



2023 ANNUAL REPORT



For the year ending December 31, 2023

TABLE OF CONTENTS

Message from the Mayor 1

Report from the Chief Administrative Officer 2

Village of Salmo Council 3

 Elected Representatives 2023 3

 Appointed Officers 3

 Declaration and Identification of Disqualified Council Members 3

 Village Office 4

 Civic Works 4

 Fire Protection Services 5

 Statement of Permissive Tax Exemptions 7

2023 Municipal Services and Operations 8

 Revenues 8

 Expenses 9

 General Government 10

 Protective Services 10

 Transportation Services 10

 Environmental Health Services 10

 Public Health and Welfare services 10

 Parks, recreation and cultural services 10

 Interest and other debt charges 10

 Water utility operations 10

 Sewer utility operations 10

 Accretion 10

 Amortization 10

2023 Building Activities Summary 11

Progress Report for 2023 12

Looking Forward - 2024 13

Cover Photo: Historical Mining Equipment Park

MESSAGE FROM THE MAYOR



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

It is my pleasure to provide this update on municipal services in the Village of Salmo for 2023.

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

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

with this committee brings greater attention to Salmo.

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

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

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

This past year we improved the construction of the Glendale Bridge and will continue with the improvements in 2024, opened a public washroom at Lions Park, and welcomed new staff plus all ongoing maintenance and care for the Village.

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

Sincerely,

Diana L. D. Lockwood, Mayor

REPORT FROM THE CHIEF ADMINISTRATIVE OFFICER

2023 highlights included:

- Completed the installation of the clarifier upgrades to the Wastewater Treatment Plant.
- Repairs to the Glendale Bridge, the only access from Main Street to Glendale Avenue.
- Finalized the refurbishing of the Large Equipment Storage building at Lions Park, including installation of a public washroom.
- Energy efficiency upgrades to the Village office and Civic Works shop has started and will be completed in 2024.
- The Fire Department was outfitted with new turn-out gear and supplies.

Disappointments:

- Did not received the grant for the KP Park Multi-Purpose Building Schematic Design.
- Mining Heritage Exhibit is still not finalized.

Bylaws adopted in 2023:

- 746 Utility Fees Bylaw 2023
- 747 Municipal Reserves Amendment Bylaw 2023
- 748 KP Park Bylaw Amendment 2023
- 749 Financial Plan Bylaw 2023-2027
- 750 Annual Tax Rate Bylaw 2023
- 751 Tax Exemption Bylaw 2023

During my short period of time as the Interim Chief Administrative Officer as the Village recruits the next CAO, I have been impressed with the dedication and competency of all Village staff. It has been a pleasure to work with them and assist in moving the many projects that council has approved forward.

Linda Tynan

Interim Chief Administrative Officer

VILLAGE OF SALMO COUNCIL

ELECTED REPRESENTATIVES 2023

Mayor Diana Lockwood
 Councillors Melanie Cox
 Jonathon Heatlie
 Jennifer Lins
 Kenzie Neil



APPOINTED OFFICERS

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

Chief Administrative Officer/Corporate Officer (CAO/CO) James Heth (*until June 16, 2023*)
 Ange Qualizza (*September 8, 2023*)
 Finance Officer Nathan Russ
 Auditors Childs Chanton
 Bank Kootenay Savings Credit Union

DECLARATION AND IDENTIFICATION OF DISQUALIFIED COUNCIL MEMBERS

During the year 2023 the Village has not made, nor is the Village aware of electors of the Village of Salmo having made, an application to court for a declaration of disqualification of a person elected or appointed to office on the Council of the Village of Salmo.

