



The Corporation of the Village of Salmo

REGULAR MEETING (#05-23)

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, March 14, 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. Administration of Oath of Office

Chief Administrative Officer James Heth to administer the Oath of Office to Councillor-Elect Jonathon Heatlie.

3. Adoption of Agenda

RECOMMENDATION:

Pg.1

That the draft agenda of Regular Meeting #05-23 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 section, and a Public Question period.

4. Delegations - NIL

5. New Business

6. Adoption of the Minutes

(1) RECOMMENDATION:

Pg.3

That the draft minutes of the Committee-of-the-Whole Meeting of Monday, February 27, 2023 be adopted as presented.

(2) RECOMMENDATION:

Pg.5

That the draft minutes of the Special Meeting of Monday, February 27, 2023 be adopted as presented.

(3) RECOMMENDATION:

Pg.7

That the draft minutes of Regular Meeting #04-23 of Tuesday, February 28, 2023 be adopted as presented.

7. Referrals from Delegations - NIL

8. Referrals from Prior Meetings - NIL

9. Administrative

(1) Risk Management Conference

RECOMMENDATION:

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

10. Policy Development & Review - NIL

11. Bylaw Review & Development - NIL

12. Accounts Payable

RECOMMENDATION:

Pg.11

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

13. Correspondence Requiring a Council Decision - NIL

14. Correspondence for Information Only

RECOMMENDATION:

That Council receive for information the following correspondence from:

- (1) **Ombudsperson BC Re: How the Office of the Ombudsperson Can Work with and Help Local Governments in BC - #10** Pg.13

15. Member Reports & Inquiries

(1) **Councillor Cox**

(2) **Councillor Lins**

(3) **Councillor Neil**

(5) **Mayor Lockwood**

RECOMMENDATION:

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

16. Public Question Period

17. Adjournment

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



DRAFT

The Corporation of the Village of Salmo

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 Monday, February 27, 2023 at 2:00 p.m.

PRESENT:

In Person:

Mayor Diana Lockwood
Councillor Jennifer Lins
Councillor Kenzie Neil
CAO James Heth

Members of the Public – 3

Electronically:

Councillor Melanie Cox
Members of Public - 5

CALL TO ORDER:

The Mayor called the meeting to order at 2:05 p.m.

AGENDA:

CW1-0227-23

Moved and seconded, that the draft agenda of the Committee-of-the-Whole meeting of Monday, February 27, 2023 be adopted as amended.

Carried.

UTILITY BUDGET DISCUSSION:

CW2-0227-23

Moved and seconded, that Council receive for information the draft utility budget for discussion.

Carried.

PUBLIC INPUT:

CW3-0227-23

Moved and seconded, that the meeting be opened to the public.

Carried.

DISCUSSION ON REQUESTS TO THE RDCK BY THE LIBRARY AND THE SALMO VALLEY YOUTH & COMMUNITY CENTRE:

- Questions and discussion on the requested increases by the SVYCC and Library.

ADJOURNMENT:

CW4-0227-23

Moved and seconded, that the meeting be adjourned at 3:00 p.m.

Carried.

I hereby certify the preceding to be a true and correct account of the Committee-of-the-Whole meeting held on Monday, February 27, 2023.

Mayor

Chief Administrative Officer



SPECIAL MEETING MINUTES

Minutes of the Special Meeting of the Council of the Village of Salmo held in Council Chambers at 423 Davies Avenue in Salmo, B.C. on Monday, February 27, 2023 at 3:09 p.m.

PRESENT:

<u>In Person:</u>	<u>Members of the Public:</u> 3
Mayor Diana Lockwood	<u>Electronically:</u>
Councillor Jennifer Lins	Councillor Melanie Cox
Councillor Kenzie Neil	Members of Public - 5
CAO James Heth	

MOTION:
R1-0227-23

Moved and seconded, that Council waive the notice requirement for the Special Meeting in order to start the meeting at 3:09 p.m. rather than 4:00 p.m. as per the *Community Charter* section 127(4).

Carried.

CALL TO ORDER: Mayor Lockwood called the meeting to order at 3:09 p.m.

AGENDA:
R2-0227-23

Moved and seconded, that the draft agenda of Special Meeting of Monday, February 27, 2023 be adopted as presented.

Carried.

BYLAW REVIEW & DEVELOPMENT:
R3-0227-23

Municipal Utilities User Fees Bylaw #746, 2023 – First Reading

Moved and seconded, that the “*Municipal Utilities User Fees Bylaw #746, 2023*”, as amended, be given first reading.

Carried.

R4-0227-23

Municipal Utilities User Fees Bylaw #746, 2023 – Second & Third Reading

Moved and seconded, that the “*Municipal Utilities User Fees Bylaw #746, 2023*” be given second and third reading.

Carried.

