233,740
Transfer From Prior Year Surplus	685,780	699,496	713,486	727,755	742,310
Transfer From Reserve Accounts	1,571,667	1,603,100	1,635,162	1,667,866	1,701,223
Transfer From Reserve Funds	-	-	-	-	-
Total Consolidated Revenues	\$35,704,915	\$36,419,013	\$ 37,147,394	\$ 37,890,341	\$ 38,648,148
Consolidated Expenditures					
General Government Services	\$ 3,876,890	\$ 3,954,428	\$ 4,033,516	\$ 4,114,187	\$ 4,196,471
Protective Services	5,212,725	5,316,980	5,423,319	5,531,785	5,642,421
Transportation Services	5,339,380	5,446,168	5,555,091	5,666,193	5,779,517
Environmental Health Services	67,777	69,133	70,515	71,925	73,364
Environmental Development Service	2,589,410	2,641,198	2,694,022	2,747,903	2,802,861
Recreation and Cultural Services	4,509,990	4,600,190	4,692,194	4,786,037	4,881,758
Fiscal Services - Interest	1,491,638	1,521,471	1,551,900	1,582,938	1,614,597
Fiscal Services - Principal	1,149,705	1,172,699	1,196,153	1,220,076	1,244,478
Capital Expenditures	3,465,825	2,799,154	3,021,834	2,943,280	2,332,092
Transfer to Surplus	-	-	-	-	-
Transfer to Reserve Accounts	2,706,130	3,611,240	3,399,468	3,606,448	4,348,629
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	\$35,704,915	\$36,534,013	\$ 37,147,394	\$ 37,890,341	\$ 38,648,148

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	\$ 2,541,835	\$ 2,074,154	\$ 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	1,272,975	2,127,500	-	-	-
Provincial Government Grants	1,497,975	2,102,500	-	-	-
Prior Year Surplus	312,000	-	-	510,000	-
Reserve Accounts	3,553,850	3,099,450	530,000	690,000	15,000
Reserve Funds	2,837,500	1,920,750	323,500	2,808,750	710,000
Development Cost Charges	945,000	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	\$ 14,932,125	\$ 20,724,354	\$ 6,040,334	\$ 9,299,530	\$ 6,436,092

Finances Applied

Transportation Infrastructure	\$ 6,362,420	\$ 17,300,000	\$ 3,979,500	\$ 4,222,000	\$ 3,622,000
Buildings	1,079,360	335,476	117,000	197,000	144,000
Land	720,000	-	-	-	-
IT Infrastructure	1,395,515	115,000	125,000	721,500	55,000
Machinery and Equipment	2,022,100	656,378	383,834	1,192,780	513,092
Vehicles	431,500	-	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	\$ 14,932,125	\$ 20,724,354	\$ 6,040,334	\$ 9,299,530	\$ 6,436,092

Departmental Summary:

	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
General Government Services	\$ 1,681,705	\$ 108,500	\$ 108,500	\$ 193,500	\$ 122,500
Protective Services	1,218,140	55,000	145,000	805,000	140,000
Transportation Services	7,863,170	17,483,000	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	1,813,990	475,000	675,000	500,000	527,000
Total by Department	\$ 14,932,125	\$ 20,724,354	\$ 6,040,334	\$ 9,299,530	\$ 6,436,092

Schedule "B" – Bylaw #4275
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 #4275
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	48.25%	52.78%
Parcel Taxes	8.89%	9.73%
User Fees, Charges and Interest Income	30.36%	33.21%
Other Sources	10.26%	1.83%
Proceeds From Borrowing	2.24%	2.45%
	100.00%	100.00%

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

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

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

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

Schedule "B" – Bylaw #4275
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 #4275
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 #4275
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

Item 8.2

CITY OF SALMON ARM

Date: June 25, 2018

Moved:

Seconded:

THAT: the bylaw entitled Ross Street Underpass Loan Authorization Bylaw No. 4500, be read a first, second and third time;

AND THAT: Council authorize staff to conduct an Assent Vote in conjunction with the 2018 General Municipal Election, in order to obtain the approval of the electors required to adopt Loan Authorization Bylaw No. 4500;

AND THAT: the following related question be included on the ballot:

Are you in favour of Council for the City of Salmon Arm adopting Loan Authorization Bylaw No. 4500, which would authorize the City of Salmon Arm to borrow \$5,300,000.00 for the purpose of constructing the Ross Street Underpass and related works?;

AND FURTHER THAT: Council suspend Question and Answer period until October 22, 2018.

[Ross Street Underpass Loan Authorization]

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 Election Officer

TO: Her Worship Mayor Cooper and Council

DATE: June 17, 2018

SUBJECT: Ross Street Underpass Loan Authorization Bylaw No. 4500
2018 General Municipal Election, Referendum (Assent Voting) &
Suspension of Question and Answer Period

RECOMMENDATIONS:

THAT: the bylaw entitled Ross Street Underpass Loan Authorization Bylaw No. 4500, be read a first, second and third time;

AND THAT: Council authorize staff to conduct an Assent Vote in conjunction with the 2018 General Municipal Election, in order to obtain the approval of the electors required to adopt Loan Authorization Bylaw No. 4500;

AND THAT: the following related question be included on the ballot:

Are you in favour of Council for the City of Salmon Arm adopting Loan Authorization Bylaw No. 4500, which would authorize the City of Salmon Arm to borrow \$5,300,000.00 for the purpose of constructing the Ross Street Underpass and related works?;

AND FURTHER THAT: Council suspend Question and Answer period until October 22, 2018.

BACKGROUND:

The General Municipal Election will be held on October 20, 2018. This report will provide information related to the election and Assent Voting (a method for obtaining the approval of the electors) in order for Council to consider adopting Loan Authorization Bylaw No. 4500.

Prior to conducting Assent Voting in relation to Loan Authorization Bylaw No. 4500, Council must first give the bylaw three readings and obtain the approval of the Inspector of Municipalities, as stipulated in section 135 of the Community Charter.

ELECTION:

Signage – Staff do not feel that amendments to the City's bylaw pertaining to election signage are necessary; however, there are new requirements under provincial legislation that all candidates should be aware of.

The City's existing rules seem to be adequate and rarely do staff become involved in any enforcement matters, though other local governments have struggled with this issue and amendments appear to have provided little or no resolve or been abandoned.

Ultimately, Elections BC is the authority on elections advertising and should be consulted with any questions. Further information can be obtained on the website at www.elections.bc.ca/lecf or by calling 1-855-952-0280. This memo will serve as a reminder that no advertising or campaigning material is permitted within a 100 metres of any voting place.

Voting Opportunities – In addition to General Voting Day on October 20, 2018, Advance Polls will be held on Wednesday, October 10 (required by Provincial legislation) and Tuesday, October 16 (required by Bylaw No. 3673) in Council Chambers at City Hall from 8:00 a.m. to 8:00 p.m.

As in past years, the City will use an Automated Vote Counting System (Vote Tabulators) for all voting opportunities. These machines will be fully serviced in advance of the election and elections staff will receive ample training on their use.

Special Voting opportunities will be available to qualified electors who are patients, residents or staff of Shuswap Lake General Hospital, Hillside Village and Bastion Place at the time of voting. As in previous years, staff will attend the facilities with a Vote Tabulator and portable ballot box. The anticipated date for Special Voting is Wednesday, October 17, 2018.

On General Voting Day, voting places will be provided at the following locations:

- SASCU Recreation Centre - 2550 10 Avenue NE, Salmon Arm;
- North Canoe School - 6451 50 Street NE, Canoe;
- Gleneden Hall - 4901 50 Avenue NW, Salmon Arm; and
- The Mall at Piccadilly - 1151 10 Ave SW, Salmon Arm.

Curbside voting will continue to be offered for those electors who come to a voting place to vote but who are unable to enter the voting place because of physical disability or impaired mobility.

Mail Ballot Voting will also be available to persons who have a physical disability, illness or injury that affects their ability to vote at another voting opportunity, or persons who expect to be absent from the municipality on general voting day and at the times of all advance voting opportunities; however, there are only three weeks between the date the City can expect to receive the ballots from the printer and the deadline for ballot submission (October 20, 2018). Due to the election being held earlier in the year, it is anticipated that fewer electors will have departed for warmer climates and therefore demand for Mail Ballot Voting may be lower than in 2014.

School District #83 has again requested that the City conduct the election for the two (2) Salmon Arm School Board Trustees. The names of the candidates for these positions will be on the City's ballot. It is anticipated that many voters will turn out especially for the election of the Trustees, given that there has not been an elected Board in place for several years.

Elections staff will need to be extra vigilant because electors are not entitled to vote in more than one trustee electoral area or as both a resident and non-resident property elector in the same School District.

Electors – A person must meet the following general requirements in order to vote in a local or school election:

- be a resident elector (resident of Salmon Arm for at least 30 days prior to voting) or non-resident property elector (registered owner of real property in Salmon Arm for at least 30 days prior to voting) who is 18 years or older on October 20, 2018;
- be a Canadian citizen;
- have been a resident of BC for at least 6 months immediately before the time of voting; and
- not be disqualified from voting under the Local Government Act, Vancouver Charter, School Act or any other enactment or be otherwise disqualified by law.

There is no corporate vote.

It should also be noted that electors may only register at the time of voting. The City does not obtain the Provincial list of voters.

In the coming weeks, the City's website will be updated with all relevant elections information, including elector qualifications and resources from the Ministry of Municipal Affairs and Elections BC.

ASSENT VOTING:

Assent voting (or Referendum) allows electors to vote on whether certain proposals should move forward or not (primarily related to borrowing). Assent of the electors is obtained if a majority of the votes counted are in favour of the bylaw or question. Assent Voting is conducted under the rules that generally apply to local elections.

For some matters, including disposal of certain utilities or specified parkland, municipal boundary extensions, and municipal loan authorization bylaws, local governments are required to obtain approval of the electors before the municipal council may proceed with its decision. Where approval of the electors is required, it may be obtained by the local government either directly through Assent Voting or through the Alternative Approval Process (AAP).

The AAP, in many cases, is a sufficient means to seek approval of the electors but the threshold for acceptance is very different than that of an Assent Vote. With an AAP, at least 10% of the total electors must sign an elector response form indicating they are against the proposal in order for it not to move forward, while an Assent Vote requires the majority of those who actually cast a vote to make the decision of whether Council can move forward or not. In other words, the AAP only asks electors to act if they are against a proposal and an Assent Vote provides electors with the option of indicating Yes (approval) or No (disapproval).

While the AAP can provide a local government with greater flexibility and the potential for cost-savings, it may not be appropriate for every situation, even where it is authorized by legislation. There are a number of factors for a Council to consider when deciding whether to conduct an AAP or proceed directly to Assent Voting, including:

- History;
- Scale;
- Cost;
- Public expectations; and
- Timing of the matter or proposal.

If an issue is controversial, requires a significant financial contribution by taxpayers, or has the potential to significantly impact the community, it may be appropriate to proceed directly to Assent Voting. When the public has been actively engaged and there are reasonable indications that the public is in favour, a proposal may lend itself better to an AAP.

In order for Council to adopt Loan Authorization Bylaw No. 4500, which would authorize the City of Salmon Arm to borrow \$5,300,000.00 for the purpose of constructing the Ross Street Underpass and related works, approval of the electors must be obtained. Council may choose to conduct either the AAP or Assent Voting to obtain the required approval; however, due to the type of project and budget, it is recommended that Assent Voting be the method of determining elector approval. Under this method more than 50% of voters must be in favour in order to proceed with adoption of the bylaw which will allow for the borrowing of \$5,300,000.00 of the \$12,483,000.00 required to complete the Ross Street Underpass project and all related works. It should be noted that the approval of the electors is not binding in that Council still has the opportunity to defeat the bylaw at Final Reading (or raise the funds through taxation). Final reading of the bylaw is anticipated to be considered on November 13, 2018.

Educating the public in advance of the assent vote has been a main priority for staff. A robust communications strategy was developed in order to provide ample opportunities for voters to become familiar with the proposed Ross Street Underpass project.

To date, the following initiatives have been / are planned to be undertaken:

- March 29, 2018 - Presentation by Chief Administrative Officer at Prestige Harbourfront Resort. City staff and CP Rail representative Mike LoVecchio were available to answer questions;
- April 18, 2018 - Downtown Salmon Arm AGM. Staff attended to provide information and answer questions;
- May 3, 2018 - Open House at Prestige Harbourfront Resort. Staff on hand to answer questions;
- June 11- 18, 2018 - Information Table at The Mall at Piccadilly;
- June 19, 2018 - Presentation by Chief Administrative Officer at Salmon Arm Economic Development Society meeting. City staff were available to answer questions;
- May 1, 2018 - Dedicated webpage for Ross Street Underpass information, including YouTube video of the PowerPoint Presentation from March 29, 2018, complete with audio from the Chief Administrative Officer; and
- Social Media posts (ongoing).
- June 28, 2018 - Open House at Prestige Harbourfront Resort. 7:00 pm to 9:00 pm. Staff will be available to answer questions.
- August 30, 2018 - Presentation by the Chief Administrative Officer combined with Open House. Staff will be present to answer questions.
- TBD -Rotary Presentation; and
- October 15 - 19, 2018 - Information Headquarters at the Mall at Piccadilly. This retail space will be transformed into a voting place for October 20, 2018.

It is expected that Assent Voting related to the proposed Ross Street Underpass, coupled with the election of two (2) SD#83 Trustees, will heighten interest in the election and draw a larger than usual number of voters. Due to this, staff have added an extra voting place and will be carefully considering the number of ballots that should be printed.

QUESTION AND ANSWER PERIOD:

As in previous election years, it is recommended that Council suspend Question and Answer Period until the first meeting after the election, which is October 22, 2018 because it sometimes becomes unproductive and during this period simply creates an opportunity for grandstanding.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Erin Jackson', is written over a horizontal line.

Erin Jackson
Chief Election Officer

CITY OF SALMON ARM

BYLAW NO. 4500**A bylaw to authorize the borrowing for the purpose of a capital nature**

WHEREAS under the provisions of Section 179 of the Community Charter, Council may, by a loan authorization bylaw adopted with the approval of the Inspector, incur a liability by borrowing for any purpose of a capital nature;

WHEREAS it is deemed desirable and expedient to design and construct the Ross Street Underpass;

AND WHEREAS the amount to be borrowed to construct such improvements and to do all things necessary in connection herewith is the sum of \$5,300,000.00 which is the amount of debt intended to be created by this bylaw;

AND WHEREAS the maximum term for the debentures to be issued to secure the monies authorized to be borrowed hereunder is thirty (30) years;

AND WHEREAS the approval of the Inspector has been obtained prior to its adoption, pursuant to Section 179 of the Community Charter;

AND WHEREAS the electors within the boundaries of the City of Salmon Arm were notified, under the elector assent voting process, pursuant to Section 85 of the Community Charter, that Council intends to borrow to undertake the construction of the Ross Street Underpass and do all things necessary in connection herewith;

AND WHEREAS the Council has been advised through a report prepared by the Corporate Officer that elector responses submitted by the electors within the boundaries of the City of Salmon Arm, requesting Council not to proceed with the borrowing to construct the Ross Street Underpass unless it is approved by assent of the electors are insufficient;

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

1. The Council of the City of Salmon Arm is hereby authorized and empowered to undertake and carry out or cause to be carried out the borrowing for the construction of the Ross Street Underpass and do all things necessary in connection herewith and without limiting the generality of the foregoing:
 - a) To borrow upon the credit of the Municipality a sum not exceeding \$5,300,000.00 and the maximum term for the debentures to be borrowed hereunder is thirty (30) years.

b) To acquire all such property, easements, rights-of-way, licences, rights or authorities as may be requisite or desirable for or in connection with the construction of the Ross Street Underpass.

2. This bylaw may be cited as "City of Salmon Arm Ross Street Underpass Loan Authorization Bylaw No. 4500"

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 BY THE INSPECTOR PURSUANT TO SECTION 179 OF THE COMMUNITY

CHARTER THIS DAY OF 2018

ADOPTED BY COUNCIL THIS DAY OF 2018

MAYOR

CORPORATE OFFICER

THIS PAGE INTENTIONALLY LEFT BLANK

Item 9.1

CITY OF SALMON ARM

Date: June 25, 2018

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: the bylaw entitled City of Salmon Arm General Capital Reserve Fund Expenditure Bylaw No. 4248 be read a final time.

[General Capital Reserve Fund Expenditure]

Vote Record

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

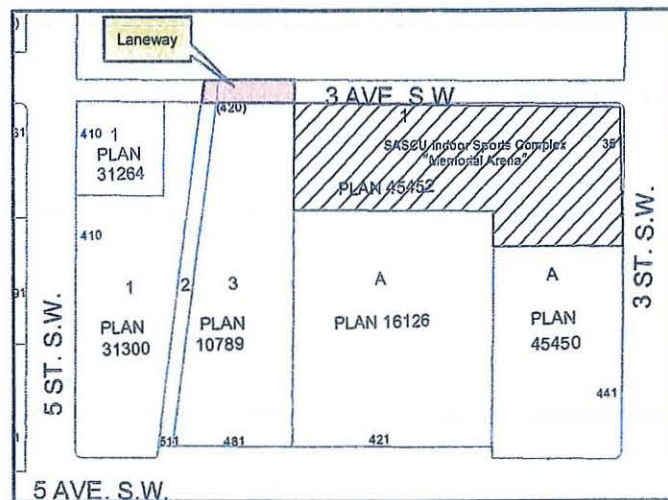
- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond

The City of Salmon Arm and the Salmon Arm and Shuswap Lake Agricultural Association (SASLAA) are pleased to announce that an agreement has been reached that will see the City acquire the property and building located at 351 – 3 Street SW, also known as the SASCU Indoor Sports Complex / Memorial Arena and a portion of 481 / 511 5 - Avenue SW, a laneway, for \$420,000.00 for the purpose of improving and extending the life of the arena, for its current use.

SASLAA voted unanimously in favour of the sale at a Special Meeting held on April 19, 2018. The agreement allows SASLAA to use, at no cost for the life of the building, some office space (year round) and the building / property during the Fall Fair. Current tenants, including many youth sports organizations, will likely also be able to continue with their rental of the facilities.

"This is a win for the community and the Fall Fair because this special asset can continue to be used and maintained for years to come" said Phil Wright, SASLAA President. Mayor Nancy Cooper added, "The City is appreciative of the valuable work that SASLAA and its many volunteers do in Salmon Arm and we are pleased to be moving forward in this direction".

The entire Purchase Agreement can be viewed at City Hall or at www.salmonarm.ca.



OFFER TO PURCHASE

DATE: April 26, 2018

BETWEEN: CITY OF SALMON ARM

(the "Purchaser")

AND: THE SALMON ARM AND SHUSWAP LAKE AGRICULTURAL ASSOCIATION

(the "Vendor")

1. BASIC TERMS

The basic terms of this Offer to Purchase are:

(a) Address of Purchaser:

City of Salmon Arm
Box 40, 500 – 2 Avenue, Salmon Arm, BC V1E 4N2
Attention: Carl Bannister
Telephone: (250) 803-4000
Facsimile: (250) 803-4041
Email Address: cbannister@salmonarm.ca

(b) Address of Vendor:

The Salmon Arm and Shuswap Lake Agricultural Association
351 – 3 Street SW, Salmon Arm, BC V1E 1V4
Attention: Phil Wright
Telephone: (250) 832-0442
Facsimile:
Email Address: wrightphil14@gmail.com / safallfair@shaw.ca

(c) Property:

Those lands and premises located at: 351 – 3 Street SW, in the City of Salmon Arm and legally described as follows: PID: 017-415-900, Lot 1 Section 14 Township 20 Range 10 W6M KDYD Plan KAP45452 ("Lot 1") and portion of 481 / 511 5 - Avenue SW, in the City of Salmon Arm and legally described as follows: Portion of Lot 2 and Lot 3 Section 14 Township 20 Range 10 W6M KDYD Plan 10789 consisting of approximately 319 m², substantially as shown in red on the sketch plan attached as Schedule A (the "Subdivision Parcel") (collectively, Lot 1 and the Subdivision Parcel are the "Property")

(d) Sale Price:

Four Hundred and Twenty Thousand Dollars (\$420,000.00) being the total price for the Property

- (e) **Allocation:** The parties agree that the Sale Price shall be allocated as follows:
- | | | |
|------|----------------------------|---------------------|
| (i) | To Lot 1: | \$400,000.00 |
| (ii) | To the Subdivision Parcel: | \$20,000.00 |
| | Total | \$420,000.00 |
- (f) **Deposit:** One Thousand Dollars (\$1,000.00)
- (g) **Completion Date:** That day which is 30 days after the satisfaction or waiver of all of the Purchaser's Conditions (as defined in Section 1 of Schedule C)
- (h) **Warranty Survival Date:** That day which is 365 days after the Completion Date
- (i) **Acceptance Date:** June 1, 2018

The foregoing basic terms are approved by the parties. Any reference in this Offer to Purchase to a basic term shall be construed to include the provisions set forth above as well as any additional terms and conditions of this Offer to Purchase where the basic term is more fully set forth.

2. OFFER

The Purchaser hereby offers to purchase from the Vendor all of the Vendor's right, title and interest in the Property, free and clear of all liens, charges, encumbrances, save and except for the charges and encumbrances listed in Schedule B attached hereto (the "**Permitted Encumbrances**"), for the Sale Price and upon the terms and conditions herein set forth.

3. SALE PRICE

The Sale Price for the Property will be paid by the Purchaser to the Vendor as follows:

- (a) by payment of the Deposit by the Purchaser to the Purchaser's solicitors forthwith upon acceptance by the Vendor of this Offer to Purchase, to be deposited and held by the Purchaser's solicitors in trust as a stakeholder on behalf of the parties, pending completion of the sale and purchase of the Property or other termination of this Offer to Purchase; and
- (b) by payment of the balance of the Sale Price, subject to adjustment as provided in section 9, by payment of such amount by the Purchaser to the Vendor in accordance with the provisions of this Offer to Purchase.

The Deposit will be credited to the Sale Price and will be paid to the Vendor if the sale and purchase is completed in accordance with the terms hereof. The Deposit will be paid to the Vendor if the Purchaser is in default of its obligation to complete the sale and purchase of the Property hereunder on account of damages and without prejudice to any other right or remedy of the Vendor, or will be paid in full to the Purchaser, without prejudice to any other right or remedy of the Purchaser, in the event that the Purchaser elects to terminate this Offer to Purchase due to the Vendor being in default of its obligation to complete the sale of the Property hereunder.

4. **CONDITIONS PRECEDENT**

The obligation of the Purchaser to complete the purchase of the Property on the Completion Date is subject to and conditional upon the condition(s) precedent set out in Schedule C attached hereto being satisfied or waived by the Purchaser within the time or times specified in Schedule C.

5. **PURCHASER'S DUE DILIGENCE**

The Vendor will, within three business days (excluding Saturdays, Sundays and statutory holidays) after the Vendor accepts this Offer to Purchase, deliver to the Purchaser the following:

- (a) any legal surveys of the Property that are in the Vendor's possession;
- (b) true copies of any environmental reports, geotechnical reports (if any) and all correspondence with the British Columbia Ministry of Environment (if any) concerning the Property that are in the possession of the Vendor;
- (c) true copies of any leases, agreements to lease and offers to lease in respect of the Property which will continue in effect after the Completion Date (the "Leases"); and
- (d) true copies of any materials, agreements or letters of intent relating to naming rights in respect of the Property (the "**Naming Materials**").

The Purchaser agrees to maintain the confidentiality of all such surveys, reports, materials and agreements so delivered, and to return all copies of the same to the Vendor forthwith if the condition(s) precedent set out in Schedule C attached hereto are not satisfied or waived within the time or times provided therein or if the Purchaser fails to complete its purchase of the Property.

The Purchaser and its agents, employees and advisors shall be entitled upon reasonable notice to the Vendor and in accordance with the Vendor's reasonable requirements as to security to enter the Property and carry out inspections, investigations, tests and studies of the Property. Any inspections, investigations, tests or studies of the Property by the Purchaser or its agents, employees and advisors will be carried out during normal business hours. The Purchaser will be responsible for and will indemnify the Vendor for all damages, costs, expenses and other

adverse consequences of the Purchaser's actions in connection with any such inspections, investigations, tests or studies of the Property by the Purchaser or its agents, employees and advisors.

The Purchaser waives the requirement for the Vendor to provide to the Purchaser a "site profile" for the Property under the *Environmental Management Act* (British Columbia) or any regulation in respect thereto.

6. REPRESENTATIONS AND WARRANTIES

The Vendor hereby makes the representations and warranties set out in Schedule D attached hereto.

7. GOODS AND SERVICES TAX

The Vendor and the Purchaser by their acceptance hereof hereby represent and warrant that each of them is and will be at the Completion Date a resident of Canada for the purposes of the *Income Tax Act* (Canada) and the Vendor and the Purchaser confirm that they will be registered with the Canada Revenue Agency or any successor thereto ("**CRA**") in compliance with Part IX of the *Excise Tax Act* (Canada) relating to the goods and services tax ("**GST**") on the Completion Date. The Sale Price does not include GST and the Purchaser confirms that it will be responsible for any GST payable with respect to the subject transaction, will account directly to CRA with respect thereto and will confirm its GST registration number to the Vendor on the Completion Date by providing a signed certificate in the customary form.

8. COMPLETION DATE

The sale and purchase of Lot 1 will be completed on the Completion Date. The sale and purchase of the Subdivision Parcel will be completed upon final registration of the subdivision plan at the Kamloops Land Title Office.

9. ADJUSTMENTS

All usual adjustments of taxes, rates, local improvement assessments and other charges and all other costs normally adjusted for on a sale of property similar to the Property, both incoming and outgoing, will be made as of 12:01 a.m. on the Completion Date. The Vendor will receive the benefit of all income and will be responsible for all expenses incurred in operating and maintaining the Property incurred for and attributable up to 11:59 p.m. (Vancouver time) on the day preceding the Completion Date and the Purchaser will receive benefit of all income and be responsible for all expenses from and including the Completion Date.

The Purchaser and the Vendor agree that the balance owing to the Purchaser by the Vendor under the loan secured by Mortgage No. KP28,181 (modified by KV37389, CA2874679 and CA6097677) registered against the Property, plus any accrued interest, will be adjusted as a credit to the Purchaser as of the Completion Date.

Any adjustments which are not capable of being calculated on the Completion Date will be adjusted between the parties as soon as possible after the Completion Date.

10. RISK

The Property will be and remain at the Vendor's risk until the Transfer (as defined paragraph 12(a)(i)) is filed for registration in the Kamloops Land Title Office, and the Vendor will hold all insurance policies and the proceeds thereof in trust for the parties as their respective interest may appear pending the Completion Date.

11. POSSESSION

- (a) Subject to subsection 11(c) and (d), the Purchaser will have vacant possession of the Property free and clear of all charges, liens and encumbrances save for the Permitted Encumbrances immediately upon completion of the sale and purchase of the Property.
- (b) The Vendor will terminate any and all leases, rentals and uses of the Property as of 11:59 p.m. (Vancouver time) on the day preceding the Completion Date except any leases, rentals and uses of the Property that the Purchaser has agreed in writing to assume.
- (c) The Vendor will be permitted to continue to use the office and storage space located at the west end of the arena located on the Property consisting of approximately 2000 sq. feet at no cost from the Completion Date up to and including December 31, 2022, provided that the Vendor provides the Purchaser with proof of insurance as described in subsection 11(e).
- (d) Subject to subsection 11(f), the Vendor will be permitted to continue to use the improvements on the Property in conjunction with the annual Salmon Arm Fair, including the foyer, the canteen, the arena floor for hosting the trade expo, and using the office space located on the eastern side of the building during the Fair, for a period of up to three (3) weeks each year, at no cost, in perpetuity, provided that the Vendor provides the Purchaser with proof of insurance as described in subsection 11(e) and subject to the scheduling requirements of the Purchaser.
- (e) The Vendor must maintain insurance:
 - i. in respect of fire, and such other perils as are from time to time set out in an "All Risks" property damage insurance policy, covering all of the Vendor's property located in the Property for the full replacement cost thereof; and
 - ii. comprehensive general business liability insurance covering bodily injury, death, property damage, personal liability, contractual liability, non-owned automobile liability and employer's liability, all on an occurrence basis with limits of not less than five million (\$5,000,000.00) dollars per occurrence.

The Purchaser shall be named as an additional insured on all of the Vendor's insurance policies with respect to the Property.

- (f) The Vendor acknowledges and agrees that, notwithstanding that the Purchaser has agreed to permit the Vendor to use the Property after the Completion Date:
 - i. the Purchaser may, in its sole discretion, demolish all or any part of the buildings or improvements on the Property at any time;
 - ii. the Purchaser is under no obligation to replace any damaged or demolished buildings or improvements (or any part thereof);
 - iii. the Purchaser is under no obligation to ensure that any replacement, reconstructed or repaired building or buildings are constructed to such standards under the BC Building Code as would permit the Vendor's use of the Property in conjunction with the Salmon Arm Fair, including its use for the trade expo; and
 - iv. the Purchaser is under no obligation to make any repairs or improvements to the building(s) on the Property to accommodate the Vendor's use of the Property or compliance with BC Building Code requirements.

12. DELIVERY OF CLOSING DOCUMENTS

- (a) On or before the Completion Date, the Vendor will cause the Vendor's solicitors to deliver to the Purchaser's solicitors the following items, duly executed by the Vendor, in registrable form whenever appropriate, to be dealt with in accordance with Section 13:
 - i. a Form A – Freehold Transfer, conveying Lot 1 to the Purchaser (the "**Transfer**");
 - ii. an Application to Deposit Plan, dedicating the Subdivision Parcel as Road (the "**Application**");
 - iii. a Vendor's Statement of Adjustments.
- (b) All documents referred to in subsection 12(a) will be prepared by the Purchaser's solicitors to the extent that preparation is required, in a form reasonably satisfactory to the Purchaser and the Vendor and, where applicable, in a form suitable for registration in the appropriate offices of public record and delivered to the Vendor's solicitors at least five business days prior to the Completion Date.

13. CLOSING PROCEDURE

- (a) On or before the Completion Date, the Purchaser will pay to the Purchaser's solicitors in trust the amount provided for in subsection 3(b) of this Offer to Purchase, less the amount to be advanced to the Purchaser on the Completion Date under any mortgage financing arranged by the Purchaser.
- (b) Forthwith following receipt by the Purchaser's solicitors of the payment pursuant to subsection 13(a) and the documents and items referred to in subsection 12(a), the Purchaser will cause the Purchaser's solicitors to file the Transfer and the Application in the appropriate Land Title Office on the Completion Date concurrently with any security documents applicable to any mortgage financing arranged by the Purchaser in connection with the purchase of the Property
- (c) Forthwith following the filing referred to in subsection 13(b) and upon the Purchaser's solicitors being satisfied as to the Purchaser's pending title to Lot 1 after conducting a post filing registration check of the property index disclosing only the following:
 - i. the existing title number to Lot 1;
 - ii. the Permitted Encumbrances;
 - iii. pending number assigned to the Transfer and ;
 - iv. pending numbers assigned to any charges granted by the Purchaser including any security documents applicable to any mortgage financing arranged by the Purchaser in connection with the purchase of the Property; and
 - v. any charges with respect to which the Vendor's solicitors have extended satisfactory undertakings regarding the discharge and release of the same;

the Purchaser will cause the Purchaser's solicitors, forthwith upon receipt by them of the proceeds of any mortgage financing arranged by the Purchaser in connection with the purchase of Lot 1, to deliver to the Vendor's solicitors on the Completion Date any document referred to in subsection 12(a) not previously provided to the Vendor in a form executed by the Purchaser and a lawyer's trust cheque for the adjusted Sale Price allocated to Lot 1.

- (d) Upon final registration of the Application and upon completion of a satisfactory search of the title indicating that the Subdivision Parcel has been dedicated as Road free and clear of all charges, encumbrances and legal notations, the Purchaser will cause the Purchaser's solicitors to deliver to the Vendor's solicitors a lawyer's trust cheque for the adjusted Sale Price allocated to the Subdivision Parcel.

14. DISCHARGE OF VENDOR'S ENCUMBRANCES

The Purchaser acknowledges and agrees that if the Vendor's title to the Property is subject to any financial encumbrance which the Vendor is required to discharge pursuant to this Offer to Purchase, the Vendor will not be required to clear title prior to the receipt of the net sale proceeds but will be obligated to do so within a reasonable time following closing and the Purchaser will pay, or cause its solicitors to pay the balance of the adjusted Sale Price to the Vendor's solicitors in trust on their undertaking to discharge any such financial encumbrance from the adjusted Sale Price and obtain and register a discharge thereof within a reasonable time.

15. FEES AND EXPENSES

All documents as are necessary to complete the sale and purchase of the Property including the Transfer will be prepared at the expense of, and registered at the expense of, the Purchaser and all documents required to clear title to the Property of any of the Vendor's financial encumbrances will be prepared and registered at the expense of the Vendor. The Purchaser will pay the expense of registering the Transfer and any property transfer tax due in respect of the transfer of the Property to the Purchaser.

All costs whatsoever incurred to dedicate the Subdivision Parcel as Road including, without limitation, the following:

- i. All fees payable for filing an approval for subdivision approval;
- ii. All other fees, costs and expenses related to an application for subdivision approval;
- iii. Preparation of the road dedication plan by a surveyor; and
- iv. Registration of the road dedication play in the Kamloops Land Title Office

will be at the sole expense of the Purchaser.