VILLAGE OFFICE

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

CIVIC WORKS

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



- Utilities - Maintenance and upgrades to: The municipal water distribution network comprising approximately 15 km of water mains, 481 water connections as well as 2 well sites. The sanitary sewer collection system comprising approximately 14 km of pipes with 472 connections, plus the storm water collection system.
- Roads and Sidewalks - Maintenance and upgrades to municipal traffic signals, road markings and signage; municipal curbs, sidewalks, and roads; street sweeping; snow and ice clearing.
- Parks and Green Space - Civic Works maintains approximately 20 hectares of public parks including playing fields, a campground, washrooms, trails, and green space.
- Maintaining a 14-unit fleet comprised of construction, snow removal and parks equipment plus mowers, weed whackers, flood pumps and other small tools. Ensuring that all the Village's vehicles and associated municipal equipment are serviced, maintained, and inspected to meet the requirements of the Commercial Vehicle Service Enforcement Agency, allowing them to operate in a safe manner on the highways.
- Internments, grave marker placement and maintenance at the Salmo Cemetery.

FIRE PROTECTION SERVICES

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

53 fire practices were held in 2023. We responded to 118 calls in 2023, which is the highest number of calls we have ever had. It is a 50% higher number of calls than our five-year average. Highway rescue calls remained the largest source of calls, making up over 40% of call volume. Calls for highway rescue will continue to remain the FD's largest source of calls as the BC Ambulance Service is more routinely calling upon fire departments to respond to MVI's where there is very limited information received from the caller.



The junior firefighter program is proving to be a welcome addition for students aged 16 to 18. We currently have three junior members who are taking part in our junior firefighter program. The FD encourage students from Salmo Secondary School to try out for this program, as it counts as volunteer credits towards their graduation. These junior members train alongside of regular members and are able to help at some scenes but are not put into any risky situations. When they turn 19, they are fully trained and ready to become regular members.

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

During the year the Salmo Fire Department responded to two calls where rope rescue was required, and four calls where auto-extrication was required. We also responded to a significant wind event, where crews responded to multiple sites for downed trees on houses and power lines. Salmo and Ymir Fire crews responded to one of our larger fires in recent history, when the Salmo Hotel caught fire. Crews were able to knock down the fire and keep damage to a minimum. Very little water entered the building, smoke damage inside was very minor, and there was no fire damage to the inside of the building. All damage was limited to the façade of the building and the 1980 renovation.

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

STATEMENT OF PERMISSIVE TAX EXEMPTIONS

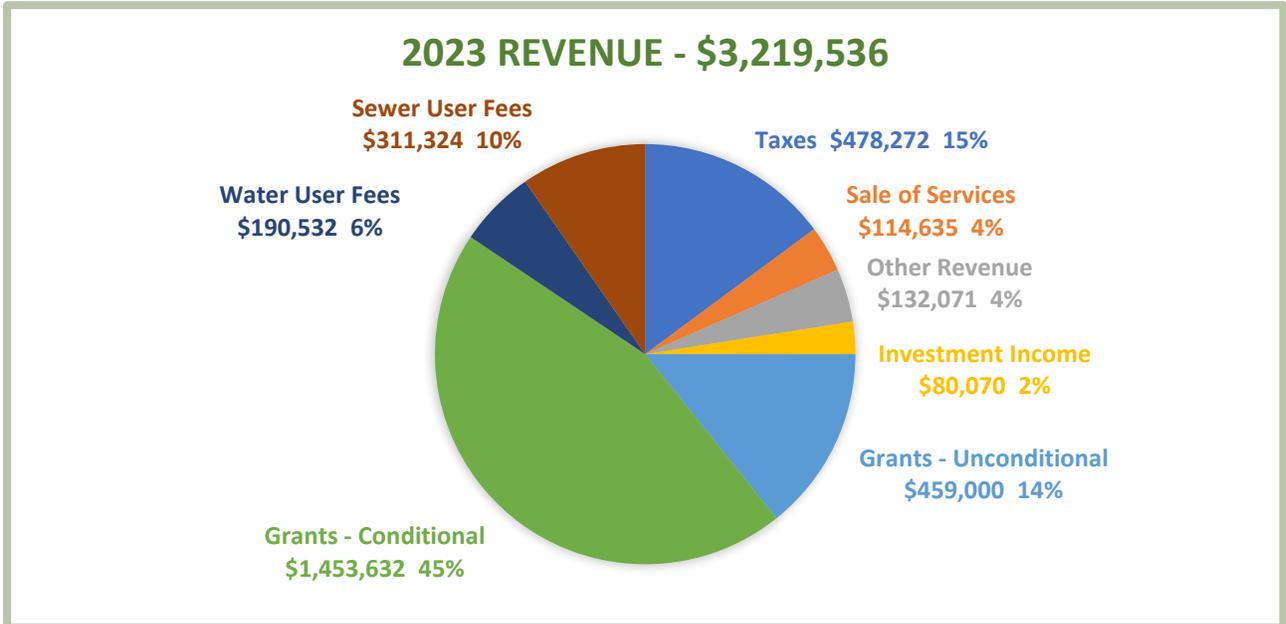
In accordance with Part 7, Division 7, Section 224(2) of the *Community Charter*, the following properties in the Village of Salmo were provided permissive property tax exemptions by Council in 2023.

