



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.

Page #	Item #	Description
	21.	DISCLOSURE OF INTEREST
	22.	HEARINGS
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]
	23.	STATUTORY PUBLIC HEARINGS
	24.	RECONSIDERATION OF BYLAWS
	25.	QUESTION AND ANSWER PERIOD
153 - 154	26.	ADJOURNMENT

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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 Sturmeay, 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 Turfcat 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 31st 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 31st 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 65th 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.

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
CSRD 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.d.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 Skwlawx 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.

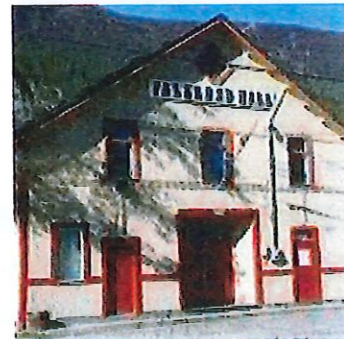
Growing Communities Fund

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

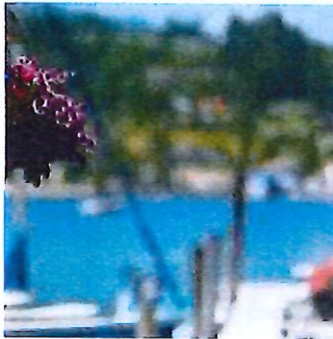
the additional operating hours are available on the [CSRD website](#).

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 CSRD 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 CSRD. The Board supported the request noting:

- the CSRD is satisfied with TELUS' consultation process, as outlined in the CSRD Telecommunication Facilities Siting and Consultation Policy (P-22)
- the proposed tower is a permitted use
- the proposed design and location is acceptable
- the CSRD 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 CSRD 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

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 CSR D 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 CSR D'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 CSR D website under the Board meeting date.

Please note: the CSR D 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 d.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

MR:mr



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.

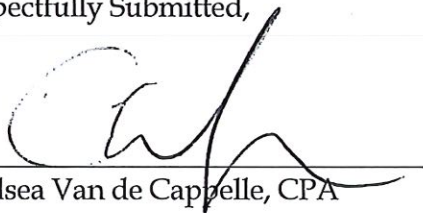
Background:

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.

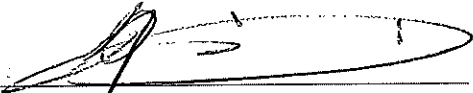
Engineering and Development see the benefits of acquiring updated photos as there has been extensive development that is not captured in the current maps. This includes: Ross Street Underpass, the new highway alignment in the west section of the city, 226 single, multi-family dwellings and Industrial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

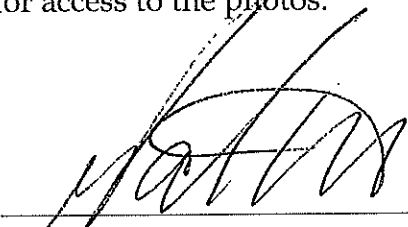
and Aero Geometrics Ltd was the successful proponent. The quote is \$23,600.00 plus applicable taxes. This is a savings of approximately \$7,000.00 if the City were to do it independently.

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)
Mounce Construction Ltd.	\$ 692,810.49
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)
Part A – 8 Avenue NE Watermain Upgrade	\$ 325,898.35
Part B – Canoe Beach Drive Sanitary Upgrade	\$ 366,912.14
Total	\$ 692,810.49

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:

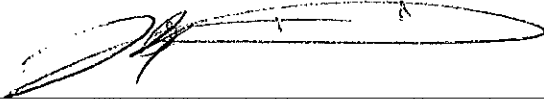
Current 2023 budget as proposed	\$280,000
10 Avenue SE – Est. balance - \$335,000	\$80,000
Total	\$360,000

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
Total	\$405,510

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,



Robert Niewenhuizen, AScT
Director of Engineering and Public Works

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)
Forsite Consultants Ltd.	\$ 141,500.00
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

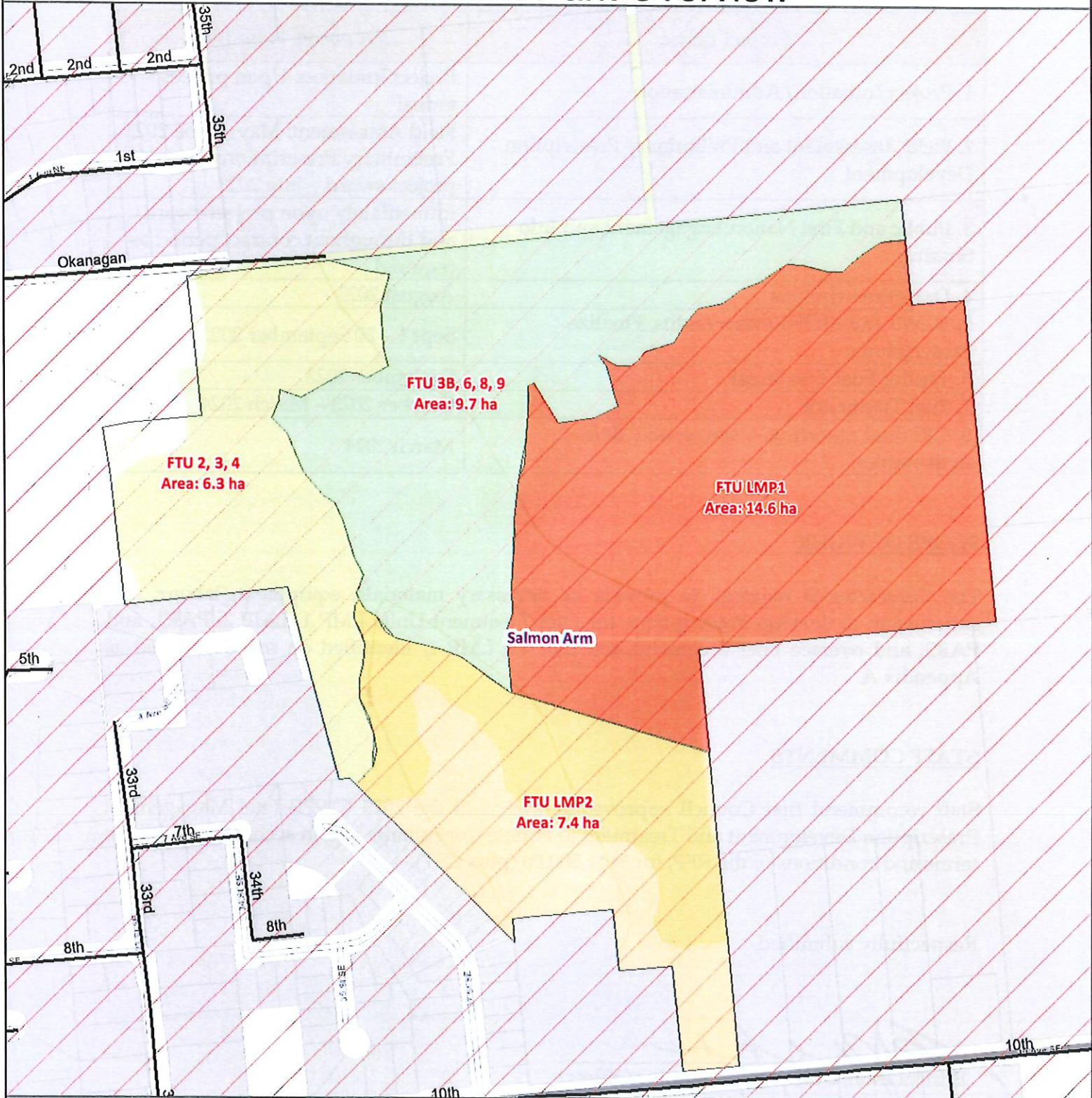
The Contractor is required to provide all necessary materials, equipment, labour, and supervision to develop Prescriptions for Fuel Treatment Units LMP 1, LMP 2, PAR1, and PAR2, and oversee Fuel Treatment activities on LMP 1, identified on maps attached as Appendix A.

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,

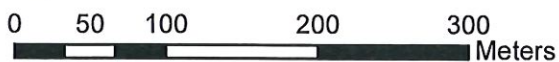

Erin Jackson, Chief Administrative Officer



CITY OF SALMON ARM

Date: Thursday, September 22, 2022

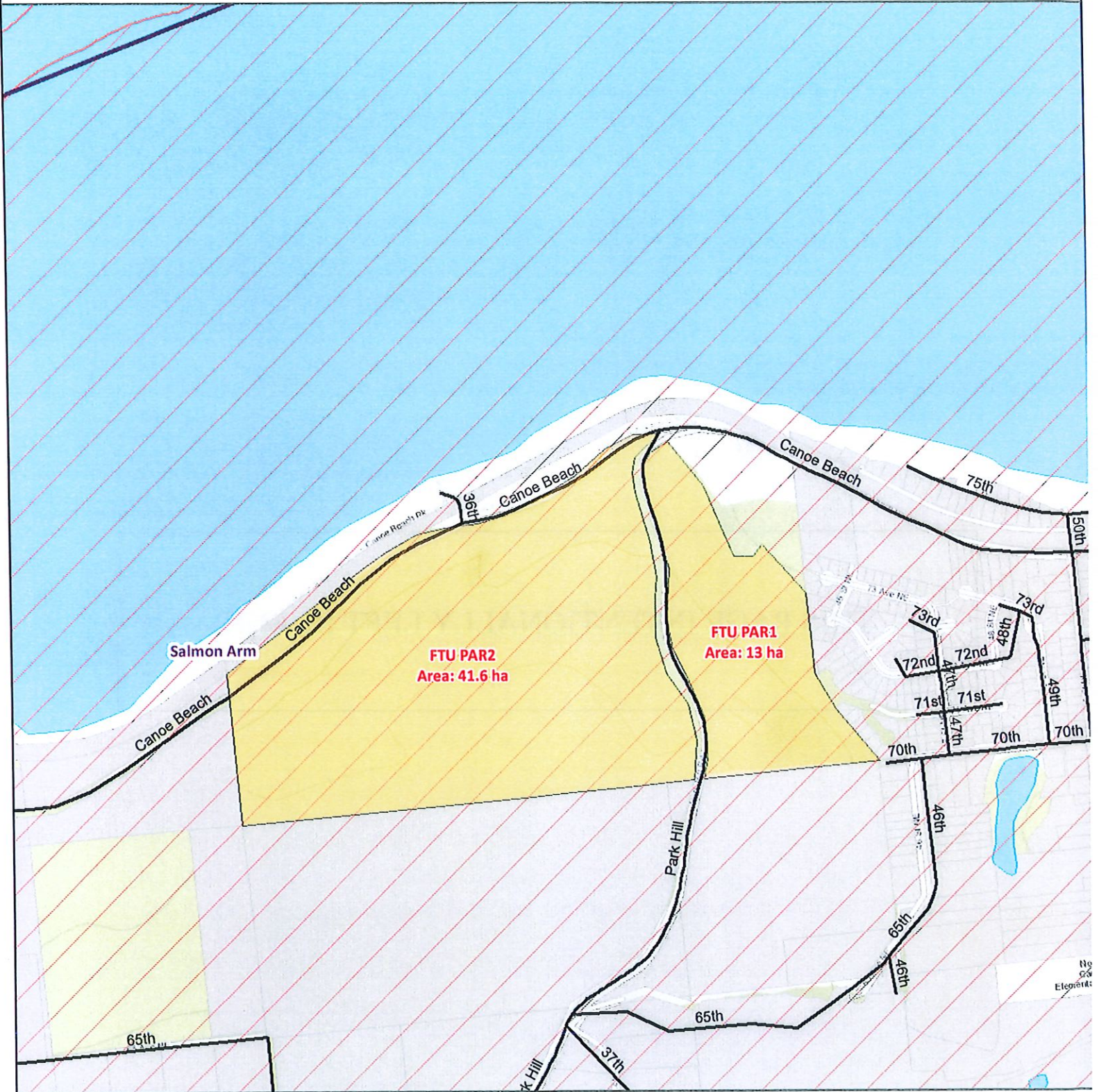
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Legend

- | | |
|---------------------------------|-------------------------------------|
| 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 | |

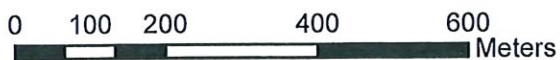
City of Salmon Arm - 2023 CRI Application Park Hill Overview



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



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

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



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

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).

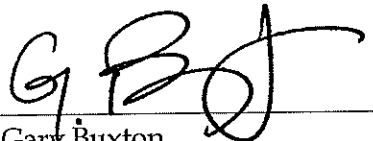
Staff have created an initial outline (Appendix 1) of a process to guide the review of the OCP, and are seeking feedback on the proposal prior to developing a detailed project plan to guide the review. If Council is satisfied that the outline is acceptable, staff will develop a detailed project plan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

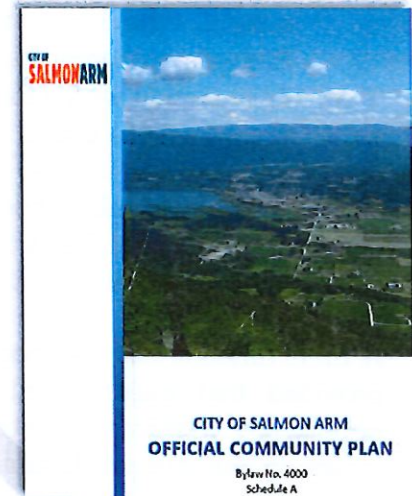


Objective: To undertake a comprehensive review and rewrite of the City's primary guiding document for land use and community change management.

