



AGENDA

City of Salmon Arm Regular Council Meeting

**Monday, February 14, 2022
1:30 p.m.**

***[Public Session Begins at 2:30 p.m.]
Council Chambers of City Hall
500 – 2 Avenue NE and by Electronic means
as authorized by Ministerial Order M192***

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 January 24, 2022
	7.	COMMITTEE REPORTS
15 – 20	1.	Development and Planning Services Committee Meeting Minutes of February 7, 2022
21 – 24	2.	Social Impact Advisory Committee Meeting Minutes of January 21, 2022
25 – 28	3.	Active Transportation Task Force Meeting Minutes of February 7, 2022
	8.	COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE
29 – 36	1.	Board in Brief – January 2022
	9.	STAFF REPORTS
37 – 40	1.	Chief Financial Officer – Court of Revision
41 – 48	2.	Chief Financial Officer – Property Taxation and Tax Multiples

9. **STAFF REPORTS - continued**
 - 49 – 54 3. Acting Chief Administrative Officer – Social Impact Advisory Committee Terms of Reference – New Member
 - 55 – 58 4. Acting Chief Administrative Officer – Avon Parking Lot Lease
 - 59 – 62 5. Director of Engineering & Public Works – Purchase Recommendation for Replacement of Unit #934 – Municipal Tractor
 - 63 – 66 6. Director of Engineering & Public Works – Purchase Recommendation for Replacement of Unit #827 – Walker Zero Turn Mower
 - 67 – 70 7. Director of Engineering & Public Works – Zone 2 Pump Station Replacement – Design Service Award
 - 71 - 72 8. Director of Development Services – Liquor Licensing & Street Side Patios
10. **INTRODUCTION OF BYLAWS**
 - 73 - 78 1. City of Salmon Arm Fee for Service Amendment Bylaw No. 4497 [Water Meter Rates] – First, Second and Third Readings
 - 79 - 88 2. City of Salmon Arm Zone 5 Booster Station Loan Authorization Bylaw No. 4502 – First, Second and Third Readings
11. **RECONSIDERATION OF BYLAWS**
 - 89 – 92 1. City of Salmon Arm Revenue Anticipation Borrowing Bylaw No. 4495 – Final Reading
12. **CORRESPONDENCE**
 - 93 - 94 1. Informational Correspondence
 - 95 - 96 2. L. Fitt, Manager, Salmon Arm Economic Development Society – letter dated February 2, 2022 - MRDT Wayfinding Signage Project
13. **NEW BUSINESS**
 - 97 – 98 1. Marina Lease, Sub-Lease and Operation
14. **PRESENTATIONS / DELEGATIONS**
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
99 – 114	1.	Development Variance Permit Application No. VP-542 [Cockrill, E. & Weed, J./Gentech Engineering Inc.; 2391 26 Avenue NE; Servicing requirements]
115 – 128	2.	Development Variance Permit Application No. VP-546 [Brindley, T. & Schroers, P.; 3860 Lakeshore Road NE; Maximum parcel coverage]
129 – 142	3.	Development Variance Permit Application No. VP-545 [R.P. Johnson Construction Ltd.; 360 Trans Canada Highway SW; Off Street Parking and Loading Spaces]
143 – 172	4.	Development Variance Permit Application No. VP-541 [Dobie, J. & S./Lawson Engineering Ltd.; 821 60 Street NW; Servicing requirements]
	23.	STATUTORY PUBLIC HEARINGS
	24.	RECONSIDERATION OF BYLAWS
	25.	QUESTION AND ANSWER PERIOD
173 – 174	26.	ADJOURNMENT

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Item 2.

CITY OF SALMON ARM

Date: February 14, 2022

Moved: Councillor Wallace Richmond

Seconded: Councillor Eliason

- a) THAT: pursuant to Section 90(1) (c) labour relations or other employee relations and (d) the security of the property of the municipality; of the Community Charter, Council move In-Camera.

Vote Record

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

Opposed:

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

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Item 6.1

CITY OF SALMON ARM

Date: February 14, 2022

Moved: Councillor Lindgren

Seconded: Councillor Lavery

THAT: the Regular Council Meeting Minutes of January 24, 2022, be adopted as circulated.

Vote Record

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

Opposed:

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

REGULAR COUNCIL

Minutes of a Regular Meeting of Council of the City of Salmon Arm held in the Council Chambers of City Hall 500 – 2 Avenue NE and by electronic means, at 1:00 p.m. and reconvened at 2:30 p.m. on Monday, January 24, 2022.

PRESENT:

Mayor A. Harrison
Councillor T. Lavery (participated remotely)
Councillor S. Lindgren (participated remotely)
Councillor L. Wallace Richmond
Councillor D. Cannon (participated remotely) (left the meeting at 1:41 p.m.)

Acting Chief Administrative Officer/ Director of Corporate Services E. Jackson
Director of Engineering and Public Works R. Niewenhuizen
Chief Financial Officer C. Van de Cappelle
Senior Planner C. Larson
Recorder B. Puddifant (participated remotely)

ABSENT:

Councillor K. Flynn
Councillor C. Eliason

1. CALL TO ORDER

Mayor Harrison called the meeting to order at 1:00 p.m.

2. IN-CAMERA SESSION

0017-2022

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: pursuant to Section 90(1) (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; and (g) litigation or potential litigation affecting the municipality of the Community Charter, Council move In-Camera.

CARRIED UNANIMOUSLY

Council moved In-Camera at 1:00 p.m.

Council returned to Regular Session at 1:55 p.m.

Council recessed until 2:30 p.m.

Councillor Eliason entered the meeting at 2:30 p.m.

3. 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."

4. REVIEW OF AGENDA

Addition of Item 9.2 – Acting Chief Administrative Officer – UBCM Poverty Reduction Planning & Action Program Grant Application – Stream 2

Addition of Item 9.3 – Acting Chief Administrative Officer – Animal Control Services Contract

Addition of Item 12.2 – R. Parenteau, City of Salmon Arm Grants-in-Aid Committee, Shuswap Community Foundation – letter dated January 21, 2022 – Grants-in-Aid

5. DISCLOSURE OF INTEREST

6. CONFIRMATION OF MINUTES

1. Regular Council Meeting Minutes of January 10, 2022

0018-2022 Moved: Councillor Eliason
 Seconded: Councillor Lindgren
 THAT: the Regular Council Meeting Minutes of January 10, 2022, be adopted as circulated.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS

1. Development and Planning Services Committee Meeting Minutes of January 17, 2022

0019-2022 Moved: Councillor Wallace Richmond
 Seconded: Councillor Lavery
 THAT: the Development and Planning Services Committee Meeting Minutes of January 17, 2022, be received as information.

CARRIED UNANIMOUSLY

2. Environmental Advisory Committee Meeting Minutes of January 14, 2022

0020-2022 Moved: Councillor Lindgren
 Seconded: Councillor Wallace Richmond
 THAT: the Environmental Advisory Committee Meeting Minutes of January 14, 2022, be received as information.

CARRIED UNANIMOUSLY

3. Community Heritage Commission Meeting Minutes of January 10, 2022

0021-2022 Moved: Councillor Lavery
 Seconded: Councillor Eliason
 THAT: the Community Heritage Commission Meeting Minutes of January 10, 2022, be received as information.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS - continued

4. Downtown Parking Commission Meeting Minutes of January 18, 2022

0022-2022

Moved: Councillor Eliason

Seconded: Councillor Lindgren

THAT: the Downtown Parking Commission Meeting Minutes of January 18, 2022, be received as information.

CARRIED UNANIMOUSLY

8. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE

9. STAFF REPORTS

1. Acting Chief Administrative Officer – Property Disposition 5920 Auto Road SE

0023-2022

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: the Mayor and Corporate Officer be authorized to execute the Contract of Purchase and Sale with Northern Plastics Ltd. for the disposition of property legally described as Lot 1, Section 5, Township 20, Range 9, W6M, KDYD, Plan 42507 Except Plan EPP59942 for \$220,000.00 plus applicable taxes, subject to Community Charter advertising requirements.

CARRIED UNANIMOUSLY

2. Acting Chief Administrative Officer – UBCM Poverty Reduction Planning & Action Grant Application – Stream 2

0024-2022

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: Council authorize the submission of a grant application under the UBCM Poverty Reduction Planning & Action Program Stream 2 –Poverty Reduction Action to undertake an awareness campaign to reduce stigma around poverty and promote social inclusion, and agree to provide overall grant management.

CARRIED UNANIMOUSLY

3. Acting Chief Administrative Officer – Animal Control Services Contract

0025-2022

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: Council award the Animal Control Services Contract to Commissionaires BC for a two (2) year term from February 1, 2022 to January 31, 2024.

CARRIED

Councillor Lindgren Opposed

10. INTRODUCTION OF BYLAWS

1. City of Salmon Arm Zoning Amendment Bylaw No. 4489 [ZON-1227; McCaffrey, A.; 6821 46 Street NE; R-1 to R-8] – First and Second Readings

0026-2022

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4489 be read a first and second time;

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

- 1) Registration of a Statutory Right of Way as required by BC Hydro; and
- 2) Approval by the Ministry of Transportation and Infrastructure.

CARRIED UNANIMOUSLY

2. City of Salmon Arm Revenue Anticipation Borrowing Bylaw No. 4495 – First, Second and Third Readings

0027-2022

Moved: Councillor Lavery

Seconded: Councillor Lindgren

THAT: the bylaw entitled City of Salmon Arm Revenue Anticipation Borrowing Bylaw No. 4495 be read a first, second and third time.

CARRIED UNANIMOUSLY

11. RECONSIDERATION OF BYLAWS

1. City of Salmon Arm Fee for Service Amendment Bylaw No. 4491 [Airport User Fees] – Final Reading

0028-2022

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: the bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4491 be read a final time.

CARRIED UNANIMOUSLY

12. CORRESPONDENCE

1. Informational Correspondence

5. I. Lee, BC Public Relations and Communications Advisor, BC Council, Girl Guides of Canada – email dated January 6, 20-22 – Guiding Lights across BC – February 22, 2022

0029-2022

Moved: Councillor Wallace Richmond

Seconded: Councillor Lindgren

THAT: Council authorize the installation of blue lights at City Hall on February 22, 2022 in participation of Guiding Lights Across British Columbia.

CARRIED UNANIMOUSLY

12. CORRESPONDENCE - continued

2. R. Parenteau, City of Salmon Arm Grants-in-Aid Committee, Shuswap Community Foundation – letter dated January 21, 2022

0030-2022

Moved: Mayor Harrison

Seconded: Councillor Lindgren

THAT: Council authorize the Shuswap Community Foundation's Grants-in-Aid adjudication Committee to hold a second intake of applications with a deadline of May 15, 2022.

CARRIED UNANIMOUSLY

13. NEW BUSINESS

15. COUNCIL STATEMENTS

16. SALMON ARM SECONDARY YOUTH COUNCIL

17. NOTICE OF MOTION

18. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS

19. OTHER BUSINESS

1. Councillors Lindgren and Lavery – Living Wage

0031-2022

Moved: Councillor Lindgren

Seconded: Councillor Lavery

WHEREAS: a Living Wage is the hourly rate needed for two working adults to meet the basic needs of a family of four in order to meet the basic costs of living – food, clothing, accommodation, transportation and childcare in the community they reside in;

AND WHEREAS: a Living Wage has been studied and recommendations made for various regions of BC and Canada;

AND WHEREAS: many local governments are champions for fair Living Wages for their direct employees and contracted suppliers;

THEREFORE BE IT RESOLVED THAT: the City of Salmon Arm consider becoming a Living Wage Employer; committing to a living wage for direct employees and requiring the same for specified contracted workers;

19. OTHER BUSINESS - continued

1. Councillors Lindgren and Lavery - Living Wage - continued

AND THAT: staff report back by June 15, 2022 on the implementation options and implications of a Living Wage policy for both direct employees and specified contracted services occurring on city premises and properties; to take effect on January 1, 2023.

CARRIED UNANIMOUSLY

14. PRESENTATIONS

1. Staff Sergeant West, Salmon Arm RCMP Detachment - Quarterly Policing Report October to December 2021

Staff Sergeant West, Salmon Arm RCMP Detachment, provided an overview of the quarterly policing reports from October to December 2021. He was available to answer questions from Council.

20. QUESTION AND ANSWER PERIOD

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

The Meeting recessed at 3:42 p.m.

The Meeting reconvened at 7:00 p.m.

PRESENT:

Mayor A. Harrison
Councillor T. Lavery (participated remotely)
Councillor S. Lindgren (participated remotely)
Councillor L. Wallace Richmond (participated remotely)
Councillor C. Eliason (participated remotely)

Acting Chief Administrative Officer/ Director of Corporate Services E. Jackson
Director of Engineering and Public Works R. Niewenhuizen
Senior Planner C. Larson
Recorder B. Puddifant

ABSENT:

Councillor D. Cannon
Councillor K. Flynn

21. DISCLOSURE OF INTEREST

22. HEARINGS

1. Development Variance Permit Application No. VP-544 [Bernard, R.; 870 10 Street NE; Setback requirements]

0032-2022

Moved: Councillor Eliason

Seconded: Councillor Lindgren

THAT: Development Variance Permit No. VP-544 be authorized for issuance for Lot 2, Section 13, Township 20, Range 10, W6M, KDYD, Plan EPP104309 to vary Zoning Bylaw No. 2303 as follows:

1. Section 13.12.4 – Exterior Side Parcel Line Setback reduction from 6.0 m to 3.0 m to facilitate construction of an attached garage addition to the existing single family dwelling.

The Senior Planner explained the proposed Development Variance Permit Application.

R. Bernard, the applicant, outlined the application and was available to answer questions from Council.

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Hearing was closed at 7:05 p.m. and the Motion was:

CARRIED UNANIMOUSLY

2. Development Permit Application No. DP-436 [Aviator Business Park Inc.; 3601 20 Avenue SE; Industrial]

0033-2022

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: Development Permit No. DP-436 be authorized for issuance for Lot 15, Section 7, Township 20, Range 9, W6M, KDYD, Plan 1230 Except Plan KAP83094 in accordance with the drawings attached as Appendix 2 to the Staff Report dated January 7, 2022;

AND THAT: Issuance of DP-436 be withheld subject to the following:

1. Receipt of a security deposit in the amount of 125% of a landscaper's estimate for completion of the approved landscaping plan.

The Senior Planner explained the proposed Development Permit Application.

J. Nielson, Aviator Business Park Inc., the applicant, outlined the application and was available to answer questions from Council,

Submissions were called for at this time.

22. HEARINGS - continued

2. Development Permit Application No. DP-436 [Aviator Business Park Inc.; 3601 20 Avenue SE; Industrial] - continued

A. Smart, 3581 20 Avenue SE outlined concerns relating to fencing and business types operating in this space.

Following three calls for submissions and questions from Council, the Hearing was closed at 7:13 p.m. and the Motion was:

CARRIED UNANIMOUSLY

23. STATUTORY PUBLIC HEARINGS

1. Zoning Amendment Application No. ZON-1226 [Hanson, G. & G.; 1020 17 Avenue SE; R-1 to R-8]

The Senior Planner explained the proposed Zoning Amendment Application.

G. Hanson, the applicant, was available to answer questions from Council

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:18 p.m. and the next item ensued.

2. Land Use Contract Termination No. LUC P1971 [Canoe Creek Estates]

The Senior Planner explained the proposed Land Use Contract Termination.

Submissions were called for at this time.

J. Piot, 5231 67 Avenue NE requested clarification on who would benefit from this application, how will this application affect property assessments and property taxes, why the property was not originally zoned R-6 and will the existing property sizes be grandfathered.

M. Stephenson, 6771 51 Street NE expressed concerns with how this application could affect the strata lots with stick built homes and clarified that Canoe Creek Estates is a bare land strata development

J. Piot, 5231 67 Avenue NE requested a letter from the City to confirm that BC Assessment has provided the City with assurances that the application will not have an effect on property assessment

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

23. STATUTORY PUBLIC HEARINGS - continued

3. Zoning Amendment Application No. ZON-1225 [Canoe Creek Estates; R-1 to R-6] See item 23.2 for Staff Report]

The Senior Planner explained the proposed Zoning Amendment Application.

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:42 p.m. and the next item ensued.

4. Mobile Home Park Amendment Application [Canoe Creek Estates lot sizes] See item 23.2 for Staff Report]

The Senior Planner explained the proposed Mobile Home Park Bylaw Amendment Application.

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:43 p.m.

24. RECONSIDERATION OF BYLAWS

1. City of Salmon Arm Zoning Amendment Bylaw No. [Hanson, G. & G.; 1020 17 Avenue SE; R-1 to R-8] - Third and Final Readings

0034-2022

Moved: Councillor Eliason

Seconded: Councillor Lavery

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4488 be read a third and final time.

CARRIED UNANIMOUSLY

2. City of Salmon Arm Land Use Contract Termination Bylaw No. 4485 [Canoe Creek Estates] - Third Reading

0035-2022

Moved: Councillor Lavery

Seconded: Councillor Lindgren

THAT: the bylaw entitled City of Salmon Arm Land Use Contract Termination Bylaw No. 4485 be read a third time.

CARRIED UNANIMOUSLY

24. RECONSIDERATION OF BYLAWS - continued

3. City of Salmon Arm Zoning Amendment Bylaw No. 4486 [Canoe Creek Estates; R-1 to R-6] – Third Reading

0036-2022

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: The bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4486 be read a third time.

CARRIED UNANIMOUSLY

4. City of Salmon Arm Mobile Home Park Amendment Bylaw No. 4487 [Text Amendment; Canoe Creek Estates lot sizes] – Third Reading

0037-2022

Moved: Councillor Eliason

Seconded: Councillor Lindgren

THAT: the bylaw entitled City of Salmon Arm Mobile Home Park Amendment Bylaw No. 4487 be read a third time.

CARRIED UNANIMOUSLY25. QUESTION AND ANSWER PERIOD

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

21. ADJOURNMENT

0038-2022

Moved: Councillor Lavery

Seconded: Councillor Lindgren

THAT: the Regular Council Meeting of January 24, 2022, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 7:49 p.m.

CERTIFIED CORRECT:

CORPORATE OFFICER

Adopted by Council the day of , 2022.

MAYOR

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Item 7.1

CITY OF SALMON ARM

Date: February 14, 2022

Moved: Councillor Flynn

Seconded: Councillor Lindgren

THAT: the Development and Planning Services Committee Meeting Minutes of February 7, 2022 be received as information.

Vote Record

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

Opposed:

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

DEVELOPMENT AND PLANNING SERVICES COMMITTEE

Minutes of a Meeting of the Development and Planning Services Committee of the City of Salmon Arm held in Council Chambers, City Hall, 500 – 2 Avenue NE, Salmon Arm, BC, and by electronic means on Monday, February 7, 2022.

PRESENT:

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

Acting Chief Administrative Officer/Director of Corporate Services E. Jackson
Director of Engineering & Public Works R. Niewenhuizen
Director of Development Services K. Pearson
Recorder B. Puddifant

ABSENT:

Councillor D. Cannon

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

Councillor Lindgren left the meeting at 8:02 a.m. and returned at 8:03 a.m.

4. DISCLOSURE OF INTEREST

Councillor Flynn declared a conflict with Item 5.4 as the applicant is a client of his firm.

5. REPORTS

1. **Development Variance Permit Application No. VP-542 [Cockrill, E. & Weed, J./Gentech Engineering Inc.; 2391 26 Avenue NE; Servicing requirements]**

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-542 be authorized for issuance for Lot 4, Section 24, Township 20, Range 10, W6M, KDYD, Plan 1500 Except Plan 1948 to vary

5. REPORTS - continued

1. Development Variance Permit Application No. VP-542 [Cockrill, E. & Weed, J./Gentech Engineering Inc.; 2391 26 Avenue NE; Servicing requirements] - continued

Section 4.0 (Works and Services Requirements) of Subdivision and Development Servicing Bylaw No. 4163 as follows:

1. Waive the requirement to install frontage works along the proposed new parcel (Proposed Lot 1) in exchange for a cash-in-lieu payment; and
2. Defer the requirement to install frontage works along the proposed remainder parcel until time of future subdivision.

AND THAT: Council support the motion subject to:

1. Receipt of a cash-in-lieu payment for the extension of the 25 Street NE water main to the south parcel boundary; and
2. Registration of a Land Title Act Section 219 Covenant stipulating no further development or subdivision of the proposed remainder parcel until fully serviced to City Bylaw standards.

B. Hillson, Gentech Engineering Inc., agent for the applicant, outlined the application and was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

2. Development Variance Permit Application No. VP-546 [Brindley, T. & Schroers, P.; 3860 Lakeshore Road NE; Maximum parcel coverage]

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-546 be authorized for issuance for Lot 2, Section 25, Township 20, Range 10, W6M, KDYD, Plan 26407 to vary Zoning Bylaw No. 2303 as follows:

1. Section 6.7 – Maximum Parcel Coverage increase from 10% to 12% for all accessory buildings in order to facilitate construction of a detached carport.

E. Sutherland, Jaryn Construction, agent for 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-545 [R.P. Johnson Construction Ltd.; 360 Trans Canada Highway SW; Off Street Parking and Loading Spaces]**

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-545 be authorized for issuance for Lot A, Section 14, Township 20, Range 10, W6M, KDYD, Plan 43112 to vary Zoning Bylaw No. 2303 as follows:

1. Section 21.9/Appendix I – Off Street Parking and Loading Spaces – Table A1-1 – Reduce the number of required off-street parking spaces from 689 to 645.

CARRIED UNANIMOUSLY

Councillor Flynn declared a conflict and left the meeting at 8:24 a.m.

4. Development Variance Permit Application No. VP-541 [Dobie, J. & S./Lawson Engineering Ltd.; 821 60 Street NW; Servicing requirements]

Moved: Councillor Eliason

Seconded: Councillor Lindgren

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-541 be authorized for issuance for Lot 2, Section 17, Township 20, Range 10, W6M, KDYD, Plan 33563 to vary Section 4.8.1, Subdivision and Development Servicing Bylaw No. 4163, as follows:

1. Waive the upgrading of the west side of 60 Street NW along the frontage of the parcel boundary to an interim Rural Paved Collector Road Standard (RD-8), including installation of an asphalted 1.5m wide bike lane and 1.25m wide shoulder and drainage ditch, and;
2. Waive the upgrading of 8 Avenue NW to a Rural Local Road Standard (RD-7) to the driveway location for Proposed Lot 1, including road dedication of 4.971m, construction of a cul-d-sac at the end of 8 Avenue NW and 65 Street NW and completion of the road surface to gravel. A 100% cash-in-lieu contribution for that portion of 8 Avenue NW along the frontage of Proposed Lot 1 beyond the driveway to the rear parcel line.

AND THAT: Council support a reduction in service level for 8 Avenue NW, reducing the road classification to 'private driveway', requiring the maintenance of the road the responsibility of the adjacent property owners.

A. Waters, Lawson Engineering Ltd., agent for the applicant, and S. Dobie, the applicant, outlined the application and were available to answer questions from the Committee.

5. REPORTS - continued

4. Development Variance Permit Application No. VP-541 [Dobie, J. & S./Lawson Engineering Ltd.; 821 60 Street NW; Servicing requirements] - continued

The motion was split:

Moved: Councillor Eliason

Seconded: Councillor Lavery

THAT: Development Variance Permit No. VP-541 be authorized for issuance to vary Section 4.8.1., Subdivision and Development Servicing Bylaw No. 4163 as follows:

1. Waive the requirement to upgrade the west side of 60 Street NW along the frontage of the parcel boundary to an Interim Rural Paved Collector Road Standard (RD-8), including installation of an asphalted 1.5m wide bike lane and 1.25m wide shoulder and drainage ditch.

CARRIED UNANIMOUSLY

Moved: Councillor Eliason

Seconded: Councillor Lindgren

THAT: Waive the upgrading of 8 Avenue NW to a Rural Local Road Standard (RD-7) to the driveway location for Proposed Lot 1, including road dedication of 4.971m, construction of a cul-de-sac at the end of 8 Avenue NW and 65 Street NW and completion of the road surface to gravel. A 100% cash-in-lieu contribution for that portion of 8 Avenue NW along the frontage of Proposed Lot 1 beyond the driveway to the rear parcel line;

AND THAT: Council support a reduction in service level for 8 Avenue NW, reducing the road classification to 'private driveway', requiring the maintenance of the road the responsibility of the adjacent property owners.

Amendment:

Moved: Councillor Eliason

Seconded: Councillor Lavery

2. Reduce the required road dedication along the 8 Avenue NW frontage from 4.971m to 3.971m, allowing for an ultimate road right of way of 18.0m. Upgrading of 8 Avenue NW to an RD-11 standard.

CARRIED UNANIMOUSLY

Motion as amended:

CARRIED UNANIMOUSLY

Councillor Flynn returned to the meeting at 9:00 a.m.

6. FOR INFORMATION

1. Dog Licences – Early Payment Discount Deadline

Received for information.

7. CORRESPONDENCE

8. ADJOURNMENT

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: the Development and Planning Services Committee meeting of February 7, 2022, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 9:05 a.m.

Mayor Alan Harrison
Chair

Minutes received as information by Council
at their Regular Meeting of , 2022.

Item 7.2

CITY OF SALMON ARM

Date: February 14, 2022

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

THAT: the Social Impact Advisory Committee Meeting Minutes of January 21, 2022 be received as information.

Vote Record

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

Opposed:

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

CITY OF SALMON ARM

Minutes of the Social Impact Advisory Committee meeting held electronically on Friday, January 21, 2022, at 10:00 a.m.

PRESENT:

Councillor Louise Wallace Richmond	City of Salmon Arm, Chair
Dawn Dunlop	Canadian Mental Health Association
Paige Hilland	Shuswap Area Family Emergency (SAFE) Society
Kristy Smith	Okanagan Regional Library
Kim Sinclair	Aspiral Youth Partners
Jo-Anne Crawford	Shuswap Association for Community Living
David Parmenter	Interior Health Association-Mental Health
Erin Jackson	City of Salmon Arm
B. Puddifant	City of Salmon Arm, Recorder

ABSENT:

Patti Thurston	Shuswap Family Centre
Tim Gibson	Shuswap Children's Association
Jen Gamble	Shuswap Immigrant Services

GUESTS:

Chiara Dentrey	Seniors Resource Centre
----------------	-------------------------

The meeting was called to order at 10:05 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. **Presentations**
4. **Approval of Agenda and Additional Items**

Moved: Kim Sinclair

Seconded: Dawn Dunlop

THAT: the Social Impact Advisory Committee Meeting Agenda of January 21, 2022, be approved as circulated.

CARRIED UNANIMOUSLY

5. **Approval of Minutes of November 19, 2021 Social Impact Advisory Committee Meeting**

Moved: Kristy Smith

Seconded: Paige Hilland

THAT: the minutes of the Social Impact Advisory Committee Meeting of November 19, 2021 be approved as circulated.

CARRIED UNANIMOUSLY

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

a) **New Intake for Poverty Reduction Planning & Action**

Councillor Wallace Richmond outlined the recent intake for the Poverty Reduction Planning and Action Provincial grant and spoke regarding the participation that may be required from local social agencies. Erin Jackson spoke regarding the logistics of the timeline for the application for the \$50,000.00 grant as well as the importance of identifying a project that would support the SPARC BC report recommendations.

Moved: Kim Sinclair

Seconded: Dawn Dunlop

THAT: the Committee support the application for a Stream 2, \$50,000.00 single applicant grant with the proposal based on the impact study conducted by SPARC BC in consultation with the Committee.

CARRIED UNANIMOUSLY

b) **Volunteer Bureau discussion**

Chiara Dentrey outlined the support that she has received to establish a volunteer bureau and the agreement of the Board of the Seniors Resource Centre to have the Volunteer Bureau located at the Seniors Resource Centre.

7. **New Business**

a) **Committee membership - Seniors Group**

Councillor Wallace Richmond discussed the benefits of having a representative from a Seniors Group included in the membership of the Committee.

Moved: Jo-Anne Crawford

Seconded: Dawn Dunlop

THAT: the Committee supports revising the Terms of Reference of the Committee to include a representative from the Seniors Resource Centre.

CARRIED UNANIMOUSLY

8. Other Business &/or Roundtable Updates

9. Next meeting – Friday, February 18, 2022 at 10:00 a.m.

10. Adjournment

Moved: Dawn Dunlop

Seconded: Jo-Anne Crawford

THAT: the Social Impact Advisory Committee Meeting of January 21, 2022 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 10:50 a.m.

Councillor Louise Wallace Richmond, Chair

Minutes received as information by Council at their Regular Meeting of
, 2022.

Item 7.3

CITY OF SALMON ARM

Date: February 14, 2022

Moved: Mayor Harrison

Seconded: Councillor Lavery

THAT: the Active Transportation Task Force Meeting Minutes of February 7, 2022, be received as information.

Vote Record

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

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

CITY OF SALMON ARM

Minutes of the Meeting of the **Active Transportation Task Force** held by electronic means on
Monday, February 7, 2022 at 10:00 a.m.

PRESENT:

Mayor Alan Harrison	City of Salmon Arm, Chair
Councillor Tim Lavery	City of Salmon Arm, Chair
Joe Johnson	Greenways Liaison Committee
Blake Lawson	Citizen at Large
Camilla Papadimitropoulos	Citizen at Large
Gary Gagnon	Citizen at Large
Steve Fabro	Citizen at Large
Phil McIntyre-Paul	Shuswap Trail Alliance
David Major	Shuswap Cycling Club
Craig Newnes	Downtown Salmon Arm
Anita Ely	Interior Health
Lana Fitt	Salmon Arm Economic Development Society
Jen Wilson	City of Salmon Arm, City Engineer
Chris Larson	City of Salmon Arm, Senior Planner
Barb Puddifant	City of Salmon Arm, Recorder

ABSENT:

Louis Thomas	Adams Lake Indian Band
Marianne VanBuskirk	Councillor, Neskonlith Indian Band
Paige Hilland	School District No. 83
Kathy Atkins	Social Impact Advisory Committee
	Citizen at Large

GUESTS:

Jen Bellhouse	Shuswap Trail Alliance
Cecilia Jaques	City of Nelson
Glenys Verhulst	City of Nelson

The meeting was called to order at 10:01 a.m.

1. Call to Order, Introductions and Welcome

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. Approval of Agenda and Additional Items

Moved: Steve Fabro

Seconded: Gary Gagnon

THAT: the Agenda for the February 7, 2022 Active Transportation Task Force Meeting be approved as circulated.

CARRIED UNANIMOUSLY

4. Approval of minutes from December 6, 2021

Moved: Joe Johnson

Seconded: Steve Fabro

THAT: The minutes of the Active Transportation Committee Meeting of December 6, 2021 be approved.

CARRIED UNANIMOUSLY

5. Presentations

Cecilia Jaques, Climate and Energy Advisor, City of Nelson and Glenys Verhulst, Sustainability Planner, District of Saanich spoke regarding E-bike programs in their respective communities and were available to answer questions from the Task Force.

6. Old Business / Arising from Minutes**7. Sub-Group Updates**

a) RFP sub-group - no update

b) Interim Ideas Sub-Group - no update

c) C. Larson, Senior Planner, City of Salmon Arm - Request for Proposal update

Chris Larson provided an update on the status of the RFP posted in December, 2021. The bidding time frame has now ended and the City has received 6 bids. City staff is in the process of reviewing the bids and will put forth a recommendation to Council in the near future regarding the proponents.

8. New Business**9. Other Business &/or Roundtable Updates, Ideas and Questions**

a) Correspondence dated January 14, 2022 - M. Corfield, Chief Executive Officer, Corfield and Associates - Engagement on updates to BC's Geographical Naming Principles, Policy and Procedures

Received for information.

10. Next Meeting

The next meeting of the Active Transportation Task Force will be March 7, 2022 at 10:00 a.m.

11. Adjournment

Moved: Camilla Papadimitropoulos

Seconded: Steve Fabro

THAT: the February 7, 2022 Meeting of the Active Transportation Task Force be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 11:27 a.m.

Mayor Alan Harrison, Co-Chair

Councillor Tim Lavery, Co-Chair

Received for information by Council the day of , 2022.

Item 8.1

CITY OF SALMON ARM

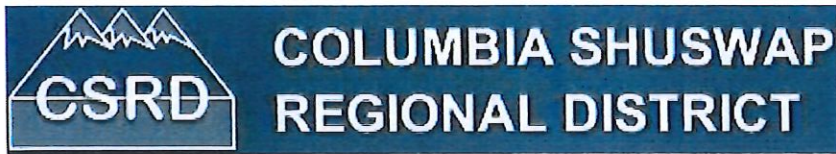
Date: February 14, 2022

Board in Brief –January 2022

Vote Record

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

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

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January 2022



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Highlights from the Regular Board Meeting

Business arising from the Minutes

Shuswap Trail Alliance Secwepemc Landmarks Project

In response to a request from the Board for more information, the Board's invitation, Jen Bellhouse, Executive Director, The Shuswap Trail Alliance, gave an overview of the project's history and future plans.



