




Village of Salmo 2015 – 2019 Strategic Plan

Area	Objective	Strategies	2015	2016	2017	2018	2019	
GOVERNANCE	Improve transparency and accountability to public; build trust	Implement Policy of Open Government.	✓					
		- Review information routinely disclosed	✓	✓	•	•	•	
		- Make information easier to access (eg. Minute binder, bylaw binder, etc. readily available)	✓	✓	✓	•	•	
		- Release information from In Camera as soon as possible	✓	✓	•	•	•	
		Implement Auditor's Recommendations.	✓	✓	✓	•	•	
		- Prepare and implement Policy on Employee Records	✓					
		- Ensure original Council minutes are signed, filed & stored	✓	✓	✓	•	•	
		- Ensure regulatory filings are properly followed annually	✓	✓	✓	•	•	
		Implement new Records Management System.	✓					
		- Introduce modern LGMA records classification system	✓					
	- Record all incoming mail, direct & file it in the central filing system (CFS)	✓						
	- Ensure all documents are assigned #'s & filed CFS	✓						
	- Review the Records Management bylaw for compliance and update as necessary with recent regulations					•		
	- Renovate, improve, add confidential filing cabinets to CFS	✓						
	- Professional archival quality paper & binders for storage of original minutes and bylaws	✓						
			Timely preparation of Council agendas and packages.	✓	✓	✓	•	•
		Place proposed resolutions on agendas for greater transparency and efficiency of meetings.	✓	✓	✓	•	•	
		Improve information available on website – www.salmo.ca	✓	✓	✓	•	•	
		- Event advertising on website (bulletin board)	✓	✓	✓	•	•	
		- New Community Initiatives: Sustainable Salmo, FireSmart Salmo, Age-Friendly Salmo, BearSmart Salmo, WaterSmart	✓	✓	✓			


Proactive transparency & Proactive information Protection (FOI, FIPPA, OIPC, et.)

Online Communications - Website


Area	Objective	Strategies	2015	2016	2017	2018	2019	
		Salmo						
		- New promotions page	✓		✓			
		- New forms and more	✓		✓			
		Produce new, more user friendly website with greater functionality.		✓	✓			
		Post forms, more information, etc.		✓	✓			
		Consider Social Media Policy & updating Village of Salmo Facebook page.		✓	✓			
		Enhance Planning, Visioning and Public Input	Find any previous Master Plans that may have been drafted.	✓				
		Prepare new and updated planning documents for the Village.	✓	✓	✓	•	•	
	- Official Community Plan/ Integrated Community Sustainability Plan		✓	•				
	- Storm Water Management Planning		✓	✓				
	- Age-Friendly Community Planning		✓	✓				
	- FireSmart Planning		✓	✓				
	- Waste Water Treatment Plant Infrastructure Planning		✓	✓				
	- Strategic Community Energy & Emissions Planning	✓						
	- Water Master Plan							
	- Active Transportation Plan/Parks Planning			✓				
	Reinstate Public Input Period – Council meetings	✓	✓	✓	•	•		
	<i>New Official Community Plan & Integrated Community Sustainability Plan</i>	Plan to redo the Official Community Plan (OCP) which is currently out of date and in violation of provisions of the Local Government Act – <i>need to Budget for this costly process, seek grants, etc.</i>	✓	✓	•			
		Apply for grant for this process, seek community support and input.	✓					

Area	Objective	Strategies	2015	2016	2017	2018	2019
	<i>(ICSP)</i>						
	<i>Annual Report</i>	Prepare In-house.	✓	✓	✓	•	•
	Security & Limit Liability	Ensure security and proper disposition of personal employee information in Village's possession.	✓				
		- Locksmith to change and service locks, combinations, assign access to information on "need to know" basis, confidential, administrator passwords master list	✓				
		Security System improvements.	✓				
		- Panic/alarm button for frontline staff at Village Office	✓				
		- Any other suggested security measures	✓				
		- WorkSafe compliance (protection of employees)	✓				
		Budget for and deal expeditiously and effectively with outstanding labour claims against the Village.	✓				
		Ensure written contracts are in place for all services, leases, agreements, sponsorships, etc. related to the Village. Draft, negotiate and sign.	✓	✓	✓	•	•
	Effective law making	Review existing bylaws for effectiveness, compliance and consistency with each other and Village policies, practices, etc.	✓	✓	✓	•	•
	<i>Review all Bylaws & Policies</i>	Prepare a bylaw directory of active, repealed, amending bylaws, etc.		✓	✓	•	•
		Update Employee Policy Manual.	✓	✓	✓	•	•
	Improve Process Management – Payments	Assess the way we are processing payments at the Village, consider ways to improve, further promote online payment.		✓	✓		
	Asset	Initiate a process of Asset Management in all facets of Village	✓	✓	✓	•	•

