



# The Corporation of the Village of Salmo

## REGULAR MEETING (#03-23) 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, February 14, 2023 at 7:00 p.m.**

*The public may attend in person or electronically. The electronic link will be available on our Facebook page 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 #03-23 of Tuesday, February 14, 2023 be adopted as amended from *Council Procedure Bylaw #663, 2014* Schedule "A" to include a New Business section, an Administrative Report section, a Public Question period, and an *In Camera* section.

3. **Delegations - NIL**

4. **New Business**

5. **Adoption of the Minutes**

(1) **RECOMMENDATION:**

Pg.5

That the draft minutes of Regular Meeting #02-23 of Tuesday, January 24, 2023 be adopted as presented.

6. **Referrals from Delegations - NIL**

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

8. **Administrative Report**

(1) **Columbia Basin Trust Basin Charge Up Program**

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**RECOMMENDATION:**

That Council approve energy efficiency upgrades and solar power installations for the Village Office and Civic Works shop under the Columbia Basin Trust Basin Charge Up Program, and further approve Village funding up to \$26,175 towards the project costs.

9. **Policy Development & Review**

(1) **Permissive Tax Exemption Policy F-010**

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**RECOMMENDATION:**

That Council approve the amended F-010 Permissive Tax Exemption policy.

**10. Bylaw Review & Development - NIL**

**11. Accounts Payable**

**RECOMMENDATION:**

Pg.39

That Council receive for information the list of accounts payable cheques and electronic fund transfers from January 20, 2023 to February 9, 2023 totaling \$129,956.13.

**12. Correspondence Requiring a Council Decision**

**(1) City of Nelson Re: Municipal Hazard Risk Tolerance Policy – Request for Letter of Support for Grant Funding - #04**

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**RECOMMENDATION:**

That Council provide a letter of support to the City of Nelson for their application to UBCM’s Disaster Risk Reduction Grant: Category 2 funding.

**(2) Community Park Reservation Request: Salmo Valley ATV Club**

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**RECOMMENDATION:**

That Council approve the use of KP Park by the Salmo Valley ATV Club on June 24, 2023 for their annual rally and ride.

**13. Correspondence for Information Only**

**RECOMMENDATION:**

That Council receive for information the following correspondence from:

**(1) Heritage BC Re: Heritage Week February 20-26, 2023 - #03**

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**14. Member Reports & Inquiries**

**(1) Councillor Cox**

**(2) Councillor Lins**

**(3) Councillor Neil**

**(5) Mayor Lockwood**

**RECOMMENDATION:**

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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)(e) of the *Community Charter*.**

**17. In Camera Items**

**(1) Labour**

(2) Land

18. Reconvene Open Meeting

19. Adjournment

*The next regularly scheduled Council meeting will be on February 28, 2023 at 7:00 p.m.*





# The Corporation of the Village of Salmo

**DRAFT**

## REGULAR MEETING #02-23 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, January 24, 2023 at 7:00 p.m.

**PRESENT:**

In Person:

Councillor Melanie Cox  
Councillor Jennifer Lins  
Councillor Kenzie Neil

CAO James Heth

Members of the Public - 6

Electronically: 1

**REGRETS:**

Mayor Lockwood.

**CALL TO ORDER:**

Deputy Mayor Neil called the meeting to order at 7:00 p.m.

**AGENDA:**

R1-02-23

Moved and seconded, that the draft agenda of Regular Meeting #02-23 of Tuesday, January 24, 2023 be adopted as amended from *Council Procedure Bylaw No. 663, 2014* Schedule "B" include a New Business section and a Public Question Period.

Carried.

**DELEGATIONS:**

NIL

**NEW BUSINESS:**

NIL

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

R2-02-23

Regular Meeting  
January 10, 2023

Moved and seconded, that the draft minutes of the Regular Council meeting #01-23 of Tuesday, January 10, 2023 be adopted as presented.

Carried.

**REFERRALS FROM DELEGATIONS:**

R3-02-23

Moved and seconded, that Council approve the Village of Salmo becoming a regular member of the BC Rural Health Network for a cost of \$50.

Carried.

**REFERRALS FROM PRIOR MEETINGS:** NIL

**POLICY DEVELOPMENT & REVIEW:** NIL

**BYLAW DEVELOPMENT & REVIEW:** NIL

**OPERATIONAL REPORTS:**

- R4-02-23  
Civic Works
- Moved and seconded, that Council receive for information the written report as presented by CAO Heth for the period of November 18, 2022 to January 19, 2023. (see *Appendix A*).
- Carried.
- R5-02-23  
Fire Department
- Moved and seconded, that Council receive for information the written report dated January 1, 2023 provided by Fire Chief David Hearn for the period of November and December 2022. (see *Appendix A*).
- Carried.
- R6-02-23  
Bylaw Enforcement
- Moved and seconded, that Council receive for information the written report on bylaw enforcement for the period of November and December 2022. (see *Appendix A*).
- Carried.
- R7-02-23  
Administration
- Moved and seconded, that Council receive for information the written report as presented by CAO Heth. (see *Appendix A*).
- Carried.
- Verbal Update
- CAO Heth provided a verbal update on a second quote received for the installation of the clarifier.
- R8-02-23  
Motion Re: Clarifier  
Installation
- Moved and seconded, that Council approve awarding the contract to install a clarifier at the Village waste water treatment plant to Midwest Mechanical Ltd. at a cost of \$32,349.66
- Carried.
- R9-02-23  
2023 FireSmart  
Community Funding &  
Supports Program
- Moved and seconded, that Council support the Village of Salmo's \$17,665 grant application to the Union of BC Municipalities (UBCM) Community Resiliency Investment Program 2023 FireSmart Community Funding & Supports program, to support FireSmart activities, and to provide overall grant management.
- Carried.
- Strategic Plan
- NIL
- FINANCIAL REPORTS:**
- R10-02-23  
Accounts Payable
- Moved and seconded, that Council receive for information the list of accounts payable cheques and electronic fund transfers from January 6, 2023 to January 19, 2023 totaling \$177,010.07.
- Carried.
- R11-02-23  
Treasurer's Report
- Moved and seconded, that Council receive for information the Treasurer's report for December 2022.
- Carried.

**CORRESPONDENCE REQUIRING A COUNCIL DECISION: NIL**

**CORRESPONDENCE FOR INFORMATION ONLY: NIL**

**MEMBER REPORTS & INQUIRIES:**

Councillor Cox                      Councillor Cox had nothing to report.

Councillor Lins                      Councillor Lins had nothing to report.

Councillor Neil                      See *Appendix B*.

Mayor Lockwood                      See *Appendix B*.

R12-02-23                      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:**

- comment that bylaw enforcement procedures that do not punish offenders enables repeat infractions. CAO responded that Village approach is education and working with offenders to bring them into voluntary compliance before considering fines.
- question regarding status of Cemetery Working Group. CAO responded that the remaining work to finish the recommendations will be taken on by staff.
- question regarding status of the Housing Standing Committee. CAO responded that it has not yet been established and terms of reference need to be developed.
- question if there will be a candidates' forum for the upcoming by-election. The Village has not organized and hasn't heard if there will be one.

**ADJOURNMENT:**                      Moved and seconded, that the meeting be adjourned at 7:23 p.m.  
R13-02-23                      Carried.

I hereby certify the preceding to be a true and correct account of the Regular Meeting of Council held on Tuesday, January 24, 2023.

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Deputy Mayor

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Chief Administrative Officer







# The Corporation of the Village of Salmo

## Request for Decision

Report Date: February 9, 2023  
Meeting Date: February 14, 2023 (#03-23)  
From: James Heth, CAO  
Subject: Columbia Basin Trust Basin Charge Up Program

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### 1. OBJECTIVE

To consider and approve funding for certain energy efficiency upgrades and solar power installations for the Village office and Civic Works shop.

### 2. RECOMMENDATION

That Council approve energy efficiency upgrades and solar power installations for the Village Office and Civic Works shop under the Columbia Basin Trust Basin Charge Up Program, and further approve Village funding up to \$26,175 towards the project costs.

### 3. ALTERNATIVES

3.1. Council not approve the project.

*Implications: Funding for these upgrades and the opportunity to reduce utility expenses will be lost. As well, some of the upgrades will need to be completed in any case as part of routine maintenance and as equipment reaches the end of its useful life (i.e. the Village office furnace).*

3.2. Council approve only some of the project scope.

*Implications: Lower cost elements are more routine and will offer limited savings.*

### 4. DISCUSSION AND ANALYSIS

4.1. **Background:** The Village applied for and has been received preliminary approval for grant funding from the Columbia Basin Trust Basin Charge Up Program (the "**Program**"). The Program is intended to support efforts of municipalities to become more energy efficient through energy efficiency retrofits and installation of solar power arrays. The Village applied for funding for the Village office and the Civic Works Shop. An energy advisor inspected these facilities and prepared the attached report setting out their findings.

4.2. **Discussion:** To qualify for funding, the Project must show a positive return on investment ("**ROI**"), which has been calculated by the energy advisor and shown in the attachment. The ROI for all elements of the project indicate that the cost savings over the life of the opportunity will exceed the initial capital cost. Based on the energy advisor report, the Program has approved funding for the opportunities as set out in the next section, pending confirmation of Village approval to proceed.

