



REGULAR MEETING (#18-24)

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, November 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 agenda of Regular Meeting #18-24 of Tuesday, November 26, 2024 be adopted as amended from *Council Procedure Bylaw No. 663, 2014* Schedule "B" to move the Financial Report by Financial Officer Russ to the beginning of the meeting, include a New Business section, and a Public Question Period.
3. Delegations
 - (1) Salmo Valley Public Library - #60 Pg.5
4. Financial Report – Financial Officer Russ
 - (1) STAFF RECOMMENDATION: Pg.11
That Council receive for information the Third Quarter Financial Statement dated September 30, 2024 as presented by Financial Officer Nathan Russ.
5. New Business
6. Adoption of the Minutes
 - (1) STAFF RECOMMENDATION: Pg.15
That the minutes of the Regular Council meeting #17-24 of Tuesday, November 12, 2024 be adopted as presented.
7. Referrals from Delegations - NIL
8. Referrals from Prior Meetings
 - (1) October 22, 2024 - MIABC 2022 Loss Control Inspection Report Pg.19
STAFF RECOMMENDATION:
That Council receive for information the 2022 Loss Control Inspection Report as prepared by MIABC.
9. Operational Reports
 - (1) Public Works Department Pg.69
STAFF RECOMMENDATION:
That Council receive for information the written report as presented by Public Works Foreman Fred Paton dated November 21, 2024.

- (2) **Fire Department** Pg.71
STAFF RECOMMENDATION:
That Council receive for information the written report dated November 1, 2024 provided by Fire Chief David Hearn for the period of October 2024 and the Annual Report dated November 2, 2024.
- (3) **Bylaw Enforcement** Pg.83
STAFF RECOMMENDATION:
That Council receive for information the written report on bylaw enforcement for the period of October 2024.
- (4) **Administration** Pg.85
STAFF RECOMMENDATION:
That Council accept the CAO report for information.
- b. **Accessibility Survey Results** Pg.87
STAFF RECOMMENDATION:
That Council direct staff to create a draft Accessibility Plan for Council to review at the first Regular Council meeting in 2025.
- c. **MIABC Best Practices Assessment Report** Pg.89
STAFF RECOMMENDATION:
That Council direct staff to adopt the recommendations in the MIABC Best Practices Assessment Report.
- d. **City of Nelson Re: Contract for Financial Services** Pg.101
STAFF RECOMMENDATION:
That Council approve the “Contract for Financial Services” with the City of Nelson.
- e. **Fire Department Budget** Pg.117
STAFF RECOMMENDATION:
That Council accept the CAO report for information.
- (5) **Strategic Plan - NIL**
10. **Financial Reports**
- (1) **STAFF RECOMMENDATION:** Pg.119
That Council receive for information the list of accounts payable cheques and electronic fund transfers from November 8, 2024 to November 21, 2024 totaling \$71,397.50.
- (2) **STAFF RECOMMENDATION:** Pg.121
That Council receive for information the Treasurer’s Report for October 2024.
11. **Correspondence Requiring a Council Decision - NIL**
12. **Correspondence for Information Only**
STAFF RECOMMENDATION:

That Council receive for information the following correspondence from:

- (1) **Canada Border Services Agency Re Amendment of Operational Hours at the Nelway Port of Entry - #61** Pg.123

13. Member Reports & Inquiries

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

RECOMMENDATION:

Pg.125

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

14. Public Question Period

15. Adjournment

The next regularly scheduled Council meeting will be on December 10, 2024 at 7:00 p.m.



DATE Nov. 15/24
NO 60 TO M+C- Nov. 26/24
FILE NO 7960-01

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

VILLAGE OF SALMO

Delegate(s) Name: Taylor Caron

Mailing Address: PO Box 458

Email Address: tcaron@salmo.bc.libraries.coop

Phone No.: (250) 357-2312

Delegation Status: (select one)

Representing a Group/Organization/Business Salmo Valley Public Library

(Name of Group/Organization/Business)

Attending as an Individual

Council Date Requested for Meeting: Nov 26th, 2024

Purpose of the Delegation Request:

To discuss the successes and challenges of SVPL in 2024, along with our plans for 2025 and the draft budget for the coming year.

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: 

Date: November 1st, 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.

CTC 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

Salmo Valley Public Library

2024 | Snapshot Jan - Oct 2024



24,470

Items Checked Out from January to October. *Up 2,623 items from the 2023 same time frame*



6,273

Digital items circulated

21% more than 2023

4,599 times
WIFI Usage



Top Highlights

- ▶ Extended hours up from 26 to **34**
- ▶ Expanded digital collection
- ▶ New STEAM Kits
- ▶ New Community Calendar
- ▶ New Library E-Newsletter

238

Programs were held so far

1,978

Patrons attended our events



Salmo Valley Public Library

PO Box 458 | Salmo, British Columbia V0G1Z0 | 250-357-2312 | <https://salmo.bc.libraries.coop/>

REVENUE	2025 Ideal Proposed (Cap 112K)	2024 Final
Including Operating Grants		
RDCK/ Village Grant	108,950	100,880
Library Grants:		
Library Services Branch	8,928	8,928
BC Program Grants	10,353	9,150
ILL Resource Sharing Grant	11,648	4,216
Total Library Grants \$30,929		
BC One-time Funding Grant Allocation	16,548	17,878
Employment Grants:		
Canada Summer Jobs (Friends)	4,000	4,000
Young Canada Works (Canada Council)	2,000	3,000
Total Employment Grants \$6,000		
Transfer from Reserves (for RRSP)	2,400	
Grants, Other	10,425	11,700
Total Grants	175,253	159,752
Fundraising		
Friends Donations	4,000	4,000
Donations	4,000	4,000
Fundraising (T-shirts, etc.)	1,000	1,000
Magazine Drive	2,300	2,300
Total Fundraising	11,300	11,300
General Revenue		
Book Sales	1,400	1,300
Fines	-	700
Interest Income	1,000	500
Photocopy/Printing	1,800	1,600
Total General Revenue	4,200	4,100
TOTAL REVENUE	190,753	175,152
EXPENSES		
<i>Collection Expense</i>		
Books - Adult	6,500	6,500
Books - Junior	5,500	5,000
Audiovisual/Digital	500	1,700
Digital (OverDrive)	1,000	-
Magazines	2,200	2,200
Online Databases	780	1,470
Cataloguing Supplies	800	700
Total Collection Expense	17,280	17,570
<i>Payroll Expenses</i>		
Wages & Salaries Regular Staff	89,427	84,794

REVENUE	2025 Ideal	
Including Operating Grants	Proposed	2024 Final
	(Cap 112K)	
Media Tech Project Wage (from OneTime)	16,548	
Staff Extended Medical	5,708	1,000
Staff Benefits RRSP	2,400	
Summer Reading Club Wages (One-Time)		
Student Employees:		
Media Tech (from One-time grant)		16,224
Young Canada Works (Canada Council)	4,630	4,355
Canada Summer Jobs (Friends)	4,000	3,136
Total Student Employees		
CPP Expense	5,231	4,998
EI Expense	2,618	2,522
WCB Expense	189	168
Total Payroll Expense	130,752	117,197
 <i>Programming (Friends Donation)</i>		
Author Visits	300	300
Adult Programs incl Literacy	300	200
Summer Reading Club	100	100
Children's Programs	500	500
Total Programming Expense	1,200	1,100
 <i>Administrative Expenses</i>		
Bank Charges	100	100
Board Expense	100	100
Bookkeeper	2,200	2,200
Capital Asset Purchases	-	-
Computer Hardware (from reserves)	-	-
Computer Software	5,492	5,250
Education & Training – Staff & Board	500	200
Fundraising Expense (T-shirts, etc.)	50	50
Furniture and Equipment	-	-
Memberships (ABCPLD, BCLA, BCLTA)	650	900
Office Supplies	1,100	1,100
Photocopier (all inclusive)	3,000	3,000
Postage & Courier	4,000	3,500
Volunteer Expense	20	20
Total Administrative Expense	17,212	16,420
 <i>Occupancy</i>		
Insurance	2,200	2,200
Internet	1,500	1,500

REVENUE	2025 Ideal	
Including Operating Grants	Proposed	2024 Final
	(Cap 112K)	
Janitorial	8,509	7,665
Maintenance	1,100	600
Rent	9,600	9,600
Security	300	200
Telephone	1,100	1,100
Total Occupancy Expense	24,309	22,865
Transfer to Reserves (P Tatum Fund)		
TOTAL EXPENSE	190,753	175,152
OPERATING (DEFICIT) SURPLUS	0	-

VILLAGE OF SALMO
STATEMENT OF OPERATIONS - OPERATING FUND
For the Period Ended September 30, 2024

	YTD Actual	2024 Total Budget	Balance Remaining	% Rem	YTD Actual	2023 Total Budget	Balance Remaining	% Rem
REVENUES								
Taxes	\$ 501,009	\$ 502,851	\$ 1,842	- %	\$ 472,222	\$ 472,619	\$ 397	- %
Sales of Services	145,067	114,259	(30,808)	(27)%	105,322	105,996	674	1 %
Other revenue	111,335	168,290	56,955	34 %	99,528	167,456	67,928	41 %
Investment income	36,673	35,684	(989)	(3)%	31,111	25,300	(5,811)	(23)%
Grants - unconditional	451,000	459,000	8,000	2 %	459,000	466,000	7,000	2 %
Grants - conditional	591,387	749,743	158,356	21 %	1,390,684	860,510	(530,174)	(62)%
Water user fees	204,431	204,461	30	- %	190,532	189,276	(1,256)	(1)%
Sewer user fees	342,494	344,019	1,525	- %	311,324	309,571	(1,753)	(1)%
Total revenue	<u>2,383,396</u>	<u>2,578,307</u>	<u>194,911</u>	<u>8 %</u>	<u>3,059,723</u>	<u>2,596,728</u>	<u>(462,995)</u>	<u>(18)%</u>
EXPENSES								
General Government	524,227	947,481	423,254	45 %	364,496	567,431	202,935	36 %
Protective services	65,706	269,147	203,441	76 %	56,598	133,739	77,141	58 %
Transportation services	199,572	358,054	158,482	44 %	139,705	369,811	230,106	62 %
Environmental health services	78,961	118,762	39,801	34 %	64,226	114,626	50,400	44 %
Public health and welfare services	10,929	15,250	4,321	28 %	10,861	14,525	3,664	25 %
Recreation and cultural services	47,753	68,400	20,647	30 %	34,681	63,050	28,369	45 %
Interest and other debt charges	22,120	22,118	(2)	- %	11,483	22,552	11,069	49 %
Water utility operations	111,552	157,176	45,624	29 %	90,538	146,676	56,138	38 %
Sewer utility operations	249,229	346,239	97,010	28 %	214,642	297,768	83,126	28 %
Total expense	<u>1,310,049</u>	<u>2,302,627</u>	<u>992,578</u>	<u>43 %</u>	<u>987,230</u>	<u>1,730,178</u>	<u>742,948</u>	<u>43 %</u>
NET REVENUE (EXPENSE)	<u>1,073,347</u>	<u>275,680</u>	<u>797,667</u>	<u>289 %</u>	<u>2,072,493</u>	<u>866,550</u>	<u>1,205,943</u>	<u>139 %</u>
CAPITAL								
General	121,743	81,900	(39,843)	(49)%	140,612	675,099	534,487	79 %
Water	40,255	162,000	121,745	75 %	57,820	52,000	(5,820)	(11)%
Sewer	39,890	162,000	122,110	75 %	100,765	80,672	(20,093)	(25)%
	<u>201,888</u>	<u>405,900</u>	<u>204,012</u>	<u>50 %</u>	<u>299,197</u>	<u>807,771</u>	<u>508,574</u>	<u>63 %</u>
NET SURPLUS (DEFICIT)	<u>\$ 871,459</u>	<u>\$ (130,220)</u>	<u>\$ 1,001,679</u>	<u>769 %</u>	<u>\$ 1,773,296</u>	<u>\$ 58,779</u>	<u>\$ 1,714,517</u>	<u>917)%</u>

NOTES

Revenues

- **Taxes** have been billed and collected as expected and budgeted.
- **Sales of Services** revenue is up from last year and more than anticipated for 2024. The main driver of the increase is due to several water/sewer connection revenue (\$33,000) and the secondary driver is due to higher residential and commercial rates for waste collection in 2024 to offset increased waste collection expenses, mainly from the increase in RDCK tipping fees.
- **Other Revenue** is in line with last year's Q3 and in line with budget. The Village did receive an increase in revenue compared to last year for building/variance permits. Campground revenue for the year is in-line with last year at just under \$14,000.
- **Investment Income** has surpassed the annual anticipated revenue (budget), as interest rates remained higher for longer than expected. The Bank of Canada has been decreasing their overnight lending rates consistently since June 2024 with a goal to stabilize the country's inflation to 2-3%. As such interest earned by the Village is anticipated to decrease for 2025.
- **Unconditional Grants:** The Small Communities grant was received as expected (\$451,000). A reminder that this is less than the amount received in both 2022 and 2023. The grant calculation is performed by the BC government each year based on population and property assessments for each municipality, so slight variances can be expected.
- **Conditional Grants** received so far in the year amount to \$591,387 in-line with expectations. The total value of grants received last year was larger due to the one-time Growing Communities fund payment for \$1.13M received in 2023.
- Both **Water** and **Sewer** revenues are in line with expectations.

Expenses

- **General Government** are trending within budget, however there are increases compared to last year that warrant some detail. Overall the incremental expenses spent from January to the end of September 2024 compared to the same time period last year are \$159,700. These differences are broadly made up of the following:
 - ⇒ Incremental CAO wages approx \$33,000 - Note there was a CAO vacancy in 2023, as such for a portion of 2023 there were no CAO salary expenses incurred.
 - ⇒ Accounting Software (MAIS) invoice timing difference \$10,000 (invoice expensed in Q4 2023 compared to earlier in 2024)
 - ⇒ Incremental conference and planning session expenses in 2024 approx \$5,500
 - ⇒ Incremental insurance costs \$4,000
 - ⇒ Subdivision and development planning costs \$7,000
 - ⇒ Additional \$11,000 of planned one-off expenses that are grant funded - MIABC safety & Zoning/Bylaw/planning expenses.
 - ⇒ CAO transition costs

The remaining differences can be attributed to general inflationary drivers or typical annual expense variability

- **Protective services** expenses are up from last year, but in line with budget and expectations. The most significant driver for the increase are fire service related expenses. Turnout gear, equipment & airpack servicing costs are \$31,000 year to date compared to \$16,000 last year. Keep in mind that certain safety equipment & servicing have strict timelines for execution/replacement. As such, we expect fluctuation from year to year. Investment in radios and gas monitors replaced in 2024 are included in the figures above.

