



DATE Mar. 22/23

NO 11 TO MTC-MAR. 28/23

FILE NO 7960-01

VILLAGE OF SALMO

SCHEDULE "E"
The Corporation of the Village of Salmo
DELEGATION APPLICATION FORM

Delegate(s) Name: Taylor Caron & Judi Cozzetto

Mailing Address: PO Box 458, Salmo, BC V0G 1Z0

Email Address: tcaron@salmo.bc.libraries.coop

Phone No.: 357-2312

Delegation Status: (select one)

- [] Representing a Group/Organization/Business Salmo Valley Public Library
(Name of Group/Organization/Business)
- [] Attending as an Individual

Council Date Requested for Meeting: MARCH 28th, 2023

Purpose of the Delegation Request:

To present our Annual Report from 2022 and inform Council about SVPL goals for 2023

Note:

- A copy of all information regarding the presentation **must** accompany this application.
- Delegation requests are subject to approval by the Mayor and Corporate Officer. Submission of an application is not a guarantee that you will be approved to appear before Council. Where the subject matter of a delegation pertains to legal matters, personnel, and/or private property issues, the Village of Salmo reserves the right not to approve the delegation.
- The Village of Salmo cannot guarantee you will be scheduled on the date requested

I/We acknowledge that only the above matter will be discussed during the presentation:

Signature: _____

Date: March 17, 2023

This information is collected by the Village of Salmo in accordance with Section 124 of the *Community Charter* and is protected under the *Freedom of Information and Protection of Privacy Act*. The information will be used to facilitate processing this request to appear as a delegation before Council. Should you have any questions about the collection of this personal information, please contact the Village of Salmo, Corporate Officer at 250.357.9433.

The applicant, in the process of submitting or authorizing this application, hereby recognizes and accepts that this material will become available to the public as part of the application, review and approval process.

Applicant's Initials

Return completed form along with the information regarding the presentation to the Corporate Officer either by mail, in person, by fax, or by email

Completed forms can be faxed to (250)357-9633 or emailed to info@salmo.ca.

FOR OFFICE USE ONLY

Delegation Approved?

Y



Scheduled for Council Meeting on March, 2023

N

Reason not approved: _____

Response sent to requestor by: letter _____ email X on March 22, 2023

SVPL 2022 in Review

For the Salmo Valley Public Library, 2022 was a turning point for recovery from the last few years. From January to December, we saw big changes in how we operated.

The year started with the library providing online services, Youtube story times, and take away craft bags for seniors and kids alike, but by May we were back to in person programs and hosting community events. The summer months were filled with an active Summer Reading Club (SRC), which we launch with a registration day in the new Phyllis Tatum reading Garden and a kids theater performance, and had 63 attendees. Over July and August, we ran 7 weeks of SRC and had 166 attendances over the 21 sessions.

By the time September rolled around we were returning to something similar to our pre-Covid operations, but with a newer version of regular. By the end of the year were back to hosting regular events and seeing a steady increase in our month statistics. During 2022 we hosted 97 adult programs/events and had 852 people attending. We also held 68 junior programs/events (excluding SRC) and had 673 kids attend.

Using our door counter, we can see a steady increase of people accessing the library. From 2021 (13,068) to 2022 (14,398) we welcomed 1,330 more people through our doors from one year to the next. Even with the challenge of the last two years, we continue to see an increase in people accessing our little library. We are encouraged by the all those who reach out to the library for the variety of services we offer, and we continue to adapt and play a positive roll within our community during these challenging times.

In 2022, SVPL was elated with the success of our application of an Alternative Approval Process (AAP) for the Electoral Area G and the Village of Salmo fund to the Salmo Valley Public Library. Knowing that our serves are now expanded to include all of Electoral Area G, and that the Village of Salmo and Electoral Area G, are requisitioned at the same rate per thousand of assessed value is affirming for the library. This AAP went through without a single community member against it, which we see as a reflection of the positive support the library has in our area.

