



The Corporation of the Village of Salmo

REGULAR MEETING #08-21 MINUTES

Minutes of the Regular Meeting of the Council of the Village of Salmo held electronically on Tuesday, April 27, 2021 at 7:00 p.m.

PRESENT: Mayor Diana Lockwood
Councillor Jennifer Endersby
Councillor Jacquie Huser
Councillor Farrell Segall
CAO Anne Williams
CFO Colin McClure
Members of the Public - 2

REGRETS: Councillor Jonathon Heatlie.

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

COUNCIL PROCEDURE BYLAW #663, 2014:

R1-08-21 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:

R2-08-21 Moved and seconded, that the draft agenda of Regular Meeting #08-21 of Tuesday, April 27, 2021 be adopted as amended from *Council Procedure Bylaw No. 663, 2014* Schedule "B" to include a New Business section, a draft Financial Plan report, move the Bylaw Review & Development section to before the minutes, and a Public Question period.

Carried.

NEW BUSINESS: NIL

DELEGATIONS: NIL

CFO'S DRAFT FINANCIAL PLAN REPORT:

Discussion CFO McClure presented and discussed the Draft Financial Plan with Council. (See *Appendix A*) Highlighted were:

- Quick Facts
- General operating budget principals
- 2021 Budget Overview
- Tax Revenue – Growth: where does it come from?

- Affect of Assessments in 2021, including market changes
- Allocation of 2020 Taxes on an average SFD
- 2021 Proposed Budget – estimate effect on a \$255,887 Assessed home
- 2021 tax effect on average SFD
- Overall Capital Plan – 2021 Highlights
- Debt and debt servicing

R3-08-21 Moved and seconded, that Council receive for information Chief Financial Officer Colin McClure’s report on the draft 2021-2025 Financial Plan. Carried.

COUNCIL & PUBLIC QUESTION PERIOD RE FINANCIAL PLAN:

Councillor Segall Councillor Segall asked if the budgeted pump is a spare pump. The CFO advised it is, and new control software has solved the previous pump issue and an additional software upgrade is planned for this year.

Maureen Berk Ms. Berk asked Colin what utilities where in the tax budget numbers. CFO McClure explained that the Village collects tax revenue from utility suppliers Telus and Fortis on complicated formula basis that is unique to utilities.

BYLAW REVIEW & DEVELOPMENT:

5-year Financial Plan Bylaw #731

R4-08-21 Moved and seconded, that the “Five-Year Financial Plan (2021-2025) Five-Year Financial Plan (2021-2025) Bylaw #731, 2021 – 1st Reading *Bylaw #731, 2021*” be given first reading. Carried.

R5-08-21 Moved and seconded, that the “Five-Year Financial Plan (2021-2025) Five-Year Financial Plan (2021-2025) Bylaw #731, 2021 – 2nd & 3rd Readings *Bylaw #731, 2021*” be given second and third reading. Carried.

R6-08-21 Moved and seconded, that the “Five-Year Financial Plan (2021-2025) Five-Year Financial Plan (2021-2025) Bylaw #731, 2021 – Adoption *Bylaw #731, 2021*”, having had three readings, be reconsidered and adopted. Carried.

Annual Tax Rate Bylaw #732

R7-08-21 Moved and seconded, that the “*Annual Tax Bylaw #732, 2021*” be
Annual Tax Rate Bylaw given first, second and third readings. Carried.
#732, 2021 – 1st, 2nd &
3rd Readings

R8-08-21 Moved and seconded, that the “*Annual Tax Bylaw #732, 2021*”, having
Annual Tax Rate Bylaw had three readings, be reconsidered and adopted. Carried.
#732, 2021 – Adoption

DEPARTURE CFO McClure departed at 7:45 p.m.

