



# The Corporation of the Village of Salmo

## REGULAR MEETING #20-20 MINUTES

Minutes of the Regular Meeting of the Council of the Village of Salmo held electronically on Tuesday, November 24, 2020 at 7:00 p.m.

**PRESENT:** Mayor Diana Lockwood Councillor Farrell Segall  
Councillor Jennifer Endersby CAO Anne Williams  
Councillor Jonathon Heatlie Members of the Public - 1  
Councillor Jacquie Huser

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

### **COUNCIL PROCEDURE**

#### **BYLAW #663, 2014:**

R1-20-20

Moved and seconded, that due to the exceptional circumstances created by the COVID-19 pandemic, that Council waive the requirements of *Council Procedure Bylaw #663, 2014* Section 8 Electronic Meetings, Parts (4) & (5), to allow all Council members to participate via electronic means in order to comply with provincially mandated physical distancing requirements and not holding public gatherings, and that provision be made for members of the public to listen electronically to the Council meeting.

Carried.

#### **AGENDA:**

R2-20-20

Moved and seconded, that the draft agenda of Regular Meeting #20-20 of Tuesday, November 24, 2020 be adopted as amended from *Council Procedure Bylaw No. 663, 2014* Schedule "B" to include a New Business section, a Public Question period a request for a grant-in-aid.

Carried.

#### **NEW BUSINESS:**

DISCUSSION RE: LIBRARY FUNDING

The Mayor briefed Council on how library funding currently is determined and that she is recommending that all residents of Salmo and Area G share the costs. Currently only some residents of Area G pay and others are exempt, and rates are calculated on a percentage, with Salmo paying a higher mill rate.

The revised funding model she is recommending to the RDCK Board for the new Library bylaw would see everyone paying the same mill rate. Costs for Salmo and current Area G residents would drop while those currently not paying would see an increase. She has proposed holding an AAP (Alternate Approval Process) to Director Cunningham and is hoping that the RDCK will hold the AAP in the near future. In an AAP, only those opposed register their opposition. If less than 10% of the population oppose the issue it is then passed.

She also noted that arriving at a solution may take a bit of time and the bylaw needs to be passed so the library is not without funding. Therefore, it may include a clause to allow for an upcoming AAP.

Council expressed support for the Mayor’s work on this, therefore, she will continue to pursue it.

**DISCUSSION RE:  
RESOURCE RECOVERY**

The Mayor briefed Council on changes coming to Resource Recovery. Composting of organics – veggies, meat, leaves, food-contaminated cardboard, etc. – is coming in the next couple of years. The RDCK will be adding a composting section to the current Salmo Transfer Station and curbside pick-up either weekly or by-weekly will be implemented.

The CAO is waiting on info from our garbage services provider that will indicate an estimated cost for our current garbage pick-up service if we were to reduce the weekly pick-up allowance from two bags to one bag per household per week.

Once more information is available from sources, Council will be informed further.

**DELEGATIONS:**

NIL

**MINUTES:**

R3-20-20  
REGULAR MEETING  
November 10, 2020

Moved and seconded, that the draft minutes of the Regular Meeting #19-20 of Tuesday, November 10, 2020 be adopted as presented.

Carried.

**REFERRALS FROM  
DELEGATIONS:**

NIL

**REFERRALS FROM PRIOR  
MEETINGS:**

LIONS PARK WASHROOM

Council reviewed a report from the CAO (see Appendix A) with a view to making a decision of the location of a public washroom in Lions Park for which a grant was received from the Columbia Basin Trust.

Some Council members disagree with the proposed location and consensus on where to locate the washroom can’t be reached. Council ended with two possible locations. They will meet at the park in the near future for a site visit to inform their decision-making. The Mayor requested that a decision be made at the next meeting.

Staff will also check and see where the water and sewer lines connect from – Glendale or somewhere else, and where lines to the recycling building would go and where the old lines run. It was also noted that power could likely be run from the recycling building to the washroom.

