



## 2022 ANNUAL REPORT



*For the year ending December 31, 2022*



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Cover Photo: Historical Mining Equipment Park



MESSAGE FROM THE MAYOR



I acknowledge and respect the Indigenous peoples within whose traditional lands we work, live, and play on.

It is my pleasure to provide this update on municipal services in the Village of Salmo for 2022.

I am happy to report we have met our statutory requirements for our financial reporting and received a positive and unqualified audit.

As Municipal Director of the Regional District of Central Kootenay (RDCK) for Salmo, I am the Vice-Chair along with holding a seat on the West Kootenay Transit committee. I am a board member on the Economic Trust Southern Interior – BC (ETSI-BC). I am pleased to say that working on these boards and

with this committee brings greater attention to Salmo.

The Village of Salmo shares several regional services, mostly with Area G, but we also share regional parks services with Nelson, Area E and F through the RDCK.

Salmo does what Salmo does best – continues to be a welcoming community.

As we move through an ever-changing climate, we are learning how to be better stewards of this land.

This past year we started work to refurbish the big equipment building also known as the old recycling building, we completed work on part of the dike, we had a memorial wall built at the cemetery, we added a trackless machine to our assets, we put in a new aerator & clarifier at the wastewater treatment plant, we upgraded our firehall, plus all ongoing maintenance and care for the Village.

It is an honour to be a part of this community we call home. Volunteerism continues in our community with pride in all the contributions and contributors that help make our community successful. With the dedication of Council and Staff, we will continue to prosper and grow.

Sincerely,

Diana L. D. Lockwood, Mayor

## REPORT FROM THE CHIEF ADMINISTRATIVE OFFICER

2022 was a year of change for the Village with a changeover in CAO and the ending of public health orders due to the COVID-19 pandemic.

### **2022 highlights included:**

- Completing upgrades to the Waste Water Treatment Plant aerators. With this upgrade and a new clarifier to be installed, the plant will be fully upgraded and better able to process waste water.
- Improved flood protection by re-armouring a section of the Erie Creek dike with rip rap.
- Received grant funding to complete energy efficiency upgrades to the Village office and Civic Works shop, as well as install solar power. This will save the Village a significant amount of energy costs.

### **Disappointments:**

- The refurbishment of the large equipment storage shed was not completed before winter, as had been planned. There were significant delays in obtaining the permit leading to a late construction start.
- A condition inspection of the Glendale bridge revealed undermining of the apron slabs, requiring that the load rating be downgraded to light vehicles only. Work to undertake the repairs is underway.

### **Bylaws adopted in 2022:**

- 737 Utility Fees Bylaw 2022
- 739 Financial Plan Bylaw 2022-2026
- 740 Annual Tax Rate Bylaw 2022
- 741 Election and Assent Voting Amendment Bylaw 2022
- 742 Election Official Bylaw Amendment 2022
- 743 Inter-Community Business License Bylaw Amendment 2022
- 744 Public Notice Bylaw 2022
- 745 Tax Exemption Bylaw 2023

James Heth  
Chief Administrative Officer

VILLAGE OF SALMO COUNCIL

ELECTED REPRESENTATIVES 2022

(Before November 8, 2022)

- Mayor Diana Lockwood
- Councillors Jennifer Endersby
- Jonathon Heatlie
- Jacque Huser
- Farrell Segall



L-R: Councillor Wallace, Councillor Neil, Mayor Lockwood, Councillor Lins, Councillor Cox

(After November 8, 2022)

- Mayor Diana Lockwood
- Councillors Jennifer Lins
- Tod Wallace (resigned)
- Melanie Cox
- Kenzie Neil

APPOINTED OFFICIALS

- Chief Administrative Officer/Corporate Officer (CAO/CO) Anne Williams (until August 23, 2022)  
James Heth (after August 23, 2022)
- Chief Financial Officer (CFO) Nathan Russ
- Auditors Grant Thornton
- Bank Kootenay Savings Credit Union

DECLARATION AND IDENTIFICATION OF DISQUALIFIED COUNCIL MEMBERS

During the year 2022 the Village has not made, nor is the Village aware of electors of the Village of Salmo having made, an application to court for a declaration of disqualification of a person elected or appointed to office on the Council of the Village of Salmo.



