

AGENDA

City of Salmon Arm
Regular Council Meeting

Monday, July 22, 2019

1:00 p.m.

Room 100, City Hall

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

Council Chamber of City Hall

500 – 2 Avenue NE

Page #	Item #	Description
	1.	CALL TO ORDER
1 – 2	2.	IN-CAMERA SESSION
	3.	ADOPTION OF AGENDA
	4.	DISCLOSURE OF INTEREST
	5.	CONFIRMATION OF MINUTES
3 – 10	1.	Regular Council Meeting Minutes of July 8, 2019
	6.	COMMITTEE REPORTS
11 – 14	1.	Development and Planning Services Committee Meeting Minutes of July 15, 2019
15 – 18	2.	Downtown Parking Commission Meeting Minutes of June 18, 2019
19 – 22	3.	Social Impact Advisory Committee Meeting Minutes of July 12, 2019
	7.	COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE
	8.	STAFF REPORTS
23 – 24	1.	Chief Financial Officer – Property Tax Collection – For Information
25 – 36	2.	Chief Administrative Officer Report dated June 10, 2016 – Canoe Beach Campsites – Rental Agreements, Original Motion and Background – For Information
37 – 40	3.	Chief Financial Officer – Annual Financial Audit Services – 2019, 2020 and 2021
41 – 44	4.	Director of Engineering and Public Works – Purchase Recommendation for Replacement of Unit #86 – Rubber Backhoe
45 – 50	5.	Director of Development Services – Agricultural Advisory Committee Appointment
51 – 54	6.	Director of Corporate Services – Community Housing Strategy RFP Award

- 55 – 68 **9. INTRODUCTION OF BYLAWS**
1. City of Salmon Arm Zoning Amendment Bylaw No. 4346 [ZON-1151; Gagnon, G.R. & Morgan, K.; 741 – 2 Avenue NE; R-1 to R-8] – First and Second Readings
- 69 – 72 **10. RECONSIDERATION OF BYLAWS**
1. City of Salmon Arm Cemetery Management Amendment Bylaw No. 4340 (2019/2020 Cemetery Rates) – Final Reading
- 73 – 78 2. City of Salmon Arm Municipal Ticket Information Amendment Bylaw No. 4342 - Street Solicitation – Final Reading
- 79 – 80 **11. CORRESPONDENCE**
- 81 – 84 1. Informational Correspondence
2. T. Piccini – letter dated July 18, 2019 – Request to hold Josh Hunter Memorial Skateboard Competition at Blackburn Skateboard Park, September 28, 2019
- 12. NEW BUSINESS**
- 85 – 88 **13. PRESENTATIONS / DELEGATIONS**
1. Presentation 4:00 – 4:15 p.m. (approximately)
Carson Carter, Canoe Beach Rental Lots
- 89 – 90 2. Presentation 4:15 – 4:30 p.m. (approximately)
Dale Unruh and Brooks Christensen, Salmon Arm Silverbacks
- 14. COUNCIL STATEMENTS**
- 15. SALMON ARM SECONDARY YOUTH COUNCIL**
- 16. NOTICE OF MOTION**
- 91 – 92 **17. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS**
1. Councillor Lavery – Transportation Parcel Tax (Notice of Motion from June 24, 2019)
- 18. OTHER BUSINESS**
- 19. QUESTION AND ANSWER PERIOD**

7:00 p.m.

Page #	Item #	Description
	20.	DISCLOSURE OF INTEREST

21. **HEARINGS**
22. **PUBLIC HEARINGS**
93 – 104 1. Fee for Service Amendment Bylaw No. 4343 – Development Services Fees
23. **STATUTORY PUBLIC HEARINGS**
105 – 116 1. Zoning Amendment Application No. 1152 [Bennett, K. & S.; 1811 22 Street NE; R-1 to R-8]
24. **RECONSIDERATION OF BYLAWS**
117 – 122 1. City of Salmon Arm Fee for Service Amendment Bylaw No. 4343 – Development Services Fees – Third and Final Readings
123 – 126 2. City of Salmon Arm Zoning Amendment Bylaw No. 4341 [ZON-1152; Bennett, K. & S.; 1811 22 Street NE; R-1 to R-8] – Third Reading
25. **QUESTION AND ANSWER PERIOD**
- 127 – 128 26. **ADJOURNMENT**

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Item 2.

CITY OF SALMON ARM

Date: July 22, 2019

Moved: Councillor Lavery

Seconded: Councillor Eliason

THAT: pursuant to Section 90(1) 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 5.1

CITY OF SALMON ARM

Date: July 22, 2019

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

THAT: the Regular Council Meeting Minutes of July 8, 2019, 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 commenced in Room 100 at 1:30 p.m. and reconvened in the Council Chamber at 2:30 p.m. of the City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia on Monday, July 8, 2019.

PRESENT:

Deputy Mayor K. Flynn
Councillor D. Cannon
Councillor S. Lindgren
Councillor L. Wallace Richmond

Chief Administrative Officer C. Bannister
Director of Corporate Services E. Jackson
Director of Engineering & Public Works R. Niewenhuizen
Director of Development Services K. Pearson
Chief Financial Officer C. Van de Cappelle
Recorder C. Simmons

ABSENT:

Mayor A. Harrison
Councillor C. Eliason
Councillor T. Lavery

1. CALL TO ORDER

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

2. IN-CAMERA SESSION

0372-2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

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

CARRIED UNANIMOUSLY

Council moved In-Camera at 1:30 p.m.

Council returned to Regular Session at 1:36 p.m.

Council recessed until 2:30 p.m.

3. REVIEW OF AGENDA

4. DISCLOSURE OF INTEREST

5. CONFIRMATION OF MINUTES**1. Regular Council Meeting Minutes of June 24, 2019**

0373-2019

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: the Regular Council Meeting Minutes of June 24, 2019, be adopted as circulated.

CARRIED UNANIMOUSLY**6. COMMITTEE REPORTS****1. Development and Planning Services Committee Meeting Minutes of July 2, 2019**

0374-2019

Moved: Councillor Cannon

Seconded: Councillor Lindgren

THAT: the Development and Planning Services Committee Meeting Minutes of July 2, 2019 be received as information.

CARRIED UNANIMOUSLY**2. Social Impact Advisory Committee Meeting Minutes of June 14, 2019**

0375-2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

THAT: the Social Impact Advisory Committee Meeting Minutes of June 14, 2019, be received as information.

CARRIED UNANIMOUSLY**3. Shuswap Regional Airport Operations Committee Meeting Minutes of June 19, 2019**

0376-2019

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: the Shuswap Regional Airport Operations Committee Meeting Minutes of June 19, 2019, be received as information.

CARRIED UNANIMOUSLY**4. Environmental Advisory Committee Meeting Minutes of June 6, 2019**

0377-2019

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: the Environmental Advisory Committee Meeting Minutes of June 6, 2019, be received as information.

CARRIED UNANIMOUSLY**7. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE****1. Board in Brief - June, 2019**

Received for information.

8. STAFF REPORTS

1. Director of Development Services - Agricultural Land Commission Application No. ALC-381 [Brackhaus, G. / McDonald, D. / Nash, J. & S.; 4395 - 10 Avenue SE; Non-Adhering Residential Use - Additional Residence for Farm Use]

0378-2019

Moved: Councillor Cannon

Seconded: Councillor Lindgren

THAT: Agricultural Land Commission Application No. ALC-381 be authorized for submission to the Agricultural Land Commission.

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

CARRIED UNANIMOUSLY

2. Director of Development Services - Agricultural Land Commission Application No. ALC-383 [Veerman, R. & B.; 6740 - 56 Street NE; Non-Adhering Residential Use - Additional Residence for Farm Use]

0379-2019

Moved: Councillor Cannon

Seconded: Councillor Lindgren

THAT: Agricultural Land Commission Application No. ALC-383 be authorized for submission to the Agricultural Land Commission.

CARRIED UNANIMOUSLY

3. Director of Development Services - Agricultural Land Commission Application No. ALC-384 [Rasmussen, C. & J. / Weicker, K. & C.; 4850 - 40 Street NE and 4951 - 50 Street NE; Boundary Adjustment - Subdivision in the ALR]

0380-2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

THAT: Agricultural Land Commission Application No. ALC-384 be authorized for submission to the Agricultural Land Commission.

J. Rasmussen, the applicant, was available to answer questions from Council.

CARRIED UNANIMOUSLY

4. Director of Engineering & Public Works - WPCC Expansion Planning - Site Selection Study

0381-2019

Moved: Councillor Lindgren

Seconded: Councillor Cannon

THAT: The City's Purchasing Policy No. 7.13 be waived in procurement of the Engineering Services relative to Project No. ENG 2018-62 to authorize the sole sourcing of same to WSP Canada Inc.;

AND THAT: Council award the Engineering Services contract for the WPCC Expansion Site Selection Study to WSP Canada Inc. in accordance with the terms of their proposal dated June 20, 2019, for an estimated cost of \$85,540.00 plus applicable taxes.

CARRIED UNANIMOUSLY

8. STAFF REPORTS - continued**5. Director of Engineering & Public Works - Blackburn Park Picnic Structure Construction Budget Amendment**

0382-2019

Moved: Councillor Lindgren

Seconded: Councillor Cannon

THAT: the 2019 Budget contained in the 2019 - 2023 Financial Plan Bylaw be amended to reflect additional funding for the "Blackburn Park Picnic Structure Construction" budget to cover additional unforeseen expenses in the amount of \$25,000.00, reallocated from Blackburn Park Reserve.

CARRIED UNANIMOUSLY**6. Director of Corporate Services - Cultural Master Plan RFP Award**

0383-2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

THAT: Council award the Cultural Master Plan contract to Patricia Huntsman Culture + Communication for the quoted price of \$19,999.00, including applicable taxes.

CARRIED UNANIMOUSLY**9. INTRODUCTION OF BYLAWS****1. City of Salmon Arm Zoning Amendment Bylaw No. 4341 [ZON-1152; Bennett, K. & S.; 1811 22 Street NE; R-1 to R-8] - First and Second Readings**

0384-2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4341 be read a first and second time;

AND THAT: Final Reading of the Zoning Amendment Bylaw be withheld subject to Ministry of Transportation and Infrastructure approval.

CARRIED UNANIMOUSLY**2. City of Salmon Arm Municipal Ticket Information Amendment Bylaw No. 4342 - Street Solicitation - First, Second and Third Readings**

0385-2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

THAT: the bylaw entitled City of Salmon Arm Ticket Information Utilization Amendment Bylaw No. 4342 be read a first, second and third time.

CARRIED

Councillor Lindgren Opposed

9. INTRODUCTION OF BYLAWS - continued

3. City of Salmon Arm Fee for Service Amendment Bylaw No. 4343 - Development Services Fees - First and Second Readings

0386-2019

Moved: Councillor Cannon

Seconded: Councillor Lindgren

THAT: the bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4343 be read a first and second time;

AND THAT: a Public Hearing be held at the Regular Council Meeting on July 22, 2019 at 7:00 p.m.

CARRIED UNANIMOUSLY

10. RECONSIDERATION OF BYLAWS

1. City of Salmon Arm Zoning Amendment Bylaw No. 4306 [ZON-1136; Lawson Engineering & Development Services Ltd./Lawson, B./Hillcrest Mews Inc.; 2520 10 Avenue SE; R-1 to CD-19] - Final Reading

0387-2019

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4306 be read a final time.

CARRIED UNANIMOUSLY

11. CORRESPONDENCE

1. Informational Correspondence

2. Salmon Arm Tennis Club ITC Report - June 21, 2019

W. Pain, Salmon Arm Tennis Club outlined the letter dated June 21, 2019 and was available to answer questions from Council.

0388-2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Lindgren

THAT: Council agree to provide a grace period of 2 years, beginning September 2019, for repayment of the Loan Agreement between the City of Salmon Arm and the Salmon Arm Tennis Club dated May 1, 2018, as outlined in the Salmon Arm Tennis Club letter dated June 21, 2019.

CARRIED UNANIMOUSLY

12. NEW BUSINESS

The Meeting recessed at 3:38 p.m.

The Meeting reconvened at 3:45 p.m.

13. PRESENTATIONS

1. Brad Bennett - Woodlands Manager, Interfor Corporation Adams Lake Division - Forest tenure (Canfor Vavenby operation)

Brad Bennett, Woodlands Manager, and Erik Kok from Interfor Corporation Adams Lake Division provided an overview of the forest tenure situation and were available to answer questions from Council.

0389-2019

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: Council send a letter to Minister Doug Donaldson supporting the transfer of the Canfor Vavenby timber licenses to Interfor to provide ongoing timber supply support to the Adams Lake operation and the associated jobs the facility provides to the regional economy and copied to Gorman Brothers and Canoe Forest Products.

CARRIED UNANIMOUSLY

0390-2019

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

THAT: Council request a meeting with Minister Doug Donaldson at UBCM to discuss the forest industry transition items.

CARRIED UNANIMOUSLY

2. Amy Vallarino, Environmental Advisory Committee - Climate Leadership in Salmon Arm

Amy Vallarino, Environmental Advisory Committee Member at Large, provided a presentation on Climate Leadership in Salmon Arm and was available to answer questions from Council.

14. COUNCIL STATEMENTS**15. SALMON ARM SECONDARY YOUTH COUNCIL****16. NOTICE OF MOTION****17. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS**

1. A. Slater, Executive Director, SILGA - email dated June 20, 2019 - Deferred Motion 0366-2019 SILGA Youth at UBCM

0366-2019

Moved: Councillor Lavery

Seconded: Councillor Eliason

THAT: Council authorize up to \$2,000.00 from 2019 Council Initiatives for E. Brennan and Z. Naish to attend the 2019 Union of British Columbia Municipalities Convention.

The Chief Administrative Officer reported that there is \$2,500.00 in the 2019 Annual Budget to assist the youth in attending the 2019 UBCM Convention.

DEFEATED UNANIMOUSLY

18. OTHER BUSINESS

19. QUESTION AND ANSWER PERIOD

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

20. ADJOURNMENT

0391-2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

THAT: the Regular Council Meeting of July 8, 2019, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 4:48 p.m.

CERTIFIED CORRECT:

CORPORATE OFFICER

Adopted by Council the day of , 2019.

MAYOR

Item 6.1

CITY OF SALMON ARM

Date: July 22, 2019

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: the Development and Planning Services Committee Meeting Minutes of July 15, 2019 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 at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on **Monday, July 15, 2019.**

PRESENT:

Mayor A. Harrison
Councillor K. Flynn
Councillor T. Lavery
Councillor D. Cannon
Councillor L. Wallace Richmond
Councillor S. Lindgren
Councillor C. Eliason

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

ABSENT:

1. CALL TO ORDER

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

2. REVIEW OF THE AGENDA

3. DECLARATION OF INTEREST

4. PRESENTATIONS

5. REPORTS

1. Zoning Amendment Application No. ZON-1151 [Gagnon, G.R. & Morgan, K.; 741 - 2 Avenue NE; R-1 to R-8]

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan EPP47149 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone);

5. REPORTS - continued

1. Zoning Amendment Application No. ZON-1151 [Gagnon, G.R. & Morgan, K.; 741 - 2 Avenue NE; R-1 to R-8] - continued

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

CARRIED UNANIMOUSLY

6. FOR INFORMATION

7. IN CAMERA

8. LATE ITEM

9. ADJOURNMENT

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: the Development and Planning Services Committee meeting of July 15, 2019, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:02 a.m.

Minutes received as information by Council
at their Regular Meeting of , 2019.

Mayor Alan Harrison
Chair

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Item 6.2

CITY OF SALMON ARM

Date: July 22, 2019

Moved: Councillor Eliason

Seconded: Councillor Lavery

THAT: the Downtown Parking Commission Meeting Minutes of June 18, 2019, 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 **Downtown Parking Commission** Meeting held in Room 100 at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on **Tuesday, June 18, 2019.**

PRESENT:

Chad Eliason	Councillor, City of Salmon Arm
Vic Hamilton	Member at Large
Regan Ready	Member at Large,
Bill Laird	Member at Large
Cathy Ingebrigston	Member at Large
Heather Finn	Downtown Salmon Arm Representative
Gerald Foreman	Downtown Salmon Arm Representative
June Stewart	Downtown Salmon Arm Representative
Rob Niewenhuizen	Resource Personnel, Director of Engineering & Public Works
Marcel Bedard	Resource Personnel, Bylaw Officer
Jenn Wilson	Resource Personnel, City Engineer

ABSENT:

Jacque Gaudreau	Downtown Salmon Arm Representative
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GUEST:

The meeting was called to order at 8:00 a.m. by Chairperson Chad Eliason.

1. **INTRODUCTIONS AND WELCOME**

2. **PRESENTATIONS**

3. **APPROVAL / CHANGES / ADDITIONS TO AGENDA**

Addition to Item 6.6 – letter from L. Wong, Downtown Salmon Arm dated June 12, 2019 – Street Parking

Addition to Item 6.6 – Letter from S. Robinson, President, Salmon Arm & District Chamber of Commerce – Downtown Street Parking

Moved: Cathy Ingebrigston

Seconded: Gerald Foreman

THAT: the Downtown Parking Commission Meeting Agenda of June 17, 2019 be approved with additions.

CARRIED UNANIMOUSLY

4. APPROVAL OF MINUTES FROM MAY 28, 2019

Moved: Gerald Foreman

Seconded: Regan Ready

THAT: the Downtown Parking Commission Meeting Minutes of May 28, 2019 be adopted as circulated.

CARRIED UNANIMOUSLY

5. OLD BUSINESS ARISING FROM MINUTES**6. NEW BUSINESS****1) Downtown Parking Plan Summary – comments or questions**

The Downtown Parking Plan Summary was reviewed and discussed.

2) DSA Membership update

Heather Finn will be resigning as at July 1, 2019. Downtown Salmon Arm has recommended the appointment of Linda Nielson and this recommendation has been approved by Council.

3) City Web Page - Update

A review of the new City of Salmon web page was provided and the accessibility of the site as it relates to parking information was discussed. A link from the website to Google Maps was discussed.

