



## 2019 ANNUAL REPORT



*For the year ending December 31, 2019*

## TABLE OF CONTENTS

Message from the Mayor .....	1
Report from the Chief Administrative Officer .....	2
Village of Salmo Council .....	3
Elected Representatives 2019.....	3
Appointed Officials.....	3
Declaration and Identification of Disqualified Council Members.....	3
Village Office .....	4
Civic Works .....	4
Fire Protection Services .....	5
Statement of Permissive Tax Exemptions .....	6
2019 Municipal Services and Operations .....	7
Part I – Revenues.....	7
Part II – Expenses .....	7
General Government .....	7
Protective Services .....	7
Transportation Services .....	7
Environmental Health Services .....	8
Public Health and Welfare services.....	8
Parks, recreation and cultural services.....	8
Interest and other debt charges .....	8
Water utility operations.....	8
Sewer utility operations .....	8
Amortization.....	8
2019 Building Activities Summary .....	9
Progress Report for 2019.....	10
Looking Forward - 2020 .....	12
Audited Financial Statements.....	12

## MESSAGE FROM THE MAYOR



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

After much anticipation, our new wastewater treatment facility is fully operating.

We were able to go ahead with the new pavement from the Legion to the Salmo boundary heading East.

As you drive past the old Recycling Depot, which will be the new Recycling Depot, you may have noticed the fence started and the rock mural well under way. We will continue to beautify the area.

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

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

The Village of Salmo shares several regional services, mostly with Area G, but we also share regional parks services with Nelson and Area E and F through the Regional District of Central Kootenay (RDCK).

COVID-19 has changed our world and how we will do things in the future. I am thankful that our community has not had to experience any cases or outbreaks, and this reflects well on our community. I feel our community has been effective with following the COVID-19 protocols.

I am honored to be a part of this community as we continue to thrive. Volunteers are a large part of our community and their contributions help make our community successful. With the hard work and dedication of Council and Staff, we will continue to flourish and grow.

Sincerely,

Diana L. D. Lockwood, Mayor

## REPORT FROM THE CHIEF ADMINISTRATIVE OFFICER

2019 was a very busy year for the village, and we saw the (almost) completion of two major projects – a new Official community Plan (OCP) and the waste water treatment system upgrade.

Many thanks are due to the Village's fantastic office staff, who are the backbone of our administrative team and very adept at juggling multiple priorities and projects, and to the Civic Works crew, particularly Denny Hleucka who took on the role of onsite management and a significant amount of equipment installation for the waste water upgrade project.

2019 highlights include, but are not limited to:

- Completing construction on the new raw sewage lift station on Fourth Street and the extensive Waste Water Treatment Plant (WWTP) upgrade on Lagoon Road being nearly complete by year end. A grant of approximately \$1.7 million was obtained from the Federal/Provincial Clean Water & Waste Water funding stream for this project.
- Completing the "OCP Economic Survey Report" in March to further inform the Official Community Plan (OCP) bylaw rewrite.
- The Sustainable Salmo OCP Bylaw #687, 2020 was reviewed by Council in draft format in fall 2019 and was presented for First Reading on November 12, 2019. The new OCP was adopted by the Village on January 14, 2020 completing a journey begun in 2017. The OCP was funded in large part by Federal Gas Tax Funds and a convening grant from the Columbia Basin Trust.
- Updating all of the Village's computer hardware, including the server.
- Updating the Fire Department Remuneration, KP Park Campground, Parks and Publicly Owned Spaces and Animal Control Bylaws, the latter to incorporate regulations for emotional support animals.
- The Village applied for and received a Public Arts Grant in the amount of \$10,159 from the Columbia Basin Trust (CBT) for a series on three murals on the fence line in front of the recycling centre on Glendale Avenue at Lions Park. The centre mural is to be a new stone mural – the first in the village in two decades. The other two mural panels will be painted by local artists. This project is part of the Village's initiative to beautify public spaces.
- The Village, in partnership with the Salmo Valley Chamber of Commerce, applied for and received a Heritage, Museum and Archive grant through the CBT in the amount of \$37,000 to design and build a display of historical mining equipment, donated by generous locals, along the old railbed. An army of volunteers will assist with this project.
- Applying for and receiving a \$32,297 public spaces grant from the CBT for a new public washroom in Lions Park.
- Promoting WaterSmart and watering restrictions.
- Promoting the FireSmart and BearSmart programs.

Anne Williams  
Chief Administrative Officer

## VILLAGE OF SALMO COUNCIL

### ELECTED REPRESENTATIVES 2019

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

Regular Council Meetings were held in the Council Chamber in the Village office (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 2019 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 Village-owned existing buildings, lands, utilities and infrastructure. They are assisted each summer by three university 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.

