



2020 ANNUAL

REPORT



For the year ending December 31, 2020

TABLE OF CONTENTS

Message from the Mayor	1
Report from the Chief Administrative Officer	2
Village of Salmo Council	3
Elected Representatives 2020	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
2020 Municipal Services and Operations	7
Revenues	7
Expenses	7
General Government	8
Protective Services	8
Transportation Services	8
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
2020 Building Activities Summary	9
Progress Report for 2021	10
Looking Forward - 2021	12

MESSAGE FROM THE MAYOR



It is my pleasure to provide this update on municipal services in the Village of Salmo for 2020.

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

As Municipal Director of the RDCK, for Salmo, I continue to sit on the West Kootenay Transit, Economic Trust Southern Interior – BC (ETSI-BC) formerly SIDIT, and Community Sustainable Living Advisory Committees. I am pleased to say that working with these committees brings 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).

Salmo does what Salmo does best – help each other. When our community was faced with a cluster of cases of COVID-19, people stepped up to help anyone who was in need.

As we move towards containing COVID-19 here in BC we will hopefully be enjoying family gatherings sooner rather than later.

This past year we relocated and transformed the recycling centre into an appealing but functional resource with fencing which includes an art wall featuring a new stone mural. We will be having two painted murals on either side of the stone mural to complete the art wall.

It is an honour to be a part of this community as we continue to move forward. Volunteerism continues in our community with pride in all the contributions and contributors that help make our community successful. With the dedication of Council and Staff, we will continue to prosper and grow.

Sincerely,

Diana L. D. Lockwood, Mayor

REPORT FROM THE CHIEF ADMINISTRATIVE OFFICER

2020 was another busy year for the village in which we faced an entirely new challenge – COVID-19. It affected the personal and professional lives of staff and Villagers alike. Admin staff quickly adapted to the “new normal” of working from home, as the Civic Works crew continued to keep the Village running, while frequently sanitizing equipment and trucks. Many thanks go to the Village’s fantastic staff who adeptly juggled multiple priorities and projects while endeavouring to keep everyone safe and COVID-free.

We saw the completion of two major projects – a new Official Community Plan (OCP) and the waste water treatment system upgrade, although fine-tuning of new systems continues. 2020 highlights include, but are not limited to:

- Completing all major construction and equipment installation for the extensive Waste Water Treatment Plant (WWTP) upgrade on Lagoon Road being 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.
- Adopting the Village’s new Official Community Plan (OCP) 2020 bylaw #687 – Sustainable Salmo 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.
- Completing the first new stone mural in two decades. Located on the centre panel of the fence in front of the recycling centre on Glendale Avenue at Lions Park. It features days past when salmon frequented the Salmo River. The mural was visualized and designed by local artist Tia Reyden. Stonemason Jason Bourne brought her vision to life. The other two mural panels will be painted by local artists in the summer of 2021. This project is part of the Village’s initiative to beautify public spaces.
- The design and build a display of historical mining equipment, donated by generous locals, along the old railbed began. An army of volunteers are assisting with this project which is being managed by the Salmo Valley Chamber of Commerce. A Heritage, Museum and Archive grant was received from the CBT for the project.
- Promoting WaterSmart and watering restrictions and the FireSmart and BearSmart programs.
- Bylaws adopted in 2020:
 - 726 Property Tax Exemption 2021
 - 725 Municipal Utilities User Fees Bylaw Amendment #725, 2020
 - 723 Miscellaneous Fees Bylaw
 - 722 Annual Tax Rate Bylaw 2020
 - 721 Financial Plan Bylaw 2020-2024
 - 719 Fire Prevention Bylaw 2020
 - 718 Utility Bylaw 2020
 - 716 Heritage Design Guidelines
 - 687 Sustainable Salmo Official Community Plan 2020

Anne Williams
Chief Administrative Officer

VILLAGE OF SALMO COUNCIL

ELECTED REPRESENTATIVES 2020

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

Due to COVID, Regular Council Meetings were held electronically.

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 2020 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.



Lions Park / Recycling Depot Fence Stone Mural

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; and overseeing policy development.

CIVIC WORKS

The four-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.

2020 Highlights Include:

- Completion of the upgrade work at the waste treatment facility on Lagoon Road.
- Sloping floors and installing new floor drains in the Fire Hall truck bays and levelling and installing a new floor in the upper Hall.
- New roofs on the Fire Hall and ambulance bay.
- Beginning a three-year upgrade to provincial standards on our ball fields.
- Hosting and mentoring practicum students from Selkirk College's Waste Water Treatment Plant Operator Course.
- Installation of the new Sayward Well generator.
- Installing new showers in the KP Park washrooms.



Sayward Well House & Generator

FIRE PROTECTION SERVICES

The Salmo Volunteer Fire Department (FD) consists of Chief David Hearn, a Deputy Chief, 4 Captains, and 21 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 2020 calendar year the FD responded to 54 emergency calls of varying nature and continued their public FireSmart education program. Our call volume was down due to the COVID-19 pandemic, with people staying close to home and doing less traveling.