4.3. **Financial Implications:** The opportunities approved under the Program and funding breakdown is below:

Item	Estimated Budget Amount	Annual Savings
Solar - Village office	\$30,000	\$1,300
Solar - Public works yard	\$55,000	\$2,600
Energy Retrofits - Public works yard, ceiling insulation	\$1,500	\$200
Energy Retrofits - Public works yard, programmable thermostats	\$1,200	\$450
Air Sealing - Public works yard, bay door weatherstripping repair	\$2,000	\$220
HVAC - heat pump, Village office	\$15,000	\$980
Total project budget:	\$104,700	\$5,750
<b>Funding</b>		
Trust contribution (75% max)	\$78,525	
Village of Salmo contribution (25% min)	\$26,175	

**Simple payback for the Village                      4.5 years**

The current electricity and natural gas expenses for the Village office and Civic Works shop are approximately \$10,000 per year, so the savings generated could reduce our annual utilities expenses by half.

The Village contribution would be funded by the provincial Local Government Climate Action Program (“**LGCAP**”). This is a program that provides funding to support the implementation of local climate action that reduces emissions and prepares communities for the impacts of a changing climate. The Village received \$50,082 in LGCAP funding in 2022, none of which has been allocated yet.

The solar installation will be procured through an RFP process and the budget estimate validated at that time. The other opportunities will be completed in-house or by seeking quotes from qualified contractors.

4.4. **Operational Implications:** Village staff are not familiar with the maintenance requirements of the solar panels, so will have to develop a maintenance plan to ensure they generate the expected savings. This would also be a good opportunity to concurrently perform repairs to the Village office roof which will be reviewed separately as part of the budget approval process.

4.5. **Legislative Framework:** Section 7(c) 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:** Staff will prepare a communication to the Village outlining the plan and expected savings.

4.7. **Attachments:**

Attachment 1: Columbia Basin Trust Basin Charge Up Program Advisor Report



*saving you energy*

# Columbia Basin Trust Basin Charge Up Program Advisor Report



Village of Salmo – Village Office / Public Works Yard

Address: 423 Davies Ave, Salmo, BC

Project Number: 2023124

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**Disclaimer**

This report was prepared by Prism Engineering Limited (Prism) for the Columbia Basin Trust (Trust) and the program participant (Participant). The material in it reflects our professional judgement in light of the information available to us at the time of preparation. Without express written permission, any use which a third party makes of this report, or any reliance on or decisions to be made based on it, are the responsibility of such third parties. Prism Engineering Limited accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions based on this report.

## 1. INTRODUCTION

This assessment has been conducted to inform an application from the Participant to a Trust funding program and will provide an overview of the buildings where the proposed project is to be carried out and provides an analysis of the proposed project.

## 2. METHODOLOGY

The following methodology was used to complete the study:

### Site Visit

A site visit was conducted by Prism on January 4<sup>th</sup>, 2023. We met with James Heth and Fred Paton, and examined the current equipment and operations; their assistance is much appreciated.

This assessment focussed on two buildings:

- Village Office
- Public Works

### Audit and Analysis

The study focused on upgrade opportunities which align with the Participant's goals, equipment renewal schedules and the goals of the Trust's program.

### Energy Use Analysis

Prism reviewed the existing energy use with historical metered electrical and fuel consumption where available. The estimated energy savings were determined.

## 3. BUILDING AND SYSTEM DESCRIPTION

### 3.1 Village Office

The Village Office is located at 423 Davies Ave, Salmo, BC. Activities include front office, permits, corporate services, and administration. The building is single story with a basement. All offices are on the main floor. The basement is used for mechanical and storage only. The building has a flat roof which is in poor condition and not well insulated.

The office is occupied typically from 8.30am – 4.30pm Monday – Friday.

The office is heated by a natural gas furnace (residential style) controlled by a programmable thermostat on the main floor. The furnace also uses a UV disinfection lamp which is turned on permanently. This is apparently from the building's previous life as health clinic, but serves as an additional safety precaution especially during the pandemic.

Cooling is provided by four 'wall shaker' AC units that have been installed in openings in the wall in various offices. Domestic hot water is provided by one electric hot water tank located in the basement.

Lighting has all been converted to LED. Two electric vehicle (EV) charging stations have been installed on the building and are fed from the existing 200A main service.

Photos of key areas of the Village Office are shown below.



Office from south



Office from north



Office rear



Front desk



Board Room



Furnace

### 3.2 Public Works Yard

The Public Works Yard is located at 124 Lagoon Road, Salmo, BC. The space includes two large indoor workshop bays, an office/lunchroom, washroom, and mezzanine storage. A large covered outdoor canopy attached to the building is used to cover vehicles and equipment.

The building is used primarily as a service shop for repairs on Village equipment and vehicles, in addition to storage and maintenance of the Salmo Fire Department's fire truck and associated equipment. The building is typically occupied 7:00am – 3:00pm Monday to Friday.

The building is heated via ceiling mounted natural gas infrared (IR) tube heaters controlled by wall mounted dial thermostats (non-programmable). No mechanical cooling is provided.

The lighting in the building has recently been converted to LED. Photos of key areas of the Public Works Yard building are shown below.



Building north side



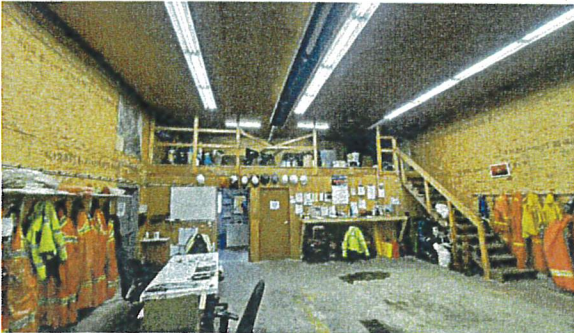
Building from NE



Building from NW



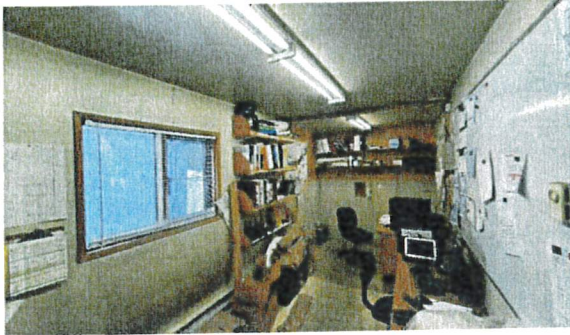
Building south side



Bay 1 (General repairs)



Bay 1 (General repairs)



Office



Bay 2 (Salmo Fire Dept.)

Several non-program issues were noted by the participant during our assessment. Although ineligible for CBT funding, these have been included below for completeness:

- **VILLAGE OFFICE - Roof Replacement:**

According to staff the roof is in average condition and leaks have been occurring. Roof replacement is an excellent opportunity to repair the building envelope water tightness, while improving thermal performance.

- **PUBLIC WORKS BUILDING - Window Replacement:**

Several of the windows in the Public Works building were single glazed and in poor condition, showing gaps and missing caulking. This includes the windows in the office (1), washroom (1), and fire department bay side (3). It is recommended these windows are replaced with new double glazed sealed units. Samples of these windows for the fire department bay (top) and washroom (bottom) are shown below.





# 4. PROGRAM OPPORTUNITIES

Table 1: Opportunity Findings

Section	Opportunity:	Annual Savings Impact:	ROI* (%)	Estimated Cost (\$)	Total Cost Savings (\$)
	<b>VILLAGE OFFICE</b>				
	<b>Solar PV Installation</b>				
	An opportunity exists to install a solar photovoltaic (PV) array on the roof of the Village Office. The proposed location for this array was selected for sun exposure, ease of access and proximity to main electrical distribution for net metering.				
	Structural considerations of the buildings have not been reviewed as part of this high-level review. It is recommended that a structural engineer be engaged as part of the detailed design phase to ensure the roof structures can support the additional weight of the panels and framing. It was noted that the roof of the Village Office is in need of repair. It would be advisable to undertake the roof repair project prior to installing solar PV on this building.				
4.1	As part of the net metering program with FortisBC, a site cannot generate more than it consumes on an annual basis. Based on utility data for the 2022 calendar year, the Village Office consumed approximately 25,000 kWh/year. The solar PV system assessed has been sized at 10 kW to provide the approximate equivalent of the site annual consumption.	Solar Energy Generation: 11,600 kWh/yr	51% Based on 25yr life	\$30,000	\$1,300 /yr Based on Small Commercial Rate
	It should be noted that with the conversion from a gas furnace to heat pump (next opportunity), the site electrical consumption will increase and a larger solar PV installation may be possible.				
	Energy generation calculations and cost estimates for this proposed array consider an array using standard panels tilted at 50° above horizontal aligned on an azimuth of 180° (due South).				
	<b>VILLAGE OFFICE</b>				
	<b>Replace Gas Furnace with Heat Pump</b>				
	The Village Office uses an older Lennox 105 MBH input (79.8 MBH output) natural gas furnace to provide heating to the building. This furnace is rated at 76% efficiency and is near the end of its useful life.				
	To improve energy efficiency, this furnace could be replaced with a new heat pump furnace. The new furnace would use natural gas heating for backup, given the limited electrical capacity in the building now the EV chargers have been added.				
4.2	The new furnace would also provide cooling, allowing the 'window shaker' AC units to be removed and the walls insulated/repared to further improve energy efficiency of the building.	Natural Gas Savings: 110 GJ/yr	102%	\$15,000	\$980 /yr
	Air Source Heat Pumps (ASHPs) are a technology that uses electrical energy to absorb heat outside the building and transfer the heat into the building.	Electricity Increase: 6,800 kWh/yr	Based on 15 yr life		
	These units are efficient and low carbon sources of heat with coefficient of performance (COPs) ranging between 2 to 4 based on outdoor air temperature (OAT). Heating capacity for air source heat pumps is reduced as the ambient temperature lowers, however typical ASHPs can operate efficiently down to -10°C, and cold climate models can operate well below -20°C.				