16. TENDER

Any tender of documents or money pursuant to this Offer to Purchase may be made upon the solicitor or notary public acting for the party on whom tender is desired, and it will be sufficient that a lawyer's trust cheque is tendered instead of cash.

17. ASSIGNMENT

The Purchaser shall only be entitled to assign its interest in this Agreement with the prior written consent of the Vendor. The Purchaser acknowledges and agrees that it will not be released from its obligations under this Agreement as result of any assignment of its interest in this Agreement.

18. ENTIRE AGREEMENT

This Offer to Purchase (including the Schedules attached hereto) constitutes the entire agreement between the parties in respect of the Property, and it is understood and agreed that there are no representations, warranties or guarantees or promises affecting the Property or this Offer to Purchase except for those contained herein. It is further understood and agreed that there are no covenants, agreements, collateral agreements or conditions affecting the Property or this Offer to Purchase other than as expressed in writing in this Offer to Purchase.

19. TIME

Time shall be of the essence hereof.

20. NOTICES

Any notices, requests or demands which may or are required to be given or made hereunder will be in writing and served personally, faxed or e-mailed as follows:

- (a) if to the Purchaser, to the address, fax number or e-mail address and to the person set out in subsection 1(a); and
- (b) if to the Vendor, to the address, fax number or e-mail address and to the person set out in subsection 1(b),

provided that either party may change its address by written notice to the other and in such event this section will be deemed to be amended accordingly.

21. GOVERNING LAW

This Offer to Purchase and the agreement resulting therefrom will be construed according to and governed by the laws of the Province of British Columbia.

22. BINDING EFFECT

This Offer to Purchase will enure to the benefit of and be binding upon the Vendor and the Purchaser and their representatives, administrators, successors and permitted assigns.

23. COMMISSION

- (a) Subject to paragraph (b) below, the Vendor will be solely responsible for all commission payable in respect of the purchase and sale of the Property pursuant to this Agreement.
- (b) Each of the Vendor and the Purchaser acknowledges, represents and agrees to and with the other that it has dealt with no broker in regard to the transaction contemplated by this Agreement.

24. EXECUTION BY ELECTRONIC MEANS

This Offer to Purchase may be executed by the parties and transmitted by fax or other electronic means and if so executed and transmitted this Offer to Purchase will be for all purposes as effective as if the parties had delivered an executed original Offer to Purchase.

25. OFFER

This Offer to Purchase is irrevocable and open for acceptance by the Vendor, in the manner indicated below, until but not after 4:00 p.m. (Vancouver time) on the Acceptance Date, and if not accepted on or before such time and date will be absolutely null and void. This Offer to Purchase may be accepted by the Vendor executing this Offer to Purchase and returning same to the Purchaser, and when accepted, this Offer to Purchase will constitute a binding agreement of sale and purchase of the Property in accordance with the terms hereof.

The Purchaser has executed this Offer to Purchase this 6 day of June 2018.

PURCHASER:

CITY OF SALMON ARM

Per: Carol Banamarta
(Authorized Signatory)
Chief Administrative Officer NANCY COOPER
VENDOR'S ACCEPTANCE MAYOR

In consideration of the Purchaser paying the Deposit to the Purchaser's solicitors as provided in subsection 3(a), and in further consideration of the covenants and agreements of the Purchaser contained in this Offer to Purchase, the Vendor hereby accepts the Purchaser's offer herein and agrees to sell the Property to the Purchaser in accordance with the terms of this Offer to Purchase.

IN WITNESS WHEREOF the Vendor has executed this Offer to Purchase this 28th day of May, 2018.

VENDOR:

THE SALMON ARM AND SHUSWAP LAKE AGRICULTURAL ASSOCIATION

Per: T. P. Wright president
(Authorized Signatory)
Steven DeBoer Vice-President
(Authorized Signatory)
Michael Treasurer

SCHEDULE B
PERMITTED ENCUMBRANCES

This Property is subject to the following Permitted Encumbrances:

Nil.

SCHEDULE C
CONDITIONS PRECEDENT

1. PURCHASER'S CONDITIONS

The obligation of the Purchaser to complete the purchase of the Property on the Completion Date is subject to and conditional upon the following conditions precedent (the "Purchaser's Conditions") being satisfied or waived by the Purchaser:

- (a) on or before 4:00 p.m. (Vancouver time) on the date which is thirty (30) days after the Acceptance Date, the Purchaser shall have delivered written notice to the Vendor that the Purchaser has reviewed and approved the Leases, the Naming Materials, the environmental reports, geotechnical reports and correspondence from the British Columbia Ministry of Environment provided by the Vendor pursuant to section 5 of this Offer to Purchase; and
- (b) on or before 4:00 p.m. (Vancouver time) on that date which is sixty (60) days after the Acceptance Date, the council for the Purchaser adopting City of Salmon Arm General Capital Reserve Fund Expenditure Bylaw No. 4248 and City of Salmon Arm 2018 to 2022 Financial Plan Bylaw No. 4247 to enable the Purchaser to complete the purchase of the Property contemplated herein.

The Purchaser's Conditions are for the sole benefit of the Purchaser and may be unilaterally waived in writing in whole or in part by the Purchaser at any time up to and including the applicable times specified above. If the Purchaser fails to notify the Vendor in writing of the satisfaction or waiver of the Purchaser's Conditions by the applicable times specified above, this Offer to Purchase will be null and void. In such event, the Purchaser's solicitors are hereby irrevocably directed by the Vendor and the Purchaser to forthwith repay the Deposit and accrued interest, in full, to the Vendor without deduction save for the sum of Ten Dollars (\$10.00) (which will be retained by the Vendor in any event as consideration for the Vendor agreeing to not revoke or withdraw this Offer to Purchase prior to the time specified above, except as may be permitted pursuant to any other provision included in this Schedule C), and thereafter neither party will have any further obligations to the other hereunder, except for the obligation of the Purchaser to maintain the confidentiality of all disclosed documents and items delivered to it, to return all copies of such documents and items and to indemnify the Vendor as set out in section 5 of this Offer to Purchase.

SCHEDULE D

REPRESENTATIONS AND WARRANTIES

The Vendor hereby represents and warrants to the Purchaser as representations and warranties that are true at the date hereof and will be true at the time of completion and that are to continue and to survive the purchase of the Property by the Purchaser until the Warranty Survival Date (as defined in Section 1), that, subject to the limitations, if any, expressed herein:

- (a) the Vendor is a society duly incorporated and validly existing under the laws of British Columbia and duly qualified to own and sell its interest in the Property;
- (b) the Vendor is in good standing with the Office of the Registrar of Companies for British Columbia with respect to the filing of annual reports and has never been dissolved;
- (c) all necessary corporate action on the part of the directors and members of the Vendor has been taken to authorize and approve the execution and delivery of this Offer to Purchase, the completion of the transactions contemplated herein and the performance and observance of the society's obligations under this Offer to Purchase;
- (d) the Vendor will be on the Completion Date the sole beneficial owner of the Property free and clear of all liens, claims, judgments, charges, caveats and encumbrances whatsoever except the Permitted Encumbrances (subject to the provisions of this Offer to Purchase related to clearing title of the Vendor's financial encumbrances), and that the Vendor has the full right and authority to sell the Property and to transfer and assign valid title to the Property to the Purchaser.

The Purchaser acknowledges and agrees that:

- (a) subject to the representations, warranties and covenants of the Vendor specifically set out herein, the Purchaser is purchasing the Property in an "as is/where is" condition such that, from and after the Completion Date, the Purchaser will assume all responsibilities for the Property, including (without limitation) the environmental condition of the Property, without any recourse whatsoever against the Vendor therefor; and
- (b) the Purchaser is entering into this Offer to Purchase relying entirely upon its own inspections and the representations, warranties and covenants of the Vendor specifically set out herein and that there are no representations, warranties, guarantees, agreements or conditions, whether direct or collateral, or express or implied, which induced the Purchaser to enter into this Offer to Purchase or on which reliance is placed by the Purchaser, or which affect this Offer to Purchase or the Property, other than as specifically set out in this Offer to Purchase.

CITY OF SALMON ARM

BYLAW NO. 4248**A bylaw authorizing the expenditure of money in the General Capital Reserve Fund**

WHEREAS under the provisions of Section 189 of the Community Charter, the Council may, by bylaw, provide for the expenditure of any money in a reserve fund and interest earned on it;

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

AND WHEREAS there is an unappropriated balance in the General Capital Reserve Fund established under District of Salmon Arm General Capital Reserve Fund Bylaw No. 1, 1979, (Bylaw No. 1304) of \$639,334.41 as at March 26, 2018 which has been calculated as follows:

Balance in General Capital Reserve Fund at March 12, 2018	\$389,334.41
Add: Additions to fund including interest earnings for current year to date	\$250,000.00
Deduct: Commitments outstanding under bylaws Previously adopted	<u>Nil</u>
Balance in General Capital Reserve Fund at March 26, 2018	<u>\$639,334.41</u>

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

1. The sum of Four Hundred and Twenty Thousand Dollars (\$420,000.00) is hereby appropriated from the General Capital Reserve Fund to be expended on land and building acquisition at 351 - 3 Street SW and a portion of 481/511 - 5 Avenue SW.
2. The expenditure to be carried out by monies hereby appropriated may be more particularly specified and authorized by resolution of the Council.
3. Should any of the above amount remain unexpended after the expenditures hereby authorized have been made, any unexpended balance shall be returned to the credit of the General Capital Reserve Fund.

4. SEVERABILITY

If any part, section, sub-section, clause of this bylaw for any reason is held to be invalid by the decisions of a Court of competent jurisdiction, the invalid portion shall be severed

and the decisions that it is invalid shall not affect the validity of the remaining portions of this bylaw.

5. ENACTMENT

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

6. EFFECTIVE DATE

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

7. CITATION

This bylaw may be cited for all purposes as "City of Salmon Arm General Capital Reserve Fund Expenditure Bylaw No. 4248".

READ A FIRST TIME THIS	11th	DAY OF	June	2018
READ A SECOND TIME THIS	11th	DAY OF	June	2018
READ A THIRD TIME THIS	11th	DAY OF	June	2018
ADOPTED BY COUNCIL THIS		DAY OF		2018

MAYOR

CORPORATE OFFICER

THIS PAGE INTENTIONALLY LEFT BLANK

INFORMATIONAL CORRESPONDENCE - JUNE 25, 2018

1. S. Smith – letter dated June 13, 2018 – Panhandling Bylaw
2. H. & T. Yip – email dated June 11, 2018 – City of Salmon Arm Closed Road
3. R. Richardson – email dated June 11, 2018 – Klahani Park Pickleball courts
4. L. Ellis, Secretary, Salmon Arm Citizens Patrol Society – Canoe Beach
5. W. Huang, Director, Rocana Meats – Industrial Revitalization Tax Exemption Program
6. L. Wong, Manager, Downtown Salmon Arm – letter dated June 18, 2018 - Underpass
7. J. Ragsdale, Regional Dean, Shuswap Revelstoke, Okanagan College – letter dated June 12, 2018 – Request for a City of Salmon Arm Representative on the Okanagan College Salmon Arm Regional Advisory Committee
8. D. Nettleton, Chief Executive Officer, Okanagan Regional Library – letter dated June 1, 2018 – Cannabis related Legislation
9. Shuswap Watershed Council – April 2017 to March 2018 – Annual Highlights Report
10. L. Andres, Financial Officer, Local Government Infrastructure and Finance – letter dated June 12, 2018 – Shuswap Lakes Vacations Inc.
11. A. Slater, SILGA Executive Director – email dated June 12, 2018 – Community Adaptation Workshops for small BC Communities
12. J. Horgan, Premier – letter dated June 11, 2018 – UBCM Convention Meeting Request
13. S. Robinson, Minister of Municipal Affairs and Housing – letter dated June 11, 2018 – UBCM Convention Meeting Request
14. B. Schmidt, Director, Operations and Client Relations, Local Government Division – Memorandum dated June 18, 2018 – Meeting with Provincial Government Staff
15. T. Fitzgerald, Communications Coordinator, Special Olympics of British Columbia – email dated April 27, 2018 – Proclamation process and Special Olympics 50th anniversary celebrations
16. J. Coté, Mayor, City of New Westminster – letter dated June 7, 2018 – Changes to the Strata Property Act

THIS PAGE INTENTIONALLY LEFT BLANK

Item 11.1

CITY OF SALMON ARM

Date: June 25, 2018

Moved: Councillor

Seconded: Councillor

THAT: Council receive the City of Salmon Arm 2017 Annual Report.

[2017 Annual Report]

Vote Record

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

Opposed:

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



City of Salmon Arm
Memorandum from the Director of Corporate Services

TO: Mayor Cooper and Members of Council

DATE: June 20, 2018

SUBJECT: 2017 Annual Report

RECOMMENDATION

THAT: Council receive the City of Salmon Arm 2017 Annual Report.

The City of Salmon Arm 2017 Annual Report has been compiled pursuant to Section 98 of the Community Charter. Section 98 of the Community Charter requires that Council make the report available to the public for inspection.

Since June 4, 2018, the report has been available for viewing on the City website at www.salmonarm.ca. Copies were made available to the public on June 18, 2018 at the front counter at City Hall.

In addition, notices were published in the Salmon Arm Observer on June 13 and 20, 2018 to advise that Council will consider submissions from the public about the report at the June 25, 2018, Regular Council Meeting.

A copy of the 2017 Annual Report has been distributed to Mayor and Council under separate cover.

Respectfully submitted,

Erin Jackson
Director of Corporate Services

Item 11.2

CITY OF SALMON ARM

Date: June 25, 2018

Moved: Councillor Wallace Richmond

Seconded: Councillor Harrison

THAT: Pursuant to Section 781 of the *Local Government Act*, Council make request to the Inspector of Municipalities to authorize the City of Salmon Arm to write off the following property taxes:

Roll No. 08400.163
Registered Owner: Brad Norman
Amount: \$993.98

AND THAT: The write off be forwarded to a Collection Agency for follow-up.

[Property Taxes; Roll No. 08400.163; Abandoned/Demolished Travel Trailer; Green Trees Mobile Home Park]

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: June 13, 2018
 To: Mayor Cooper and Members of Council
 Subject: Property Taxes – Roll No. 08400.163 - Abandoned/Demolished Travel Trailer – Green Trees Mobile Home Park

Recommendation:

THAT: Pursuant to Section 781 of the *Local Government Act*, Council make request to the Inspector of Municipalities to authorize the City of Salmon Arm to write off the following property taxes:

Roll No.: 08400.163
 Registered Owner: Brad Norman
 Amount: \$993.98

AND THAT: The write off be forwarded to a Collection Agency for follow-up.

Background:

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

This property tax roll is comprised of the taxes levied against a travel trailer. The travel trailer was located at Green Trees Mobile Home Park and has been abandoned for many years. Mr. Norman abandoned the unit and the services have been disconnected for some time. In my experience, it is unusual for a travel trailer to be considered an improvement on land; however, BC Assessment has recently (2018) removed the assessed value from the property tax roll. Both the Mobile Home Park and the City have attempted to locate Mr. Norman without success.

Normally, the collection of outstanding, delinquent property taxes are collected by way of tax sale. This method of collection relates to the auction of real property. In this circumstance, the real property has been demolished and there is no means to collect the outstanding property taxes.

Mayor Cooper and Members of Council
Property Taxes - Roll No. 08400.163 Abandoned/Demolished Travel Trailer
Green Trees Mobile Home Park

Page 2

Council does not have the authority to reduce or remove property taxes unless permitted to do so pursuant to Section 781 of the *Local Government Act*, as authorized by the Inspector of Municipalities. A resolution of Council, as recommended above, is usually sufficient to receive this authority.

It is recommended that the property taxes be written off and that the uncollectable amount be forwarded to a Collection Agency.



Chelsea Van de Cappelle, CPA, BBA

THIS PAGE INTENTIONALLY LEFT BLANK

Item 11.3

CITY OF SALMON ARM

Date: June 25, 2018

Moved: Councillor Eliason

Seconded: Councillor Jamieson

THAT: The 2018 Budget in the 2018 - 2022 Financial Plan be amended to record the following accounts receivable as bad debts funded from the Reserve for Doubtful Accounts:

1. Triston Ferguson - \$525.00; and
2. Poschwatta Law Office - \$50.00.

AND THAT: The above noted accounts with the exception of the two (2) following be forwarded to a Collection Agency for follow-up.

[Uncollectible Accounts Receivable]

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: June 13, 2018
 To: Mayor Cooper and Members of Council
 Subject: Uncollectible Accounts Receivable

Recommendation:

THAT: The 2018 Budget in the 2018 - 2022 Financial Plan be amended to record the following accounts receivable as bad debts funded from the Reserve for Doubtful Accounts:

1. Triston Ferguson - \$525.00; and
2. Poschwatta Law Office - \$50.00.

AND THAT: The above noted accounts with the exception of the two (2) following be forwarded to a Collection Agency for follow-up.

Background:


There are two (2) accounts receivables which should be recorded as bad debts. It is recommended that the 2018 Budget be amended to fund the above noted bad debts from the Reserve for Doubtful Accounts.

1. Triston Ferguson (May 2017) - \$525.00

Attempts have been made to collect payment for this invoice which is for the towing of an abandoned vehicle that was flipped over in Moutell Creek. The claim has been denied by ICBC because the owner did not carry collision coverage. The Finance department has not been successful in locating Mr. Ferguson. Staff will continue collection efforts and attempt to locate Mr. Ferguson through family relations.

2. Poschwatta Law Office (November 2016) - \$50.00

Attempts have been made to collect payment for this invoice which is for a property tax certificate. The owner of Poschwatta Law Office as since passed away and the estate for Norbert Poschwatta is insolvent as advised by their legal counsel.


 Chelsea Van de Cappel, CPA, BBA

Item 11.4

CITY OF SALMON ARM

Date: June 25, 2018

Moved:

Seconded:

THAT: Council donate the following equipment to the Salmon Arm Museum & Heritage Association on a "where is, as is" basis:

1. 1995 Ford 3930 Tractor; and
2. 2003 Ford F350 1 Ton with Dump Box and Plow; and Sander Insert.

AND THAT: the Salmon Arm Museum & Heritage Association will be responsible for the applicable transfer taxes.

[Disposal of Surplus Equipment]

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: June 13, 2018
To: Mayor Cooper and Members of Council
Subject: Disposal of Surplus Equipment

Motion for Consideration:

THAT: Council donate the following equipment to the Salmon Arm Museum & Heritage Association on a "where is, as is" basis:

- 1994 Ford 3930 Tractor; and
- 2003 Ford F350 1 Ton with Dump Box and Plow; and Sander Insert.

AND THAT: the Salmon Arm Museum & Heritage Association will be responsible for the applicable transfer taxes.

Background:

The following equipment is no longer required by the City Public Works Department (replaced in 2015 and 2016) and has an estimated salvage value of \$15,000.00 and \$4,300.00 respectively.

A letter has been received from Salmon Arm Museum & Heritage Association (copy attached), requesting that the City donate these assets to assist them with their daily upkeep of roads, gardens, grounds and maintenance of the park.

Historically, the City's practice with respect to surplus equipment has been to advertise it using a sealed bid process. However, this process does not guarantee that the salvage value is attained.

Should Council wish to donate this equipment, the above noted motion will be required.

Chelsea Van de Cappelle, CPA, BBA



SALMON ARM MUSEUM & HERITAGE ASSOCIATION AT

R.J. Haney Heritage Village & Museum

751 Hwy. 97B NE

• P.O. Box 1642

• Salmon Arm, BC V1E 4P7

June 9, 2018

City of Salmon Arm
Box 40
500 2 Ave. NE
Salmon Arm, BC V1E 4N2

Dear Mayor and Council,

On behalf of the Salmon Arm Museum and Heritage Association, I would like to extend an invitation to all of you to visit the Heritage Village and see the progress made on the Montebello Museum over the winter months.

The park opened for the 2018 season on May 16 with one of our busiest opening weeks! Visitors are enjoying the interactive tours of the Haney House and Heritage Village and daily activities offered with admission. Staff and volunteers are excited for another busy year sharing our unique Salmon Arm history with our guests.

It has been brought to my attention that the City will be disposing units from your Roads and Parks Department in the near future. I would like to request that the City of Salmon Arm donate to R.J. Haney Heritage Village the following:

- 1994 Ford 3939 Tractor
- 2003 Ford F350 1ton with dump box, front plow and insert sander

The Village has no service vehicle other than golf carts for the Maintenance and Grounds-Keeping Departments. These units, if donated, would benefit Haney staff with the daily upkeep of the roads, gardens, grounds and maintenance of the 40 acre park. You can only imagine how much easier it would be on staff to haul gravel, or plywood and more with a tractor rather than golf carts and a utility garden trailer.

Thank you very much for your consideration.

Respectfully,

Susan Mackie
General Manager

Keeping the history of Salmon Arm alive

• Ph: (250) 832-5243 • info@salmonarmmuseum.org • facebook.com/Haneyheritage • www.salmonarmmuseum.org

THIS PAGE INTENTIONALLY LEFT BLANK

Item 11.5

CITY OF SALMON ARM

Date: June 25, 2018

Moved: Councillor Jamieson

Seconded: Councillor Lavery

THAT: The 2018 Budget contained in the 2018 - 2022 Financial Plan Bylaw be amended to reflect additional funding for the WPCC - Ultraviolet (UV) Light Disinfection System Upgrade in the amount of \$170,000.00 funded from the Sewer Development Cost Charge Reserve Fund;

AND THAT: Council award the WPCC - Ultraviolet (UV) Light Disinfection System Upgrade Contract to Carver Construction Ltd. in accordance with the terms of their proposal in the amount of \$347,532.00 plus applicable taxes.

[Budget Amendment and Project Award; WPCC - Ultraviolet (UV) Light Disinfection System Upgrade]

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: ENG2018-65

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: June 11, 2018
 Subject: Budget Amendment and Project Award
 Water Pollution Control Centre (WPCC) - Ultraviolet (UV) Light
 Disinfection System Upgrade

Recommendation:

THAT: The 2018 Budget contained in the 2018 - 2022 Financial Plan Bylaw be amended to reflect additional funding for the WPCC - Ultraviolet (UV) Light Disinfection System Upgrade in the amount of \$170,000.00 funded from the Sewer Development Cost Charge Reserve Fund;

AND THAT: Council award the WPCC - Ultraviolet (UV) Light Disinfection System Upgrade Contract to Carver Construction Ltd. in accordance with the terms of their proposal in the amount of \$347,532.00 plus applicable taxes.

Background:

The City's WPCC collects wastewater from the majority of properties within the urban containment boundary and releases tertiary treated effluent into Shuswap Lake. The WPCC operates a UV disinfection system; however, the UV system is not performing as anticipated due to lower than normal UV transmittance. Although all treatment objectives are met and usually exceeded, the reduced performance of the UV treatment system is a limiting factor for increasing flows to the plant (development potential limiting).

Through a feasibility study completed by Opus Dayton Knight in 2012, eight (8) options were considered, evaluated, and ultimately the preferred option (upgrade to two (2) parallel channels inside existing channel) was approved to proceed to detailed design.

The City applied to the Provincial Strategic Priorities Fund in 2015 for an amount of \$650,000.00 and received approval for 100% grant funding on January 21, 2016. The Budget is being adjusted based on the consulting engineer's Class 'A' Opinion of Probable Cost (OPC).

The Tender call was issued in April, 2016 and the Tender closed on May 24, 2018 at which time the City received one (1) submission as follows:

Contractor	Bid Price	GST (5%)	Total
Carver Construction Ltd.	\$347,532.00	\$17,376.60	\$364,908.60

Note: All documentation and bonding requirements are in order.

Mayor Cooper and Members of Council
 Budget Amendment and Project Award
 WPCC - UV Light Disinfection System Upgrade

Page 2

The proposals were reviewed and evaluated by the City's project manager WSP Global Inc. (Formerly Opus International Consultants (Canada) Inc.) and in consultation with City Staff. Unit pricing was generally lower than the OPC; however, there was a significant variance between the estimated cost of electrical works in the OPC and the amount tendered by Carver Construction Ltd. WSP Global Inc. was the engaged contractor who reviewed the unit pricing and concurred with the revised tender amount as listed above.

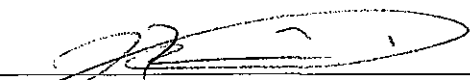
The 2018 Budget is \$707,280.00, and included in this amount is purchase of the UV equipment, diversion costs for the WPCC flows during construction, and engineering costs. The revised estimated costs to complete this project is estimated to be \$875,000.00.

If the project is not completed this year the City is at risk of losing this grant funding. It should be noted that the expiry date has already been extended once from December 31, 2017 to December 31, 2018. There is a relatively tight construction window to facilitate construction during low flow periods and to complete the works prior the end of the extended grant window. Carver Construction Ltd. has advised that their construction schedule will accommodate the required works by the grant deadline.

It is recommended that the project proceed with additional funding in the amount of \$170,000.00 funded from the Sewer Development Cost Charge Reserve Fund.

Carver Construction Ltd. of Kelowna has successfully completed similar projects. Based on the condition of the culvert, it is recommended that Carver Construction Ltd. be awarded the contract in accordance with the unit prices tendered in the amount of \$347,532.00 plus applicable taxes.

Respectfully Submitted,



Rob Niewenhuizen, A.Sc.T.
 Director of Engineering and Public Works

cc Chelsea Van de Cappelle, Chief Financial Officer

THIS PAGE INTENTIONALLY LEFT BLANK

Item 11.6

CITY OF SALMON ARM

Date: June 25, 2018

Moved: Councillor Harrison

Seconded: Councillor Eliason

THAT: The 2018 Budget contained in the 2018 - 2022 Financial Plan Bylaw be amended to reflect additional funding for the 10 Avenue NW Culvert project in the amount of \$60,000.00 reallocated from the Drainage Reserve;

AND THAT: Council award the 10 Avenue NW Culvert Replacement project to Landmark Solutions Ltd. in accordance with the terms of their proposal in the amount of \$398,513.61 plus applicable taxes.

[Budget Amendment and Project Award; 10 Ave NW Culvert Replacement]

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: ENG2018-22

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: June 8, 2018
 Subject: Budget Amendment and Project Award – 10 Ave NW Culvert Replacement

Recommendation:

THAT: The 2018 Budget contained in the 2018 – 2022 Financial Plan Bylaw be amended to reflect additional funding for the 10 Avenue NW Culvert project in the amount of \$60,000.00 reallocated from the Drainage Reserve;

AND THAT: Council award the 10 Avenue NW Culvert Replacement project to Landmark Solutions Ltd. in accordance with the terms of their proposal in the amount of \$398,513.61 plus applicable taxes.

Background:

The 10 Avenue NW Culvert Replacement project was first identified through the City's Master Drainage Plan completed by Dayton & Knight in 2007. In this Plan, the culvert was identified as a priority project recommended to be replaced within ten (10) years. During the last decade, this culvert has continued to deteriorate. In addition to structural issues, this culvert is significantly undersized which restricts flows creating bed load deposition upstream, and a bed load deficit (exposed bedrock) downstream contributing to poor stream health. Again this culvert was identified as high risk for failure in the City's Culvert Assessment Study undertaken by Omega Engineering Ltd. in 2015. It should be noted it suffered rapid deterioration during the 2018 freshet. It is imperative that this culvert be replaced prior to the 2019 freshet.

The design work for the 10 Avenue NW Culvert Replacement project was completed in 2015 by Omega Engineering Ltd. and the 2018 Budget contains \$375,000.00 for construction thereof.

The project was put out to tender in May 2016 and the City received one (1) submission as noted as follows:

Contractor	Bid Price	GST (5%)	Total
Landmark Solutions Ltd.	\$398,513.61	\$19,925.68	\$418,439.29

Note: All documentation and bonding requirements are in order.

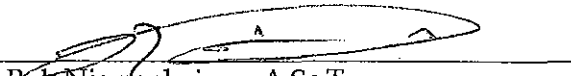
The submission was reviewed and evaluated by the City's Project Manager, Onsite Engineering Ltd. and in consultation with City Staff. Both Onsite Engineering Ltd. and City Staff concur that the submission is reasonable and offers good value.

The construction window is limited due to the fish bearing status of the stream. Landmark Solutions Ltd. has advised that their construction schedule will be within the permitted construction window for in-stream works. It is estimated that construction will be completed by September, 2019.

It is recommended that the project proceed with additional funding from the following the Drainage Reserve for \$60,000.00 with the original allocation funded from short-term debt.

Landmark Solutions Ltd. is based out of Salmon Arm and has successfully completed various projects for the City. It is recommended that Landmark Solutions Ltd. be awarded the contract in accordance with the unit prices tendered in the amount of \$398,513.61 plus applicable taxes.

Respectfully Submitted,



Rob Niewenhuizen, A.Sc.T.
Director of Engineering and Public Works

cc Chelsea Van de Cappelle, Chief Financial Officer

THIS PAGE INTENTIONALLY LEFT BLANK

Item 11.7

CITY OF SALMON ARM

Date: June 25, 2018

Moved: Councillor Flynn

Seconded: Councillor Jamieson

THAT: The 2018 Budget contained in the 2018 – 2022 Financial Plan Bylaw be amended to increase the Roadway Pavement Management System Update allocation in the amount of \$15,000.00 funded from increased Business License Revenue of \$7,500.00 and increased Transportation Parcel Tax Revenue of \$7,500.00;

AND THAT: Council award the Roadway Pavement Management System Update to Lawson Engineering & Development Services Ltd. in accordance with the terms of their proposal for \$49,800.00 plus applicable taxes.

[Budget Amendment and Project Award; Pavement Management System Update]

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: ENG2018-12

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: June 6, 2018
 Subject: Budget Amendment and Project Award – Pavement Management System Update

Recommendation:

THAT: The 2018 Budget contained in the 2018 – 2022 Financial Plan Bylaw be amended to increase the Roadway Pavement Management System Update allocation in the amount of \$15,000.00 funded from increased Business License Revenue of \$7,500.00 and increased Transportation Parcel Tax Revenue of \$7,500.00;

AND THAT: Council award the Roadway Pavement Management System Update to Lawson Engineering & Development Services Ltd. in accordance with the terms of their proposal for \$49,800.00 plus applicable taxes.

Background:

Pavement Management Plans (PMP) aid in the planning of maintenance and repair work for the City's network of roadways in order to optimize pavement conditions over the entire network. The life cycle cost of pavement is significantly reduced by instituting an ongoing maintenance program rather than replacement of pavement based on a 'worst first' principle. Best practices recommend that PMP's be revisited every ten (10) years.

The City's existing Pavement Management Plan is ten (10) years old and as such, an update to the plan was included in the 2018 Budget.

In March, 2018, a Request for Proposal was issued by the City. Four (4) proposals were reviewed in detail and were ranked by Study Team and Experience, Management of Work, Methodology, Quality of Proposal and Cost. All proposals were more than the budget allocation of \$35,000.00.

The proposal ranking results are shown in the table below:

Table 1: Proposal Results:

Company Name	Proposal Ranking
IMS Infrastructure Management Services, Ltd.	1
Lawson Engineering & Development Services Ltd.	1
Stantec Consulting Ltd.	2
Tetrattech Canada Inc.	3

The proposal from Infrastructure Management Services Ltd. (IMS) and Lawson Engineering & Development Services Ltd. (Lawson) were ranked within a point of each other including a pricing difference of less than \$200.00; however, they had very different methodology for capturing the existing road network data. With the ranking differential negligible, but the procedures being so vastly different, staff engaged a more qualified professional (geotechnical) to outline the pros and cons of each of the two (2) data collection methodologies. The qualified professional took into consideration City specific infrastructure while maintaining vendor anonymity and pricing confidentiality.

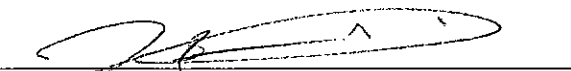
The information received indicated that the more technologically advanced data collection method proposed by IMS is excellent in identifying, quantifying and tracking changes in pavement failures. These methods excel in urban cross-sections and are generally very accurate for this application. The more 'hands-on' data collection method proposed by Lawson is less accurate for comparing 'apples-to-apples' deterioration over time, more time consuming, but excels in rural cross-sections where the more common types of failure are from drainage issues.

In staff's experience, the majority of issues facing City road network are drainage related and a large portion of the road network is rural. As such, more value is expected out of the hands-on data collection procedure proposed by Lawson, despite the inaccuracies that may be introduced by human data collection.

Lawson is a local engineering firm who has successfully completed numerous projects for the City of Salmon Arm. With consideration to the above information, it is recommend that Council award the Roadway Pavement Management System Update to Lawson Engineering & Development Services Ltd. in accordance with the terms of their proposal for \$49,800.00 plus applicable taxes.

The approved 2018 Budget for this project is \$35,000.00, which results in an estimated shortfall of \$15,000.00. It is recommended that the shortfall be funded from increased Business License Revenue of \$7,500.00 and increased Transportation Parcel Tax Revenue of \$7,500.00.