Note that more than half of the 2024 protection services budget of \$269,147 is not for ongoing operations but instead for specific one-off projects (\$120,000 of flood mitigation planning/work and 36,000 of NG911 related transition planning).

- **Transportation Services** expenses in 2023 were significantly lower than the previous year (45% lower) at the end of Q3. As such, the expectation going into 2024 is that the expenses incurred in 2024 would be a return to a more typical expenditure year. A main driver of the increase over last year is the unpredictable "winter roads" expenses for snow clearing. Due to heavier snow in 2024 compared to 2023, the Village spent approximately \$40,000 in snow clearing compared to approximately half that amount in the previous year. If long-term forecasts come to fruition, there is an expectation of further snow clearing expenses to occur in 2024 (late November and December). Labour, summer road maintenance, additional equipment usage and small tool acquisitions account for the remaining difference between this year and last. Overall the transportation expenses

are trending within expectations.

- **Environmental Health Services** expenses are trending to end the year on budget. An increase shown in this report between this year and last is mostly due to an invoice timing difference. Also, bear proof bins were purchased this year for \$4,000 and there were additional labour and equipment charges this year for Village clean up activities from the staff.
- **Recreation Services** expenses have increased compared to last year but are in-line with budget and expectations. Some of the main drivers for the increase over last year include: The Lions Park fountain installation \$800, KP Park Gazebo work \$3,000, incremental campground expenses \$1,400 and an increase in Village labour & equipment for park maintenance.
- **Water Utility** expenses in 2023 were below normal/expected, the 15% increase shown for 2024 was expected as it's more in-line with historical expenses of the utility. The increase over last year are due to the \$8,000 Water license fee payment to the province, and the \$5,600 water source planning work. The remainder of the increase is due to Village labour to operate and maintain the utility assets.
- **Sewer Utility** expenses are on track to finish the year within budget. Operational expenses are in-line with last year for the WWTP. The increase over last year was due to a planned inspection and cleaning service to maintain the sewer lines which came within budget at \$36,600 (Budgeted \$40,000).

Overall the Village is managing its expenses in line with the budget for the period ending September 30th 2024.

Capital

- The Village has several capital projects underway that were planned for 2024 including:
 - Work for the Glendale well (pumps, valves and sinefilter)
 - Work for the Waste Water Treatment Plant (Lab equipment for testing, replacement of an actuator, and several projects starting this summer such as the harmonic upgrades and RI Basin fencing).



The Corporation of the Village of Salmo

REGULAR MEETING #17-24 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, November 12, 2024 at 7:00 p.m.

PRESENT:

<u>In Person:</u>	CAO Derek Kwiatkowski
Mayor Diana Lockwood	Members of the Public -0
Councillor Melanie Cox	<u>Electronically:</u>
Councillor Jennifer Lins	Members of the Public -1

REGRETS: Councillor Kenzie Neil.

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

AGENDA:

R1-17-24

Moved and seconded, that the agenda of Regular Meeting #17-24 of Tuesday, October 8, 2024 be adopted as amended from *Council Procedure Bylaw #663, 2014* Schedule "A" to include a New Business section, a Public Question period and an *In Camera* section.

Carried.

DELEGATIONS: NIL

NEW BUSINESS:

R2-17-24

Moved and seconded, that Council direct staff to review the Fire Chief position to determine the business case for a permanent paid position.

Carried.

MINUTES:

R3-17-24

Regular Meeting
October 22, 2024

Moved and seconded, that the minutes of the Regular Council meeting #16-24 of Tuesday, October 22, 2024 be adopted as presented.

Carried.

REFERRALS FROM DELEGATIONS: NIL

REFERRALS FROM PRIOR MEETINGS:

R4-17-24

Moved and seconded, that Council schedule a COTW meeting for November 25, 2024 @10:00 am to discuss the findings, impacts and next steps for the recommendations from the Source Water Protection Plan.

Carried.

POLICY DEVELOPMENT & REVIEW:

R5-17-24

Moved and seconded, that Council table the Parks & Facilities Inspection Policy CW-015 until the November 26th, 2024 Regular Council Meeting.

Carried.

R6-17-24 Moved and seconded, that Council approve the Snow and Ice Control Policy CW-007 amendments.

Carried.

BYLAW DEVELOPMENT & REVIEW: NIL

ACCOUNTS PAYABLE:

R7-17-24 Moved and seconded, that Council receive for information the list of accounts payable cheques and electronic fund transfers from October 18, 2024 to November 7, 2024 totaling \$91,427.23.

Carried.

CORRESPONDENCE REQUIRING A COUNCIL DECISION:

R8-17-24 Moved and seconded, that Council approve the request of the Salmo Ski Team Society to provide a letter of support for their application to the Salmo Valley Fund in the amount of \$1,670 to assist with the costs associated with hiring an additional Junior Coach for the 2025 season.

Carried.

R9-17-24 Moved and seconded, that Council approve the request of the Salmo Valley Youth & Community Centre to provide a letter of support for their application to the Salmo Valley Fund in the amount of \$894.88 to assist with the costs associated with their purchase of a food composter for their Composting Pilot Project.

Carried.

CORRESPONDENCE FOR INFORMATION ONLY:

R10-17-24 Moved and seconded, that Council receive for information the following correspondence from:

- 1) Leila Verjee Re: SenseNet Inc. - #59

Carried.

MEMBER REPORTS & INQUIRIES:

Councillor Cox Councillor Cox reported on a review of the Permissive Tax Exemption Policy with information from BC Assessment.

Councillor Lins NIL

Mayor Lockwood Mayor Lockwood reported on attendance at the Fire Department's departmental meeting as well as updates from the RDCK meetings.

R11-17-24 Moved and seconded, that the verbal and written reports of Mayor and Council be received for information.

Verbal & Written Reports of Mayor &

Carried.

Council

PUBLIC QUESTION PERIOD: NIL

IN CAMERA RESOLUTION:

R12-17-24

Moved and seconded, that the meeting be closed to the public under *Community Charter* Section 90(1)(c) labour relations or other employee relations.

Carried @8:26 p.m.

RECONVENE OPEN MEETING: Council reconvened the meeting @9:16 p.m.

ADJOURNMENT:

R13-17-24

Moved and seconded, that the meeting be adjourned.

Carried @9:17 p.m.

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

Mayor

Chief Administrative Officer/CO

Loss Control Inspection



**MUNICIPAL INSURANCE ASSOCIATION
OF BRITISH COLUMBIA**

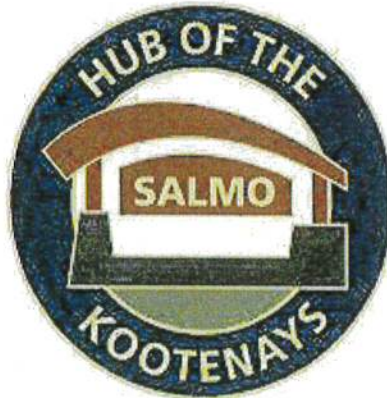


Table of Contents

1.0 FACILITY GENERAL INFORMATION.....	4
2.0 RECOMMENDATIONS.....	6
2.1 RECOMMENDATION	6
2.2 RECOMMENDATION	7
2.3 RECOMMENDATION	8
2.4 RECOMMENDATION	9
2.5 RECOMMENDATION	10
2.6 RECOMMENDATION	11
2.7 RECOMMENDATION	12
2.8 RECOMMENDATION	13
2.9 RECOMMENDATION	14
2.10 RECOMMENDATION	15
2.11 RECOMMENDATION	16
2.12 RECOMMENDATION	17
2.13 RECOMMENDATION	18
2.14 RECOMMENDATION	19
2.15 RECOMMENDATION	20
2.16 RECOMMENDATION	21
2.17 RECOMMENDATION	22
2.18 RECOMMENDATION	23
2.19 RECOMMENDATION	24
2.20 RECOMMENDATION	25
2.21 RECOMMENDATION	26
2.22 RECOMMENDATION	27
3.0 FACILITY DESCRIPTION	28
3.1 BUILDING – MAIN INFORMATION	28
3.2 CONTRACT USER AGREEMENT.....	28
3.3 BUILDING – STAIRWAYS.....	28
3.4 BUILDING – ELEVATORS/LIFTS	28
3.5 BUILDING – HALLS AND EXITS.....	28
3.6 BUILDING – PUBLIC FIRE PROTECTION	28
3.7 BUILDING OCCUPANCIES	28

3.8.1 GYM DESCRIPTION	28
3.9 PARKING.....	29
4.0 PLAYGROUNDS AND PLAY AREAS	30
4.1 Playground Overall.....	30
4.2 Fitness Climber	30
4.3 Composite Play Structure.....	30
4.4 Swings	31
4.5 Tire Swings.....	32
4.6 Slide	32
4.7 Spring Toys	33
4.8 Garbage Cans, Benches, etc.	34
4.9 Baseball Field.....	34
5.0 FACILITY DESCRIPTION.....	35
5.1 PROPERTY DESCRIPTION	35
5.2 CONTRACT USER AGREEMENT.....	35
5.3 SPECIFIC LIABILITY EXPOSURES	35
6.0 PLAYGROUNDS AND PLAY AREAS	36
6.1 Playground Overall.....	36
6.2 Composite Play Structure.....	36
6.3 Tire Swings.....	37
6.4 Climbers	37
6.5 See Saws	38
6.6 Spring Toys	38
6.7 Merry-Go-Rounds.....	39
6.8 Garbage Cans, Benches, etc.	39
6.9 Baseball Field.....	40
7.0 FACILITY GENERAL INFORMATION – Well/Pump Houses.....	41
8.0 FACILITY GENERAL INFORMATION – CW Shop & Wastewater Treatment Plant.....	42
9.0 FACILITY GENERAL INFORMATION – Curling Rink.....	43
10.0 FACILITY GENERAL INFORMATION – Firehall.....	44
11.0 FACILITY GENERAL INFORMATION – Wellness Centre	45
12.0 FACILITY GENERAL INFORMATION – Village Office	46
13.0 PHOTOGRAPHS.....	47

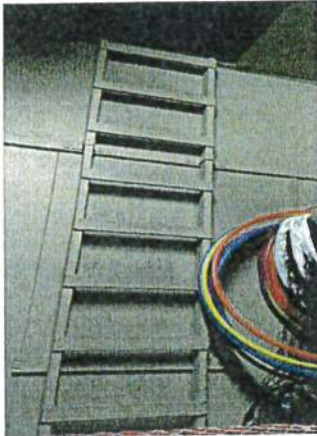
1.0 FACILITY GENERAL INFORMATION	
LOCAL GOVERNMENT NAME	Village of Salmo
LOCATION	Salmo Valley Youth & Community Centre; KP Park, Bike Park & Campground; Glendale & KP Well House; Lion's Park; CW Shop & Wastewater Treatment Plant; Wellness Centre; Firehall; Village Office
PERSON CONTACTED	Anne Williams
TITLE OF CONTACT	CAO
INITIAL INSPECTION DATE	April 26, 2022
ASSESSMENT TYPE	<input type="checkbox"/> BOAT LAUNCH <input type="checkbox"/> LANDFILL/TRANSFER SITE <input checked="" type="checkbox"/> PLAYFIELDS <input checked="" type="checkbox"/> PUBLIC BUILDINGS <input checked="" type="checkbox"/> RECREATIONAL CENTRE/COMMUNITY HALL <input type="checkbox"/> SWIMMING POOL/ICE ARENA <input type="checkbox"/> WATER SPRAY PARK <input checked="" type="checkbox"/> CAMPGROUNDS <input checked="" type="checkbox"/> PLAYGROUNDS <input checked="" type="checkbox"/> PUBLIC WORKS <input type="checkbox"/> RECREATIONAL TRAILS <input checked="" type="checkbox"/> SKATEBOARD/BMX/BIKE PARKS <input type="checkbox"/> WATERFRONTS <input type="checkbox"/> WATER SYSTEM
SUMMARY AND GENERAL DESCRIPTION OF OPERATIONS	
<p>The Village of Salmo requested inspections for several of their public spaces. Throughout the visit, this included the Youth & Community Centre (which is located in an old school building and is operated by a third party), several parks with various activities available in each including, but not limited to, playgrounds, bike park, baseball, campground, and lots of green space. Finally, some other public buildings were reviewed including the firehall, wellness centre, village office, civic works building with wastewater treatment plant. Two well houses completed the inspection trip.</p>	
RISK EVALUATION	
<p>The following recommendations were made:</p> <p>2022-01: Review ladder and consider a ladder guard.</p> <p>2022-02: Inspect concrete and drain covers at fire exits for potential action.</p> <p>2022-03: Review exterior of fire exits in relation to handrails and guardrails.</p> <p>2022-04: Review stair access to boiler room, consider contrasting colour on nosings.</p> <p>2022-05: Review areas with graffiti and remediate, as necessary.</p> <p>2022-06: Review bleachers and dugouts on baseball fields for potential repair, replacement.</p> <p>2022-07: Inspect bike park in relation to on-going maintenance.</p> <p>2022-08: Consider difficulty markers on bike park routes for user information.</p> <p>2022-09: Consider a general sign for campground users providing more information, map, etc.</p> <p>2022-10: Inspect playground equipment and remediate flaking/chipping/rusting paint, as necessary.</p> <p>2022-11: Inspect playground equipment and apply either manufacturer label or general sign for age.</p> <p>2022-12: Consider installing general park signs for park users.</p> <p>2022-13: Review inspection and maintenance process for playgrounds.</p> <p>2022-14: Ensure adequate clearance around electrical panels.</p>	

- 2022-15: Consider adding a fire extinguisher to the wood shop.
- 2022-16: Consider extending fence at wastewater treatment plant to cover the entire site.
- 2022-17: Review buildings for adequate smoke or fire detection equipment.
- 2022-18: Inspect and consider roof access at firehall and potential for fall from height.
- 2022-19: Review and ensure fire exits have a clear route for egress.
- 2022-20: Inspect fire exit doors to ensure ease of egress for users.
- 2022-21: Consider painting step a contrasting colour on the nosing.
- 2022-22: Inspect fire exit doors to ensure ease of egress for users.