## VILLAGE OFFICE

The four members of the Village office team are the communications link between Council and the general public, providing assistance and advice to citizens with respect to Council/Committee processes, reporting procedures and decisions. Staff are responsible for: drafting bylaws, resolutions and agreements for the Village; maintaining minutes and overseeing record keeping for all Council and committee meetings; ensuring access to all public records (Freedom of Information); accounts payable and receivable; taxation and utility billing; overseeing general bylaw enforcement; administering, monitoring and seeking compliance with the bylaws enacted by the Mayor and Council to regulate the conduct of affairs in the Village; reviewing and advising on Building Permit applications, facilitating internal and external communications, providing legislative service, providing affirmations, and overseeing policy development.

## CIVIC WORKS

The four-person Civic Works team, lead by the Civic Works Foreman, is responsible for the maintenance and upkeep of Village-owned existing buildings, lands, utilities, and infrastructure. They are assisted each summer by students who are mainly responsible for parks and public spaces maintenance. The health and safety of our citizens is the top priority of the Civic Works department. Some of the functions regularly performed by the Civic Works crew are:



- Utilities - Maintenance and upgrades to: The municipal water distribution network comprising approximately 15 km of water mains, 481 water connections as well as 2 well sites. The sanitary sewer collection system comprising approximately 14 km of pipes with 471 connections, plus the storm water collection system.
- Roads and Sidewalks - Maintenance and upgrades to municipal traffic signals, road markings and signage; municipal curbs, sidewalks, and roads; street sweeping; snow and ice clearing.
- Parks and Green Space - Civic Works maintains approximately 20 hectares of public parks including playing fields, a campground, washrooms, trails, and green space.
- Maintaining a 14-unit fleet comprised of construction, snow removal and parks equipment plus mowers, weed whackers, flood pumps and other small tools. Ensuring that all the Village's vehicles and associated municipal equipment are serviced, maintained, and inspected to meet the requirements of the Commercial Vehicle Service Enforcement Agency, allowing them to operate in a safe manner on the highways.
- Internments, grave marker placement and maintenance at the Salmo Cemetery.

### 2022 Highlights Include:

- Installation of new aerator at the Waste Water Treatment Plant, and planning for installation of new clarifier.
- Installation of Memorial Wall at the cemetery.
- Armouring the Erie Creek dike with rip rap.
- Installation of new swing set at KP Park.



## FIRE PROTECTION SERVICES

The Salmo Volunteer Fire Department (FD) consists of Chief David Hearn, a Deputy Chief, 4 Captains, and 20 volunteer firefighters. The department supplies fire suppression, fire investigation and fire prevention services for homes, businesses, and brush fires, as well as rescue services and attendance at motor vehicle incidents, plus rope rescue to the citizens of Salmo and parts of surrounding Area G.

Due to COVID only 47 fire practices were held in 2022, instead of the usual 52.

The number of calls in 2022 is higher than our 20-year average, but it is slightly less than our five year average. Highway rescue calls remained the largest source of calls, making up 40% of call volume. Calls for highway rescue will continue to remain the FD's largest source of calls as the BC Ambulance Service is more routinely calling upon fire departments to respond to MVI's where there is very limited information received from the caller.



The junior firefighter program has proven to be a welcome addition. We have a couple of prospective junior member who will be turning 16 this next year and are wanting to take part in our junior firefighter program. The FD encourage students from Salmo Secondary School to try out for this program, as it counts as volunteer credits towards their graduation. These junior members train alongside of regular members and are able to help at some scenes but are not put into any risky situations. When they turn 19 they are fully trained and ready to become regular members.