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)

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:

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
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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:

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

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

- 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

- 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 th 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 11th 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 150th 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,

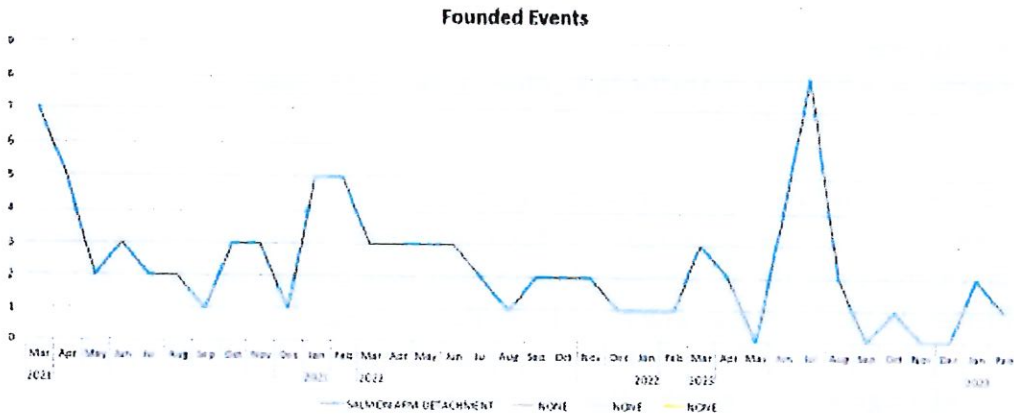


Scott West, S/Sgt.
NCO i/c Salmon Arm RCMP Detachment

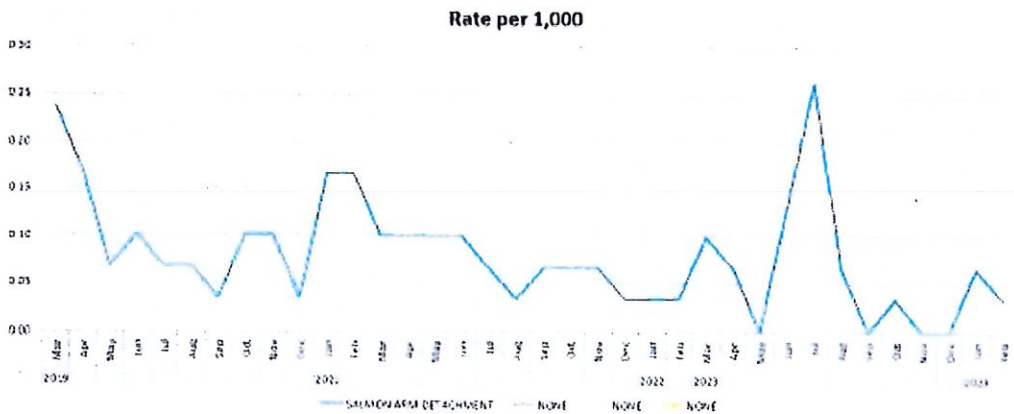
Canada

RCMP GRC 2823 (2002-11) WPT

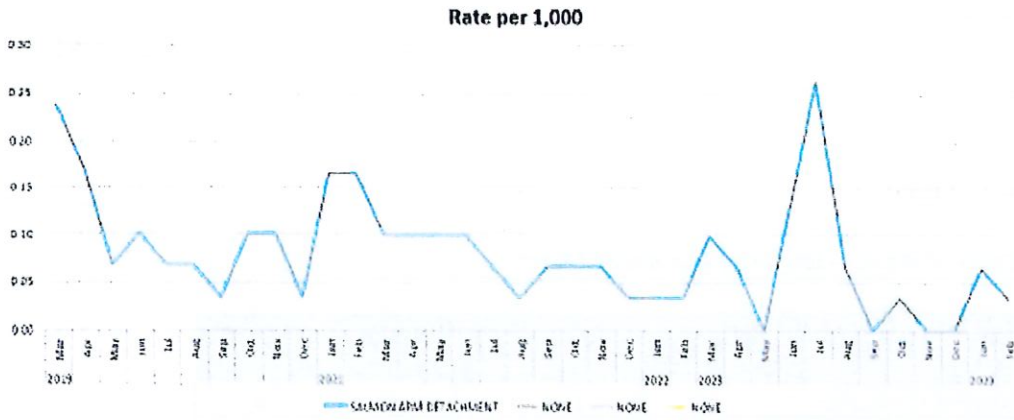
Residential Break and Enter



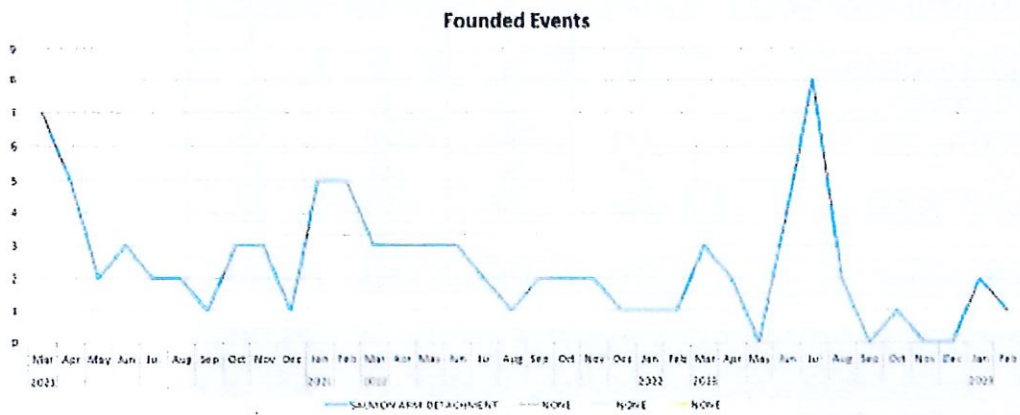
Residential Break and Enter Rate / 1000



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.

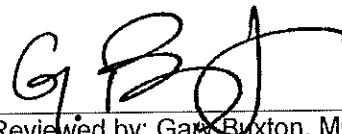
The Zoning Bylaw further specifies surfacing, grading and drainage requirements for offstreet parking.

CONCLUSION

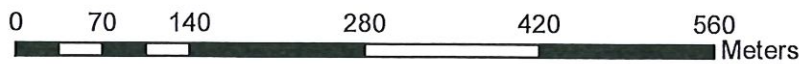
The applicant is applying for a Development Permit to support a commercial development in the form of an addition to an existing building. The proposal aligns with the Development Permit Area guidelines as described in the OCP and is supported by staff.




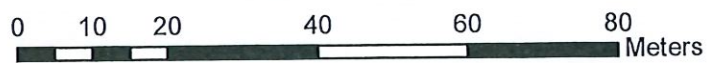
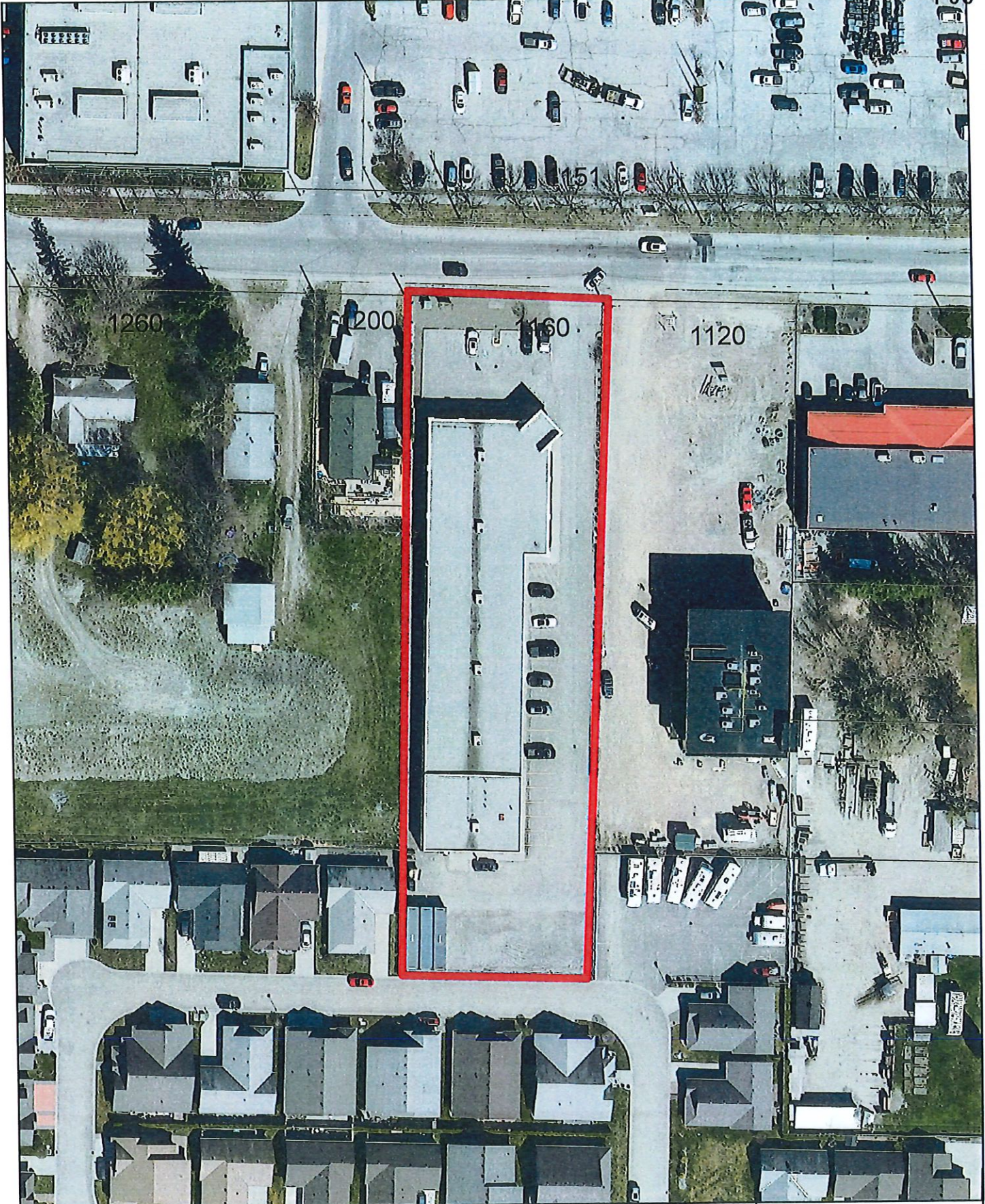
Prepared by: Chris Larson, MCIP, RPP
Senior Planner




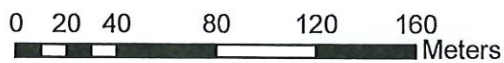
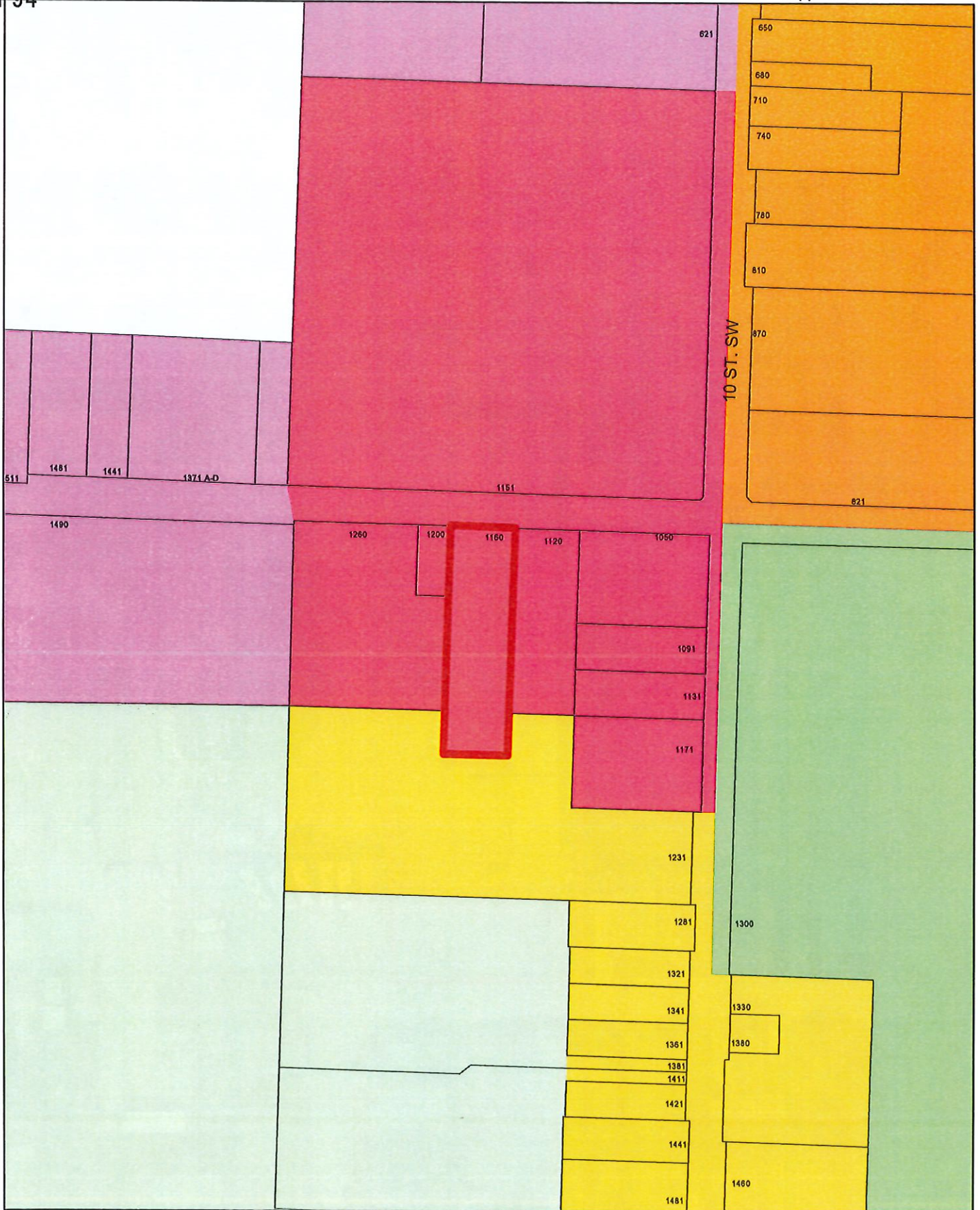
Reviewed by: Gary Buxton, MCIP, RPP
Director of Planning & Community Services









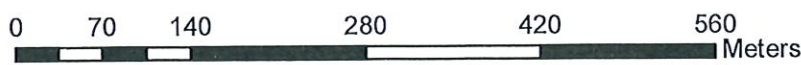
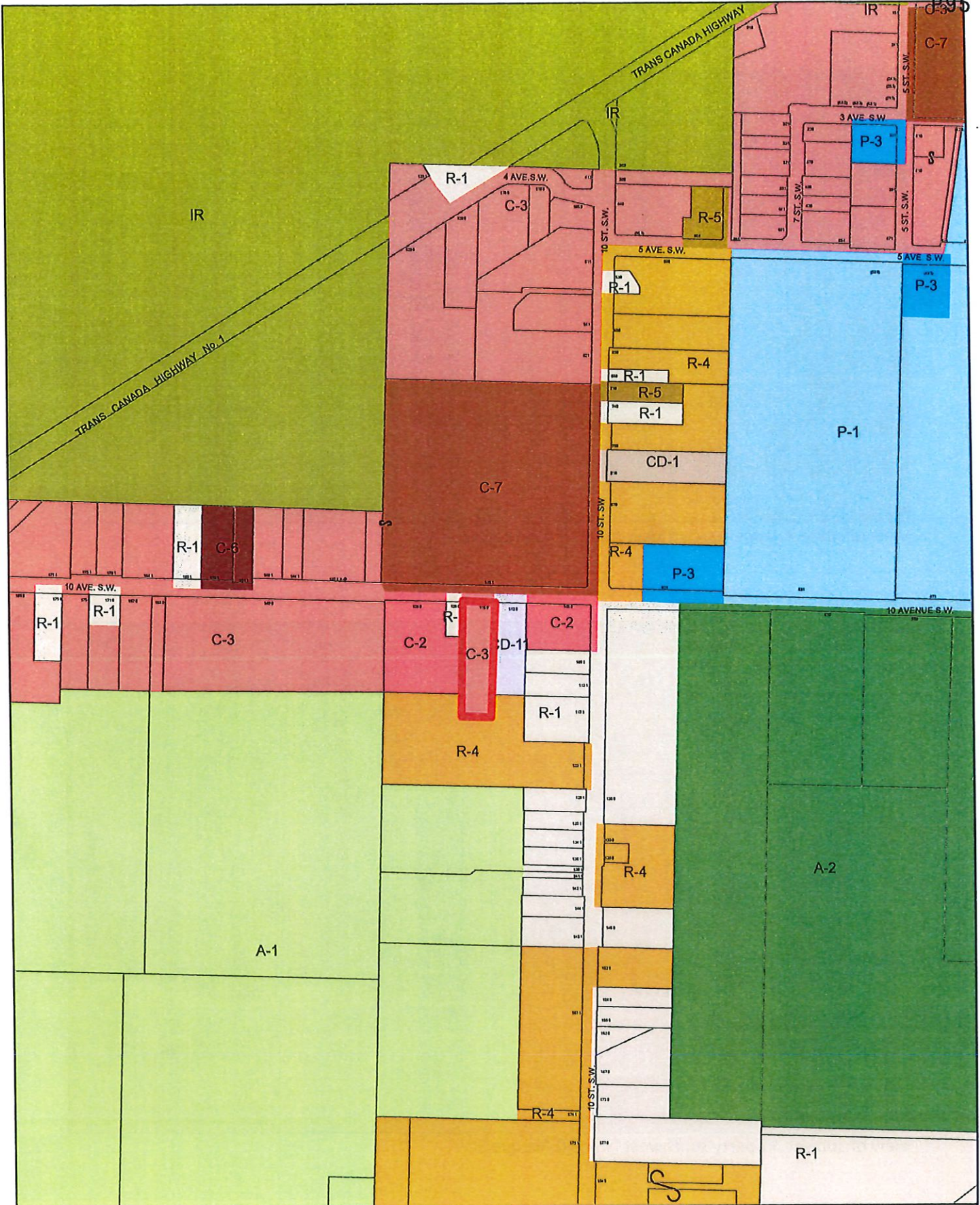
 Subject Parcel



 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 10th 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 10th Street SW which is a loop road that provides access to the 10th 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 10th 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.