PUBLIC QUESTION PERIOD:
R5-0227-23

Moved and seconded that the meeting be opened to the public.

Carried.

-Question whether there has been a review of utility rates, or if all rates just escalate by same amount annually. The Mayor responded that there has not been a review in her memory, and there is no means of measuring relative uses currently.

ADJOURNMENT: Moved and seconded, that the meeting be adjourned at 3:31 p.m.
R6-0227-23 Carried.

I hereby certify the preceding to be a true and correct account of the Special Meeting of Council held on Monday, February 27, 2023.

Mayor

Chief Administrative Officer



The Corporation of the Village of Salmo

DRAFT

REGULAR MEETING #04-23 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, February 28, 2023 at 7:00 p.m.

PRESENT:

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

REGRETS: Councillor Melanie Cox.

CALL TO ORDER: Mayor Lockwood called the meeting to order at 7:03 p.m.

AGENDA:

R1-04-23 Moved and seconded, that the draft agenda of Regular Meeting #04-23 of Tuesday, February 28, 2023 be adopted as amended from *Council Procedure Bylaw No. 663, 2014* Schedule "B" include a New Business section, a Bylaw Development & Review section, and a Public Question Period.

Carried.

DELEGATIONS:

Erin Thompson & Toni D'Andrea, Nav-CARE Program Delegation presented on the services offered through the Nav-Care program and important work done by volunteers helping local seniors.

NEW BUSINESS: NIL

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

R2-04-23 Moved and seconded, that the draft minutes of the Regular Council meeting #03-23 of Tuesday, February 14, 2023 be adopted as presented.

Regular Meeting February 14, 2023

Carried.

REFERRALS FROM DELEGATIONS: NIL

REFERRALS FROM PRIOR MEETINGS: NIL

BYLAW DEVELOPMENT & REVIEW:

R3-04-23 Moved and seconded, that the "*Municipal Utilities User Fees Bylaw #746, 2023*", having had three readings, be reconsidered and adopted.

Municipal Utilities User Fees Bylaw #746, 2023 Carried.

– Adoption

OPERATIONAL REPORTS:

- R4-04-23
Civic Works
- Moved and seconded, that Council receive for information the written report as presented by CAO Heth for the period of January 20, 2023 to February 23, 2023. (see *Appendix A*).
- Carried.
- R5-04-23
Fire Department
- Moved and seconded, that Council receive for information the written report dated February 1, 2023 provided by Fire Chief David Hearn for the period of January 2023. (see *Appendix A*).
- Carried.
- R6-04-23
Bylaw Enforcement
- Moved and seconded, that Council receive for information the written report on bylaw enforcement for the period of January 2023. (see *Appendix A*).
- Carried.
- R7-04-23
Administration
- Moved and seconded, that Council receive for information the written report as presented by CAO Heth. (see *Appendix A*).
- Carried.
- R8-04-23
Community Resiliency
Investment Program –
2023 FireSmart
Community Funding &
Supports
- Moved and seconded, that Council approve that the Regional District of Central Kootenay apply for a grant as the primary applicant to the Union of BC Municipalities Community Resiliency Investment Program 2023 FireSmart Community Funding & Supports program on behalf of the Village of Salmo, in the amount of \$17,665. Further, that the Regional District of Central Kootenay may receive and manage the grant funding on the Village's behalf.
- Carried.
- Strategic Plan
- NIL
- FINANCIAL REPORTS:**
- R9-04-23
Accounts Payable
- Moved and seconded, that Council receive for information the list of accounts payable cheques and electronic fund transfers from February 10, 2023 to February 23, 2023 totaling \$69,159.92.
- Carried.
- R10-04-23
Treasurer's Report
- Moved and seconded, that Council receive for information the Treasurer's report for January 2023.
- Carried.
- CORRESPONDENCE REQUIRING A COUNCIL DECISION:**
- R11-04-23
AKBLG Re: Annual
Conference April 21-23,
2023
- Moved and seconded, that Council budget for all of Council to attend the AKBLG conference occurring from April 21-23, 2023.
- Carried.

CORRESPONDENCE FOR INFORMATION ONLY:

R12-04-23 Moved and seconded, that Council receive for information the following correspondence from:

- (1) Marie Beaton Re: Nurses Need Help - #05
- (2) Miya Regier Re: Solution for Healthcare Crisis - #06
- (3) Ben Pires Re: Attn. Mayor and Council - #07
- (4) Forest Enhancement Society of British Columbia Re: Funded Projects - #08
- (5) Forest Enhancement Society of British Columbia Re: 2023 Accomplishments Update - #09

Carried.

MEMBER REPORTS & INQUIRIES:

Councillor Lins Councillor Lins reported engagement with seniors and work in determining possible senior programs.

Councillor Neil See *Appendix B*.

Mayor Lockwood See *Appendix B*.