Lack of any communications service in areas such as the top of Kootenay Pass is still a major concern to all first responders. Our Garmin In-Reach GPS allows us to send messages and receive text messages via the satellites. We routinely use this device to mark our location at scenes, to say that we do not require further help, or to request members respond to our location if we need any further help. The RDCK's Emergency Operations Centre purchased a satellite phone for the Salmo Fire Department to use on more remote calls, or in the case of a major emergency and all the phone lines are down. This satellite phone works as a Wi-Fi hub for FD cell phones and enables the FD to make calls and send texts. It may only be used on an emergency task and when provided a task number from Emergency Management BC.

During the year the Salmo Fire Department performed one rope rescue call, and did not have to perform any auto-extrication. However, we did have our first fire fatality in more than 30 years.

Public education, including FireSmart in partnership with the RDCK, with the residents in and around Salmo continues via monthly news articles and Facebook posts. Fire extinguisher training has been given to school bus drivers throughout School District 8 to better equip them for keeping our children safe.

## STATEMENT OF PERMISSIVE TAX EXEMPTIONS

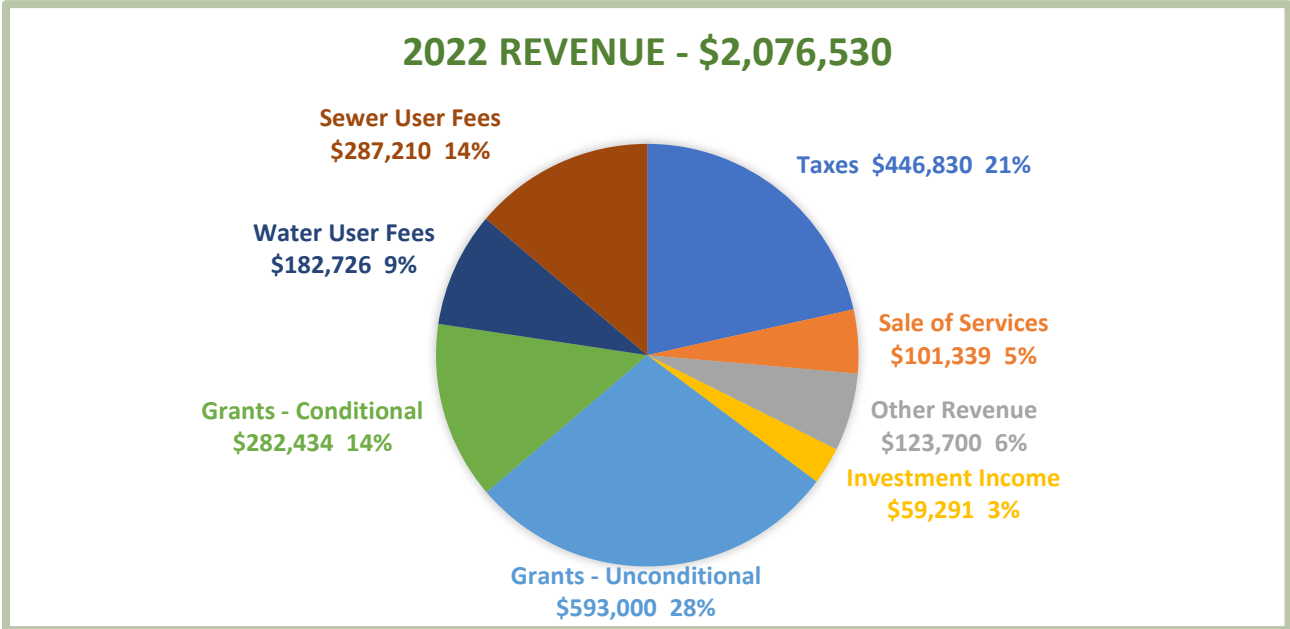
In accordance with Part 7, Division 7, Section 224(2) of the *Community Charter*, the following properties in the Village of Salmo were provided permissive property tax exemptions by Council in 2022.

