



The Corporation of the Village of Salmo

REGULAR MEETING (#05-24) INCLUDING ITEMS CLOSED TO THE PUBLIC

A Regular Meeting of the Council of the Village of Salmo to be held in Council Chambers at 423 Davies Avenue, Salmo, B.C. on **Tuesday, April 9, 2024 at 7:00 p.m.**

The public may attend in person or electronically. The electronic link will be available on our website on Tuesday.

Traditional Lands Acknowledgement Statement: We acknowledge and respect the indigenous peoples within whose traditional lands we are meeting today.

AGENDA:

1. **Call to Order**

2. **Adoption of Agenda**

STAFF RECOMMENDATION:

Pg.1

That the draft agenda of Regular Meeting #05-24 of Tuesday, April 9, 2024 be adopted as amended from *Council Procedure Bylaw #663, 2014* Schedule "A" to include a New Business section, a Financial discussion, a Public Question period, and an *In Camera* section.

3. **Delegations - NIL**

4. **New Business**

5. **Financial (Budget) Discussion**

Pg.3

6. **Adoption of the Minutes**

(1) **STAFF RECOMMENDATION:**

Pg.15

That the draft minutes of Regular Council meeting #04-24 of Tuesday, March 26, 2024 be adopted as presented.

7. **Referrals from Delegations - NIL**

8. **Referrals from Prior Meetings - NIL**

9. **Policy Development & Review - NIL**

10. **Bylaw Development & Review**

(1) **Development Applications Procedures Bylaw No. 753, 2024**

Pg.19

STAFF RECOMMENDATION:

That the "*Development Applications Procedures Bylaw No. 753, 2024*", having had three readings, be reconsidered and adopted.

11. **Accounts Payable**

STAFF RECOMMENDATION:

Pg.41

That Council receive for information the list of accounts payable cheques and electronic fund transfers from March 22, 2024 to April 4, 2024 totaling \$55,128.90.

12. Correspondence Requiring a Council Decision

(1) STAFF RECOMMENDATION:

Pg.43

That Council direct staff to write a letter of support to the Town of Osoyoos regarding the resolution on legislative changes for personal and defamatory attacks on municipal leaders.

(2) STAFF RECOMMENDATION:

Pg.47

That Council approve hiring the Salmo Lions Club to plant flowers in the Village's self-watering flower pots for \$300.

13. Correspondence for Information Only

STAFF RECOMMENDATION:

That Council receive for information the following correspondence from:

(1) Trash to Treasure Day Saturday, April 20, 2024

Pg.49

14. Member Reports & Inquiries

Pg.51

(1) Councillor Cox

(2) Councillor Heatlie

(3) Councillor Lins

(4) Councillor Neil

(5) Mayor Lockwood

STAFF RECOMMENDATION:

That the verbal and written reports of Mayor and Council be received for information.

15. Public Question Period

16. In Camera Resolution

That the meeting be closed to the public under Sections 90(1)(c)(i) of the *Community Charter*.

17. In Camera Items

(1) Labour

(2) Legal

18. Reconvene Open Meeting

19. Adjournment

The next regularly scheduled Council meeting will be on April 23, 2024 at 7:00 p.m.

Village of Salmo 2024 Draft Budget Discussion

April 9, 2024

The Corporation of the Village of Salmo

Agenda

- **Operations Draft Budget**
 - Budget Changes & Impact
 - ▶ Proposed Property Taxes

- **Capital Draft Budget**
 - ▶ Capital Investment
 - ▶ Draft Budget Reserve Balances



Operation Budget Changes (from February budget meeting)

- ▶ Decreased Summer Student Budget
- ▶ Wage Scenarios for staff - **Decision Required**
- ▶ Increased Fire Contract Contribution From RDCK - **Decision Required**
- ▶ Added Capital Investment & Capital Grants - **Decision Required**

Summer Students & Wage Scenarios

	Wage Increase %	Total Wages	Total Wages (Including payroll costs)	Tax Rate Impact (Incremental)	Tax Rate Estimate
Scenario 1	0	\$ 597,762	\$ 752,976	-3.4%	1.7%
Scenario 2	2	\$ 606,681	\$ 763,297	-1.1%	4.0%
Scenario 3	3	\$ 611,141	\$ 768,457	0.0%	5.1%
Scenario 4	4	\$ 615,600	\$ 773,617	1.1%	6.2%

Budget Changes (Wages):

- Reduced Summer Student Budget from 3 to 2 - Budgeted \$16,000ea (less federal grant ~ \$4K)
- Added placeholder for staff wage increases at 3% - \$15,500 impact

Recommendation (Wages):

Nominal 2-3% wage increase for 2024 and establish a market researched based approach & compensation strategy for 2025+.

Contributions to Reserves - FIRE SERVICES

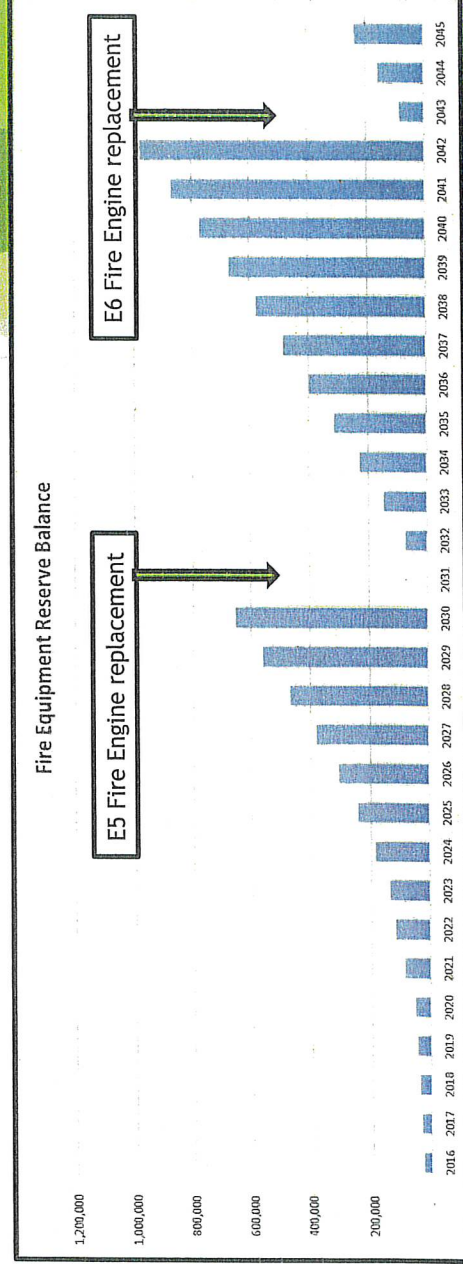
Recommendation:

Increase in Fire Reserve Contributions should be shared amongst service areas (Salmo and Area G)

Area G should increase their contributions to fund their proportion - permitted as per section 4.04 in the Fire Services Contract.

Draft Budget includes a \$15,000 contribution increase

	2023 Budget	2024 Budget
Transfers to Reserves		
Transfer to machinery & equipment reserve	30,000	50,000
Transfer to fire department equipment reserve	10,000	44,250
Transfer to jaws of life reserve	14,755	14,755
Transfer to wellness centre reserve	10,000	10,000
Transfer to Salmo parks reserve		2,000
Transfer to Other Reserve	14,000	5,000
	78,755	126,005



Draft Operating Budget with Capital

	2023 Budget	2023 Projected	Proposed Tax Increases (Draft)						
			5.1% 2024 Budget	3% 2025 Budget	3% 2026 Budget	3% 2027 Budget	3% 2028 Budget		
Revenues									
* Taxes	(472,619)	(478,006)	(502,070)	(516,630)	(532,129)	(545,432)	(561,795)		
Sales of services	(101,773)	(102,449)	(108,657)	(111,808)	(115,163)	(118,042)	(121,583)		
Other revenue from own sources	(167,456)	(180,878)	(168,290)	(173,170)	(178,366)	(182,825)	(188,309)		
Investment income	(25,300)	(39,649)	(35,684)	(34,000)	(30,000)	(30,000)	(30,000)		
Unconditional Grants	(466,000)	(459,000)	(459,000)	(459,000)	(459,000)	(459,000)	(459,000)		
Conditional Grants	(143,815)	(118,879)	(153,455)	(157,905)	(162,642)	(166,708)	(171,709)		
Total Revenues	(1,376,963)	(1,378,861)	(1,427,156)	(1,452,514)	(1,477,299)	(1,502,007)	(1,532,397)		
Expenses									
General government	534,150	477,776	569,231	578,613	588,350	597,883	606,762		
Protective services	133,739	89,447	132,754	134,878	137,036	139,229	141,456		
Transportation services	369,811	256,980	358,054	363,783	369,604	375,517	381,526		
Waste collection	114,626	105,466	118,762	120,662	122,593	124,554	126,547		
Public health & Wellness	14,525	12,864	15,250	15,494	15,742	15,994	16,250		
Parks, recreation and Cultural services	63,050	38,363	61,150	62,128	63,122	64,132	65,159		
Interest	22,552	22,542	22,118	22,118	21,015	19,913	19,913		
Total Expenses	1,252,453	1,003,437	1,277,319	1,297,677	1,317,462	1,337,222	1,357,612		
Net Operating Deficit (Surplus)	(124,510)	(375,424)	(149,837)	(154,837)	(159,837)	(164,785)	(174,785)		
Transfers to Reserves									
Transfer to machinery & equipment reserve	30,000	30,000	50,000	50,000	50,000	50,000	50,000		50,000
Transfer to fire department equipment reserve	10,000	10,000	44,250	49,250	54,250	64,250	74,250		74,250
Transfer to jaws of life reserve	14,755	14,755	19,755	19,755	19,755	19,755	19,755		19,755
Transfer to wellness centre reserve	10,000	10,000	10,000	10,000	10,000	10,000	10,000		10,000
Transfer to Salmo parks reserve		2,000	2,000	2,000	2,000	2,000	5,000		5,000
Transfer to Other Reserve	14,000	12,000							
	78,755	78,755	126,005	131,005	136,005	149,005	159,005		
Debt principal payments	44,973	44,973	23,832	23,832	23,832	15,780	15,780		15,780
Total Net Operations Deficit (Surplus)	(782)	(251,696)	(0)	0	(0)	(0)	0		0

