



2021 ANNUAL

REPORT



For the year ending December 31, 2021

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Cover Photo: Lions Park Playground

MESSAGE FROM THE MAYOR



It is my pleasure to provide this update on municipal services in the Village of Salmo for 2021.

As of October 30, 2021, Salmo has been incorporated for 75 years. We celebrated it by creating a reusable shopping bag, 100% made in Salmo. Each household received one if they desired.

We have again met our statutory requirements for financial reporting and received a positive and clean audit.

As your Municipal Director at the RDCK, I continue to sit on the West Kootenay Transit Committee, now as Vice Chair, and the Economic Trust of the Southern Interior – BC (ETSI-BC) as a board member and as Chair of the Columbia-Kootenay Regional Advisory Committee (C-K

RAC). I can say Salmo is well recognized and represented.

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).

The year 2021 gave this community a run for its money. Our community stayed steadfast in supporting local businesses thus helping them keep their doors open through all the COVID mandate changes.

How we conduct business in the world of government has changed over the last couple of years and some of the changes really are for the better. I have had many more opportunities to directly talk to Ministers instead of waiting for that once-a-year opportunity at the Union of BC Municipalities conference (UBCM). UBCM remains a very powerful method of getting work done through a collective objective and is an opportunity for bringing back wonderful ideas to implement.

This past year saw the development of a new playground at Lions Park, which is used by the young and old, and was constructed with grant money received from the Columbia Basin Trust (CBT). Another grant from the CBT saw the completion of two beautiful painted murals by local artist Tia Reyden on the recycling depot fence. In partnering with Fortis as they completed their new substation, we gained a beautiful mural by artist Damian John reflecting our relationship with nature, and a paved alley way for our emergency services – fire, ambulance and police.

Salmo has showcased that it is a great place to live and work. We are having people move here from across the country as they can work remotely.

The volunteerism in our community is again something to be proud of. In 2021, volunteers worked hard to keep us entertained with mostly outdoor activities.

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

2021 was another busy year for the village in which we continued to face working with COVID-19 regulations. It affected the personal and professional lives of staff and Villagers alike. Fortunately, Admin staff were already adapted to the “new normal” of working from home, while the Civic Works crew continued to keep Village services running, and frequently sanitized 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.

2021 highlights included:

- Completing commissioning of equipment installation for the extensive Waste Water Treatment Plant (WWTP) upgrade on Lagoon Road.
- Conducting a Transportation Study to assess the feasibility of regular, daily bus service to and from Salmo to Nelson, Castlegar and Fruitvale/Trail. This included assessing the viability of an on-demand micro-transit system; namely the Salmo Owned and Operated Bus Initiative (SCOobi). Results of the survey and report are available on the Village website and have been given to the West Kootenay Transit Committee for planning purposes.
- Completing the Art Wall on the Lions Park Recycling Depot fence. Made possible by a grant from the CBT, the two vibrant painted murals by local artist Tia Reyden, flank the stone mural designed by her and erected in 2021. This project is part of the Village’s initiative to beautify public spaces.
- Working with the FortisBC team to beautify the fencing around their upgraded substation. First Nations artist, Damion John, created the wonderful mural that FortisBC donated to the village.
- With the help of local volunteers and a grant from the CBT building a playground in Lions Park.
- Having a Civic works staff member obtain his Level II Wastewater Treatment Operator certification, allowing the Village to finally achieve the goal of having a Level II operator for our Level II waste treatment plant as required by the provincial government.

Disappointments:

- Not receiving grant funding requested in applications for a new multi-purpose building with a concession in KP Park or one for refurbishing the large equipment storage building at Lions Park.
- Horrible odours coming from the waste treatment plant, resulting in additional upgrades being needed.

Bylaws adopted in 2021:

- 736 Property Tax Exemption 2022 (for 2021)
- 735 First Street Laneway Closure Bylaw 2021
- 734 Third Street Highway Closure Bylaw 2021
- 733 Business License Bylaw Amendment 2021
- 732 Annual Tax Rate Bylaw 2021
- 731 Financial Plan Bylaw 2021-2025
- 730 Outdoor Patio Bylaw Salmo 2021
- 729 Cemetery Bylaw Amendment 2021
- 728 Utility Fees Bylaw 2021

Anne Williams
Chief Administrative Officer

VILLAGE OF SALMO COUNCIL

ELECTED REPRESENTATIVES 2021

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 2021 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 Art Wall Murals

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; reviewing and advising on Building Permit applications, facilitating internal and external communications, providing legislative service, providing affirmations, and overseeing policy development.



