

1. May 8, 2023 - Agenda And Council Correspondence

Documents:

[MAY 8, 2023 - COUNCIL AGENDA.PDF](#)  
[MAY 8, 2023 - CORRESPONDENCE.PDF](#)



# AGENDA

**City of Salmon Arm  
Regular Council Meeting**

**Monday, May 8, 2023  
1:30 p.m.**

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

Electronic Meeting Link: <https://meet.goto.com/931301501>  
Phone Access: Canada: +1(647) 497-9373 / Access Code: 931-301-501

Page #	Item #	Description
	1.	CALL TO ORDER
1 - 2	2.	IN-CAMERA SESSION
	3.	ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY <i>We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.</i>
	4.	ADOPTION OF AGENDA
	5.	DISCLOSURE OF INTEREST
	6.	CONFIRMATION OF MINUTES
3 - 14	1.	Regular Council Meeting Minutes of April 24, 2023
15 - 18	2.	Special Council Meeting Minutes of May 1, 2023
	7.	COMMITTEE REPORTS
19 - 24	1.	Development and Planning Services Committee Meeting Minutes of May 1, 2023
25 - 30	2.	Social Impact Advisory Committee Meeting Minutes of April 21, 2023
	8.	COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE
31 - 36	1.	CSRD Connect – April 2023

- 9. **STAFF REPORTS**
  - 37 - 40 1. Manager of Permits & Licensing - The Canooligan Lake Lounge - Patron Participation Entertainment Endorsement - 4940 Canoe Beach Drive NE
  - 41 - 42 2. Chief Financial Officer - Uncollectible Accounts Receivable
  - 43 - 46 3. Director of Engineering & Public Works - 2023 Orthophotography
  - 47 - 52 4. Director of Engineering & Public Works - 8 Avenue NE Watermain Upgrade and Canoe Beach Drive Sanitary Upgrade -Budget Amendment and Construction Tender Award
  - 53 - 58 5. Chief Administrative Officer - 2023 CWPP Fuel Management Prescription Development and Treatment Award
  - 59 - 64 6. Director of Planning & Community Services - Priority Planning and Development Review Policy
  - 65 - 70 7. Director of Planning & Community Services - Official Community Plan Bylaw No. 4000 Review
- 10. **INTRODUCTION OF BYLAWS**
  - 71 - 80 1. City of Salmon Arm Fee for Service Amendment Bylaw No. 4587 [Building Permit Review and Inspection Fees] - First, Second and Third Reading
- 11. **RECONSIDERATION OF BYLAWS**
- 12. **CORRESPONDENCE**
  - 81 - 82 1. Informational Correspondence
- 13. **NEW BUSINESS**
- 14. **PRESENTATIONS**
  - 82 - 88 1. Presentation 4:00-4:15 (approximately)  
Staff Sergeant West, Salmon Arm RCMP Detachment - Quarterly Policing Report - January to March, 2023
- 15. **COUNCIL STATEMENTS**
- 16. **SALMON ARM SECONDARY YOUTH COUNCIL**
- 17. **NOTICE OF MOTION**
- 18. **UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS**
- 19. **OTHER BUSINESS**
- 20. **QUESTION AND ANSWER PERIOD**

**7:00 p.m.**

<b>Page #</b>	<b>Item #</b>	<b>Description</b>
	<b>21.</b>	<b>DISCLOSURE OF INTEREST</b>
	<b>22.</b>	<b>HEARINGS</b>
89 - 110	1.	Development Permit Application No. DP-450 [Dhaliwal Investments Ltd./Kandola Investments Ltd./Vic Van Isle Construction 2020 Ltd.; 1160 10 Avenue SW; Commercial City Centre]
111 - 126	2.	Development Permit Application No. DP-448 [Wonderland Investment Inc. (Beaudet, F.); 50 30 Street NE; Multi-Family Residential]
127 - 152	3.	Development Variance Permit Application No. VP-578 [Lepp, L. & T.; 1091 60 Street NW; Servicing requirements]
	<b>23.</b>	<b>STATUTORY PUBLIC HEARINGS</b>
	<b>24.</b>	<b>RECONSIDERATION OF BYLAWS</b>
	<b>25.</b>	<b>QUESTION AND ANSWER PERIOD</b>
153 - 154	<b>26.</b>	<b>ADJOURNMENT</b>

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Item 2

## CITY OF SALMON ARM

Date: May 8, 2023

Moved: Councillor Cannon

Seconded: Councillor Lindgren

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

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Harrison
- Cannon
- Flynn
- Gonella
- Lavery
- Lindgren
- Wallace Richmond

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Item 6.1

**CITY OF SALMON ARM**

Date: May 8, 2023

Moved: Councillor Gonella

Seconded: Councillor Flynn

THAT: the Regular Council Meeting Minutes of April 24, 2023, be adopted as circulated.

**Vote Record**

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

- Harrison
- Cannon
- Flynn
- Gonella
- Lavery
- Lindgren
- Wallace Richmond



4. REVIEW OF AGENDA

Addition of Item 18.1 following Item 8.1 on the agenda - Deferred Motion from the March 27, 2023 Regular Council Meeting - Agricultural Land Commission Application No. ALC-415 [Thurgood, J. & L.; 5491 10 Avenue NE; Non-Farm Use]

5. DISCLOSURE OF INTEREST

- Councillor Flynn declared a conflict of interest with Item 18.1 as the applicants are clients of his firm.
- Councillor Gonella declared a conflict of interest with Item 12.1.8 as he is an employee of the Salmon Arm Folk Music Society.

6. CONFIRMATION OF MINUTES

1. Regular Council Meeting Minutes of April 11, 2023

0200-2023

Moved: Councillor Flynn  
Seconded: Councillor Wallace Richmond  
THAT: the Regular Council Meeting Minutes of April 11, 2023, be adopted as circulated.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS

1. Community Heritage Commission Meeting Minutes of April 3, 2023

0201-2023

Moved: Councillor Gonella  
Seconded: Councillor Lavery  
THAT: the Community Heritage Commission Meeting Minutes of April 3, 2023 be received as information.

CARRIED UNANIMOUSLY

2. Environmental Advisory Committee Meeting Minutes of April 4, 2023

0202-2023

Moved: Councillor Lindgren  
Seconded: Councillor Wallace Richmond  
THAT: the Environmental Advisory Committee Meeting Minutes of April 4, 2023 be received as information.

CARRIED UNANIMOUSLY

3. Downtown Parking Commission Meeting Minutes of April 18, 2023

0203-2023

Moved: Councillor Lavery  
Seconded: Councillor Flynn  
THAT: the Downtown Parking Commission Meeting Minutes of April 18, 2023 be received as information.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS - continued

4. Agricultural Advisory Committee Meeting Minutes of April 12, 2023

0204-2023

Moved: Councillor Gonella  
Seconded: Councillor Cannon  
THAT: the Agricultural Advisory Committee Meeting Minutes of April 12, 2023 be received as information.

CARRIED UNANIMOUSLY

8. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE

1. District Update - March, 2023

For information.

Councillor Flynn left the meeting at 2:45 p.m.

18. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS

1. Deferred Motion March 27, 2023 Regular Council Meeting - Agricultural Land Commission Application No. ALC-415 [Thurgood, J. & L.; 5491 10 Avenue NE; Non-Farm Use]

0205-2023

Moved: Councillor Cannon  
Seconded: Councillor Gonella  
THAT: motion 0158-2023, Agricultural Land Commission Application No. 415 be withdrawn due to the applicant's decision to discontinue the application.

CARRIED UNANIMOUSLY

Councillor Flynn returned to the meeting at 2:47 p.m.

9. STAFF REPORTS

1. Chief Financial Officer and Angela Spencer, Auditor, BDO Canada LLP - 2022 Financial Statements

0206-2023

Moved: Councillor Wallace Richmond  
Seconded: Councillor Flynn  
THAT: the Financial Statements for the year ended December 31, 2022 be adopted as presented.

CARRIED UNANIMOUSLY

2. Chief Financial Officer - 2022 Yearend Surplus - For Information

For information.

3. Chief Financial Officer - 2023 Assessments / New Construction - For Information

For information.

9. STAFF REPORTS - continued

4. Director of Corporate Services – Blackburn Park Concession Lease Agreement

0207-2023

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

THAT: the Mayor and Corporate Officer are authorized to execute a lease agreement with Joseph Robert Drain and Niki Lee Sturmey, operating as 'The Snack Shack' for a five (5) year term from May 1, 2023 to September 30, 2027 for the lease amounts as follows:

2023 - \$500.00;

2024 - \$525.00;

2025 - \$551.25;

2026 - \$578.80; and

2027 - \$607.75 per month (plus GST) from April 1 to September 30 and \$50.00 per month (plus GST) from October 1 to March 31 of each year, increased by 5% annually, subject to Community Charter advertising requirements.

CARRIED UNANIMOUSLY

5. Planner - Agricultural Advisory Committee Terms of Reference

0208-2023

Moved: Councillor Gonella

Seconded: Councillor Wallace Richmond

THAT: Council approve the update to the Agricultural Advisory Committee Terms of Reference by adding the following:

Mandate

"Increase public awareness, education and support for the role Agriculture plays in regional food security."

CARRIED UNANIMOUSLY

6. Director of Engineering & Public Works – Ross Street Plaza Washroom Upgrade – Architectural Services Award

0209-2023

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: Council accept the Architectural Consulting Services Quote for Tendering and Construction services of the Ross Street Plaza Upgrades from Avex Architecture, for the quoted price of \$15,000 plus applicable taxes;

AND THAT: The City's Purchasing Policy No. 7.13 be waived in the procurement of these works to authorize sole sourcing to Avex Architecture.

CARRIED UNANIMOUSLY

9. STAFF REPORTS - continued

7. Director of Engineering & Public Works - Lawn Bowling Greens Maintenance - Contract Award

0210-2023

Moved: Councillor Cannon

Seconded: Councillor Lindgren

THAT: the 2023 Budget contained in the 2023 - 2027 Financial Plan Bylaw be amended to reflect additional funding for the remainder of the 2023 season for Lawn Bowling Greens Maintenance in the amount of \$1,000.00 reallocated from TCH West Maintenance;

AND THAT: Council accept the proposal received from Turfcats Enterprises Ltd., to undertake the Lawn Bowling Greens Maintenance for a three (3) year term commencing June 1, 2023 through to May 31, 2026 in accordance with the unit prices quoted as follows:

- 2023/2024 - \$2,400.00 per month plus taxes (April 1 - October 31)
- 2024/2025 - \$2,600.00 per month plus taxes (April 1 - October 31)
- 2025/2026 - \$2,800.00 per month plus taxes (April 1 - October 31)

CARRIED UNANIMOUSLY

8. Director of Engineering & Public Works - Tender Award - 2023 Paving Program

0211-2023

Moved: Councillor Lavery

Seconded: Councillor Cannon

THAT: Council award the 2023 Paving Program Contract to Okanagan Aggregates Ltd., in accordance with the unit prices specified in their Tender, (incorporating a 7% Variance Threshold Reduction) for a total amount of Three Million Twenty Five Thousand Five Hundred and Thirty dollars (\$3,025,530.00) plus taxes as applicable.

CARRIED UNANIMOUSLY

9. Director of Engineering & Public Works - Quote Award-Extension Year 2 - Asphalt Patching Program

0212-2023

Moved: Councillor Gonella

Seconded: Councillor Wallace Richmond

THAT: Council award the 2023 Asphalt Patching Program to A&D Asphalt Solutions Ltd., in accordance with the unit prices provided for year two (2) as specified in the contract, estimated to be \$111,915.00 plus taxes as applicable.

CARRIED UNANIMOUSLY

10. Director of Engineering & Public Works - Multistage Water Restrictions Implementation - For Information

For information.

The meeting recessed at 3:48 p.m.

The meeting reconvened at 3:53 p.m.

10. INTRODUCTION OF BYLAWS

1. 2022 Final Budget

- a) City of Salmon Arm 2022 to 2026 Financial Plan Amendment Bylaw No. 4572 - First, Second and Third Readings
- b) City of Salmon Arm General Capital Reserve Fund Expenditure Bylaw No. 4567 - First, Second and Third Reading
- c) City of Salmon Arm Community Centre Major Maintenance Reserve Fund Expenditure Bylaw No. 4573 - First, Second and Third Reading
- d) City of Salmon Arm Fire Protection Emergency Apparatus Reserve Fund Expenditure Bylaw No. 4574 - First, Second and Third Reading
- e) City of Salmon Arm Police Protection Vehicle and Equipment Reserve Fund Expenditure Bylaw No. 4575 - First, Second and Third Reading
- f) City of Salmon Arm Equipment Replacement Reserve Fund Expenditure Bylaw No. 4576 - First, Second and Third Reading
- g) City of Salmon Arm Water Major Maintenance Reserve Fund Expenditure Bylaw No. 4577 - First, Second and Third Reading

Councillor Lavery left the meeting at 3:59 p.m.

0213-2023

Moved: Councillor Wallace Richmond

Seconded: Councillor Gonella

THAT: the Bylaw entitled City of Salmon Arm 2022 to 2026 Financial Plan Amendment Bylaw No. 4572 be read a first, second and third time;

AND THAT: the Bylaw entitled City of Salmon Arm General Capital Reserve Fund Expenditure Bylaw No. 4567 be read a first, second and third time;

AND THAT: the Bylaw entitled City of Salmon Arm Community Centre Major Maintenance Reserve Fund Expenditure Bylaw No. 4573 be read a first, second and third time;

AND THAT: the Bylaw entitled City of Salmon Arm Fire Protection Emergency Apparatus Reserve Fund Expenditure Bylaw No. 4574 be read a first, second and third time;

AND THAT: the Bylaw entitled City of Salmon Arm Police Protection Vehicle and Equipment Reserve Fund Expenditure Bylaw No. 4575 be read a first, second and third time;

AND THAT: the Bylaw entitled City of Salmon Arm Equipment Replacement Reserve Fund Expenditure Bylaw No. 4576 be read a first, second and third time;

AND THAT: the Bylaw entitled City of Salmon Arm Water Major Maintenance Reserve Fund Expenditure Bylaw No. 4577 be read a first, second and third time.

CARRIED UNANIMOUSLY

10. INTRODUCTION OF BYLAWS - continued

Councillor Lavery returned to the meeting at 4:04 p.m.

2. 2023 Final Budget

- a) City of Salmon Arm 2023 to 2027 Financial Plan Amendment Bylaw No. 4586 - First, Second and Third Readings
- b) City of Salmon Arm 2023 Annual Rate of Taxation Bylaw No. 4581 - First, Second and Third Reading

0214-2023

Moved: Councillor Flynn

Seconded: Councillor Lindgren

THAT: the Bylaw entitled City of Salmon Arm 2023 to 2027 Financial Plan Amendment Bylaw No. 4586 be read a first, second and third time;

AND THAT: the Bylaw entitled City of Salmon Arm 2023 Annual Rate of Taxation Bylaw No. 4581 be read a first, second and third time.

CARRIED UNANIMOUSLY

3. City of Salmon Arm Sterile Insect Release (SIR) Program Parcel Tax Amendment Bylaw No. 4583 - First, Second and Third Reading

0215-2023

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

THAT: the Bylaw entitled City of Salmon Arm Sterile Insect Release (SIR) Program Parcel Tax Amendment Bylaw No. 4583 be read a first, second and third time.

CARRIED UNANIMOUSLY

11. RECONSIDERATION OF BYLAWS

1. Council Remuneration and Expense Bylaw No. 4578 - Third and Final Reading

0216-2023

Moved: Councillor Lavery

Seconded: Councillor Cannon

THAT: the Bylaw entitled City of Salmon Arm Council Members Remuneration and Expense Bylaw No. 4578 be read a third and final time.

CARRIED UNANIMOUSLY

2. Growing Communities Reserve Fund Establishment Bylaw No. 4582 - Final Reading

0217-2023

Moved: Councillor Gonella

Seconded: Councillor Cannon

THAT: the Bylaw entitled City of Salmon Arm Growing Communities Reserve Fund Establishment Bylaw No. 4582 be read a final time.

CARRIED UNANIMOUSLY

12. CORRESPONDENCE

1. Informational Correspondence

Councillor Gonella left the meeting at 4:22 p.m.

- 8. C. Diotte, Administrative Services Manager, Salmon Arm Folk Music Society – Letter dated April 20, 2023 – Request for Letter of Support to BC Community Gaming Grant Funding Program for 31<sup>st</sup> Annual Salmon Arm ROOTSandBLUES Festival

0218-2023

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: Council provide a Letter of Support for the Salmon Arm Folk Music Society’s submission to the BC Community Gaming Grant Funding Program for the 31<sup>st</sup> Annual Salmon Arm ROOTSandBLUES festival taking place in August, 2023.

CARRIED UNANIMOUSLY

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

- 1. K. Wickner – Email dated March 10, 2023 – In Honour of Embracing Equity

0219-2023

Moved: Councillor Lindgren

Seconded: Councillor Gonella

THAT: Council direct staff to prepare a report for Council on or before the Regular Council meeting of February 26, 2024 of the options, viability and logistics of the City using a voters list for the 2026 general local election.

CARRIED UNANIMOUSLY

- 4. S. Zuidhof, Building Safer Communities Project Coordinator – Email dated April 12, 2023 – Request for Letter of Support

0220-2023

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

THAT: Council provide a Letter of Support to Immigration, Refugees and Citizenship Canada (IRCC) advocating for a settlement worker for the Shuswap Immigrant Services Society and School District 83.

CARRIED UNANIMOUSLY

- 6. J. Bellhouse, Executive Director, Shuswap Trail Alliance – Letter dated April 13, 2023 – Request to Host Grand Opening Celebration at South Canoe Memorial Shelter

0221-2023

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: Council authorize the Shuswap Trail Alliance to host a Grand Opening Celebration at the South Canoe Rob Nash Memorial Shelter from 1:00 p.m. to 6:00 p.m. on May 27, 2023, subject to the provision of adequate liability insurance.

CARRIED UNANIMOUSLY

13. NEW BUSINESS

14. PRESENTATIONS

1. D. Boyd, General Manager, Shuswap Recreation Society – 55+ BC Games

D. Boyd, General Manager, Shuswap Recreation Society, provided an overview of the 55+ BC Games, to be held in Salmon Arm September 10-14, 2024, introduced the Board members and was available to answer questions from Council.

0222-2023

Moved: Councillor Cannon

Seconded: Councillor Flynn

THAT: Council endorse the Board of Directors for the 2024 55+ BC Games;

AND THAT: the 2023 Budget contained in the 2023-2027 Financial Plan bylaw be amended to reflect the City's \$60,000 cash contribution towards the 2024 55+ BC Games, funded from the Senior Games Reserve;

AND FURTHER THAT: once the Salmon Arm 2024 55+ BC Games Society has been established, the City's \$60,000.00 contribution be transferred to the society's account.

CARRIED UNANIMOUSLY

15. COUNCIL STATEMENTS

16. SALMON ARM SECONDARY YOUTH COUNCIL

17. NOTICE OF MOTION

19. OTHER BUSINESS

20. QUESTION AND ANSWER PERIOD

There are no Hearings, Statutory Public Hearings or Reconsideration of Bylaws scheduled for the evening portion of the agenda.

21. ADJOURNMENT

0223-2023

Moved: Councillor Lavery

Seconded: Councillor Cannon

THAT: the Regular Council Meeting of April 24, 2023 be adjourned.

CARRIED UNANIMOUSLY

21. ADJOURNMENT - continued

The meeting adjourned at 5:10 p.m.

CERTIFIED CORRECT:

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

\_\_\_\_\_  
MAYOR

Adopted by Council the        day of May, 2023.

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Item 6.2

**CITY OF SALMON ARM**

Date: May 8, 2023

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: the Special Council Meeting Minutes of May 1, 2023, be adopted as circulated.

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Harrison
- Cannon
- Flynn
- Gonella
- Lavery
- Lindgren
- Wallace Richmond

SPECIAL COUNCIL

Minutes of a Special Meeting of Council of the City of Salmon Arm held in the Council Chambers of City Hall 500 - 2 Avenue NE and by electronic means, at 9:00 a.m. on Monday, May 1, 2023.

PRESENT:

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

Chief Administrative Officer E. Jackson  
Director of Engineering and Public Works R. Niewenhuizen  
Director of Planning & Community Services G. Buxton  
Director of Corporate Services S. Wood  
Chief Financial Officer C. Van de Cappelle  
Executive Assistant B. Puddifant

ABSENT:

Councillor S. Lindgren

1. CALL TO ORDER

Mayor Harrison called the meeting to order at 9:30 a.m.

2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

3. DISCLOSURE OF INTEREST

4. PRESENTATIONS

5. RECONSIDERATION OF BYLAWS

1. 2022 Final Budget

- a. City of Salmon Arm 2022 to 2026 Financial Plan Amendment Bylaw No. 4572 - Final Reading
- b. City of Salmon Arm General Capital Reserve Fund Expenditure Bylaw No. 4567 - Final Reading
- c. City of Salmon Arm Community Centre Major Maintenance Reserve Fund Expenditure Bylaw No. 4573 - Final Reading

5. RECONSIDERATION OF BYLAWS - continued

- d. City of Salmon Arm Fire Protection Emergency Apparatus Reserve Fund Expenditure Bylaw No. 4574 - Final Reading
- e. City of Salmon Arm Police Protection Vehicle and Equipment Reserve Fund Expenditure Bylaw No. 4575 - Final Reading
- f. City of Salmon Arm Equipment Replacement Reserve Fund Expenditure Bylaw No. 4576 - Final Reading
- g. City of Salmon Arm Water Major Maintenance Reserve Fund Expenditure Bylaw No. 4577 - Final Reading

0224-2023

Moved: Councillor Wallace Richmond  
Seconded: Councillor Cannon

THAT: the Bylaw entitled City of Salmon Arm 2022 to 2026 Financial Plan Amendment Bylaw No. 4572 be read a final time;

AND THAT: the Bylaw entitled City of Salmon Arm General Capital Reserve Fund Expenditure Bylaw No. 4567 be read a final time;

AND THAT: the Bylaw entitled City of Salmon Arm Community Centre Major Maintenance Reserve Fund Expenditure Bylaw No. 4573 be read a final time;

AND THAT: the Bylaw entitled City of Salmon Arm Fire Protection Emergency Apparatus Reserve Fund Expenditure Bylaw No. 4574 be read a final time;

AND THAT: the Bylaw entitled City of Salmon Arm Police Protection Vehicle and Equipment Reserve Fund Expenditure Bylaw No. 4575 be read a final time;

AND THAT: the Bylaw entitled City of Salmon Arm Equipment Replacement Reserve Fund Expenditure Bylaw No. 4576 be read a final time;

AND THAT: the Bylaw entitled City of Salmon Arm Water Major Maintenance Reserve Fund Expenditure Bylaw No. 4577 be read a final time.

CARRIED UNANIMOUSLY

2. 2023 Final Budget

- a. City of Salmon Arm 2023 to 2027 Financial Plan Amendment Bylaw No. 4586 - Final Reading;
- b. City of Salmon Arm 2023 Annual Rate of Taxation Bylaw No. 4581 - Final Reading

0225-2023

Moved: Councillor Gonella  
Seconded: Councillor Lavery

THAT: the bylaw entitled City of Salmon Arm 2023 to 2027 Financial Plan Amendment Bylaw No. 4586 be read a final time;

5. RECONSIDERATION OF BYLAWS - continued

2. 2023 Final Budget

a. City of Salmon Arm 2023 to 2027 Financial Plan Amendment Bylaw No. 4586 - Final Reading;

b. City of Salmon Arm 2023 Annual Rate of Taxation Bylaw No. 4581 - Final Reading

AND THAT: the bylaw entitled City of Salmon Arm 2023 Annual Rate of Taxation Bylaw No. 4581 be read a final time.

CARRIED UNANIMOUSLY

3. City of Salmon Arm Sterile Insect Release [SIR] Program Parcel Tax Amendment Bylaw No. 4583 - Final Reading

0226-2023

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: the bylaw entitled City of Salmon Arm Sterile Insect Release [SIR] Program Parcel Tax Amendment Bylaw No. 4583 be read a final time.

CARRIED UNANIMOUSLY

6. ADJOURNMENT

0227-2023

Moved: Councillor Lindgren

Seconded: Councillor Gonella

THAT: the Special Council Meeting of May 1, 2023, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 9:37 a.m.

CERTIFIED CORRECT:

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

Adopted by Council the     day of May, 2023.

\_\_\_\_\_  
MAYOR

Item 7.1

**CITY OF SALMON ARM**

Date: May 8, 2023

Moved: Councillor Lavery

Seconded: Councillor Cannon

THAT: the Development and Planning Services Committee Meeting Minutes of May 1, 2023 be received as information.

**Vote Record**

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

- Harrison
- Cannon
- Flynn
- Gonella
- Lavery
- Lindgren
- Wallace Richmond

## DEVELOPMENT AND PLANNING SERVICES COMMITTEE

Minutes of a Meeting of the Development and Planning Services Committee of the City of Salmon Arm held in Council Chambers, City Hall, 500 – 2 Avenue NE, Salmon Arm, BC, and by electronic means on Monday, May 1, 2023.

### PRESENT:

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

Chief Administration Officer E. Jackson  
Director of Engineering & Public Works R. Niewenhuizen  
Director of Planning & Community Services G. Buxton  
Executive Assistant B. Puddifant

### ABSENT:

1. CALL TO ORDER

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

2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

3. REVIEW OF THE AGENDA

4. DISCLOSURE OF INTEREST

Councillor Gonella declared a conflict with Item 5.1 as his employer has a sponsorship contract with the applicant.

Councillor Flynn declared a conflict with Item 5.1 as the applicant is a client of his firm.

Councillors Gonella and Flynn declared a conflict and left the meeting at 8:04 a.m.

5. **REPORTS**

1. **Development Permit Application No. DP-450 [Dhaliwal Investments Ltd./Kandola Investments Ltd./Vic Van Isle Construction 2020 Ltd.; 1160 10 Avenue SW; Commercial City Centre**

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee recommends to Council that Development Permit No. DP-450 be authorized for issuance for that part of Lot 7, Section 10, Township 20, Range 10, W6M, KDYD, Plan 3991 Except Plans KAP76141 and KAP76862 in accordance with the drawings dated February 16, 2023 and attached as Appendix 7 to the Staff Report dated April 24, 2023;

AND THAT: issuance of Development Permit No. DP-450 be withheld subject to the receipt of an Irrevocable Letter of Credit in the amount of 125% of a landscaper's estimate for completion of the landscaping plan.

L. Hendrickson, Vic Van Isle Construction 2020 Ltd., agent for the applicant, was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

Councillor Flynn returned to the meeting at 8:12 a.m.

Councillor Gonella returned to the meeting at 8:14 a.m.

2. **Development Permit Application No. DP-448 [Wonderland Investment Inc.; 50 30 Street NE; Multi Family Residential]**

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee recommends to Council that Development Permit No. DP-448 be authorized for issuance for Lot 1, Section 18, Township 20, Range 9, W6M, KDYD, Plan 13368 in accordance with the elevations and site plan attached as Appendix 5 to the Staff Report dated April 18, 2023.

F. Beaudet, the applicant, outlined the application and was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

5. REPORTS - continued

3. Development Variance Permit Application No. VP-578 [Lepp, L. & T.; 1091 60 Street NW; Servicing requirements]

Moved: Councillor Cannon

Seconded: Councillor Flynn

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-578 be authorized for issuance for Lot 1, Section 20, Township 20, Range 10, W6M, KDYD, Plan 33563 to vary Section 4.8.1., Subdivision and Development Servicing Bylaw No. 4163 as follows:

- i) waive the upgrading of the west side of 60 Street NW along the parcel frontage to the Rural Collector Road Standard (RD-8), including the installation of a bike lane, shoulder and drainage ditch;
- ii) waive the requirement for the extension of 8 Avenue NW and the construction of a cul-de-sac at the entrance to the proposed property;
- iii) waive the cash-in-lieu payment for upgrading of the north side of 8 Avenue NW to a Rural Local Road Standard (RD-7) from the cul-de-sac to 65 Street NW;
- iv) waive the cash-in-lieu payment for upgrading of the east side of 65 Street NW to a Rural Local Road Standard (RD-7) along the frontage of the parcel boundary;
- v) waive the requirement for dedication along 8 Avenue NW; and
- vi) waive the requirement for dedication along 65 Street NW.

Councillor Lavery left the meeting at 8:45 a.m. and returned at 8:48 a.m.

L. Lepp, the applicant, outlined the application and was available to answer questions from the Committee.

The motion was split:

- i) waive the upgrading of the west side of 60 Street NW along the parcel frontage to the Rural Collector Road Standard (RD-8), including the installation of a bike lane, shoulder and drainage ditch.

CARRIED UNANIMOUSLY

- ii) waive the requirement for the extension of 8 Avenue NW and the construction of a cul-de-sac at the entrance to the proposed property.

DEFEATED UNANIMOUSLY

- iii) waive the cash-in-lieu payment for upgrading of the north side of 8 Avenue NW to a Rural Local Road Standard (RD-7) from the cul-de-sac to 65 Street NW;

5. REPORTS - continued

3. Development Variance Permit Application No. VP-578 [Lepp, L. & T.; 1091 60 Street NW; Servicing requirements] - continued

Amendment:

Moved: Councillor Lavery  
Seconded: Councillor Wallace Richmond  
THAT: the cash-in-lieu payment be reduced to 50%.

DEFEATED

Mayor Harrison, Councillors Lindgren, Cannon, Gonella, Flynn and Wallace Richmond Opposed

- iv) waive the cash-in-lieu payment for upgrading of the east side of 65 Street NW to a Rural Local Road Standard (RD-7) along the frontage of the parcel boundary.

CARRIED UNANIMOUSLY

- v) waive the requirement for dedication along 8 Avenue NW.

DEFEATED UNANIMOUSLY

- vi) waive the requirement for dedication along 65 Street NW.

Amendment:

Moved: Councillor Lavery  
Seconded: Councillor Flynn  
THAT: the required road dedication along the 65<sup>th</sup> Street NW frontage be reduced from 4.971m to 3.971m allowing for an ultimate road right of way of 18.0m.

CARRIED UNANIMOUSLY

Motion as amended:

CARRIED UNANIMOUSLY

6. FOR INFORMATION

7. ADJOURNMENT

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee meeting of May 1, 2023  
be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 9:27 a.m.

---

Mayor A. Harrison, Chair

Minutes received as information by Council at their Regular Meeting of \_\_\_\_\_, 2023.

Item 7.2

**CITY OF SALMON ARM**

Date: May 8, 2023

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: the Social Impact Advisory Committee Meeting Minutes of April 21, 2023 be received as information.

**Vote Record**

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

- Harrison
- Cannon
- Flynn
- Gonella
- Lavery
- Lindgren
- Wallace Richmond

CITY OF SALMON ARM

Minutes of the Social Impact Advisory Committee meeting held electronically on Friday, April 21, 2023, at 8:00 a.m.

**PRESENT:**

Councillor Louise Wallace Richmond	City of Salmon Arm, Chair
Shannon Hecker	Canadian Mental Health Association
Paige Hilland	Shuswap Area Family Emergency (SAFE) Society
Jen Gamble	Shuswap Immigrant Services
Kim Sinclair	Aspiral Youth Partners
Shannon Kiehlbauch	Okanagan College
Larissa Image	Okanagan Library
David Parmenter	Interior Health Association-Mental Health
Patti Thurston	Shuswap Family Centre
Erin Jackson	Chief Administrative Officer, City of Salmon Arm
Gary Buxton	Director of Planning & Community Services, City of Salmon Arm
Sarah Zuidhof	Building Safer Communities Coordinator, City of Salmon Arm
Rhonda West	City of Salmon Arm, Recorder

**ABSENT:**

	Adams Lake Indian Band
	Neskonlith Indian Band
	Seniors Resource Centre
Karen Hansen	Shuswap Association for Community Living
Tim Gibson	Shuswap Children's Association

**GUESTS:**

Isha Matous-Gibbs	Urban Matters
Tracey Kutschker	Salmon Arm Arts Centre & Art Gallery

The meeting was called to order at 8:19 a.m.

**1. Introductions****2. Acknowledgement of Traditional Territory**

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

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

Moved: Trish Thurston

Seconded: Paige Hilland

THAT: the Social Impact Advisory Committee Meeting Agenda of April 21, 2023, be approved as circulated.

**CARRIED UNANIMOUSLY**

**4. Approval of Minutes of March 17, 2023 Social Impact Advisory Committee Meeting**

Moved: David Parmenter

Seconded: Patti Thurston

THAT: the minutes of the Social Impact Advisory Committee Meeting of March 17, 2023 be approved as circulated.

**CARRIED UNANIMOUSLY**

**5. Presentations****a) Isha Matous-Gibbs, Urban Matters - update**

- Campaign is finished with the following feedback:
  - Length of workshop – would like to see more time allotted
  - Interest and dialogue was great with each group; very good feedback received and participants shared and indicated it helped as a healing experience
  - Will share final statistics in the final report
  - Lessons learned, next steps: Recommendations include a coordinated bureau or hub for citizens that want to be engaged and to track 211.

**b) Tracey Kutschker, Director/Curator, Salmon Arm Arts Centre & Art Gallery - update**

Provided a background on the Council's work on the Youth Engagement program, engaging Indigenous communities, addressing climate change, IDEAS, the Pride Project and advancing inclusivity goals.

5. **Presentations - continued**

c) **Sarah Zuidhof, Building Safer Communities Coordinator, City of Salmon Arm - update**

Sarah provided an overview of the community based Building Safer Communities strategy that looks build greater capacity for positive youth development and to directly support at-risk youth in Salmon Arm and area. Sarah touched on the Positive Programming for Indigenous Youth at Adams Lake Indian Band and the HIVE (Immigrant Youth) support group.

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

a) **Correspondence – Councillor Wallace Richmond letter to Martha Wickett and the Salmon Arm Observer – Observer Articles**

Received for information.

7. **New Business**

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

- Shannon Kiehlbauch noted that the ground breaking ceremony is being held today for the student housing project that is anticipated to be done in 2024.
- Patti Thurston noted that they built an outdoor space through collaboration with partners; looking for funding to build a kite for shade in the summer. Everyone is welcome to use it;
- Larissa noted that the Okanagan Library book sale starts today at Piccadilly Mall;
- Tracey Kutschker noted the upcoming exhibition “Intersection” open to those with intersectional identities and looking for people to participate;
- Paige Hilland highlighted that prevention of violence against women was this week and a great opportunity to engage in conversations. Tomorrow is the Rotary Food Drive and always looking for protein items.

9. **Next meeting – Friday, May 19, 2023**

**10. Adjournment**

Moved: Shannon Kiehlbauch

Seconded: Patti Thurston

THAT: the Social Impact Advisory Committee Meeting of April 21, 2023 be adjourned.

**CARRIED UNANIMOUSLY**

The meeting adjourned at 8:57 a.m.

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Councillor Louise Wallace Richmond, Chair

Minutes received as information by Council at their Regular Meeting of \_\_\_\_\_, 2023.

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Item 8.1

**CITY OF SALMON ARM**

Date: May 8, 2023

**COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE  
CSR D Connect - April 2023**

**Vote Record**

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

- Harrison
- Cannon
- Flynn
- Gonella
- Lavery
- Lindgren
- Wallace Richmond



**April 2023**

As part of the shift to our new website, the Columbia Shuswap Regional District is now able to integrate our E-newsletter directly with our website's [sign-up function](#). This will not only save money, but allows subscribers to select which communication tools suit them best, so you can stay informed. We'd love to hear feedback about our new format. Please email [communications@csr.bc.ca](mailto:communications@csr.bc.ca) with any comments or suggestions.

**Announcements**

**Fire Department of the Year**

The efforts of the Celista Fire Department were acknowledged at the April 20, 2023 CSR D Regular Board Meeting with the presentation of the trophy for [Fire Department of the Year](#) honours. The department stepped up in 2022 with several important initiatives to enhance safety, increase firefighter training opportunities and keep fire insurance rates low for area residents.



**Business General**

**Engagement with Secwepemc Communities**

The Board approved the terms of reference for the CSR D's continued [participation in](#)

[engagement with First Nations Communities](#) coming out of previous involvement with the Adams Lake Indian Band, Neskonlith, and Skwax te Secwepemc during the Sorrento-Blind Bay Incorporation process.



### Annual Report

The [2022 Annual Report](#) was presented to the Board for information. The Annual Report 2022 is a comprehensive overview of the CSRD's services, financial data, initiatives and accomplishments. It provides a convenient reference for our constituents, Board Directors, staff, volunteers and community stakeholders to review the CSRD's efforts over the past year.

### Growing Communities Fund

The CSRD is the recipient of a one-time, \$3.8 million Provincial grant for infrastructure and amenities and the Board needs to determine how this money will be spent. There have been a [number of suggestions](#). The Board deferred discussion on these projects until the May 18 Regular Board Meeting.

### Business By Area

#### Electoral Area D Community Works Funds

The Board approved using funds from the Community Works Fund to cover \$278,425 of structural work to the [Falkland Community Hall](#) to repair the failing foundation and roof. Another \$98,457 was allocated for improvements to the [Falkland Museum and Heritage Park](#) to renovate the heritage workshop into a bistro and artisan building, as well as adding two EV charging stations.



#### Revelstoke Airport Water Supply Upgrade

The CSRD Board approved the allocation of a \$100,000 contribution toward [upgrading the water supply](#) at the airport to allow for the expansion of the Columbia Fire Zone Attack Base and Fire Protection Centre. The motion is subject to an equal funding contribution from the City of Revelstoke. The Ministry of Forests will also contribute to the estimated \$750,000 total costs to complete the water system upgrade.

#### FireSmart Yard Waste Disposal in Scotch Creek, Skimikin

The Board approved a pilot project to provide additional operating hours at transfer stations in Scotch Creek and Skimikin to assist with the collection and disposal of yard waste. Removing yard waste and pruning vegetation is one of the best ways for residents to reduce the risk of wildfire to their homes and neighbourhoods. No garbage or recycling will be accepted at these sites during the free yard waste disposal days. More details on

the additional operating hours are available on the [CSR D website](#).