Respectfully Submitted,



Rob Niewenhuizen, A.Sc.T.
 Director of Engineering and Public Works

cc Chelsea Van de Cappelle, Chief Financial Officer

THIS PAGE INTENTIONALLY LEFT BLANK

Item 11.8

CITY OF SALMON ARM

Date: June 25, 2018

Moved: Councillor Flynn

Seconded: Councillor Lavery

- THAT: Council accept the proposal of SCV Contractors Corporation for the Curbside Collection Contract in accordance with the unit prices proposed in Option 2a of the proposal at \$7.78 per unit per month, plus applicable taxes, for the period of July 1, 2019 to June 30, 2024.

[Curbside Collection Contract 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*

To: Her Worship Mayor Cooper and Members of Council
 Submitted By: Robert Niewenhuizen, Director of Engineering and Public Works
 Prepared By: Jenn Wilson, P.Eng., City Engineer
 Date: June 7, 2019
 Subject: Curbside Collection Contract Award

Recommendation:

That: Council accept the proposal of SCV Contractors Corporation for the Curbside Collection Contract in accordance with the unit prices proposed in Option 2a of the proposal at \$7.78 per unit per month, plus applicable taxes, for the period of July 1, 2019 to June 30, 2024

Background:

The City of Salmon Arm (City) introduced a city-wide residential solid waste and recycling curbside collection program on January 1, 2011. This two (2) stream program (solid waste and recycling) has been very successful in diverting recycling from the solid waste stream. The contract with Waste Connections of Canada (initially Aldon Waste) was initially set to expire on December 31, 2017; however, was extended by Council to June 30, 2019.

RFP Considerations for Food Waste:

The City undertook a Food Waste Curbside Collection Pilot Program in 2016 in cooperation with the Columbia Shuswap Regional District (CSRD). The pilot program was very successful with the majority of residents expressing enthusiasm for the launch of the full scale program. The three (3) main concerns/requests received during the trial were:

1. The bins used for collection of the food waste are too big (full-sized bins suitable for the automated collection process);
2. Include collection of yard waste with the food waste; and
3. Although the food waste stream removes the most 'smelly' waste from the solid waste stream, homes with pet waste, diapers, etc. would have concerns regarding moving to bi-weekly garbage collection, specifically during summer months.

The trial results reflected excellent diversions rates of food waste material and a 20% increase in material collected overall. This was attributed, in part, to the addition of materials from backyard composters and some yard waste (even though it was not part of the trial program).

Giving due consideration to the feedback received during the Food Waste Pilot Program, the RFP reflected the following options:

- collection with manual bins (approximately ½ the size used in the pilot program) or with standard carts;
- collection of food waste with either existing semi-annual yard waste collection or bi-weekly spring-fall yard waste collection;
- collection of organics (combined food waste and yard waste); and
- creative solutions for a secondary Solid Waste pick-up on alternating weeks for homes with 'special' waste (pet waste, diapers, etc.).

RFP Considerations for Solid Waste:

With the addition of the food waste stream, the volume of Solid Waste will likely decrease significantly and the contents will be largely void of biodegradable materials (potentially smelly). Additionally, Recycle BC is adding another depot collection stream to collect the majority of plastic not currently captured through the existing program. This will significantly reduce the amount of Solid Waste created by an average single family dwelling.

Based on the information above, other than the status quo option, all options in the RFP were based on bi-weekly solid waste collection.

RFP Considerations for Recycling:

The City has been under contract with Recycle BC (formerly, Multi-material British Columbia) for the curbside collection of Printed Paper and Packaging (PPP) products since 2014. The current contract with Recycle BC is expected to be extended to the end of 2018 with a new contract commencing January 1, 2019. The new contract will introduce several minor changes (mostly process related) and one (1) major change to the City's collection program: single-use plastic bags will no longer be an acceptable container. Conversely, payment for the collection of recyclables collected in carts will be at a lower rate than other collection containers.

One (1) of the largest challenges of participating in the Recycle BC Program is achieving the targeted contamination rates. Single-use plastic bags have proven to have one of the lowest contamination rates in comparison to other available containers such as bins and carts. Bins statistically offer the next best contamination rate, but result in other issues such as space limitations and limited protection from the elements. Carts statistically have the worst levels of contamination and limit available space, but offer protection from the elements and technology can provide adequate contamination enforcement.

The RFP options included either carts or bins/reusable bags as both options have pros and cons.

RFP Considerations for Yard Waste

The City currently runs a semi-annual Yard Waste Collection Program. The biggest concern regarding the existing yard waste program has been around collection of branches. The current system does not offer collection of branches over one (1) inch in diameter and all branches need to be placed within kraft bags. During the food waste pilot program, residents expressed interest in having

yard waste collected more frequently. The CSRD has introduced free tipping fees year-round for yard waste.

The RFP options include semi-annual, seasonal bi-weekly and organics options.

RFP Process

The City issued a Request for Proposal (RFP) for the Curbside Collection Contract in April, 2018 which closed on May 10, 2018. The RFP contained nine (9) options plus one (1) additional service outlined below. The options were formulated to cover a range of service levels from status quo (Option 1) to a fully automated three-stream program including organics (Option 6).

The options were as follows:

Option 1: Weekly Solid Waste collection from property owner supplied single-use bags, bi-weekly Recycling collection from bins or reusable bags, and semi-annual Yard Waste collection from property owner supplied kraft paper bags.

Option 2a: Bi-weekly Solid Waste collection from property owner supplied single-use bags, bi-weekly Recycling collection from bins or reusable bags, weekly Food Waste collection from carts (manual) and semi-annual Yard Waste collection from property owner supplied kraft paper bags.

Option 2b: Bi-weekly Solid Waste collection from property owner supplied single-use bags, bi-weekly Recycling collection from bins or reusable bags, weekly Food Waste collection from carts (manual) and bi-weekly Yard Waste collection (approximately 16 pick-ups from May to October) from property owner supplied kraft paper bags.

Option 3: Bi-weekly Solid Waste collection from property owner supplied single-use bags, bi-weekly Recycling collection from bins or reusable bags, weekly Organics (combined yard and food waste) collection from carts.

Option 4: Weekly Solid Waste collection from carts, bi-weekly Recycling collection from carts, and semi-annual Yard Waste collection from property owner supplied kraft paper bags.

Option 5a: Bi-weekly Solid Waste collection from carts, bi-weekly Recycling collection from carts, weekly Food Waste collection from carts (automated) and semi-annual Yard Waste collection from property owner supplied kraft paper bags.

Option 5b: Bi-weekly Solid Waste collection from carts, bi-weekly Recycling collection from Proponent supplied carts, weekly Food Waste collection from carts (automated) and bi-weekly Yard Waste collection (approximately 16 pick-ups from May to October) from property owner supplied kraft paper bags.

Option 6: Bi-weekly Solid Waste collection from carts, bi-weekly Recycling collection from carts and weekly Organics (combined yard and food waste) collection from carts.

Option 7: Bi-weekly Solid Waste collection from Proponent supplied carts, bi-weekly Recycling collection from bins or reusable bags, weekly Food Waste collection from carts and semi-annual Yard Waste collection from property owner supplied kraft paper bags.

Additional Services: 'Secondary' Solid Waste Collection: opt-in Solid Waste collection for residents with "specialty" Solid Waste needs such as diapers or pet waste. Collection would be bi-weekly from a property owner supplied clear plastic bag.

Three (3) proposals were received on May 10, 2018. Proposals were reviewed in detail and ranked by Experience/Reputation and Resources (10%), Technical (40%), Environmental (5%), Financial (35%) and Safety (10%) by three (3) staff members with the average score forming the proponents ranking. Due to the multiple costing options in the RFP, the proposal scores varied depending on the preferred option; however, all options resulted in the same overall proposal ranking as shown in the table below:

Table 1 – Proposal Results:

Company Name	Proposal Ranking
SCV Contractors Corporation	1
Waste Connections of Canada Inc.	2
Emterra Environmental (Halton Recycling Ltd.)	3

SCV Contractors Corporation (SVC) is a local firm based out of Armstrong, BC. They recently acquired Cheap Garbage. The proposal provided by SCV addressed all items outlined in the RFP, offered creative solutions to existing and expected future collection issues, a unique collection process that minimizes the environmental footprint of the collection process and value added options for enforcement and customer outreach.

The proposal was ranked second in cost varying between 10% and 44% more expensive than the lowest proposal depending on the option selected.

Preferred Option

Staff recommend proceeding with Option 2a - Bi-weekly Solid Waste collection from property owner supplied single-use bags, bi-weekly Recycling collection from bins or reusable bags, weekly Food Waste collection from carts (manual) and semi-annual Yard Waste collection from property owner supplied kraft paper bags with a secondary bi-weekly Solid Waste collection on a subscription basis for users with 'special' waste.

Option 2a is recommended in consideration of the following:

- Recycling bins are favoured over carts to minimize contamination, maximize cost recovery from Recycle BC and to maximize flexibility of material volumes;
- Collection of food waste and yard waste separately is preferred over mixed organics as feedback from collectors and observed results from food waste trial indicate that significantly more material is collected under an organics program leading to ballooning costs and operational concerns. Additionally, if the materials are separated yard waste tipping fees are free at the CSRD landfill;
- Semi-annual yard waste collection is preferred over bi-weekly seasonal yard waste collection to minimize program costs (approximately \$90,000 difference annually) and staff feel that the difference would be better spent on reintroduction of the chipping program to address resident concerns;

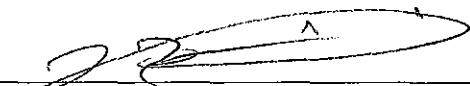
- Manual carts (medium size) for food waste are preferred over full-sized carts to minimize addition of yard waste (see above) and to minimize storage concerns as received during the food waste trial; and
- Single-use plastic bags for solid waste is preferred over full-sized carts as the volume of material collected will be minimal with the addition of food waste and Recycle BC changes noted above. As noted above, the size of the full-sized carts was of significant concern to the residents during the food waste pilot program.

The Curbside Collection Program is a self-funded function. It is anticipated that the user fee for the program will not increase based on the selection of Option 2a. Other costs associated with the selection of Option 2a is the purchase of recycling bins, food waste carts, kitchen catchers and educational materials. Although these costs have not been solidified at this time, it is again anticipated that these one (1) time upfront costs can be covered by reserves, leaving the user fee rate unchanged. The Solid Waste and Recycling Reserve has a balance as at December 31, 2017 of \$735,330.93. It is estimated that the cost of the recycling bins, food waste carts, kitchen catchers and educational materials will be approximately \$600,000.00.

Presently, the cost paid for the collection of the solid waste and recycling is \$7.45 per month – under the recommended option the monthly fee which incorporates the food waste program is \$7.78. The estimated annual cost of \$588,024.00 (plus taxes), based on 6,300 residential units will result in an increase of \$24,948.00 (plus taxes). The contract cost is expected to increase annually with 25% of the unit prices adjusted by Petro Canada rack prices. Presently, the annual user fee of \$101.00 per annum results in an operating surplus of approximately \$70,000.00 annually, which will easily offset the nominal increase.

Based on the above, it is recommended that the proposal from SCV Contractors Corporation be accepted for the Curbside Collection Contract in accordance with the unit prices proposed in Option 2a of the proposal.

Respectfully submitted,



Robert Niewenhuizen, A.Sc.T.
Director of Engineering and Public Works

cc Monica Dalziel, CFO

Item 20.1

CITY OF SALMON ARM

Date: June 25, 2018

Moved: Councillor Harrison

Seconded: Councillor Flynn

THAT: Development Permit No. 418 be authorized for issuance for Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan KAP52591 in accordance with the elevations, site and landscaping plan dated May 9, 2018 and attached as Appendix 5 to the staff report dated June 13, 2018;

AND THAT: The following variances to Zoning Bylaw No. 2303 be approved for Development Permit No. 418:

1. Section 10.4 - Maximum Height of Principal Building - increase the maximum height of a principal building from 15.0 m (49.2 ft) to 15.8 m (51.8 ft) for Buildings 1, 2 and 3 as shown in Appendix 5; and
2. Appendix 1 - Off-street Parking and Loading - Table A1-3 - decrease the minimum aisle width for 2-way traffic from 7.3 m (23.9 ft) to 6.0 m (19.6 ft) as shown in Appendix 5.

AND FURTHER THAT: Issuance of Development Permit No. DP-418 be withheld subject to the following:

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

Vote Record

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

Opposed:

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

Item 20.1 – continued

CITY OF SALMON ARM

Date: June 25, 2018

2. Registration of a 6 m wide statutory right-of-way and reference plan along the southern parcel boundary for the City's sanitary sewer main (to replace the existing 3 m wide statutory right-of-way referenced to Plan A13748).

[DP-418; Canzea Developments Ltd.; 250 – 5 Avenue SW; 97 unit – Multi-Family]

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: June 13, 2018

SUBJECT: Development Permit No. 418 (Form and Character – Multi-Family)
 Legal: Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan KAP52591
 Civic Adresse: 250 – 5 Avenue SW
 Owner/Applicant: Canzea Developments Ltd. c/o Graham Richardson

MOTION FOR CONSIDERATION

THAT: Development Permit No. 418 be authorized for issuance for Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan KAP52591 in accordance with the elevations, site and landscaping plan dated May 9, 2018 and attached in Appendix 5 of this memorandum;

AND THAT: The following variances to Zoning Bylaw No. 2303 be approved for Development Permit No. 418:

- 1) Section 10.4 – Maximum Height of Principal Building – increase the maximum height of a principle building from 15.0 m (49.2 ft) to 15.8 m (51.8 ft) for Buildings 1, 2 and 3 as shown in Appendix 5; and
- 2) Appendix 1 – Offstreet Parking and Loading – Table A1-3 – decrease the minimum aisle width for 2-way traffic from 7.3 m (23.9 ft) to 6.0 m (19.6 ft) as shown in Appendix 5.

AND FURTHER THAT: Issuance of Development Permit No. DP-418 be withheld subject to the following:

- 1) Receipt of an Irrevocable Letter of Credit in the amount of 125% of a landscaper's estimate for completion of the landscaping plan; and
- 2) Registration of a 6 m wide statutory right-of-way and reference plan along the southern parcel boundary for the City's sanitary sewer main (to replace the existing 3 m wide statutory right-of-way referenced to Plan A13748).

STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

PROPOSAL

The subject property is located at 250 – 5 Avenue SW as shown on APPENDIX 1 and 2. The proposal is to construct a 97 unit multi-family development within three buildings. Building 1 (35 units), Building 2 (35

units) and Building 3 (27 units) are four storey, wood framed structures with underground parking. Each building is a mix of one and two bedroom units ranging from approximately 980 ft² to 1100 ft². A common access road running along the south property line will connect all the buildings and separate above ground parking areas. At this time, the proposed development is individually owned strata units and any future rental component is undetermined.

Site photos are attached as APPENIDX 3, a letter of rationale by the applicant is attached as APPENDIX 4 and the proposed Development Permit drawings are attached as APPENDIX 5.

BACKGROUND

The subject parcel is designated High Density Residential (HDR) in the City's Official Community Plan (OCP) and is zoned R-5 (High Density Residential) in the Zoning Bylaw. In general the surrounding neighborhood is also designated HDR and consists of a number of high density residential developments to the south and the east.

The subject property is .81 ha in size with approximately 90 m of frontage along 5 Avenue SW and 70 m along 3 Street SW. The property is irregular in shape with a large area fronting 5 Avenue SW and 3 Street SW with a narrow pinch point to another open area in the south east corner. Adjacent land uses are described as follows:

North: 5 Avenue SW / City of Salmon Arm - sports field (P-3)
South: High Density Residential (R-5) / Cambridge Court (two four-storey condominiums) / The Grey Stone (four-storey condominium)
East: High Density Residential (R-5) / The Okanagan (four-storey condominium)
West: 3 Street SW / City owned – Roots and Blues (P-3) / Fall Fair Ground (P-1)

A Development Permit (DP – 348) was approved in 2008 for a 52 unit row house style residential development however the developer did not proceed with construction.

COMMENTS

Design Review Panel

A Design Review Panel (DRP) meeting was held on May 24, 2018. Minutes of that meeting are attached as APPENDIX 6.

Fire Department

No concerns.

Building Department

No concerns.

Engineering Department

Comments are attached as APPENDIX 8.

Planning Department

Form and Character Development Permit

The proposed development is subject to the "Residential Development Permit Area" design guidelines of the OCP, which are attached as APPENDIX 7. Staff considers this proposed development to be consistent with the relevant design guidelines.

Proposed Development Plan

Density

The R-5 zone allows for a maximum density (100 units/per hectare) of 81 units on the 0.81 ha property. However with the provision of special amenities the density can be increased to a maximum of 130 units/per hectare. The proposed development has a total of 97 units with two additional amenities to provide for the increase in density to a maximum of 105 units. The first amenity proposed is 12 units which cater to the disabled (wheelchair accessibility) and provides a potential bonus of 2 units/per hectare per unit for an increase of 19 units. The second amenity proposed is the provision of below grade parking for at least 50% of the required off street parking which provides a potential bonus of 10 units/per hectare for an increase of 8 units.

Building Siting and Height

The three rectangular shaped buildings would be four storeys with below grade parking. All buildings are shown to be in compliance with minimum setbacks of 5 m (16.4 ft) from the front, exterior, and rear property lines and 2.4 m (7.9 ft) from interior property lines. All three buildings are slightly over the maximum height of 15.0 m (49.2 ft) permitted in the R-5 zone with a height bonus. The heights of the buildings vary slightly but with a maximum of 15.8 m (51.8 ft) at the highest point. Building height on this site and development plan is measured from the lowest grade surrounding the building envelope.

The siting of Buildings 1 and 2 are situated to preserve some of the view corridors from the Cambridge Court development to the south. Internal access routes and parking areas also space the two buildings further north on the property away from existing development. This also provides for building frontages to dominate the street frontages while screening the parking and carport structures from the street.

Site Access and Offstreet Parking

The site will be accessed from 3 Street SW by a 7.3 m wide common access road. The common access road will run down the south property boundary and narrow slightly to 6.0 m to access proposed Building 3 in the south east corner. The Zoning Bylaw requires 1.25 stalls per unit in the High Density Residential zone for a total of 122 stalls required. A total of 122 stalls are shown on the site plan with 61 being located in below grade parking, 25 surface parking stalls, and 36 carport parking stalls. In general the surface parking is spread out throughout the development and located off of the street frontages.

Form and Character

The three rectangular buildings have a flat roof and somewhat articulated roofline with increased height in certain locations. Proposed materials include a variety of hardi plank and panel siding, board and batten siding, and brick veneer. The varying materials are used to break up the elevations vertically and horizontally to create a more dynamic facade. The covered entryways are simple with large glass doors and windows surrounded by the brick veneer. Each building has a common room on the fourth floor with a small roof top terrace approximately 230 ft² in size. The outside terrace will be partially covered with a pergola extension. Each building has below grade parking and standard garage door access; however Building 2 has an attached carport structure changing the form and character on the south elevation slightly. Garbage and recycling bins are proposed in the south-west corner adjacent to the common access road.

The DRP reviewed the application and recommended support for the design with no changes to the building form and character.

Landscaping

The proposed landscaping plan (APPENDIX 5) shows a variety of trees and shrubs spaced out throughout the development aligned with OCP guidelines. Three types of large tree are proposed,

including twelve 'Shademaster' trees along the 3 Street SW and 5 Avenue SW frontages and one near the access lane and Building 3. Outlining the interior parking areas, nine 'Ivory Silk' trees are proposed and one 'Pinus Nigra' in the north-west corner of Building 2. All the buildings have a variety of intensive shrubs surrounding the building footprints with a large open lawn area between Buildings 1 and 2.

Proposed Zoning Bylaw Variances

The applicant is requesting two variances to Zoning Bylaw No. 2303; first to increase the maximum height of a principle building and second to reduce the minimum drive aisle width for 2-way traffic.

The first variance request is to increase the maximum height of principle buildings from 15.0 m (49.2 ft) to 15.8 m (51.8 ft), an increase of 0.8 m (2.6 ft). Each building's height varies however each building is slightly over what is permitted in the R-5 zone with density bonus. In staff's opinion, the minor increase in height is not anticipated to have any negative impacts on the surrounding developments. Given the relatively flat topography in the general vicinity, massing of the proposed buildings and height of surrounding developments, the view corridors will be maintained as much as possible when considering this type of high density development. Height is most evident from the street and is to accommodate articulated rooflines. Staff does not have any objections to the variance request.

The second variance request is to reduce the minimum drive aisle width for 2-way traffic from 7.3 m (23.9 ft) to 6.0 m (19.6 ft), for approximately 12 m in length, to accommodate the common access route to Building 3 in the south-east corner. In this location, the property narrows substantially to a pinch point of approximately 7.6 m in width between property lines. Realignment of the access road is difficult due to the required angle of the common access route in relation of adjacent parking stalls and loading areas. Staff does not anticipate any negative impacts and the Engineering and Fire Department do not have any objections to the variance request.

Frontage Improvements and Development Cost Charges (DCC's)

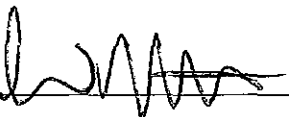
The Subdivision and Development Servicing Bylaw No. 4163 requires that 5 Avenue SW be upgraded to the Urban Collector Road standard and 3 Street SW be upgraded to the Urban Local Road standard. Upgrading may include, but is not limited to, sidewalk, boulevard construction, parking stalls, street lighting, fire hydrants and underground hydro and telecommunications.

DCC's for the proposed development will be required at the High Density rate of \$6,064.31/per unit. The total DCC charge for the proposed 97 unit development would be \$588,238.07.

CONCLUSION

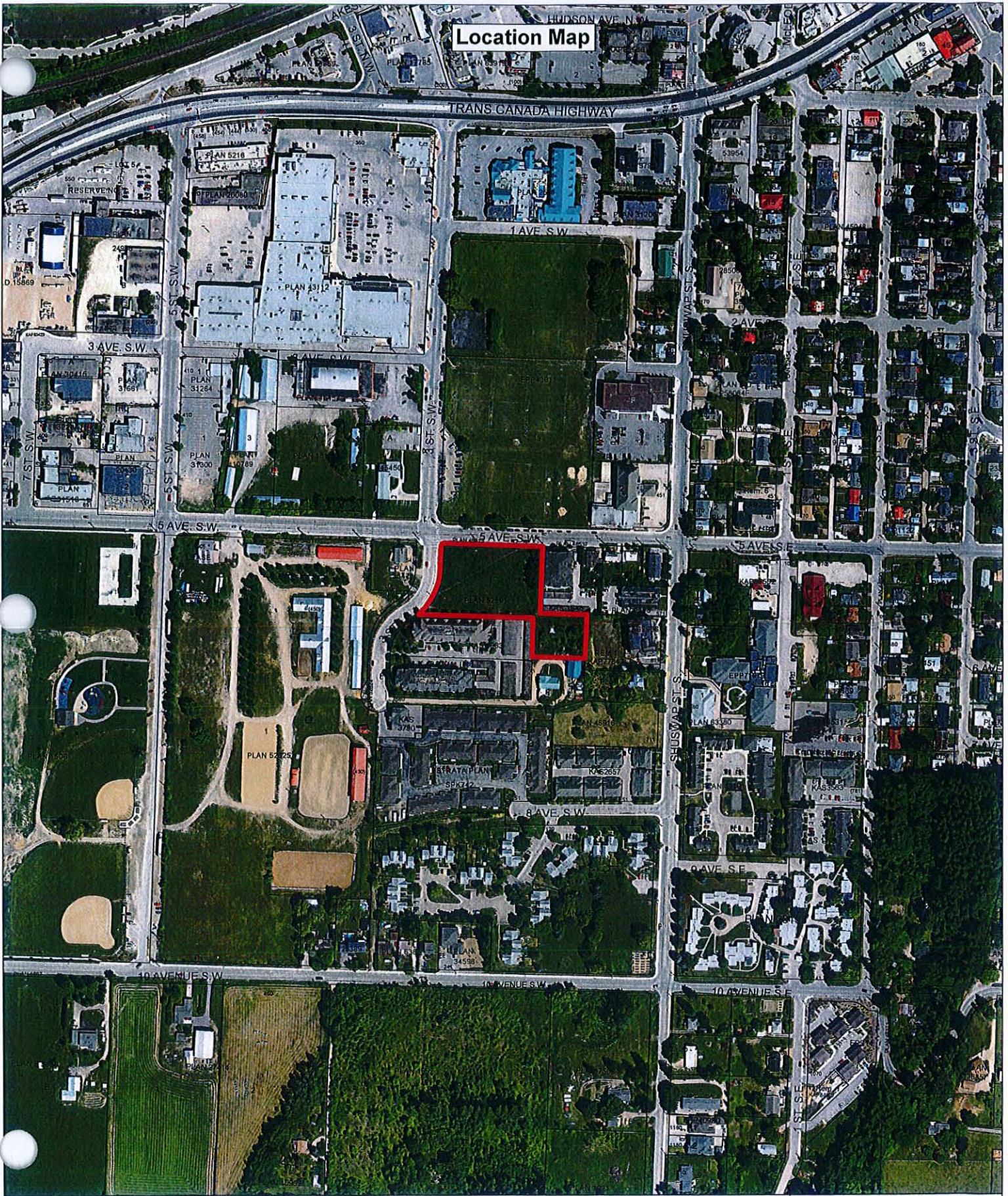
The proposal is to construct a 97 unit multi-family apartment development within three buildings at 250 – 5 Avenue SW. The application addresses the "Residential Development Permit Area" design guidelines of the OCP. The form and character is generally consistent with the design guidelines of the OCP. The two requested variances are considered minor and should not negatively impact the adjacent properties.

Application DP-418 is recommended for approval by staff, subject to the conditions outlined in the Motion for Consideration being completed to the satisfaction of the City.

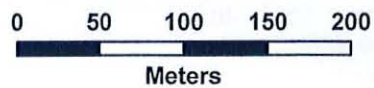


Prepared by: Wesley Miles, MCIP, RPP
Planning and Development Officer

Reviewed by the C.A.O.



Location Map



 Subject Parcel

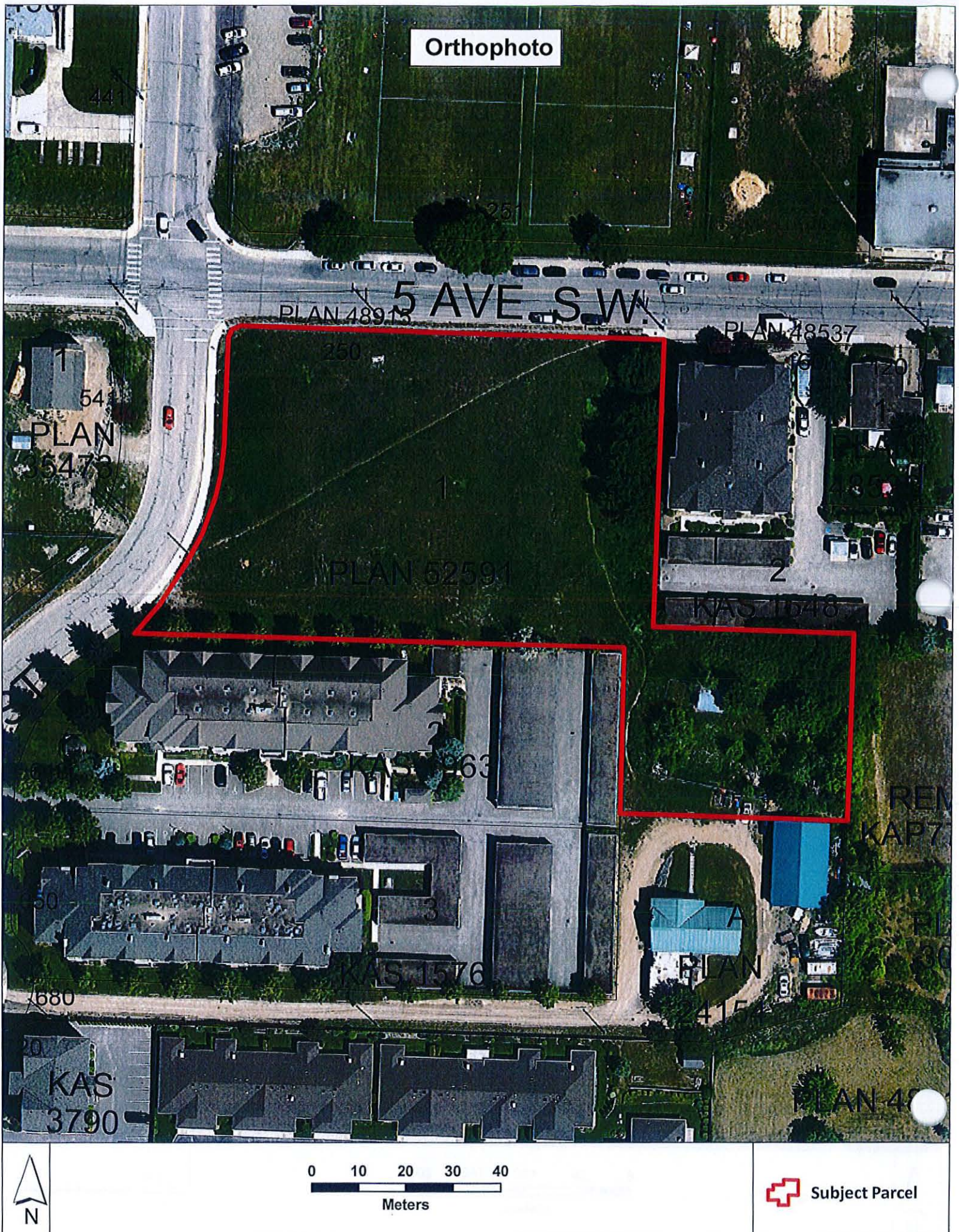




Photo 1: Photo looking south west at the subject property and 5 Avenue SW.



Photo 2: Photo looking south at the subject property and 3 Street SW.



Photo 3: Photo looking south east at the subject property.



Photo 4: Photo looking from the subject property looking south east at the proposed location of Building 3.

Canzea Developments Ltd.

2079 Hugh Allan Dr.
Kamloops, B.C. V1S 2B6

March 12, 2018

City of Salmon Arm
Development Services Department
PO Box 40, 500 – 2nd Ave NE
Salmon Arm, BC V1E 4N2

To whom it may concern,

Re: Letter of Proposal for Multi-family Development at 250-5th Ave SW, Salmon Arm, B.C.

Our company has recently purchased property at 250-5th Ave SW, in Salmon Arm, B.C. We are asking the city to approve this application to allow for a 3 building, 105-unit multi-family apartment development.

Please find the enclosed, as per the City of Salmon Arm Development Permit Application Submission requirements:

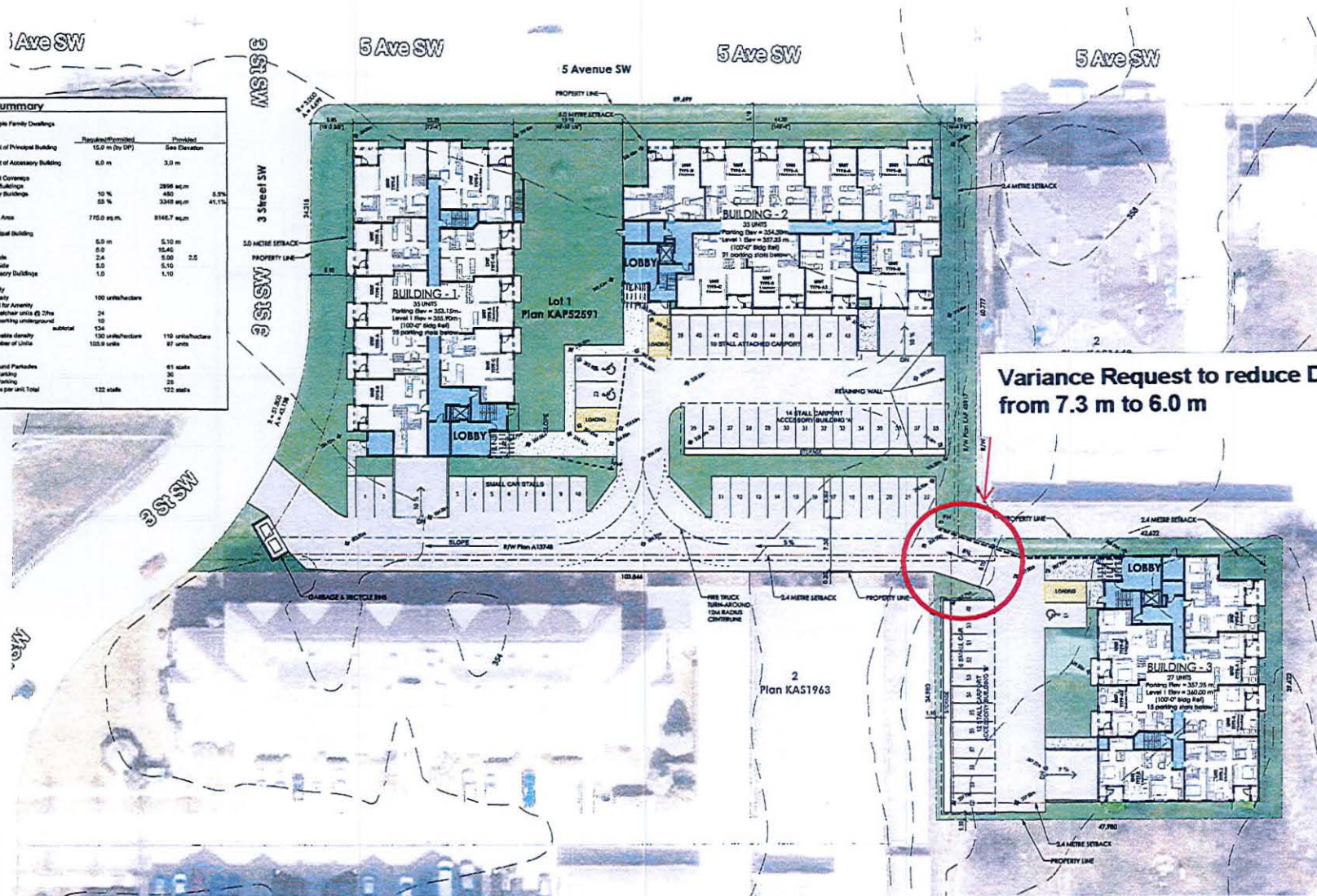
- Development Permit Waiver Application Form
- Current title
- Site plan
- Phase 1 Elevations
- Lot grading plan
- Landscape plan
- Colour Renderings
- Application fee

Should you require additional information regarding our proposal, please let us know. We would be happy to supply any documents you require.

