



# 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: F-006 Community Grant Policy Amendment

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### 1. OBJECTIVE

To amend Policy F-006 Grant-in-Aid Policy to the current policy format and to improve policy around Village in-kind contributions.

### 2. RECOMMENDATION

That Council rename F-006 Grant-in-Aid Policy to F-006 Community Grant Policy and adopt the amended policy as set out in Attachment 1.

That Council repeal Policy CW-011 KP Park User Fee Waiver Policy.

### 3. ALTERNATIVES

3.1. Council not approve the amended policy

*Implications: The current policy will remain in place which does not provide clear policy direction regarding requests for in-kind contributions.*

### 4. DISCUSSION AND ANALYSIS

4.1. **Background:** The current policy has been in place since 2016, but has been essentially unchanged since 2010.

4.2. **Discussion:** The updated policy will:

- (a) be in the same form as recently updated policies, with clear statements of policy direction and rationale for the policy, as well as provide more detail regarding roles and responsibilities;
- (b) incorporate a requirement that grant recipients report back to the Village that the grant has been spent in accordance with the application; and
- (c) provide more clarity around in-kind contributions, especially in the case of requests for promotional items to support community events.

CW-011 KP Park User Fee Waiver Policy may be rescinded as this sort of in-kind contribution will now be captured by this policy.

4.3. **Financial Implications:** The process for determining and budgeting for Community Grants will remain the same.


4.4. **Operational Implications:** Nil.

1.1           **Legislative Framework:** Under section 8 of the *Community Charter* (British Columbia), Council may provide any service that the Council considers necessary or desirable, and may do this through another organization.

4.5.           **Communications:** The new policy will be posted on the Village website and advertised on the website landing page.

4.6.           **Attachments:**

Attachment 1: F-006 Community Grant Policy

	<b>Corporate Policy Guide</b>		
	<b>Community Grant Policy</b>		
<b>Section:</b>	Finance		
<b>Policy Number:</b>	F-006		
<b>Authorized by:</b>	Council		
<b>Effective Date:</b>	February 2, 2016	<b>Revision Date:</b>	Date

**1. Background**

1.1 Under section 8 of the *Community Charter* (British Columbia), Council may provide any service that the Council considers necessary or desirable, and may do this through another organization.

**2. Objective**

2.1 The objective of this policy is to set guidelines for allocating Community Grants by the Village.

**3. Policy**

3.1 It is the policy of the Council of the Village of Salmo to support non-profit community groups who demonstrate a need for funding, by providing Community Grants for services and programs that will provide a community benefit.

3.2 The policy supports the provisions of community services and programs that Council considers necessary and of benefit to the community.

**4. Roles and Responsibilities**

4.1 Council is responsible for:

- (a) annually approving a budget for Community Grants in a calendar year; and
- (b) considering for approval all eligible requests for Community Grants.

4.2 The Chief Administrative Officer is responsible for:

- (a) providing for a budget allocation for consideration by Council during the annual budget review process;
- (b) reviewing applications for Community Grants and bringing forward completed applications to Council for consideration during regular meetings; and
- (c) administering Council-approved requests for Community Grants.

**5. Definitions:**

The following definitions apply to this policy:

- (a) **“Community Grant”** means Financial Aid or In-Kind Aid;
- (b) **“Financial Aid”** means a Community Grant that is a direct financial contribution to an applicant’s program or event; and
- (c) **“In-Kind Aid”** means a Community Grant that provides:

- i. use of Village assets at no cost;
- ii. use of Village facilities at no or reduced cost; or
- iii. a contribution of Village promotional items for use as prizes for events.

**6. Community Grant Terms**

**6.1 Community Grants:**

- (a) may not be used to offset taxation;
- (b) may not be used to provide services that fall within the mandate of another level of government;
- (c) will not be made to other local governments or taxing authorities;
- (d) will not be made to industrial, commercial or business undertakings; and
- (e) except in exceptional circumstances, will not exceed \$300.

**6.2 To be eligible, applicants must complete the application form at Schedule A and:**

- (a) be a non-profit organization;
- (b) demonstrate their program or service is a benefit to the community as a whole;
- (c) provide a project summary/budget; and
- (d) submit their most recent financial statements and/or budget if requested.

**6.3 In-Kind Aid requested for:**

- (a) Village promotional items (i.e. Salmo branded clothing and other items sold by the Village) will be accounted as a Community Grant at cost of the item plus 10%; and
- (b) Village labour and equipment will be accounted as a Community Grant at a cost of the estimated staff and equipment time required, as determined by the Civic Works Foreman.

**6.4** Community Grant recipients will provide a report to the Village within 30 days of the completion of the event or service for which the Community Grant was requested. The report will assuring the Village that the Grant was spent wholly on the event or service that formed the basis for the request for the Community Grant.