R13-04-23 Moved and seconded, that the verbal and written reports of Mayor and Council be received for information.
Verbal & Written Reports of Mayor & Council

Carried.

PUBLIC QUESTION PERIOD:

- Questions regarding the Village charging station and power usage for pumping stations.
- Question why Voyentalert system wasn't used to promote the by-election. The Village wants to prioritize use for emergency and operational issues.
- Question whether timbers from old pedestrian bridge could be removed.

ADJOURNMENT: Moved and seconded, that the meeting be adjourned at 8:00 p.m.
R14-04-23

Carried.

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

Mayor

Chief Administrative Officer

Village of Salmo
Accounts Payable February 24 to March 9, 2023

Cheque #	Pay Date	Vendor Name	Description	Paid Amount
016224	2023-02-28	Ace Courier Systems	Water Sample Shipment	\$47.22
016228	2023-02-28	Andrew Barton	Annual Website Hosting	\$215.00
016225	2023-02-28	Eco/Logic Environmental	Q1 Effluent Testing	\$1,981.17
016234	2023-02-28	Fortis BC - Natural Gas	Natural Gas Expense	\$9.71
016237	2023-02-28	Fortis BC - Natural Gas	Natural Gas Expense	\$3.04
016226	2023-02-28	Fortis BC Inc.	Electricity Expense	\$84.71
016236	2023-02-28	Fortis BC Inc.	Electricity Expense	\$14.11
016227	2023-02-28	Frontier Power Products Ltd.	Generator Equipment	\$44,789.92
016219	2023-02-24	Fuhrions Construction Ltd.	Equipment Building Upgrade	\$15,446.51
016229	2023-02-28	Kendrick Equipment (2003) Ltd.	Sweeper Maintenance	\$1,212.73
016230	2023-02-28	Mills Office Productivity	Office Supplies	\$55.82
Pre-Authorized Debit	2023-03-02	Municipal Finance Authority of BC	Short Term Fixed Payment	\$2,450.00
016231	2023-02-28	Municipal Information Network	Annual Subscription	\$315.00
Pre-Authorized Debit	2023-03-01	Royal Bank Central Card Services	Service Fees	\$54.95
016233	2023-02-28	Summit Truck & Equipment	1998 Loader Maintenance	\$451.40
016235	2023-02-28	Vimar Equipment Ltd	Sweeper Maintenance	\$274.22
		Employee Benefits, Reimbursements and Salaries (PP5, Council 2)		\$24,710.95
		Total:		\$92,116.46



OMBUDSPERSON
BRITISH COLUMBIA

February 14, 2023

Delivered via email

Mayor Diana Lockwood
Village of Salmo
423 Davies Avenue
Salmo BC V0G 1Z0

DATE Mar. 1/23
NO 10 TO MHC-MAR.14/23
FILE NO 0220-40
VILLAGE OF SALMO

Dear Mayor Lockwood:

With many new municipal mayors and council members elected and now sworn in across the province, I wanted to reach out and let you know how the Office of the Ombudsperson can work with, and help, local governments in British Columbia.

If you are continuing in your elected position, thank you for your service to British Columbians. And if you are newly elected, welcome to your very important role.

My office takes complaints from the public about all of the local governments in BC. We are an oversight body, one of the independent offices of the Legislature, and our mandate is to be BC's independent voice for fairness and accountability of the public sector. When we receive people's concerns about public services, we conduct impartial investigations and address the fairness problems that we find. For local governments, that means you may hear from us when we have received a complaint about your municipality and are investigating to determine whether the standard of fair and reasonable service set out in the *Ombudsperson Act* has been met. Where fairness issues are identified, we can consult with you to find a way to address the issues in order to ensure fairness moving forward.

We are also available to help. Our [Public Authority Consultation and Training team](#) can assist you with any questions about fairness you may have. A number of [useful resources](#) are also available on our website, including:

- A [Complaint Handling Guide](#), which contains a [Model Complaints Policy](#);
- Our Quick Tip resource [On Complaint Handling for Local Governments](#);
- [Bylaw Enforcement: Best Practices Guide for Local Governments](#);
- [Open Meetings: Best Practices Guide for Local Governments](#);
- Our 1-hour online [Fairness 101 course](#); and
- Educational [webinars](#).

Our office is also offering a [webinar](#) for public bodies on our recently released [Fairness by Design guide](#). In the webinar, we'll outline the fairness standards found in the guide and how they can be used to ensure your programs are delivered fairly. We will also answer your questions. Webinar details are below:

- **Thursday, March 16, 2023 from 10:00 a.m. – 11:00 am**
- [Register here](#)

Please share this invitation with anyone in your organization who may be interested.

Once again, thank you for the important local government role you took on. We look forward to working with you.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Jay Chalke". The signature is fluid and cursive, with a large initial "J" and "C".

Jay Chalke
Ombudsperson
Province of British Columbia