Village of Salmo
 OPERATING BUDGET 2024-2028 - Draft
 APR, 2024

2023 Budget 2024 Budget 2025 Budget 2026 Budget 2027 Budget 2028 Budget

5.1% 3% 3% 3% 3%

Proposed Tax Increases (Draft)

Capital Funding Sources

Reserves					
Gas Tax funds from CWF		(79,500)			
Equipment reserve					
Prior Year Surplus					
COVID Restart Funds		(28,750)			
General Operating Fund					
Grants					
CBT	-272,602				
CD Grants	-78,600				
Growing Communities	-30,000				
Other grants	-241,300				
	-60,597				
	(683,099)	(111,650)			
Capital Projects Total	683,881	111,650			

Net Operations Deficit (Surplus)

	0	0	0	0	0
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General Capital Investment:

Culvert - 1st STREET	\$ 14,000
Road Repair - 4th STREET & Riverside	\$ 8,500
Park Gazebo Roof	\$ 1,750
Water Fountain - Lion's Park	\$ 2,000
Tarp System	\$ 3,400
Glendale Bridge - guardrails engineering	\$ 12,000
COVID Funding Initiatives	\$ 25,000
Road Paving (recurring)	\$ 30,000
Sidewalks (recurring)	\$ 15,000
Total	\$ 111,650

General Operating One-Time Expenses (Grant Funded):

Erie Creek Dike	\$ 100,000
MIABC Funded - various projects	\$ 12,000
Bill 44 Initiatives	\$ 156,250
OCP initiatives	\$ 100,000
NG911 - GIS Mapping	\$ 36,393
Asset Management Plan	\$ 100,000
Drought Management Plan	\$ 5,000
Total	\$ 509,643

**Draft
 Operating
 Budget with
 Capital -
 Continued**

Draft Budget Rates and Fees

Rate / Fee Name	2023 Actual	2024 Increase (Proposed)	2024 Actual (proposed)	Net Annual Increase	Net Monthly Increase
Property Tax (Municipal Portion)	\$683	5.1%	\$718	\$35	\$2.90
Waste Collection	\$220	5.9%	\$233	\$13	\$1.08
Water	\$337	6.8%	\$360	\$23	\$1.91
Waste Water (Sewer)	\$529	9.6%	\$580	\$51	\$4.23
				\$121	\$10.12

Average SFH in the Village of Salmo is \$326,686 (Down 0.9% from 2023)

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*Rates and Fees based on Average Single Family Residential Home

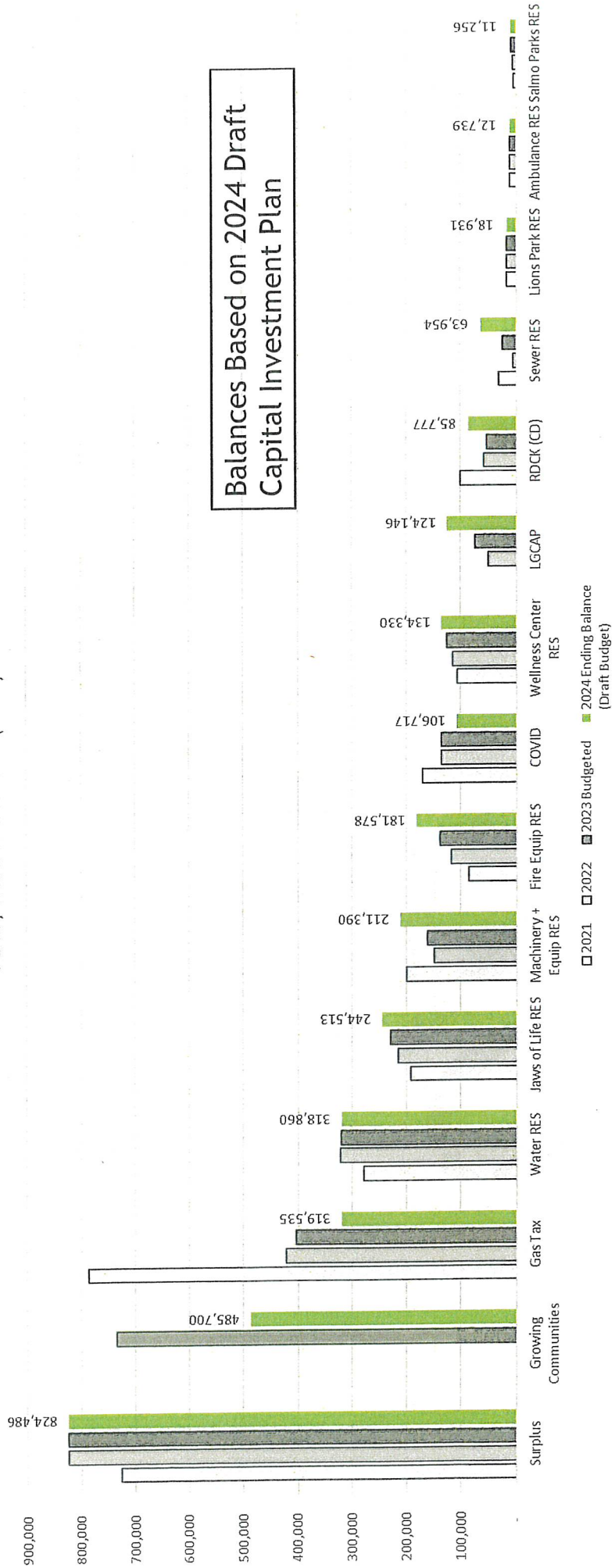
Draft Capital & One-Time Expenses

Capital Projects & One-Time Expenses	General or Utility	Estimated Costs (2024)	Possible Funding Source
MIABC Initiatives (Signage, smoke detectors, emergency exit)	General	12,000	MIABC funded
COVID / Safety Related Projects	General	25,000	COVID Relief
OCP Initiatives	General	100,000	Grant Funded - REDIP
Asset Management Plan	General	100,000	Partial Grant Funded - TBD
Bill 44 Initiatives	General	156,250	PROV GOV Grant Funded
Drought Management Plan	General	5,000	LGCAP Funded
Concession Roof Repair	General - CAPITAL	-	TBD
Park Gazebo Roof - to be completed	General - CAPITAL	1,750	COVID Relief
Water fountain installation	General - CAPITAL	2,000	COVID Relief
Tarp Systems - Sand hauling	General - CAPITAL	3,400	Operational - Taxation
Road Repair - fourth and Riverside	General - CAPITAL	8,500	General - Gas Tax
Glendale Bridge - Handrail Engineering	General - CAPITAL	12,000	General - Gas Tax
Culvert Replacement - First street	General - CAPITAL	14,000	General - Gas Tax
Sidewalks - recurring annual	General - CAPITAL	15,000	General - Gas Tax
Road Paving - recurring annual	General - CAPITAL	30,000	General - Gas Tax
Erie Creek Dike - Emergency Disaster Plan / Risk mitigation	General - CAPITAL	100,000	Grant Funded - TDB
NG911 - GIS Mapping	Protective Services	36,393	Grant Funded - UBCM
Urban Systems (Consultant) - authorization Compliance	Sewer	7,000	Growing Communities Fund
Sewer Inspection and Augering	Sewer	37,000	Growing Communities Fund
Trozzo Well - authorization Compliance	Sewer	50,000	Growing Communities Fund
Lab testing Equipment	Sewer - CAPITAL	5,000	Growing Communities Fund
Seal Manholes (multi-year)	Sewer - CAPITAL	10,000	Growing Communities Fund
Harmonic Upgrades	Sewer - CAPITAL	50,000	Growing Communities Fund
Fence RI Basins	Sewer - CAPITAL	90,000	Growing Communities Fund
Glendale Generator - Propane Tank & Site Prep	Water	60,000	Water Reserve
Total:		930,293	

\$450,000 from Project Specific External Grants

Draft Budget - All Reserve Balances

Fund / Reserve Balances (Draft) - Salmo



2023 balances are budgeted balances, not actual balances

Actions for Discussion

- Changes to Staff Wages
- Capital & One-off expenses - Any additions or subtractions?
- Area G - Fire Reserve contributions

END of Presentation

The Corporation of the Village of Salmo

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REGULAR MEETING MINUTES

Minutes of the Regular Meeting of the Council of the Village of Salmo held in Council Chambers at 423 Davies Avenue in Salmo, B.C. on Tuesday, March 26, 2024 at 7:00 p.m.