**BYLAW REVIEW &  
DEVELOPMENT:**

NIL

**OPERATIONAL REPORTS:**

R4-20-20  
CIVIC WORKS

Moved and seconded, that Council receive for information the written report provided by Civic Works Foreman Fred Paton for period of October 23, 2020 to November 19, 2020.

Carried.

R5-20-20  
FIRE DEPARTMENT

Moved and seconded, that Council receive for information the written report dated November 1, 2020 provided by Fire Chief David Hearn for the period of October 2020.

Carried.

R6-20-20  
BYLAW ENFORCEMENT

Moved and seconded, that Council receive for information the written report on bylaw enforcement for the period of October 2020.

Carried.

R7-20-20  
ADMINISTRATION

Moved and seconded, that Council receive for information the written report as presented by CAO Williams.

Carried.

STRATEGIC PLAN: NIL

**FINANCIAL REPORTS:**

R8-20-20  
ACCOUNTS PAYABLE

Moved and seconded, that Council receive for information the list of accounts payable cheques and electronic fund transfers from November 6, 2020 to November 19, 2020 totaling \$\$69,014.00.

Carried.

R9-20-20  
TREASURER'S REPORT

Moved and seconded, that Council receive for information the Treasurer's Report for October 2020.

Carried.

**CORRESPONDENCE  
REQUIRING A COUNCIL  
DECISION:**

R10-20-20  
I-VALLEY RE:  
COMMUNITIES APPLYING  
TO UNIVERSAL  
BROADBAND FUND:  
ADVISORY - #053

Council discussed the letter from a consulting company regarding applying to the Universal Broadband Fund.

Councillor Segall advised that satellite internet is coming soon, so broadband may not be the best option for Salmo.

Moved and seconded, that Council direct staff to obtain a quote from I-VALLEY and, if possible, other companies for the cost of their services for such a study and grant application.

Carried.

R11-20-20  
GRANT-IN-AID REQUEST:  
SALMO VALLEY YOUTH &  
COMMUNITY CENTRE

Council reviewed a Grant-in-Aid request from SVYCC for a special \$500 grant to support the purchase of gift certificates from local businesses for their online Christmas Market.

The Mayor advised that she had spoken with the Executive Director, Laurie MacDonald, and noted that they are open to having another organization look after the gift certificates, however, the Village is only allowed to provide a grant-in-aid to a society not directly to businesses. The point is to support our local businesses in this time of economic trouble. The Mayor also noted that she is challenging villagers to buy at least two presents locally.

Council members expressed the wish to remain at the usual \$300 grant-in-aid amount.

Moved and seconded, that the Village provide a grant-in-aid in the amount of \$300 to SVYCC for the online winter market.

Carried.

**MOTION TO EXTEND:**  
R12-20-20

Moved and seconded, that the meeting be extended by 20 minutes.

Carried.

**CORRESPONDENCE FOR  
INFORMATION ONLY:**

R13-20-20

Council discussed COVID-19 communications. The Mayor advised that she has been in direct contact with local authorities and they have now released to her the numbers of cases for Salmo and area. Salmo is part of a larger area that includes Nelson. A map is now available on the website.

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

- (1) Office of the Lieutenant Governor of BC Re: British Columbia Reconciliation Award - #054
- (2) Interior Health Re: Salmo COVID-19 Community Cluster - #055

Carried.

**MEMBER REPORTS &  
INQUIRIES:**

COUNCILLOR ENDERSBY

Councillor Endersby had nothing to report.

COUNCILLOR HEATLIE

Councillor Heatlie had nothing to report.

COUNCILLOR HUSER

Councillor Huser had nothing to report.

COUNCILLOR SEGALL

Councillor Segall had nothing to report.

MAYOR LOCKWOOD

See Appendix B.

R15-20-20  
VERBAL & WRITTEN  
REPORTS OF MAYOR AND  
COUNCIL

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

Carried.

**PUBLIC QUESTION  
PERIOD:**

NIL

**ADJOURNMENT:**  
R15-20-20

Moved, that the meeting be adjourned at 9:50 p.m.

Carried.

I hereby certify the preceding to be a true and correct account of the Regular Meeting of Council held on Tuesday, November 24, 2020.