Area	Objective	Strategies	2015	2016	2017	2018	2019
	Management	activity.					
		(1) IT Service and Infrastructure Audit	✓				
		(2) Machinery and Equipment Audit	•	✓			
		(3) Facility and Major Infrastructure Audit	•	✓	✓	•	•
		Advance asset management initiatives.			✓		
COMMUNITY GROUPS	Contractual Relations	Ensure proper and written contracts exist between the Village and the many community groups it supports.	✓				
		Ensure budgets are established to support community groups and grant-in-aid requests.	✓	✓	✓	•	•
		- Increase Grant-In-Aid budget (\$1500 - \$5000/annually)	✓				
	Volunteer Appreciation	Seek ways to acknowledge the vital contributions of the many individuals & community groups that support the people of Salmo.	✓	✓	✓	•	•
		- Salmo Valley Volunteer Long Service Award Policy					
FINANCIAL VIABILITY	Assess and Improve the Village's financial situation	Maintain Service Agreement with Nelson & review annually.	✓	✓	✓	•	•
		Ensure budget considerations are included in all Council decisions.	✓	✓	✓	•	•
		Make large expenditure decisions based on Asset Management projections (maintenance costs, etc.) as well as budget considerations.		✓	✓	•	•
		Ensure taxpayer value & fair relations with Contractors.	✓	✓	✓	•	•
	<i>Seek Best Practices in Procurement</i>	Review all existing service contracts for best taxpayer dollar value.	✓	✓	✓	•	•
	<i>Review all Contracts</i>	Seek employment, service and infrastructure grants where possible.	✓	✓	✓	•	•
	<i>Maximize Grant Opportunities</i>						

Area	Objective	Strategies	2015	2016	2017	2018	2019
 <p>Salmo Seniors Cooperation of the Village of Salmo</p>	Improve Image of the Village	Improve Village communications with the public, media, community and tourists.	✓	✓	✓	•	•
		- Improve/update Go & Do submissions		✓	•		
		- Promotional Materials (Salmo “swag”, brochures, etc.)		✓	✓	•	•
		- Advertise Salmo (free press, interesting stories, etc.)	✓	✓	✓	•	•
		- Feature pieces in regional magazines like Kootenay Business	✓	✓	✓	•	•
		- Street banners, upgrade, more?, create banner posting form	✓	✓	✓	•	•
		Support for the arts, farmers markets, artisan fairs.	✓	✓	✓	•	•
	Investigate promotional opportunities with RDCK Destination Marketing Organizations.			✓			
	Sidewalk Bench Sponsorship	Review 2015 bench sponsorship program. Place unused benches throughout the Village.	✓	✓			
	Citizen Engagement & Support	Seek ways to encourage civic engagement of Youth.	✓	✓	✓	•	•
		Seek ways to support Seniors in the community receive support and needed services (Age-Friendly Initiatives).	✓	✓	✓	•	•
		Encourage ongoing participation by public in civic affairs.	✓	✓	✓	•	•
	Resurrection of Oldest Phone Booth in the World	Consider placing and advertising.			✓		
		- Install old phone.			✓		
	Arts Hub/Tourist Centre	Brainstorm ideas, seek funding opportunities, support projects.	✓	✓	✓		
- consider seeking Imperial Oil contributions (\$11,000 in 2015).		✓					
Village Art & Culture Garden	Village Art & Cultural/Heritage Garden development.			•	•	•	