4) Hudson Street Revite – Post Office Parking

The work will be completed shortly and the parking meters will remain the same.

5) Salmon Arm Chamber of Commerce – Membership Request

Susan Robinson, President of Salmon Arm & District Chamber of Commerce has requested that the Downtown Parking Commission's members include a representative from the Chamber of Commerce. The Downtown Parking Commission Bylaw does not provide for inclusion of a member from the Chamber of Commerce and the possibility of having a member from the Chamber on Downtown Salmon Arm was discussed.

6) Street parking in Downtown Salmon Arm: should it be limited to one hour or two? (Salmon Arm Observer)

The Article in the May 10, 2019 Salmon Arm Observer was reviewed and discussed. Correspondence from L. Wong, Manager, Downtown Salmon Arm, and

6. **NEW BUSINESS – continued**

6) **Street parking in Downtown Salmon Arm: should it be limited to one hour or two? (Salmon Arm Observer) - continued**

correspondence from Susan Robinson, President, Salmon Arm & District Chamber of Commerce, in support of 2 hour street parking was discussed.

Moved: Heather Finn

Seconded: Bill Laird

THAT: One (1) hour parking remaining in effect on Hudson Avenue and two (2) hour parking in all other areas will be revisited in the spring of 2020.

CARRIED

Gerald Foreman Opposed

7. **OTHER BUSINESS**

8. **NEXT MEETING – Tuesday, July 16, 2019**

The next meeting of the Downtown Parking Commission will be Tuesday, July 16, 2019.

9. **ADJOURNMENT**

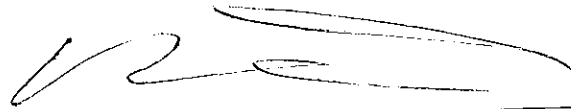
Moved: Gerald Foreman

Seconded: June Stewart

THAT: the Downtown Parking Commission Meeting of June 18, 2019 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 9:00 a.m.



Marcel A. Bedard
Bylaw Officer

Minutes received as information by Council
at their Regular Meeting of , 2019.

Item 6.3

CITY OF SALMON ARM

Date: July 22, 2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: the Social Impact Advisory Committee Meeting Minutes of July 12, 2019, 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 in Room 101 of City Hall, 500 – 2 Avenue NE, Salmon Arm, BC, on **Friday, July 12, 2019**, at 8:00 a.m.

PRESENT:

Councillor Louise Wallace Richmond	City of Salmon Arm, Chair
Dawn Dunlop	Canadian Mental Health Association (CMHA) (entered the meeting at 8:04 a.m.)
June Stewart	Shuswap Children's Association
Mehrnaz Kobari	Shuswap Immigrant Services Society
Colleen Making	Shuswap Area Family Emergency (SAFE) Society
Jo-Anne Crawford	Shuswap Association for Community Living (SACL)
Patricia Thurston	Shuswap Family Centre
Kim Sinclair	Aspiral Youth Partners
Neal Green	Interior Health Association-Mental Health
Barb Puddifant	City of Salmon Arm, Recorder

ABSENT:

Kristy Woodcock	Okanagan College Okanagan Regional Library
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GUEST:

Jennifer Broadwell	Downtown Salmon Arm
Gudrun Malmqvist	Shuswap Family Centre

The meeting was called to order at 8:00 a.m.

1. **Introductions**
2. **Presentations**
3. **Approval of Agenda and Additional Items**

Moved: Patricia Thurston

Seconded: Jo-Anne Crawford

THAT: the Social Impact Advisory Committee Meeting Agenda of July 12, 2019, be approved as circulated.

CARRIED UNANIMOUSLY

4. Approval of Minutes of June 14, 2019 Social Impact Advisory Committee Meeting

Moved: Patricia Thurston

Seconded: Jo-Anne Crawford

THAT: the minutes of the Social Impact Advisory Committee Meeting of June 14, 2019 be approved as circulated.

CARRIED UNANIMOUSLY

Dawn Dunlop entered the meeting at 8:04 a.m.

5. Old Business/Arising from minutes

- 1) Outreach Worker - correspondence to BC Housing from Mayor Harrison and correspondence from Downtown Salmon Arm - for information. Gudrun Malmqvist updated the Committee on the current status of the provincially funded Community Integration Specialist.

6. New Business

- 1) Social Development Services - Potential Role of the City
Councillor Wallace Richmond reviewed the presentation to the Committee by City of Penticton bylaw enforcement. The Committee discussed the potential participation of the City of Salmon Arm in Social Development. Councillor Wallace Richmond outlined the Social Services Policies in the Official Community Plan and reviewed the City's current Corporate Strategic Plan together with the City's budget process. The presentation proposed by the Committee to Mayor and Council was discussed and will be further reviewed at the next meeting of the Committee.

7. Other Business &/or Roundtable Updates

8. Next meeting - August 23, 2019

9. Adjournment

Moved: Patricia Thurston

Seconded: Dawn Dunlop

THAT: the Social Impact Advisory Committee Meeting of July 12, 2019 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 9:00 a.m.

Councillor Louise Wallace Richmond, Chair

Minutes received as information by Council at their Regular Meeting of , 2019.

Item 8.1

CITY OF SALMON ARM

Date: July 22, 2019

Chief Financial Officer – Property Tax Collection For Information

Vote Record

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

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

CITY OF SALMON ARM

Date: July 4, 2019
 To: Mayor Harrison and Members of Council
 From: Chelsea Van de Cappelle, Chief Financial Officer
 Subject: Property Tax Collection

FOR INFORMATION

Listed below are the current tax collection percentages and associated tax and penalty revenues for 2019 and 2018.

	<u>2019</u>	<u>2018</u>
Revenue	\$34,119,709.83	\$32,484,193.09
Collection to Due Date	<u>32,496,331.57</u>	<u>30,729,647.67</u>
Outstanding Balance	<u>\$ 1,623,378.26</u>	<u>\$ 1,754,545.42</u>
Percentage Collected	95.25%	94.59%
Penalty Revenue	\$ 162,338.04	\$ 175,455.04
Less: Penalty Reversal (Due to Deferment Applications)	<u>(31,991.89)</u>	<u>(26,690.89)</u>
Adjusted Penalty Revenue	<u>\$ 130,346.15</u>	<u>\$ 148,764.15</u>

Respectfully Submitted,



Chelsea Van de Cappelle, CPA

Item 8.2

CITY OF SALMON ARM

Date: July 22, 2019

Chief Administrative Officer Report dated June 10, 2016 - Canoe Beach Campsites – Rental Agreements, Original Motion and Background – For Information

Vote Record

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

Opposed:

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



City of Salmon Arm
Memorandum from the Chief Administrative Officer

TO: Her Worship Mayor Cooper and Council

DATE: June 10, 2016

SUBJECT: Canoe Beach Campsites – Rental Agreements

RECOMMENDATIONS

- THAT: the Rental Agreements for the Canoe Beach Lots be offered for a final five year Rental (Licence for Use and Occupation) term commencing on November 1, 2016 and expiring on October 31, 2021, with no change to the associated fee;
- AND THAT: all tenants be provided formal notice that this is the final term and that all structures (including underground) must be removed upon expiry, at the renters expense, as outlined in the Rental Agreement;
- AND FURTHER THAT: a gate be installed at the entrance to the campsites that is closed/locked during the months of November through March inclusive.

BACKGROUND

Term/ Official Community Plan

The Canoe Beach Campsites have, in recent years, been offered on a three year rental term with the current term ending on October 31, 2016.

The following forms part of the current Rental Agreements:

2.02 The Tenant acknowledges that:

- (a) the Official Community Plan which has been adopted by the City of Salmon Arm designates that the Property is to be converted to park land at some future date;
- (b) this Rental Agreement is for a relatively short fixed term and it is without renewal rights; and
- (c) while the Tenant may apply to rent the Campsite for a further period upon the expiry of the Term, there is no assurance that this Rental Agreement will be rewritten, extended, or renewed by the Landlord upon the expiry of the Term.

The following excerpt is from the Official Community Plan:

11.3.7 Retain the Canoe Beach waterfront land leases until the year 2021. In the interim, Council may review and renew individual leases on an annual or longer basis to a maximum term of three years less one day. Eventually, as demand increases, the land will be developed with park facilities, including picnic areas, children's play equipment, and other beach-related uses as determined through public consultation.

The proposed 5 year term will align with this OCP Policy. Despite the above OCP reference, there is no legal requirement to continue to rent these areas until 2021, if Council should choose otherwise. The fact is that this date has been moved forward in successive OCP revisions, as much for political expediency as anything else (i.e. no desire to hold up adoption of a new OCP on this issue alone). Dating back 20 years, Official Community Plan Bylaw No. 2301 (1995) indicated that the Canoe Beach waterfront residential leases be retained to the year 2005 and this date has been moved forward ever since.

While this is admittedly a difficult issue for Council to deal with, and the present occupiers likely stand to lose the equity in their cabins / structures, they are located on prime waterfront land that is best suited for a park/public beach. It is preferable to deal with the issue now with clarity and conviction, rather than kick the proverbial can down the road again.

Rental Area Tenure

There are 28 rental lots in total (See Appendix 1). These are not surveyed and are not fee simple lots. Rather, they simply represent a portion of City owned Lot 1, Plan No. 4310 (see Appendix 2) and are defined by crude measurements referenced in the respective rental agreements and shown on a 1977 Plan (see Appendix 3). The gravel road which accesses these rental lots is not a dedicated city road, but simply part of Lot 1, Plan No. 4310.

The Shuswap Association for Rowing and Paddling (SARP) is on a 5 year Licence for Use and Occupation, ending December 31, 2017 and occupies the easternmost portion of Lot 1, Plan 4310, adjacent to the wharf.

Recent case law, *International Paper Industries Ltd. v. Top Line Industrial Inc.* (1996), provided that a person may not lease an un-subdivided lot of a legal parcel of land for a term of more than three years (leases of portions of a building are exempt). Legal Counsel has advised that the proposed 5 year Rental Agreement/Licence for Use and Occupation is permissible (although likely not registerable at the Land Title Office).

Fee/Rental Amount

While a slight increase may be justified due to market forces, staff are recommending no change to the fee/rental amount as this is contemplated as the final rental term.

Beach Area

The beach area at this location is seldom used by the public. The rental lot areas generally extend west of the cabins / structures to the natural boundary of Shuswap Lake (within City Lot 1, Plan 4310). The beach area(s) form part of the Rental Agreements, but the bed of Shuswap Lake is Crown Land. At this location, the lake is spotted with decks, buoys and boats, appears to be private and is generally not accessible to or used by the public.

Canoe Beach Master Plan

The Canoe Beach Master Plan, which has not yet been approved by Council, shows parking, a multi-use path, public beach and expansion of public amenities at this location (see Appendix 4). Although it has not emerged as a major issue, the culmination of this plan, which will ultimately be a refinement to the OCP, obviously requires an end to the Canoe Beach Rental Agreements and removal of all structures. A presentation to Council of the Canoe Beach Master Plan is scheduled for the July 4 Development and Planning Services Committee meeting.

City Resources

The Canoe Beach Rental Lots have become a major administrative burden to the City (not to mention the BC Assessment Authority). Over recent years staff have been embroiled in prolonged and protracted disputes and discussions on a multitude of issues:

- lease/rental rates;
- taxes;
- assessments;
- zoning;
- building code;
- rental area definition;
- flood construction levels and setbacks;
- Riparian Areas Regulation;
- demand for additions and redevelopment;
- third party rental use outside of defined rental period;
- maximum floor area ratios;
- parking/use of RV's by unauthorized third parties
- excessive noise;
- land ownership disputes;
- non-payment of rent;
- demolitions/removals; and
- legal challenges.

There have been numerous instances of unauthorized building / alteration of structures which has consumed a great deal of staff resources. During recent site visits to the area in preparation for sewer main reconstruction, it has come to the attention of staff that some tenants have expanded outside of the campsite area and at least one unauthorized septic system has been installed. The environmental implications of this are considerable and may further complicate the eventual demolition of the sites.

Insurance brokers are having increasing difficulty finding insurance for these sites and it is felt that the City will be left vulnerable if coverage is cancelled or denied. The structures are in varying degrees of dilapidation and, without the ability to quickly and easily remedy the issues, renters will likely continue to complete unauthorized alterations.

Should Council accept and follow the staff recommendation to only one more 5-year term, it is anticipated that some non-compliance will carry on for several more years, putting us well past the year 2021 referred to in the OCP. Many, if not most, of the renters will likely leave the structures for the City to deal with and this will be problematic.

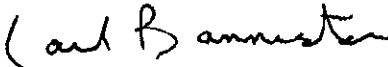
Revenue

The City derives approximately \$124,000/year in revenue from these rental lots and has established a reserve of \$278,000. It is anticipated that most, if not all, of this reserve fund will be consumed in the City's efforts to return this property to parkland.

Seasonal Restriction

The Agreements clearly state that occupancy is limited to the months of April through October; however, there is evidence to suggest that some of the tenants may be occupying the cabins on a year round basis. In an effort to further discourage entry to the area during the period of November through March, staff recommend installing a gate across the entrance to the campsites and locking it during those months.