Federation of Canadian Municipalities (FCM) Annual Conference and Trade Show Attendance

A motion regarding Director attendance at the Conference will be brought forward to the February 17, 2022 Regular Board Meeting.

Correspondence

Letter of Support - Impact of Proposed Mountain Goat Ungulate Winter Range on Heli and Snow Cat Sector

The Board approved a motion to send a letter to the Ministry of Forests, Lands, and Natural Resource Operations and Rural Development to continue communication and consultation with industry representatives regarding the impact of the proposed mountain goat ungulate winter range.

Committee Reports and Updates

Shuswap North Okanagan Rail Trail Governance Advisory Committee (January 7, 2022)

The Board supported a series of motions to extend the contract of the Shuswap Trail Alliance to provide administrative support, fundraising coordination, grant research and preparation, communications and Rail Trail development support until June 30, 2023. The Board also approved a Statutory Right of Way agreement between the Columbia Shuswap Regional District, Regional District of North Okanagan and Splatins Development Corporation Inc. for the operation and maintenance of a multi-modal transportation corridor.

Business General & Business by Area

Grant-in-Aid Requests

The Board approved allocations from the 2022 electoral grant-in-aid budget for projects in Electoral Areas A and C. [View report.](#)

Electoral Area E: Area E Community Works Funds – Cambie Hall Community Association

The Board approved spending to \$14,741 plus applicable taxes from the Area E Community Works Fund for phase 2 of the water system upgrade at the Cambie Community Hall. [View report.](#)

Electoral Area A: Golden and Electoral Area A Emergency Management Services Agreement

The Board approved an agreement with the Town of Golden for the provision of emergency management services for the Town of Golden and Electoral Area A for a five-year term expiring on December 31, 2026. [View report.](#)

P32

Electoral Area A: Golden and District Recreation Centre Management Agreement

The Board approved an agreement with the Town of Golden for the management of the Golden and District Recreation Centre for a four-year term. [View report.](#)

Administration Bylaws**Whitetooth Ski Hill Legacy Fund Administration Amendment Bylaw No. 5841, 2021**

This item was postponed by the Board to be brought back to the February 17, 2022 Regular Board Meeting.

Delegations**South Shuswap Transportation Society.**

South Shuswap Transportation Society President, Ron Lane and Safety & Education Director, Bryan Lowes presented information about the [South Shuswap Rides](#) service. The society's mission is to provide door-to-door transportation service to residents in the communities of Sorrento, Blind Bay, Notch Hill, White Lake, Eagle Bay, Sunnybrae, and Tappen. It is targeted towards seniors, people with disabilities, people who are unable to drive, and those who do not have a vehicle.

**LAND USE MATTERS****ALR Applications****Electoral Area A: ALR Exclusion Application No. 2582A**

The property owners at 1127 Horse Creek Road North have made application for the land to be excluded from the Agricultural Land Reserve (ALR). This is the first application to

proceed under the CSRD's newly adopted ALR Exclusion Policy P-24. The Board voted to accept staff's recommendation that the application advance to Stage 2 of the process, which will include public consultation. The Agricultural Land Commission (ALC) will ultimately decide if the property will be excluded from the ALR. [View report.](#)

Development Permits (DPs), Temporary Use Permits (TUPs) & Development Variance Permits (DVPs)

Electoral Area C: Development Variance Permit No. 701-124

The subject property is located at 2489 Forest Drive in Blind Bay and property owner is proposing to construct an accessory building on an existing foundation. The property owner has requested a variance to increase the maximum permitted height for an accessory building from 6.0 m to 8.5 m. The Board approved issuance of the DVP. [View report.](#)

Electoral Area C: Development Variance Permit No. 701-125

The subject property is located at 2591 Bay Crescent in Blind Bay. The applicant has applied for a building permit for an addition to a single-family dwelling which will be located too close to the rear parcel line. A variance has been requested to reduce the minimum setback from the rear parcel line from 5.0 m to 3.8 m. Another variance has been requested to reduce the minimum setback from the rear parcel line from 5.0 m to 4.35 m to accommodate an existing shed. The Board approved issuance of the DVP. [View report.](#)

Zoning, OCP and Land Use Amendments

Electoral Area F: Scotch Creek/Lee Creek Zoning Amendment Bylaw No. 825-47

The subject property is located at 1343 Deodar Road in Scotch Creek. The property owners are proposing to build a new 190 m² accessory building with a secondary dwelling unit on the upper floor. It is proposed to add a site-specific regulation to the R1 zone in Bylaw No. 825 for the subject property to permit a 53.6 m² dwelling unit on the upper floor of the 190 m² accessory building. The Board approved second and third reading, and adoption of the Bylaw. They also approved a Development Variance Permit (DVP) to increase the maximum height for the accessory building from 6 m to 7.2 m. [View zoning amendment report.](#) [View DVP report.](#)

Electoral Area E: Electoral Area E Official Community Plan Bylaw No. 840 and Electoral Area E Zoning Bylaw No. 841

The proposed OCP and Zoning Bylaw will replace Rural Sicamous Land Use Bylaw No. 2000, which covers only the western portion of Electoral Area E, and together will introduce new land use policies and zoning regulations to the entirety of the Electoral Area. The Board approved third reading. The Bylaws will now be sent to the Ministry of Transportation and Infrastructure for approval before being considered for adoption. [View](#)

P34

[report.](#)**Electoral Area B: Electoral Area B Official Community Plan Amendment Bylaw No. 850-17 and Electoral Zoning Amendment Bylaw No. 851-24**

The subject property is located at 1408 and 1416 Mt. Begbie Road, Begbie Bench. The applicant wants to develop the subject property as a resort. It will be constructed in phases and will ultimately provide a total of 15 tourist cabins, a lodge with eight sleeping units, 10 glamping shelters, spa facilities and restaurant for resort guests only, staff accommodation and a helipad. The Board gave first reading to the application and directed staff to refer the bylaw to applicable agencies and First Nations. [View report.](#)

Electoral Area C: Lakes Zoning Amendment Bylaw No. 900-33C

The applicant would like to rezone a portion of the foreshore for water-access only properties on Aline Hill adjacent to Shares 15-17 to match the zoning for the rest of this shared interest development and allow for these three shares to be able to install or replace a dock for access. The Board approved second and third reading, and adoption of the Bylaw. [View report.](#)

Release of In-Camera Resolutions

The following resolutions were released from the In-Camera session of the January 20, 2022 meeting:

Resignation from the Sorrento-Blind Bay Incorporation Advisory Committee

THAT: the Board accept the resignation of Tracy Lundberg-Schimpf from the Sorrento-Blind Bay Incorporation Advisory Committee this 20th day of January, 2022;
AND THAT: the Sorrento-Blind Bay Incorporation Advisory Committee will consist of eight members.

Electoral Area C Parks – Eagle Bay Park Playground Equipment Purchase

THAT: the Board empower the authorized signatories to enter into an agreement with RecTec Industries in the amount of \$105,520 plus applicable taxes for the purchase of playground equipment for the proposed Eagle Bay Community Park.

NEXT BOARD MEETING

The Regular CSRD Board Meeting will be held Thursday, February 17, 2022 in the CSRD Boardroom, 555 Harbourfront Drive NE, Salmon Arm. The Regular Board meeting public session generally starts at 9:30 AM.

Any scheduling changes to the meeting start time will be noted on the Events tab of the CSRD's website.

In-person attendance is available to the public in accordance with current provincial health orders. Seating is limited and will be first-come, first-served.

The public is strongly encouraged to join the meeting via Zoom. Information on how to register for the Zoom meeting access is on the Events tab of the CSRD website under the Board meeting date.



Columbia Shuswap Regional District
555 Harbourfront Drive NE, PO Box 978
Salmon Arm, BC V1E 4P1
www.csrld.bc.ca | 250.832.8194

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Item 9.1

CITY OF SALMON ARM

Date: February 14, 2022

Moved: Councillor

Seconded: Councillor

THAT: Council be appointed as members of the Water and Sewer Frontage Tax, Transportation Parcel Tax and the 73rd Avenue Water Main Extension Parcel Tax Roll Review Panel;

AND THAT: the Court of Revision for the Water and Sewer Frontage Tax, Transportation Parcel Tax and the 73rd Avenue Water Main Extension Parcel Tax Roll be held in the Council Chambers of City Hall on Monday, March 14, 2022 at 7:00 p.m.

Vote Record

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

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

CITY OF **SALMON ARM**

To: Mayor Harrison and Members of Council
From: Chelsea Van de Cappelle, Chief Financial Officer
Date: February 7, 2022
Subject : Court of Revision

Recommendation

That Council be appointed as members of the Water and Sewer Frontage Tax, Transportation Parcel Tax and the 73rd Avenue Water Main Extension Parcel Tax Roll Review Panel.

And that the Court of Revision for the Water and Sewer Frontage Tax, Transportation Parcel Tax and the 73rd Avenue Water Main Extension Parcel Tax Roll be held in the Council Chambers of City Hall on Monday, March 14, 2022 at 7:00 p.m.

Background

In accordance with Section 204 of the Community Charter, the Tax Roll Review Panel must consider any complaints respecting the Water and Sewer Frontage Tax, Transportation Parcel Tax and the 73rd Avenue Water Main Extension Parcel Tax Roll and must authenticate the rolls in accordance with this Division.

For the purposes of this Division, the Council must:

- a) appoint at least three persons as the members of the Parcel Tax Roll Review Panel;
- b) establish the time and place for the sitting of the panel, and;
- c) have advance notice of the time and place published in accordance with Section 94 of the Community Charter (public notice).

Pursuant to Section 205(1) of the Community Charter, a person may make a complaint to the Parcel Tax Roll Review Panel on one or more of the following grounds:

- a) there is an error or omission respecting a name or address on the parcel tax roll;
- b) there is an error or omission respecting the inclusion of a parcel;
- c) there is an error or omission respecting the taxable area or the taxable frontage of a parcel;
- d) an exemption has been improperly allowed or disallowed.

Pursuant to Section 205 (2) of the Community Charter, a complaint must not be heard by the Parcel Tax Roll Review Panel unless written notice of the complaint has been given to the municipality at least 48 hours before the time set for the first sitting of the review panel. The Parcel Tax Roll Review Panel may direct the correction of the parcel tax roll respecting any matter referred to under Section 205(1).



Chelsea Van de Cappelle, CPA
Chief Financial Officer

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9.2

CITY OF SALMON ARMDate: February 14, 2022**Chief Financial Officer – Property Taxation and Tax Multiples
- For Information****Vote Record**

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

Opposed:

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



To: Mayor Harrison and Members of Council
Date: January 27, 2022
From: Chelsea Van de Cappelle, Chief Financial Officer
Subject: Property Taxation and Tax Multiples

FOR DISCUSSION

This report has been brought forward for discussion and to reaffirm Council's position with respect to its revenue and taxation policies and objectives.

Background

In 2008, new revenue policy disclosure requirements were introduced by the Province. Section 165 of the *Community Charter* requires that the City disclose its revenue and tax policies and objectives. The intent of the legislation is to ensure local governments assess their current revenue and tax policy position, establish a long term (5 year) vision for the municipality and implement specific objectives and policies to promote sustainability.

As required, the City has a full revenue and tax policy disclosure contained in the Financial Plan, including the method by which tax rates, user fees, etc. are developed including:

- The proportion of revenue proposed to come from various funding sources;
- The distribution of property taxes among the property classes; and
- The use of permissive and revitalization tax exemptions.

Council has periodically reaffirmed its position regarding the existing revenue and taxation policies and objectives and made changes as deemed necessary.

Proportion of Total Revenue Proposed to Come From Each Funding Source

As Council is aware, property taxes continue to form the greatest proportion of revenue for the City. The City endorses a 'user pay' philosophy in its collection of fees and charges (i.e. development, building, plumbing and fire permits, recreational program and rental fees and cemetery services, etc.). The policy of the City is to work towards full cost recovery for services provided. The objective in reviewing fees and charges periodically is to measure the cost of providing a service versus the cost recovery established through user fees.

The property tax system provides a stable and consistent source of revenue for many services that are difficult to fund on a user pay basis or those services that benefit the community as a whole, for example, fire protection, snow removal, storm drainage and street lighting, just to name a few. For this reason, property taxation will continue to be the major source of the City's revenue.

The following chart details the proportion of total revenues collected by the City in 2021:

Revenue Source	Percentage to Total Revenue Includes Conditional Government Transfers	Percentage to Total Revenue Excludes Conditional Government Transfers
Property Taxes	37.84%	45.87%
Parcel Taxes	7.09%	8.60%
User Fees, Charges and Interest Income	21.79%	26.42%
Other Sources	18.19%	0.82%
Proceeds From Borrowing	15.09%	18.29%
	100.00%	100.00%

Distribution of Property Taxes Among the Property Classes

The present practice of municipalities including the City of Salmon Arm, for developing tax rates is based on the proportion of each property class's revenue to total revenue required (the Annual Budget). Any inflationary increase in assessments is reduced to reflect only the real increase in new construction in each class, thus, reflecting the City's responsible treatment of all taxpayers.

The objective of Council is to set tax rates in such a manner as to maintain tax stability while maintaining equality between the property classes. This practice allows the various taxpayers in the municipality to be confident that their property tax bill will only increase as much as their proportion of the increase in tax revenue required from year to year. The policy of Council is to maintain a proportionate relationship between the property classes. In other words, from year to year, approximately the same amount of general municipal tax revenue is collected from each property tax class (i.e. Residential, Utilities, Major Industry, Business, etc.) notwithstanding Council approved tax increases and taxation shifts.

The following chart details the current distribution of property taxes between property classes for 2021:

Property Class	2021 Tax Rate	Class Multiple	Percentage to Total Property Tax	Percentage to Total Property Assessment Value
Residential (1)	3.8106	1.00:1	66.54%	85.86%
Utilities (2)	23.3118	6.12:1	0.82%	0.17%
Major Industry (4)	65.7256	17.25:1	2.78%	0.21%
Light Industry (5)	10.7869	2.83:1	2.42%	1.10%
Business (6)	10.7869	2.83:1	26.71%	12.17%
Managed Forest Land (7)	8.2540	2.17:1	0.00%	0.00%
Recreational/Non Profit (8)	2.7756	0.73:1	0.14%	0.26%
Farm (9)	12.8055	3.36:1	0.59%	0.23%

Tax Multiples

A tax multiple quantifies the relationship between the property tax class where the residential rate is the base rate. In 2021, residential assessments increased which reduced the tax rate prior to applying the tax increase. An increase in the residential tax rate will increase the tax multiple (because it is the denominator) for the other property tax classes unless that property tax class also saw a decrease in assessments which was less than its "new construction".

Year	Tax Multiple Class 4	Municipal Tax Revenue Class 4	Total Tax Revenue	Percentage to Total
2011	13.38:1	\$539,360	\$13,446,801	4.01%
2012	13.11:1	\$550,525	\$13,922,133	3.95%
2013	17.18:1	\$544,903	\$14,413,849	3.78%
2014	17.03:1	\$493,159	\$14,917,043	3.31%
2015	15.68:1	\$490,010	\$15,366,410	3.19%
2016	14.72:1	\$479,515	\$16,172,407	2.97%
2017	15.63:1	\$497,086	\$16,727,153	2.97%
2018	17.52:1	\$522,649	\$17,330,134	3.02%
2019	18.48:1	\$573,660	\$18,254,612	3.14%
2020	17.04:1	\$523,660	\$18,614,170	2.81%
2021	17.25:1	\$526,278	\$18,938,255	2.78%

Interestingly, as the table above reflects, an increase in the tax rate and the resulting tax multiple does not necessarily mean increased property taxes. This is a generally misunderstood concept. If there is an inflationary increase in Class 1 (Residential) assessments, the Class 1 (Residential) tax rate will be reduced. Assuming there was no change in Class 4 (Major Industry) assessments its tax rate will remain the same. The resulting tax multiple will increase for Class 4 (Major Industry) without any increase in property taxes.

The relationship between tax multiples and tax rates is complex, therefore one should not assume because the tax multiple (or tax rate for that matter) for a certain Class has increased or decreased that the amount of tax revenue will move in the same direction.

Tax Shifting

In 2017, after an extensive review of Light Industry (Class 5) & Business and Other (Class 6) tax multiples, including public consultation, Council moved toward equalizing the property tax rates for those property classifications. The rationale for this change was to support the retention of existing industry and attraction of new industry that may be considering the move to Salmon Arm. The equalization strategy has been applied annually thereafter.

It should be noted that shifting a portion of the tax burden away from any one (1) class of property would require the remaining classes to make up the shortfall (all things being equal). This is because the City requires a certain amount of tax revenue to operate and offer services.

The equalization processes involves shifting general municipal property taxes between Class 5 and Class 6. The following tables reflect the approximate historical tax shifts necessary to equalize the tax rates and the impact on taxpayers within each class:

Year	Preliminary Tax Rate Before Equalization		Final Tax Rate After Equalization		Approximate Tax Shift (\$)	
	Class 5	Class 6	Class 5	Class 6	Class 5	Class 6
2016	-	-	18.7052	11.6603	\$ -	\$ -
2016 Adj	18.7052	11.6603	12.1037	12.1037	(169,600.00)	169,600.00
2017	12.1163	11.9321	11.9450	11.9450	(5,100.00)	5,100.00
2018	10.8583	11.4375	11.3951	11.3951	17,900.00	(17,900.00)
2019	10.6341	11.1474	11.1080	11.1080	17,500.00	(17,500.00)
2020	10.0622	10.6808	10.6288	10.6288	24,500.00	(24,500.00)
2021	10.0205	10.8562	10.7869	10.7869	32,500.00	(32,500.00)

Year	Impact per \$100,000 of Assessed Value		Impact per \$500,000 of Assessed Value		Impact per \$1,000,000 of Assessed Value	
	Class 5	Class 6	Class 5	Class 6	Class 5	Class 6
2016	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2016 Adj	(660.15)	44.34	(3,300.75)	221.70	(6,601.50)	443.40
2017	(17.13)	1.29	(85.65)	6.45	(171.30)	12.90
2018	53.68	(4.24)	268.40	(21.20)	536.80	(42.40)
2019	47.39	(3.94)	236.95	(19.70)	473.90	(39.40)
2020	56.66	(5.20)	283.30	(26.00)	566.60	(52.00)
2021	76.64	(6.93)	383.20	(34.65)	766.40	(69.30)

As the tables above reflect, from 2018 to 2021 the tax shift required to equalize the tax rates changed direction resulting in tax revenue being shifted from Class 6 to Class 5. This is primarily the result of Class 5 experiencing higher inflationary assessment increases than Class 6, 89.8% from 2017 to 2021 compared to 19.7%. The resulting increases reduced the Class 5 preliminary tax rate lower than Class 6 prior to equalization, necessitating a tax shift from Class 6 to Class 5 to equalize the tax rates. Historically, the Class 5 tax rate was higher than Class 6.

The impact of the tax shift on a Class 5 taxpayer is significantly more than that of Class 6 as the Class 5 assessment pool is smaller, representing approximately 50 occurrences compared to 664.

Year	Class 5 Taxable Assessment	Class 6 Taxable Assessment	Combined Total (5 & 6) Taxable Assessment	Class 5 % of Total	Class 6 % of Total
2017	\$ 29,721,500	\$ 397,079,169	\$ 426,800,669	6.96%	93.04%
2018	33,390,500	422,841,450	456,231,950	7.32%	92.68%
2019	36,930,100	444,270,459	481,200,559	7.67%	92.33%
2020	43,282,000	471,710,050	514,992,050	8.40%	91.60%
2021	42,419,000	468,855,161	511,274,161	8.30%	91.70%
2022 (estimate)	51,518,000	531,223,747	582,741,747	8.84%	91.16%

The City has received the preliminary 2022 Assessment Roll and associated new construction estimates. Based on the 2022 preliminary assessment values received, to equalize the tax rates; a tax shift from Business and Other (Class 6) to Light Industry (Class 5) of approximately \$24,500.00 will be required. The resulting impact on taxpayers in each class is estimated to be:

Mayor Harrison and Members of Council
Memorandum - Property Taxation and Tax Multiples

Page 2

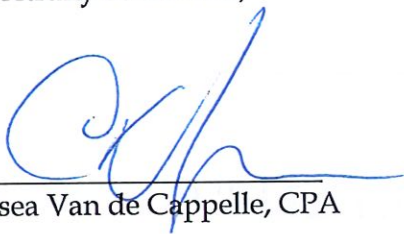
Year	Impact per \$100,000 of Assessed Value		Impact per \$500,000 of Assessed Value		Impact per \$1,000,000 of Assessed Value	
	Class 5	Class 6	Class 5	Class 6	Class 5	Class 6
2022	\$ 47.66	\$ (4.61)	\$ 237.80	\$ (23.05)	\$ 475.60	\$ (46.10)

Should Council wish to make changes to the Light Industry and Business equalization strategy, a motion of Council would be required.

It should be noted that any tax shift between classes does not affect the tax levies from other Governments.

Further, the Province already caps the Class 2 (Utilities) tax rate to \$40 per \$1,000.00 of assessed value and 2.5 times the rate applicable to Class 6 (Business) further restricting the City's ability to distribute a tax shift on an equal basis to other classes.

Respectfully Submitted,



Chelsea Van de Cappelle, CPA

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Item 9.3

CITY OF SALMON ARM

Date: February 14, 2022

Moved: Councillor

Seconded: Councillor

THAT: the Social Impact Advisory Committee Terms of Reference, attached as Appendix A to the staff report dated February 8, 2022, be amended by adding a member representing the Seniors Resource Centre.

Vote Record

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

Opposed:

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



TO: His Worship Mayor Harrison and Members of Council

DATE: February 8, 2022

SUBJECT: Social Impact Advisory Committee Terms of Reference - New Member

MOTION FOR CONSIDERATION:

THAT: the Social Impact Advisory Committee Terms of Reference, attached as APPENDIX A, be amended by adding a member representing the Seniors Resource Centre.

Background:

At the January 21, 2022 Meeting of the Social Impact Advisory Committee, the following Resolution was adopted:

THAT: the Committee supports revising the Terms of Reference of the Committee to include a representative from the Seniors Resource Centre.

CARRIED UNANIMOUSLY

By increasing the number of voting members (including the Chair) to 14, quorum will now be achieved when 8 members are present.

Respectfully Submitted,

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

Erin Jackson
Acting Chief Administrative Officer

Appendices:

- A – Social Impact Advisory Committee Terms of Reference
- B – Letter from Senior's Resource Society

**CITY OF SALMON ARM
SOCIAL IMPACT ADVISORY COMMITTEE
TERMS OF REFERENCE**

MANDATE

The mandate of the Social Impact Advisory Committee is to assist Council in an advisory capacity regarding social impacts identified within the municipal boundaries of the City of Salmon Arm, in an effort to minimize the negative impacts and maximize the positive impacts.

SCOPE

The Committee will advise and make recommendations to Council on policies, priorities, new initiatives and direction to maintain and improve the social well being of all citizens through a) the provision of the City's core services and b) community services which are supported by the City.

MANDATE AND SCOPE LIMITATIONS

The Committee shall recommend to Council a priority list of issues to be reviewed and discussed at Committee meetings, which must be approved by Council.

Other issues referred to the Committee by Council may supersede previously prioritized issues, and the Committee may review other issues that are not prioritized subject to time constraints during meetings.

The scope of the Committee shall not include issues that are under the mandate of another committee of Council.

The Committee shall acknowledge which issues are outside the City's jurisdiction, legislative authority, and / or resource capability, when reviewing issues and making a recommendation to Council.

COMMITTEE MEMBERSHIP

The membership shall include one (1) member of Council who will serve as the Committee Chair, a maximum of three members of the public representing the community-at-large, and a representative from each of the following organizations:

- Interior Health;
- Okanagan College;
- Canadian Mental Health Association;
- Shuswap Area Family Emergency (S.A.F.E.) Society;

-
- Shuswap Association for Community Living;
 - Okanagan Regional Library (Salmon Arm);
 - Shuswap Children's Association;
 - Shuswap Family Centre;
 - Shuswap Immigrant Services Society;
 - Aspiral Youth Partners;
 - Adams Lake Indian Band; and
 - Neskonalith Indian Band

Committee members will serve on a voluntary basis and without remuneration. School District and Provincial representatives will continue to be encouraged to attend as non-voting members.

MEETING FREQUENCY AND ATTENDANCE

Committee meetings will be held a minimum of three (3) times in a twelve month period and no more than one (1) meeting per month.

Committee members are expected to attend meetings on a regular basis. Members who are absent for more than three (3) consecutive Committee meetings may be dismissed from the Committee by Council.

INVITATIONS TO GUESTS

By request of the Committee Chair, invitations may be extended to any guest deemed to have applicable background knowledge and / or technical expertise on an agenda issue.

CITY STAFF INVOLVEMENT

One (1) clerical staff from Corporate Services shall coordinate, prepare agendas, attend, and record minutes for Committee meetings, and prepare follow-up correspondence.

By request of the Committee Chair, invitations may be extended to City staff from any department who is deemed to have applicable involvement, background knowledge and/or technical expertise on an agenda issue.

MEETING STRUCTURE

- The appointed Council member will Chair the Committee and be its spokesperson;
- The Committee may schedule a regular date and time for meetings;
- Attendance by fifty percent plus one (50% +1) of the Committee members constitutes a quorum;
- Only Committee members may take part in the debate and vote on a matter before the Committee (City staff members and guests are exempt from voting on matters);

-
- The Committee will deal with all matters within their mandate. No sub-committees will be established by the Committee;
 - The Committee will conduct its meetings in accordance with the City's Procedure Bylaw; and
 - Minutes of each meeting shall be available to the public upon request and posted on the City's website, with the exception of In-Camera items.

DECISION MAKING

- Committee members will deal only with matters within their mandate and scope;
- All decisions and recommendations will be determined by a majority vote of the members present at the meeting;
- Any member who has a conflict of interest in a matter being dealt with by the Committee must advise the Chair and that member will be excused from the Committee meeting while the matter is being dealt with; and

REPORTING

- Committee minutes will be presented to Council for information purposes;
- All recommendations of the Committee must be ratified by Council prior to being auctioned;
- The Social Impact Advisory Committee is responsible directly to Council; and
- All media releases must be ratified by Council.



January 24th, 2022

On behalf of the Board of Directors, I am writing to confirm that Chiara Dentrey, Volunteer Coordinator at the Seniors Resource Centre, will be the Centre's representative at the Social Impact Advisory Committee.

Chiara will attend committee meetings and participate in other committee obligations.

Kind regards,

A handwritten signature in blue ink, appearing to read "Allan Munholland". The signature is fluid and cursive, with the first name "Allan" being more prominent than the last name "Munholland".

Allan Munholland
President, Seniors' Resource Centre
320A -2 Avenue NE
Salmon Arm, BC V1E 1H1
250-832-7000
Fax 250-833-0550

Item 9.4

CITY OF SALMON ARM

Date: February 14, 2022

Moved: Councillor

Seconded: Councillor

THAT: Council authorize the Mayor and Corporate Officer to execute a Lease Agreement with WH Laird Holdings Ltd. for the City to use Lots 16 (part) and 17, Section 14, Township 20, Range 10, W6M, KDYD, District Plan 304, except Plan 15141 (130 Hudson Avenue NE) for the term of March 1, 2022 to February 28, 2023 as a Downtown Parking Commission parking lot for a annual fee of 50% of the annual revenue.

Vote Record

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

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



TO: His Worship Mayor Harrison and Members of Council
DATE: February 8, 2022
SUBJECT: Avon Parking Lot Lease

MOTION FOR CONSIDERATION:

THAT: Council authorize the Mayor and Corporate Officer to execute a Lease Agreement with WH Laird Holdings Ltd. for the City to use Lots 16 (part) and 17, Section 14, Township 20, Range 10, W6M, KDYD, District Plan 304, except Plan 15141 (130 Hudson Avenue NE) for the term of March 1, 2022 to February 28, 2023 as a Downtown Parking Commission parking lot for an annual fee of 50% of the annual revenue.

Background:

The City of Salmon Arm has been leasing the Avon Parking Lot since 2007 and operating it as a Downtown Parking Commission parking lot. The revenue is shared 50/50 with the owner, WH Laird Holdings Ltd. Mr. Laird has agreed to continue leasing the parking lot to the City for a further one (1) year period.

All 18 of the parking stalls at this lot are rented for \$35.00 per space, per month. It is anticipated that the fee will be increased to \$60.00 per space, per month effective July 1, 2022. This increase was recommended by the Downtown Parking Commission as evidenced in the Meeting Minutes of January 18, 2022.

Staff recommend that the Motion for Consideration be adopted.

Respectfully Submitted,

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

Erin Jackson
Acting Chief Administrative Officer
Appendices:
Appendix 1 –Avon Parking Lot Lease Agreement

This Agreement dated for reference the 28th day of February, 2022

BETWEEN: CITY OF SALMON ARM
P.O. Box 40
Salmon Arm, BC V1E 4N2
(hereinafter called the "Lessee")

AND: WH LAIRD HOLDINGS LTD.
Box 1022
Salmon Arm, BC V1E 4P2
(hereinafter called the "Lessor")

WHEREAS the Lessor is the Owner of the following lands:

Lots 16 and 17, Section 14, Township 20, Range 10, West of the 6th Meridian, KDYD, District Plan 304, except Plan 15141

(130 Hudson Avenue NE, Salmon Arm BC)

WITNESS that in consideration of the rents, covenants and agreements hereafter reserved and contained on the part of the parties, the Lessor hereby leases to the Lessee the following lands, premises and improvements thereon:

Lots 16 (part) and 17, Section 14, Township 20, Range 10, West of the 6th Meridian, KDYD, District Plan 304, except Plan 15141, (being ±6700 square feet) shown outlined on Appendix 1 attached hereto;

(hereinafter called the "Lands")

Location: 130 Hudson Avenue NE, Salmon Arm BC (Avon Lot)

for a term of one (1) year; said term to commence on the 1st day of March, 2022 and to end on the 28th day of February, 2023 for the purposes of a "Temporary Gravel Parking Lot".

1. Mutual Covenants:

- a) The Lessor shall pay all frontage and property taxes and other levies.
- b) The Lessee will pay annual operating and maintenance costs and may rent vehicle parking stalls to the general public.
- c) The Lessee will share revenue 50/50 with the Lessor and remit same to the Lessor annually in January of the subsequent year.
- d) The Lessee shall keep and maintain the said Lands in a clean and tidy condition.

Provided always, and it is agreed between the Parties as follows:

- a) If the Lessee remains in possession after the expiration of this lease, it shall be deemed to be a tenant from month to month and otherwise the provisions of this lease shall continue to apply; however, in any case, the Lessor will give the Lessee six (6) months prior written notice before the Lessor terminates this Agreement, while it continues on a month to month basis.
- b) Each party to the Agreement shall be responsible for providing adequate liability and property insurance coverage.
- c) The Lessee and Lessor shall each indemnify and save harmless each other from and against all claims, demands, losses, costs, damages, actions, suits, proceeding fines or assessments by whomever made, brought or prosecuted and in any manner based upon, arising out of, related to, occasioned by, or attributed to the breach of any provisions of the Agreement to be performed by each other and its servants, employees, members, agents and contractors. This covenant shall survive the termination of this Agreement.
- d) Any notice or delivery to be given or made hereunder shall be sufficiently given or made if given in person or mailed to the Parties at their respective addresses shown above and in the case of prepaid mail shall be deemed to have been received the day following the posting of same.
- e) This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, successors and assigns.

IN WITNESS WHEREOF the parties hereto have duly executed this Agreement on this _____ day of _____, 2022.

THE CORPORATE SEAL OF THE
CITY OF SALMON ARM was
hereunto affixed in the presence of its
duly authorized signatories:

Alan Harrison
Mayor

Witness

Erin Jackson
Corporate Officer

SIGNED, SEALED AND DELIVERED
on behalf of the WH Laird Holdings
Ltd. duly authorized representatives
in the presence of:

Print Name

Witness

Print Name

Item 9.5

CITY OF SALMON ARM

Date: February 14, 2022

Moved: Councillor

Seconded: Councillor

THAT: Council approve the purchase of the 2022 Trackless MT7 Unit from Kendrick Equipment Ltd. for the quoted amount of \$184,947.76 plus taxes as applicable.

Vote Record

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

Opposed:

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



File: ENG 2022-00-09

TO: His Worship the Mayor Harrison and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering and Public Works

PREPARED BY: Darin Gerow, Manager of Roads & Parks

DATE: February 4, 2022

SUBJECT: **PURCHASE RECOMMENDATION FOR REPLACEMENT OF UNIT #934 – MUNICIPAL TRACTOR**

STAFF RECOMMENDATION

AND THAT: Council approve the purchase of the 2022 Trackless MT7 Unit from Kendrick Equipment Ltd. for the quoted amount of \$184,947.76 plus taxes as applicable.