2.0 RECOMMENDATIONS

NUMBER OF RECOMMENDATIONS = 22

2.1 RECOMMENDATION



Hazard Description

Door to equipment room left open, easy access to loft space.

Cause and Effect

May result in unauthorized access to loft spaces, resulting in hazard/damage or bodily injury.

Hazard Location

Community Centre

RECOMMENDATION REFERENCE ID

2022-01

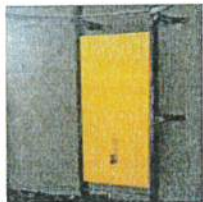
RECOMMENDATION SUB-TYPE

LIFE SAFETY
 ACCESS

RISK MGMT GENERAL

RECOMMENDATION

It is recommended that a ladder lock or cover be installed to ensure no unauthorized access into this space. Alternatively, a ladder guard may be used to achieve the same outcome.



ADEQUACY OF EXISTING CONTROLS

LOW
 HIGH

MEDIUM

CONSEQUENCE RATING

1
 3
 5

2
 4

LIKELIHOOD RATING

1
 3
 5

2
 4

RISK SCORE-LEVEL OF RISK

1-3 INSIGNIFICANT
 5-10 MEDIUM
 15-25 EXTREME

3-5 LOW
 10-15 HIGH

RECOMMENDATION STATUS

OPEN NEW
 PENDING
 CLOSED

REPEAT
 IN PROGRESS

2.2 RECOMMENDATION



Hazard Description

Concrete breaking/crumbling/uneven, drain covers missing/protruding.

Cause and Effect

May result in a trip and fall causing bodily injury.

Hazard Location

Community Centre, exit to Zen Den; Curling Rink fire exits.



RECOMMENDATION REFERENCE ID	2022-02	
RECOMMENDATION SUB-TYPE	<input checked="" type="checkbox"/> SLIP, TRIP AND FALL	
RECOMMENDATION	It is recommended that the area be inspected and repaired, remediated, or replaced, as necessary.	
ADEQUACY OF EXISTING CONTROLS	<input checked="" type="checkbox"/> LOW <input type="checkbox"/> HIGH	<input type="checkbox"/> MEDIUM
CONSEQUENCE RATING	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 5	<input type="checkbox"/> 2 <input type="checkbox"/> 4
LIKELIHOOD RATING	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 5	<input type="checkbox"/> 2 <input type="checkbox"/> 4
RISK SCORE-LEVEL OF RISK	<input type="checkbox"/> 1-3 INSIGNIFICANT <input checked="" type="checkbox"/> 5-10 MEDIUM <input type="checkbox"/> 15-25 EXTREME	<input type="checkbox"/> 3-5 LOW <input type="checkbox"/> 10-15 HIGH
RECOMMENDATION STATUS	<input checked="" type="checkbox"/> OPEN NEW <input type="checkbox"/> PENDING <input type="checkbox"/> CLOSED	<input type="checkbox"/> REPEAT <input type="checkbox"/> IN PROGRESS

2.3 RECOMMENDATION



Hazard Description

Stairs at fire exits without handrail/guardrail.

Cause and Effect

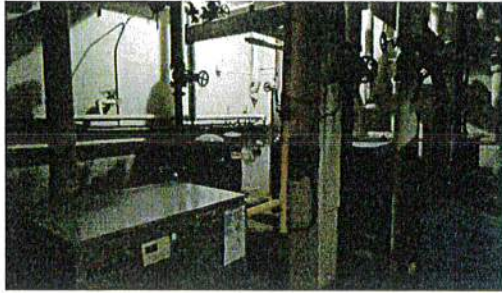
May result in bodily injury when members of the public are exiting in panic/confused, etc.

Hazard Location

Community Centre, fire exits

RECOMMENDATION REFERENCE ID	2022-03	
RECOMMENDATION SUB-TYPE	<input checked="" type="checkbox"/> LIFE SAFETY	<input checked="" type="checkbox"/> SLIP, TRIP AND FALL
RECOMMENDATION	<p>It is recommended that the fire exit areas are reviewed to ensure they have appropriate handrails/guardrails for the public to exit safely.</p>	
ADEQUACY OF EXISTING CONTROLS	<input checked="" type="checkbox"/> LOW <input type="checkbox"/> HIGH	<input type="checkbox"/> MEDIUM
CONSEQUENCE RATING	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 5	<input type="checkbox"/> 2 <input type="checkbox"/> 4
LIKELIHOOD RATING	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 5	<input type="checkbox"/> 2 <input type="checkbox"/> 4
RISK SCORE-LEVEL OF RISK	<input type="checkbox"/> 1-3 INSIGNIFICANT <input checked="" type="checkbox"/> 5-10 MEDIUM <input type="checkbox"/> 15-25 EXTREME	<input type="checkbox"/> 3-5 LOW <input type="checkbox"/> 10-15 HIGH
RECOMMENDATION STATUS	<input checked="" type="checkbox"/> OPEN NEW <input type="checkbox"/> PENDING <input type="checkbox"/> CLOSED	<input type="checkbox"/> REPEAT <input type="checkbox"/> IN PROGRESS

2.4 RECOMMENDATION



Hazard Description

Lighting/light change in boiler room stairwell makes navigating the stairs safely challenging.

Cause and Effect

May result in a misstep and fall while going down to the boiler room.

Hazard Location

Stair access to boiler room.

RECOMMENDATION REFERENCE ID

2022-04

RECOMMENDATION SUB-TYPE

SLIP, TRIP AND FALL

RECOMMENDATION

It is recommended that either the lighting is improved or that the stair nosings are painted a bright and contrasting colour to alert users to the steps.

ADEQUACY OF EXISTING CONTROLS

LOW MEDIUM
 HIGH

CONSEQUENCE RATING

1 2
 3 4
 5

LIKELIHOOD RATING

1 2
 3 4
 5

RISK SCORE-LEVEL OF RISK

1-3 INSIGNIFICANT 3-5 LOW
 5-10 MEDIUM 10-15 HIGH
 15-25 EXTREME

RECOMMENDATION STATUS

OPEN NEW REPEAT
 PENDING IN PROGRESS
 CLOSED

2.5 RECOMMENDATION



Hazard Description

Graffiti on park infrastructure.

Cause and Effect

Graffiti that is not remediated can lead to additional graffiti and property damage over time.

Hazard Location

KP Park

RECOMMENDATION REFERENCE ID

2022-05

RECOMMENDATION SUB-TYPE

VANDALISM

RECOMMENDATION

It is recommended that the park be reviewed (benches, structures, baseball benches, etc.) for graffiti and have it remediated to minimize ongoing graffiti at this site.

ADEQUACY OF EXISTING CONTROLS

LOW MEDIUM
 HIGH

CONSEQUENCE RATING

1 2
 3 4
 5

LIKELIHOOD RATING

1 2
 3 4
 5

RISK SCORE-LEVEL OF RISK

1-3 INSIGNIFICANT 3-5 LOW
 5-10 MEDIUM 10-15 HIGH
 15-25 EXTREME

RECOMMENDATION STATUS

OPEN NEW REPEAT
 PENDING IN PROGRESS
 CLOSED

2.6 RECOMMENDATION



Hazard Description

Baseball field dugout area has bleachers/benches with chipped/exposed wood, bolts protruding, and crumbling concrete.

Cause and Effect

The condition of these areas may result in slivers, trip and fall, and bodily injury.

Hazard Location

KP Park, baseball field

RECOMMENDATION REFERENCE ID	2022-06	
RECOMMENDATION SUB-TYPE	<input checked="" type="checkbox"/> SLIP, TRIP AND FALL	<input checked="" type="checkbox"/> RISK MGMT GENERAL
RECOMMENDATION	It is recommended that the dugouts, bleachers, and benches be reviewed and remediated, repaired and/or replaced, as necessary.	
ADEQUACY OF EXISTING CONTROLS	<input checked="" type="checkbox"/> LOW <input type="checkbox"/> HIGH	<input type="checkbox"/> MEDIUM
CONSEQUENCE RATING	<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5	<input checked="" type="checkbox"/> 2 <input type="checkbox"/> 4
LIKELIHOOD RATING	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 5	<input type="checkbox"/> 2 <input type="checkbox"/> 4
RISK SCORE-LEVEL OF RISK	<input type="checkbox"/> 1-3 INSIGNIFICANT <input checked="" type="checkbox"/> 5-10 MEDIUM <input type="checkbox"/> 15-25 EXTREME	<input type="checkbox"/> 3-5 LOW <input type="checkbox"/> 10-15 HIGH
RECOMMENDATION STATUS	<input checked="" type="checkbox"/> OPEN NEW <input type="checkbox"/> PENDING <input type="checkbox"/> CLOSED	<input type="checkbox"/> REPEAT <input type="checkbox"/> IN PROGRESS

2.7 RECOMMENDATION



Hazard Description

Bike park requires maintenance to jump and ramp elements.

Cause and Effect

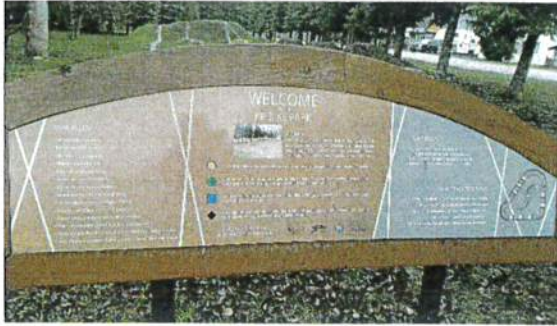
Lack of maintenance may result in significant bodily injury for users.

Hazard Location

KP, bike park

RECOMMENDATION REFERENCE ID	2022-07	
RECOMMENDATION SUB-TYPE	<input checked="" type="checkbox"/> RISK MGMT GENERAL	
RECOMMENDATION	<p>It is recommended that the volunteer group maintain the bike park on a more regular basis. Ensure the jump has appropriate material (sloughing at top) and that the other elements are suitably maintained for safe use.</p> <p>It is also recommended that there is a written agreement with the volunteer group that outlines the expectations and the roles and responsibilities of all parties to the agreement.</p>	
ADEQUACY OF EXISTING CONTROLS	<input checked="" type="checkbox"/> LOW <input type="checkbox"/> HIGH	<input type="checkbox"/> MEDIUM
CONSEQUENCE RATING	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 5	<input type="checkbox"/> 2 <input type="checkbox"/> 4
LIKELIHOOD RATING	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 5	<input type="checkbox"/> 2 <input type="checkbox"/> 4
RISK SCORE-LEVEL OF RISK	<input type="checkbox"/> 1-3 INSIGNIFICANT <input checked="" type="checkbox"/> 5-10 MEDIUM <input type="checkbox"/> 15-25 EXTREME	<input type="checkbox"/> 3-5 LOW <input type="checkbox"/> 10-15 HIGH
RECOMMENDATION STATUS	<input checked="" type="checkbox"/> OPEN NEW <input type="checkbox"/> PENDING <input type="checkbox"/> CLOSED	<input type="checkbox"/> REPEAT <input type="checkbox"/> IN PROGRESS

2.8 RECOMMENDATION



Hazard Description

Routes for use within the bike park are not identified with difficulty rating.

Cause and Effect

An inexperienced rider may follow a route that is beyond their skill, causing significant bodily injury.

Hazard Location

KP Park, bike park

RECOMMENDATION REFERENCE ID	2022-08
RECOMMENDATION SUB-TYPE	<input checked="" type="checkbox"/> SIGNAGE <input checked="" type="checkbox"/> RISK MGMT GENERAL
RECOMMENDATION	

It is recommended that the routes are defined with a difficulty rating at the access point(s) for that route.

ADEQUACY OF EXISTING CONTROLS	<input checked="" type="checkbox"/> LOW <input type="checkbox"/> MEDIUM
	<input type="checkbox"/> HIGH

CONSEQUENCE RATING	<input type="checkbox"/> 1 <input type="checkbox"/> 2
	<input type="checkbox"/> 3 <input checked="" type="checkbox"/> 4
	<input type="checkbox"/> 5

LIKELIHOOD RATING	<input type="checkbox"/> 1 <input type="checkbox"/> 2
	<input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4
	<input type="checkbox"/> 5

RISK SCORE-LEVEL OF RISK	<input type="checkbox"/> 1-3 INSIGNIFICANT <input type="checkbox"/> 3-5 LOW
	<input type="checkbox"/> 5-10 MEDIUM <input checked="" type="checkbox"/> 10-15 HIGH
	<input type="checkbox"/> 15-25 EXTREME

RECOMMENDATION STATUS	<input checked="" type="checkbox"/> OPEN NEW <input type="checkbox"/> REPEAT
	<input type="checkbox"/> PENDING <input type="checkbox"/> IN PROGRESS
	<input type="checkbox"/> CLOSED

2.9 RECOMMENDATION



Hazard Description

The campground does not have a map of the sites or directional information on site for users to navigate the space.

Cause and Effect

May result in confusion of the space, misuse or injury/property damage while navigating the space.

Hazard Location

KP Park, campground

RECOMMENDATION REFERENCE ID

2022-09

RECOMMENDATION SUB-TYPE

SLIP, TRIP AND FALL SIGNAGE
 RISK MGMT GENERAL

RECOMMENDATION

It is recommended that the site be reviewed in terms of wayfinding and directional information from a user's perspective. This includes, but is not limited to, access points, site information, users' general information, general wayfinding around the site, vehicle access/limitations, fire ban information, and so on.