Section	Opportunity:	Annual Savings Impact:	ROI* (%)	Estimated Cost (\$)	Total Cost Savings (\$)
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**PUBLIC WORKS YARD**

**Solar PV Installation**

An opportunity exists to install a solar photovoltaic (PV) array on the roof of the Public Works building. The proposed location for this array was selected for sun exposure, ease of access and proximity to main electrical distribution for net metering.

Structural considerations of the buildings have not been reviewed as part of this high-level review. It is recommended that a structural engineer be engaged as part of the detailed design phase to ensure the roof structures can support the additional weight of the panels and framing.

As part of the net metering program with FortisBC, a site cannot generate more than it consumes on an annual basis. Based on utility data for the 2022 calendar year, the Public Works building consumed approximately 25,500 kWh/year. The solar PV system assessed has been sized at 20 kW to provide the approximate equivalent of the site annual consumption.

Energy generation calculations and cost estimates for this proposed array consider an array using standard panels tilted at 50° above horizontal aligned on an azimuth of 180° (due South).

Solar Energy Generation:	66%	\$55,000	\$2,600 /yr
Based on:	Based on 25yr life		Based on Small Commercial Rate
23,300 kWh/yr			

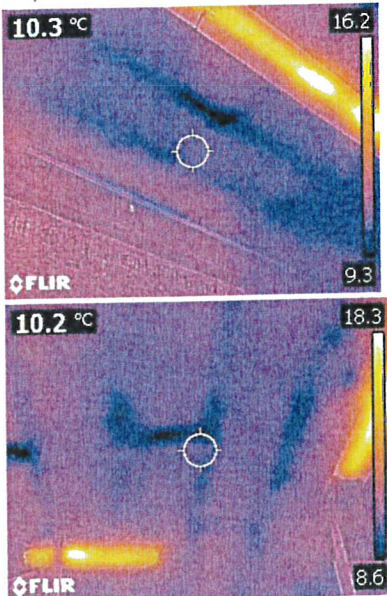
4.3

**PUBLIC WORKS YARD**

**Additional Ceiling Insulation**

The ceiling cavity has approximately 4" of fiberglass insulation. Recently as part of a roof repair the insulation was moved in spots but was not fully replaced effectively. Using the IR camera we were able to identify a number of cold spots on the ceiling, indicating missing or thin insulation.

It is recommended that 3-4 bags of additional insulation are added to the ceiling in spots that are thin or missing.



Natural Gas Savings:	130%	\$1,500	\$200 /yr
Based on:	Based on 10 yr life		
14 GJ/yr			

4.4

Section	Opportunity:	Annual Savings Impact:	ROI* (%)	Estimated Cost (\$)	Total Cost Savings (\$)
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**PUBLIC WORKS YARD**

**Install Programmable Thermostats**

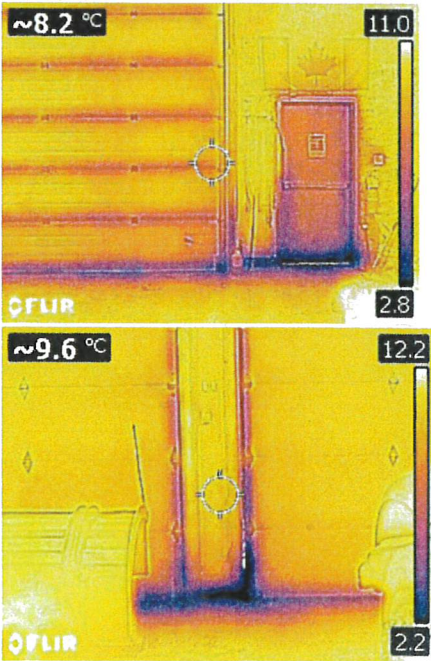
4.5 Both service bays use natural gas fired IR tube heaters to provide heating to the space. These are controlled using non-programmable dial thermostats, set to maintain a temperature of 20°C continuously. The building is occupied during the weekdays only, and not at night or weekend.  
 It is recommended that these thermostats are replaced with wall mounted programmable thermostats instead. This would allow for a small setback of 2-3°C at night and over weekends to reduce unoccupied heating energy use.

Natural Gas Savings: 29 GJ/yr	480% Based on 10 yr life	\$1,200	\$450 /yr
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**PUBLIC WORKS YARD**

**Repair Bay Door Weather Stripping**

4.6 During the site review significant heat loss was noted through the existing bay doors. Using thermal images below, light under the door can be seen. In the thermal image of the same door, the dark areas indicate locations of poor exterior thermal barrier performance.  
 Weather stripping around operable portions of the doors forms part of the air barrier system for the building. These items wear and are frequently damaged. As part of regular building maintenance, review of the weather stripping around the doors is recommended and any loose, worn, missing or damaged weather stripping be replaced. At a minimum, it is recommended reviews and repairs be completed on an annual basis.



Natural Gas Savings: 14 GJ/yr	75% Based on 10 yr life	\$2,000	\$220 /yr
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## 5. SUMMARY

The proposed upgrade of installing **Solar PV on the Village Office** has an estimated ROI of 51% over the estimated life of the project which is 25 years and a simple payback of approximately 23 years based on the capital cost and estimated annual savings.

The proposed upgrade of installing **Solar PV on the Public Works Yard Building** has an estimated ROI of 66% over the estimated life of the project which is 25 years and a simple payback of approximately 21 years based on the capital cost and estimated annual savings.

The proposed upgrade of installing a **Heat Pump in the Village Office** has an estimated ROI of 102% over the estimated life of the project which is 15 years.

The proposed upgrade of **repairing the ceiling insulation in the Public Works Yard Building** an estimated ROI of 130% over the estimated life of the project which is 10 years and a simple payback of approximately 7 years based on the capital cost and estimated annual savings.

The proposed upgrade of **installing programmable thermostats in the Public Works Yard Building** an estimated ROI of 480% over the estimated life of the project which is 10 years and a simple payback of approximately 3 years based on the capital cost and estimated annual savings.

The proposed upgrade of **repairing the bay door weather stripping in the Public Works Yard Building** an estimated ROI of 75% over the estimated life of the project which is 10 years and a simple payback of approximately 9 years based on the capital cost and estimated annual savings.

## APPENDIX A: CONTACT INFORMATION

CLIENT CONTACT	VILLAGE OF SALMO
Address	423 Davies Ave, Salmo, BC
Contact Name	James Heth
Title	Chief Administrative Officer
Telephone	250-357-9433
Email	<a href="mailto:cao@salmo.ca">cao@salmo.ca</a>

CONSULTANT CONTACT	PRISM ENGINEERING LTD.
Address	202B - 330 Baker Street, Nelson BC
Website	<a href="http://www.prismengineering.com">www.prismengineering.com</a>
Contact Name	Sam Thomas B.Sc., CEM, CPEnMS(I)
Title	Principal, Kootenay Branch Manager
Phone:	(250) 687-4406
Email	<a href="mailto:Sam@prismengineering.com">Sam@prismengineering.com</a>
Contact Name	Lizz Hodgson, P.Eng.
Title	Energy Engineer
Phone:	(250) 878-0406
Email	<a href="mailto:LizzH@prismengineering.com">LizzH@prismengineering.com</a>





# The Corporation of the Village of Salmo

## Request for Decision

Report Date: February 9, 2023  
Meeting Date: February 9, 2023 (#03-23)  
From: James Heth, CAO  
Subject: Policy F-010 - Permissive Tax Exemption

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### 1. OBJECTIVE

To approve an update to Policy F-010 Permissive Tax Exemption.

### 2. RECOMMENDATION

That Council approve the amended Policy F-010 Permissive Tax Exemption.

### 3. ALTERNATIVES

3.1. Council not approve.

*Implication: The current policy will remain in effect.*

### 4. DISCUSSION AND ANALYSIS

4.1. **Background:** Council may exempt certain land or improvements in the Village of Salmo from municipal property taxes, including:

- (a) properties owned or held by charitable, philanthropic, or other not for profit organizations; and
- (b) some properties which are additional to statutory exemptions under Section 220, such as church halls or land surrounding places for public worship.

Exemption approvals are at the discretion of Council, but exemptions cannot be granted if an applicant does not qualify under the *Community Charter* (British Columbia).

4.2. **Discussion:** The Village Permissive Tax Exemption Policy was approved in 2016. The proposed update will strengthen the process and provide more clarity to applicants of their potential eligibility and the requirements for consideration of an exemption by Council.

4.3. **Financial Implications:** Exemptions are similar in effect to a grant so should be considered in context of the budget and financial plan. The updated policy will not necessarily

4.4. **Operational Implications:** Nil.

4.5. **Legislative Framework:** Council may, under Section 224 of the *Community Charter* (British Columbia), exempt certain land or improvements in the Village of Salmo from municipal property taxes. Similar provisions in other taxing authority legislation extends the exemption to those levies.



4.6. **Communications:** Staff will provide updated copies of the policy to those organizations that have applied for exemptions in the past.