PRESENT:

<u>In Person:</u>	Deputy CO Brandy Jessup
Mayor Diana Lockwood	Members of Public - 10
Councillor Melanie Cox	<u>Electronically:</u>
Councillor Jonathon Heatlie	Members of the Public - 0
Councillor Jennifer Lins	

REGRETS: Councillor Kenzie Neil.

CALL TO ORDER: Mayor Lockwood called the meeting to order at 7:00 p.m.

AGENDA:

R1-04-24 Moved and seconded, that the draft agenda of Regular Meeting #04-24 of Tuesday, March 26, 2024 be adopted as amended from Council Procedure Bylaw No. 663, 2014 Schedule "B" to include a New Business section, a Bylaw Development & Review section, a Public Question Period, and an *In Camera* section.

Carried.

DELEGATIONS:

MLA Brittny Anderson - #11 Brittny Anderson, MLA for Nelson-Creston, presented council with information on what the budget focus is this year which includes affordability, an increase in the BC family benefit, a renters tax credit, among others.

NEW BUSINESS: NIL

BYLAW DEVELOPMENT & REVIEW:

Departure Mayor Lockwood recused herself at 7:10 p.m. due to a potential conflict of interest as there is familiar relations.

R2-04-24 Moved and seconded, that Council give freedom of the floor to the Motion owners requesting the variance.

Carried.

R3-04-24 Moved and seconded, that Council approve the Development Variance Permit application No. 001-2024 to allow a variance to "The Village of Salmo Zoning Bylaw No. 489, 2001" section 3.7 to allow for a height variance of 2 feet for the newly built fence.

413A Baker Lane:
Development Variance Permit No. 001-2024

Carried.

Return Mayor Lockwood returned to the meeting at 7:26 p.m.

R4-04-24
Development
Applications Procedures
Bylaw No. 753, 2024 –
First Reading

Moved and seconded, that the “*Development Applications Procedures Bylaw No. 753, 2024*” be given first reading.

Carried.

R5-04-24
Development
Applications Procedures
Bylaw No. 753, 2024 –
Second & Third Reading

Moved and seconded, that the “*Development Applications Procedures Bylaw No. 753, 2024*” be given second & third reading.

Carried.

MINUTES: (Note: See official minutes and agenda package for applicable reports.)

R6-04-24
Regular Meeting
March 12, 2024

Moved and seconded, that the draft minutes of the Regular Council meeting #03-24 of Tuesday, March 12, 2024 be adopted as presented.

Carried.

REFERRALS FROM DELEGATIONS: NIL

REFERRALS FROM PRIOR MEETINGS: NIL

OPERATIONAL REPORTS:

R7-04-24
Civic Works

Moved and seconded, that Council receive for information the written report as presented by Civic Works Foreman Fred Paton dated March 22, 2024. (see *Appendix A*).

Carried.

R8-04-24
Fire Department

Moved and seconded, that Council receive for information the written report dated March 1, 2024 provided by Fire Chief David Hearn for the period of February 2024. (see *Appendix A*).

Carried.

R9-04-24
Bylaw Enforcement

Moved and seconded, that Council receive for information the written report on bylaw enforcement for the period of February 2024. (see *Appendix A*).

Carried.

R10-04-24
Administration – BCEHS
Tenant Improvement
Request

Moved and seconded, that Council approve the request from BCEHS to perform the requested tenant improvements to the current ambulance station located at 414 Baker Avenue. (see *Appendix A*).

Carried.

FINANCIAL REPORTS:

R11-04-24
Accounts Payable

Moved and seconded, that Council receive for information the list of accounts payable cheques and electronic fund transfers from March 8, 2024 to March 21, 2024 totaling \$147,153.51.

Carried.

R12-04-24
Treasurer's Report

Moved and seconded, that Council receive for information the Treasurer's report for February 2024.

Carried.

CORRESPONDENCE REQUIRING A DECISION:

R13-04-24
Cheryl Cook, SDAC Re:
Liquor Sales Permission
for DJ Event at the
Salmo Valley Youth &
Community Centre -
#19

Moved and seconded, that Council approve the request to allow the Salmo District Arts Council to serve alcohol at the DJ event being held at the Salmo Valley Youth & Community Centre and direct staff to provide the approval in writing as requested.

Carried.

CORRESPONDENCE FOR INFORMATION ONLY:

R14-04-24

Moved and seconded, that Council receive for information the following correspondence from:

- (1) District of Hudson's Hope Re: Support for Bill-34 - #16
- (2) Ministry of Jobs, Economic Development and Innovation Re: Grant Application - Sustainable Salmo, A Path to Economic Resilience - #18

Carried.

MEMBER REPORTS & INQUIRIES:

Councillor Cox Nothing to report.

Councillor Heatlie Nothing to report.

Councillor Lins Nothing to report.

Mayor Lockwood See *Appendix B*. Commented on citizen engagement involving internet issues, the length of time to open a business, and the fixing of the light near the Hotel.

R15-04-24
Verbal & Written
Reports of Mayor &
Council

Moved and seconded, that the verbal and written reports of Mayor and Council be received for information.

Carried.

PUBLIC QUESTION PERIOD:

An inquiry was made regarding the posting of the CAO position. This will be coming out soon.

IN CAMERA RESOLUTION:

R16-04-24

Moved and seconded, that the meeting be closed to the public under Sections 90(1)(a)(g) of the *Community Charter*.

Carried.

RECONVENE OPEN MEETING: Council reconvened the meeting at 8:55 p.m.

RISE & REPORT:

R17-04-24

Moved and seconded, that Council rise & report the following from the *In Camera* portion of the meeting:

That Council approve contracting Linda Tynan as an Interim CAO for the Village of Salmo.

Carried.

ADJOURNMENT:

R18-04-24

Moved and seconded, that the meeting be adjourned.

Carried.

I hereby certify the preceding to be a true and correct account of the Regular Meeting of Council held on Tuesday, March 26, 2024.

Mayor

Deputy Corporate Officer

**DEVELOPMENT APPLICATIONS PROCEDURES
BYLAW NO. 753, 2024
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**DEVELOPMENT APPLICATIONS PROCEDURES
BYLAW NO. 753, 2024**

**A BYLAW TO ESTABLISH PROCEDURES AND FEES FOR THE
PROCESSING OF LAND DEVELOPMENT APPLICATIONS**

WHEREAS the Council of the Village of Salmo shall, by bylaw, define procedures under which an owner of land may apply for amendment to an official community plan, zoning bylaw or for the issuance of a permit pursuant to Section 460 of the *Local Government Act*;

AND WHEREAS Council has designated areas within where a Temporary Use Permit may be issued and within which Development Permits are required;

AND WHEREAS Council may, by bylaw, specify a distance from a property under application for the purposes of notifying owners and occupants of proposed bylaw amendments and permits;

AND WHEREAS Council may, by bylaw, delegate its powers, duties and functions to an officer or employee of the municipality;

NOW THEREFORE the Council of the Village of Salmo in open meeting assembled enacts as follows:

PART 1 – TITLE

TITLE

1. (1) This Bylaw may be cited as Development Application Procedures Bylaw No. 753, 2024.

PART 2 – DEFINITIONS

DEFINITIONS

2. In this Bylaw, unless context requires otherwise:
 - (1) 'Applicant' means any landowner who makes application under the provision of this Bylaw or anyone who is authorized by the owner of the lands to make application;
 - (2) 'Application' means an application for an official community plan amendment, zoning bylaw amendment, temporary use permit, development variance permit, or development permit.
 - (3) 'Application Form' means a form provided by the Village of Salmo for the purposes of application for an official community plan amendment, zoning bylaw amendment, temporary use permit, development variance permit, or development permit;

- (4) 'CAO' means the Chief Administrative Officer of the Village of Salmo;
- (5) 'Local Government Act' (LGA) means the *Local Government Act [RSBC 2015] Chapter 1* as amended;
- (6) 'Minor Development Permit' means a permit approved by an officer or employee of the Village of Salmo as delegated by Council which conforms to the Development Permit Guidelines of the Official Community Plan and does not require any variances and that meets the following criteria:
- a) the addition of floor space of less than 20 square meters or 25% of the existing gross floor area, whichever is greater;
 - b) façade improvements for buildings that do not require any structural alterations;
 - c) exterior signage that is affixed to the building, meets sign regulations and does not require a Building Permit or Encroachment Agreement;
 - d) additions or exterior improvements that do not exceed \$25,000 in value; and
 - e) landscaping and screening.
- (7) 'Minor Development Variance Permit' means a permit approved by an officer or employee of the Village of Salmo as delegated by Council which, in the opinion of the CAO or their designate, is deemed minor if it meets the following criteria:
- a) consistent with neighbourhood character;
 - b) does not increase the appearance of building bulk from the street or surrounding neighbourhood;
 - c) does not reduce light access, privacy, or views of adjacent lots;
 - d) does not require extensive site preparation and disturbance;
 - e) does not include unattractive building elements, such as unscreened foundations or blank, flat walls with little variation;
 - f) does not exceed \$10,000 in value; and
 - g) does not interfere with municipal operations and services.
- (8) 'Regular Office Hours' means Monday to Friday 8:30 am – 4:30 pm, except for Statuary Holidays or otherwise posted;
- (9) 'Security Deposit' means an unconditional irrevocable letter of credit or deposit of securities in a form satisfactory to the Village of Salmo;
- (10) 'Village' means the Village of Salmo;
- (11) 'Village Office' means the Municipal office of the Village of Salmo located at 423 Davies Avenue, PO Box 1000, Salmo British Columbia V0G 1Z0.