ADEQUACY OF EXISTING CONTROLS

LOW MEDIUM
 HIGH

CONSEQUENCE RATING

1 2
 3 4
 5

LIKELIHOOD RATING

1 2
 3 4
 5

RISK SCORE-LEVEL OF RISK

1-3 INSIGNIFICANT 3-5 LOW
 5-10 MEDIUM 10-15 HIGH
 15-25 EXTREME

RECOMMENDATION STATUS

OPEN NEW REPEAT
 PENDING IN PROGRESS
 CLOSED

2.10 RECOMMENDATION



Hazard Description

Paint surface chipping and rusting on playground equipment.

Cause and Effect

May result in bodily injury for users.

Hazard Location

KP Park

RECOMMENDATION REFERENCE ID	2022-10	
RECOMMENDATION SUB-TYPE	<input checked="" type="checkbox"/> RISK MGMT GENERAL	
RECOMMENDATION	<p>It is recommended that all playground equipment be inspected to identify any areas of chipping or flaking paint or rust and remediate, as necessary.</p>	
ADEQUACY OF EXISTING CONTROLS	<input checked="" type="checkbox"/> LOW <input type="checkbox"/> HIGH	<input type="checkbox"/> MEDIUM
CONSEQUENCE RATING	<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5	<input checked="" type="checkbox"/> 2 <input type="checkbox"/> 4
LIKELIHOOD RATING	<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5	<input checked="" type="checkbox"/> 2 <input type="checkbox"/> 4
RISK SCORE-LEVEL OF RISK	<input type="checkbox"/> 1-3 INSIGNIFICANT <input type="checkbox"/> 5-10 MEDIUM <input type="checkbox"/> 15-25 EXTREME	<input checked="" type="checkbox"/> 3-5 LOW <input type="checkbox"/> 10-15 HIGH
RECOMMENDATION STATUS	<input checked="" type="checkbox"/> OPEN NEW <input type="checkbox"/> PENDING <input type="checkbox"/> CLOSED	<input type="checkbox"/> REPEAT <input type="checkbox"/> IN PROGRESS

2.11 RECOMMENDATION



Hazard Description

The manufacturer labels for each playground equipment piece are degraded and not legible.

Cause and Effect

May result in younger children using equipment beyond their age or ability, resulting in bodily injury.

Hazard Location

KP Park, Lions Park

RECOMMENDATION REFERENCE ID 2022-11
 RECOMMENDATION SUB-TYPE SIGNAGE RISK MGMT GENERAL

RECOMMENDATION

It is recommended that either manufacturer labels are replaced for each piece of playground equipment or a sign is placed in the area indicating the recommended age for use of the equipment.

ADEQUACY OF EXISTING CONTROLS	<input type="checkbox"/> LOW <input type="checkbox"/> HIGH	<input checked="" type="checkbox"/> MEDIUM
CONSEQUENCE RATING	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 5	<input type="checkbox"/> 2 <input type="checkbox"/> 4
LIKELIHOOD RATING	<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5	<input checked="" type="checkbox"/> 2 <input type="checkbox"/> 4
RISK SCORE-LEVEL OF RISK	<input type="checkbox"/> 1-3 INSIGNIFICANT <input checked="" type="checkbox"/> 5-10 MEDIUM <input type="checkbox"/> 15-25 EXTREME	<input type="checkbox"/> 3-5 LOW <input type="checkbox"/> 10-15 HIGH
RECOMMENDATION STATUS	<input checked="" type="checkbox"/> OPEN NEW <input type="checkbox"/> PENDING <input type="checkbox"/> CLOSED	<input type="checkbox"/> REPEAT <input type="checkbox"/> IN PROGRESS

2.12 RECOMMENDATION



Hazard Description

No general park signage for users.

Cause and Effect

No information shared on hours of use, hazards, who to call, etc., which may result in delay in reporting hazards or bodily injury.

Hazard Location

KP Park, Lion's Park

RECOMMENDATION REFERENCE ID	2022-12	
RECOMMENDATION SUB-TYPE	<input checked="" type="checkbox"/> SIGNAGE	<input checked="" type="checkbox"/> RISK MGMT GENERAL
RECOMMENDATION	<p>It is recommended that the park be reviewed for a general park sign that may include, but not be limited to: Name of park Hours of operation (no lighting in area – I would recommend “dawn to dusk”) Contact number for maintenance or concerns Call 911 in an emergency</p> <p>If the park shares space with other activities, i.e. baseball or sports courts, it is recommended that those areas are also reviewed for appropriate specific signage and information for users.</p>	
ADEQUACY OF EXISTING CONTROLS	<input checked="" type="checkbox"/> LOW <input type="checkbox"/> HIGH	<input type="checkbox"/> MEDIUM
CONSEQUENCE RATING	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 5	<input type="checkbox"/> 2 <input type="checkbox"/> 4
LIKELIHOOD RATING	<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5	<input checked="" type="checkbox"/> 2 <input type="checkbox"/> 4
RISK SCORE-LEVEL OF RISK	<input type="checkbox"/> 1-3 INSIGNIFICANT <input checked="" type="checkbox"/> 5-10 MEDIUM <input type="checkbox"/> 15-25 EXTREME	<input type="checkbox"/> 3-5 LOW <input type="checkbox"/> 10-15 HIGH
RECOMMENDATION STATUS	<input checked="" type="checkbox"/> OPEN NEW <input type="checkbox"/> PENDING <input type="checkbox"/> CLOSED	<input type="checkbox"/> REPEAT <input type="checkbox"/> IN PROGRESS

2.13 RECOMMENDATION



Hazard Description

Playground maintenance required.

Cause and Effect

Regular maintenance of pea gravel and checking moving parts is an important part of maintaining a safe playground environment to avoid injuries.

Hazard Location

KP Park, Lion's Park

RECOMMENDATION REFERENCE ID	2022-13	
RECOMMENDATION SUB-TYPE	<input checked="" type="checkbox"/> SIGNAGE	<input checked="" type="checkbox"/> RISK MGMT GENERAL
RECOMMENDATION	<p>It is recommended that the park be reviewed regarding the general maintenance routines including, but not limited to, checking moving parts, ensuring pea gravel is evenly distributed on a regular basis, and so on.</p>	
ADEQUACY OF EXISTING CONTROLS	<input checked="" type="checkbox"/> LOW <input type="checkbox"/> HIGH	<input type="checkbox"/> MEDIUM
CONSEQUENCE RATING	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 5	<input type="checkbox"/> 2 <input type="checkbox"/> 4
LIKELIHOOD RATING	<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5	<input checked="" type="checkbox"/> 2 <input type="checkbox"/> 4
RISK SCORE-LEVEL OF RISK	<input type="checkbox"/> 1-3 INSIGNIFICANT <input checked="" type="checkbox"/> 5-10 MEDIUM <input type="checkbox"/> 15-25 EXTREME	<input type="checkbox"/> 3-5 LOW <input type="checkbox"/> 10-15 HIGH
RECOMMENDATION STATUS	<input checked="" type="checkbox"/> OPEN NEW <input type="checkbox"/> PENDING <input type="checkbox"/> CLOSED	<input type="checkbox"/> REPEAT <input type="checkbox"/> IN PROGRESS

2.14 RECOMMENDATION



Hazard Description

The electrical panel is not accessible.

Cause and Effect

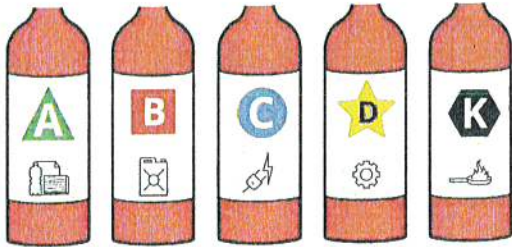
Storage in this area may create a fire hazard and limit access to the panel.

Hazard Location

Civic Works Shop

RECOMMENDATION REFERENCE ID	2022-14	
RECOMMENDATION SUB-TYPE	<input checked="" type="checkbox"/> LIFE SAFETY	<input checked="" type="checkbox"/> RISK MGMT GENERAL
RECOMMENDATION	It is recommended that there be at least 1m of clearance around any electrical panel.	
ADEQUACY OF EXISTING CONTROLS	<input checked="" type="checkbox"/> LOW <input type="checkbox"/> HIGH	<input type="checkbox"/> MEDIUM
CONSEQUENCE RATING	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 5	<input type="checkbox"/> 2 <input type="checkbox"/> 4
LIKELIHOOD RATING	<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5	<input checked="" type="checkbox"/> 2 <input type="checkbox"/> 4
RISK SCORE-LEVEL OF RISK	<input type="checkbox"/> 1-3 INSIGNIFICANT <input checked="" type="checkbox"/> 5-10 MEDIUM <input type="checkbox"/> 15-25 EXTREME	<input type="checkbox"/> 3-5 LOW <input type="checkbox"/> 10-15 HIGH
RECOMMENDATION STATUS	<input checked="" type="checkbox"/> OPEN NEW <input type="checkbox"/> PENDING <input type="checkbox"/> CLOSED	<input type="checkbox"/> REPEAT <input type="checkbox"/> IN PROGRESS

2.15 RECOMMENDATION



- cloth
- wood
- rubber
- paper
- plastics

- gasoline
- grease
- oil

electrical fires

combustible metals

kitchen fires

Hazard Description

There is no fire extinguisher in the wood shop.

Cause and Effect

Wood dust and shavings can be combustible, resulting in a fire or bodily injury.

Hazard Location

Civic Works Shop

RECOMMENDATION REFERENCE ID	2022-15	
RECOMMENDATION SUB-TYPE	<input checked="" type="checkbox"/> LIFE SAFETY	<input checked="" type="checkbox"/> RISK MGMT GENERAL
RECOMMENDATION	It is recommended that a fire extinguisher be placed in the wood shop.	
ADEQUACY OF EXISTING CONTROLS	<input checked="" type="checkbox"/> LOW <input type="checkbox"/> HIGH	<input type="checkbox"/> MEDIUM
CONSEQUENCE RATING	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 5	<input type="checkbox"/> 2 <input type="checkbox"/> 4
LIKELIHOOD RATING	<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5	<input checked="" type="checkbox"/> 2 <input type="checkbox"/> 4
RISK SCORE-LEVEL OF RISK	<input type="checkbox"/> 1-3 INSIGNIFICANT <input checked="" type="checkbox"/> 5-10 MEDIUM <input type="checkbox"/> 15-25 EXTREME	<input type="checkbox"/> 3-5 LOW <input type="checkbox"/> 10-15 HIGH
RECOMMENDATION STATUS	<input checked="" type="checkbox"/> OPEN NEW <input type="checkbox"/> PENDING <input type="checkbox"/> CLOSED	<input type="checkbox"/> REPEAT <input type="checkbox"/> IN PROGRESS

2.16 RECOMMENDATION



Hazard Description

The perimeter fencing does not extend around the whole site.

Cause and Effect

This may result in easy unauthorized access to hazardous areas on this site that may result in significant injury, drowning, etc.

Hazard Location

Wastewater Treatment Plant

RECOMMENDATION REFERENCE ID	2022-16	
RECOMMENDATION SUB-TYPE	<input checked="" type="checkbox"/> LIFE SAFETY <input checked="" type="checkbox"/> ACCESS	<input checked="" type="checkbox"/> RISK MGMT GENERAL
RECOMMENDATION	It is recommended that the same fencing that is already in place be extended to the whole perimeter to ensure the space is fully enclosed and not accessible to the public.	
ADEQUACY OF EXISTING CONTROLS	<input checked="" type="checkbox"/> LOW <input type="checkbox"/> HIGH	<input type="checkbox"/> MEDIUM
CONSEQUENCE RATING	<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5	<input type="checkbox"/> 2 <input checked="" type="checkbox"/> 4
LIKELIHOOD RATING	<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5	<input type="checkbox"/> 2 <input checked="" type="checkbox"/> 4
RISK SCORE-LEVEL OF RISK	<input type="checkbox"/> 1-3 INSIGNIFICANT <input type="checkbox"/> 5-10 MEDIUM <input checked="" type="checkbox"/> 15-25 EXTREME	<input type="checkbox"/> 3-5 LOW <input type="checkbox"/> 10-15 HIGH
RECOMMENDATION STATUS	<input checked="" type="checkbox"/> OPEN NEW <input type="checkbox"/> PENDING <input type="checkbox"/> CLOSED	<input type="checkbox"/> REPEAT <input type="checkbox"/> IN PROGRESS

2.17 RECOMMENDATION



Hazard Description

No evidence of smoke detectors or similar in different areas of firehall.

Cause and Effect

May result in delay in exiting building.

Hazard Location

Firehall, Wellness Centre, Village Office, Curling Rink

RECOMMENDATION REFERENCE ID

2022-17

RECOMMENDATION SUB-TYPE

LIFE SAFETY

RECOMMENDATION

It is recommended that these spaces be reviewed in relation to smoke detection and adequacy for the space and add more smoke detectors or similar, as required.

ADEQUACY OF EXISTING CONTROLS

LOW
 HIGH

MEDIUM

CONSEQUENCE RATING

1
 3
 5

2
 4

LIKELIHOOD RATING

1
 3
 5

2
 4

RISK SCORE-LEVEL OF RISK

1-3 INSIGNIFICANT
 5-10 MEDIUM
 15-25 EXTREME

3-5 LOW
 10-15 HIGH

RECOMMENDATION STATUS

OPEN NEW
 PENDING
 CLOSED

REPEAT
 IN PROGRESS

2.18 RECOMMENDATION



Hazard Description

Roof space is fully accessible from the exit stairwell at back of firehall.

Cause and Effect

May result in significant fall from height, as the roof has no guardrails in place.

Hazard Location

Firehall

RECOMMENDATION REFERENCE ID 2022-18

RECOMMENDATION SUB-TYPE LIFE SAFETY

RECOMMENDATION

It is recommended that the roof area and access by the public be reviewed. Some options to consider include installing a guardrail along the roofline, considering a chain with a sign at the bottom of the stairs, or other measures to limit access and warn the public.