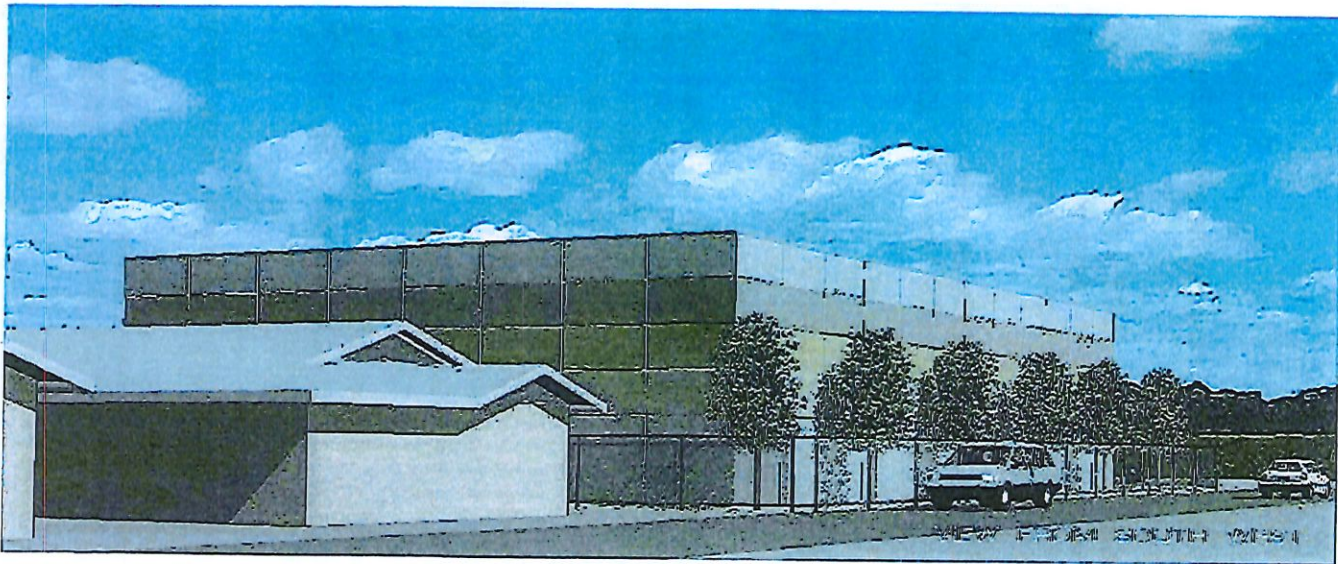
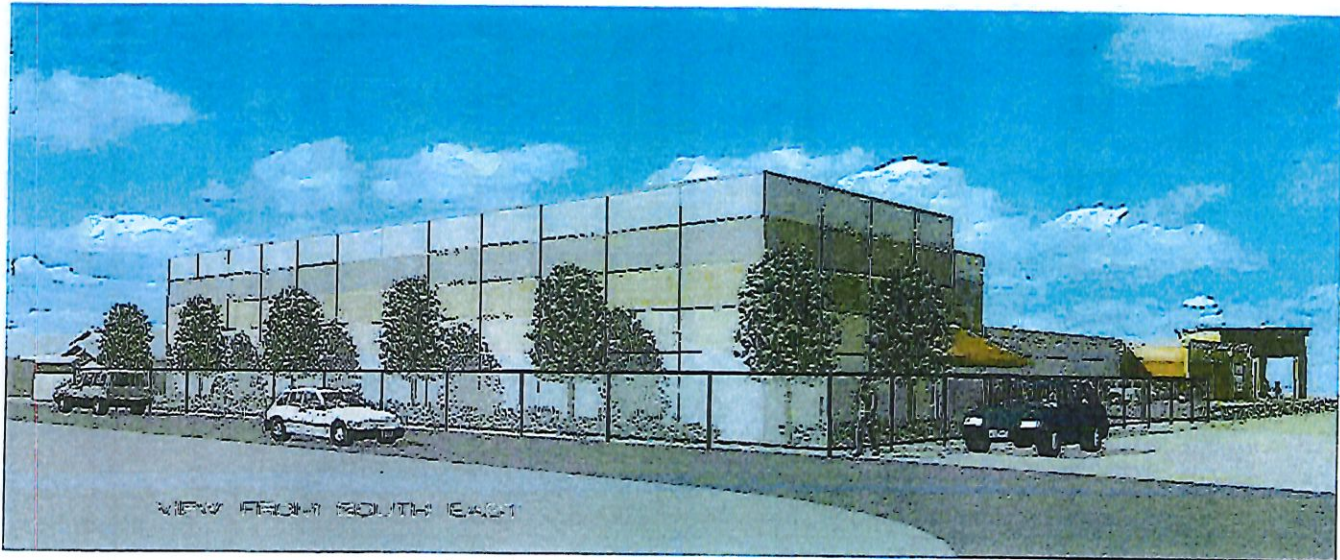
The intention of the banding is to provide a natural grey concrete backdrop for an allee' of trees on the south setback area and to provide a neutral horizontal band at the top of the building which cuts the blue sky dome.

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.

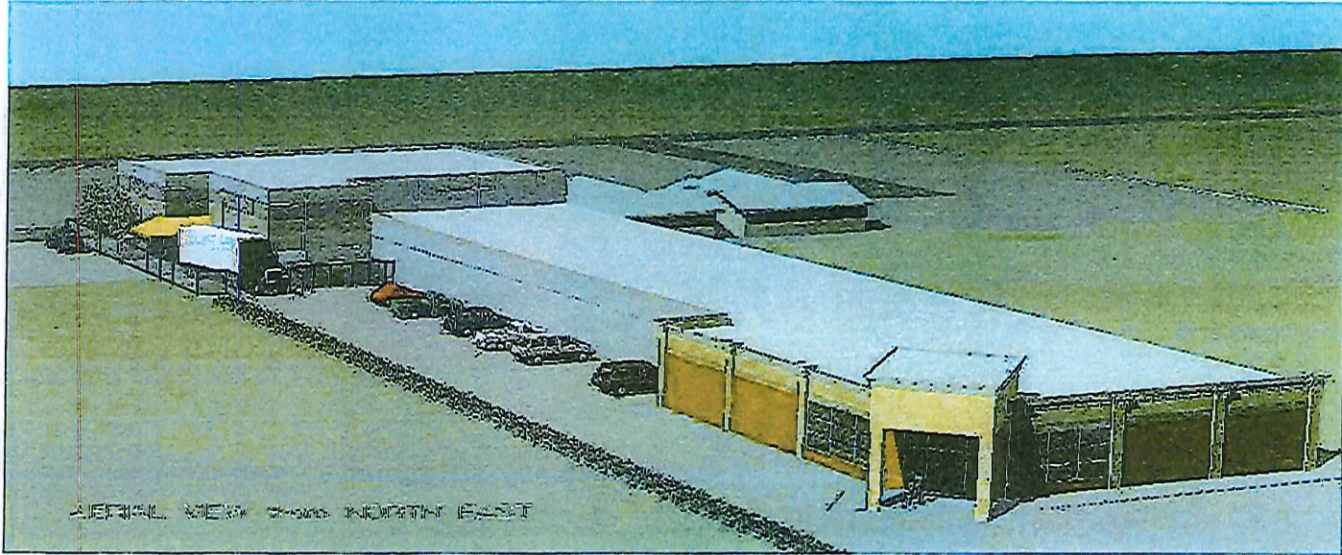
A 6' wide awning will be installed over the entrances and overhead doors of the addition.



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



WAREHOUSE ADDITION FOR CITY FURNITURE 150 12th Ave SW, Shelton Arm BC	
VIEW FROM SOUTH EAST VIEW FROM SOUTH WEST	
<small>Project Record: This record is an historical record of work for the project described. The owner and architect are the primary parties of record. Other parties, as they may be approved or used in connection with the project, are not to be approved or used in connection with the project without the written consent of the architect. The architect shall not be held responsible for the work of any party to the project.</small>	
DRAWN BCN	SEAL
CHECKED 2018 BC	
DATE FEB 15/23	
CHECKED BCN	
SHEET A3	



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

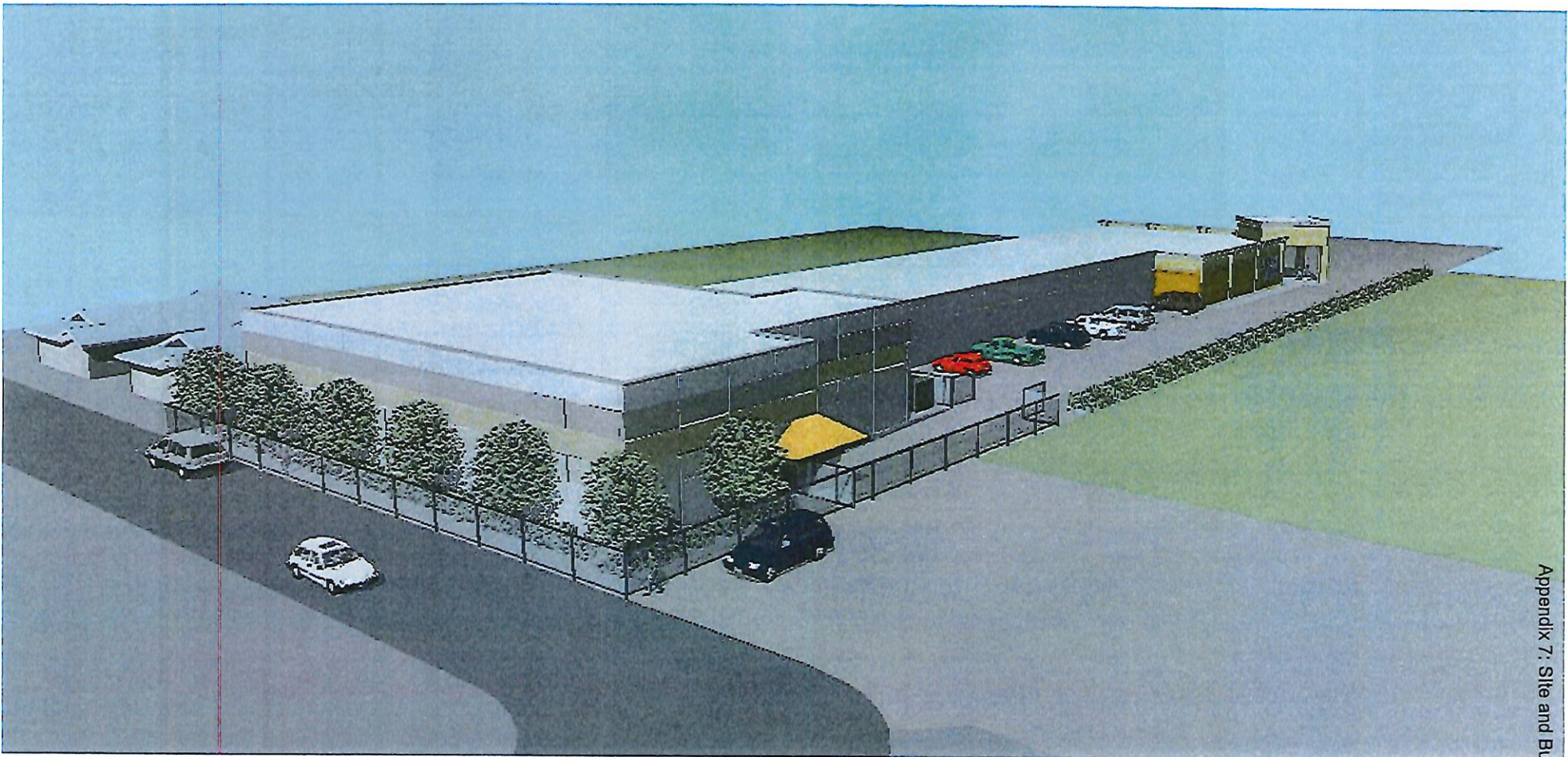


WAREHOUSE ADDITION
 FOR
 CITY FURNITURE
 1800 10th Ave SW Salem, OR 97302

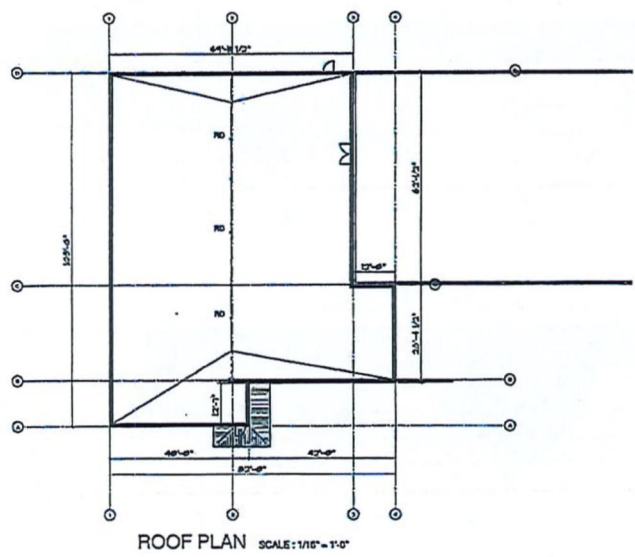
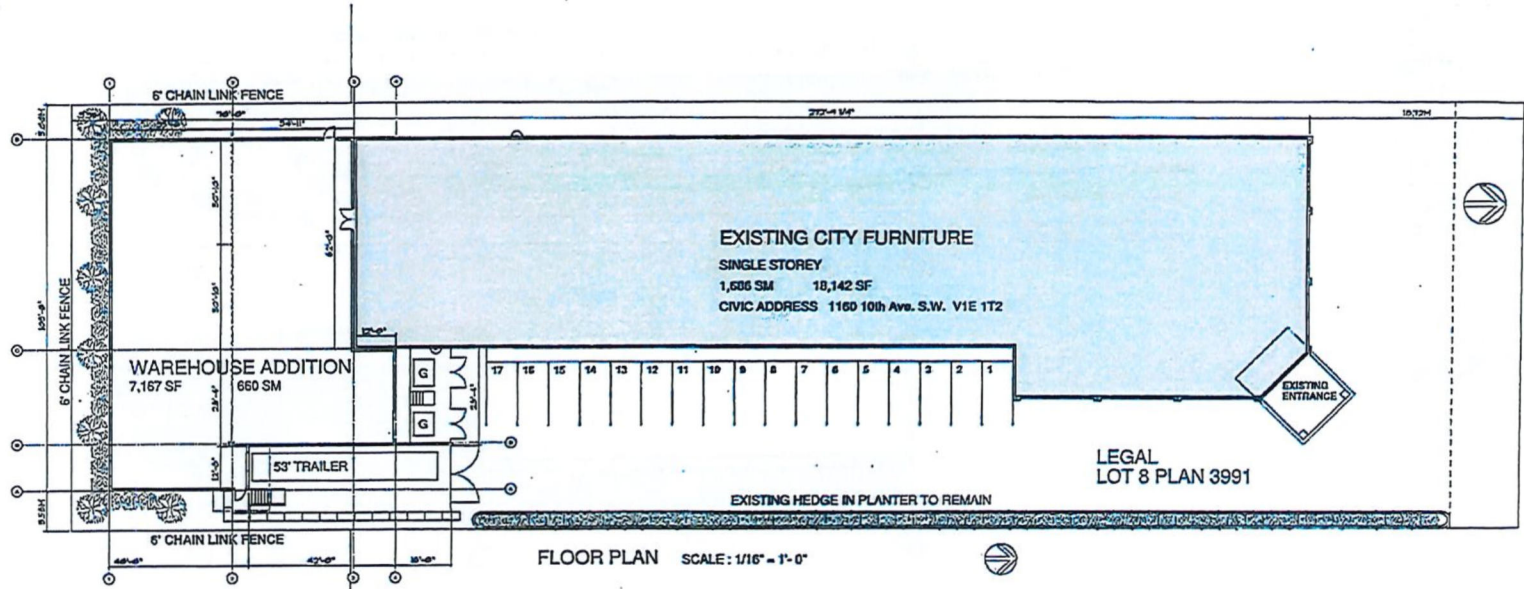
AERIAL VIEW FROM NE
 VIEW FROM ENTRANCE

Copyright reserved. This drawing is the intellectual property of the architect. No part of this drawing may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, or by any information storage and retrieval system, without the prior written permission of the architect.