4.7. **Attachments:**

Attachment 1: Blackline of Policy F-010 - Permissive Tax Exemption Policy to amendment.

Attachment 2: Clean version of amended Policy F-010 - Permissive Tax Exemption Policy.



		<b>PERMISSIVE TAX EXEMPTION POLICY</b>	
		<b>Corporate Policy Number: Guide F-010</b>	
		<b>Permissive Tax Exemption Policy</b>	
<b>Section:</b>	Finance		
<b>Policy Number:</b>	F-010		
<b>Authorized by:</b>	Council		
<b>Effective Date:</b>	March 8, 2016-03-08	Revision Date:	[•]

**Purpose:**

**1. Background**

1.1 Council may, under Section 224 of the *Community Charter* (British Columbia), exempt certain land or improvements in the Village of Salmo from municipal property taxes, including:

- (a) properties owned or held by charitable, philanthropic, or other not for profit organizations; and
- (b) some properties which are additional to statutory exemptions under Section 220, such as church halls or land surrounding places for public worship.

1.2 Similar provisions in other taxing authority legislation extends the Exemption to those levies. Exemptions are similar in effect to a grant so should be considered in a fair context of the budget and transparent manner and meet the objectives financial plan.

1.3 Exemption approvals are at the discretion of Council, but Exemptions cannot be granted if an Applicant does not qualify under the *Community Charter* (British Columbia).

**2. Objective**

The Council of the Village of Salmo wishes to identify services and organizations which are complementary extensions of municipal services and that provide a demonstrable benefit to the Village residents of the Village of Salmo, and to provide Exemptions to Applicants providing such services in accordance with this policy.

**3. Policy**

It is the policy of the Council of the Village of Salmo to consider applications for Exemptions from Applicants in accordance with the Objective:

3.1 Under *Community Charter* Section 224, a Council may by bylaw exempt land, improvements, or both of certain properties from municipal taxation. Municipalities and the principles and process set out in this policy. Exemptions approved under this policy are required to develop objectives and policies within their financial plans in



~~relations~~ a reasonable allocation of budgetary resources, considering Council's other social and budgetary priorities, and are a justifiable expense to the use of permissive tax exemptions. ~~citizens of the Village of Salmo.~~

3.2 ~~\_\_\_\_\_ This policy shall be utilized by~~ supports the provision of services that Council is reviewing/considers necessary.

**4. \_\_\_\_\_ Roles and Responsibilities**

4.1 \_\_\_\_\_ Council is responsible for:

- (a) \_\_\_\_\_ approving this policy;
- (b) \_\_\_\_\_ considering qualifying Exemption applications for ~~permissive~~ approval; and
- (c) \_\_\_\_\_ approving the annual tax exemption and in preparing future financial plans ~~bylaw~~.

**~~Policy:~~**

~~Permissive tax exemptions are available for qualifying, Salmo-based, registered non-profit organizations using property for municipal, recreational, religious, cultural or charitable purposes.~~

4.2 \_\_\_\_\_ Applications The Chief Administrative Officer is responsible for:

- (a) \_\_\_\_\_ receiving and processing Exemption applications;
- (b) \_\_\_\_\_ reviewing Exemption applications and forecasting the effect of the Exemption on Village tax revenue; and
- (c) \_\_\_\_\_ making recommendations for consideration ~~of~~ by Council.

**5. \_\_\_\_\_ Definitions:**

The following definitions apply to this policy:

- (a) **"Applicant"** means:
  - i. \_\_\_\_\_ a registered not for profit organization; or
  - ii. \_\_\_\_\_ an organization providing services under a partnering agreement with the Village, that is:
    - iii. \_\_\_\_\_ located in the Village of Salmo;
    - iv. \_\_\_\_\_ in a Qualifying Category; and
    - v. \_\_\_\_\_ is seeking an Exemption;
- (b) **"Exemption"** means a permissive tax exemption ~~by~~ under Section 224 of the *Community Charter*;
- (c) **"Property"** means the land and improvements for which an organization Exemption is sought;
- (d) **"Qualifying Category"** means those categories described in Schedule A; and
- (e) **"Village" or "Village of Salmo"** means The Corporation of the Village of Salmo.

**6. \_\_\_\_\_ Application Process**

6.1 \_\_\_\_\_ Applications must be ~~in written~~ received by June 31 in each year for the following taxation year. Applications that are incomplete or received after the deadline will not be considered.



6.2 Applicants must include in their application, in the form outlined attached as Schedule B:

- (a) The~~the~~ basis for the requested ~~exemption~~Exemption under the Community Charter;
- (b) Deemed the principal use of the Property;
- (c) benefits to the residents of the Village of Salmo and alignment with municipal services;
- (d) Description~~description~~ of programs, ~~services~~and benefits delivered from the ~~subject land/improvements~~Property including participant numbers, benefiting ~~groups/individuals/special needs~~populations, user fees charged for participation, etc.;
- (e) Description~~description~~ of any ~~3<sup>rd</sup>~~third-party use of the ~~subject land/improvements~~Property including user group names, fees charged, and conditions of use;
- ~~A copy of the most recent financial statements; and,~~
- (f) A~~a~~ list of the representatives and Board members of the ~~organization~~Applicant;
- (g) Additional financial statements of the Applicant for the past three years (the Village may require that they be audited, in its discretion and having regard for the capacity of the Applicant to produce audited financial statements); and
- (h) any other information ~~may be required if requested~~ by the Village.

Council will review the request considering the following eligibility criteria:

- a. ~~The organization receiving the exemption must be a registered non-profit society, as the support of the municipality will not be used for commercial or private gain.~~

6.3 The tax exemption Applicants:

- (a) should be seen to be working toward self-sufficiency by seeking alternative funding sources; and
- (b) must be in compliance with all applicable municipal policies, bylaws and legislation.

## 7. Review and Approval Process

- b. ~~The Exemption~~ The Exemption must demonstrate benefit to the community and residents of the Village of Salmo by enhancing the quality of life, economically, socially or culturally within the ~~community.~~

~~e.7.1~~ Village. The goals, policies and principles of the ~~organization receiving the exemption~~Applicant must not be inconsistent or in conflict with those of the Village.

~~d.7.2~~ Permissive tax exemptions Applications will be considered by Council in conjunction with:-

- a.(a) Other~~other~~ assistance being provided by the Village;
- b.(b) ~~The~~the potential demands for Village services or infrastructure arising from the ~~property~~Property; and,
- c.(c) ~~The~~the amount of revenue that the Village will forego if the ~~exemption~~Exemption is granted.

7.3 ~~Should Council deem the benefits to the residents~~Partial Exemptions, and Exemptions for between one and ten years, may be granted.



Revision History

Approved at meeting #05-16 on March 8, 2016

[ ]



Schedule A

Qualifying Categories

1. Supportive Housing – short term emergency or crisis protection for members of the Village of Salmo sufficient, community, supportive housing for people with special needs, halfway houses, transitional homes or group homes with supportive staff and programs.
2. Social Services – provide social support services and programs for members of the community.
3. Arts and Culture – prepare and deliver artistic and cultural events or exhibits to the community.
4. Athletics and Recreation – provide space and equipment for the physical and mental enjoyment of the community.
5. Places of Worship –
  - a. facilities for public worship occupied by a religious organization as a tenant; and
  - b. land surrounding places for public worship; church halls and land surrounding them, or other property attached and deemed necessary.
6. Affordable Rental Housing – specific projects reviewed by Council will establish the level of be considered for exemption by bylaw, whether it be land, improvements, both land and improvements. Council may also consider partial upon completion. The exemptions of less than 100% will be for a period not to exceed 10 years in length.

Unless permitted by bylaw, organizations must apply for permissive tax exemptions annually by July 15 for the following tax year.

*Approved at the Regular Council Meeting of March 8<sup>th</sup>, 2016 (#05-16).*



Schedule B  
Permissive Tax Exemption Application Form

<u>Name of Applicant:</u>	
<u>Operating Name (if different than above):</u>	
<u>Contact Information:</u>	
<u>Address and legal description of the Property:</u>	
<u>Date (must be received by June 31 in each year):</u>	

1. The basis for the requested Exemption under the *Community Charter*:

2. The principal use of the Property:

3. Benefits to the residents of the Village of Salmo and alignment with municipal services:




4. Description of programs, services and benefits delivered from the Property including participant numbers, benefiting populations, user fees, etc.:

5. Description of any third-party use of the Property including user group names, fees charged, and conditions of use:

6. List of the representatives and Board members of the Applicant:

7. Financial statements of the Applicant for the past three years (attached).



	<b>Corporate Policy Guide</b>		
	<b>Permissive Tax Exemption Policy</b>		
<b>Section:</b>	Finance		
<b>Policy Number:</b>	F-010		
<b>Authorized by:</b>	Council		
<b>Effective Date:</b>	March 8, 2016	<b>Revision Date:</b>	[•]

**1. Background**

- 1.1 Council may, under Section 224 of the *Community Charter* (British Columbia), exempt certain land or improvements in the Village of Salmo from municipal property taxes, including:
- (a) properties owned or held by charitable, philanthropic, or other not for profit organizations; and
  - (b) some properties which are additional to statutory exemptions under Section 220, such as church halls or land surrounding places for public worship.
- 1.2 Similar provisions in other taxing authority legislation extends the Exemption to those levies. Exemptions are similar in effect to a grant so should be considered in context of the budget and financial plan.
- 1.3 Exemption approvals are at the discretion of Council, but Exemptions cannot be granted if an Applicant does not qualify under the *Community Charter* (British Columbia).