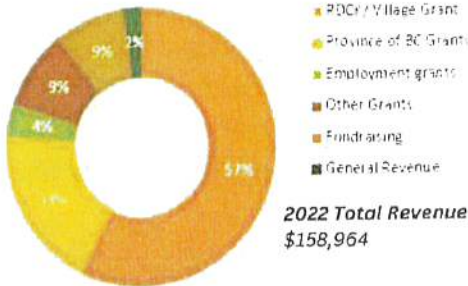
The direct funding, we receive from the Village and RDCK is very much appreciated and manage well. These funds make up the majority of our budget, and they help us be stable and secure in our operations.

SVPL is able to meet the growing and changing needs of the residents of RDCK Area G, and the Village of Salmo because our staff and volunteers live in the community, have a vested interest to learn, and work to support all who live in the area. As a small library of 3 part time staff, 10 volunteers, 10 board members, and an active Friends of the Library group, we are happy to be here working for our community!

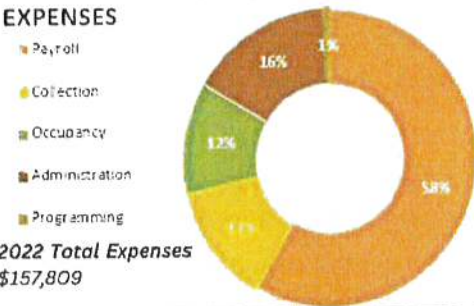


Salmo Valley Public Library 2022 ANNUAL REPORT

REVENUE



EXPENSES



2022 Quick-Look by the Numbers

New materials
1,133

New Patrons
137

New materials donated
89
\$2,670 total in-kind

Volunteer hours
692 desk hours
525 friends hours
\$19,046 in-kind hours

Total Collection
18,450 items

Wireless usage
3,870

Checkouts
20,234 print
5,296 digital
25,530 total

Computer usage
1,262 sessions
624 hours

Total programs
165
1,525 attendance

Database usage
117

For further SVPL 2022 Annual Report details please visit us at salmovalleylibrary.ca or find us on facebook [Salmo Valley Public Library 301-11th St 250.357.2302](https://www.facebook.com/salmovalleylibrary)

the staff

Library Director, Taylor Caron
Children's Librarian, Marianne Hansen
Library Clerk, Gayle Jarek
Student, Riley Watersteet & Owen Thornton
SRC Coordinator, Kit Herd
Bookkeeper, Rebecca Richards
Custodian, Irene Sikora

board of trustees

Board Chair, Janet Pierce
Vice Chair, Teresa Kjelson
Treasurer, Pat Goulden
Trustee, Judi Cozzetto
Trustee, Tom Nixon
Trustee, Jennifer Gawne
Trustee, Melanie Briscoe
Trustee, Sylvia Korens

Village Rep, Jen Endersby & Kenzie Neil
RDCK Rep, Hans Cunningham

volunteers

Judi Cozzetto, Cecilia Granbois, Sharry Heighton, Kim Hammond, Gayle Jarek, Keith Kemp, Tanja Korith, Teresa Olleck, Orinne Reimer, Julie Vishloff, Carol Vonk, Sally Whitman, and All our Junior volunteers!

Donors

Alice & Gerald Nellestijn
Andrew Raney
Brian & Sharon Henderson
Custom Dozing Ltd
Friends of The Salmo Library
Gloria Currie
Glover Contracting
Joan Field
Judi & Terry Cozzetto
Keith & Carol Vonk
Kirkhope
Kootenay Savings Credit Union
Lorna McLarty
Lorraine & Roy Kreuzer
Marianne & Reg Hansen
Margaret Hannah
Pat Goulden
Paul Van Wijk & Kay Hohn
Robert Melnick
Salmo Drugs Ltd
Salmo Watershed Streamkeepers Society
Salmo Wellness Clinic
Sally Whitman
Skyway Hardware
Susan & Robert Nathane
Sutco Contracting
Taylor Caron
Thomas Nixon
Tim & Sally Albert
Valene Foster
Western Financials Group
Wildhorse Forestry
Zale & Gayle Jarek

THE PEOPLE

Grants & Funders

Canadian Council of Archives
Columbia Basin Alliance for Literacy
Columbia Basin Trust
College of the Rockies
BC Courthouse Library Society
BC Libraries Branch
Kootenay Library Federation
Kootenay Savings Credit Union
Province of British Columbia
Regional District of Central Kootenay
Salmo Resource Society
Salmo Valley Fund
Village of Salmo