ADEQUACY OF EXISTING CONTROLS LOW MEDIUM
 HIGH

CONSEQUENCE RATING 1 2
 3 4
 5

LIKELIHOOD RATING 1 2
 3 4
 5

RISK SCORE-LEVEL OF RISK 1-3 INSIGNIFICANT 3-5 LOW
 5-10 MEDIUM 10-15 HIGH
 15-25 EXTREME

RECOMMENDATION STATUS OPEN NEW REPEAT
 PENDING IN PROGRESS
 CLOSED

2.19 RECOMMENDATION



Hazard Description

Fire exit in storage room is hampered by storage, no clear access.

Cause and Effect

May result in delay or inability to exit safely.

Hazard Location

Firehall

RECOMMENDATION REFERENCE ID	2022-19	
RECOMMENDATION SUB-TYPE	<input checked="" type="checkbox"/> LIFE SAFETY	
RECOMMENDATION	It is recommended that the area around and to the fire exit be cleared to allow adequate movement of people to the exit door.	
ADEQUACY OF EXISTING CONTROLS	<input checked="" type="checkbox"/> LOW <input type="checkbox"/> HIGH	<input type="checkbox"/> MEDIUM
CONSEQUENCE RATING	<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5	<input type="checkbox"/> 2 <input checked="" type="checkbox"/> 4
LIKELIHOOD RATING	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 5	<input type="checkbox"/> 2 <input type="checkbox"/> 4
RISK SCORE-LEVEL OF RISK	<input type="checkbox"/> 1-3 INSIGNIFICANT <input type="checkbox"/> 5-10 MEDIUM <input type="checkbox"/> 15-25 EXTREME	<input type="checkbox"/> 3-5 LOW <input checked="" type="checkbox"/> 10-15 HIGH
RECOMMENDATION STATUS	<input checked="" type="checkbox"/> OPEN NEW <input type="checkbox"/> PENDING <input type="checkbox"/> CLOSED	<input type="checkbox"/> REPEAT <input type="checkbox"/> IN PROGRESS

2.20 RECOMMENDATION



Hazard Description

Fire exit door has a thumb lock.

Cause and Effect

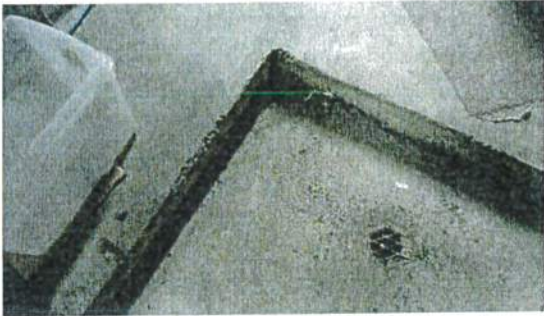
Users may try to exit and not see thumb lock with smoke, etc., delaying or denying egress.

Hazard Location

Wellness Building

RECOMMENDATION REFERENCE ID	2022-20	
RECOMMENDATION SUB-TYPE	<input checked="" type="checkbox"/> LIFE SAFETY	
RECOMMENDATION	It is recommended that the lock be removed and a panic/push bar be installed.	
ADEQUACY OF EXISTING CONTROLS	<input checked="" type="checkbox"/> LOW <input type="checkbox"/> HIGH	<input type="checkbox"/> MEDIUM
CONSEQUENCE RATING	<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5	<input type="checkbox"/> 2 <input checked="" type="checkbox"/> 4
LIKELIHOOD RATING	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 5	<input type="checkbox"/> 2 <input type="checkbox"/> 4
RISK SCORE-LEVEL OF RISK	<input type="checkbox"/> 1-3 INSIGNIFICANT <input type="checkbox"/> 5-10 MEDIUM <input type="checkbox"/> 15-25 EXTREME	<input type="checkbox"/> 3-5 LOW <input checked="" type="checkbox"/> 10-15 HIGH
RECOMMENDATION STATUS	<input checked="" type="checkbox"/> OPEN NEW <input type="checkbox"/> PENDING <input type="checkbox"/> CLOSED	<input type="checkbox"/> REPEAT <input type="checkbox"/> IN PROGRESS

2.21 RECOMMENDATION



Hazard Description

The step up into the storage area is not obvious/visible.

Cause and Effect

May result in a trip and fall, resulting in bodily injury.

Hazard Location

Curling Rink

RECOMMENDATION REFERENCE ID 2022-21

RECOMMENDATION SUB-TYPE LIFE SAFETY

RECOMMENDATION

It is recommended that the nosing of the step up into the storage area in the curling rink be painted in a contrasting colour to avoid a trip and fall.

ADEQUACY OF EXISTING CONTROLS LOW MEDIUM
 HIGH

CONSEQUENCE RATING 1 2
 3 4
 5

LIKELIHOOD RATING 1 2
 3 4
 5

RISK SCORE-LEVEL OF RISK 1-3 INSIGNIFICANT 3-5 LOW
 5-10 MEDIUM 10-15 HIGH
 15-25 EXTREME

RECOMMENDATION STATUS OPEN NEW REPEAT
 PENDING IN PROGRESS
 CLOSED

2.22 RECOMMENDATION



Hazard Description

The fire exit door opens inwards and is "locked".

Cause and Effect

This may result in confusion and inability to exit in an emergency, resulting in delay or denial of exit.

Hazard Location

Village Office

RECOMMENDATION REFERENCE ID

2022-22

RECOMMENDATION SUB-TYPE

LIFE SAFETY

RECOMMENDATION

It is recommended that the door be reviewed to ensure it is easier to safely exit the building in an emergency.

ADEQUACY OF EXISTING CONTROLS

LOW MEDIUM
 HIGH

CONSEQUENCE RATING

1 2
 3 4
 5

LIKELIHOOD RATING

1 2
 3 4
 5

RISK SCORE-LEVEL OF RISK

1-3 INSIGNIFICANT 3-5 LOW
 5-10 MEDIUM 10-15 HIGH
 15-25 EXTREME

RECOMMENDATION STATUS

OPEN NEW REPEAT
 PENDING IN PROGRESS
 CLOSED

3.0 FACILITY DESCRIPTION	
3.1 BUILDING – MAIN INFORMATION	
BUILDING NAME	Salmo Valley Youth & Community Centre
YEAR BUILT	Pre 1950 (former school)
3.2 CONTRACT USER AGREEMENT	
CONTRACT USER AGREEMENT IN PLACE	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT APPLICABLE
CONTRACT IN PLACE	Yes
INJURY WAIVER/HOLD-HARMLESS AGREEMENT IN PLACE	Yes
PROOF OF INSURANCE PART OF CONTRACT AGREEMENT SIGNED	Yes
COMMENTS	Contract not reviewed.
3.3 BUILDING – STAIRWAYS	
STAIRS	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
CONSISTENT RISE/RUN DIMENSIONS	Yes
STANDARD HANDRAILS	Yes
COMMENTS	See recommendations.
3.4 BUILDING – ELEVATORS/LIFTS	
ELEVATORS	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
3.5 BUILDING – HALLS AND EXITS	
ADEQUATE LIGHTING	Yes
EMERGENCY LIGHTING	Yes
FREQUENCY OF TESTING	Annual
DATE TESTED	May 2021
CLEAR FIRE EXITS	Yes
FIRE DOORS BLOCKED OPEN	No
ACCESSIBLE FIRE EXTINGUISHERS / FIRE ALARM PULL STATIONS	Yes
CLEARLY MARKED FIRE EXTINGUISHERS / FIRE ALARM PULL STATIONS	Yes
3.6 BUILDING – PUBLIC FIRE PROTECTION	
FIRE DEPARTMENT	Salmo
LOCATION	414 Baker Avenue
TYPE	Volunteer
LAST VISIT	Unclear
3.7 BUILDING OCCUPANICES	
GYMNASIUM	
3.8.1 GYM DESCRIPTION	
IS GYM ALSO USED FOR CAFETERIA TYPE FUNCTIONS	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
OCCUPANCY CAPACITY POSTED	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
FLOOR SURFACE	<input checked="" type="checkbox"/> WOOD <input type="checkbox"/> VINYL <input type="checkbox"/> OTHER

FLOOR CONDITION	<input checked="" type="checkbox"/> GOOD <input type="checkbox"/> POOR	<input type="checkbox"/> FAIR
ALL OBSTRUCTIONS OR PROTRUSIONS	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
CONDITION OF GYM EQUIPMENT	<input checked="" type="checkbox"/> GOOD <input type="checkbox"/> POOR	<input type="checkbox"/> FAIR
EQUIPMENT MAINTAINED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
FIRST AID EQUIPMENT PRESENT	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
TRAINED PERSONNEL AVAILABLE	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
CHANGE ROOM & SHOWER	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
WATER TEMPERATURE CONTROLLED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> N/A	<input type="checkbox"/> NO
GROUND FAULT CIRCUIT INTERRUPTORS REQUIRED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> N/A	<input type="checkbox"/> NO
LIGHT FIXTURE/BREAKABLE OBJECTS PROTECTED FROM DAMAGE	<input checked="" type="checkbox"/> YES <input type="checkbox"/> N/A	<input type="checkbox"/> NO
USE OF GYM RESTRICTED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
GYM SUPERVISED	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
BLEACHERS/SEATING PRESENT	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
WEIGHT ROOM OR FITNESS CENTRE	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
TELEPHONE AVAILABLE FOR EMERGENCIES	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.9 PARKING		
NUMBER OF PARKING AREAS	2+	
LOCATION OF PARKING	In front of community centre and on street.	
PROPER DELINEATION LINES	No, no post barriers in place.	
PROPER SIGNAGE	Some	
SITE LINES FOR EXITS CLEAR	Yes	

4.0 PLAYGROUNDS AND PLAY AREAS	
4.1 Playground Overall	
Name of Playground	KP Park Playground
Does playground appear to be in a good overall condition?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is playground signage provided secure and in good condition?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If no, describe.	Manufacturer labels missing.
Does the fencing appear to be in good condition with no exposed bolts, protrusions, or sharp edges noted?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is the playground area free of debris and broken glass?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are sidewalks, walkway areas, and other related paths in good condition with no potential tripping hazards noted?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

4.2 Fitness Climber	
The fitness climber was found to be in good condition with no damage or concerns noted.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is equipment free of sharp edges or rough surfaces?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If no, describe.	Paint chipping, rusting.
Are nuts and bolts tight with no wear noted?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is equipment free of any newly developed protrusions (exposed bolts, screws, nuts) since the last inspection?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Standard impact protection has been provided under and around all fitness climbers.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

4.3 Composite Play Structure	
The composite play structure was found to be in good condition with no damage or concerns noted.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are all vinyl coated chains in good condition with no pinch points or sharp edges noted?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Is equipment free of sharp edges or rough surfaces?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are fasteners (S-hooks, lock devices, etc.) in good condition and fully closed?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are chains and / or cables in good condition and not worn out?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are nuts and bolts tight with no wear noted?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Is equipment free of any newly developed protrusions (exposed bolts, screws, nuts) since the last inspection?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are platforms and other related areas smooth with no damage, openings, or sharp edges noted?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are top portions, including protective barriers, support bars, climbing equipment, and other related devices, fully secured with no noted movement?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Standard impact protection has been provided under and around all composite play structures.	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No

4.4 Swings

Swings appear to be in good overall condition.	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are all moving components free of excessive wear?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are swing fasteners (S-hooks, lock devices, etc.) in good condition and fully closed?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
If no, describe.	S hooks need to be "pinched" to lessen the gap.			
Are swing support chains in good condition with no obvious wear or damage noted?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are swing support hangers in good condition and fully closed?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Is the swing support structure in good repair, secure with no noted movement?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are all vinyl coated chains in good condition with no pinch points or sharp edges noted?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No

Standard impact protection has been provided under and around all swings.	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
---	-------------------------------------	-----	--------------------------	----

4.5 Tire Swings

Tire swings appear to be in good overall condition.	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Rotating swing hangers have bearings, bushings, or other means of reducing friction and wear of all moving parts and surfaces at the pivot point. (CSA Section 15.7.3)	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are all moving components free of excessive wear?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are tire swing fasteners (S-hooks, lock devices, etc.) in good condition and fully closed?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are tire swing support chains in good condition with no obvious wear or damage noted?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are tire swing support hangers in good condition and fully closed?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Is the tire swing support structure in good repair, secure with no noted movement?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are all vinyl coated chains in good condition with no pinch points or sharp edges noted?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Standard impact protection has been provided under and around all tire swings.	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No

4.6 Slide

Are all slides in good condition?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Sliding surface is smooth and continuous (except roller slides) and has no gaps or spaces that may create an entanglement hazard. (CSA Section 15.6.1.2)	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
A clear area, free of obstacles, surrounds the slide chute; clear area extends through slide exit use zone. (CSA Section 15.6.7.1)	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Sharp Points and Edges... Eqpt. free of splinters, sharp points, edges; tubing is capped; bolts free of burrs, sharp points, and edges. (CSA Section 12.3)	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No

Protrusions... All components pass protrusion test. Nuts, bolts, screws recessed, covered, or sanded smooth and level. (CSA Section 12.3)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Entanglements... No protrusions project upward > 1/8" from horizontal plane; max. 2 fastener threads protrude through any nut perpendicular to initial surface; no protrusion increases in diameter from initial surface. (CSA Section 12.4)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are slide exits no higher than 11" above protective surfacing materials?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are top portions of slide, including protective barriers, support bars, and other related devices, fully secured with no noted movement?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If no, describe.	Nothing in place.
Are access devices to slides (ladders, stairs, etc.) in good condition and secure with no movement noted?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If no, describe.	
Standard impact protection has been provided under and around all slides.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If no, describe.	Top area of slide (dirt) is sloughing.