Communications continue to be an ongoing challenge, but work-around solutions are being found. Last spring, during the flooding we again lost cell and internet service. The lack of reliable communication during an emergency is very concerning.

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 enables 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

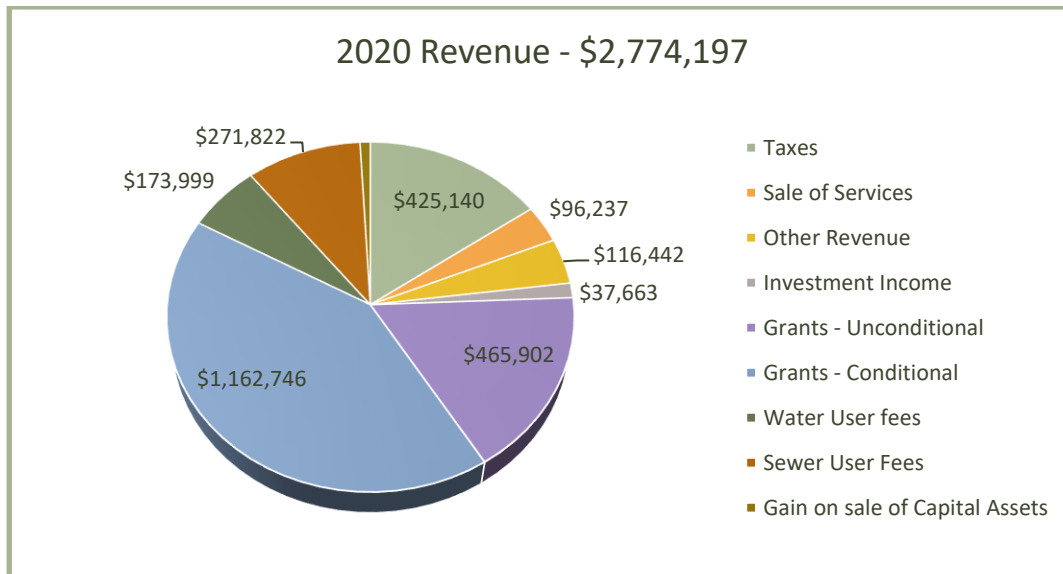
In accordance with Part 7, Division 7, Section 224(2) of the *Community Charter*, the following properties in the Village of Salmo were provided permissive property tax exemptions by Council in 2020.

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	\$146.80
Lot 1 and Lot 2, Block 23, Plan 622A, DL206A, Kootenay Land District	304 Main Street	Salmo Community Memorial Church Assoc.	\$190.09
Lot 1 and Lot 2, Block 2, Plan 2599, DL206A, Kootenay Land District	12-4 th Street	Pentecostal Assemblies of Canada	\$207.99
Lot 3, Plan 15447, DL206, Kootenay Land District	430 Cady Road	Salmo Baptist Church	\$315.74
Lot 1, Plan 11031, District Lot 206, Kootenay Land District	1003 Glendale Ave	Salmo Valley Curling and Rink Association	\$3,619.22
Lot B, Plan EPP9579, District Lot 206 and 206A, Kootenay Land District	206-7 th Street	Salmo Valley Youth and Community Centre	\$20,584.83
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	\$1,792.09
Lot 2, Plan NEP 71801, DL 206 and DL 206A, Kootenay Land District	730 Railway Ave	Salmo & Area Supportive Housing Society	\$5,867.05
Lot A, Plan NEP75263, DL206A, Kootenay Land District	311 Railway Ave.	Salmo Community Resource Society	\$1,631.37