BACKGROUND

The City of Salmon Arm Public Works Department Unit #934 is a 2011 Trackless MT6 Municipal Tractor. We currently have two of these tractors within our fleet, the other being a 2017 Trackless MT6. These tractors are utilized for many different tasks such as: snow plowing, snow blowing, sidewalk sanding, sweeping and flail mowing. A very versatile piece of equipment that is used throughout the entire year. Having two of these tractors operating in conjunction with a skid steer in the winter months is the only way we are currently able to complete our sidewalk snow clearing routes.

A Request for Quotation was advertised on BC Bid for the Supply & delivery of a Municipal Tractor on January 10, 2022. Eight (8) companies requested the quotation documents. We received four (4) quotes on February 1, 2022, as follows:

Company	Model	Sub-Total Price	Price Incl. Tax
Kendrick Equipment	2022 Trackless MT7	\$ 184,947.76	\$ 207,141.49
Vimar Equipment Ltd.	2022 Willie 275	\$ 200,674.00	\$ 224,754.88
Rollins Machinery	2022 Multihog CX75	\$ 203,020.00	\$ 227,382.40
Cubex Ltd.	2022 MacLean MV5	\$ 234,564.50	\$ 262,712.24

*Costs above do NOT include the optional 'Front Flail' attachment price

Staff have reviewed all submitted quotes. They ranged from 70% to 100% meeting the specifications as set out in the Request for Quotation with the Trackless MT7 meeting 100% of the specifications.

The Request for Quotation - Technical Specification was written around a Trackless brand unit as all our existing attachments would still fit this unit, in addition our operators and mechanics are well versed in the operation and maintenance of this specific brand. We did accept all

Municipal Tractor Award
Page 2

quotations on similar brands to ensure we fairly could compare equipment and what they have to offer.

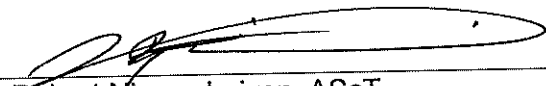
Included in the Request for Quotation was the trade in of our 2011 Trackless MT6. There had been early discussions to keep this unit due to the inevitable requirement to maintain the sidewalks/walkways west of town at the completion of the Highway Project. Another piece of equipment will undoubtedly be required once we take over the winter maintenance of these walkways. Due to the age, hours and annual maintenance costs, it is in our opinion keeping the 2011 is not financially feasible.

Inclusive in the purchase price are the following attachments: Angled Sweeper Broom, Snowplow, Snowblower, and Rear Sand/Salt Spreader. We included an optional front mounted horizontal flail mower, however have deemed not required due to financial constraints.

Kendrick Equipment Ltd. is based out of Surrey, BC and have previously supplied multiple pieces equipment, successfully to the City of Salmon Arm.

The approved funding for this purchase is \$210,000.00 from the 2022 Machinery & Equipment Capital Budget. We recommend that the purchase of the 2022 Trackless MT7 be awarded to Kendrick Equipment Ltd., for the quoted price of \$184,947.76 plus taxes as applicable.

Respectfully submitted,



Robert Niewenhuizen, ASCT
Director of Engineering and Public Works

cc Chelsea Van de Cappelle, CFO

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Item 9.6

CITY OF SALMON ARM

Date: February 14, 2022

Moved: Councillor

Seconded: Councillor

THAT: The 2022 Budget contained in the 2022 – 2026 Financial Plan Bylaw be amended to reflect additional funding for the purchase of the 2022 Walker MT27i zero turn mower in the amount of \$10,300.00, which includes the additional funds, PST and a small contingency, reallocated from the Equipment Replacement Reserve Fund;

AND THAT: Council approve the purchase of the replacement of Unit #827 – Zero Turn Mower, from Savoy Equipment Ltd. for the quoted amount of \$41,835.61 plus taxes as applicable.

Vote Record

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

Opposed:

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



File: ENG 2022-00-10

TO: His Worship the Mayor Harrison and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering and Public Works

PREPARED BY: Darin Gerow, Manager of Roads & Parks

DATE: February 3, 2022

SUBJECT: **PURCHASE RECOMMENDATION FOR REPLACEMENT OF UNIT #827 - WALKER ZERO TURN MOWER**

STAFF RECOMMENDATION

THAT: The 2022 Budget contained in the 2022 – 2026 Financial Plan Bylaw be amended to reflect additional funding for the purchase of the 2022 Walker MT27i zero turn mower in the amount of \$10,300.00, which includes the additional funds, PST and a small contingency, reallocated from the Equipment Replacement Reserve Fund.

AND THAT: Council approve the purchase of the replacement of Unit #827 – Zero Turn Mower, from Savoy Equipment Ltd. for the quoted amount of \$41,835.61 plus taxes as applicable.

BACKGROUND

The City of Salmon Arm Public Works Department Unit #827 is a 2017 Walker Zero Turn Mower. Between the months of April to October this unit is utilized every single weekday mowing our parks, which include but not limited to Fletcher Park, Marine Park, Klahani, etc. As in the name of the mower, it has a zero turn capabilities which is invaluable in tight areas and around picnic tables, benches, garbage receptacles, etc.

A Request for Quotation was advertised on BC Bid for the supply & delivery of a Zero Turn Mower on January 13, 2022. Five (5) companies requested the quotation documents however only one (1) provided a quote, which was received on January 28, 2022, as follows:

Company	Model	Sub-Total Price	Price Incl. Tax
Savoy Equipment Ltd., Kelowna BC	2022 Walker MT27i	\$ 41,835.61.00	\$ 46,827.90

Staff have reviewed the submitted quote and the submission of Savoy Equipment Ltd. has satisfactorily met all specified details.

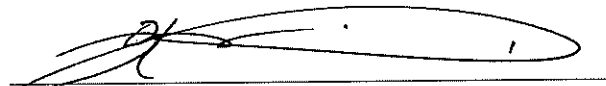
The specification included many generic items, however important was the grass collection with a high lift function. This allows the operator to dump our clippings in the back of most of our trucks, which allows us to keep on a tight mowing scheduling throughout summer. In addition we have specified some attachments to help with operations such as: collection deck, mulching deck, dethatcher and a spreader.

We offered our backup 2012 walker Zero turn mower on trade in. At first they declined the trade however we are currently in negotiations and if a trade in value is agreed upon the cost of purchase may be slightly reduced. We will utilize our 2017 as our official backup.

Savoy Equipment Ltd. is based out of Kelowna and have previously supplied equipment to the City of Salmon Arm.

The approved funding for this purchase is \$35,000.00 from the 2022 Machinery & Equipment Capital Budget. We recommend the 2022 Budget contained in the 2022 – 2026 Financial Plan Bylaw be amended to reflect additional funding for the purchase of 2022 Walker MT27i Zero Turn Mower in the amount of \$10,300.00 which includes the additional funds, PST, and miscellaneous costs reallocated from the Equipment Replacement Reserve Funds and that the mower purchase be awarded to Savoy Equipment., for the quoted price of \$41,835.61.00 plus taxes as applicable.

Respectfully submitted,



Robert Niewenhuizen, ASCT
Director of Engineering and Public Works

cc Chelsea Van de Cappelle, CFO

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Item 9.7

CITY OF SALMON ARM

Date: February 14, 2022

Moved: Councillor

Seconded: Councillor

THAT: Council approve the Award for Preliminary and 90% Detailed Design to WSP Canada Inc. as per their proposal submission for Detailed Design Phase, for the total estimated price of \$199,729.12 plus taxes as applicable;

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

Vote Record

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

Opposed:

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



File: 2021-43

TO: His Worship Mayor Harrison and Members of Council
FROM: Robert Niewenhuizen, Director of Engineering and Public Works
PREPARED BY: Tim Perepolkin, Capital Works Supervisor
DATE: February 8, 2022
SUBJECT: **ZONE 2 PUMP STATION REPLACEMENT – DESIGN SERVICES AWARD**

STAFF RECOMMENDATION

THAT: Council approve the Award for Preliminary and 90% Detailed Design to WSP Canada Inc. as per their proposal submission for Detailed Design Phase, for the total estimated price of \$199,729.12 plus taxes as applicable.

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

BACKGROUND

The Zone 2 Pump Station is located in Canoe immediately northeast of the Water Treatment Plant on the lakeside of the CP Rail tracks. This station was put into service in 1970 and pumped water from Shuswap Lake where it was disinfected and pumped to the City distribution system. In 1995 a new Zone 1 Pump Station and trunk main were constructed adjacent the Zone 2 Station. Both stations share a common wall; the floor elevation of Zone 2 is approximately 750mm below Zone 1 floor. This arrangement reduces the overall possible capacity of the Water Treatment Plant and the Zone 2 Station has experienced flooding when Shuswap Lake peaked above 349.60± m.

Staff issued Request for Proposals on BC Bid on May 20, 2021 with only one proposal received by the June 24 deadline. The RFP included a Feasibility Study component to review three (3) options for constructing a new Zone 2 Pump Station along with a 'Design Services' component for each of the options. The Feasibility Study was awarded to WSP, the sole proponent and completed in 2021. As noted in the award memo dated July 19, 2021, it was staff's intent to move forward with the same engineering firm through Detailed Design and Construction which will involve sole sourcing of works upwards of \$375,000. As the RFP included estimates of the detailed design and construction phases staff are able to ensure the costs are competitive and good value to the City.

Upon review of the Feasibility Study it was clear that reconstruction of the existing pump house would be the most costly and included highest level of risk. Staff have determined that construction of a new below grade pump station adjacent the Water Treatment Facility is the preferred best option.

Moving forward with construction of the Zone 2 Pump Station is contingent on funds being available for the overall estimated construction costs. Moving forward with Preliminary and 90% Detailed Design will provide ability to establish accurate construction estimates and prepare an overall project construction budget.

The approved 2022 Capital Budget includes \$200,000 for Design, funded from Water DCC and Reserves and \$2,040,000 for Construction funded from Water DCC's and Long Term Debt. Upon completion of the 90% Detailed Design stage review and update of the construction estimates, staff intend to move forward with the Alternative Approval Process (AAP) for the borrowing.

Subject to a successful AAP process, the AAP timelines and tenders coming in under budget, we anticipate construction could commence in fall/winter of 2022 or spring of 2023.

STAFF COMMENTS

Staff recommend award of Preliminary and 90% Detailed Design to WSP Canada Inc. as per their proposal submission for the total estimated price of \$199,729.12 plus taxes as applicable and that the City's Purchasing Policy No. 7.13 be waived to authorize sole sourcing to the same. WSP have an experienced team and have completed many similar projects in the past.

Respectfully submitted,



Robert Niewenhuizen, ASCT
Director of Engineering and Public Works

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Item 9.8

CITY OF SALMON ARM

Date: February 14, 2022

Moved: Councillor

Seconded: Councillor

THAT: Council support "Permanent Structural Changes" for Provincial Liquor Licensing on approved street side patios.

Vote Record

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

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



To: His Worship Mayor Harrison and Members of Council

From: Director of Development Services

Date: February 7, 2022

Subject: Liquor Licensing & Street-Side Patios

Motion for Consideration:

THAT City of Salmon Arm Council support "Permanent Structural Changes" for Provincial Liquor Licensing on approved street side patios.

Background:

Provincial Liquor Cannabis Regulation Branch (LCRB) asks for municipal support (or not) for the licensing of liquor sales and consumption on street-side patios. Last year, the following three street side patios were approved by the LCRB and endorsed by City Council for a "Temporary Expanded Services Area":

1. Hudson Avenue (Hanoi 36)
2. Shuswap Street (Shuswap Pie Co.)
3. Lakeshore Road (Meikle Studios)

Hanoi 36 applied for "Permanent Approval" prior to the LCRB's October 31, 2021 deadline. Should Council approve the motion for consideration, the resolution would apply to all street side patios approved under the City's street-side patio application process.

Subject to Council's approval, the City's Building Officials would provide an occupant load stamp of approval on the patio schematic, which the LCRB also requires for its approval. As the patios are located on city streets / boulevards, the applicant is required to provide the City with proof of third party liability insurance and an annual damage deposit.

Staff note that there were no written complaints lodged to the City in regards to street side patios in general, or liquor consumption on the patios. LCRB licencing officials are responsible for monitoring and enforcing any liquor-licensing requirements and complaints.

Respectfully,

A handwritten signature in black ink, appearing to read "Kevin Pearson".

Kevin Pearson, MCIP, RPP

Item 10.1

CITY OF SALMON ARM

Date: February 14, 2022

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4497 be read a first, second and third time.

[2022 Water Meter Rates]

Vote Record

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

Opposed:

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



File: 2022-FFS

TO: His Worship Mayor Harrison and Members of Council

FROM: Rob Niewenhuizen, Director of Engineering and Public Works

DATE: January 21, 2022

SUBJECT: **AMENDMENT TO THE FEE FOR SERVICE BYLAW NO. 2498**

RECOMMENDATION

THAT: "City of Salmon Arm Fee for Service Amendment Bylaw No. 4497" be read a first, second and third time.

BACKGROUND:

Following review of the City of Salmon Arm Fee for Service charges for 5/8" x 3/4", 3/4" and 1" T-10 water meters, it has been determined that the cost associated with the procurement of water meters has increased markedly and an amendment to the Fee For Service Bylaw is required in order to ensure full cost recovery. Staff are proposing a housekeeping amendment to establish new charge rates for the Residential water meters and the Commercial radio frequency head (RFH) water meters as shown below:

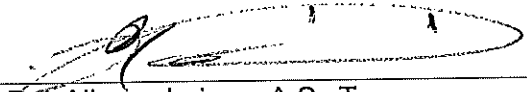
Table 1: Residential Water Meter Costs

Water Meter Size	Previous Years Rates				New Charge
	2017/18	2019	2020	2021	2022
5/8" X 3/4"	\$240.00	\$260.00	\$280.00	\$290.00	\$300.00
3/4"	\$340.00	\$370.00	\$395.00	\$405.00	\$435.00
3/4" SL	N/A			\$375.00	\$395.00
1"	\$430.00	\$470.00	\$500.00	\$515.00	\$550.00

Table 2: Commercial RFH Water Meter Costs

Water Meter Size	Previous			New Charge
	2019	2020	2021	2022
5/8" T-10	\$520.00	\$550.00	\$560.00	\$600.00
PIT		\$585.00	\$595.00	\$635.00
3/4" T-10	\$570.00	\$605.00	\$620.00	\$660.00
PIT		\$640.00	\$655.00	\$695.00
1" T-10	\$700.00	\$740.00	\$755.00	\$815.00
PIT		\$760.00	\$779.00	\$835.00

We respectfully recommend that section 6 of the Fee for Service Bylaw No. 4497 be amended to reflect the increase in costs associated with the sale of new water meters.



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

cc Chelsea Van De Cappelle, Chief Financial Officer

X:\Operations Dept\Engineering Services\BYLAWS & POLICIES\Fee For Service Bylaw\2022\HWM - Water Meters Rates 2022.docx

CITY OF SALMON ARM

BYLAW NO. 4497**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", Appendix 1 – Miscellaneous Fee Schedule – Public Works of "District of Salmon Arm Fee for Service Bylaw No. 2498" subsection 6 is hereby deleted in its entirety and replaced with Schedule "B" Appendix 1 – Miscellaneous Fee Schedule – Public Works, attached hereto and forming part of this bylaw.

6.	Water Connection Charge	
	• Connection Fee - 3/4"	At cost
	• Connection Fee - 1"	At cost
	• Connection Fee - 1 1/2"	At cost
	• Connection Fee - 2"	At cost
	The charges set out in Section 6 above include an inspection and administration fee of \$55.00. Where a connection has been provided and paid for by a developer, the owner or his agent shall pay only the \$55.00 fee.	
	Where a water meter is required to conform to City policy for water reconnection/connection standards and conditions for Residential, the charge will be as follows:	
	• 5/8" remote water meter	\$300.00
	• 3/4" remote water meter	\$435.00
	• 3/4" short lay for pit setter	\$395.00
	• 1" remote water meter	\$550.00
	• 1 1/2" remote water meter	At cost plus Administration fee
	• 2" remote water meter	At cost plus Administration fee
	Where a water meter is required to conform to City policy for water reconnection/connection standards and conditions for Commercial RFH, the charge will be as follows:	
	• 5/8" remote water meter	\$600.00
	• 5/8" for pit setter applications	\$635.00
	• 3/4" remote water meter	\$660.00
	• 3/4" for pit setter applications	\$695.00
	• 1" remote water meter	\$815.00
	• 1" for pit setter applications	\$835.00

Fee for Service Amendment Bylaw
(Water Meter Rates) No. 4497

	• 1 ½" remote water meter	At cost plus Administration fee
	• 2" remote water meter	At cost plus Administration fee
	Gleneden Water System: Each property that connects to the Gleneden Water System (depicted as "Gleneden Water Service Area" on Figure 1 attached hereto and forming part of this bylaw), in addition to all other appropriate fees, must make a "one-time" payment to the City of a special Capital Cost Contribution for the parent property in an amount equivalent to the current single family development cost charge for water specified in Development Cost Charge Bylaw No. 2261 as amended, prior to connection to the water system.	

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as "City of Salmon Arm Fee for Service Amendment Bylaw No. 4497.

READ A FIRST TIME THIS DAY OF 2022

READ A SECOND TIME THIS DAY OF 2022

READ A THIRD TIME THIS DAY OF 2022

ADOPTED BY COUNCIL THIS DAY OF 2022

MAYOR

CORPORATE OFFICER

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Item 10.2

CITY OF SALMON ARM

Date: February 14, 2022

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zone 5 Booster Station Loan Authorization Bylaw No. 4502 be read a first, second and third time;

AND THAT: Bylaw No. 4467 cited as the City of Salmon Arm Zone 5 Booster Station Loan Authorization Bylaw No. 4467, be rescinded;

AND THAT: Approval of the electors be obtained through the Alternative Approval Process for the proposed borrowing of \$2,298,000.00 for the purpose of undertaking the construction of a replacement Zone 5 Booster Station;

AND THAT: Council establish Monday, May 30, 2022 at 4:00 p.m. as the deadline for receipt of the Elector Response Forms from electors for the proposed borrowing of \$2,298,000.00 for the purpose of undertaking the construction of the replacement Zone 5 Booster Station;

AND THAT: Council establish the Elector Response Form as shown as Appendix 1 to the Staff Report dated February 9, 2022 for the proposed borrowing of \$2,298,000.00 for the purpose of undertaking the construction of the replacement Zone 5 Booster Station;

AND THAT: Council establish the fair determination of the total number of elector responses required as 1,503 for the proposed borrowing of \$2,298,000.00 for the purpose of undertaking the construction of the replacement Zone 5 Booster Station.

Vote Record

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

Opposed:

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

**CITY OF
SALMON ARM**

To: Mayor Harrison and Members of Council
From: Chelsea Van de Cappelle, Chief Financial Officer,
Robert Niewenhuizen, Director of Engineering and Public Works, and
Erin Jackson, Director of Corporate Services
Date: February 9, 2021
Subject: Loan Authorization Bylaw No. 4502 – Zone 5 Booster Station

Recommendation:

- THAT: Bylaw No. 4502 cited as the “City of Salmon Arm Zone 5 Booster Station Loan Authorization Bylaw No. 4502”, be given three (3) readings;
- AND THAT: Bylaw No. 4467 cited as the “City of Salmon Arm Zone 5 Booster Station Loan Authorization Bylaw No. 4467”, be rescinded;
- AND THAT: Approval of the electors be obtained through the Alternative Approval Process for the proposed borrowing of \$2,298,000.00 for the purpose of undertaking the construction of the replacement Zone 5 Booster Station;
- AND THAT: Council establish Monday, May 30, 2022 at 4:00 p.m. as the deadline for receipt of the Elector Response Forms from electors for the proposed borrowing of \$2,298,000.00 for the purpose of undertaking the construction of the replacement Zone 5 Booster Station;
- AND THAT: Council establish the Elector Response Form as shown on Appendix 1 for the proposed borrowing of \$2,298,000.00 for the purpose of undertaking the construction of the replacement Zone 5 Booster Station;
- AND THAT: Council establish the fair determination of the total number of elector responses required as 1,503 for the proposed borrowing of \$2,298,000.00 for the purpose of undertaking the construction of the replacement Zone 5 Booster Station;

Background:

The Zone 5 Booster Station feeds into the Zone 5 reservoir providing water to large portions of the SE quadrant of the City including the Industrial Park. The existing booster station has exceeded its useful life and the existing reservoir is incapable of providing volumes required for four (4) hour fire flows. Upgrades to the booster station include pumps capable of providing domestic and fire flows without necessary reliance on the reservoir volumes.

Through the Asset Management Risk Evaluation process for 2021, the Zone 5 Booster Station was revised from “High” to a “Very High” risk due to increased development in the lower SE quadrant putting further usage pressure on the system.

Mayor Harrison and Members of Council
 Memorandum – Loan Authorization Bylaw No. 4467 – Zone 5 Booster Station

A design and Class 'A' Opinion of Probable Cost was completed by WSP in May of 2021. The estimated cost to complete the proposed works including 15% contingency is \$2,500,000.00.

In June 2021, staff brought forward a report to undertake the construction of the replacement Zone 5 Booster Station along with the associated Loan Authorization Bylaw No. 4467 for three (3) readings. Following this, the City sought approval from the Inspector of Municipalities. During this review process, it was recommended that the City reconsider the amount of funding from Development Cost Charges (DCC) as the projected project cost is now more than that estimated and identified in the 2006 DCC Bylaw. As a result, staff have revised the funding alternatives and the original Loan Authorization Bylaw No. 4467 is no longer accurate. It is recommended that this bylaw be rescinded.

Estimated Costs and Funding:

The following table summarizes the total estimated costs to undertake the construction of the Zone 5 Booster Station upgrade:

Description	Cost
Construction Costs	\$ 1,923,000.00
Engineering (15%)	288,500.00
Contingencies (15%)	288,500.00
Borrowing Costs	23,000.00
Total Costs	2,523,000.00
Less: Development Cost Charges	(225,000.00)
Net Costs	\$ 2,298,000.00

The existing budget for this project is \$2,523,000.00. The Zone 5 Booster Station is eligible for funding from the Water Development Cost Charge Reserve to a maximum of \$225,000.00.

It is anticipated that the annual operation and maintenance costs will remain similar to the current Zone 5 Booster Station. However, there is likely to be a period (approximately 6 months) when both stations are operational until the old station is decommissioned. The estimated increase in costs during this time is \$13,850.00.

Long Term Debt:

The 2022 Budget reflects borrowing in the amount \$2,298,000.00 to undertake the construction of the replacement Zone 5 Booster Station. The City intends to fund the project utilizing the temporary borrowing provisions (Section 181) of the Community Charter. Temporary borrowing may only be accessed once Council has adopted the loan authorization bylaw and obtained the necessary approvals. Under temporary borrowing, the City will be responsible for monthly interest (at a variable rate) only on any outstanding balance. Once the project is complete, the City will transfer the outstanding balance to long-term borrowing. It is anticipated that this will occur in the fall of 2022 or spring of 2023, and therefore may impact the 2022 Budget when the debenture goes under repayment. Repayment of the debenture debt is approximately \$121,335.00 (Term: 30 years; Interest Rate: 2.91%).

Mayor Harrison and Members of Council
 Memorandum – Loan Authorization Bylaw No. 4467 – Zone 5 Booster Station

The projected annual repayment of the debenture debt is estimated as follows:

Principal	\$ 54,460.00
Interest – 2.91%	<u>66,875.00</u>
	\$ 121,335.00

With respect to debt repayment funding, a number of options were explored to rationally assess fairness and reasonableness and the economic impact to the water system users. Funding options explored included increases to user fees, frontage taxes and a reduction in expenditures.

The reduction to expenditures included the following options:

- Operation and Maintenance – is not feasible without jeopardizing the integrity of the system;
- Transfer to Reserves – the transfer to the Water Major Maintenance Reserve could be reduced to account for the repayment, but may necessitate the need to borrow in the future; and
- Capital Expenditures – a certain amount of major maintenance infrastructure work needs to be undertaken annually.

Frontage tax funding should be used for new or upgraded major water infrastructure. All properties with access to the water system contribute to these types of projects. An analysis of the frontage tax rate compared to capital repayment requirements have indicated the rate is sufficient to support current needs.

As a result, capital expenditures funded from revenues were reduced by approximately \$260,000.00 to \$500,000.00 to fund the annual repayment requirements of both the proposed debenture and one anticipated for the construction of the Zone 2 Pump Station. The projected repayment requirements have already been included in the 2022 Budget.

The costs associated with increased operating and maintenance can be funded from the Water Future Expenditure Reserve, approximate balance - \$95,150.00, if necessary.

Elector Assent:

Elector Assent is required to undertake long-term debt for the construction of the replacement Zone 5 Booster Station and the process is outlined below.

The Local Government Act enables the City to establish and operate any service which is deemed necessary or desirable for all or part of the community. The construction of the replacement Zone 5 Booster Station aligns with the City of Salmon Arm's Corporate Strategic Plan and our focus on the provision of Core Services. In order to move forward with the long-term borrowing required for this project, there are some steps that need to be followed.

Pursuant to Section 180 of the Community Charter, approval of the electors is required before Council can adopt a long-term Loan Authorization Bylaw. In accordance with Section 84, elector approval may be obtained by either of the following means:

- a) assent of the electors through referendum; or
- b) approval of the electors by alternative approval process.

Both methods provide for formal consultation with the public, however; utilizing the alternative approval process would be more efficient and less cost prohibitive than a referendum,

considering the essential nature of this project and the fact that the City has conducted a number of alternative approval processes and developed a set of forms and best practices.

Once the Loan Authorization Bylaw has received third reading it must be approved by the Inspector of Municipalities. When the bylaw has received statutory approval the alternative approval process can begin. It is estimated that the processes could be completed by May 30, 2022; however, this is a date that Council must establish.

Alternative Approval Process:

Pursuant to Section 86 of the Community Charter, notice of the approval process will be published in a newspaper once per week for 2 consecutive weeks. In addition, it will be posted in the lobby of City Hall and on the City's website. The public notice must include a description of the proposed bylaw, amount of proposed debenture, term, elector response procedure, the deadline for elector responses and a statement that Council may proceed with borrowing the funds unless at least 10% (1,503) of the electors indicate that Council must obtain the assent of the electors through a referendum before moving forward. Elector responses will be collected by the Corporate Officer for not less than thirty (30) days following the second public notice, on a form which includes the full name, residential address and signature of each elector, and, if applicable, the address of the property in relation to which the individual is entitled to register as a non-resident property elector.

After the established deadline, the Corporate Officer must determine and certify whether enough elector response forms have been submitted to exceed the 10% (1,503) threshold. This determination is final and conclusive. If more than 10% have responded, Council can not adopt the bylaw and will need to decide whether to continue to a referendum.

Fair Determination of Electors Methodology:


According to BC Stats, by 2018 the population of Salmon Arm had increased to 19,299. Of this number, 82% or 15,825 are presumed eligible to vote (based on the age group percentages calculated using both the 2016 Statistics Canada and BC Stats information). With an additional conservative reduction of 5%, the 10% required for the purpose of the alternative approval process is approximately 1,503.

Recognizing that Statistics Canada conducts the Census of Population in order to develop a statistical portrait of Canada on one (1) specific day and that even on that day the census numbers are an approximation, it is impossible to determine the exact population of the City at this time. Using the 2021 Census population number for Salmon Arm of 19,432 and the aforementioned formula, the resulting number does not support an adjustment to the fair determination of electors at this time. Therefore adjusting based on BC Stats estimated increase and a further reduction of 5%, the City has come up with the most conservative estimate available.

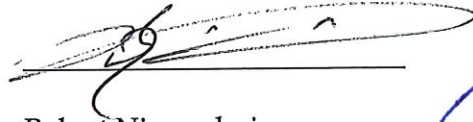
Mayor Harrison and Members of Council

Memorandum – Loan Authorization Bylaw No. 4467 – Zone 5 Booster Station

It is recommended that Council proceed with obtaining elector approval through the alternative approval process as detailed in the motion for consideration.



Chelsea Van de Cappelle, CPA
Chief Financial Officer



Robert Niewenhuizen
Director of Eng. & Public Works

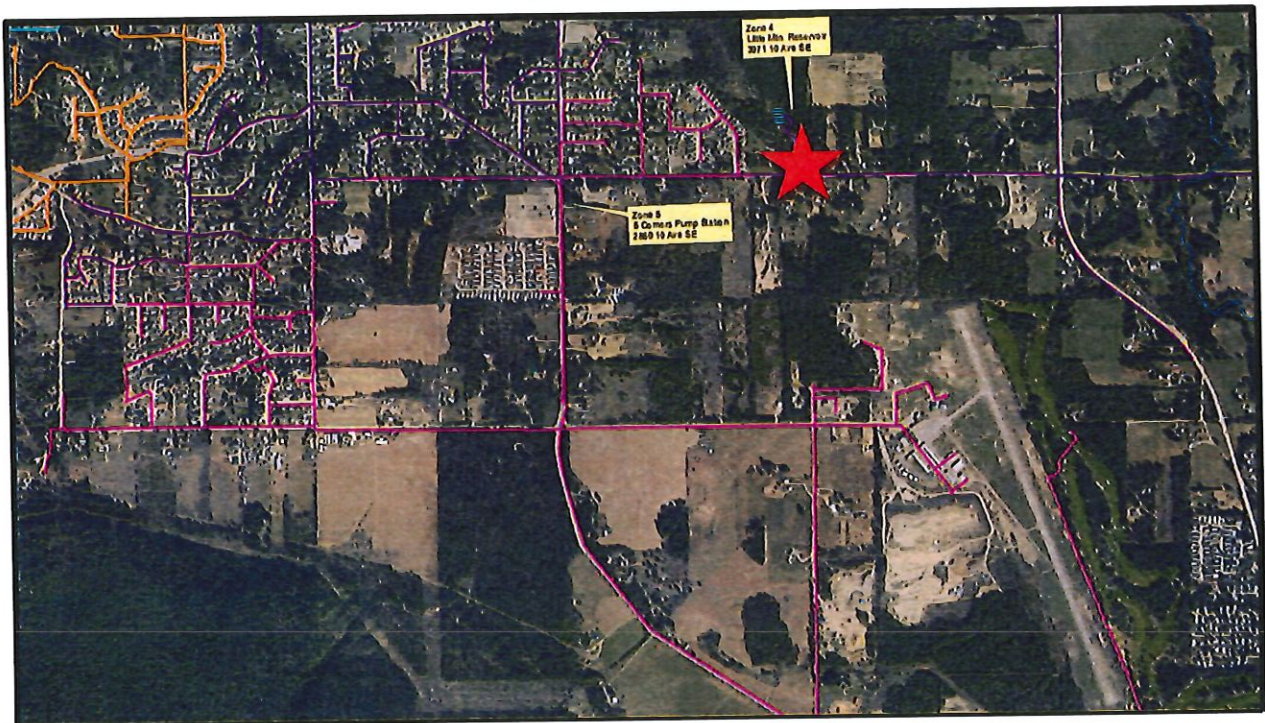


Erin Jackson
Director of Corporate
Services

CITY OF
SALMON ARM
 Public Notice

Pursuant to Section 180 of the Community Charter, approval of the electors is required before Council can adopt a Loan Authorization Bylaw. In accordance with Section 84, Council has authorized staff to undertake an Alternative Approval Process as the means for determining whether the public is in support of borrowing for the following vital project, which aligns with the City of Salmon Arm's Corporate Strategic Plan and the provision of essential core services.

Replacement Zone 5 Booster Station
\$2,298,000.00



The Zone 5 Booster Station feeds into the Zone 5 reservoir providing water to large portions of the SE quadrant of the City including the Industrial Park. The existing booster station has exceeded its useful life and the existing reservoir is incapable of providing volumes required for four (4) hour fire flows. Upgrades to the booster station include pumps capable of providing domestic and fire flows without necessary reliance on the reservoir volumes. Through the Asset Management Risk Evaluation process for 2021, the Zone 5 Booster Station was revised from "High" to a "Very High" risk due to increased development in the lower SE quadrant putting further usage pressure on the system.

The total project cost is estimated at \$2,523,000.00 of which \$225,000.00 is proposed to be funded from the Water Development Cost Charge Reserve Fund. The City proposes to borrow the remaining project funding of \$2,298,000.00. The repayment is projected at \$121,335.00 annually financed over thirty (30) years at an estimated interest rate of 2.91%. The proposed borrowing will not result in a frontage tax increase and can be funded from existing water utility revenues.