**2. Objective**

The Council of the Village of Salmo wishes to identify services and organizations which are complementary extensions of municipal services and that provide a demonstrable benefit to Village residents, and to provide Exemptions to Applicants providing such services in accordance with this policy.

**3. Policy**

3.1 It is the policy of the Council of the Village of Salmo to consider applications for Exemptions from Applicants in accordance with the *Community Charter* and the principles and process set out in this policy. Exemptions approved under this policy are a reasonable allocation of budgetary resources, considering Council's other social and budgetary priorities, and are a justifiable expense to the citizens of the Village of Salmo.

3.2 This policy supports the provision of services that Council considers necessary.

**4. Roles and Responsibilities**

- 4.1 Council is responsible for:
- (a) approving this policy;
  - (b) considering qualifying Exemption applications for approval; and
  - (c) approving the annual tax exemption bylaw.





- 4.2 The Chief Administrative Officer is responsible for:
- (a) receiving and processing Exemption applications;
  - (b) reviewing Exemption applications and forecasting the effect of the Exemption on Village tax revenue; and
  - (c) making recommendations for consideration by Council.

5. **Definitions:**

The following definitions apply to this policy:

- (a) **“Applicant”** means:
  - i. a registered not for profit organization; or
  - ii. an organization providing services under a partnering agreement with the Village, that is:
    - iii. located in the Village of Salmo;
    - iv. in a Qualifying Category; and
    - v. is seeking an Exemption;
- (b) **“Exemption”** means a permissive tax exemption under Section 224 of the *Community Charter*;
- (c) **“Property”** means the land and improvements for which an Exemption is sought;
- (d) **“Qualifying Category”** means those categories described in Schedule A; and
- (e) **“Village”** or **“Village of Salmo”** means The Corporation of the Village of Salmo.

6. **Application Process**

6.1 Applications must be received by June 31 in each year for the following taxation year. Applications that are incomplete or received after the deadline will not be considered.

6.2 Applicants must include in their application, in the form attached as Schedule B:

- (a) the basis for the requested Exemption under the *Community Charter*;
- (b) the principal use of the Property;
- (c) benefits to the residents of the Village of Salmo and alignment with municipal services;
- (d) description of programs, services and benefits delivered from the Property including participant numbers, benefiting populations, user fees, etc.;
- (e) description of any third-party use of the Property including user group names, fees charged, and conditions of use;
- (f) a list of the representatives and Board members of the Applicant;
- (g) financial statements of the Applicant for the past three years (the Village may require that they be audited, in its discretion and having regard for the capacity of the Applicant to produce audited financial statements); and
- (h) any other information requested by the Village.



- 6.3 Applicants:
- (a) should be seen to be working toward self-sufficiency by seeking alternative funding sources; and
  - (b) must be in compliance with all applicable municipal policies, bylaws and legislation.

**7. Review and Approval Process**

7.1 The Exemption must demonstrate benefit to the community and residents of the Village of Salmo by enhancing the quality of life economically, socially or culturally within the Village. The goals, policies and principles of the Applicant must not be inconsistent or in conflict with those of the Village.

7.2 Applications will be considered by Council in conjunction with:

- (a) other assistance being provided by the Village;
- (b) the potential demands for Village services or infrastructure arising from the Property; and
- (c) the amount of revenue that the Village will forego if the Exemption is granted.

7.3 Partial Exemptions, and Exemptions for between one and ten years, may be granted.

**Revision History**

Approved at meeting #05-16 on March 8, 2016

[•]



**Schedule A**

**Qualifying Categories**

- 1. **Supportive Housing** – short term emergency or crisis protection for members of the community, supportive housing for people with special needs, halfway houses, transitional homes or group homes with supportive staff and programs.
- 2. **Social Services** – provide social support services and programs for members of the community.
- 3. **Arts and Culture** – prepare and deliver artistic and cultural events or exhibits to the community.
- 4. **Athletics and Recreation** – provide space and equipment for the physical and mental enjoyment of the community.
- 5. **Places of Worship** –
  - a. facilities for public worship occupied by a religious organization as a tenant; and
  - b. land surrounding places for public worship; church halls and land surrounding them, or other property attached and deemed necessary.
- 6. **Affordable Rental Housing** – specific projects reviewed by Council will be considered for exemption upon completion. The exemptions will be for a period not to exceed 10 years in length.



Schedule B

Permissive Tax Exemption Application Form

Name of Applicant:	
Operating Name (if different than above):	
Contact Information:	
Address and legal description of the Property:	
Date (must be received by June 31 in each year):	

1. The basis for the requested Exemption under the *Community Charter*:

2. The principal use of the Property:

3. Benefits to the residents of the Village of Salmo and alignment with municipal services:



4. Description of programs, services and benefits delivered from the Property including participant numbers, benefiting populations, user fees, etc.:

5. Description of any third-party use of the Property including user group names, fees charged, and conditions of use:

6. List of the representatives and Board members of the Applicant:

7. Financial statements of the Applicant for the past three years (attached).





Village of Salmo  
Accounts Payable January 20 to February 9, 2023

Cheque #	Pay Date	Vendor Name	Description	Paid Amount
016136	2023-01-26	Accura Alarms Security Service Ltd.	System Maintenance	\$1,956.92
016170	2023-02-06	Accura Alarms Security Service Ltd.	Alarm System Monitoring	\$57.75
016149	2023-01-30	Ace Courier Systems	Water Sample Shipment	\$24.38
016169	2023-02-06	Ace Courier Systems	CW, Water Sample Shipping Expense	\$55.18
016171	2023-02-07	Ace Courier Systems	Water Sample Shipment	\$24.32
016157	2023-02-01	Advance Appliance Plus	Washer Repair	\$84.00
016163	2023-02-01	Alumichem Canada Inc.	WWTP Supplies	\$9,676.80
016148	2023-01-27	BC ONE CALL Ltd	2022 BC One Calls	\$102.38
016172	2023-02-07	Billy's Auto Service	FD F350 Maintenance	\$1,607.09
016173	2023-02-07	Black Iron Plumbing and Heating	Wellness Center Work	\$646.80
016137	2023-01-26	Brandt Tractor Ltd.	1998, 2018 Loader Parts	\$3,461.04
016150	2023-01-30	Brandt Tractor Ltd.	1998, 2018 Loader Parts	\$2,820.09
016153	2023-01-30	City of Castlegar	2022 Council Conference	\$648.50
016138	2023-01-26	Civinfo BC	Advertising	\$208.95
EFT	2023-02-08	Collabria	Office Supp./Ad/FD/WWTP/Conference/Training	\$7,486.03
016154	2023-02-01	Commissionaires British Columbia	Bylaw Enforcement	\$161.68
016158	2023-02-01	Commissionaires British Columbia	Bylaw Enforcement	\$161.68
016165	2023-02-06	Commissionaires British Columbia	Bylaw Enforcement	\$325.63
016124	2023-01-26	Fortis BC - Natural Gas	Natural Gas Expense	\$892.52
016147	2023-01-26	Fortis BC - Natural Gas	Natural Gas Expense	\$1,059.88
016162	2023-02-01	Fortis BC - Natural Gas	Natural Gas Expense	\$33.89
016156	2023-02-01	Fortis BC - Natural Gas	Natural Gas Expense	\$28.54
016123	2023-01-26	Fortis BC Inc.	Electricity Expense	\$5,788.06
016139	2023-01-26	Fortis BC Inc.	Electricity Expense	\$3,455.40
016159	2023-02-01	Fortis BC Inc.	Electricity Expense	\$2,007.69
016155	2023-02-01	Fortis BC Inc.	2022 Electricity Expense	\$286.82
016174	2023-02-07	Fortis BC Inc.	Electricity Expense	\$752.46
016140	2023-01-26	Fuhrigous Construction Ltd.	Equipment Building Upgrade	\$13,962.55
016175	2023-02-07	GFL Environmental Inc. 2020	CW/WWTP & Regular Garbage Services	\$11,906.47
016166	2023-02-06	Home Hardware Building Centre	WWTP Supplies	\$1,110.76
016141	2023-01-26	Innov8 Digital Solutions Inc.	Photocopier Expense	\$565.78
016177	2023-02-07	Interior Health	Annual Water Permit	\$250.00
016160	2023-02-01	Isosceles Business Systems Inc	IT Services	\$896.67
016178	2023-02-07	Jackie Jonkheid	Business License Error	\$7.50

