



**REGULAR MEETING (#04-24)  
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 in Salmo, B.C. on **Tuesday, March 26, 2024 at 7:00 p.m.**

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

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

**AGENDA:**

1. Call to Order
2. Adoption of Agenda

**STAFF RECOMMENDATION:**

Pg.1

That the draft agenda of Regular Meeting #04-24 of Tuesday, March 26, 2024 be adopted as amended from *Council Procedure Bylaw No. 663, 2014* Schedule "B" include a New Business section, a Bylaw Development & Review section, a Public Question Period, and an *In Camera* section.

3. Delegations

- (1) **MLA Brittny Anderson - #11**

Pg.5

4. New Business

5. Bylaw Development & Review Section

- (1) **413A Baker Lane: Development Variance Permit No. 001-2024 - #17**

Pg.7

**STAFF RECOMMENDATION:**

That Council consider approving the Development Variance Permit application No. 001-2024 to allow a variance to "*The Village of Salmo Zoning Bylaw No. 489, 2001*" section 3.7 to allow for a height variance of 2 feet for the newly built fence.

- (2) **Development Procedures Bylaw No. 753, 2024**

Pg.17

**STAFF RECOMMENDATION:**

That the "*Development Applications Procedures Bylaw No. 753, 2024*", be given first reading.

That the "*Development Applications Procedures Bylaw No. 753, 2024*", be given second & third reading.

6. Adoption of the Minutes

- (1) **STAFF RECOMMENDATION:**

Pg.41

That the draft minutes of the Regular Council meeting #03-24 of Tuesday, March 12, 2024 be adopted as presented.

7. Referrals from Delegations - NIL

8. Referrals from Prior Meetings - NIL

**9. Operational Reports**

- (1) Civic Works Department** Pg.45

**STAFF RECOMMENDATION:**

That Council receive for information the written report as presented by Civic Works Foreman Fred Paton dated March 21, 2024.

- (2) Fire Department** Pg.49

**STAFF RECOMMENDATION:**

That Council receive for information the written report dated March 1, 2024 provided by Fire Chief David Hearn for the period of February 2024.

- (3) Bylaw Enforcement** Pg.51

**STAFF RECOMMENDATION:**

That Council receive for information the written report on bylaw enforcement for the period of February 2024.

- (4) Administration** Pg.53

**STAFF RECOMMENDATION:**

That Council approve the request from BCEHS to perform the requested tenant improvements to the current ambulance station located at 414 Baker Avenue.

- (5) Strategic Plan - NIL**

**10. Financial Reports**

- (1) STAFF RECOMMENDATION:** Pg.55

That Council receive for information the list of accounts payable cheques and electronic fund transfers from March 8, 2024 to March 21, 2024 totaling \$147,153.51.

- (2) STAFF RECOMMENDATION:** Pg.57

That Council receive for information the Treasurer's Report for February 2024.

**11. Correspondence Requiring a Council Decision**

- (1) Cheryl Cook, SDAC Re: Liquor Sales Permission for DJ Event at the Salmo Valley Youth & Community Centre - #19** Pg.59

**STAFF RECOMMENDATION:**

That Council approve the request to allow the Salmo District Arts Council to serve alcohol at the DJ event being held at the Salmo Valley Youth & Community Centre and direct staff to provide the approval in writing as requested.

**12. Correspondence for Information Only**

**STAFF RECOMMENDATION:**

That Council receive for information the following correspondence from:

- (1) District of Hudson's Hope Re: Support for Bill-34 - #16** Pg.61

- (2) Ministry of Jobs, Economic Development and Innovation Re: Grant Application - Sustainable Salmo, A Path to Economic Resilience - #18** Pg.63

**13. Member Reports & Inquiries**

- (1) Councillor Cox
- (2) Councillor Heatlie
- (3) Councillor Lins
- (4) Councillor Neil
- (5) Mayor Lockwood

**RECOMMENDATION:**

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

**14. Public Question Period**

**15. In Camera Resolution**

That the meeting be closed to the public under Sections 90(1)(a)(g) of the *Community Charter*.

**16. In Camera Items**

- (1) Minutes
- (2) Contract
- (3) Legal

**17. Reconvene Open Meeting**

**18. Adjournment**

*The next regularly scheduled Council meeting will be on April 9, 2024 at 7:00 p.m.*



DATE Feb. 2/24  
NO 11 TO ME MAR. 21/24  
FILE NO 0400-20



VILLAGE OF SALMO

SCHEDULE "E"  
The Corporation of the Village of Salmo  
DELEGATION APPLICATION FORM

Delegate(s) Name: MLA Brittany Anderson

Mailing Address: 433 Josephine St, Nelson BC

Email Address: Brittany.Anderson.MLA@leg.bc.ca Phone No.: (250) 354-5944

Delegation Status: (select one)

- [  ] Representing a Group/Organization/Business Legislative Assembly of British Columbia  
(Name of Group/Organization/Business)
- [  ] Attending as an Individual

Council Date Requested for Meeting: March 26 2024

Purpose of the Delegation Request:

The purpose of my presence is to meet with the Village of Salmo Council

Note:

- A copy of all information regarding the presentation **must** accompany this application.
- Delegation requests are subject to approval by the Mayor and Corporate Officer. Submission of an application is not a guarantee that you will be approved to appear before Council. Where the subject matter of a delegation pertains to legal matters, personnel, and/or private property issues, the Village of Salmo reserves the right not to approve the delegation.
- The Village of Salmo cannot guarantee you will be scheduled on the date requested

I/We acknowledge that only the above matter will be discussed during the presentation:

Signature: *Brittany Anderson*

Date: Jan 31, 2024

This information is collected by the Village of Salmo in accordance with Section 124 of the *Community Charter* and is protected under the *Freedom of Information and Protection of Privacy Act*. The information will be used to facilitate processing this request to appear as a delegation before Council. Should you have any questions about the collection of this personal information, please contact the Village of Salmo Corporate Officer at 250.357.9433.

The applicant, in the process of submitting or authorizing this application, hereby recognizes and accepts that this material will become available to the public as part of the application, review and approval process.

*BA* Applicant's Initials

Return completed form along with the information regarding the presentation to the Corporate Officer either by mail, in person, by fax, or by email

Completed forms can be faxed to (250)357-9633 or emailed to info@salmo.ca.



DATE Mar 1/24  
NO 17 TO M+C - MAR 26/24  
FILE NO 3090-20

VILLAGE OF SALMO



## The Corporation of the Village of Salmo

### DEVELOPMENT VARIANCE PERMIT APPLICATION

THE INFORMATION REQUESTED IN THIS FORM IS REQUIRED TO EXPEDITE THE APPLICATION AND ASSIST THE STAFF IN PREPARING A RECOMMENDATION.

This form is to be completed in full and submitted with all requested information to the Village of Salmo, Box 1000, Salmo, B.C., V0G 1Z0 (Telephone: 357-9433).

#### Applicant and Registered Owners

Applicant's Name: Grant and Shannon de Montreuil

Address: 379 - 413A Baker Lane, Salmo BC Postal Code: V0G 1Z0

Phone No.: 250-777-3453 Cell No.: 250-870-4564

Registered Owner's Name(s): Grant and Shannon de Montreuil

Address: 379 - 413A Baker Lane, Salmo BC Postal Code: V0G 1Z0

Phone No.: 250-777-3453 Cell No.: 250-870-4564

As owner(s) of the land described in this application, I / we hereby authorize:

\_\_\_\_\_ to act as applicant in regard to this Development Variance Permit Application.

Owner's Signatures:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### NOTE:

- (1) A copy of a State of Title Certificate, or a copy of a Certificate of Indefeasible Title, dated no more than thirty (30) days prior to submission of the application must accompany the application as a proof of ownership.
- (2) An Application Fee as set out in Schedule "B" (applicable section of which is attached) shall be made payable to the Village of Salmo and shall accompany the Application.

- (3) Where the applicant is not the sole registered owner of the land described in this application, the authorization clause, noted above, must be completed and signed by the owner(s).
- (4) A dimensioned Sketch Plan drawn to scale showing the parcel(s) or part of the parcel(s) that is the subject of this application and the location of existing and proposed buildings, structures, uses, access roads, parking, driveways and any screening, landscaping and fences must accompany this application.

I / We Grant deMontreuil & Shannon deMontreuil hereby make application for a variance of Section 3.7 of the Village of Salmo Zoning By-law No. 489, 2001 as follows: from Change height restriction currently designated @ 4' to 6'

The following information is to be provided:

(1) Current Legal Description of the land in full:  
PARCEL C (BEING A CONSOLIDATION OF LOTS 18, 19, 20, 21 AND 22 SEE LB 506907) BLOCK 29 DISTRICT LOT LOT 206A KOOTENAY DISTRICT PLAN 622A

(2) Location of the land (Street Address):

413A Baker Lane, Salmo BC

(3) Present Zoning of the land: residential

(4) Description of the existing Use / Development of the land:

Residential, single dwelling

(5) Description of the proposed Use / Development of the land:

Residential, single use dwelling

(6) Do any buildings currently exist on the land?

Yes



No



If yes, list the use, size and date of construction:

	Use	Size	Date Constructed
a.	<u>Family Home</u>	<u>1200<sup>sq</sup> ft</u>	<u>Before 1930</u>
b.	<u>Shed</u>	<u>450<sup>sq</sup> ft</u>	<u>2012<sup>yr</sup></u>
c.			
d.			
e.			



(7) If applicable, provide the following information regarding the proposed building or addition:

a. Size:

Width N/A Length \_\_\_\_\_ Area \_\_\_\_\_

b. Proposed setback from property lines:

Front \_\_\_\_\_ Rear \_\_\_\_\_ Side 0'

c. Maximum roof height: NA

d. Use or purpose: \_\_\_\_\_

(8) Reasons and comments in support of the application (use separate sheet if necessary):

- Applying for 6' Fence along alley
- Replacing existing 6' Fence
- The house runs parallel to the alley w/ entrances on perpendicular walls
- All other properties have 6' Fences because it's an alley

(9) Neighbouring Tenants

The *Local Government Act* requires that owners and 'tenants in occupation' of the subject parcel and of neighbouring parcels be notified of the application for a Development Variance Permit.

I / We hereby declare that all statements and information contained in the material submitted in support of this application are to the best of my/our belief true and correct in all respects.

Shannon de Montreuil  
Applicants Signature

Shannon de Montreuil  
Owner's Signature

SCHEDULE "B"

APPLICATION FEES

1. Every applicant for a Zoning By-law or Official Community Plan amendment shall, upon submission of his application pay a fee to the Village of Salmo in the amount of **FOUR HUNDRED, TWENTY-FIVE DOLLARS (\$425.00)**.
2. Every Zoning By-law amendment application that requires an amendment to the Official Community Plan shall be accompanied by an additional fee in the amount of **SEVENTY FIVE DOLLARS (\$75.00)**.
3. Should an application not proceed to the Council for consideration or not proceed to a Public Hearing, the application fee shall be refunded in full.
4. No refund shall be granted after the Council has authorized by resolution that a Public Hearing be held on an application.
5. The application fee for a Development Variance Permit shall be **ONE HUNDRED DOLLARS (\$100.00)**.

LAND TITLE OFFICE  
**STATE OF TITLE CERTIFICATE**

Certificate Number: STSR3970303

Grant de Montreuil  
413A Baker Lane  
PO 379  
Salmo BC V0G 1Z0  
Pick up by: Grant de Montreuil

A copy of this State of Title Certificate held by the land title office can be viewed for a period of one year at <https://apps.ltsa.ca/cert> (access code 990969).

I certify this to be an accurate reproduction of title number **CB35596** at 14:48 this 1st day of March, 2024.