Legal Description	Civic Address	Organization	Value of Permissive Exemption
Lot 24 and Lot 25, Block 22, Plan 622A, DL206A, Kootenay Land District	402 Baker Ave	Roman Catholic Bishop of Nelson	\$162.86
Lot 1 and Lot 2, Block 23, Plan 622A, DL206A, Kootenay Land District	304 Main Street	Salmo Community Memorial Church Assoc.	\$192.96
Lot 3, Plan 15447, DL206, Kootenay Land District	430 Cady Road	Salmo Baptist Church	\$340.10
Lot 1, Plan 11031, District Lot 206, Kootenay Land District	1003 Glendale Ave	Salmo Valley Curling and Rink Association	\$3,768.30
Lot B, Plan EPP9579, District Lot 206 and 206A, Kootenay Land District	206-7 <sup>th</sup> Street	Salmo Valley Youth and Community Centre	\$23,603.68
Parcel D (Being a Consolidation of Lots 1-3, See LB472515) Block 5, Plan 622, DL 206A, Kootenay Land District	104-4 <sup>th</sup> Street	Salmo Square Society	\$1,739.92
Lot 2, Plan NEP 71801, DL 206 and DL 206A, Kootenay Land District	730 Railway Ave	Salmo & Area Supportive Housing Society	\$6,778.31
Lot A, Plan NEP75263, DL206A, Kootenay Land District	311 Railway Ave.	Salmo Community Resource Society	\$1,636.82
Parcel C (Being a Consolidation of Lots 9-12, See CA7516655) Block 21, Plan NEP622A, DL206A, Kootenay Land District	303 Fourth Street	Royal Canadian Legion	\$873.10
Parcel Z, Block 11, Plan NEP622, DL206A, Kootenay Land District	517 Davies Avenue	Salmo Senior Citizens Society	\$2,208.99