**SALMO PUBLIC LIBRARY
BALANCE SHEET
AS AT DECEMBER 31, 2022**

ASSETS

<i>Current Assets</i>		
Cash to be deposited	\$	1,676.08
Petty cash		43.83
KSCU Maximizer		10,435.49
KSCU Summit Savings		83,001.88
Shares Class A		25.00
Total Current Assets		<u>95,182.28</u>
 <i>Accounts Receivable</i>		
Receivables		760.32
GST Receivable		748.71
Total Receivables		<u>1,509.03</u>
 <i>Capital Assets</i>		
Leasehold Improvements	\$	170,858.58
Furniture and Equipment		37,227.34
Total Capital Assets		<u>208,085.92</u>
 Prepaid Expenses		 <u>-</u>
 TOTAL ASSETS		 <u><u>\$ 304,777.23</u></u>

LIABILITIES

<i>Current Liabilities</i>		
Accounts Payable	\$	6,803.31
Accrued Liabilities	\$	-
Collabria Visa	-	4,343.42
Payroll Remittances Payable		-
WCB Payable		120.81
Deferred Revenue		39,000.00
TOTAL LIABILITIES		<u>41,580.70</u>

EQUITY

Investment in Capital Assets	208,085.92
Reserve Funds	1,975.57
Computer Reserve Funds	4,292.61
Phyllis Tatum Memorial Funds	1.00
Operating Reserve	47,686.42
Current Earnings	1,155.01
TOTAL EQUITY	<u>263,196.53</u>
 LIABILITIES AND EQUITY	 <u><u>\$ 304,777.23</u></u>

**SALMO PUBLIC LIBRARY
INCOME STATEMENT
DECEMBER 1 - 31, 2022**

	YTD	2022 BUDGET	% Diff
REVENUE			
Operating Grants			
RDCK/ Village Grant	\$ 90,948.70	\$ 93,223	98%
Library Services Branch	24,482.65	8,850	277%
BC Program Grants	2,517.00	9,720	26%
ILL Resource Sharing Grant	3,120.00	3,120	100%
Canada Summer Jobs	-	4,532	0%
School Works Student	4,144.00	3,400	122%
Young Canada Works	2,195.16	2,500	88%
Grants, Friends	1,500.00	1,500	100%
Grants, Other	13,170.15	7,000	188%
Total Grants	<u>142,077.66</u>	<u>133,845</u>	<u>106%</u>
Fundraising			
Donations	9,656.25	8,000	121%
Fundraising	1,511.20	300	504%
Magazine Drive	2,196.00	2,300	95%
Total Fundraising	<u>13,363.45</u>	<u>10,600</u>	<u>126%</u>
General Revenue			
Book Sales	1,360.25	800	170%
Fines	590.20	600	98%
Interest Income	235.30	200	118%
Photocopy/Printing	1,337.00	800	167%
Total General Revenue	<u>3,522.75</u>	<u>2,400</u>	<u>147%</u>
TOTAL REVENUE	<u><u>158,963.86</u></u>	<u><u>146,845</u></u>	<u><u>108%</u></u>
EXPENSES			
<i>Collection Expense</i>			
Books - Adult	8,516.71	5,500	155%
Books - Junior	4,954.80	4,500	110%
Audiovisual	3,888.45	1,000	389%
Magazines	2,024.51	1,800	112%
Newspapers	-	-	0%
Online Databases	623.89	2,000	31%
Cataloguing Supplies	776.07	700	111%
Total Collection Expense	<u>20,784.43</u>	<u>15,500</u>	<u>134%</u>
<i>Payroll Expenses</i>			
Wages & Salaries	72,115.62	73,524	98%
Employee Benefits	1,093.80	1,000	97%
School Works Student	8,241.80	8,536	97%
Young Canada Works	-	3,952	-
Summer Reading Club	3,944.28	4,268	92%
CPP Expense	3,878.38	3,578	108%
EI Expense	1,864.71	1,997	93%
WCB Expense	120.81	140	86%
Total Payroll Expense	<u>91,259.40</u>	<u>96,995</u>	<u>94%</u>