  
\_\_\_\_\_  
REGISTRAR OF LAND TITLES



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<b>Land Title District</b> Land Title Office	NELSON NELSON
<b>Title Number</b> From Title Number	CB35596 WX2141960
<b>Application Received</b>	2022-06-28
<b>Application Entered</b>	2022-06-30
<b>Registered Owner in Fee Simple</b> Registered Owner/Mailing Address:	GRANT ALEXE JOHN DE MONTREUIL, CHEF SHANNON DAWN DE MONTREUIL, HEALTH CARE AID PO BOX 397 SALMO, BC V0G 1Z0 AS JOINT TENANTS
<b>Taxation Authority</b>	Nelson Trail Assessment Area Salmo, The Corporation of the Village of

LAND TITLE OFFICE  
**STATE OF TITLE CERTIFICATE**

Certificate Number: STSR3970303

**Description of Land**

Parcel Identifier: 028-865-103

Legal Description:

PARCEL C ( BEING A CONSOLIDATION OF LOTS 18,19,20,21 AND 22 SEE LB506907)  
BLOCK 29 DISTRICT LOT LOT 206A KOOTENAY DISTRICT PLAN 622A

**Legal Notations**

NONE

**Charges, Liens and Interests**

NONE

**Duplicate Indefeasible Title**

NONE OUTSTANDING

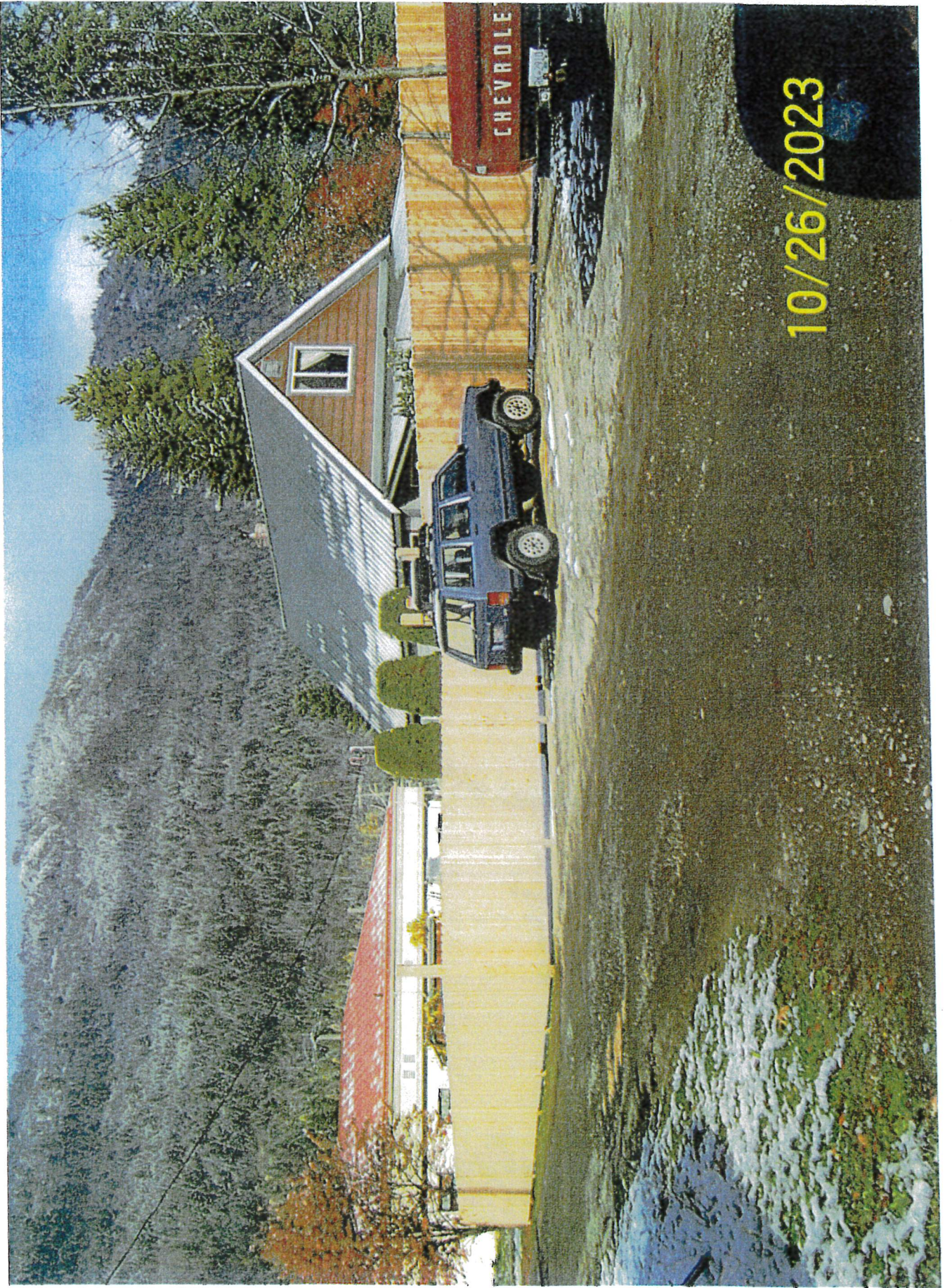
**Transfers**

NONE

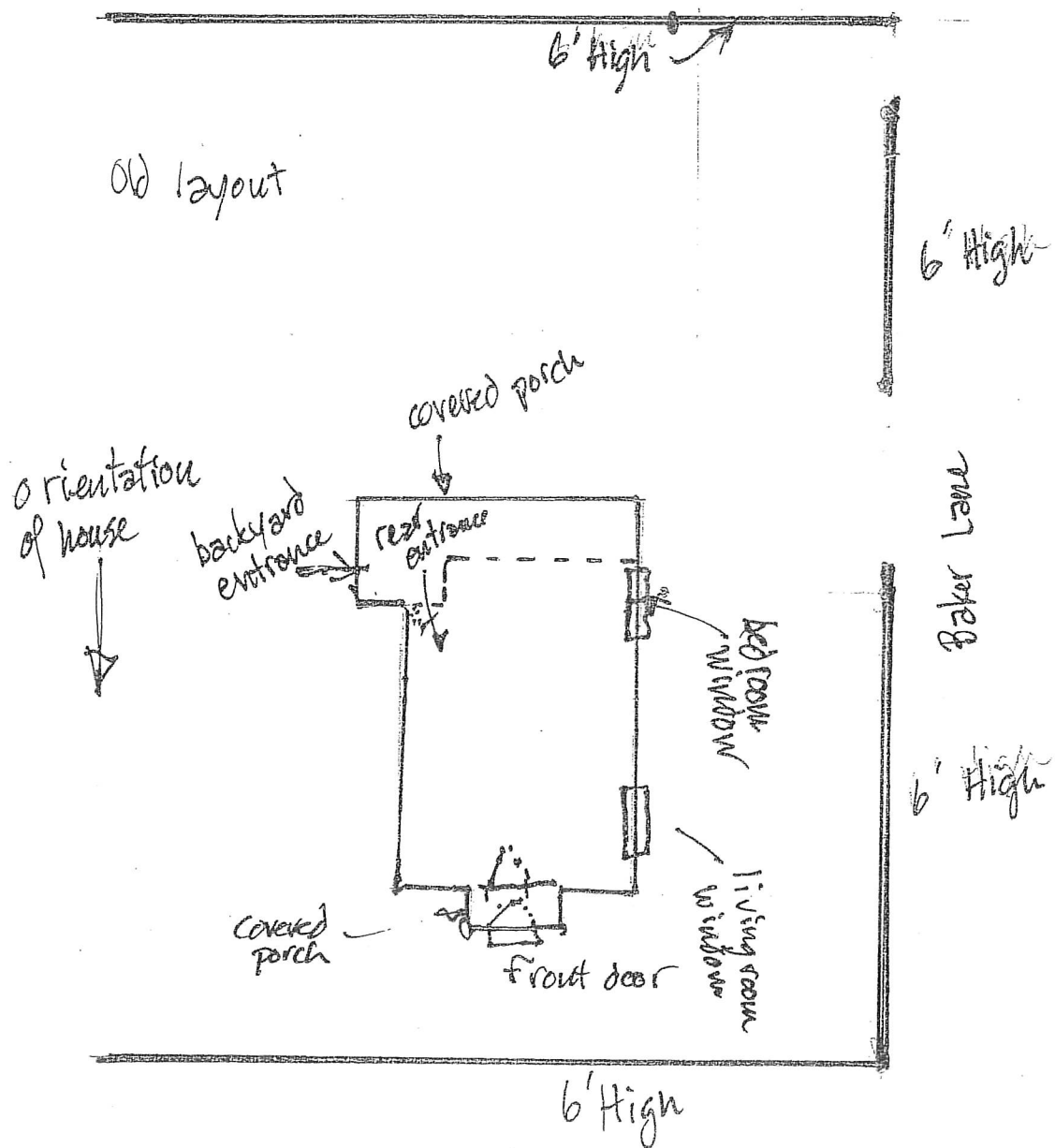
**Pending Applications**

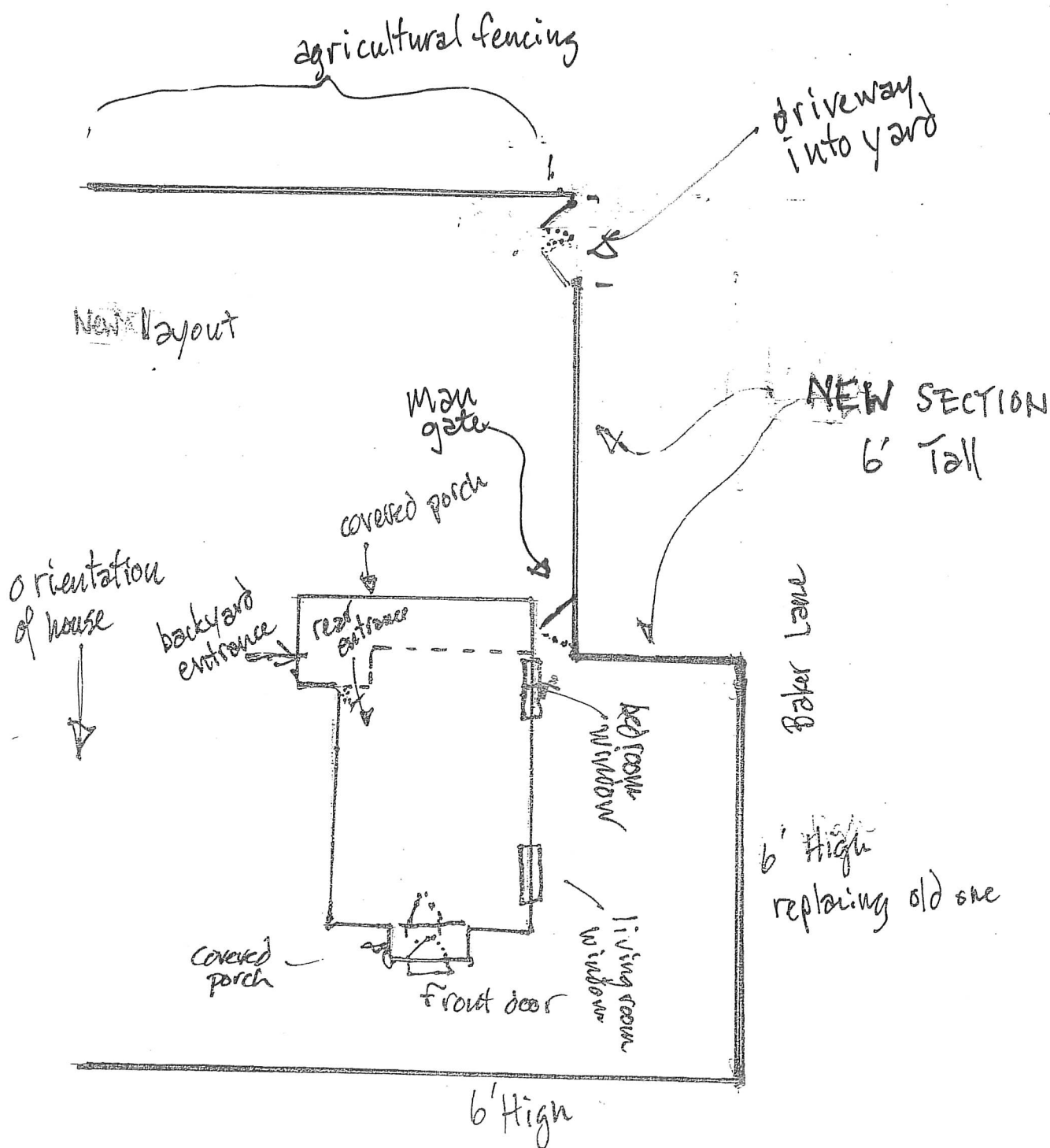
NONE

*This certificate is to be read subject to the provisions of section 23(2) of the Land Title Act(R.S.B.C. 1996 Chapter 250) and may be affected by sections 50 and 55-58 of the Land Act (R.S.B.C. 1996 Chapter 245).*



10/26/2023











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**To:** CAO  
**From:** Planner  
**Date:** March 18, 2024  
**Re:** Preparation of Development Applications Procedures Bylaw

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This memo describes the edits for first readings of the Draft Development Applications Procedures Bylaw.