Legal Description	Civic Address	Organization	Value of Permissive Exemption
Lot 24 and Lot 25, Block 22, Plan 622A, DL206A, Kootenay Land District	402 Baker Ave	Roman Catholic Bishop of Nelson	\$173.21
Lot 1 and Lot 2, Block 23, Plan 622A, DL206A, Kootenay Land District	304 Main Street	Salmo Community Memorial Church Assoc.	\$270.93
Lot 3, Plan 15447, DL206, Kootenay Land District	430 Cady Road	Salmo Baptist Church	\$475.31
Lot 1, Plan 11031, District Lot 206, Kootenay Land District	1003 Glendale Ave	Salmo Valley Curling and Rink Association	\$4,319.41
Lot B, Plan EPP9579, District Lot 206 and 206A, Kootenay Land District	206-7 th Street	Salmo Valley Youth and Community Centre	\$22,718.30
Parcel D (Being a Consolidation of Lots 1-3, See LB472515) Block 5, Plan 622, DL 206A, Kootenay Land District	104-4 th Street	Salmo Square Society	\$1,694.13
Lot 2, Plan NEP 71801, DL 206 and DL 206A, Kootenay Land District	730 Railway Ave	Salmo & Area Supportive Housing Society	\$6,542.37
Lot A, Plan NEP75263, DL206A, Kootenay Land District	311 Railway Ave.	Salmo Community Resource Society	\$1,753.39
Parcel C (Being a Consolidation of Lots 9-12, See CA7516655) Block 21, Plan NEP622A, DL206A, Kootenay Land District	303 Fourth Street	Royal Canadian Legion	\$896.15
Parcel Z, Block 11, Plan NEP622, DL206A, Kootenay Land District	517 Davies Avenue	Salmo Senior Citizens Society	\$2,143