PART 3 - SCOPE

SCOPE

3. (1) This Bylaw establishes procedures and fees in relation to the following:
 - a) An Amendment to the Official Community Plan and/or Zoning Bylaw.
 - b) A Development Permit.
 - c) A Development Variance Permit.
 - d) A Temporary Use Permit.
- (2) The fees are prescribed in the Fees and Charges Bylaw, as amended from time to time.

PART 4 - APPLICATION

APPLICATION

4. (1) Applications shall be made by the owner of the land or by the person authorized by the owner.
- (2) Applications shall be submitted to the CAO or their designate, on the applicable form provided by the Village of Salmo.
- (3) The Village may require a site visit or further information to be provided after the initial application and prior to proceeding to Council.
- (4) Applications shall contain all applicable information and follow the procedures as prescribed in the following Schedules, which are attached to, and form part of this Bylaw:
 - a) Procedures for application to amend the Official Community Plan and/or Zoning Bylaw are outlined as Schedule 1 of this Bylaw.
 - b) Procedures for application for a Development Permit are outlined as Schedule 2 of this Bylaw.
 - c) Procedures for application for a Development Variance Permit are outlined as Schedule 3 of this Bylaw.
 - d) Procedures for application for a Temporary Use Permit are outlined as Schedule 4 of this Bylaw.
 - e) Procedures for the calculation and release of a security deposit as required as part of a Development Permit, Development Variance Permit or Temporary Use Permit are outlined as Schedule 5 of this Bylaw.
- (5) Application fees, in accordance with Schedule 6 of this Bylaw, are payable to the Village of Salmo at the time of application submission.
- (6) Applications will not be considered complete and will not be processed until all the necessary documentation and application fees have been received.
- (7) Where an application has been refused by Council, the CAO or their designate, shall notify the applicant in writing within fifteen (15) days immediately following the date of refusal.
- (8) Applications that are refused by Council will not be reconsidered within six (6) months of refusal, unless the CAO or their designate, has deemed the application to be substantially different from that originally submitted or pursuant to the provisions of the *Local Government Act*.

- (9) Applications under this Bylaw shall be considered lapsed and new application shall be required where the applicant has not communicated and/or submitted outstanding materials or information within six (6) months of the initial receipt of the application by the Village or where a decision on the application has not been made within eighteen (18) months of the initial receipt of application. Upon written request by an applicant prior to lapse of an application, Council, may extend the deadline for a period of six (6) months from the date of request, by resolution.

PART 5 - DELEGATION

DELEGATION

5. (1) Council delegates its authority to issue and amend minor Development Permits and minor Development Variance Permits to the CAO or their designate.
- (2) Where the CAO or their designate has refused issuance or required amendment of a minor Development Permit or a minor Development Variance the applicant may request that Council reconsider the decision, within thirty (30) days immediately following the date of refusal or amendment; requests must be received in writing to the Village Office.

PART 6 - NOTIFICATION

NOTIFICATION

6. (1) At least fourteen (14) working days prior to consideration of First Reading for an amendment to an Official Community Plan and/or Zoning Bylaw, the CAO or their designate, must:
- a) Mail or otherwise deliver written notification of application to the applicant, applicable agencies and registered owners or occupiers of real property located within 30 meters of the subject property or properties.
 - b) This requirement is not applicable to amendments of the Official Community Plan and/or Zoning Bylaw that involve more than ten (10) properties.
- (2) In the case where a Public Hearing is required for adoption of an Official Community Plan Bylaw and/or a Zoning Bylaw, at least ten (10) days prior to a Public Hearing, the CAO or their designate, must:
- a) Mail or otherwise deliver written notification of the Public Hearing to the applicant and registered owners or occupiers of real property located within 30 meters of the subject property or properties.
 - b) This requirement is not applicable to amendments of the Official Community Plan and/or Zoning Bylaw that involve more than ten (10) properties.
 - c) Publish notice in accordance with the requirements of the *Local Government Act*.
- (3) In the case where a Public Hearing is prohibited or not required for adoption of a Zoning Bylaw, at least ten (10) days prior to First Reading of the bylaw, the CAO or their designate, must:
- a) Mail or otherwise deliver written notification of the general purpose of the Zoning Bylaw to the applicant and registered owners or occupiers of real property located within 30 meters of the subject property or properties.
 - b) This requirement is not applicable to amendments a Zoning Bylaw that involve more than ten (10) properties.
 - c) Publish notice in accordance with the requirements of the *Local Government Act*.

- (4) At least fourteen (14) working days prior to consideration of issuance of a Development Variance Permit, the CAO or their designate, must:
 - a) Mail or otherwise deliver written notification of application to the applicant, applicable agencies and registered owners or occupiers of real property located within 30 meters of the subject property or properties.
 - b) Minor Development Variance Permits are exempt from written notification outlined above in 6.4 a).
- (4) At least fourteen (14) working days prior to consideration of the issuance of a Temporary Use Permit, the CAO or their designate, must:
 - a) Mail or otherwise deliver written notification of application to the applicant, applicable agencies and registered owners or occupiers of real property located within 30 meters of the subject property or properties.
 - b) Publish notice in accordance with the requirements of the *Local Government Act*.
- (5) For the purposes of notification of the public of proposed Official Community Plan Amendments and/or Zoning Amendments and for Temporary Use Permits, Complete Applications may be listed on the Village website or other form of public notification as notice of proposal.

PART 7 - SCHEDULES

SCHEDULES

- 7. (1) The following Schedules are attached to, and form part of this Bylaw:
 - a) Schedule 1: Procedures for application to amend the Official Community Plan and/or Zoning Bylaw
 - b) Schedule 2: Procedures for application for a Development Permit
 - c) Schedule 3: Procedures for application for a Development Variance Permit
 - d) Schedule 4: Procedures for application for a Temporary Use Permit
 - e) Schedule 5: Procedures for the calculation and release of a Security Deposit
 - f) Schedule 6: Fees and Charges

PART 8 – SEVERABILITY AND REPEAL

SEVERABILITY AND REPEAL

- 8. (1) If any portion of this Bylaw is declared invalid by a court, the invalid portion shall be severed and the remainder of the Bylaw is deemed valid.
- (2) Village of Salmo Development Approval Information Bylaw No 688, 2017 and all its amendments thereto are hereby repealed.

READ A FIRST TIME THIS 26th DAY OF MARCH, 2024

READ A SECOND TIME THIS 26th DAY OF MARCH, 2024

READ A THIRD TIME THIS 26th DAY OF MARCH, 2024

ADOPTED THIS xxth DAY OF xx, 2024

SCHEDULES

Schedule 1: Procedures for application to amend the Official Community Plan and/or Zoning Bylaw

REQUIRED DOCUMENTATION	NOTES
1. Completed Application Form	Applicant will provide a Completed Application Form as provided by the Village of Salmo, including agent authorization, if not the property owner. Applicant will pay the prescribed application fee.
2. Project Proposal	<p>Applicant will provide detail as to their development proposal and what changes to the current regulations are being requested. Applicants should include any anticipated benefits or impacts to the village and surrounding property owners.</p> <p>The applicant may be required to provide information on and a systematic detailed assessment of the following:</p> <ul style="list-style-type: none"> • Compliance of the activity or development with the Official Community Plan and any other relevant Village bylaw, plan or policy; • Compatibility with adjacent and community land uses, functions, form, character, aesthetic and scale of development; • The impact on ground and surface water quality including, but not limited to pollution, temperature, oxygen levels, acidity, nutrients, silts and pathogens; • Geotechnical conditions including, but not limited to soil composition, profile, classification, agricultural suitability and capability, geologic process and terrain stability; • Hydrological or hydrogeological assessment, or both, including, but not limited to, infiltration, interception, groundwater and overland flow as well as hydrologic processes including accretion and erosion; • The phasing and timing of the activity or development; • Compatibility with adjacent Village owned land, ROW, covenants and easements; • Other impacts of the proposed activity or development considered important by the CAO or their designate.
3. Site Plan	<p>Applicant will provide a detailed site plan for each property under application, including:</p> <ul style="list-style-type: none"> • Location and siting of proposed and existing development (including dimensions and measurements from property lines and road access); • Location and detail of existing rights of way, easements, restrictive covenants; • Location, siting and dimensions of any proposed screening, landscaping or other improvements; • Location and siting of any existing and/or proposed infrastructure such as water, sewer, hydro and drainage.

4. Site Profile	A completed site profile is required for any property where it is reasonably known to have been used, or is currently being used, for commercial and/or industrial activity.
5. Title	A Certificate of Title as issued within the last thirty (30) days of making application.
6. Additional Requirements	Professional reports or other supportive material may be requested. Supportive material may include traffic impact assessments, geotechnical assessments, land contour and topographic condition, infrastructure impact analysis, environmental assessments or other supportive documentation applicable to the proposed development.