**2022 MUNICIPAL SERVICES AND OPERATIONS**

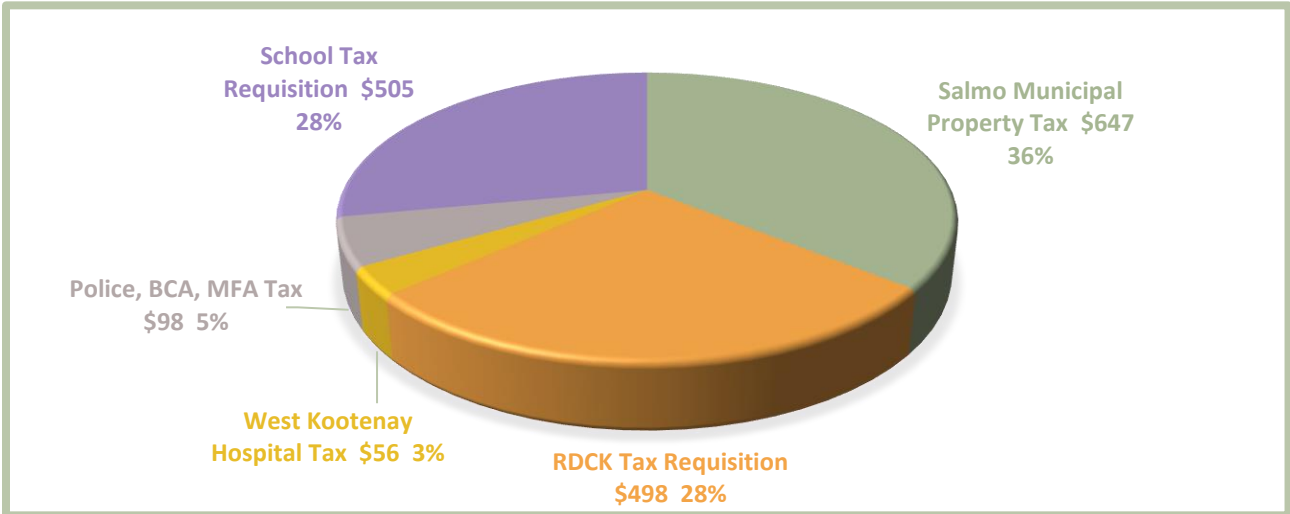
**REVENUES**

The Village collected \$446,830 in taxes; \$101,339 from the sale of services; \$123,700 in other revenue from own sources; \$59,291 in investment income, \$593,000 in unconditional grants and \$282,434 in conditional grants. Water and sewer user fees totalled \$469,936. No tangible assets were disposed of.