CITY OF SALMON ARM

BYLAW NO. 4502**A bylaw to authorize the borrowing for the purpose of a capital nature**

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

WHEREAS it is deemed desirable and expedient to design and construct the replacement of the Zone 5 Booster Station;

AND WHEREAS the amount to be borrowed to construct such improvements and to do all things necessary in connection herewith is the sum of \$2,298,000.00 which is the amount of debt intended to be created by this bylaw;

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

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

AND WHEREAS the electors within the boundaries of the City of Salmon Arm were notified, under the alternative approval process, pursuant to Section 86 of the Community Charter, that Council intends to borrow to undertake the construction of the replacement Zone 5 Booster Station and do all things necessary in connection herewith;

AND WHEREAS the Council has been advised through a report prepared by the Corporate Officer that elector responses submitted by the electors within the boundaries of the City of Salmon Arm, requesting Council not to proceed with the borrowing to construct the replacement Zone 5 Booster Station unless it is approved by assent of the electors are insufficient;

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

1. The Council of the City of Salmon Arm is hereby authorized and empowered to undertake and carry out or cause to be carried out the borrowing for the construction of the replacement Zone 5 Booster Station and do all things necessary in connection herewith and without limiting the generality of the foregoing:
 - a) To borrow upon the credit of the Municipality a sum not exceeding \$2,298,000.00 and the maximum term for the debentures to be borrowed hereunder is thirty (30) years.

b) To acquire all such property, easements, rights-of-way, licences, rights or authorities as may be requisite or desirable for or in connection with the construction of the replacement Zone 5 Booster Station.

2. This bylaw may be cited as "City of Salmon Arm Zone 5 Booster Station Loan Authorization Bylaw No. 4502"

READ A FIRST TIME THIS DAY OF 2022

READ A SECOND TIME THIS DAY OF 2022

READ A THIRD TIME THIS DAY OF 2022

APPROVED BY THE INSPECTOR PURSUANT TO SECTION 179 OF THE COMMUNITY

CHARTER THIS DAY OF 2022

ADOPTED BY COUNCIL THIS DAY OF 2022

MAYOR

CORPORATE OFFICER

Item 11.1

CITY OF SALMON ARM

Date: February 14, 2022

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Revenue Anticipation Borrowing Bylaw No. 4495 be read a final time.

Vote Record

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

Opposed:

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



Date: January 18, 2022
To: Mayor Harrison and Members of Council
From: Chelsea Van de Cappelle, Chief Financial Officer
Subject: Revenue Anticipation Bylaw No. 4495

Recommendation

That Bylaw No. 4495 cited as the "City of Salmon Arm Revenue Anticipation Borrowing Bylaw No. 4495", be given 3 readings;

And that the Mayor and Corporate Officer be authorized to execute any applicable agreements to facilitate same.

Background

As per Section 177 of the Community Charter, a Council may, by bylaw, provide for the borrowing of money to meet current expenditures and to pay amounts required to meet the municipalities taxing obligations in relation to other local governments.

As the City's tax collection does not occur until July 4, 2022, it may be necessary to temporarily borrow funds to cover expenditures in the first six (6) months of 2022.

The aforementioned bylaw provides the City with the authority to undertake such borrowings, should they be necessary.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "C. Van de Cappelle", written over a horizontal line.

Chelsea Van de Cappelle, CPA

CITY OF SALMON ARM**BYLAW NO. 4495****A bylaw to provide for the borrowing of money in anticipation of revenue required to meet current lawful expenditures of the municipality in 2022**

WHEREAS the Council of the City of Salmon Arm may, by bylaw, in accordance with Section 177 of the Community Charter, without assent of the electors or the approval of the Inspector of Municipalities, provide for the borrowing of money as may be necessary to meet current lawful expenditures of the municipality and to pay amounts required to meet the municipality's taxing obligations in relation to another local government or other public body;

AND WHEREAS the debt outstanding shall not exceed, at any time, the sum of the unpaid taxes for all purposes imposed during the current year and the money remaining due from other governments;

AND WHEREAS prior to the adoption of the Annual Property Tax Bylaw in any year, the taxes in that year are deemed to be 75% of all taxes imposed for all purposes in the preceding year;

AND WHEREAS the whole amount of taxes imposed in the immediate preceding year was \$35,323,109.06;

AND WHEREAS the sum of unpaid current taxes for all purposes imposed during the current year and the money remaining due from Other Governments totals \$26,492,331.80;

AND WHEREAS in order to meet the current lawful expenditures of the municipality it may be necessary to borrow up to the sum of \$1,000,000.00;

AND WHEREAS there are no liabilities outstanding under Section 177;

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

1. The Council shall be and is hereby empowered and authorized to borrow upon the credit of the municipality an amount or amounts not exceeding the sum of One Million Dollars (\$1,000,000.00).
2. The form of obligation to be given as acknowledgement of the liability shall be a promissory note or notes bearing the corporate seal and signed by the Mayor and Treasurer.

- CORPORATE OFFICER

Item 12.1

INFORMATIONAL CORRESPONDENCE - FEBRUARY 14, 2022

1.	Building Department – Building Statistics – January 2022	N
2.	Building Department – Building Permits – Yearly Statistics	N
3.	J. Piot – email dated January 27, 2022 - signage	R
4.	J. Hanna – letter dated February 1, 2022 – Second museum for Salmon Arm	R
5.	J. Broadwell, Manager, Downtown Salmon Arm – letter dated January 25, 2022 – Hudson Street Closure for Downtown Farmer's Market 2022 Season	A
6.	J. Broadwell, Manager, Downtown Salmon Arm – letter dated January 25, 2022 – Request to close Hudson Street for Salty Street Fest	A
7.	D. Podlubny, Director, Shuswap Association for Rowing and Paddling – letter dated January 31, 2022 – Purple-Air Sensor	A
8.	A. Varnes, Program Manager, Salmon Arm Arts Centre – email dated January 21, 2022 – Press Release: Wednesday on the Wharf 2022	N
9.	K. Leinweber and T. Peasgood, Directors, Salty Dog Enduro – email dated February 3, 2022 – 2022 Salty Dog Enduro	A
10.	L. Fitt, Manager, Salmon Arm Economic Development Society – email dated February 9, 2022 – Thank you and next steps	A
11.	S. Friesen, Public Engagement Coordinator, The Wellspring Foundation for Education – email dated January 21, 2022 – Lake2Lake Ride for Rwanda September 17 & 18, 2022	R
12.	S. Martens, Community & Indigenous Relations Manager, Fortis BC – email dated February 3, 2022 – Renewable Gas News Release	N
13.	Heritage BC – Heritage Week 2022	N
14.	B. Bedford, Executive Director, Local Government Infrastructure and Finance Branch, Ministry of Municipal Affairs – letter dated February 2, 2022 – Investing in Canada Infrastructure Program – Green Infrastructure – Climate Change Mitigation – <u>CleanBC Communities Fund Intake 3 Open for Applications</u>	A
15.	Communications BC – email dated February 4, 2022 - Health Canada : Test your home for Radon	N
16.	Z. Wells, Community Relationship Specialist BC/Yukon Heart & Stroke – email dated February 4, 2022 – Impact Report Feb 2022	N
17.	T. Barker, District of Stewart – email dated January 28, 2022 – BC Wildfires Petition – Letter of Support	N
18.	L. Baird, Mayor, Village of Cumberland – letter dated January 28, 2022 – Private Members Bill C-216 Health-Based Approach to the Substance Use Act	N
19.	L. Help, Mayor, City of Victoria – letter dated February 2, 2022 – Quebec's Bill 21 – An Act respecting the laicity of the State	N

N = No Action Required
A = Action Requested

S = Staff has Responded
R = Response Required

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Item 12.2

CITY OF SALMON ARM

Date: February 14, 2022

L. Fitt, Manager, Salmon Arm Economic Development Society
- letter dated February 2, 2022 – MRDT Wayfinding Signage Project

Vote Record

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

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

February 2, 2022

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

Dear Mayor Harrison and Council,

Salmon Arm Economic Development Society (SAEDS) has been working with City staff and community partner organizations to finalize the details of the MRDT Wayfinding Signage Project. Phase 1 of this project consists of 23 vehicle directional signs, 9 destination location (park entrance) signs and the 4 downtown pedestrian/bike wayfinding pillars. The vehicle directional signs have now been fabricated and installation is in progress. The next step in this project is the final design, fabrication and installation of the destination location signs and the downtown pillars.

The MRDT Wayfinding Signage Project is focussed on visitor services, with the goal of supporting the resiliency and rejuvenation of Salmon Arm's tourism sector by increasing our capacity to welcome visitors and improve our visitors' experience. The destination location signs and pillar signs present a unique opportunity to incorporate a Secwepemc welcome to recognize the history, cultural heritage and highly-valued presence of our First Nations communities. SAEDS recognizes the inclusion of a traditional welcome would have to be determined in consultation with, and under the direction of, our area First Nation Bands.

A placeholder has been included in the preliminary design of both the destination location and pillar signs for a Secwepemc welcome, should this move forward. As these signs represent a partnership project between SAEDS and the City and will be positioned on City owned lands, we will await direction from Council on the preferred next steps; however, SAEDS would look forward to the opportunity to work collaboratively with City staff to consult with our area Bands. The signs are an important addition to our City's visitor services and we are excited to see this project moving forward.

Sincerely,



Lana Fitt

Salmon Arm Economic Development Society

Item 13.1

CITY OF SALMON ARM

Date: February 14, 2022

The following Motion was released from the In-Camera Council Meeting of January 24, 2022:

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: the Mayor and Corporate Officer be authorized to execute the Marina Lease, Sub-Lease and Operation Agreement with Sea Dog Rentals Inc. for a three year term, with a two year option to renew, effective April 1, 2022, subject to approval by the Ministry of Forests, Lands and Natural Resource Operations and Community Charter advertising requirements;

AND THAT: the lease fee be \$40,000.00 for 2022, 2023 and 2024.

CARRIED UNANIMOUSLY

Vote Record

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

Opposed:

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

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Item 22.1

CITY OF SALMON ARM

Date: February 14, 2022

Moved: Councillor

Seconded: Councillor

THAT: Development Variance Permit No. VP-542 be authorized for issuance for Lot 4, Section 24, Township 20, Range 10, W6M, KDYD, Plan 1500 Except Plan 1948 to vary Section 4.0 (Works and Services Requirements) of Subdivision and Development Servicing Bylaw No. 4163 as follows:

1. Waive the requirement to install frontage works along the proposed new parcel (Proposed Lot 1) in exchange for a cash-in-lieu payment; and
2. Defer the requirement to install frontage works along the proposed remainder parcel until time of future subdivision;

AND THAT: Council support the motion subject to:

1. Receipt of a cash-in-lieu payment for the extension of the 25 Street NE water main to the south parcel boundary; and
2. Registration of a Land Title Act Section 219 Covenant stipulating no further development or subdivision of the proposed remainder parcel until fully serviced to City Bylaw standards.

[Cockrill, E. & Weed, J./Gentech Engineering Inc.; 2391 26 Avenue NE; Servicing requirements]

Vote Record

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

Opposed:

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

CITY OF SALMON ARM

TO: His Worship Mayor Harrison and Members of Council

DATE: January 31, 2022

SUBJECT: Development Variance Permit Application No. VP-542 (Servicing)
Legal: Lot 4, Section 24, Township 20, Range 10, W6M, KDYD, Plan 1500 Except Plan 1948
Civic Address: 2391 – 26 Avenue NE
Owner: Cockrill, E. & Weed, J.
Agent: Gentech Engineering Inc.

MOTION FOR CONSIDERATION

THAT: Development Variance Permit No. VP-542 be authorized for issuance for Lot 4, Section 24, Township 20, Range 10, W6M, KDYD, Plan 1500 Except Plan 1948 to vary Section 4.0 (Works and Services Requirements) of Subdivision and Development Servicing Bylaw No. 4163 as follows:

1. Waive the requirement to install frontage works along the proposed new parcel (Proposed Lot 1) in exchange for a cash-in-lieu payment; and
2. Defer the requirement to install frontage works along the proposed remainder parcel until time of future subdivision.

AND THAT: Council support the Motion for Consideration subject to:

1. Receipt of a cash-in-lieu payment for the extension of the 25 Street NE water main to the south parcel boundary.
2. Registration of a Land Title Act - Section 219 covenant stipulating no further development or subdivision of the proposed remainder parcel until fully serviced to City Bylaw standards.

PROPOSAL

The owners submitted their Variance Application and a Subdivision application on October 15, 2021 to create one new residential parcel (Proposed Lot 1). The Proposed Lot 1 and the Remainder Parcel are highlighted in Appendix 4. This proposal triggers service and frontage upgrades along both the new and remaining parcels as required by Subdivision and Development Servicing (SDS) Bylaw No. 4163. The applicant has provided a concept for future subdivision for the large Remainder Parcel. The applicant has requested to provide a cash-in-lieu payment for the frontage upgrades related to Proposed Lot 1, and to defer the frontage upgrades for the Remainder until time of further subdivision.

BACKGROUND

The large subject parcel is located at 2391 – 26 Avenue NE (Appendix 1), in the Upper Lakeshore residential neighbourhood, largely comprised of R-1 and R-8 zoned parcels. The parcel is designated Low Density Residential in the City's Official Community Plan (OCP), and zoned Single Family Residential (R-1) in the Zoning Bylaw (Appendix 2 & 3).

The entire property is approximately 7 acres (27,000 square metres) in size and presently contains an existing single family dwelling. The applicant submitted a subdivision application (SUB-21.20) on October 15, 2021 for the creation of one new parcel (Appendix 4), including a future subdivision concept. The City's Preliminary Layout Review outlining the conditions required for subdivision approval was issued to the applicant on December 2, 2021. Site photos are attached (Appendix 5).

COMMENTS

Engineering Department

Detailed comments are attached as Appendix 6.

Building Department

No concerns.

Fire Department

No concerns.

Planning Department

The applicant is requesting variances to the Subdivision and Development Servicing Bylaw No. 4163 to accommodate a 2 lot subdivision and development permitted by zoning. Given the current parcel area, zoning regulations, and potential for future development, the parcel does not qualify for exemptions from the frontage and servicing upgrade requirements. The purpose behind these servicing requirements is to ensure that properties under development are connected to the expected municipal systems and to ensure that each system (water, sanitary and storm sewers, as well as street lighting and active transportation infrastructure) is extended to the boundary of an adjacent property to mitigate gaps in the systems. The larger the gap, the more expectation there is that the City and/or future developers should take on the financial burden of works and services to facilitate development, or that the City allow for some reduction in expected standards.

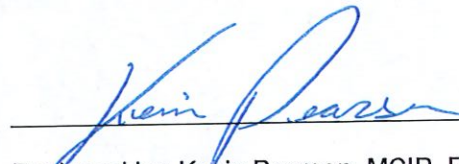
The applicant has offered cash-in-lieu in exchange for the works associated with the new parcel, and deferment of the remainder to time of future subdivision. While Engineering supports this request, noting the fire flow deficiencies in the area staff recommend Council support be subject to the inclusion of a cash-in-lieu payment for the extension of the 25 Street NE water main to the south parcel boundary.

The recommended registration of a Section 219 covenant restricting further building or subdivision of the Remainder Parcel until fully serviced to City Bylaw standards clarifies and ensures that full frontage improvements would be required if ever in the future that land were proposed to be developed further.

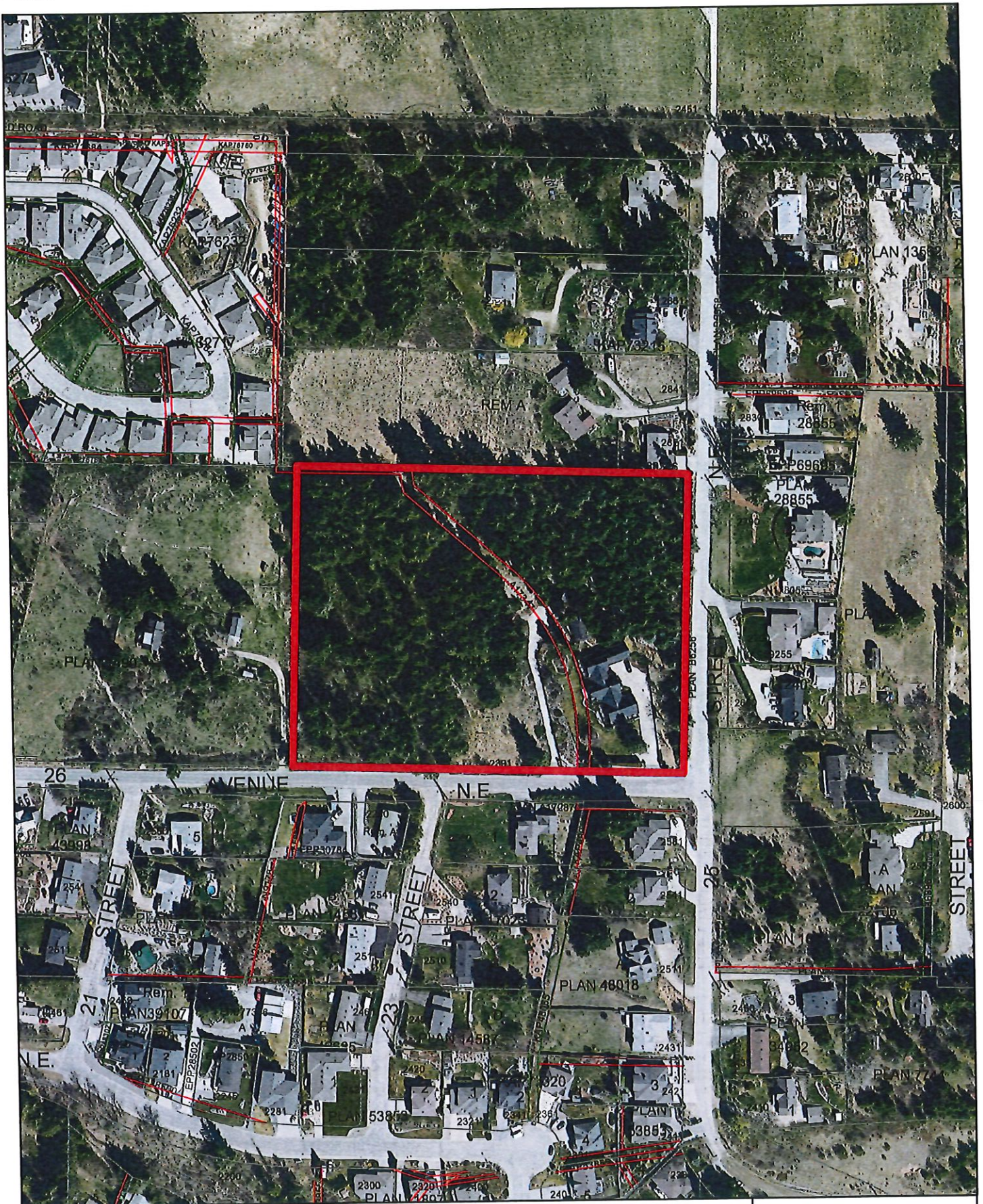
Staff recognize the rationale behind the requested variances given the scale and cost of the proposed development relative to the improvements required, as well as the opportunity to have the improvements completed with future development, and have thus provided Council with an option to consider in alignment with the recommendation of the Engineering Department.




Prepared by: Chris Larson, MCIP, RPP
Senior Planner

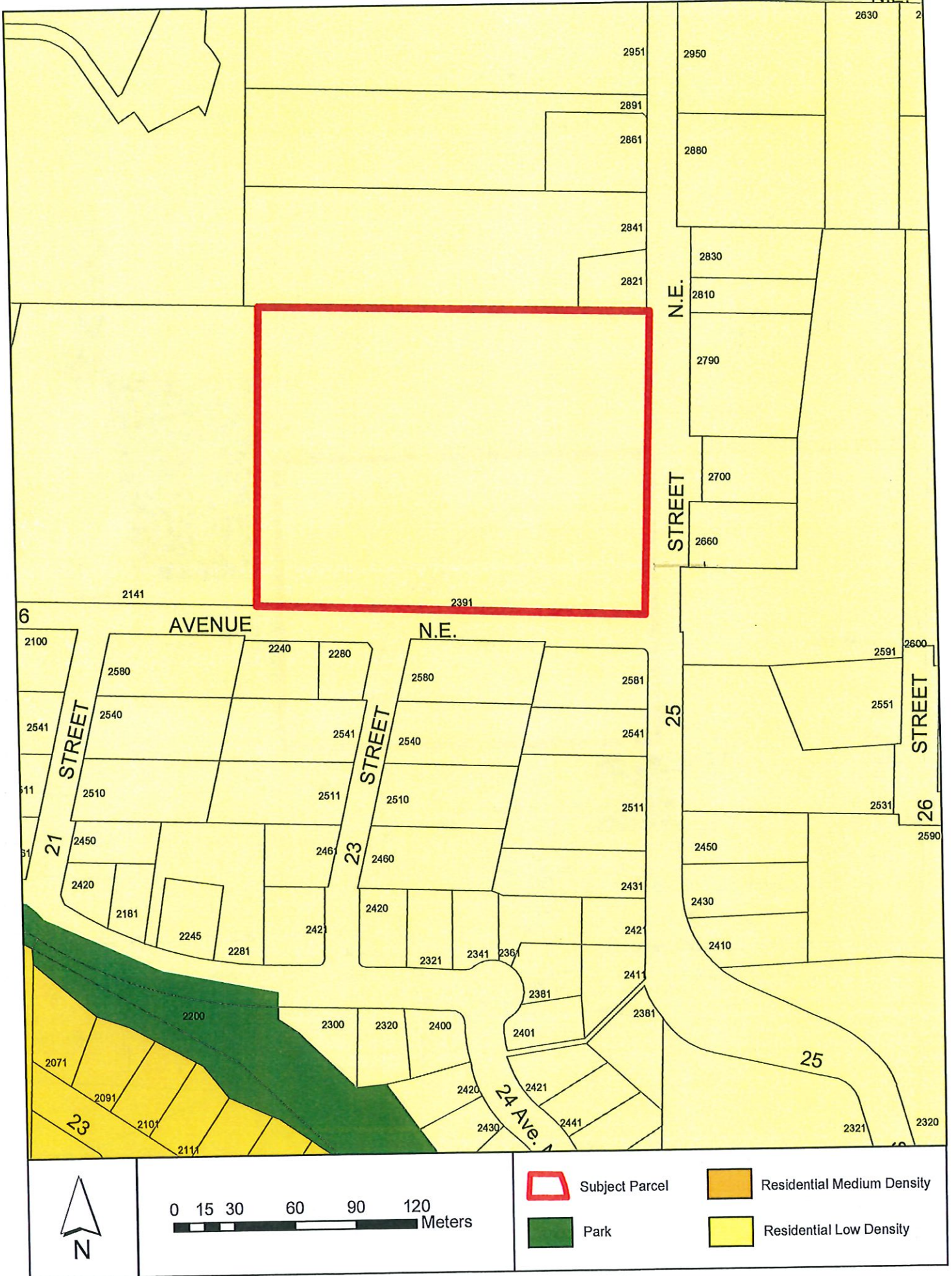


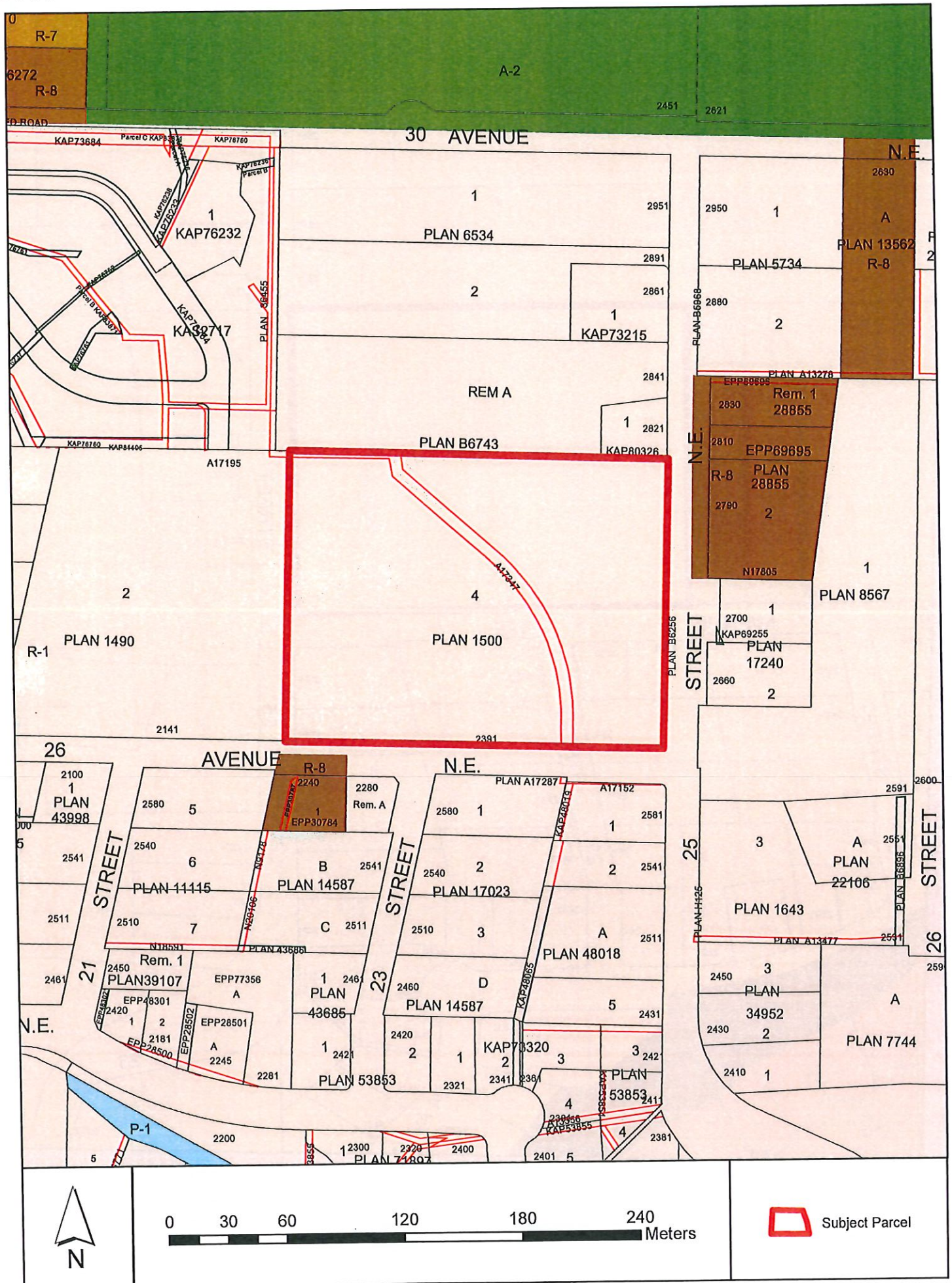
Reviewed by: Kevin Pearson, MCIP, RPP
Director of Development Services



0 30 60 120 180 240 Meters

 Subject Parcel





GENTECH ENGINEERING INC.

CIVIL ENGINEERING

P.O. Box 328
#3 - 551 TRANS-CANADA HIGHWAY
SALMON ARM, B.C. V1E 4N5

PH. (250) 832-7662
FAX (250) 832-7664
www.gentechengineering.com

October 13, 2021

JW13-1422

City of Salmon Arm
P.O. Box 40
Salmon Arm, BC
V1E 4N2

Attention: Kevin Pearson, MCIP, RPP
Director of Development Services

Re: 2391 26th Avenue NE Subdivision
Variance Application

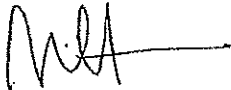
This letter is in support of the rationale of why the owner is applying for a variance for the above noted project.

The owners, Jim Weed and Elaine Cockrik, are getting older and would like to downsize their living quarters. They have reviewed numerous properties in Salmon Arm and can not find what they are looking for. They are proposing to subdivide a lot off of their existing property. This lot would be in compliance with their ideas of a future subdivision.

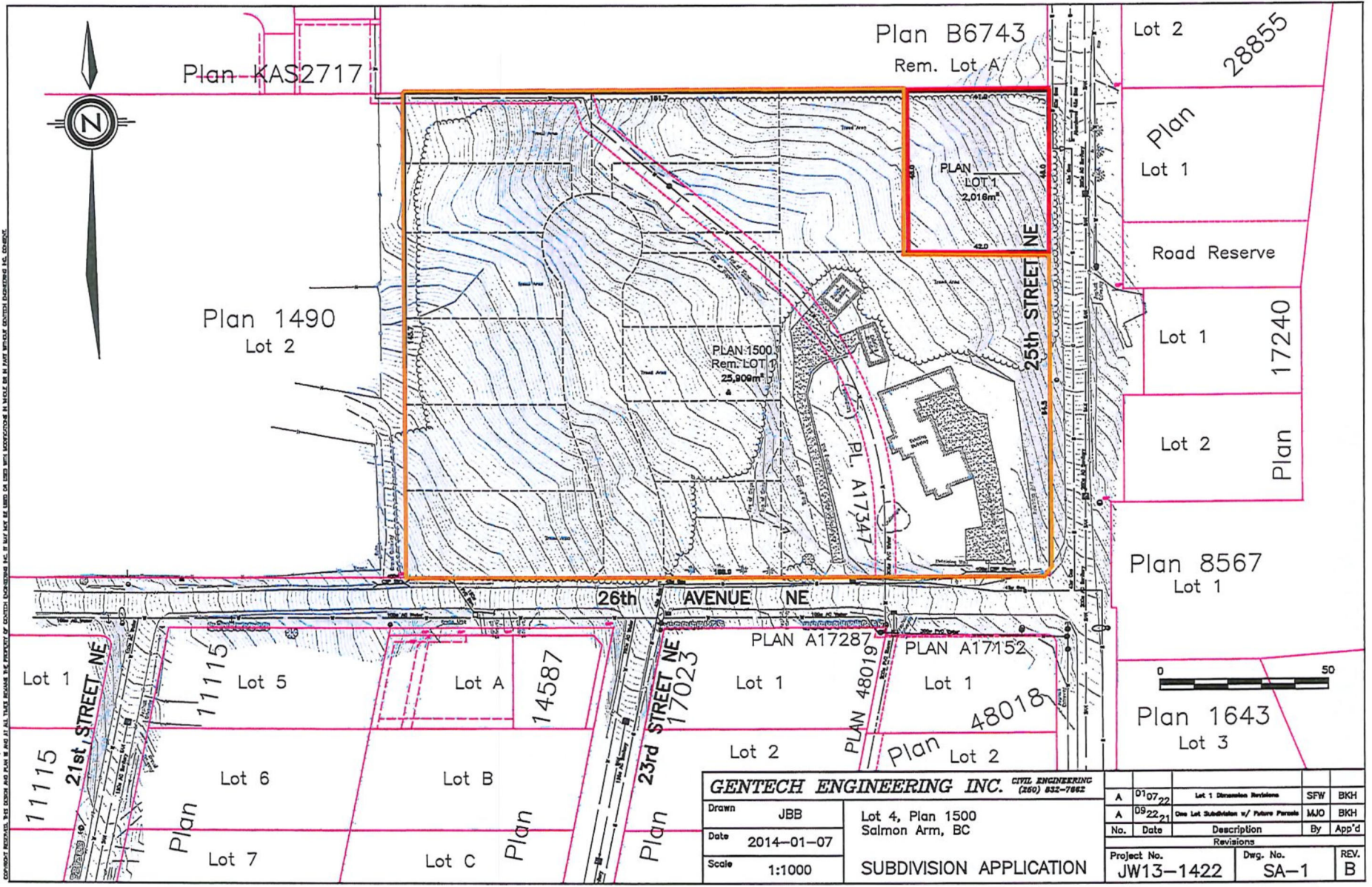
The City of Salmon Arm Subdivision & Development Servicing Bylaw No. 4163, Section 3.0 Design Requirements, requires the owner to upgrade the frontage of the property to centreline of the adjacent road. The owner is willing to provide a cash in lieu fee for the frontage of the new proposed lot. The remaining frontage would be upgraded when the future subdivision was to proceed in the near future.

We are hoping the city staff can support this option.

Yours truly,



Brian Hillson, PLEng.



GENTECH ENGINEERING INC. CIVIL ENGINEERING
(250) 832-7862

Drawn	JBB	Lot 4, Plan 1500 Salmon Arm, BC
Date	2014-01-07	
Scale	1:1000	

SUBDIVISION APPLICATION

A	010722	Lot 1 Dimension Revisions	SFW	BKH
	092221	One Lot Subdivision w/ Future Parcel	MJD	BKH
No.	Date	Description	By	App'd
Revisions				
Project No.		Dwg. No.	REV.	
JW13-1422		SA-1	B	



View to the northwest from 25 Street NE.



View southwest along 25 Street NE.