Respectfully submitted,



Carl Bannister, MCIP, RPP

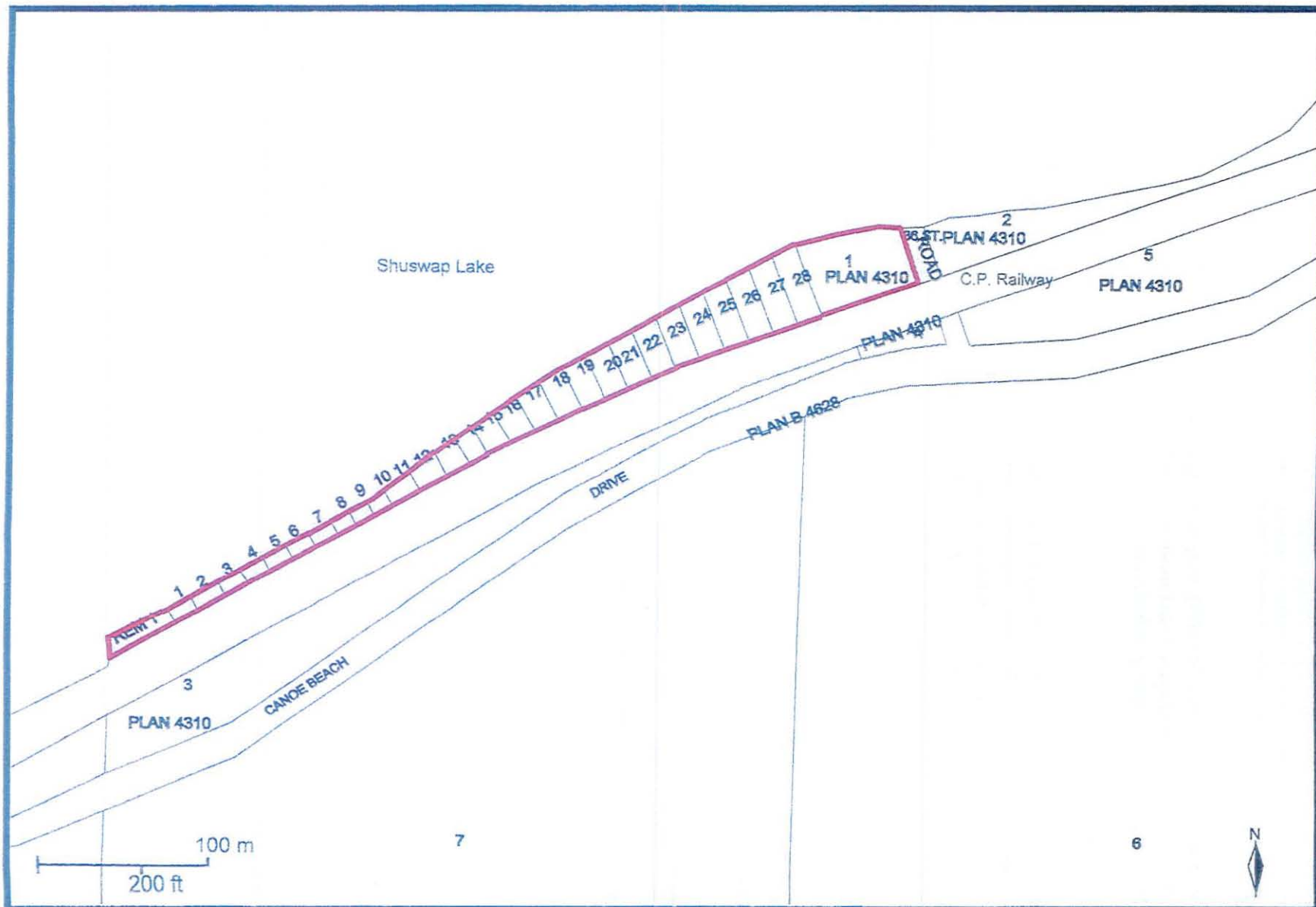
Appendices

Appendix 1: Subject Property

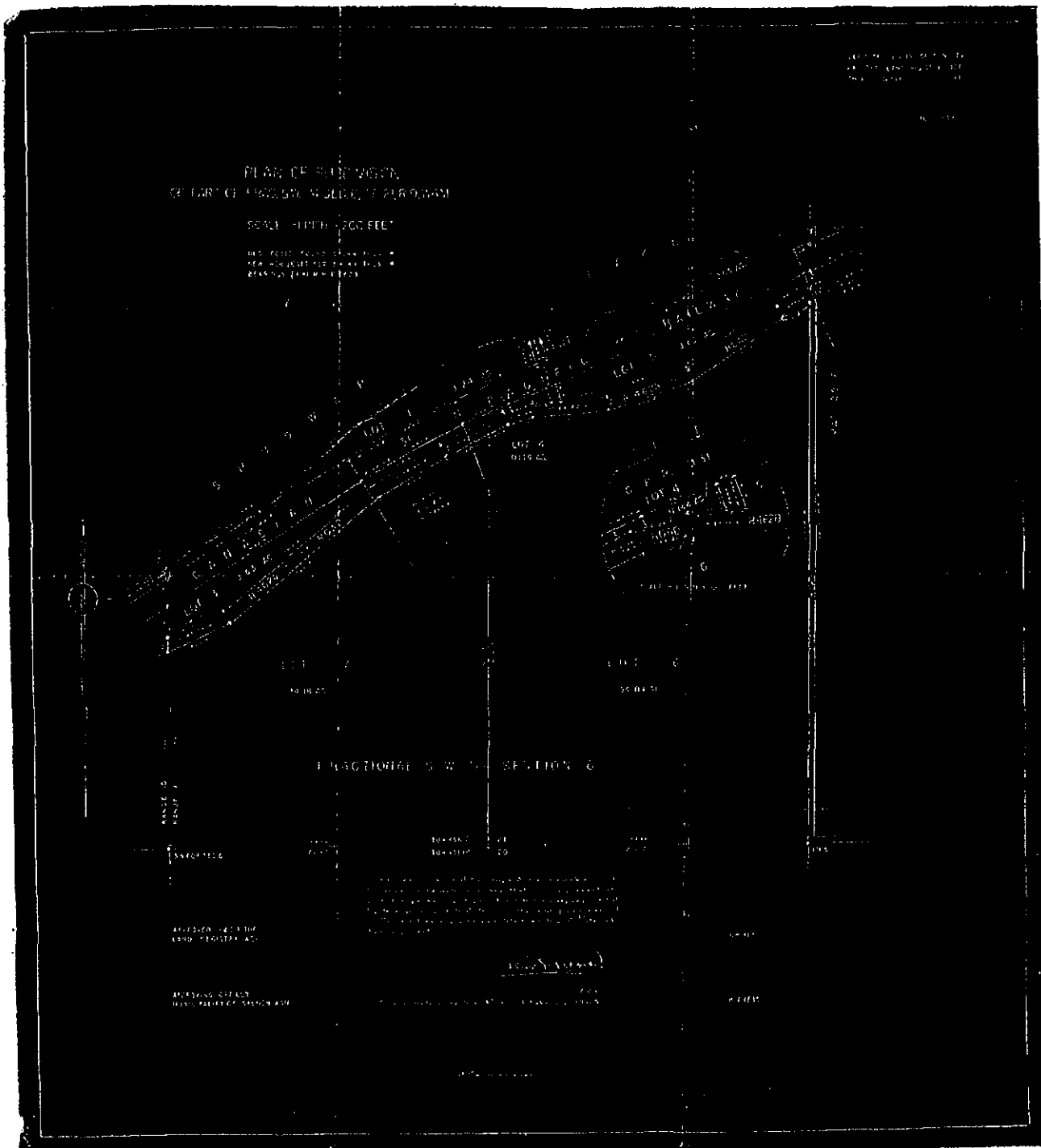
Appendix 2: Plan No. 4310

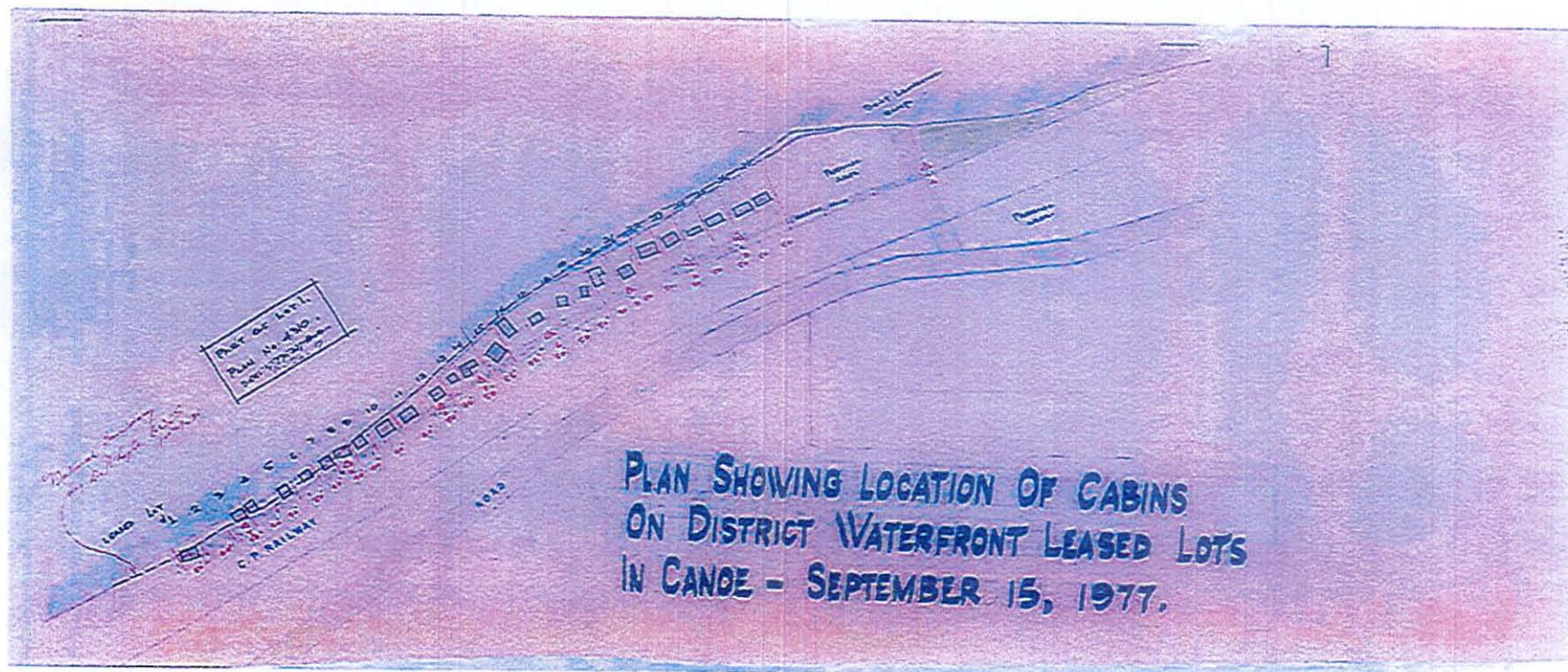
Appendix 3: 1977 Plan

Appendix 4: Canoe Beach Concept Plan



APPENDIX 2





CANOE BEACH PARK MASTER PLAN



URBAN
systems

11. STAFF REPORTS**1. Chief Administrative Officer - Canoe Beach Campsites Rental Agreement**

0276-2016

Moved: Councillor Flynn
Seconded: Councillor Lavery

THAT: the Rental Agreements for the Canoe Beach Lots be offered for a final five year Rental (Licence for Use and Occupation) term commencing November 1, 2016 and expiring on October 31, 2021, with no change to the associated fee;

AND THAT: all tenants be provided formal notice that this is the final term and that all structures (including underground) must be removed upon expiry, at the renters expense, as outlined in the Rental Agreement;

AND FURTHER THAT: a gate be installed at the entrance to the campsites that is closed/locked during the months of November through March inclusive.

CARRIED UNANIMOUSLY

City of Salmon Arm

500 - 2 Avenue NE

Mailing Address: Box 40

Salmon Arm, BC V1E 4N2

Tel: 250.803.4000 Fax: 250.803.4041

www.salmonarm.ca



Salmon Arm

July 12, 2016

Dear

Re: Canoe Beach Rental Agreement
Campsite No. - Roll No.

I wish to advise that at the July 11, 2016 Regular Meeting of Council for the City of Salmon Arm, Council resolved to enter into a five (5) year Licence of Use and Occupation for the Canoe Beach Campsites, subject to the following:

- that this shall be the final term and all improvements and personal belongings must be removed from the property at the expiry of the term;
- that the rental fee for each of the five (5) years (not including property taxes) remain unchanged from the 2016 amount;
- that there will be a gate installed and locked during the period of November 1 to March 31 of each year, in order to prohibit vehicular access to the sites; and
- that the sites are for the use and enjoyment of the tenants. Sub-letting and rental of the sites to third parties is not permitted.

Council's decision aligns with both the City of Salmon Arm Official Community Plan, which designates that this area will be returned to parkland and the Canoe Beach Master Plan, which envisions the area as an extension of the public beach.

Please note that pursuant to the Community Charter, Council's intent to allow use and occupation of this property will be advertised in the local newspaper.

The Agreement requires that you provide the City with a copy of your comprehensive general liability insurance in the amount of \$2,000,000.00 per occurrence naming the City of Salmon Arm as an additional insured.

Prior to the execution of the Agreement for the term of November 1, 2016 to October 30, 2021, the outstanding balance on your property tax account and 2016 rental fee must be paid in full and a copy of your liability insurance forwarded to the City.

Enclosed are two (2) copies of the Agreement, please sign both copies of and return to our office. Following execution by the City, one (1) copy will be returned to you for your records.

Should you have any questions, please contact the undersigned at 250-803-4029 or by e-mail at ejackson@salmonarm.ca.

Yours truly,

Erin Jackson
Corporate Officer

Item 8.3

CITY OF SALMON ARM

Date: July 22, 2019

Moved: Councillor

Seconded: Councillor

THAT: BDO Canada LLP, Chartered Accountants, be appointed as the Municipal Auditors for the City of Salmon Arm for the three (3) year term of 2019 to 2021;

AND THAT: the fee for services provided be as follows:

- 2019 - \$19,100.00 (plus taxes);
- 2020 - \$19,600.00 (plus taxes); and
- 2021 - \$20,000.00 (plus taxes).

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: July 17, 2019
 From: Chelsea Van de Cappelle, Chief Financial Officer
 Subject: Annual Financial Audit Services – 2019, 2020 and 2021

Recommendation

That BDO Canada LLP, Chartered Accountants, be appointed as the Municipal Auditors for the City of Salmon Arm for the three (3) year term of 2019 to 2021;

And that the fee for services provided be as follows:

- 2019 - \$19,100.00 (plus taxes);
- 2020 - \$19,600.00 (plus taxes); and
- 2021 - \$20,000.00 (plus taxes).

Background

Pursuant to Section 169 of the *Community Charter*, the Municipal Auditors must be appointed by Council.

As required by Policy No. 7.6, an invitational Request For Proposal for the Annual Financial Audit Services was prepared and sent to Salmon Arm and local area Accounting firms with sufficient qualified staff to conduct the audit for the three (3) year term of 2019 to 2021 inclusive, with a City option to extend for an additional two (2) year period.

The City considered the following criteria and associated costs in evaluating the proposals:

Criteria	Maximum Rating
Understanding of the engagement/proposal	5
Experience with municipal audits	15
Technical experience of the firm and personnel	10
Audit implementation including audit plan, approach, methodology and City staff time	15
Availability of additional services	5
References	10
Cost of services	<u>40</u>
Total	100

The City received four (4) proposals, all of which met the mandatory submission criteria. The proposals were evaluated and rated in consideration of the above and a summary of the evaluations are presented in the table below.

Audit Firm	Ranking
BDO	1
MNP	2
KPMG	3
Grant Thornton	4

The table below reflects the proposed audit fees, inclusive of all disbursements, travel and administrative fees over the next five (5) years from each of the proponents.

Year	BDO	%	MNP	%	KPMG	%	Grant Thornton	%
2019	\$ 19,100.00	2.85%	\$ 16,800.00	(9.54%)	\$ 24,100.00	29.77%	\$ 27,500.00	48.08%
2020	19,600.00	2.62%	17,325.00	3.13%	24,600.00	2.07%	28,400.00	3.27%
2021	20,000.00	2.04%	17,850.00	3.03%	25,100.00	2.03%	29,400.00	2.52%
2022	20,500.00	2.50%	18,375.00	2.94%	25,600.00	1.99%	30,400.00	3.40%
2023	<u>21,000.00</u>	2.44%	<u>18,900.00</u>	2.86%	<u>26,100.00</u>	1.95%	<u>31,500.00</u>	3.62%
Total	\$100,200.00		\$89,250.00		\$125,500.00		\$147,200.00	

The proposed fees from MNP are lower as a result of a \$5,000.00 courtesy rate discount. None of the other submissions referenced a discount.

All four (4) proposals demonstrated the required technical experience and qualifications needed as well they all provide a wide range of additional services to address the City's needs. While MNP does propose the lowest cost, staff have concerns with MNP's proposed substantive audit approach and the implications of this on staff time. Further, the transitional costs of switching auditing firms are difficult to quantify, and could be either high or low.

BDO Canada LLP (BDO) has been the City's Municipal Auditor for thirty (30) years and has an excellent understanding of the City's structure, governance and processes. While their proposed fees are higher than that of MNP; the increase over 2018's fees are reasonable and consistent with inflation.

It should be noted that BDO's proposed fees are lower than that of the fees reflected in a survey of similar sized municipalities undertaken by staff in 2018.

Pitt Meadows - (Pop. 19,580)	\$20,475.00 (2017 rates)
Township of Esquimalt - (Pop. 16,899)	\$21,700.00 (2017 rates)
District of Oak Bay - (Pop. 18,717)	\$24,140.00 (2017 rates)

Overall, the City has enjoyed an excellent working relationship with BDO and they have provided numerous services to the City without charge.

It is recommended that BDO Canada LLP be awarded the Annual Financial Audit Services Contract for the three (3) years 2019, 2020 and 2021. The extension of the contract to 2022 and 2023 will be brought back to Council in early 2022.

Respectfully submitted,


Chelsea Van de Cappelle, CPA

Item 8.4

CITY OF SALMON ARM

Date: July 22, 2019

Moved: Councillor

Seconded: Councillor

THAT: Council approve the purchase of the Unit #86 Rubber Tire backhoe replacement, from Brandt Tractor Ltd. for the quoted amount of \$183,338.40 including extended warranty and taxes.

Vote Record

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

Opposed:

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



File: ENG2019- Equipment

TO: His Worship Mayor Harrison and Members of Council

FROM: Rob Niewenhuizen, Director of Engineering and Public Works

PREPARED BY: Darin Gerow, Manager of Roads & Parks

DATE: July 10, 2019

SUBJECT: **Purchase Recommendation for Replacement of Unit # 86 – Rubber Tire Backhoe**

RECOMMENDATION:

THAT: Council approves the purchase of the Unit #86 Rubber Tire backhoe replacement, from Brandt Tractor Ltd. for the quoted amount of \$183,338.40 including extended warranty and taxes.

BACKGROUND:

The City of Salmon Arm Public Works utilizes a Rubber Tire Backhoe for many different types of operations: from loading trucks, excavating trenches, preparing asphalt patches, clearing land, and snow removal. Almost every day of the year, you should be able to find a City backhoe operating somewhere within city limits. They can be utilized in many different aspects and are a necessity within our equipment fleet. We currently own two (2) 2009 Volvo BL70 backhoes, which are now ready to be replaced. We have approved funding to replace one (1) backhoe this year, and will be looking into options for replacement of our other next year.

A request for Quotation was advertised on BC Bid and City of Salmon Arm webpage on May 10, 2019 for the supply and delivery of a Rubber Tire Backhoe. Two (2) companies quoted, and were received on Thursday May 28, 2019, as follows:

Company	Model	Sub-Total Price	Trade In Value	Price Incl. Tax
Brandt Tractor Ltd.	2019 John Deere 310SL	\$ 174,600.00	\$ 20,000.00	\$ 173,152.00
		with 5 year/5000hr warranty		\$ 183,338.40
Inland Kenworth Ltd.	2019 Case 580SN	\$ 168,747.61	\$ 14,000.00	\$ 173,250.12
		with 5 year/5000hr warranty		\$ 187,124.68

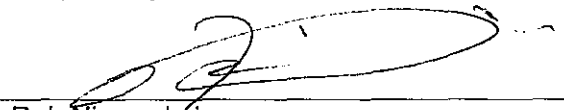
Both quotes submitted met a vast majority of specifications as set out in the RFQ with Brandt Tractor meeting slightly more specifications. Each supplier was kind enough to provide a demo of their equipment to the Public Works Yard for staff to try and operate. It was a consensus that the John Deere unit was more user friendly and easier to operate.

Warranty options were provided within the Request for Quotation. It is my recommendation that an extended warranty be added to the purchase which includes 5 year/5000 hour comprehensive warranty, in the amount of \$9,095.00. Warranty on this type of equipment can pay itself off with one major breakdown. The warranty that is included with the purchase is 2 year/200hr.

Brandt Tractor Ltd. is based out of Vernon, BC. The City of Salmon Arm owns multiple pieces of John Deere equipment such as Grader, Compact Excavator and Loader. All warranty work would be completed in Vernon.

The approved funding for this purchase is \$200,000.00 from the 2019 Machinery & Equipment Capital budget. We recommend that the purchase of Replacement Unit #86 Rubber Tire backhoe, be awarded to Brandt Tractor Ltd. for the quoted amount of \$183,338.40 including taxes.

Respectfully Submitted,



Rob Niewenhuizen
Director of Engineering and Public Works

cc Chelsea Van De Cappelle, CFO

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Item 8.5

CITY OF SALMON ARM

Date: July 22, 2019

Moved: Councillor

Seconded: Councillor

THAT: Council appoint the following two (2) people to the Agricultural Advisory Committee for the remainder of this Committees term (ending July 31, 2020):

- 1) Barrie Voth; and
- 2) Mike Schroeder.

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: July 16, 2019

Subject: Agricultural Advisory Committee Appointment

MOTION FOR CONSIDERATION

THAT: Council appoint the following two people to the Agricultural Advisory Committee for the remainder of this Committees term (ending July 31, 2020):

- 1. Barrie Voth**
 - 2. Mike Schroeder**
-

BACKGROUND

The Agricultural Advisory Committee (AAC) Terms of Reference allows for eight representatives from the agricultural community and has been operating with only six, leaving two positions vacant. The City advertised for new members and received two applications (attached as Appendix 1) from Barrie Voth and Mike Schroeder.

The Committee Terms of Reference also allows for a City Councillor, as a voting member, to act as Chair and three non-voting members, one from each of: City Staff, the Ministry of Agriculture, and the Salmon Arm Economic Development Society.

