



# The Corporation of the Village of Salmo

## REGULAR MEETING #06-23 MINUTES

Minutes of the Regular Meeting of the Council of the Village of Salmo held in Council Chambers at 423 Davies Avenue in Salmo, B.C. on Tuesday, March 28, 2023 at 7:00 p.m.

**PRESENT:**

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

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

**AGENDA:**

R1-06-23

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

Carried.

**2023 BUDGET:**

R2-06-23

Moved and seconded, that Council receive for information the 2023 budget as presented.

Carried.

**DELEGATIONS:**

Taylor Caron & Judi  
Cozzetto, Salmo Valley  
Public Library - #11

Delegation presented on the Salmo Valley Public Library annual report.

**NEW BUSINESS:**

NIL

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

R3-06-23

Regular Meeting  
March 14, 2023

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

Carried.

**REFERRALS FROM DELEGATIONS: NIL**

**REFERRALS FROM PRIOR MEETINGS: NIL**

**OPERATIONAL REPORTS:**

R4-06-23  
Civic Works

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

Carried.

R5-06-23  
Fire Department

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

Carried.

R6-06-23  
Bylaw Enforcement

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

Carried.

R7-06-23  
Administration

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

Carried.

R8-06-23  
Chief Election Officer's  
Report

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

Carried.

Strategic Plan                      NIL

**POLICY DEVELOPMENT & REVIEW:**

R9-06-23  
Community Grant Policy  
F-006

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

Carried.

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

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

Carried.

R11-06-23  
Risk Management  
Policy RM-001

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

Carried.

**BYLAW DEVELOPMENT & REVIEW:**

R12-06-23  
Municipal Reserves  
Bylaw Amendment  
#747

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

Carried.

R13-06-23  
KP Park Bylaw  
Amendment #748

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

Carried.

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

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

Carried.

**FINANCIAL REPORTS:**

R15-06-23  
Accounts Payable

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

Carried.

R16-06-23  
Treasurer's Report

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

Carried.

**CORRESPONDENCE REQUIRING A COUNCIL DECISION:**

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

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

Carried.

**CORRESPONDENCE FOR INFORMATION ONLY:**

R18-06-23

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

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

Carried.

**MEMBER REPORTS & INQUIRIES:**

Councillor Cox

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

Councillor Heatlie

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

Councillor Lins

See *Appendix B*.

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

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

Mayor Lockwood See *Appendix B*.

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

**PUBLIC QUESTION PERIOD:**

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

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

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

Originally Signed By:

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

\_\_\_\_\_  
James Heth  
Chief Administrative Officer

# APPENDIX A



## The Corporation of the Village of Salmo

### Report to Council

Report Date: March 23, 2023  
Meeting Date: March 28, 2023 (#06-23)  
From: James Heth, CAO  
Subject: Civic Works Report for March, 2023

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1. **OBJECTIVE**

To update Council on Civic Works operations.

2. **RECOMMENDATION**

For information.

3. **DISCUSSION**

3.1. **Clarifier Install**

The clarifier installation is completed and it is online.

Civic works has also continued to work with the contracted Level II operator who has been making weekly site visits to view the waste-water treatment plant operations.

3.2. **Large Equipment Storage Shed**

The slab is poured and the door installation and bathroom construction are being completed. Projected completion is within the next 3 weeks.

3.3. **Spring Clean Up**

Civic works have been preparing vehicles for summer maintenance tasks, have begun street sweeping and general spring cleaning.

3.4. **Attachments: Nil.**



## Fire Chief's Report: March 01, 2023

Regular Council Meeting #06-23

Since the last report on February 1st, 2023 the Salmo Fire Department responded to 6 calls:

5 Jaws

1 Structure Fire

### DESCRIPTION

Fortunately none of our calls this month were too serious. We had one day where we were dispatched to two separate motor vehicle incidents, in different directions within a ten minute period. One crew arrived at the first scene, and because it was minor in nature and the RCMP and BC Ambulance were already on scene, that crew joined the second crew responding to a second incident near the Whitewater turnoff. We were called off from that incident as well, as the incident had no injuries or entrapment.

We responded to the report of a structure fire, however, when crews arrived we found that an electric motor had overheated and the wiring burnt. Fortunately there was no damage, other than the motor.

### Misc.

While our numbers at practice remain good, the number of members available during the day remains a worry. We are better off than a great number of fire halls for members around during work days, but the low number is concerning at times.

We are still arranging training with Ymir Fire members. As both fire departments are short of members during the week days, we need to be used to working alongside each other.

We are waiting for warmer weather so we can get outside and pump some water. Cold winter weather hinders what we can do, because we do not want our hoses to freeze and we do not want to create sheets of ice.

