



2018 ANNUAL REPORT



For the year ending December 31, 2018

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MESSAGE FROM THE MAYOR



It is my pleasure to provide this update on municipal services in the Village of Salmo for 2019.

Our upgraded wastewater treatment plant is coming to a completion soon. This will ensure we have a very necessary resource for our community well into the future. Our Civic Works crew continues to update certificates and take new training to ensure their safety and safety for the public.

We have a strategic plan for our recycling depot, developing the current eyesore area in an eye pleasing way with a rock mural, a fence, other art, and planters while providing a service that we all use.

We have met our statutory requirements for our financial reporting, and we have received a complete audit.

The Village of Salmo shares services with Area G through the Regional District of Central Kootenay (RDCK). We collaborate when possible, as in the Salmo Swimming Pool. Beginning 2019 the RDCK will be running our pool facility.

As Director for Salmo, I sit on the Transit, Southern Interior Development Initiative Trust (SIDIT), Community Sustainable Living Advisory, and the West Kootenay Regional-Municipal 100% Renewable Energy Committees and I am pleased to say working with these committees brings a greater attention to Salmo.

With the many Community Groups and all the great Salmo volunteers, we strive to be a great community. And, with the hard work and dedication of Council and Staff, we continue to grow and flourish.

Sincerely,

A handwritten signature in blue ink that reads "Diana Lockwood". The signature is fluid and cursive, with a long horizontal stroke at the end.

Diana L. D. Lockwood, Mayor

REPORT FROM THE CHIEF ADMINISTRATIVE OFFICER

Since joining Village team in April 2018 it has been a non-stop learning experience, but a very productive one for the village and village staff. Picking up the pieces of the many projects on the go following the departure of the previous CAO was challenging, and many thanks are due to the Village's fantastic office staff who kept the ship running while leaderless for over three months.

2018 highlights include, but are not limited to:

- Ground was broken and construction began on the new lift station on Fourth Street. The lift station is part of the Waste Water Treatment Plant upgrade for which approximately \$1.7 million in grant money was obtained.
- Upon reviewing the draft Official Community Plan (OCP) it was determined that a considerable amount of work was required to revisit items such as the issue of an historic railway district, to incorporate a more in-depth economic vision, to incorporate an affordable housing strategy, and to ensure that the community's vision for Salmo was truly reflected in the document. Both the first and second readings of the Draft were therefore rescinded to allow further editing and a deadline extension was applied for and received.

In December 2018, as part of the development and public consultation process, an online and paper survey, the "OCP Economic Survey", was launched to solicit information on how villagers and area residents see economic development in Salmo and what could be done to encourage it. Results are being incorporated into the new draft.

- Staff oversaw the Village's 2018 Municipal Elections and Council changeover, including a successful Council orientation session.
- The Village is pleased to continue to participate in the "*accelerate* Kootenays" program, Canada's first community-driven, collaborative strategy to build a clean transportation network and in partnership with Fortis BC. Salmo is part of a pilot project to promote tourism by electric vehicles along the Hwy #3 corridor and to increase the number of visitors to the village. At this time, the anticipated increase remains anticipatory. In 2018 one of the two Tesla stations installed behind the village office was changed over to a universal-type charger able to charge a variety of EV models. The Village is now equipped to charge three (3) electric vehicles of any type and one (1) Tesla at once.
- Promoting WaterSmart and watering restrictions.
- Promoting the FireSmart and BearSmart programs.

Anne Williams
Chief Administrative Officer

VILLAGE OF SALMO COUNCIL

ELECTED REPRESENTATIVES 2018

Effective November 6th

Mayor	Diana Lockwood
Councillors	Jennifer Endersby
	Jonathan Heatlie
	Jacque Huser
	Farrell Segall

January 1st to November 6th

Mayor	Stephen B. White
Councillors	Dan Danforth
	Steve Dimock
	Jonathan Heatlie
	Diana Lockwood

Regular Council Meetings were held at the Salmo Valley Youth and Community Centre, 206 7th Street (unless otherwise notified).