2023 MUNICIPAL SERVICES AND OPERATIONS

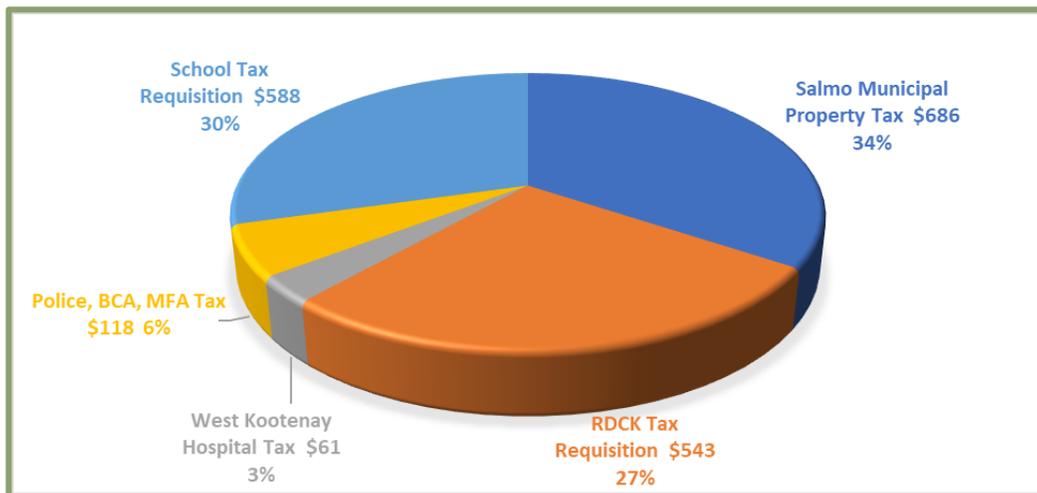
REVENUES

The Village collected \$478,272 in taxes; \$114,635 from the sale of services; \$132,071 in other revenue from own sources; \$80,070 in investment income, \$459,000 in unconditional grants and \$1,453,632 in conditional grants. Water and sewer user fees totalled \$501,856. No tangible assets were disposed of.



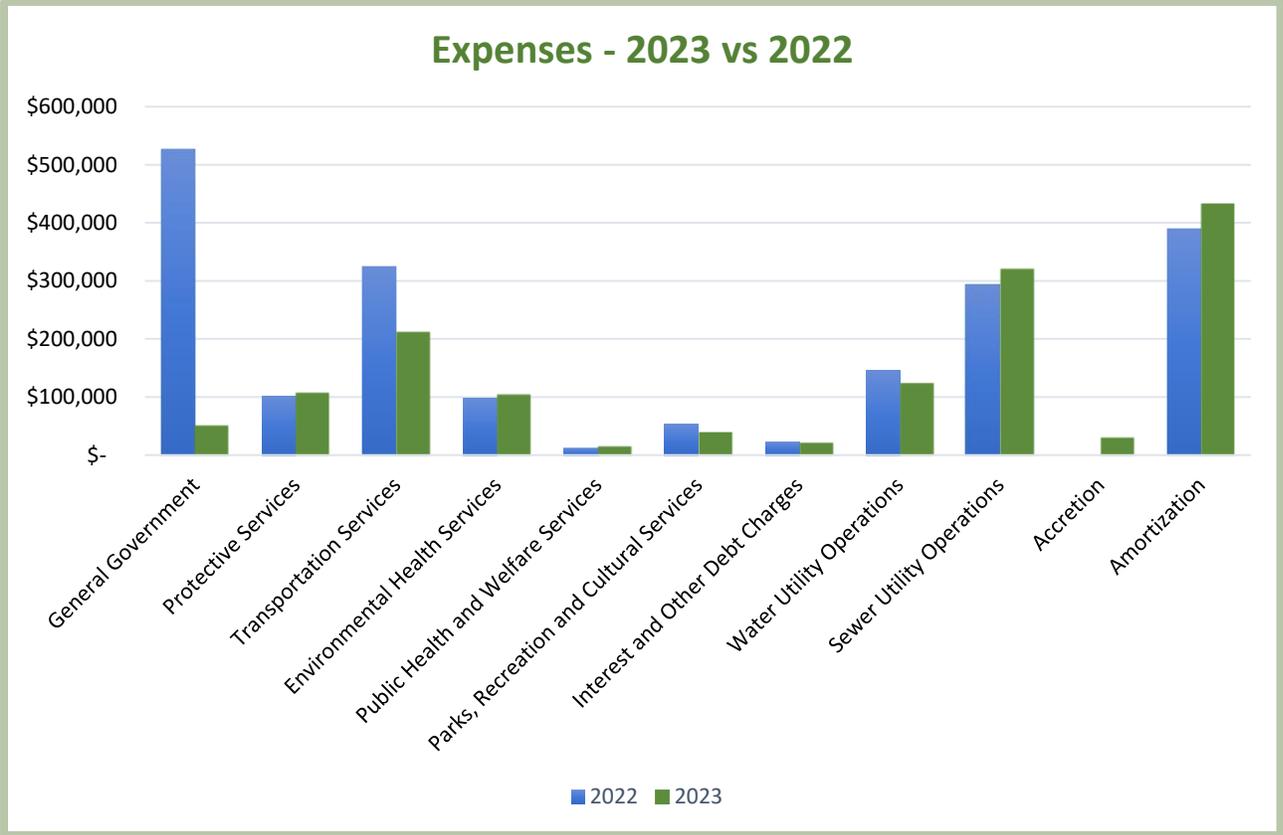
The total revenue collected does not include taxes collected for other agencies, such as schools, the regional district, hospital taxes, etc.