4.7 Spring Toys

Are all spring toys in good condition?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Platform does not oscillate (move up and down). (CSA Section 15.9.6)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Sharp Points and Edges... Eqpt. free of splinters, sharp points, edges; tubing is capped; bolts free of burrs, sharp points, and edges. (CSA Section 12.3)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Protrusions... All components pass protrusion test. Nuts, bolts, screws recessed, covered, or sanded smooth and level. (CSA Section 12.3)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If no, describe.	Nut missing on one bolt.
Are all moving components free of excessive wear?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Is the spring device still in good overall condition with no excessive play?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Is the spring toy support structure in good repair, secure with no noted movement?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are footholds and handholds in good condition with no apparent damage noted?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Standard impact protection has been provided under and around all spring toys.	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No

4.8 Garbage Cans, Benches, etc.

Are the garbage cans in good condition?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are the benches in good condition?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
If no, describe.	Paint chipping/flaking.			
Are the picnic tables in good condition?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
If no, describe.	Paint chipping/flaking.			
Are the shelters in good condition?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
If no, describe.	Graffiti			

4.9 Baseball Field

Does all sport field equipment appear to be in good condition?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Do the sport field layouts and surfacing appear to be standard?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are fencing and backstops in good condition?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are bleachers and dugouts in good condition?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
If no, describe.	Paint chipping/flaking. Bolts exposed/protruding.			
Is standard signage provided for equipment and sport field use areas?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
If no, describe.	No general park sign in place.			

5.0 FACILITY DESCRIPTION		
5.1 PROPERTY DESCRIPTION		
NAME OF SKATEBOARD PARK/BIKE PARK	KP Park Bike Park	
5.2 CONTRACT USER AGREEMENT		
CONTRACT USER AGREEMENT IN PLACE	<input type="checkbox"/> YES <input type="checkbox"/> NOT APPLICABLE	<input checked="" type="checkbox"/> NO
LIST COMMUNITY OWNED AND OPERATED PUBLIC FACILITIES THAT LEASE SPACE TO OUTSIDE GROUPS	Not clear what may be in place with local volunteer group for the bike park.	
5.3 SPECIFIC LIABILITY EXPOSURES		
SUPERVISION	<input type="checkbox"/> YES <input type="checkbox"/> NOT APPLICABLE	<input checked="" type="checkbox"/> NO
MAINTENANCE HOUSEKEEPING	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NOT APPLICABLE	<input type="checkbox"/> NO
WASHROOMS	<input type="checkbox"/> YES <input type="checkbox"/> NOT APPLICABLE	<input checked="" type="checkbox"/> NO
CONDITION OF FIXED EQUIPMENT (BENCHES, GARBAGE CANS, POSTS, LIGHT STANDARDS, ETC.)	<input type="checkbox"/> YES <input type="checkbox"/> NOT APPLICABLE	<input checked="" type="checkbox"/> NO
HANDRAILS & GUARDRAILS	<input type="checkbox"/> YES <input type="checkbox"/> NOT APPLICABLE	<input checked="" type="checkbox"/> NO
STAIRS & STEPS	<input type="checkbox"/> YES <input type="checkbox"/> NOT APPLICABLE	<input checked="" type="checkbox"/> NO
PICNIC AREAS	<input type="checkbox"/> YES <input type="checkbox"/> NOT APPLICABLE	<input checked="" type="checkbox"/> NO
VANDALISM, GRAFFITI, ETC.	<input type="checkbox"/> YES <input type="checkbox"/> NOT APPLICABLE	<input checked="" type="checkbox"/> NO
INFORMATION SIGNAGE	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NOT APPLICABLE	<input type="checkbox"/> NO
FENCING, GATES, OTHER BARRIERS	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NOT APPLICABLE	<input type="checkbox"/> NO
UNAPPROVED EQUIPMENT	<input type="checkbox"/> YES <input type="checkbox"/> NOT APPLICABLE	<input checked="" type="checkbox"/> NO
USER DOCUMENTATION	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NOT APPLICABLE	<input type="checkbox"/> NO
WARNING SIGNAGE	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NOT APPLICABLE	<input type="checkbox"/> NO
SKATEBOARD SURFACE CONDITION	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NOT APPLICABLE	<input type="checkbox"/> NO
INSPECTIONS FREQUENCY & DOCUMENTATION	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NOT APPLICABLE	<input type="checkbox"/> NO
SECURITY SYSTEM (CAMERA, PHYSICAL INSPECTION, ETC.)	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NOT APPLICABLE	<input type="checkbox"/> NO
DROP OFFS WITH NO BARRIER TO PROTECT THE USER FROM FALLING OFF THE LANDING AREAS AT THE TOP OF RAMP	<input type="checkbox"/> YES <input type="checkbox"/> NOT APPLICABLE	<input checked="" type="checkbox"/> NO

6.0 PLAYGROUNDS AND PLAY AREAS	
6.1 Playground Overall	
Name of Playground	Lion's Park Playground
Does playground appear to be in good overall condition?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is playground signage provided, secure and in good condition?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If no, describe.	Manufacturer labels missing.
Does the fencing appear to be in good condition with no exposed bolts, protrusions, or sharp edges noted?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is the playground area free of debris and broken glass?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are sidewalks, walkway areas, and other related paths in good condition with no potential tripping hazards noted?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

6.2 Composite Play Structure

The composite play structure was found to be in good condition with no damage or concerns noted.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are all vinyl coated chains in good condition with no pinch points or sharp edges noted?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is equipment free of sharp edges or rough surfaces?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are fasteners (S-hooks, lock devices, etc.) in good condition and fully closed?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are chains and / or cables in good condition and not worn out?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are nuts and bolts tight with no wear noted?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is equipment free of any newly developed protrusions (exposed bolts, screws, nuts) since the last inspection?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are platforms and other related areas smooth with no damage, openings or sharp edges noted?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are top portions, including protective barriers, support bars, climbing equipment and other related devices, fully secured with no noted movement?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Standard impact protection has been provided under and around all composite play structures.	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
--	-------------------------------------	-----	--------------------------	----

6.3 Tire Swings

Tire swings appear to be in good overall condition.	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Rotating swing hangers have bearings, bushings, or other means of reducing friction and wear of all moving parts and surfaces at the pivot point. (CSA Section 15.7.3)	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are all moving components free of excessive wear?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are tire swing fasteners (S-hooks, lock devices, etc.) in good condition and fully closed?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are tire swing support chains in good condition with no obvious wear or damage noted?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are tire swing support hangers in good condition and fully closed?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Is the tire swing support structure in good repair, secure with no noted movement?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are all vinyl coated chains in good condition with no pinch points or sharp edges noted?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Standard impact protection has been provided under and around all tire swings.	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No

6.4 Climbers

The climber was found to be in good condition with no damage or concerns noted.	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Is equipment free of sharp edges or rough surfaces?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are nuts and bolts tight with no wear noted?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Is equipment free of any newly developed protrusions (exposed bolts, screws, nuts) since the last inspection?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are platforms and other related areas smooth with no damage, openings, or sharp edges noted?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Standard impact protection has been provided under and around all climbers.	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No

6.5 See Saws

Are all see saws in good condition?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Sharp Points and Edges... Eqpt. free of splinters, sharp points, edges; tubing is capped; bolts free of burrs, sharp points, and edges. (CSA Section 12.3)	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Protrusions... All components pass protrusion test. Nuts, bolts, screws recessed, covered, or sanded smooth and level. (CSA Section 12.3)	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are all moving components free of excessive wear?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are support footings stable and buried below the protective surfacing materials?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are impact absorbing devices still in place and in good condition?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Is the see saw support structure in good repair, secure with no noted movement?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Is the fulcrum portion of the see saw device free of excessive movement (side to side)?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Standard impact protection has been provided under and around all see saws.	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No

6.6 Spring Toys

Are all spring toys in good condition?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Platform does not oscillate (move up and down). (CSA Section 15.9.6)	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Sharp Points and Edges... Eqpt. free of splinters, sharp points, edges; tubing is capped; bolts free of burrs, sharp points, and edges. (CSA Section 12.3)	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Protrusions... All components pass protrusion test. Nuts, bolts, screws recessed, covered, or sanded smooth and level. (CSA Section 12.3)	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are all moving components free of excessive wear?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Is the spring device still in good overall condition with no excessive play?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No

Is the spring toy support structure in good repair, secure with no noted movement?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are footholds and handholds in good condition with no apparent damage noted?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Standard impact protection has been provided under and around all spring toys.	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No

6.7 Merry-Go-Rounds

Are all merry-go-rounds or spinner devices in good condition?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Platform does not oscillate (move up and down). (CSA Section 15.9.6)	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Sharp Points and Edges... Eqpt. free of splinters, sharp points, edges; tubing is capped; bolts free of burrs, sharp points, and edges. (CSA Section 12.3)	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Protrusions... All components pass protrusion test. Nuts, bolts, screws recessed, covered, or sanded smooth and level. (CSA Section 12.3)	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are the merry-go-round platforms smooth with no damage, openings, or sharp edges noted?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are the merry-go-rounds free of any new gaps developed between portions of the platform?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are top portions of the merry-go-rounds, including support bars, hand holds, and other related devices, fully secured with no noted movement?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Standard impact protection has been provided under and around all merry-go-rounds.	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No

6.8 Garbage Cans, Benches, etc.

Are the garbage cans in good condition?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are the benches in good condition?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are the bleachers in good condition?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
If no, describe.	Paint chipping/flaking.			

6.9 Baseball Field

Does all sport field equipment appear to be in a good condition?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Do the sport field layouts and surfacing appear to be standard?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are fencing and backstops in good condition?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are bleachers and dugouts in good condition?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If no, describe.	Paint peeling/cracking.
Is standard signage provided for equipment and sport field use areas?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If no, describe.	General sign needed.

7.0 FACILITY GENERAL INFORMATION – Well/Pump Houses

LOCATION	KP & Glendale Well/Pump House	
ASSESSMENT TYPE	<input type="checkbox"/> BOAT LAUNCH <input type="checkbox"/> LANDFILL/TRANSFER SITE <input type="checkbox"/> PLAYFIELDS <input type="checkbox"/> PUBLIC BUILDINGS <input type="checkbox"/> RECREATIONAL CENTRE/COMMUNITY HALL <input type="checkbox"/> SWIMMING POOL/ICE ARENA <input type="checkbox"/> WATER SPRAY PARK	<input type="checkbox"/> CAMPGROUNDS <input type="checkbox"/> PLAYGROUNDS <input checked="" type="checkbox"/> PUBLIC WORKS <input type="checkbox"/> RECREATIONAL TRAILS <input type="checkbox"/> SKATEBOARD/BMX/BIKE PARKS <input type="checkbox"/> WATERFRONTS <input type="checkbox"/> WATER SYSTEM
SUMMARY AND GENERAL DESCRIPTION OF OPERATIONS		
<p>Two well/pump houses were inspected. Both were in good condition with no storage and clear access to all operational elements inside. Both secured externally and monitored by security.</p>		

8.0 FACILITY GENERAL INFORMATION – CW Shop & Wastewater Treatment Plant

LOCATION	124 Lagoon Road	
ASSESSMENT TYPE	<input type="checkbox"/> BOAT LAUNCH <input type="checkbox"/> LANDFILL/TRANSFER SITE <input type="checkbox"/> PLAYFIELDS <input type="checkbox"/> PUBLIC BUILDINGS <input type="checkbox"/> RECREATIONAL CENTRE/COMMUNITY HALL <input type="checkbox"/> SWIMMING POOL/ICE ARENA <input type="checkbox"/> WATER SPRAY PARK	<input type="checkbox"/> CAMPGROUNDS <input type="checkbox"/> PLAYGROUNDS <input checked="" type="checkbox"/> PUBLIC WORKS <input type="checkbox"/> RECREATIONAL TRAILS <input type="checkbox"/> SKATEBOARD/BMX/BIKE PARKS <input type="checkbox"/> WATERFRONTS <input type="checkbox"/> WATER SYSTEM
SUMMARY AND GENERAL DESCRIPTION OF OPERATIONS		
<p>The civic works shop is located at the end of a roadway that leads to a trail and the wastewater treatment plant behind the shop. The “shop” is comprised of a number of smaller buildings and one large “garage” style building. The wastewater treatment plant sits behind the shop buildings and has 5+ drying ponds, as well as several process areas before the ponds.</p>		
RISK EVALUATION		
See recommendations.		

9.0 FACILITY GENERAL INFORMATION – Curling Rink

LOCATION	1017 Glendale Avenue	
ASSESSMENT TYPE	<input type="checkbox"/> BOAT LAUNCH <input type="checkbox"/> LANDFILL/TRANSFER SITE <input type="checkbox"/> PLAYFIELDS <input type="checkbox"/> PUBLIC BUILDINGS <input type="checkbox"/> RECREATIONAL CENTRE/COMMUNITY HALL <input checked="" type="checkbox"/> ICE ARENA <input type="checkbox"/> WATER SPRAY PARK	<input type="checkbox"/> CAMPGROUNDS <input type="checkbox"/> PLAYGROUNDS <input type="checkbox"/> PUBLIC WORKS <input type="checkbox"/> RECREATIONAL TRAILS <input type="checkbox"/> SKATEBOARD/BMX/BIKE PARKS <input type="checkbox"/> WATERFRONTS <input type="checkbox"/> WATER SYSTEM
SUMMARY AND GENERAL DESCRIPTION OF OPERATIONS		
<p>The Curling Rink is a seasonal space that is operated by a third party through agreement. Overall, the space is in reasonably good condition for its age, however there is limited fire/smoke detection equipment in the space. Additionally, some drain covers at the fire exits were missing/protruding and the step into the storage room may cause a tripping hazard.</p>		
RISK EVALUATION		
<p>See recommendations.</p>		

10.0 FACILITY GENERAL INFORMATION – Firehall

LOCATION	414 Bake Avenue	
ASSESSMENT TYPE	<input type="checkbox"/> BOAT LAUNCH <input type="checkbox"/> LANDFILL/TRANSFER SITE <input type="checkbox"/> PLAYFIELDS <input checked="" type="checkbox"/> PUBLIC BUILDINGS <input type="checkbox"/> RECREATIONAL CENTRE/COMMUNITY HALL <input type="checkbox"/> SWIMMING POOL/ICE ARENA <input type="checkbox"/> WATER SPRAY PARK	<input type="checkbox"/> CAMPGROUNDS <input type="checkbox"/> PLAYGROUNDS <input type="checkbox"/> PUBLIC WORKS <input type="checkbox"/> RECREATIONAL TRAILS <input type="checkbox"/> SKATEBOARD/BMX/BIKE PARKS <input type="checkbox"/> WATERFRONTS <input type="checkbox"/> WATER SYSTEM
SUMMARY AND GENERAL DESCRIPTION OF OPERATIONS		
<p>The firehall is a two-storey building with the vehicles below and office and training/flex space above. There were limited smoke or fire detection devices in the building, and a fire exit area was blocked by storage. There is some concern about the fire exit upstairs that leads to the roof space, and the stairs down to the lane are not restricted, with the roof having no guardrail in place, which may result in a significant fall from height for an unauthorized user accessing the space.</p>		
RISK EVALUATION		
See recommendations.		

