



The Corporation of the Village of Salmo

REGULAR MEETING #16-24 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, October 22, 2024 at 7:00 p.m.

PRESENT:

<u>In Person:</u>	CAO Derek Kwiatkowski
Mayor Diana Lockwood	Members of Public - 1
Councillor Melanie Cox	<u>Electronically:</u>
Councillor Kenzie Neil	Members of the Public – 1

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

AGENDA:
R1-16-24

Moved and seconded, that the agenda of Regular Meeting #16-24 of Tuesday, October 22, 2024 be adopted as amended from *Council Procedure Bylaw No. 663, 2014* Schedule "B" include a New Business section, a Public Question Period, inclusion of Mayor Lockwood's report and an *In Camera* section.

Carried.

DELEGATIONS: NIL

NEW BUSINESS: NIL

MINUTES: (Note: See official minutes and agenda package for applicable reports.)
R2-16-24
Regular Meeting
October 8, 2024

Moved and seconded, that the minutes of the Regular Council meeting #15-24 of Tuesday, October 8, 2024 be adopted as amended.

Carried.

REFERRALS FROM DELEGATIONS: NIL

REFERRALS FROM PRIOR MEETINGS: NIL

OPERATIONAL REPORTS:
R3-16-24
Civic Works

Moved and seconded, that Council receive for information the written report as presented by Civic Works Foreman Fred Paton dated October 17, 2024. (see *Appendix A*).

Carried.

R4-16-24
Fire Department

Moved and seconded, that Council receive for information the written report dated October 1, 2024 provided by Fire Chief David Hearn for the period of September 2024. (see *Appendix A*).

Carried.

R5-16-24
Bylaw Enforcement
Moved and seconded, that Council receive for information the written report on bylaw enforcement for the period of September 2024. (see *Appendix A*).
Carried.

R6-16-24
Administration
Moved and seconded, that Council receive for information the report prepared by CAO Kwiatkowski. (see *Appendix A*).
Carried.

R7-16-24
2025 Municipal
Internship
Moved and seconded, that Council deny the application for a municipal intern for 2025. (see *Appendix A*).
Carried.

R8-16-24
Funding for the Tarp for
the Dump Truck
Moved and seconded, that staff be directed to apply to the Community Development Funds from the RDCK in the amount of \$4,426.28 to cover the cost of the tarp for the Village's dump truck. (see *Appendix A*).
Carried.

Strategic Plan
NIL

FINANCIAL REPORTS:

R9-16-24
Accounts Payable
Moved and seconded, that Council receive for information the list of accounts payable cheques and electronic fund transfers from October 4, 2024 to October 17, 2024 totaling \$151,792.34.
Carried.

R10-16-24
Treasurer's Report
Moved and seconded, that Council receive for information the Treasurer's report for September 2024.
Carried.

CORRESPONDENCE REQUIRING A DECISION:

R11-16-24
Salmo District Arts
Council Re: Letter of
Support - #56
Moved and seconded, that Village Council provide a letter of support to the Salmo District Arts Council for the grant applications specific to renovations of the existing building located at 304 Main Street.
Carried.

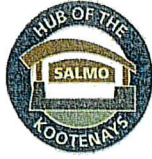
CORRESPONDENCE FOR INFORMATION ONLY: NIL

MEMBER REPORTS & INQUIRIES:

Councillor Cox
Councillor Cox reported on the Housing Needs Assessment meeting with the local community organizations. Councillor Cox also reported on the increase in accessibility surveys received.

Councillor Lins
NIL

APPENDIX A



The Corporation of the Village of Salmo

Report to Council

Report Date: October 17th, 2024
Meeting Date: October 22nd, 2024 (#16-24)
From: Fred Paton, Civic Works Foreman
Subject: Civic Works Report for October, 2024

1. OBJECTIVE

To update Council on Civic Works operations.

2. DISCUSSION

2.1. Fall Activities

- (a) Paving completed on Fourth Street and Cady Road.
- (b) Gas has been run to the Glendale Well building and just needs to be hooked up.
- (c) KP Campground & KP Park Washrooms will be closed effective October 21st, 2024.
- (d) Continuing to complete MIABC safety concern suggestions.
- (e) Continuing to prep winter equipment for upcoming season.
- (f) Fall Water System Chlorination is taking place October 25, 2024.
- (g) Flower boxes have been put away for winter.
- (h) Completed multiple water shut offs/ons.
- (i) Staff is taking required courses.
- (j) Fall Clean-up is scheduled for October 23rd & 24th, 2024.