### **Contribution for the Shuswap Watershed Council**

The Board will consider a bylaw at the May 18, 2023 Regular Meeting to consider continued taxpayer funding for the [Shuswap Watershed Council](#). After some discussion at the Board table, staff was directed to create a service establishment bylaw for consideration. Voter assent will be necessary for the CSR D to continue to provide funding for the service. The current agreement expires on December 31, 2023.

### **Service Withdrawal - Economic Development**

Electoral Area C Director Marty Gibbons initiated the [withdrawal of Electoral Area C](#) from the Economic Development Service at the time of expiration of the contract for service on December 31, 2024.



## **Land Use Matters**

### **Cell Tower Land Use Concurrence Request**

TELUS is proposing the construction of a 58.0 m telecommunications (cell) tower on a private property located at 1030 Dilworth Road in Sorrento. TELUS is now [requesting land use concurrence](#) from the CSR D. The Board supported the request noting:

- the CSR D is satisfied with TELUS' consultation process, as outlined in the CSR D Telecommunication Facilities Siting and Consultation Policy (P-22)
- the proposed tower is a permitted use
- the proposed design and location is acceptable
- the CSR D has been consulted and concurs with the tower location.

The Board directed staff to forward the personal and public health related concerns received by the CSR D to Health Canada and Innovation, Science and Economic Development Canada.

### **Electoral Area D - OCP Amendment Bylaw No. 750-04 and Zoning Amendment Bylaw No. 751-03**

The applicant is proposing to redesignate and rezone the subject property, located at 878

Deep Creek Road, from RH – Rural Holdings to MH – Medium Holdings to allow for [subdivision of the 40+ ha parcel](#) into five 8 ha lots. After receiving input from a public hearing, the Board decided the bylaws would be given no further readings and will not proceed.

### **Electoral Area F - OCP Amendment Bylaw No. 830-23 and Zoning Amendment Bylaw No. 825-43**

The owner of the Hub Store and Frank's Campground on Squilax-Anglemont Road in Scotch Creek is applying to permit a [mixed-use residential and commercial subdivision](#). The Board approved second reading of the bylaws. The process will now move to a public hearing, prior to third reading of the bylaws.

*For information and background reports for the other Development Services items discussed at this meeting, please see the [April 20, 2023 Board meeting agenda](#). If you have questions about a specific application, contact the planning department at [plan@csr d.bc.ca](mailto:plan@csr d.bc.ca)*

## **Closed meeting releases**

The resolutions released from the April 20, 2023 Board Meeting are as follows:

### **Electoral Areas C, E, F, G: Parks Security Patrols - Contract Award**

THAT: the Board empower the authorized signatories to enter into an agreement with Shuswap Parks Patrol commencing May 1, 2023 and expiring on April 30, 2026 for the provision of parks security patrol services in Electoral Areas C, E, F and G for a total cost of \$175,750 plus applicable taxes over a three-year term, with an option to extend for an additional two-year term;

### **Electoral Area A: Local Advisory Committee Appointments**

THAT: the following be appointed to the Electoral Area A Local Advisory Committee:

- Tom Blencowe
- Richard Pullen
- Craig Chapman
- Doug Whiting
- Pearson Farnsworth
- Mandy Cattle
- Denice Darbyshire

**Next Board Meeting -  
Board on the Road  
Thursday, May 18, 2023**

P36

The Regular CSRD Board Meeting will be held in the **Falkland Community Hall**, 5706 Highway 97, Falkland. The Regular Board meeting public session generally starts at 9:30 AM (PT) / 10:30 AM (MT). Any scheduling changes to the meeting start time will be noted on the [Meeting Calendar](#) on the CSRD's website.



The public is encouraged to join the meeting in-person or via [Zoom](#). The access link can also be found on the [Meeting Calendar](#) of the CSRD website under the Board meeting date.

*Please note: the CSRD Connect newsletter is not a substitute for the regional district's Board meeting minutes, which cover all agenda items. Minutes are available for public review at the [Agendas & Minutes](#) page of our website, [www.csr.bc.ca](http://www.csr.bc.ca)*

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Item 9.1

**CITY OF SALMON ARM**

Date: May 8, 2023

Moved: Councillor

Seconded: Councillor

THAT: Council of the City of Salmon Arm has no objection to the patron participation entertainment endorsement at Lot 1, Plan KAP46897, 6-21-9 (4940 - Canoe Beach NE) for The Canooligan Lake Lounge;

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

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Harrison
- Cannon
- Flynn
- Gonella
- Lavery
- Lindgren
- Wallace Richmond

**CITY OF  
SALMON ARM**

---

TO: His Worship Mayor Harrison and Council  
DATE: April 25, 2023  
SUBJECT: The Canooligan Lake Lounge – Patron Participation Entertainment Endorsement  
4940 – Canoe Beach Drive NE  
APPLICANT: Tim Frazer

---

**MOTION FOR CONSIDERATION:****BE IT RESOLVED THAT:**

Council of the City of Salmon Arm has no objection to the patron participation entertainment endorsement at Lot 1, Plan KAP46897, 6-21-9 (4940 – Canoe Beach NE) for The Canooligan Lake Lounge.

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

---

**BACKGROUND:**

The building on the subject property was constructed in 1984 and originally housed Doc's Neighborhood Pub. The pub was a popular destination for many years, however, in 2014 a building permit was issued to change the use of the building to an Artisan Coffee Roasting business and related Bistro. The current owner of the property has now reverted the building back to a licensed lounge/restaurant and currently holds a food primary liquor license. The establishment has an occupant load of 100 persons and utilizes both interior and patio seating options.

The proposal is to expand the nature of the lounge to feature live music and a dance floor. This is a structural change to the existing liquor license therefore has been put forward to Council for a resolution. The owner of the property has provided an outline of the proposal which is attached as appendix 1. The proposal is to have the patron participation terminate at 12:00AM (midnight) which is in conformance with Liquor Branch regulations.

Respectfully submitted,



---

**Prepared By:**  
**Maurice Roy, RBO/CRBO**  
Manager of Permits & Licensing



---

**Reviewed By:**  
**Gary Buxton**  
Director of Planning & Community Services

Mayor and Council,

The Canooligan Lake Lounge will be a family friendly restaurant experience in Canoe. There will be spaces where canines are welcomed. For entertainment we are looking to bring in high quality bands for live music and dancing primarily on the weekends during the summer. Times of entertainment would typically be in the 7PM-12AM range. The community feedback we are seeing so far indicates that this is highly desired and overdue for the area!

Live music would be a variety of popular genres and of course would provide opportunities to support the Roots and Blues Festival with an additional location for music. More during long weekends etc.

Thanks!

Tim Frazer

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Item 9.2

**CITY OF SALMON ARM**

Date: May 8, 2023

Moved: Councillor

Seconded: Councillor

THAT: Council approves the write down of a receivable in the amount of \$11,511.09 with respect to the removal and remediation of a Canoe Beach Campsite improvement.

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Harrison
- Cannon
- Flynn
- Gonella
- Lavery
- Lindgren
- Wallace Richmond

**CITY OF**  
**SALMON ARM**

---

To: His Worship Mayor Harrison and Members of Council  
Date: May 1, 2023  
From: Chelsea Van de Cappelle, Chief Financial Officer  
Subject: Uncollectible Accounts Receivable

---

**Recommendation:**

THAT: Council approves the write down of a receivable in the amount \$11,511.09 with respect to the removal and remediation of a Canoe Beach Campsite improvement.

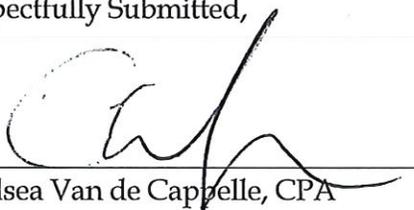
**Background:**

In 2022, the City completed the removal and remediation work related to the Canoe Beach Campsites. Two (2) campsite improvement owners have outstanding amounts owing in accordance with the terms of their License for Use and Occupation Agreement with the City.

The City has reached a settlement agreement with one (1) of the owners. As a result, the remaining amount owing (\$11,511.09) must be written down as it is no longer recoverable. A budget amendment to fund the write down is not necessary as an allowance for doubtful account was established at the end of 2022.

Staff are still investigating recovery of the final outstanding account.

Respectfully Submitted,



---

Chelsea Van de Cappelle, CPA

cc: Erin Jackson, Chief Administrative Officer

Item 9.3

### CITY OF SALMON ARM

Date: May 8, 2023

Moved: Councillor

Seconded: Councillor

THAT: the 2023 Budget contained in the 2023 – 2027 Financial Plan Bylaw be amended to reflect an Orthophoto Upgrade Project in the amount of \$23,600.00, funded from:

- Other Revenue \$4,000.00; and
- Ortho Project Reserve \$19,600.00.

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Harrison
- Cannon
- Flynn
- Gonella
- Lavery
- Lindgren
- Wallace Richmond



---

To: His Worship Mayor Harrison & Members of Council  
From: Rob Niewenhuizen, Director of Engineering & Public Works  
Date: May 8, 2023  
Subject: 2023 Orthophotography

---

**Recommendation:**

THAT: the 2023 Budget contained in the 2023 – 2027 Financial Plan Bylaw be amended to reflect an Orthophoto Upgrade Project in the amount of \$23,600.00, funded from:

- Other Revenue \$4,000.00; and
- Ortho Project Reserve \$19,600.00.

---

**Background:**

In February of 2023, the CSRD approached Revelstoke, Sicamous, Golden and Salmon Arm to see if there was interest in cost sharing new orthophotography.

The timing for this project does not line up with the City's previous orthophotography acquisition cycle, as the current orthophoto was acquired in May of 2021, and we typically budget for new images every 4 years. However, cost sharing with the CSRD will decrease the overall cost to the City in terms of plane time and photo acquisition. The cost for post processing of imagery will remain unchanged.

Engineering and Development see the benefits of acquiring updated photos as there has been extensive development that is not captured in the current maps. This includes: Ross Street Underpass, the new highway alignment in the west section of the city, 226 single, multi-family dwellings and Industrial / Commercial / Institutional Buildings, 155 new city lots and 6.6 km of new roads, utility and sidewalk construction.

Both parties intend to continue the collaboration with future shared costs on an agreed upon cycle. The CSRD issued an Orthophotography RFP in March of 2023

and Aero Geometrics Ltd was the successful proponent. The quote is \$23,600.00 plus applicable taxes. This is a savings of approximately \$7,000.00 if the City were to do it independently.

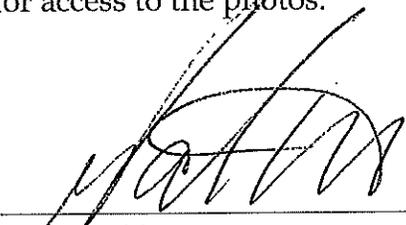
The BC Ministry of Agriculture and Food contacted the City and are willing to contribute \$4,000.00 to this project in exchange for access to the photos.

Staff support the recommendation.



---

Approved by:  
Rob Niewenhuizen  
Director of Engineering & Public Works



---

Prepared by:  
Gregg Patterson  
Information Systems

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Item 9.4

## CITY OF SALMON ARM

Date: May 8, 2023

Moved: Councillor

Seconded: Councillor

THAT: the 2023 Budget contained in the 2023 to 2027 Financial Plan be amended to reallocate \$80,000.00 additional funding to the 8 Avenue NE Watermain upgrade project, funded from:

- 10 Avenue SE (30 - 33 Street SE) Upgrade

AND THAT: the 2023 Budget contained in the 2023 to 2027 Financial Plan be amended to reallocate \$130,000.00 additional funding to the Canoe Beach Drive Sanitary upgrade project, funded from:

- Clares Cove Lift Station (genset and kiosk)

AND FURTHER THAT: Council approve the award of the 8 Avenue NE Watermain upgrade and Canoe Beach Drive Sanitary upgrade projects to Mounce Construction Ltd., in accordance with the terms and conditions of the tender in the amount of \$692,810.49 plus taxes as applicable.

### Vote Record

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

- Harrison
- Cannon
- Flynn
- Gonella
- Lavery
- Lindgren
- Wallace Richmond

TO: His Worship Mayor Harrison and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering and Public Works

PREPARED BY: Gabriel Bau, City Engineer

DATE: May 8, 2023

SUBJECT: **8 AVENUE NE WATERMAIN UPGRADE AND CANOE BEACH DRIVE  
SANITARY UPGRADE – BUDGET AMENDMENT AND CONSTRUCTION  
TENDER AWARD**

### STAFF RECOMMENDATION

- THAT:** The 2023 Budget contained in the 2023 to 2027 Financial Plan be amended to reallocate \$80,000.00 additional funding to the 8 Avenue NE Watermain upgrade project, funded from:
- 10 Avenue SE (30 – 33 St SE) Upgrade
- AND THAT:** The 2023 Budget contained in the 2023 to 2027 Financial Plan be amended to reallocate \$130,000.00 additional funding to the Canoe Beach Drive Sanitary upgrade project, funded from:
- Clares Cove Lift Station (genset and kiosk)
- AND THAT:** Council approve the award of the 8 Avenue NE Watermain upgrade and Canoe Beach Drive Sanitary upgrade projects to Mounce Construction Ltd., in accordance with the terms and conditions of the tender in the amount of \$692,810.49 plus taxes as applicable.

### BACKGROUND

In February 2023, the City approved engineering tender and construction services to Gentech Engineering Inc. for two projects:

- Part A - 8 Avenue NE Watermain upgrade (Appendix A)
- Part B- Canoe Beach Drive Sanitary upgrade (Appendix B)

An invitation to tender was issued on February 14, 2023 and closed on March 9, 2023, at which time the City received four (4) compliant submissions, with results as follows:

Company	Tender Amount (excluding applicable taxes)
<b>Mounce Construction Ltd.</b>	<b>\$ 692,810.49</b>
D.Webb contracting Ltd.	\$ 892,420.00
Tybo contracting Ltd.	\$ 898,567.00
General Assembly Excavating Ltd.	\$ 719,022.00
<i>Gentech Engineering Estimate</i>	<i>\$ 595,625.00</i>

The tender submissions were reviewed and evaluated by City's project manager, Gentech Engineering Inc., and they have confirmed that Mounce Construction Company Ltd. was the successful tenderer and recommend award pending available budget.

The lowest tendered price is over the approved 2023 budget:

- \$280,000 for 8 Avenue NE Watermain upgrade, and
- \$292,510 for Canoe Beach Drive Sanitary upgrade.

Budget amounts include all costs associated with the project including construction work, engineering construction support services, record drawings and contingencies.

Mounce Construction Ltd. submission detail is as follows:

Company	Tender Amount (excluding applicable taxes)
<b>Part A – 8 Avenue NE Watermain Upgrade</b>	\$ 325,898.35
<b>Part B – Canoe Beach Drive Sanitary Upgrade</b>	\$ 366,912.14
<b>Total</b>	<b>\$ 692,810.49</b>

City staff has identified the potential additional funds:

- 8 Avenue NE Watermain
  - From project 10 Avenue SE (30 – 33 St SE) Upgrade.
    - Additional funds will be required to proceed with 10 Avenue SE Watermain.
    - This project could be retendered this year, subject to available funds.
- Canoe Beach Drive Sanitary Upgrade
  - From project Clares Cove Lift Station (genset and kiosk).
    - Additional funds will be required to proceed with Clares Cove Lift Station.
    - Based on project prioritization, this project could be postponed to next year.

Mounce Construction's preliminary schedule for both 8 Avenue NE Watermain upgrade and Canoe Beach Drive Sanitary Upgrade includes a July 2024 startup and completion in October 2024.

**STAFF COMMENTS**

Staff recommend that the 2023 Budget contained in the 2023 to 2027 Financial Plan be amended to reallocate \$80,000.00 to reflect additional funding to the 8th Avenue NE Watermain upgrade project funded as follows:

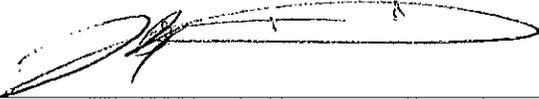
Current 2023 budget as proposed	\$280,000
10 Avenue SE – Est. balance - \$335,000	\$80,000
<b>Total</b>	<b>\$360,000</b>

Staff recommend that the 2023 Budget contained in the 2023 to 2027 Financial Plan be amended to reallocate \$113,000.00 to reflect additional funding to the Canoe Beach Drive Sanitary upgrade project funded as follows:

Current 2023 budget as proposed	\$292,510
Clares Cove Lift Station (genset and kiosk) – Est. balance - \$200,000	\$113,000
<b>Total</b>	<b>\$405,510</b>

Staff recommend that Council approve the award of 8 Avenue NE Watermain upgrade and Canoe Beach Drive Sanitary upgrade projects to Mounce Construction Ltd., in accordance with the terms and conditions of the tender in the amount of \$692,810.49 plus taxes as applicable

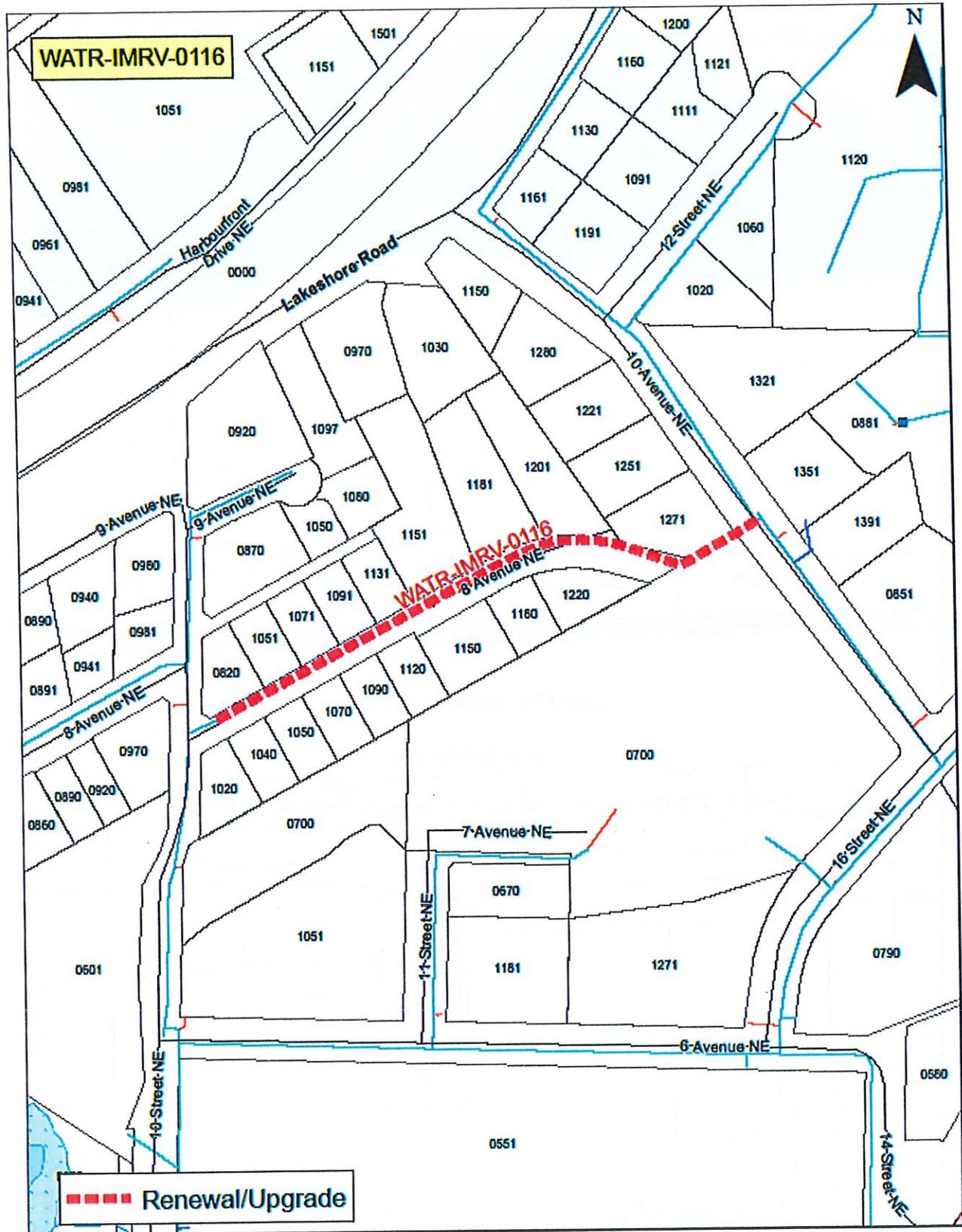
Respectfully submitted,



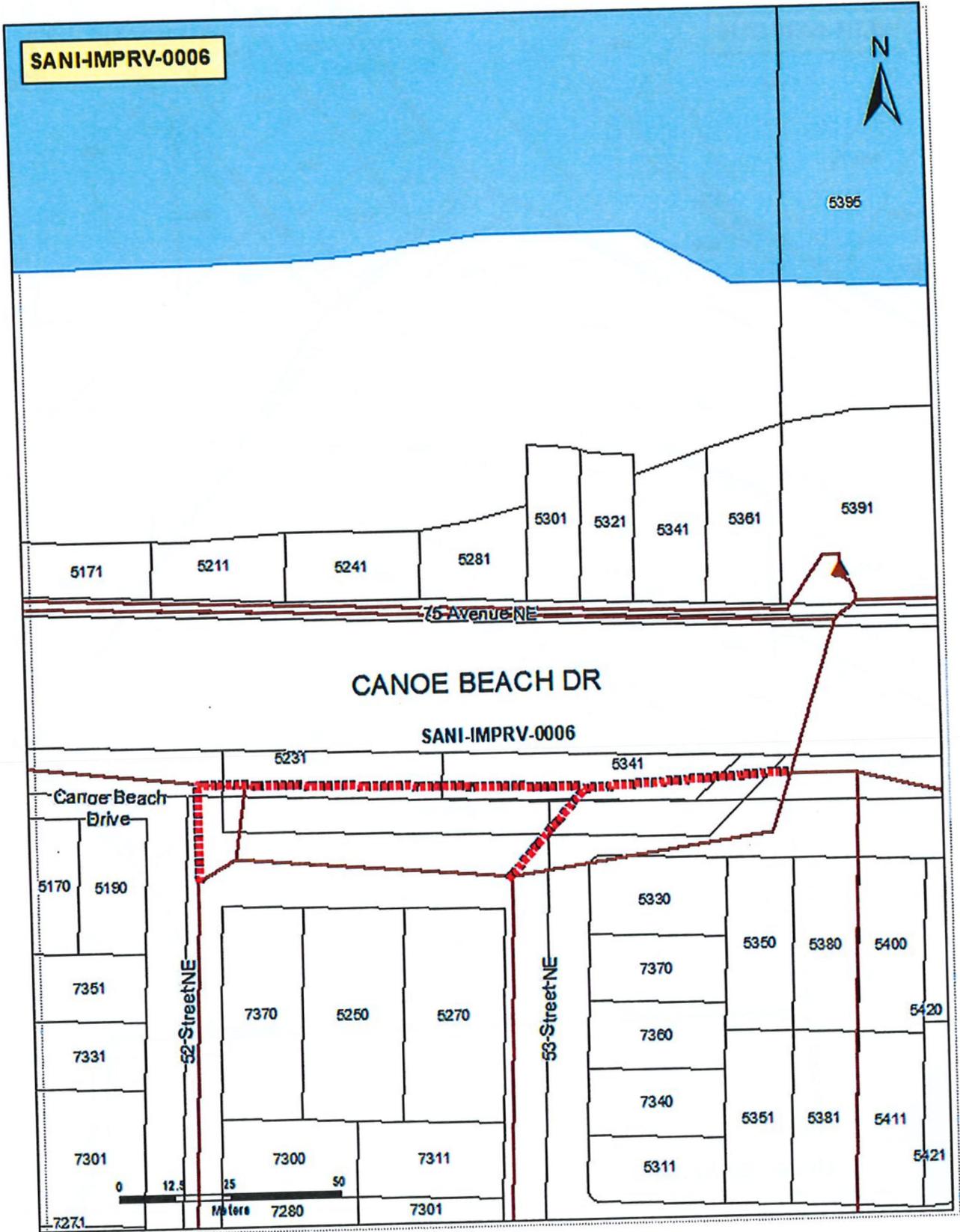
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Robert Niewenhuizen, AScT  
Director of Engineering and Public Works

Appendix A - 8 AVENUE NE WATERMAIN UPGRADE



Appendix B - Canoe Beach Drive Sanitary upgrade



Item 9.5

## CITY OF SALMON ARM

Date: May 8, 2023

Moved: Councillor

Seconded: Councillor

THAT: the Contract for 2023 CWPP Fuel Management Prescription Development and Treatment be awarded to Forsite Consultants Ltd. for \$141,500.00, plus applicable taxes.

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Harrison
- Cannon
- Flynn
- Gonella
- Lavery
- Lindgren
- Wallace Richmond

**CITY OF**  
**SALMON ARM**

---

TO: His Worship Mayor Harrison and Members of Council

FROM: Erin Jackson, Chief Administrative Officer

DATE: April 26, 2023

SUBJECT: **2023 CWPP FUEL MANAGEMENT PRESCRIPTION DEVELOPMENT AND TREATMENT AWARD**

---

**STAFF RECOMMENDATION**

**THAT:** the contract for 2023 CWPP Fuel Management Prescription Development and Treatment be awarded to Forsite Consultants Ltd. for \$141,500.00, plus applicable taxes.

---

**BACKGROUND**

The City was notified on March 21, 2023 that the 2023 FireSmart Community Funding & Supports grant application was successful.

A Request for Proposals (RFP) was issued on April 5, 2023 and closed April 20, 2023. The City received four (4) compliant submissions, with results as follows:

Company	Total Price (Excluding GST)
<b>Forsite Consultants Ltd.</b>	<b>\$ 141,500.00</b>
B.A. Blackwell & Associates Ltd.	\$ 141,751.00*
Cabin Resource Management Ltd.	\$ 226,045.35
Forteck Enviro Inc.	\$ 237,231.00

\* Not included in this price is the additional cost of \$8,680.00 for implementation support and ongoing supervision tasks.

The RFP submissions were thoroughly reviewed and evaluated by staff. Forsite Consulting Ltd. was identified as the preferred proponent due to price, experience and schedule. The contractor's preliminary schedule includes a March 2023 startup and completion in early 2024, thereby allowing the City to reapply for CRI funding for 2025.

Project Phase	Proposed Timelines
1. Project Initiation/ Administration	Project Initiation: Upon project award
2. Field Assessment and Preliminary Prescription Development	Field Assessment: May - June 2023 Preliminary Prescription: Upon project award - July 2023
3. Public and First Nation Engagement and Info Sharing	Immediately upon project award and throughout contract period as required
4. Draft Prescriptions	August 2023
5. BCWS and MOF Review/Edits, Finalize Prescriptions	Sept 1 - 20 September 2023
6. Tender Fuel Treatment	September 2023
7. Fuel Treatment	October 2023 - March 2024
8. CRI final reporting, maps/spatial data deliverables.	March 2024

### SCOPE OF WORK

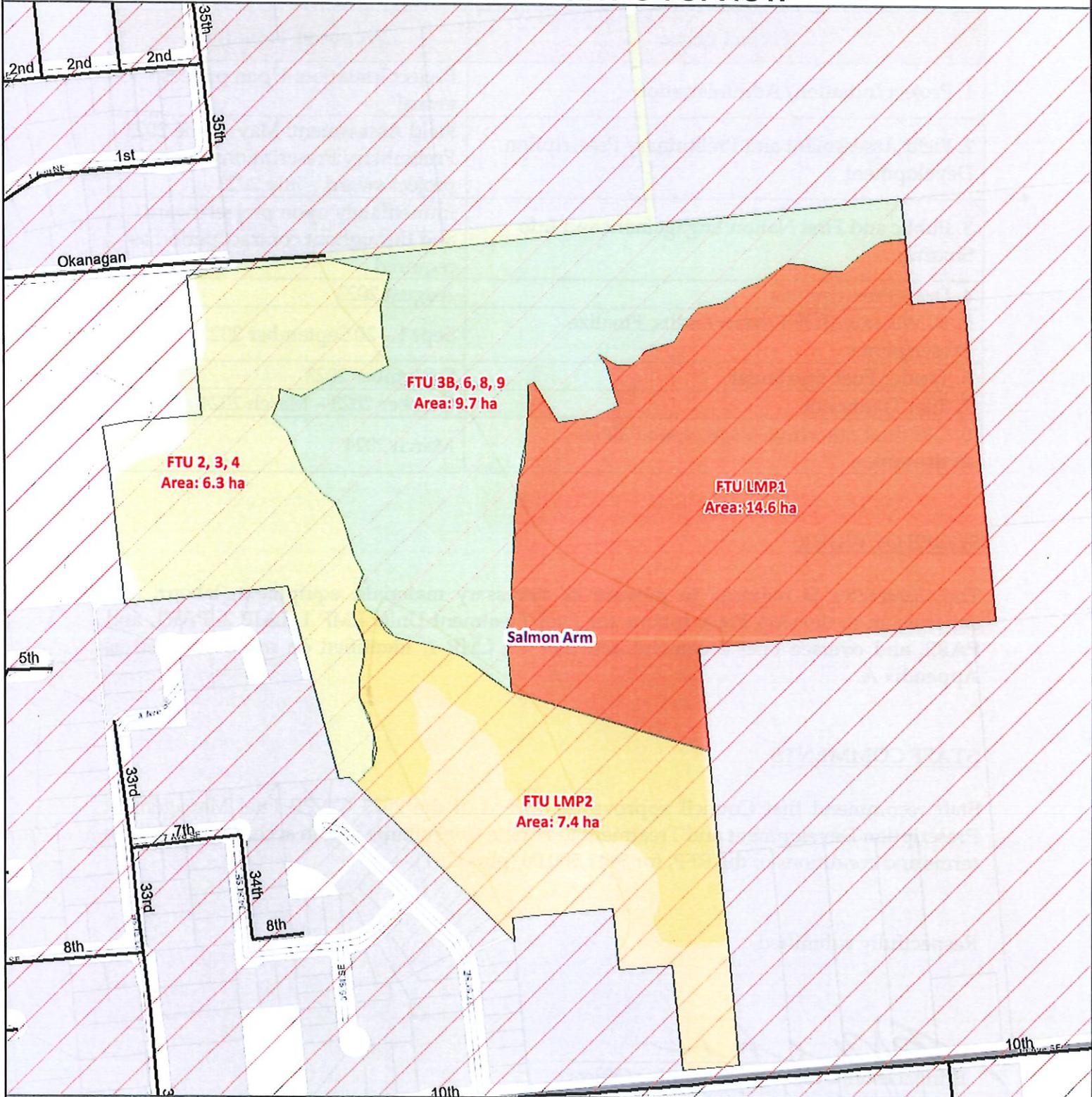
The Contractor is required to provide all necessary materials, equipment, labour, and supervision to develop Prescriptions for Fuel Treatment Units LMP 1, LMP 2, PAR1, and PAR2, and oversee Fuel Treatment activities on LMP 1, identified on maps attached as Appendix A.

### STAFF COMMENTS

Staff recommend that Council approve the award of the 2023 CWPP Fuel Management Prescription Development and Treatment to Forsite Consultants Ltd. in accordance with the terms and conditions of the RFP, for \$141,500.00 (plus GST).

Respectfully submitted,

  
Erin Jackson, Chief Administrative Officer



**CITY OF**  
**SALMON ARM**

Date: Thursday, September 22, 2022

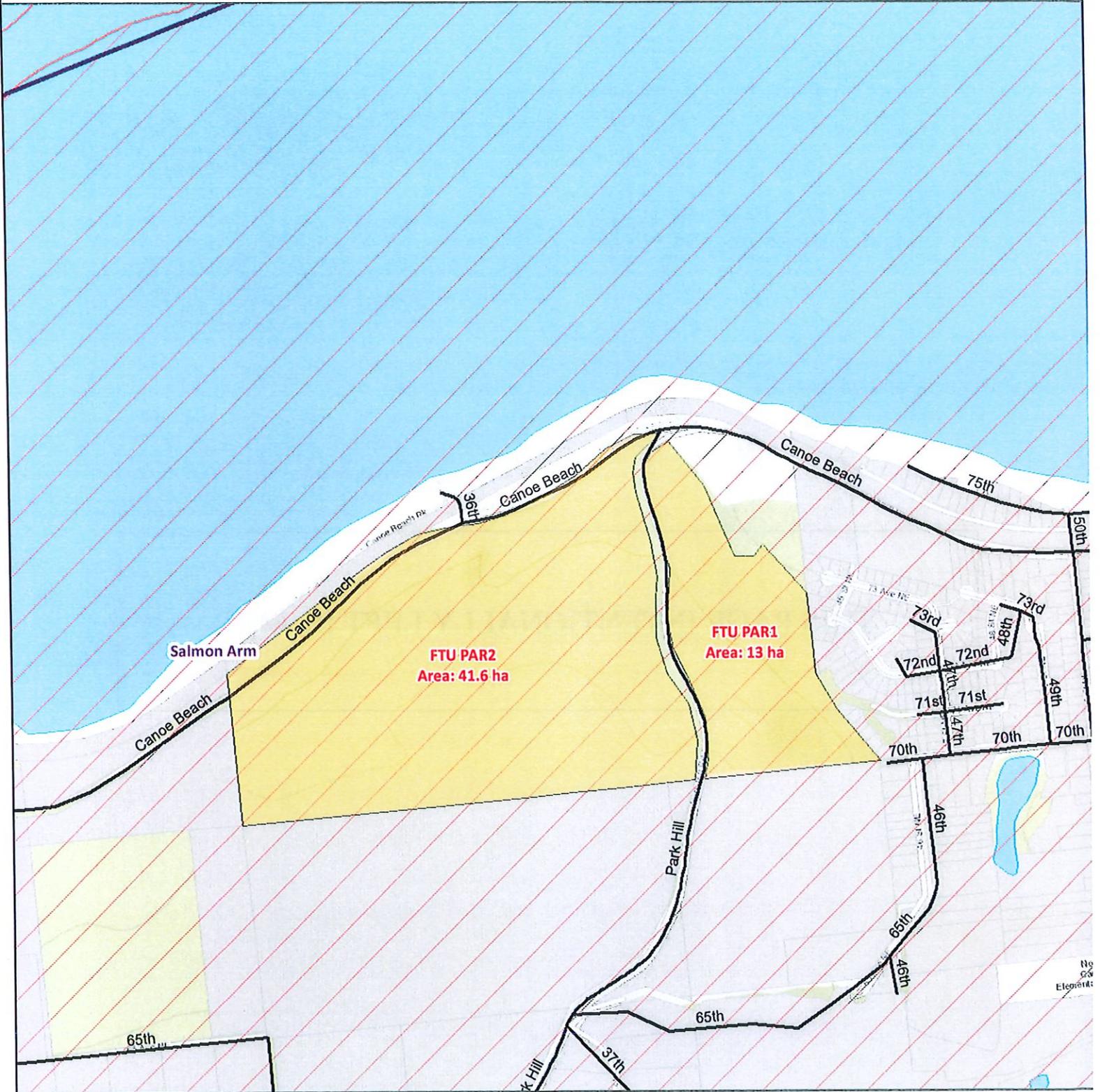
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0 50 100 200 300 Meters

### Legend

- |                                 |                                     |
|---------------------------------|-------------------------------------|
| Prescriptions + Treatments 2023 | RESULTS Fuel Treatments (WRR)       |
| Prescriptions 2023              | CRI FCFS Eligible WUI - 1 km buffer |
| Treated 2021                    | Private Land (PMBC)                 |
| Treated 2020                    | Roads                               |
| Salmon Arm Municipal Boundary   | Lakes & Rivers                      |
| Indian Reserves                 |                                     |

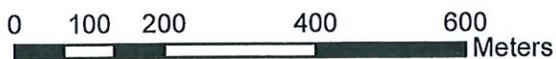
# City of Salmon Arm - 2023 CRI Application Park Hill Overview



**CITY OF**  
**SALMON ARM**

Date: Thursday, September 22, 2022

1:10,000



### Legend

- Prescriptions + Treatments 2023
- Prescriptions 2023
- Treated 2021
- Treated 2020
- Salmon Arm Municipal Boundary
- Indian Reserves
- RESULTS Fuel Treatments (WRR)
- CRI FCFS Eligible WUI - 1 km buffer
- Private Land (PMBC)
- Roads
- Lakes & Rivers

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Item 9.6

**CITY OF SALMON ARM**

Date: May 8, 2023

Moved: Councillor

Seconded: Councillor

THAT: Council approve Policy No. 3.21 Priority Planning and Development Review.

**Vote Record**

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

- Harrison
- Cannon
- Flynn
- Gonella
- Lavery
- Lindgren
- Wallace Richmond



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To: His Worship Mayor Harrison and Council  
Date: May 2, 2023  
Subject: Priority Planning and Development Review Policy

---

MOTION FOR CONSIDERATION:

THAT: Council approve the Priority Planning and Development Review Policy

---

BACKGROUND:

As part of the ongoing community concerns with the housing affordability situation and the lack of rental accommodation, staff are considering a number of options to facilitate and encourage the construction of new affordable and rental housing.

The Province, through the Development Approvals Process Review (DAPR) program and recent announcements regarding the ongoing supply of housing, and the introduction of the Housing Supply Act in Fall 2023, is also encouraging local governments to consider available options to assist with the construction of new housing.

The City's Housing Needs Report (2020) identifies affordable housing and rental housing as key areas of housing needs.

The City's Community Housing Strategy (2020) – Strategy Area #2 (*Facilitate the development of a broader range of purpose built rental housing options.....*), Action 2.1, Task 2.1.1, specifically calls out for this approach:

“Fast track or prioritize in the development process...”

As an initial and early response to these housing related concerns, staff have drafted a Priority Planning and Development Review Policy, intended to fast-track or prioritize development applications deemed a priority by Council, and in this case it is suggested to prioritize Purpose-built Rental Housing and Affordable Housing. Definitions of both terms are included in the Policy. The essence of the Policy is that the priority applications “skip the queue” and get immediate attention from staff above others, and work on a quick timeline towards approval.