11.0 FACILITY GENERAL INFORMATION – Wellness Centre

LOCATION	414 Baker Avenue	
ASSESSMENT TYPE	<input type="checkbox"/> BOAT LAUNCH <input type="checkbox"/> LANDFILL/TRANSFER SITE <input type="checkbox"/> PLAYFIELDS <input checked="" type="checkbox"/> PUBLIC BUILDINGS <input type="checkbox"/> RECREATIONAL CENTRE/COMMUNITY HALL <input type="checkbox"/> SWIMMING POOL/ICE ARENA <input type="checkbox"/> WATER SPRAY PARK	<input type="checkbox"/> CAMPGROUNDS <input type="checkbox"/> PLAYGROUNDS <input type="checkbox"/> PUBLIC WORKS <input type="checkbox"/> RECREATIONAL TRAILS <input type="checkbox"/> SKATEBOARD/BMX/BIKE PARKS <input type="checkbox"/> WATERFRONTS <input type="checkbox"/> WATER SYSTEM
SUMMARY AND GENERAL DESCRIPTION OF OPERATIONS		
<p>The wellness centre is also leased to a third party. There were limited smoke or fire detection devices in the building, and a fire exit door has a thumb turn lock, which may be confusing in an emergency.</p>		
RISK EVALUATION		
<p>See recommendations.</p>		

12.0 FACILITY GENERAL INFORMATION – Village Office

LOCATION	423 Davies Street	
ASSESSMENT TYPE	<input type="checkbox"/> BOAT LAUNCH <input type="checkbox"/> LANDFILL/TRANSFER SITE <input type="checkbox"/> PLAYFIELDS <input checked="" type="checkbox"/> PUBLIC BUILDINGS <input type="checkbox"/> RECREATIONAL CENTRE/COMMUNITY HALL <input type="checkbox"/> SWIMMING POOL/ICE ARENA <input type="checkbox"/> WATER SPRAY PARK	<input type="checkbox"/> CAMPGROUNDS <input type="checkbox"/> PLAYGROUNDS <input type="checkbox"/> PUBLIC WORKS <input type="checkbox"/> RECREATIONAL TRAILS <input type="checkbox"/> SKATEBOARD/BMX/BIKE PARKS <input type="checkbox"/> WATERFRONTS <input type="checkbox"/> WATER SYSTEM
SUMMARY AND GENERAL DESCRIPTION OF OPERATIONS		
<p>The village office has a small public area at the front and several offices in the remaining space. There are limited smoke or fire detection devices in the building, and a fire exit door opens inwards and is always locked, which may be confusing in an emergency.</p>		
RISK EVALUATION		
<p>See recommendations.</p>		

13.0 PHOTOGRAPHS

Salmo Youth & Community Centre – Gym/Workout Area



Picnic Shelter – KP Park



Playground – KP Park



Baseball Diamond – KP Park



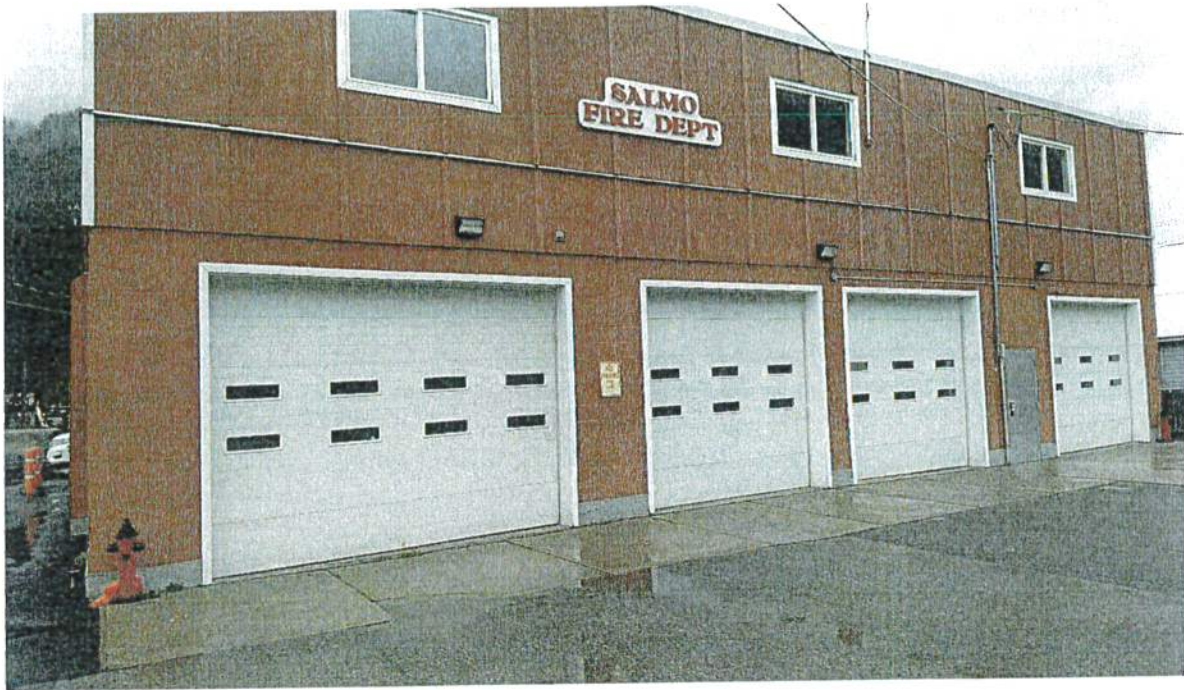
Playground – Lions Park



Wastewater Treatment Plant



Firehall



Wellness Centre





The Corporation of the Village of Salmo

Report to Council

Report Date: November 21, 2024
Meeting Date: November 26, 2024 (#18-24)
From: Fred Paton, Public Works Foreman
Subject: Public Works Report for November, 2024

1. OBJECTIVE

To update Council on Public Works operations.

2. DISCUSSION

2.1. Fall Activities

- (a) Gas line installation completed at the Recycling Depot.
- (b) Glendale bridge patching repairs completed.
- (c) Commercial Vehicle Inspection completed on the plow truck.
- (d) Fall clean-up completed.
- (e) Semi-Annual water chlorination now complete.
- (f) Commercial Vehicle Inspection completed on Fire Truck (E-6)
- (g) One water shut off/on completed.
- (h) Upcoming and Current Projects:
 - 1. Glendale Bridge Handrails Engineering
 - 2. WWTP Harmonics Upgrade
 - 3. Sayward Avenue culvert replacement

2.2. Attachments:

- (a) NIL



Fire Chief's Report: November 01, 2024

Regular Council Meeting #18-24

Since the last report on October 1st, 2024 the Salmo Fire Department responded to 6 calls:

4 False Alarms 1 Burn Complaint 1 Lift Assist

DESCRIPTION

Once again none of our calls last month were very serious in nature. Strangely enough, we did not receive any calls for any highway incidents.

One strange call I listed as a false alarm. It was for an Apple watch activation for an emergency situation. It turned out that the person was playing with their new watch and they hit a wrong button. Because of poor cell service in the area, Apple was not able to contact them immediately, so we were dispatched. Before we were able to leave the fire hall, Apple was finally able to confirm that it was a false alarm.

One false alarm was caused by work being done on an alarm system. The other two false alarms were at a commercial business. It is not known what caused the alarms (both on the same night at 22:55 and again at 03:11). The owners were going to disconnect the sensor in the room reported until they could find the cause, or get the sensors checked or replaced.

Misc.

We had Jason McNeil retire from the department after more than 31 years of very active service to the department.

Plans have been made to have Ymir attend one of our Jaws practices, this way we can come up with a system to see how they can help us the most at calls.

Originally Signed By:

David Hearn, Fire Chief

CHIEF'S REPORT
Annual General Meeting
November 02, 2024

Please consider this as the Chief's report for the past year

Deputy Chief: Sean Horton

Captains: John Soriat
Kirk Sawchenko
Ian Main
Jarred Grant

Training Officer: David Hearn

Our current roster shows 27 members (as of September 30, 2024).

During the last year the department has lost four members;
Caleb Speedie, Kyle Parks, Dylan Gray and Kirsten Faris

We gained five new members;
Mitch Clement, Tara Boag, Josh Appleton, Spencer Therrien and
Laura Stavast

Training

We have practiced:

- Basic fire fighting
- SCBA's
- Auto extrication
- Over the bank rope rescue
- Car fires
- Communications
- And more

We had a few members get their Level 1 First Aid Tickets.

We had two members attend a heavy duty extrication course with the Regional District Fire Halls. These members are bringing back the information they learned to share with the rest of the department.

All this training shows the commitment that our members are willing to do to make our community a safer place to live.

Safety

We had all our SCBA's serviced and flow tested as is required by Work Safe BC. Driver's abstracts have been collected from all our members as required by Commercial Vehicle Safety and Enforcement (CVSE). We had a third party attend our hall to service the pumps in all our trucks as part of our annual vehicle maintenance. We have appointments made to have our trucks commercially inspected so that we can renew our vehicle insurance at the end of the year. We had an SCBA air test sample kit sent away to be tested, as also required by Work Safe BC.

Equipment

The tender is serving us well, even though it only responded to one fire call with it this last year. We normally have this truck respond early on in a fire that is outside the village, and thus provide a source of water when we are away from fire hydrants.

The JAWS van is working well for us, and we are continuing to make improvements to this vehicle, but it is getting very loaded with equipment. We will have to look at replacing it in the next several years.

The Fast Attack attends many calls, and the CAFS has been a great asset in allowing us to use less water to extinguish various fires.

E6 has been working great for us. The CAFS has been very useful in extinguishing a few fires in the last year. It is hard to believe, but this engine is now twelve years old. We recently had a leak in one of our fittings from the pump. A two inch elbow was leaking from a rather large hole that developed in the fitting. Fortunately one of our members was able to remove the affected fittings and replace it.

E5 is serving us very well as our back up engine and has been required at several calls this last year. This truck is required for us to have according to WorkSafe BC for any structure fire. For any interior attack we require a secondary water supply established within 10 minutes of the first truck arriving on scene to have a Rapid Intervention Team ready to rescue our fire fighters. A fire engine is only recognized until it is twenty years old, after that it has to undergo annual flow testing to make sure it meets the standard. However, it could only be recognized until it was 25 years old. This 25 year age limit was changed this year to allow smaller departments to extend the life of a fire engine to 30 years. We have had a third party perform pump flow tests on this engine for the last four years, and it is just about exactly meeting the original specifications of the engine when it was new. We will need to plan on replacing this engine by the April 19, 2031, as it will then been in service for 30 years. Currently the wait time for a new fire engine is roughly three years from the time an order is placed. But before an order

can be placed all the specs have to be figured out and pricing has to be obtained. All this takes another six months to a year. So we will need on planning on replacing this engine in the next few years (especially if financial planning is involved with the major capital expense). The regulations on replacing a fire engine are put in place by the Insurance Underwriters. If we were to lose our current rating with them, then our insurance rating for the community would change, and as a result everyone would have to pay much higher fire insurance premiums.

Budget

Replacing our existing Jaws van needs to happen in the next few years. We require something that is designed to carry the heavy loads we carry and is laid out better as a rescue vehicle. This is our most used piece of apparatus that goes out in the worst conditions, so our new unit should be equipped with 4 wheel drive so that we can safely get to our calls. (We have had to be towed by another vehicle a couple of times when we could not get started on an icy hill.) Our Jaws Reserve Fund is \$245,806.03, so this would be a good start on purchasing a new vehicle.

I am still hoping that within a few years we will also be able to house the tender at the fire hall with the rest of our fire department vehicles. In the last 5 years we have had working floor drains put in the three truck bays downstairs, as well as having the floors downstairs painted. I hope that one day we will see the completion of the concrete apron with a proper slope in front of the fire hall.

We are continuing to upgrade our turn out gear by purchasing new gear to replace the older gear. We are also applying for grants for the purchase of gear, and other equipment. Last year we ordered two small personal sized thermal imaging cameras to use at many of our calls.

The upstairs of the fire hall is looking great. The great addition to the hall is having cleaners in twice a month to clean our hall.

Calls of Note

➤ JAWS:

- ❖ 1 – In November crews responded to a single vehicle MVI on Kootenay Pass. Crews arrived to find two people trapped in their vehicle, which was on its side. Crews had to remove the roof to extricate the two victims.
- ❖ 2 – In May we were dispatched to a single vehicle roll over with entrapment. Crews had to deal with limited space because of the parked travel trailer that the vehicle impacted. Crews had to extricate the person using the Jaws. This was the first of three calls that happened at this address during the year.
- ❖ 3 – In June we were called for a single vehicle roll over, west of Salmo. Crews arrived to find a badly damaged vehicle on its roof in the middle of the road. It was a complicated extrication, but when we got the person out, he was declared deceased.

➤ Fire:

- ❖ 1 – In November we were paged out to a motorhome fire on 6th Street. Unfortunately the approaches to the bridge were out, as repairs were being made to the approaches to the bridge. As a result the fire trucks had to drive around the mountain to get to the scene. We were able to limit the amount of damage to nearby structures. The house across the alley got a cracked picture window, and the nearby garage had some exterior fire damage.
- ❖ 2 – In March crews responded to lines down north of Salmo. Although the lines affected were not power lines (they were

communication lines), we remained on scene for several hours to do traffic control until flaggers could relieve us. We had to divert all traffic into the northbound lane, but this still only gave us inches in height to spare for the chip trucks and other big trucks to fit under the sagging telephone lines. Had these lines broken, Salmo would have been without internet and cell service (and possibly phone service) until repairs could be made.