Sincerely,

Graham Richardson
Canzea Developments Ltd.
2079 Hugh Allan Drive
Kamloops, BC V1S 2B6
250-377-3456

Zoning Summary			
Zone: R-6 Multiple Family Dwellings	Required/Minimum	Proposed	
Maximum Height of Principal Building	15.0 m (by DP)	15.0 m	
Maximum Height of Accessory Building	8.0 m	3.0 m	
Maximum Permitted Coverage			
Principal Buildings	10 %	2996 sq.m	8.9%
Accessory Buildings	5 %	3368 sq.m	41.1%
Total	775.0 sq.m	6364.7 sq.m	
Minimum Permitted Area			
Setbacks - Principal Building			
Front	5.0 m	5.10 m	
Rear	5.0 m	15.45 m	
Interior Side	2.4 m	5.50 m	2.5
Exterior Side	5.0 m	5.10 m	
Setback - Accessory Buildings	1.0 m	1.10 m	
Maximum Density			
Base density	100 units/hectare		
Additional for Amenity			
+12 wheelchair units @ 2.5%	24		
+100% parking underground	10		
Max allowable density	134		
Total number of units	105.0 units	119 units/hectare	87 units
Parking Ratio			
Underground Parking		61 stalls	
Surface Parking		36	
1.25 Stalls per unit, Total	122 stalls	122 stalls	



Variance Request to reduce Drive Aisle Width from 7.3 m to 6.0 m



47 - 436 Lorne Street
Kelowna, BC, V1Y 1A3
P: 250.374.1177
F: 250.374.2279

www.bluegreenarchitecture.com

Remains
Knows

These drawings are intended to be used for the purpose of obtaining a permit for the proposed development. They are not to be used for any other purpose without the written consent of the architect.

The drawings shall be used for the purpose of obtaining a permit for the proposed development. They are not to be used for any other purpose without the written consent of the architect.

Consult:

NO.	DATE	RECORD OF REVISION
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
32		
33		
34		
35		
36		
37		
38		
39		
40		
41		
42		
43		
44		
45		
46		
47		
48		
49		
50		
51		
52		
53		
54		
55		
56		
57		
58		
59		
60		
61		
62		
63		
64		
65		
66		
67		
68		
69		
70		
71		
72		
73		
74		
75		
76		
77		
78		
79		
80		
81		
82		
83		
84		
85		
86		
87		
88		
89		
90		
91		
92		
93		
94		
95		
96		
97		
98		
99		
100		

Project: 250 - 5th Ave SW
RESIDENTIAL DEVELOPMENT
Salmon Arm, BC

Sheet Title: PRELIMINARY SITE PLAN

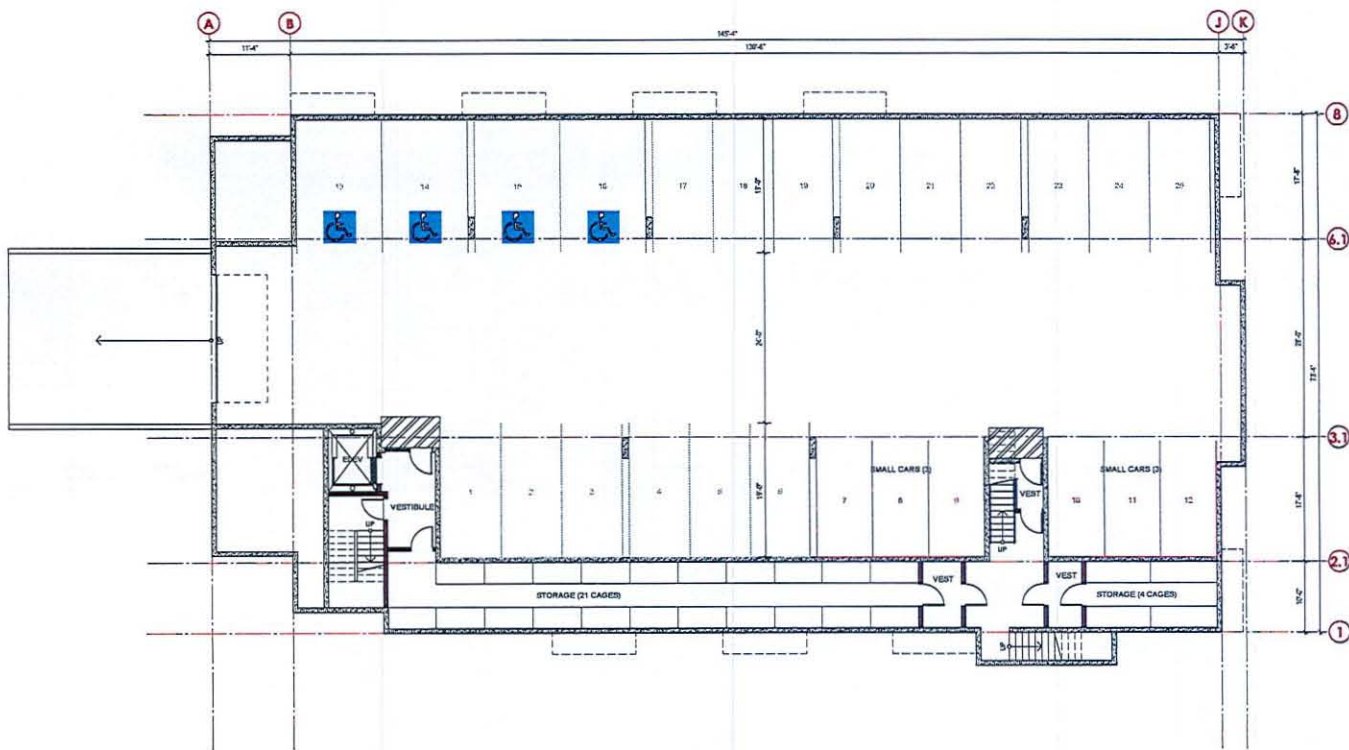
Sheet Number: 17.5394

Date: 2017-10-12

Scale: 1:240 (1" = 20'-0")

Revision Number: 0

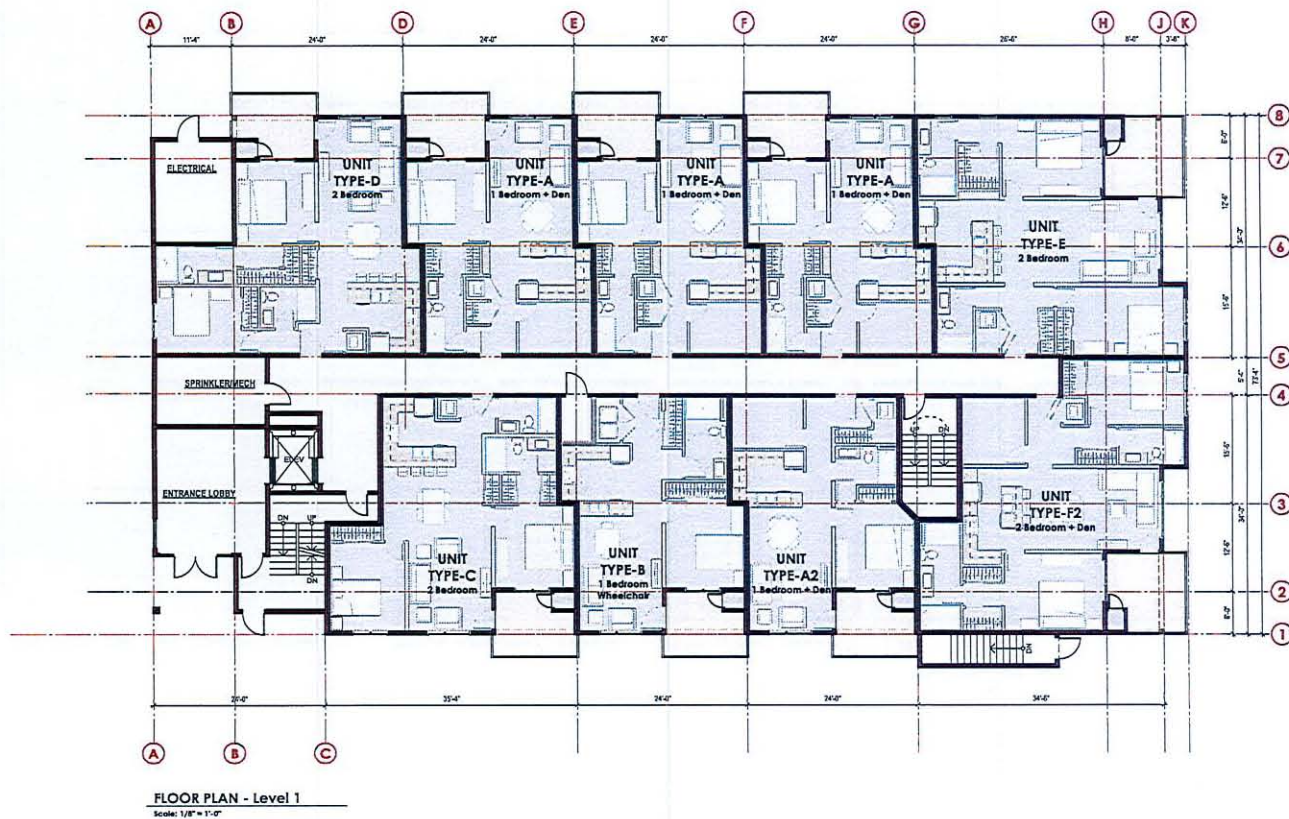
Approval: AO-100



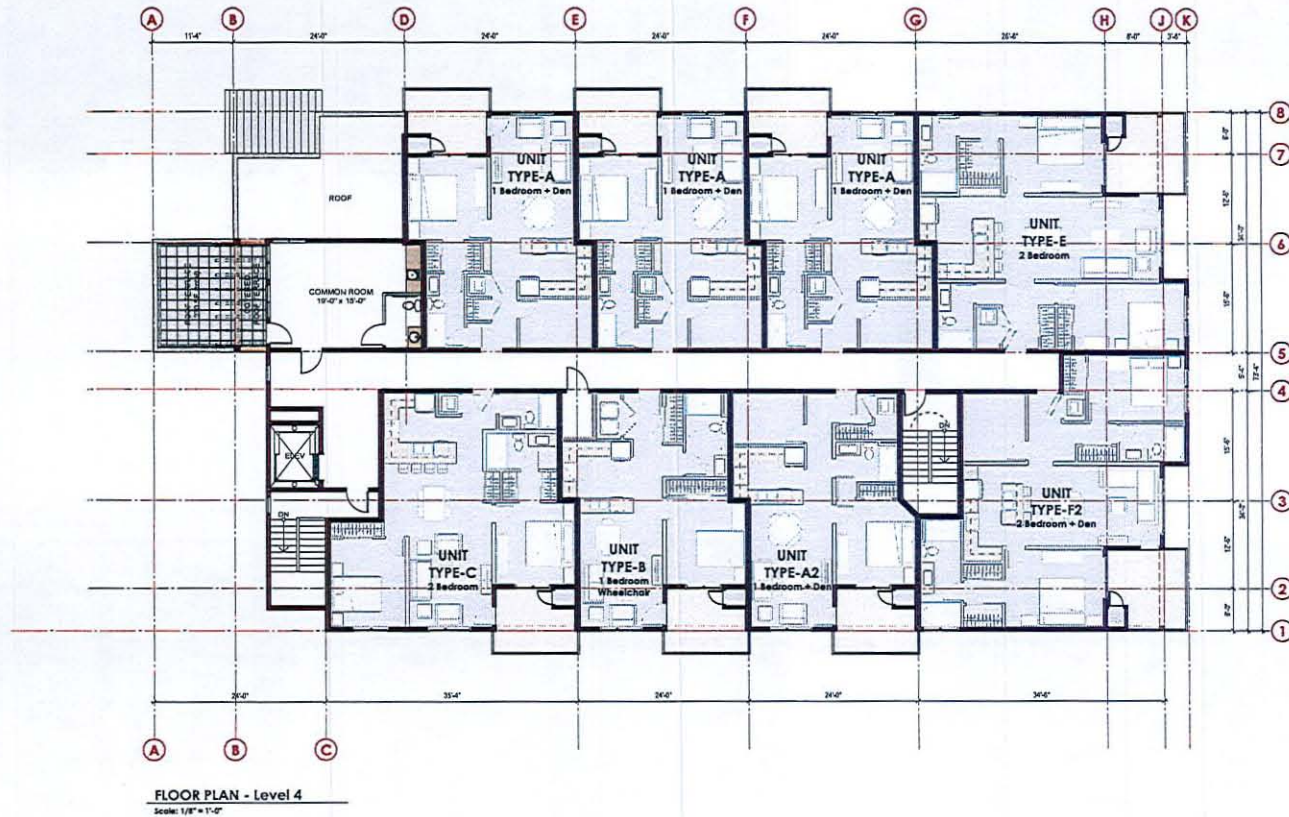
FLOOR PLAN - Parking Level
 Scale: 1/8" = 1'-0"

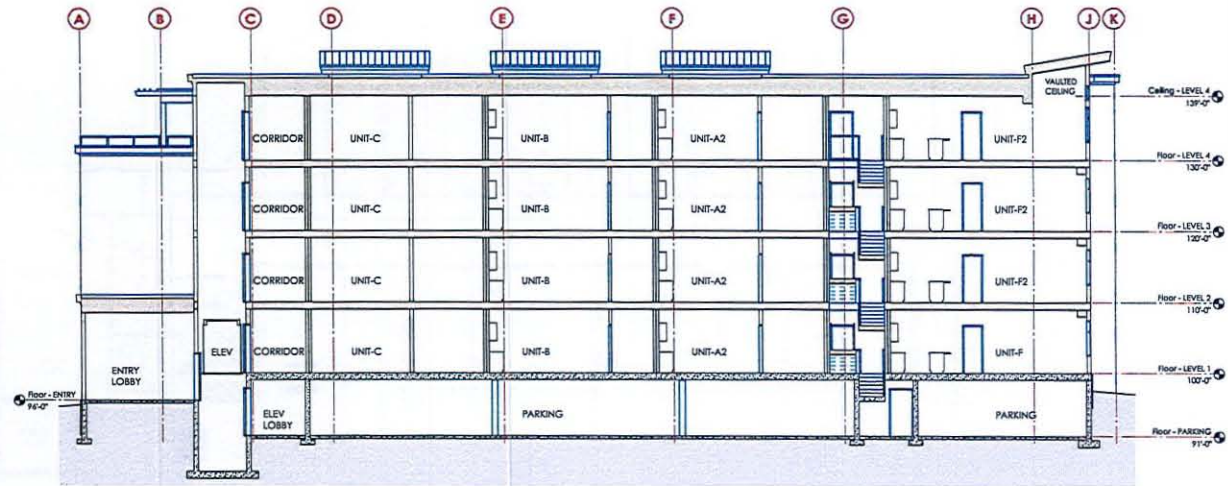
NO.	DATE	DESCRIPTION
1	2018-01-06	ISSUED FOR PERMITTING

NO.	DATE	DESCRIPTION
1	2018-01-06	ISSUED FOR PERMITTING



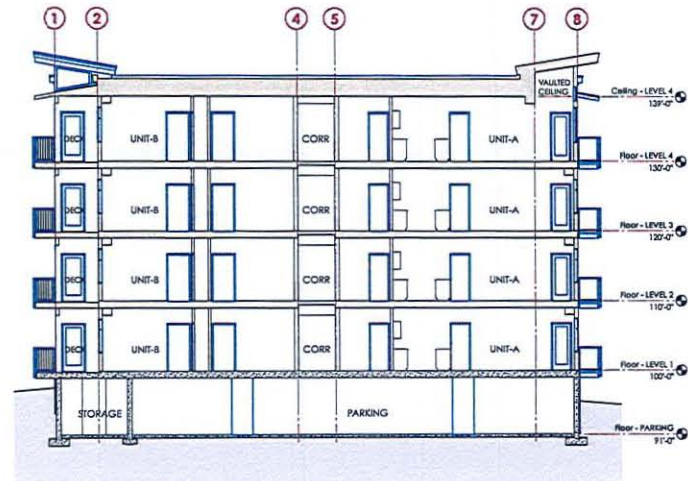
AI-202





LONGITUDINAL SECTION

Scale: 1/8" = 1'-0"



CROSS SECTION

Scale: 1/8" = 1'-0"



47 - 436 Lorne Street,
Kelowna, BC V2C 1N3
p. 250.374-1032
f. 250.374-2279

www.bluegreenarchitecture.com

■ Core/Shaft
□ Balcony

Site

These drawings are instruments of service, and the exclusive property of the architect and cannot be reproduced or used for construction without the architect's prior written permission.

Any drawings must not be used for any purpose other than the specific project and site for which they were prepared. The architect assumes no responsibility for any errors or omissions in these drawings, and no warranty is made by the architect for the accuracy of the information provided.

Consultants

2018-02-21 Section Description

REV. DATE RECORD OF REVISIONS

1 2018-02-21 10:00 AM SITE/PHASE 1000

REV. DATE RECORD OF REVISIONS

1 2018-02-21 10:00 AM SITE/PHASE 1000

REV. DATE RECORD OF REVISIONS

1 2018-02-21 10:00 AM SITE/PHASE 1000

REV. DATE RECORD OF REVISIONS

1 2018-02-21 10:00 AM SITE/PHASE 1000

REV. DATE RECORD OF REVISIONS

1 2018-02-21 10:00 AM SITE/PHASE 1000

REV. DATE RECORD OF REVISIONS

1 2018-02-21 10:00 AM SITE/PHASE 1000

REV. DATE RECORD OF REVISIONS

1 2018-02-21 10:00 AM SITE/PHASE 1000

REV. DATE RECORD OF REVISIONS

1 2018-02-21 10:00 AM SITE/PHASE 1000

REV. DATE RECORD OF REVISIONS

1 2018-02-21 10:00 AM SITE/PHASE 1000

REV. DATE RECORD OF REVISIONS

1 2018-02-21 10:00 AM SITE/PHASE 1000

REV. DATE RECORD OF REVISIONS

1 2018-02-21 10:00 AM SITE/PHASE 1000

REV. DATE RECORD OF REVISIONS

1 2018-02-21 10:00 AM SITE/PHASE 1000

REV. DATE RECORD OF REVISIONS

1 2018-02-21 10:00 AM SITE/PHASE 1000

REV. DATE RECORD OF REVISIONS

1 2018-02-21 10:00 AM SITE/PHASE 1000

REV. DATE RECORD OF REVISIONS

1 2018-02-21 10:00 AM SITE/PHASE 1000

REV. DATE RECORD OF REVISIONS

1 2018-02-21 10:00 AM SITE/PHASE 1000

REV. DATE RECORD OF REVISIONS

1 2018-02-21 10:00 AM SITE/PHASE 1000

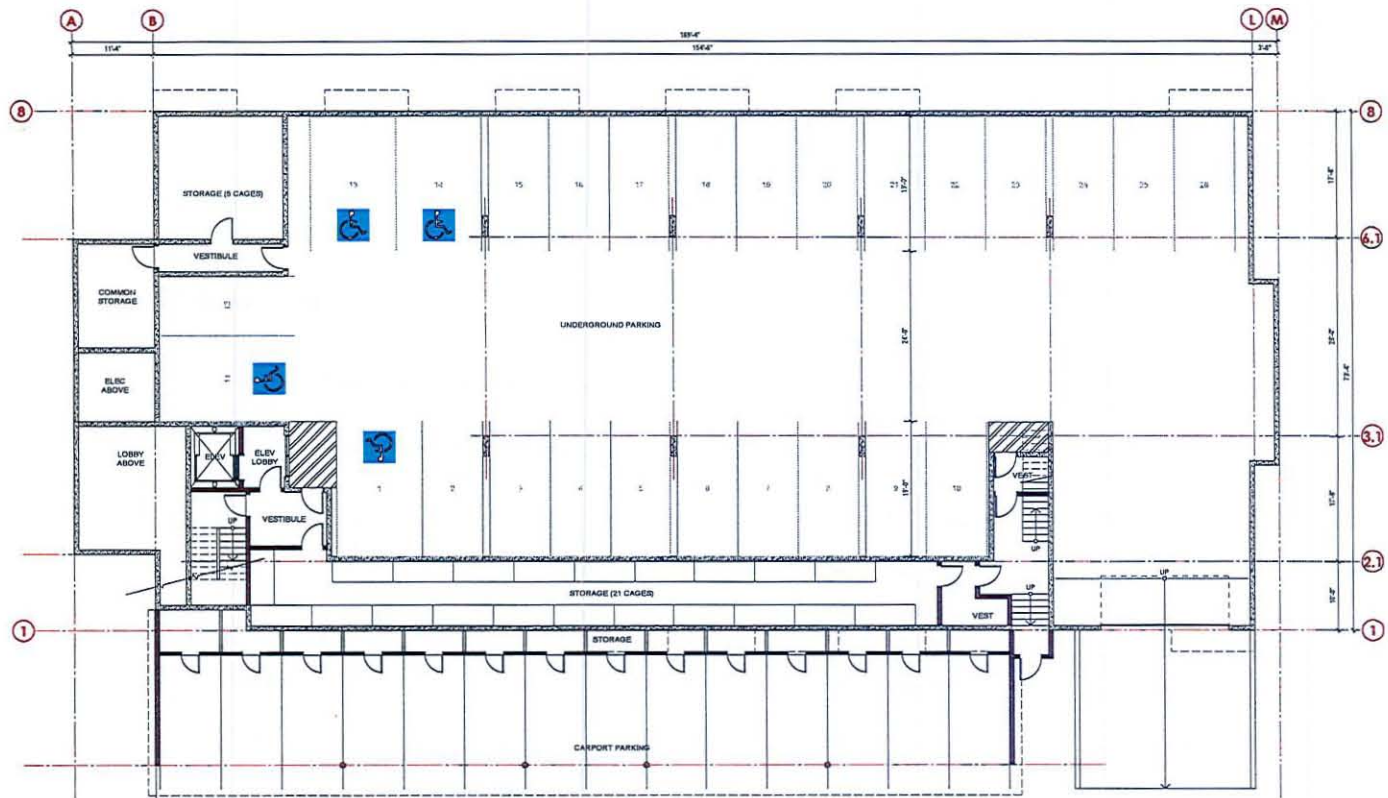
REV. DATE RECORD OF REVISIONS

1 2018-02-21 10:00 AM SITE/PHASE 1000

REV. DATE RECORD OF REVISIONS

1 2018-02-21 10:00 AM SITE/PHASE 1000

REV. DATE RECORD OF REVISIONS



FLOOR PLAN - Parking Level
Scale: 1/8" = 1'-0"



47 - 4th Lane Street,
Kamloops, BC, V2C 1W3
T: 250.374.1111
F: 250.374.2279
www.bluegreenarchitecture.com

■ Landings
□ Elevation

SE

These drawings are instruments of service, and the
entire property of the architect and engineer and
shall not be used for any other purpose without
the written consent of the architect and engineer.
This drawing shall not be used for any other purpose
without the written consent of the architect and
engineer. No part of this drawing shall be
reproduced or transmitted in any form or by
any means, electronic or mechanical, including
photocopying, recording, or by any information
storage and retrieval system, without the written
consent of the architect and engineer.

Landings

NO. DATE REVISION

NO. DATE REVISION

NO. DATE REVISION

NO. DATE REVISION

NO. DATE REVISION

NO. DATE REVISION

NO. DATE REVISION

NO. DATE REVISION

NO. DATE REVISION

NO. DATE REVISION

NO. DATE REVISION

NO. DATE REVISION

NO. DATE REVISION

NO. DATE REVISION

NO. DATE REVISION

NO. DATE REVISION

NO. DATE REVISION

NO. DATE REVISION

NO. DATE REVISION

NO. DATE REVISION

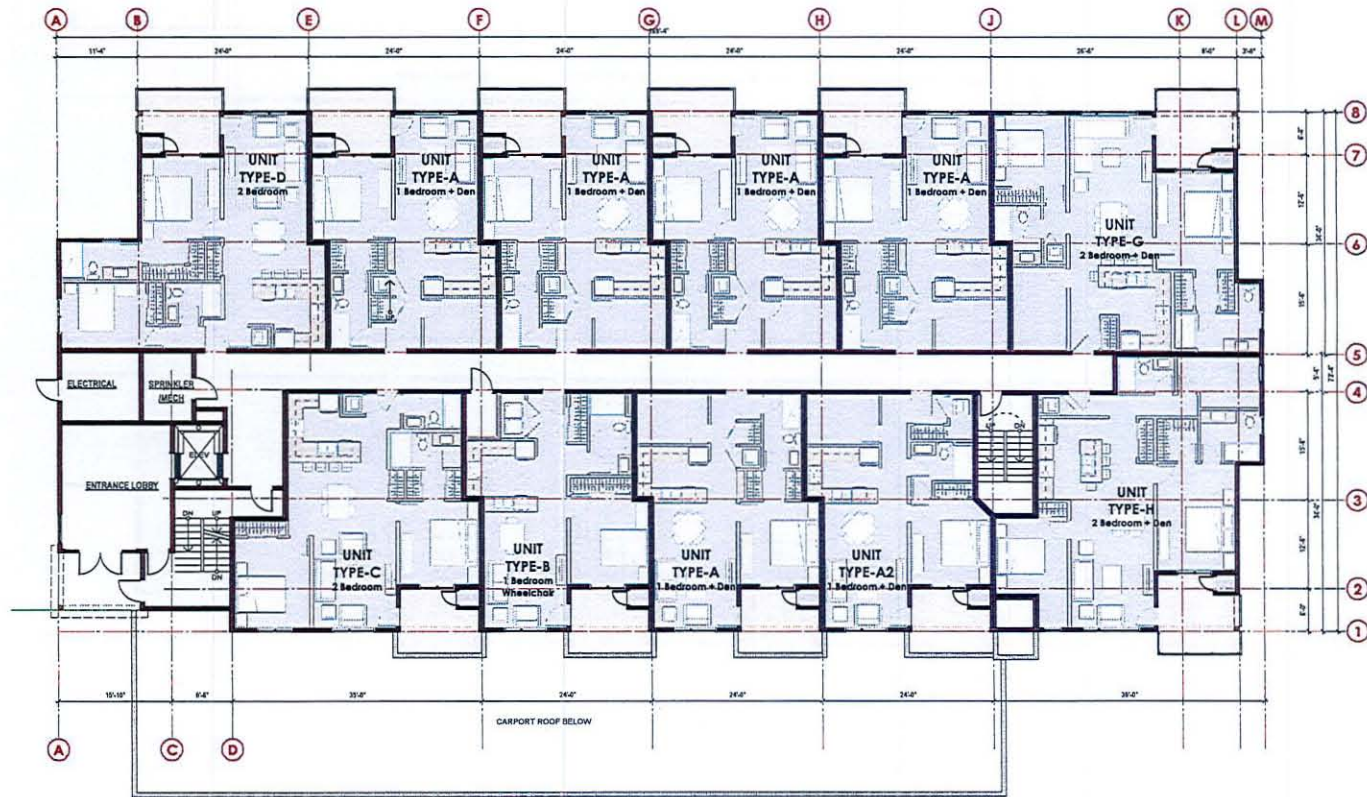
NO. DATE REVISION

NO. DATE REVISION

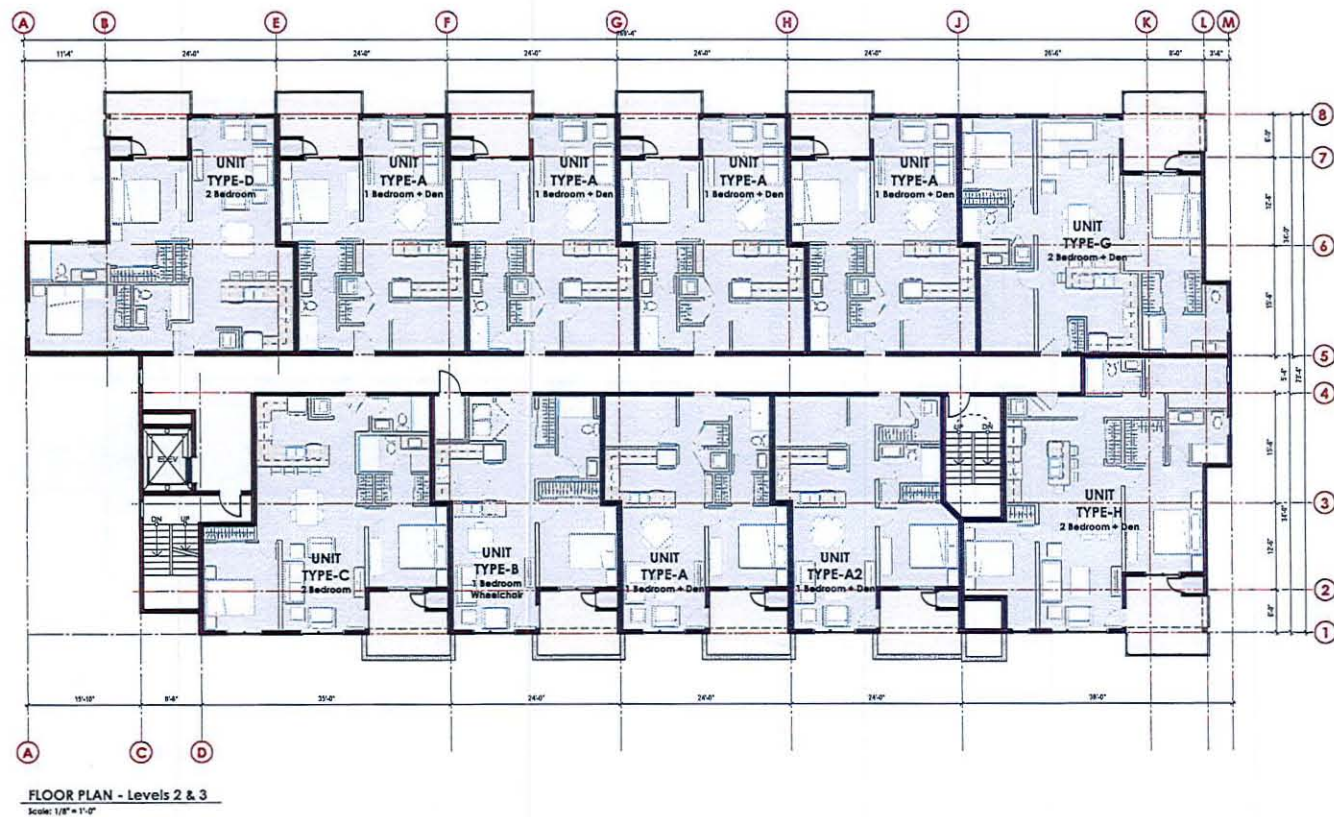
NO. DATE REVISION

NO. DATE REVISION

NO. DATE REVISION



FLOOR PLAN - Level 1
Scale: 1/8" = 1'-0"



471 - 434 Lorne Street,
Kamloops, BC V2C 3K3
P: 250.374.1102
F: 250.374.2277

www.bluegreenarchitects.com

■ Core
□ Balcony

5A

These drawings are the property of the architect. They are not to be reproduced or used for any other purpose without the written consent of the architect.

The drawings and specifications are the property of the architect. They are not to be reproduced or used for any other purpose without the written consent of the architect.

