



The Corporation of the Village of Salmo

REGULAR MEETING (#07-23) INCLUDING ITEMS CLOSED TO THE PUBLIC

A Regular Meeting of the Council of the Village of Salmo to be held in Council Chambers at 423 Davies Avenue, Salmo, B.C. on **Tuesday, April 11, 2023 at 7:00 p.m.**

The public may attend in person or electronically. The electronic link will be available on our website on Tuesday.

Traditional Lands Acknowledgement Statement: We acknowledge and respect the indigenous peoples within whose traditional lands we are meeting today.

AGENDA:

1. **Call to Order**

2. **Adoption of Agenda**

RECOMMENDATION:

Pg.1

That the draft agenda of Regular Meeting #07-23 of Tuesday, April 11, 2023 be adopted as amended from *Council Procedure Bylaw #663, 2014* Schedule "A" to include a 2023 Capital Projects section, a New Business section, a Public Question period, and an *In Camera* section.

3. **Delegations - NIL**

4. **2023 Capital Projects**

(1) **RECOMMENDATION:**

Pg.5

That Council discuss the proposed capital projects.

5. **New Business**

6. **Adoption of the Minutes**

(1) **RECOMMENDATION:**

Pg.7

That the draft minutes of the Committee-of-the-Whole meeting of Tuesday, March 28, 2023 be adopted as presented.

(2) **RECOMMENDATION:**

Pg.9

That the draft minutes of Regular Meeting #06-23 of Tuesday, March 28, 2023 be adopted as presented.

7. **Referrals from Delegations - NIL**

8. **Referrals from Prior Meetings - NIL**

9. **Policy Development & Review**

(1) **Radon Testing Policy Discussion**

Pg.13

10. **Bylaw Review & Development**

- (1) **Municipal Reserves Bylaw Amendment #747, 2023** Pg.17
RECOMMENDATION:
That the “*Municipal Reserves Bylaw Amendment #747, 2023*” be given first reading.
That the “*Municipal Reserves Bylaw Amendment #747, 2023*” be given second & third reading.
- (2) **KP Park Campground Bylaw Amendment #748, 2023** Pg.21
RECOMMENDATION:
That the “*KP Park Campground Bylaw Amendment #748, 2023*” be given first reading.
That the “*KP Park Campground Bylaw Amendment #748, 2023*” be given second & third reading.
- (3) **Operational & Capital Budget Update** Pg.23
a. **RECOMMENDATION:**
That Council receive for information the operational & capital budget update as presented.
b. **Financial Plan (2023-2027) Bylaw #749, 2023** Pg.31
RECOMMENDATION:
That the “*Financial Plan (2023-2027) Bylaw #749, 2023*” be given first reading.
11. **Accounts Payable** Pg.37
RECOMMENDATION:
That Council receive for information the list of accounts payable cheques and electronic fund transfers from March 24, 2023 to April 6, 2023 totaling \$78,080.88.
12. **Correspondence Requiring a Council Decision - NIL**
13. **Correspondence for Information Only**
RECOMMENDATION:
That Council receive for information the following correspondence from:
- (1) **Kootenay Cannabis Council Re: Introduction to the Kootenay Cannabis Council - #16** Pg.39
- (2) **Kootenay Cannabis Council Re: Request for Community Development Grant - #17** Pg.41
14. **Member Reports & Inquiries**
(1) **Councillor Cox**
(2) **Councillor Heatlie**

- (2) Councillor Lins
- (3) Councillor Neil
- (5) Mayor Lockwood

RECOMMENDATION:

Pg.43

That the verbal and written reports of Mayor and Council be received for information.

- 15. **Public Question Period**
- 16. **In Camera Resolution**
 - (1) That the meeting be closed to the public under Sections 90(1)(c) of the *Community Charter*.
- 17. **In Camera Items**
 - (1) Labour
- 18. **Reconvene Open Meeting**
- 19. **Adjournment**

The next regularly scheduled Council meeting will be on April 25, 2023 at 7:00 p.m.