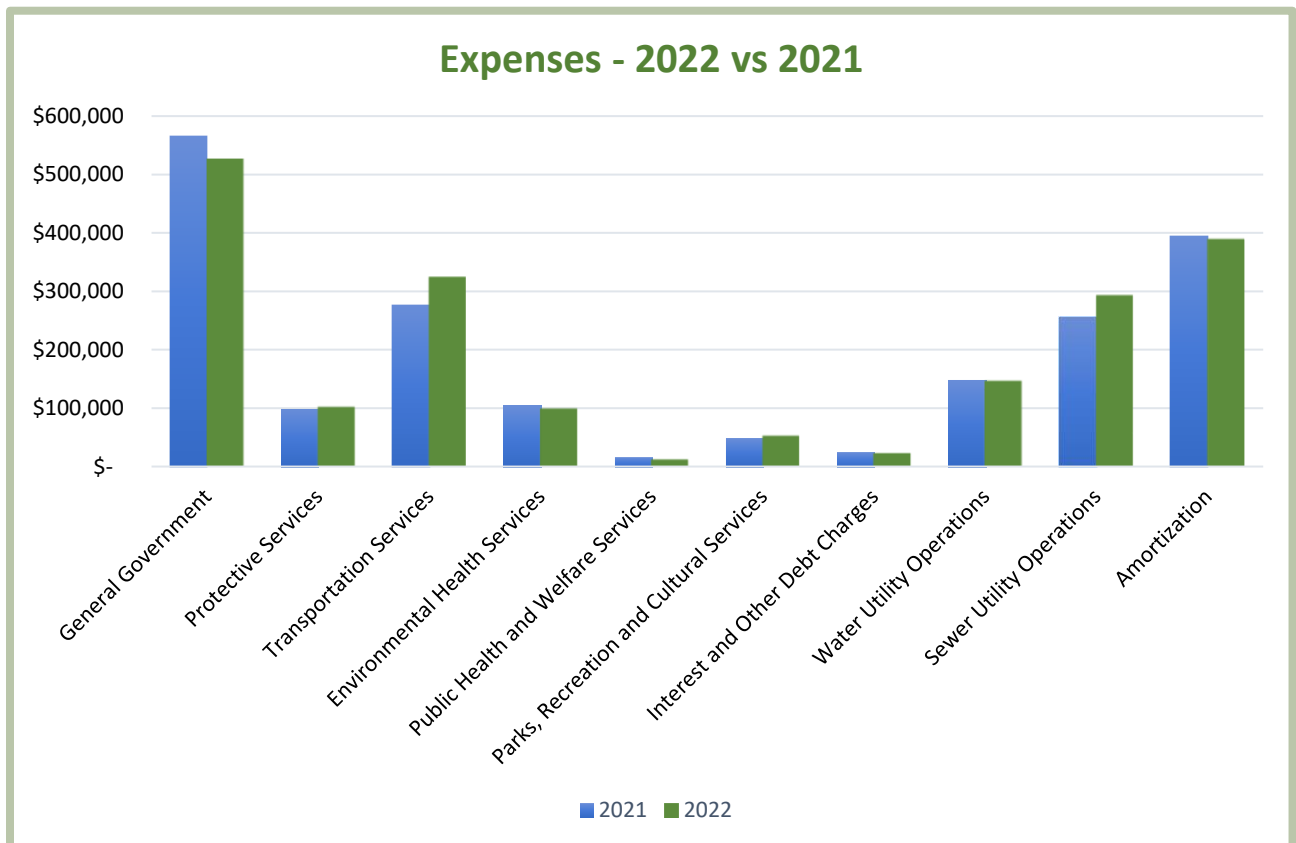
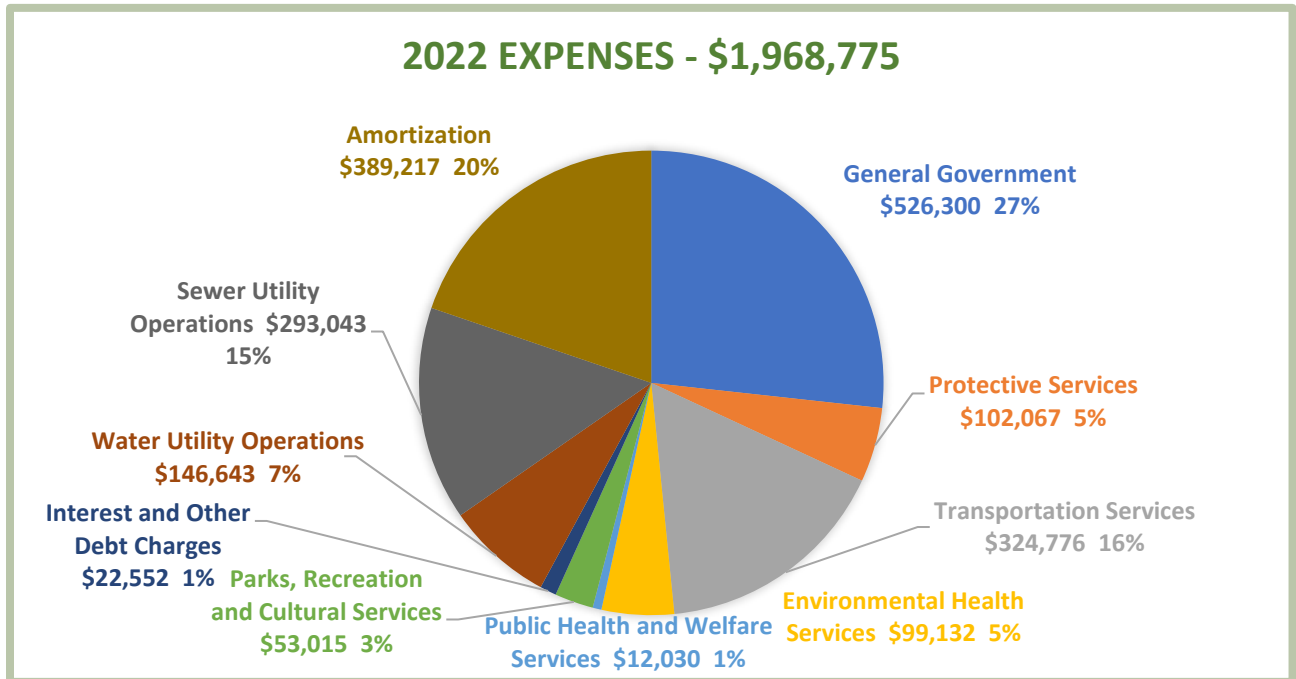
The total revenue collected does not include taxes collected for other agencies, such as schools, the regional district, hospital taxes, etc.