## Background:

With the Provincial adoption of Bill 44, the Village of Salmo has begun review of its development procedures and related bylaws. The Village contracted Dehnel Planning in February 2024 to support the Village's implementation of Bill 44. The Draft Bylaw and Draft Application form was introduced for information at the Council meeting of March 12, 2024. Based on Council feedback, the drafts have been edited and new versions are presented for bylaw readings.

## Edits:

### Bylaw

- Typos concerning 4:30 pm and Box 1000
- Public Information Meeting renamed *Neighbourhood Introduction Meeting*
- Schedule 5 – removed reference to interest on security and reference to landscape security

### Application

- Noted that CAO or designate, may determine the type of qualified professional required to provide specific reports.
- Removed reference to landscape security and quote

## Next Steps:

- Adoption of Development Applications Procedures Bylaw – in process;
- New streamlined development application form – amended draft attached and in development to be released once bylaw adopted;
- Website: update building and development page: to clarify the development process for all (potential applicants, staff, residents, development community, etc.) and link to the RDCK building permit application page to remind applicants that all approved development projects require building permits administered through RDCK. Reminder that development in Salmo is to follow the principles, goals and vision of the Village OCP. All development applications shall follow the Development Applications Procedures Bylaw.
- Review of Subdivision Bylaw and subdivision application process, Zoning Bylaw per Bill 44, Development Cost Charges, Amenity Cost Charges, and other associated development fees.

## Resolution:

That Council introduce and read the Development Applications Procedure Bylaw for the first and second time .

*Patricia Dehnel*

Patricia (Trish) Dehnel, RPP MCIP  
Registered Professional Planner



**DEVELOPMENT APPLICATIONS PROCEDURES  
BYLAW NO. 753, 2024  
TABLE OF CONTENTS**

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Table of Contents

PART 1 – TITLE .....2  
    TITLE .....2  
PART 2 – DEFINITIONS.....2  
    DEFINITIONS .....2  
PART 3 - SCOPE.....4  
    SCOPE .....4  
PART 4 - APPLICATION.....4  
    APPLICATION .....4  
PART 5 - DELEGATION .....5  
    DELEGATION .....5  
PART 6 - NOTIFICATION.....5  
    NOTIFICATION .....5  
PART 7 - SCHEDULES.....6  
    SCHEDULES.....6  
PART 8 – SEVERABILITY AND REPEAL .....6  
    SEVERABILITY AND REPEAL .....6  
SCHEDULES.....7  
    Schedule 1: Procedures for application to amend the Official Community Plan and/or Zoning Bylaw ...7  
    Schedule 2: Procedures for application for a Development Permit .....9  
    Schedule 3: Procedures for application for a Development Variance Permit .....11  
    Schedule 4: Procedures for application for a Temporary Use Permit.....13  
    Schedule 5: Procedures for the calculation and release of a Security Deposit.....15  
    Schedule 6: Fees and Charges .....16

**DEVELOPMENT APPLICATIONS PROCEDURES  
BYLAW NO. 753, 2024**

**A BYLAW TO ESTABLISH PROCEDURES AND FEES FOR THE  
PROCESSING OF LAND DEVELOPMENT APPLICATIONS**

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WHEREAS the Council of the Village of Salmo shall, by bylaw, define procedures under which an owner of land may apply for amendment to an official community plan, zoning bylaw or for the issuance of a permit pursuant to Section 460 of the *Local Government Act*;

AND WHEREAS Council has designated areas within where a Temporary Use Permit may be issued and within which Development Permits are required;

AND WHEREAS Council may, by bylaw, specify a distance from a property under application for the purposes of notifying owners and occupants of proposed bylaw amendments and permits;

AND WHEREAS Council may, by bylaw, delegate its powers, duties and functions to an officer or employee of the municipality;

NOW THEREFORE the Council of the Village of Salmo in open meeting assembled enacts as follows:

**PART 1 – TITLE**

TITLE

1. (1) This Bylaw may be cited as Development Application Procedures Bylaw No. 753, 2024.

**PART 2 – DEFINITIONS**

DEFINITIONS

2. In this Bylaw, unless context requires otherwise:
  - (1) 'Applicant' means any landowner who makes application under the provision of this Bylaw or anyone who is authorized by the owner of the lands to make application;
  - (2) 'Application' means an application for an official community plan amendment, zoning bylaw amendment, temporary use permit, development variance permit, or development permit.
  - (3) 'Application Form' means a form provided by the Village of Salmo for the purposes of application for an official community plan amendment, zoning bylaw amendment, temporary use permit, development variance permit, or development permit;

- (4) 'CAO' means the Chief Administrative Officer of the Village of Salmo;
- (5) 'Local Government Act" (LGA) means the *Local Government Act [RSBC 2015] Chapter 1* as amended;
- (6) 'Minor Development Permit' means a permit approved by an officer or employee of the Village of Salmo as delegated by Council which conforms to the Development Permit Guidelines of the Official Community Plan and does not require any variances and that meets the following criteria:
  - a) the addition of floor space of less than 20 square meters or 25% of the existing gross floor area, whichever is greater;
  - b) façade improvements for buildings that do not require any structural alterations;
  - c) exterior signage that is affixed to the building, meets sign regulations and does not require a Building Permit or Encroachment Agreement;
  - d) additions or exterior improvements that do not exceed \$25,000 in value; and
  - e) landscaping and screening.
- (7) 'Minor Development Variance Permit' means a permit approved by an officer or employee of the Village of Salmo as delegated by Council which, in the opinion of the CAO or their designate, is deemed minor if it meets the following criteria:
  - a) consistent with neighbourhood character;
  - b) does not increase the appearance of building bulk from the street or surrounding neighbourhood;
  - c) does not reduce light access, privacy, or views of adjacent lots;
  - d) does not require extensive site preparation and disturbance;
  - e) does not include unattractive building elements, such as unscreened foundations or blank, flat walls with little variation;
  - f) does not exceed \$10,000 in value; and
  - g) does not interfere with municipal operations and services.
- (8) 'Regular Office Hours' means Monday to Friday 8:30 am – 4:30 pm, except for Statuary Holidays or otherwise posted;
- (9) 'Security Deposit' means an unconditional irrevocable letter of credit or deposit of securities in a form satisfactory to the Village of Salmo;
- (10) "Village' means the Village of Salmo;
- (11) 'Village Office' means the Municipal office of the Village of Salmo located at 423 Davies Avenue, PO Box 1000, Salmo British Columbia V0G 1Z0.

## PART 3 - SCOPE

### SCOPE

3. (1) This Bylaw establishes procedures and fees in relation to the following:
  - a) An Amendment to the Official Community Plan and/or Zoning Bylaw.
  - b) A Development Permit.
  - c) A Development Variance Permit.
  - d) A Temporary Use Permit.
- (2) The fees are prescribed in the Fees and Charges Bylaw, as amended from time to time.

## PART 4 - APPLICATION

### APPLICATION

4. (1) Applications shall be made by the owner of the land or by the person authorized by the owner.
- (2) Applications shall be submitted to the CAO or their designate, on the applicable form provided by the Village of Salmo.
- (3) The Village may require a site visit or further information to be provided after the initial application and prior to proceeding to Council.
- (4) Applications shall contain all applicable information and follow the procedures as prescribed in the following Schedules, which are attached to, and form part of this Bylaw:
  - a) Procedures for application to amend the Official Community Plan and/or Zoning Bylaw are outlined as Schedule 1 of this Bylaw.
  - b) Procedures for application for a Development Permit are outlined as Schedule 2 of this Bylaw.
  - c) Procedures for application for a Development Variance Permit are outlined as Schedule 3 of this Bylaw.
  - d) Procedures for application for a Temporary Use Permit are outlined as Schedule 4 of this Bylaw.
  - e) Procedures for the calculation and release of a security deposit as required as part of a Development Permit, Development Variance Permit or Temporary Use Permit are outlined as Schedule 5 of this Bylaw.
- (5) Application fees, in accordance with Schedule 6 of this Bylaw, are payable to the Village of Salmo at the time of application submission.
- (6) Applications will not be considered complete and will not be processed until all the necessary documentation and application fees have been received.
- (7) Where an application has been refused by Council, the CAO or their designate, shall notify the applicant in writing within fifteen (15) days immediately following the date of refusal.
- (8) Applications that are refused by Council will not be reconsidered within six (6) months of refusal, unless the CAO or their designate, has deemed the application to be substantially different from that originally submitted or pursuant to the provisions of the *Local Government Act*.

- (9) Applications under this Bylaw shall be considered lapsed and new application shall be required where the applicant has not communicated and/or submitted outstanding materials or information within six (6) months of the initial receipt of the application by the Village or where a decision on the application has not been made within eighteen (18) months of the initial receipt of application. Upon written request by an applicant prior to lapse of an application, Council, may extend the deadline for a period of six (6) months from the date of request, by resolution.

## PART 5 - DELEGATION

### DELEGATION

5. (1) Council delegates its authority to issue and amend minor Development Permits and minor Development Variance Permits to the CAO or their designate.
- (2) Where the CAO or their designate has refused issuance or required amendment of a minor Development Permit or a minor Development Variance the applicant may request that Council reconsider the decision, within thirty (30) days immediately following the date of refusal or amendment; requests must be received in writing to the Village Office.

## PART 6 - NOTIFICATION

### NOTIFICATION

6. (1) At least fourteen (14) working days prior to consideration of First Reading for an amendment to an Official Community Plan and/or Zoning Bylaw, the CAO or their designate, must:
- a) Mail or otherwise deliver written notification of application to the applicant, applicable agencies and registered owners or occupiers of real property located within 30 meters of the subject property or properties.
  - b) This requirement is not applicable to amendments of the Official Community Plan and/or Zoning Bylaw that involve more than ten (10) properties.
- (2) In the case where a Public Hearing is required for adoption of an Official Community Plan Bylaw and/or a Zoning Bylaw, at least ten (10) days prior to a Public Hearing, the CAO or their designate, must:
- a) Mail or otherwise deliver written notification of the Public Hearing to the applicant and registered owners or occupiers of real property located within 30 meters of the subject property or properties.
  - b) This requirement is not applicable to amendments of the Official Community Plan and/or Zoning Bylaw that involve more than ten (10) properties.
  - c) Publish notice in accordance with the requirements of the *Local Government Act*.
- (3) In the case where a Public Hearing is prohibited or not required for adoption of a Zoning Bylaw, at least ten (10) days prior to First Reading of the bylaw, the CAO or their designate, must:
- a) Mail or otherwise deliver written notification of the general purpose of the Zoning Bylaw to the applicant and registered owners or occupiers of real property located within 30 meters of the subject property or properties.
  - b) This requirement is not applicable to amendments a Zoning Bylaw that involve more than ten (10) properties.
  - c) Publish notice in accordance with the requirements of the *Local Government Act*.