**7. Approval Process**

**7.1** Council will consider the eligibility criteria set out in this policy, and may prioritize applications for Community Grants in the following circumstances, where the request;

- (a) is for one-time startup costs for new programs;
- (b) shows an effort on the part of the organization to work toward financial independence;
- (c) is from an organization without the ability to become self-supporting;
- (d) is from an organization that promote volunteer participation and citizen involvement; or
- (e) is from an organization who demonstrates that they have exhausted other avenues for funding.

**Revision History**

Approved February 9, 2016

Approved at meeting# \_\_, 2023, Resolution #R\_\_-\_\_-23



Schedule A



# The Corporation of the Village of Salmo

P.O. Box 1000  
Salmo, British Columbia V0G 1Z0  
www.salmo.ca

Phone: (250) 357-9433  
Fax: (250) 357-9633  
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## COMMUNITY GRANT APPLICATION FORM

### Part A: Applicant or Designate

Name of Organization: \_\_\_\_\_

Address/Phone #: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address/Phone #: \_\_\_\_\_

### Part B: About the Applicant

Are the funds being requested for a non-profit organization in the Salmo Valley? \_\_\_\_\_

How will this project benefit the people of Salmo? \_\_\_\_\_

Is a proportionate request being made to other local governments? \_\_\_\_\_

Has your group initiated other activities to raise funds (excluding appeals for grants?) \_\_\_\_\_

If so, please list those activities: \_\_\_\_\_

### Part C: About the Application

Briefly describe the purpose for which you are requesting this grant: \_\_\_\_\_

Amount of grant requested: \_\_\_\_\_

(Except under extraordinary circumstances, no grant-in-aid shall exceed \$300.)

Amount of Village labour, equipment and supplies requested: \_\_\_\_\_







# 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: RM-001 Risk Management Policy

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### 1. OBJECTIVE

To adopt a Risk Management Policy.

### 2. RECOMMENDATION

That Council approve RM-001 Risk Management Policy and adopt as set out in Attachment 1.

### 3. ALTERNATIVES

3.1. Council not adopt the policy.

*Implications: The current risk management approach will continue without overall policy direction from Council.*

### 4. DISCUSSION AND ANALYSIS

4.1. **Background:** The Village does not have an overall policy regarding risk management practices, instead relying on a number of different policies and *ad hoc* processes.

4.2. **Discussion:** The Municipal Insurance Association of BC (“MIABC”) recommends and supports the development of risk management practices and policies to limit potential losses to adverse risks. The policy itself sets out the reasons and benefits of adopting such a policy.

4.3. **Financial Implications:** The policy will be an integral part of future strategic planning by providing a process for identifying and quantifying potential risks to Village services, which will inform future budgeting decisions.

The Village also has risk management grant funding available through MIABC to assist in the development of the risk management framework and processes that the policy requires.

4.4. **Operational Implications:** By adopting a risk management policy, Council provides direction to staff to formalize a risk management framework that will then lead to further identification and assessment of potential risks. Some of this work has been started, including a critical infrastructure assessment, a cyber security assessment, the beginnings of a risk register, and an upcoming infrastructure resiliency assessment. Risk management policy is also closely related to proper asset management which is a current staff priority.


4.5. **Legislative Framework:** Section 7 of the *Community Charter* (British Columbia) provides that the purposes of a municipality include providing for stewardship of the public assets of its community.

4.6. **Communications:** Nil.

4.7. **Attachments:**

Attachment 1: RM-001 Risk Management Policy



	<b>Corporate Policy Guide</b>		
	<b>Risk Management Policy</b>		
<b>Section:</b>	Risk Management		
<b>Policy Number:</b>	RM-001		
<b>Authorized by:</b>	Council		
<b>Effective Date:</b>	[•]	<b>Revision Date:</b>	[•]

**1. Background**

1.1 The Village of Salmo is committed to achieving sound Risk Management practices and establishing an organizational culture that ensures an effective and integrated Risk Management approach is embedded in all activities and business processes.

1.2 Risks are an everyday occurrence that have the potential to impact the Village’s ability to meet its objectives. The Village recognises that while many risks cannot be eliminated they can be identified, controlled and managed to an acceptable level.

1.3 The Village acknowledges its responsibility to effectively manage risks in all areas of its business activities. The Village will evaluate potential risks as part of its administrative, business and operational processes.

1.4 The Village will ensure that, as far as reasonably practicable, the organization’s operations do not place people, property, or the environment at unacceptable levels of risk or harm.

1.5 The approach for managing risk within the Village will be guided by the ISO 31000:2018 Risk Management – Principles and Guidelines.