PROCESS FOR OFFICIAL COMMUNITY PLAN AND/OR ZONING BYLAW AMENDMENTS

- Applicant makes arrangements to have a pre-application meeting where staff can advise on application requirements and timelines.
- Completed Application Form, Application Fee and Required Documentation is submitted and reviewed by staff. This includes notification and review by other applicable Village of Salmo departments. Staff will notify the applicant of any deficiencies. Incomplete Applications will not be processed until such a time as required documentation is received.
- Complete Applications become public information and may be listed on the Village website or other form of public notice, by the CAO or their designate as notice of proposal.
- Staff will prepare a referral package for notification of the applicant, applicable agencies and registered owners or occupiers of real property located within 30 meters of the subject property or properties. If appropriate, a Neighbourhood Project Introduction Meeting may be suggested, at the applicant's expense.
- Following the notification period, staff will prepare a report to Council for consideration of First Reading.
- If the *Local Government Act* prohibits or does not require a Public Hearing, then ten days prior to First Reading, staff shall prepare notification of the Bylaw and deliver the notice according to the requirements of the *Local Government Act*.
- When a Public Hearing is required for adoption of an Official Community Plan bylaw and/or adoption of limited Zoning Bylaws, staff will prepare notification of the Public Hearing after First Reading and deliver notification ten days prior to the Public Hearing according to the requirements of the *Local Government Act*.
- Council may consider the Bylaw or propose amendments, and may choose to refuse, table or impose conditions on the Bylaw or amendments. Specific bylaw amendments may require Provincial approval prior to Adoption. These include proposals within 800 metres of a controlled access highway or proposals involving commercial or industrial buildings exceeding 4,500 square metres in gross floor area.

Schedule 2: Procedures for application for a Development Permit

REQUIRED DOCUMENTATION	NOTES
1. Completed Application Form	Applicant will provide a Completed Application Form as provided by the Village of Salmo, including agent authorization, if not the property owner. Applicant will pay the prescribed application fee.
2. Project Proposal	Applicant will provide detail as to their development proposal. Applicants should include any anticipated benefits or impacts to the village and surrounding property owners.
3. Site Plan	<p>Applicant will provide a detailed site plan for each property under application, including:</p> <ul style="list-style-type: none"> • Location and siting of proposed and existing development (including dimensions and measurements from property lines and road access), • Location and detail of existing right of ways, easements, restrictive covenants, • Location, siting and dimensions of any proposed screening, landscaping or other improvements, • Location and siting of any existing and/or proposed infrastructure such as water, sewer, hydro and drainage, • Additional requirements may include: standard building elevation drawings, landscape and streetscape drawings.
4. Site Profile	A completed site profile is required for any property where it is reasonably known to have been used or is currently being used for commercial and/or industrial activity.
5. Title	A Certificate of Title as issued within the last thirty (30) days of making application.
6. Additional Requirements	Professional reports or other supportive material may be requested. Supportive material may include traffic impact assessments, geotechnical assessments, land contour and topographic condition, infrastructure impact analysis, environmental assessments, aquifer protection report, drainage plan, slope assessment, fire risk assessment and fuel management strategy, tree cutting permit in relation to areas affected by flooding or other hazards, or other supportive documentation applicable to the proposed development. Required development approval information must be prepared by a Qualified Professional and provided at the Applicant's Cost.

PROCESS FOR DEVELOPMENT PERMITS

- Applicant makes arrangements to have a pre-application meeting where staff can advise on application requirements and timelines.
- Completed Application Form, Application Fee and Required Documentation is submitted and reviewed by staff. This includes notification and review by other applicable Village of Salmo departments. Staff will notify the applicant of any deficiencies. Incomplete Applications will not be processed until such a time as required documentation is received.
- Staff will review the completed Application and may impose conditions including a request for security to provide assurance of performance. Staff will determine if the application meets the Minor Development Permit criteria.

- Minor Development Permits shall be reviewed by the CAO or their delegate, and issued or refused accordingly. If refused, the applicant may request reconsideration by Council within thirty (30) days of the refusal. Requests must be made in writing.
- Major Development Permits shall be presented for Council consideration. Council may consider to issue the Development Permit, issue the Development Permit with conditions, or refuse the Development Permit based on the applicable Development Permit Guidelines. Specific Development Permits may require Provincial approval prior to Issuance. These include proposals within 800 metres of a controlled access highway or proposals involving commercial or industrial buildings exceeding 4,500 square metres in gross floor area.
- Any Development Permit that requires variances to the specifications of a Zoning Bylaw or Subdivision and Servicing Bylaw will be required to make separate application for a Development Variance Permit.
- If applicable, assurance of performance security must be received prior to the issuance and registration of the Development Permit.
- Staff file notice of the approved Development Permit in the Land Titles Office.

Schedule 3: Procedures for application for a Development Variance Permit

REQUIRED DOCUMENTATION	NOTES
1. Completed Application Form	Applicant will provide a Completed Application Form as provided by the Village of Salmo, including agent authorization, if not the property owner. Applicant will pay the prescribed application fee.
2. Project Proposal	Applicant will provide detail as to their development proposal and what variances to the current regulations are being requested. Applicants should include any anticipated benefits or impacts to the village and surrounding property owners.
3. Site Plan	Applicant will provide a detailed site plan for each property under application, including: <ul style="list-style-type: none"> • Location and siting of proposed and existing development (including dimensions and measurements from property lines and road access) • Location and detail of existing right of ways, easements, restrictive covenants • Location and siting of any existing and/or proposed infrastructure such as water, sewer, hydro and drainage
4. Site Profile	A completed site profile is required for any property where it is reasonably known to have been used or is currently being used for commercial and/or industrial activity.
5. Title	A Certificate of Title as issued within the last thirty (30) days of making application.
6. Additional Requirements	Professional reports or other supportive material may be requested. Supportive material may include traffic impact assessments, geotechnical assessments, land contour and topographic condition, infrastructure impact analysis, environmental assessments, aquifer protection report, drainage plan, slope assessment, fire risk assessment and fuel management strategy, tree cutting permit in relation to areas affected by flooding or other hazards, or other supportive documentation applicable to the proposed development. Required development approval information must be prepared by a Qualified Professional and provided at the Applicant's Cost.
PROCESS FOR DEVELOPMENT VARIANCE PERMITS	
<ul style="list-style-type: none"> • Applicant makes arrangements to have a pre-application meeting where staff can advise on application requirements and timelines. • Completed Application Form, Application Fee and Required Documentation is submitted and reviewed by staff. This includes notification and review by other applicable Village of Salmo departments. Staff will notify the applicant of any deficiencies. Incomplete Applications will not be processed until such a time as required documentation is received. • Staff will review the completed Application and may impose conditions including a request for security to provide assurance of performance. To process the complete application, the CAO or their designate will determine if the application meets the Minor Development Variance Permit criteria. 	

- Minor Development Variance Permit Applications shall be processed as follows:
 - Staff will evaluate the proposal for compliance with relevant Village bylaws and policies and may request additional information from the Applicant if deemed necessary for staff to determine if the criteria for a minor variance is met.
 - To be considered a minor variance, in the opinion of the CAO or designate, the proposal shall:
 - a) be consistent with neighbourhood character;
 - b) not increase the appearance of building bulk from the street or surrounding neighbourhood;
 - c) not reduce light access, privacy, or views of adjacent lots;
 - d) not require extensive site preparation and disturbance;
 - e) not include unattractive building elements, such as unscreened foundations or blank, flat walls with little variation;
 - f) not exceed \$10,000 in project value; and
 - g) not interfere with municipal operations and services.
 - A relaxation to the required number of parking stalls shall not be considered as a minor variance.
 - The CAO or designate will use the following guidelines in deciding whether to issue or not issue a minor development variance permit:
 - a) the ability to use or develop the property is unreasonably constrained or hindered by having to comply with the bylaw requirement;
 - b) the applicant has demonstrated that there are special conditions of the property that distinguish it from other properties in the area;
 - c) the proposed variance would allow for more efficient and effective use and development of the subject property; and
 - d) the variance provides for compatibility with adjacent land uses.
 - Minor Development Variance Permits shall be reviewed by the CAO or their delegate, and issued or refused accordingly. If refused, the applicant may request reconsideration by Council within thirty (30) days of the refusal. Requests must be made in writing.
- Major Development Variance Permit Applications shall be processed as follows:
 - Staff will prepare a referral package for notification of the applicant, applicable agencies and registered owners or occupiers of real property located within 30 meters of the subject property or properties.
 - Following the notification period, staff will prepare a report to Council. Council may consider to issue the Development Variance Permit, issue the Development Variance Permit with conditions, or refuse the Development Variance Permit based on the feedback received.
- If applicable, assurance of performance security must be received prior to the issuance and registration of the Development Variance Permit.
- Staff file notice of the approved Development Variance Permit in the Land Titles Office.