Proposed Capital Projects

Capital Project	Priority	Budget
Heritage Hub Roof	1	\$15,760
Village Office Roof Repair	1	\$20,000
Dike work	1	\$50,000
Glendale Bridge	1	\$241,300
KP Park Gazebo Roof	2	\$5,000
Asset Management	2	\$25,000
Energy Efficiency Upgrades	2	\$104,700
KP Park Building	3	\$27,000
Civic Works Enclosure	3	\$100,000
Mining Exhibit	in progress	\$13,505
Glendale Generator	in progress	\$52,000
Waste Water Treatment Plant Upgrades	in progress	\$80,672
Large Equipment Storage Shed	in progress	\$80,834





The Corporation of the Village of Salmo

DRAFT

COMMITTEE-OF-THE-WHOLE MINUTES

Minutes of the Committee-of-the-Whole Meeting of the Village of Salmo held in Council Chambers at 423 Davies Avenue on Tuesday, March 28, 2023 at 6:00 p.m.

PRESENT:

<u>In Person:</u>	CAO James Heth
Mayor Diana Lockwood	Finance Officer Nathan Russ
Councillor Melanie Cox	Members of the Public – 4
Councillor Jonathon Heatlie	<u>Electronically:</u>
Councillor Jennifer Lins	Members of Public - 0
Councillor Kenzie Neil	

CALL TO ORDER: The Mayor called the meeting to order at 6:00 p.m.

AGENDA: Moved and seconded, that the draft agenda of the Committee-of-the-Whole meeting of Tuesday, March 28, 2023 be adopted as presented.

Carried.

2023 BUDGET DISCUSSION: Moved and seconded, that Council receive for information the draft 2023 budget for discussion.

Carried.

PUBLIC INPUT: - discussion regarding Village reserves, in particular the low level of the Sewer Reserve.

ADJOURNMENT: Moved and seconded, that the meeting be adjourned at 6:56 p.m.

CW3-0328-23

Carried.

I hereby certify the preceding to be a true and correct account of the Committee-of-the-Whole meeting held on Tuesday, March 28, 2023.

Mayor

Chief Administrative Officer



REGULAR MEETING #06-23 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 28, 2023 at 7:00 p.m.

PRESENT:

<u>In Person:</u>	Councillor Kenzie Neil
Mayor Diana Lockwood	CAO James Heth
Councillor Melanie Cox	Finance Officer Nathan Russ
Councillor Jonathon Heatlie	Members of the Public - 9
Councillor Jennifer Lins	<u>Electronically:</u> 1

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

AGENDA:

R1-06-23 Moved and seconded, that the draft agenda of Regular Meeting #06-23 of Tuesday, March 28, 2023 be adopted as amended from *Council Procedure Bylaw No. 663, 2014* Schedule "B" include a Budget section, a New Business section, a Policy Development & Review section, a Bylaw Development & Review section, and a Public Question Period.

Carried.

2023 BUDGET:

R2-06-23 Moved and seconded, that Council receive for information the 2023 budget as presented.

Carried.

DELEGATIONS:

Taylor Caron & Judi Cozzetto, Salmo Valley Public Library - #11 Delegation presented on the Salmo Valley Public Library annual report.

NEW BUSINESS: NIL

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

R3-06-23 Moved and seconded, that the draft minutes of the Regular Council meeting #05-23 of Tuesday, March 14, 2023 be adopted as presented.

Regular Meeting
March 14, 2023

Carried.

REFERRALS FROM DELEGATIONS: NIL

REFERRALS FROM PRIOR MEETINGS: NIL

OPERATIONAL REPORTS:

R4-06-23
Civic Works

Moved and seconded, that Council receive for information the written report as presented by CAO Heth for the period of February 24, 2023 to March 23, 2023. (see *Appendix A*).

Carried.

R5-06-23
Fire Department

Moved and seconded, that Council receive for information the written report dated March 1, 2023 provided by Fire Chief David Hearn for the period of February 2023. (see *Appendix A*).

Carried.

R6-06-23
Bylaw Enforcement

Moved and seconded, that Council receive for information the written report on bylaw enforcement for the period of February 2023. (see *Appendix A*).

Carried.

R7-06-23
Administration

Moved and seconded, that Council receive for information the written report as presented by CAO Heth. (see *Appendix A*).

Carried.

R8-06-23
Chief Election Officer's Report

Moved and seconded, that Council receive for information the written report as presented by CEO Heth. (see *Appendix A*).

Carried.

Strategic Plan NIL

POLICY DEVELOPMENT & REVIEW:

R9-06-23
Community Grant Policy
F-006

Moved and seconded, 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.

Carried.

R10-06-23
KP Park User Fee
Waiver Policy CW-011

Moved and seconded, that Council repeal Policy CW-011 KP Park User Fee Waiver Policy.

Carried.

R11-06-23
Risk Management
Policy RM-001

Moved and seconded, that Council approve RM-001 Risk Management Policy and adopt as set out in Attachment 1.