DESIGNER BDN	SCALE
CHECKED 2023 BC	
DATE FEB 25/23	
CHECKED BDN	
SHEET A-4	



Appendix 7: Site and Building Plans



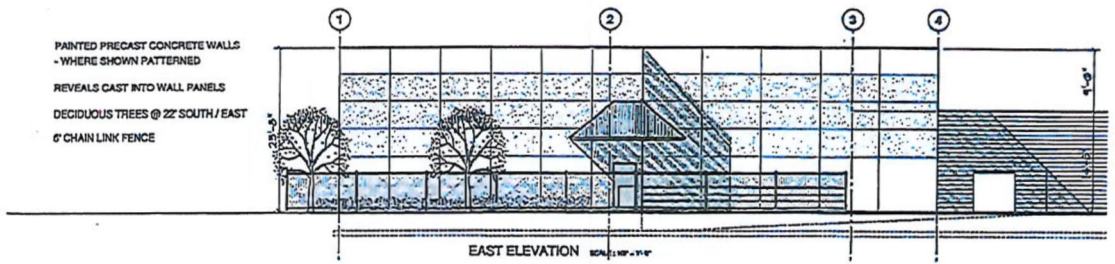
2. ISSUED FOR DP	03/15/23
1. PLAN REVISION	09/16/23
NO. REVISION	DATE



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

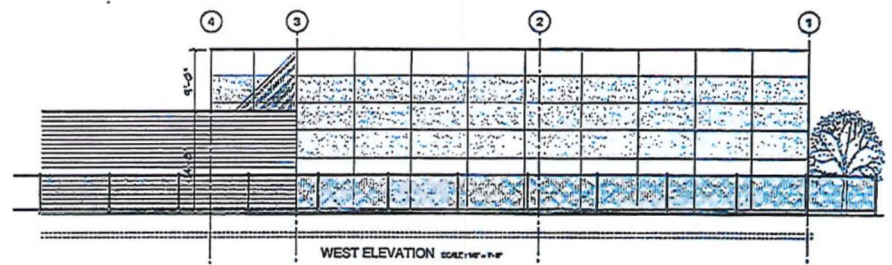
DATE: FEB 15/23
 DRAWN BY: BCN
 CHECKED BY: BCN
 SHEET: A1.4

REGISTERED ARCHITECT
 BRITISH COLUMBIA
 KANLOPP

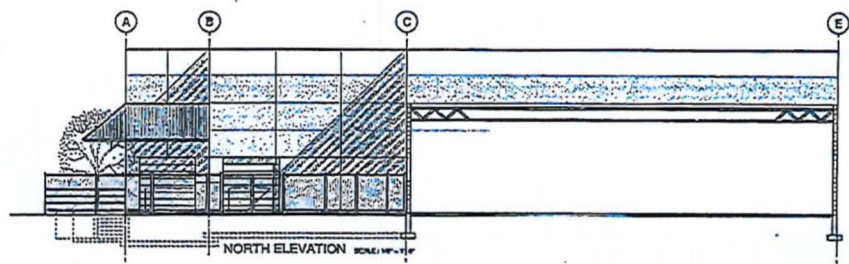


PAINTED PRECAST CONCRETE WALLS
- WHERE SHOWN PATTERNED
REVEALS CAST INTO WALL PANELS
DECIDUOUS TREES @ 22' SOUTH / EAST
6' CHAIN LINK FENCE

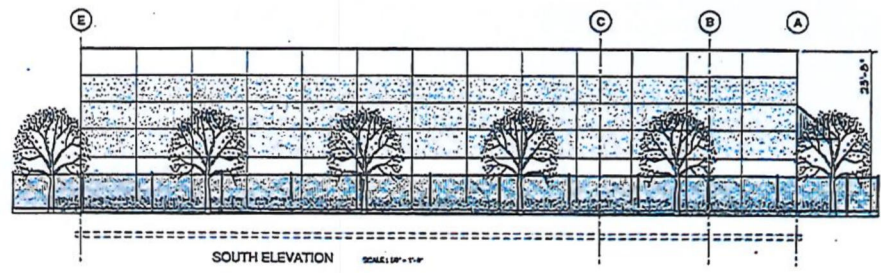
EAST ELEVATION SCALE: 1/8" = 1'-0"



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 1800 4th Ave SW Salem, OR 97302	
BUILDING ELEVATIONS	
<small>Not for construction. This drawing is an advisory or general in nature and is not intended to be used for construction. The owner and contractor are to be advised that any use of this drawing for construction is at their own risk and the architect and engineer are not responsible for any errors or omissions in this drawing or any part of the project.</small>	
DRAWN BCN CHECKED BCN DATE FEB 10/23 SHEET AS 4	SEAL

General Notes

1. ALL LANDSCAPE TO COMPLY WITH THE LATEST EDITION OF THE CANADIAN LANDSCAPE STANDARDS (ALSS) UNLESS NOTED OTHERWISE.
2. ALL LANDSCAPE PLANTING SHALL BE DONE IN ACCORDANCE WITH THE LATEST EDITION OF THE CANADIAN LANDSCAPE STANDARDS (ALSS) UNLESS NOTED OTHERWISE. THE CONTRACTOR SHALL BE 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 CANADIAN LANDSCAPE STANDARDS (ALSS) UNLESS NOTED OTHERWISE. PLANTING SHALL BE DONE IN ACCORDANCE WITH THE CANADIAN LANDSCAPE STANDARDS (ALSS) UNLESS NOTED OTHERWISE.
5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FOR ANY WORK THAT IS REQUIRED TO BE COMPLETED PRIOR TO INSTALLATION.
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

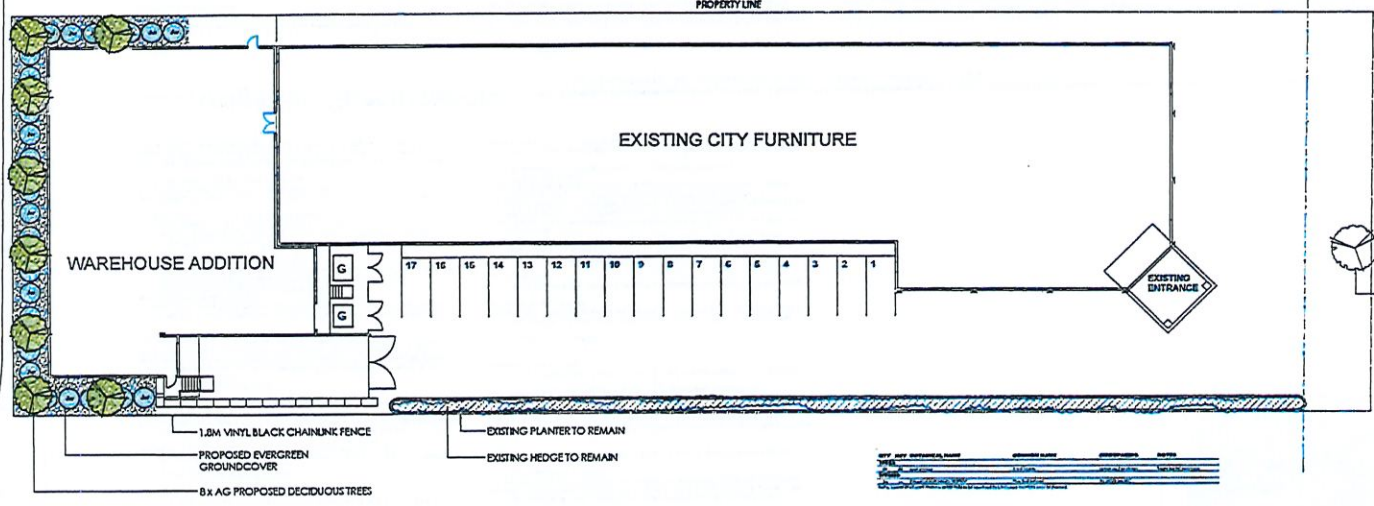
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10. ALL PLANTING SHALL BE DONE IN ACCORDANCE WITH THE LATEST EDITION OF THE CANADIAN LANDSCAPE STANDARDS (ALSS) UNLESS NOTED OTHERWISE.



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

Legend

- PROPOSED DECIDUOUS TREE
- EVERGREEN TREE



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

NOT FOR CONSTRUCTION

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

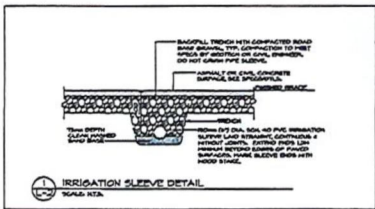
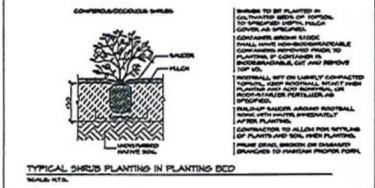
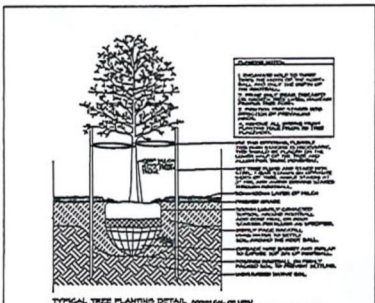
no.	date	description
A	03-01-23	ISSUED FOR REVIEW

CITY FURNITURE LANDSCAPE PLAN
1160 10 AVE SW
Salmon Arm, B.C.
1:200

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

Appendix 7: Site and Building Plans

Details



Landscape Specifications

GENERAL

1. All landscape work undertaken shall conform to the **Canadian Landscaping Standard**, latest edition, unless otherwise specified.
2. The Contractor shall be responsible for locating all underground utilities which may be affected by the work and report any possible conflicts to the Architect prior to construction. Any damage to existing utilities or structures must be repaired immediately to the satisfaction of the Architect or the Owner's representative. The Contractor is responsible for all costs for damages.
3. The Contractor shall know the site in a most and fitly condition at the end of each working day and at the completion of the contract. The Contractor shall ensure public safety is maintained at all times during the contract.
4. Material substitutions will only be considered after a written list is submitted to the Architect prior to installation.
5. The Contractor shall notify the Architect, in advance, of at least 24 hours prior to requesting on-site hold orders at the work.

SOIL PREPARATION AND PROTECTION

1. Rough/finish subgrade and lawn rough grading approved by the Architect prior to hauling and spreading topsoil. The Contractor is responsible for all surveys.
2. Remove excess rocks, boulders, logs, stumps, other impediments not conducive to landscaping. Dispose of these materials on an approved dumping location off-site unless otherwise directed by the Architect. Grade the site to drain away from building to comply with the Grading Plan or as directed by the Architect.

TOPSOIL AND FINISH GRADING

1. Existing stockpiled or native topsoil shall be screened to remove rocks, weeds, grass and other deleterious material before being accepted for landscaping. Being topsoil shall be amended with imported topsoil at a rate of 1:1 and well-labeled by strapping or other approved method. Testing adding topsoil will be paid for by the Contractor.
2. Imported topsoil shall be good quality, clean, low-voiding planting soil and not be composed by the Architect prior to installation, the approved topsoils shall have the following characteristics:
 - a) maximum 1% clay content and 30-35% sand content;
 - b) pH of between 6.0 and 7.5 and a maximum organic content of 10%;
 - c) bedding of imported topsoil may be required by the Architect and shall be paid by the Contractor until the required specification is met.
3. Topsoil shall be spread over a loose, scaffolded subgrade to depth as specified: Dryness Criteria (water/hydroponic needs) areas: 75mm depth minimum; lawn areas (lawned or turf) areas: 150mm depth minimum; Planting beds (lawn) areas: 450mm depth minimum.
4. Finish grade by leveling and handworking topsoil while removing all roots, stumps, logs and other deleterious material to grades and slopes as shown on the drawings or as directed by the Architect. Remove extracts over 25mm diameter. Grade every 30m.

heights of a minimum of 2% for pedicle or low drainage. Finish grade layout for planting beds 150mm (12") below grade, otherwise as planned by general locations of mounds, raised beds and finish grade layout for grass areas with the type of curb, sidewalks and planting beds to permit installation of grass seed or turf. But shall be 150 mm, other well finish grading approved by the Architect prior to grass seeding, hards, stone planting or much installation.

C. PLANT MATERIAL

1. All plant material shall be healthy, free of disease, pest, showing good growth characteristics and shall be No. 1 grade.
2. Plant material shall be guaranteed for a period of one (1) year from date of this acceptance/contract completion.
3. All plant material delivered to the site must be adequately labeled with botanical and common names and labels left in place until the Architect has inspected and approved planting.
4. The Contractor shall supply the necessary planting soil, fertilizer, treatment, insecticides and arboricides as required to ensure proper planting practices. The Contractor shall maintain the plant material until final occupancy of the work, and to the satisfaction of the Architect.
5. The Contractor shall supply and install tree support according to the planting details.
6. Finish all planting beds with 75mm depth of medium grade, clean, F3 best mix or shall match an landscape beds to finished grade as shown or specified on the drawings.
7. Provide sample of mulch to Architect for approval prior to installation.
8. Avoid building contact in areas of groundcover or annual plantings, unless otherwise directed by the Architect.