Schedule 4: Procedures for application for a Temporary Use Permit

REQUIRED DOCUMENTATION	NOTES
1. Completed Application Form	Applicant will provide a Completed Application Form as provided by the Village of Salmo, including agent authorization, if not the property owner. Applicant will pay the prescribed application fee.
2. Project Proposal	Applicant will provide detail as to their development proposal and the seasonality or temporary nature of the proposal. Applicants should include any anticipated benefits or impacts to the village and surrounding property owners.
3. Site Plan	Applicant will provide a detailed site plan for each property under application, including: <ul style="list-style-type: none"> • Location and siting of proposed and existing development (including dimensions and measurements from property lines and road access); • Location and detail of existing rights of way, easements, restrictive covenants; • Location and siting of any existing and/or proposed infrastructure such as water, sewer, hydro and drainage.
4. Site Profile	A completed site profile is required for any property where it is reasonably known to have been used or is currently being used for commercial and/or industrial activity.
5. Title	A Certificate of Title as issued within the last thirty (30) days of making application.
6. Additional Requirements	Professional reports or other supportive material may be requested. Supportive material may include traffic impact assessments, geotechnical assessments, land contour and topographic condition, infrastructure impact analysis, environmental assessments, aquifer protection report, drainage plan, slope assessment, fire risk assessment and fuel management strategy, tree cutting permit in relation to areas affected by flooding or other hazards, or other supportive documentation applicable to the proposed development. Required development approval information must be prepared by a Qualified Professional and provided at the Applicant's Cost.
PROCESS FOR TEMPORARY USE PERMITS	
<ul style="list-style-type: none"> • Applicant makes arrangements to have a pre-application meeting where staff can advise on application requirements and timelines. • Completed Application Form, Application Fee and Required Documentation is submitted and reviewed by staff. This includes notification and review by other applicable Village of Salmo departments. Staff will notify the applicant of any deficiencies. Incomplete Applications will not be processed until such a time as required documentation is received. 	

- Staff will review the complete Application and may impose conditions including a request for security to provide assurance of performance.
- Complete Applications become public information and may be listed on the Village website or other form of public notice, by the CAO or their designate as notice of proposal.
- Staff will prepare a referral package for notification of the applicant, applicable agencies and registered owners or occupiers of real property located within 30 meters of the subject property or properties and place notice accordingly to the requirements of the *Local Government Act*.
- Temporary Use Permits shall be presented for Council consideration. Council may consider to issue the Temporary Use Permit, issue the Temporary Use Permit with conditions, or refuse the Temporary Use Permit based on the feedback provided. Specific Temporary Use Permits may require Provincial approval prior to Issuance. These include proposals within 800 metres of a controlled access highway or proposals involving commercial or industrial buildings exceeding 4,500 square metres in gross floor area.
- If applicable, assurance of performance security must be received prior to the issuance and registration of the Temporary Use Permit.
- Staff file notice of the approved Temporary Use Permit in the Land Titles Office.

Schedule 5: Procedures for the calculation and release of a Security Deposit

The *Local Government Act* enables the Village of Salmo to require security as a condition of the issuance of a Development Permit, Development Variance Permit and Temporary Use Permit for the following purposes:

- To ensure that the performance of conditions associated with the issuance of Development Permit, Development Variance Permit or Temporary Use Permit are completed to the Village's satisfaction.
- To remedy an unsafe condition that has resulted as a consequence of contravention of a condition in a Development Permit, Development Variance Permit or Temporary Use Permit
- To remedy damages to the natural environment that has resulted as a consequence of contravention of a condition in a Development Permit, Development Variance Permit or Temporary Use Permit

PROCESS FOR THE CALCULATION OF SECURITY DEPOSIT

Form of Security

Security shall be provided in a form allowable under the *Local Government Act* as either an automatically renewing irrevocable letter of credit or security deposit satisfactory to the CAO or their designate.

Amount of Security

The amount of security must be specified in the permit and will be calculated as follows:

- a. Remediation security shall be 125% of an itemized estimate or quote of the cost of work submitted by a Landscape Architect, Qualified Environmental Professional, landscaping company or other professional approved by the CAO or their designate.
- b. Security must be received prior to the issuance and registration of the applicable permit.

Return of Security

- c. If a permit is cancelled by the applicant and no work has occurred related to the security deposit, the security deposit will be returned in full.
- d. When works are required to be completed, the applicant may contact staff to request inspection prior to obtaining refund of the security. 80% of the security shall be returned following initial inspection if the landscaping and remediation works have been completed to the satisfaction of the Village of Salmo. The remaining 20% will be withheld for a period of one (1) year following the completion of works to ensure they are maintained.
- e. The Village of Salmo may require that the security inspection be carried out by the Landscape Architect, Qualified Environmental Professional, landscaping company or other professional that provided recommendation to ensure that the performance of conditions associated with the issuance of Development Permit, Development Variance Permit or Temporary Use Permit are completed as recommended.

Schedule 6: Fees and Charges

This Schedule is provided for convenience only. All Fees are prescribed in the Village of Salmo Fees and Charges Bylaw and Amendments from time to time.

APPLICATION TYPE	FEES AND CHARGES
Official Community Plan Amendment	\$1000
Zoning Bylaw Amendment	\$1000
Joint Official Community Plan and Zoning Amendment	\$1500
Major Development Permit	\$1000
Minor Development Permit	\$500
Major Development Variance Permit	\$1000
Minor Development Variance Permit	\$500
Temporary Use Permit	\$700
<p>Fees and charges are refundable under the following circumstances:</p> <ol style="list-style-type: none"> 1. Application fees for an Official Community Plan and/or Zoning Bylaw Amendment shall be refunded 50% of the application fee if the application is withdrawn or refused by Council prior to First Reading. 2. Application fees for a Development Permit, Development Variance Permit or Temporary Use Permit shall be refunded 50% of the application fee if the application is withdrawn prior to proceeding to Council or to the Delegated Authority for minor Development Permits and minor Development Variance Permits. 3. Applications that are withdrawn or lapse prior to substantial staff review and external referral, shall be refunded for the full amount of the application fee but charged a \$100 administrative fee. <p>A duly processed application that is denied is not eligible for an Application Fee reimbursement.</p>	

Planning & Development Approval Application

Village of Salmo

423 Davies Avenue, PO Box 1000, Salmo B.C., V0G 1Z0

Telephone: (250) 357-9433 Fax: (250) 357-9633

Email: planning@salmo.ca Website: www.salmo.ca



PLEASE NOTE: A pre-development meeting with Village of Salmo Staff is required to complete the checklist and prior to submitting your application. Please contact the Village at (250) 357-9433 or planning@salmo.ca to arrange a project information / pre-development meeting.

PART 1. NATURE OF APPLICATION			
Application Type <i>Check all that apply</i>			
<input type="checkbox"/> Official Community Plan Amendment	<input type="checkbox"/> Development Variance Permit (major)		
<input type="checkbox"/> Zoning Bylaw Amendment	<input type="checkbox"/> Development Variance Permit (minor)		
<input type="checkbox"/> Temporary Use Permit	<input type="checkbox"/> Development Permit (major)		
	<input type="checkbox"/> Development Permit (minor)		
PART 2. LAND DEVELOPMENT INFORMATION			
Project Name or Owner			Permit Number
Civic Address of Proposal			Date of Application
Legal Description: Lot	Block	Plan	PID Number
Current Development or Land Use			
Description of Proposed Development or Land Use			
PART 3. APPLICANT AND PARTICIPATING PARTIES			
Owner: Last Name		First Name	Phone Number
Email Address		Mailing Address	
Applicant/Agent: Last Name		First Name	Phone Number
Email Address		Mailing Address	
Architect/Designer: Last Name		First Name	Phone Number
Email Address		Mailing Address	

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PART 4. SIGNATURES

As the applicant or authorized agent, I declare that the information and supportive documentation submitted in support of this application are, to the best of my knowledge true and correct.

I accept that further information may be required by the Village in accordance with Development Applications Procedures Bylaw No. 753, 2024 and accept responsibility for processing delays that are caused by insufficient application materials.

I understand that all fees charged in connection with this application are in accordance with Fees and Charges Bylaw, as amended from time to time, and that further charges may be required including Amenity Cost Charges, Development Cost Charges, Utility Connection fees, and/or Security Deposits.

Name of Agent/Owner

Signature of Agent/Owner

PART 5. AGENT AUTHORIZATION

I, _____ (name of agent) solemnly declare that I am the Authorized Agent for _____ (owner(s) of property), who is the registered owner(s) of the real property legally described as: _____

Name of Agent

Signature of Agent

Name of All Registered Owners

Signature of All Registered Owners

PART 6. FEE SCHEDULE BY APPLICATION TYPE (provided for convenience only)

Fees and charges are refundable under these circumstances: 1. Application fees for an Official Community Plan and/or Zoning Bylaw Amendment shall be refunded 50% of the application fee if the application is withdrawn or refused by Council prior to First Reading. 2. Application fees for a Development Permit, Development Variance Permit or Temporary Use Permit shall be refunded 50% of the application fee if the application is withdrawn prior to proceeding to Council or to the Delegated Authority for minor Development Permits and minor Development Variance Permits. 3. Applications that are withdrawn or lapse prior to substantial staff review and external referral shall be refunded for the full amount of the application fee but charged a \$100 administrative fee.	Official Community Plan Amendment	\$1000
	Zoning Bylaw Amendment	\$1000
	Joint Official Community Plan and Zoning Amendment	\$1500
	Major Development Permit	\$1000
	Minor Development Permit	\$500
	Major Development Variance Permit	\$1000
	Minor Development Variance Permit	\$500
	Temporary Use Permit	\$700

The personal information collected on this form is collected for the purposes of a development approval of the Village of Salmo as authorized by Section 26 of the Freedom of Information and Protection of Privacy Act. All information collected with this form shall be disclosed to the public upon request. Copies of any associated documentation submitted as part of this application become s part of the local government's records and therefore subject to the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and use of information, please contact the Village Office at (250) 357-9433.