APPOINTED OFFICIALS

Chief Administrative Officer/Corporate Officer (CAO)	Anne Williams
Chief Financial Officer (CFO)	Colin McClure
Auditors	Grant Thornton
Bank	Kootenay Savings Credit Union

DECLARATION AND IDENTIFICATION OF DISQUALIFIED COUNCIL MEMBERS

During the year 2018 the village has not made, nor is the village aware of electors of the Village of Salmo having made, an application to court for a declaration of disqualification of a person elected or appointed to office on the Council of the Village of Salmo.

VILLAGE OFFICE

The four members of the village office team are the communications link between Council and the general public, providing assistance and advice to citizens with respect to Council/Committee processes, reporting procedures and decisions. Staff are responsible for: drafting bylaws, resolutions and agreements for the village; maintaining minutes and overseeing record keeping for all council and committee meetings; ensuring access to all public records (Freedom of Information); accounts payable and receivable; taxation and utility billing; overseeing general bylaw enforcement; administering, monitoring and seeking compliance with the bylaws enacted by the Mayor and Council to regulate the conduct of affairs in the village; facilitating internal and external communications, providing legislative service, administering oaths and taking affirmations, affidavits and declarations; overseeing policy development; and administering the municipal elections.

CIVIC WORKS

The three-person Civic Works team, lead by Civic Works Foreman Fred Paton, is responsible for the maintenance and upkeep of all Village-owned existing buildings, lands, utilities and infrastructure. They are assisted each summer by three university/high school students who are mainly responsible for parks and public spaces maintenance. The health and safety of our citizens is the top priority of the Civic Works department. Some of the functions regularly performed by the Civic Works crew are:

- Utilities - Maintenance and upgrades to: The municipal water distribution network comprising approximately 15 km of water mains, 491 water connections as well as 2 well sites. The sanitary sewer collection system comprising approximately 14 km of pipes with 485 connections, plus the extensive storm water collection system.
- Roads and Sidewalks - Maintenance and upgrades to: municipal traffic signals, road markings and signage; municipal curbs, sidewalks and roads; street sweeping; snow and ice clearing.
- Parks and Green Space - Civic Works maintains approximately 20 hectares of public parks including playing fields, a campground, washrooms, trails and green space.
- Maintaining a 14-unit fleet comprised of construction, snow removal and parks equipment plus mowers, weed whackers, flood pumps and other small tools. Ensuring that all the village's vehicles and associated municipal equipment are serviced, maintained and inspected to meet the requirements of the Commercial Vehicle Service Enforcement Agency, allowing them to operate in a safe manner on the highways.
- Internments, grave marker placement and maintenance at the Salmo Cemetery.

2018 CIVIC WORKS HIGHLIGHTS

- Dealing with the spring freshet, which saw the sandbagging of large areas of the village and its infrastructure, and significant emergency dike work on the 9th Street dike along with 24-hour a day flood watches. It was a true team effort with the RDCK's emergency management team sending in professionals, volunteers, equipment and materials to complement our home town resources and volunteers. The dike work that was done fortified our dike for many years to come, with additional, planned, work being done in August to further strengthen and protect this vulnerable area.
- Taking delivery of the new loader with snowplough blade. This multi-use vehicle enabled the team to greatly increase the efficiency of ploughing over winter.
- Building and installing a new pedestrian bridge at Springboard Park.
- Overseeing the final phase of our street light conversion; this will now save the village thousands of dollars in electricity costs. A significant rebate cheque of over \$17K was received from Fortis, as they discovered that they had been incorrectly charging the village.
- Preparing for and overseeing the start of the lift station build.
- Overseeing the construction of the final sidewalk section connecting the Villas to the rest of Railway Avenue, updating the KP Park and curling rink bathrooms, painting the cemetery columns, installing four new bear-proof garbage cans, installing LED lights throughout the Village workshop, and a new furnace in the Fire Hall.