D. LANDSCAPE MAINTENANCE

1. The Contractor shall be responsible for providing all materials, equipment and labor required for the purpose of maintaining all new and existing landscaping during the course of the Contract for minimum efficiency and minimum overruns.
2. Maintenance of the landscaping by the Contractor shall include, but not be limited to, the following:
 - 2.1. Tree watering, fertilizing and weed control of all grass areas and planting areas to meet landscape specifications.
 - 2.2. Pruning, and the control of insects and diseases, for all plant material to good horticultural practice.
 - 2.3. Clean-up and maintenance of the underground utility system and/or meter including such that all landscaped areas are well-maintained.
 - 2.4. The watering and protection of existing, hydroponic, container or planted areas, as required to ensure adequate "water" and growth of the planting.
 - 2.5. The clean-up and control of garbage to that the site is in a most and fitly condition each day.
 - 2.6. Replenishing of mulch to maintain the specified depth of cover.
3. All landscape maintenance procedures shall be to a high standard and shall be done to the satisfaction of the Architect.



Irrigation Specifications

*NOTE CONTRACTOR TO PROVIDE SHOP DRAWING FOR DESIGN APPROVAL BY LANDSCAPE ARCHITECT

GENERAL

1. All irrigation work shall conform to the latest edition of the Irrigation Industry Association of British Columbia, **Standard for Landscape Irrigation Systems** unless otherwise specified herein.
2. The Contractor shall schedule installation of the underground irrigation system in conjunction with the installation of landscape work in the contract. During the contract, the Contractor shall have a qualified licensee, well-versed in all aspects of irrigation work, continuously on the job.
3. The Contractor shall be responsible for locating all underground services which may affect the work and immediately report any damage to the satisfaction of the Owner's Representative or as directed by the Architect.
4. The Contractor is responsible for obtaining all necessary permits for electrical and plumbing connections as may be required. The Contractor shall be responsible for obtaining CMA approvals on parts or equipment if this is not provided by others.
5. The Contractor shall provide design and all the components of the irrigation system as specified on the approved shop drawings. Substitutions for alternative parts will only be considered if the Contractor submits a list of approved equals to the Owner's Representative, in writing, prior to beginning work. Approved design and/or rejection of substitutions will be provided to the Contractor in writing by the Owner's representative.
6. The Contractor shall guarantee the installation and operation of the irrigation system for a period of one (1) year from the date of final acceptance of the contract. The guarantee shall not override a manufacturer's guarantee on parts if it is for a longer period of time.
7. The Contractor shall be responsible for winterizing the system in the fall and starting the system the following spring as part of this contract.
8. The Contractor shall provide the Owner's Representative with an **As-Built Record/Drawings** (including in scale of the design drawings) of the completed system before final acceptance to the satisfaction of the Owner's Representative. The Contractor shall provide the Operations Manual for the contractor(s) and any other information necessary for the regular operation or maintenance of the irrigation system.

A. PIPE AND FITTINGS

1. Irrigation main line pipe shall be 100% 40 PVC. Lateral lines 32mm (1 1/4") diameter and smaller shall be minimum Class 200 PVC pressure pipe, joined by solvent weld method or approved equal. All pipes shall be tested with manufacturer's normal installation and pressure rating.
2. Irrigation fittings shall be minimum Schedule 40 PVC milled fittings.
3. Pipe for drip emitter zones or microjet shall be 100% polyethylene irrigation tubing joined with fittings as a design as approved by the Owner's Representative. Company's best fittings piping system before building emitter or microjet.
4. Irrigation pipe shall be laid in straight lines whenever possible, minimizing bends to prevent stress and pipe cracking. Pipe layout will be at the satisfaction of the Owner's Representative.
5. Pipe shall be laid to a minimum of 450mm (18") below finished grade and trenches must be backfilled with sand or approved non-obstructive material. Slopes over 15mm diameter must be removed from trenches and shall not be used as backfill.

B. VALVES AND VENTS

1. Valve boxes shall conform to the B.C. Electrical Code and local regulations. Valve boxes shall be installed in the irrigation main line branch wherever possible.
2. Control valves between automatic valves in controller shall be direct burial type THH-6 minimum 1" grade. The common control valve shall be visible. The piping for proper operation of the irrigation valves shall be the responsibility of the Contractor.
3. All manual and remote control valves, double check/backflow preventers, pressure reducing valves, water meters, flow, drain valves and blow-out connections must be installed in valve boxes with the finished grade, unless otherwise noted on the plans. Lockable plastic valve boxes must be provided by the Owner's Representative prior to installation.
4. All double check valves/backflow preventers, pressure reducing valves and manual gate valves shall be bronze construction (70/30) or approved equal to conform to the local plumbing code.

C. CONTROLS

1. Pop-up controllers shall be mounted on pipe using joint equal in size to the inlet diameter of the controller assembly. 3-pipe heads shall be set flush with finish grade and reduced by the Contractor for minimum efficiency and minimum overruns.
2. Spray controllers on trees shall be installed on swing joints and shall be set flush, approximately 200mm (12") above finished grade unless otherwise directed by the Owner's Representative. They shall be minimum Schedule 40 PVC. All spray controllers must include a filter screen.
3. Drip emitters shall be pressure compensating, self-flushing with a discharge of 2.0 GPH, 34 emitters slightly above finish grade for visual confirmation of operation and ease of maintenance, unless noted otherwise on the plans.
4. Microjet shall be installed on poly fiber emitters at 150mm (12") above finished grade. The location, layout and spray pattern of microjet heads shall be as noted on the plans or as approved by the Owner's Representative on site. The Contractor shall be responsible for providing all head to head coverage as directed.
5. All drip emitter zones and microjet zones shall include a 2" diameter 1/2" diameter 3/4" diameter pressure regulation valve and 2" diameter isolation valve in a valve box with the same control valve.

D. CONTROLS

1. Mount Irrigation controller(s) in location as shown on the drawings or as directed by the Owner's Representative. Use an approved fastening method when connecting to a building wall, above interior or exterior. Any damage to the building wall or interior fixtures must be repaired immediately, at the expense of the Contractor to the satisfaction of the Owner's Representative.
2. The controller shall be hard-wired directly to the nearest suitable electrical service panel or electrical outlet in accordance with the B.C. Electrical Code requirements, and to the satisfaction of the Owner's Representative. The Contractor shall obtain all necessary permits, inspection and approvals from the local approving authority.
3. Irrigation Building Installation: mount the controller in a location as shown on the drawings and as approved by the Owner's Representative prior to installation.
4. Exterior Building Installation: mount the controller in a weather proof, weatherproof, lockable, 2.0mm (1/8") stainless steel of a suitable size for the irrigation controller. Finish the box with a minimum of 2 coats of non-inhibitive paint to match building colour or as directed by the Owner's Representative.
5. Exterior Remote Location: mount the controller in a weather proof, weatherproof, lockable, painted pedestal cabinet or 32mm (1 1/4") steel box at a location as shown on the drawings. The Contractor shall provide a recessed control panel on which to mount the controller, including suitable sized electrical conduit located through the panel for control wires.
6. The Contractor shall prepare and submit shop drawings of any exterior controller installation, including the details of steel materials and construction methods for the weatherproof box to house the controller. Shop drawings must be approved by the Owner's Representative prior to construction or installation.
7. Connect valve wires to controller and provide approved electrical conduit fastened to the building wall to a minimum 450mm (18") below finished grade unless otherwise directed by the Owner's Representative.

scale	client	project	drawing title	drawn	project no.
				LAB	KAM.860.001
				design	sheet no.
				LAB	
				date	
				MARCH 2023	



*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

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.

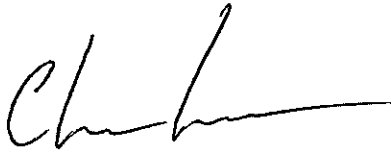
P114

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.

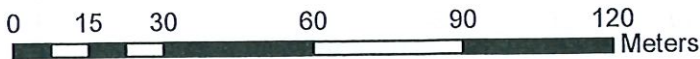
The applicant has been advancing the overall project through various applications. The proposal is supported as presented by the Design Review Panel. Staff support the proposal.



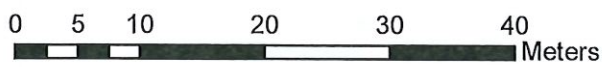
Prepared by: Chris Larson, MCIP, RPP
Senior Planner

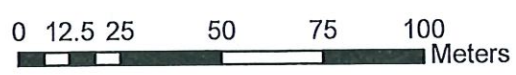
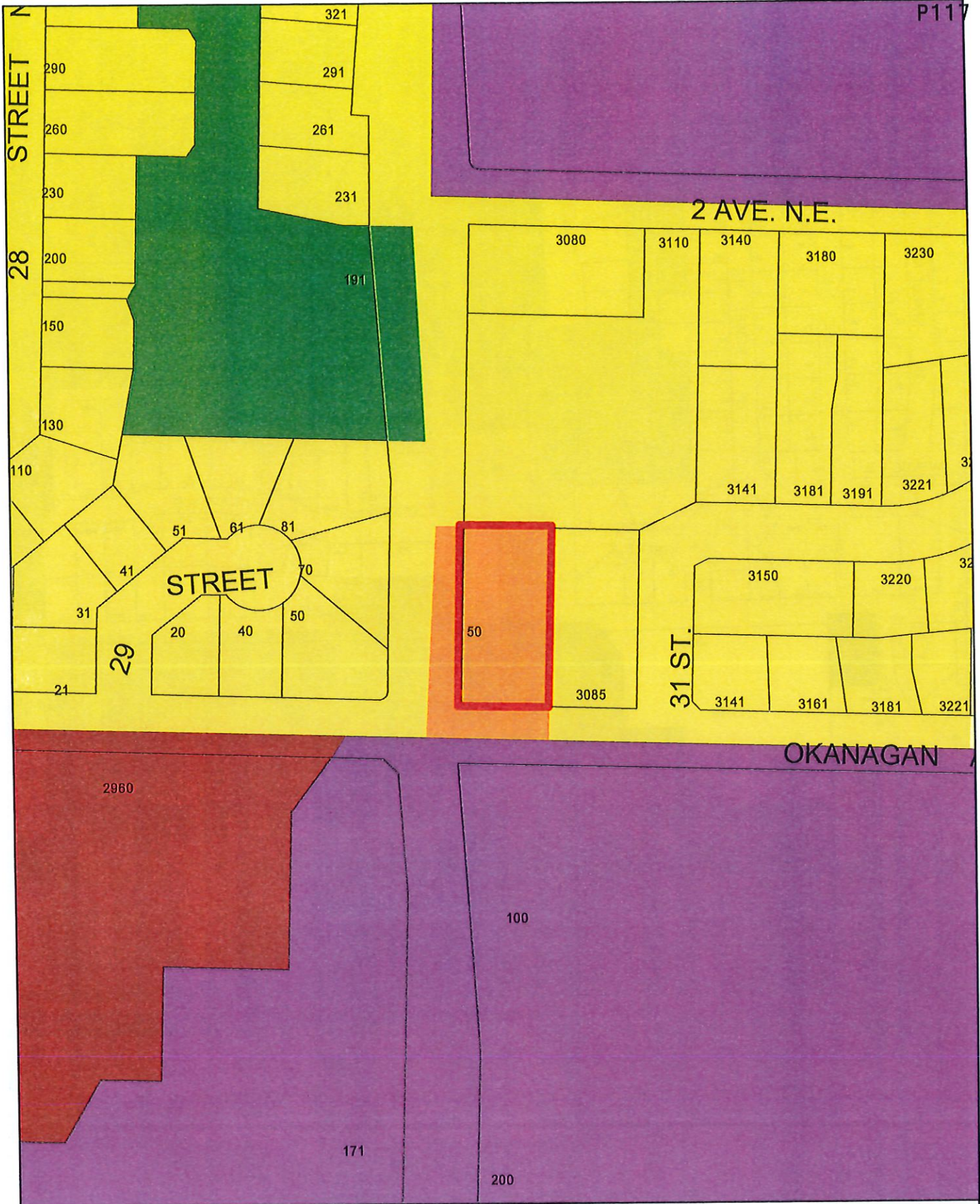


Reviewed by: Gary Buxton, MCIP, RPP
Director of Planning & Community Services

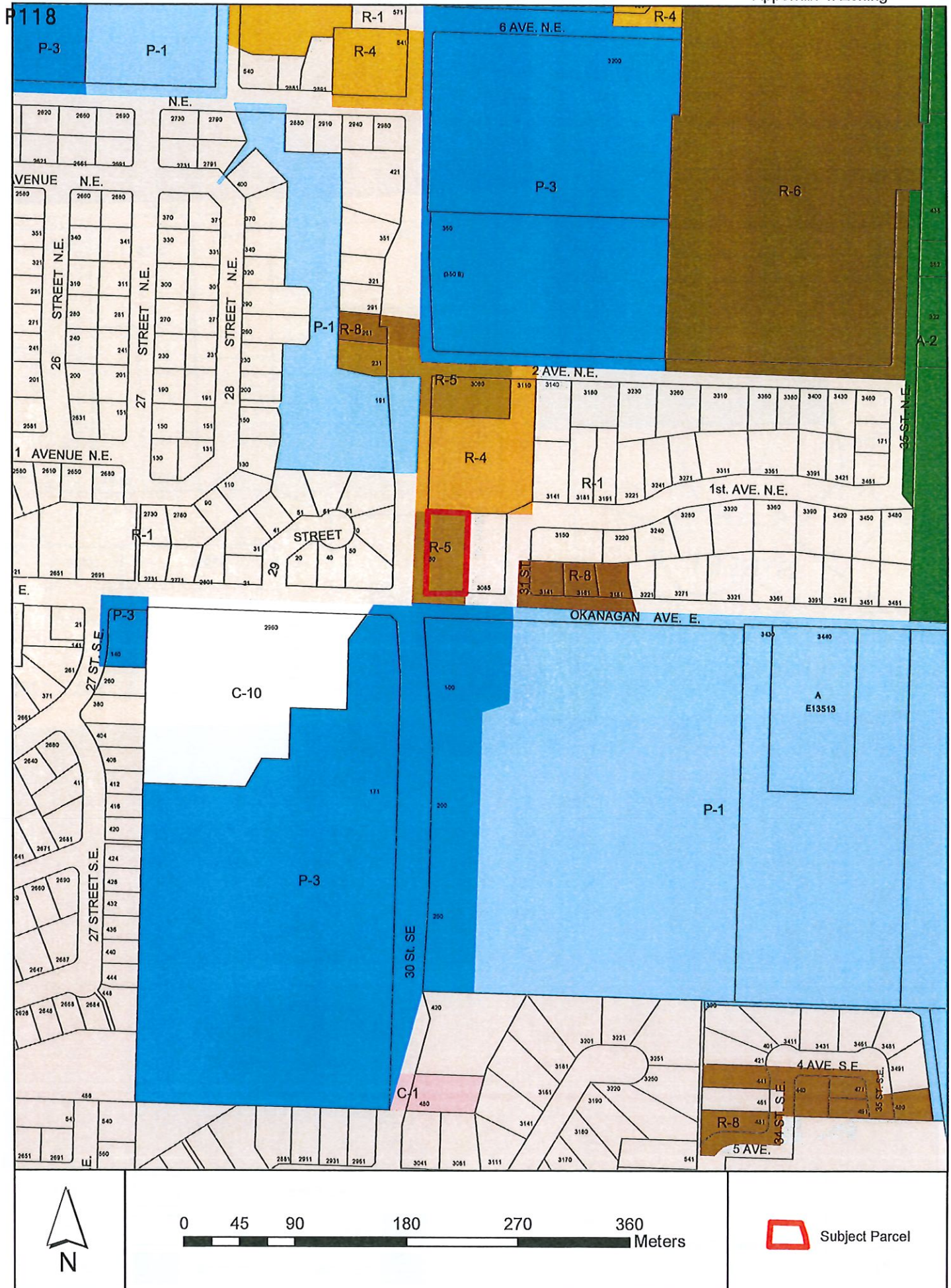


 Subject Parcel



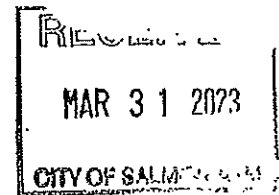


-  Subject Parcel
-  Park
-  Neighbourhood Commercial
-  High Density
-  Medium Density
-  Institutional



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.