*Memorandum from the
Engineering and Public
Works Department*

TO: Kevin Pearson, Director of Development Services
DATE: 10 November, 2021
PREPARED BY: Chris Moore, Engineering Assistant
OWNER: J. Weed & E. Cockrill
APPLICANT: **Gentech Engineering Inc.**
SUBJECT: **SUBDIVISION FILE NO. SUB-21.20 &
VARIANCE PERMIT APPLICATION FILE NO. VP-542**
LEGAL: Lot 4, Section 24, Township 20, Range 10, WGM, KDYD, Plan 1500
Except Plan 1948
CIVIC: **2391 – 26 Ave NE**

Further to your referral dated October 22, 2021, 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 underground 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 will 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.

SUBDIVISION FILE NO. SUB-21.20 & VARIANCE PERMIT APPLICATION FILE NO. VP-542

10 November, 2021

Page 2

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9. For the on-site development, prior to commencement the applicant will be required to submit to the City for review and approval detailed engineering plans in accordance with the requirements of the Subdivision and Development Servicing bylaw 4163. These plans must be prepared by a qualified professional engineer. As a condition of final subdivision approval, the applicant will be required to deposit with the City for a period of 1 year, funds equaling 10% of the estimated cost for all works that are to be transferred to the City.
 10. For the off-site improvements at the time of subdivision the applicant will be required to submit for City review and approval detailed engineered plans for all off-site construction work. These plans must be prepared by a qualified engineer. As a condition of 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.

Roads / Access:

1. 25 Street NE, on the subject property's eastern boundary, is designated as an Urban Local Road standard, requiring 20.0m road dedication (10.0m on either side of road centerline). Available records indicate that no additional road dedication is required (to be confirmed by a BCLS).
2. 25 Street NE is currently constructed to an Interim Rural Paved Road standard. Upgrading to an Urban Local Road standard is required, in accordance with Specification Drawing No. RD-2. Upgrading may include, but is not limited to, road widening and construction, curb & gutter, sidewalk, boulevard construction, street lighting, fire hydrants, street drainage and hydro and telecommunications. Owner / Developer is responsible for all associated costs.
3. 26 Avenue NE, on the subject property's southern boundary, is designated as an Urban Local Road standard, requiring 20.0m road dedication (10.0m on either side of road centerline). Available records indicate that 2.38m of additional road dedication is required (to be confirmed by a BCLS).
4. 26 Avenue NE is currently constructed to an Interim Rural Paved Road standard. Upgrading to an Urban Local Road standard is required, in accordance with Specification Drawing No. RD-2. Upgrading may include, but is not limited to, road widening and construction, curb & gutter, sidewalk, boulevard construction, street lighting, fire hydrants, street drainage and hydro and telecommunications. Owner / Developer is responsible for all associated costs.
5. Owner / Developer is responsible for ensuring all boulevards and driveways are graded at 2.0% towards the existing roadway.
6. A 20m wide Road Reserve is required from 26 Avenue NE at the intersection with 23 Street NE to the northern property line for future potential development of the properties to the north.
7. A 3.0m by 3.0m corner cut is required to be dedicated at the intersection of 26 Avenue NE and 25 Street NE.

SUBDIVISION FILE NO. SUB-21.20 & VARIANCE PERMIT APPLICATION FILE NO. VP-542

10 November, 2021

Page 3

Water:

1. The subject property fronts a 100mm diameter Zone 2 watermain on 26 Avenue NE, partially fronts a 100mm diameter Zone 3 watermain on 25 Street NE and a 300mm diameter Zone 2 watermain in a right of way (ROW) crosses the subject property. Upgrading the 100mm diameter watermain to 150mm diameter across the frontage of the property is required, additionally extension of the 150mm Zone 3 watermain on 25 Street to 26 Avenue NE is required.
2. An additional 3m right of way is required for the watermain running along the northern property line (total width 6m).
3. During future subdivision of the remainder lot, the 300mm diameter Zone 2 watermain is to be relocated to within the proposed 23 Street NE.
4. The existing lot is to be serviced by a single metered water service connection (as per Specification Drawing No. W-10), adequately sized to satisfy the proposed use. Water meter will be supplied by the City at the time of subdivision, at the Owner / Developer's cost.
5. Records indicate that the existing property is serviced by a 19mm service from the Zone 2 watermain. Due to the size and / or age of the existing service, upgrading to a new metered service (minimum 25mm) will be required. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.
6. The proposed parcel is to be serviced by a single metered water service connection (as per Specification Drawing No. W-10), adequately sized to satisfy the proposed use (minimum 25mm). Water meter will be supplied by the City at the time of building permit, at the Owner / Developer's cost. Owner / Developer is responsible for all associated costs.
7. The subject property is located within an area of identified fire flow deficiency, according to the 2011 Water Study (OD&K 2012). However, Hydrant 0472 was flowed in 2018 and acceptable flows were achieved, therefore no further upgrades are required to provide fire flows in accordance with the requirements of the Subdivision and Development Servicing Bylaw No 4163.
8. Fire protection requirements to be confirmed with the Building Department and Fire Department.
9. Fire hydrant installation will be required. Owners consulting Engineer shall review the site to ensure placement of fire hydrants meet the low density spacing requirements of 150 meters.

SUBDIVISION FILE NO. SUB-21.20 & VARIANCE PERMIT APPLICATION FILE NO. VP-542

10 November, 2021

Page 4

Sanitary:

1. The subject property fronts a 200mm diameter sanitary sewer on 25 Street NE and a 150mm diameter sanitary sewer terminates at the intersection of 23 Street NE and 26 Avenue NE on the subject property's southern boundary. Extension of a sanitary sewer to and along the frontage on 26 Avenue is not required at this time as the remainder lot is serviced and there are no other benefitting properties. No further upgrades are required at this time.
2. The remainder and proposed parcel(s) are each to be serviced by a single sanitary service connection adequately sized (minimum 100mm diameter) to satisfy the servicing requirements of the development. Owner / Developer is responsible for all associated costs.
1. Records indicate that the existing property is serviced by a 100mm service from the sanitary sewer on 26 Avenue NE. All existing inadequate/unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

Drainage:

1. The subject property does not currently front onto a City storm sewer
2. Records indicate that the existing property is not currently serviced by a storm service. All existing inadequate/unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.
3. An Integrated Stormwater Management Plan (ISMP) conforming to the requirements of the Subdivision and Development Servicing Bylaw No. 4163, Schedule B, Part 1, Section 7 shall be provided.
4. Where onsite disposal of stormwater is recommended by the ISMP, an "Alternative Stormwater System" shall be provided in accordance with Section 7.2.
5. Where discharge into the Municipal Stormwater Collection System is recommended by the ISMP, this shall be in accordance with Section 7.3. The proposed parcel(s) shall be serviced (each) by a single storm service connection adequately sized (minimum 150mm) to satisfy the servicing requirements of the development. Owner / Developer's engineer may be required to prove that there is sufficient downstream capacity within the existing City Storm System to receive the proposed discharge from the development.
6. Extension of the City Storm system to and along the frontages of the subject property will be required to accommodate the required road drainage. Owner / Developer is responsible for all associated costs.

SUBDIVISION FILE NO. SUB-21.20 & VARIANCE PERMIT APPLICATION FILE NO. VP-542

10 November, 2021

Page 5

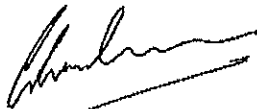
Geotechnical:

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.

Variance Request:

The applicant is requesting to pay a cash in lieu (CIL) payment for the frontage works on the proposed lot and to defer all upgrades associated with the remainder lot until time of future subdivision.

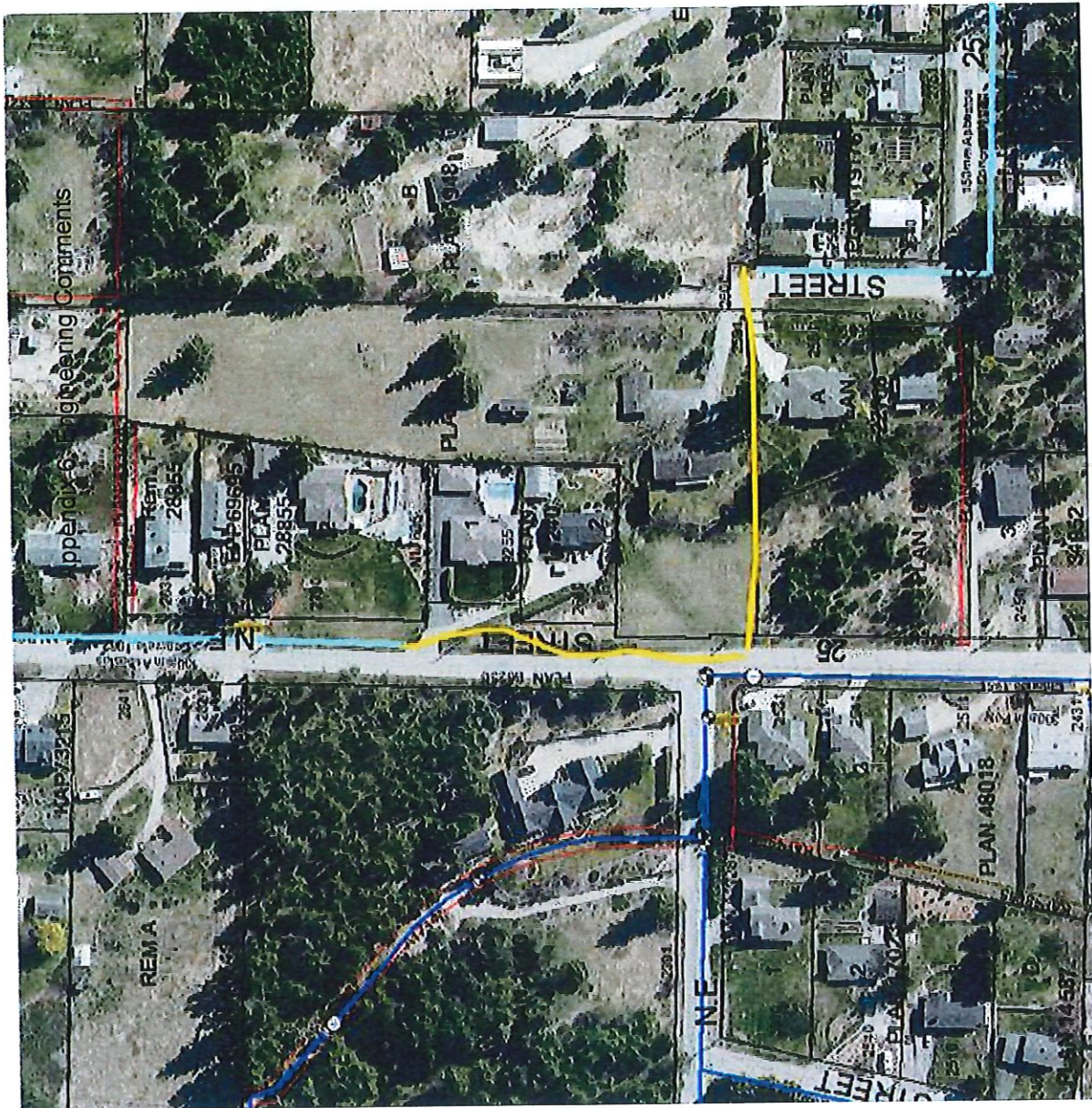
The Engineering Department supports the CIL payment on the proposed lot. Deferment of the frontage works on the remainder lot is also supported, with the exception of the extension of the watermain on 25 Street NE. **The Engineering Department recommends that Council require extension of the watermain on 25 Street NE to the southern property boundary through this subdivision as the looping of the Zone 3 watermain to address fire flow deficiencies is a priority for the City.** A cash-in-lieu payment would be taken at this time and the remainder of the watermain extension required to loop Zone 3 would be recommended as a future capital project and brought forward to Council.



Chris Moore
Engineering Assistant



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



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Item 22.2

CITY OF SALMON ARM

Date: February 14, 2022

Moved: Councillor

Seconded: Councillor

THAT: Development Variance Permit No. VP-546 be authorized for issuance for Lot 2, Section 25, Township 20, Range 10, W6M, KDYD, Plan 26407 to vary Zoning Bylaw No. 2303 as follows:

1. Section 6.7 – Maximum Parcel Coverage increase from 10% to 12% for all accessory buildings in order to facilitate construction of a detached carport.

[Brindley, T. & Schroers, P.; 3860 Lakeshore Road NE; Maximum parcel coverage]

Vote Record

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

Opposed:

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



To: His Worship Mayor Harrison and Members of Council

Date: January 31, 2022

Subject: Development Variance Permit Application No. VP-546 (Maximum parcel coverage)

Legal: Lot 2, Section 25, Township 20, Range 10, W6M, KDYD, Plan 26407
 Civic Address: 3860 Lakeshore Road NE
 Owner/Applicant: Brindley, T. & Schroers, P.

STAFF RECOMMENDATION

THAT: Development Variance Permit No. VP-546 be authorized for issuance for Lot 2, Section 25, Township 20, Range 10, W6M, KDYD, Plan 26407 to vary Zoning Bylaw No. 2303 as follows:

Section 6.7 - Maximum Parcel Coverage increase from 10% to 12% for all accessory buildings in order to facilitate construction of a detached carport.

PROPOSAL

The subject parcel is located at 3860 Lakeshore Road NE (Appendices 1 and 2). The proposal is to construct a new detached carport (Appendix 5). Due to the existing presence of other additional accessory buildings/structures also currently on the subject property, this proposal requires the maximum parcel coverage permitted to be increased from 10% to 12% for all accessory buildings.

BACKGROUND

The parcel is designated Low Density Residential (LR) in the City's Official Community Plan (OCP) and is zoned R1 (Single Family Residential) in the Zoning Bylaw (Appendices 3 and 4). The subject property is located between the Appleyard and Raven area/neighbourhoods, with frontage onto Lakeshore Road NE. This area largely consists of rural residential uses.

Land uses directly adjacent to the subject property include the following:

North: Single family dwelling with accessory building/structure	Zoned R1
South: Single family dwelling	Zoned R1
East: Single family dwelling with accessory building/structure	Zoned R1
West: Single family dwelling with accessory building/structure	Zoned R1

The property is 0.22 ac in area/size and currently contains a single family dwelling and accessory buildings/structures (i.e. a carport, garage/shop, and a shed). The single family dwelling was built first in approximately 2007. The property owner/applicant is proposing to construct a new 16' x 22' (352 ft²) detached carport on the property. Besides from Section 6.7 of the Zoning Bylaw, the proposed addition meets all other R1 – Single Family Residential Zone regulations.

Site photos are attached, as Appendix 6.

COMMENTSFire Department

No concerns.

FortisBC

Natural gas service alteration may be required before carport construction. Staff have advised that the applicant reach out to FortisBC well in advance.

Engineering Department

No concerns.

Building Department

No concern to increase parcel coverage from 10% to 12%.

Planning Department

Development Variance Permits are considered on a case-by-case basis, and in doing so, a number of factors are taken into consideration. These factors include site-specific conditions, such as lot configuration, negative impact to the general form and character of the surrounding neighbourhood and negative impact(s) on adjacent properties.

As described in the letter submitted by the owner/applicant (Appendix 7), the purpose of this variance is to construct a small low-profile post and beam carport to go over an existing paved parking spot. Presently, the existing percentage of all accessory buildings is approximately 8.7%, and with the addition of the new proposed carport, the percentage of land used by accessory buildings would then increase to approximately 12%. The height of the new proposed structure will stand at a height of 9'-8" measured from the high side of the roof. All neighbours are set back from this point and are at a higher elevation, thus the new structure will not block the view of either neighbour.

Originally, the owner/applicant had submitted a Variance Permit application that requested two different variances to Sections 6.7 and 6.11 of the Zoning Bylaw. The owner/applicant had also originally intended to reduce the front parcel line setback along Lakeshore Road NE from 6.0 m to 5.0 m in order to construct the carport. However, after receiving initial comments from other departments, planning staff advised the owner/applicant that there was room for the proposed building/structure to move closer to the existing single family dwelling in order to meet the minimum 6.0 m front parcel line setback and avoid an additional variance. The owner/applicant has been amenable to working with staff and has since provided staff with an updated application (which now also includes updated drawings, area calculation, and a letter), now only including the one variance request.

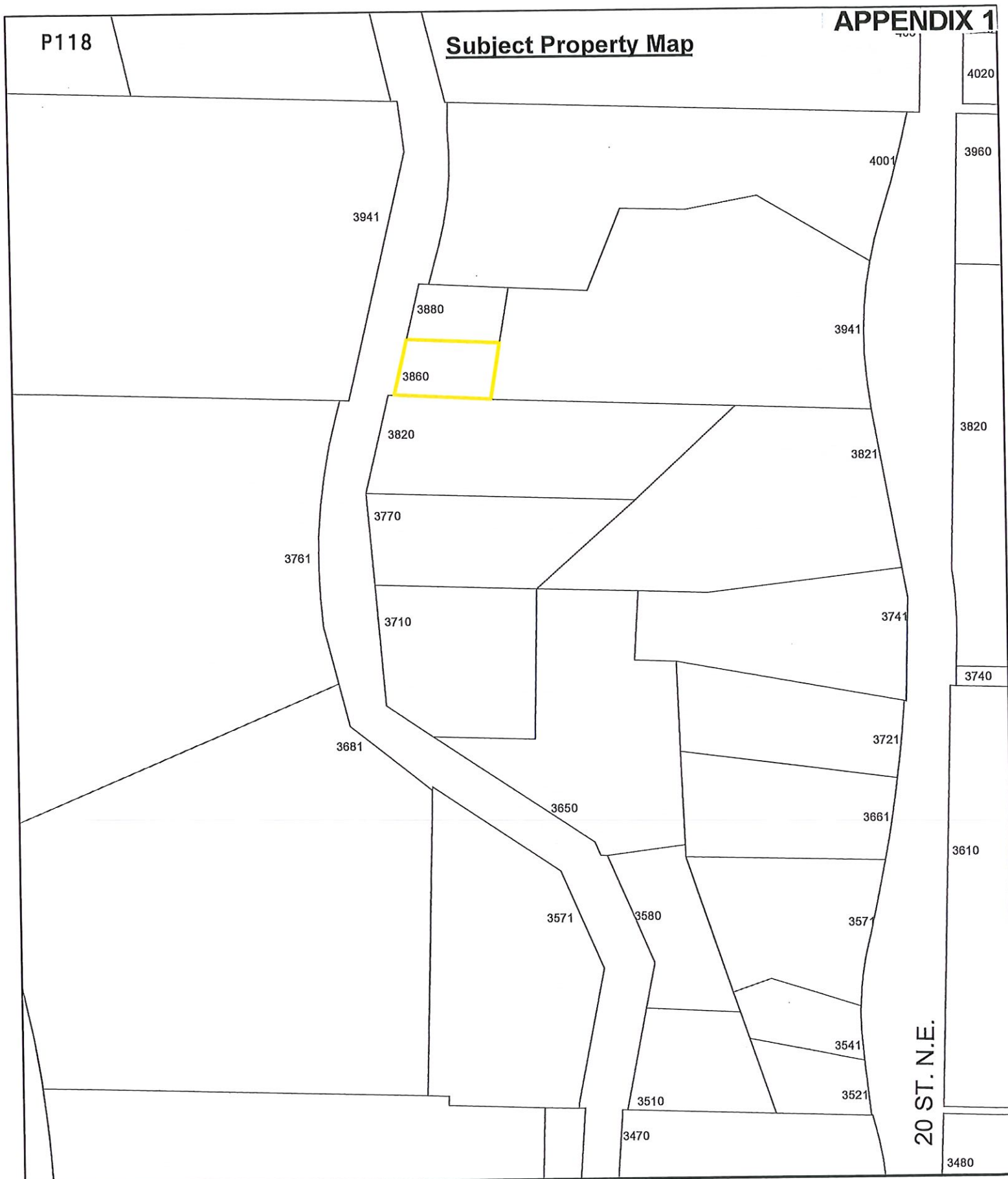
Since the maximum parcel coverage for all accessory buildings in an R8 zoned property may be increased to a maximum of 15% and this variance is requesting an increase to 12%, staff feel that this variance request is aligned with the City's residential policies, will not unreasonably or significantly affect the character of the parcel, and have no concerns with this application.


Prepared by: Evan Chorlton
Planner I
Reviewed by: Kevin Pearson, MCIP, RPP
Director of Development Services

P118

Subject Property Map

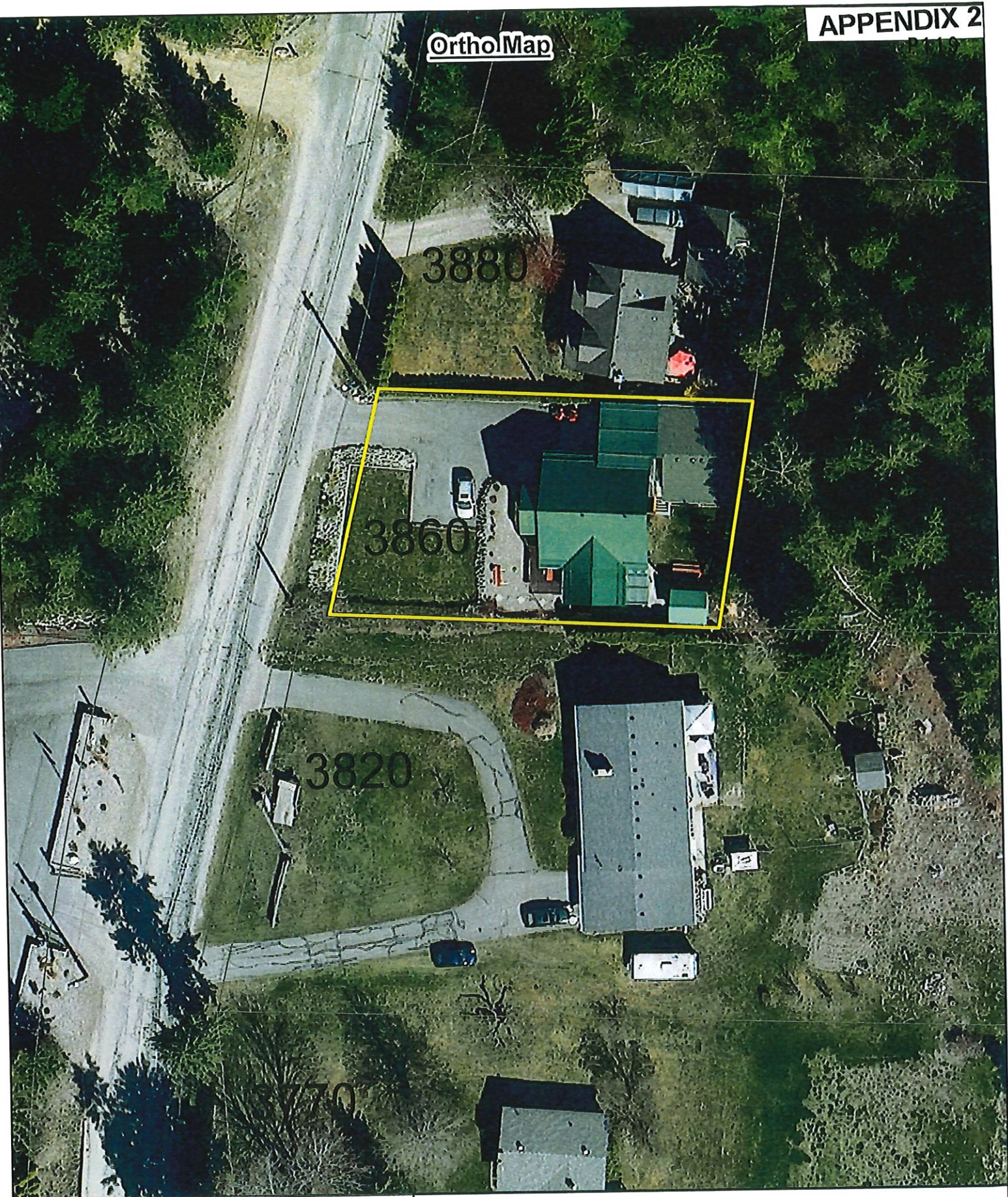
APPENDIX 1



0 10 20 40 60 80 Meters

 Subject Property
 Parcels

OrthoMap



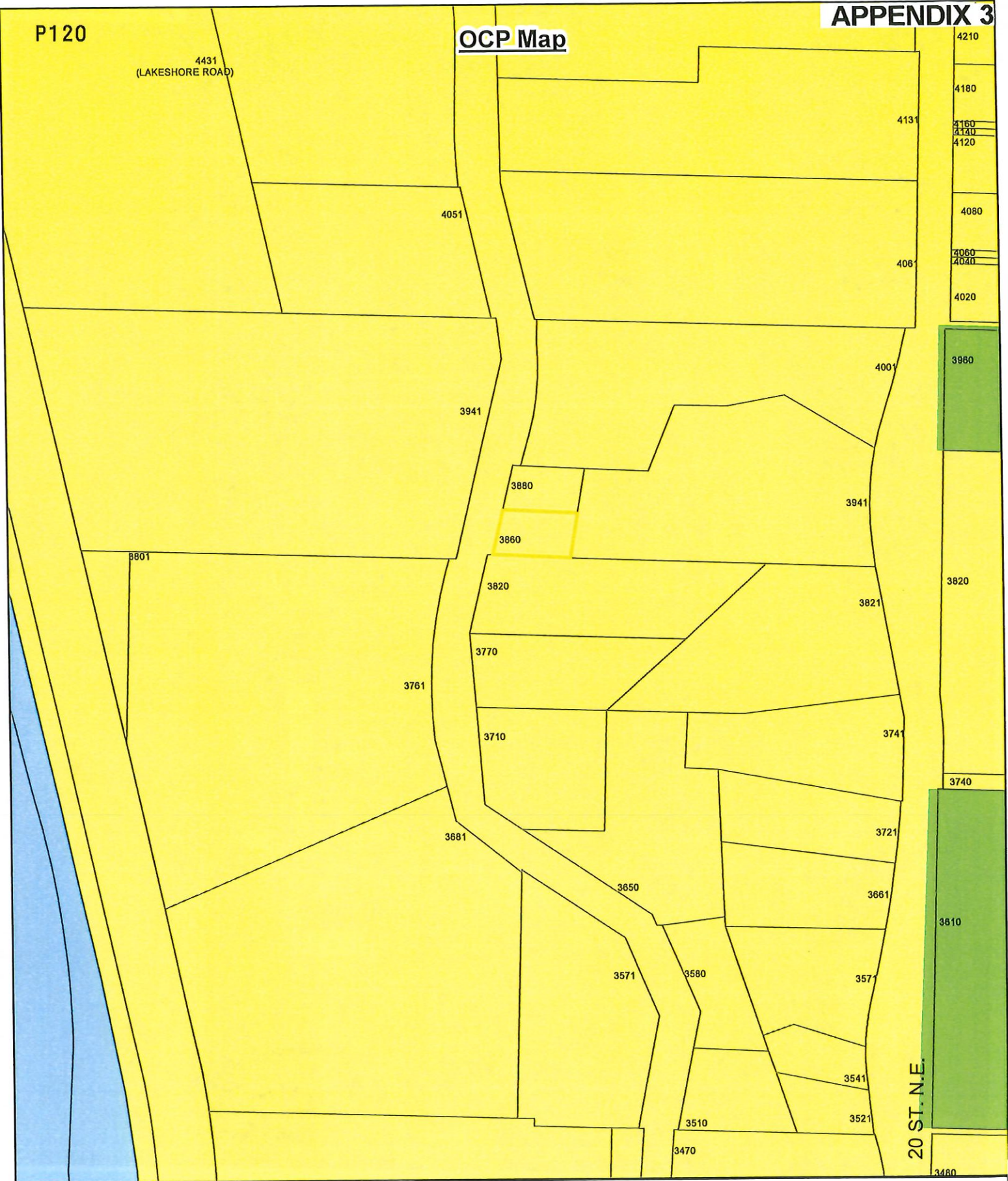
0 2.5 5 10 15 20 Meters

Subject Property
 Parcels

P120

OCP Map

4431
(LAKESHORE ROAD)



0 12.525 50 75 100
Meters

- Subject Property
- Parcels
- Environmentally Sensitive Lake Areas
- Acreage Reserve
- Residential - Low Density

Zoning Map

P12410

4431
(LAKESHORE ROAD)

4051

4131

4061

4001

3941

3880

3860

3941

3820

3821

3770

3761

3710

3741

3681

3721

3650

3661

3571

3580

3571

3541

3510

3521

3470

20 ST. N.E.

4180

4160
4140
4120

4080

4060
4040

4020

3960

3820

3740

3610

3480



0 12.525 50 75 100 Meters

Subject Property

Parcels

A-2

A-3

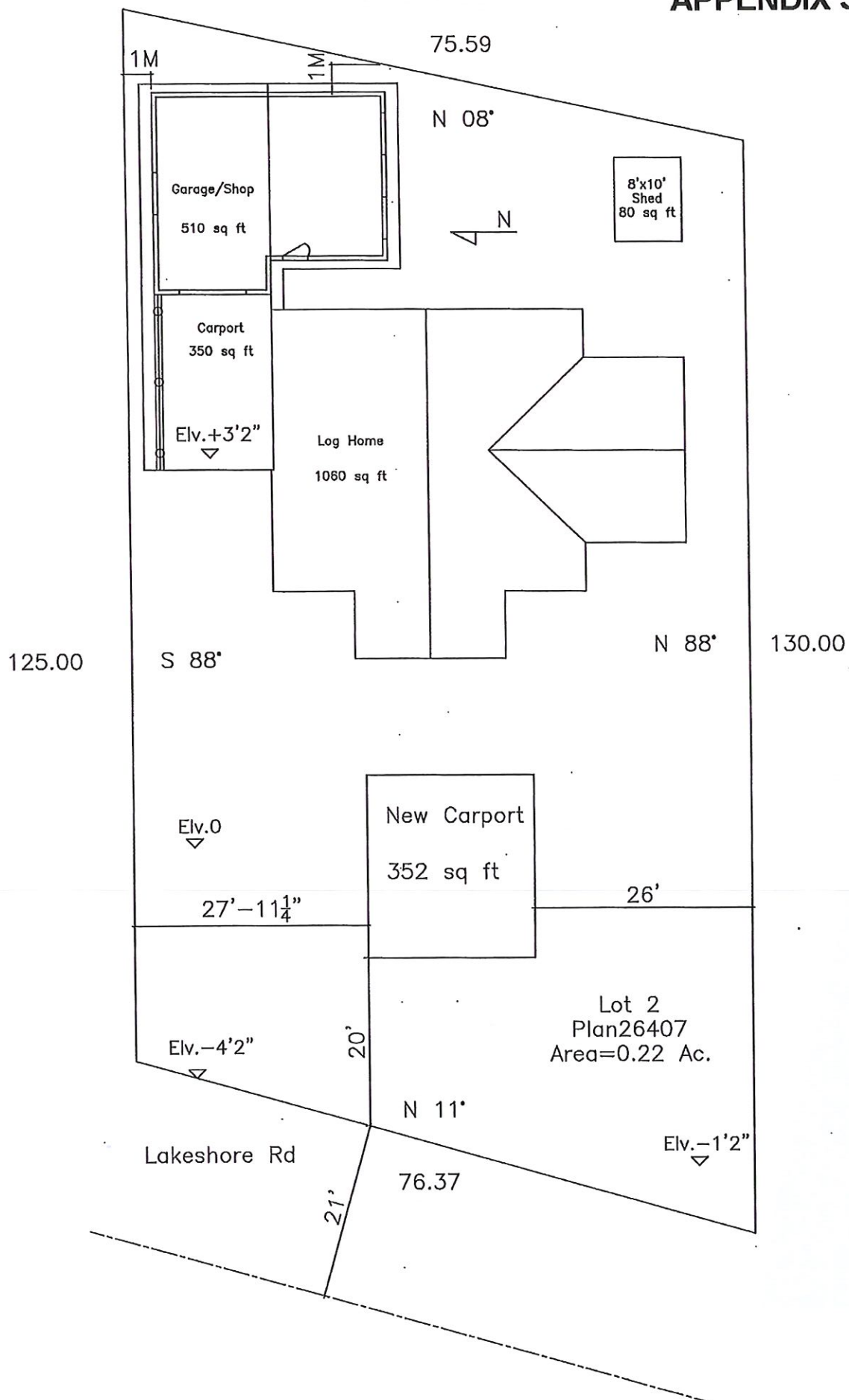
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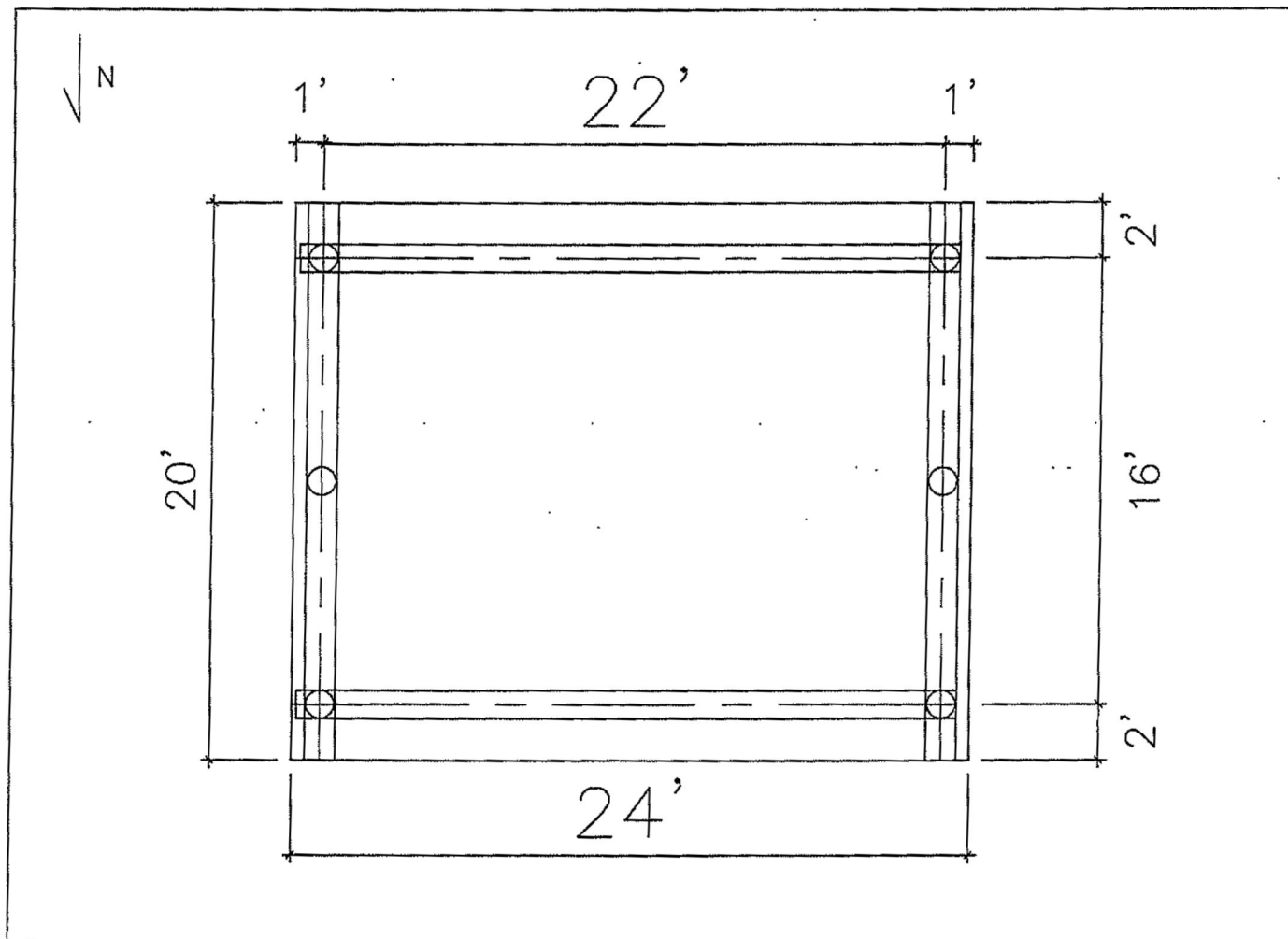
R-1