Priority applications are those that propose:

- Purpose-built Rental Housing applications where no less than 50% of the proposed new dwelling units are Purpose-built Rental Housing units, and the number of proposed Purpose-built Rental Housing units is not less than 10.
- Affordable Housing applications where no less than 25% of the proposed new dwelling units are Affordable Housing units, and the number of proposed Affordable Housing units is not less than 5.

The timelines associated with being a priority application are:

- Assigned a file manager within 2 business days;
- Respond to questions from the applicant within 2 business days;
- Referrals sent within 5 business days;
- Internal referral responses provided within 10 business days;
- External referral responses pursued after 15 days;
- Will be given priority for scheduling on Committee and Council agendas;
- Shall be presented to Council or Committee within 60 days;
- Multiple applications will be reviewed concurrently.

The proposed Policy provides clarity to staff about expectations for service when dealing with priority applications, and will provide rationale and justification for staff to perform work on these applications before work is done on other (non-priority) applications.

The proposed Policy may result in small delays to timelines related to other applications, but should not be significant unless the City receives a large number of applications that qualify for priority status. It is unlikely that the City will have to process large numbers of applications for affordable housing.

This proposed Policy would be the first of a number of incentive options that can be considered in the future, and is not intended as the sole policy initiative to address housing concerns.



Gary Buxton

Director of Planning & Community Services

**TOPIC:** Priority Planning and Development Review

**REASON:** To expedite the review of planning, development and building applications that are deemed a priority by Council.

**POLICY:**

**Application:**

This Policy applies to all relevant applications that are deemed a priority, that are submitted to either the Planning Department, Building Department and/or the Engineering Department.

The Director of Planning and Community Services shall be accountable for monitoring and supervision of this Policy. Planning, Building and Engineering staff are accountable to provide best efforts to meet the prescribed timelines.

Priority processing effectiveness will also depend partially on the applicant's ability to provide adequate information at every step of the application review process in a timely manner. The timelines indicated in the Policy are attached to the submission of a complete application, and to the relevant department's staffing complement being filled.

1. Applications deemed to be a priority shall be those applications that consist of:
  - a) Purpose-built Rental Housing applications where no less than 50% of the proposed new dwelling units are Purpose-built Rental Housing units, and the number of proposed Purpose-built Rental Housing units is not less than 10.
  - b) Affordable Housing applications where no less than 25% of the proposed new dwelling units are Affordable Housing units, and the number of proposed Affordable Housing units is not less than 5.
2. All priority applications will be assigned a file manager within 2 business days of the receipt of an application.
3. A file manager shall respond to questions from the applicant within 2 business days.
4. Any required internal or external referrals related to a priority application will be sent no more than 5 business days of the receipt of an application.
5. Internal referral responses to priority applications shall be provided within 10 business days.
6. External referral responses will be pursued from the referral agency after 15 days following the referral.
7. Priority applications will be given priority for scheduling on Committee and Council agendas.
8. Priority applications shall be presented to Council or Committee with a target of 60 days from the receipt of the application, or a decision rendered within 60 days when those decisions are delegated to staff.
9. When multiple applications are required by the same project, these applications will be reviewed concurrently.

END.

Priority Planning and Development Review – Policy No. 3.21  
Page 2

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**Definitions:**

**“Affordable Housing”** means a residential development comprised of Dwelling Units that are owned and or operated by a non-profit organization and subject to a Housing Agreement pursuant to the Local Government Act, or owned and / or operated pursuant to an operating agreement with B.C. Housing or the Provincial Rental Housing Corporation, and which are available at rental rates or purchase prices that do not exceed 30% of the income of households which have an income that is less than 80% of the area median household income for the community..

**“Housing Agreement”** means an agreement with respect to the provision of housing units pursuant to the Local Government Act.

**“Purpose-built Rental Housing”** means a development with four (4) or more Dwelling Units that are designed and built and intended for long term residential rental housing, that is subject to a Housing Agreement pursuant to the Local Government Act to ensure continued rental tenancies, or is subject to zoning that limits the form of tenure to residential rental tenure, and does not include stratified buildings, except those stratified buildings that are subject to operating agreements with B.C. Housing or the Provincial Rental Housing Corporation;

Prepared by: Director of Planning & Community Services	Date: April 19, 2023
Amended:	Date:
Nature of Amendment:	
Approved by:	Date:
Approved by:	Date:

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Item 9.7

**CITY OF SALMON ARM**

Date: May 8, 2023

Moved: Councillor

Seconded: Councillor

THAT: Council accept the draft outline for the OCP review presented by Planning Department Staff on May 8, 2023 and attached to the Staff Report dated May 2, 2023;

AND THAT: Council direct the preparation of a Detailed OCP Review Process Plan for Council's consideration.

**Vote Record**

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

- Harrison
- Cannon
- Flynn
- Gonella
- Lavery
- Lindgren
- Wallace Richmond




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To: His Worship Mayor Harrison and Council  
 Date: May 2, 2023  
 Subject: Official Community Plan Bylaw No. 4000 Review

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**MOTION FOR CONSIDERATION:**

THAT: Council accept the draft outline for the OCP review presented by Planning Department staff on May 8, 2023; and

AND THAT: Council direct the preparation of a Detailed OCP Review Process Plan for Council's consideration.

---

**BACKGROUND:**

The City's Official Community Plan (OCP) (Bylaw No. 4000) was adopted by Council on November 14, 2011, and is now approaching 12 years old. As the City's overall document to manage change in the community, and to guide the future growth and future decision making, it is essential that the plan remains current and relevant to the conditions and circumstances in which it is used. Given the level of growth and change in the community over the last dozen years, it is therefore an appropriate time to consider a review of the OCP, and the City's Corporate and Strategic Plan (2022) recognized this and directed that a review be undertaken as a short term priority (2022-2024).

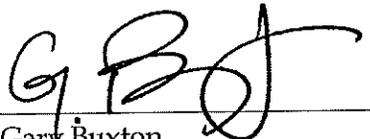
Staff have created an initial outline (Appendix 1) of a process to guide the review of the OCP, and are seeking feedback on the proposal prior to developing a detailed project plan to guide the review. If Council is satisfied that the outline is acceptable, staff will develop a detailed project plan or charter that will provide more details. Some of the highlights include:

- Drafting of policy contained in the OCP be undertaken by City staff;
- The public engagement process be designed and implemented through contracted services;
- A temporary (contract) position in the Planning Department to create staff capacity to allow policy crafting to not impact current service levels;
- Creation of a public task force / working group / steering committee would be created;
- This group would evaluate the effectiveness of the engagement process and to determine if outputs (draft policy) is connected to inputs (public comments);
  - Some group members would be selected from representative groups / sectors;
  - Some group members would represent the community at large;
  - This group is not formulated as a "content creation" group, but to determine if any policy connects with the public input provided.

- The engagement consultant would be selected through the RFP process;
- Public engagement would provide a wide variety of methods to reach a broad cross section of the community;
- Engagement would have a “meet with people where they are at” approach;
- Engagement would focus on groups that are often difficult to reach;
- Staff would be tasked with engagement with critical stakeholders and partners, including:
  - First Nations
  - Columbia Shuswap Regional District (CSRD)
  - School District 83
  - Agricultural Land Commission (ALC)

A draft timeline has also been proposed, indicating that the process is likely a 2 year process, provided that major unanticipated issues do not emerge. The timeline also proposes an opportunity both for Council and the community to “weigh in” on the current OCP, and ask about views on the current document, and if there are topics or areas of interest that require more attention than others.

Considerable time and resources are required to prepare a detailed project plan for the OCP review, and so staff is looking to obtain Council feedback prior to a plan being developed.



Gary Buxton

Director of Planning & Community Services

## City of Salmon Arm OCP Bylaw No. 4000 Review (2023-2024)

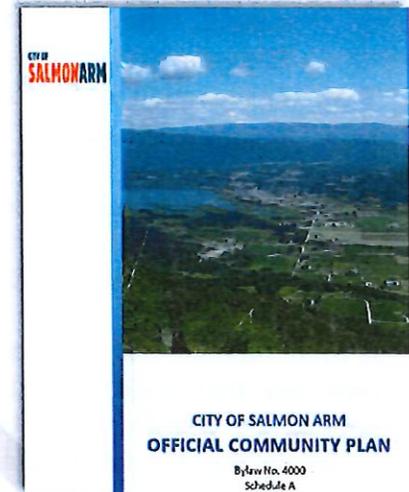


**Objective:** To undertake a comprehensive review and rewrite of the City's primary guiding document for land use and community change management.

**When:** Q2 2023 through Q4 2024

**Budget:** \$200,000 (2023)  
TBD (2024)

**Work Outline:** That the drafting of policy contained in the OCP be undertaken by City staff (from various departments) coordinated by the Planning Department, and that the public engagement process is in large part is designed and implemented through the use of contracted services. A temporary (contract) position in the Planning Department would be utilized to create staff capacity to allow policy crafting to not impact current service levels, and to allow for concurrent policy initiatives to continue.



A public task force / working group / steering committee would act as intermediary between Planning Department staff and the engagement consultants, to both continuously evaluate the effectiveness of the engagement process and to determine if outputs (draft policy) is connected to inputs (public comments).

**Accountability:** Council retains ultimate decision making authority with respect to the final bylaw.

Staff are accountable for managing the contracted engagement consultant, undertaking engagement with partners, and for the preparation of a draft bylaw for Council consideration.

The public task force / working group / steering committee would be responsible for reviewing engagement effectiveness, sharing draft plan content with their respective constituencies, and for review of draft policy statements to determine that it appropriately reflects public engagement.

The engagement consultant is responsible for designing and implementing an effective public engagement process.

**Public Engagement:** A consultant would be engaged as part of a City issued RFP process. Three elements of work would be required in the RFP:

- i) Design and implementation of the public engagement process;
- ii) Preparation of all associated mapping;
- iii) Final document preparation and graphic design.

The direction provided through the RFP would be to provide a wide variety of engagement methods to reach a broad cross section of the community, using a "meeting with people where they are at" approach, and to clearly articulate back to the community what was "heard." Direction would also be provided to focus on groups that are often difficult to reach, including youth, vulnerable and equity seeking groups.

Staff would undertake early and sustained engagement with critical project partners including:

Adams Lake Indian Band  
 Neskonlith Indian Band  
 Little Shuswap Indian Band  
 Columbia Shuswap Regional District (CSRD)  
 School District 83  
 Agricultural Land Commission (ALC)

**Task force / working group / steering committee:** This group would be appointed by Council based on a terms of reference to be defined. Members would be selected from representative groups / sectors (TBD) from across the community, as well as members that would represent the community at large (with no particular constituency). It is important that this group is not formulated as a “content creation” group directing the preparation of draft policy (which could significantly limit the range of public input), but rather to review the engagement process for effectiveness, connect the draft policy work to their respective constituencies, to encourage those constituents to engage in the input process, and to review draft policy to determine if it adequately connects with the public input provided.

#### Draft Process Outline:

	Action:	Objective:	Who:	Timeline:
1	Council Scope Evaluation Workshop	Determine Council areas of particular focus and concern.	Council	Q2 2023
2	Public Scope Evaluation Survey	Determine community areas of particular focus and concern.	Staff	Q2-Q3 2023
3	Task Force Terms of Reference	Determine scope of task force accountability and group makeup.	Council & Staff	Q2 2023
4	Prepare Engagement Services RFP	Determine scope and intent of proposed engagement.	Council & Staff	Q2 2023
5	Issue / Review Engagement Services RFP	Source an appropriate consultant.	Sub Committee	Q3 2023
6	Appoint Task Force	Resource the Task Force.	Council	Q3 2023
7	Determine data needs	Review and determine data needs and gaps.	Staff	Q3 2023
8	Commence Partner Engagement Process	Determine partner areas of particular focus and concern.	Staff	Q3-Q4 2023
9	Undertake Public Engagement	Multi option and multi stage process to gather public feedback.	Staff & Consultant	Q4 2023 – Q4 2024
10	Draft Policy Preparation	Develop initial policy suggestions for public review	Staff	Q3-Q4 2024
11	Draft Bylaw Preparation	Provide first draft of new OCP to Council	Staff	End Q4 2024
12	Formal Public Review	Hold statutory public hearing(s).	Council & Staff	Q1 2025
13	Approval of Bylaw	Close of review process. Project complete.	Council	Q2 2025

\*Note: Timeline is very preliminary at present.

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Item 10.1

**CITY OF SALMON ARM**

Date: May 8, 2023

Moved: Councillor

Seconded: Councillor

THAT: the Bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4587 be read a first, second and third time.

[Building Permit Review and Inspection Fees]

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Harrison
- Cannon
- Flynn
- Gonella
- Lavery
- Lindgren
- Wallace Richmond

TO: His Worship Mayor Harrison and Council

DATE: May 2, 2023

SUBJECT: Amendment to Fee for Service Bylaw No. 2498 (Building Permit Review and Inspection Fees)

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**RECOMMENDATION:**

**THAT: Fee for Service Bylaw No. 2498 be amended as follows:**

**Sentence 1.11.1 a) of Appendix 4 in Schedule B be replaced with:**

<b>a)</b>	<b>Non-refundable building permit application fee which will be applied to the building permit fee for the first \$15,000.00 or fraction thereof</b>	<b>\$200.00</b>
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**Sentence 1.11.1 b) of Appendix 4 in Schedule B be deleted and the remaining sentences be lettered accordingly.**

**A new section is added as 1.11.1 iii) as follows:**

**The permit fee for priority applications pursuant to the Priority Planning and Development Review Policy that provide Purpose-built Rental Housing is reduced by 50%.**

**A new section is added as 1.11.1 iv) as follows:**

**The permit fee for priority applications pursuant to the Priority Planning and Development Review Policy that provide Affordable Housing is waived in its' entirety.**

**Sentence 1.11.2 l) of Appendix 4 in Schedule B be replaced with:**

<b>l)</b>	<b>Renewal of a lapsed permit</b>	<b>\$200.00</b>
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**Sentence 1.11.2 r) be added to Appendix 4 in Schedule B as follows:**

<b>r)</b>	<b>Design modification (after the applicant has been notified that the initial plan review has been completed)</b>	<b>25% of the fee assessed under 1.11.1 b) and 1.11.1 c)</b>
-----------	--	--

Sentence 1.11.6 of Appendix 4 in Schedule B be deleted and the remaining P73 sentences be lettered accordingly.

Sentence 1.11.7 i) of Appendix 4 in Schedule B be replaced with:

i)	For an addition, alteration or renovation to a Single Family Dwelling or Duplex	\$1,000 OR the execution of an Owner's Acknowledgement of Responsibility Agreement
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Sentence 1.11.7 ii) of Appendix 4 in Schedule B be replaced with:

ii)	For a new Single Family Dwelling or Duplex	\$1,000 OR the execution of an Owner's Acknowledgement of Responsibility Agreement
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## **PROPOSAL:**

Fee for Service Bylaw 2498 regulates the fees the City collects for services rendered. Appendix 4 in Schedule B of the Bylaw regulates the fees collected for building permit review and inspection services. Appendix 4 was last amended in 2006 and has worked well since that time.

The intended purpose of these amendments are to:

1. provide an improved cost recovery mechanism for lower budget projects;
2. increase the non-refundable portion of a building permit application fee;
3. institute a fee for a subsequent plan review when plans are modified by the client after the initial review has been completed;
4. provide for a reduction in building permit fees for applications for purpose-built rental and affordable housing (as an incentive); and
5. provide for the elimination of security amounts for single detached and duplex dwellings.

The current fee structure is a charge of \$60.00 for the first \$1,000.00 of construction value and an additional \$8.00 per thousand of subsequent value. The proposal is to charge \$200.00 for the first \$15,000.00 of construction value and \$8.00 per thousand of subsequent value.

The purpose of the proposed amendment is not to raise the cost of permits across the board. The following illustration demonstrates that the building permit fee for a project valued at \$500,000.00 does not significantly increase with the proposed amendment.

<u>Current fee for \$500K project</u>		<u>Proposed fee for \$500K project</u>	
First thousand of value	\$60.00	First \$15K of value	\$200.00
Next \$499K @ \$8/\$1000	<u>\$3992.00</u>	Next \$485K @ \$8/\$1000	<u>\$3880.00</u>
Permit fee total	\$4052.00	Permit fee total	\$4080.00

When a building permit application is received, it is processed through the receiving clerk, then reviewed in succession by the Planning Department (for Zoning Bylaw compliance), the Engineering Department (for Subdivision and Development Servicing Bylaw compliance) and finally the Building Department (for BC Building Code and Building Bylaw compliance). This process is the same regardless of the value of the permit. Using a small project with a value of construction of \$5,000.00 as an example, our current fee structure garners \$92.00 in permit fees upon permit issuance. Furthermore, once the permit is issued the building officials typically complete 2 or 3 inspections in order to close the file, which is also covered by the \$92.00 fee. The proposed fee structure would increase the building permit application fee to \$200.00, and would be the total permit fee for projects up to \$15,000.00 in value. This upfront fee may still not fully cover the cost of staff time in the application process but is consistent with what is being charged by neighboring communities as is outlined in the comparison chart below. Staff recommend keeping this initial fee at an affordable rate to encourage the public to make applications.

Comparison permit fee	for \$5K project	for \$10K project	for \$15K project
Kelowna	\$175.00	\$175.00	\$223.00
Kamloops	\$150.00	\$250.00	\$350.00
Vernon	\$200.00	\$250.00	\$300.00
Salmon Arm(current)	\$92.00	\$132.00	\$172.00
Salmon Arm(proposed)	\$200.00	\$200.00	\$200.00

With regard to the non-refundable application fee, the City currently collects a \$51.00 non-refundable fee with every building permit application. If for whatever reason the client withdraws the application, the City receives only the \$51.00 fee for all staffs involvement. By making the full \$200.00 application fee non-refundable the City is better compensated for expended staff time if a permit application is withdrawn or expires. (The City does not experience a significant number of withdrawn applications.)

The fee for building permit renewals (1.11.2 l) is also proposed to be amended to be consistent with the new fees established.

With regard to the bylaw amendment to add a design modification fee (new subsection (r)), staff are experiencing an increase in situations where the plans submitted for building permit are significantly altered by the client after the plan review process has been completed. This results in wasted staff time as the revised plans also need to be fully reviewed again to verify Code and bylaw compliance. The proposed fee of 25% of the permit fee is intended to help cover the cost of staff time in this regard, when duplicate reviews need to take place, and to discourage applicants from making an initial application and then changing their designs once the City's review is completed.

Staff is recommending these increases in the fees for building permits to better compensate for the actual time spent by staff in the permit review process. P75

Staff is also recommending that the building permit fees for purpose-built rental housing and affordable housing be reduced by 50% and eliminated (respectively). There is a demonstrated demand and need for both rental and affordable housing in the community. The Housing Needs Assessment from 2020 (already dated 2016 information) indicated that renter household median incomes were 53% of the incomes of owner households, and that 46% of renter households (745 households) were falling below affordability standards. Since 2016, both sales values and rents have increased substantially and have outpaced growth in median incomes, indicating that rental availability and affordability have likely both significantly worsened. Reducing building permit fees for rental housing and eliminating fees for affordable housing represents part of a suite of options to provide incentives for the production of both rental and affordable housing.

Both options will have a reduction in the potential revenue taken in by the Building Department. Estimating the possible impact is very difficult. Currently the Building Department is reviewing a permit for a 49 unit apartment building, with a potential building permit fee of around \$70,000 (or reduced to \$35,000 under the proposed changes). The estimated revenue for the Building Department in 2023 is \$395,000, so the one permit represents 9% of the annual revenue target. If a number of large rental apartment buildings were submitted in one year, it could substantially impact annual revenue flows.

The number and frequency of non-market or affordable housing applications while potentially significant in terms of single applications, is unlikely to have a year over year impact as these projects do not occur frequently.

Staff are recommending the deletion of sentence 11.1.6 (Type C Permits) as these fees apply to "compassionate use" permits (e.g. secondary dwellings on parcels in the ALR), since these permits are no longer used or issued.

Finally, staff is proposing changes to the collection of security for permits for small renovations, single family and duplex dwellings. Currently the City collects either \$300 or \$1,000 amounts of security for these smaller permits, for the purposes of repairing damage to City infrastructure during construction, and requiring the tracking of these numerous individual amounts over time. The current amount in the reserve account for these securities is over \$230,000. The City has only used these securities on a handful of occasions since they started being collected decades ago, so there are dozens of accounts receivable and payable transactions that are created annually for security amounts that are almost never used. Staff recommend moving to requiring the applicants for these smaller permits to execute an Owner's Acknowledgement of Responsibility agreement in lieu of providing the security. This agreement confirms that there is no damage to City infrastructure prior to the commencement of construction, and that the owner is responsible to repair any damage, and that if damage is not repaired, the City can effect the repairs and attach the costs to the tax roll if they remain unpaid. As noted, the instances in which damage is created are very rare. This proposal will remove the need for multiple A/P and A/R transactions in the Finance Department annually, and the ongoing tracking of how the reserve account is funded.

P76 Respectfully submitted,



---

Maurice Roy RBO CRBO  
Manager of Permits and Licensing



---

Gary Buxton  
Director of Planning & Community  
Services

MR:mr

**CITY OF SALMON ARM**

**BYLAW NO. 4587**

A bylaw to amend "District of Salmon Arm Fee for Service Bylaw No. 2498"

WHEREAS, it is deemed desirable and expedient to alter the fees imposed by "District of Salmon Arm Fee for Service Bylaw No. 2498";

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

1. Schedule "B" -

a) Sentence 1.11.1 a) of Appendix 4 in Schedule B:

a)	Non-refundable building permit application fee which will be applied to the building permit fee for the first \$15,000.00 or fraction thereof	\$51.00
----	---	---------

be replaced with:

a)	Non-refundable building permit application fee which will be applied to the building permit fee for the first \$15,000.00 or fraction thereof	\$200.00
----	---	----------

b) Sentence 1.11.1 b) of Appendix 4 in Schedule B be deleted and the remaining sentences be lettered accordingly.

c) A new section is added as 1.11.1 iii) as follows:

The permit fee for priority applications pursuant to the Priority Planning and Development Review Policy that provide Purpose-built Rental Housing is reduced by 50%.

d) A new section is added as 1.11.1 iv) as follows:

The permit fee for priority applications pursuant to the Priority Planning and Development Review Policy that provide Affordable Housing is waived in its entirety.

e) Sentence 1.11.2 l) of Appendix 4 in Schedule B:

l)	Renewal of a lapsed permit	\$51.00
----	----------------------------	---------

be replaced with:

l)	Renewal of a lapsed permit	\$200.00
----	----------------------------	----------

f) Sentence 1.11.2 r) be added to Appendix 4 in Schedule B as follows:

r)	Design modification (after the applicant has been notified that the initial plan review has been completed)	25% of the fee assessed under 1.11.1 b) and 1.11.1 c)
----	---	---

g) Sentence 1.11.6 of Appendix 4 in Schedule B:

Type "C" Permits

a)	Application Fee	\$300
----	-----------------	-------

be deleted and the remaining sentences be lettered accordingly.

h) Sentence 1.11.7 i) of Appendix 4 in Schedule B:

i)	For an addition, alteration or renovation to a Single Family Dwelling or Duplex	\$1,000
----	---	---------

be replaced with:

i)	For an addition, alteration or renovation to a Single Family Dwelling or Duplex	\$1,000 OR the execution of an Owner's Acknowledgement of Responsibility Agreement
----	---	--

i) Sentence 1.11.7 ii) of Appendix 4 in Schedule B:

ii)	For a new Single Family Dwelling or Duplex	\$1,000
-----	--	---------

be replaced with:

ii)	For a new Single Family Dwelling or Duplex	\$1,000 OR the execution of an Owner's Acknowledgement of Responsibility Agreement
-----	--	--

SEVERABILITY

2. If any portion of this Bylaw is held invalid by a Court of competent jurisdiction, then that invalid portion shall be severed and the remainder of this Bylaw shall be deemed to have been adopted without the severed portion.

ENACTMENTS

3. Any enactments 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.

EFFECTIVE DATE

- 4. This Bylaw shall come into full force and effect upon adoption of same.

CITATION

- 5. This Bylaw may be cited as the "City of Salmon Arm Fee for Service Amendment Bylaw No. 4587"

READ A FIRST TIME THIS	DAY OF	MAY	2023
READ A SECOND TIME THIS	DAY OF	MAY	2023
READ A THIRD TIME THIS	DAY OF	MAY	2023
ADOPTED BY THE COUNCIL	DAY OF		2023

---

MAYOR

---

CORPORATE OFFICER

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## INFORMATIONAL CORRESPONDENCE - May 8, 2023

- |     |   |   |
|-----|---|---|
| 1.  | Building Department - Building Statistics - April 2023  | N |
| 2.  | Building Department - Building Permits - Yearly Statistics  | N |
| 3.  | P. Wood - Email dated April 20, 2023 - Downtown Businesses Are Suffering  | R |
| 4.  | C. Merrell, President, Board of Directors, Fifth Avenue Seniors Activity Centre - Copy of letter dated April 17, 2023 to BC Transit - Request for Bus Stop at 170 - 5 <sup>th</sup> Avenue SE                       | N |
| 5.  | T. Timoffee, Early Years Family Navigator and Outdoor Play Facilitator, Shuswap Children's Association - letter dated April 27, 2023 - Art in the Park - Request use of William Baker Park, June 7, 14 and 21, 2023 | A |
| 6.  | J. Broadwell, Manager, Downtown Salmon Arm - letter dated March 23, 2023 - Request to close Hudson Street on June 27, 2023 for Multicultural Day Celebration  | A |
| 7.  | D. Schultz, President, Salmon Arm Curling Club - letter dated May 3, 2023 - Letter of Support - BC Community Gaming Grant   | A |
| 8.  | Interior Health - Public Service Announcement, April 26, 2023 - Vaccines Help Protect Us  | N |
| 9.  | Shuswap Watershed Council - media release dated May 3, 2023 - Prevent aquatic invasive species with these steps: Clean-Drain-Dry and stop for watercraft inspection   | N |
| 10. | Honourable Anne Kang, Ministry of Municipal Affairs - letter dated May 3, 2023  | N |
| 11. | Honourable Selina Robinson, Minister of Post-Secondary Education and Future Skills - letter dated May 2, 2023 - StrongerBC: Future Ready Action Plan  | N |
| 12. | C. Peters - Email dated April 24, 2023 - Update on Child Sex Trafficking in BC and How to Stop It and Be Amazing Brochure   | N |

N = No Action Required  
A = Action Requested

S = Staff has Responded  
R = Response Required

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Item 14.1

**CITY OF SALMON ARM**

Date: May 8, 2023

Staff Sergeant West, Salmon Arm RCMP Detachment  
Quarterly Policing Report – January to March, 2023

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Harrison
- Cannon
- Flynn
- Gonella
- Lavery
- Lindgren
- Wallace Richmond



Royal Canadian  
Mounted Police

Gendarmerie royale  
du Canada

Security Classification/Designation  
Classification/désignation sécuritaire

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

Your File - Votre référence

Our File - Notre référence

195-7

Mayor and Council, City of Salmon Arm

Date

April 20, 2023

RE: Salmon Arm RCMP Detachment  
Quarterly Policing Report – January 2023 to March 31, 2023.

Dear Mayor and Council,

My report this quarter covers the time period from January 1, 2023 to March 31, 2023.

### Detachment News

In recent months our Detachment of the RCMP has seen the addition of two members who transferred in from other jurisdictions. These two officers have filled vacant positions and a third officer is due to arrive in late June or early July. I am working to staff two additional positions proactively as one of our members was promoted to the rank of Corporal and will be transferred in mid May and another has sought a position in another Division of the RCMP.

Over this quarter the officers responded to over 1723 calls for service. Of these calls, 1254 were within the City of Salmon Arm. The call volume represents 72% of our total file workload. It is up slightly over 2022 on the Municipal business line. Our records department is just now recovering from the backlog of reports to be entered into our final records system. Both our Public Service Employees and City administrative staff have worked hard to achieve this goal and have exceeded my time line expectations

I have included my customary statistics broken down by jurisdiction and I have also included 4 basic crime trend graphs for council. In general, through to February 2023 the calls for service are up 10% over the same period last year as tabulated by the Southeast District analysts. In general property crime is up across the board. The property crime increase was not unexpected as we emerged from COVID and is within averages we have seen in the past.

We still maintain a low percentage of persons affected by property crime and violent crime as can be seen in the graphs which I added to his report. The graphs include data for the years 2021, 2022, and 2023. From my customary statistics chart you can see that violent person's offences are down over last year just slightly which is good news and property crime in

general is up but Residential Break In reports have not seen any appreciable reporting increase.

I will say that the locations of property crime **may** have shifted somewhat and that is something that I as a Detachment Commander am watching so that our efforts can be focused in particularly problematic areas. We at the Detachment are aware of a couple of areas which we are paying closer attention to as a direct result of demographic shifts in some areas.

**In this quarter:**

**Officers continued to be busy in traffic law enforcement and logged:**

- Over 129 Documented traffic stops in the quarter and over 600 documented traffic stops for the fiscal year.
  - Which includes 24 high risk driving charges.
- We had 25 collisions with damage over \$10,000 or injuries were reported within Salmon Arm within the quarter and we saw 94 injury collisions, damage over \$10, 000 and fatal collisions for the fiscal year which is 3 lower than last year.

**Investigative highlights and low lights this past quarter:**

- Property Crime:
  - Reports of residential break and enter numbered a total of 6 in the quarter which is the same as seen in the same quarter in 2022.
  - Break and enter reports to business numbered 10 which is the same as the same quarter in 2022.
  - Our officers laid 3 charges in these break and enter investigations and continue to work on others at this time.
- Our Victim Services staff continue to provide support to a number of victims and have been busy supporting people affected by crime who are involved in the court process

**Looking forward:**

All of our officers will continue to support crime reduction efforts while working closely with our Municipal By-Law staff and other service providers in the community. Presently, our detachment is providing information on fraudulent scams targeting our local citizens in partnership with the Regional Library and other community groups within our local region. I would also like to point out that the RCMP is celebrating their 150<sup>th</sup> Anniversary as of May 23, 2023. The Force has continued to evolve and is continuing to evolve, develop and modernize as we continue to make strides to meet the ever changing demands of policing. On a final note what better way to celebrate that than with the Musical ride in July 2023 right here in Salmon Arm.

Yours in Service,

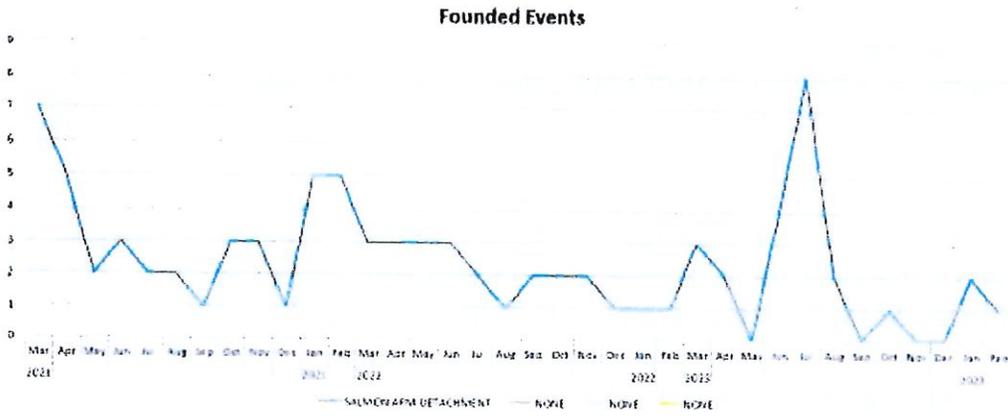


Scott West, S/Sgt.  
NCO i/c Salmon Arm RCMP Detachment

**Canada**

RCMP GRC 2823 (2002-11) WPT

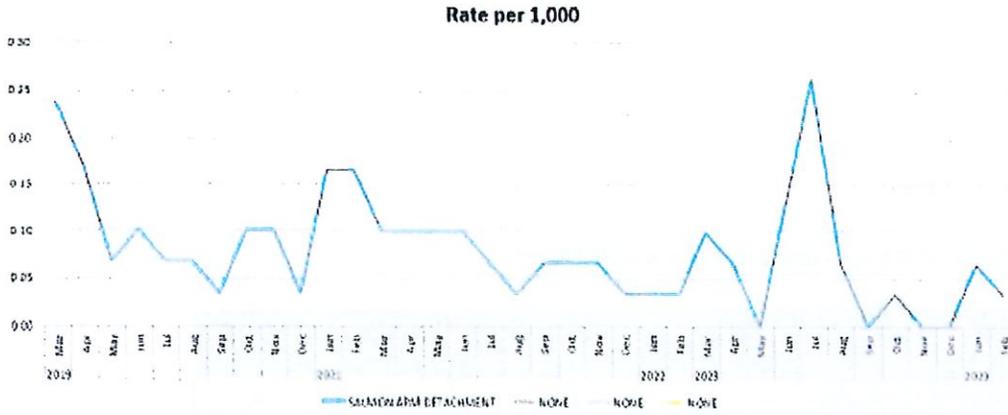
## Residential Break and Enter



## Residential Break and Enter Rate / 1000



# Persons Violent Offences



# Total Persons Violent Offences





**SALMON ARM RCMP  
MAYOR'S REPORT  
QUARTER 1, 2023**

Salmon Arm Detachment

1980 11th Ave N.E.

Salmon Arm, BC

V1E 2V5

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

City of Salmon Arm

500 2nd Ave N.E.

Salmon Arm, BC

V1E 4 N2

March 31st, 2023

Dear Mayor Alan Harrison,

**RE: Quarterly Crime Statistics - January / February / March**

CRIME CATEGORIES	CITY Q1 2022	CITY Q1 2023	RURAL Q1 2022	RURAL Q1 2023
Homicide / Attempted Homicide	0	0	0	0
Assaults	28	33	7	10
Sexual Offences	7	5	2	1
Robbery	0	0	0	0
Auto Theft	8	12	5	4
Break and Enters	14	15	2	4
Theft From Motor Vehicle	15	30	2	10
Drug Investigations	6	3	1	0
Motor Vehicle Collisions	32	45	24	31
Motor Vehicle Collisions W Fatality	1	0	1	0
Impaired Driving - CC	8	5	4	1
Impaired Driving - MVA (IRPs)	16	5	9	4
TOTAL PERSONS/VIOLENT CC	61	59	19	15
TOTAL PROPERTY CC	154	203	53	54
TOTAL OTHER CC	94	96	16	19
TOTAL CRIMINAL CODE (CC)	309	358	88	88

TOTAL CALLS FOR SERVICE	1183	1254	483	469
-------------------------	------	------	-----	-----

COMMUNITY	CITY Q1 2022	CITY Q1 2023	RURAL Q1 2022	RURAL Q1 2023
Files with youth negative contacts	3	9	1	0
Mental Health Related Calls	81	161	13	32
Files involving Alcohol / Drugs	120	101	47	20
Domestic Violence	4	10	7	6

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

Yours truly,

Scott West, S/Sgt., NCO I/C  
Salmon Arm RCMP Detachment

Item 22.1

## CITY OF SALMON ARM

Date: May 8, 2023

Moved: Councillor

Seconded: Councillor

THAT: Development Permit No. 450 be authorized for issuance for that part of Lot 7, Section 10, Township 20, Range 10, W6M, KDYD, Plan 3991 Except Plans KAP76141 and KAP76862 (1160 10 Avenue SW) in accordance with the drawings dated February 16, 2023 and attached as Appendix 7 to the staff report dated April 24, 2023;

AND THAT: Issuance of Development Permit No. 450 be withheld subject to the receipt of an Irrevocable Letter of Credit in the amount of 125% of a landscaper's estimate for completion of the landscaping plan.

[DP-450; Dhaliwal Investments Ltd./Kandola Investments Ltd./Vic Van Isle Construction 2020 Ltd.; 1160 10 Avenue SW; Commercial City Centre]

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Harrison
- Cannon
- Flynn
- Gonella
- Lavery
- Lindgren
- Wallace Richmond

**CITY OF**  
**SALMON ARM**

---

TO: His Worship Mayor Harrison and Members of Council

DATE: April 24, 2023

SUBJECT: Development Permit Application No. DP-450 (Commercial City Center)  
Legal: Lot 7, Section 10, Township 20, Range 10, W6M, KDYD, Plan 3991 Except Plans KAP76141 and KAP76862  
Civic: 1160 10 Avenue SW  
Owner: Dhaliwal Investments Ltd. And Kandola Investments Ltd.  
Applicant: Vic Van Isle Construction 2020 Ltd.

---

**STAFF RECOMMENDATION**

**THAT: Development Permit No. 450 be authorized for issuance for that part of Lot 7, Section 10, Township 20, Range 10, W6M, KDYD, Plan 3991 Except Plans KAP76141 and KAP76862 (1160 10 Avenue SW) in accordance with the drawings dated February 16, 2023 and attached to this memorandum (Appendix 7);**

**AND THAT: Issuance of Development Permit No. 450 be withheld subject to the receipt of an Irrevocable Letter of Credit in the amount of 125% of a landscaper's estimate for completion of the landscaping plan.**

---

**PROPOSAL**

This application is to permit the development of an addition for storage to an existing commercial building.

**BACKGROUND**

The subject parcel is located at 1160 10 Avenue SW (Appendix 1 and 2) and contains the existing City Furniture building. The approximate 3,586 square metre parcel is currently vacant. The parcel is designated as Commercial City Center land in the Official Community Plan (OCP) Bylaw and zoned C-3 Service Commercial in the Zoning Bylaw (Appendix 3 and 4). Site photos are attached as Appendix 5.

The applicant has provided a letter of rationale attached as Appendix 6. This application is to permit the development of an addition for storage to the existing commercial building, as shown in the proposed Development Permit drawings attached as Appendix 7. The use is permitted in the C-3 zone. The existing building was developed through the DP process (DP-284) in 2004.

**COMMENTS**

**Building Department**

No concerns. Proposed building involves registered professionals as per BCBC.