TAX DISTRIBUTION AVERAGE SFD 2023 - Assessed Home Value \$375,000 before HOG¹ = \$1,995



¹ SFD = single family dwelling; HOG = Home Owners Grant discount

EXPENSES



GENERAL GOVERNMENT

\$521,806 – 27.0% of expenditures in 2023 - *General government includes the cost of the administration, including Council operations, legal and auditing services, training, liability insurance and other general overhead expenditures.*

PROTECTIVE SERVICES

\$108,340 – 5.6% of expenditures in 2023 - *Protective services include the operation of the fire department, bylaw enforcement, dog control, and emergency measures such as flood control.*

TRANSPORTATION SERVICES

\$212,228 – 11.0% of expenditures in 2023 - *Transportation services include the cost of the civic works shop, all the Village's equipment, winter and summer road maintenance, sidewalks and streetlights.*

ENVIRONMENTAL HEALTH SERVICES

\$105,655 – 5.5% of expenditures in 2023 - *Environmental health services includes the cost of garbage collection and Spring and Fall clean-up.*

PUBLIC HEALTH AND WELFARE SERVICES

\$16,289 – 0.8% of expenditures in 2023 - *Public health and welfare services include the operation and maintenance of the Wellness Centre and the cemetery.*

PARKS, RECREATION AND CULTURAL SERVICES

\$40,696 – 2.1% of expenditures in 2023 - *Parks, recreation and cultural services include the operation and maintenance of KP Park, Lion's Park, Springboard Park, and the Esso lots.*

INTEREST AND OTHER DEBT CHARGES

\$22,542 – 1.2% of expenditures in 2023 - *Interest and other debt interest and fiscal services includes the interest on borrowing and bank service charges.*

WATER UTILITY OPERATIONS

\$124,463 – 6.4% of expenditures in 2023 - *Water utility operations includes water supply and distribution.*

SEWER UTILITY OPERATIONS

\$320,491 – 16.6% of expenditures in 2023 - *Sewer utility operations includes sewage collection and treatment.*

ACCRETION

\$31,601 – 1.6% of expenditures in 2023 - *This amount reflects the incremental expense incurred from asset retirement obligations which rise over time.*

AMORTIZATION

\$431,877 – 22.3% of expenditures in 2023 - *This is the amount of annual depreciation of the Village assets.*

2023 BUILDING ACTIVITIES SUMMARY

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



2023	Total Construction Value	# Permits	Permit Fees/Renewals	Village Fees Collected
Residential - New	\$200,000	1	\$2,139.50	\$213.95
Residential – Additions/Renovations/Accessory	\$60,110	4	\$945.50	\$94.55
Mobile Homes	\$0	1	\$200	\$20.00
Commercial	\$0	0	\$0	\$0
Commercial – Additions/Renos	\$24,600	2	\$362.50	\$36.25
Industrial (new and additional)	\$0	0	\$0	\$0
Institutional (new and additional)	\$100,000	1	\$1,035	\$103.50
Permit Renewals	\$24,000	1	\$291.50	\$29.15
Other (temporary structure, etc.)	\$0	1	\$25	\$0
Total	\$408,710	11	\$4,999.00	\$497.40

PROGRESS REPORT FOR 2023

The *Community Charter* requires a progress report respecting the previous year in relation to the objectives and measures established for that year. This chart represents objectives set for 2023.