Outdoor Patio Bylaw #731

R9-08-21 Moved and seconded, that the “*Outdoor Patio Bylaw #730, 2021*” be
Outdoor Patio Bylaw given second and third reading. Carried.
#730, 2021 – 2nd & 3rd
Readings

R10-08-21 Moved and seconded, that the “*Outdoor Patio Bylaw #730, 2021*”,
Outdoor Patio Bylaw having had three readings, be reconsidered and adopted. Carried.
#730, 2021 - Adoption

Business License Amendment Bylaw #733

Discussion The CAO advised that the amendment is to add fees for outdoor patio
and sidewalk patio area to the Business License fee schedule.

Councillor Segall felt the fee for a patio should be only \$50 as they are
seasonal. The CAO noted the purpose of the fee is to cover
administrative costs and that it is very modest fee. Other Council
members agreed. Mayor Lockwood noted that there was also a
recommendation on the agenda to waive the 2021 fees.

R11-08-21 Moved and seconded, that the “*Business License Amendment Bylaw*
Business License #733, 2021” be given first reading. Carried.
Amendment Bylaw #733, 2021 – 1st Councillor Segall recorded as opposed.
Reading

R12-08-21 Moved and seconded, that the “*Business License Amendment Bylaw*
Business License #733, 2021” be given second and third reading. Carried.
Amendment Bylaw #733, 2021 – 2nd & 3rd Councillor Segall recorded as opposed.
Reading

R13-08-21
Business License
Amendment Bylaw
#733, 2021 – Adoption

Moved and seconded, that the “*Business License Amendment Bylaw #733, 2021*”, having had three readings, be reconsidered and adopted. Carried – all.

R14-08-21
Waive Outdoor Patio &
Sidewalk Table Area
Business License Fees
for 2021

Moved and seconded, that Council waive the 2021 business license fee for an outdoor patio or sidewalk table area in order to assist local businesses. Carried.

MINUTES:

R15-08-21
Regular Meeting
April 13, 2021

Moved and seconded, that the draft minutes of the Regular Meeting #07-21 of Tuesday, April 13, 2021 be adopted as presented. Carried.

REFERRALS FROM DELEGATIONS: NIL

REFERRALS FROM PRIOR MEETINGS: NIL

OPERATIONAL REPORTS:

R16-08-21
Civic Works

Moved and seconded, that Council receive for information the written report provided by Civic Works Foreman Fred Paton for the period of March 19, 2021 to April 23, 2021. Carried.

R17-08-21
Fire Department

Moved and seconded, that Council receive for information the written report dated April 1, 2021 provided by Fire Chief David Hearn for the period of March 2021. Carried.

R18-08-21
Bylaw Enforcement

Moved and seconded, that Council receive for information the written report on bylaw enforcement for the period of March 2021. Carried.

R19-08-21
Administration

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

STRATEGIC PLAN: NIL

FINANCIAL REPORTS:

R20-08-21
Accounts Payable

Moved and seconded, that Council receive for information the list of accounts payable cheques and electronic fund transfers from April 9, 2021 to April 22, 2021 totaling \$72,345.59. Carried.

R21-08-21 Moved and seconded, that Council receive for information the
Treasurer’s Report Treasurer’s Report for March 2021.
Carried.

CORRESPONDENCE REQUIRING A COUNCIL DECISION:

R22-08-21 Moved and seconded, that Council endorse the proposed resolution as
The City of Victoria Re: presented and write to the Minister of Labour.
Support for Laid-Off Carried.
Hotel & Hospitality
Industry Workers - #31

R23-08-21 Moved and seconded, that Council approve the grant-in-aid request for
Grant-In-Aid Request: \$300 in value of labour and equipment use for the Salmo Valley Youth
Salmo Valley Youth & & Community Centre to assist with digging a hole to install a French
Community Centre - drain as part of the roof upgrade.
#37 Carried.