- (k) Upcoming and Current Projects:
 - (i) Staff will be inspecting the Wastewater Treatment Plant & Water System as part of the Asset Management Review.
 - (ii) Glendale Bridge Handrails Engineering
 - (iii) WWTP Harmonics Upgrade
 - (iv) Sayward Avenue culvert replacement
 - (v) Contractor will be completing patch work on the Glendale Bridge on October 18th, 2024.

2.2. Attachments: Nil



Fire Chief's Report: October 01, 2024

Regular Council Meeting #16-24

Since the last report on September 1st, 2024 the Salmo Fire Department responded to 8 calls:

3	Jaws Calls	1	Carbon Monoxide Alarm	1	Lift Assist
2	Burn Complaints	1	Downed Power Lines		

DESCRIPTION

Fortunately none of our calls last month were very serious in nature. However, the call we had for a Carbon Monoxide had the potential of being serious. The Carbon Monoxide levels were extremely high. Exposure to those levels could have caused severe illness or death had they not reacted to the alarm.

New heavy duty batteries were installed in the Fast Attack, as those batteries were old and not holding a charge.

After a pumping practice a leak was discovered in the plumbing of E6. Crews were able to temporarily seal off the leak until a new 2 inch nipple and elbow was installed later on in the week. We are fortunate to have volunteers on our department that have the skills and abilities to do repairs in their own free time.

Misc.

We have had two persons join our department in the last month. We had a third person come out for a night. The person later decided that they had too many other things going on in their lives at the moment, but they would definitely consider joining in the future.

Originally Signed By:

David Hearn, Fire Chief

FILE 7380-20



Bylaw Officer's Report: Sept 1, 2024, to Sept 30, 2024

Regular Council Meeting #16-24

Complaints:

INFRACTION TYPE	NO. OF INFRACTIONS	RESOLUTION
Noise Complaint	1	<ul style="list-style-type: none">One (1) noise complaint from a residential tenant in a commercial building. RCMP attended and the music was turned down. The Village also emailed the owner of the building advising of the complaint and providing a copy of the Noise Bylaw. Will follow-up to ensure compliance.
Traffic	1	<ul style="list-style-type: none">One (1) complaint from a resident about a truck being parked in a lane blocking access. This is an ongoing situation. The Bylaw Officer spoke to the owner, and he moved the truck.
Burn Complaint	1	<ul style="list-style-type: none">One (1) complaint from a resident about their neighbour burning and creating foul smoke. The Bylaw Officer attended the property and advised the owner of the complaint and that he cannot burn garbage or other items that create foul smoke.

Enforcement

INFRACTION TYPE	NO. OF INFRACTIONS	RESOLUTION
Traffic	1	<ul style="list-style-type: none">The Bylaw Officer took pictures of a travel trailer & small car trailer parked in a parking lot of a business. It appeared that someone was residing there. When he went back to address the situation both trailers had been moved. No action needed.
Unightly	2	<ul style="list-style-type: none">The Bylaw Officer left notices at two (2) residences with long grass. Compliance achieved in one situation will follow-up to ensure compliance with other property.

Information submitted by:

Fred Nevakshonoff, Bylaw Officer



The Corporation of the Village of Salmo

Report to Council

Report Date: October 17, 2024
Meeting Date: October 22, 2024 (#16-24)
From: Derek Kwiatkowski, Chief Administrative Officer
Subject: Chief Administrative Officer's Report