The motion for consideration is for Council to appoint both applicants to the AAC.



Scott Beeching, MCIP, RPP
Senior Planner

Barrie Voth

CITY OF SALMON ARM

Application for Appointment to the Agricultural Advisory Committee

The City of Salmon Arm is seeking applications for representatives of the agricultural community representing a diversity of commodity groups/producers to become members of the Agricultural Advisory Committee.

The Committee acts as an advisory body and resource group to City Council on agricultural matters including applications to the Agricultural Land Commission, proposed amendments to the Official Community Plan, major developments and water management issues impacting agriculture, input on submissions related to agricultural issues to other levels of government and reviewing initiatives to enhance the agricultural economy and promote agri-business and agri-tourism opportunities.

In order to assist the City Council in the selection and appointment of the Committee membership, prospective members are requested to forward this completed application form and resume to City Hall by June 28, 2019 at 4:00 p.m. Applications can be mailed to Box 40, Salmon Arm, BC, V1E 4N2, faxed to 250-803-4042, sent by email to ejackson@salmonarm.ca or dropped off at City Hall, 500 - 2 Avenue NE.

Name Barrie Voth Number of years living in Salmon Arm 5

Civic address 557 Salmon river rd. Salmon Arm V1E3E9

Mailing address (if different than above) _____

Email address [REDACTED]

Telephone Home [REDACTED] Work _____ Cell [REDACTED]

Occupation Commercial Dairy Goat farmer - owner & operator
- 20 years in the Agricultural sector.

Community Affiliations/Memberships Member of B.C. Goat association.

Participated in S.A. Launch-A-Promer program in 2014. Member of "CLRC,"
Canadian Livestock Records Corporation. Member of "IGA," International
Goat Association. Successful participant of the "Growing Forward," business
advisory program in 2018 & 2019. Member of the B.C. Young Agriarians.

Reasons for seeking Appointment I have a very keen interest
in seeing agriculture succeed in the local area in
and around Salmon Arm. I would like to see
the community and the agricultural sector be
united and not blame sides for past failures
But help one another succeed in community
and business moving forward. I would like to
be a part of the solution of healthy land
and healthy food for the community & future generations.

I, Barrie Voth, hereby signify that I am willing to
 accept an appointment to the Agricultural Advisory Committee.

June 27/2019
 Date

[Signature]
 Signature

The purpose of this form is to provide information which will assist City Council in knowing each candidate better. The person whose name is being put forward as a candidate must sign this application in order to signify that he or she would be willing to accept the appointment should it be made.

In order to be considered, this application must be returned to City Hall prior to 4:00 p.m. on June 28, 2019.

CITY OF SALMON ARM

Application for Appointment to the Agricultural Advisory Committee

The City of Salmon Arm is seeking applications for representatives of the agricultural community representing a diversity of commodity groups/producers to become members of the Agricultural Advisory Committee.

The Committee acts as an advisory body and resource group to City Council on agricultural matters including applications to the Agricultural Land Commission, proposed amendments to the Official Community Plan, major developments and water management issues impacting agriculture, input on submissions related to agricultural issues to other levels of government and reviewing initiatives to enhance the agricultural economy and promote agri-business and agri-tourism opportunities.

In order to assist the City Council in the selection and appointment of the Committee membership, prospective members are requested to forward this completed application form and resume to City Hall by June 28, 2019 at 4:00 p.m. Applications can be mailed to Box 40, Salmon Arm, BC, V1E 4N2, faxed to 250-803-4042, sent by email to ejackson@salmonarm.ca or dropped off at City Hall, 500 - 2 Avenue NE.

Name Mike Schroeder Number of years living in Salmon Arm 5
Civic address 5151 50th St SW Salmon Arm, V1E 3C2
Mailing address (if different than above) _____

Email address _____

Telephone Home _____

Work _____

Cell _____

Occupation Farmer, 30 acres of organic grains and
forage SW and NE of Salmon Arm
Also 4500 organic laying hens (eggs)

Community Affiliations/Memberships Interior Egg Producers Assoc.
Certified Organic Assoc. of BC, BC
Wildlife Federation

Reasons for seeking Appointment I am a primary producer
relatively new to Salmon Arm. I see great
opportunity for Agriculture in our community,
and I would like to help shape its future.
I would also like to have input on
current issues and be able to communicate
back to my agricultural community
on the actions and plans of the city
of Salmon Arm.

I, Mike Schroeder, hereby signify that I am willing to
accept an appointment to the Agricultural Advisory Committee.

June 24, 2019
Date


Signature

The purpose of this form is to provide information which will assist City Council in knowing each candidate better. The person whose name is being put forward as a candidate must sign this application in order to signify that he or she would be willing to accept the appointment should it be made.

In order to be considered, this application must be returned to City Hall prior to 4:00 p.m. on
June 28, 2019.

Item 8.6

CITY OF SALMON ARM

Date: July 22, 2019

Moved: Councillor

Seconded: Councillor

THAT: Council award the Community Housing Strategy contract to Urban Matters CCC for the quoted price of \$59,000.00, excluding applicable taxes.

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 Council
DATE: July 17, 2019
SUBJECT: Community Housing Strategy RFP Award

MOTION FOR CONSIDERATION:

THAT: Council award the Community Housing Strategy contract to Urban Matters CCC for the quoted price of \$ 59,000.00, excluding applicable taxes.

BACKGROUND:

At the August 27, 2018 Regular Meeting, Council adopted the following Resolution:

WHEREAS: the primary goal of the Housing Task Force (HTF) is to provide information and recommendations to Council that will allow the City of Salmon Arm to position itself for potential Federal or Provincial funding opportunities geared toward the creation of non-profit housing for low and moderate income households, affordable rental housing and affordable homeownership.

AND WHEREAS: the HTF has presented its recommendations to Council;

THEREFORE BE IT RESOLVED THAT: Council direct Staff to include for consideration in the 2019 Budget, the allocation in the amount of \$60,000.00 to retain a consultant to develop and implement an achievable five (5) year community housing strategy;

AND THAT: the HTF continue to play an active role along with staff, council and consultants towards a measurable and sustainable outcome.

The \$60,000.00 was subsequently added to the 2020 Budget and staff worked with the Housing Task Force to develop a Request for Proposals to seek out a qualified and experienced consultant who could deliver a realistic and actionable Community Housing Strategy that includes:

- An assessment of current housing within the City;
- A needs analysis;
- Strategic options for the City to consider;
- Data collection;
- Public consultation; and
- Final Report.

The RFP was issued on May 31, 2019 and closed on June 28, 2019.

Six (6) proposals were received and evaluated by staff using the scoring matrix identified within the RFP package.

Criterion	Weight
A. METHODOLOGY	40
Descriptive narrative Explanation of how contract will be managed in accordance with key requirements	
B. PROPONENT PROFILE	40
Qualifications and experience References	
C. PRICE PROPOSAL	20
D. GRAND TOTAL = (A + B + C)	100

The City's Purchasing Policy recognizes that while price is important, other elements of value, including quality, ability to deliver on time and customer relations all factor into the total cost.

Each of the proposals met the minimum requirements identified in the mandatory criteria sections and were within the \$60,000.00 budget. Prices are as follows:

Proponent	Price (excluding GST)
Urbanics Consultants Inc.	\$43,093.00
Write On Services	\$55,000.00
Dillon Consulting Ltd.	\$56,701.00
Turner Drake & Partners Ltd.	\$57,138.00
ISL Engineering & Land Services	\$57,759.00
Urban Matters CCC	\$59,000.00

The six (6) submissions were shortlisted to three (3) proposals, which were then reviewed by the co-chairs of the Housing Task Force. Based on these reviews, it is agreed that the proposal that best demonstrates an understanding of the requirements set out in the RFP document, including relevant experience, is Urban Matters CCC.

Staff and the co-chairs shared the following comments regarding the Urban Matters CCC proposal:

- The project team has significant relevant experience providing similar reports for neighbouring municipalities including Kelowna, Kamloops and Vernon;
- Matt Thomson, the Project Lead, has extensive experience working with housing providers and all levels of government to develop community-based analyses and solutions

for housing challenges across the Province and has spoken on the issue at a number of Local Government conferences.

- Jen Casorso, the Engagement Lead, has an established relationship with the community (currently working on the City's Child Care Action Plan) and a solid understanding of the housing concerns in the region as she spent nine years on staff with the City of Kamloops;
- The engagement plan is inclusive and proposes to engage a diverse range of stakeholders in the process;
- The proposed timeline is suitable; and
- The proposal was concise and covered all elements identified in the RFP document.

It is recommended that Council award the Community Housing Strategy contract to Urban Matters CCC for the quoted price of \$59,000.00, plus applicable taxes.

Respectfully submitted,



Erin Jackson
Director of Corporate Services

cc. C. Van de Cappelle, Chief Financial Officer

Item 9.1

CITY OF SALMON ARM

Date: July 22, 2019

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4346 be read a first and second time;

AND THAT: Final Reading of the Zoning Amendment Bylaw be withheld subject to Ministry of Transportation and Infrastructure approval.

[ZON-1151; Gagnon, G.R. & Morgan, K.; 741 - 2 Avenue NE; R-1 to R-8]

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: July 8, 2019

Subject: Zoning Bylaw Amendment Application No. 1151

Legal: Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan EPP47149

Civic: 741 – 2 Avenue NE

Owner/Applicant: G.R. Gagnon & K. Morgan

MOTION FOR CONSIDERATION

THAT: a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan EPP47149 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone);

AND THAT: Final Reading of the Zoning Amendment Bylaw be withheld subject to Ministry of Transportation and Infrastructure approval.

STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

PROPOSAL

The subject parcel is located at 741 – 2 Avenue NE (Appendix 1 and 2). The proposal is to rezone the parcel from R-1 (Single Family Residential) to R-8 (Residential Suite) to permit a *secondary suite* within a *single family dwelling*.

BACKGROUND

The subject parcel is designated High Density Residential in the City's Official Community Plan (OCP) and zoned R-1 (Single Family Residential) in the Zoning Bylaw (Appendix 3 & 4). The subject parcel is located in a residential neighbourhood just bordering the commercial area along the Trans Canada Highway. There is presently one R-8 zoned parcel nearby and a number of R-4 (Medium Density Residential) zoned parcels within the vicinity of the subject parcel.

This property was created via a three lot subdivision in 2015 and parcel width variances were also issued to reduce the minimum parcel width from 14.0 m (45.9 ft) to 12.7 m (41.6 ft) for the three lots. The subject property is long and narrow, approximately 58 m (164 ft) long by 13 m (43 ft) wide with an area of approximately 0.18 acres. The subject parcel is currently vacant, see site photos in Appendix 5. The applicant wishes to build a house with a secondary suite on the lower floor. The suite is proposed to be 89 m² (964 ft²), see Appendix 6. The plans indicate a double car garage and a driveway width of 7.3 m (24 ft). The minimum dimensions of a parking space are 5.8 m (19 ft) x 2.6 m (8.5 ft); thus, the driveway can easily accommodate two cars, in addition to the garage parking. Overall, the subject parcel meets the specifications to permit a *secondary suite* within the proposed R-8 zone.

Secondary Suites

Policy 8.3.25 of the OCP provides for the consideration of *secondary suites* in High Density Residential designated areas subject to compliance with the Zoning Bylaw and the BC Building Code.

COMMENTSMinistry of Transportation & Infrastructure

MOTI has granted preliminary approval.

Engineering Department

Only one 6 m wide access is permitted. Dedicated onsite parking for the *secondary suite* is required.

Building Department

BC Building Code will apply. No concerns with proposed zoning.

Fire Department

No concerns.

Planning Department

The proposed R-8 zoning of the subject parcel is consistent with the OCP and is therefore supported by staff. The site plan provided indicates that the R-8 Zone requirements can be met, including the provision of onsite parking. Any development of a *secondary suite* requires a building permit and is subject to meeting Zoning Bylaw and BC Building Code regulations.



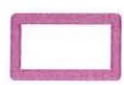
Prepared by: Denise Ackerman
Planner, Development Services



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



0 510 20 30 40
Meters



Subject Parcel



01.75 3.5 7 10.5 14 Meters



Subject Parcel



Subject Parcel

0 15 30 60 90 120
Meters

High Density Residential

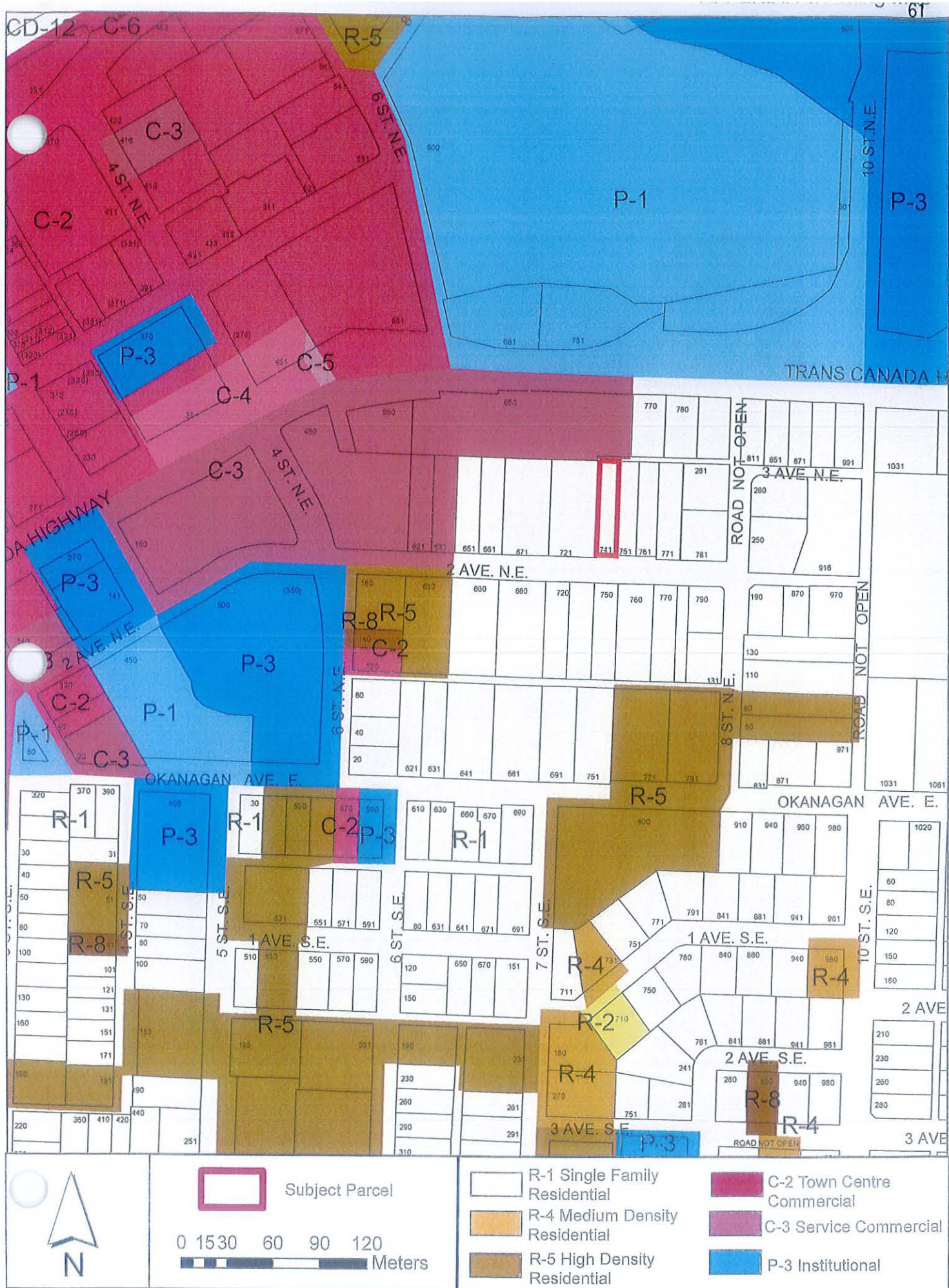
Medium Density Residential

Park

City Centre Commercial

Highway Service/
Tourist Commercial

Institutional

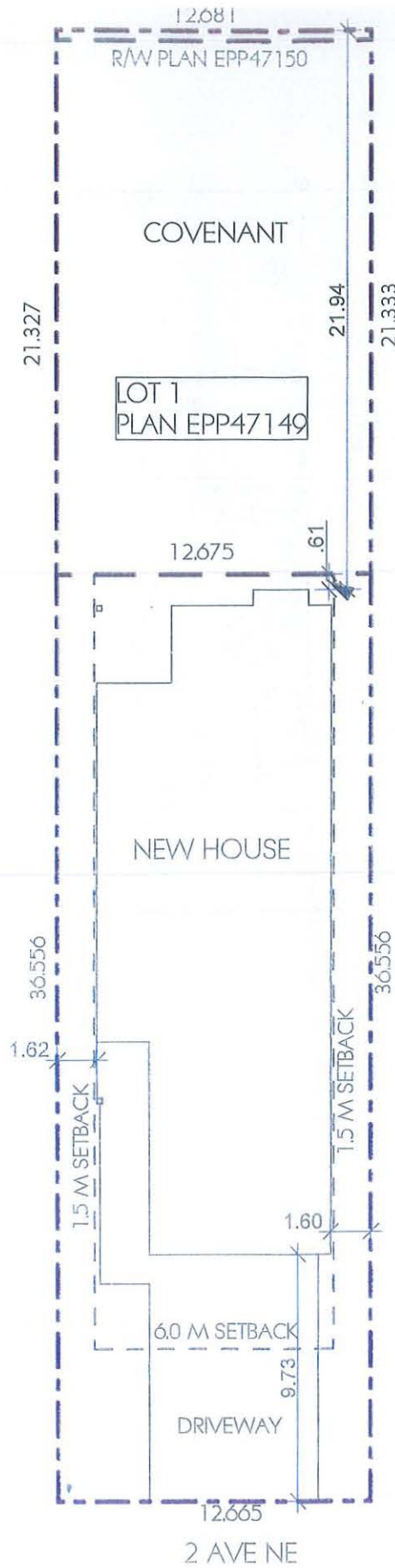




View facing north towards the rear parcel line.