Originally Signed By:

\_\_\_\_\_  
Diana Lockwood  
Mayor

\_\_\_\_\_  
Anne Williams  
Chief Administrative Officer



## APPENDIX A The Corporation of the Village of Salmo

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### REPORT TO COUNCIL

**DATE:** November 19, 2020  
**RE:** Lions Park Washrooms  
**SUBMITTED BY:** Anne Williams, Chief Administrative Officer

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#### **BACKGROUND:**

In 2018 the Village was asked to remove the public washrooms from Lions Park as they infringed on a neighbouring property. They were seasonally used washrooms and winter users/skaters had no access to them. \$15K was budgeted for a new structure, but the work was not done, although the existing washrooms were removed, and a porta-potty was rented for the park.

In 2019 \$15K was again budgeted for a replacement washroom. Location to be determined. \$35K was budgeted as a rough estimate for wall repairs in the Recycling Building and \$2K was budgeted for engineering assistance.

It was also known in 2019 that the recycling centre would likely be moved across the parking lot to in front of the recycling building. It would be staffed and the staff person would need access to a year-round washroom. Therefore, any washroom should be easily accessible to park users, recreational walkers, and the recycling attendant.

#### **LOCATION CHOICE:**

In looking at locations in the park for a washroom, staff determined that the most logical and fiscally responsible place to put a new washroom was on the outside of the Curling Rink backing on to the current indoor washrooms where water and sewer were readily available. Staff also discussed building new washrooms in roughly the same location as before. They would need to meet setback requirements between park and private property and the ball diamond. They determined that location was not feasible.

A meeting was held with staff and representatives of the Curling Rink Association to discuss the possibility of attaching a washroom to the outside front of the building as it already had a walkway.

They felt we could reach agreement on cost sharing for heat and hydro if the

washrooms were added, and that a discussion would be held with their executive. We are not sure to date if this has happened.

Mayor Lockwood and the CAO also discussed whether or not the washroom could be located in the Recycling Building. Staff advised that the building no longer had water or sewer as it had been disconnected and filled in years ago and that the building required major repairs that should be detailed in a full engineering report after an engineer assessed the building. In its current state, the building could not accommodate the addition of a washroom, and the full report would detail needed repairs with estimated costs to bring the building up to code.

A condition assessment report was commissioned in November 2019. This report detailed the repairs needed. In 2020 the CAO also asked them for a further report that detailed costs and also include a cost for tearing down the existing structure and building new. The report, detailing needed repairs and estimated costs, was delivered in August 2020 with estimated costs of approximately \$192k for repairs including a single bathroom (\$11.5K), or \$295K to knock it down and build new. These costs do not include the miscellaneous additional costs associated with such a project.

The provincial Electrical Inspector has also advised that when any repairs happen to this building the building's electrical system must also be brought up to code, which is an additional cost, and that the Glendale Well back-up generator has to be moved out of the building into its own structure similar to the one at the Sayward well. This represents an additional expense for the building repairs, not yet fully costed, but likely to be at least \$30K. So, a repaired building is likely to cost between \$210.5K (washroom excluded) to \$300K. Said building would not be heated. There is also the cost of building a new enclosure to house the generator, also estimated at \$30K.

#### **OTHER INFORMATION:**

The building Inspector was asked to look at the proposed curling rink location. He advised that an engineering report would be needed for to ensure the roof would bear the load and that the recycling building required a separate report. He estimated about \$4,500 for the curling rink report and \$10-15K for the recycling building report.

As costs were rising well beyond budget estimates, the CAO looked for a grant opportunity to fund a washroom. Fortunately, in 2019 the CBT opened a grant intake for Community Outdoor Revitalization projects, providing an opportunity to fund a major portion of the washroom project including doing some modest

landscaping at the front of the Curling Rink and over where the Art Wall was going to be to make the entrance to the park more welcoming. This option was chosen by staff as it was:

- (a) the most feasible,
- (b) most fiscally responsible, and
- (c) could be built in the summer of 2019.