- (4) At least fourteen (14) working days prior to consideration of issuance of a Development Variance Permit, the CAO or their designate, must:
  - a) Mail or otherwise deliver written notification of application to the applicant, applicable agencies and registered owners or occupiers of real property located within 30 meters of the subject property or properties.
  - b) Minor Development Variance Permits are exempt from written notification outlined above in 6.4 a).
- (4) At least fourteen (14) working days prior to consideration of the issuance of a Temporary Use Permit, the CAO or their designate, must:
  - a) Mail or otherwise deliver written notification of application to the applicant, applicable agencies and registered owners or occupiers of real property located within 30 meters of the subject property or properties.
  - b) Publish notice in accordance with the requirements of the *Local Government Act*.
- (5) For the purposes of notification of the public of proposed Official Community Plan Amendments and/or Zoning Amendments and for Temporary Use Permits, Complete Applications may be listed on the Village website or other form of public notification as notice of proposal.

## PART 7 - SCHEDULES

### SCHEDULES

- 7. (1) The following Schedules are attached to, and form part of this Bylaw:
  - a) Schedule 1: Procedures for application to amend the Official Community Plan and/or Zoning Bylaw
  - b) Schedule 2: Procedures for application for a Development Permit
  - c) Schedule 3: Procedures for application for a Development Variance Permit
  - d) Schedule 4: Procedures for application for a Temporary Use Permit
  - e) Schedule 5: Procedures for the calculation and release of a Security Deposit
  - f) Schedule 6: Fees and Charges

## PART 8 – SEVERABILITY AND REPEAL

### SEVERABILITY AND REPEAL

- 8. (1) If any portion of this Bylaw is declared invalid by a court, the invalid portion shall be severed and the remainder of the Bylaw is deemed valid.
- (2) Village of Salmo Development Approval Information Bylaw No 688, 2017 and all its amendments thereto are hereby repealed.

READ A FIRST TIME THIS xx DAY OF xx, 2024

READ A SECOND TIME THIS x DAY OF xx, 2024

READ A THIRD TIME THIS xx<sup>th</sup> DAY OF xx, 2024

ADOPTED THIS xx<sup>nd</sup> DAY OF xx, 2024



## SCHEDULES

### Schedule 1: Procedures for application to amend the Official Community Plan and/or Zoning Bylaw

REQUIRED DOCUMENTATION	NOTES
1. Completed Application Form	Applicant will provide a Completed Application Form as provided by the Village of Salmo, including agent authorization, if not the property owner. Applicant will pay the prescribed application fee.
2. Project Proposal	<p>Applicant will provide detail as to their development proposal and what changes to the current regulations are being requested. Applicants should include any anticipated benefits or impacts to the village and surrounding property owners.</p> <p>The applicant may be required to provide information on and a systematic detailed assessment of the following:</p> <ul style="list-style-type: none"> <li>• Compliance of the activity or development with the Official Community Plan and any other relevant Village bylaw, plan or policy;</li> <li>• Compatibility with adjacent and community land uses, functions, form, character, aesthetic and scale of development;</li> <li>• The impact on ground and surface water quality including, but not limited to pollution, temperature, oxygen levels, acidity, nutrients, silts and pathogens;</li> <li>• Geotechnical conditions including, but not limited to soil composition, profile, classification, agricultural suitability and capability, geologic process and terrain stability;</li> <li>• Hydrological or hydrogeological assessment, or both, including, but not limited to, infiltration, interception, groundwater and overland flow as well as hydrologic processes including accretion and erosion;</li> <li>• The phasing and timing of the activity or development;</li> <li>• Compatibility with adjacent Village owned land, ROW, covenants and easements;</li> <li>• Other impacts of the proposed activity or development considered important by the CAO or their designate.</li> </ul>
3. Site Plan	<p>Applicant will provide a detailed site plan for each property under application, including:</p> <ul style="list-style-type: none"> <li>• Location and siting of proposed and existing development (including dimensions and measurements from property lines and road access);</li> <li>• Location and detail of existing rights of way, easements, restrictive covenants;</li> <li>• Location, siting and dimensions of any proposed screening, landscaping or other improvements;</li> <li>• Location and siting of any existing and/or proposed infrastructure such as water, sewer, hydro and drainage.</li> </ul>

4. Site Profile	A completed site profile is required for any property where it is reasonably known to have been used, or is currently being used, for commercial and/or industrial activity.
5. Title	A Certificate of Title as issued within the last thirty (30) days of making application.
6. Additional Requirements	Professional reports or other supportive material may be requested. Supportive material may include traffic impact assessments, geotechnical assessments, land contour and topographic condition, infrastructure impact analysis, environmental assessments or other supportive documentation applicable to the proposed development.

**PROCESS FOR OFFICIAL COMMUNITY PLAN AND/OR ZONING BYLAW AMENDMENTS**

- Applicant makes arrangements to have a pre-application meeting where staff can advise on application requirements and timelines.
- Completed Application Form, Application Fee and Required Documentation is submitted and reviewed by staff. This includes notification and review by other applicable Village of Salmo departments. Staff will notify the applicant of any deficiencies. Incomplete Applications will not be processed until such a time as required documentation is received.
- Complete Applications become public information and may be listed on the Village website or other form of public notice, by the CAO or their designate as notice of proposal.
- Staff will prepare a referral package for notification of the applicant, applicable agencies and registered owners or occupiers of real property located within 30 meters of the subject property or properties. If appropriate, a Neighbourhood Project Introduction Meeting may be suggested, at the applicant's expense.
- Following the notification period, staff will prepare a report to Council for consideration of First Reading.
- If the *Local Government Act* prohibits or does not require a Public Hearing, then ten days prior to First Reading, staff shall prepare notification of the Bylaw and deliver the notice according to the requirements of the *Local Government Act*.
- When a Public Hearing is required for adoption of an Official Community Plan bylaw and/or adoption of limited Zoning Bylaws, staff will prepare notification of the Public Hearing after First Reading and deliver notification ten days prior to the Public Hearing according to the requirements of the *Local Government Act*.
- Council may consider the Bylaw or propose amendments, and may choose to refuse, table or impose conditions on the Bylaw or amendments. Specific bylaw amendments may require Provincial approval prior to Adoption. These include proposals within 800 metres of a controlled access highway or proposals involving commercial or industrial buildings exceeding 4,500 square metres in gross floor area.

Schedule 2: Procedures for application for a Development Permit

REQUIRED DOCUMENTATION	NOTES
1. Completed Application Form	Applicant will provide a Completed Application Form as provided by the Village of Salmo, including agent authorization, if not the property owner. Applicant will pay the prescribed application fee.
2. Project Proposal	Applicant will provide detail as to their development proposal. Applicants should include any anticipated benefits or impacts to the village and surrounding property owners.
3. Site Plan	<p>Applicant will provide a detailed site plan for each property under application, including:</p> <ul style="list-style-type: none"> <li>• Location and siting of proposed and existing development (including dimensions and measurements from property lines and road access),</li> <li>• Location and detail of existing right of ways, easements, restrictive covenants,</li> <li>• Location, siting and dimensions of any proposed screening, landscaping or other improvements,</li> <li>• Location and siting of any existing and/or proposed infrastructure such as water, sewer, hydro and drainage,</li> <li>• Additional requirements may include: standard building elevation drawings, landscape and streetscape drawings.</li> </ul>
4. Site Profile	A completed site profile is required for any property where it is reasonably known to have been used or is currently being used for commercial and/or industrial activity.
5. Title	A Certificate of Title as issued within the last thirty (30) days of making application.
6. Additional Requirements	Professional reports or other supportive material may be requested. Supportive material may include traffic impact assessments, geotechnical assessments, land contour and topographic condition, infrastructure impact analysis, environmental assessments, aquifer protection report, drainage plan, slope assessment, fire risk assessment and fuel management strategy, tree cutting permit in relation to areas affected by flooding or other hazards, or other supportive documentation applicable to the proposed development. Required development approval information must be prepared by a Qualified Professional and provided at the Applicant's Cost.

**PROCESS FOR DEVELOPMENT PERMITS**

- Applicant makes arrangements to have a pre-application meeting where staff can advise on application requirements and timelines.
- Completed Application Form, Application Fee and Required Documentation is submitted and reviewed by staff. This includes notification and review by other applicable Village of Salmo departments. Staff will notify the applicant of any deficiencies. Incomplete Applications will not be processed until such a time as required documentation is received.
- Staff will review the completed Application and may impose conditions including a request for security to provide assurance of performance. Staff will determine if the application meets the Minor Development Permit criteria.

- Minor Development Permits shall be reviewed by the CAO or their delegate, and issued or refused accordingly. If refused, the applicant may request reconsideration by Council within thirty (30) days of the refusal. Requests must be made in writing.
- Major Development Permits shall be presented for Council consideration. Council may consider to issue the Development Permit, issue the Development Permit with conditions, or refuse the Development Permit based on the applicable Development Permit Guidelines. Specific Development Permits may require Provincial approval prior to Issuance. These include proposals within 800 metres of a controlled access highway or proposals involving commercial or industrial buildings exceeding 4,500 square metres in gross floor area.
- Any Development Permit that requires variances to the specifications of a Zoning Bylaw or Subdivision and Servicing Bylaw will be required to make separate application for a Development Variance Permit.
- If applicable, assurance of performance security must be received prior to the issuance and registration of the Development Permit.
- Staff file notice of the approved Development Permit in the Land Titles Office.

Schedule 3: Procedures for application for a Development Variance Permit

REQUIRED DOCUMENTATION	NOTES
1. Completed Application Form	Applicant will provide a Completed Application Form as provided by the Village of Salmo, including agent authorization, if not the property owner. Applicant will pay the prescribed application fee.
2. Project Proposal	Applicant will provide detail as to their development proposal and what variances to the current regulations are being requested. Applicants should include any anticipated benefits or impacts to the village and surrounding property owners.
3. Site Plan	Applicant will provide a detailed site plan for each property under application, including: <ul style="list-style-type: none"> <li>• Location and siting of proposed and existing development (including dimensions and measurements from property lines and road access)</li> <li>• Location and detail of existing right of ways, easements, restrictive covenants</li> <li>• Location and siting of any existing and/or proposed infrastructure such as water, sewer, hydro and drainage</li> </ul>
4. Site Profile	A completed site profile is required for any property where it is reasonably known to have been used or is currently being used for commercial and/or industrial activity.
5. Title	A Certificate of Title as issued within the last thirty (30) days of making application.
6. Additional Requirements	Professional reports or other supportive material may be requested. Supportive material may include traffic impact assessments, geotechnical assessments, land contour and topographic condition, infrastructure impact analysis, environmental assessments, aquifer protection report, drainage plan, slope assessment, fire risk assessment and fuel management strategy, tree cutting permit in relation to areas affected by flooding or other hazards, or other supportive documentation applicable to the proposed development. Required development approval information must be prepared by a Qualified Professional and provided at the Applicant's Cost.
<b>PROCESS FOR DEVELOPMENT VARIANCE PERMITS</b>	
<ul style="list-style-type: none"> <li>• Applicant makes arrangements to have a pre-application meeting where staff can advise on application requirements and timelines.</li> <li>• Completed Application Form, Application Fee and Required Documentation is submitted and reviewed by staff. This includes notification and review by other applicable Village of Salmo departments. Staff will notify the applicant of any deficiencies. Incomplete Applications will not be processed until such a time as required documentation is received.</li> <li>• Staff will review the completed Application and may impose conditions including a request for security to provide assurance of performance. To process the complete application, the CAO or their designate will determine if the application meets the Minor Development Variance Permit criteria.</li> </ul>	