**TAX DISTRIBUTION AVERAGE SFD 2022 - Assessed Home Value \$308,077 before HOG<sup>1</sup> = \$1,804**



<sup>1</sup> SFD = single family dwelling; HOG = Home Owners Grant discount

## EXPENSES



GENERAL GOVERNMENT

**\$526,300 – 26.7% of expenditures in 2022** - *General government includes the cost of the administration, including Council operations, legal and auditing services, training, liability insurance and other general overhead expenditures.*

PROTECTIVE SERVICES

**\$102,067 – 5.2% of expenditures in 2022** - *Protective services include the operation of the fire department, bylaw enforcement, dog control, and emergency measures such as flood control.*

TRANSPORTATION SERVICES

**\$324,776 – 16.5% of expenditures in 2022** - *Transportation services include the cost of the civic works shop, all the Village’s equipment, winter and summer road maintenance, sidewalks and streetlights.*

ENVIRONMENTAL HEALTH SERVICES

**\$99,132 – 5.0% of expenditures in 2022** - *Environmental health services includes the cost of garbage collection and Spring and Fall clean-up.*

PUBLIC HEALTH AND WELFARE SERVICES

**\$12,030 – 0.6% of expenditures in 2022** - *Public health and welfare services include the operation and maintenance of the Wellness Centre and the cemetery.*

PARKS, RECREATION AND CULTURAL SERVICES

**\$53,015 – 2.7% of expenditures in 2022** - *Parks, recreation and cultural services include the operation and maintenance of KP Park, Lion’s Park, Springboard Park, and the Esso lots.*

INTEREST AND OTHER DEBT CHARGES

**\$22,552 – 1.1% of expenditures in 2022** - *Interest and other debt interest and fiscal services includes the interest on borrowing and bank service charges.*

WATER UTILITY OPERATIONS

**\$146,643 – 7.4% of expenditures in 2022** - *Water utility operations includes water supply and distribution.*

SEWER UTILITY OPERATIONS

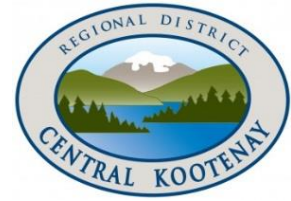
**\$293,043 – 14.9% of expenditures in 2022** - *Sewer utility operations includes sewage collection and treatment.*

AMORTIZATION

**\$389,217 – 19.8% of expenditures in 2022** - *This is the amount of annual depreciation of the Village assets.*

## 2022 BUILDING ACTIVITIES SUMMARY

The Regional District of Central Kootenay provides building inspection services for the Village of Salmo. The assigned Building Official is responsible for the administration and enforcement of the BC Building Code and scrutinizes all building plans to ensure that the structural integrity, fire safety and plumbing are all in compliance with the Building Code and municipal bylaws. The Inspector works closely with Village staff to ensure compliance with Village Bylaws.



2022	Total Construction Value	# Permits	Permit Fees/Renewals	Village Fees Collected
Residential - New	\$370,000	1	\$3,924.50	\$392.45
Residential – Additions/Renovations/Accessory	\$103,475	7	\$1,448.55	\$144.86
Mobile Homes	\$0	0	\$0	\$0
Commercial	\$200,261	1	\$0	\$0
Commercial – Additions/Renos	\$0	0	\$0	\$0
Industrial (new and additional)	\$0	0	\$0	\$0
Institutional (new and additional)	\$0	0	\$0	\$0
Permit Renewals	\$0	0	\$0	\$0
Other (temporary structure, etc.)	\$0	0	\$0	\$0
<b>Total</b>	<b>\$648,736</b>	<b>8</b>	<b>\$5,086.15</b>	<b>\$508.62</b>

**PROGRESS REPORT FOR 2022**

The *Community Charter* requires a progress report respecting the previous year in relation to the objectives and measures established for that year. This chart represents objectives set for 2022.