1.6 The appropriate level of resources will be provided to ensure that Risk Management initiatives are implemented.

**2. Objective**

2.1 The core objectives of this policy are to ensure:

- (a) Council and staff can make informed decisions based on appropriate risk assessments;
- (b) risks are identified, prioritised and managed in a coordinated manner;
- (c) strategic planning processes are improved through a structured consideration of risk;
- (d) the Village’s resources are safeguarded (e.g. people, finance, property and reputation);
- (e) the Village minimizes exposure to loss:
  - i. to prevent loss by identifying loss exposures, implementing techniques to reduce the chance of loss, monitoring the success of those techniques, and adapting them to changing conditions;
  - ii. to avoid exposures to accidental loss by not undertaking by function or contact, programs or activities which present a potential for accidental loss greater than the benefit to be derived from such program or activity; and
  - iii. to control losses when they do occur.

**3. Policy**

3.1 It is the policy of the Village of Salmo that all management implement a Risk Management Framework that provides an effective process for the identification, analysis and management of both negative and positive impacts on the Village. This will support and safeguard the Village's assets, infrastructure, people, finances and reputation.

3.2 The Village is committed to continuously improving its practices to benefit the community and minimize costs associated with risk whilst ensuring service standards are maintained.

3.3 The Village of Salmo acknowledges that Risk Management is essential for sound strategic, financial and operational planning, the achievement of Council's objectives as well as the health and safety of its employees and the public. It is vital to the ability to pursue our goals, commence and operate our programs, and to perform duties in a manner which will be recognized as professional by those we serve.

3.4 The Village requires the development and provision of an effective Risk Management Framework and process to mitigate potential risks and to better realize opportunities present in the Village's operations.

3.5 The Village of Salmo is committed to:

- (a) ensuring that, as far as reasonably practicable, their operations do not place people, property, or the environment at unacceptable levels of risk or harm;
- (b) the protection of the organization and its employees, contractors, assets and the community against reasonably foreseeable risks;
- (c) promoting and supporting Risk Management practices and encouraging all employees and the public to utilize their expertise to suggest ways of improving Risk Management practices in our community;
- (d) providing the appropriate level of resources to ensure that Risk Management initiatives are implemented;
- (e) co-operating with, and providing input to, the Municipal Insurance Association of BC to achieve the common goal of reducing accidental losses and their resulting costs for all subscribers; and
- (f) ensuring compliance with legislative requirements and current industry standards.

3.6 This policy supports Council's strategic priorities.

**4. Roles and Responsibilities**

4.1 Council is responsible for:

- (a) ensuring that strategic Village planning and organizational operations are managed within an effective Risk Management Framework; and
- (b) ensuring that there are adequate budgetary provisions for the implementation and maintenance of this policy.

4.2 The Chief Administrative Officer is responsible for:

- (a) overseeing the development, facilitation and implementation of a strong Risk Management culture and framework (policies and processes) across the organization;
- (b) ensuring that accountabilities for managing risks are clearly defined;
- (c) ensuring that Strategic Risks are regularly reviewed; and



- (d) raising awareness and leads the culture of managing risk responsibly across the organization.
- 4.3 All staff will apply Risk Management practices in their business activities. This involves:
- (a) systematically identifying, analysing, evaluating and treating risks;
  - (b) maintaining awareness of current and potential risks that relate to areas of responsibility;
  - (c) regularly reviewing and monitoring Risk Management practices and treatments;
  - (d) ensuring Risk Management reporting is appropriately undertaken; and
  - (e) advising of any risk issues believed to require attention, such as property exposures for potential loss or damage and community risk.

5. **Definitions:**

The following definitions apply to this policy:

- (a) **“risk”** means the effect of uncertainty on the achievement of objectives. An effect is a deviation from the expected and can be either positive or negative;
- (b) **“Risk Management”** means the process and coordinated activities to direct and control the organization with regard to risk;
- (c) **“Risk Management Framework”** means the set of components that provide the foundations and organizational arrangements for designing, implementing, monitoring, reviewing and continually improving Risk Management throughout the organization;
- (d) **“Risk Management Policy”** mean this statement of overall intention and direction of the Village relating to Risk Management;
- (e) **“Strategic Risk”** means the risks that will prevent the Village from meeting the objectives outlined in the Council Strategic Plan; and
- (f) **“Village”** or **“Village of Salmo”** means The Corporation of the Village of Salmo.

6. **Implementation and Monitoring**

6.1 To effectively implement this policy, the Village will develop and maintain a Risk Management Framework. The objective of the framework is to provide a readily accessible, user friendly and comprehensive document that enables the Village to:

- (a) respond to the objectives in the strategic plan;
- (b) embed a commitment to the Risk Management Framework;
- (c) document accountability for the management and reporting of risks; and
- (d) support a consistent Risk Management practice aligned to the standards in this policy.

6.2 The Risk Management Framework will be developed to support the delivery of the strategic objectives detailed in the strategic plan.