Village of Salmo  
Accounts Payable January 20 to February 9, 2023

Cheque #	Pay Date	Vendor Name	Description	Paid Amount
016143	2023-01-26	JD Parts - Castlegar	Loader Parts	\$294.19
016142	2023-01-26	Jmieff, Joyce	Promo Exchange	\$90.30
016144	2023-01-26	Lordco Auto Parts	Shop Supplies	\$56.64
016167	2023-02-06	Lordco Auto Parts	2012 F-150 Maintenance	\$65.81
016151	2023-01-30	M.J. Fabrication & Maintenance Welding	2018 Loader Maintenance	\$126.00
016146	2023-01-26	M.O'Connor Contracting	Lift Station Maintenance	\$225.00
016145	2023-01-26	Mills Office Productivity	Office Supplies	\$174.55
EFT	2023-02-02	Minister of Finance	Employer Health Tax Remittance	\$3,422.89
Pre-Authorized Debit	2023-02-02	Municipal Finance Authority of BC	Short Term Fixed Payment	\$2,450.00
016180	2023-02-07	Passmore Labratory Ltd.	Water Testing Expense	\$200.00
Pre-Authorized Debit	2023-02-01	Province of BC	School Tax Payment - 2022 PILT Portion	\$2,803.95
016152	2023-01-30	Purolator Inc.	Air Pack Servicing Shipping Expense	\$71.05
016179	2023-02-07	Purolator Inc.	WWTP Materials and Supplies	\$187.80
016181	2023-02-07	Receiver General For Canada	Annual Radio Authorization	\$1,246.45
016182	2023-02-07	Rogers	Cellphone Expense	\$134.54
Pre-Authorized Debit	2023-02-09	Royal Bank Central Card Services	Service Fees	\$107.83
016168	2023-02-06	S.C. Mechanics	2018 Loader Maintenance	\$696.09
016164	2023-02-01	Salmo Valley Curling & Rink Association	Covid-19 Safe Reserve Res. #3-01-23	\$15,000.00
016183	2023-02-07	Skyway Hardware (1985) Ltd.	Office, Shop Supplies	\$67.16
016161	2023-02-01	Summit Truck & Equipment	2018 Loader Parts	\$177.18
016184	2023-02-07	Summit Truck & Equipment	Sweeper Maintenance	\$1,284.98
		Employee Benefits, Reimbursements and Salaries (PP2, PP3, Council 1)		\$28,559.51
		<b>Total:</b>		<b>\$129,956.13</b>

**Credit Card Details:**

AKBLG Conf.	\$1,890.00
Advertising	\$240.45
CAO Training/LGMA Mem.	\$581.70
CW/WWTP Supplies	\$3,435.83
FD GPS Sub./Vehcile Maint.	\$867.95
Office Supplies/Training	\$470.10
	<b>\$7,486.03</b>



DATE Jan. 30/23  
NO 04 TO MHC-Feb. 14/23  
FILE NO 0400-60

**brandy.jessup@salmo.ca**

VILLAGE OF SALMO

**From:** cao@salmo.ca  
**Sent:** January 31, 2023 10:38 AM  
**To:** brandy.jessup@salmo.ca  
**Subject:** FW: Municipal Hazard Risk Tolerance Policy - Request for Letter Of Support for Grant Funding  
**Attachments:** Municipal Risk Tolerance Policy Framework \_Letter of Support.docx

**From:** Manda McIntyre <[amcintyre@nelson.ca](mailto:amcintyre@nelson.ca)>  
**Sent:** January 30, 2023 3:45 PM  
**To:** Chris Johnson <[CJohnson@rdck.bc.ca](mailto:CJohnson@rdck.bc.ca)>; [watershedplanner@rdkb.com](mailto:watershedplanner@rdkb.com); Meeri Durand <[mdurand@castlegar.ca](mailto:mdurand@castlegar.ca)>; Kristen Spearman <[development.services@rossland.ca](mailto:development.services@rossland.ca)>; [admin@kaslo.ca](mailto:admin@kaslo.ca); [cao@salmo.ca](mailto:cao@salmo.ca); [cao@kaslo.ca](mailto:cao@kaslo.ca); [info@villageofslocan.ca](mailto:info@villageofslocan.ca); [cao@newdenver.ca](mailto:cao@newdenver.ca); [cao@nakusp.com](mailto:cao@nakusp.com); Brandon Vigne <[brandon.vigne@creston.ca](mailto:brandon.vigne@creston.ca)>; [mmcisaac@trail.ca](mailto:mmcisaac@trail.ca); [admin@montrose.ca](mailto:admin@montrose.ca)  
**Cc:** Natalie Andrijancic <[NAndrijancic@nelson.ca](mailto:NAndrijancic@nelson.ca)>  
**Subject:** Municipal Hazard Risk Tolerance Policy - Request for Letter Of Support for Grant Funding

Good Afternoon,

I am reaching out to you in hopes that you can offer support to our Municipality with a grant application. The City Of Nelson will be applying for grant funding from UBCM – Disaster Risk Reduction Grant: Category 2 funding. The funding will assist the City with developing a Municipal Level Sustainability Hazard Risk Policy. This policy and engagement project will focus on the many types of hazards that have potential economic and development consequences to our small mountain town. Development of this framework will serve as an invaluable resource and guide for decision-making and development planning, providing guidance for our permitting processes. The proposed policy will consider climate adaptation and the unique characteristics of our region and community in order to create solutions and strategies that are tailored to meet our specific needs on a municipal level. Here is a link to the Application guide for additional background information on the grant <https://www.ubcm.ca/cepf/disaster-risk-reduction-climate-adaptation>.

We would like to request a letter of support from you, that will be submitted to UBCM as a part of our application. If you would like, the City will also share and collaborate with your municipality as a project Stakeholder during the research and development of the policy. By working together, we can effectively address the unique challenges faced by our mountain communities and ensure our residents' continued safety and prosperity. Attached is a sample or draft Letter of Support for you to alter, or accept and sign. The deadline for the grant application is February 24<sup>th</sup>, and we are hoping to have our application submitted as soon as possible.

If you have any questions please feel free to reach out to myself or Natalie Andrijancic, Senior Planner. We look forward to collaborating with you on this important initiative.

Thank you.

Kind Regards,

Manda McIntyre, RBO, Dipl. Arch. Tech. | Building / Plumbing Inspector  
Building Department / Development Services  
Suite 101-310 Ward St. Nelson, BC V1L 5S4  
Tel: 250.352.8216 | Ext. 216 | Cell: 250.352.8216 | E: [amcintyre@nelson.ca](mailto:amcintyre@nelson.ca) | W: [www.nelson.ca](http://www.nelson.ca)

*City of*  
**NELSON**

January 30, 2023

**RE: Letter of Support for the City of Nelson's Application for a UBCM Disaster Risk Reduction Grant: Category 2 Funding – Municipal Level Sustainability Hazard Risk Policy**

Dear Adjudicators,

As the City of xxxx, we are writing to express our unwavering support for the City of Nelson's application for a UBCM Disaster Risk Reduction Grant in the Category 2 Funding. The proposed Municipal Level - Hazard Risk Tolerance Policy is of paramount importance to our communities, and we strongly endorse it.

Like Nelson, our municipality is also susceptible to potential natural hazards, as recent events in the West Kootenays and across British Columbia have clearly shown. These hazards can have devastating consequences, particularly for small communities like ours. We are grateful that the City of Nelson has recognized the specific risks and obstacles faced by small mountain towns, particularly those with a high prevalence of potential natural hazards. This proposed policy will consider the unique characteristics of our region and community in order to create solutions and strategies that are tailored to meet our specific needs.

This policy development will serve as an invaluable resource and guide for decision-making and development planning, providing guidance for our permitting processes and ensuring that our communities area able to thrive in a safe and sustainable manner and ensure they are resilient against a changing climate. This proposed work will be a model for our own Municipal Level - Hazard Risk Tolerance Policy, and we look forward to collaborating with Nelson on this important initiative. By working together, we can effectively address the unique challenges faced by our mountain communities and ensure our residents' continued safety and prosperity.

We strongly urge you to give this proposal your full consideration and grant the funding for its implementation.

Sincerely,



# The Corporation of the Village of Salmo

## Request for Decision

Report Date: February 9, 2023  
Meeting Date: February 14, 2023 (#03-23)  
From: James Heth, CAO  
Subject: Community Park Reservation Request

---

### 1. OBJECTIVE

To approve use of KP Park for use by Salmo Valley ATV Club for annual rally and ride.

### 2. RECOMMENDATION

That Council approve the use of KP Park by the Salmo Valley ATV Club on June 24, 2023 for their annual rally and ride.

### 3. ALTERNATIVES

3.1. Council not approve.

*Implications: The club will need to find another venue for gathering.*

### 4. DISCUSSION AND ANALYSIS

4.1. **Background:** The Salmo Valley ATV Club hosts and plans an annual group ride. They have requested the use of KP Park as a place to meet before and after the ride. They expect there may be up to 60 people.

4.2. **Discussion:** No special arrangements are required, the group will not be parking and unloading ATVs in the park, they will use the park as a coordination area, and for a bbq/gathering after the ride.

4.3. **Financial Implications:** Nil.

4.4. **Operational Implications:** Nil.

4.5. **Legislative Framework:** Nil.

4.6. **Communications:** Staff will put out a communication ahead of the event, and inform emergency services and the RCMP.

4.7. **Attachments:**

Attachment 1: Reservation Form



# Booking Rental Contract/Special Event Permit Form 2022

## COMMUNITY PARKS RESERVATION FORM

KP PARK		
<input type="checkbox"/> North Ball Diamond	<input checked="" type="checkbox"/>	Picnic Area
<input type="checkbox"/> South Ball Diamond	<input checked="" type="checkbox"/>	Bingo Booth
<input type="checkbox"/> Gazebo	<input type="checkbox"/>	

LIONS PARK	
<input type="checkbox"/>	Ball Diamond
<input type="checkbox"/>	
<input type="checkbox"/>	

ORGANIZATION NAME: SALMO VALLEY ATV CLUB

**ORGANIZERS/SPONSORS:**

Name: CHRIS Graham Phone: 250-352-5654

Name: MARILYN Sikora Phone: 250-505-6639

DAY(S) OF THE WEEK: (please circle the day(s) you are interested in)  
 SUNDAY/MONDAY/TUESDAY/WEDNESDAY/THURSDAY/FRIDAY/SATURDAY

Dates: JUNE 24, 2023

Times: 08:00 - 21:00 (9pm)

**DESCRIPTION OF EVENT:**

ANNUAL ATV RALLY AND RIDE

Special Requirements: N/A

Donation: \_\_\_\_\_

We, the above-signed sponsors, agree to be responsible for the overall maintenance and clean-up of the designated park area. We also understand and accept any financial costs due to damages occurred while we are accessing any of the above venues.