FortisBC staff, Council members, village staff & artist Damian John celebrate the FortisBC mural.

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.

2021 Highlights Include:

- Completion of the commissioning work at the waste treatment facility on Lagoon Road.
- Re-modelling the Fire Hall washrooms & upgrading the floors.
- New roof on SVYCC.
- Hosting and mentoring practicum students from Selkirk College's Waste Water Treatment Plant Operator Course.

FIRE PROTECTION SERVICES

The Salmo Volunteer Fire Department (FD) consists of Chief David Hearn, a Deputy Chief, 4 Captains, and 19 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.

Due to COVID only 39 fire practices were held in 2021, instead of the usual 52.

The number of calls in 2021 was considerably higher than Salmo's 17-year average, but it is the same as our five year average. Highway rescue calls remained the largest source of calls, making up 42% of call volume. Calls for highway rescue will continue to remain the FD's largest source of calls as the BC Ambulance Service is more routinely calling upon fire departments to respond to MVI's where there is very limited information received from the caller.



The junior firefighter program is proving to be a welcome addition. One junior member will come of age this year and will become a regular member. The FD encourage students from Salmo Secondary School to try out for this program, as it counts as volunteer credits towards their graduation. These junior members train alongside of regular members and are able to help at some scenes but are not put into any risky situations.

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 communications service at the top of Kootenay Pass is still a major concern to all first responders.

Public education, including FireSmart in partnership with the RDCK, with the residents in and around Salmo continues via monthly news articles and Facebook posts. Fire extinguisher training has been given to school bus drivers throughout School District 8 to better equip them for keeping our children safe.

STATEMENT OF PERMISSIVE TAX EXEMPTIONS

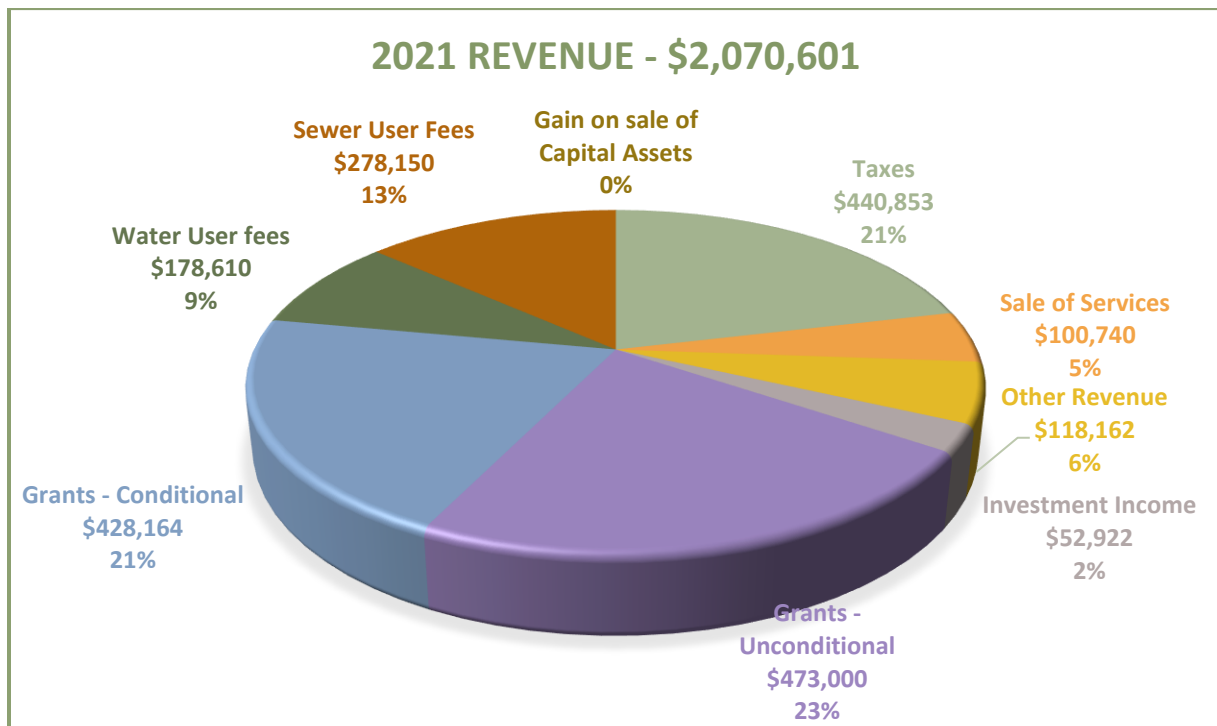
In accordance with Part 7, Division 7, Section 224(2) of the *Community Charter*, the following properties in the Village of Salmo were provided permissive property tax exemptions by Council in 2021.