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PART 7. SUBMISSION CHECKLIST KEY			
Use this key to locate the details for the required submission documents in Part 8, Submission Document Details.			
Application Type	Submission Requirements	As Requested	
Official Community Plan Amendment, Zoning Bylaw Amendment, Joint OCP and Zoning Amendment, Development Permit (Minor or Major), Development Variance Permit (Minor or Major), Temporary Use Permit.	A, B, C, D, G, H	E, F, I	
PART 8. SUBMISSION CHECKLIST DETAILS			
This checklist provides the basic requirements to complete an application. Depending on the nature and complexity of the application, additional requirements may be requested following internal review.			
Documentation	Details	Required	Received
A. Pre-Development Meeting	Have you had your pre-development meeting? If not, contact Village Staff at 250-357-9433 or planning@salmo.ca to arrange a meeting before proceeding. Staff will assist in completion of Section I of this form. In planning your project, it is suggested you review RDCK sustainability checklists: Residential Sustainability Checklist or Commercial Sustainability Checklist	<input type="checkbox"/>	<input type="checkbox"/>
B. Completed Application Form	All forms must be submitted in person or electronically to planning@salmo.ca . Incomplete applications will delay review of your application.	<input type="checkbox"/>	<input type="checkbox"/>
C. Application Fee	Application fees are set out in the Village's Fees and Charges Bylaw as amended from time to time. Applicable fees to be paid at the time of application.	<input type="checkbox"/>	<input type="checkbox"/>
D. State of Title Certificate and Charges on Title	Must be printed within the last 30 days of application date. Titles and related documents can be obtained from LTSA.ca or through a lawyer, notary, or search company. Titles may also be provided by the Village for an additional fee. All development is subject to comply with any rights of way, easements, covenants or other charges on Title.	<input type="checkbox"/>	<input type="checkbox"/>
E. Agent Authorization	Written consent of all property owners, with one or more owners appointing an applicant to act as an agent for all purposes of the application. (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
F. Provincial Site Profile	Required for any development proposal on lands that may have been contaminated during past or current commercial or industrial activity. (See BC Contaminated Sites Regulation)	<input type="checkbox"/>	<input type="checkbox"/>
G. Proposal Summary	An outline of the proposed development or land use, including an explanation of conformance to current land use regulations or rationale for a proposed variance. If applicable, the number of lots, units or gross floor area of the development and an explanation of benefits and impacts to surrounding properties or the character of the neighborhood in which the development is proposed.	<input type="checkbox"/>	<input type="checkbox"/>
H. Site Plans	Site Plans must be based on the registered legal Lot Plan (LTSA) and must contain: north arrow, correct scale and scale bar; property lines; name and extent of adjacent laneways or roadways; existing right of ways or easements; location, area, and dimensions including setbacks of existing and proposed structures; location and grade of accesses; location of any steep slopes, watercourses or other natural features on or adjacent to the property; location of existing wells or water sources, location of existing or proposed septic fields, location of any existing utilities. (2 copies full size printed and one electronic set)	<input type="checkbox"/>	<input type="checkbox"/>

Planning & Development Approval Application

Village of Salmo

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Instructions for this page: Village of Salmo Staff, at your pre-development meeting, will determine and advise which documents are requested and required to complete this application. Please contact the Village at (250) 357-9433 or planning@salmo.ca to arrange a pre-development meeting.

Documentation	Details	Required	Received
I. Additional Documentation as Requested PLEASE NOTE: All reports must be completed by a qualified professional, or a professional approved by the CAO or their designate.	a. Architectural building drawings of exterior elevations, floor plans, and cross sections	<input type="checkbox"/>	<input type="checkbox"/>
	b. Details regarding colors and exterior finishes for form and character development permits.	<input type="checkbox"/>	<input type="checkbox"/>
	c. Design rationale: written explanation of how the project conforms to relevant development permit guidelines regarding architectural design, landscaping, parking, signage, access and integration with surrounding developments.	<input type="checkbox"/>	<input type="checkbox"/>
	d. Parking plan: to include all off-street parking spaces to scale with dimensions.	<input type="checkbox"/>	<input type="checkbox"/>
	e. Traffic impact assessment report: to include, but not limited to, impacts to area traffic patterns, additional loads on local and major intersections, proposed improvements to area street systems, and a rationale for vehicle access points.	<input type="checkbox"/>	<input type="checkbox"/>
	f. Geotechnical assessment: report to assess the suitability of the site if land stability problems are suspected.	<input type="checkbox"/>	<input type="checkbox"/>
	g. Environmental or riparian assessment: report to include, but not limited to, watercourse, wildlife and bird habitat, discharges to air and water, land disturbance and clearing, and proposed mitigation.	<input type="checkbox"/>	<input type="checkbox"/>
	h. Wildfire interface assessment: a report identifying potential hazards and mitigation measures.	<input type="checkbox"/>	<input type="checkbox"/>
	i. Tree removal and management plan: report to show general location and type of vegetation, description of trees and tree groupings, listing species, size of trees, and identifying any significant trees.	<input type="checkbox"/>	<input type="checkbox"/>
	j. Storm water management plan prepared by a qualified professional showing proposed servicing locations.	<input type="checkbox"/>	<input type="checkbox"/>
	k. Servicing and drainage concept plan, and for Aquifer Protection, a report prepared by a qualified professional that outlines: an estimate of volumes of surface drainage water; geotechnical assessment; assurance that no foreign materials enter any ground or surface water course; mitigation of potential environmental impacts or development hazards; and post construction revegetation plan to preserve disturbed soils, prevent erosion and sloughing and restore native flora.	<input type="checkbox"/>	<input type="checkbox"/>
	l. Landscape plan prepared by a qualified professional drawn to scale showing existing and proposed screening, plantings, garbage enclosures, walkways and amenities.	<input type="checkbox"/>	<input type="checkbox"/>
	m. Streetscape: a drawing or photomontage prepared by a qualified professional showing how the proposed development fits in the street relative to the built environment.	<input type="checkbox"/>	<input type="checkbox"/>
n. Other	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Notes:

Planning & Development Approval Application

Village of Salmo

423 Davies Avenue, PO Box 1000, Salmo B.C., V0G 1Z0

Telephone: (250) 357-9433 Fax: (250) 357-9633

Email: planning@salmo.ca Website: www.salmo.ca



FOR OFFICE USE ONLY	
Current Zoning Designation	Current OCP Designation
Proposed Zoning Designation	Proposed OCP Designation
Development Permit Area <input type="checkbox"/> Yes <input type="checkbox"/> No	DP Number
Development Variance <input type="checkbox"/> Yes <input type="checkbox"/> No	DVP Number
Application Fee \$	Security Deposit \$
Applicable Development Cost Charges Sewer \$ Water \$ Drainage \$ Road \$ Open Space \$	Security Hold Back \$ Notes:
	Date Security Deposit Received: Receipt Number:
	Date Security Deposit Refunded: Receipt Number:

Total Fees \$ _____

Additional Notes:

Village of Salmo
Accounts Payable March 22 to April 4, 2024

Cheque #	Pay Date	Vendor Name	Description	Paid Amount
017273	2024-04-04	Ace Courier Systems	Water Sample Shipping	\$28.51
EFT	2024-04-03	Collabria	Council/F.D./Office Supplies/WWTP Supplies	\$2,544.66
017257	2024-03-28	Custom Dozing Ltd.	Summer Road Supplies	\$2,128.00
017258	2024-03-28	Eco/Logic Environmental	WWTP Reporting	\$997.50
017265	2024-03-28	Fortis BC - Natural Gas	Natural Gas Expenses	\$38.09
017259	2024-03-28	Fortis BC Inc.	Electricity Expenses	\$6,653.04
017274	2024-04-04	Fortis BC Inc.	Electricity Expenses	\$2,848.48
017275	2024-04-04	GFL Environmental Inc. 2020	Garbage Services	\$10,929.27
017260	2024-03-28	Imperial Oil Esso	FD/CW Fleet Fuel Expenses	\$3,754.61
017281	2024-04-04	Inland Allcare	Water Distribution Supplies	\$995.73
017261	2024-03-28	Kokanee Fire & Safety Ltd	Annual Inspections	\$1,802.26
017276	2024-04-04	Lordco Auto Parts	2000 Ford Maintenance	\$234.76
017262	2024-03-28	Micah's Plumbing Heating & Cooling	Wellness Center Maintenance	\$196.35
Pre-Authorized Debit	2024-04-04	Royal Bank Central Card Services	Service Fees	\$143.19
017264	2024-03-28	S.C. Mechanics	Ford Ranger, WWTP Maintenance	\$380.80
017278	2024-04-04	Salmo Village Grocery	Office Supplies	\$76.94
017277	2024-04-04	Skyway Hardware (1985) Ltd.	KP Washroom, Lion's Park Washroom Maintenance/Shop, WWTP Supplies	\$280.75
017263	2024-03-28	Summit Truck & Equipment	Ford F150 Maintenance	\$257.16
017279	2024-04-04	Sunco Communication & Installation	IT Services	\$1,263.81
017280	2024-04-04	VitalAire	FD Supplies	\$17.37
Employee Benefits, Reimbursements and Salaries (PP7, Council 3)				\$19,557.62
Total:				\$55,128.90

Credit Card Details:

Adobe Subscription	\$43.66
AKBLG Registration	\$1,092.00
Credit LGMA Conference	-\$315.00
Dog Bags	\$543.30
FD GPS Subscription	\$72.75
Stamps	\$966.00
WWTP Supplies	\$141.95
	\$2,544.66

February 29, 2024

Via Email

UBCM Member Municipalities

Dear UBCM Members:

Re: Support for Resolution

I am writing to you on behalf of Osoyoos Town Council to request your support for our proposed resolution on legislative changes regarding personal and defamatory attacks on municipal leaders at the upcoming SILGA Convention, in advance of the UBCM Convention this fall.