Carried.

BYLAW DEVELOPMENT & REVIEW:

R12-06-23
Municipal Reserves
Bylaw Amendment
#747

Moved and seconded, that Council approve amending the *Municipal Reserves Bylaw #677* to create the Salmo Growing Community Reserve Fund.

Carried.

R13-06-23
KP Park Bylaw
Amendment #748

Moved and seconded, that Council approve amending the *KP Park Campground Bylaw #709* to increase the user fee to \$20 per night per sleeping unit.

Carried.

R14-06-23
KP Park Camping Fees
Policy CW-012

Moved and seconded, that Council repeal Policy CW-012 KP Park Camping Fees Policy.

Carried.

FINANCIAL REPORTS:

R15-06-23
Accounts Payable

Moved and seconded, that Council receive for information the list of accounts payable cheques and electronic fund transfers from March 10, 2023 to March 23, 2023 totaling \$164,082.65.

Carried.

R16-06-23
Treasurer's Report

Moved and seconded, that Council receive for information the Treasurer's report for February 2023.

Carried.

CORRESPONDENCE REQUIRING A COUNCIL DECISION:

R17-06-23
Grant-In-Aid Request:
Salmo Valley Public
Library Association -
#14

Moved and seconded, that Council approve the grant-in-aid request of \$250 for the Salmo Valley Public Library Association to assist with the costs associated with the Live History theatre company event.

Carried.

CORRESPONDENCE FOR INFORMATION ONLY:

R18-06-23

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

- (1) UBCM Re: Provincial Response to 2022 Resolutions - #12
- (2) Ministry of Municipal Affairs Re: Growing Communities Fund - #13
- (3) UBCM Re: Voluntary Request to Documenting Potential Municipal Land for Housing - #15

Carried.

MEMBER REPORTS & INQUIRIES:

Councillor Cox

- Reported on the webinar presented by the Ombuds Office
- Noted that BC Transit continues to have difficulty hiring qualified drivers

Councillor Heatlie

- Reported that he has reached out to the Chamber of Commerce and Museum and will be arranging meetings.

Councillor Lins

See *Appendix B*.

- In addition, reported on a program called Seniors At Home that will be starting a working group for the program, which is intended to support seniors and those with disabilities remain in their homes.

Councillor Neil - Reported on the School District bus route changes to avoid using the highway by stopping near the walking bridge and escorting children across.

Mayor Lockwood See *Appendix B*.

R19-06-23 Moved and seconded, that the verbal and written reports of Mayor
Verbal & Written and Council be received for information. Carried.
Reports of Mayor &
Council

PUBLIC QUESTION PERIOD:

- Support expressed for the work of the library
- Question whether the chambers could be set up so councillor’s backs weren’t facing the public. This is challenging in the current chambers.

ADJOURNMENT: Moved and seconded, that the meeting be adjourned at 8:16 p.m. Carried.
R20-06-23

I hereby certify the preceding to be a true and correct account of the Regular Meeting of Council held on Tuesday, March 28, 2023.

Mayor

Chief Administrative Officer

Radon

What is radon?

Radon is a naturally-occurring, radioactive gas created from the decay of uranium minerals present in rock, soil and water. Indoors, it is not naturally-occurring, you cannot taste, smell or see radon.

Why is radon dangerous?

Radon is radioactive. Outdoors there is little danger because radon is diluted in the open air. Indoors radon is trapped and becomes concentrated in enclosed or poorly ventilated spaces resulting in a significant increased health risk, especially lung cancer.

What are the symptoms of radon poisoning?

There are no immediate symptoms to exposure to radon at low, moderate or high levels. Symptoms of illness as a result of radon poisoning include those of lung cancer or stomach cancers. If you are concerned about your health, contact your doctor or health official who is knowledgeable about the effects of radon.

Can you taste radon? Does it smell?

No, there is no taste to radon gas in our breathing environments, it does not smell either.

Detectors

How many detectors should I buy?

Generally, one radon detector is sufficient to test an average home. The number of detectors needed will vary however, based on the type of structure being tested and how it is used.

Where should I place the detector in my home?

Place at least one test in the lowest area of the home used on a regular basis. For example, a family room, recreational room or bedroom. Health Canada recommends testing in the lowest lived-in level of your home where you spend more than four hours per day. [Click here](#) for additional do's and don'ts.

Place the test kit on a shelf or table against an interior wall that is free from ventilation sources like vents or air returns.