- Minor Development Variance Permit Applications shall be processed as follows:
  - Staff will evaluate the proposal for compliance with relevant Village bylaws and policies and may request additional information from the Applicant if deemed necessary for staff to determine if the criteria for a minor variance is met.
  - To be considered a minor variance, in the opinion of the CAO or designate, the proposal shall:
    - a) be consistent with neighbourhood character;
    - b) not increase the appearance of building bulk from the street or surrounding neighbourhood;
    - c) not reduce light access, privacy, or views of adjacent lots;
    - d) not require extensive site preparation and disturbance;
    - e) not include unattractive building elements, such as unscreened foundations or blank, flat walls with little variation;
    - f) not exceed \$10,000 in project value; and
    - g) not interfere with municipal operations and services.
  - A relaxation to the required number of parking stalls shall not be considered as a minor variance.
  - The CAO or designate will use the following guidelines in deciding whether to issue or not issue a minor development variance permit:
    - a) the ability to use or develop the property is unreasonably constrained or hindered by having to comply with the bylaw requirement;
    - b) the applicant has demonstrated that there are special conditions of the property that distinguish it from other properties in the area;
    - c) the proposed variance would allow for more efficient and effective use and development of the subject property; and
    - d) the variance provides for compatibility with adjacent land uses.
  - Minor Development Variance Permits shall be reviewed by the CAO or their delegate, and issued or refused accordingly. If refused, the applicant may request reconsideration by Council within thirty (30) days of the refusal. Requests must be made in writing.
- Major Development Variance Permit Applications shall be processed as follows:
  - Staff will prepare a referral package for notification of the applicant, applicable agencies and registered owners or occupiers of real property located within 30 meters of the subject property or properties.
  - Following the notification period, staff will prepare a report to Council. Council may consider to issue the Development Variance Permit, issue the Development Variance Permit with conditions, or refuse the Development Variance Permit based on the feedback received.
- If applicable, assurance of performance security must be received prior to the issuance and registration of the Development Variance Permit.
- Staff file notice of the approved Development Variance Permit in the Land Titles Office.

Schedule 4: Procedures for application for a Temporary Use Permit

REQUIRED DOCUMENTATION	NOTES
1. Completed Application Form	Applicant will provide a Completed Application Form as provided by the Village of Salmo, including agent authorization, if not the property owner. Applicant will pay the prescribed application fee.
2. Project Proposal	Applicant will provide detail as to their development proposal and the seasonality or temporary nature of the proposal. Applicants should include any anticipated benefits or impacts to the village and surrounding property owners.
3. Site Plan	<p>Applicant will provide a detailed site plan for each property under application, including:</p> <ul style="list-style-type: none"> <li>• Location and siting of proposed and existing development (including dimensions and measurements from property lines and road access);</li> <li>• Location and detail of existing rights of way, easements, restrictive covenants;</li> <li>• Location and siting of any existing and/or proposed infrastructure such as water, sewer, hydro and drainage.</li> </ul>
4. Site Profile	A completed site profile is required for any property where it is reasonably known to have been used or is currently being used for commercial and/or industrial activity.
5. Title	A Certificate of Title as issued within the last thirty (30) days of making application.
6. Additional Requirements	<p>Professional reports or other supportive material may be requested. Supportive material may include traffic impact assessments, geotechnical assessments, land contour and topographic condition, infrastructure impact analysis, environmental assessments, aquifer protection report, drainage plan, slope assessment, fire risk assessment and fuel management strategy, tree cutting permit in relation to areas affected by flooding or other hazards, or other supportive documentation applicable to the proposed development. Required development approval information must be prepared by a Qualified Professional and provided at the Applicant's Cost.</p>
PROCESS FOR TEMPORARY USE PERMITS	
<ul style="list-style-type: none"> <li>• Applicant makes arrangements to have a pre-application meeting where staff can advise on application requirements and timelines.</li> <li>• Completed Application Form, Application Fee and Required Documentation is submitted and reviewed by staff. This includes notification and review by other applicable Village of Salmo departments. Staff will notify the applicant of any deficiencies. Incomplete Applications will not be processed until such a time as required documentation is received.</li> </ul>	

- Staff will review the complete Application and may impose conditions including a request for security to provide assurance of performance.
- Complete Applications become public information and may be listed on the Village website or other form of public notice, by the CAO or their designate as notice of proposal.
- Staff will prepare a referral package for notification of the applicant, applicable agencies and registered owners or occupiers of real property located within 30 meters of the subject property or properties and place notice accordingly to the requirements of the *Local Government Act*.
- Temporary Use Permits shall be presented for Council consideration. Council may consider to issue the Temporary Use Permit, issue the Temporary Use Permit with conditions, or refuse the Temporary Use Permit based on the feedback provided. Specific Temporary Use Permits may require Provincial approval prior to Issuance. These include proposals within 800 metres of a controlled access highway or proposals involving commercial or industrial buildings exceeding 4,500 square metres in gross floor area.
- If applicable, assurance of performance security must be received prior to the issuance and registration of the Temporary Use Permit.
- Staff file notice of the approved Temporary Use Permit in the Land Titles Office.



## Schedule 5: Procedures for the calculation and release of a Security Deposit

The *Local Government Act* enables the Village of Salmo to require security as a condition of the issuance of a Development Permit, Development Variance Permit and Temporary Use Permit for the following purposes:

- To ensure that the performance of conditions associated with the issuance of Development Permit, Development Variance Permit or Temporary Use Permit are completed to the Village's satisfaction.
- To remedy an unsafe condition that has resulted as a consequence of contravention of a condition in a Development Permit, Development Variance Permit or Temporary Use Permit
- To remedy damages to the natural environment that has resulted as a consequence of contravention of a condition in a Development Permit, Development Variance Permit or Temporary Use Permit

### PROCESS FOR THE CALCULATION OF SECURITY DEPOSIT

#### Form of Security

Security shall be provided in a form allowable under the *Local Government Act* as either an automatically renewing irrevocable letter of credit or security deposit satisfactory to the CAO or their designate.

#### Amount of Security

The amount of security must be specified in the permit and will be calculated as follows:

- a. Remediation security shall be 125% of an itemized estimate or quote of the cost of work submitted by a Landscape Architect, Qualified Environmental Professional, landscaping company or other professional approved by the CAO or their designate.
- b. Security must be received prior to the issuance and registration of the applicable permit.

#### Return of Security

- c. If a permit is cancelled by the applicant and no work has occurred related to the security deposit, the security deposit will be returned in full.
- d. When works are required to be completed, the applicant may contact staff to request inspection prior to obtaining refund of the security. 80% of the security shall be returned following initial inspection if the landscaping and remediation works have been completed to the satisfaction of the Village of Salmo. The remaining 20% will be withheld for a period of one (1) year following the completion of works to ensure they are maintained.
- e. The Village of Salmo may require that the security inspection be carried out by the Landscape Architect, Qualified Environmental Professional, landscaping company or other professional that provided recommendation to ensure that the performance of conditions associated with the issuance of Development Permit, Development Variance Permit or Temporary Use Permit are completed as recommended.

Schedule 6: Fees and Charges

This Schedule is provided for convenience only. All Fees are prescribed in the Village of Salmo Fees and Charges Bylaw and Amendments from time to time.

APPLICATION TYPE	FEES AND CHARGES
Official Community Plan Amendment	\$1000
Zoning Bylaw Amendment	\$1000
Joint Official Community Plan and Zoning Amendment	\$1500
Major Development Permit	\$1000
Minor Development Permit	\$500
Major Development Variance Permit	\$1000
Minor Development Variance Permit	\$500
Temporary Use Permit	\$700
<p>Fees and charges are refundable under the following circumstances:</p> <ol style="list-style-type: none"> <li>1. Application fees for an Official Community Plan and/or Zoning Bylaw Amendment shall be refunded 50% of the application fee if the application is withdrawn or refused by Council prior to First Reading.</li> <li>2. Application fees for a Development Permit, Development Variance Permit or Temporary Use Permit shall be refunded 50% of the application fee if the application is withdrawn prior to proceeding to Council or to the Delegated Authority for minor Development Permits and minor Development Variance Permits.</li> <li>3. Applications that are withdrawn or lapse prior to substantial staff review and external referral, shall be refunded for the full amount of the application fee but charged a \$100 administrative fee.</li> </ol> <p>A duly processed application that is denied is not eligible for an Application Fee reimbursement.</p>	

# Planning & Development Approval Application

## Village of Salmo

423 Davies Avenue, PO Box 1000, Salmo B.C., V0G 1Z0

Telephone: (250) 357-9433 Fax: (250) 357-9633

Email: [planning@salmo.ca](mailto:planning@salmo.ca) Website: [www.salmo.ca](http://www.salmo.ca)



**PLEASE NOTE:** A pre-development meeting with Village of Salmo Staff is required to complete the checklist and prior to submitting your application. Please contact the Village at (250) 357-9433 or [planning@salmo.ca](mailto:planning@salmo.ca) to arrange a project information / pre-development meeting.

PART 1. NATURE OF APPLICATION			
Application Type <i>Check all that apply</i>			
<input type="checkbox"/> Official Community Plan Amendment	<input type="checkbox"/> Development Variance Permit (major)		
<input type="checkbox"/> Zoning Bylaw Amendment	<input type="checkbox"/> Development Variance Permit (minor)		
<input type="checkbox"/> Temporary Use Permit	<input type="checkbox"/> Development Permit (major)		
	<input type="checkbox"/> Development Permit (minor)		
PART 2. LAND DEVELOPMENT INFORMATION			
Project Name or Owner			Permit Number
Civic Address of Proposal			Date of Application
Legal Description: Lot	Block	Plan	PID Number
Current Development or Land Use			
Description of Proposed Development or Land Use			
PART 3. APPLICANT AND PARTICIPATING PARTIES			
Owner: Last Name		First Name	Phone Number
Email Address		Mailing Address	
Applicant/Agent: Last Name		First Name	Phone Number
Email Address		Mailing Address	
Architect/Designer: Last Name		First Name	Phone Number
Email Address		Mailing Address	

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### PART 4. SIGNATURES

As the applicant or authorized agent, I declare that the information and supportive documentation submitted in support of this application are, to the best of my knowledge true and correct.

I accept that further information may be required by the Village in accordance with Development Applications Procedures Bylaw No. 753, 2024 and accept responsibility for processing delays that are caused by insufficient application materials.

I understand that all fees charged in connection with this application are in accordance with Fees and Charges Bylaw, as amended from time to time, and that further charges may be required including Amenity Cost Charges, Development Cost Charges, Utility Connection fees, and/or Security Deposits.

\_\_\_\_\_  
Name of Agent/Owner Signature of Agent/Owner

### PART 5. AGENT AUTHORIZATION

I, \_\_\_\_\_ (name of agent) solemnly declare that I am the Authorized Agent for \_\_\_\_\_ (owner(s) of property), who is the registered owner(s) of the real property legally described as: \_\_\_\_\_

\_\_\_\_\_  
Name of Agent Signature of Agent

\_\_\_\_\_  
Name of All Registered Owners Signature of All Registered Owners

### PART 6. FEE SCHEDULE BY APPLICATION TYPE (provided for convenience only)

<b>Fees and charges are refundable under these circumstances:</b> 1. Application fees for an Official Community Plan and/or Zoning Bylaw Amendment shall be refunded 50% of the application fee if the application is withdrawn or refused by Council prior to First Reading. 2. Application fees for a Development Permit, Development Variance Permit or Temporary Use Permit shall be refunded 50% of the application fee if the application is withdrawn prior to proceeding to Council or to the Delegated Authority for minor Development Permits and minor Development Variance Permits. 3. Applications that are withdrawn or lapse prior to substantial staff review and external referral shall be refunded for the full amount of the application fee but charged a \$100 administrative fee.	Official Community Plan Amendment	\$1000
	Zoning Bylaw Amendment	\$1000
	Joint Official Community Plan and Zoning Amendment	\$1500
	Major Development Permit	\$1000
	Minor Development Permit	\$500
	Major Development Variance Permit	\$1000
	Minor Development Variance Permit	\$500
	Temporary Use Permit	\$700

The personal information collected on this form is collected for the purposes of a development approval of the Village of Salmo as authorized by Section 26 of the Freedom of Information and Protection of Privacy Act. All information collected with this form shall be disclosed to the public upon request. Copies of any associated documentation submitted as part of this application becomes part of the local government's records and therefore subject to the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and use of information, please contact the Village Office at (250) 357-9433.