### 2019 Highlights Include:

- Completion of the new Lift Station on Fourth Street and completion of the majority of the upgrade work at the waste treatment facility on Lagoon Road.
- Installation of the emergency generator at the Firehall which facilitates the use of the Firehall as an Emergency



New Fourth Street Lift Station

Operations Centre during a natural disaster.

- Construction of the Sayward Well Generator Building
- Paving Fourth Street/Airport Road between Sayward and the Village limits
- Developing and implementing a Confined Space Policy and completing confined space training.

## FIRE PROTECTION SERVICES

The Salmo Volunteer Fire Department (FD) consists of Chief David Hearn, a Deputy Chief, 4 Captains, and 20 volunteer 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 2019 calendar year they responded to 73 emergency calls of varying nature, and continued their public FireSmart education program. Responses also included two fatal incidents in a very short period of time last spring. Trained Critical Incident Stress personal were brought in to do a debriefing with members and also members of BC Ambulance that responded.



The junior firefighter program continues to be very successful. One junior member was added, and one came of age and became a regular member. Junior members train alongside regular members and are able to assist at some scenes, but are not put in any risky situation.

Communications continue to be an ongoing challenge, but work-around solutions have been found. Last summer the FD experienced major radio interference problems on the FD radio system including random static, and clicking and squawking noises at any time during the day or night that. The issue was finally overcome by installing tones in the repeater and in all FD radios. It was a major undertaking to coordinate getting this repair done in a timely manner, so that there was no communication break between FD members and fire dispatch.

The Garmin In Reach GPS is still proving to be a very reliable device that marks the locations of all FD calls and sends the location by satellite messaging to all FD members. They are also able to text with this device from anywhere.

The RDCK's Emergency Operations Centre (EOC) purchased a satellite phone for the Salmo Fire Department to use on more remote calls, or in the case of a major emergency and all the phone lines are down. This new satellite phone works as a Wi-Fi hub for FD cell phones and enable the FD to make calls and send texts. It may only be used on an emergency task and when provided a task number from Emergency Management BC. Lack of any communication service at the top of Kootenay Pass is still a major concern to all first responders.

## 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 2019.

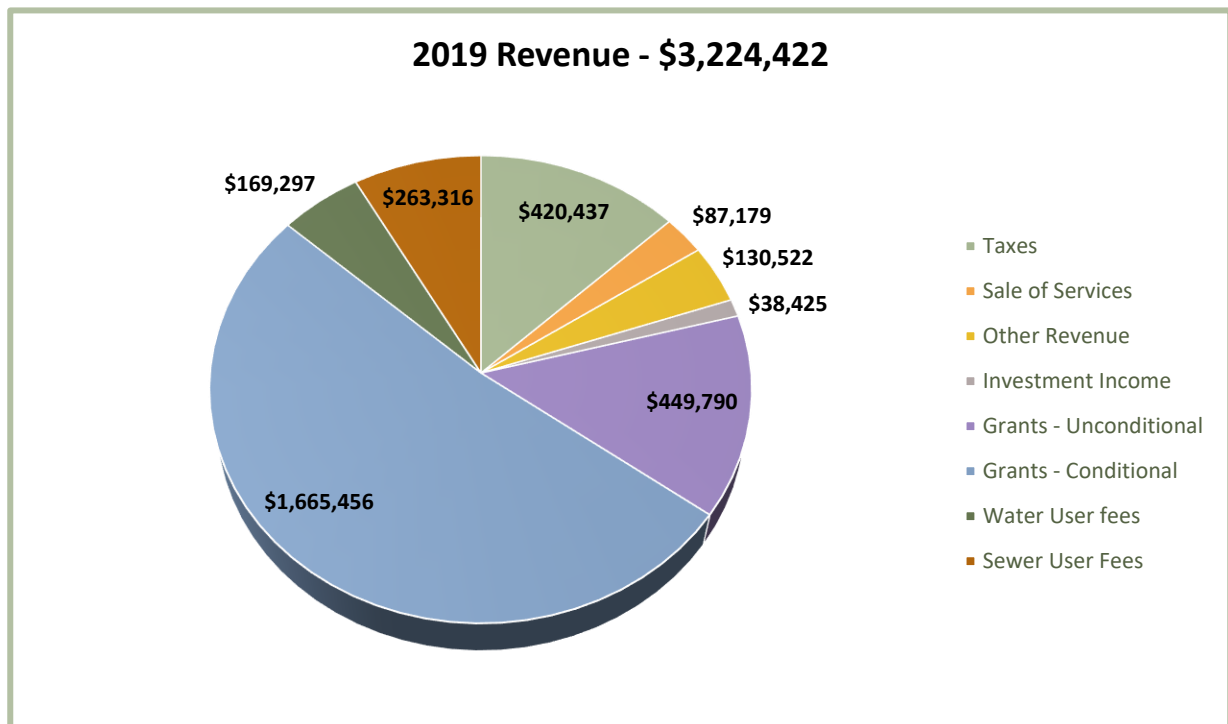
Legal Description	Civic Address	Organization	Value of Permissive Exemption
Lot 24 and Lot 25, Block 22, Plan 622A, DL206A, Kootenay Land District	402 Baker Ave	Roman Catholic Bishop of Nelson	\$110
Lot 1 and Lot 2, Block 23, Plan 622A, DL206A, Kootenay Land District	304 Main Street	Salmo Community Memorial Church Assoc.	\$117
Lot 1 and Lot 2, Block 2, Plan 2599, DL206A, Kootenay Land District	12-4 <sup>th</sup> Street	Pentecostal Assemblies of Canada	\$120
Lot 3, Plan 15447, DL206, Kootenay Land District	430 Cady Road	Salmo Baptist Church	\$206
Lot 1, Plan 8548, DL206A, Kootenay Land District	117-4 <sup>th</sup> Street	Victory Church of Salmo	\$40
Lot 1, Plan 11031, District Lot 206, Kootenay Land District	1003 Glendale Ave	Salmo Valley Curling and Rink Association	\$3,359
Lot B, Plan EPP9579, District Lot 206 and 206A, Kootenay Land District	206-7 <sup>th</sup> Street	Salmo Valley Youth and Community Centre	\$21,988
Parcel D (Being a Consolidation of Lots 1-3, See LB472515) Block 5, Plan 622, DL 206A, Kootenay Land District	104-4 <sup>th</sup> Street	Salmo Square Society	\$1,871
Lot 2, Plan NEP 71801, DL 206 and DL 206A, Kootenay Land District	730 Railway Ave	Salmo & Area Supportive Housing Society	\$6,709
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 <sup>th</sup> Street	Salmo Royal Canadian Legion	\$865
Lot A, Plan NEP75263, DL206A, Kootenay Land District	311 Railway Ave.	Salmo Community Resource Society	\$1,607