Area	Objective	Strategies	2015	2016	2017	2018	2019
FACILITIES	Maintenance and Upgrades	Identify facility maintenance, upgrade and cost schedule & consider steps towards energy efficiency.	✓	✓	✓	•	•
		- Village Office (Expand Council Chambers, enhance security, appearance, IT functionality, etc.)	✓	✓	✓	•	•
		- Civic Works yard, lagoon station roof, infrastructure upgrades	✓	✓	✓		
		- Vehicles and Power Equipment (wells/pumps) given priority attention (<i>back up generator at the well, under equip maint.</i>)	✓	✓	✓	•	•
		- Parks Maintenance Plan					•
		- Cemetery					
		- increase maintenance	✓	✓	✓	•	•
		- Cemetery Mapping Project		✓			
		- fix existing gate/wall			✓		
		- install custom iron gate			✓		
- purchase mower			✓				
FACILITIES	KP Park – Playground	Ensure \$25,000 originally allocated for KP Park Playground still budgeted for. Grant in 2015, install of playground complete.	✓				
VEHICLES & EQUIPMENT	Public Works – Maintenance & Upgrades of Village fleet	Maintain and repair all vehicles in municipal fleet; track operating costs and make provision for full life cycle cost coverage.	✓	✓	✓		
		- Asset management grant	✓				
		- Training for civic works crew on reporting	✓				
		- Consider software to streamline reporting					•
	New Snow Plow	1999 Snow Plow substandard. Purchased new Plow Truck in 2015.	✓				
New Loader	Purchase of new/used Loader to supplement existing loader.				•		
New Generators	Village office & Sayward Well.				•		

Area	Objective	Strategies	2015	2016	2017	2018	2019	
FIRE PROTECTION & 911 	Fire Hall – Maintenance & Upgrades	Create a budget for Fire Hall maintenance & repair	✓	✓				
		- new floor, doors to code, etc. required			✓			
		- fix up new bridge bay to bring truck up from Civic Works				•	•	
			- new energy efficient furnace			•		
	Set appropriate Fire Service Levels	Set fire service levels to BC Fire Commissioners Playbook standards & ensure funding for levels & requisite training.			✓	✓		
		Review all Fire Bylaws.			✓	✓	•	
Fleet – New Fast Attack Truck	New Fast Attack Truck -Purchased in 2015.		✓					
FireSmart Community	Work towards FireSmart Community Status.		✓	✓	✓	•	•	
OUTSIDE SERVICES	Roads	Service delivery plan and budget for roads that includes annual maintenance and repairs including:	✓	✓	✓	•	•	
		- Street sweeping, storm drain maintenance, ditch cleaning, culvert repairs, road patching, sickle mowing, traffic signage, sidewalks, retaining walls, gutter cleaning of weed clumps in commercial areas	✓	✓	✓	•	•	
	<i>Focus on Low Cost, In house, Visible, In-house Improvements</i>	Emphasis on painting lines on streets.		✓	✓	✓	•	•
		- Ensure by end of 2015 all streets have proper painted lines for both lanes and parking (in-house)		✓				
		Paving						
		- Annual pavement patching, pothole filling, etc.		✓	✓	✓	•	•
	- 2 nd Street		✓					
	- 6 th Street		✓	✓				
	- Road asset management plan to upgrade roads and utilities			✓				
	Dike Maintenance	Erie Creek Dike maintenance to include:						

Area	Objective	Strategies	2015	2016	2017	2018	2019
		- Annual inspections completed fully and submitted to Ministry	✓	✓	✓	•	•
		- Update Erie Creek Dike Operation & Maintenance Manual			•		
		- Dike Remedial Work	✓		•	•	•
		- Rip Rap Stockpile		✓			
		- Vegetation management plan				•	
	Sewage Treatment Plan Upgrades	Seek third party study/assessment and possible improvements to STP.	✓	✓	✓	•	•
		- Investigate odour during summer		✓	✓	•	•
		- Seek options for additional level of filtering at STP and increase plant cost effectiveness		✓	✓	•	•
		- Operations and Maintenance manual for STP (grant application)		✓	✓	•	•
		- Lift station rehabilitation (grant application)		✓	•	•	•
	- Staff training (EOCP) - all operators ticketed	✓					
Water Distribution System	Research and development of Water Master Plan.				•	•	
	Prior to making a grant application or initiating major infrastructure projects we need:						
	(1) SCADA data logging to measure water flow	✓					
	(2) Copies of engineering reports describing the water system supply capacity and water demands	✓					
	(3) Copies of engineering reports analyzing the water distribution system (ie. reasoning for the proposed watermain looping projects)	✓					
	(4) Reservoir storage analysis (to assess reservoir sizing)				•		
	- Total water used each month, through a calendar year				•		
- Total water used on the highest 3 days in the summer				•			