Consult

2018.05.01 Revision Description

NO. DATE REVISION DESCRIPTION

1 2018.05.01 PERIOD FOR PERFORMING WORK

NO. DATE REVISION DESCRIPTION

250 - 5th AVE SE

RESIDENTIAL DEVELOPMENT

Solomon Arms, BC

Sheet 1/16

BUILDING 2

Level 2&3 Plans

Sub Number 17.5

Date 2018-02-4

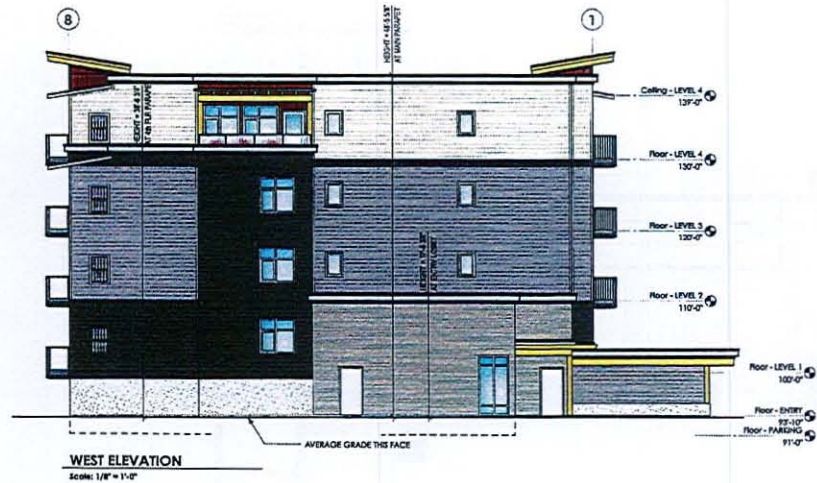
Scale 1/8" = 1'-0"

Revision Number

Drawing Number

A2-202

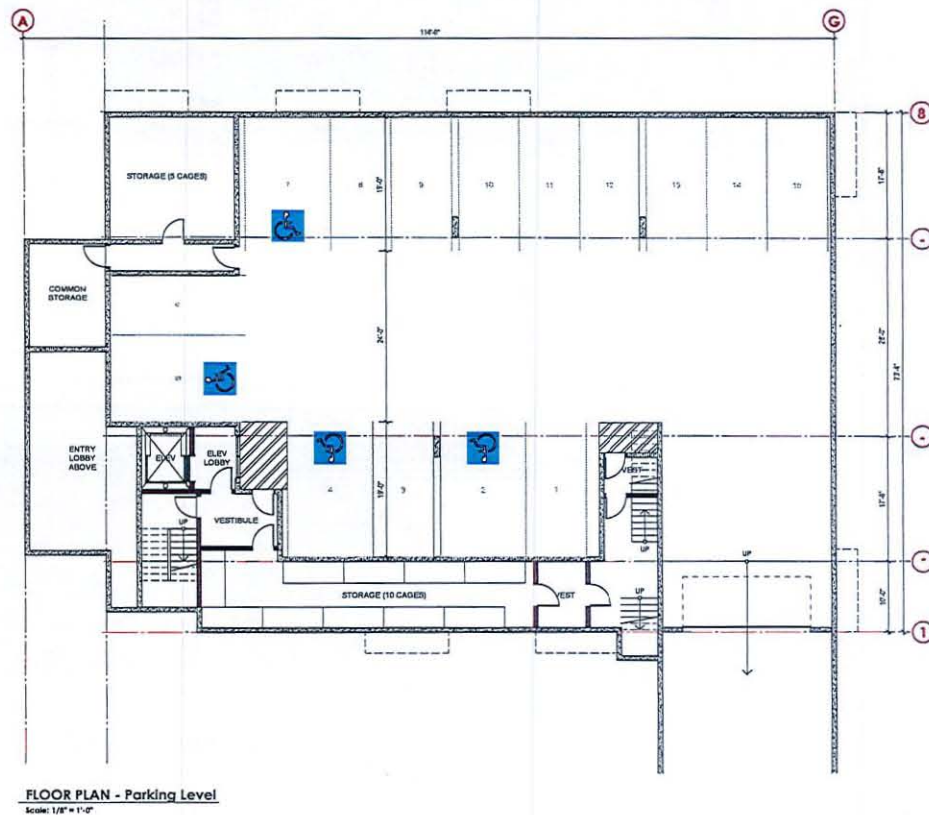




EXTERIOR FINISHES

	THIN BRICK VENEER		HARDIE PLANK LAP SIDING 7" EXPOSURE COBBLE STONE
	HARDIE PANEL WITH REVEAL JOINTS IRON GRAY		HARDIE PLANK LAP SIDING 7" EXPOSURE AGED PEWTER
	BOARD & BATTEN SIDING HARDIE BATTENS @ 12" OC ON HARDIE PANEL COUNTRYLANE RED		HARDIE PLANK LAP SIDING 7" EXPOSURE IRON GRAY





47 - 434 Lane Street
Kamloops, BC, V2C 1A3
P: 250.374.0101
F: 250.374.0279

www.bluegreenarchitecture.com

■ Landings
□ Elevators

SEA

These drawings are instruments of service and the exclusive property of the architect and cannot be reproduced or used for any other purpose without the architect's prior written permission.

This drawing must not be copied, reproduced, published, or otherwise used without the architect's prior written permission. Any use of this drawing for any other purpose without the architect's prior written permission is prohibited.

Consultant:

1/2" = 1'-0" Section Description

NO. DATE REVISIONS

1 2018-01-01 ISSUED FOR PERMIT

NO. DATE REVISIONS

250 - 5th AVE S1
RESIDENTIAL
DEVELOPMENT
Solomon Ave, BC

Sheet Title

BUILDING 3
Parking Level Pla

Job Number 17.5

Date 2018-02-1

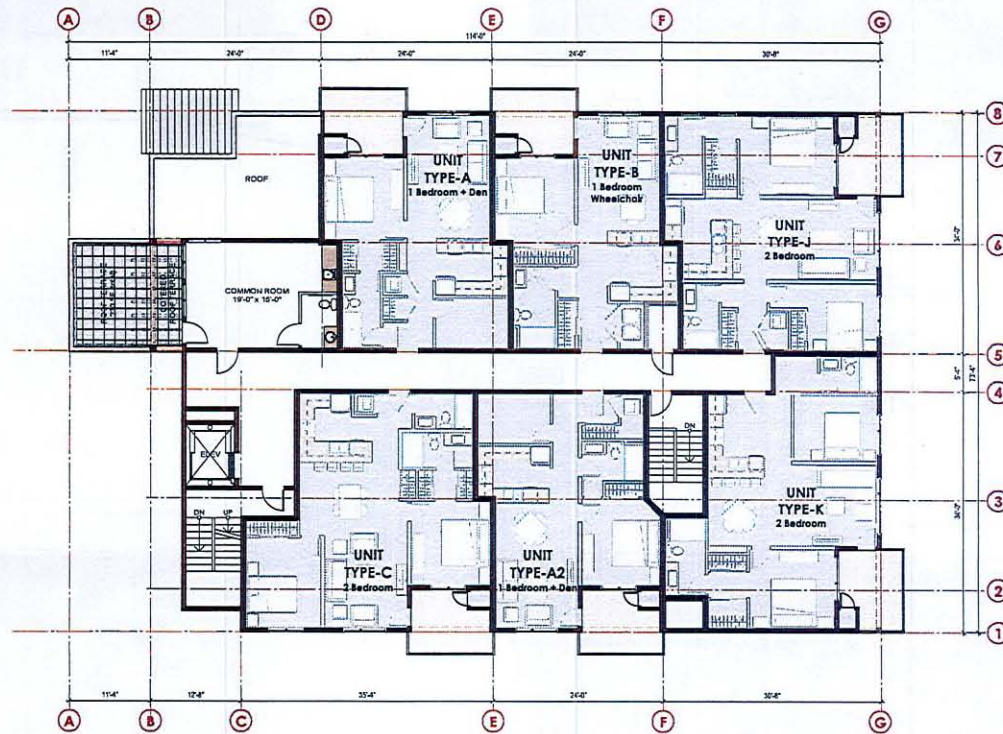
Scale 1/8" = 1'-0"

Revision Number

Drawing Number

A3-200

FLOOR PLAN - Level 1
Scale: 1/8" = 1'-0"



FLOOR PLAN - Level 4

Scale: 1/8" = 1'-0"



#1 - Old Town Street
Kensington, DC, MD
P: 202.374.1111
F: 202.374.1277

www.bluegreenarchitecture.com

■ Kitchens
□ Bathrooms

NA

These drawings are instruments of service, and the architect assumes no liability for the construction of the project or for the construction without the architect's prior written consent.

This drawing must not be used for any other project without the architect's prior written consent.

Copyright © 2018 Bluegreen Architecture, Inc.

Copyright © 2018 Bluegreen Architecture, Inc.

Copyright © 2018 Bluegreen Architecture, Inc.

Copyright © 2018 Bluegreen Architecture, Inc.

Copyright © 2018 Bluegreen Architecture, Inc.

Copyright © 2018 Bluegreen Architecture, Inc.

Copyright © 2018 Bluegreen Architecture, Inc.

Copyright © 2018 Bluegreen Architecture, Inc.

Copyright © 2018 Bluegreen Architecture, Inc.

Copyright © 2018 Bluegreen Architecture, Inc.

Copyright © 2018 Bluegreen Architecture, Inc.

Copyright © 2018 Bluegreen Architecture, Inc.

Copyright © 2018 Bluegreen Architecture, Inc.

Copyright © 2018 Bluegreen Architecture, Inc.

Copyright © 2018 Bluegreen Architecture, Inc.

Copyright © 2018 Bluegreen Architecture, Inc.

Copyright © 2018 Bluegreen Architecture, Inc.

Copyright © 2018 Bluegreen Architecture, Inc.

Copyright © 2018 Bluegreen Architecture, Inc.

Copyright © 2018 Bluegreen Architecture, Inc.

Copyright © 2018 Bluegreen Architecture, Inc.

Copyright © 2018 Bluegreen Architecture, Inc.

Copyright © 2018 Bluegreen Architecture, Inc.

Copyright © 2018 Bluegreen Architecture, Inc.

Copyright © 2018 Bluegreen Architecture, Inc.

Copyright © 2018 Bluegreen Architecture, Inc.

Copyright © 2018 Bluegreen Architecture, Inc.

Copyright © 2018 Bluegreen Architecture, Inc.

Copyright © 2018 Bluegreen Architecture, Inc.

Copyright © 2018 Bluegreen Architecture, Inc.

Copyright © 2018 Bluegreen Architecture, Inc.

Copyright © 2018 Bluegreen Architecture, Inc.

Copyright © 2018 Bluegreen Architecture, Inc.

Copyright © 2018 Bluegreen Architecture, Inc.

Copyright © 2018 Bluegreen Architecture, Inc.

Copyright © 2018 Bluegreen Architecture, Inc.

Copyright © 2018 Bluegreen Architecture, Inc.

Copyright © 2018 Bluegreen Architecture, Inc.

Copyright © 2018 Bluegreen Architecture, Inc.

Copyright © 2018 Bluegreen Architecture, Inc.

Copyright © 2018 Bluegreen Architecture, Inc.

Copyright © 2018 Bluegreen Architecture, Inc.

Copyright © 2018 Bluegreen Architecture, Inc.

Copyright © 2018 Bluegreen Architecture, Inc.

Copyright © 2018 Bluegreen Architecture, Inc.

Copyright © 2018 Bluegreen Architecture, Inc.

Copyright © 2018 Bluegreen Architecture, Inc.

Copyright © 2018 Bluegreen Architecture, Inc.

Copyright © 2018 Bluegreen Architecture, Inc.

Copyright © 2018 Bluegreen Architecture, Inc.

Copyright © 2018 Bluegreen Architecture, Inc.

Copyright © 2018 Bluegreen Architecture, Inc.

Copyright © 2018 Bluegreen Architecture, Inc.

Copyright © 2018 Bluegreen Architecture, Inc.

Copyright © 2018 Bluegreen Architecture, Inc.

Copyright © 2018 Bluegreen Architecture, Inc.

Copyright © 2018 Bluegreen Architecture, Inc.

Copyright © 2018 Bluegreen Architecture, Inc.

Copyright © 2018 Bluegreen Architecture, Inc.

Copyright © 2018 Bluegreen Architecture, Inc.

Copyright © 2018 Bluegreen Architecture, Inc.

Copyright © 2018 Bluegreen Architecture, Inc.

Copyright © 2018 Bluegreen Architecture, Inc.



SOUTH ELEVATION

Scale: 1/8" = 1'-0"

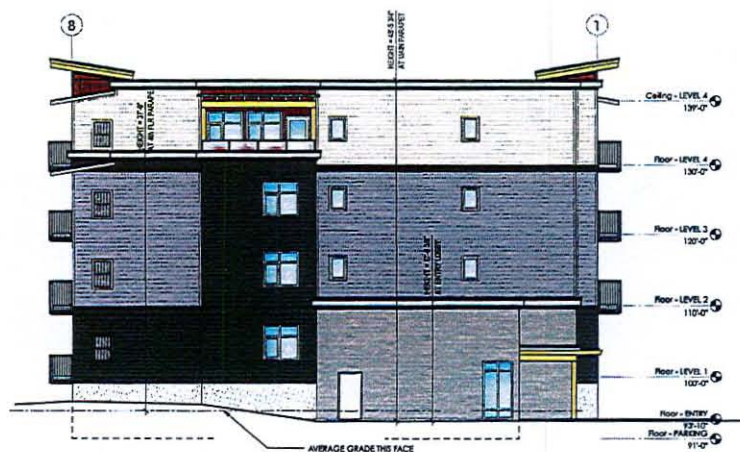


EAST ELEVATION

Scale: 1/8" = 1'-0"

EXTERIOR FINISHES

	THIN BRICK VENEER		HARDIE PLANK LAP SIDING 7" EXPOSURE COMBLE STONE
	HARDIE PANEL WITH REVEAL JOINTS IRON GRAY		HARDIE PLANK LAP SIDING 7" EXPOSURE AGED PETER
	BOARD & BATTEN SIDING HARDIE BATTENS @ 16" OC ON HARDIE PANEL COUNTRYLANE RED		HARDIE PLANK LAP SIDING 7" EXPOSURE IRON GRAY



NORTH ELEVATION

Scale: 1/8" = 1'-0"



WEST ELEVATION

Scale: 1/8" = 1'-0"



CITY OF SALMON ARM
DESIGN REVIEW PANEL MINUTES

May 24, 2018
Room No. 100, City Hall

Present: Bill Laird (Panel Chair)
Paul Burrows (Panel Member)
Dennis Lowe (Panel Member)
Trent Sismey (Panel Member)
Marc Lamerton (Panel Member and Applicant DP-419)
Graham Richardson (Applicant DP-418)
Rick Semenzin (Applicant DP-419)
Wes Miles (Planning and Development Officer)
Chris Larson (Planning and Development Officer)

Application 1: Proposed High Density Residential Development at 250 – 5 Avenue SW
Development Permit Application No. DP-418

Application 2: Proposed City Centre Commercial Development at 481 – Harbourfront Drive NE
Development Permit Application No. DP-419

The meeting was called to order at 2:00 p.m.

Development Permit Application No. DP-418

The Applicant summarized the proposal, referring to the site plans and building elevations, providing an explanation of the rationale of building siting and practical considerations for phasing the development of the 3 buildings. The Applicant clarified that some of the siding will be a vinyl material (plank), however the colours will remain as presented.

Panel members discussed the proposal. Questions were addressed regarding the landscaping, building design, and siding. The DRP suggested exploring alternative options to vinyl. The variances requested were considered to be reasonable. The DRP is supportive of the proposal.

Panel Recommendation

THAT the application drawings under review for application DP-418 be supported noting the need for this form of housing.



Bill Laird, Panel Chair

8.4 Residential Development Permit Area

Designation

Pursuant to Section 919.1(1)(f) of the *Local Government Act*, all land located within the Medium and High Density Residential designated areas, as shown on Map A-1 Land Use, is designated "Residential Development Permit Area".

Objectives

- 8.4.1 To promote quality building, site and landscape design with high level architectural standards that support a green and sustainable city, compact and distinct community, housing diversity, and other goals and objectives of this OCP.
- 8.4.2 To provide the City with the ability to tailor new multiple family housing development projects to local site conditions.
- 8.4.3 To encourage safe pedestrian access within and around multiple family developments.
- 8.4.4 To promote environmentally sensitive building and landscape approaches.

Submission Requirements

- 8.4.5 Drawings submitted for a Development Permit application must meet the following minimum requirements:
 - a. The site plan must include lot dimensions and setback dimensions taken from the building to the property line; pedestrian and vehicular access and parking layout, with dimensions for parking stalls; refuse and recycling container areas; mechanical equipment at grade; and all surface materials such as paving and landscape areas;
 - b. A grading and drainage plan must indicate existing and proposed grades, proposed building floor elevations, location, layout, and elevations at top and bottom of all steps and retaining walls; and on-site infiltration areas and storm drainage;
 - c. Drawings illustrating the building appearance shall indicate the materials, finish and colour of the buildings;
 - d. A landscape plan must indicate existing vegetation to be retained and protected; hard surfaces; steps and retaining walls; mowed and rough grass areas; planting areas; a planting plan with a plant list showing the number, species and sizes of proposed plants; extent and type of irrigation, and landscape amenity features, e.g., site furniture, play areas, gathering areas; and an address and directional sign plan.

- 8.4.6 Development permit application drawings should be prepared by a registered architect or a draftsman with experience in urban design.
- 8.4.7 Landscape plans should be prepared by a registered landscape architect or a landscape designer with experience in environmentally sensitive and multi-family landscape design.
- 8.4.8 Prior to formal site planning, applicants are encouraged to consult with the City's Development Services Department to determine which natural features should remain on the development site.

Siting and Building Guidelines

- 8.4.9 Design the site layout and building locations to:
 - a. retain and protect as much natural vegetation, rocks, and unique site features as possible, including unique tree species, mature trees that are not a hazard, other significant vegetation, nesting areas, and other wildlife habitat;
 - b. minimize the impact of building shadows on nearby residential sites and buildings;
 - c. reduce shadowing of outdoor use areas;
 - d. encourage the penetration of sunlight and natural light into interior spaces to reduce the energy needed for lighting and heating, using passive solar siting principles;
 - e. retain distant views of landscape features;
 - f. work with the existing topography, minimizing the need for cut and fill or tall retaining walls; and
 - g. be complementary with or add value to the form and character of surrounding developments.
- 8.4.10 Design residential buildings in smaller blocks and clusters, and relate buildings to natural and public spaces such as paths, greenways, landscape features, site amenities, parks and roads. Minimize the length and massing of facades to take advantage of views and natural site features, and to improve the visual interest of building elevations. The number of adjacent units in a single building should not exceed 12. Variation of facades with setbacks or projections of 0.75 metres or more should be provided if building blocks have facades extending beyond 4 units.
- 8.4.11 Orient building frontages and main entrances to the dominant street frontage, with well defined entries and walkways from entries to the street.
- 8.4.12 Design with parking garages or carports facing away from the street as much as possible.
- 8.4.13 Consider the safety and security of residents in the design and layout of the development with a particular focus on Crime Prevention through Environmental Design (CPTED) principles.

- 8.4.14 Design buildings with varied facades and articulated roof lines, or design in a contemporary style that offers visual interest. The intent of this guideline is to discourage large bland buildings that do not reflect the character or scale of Salmon Arm.
- 8.4.15 Use durable and high quality building materials, integrating natural materials such as local stone, brick, and wood, as well as low-e glazing.
- 8.4.16 Consider weather protection over entry points, balconies and porches, e.g., roof overhead, or area inset below the floor above.
- 8.4.17 Design facades and rooflines of accessory structures and buildings in a manner that is consistent with the architectural design of the principal buildings.
- 8.4.18 Screen roof top mechanical equipment from views in a manner that is consistent with the architectural design of the building. Locations of ground level air conditioning units and HVAC mechanical equipment should be sited in a manner that does not impact adjacent residential lots. Screening of on-grade large mechanical equipment with noise and vibration abatement material is encouraged.
- 8.4.19 Consider the use of alternative technologies for on-site energy production, e.g., geothermal, photo-voltaic and fuel cells, heat pumps.

Landscape and Screening Guidelines

- 8.4.20 Maximize the amount of landscaped areas on site and minimize the amount of impervious paved surfaces to increase the natural infiltration (absorption) of rain water and to provide a more natural character.
- 8.4.21 Limit mowed grass to highly visible areas and locations used for recreation in order to maximize areas for native, diverse and low maintenance vegetation.
- 8.4.22 Select trees and other plants that will be readily established and provide significant visual impact upon planting, without adversely affecting daylight or sunlight penetration into buildings or open spaces when fully grown.
- 8.4.23 In the landscape plan, consider finished site grades, location and heights of retaining walls, underground irrigation alignments, utilities, views, shade and sun angles, needs for privacy or screening, user safety, maintenance and irrigation requirements, and all other typical site planning criteria.
- 8.4.24 Consider energy efficiency and conservation in landscape design, e.g., moderate wind, provide shade in summer, allow sunlight and daylight into buildings.



- 8.4.25 Locate walkways and amenity areas (plazas, courtyards, patios, etc.) away from vehicular traffic, with maximum accessibility to residential units, and accentuate them with landscaping.
- 8.4.26 Developments are encouraged to incorporate native, low maintenance and xeriscape (drought resistant, low water requirement) concepts in landscape plans.
- 8.4.27 Encourage the use of water filtration/re-use systems that collect stormwater and rainwater for irrigation, if designed by a professional, recognizing that it is expensive to provide such systems on a practical scale.
- 8.4.28 Plant a uniform alignment of street trees along public streets at the spacing recommended by the City. Appropriate spacings are 15 metres along arterials, 10 metres along local and collector roads, lower spacing for smaller trees. If boulevard tree planting is not feasible along a street right-of-way, then tree planting along the front and exterior lot boundaries may be required at appropriate intervals.
- 8.4.29 For street tree selection along public boulevards, use the City's "Landscape Standards and Recommended Species Guide" as a reference.
- 8.4.30 Visual screening in the form of solid landscaping and/or fencing may be required along some segments of a site's perimeter, in particular along interior and rear lot lines and around outdoor storage areas.
- 8.4.31 Where landscaping for visual screening is required, plants selected shall be of sufficient height at maturity to provide a continuous screen not less than 2 metres in height and planted at a sufficient density to provide a hedge effect. Alternate screening measures such as decorative solid fencing or decorative walls not less than 2 metres in height may be considered instead of or in combination with planting.
- 8.4.32 Avoid using fences along street frontages to screen the development. Where a fence is unavoidable, use a transparent fence, e.g., lattice, metal, and add landscaping that allows views into the development.
- 8.4.33 Design location and directional signs (consistent with the City's address/directional sign guidelines), maps and mail box fixtures to be low profile, ground oriented and externally lit with low intensity fixtures accentuated by landscaping.
- 8.4.34 Locate refuse and recycling container areas where they are accessible to residents and to container pick-up trucks, screen them with an appropriate durable enclosure, and provide landscaping around the perimeter of the enclosure where possible. Avoid direct exposure of refuse and recycling areas to public streets.

- 8.4.35 Consider the provision of a composting system to generate materials that can be used for landscape maintenance or garden plots on the site.

Access, Circulation and Parking Area Guidelines

- 8.4.36 Design the internal road and parking system for efficient circulation of all types of vehicles, with a layout that discourages speeding, and provides safe pedestrian routes from parking lots to building entrances.
- 8.4.37 Parking areas shall be hard surfaced in accordance with the City's Zoning Bylaw.
- 8.4.38 Encourage reducing the amount of asphalt paving and introducing other materials where possible, preferably permeable, e.g., permeable pavers, reinforced grass such as Grass-Pave.
- 8.4.39 Encourage bioswales, permeable paving, and other design techniques that allow greater infiltration of water in and around parking areas.
- 8.4.40 Provide curb let-downs to accommodate universal accessibility from disabled parking spaces to buildings.
- 8.4.41 Avoid parking areas in excess of 5 stalls in front yards. In parking areas in excess of 20 stalls, intersperse intensively landscaped islands or bioswales at least 1.5 metres wide, planted with hardy vegetation and shade trees. Provide landscaping at the ends of parking rows, within and around parking lots as needed to define parking clusters, increase human comfort, provide visual relief, and increase infiltration of rain water.
- 8.4.42 Encourage shared driveways to units with individual vehicular access.
- 8.4.43 Encourage underground or below grade parking that is well-lit and secured.
- 8.4.44 Include low intensity lighting in parking areas, designed and constructed for safety and convenient pedestrian and vehicular access.
- 8.4.45 Design on-site lighting to minimize glare and overspill into the development, to adjacent properties, and into the sky. Submission of a detailed lighting plan may be required.



Salmon Arm

DEVELOPMENT PERMIT APPLICATION NO. DP-418

16 April 2018

Page 2

-
9. For the off-site improvements at the time of development the applicant will be required to submit for City review and approval detailed engineered plans for all off-site construction work. These plans must be prepared by a qualified engineer. As a condition of 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. 5 Avenue SW, on the subject properties northern boundary, is designated as an Urban Collector Road standard, requiring 20.0m road dedication (10.0m on either side of road centerline). Available records indicate that no additional road dedication is required (to be confirmed by BCLS).
2. 3 Street SW, on the subject properties western boundary, is designated as an Urban Local Road standard, requiring 20.0m road dedication (10.0m on either side of road centerline). Available records indicate that no additional road dedication is required (to be confirmed by a BCLS).
3. 5 Avenue SW is currently constructed to an Interim Urban Collector Road standard. Upgrading to the Urban Collector Road standard is required, in accordance with Specification Drawing No. RD-3. Upgrading may include, but is not limited to: sidewalk, boulevard construction, parking stalls, street lighting, fire hydrants and underground hydro (3 phase is exempt) and telecommunications. Owner / Developer is responsible for all associated costs.
4. 3 Street SW is currently constructed to an Interim Local Road standard. Upgrading to an Urban Local Road Standard is required, in accordance with Specification Drawing No. RD-2. Upgrading may include, but is not limited to, street lighting, fire hydrants, street drainage and underground hydro and telecommunications. Owner / Developer is responsible for all associated costs.
5. Owner / Developer is responsible for ensuring all boulevards and driveways are graded at 2.0% towards the existing roadway.
6. A 5.0m by 5.0m corner cut is required to be dedicated at the intersection of 5 Avenue SW and 3 Street SW.
7. Internal roadways are to be a minimum of 7.3m measured from face of curb (per City standard RD-12). Truck turning movements shall be properly analysed to ensure internal road network will allow emergency and service vehicle access.

Water:

1. The subject property fronts 200mm diameter Zone 1 watermain on 5 Avenue SW and 3 Street SW. No upgrades will be required at this time.

DEVELOPMENT PERMIT APPLICATION NO. DP-418

16 April 2018

Page 3

-
2. The property is to be serviced by a single metered water service connection (as per Specification Drawing No. W-10), adequately sized to satisfy the proposed use. Water meter will be supplied by the City at the time of development, at the Owner / Developer's cost. Owner / Developer is responsible for all associated costs.
 3. Records indicate that the existing property is not serviced.
 4. The subject property is in an area with sufficient fire flows and pressures 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 installation will be required. Owners consulting Engineer shall review the site to ensure placement of fire hydrants meet the high density residential spacing requirements of 150 meters.
 7. Backflow Prevention Devices shall be installed in accordance with the City's Cross Connection Control Bylaw 3934.

Sanitary:

1. The subject property fronts 200mm diameter sanitary sewers on 5 Avenue SW and 3 Street SW. No upgrades will be required to these sewers.
2. A 150mm diameter sanitary sewer is located in a right of way on the southern boundary. Upgrading this sewer to a 200mm diameter sanitary sewer is required and the right of way is to be increased to 6m total width.
3. The property is to be serviced by a single sanitary service connection adequately sized (minimum 100mm diameter) to satisfy the servicing requirements of the development. Owner / Developer is responsible for all associated cost.
4. Records indicate that the existing property is not serviced.

Drainage:

1. The subject property fronts a 300mm diameter storm sewer on 5 Avenue SW and a 450mm diameter storm water sewer on 3 Street SW. No upgrades are anticipated at this time, subject to item 4.
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.

DEVELOPMENT PERMIT APPLICATION NO. DP-418

16 April 2018

Page 4

-
3. Where onsite disposal of stormwater is recommended by the ISMP, an "Alternative Stormwater System" shall be provided in accordance with Section 7.2.
 4. Where discharge into the Municipal Stormwater Collection System is recommended by the ISMP, this shall be in accordance with Section 7.3. The proposed lot(s) shall be serviced (each) by a single storm service connection adequately sized (minimum 150mm) to satisfy the servicing requirements of the development. Owner / Developer's engineer may be required to prove that there is sufficient downstream capacity within the existing City Storm System to receive the proposed discharge from the development. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

Geotechnical:

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



Chris Moore
Engineering Assistant



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

Item 20.2

CITY OF SALMON ARM

Date: June 25, 2018

Moved: Councillor Wallace Richmond

Seconded: Councillor Eliason

THAT: Development Permit No. 419 be authorized for issuance for that part of Lot D, Section 14, Township 20, Range 10, W6M, KDYD, Plan KAP62328 (481 Harbourfront Drive NE) in accordance with the drawings dated May 4, 2018 and attached as Appendix 6 of the staff report dated June 12, 2018;

AND THAT: Issuance of Development Permit No. 419 be withheld subject to the following:

1. Registration of Section 219 *Land Title Act* covenant(s) on title ensuring the linkage of the subject parcel, 481 Harbourfront Drive NE, and 650 Marine Park Drive for the purpose of meeting the off-street parking requirements of the Zoning Bylaw;
2. Registration of a Section 219 *Land Title Act* covenant(s) on title to acknowledge the restrictions of Riparian Areas Regulation Assessment Report number 427 dated April 17, 2007;
3. Receipt of an Irrevocable Letter of Credit in the amount of 125% of a landscaper's estimate for completion of the landscaping plan; and

Vote Record

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

Opposed:

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

Item 20.2 – continued

CITY OF SALMON ARM

Date: June 25, 2018

4. Written confirmation from a Qualified Environmental Professional (QEP) that the construction and riparian planting will be monitored by a QEP for compliance with the Riparian Areas Regulation Assessment Report number 427 dated April 17, 2007, and in accordance with the landscaping plan dated May 1, 2018 and attached in Appendix 6 of the staff report dated June 12, 2018.

[DP-419; 1112031 BC Ltd./Exel Construction Ltd.; 481 Harbourfront Drive NE; 3 story – Mixed use – Commercial / Residential]

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: June 12, 2018

Subject: Development Permit Application No. DP-419 (Mixed Use – Commercial / Residential)
 Legal: Lot D, Section 14, Township 20, Range 10, W6M, KDYD, Plan KAP62328
 Civic: 481 Harbourfront Drive NE
 Owner: 1112031 BC Ltd.
 Applicant: Exel Construction Ltd.

MOTION FOR CONSIDERATION

THAT: Development Permit No. 419 be authorized for issuance for that part of Lot D, Section 14, Township 20, Range 10, W6M, KDYD, Plan KAP62328 (481 Harbourfront Drive NE) in accordance with the drawings dated May 4, 2018 and attached in Appendix 6 of this memorandum;

AND THAT: Issuance of Development Permit No. 419 be withheld subject to the following:

1. Registration of Section 219 *Land Title Act* covenant(s) on title ensuring the linkage of the subject parcel, 481 Harbourfront Drive NE, and 650 Marine Park Drive for the purpose of meeting the offstreet parking requirements of the Zoning Bylaw;
2. Registration of a Section 219 *Land Title Act* covenant(s) on title to acknowledge the restrictions of Riparian Areas Regulation Assessment Report number 427 dated April 17, 2007;
3. Receipt of an Irrevocable Letter of Credit in the amount of 125% of a landscaper's estimate for completion of the landscaping plan; and
4. Written confirmation from a Qualified Environmental Professional (QEP) that the construction and riparian planting will be monitored by a QEP for compliance with the Riparian Areas Regulation Assessment Report number 427 dated April 17, 2007, and in accordance with the landscaping plan dated May 1, 2018 and attached in Appendix 6 of this memorandum.

STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

BACKGROUND

The subject parcel is located at 481 Harbourfront Drive NE (Appendix 1 and 2). The approximate 3,136 square meter parcel is currently vacant. The parcel is designated as Commercial City Centre land in the Official Community Plan (OCP) Bylaw and zoned C-6 Tourist/Recreation Commercial in the Zoning Bylaw (Appendix 3 and 4). Site photos are attached as Appendix 5.

This application is to permit the development of one mixed use commercial residential building, as shown in the proposed Development Permit drawings attached as Appendix 6. The office use and upper floor dwelling units proposed are permitted uses in the C-6 zone. The proposed building as illustrated would have a footprint of approximately 687 square metres and is comprised of 4 storeys to a height of 15.8 metres (the maximum height permitted in the C-6 Zone is 19 metres). The applicant has provided a letter of rationale attached as Appendix 7.

The subject parcel is adjacent to Shuswap Lake and Marine Park with an elevated walkway across the northern portion of the parcel via a right-of-way. A Riparian Areas Regulation (RAR) report has been completed for the parcel which provides additional guidance on how development may proceed adjacent the lake.

COMMENTS

Building Department

As a Part III building, full sprinkler and involvement of registered professions is required as per BCBC.

Fire Department

No concerns.

Engineering Department

No concerns. Upgrades to the property's frontage have largely been completed, with the exception of a street light. Engineering comments are attached as Appendix 8.

Design Review Panel

With the proposal for City Centre Commercial development, the application was referred to the Design Review Panel (DRP) for review. The Panel was supportive of the proposal as presented. The May 24, 2018 DRP meeting minutes are attached as Appendix 9.

Planning Department

The proposed development is subject to the guidelines of the "City Centre Development Permit Area" as described in the OCP, suggesting characteristics under the topics of siting and building, facade design, access, circulation and parking area, as well as landscape guidelines.