**Engineering Department**

No concerns. Cash in lieu for upgrades to the property's frontage related to the City's storm water system are required. Requirements of SDS Bylaw 4163 are to be met as per Appendix 8.

**Design Review Panel**

The application was referred to and supported by the Design Review Panel (Appendix 9).

Planning Department

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

*Siting and Building*

The applicant is proposing an addition to an existing commercial use development. The proposed building addition as illustrated would have a footprint of approximately 660 square metres and is 7.3 metres in height (the maximum height permitted in the C-3 Zone is 10 metres).

The addition is set over the south portion of the parcel, separated from the street frontage by the existing building. The design of the addition aligns with the existing building and is a functional style to accommodate commercial loading and accessory storage use. Aligned with OCP guidelines the building addition presents a varied facade and along with the existing building creates a varied roofline providing some visual interest.

*Façade Design*

Architectural details such as cladding are reasonably unified on all elevations. The entrance feature is functional and creates an easily identifiable and protected access point. The variety in colour choices on the addition creates some visual interest and helps to break up what would otherwise be blank walls.

*Landscape Design*

The landscape plan has been completed in alignment with OCP guidelines. The landscape plan prescribes perimeter plantings along the west, south and east parcel lines adjacent the proposed addition, reducing the impact of the structure. Existing vegetation on the parcel is to be maintained.

*Access, Circulation and Parking Area*

Vehicle access proposed is via the existing access route. The existing parking area on the parcel is to be maintained. The proposed building addition defines and enhances the loading area of the existing building, separating the commercial loading function from the adjacent residential use.

The Zoning Bylaw further specifies surfacing, grading and drainage requirements for offstreet parking.

CONCLUSION

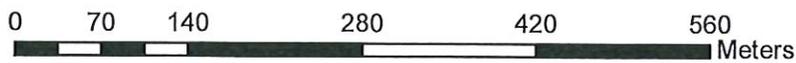
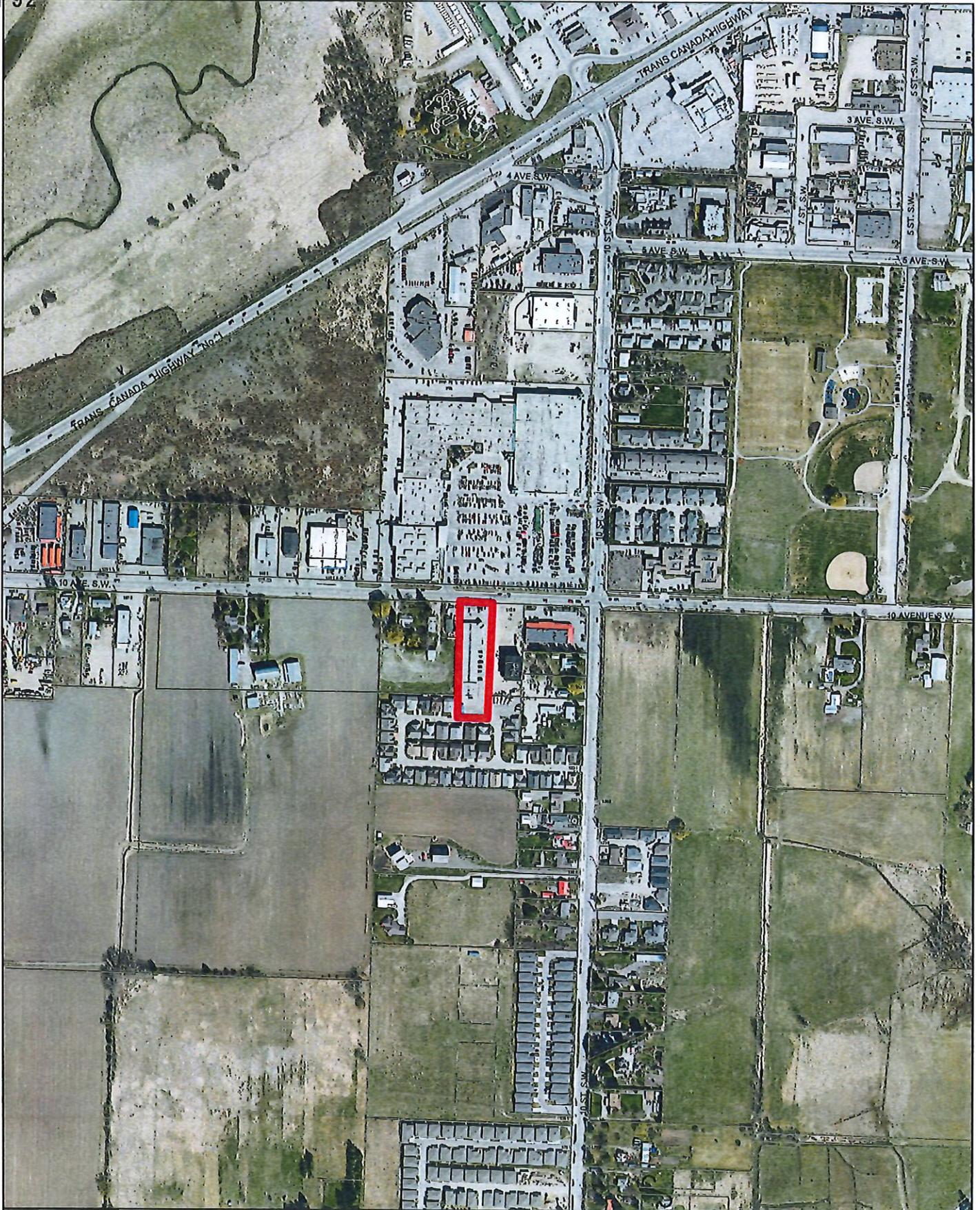
The applicant is applying for a Development Permit to support a commercial development in the form of an addition to an existing building. The proposal aligns with the Development Permit Area guidelines as described in the OCP and is supported by staff.



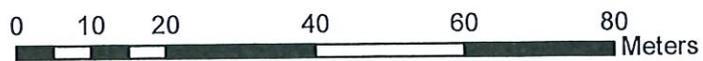
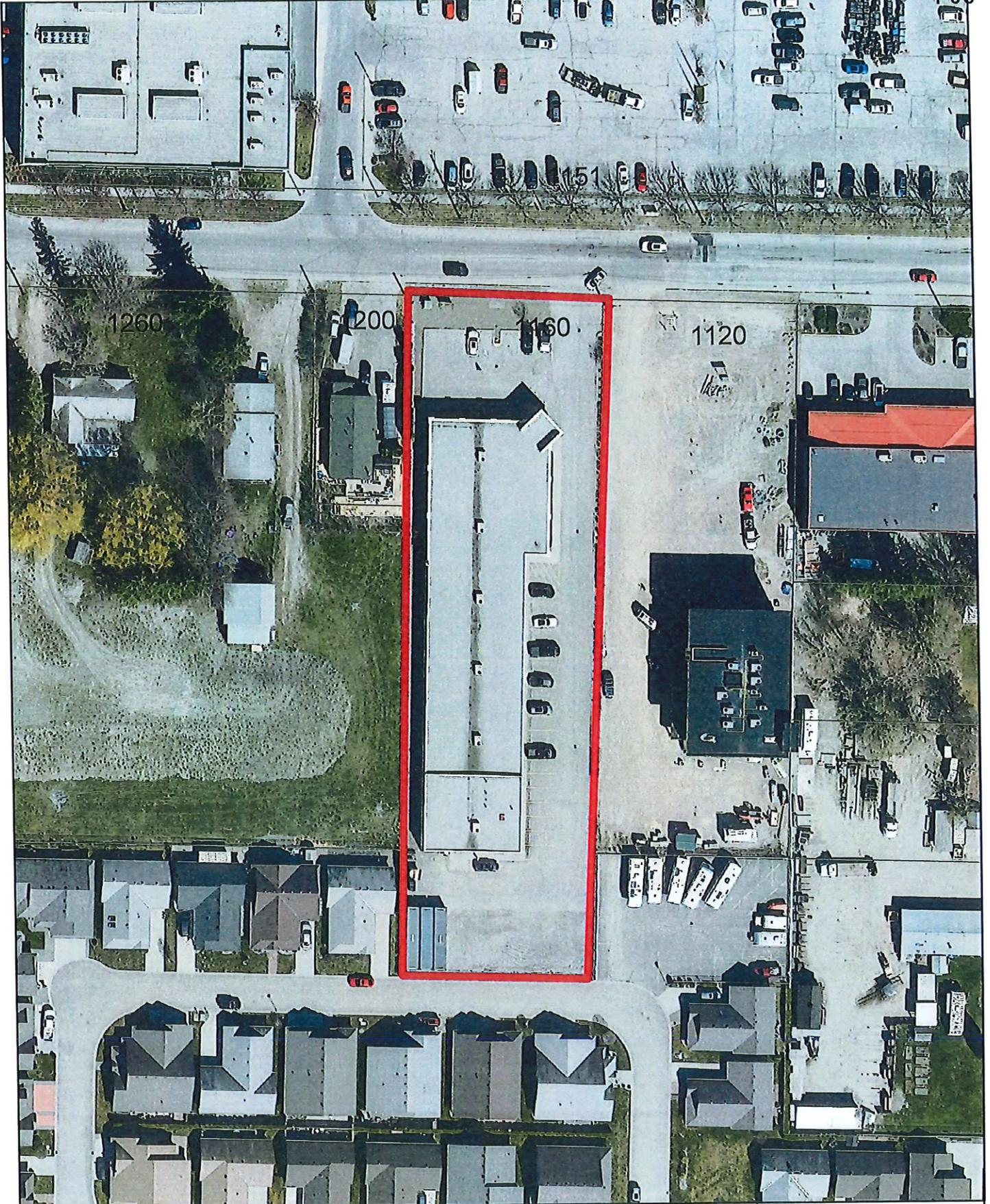
Prepared by: Chris Larson, MCIP, RPP  
Senior Planner



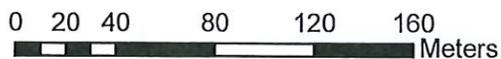
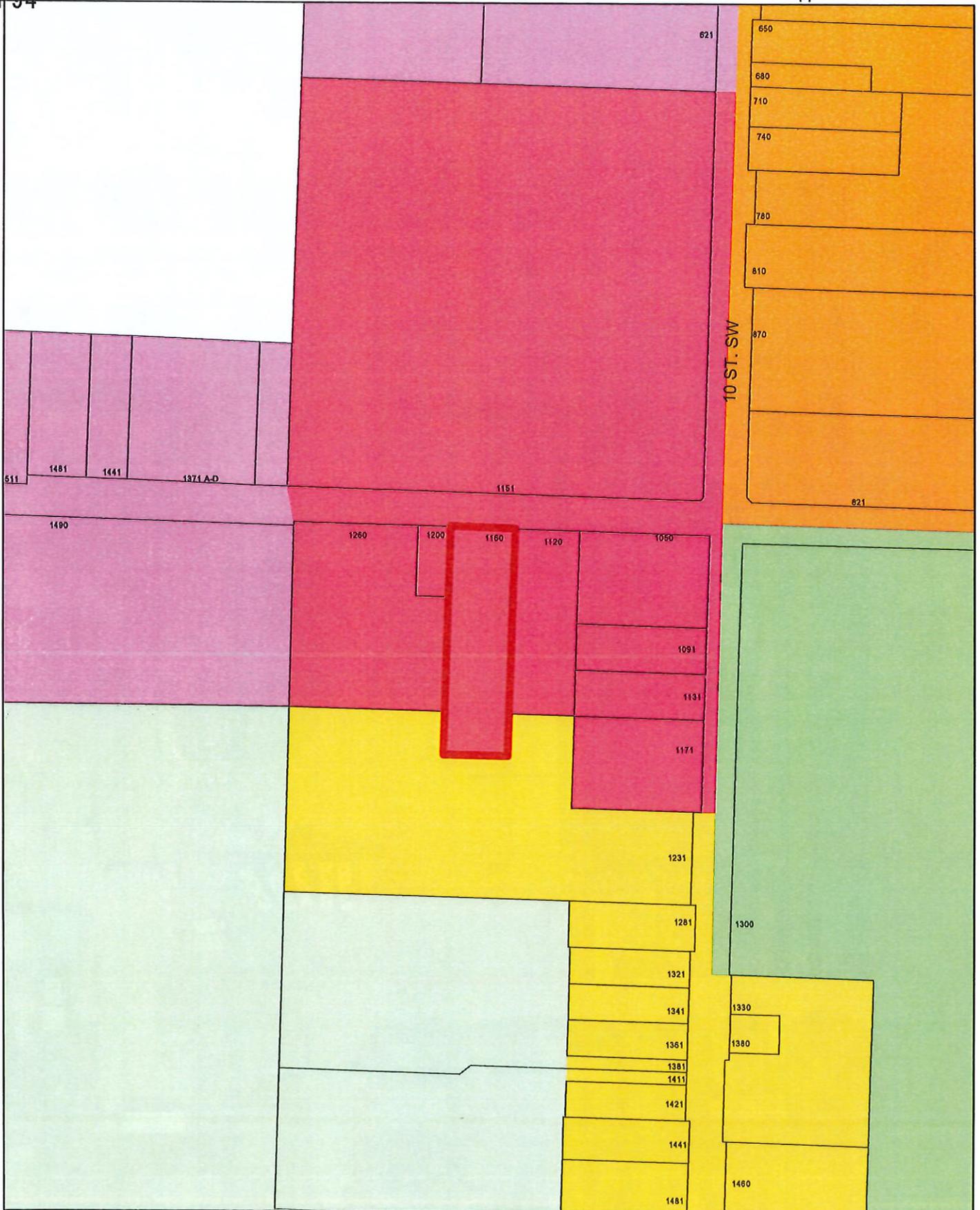
Reviewed by: Gary Buxton, MCIP, RPP  
Director of Planning & Community Services



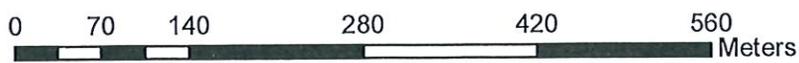
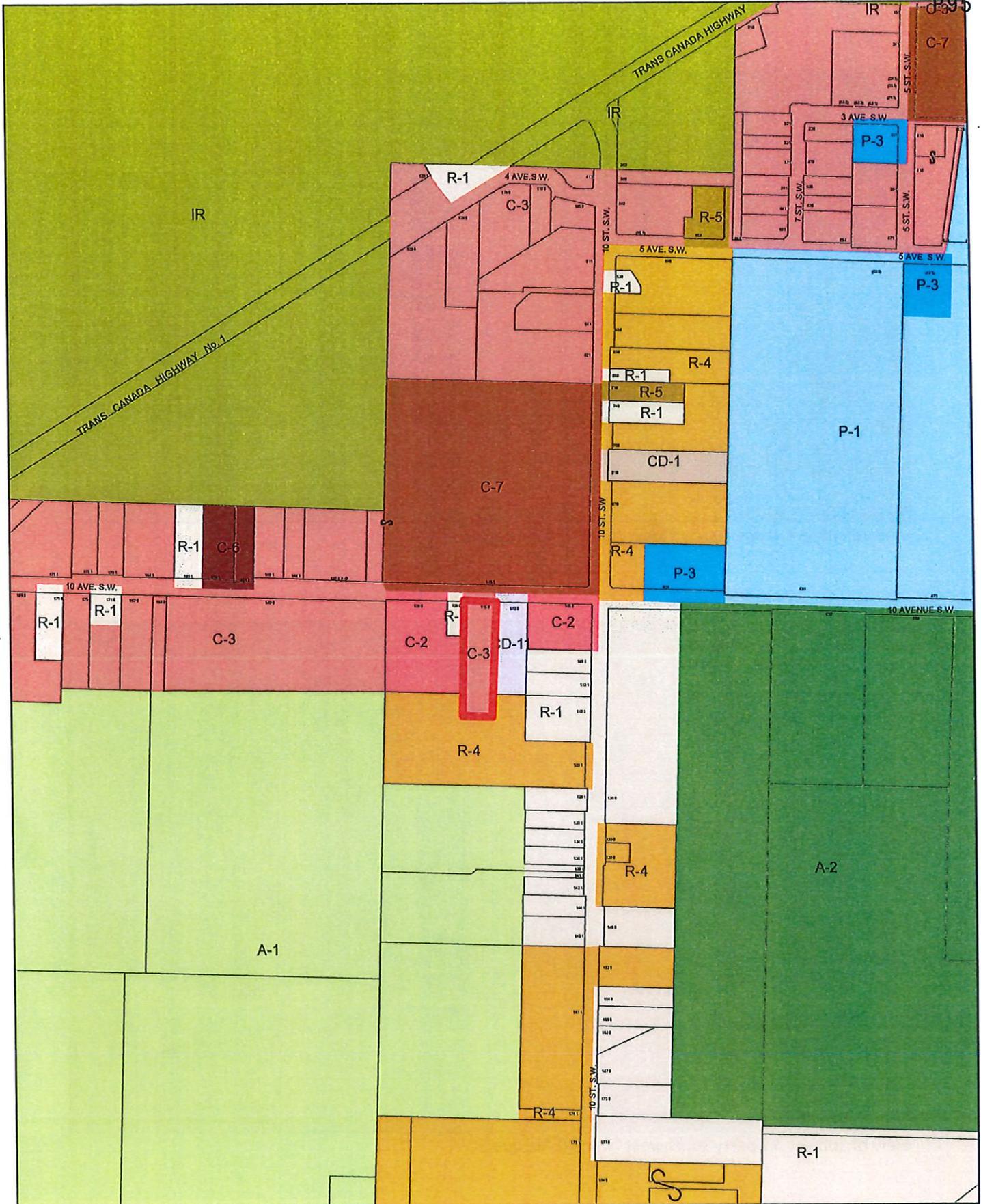
 Subject Parcel



 Subject Parcel



- |   |                            |   |                              |
|---|----------------------------|---|------------------------------|
|  | Acreage Reserve            |  | Commercial - Highway Service |
|  | Salmon Valley Agriculture  |  | Commercial - City Centre     |
|  | Residential - High Density |  | Residential - Medium Density |





View of subject property southeast from 10 Avenue SW.



View of subject property southwest from 10 Avenue SW.



architecture • planning • design  
brian o. nelson architect aibc  
(250) 554 - 9993 bonarch@shaw.ca

**LETTER of INTENT – WAREHOUSE ADDITION TO EXISTING CITY FURNITURE BUILDING  
1160 10<sup>th</sup> Ave. S.W., SALMON ARM BC, V1E G2G**

**OVERVIEW :**

The new Warehouse abuts the existing building on the south extent of the existing warehouse.

The property is zoned C3 and is bounded by C2 on the west and CD11 on the east. The southern end of the property abuts 10<sup>th</sup> Street SW which is a loop road that provides access to the 10<sup>th</sup> Street SW Residential Subdivision.

The C2 and CD11 properties to the west and east are undeveloped raw land. There is an R1 developed property at the North West adjacent to the existing City Furniture Building on 10<sup>th</sup> Ave. SW.

At the South East corner of the property is an empty residential lot that currently accommodates the storage of Recreational Vehicles. At the South West corner is an existing SFD home.

The new warehouse addition is an opaque precast concrete building that features horizontal cast-in reveals that articulate 4' tall horizontal bands in the walls which will be painted in pale earth-tones on the 3 bands in the middle of the walls. The lowest band will be 8' tall in natural cast concrete as will the top horizontal band.

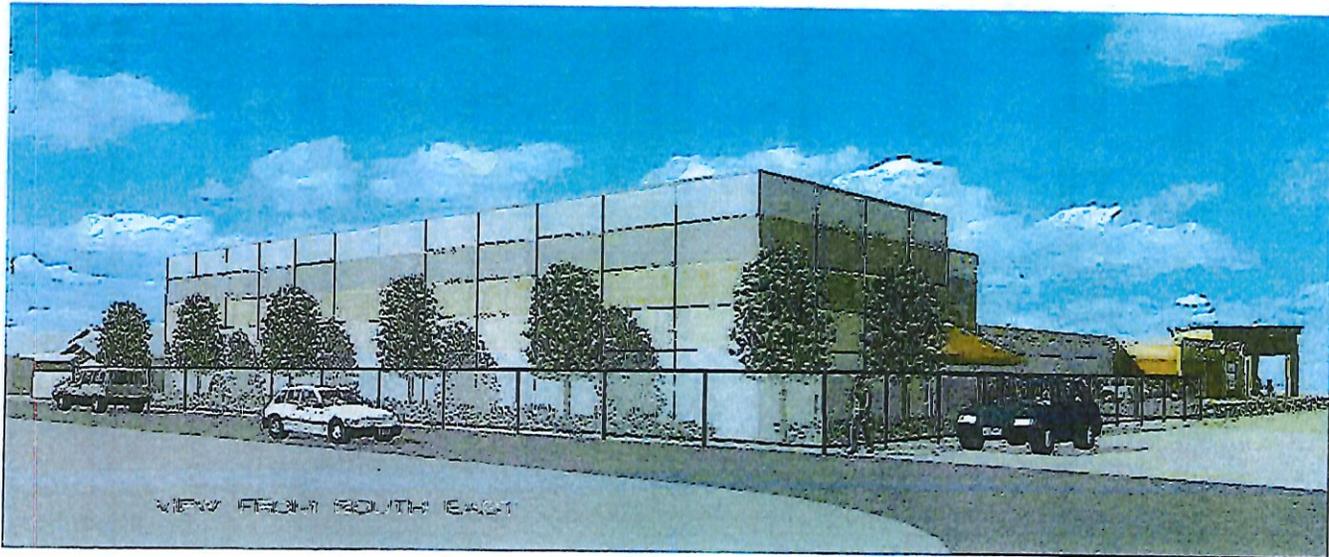
The intention of the banding is to provide a natural grey concrete backdrop for an allee' of trees on the south setback area and to provide a neutral horizontal band at the top of the building which cuts the blue sky dome.

The allee' of trees will cast filigreed shadows onto the lowest natural grey band of the south wall. The 3 coloured bands reflect the horizontal banding of coloured materials on the existing City Furniture Building.

The existing linear bed or shrubs on the east property boundary will remain.

The existing 6' chain link fence on the west property line will be extended around the new addition and across the north face of the addition to secure the entrances and refuse containers.

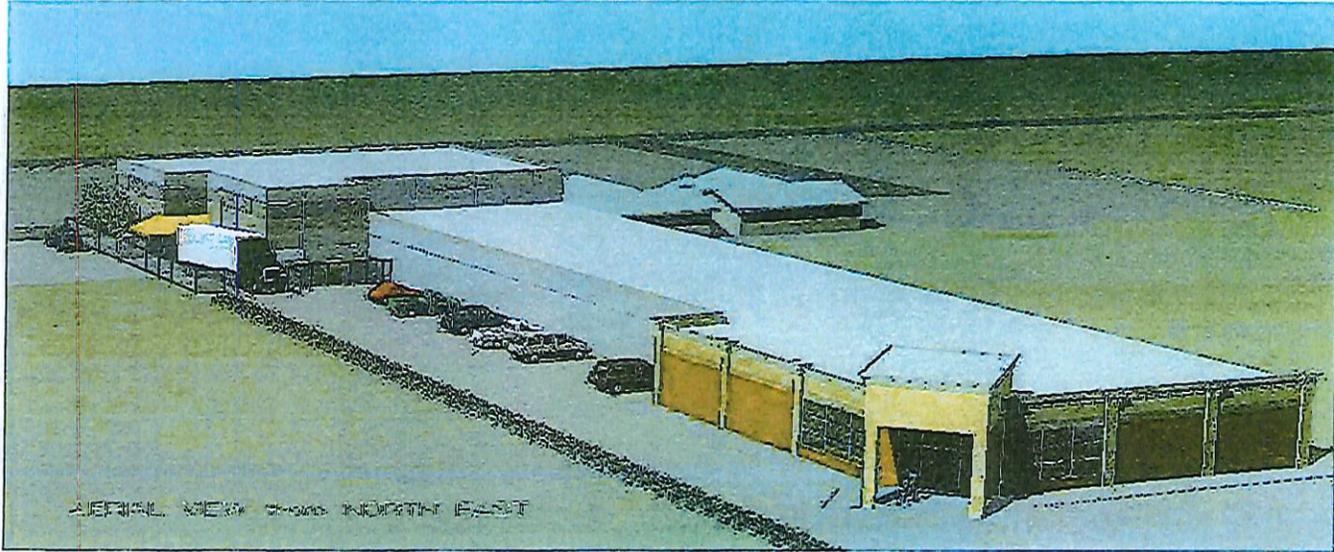
A 6' wide awning will be installed over the entrances and overhead doors of the addition.



2. ISSUED FOR DP 02/15/23  
 1. PLAN REVISION 01/16/23  
 NO. REVISION DATE



<b>WAREHOUSE ADDITION</b>	
FOR <b>CITY FURNITURE</b>	
150 12th Ave SW, Shelton Arm BC	
<b>VIEW FROM SOUTH EAST</b> <b>VIEW FROM SOUTH WEST</b>	
<small>Project Record: This record is an historical record for the project details. The owner and architect are the primary parties of record. This record is not intended to be used as a basis for legal action or as a basis for liability. The architect shall not be held responsible for the validity of any plans of the owner.</small>	
DRAWN BCN 0008 2018 BC	SEAL 
DATE FEB 15/23	
CHECKED BCN	
SHEET A3	



2. ISSUED FOR DP 02/25/23  
 1. PLAN REVISION 01/16/23  
 NO. REVISION DATE

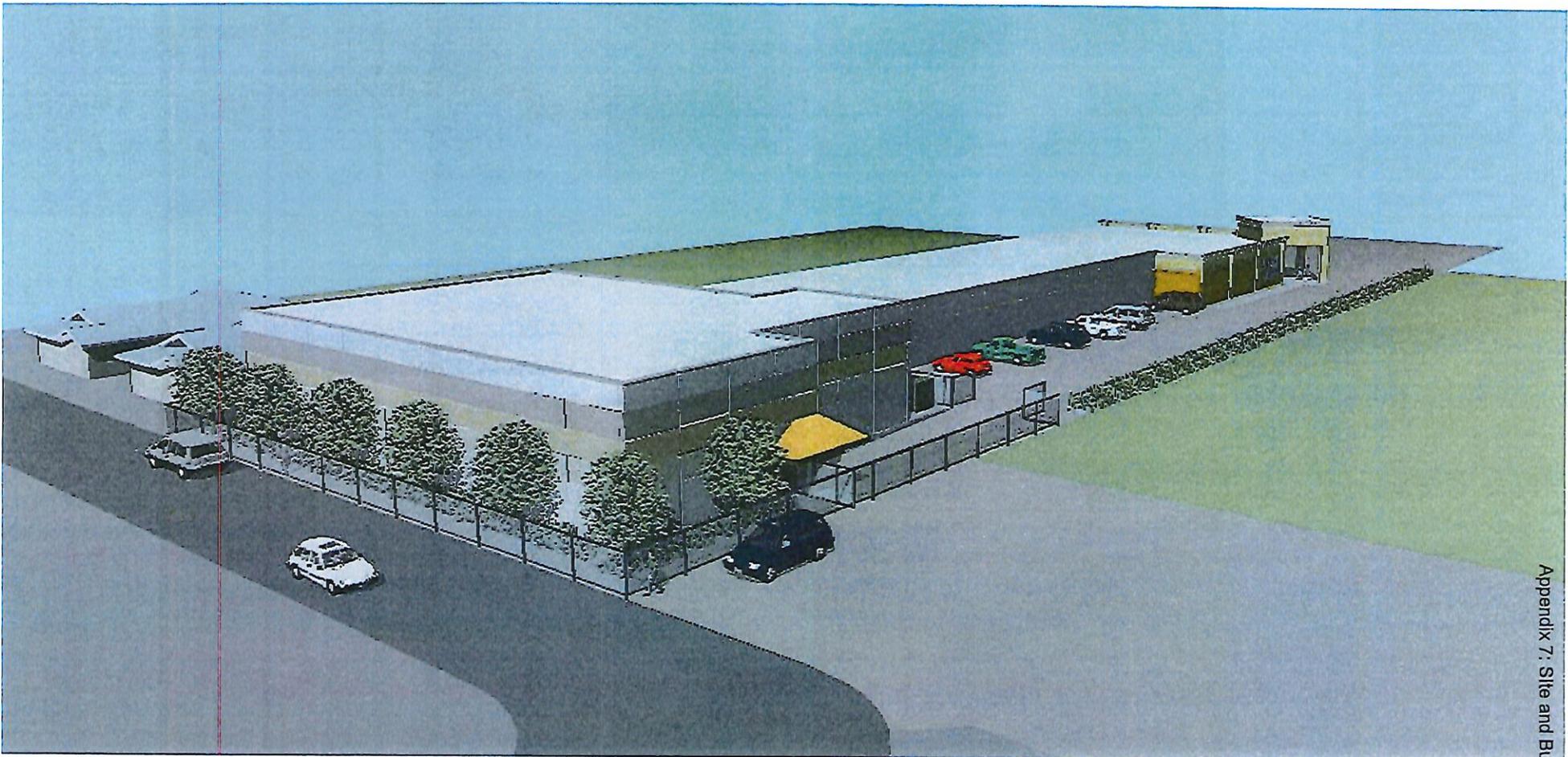


**WAREHOUSE ADDITION  
 FOR  
 CITY FURNITURE**  
 1800 10th Ave SW Salem, OR, 97302

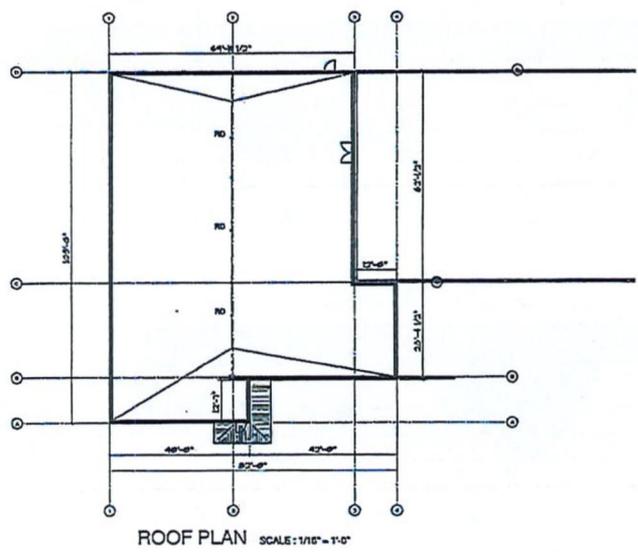
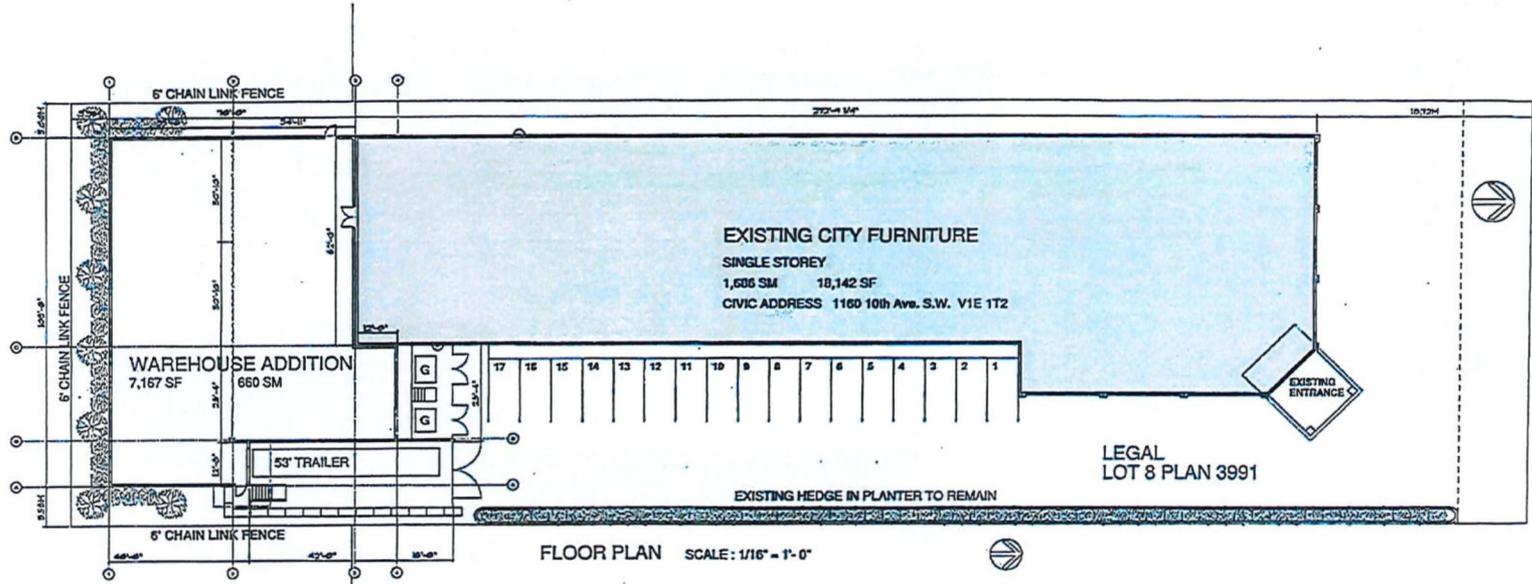
**AERIAL VIEW FROM NE  
 VIEW FROM ENTRANCE**

Byight issues, the client is to be notified of issues by the  
 design team. The client will provide for the material quality of  
 the work shown. The client will be responsible for the cost of  
 the work shown. The client will be responsible for the cost of  
 the work shown. The client will be responsible for the cost of  
 the work shown.

DESIGN BDN	CHECKED BDN	DATE FEB 15/23	SCALE AS SHOWN
PROJECT A-4			



Appendix 7: Site and Building Plans



2. ISSUED FOR DP	02/15/23
1. PLAN REVISION	09/15/23
NO. REVISION	DATE



**WAREHOUSE ADDITION FOR CITY FURNITURE**  
 180 10th Ave. SW, Salmon Arm BC  
 SITE PLAN  
 FLOOR PLAN  
 ROOF PLAN

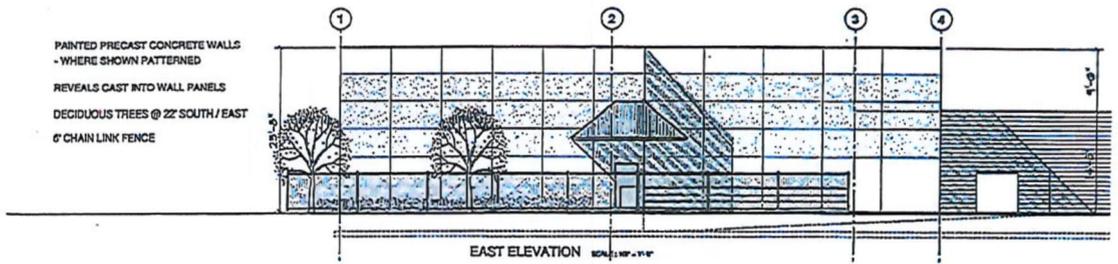
DATE: FEB 15/23

DESIGNED BY: BCN

DRAWN BY: BCN

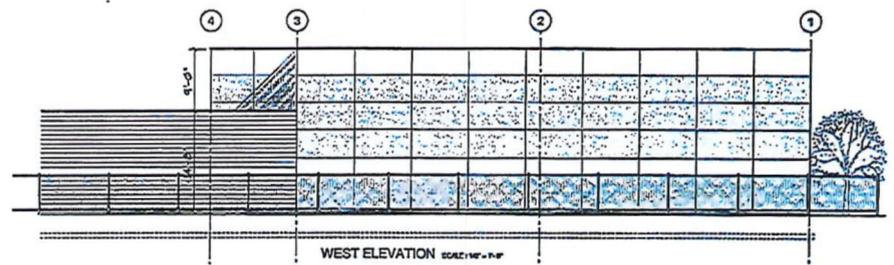
SEAL: REGISTERED ARCHITECT  
 KANLOPP  
 BRITISH COLUMBIA

SHEET A1 4

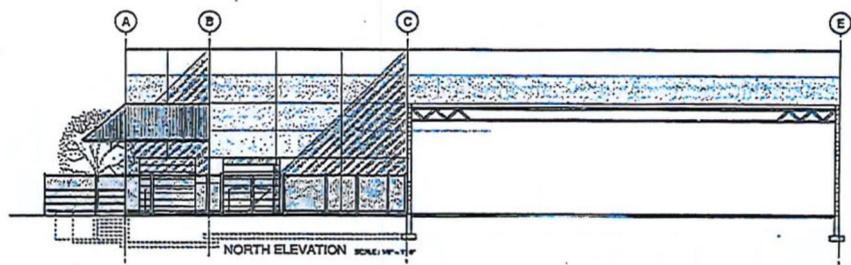


PAINTED PRECAST CONCRETE WALLS  
- WHERE SHOWN PATTERNED  
REVEALS CAST INTO WALL PANELS  
DECIDUOUS TREES @ 22' SOUTH / EAST  
6' CHAIN LINK FENCE

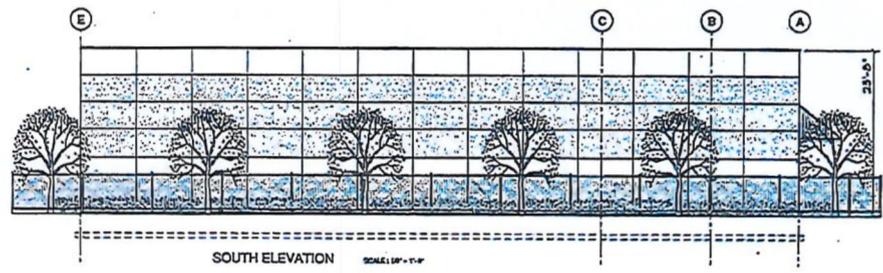
EAST ELEVATION SCALE: 1/8" = 1'-0"



WEST ELEVATION SCALE: 1/8" = 1'-0"



NORTH ELEVATION SCALE: 1/8" = 1'-0"



SOUTH ELEVATION SCALE: 1/8" = 1'-0"

PAINTED PRECAST CONCRETE WALLS  
- WHERE SHOWN PATTERNED  
REVEALS CAST INTO WALL PANELS  
DECIDUOUS TREES @ 22' SOUTH / EAST  
6' CHAIN LINK FENCE

3. ISSUED FOR DP 02/15/23  
1. PLAN REVISION 06/16/22  
NO. REVISION DATE



WAREHOUSE ADDITION FOR CITY FURNITURE 180 10th Ave SW, Salem, OR 97302	
BUILDING ELEVATIONS	
<small>Copyright notice text regarding the drawing's use and liability.</small>	
DRAWN SCN	SEAL
CHECKED DWB SC	
DATE FEB 10/23	
CHECKED SCN	
SHEET A2.1	

**General Notes**

1. ALL LANDSCAPE TO CONFORM TO THE LATEST EDITION OF THE CANADIAN LANDSCAPE STANDARDS (L.S.S.) UNLESS OTHERWISE NOTED OTHERWISE.
2. ALL LANDSCAPE PLANTING SHALL BE DONE IN ACCORDANCE WITH THE L.S.S. UNLESS OTHERWISE NOTED OTHERWISE. THE CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FOR ANY WORK THAT IS REQUIRED TO BE COMPLETED PRIOR TO INSTALLATION.
3. THE CONTRACTOR SHALL INVESTIGATE AND MARK ALL UTILITIES AND SERVICES THAT MAY BE AFFECTED BY THE PLANTING AND/OR CONSTRUCTION.
4. LANDSCAPE PLANTING SHALL BE DONE IN ACCORDANCE WITH THE L.S.S. UNLESS OTHERWISE NOTED OTHERWISE. ALL PLANTING SHALL BE DONE IN ACCORDANCE WITH THE L.S.S. UNLESS OTHERWISE NOTED OTHERWISE.
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6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FOR ANY WORK THAT IS REQUIRED TO BE COMPLETED PRIOR TO INSTALLATION.