FIRE PROTECTION SERVICES

The Salmo Volunteer Fire Department consists of Chief David Hearn, a Deputy Chief, 4 Captains, and 19 firefighters. The department supplies fire suppression, fire investigation and fire prevention services for homes, businesses and brush fires, as well as rescue services and attendance at motor vehicle incidents, plus rope rescue to the citizens of Salmo and parts of surrounding Area G. In the 2018 calendar year they responded to 92 emergency calls of varying nature, continued their public fire education program. The junior firefighter program is proving to be very successful with one of our junior members coming of age and becoming a regular member. Preparing them for a future as full-fledged volunteers, these junior members train alongside regular members and are able to assist at some scenes, but are not put in any risky situation.



In May members of the Salmo Fire Department were kept very busy during the flood threat to our valley. They delivered evacuation alerts in Salmo and the surrounding area. They also trained neighbouring departments on how to use the aqua-dike system in place of sandbags. Some late night dike and flood watch patrols were conducted as well.

In August a wildland fire was threatening some of the residents of the valley. Members of the Salmo Fire Department delivered evacuation alerts and did some reconnaissance work on trying to find if there were any other unknown structures or residences that might be threatened. While this fire was being fought, a second fire was discovered at the old HB Mine Site. Salmo Fire Department crews responded and aided in the fighting of this fire that destroyed 4 buildings and burned some timber and brush.

STATEMENT OF PERMISSIVE TAX EXEMPTIONS

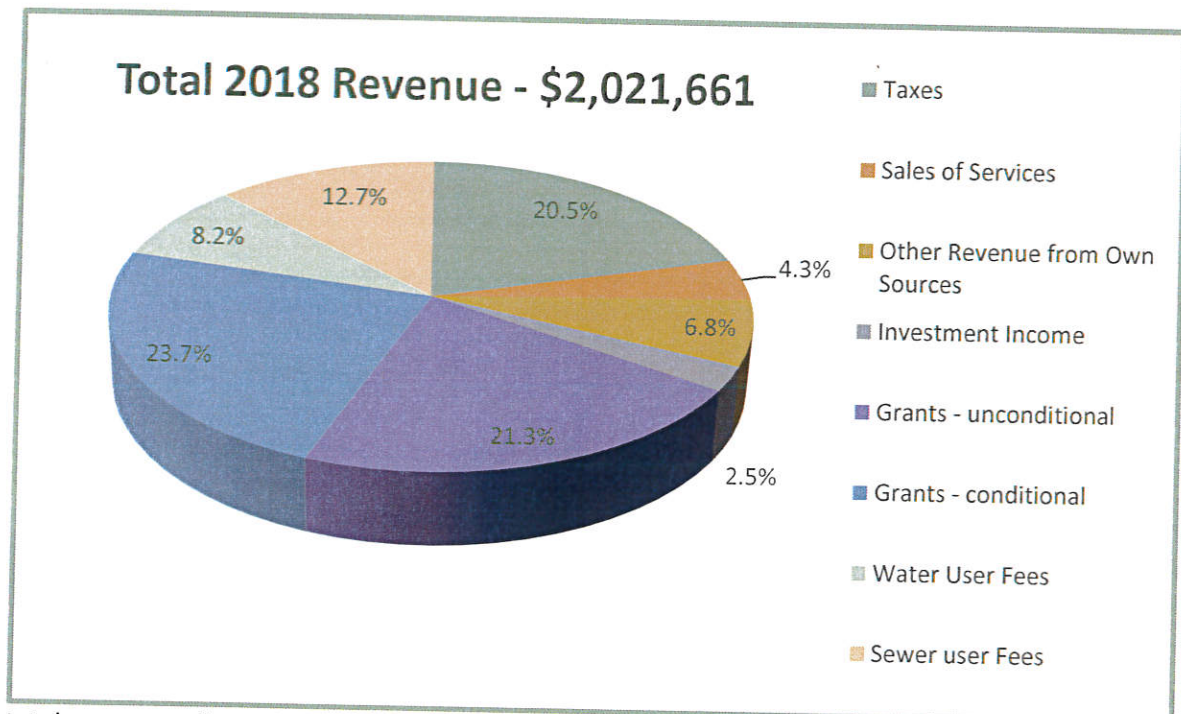
In accordance with Part 7, Division 7, Section 224(2) of the *Community Charter*, the following properties in the Village of Salmo were provided permissive property tax exemptions by Council in 2018.