R-4

R-7

R-8

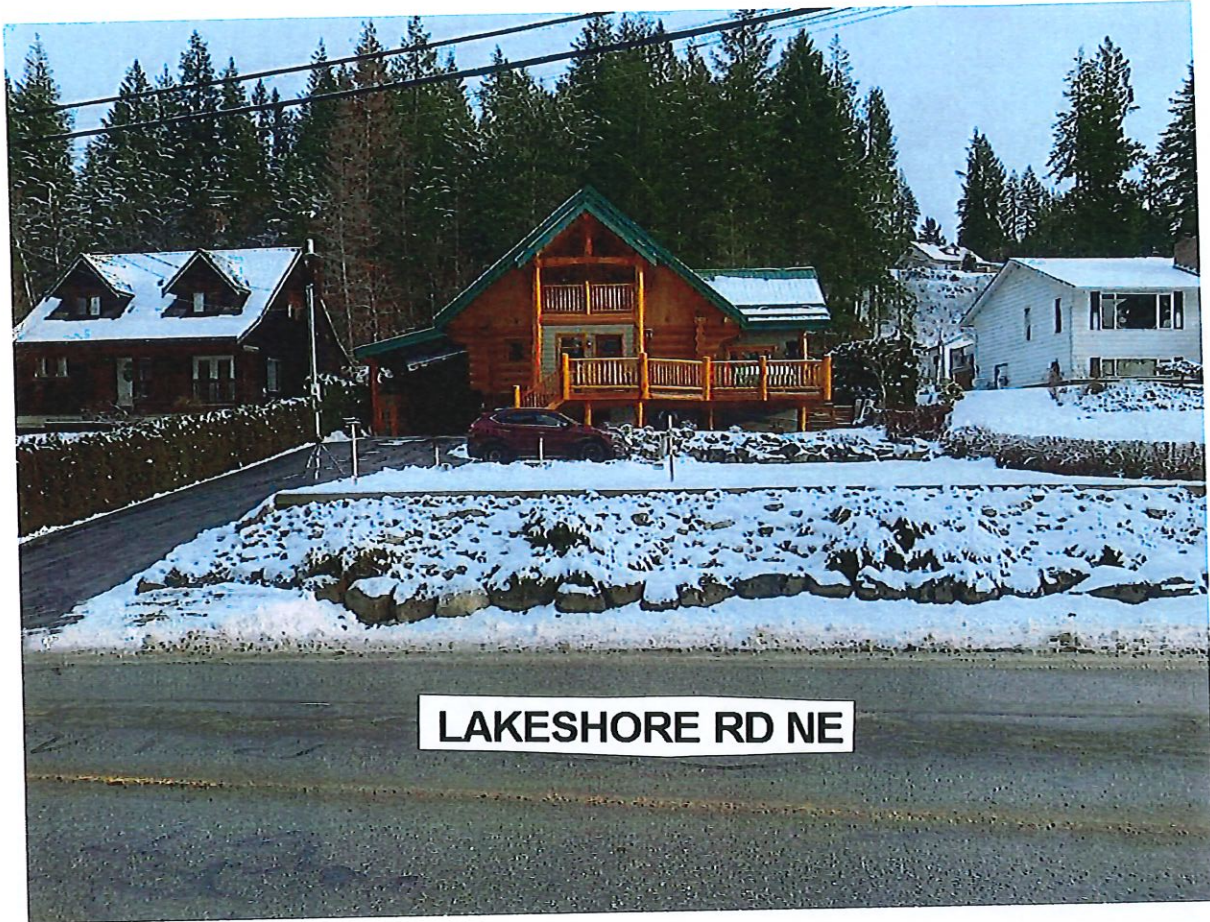




Jeryn Consulting PH: (250) 832-8888 jeryn@stouchoffog.com	
Terry Brindley Petra Schroers	
Project: Post and Beam Carport	
Lot: 00	Sec: 25
Plan: 26407	
Address: 3850 Lakeshore Rd NE Salmon Arm BC	
Scale: $\frac{1}{4}" = 1'-0"$	
Date: Oct 18, 2021	
Revisions & Notes - Building width narrowed by 2' to amend building location to buffer zone. January 18, 2022	
© COPYRIGHT 2021 Unauthorized reproduction or use of this drawing is strictly prohibited.	
Sheet: Floor Plan	
Page: 6 of 9	

Property / Building Square Footages and Percentages		
Area	Square Footage	Percentage of Square Feet
Total property sq ft	10,779	100
Log Home	1060	9.8
Garage/Shop	510	4.7
Carport	350	3.2
Shed	80	.74
Existing out buildings Total	940	8.7
New carport Shelter	352	3.3
Total of out buildings	1292	11.99
Total of all buildings	2352	21.82
<ul style="list-style-type: none"> All square footages are taken from outside of foundation and do not include the roof overhangs of the buildings. The log house has fairly large overhangs (5') to protect the log ends and structure. 		

APPENDIX 6



LAKESHORE RD NE





Variance for

Terry Brindley

Petra Schroers

APPENDIX 7

Jeryn Contracting

2700 65th Ave NE

Salmon Arm BC

V1E 2A9

To the Variance Board:

The purpose of the variance is for a small low-profile post and beam carport to go over an existing paved parking spot.

Issue of concern that requires a variance:

- The existing percentage of out buildings is at 8.7%. With the addition of the new carport the percentage of land used by out buildings will be 12%.

The height of the new structure would stand at a height of 9'8" at the high side of the roof. All neighbors are set back from this point and at a higher elevation. The new structure will not be a blockage of view to either neighbor.

Regards

Eryn Sutherland

Item 22.3

CITY OF SALMON ARM

Date: February 14, 2022

Moved: Councillor

Seconded: Councillor

THAT: Development Variance Permit No. VP-545 be authorized for issuance for Lot A, Section 14, Township 20, Range 10, W6M, KDYD, Plan 43112 to vary Zoning Bylaw No. 2303 as follows:

1. Section 21.9/Appendix I – Off Street Parking and Loading Spaces
– Table A1-1 – Reduce the number of required off-street parking spaces from 689 to 645.

[R.P. Johnson Construction Ltd.; 360 TCH SW; Off Street Parking and Loading Spaces]

Vote Record

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

Opposed:

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



To: His Worship Mayor Harrison and Members of Council

Date: January 31, 2022

Subject: Development Variance Permit Application No. VP-545 (Parking)

Legal: Lot A, Section 14, Township 20, Range 10, W6M, KDYD, Plan 43112
 Civic Address: 360 TCH SW
 Owner/Applicant: R.P. Johnson Construction Ltd.

STAFF RECOMMENDATION

THAT: Development Variance Permit No. VP-545 be authorized for issuance for Lot A, Section 14, Township 20, Range 10, W6M, KDYD, Plan 43112 to vary Zoning Bylaw No. 2303 as follows:

Section 21.9/Appendix I – Off Street Parking and Loading Spaces – Table A1-1 – Reduce the number of required off-street parking spaces from 689 to 645.

PROPOSAL

The subject parcel is located at 360 TCH SW (Appendices 1 and 2). The proposal is requesting a variance to Section 21.9/Appendix I of the Zoning Bylaw. This would decrease the number of required off-street parking spaces by 44 stalls (from 689 to 645 total stalls) in order to add a gardening/retail yard to the eventual Peavey Mart (Appendix 5).

BACKGROUND

The parcel is designated Commercial City Centre in the City's Official Community Plan (OCP) and is zoned C7 (Shopping Centre Commercial) in the Zoning Bylaw (Appendices 3 and 4). The subject property is located in the Downtown area, with frontage onto 3 Street SW, 3 Avenue SW, 5 Street SW, and the Trans Canada Highway. This area largely consists of commercial and institutional uses. Nearby uses include the group of retail stores that make up the Centenoka Park Mall (i.e. Staples, Brad's No Frills, BC Liquor Store, etc.) and the SASCU Indoor Memorial Sports Complex.

Land uses directly adjacent to the subject property include the following:

North:	Service commercial and fuel service station commercial uses	Zoned C3 and C4
South:	Park and recreation and service commercial uses	Zoned P1 and C3
East:	Town centre commercial uses	Zoned C2
West:	Service commercial uses	Zoned C3

The property is approximately 3.87 ha/9.57 ac (417,005 ft²) in size and currently contains the Centenoka Park Mall, BC Liquor Store, and Panago Pizza. The property owner/applicant is proposing a gardening/retail yard to go in place of the current existing parking to the east of the eventual Peavey Mart. Asides from Section 21.9/Appendix I of the Zoning Bylaw, this proposal meets all other C7 – Shopping Centre Commercial Zone regulations.

Site photos are attached, as Appendix 6.

COMMENTSFire Department

No concerns.

FortisBC

No issue with this proposal.

Engineering Department

No concerns.

Building Department

No concerns.

Planning Department

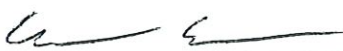
Development Variance Permits are considered on a case-by-case basis, and in doing so, a number of factors are taken into consideration when reviewing a request. These factors include site-specific conditions, such as lot configuration, negative impact to the general form and character of the surrounding neighbourhood and negative impact(s) on adjacent properties.

As described in the letter submitted by the owner/applicant (Appendix 7), the applicant has entered into a conditional lease agreement with Peavey Mart to take the remaining 25,000 ft² of what is formally known as Safeway, and propose to include a gardening retail yard. The proposed yard will go in place of the existing parking area to the east of the retail store, making the parking lot a total of 44 spaces short. The applicant has indicated that they plan to move staff parking to unused parking areas and anticipate that Centenoka Park Mall will remain a fully-functional shopping centre. The applicant also believes that the proposed project with Peavey Mart will be an excellent addition to the shopping centre and will complement the City of Salmon Arm.

While previous applications do not create any binding precedent, there have been approximately two previous different Development Variance Permit applications and one Development Permit application with a variance on the subject property within the last ten years. Of which, two Variance Permits were issued (VP-435 and DP-394), and one Variance Permit was withdrawn (VP-372). In addition, other shopping centers have made similar requests including the Mall at Piccadilly, which has also had two previous different Development Permit applications in the recent past with similar parking variances (DP-387 and DP-363), both of which were also issued.

It is worth noting that the off-street parking and loading standards outlined in Appendix I of the Zoning Bylaw date back to 1995 and that a number of cities are moving towards more decreased/eliminating minimum parking requirements. Staff have noted some concerns around potential congestion in the northeast corner of the site (and are open to feedback from landowners within the zone on their experience), however, the overall function is ultimately up to the owner/applicant. Staff have noted no concerns with traffic and city infrastructure. Presently, staff do not know what the side gardening/retail yard will look like, which may also cause some additional concerns regarding its appearance. Although staff have some minor concerns, the applicant has assured that the proposal will be sufficient, with the help of frontage upgrades (i.e. additional parking stalls on the street) in the recent past and additional parking spaces off-site. Staff also note that a Development Permit is not required for the renovations to the eventual Peavey Mart, as per Section 9.5.52 of the OCP.

Staff feel that this variance request will not unreasonably or significantly affect the character of the parcel, and have no concerns with this application.


Prepared by: Evan Chorlton
Planner I


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

P132

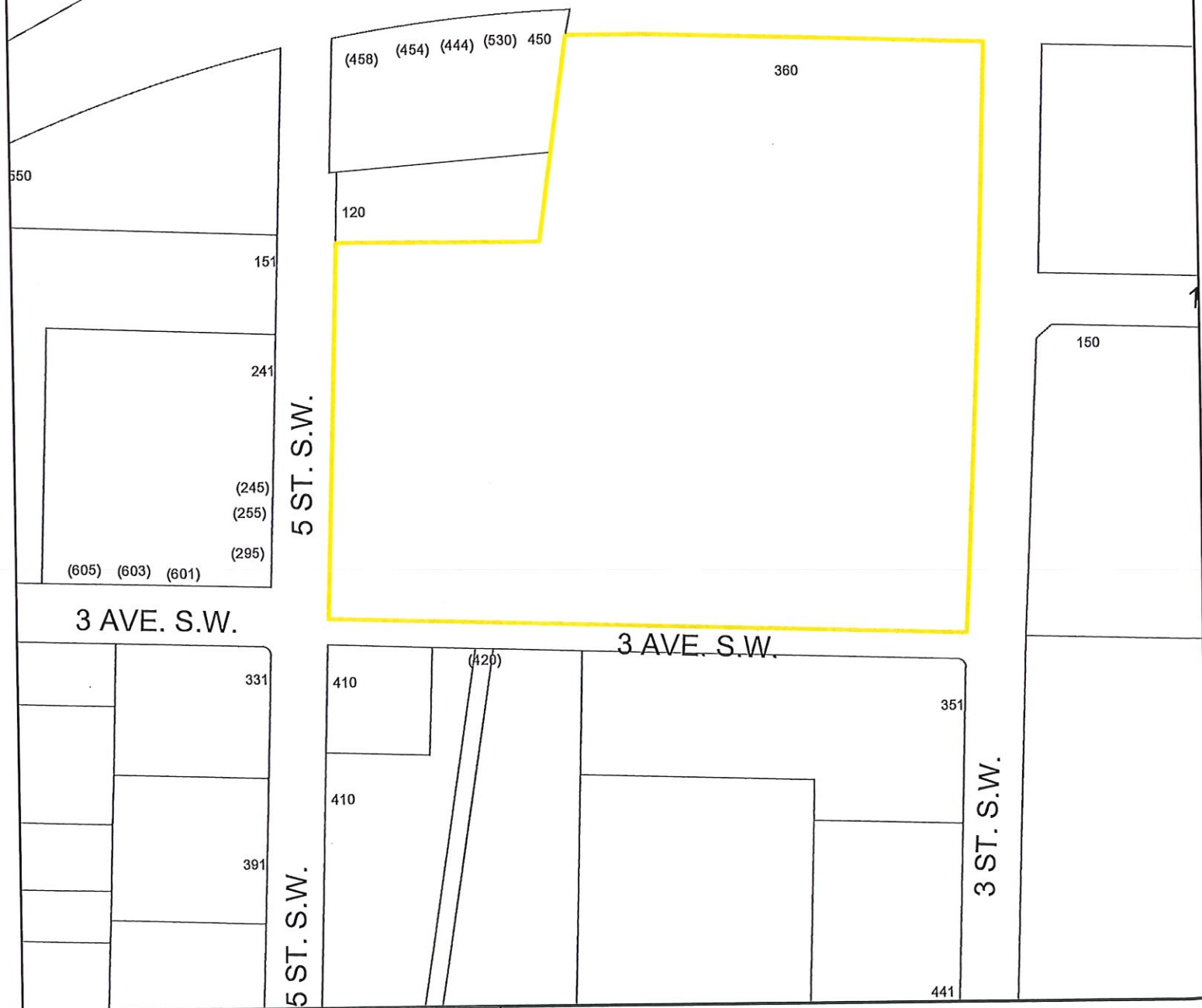
Subject Property Map

APPENDIX 1
(401-404)

LAKESHORE DRIVE N.W.

3 ST. N.W.

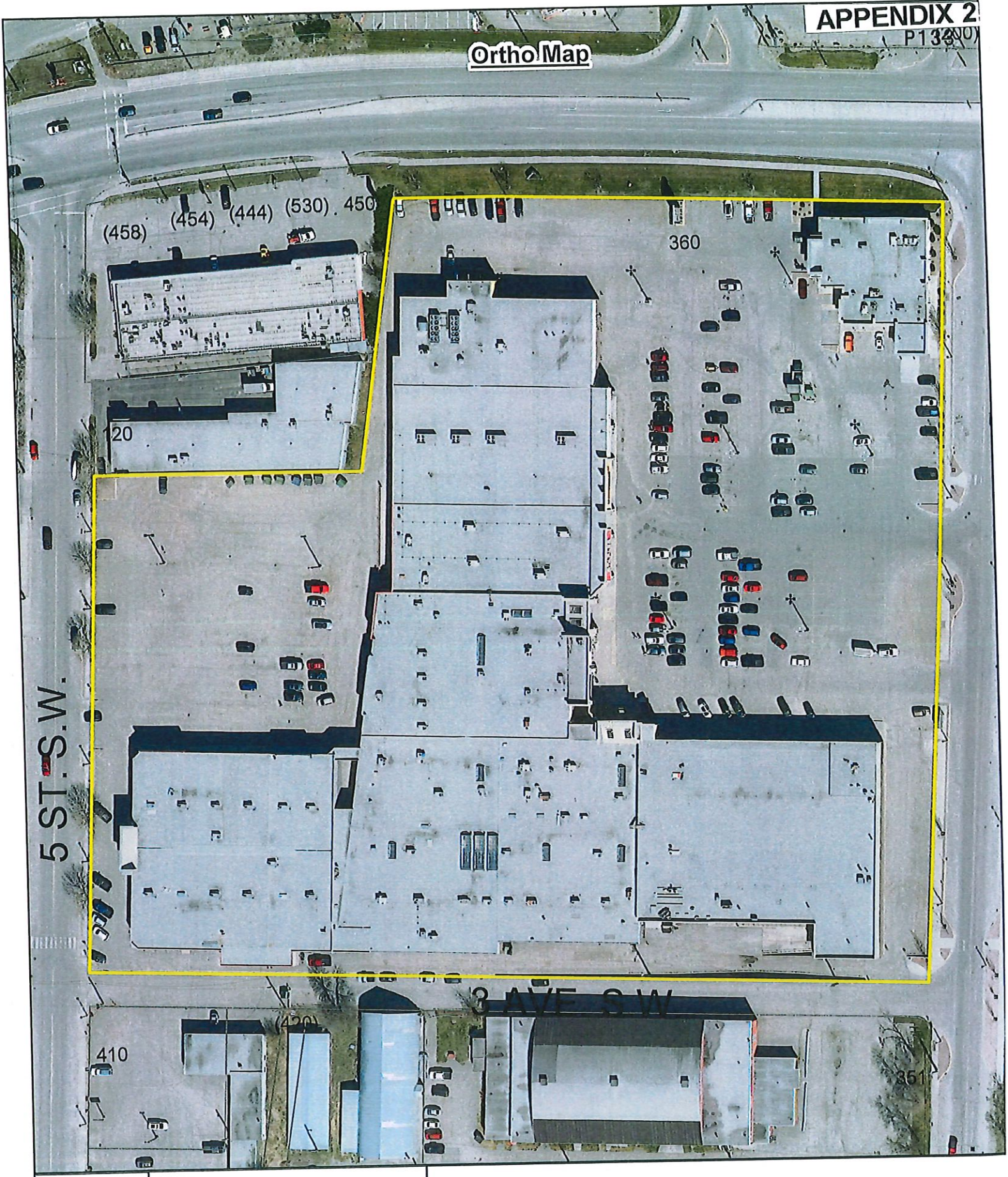
TRANS CA



0 10 20 40 60 80
Meters

Subject Property
Parcels

Ortho Map



5 ST. S.W.

3 AVE S.W.



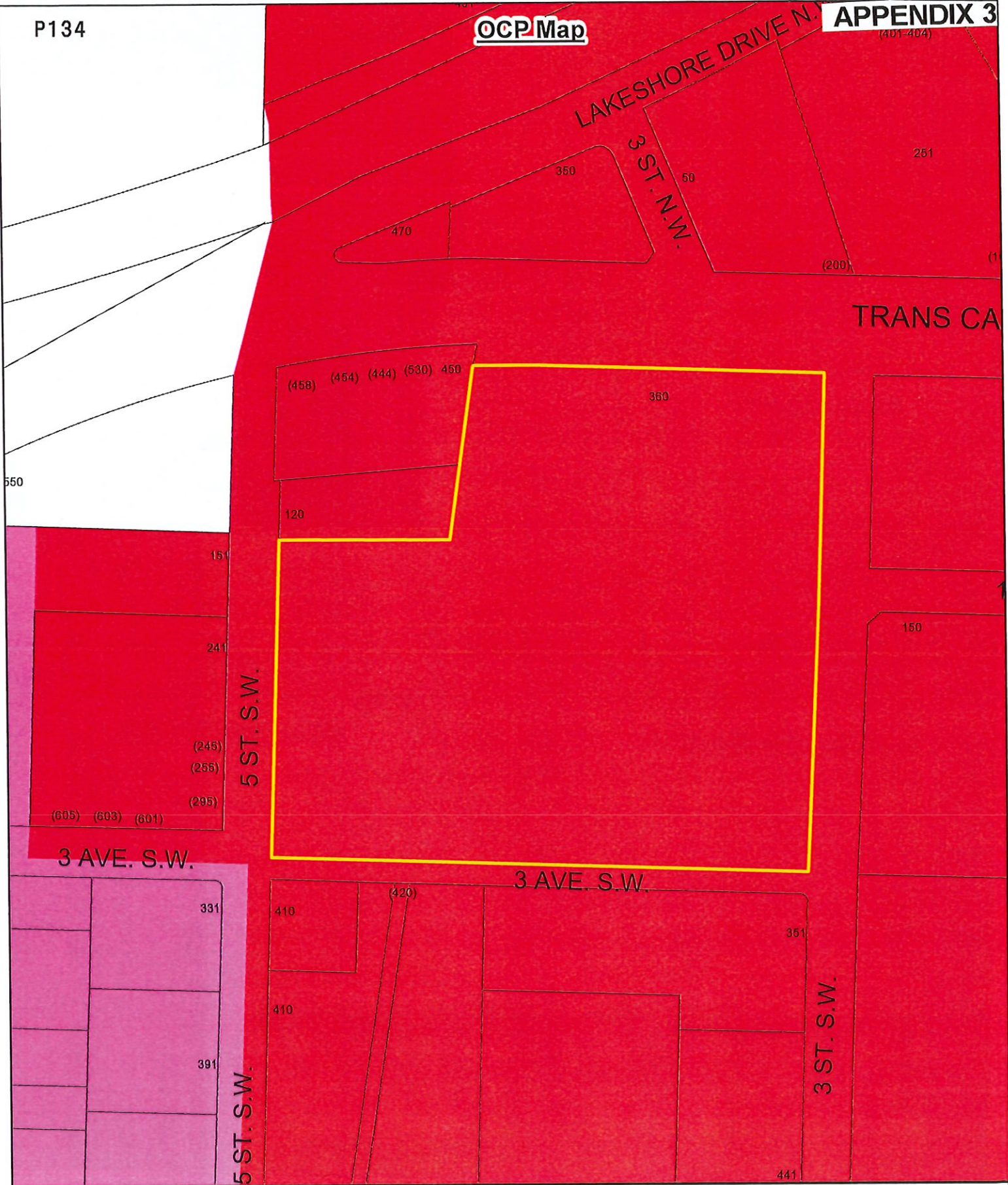
0 5 10 20 30 40 Meters

 Subject Property
 Parcels

P134

OCP Map

APPENDIX 3



TRANS CA



0 10 20 40 60 80 Meters

Subject Property

Parcels

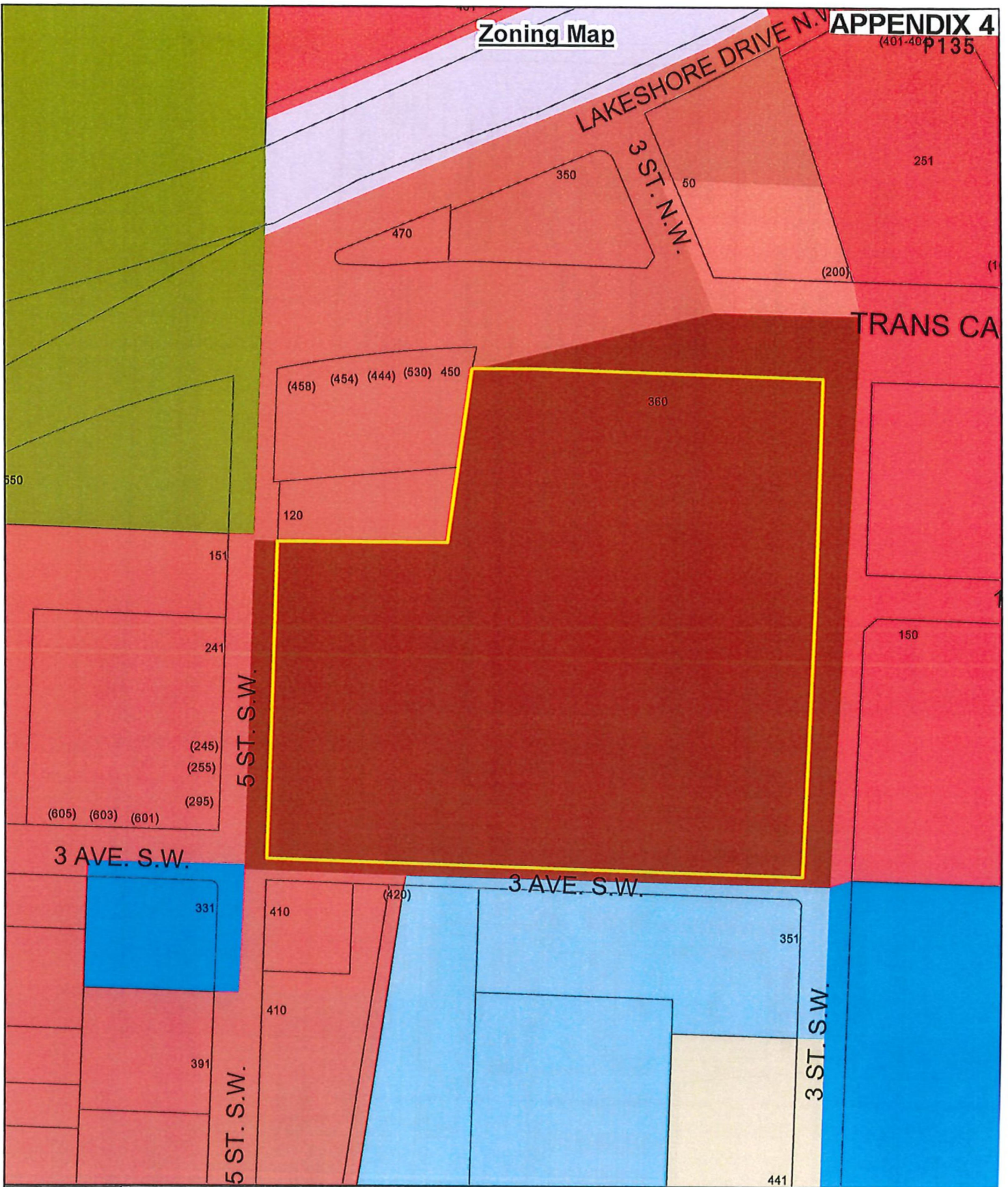
Commercial - City Centre

Commercial - Highway Service / Tourist

Zoning Map

APPENDIX 4

(401-402) P135



0 10 20 40 60 80 Meters

Subject Property

Parcels

- | | |
|------|-----|
| C-2 | IR |
| C-3 | M-2 |
| C-4 | P-1 |
| C-7 | P-3 |
| CD-6 | |

SITE INFORMATION:

LEGAL DESCRIPTION: LOT A, PLAN 43112 SECTION 14, TOWNSHIP 20, RANGE 10, MERIDIAN W6, KAMLOOPS DIV. OF YALE LAND DISTRICT PID #016-079-205

CIVIC ADDRESS: 360 TRANS CANADA HIGHWAY S.W. SALMON ARM, B. C.

SITE INFORMATION:

TOTAL LOT AREA: 417,005 SQ. FT. (9.57 ACRES) (3.87 HA)

TOTAL BUILDING AREA: 179,747 SQ. FT. (INCLUDES BUILDING 'B') (179,747 / 417,005) X 100 = 43%

BUILDING SETBACK REQUIRED:

FRONT = 19.7' (6.0 M)

SIDE = 19.7' (6.0 M)

REAR = 19.7' (6.0 M)

GROSS FLOOR AREAS:

EXISTING MALL:	165,841 SQ. FT.
EXISTING BUILDING 'B':	3,815 SQ. FT.
EXISTING CRU 'A' AND 'A1':	6,255 SQ. FT.
ADDITIONS TO CRU 'A':	1,736 SQ. FT.
TOTAL GROSS FLOOR AREA:	179,747 SQ. FT.

PARKING INFORMATION:

EAST LOT :	321 SPACES
WEST LOT :	200 SPACES
SOUTH LOT 1:	124 SPACES
SOUTH LOT- NEW SPACES :	24 SPACES
TOTAL PARKING PROVIDED:	669 SPACES

PARKING REQUIREMENTS:

SHOPPING CENTER: 1 SPACE PER 24 SQ. M (258.43 SQ. FT.)