2020 MUNICIPAL SERVICES AND OPERATIONS

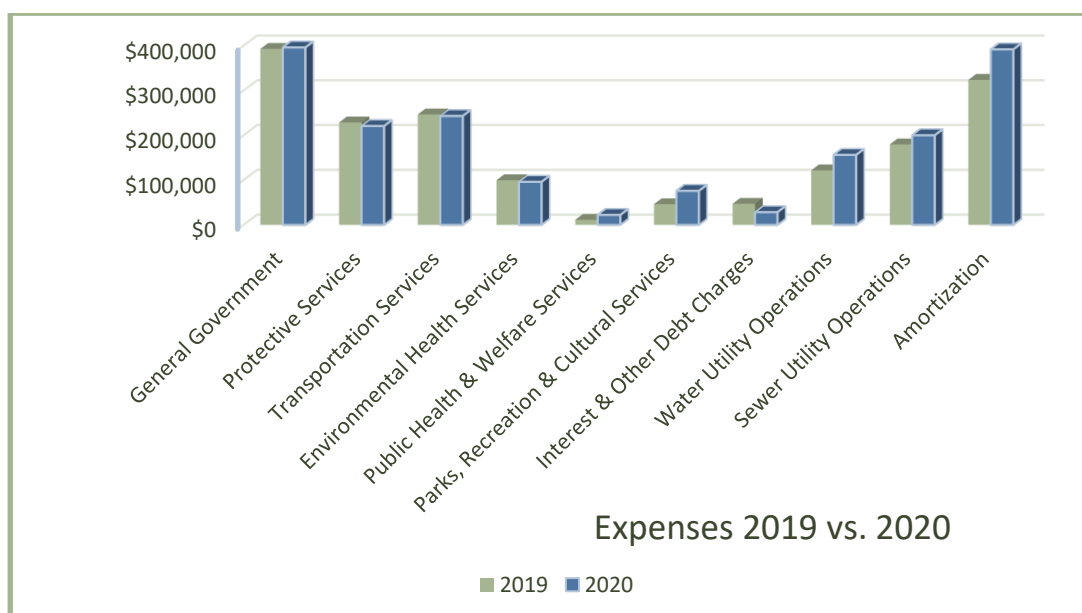
REVENUES

The village collected \$425,140 in taxes; \$96,237 in the sale of services; \$116,442 other revenue from own sources; \$37,663 in investment income, \$465,902 in unconditional grants and \$1,162,746 in conditional grants (mainly for the waste treatment plant project). Water and sewer user fees totalled \$356,266. Sale of tangible assets resulted in a gain of \$24,246.



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

EXPENSES



GENERAL GOVERNMENT

\$396,127 – 21.6% of expenditures in 2020 - 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

\$220,718 – 12.1% of expenditures in 2020 - Protective services include the operation of the fire department, bylaw enforcement, dog control, and emergency measures such as flood control.

TRANSPORTATION SERVICES

\$243,131 – 13.3% of expenditures in 2020 - 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

\$96,137 – 5.3% of expenditures in 2020 - Environmental health services includes the cost of garbage collection and Spring and Fall clean-up.

PUBLIC HEALTH AND WELFARE SERVICES

\$22,114. – 1.4% of expenditures in 2020 - Public health and welfare services include the operation and maintenance of the Wellness Centre and the cemetery.

PARKS, RECREATION AND CULTURAL SERVICES

\$75,924. – 4.1% of expenditures in 2020 - 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

\$28,255 – 1.5% of expenditures in 2020 - Interest and other debt interest and fiscal services includes the interest on borrowing and bank service charges.

WATER UTILITY OPERATIONS

\$156,175 – 8.5% of expenditures in 2020 - Water utility operations includes water supply and distribution.

SEWER UTILITY OPERATIONS

\$200,091 – 10.9% of expenditures in 2020 - Sewer utility operations includes sewage collection and treatment.

AMORTIZATION

\$391,828 – 21.4% of expenditures in 2020 - This is the amount of annual depreciation of the village assets.

2020 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 BC 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. The Inspector works closely with Village staff to ensure compliance with Village Bylaws.



2020	Total Construction Value	# Permits	Permit Fees/Renewals	Village Fees Collected
Residential - New	\$726,400.00	3	\$4,915.65	\$486.57
Residential – Additions/Renovations/Accessory	\$215,263.90	10	\$3,078.08	\$307.81
Mobile Homes	0	0	0	NIL
Commercial	0	0	0	NIL
Commercial – Additions/Renos	\$197,800.00	3	\$1,970.29	\$197.42
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.)	N/A	2	\$400.00	\$400.00
Total	\$1,139,463.90	18	\$10,364.02	\$1,391.80

PROGRESS REPORT FOR 2021

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	2020 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.
	Complete update of Official Community Plan (OCP).		.	OCP adopted 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.
	Finalize asset management process in key areas.	Continue work on asset management work begun in 2016.	Asset management plan of village machinery and equipment and utilities. Progress in integrating finance, administration and operations with mapping.	Asset mapping was 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.	Village conversion completed. Encouraged Fortis to complete conversion of Fortis owned lights
Parks & Cemetery	Upgrade of KP Park.	Grant application through Columbia Basin Trust and other funders.	Successful grant application and construction start.	Submitted grant application to Infrastructure Canada Fall 2020 for 100% funding.
	Memorial Wall at cemetery	Working Group to present Council with concepts		Project on hold until 2021.

Services	Objective	Strategies	Progress Measures	2020 Progress
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	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 st , 2020- in 2021 will work 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	Risks identified	Ongoing participation
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 ongoing. Identified and fixed a major leak.
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.	Completed upgrade project. Staff working towards Level II certification to operate system. Additional safety training undertaken.

LOOKING FORWARD - 2021

Priorities for 2021 include:

- Receiving a 100% funding grant for the KP Park Multi-purpose building with a concession and demolishing existing structure and beginning design and planning in order to build in spring/summer 2022.
- Receiving a 100% funding grant to refurbish the Large Equipment Storage building at Lions Park, including installation of a public washroom. Tendering and completing the project by year end.
- Installing a new playground at Lion's Park thanks to a grant from the Columbia Basin Trust and a donation from the Lions Club.
- Resolving the odour issue at the village's wastewater treatment plant and collection system.
- Finalization 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.
- Continue to beautify Salmo with additional murals and floral works.
- 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, 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.