Legal Description	Civic Address	Organization	Value of Permissive Exemption
Lot 24 and Lot 25, Block 22, Plan 622A, DL206A, Kootenay Land District	402 Baker Ave	Roman Catholic Bishop of Nelson	\$108
Lot 1 and Lot 2, Block 23, Plan 622A, DL206A, Kootenay Land District	304 Main Street	Salmo Community Memorial Church Assoc.	\$115
Lot 1 and Lot 2, Block 2, Plan 2599, DL206A, Kootenay Land District	12-4 th Street	Pentecostal Assemblies of Canada	\$118
Lot 3, Plan 15447, DL206, Kootenay Land District	430 Cady Road	Salmo Baptist Church	\$203
Lot 1, Plan 8548, DL206A, Kootenay Land District	117-4 th Street	Victory Church of Salmo	\$39
Lot 1, Plan 11031, District Lot 206, Kootenay Land District	1003 Glendale Ave	Salmo Valley Curling and Rink Association	\$3,293
Lot B, Plan EPP9579, District Lot 206 and 206A, Kootenay Land District	206-7 th Street	Salmo Valley Youth and Community Centre	\$21,557
Parcel D (Being a Consolidation of Lots 1-3, See LB472515) Block 5, Plan 622, DL 206A, Kootenay Land District	104-4 th Street	Salmo Square Society	\$1,834
Lot 2, Plan NEP 71801, DL 206 and DL 206A, Kootenay Land District	730 Railway Ave	Salmo & Area Supportive Housing Society	\$6,577
Lot 11, Block 21, Plan NEP622A, District Lot 206A, Kootenay Land District, Lot 12, Block 21, Plan NEP622A, District Lot 206A, Kootenay Land District, Lot 9, Block 21, Plan NEP622A, District	303-4 th Street	Salmo Royal Canadian Legion	\$848
Lot A, Plan NEP75263, DL206A, Kootenay Land District	311 Railway Ave.	Salmo Community Resource Society	\$1,575

2018 MUNICIPAL SERVICES AND OPERATIONS

PART I – REVENUES

The village collected \$414,833 in taxes; \$86,497 in the sale of services; \$138,266 other revenue from own sources; \$51,420 in investment income, \$430,237 in unconditional grants and \$478,611 in conditional grants. Water and sewer user fees totalled \$421,797.



The total revenue collected does not include taxes collected for other agencies, such as school, regional district or hospital taxes, etc.

PART II – EXPENSES

GENERAL GOVERNMENT

\$462,480 – 26.7% - General government includes the cost of the administration, including Council operations, legal and auditing services, training, liability insurance and other general overhead expenditures.

PROTECTIVE SERVICES

\$93,898 – 5.4% of expenditures in 2018 - Protective services include the operation of the fire department, bylaw enforcement, dog control, and emergency measures such as flood control.

TRANSPORTATION SERVICES

\$264,972 – 15.3% of expenditures in 2018 - Transportation services include the cost of the civic works shop, all the village's equipment, winter and summer road maintenance, sidewalks and streetlights.

ENVIRONMENTAL HEALTH SERVICES

\$96,252 – 5.5% of expenditures in 2018 - Environmental health services includes the cost of garbage collection and Spring and Fall clean-up.

PUBLIC HEALTH AND WELFARE SERVICES

\$7,643 – 0.4% of expenditures in 2018 - Public health and welfare services include the operation and maintenance of the Wellness Centre and the cemetery.

PARKS, RECREATION AND CULTURAL SERVICES

\$35,700 – 2.1% of expenditures in 2018 - Parks, recreation and cultural services include the operation and maintenance of KP Park, Lion's Park, Springboard Park, and the Esso lots.

INTEREST AND OTHER DEBT CHARGES

\$53,7 – 3.1% of expenditures in 2018 - Interest and other debt interest and fiscal services includes the interest on borrowing and bank service charges.