**Planting Notes**

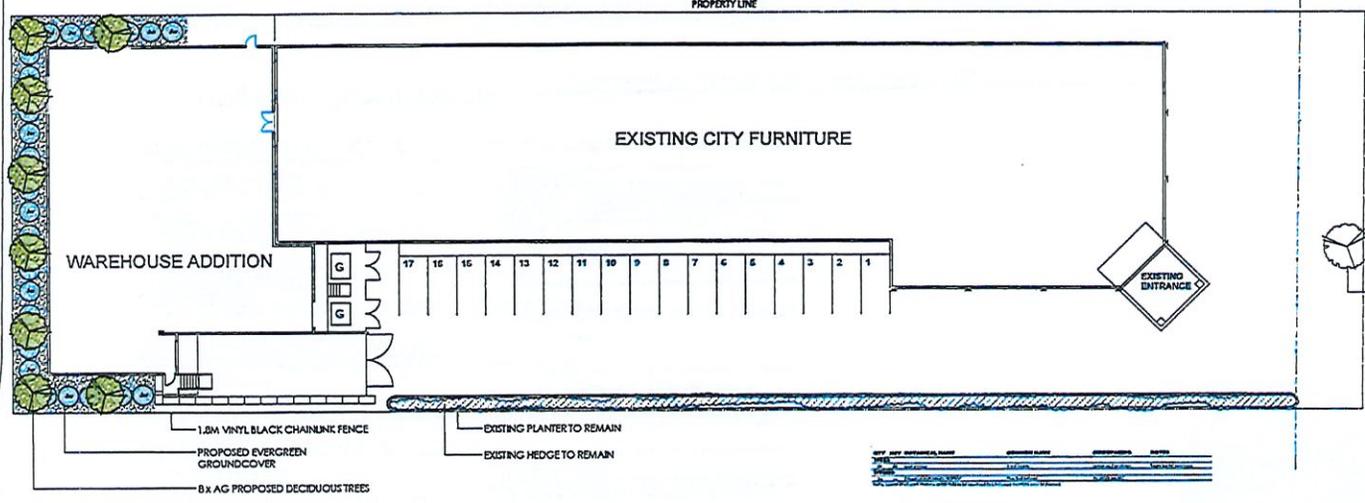
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19. ALL PLANTING SHALL BE DONE IN ACCORDANCE WITH THE L.S.S. UNLESS OTHERWISE NOTED OTHERWISE.
20. ALL PLANTING SHALL BE DONE IN ACCORDANCE WITH THE L.S.S. UNLESS OTHERWISE NOTED OTHERWISE.



AREA LOCATION  
LOCAL COORDINATES  
PROJECT COORDINATES  
LANDSCAPE AREA COORDINATES  
PROJECT COORDINATES  
TOTAL AREA OF LANDSCAPE  
TOTAL LANDSCAPE AREA PROVIDED: 2154 SQM

**Legend**

- PROPOSED PLANTING
- EXISTING PLANTING



REV	DATE	DESCRIPTION
1	2023-01-23	ISSUED FOR REVIEW

NOT FOR CONSTRUCTION

**L.A. West**  
Landscape + Architectural + Design + Consultancy  
Off: (250) 374-9831 Fax: (250) 374-1294

no.	date	description
A	03-01-23	ISSUED FOR REVIEW

CITY FURNITURE  
1160 10 AVE SW  
Salmon Arm, B.C.

LANDSCAPE PLAN  
1:200

drawn	project no.
LAB	KAM.860.001
design	sheet no.
LAB	L1
date	MARCH 2023

Appendix 7: Site and Building Plans





*Memorandum from the  
Engineering and Public  
Works Department*

TO: Director of Development Services  
 DATE: April 6, 2023  
 PREPARED BY: Chris Moore, Engineering Assistant  
 APPLICANT: Dhaliwal Investments Ltd.  
 SUBJECT: DEVELOPMENT VARIANCE PERMIT No. DP-450  
 LEGAL: Lot 7, Section 10, Township 20, Range 10, W6M KDYD PLAN 3991 EXCEPT  
 PLANS KAP76141 AND KAP76862  
 CIVIC: 1160 – 10 Avenue SW  
 Further to your referral dated 13 March, 2023, we provide the following servicing information.

Comments are based on the Development as proposed in the referral. If the development plans for the property change significantly, comments below may change.

**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 content of these comments.
3. Property under the control and jurisdiction of the municipality shall be reinstated to City satisfaction.
4. 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.
5. Erosion and Sediment Control (ESC) measures will be required prior to the commencement of construction. ESC plans to be approved by the City of Salmon Arm.
6. At the time of building permit the applicant will be required to submit for City review and approval a detailed site servicing / lot grading plan for all on-site (private) work. This plan will show such items as parking lot design, underground utility locations, pipe sizes, pipe elevations, pipe grades, catchbasin(s), control/containment of surface water, contours (as required), lot/corner elevations, impact on adjacent properties, etc.
7. For the off-site improvements at the time of 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.

**SUBDIVISION APPLICATION FILE: DP-450**

April 6, 2023

Page 2

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**Roads / Access:**

1. 10 Avenue SW, on the subject properties northern boundary, is designated as an Urban Arterial Road standard, with an ultimate 25.0m road dedication (12.5m on either side of road centerline). Available records indicate that no additional dedication is required. All dimensions and areas of dedication to be confirmed by BCLS.
2. 10 Avenue SW is currently constructed to an Interim Urban Arterial Road standard. Upgrading to a modified Urban Arterial Road standard is required, in accordance with Specification Drawing No. RD-4, with consideration for the planned open drainage system (see Drainage Section 1). Upgrading may include, but is not limited to, road widening and construction, curb & gutter, boulevard construction, street lighting, and underground hydro and telecommunications. Owner / Developer is responsible for all associated costs.

**Water:**

1. The subject property fronts a 200mm diameter Zone 1 watermain on 10 Avenue SW. No upgrades will be required at this time.
2. Records indicate that the existing property is serviced by a 50mm diameter, metered service from the 200mm diameter watermain on 10 Avenue SW. No further upgrades are required.
3. The subject property is in an area with sufficient fire flows and pressures according to the 2011 Water Study (OD&K 2012).
4. Fire protection requirements to be confirmed with the Building Department and Fire Department.

**Sanitary:**

1. The subject property fronts a 305mm diameter AC sanitary sewer and a 200mm diameter sanitary sewer on 10 Ave SW. The 200mm main terminates within the frontage of 1290 10 Avenue SW. No upgrades will be required at this time.
2. Records indicate that the existing property is serviced by a 100mm service from the sanitary sewer on 10 Avenue SW. No further upgrades are required.

**Drainage:**

1. The subject property fronts a 1730mm diameter storm sewer main on 10 Ave SW. Due to the limited capacity of this storm sewer main and other considerations, an open drainage / culvert system is being designed for this area, which requires a modification to the Urban Arterial Standard. Owner / Developer's will be required to pay a cash in lieu payment for the future installation of the new storm system across the property's frontage.

**SUBDIVISION APPLICATION FILE: DP-450**

April 6, 2023

Page 3

- 
3. Records indicate that the existing property is serviced by a 250mm service from the storm sewer on 10 Avenue SW. No further upgrades are required.

**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



---

**Gabriel Bau Baiges P.Eng.**  
City Engineer



## DESIGN REVIEW PANEL MINUTES

April 11, 2023, 3:00 pm - Online, City Hall

Present: Trent Sismey (Panel Member)  
 Dennis Lowe (Panel Member)  
 Al Waters (Panel Member)  
 Verna Burton (Panel Member)  
 Bill Laird (Panel Member - Chair)  
 F. Beudet (Applicant – DP-448)  
 G. Dhaliwal and L. Hendrickson (Applicants – DP-450)  
 Chris Larson (Senior Planner)

Absent: Marc Lamerton (Panel Member)

**Application: Development Permit Applications No. DP-445**

### Application No. DP-448

**50 30 Street NE – Wonderland Investment Inc. (F. Beudet)**

Staff and the applicant provided an overview of the proposal under current application. Panel members discussed the proposal, noting the need for housing. The DRP asked questions of clarification regarding the proposal, more specifically concerning the landscaping. The applicant noted future development concepts for the parcel. Noting the small scale of the proposed addition, the DRP is supportive:

#### Panel Recommendation

THAT the DRP supports application DP-448 as presented.

Verna Burton (Panel Member) left the meeting.

### Application No. DP-450

**1160 10 Avenue SW – Dhaliwal Investments Ltd. (G. Dhaliwal and L. Hendrickson)**

Staff and the applicant provided an overview of the proposal under current application. Panel members discussed the proposal, noting the addition for indoor storage would improve the site relative to less formal outside storage. The applicant noted an appreciation for neighbour concerns, noting the inclusion of varying colour siding panels and landscaping to improve site aesthetics. Noting the scale of the proposed addition, the DRP is supportive:

#### Panel Recommendation

THAT the DRP supports application DP-450 as presented.

Design Review Panel – February 23, 2022 Meeting Minutes

  
 Endorsed on behalf of Design Review Panel

**Barb Puddifant**

---

**From:** Caroline Grover [REDACTED]  
**Sent:** Sunday, April 30, 2023 2:43 PM  
**To:** Barb Puddifant  
**Subject:** [External] Resident submission DP-450

April 30, 2023

To Mayor and Council,

Thank you for the opportunity to give our input to the Development Permit Hearing for 1160 -10th Ave SW.

We live immediately behind City Furniture and are one of 4 residents immediately impacted by the addition of a two story addition to our commercial neighbor.

We have no objection to the size or finish of the addition. We would like to indicate concerns with the landscaping proposed in the 3m set back. The landscape architect is recommending a deciduous tree Amur Maple. We and our neighbors DO NOT want leaves falling over our roadway and drifting into our yards. We are a strata development and the extra work these trees create equate to increased maintenance costs. The maple leaves will not stay in the 3 M setback. It would be appreciated therefore if tall evergreen type of trees be planted in their stead. We do appreciate tall and green to take away from the 2 story concrete wall.

Council may remember the same objections being made for the development west of this application.

The other issue is maintenance. The applicant has had difficulty maintaining their current landscape and our neighbors have resorted to making efforts to keep the applicant's weeds and wind blown garbage under control for many years as part of being a good neighbor. Any landscape plan needs to take into account the history of maintenance. A solution may be that the applicant replaces the wire fence (the neighbors) with a solid vinyl fence that requires no maintenance and will shield us from landscape maintenance challenges as well as break up the concrete wall which will be considerable. Along with the evergreen trees.

Again, we appreciate the opportunity to comment,

Barry and Caroline Grover  
[REDACTED]  
Salmon Arm

P110

**Barb Puddifant**

---

**From:** DOUG Bates [REDACTED]  
**Sent:** Wednesday, May 3, 2023 12:14 PM  
**To:** Barb Puddifant  
**Subject:** [External] Development Permit No. DP-450

May 3, 2023

To City of Salmon Arm

Re: Development Permit 450 & Hearing May 8, 2023

This has reference to City Furniture's application for their property on 1160-10th Ave. S.W. Salmon Arm. My property at the Village at 10th & 10th sits right beside the proposed addition to their commercial building. Our property lines meet on their southwest corner.

It goes without saying that this addition will definitely impact my property and quality of life. I understand the need for this new space for the business and have no objection to them replacing the storage units with this addition.

The structure itself seems aesthetically pleasing and causes no problem for me.

What does give me concern is the landscaping plan that includes **deciduous trees!!!!**

Why is it that every landscape architect that makes a plan has to include plantings that will create problems for their neighbours and higher maintenance costs for us and themselves? Evergreen ground cover/rock is fine for this site but I would like to see some alternative in their choice of trees/large specimens.

This same argument of using deciduous trees for landscaping along our property line was made for WestUrban's development DP - 434 which we also opposed!!

So please, Mr. Mayor and Council take our concerns seriously.

Since purchasing my residence I have made a number of improvements costing thousands of dollars.

In each one of those projects I made a conscious effort to make things as maintenance free as possible and to consider my immediate neighbours.

I would hope that Dhaliwal/Kandola will do the same.

I noted in the architectural drawings Sheet L1 they indicated 10th St. behind the addition to the south. That road is actually part of our Strata complex and not 10th Street.

Thank you for allowing me to express my views and to be heard.

Doug Bates

[REDACTED]  
Salmon Arm, B.C.  
V1E 0A5

Item 22.2

**CITY OF SALMON ARM**

Date: May 8, 2023

Moved: Councillor

Seconded: Councillor

THAT: Development Permit No. 448 be authorized for issuance for Lot 1, Section 18, Township 20, Range 9, W6M, KDYD, Plan 13368 (50 30 Street NE) in accordance with the elevations and site plan attached as Appendix 5 to the staff report dated April 18, 2023.

[DP-448; Wonderland Investment Inc. (Beaudet, F.); 50 30 Street NE; Multi-Family Residential]

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Harrison
- Cannon
- Flynn
- Gonella
- Lavery
- Lindgren
- Wallace Richmond

To: His Worship Mayor Harrison and Members of Council

Date: April 18, 2023

Subject: Development Permit Application No. DP-448 (Multi-Family Residential)

Legal: Lot 1, Section 18, Township 20, Range 9, W6M, KDYD, Plan 13368  
Civic: 50 – 30 Street NE  
Owner/Applicant: Wonderland Investment Inc. (Beaudet, F.)

---

### MOTION FOR CONSIDERATION

**THAT: Development Permit No. 448 be authorized for issuance for Lot 1, Section 18, Township 20, Range 9, W6M, KDYD, Plan 13368 (50 30 Street NE) in accordance with the elevations and site plan attached in Appendix 5.**

---

### STAFF RECOMMENDATION

That Council approve the proposed Development Permit drawings attached as Appendix 5.

---

### PROPOSAL

The 0.2 hectare (0.5 acre) subject parcel is located at 50 – 30 Street NE (Appendix 1 & 2). The parcel is designated High Density Residential in the City's Official Community Plan (OCP) as shown in Appendix 3, and zoned R-5 (High Density Residential) in the Zoning Bylaw (Appendix 4). This area is comprised of a mix of residential zoned parcels (R-1, R-4, R-5 and R-8), as well as institutional (P-3 and P-1) parcels.

This application is to permit a new addition to an existing multiple family building as shown on the site plans and building elevations attached as Appendix 5. As multiple family development is proposed and the addition is greater than 50 square metres, as specified by the OCP a Development Permit application to guide the form and character is required.

This permit simply creates additional building volume for the structure on the second floor of the existing building. A subsequent Building Permit will be required to allow for the planned conversion of the entire structure into 13 multi family units.

### BACKGROUND

The site has been previously considered by Council on multiple occasions since 2017 with the most recent amendment supporting R-5 zoning. Circa 2017, the site contained an existing non-conforming 6 unit multi-family building. Aligned with previous applications, the applicant has initiated construction within the existing building to develop rental dwelling units under a Building Permit application. A rental covenant is in place on the subject parcel.

As the subject property is 0.2 hectares in area, the maximum permitted density under R-5 would be 20 dwelling units assuming the present gross areas of the subject parcel and no density bonus. With density bonus, the parcel could permit a total of 26 units (130 per hectare). At this time the owner intends to develop an addition to the existing building to allow for a total of 13 rental units as described in their letter and shown in the concept provided (Appendix 5).

Land uses adjacent to the subject parcel include the following:

- North: Medium Density Residential (R-4) parcel,
- South: Road (Okanagan Avenue E), with Institutional (P-3) parcel beyond,
- East: Single-Family Residential (R-1) parcel, and
- West: Road (30 Street NE), with Single-Family Residential (R-1) parcels beyond.

A site plan has been provided demonstrating compliance with zoning regulations while site photos are attached (Appendix 5 and 6).

## COMMENTS

### Building Department

Subject to BC Building Code requirements, Part 3 building requires full professional review at time of development. The applicant is aware of this.

### Fire Department

No concerns.

### Engineering Department

No concerns.

### Design Review Panel

The application was referred to and supported by the Design Review Panel (Appendix 7).

### Planning Department

#### *OCP Residential Development Permit Area Guidelines*

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

#### *Siting and Building*

The applicant is proposing an addition to support a 13 unit development within the footprint of an existing 2 level building. The proposed building addition is approximately 70 square meters and matches the current building's design.

The building with the proposed addition would have a footprint of approximately 452 square metres in area on the 2,024 square metre parcel (22 % parcel coverage), and a maximum height of 7.3 metres above grade. The building features outdoor patio and balcony areas.

#### *Landscape Design*

A site plan has been submitted detailing plantings around the building. As there is no increased building footprint associated with this application, staff feel this is sufficient. The site has additional development potential and additional landscaping would be expected at later phases of redevelopment.

#### *Access, Circulation and Parking Area*

Vehicle access is proposed via existing access. 17 parking spaces have been provided as required.

#### *Zoning: Land Use, Height, and Setbacks*

The proposed development meets the applicable land use requirements of the R-5 zoning regulations contributing to a mixture of residential housing types. The density proposed is supported within the R-5 zone (up to 26 units would be supported). The building is below the maximum permitted height, while a covenant is in place to secure the rental housing.

P114

CONCLUSION

The applicant is applying for a Development Permit to support a multiple family residential development within the Residential Development Permit Area. Limited to the existing building, staff suggest the proposed building design generally aligns with the Development Permit Area guidelines as described in the OCP.

The proposed addition only slightly exceeds the threshold for an application, and in the opinion of staff the expectations for such an application for a relatively small building addition may be reasonable tempered relative to a more complete site redevelopment. Staff note the development potential for the site and would expect a more detailed proposal including landscape design associated with a larger scale development.

The applicant has been advancing the overall project through various applications. The proposal is supported as presented by the Design Review Panel. Staff support the proposal.



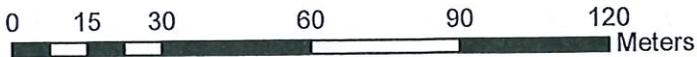
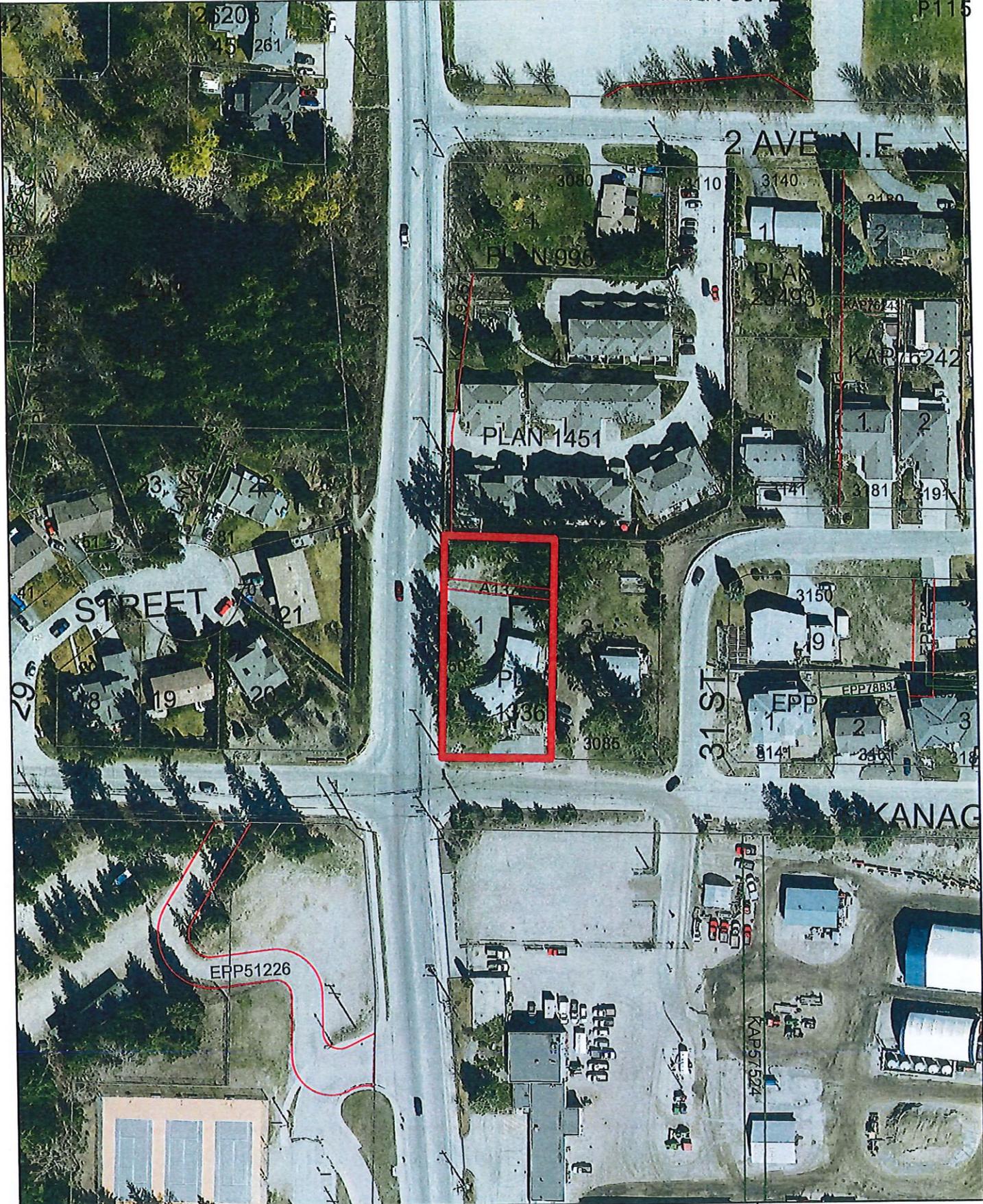
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Prepared by: Chris Larson, MCIP, RPP  
Senior Planner

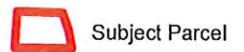
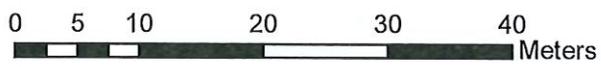


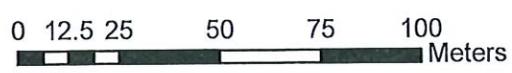
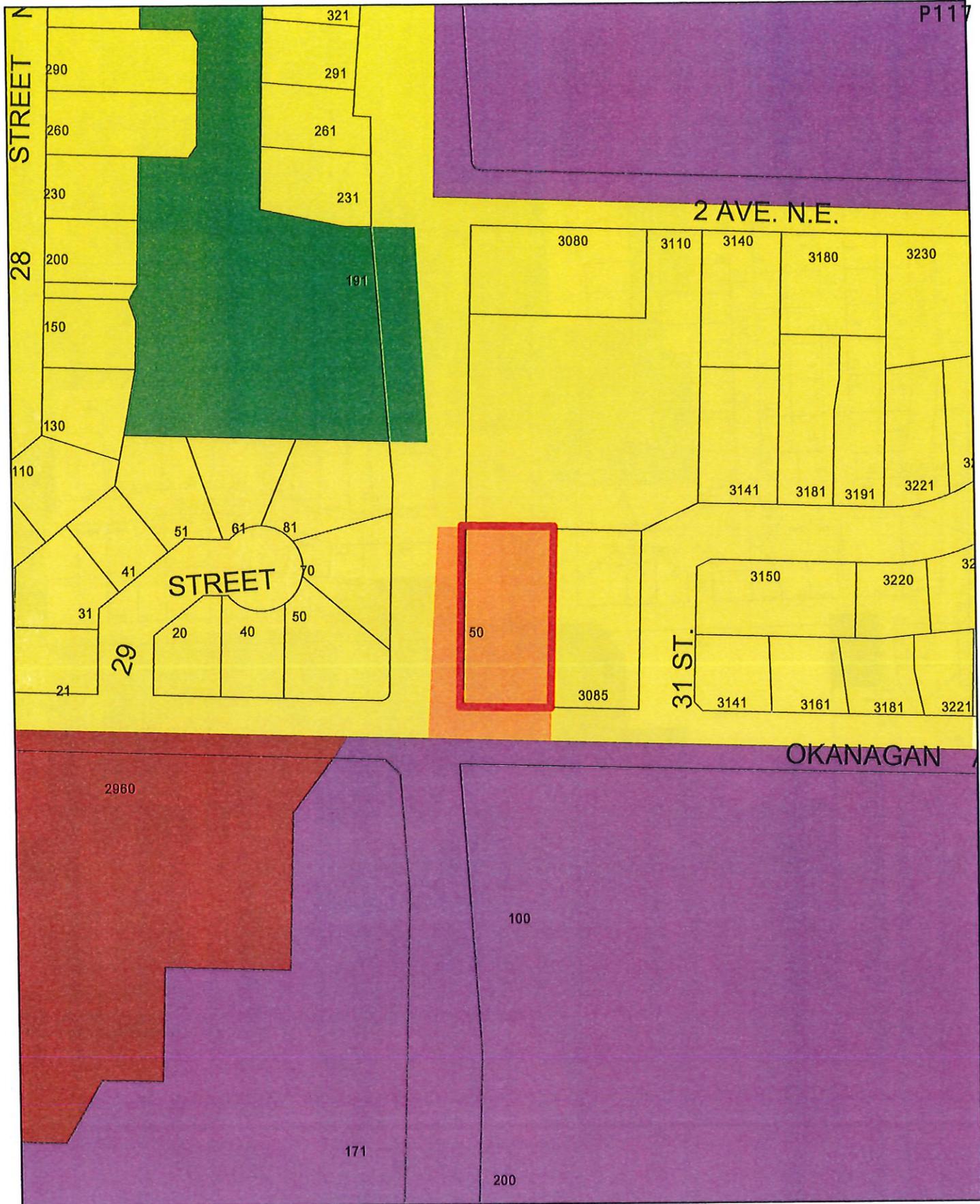
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Reviewed by: Gary Buxton, MCIP, RPP  
Director of Planning & Community Services

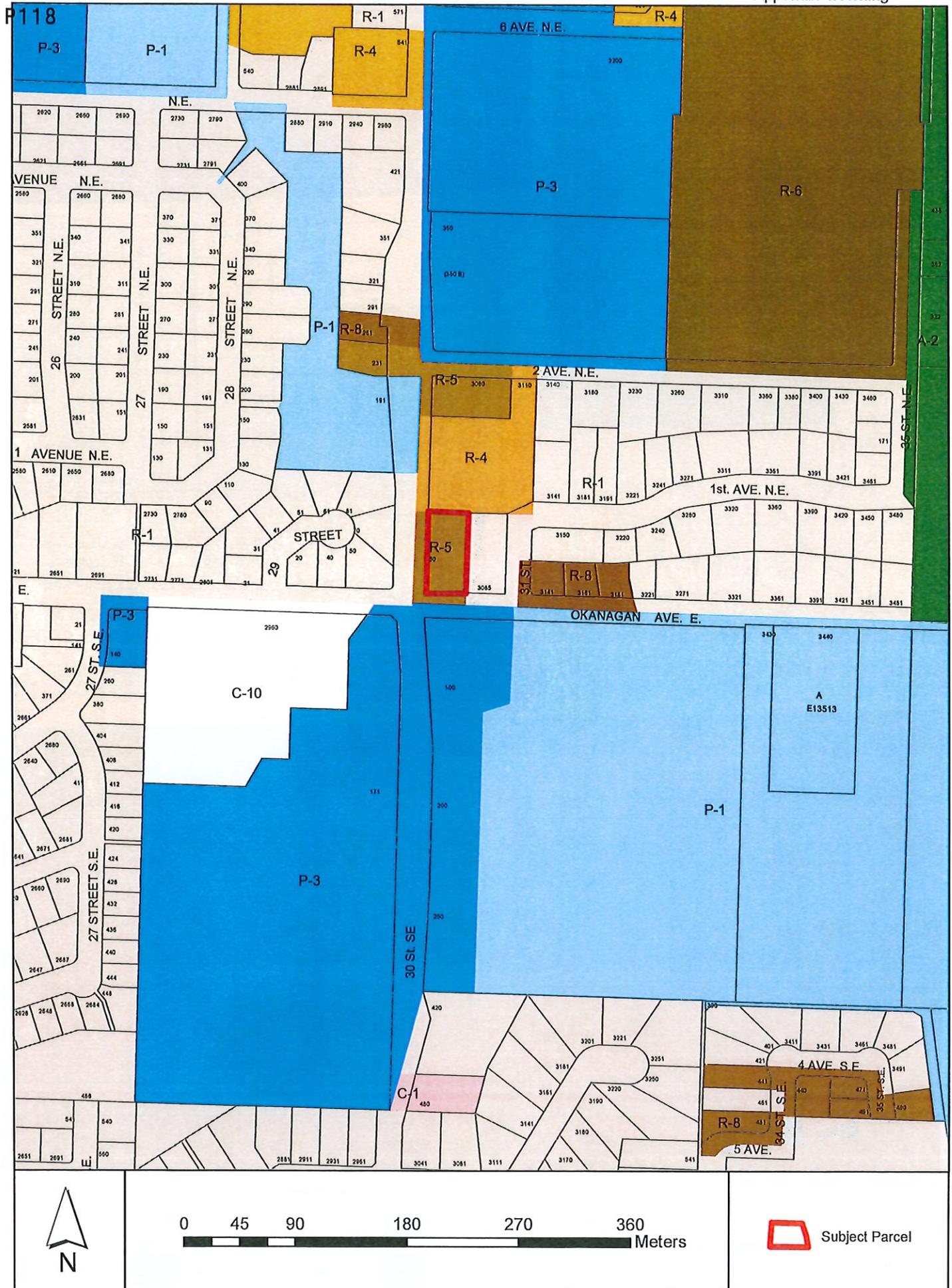


 Subject Parcel



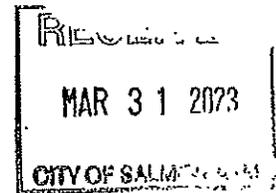


- Subject Parcel
- Park
- Neighbourhood Commercial
- High Density
- Medium Density
- Institutional



Council,

RE: 50 30 Street NE



While numerous improvements to the existing building are underway, the purpose of this application is to develop the 2nd floor of the attached garage, therefore, adding a one-bedroom rental suite.

To summarize:

**Main Floor**

Main floor stays as is.

I.e.: 6 bachelor suites and 1 one-bedroom suite

TOTAL 7 units.

**Second Floor**

Proposed second floor renos:

1) From 3 one bedroom suites on the second floor

TOTAL 3 units

to:

4 bachelor suites and 1 one bedroom suites

TOTAL 5 units (two more suites)

I.e.: Divide 2 of the one-bedroom suites into 4 bachelor suites.

AND

2) Develop 2nd floor of attached garage. Therefore adding a one bedroom suite (one more suite).

TOTAL 3 more suites, from 10 to 13.

All rentals.

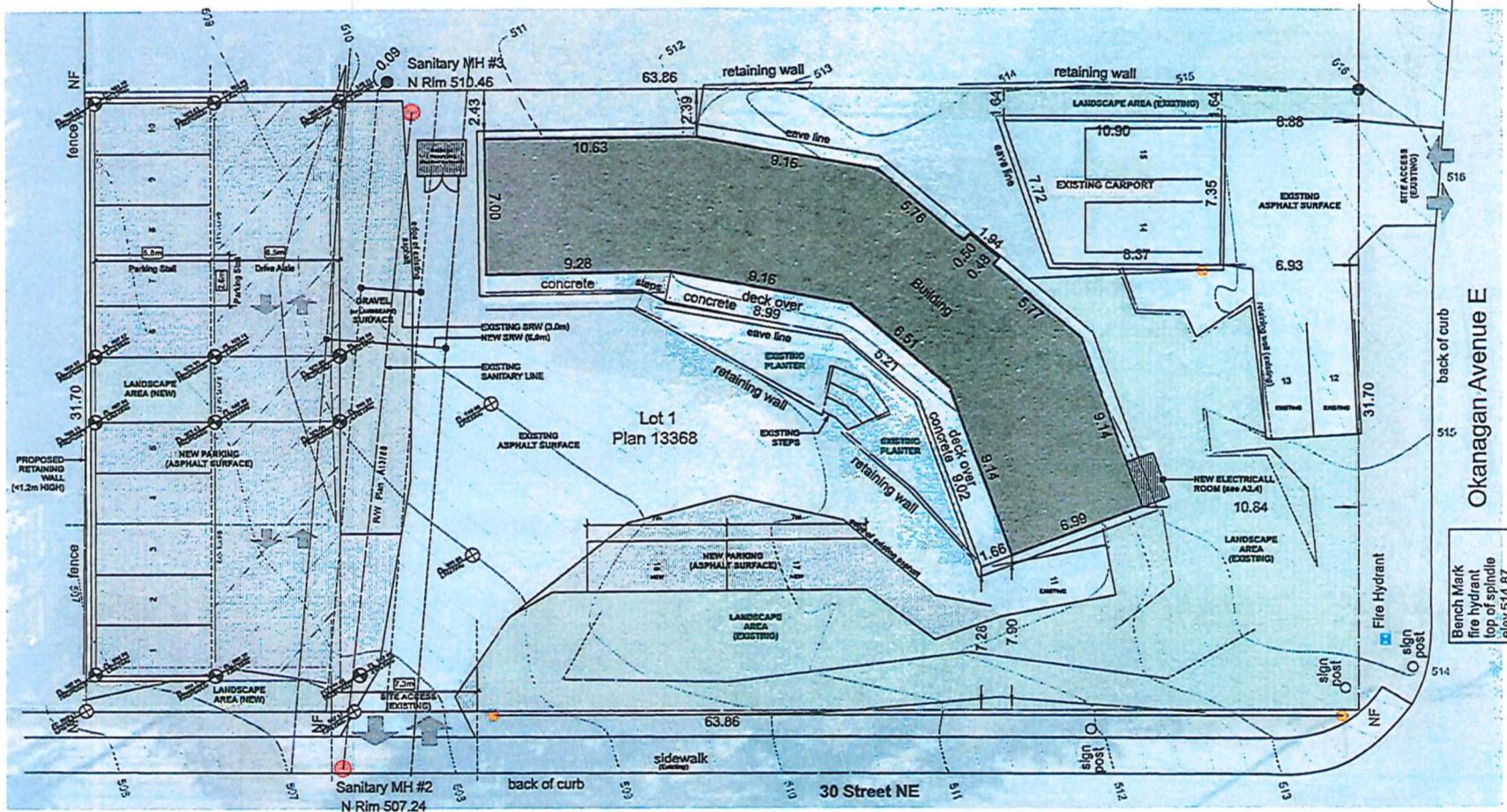
Landscaping has been worked on since we acquired the property in 2017 and will continue to improve with renovation.

Thank you for all your help.

Sincerely,

Francois Beaudet – Wonderland Investment inc.





Site Plan  
Scale: 1:100

**SITE PLAN NOTES**

1. See CIVIL drawings for site servicing & detail grading information.
2. See Landscape drawings for detailed landscape design & specifications.
3. All proposed retaining walls to be less than 1.2m tall, with exact lengths to be determined by site conditions.