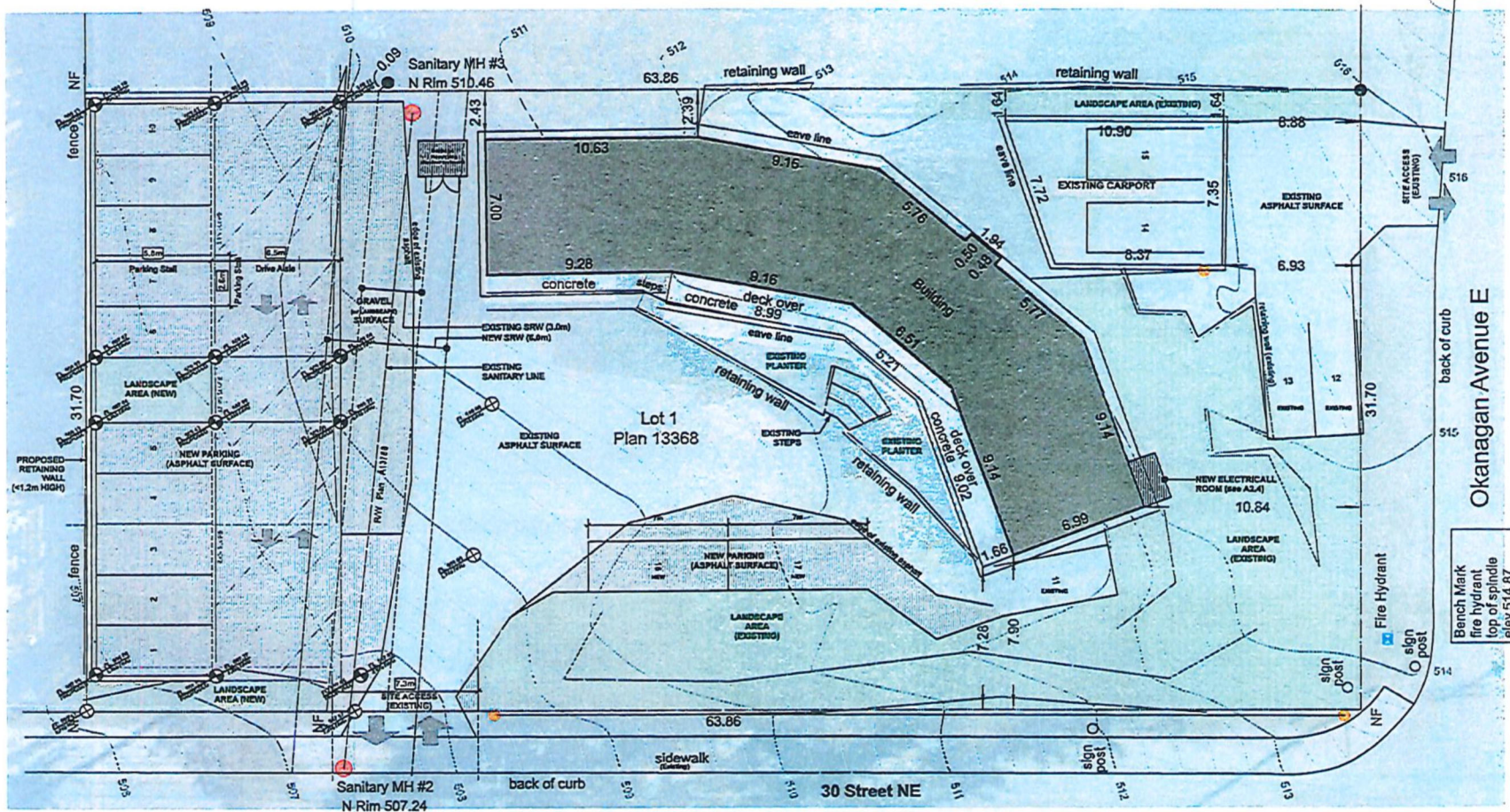
All rentals.

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.

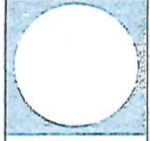


Site Plan
Scale: 1:100

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
p121



ISSUE	DATE
Development Permit	December 13, 2023

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



418-49 STONE
 2200 22ND
 SAULSON APT, BC, V1E 4G3
 Phone: 604-291-1811
 Email: info@avexarch.com
 Website: avexarch.com



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

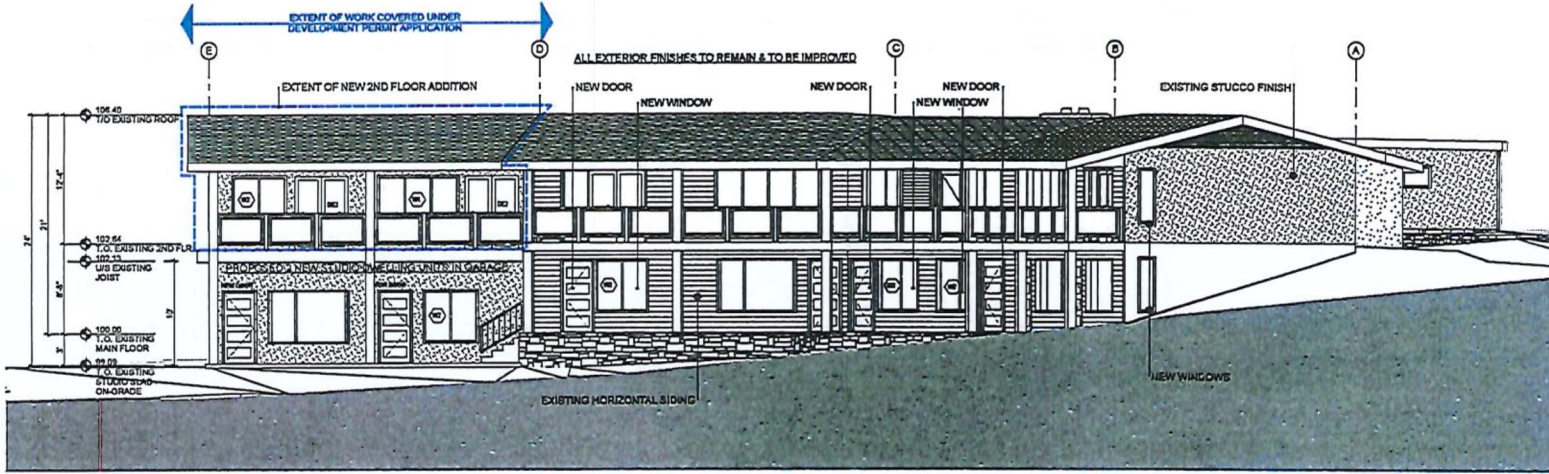
50 - 23th Street NE
 Salmon Arm, BC

DRAWING TITLE:
 BUILDING ELEVATIONS
 - PROPOSED

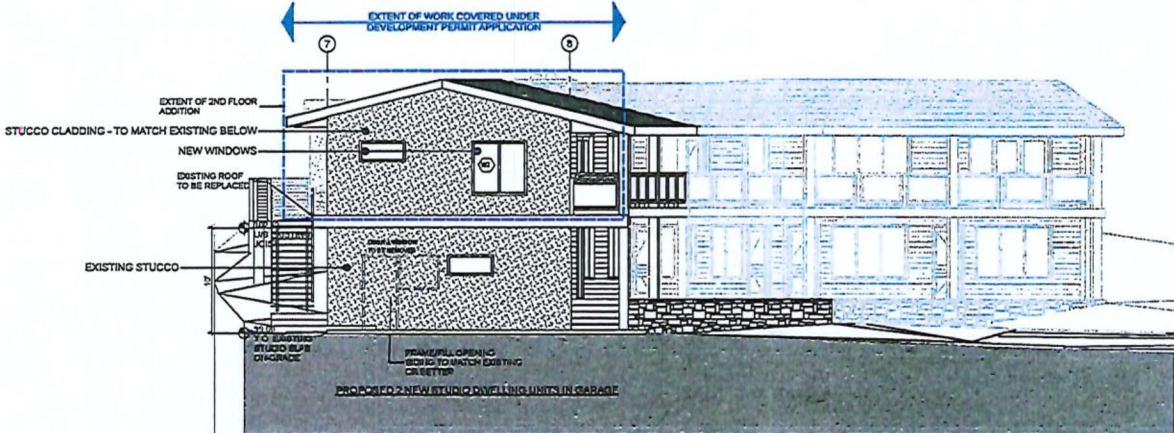
DRAWING NO:

A3.1

Appendix 5: Letter and Site Plan

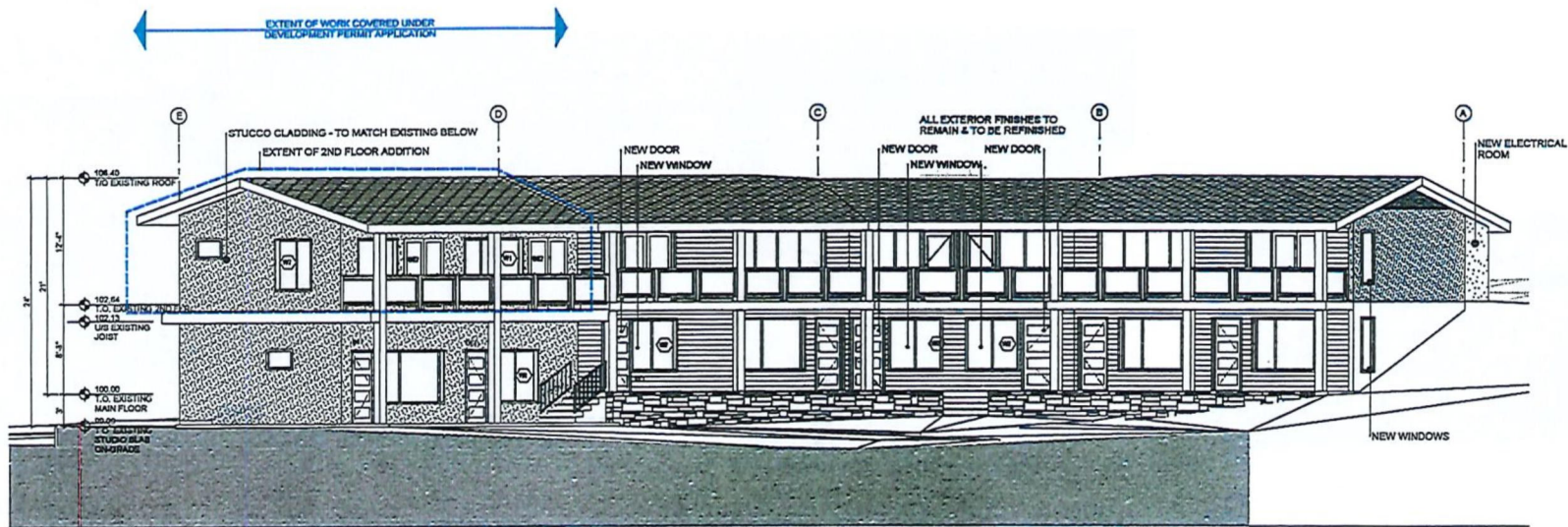


1 WEST ELEVATION
 Scale: 3/16" = 1'-0"

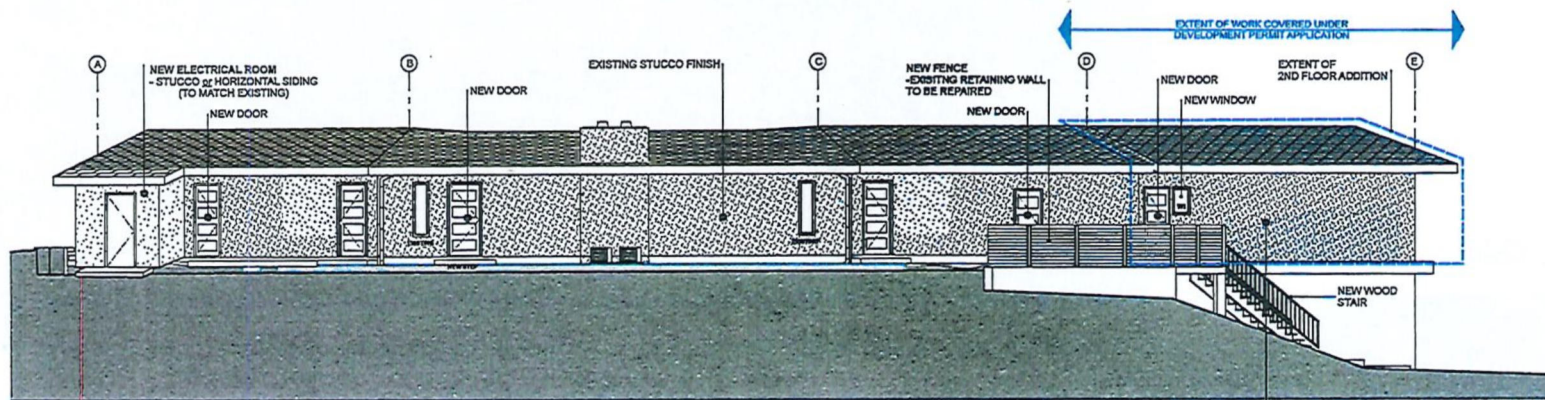


2 NORTH ELEVATION
 Scale: 3/16" = 1'-0"

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 1.80).
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"

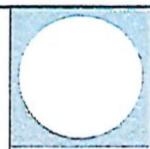


2 SOUTHEAST ELEVATION
SCALE: 3/16" = 1'-0"

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

ISSUE	DATE
Development Permit	December 10, 2023

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



4145-45th STNE
PO BOX 2332
SALMON ARM, BC V1E 4R3
Phone: 250-838-4444
T: 250-835-4851
Email: info@avexarchitecture.ca
W: www.avexarchitecture.ca