Municipal leaders across the province are facing increasing levels of personal and defamatory attacks, which not only impact our ability to effectively serve our communities but also have a negative impact on the overall functioning of local government. It is imperative that we address this issue and advocate for legislative changes that provide better protection for municipal leaders.

At the February 27, 2024, Regular Open Council Meeting, Town Council passed the following resolution:

Whereas Local Governments recognize the importance of fostering respectful and constructive dialogue within the community; and

Whereas personal and defamatory attacks on local government leaders, including both senior staff and elected officials, undermine the integrity of the democratic process and create a hostile working environment, and

Whereas current legislative and legal frameworks, including those of WorkSafeBC and Workers Compensation Act, do not provide adequate protection against such attacks, thereby hindering the ability of local government leaders to carry out their duties effectively,

Therefore be it resolved that UBCM advocate for legislative changes that address the issue of personal and defamatory attacks on local government leaders; and

Further be it resolved that these changes should aim to strengthen protections for local government leaders against unfounded, defamatory and malicious accusations while also upholding principles of freedom of speech and transparency;

Further be it resolved that UBCM is encouraged to collaborate with other relevant stakeholders, the Ministry of Municipal Affairs, including legal experts and advocacy groups, to develop comprehensive proposals for legislative reform.

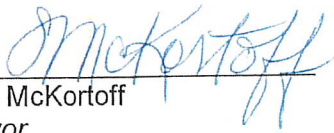
2

Together, we can work towards creating a safer, more respectful environment for all municipal leaders to effectively carry out their duties on behalf of their communities. We look forward to and appreciate your support on this matter.

Attachments:

ToO Background Information SILGA Resolution

Yours truly,



Sue McKortoff
Mayor

c: Town Council
R. Risling, CAO
Brienne Hillson, Director of Corporate Services
Honourable Anne Kang, Minister of Municipal Affairs

Legislative Changes - Personal and Defamatory Attacks on Municipal Leaders

Background Information:

There has been a concerning rise in the frequency and severity of personal and defamatory attacks directed toward municipal leaders (including Council members and staff). These attacks are often through various channels, including social media, and create a hostile working environment and hinder the ability of municipal leaders to carry out their duties effectively. The repercussions of defamatory personal attacks extend beyond the municipal realm and can detrimentally affect Council members who are working professionals by impacting their livelihood. The damaging effects of the personal attacks are not confined to professional settings; they often infiltrate into the personal lives of both staff and municipal council members, including incidents outside of business hours.

DATE Apr. 4/24
NO 21 TO M1C-APP. 9/24
FILE NO 0230-20

Brandy Jessup

From: Salmo Lions Club <salmolionsclub@gmail.com>
Sent: April 4, 2024 2:46 PM
To: Brandy Jessup
Subject: Fwd: Flowers

VILLAGE OF SALMO

----- Forwarded message -----

From: **Salmo Lions Club** <salmolionsclub@gmail.com>
Date: Thu, Apr 4, 2024 at 2:38 PM
Subject: Railway Gardens and Village Planters



April 4, 2024

Dear Mayor and Council,

The Salmo Lions Club would be pleased to continue with the clean up, flower planting, tree trimming, and grass mowing at the Railway Garden park this year. As the Village CAO directed Parsons to contact us, we have been in contact with Parsons about the damage to the sprinkler system and the grounds last year. They have been informed that we will need some topsoil to repair the grass where damaged. We will also have to reseed. They are also aware that our agreement with the village is for "regular" maintenance such as mowing and not for extraneous additional expenses of the like of last year's damage. We do have our spring work bee scheduled for April 13.

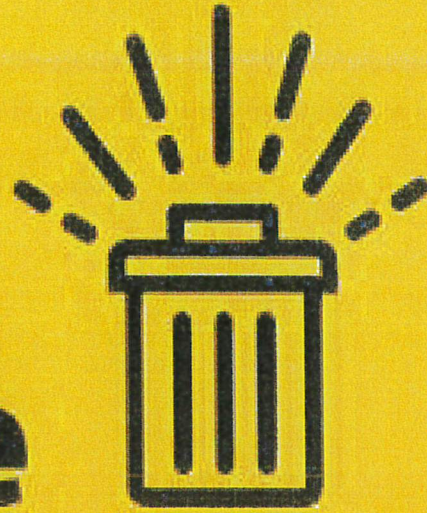
As was the case last year, we would be pleased to look after the planting of the Village planters and self-watering flower pots around town again this year. Last year the village paid for the flowers and paid us a nominal fee of \$300 for our service. Again, these monies would be cycled back into the community in the form of support that we the Salmo Lions give out.

We look forward to your positive response,

Thank you

Doug Lockwood, secretary, Salmo Lions Club

Trash to Treasure

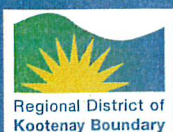


This 1-day event is your chance to help reduce waste by giving away your used household items and claiming old treasures from your neighbours!

Saturday
April 20, 2024

How to Participate

- 1** Collect unwanted household items
- 2** Place them by the curb where treasure hunters can access them without disrupting traffic
- 3** Create a sign to let treasure hunters know that your items are up grabs
- 4** Remove all your remaining items by 4:00 pm



To download a sign for your lawn visit:
rdck.ca or rdkb.com



THE CORPORATION OF THE VILLAGE OF SALMO REPORT FROM MAYOR/DIRECTOR

MAYOR LOCKWOOD

Mayor Report for Council Meeting held on April 9, 2024.

Salmo & Area G Emergency Preparedness: Next meeting April 15, 2024

Fire Department: They have had a lot of calls to highway incidents. The roads can change quickly over night during this time of year, the hope is all drivers take extreme caution on the roads.

Citizen Engagement: Citizen spoke to me about the process in which we use for burial and is there an opportunity to change the process.

DOT night was another successful year with 293 attendees, 43 projects, and each dot worth \$46.91. We had new attendees and they expressed how they loved the process and how the people get to completely pick who they want to support. There was a total of 12 Salmo applicants, 6 Area G applicants, and 25 out of area applicants.

Important dates to know for funding through the ReDi Program:

Thursday **May 16** Funding recommendations presented to RDCK Board for approval.

Monday **May 27** RDCK Finance will be provided with a list of approved project proposals in preparation of funding disbursements in June.

Thursday **June 6** RDCK website will be updated to include listing of 2024 approved project proposals.

June – July ReDi grant cheques, letter and applicable contracts will be forwarded to successful proponents. Funding agreements will be forwarded to proponents in receipt of project funding support of \$5,000.00 or more (funding agreements are required prior to the release of funds).

Sunday **June 30** projects funded in 2023 should be completed by this date Thursday October 31
Deadline for project extensions and change of scope for projects funded 2023 and earlier.

Tuesday **December 31** Deadline for Final Financial Reports for projects funded 2023 and earlier (organizations failing to satisfy reporting requirements will not be eligible for 2025 ReDi funding consideration).

Salmo & District Arts Council: The Salmo & District Arts Council are hosting an art show and a DJ event at the community center on April 13, 2024. If you are interested in attending, email s.d.artcouncil@gmail.com.

RDCK:

Board: Next meeting April 18, 2024

Salmo & Area G Recreation Commission: Next meeting May 13, 2024

Economic Trust of the Southern Interior – BC (ETSI-BC): Next meeting June 14, 2024

Central Resource Recovery: Next meeting TBA

Joint Resource Recovery: Next meeting April 17, 2024

West Kootenay Hospital Board: Projects presented from IHA were adopted and there will be a 2% increase.

Nelson, Salmo, E, F, & G Regional Parks: Next meeting June 11, 2024

Other meetings of note:

Mayor's and chair Highway 3 Coalition: Next meeting June 12, 2024

Ministry Meetings: The first meeting was held about the fire season and how the season has already started in parts of the province.

IHA Mayor's and Chairs regional meeting: TBA

Columbian Basin Trust Corporation: The Trust continues to actively work on the project and is pleased with progress to date.

Project information here: [Fruitvale to Nelson Fibre Optic Backbone Project | Broadband \(ourtrust.org\)](https://ourtrust.org/broadband)

Respectfully submitted,

Mayor/Director Lockwood