View facing south towards the front parcel line.



1

GAGNON SITE PLAN

SCALE: 1:250

1 MAIN FLOOR PLAN
SCALE: 1/4" = 1'-0"

W7	TYPICAL EXTERIOR WALL LIN. HARDIE BOARD 1/2" CONC. ST. 1/2" DW
W8	TYPICAL EXTERIOR WALL LIN. 1/2" DW 2X4 @ 16" OC 1/2" DW
W9	1/2" DW 2X2 @ 16" OC 1/2" DW
W10	BARREL TO HOUSE 1/2" DW 2X2 @ 24" OC; W 30' EAST 0.4K, W1 1/2" DW

- Y05 - 02 WALL @ GARAGE
HARDE ZONE
TYPEX
1/2" RY
2ND @ 1/2" OC W/ 102 BATT
@ 1/2" RY
1/2" GW
- Y10 - NT WIND SUITE TO HOUSE
3/4" TYPEX GW
2ND @ 1/2" OC
3/4" TYPEX GW

AREA SCHEDULE	
AREA NAME	SOFT
MAIN FLOOR	1,003
WARRAGE	672
MAIN FLOOR BRICK	119
MAIN FLOOR PORCH	39
LOWER FLOOR	761
ROUTE	409
LOWER PATIO	115
FLOOR ROOFTOP	2,460
TOT	7,861

7412 AVE NE
SALMON ARM, BC
V1E 1H2

DESIGN NAME
MAIN FLOOR PLAN

THESE DESIGNS AND DRAWINGS ARE THE EXCLUSIVE PROPERTY OF KAWAIBORI AND MUST NOT BE USED OR REPRODUCED WITHOUT PERMISSION.

DATE 4/27/2019
DRAWN KAM
JOB #

A1.0

① LOWER FLOOR PLAN
SCALE: 1/4" = 1'-0"

[illegible]

AREA SCHEDULE	
AREA NAME	SOFT
MAIN FLOOR	1.00
STAIRS	0.72
MAIN FLOOR DECK	1.10
MAIN FLOOR PORCH	.70
TOWARD FLOOR	.70
LOFT	.90
TOWARD HALL	1.10
TRAIL KITCHEN	2.40
TOH	7.80

KHM DESIGN
3200 26 ST NE
SALMON ARM BC
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TEL: (250) 517-7151
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info@khmdesign.co

GAGNON RESIDENCE
741 2 AVE NE
SALMON ARM, BC
V1E 1H2

LOWER FLOOR PLAN

These designs and drawings are the exclusive property of K&N Design and may not be used or reproduced without consent.

DATE	4/27/2019
DRAWN	KDA
COIL #	—

A1.1

CITY OF SALMON ARM

BYLAW NO. 4346

A bylaw to amend "District of Salmon Arm Zoning Bylaw No. 2303"

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on , 2019 at the hour of p.m. was published in the and , 2019 issues of the Salmon Arm Observer;

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

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

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

Rezone Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan EPP47149 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone), attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as **"City of Salmon Arm Zoning Amendment Bylaw No. 4346"**

READ A FIRST TIME THIS DAY OF 2019

READ A SECOND TIME THIS DAY OF 2019

READ A THIRD TIME THIS DAY OF 2019

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT
ON THE DAY OF 2019

For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2019

MAYOR

CORPORATE OFFICER

SCHEDULE "A"



Item 10.1

CITY OF SALMON ARMDate: July 22, 2019

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Cemetery Management Amendment
Bylaw No. 4340 be read a final time.

[2019/2020 Cemetery Rates]

Vote Record

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

Opposed:

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

CITY OF SALMON ARM
BYLAW NO. 4340

A bylaw to amend "City of Salmon Arm Cemetery Management Bylaw No. 4280"

WHEREAS it is deemed desirable and expedient to amend the fees imposed by "Cemetery Management Bylaw No. 4280";

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

1. Schedule "A" of Bylaw No. 4280 is hereby repealed in its entirety and replaced with Schedule "A" attached hereto and forming part of this bylaw.

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

This bylaw shall come into full force and effect on August 1, 2019.

5. CITATION

This bylaw may be cited as "City of Salmon Arm Cemetery Management Amendment Bylaw No. 4340."

READ A FIRST TIME THIS	24	DAY OF	June	2019
READ A SECOND TIME THIS	24	DAY OF	June	2019
READ A THIRD TIME THIS	24	DAY OF	June	2019
ADOPTED BY COUNCIL THIS		DAY OF		2019

MAYOR

CORPORATE OFFICER

City of Salmon Arm Cemetery Management Amendment Bylaw No. 4340

SCHEDULE "A" CEMETERY FEES

GRAVE SPACE (RIGHT OF INTERMENT)		2019			2020		
	DESCRIPTION	RATE	CARE FUND	TOTAL	RATE	CARE FUND	TOTAL
Ground Burial							
Adult	Resident	\$ 582.00	\$ 194.00	\$ 776.00	\$ 813.00	\$ 272.00	\$ 1,085.00
	Non-Resident	767.00	256.00	1,023.00	1,074.00	358.00	1,432.00
Child/Infant	Resident	351.00	117.00	468.00	491.00	164.00	655.00
	Non-Resident	500.00	167.00	667.00	700.00	234.00	934.00
Cremation	Resident	239.00	80.00	319.00	335.00	112.00	447.00
	Non-Resident	323.00	108.00	431.00	452.00	151.00	603.00
Family Estate - Cremation	Resident	1,200.00	400.00	1,600.00	1,230.00	410.00	1,640.00
	Non-Resident	1,560.00	520.00	2,080.00	1,599.00	533.00	2,132.00
Cremation							
Columbarium Niche	Resident	1,414.00	472.00	1,886.00	1,980.00	661.00	2,641.00
	Non-Resident	1,849.00	617.00	2,466.00	2,589.00	864.00	3,453.00
Family Vessel	Resident	4,875.00	1,625.00	6,500.00	4,997.00	1,666.00	6,663.00
	Non-Resident	6,337.00	2,113.00	8,450.00	6,495.00	2,166.00	8,661.00
Ossuary	Resident	305.00	102.00	407.00	315.00	105.00	420.00
	Non-Resident	396.00	132.00	528.00	405.00	135.00	540.00
Scattering	Resident	150.00	50.00	200.00	155.00	52.00	207.00
	Non-Resident	195.00	65.00	260.00	200.00	67.00	267.00
SERVICE FEES							
Regular services rendered Monday to Friday 8:00am until 3:30pm. After 3:30pm on weekdays, weekends and statutory holidays are subject to an additional charge over the weekday interment fee.							
License Transfer Fee		67.00	-	67.00	94.00	-	94.00
Interment (Open/Close)							
Adult	Weekday	729.00	-	729.00	1,021.00	-	1,021.00
	After Regular Hours	371.00	-	371.00	519.00	-	519.00
Child/Infant	Weekday	491.00	-	491.00	687.00	-	687.00
	After Regular Hours	371.00	-	371.00	519.00	-	519.00
Cremation/Family Estate - Cremation	Weekday	326.00	-	326.00	456.00	-	456.00
	After Regular Hours	192.00	-	192.00	269.00	-	269.00
Columbarium Niche/Vessel/Ossuary	Weekday	220.00	-	220.00	308.00	-	308.00
	After Regular Hours	116.00	-	116.00	162.00	-	162.00
Scattering	Weekday	220.00	-	220.00	308.00	-	308.00
	After Regular Hours	116.00	-	116.00	162.00	-	162.00
Extra Depth		288.00	-	288.00	403.00	-	403.00
Disinterment (Open/Close)							
Adult	Weekday	1,119.00	-	1,119.00	1,567.00	-	1,567.00
	After Regular Hours	371.00	-	371.00	519.00	-	519.00
Child/Infant	Weekday	836.00	-	836.00	1,170.00	-	1,170.00
	After Regular Hours	371.00	-	371.00	519.00	-	519.00
Cremation/Family Estate - Cremation	Weekday	420.00	-	420.00	588.00	-	588.00
	After Regular Hours	192.00	-	192.00	269.00	-	269.00
MEMORIALS							
Marker Installation Permit							
Flat Marker Memorial		75.00	25.00	100.00	105.00	35.00	140.00
Upright Monument Memorial		75.00	25.00	100.00	105.00	35.00	140.00
Columbarium Niche Plate		75.00	25.00	100.00	105.00	35.00	140.00
Memorial Wall Plaque		75.00	25.00	100.00	105.00	35.00	140.00
Community Memorial Wall Plaque		75.00	25.00	100.00	105.00	35.00	140.00
Granite Memorial Wall Plaques							
Individual/Family Plaque		225.00	75.00	300.00	231.00	77.00	308.00
CEMETERY PRODUCTS							
Grave Liners	Single	495.00	-	495.00	507.00	-	507.00
	Double	495.00	-	495.00	507.00	-	507.00
Cremation Vault	Cremation	130.00	-	130.00	133.00	-	133.00

* Only Available at the Shuswap Memorial Cemetery
All Cemetery Charges are Subject to GST at the Prescribed Rate

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Item 10.2

CITY OF SALMON ARM

Date: July 22, 2019

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Municipal Ticket Information Amendment Bylaw No. 4342 be read a final time.

[Street Solicitation]

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 Council

DATE: June 18, 2019

SUBJECT: Proposed amendment to Municipal Ticket Information Bylaw No. 2670

RECOMMENDATION:

THAT: a bylaw be prepared for Council's consideration, adoption of which would amend Municipal Ticket Information Bylaw 2670 to provide options for the enforcement of Street Solicitation Bylaw No. 4273;

AND THAT: Schedule 1 of Bylaw 2760 be amended with the addition of:

20. Street Solicitation Bylaw No. 4273

Member of RCM Police
Bylaw Enforcement Officer

AND THAT: Schedule 21 of Bylaw 2760 be created as follows:

Bylaw No. 2670 Schedule 21

Bylaw	Section	Fine
Street Solicitation Bylaw No. 4273		
Solicit within 15 meters	4.1.(a) (b) (c) (d) (e) (f) (g)	\$50.00
Solicit motor vehicle occupant	4.2.(a) (b) (c)	\$50.00
Sit or lie on street	4.4	\$50.00
Public solicitation	4.5	\$50.00

BACKGROUND:

Street Solicitation Bylaw No. 4273 was adopted by City Council on the 27th of May 2019. It is recognized in the wording of the "purpose clause" of the bylaw that it is not the City's intention to use the Municipal Ticketing system as primary method of achieving compliance. The primary method of achieving compliance will be education followed by a request for compliance. If the offense continues the bylaw officer would then escalate to a verbal warning which could be followed by a written demand notification. City staff's last resort would be the issuance of a municipal ticket.

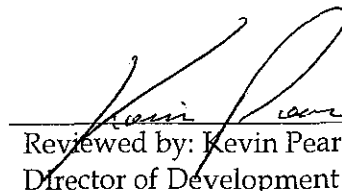
It is worth noting that the "Penalty" section of the bylaw, Clause 5.2 refers to a provision of a municipal ticketing option. The adoption of this proposal would be consistent with the wording of the bylaw and would provide the bylaw officer and the RCM Police with a valuable last resort when dealing with difficult clients.

SUMMARY:

Council can have every assurance from staff that the intent of the bylaw is well understood and every effort will be made to resolve compliance issues without the use of the Municipal Ticket Information system.



Prepared by: Maurice Roy, RBO CRBO
Manager of Permits & Licensing



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

mr:

CITY OF SALMON ARM

BYLAW NO. 4342

A Bylaw to amend City of Salmon Arm Ticket Information Utilization Bylaw No. 2760

WHEREAS Council may designate certain Bylaw offences, authorize the use of certain words or expressions, set certain fine amounts and designate persons as Bylaw Enforcement Officers;

AND WHEREAS the Council deems it expedient to authorize the use of the Municipal Ticket Information for the enforcement of the Bylaws listed in Schedule 3 of "City of Salmon Arm Ticket Information Utilization Bylaw No. 2760";

AND WHEREAS the Council deems it expedient to amend "City of Salmon Arm Ticket Information Utilization Bylaw No. 2760";

NOW THEREFORE the Council of the City of Salmon Arm, in open meeting assembled, ENACTS AS FOLLOWS:

1. Schedule 1 of Bylaw No. 2760 be amended with the addition of:

20. Street Solicitation Bylaw No. 4273 Member of RCM Police
Bylaw Enforcement Officer

2. Schedule 21 of Bylaw No. 2760 be created as follows:

Bylaw No. 2670 Schedule 21

BYLAW	SECTION	FINE
Street Solicitation Bylaw No. 4273		
Solicit with 15 meters	4.1. (a) (b) (c) (d) (e) (f) (g)	\$50.00
Solicit motor vehicle occupant	4.2 (a) (b) (c)	\$50.00
Sit or lie on street	4.4	\$50.00
Public solicitation	4.5	\$50.00

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 Ticket Information Utilization Amendment Bylaw No. 4342"**.

READ A FIRST TIME THIS	8th	DAY OF	July	2019
READ A SECOND TIME THIS	8th	DAY OF	July	2019
READ A THIRD TIME THIS	8th	DAY OF	July	2019
ADOPTED BY COUNCIL THIS		DAY OF		2019

MAYOR

CORPORATE OFFICER

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INFORMATIONAL CORRESPONDENCE – JULY 22, 2019

- | | | |
|-----|---|---|
| 1. | D. Didow – letter dated May 21, 2019 – Intersection at 3 rd Street South West and 5 Avenue South West | A |
| 2. | A. Schalm – letter dated July 2, 2019 – Water Meter | A |
| 3. | B. Magnuson – letter dated July 10, 2019 – 39 th Annual Terry Fox Run, now proclaimed to be ‘Terry Fox Day’, Sunday, September 15, 2019 | R |
| 4. | R. Kneen – email dated July 12, 2019 – Panhandling Bylaw | A |
| 5. | B. Chobotar – letter dated July 3, 2019 – Latecomer Charge for Extender Service | A |
| 6. | Community Futures Shuswap – Agenda dated June 19, 2019 – Annual General Meeting | N |
| 7. | P. Wright, Co Chair, Salmon Arm Fair – letter dated July 16, 2019 – Request for permission to use the Safeway Field for parking during the Fair (September 6, 7 and 8, 2019) | R |
| 8. | BC Healthy Communities – email dated July 5, 2019 – Summer 2019 News | N |
| 9. | Interior Health – newsletter dated July 2019 – Healthy Communities | N |
| 10. | D. Hewitt, Peace Vigil Chair, GreenSpace – letter received June 2019 – Request for “Peach Vigil” September 21, 2019 at Marine Peace Park | R |
| 11. | N. Gibbings, Assistant Administrator, Board of Examiners – letter dated June 28, 2019 – Erin Jackson recipient of Jeff McKelvey Scholarship | N |
| 12. | D. Attfield, Chief Superintendent, Gold Commander, Community-Industry Response Group, ‘E’-Division, Criminal Operations – letter dated July 5, 2019 – Coastal Gaslink and Transmountain Pipelines – Injunction Order Enforcement | N |
| 13. | K. Conroy, Minister of Children and Family Development and K. Chen, Minister of State for Child Care – letter dated July 15, 2019 – Child Care BC New Spaces Fund | N |
| 14. | A. Stone, Mayor, Town of Ladysmith to the Honourable Rob Flemming, Minister of Education – letter dated June 27, 2019 – Provincial Support for Libraries | N |
| 15. | M. Lahti, Acting Mayor, City of Port Moody to the Honourable Selina Robinson, Minister of Municipal Affairs and Housing – letter dated June 27, 2019 – Request for Support for Property Assessed Clean Energy Enabling Legislation for BC | N |
| 16. | L. Hall, Mayor, City of Prince George – letter dated July 2, 2019 – UBCM Resolutions | N |
| 17. | S. Osei Acheampong, President, World Peace Volunteers – email dated July 3, 2019 – Courtesy Call: Establishment of Sister City | A |
| 18. | G. Lohbrunner, Director, Clean Technologies Section, Ministry of Environment – email dated July 15, 2019 – Organic Matter Recycling Regulation (OMRR): Summary of Public Input in Response to 2018 Intentions Paper Posted | N |

N = No Action Required
A = Action Requested

S = Staff has Responded
R = Response Required

)

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Item 11.2

CITY OF SALMON ARM

Date: July 22, 2019

T. Piccini - letter dated July 18, 2019 - Request to hold Josh Hunter Memorial Skateboard Competition at Blackburn Skateboard Park, September 28, 2019

Vote Record

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

Opposed:

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

Trevor Piccini
 5010 France Court
 Kelowna, BC V1W 4M4
 250-718-3382
 trevorpiccini@hotmail.com
 2019-07-18

Dear Mayor and Council of Salmon Arm:

I am writing to request permission to hold the Josh Hunter Memorial Skateboard Competition at Blackburn Skateboard Park on September 28, 2019.

In August 2018, we all lost a very dear friend, brother, nephew, son and grandson. Josh Hunter was taken from us far too early, and the news shocked the Salmon Arm Skateboard Alumni. Many of us had grown up working towards building the first Salmon Arm Skateboard Park at Fletcher park, and we had spent countless hours, days, weeks and years making that space our second home. I remember meeting Josh around the Summer of 2001 at the old Fletcher park, and he was instantly absorbed into our brotherhood. Many fond memories and friendships were built and sustained around the framework of that park, and the skateboarding lifestyle in general.



Last September, we worked together and fundraised enough money to build the Josh Hunter Memorial Bench that was installed at the new Blackburn Skateboard Park. Approximately 150 people came to show their respects and honor the love and memories that Josh had gifted to us all. I could see our brotherly love in the new younger generation, and I had a strong feeling of pride and nostalgia.

It is our hope that we can continue to honor Josh's memory each year, while at the same time breath new life into the Skateboarding Scene and Culture of Salmon Arm, like we had done so many years before at Fletcher Park. It is also my hope that the new wave of Skateboarders can build the same bond and friendship with each other, as we all had with Josh.