Keep the test at least three feet away from all windows, doorways, and exterior walls. Placing the test in a draft or near a window introduces too much fresh air to accurately measure your indoor air levels.

Going in and out of the house won't hurt, but for short term measurements, keep windows closed during the test period for accurate readings.

Will the detector still be reading while it is being sent to the lab? Surely this will affect my results?

Our lab professionals use specialized algorithms to ensure accurate analysis based on the testing start and end date you provided online through RadOnline. The average radon picked up during transport is part of the calculation.

General

What is included in the price of the detector?

The price includes:

- cost of the detector

- laboratory fees and professional analysis

- Your report - test results will be sent to the email address you register your detector with

- Return mailing envelope with lab address (**NOT** postage paid)

Is return shipping to the lab included?

No. We include a return mailing envelope however postage is **not** prepaid.

What do I do when I receive the detector, what is the process?

The Radtrak3 and RapiDOS Alpha Track detectors will arrive with their own unique instruction sheet.

When you are ready to start testing, remove the detector from the plastic wrap and place it where you want to test. Follow the instructions to register your detector with radonline.com.

When you have finished testing, log back in to radonline.com and update your testing information.

Mail your detector to the lab. (remember to track your package to confirm delivery)

When ready, your report will be available for download using your login at radonline.com. You will also receive a copy of your report to your email address.

I didn't receive my report yet, who do I contact?

Please allow time for your detector to arrive to the lab and track your package to confirm delivery. Lab analysis processing time is 1-2 weeks.

Login to radonline.com using your login credentials and check if your report is available for download.

Check your SPAM and JUNK email folders for an email from customerservice@radonova.com.

Still nothing? No problem, contact us by email we will follow-up with the lab for your report.

I have lost my return envelope, what should I do?

No problem! Here is a link to print a pre-addressed label. Simply print the label, attach it to your own package and mail it to the lab. *Don't forget to track your package to the lab in order to confirm delivery.*

Where is the laboratory located?

Effective April 1, 2022 the lab moved to 1 East 22nd Street, Suite 200, Lombard, IL 60148 USA

[Click here](#) for a new printable label.

What is the detector number?

The Detector number is located on the bottom of your radon detector (xxxxxx-x)

I lost my detector, can you send me a replacement?

We do not send complimentary replacement detectors when detectors are lost, misplaced or accidentally broken but we would be happy to process another order for you.

I want to cancel my order, is this possible?

If your item has **not** been shipped you may cancel your order for a full refund. Please contact us by email: info@radoncorp.com to request a cancellation.

Note: *if your item has been shipped we cannot cancel your order or issue refunds.*

I still need help, who can I talk to?

Please email info@radoncorp.com and we'll be happy to assist you.

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

Originally Signed By:

Mayor

CAO/Corporate Officer

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

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.

THE CORPORATION OF THE VILLAGE SALMO

BYLAW #748

A BYLAW TO AMEND KP PARK CAMPGROUND BYLAW #709

WHEREAS pursuant to Section 8 the *Community Charter*, the Council of the Village of Salmo may, by bylaw, regulate, prohibit and impose requirements in relation to the management of public places. KP Park Campground is a municipal campground in a recreational park providing temporary camping sites for transient visitors;

WHEREAS pursuant to Section 194 of the *Community Charter*, the Council of the Village of Salmo may, by bylaw, impose a fee payable in respect of the use of municipal property,

NOW THEREFORE the Council of the Village of Salmo, in open meeting assembled, ENACTS AS FOLLOWS AN AMENDMENT TO KP PARK CAMPGROUND BYLAW #709:

1. USER FEES

1.1. Section 2.1 is hereby deleted and replaced with the following:

“2.1 Subject to section 2.2, a user fee in the amount of \$20.00 per night and per sleeping unit (e.g. tent, trailer, motor-home/recreational vehicle [RV]) shall be payable for the use of the campground for overnight accommodation.”

2. SHORT TITLE

2.1. This Bylaw may be cited as the "KP PARK CAMPGROUND BYLAW AMENDMENT #748, 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 April, 2023

READ A SECOND TIME

this ___ day of April, 2023

READ A THIRD TIME

this ___ day of April, 2023

RECONSIDERED AND FINALLY ADOPTED

this ___ day of April, 2023

Originally Signed By:

Mayor

CAO/Corporate Officer

I HEREBY CERTIFY THIS TO BE A TRUE AND CORRECT COPY OF THE "KP PARK CAMPGROUND BYLAW AMENDMENT #748, 2023".

CAO/Corporate Officer

DRAFT