CORRESPONDENCE FOR INFORMATION ONLY:

R24-08-21 Moved and seconded, that Council receive for information the
following correspondence from:
(1) The City of Penticton Re: B.C. Government's Use of Provincial
Paramountcy to Undermine Local Government Bylaw - #32
(2) Forest Enhancement Society of BC Re: Accomplishments Update
Spring 2021 - #33
(3) Ministry of Municipal Affairs Re: April 2021 Regional Call - #34
(4) Ministry of Forests Lands & Natural Resource Operations Re: Public
and Industry Urged to Use Caution with Outdoor Burning - #35
(5) Ministry of Municipal Affairs Re: Restriction of Non-Essential Travel
Within the Province - #36
Carried.

MEMBER REPORTS & INQUIRIES:

Councillor Endersby Councillor Endersby had nothing to report.

Councillor Huser See *Appendix B*. She noted she had also attended the AKBLG AGM and
had participated in the DOT Night application review and
recommendations.

Councillor Segall See *Appendix B*. Councillor Segall noted that there had been a mix up
with the recent application to ETSI for a grant as the application
needed to be submitted by the Village, not himself as a Councillor. This
has now been straightened out and the application is under review. He
noted he had also participated in the DOT Night application review and
recommendations.

He also observed that there is grant money to be had from several organizations in the province and in future local groups should be encouraged to also look at other funders for their needs.

Mayor Lockwood

See *Appendix C*. In addition, she he had also participated in the DOT Night application review and recommendations.

Tuesday afternoon (the 27th), she and CAO Williams participated in a conference call with Minister of Public Safety and Solicitor General Mike Farnworth and Minister of Health Josie Osborne regarding the prohibition on non-essential travel between three regional zones effective now until May 25th. The province has been divided into three (3) areas:

- (1) Lower Mainland and Fraser Valley (Fraser Health and Coastal Health);
- (2) Vancouver Island (Island Health); and
- (3) Interior Health and Northern Health.

The main checkpoint areas will be around Chilliwack/Hope to stop travel to the interior regions and at the ferries and vice versa. Random checks around where we live are not expected. The Mayor noted that they couldn't really define local – i.e.: is Kelowna considered local or just our surrounding cities?

Mayor Lockwood noted that the recent vaccination clinic had a great turnout; 1,521 people from Salmo and the surrounding area received COVID-19 shots. Two villagers have had both shots.

R25-08-21
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:

Jacqueline Wyatt

Ms. Wyatt asked if patios were expected to follow the Design Guidelines as per the OCP and were the Design Guidelines mandatory?

CAO Williams advised that some parts of the guidelines were mandatory and some suggestions. They are all part of the Design Guidelines Bylaw which is a complement to the OCP Bylaw.

Councillor Segall

Councillor Segall asked Ms. Berk if Community Services would entertain having some sort of community garden in the space beside the building? Ms. Berk advised the gazebo is going to be enclosed to provide a private counselling space, but she was willing to have a conversation about it and take it to the Community Services Board.

ADJOURNMENT: Moved, that the meeting be adjourned at 8:49 p.m.
R26-08-21

Carried.

I hereby certify the preceding to be a true and correct account of the Regular Meeting of Council held on Tuesday, April 27, 2021.

Originally Signed By:

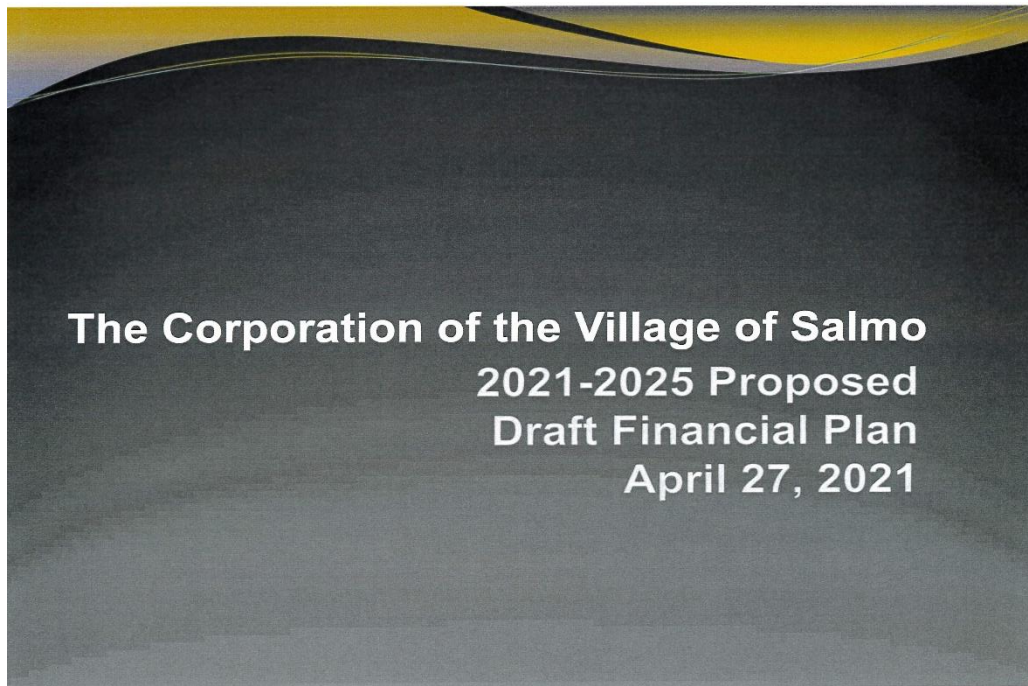
Diana Lockwood

Mayor

Anne Williams

Chief Administrative Officer

Appendix A



Agenda

1. Introduction
2. Quick Facts
3. 2021 – 2025 Financial Plan Process
4. 2021 Budget overview
5. Taxation & Operating Budget
6. Comments & Questions

Presenter: Colin McClure, Chief Financial Officer



Quick Facts

- All Village Operational revenue is about \$3,451,000
- Total operational expenses about \$1,659,000
- Revenue over expenses pay down debt, fund capital purchases & flow into Operational and Capital reserves
- General Fund Operational expense (excluding \$155K in budgeted Covid grants to non-profits this year) is budgeted at \$1,156,000 in 2021, funded by \$404,000 in Taxation (approx. 2.9 to 1 ratio)
- A 1% increase in taxation produces about \$4,000 to cover operational expenditures
- Without the Small community grant, taxes would have to increase over 100% to cover current operational services



General Operating Budget Principles

Council's Direction to Staff

- Support delivery of municipal services
- Maintain services delivered at 2020 levels
- Reduce costs of service delivery, where possible, while minimizing service impact levels
- Generate new revenue
- Minimize tax rate increase
- Long term planning as a focus
- Continue infrastructure program
- Implement sustainability principles

Budget Overview - 2021

Highlights:

- New market construction taxation revenue generation for 2021 is \$8,101
- Council has proposed a 2% tax increase for 20201
- Council previously approved increases to the utility rates
 - 1.5% increase to Water or \$5
 - 1.5% increase in Sewer or \$8
 - 6% or \$12 annual increase in garbage fees for a residence

2021 Capital Budget:

- \$1,710,000 in the General capital (1.35 mill is grant dependent)
- \$67,500 in Water capital
- \$27,000 in Sewer capital

Tax Revenues: Growth – Where does it come from?

- New revenue only exists when there is new assessment
- Increase in “inventory” i.e. through subdivision or new construction
- General increases in market value do not generate more tax dollars
- Past couple of years has resulted in minimum new revenues from growth