173,932 SQ. FT. = 873 STALLS REQ'D

258.43 SQ. FT. = 1 STALL REQ'D

WAREHOUSE: 1 SPACE PER 2 EMPLOYEES

AUTO PARTS RETAIL: 1 SPACE PER 10 SQ. M (107.64 SQ. FT. GFA)

AUTOBODY/AUTO REPAIR: 1 SPACE PER 60 SQ. M (753.34 SQ. FT. GFA PLUS 2 SPACES PER BAY)

175 SQ. M. = 2.5 + 3 BAYS = 9 STALLS

70 SQ. M.

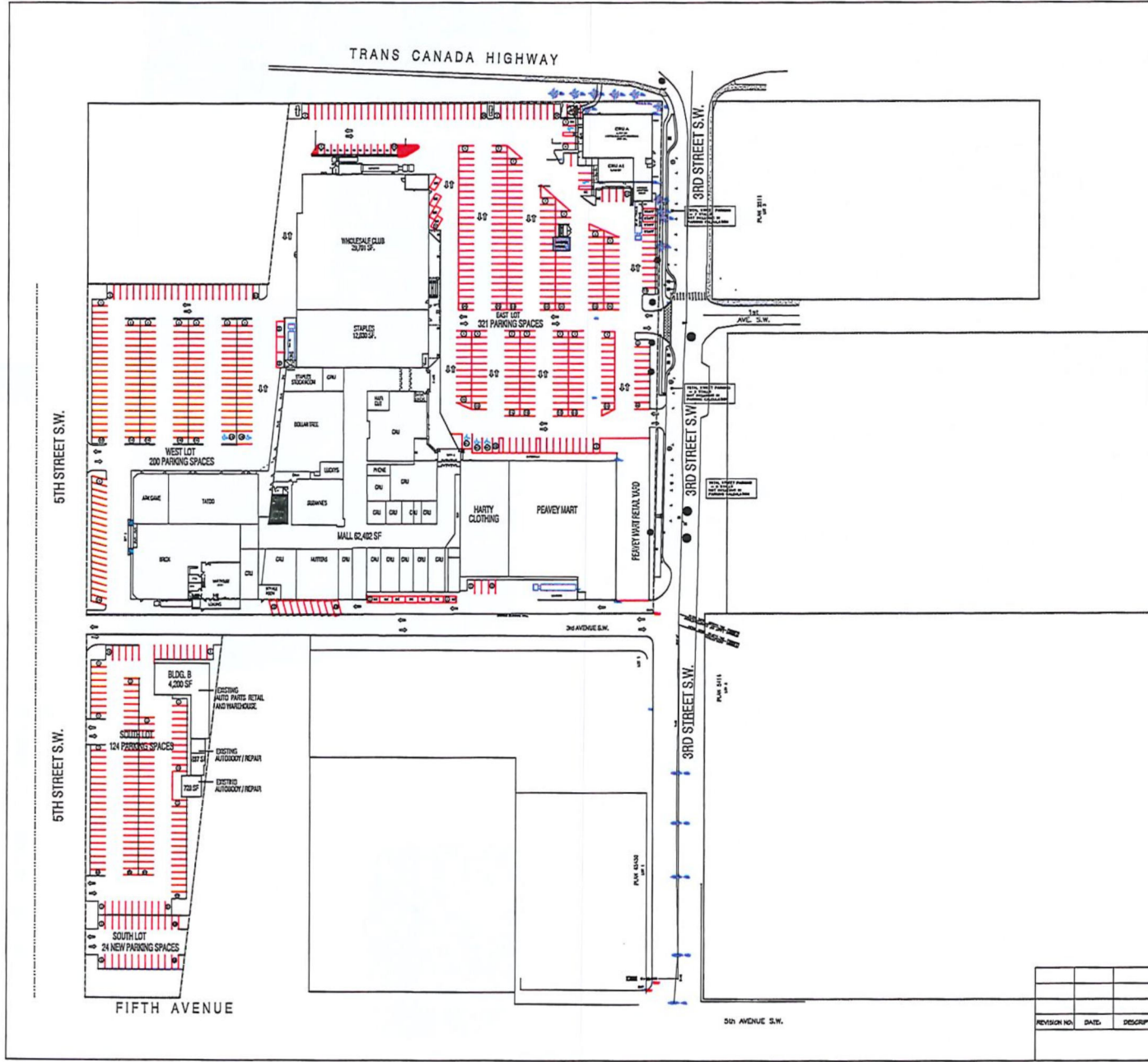
TOTAL PARKING REQUIRED: = 669 STALLS

TOTAL PARKING PROVIDED: = 669 STALLS

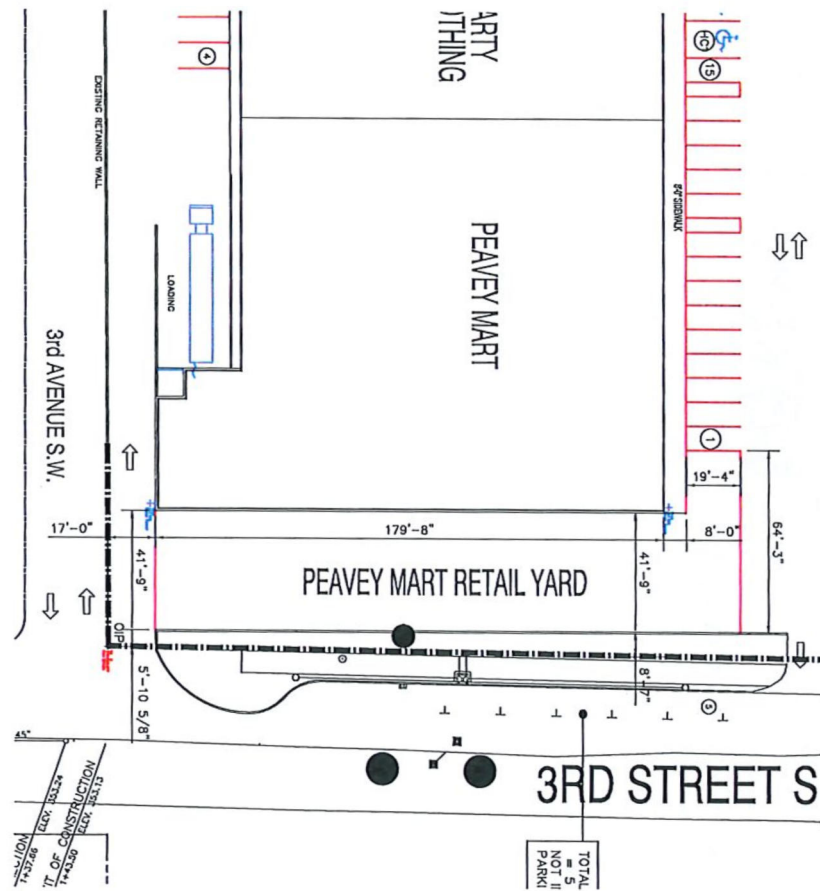
TOTAL SHORT FALL: = 20 STALLS

PARKING RATIO: 669 SQ. M. = 3.72 SPACES PER 1,000 SQ. FT.

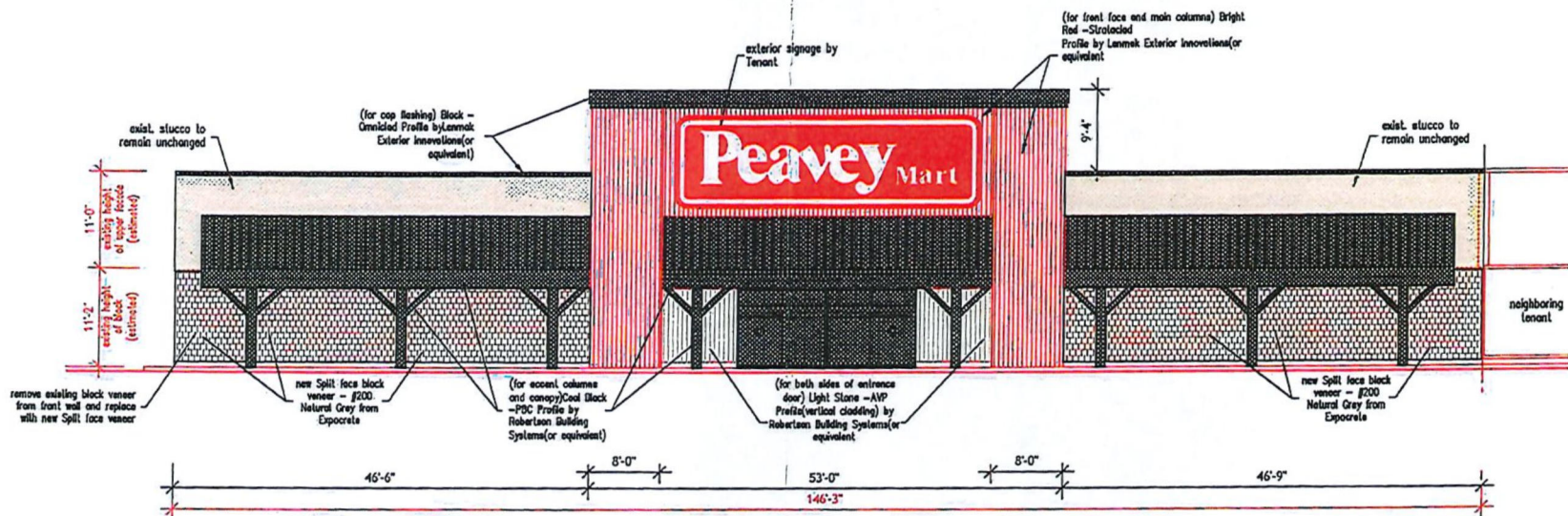
179,747 SQ. FT.



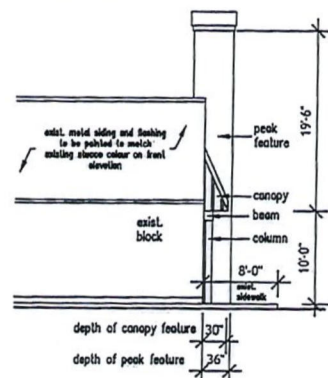
CLIENT: CENTENOKA PARK MALL			DRAWN BY:	
SALMON ARM, B. C.			REVISION NO.	
SCALE: 1/8" = 1'-0"	DATE: JUNE 2010	PROJECT: NEW AND EXISTING CRU AREAS	DRAWING NO. 21-080-01	
REVISION NO.	DATE	DESCRIPTION	DRAWING DESCRIPTION: PARKING LAYOUT	



Proposed Peavey Mart – Salmon Arm BC
Floor Plan
revised: Nov-9-21 pc



Proposed Front Elevation



Proposed Front Wall Section

Note: See Peavey Mart standard drawings for detailed dimensions and material finishes for 'canopy feature' and 'peaked feature'

Proposed Front Elevation
Peavey Mart - Salmon Arm
revised: Nov.2, 2021 pc

APPENDIX 6







APPENDIX 7

Parking Variance
360 Trans-Canada Highway SW, Salmon Arm, BC V1E 1B6

December 20th, 2021

This letter is in support of our request for a parking variance to the side yard requirement for the existing parking lot at Centenoka Park Mall. We have entered into a conditional Lease agreement with Peavey Mart to take the remaining 25,000 square feet of what is formally known as Safeway which includes a side gardening yard.
(See attached plans submitted with this letter).

This will make our parking lot a total of 44 stalls short, however, we plan to move staff parking to unused parking areas and will remain a fully functional Shopping Centre.

The proposed project with Peavey Mart will be an excellent addition to our Shopping Center and will complement the City of Salmon Arm.

Thank you for your consideration.

Respectfully submitted,

Lance Johnson

Managing Director
R.P. Johnson Construction Ltd.
DBA Centenoka Park Mall

Item 22.4

CITY OF SALMON ARM

Date: February 14, 2022

Moved: Councillor

Seconded: Councillor

THAT: Development Variance Permit No. VP-541 be authorized for issuance for Lot 2, Section 17, Township 20, Range 10, W6M, KDYD, Plan 33563 to vary Section 4.8.1, Subdivision and Development Servicing Bylaw No. 4163, as follows:

1. Waive the upgrading of the west side of 60 Street NW along the frontage of the parcel boundary to an Interim Rural Paved Collector Road Standard (RD-8), including installation of an asphalted 1.5m wide bike lane and 1.25m wide shoulder and drainage ditch, and;
2. Waive the upgrading of 8 Avenue NW to a Rural Local Road Standard (RD-7) to the driveway location for Proposed Lot 1, including road dedication of 4.971m, construction of a cul-de-sac at the end of 8 Avenue NW and 65 Street NW and completion of the road surface to gravel. A 100% cash-in-lieu contribution for that portion of 8 Avenue NW along the frontage of Proposed Lot 1 beyond the driveway to the rear parcel line.

AND THAT: Council support a reduction in service level for 8 Avenue NW, reducing the road classification to 'private driveway', requiring the maintenance of the road the responsibility of the adjacent property owners.

[Dobie, J. & S./Lawson Engineering Ltd.; 821 60 Street NW; Servicing requirements]

Vote Record

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

Opposed:

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



TO: His Worship Mayor Harrison and Members of Council

DATE: February 2, 2022

SUBJECT: Development Variance Permit Application No. VP-541
Legal: Lot 2, Section 17, Township 20, Range 10, W6M, KDYD, Plan 33563
Civic Address: 821 60 St NW
Owner: Jody and Susan Dobie
Agent: Lawson Engineering (Alistair Waters)

MOTION

- THAT:** Development Variance Permit No. VP - 541 be authorized for issuance for Lot 2, Section 17, 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 frontage of the parcel boundary to an Interim Rural Paved Collector Road Standard (RD-8), including installation of an asphalted 1.5m wide bike lane and 1.25m wide shoulder and drainage ditch and;
 - ii) waive the upgrading of 8 Avenue NW to a Rural Local Road Standard (RD-7) to the driveway location for Proposed Lot 1, including road dedication of 4.971m, construction of a cul-de-sac at the end of 8th Avenue NW and 65 Street NW and completion of the road surface to gravel. A 100% cash in lieu contribution for that portion of 8 Avenue NW along the frontage of Proposed Lot 1 beyond the driveway to the rear parcel line.
- AND THAT:** Council support a reduction in service level for 8 Avenue NW, reducing the road classification to 'private driveway', requiring the maintenance of the road the responsibility of the adjacent property owners.
-

STAFF RECOMMENDATION

- THAT:** Development Variance Permit No. VP-541 be authorized for issuance for Lot 2, Section 17, 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 an Interim Rural Paved Collector Road Standard (RD-8), including installation of an asphalted 1.5m wide bike lane and 1.25m wide shoulder and drainage ditch, and;
 - ii) reduce the required road dedication along the 8 Avenue NW frontage from 4.971m to 3.971m, allowing for an ultimate road right of way of 18.0m. Upgrading of 8 Avenue NW to an RD-11 standard. A 50% cash in lieu contribution for that portion of 8 Avenue NW beyond the driveway location of Proposed Lot 1.
-

PROPOSAL

The applicant is requesting to waive the road upgrade requirements for 8 Avenue NW and 60 Street NW along the parcel frontages in order to reduce the servicing requirements for a two lot subdivision of the subject property.

BACKGROUND

The subject property is located in the Gleneden area and the total subject property is approximately 4.130ha (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: A1 (Agriculture Zone) – Agriculture and Single Family Residences
East: A3 (Small Holding Zone) & A2 (Rural Holding Zone) – Agriculture and Single Family Residences
West: A3 (Small Holding Zone) – Agriculture and Single Family Residences

In July 2021 the subject property was rezoned from A2 (Rural Holding Zone) to A3 (Small Holding Zone) in order to facilitate a two lot subdivision. A Preliminary Layout Review (PLR) Letter was issued to the owner in May 2021. 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 May 19, 2021 that formed the basis of the PLR is included as Appendix 5. The roads adjacent to the subject property are to be upgraded to an RD – 8 (60 Street NW) and RD – 11 (8 Avenue NW) standard. The upgrading requires land dedication for road width along 60th Street and 8th Avenue, including upgrading the road surface to gravel. Rather than constructing 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.

60 Street NW – Servicing Requirements

Along 60 Street NW the applicant is required to upgrade the frontage to an Interim Rural Paved Collector Road Standard (Appendix 6, RD-8). Specific to the section fronting the subject property the upgrading includes the installation of asphalt bike lane, 1.25m wide shoulder and drainage ditch along the west side of 60 St NE for approximately 150m and a 5.0m by 5.0m corner road dedication corner cut at the intersection of 60 Street NW and 8 Avenue NW. The applicant had included an Opinion of Probable Cost (OPC) of \$65,231.46 for the proposed works (Appendix 7).

8 Avenue NW – Servicing Requirements

Along 8 Avenue NW the applicant is required to upgrade the frontage to a RD – 11 Road Standard. In this section the upgrades include road dedication of approximately 4.971m. 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 Opinion of Probable Costs (OPC) \$138,763.80 for the proposed improvements.

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.

COMMENTSEngineering Department

In response to the request to vary the servicing requirements the Engineering Department provided comments enclosed as Appendix 8. A map illustrating the servicing requirements is included as Appendix 9.

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. Should Council support the variance as requested by the applicant the road section would be deemed a 'private driveway' for the maintenance purposes and would no longer be maintained by City crews.

Building Department

No concerns

Fire Department

No response

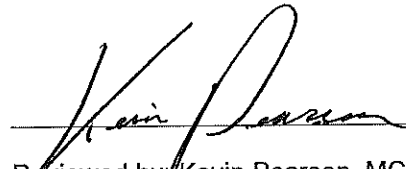
Planning Department

When considering servicing variances a number of factors are taken into consideration, including – physical or legal constraints such a topography or covenant restrictions on site development, scale of proposed development and 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. Having said that, the Gleneden area is the only area, outside of the Urban Containment Boundary where rezoning and subsequent subdivision is supported. Lands to the west of the property with shared road frontage along 8 Avenue NW and 65 Street NW are outside of the ALR and of parcel areas that could accommodate future subdivision.

Staff recognize that there are other constraints on that development potential; however, completely offsetting the cost of upgrading and construction of 8 Avenue 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. Staff do not recommend the variances as requested by the applicant be granted and have proposed alternative variances that may be more appropriate given the location and scale of development proposed.



Prepared by: Melinda Smyrl, MCIP, RPP
Planner III



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

Subject Property Map

P147
APPENDIX 1

65 ST. N.W.

NOT OPEN

Proposed
Lot 1

Proposed
Rem Lot

8 AVE. N.W.

1181

1091

5871

5860

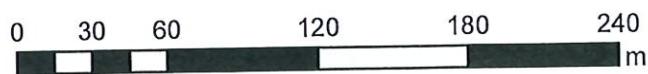
800

791

60 ST. N.W.

550

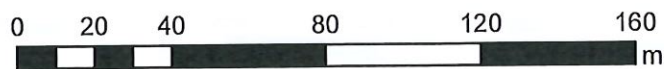
491



— Proposed Subdivision  Subject Property
 Parcels

Proposed
Lot 1

Proposed
Rem Lot

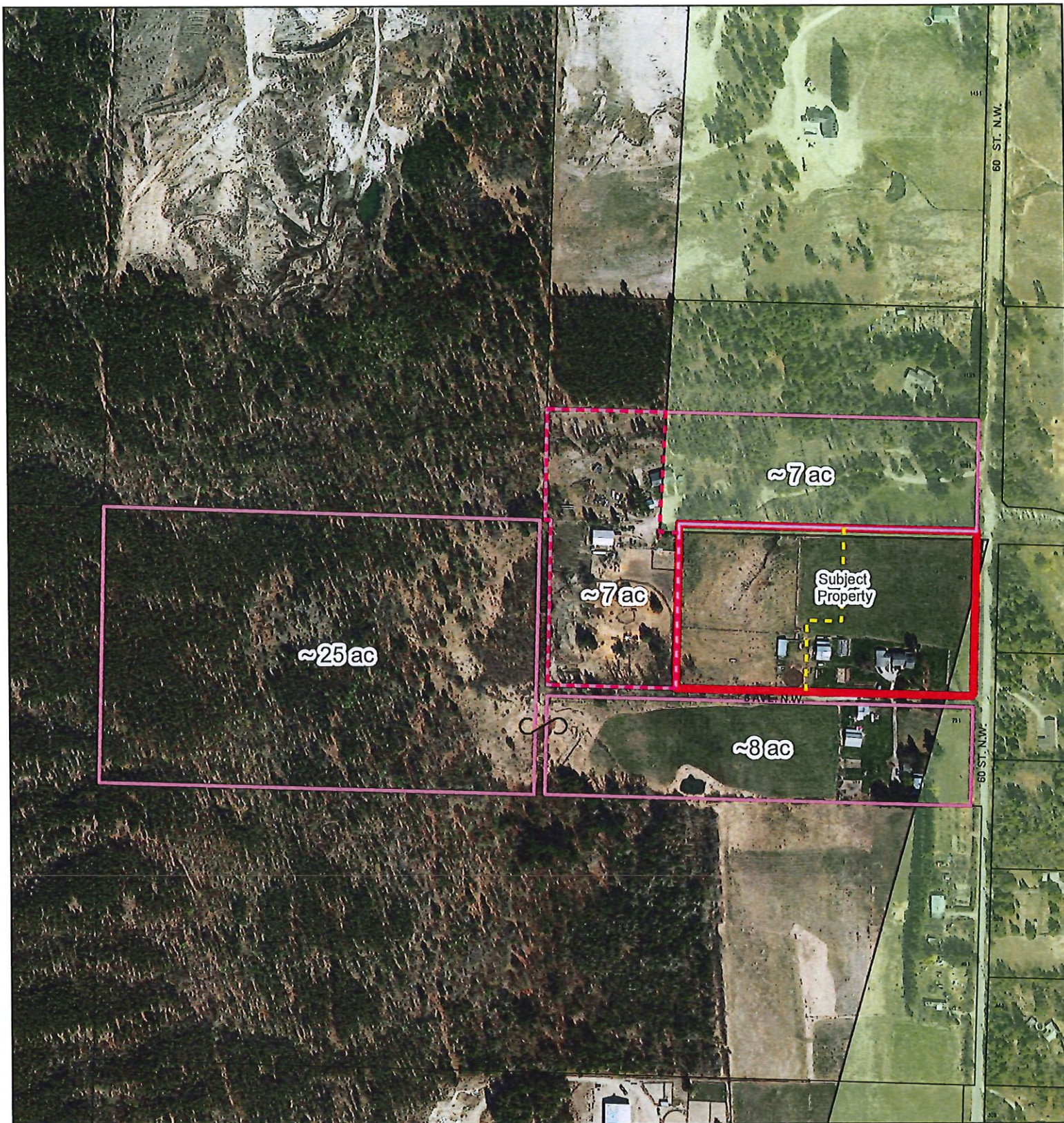


— Proposed Subdivision  Subject Property  Parcels



0 70 140 280 420 560
m

 Subject Property
 Parcels



Subdivision Proposed & Potential

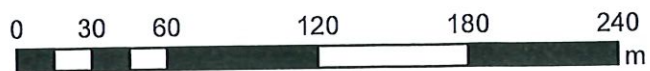
- Potential Subdivision
- Proposed Subdivision

Subject Property & Adjacent Lands

- Potential Subdivision
- Subject Property
- Parcels
- ALR

OCP Map

APPENDIX B



- Subject Property
- Acreage Reserve
- Parcels

P152

Zoning Map

APPENDIX 4



 Subject Property  A-2  A-3
 Parcels



May 27, 2021

Our files: 21.05

Lawson Engineering Ltd.
PC Box 106
Salmon Arm, BC
V1E 4N2

jjohnson@lawsonengineer.ca

Dear Sir and Madame:

Re: Proposed Subdivision of Lot 2, Section 17, Township 20, Range 10, W6M, KDYD, Plan 33563
(821 60 Street NW)

Based on the information provided with the subdivision application received on March 15, 2021 the proposed subdivision noted above and as shown on the attached sketch plan for a one (1) lot plus Remainder subdivision may be considered for final subdivision approval subject to the following:

General

- (a) The terms and conditions for consideration of final subdivision approval outlined in this letter are valid until **May 27, 2022 (the expiry date)**. One extension of not more than six months may be granted provided the subdivision is substantially under construction and a written request for an extension is received by the Approving Officer prior to the expiry date.
- (b) The terms and conditions for consideration of final subdivision approval outlined in this letter are based on the information provided and do not guarantee that final subdivision approval will automatically be granted should all the conditions be met. If any new information becomes available, after the date of this letter, the conditions for consideration of final subdivision approval may be amended accordingly.
- (c) All City owned lands disturbed during construction are to be reinstated to the City's satisfaction.
- (d) Properties shall have all necessary public infrastructure installed to ensure properties can be serviced with overhead electrical and telecommunication wiring upon development.
- (e) The 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 the City Engineering Departments for further clarification.
- (f) Any existing services (water, sewer, hydro, telus, gas, etc.) traversing the proposed lot must be protected by easement and/or located outside of the proposed building envelope. The owner/developer will be required to prove the location of these services. The owner/developer is responsible for all associated costs.
- (g) For the off-site improvements at the time of subdivision the applicant will be required to submit for City review and approval detailed engineered plans for all off-site construction work. These plans must be prepared by a qualified engineer. As a condition of subdivision/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.

- (e) It should be noted that as of September 30, 2020 the registration of statutory right of way documents on ALR Lands will require notification to the ALC. Instructions provided by the ALC are enclosed. Please be advised that it is the responsibility of the owner/developer's professional consultants to ensure that if statutory rights of ways are required on lands affect by ALR that the appropriate documents are properly submitted to the Land Title Office.

Servicing Requirements

All on-site and off-site services are to be provided by the owner/developer, at their expense, in accordance with City of Salmon Arm Subdivision and Development Servicing Bylaw No. 4163, 2016.

On-site

- (a) On-site servicing refers to all internal construction required, within the final property lines of the proposed subdivision, to provide full servicing in accordance with City standards.
- (b) The owner/developer must provide detailed design of all on-site servicing, prepared by a professional engineer, for review by the City. The City will advise the owner/developer whether the proposed design is acceptable or whether changes are required.
- (c) The owner/developer is responsible for the layout, construction, supervision and inspection of all on-site servicing in accordance with guidelines and procedures established by the City.
- (d) Where ownership and maintenance of on-site servicing is to become a City responsibility, the owner/developer is to, as a condition of final subdivision approval, provide a detailed estimate of the cost of the on-site servicing together with a maintenance security for a period of one year in the amount of 10% of the cost of on-site servicing.

Off-site

- (a) Off-site servicing refers to all external construction required, beyond the final property lines of the subdivision, to provide full servicing in accordance with City standards.
- (b) The owner/developer must provide detailed design of all off-site servicing, prepared by a professional engineer, for review by the City. The City will advise the owner/developer whether the proposed design is acceptable or whether changes are required.
- (c) The owner/developer must provide a detailed estimate of the cost of off-site servicing for review by the City. The City will advise the owner/developer whether the estimate is acceptable or whether changes are required.
- (d) The City will, at the owner/developer's expense, either arrange for the layout, construction, supervision and inspection of all off-site servicing or will enter into a contract, complete with security provisions, with the owner/developer and the contractor to complete the work.
- (e) If a contract is entered into, the owner/developer must provide the City with a cash deposit or Irrevocable Letter of Credit (pro forma available upon request) for 125% of the approved estimate as a condition of approval of the servicing plans.
- (f) Where payment for off-site servicing is guaranteed by a cash deposit, the City project account will be debited the actual cost of completed work from the deposit account. Any surplus will be refunded to the owner/developer.
- (g) Where off-site servicing is guaranteed by an Irrevocable Letter of Credit, the Letter of Credit will be reduced as work is completed.

Roads/Access

- (a) 60 Street NW, on the east boundary of the subject property, is designated as a Rural Collector Road standard, requiring 20.0m road dedication (10.0m on either side of road centerline). A review of available survey information indicates that no additional road dedication is required (to be confirmed by a BCLS).
- (b) 60 Street NW is currently constructed to an Interim Rural Paved Road standard. Upgrading to a Rural Paved Local Road standard is required, in accordance with Specification Drawing No. RD-8 (attached). Upgrading may include, but is not limited to, road widening and construction, bike lane construction and paving. The owner/developer is responsible for all associated costs.
- (c) 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 the road centerline). Available records indicate that 4.971m additional dedication is required. Any dedication requirements and legal status of roads is to be confirmed by a BCLS. The owner/developer is responsible for all associated costs.
- (d) 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 Drawings No. RD-8. Upgrading may include but is not limited to, road widening and construction (gravel surface), and temporary cul-de-sac construction after the access for the proposed Lot 2 in accordance with modified Specification Drawings RD-11. Since upgrading 8 Avenue NW past access for proposed Lot 2 is premature at this time, a 100% cash in lieu payment towards future upgrading will be accepted. The owner/developer is responsible for all associated costs. Access from 8 Avenue NW to the proposed Remainder Lot and Lot 2 shall be constructed to an acceptable driveway standard in accordance with City of Salmon Arm Policy No. 3.11 (attached).
- (e) A 5.0m by 5.0m corner cut is required to be dedicated at the intersection of 60 Street SW and 8 Avenue NW. The owner/developer is responsible for all associated costs.
- (f) Access to the proposed Remainder Lot and Lot 2 will only be permitted onto 8 Avenue NW, no direct access to 60 Street NW is permitted. All unused driveways shall be removed. The owner/developer is responsible for all associated costs.

Water System

- (a) The site does not front onto a City watermain therefore; an alternative Water Source is required. The installation of a new on-site water supply system is required in accordance with Section 5.2 of Subdivision and Development Servicing Bylaw No 4163, 2016. As per the bylaw, the owner/developer may use the Professional Driven Approach or Homeowner Driven Approach. Registration of Land Title Act, Section 219 covenant for the proposed Lot 2 Lot will also be required.
- (b) The proposed Remainder Lot does not front onto a City watermain and is currently serviced by an Alternative Water Source (Covenant Document KR106546 registered on existing lot). A water quality test completed within 12 months for the existing well is required for subdivision approval.
- (c) Fire protection requirements to be confirmed with the Building Department and Fire Department.

Sanitary Sewer

- (a) The subject property does not front on to a City sanitary sewer system. Private on-site disposal system is required for each lot. The private on-site disposal system must be approved by Interior Health Authority. Approval of ground disposal systems from the Interior Health Authority will be required at the time of Building Permit. The owner/developer is to contact the Interior Health Authority directly for additional information.

Drainage

- (a) The subject property does not front on to an enclosed storm sewer system. Site drainage will be by an overland and/or ground discharge system. Drainage issues related to the development to be addressed at the time of Building Permit application to meet requirements of the Building Inspection Department.
- (b) Owner/developer's consulting engineer will be required to confirm there is sufficient excess downstream capacity to accommodate the proposed development. Existing drainage to be reviewed and modified where necessary to eliminate any adverse impacts on adjacent lands. Post development flows not to exceed pre-development flows.

Electrical and Telecommunications

- (a) BC Hydro has advised it has no concerns with the proposed subdivision. Confirmation that servicing has been installed and approved by BC Hydro will be required.
- (c) Telus has indicated it has no concerns with the proposed subdivision. Confirmation that servicing has been installed and approved by Telus will be required.
- (d) Shaw Cable has advised that the owner/developer should supply and install conduit per as per Shaw Cable drawings and specifications. Owner/developer to contact Shaw Cable directly for additional information.

Natural Gas

- (a) Fortis BC has been contacted to review the proposed subdivision application. At the time of writing this letter a response has not been received. The owner/developer is to contact Fortis BC directly for any requirements or additional information. The owner/developer is to provide confirmation from Fortis that servicing, if required, is completed to the satisfaction of Fortis.

Geotechnical/Environmental

- (a) A geotechnical report prepared in accordance with Categories A (Building Foundation Design) and B (Pavement Structural Design) of City of Salmon Arm Geotechnical Studies Terms of Reference will be required. The Terms of Reference is attached.
- (b) The geotechnical report must be certified by a qualified professional engineer and contain provisions that permit the City of Salmon Arm to use and rely on its findings and recommendations. In order for the proposed subdivision to be considered for final approval, the report must confirm that the land may be used safely for the intended use.
- (c) Registration of Land Title Act, Section 219 covenants may be required to address the findings and recommendations of the geotechnical report.

Provincial Riparian Areas Regulation

- (a) Development Permit Waiver 2163 was approved on March 4, 2021.

Urban/Wildland Interface

- (a) The subject property is outside of the Urban Containment Boundary. A Land Title Act Section 219 covenant pursuant to Section 6.3 of the City's Official Community Plan Bylaw No. 4000 is required prior to subdivision approval.

- (b) Pursuant to Section 6.3 of the City's Official Community Plan Bylaw No. 4000, registration of a Land Title Act Section 219 covenant will be required against each proposed lot to address the following:
- (i) that the parcel is within an urban/wildland interface area and that the property owner(s) must take all necessary steps to eliminate fire hazards and prevent the spread of fire, including not allowing the accumulation of combustible material, including brush, on the lands and taking such other remedial action as may be requested by the City from time to time and;
 - (ii) that the City may not be able to prevent the spread of any fire and the owner(s) agrees not to claim or attempt to claim damages from the City should any buildings, structures, equipment or other items be damaged as a result of fire.
- (c) The Land Title Act Section 219 Covenant to address water quality and quantity may be combined with the covenant addressing the urban/wildland interface area.

Agricultural Land Reserve

- (a) The Agricultural Land Commission (ALC) has responded to the proposed subdivision indicating that although the proposed subdivision is outside of the ALR the applicant may want to erect a landscape buffer along the north property line to mitigate noise or smells normal for agricultural development. The comments of the ALC in relation to the proposed development are enclosed. The owner/applicant is to contact the ALC for clarification if needed.

Documents

- (a) All covenants, rights of way, easements and other documents are to be approved in draft form by the Approving Officer.
- (b) Approved documents are to be fully executed by the property owner(s) prior to being forwarded for execution by the City and/or the Approving Officer.
- (c) The Agricultural Land Commission signature block must be included on the plan of subdivision. The plan of subdivision must be signed prior to submitting the plans to the City's Approving Officer.
- (d) All documents are to be priority registered.