## 2019 MUNICIPAL SERVICES AND OPERATIONS

### PART I – REVENUES

The village collected \$420,437 in taxes; \$87,179 in the sale of services; \$130,522 other revenue from own sources; \$38,425 in investment income, \$449,790 in unconditional grants and \$1,665,456 in conditional grants (mainly for the waste treatment plant project). Water and sewer user fees totalled \$432,613.



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

**\$393,003 – 23.2%** - 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

**\$228,674 – 13.5% of expenditures in 2019** - Protective services include the operation of the fire department, bylaw enforcement, dog control, and emergency measures such as flood control.

#### TRANSPORTATION SERVICES

**\$246,543 – 14.5% of expenditures in 2019** - 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

**\$99,742 – 5.9% of expenditures in 2019** - Environmental health services includes the cost of garbage collection and Spring and Fall clean-up.

## PUBLIC HEALTH AND WELFARE SERVICES

**\$11,141 – 0.7% of expenditures in 2019** - Public health and welfare services include the operation and maintenance of the Wellness Centre and the cemetery.

## PARKS, RECREATION AND CULTURAL SERVICES

**\$46,101 – 2.7% of expenditures in 2019** - 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

**\$46,878 – 2.8% of expenditures in 2019** - Interest and other debt interest and fiscal services includes the interest on borrowing and bank service charges.

## WATER UTILITY OPERATIONS

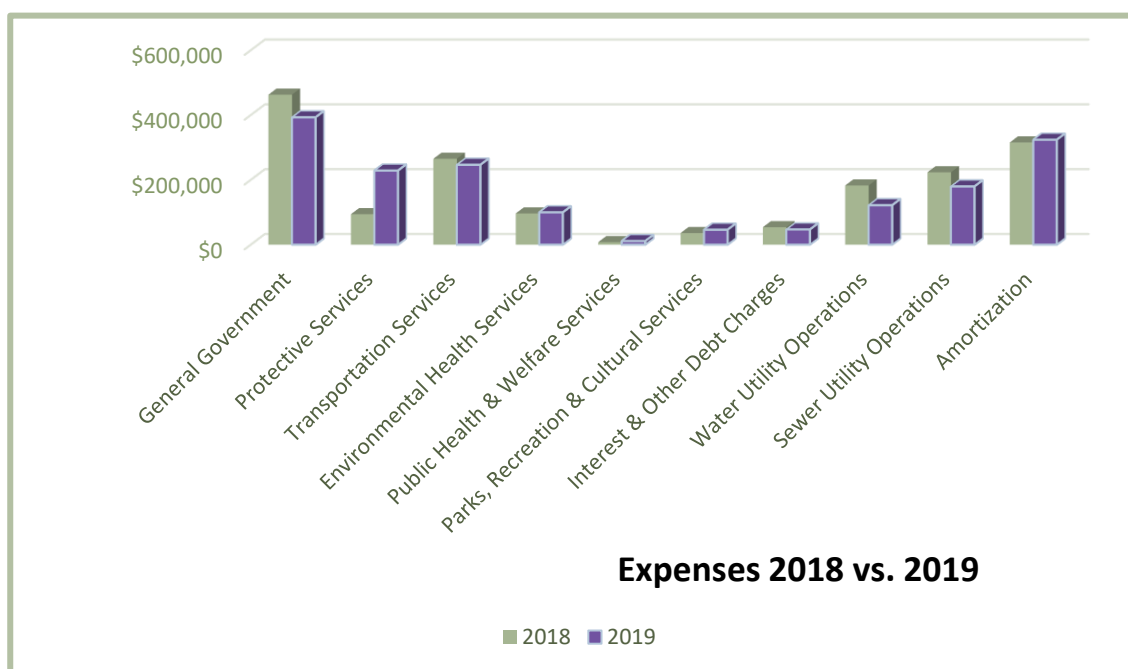
**\$121,732 – 7.2% of expenditures in 2019** - Water utility operations includes water supply and distribution.