Signature of Sponsor: M.S.

Date: Dec 16, 2022

Council Approval: \_\_\_\_\_  
(as required)

CAO/CO Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approval required as per Parks & Publicly-Owned Spaces Regulations Bylaw #700



Dear Mayor and Council,

We are sending you this poster to celebrate Heritage Week, which takes place on February 20-26, 2023. Heritage Week is an annual event, established by the National Trust for Canada in 1973, that encourages Canadians to learn about and advocate for the heritage in their communities.

Heritage BC is a not-for-profit that educates and builds awareness for heritage stewardship in the province, and every year we promote Heritage Week with posters, proclamations, and themed events to raise awareness for the importance of learning about our diverse heritage across the province.

As the leaders of your community, your initiative can play an important role in stewarding the heritage, both tangible and intangible, in our communities for future generations. There are a few key things that you can do to promote awareness of and advocate for heritage.

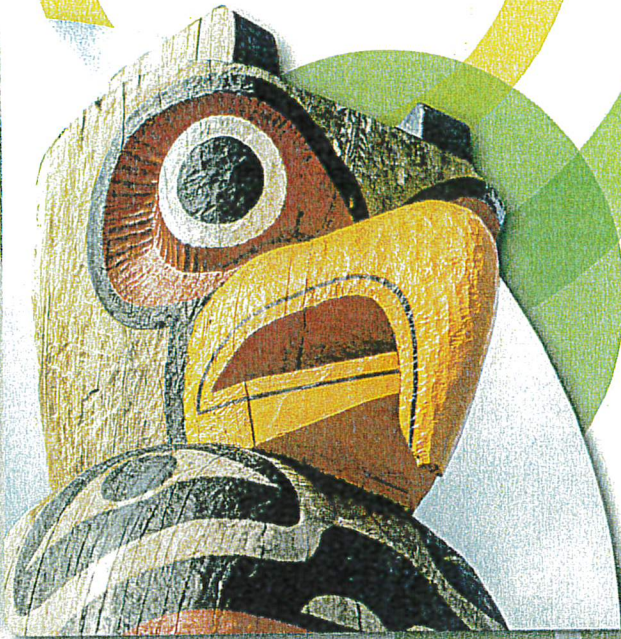
- Declare Heritage Week through a Municipal Proclamation**  
 Every year, the Provincial Government and local governments across BC make proclamations for Heritage Week, signaling the importance of the stewardship of heritage in this province. If you have questions about this, please contact us.
- Visit a Heritage Site, Museum, or Cultural Centre**  
 Consider a local government 'field trip' to a local heritage site, museum or heritage organization to learn more about your community's history. Your visit can have a lasting impact on a small not-for-profit, and signal the value they bring to the community as stewards of history and heritage.
- Learn About the Basics of Local Heritage Conservation**  
 Local Governments have the capacity to conserve local heritage in all its forms through tools outlined in the Local Government Act. Familiarize yourself with these important tools by reading the free one-pagers on our website: [heritagebc.ca/heritage-quick-studies](http://heritagebc.ca/heritage-quick-studies).
- Support and Introduce Heritage-Supporting Policies**  
 In 2022, we released a report on the need to seismically upgrade historic buildings in the case of an earthquake, which can pose risks both to occupants life safety and to that of the building. Read the report at [heritagebc.ca/seismic-report](http://heritagebc.ca/seismic-report) to learn more, and consider introducing financial incentives to building conservation that are predicated on the inclusion of seismic upgrading.
- Become a Member**  
 For \$100 a year, a Government Membership to Heritage BC provides all staff planners and associated committee members with free access to our on-demand and live webinars, as well as discounts for heritage workshops and our annual conference. Promoting continuing education will create a strong foundation for the protection of your community's unique heritage.

Have questions about what we do at Heritage BC? Learn more on our website, [heritagebc.ca](http://heritagebc.ca) or reach out by email at [info@heritagebc.ca](mailto:info@heritagebc.ca). We would love to hear from you.

Thank you from all of us at Heritage BC!

Kirstin Clausen  
 Executive Director  
 604 417 7243  
[kclausen@heritagebc.ca](mailto:kclausen@heritagebc.ca)  
 Greetings!

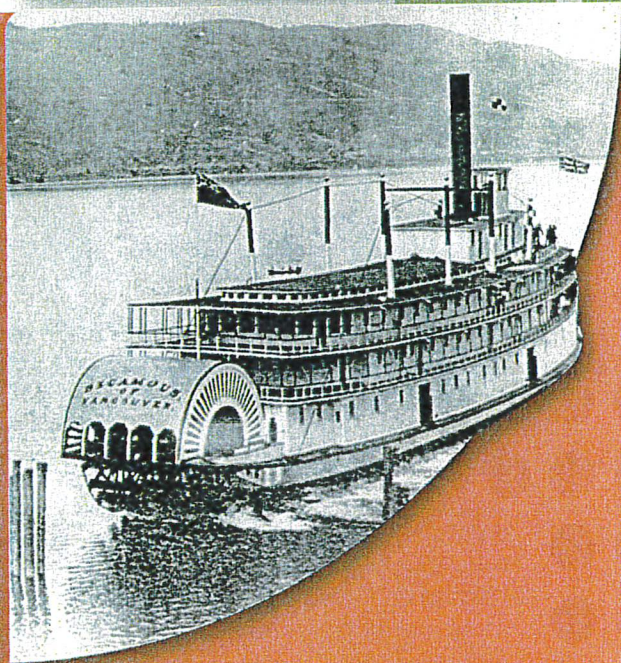
*As a not-for-profit organization of provincial scope, Heritage BC recognizes that its members, and the local history and heritage they seek to preserve, occupy the lands and territories of BC's Indigenous peoples. Heritage BC asks its members to reflect on the places where they reside and work, and to respect the diversity of cultures and experiences that form the richness of our provincial heritage.*



**ALWAYS**

*in All*

**WAYS**



# Heritage Week

**FEBRUARY 20 - 26, 2023**



Heritage Week is an annual event that celebrates and showcases local heritage across the province. During Heritage Week, organizations around the province host local heritage events for their communities, and municipalities issue proclamations formalizing the week. Visit [heritagebc.ca](http://heritagebc.ca) to learn more.



## THE CORPORATION OF THE VILLAGE OF SALMO REPORT FROM COUNCIL

### COUNCILLOR COX

Council Report for Council Meeting held on February 14, 2023.

### PORTFOLIOS

#### **Ktunaxa Kinbasket Local Government Treaty:**

##### Ktunaxa Kinbasket

According to the BC Treaties Commission, the Ktunaxa treaty negotiations are currently on hold as the Nation is focusing on internal governance. Ktunaxa Nation reached Stage 5 negotiations and have a Rights Recognition & Core Treaty Memorandum of Understanding signed November 2018.

##### Local Government Treaty

Also referred to as Columbia River Treaty Local Government Committee. This Committee is run by The Association of Kootenay & Boundary Local Governments (AKBLG). This year, the Village of Salmo is not represented on the Committee and, as such, I cannot report on their meetings.

In the future, it is possible for the Village of Salmo to have representation on this Committee. To this end, I will attend from time to time, AKBLG's information sessions on the Columbia River Treaty. On January 30, 2023 I attended the AKBLG's information session called "*Integrating Social and Economic Objectives within a Modernized Columbia River Treaty: Columbia River Interests*". At present, they are focusing on performance measure for navigation, recreation/tourism, and erosion.

See attached backgrounder for general information.

##### Columbia River Treaty & Ktunaxa Kinbasket

The Columbia River Treaty was ratified in 1964. The purpose of the treaty was to establish cooperative measures for hydroelectric power generation and flood control on the transboundary Columbia River, for the mutual benefit of Canada and the United States. What was not considered in 1964 was the impact the implementation of the treaty would have on indigenous peoples on both sides of the border. Fast forward to 2022, The Columbia Basin Regional Advisory Committee met virtually to continue its learning about Indigenous Nations' roles, interests and perspectives related to the Columbia River Treaty. During this session, legal counsel for Ktunaxa Nation Council, presented a case study on the implementation of the UN Declaration on the Rights of Indigenous Peoples in the context of the ongoing negotiation between Canada and the US to modernize the Columbia River Treaty.

Currently, Ktunaxa Nation have 2 seats on the Columbia Basin Regional Advisor Committee. The same Ktunaxa Nation representatives attended January 30, 2023 AKBLG's information session.

**Transportation:**

**Nothing to report.**

**OTHER MEETINGS OR ACTIVITIES OF NOTE:**

Attended AKBLG's "Integrating Social and Economic Objectives within a Modernized Columbia River Treaty: Columbia River Interests" on January 30, 2023.