1. Interviews are being conducted for the Administrative Assistant position.
2. Staff has conducted building assessments of all Village owned and leased buildings as part of the asset management process. These inspections did not include the water or waste water plants & we were not able to access the curling rink or the KP concession. Staff will provide Council with these assessments with recommendations for these properties. Recommendations will include potential renovations, disposal, revenue potential. Costs for the recommendations will not be included at this time. Costs will be given to Council prior to budget discussions. Overall, the building inventory of the Village is in a satisfactory state, with no urgent work needed.
3. Work being done at the office for the heat pump installation is planned for the week of October 21st.
4. Administration has received information regarding a borrowing bylaw necessary for the purchase of a fire truck that sets a blueprint for the referendum. Administration will be bringing forward this discussion at the beginning of the new year to begin the process. Administration also has some general costing for the truck completed but is finalizing details on some of the equipment needed on the fire truck. Staff will be meeting with the CFO in November to finalize the financial aspects of the application.
5. Administration has met with MIABC to complete a Loss Control survey. There will be additional policies & procedures brought forward from this process that are focused on risk mitigation & increased documentation. These documents will be brought to Council beginning in November.
6. The Village has created a total of 32 Bylaw Enforcement files in 2024 so far. Animal control, traffic control, property standards & environmental complaints are the items that have required the most attention. These calls do not include any development files.
7. Administration is reviewing potential grant options for infrastructure studies. The Village has approached ETSI and the CBT. ETSI has responded that the studies don't fit within their funding scope. There is a new funding window through FCM in February 2025, staff is in contact with FCM to determine the eligibility.
8. The Village will be asked to sign an MOU's for the Indigenous Engagement funding project through the EDMA in the next few weeks. Each participant of the Village will participate in specific engagement training. We will be required to provide the list of participants for the project as the MOU's are signed.
9. Administration has received an inquiry to rent 423 Railway Avenue. Staff have contacted the property owner regarding a recent building inspection to determine what the future is of the property.



The Corporation of the Village of Salmo

Request for Decision

Report Date: October 16, 2024
Meeting Date: October 22, 2024 (#16-24)
From: Derek Kwiatkowski, Chief Administrative Officer
Subject: 2025 Municipal Internship

1. OBJECTIVE

For Council to consider applying for a Municipal Internship beginning in 2025.

2. DISCUSSION AND ANALYSIS

Each year the LGMA awards 6 internships throughout the province. This person would train under the CAO & be employed with the Village for 1 year. Mayor Lockwood brought forward this opportunity from the UBCM Conference for discussion.

FROM THE LGMA:

"The Local Government Internship Program work plan is designed to help plan and guide an intern's activities and professional development. The work plan lists a variety of activities that a host organization can choose from to provide interns with a wide range of experiences, to help them build a solid foundation of knowledge about local government and develop skills and competencies for successful careers in the field.

Prospective hosts should identify how they can provide meaningful work for their intern in each of the core areas, as well as a few of the non-core areas featured below. Local governments that do not have the capacity or ability to provide work in one of the core modules may wish to partner with another local government that can provide learning opportunities in the critical areas.

A detailed, customizable work plan that includes a list of recommended activities for core and non-core modules will be provided to host organizations that are selected to participate in the program."

The cost to the Village would be approximately \$10,000 - \$15,000 which would include wages, training, equipment & supplies. LGMA provides \$42,000 in wages & \$5,000 in training. The typical salary range that is LGMA recommended is between \$50,000 & \$65,000. A comprehensive work plan would also need to be created by the Village.

The Village has the potential to apply for this person with a deadline of October 31st. With recent staff changes & an ambitious workplan already in place for 2025, current human resources are not at a capacity to consider this intern for 2025.

3. RECOMMENDATION

That Village Council deny the application for a municipal intern for 2025.

4. ALTERNATIVES

1. That Village Council direct administration to apply for a municipal internship & commit to fund the municipal internship from the 2025 budget for up to \$15,000.



The Corporation of the Village of Salmo

Report to Council

Report Date: October 15, 2024
Meeting Date: October 22, 2024 (#16-24)
From: Brandy Jessup, Deputy Corporate Officer
Subject: Funding for the Tarp for the Dump Truck

1. **OBJECTIVE**

That staff be directed to apply to the Community Development Funds to cover the cost of the tarp purchased for the Village's dump truck.

2. **DISCUSSION**

During budget discussions, civic works was approved to purchase a tarp for the Village's dump truck in order to keep material under control along roadways. According to the budget spreadsheet, the intent was for the cost to be recouped through the Village's portion of the Community Development Funds with RDCK.

As no resolution was officially made by Council, this request is coming forward now.