<b>Objective</b>	<b>Strategies</b>	<b>Progress Measures</b>	<b>2022 Progress</b>
<b>Admin &amp; Planning</b>			
Clean financial audits.	Compliance with all requirements including proper records management and timely regulatory filings.	Unqualified auditor’s report.	Unqualified auditor’s report & clean audit received.
Written contracts for all work.	Ensure written contracts are in place for all services, leases, agreements, sponsorships, etc.	Database of contracts, leases, and agreements populated with new and updated contracts.	Ongoing.
Continue asset management process in key areas.	Continue work commenced on asset management in 2016	Asset management plan of Village machinery and equipment and utilities. Progress in integrating finance, administration and operations with mapping.	Review of work completed to date.
Zoning/Land Use Bylaw	Hold public hearing to gather community input	Pass new bylaw	Work delayed. Will hold public hearing in 2023.
Pursue grants.	Exploration of a wide range of grant opportunities. Receive grants for:	Successful grant applications.	Ongoing number of grants.
	1. Energy efficiency upgrades and solar power installation KP Park community		Grant received
<b>Parks &amp; Cemetery</b>			
Upgrade of KP Park Ball Diamonds.	Groom fields, add top soil and grass seed. Three-year program.	Improved ball diamonds	Completed.
Memorial Wall at cemetery	Working Group to present Council with concepts	Memorial wall designed and installed	Project completed.
<b>Green Initiatives</b>			
Energy efficiency upgrades and solar power installation for Village buildings	Pursue grant funding for energy efficiency upgrades and solar power installation	Successful grant application	Received grant funding from Columbia Basin Trust for energy efficiency upgrades and installation of solar power for the Village Office and Civic Works shop.
<b>Roads</b>			
Improve condition of roads & sidewalks through pavement repair, pothole patching, etc.		Numerous pot hole & pavement patches to improve roads.	Patched and repaired priority sidewalks and roadways.
<b>Fire Services &amp; Emergency Preparedness</b>			
Wildfire/Urban Interface Fire Risk Management.	Reduce fire risk	Community awareness of FireSmart program.	Continued FireSmart community awareness campaign.
Community ready to face a natural disaster, particularly flood or wildfire	Participate in regional Emergency committee	Risks identified	Ongoing participation



Objective	Strategies	Progress Measures	2022 Progress
<b>Water Distribution System</b>			
Reduce water leakage in system.	Find and fix leakages in system and reduce leakage.	Continued reduction of system water loss. Reduction in gross water consumption.	Continued searching for and repairing major leaks.
<b>Waste-water Treatment Plant Upgrades</b>			
Improve the general operation and cost effectiveness of the sewage treatment plant.	Continue ongoing staff training and proper operation of plant.	Enhanced staff training & one staff member to obtain Level II ticket level; take steps to improve and invest in infrastructure.	One staff member achieved Level II ticket.
Odour issue from WWTP	Reduce/eliminate odour issues related to WWTP	Upgrade aerator & clarifier.	Aerator upgraded. New clarifier will be installed in 2023.

**LOOKING FORWARD - 2023**

Priorities for 2023 include:

- Repair of Glendale Bridge
- Conduct feasibility study for a new KP Park community building and seek community partners and funding grant(s), with the goal of beginning design in 2023 in order to build in spring/summer 2024.
- Finalizing the refurbishing of the Large Equipment Storage building at Lions Park, including installation of a public washroom. Complete the project in 2023.
- Finalization and adoption of the Zoning Bylaw linking it to the new OCP, including a public hearing.
- Finding a grant or grants to complete Asset Management program planning, tying together all the individual components completed to-date into a workable multi-year plan including financial implications and funding opportunities.
- Working with the Chamber of Commerce and other organizations to promote Salmo as a wonderful place to live and work.
- Continue to beautify Salmo with additional murals and landscape works.
- The opening of the Historical Mining Equipment Park on Railway Avenue to complement the Salmo Museum and draw visitors into our downtown core.
- Reviewing and updating outdated bylaws, including the Procedures Bylaw.
- Planning and applying for grants to begin infrastructure renewal of the water distribution system, further arts and beautification grants to enhance Salmo, and continuing to explore ongoing economic development through land-use planning and strategic partnerships.

A commitment to sustainable service delivery and sustainable economic practices continues to form the core of all municipal governance and expenditure decisions.