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	\$120.38
Lot 1 and Lot 2, Block 23, Plan 622A, DL206A, Kootenay Land District	304 Main Street	Salmo Community Memorial Church Assoc.	\$155.88
Lot 1 and Lot 2, Block 2, Plan 2599, DL206A, Kootenay Land District	12-4 th Street	Pentecostal Assemblies of Canada	\$160.16
Lot 3, Plan 15447, DL206, Kootenay Land District	430 Cady Road	Salmo Baptist Church	\$274.69
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

2021 MUNICIPAL SERVICES AND OPERATIONS

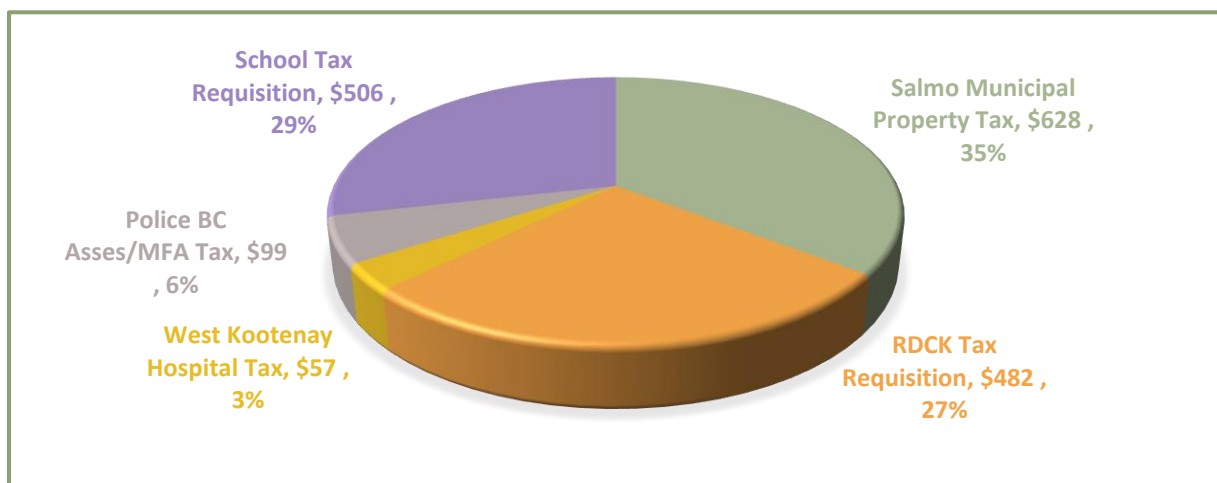
REVENUES

The village collected \$440,853 in taxes; \$100,740 from the sale of services; \$118,162 in other revenue from own sources; \$57,922 in investment income, \$473,000 in unconditional grants and \$428,164 in conditional grants. Water and sewer user fees totalled \$456,760. No tangible assets were disposed of.