WATER UTILITY OPERATIONS

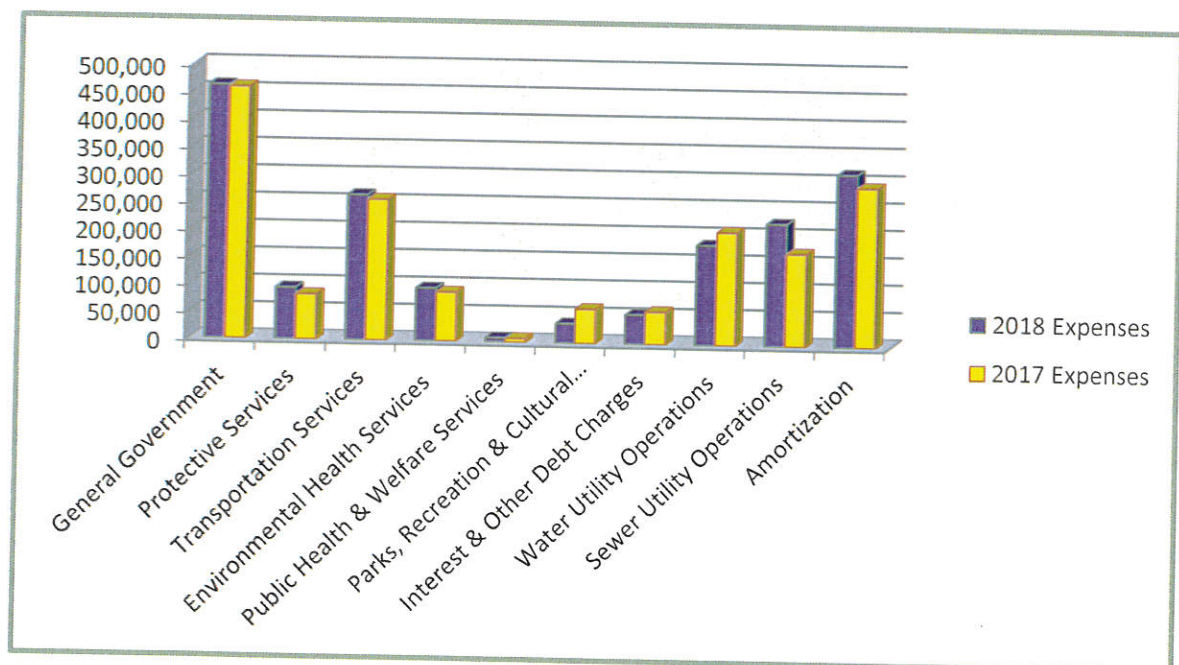
\$182,582 – 10.5% of expenditures in 2018 - Water utility operations includes water supply and distribution.

SEWER UTILITY OPERATIONS

\$223,279 – 12.9% of expenditures in 2018 - Sewer utility operations includes sewage collection and treatment.

AMORTIZATION

\$315,333 – 18.2% of expenditures in 2018 - This is the amount of depreciation of the village assets.



2018 BUILDING ACTIVITIES SUMMARY

The Regional District of Central Kootenay provides building inspection services for the Village of Salmo. The assigned Building Official is responsible for the administration and enforcement of the Building Code and scrutinizes all building plans to ensure that the structural integrity, fire safety and plumbing are all in compliance with the Building Code and municipal bylaws.



	Total Construction Value	# Permits	Permit Fees/Renewals	Village Fees Collected
Residential - New	\$368,755.00	4	\$7,413.50	\$741.35
Residential – Additions/Renovations/Accessory	\$353,277.44	15	\$4,728.00	\$472.80
Mobile Homes	0	0	0	NIL
Commercial	0	0	0	NIL
Commercial – Additions/Renos	\$163,000.00	2	\$1,906.00	\$190.60
Industrial (new and additional)	0	0	0	NIL
Institutional (new and additional)	0	0	0	0
Permit Renewals	0	0	0	0
Other (temporary structure, etc.)	0	3	\$150.00	\$15.00
Total	\$885,032.44	24	\$14,197.50	\$1,419.70

PROGRESS REPORT FOR 2018

The *Community Charter* requires a progress report respecting the previous year in relation to the objectives and measures established for that year. This chart represents objectives set for 2018.