3. **OPTIONS**

- 3.1 That staff be directed to apply to the Community Development Funds from the RDCK in the amount of \$4,426.28 to cover the cost of the tarp for the Village's dump truck.
- 3.2 That the cost of the tarp be funded through operational funds.

4. **RECOMMENDATION**

That staff be directed to apply to the Community Development Funds from the RDCK in the amount of \$4,426.28 to cover the cost of the tarp for the Village's dump truck.

Respectfully submitted,
Brandy Jessup, Deputy Corporate Officer

APPENDIX B



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

MAYOR LOCKWOOD

Mayor Report for Council Meeting held on October 22, 2024.

Salmo & Area G Emergency Preparedness Committee: All the groups working together to support each other which supports efficiency and safety.

Fire Department: Council will be reviewing what is the next step for the fire fleet going forward.

Citizen Engagement: People concerned with available rental housing and how can the village support more housing.

Salmo & District Arts Council: They are working towards improvement for the Community Church.

RDCK:

Board: Salmo has partnered with the RDCK to apply to the Ministry of Emergency Management and Climate Change's Disaster Resilience and Innovation Funding (DRIF) Program. This funding will be utilized to update the floodplain mapping in the Region and Floodplain Management Bylaws for both the RDCK and the Village of Salmo.

Salmo partnered with the RDCK for a regional growth planning analysis (complete communities' program), although there needs to have more information what this means and how it will roll out.

There have been recent changes to the Fire Safety Act that will affect Salmo's Chief's responsibilities within Area G.

All Recreation: Next meeting October 30, 2024

Salmo & Area G Recreation Commission: Still looking for two people to sit on this commission. Next meeting November 25, 2024

Economic Trust of the Southern Interior – BC (ETSI-BC): Next meeting December 6, 2024

Central Resource Recovery: Next meeting November 25, 2024, budget discussions start

Joint Resource Recovery: The RDCK enter into a Consulting Services Agreement with SLR Consulting (Canada) Inc. for works associated with environmental support for the HB Tailings Facility for a three-year term starting January 1, 2025, at a total cost of up to \$359,800 not including GST.

The RDCK enter into a Consulting Services Agreement with SRK Consulting (Canada) Ltd. for works associated with engineering consulting for the HB Tailings Facility for a two-year term starting November 17, 2024, at a total cost of up to \$513,021 not including GST.

License of Occupation between City of Nelson and RDCK authorize the renewal of the License of Occupation with the City of Nelson for Nelson Lakeside Recycling Depot for the term of January 1, 2024, to December 31, 2025, at the fees of \$58,308.27 per year; AND FURTHER, that the costs be paid from Service No. A117 Central Sub-region Recycling.

Central is purchasing a Hyundai HL940A loader from Woodland Equipment Inc. up to a total cost of \$265,790 (excluding taxes), the costs be paid from Service S187 Central Waste.

West Kootenay Hospital Board: Next meeting October 23, 2024, was cancelled.

Nelson, Salmo, E, F, & G Regional Parks: In 2024 operations, staff have gone through a significant change in how we provided service within NSEFG parks. In 2023, our maintenance contract expired, and we expected a large increase in cost for the contract over the original contract amount from 2018. It was decided to separate out the contract for janitorial vs grounds maintenance in designated parks. We were able to award a multi park contract for janitorial services but unable to fill a grounds maintenance contract for multiple parks, except for a grounds contract for Bonnington Park. The biggest effect to this change was that RDCK staff became responsible for the ground's maintenance within multiple parks, where previously they were more focused on specific projects or capital improvements. As we move towards a 2025 work plan, we will reflect on the successes and failure of this adjustment and provide information to the Commission at budget time accordingly.

The 2024 Kokanee Creek Nature Centre Activity had a great season this year, welcoming over 32,000 visitors and almost 5,000 of those people participated in the 14 outdoor education programs that was offered. They hired three junior naturalists, and six other staff at the nature centre this year. Their programs were very popular with local people and park visitors from all over Canada and international visitors.

Emergency Program Executive Committee: Next meeting TBD

West Transit: Next meeting TBD

Other meetings of note:

Mayor's and chair Highway 3 Coalition: May 7, 2025

ETSI-BC Regional Advisory Committee: Next meeting November 25, 2024