Siting and Building

The applicant is proposing a mixed use 8 unit development in the form of 6 commercial spaces (including one spaces prescribed as a "law office") over 3 levels, and 2 upper level residential units. The building has a footprint of 687 square metres in area, and reaches a maximum height of 15.8 metres above grade (under the 19 metre maximum height permitted in the C-6 zone). The building is set along the north parcel boundary generally following the linear shoreline (rip-rap bank), with an angular south-west facing elevation arranged to face the curving street frontage. The building design is a contemporary style with varied facades and linear rooflines providing visual interest, incorporating high quality materials with proposed cladding including stucco, stone, fiberboard, and metal siding. The height is substantially consistent with adjacent developments.

Facade

Architectural details such as fibreboard and composite wood cladding are reasonably unified on all elevations. The entrance patio creates an easily identifiable and protected access point oriented towards the street, while the angular design, upper level patios, as well as the varied materials and colour choices create visual interest.

Landscape and Screening

The landscape plan has been completed in alignment with the RAR report and OCP guidelines. The estimate for landscaping is roughly \$27,000 and includes irrigation. The landscape plan prescribes perimeter plantings along the west, south and east parcel lines, reducing the impact of the parking. The rear yard of the building is proposed to be essentially filled with a range of RAR plantings. As further described in this report, a post-construction report from a Qualified Environmental Professional will be required to ensure ultimate compliance with RAR.

Servicing

Related to landscaping on the site, frontage improvements to the Local Road standard have been completed. Frontage upgrades are expected to only include installation of a street light.

Access, Circulation and Parking Area

Vehicle access proposed is via a single shared 5.8 metre wide access route. There are a total of 49 parking stalls proposed (47 are required): 8 secure building parking stalls proposed, 2 loading stalls, 14 stalls on site, with 27 stalls proposed on a parcel west of Harbourfront Drive (650 Marine Park Drive).

The location of parking on another parcel is supported by the Zoning Bylaw in non-residential zones, subject to the parcels being located within 300 metres of each other (the applicable distance is just under 50 metres) and the registration of a covenant securing the arrangement, recognizing the challenges in meeting parking requirements. The Zoning Bylaw further specifies surfacing, grading and drainage requirements for offstreet parking.

Riparian Areas Regulation

The subject properties are within 30 m of the High Water Mark (HWM) of Shuswap Lake; therefore the Provincial Riparian Areas Regulation (RAR) applies to this proposal. A Riparian Areas Assessment Report was completed April 17, 2007 (Assessment 427). The Qualified Environmental Professional's (QEP) report identifies the Streamside Protection and Enhancement Area to be 30 m from the HWM of Shuswap Lake (348.7 m); however the report identifies that the building may be located 6 m back from the HWM and will not result in Harmful Alteration, Disruption or Destruction (HADD) of fish habitat. Staff note that the site plan indicates a slightly greater 7.5 m setback from the HWM.

An existing Section 219 Restrictive Covenant was registered May 1, 1998 outlining requirements from the Department of Fisheries and Oceans (DFO) for works and landscaping within the riparian area. Both the QEP and Landscape Architect have confirmed that the proposed landscaping plan and development are in compliance with the covenant and RAR. A post-construction report from a Qualified Environmental Professional will be required to ensure ultimate compliance with RAR.

Walkway Contribution

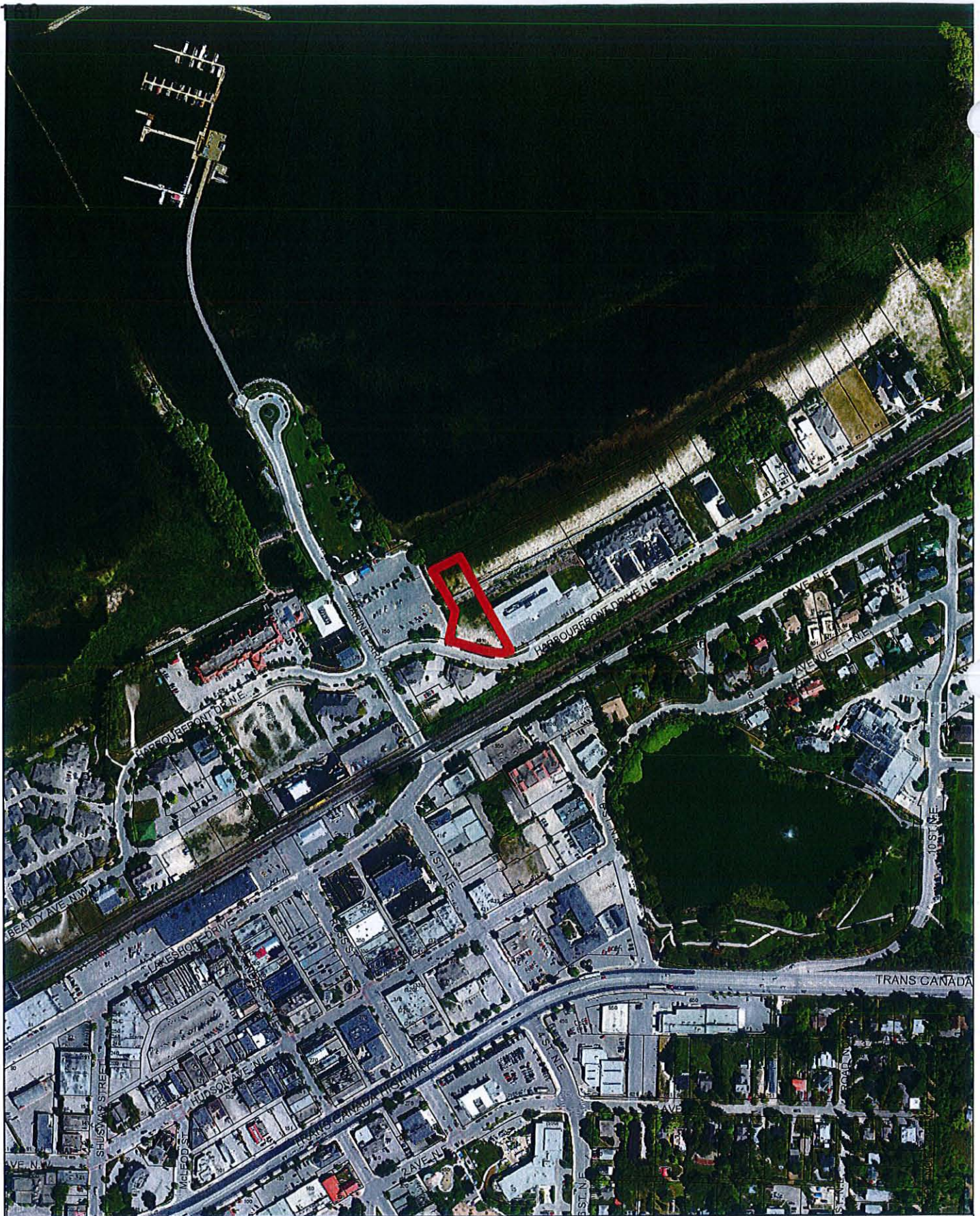
A Development Agreement exists between the City and owners of the subject parcel for financial contribution to the waterfront walkway constructed in 2005. The cost is calculated at \$347.55 per lineal metre of parcel frontage measured along the northerly boundaries. The total length of northern frontage is 28 m making the total required contribution by the developer \$9,731.40 required at the time of Building Permit application (measurements/calculations to be confirmed).

CONCLUSION

The applicant is applying for a Development Permit to support a multi use commercial / residential development (one mixed use building). The proposal aligns with the Development Permit Area guidelines as described in the OCP and is supported by staff.


Prepared by: Chris Larson, MCP
Planning and Development Officer

Reviewed by: Carl Bannister, C.A.O.



0 50 100 200 300 400
Meters



Subject Parcel

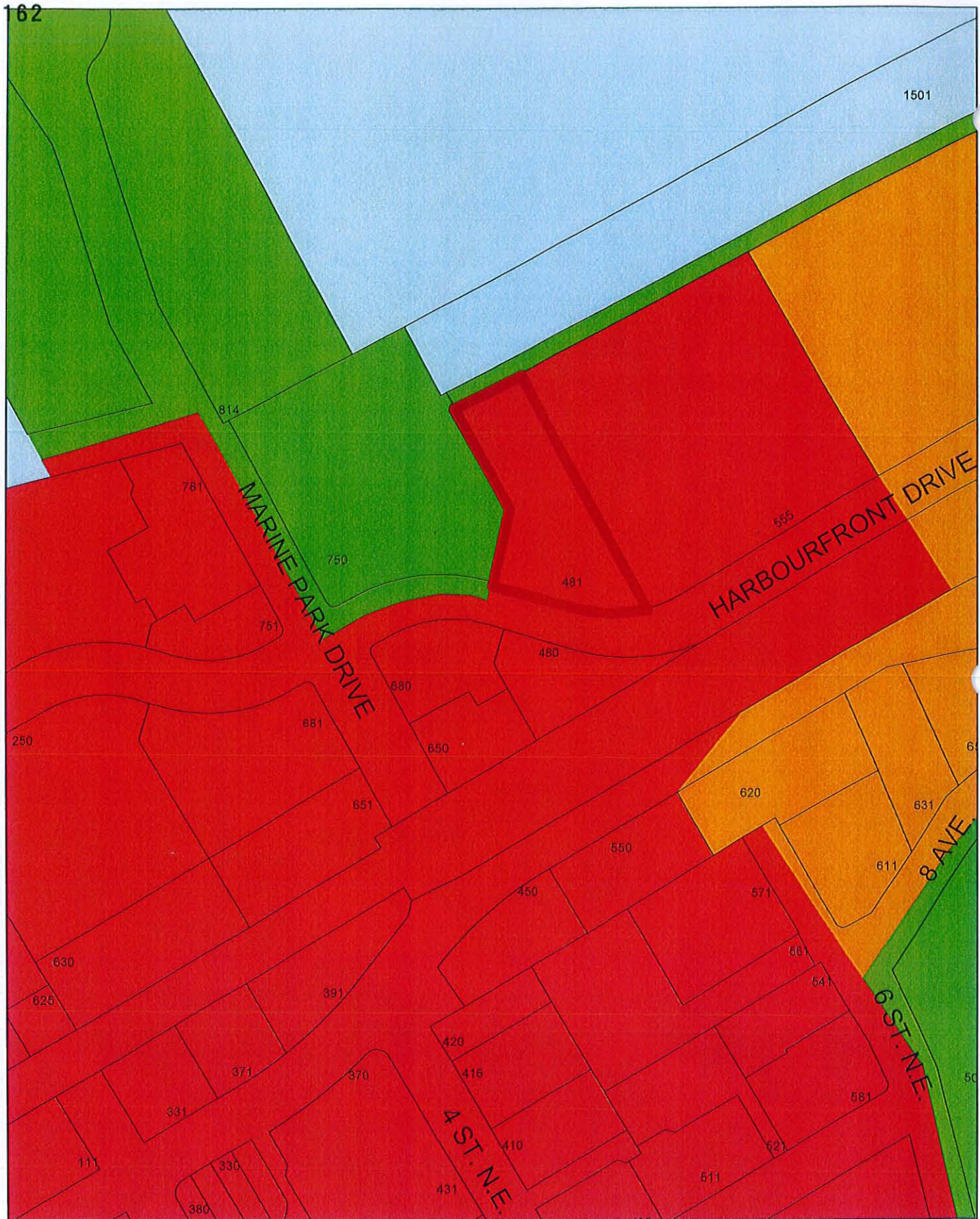


0 5 10 20 30 40
Meters



Subject Parcel

162



0 10 20 40 60 80 Meters



Subject Property



Town Center



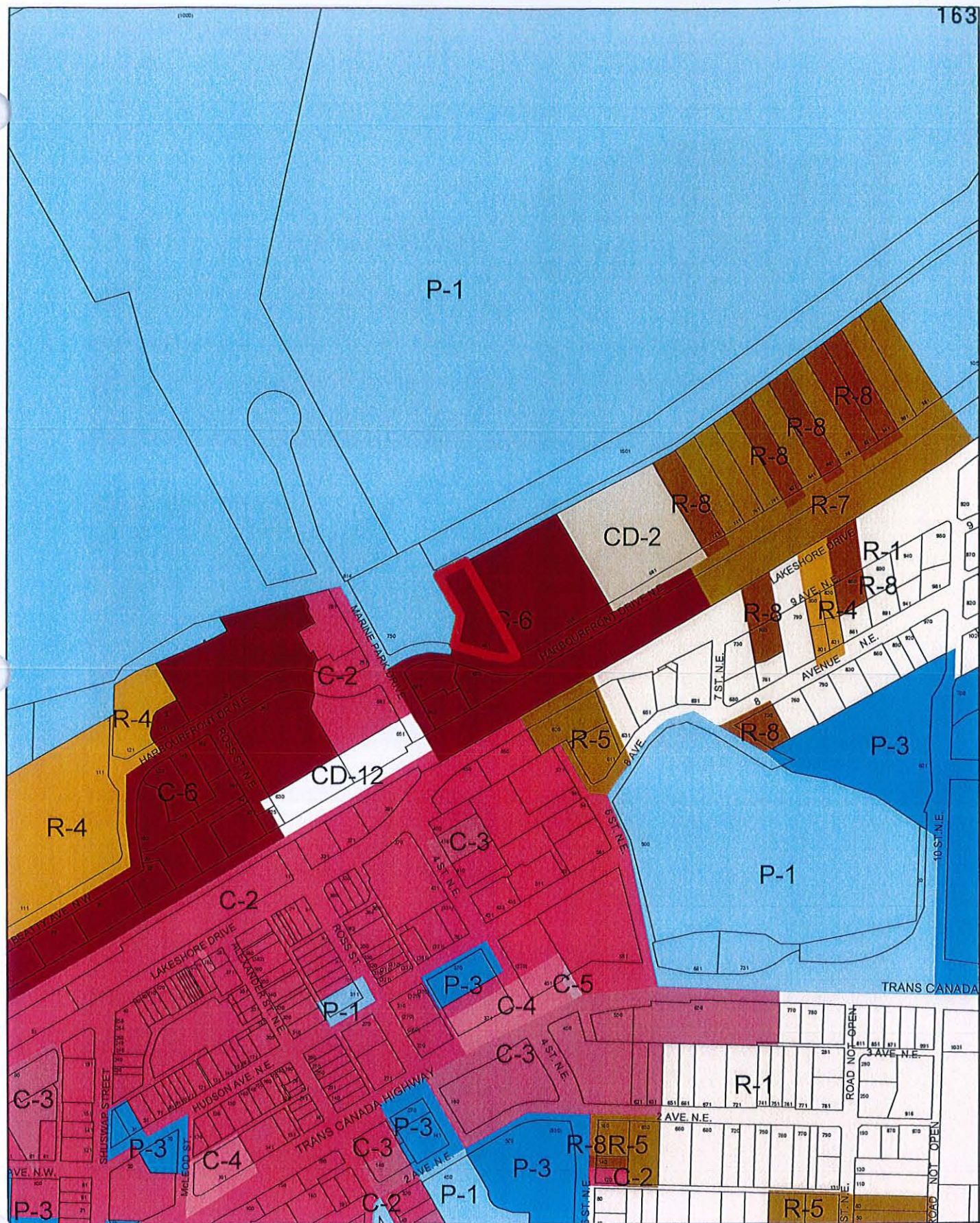
Environmentally Sensitive Lake Areas



Park



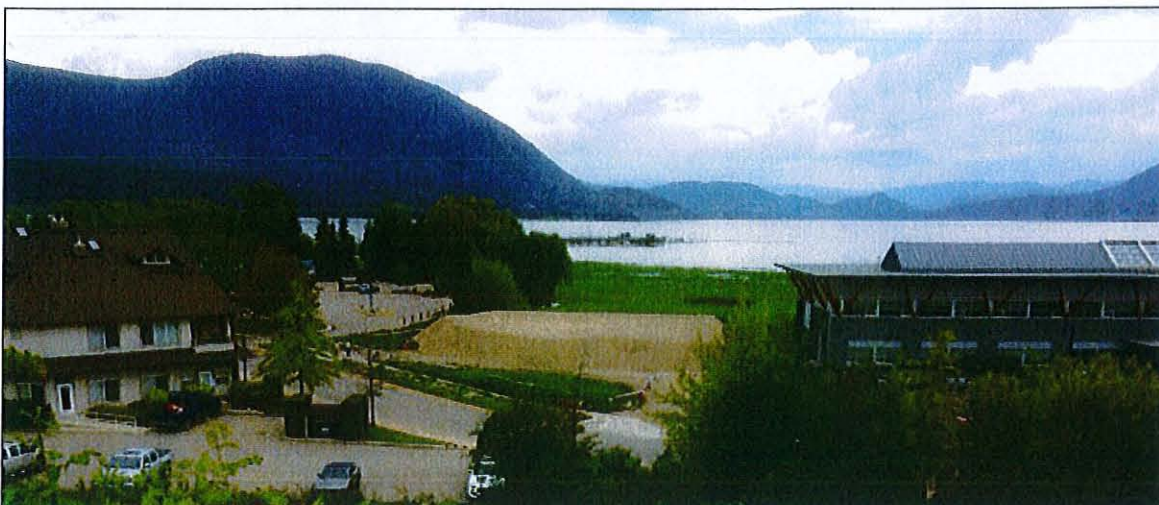
Residential - High Density



0 50 100 200 300 400 Meters



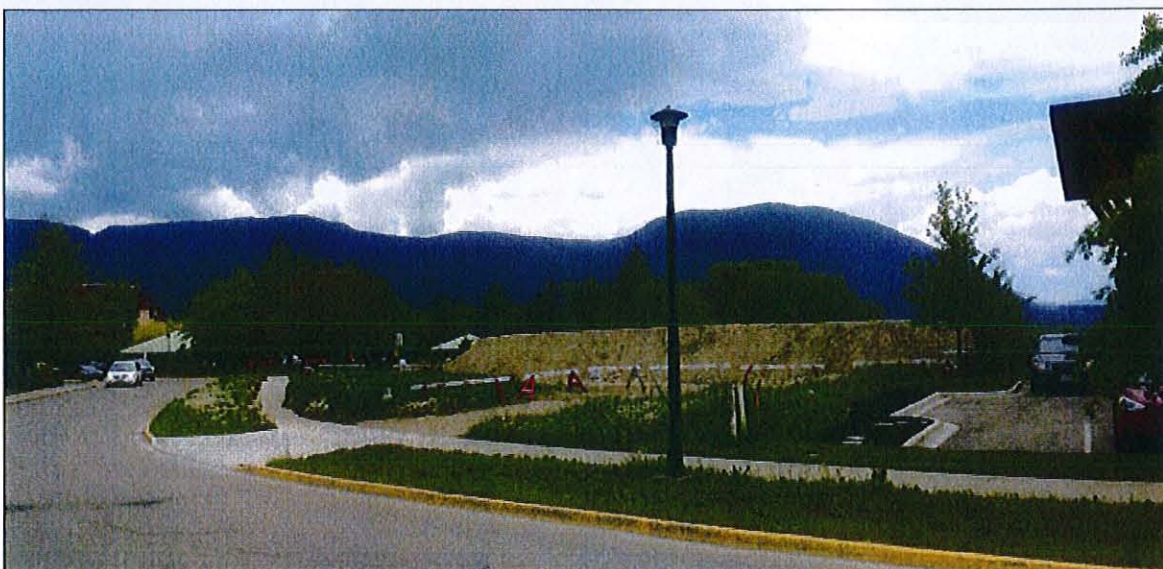
Subject Parcel



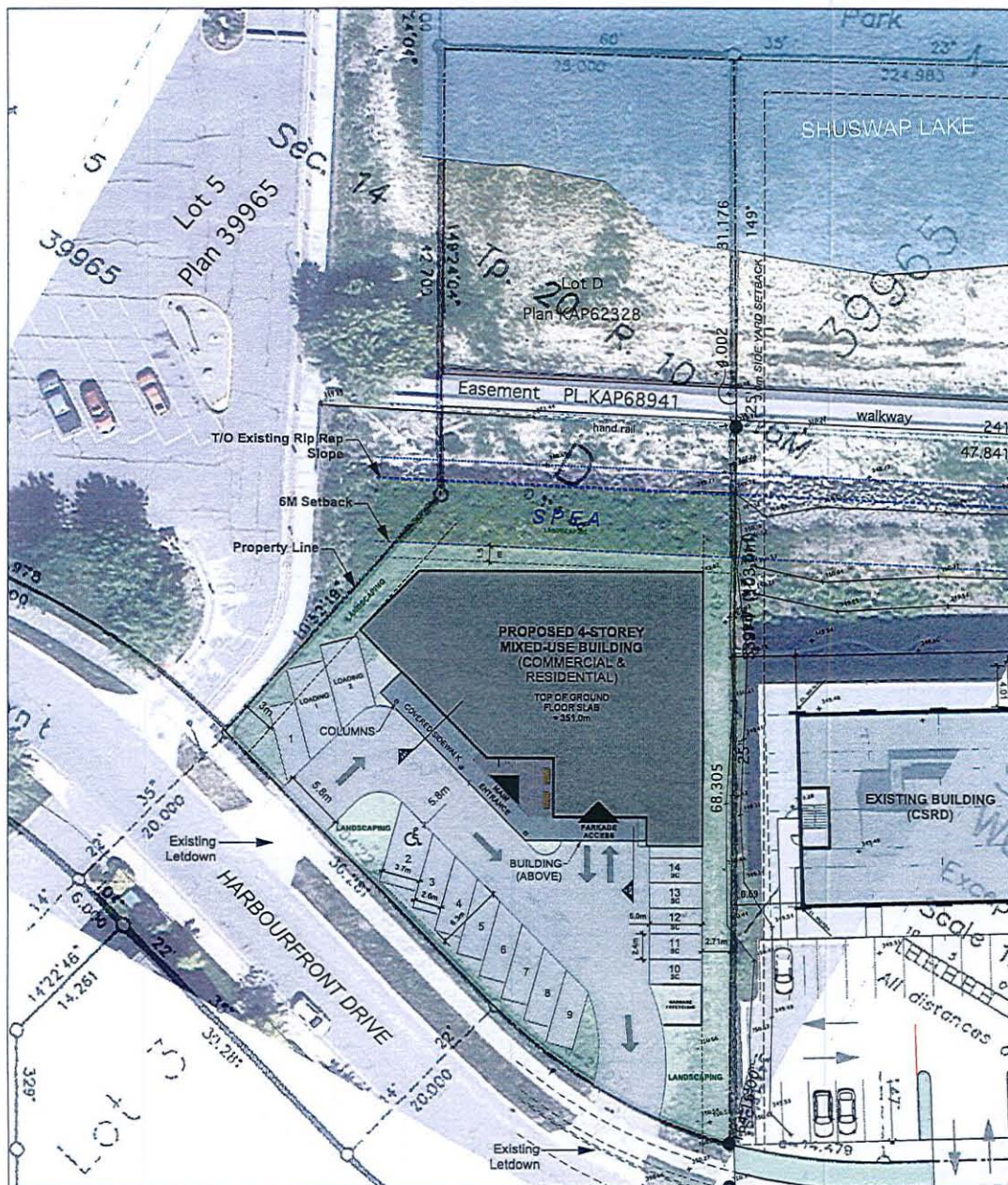
View north of subject property.



View east of subject property.



View north-west of subject property.



DRAWING LIST

A00	Site Plan & Development Data
A01	Schematic Site Sections
A02	Ground Floor Plan
A03	Second Floor Plan
A04	Third Floor Plan
A05	Fourth Floor Plan
A06	Roof Plan
A07	South Elevation
A08	Southwest Elevation
A09	North Elevation
A10	East Elevation
L01	Landscape Plan

DEVELOPMENT DATA

Zoning: C-6 - Tourist / Recreation Commercial

DCP Designation: Commercial City Centre

Proposed Uses:
 - Office (Permitted)
 - Upper Floor Dwelling Units (Permitted)

Maximum Height of Principal Building:
 - 19.0m (62'-4")
 - Proposed 15.8m (51'-10")

Required Building Setbacks:
 - adjacent to non-residential zones = no setbacks required

Site Area:
 3,136.8sqm (33,756.7sf)

Building Area:
 887.2sqm (7,396.9sf)

Gross Floor Area:
 - Ground Floor 254.9sqm (2,743.4sf) + Parking Garage 312.1sqm (3,359.9sf)
 - Second Floor 887.2sqm (7,396.9sf)
 - Third Floor 537.6sqm (5,788.4sf)
 - Fourth Floor 472.6sqm (5,087.0sf)
 TOTAL 1,952.3sqm (21,016.5 sf)
 + Parking Garage = 2,264.4sqm (24,375.8sf)

Parking Required:
 - Office 44
 - Residential 3
 - TOTAL 47

Parking Provided:
 - Onsite
 - Regular = 16
 - Small Car = 5 Stalls
 - Accessible = 1 Stall
 - Subtotal = 22 Stalls (14 Stalls Outside, 8 Stalls in Secure Building Parking)
 (Plus 2 Loading Stalls)
 - Offsite*
 - Regular = 23 Stalls
 - Small Car = 4 Stalls
 - Subtotal = 27 Stalls
 - TOTAL = 49 Stalls

* Development to include secondary property for parking, located at: 480 Marine Park Drive. The property is approximately 70m from the subject building and will include a restrictive Covenant formally linking the required parking to the 481 Harbourfront Drive development).

SITE PLAN NOTES

1. See Landscape Plan for details on 'Landscaping' areas.
2. Riparian Area Setback requirements detailed in RAR Report on file for the subject property (completed by EBA Engineering, 2007).
3. Site grading, servicing, access, and parking to be detailed by Civil Engineer at Building Permit stage.



ISSUE DATE
 (Revised/Added/Removed) (Plan # 2018)

DRAWN BY: JPL
 DATE: Mar 2018
 SCALE: 1:200



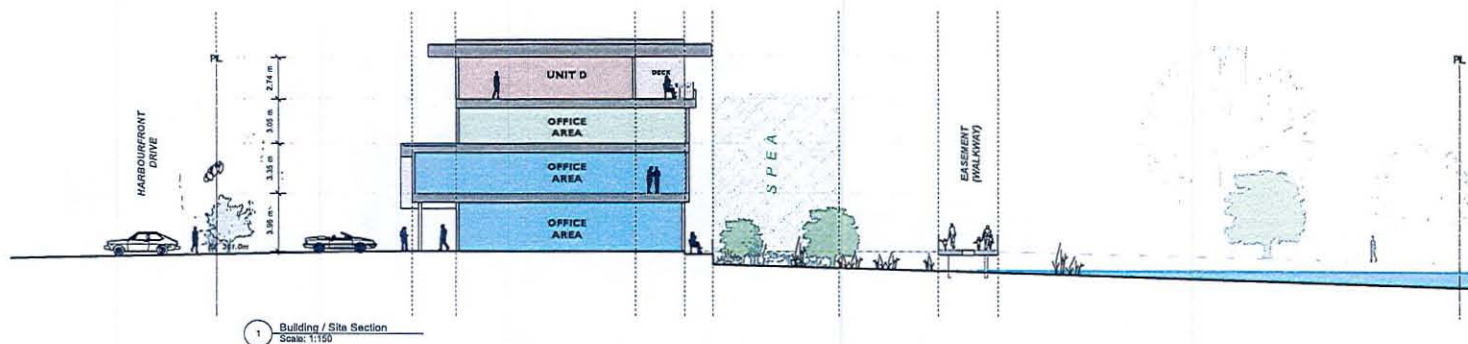
PO BOX 3150
 4148 - 40th St NE
 SALMON ARM BC V1E 4R3
 T 250-515-4801
 E mark@markarchitect.ca
 W www.markarchitect.ca

PROJECT:
The DOVEWOOD Building

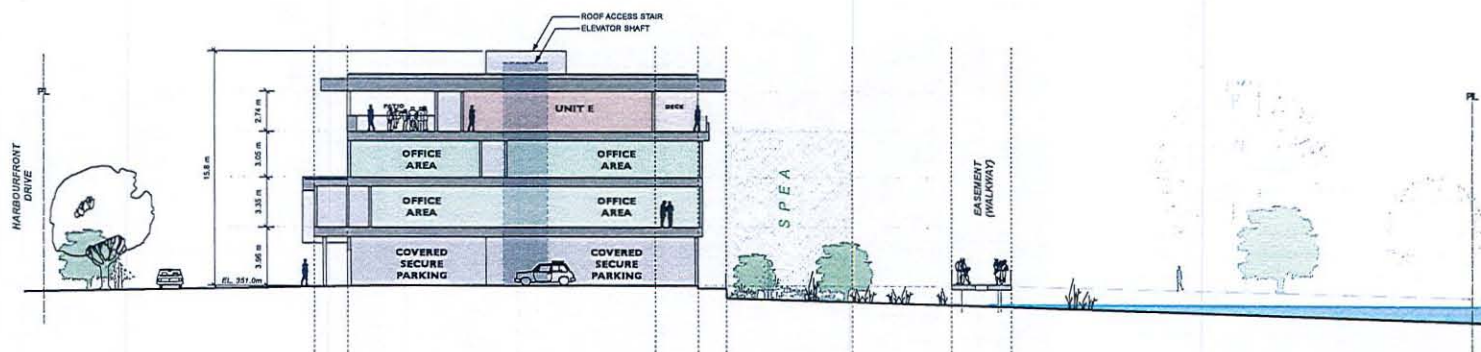
481 Harbourfront Drive
 Salmon Arm BC

DRAWING TITLE:
**SITE PLAN
 & DEVELOPMENT DATA**

DRAWING NO:
A00



1 Building / Site Section
Scale: 1:150



2 Building / Site Section
Scale: 1:150

PRELIMINARY BUILDING CODE ANALYSIS (2012 BRITISH COLUMBIA BUILDING CODE)

Building Area: 661.0sm (7,115.2sf)
Building Height: 4-Storays
Streets Facing: 1 Street

Applicable Building Code Section: 3.2.2.50

Applicable Building Code: Part 3

Multiple Major Occupancies:
Group F-3 (Storage Garage)
Group D (Office)
Group C (Residential)

Sprinklered: Yes
Max. Storeys: 6
Max. Building Area: 1,800sm (if 4 storeys)
Construction Type: Combustible or Non-Combustible
Required Fire Resistance Ratings:

Floors = 1 h
Loadbearing Walls, Columns = 1 h

Required Fire Separations:
Between Group F-3 & Other Occupancies = 1.5 hr
(as per Section 3.3.5.5)
Between Group D & C = 1 h



ISSUE DATE

Drawn by: Date: Rev: 1: 2018

DRAWN BY: PL

DATE: May 2018

SCALE: as noted



PO BOX 2350
4188 - 4th ST NE
SALMON ARM BC V1E 4K1
T 250-515-4801
E mark@markarchitect.ca
W www.markarchitect.ca

PROJECT:

The DOVEWOOD Building

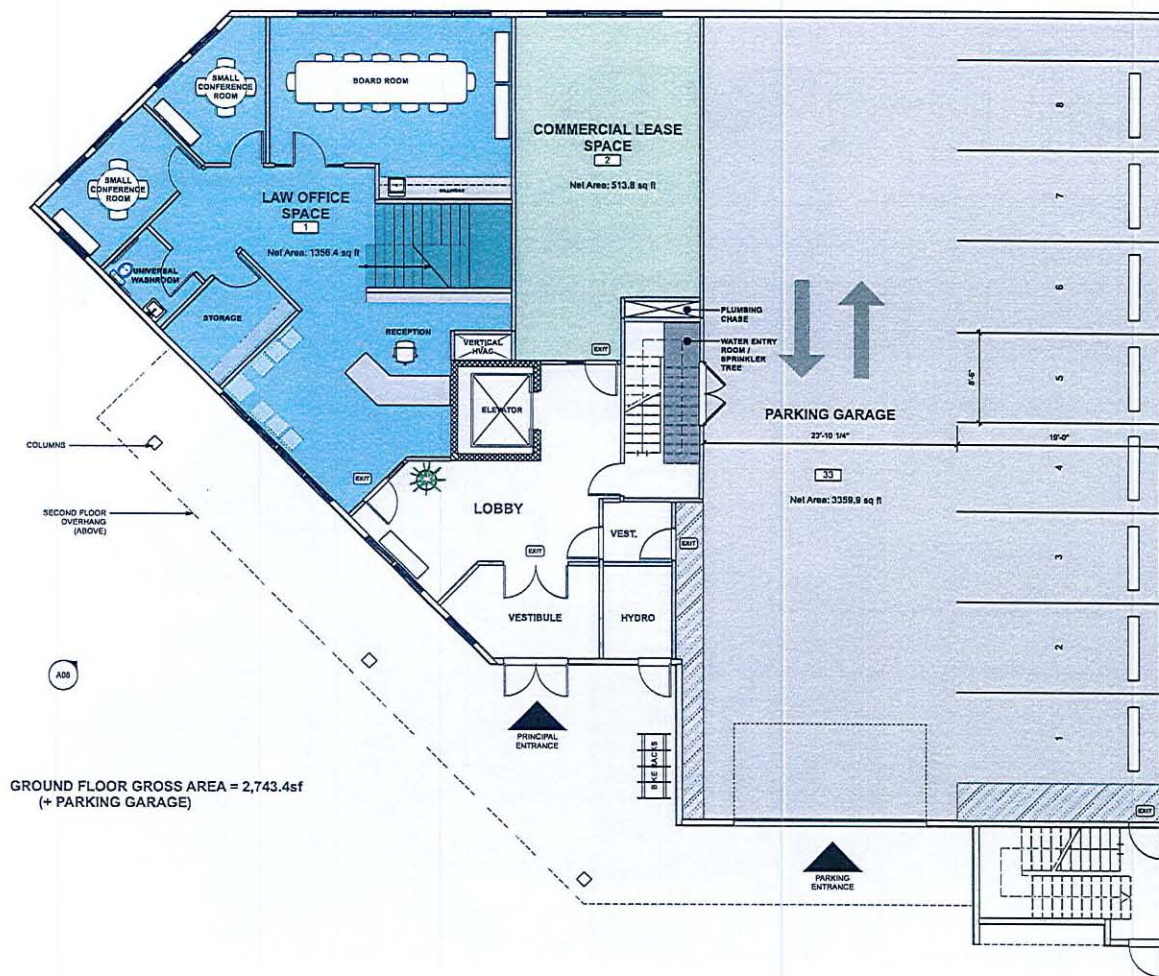
481 Harbourfront Drive
Salmon Arm, BC

DRAWING TITLE:

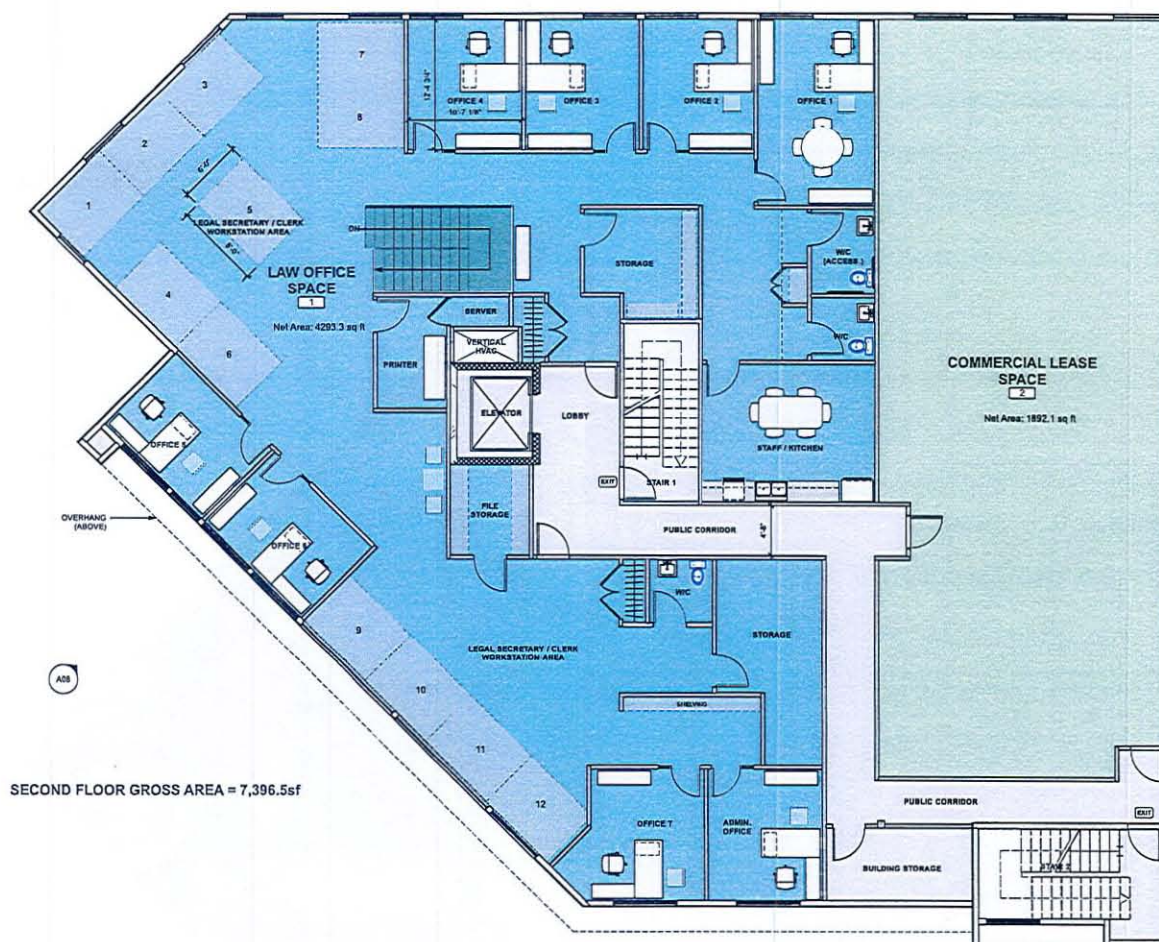
SCHEMATIC SITE SECTIONS

DRAWING NO.:

A01



<p>APPENDIX D. SITE PLANS AND LEGENDS</p>	
<p>PROJECT: 17-001</p>	
<p>The DOVEWOOD Building</p>	
<p>481 Harbourfront Drive Salmon Arm, BC</p>	
<p>DRAWING TITLE: GROUND FLOOR PLAN</p>	
<p>DRAWING NO: A02</p>	
<p>ISSUE: DATE: 15th 2018</p>	
<p>DRAWN BY: PE DATE: May 2018</p>	
<p>SCALE: 3/16" = 1'-0"</p>	
<p>ARCHITECT PO BOX 2350 1148 - 4th ST NE SALMON ARM, BC V1E 4B3 T 250-515-4801 E info@salmonarch.ca W www.salmonarch.ca</p>	



ARCHITECTURAL FLOOR PLAN
N. 400 STREET, SALMON ARM, BC V1E 4K3
TEL: 250-515-4801
WWW.SALMONARCHITECT.COM

ISSUE DATE
Development Name Plot 4 2318

DRAWN BY: PL
DATE: May 2018

SCALE: 3/16" = 1'-0"

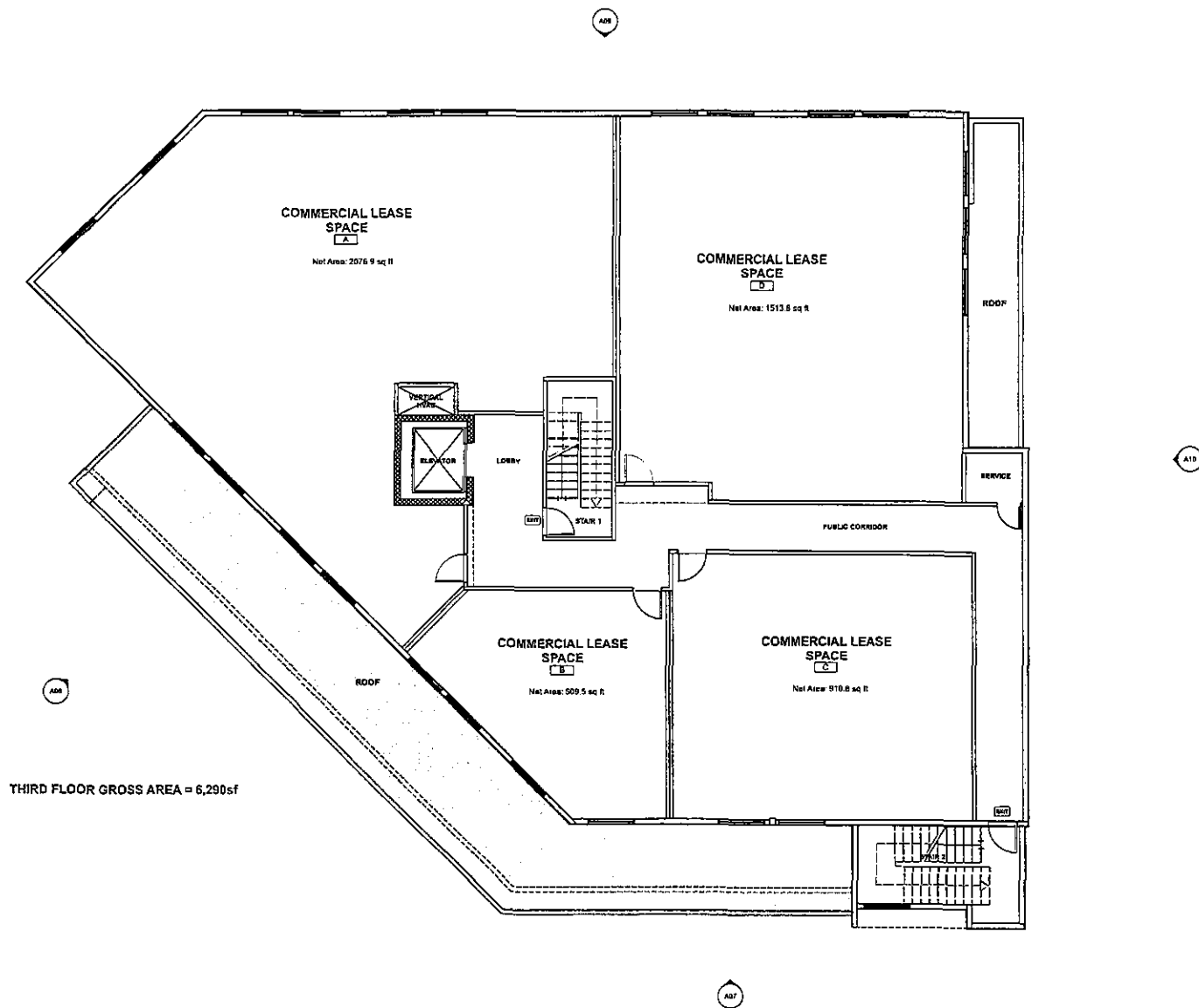
PROJECT: 17-003

The DOVEWOOD Building

481 Harbourfront Drive
Salmon Arm, BC

DRAWING TITLE:
SECOND FLOOR PLAN

DRAWING NO:
A03



UNLESS OTHERWISE SPECIFIED, ALL DIMENSIONS SHALL BE IN METERS. DIMENSIONS SHALL BE TO THE CENTERLINE OF WALLS AND TO THE FACE OF WALLS AND PARTITIONS UNLESS OTHERWISE SPECIFIED.

REVISIONS

NO.	DATE	DESCRIPTION
1	May 2016	Issue for Construction

DRAWN BY: HJL

DATE: May 2016

SCALE: 3/16" = 1'-0"

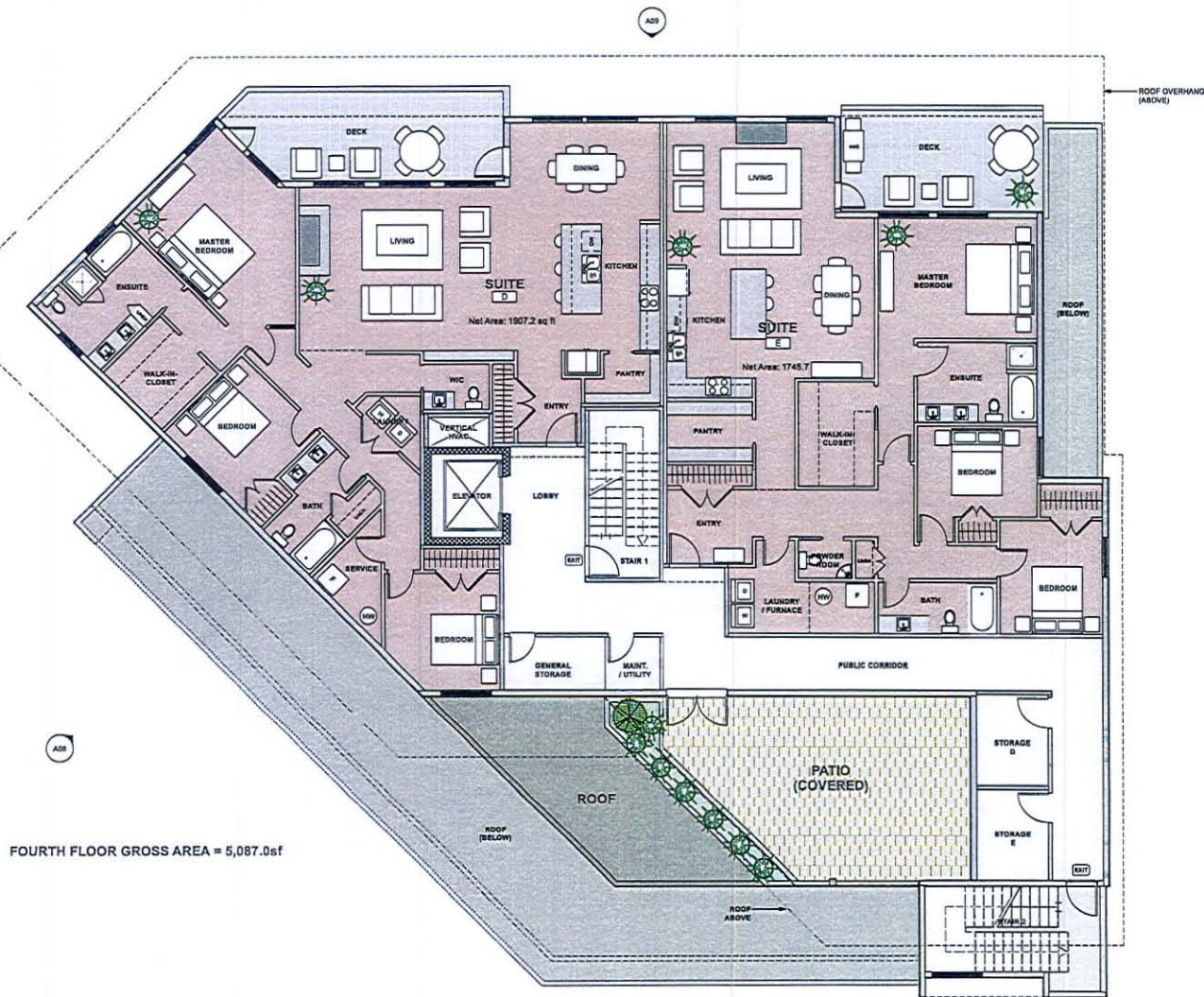
A. ARCHITECT
 100 BOX 1130
 4148 - 46 STREET
 SAUNDERS ARMY BC V1E 4P3
 TEL: 604-461-4600
 FAX: 604-461-4601
 WWW.AARCHITECT.COM

PROJECT: 17-001
The DOVEWOOD Building

481 Harbourfront Drive
 SAUNDERS ARMY BC

DRAWING TITLE:
THIRD FLOOR PLAN

DRAWING NO:
A04



ISSUE	DATE
Development Permit	Feb 9 2018

DRAWN BY: PL
DATE: May 2018
SCALE: 3/16" = 1'-0"

A ARCHITECT
P.O. BOX 2350
4168 - 48A ST NE
SALMON ARM, BC V1E 4B1
T 250-515-4881
E mail@architect.ca
W www.architect.ca

PROJECT: 17-001
The DOVEWOOD Building

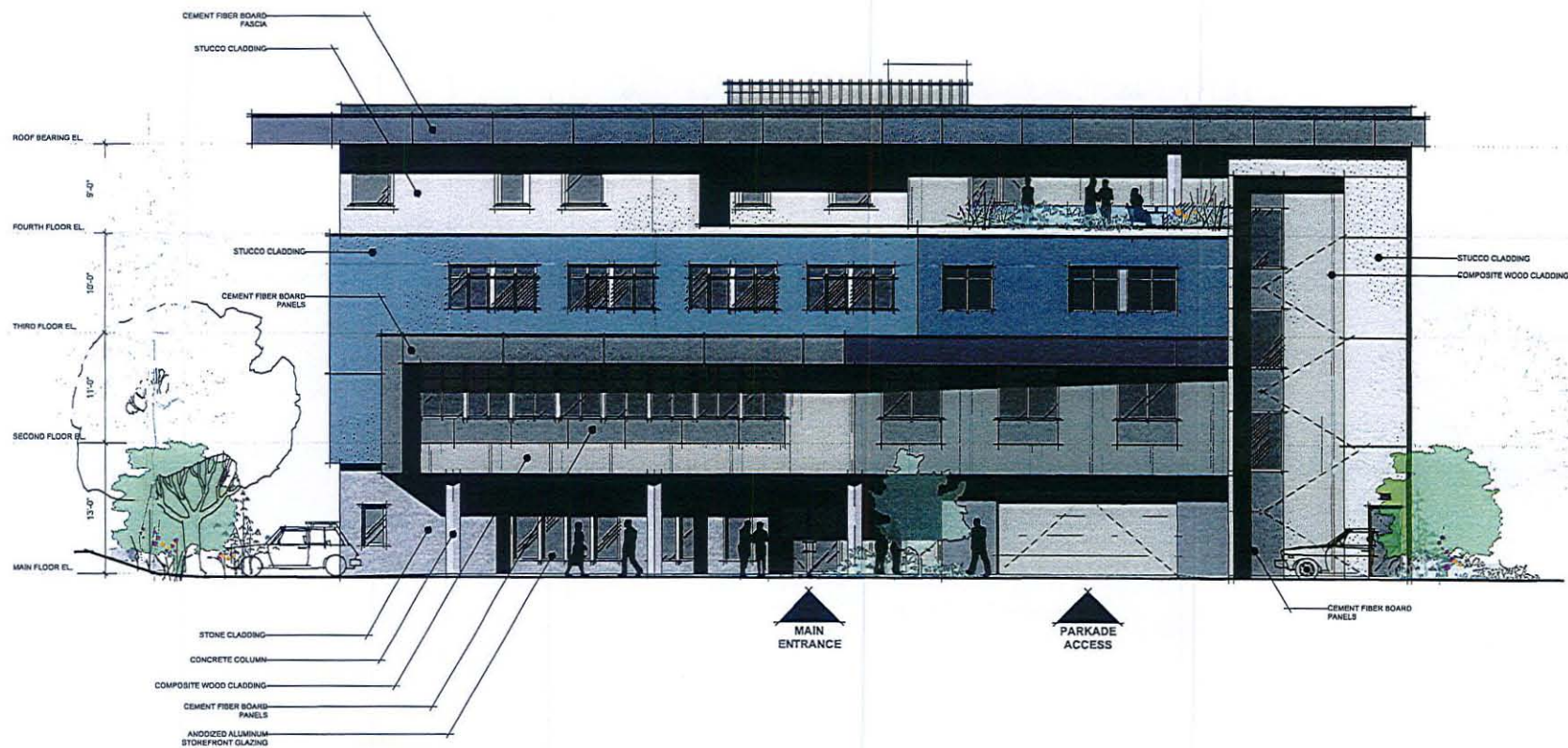
481 Harbourfront Drive
Salmon Arm, BC

DRAWING TITLE:
FOURTH FLOOR PLAN

DRAWING NO:
A05



MATERIAL LEGEND



ISSUE	DATE
Development Phase	May 2018

DRAWN BY: PE
DATE: May 2018
SCALE: 3/16" = 1'-0"



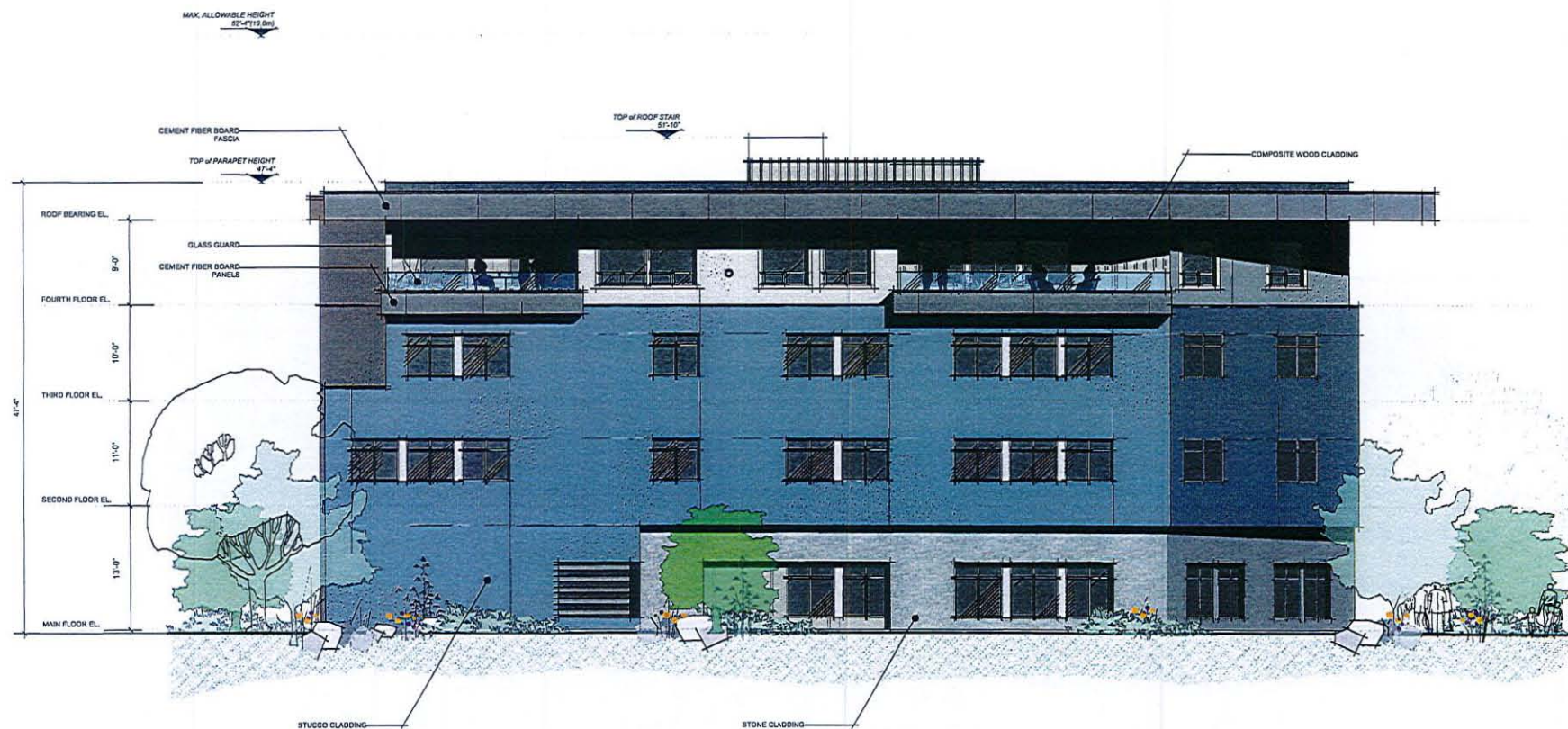
FO BOX 2110
4145 - HILLSIDE
SALMON ARM BC V1E 4R1
T 250-515-4801
E jordan@architects.ca
W www.jordanarchitects.ca

PROJECT: 17-001
The DOVEWOOD Building

481 Harbourfront Drive
Salmon Arm, BC

DRAWING TITLE:
SOUTH ELEVATION

DRAWING NO:
A07



ISSUE	DATE
-------	------

Developments From May 4, 2016

DRAWN BY: ML

DATE: May 2018

SCALE: 3/16" = 1'-0"



P.O. BOX 2350
4168 - 4th ST. NE
SALMON ARM BC V8E 4R3
T 250-515-4801
E mike@mlarchitects.ca
W www.mlarchitects.ca

PROJECT: 17-607

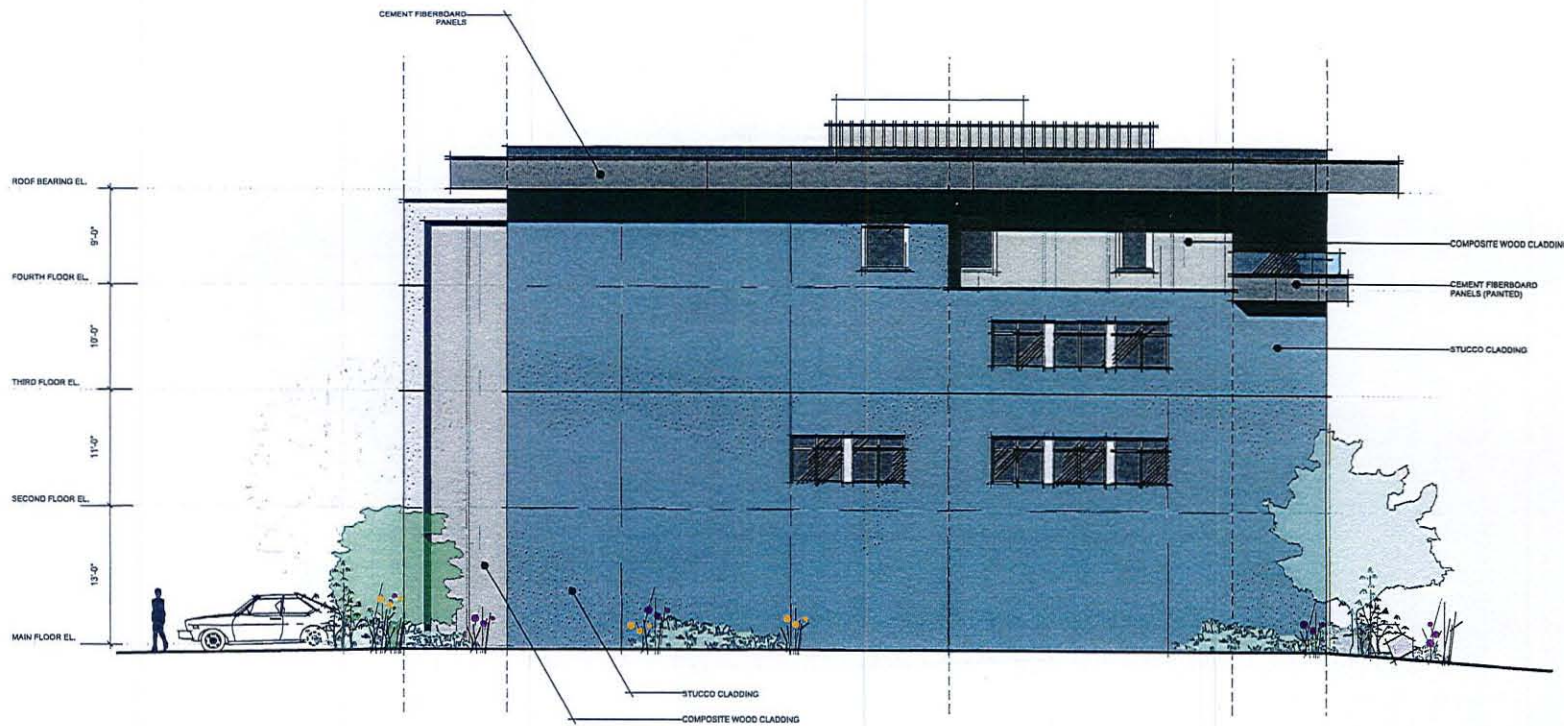
**The
DOVEWOOD
Building**

481 Harbourfront Drive
Salmon Arm BC

DRAWING TITLE:
NORTH
ELEVATION

DRAWING NO:

A09



ISSUE	DATE
Final Design	May 1, 2018

DRAWN BY: HL
DATE: May 2018
SCALE:



10. BOX 2350
4168 - HASTIE
SALMON ARM BC V1E 4K3
T 250-515-4801
E hannah@adarchitects.ca
W www.adarchitects.ca

PROJECT: 17-001
The DOVEWOOD Building

481 Harbourfront Drive
Salmon Arm BC

DRAWING TITLE:
EAST ELEVATION

DRAWING NO:
A10



DRAWN BY: ML
DATE: March 2018
SCALE:



Eric Raymond BCFLA CFLA
1209 10th Street S.W. • Edmonds, WA 98149 USA
Phone 206-712-1142 • eraymond@erics.net

PROJECT
The
DOVEWOOD
Building

481 Harbourfront Drive
Salmon Arm, BC

DRAWING TITLE:
LANDSCAPE
PLAN

DRAWING NO:

L01



May 04, 2018

To: City of Salmon Arm
Development Services Department
Box 40, 500 – 2nd Avenue N.E.
Salmon Arm, BC, V1E 4N2

Re: Development Permit Application – 481 Harbourfront Drive - Design Rationale

The proposed development at the above noted address involves the construction of a 4-storey, mixed-use building with a total gross floor area of around 24,000sf. The first floor will include the main Lobby, plus commercial (office) space and 8 indoor parking stalls. The second and third floors will be entirely office use, and the fourth floor will contain two residential units overlooking Shuswap Lake (plus a south-facing patio amenity area). Overall, the project is consistent with the vision of the Official Community Plan and the Zoning, which encourages mixed-use developments of this kind.

During the first phase of the project, a feasibility study was undertaken. At this stage, the project team discovered that the restrictions inherent to the site meant that some creativity would be needed to overcome the challenges. Firstly, we worked through the details of the Riparian Area Regulation Report that was previously registered (and still valid) for the property. The Report specified a 6m SPEA from the top of the existing rip-rap slope, plus a 1.5 meter buffer (for building maintenance and access).

The other restriction was the shape of the property itself. With the site being narrow at the back (north), and flaring out towards a curving section of Harbourfront Drive, it was clear that a non-orthogonal design solution would be needed. The desire to develop the site to its 'highest and best use' meant literally building higher, and resulted in a 4-storey project (though not close to the 19m height maximum for this zone), with a forty-five degree angle use in plan to adapt to the lot geometry.

Parking - as is typical with larger developments - was also a challenge. The decision to include 3 floors of office space, along with the 2 residential units, yielded a requirement of 47 parking stalls (plus 2 loading stalls). Even with a relatively compact building footprint (which includes the 8 indoor stalls), we were only able to accommodate 22 stalls on site. After exploring a few options of how to deal with the parking shortage (including a possible Variance Request), the Owner made the conscientious move to acquire a nearby property for the sole purpose of providing the required parking. The property, located at 650 Marine Park Drive, is across the street from the proposed building and has not proven (because of its adjacency to the CP Rail line) to be a suitable site for building. The formal link between the Harbourfront Drive building and the Marine Park Drive parking area will be formally enshrined via a legal covenant registered on both titles.

The general design approach for the building is intended to reflect both the natural setting and the urban fabric of this prime location. Earth-tone colours were chosen as a way to harmonize with the lakefront environment, evoking both the water and the flora along its edges. The material palette was selected to be durable and well-suited to the building typology, while still providing enough variation to satisfy the OCP guidelines and produce an interesting architectural result.

T 250-515-4801
 E marc@malarchitect.ca
 W www.malarchitect.ca

416B – 4th St. NE
 SALMON ARM, BC, CANADA
 V1E 4R3



The building form is essentially contemporary in character, fitting in with newer buildings like the CSRD and the Shoreline residential development, while respecting the more traditional nature of Lakeside Manor and the Prestige Inn. The incorporation of a flat roof design helps to keep the overall building height and visual impact to a minimum, while allowing for convenient location of screened mechanical equipment. Overhangs are provided – where practical – to offer some protection from southern sun, while ample windows are located on the north building elevation to take advantage of the remarkable views of Shuswap Lake.

Landscaping will be provided onsite to soften the effects of the parking / drive aisle area and the building itself. The planting specified for the SPEA zone meets the requirements of the RAR Report and is consistent with other improvements to the foreshore in this part of Salmon Arm.

The project team is very excited about moving on to the next phase of this development and we look forward to working with City Staff, Council, and members of the public towards a wonderful result.

Should you have any questions regarding the proposed development, please do not hesitate to contact me.

Yours very truly,

Marc Lamerton, Architect AIBC
B.A., M.Arch., LEED AP



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

To: Kevin Pearson, Director of Development Services
 DATE: 06 June 2018
 PREPARED BY: Chris Moore, Engineering Assistant
 OWNER: 1112031 BC Ltd., Box 2, Salmon Arm, BC, V1E 4N2
 APPLICANT: **Exel Construction Ltd., Box 1086, Salmon Arm, BC, V1E 4P2**
 AGENT: Rick Semenzin, Box 1086, Salmon Arm, BC, V1E 4P2
 SUBJECT: **DEVELOPMENT PERMIT APPLICATION NO. DP-419**
 LEGAL: Lot D, Section 14, Township 20, Range 10, W6M, KDYD, Plan KAP62328
 CIVIC: **481 Harbourfront Drive NE**

Further to your referral dated 15 May 2018 we provide the following servicing information. **The following comments and servicing requirements are not conditions for Development Permit; 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. Owner / Developer to comply fully with the requirements of the Subdivision and Development Services Bylaw No 4163. Notwithstanding the comments contained in this referral, It is the applicant's responsibility to ensure these standards are met.
2. Comments provided below reflect the best available information. Detailed engineering data, or other information not available at this time, may change the contents of these comments.
3. The proposed development shall be serviced with underground electrical and telecommunication wiring upon development.
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 may be required at time of construction. ESC plans to be approved by the City of Salmon Arm.
7. At the time of development the applicant will be required to submit for City review and approval a detailed site servicing / lot grading plan for all on-site (private) work. This plan will show such items as parking lot design, underground utility locations, pipe sizes, pipe elevations, pipe grades, catchbasin(s), control/containment of surface water, contours (as required), lot/corner elevations, impact on adjacent properties, etc.
8. For the off-site improvements at the time of building permit 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.

DEVELOPMENT PERMIT APPLICATION NO. DP-419

06 June 2018

Page 2

Roads / Access:

1. Harbourfront Drive NE, on the subject properties southern boundary, is designated as an Urban Local Road standard, requiring 20.0m road dedication (10.0m on either side of road centerline). Available records indicate that no additional road dedication is required (to be confirmed by a BCLS).
2. Harbourfront Drive NE is currently constructed to Local Road standard. One additional Street Light is required but no further upgrading is necessary. Owner / Developer is responsible for all associated costs.