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

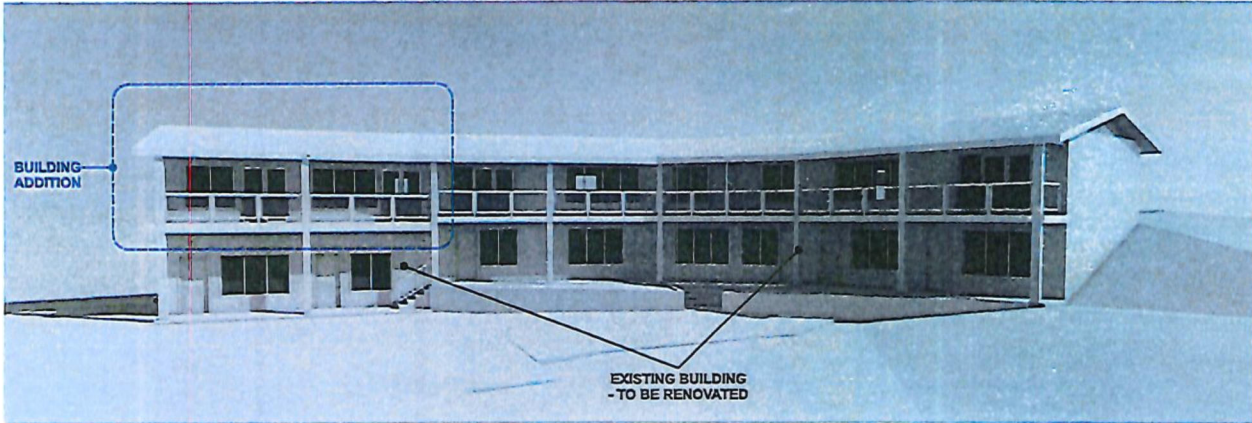
50 - 30th Street NE
Salmon Arm, BC

DRAWING TITLE:
BUILDING ELEVATIONS - PROPOSED

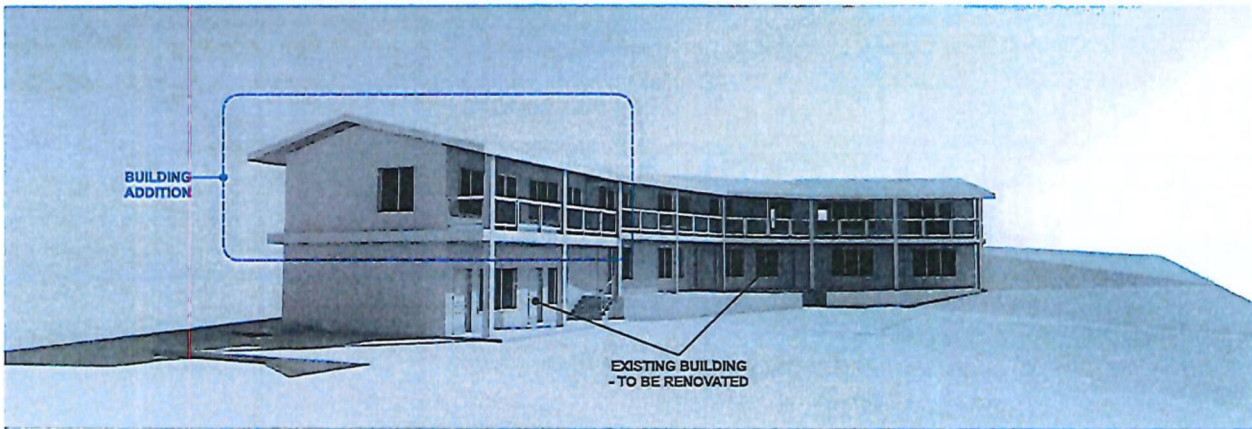
DRAWING NO:

A3.2

Appendix B: Letter and Site Plan P123



1 PERSPECTIVE VIEW (FROM 30th St. SE)
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
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E h.l.d.p@avexarch.com
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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. 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

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 65th Street and 8th Avenue, including upgrading the road surfaces. Rather than constructing 65th Street and 8th 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 a 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.

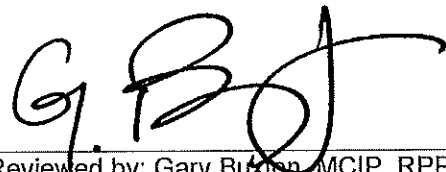
65 Street NW – Servicing Requirements

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.

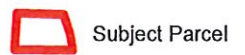
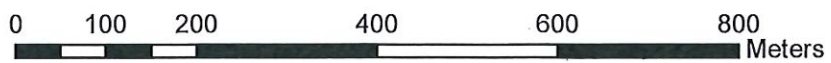
Should Council wish to grant variances to the 65 Street NW requirements, the inclusion of the dedication to provide access to the lands beyond is noted by staff an important precursor to future subdivision potential on adjacent land. As noted above, should Council wish to provide some relief relative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

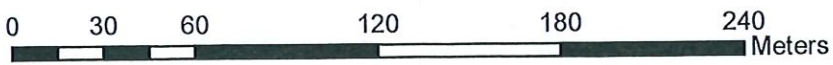
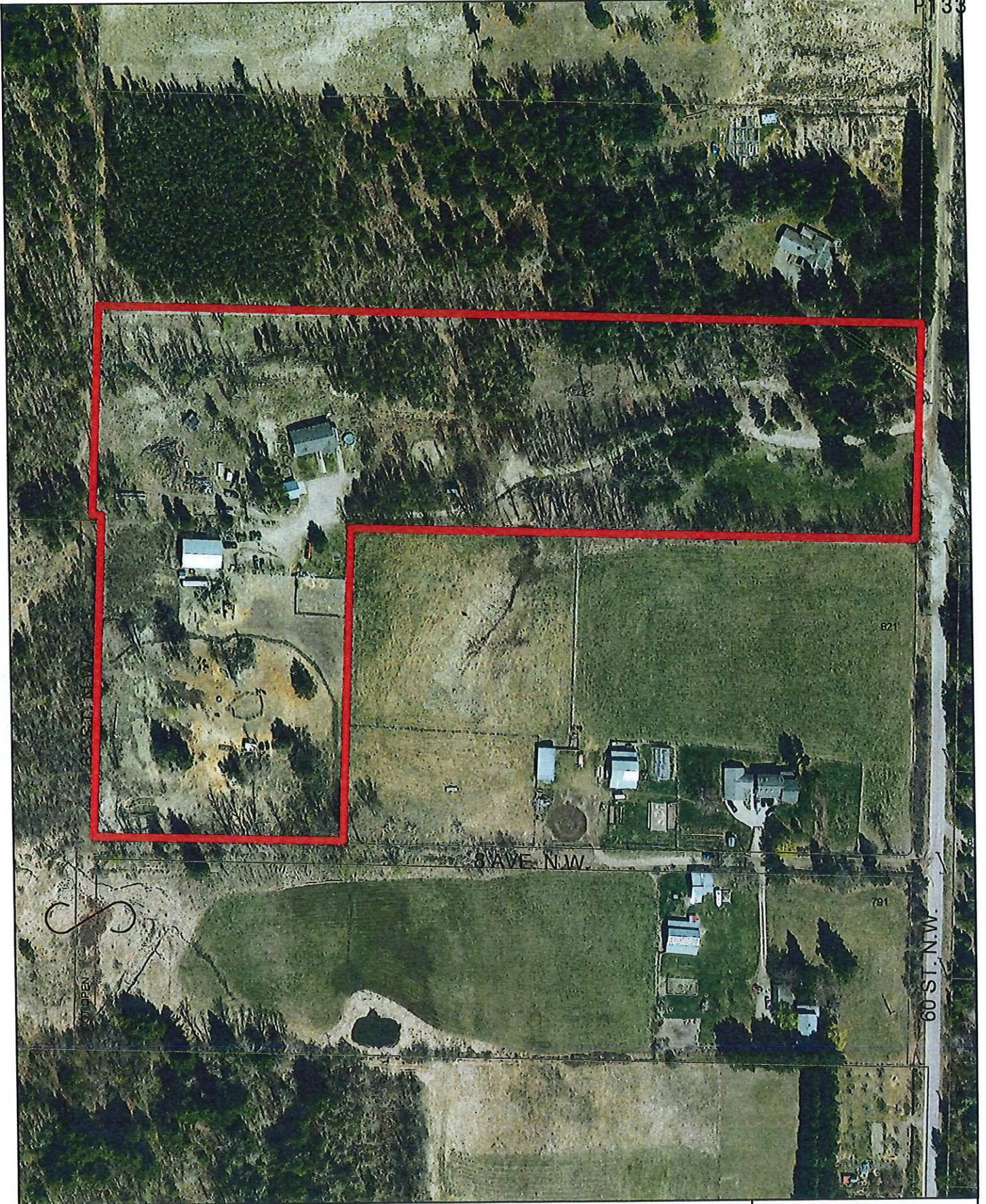



Prepared by: Chris Larson, MCIP, RPP
Senior Planner

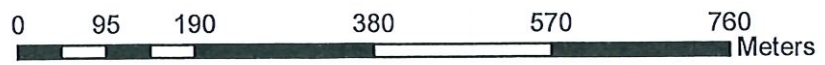
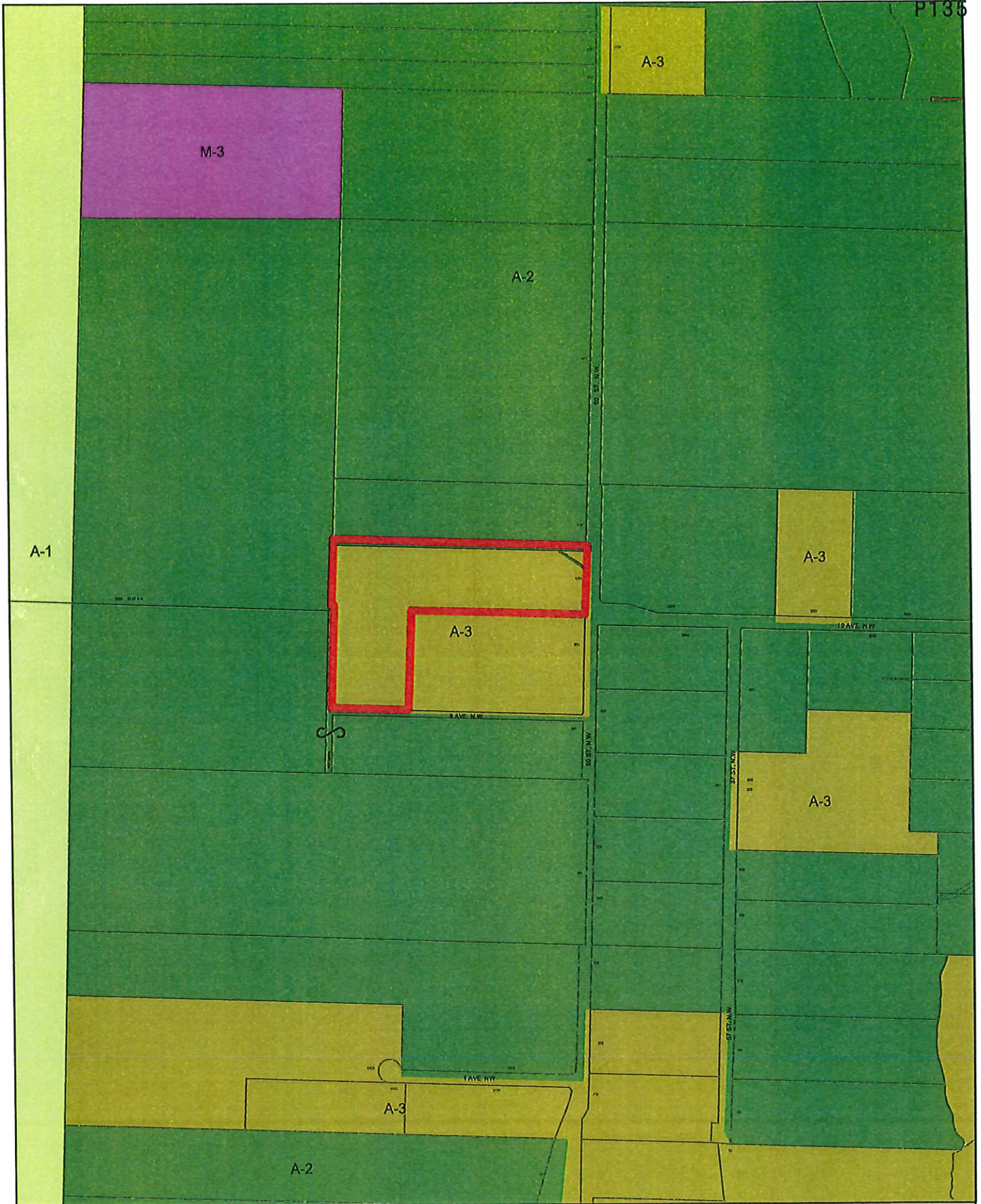


Reviewed by: Gary Buxton, MCIP, RPP
Director of Planning & Community Services





 Subject Parcel

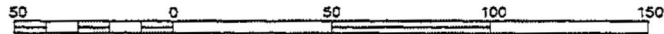


 Subject Parcel

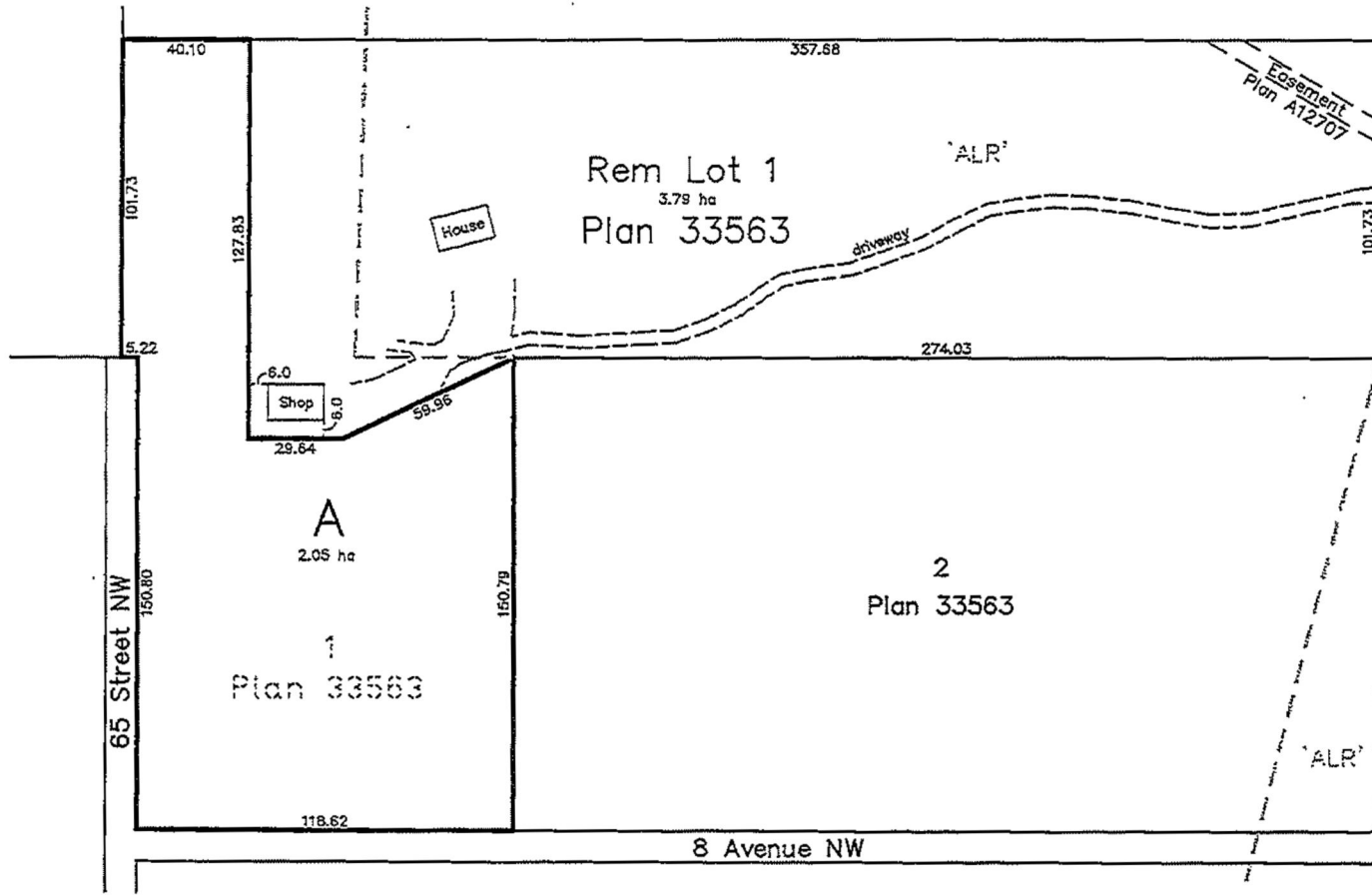
Sketch Plan of Proposed Subdivision of Part of Lot 1, Tp 20, Rge 10, W6M, KDYD, Plan 33563

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**

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

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:

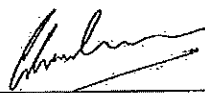
1. The subject properties do not front on a City of Salmon Arm sanitary sewer system. Subject to the required approvals from Interior Health Authority, a private on-site disposal system will be required for the proposed lot at building permit stage.