*Originally Signed By:*

\_\_\_\_\_  
David Hearn, Fire Chief

FILE 7380-20



## Bylaw Officer's Report: February 1, 2023 to February 28, 2023

Regular Council Meeting #06-23

### Complaints:

INFRACTION TYPE	NO. OF INFRACTIONS	RESOLUTION
Dog Related	1	<ul style="list-style-type: none"><li>Two (2) complaints about dogs continually barking. The resident was not home and a notice was left.</li></ul>
Bridge Limit	3	<ul style="list-style-type: none"><li>One (1) complaint about overweight vehicles crossing Glendale bridge. Spoke to the drivers and reminded them to not travel over the bridge.</li></ul>

### Enforcement

INFRACTION TYPE	NO. OF INFRACTIONS	RESOLUTION
Dog Related	15	<ul style="list-style-type: none"><li>Spoke to fourteen (14) individuals that were walking dogs to remind them that they need to get 2023 dog licenses. Seven (7) people already had their dogs licensed, two (2) did not reside in Salmo and the other five (5) said they would go purchase licenses. Will follow-up to ensure compliance.</li><li>Spoke to one (1) individual that was walking his dog without a leash. Reminded them they must have the dog leashed when off their property.</li></ul>
Business License	5	<ul style="list-style-type: none"><li>Hand delivered five (5) Business License to local businesses.</li></ul>

Information submitted by:

Fred Nevakshonoff, Bylaw Officer

Originally signed and approved by:

James Heth, Chief Administrative Officer



## The Corporation of the Village of Salmo

### Report to Council

Report Date: March 23, 2023  
Meeting Date: March 28, 2023 (#06-23)  
From: James Heth, CAO  
Subject: CAO Report for March, 2023

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1. **OBJECTIVE**

To update Council on Village operations and administration.

2. **RECOMMENDATION**

For information.

3. **DISCUSSION**

3.1. **Clarifier Install**

The province requires as-built drawings for the clarifier install, I have approached the original engineers on the project to complete those.

3.2. **Dike Management**

There may be new provincial funding this spring for community emergency preparedness. In discussions with the province regarding the Village dike management, they recommended that the Village develop a longer-term plan to bring the dike up to current design requirements, which could be supported by this potential upcoming funding for planning, design and construction. CAO will work with our engineer to begin scoping this potential project.

3.3. **Risk Management**

I have been asked to join the Municipal Insurance Association of BC ("MIABC") Member Advisory Group. The group is a way for members to provide input on services and products offered by MIABC and will meet 3 times per year, starting with the upcoming risk management conference in April.

3.4. **Glendale Bridge**

The repair design and class 3 budget estimate will be received by March 31, 2023.

3.5. **Grants**

- (a) Rural Economic Diversification and Infrastructure Program – have submitted request for \$21,600 for building design and class D estimate for a building to replace the current concession in KP Park.

*Current Status – pending*

- (b) Canada Summer Jobs -have requested wage subsidy support for 3 summer students for a 16-week period, total funding of \$15,033

*Current Status – pending*



- (c) Celebrate Canada – have requested \$5,000 for Canada Day events.  
*Current Status – pending*
- (d) Growing Communities Fund – this recently announced fund is intended to help build community infrastructure and amenities to meet the demands of unprecedented population growth. This is one-time funding.  
*Current Status – see letter from the Province elsewhere in the agenda package, the Village will be receiving \$1.31m.*
- (e) Community Grants – Current status:

Group	Amount	Status
Salmo Valley Public Library Association	\$250	Pending Approval
	Total approved:	\$0
	Remaining budget:	\$3,000

3.6. Attachments: Nil.



## The Corporation of the Village of Salmo

### Request for Decision

Report Date: March 23, 2023  
Meeting Date: March 28, 2023 (#06-23)  
From: James Heth, CAO  
Subject: Chief Election Officer Report to Council – 2023 By-Election

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#### 1. Summary of the 2023 By-Election

The 2023 municipal by-election went very smoothly with no issues or complaints arising from the proceedings.

The Provincial voters list was used as our voting book with a total of 949 eligible voters on the list. During the advanced voting on February 15, 2023 and the general voting on February 25, 2023, an additional 5 individuals registered as eligible voters for a total number of 954. See the chart below for the breakdown of the votes:

		% of Eligible Voters
Votes on Advanced Voting Day	87	9%
Votes on General Voting Day	72	8%
<b>Total</b>	<b>159</b>	<b>17%</b>

The official tally for the votes for the successful candidate was as follows, broken down by voting opportunity:

	Advanced Voting	General Voting	Total Votes
Councillor Jonathon Heatlie	60	40	100

For the next election in 2026, the Village should review offering mail-in ballots and special voting opportunities for voters who may have barriers to travelling to a polling station, recognizing that these options can be costly.