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

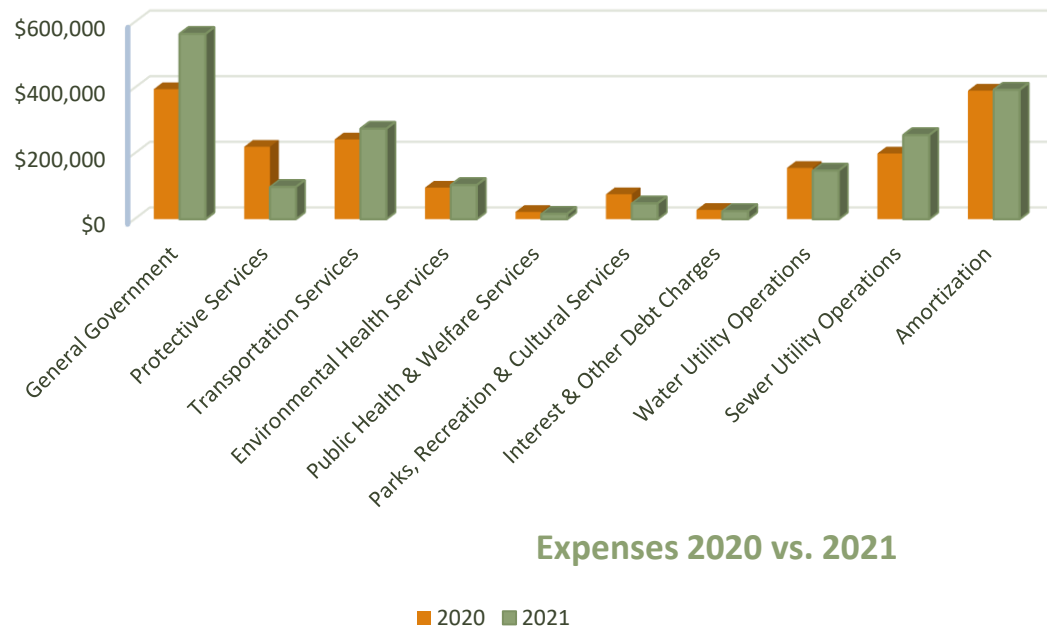
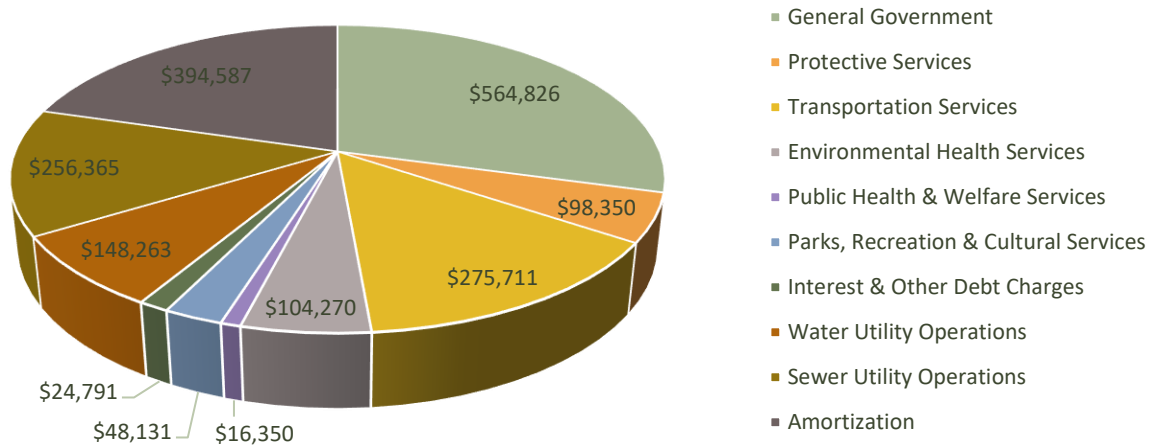
TAX DISTRIBUTION AVERAGE SFD 2021 - Assessed Home Value \$256,000 before HOG¹ = \$1,772



¹ SFD = single family dwelling; HOG = Home Owners Grant discount

EXPENSES

2021 Expense - \$1,931,644



GENERAL GOVERNMENT

\$564,826 – 29.2% of expenditures in 2021 - 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

\$98,350 – 5.1% of expenditures in 2021 - Protective services include the operation of the fire department, bylaw enforcement, dog control, and emergency measures such as flood control.

TRANSPORTATION SERVICES

\$275,711 – 14.3% of expenditures in 2021 - 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

\$104,270 – 5.4% of expenditures in 2021 - Environmental health services includes the cost of garbage collection and Spring and Fall clean-up.

PUBLIC HEALTH AND WELFARE SERVICES

\$16,350 – 0.8% of expenditures in 2021 - Public health and welfare services include the operation and maintenance of the Wellness Centre and the cemetery.

PARKS, RECREATION AND CULTURAL SERVICES

\$48,131 – 2.5% of expenditures in 2021 - 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

\$24,791 – 1.3% of expenditures in 2021 - Interest and other debt interest and fiscal services includes the interest on borrowing and bank service charges.

WATER UTILITY OPERATIONS

\$148,263 – 7.7% of expenditures in 2021 - Water utility operations includes water supply and distribution.