In order to submit an application with a budget (as required), local contractor Al Waterstreet was asked to provide estimated costs for basic washrooms at each structure - the curling rink and the recycle building. He estimated the costs for locating the washroom in the recycling building as at least \$15K more than the curling rink location, plus all the rest of the building reno costs. The washrooms would be basic unisex with one being wheelchair accessible fitted with toilets and sinks, a locked supply cupboard and possibly a baby change station in the wheelchair one.

The project budget included the estimated cost of the engineering report re the roof, construction of the washroom and landscaping and other items such as a building permit. Total budget submitted was \$43,196, with the grant portion being \$32,397 and the Village's portion \$10,799 (80%/20%). It should be noted that any build would be tendered out via an RFP and costs could be lower or higher, especially now that lumber costs have risen dramatically.

#### **GRANT 7 ENGINEERING REPORTS:**

1. Date of motion to apply for grant money: N/A as this was for an approved budget item and would be saving the Village money.
2. The CAO submitted an application for a washroom attached to the curling rink on June 14, 2019.
3. Dates it was on the agenda for discussion: June 18, 2019 – Special meeting of Council (actually the regular meeting but date was moved) discussion on washroom and engineering report for recycling building. See *Appendix A* – note that it did not come back to Council for discussion again.

Council disagreed with the location recommended by staff and the need for an engineering report on the Curling Rink washroom roof, and passed a motion that the engineering report be for the recycling building, and also asked that the report not be done until the grant was received. The CAO advised that any changes to the grant application had to be approved by the CBT.

4. Grant approved by CBT: August 15, 2019 - \$32, 397
5. Date we received the grant monies: August 31, 2019
6. Extension received until: July 31, 2021
7. Engineering assessment report received: November 2019
8. Engineering cost estimates for repair or teardown and new build of recycling building received: August 2020
9. Date we talked about the recycling building reports: Council hasn't discussed them as typically these types of reports only go to Council for background information. Staff has discussed them and they would be factored into an RFP and the Condition Assessment would be provided to bidding contractors. Based on staff recommendations, Council would decide on whether or not to undertake the project and what budget should be set for it and where the funds would come from – i.e. reserves, gas tax. It should be noted that grants for basic repairs are not generally available.
10. What the reports give us: structural information and estimated costs for a basic finished building, no estimate of electrical or water or sewer etc.

**PROPOSED WASHROOM LOCATIONS:**

1. In front of washroom at curling rink attached to the current washrooms
2. Behind washroom at curling rink attached to the current washrooms
3. In recycling building

**STAFF RECOMMENDED LOCATION:**

1. Build behind washroom at Curling Rink
2. Offer 10-15% to cover our share of hydro and utilities.

**WASHROOM SPECS:**

Wheelchair accessible

Approximately 10' X 11' or smaller if only one stall is built.

What the washroom has in it:

- Toilet
- Sink
- Storage unit for cleaning supplies and paper towel
- Baby change table (optional)



- Garbage can
- Programmable locking door: example opened from 7am to 8pm summer time 7am to 9:30 winter time

## **APPENDIX A – FROM THE MINUTES OF THE SPECIAL MEETING HELD JUNE 18, 2019**

### **CORRESPONDENCE REQUIRING A COUNCIL**

#### **DECISION:**

#### **LIONS PARK WASHROOM UPGRADE**

Moved and seconded, that Council approve the cost of hiring of a structural engineer to undertake an assessment of the possibility of integrating a washroom; and further,

that Council authorize taking the project to a request for proposal (RFP) should a grant be received as applied for.

Council discussed the cost estimate and recommendation submitted by staff for a washroom at Lions Park, the proposed hiring of a structural engineer, and where the washroom should be located. A local contractor had provided staff with a rough estimate and the Building Inspector had also looked at the structures for the village. The contractor suggested it would cost at least \$15K more to put a washroom in the recycling building vs. the outside of the curling rink. The Building Inspector recommended a structural engineer should be hired to assess the proposed curling rink location and do a separate report on the whole recycling building.