	YTD	BUDGET	% Diff
<i>Programming</i>			
Author Visits	275.00	200	138%
Adult Programs	158.46	200	79%
Summer Reading Club	383.42	100	383%
Children's Programs	418.80	500	84%
Total Programming Expense	<u>1,235.68</u>	<u>1,000</u>	<u>124%</u>
<i>Administrative Expenses</i>			
Advertising	-		0%
Bank Charges	3.00	100	3%
Board Expense	-	100	0%
Bookkeeper	1,218.75	2,000	61%
Capital Asset Purchases	-	-	0%
Computer Hardware	12,567.62	-	0%
Computer Software	3,155.88	3,200	99%
Education & Training	125.00	200	63%
Fundraising Expense	472.75	50	946%
Furniture & Equipment	-	-	0%
Memberships	469.24	900	52%
Office supplies	1,111.46	1,100	101%
Photocopier	3,166.85	2,720	116%
Postage	2,938.99	2,800	105%
Volunteer Expense	25.00	20	125%
Total Administrative Expense	<u>25,254.54</u>	<u>13,190</u>	<u>191%</u>
<i>Occupancy</i>			
Insurance	1,643.00	1,600	103%
Internet	1,593.60	2,000	80%
Janitorial services	4,630.15	5,000	93%
Maintenance	602.84	600	100%
Rent	9,600.00	9,600	100%
Security	125.40	150	84%
Telephone	1,079.81	1,200	90%
Total Occupancy Expense	<u>19,274.80</u>	<u>20,150</u>	<u>96%</u>
Transfer to Reserves	<u>-</u>		
TOTAL EXPENSE	<u>157,808.85</u>	<u>\$ 146,835</u>	<u>107%</u>
OPERATING (DEFICIT) SURPLUS	<u>\$1,155.01</u>	<u>10</u>	



The Corporation of the Village of Salmo

DRAFT

REGULAR MEETING #05-23 MINUTES

Minutes of the Regular Meeting of the Council of the Village of Salmo held in Council Chambers at 423 Davies Avenue in Salmo, B.C. on Tuesday, March 14, 2023 at 7:00 p.m.

PRESENT:

<u>In Person:</u>	Councillor Kenzie Neil
Mayor Diana Lockwood	CAO James Heth
Councillor Melanie Cox	Members of the Public - 5
Councillor Jonathon Heatlie	<u>Electronically:</u>
Councillor Jennifer Lins	Members of the Public – 2

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

ADMINISTRATION OF OATH OF OFFICE: CAO Heth administered the Oath of Office to Councillor-Elect Jonathon Heatlie.

AGENDA:

R1-05-23 Moved and seconded, that the draft agenda of Regular Meeting #05-23 of Tuesday, March 14, 2023 be adopted as amended from *Council Procedure Bylaw #663, 2014* Schedule "A" to include a New Business section, an Administrative section, and a Public Question period.

Carried.

DELEGATIONS: NIL

NEW BUSINESS: NIL

MINUTES: (Note: See official minutes and agenda package for applicable reports.)

R2-05-23 Moved and seconded, that the draft minutes of the Committee-of-the-Whole Meeting of Monday, February 27, 2023 be adopted as presented.

COTW
February 27, 2023

Carried.

R3-05-23 Moved and seconded, that the draft minutes of the Special Meeting of Monday, February 27, 2023 be adopted as presented.

Special Meeting
February 27, 2023

Carried.

R4-05-23 Moved and seconded, that the draft minutes of Regular Meeting #04-23 of Tuesday, February 28, 2023 be adopted as presented.

Regular Meeting
February 28, 2023

Carried.

REFERRALS FROM DELEGATIONS: NIL

REFERRALS FROM PRIOR MEETINGS: NIL

ADMINISTRATIVE:

R5-05-23
Risk Management
Conference

Moved and seconded, that Council approve CAO Heth attending the MIABC Risk Management Conference in Vancouver from April 4-6, 2023, and further approve use of MIABC risk management grant to pay for conference registration and other expenses.

Carried.

POLICY DEVELOPMENT & REVIEW: NIL

BYLAW REVIEW & DEVELOPMENT: NIL

ACCOUNTS PAYABLE:

R6-05-23

Moved and seconded, that Council receive for information the list of accounts payable cheques and electronic fund transfers from February 24, 2023 to March 9, 2023 totaling \$92,116.46.