Mayor and Council of Salmon Arm

2019-07-18

Page 2

The proposed Skateboard contest would likely follow the proposed timeline:

9:00am Begin setup of event tents, sound system, and bleachers

11:00am Setup of proposed food truck, Registration of Skateboarders for events: Beginner, Intermediate, Women, Advanced

12:00pm-4:00pm Skateboard Contest Activities

5:00pm-5:30pm Josh Hunter Memorial Ceremony and Speech

5:30pm-6:00pm Best Trick Contest

6:00pm-7:00pm Clean up

We currently have applied for insurance and are just waiting back on our quote. We plan to work with a local food truck vendor to ensure there are snacks, meals and refreshments on site. If we cannot secure a food truck vendor, the alternate plan will be to have a "By Donation" Barbeque. We will plan on using the bathroom facilities at Blackburn Park.

Please approve our request of permission to use the Blackburn Skateboard Park for this memorable cause.

Sincerely,

Trevor Piccini

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Item 13.1

CITY OF SALMON ARM

Date: July 22, 2019

Presentation 4:00 p.m.

NAME: Carson Carter

TOPIC: Canoe Beach Rental Lots

Vote Record

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

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

10960 Valley Ridge
Drive N.W.
Calgary, Alta
19 Sept 2019

City of Salmon Arm

Council Presentation - 22 Jul 2019 @
3:30 PM

Presenters:

a. Kendall Pritchard, Calgary,
daughter Carson & Jay Carter
Cabin 12

b. Dean Carter, Calgary,
son Carson & Jay Carter

Topic: Canoe Beach Cabin

Leases: re-evaluation, re-
consideration, compromise
respecting extension of
Noted Leases Beyond 2022

Presentation Content

a. Brief history of the reliable
majority lease holders: ranging
from 30 to 58 years

b. There have been 28 leased
sites: approximately four tenants
in the past five years have

Caused major - financial
grief to the City of Salmon
As the results being all
must suffer the consequences
of their actions

c. Financial loss to the
City after 2022.

d. Compromise - extension
whereby lease holders must
follow the terms of their
signed leases or leave.

e. Cost of Cabin removals
to the City

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Item 13.2

CITY OF SALMON ARM

Date: July 22, 2019

Presentation 4:15 p.m.

NAME: Dale Unruh and Brooks Christensen

TOPIC: Salmon Arm Silverbacks

Vote Record

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

Opposed:

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

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Item 17.1

CITY OF SALMON ARM

Date: July 22, 2019

Councillor Lavery - Transportation Parcel Tax (Notice of Motion from June 24, 2019)

Moved: Councillor Lavery

Seconded: Councillor

WHEREAS the existing Transportation Parcel Tax funds important asphaltic maintenance and upgrading of our road systems;

AND WHEREAS there has not been a council review of taxation method options to fund this function, other than periodic increases to the parcel tax, since the inception of the Transportation Parcel Tax;

THEREFORE BE IT RESOLVED THAT Council ask staff to report back on taxation options to achieve the annual goals of maintaining and improving our road system;

AND THAT a public input session be held after that report is available;

AND FURTHER THAT Council review and decide on the taxation approach it wishes to pursue to maintain road networks in the 2020 budget and beyond.

Vote Record

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

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

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NOTICE OF PUBLIC HEARING

Fee for Service Amendment Bylaw Development Services Fees

Notice is hereby given that the Council of the City of Salmon Arm will hold a Public Hearing in the Council Chambers of City Hall, 500 - 2 Avenue NE on Monday, July 22, 2019 commencing at 7:00 p.m. to consider Fee for Service Amendment Bylaw No. 4343 which proposes to amend the Development Services Fees.

The City staff report and Bylaw can be viewed at the front counter at City Hall and at www.salmonarm.ca.

All persons who deem their interest to be affected by the proposed Bylaw will be afforded an opportunity to be heard in person, by a representative, or by written submission on all matters contained in the proposal at the above time and place.

For more information, please contact Kevin Pearson, Director of Development Services at 250.803.4015 or kpearson@salmonarm.ca.

CITY OF SALMON ARM

TO: His Worship Mayor Harrison and Members of Council

FROM: Director of Development Services

DATE: June 24, 2019

SUBJECT: Development Services Application Fees

STAFF RECOMMENDATION

THAT a Bylaw be prepared to amend Fee for Service Bylaw No. 2498 by adjusting and adding to the Development Services Fee Schedule in accordance with the recommended fees described in Table 1.

TABLE 1 – Recommended Fees

Application Type	Current Application Fees	Proposed New Application Fees
OCP Bylaw Amendment	\$800	\$1,500
Zoning Bylaw Amendment	1) Secondary Suite (lot < 0.4 Ha) \$500 2) Regular \$800	1) Secondary Suite (lot < 0.4 Ha) \$800 2) Regular \$1,200
Combined OCP/Rezoning	\$1,200	\$2,000
Development Permit	\$350	\$1,000
Development Permit with Servicing Variances	\$350 No Additional Fee for Variances	\$1,200* Applicable for Servicing Variances
Development Variance Permit	\$600	\$1,000
Temporary Use Permit (TUP)	1) \$600	1) \$1,200
TUP Renewal	2) \$600	2) \$900*
Subdivision	1) Application Fee: \$200 + \$50 lot created	1) Application Fees Minor (< 3 additional lots) \$500

		Standard (>2 additional lots) \$1,000
	2) Final Approval Fees: \$50 + Engineering Inspection Fee: \$500 + \$200 / new lot created	2) Final Approval Fees: \$500 + Engineering Inspection Fee: \$300 / new lot created
PLR Extension*	3) No Fee	3) \$200*
Building Strata Subdivision	1) Building Conversion \$200 2) Phased Multi-Family: No Fee	1) Building Conversion \$200 2) Phased Multi-Family \$500
ALR Application** (City Processing Surcharge)	1) \$1,500 (\$1,200 to ALC & \$300 retained by CSA)	1) \$600* (+ \$300) Total Retained by CSA = \$900
ALR Exclusion Application (initiated by landowner with CSA as applicant)**		2) \$1,000 / lot***
Radio/Cellular Communication Referral**	Currently No Application or Fee Exists	1) Basic (Exempt) Consultation Report: \$500* 2) Non-Exempt Consultation Report: \$1,000*

* New application fee and GL Code Required

** New Application Form Required

*** Pursuant to Bill 17 - ALC Amendment Act 2019 - Re: ALR Exclusion Applications by Local Govt.
Only - New application Form and GL Code Required

BACKGROUND

Fees for applications involving official community plan (OCP) and zoning bylaw amendments, development permits, variances, temporary use permits, subdivisions, etc. ("planning applications") have remained mostly unchanged since 1998. Over that time the fees have become significantly lower than other small to mid-sized communities and compared to other nearby jurisdictions.

Ultimately a financial related bylaw, a review of planning application fees was not identified in the City's Corporate Strategic Plan (2013) as a priority project, nor has a review been formally directed by City Council. Near the end of 2014 the undersigned initiated a review, however, the project has been repeatedly sidelined due to increasing current planning work load along with various long-term planning work assigned by Council.

Like taxes, user fees and DCCs, raising application fees is not popular undertaking by a local government. There are various political reasons to keep any type of fee stagnant. One of the main ones, it could be argued, is the positive acknowledgment that comes with having the lowest fees from a number of organizations (often publicized in a report card format). What is often missing in this type of discussion is the fee for service model is meant to offset higher general taxation to pay for services. Technical rationale aside, the balance to be struck with municipal fees is a political decision.

Staff time, operational supply and demands, inflation, legislative requirements, the ratio of subsidy to cost recovery, fee comparisons with other local governments, reasonableness and ability to pay, are some of the key considerations in a fee for service review. Staff time is alluded to throughout this report. A general understanding of the work involved within a department is also important. For simplicity, the planning function of the City's Development Services Department follows two streams:

- 1) "Current planning", which is the processing of planning applications; and
- 2) "Long term planning" which entails official community plan (OCP) review, neighbourhood planning, bylaw reviews, special projects, committee work and policy development.

The majority of staff time over the past 3 years has been allocated to current planning with approximately 100 applications per year with 2/3 of those having had to go to Council for review/approval and 1/3 being subdivision applications, which are not reviewed by Council.

Application revenue accounts for a small percentage of the staff time cost attributed to current planning and is not attributable to long term planning work. The work involved in current planning is highly subsidized; in recent years, accounting for approximately 10% of the department's operating budget. Comparatively, the City's building permit fee structure finances a much higher proportion of the operating costs attributable to building inspection staff. There is typically 4 times the number of building permit applications per year compared to current planning applications.

Building permit fees were substantially increased in 2006. The fees for building permits today average \$7.50 per \$1,000 in construction value, meaning a standard new home with a construction value of \$300,000 would yield \$2,250 in fee revenue, or in the case of a new \$10 million hotel development, \$66,500 in revenue. Revenue for the planning applications involved for the same hotel netted \$1,150 for the Development Permit and Rezoning. Combined staff time involved for the building permit application is comparative to that for the related planning applications. The discrepancy between revenues is notable and varies annually, considering 2017 and 2018 as examples:

2017 Building Permit Revenue	\$524,888	No. of Applications	434
Average Application Fee = <u>\$1,200</u>			
2017 Planning Application Revenue	\$ 82,934	No. of Applications	105
Average Application Fee = <u>\$790</u>			
2018 Building Permit Revenue	\$544,900	No. of Applications	374
Average Application Fee = <u>\$1,450</u>			
2018 Planning Application Revenue	\$ 74,665	No. of Applications	93
Average Application Fee = <u>\$800</u>			

Planning application fees charged in the City are notably less than those charged in other municipalities in the region. Table 2 on the following page compares 2018 DSD fees to other jurisdictions in the southern interior area. Kelowna charges the highest fees in the southern interior while Salmon Arm has some of the lowest.

Table 2 – Local Government Comparisons (2018)

Application Type	Salmon Arm Pop. 19,000	Revelstoke Pop. 7,300	Lake Country Pop. 14,200	Vernon Pop. 41,700	Kelowna* Pop. 125,700	CSRD *** Pop. 20,200
OCP Bylaw Amendment	\$800	\$2,000*	\$1,930	\$1,700	\$1,855 - \$3,445	\$1,500
Zoning Bylaw Amendment	\$500 - \$800	\$2,000*	\$1,580	\$1,400	\$920 - \$3,445	\$1,500
Combined OCP / Rezoning	\$1,200	\$2,500*	\$2,500	No Combo Fee	No Combo Fee	\$2,500
Development Permit (to Council)	\$350	\$800	\$1,360	\$1,100	\$1,715 or \$945 (not to Council)	Range from \$350 (not to Council) - \$1,450
Development Permit with Variances	\$350	DVPs processed separately	\$1,600 + \$100 / additional variance	DVPs processed separately	DVPs processed separately	NA
Development Variance Permit	\$600	\$600	\$800 + \$100 / additional variance	\$1,100	\$1,510+\$105 / additional variance	\$800 - \$1,450
Temporary Use Permit	\$600	\$2,000	\$1,100	\$1,400	\$1,795	\$1,000
Conventional Subdivision	\$200 + \$50 / lot created + \$50 Final Approval Fee + \$500 or \$200 / lot for Engineering Dept. Inspection Fees**	\$200 + \$100 / lot created or \$500 + \$100 / lot created + \$50 Final Approval Fee	\$1,150 + \$100 / lot created + \$500 + \$100 / lot created for Final Approval Fee	\$330 + \$330 / lot created or \$2,885 + if number of lots > 11	\$2,080+\$105 / lot created + \$155 Final Approval Fee	\$300 + \$50 / lot created
PLA Extension	No Fee	?	\$200	No Fee	\$260	NA
Building Strata Conversion	\$200	\$1,000 - \$2,600	\$950 + \$100 / unit	\$500	\$1,040 + \$105 / unit	NA
ALC/ALR Application	\$1,500 (\$300 retained by CSA)	?	\$2,400 (\$1,200 retained by LC)	?	\$1,500 (\$300 retained by CK)	?

- * Kelowna's fee schedule bylaw was adopted on an escalating annual scale - figures shown are for 2019. In addition, Kelowna charges \$510 minimum for advertising costs as an administration fee.
- ** CSA Eng. Dept. Inspection Fees = Min. \$500 + \$200 / lot for each additional lot beyond 2 lots.
- *** CSRD's Development Permits are not Form & Character related; MoTI is the subdivision approving authority in regional districts.

ANALYSIS

In addition to the above local government comparisons, the analysis in this report considers the various roles of City staff / departments involved in each type of planning application, an account of the process involved, average staff time costs, CPI inflation, and other not so technical considerations, such as "reasonableness" with respect to planning application fees.

City Staff

There can be anywhere from 4 - 8 different staff members involved in a single planning application from various departments. Each of the following personnel assumes a role at varying degrees depending on the type and complexity of an application.

Planning Clerk & Administration Staff

The Planning Clerk coordinates all files, prepares referral forms for internal and outside agencies, writes the content of bylaws and public notices for administration staff, creates various Permits for filing and registration on titles, generates mail out lists, and interacts with applicants and related public enquiries (first point of contact). Administration staff prepares the formal bylaws, stator notifications and assembles the planning reports for the Development and Planning Services Committee and Council agendas.

Planners

Three City Planners are the primary personnel assigned to a planning application. The Planners interact with the applicant early on in the process through face to face meetings and with on-going communication throughout the process. Preparing staff reports and background materials is the most time consuming activity. For certain files, Planners and Engineering staff have been known to spend up to 10 hours meeting with developers, applicants and land owners over the course of a single application. As mentioned, current planning has dominated the Development Services time budget.

Engineering Assistant & City Engineer & Public Works

The City's two Engineering Assistants offer a critical role in the entire review process and generate detailed reports for most planning applications in the context of the Subdivision and Development Servicing Bylaw and Best Engineering Practices. The City Engineer adds a higher level review to these reports and offers recommendations. The reports typically consist of multi-page memorandums outlining the servicing requirements, mostly for Subdivision, Development Permit, and Rezoning applications. (Council reviews the latter two reports when they make it to a public agenda).

Engineering staff allocate considerable time working with owner/developers on Building Permit and Subdivision files, administering servicing agreements, collecting fees and bonds, reviewing / approving engineered drawings and submissions, and advising the Director of Development Services/Approving Officer with prudent recommendations.

It should be noted that approximately 24% (or \$160,000 in 2019) of the Development Services Department's annual operating budget is itemized and earmarked for Engineering Staff's wages / benefits. For subdivision applications, a substantial component of that fee's structure is collected on a per lot calculation for Engineering Inspections at the final approval stage

Fire & Building Officials

The Fire Chief and Manager of Permits & Licensing respond to application referrals usually with simple comments related to BC Building and Fire Code considerations.

Director of Development Services/Approving Officer

The Director / AO is involved all applications and periodically provides reports to Council for complicated applications that need to be fast tracked. Completed staff reports to Council and formal subdivision letters (Preliminary Layout Review) furnished by the Planners are reviewed and approved by this position. Reports are presented at Committee and Council meetings by the Director.

Staff Time Analysis

The amount of specific time involved by all of the above varies widely depending on the type of application. Based on the salaries of those staff members involved, a combined average of \$55 / hour is used in the application cost analysis.

Core Application Process/Cost Analysis*Zoning & Official Community Plan (OCP) Amendment Applications*

The fee for a rezoning application in Salmon Arm is typically \$800, of which approximately \$500 is needed for statutory public notification (i.e. two consecutive ads in the local newspaper). The remaining \$400 does not cover the staff time involved in an application. Rezoning applications for secondary suites (R-8) or text amendments have a fee of \$500 and these applications also require statutory notification. Processing R-8 applications, the most common and frequent, has become streamlined and routine over recent years with relatively quick and predictable timelines.

The OCP amendment application fee on its own is presently \$800 while a combined OCP / Rezoning application is \$1,200. OCP applications are, procedurally, longer drawn out and involve more planning and administration time compared to than rezoning applications because of statutory requirements for consultation prior to second reading.

Process: Create file / application referral and consultation
 Technical staff meeting
 Meetings with applicant (including pre-application meeting)
 Mapping and background preparation
 Staff reports prepared (Planning and Engineering)
 Bylaw preparation
 Planning Committee meeting
 Statutory notification (newspaper and mail out)
 2 - 4 Council meetings, including Statutory Public Hearing
 Consultation requirements prior to Second Reading of Bylaw (for OCP Bylaws)

Timeline: 2 - 6 Months (timeline can be longer if for example Provincial agencies need to approve bylaws)

Key Departments (Staff): Development Services, Engineering, Administration

Average Combined Staff Time: 10 - 24 Hours

Average Cost of Staff Time: \$935

Public Notification Cost: >\$500

Development Permit (DP) Applications

The fee for a DP application is currently \$350. Since that fee was set in the late 1990s, applications have become more complex with higher expectations for submissions in relation to DP design guidelines, the areas of DP have expanded to include Highway Commercial and Industrial lands, and the Design Review Panel's mandate to review all DPs. All of this has increased the review timeline and administrative work involved. For the same fee, one may also apply for variances to City bylaws with a DP application; in other words, a DVP application, which on its own has a fee of \$600, has frequently been wrapped in the DP application for only \$350.

Variance requests, in particular those involving the waiving or reduction in servicing requirements, involve additional time and analysis by staff. The additional fee recommended in Table 1 for a DP requesting servicing variance(s) is deemed by staff to be reasonable.