A grant covering 80% of costs for the project, including the curling rink structural engineering report, has been applied for with the CBT. Gas tax funds would be used for costs over and above the grant amount. The grant also encompasses landscaping the front entrance of the rink and cladding the whole bathroom area to match the existing front of the building to make the entrance to the rink and park more attractive and to tie in with the beautification of the recycling centre on the other side of the parking lot to make the overall park entrance more welcoming and appealing.

Proposed location ideas discussed by Council were the curling rink, the recycling building or between the pump house and the back of the recycling building. The CAO noted that the most cost-effective washroom would be attached to the curling rink as the recycling building needs structural repairs. It was recommended by staff that the washroom be located at the village-owned curling rink. However, Council members are concerned about closing in the front entrance way of the rink. Councillor Segall suggested looking into purchasing a pre-fab bathroom.

As a grant has already been applied for, including citing the curling rink as the building to do a structural assessment on, there is concern that the grant may not come in if there are major changes to the request.

Council agreed they want a structural engineering report on the recycling building, not the curling rink and directed staff to have a structural engineering report done on the recycling building should the grant be received.

AMEND MAIN MOTION      Moved and seconded, that the main motion be amended to state that Council approve the cost of hiring a structural engineer to undertake a structural engineering report on the recycling building.

R10-0618-19              Moved and seconded, that the main motion be amended to state that Council approve the cost of hiring a structural engineer to prepare a structural engineering report on the recycling building.

Carried.

Moved and seconded, that Council authorize taking the project to a request for proposal (RFP) should a grant be received as applied for.

R11-0618-19  
TABLE MOTION              Moved and seconded, that the second motion be tabled until no later than the end of August 2019.

Carried.



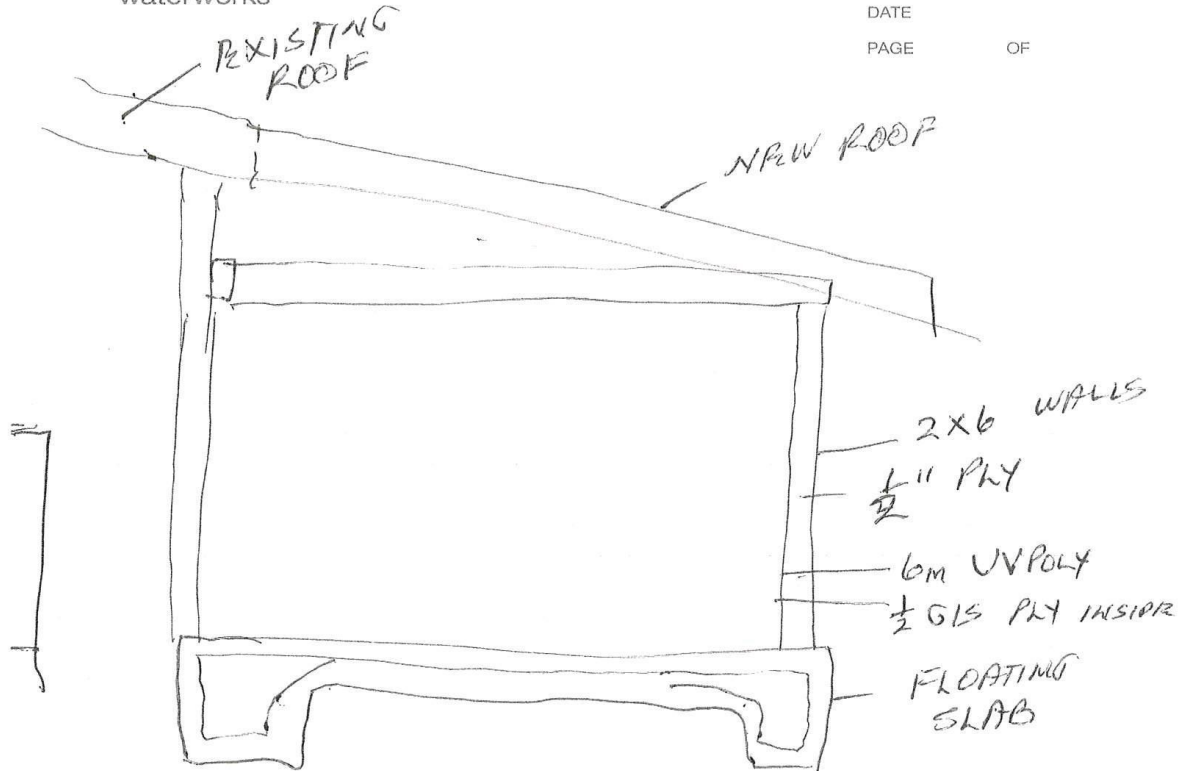
Prepared by Ninco Construction  
Lions Park Washrooms.