Carried.

CORRESPONDENCE REQUIRING A COUNCIL DECISION: NIL

CORRESPONDENCE FOR INFORMATION ONLY:

R7-05-23

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

- (1) Ombudsperson BC Re: How the Office of the Ombudsperson Can Work with and Help Local Governments in BC - #10

Carried.

MEMBER REPORTS & INQUIRIES:

Councillor Cox

Councillor Cox had nothing to report.

Councillor Lins

Councillor Lins reported:

- That the Local Government Leadership Academy Elected Officials Seminar was a great learning experience.
- The next meeting of the board of the Salmo Valley Youth & Community Centre will be on the same evening of the next Council meeting, so she will try and attend the start of the SVYCC meeting.
- As citizen engagement, a resident commenting on the lack of retail space in the Village.

Councillor Neil

See *Appendix A*

Mayor Lockwood

See *Appendix A*.

R8-05-23
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: No questions.

IN CAMERA RESOLUTION:

R9-05-23 Moved and seconded, that the meeting be closed to the public under 90(1)(c) of the *Community Charter*.

RECONVENE OPEN MEETING: Council reconvened the regular meeting at 7:26 p.m.

RISE & REPORT:

A Civic Works Level 1 Operator position will be posted to replace a departing staff member.

PORTFOLIOS

The portfolio assignments for Chamber of Commerce, Museum and Economic Development were assigned to Councillor Heatlie.

ADJOURNMENT:

R10-05-23 Moved and seconded, that the meeting be adjourned at 7:36 p.m. Carried.

I hereby certify the preceding to be a true and correct account of the Regular Meeting of Council held on Tuesday, March 14, 2023.

Mayor

Chief Administrative Officer



The Corporation of the Village of Salmo

Report to Council

Report Date: March 23, 2023
Meeting Date: March 28, 2023 (#06-23)
From: James Heth, CAO
Subject: Civic Works Report for March, 2023

1. **OBJECTIVE**

To update Council on Civic Works operations.

2. **RECOMMENDATION**

For information.

3. **DISCUSSION**

3.1. **Clarifier Install**

The clarifier installation is completed and it is online.

Civic works has also continued to work with the contracted Level II operator who has been making weekly site visits to view the waste-water treatment plant operations.

3.2. **Large Equipment Storage Shed**

The slab is poured and the door installation and bathroom construction are being completed. Projected completion is within the next 3 weeks.

3.3. **Spring Clean Up**

Civic works have been preparing vehicles for summer maintenance tasks, have begun street sweeping and general spring cleaning.

3.4. **Attachments: Nil.**



Fire Chief's Report: March 01, 2023

Regular Council Meeting #06-23

Since the last report on February 1st, 2023 the Salmo Fire Department responded to 6 calls:

5 Jaws

1 Structure Fire

DESCRIPTION

Fortunately none of our calls this month were too serious. We had one day where we were dispatched to two separate motor vehicle incidents, in different directions within a ten minute period. One crew arrived at the first scene, and because it was minor in nature and the RCMP and BC Ambulance were already on scene, that crew joined the second crew responding to a second incident near the Whitewater turnoff. We were called off from that incident as well, as the incident had no injuries or entrapment.

We responded to the report of a structure fire, however, when crews arrived we found that an electric motor had overheated and the wiring burnt. Fortunately there was no damage, other than the motor.

Misc.

While our numbers at practice remain good, the number of members available during the day remains a worry. We are better off than a great number of fire halls for members around during work days, but the low number is concerning at times.

We are still arranging training with Ymir Fire members. As both fire departments are short of members during the week days, we need to be used to working alongside each other.

We are waiting for warmer weather so we can get outside and pump some water. Cold winter weather hinders what we can do, because we do not want our hoses to freeze and we do not want to create sheets of ice.

Originally Signed By:

David Hearn, Fire Chief



Bylaw Officer's Report: February 1, 2023 to February 28, 2023

Regular Council Meeting #06-23

Complaints:

INFRACTION TYPE	NO. OF INFRACTIONS	RESOLUTION
Dog Related	1	<ul style="list-style-type: none">Two (2) complaints about dogs continually barking. The resident was not home and a notice was left.
Bridge Limit	3	<ul style="list-style-type: none">One (1) complaint about overweight vehicles crossing Glendale bridge. Spoke to the drivers and reminded them to not travel over the bridge.