6.3 **Accountabilities** - Under the direction of Mayor and Council, the Chief Administrative Officer is responsible for ensuring that the Risk Management Policy is implemented.

**Revision History**

Approved at meeting #\_\_, 2023, Resolution #R\_\_-\_\_-23







## 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: Municipal Reserves Bylaw Amendment #747

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#### 1. OBJECTIVE

To amend Municipal Reserves Bylaw #677 to create the *Salmo Growing Community Reserve Fund*.

#### 2. RECOMMENDATION

That Council approve amending the Municipal Reserves Bylaw #677 to create the *Salmo Growing Community Reserve Fund*.

#### 3. DISCUSSION AND ANALYSIS

3.1. **Background:** The Village of Salmo will receive \$1,130,000 in grant funding from the Province of British Columbia from the Growing Community Fund (“GCF”). (See correspondence section of the agenda)

3.2. **Discussion:** As a condition of this funding, the grant must be placed in a segregated reserve fund established by bylaw under section 188 of the *Community Charter* for the capital and planning purposes of the GCF. This fund must be separate from other existing reserve funds.

3.3. **Financial Implications:** The GCF grant will be deposited into a new, interest-bearing bank account.

3.4. **Operational Implications:** Nil.

1.1 **Legislative Framework:** Under section 188 of the *Community Charter* (British Columbia), Council may, by bylaw, establish a reserve fund for a specified purpose and direct that money be placed to the credit of the reserve fund. Under section 189, money in a reserve fund, and interest earned on it, must be used only for the purpose for which the fund was established.

3.5. **Communications:** Nil.

3.6. **Attachments:**

Attachment 1: Municipal Reserves Bylaw Amendment #747, 2023.

**THE CORPORATION OF THE VILLAGE SALMO**  
**BYLAW #747**  
**A BYLAW TO AMEND THE MUNICIPAL RESERVES BYLAW #677**

WHEREAS Sections 188 and 189 of the *Community Charter* authorize the Council of the Village of Salmo to establish reserve funds,

NOW THEREFORE the Council of the Village of Salmo, in open meeting assembled, ENACTS AS FOLLOWS AN AMENDMENT TO MUNICIPAL RESERVES BYLAW #677:

**1. GROWING COMMUNITY RESERVE FUND**

- 1.1. A *Salmo Growing Community Reserve Fund* is hereby established. The purpose of the reserve is to hold funds contributed to the Village by the Province of British Columbia for uses eligible under the Province of British Columbia's Growing Community Fund.
- 1.2. The terms of reference governing the administration of the *Salmo Growing Community Fund* are those established in Schedule 'A' attached to and forming part of this Bylaw.

**2. SHORT TITLE**

- 2.1. This Bylaw may be cited as the "MUNICIPAL RESERVES BYLAW AMENDMENT #747, 2023".

**3. ENACTMENT**

- 3.1. If any section, subsection, sentence, clause or phrase of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the part that is invalid shall not affect the validity of the remainder.
- 3.2. This Bylaw shall come into full force and effect on final adoption.

READ A FIRST TIME	this ___ day of March, 2023
READ A SECOND TIME	this ___ day of march, 2023
READ A THIRD TIME	this ___ day of March, 2023
RECONSIDERED AND FINALLY ADOPTED	this ___ day of April, 2023

Originally Signed By:

Diana Lockwood  
\_\_\_\_\_  
Mayor

James Heth  
\_\_\_\_\_  
CAO/Corporate Officer

I HEREBY CERTIFY THIS TO BE A TRUE AND CORRECT COPY OF THE “MUNICIPAL RESERVES  
BYLAW AMENDMENT #747, 2023”.

James Heth  
\_\_\_\_\_  
CAO/Corporate Officer

DRAFT

**THE CORPORATION OF THE VILLAGE OF SALMO**

**BYLAW #747 – SCHEDULE 'A'**

**SALMO GROWING COMMUNITY RESERVE FUND**

**CONTRIBUTIONS**

1. The cash balance of the *Salmo Growing Community Reserve Fund* shall be established as a separate interest-earning account.
2. The interest earned by the *Salmo Growing Community Reserve Fund* shall accrue to the reserve.
3. No additional revenue will be placed in the *Salmo Growing Community Reserve Fund*. Once the current funds in the *Salmo Growing Community Reserve Fund* are depleted the fund will be closed.

**DRAWS**

4. Funds from the *Salmo Growing Community Reserve Fund* may be applied to eligible expenditures under the Province of British Columbia's Growing Community Fund.
5. All draws from the *Salmo Growing Community Reserve Fund* shall be subject to:
  - (a) expenditure authorization policies as adopted by Council from time to time for budgeted expenditures, and
  - (b) an authorizing Council resolution for all other draws.