PROJECT

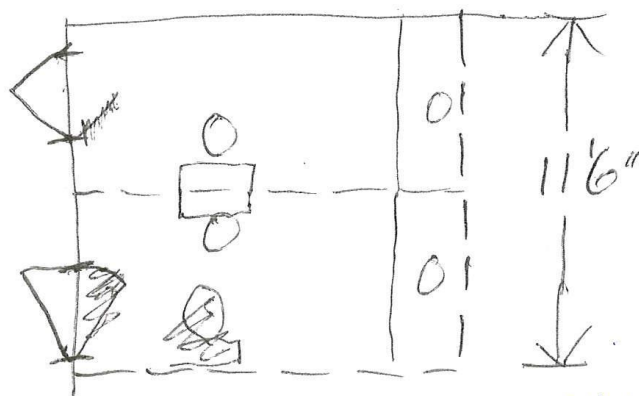
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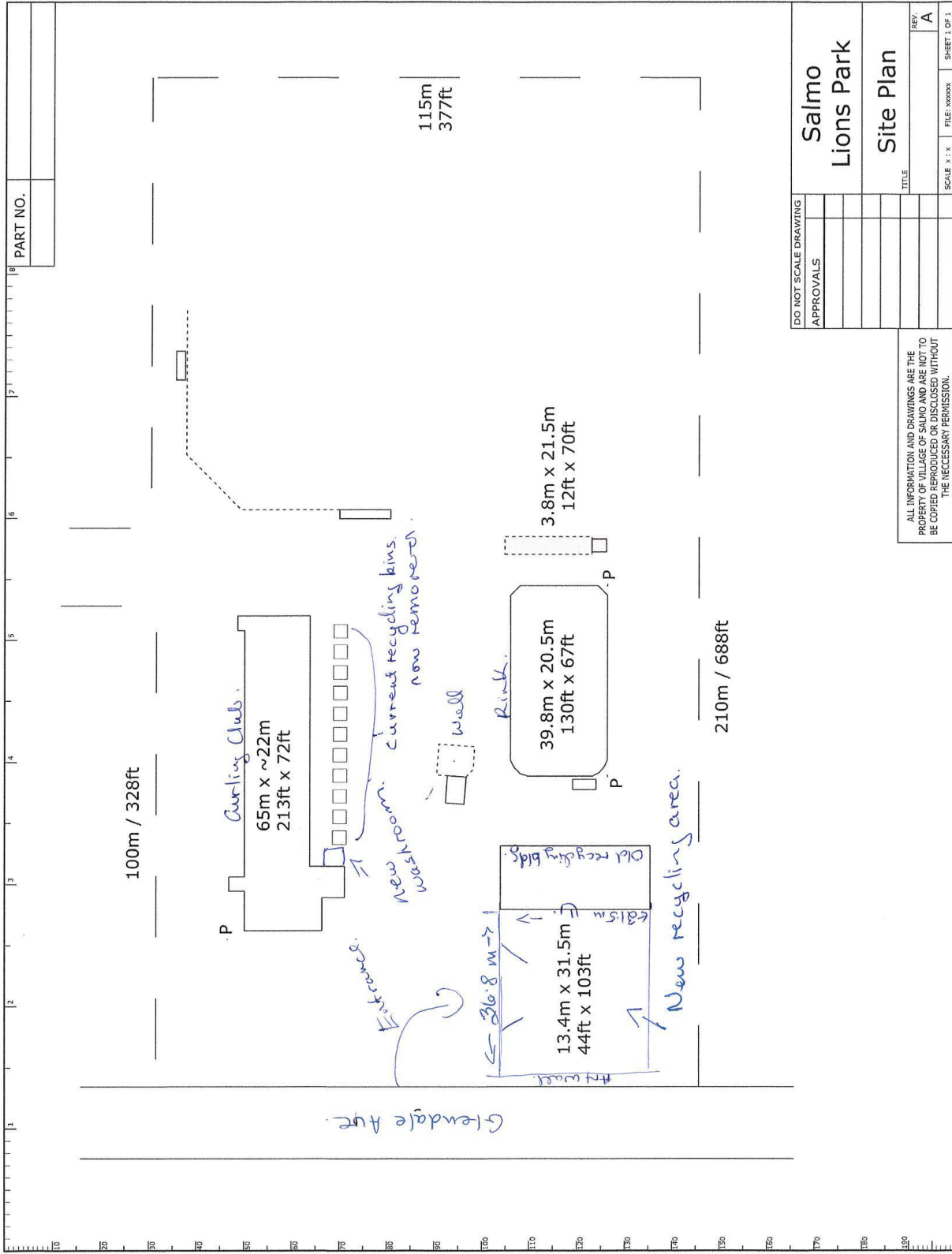