Enforcement

INFRACTION TYPE	NO. OF INFRACTIONS	RESOLUTION
Dog Related	15	<ul style="list-style-type: none">Spoke to fourteen (14) individuals that were walking dogs to remind them that they need to get 2023 dog licenses. Seven (7) people already had their dogs licensed, two (2) did not reside in Salmo and the other five (5) said they would go purchase licenses. Will follow-up to ensure compliance.Spoke to one (1) individual that was walking his dog without a leash. Reminded them they must have the dog leashed when off their property.
Business License	5	<ul style="list-style-type: none">Hand delivered five (5) Business License to local businesses.

Information submitted by:

Fred Nevakshonoff, Bylaw Officer

Originally signed and approved by:

James Heth, Chief Administrative Officer



The Corporation of the Village of Salmo

Report to Council

Report Date: March 23, 2023
Meeting Date: March 28, 2023 (#06-23)
From: James Heth, CAO
Subject: CAO Report for March, 2023

1. OBJECTIVE

To update Council on Village operations and administration.

2. RECOMMENDATION

For information.

3. DISCUSSION

3.1. Clarifier Install

The province requires as-built drawings for the clarifier install, I have approached the original engineers on the project to complete those.

3.2. Dike Management

There may be new provincial funding this spring for community emergency preparedness. In discussions with the province regarding the Village dike management, they recommended that the Village develop a longer-term plan to bring the dike up to current design requirements, which could be supported by this potential upcoming funding for planning, design and construction. CAO will work with our engineer to begin scoping this potential project.

3.3. Risk Management

I have been asked to join the Municipal Insurance Association of BC ("MIABC") Member Advisory Group. The group is a way for members to provide input on services and products offered by MIABC and will meet 3 times per year, starting with the upcoming risk management conference in April.

3.4. Glendale Bridge

The repair design and class 3 budget estimate will be received by March 31, 2023.

3.5. Grants

- (a) Rural Economic Diversification and Infrastructure Program – have submitted request for \$21,600 for building design and class D estimate for a building to replace the current concession in KP Park.

Current Status – pending

- (b) Canada Summer Jobs -have requested wage subsidy support for 3 summer students for a 16-week period, total funding of \$15,033

Current Status – pending

- (c) Celebrate Canada – have requested \$5,000 for Canada Day events.

Current Status – pending

- (d) Growing Communities Fund – this recently announced fund is intended to help build community infrastructure and amenities to meet the demands of unprecedented population growth. This is one-time funding.

Current Status – see letter from the Province elsewhere in the agenda package, the Village will be receiving \$1.31m.

- (e) Community Grants – Current status:

Group	Amount	Status
Salmo Valley Public Library Association	\$250	Pending Approval
	Total approved:	\$0
	Remaining budget:	\$3,000

3.6. **Attachments:** Nil.



The Corporation of the Village of Salmo

Request for Decision

Report Date: March 23, 2023
Meeting Date: March 28, 2023 (#06-23)
From: James Heth, CAO
Subject: Chief Election Officer Report to Council – 2023 By-Election

1. Summary of the 2023 By-Election

The 2023 municipal by-election went very smoothly with no issues or complaints arising from the proceedings.

The Provincial voters list was used as our voting book with a total of 949 eligible voters on the list. During the advanced voting on February 15, 2023 and the general voting on February 25, 2023, an additional 5 individuals registered as eligible voters for a total number of 954. See the chart below for the breakdown of the votes:

		% of Eligible Voters
Votes on Advanced Voting Day	87	9%
Votes on General Voting Day	72	8%
Total	159	17%

The official tally for the votes for the successful candidate was as follows, broken down by voting opportunity:

	Advanced Voting	General Voting	Total Votes
Councillor Jonathon Heatlie	60	40	100

For the next election in 2026, the Village should review offering mail-in ballots and special voting opportunities for voters who may have barriers to travelling to a polling station, recognizing that these options can be costly.

I would like to personally thank Brandy Jessup and Jessica Ellis for their hard work to make this year's election a smooth and successful process.