Water:

1. The subject property fronts a 250mm diameter Zone 1 watermain on Harbourfront Drive NE. No upgrades will be required at this time.
2. The property is to be serviced by a single metered water service connection (as per Specification Drawing No. W-11), adequately sized to satisfy the proposed use. Water meter will be supplied by the City at the time of building permit, at the Owner / Developer's cost. Owner / Developer is responsible for all associated costs.
3. Records indicate that the existing property is serviced by a service of unknown size from the 250mm diameter watermain on Harbourfront Drive NE. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.
4. Fire protection requirements to be confirmed with the Building Department and Fire Department.

Sanitary:

1. The subject property fronts a 200mm diameter sanitary sewer on Harbourfront Drive NE. No upgrades will be required at this time.
2. The property to be serviced by a single sanitary service connection adequately sized (minimum 100mm diameter) to satisfy the servicing requirements of the development. Owner / Developer is responsible for all associated costs.
3. Records indicate that the existing property is serviced by a 100mm service from the sanitary sewer on Harbourfront Drive NE. All existing inadequate/unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

DEVELOPMENT PERMIT APPLICATION NO. DP-419

06 June 2018

Page 3

Drainage:


1. The subject property fronts a 525mm diameter storm sewer on Harbourfront Drive NE. No upgrades will be required at this time.
2. Records indicate that the existing property is serviced by a 250mm service from the storm sewer on Harbourfront Drive NE. All existing inadequate/unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.
3. An Integrated Stormwater Management Plan (ISMP) conforming to the requirements of the Subdivision and Development Servicing Bylaw No. 4163, Schedule B, Part 1, Section 7 shall be provided.
4. Where onsite disposal of stormwater is recommended by the ISMP, an "Alternative Stormwater System" shall be provided in accordance with Section 7.2.
5. Where discharge into the Municipal Stormwater Collection System is recommended by the ISMP, this shall be in accordance with Section 7.3. The proposed lot(s) shall be serviced (each) by a single storm service connection adequately sized (minimum 150mm) to satisfy the servicing requirements of the development. Owner / Developer's engineer may be required to prove that there is sufficient downstream capacity within the existing City Storm System to receive the proposed discharge from the development. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

Geotechnical:

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



Chris Moore
Engineering Assistant



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

Design Review Panel – May 24, 2018 Meeting Minutes

Prior to the discussion of DP-419, panel members Marc Lamerton and Bill Laird excused themselves.

Paul Burrows was appointed as Acting Panel Chair.

Development Permit Application No. DP-419

The Applicants summarized the proposal, referring to the site plans and building elevations, providing an explanation of the rationale of building siting which is aligned with the street frontage. This proposal includes a modern design standard with high quality finishes aligned to some degree with recent development along Harbourfront. Secure under building parking is proposed, along with on site surface parking. To meet the parking requirements of the Zoning Bylaw, additional parking will be provided across Harbourfront on a nearby property.

Panel members discussed the proposal, noting the quality of the proposed overall design and building materials. Questions were addressed regarding the approach to parking, with the DRP noting that the neighbours sharing access will be directly affected and very interested in how the offsite parking lot functions. Potential future changes in the area were noted associated with the potential underpass and changes to the rail crossing at Marine Park Drive. The DRP is supportive of the proposal.

Panel Recommendation

THAT the application drawings under review for application DP-419 be supported as presented.

The meeting adjourned at 3:10 p.m.

Paul Burrows

Endorsed by Paul Burrows, Acting Panel Chair

CITY OF SALMON ARM
NOTICE OF PUBLIC HEARING

Notice is hereby given that the Council of the City of Salmon Arm will hold a Public Hearing in Council Chambers of the City Hall, 500 - 2 Avenue NE, Salmon Arm, BC, on **Monday, June 25, 2018 at 7:00 p.m.**

1) Proposed Amendment to Zoning Bylaw No 2303:

Proposed Rezoning of Lot 3, Section 11, Township 20, Range 10, W6M, KDYD, Plan 9916 from R-1 (Single Family Residential Zone) to R-4 (Medium Density Residential Zone).

Civic Address: 1081 – 1 Street SE

Location: Southeast of the intersection of Shuswap Street and 10 Avenue SE

Present Use: Single family residential

Proposed Use: To facilitate future development

Owner / Applicant: J. Androlick & K. Lowe

Reference: ZON-1128/ Bylaw No. 4274



The file for the proposed bylaw is available for inspection between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday, excluding holidays from June 12, 2018 to June 25, 2018, both inclusive, in the office of the Director of Corporate Services 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, Director of Corporate Services

Salmon Arm Observer: June 13 and June 20



City of Salmon Arm

Development Services Department Memorandum

TO: Her Worship Mayor Cooper and Members of Council

DATE: June 5, 2018

SUBJECT: Zoning Bylaw Amendment Application No. 1128 (R-1 to R-4)
 Legal: Lot 3, Section 11, Township 20, Range 10, W6M, KDYD, Plan 9916
 Civic Address: 1081 – 1 Street SE
 Owner/Applicant: J. Androllick & K. Lowe

MOTION FOR CONSIDERATION

THAT: a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 3, Section 11, Township 20, Range 10, W6M, KDYD, Plan 9916 from R-1 (Single Family Residential Zone) to R-4 (Medium Family Residential Zone);

STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

PROPOSAL

The subject parcel is located at 1081 – 1 Street SE and currently has an existing single family dwelling (APPENDICES 1 and 2). The proposal is to rezone the parcel from R-1 (Single Family Residential) to R-4 (Medium Family Residential) for sales marketing purposes. The current owners and applicants do not have any intention of developing the property at this time, therefore no development plan is available.

Site photos are attached as APPENDIX 5.

SITE CONTEXT

The subject parcel has approximately 36 m of frontage on 1 Street SE and is 1,937 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 as shown in APPENDICES 3 and 4 respectively. The adjacent land uses are described as follows:

North: Single Family Residential (R-1)
 South: Medium Density Residential (R-4)
 East: 1 Street SE / Medium Density Residential (R-4)
 West: Single Family Residential (R-1)

COMMENTS

Fire Department

No concerns.

Building Department

No concerns with rezoning application.

Engineering Department

Comments are attached as APPENDIX 6.

Planning Department*OCP Policy*

The subject property is designated Medium Density Residential in the OCP, and is within Residential Area B, the second highest priority area for development. The maximum allowed density under R-4 is (40 units/ per hectare) or 7 units on the 0.19 ha subject property, not including any potential density bonus.

The existing neighborhood is a mix between single family dwellings, suite residential, and medium density including a small four unit row-house development to the west and the Valley Vista multi-family development to the east across 1 Street SE.

Future Development Scenario

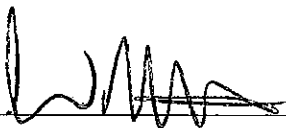
The proposal is to rezone the subject property to R-4 for future development, no site plan or development plan has been submitted. The applicants originally proposed rezoning only the back portion of the property to R-4 with the house to remain R-1. However, without any plan of subdivision or development plan, rezoning the whole property is simpler and leaves more development options for the owners or potential buyers.

The site currently has a single family dwelling located in the south-east portion of the property. The house is in good repair and not anticipated to be demolished at this time. The property has approximately 36 m of frontage on 1 Street SE with approximately 15 m to the north of the dwelling which could provide access to the open space at the rear of the property. Given the location of the current dwelling, there would be approximately 1,022 m² for a building envelope for future development if the dwelling was retained. The maximum density would be 4 units based on this area estimation.

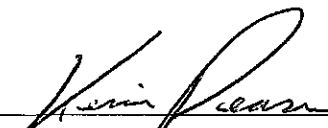
If rezoned to R-4, a form and character development permit application would be required for any number of units over two prior to development to demonstrate the proposed building, site and landscape designs. A lot grading plan would be required at the development permit stage to confirm finished grades. Review of such an application would proceed through City staff, the Design Review Panel, and Council for consideration of approval.

CONCLUSION

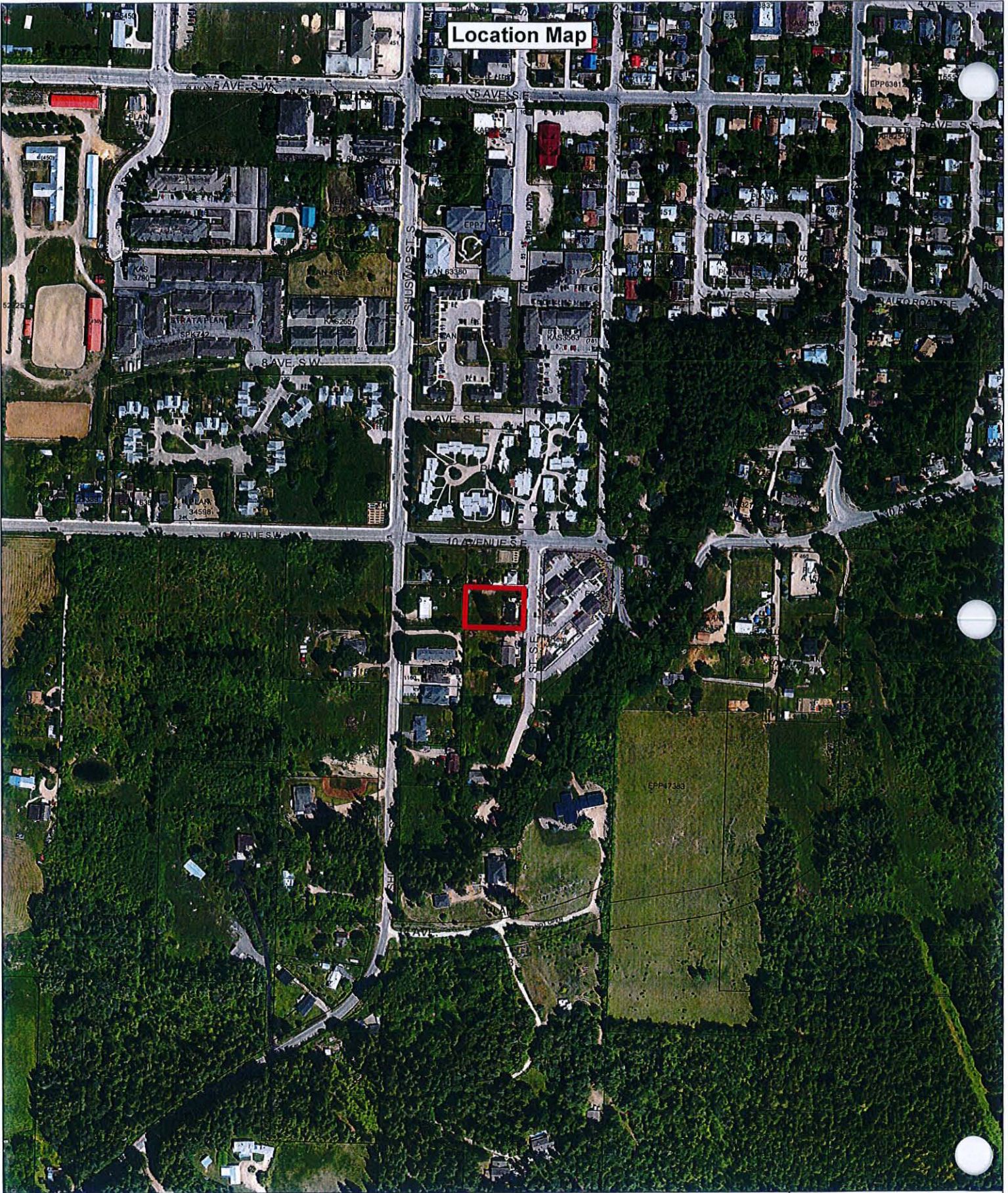
The proposed R-4 zoning of the subject properties is consistent with the OCP and is therefore supported by staff.



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



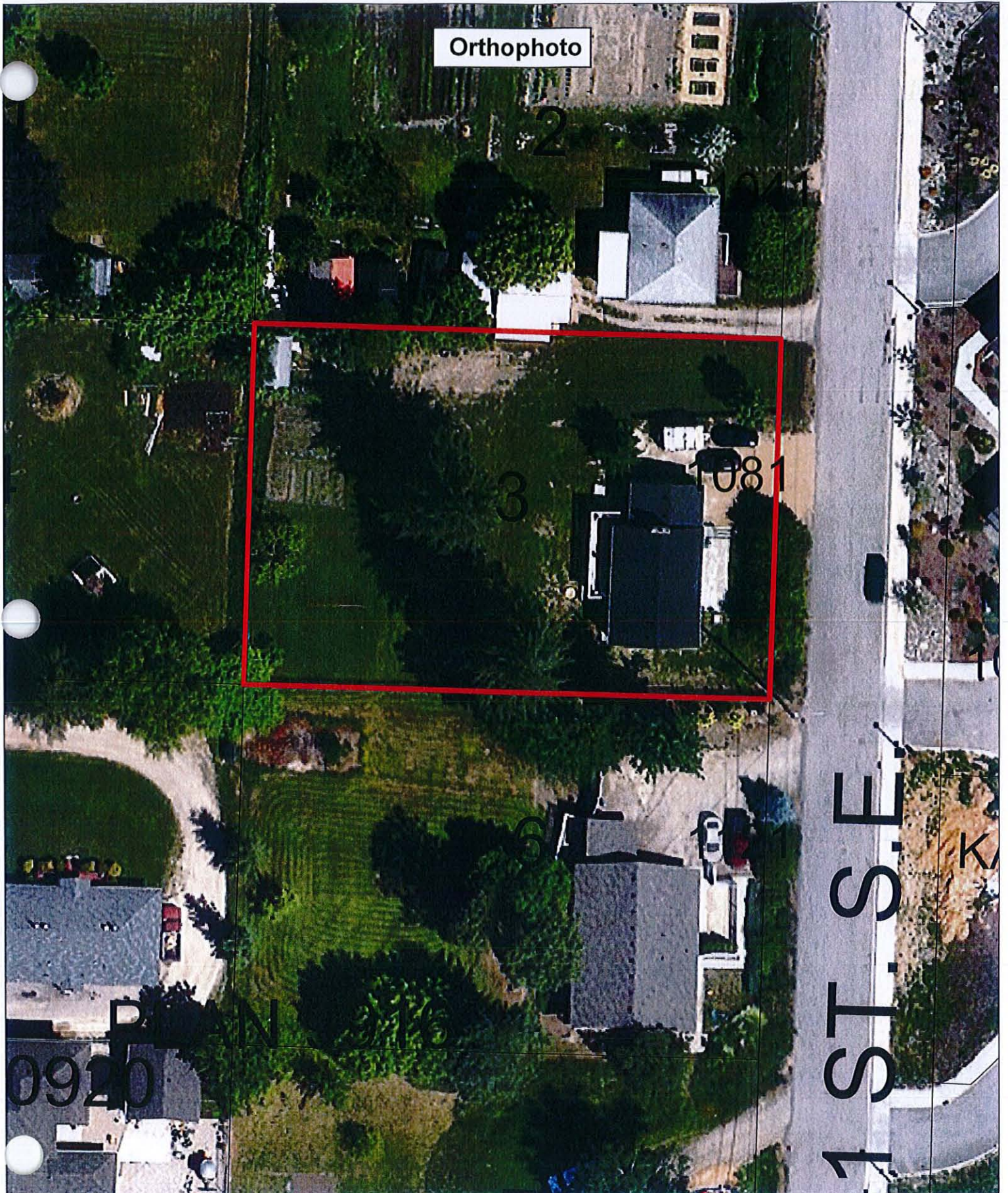
Reviewed by: Kevin Pearson, MCIP, RPP
Director of Development Services



0 50 100 150 200
Meters



Subject Parcel



Orthophoto

2

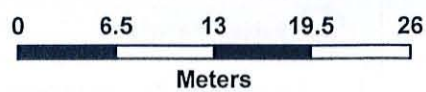
3

1081

6

K

1ST ST. S.E.

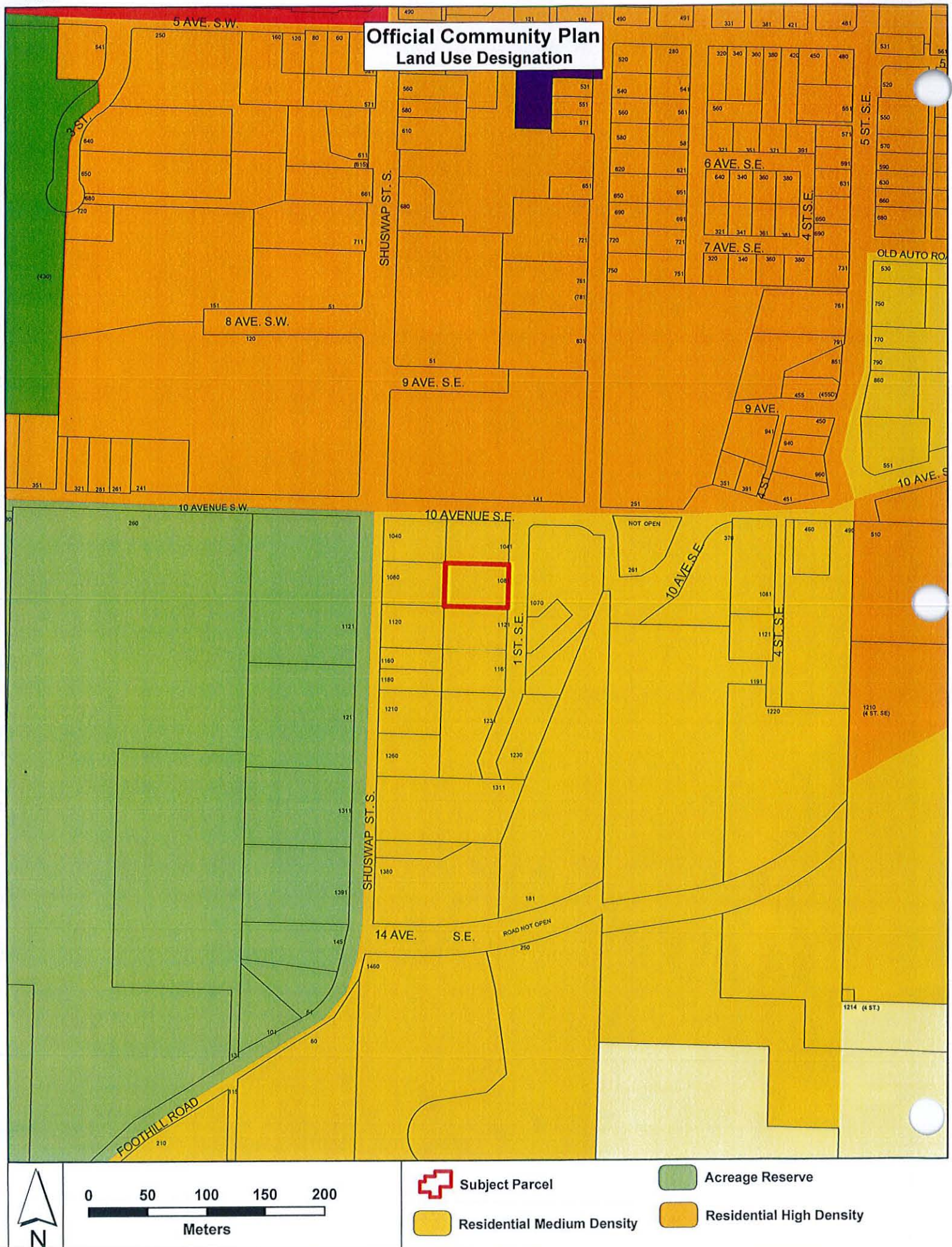


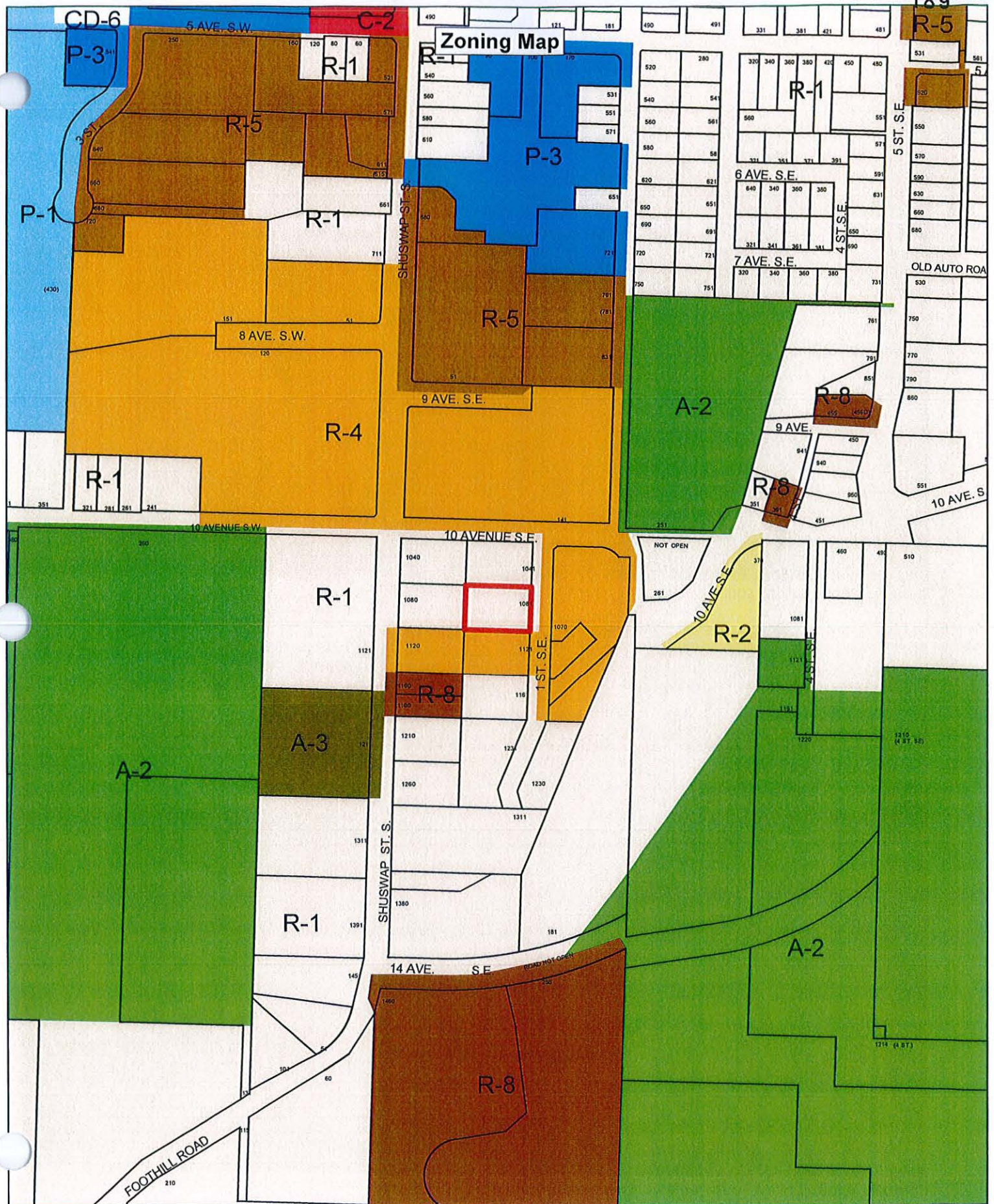
Meters



Subject Parcel







0 20 40 60 80 100
Meters



Subject Parcel



Residential Suite



Single Family Residential



Rural Holding



Medium Family Residential



Photo 1: Photo looking south west from 1 Street SE at the subject property.



Photo 2: Photo looking south west at the rear of the property behind the house.



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

To: Kevin Pearson, Director of Development Services
 Date: 09 May 2018
 Prepared by: Chris Moore, Engineering Assistant
OWNER: J. Androlick / K. Lowe
SUBJECT: ZONING AMENDMENT APPLICATION FILE NO. ZON-1128
 LEGAL: Lot 3, Sec 11, Township 20, Range 10 W6M KDYD, Plan 9916
 CIVIC: 1081 1 Street SE

Further to your referral dated 24 April, 2018, we provide the following servicing information. **The following comments and servicing requirements are not conditions for Re-zoning; 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 electrical and telecommunications wiring. Due to the location of the existing service pole, an easement across the remainder lot, to service the proposed lot may be required.
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. Any existing services (water, sewer, hydro, telus, gas, etc) traversing proposed lots must be protected by easement or relocated and located outside of the proposed building envelope. Owner/developer is responsible for all associated costs
7. At the time of development the applicant will be required to submit for City review and approval a detailed site servicing/lot grading plan for all on-site (private) work. This plan will show such items as parking lot design, underground utility locations, pipe sizes, pipe elevations, pipe grades, catchbasin(s), control/containment of surface water, contours (as required), lot/corner elevations, impact on adjacent properties, etc.
8. For the off-site improvements at the time of development/building permit 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. 1 Street SE on the subject property's east boundary is classified as an Urban Local Road, requiring an ultimate road right-of-way dedication of 20 meters (10 meters on either side of road centerline). Available records indicate that 2.38m additional road dedication is required (to be confirmed by BCLS).
2. 1 Street SE is currently constructed to an Interim Urban Local Road Standard. Upgrading to the Urban Local Road Standard (RD-2) across the frontage of the property is required. Upgrades will include (but may not be limited to) road widening, curb and gutter, boulevard and installation of ducting for future underground hydro, telecom and cable. Owner / Developer is responsible for all associated costs.
3. Boulevard shall be graded towards the road at 2%.

Water:

1. The subject property fronts on a 200 mm diameter (Zone 1) watermain on 1 Street SE. No upgrades are required at this time.
2. The proposed lot is to be serviced by a single water service connection, adequately sized to satisfy the proposed use (minimum 25mm). Water meter will be supplied by the City at the time of building permit at the owner/developers cost. Owner / Developer is responsible for all associated costs.
3. The existing lot is to be serviced by a single water service connection, adequately sized to satisfy the proposed use (minimum 25mm). Water meter will be supplied by the City at the time of subdivision, at the owner/developers cost. Owner / Developer is responsible for all associated costs.
4. Records indicate that the existing property is serviced by a service of unknown size from the watermain on 1 Street SE. Due to the age of the existing service, it is to be upgraded to a new 25mm service. All existing inadequate/unused services must be abandoned at the main. Owner/Developer is responsible for all associated costs.
5. The subject property is in an area with sufficient fire flows and pressures according to the 2011 Water Study (OK&K 2012).

Sanitary:

1. The subject property fronts on a 200 mm diameter sanitary sewer on 1 Street SE and a 200 mm diameter sanitary sewer at the rear of the property on the west property line. No upgrades are required at this time, however the City will require an additional 3m of right of way for this sewer along the entire west property line and the relocation of the existing shed outside of this right of way.
2. The remainder and proposed lots are each to be serviced by a single sanitary service connection adequately sized (minimum 100mm diameter) to satisfy the servicing requirements of the development. Owner / Developer is responsible for all associated costs.

ZONING AMENDMENT APPLICATION FILE NO. ZON-1128

9 May 2018

Page 3

3. Records indicate that the existing property is serviced by a 100mm diameter service from the sanitary sewer on the west property line. All existing inadequate/unused services must be abandoned at the main. Owner/developer is responsible for all associated costs.
4. The service to the existing residence will traverse the proposed new lot. The owner/developer will be responsible for ensuring an adequate building envelop exists within the proposed new lot. The service will also require a registered easement to protect this service. It may be necessary to relocate the existing service to accommodate the proposed lot. The owner/developer is responsible for all associated costs.

Drainage:

1. The subject property fronts a 250mm diameter storm sewer main on 1 Street SE. No upgrades are required at this time.
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.
3. Where onsite disposal of stormwater is recommended by the ISMP, an "Alternative Stormwater System" shall be provided in accordance with Section 7.2.
4. Where discharge into the Municipal Stormwater Collection System is recommended by the ISMP, this shall be in accordance with Section 7.3. The proposed lot(s) shall be serviced (each) by a single storm service connection adequately sized (minimum 150mm) to satisfy the servicing requirements of the development. Owner / Developer's engineer may be required to prove that there is sufficient downstream capacity within the existing City Storm System to receive the proposed discharge from the development. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

Geotechnical:

1. A geotechnical report in accordance with the Engineering Departments Geotechnical Study Terms of Reference Category A (Building Foundation Design).


Chris Moore
Engineering Assistant
Jenn Wilson P.Eng., LEED® AP
City Engineer

THIS PAGE INTENTIONALLY LEFT BLANK

Item 22.1

CITY OF SALMON ARM

Date: June 25, 2018

Moved: Councillor Lavery

Seconded: Councillor Jamieson

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4274 be read a third and final time.

[ZON-1128; Androlick, J. & Lowe, K.; 1081 - 1 Street SE; R-1 to R-4]

Vote Record

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

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

CITY OF SALMON ARM

BYLAW NO. 4274

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 Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on June 25, 2018 at the hour of 7:00 p.m. was published in the June 13, 2018 and June 20, 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 3, Section 11, Township 20, Range 10, W6M, KDYD, Plan 9916 from R-1 Single Family Residential Zone to R-4 Medium Density 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. 4274"**

READ A FIRST TIME THIS 11th DAY OF June 2018

READ A SECOND TIME THIS 11th DAY OF June 2018

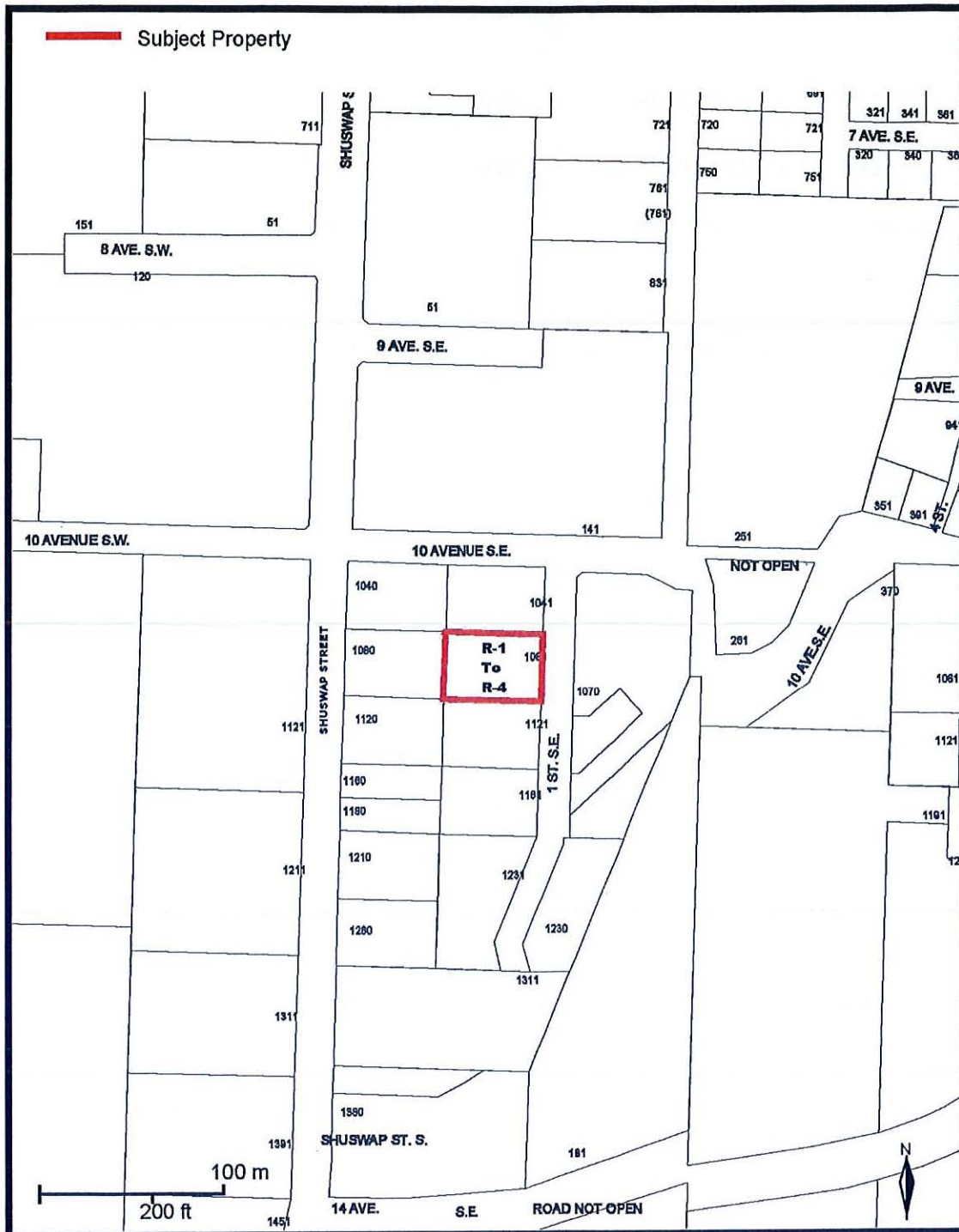
READ A THIRD TIME THIS DAY OF 2018

ADOPTED BY COUNCIL THIS DAY OF , 2018

MAYOR

CORPORATE OFFICER

SCHEDULE "A"



Item 25.

CITY OF SALMON ARM

Date: June 25, 2018

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

THAT: the Regular Council Meeting of June 25, 2018, be adjourned.

Vote Record

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

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

THIS PAGE INTENTIONALLY LEFT BLANK