Area	Objective	Strategies	2015	2016	2017	2018	2019	
		- Supply capacity (pumped flow) available from each of the wells				•		
		(5) GPS Mapping of Water Distribution System			✓			
		Replacement of Aging Watermains				•	•	
		- change the 4" waterlines to 6" or 8"				•	•	
		Replacement of water main valves.				•	•	
		Consider twinning of the Reservoir Tank & Lines.				•	•	
		Hydrant maintenance – in house, annual.	✓	✓	✓	•	•	
		Sidewalks	Review and improve sidewalk maintenance.	✓	✓	✓	•	•
		Expand sidewalk network. Make community more accessible for seniors, youth, parents with strollers, pedestrians generally.		✓	✓	•	•	
		Parks – Landscaping, Beautification, Signage	Improve appearance of grass boulevards and park areas, increase percentage of park areas landscaped and maintained.	✓	✓	✓	•	•
	Develop Park Maintenance Plan/Budget (for all parks).					•	•	
	Utilize summer employees, School Works students, etc.	✓	✓	✓	•	•		
	KP Park Concession Stand Plan & Construction.	✓	✓	•	•			
	GREEN INITIATIVES	Carbon Neutral ACTION Plan	Follow recommendations of the Carbon Neutral Action plan prepared for Salmo in February 2012 by Carbon Neutral Kootenays.	✓	✓	•	•	•
			Assign Climate Action Revenue Incentive Program (CARIP) rebate into an energy conservation fund.	✓	✓	•	•	•

Area	Objective	Strategies	2015	2016	2017	2018	2019
		Incorporate GHG tracking requirements into service provider agreements.			✓	•	•
		Establish a GHG reduction Target.				•	•
		Evaluate energy recovery options from facilities.				•	•
	Strategic Community Energy & Emissions Plan (SCEEP)	Promote electricity, natural gas & other energy efficiency programs.		✓	✓	•	•
		Sustainability checklist for buildings with permit applications.				•	•
		Education for developers & realtors on energy efficiency & renewable energy.				•	
		Village participation in efficient woodstove exchange program.		✓	✓	•	•
		Help people source wood fuel (eg. from community forest).				•	
		Promote free business energy advisor assessments.		✓	✓		
		Review/amend OCP to ensure reduced emissions & GHGs targets.		✓	✓		
		Active Transportation Planning.		✓	✓		
		Improve active transportation infrastructure, eg. Pedestrian bridge.		✓	✓		
		Anti-idling campaign/bylaw.					•
		Collaboration with major employers on work-related transportation.					•
		Raising awareness of ride sharing and guaranteed ride home programs.					•
	<i>EV Charging Stations</i>	Low carbon & electric vehicle fuelling/charging stations.	✓	✓	✓	•	•
		Improve building code compliance.			✓		
		Comprehensive energy efficiency retrofit campaign (eg. energy diet).				•	
		Voluntary or mandatory energy labelling of existing or new homes.				•	
		Establish a regional energy co-operative.				•	
		Identify green economic opportunities.			✓		
		Consider revitalization tax exemption bylaw for buildings with improved energy performance.					•
		Sign on to solar-ready building code provision.					•
Convert Village-owned street lights to LED.		✓	✓	•			
Intercommunity transit services.				✓			

Area	Objective	Strategies	2015	2016	2017	2018	2019	
Water Smart Action Plan 2015-2020 		Support car share & bike share cooperatives.				•		
		Organics diversion – community garden compost.				•		
		Leverage local government assets into community cultural change.					•	
	Water Sustainability Principles		Continue to enhance the quality and effectiveness of available water demand data.		✓	✓	•	•
			Implement water loss management best practices as an operational norm.		✓	✓	•	•
			Continue to dedicate water conservation resources to reduction at peak demand.		✓	✓	•	•
			Improve ground water mapping and monitoring.		✓	✓	•	•
WaterSmart Ambassador.				✓	✓	•	•	
Economic Development	Hwy 6 – Improve “drive through” experience	Consider archway, signage, landscape feature, so that people turn into Salmo.			✓	•		
		Joined Community in Bloom initiative.			✓	•	•	
	Broadband Connectivity	Fibre optic cable. Lack of choice in service providers together with a desire for higher speed internet for small business.				•		
	Pedestrian Bridge (6th St.)	Plan for Installation. Ensure proper funding and volunteer labour in place.		✓				
Grand opening of bridge					✓			