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<b>PART 7. SUBMISSION CHECKLIST KEY</b>			
Use this key to locate the details for the required submission documents in Part 8, Submission Document Details.			
<b>Application Type</b>	<b>Submission Requirements</b>	<b>As Requested</b>	
Official Community Plan Amendment, Zoning Bylaw Amendment, Joint OCP and Zoning Amendment, Development Permit (Minor or Major), Development Variance Permit (Minor or Major), Temporary Use Permit.	A, B, C, D, G, H	E, F, I	
<b>PART 8. SUBMISSION CHECKLIST DETAILS</b>			
This checklist provides the basic requirements to complete an application. Depending on the nature and complexity of the application, additional requirements may be requested following internal review.			
<b>Documentation</b>	<b>Details</b>	<b>Required</b>	<b>Received</b>
A. Pre-Development Meeting	Have you had your pre-development meeting? If not, contact Village Staff at 250-357-9433 or <a href="mailto:planning@salmo.ca">planning@salmo.ca</a> to arrange a meeting before proceeding. Staff will assist in completion of Section I of this form. In planning your project, it is suggested you review RDCK sustainability checklists: <a href="#">Residential Sustainability Checklist</a> or <a href="#">Commercial Sustainability Checklist</a>	<input type="checkbox"/>	<input type="checkbox"/>
B. Completed Application Form	All forms must be submitted in person or electronically to <a href="mailto:planning@salmo.ca">planning@salmo.ca</a> . Incomplete applications will delay review of your application.	<input type="checkbox"/>	<input type="checkbox"/>
C. Application Fee	Application fees are set out in the Village's Fees and Charges Bylaw as amended from time to time. Applicable fees to be paid at the time of application.	<input type="checkbox"/>	<input type="checkbox"/>
D. State of Title Certificate and Charges on Title	Must be printed within the last 30 days of application date. Titles and related documents can be obtained from <a href="http://ltsa.ca">ltsa.ca</a> or through a lawyer, notary, or search company. Titles may also be provided by the Village for an additional fee. All development is subject to comply with any rights of way, easements, covenants or other charges on Title.	<input type="checkbox"/>	<input type="checkbox"/>
E. Agent Authorization	Written consent of all property owners, with one or more owners appointing an applicant to act as an agent for all purposes of the application. (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
F. Provincial Site Profile	Required for any development proposal on lands that may have been contaminated during past or current commercial or industrial activity. (See <a href="#">BC Contaminated Sites Regulation</a> )	<input type="checkbox"/>	<input type="checkbox"/>
G. Proposal Summary	An outline of the proposed development or land use, including an explanation of conformance to current land use regulations or rationale for a proposed variance. If applicable, the number of lots, units or gross floor area of the development and an explanation of benefits and impacts to surrounding properties or the character of the neighborhood in which the development is proposed.	<input type="checkbox"/>	<input type="checkbox"/>
H. Site Plans	Site Plans must be based on the registered legal Lot Plan (LTSA) and must contain: north arrow, correct scale and scale bar; property lines; name and extent of adjacent laneways or roadways; existing right of ways or easements; location, area, and dimensions including setbacks of existing and proposed structures; location and grade of accesses; location of any steep slopes, watercourses or other natural features on or adjacent to the property; location of existing wells or water sources, location of existing or proposed septic fields, location of any existing utilities. <b>(2 copies full size printed and one electronic set)</b>	<input type="checkbox"/>	<input type="checkbox"/>

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**Instructions for this page:** Village of Salmo Staff, at your pre-development meeting, will determine and advise which documents are requested and required to complete this application. Please contact the Village at (250) 357-9433 or [planning@salmo.ca](mailto:planning@salmo.ca) to arrange a pre-development meeting.

Documentation	Details	Required	Received
<b>I. Additional Documentation as Requested</b>  <b>PLEASE NOTE:</b> All reports must be completed by a qualified professional, or a professional approved by the CAO or their designate.	a. Architectural building drawings of exterior elevations, floor plans, and cross sections	<input type="checkbox"/>	<input type="checkbox"/>
	b. Details regarding colors and exterior finishes for form and character development permits.	<input type="checkbox"/>	<input type="checkbox"/>
	c. Design rationale: written explanation of how the project conforms to relevant development permit guidelines regarding architectural design, landscaping, parking, signage, access and integration with surrounding developments.	<input type="checkbox"/>	<input type="checkbox"/>
	d. Parking plan: to include all off-street parking spaces to scale with dimensions.	<input type="checkbox"/>	<input type="checkbox"/>
	e. Traffic impact assessment report: to include, but not limited to, impacts to area traffic patterns, additional loads on local and major intersections, proposed improvements to area street systems, and a rationale for vehicle access points.	<input type="checkbox"/>	<input type="checkbox"/>
	f. Geotechnical assessment: report to assess the suitability of the site if land stability problems are suspected.	<input type="checkbox"/>	<input type="checkbox"/>
	g. Environmental or riparian assessment: report to include, but not limited to, watercourse, wildlife and bird habitat, discharges to air and water, land disturbance and clearing, and proposed mitigation.	<input type="checkbox"/>	<input type="checkbox"/>
	h. Wildfire interface assessment: a report identifying potential hazards and mitigation measures.	<input type="checkbox"/>	<input type="checkbox"/>
	i. Tree removal and management plan: report to show general location and type of vegetation, description of trees and tree groupings, listing species, size of trees, and identifying any significant trees.	<input type="checkbox"/>	<input type="checkbox"/>
	j. Storm water management plan prepared by a qualified professional showing proposed servicing locations.	<input type="checkbox"/>	<input type="checkbox"/>
	k. Servicing and drainage concept plan, and for Aquifer Protection, a report prepared by a qualified professional that outlines: an estimate of volumes of surface drainage water; geotechnical assessment; assurance that no foreign materials enter any ground or surface water course; mitigation of potential environmental impacts or development hazards; and post construction revegetation plan to preserve disturbed soils, prevent erosion and sloughing and restore native flora.	<input type="checkbox"/>	<input type="checkbox"/>
	l. Landscape plan prepared by a qualified professional drawn to scale showing existing and proposed screening, plantings, garbage enclosures, walkways and amenities.	<input type="checkbox"/>	<input type="checkbox"/>
	m. Streetscape: a drawing or photomontage prepared by a qualified professional showing how the proposed development fits in the street relative to the built environment.	<input type="checkbox"/>	<input type="checkbox"/>
	n. Other	<input type="checkbox"/>	<input type="checkbox"/>

Additional Notes:

# Planning & Development Approval Application

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FOR OFFICE USE ONLY	
Current Zoning Designation	Current OCP Designation
Proposed Zoning Designation	Proposed OCP Designation
Development Permit Area <input type="checkbox"/> Yes <input type="checkbox"/> No	DP Number
Development Variance <input type="checkbox"/> Yes <input type="checkbox"/> No	DVP Number
<b>Application Fee \$</b>	<b>Security Deposit \$</b>
<b>Applicable Development Cost Charges</b> Sewer \$ Water \$ Drainage \$ Road \$ Open Space \$	<b>Security Hold Back \$</b> Notes:
	Date Security Deposit Received:
	Receipt Number:
	Date Security Deposit Refunded:
	Receipt Number:

Total Fees \$ \_\_\_\_\_

Additional Notes:







**REGULAR MEETING #03-24 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 12, 2024 at 7:00 p.m.

**PRESENT:**

<u>In Person:</u>	Councillor Kenzie Neil
Mayor Diana Lockwood	Deputy CO Brandy Jessup
Councillor Melanie Cox	Members of the Public - 2
Councillor Jonathon Heatlie	<u>Electronically:</u>
Councillor Jennifer Lins	Members of the Public – 1

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

**AGENDA:**

R1-03-24 Moved and seconded, that the draft agenda of Regular Meeting #03-24 of Tuesday, March 12, 2024 be adopted as amended from *Council Procedure Bylaw #663, 2014* Schedule "A" to include a New Business section, an Administrative section, a Public Question period, and an *In Camera* section.

Carried.

**DELEGATIONS:** NIL

**NEW BUSINESS:** NIL

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

R2-03-24 Moved and seconded, that the draft minutes of Regular Council meeting #02-24 of Tuesday, February 27, 2024 be adopted as presented.

Regular Meeting  
February 27, 2024

Carried.

R3-03-24 Moved and seconded, that the draft minutes of Special Council meeting of Monday, March 4, 2024 be adopted as presented.

Special Meeting  
March 4, 2024

Carried.

**REFERRALS FROM DELEGATIONS:** NIL

**REFERRALS FROM PRIOR MEETINGS:** NIL

**POLICY DEVELOPMENT & REVIEW:** NIL

**BYLAW REVIEW & DEVELOPMENT:**

Council reviewed the proposed Development Procedures Bylaw No. 753, 2024 presented by Patricia Dehnel of Dehnel Planning. There were some questions regarding the security deposit and terminology that will be forwarded to Patricia for clarification.

**ADMINISTRATIVE SECTION:**

R4-03-24                      Moved and seconded, Council approve staff advancing a project with Waterline to update the DRAFT Source Water Protection Plan;  
  
And further,  
  
That Council approve staff advancing a comprehensive plan to get our water system into compliance and create a project list for a comprehensive water management plan and bring it back to Council for consideration.  
  
Carried.

R5-03-24                      Moved and seconded, that Council receive for information the report prepared by CAO Qualizza regarding Provincial Legislation.  
  
Carried.

**ACCOUNTS PAYABLE:**

R6-03-24                      Moved and seconded, that Council receive for information the list of accounts payable cheques and electronic fund transfers from February 23, 2024 to March 7, 2024 totaling \$98,310.37.  
  
Carried.

**CORRESPONDENCE REQUIRING A COUNCIL DECISION: NIL**

**CORRESPONDENCE FOR INFORMATION ONLY:**

R7-03-24                      Moved and seconded, that Council receive for information the following correspondence from:  
  
   (1) Kootenay Emergency Response Physicians Association (KERPA)  
   Gala May 25, 2024 - #15  
  
Carried.

**MEMBER REPORTS & INQUIRIES:**

Councillor Cox                      Nothing to report.

Councillor Heatlie                      The Chamber is hosting a trade fair at SVYCC on Saturday, April 20, 2024 and there will be no charge to the attendees or exhibitors.

Councillor Lins                      Nothing to report.

Councillor Neil                      Attended the Library AGM last night, noting that the hours will be changing, and she will bring the minutes to the next Council meeting.

Mayor Lockwood                      See *Appendix A*.

R8-03-24  
Verbal & Written  
Reports of Mayor &                      Moved and seconded, that the verbal and written reports of Mayor and Council be received for information.  
  
Carried.

Council

**PUBLIC QUESTION PERIOD:** NIL

**IN CAMERA RESOLUTION:**

R9-03-24

Moved and seconded, that the meeting be closed to the public under Sections 90(1)(c) of the Community Charter.

Carried.

**RECONVENE OPEN MEETING:** Council reconvened the meeting at 9:38 p.m.

**ADJOURNMENT:**

R10-03-24

Moved and seconded, that the meeting be adjourned.

Carried.

I hereby certify the preceding to be a true and correct account of the Regular Meeting of Council held on Tuesday, March 12, 2024.