REQUIRED SETBACKS (R-S ZONING)	
Minimum setbacks (Principal Building):	
- Front Yard Setback	= 5.0m (16.4ft)
- Rear Yard Setback	= 1.0m (3.3ft)
- Interior Side Yard	= 2.4m (7.8ft)
- Exterior Side Yard Setback	= 5.0m (16.4ft)
Proposed: All buildings Existing (see Site Plan)	
Minimum setbacks (Accessory Buildings):	
- Front Yard Setback	= 5.0m (16.4ft)
- Rear Yard Setback	= 1.0m (3.3ft)
- Interior Side Yard	= 1.0m (3.3ft)
- Exterior Side Yard Setback	= 5.0m (16.4ft)
Proposed: All buildings Existing (see Site Plan)	



ISSUE DATE  
DRAWN BY: PL, CL  
DATE: December 2022  
SCALE: as noted

**AVEX ARCHITECTURE**  
4118 - 49th ST  
PO BOX 2220  
SALMON ARM, BC V1E 4R3  
Mark Lamerton, Architect ABC  
T 250-515-4601  
E mark.lamerton@avexarch.com  
W www.avexarch.com



PROJECT: 18-012  
**LAKEVIEW APARTMENTS**  
RESIDENTIAL BUILDING RE-DEVELOPMENT

50 - 30th Street NE  
Salmon Arm, BC

DRAWING TITLE:  
**SITE PLAN**

DRAWING NO:

**A1.2**

Appendix G: Letter and Site Plan  
p 121



ISSUE	DATE
Development Permit	December 13, 2023

DRAWN BY: H.L.G.H  
 DATE: December 2023  
 SCALE: 3/16" = 1'-0"



4188-49 STONE  
 220 BOX 2220  
 SAULSON AVE, BC, V1E 6D3  
 Phone: 250.466.4668  
 Fax: 250.466.4669  
 Website: www.avexarch.com



PROJECT: 16-012  
**LAKEVIEW APARTMENTS**  
 RESIDENTIAL BUILDING RE-DEVELOPMENT

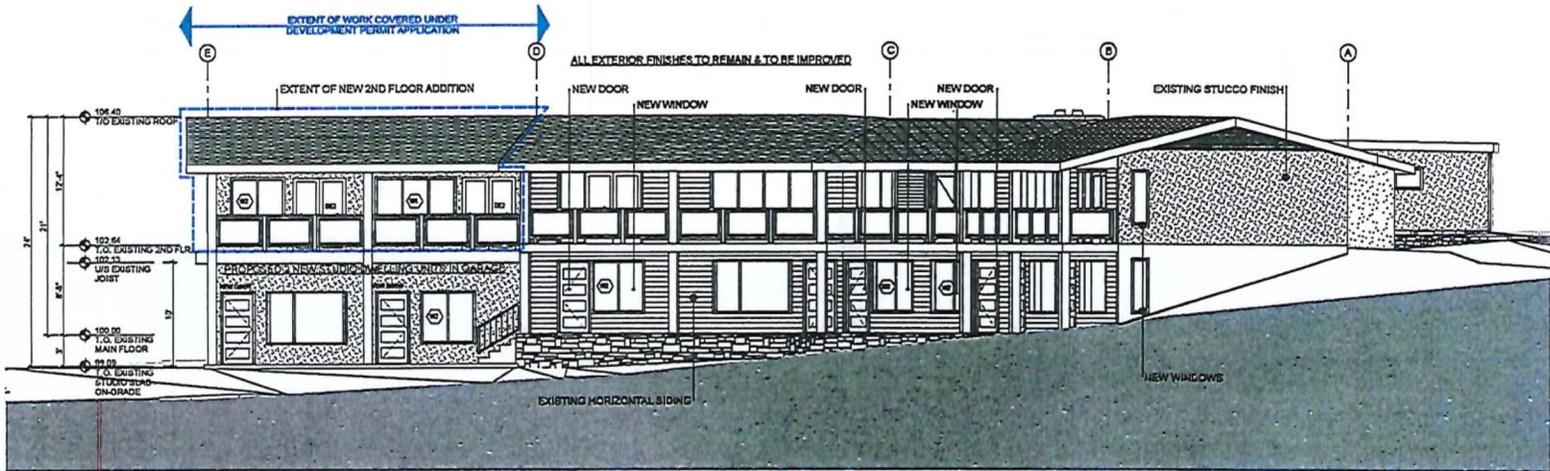
50 - 23th Street NE  
 Salmon Arm, BC

DRAWING TITLE:  
 BUILDING ELEVATIONS  
 - PROPOSED

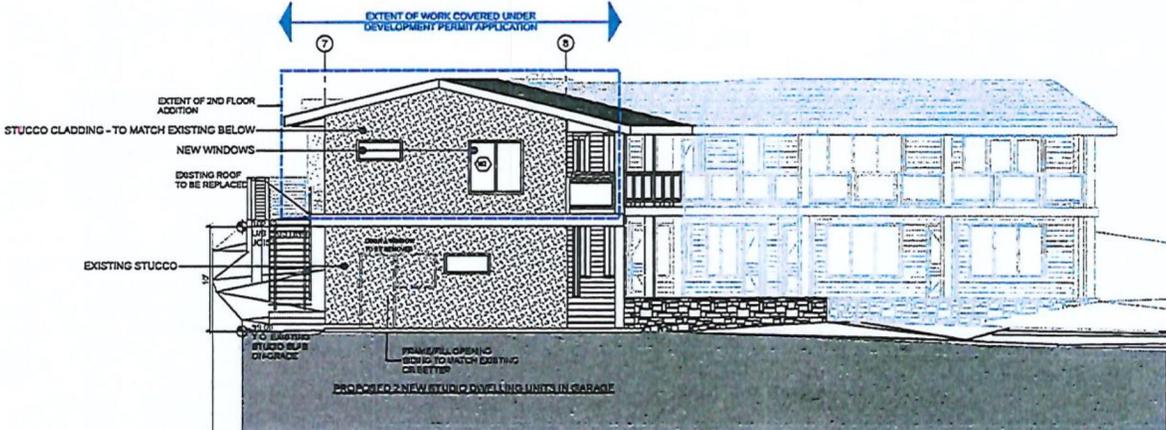
DRAWING NO:

A3.1

Appendix 5: Letter and Site Plan

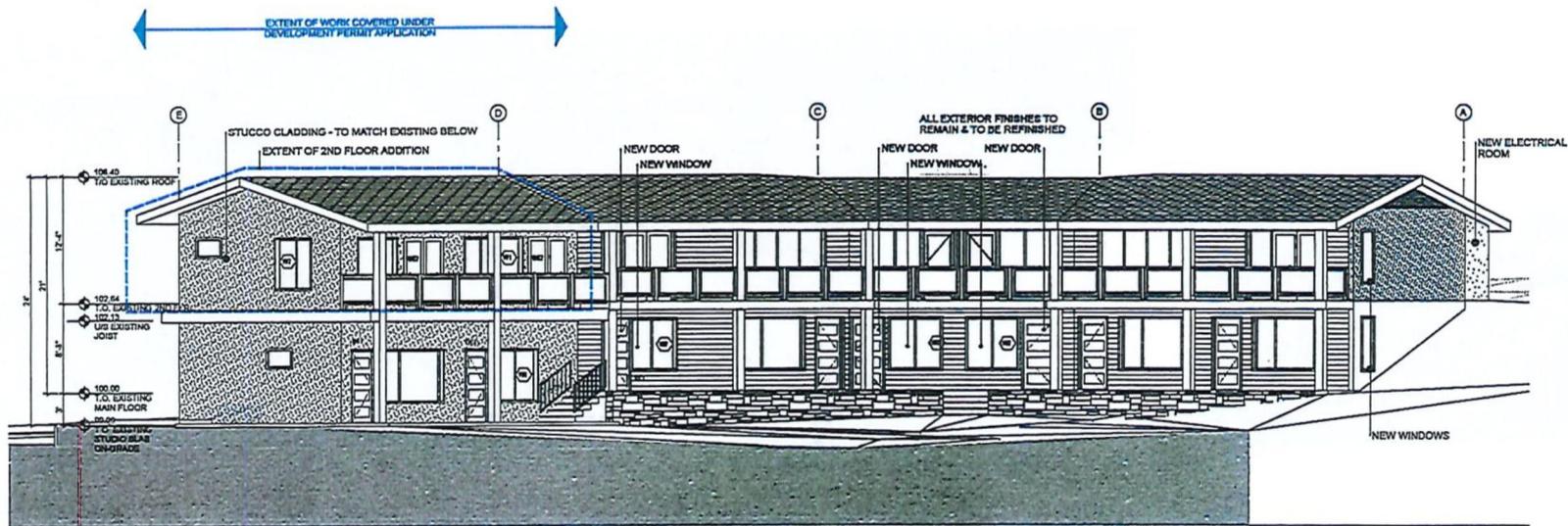


1 WEST ELEVATION  
 Scale: 3/16" = 1'-0"

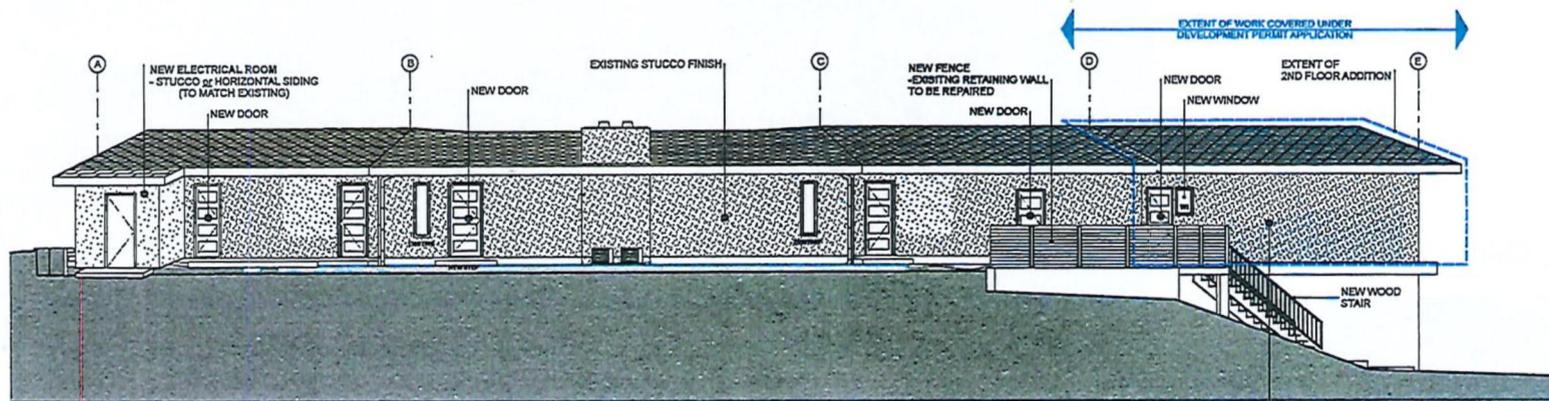


2 NORTH ELEVATION  
 Scale: 3/16" = 1'-0"

WINDOW & DOOR NOTES
1. Cladding: double-glazed, argon filled sealed units with Low E coating (on surface 2), minimum assembly U-value = 0.22 (BSI L80).
2. Frames: PVC (aluminium-clad vinyl), with true dividers.
3. Contractor to confirm all field dimensions prior to ordering.
Sizes indicated are for design intent. Actual window sizes & rough openings as per Window Schedules.
4. All doors and windows to conform to the requirements and standards referenced in S.20.2.7 of the BC Building Code.
5. All bedroom windows to meet egress requirements, as per S.0.10.1 of the BC Building Code.
6.
7.



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



2 SOUTHEAST ELEVATION  
SCALE: 3/16" = 1'-0"

**WINDOW & DOOR NOTES**

1. Cladding: double-glazed, argon filled sealed units with Low E coating (on surface 2). Maximum assembly U-value = 0.22 (UFI 1.80).
2. Frames: PVC (substantiated vinyl), with true dividers.
3. Contractor to confirm all field dimensions prior to ordering.
4. Sizes indicated are for design intent. Actual window sizes & rough openings as per Window Supplier.
5. All doors and windows to conform to the requirements and standards referenced in 8.362.7 of the BC Building Code.
6. All bedroom windows to meet egress requirements, as per 8.8.10.1 of the BC Building Code.
- 7.

STUCCO CLADDING - TO MATCH EXISTING BELOW

**AVEX**  
ARCHITECTURE

4145-45th STNE  
PO BOX 2332  
SALMON ARM, BC V1E 4R3  
Phone: 250-838-4444  
T: 250-835-4831  
E: info@avexarchitecture.ca  
W: www.avexarchitecture.ca

Professional Engineer  
No. 12345

ISSUE	DATE
Development Permit	December 10, 2023

DRAWN BY: HL, CAI  
DATE: December 2023  
SCALE: 3/16" = 1'-0"

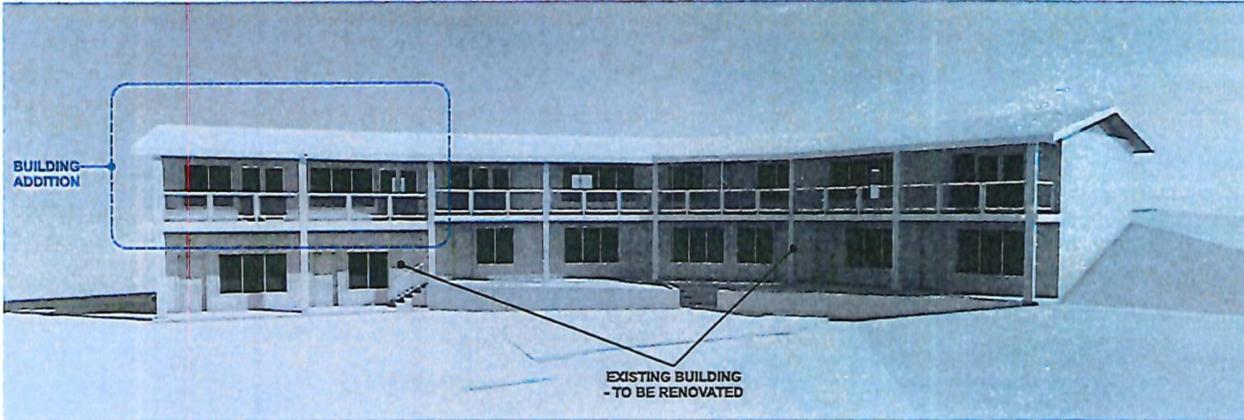
PROJECT: 18-012  
**LAKEVIEW APARTMENTS**  
RESIDENTIAL BUILDING RE-DEVELOPMENT

50 - 30th Street NE  
Salmon Arm, BC

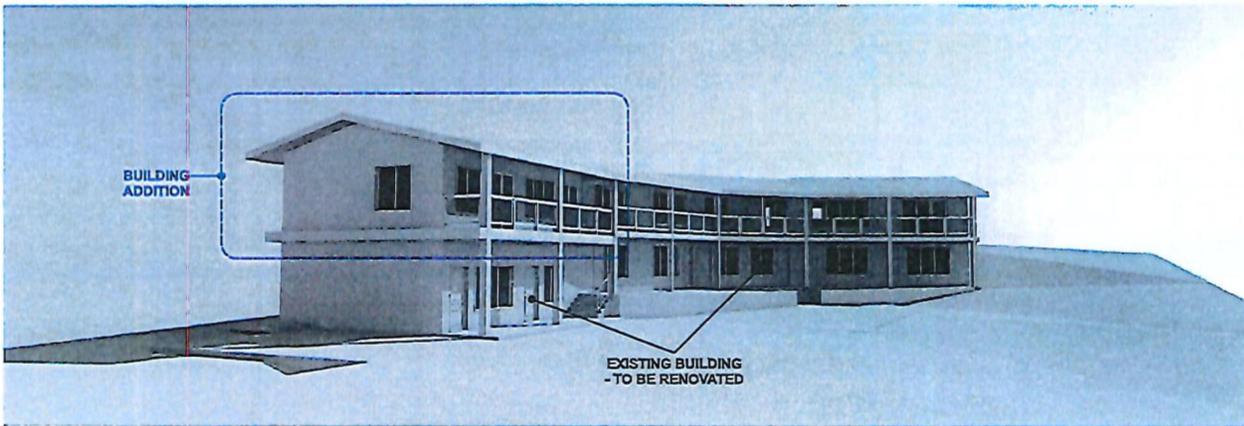
DRAWING TITLE:  
**BUILDING ELEVATIONS - PROPOSED**

DRAWING NO:  
**A3.2**

Appendix B: Letter and Site Plan  
P123



1 PERSPECTIVE VIEW (FROM 30th St. NE)  
Scale: 3/16" = 1'-0"



2 PERSPECTIVE VIEW (FROM NORTHWEST)  
Scale: 3/16" = 1'-0"



EXISTING RESIDENTIAL BUILDING  
- TO BE REFINISHED AND MODIFIED  
AS PER FLOOR PLANS & ELEVATIONS



EXISTING CARPORT  
- TO BE REFINISHED



ISSUE	DATE
Development Permit	December 15, 2023

DRAWN BY: H.L.D.P.  
DATE: December 2023  
SCALE: R/R



4141 - 4th ST NE  
PO BOX 3330  
SALMON ARM, BC V1E 4R3  
Hart Lemanon Architects INC  
T 250-515-1801  
E hart@lamanonarchitects.com  
W www.lamanonarchitects.com



PROJECT 18-012  
**LAKEVIEW  
APARTMENTS**  
RESIDENTIAL  
BUILDING  
RE-DEVELOPMENT

50 - 30th Street NE  
Salmon Arm, BC

DRAWING TITLE:  
BUILDING  
RENDERINGS  
- PROPOSED

DRAWING NO:

A4.1

Appendix 5 Letter and Site Plan



View southeast from 30 Street NE.



View northwest from Okanagan Avenue NE.

P126



## DESIGN REVIEW PANEL MINUTES

April 11, 2023, 3:00 pm - Online, City Hall

Present: Trent Sismey (Panel Member)  
 Dennis Lowe (Panel Member)  
 Al Waters (Panel Member)  
 Verna Burton (Panel Member)  
 Bill Laird (Panel Member - Chair)  
 F. Beaudet (Applicant – DP-448)  
 G. Dhaliwal and L. Hendrickson (Applicants – DP-450)  
 Chris Larson (Senior Planner)

Absent: Marc Lamerton (Panel Member)

**Application: Development Permit Applications No. DP-445**

**Application No. DP-448**  
**50 30 Street NE – Wonderland Investment Inc. (F. Beaudet)**

Staff and the applicant provided an overview of the proposal under current application. Panel members discussed the proposal, noting the need for housing. The DRP asked questions of clarification regarding the proposal, more specifically concerning the landscaping. The applicant noted future development concepts for the parcel. Noting the small scale of the proposed addition, the DRP is supportive:

**Panel Recommendation**

THAT the DRP supports application DP-448 as presented.

Verna Burton (Panel Member) left the meeting.

**Application No. DP-450**  
**1160 10 Avenue SW – Dhaliwal Investments Ltd. (G. Dhaliwal and L. Hendrickson)**

Staff and the applicant provided an overview of the proposal under current application. Panel members discussed the proposal, noting the addition for indoor storage would improve the site relative to less formal outside storage. The applicant noted an appreciation for neighbour concerns, noting the inclusion of varying colour siding panels and landscaping to improve site aesthetics. Noting the scale of the proposed addition, the DRP is supportive:

**Panel Recommendation**

THAT the DRP supports application DP-450 as presented.

Design Review Panel – February 23, 2022 Meeting Minutes

  
 Endorsed on behalf of Design Review Panel

Item 22.3

## CITY OF SALMON ARM

Date: May 8, 2023

Moved: Councillor

Seconded: Councillor

THAT: Development Variance Permit No. VP-578 be authorized for issuance for Lot 1, Section 20, Township 20, Range 10, W6M, KDYD, Plan 33563 to vary Section 4.8.1, Subdivision and Development Servicing Bylaw No. 4163, as follows:

- i) waive the upgrading of the west side of 60 Street NW along the parcel frontage to the Rural Collector Road Standard (RD-8), including installation of a bike lane, shoulder and drainage ditch;
- ii) waive the requirement for the extension of 8 Avenue NW and the construction of a cul-de-sac at the entrance to the proposed property;
- iii) waive the cash-in-lieu payment for upgrading of the north side of 8 Avenue NW to a Rural Local Road Standard (RD-7) from the cul-de-sac to 65 Street NW;
- iv) waive the cash-in-lieu payment for upgrading of the east side of 65 Street NW to a Rural Local Road Standard (RD-7) along the frontage of the parcel boundary;
- v) waive the requirement for dedication along 8 Avenue NW; and
- vi) waive the requirement for dedication along 65 Street NW.

[VP-578; Lepp, L. & T.; 1091 60 Street NW; Servicing requirements]

### Vote Record

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

- Harrison
- Cannon
- Flynn
- Gonella
- Lavery
- Lindgren
- Wallace Richmond

**CITY OF**  
**SALMON ARM**

---

TO: His Worship Mayor Harrison and Members of Council

DATE: April 18, 2023

SUBJECT: Development Variance Permit Application No. VP-578

Legal: Lot 1, Section 20, Township 20, Range 10, W6M, KDYD, Plan 33563  
Civic: 1091 - 60 Street NW  
Applicant: Lepp, L. & T. (Owners)

---

**MOTION FOR CONSIDERATION**

**THAT: Development Variance Permit No. VP - 578 be authorized for issuance for Lot 1, Section 20, Township 20, Range 10, W6M, KDYD, Plan 33563 to vary Section 4.8.1, Subdivision and Development Servicing Bylaw No. 4163, as follows:**

- i) waive the upgrading of the west side of 60 Street NW along the parcel frontage to the Rural Collector Road Standard (RD-8), including installation of a bike lane, shoulder and drainage ditch;**
  - ii) waive the requirement for the extension of 8 Avenue NW and the construction of a cul-de-sac at the entrance to the proposed property;**
  - iii) waive the cash-in-lieu payment for upgrading of the north side of 8 Avenue NW to a Rural Local Road Standard (RD-7) from the cul-de-sac to 65 Street NW;**
  - iv) waive the cash-in-lieu payment for upgrading of the east side of 65 Street NW to a Rural Local Road Standard (RD-7) along the frontage of the parcel boundary;**
  - v) waive the requirement for dedication along 8 Avenue NW; and**
  - vi) waive the requirement for dedication along 65 Street NW.**
- 

**STAFF RECOMMENDATION**

**THAT: Development Variance Permit No. VP-578 be authorized for issuance for Lot 1, Section 20, Township 20, Range 10, W6M, KDYD, Plan 33563 to vary Section 4.8.1, Subdivision and Development Servicing Bylaw No. 4163 as follows:**

- i) waiving the requirement to upgrade the west side of 60 Street NW along the frontage of the parcel boundary to the Rural Collector Road Standard (RD-8), including installation of a bike lane, shoulder and drainage ditch, and;**
  - ii) reduce the required road dedication along the 65 Street NW frontage from 4.971m to 3.971m, allowing for an ultimate road right of way of 18.0m.**
-

## PROPOSAL

The applicant is requesting to waive all required road upgrades for 8 Avenue NW, 60 Street NW, and 65 Street NW along the parcel frontages in order to reduce the servicing requirements for a two lot subdivision of the subject property. Staff recommend Council support a limited range of the variance requests.

## BACKGROUND

The subject property is located in the Gleneden area, has 3 road frontages, and is approximately 14 acres in area (see Appendices 1 and 2). It is designated Acreage Reserve in the City's Official Community Plan (OCP) (Appendix 3). In Zoning Bylaw No. 2303, the subject property is zoned A3 (Small Holding Zone) (Appendix 4). The A3 zoning permits agricultural development and limits residential development to a single family dwelling and a Rural Detached Suite.

Adjacent land uses include the following:

North: A2 (Rural Holding Zone) – Agriculture and Single Family Residences  
South: A2 (Rural Holding Zone) – Agriculture and Single Family Residences  
East: A3 (Small Holding Zone) & A2 (Rural Holding Zone) – Agriculture and Single Family Residences  
West: A2 (Rural Holding Zone) – Rural and Agriculture

In July 2022 the subject property was rezoned from A2 (Rural Holding Zone) to A3 (Small Holding Zone) in order to facilitate a two lot subdivision (Appendix 5). A Preliminary Layout Review (PLR) Letter was issued to the owner in August 2022. The attached site plan shows the proposed two lot subdivision and existing structures. The existing house is to be located on the proposed Remainder Lot ('Rem Lot') and proposed Lot 1 would include the location of a new single family dwelling.

The PLR outlines the conditions that the applicant/owner must complete prior to final subdivision approval. The Engineering and Servicing Report dated June 2, 2022 that formed the basis of the PLR is included as Appendix 6. The roads adjacent to the subject property are to be upgraded to an RD – 8 (60 Street NW) and RD – 7 (65 Street NW and 8 Avenue NW) standard. The upgrading requires land dedication for road width along 65<sup>th</sup> Street and 8<sup>th</sup> Avenue, including upgrading the road surfaces. Rather than constructing 65<sup>th</sup> Street and 8<sup>th</sup> Avenue past the proposed driveway, a cash in lieu payment for the section of road beyond the driveway for proposed Lot 1 would be accepted.

The applicant has provided letters detailing their request and a detailed Opinion of Probable Cost (OPC) covering frontage works along each adjacent road (Appendix 7). The subtotal for the frontage works is \$370,772.50.

### *60 Street NW – Servicing Requirements*

Along 60 Street NW the applicant is required to upgrade the frontage to a Rural Collector Road Standard (Appendix 6, RD-8). Specific to the section fronting the subject property the upgrading includes the installation of asphalt bike lane, shoulder widening and drainage ditch along the west side of 60 St NE. The applicant had included an OPC of \$84,100 for these proposed works (Appendix 7 – Part A).

### *8 Avenue NW – Servicing Requirements*

Along 8 Avenue NW the applicant is required to upgrade the frontage to a RD – 7 Road Standard. In this section the upgrades include road dedication of approximately 3.971m. The road improvements include a gravel road base to the access of Proposed Lot 1 and a cash in lieu contribution for that portion of the road improvements beyond the proposed access. The applicant has provided an OPC showing a total of \$181,612.50 for all of these proposed improvements (Appendix 7 – Part B).

Staff highlight the following three components required for the 8 Avenue NW frontage:

1. upgrades to the road from the east extending to the access of the proposed new lot,
2. a cul-de-sac at the access of the proposed new lot, and
3. a cash in lieu contribution for that portion of the road improvements beyond the proposed new lot access.

P130

Should Council wish to grant variances for the 8 Avenue NW requirements additional to the staff recommendation, the inclusion of a cul-de-sac is noted by staff as of importance to maintain service levels along this right-of-way.

#### *65 Street NW – Servicing Requirements*

Along 65 Street NW the applicant is required to provide a cash in lieu contribution to upgrade the frontage to a RD – 7 Road Standard. In this section the upgrades include road dedication of approximately 4.971m and a gravel road base. The applicant has provided an OPC of \$105,060 for the proposed improvements (Appendix 7 – Part C).

It should be noted that the applicant is requesting the Council waive all of the road improvement requirements. The staff recommendation is based on a review of that request.

#### COMMENTS

##### Engineering Department

In response to the request to vary the servicing requirements the Engineering Department provided detailed comments and a map illustrating the servicing requirements (Appendix 8).

There are limited water and sewer services in this area. As a subject of subdivision approval the applicant is required to provide an adequate supply of potable water and approved on-site septic services for the proposed lots.

Public Works and Engineering have noted that maintenance of 8 Avenue NW is complicated by the lack of turnaround and sufficient infrastructure to accommodate maintenance vehicles.

##### Building Department

No concerns

##### Fire Department

No response

##### Planning Department

When considering servicing variances a number of factors are taken into consideration, including physical or legal constraints such as topography, scale of proposed development, and the growth potential in the area. In this situation there are no physical or legal constraints that would necessitate a relief from bylaw requirements.

Future growth is limited in most of the rural areas due to the ALR boundary and OCP policies regarding growth, with the exception of the Gleneden area. Gleneden is the only rural area, outside of the Urban Containment Boundary where rezoning and subsequent subdivision is supported. Lands to the west and north of the property with shared road frontage along 8 Avenue NW and 65 Street NW are outside of the ALR and of sufficient parcel area to accommodate future subdivision.

Staff recognize that there are other constraints on development potential, the undeveloped state of the adjacent roadways and surrounding lands, and the particular burden that parcels with multiple frontages face when developing. However, completely offsetting the cost of upgrading and construction of 8 Avenue NW, 60 and 65 Street NW onto the future developer/land owners or the City is problematic. Waiving the requirements would place additional financial burden on the City for the road improvements in the future or increase costs to future developers of adjacent properties.

While Council is not burdened by precedent, staff note that the adjacent parcel sharing frontage on 8 Avenue NW was granted variances in 2022 under application VP-541. Under consideration of that

application, variances were granted to waive requirements to the 60 Street NW frontage, while a reduced standard and dedication width was ultimately supported along 8 Avenue NW.

Considering the requirements as previously detailed, future subdivision potential of adjacent lands, and scale of the proposed development, staff do not recommend that the variances as requested by the applicant be granted and have proposed alternatives that may be more appropriate given the location and scale of development proposed as follows:

*60 Street NW – Servicing Requirements*

The applicant is required to upgrade the 60 Street NW frontage to a Rural Collector Road Standard, at an estimated cost of \$84,100. The applicant has requested this be waived. Despite the importance of supportive infrastructure for active transportation, staff recommend support for this request aligned with previous applications along this frontage. Requiring the works would only result in an isolated section of improved roadway

*8 Avenue NW – Servicing Requirements*

8 Avenue NW is the access for the proposed new parcel, as well as the parcels beyond to the west. Along 8 Avenue NW the applicant is required to upgrade (or provide cash in lieu) the entire frontage to a RD – 7 Road Standard estimated at \$181,612.50. Along this section, road dedication of approximately 3.971m is required, as well as a cul-de-sac at the access of the proposed new lot. The applicant has requested all these requirements be waived. Given the importance of providing access to the lands beyond which have future subdivision potential and the existing parcels, staff recommend this request be denied. The requirements provide the necessary adequate access to the proposed parcel, and should be borne by the applicant.

Should Council wish to grant variances to the 8 Avenue NW requirements additional to the staff recommendation, access to the proposed new parcel, the inclusion of the dedication to provide access to the lands beyond, as well as a cul-de-sac are all noted by staff as of importance to maintain basic service levels along this right-of-way, and align with what the parcel to the east was granted through their variance application. As previously noted, the lands beyond to the west have subdivision potential which require road access via a dedicated right of way. Requiring provision of the additional road width allows for appropriate future road development.

Further to this, should Council wish to provide some relief relative to the cash in lieu portion, staff suggest that Council consider a 50% contribution rather than complete waiver.

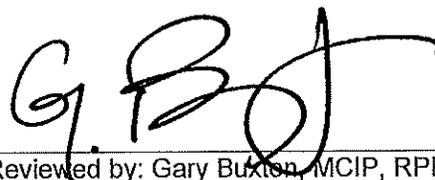
*65 Street NW – Servicing Requirements*

Along 65 Street NW the applicant is required to provide dedication of approximately 4.971m and a cash in lieu contribution to upgrade the frontage to a RD – 7 Road Standard valued at \$105,060. As previously noted, the lands beyond to the north and west have subdivision potential which require road access via a dedicated right of way. Given the importance of providing access to the lands beyond which have future subdivision potential, staff recommend this request be denied. Requiring provision of the additional road width allows for appropriate future road development.

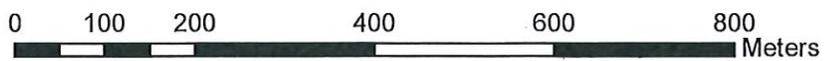
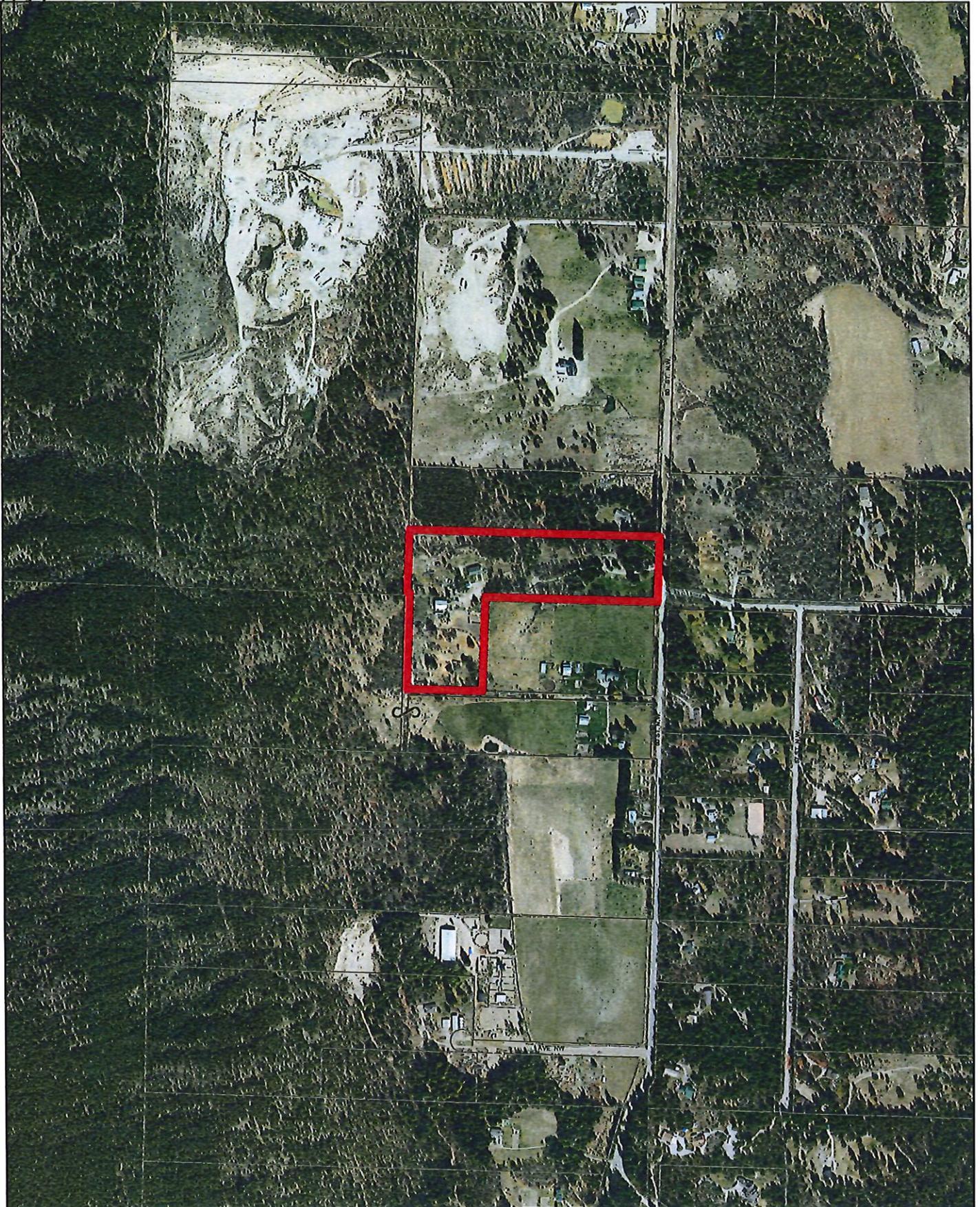
Should Council wish to grant variances to the 65 Street NW requirements, the inclusion of the dedication to provide access to the lands beyond is noted by staff an important precursor to future subdivision potential on adjacent land. As noted above, should Council wish to provide some relief relative to the cash in lieu portion, staff suggest that Council consider a 50% contribution rather than complete waiver.