Services	Objective	Strategies	Progress Measures	2018 Progress
Admin & Planning	Clean financial audits.	Compliance with all requirements including proper records management and timely regulatory filings.	Unqualified 2018 auditor's report.	Unqualified auditor's report.
	Continue update of Official Community Plan (OCP) /Integrated Community Sustainability Plan (ICSP).	Seek more community input, focus on economic development, affordable housing strategy and other areas	Preparation for OCP revised draft.	Incorporated further changes and sought community input via Economic Development Survey.
	Written contracts for all work.	Ensure written contracts are in place for all services, leases, agreements, sponsorships, etc.	Database of contracts, leases, and agreements populated with new and updated contracts.	Ongoing.
	Finalize asset management process in key areas.	Continue work on asset management policy begun in 2016.	Asset management plan of village machinery and equipment. Progress in integrating finance, administration and operations with mapping.	Staff completed training in asset management software. Asset mapping being finalized. Deadline extended to March 2020
	Pursue grants.	Exploration of a wide range of grant opportunities.	Successful grant applications.	Ongoing number of grants.
Green Initiatives	Community involvement in carbon emissions & GHGs reduction.	Implement community plan for energy emissions reduction.	Policy to set aside Climate Action Revenue Incentive Plan (CARIP) funds for green initiatives.	Continued implementation of Strategic Community Energy & Emission Plan.
	LED Street Light Conversion.	Continued phased plan for conversion.	Phase III conversion of streetlights to LED.	Completed Phase III and secured Fortis BC rebate for Phase III.

Services	Objective	Strategies	Progress Measures	2018 Progress
Parks & Cemetery	Upgrade of KP Park.	Grant application through Columbia Basin Trust.	Successful grant.	Project on hold until 2019.
Roads	Improve condition of roads through pavement repair, pothole patching, etc.	Capitalize on highways paving project to secure discounted repairs.	Numerous pot hole and pavement patches to improve roads.	Several pavement patching projects completed.
Fire Services & Emergency Preparedness	Wildfire/Urban Interface Fire Risk Management.	Reduce fire risk Reduce flood risk	Community awareness of FireSmart program.	Continued FireSmart community awareness campaign.
	Community ready to face a natural disaster, particularly flood or wildfire	Participate in regional Emergency committee Complete flood mapping and risk assessment in coordination with the RDCK	Risks identified	Ongoing participation Project on hold to 2019
Water Distribution System	Reduce water leakage in system.	Find and fix leakages in system and reduce leakage.	Continued reduction of system water loss. Reduction in gross water consumption.	Now using SCADA data logging. System mapping nearing completion.
Waste-water Treatment Plant Upgrades	Improve the general operation and cost effectiveness of the sewage treatment plant.	Continue ongoing staff training and proper operation of plant.	Enhanced staff training & ticket levels; steps to improve and invest in infrastructure.	Staff working towards Level II certification to operate system. Additional safety training undertaken. Ground broken and lift station build begun.

LOOKING FORWARD - 2019

Priorities for 2019 include:

- Looking at ways to provide Salmo with sustainable economic growth by encouraging and supporting new businesses.
- Working with the Chamber of Commerce and other organizations to promote Salmo as wonderful place to live and work.
- Completion of the upgrade to the village's wastewater treatment plant and systems.
- Finalization and passage official community plan (OCP).
- Developing and passing an amendment to the village's zoning bylaw to incorporate regulations for cannabis-related businesses.
- Relocating and transforming the recycling centre into an appealing but functional resource with fencing, and art wall featuring a new stone mural and landscaping.
- Seeing the opening of Historical Mining Equipment Park on Railway Avenue to complement the Salmo Museum and draw visitors into our downtown core.
- Reviewing and updating outdated bylaws, including the Procedures Bylaw.
- Planning for a complete overhaul of the Zoning Bylaw by 2020.
- Growing Volunteer Salmo to further connect all the great volunteer organizations in Salmo and area.
- Planning and applying for grants to begin infrastructure renewal of the water distribution system infrastructure, further arts and beautification grants to enhance Salmo, and continuing to explore ongoing economic development through land-use planning and strategic partnerships.

A commitment to sustainable service delivery and sustainable economic practices continues to form the core of all municipal governance and expenditure decisions.