Zoning

- (a) The subject property is currently zoned A2 (Rural Holding Zone) under City of Salmon Arm Zoning Bylaw No. 2303. The A2 zone requires a minimum parcel size of 4.0ha (9.9ac) for each proposed and each parcel must be a minimum of 100.00 (328.1ft) in width. **An application to amend the zoning from A2 (Rural Holding Zone) to A3 (Small Holding Zone) is being considered by Council at the time of writing this letter. Should Council not support the proposed rezoning of the subject property the proposed subdivision may not proceed.** The zoning regulations for the A3 and A2 zones are attached. In addition, the site is currently designated Acreage Reserve under the City of Salmon Arm Official Community Plan Bylaw No. 4000.

Development Cost Charges

- (a) Pursuant to City of Salmon Arm Bylaw No. 3600, and subject to the amount payable for the provision of parkland, Development Cost Charges will be payable as follows:

DCC	Number of Lots	Total DCC Amounts
Roads	1	\$1,529.20
Drainage	1	\$1,185.52
Parks	1	\$1,056.66
Water	1	\$0.00
Sanitary	1	\$0.00
Totals	1	\$3,771.38

Final Approval

Consideration of final subdivision approval is contingent upon compliance with the terms and conditions outlined in this letter, any subsequent requirements deemed necessary by the Approving Officer and the following:

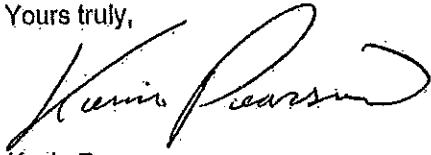
- (a) Completion of all servicing requirements to City standards and specifications.
- (b) Submission of a plan of subdivision, prepared by a British Columbia Land Surveyor, with signatures of all owners and charge holders.
- (c) Submission of a reproducible set of 'as built' engineering drawings and a letter from the owner/developer's consulting engineer that all services conform to City and other applicable standards.
- (d) Written confirmation from Shaw Telecommunications, Fortis, BC Hydro and Telus that servicing has been completed in accordance with their respective standards.
- (e) Submission of all covenants, rights of way and/or easement plans and agreements, as required.
- (f) Submission of Service Utility Cards.
- (g) Payment to the City of all arrears of property taxes chargeable against the land and all current assessed taxes levies against the land by the City.
- (h) Relocation/removal of any buildings or structures encroaching upon any new property lines.
- (i) Payment of fees and charges:

<i>Development Cost Charges</i>	=	\$ \$3,771.38
<i>Final Plan Approval Fee</i>	=	\$ 500.00
<i>Engineering Services Fee</i> <i>(2 parcel x \$ 300.00 per parcel)</i>	=	\$ <u>600.00</u>
TOTAL	=	\$ <u>4,871.38</u>

Payment of all fees and charges is to be made in the form of cash, certified cheque or money order.

If you have any questions concerning the above, please contact Melinda Smyrl, Planner or Matt Gienger, Engineering Technician.

Yours truly,



Kevin Pearson
Approving Officer

ms

Attachments

- (a) Sketch plan of proposed subdivision date stamped March 15, 2021
- (b) ALC Statutory Right of Way Notification dated August 17, 2020
- (c) City of Salmon Arm Subdivision and Development Servicing Bylaw No. 4163, 2016 Excerpt: Rural Local Standard RD-7 Drawing and Specification RD-11 Drawing
- (d) City of Salmon Arm Policy No. 3.11
- (e) City of Salmon Arm Geotechnical Studies Terms of Reference
- (f) ALC Referral Response dated April 9, 2021
- (g) City of Salmon Arm Zoning Bylaw No. 2303, 1995 Excerpts: A2 (Rural Holding Zone) and A3 (Small Holding Zone) dated May 26, 2021

cc:

File

Engineering (email)

Owner (SusanD@mill-tech-ind.com)

SKETCH PLAN OF LOT 2 SECTION 17
TOWNSHIP 20 RANGE 10 WEST OF
THE 6TH MERIDIAN KAMLOOPS
DIVISION YALE DISTRICT PLAN 33563

LOT 2
PLAN 33563

PROPOSED LOT 1
2.067Ha

EXISTING WELL LOCATION -
LOCATION TO BE CONFIRMED
PRIOR TO SUBDIVISION

REM. LOT
2.073Ha

8 AVENUE NW

321 60 ST NW

EXISTING OUT BUILDINGS

EXISTING SEPTIC FIELD LOCATION - LOCATION
TO BE CONFIRMED PRIOR TO SUBDIVISION

EXISTING SINGLE FAMILY DWELLING

EXISTING DELIVERY

PROPOSED PROPERTY LINE

EXISTING PROPERTY LINES (TYPE)

271° 42' 11.94" 151.19m

271° 42' 11.94" 122.66m

181° 42' 14.68" 151.74m

1° 58' 14.82" 65.54m

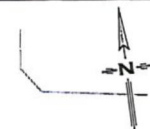
1° 58' 14.82" 65.54m

62° 02' 38.25" 31.51m

81° 45' 16.38" 118.44m

81° 45' 16.38" 151.22m

1° 48' 33.32" 148.56m

[illegible]

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WHICH SHALL NOT BE USED, REPRODUCED OR REVISED
WITHOUT WRITTEN PERMISSION BY LAWSON
ENGINEERING LTD.

DISCLAIMER:
THE CONTRACTOR SHALL CHECK AND VERIFY ALL
DIMENSIONS AND UTILITY LOCATIONS AND REPORT ALL
ERRORS AND OMISSIONS PRIOR TO COMMENCING
WORK.

DRAWINGS ARE NOT TO BE SCALED

x	x	x	x	x
x	x	x	x	x
x	x	x	x	x
6	SEASON	STATUS FOR REZONING APPLICATION	JN	JN
RD	DATE RECEIVED	DESCRIPTION	BY	APPD

REVISIONS

DRAFT	DESIGN	JSJ
	DRAWN	JSJ
	DATE	2021-02-24
	CHECKED	JSJ

END

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SUSAN & JODY
DOBIE

821 60 ST NW
SALMON ARM, BC

SUBDIVISION
SKETCH PLAN

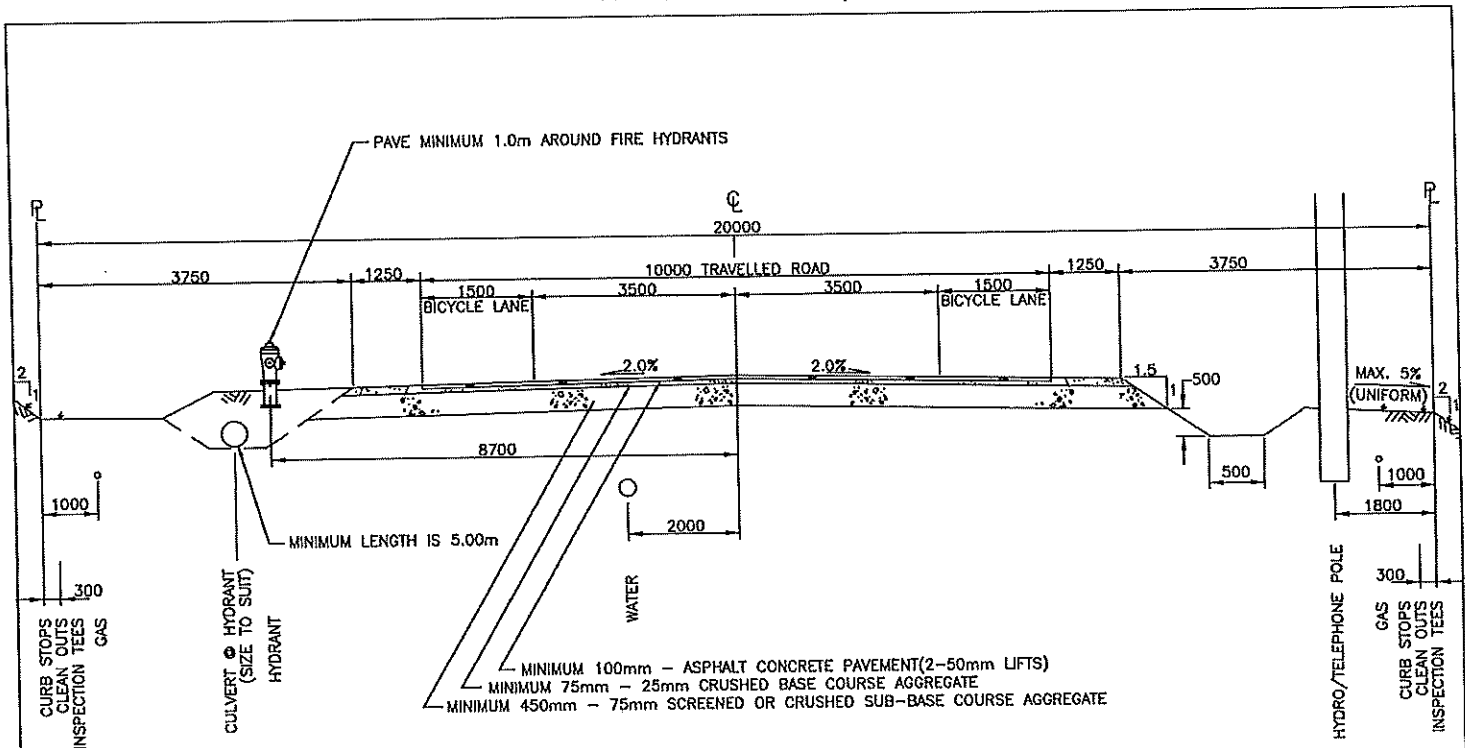
PROJECT No.	205-1
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SHEET 1 OF 1

DWG. No. C101

REV.

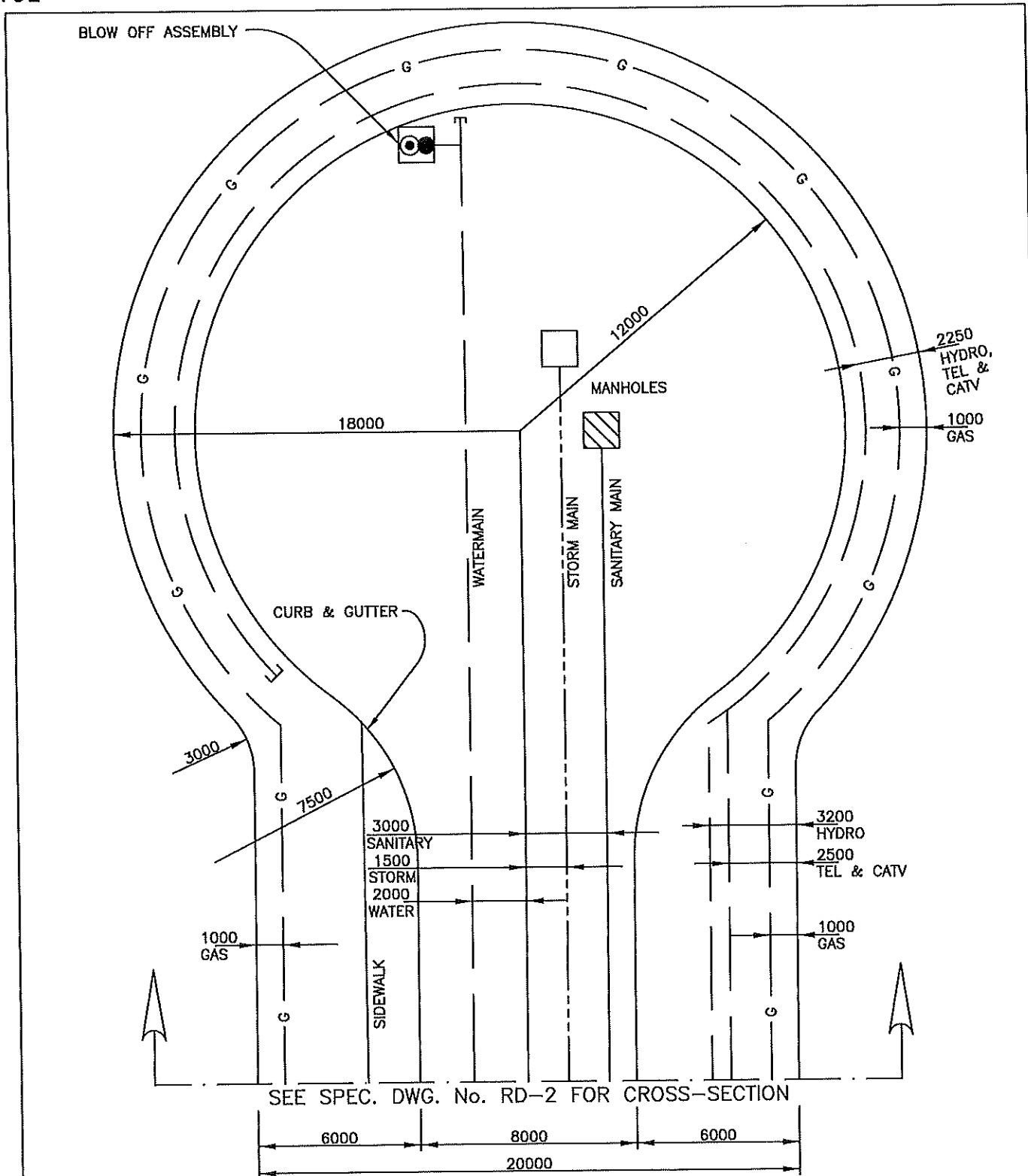
Subdivision and Development Servicing Bylaw No. 4163 – Schedule B, Part 2

**NOTES:**

- 1) Where gravel surface is permitted, crossfall shall be 4.0%
- 2) Drainage shall be sheet drainage, no point load drainage permitted
- 3) All materials shall be supplied and placed in accordance with schedule B, Part 3.0 and Schedule D, Approved material list.
- 4) Grades in excess of 2H:1V shall be recommended by a geotechnical engineer and approved by the City Engineer.

CITY OF SALMON ARM			20m R/W Rural Collector Road Cross-Section	
No.	Revision	Date	Date	Approved
A	ISSUED FOR APPROVAL	07/14/16	10-11-2016	<i>[Signature]</i> City Engineer
			SPECIFICATION DRAWING No. RD-8	

Adopted by Council October 11, 2016

**NOTE:**

- 1) Fire Hydrant not to be located within Cul-de sac Right-of Way.
- 2) Refer to W-4 for Typical Blow off Assembly.
- 3) For Rural roads, cul-de-sac to have 10.75m radius for asphalt surface and edge of gravel shoulder to have 12.00m radius.

CITY OF SALMON ARM			20m R/W Cul-de-Sac		
No.	Revision	Date	Date	Approved	SPECIFICATION DRAWING No.
A	ISSUED FOR APPROVAL	07/14/16	10-11-2016	<i>[Signature]</i> City Engineer	RD-11

Adopted by Council October 11, 2016



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Kamloops Office
1648 Valleyview Drive
Kamloops, BC V2C 4B5

Revelstoke Office
200 Campbell Ave
Suite 200
Revelstoke, BC V0E 2S0

Tuesday, October 12, 2021

Kevin Pearson, Approving Officer
City of Salmon Arm
Box 40 500 2nd Avenue NE
Salmon Arm, B.C. V1E 4N2

RE: 821 60 Street NW Variance Application (CoSA PLA File #21.05)

Dear Mr. Kevin Pearson:

This letter is intended to provide insight into the *subdivision* variance application submitted for 821 60th Street NW by the *owners* (Jody & Susan Dobie).

The subject parcel is located at 821 60 Street NW with 149m of frontage along 60th Street NW and 271m of frontage along 8th Avenue NW in Salmon Arm, BC. The subject property is rectangular in shape and 4.16 Ha in size with a single-family residential home located in the southeast quadrant, two outbuildings, with the remainder of land being agricultural crop land.

The *owner* has submitted a subdivision application for the subdivision of a secondary single-family residential lot for their son. The City of Salmon Arm has requested that the *owner* complete the following as conditions to the issuance of the final subdivision approval:

- (1) Upgrade 60 Street NW to an Interim *Rural Paved Collector Road Standard* (CoSA – RD-8) which would require; Installation of a 1.5m wide asphalt Bike Lane, 1.25m wide Shoulder and Drainage Ditch along the West side of 821 60 Street NW for the full frontage of the subject property (149m).
- (2) Upgrade 8 Avenue to a *Rural Local Road Standard* (CoSA – RD-7) which would require:
 - 4.971m of additional dedication along the entire 8th Avenue NW frontage (271m);
 - Upgrading 8th Avenue NW to the access of Proposed Lot 1 to a *Rural Gravel Road Standard* complete with road widening, gravel surfacing, ditching and temporary turn-around beyond the access to proposed Lot 1;
 - Cash-in-lieu for the upgrading of 8th Avenue NW beyond the access of Proposed lot 1 to a *Rural Gravel Road Standard* complete with road widening, gravel surfacing and ditching.

As such, the *owner* is requesting the following variance:

- 1) *Subdivision & Development Servicing Bylaw No. 4163 (Schedule B, Part 1, Section 4.0):*

Waive the requirement for 225m² of asphalt surfacing for installation of 149m of 1.5m wide Bike Lane, 149m of 1.25m wide Gravel Shoulder and 149m of a Drainage Ditch for the extent of the subject parcel along 60th Street NW:

- a) The reasons for this variance request are that adding a single residence on a proposed 2.1 Ha lot will not significantly increase traffic, vehicular, pedestrian or bicycle, along 60 Street NW however would create safety concerns and burden the *owner* with major financial costs:
 - i) *City of Salmon Arm Official Community Plan – Map 12.2 Cycle Network Plan* does not outline 60 Street NW as a 'Bike Route';
 - ii) There is no bike lane on either side of the subject parcel creating an 'island' of bike lane which could lead to rider and vehicular confusion and potential for rider safety concerns;



- iii) Widening the road drive aisle to 5.0m for only a 149m stretch along 60th Street NW whereas the remaining travel width is ~3.65m on either side of the subject property would add little value to the local road network and could lead to potential public safety concerns at 'pinch-points';
- iv) As per attached Class D *Opinion of Probable Costs* the owner would be required to pay an estimated **\$65,231.46** to the City in a scenario that would add little in regards to public value whereas may create public safety concerns.

2) *Subdivision & Development Servicing Bylaw No. 4163 (Schedule B, Part 1, Section 4.0):*

Waive the requirement to provide 4.971m of additional dedication along the entirety of 8th Avenue NW frontage;

- i) There is only one property that would likely ever require access off of 8th Avenue NW (2000 70th Street NW – current Salmon Arm Ready Mix Gravel pit that accesses via 1881 60 Street NW). The property owner would propose to leave the existing Road Right-of-way at 10m wide, with no further dedication, as this would provide adequate width for a potential future single-access route/laneway.
- ii) The property directly across from the subject parcel (791 60th Street NW) would similarly be required to dedicate ~5m of road dedication from their property to allow for the full construction of a City requested RD-7 Road Standard (20m R/W required). Without 791 60th Street NW dedicating their ~5m for Road Right-of-way, requiring the 4.971m be taken from the applicant's property becomes unnecessary as the City desired gravel road standard will be unfeasible to construct.
- iii) Dedicating 4.971m in Road Right-of-way along the full frontage of the subject parcel would equate to 1,346m² (0.33 acre) of land and value loss for the property owner whereas would come at little public value as no road is currently constructed, stands the likelihood of being constructed, or if required to be constructed for access to the single property (2000 70th Street NW), would require an ultimate Road Right-of-way dedication greater than 10m.

3) *Subdivision & Development Servicing Bylaw No. 4163 (Schedule B, Part 1, Section 4.0):*

Waive the requirement to upgrade 8th Avenue NW to the access of Proposed Lot 1 to a *Rural Gravel Road Standard* complete with road widening, gravel surfacing, ditching and turn-around cul-de-sac:

- i) The reason for this variance request is that currently 8th Avenue NW only services two existing residences. With the proposed subdivision 8th Avenue would then service three residences with minimal increase in vehicular and pedestrian traffic. Constructing 8th Avenue NW to the full *Rural Gravel Road Standard* without substantial traffic increase would come at a significant cost to the property owner – refer to attached Class D *Opinion of Probable Costs* - the owner would be required to pay an estimated **\$138,763.80** in a scenario that would add little in regard to public value or safety.

4) *Subdivision & Development Servicing Bylaw No. 4163 (Schedule B, Part 1, Section 4.0):*

Waive the requirement for Cash-in-lieu for the upgrading of 8th Avenue NW beyond the access of Proposed Lot 1 to a *Rural Gravel Road Standard* complete with road widening, gravel surfacing and ditching:

- i) The reason for this variance is there are no current or likely future access requests via 8th Avenue NW as the only land-locked property (2000 70th Street NW) is currently the Salmon Arm Ready Mix gravel pit and has a fully constructed and existing access from 60th Street



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Revelstoke Office
200 Campbell Ave
Suite 200
Revelstoke, BC V0E 2S0

P165

NW via 1881 60th Street NW. Requiring cash-in-lieu for construction of a road that will likely never be constructed for the subdivision of one addition lot in a community that is in desperate need of new residential lots seems unnecessary whereas placing significant financial strain on the applicant - refer to attached Class D *Opinion of Probable Costs* - the owner would be required to pay an estimated **\$85,422.96** in a scenario that would add little in regard to public value or safety.

Based on the information provided above, the owner would request that the City provide these variances to waive the owner's responsibility of paying for and completing the noted upgrades as they relate to the City Issued PLA#21.05. The applicant feels these requested variances will not take-away from present and future public value meanwhile would come at a massive expense to the owner making the subdivision of the family property into two separate properties for their son financially unfeasible.

If you have questions or concerns, please don't hesitate to call or email.

Best Regards,

Lawson Engineering Ltd.

Alistair Waters, ASCT, CCA
Project Manager, Principal
awaters@lawsonengineering.ca

Attachment(s):

- Class D Opinion of Probable Cost – 8th Avenue SW Construction Upgrades
- Class D Opinion of Probable Cost – 8th Avenue SW Cash-in-Lieu
- Class D Opinion of Probable Cost – 60th Street SW Construction Upgrades



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821 60 STREET SW - OFFSITE UPGRADE WORKS - 8 AVENUE SW CONSTRUCTION UP TO LOT 2 ACCESS

30-Sep-21

OPINION OF PROBABLE COSTS - CLASS 'D'

(*Denotes Nominal Quantity)

ITEM NO.	DESCRIPTION OF WORK	UNIT	QUANTITY	UNIT PRICE	AMOUNT \$
A.	MOB/DEMOB	LS	LS	2,500.00	2,500.00
1.0	ROADS AND EARTHWORKS				
1.1	Supply & Install 25mm Crushed Base Aggregate	m3	165 *	95.00	15,675.00
1.2	Supply & Install 75mm Crushed Sub-Base Aggregate	m3	855 *	55.00	47,025.00
1.3	Common Ex. & Disposal	m3	720 *	19.50	14,040.00
1.4	Common Ex. & Road Grading	m3	300 *	12.50	3,750.00
1.5	Hydro-seeding (Disturbed Areas)	LS	LS *	2,500.00	2,500.00
1.6	Clearing and Grubbing	LS	LS *	8,500.00	8,500.00
2.0	STORM SEWER WORKS				
4.1	Supply & Install Drainage Ditch	m	340 *	28.00	9,520.00
4.2	Supply & Install 400mm CSP Culvert	m	24 *	255.00	6,120.00
4.3	Supply & Install Erosion and Sediment Control Measures	LS	LS *	500.00	500.00
SUMMARY					
A.	MOB/DEMOB				\$ 2,500.00
1.0	ROADS AND EARTHWORKS				\$ 91,490.00
2.0	WATER WORKS				\$ 16,140.00
	SUB TOTAL				\$ 110,130.00
A.	ENGINEERING (10%)				\$ 11,013.00
B.	CONTINGENCY (10%)				11,013.00
	SUB TOTAL				\$ 132,156.00
	GST (5%)				\$ 6,607.80
	TOTAL ESTIMATED COST				\$ 138,763.80

1) Quantities may vary depending on field revisions and/or conditions encountered at the time of construction, thereby affecting the final cost.

2) Unit Prices are influenced by supply & demand for both contractors & materials at the time of construction, thereby affecting the final cost.



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821 60 STREET SW - OFFSITE UPGRADE WORKS - 8 AVENUE SW FUTURE ROAD CONSTRUCTION - CASH-IN-LIEU

30-Sep-21

OPINION OF PROBABLE COSTS - CLASS 'D'

(*Denotes Nominal Quantity)

ITEM NO.	DESCRIPTION OF WORK	UNIT	QUANTITY	UNIT PRICE	AMOUNT \$
A.	MOB/DEMOB	LS	LS	2,500.00	2,500.00
1.0	ROADS AND EARTHWORKS				
1.1	Supply & Install 25mm Crushed Base Aggregate	m3	80 *	95.00	7,600.00
1.2	Supply & Install 75mm Crushed Sub-Base Aggregate	m3	440 *	55.00	24,200.00
1.3	Common Ex. & Disposal	m3	520 *	19.50	10,140.00
1.4	Common Ex. & Road Grading	m3	200 *	12.50	2,500.00
1.5	Hydro-seeding (Disturbed Areas)	LS	LS *	2,200.00	2,200.00
1.6	Clearing and Grubbing	LS	LS *	12,500.00	12,500.00
2.0	STORM SEWER WORKS				
4.1	Supply & Install Drainage Ditch	m	202 *	28.00	5,656.00
4.2	Supply & Install Erosion and Sediment Control Measures	LS	LS *	500.00	500.00
SUMMARY					
A.	MOB/DEMOB				\$ 2,500.00
1.0	ROADS AND EARTHWORKS				\$ 59,140.00
2.0	WATER WORKS				\$ 6,156.00
	SUB TOTAL				\$ 67,796.00
A.	ENGINEERING (10%)				\$ 6,779.60
B.	CONTINGENCY (10%)				\$ 6,779.60
	SUB TOTAL				\$ 81,355.20
	GST (5%)				\$ 4,067.76
	TOTAL ESTIMATED COST				\$ 85,422.96

1) Quantities may vary depending on field revisions and/or conditions encountered at the time of construction, thereby affecting the final cost.

2) Unit Prices are influenced by supply & demand for both contractors & materials at the time of construction, thereby affecting the final cost.



LAWSON

— ENGINEERING LTD. —

821 60 STREET SW - OFFSITE UPGRADE WORKS - 60 STREET SW UPGRADES

12-Oct-21

OPINION OF PROBABLE COSTS - CLASS 'D'

(*Denotes Nominal Quantity)

ITEM NO.	DESCRIPTION OF WORK	UNIT	QUANTITY	UNIT PRICE	AMOUNT \$
A.	MOB/DEMOB	LS	LS	2,500.00	2,500.00
1.0	ROADS AND EARTHWORKS				
1.1	Supply & Install Asphalt (100mm)	m2	225 *	52.00	11,700.00
1.2	Supply & Install 25mm Crushed Base Aggregate	m3	35 *	95.00	3,325.00
1.3	Supply & Install 75mm Crushed Sub-Base Aggregate	m3	235 *	55.00	12,925.00
1.4	Common Ex. & Disposal	m3	270 *	18.50	4,995.00
1.5	Hydro-seeding (Disturbed Areas)	LS	LS *	2,200.00	2,200.00
1.6	Line Painting (Bike Lane)	LS	LS *	1,850.00	1,850.00
1.7	Supply & Install Bike Lane Sign	ea.	2 *	850.00	1,700.00
1.8	Clearing and Grubbing	LS	LS *	6,500.00	6,500.00
2.0	STORM SEWER WORKS				
2.1	Supply & Install Drainage Ditch	m	149 *	24.00	3,576.00
2.2	Supply & Install Erosion and Sediment Control Measures	LS	LS *	500.00	500.00

SUMMARY

A. MOB/DEMOB	\$	2,500.00
1.0 ROADS AND EARTHWORKS	\$	45,195.00
2.0 WATER WORKS	\$	4,076.00
SUB TOTAL	\$	51,771.00
A. ENGINEERING (10%)	\$	5,177.10
B. CONTINGENCY (10%)		5,177.10
SUB TOTAL	\$	62,125.20
GST (5%)	\$	3,106.26
TOTAL CASH-IN-LIEU	\$	65,231.46

1) Quantities may vary depending on field revisions and/or conditions encountered at the time of construction, thereby affecting the final cost.

2) Unit Prices are influenced by supply & demand for both contractors & materials at the time of construction, thereby affecting the final cost.



*Memorandum from the
Engineering and Public
Works Department*

TO: Kevin Pearson, Director of Development Services
DATE: 03 December 2021
PREPARED BY: Chris Moore, Engineering Assistant
OWNER: **Dobie, J. and S**
APPLICANT: **Lawson Engineering** (Alistair Waters), 825-C Lakeshore Drive W, Salmon Arm, BC, V1E 4N2, PO Box 106
SUBJECT: **VARIANCE PERMIT APPLICATION FILE NO. VP- 541**
LEGAL: Lot 1, Section 13, Township 20, Range 10, W6M, KDYD, Plan EPP94805
CIVIC: **821 60 Street NW**

Further to the request for variance dated October 7, 2021; the Engineering Department has reviewed the site and offers the following comments and recommendations relative to the requested variances:

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

1) Waive the requirement for the installation of a bike lane along 60 Street NW;

Where construction of a home is proposed on bareland within the rural area, the Subdivision and Development Servicing Bylaw 4163 requires full upgrade of the road(s), works and services within the property's frontage.

60 Street NE is designated as a Rural Collector Road and upgrading to this standard is required, in accordance with Specification Drawing No RD-8. Upgrades required include bike lane construction and associated road widening and ditching (as noted in the submitted Opinion of Probable Cost).

The Official Community Plan (OCP) 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 bike lane construction along 60 Street NW be approved.

VARIANCE PERMIT APPLICATION FILE NO. VP- 541

03 December 2021

Page 2

2) Waive the requirement for the provision of road dedication along 8 Avenue NW;

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.

Since there are three other properties that front onto 8 Avenue NW (or onto 65 Street NW, accessed from 8 Avenue NW), the current ROW width limits potential future development opportunities. The additional road dedication is required to ensure that a full City Road standard could be achieved in the future, if required. However, given the limited development potential from 8 Avenue NW, the Engineering Department would support a 18m wide ROW, reducing the dedication required from the subject property to 3.971m (to be confirmed by a BCLS).

Recommendation:

The Engineering Department recommends that the requested variance to waive the requirement for the provision of road dedication along 8 Ave NW be denied, but would support the reduction of the dedication to an additional 3.971m.

3) Waive the requirement to upgrade 8 Avenue NW (up to the driveway location on proposed Lot 2) to the RD-7 (gravel) standard and the provision of a cash-in-lieu payment for the portion of 8th Avenue NW beyond the proposed driveway on the proposed Lot 2.

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-7. 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 past 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.

Since there will now be three properties accessing from 8 Avenue NW, the City is required to maintain 8 Avenue NW and to include 8 Avenue NW in our snow plowing operations. It is important that City roads are constructed to full City standards to ensure proper functionality and safety during maintenance, particularly the winter months. A temporary cul-de-sac is required at the end of the constructed road to allow City plows and service vehicles to turn.

There is an existing undeveloped property at the west end of the 8 Ave dedication that would only have access to the City road network via 8 Avenue NW necessitating the eventual construction of 8 Avenue NW to the western property boundary of the subject parcel. However, currently beyond the proposed lot 2's access there are no dwellings constructed and it is premature to construct this portion of the road at this time. A cash in lieu payment will therefore be accepted for future road construction within the subject properties half of the road

VARIANCE PERMIT APPLICATION FILE NO. VP- 541

03 December 2021

Page 3

frontage, which equates to a 50% CIL for the cost of the road upgrade. Waiving this payment would put the burden of payment for this section of road on the adjacent property(s) should they develop in the future. The bylaw requires that each property is to pay all upgrades within the subject frontage.

Recommendation:

The Engineering Department recommends that the requested variance to waive the requirement to upgrade 8 Avenue NW (up to the driveway location on proposed Lot 2) to the RD-7 (gravel) standard and the provision of a cash-in-lieu payment for the portion of 8th Avenue NW beyond the proposed driveway on the proposed Lot 2 be denied. Staff note that the cash-in-lieu payment is only required for half the road width across their frontage (50% of the Lawson Engineering estimate).

Staff strongly recommend that if Council waive the upgrade of 8 Avenue NW with cul-de-sac, that they require a signed agreement from all landowners accessing the roadway stating that the roadway is effectively a shared driveway and that the City is not responsible to maintain the right-of-way. Maintenance of the roadway without the appropriate width and turn-around is difficult and often unsafe for City equipment and crews.



Chris Moore
Engineering Assistant



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



Item 26.

CITY OF SALMON ARM

Date: February 14, 2022

Moved: Councillor Flynn

Seconded: Councillor Lindgren

THAT: the Regular Council Meeting of February 14, 2022, be adjourned.

Vote Record

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

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

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