Prepared by: Chris Larson, MCIP, RPP  
Senior Planner



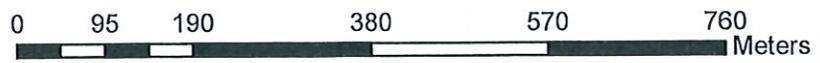
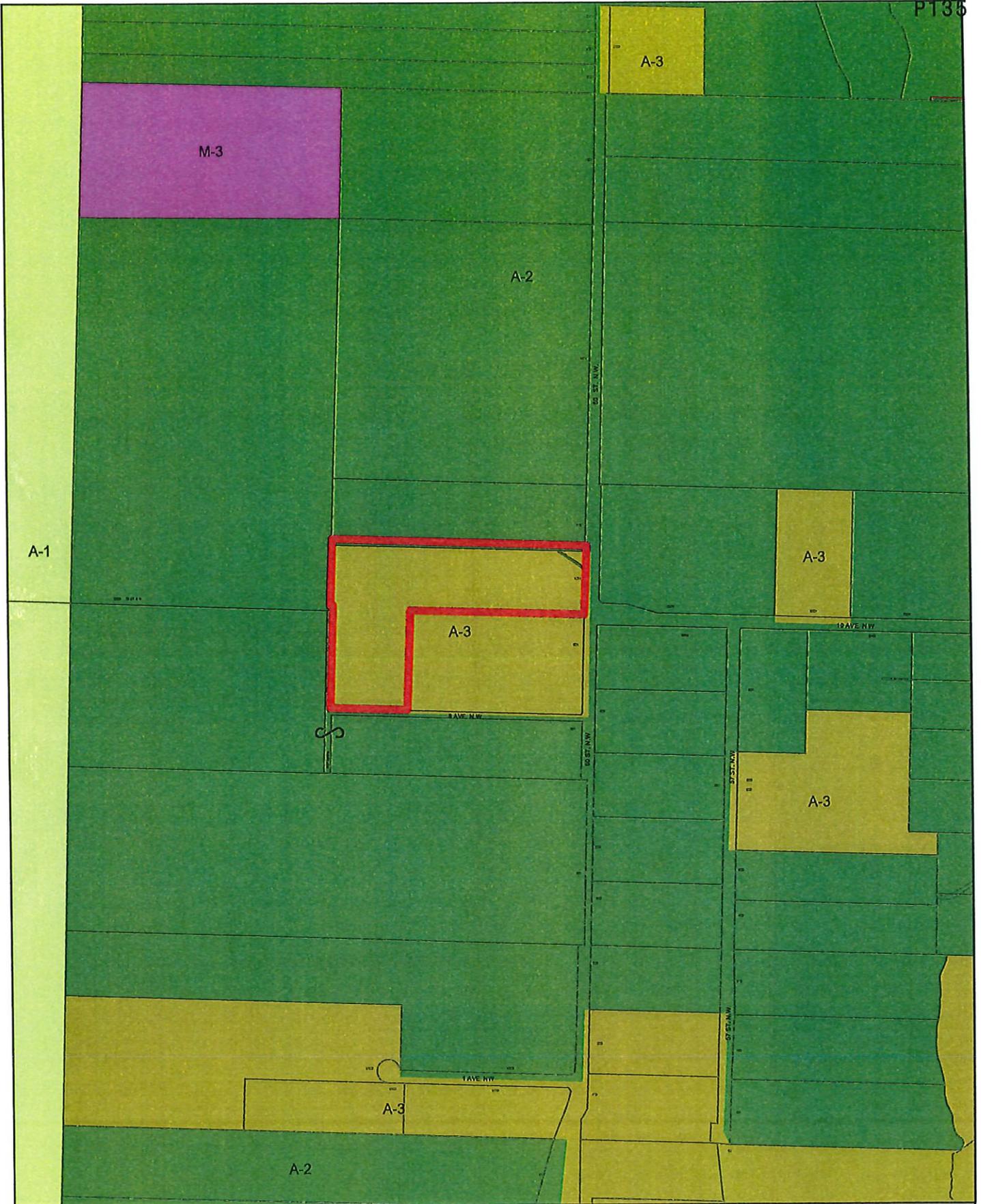
Reviewed by: Gary Buxton, MCIP, RPP  
Director of Planning & Community Services



 Subject Parcel



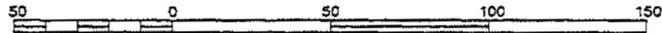




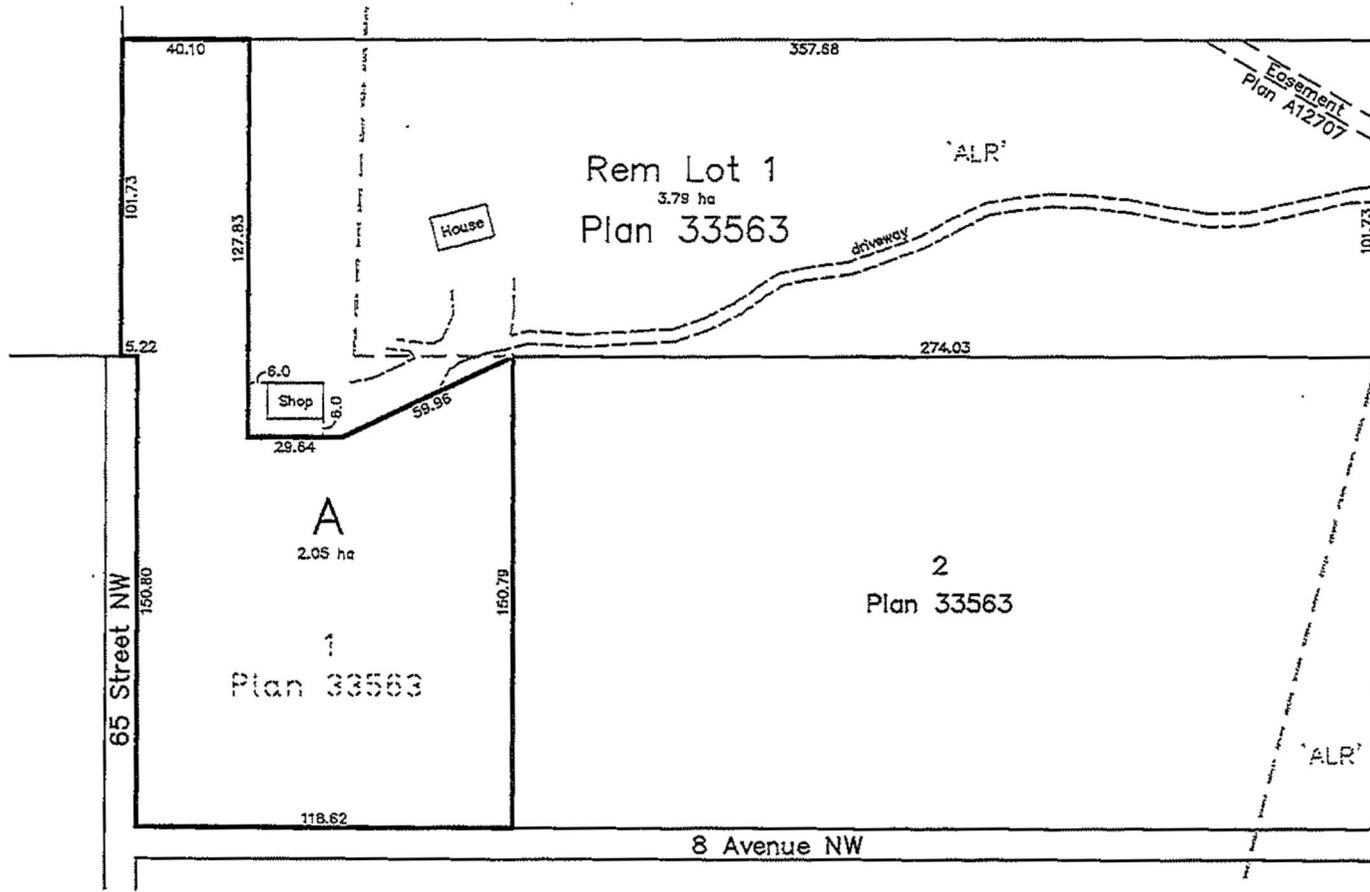
# Sketch Plan of Proposed Subdivision of Part of Lot 1, Tp 20, Rge 10, W6M, KDYD, Plan 33563

Scale 1:1500

BCGS 82L074



All distances are in metres.



60 Street NW



April 21, 2022

BROWNE JOHNSON LAND SURVEYORS  
 B.C. AND CANADA LANDS  
 SALMON ARM, B.C. 250-832-9701  
 File: 240-22



*Memorandum from the  
Engineering and Public  
Works Department*

---

TO: Kevin Pearson, Director of Development Services  
 DATE: 06 June 2, 2022  
 PREPARED BY: Chris Moore, Engineering Assistant  
 SUBJECT: **SUBDIVISION APPLICATION NO. 22-07**  
 OWNER: **L. & T. Lepp - 1091 – 60 Street NW, Salmon Arm, BC V1E 3B2**  
 LEGAL: Lot 1, Section 20 Township 20, Range 10, W6M KDYD, Plan 33563  
 CIVIC: **1091 – 60 Street NW**

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Further to your referral dated April 25, we provide the following servicing information.

**General:**

1. Full municipal services are required as noted herein. Owner / Developer to comply fully with the requirements of the Subdivision and Development Services Bylaw No 4163. Notwithstanding the comments contained in this referral, it is the applicant's responsibility to ensure these standards are met.
2. Comments provided below reflect the best available information. Detailed engineering data, or other information not available at this time, may change the contents of these comments.
3. Properties shall have all necessary public infrastructure installed to ensure properties can be serviced with electrical and telecommunication wiring upon development.
4. Property under the control and jurisdiction of the municipality shall be reinstated to City satisfaction.
5. Owner / Developer will be responsible for all costs incurred by the City of Salmon Arm during construction and inspections. This amount may be required prior to construction. Contact City Engineering Department for further clarification.
6. Erosion and Sediment Control measures may be required prior to the commencement of construction. ESC plans to be approved by the City of Salmon Arm.
7. Any existing services (water, sewer, hydro, telus, gas, etc) traversing the proposed lot must be protected by easement or relocated outside of the proposed building envelope. Owner/Developer will be required to prove the location of these services. Owner / Developer is responsible for all associated costs.
8. At the time of subdivision the applicant will be required to submit for City review and approval a detailed site servicing / lot grading plan for all on-site (private) work. This plan will show such items as parking lot design, underground utility locations, pipe sizes, pipe elevations, pipe grades, catchbasin(s), control/containment of surface water, contours (as required), lot/corner elevations, impact on adjacent properties, etc.
9. For the off-site improvements at the time of subdivision 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 subdivision approval, the applicant will be required to deposit with the City funds equaling 125% of the estimated cost for all off-site construction work.

**SUBDIVISION APPLICATION FILE: 22-07**

06 June 2022

Page 2

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**Roads / Access:**

1. 60 Street NW, on the subject property's eastern boundary, is designated as a Rural 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 a BCLS).
2. 60 Street NW is currently constructed to an Interim Rural Gravel Road standard. Upgrading to a Rural Paved Local Road standard is required, in accordance with Specification Drawing No. RD-8. Upgrading may include, but is not limited to, road widening and construction, bike lane construction, paving. Owner / Developer is responsible for all associated costs.
3. 8 Avenue NW, on the subject property's southern boundary, is designated as a Rural Local Road standard, requiring 20.0m road dedication (10.0m on either side of road centerline). Available records indicate that 4.971m additional dedication is required (to be confirmed by a BCLS). Owner / Developer is responsible for all associated costs.
4. 8 Avenue NW is currently constructed to an Interim Rural Gravel Road standard. Upgrading to a Rural Gravel Local Road standard is required, in accordance with Specification Drawing No. RD-8. Upgrading may include, but is not limited to, road widening and construction (gravel surface), temporary cul-de-sac construction after proposed lot access in accordance with modified Specification Drawing RD-11. Since upgrading 8 Avenue NW west of the access for the proposed lot is premature at this time, a 100% cash in lieu payment towards future upgrading will be accepted. Owner / Developer is responsible for all associated costs.
5. 65 Street NW, on the subject property's western boundary, is designated as a Rural Local Road standard, requiring 20.0m road dedication (10.0m on either side of road centerline). Available records indicate that 4.971m additional dedication is required (to be confirmed by a BCLS). Owner / Developer is responsible for all associated costs.
6. 65 Street NW is currently constructed to an Interim Rural Gravel Road standard. Upgrading to a Rural Gravel Local Road standard is required, in accordance with Specification Drawing No. RD-8. Upgrading may include, but is not limited to, road widening and construction (gravel surface) and cul de sac construction in accordance with modified Specification Drawing RD-11. Since upgrading 65 Street NW is premature at this time, a 100% cash in lieu payment towards future upgrading will be accepted. Owner / Developer is responsible for all associated costs.
7. Owner / Developer is responsible for ensuring all boulevards and driveways are graded at 2.0% towards the existing roadway.
8. A 3.0m by 3.0m corner cut is required to be dedicated at the intersection of 65 Street NW and 8 Avenue NW.

**SUBDIVISION APPLICATION FILE: 22-07**

06 June 2022

Page 3

**Water:**

1. The proposed subject property does not front onto a City watermain; an Alternative Water Source is required. Installation of a new on-site water supply system is required in accordance with Section 5.2 of the bylaw. Either a Professional Driven Approach (completed by a qualified Professional Engineer) or a Homeowner Driven Approach (completed by the homeowner and/or qualified well driller) may be required to certify quality and quantity of the alternative water source.
2. The remaining property does not front onto a City watermain and is currently serviced by an Alternative Water Source. A water quality test completed within 12 months for the existing well is required for subdivision approval.

**Sanitary:**

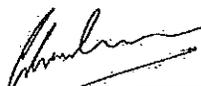
1. The subject properties do not front on a City of Salmon Arm sanitary sewer system. Subject to the required approvals from Interior Health Authority, a private on-site disposal system will be required for the proposed lot at building permit stage.

**Drainage:**

1. The subject property does not front on an enclosed storm sewer system. Site drainage will be by an Overland and / or Ground Discharge system. Drainage issues related to development to be addressed at time of Building Permit application to meet requirements of Building Inspection Department.

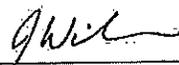
**Geotechnical:**

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



---

Chris Moore  
Engineering Assistant



---

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

P140

City of Salmon Arm

Salmon Arm City, Honorable Mayor Harrison &amp; Salmon Arm Council

We requested Variance Application considerations as follows;

1. We do Not need Telus. We do not need Natural Gas. We will contact Shaw directly to arrange hock up in advance when needed. We will contact Hydro with GenTech Engineering. All Public & Private Utilities have not indicted any concerns as addressed June 28, '22 meeting.
2. We request waiving a Bike lane on 60<sup>th</sup>ST NW that goes nowhere along 60<sup>th</sup> ST NW. There is no bike lane on either side north or south of 60<sup>th</sup> NW property line.
3. We request waving the construction cost of 65<sup>th</sup> St NW with no planned develop for possible 25 years  
We do agree to allow City the 3m by 3m corner land cut out to be dedicated at the intersection West property line alone 65 St for future development 65<sup>th</sup> St NW.
4. We ask that Council allow temporary driveway to be constructed with No A Cul De Sac on 8<sup>th</sup> Ave NW by our new 8<sup>th</sup> Ave NW driveway
5. We do agree to build 8<sup>th</sup> Ave to Interim Rural Gravel Road standard & width as the per Dobie subdivision on 8ths Ave NW to our new driveway on 8<sup>th</sup> Ave NW. We have been contact the with the Dobie's, our neighbor's to work with them regarding 8<sup>th</sup> Ave NW
6. We have hired GenTech to do the 8<sup>th</sup> Ave St Engineer drawing Should 8<sup>th</sup> Ave be future developed we agree to allocate 3.0m by 3.0m corner cut required to be dedicated at the intersection of 65<sup>th</sup> NW
7. We agree to construction sewer system to City Sanitary Sewer system. Drainage issue with be address when build permit application is obtained.
8. We will do water test, I will pick up from Healthy Department to have it tested in Kelowna & letter submitted to the city office.
9. We have hired AppleBruin Engineering INC to do the Geotechnical study from Kelowna. He will submit the document to City hopefully in 1-2 months.
10. We the Owners will be responsible for all costs during new home construction & city inspections costs. We will be in touch with Chris Moore City engineer prior to construction date & purchase building permit.
11. We request that due to tough, difficult times over pass couple years the Major, City Council & City Staff consider under hardship reduce any costs as per cost of our Variance application.

Thank you for time & assistance to review our Variance applications!



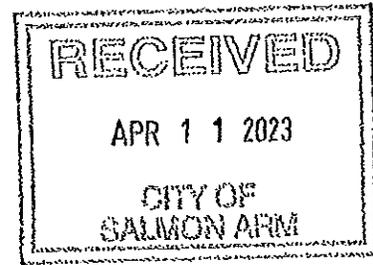
RECEIVED

FEB 08 2023

CITY OF SALMON ARM

Hello

Please address to City Council



Honorable Major Harrison, City Councilors & City Planning Staff

Please Waiver Due To Hardship; We can not do the Cash in Lieu for 65th St NW

We have arrange bridge financing for 8th Ave NW at 14% interest, with lower price down Real Estate on acreage & the Cash In Lieu could cost us up \$5000,000.

Which is a huge additional burden for us

When Dobbles property next to us, only Cash in Lieu on 8th Ave not 60<sup>th</sup> St NW???

Seems unfair very Burdening for us

We are nor aware of as the land development as it is privately owned for 2 miles will no development west or behind us is planned for more 25yrs.

Any development on 70th St NW should pay for their development in future.

Should not burden us to point where can't build the home we want on our subdivided property.

As Building Costs have substantially quadrabled building costs, since our House fire rebuild 2013

Please reconsider to waver the Cash In Lieu 65th Ave NW

Thank you for consideration

Lois Lepp

## LOIS AND TIM LEPP

MARCH 2023

1091 60th STREET NW SUBDIVISION - Part A - 60th STREET NW

## OPINION OF PROBABLE COST

## SCHEDULE OF APPROXIMATE QUANTITIES AND UNIT PRICES

(\*Denotes Nominal Quantity)

Item No.	DESCRIPTION OF WORK	UNIT	QUANTITY	UNIT PRICE \$	AMOUNT \$
<b>1.0</b>	<b>ROADS AND EARTHWORKS</b>				
1.1	Clearing and Grubbing	LS	1	\$ 2,500.00	\$ 2,500.00
1.2	Asphalt Removal & Disposal	m <sup>2</sup>	5 *	\$ 15.00	\$ 75.00
1.3	Common Excavation & Disposal	m <sup>3</sup>	530 *	\$ 17.50	\$ 9,275.00
1.4	Supply & Place Sub-Base	m <sup>3</sup>	235 *	\$ 70.00	\$ 16,450.00
1.5	Supply & Place Base	m <sup>3</sup>	50 *	\$ 95.00	\$ 4,750.00
1.6	Supply & Place 100mm Asphalt (Two 50mm Lifts)	m <sup>2</sup>	400 *	\$ 60.00	\$ 24,000.00
1.7	Shouldering	m <sup>3</sup>	15 *	\$ 150.00	\$ 2,250.00
	<b>Sub-Total: Roads and Earthworks</b>				\$ 59,300.00
<b>2.0</b>	<b>STORM SEWER WORKS</b>				
2.1	Supply & Install 400ø CSP Culvert	m	24 *	\$ 150.00	\$ 3,600.00
2.2	Supply & Install Sandbag Headwall	ea	4 *	\$ 300.00	\$ 1,200.00
2.3	Ditching	m	120 *	\$ 75.00	\$ 9,000.00
	<b>Sub-Total: Storm Sewer Works</b>				\$ 13,800.00
<b>3.0</b>	<b>HYDRO, TELEPHONE, GAS AND CATV</b>				
3.1	Re-locate Existing Power Pole (By Others)	ea	1 *	\$ 10,000.00	\$ 10,000.00
	<b>Sub-Total: Hydro, Telephone, Gas and CATV</b>				\$ 10,000.00
<b>4.0</b>	<b>LANDSCAPING</b>				
4.1	Boulevard Restoration	LS	1 *	\$ 1,000.00	\$ 1,000.00
	<b>Sub-Total: Landscaping</b>				\$ 1,000.00
<b>SUMMARY</b>					
<b>1.0</b>	<b>ROADS &amp; EARTHWORKS</b>				\$ 59,300.00
<b>2.0</b>	<b>WATER DISTRIBUTION WORKS</b>				\$ 13,800.00
<b>3.0</b>	<b>HYDRO, TELEPHONE, GAS AND CATV</b>				\$ 10,000.00
<b>4.0</b>	<b>LANDSCAPING</b>				\$ 1,000.00
	<b>SUB-TOTAL</b>				\$ 84,100.00

LOIS AND TIM LEPP

MARCH 2023

1091 60th STREET NW SUBDIVISION - Part B - 8th AVENUE NW

OPINION OF PROBABLE COST

SCHEDULE OF APPROXIMATE QUANTITIES AND UNIT PRICES

(\*Denotes Nominal Quantity)

Item No.	DESCRIPTION OF WORK	UNIT	QUANTITY	UNIT PRICE \$	AMOUNT \$
<b>1.0</b>	<b>ROADS AND EARTHWORKS</b>				
1.1	Clearing and Grubbing c/w Tree Removal	LS	1	\$ 10,000.00	\$ 10,000.00
1.2	Common Excavation & Disposal	m <sup>3</sup>	1325 *	\$ 17.50	\$ 23,187.50
1.3	Supply & Place Sub-Base	m <sup>3</sup>	860 *	\$ 70.00	\$ 60,200.00
1.4	Supply & Place Base	m <sup>3</sup>	150 *	\$ 95.00	\$ 14,250.00
1.5	Shouldering	m <sup>3</sup>	50 *	\$ 150.00	\$ 7,500.00
	<b>Sub-Total: Roads and Earthworks</b>				\$ 115,137.50
<b>2.0</b>	<b>STORM SEWER WORKS</b>				
2.1	Supply & Install 400ø CSP Culvert	m	36 *	\$ 150.00	\$ 5,400.00
2.2	Supply & Install Sandbag Headwall	ea	6 *	\$ 300.00	\$ 1,800.00
2.3	Ditching	m	245 *	\$ 75.00	\$ 18,375.00
	<b>Sub-Total: Storm Sewer Works</b>				\$ 25,575.00
<b>3.0</b>	<b>HYDRO, TELEPHONE, GAS AND CATV</b>				
3.1	Supply & Install Power Pole (By Others)	ea	3 *	\$ 10,000.00	\$ 30,000.00
	<b>Sub-Total: Hydro, Telephone, Gas and CATV</b>				\$ 30,000.00
<b>4.0</b>	<b>LANDSCAPING</b>				
4.1	Boulevard Restoration	LS	1	\$ 2,500.00	\$ 2,500.00
4.2	Supply & Install Wire Fence	m <sup>3</sup>	120 *	\$ 70.00	\$ 8,400.00
	<b>Sub-Total: Landscaping</b>				\$ 10,900.00
	<b>SUMMARY</b>				
<b>1.0</b>	<b>ROADS &amp; EARTHWORKS</b>				\$ 115,137.50
<b>2.0</b>	<b>WATER DISTRIBUTION WORKS</b>				\$ 25,575.00
<b>3.0</b>	<b>HYDRO, TELEPHONE, GAS AND CATV</b>				\$ 30,000.00
<b>4.0</b>	<b>LANDSCAPING</b>				\$ 10,900.00
	<b>SUB-TOTAL</b>				\$ 181,612.50

**LOIS AND TIM LEPP**  
**MARCH 2023**  
**1091 60th STREET NW SUBDIVISION - Part C - 65th STREET NW**  
**OPINION OF PROBABLE COST**

**SCHEDULE OF APPROXIMATE QUANTITIES AND UNIT PRICES**  
 (\*Denotes Nominal Quantity)

Item No.	DESCRIPTION OF WORK	UNIT	QUANTITY	UNIT PRICE \$	AMOUNT \$
<b>1.0</b>	<b>ROADS AND EARTHWORKS</b>				
1.1	Clearing and Grubbing c/w Tree Removal	LS	1	\$ 15,000.00	\$ 15,000.00
1.2	Common Excavation & Disposal	m³	840 *	\$ 17.50	\$ 14,700.00
1.3	Supply & Place Sub-Base	m³	545 *	\$ 70.00	\$ 38,150.00
1.4	Supply & Place Base	m³	93 *	\$ 95.00	\$ 8,835.00
1.5	Shouldering	m³	35 *	\$ 150.00	\$ 5,250.00
	<b>Sub-Total: Roads and Earthworks</b>				\$ 81,935.00
<b>2.0</b>	<b>STORM SEWER WORKS</b>				
2.1	Ditching	m	155 *	\$ 75.00	\$ 11,625.00
	<b>Sub-Total: Storm Sewer Works</b>				\$ 11,625.00
<b>3.0</b>	<b>HYDRO, TELEPHONE, GAS AND CATV</b>				
3.1	Supply & Install Power Pole (By Others)	ea	1 *	\$ 10,000.00	\$ 10,000.00
	<b>Sub-Total: Hydro, Telephone, Gas and CATV</b>				\$ 10,000.00
<b>4.0</b>	<b>LANDSCAPING</b>				
4.1	Boulevard Restoration	LS	1	\$ 1,500.00	\$ 1,500.00
	<b>Sub-Total: Landscaping</b>				\$ 1,500.00
<b>SUMMARY</b>					
1.0	<b>ROADS &amp; EARTHWORKS</b>				\$ 81,935.00
2.0	<b>WATER DISTRIBUTION WORKS</b>				\$ 11,625.00
3.0	<b>HYDRO, TELEPHONE, GAS AND CATV</b>				\$ 10,000.00
4.0	<b>LANDSCAPING</b>				\$ 1,500.00
	<b>SUB-TOTAL</b>				\$ 105,060.00

**LOIS AND TIM LEPP**  
**MARCH 2023**  
**1091 60th STREET NW SUBDIVISION - SUMMARY**  
**OPINION OF PROBABLE COST**

**SCHEDULE OF APPROXIMATE QUANTITIES AND UNIT PRICES**  
 (\*Denotes Nominal Quantity)

Item No.	DESCRIPTION OF WORK	UNIT	QUANTITY	UNIT PRICE \$	AMOUNT \$
	<b>SUMMARY</b>				
1.0	Part A - 60th Street NW				\$ 84,100.00
2.0	Part B - 8th Avenue NW				\$ 181,612.50
3.0	Part C - 65th Street NW				\$ 105,060.00
	<b>SUB-TOTAL</b>				\$ 370,772.50
4.0	CONTINGENCY (25%)				\$ 92,693.13
5.0	<b>ENGINEERING</b>				
	Design/Inspection/Records (As per quote)			\$ 22,635.00	
	Geotechnical Testing (2%)			\$ 9,269.31	\$ 31,904.31
	<b>SUB-TOTAL</b>				\$ 495,369.94
	<b>GST (5%)</b>				\$ 24,768.50
	<b>TOTAL</b>				\$ 520,138.44

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TO: Gary Buxton, Director of Planning  
 DATE: 04 April 2023  
 PREPARED BY: Chris Moore, Engineering Assistant  
 APPLICANT: T. & L. Lepp - 1091 – 60 Street NW Salmon Arm, BC V1E 3B2  
 SUBJECT: **VARIANCE PERMIT APPLICATION FILE NO. VP- 578**  
 LEGAL: Lot 1, Section 20, Township 20, Range 10, W6M, KDYD, Plan 33563  
 CIVIC: **1091 – 60 Street NW**

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Further to the request for variance dated 21 February 2023, the Engineering Department has reviewed the site and offers the following comments and recommendations relative to the requested variances.

Where construction of a home is proposed on bare land within the rural area, the Subdivision and Development Servicing Bylaw 4163 requires full upgrade (from centre line) of the road(s) within the property's frontage(s).

The applicant is requesting that Council waive the following requirements of the Subdivision and Development Servicing Bylaw No. 4163 (SDSB):

**A. Waive the requirement to upgrade 60 Street NW to the Rural Collector Road standard (RD-8), including the installation of a bike lane.**

60 Street NW is designated as a Rural Collector Road and upgrading to the RD-8 standard is required under the SDSB. Upgrades required include bike lane construction and associated road widening and ditching.

The Official Community Plan (Map 12.2) does not currently include this section of road in the Cycle Network Plan; therefore, staff are in support of waiving the requirements of the SDSB.

**Recommendation:**

**The Engineering Department recommends that the requested variance to waive the requirement for upgrade 60 Street NW to the Rural Collector Road standard (RD-8) be approved.**

*Estimated cost of 60 Street NW upgrade: \$84,100.00  
 (as per Gentech Engineering OPC, March 2023)*

**B. Waive the requirement for the extension of 8 Avenue NW and the construction of a cul-de-sac at the entrance to the proposed property.**

A cul-de-sac is required at the end of all City dead end roads in accordance with drawings RD-10 / 11 under the SDSB. The cul-de-sac provides a safe and adequately sized area for vehicles including snow plows and fire trucks to turn.

The applicant is proposing to waive the extension of 8 Avenue NW and the construction of a cul-de-sac and proposes to use a temporary driveway from the proposed cul-de-sac to be built on

**VARIANCE PERMIT APPLICATION FILE NO. VP- 578**

04 April 2023

Page 2

the adjacent property through subdivision 2021-05. The cul-de-sac should be located at the extent of development (i.e. the proposed access of the new lot).

**Recommendation:**

The Engineering Department recommends that the requested variance to waive the requirement to extend 8 Avenue NW and for the construction of a cul-de-sac at the entrance to the proposed property be denied. Failure to construct a cul-de-sac at the end of the constructed road will lead to maintenance and operational issues, and restrict the ability for larger vehicles to turn.

*Estimated cost of 8 Avenue NW extension and cul-de-sac construction: \$110,127.50  
(as per Gentech Engineering OPC, March 2023)*

**C. Waive the requirement for a cash in lieu payment equivalent to the cost of the construction of the north side of 8 Avenue NW to the Rural Local Road (Gravel) standard (RD-7) from the cul-de-sac to 65 Street NW**

There are currently two undeveloped parcels beyond the subject property to the west. However, since neither parcel requires access from 8 Avenue NW at this time, it is premature to construct this portion of the road now. A cash in lieu payment will be required for future road construction of the north side of 8 Avenue NW to the Rural Local Road (Gravel) standard (RD-7).

Waiving the requirement for cash in lieu would put the burden of payment for this section of road on the adjacent property(s) if/when they develop in the future.

**Recommendation:**

The Engineering Department recommends that the requested variance to waive the requirement for a cash in lieu payment equivalent to the cost of the construction of the north side of 8 Avenue NW to the Rural Local Road (Gravel) standard (RD-7) from the cul-de-sac to 65 Street NW be denied. Waiving this payment would put the burden of payment for the full road construction on the adjacent property(s) should they develop in the future.

*Estimated cost of 8 Avenue NW construction (Cash in Lieu): \$55,437.50  
(as per Gentech Engineering OPC, March 2023)*

**D. Waive the requirement for a cash in lieu payment equivalent to the cost of the construction of the east side of 65 Street NW to the Rural Local Road (Gravel) standard (RD-7)**

65 Street NW is designated as a Rural Local Road and is currently not constructed. Upgrading the east side to the Rural Local Road (Gravel) standard (RD-7) is required. Since this work is premature at this time, a cash in lieu payment will be required.

**VARIANCE PERMIT APPLICATION FILE NO. VP- 578**

04 April 2023

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65 Street NW provides the only legal access to 2000 70 St NW and partial frontage to the western hooked portion of 791 60 Street NW, both of which have future development potential. Waiving the road upgrade would put this additional financial burden on the other properties.

**Recommendation:**

The Engineering Department recommends that the requested variance to waive the requirement for a cash in lieu payment equivalent to the cost of construction of the east side of 65 Street NW, to the Rural Local Road (Gravel) standard (RD-7) be denied.

*Estimated cost of 65 Street NW construction (Cash in Lieu): \$136,275.00  
(as per Gentech Engineering OPC, March 2023)*

**E. Waive the requirement for additional dedication on 8 Avenue NW**

8 Avenue NW on the subject property's southern boundary is designated as a Rural Local Road standard, requiring 18.0m road dedication as previously approved, 9.0m on either side of road centerline. Available records indicate that 3.971m additional dedication is required from the subject property for the road and additional dedication for the cul-de-sac (to be confirmed by a BCLS).

Road dedication is required for the construction and maintenance of existing and proposed City roads and infrastructure. Failure to secure dedication through subdivision limits the ability for development and expansion of City roads in the future.

**Recommendation:**

The Engineering Department recommends that the requested variance to waive the requirement for additional dedication on 8 Avenue NW be denied. This dedication is required to allow for the current and future construction of 8 Avenue NW and the development of adjoining properties.

**F. Waive the requirement for additional dedication on 65 Street NW**

65 Street NW, on the subject property's western boundary, is designated as a Rural Local Road standard, requiring 20.0m road dedication (10.0m on either side of road centerline). Available records indicate that 4.971m additional dedication is required from the southern portion of 65 Street NW and 10.0m from the northern portion (to be confirmed by a BCLS). Additionally a 3m by 3m corner cut at the intersection of 65 Street NW and 8 Avenue NW is required (which the applicant has agreed to in their variance request application). This dedication is necessary to allow construction of the road and the subdivision of the adjacent lots in the future.

**VARIANCE PERMIT APPLICATION FILE NO. VP- 578**

04 April 2023

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**Recommendation:**

The Engineering Department recommends that the request to waive the requirement for additional dedication on 65 Street NW be denied, but (given the limited development potential off 65 Street NW) would support reducing the ROW width from 20m to 18m, which equates to a ROW dedication of 3.971m from the southern portion of 65 Street NW and 9.0m from the northern portion (to be confirmed by a BCLS). This dedication is required to allow for the future construction of 65 Street NW and development of adjoining properties.



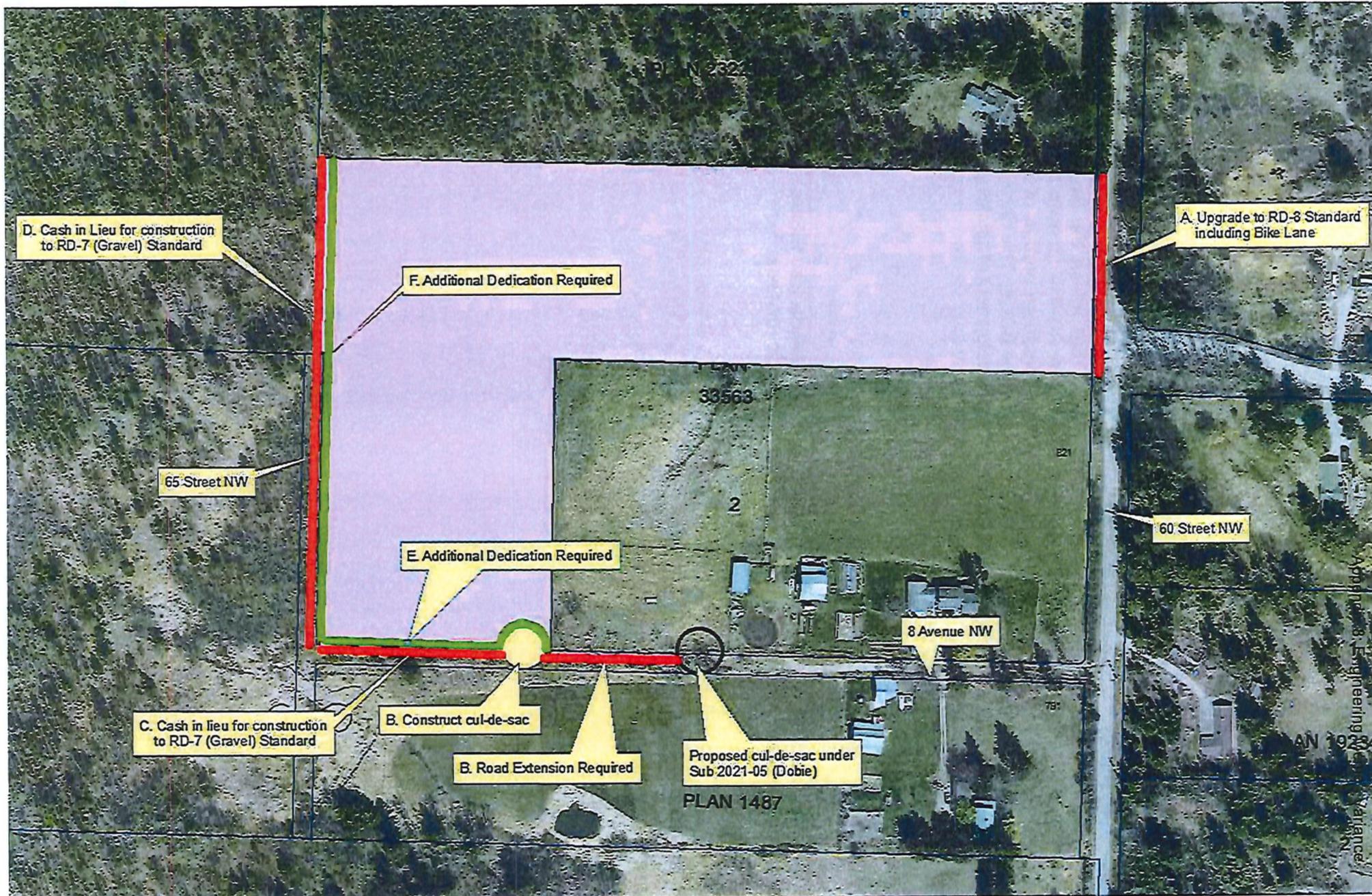
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**Chris Moore**  
Engineering Assistant



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**Gabriel Bau P.Eng.**  
City Engineer

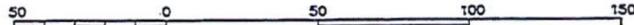


Appendix 3: Engineering  
Variance

# Sketch Plan of Proposed Subdivision of Part of Lot 1, Tp 20, Rge 10, W6M, KDYD, Plan 33563

Scale 1:1500

BCGS 82L074



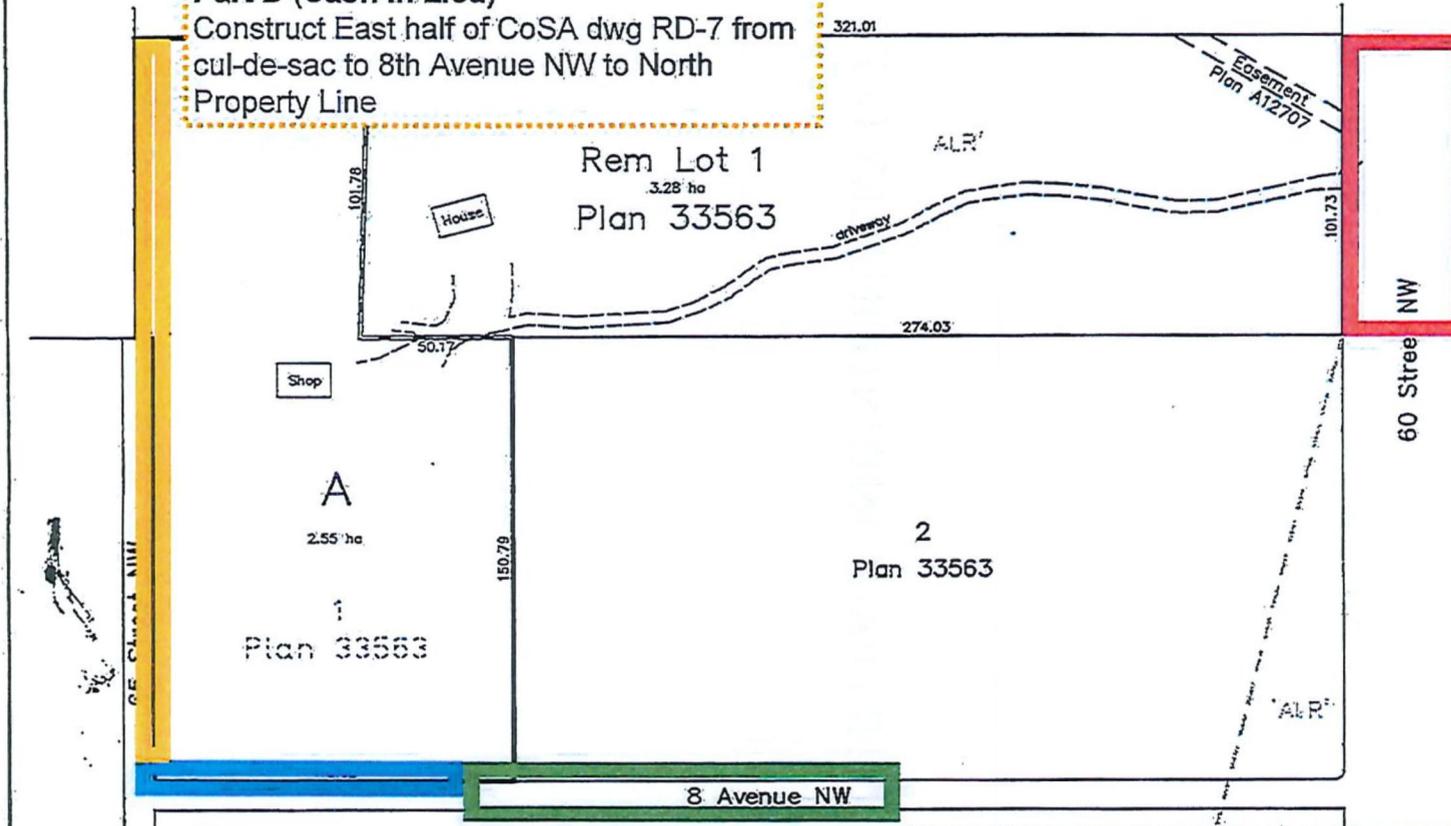
All distances are in metres.