Objective	Strategies	Progress Measures	2023 Progress
Admin & Planning			
Clean financial audits.	Compliance with all requirements including proper records management and timely regulatory filings.	Unqualified auditor's report.	Unqualified auditor's report & clean audit received.
Written contracts for all work.	Ensure written contracts are in place for all services, leases, agreements, sponsorships, etc.	Database of contracts, leases, and agreements populated with new and updated contracts.	Ongoing.
Continue asset management process in key areas.	Continue work commenced on asset management in 2016	Asset management plan of Village machinery and equipment and utilities. Progress in integrating finance, administration and operations with mapping.	Review of work completed to date.
Zoning/Land Use Bylaw	Council to explore housing options such as secondary suites and/or additional dwelling units	Pass new bylaw	Working towards compliance with Bill 44. Work to be completed by June 30, 2024.
Pursue grants.	Exploration of a wide range of grant opportunities. Receive grants for:	Successful grant applications.	Ongoing number of grants.
Parks & Cemetery			
Upgrade of KP Park Ball Diamonds.	Groom fields, add top soil and grass seed. Three-year program.	Improved ball diamonds	Ongoing.
Memorial Wall at cemetery	Working Group to present Council with concepts	Memorial wall designed and installed	Looking into options for plaques for the Memorial Wall.
Green Initiatives			
Energy efficiency upgrades and solar power installation for Village buildings	Pursue grant funding for energy efficiency upgrades and solar power installation	Successful grant application	Energy efficiency upgrades have been started with the work to be completed in 2024.
Roads			
Improve condition of roads & sidewalks through pavement repair, pothole patching, etc.		Numerous pot hole & pavement patches to improve roads.	Patched and repaired priority sidewalks and roadways.
Fire Services & Emergency Preparedness			
Wildfire/Urban Interface Fire Risk Management.	Reduce fire risk	Community awareness of FireSmart program.	Continued FireSmart community awareness campaign.
Community ready to face a natural disaster, particularly flood or wildfire	Participate in regional Emergency committee	Risks identified	Ongoing participation
Water Distribution System			
Reduce water leakage in system.	Find and fix leakages in system and reduce leakage.	Continued reduction of system water loss.	Continued searching for and repairing major leaks.
Waste-water Treatment Plant Upgrades			

Objective	Strategies	Progress Measures	2023 Progress
Improve the general operation and cost effectiveness of the sewage treatment plant.	Continue ongoing staff training and proper operation of plant.	Enhanced staff training opportunities; take steps to improve and invest in infrastructure.	Hired new staff member with Level II ticket.
Odour issue from WWTP	Reduce/eliminate odour issues related to WWTP	Upgrade aerator & clarifier.	New clarifier installed in 2023.

LOOKING FORWARD - 2024

Priorities for 2024 include:

- Guardrail design and engineering for the Glendale Bridge
- Working towards compliance with Bill 44, 45 and 46 by updating the Zoning Bylaw, OCP and Housing Needs Analysis.
- Groundwater and Well Protection Plan update.
- Finding a grant or grants to complete Asset Management program planning, tying together all the individual components completed to-date into a workable multi-year plan including financial implications and funding opportunities.
- Develop a Parks Masterplan.
- Working with the Chamber of Commerce and other organizations to promote Salmo as a wonderful place to live and work.
- Continue to beautify Salmo with additional murals and landscape works.
- The opening of the Historical Mining Equipment Park on Railway Avenue to complement the Salmo Museum and draw visitors into our downtown core.
- Reviewing and updating outdated bylaws, including the Procedures Bylaw.
- Planning and applying for grants to begin infrastructure renewal of the water distribution system, further arts and beautification grants to enhance Salmo, and continuing to explore ongoing economic development through land-use planning and strategic partnerships.

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