Effect of Assessments in 2021

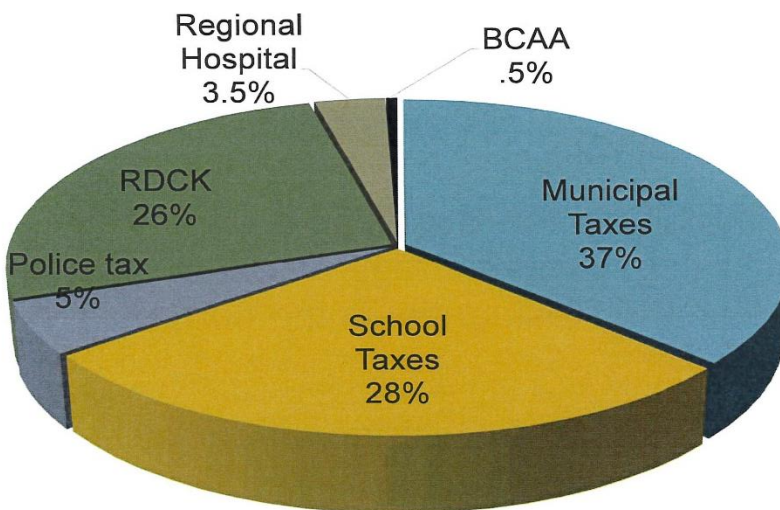
Average market changes:

- Residential up 16.35% from 2020 (3% of the increase is new construction)
- Commercial down by 1.15% from 2020
- Utility down by 1.29% from 2020

Council has directed staff to adjust the Business tax multiplier in order collect the same percentage in taxation from Commercial properties and Residential in the current year.

This will keep the tax burden consistent with prior year at approximately 81% of the total general tax collected from Residential & 11% from Commercial and the remaining comes from utilities.

Allocation of 2020 Taxes on an average SFD



Municipal Taxes	\$615
School Taxes	467
RDCK	439
Police tax	85
Regional Hospital	56
BCAA & MFA	9
Total	\$1,671

2021 Proposed Budget

Estimated effect on \$255,887 Assessed Home

	2020 Actual	2021 Proposed	Net Annual Change	Net Monthly Change
Property Tax (municipal only)	615	628	\$ 13	\$1.08
Water Rates (before discount)	313	318	5	.42
Sewer Rates (before discount)	468	476	8	.67
Resource Recovery	193	205	12	1.00
Overall	\$1,589	\$1,627	\$ 38	\$3.17

- It is important to note that the utility rates are before the 10% discount that can be received

2021 TAX EFFECT ON AVERAGE SFD

	2020	2021	Net Change	% Change	% of \$ Change
Assessed Value	\$226K	\$256K	\$30K	13%	
Municipal Property Tax	615	628	13	2.0%	13%
RDCK tax requisition	439	482	43	10.0%	43%
West Kootenay Hospital tax	56	57	1	0.2%	1%
Police BC Asses/MFA tax	95	99	4	4.2%	4%
School Tax requisition	467	506	39	8.4%	39%
Less: Basic Home Owner Grant (HOG)	-770	-770	0.00		
Total Tax	\$902	\$1,002	\$100	11%	

Overall Capital Plan – 2020 Highlights

General Capital asks - \$1,710,000

- KP Park Community building - \$1 mil (Grant dependent)
- Recycling building infrastructure upgrades – \$358k (Grant dependent)
- New Public works truck
- Ambulance bay roof repair
- Historical mining project (CBT Heritage grant funded)
- Paving & sidewalk upgrades
- Erie Dike improvements
- Firehall upgrades
- Lions Park playground

Water – \$67,000

- Reservoir fence & security
- Waterline upgrade
- SCADA controls upgrade & Pump replacement

Sewer – \$27,000

- Wastewater treatment plant upgrade

Debt and Debt Servicing

- Major capital projects typically funded by using combination of existing reserves and by borrowing funds.
- Strategic decision when to borrow vs using reserves or taxation.
- At the Dec 31, 2020 year end the Village has long-term General debt of \$821,574 & no utility debt
- The Villages MFA loans interest rate was reset, which dropped interest expense by \$18k or 40%
- In 2020, the Sewer fund paid back \$60k from the \$120K borrowed from the Water fund reserve to fund the Village's portion of the \$2 million Wastewater treatment plant upgrades.
- In 2021, the Sewer fund is budgeted to repay the final \$60k borrowed from the Water reserve fund.



Comments and Questions?