Process:	Create file / application referral Technical staff meeting Meetings with applicant (including pre-application meeting) Mapping and background preparation Design Review Panel meeting Staff report prepared (Planning and Engineering) Statutory notification (mail out only) Planning Committee meeting Council meeting/Hearing If approved, Notice of Permit registered on Title
Timeline:	2 - 3 Months
Key Departments (Staff):	Development Services, Engineering, Fire, Administration
Average Combined Staff Time:	12 - 16 Hours
Average Cost of Staff Time :	\$770
Public Notification Cost:	< \$100

Development Variance Permit (DVP) Applications

The fee for a DVP application is currently \$600. The process is similar to a DP except for there is no external review of applications by a committee or panel. At its simplest, these applications can involve a building height and/or setback variances. At the other extreme, one can apply to vary, waive or reduce tens of thousands of dollars in off-site servicing requirements, and these applications usually involve complicated cost analysis that sometimes fall on to staff to prepare. With the low application fee it makes simple business sense to apply to have as many servicing requirements waived as possible. There is no limit on the number of variances that can be applied for with a single application.

Process:	Create file / application referral Technical staff meeting Meetings with applicant (including pre-application meeting) Mapping and background preparation Staff reports prepared (Planning and Engineering) Statutory notification (mail out only) Planning Committee meeting Council meeting / Hearing If approved, Notice of Permit registered on Title
Timeline:	2 - 3 months

Key Departments (Staff): Development Services, Engineering, Fire, Administration
 Range of Combined Staff Time: 10 - 18 hours

Average Cost of Staff Time: \$770

Public Notification Cost: < \$100

Temporary Use Permit (TUP) Applications

The fee for a TUP application is currently \$600. The process is somewhat similar to a VP and DP application in terms of council's involvement and number of meetings. The main differences are with a TUP, there is typically a customization of land uses, and terms / conditions involved for site-specific circumstances, which is a time consuming component. There is also a statutory requirement to advertize public notification in one edition of the newspaper, which raises that portion of the costs to over \$300. When a TUP expires, in most cases after a 3 year maximum limit, some applicants apply for a renewal which essentially results in a new application process. In these instances if the land use is proposed to stay the same and terms and conditions do not change there is less staff time involved.

Process: Create file / application referral
 Technical staff meeting
 Meetings with applicant (including pre-application meeting)
 Staff reports prepared (Planning and Engineering)
 Statutory Notification (Newspaper and Mail out)
 Planning Committee meeting
 Council meeting (1), including Statutory Public Hearing
 If approved, Notice of Permit on Title

Timeline: 2 - 4 Months

Key Departments (Staff): Development Services, Engineering, Building/Fire, Administration

Range of Combined Staff Time: 8 - 18 Hours

Average Cost of Staff Time: \$700

Public Notification Cost: Typically <\$300

Subdivision Applications

Subdivision applications can be relatively simple to very technically complex. The process is independent from Council's review/approval and sometimes more than five different Provincial enactments need to be considered along with the same number of municipal bylaws. Ironically, the applications proposing fewer than 3 additional lots (i.e. those that qualify for the Infill Exemption) can be the most complicated for inexperienced applicants to navigate through to the end.

The infill applications require the highest amount of staff time relative to the number of lots created. There are a number of reasons for that. There are also various stages of the process including pre-application meetings and feasibility analysis (usually conducted by City staff) to determine if there is a reasonable possibility for preliminary layout approval. Staff time for pre-meetings is not accounted for in the existing or proposed fee, although it is noted that an increasing number of municipalities are charging a fee for pre-meetings.

The first stage of the subdivision process involves drafting a letter of "Preliminary Layout Review" (PLR). The benefit of the owner/applicant having their PLR is fairly significant in that they can legally market the lot as being "subdividable" and possibly add some value to the land prior to creating new parcels.

After the PLR is issued, approximately 1/2 of subdivision applications make their way to the final approval stage. It is at that stage where engineering/construction drawings, geotechnical and other reports are submitted reviewed; legal survey plans and documents are submitted; final fees and development cost charges are paid; and the AO signs the plans if all terms and conditions are completed. This stage can involve significant outlays of monies by applicants and dedicated time by staff must be available to administer the process. Each component of the subdivision application fee structure noted in Table 1 should be raised to more accurately reflect the staff time involved on each. There is also a \$200 fee recommended for a PLR extension.

Process: Create file / referral
 Technical staff meeting / detailed examination and analysis
 Meetings with applicant and stakeholders
 PLR prepared (Planning and Engineering)
 Review of final approval
 Plan and legal documentation review
 Engineering inspections
 Collections of DCCs and fees
 Final approval
 Administrative follow-up / closing file

Timeline: Minimum 2 months for PLR to be issued

Key Departments (Staff): Approving Officer, Development Services, Engineering, Building/Fire

Range of Combined Staff Time: 12 - 35 Hours

Average Cost of Staff Time: \$1,300

Agricultural Land Commission (ALC)

Most ALR applications are referred to the City from the Provincial ALC. They include: Subdivision in the ALR, Non-Farm Use and Non-Adhering Residential Use applications. These applications are filed electronically to the ALC and the process is designed such that the local government serves as the fee collection agent. City Planners are often asked to provide advice and opinions to potential applicants on the likelihood of success of an application in relation to OCP policies and zoning. This pre-screening of ALR applications has become more complicated and uncertain with on-going changes to ALC Regs., which can be interpreted differently by ALC staff.

Approximately four years ago, ALR application fees were raised by the Province from \$600 to \$1,500. With the latest fee arrangement, the local government is allowed to retain \$300 and then forwards the remaining \$1,200 to the ALC if the council or regional board approves the application to be forwarded to the Commission where a decision is made. If the local government denies forwarding the application to the ALC, the applicant receives a \$1,200 refund. Planning and Finance staff administers the collection and distribution of fees.

Administration of the City's Agricultural Advisory Committee is another example of an ALR application task that is simply not covered by the \$300 local government portion of the fee. Some municipalities such as Lake Country and Kelowna (see Table 2) charge additionally to the \$300 to better reflect the work involved by local government staff in an ALR application.

Process: Create File / Application referral
 Mapping and background preparation
 Technical staff meeting
 Meetings with applicant and stakeholders
 AAC Meeting
 Minutes and staff reports prepared (Planning)

Planning Committee meeting
Council meeting (1)
Follow-Up to ALC

Timeline: 2 - 3 months

Key Departments (Staff): Development Services, Administration, Finance

Average Combined Staff Time: 12 - 20 hours

Average Cost of Staff Time: \$880

ALR Exclusion

New ALC regulations pursuant to Bill 17 suggest that land owners will no longer have an ability to apply to exclude land from the ALR. Local governments will have the ability to make such applications. The details of the new regulation or how local governments will be involved are unknown (the regulation in questions has not received Royal Assent). If the new regulation come into force, the City should have an application fee in place should landowners petition the City to apply to the ALC on their behalf. The recommended fee of \$1,000 per lot would be consistent with the staff time involved in recent ALR exclusion applications.

Other Applications

Lastly is a description of two other types of applications, one of which has an established form, fee and process, while the other is absent of an application and fee.

Cannabis Retail Store (CRS)

CRS applications were established in the City in late 2018 and have a \$1,000 non-refundable fee. Similar to an ALR application, a CRS application starts by a referral from the Province's Liquor Cannabis Regulation Branch (the LCRB fee for the same retail store application is approximately \$9,000). The CRS fee was implemented in 2018 and it fairly represents the City staff time involved in an application (approximately \$500 - \$700) with the remainder intended to cover a single advertisement in the newspaper and a mail out.

Communication Antenna System Location

In 2014 the City adopted *Policy No. 3.18 - Communication Antenna System Location & Consultation*, which placed the City in a more paramount role and placed an additional demand on staff in dealing with cellular antenna proposals and process. No fee for service or related application has accompanied the policy. These types of antenna structures and equipment fall under Federal jurisdiction, however the legislation bolstered by the City's Policy No. 3.18 brings City staff and Council into the decision making process to some degree.

Essentially, planning staff is tasked to prepare a report to Council with a recommendation for concurrence or non-concurrence based on the federal notification requirements and City policy. The involvement by a Planner and the Director of Development Services, in terms of staff time, can be in the range of 10 - 15 hours, combined. The recommended application fees of \$500 (exempt from consultation) or \$1,000 (not exempt from consultation) in Table 1 for a Consultation Report to Council are consistent with the staff time involved for each scenario.

OTHER CONSIDERATIONS

Legislation

Section 194 of the *Community Charter* provides authority to Council to impose fees for services, including applications. The Charter along with best accounting practices requires the rationale for fee levels to be justifiable and transparent. Being a Charter bylaw, the procedure for adoption involves three readings by Council potentially at a single meeting and fourth reading/adoption at a subsequent meeting with no requirement for a statutory public hearing. This process is followed for most fee for service bylaw adjustments and annual fee increases (e.g. water, sewer, cemetery).

Bylaw Review Process

Although a public hearing is not required, staff will make this report known on the City's website and social media, send the report to SCIP and the EDS, and notify the public via newspaper advertisement of a date when a Hearing will be held followed by consideration of third reading.

Consumer Price Index

According to the Bank of Canada, the CPI increase over the past 20 years amounts to 46% (<https://www.bankofcanada.ca/rates/related/inflation-calculator>). If each planning application fee was to increase by 50% then the rates in Salmon Arm would be more in line with nearby communities.

Full Cost Recovery

Some of the larger municipalities in the province (Vancouver, Burnaby, Surrey, Coquitlam for example) seek high fee for service cost recoveries for current planning work; some charging in the range of \$10,000 to > \$20,000 for a single rezoning application depending on the scale of the development. The high application fees in those places are somewhat proportionate to the larger scale development projects in the Lower Mainland and the number of municipal staff professionals involved, but there is also more of an acceptance to a 'user pay' philosophy by those councils. The average citizen who wants to rezone a property is caught up in that high fee territory; while for the large developer it is another cost of doing business that is absorbed or passed on to the final consumer.

A full cost recovery fee level would simply not be acceptable in Salmon Arm, but it is interesting how population size, development pace and project scale can influence fee levels. Without the same intensity of development demand and staffing involved in smaller jurisdictions, local governments may be more in tune with a citizen's ability to pay along with a greater recognition that applications facilitating growth and development have positive spin-offs on the local tax base. In other words, there is a case to be made for the subsidization of current planning service.

CONCLUSION

This report has analyzed key components of the Development Services Department's application fees in comparison to other communities, rising inflation, staff time costs, and the professional services provided for each application. Although the increases are large based on a percentage calculation, staff believes the new fees are fair, reasonable and consistent with other similar sized communities.


 Kevin Pearson, MCIP, RPP
 Director of Development Services

cc Chief Financial Officer

CITY OF SALMON ARM
NOTICE OF PUBLIC HEARING

Notice is hereby given that the Council of the City of Salmon Arm will hold a Public Hearing in the Council Chamber of the City Hall, 500 - 2 Avenue NE, Salmon Arm, BC, on **Monday, July 22, 2019 at 7:00 p.m.**

1) Proposed Amendment to Zoning Bylaw No 2303:

Proposed Rezoning of Lot 3, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP73048 from R-1 Single Family Residential Zone to R-8 Residential Suite Zone.

Civic Address: 1811 - 22 Street NE

Location: South of the intersection of
19 Avenue NE and 22 Street NE

Present Use: Vacant Land

Proposed Use: Single family dwelling with
a detached suite

Owner / Applicant: Bennett, K. & S.

Reference: ZON-1152/ Bylaw No. 4341



The files for the proposed bylaw is available for inspection between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday, excluding holidays from July 9 to 22, 2019, both inclusive, in the office of the Director of Corporate Services at the City of Salmon Arm, 500 - 2 Avenue NE.

Those who deem their interest affected by the proposed bylaw are urged to review the file available in the Development Services Department (or telephone 250-803-4021) to obtain the facts of the proposal prior to the Public Hearing.

Erin Jackson, Director of Corporate Services

CITY OF SALMON ARM

To: His Worship Mayor Harrison and Members of Council

Date: June 26, 2019

Subject: Zoning Bylaw Amendment Application No. 1152

Legal: Lot 3, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP73048

Civic: 1811 22 Street NE

Owner/Applicant: Bennett, K. & S.

MOTION FOR CONSIDERATION

THAT: a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 3, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP73048 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone);

AND THAT: Final Reading of the Zoning Amendment Bylaw be withheld subject to Ministry of Transportation and Infrastructure approval.

STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

PROPOSAL

The subject parcel is located at 1811 22 Street NE (Appendix 1 and 2) and is currently under development. The proposal is to rezone the parcel from R-1 (Single Family Residential) to R-8 (Residential Suite) to permit the construction and use of a *secondary suite* within a single family dwelling.

BACKGROUND

The subject parcel is designated Medium Density Residential in the City's Official Community Plan (OCP) and zoned R-1 (Single Family Residential) in the Zoning Bylaw (Appendix 3 & 4). The subject parcel is located in the residential uptown area of the City, largely comprised of parcels containing single family dwellings and associated accessory buildings. There are presently 11 R-8 zoned parcels within the vicinity of the subject parcel.

The subject parcel is part of a four-lot subdivision approved in June 2017. The parcel is approximately 22.8 m wide by 57.7 m deep, with an area of approximately 0.133 ha. The subject parcel meets the conditions as specified to permit a secondary suite within the proposed R-8 zone. Site photos are attached as Appendix 5. The intent of the applicant is to develop a conforming *secondary suite* within the basement of the single family dwelling currently being built, as shown in the plans attached (Appendix 6).

Secondary Suites

Policy 8.3.25 of the OCP provides for the consideration of secondary suites in all Residential designated areas via a rezoning application, subject to compliance with the Zoning Bylaw and the BC Building Code. Based on parcel area and width, the subject property has potential to meet the conditions for the development of a *secondary suite* (or a *detached suite*), including sufficient space for an additional off-street parking stall.

COMMENTSMinistry of Transportation & Infrastructure

MOTI has granted preliminary approval.

Engineering Department

No engineering concerns.

Building Department

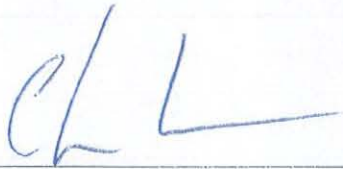
BC Building Code will apply. No concerns with proposed zoning.

Fire Department

No concerns.

Planning Department

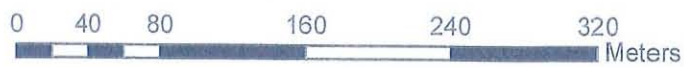
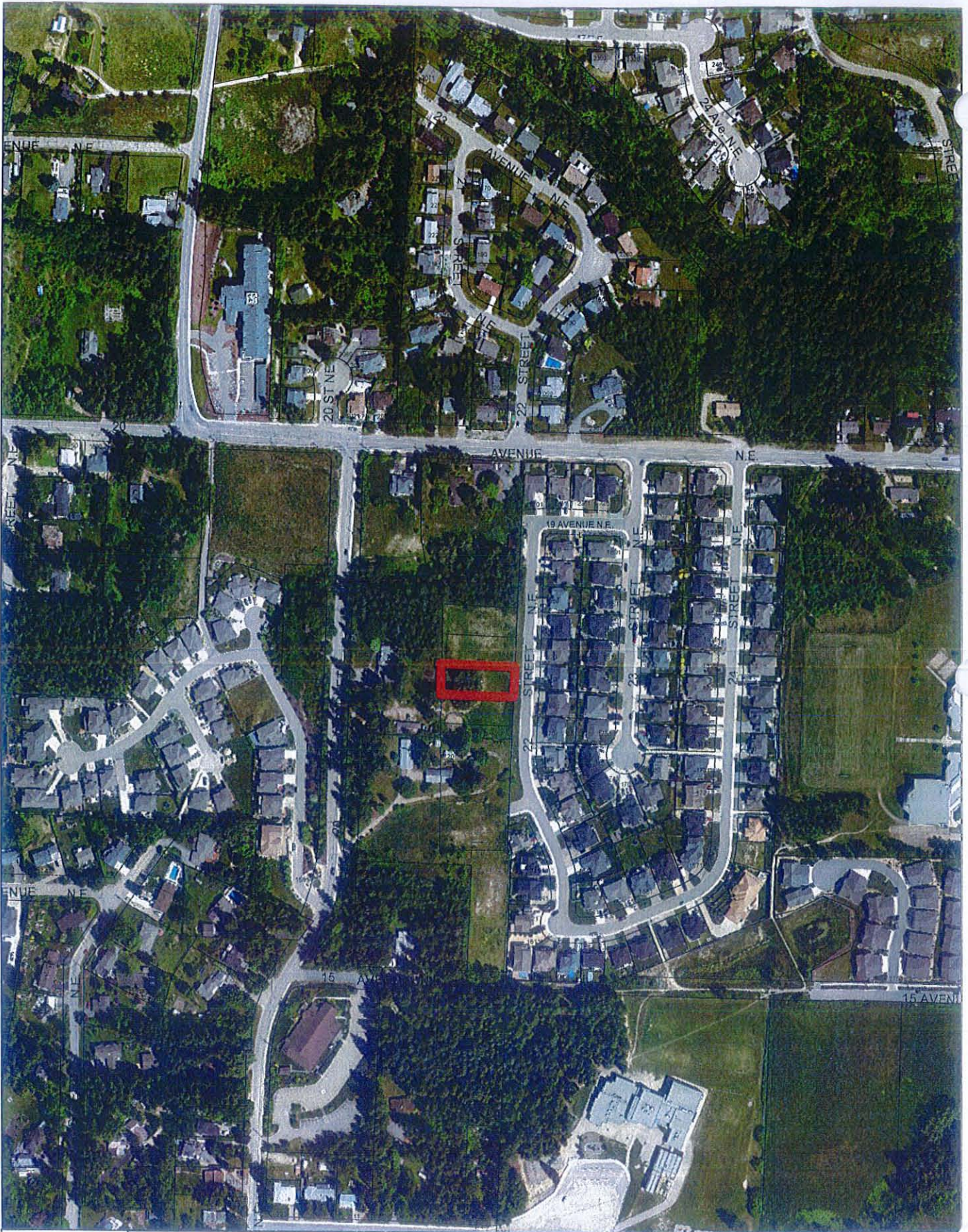
The proposed R-8 zoning of the subject parcel is consistent with the OCP and is therefore supported by staff. The plans submitted indicate that all R-8 Zone requirements can be met, including the provision of onsite parking, and that the proposed building substantially aligns with development patterns in the area. Any development of a secondary suite would require a building permit and will be subject to meeting Zoning Bylaw and BC Building Code requirements.