SEWER UTILITY OPERATIONS

\$256,365 – 13.3% of expenditures in 2021 - Sewer utility operations includes sewage collection and treatment.

AMORTIZATION

\$394,587 – 20.4% of expenditures in 2021 - This is the amount of annual depreciation of the village assets.

2021 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.



2021	Total Construction Value	# Permits	Permit Fees/Renewals	Village Fees Collected
Residential - New	\$0	0	\$0	\$0
Residential – Additions/Renovations/Accessory	\$311,647.00	9	\$4,190.70	\$419.07
Mobile Homes	\$0	0	\$0	\$0
Commercial	\$0	0	\$0	\$0
Commercial – Additions/Renos	10,000.00	1	\$144.50	\$14.45
Industrial (new and additional)	\$0	0	\$0	\$0
Institutional (new and additional)	\$0	0	\$0	\$0
Permit Renewals	\$0	0	\$0	\$0
Other (temporary structure, etc.)	N/A	1	\$50.00	\$50.00
Total	\$321,647.00	11	\$4,335.20	\$483.52

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 2021.

Objective	Strategies	Progress Measures	2021 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 & clean audit received.
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.
Continue 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.	Final training on asset mapping field software & devices completed.
Zoning/Land Use Bylaw	Receive input from Council & take to general public for their input.	Pass new bylaw.	Work delayed in order to receive & incorporate additional Council input. Passing therefore delayed to 2022.
Pursue grants.	Exploration of a wide range of grant opportunities. Receive grants for:	Successful grant applications.	Ongoing number of grants.
	1. KP Park Multi-Purpose & Concession building.		Application denied. Made it to the final round.
	2. Large Equipment Storage Building Refurbishment.		Application denied.
	3. Salmo Train Station Refurbishment & Lease to Village		Offered partial funding, owners declined, therefore no lease to Village.
	4. Transportation Study		Grant received; project completed.
	5. Mural Grant		FortisBC granted mural for fence at updated substation.
Parks & Cemetery			
Lions Park Playground	Receive permission from CBT to re-direct Lions Park washroom grant to building a playground.	New playground at Lions Park.	Project completed & enjoyed by residents.
Upgrade of KP Park Ball Diamonds.	Groom fields, add top soil and grass seed. Three-year program.	Improved ball diamonds	Completed year-two.

Objective	Strategies	Progress Measures	2021 Progress
Lions Park Art Wall	Solicit concepts for two painted murals.	Completed murals.	Artist selected & two beautiful murals completed. Project complete.
Memorial Wall at cemetery	Working Group to present Council with concepts		Project on hold until 2022.
Green Initiatives			
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
Roads			
Improve condition of roads & sidewalks through pavement repair, pothole patching, etc.	Capitalize on Fortis paving project to secure discounted repairs.	Numerous pot hole & pavement patches to improve roads.	Several pavement patching projects completed including alley behind Fire Hall.
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	Re-armour section of Erie Creek dike coming into Village.	Project delayed due to Ministries, FLNRO & DFO, at odds over requirements. Work held over to 2022.
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.	Continued searching for and repairing major leaks.
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 & one staff member to obtain Level II ticket level; take steps to improve and invest in infrastructure.	Completed upgrade project. One staff member completed Level II certification to operate system. Hired OiT as a pilot project. Additional safety training undertaken.
Odour issue from WWTP	Reduce/eliminate odour issues related to WWTP	Identified odour issue & need for upgrade to aerator & clarifier.	Consulted with equipment suppliers & sourced materials. Planned budget & work for 2022.

LOOKING FORWARD - 2022

Priorities for 2022 include:

- Seeking community partners and applying for funding grant(s) 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 2023.
- Refurbishing the Large Equipment Storage building at Lions Park, including installation of a public washroom. Tendering and completing the project by year end.
- Resolving the odour issue at the village's wastewater treatment plant and collection system with the installation of new aerator and clarifier.
- Finalization and adoption of the Zoning Bylaw linking it to the new OCP, including a public hearing.
- Hiring the Civic Works OiT permanently on completion of the pilot project.
- Finding a grant or grants to complete Asset Management program planning, tying together all the individual components completed to-date into a workable multi-year plan including financial implications and funding opportunities.
- 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 a wonderful place to live and work.
- Continue to beautify Salmo with additional murals and landscape works.
- The opening of the 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 and applying for grants to begin infrastructure renewal of the water distribution system, 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.