Respectfully submitted,

Councillor Cox





## Socio-Economic Integration in Columbia River Treaty Scenario Modelling Backgrounder - Sept 2021

### Introduction

The Columbia River Treaty (CRT) is a water management agreement between Canada and the United States that regulates Columbia River flows for flood control and power generation. Negotiations to modernize the Treaty began in November 2018. The CRT Negotiating Advisory Team (NAT) is led by the federal government and includes representatives from the province and the three regional Indigenous Nations.

See the [CRT Engagement website](#) for more information.

To understand how U.S. proposals for Treaty changes will impact Basin interests (Figure 1) and explore how the Treaty can be modernized to increase flexibility and improve conditions in B.C., the NAT has customized a computerized river management model to assess different operations (scenarios) for the dams along the Kootenay and Columbia Rivers.

Terms
<b>Community interests:</b> What matters to Basin communities with regards to Columbia and Kootenay River management – these are described in goals and objectives.
<b>Performance measures:</b> Metrics that measure achievement of objectives that are used to compare and contrast how different scenarios meet community interests over time.
<b>Scenarios:</b> Different combinations of water management operations alternatives.

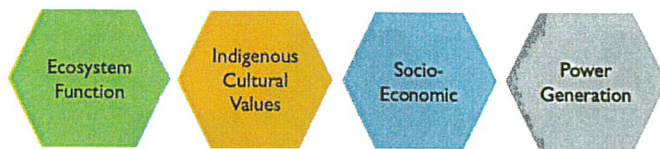


Figure 1: Basin Interests

This model will include performance measures (PMs) to assess how each scenario impacts Basin interests.

Indigenous Nations are leading the development of ecosystem function information, with funding and other supports from the Province. Basin residents support ecosystem function being added as a first-order priority within the Treaty, alongside flood control and power production. Indigenous Nations are also providing Indigenous cultural values information. Power generation information is coming from BC Hydro. This Backgrounder describes the integration of socio-economic performance measures in CRT scenario modelling that is being led by the CRT Local Governments Committee, with funding support from the Province. This is the beginning of a long-term process that will continue over multiple years, beyond the CRT negotiations.

### Who is the CRT Local Governments Committee?

The CRT Local Governments Committee (Committee) was created in 2011 by local governments in the region that were impacted by the Treaty. Two members are appointed from each of the four regional districts in the Columbia Basin, as well as one member from the Village of Valemount and one from the Association of Kootenay Boundary Local Governments. The primary purpose of the Committee is to assist local governments and Columbia Basin residents to engage in decisions about the future of the Treaty. Since 2012, the Committee has worked closely with the BC CRT Team to consult with residents and local government in the region. The goal of this consultation has been to fully understand residents' concerns and issues related to the Treaty. In January 2021, the Committee provided updated recommendations to the CRT Negotiating Team that are based on this consultation process with Basin communities. See the [Committee webpage](#) for more information.

#### Who is the Project Team?

*Project lead - Cindy Pearce, Executive Director, Columbia River Treaty Local Governments Committee*

*Scenario modelling advisor – Ryan MacDonald, Ph.D. Hydrology, MacDonald Hydrology Consultants Ltd.*

*Researchers – Lauren Rethoret, lead – Columbia Basin Rural Development Institute/Selkirk Innovates, Selkirk College*

*Engagement coordinator – Avery Deboer-Smith, sub-contractor*

### What are the Community Socio-Economic Interests Related to the CRT?

The Team reviewed reports from past CRT community consultation processes to identify community socio-economic interests related to the CRT. These reports include the [CRT Summary of Canadian Dam and Reservoir Issues](#) (2014), the [Arrow Lakes Reservoir Mid-Elevation Scenarios: Scoping Evaluation](#) (2018) and the summaries for the CRT community meetings in [2018](#) and [2019](#).

Figure 2 shows the community interests that were identified in this process.

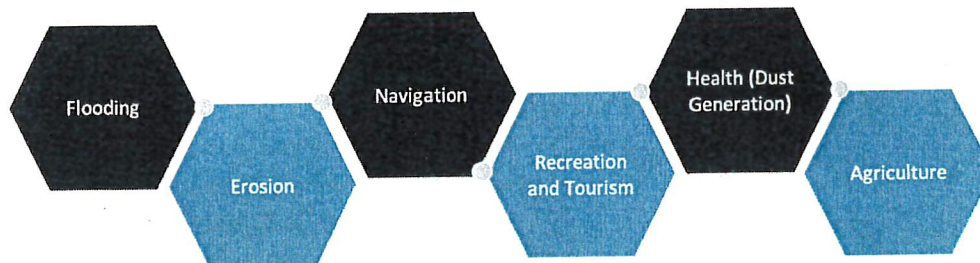


Figure 2: Draft community interests identified from past community consultation.

### What information is included in a Socio-Economic Performance Measure?

The graphic below describes the information needed for a socio-economic performance measure and provides an example of an existing PM.

Arrow Reservoir Dust Control Example

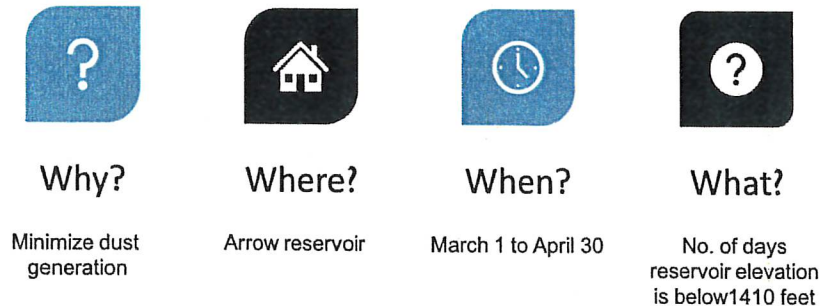


Figure 3: Basic information in a performance measure.

**Where is information on Socio-Economic Performance Measures coming from?**

Performance measures (PMs) for CRT modelling must be related to the outputs from the computerized river management model, which include river flows and reservoir elevations (such as maximum river flow rates and minimum, maximum or ideal reservoir levels). Community interests that are not related to these two factors cannot be evaluated through the model. Past scenario evaluation processes completed by BC Hydro, some with extensive public input were scanned to identify PMs that are relevant to the compiled community interests. These processes included the 2005 Consultative Committee reports for the [Duncan](#) and [Columbia](#) Water Use Plan, the resulting Water Use Plans (2007) and relevant studies; the [Non-Treaty Storage Agreement](#) consultation in 2010; and the 2013 [CRT Review Technical Studies](#), including Appendices [E](#), [G](#) and [H](#) were also reviewed.

This information has been summarized in an INITIAL SE PM Summary Table which has been reviewed by the Committee members and the [Columbia Basin Regional Advisory Committee](#), a diverse Basin-wide group representing a broad range of perspectives, interests and geography. This group helps inform hydroelectric operations in the Columbia Basin and potential future improvements to the CRT. Their feedback is being integrated into the initial summary. The next phase includes research to follow-up on new information and to get answers to questions that were raised, in order to refine the existing PMs and add new PMs that are essential.

Early in 2022 the team will host webinars to explain the process to the public and invite public input. Revisions based on this input will be included in recommendations to the CRT NAT before the end of 2022.

**What is CRT Scenario Modelling?**

CRT scenario modelling uses PM information and other data in the river management model to evaluate how alternative hydro operations affect interests. This will illustrate important differences between alternative hydro operations. The river management model shows impacts at the geographic level of individual reservoirs and river reaches, sub-regional scales (e.g. Kootenay River) and the Canadian portion of the Columbia Basin. The outputs from the model will be used by the NAT to inform CRT negotiations.

# COLUMBIA River Treaty



Figure 4: Scenario modelling process

## What are the Timeline and the Steps for this Project?

The graphic below provides an outline of the current steps and timeline to fulfill this project.

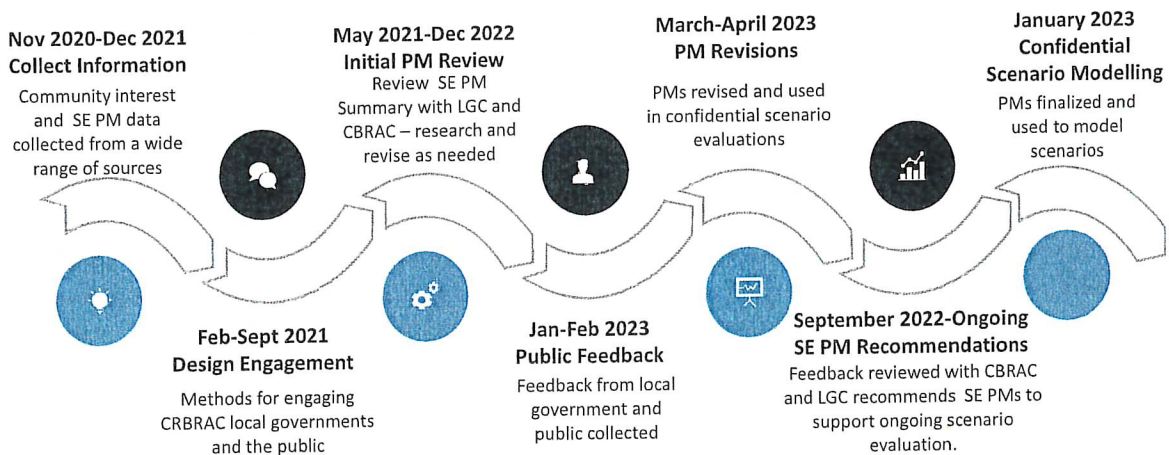


Figure 5: CRT SE PM Timeline