### Part D (Cash In Lieu)

Construct East half of CoSA dwg RD-7 from cul-de-sac to 8th Avenue NW to North Property Line

### Part A (Cash In Lieu)

Upgrade West half of 60th Street NE to CoSA dwg RD-8.



### Part C (Cash In Lieu)

Construct North half of CoSA dwg RD-7 from cul-de-sac to 65th Street NW

### Part B

Construct entire road from end of existing to proponent property. Upgrade to CoSA dwg RD-7, and include cul-de-sac (RD-11)

July 26, 2022

BROWNE JOHNSON LAND SURVEYORS  
B.C. AND CANADA LANDS  
SALMON ARM, B.C. 250-832-9701  
e: 240-22

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Item 26

**CITY OF SALMON ARM**

Date: May 8, 2023

Moved: Councillor Lindgren

Seconded: Councillor Flynn

THAT: the Regular Council Meeting of May 8, 2023, be adjourned.

**Vote Record**

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

- Harrison
- Cannon
- Flynn
- Gonella
- Lavery
- Lindgren
- Wallace Richmond

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INFORMATIONAL CORRESPONDENCE – May 8, 2023

1. Building Department – Building Statistics – April 2023 N
2. Building Department – Building Permits – Yearly Statistics N
3. P. Wood – Email dated April 20, 2023 – Downtown Businesses Are Suffering R
4. C. Merrell, President, Board of Directors, Fifth Avenue Seniors Activity Centre – Copy of letter dated April 17, 2023 to BC Transit – Request for Bus Stop at 170 – 5<sup>th</sup> Avenue SE N
5. T. Timoffee, Early Years Family Navigator and Outdoor Play Facilitator, Shuswap Children’s Association – letter dated April 27, 2023 – Art in the Park – Request use of William Baker Park, June 7, 14 and 21, 2023 A
6. J. Broadwell, Manager, Downtown Salmon Arm – letter dated March 23, 2023 – Request to close Hudson Street on June 27, 2023 for Multicultural Day Celebration A
7. D. Schultz, President, Salmon Arm Curling Club – letter dated May 3, 2023 – Letter of Support – BC Community Gaming Grant A
8. Interior Health – Public Service Announcement, April 26, 2023 – Vaccines Help Protect Us N
9. Shuswap Watershed Council – media release dated May 3, 2023 – Prevent aquatic invasive species with these steps: Clean-Drain-Dry and stop for watercraft inspection N
10. Honourable Anne Kang, Ministry of Municipal Affairs – letter dated May 3, 2023 N
11. Honourable Selina Robinson, Minister of Post-Secondary Education and Future Skills – letter dated May 2, 2023 – StrongerBC: Future Ready Action Plan N
12. C. Peters – Email dated April 24, 2023 – Update on Child Sex Trafficking in BC and How to Stop It and Be Amazing Brochure N

N = No Action Required  
A = Action Requested

S = Staff has Responded  
R = Response Required



BUILDING PERMITS - YEARLY												
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
2001	585,500	11,938,550	12,265,250	12,842,790	13,534,790	14,712,550	16,330,650	17,717,625	19,031,075	19,895,255	21,318,855	21,458,195
2002	585,500	1,952,500	3,340,850	3,821,240	5,455,840	6,411,690	8,844,690	10,932,510	15,780,890	16,705,600	17,738,200	17,923,700
2003	130,110	920,780	2,974,020	4,486,120	5,993,320	13,294,120	15,555,250	17,937,005	20,318,920	22,000,340	24,005,740	24,782,360
2004	430,700	1,506,500	5,903,780	8,379,104	10,122,768	12,086,319	14,779,343	21,598,763	30,371,023	33,614,173	34,957,458	35,881,343
2005	1,072,000	2,269,650	4,344,750	6,806,152	12,110,482	28,031,457	29,985,585	34,743,645	37,600,445	42,915,856	45,525,611	47,576,746
2006	815,550	3,224,468	8,012,449	11,501,929	16,084,809	20,066,533	23,714,194	26,370,890	36,479,806	37,278,358	42,332,995	43,077,170
2007	1,531,087	3,901,669	16,148,674	22,413,118	27,232,134	32,401,472	35,657,297	42,829,750	51,945,799	55,703,387	65,885,802	66,289,555
2008	1,797,604	4,203,429	12,947,058	27,647,379	33,857,533	36,582,025	39,759,375	42,395,454	45,412,474	50,699,301	53,383,541	53,522,880
2009	409,369	864,839	2,039,460	5,207,311	6,763,615	7,800,085	9,677,455	11,579,746	18,882,737	20,713,554	23,523,664	24,337,664
2010	1,518,563	2,708,062	5,931,546	10,081,816	12,260,236	13,526,546	16,597,121	18,790,511	19,848,804	21,174,632	22,953,692	27,249,702
2011	568,645	2,003,976	5,063,837	7,449,773	9,471,416	11,761,850	12,794,028	14,222,970	18,194,801	19,682,061	30,563,013	31,934,415
2012	2,189,660	3,128,562	4,794,040	6,337,260	10,000,544	12,120,246	17,883,185	24,375,078	26,118,787	26,493,820	28,130,500	28,666,430
2013	881,740	1,440,110	13,907,060	15,814,195	17,433,454	20,194,778	23,204,628	24,180,485	26,567,302	29,195,224	30,890,086	31,231,349
2014	665,304	2,806,404	8,075,941	20,789,869	27,574,834	29,877,686	33,456,523	41,971,923	42,784,769	44,804,191	46,460,471	47,707,993
2015	1,172,285	1,853,539	3,894,754	6,750,389	8,575,425	18,388,180	20,475,407	26,442,225	29,143,303	31,248,595	35,417,465	37,368,595
2016	1,268,865	2,298,280	4,987,625	8,904,610	12,253,660	16,279,464	19,265,124	23,811,029	29,823,014	36,084,949	40,154,959	41,418,659
2017	1,183,280	2,841,725	7,219,495	11,761,657	18,136,656	23,823,576	30,793,243	36,066,891	52,130,226	59,858,542	63,366,686	64,675,041
2018	1,970,104	3,943,104	10,028,787	14,363,122	20,252,322	30,488,747	37,540,412	40,421,060	55,689,215	59,634,580	64,988,531	66,797,572
2019	6,060,645	6,835,345	10,699,845	18,074,843	22,220,523	26,015,593	31,103,281	45,971,877	48,902,359	52,267,409	56,765,409	58,511,534
2020	2,218,950	4,293,250	6,900,060	9,289,060	12,891,318	23,340,638	26,757,691	32,516,960	37,062,215	46,505,927	51,472,227	54,065,527
2021	3,180,132	5,500,747	9,538,939	14,603,678	21,402,310	29,030,210	33,528,039	37,494,801	41,729,005	46,006,620	50,263,120	53,739,370
2022	2,742,700	4,614,700	11,785,510	15,199,184	19,664,691	26,059,056	29,452,833	40,073,183	43,982,753	51,601,717	56,752,469	60,172,009
2023	3,950,582	5,205,782	8,532,882	12,340,016								

**Rhonda West**

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**From:** Erin Jackson  
**Sent:** Wednesday, April 26, 2023 12:17 PM  
**To:** Rhonda West  
**Subject:** FW: [External] Online Form Submittal: Mayor and Council

**From:** noreply@civicplus.com <noreply@civicplus.com>  
**Sent:** Thursday, April 20, 2023 4:13 PM  
**To:** Alan Harrison <aharrison@salmonarm.ca>; David Gonella <dgonella@salmonarm.ca>; Debbie Cannon <dcannon@salmonarm.ca>; Kevin Flynn <kflynn@salmonarm.ca>; Louise Wallace-Richmond <lwallacerichmond@salmonarm.ca>; Sylvia Lindgren <slindgren@salmonarm.ca>; Tim Lavery <tlavery@salmonarm.ca>; Erin Jackson <ejackson@salmonarm.ca>  
**Subject:** [External] Online Form Submittal: Mayor and Council

**Mayor and Council**

**First Name** Paris  
**Last Name** Wood  
**Address:** *Field not completed.*  
**Return email address:**  
**Subject:** Downtown Business's Are Suffering  
**Body** Hello,

I own one of the shops downtown on Hudson Avenue. I am writing this letter to bring awareness to the current situation that downtown business owners are facing. Lately, there has been a large increase in theft, property damage, and litter in and around our businesses.

My business has a carport out back, where I have walked out multiple times to find people using drugs and leaving their paraphernalia, rummaging through our garbage, and leaving behind their own garbage. There also has been an increase in individuals coming in and stealing high-priced items, which makes it hard for my small business to keep going. I am not the only one experiencing this.

It has been getting worse, and the people committing these actions are getting more comfortable. We had tried to brush it

off the first few times, but with the amount it is happening, we are beginning to become less hopeful that there will be an end to this.

We do not feel safe in our own businesses. Please let me know if there is something that can be done. We are constantly worrying about our customer's safety, our safety, and our property.

Thank you.

Would you like a response:

Yes

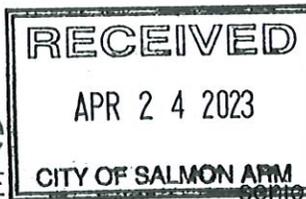
**Disclaimer**

*Written and email correspondence addressed to Mayor and Council may become public documents once received by the City. Correspondence addressed to Mayor and Council is routinely published within the Correspondence Section of Regular Council Agendas.*

Email not displaying correctly? [View it in your browser.](#)



**Fifth Avenue**  
SENIORS ACTIVITY CENTRE  
Activities • Dining • Rentals



12.1.4

Phone: 250-832-1065

seniors5thave@shaw.ca • 5thaveseniors.org  
Box 83, 170 5th Ave SE, Salmon Arm BC V1E 4N2

April 17, 2023

COPY

**BC Transit**  
#3, 481 – 7<sup>th</sup> Street SW  
Salmon Arm, BC  
V1E 4N6

Dear Sir/Madam:

**Re: Request for Bus Stop at 170 – 5<sup>th</sup> Avenue SE  
5<sup>th</sup> Avenue 50+ Activity Centre (the “Centre”)**

The 5<sup>th</sup> Avenue 50+ Activity Centre currently has a membership of 589 and hosts over 22 different activities. We also rent out our facility for varying purposes (markets, weddings, and the like). The vast majority of our members are mobile but some do have mobility issues and not all of our members are able to drive and must rely on friends or family to transport them to the Centre so that they can participate in activities and socialize.

Also, starting on April 28<sup>th</sup>, the Centre will also be hosting Bingo every Friday afternoon and again, not all participants are able to drive themselves to this much anticipated event.

The Centre is asked on a weekly basis whether there is a bus stop in the locale that does not require individuals to walk up or down a steep incline, especially during inclement weather.

The Board of Directors of the Centre respectfully request that one of the bus routes be amended to include a stop at the Centre. Currently, there is already a “bus stop bench” located on the public frontage of the Centre along 5<sup>th</sup> Avenue. All that would be needed would be to alter a current route to provide the bus stop.

Thank you for your consideration in this regard.

Sincerely,

*Gwen Sirianni*  
for Cynthia Merrell  
President, Board of Directors

c **Alan Harrison, Mayor**  
City of Salmon Arm  
Box 40  
Salmon Arm, BC V1E 4N2

BC Transit  
520 Gorge Road E  
Box 9861  
Victoria, BC V8W 9T5



April 27, 2023

Mayor and Council  
City of Salmon Arm  
500 2 Ave NE  
Salmon Arm, BC V1E 4N2

Dear Mayor Harrison and City Councilors,

Shuswap Children's Association is planning an "Art in the Park" series in the community of Canoe this June. We have chosen this location to serve and increase community connections for the families and caregivers of children 0-6 in Canoe and surrounding areas.

As such, we are requesting the use of **William Baker Park from 9:00 am – 11:30 am on June 7<sup>th</sup>, 14<sup>th</sup> and 21<sup>st</sup>, 2023**, which includes the set up and clean up of the events.

Thank you so much for your consideration.

Sincerely,

Tanya Timoffee  
Early Years Family Navigator and Outdoor Play Facilitator  
Shuswap Children's Association



Mayor and Council  
City of Salmon Arm  
PO Box 40  
Salmon Arm, BC V1E 4N2

March 23, 2023

Dear Mayor and Council

RE: REQUEST TO CLOSE HUDSON STREET FOR MULTICULTURAL DAY

Downtown Salmon Arm, on behalf of Shuswap Immigrant Service Society, is requesting pedestrian-use only of the 200 block of Hudson Avenue NE (from Ross Street to Alexander Street) including Ross Street Plaza, on Monday, June 27, from 2:30 pm – 9pm for the 2023 Multiculturalism Day celebration.

Across Canada on June 27 is an annual festival held in recognition of Multiculturalism Day. This popular community celebration helps to build connection, understanding, and appreciation for diversity in Salmon Arm through music, food, and art. We welcomed the festival's return last year with an impressive turnout of performers, exhibitors, and guests.

Attached, please find the festival outline by SISS providing date, time, and planned activations. The festival will operate from 4pm to 8pm, and will require set-up beginning at 2pm, and take-down lasting until 9pm. SISS will lead the planning and execution of this event; Downtown Salmon Arm will assist with place-making, on-site logistics, and marketing/advertising.

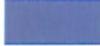
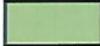
We are excited to welcome this celebration of inclusion back to downtown. Please do not hesitate to contact me should you have any questions or concerns.

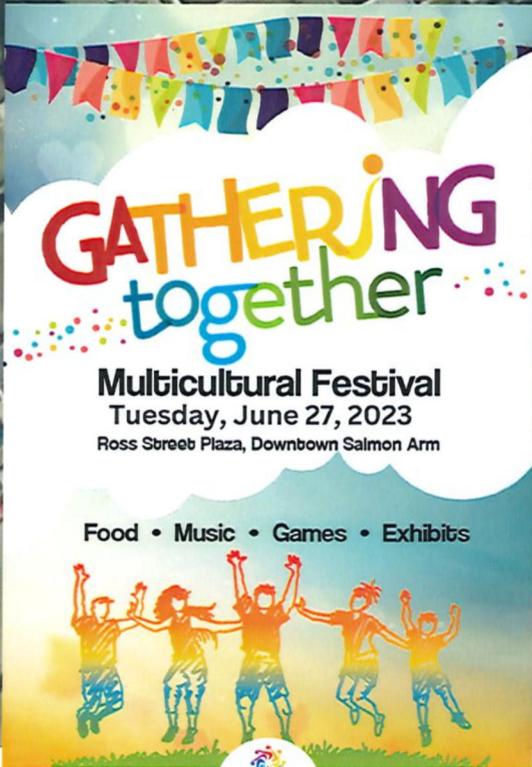
With respect,

Jennifer Broadwell, Manager  
Cc: Nikki Nicholson, SISS Multicultural Day Event Coordinator

DOWNTOWN SALMON ARM  
250 SHUSWAP STREET NE, PO BOX 1928  
SALMON ARM, BRITISH COLUMBIA V1E 4P9

# MULTICULTURAL DAY CELEBRATION 2023

-  Requested Mobile Food Vendor space
-  Pedestrian use only of 200 Hudson Ave.
-  Traffic barricade
-  Additional Market entertainment and vendor space



  
RESPECT NETWORK  
thompson okanagan  
Respect lives here.



**DOWNTOWN  
SALMON ARM**



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

March 16, 2023

**Re: Multicultural Festival**

Shuswap Immigrant Services Society in partnership with Downtown Salmon Arm is planning on hosting our annual Multicultural Festival on Tuesday June 27, 2023.

The event will take place on National Multicultural Day in Canada and is intended to celebrate multiculturalism which ensures that we recognize the diverse backgrounds of all citizens in our community. It provides an avenue for them to celebrate their unique identities, take pride in their ancestry and feel a sense of belonging.

Our festival welcomes participation from all the various cultures within our community including the Salmon Arm Metis Association, First Nations, the active Filipino and Syrian communities, the Chinese and Indian communities and any other ethnic societies.

Our first festival was held in 2018 in the Ross Street Plaza and was a huge success with approximately 1000 people attending. Those participating in the event enjoyed music and entertainment, the display and information booths, the various cultural food options, demonstrations, theatre and storytelling.

As a result of last year's successful event we would once again like to request the use of Ross St. Plaza and the closure of Hudson St. (blocked off to car traffic) between Alexander St and Ross St. between 2:30pm and 9pm. The event will take place between 4pm and 8pm.

Thank you for your consideration of this request. Should you have any further questions please feel free to contact me at 778-847-4938 or email at [events@sissociety.ca](mailto:events@sissociety.ca).

Regards,

**Nikki Nicholson**

Nikki Nicholson  
Events Coordinator

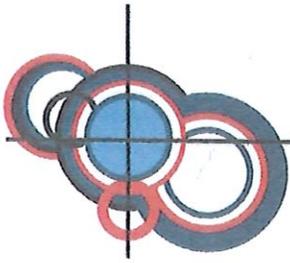


101-371 Hudson Ave NE  
 PO Box 304  
 Salmon Arm, BC V1E 4N3  
 (250) 804-2726  
 sissociety.ca  
 Registered Non-Profit Society Status # S-54390  
**Contact:** Nikki Nicholson, Events Coordinator  
[events@sissociety.ca](mailto:events@sissociety.ca)

*Shuswap Immigrant Services Society (SISS) works to foster a culture of education, tolerance, and community that assists and empowers immigrants of the Shuswap Region of British Columbia in their integration and settlement into life in Canada.*

<b>Type of Event:</b>	Non-profit, community event
-----------------------	-----------------------------

<b>Name of Event:</b>	Gathering Together: Celebrating Diversity	
<b>Description of Event:</b>	An annual festival held in recognition of Multiculturalism Day.. A popular community celebration to build connection, understanding and appreciation for diversity in Salmon Arm through music, food and art.	
<b>Proposed Location:</b>	Ross Street Plaza and Stage and adjacent road: Hudson Ave NE	
<b>Road Closure details:</b>	Hudson Ave NE	
	<b>From:</b> Alexander Street NE <b>To:</b> Ross Street NE	
<b>Insurance acquired:</b>	Forthcoming	
<b>Services Required:</b>	Power	
<b>Entertainment on Site:</b>	Yes	
<b>Will alcohol be served?</b>	No	
<b>Will temporary structures be erected on site? (i.e., tents)</b>	Yes	
<b>Event Date &amp; Time:</b>	Tuesday, June 27, 2023	
<b>Site Setup time:</b>	<b>Event Time:</b>	<b>Site Takedown Time:</b>
2:30PM- 4:00PM	4:00PM-7:00PM	7:00PM-9:00PM



May 3, 2023

Mayor Harrison and Members of Council  
City of Salmon Arm  
PO Box 40  
Salmon Arm, BC V1E 4N2

Dear Mayor Harrison and Members of Council:

**Subject: Letter of Support – BC Community Gaming Grant**

The Salmon Arm Curling Club is in the process of preparing our annual application to the BC Community Gaming Grant Program and we are again requesting a letter of support from the Mayor and Council to accompany our application.

The Salmon Arm Curling Club relies heavily on the monies received annually through the BC Community Gaming Grant to assist us in the club's operations and in the provision of programs for all ages and skill levels. Without this grant, it would be extremely difficult for the Club to provide the current variety of programs which include learn to curl, programs for youth and adults and stick curling.

The BC Community Gaming Grant Program approval process looks favourably on grant applications containing letters of support and it would be very much appreciated if one could be provided to us to include with our application again this year. (Note: the deadline to apply for this grant is May 31, 2022.)

Should you require any further information, please do not hesitate to contact me via telephone at 250-804-6762 or email at [dshultzhr@gmail.com](mailto:dshultzhr@gmail.com).

Thank you.

Yours truly,

Donna Shultz,  
President



# PUBLIC SERVICE ANNOUNCEMENT

**For Immediate Release | April 26, 2023**

## Vaccines help protect us

**IH Wide** – During National Immunization Awareness Week (April 24 – 30), Interior Health encourages individuals and families to stay on track with their immunizations.

“It is hard to imagine a world without vaccines,” said Dr. Fatemeh Sabet, Interior Health medical health officer. “I am so grateful for having access to a simple tool that has saved millions of lives and prevented serious consequences of so many vaccine preventable communicable diseases.”

Vaccines are available to protect against a variety of diseases such as cervical cancer, influenza, whooping cough, meningitis, chickenpox and hepatitis.

In B.C., young children are offered vaccines at two, four, six, 12, and 18 months of age. As children get older and begin school, vaccinations continue to be offered. This is to help children develop protection against vaccine preventable diseases. Some vaccinations need booster doses as children enter their teens.

Vaccines help protect us. For example, the Human Papillomavirus (HPV) vaccine is available to all children starting in grade six to protect against infection from types of HPV that cause certain cancers, such as cervical and mouth cancers. A 2019 study showed that the HPV vaccine cut the rate of early stages of cervical cancer by more than half in B.C.

The need for vaccinations does not stop after childhood years. There are many vaccines recommended for adults. All adults in B.C. can get a booster of tetanus and diphtheria vaccine every 10 years. If you missed your basic series in childhood, depending on your health, age and other risk factors, you could be eligible for certain vaccines.

“The single most important factor that helped us reduce risk of severe impacts from COVID-19 and get back to living in a safer environment has been vaccination,” said Dr. Sabet. “I am so thankful to everyone who stood up and played their part in protecting themselves and our communities by getting vaccinated.”

Visit the [Immunizations & Vaccines page](#) for information on important immunizations for infants, children, adults, the elderly as well as immunizations for pregnant women and for travel. Contact your [local health unit](#) to speak to a public health nurse if you have questions about vaccines or getting your immunizations up to date.

- 30 -

Interior Health would like to recognize and acknowledge the traditional, ancestral, and unceded territories of the Dākelh Dené, Ktunaxa, Nlaka’pamux, Secwépemc, St’át’imc, Syilx, and Tšilhqot’in Nations where we live, learn, collaborate and work together.

**MEDIA, FOR INFORMATION:**  
PHONE 1.844.469.7077 EMAIL [media@interiorhealth.ca](mailto:media@interiorhealth.ca)



## MEDIA RELEASE

3 May 2023

Prevent aquatic invasive species with these steps: Clean-Drain-Dry and stop for watercraft inspection

*Invasive Species Action Month offers timely reminder for Shuswap boaters and watercraft users*

Spring in the Shuswap has many thinking about boating, paddling, and fishing.

The month of May is designated as Invasive Species Action Month, and here in the Shuswap that means it's time to focus on aquatic invasive species prevention. The increased movement of boats and watercraft into and around the Shuswap means there's an increased risk of moving aquatic invasive species.

Two invasive species of utmost concern are Zebra and Quagga Mussels (ZQM): small freshwater mussels from Europe that, unfortunately, have invaded waters in the Great Lakes, Manitoba, and many watersheds in the US including as far west as California. Thankfully, ZQM have not invaded lakes in BC or our nearest neighbour Alberta.

Protecting the waterways in BC from invasive mussels is an ongoing effort. The Shuswap Watershed Council (SWC) and Columbia Shuswap Invasive Species Society (CSISS) are working together to educate the public about how to keep invasive mussels out of the Shuswap.

If you're unfamiliar with these invasive mussels, it's important to understand how they can impact our waterways.

"The problem with zebra and quagga mussels is that they grow and attach to anything below the water's surface like boat hulls, dock pilings, inside pipes and hydro-electric facilities, and even inside engine compartments," says Erin Vieira, program manager for the Shuswap Watershed Council. "The mussels form in colonies and removing them would be an ongoing maintenance effort which has been conservatively estimated to cost BC property owners and taxpayers \$43 million per year."

Zebra and quagga mussels can also impact water quality and disrupt aquatic food-webs through their filter-feeding and by out-competing native species for food. This puts the lake ecosystem and our drinking water at risk. When the mussels die, their small sharp shells wash up on shorelines and beaches, thus disturbing our enjoyment of water-based activities.



Once zebra or quagga mussels are established in a lake, there are no effective means of eliminating them. They reproduce prolifically, leading to massive infestations.

### **Clean-drain-dry + stop for watercraft inspection**

It's important to understand that invasive mussels can move from one lake to another by clinging to boats, personal watercraft, trailers, canoes and other watercraft. They attach directly to a surface, or collect within small compartments of water inside the watercraft.

Watercraft from outside BC could potentially be infested with invasive mussels. It could take just one infested watercraft launching into the Shuswap to start a new population of invasive mussels. There are prevention measures that boat and watercraft owners need to follow.

"Clean, drain, and dry your watercraft every time you move it out of the water. By doing this, you're greatly eliminating the chance that you're moving invasive species," explains Jess Booth, Outreach Coordinator for CSISS. Just like it sounds, Clean, Drain, Dry involves three steps:

- After removing it from the water, clean your boat or watercraft to remove mud, plant material, small aquatic life, and other debris
- Drain all compartments onto dry land
- Ensure your watercraft is thoroughly dried before re-launching.

Zebra and quagga mussels grow to about 1 centimeter in diameter and may be attached to watercraft or inside compartments or other hard-to-spot areas. Juvenile mussels are free-swimming and microscopic – impossible to detect with the human eye.

"Additionally, It's very important that travellers with watercraft stop at watercraft inspection stations," Booth adds. Highway-side inspection stations are set up at entry-points to BC staffed by the Conservation Officer Service.

All travellers with watercraft must stop. Watercraft will be inspected and decontaminated, if needed, all free of charge. Watercraft inspection is mandatory, and failing to stop for inspection carries a heavy fine.

Watercraft inspection isn't required when travelling within BC. However, Shuswap residents can help raise awareness for the importance of inspection.

"Talk to your out-of-province family and friends that plan to travel to the Shuswap with their watercraft," says Vieira. "The more people that practice Clean-Drain-Dry and stop for watercraft inspection, the less vulnerable we are to an infestation."

Clean-Drain-Dry and watercraft inspection apply to all kinds of watercraft: sport boats, fishing boats, kayaks, canoes, paddleboards, personal watercraft, and more.

These prevention measures will also slow down the spread of existing invasive species that occur in the Shuswap, including Eurasian water milfoil and invasive freshwater clams.



It isn't only watersport enthusiasts who are asked to be on alert. Aquariums often contain a variety of species - for example, fish, plants, amphibians and molluscs - that are not native to BC. Aquarium contents should never be dumped down drains, into toilets, or released into the environment. Doing so can introduce non-native or invasive species into the environment.

Any suspected transport, possession, or sightings of zebra and quagga mussels should be reported to the Provincial RAPP line at 1-877-952-7277. For more information about bringing a boat or other watercraft into BC, visit the provincial website <https://www2.gov.bc.ca/gov/content/invasive-mussels>. For more information on zebra and quagga mussels, visit the SWC's website at [www.shuswapwater.ca](http://www.shuswapwater.ca).

-30-

**Photo: IMG\_Station.jpg.** Travellers into British Columbia with a watercraft of any kind are required to stop for inspection, and decontamination if necessary, which is provided free of charge by the BC Conservation Officer Service.

Photo credit: BC Conservation Officer Service

About: The [Shuswap Watershed Council](#) is a watershed-based partnership that works on water quality and safe recreation in the Shuswap. The [Columbia Shuswap Invasive Species Society](#) is a non-profit organization dedicated to the prevention, management, and reduction of invasive species in the Columbia Shuswap region.

Contact: For more information, please contact Erin Vieira at the Shuswap Watershed Council c/o the Fraser Basin Council in Kamloops at 250 314-9660 or Jess Booth at the Columbia Shuswap Invasive Species Society in Revelstoke at 1-855-785-9555.





May 3, 2023

Ref: 272118

Their Worship Mayor Alan Harrison  
and Members of Council  
City of Salmon Arm  
PO Box 40  
Salmon Arm BC V1E 4N2

Dear Mayor Harrison and Councillors:

Thank you to the leadership of the City of Salmon Arm for meeting with me during my tour of the Kootenay-Okanagan region on January 19, 2023. It was a pleasure to connect with new and familiar faces, and hear directly about your community's priorities. We appreciated your hospitality in hosting us in your community.

Being on the front lines of service delivery, municipal and regional leaders understand the opportunities and challenges faced by communities today—including housing, healthcare, public safety, and economic development. Our government is motivated to work with you as partners to ensure a prosperous and sustainable province for future generations.

The issues brought forward at our meeting were of great interest to me. It was helpful to hear about the growth in Salmon Arm's population and your various initiatives to accommodate these changes, including the new road, bridge infrastructure, and higher density developments. I also appreciated hearing about some of the challenges that were shared on behalf of surrounding rural communities. Ministry of Municipal Affairs staff will consider the possibility of a Regional District Director call to learn more about issues and opportunities firsthand.

At our meeting, we also discussed some transportation priorities, including relating to the Shuswap Regional Airport and the BC Air Access Grant. Ministry staff have shared your interests with the Ministry of Transportation and Infrastructure. I encourage you to reach out directly by email at: [Minister.MOTI@gov.bc.ca](mailto:Minister.MOTI@gov.bc.ca).

I also heard your concerns about the provincial contribution to library funding. I am very pleased that our government recently [announced](#) an additional \$45 million for public libraries to help meet the needs of people accessing these critical local services. Libraries are an integral part of our communities all over the province. Details are available on our website at: [www.gov.bc.ca/publiclibraries](http://www.gov.bc.ca/publiclibraries).

.../2

Their Worship Mayor Alan Harrison  
and Members of Council  
Page 2

We also discussed your goal for a permanent winter shelter and your involvement with BC Housing and others to support the temporary evening shelter that is currently in place. Ministry staff have contacted Ministry of Housing about this important topic. I encourage you to follow up by email at: [HOUS.Minister@gov.bc.ca](mailto:HOUS.Minister@gov.bc.ca); and with Ministry of Social Development and Poverty Reduction, by email at: [SDPR.Minister@gov.bc.ca](mailto:SDPR.Minister@gov.bc.ca).

On the topic of your sewage treatment centre, the Environmental Quality Program is currently closed with no further intakes on the horizon. However, all local governments will be notified if any new provincial funding opportunities for infrastructure projects become available. If you have any questions, please feel free to contact the Local Government Infrastructure and Finance Branch by telephone at: 250 387-4060, or by email at: [infra@gov.bc.ca](mailto:infra@gov.bc.ca).

Since we met, our government has announced and allocated the [Growing Communities Fund](#) to help build community infrastructure and amenities to meet the demands of unprecedented population growth. The fund provides a one-time total of \$1 billion in grants to all 188 municipalities and regional districts for recreation facilities, parks, water treatments plants, and other community infrastructure. I am so pleased that the City received \$6,089,000 from the Fund to put to good work in your community.

Thank you again for taking the time to meet with me, and for highlighting these important issues. As partners, we can work together to deliver on these priorities to improve the lives of British Columbians. I look forward to our next meeting.

Sincerely,



Anne Kang  
Minister

pc: Honourable Ravi Kahlon, Minister of Housing  
Honourable Sheila Malcolmson, Minister of Social Development and Poverty Reduction  
Honourable Rob Fleming, Minister of Transportation and Infrastructure  
Erin Jackson, Chief Administrative Officer, City of Salmon Arm



May 2, 2023  
Our Ref. 129004

I am pleased to share with you information about the provincial government's [StrongerBC: Future Ready Action Plan](#) designed to meet the challenges of today, to make sure people in British Columbia are ready to succeed and grow our inclusive and sustainable economy now and into the future.

The Future Ready Action Plan will develop trained, skilled and talented people to fill the jobs of today and tomorrow. It is the BC government's commitment to ensuring everyone in the province can access the post-secondary skills and training they need to build good lives, while developing the talent and skills that businesses and employers need so we can drive our economy forward and deliver the services we all rely on.

As a key pillar of the StrongerBC Economic Plan launched in February 2022, the Future Ready Action Plan invests an additional \$480 million dollars over the next three years in targeted supports to a broad range of British Columbians.

The action plan is focussed on five pillars:

- Making post-secondary more affordable, accessible and relevant;
- Providing the innovation and skills needed to fill the jobs of tomorrow faster;
- Breaking down barriers so everyone can find a job that works for them;
- Addressing Indigenous People's workforce priorities; and
- Making it easier for people new to Canada to find a job in which they are trained.

I am grateful to those who shared feedback and insights during the StrongerBC: Future Ready Action Plan engagement sessions in May 2022. As a result of this collaborative process, I am confident the Action Plan will support British Columbians to acquire the skills they need to succeed in British Columbia's diverse and innovative economy. I am also confident that it will become easier for employers to find the talent and skills they need to sustain and grow their enterprises.

If you would like more information about the Action Plan and how it can benefit you, I encourage you to reach out to my office or participate in one of the roundtables we will be holding over the next few months.

... /2

The Future Ready Action Plan is an historic investment in people—because what helps people succeed in our economy, makes our economy succeed for people.

Sincerely,

A handwritten signature in black ink, appearing to read 'SR', written in a cursive style.

Honourable Selina Robinson  
Minister

**Barb Puddifant**

---

**From:** ca.peters@telus.net <cathy@telus.net>  
**Sent:** Monday, April 24, 2023 8:18 PM  
**To:** Barb Puddifant  
**Subject:** [External] Cathy Peters update- Child Sex Trafficking in BC and How To Stop It  
**Attachments:** Be Amazing Brochure - December 2022.pdf

Dear Mayor Alan Harrison, Salmon Arm City Council and staff,

My name is Cathy Peters.

I have been raising awareness about Human Sex Trafficking, Sexual Exploitation and **Child Sex Trafficking and How to stop it.**

I have presented to BC politicians, police and the public for the past 10 years.

*I presented to the Council on March 22, 2021.*

**BC has the most notorious cases in Canada:**

Amanda Todd (victim), Reza Moazami (sex trafficker) and Robert Pickton (sex buyer and serial killer).

British Columbia is a magnet for criminals, organized crime and International crime syndicates.

The current Federal Law, "**The Protection of Communities and Exploited Persons Act**" is not enforced in BC, so sex buyers and sex traffickers act with impunity.

BC urban centers have become sex tourism destinations.

Indigenous women and girls are first casualties.

Attached is my updated brochure and biography.

My website is upgraded. Please view.

[beamazingcampaign.org](http://beamazingcampaign.org)

The **Canadian Sexual Exploitation Summit** is May 3-5. It is virtual and free.

Global experts will be participating.

<https://sexualexploitationsummit.ca>

I will be presenting on "Child Sex Trafficking in Canada and How To Stop It".

Please attend.

I will be at **UBCM in September with a booth** for the "Be Amazing Campaign- To Stop Sexual Exploitation".

Please alert the Provincial Government, Premier, Attorney General and Solicitor General that this issue is a priority in British Columbia.

All emergency services staff need training in this area (police, fire, ambulance, etc).

A Provincial public awareness program is needed.

**ASK: Please share this information with your staff, stakeholders, law enforcement, educators, health providers, emergency service and frontline service providers.**

**Please contact me for follow up information. Please confirm you have received this email.**

Sincerely, Cathy Peters

BC anti human trafficking educator, speaker, advocate

[beamazingcampaign.org](http://beamazingcampaign.org)

1101-2785 Library Lane, North Vancouver, BC V7J 0C3

cell: 604-828-2689

Queen's Platinum Jubilee Medal Recipient for my anti human trafficking advocacy work

Human sex trafficking and sexual exploitation for the purpose of prostitution is the fastest growing crime in the world. It is a lucrative crime targeting our youth, children, and the vulnerable.



You can help stop sexual exploitation starting in your community:

**Learn** about the issue.

**Share** it with others.

**Alert** your politicians that sexual exploitation must stop.

An Anti-Human Trafficking Initiative  
**BeAmazingCampaign.org**

.....  
Canadian National Human Trafficking Hotline  
**1-833-900-1010**

THE QUEEN'S  
PLATINUM JUBILEE 2022  
MEDAL RECIPIENT

Learn.  
Share.  
Alert.

Be Amazing



An Anti-Human  
Trafficking Initiative

PRESENTED BY

**Cathy Peters**

[BeAmazingCampaign.org](http://BeAmazingCampaign.org)

# A modern equal society does not buy and sell women and children.

Cathy Peters raises awareness about the issue of human sex trafficking, sexual exploitation and child sexual trafficking which is for the purpose of prostitution. She speaks and presents to politicians, police and the public.



Today's slavery has low costs and huge profits; a trafficker can make hundreds of thousands of dollars *per victim* per year.

The average age of entry into prostitution is 12–14 years of age in Canada, although traffickers are targeting children as young as 8. There has been a dramatic increase in child exploitation along with the production and consumption of child pornography. Unregulated technology has increased the demand for commercially paid sex.

The biggest problem in Canada is that the public is unaware of the issue. Women, youth, children, the marginalized and vulnerable will become potential targets and victims unless we do something to stop it.

**Learn. Share. Alert.**  
[BeAmazingCampaign.org](https://BeAmazingCampaign.org)

Cathy Peters is a former inner city high school teacher and, since 2014, has made over 600 presentations to more than 20,000 people.

She has received 14 Challenge Coins from Victoria, Kitmat, North Vancouver, Coquitlam, Richmond, Surrey, and Chilliwack RCMP detachments, RCMP HQ Counter Exploitation Unit, New Westminster Police Department after presenting at the Justice Institute, Federal Corrections, Delta, Abbotsford, and the Vancouver Police Department.

Cathy's work was introduced in the BC Legislature and she was asked to three Federal Justice Committees on human trafficking. She has been a speaker to three MMIWG gatherings, numerous Indigenous groups, and had a booth at the July 2022 Assembly of First Nations Convention where she met hundreds of Indigenous leaders.

Cathy was nominated for an Order of BC Award and for the Carol Matusicky Distinguished Service to Families award. In 2022 she presented at the Global Summit *Connecting to Protect: Addressing the Harms of Porn on Youth from a Public Health Perspective* (University of Calgary) and presented at the first RCMP Human Trafficking webinar for law enforcement across Canada. Cathy received a Queen's Platinum Jubilee Medal for her anti-human trafficking advocacy work.