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Mayor

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Deputy Corporate Officer





# The Corporation of the Village of Salmo

## Report to Council

Report Date: March 22<sup>nd</sup>, 2024  
Meeting Date: March 26<sup>th</sup>, 2024 (#04-24)  
From: Fred Paton, Civic Works Foreman  
Subject: Civic Works Report for March, 2024

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### 1. OBJECTIVE

To update Council on Civic Works operations.

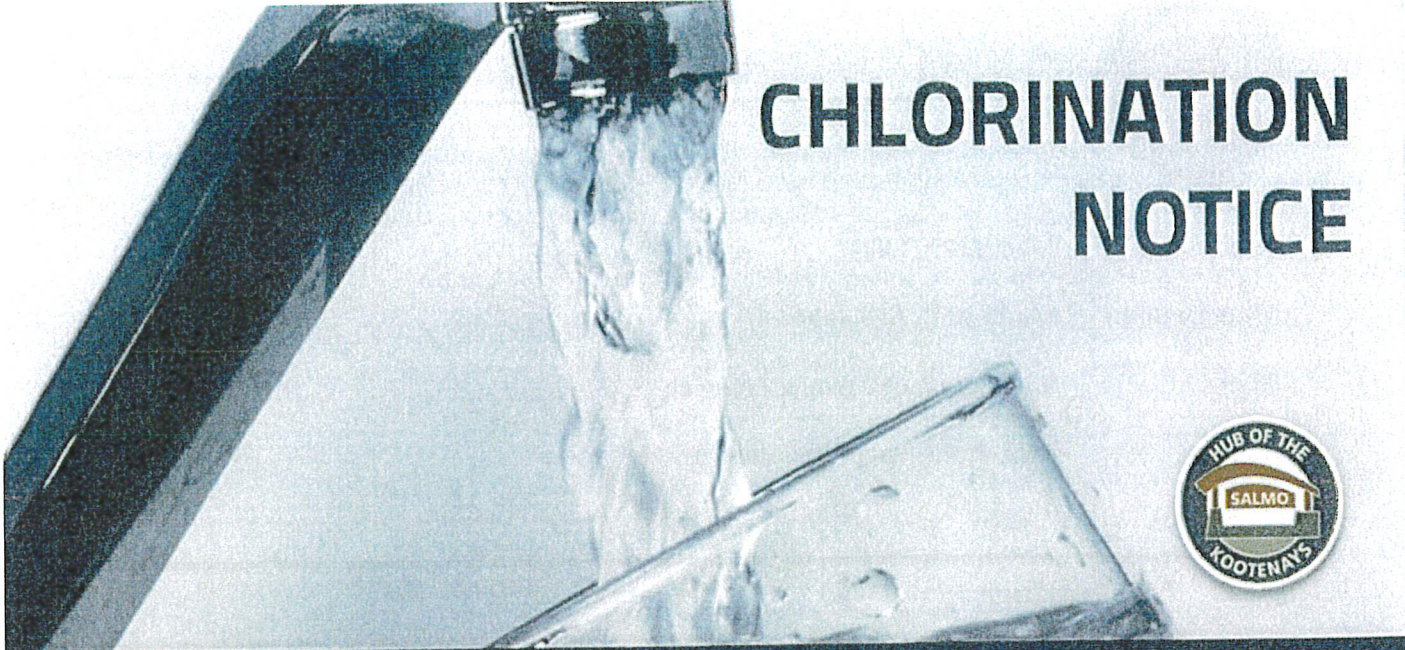
### 2. DISCUSSION

#### 2.1. **Fall Activities**

- (a) Ongoing work towards Wastewater Treatment Plant compliance. Ministry's compliance report received. Urban systems working with the Village on getting back into compliance.
- (b) Preparing equipment for upcoming grass cutting.
- (c) Completed multiple water shut offs/ons.
- (d) Began street sweeping.
- (e) Working on estimates and project plans for capital projects for upcoming budget planning.
- (f) Ongoing fleet maintenance.
- (g) Scheduled semi-annual water chlorination.
- (h) Put out posting for summer student's positions.

#### 2.2. **Attachments:**

- (a) Chlorination notice.
- (b) Spring clean-up notice
- (c) Summer student job posting.



# CHLORINATION NOTICE



**MIDNIGHT - 8AM**

**FRIDAY APRIL 5th, 2024**

**The Village Civic Works crews will be chlorinating the Village Water System as part of the annual Maintenance.**

Residents are asked to refrain from use of sprinklers, washing machines or any extra water usage during this period of time.

Anyone that may have an adverse reaction to chlorine should take appropriate precautions ahead of time.

*Chlorine smells may resonate in the water for up to 2 days following the disinfection process. Please call the Village office at (250)357-9433 if you have any inquiries.*



# Spring Clean Up

The Village of Salmo Civic Works Crew will be picking up **ORGANIC MATERIAL ONLY** from all residents during the following days:

**WEDNESDAY MAY 8<sup>th</sup> & THURSDAY MAY 9<sup>th</sup>, 2024**

## Be Prepared.

- ▶ Please have all organic material out by 8am for pick-up.
- ▶ Tree cuttings should be tied and left in one location.
- ▶ All other organic materials such as grass, leaves, etc. must be bagged in transparent bags.
- ▶ **Rocks, corrugated cardboard, all recyclable and household materials WILL NOT be picked-up.**



**Sustainable Salmo**  
*Exploring Our Future. Together.*





# JOB POSTING

## SUMMER JOB OPPORTUNITY **VILLAGE STUDENT EMPLOYEES**

The Village of Salmo is seeking to hire two (2) summer students to join the Village crew, in full-time, seasonal positions commencing as early as Monday, April 29<sup>th</sup>, 2024. The positions are for the summer season until the end of August and are primarily Civic Works positions. Summer students may also be asked to perform duties at the Village office.

Duties may include lawn care, street line painting, park maintenance, equipment operation and maintenance, and other general operational duties. This is an ideal job for a student currently enrolled in a parks and recreation or environmental program. However, all interested applicants are encouraged to apply.

### **Mandatory Qualifications:**

- B.C. Driver's License minimum 'Class 5' is required ("N" is acceptable).

### **Preferred:**

- Experience with lawn maintenance equipment.
- Experience with small hand tools.
- Proof of enrollment in a College or University Program may be required.

**Hours of Work & Compensation:** 40 hours a week @ \$20.00/hour.

**APPLY:** Interested applicants should submit a covering letter and resume via e-mail, mail on in-person by Friday, April 12<sup>th</sup>, 2024 at 4:30 p.m. to:

The Village of Salmo

Attention: Alana Lins, Civic Works Administration  
Box 1000, 423 Davies Avenue, Salmo, B.C. V0G 1Z0  
[alana.lins@salmo.ca](mailto:alana.lins@salmo.ca)

*Late application will not be accepted. While we appreciate all applications, only those invited for an interview will be contacted.*

[www.salmo.ca](http://www.salmo.ca)





## Fire Chief's Report: March 01, 2024

Regular Council Meeting #04-24

Since the last report on February 1st, 2024 the Salmo Fire Department responded to only 5 calls:

- |   |            |   |               |   |                     |
|---|------------|---|---------------|---|---------------------|
| 2 | Jaws Calls | 1 | Vehicle Fires | 1 | Assist other agency |
| 1 | Fire Alarm |   |               |   |                     |

### DESCRIPTION

None of our calls ended up to be too serious in February. The vehicle fire we responded to was for the report of a semi on fire. Fortunately they were able to disconnect from the chip trailer before we arrived. The floor of the chip trailer was burning, but that was quickly extinguished. Then we had to extinguish the burning brakes and tires on the truck.

A report of smoke in the elementary school had members concerned. The fire alarm sounded and all the students exited the building and everyone walked over to the high school. Crews checked the entire building and could not find a source for the reported smoke (as the air was clear when crews arrived). One possible cause might have been smoke from outside being brought in through the air handling units.

### Misc.

We are still hoping the proposal to have a shelter erected to house our old #1 fire engine will happen. This engine is a huge part of the Salmo Fire Department, and has played a major role in our fire protection history.

Our tender is back in service after having been in Castlegar waiting for repairs. However, when we got it back to Salmo we discovered that there was a large leak in the tank. We had the hole welded and tried filling it again, but discovered another hole when we went to fill the tank. After chasing down several other smaller holes, we now have the truck back in service. It is only a matter of time before we will need to either replace the tank on this truck or purchase another used unit (as this one was, as there are no restrictions of age for tenders).

Our basic training has taught our newer members enough that they can assist us with the basic calls. They are going to be an asset in the years to come.

*Originally Signed By:*

---

David Hearn, Fire Chief





## Bylaw Officer's Report: Feb 1, 2024, to Feb 29, 2024

Regular Council Meeting #04-24

### *Complaints:*

INFRACTION TYPE	NO. OF INFRACTIONS	RESOLUTION
Zoning Related	1	<ul style="list-style-type: none"> <li>One (1) complaint about shrubs growing onto the Village boulevard and about bushes on a property line between homes that are over the permitted height of landscape screens. The Bylaw Officer took photos and staff will follow up and take any necessary action.</li> </ul>

### *Enforcement*

INFRACTION TYPE	NO. OF INFRACTIONS	RESOLUTION
Business License	2	<ul style="list-style-type: none"> <li>The Bylaw Officer hand delivered two (2) overdue Business License notices to two (2) businesses. One (1) business complied and paid the fee. Will follow-up with the unlicensed business.</li> </ul>
Traffic	2	<ul style="list-style-type: none"> <li>The Bylaw Officer spoke to one (1) person parked in a handicap spot without a required permit, they complied and moved the vehicle. He also spoke to one (1) person parked blocking a lane. The person was visiting and agreed to move the vehicle.</li> </ul>
Dog Related	6	<ul style="list-style-type: none"> <li>The Bylaw Officer stopped and spoke to six (6) people walking their dogs. None of the residents had licenses for their dogs. He advised them that they need to get dog licenses for their dogs from the Village office. Two (2) owners came into the office right away to get licenses. Will follow-up to ensure compliance with the remaining owners.</li> </ul>

Information submitted by:

Fred Nevakshonoff, Bylaw Officer





# The Corporation of the Village of Salmo

## Report to Council

Report Date: March 22, 2024  
Meeting Date: March 26, 2024 (#04-24)  
From: Deputy Corporate Officer Brandy Jessup  
Subject: BC Emergency Health Services (BCEHS) Request – Tenant Improvements

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### 1. REQUEST FOR DECISION

#### STAFF RECOMMENDATION:

That Council approve the request from BCEHS to perform the requested tenant improvements to the current ambulance station located at 414 Baker Avenue.

### 2. BACKGROUND

The Provincial Health Services Authority has been in communication with the Village of Salmo since December 2023 requesting allowance to place an ATCO-style trailer on the property for the purpose of providing sleeping quarters for the paramedic staff.

While there are details to still be worked out on whether this can be facilitated on the property where they currently have the ambulance station, there is a request to make tenant improvements to improve the quality of the station for new staff.

The proposed improvements include:

Trade	Tenant Improvement Work
Electrical upgrade to accommodate extra load	Installation of a subpanel
Civil works	Remove Vanity Unit and upgrade ventilation for washer dryer
Plumbing	Washer
Electrical Lighting	External lighting

As the funding for the above improvements needs to be utilized this year, they have a deadline of March 31, 2024 for a decision.

### 3. FINANCIAL IMPLICATIONS:

There are no foreseen financial implications as 'Tenant Improvements' are not part of the contract.