## SEWER UTILITY OPERATIONS

**\$179,617 – 10.6% of expenditures in 2019** - Sewer utility operations includes sewage collection and treatment.

## AMORTIZATION

**\$323,783 – 19.1% of expenditures in 2019** - This is the amount of depreciation of the village assets.



## 2019 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.



2019	Total Construction Value	# Permits	Permit Fees/Renewals	Village Fees Collected
Residential - New	\$178,305.00	1	\$2,276.00	\$227.60
Residential – Additions/Renovations/Accessory	\$461,855.00	5	\$5,115.52	\$511.55
Mobile Homes	0	0	0	NIL
Commercial	0	0	0	NIL
Commercial – Additions/Renos	\$145,000.00	2	\$1,510.02	\$151.00
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	0	\$0.00	\$0.00
<b>Total</b>	<b>\$785,160.00</b>	<b>8</b>	<b>\$8,901.54</b>	<b>\$890.15</b>

## PROGRESS REPORT FOR 2019

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 2019.

Services	Objective	Strategies	Progress Measures	2019 Progress
Admin & Planning	Clean financial audits.	Compliance with all requirements including proper records management and timely regulatory filings.	Unqualified 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	Receive additional Community input. Revised OCP brought to 1 <sup>st</sup> reading.	OCP Economic survey and report completed. Public hearing held. OCP brought to first reading and ready for passing in January 2020
	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.
	Ensure familial ties with contractors to Council and staff	Develop and implement policy for identifying and handling familial relationships between local contractors and staff/Council.	Develop and pass policy	Policy developed and adopted.
	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 31, 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 iv conversion of Fortis owned streetlights to LED.	Encourage Fortis to complete conversion of Fortis owned lights

Services	Objective	Strategies	Progress Measures	2019 Progress
<b>Parks &amp; Cemetery</b>	Upgrade of KP Park.	Grant application through Columbia Basin Trust and other funders.	Successful grant and construction start.	Preliminary design approval summer 2020, demolition of exiting concession and start of new build fall 2020.
	Memorial Wall at cemetery	Working Group to present Council with concepts		Project on hold until 2021.
<b>Roads</b>	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.	Paved stretch on Fourth St. from Sayward & Fourth to Village limits on Airport Rd.  Several pavement patching projects completed.
<b>Fire Services &amp; Emergency Preparedness</b>	Wildfire/Urban Interface Fire Risk Management.	Reduce fire risk	Community awareness of FireSmart program.	Continued FireSmart community awareness campaign.
	Mitigate flood risk to Salmo and nearby Area G properties	Reduce flood risk	Completion of Flood Mapping Project	Flood mapping report delivered March 31 <sup>st</sup> , 2020- next step working with the RDCK to determine and obtain funding for flood mitigation works.
	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
<b>Water Distribution System</b>	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 ongoing.  Identify and fix major leaks.
<b>Waste-water Treatment Plant Upgrades</b>	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.	Complete upgrade project.  Staff working towards Level II certification to operate system. Additional safety training undertaken.



## LOOKING FORWARD - 2020

Priorities for 2020 include:

- Completion of the upgrade to the village's wastewater treatment plant and collection system.
- Finalization and adoption of the OCP.
- Rewrite and adoption of the Zoning Bylaw linking it to the new OCP, including a public hearing.
- Looking at ways to support Salmo with economic recovery on re-opening from COVID restrictions, and with long-term 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.
- 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.
- 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 and sewer collection infrastructure, new concession for KP park, 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.

## AUDITED FINANCIAL STATEMENTS

See Appendix A.