I would like to personally thank Brandy Jessup and Jessica Ellis for their hard work to make this year's election a smooth and successful process.

# APPENDIX B



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

### COUNCILLOR LINS

Council Report for Council Meeting held on March 28, 2023.

### PORTFOLIOS

**Salmo Valley Youth & Community Centre:** Will be attending their meeting March 28.

**Seniors:** Will be touching base with the seniors coordinator.

### OTHER MEETINGS OR ACTIVITIES OF NOTE:

**LGLA Conference:** The topic of Code of Conduct was interspersed throughout the conference and this really spoke to me as something that is extremely important. It was stressed to us to leave no grey areas in communication. Be clear and definitive when communicating with anyone. In a meeting do not be afraid to call Point of Order if needed. Always have responsible conduct in and/or out of the office or meeting.

**Responsible Conduct:** Elected officials acting with integrity, accountability, respect, and leadership and collaboration with colleagues, staff, and the public.

**Fairness by Design Webinar:** I attended this webinar put on by the office of the BC Ombudsperson. This webinar was designed to outline the fairness standards found in the new Fairness by Design guide and how they can be used by us.

The 3 standards are:

- Fairness Process Standards
- Fair Decision Standards
- Fair Service Standards

This guide is designed to support organizations in self assessing the fairness of programs, policies, and practice to strengthen fairness before problems occur.

Respectfully submitted,

Councillor Lins



## THE CORPORATION OF THE VILLAGE OF SALMO REPORT FROM MAYOR/DIRECTOR

### MAYOR LOCKWOOD

Mayor Report for Council Meeting held on March 28, 2023.

**DOT NIGHT** will be on April 5 at the youth center doors open at 6pm and are closed at 7pm.

**Salmo & Area G Emergency Preparedness:** Next meeting April 24, 2023

**Citizen Engagement:** Inquiry about why the village is making the school buses drop kids off at the pedestrian bridge. This has not been a request by the Village Office, this is a school board decision.

**CBT:** Are coming to Salmo on May 8 from 6:30-8:30 for community engagement at the Salmo Youth & Community Centre. Come out and have your say or listen to what they are doing.

### RDCK:

**Board:** The board heard from the Young Agarians/BC Land Matching Program. This is a program that is fantastic for people wanting to downsize the amount of work on their farm while leasing out their land to other people to farm the land.

Five-year financial plan was adopted, and Salmo will see a 5.07% increase in taxation from last year.

I am looking into administration costs for DOT Night that Salmo pays for.

For anyone that is interested in the water governance intention paper, Provincial Government is looking for feedback and I believe by April 10.

**Salmo & Area G Recreation Commission:** Next meeting May 8, 2023

**Economic Trust of the Southern Interior – BC (ETSI-BC):** Next meeting March 24, 2023

**Central Resource Recovery:** Next meeting TBA

**Joint Resource Recovery:** The final review of the financial plans as a committee.

**West Kootenay Hospital Board:** The total funding request from the Regional Hospital District is \$7.4 M for the following:

1. Construction Projects over \$100K
2. • KBRH Replace Air Supply Fans • Columbia View Lodge Chiller & Cooling Tower • Boundary Hospital (Trail) Air Handling Unit • KBRH Steam Plant Retrofits (additional request) • KLH Medical Device Reprocessing (MDR) – Planning • KBRH Magnetic Resonance Imaging (MRI) – Planning (additional request)
3. Construction Projects under \$100K
4. • KLH Medical Imaging Renovation • Columbia View Lodge Replacement of Roof Units • Slokan Health Centre Total Budget • Boundary Hospital Total Budget • Arrow lakes Hospital Total Budget • Castlegar Health Centre Repaving • Kiro Wellness Centre (Trail) Staff Duress System • IH- Wide Digital Health
5. Equipment over \$100K

6. • Nelson Health Campus Equipment • KBRH Meal Delivery System • ALH General Radiographic System • KLH Additional Medstations
7. Equipment under \$100K
8. • Global Grant for equipment that costs between \$5,000 and \$100,000

This year you will not see an increase in taxation for the West Kootenay Boundary Hospital District.

**Other meetings of note:**

**Mayor's and chair Highway 3 Coalition:** Next meeting April 2023

**Ministry Meetings:** Salmo received our letter from Minister Kang for the Growing Communities Fund for construction of infrastructure and amenities. We are not to use it for decreasing taxation. The amount Salmo is receiving is \$1.13m.

**IHA Mayor's and Chairs regional meeting:**

Respectfully submitted,

**Mayor/Director Lockwood**