Prepared by: Chris Larson, MCP
Planner, Development Services



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



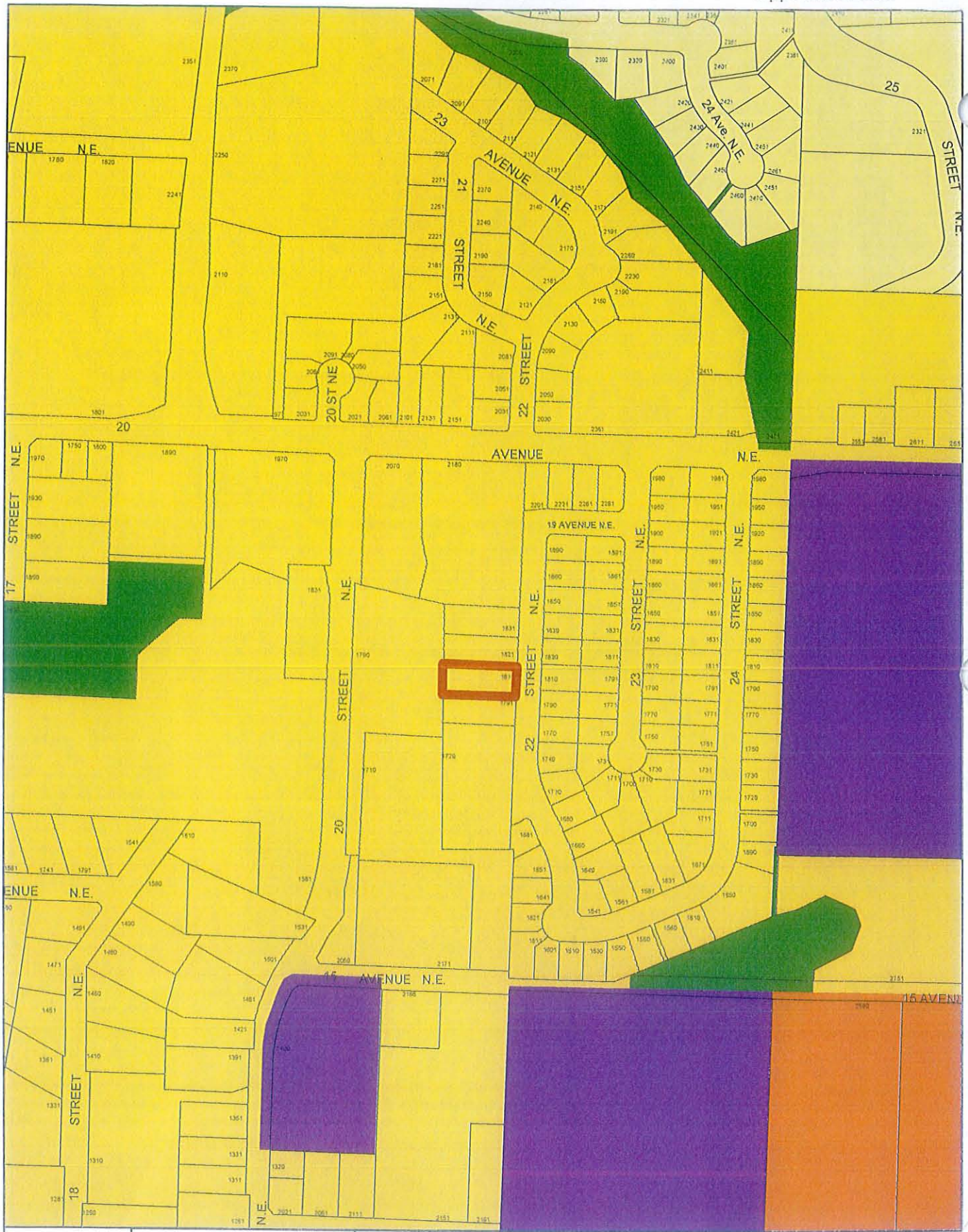
Subject Parcel



0 5 10 20 30 40 Meters



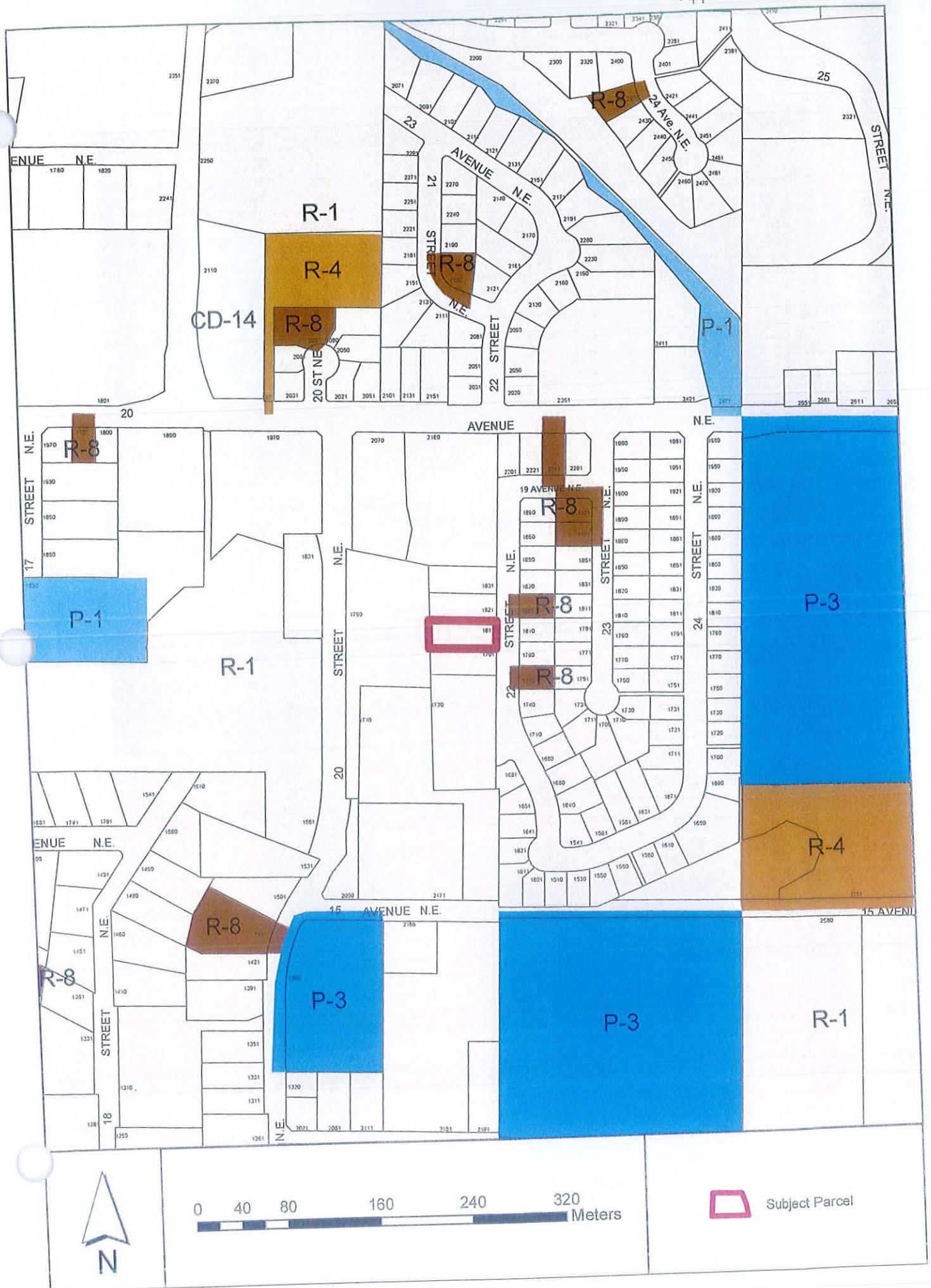
Subject Parcel



0 25 50 75 100
Meters

- High Density Residential
- Medium Density Residential
- Low Density Residential

- Park
- Institutional
- Subject Parcel



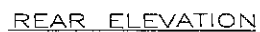
Appendix 5: Site Photos



View north from 22 Street NE.

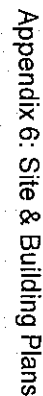


View south-west from 22 Street NE.

[illegible]

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from same.

POSITIONS	STOCK
DRUGS	YES
CHECKED	10
DATE	JAN '79
SCALE	1/4" = 1' - 0"
SHEET	5 OF 7
PLAN NUMBER	M2-3-1520





(Unfinished) FINISHED AREA = 801 SQ. FT.
SUITE AREA = 693 SQ. FT.
GARAGE AREA = 522 SQ. FT. (INCLUDING MECHANICAL)
9'-0 3/4" CEILING HEIGHT

NOTE:
HOME URBANS & UNITS MAY BE
REQUIRED TO BE ENGINEERED
DUE TO ROOF LOADS NOT COVERED
IN THE BUILDING CODE & IS THE
RESPONSIBILITY OF THE HOME OWNER
OR BUILDER TO SECURE.

HEAD OFFICE:
201-1058 COMMERCIAL AVE
KILGORE, B.C. V0X 1A0
(250) 422-3348

JENSH HOUSE DESIGN LIMITED



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FROM THE ARTIST

REFERENCE:	STOCK
DRAWN:	TS
CHECKED:	LA
DATE:	JAN '15
SCALE:	1/4"=1'-0"
SHEET:	2 OF 7
PLAN NUMBER:	1/2-3-1

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Item 24.1

CITY OF SALMON ARM

Date: July 22, 2019

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4343 be read a third and final time.

[Development Services Fees]

Vote Record

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

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

CITY OF SALMON ARM

BYLAW NO. 4343

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. Section 5, Subdivision Application Fee, forming part of Schedule "A", be deleted in its entirety and replaced with Section 5, Subdivision Application Fee attached to and forming part of this bylaw as Appendix A.

Sections 1 - 18, Development Services, forming part of Schedule "B", be deleted in its entirety and replaced with Sections 1 - 23, Development Services attached to and forming part of this bylaw as Appendix B.

2. SEVERABILITY

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

3. ENACTMENTS

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

4. EFFECTIVE DATE

This Bylaw shall come into full force upon adoption of the Bylaw.

5. CITATION

This Bylaw may be cited as the "City of Salmon Arm Fee for Service Amendment Bylaw No. 4343".

READ A FIRST TIME THIS 8th DAY OF July 2019

READ A SECOND TIME THIS 8th DAY OF July 2019

READ A THIRD TIME THIS DAY OF 2019

ADOPTED BY THE COUNCIL DAY OF 2019

MAYOR

CORPORATE OFFICER

BYLAW NO. 2498

APPENDIX A

SCHEDULE "A"
STATUTORY FEE SCHEDULE

5.	Subdivision Application Fee (in accordance with the Subdivision and Development Servicing Bylaw) Where the Minister has not prescribed a fee as provided under Section 988(3) of the Local Government Act, the fee shall be as follows:	
	TYPE "A" Subdivision Application <input type="checkbox"/> Subdivision where less than 3 new lots would be created. <input type="checkbox"/> Boundary Adjustments. <input type="checkbox"/> Road Dedication/Exchange. <input type="checkbox"/> Lot Consolidation.	\$500.00
	TYPE "B" Subdivision Application <input type="checkbox"/> Subdivision where 3 or more new lots would be created.	\$1,000.00
	Preliminary Layout Review Extension	\$200.00
	Building Strata Subdivision <input type="checkbox"/> Building Conversion <input type="checkbox"/> Phased Multi-Family, Commercial, Industrial	\$200.00 \$500.00

APPENDIX B

SCHEDULE "B"
APPENDIX 2

BYLAW NO. 2498

DEVELOPMENT SERVICES

1.	Final Subdivision Approval Fee					\$500.00
2.	Board of Variance Application					\$100.00
3.	Reports					
	• Business Licence Print-outs (complete)					\$50.00 & GST
4.	Photocopying					
	• Plot Plans					\$1.00 & GST
	• Other Miscellaneous (per standard page)					\$0.25 & GST
	• Oversize page (11" x 17"), per page					\$1.00 plus GST
5.	Maps					
		SCALE IN METRES	PRICE	PST	GST	TOTAL
	Section Maps - each	1:2500	\$6.00	\$0.45	\$0.42	\$6.87
	Section Maps - set	1:2500	\$210.00	\$15.75	\$14.70	\$240.45
	District Composite Maps (1"=5000')	1:1800	\$12.00	\$0.90	\$0.84	\$13.74
	Downtown Map - showing buildings with addresses	1:100	\$13.00	\$0.98	\$0.91	\$14.89
	Zoning Maps (11" x 17")	1:4000	\$1.00	\$0.08	\$0.07	\$1.15
	OCP Wall Maps	1:18000	\$9.00	\$0.68	\$0.63	\$10.31
	OCP Wall Map - Coloured		\$25.00	\$1.88	\$1.75	\$28.63
	Topographical Maps - each	1:2500	\$6.00	\$0.45	\$0.42	\$6.87
	• with overlay	1:2500	\$7.00	\$0.53	\$0.49	\$8.02
	Large Street Map - Tourist		\$9.00	\$0.68	\$0.63	\$10.31
	Utilities	1:2500	\$7.00	\$0.53	\$0.49	\$8.02
	Reduced Scale - each	1:5000	\$3.00	\$0.23	\$0.21	\$3.44
	• set		\$57.00	\$4.28	\$3.99	\$65.27
	DSA Owned Land	1:18000	\$9.00	\$0.68	\$0.63	\$10.31
	Major Street Plan	1:18000	\$9.00	\$0.68	\$0.63	\$10.31
	Consolidated Development Permit Areas	1:18000	\$9.00	\$0.63	\$0.63	\$10.31
	Flood Plain	1:18000	\$9.00	\$0.68	\$0.63	\$10.31
	Agricultural Land Reserve	1:18000	\$9.00	\$0.68	\$0.63	\$10.31
	Industrial Park	1:2500	N/C			
	Small Tourist Map	1:2500	N/C			
	Dedicated and Private Parks	1:18000	\$20.00	\$1.50	\$1.40	\$22.90
	Map Updating Service (annual fee)		\$42.00	\$3.15	\$2.94	\$48.09
	Copies of Engineering Drawings - per blue- print size page		\$5.00	\$0.38	\$0.35	\$5.73
	Subdivision Names Map		\$9.00	\$0.68	\$0.63	\$10.31
	Digital Data (per Mega Byte, not including medium)		\$50.00	\$3.75	\$3.50	\$57.25

SCHEDULE "B"
APPENDIX 2

BYLAW NO. 2498

DEVELOPMENT SERVICES

6.	Subdivision (Engineering) Inspection Fees	
	• Per lot	(plus GST) \$300.00
	GIS	
	GIS Custom Charge Out Rate (per hour)	\$100.00
7.	Final Subdivision Approval Fee	\$500.00
8.	Development Permit Application	\$1,000.00
9.	Development Variance Permit Application	\$1,000.00
	• 50% reduction for applications for variance under the Sign Bylaw	
10.	Development Variance Permit Application With Servicing Variances	\$1,200.00
11.	Zoning Amendment Application	\$800.00
	<input type="checkbox"/> Zoning Amendment Application R-1 "Single Family Residential Zone" to R-8 "Single Family//Secondary Suite Zone", where the parcel size is less than 0.4 ha (0.99), and Text Amendments	\$800.00
	<input type="checkbox"/> Regular	\$1,200.00
12.	Official Community Plan Amendment Application	\$1,500.00
13.	OCP/ Zoning Amendment Combined Application	\$2,000.00
14.	Agricultural Land Reserve Application (City Processing Surcharge)	\$600.00 (+\$300.00) Total retained by City = \$900.00
15.	Agricultural Land Reserve Exclusion Application (initiated by landowner with City as applicant)	\$1,000.00 per lot
16.	Radio/Cellular Communication Referral	
	<input type="checkbox"/> Basic Exempt Consultation Report	\$500.00
	<input type="checkbox"/> Non-Exempt Consultation Report	\$1,000.00
17.	Tree Cutting and Removal Permit Application	\$25.00
18.	Contaminated Sites Legislation – Site Profiles	\$100.00
19.	Campground Development Fee	
	<input type="checkbox"/> First 25 camping spaces	\$25.00
	<input type="checkbox"/> each additional camping space	\$2.00
20.	Sidewalk Vendor Sites (DIA Levy) each site licensed under Schedule "A" of the Sidewalk Vendor Bylaw as amended from time to time (per annum)	\$75.00
21.	Temporary Use Permit Application	\$1,200.00
	Temporary Use Permit Renewal	\$900.00
22.	Latecomer Agreement Processing Fee (Bylaw No. 3653)	
	Flat Rate Fee; plus	\$500.00
	Flat Rate Fee Per Parcel	\$100.00
23.	Park Vending Sites (DIA Levy) (Bylaw No. 3720)	\$75.00

Item 24.2

CITY OF SALMON ARM

Date: July 22, 2019

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4341 be read a third time.

[ZON-1152; Bennett, K. & S.; 1811 22 Street NE; R-1 to R-8]

Vote Record

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

Opposed:

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

CITY OF SALMON ARM

BYLAW NO. 4341

A bylaw to amend "District of Salmon Arm Zoning Bylaw No. 2303"

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia, on , 2019 at the hour of p.m. was published in the and , 2019 issues of the Salmon Arm Observer;

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

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

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

Rezone Lot 3, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP73048, from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone), attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as "**City of Salmon Arm Zoning Amendment Bylaw No. 4341**"

READ A FIRST TIME THIS 8th DAY OF July 2019

READ A SECOND TIME THIS 8th DAY OF July 2019

READ A THIRD TIME THIS DAY OF 2019

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT
ON THE DAY OF 2019

For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2019

MAYOR

CORPORATE OFFICER

Item 26.

CITY OF SALMON ARM

Date: July 22, 2019

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: the Regular Council Meeting of July 22, 2019, be adjourned.

Vote Record

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

Opposed:

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

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