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 & 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 60thST NW that goes nowhere along 60th ST NW. There is no bike lane on either side north or south of 60th NW property line.
3. We request waving the construction cost of 65th 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 65th St NW.
4. We ask that Council allow temporary driveway to be constructed with No A Cul De Sac on 8th Ave NW by our new 8th Ave NW driveway
5. We do agree to build 8th Ave to Interim Rural Gravel Road standard & width as the per Dobie subdivision on 8ths Ave NW to our new driveway on 8th Ave NW. We have been contact the with the Dobie's, our neighbor's to work with them regarding 8th Ave NW
6. We have hired GenTech to do the 8th Ave St Engineer drawing Should 8th Ave be future developed we agree to allocate 3.0m by 3.0m corner cut required to be dedicated at the intersection of 65th 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!



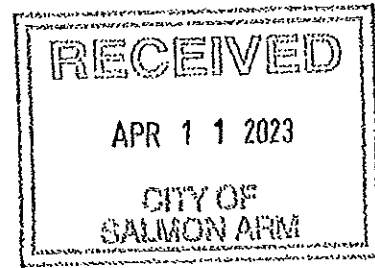
RECEIVED

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 60th 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 \$
1.0	ROADS AND EARTHWORKS				
1.1	Clearing and Grubbing	LS	1	\$ 2,500.00	\$ 2,500.00
1.2	Asphalt Removal & Disposal	m ²	5 *	\$ 15.00	\$ 75.00
1.3	Common Excavation & Disposal	m ³	530 *	\$ 17.50	\$ 9,275.00
1.4	Supply & Place Sub-Base	m ³	235 *	\$ 70.00	\$ 16,450.00
1.5	Supply & Place Base	m ³	50 *	\$ 95.00	\$ 4,750.00
1.6	Supply & Place 100mm Asphalt (Two 50mm Lifts)	m ²	400 *	\$ 60.00	\$ 24,000.00
1.7	Shouldering	m ³	15 *	\$ 150.00	\$ 2,250.00
	Sub-Total: Roads and Earthworks				\$ 59,300.00
2.0	STORM SEWER WORKS				
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
	Sub-Total: Storm Sewer Works				\$ 13,800.00
3.0	HYDRO, TELEPHONE, GAS AND CATV				
3.1	Re-locate Existing Power Pole (By Others)	ea	1 *	\$ 10,000.00	\$ 10,000.00
	Sub-Total: Hydro, Telephone, Gas and CATV				\$ 10,000.00
4.0	LANDSCAPING				
4.1	Boulevard Restoration	LS	1 *	\$ 1,000.00	\$ 1,000.00
	Sub-Total: Landscaping				\$ 1,000.00
SUMMARY					
1.0	ROADS & EARTHWORKS				\$ 59,300.00
2.0	WATER DISTRIBUTION WORKS				\$ 13,800.00
3.0	HYDRO, TELEPHONE, GAS AND CATV				\$ 10,000.00
4.0	LANDSCAPING				\$ 1,000.00
	SUB-TOTAL				\$ 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 \$
1.0	ROADS AND EARTHWORKS				
1.1	Clearing and Grubbing c/w Tree Removal	LS	1	\$ 10,000.00	\$ 10,000.00
1.2	Common Excavation & Disposal	m ³	1325 *	\$ 17.50	\$ 23,187.50
1.3	Supply & Place Sub-Base	m ³	860 *	\$ 70.00	\$ 60,200.00
1.4	Supply & Place Base	m ³	150 *	\$ 95.00	\$ 14,250.00
1.5	Shouldering	m ³	50 *	\$ 150.00	\$ 7,500.00
	Sub-Total: Roads and Earthworks				\$ 115,137.50
2.0	STORM SEWER WORKS				
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
	Sub-Total: Storm Sewer Works				\$ 25,575.00
3.0	HYDRO, TELEPHONE, GAS AND CATV				
3.1	Supply & Install Power Pole (By Others)	ea	3 *	\$ 10,000.00	\$ 30,000.00
	Sub-Total: Hydro, Telephone, Gas and CATV				\$ 30,000.00
4.0	LANDSCAPING				
4.1	Boulevard Restoration	LS	1	\$ 2,500.00	\$ 2,500.00
4.2	Supply & Install Wire Fence	m ³	120 *	\$ 70.00	\$ 8,400.00
	Sub-Total: Landscaping				\$ 10,900.00
	SUMMARY				
1.0	ROADS & EARTHWORKS				\$ 115,137.50
2.0	WATER DISTRIBUTION WORKS				\$ 25,575.00
3.0	HYDRO, TELEPHONE, GAS AND CATV				\$ 30,000.00
4.0	LANDSCAPING				\$ 10,900.00
	SUB-TOTAL				\$ 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 \$
1.0	ROADS AND EARTHWORKS				
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
	Sub-Total: Roads and Earthworks				\$ 81,935.00
2.0	STORM SEWER WORKS				
2.1	Ditching	m	155 *	\$ 75.00	\$ 11,625.00
	Sub-Total: Storm Sewer Works				\$ 11,625.00
3.0	HYDRO, TELEPHONE, GAS AND CATV				
3.1	Supply & Install Power Pole (By Others)	ea	1 *	\$ 10,000.00	\$ 10,000.00
	Sub-Total: Hydro, Telephone, Gas and CATV				\$ 10,000.00
4.0	LANDSCAPING				
4.1	Boulevard Restoration	LS	1	\$ 1,500.00	\$ 1,500.00
	Sub-Total: Landscaping				\$ 1,500.00
SUMMARY					
1.0	ROADS & EARTHWORKS				\$ 81,935.00
2.0	WATER DISTRIBUTION WORKS				\$ 11,625.00
3.0	HYDRO, TELEPHONE, GAS AND CATV				\$ 10,000.00
4.0	LANDSCAPING				\$ 1,500.00
	SUB-TOTAL				\$ 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 \$
	SUMMARY				
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
	SUB-TOTAL				\$ 370,772.50
4.0	CONTINGENCY (25%)				\$ 92,693.13
5.0	ENGINEERING				
	Design/Inspection/Records (As per quote)			\$ 22,635.00	
	Geotechnical Testing (2%)			\$ 9,269.31	\$ 31,904.31
	SUB-TOTAL				\$ 495,369.94
	GST (5%)				\$ 24,768.50
	TOTAL				\$ 520,138.44

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**

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 (ie 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

Page 3

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

Page 4

Recommendation:

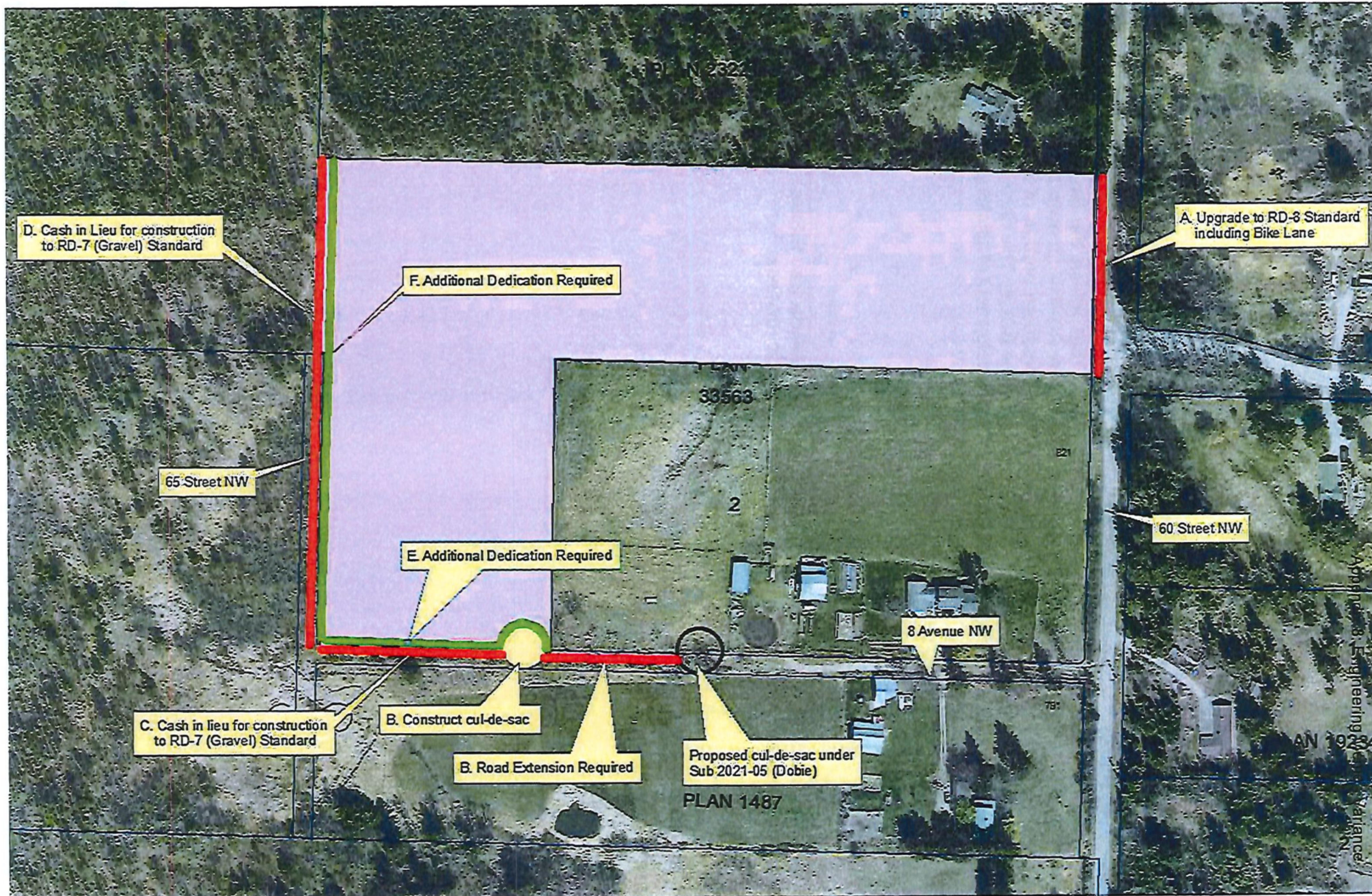
The Engineering Department recommends that the request to waive the requirement for additional dedication on 65 Street NW be denied, but (given the limited development potential off 65 Street NW) would support reducing the ROW width from 20m to 18m, which equates to a ROW dedication of 3.971m from the 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.



Chris Moore
Engineering Assistant



Gabriel Bau P.Eng.
City Engineer

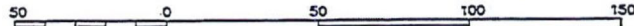


Appendix 3: Engineering
Variance

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

Scale 1:1500

BCGS 82L074



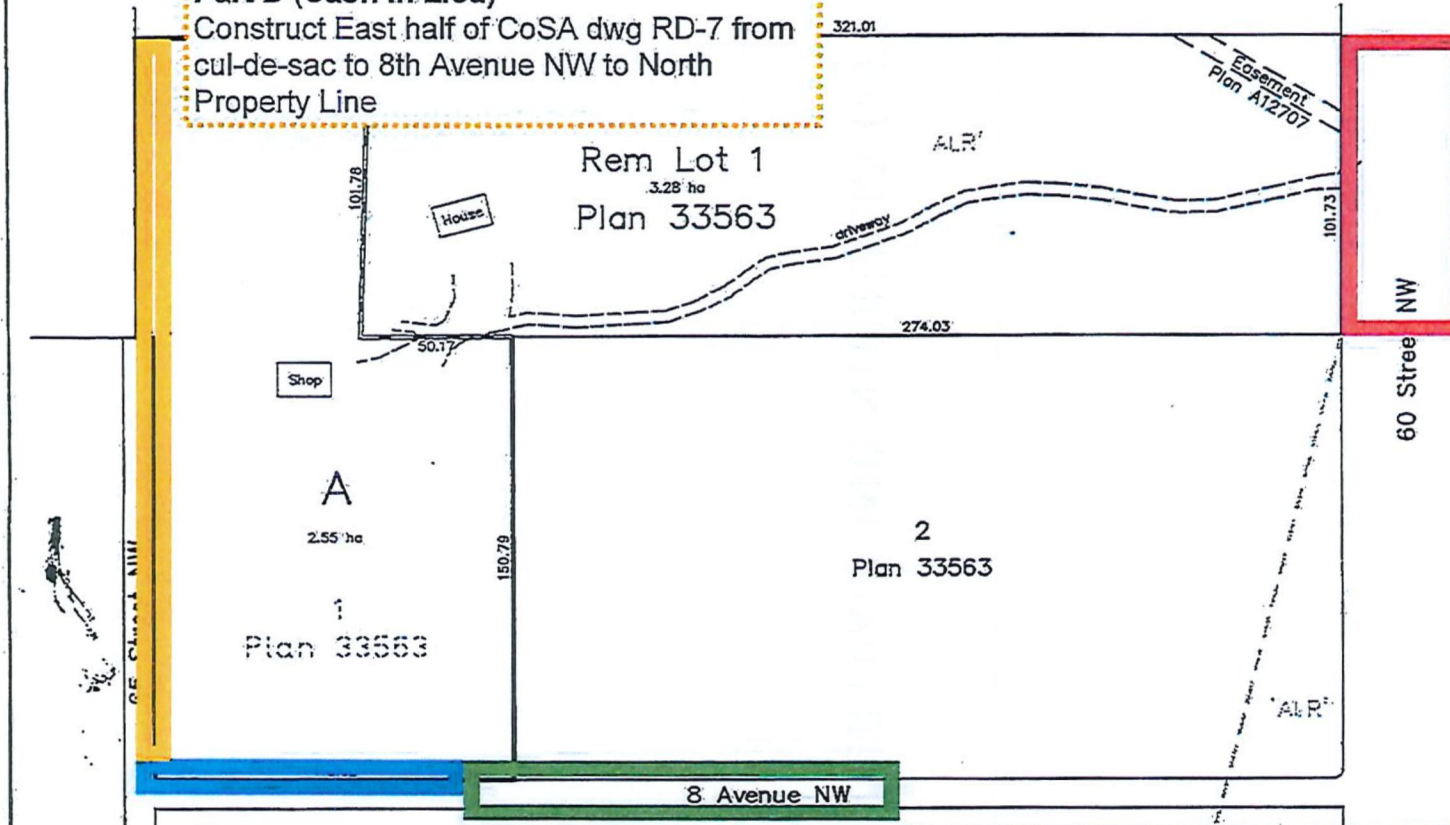
All distances are in metres.

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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