Email: cmclure@nelson.ca

Appendix B - Councillor Reports
April 27, 2021

Councillor Huser:

PORTFOLIO/LIAISON POSITIONS:

SVYCC LIAISON: Nothing to report

BYLAW REVIEW: Nothing to report

CIVIC WORKS: I had discussions with 2 taxpayers who had concerns regarding Village equipment use.

PARKS: April 14, 2021 – Tennis Courts/Pickleball/Basketball Courts - attended a virtual meeting held by Trustee Chew with a group of Salmo and Area G parents for an update on a request for a larger basketball court. Previous discussion was to maybe have 2 x ½ sized courts, but the area discussed will not work because there is not enough room, it would be too close to the road. Trustee Chew is gathering a quote on making the tennis court area a multi-court area which may be able to have tennis and basketball markings. To be determined once a price is received.

CEMETERY: Working Group: the design is with a contractor for pricing.

OTHER:

- Nothing to report

Councillor Segall:

21st April – Telecon with Paul Wiest of ETSI regarding progress on an application for a grant towards a feasibility study for a Salmo micro-transit initiative. Our application is still pending.



Diana L.D. Lockwood

Mayor

Appendix C - Mayor/Director Report for April 9 – April 22, 2021

April 13, **Community Sustainable Living Advisory Committee** meeting gave an update on sustainability service projects & areas of activity for: Central Kootenay Food Policy Council, watershed governance project planning, climate action strategy, RDI-climate adaption, and 100% renewable energy by 2050.

April 14, **Joint Resource Recovery** meeting. One request for proposal was put out for the Central Landfill and Creston Landfill Composting Facilities although the proposals that came forward only wanted to bid one site due to site complexities. It was determined to separate the projects so they could be awarded.

The RDCK Resource Recovery Plan has gone out for public consultation. This is the time for public to comment on the plan going forward. I have brought forward many times about looking at technologies such as Sustane Tech where we do not bury any garbage or haul away our recycling, but we deal with it right here in our area and make it back into product that can be reused. We pay out millions of dollars each year and still have not changed the way we deal with garbage, so this is the publics opportunity to speak up about the plan going forward.

April 14, **Central Resource Recovery** an in camera meeting was held.

April 15, **RDCK Board** meeting held electronically.

Work is being done on the Great Northern Trail from Cottonwood Lake to Hall Siding.

Flood and Geohazard Protection -- RDCK staff have been directed to complete an assessment detailing the responsibilities and liability associated with the RDCK becoming a diking authority and provide a report to the Board with the findings.

Work continues at 70 Lakeside Drive in Nelson for the closure of that landfill under Central Resource Recovery.

All resolutions forwarded to the AKBLG will have the opportunity to provide a short video introducing their resolution.

There are Cannabis Retail Licenses being obtained throughout the Regional District, which is good for our economy.

April 18, **Salmo Area G Emergency Preparedness Committee** held electronically.

The windstorm had everyone out of power at some point and Fortis was able to get it back on quicker in some areas than others. No emergencies came out of the power outage, but Fortis continues to clean up the downed trees. T

The windstorm over the weekend did not result in any activations, but residents have been affected by property and tree damage and have experienced interruptions to power.

Three Fire Department responses this period: house fire, trailer fire and apartment fire in the Nelson & Castlegar areas. Also noteworthy was the wildfire at Kuskonook.

ESS Modernization Project:

ESS IT kits are complete and ready for distribution to the teams for practice. Unfortunately, the project is currently on hold due to RDCK COVID-19 restrictions.

Shelter-in-place plan has been developed for situations where an evacuation is not possible or is unsafe.

The focus is now on preparedness for the upcoming freshet season, preparing the teams, refreshing skills, checking equipment etc.

We have a load of sand and sandbags for Salmo residents available at the lift station at KP Park.

April 22, **IHA Roundtable update for Mayor's and Chair's**. IHA have delivered over 225,000 vaccines so far. There are no more known outbreaks in any hospital within IHA.