← 10' →



Nov. 23/2020.  
Would only do  
1 wheelchair  
accessible stall,  
not 2 stalls.

Rough design  
one will be wheelchair  
accessible.



PART NO.

DO NOT SCALE DRAWING  
 APPROVALS

Salmo  
 Lions Park

Site Plan

ALL INFORMATION AND DRAWINGS ARE THE  
 PROPERTY OF VILLAGE OF SALMO AND ARE NOT TO  
 BE COPIED, REPRODUCED OR DISCLOSED WITHOUT  
 THE NECESSARY PERMISSION.

TITLE  
 SCALE: 1:1  
 FILE: xxxxxx  
 SHEET 1 OF 1



*Diana L.D. Lockwood*  
*Mayor*

**Appendix B - Mayor/Directors Report**

November 6 – 19, 2020

Thank you to the members of the Legion that were able to honour our Veterans.

**November 12**, I attended The Future of Clinics in Kootenay Boundary Vision. Key success factors are how communities understand the connection between Primary Health Care and local economies, communities are very keen to support their Primary Care Practitioners achieve sustainable models of care, the social determinants of Health are critical, financial structure has to be attractive and viable for doctors, and clinical autonomy is very important, and physicians make the decisions about how they practice. There was an explanation on how it would work between the Clinic Operations Committee (COC) and the Community Primary Care Council (CPC). There would be a Network Support Team that would work with different communities. There are many moving parts for this, so, as time goes we will learn more.

**November 18**, I attended the Joint Resource Recovery Committee. We heard from Maura Walker and Associates about the Organics Collection Program. As time goes by, we all will be expected to NOT put any organics into the regular garbage stream. This includes all meat products. The hope is that municipalities that are in the program will be able to start curbside pick up by the fall of 2021.

You will see mixed waste and asbestos rates going up in the new year.

**November 19**, I attended the RDCK board meeting. The board adopted Step Code 1 with the intentions that Step Code 3 be adopted in 2022. I was recorded as opposed because I heard from public and builders that they need education and implementing another level for building hinders the builder.

Due to COVID affecting indoor recreation this past summer the RDCK utilized some staff members as park and water safety ambassadors. This kept already hired staff working while helping educate public on issues. We are looking at continuing with these positions for 2021.

The Joint Resource Recovery recommended to hire three lead hands, one for each region. They will collect the money from the sites and work when no staff is available for a site. The West and Central lead hand will work 35 hours and East will work for 25 hours.

Office of the Mayor  
Village of Salmo

423 Davies Avenue, Salmo, BC V0G 1Z0 Ph: 250-357-9433 Email: mayor.lockwood@salmo.ca