Respectfully submitted,

Deputy Corporate Officer Brandy Jessup



Village of Salmo  
Accounts Payable March 8 to March 21, 2024

Cheque #	Pay Date	Vendor Name	Description	Paid Amount
017210	2024-03-14	Ace Courier Systems	Water Sample Shipping	\$28.51
017236	2024-03-21	Ace Courier Systems	C.W., Water Sample Shipping	\$258.74
017211	2024-03-14	Andrew Sheret Limited	WWTP Maintenance	\$81.03
017213	2024-03-14	B Speers Contracting	Electrical Services	\$252.00
017212	2024-03-14	Brandt Tractor Ltd.	Loader Maintenance	\$3,863.07
017239	2024-03-21	Brogan Fire Safety	Fire Dept Supplies	\$1,912.13
017238	2024-03-21	BV Tool Rentals (2011) Ltd.	Grass Cutting Equipment Supplies	\$238.03
170105	2024-03-13	Collabria	FD/CAO Expenses/CW/Office Supplies/Fleet Maintenance	\$3,543.74
017214	2024-03-14	Commissionaires British Columbia	Bylaw Enforcement	\$329.81
017215	2024-03-14	Dehnel Patricia	Planning Services	\$3,207.75
017216	2024-03-14	Eco/Logic Environmental	WWTP Effluent Testing	\$1,981.17
017242	2024-03-21	Fluent IMS	Fire Dept Annual Subscription	\$1,155.00
017248	2024-03-21	Fortis BC - Natural Gas	Natural Gas Expenses	\$1,080.28
017217	2024-03-14	Fortis BC Inc.	Electricity Expenses	\$45.63
017240	2024-03-21	Fortis BC Inc.	Electricity Expenses	\$1,223.90
017241	2024-03-21	FortisBC	Natural Gas Line Repair	\$4,016.43
017243	2024-03-21	Hinterland Surveying & Geomatics	Land Surveying	\$5,181.75
017244	2024-03-21	Kendrick Equipment (2003) Ltd.	Trackless Maintenance	\$665.06
Pre-authorized Debit	2024-03-21	Kootenay Savings Credit Union	Service Fee	\$10.00
017220	2024-03-14	Lidstone & Company	Legal Services	\$747.04
017218	2024-03-14	Lordco Auto Parts	Trackless Maintenance, WWTP Supplies	\$136.91
017245	2024-03-21	Lordco Auto Parts	WWTP Generator Maintenance, WWTP Supplies	\$455.94
017246	2024-03-21	Martech	Glendale Well Pump	\$10,623.20
017221	2024-03-14	Municipal Insurance Association of BC	Annual Property/Equip./Legal Insurance	\$57,715.00
017222	2024-03-14	Nelson Ford	FD Fleet Maintenance	\$853.14
017223	2024-03-14	Passmore Laboratory Ltd.	Water Sample Testing	\$250.00
EFT	2024-03-14	Receiver General for Canada	Payroll Remittance	\$14,505.11
017224	2024-03-14	Riley James	Tax Overpayment Refund	\$117.25
Pre-authorized Debit	2024-03-21	Royal Bank Central Card Services	Service Fees	\$54.14
017225	2024-03-14	Salmo Village Grocery	Office Supplies	\$142.89
017226	2024-03-14	Summit Truck & Equipment	IHC Sander Maintenance, WWTP Maintenance	\$495.53
017249	2024-03-21	Telus	Alarm Monitoring	\$57.75
017227	2024-03-14	Telus Communications Inc.	Telephone/Fax/Internet	\$1,251.31
017228	2024-03-14	Union of BC Municipalities	Annual Dues	\$1,113.23
017250	2024-03-21	Urban Systems Ltd.	WWTP Compliance Engineering Services	\$2,292.10
017251	2024-03-21	Wolseley Canada Inc	Summer Road Maintenance Supplies	\$1,116.14

Village of Salmo  
 Accounts Payable March 8 to March 21, 2024

**Paid Amount**  
 \$26,152.80  
**\$147,153.51**

**Vendor Name**  
 Employee Benefits, Reimbursements and Salaries (PP6)  
**Total:**

**Pay Date**

\$43.66  
 \$2,008.97  
 \$111.29  
 \$72.75  
 \$73.33  
 \$38.81  
 \$488.00  
 \$706.93  
**\$3,543.74**

**Cheque #**

**Credit Card Details:**  
 Adobe Subscription  
 CAO Expenses  
 Dump Truck Supplies  
 F.D. GPS Subscription  
 Postage  
 Snowblower Chute  
 Sweeper Insurance  
 WWTP Supplies



Village of Salmo Regular Council Meeting #04-24  
 Treasurer's Report as of February 29, 2024

Account Name	29-Feb-24		31-Jan-24		28-Feb-23	
	Balance		Balance		Balance	
Chequing Community Plus (Operating Account)	\$1,819,648.32		\$1,971,304.46		\$907,651.41	
Masterplan Community Plus - Wellness Centre Equipment	\$0.00		\$0.00		\$0.00	
Masterplan Community Plus - Community Works	\$421,696.08		\$421,679.46		\$0.00	
Masterplan Community Plus - Salmo Parks	\$2,510.97		\$2,507.46		\$2,467.07	
Masterplan Community Plus - Growing Community	\$0.00		\$0.00		N/A	
Maximizer Community Plus - Civic Works Reserves	\$142,573.69		\$160,686.53		\$153,061.52	
Maximizer Community Plus - Sewer Civic Works Reserves	\$51,527.79		\$32,687.04		\$32,163.53	
Maximizer Community Plus - Cemetery Care	\$25,799.12		\$25,763.30		\$25,350.66	
Maximizer Community Plus - Water Civic Works Reserves	\$288,221.41		\$287,821.22		\$283,211.46	
Maximizer Community Plus - Lions Park (Previously Curling Rink)	\$17,435.31		\$17,411.10		\$17,132.25	
Maximizer Community Plus - Wellness Centre	\$109,908.66		\$109,756.05		\$107,998.18	
Maximizer Community Plus - Fire Department Equipment	\$88,611.38		\$88,488.34		\$87,071.10	
Maximizer Community Plus - Jaws of Life	\$199,932.88		\$199,655.28		\$196,457.59	
Maximizer Community Plus - Ambulance	\$12,764.66		\$12,746.94		\$12,542.79	
Membership Shares	\$25.00		\$25.00		\$25.00	
Patronage Shares	\$2,238.00		\$2,238.00		\$2,238.00	
	<b>\$3,182,893.27</b>		<b>\$3,332,770.18</b>		<b>\$1,827,370.56</b>	
<b>Accounts Receivable</b>						
Utilities	\$0.00					
Taxes	\$117,248.58					
Other	\$100.00					
	<b>\$117,348.58</b>					
<b>Accounts Payable</b>						
	<b>\$0.00</b>					
<b>Grand Total (Assets minus Liabilities)</b>						
	<b>\$3,300,241.85</b>					



DATE Mar. 22/24  
NO 19 TO MTC-MAR. 26/24  
FILE NO 0230-20

**Brandy Jessup**

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VILLAGE OF SALMO

**From:** Mayor Diana Lockwood  
**Sent:** March 22, 2024 10:39 AM  
**To:** Cheryl Cook  
**Cc:** Brandy Jessup  
**Subject:** RE: SDAC event at SVYCC - - - liquor sales permission

Hi Cheryl,

I will have this put on the agenda for next Tuesday's meeting.

Kind Regards,

Mayor Diana Lockwood  
[Mayor.Lockwood@Salmo.ca](mailto:Mayor.Lockwood@Salmo.ca)

Village of Salmo  
Box 1000, 423 Davies Avenue  
Salmo, B.C. V0G 1Z0

Office 250-357-9433  
Fax 250-357-9633  
Cell 250-505-4660  
<http://www.salmo.ca>

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**From:** Cheryl Cook <cheryleileen@gmail.com>  
**Sent:** Thursday, March 21, 2024 5:32 PM  
**To:** Mayor Diana Lockwood <mayor.lockwood@salmo.ca>  
**Subject:** SDAC event at SVYCC - - - liquor sales permission

Hi,

We are hosting a DJ event at SVYCC on April 13 - - - and would like to serve alcohol from 6pm-12pm. There will be an art show open to the community from 6-8 and then a ticket event starting at 8pm. Our insurance covers liquor, and we would get a special event permit.

We need written permission from the village to serve alcohol at SVYCC because the municipality owns the building.

Is this something that is possible within a tight turn around? So that we can apply for the special event liquor permit.

Best, Cheryl





**HUDSON'S  
HOPE**  
PLAYGROUND OF THE PEACE

9904 Dudley Drive  
Hudson's Hope BC V0C 1V0  
Telephone 250-783-9901  
Fax: 250-783-5741

March 7, 2024

Via email: [premier@gov.bc.ca](mailto:premier@gov.bc.ca)

The Honourable David Eby, MLA  
Premier of the Province of British Columbia

*Delivered Via Email*

DATE Mar 7/24  
NO 16 TO M+C - MAR 26/24  
FILE NO 0400-60

**Re: Support for Bill-34**

VILLAGE OF SALMO

Dear Premier,

The District of Hudson's Hope Council supports Bill-34 and the *Restricting Public Consumption of Illegal Substances Act*.

We believe that Bill-34 is a necessary step in addressing the ongoing crisis of drug addiction and overdose in our community. By restricting public consumption of illegal substances, we can create a safer and more welcoming environment for all residents, including children and families.

It is crucial that we continue to prioritize the health and safety of our community members and take action to address the harm caused by drug use in public spaces. We urge the Supreme Court to reconsider their decision and allow Bill-34 to be implemented so that we can better protect our community and prevent further harm.

The District of Hudson's Hope Council stands by its decision to support Bill-34 and will continue to advocate for the well-being of our residents. We are committed to creating a safe and thriving community for all and believe that restricting public consumption of illegal substances is an important step in achieving this goal.

Public spaces should be freely enjoyable by all community members and used for their intended purpose. While Council acknowledges that no person should feel compelled to engage in substance abuse alone and privately, but this should not come at the expense of degrading our public spaces.

Sincerely,

**DISTRICT OF HUDSON'S HOPE**

*Travous Quibell*

Travous Quibell, Mayor

TQ/am

cc. B.C. Municipalities and Regional Districts  
Bob Zimmer, MP Prince George - Peace River – Northern Rockies  
Dan Davies, Peace River North





DATE Mar 15/24  
NO 18 TO M+C - MAR. 26/24  
FILE NO 1855-03  
VILLAGE OF SALMO

March 14, 2024

Application #: 2023100035  
Village of Salmo

Dear Ange Qualizza,

**Re: Rural Economic Diversification and Infrastructure Program**  
**Application #: 2023100035 - Sustainable Salmo, A Path to Economic Resilience**

Thank you for your application for funding under the Rural Economic Diversification and Infrastructure Program (REDIP). We would like to advise that, after careful consideration, the above-noted project was not selected for funding.

REDIP received a large number of applications during the intake period and unfortunately the total funding requested significantly exceeded the Program's available funds. As a result, the Program was not able to provide funding to your project at this time.

This decision does not reflect on the importance of this project for your community, but rather the degree to which the program has been oversubscribed. We know that a lot of effort goes into developing a proposed project and we appreciate the time you took to prepare your application.

Program staff are available to review your application and provide further details regarding the funding decision. If you would like to book a virtual follow up meeting, please contact the Program Office by phone at 250-356-7950 or by email at [ruraldevelopment@gov.bc.ca](mailto:ruraldevelopment@gov.bc.ca).

Upcoming intake periods for REDIP will be announced via the Program website at <http://www.gov.bc.ca/REDIP>, and we encourage you to consider submitting an application in the future. You can subscribe for email updates of the program on the REDIP website.

Please note that JEDI Regional Economic Operations staff are also available to offer support for economic development in your community. The Regional Manager for your area is Jen Comer and their contact information is: 778-405-5013, [Jen.Comer@gov.bc.ca](mailto:Jen.Comer@gov.bc.ca).

Thank you for your interest in REDIP.

Best regards,

Matthew Scott-Moncrieff, Director  
Rural Programs Branch  
Ministry of Jobs, Economic Development and Innovation