- ❖ 3 – In April crews responded to a trailer fire outside of the village. On arrival one trailer was fully engulfed, and a second attached trailer was burning as well. Crews had to deal with combative individuals and other persons. Fortunately we asked for RCMP attendance as we were responding, and they dealt with the individuals.
- ❖ 4 – In June crews responded to a wind event where we were getting several reports of trees across highways and power lines. Crews split up and attended several scenes, including clearing several trees off the highway near the old radio station.
- ❖ 5 – Also in June crews responded to a structure fire during the day. We had a minimal number of members in town that day. We had four members that were able to successfully extinguish a fire in a laundry room in the basement of a house.
- ❖ 6 – In August crews responded to a report of a vehicle fire at Erie. Crews in E6 were met at the highway by a person on a quad that was going to guide them in to the site. On the way in, they came across a bridge that probably would not be able to stand up under the weight of the fire engine. Two members got a ride in on the quad and were able to contain the fire that was spreading through the grass until a second

crew arrived in the Fast Attack. Crews set up a pump in Erie Creek to fully extinguish the fire.

Notes

The ever increasing regulations that are being placed upon fire departments is making the position of volunteer fire chiefs much more time consuming every year. As such, serious consideration has to be given to making the fire chief's position a paid position that reflects the hours and responsibilities that are entailed. During the last three months I have spent an average of 120 hours per month doing fire department duties. The wage paid to the fire chief has increased slightly the last few years, but had not previously seen an increase since before 1994. While the workload on the fire chief has increased exponentially. We are also one of the busier fire halls for call volume. For example Nakusp has a half time fire chief, but this year their call volume was less than half of what we had.

Public education is continuing with the residents in and around Salmo with monthly news articles and Facebook posts. We can now resume in person tours of the fire hall for school children and visits to daycare groups. We had a group from the Salmo Library Summer Reading Group tour the fire hall this summer.

I have been in discussion for the last couple of years with the RDCK about having our fire protection area shrunk to fit the actual geographic areas that we are capable of responding to. Currently our contract area includes large tracks of crown land that is not accessible for a structural fire department to attend and is property for which we do not receive any money to protect. These areas are on steep mountainsides with no road access and usually next to no water. Examples of these areas are the mountain east of Salmo and the Sheep Creek and Canex areas. These

areas would be much better served by BC WildFire with their helicopters and greater manpower. Technically, if a wildland fire were to occur within our fire protection boundary it is our responsibility to stay on site until the fire is out. This takes away the fire protection services from our public that is paying for and expecting our services. And we do not have any way of compensating our members to be away from work for a few days to fight the fires and do a complete mop up of a fire scene.

The Fire Smart Program is still being well received in the Salmo area. The RDCK has someone actively covering the Salmo area. He attended several of the farmer's markets to get the word out and has done several FireSmart assessments in the Salmo area.

Our number of calls is more than 40% higher than that of our twenty two year average, and is nearly fifteen percent higher than our five year average. Highway rescue calls remain our largest source of calls this year, making up nearly 50% of our call volume (a 10% percent increase from last year). Our calls for highway rescue continue to remain our 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.

Our junior firefighter program is proving to be a welcome addition. We have three students from Salmo Secondary School join our ranks the last years as junior firefighters, as it counts as volunteer credits towards their graduation. These junior members train alongside of our regular members and will be able to help at some scenes, but they will not be put in any risky situation.

Our Garmin In Reach GPS is still proving to be a very reliable device that marks the locations of all our calls and sends the location by satellite messaging to all our members. We are also able to text with this device from anywhere. We are also able to request members come to major calls where more manpower is required. This has proved very effective on a number of occasions. Many of our firefighters have

agreements made with their employers that allow them to leave work if it is a real emergency.

We strongly rely on our Who's Responding App. The app allows members to listen to live radio communication on their cell phones while they are away from Salmo. Members can hear what is being said and can decide if they need to respond. Members click on the app that they are responding to a call. This way others are able to see who is responding. By clicking that a member is responding, we are able to see where the person is, and how far away from the fire hall they are (this only works in areas with cell service, and if they have location turned on in their phone. And this tracking only works when a member hits that they are responding, and will only work for the duration that the member allows themselves to be tracked for (usually 15 or 30 minutes)).

Turn out for calls during the workday has been poor at times, with only 2 or 3 members being able to respond to some events. Having only 3 or 4 members around during the day is not ideal for us; we need to try to find a way to have more members around during the weekday in order to respond to calls. We do have several members to our roster that work shift work and are often around Salmo during the work day.

The Ymir Fire Department has seen a great increase in its membership and their training. We can now rely on them more for mutual aid calls. We plan on inviting members of the Ymir Fire Department to take part in some of our practices so that we can get them to be able to assist us better on extrication calls and rope rescue calls. Also this team work may spur their members to become more active.

The moral within the department is still rebounding after all the COVID situations, as is shown in our attendance at our practices. I hope that we are able to carry forward this enthusiasm and dedication to build an even stronger department. With our roster standing at 27 members and an average attendance of 12.9 members per practice; the Salmo Fire Department is still in a fairly healthy state, and we are getting some new

active members. We put ads in the Salmo Valley Newsletter and on Facebook and have attracted a couple of people to join our department. The Salmo Fire Department is still the envy of fire departments in the area that are struggling with lack of members and poor attendance.

The Salmo firefighters are committed to the service of the people in the Salmo Valley, and all people that are passing through the area. Salmo is a much better place to live because of the commitment and dedication that you have shown by being members of our Department.

A good team is invaluable to a fire chief, and I believe that the Salmo Fire Department is the best team in the Kootenays.

David Hearn

Fire Chief

Salmo Volunteer Fire Dept.



Bylaw Officer's Report: Oct 1, 2024, to Oct 31, 2024

Regular Council Meeting #18-24

Complaints:

INFRACTION TYPE	NO. OF INFRACTIONS	RESOLUTION
Nuisance	1	<ul style="list-style-type: none">• One (1) complaint about a commercial property in Salmo that is not currently open but has people residing in the space and illegal activity taking place. This is an ongoing issue which involves RCMP. The Bylaw Officer and CAO have attended the location and staff have corresponded with the owner of the building multiples of times. Will follow-up to attempt to gain compliance.
Animal Related	1	<ul style="list-style-type: none">• One (1) complaint from a resident about a rooster on a residential property. The Bylaw Officer attended and spoke to the owners. They agreed to rehome the rooster. Will follow-up to ensure compliance.

Enforcement

INFRACTION TYPE	NO. OF INFRACTIONS	RESOLUTION
Traffic	2	<ul style="list-style-type: none">• The Bylaw Officer left a notice on one (1) car parked on the boulevard without license plates. The owner of the car complied and put plates on the vehicle and moved it.• One (1) large travel trailer parked in a back alley. This is an ongoing issue and the Bylaw Officer spoke to the owner multiples of times. The owner complied and moved the trailer.
Unsightly	1	<ul style="list-style-type: none">• The Bylaw Officer left a notice at one (1) residence with long grass. Grass was cut and compliance achieved.
Garbage	1	<ul style="list-style-type: none">• The Bylaw Officer went to one (1) residence with garbage pulled all over the yard. He knocked but no one was home. The owner of the residence cleaned the garbage up and compliance was achieved.

Information submitted by:

Fred Nevakshonoff, Bylaw Officer



The Corporation of the Village of Salmo

CAO Report

Report Date: November 1, 2024
Meeting Date: November 26, 2024 (#18-24)
From: CAO Derek Kwiatkowski
Subject: CAO Report

1. Administration will be participating in discussions of changes to the Fire Safety Act via Zoom with other regional CAO's on December 5, 2024.
2. Administration will be meeting with the City of Castlegar on November 27th to discuss collaboration opportunities.
3. The Village has hired a new Administrative Assistant with a start date of December 2, 2024.
4. A staff meeting was held on November 20th to discuss staff budget priorities.
5. The representative from Navy & Sage Benefits met with the CAO for a yearly overview.
6. The Village of Salmo residents showed their support for our veterans with a well attended Remembrance Day Ceremony in heavy rain.
7. There is a Community Needs Survey available on our website & social media as part of the Village's regional collaboration with the RDCK.
8. Village staff is reviewing the water license to determine usage & capacity.
9. The Village Office has had the heat pumps installed.
10. Due to some minor building discrepancies, administration will be bringing back the Park & Amenities Inspection Policy to Council for approval for the December 10, 2024 meeting.

Staff Recommendation:

That Council accept the CAO report for information.



The Corporation of the Village of Salmo

CAO Report

Report Date: November 20, 2024
Meeting Date: November 26, 2024 (#18-24)
From: CAO Derek Kwiatkowski
Subject: CAO Report, Accessibility Survey

Discussion:

The Village created & released an accessibility survey on September 17th, with the goal of creating a more accessible community as part of a regional collaboration effort. The Village has tabulated the results and received some constructive feedback on potential options for Village infrastructure and community priority.

Some noted concerns:

1. Adjustments to pedestrian infrastructure.
2. Information for new residents.
3. Increase in regional transportation services to access governmental services.
4. Better sound needed for viewing Council Meetings virtually.

The next part of the process is to create a Village Accessibility Plan based on the responses & Council direction to forward on to our regional partners to review. Once the district reviews the Village draft plan with recommendations, Council will be in position to provide approval. Administration has received enough responses to begin drafting an accessibility plan.

Staff Recommendation:

That Council direct staff to create a draft Accessibility Plan for Council to review at the first Regular Council meeting in 2025.

Options:

That Council direct staff to table the creation a draft Accessibility Plan for Council.



The Corporation of the Village of Salmo

Request for Decision

Report Date: November 21, 2024
Meeting Date: November 26, 2024 (#18-24)
From: Derek Kwiatkowski, Chief Administrative Officer
Subject: MIABC Best Practices Assessment Report

1. **OBJECTIVE**

For Council to decide to adopt the recommendations in the MIABC Best Practices Assessment Report.

2. **DISCUSSION AND ANALYSIS**

MIABC is conducting inspections of municipalities to help assess their risk assessment and provide feedback based on industry standards & best practices. Staff conducted a risk assessment survey as well as spoke to the representatives of MIABC as part of this assessment. A goal of the assessment is to assist municipalities create bylaw and policy frameworks aimed at protecting the Village from unnecessary loss. There were 7 categories of questions:

1. Contract Management
2. Paved Infrastructure
3. Building Maintenance & Safety
4. General
5. Sanitary Sewer Lines
6. Outdoor Recreation Spaces
7. Elected Officials

The recommendations from the report speak to the need of increasing policy and bylaw framework & to continue to work with MIABC to align recommendations with strategic goals. The Village has already completed some of the recommendations in the report, such as the passing of the Parks & Amenities Inspection Policy. MIABC has expressed positivity that the Village is already working towards some solutions organically, however they will be quick to point out that the Village has work to do.

Some of the recommendations for policy documentation is a matter of formalizing best practices that the Village is already completing. Benefits for completing the recommendations will include safer operating practices & decreasing the Village's financial & operational risk. This also aligns with the Village's general direction to formalize operations & create an more accurate budget.

3. **STAFF RECOMMENDATION**

That Council direct staff to adopt the recommendations in the MIABC Best Practices Assessment Report.

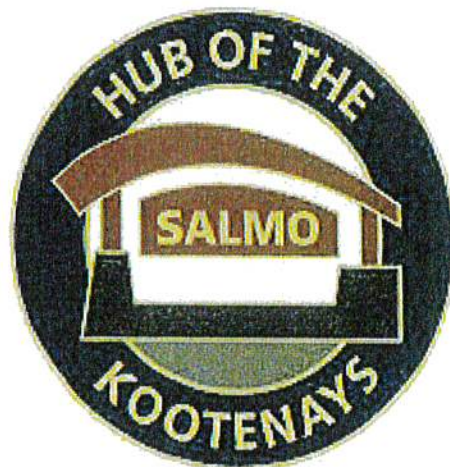
4. ALTERNATIVES

That Council decline to adopt the recommendations in the MIABC Best Practices Assessment Report.



MUNICIPAL INSURANCE ASSOCIATION
OF BRITISH COLUMBIA

Best Practices Assessment Report



Date of Assessment: October 16, 2024
 Primary Contact: Derek Kwaitkowski, CAO
 Other Contacts:

Introduction

Thank you for participating in the best practices assessment with us. This report highlights specific questions and responses, analyzed and rated using the traffic light system below.

We have highlighted some strengths for the team and while these are commendable, maintaining them requires ongoing effort, so we have included some suggestions to help with this.

We have limited the areas of improvement to five key points to help focus where you would benefit the most from a resources and time perspective. You will see that we have identified tools and resources that are available now in our members-only section of the website (this is a quick and easy registration if staff do not have an account on the website yet!). Additionally, we have highlighted services in the Loss Control Program that would also be beneficial and starting in 2025, you will have access to one loss control service each year.

Risk Score	Notes
LOW	A low (green score) indicates no significant risk management concerns. However, it may be beneficial to suggest some tools or resources for review to help you stay up to date with best practices.
MEDIUM	A medium (yellow score) indicates that while there may be some risk management concerns, they are not substantial at the moment. However, without intervention or attention, these concerns could develop into a major or extreme loss or claim over time
HIGH	A high (red score) indicates a risk of major or extreme chance of loss or claim. Action is recommended to lower the risk.

Strengths

Contract Management	Risk Score: MEDIUM
4 Do you require that all agreements or contracts in delivering or supporting services to your community are in writing?	
5 Do you have a written standard process for all agreements and contracts your local government enters into?	
<p>A: The Village does require that contracts with core service providers be in writing, follow a formal process and contain both provisions for indemnity and insurance requirements. However, facility user agreements do not have the same degree of requirements and do not include a method of risk transfer. Currently, only the CAO is allowed to sign off on the contracts</p>	
<p>Recommendations: These operational practices would benefit from a formalized written document that reflects the process and expectations of those who interact with agreements or contracts. There should also be a system for review and update that is routinely followed for all written procedure or policy documents.</p>	

Resources Available Now

- 
[Certificate of Insurance Templates](#)
- 
[Contract Review Checklist](#)
- 
[Risk & Insurance Tool for Contracts](#)
- 
[Webinars & Workshops in MIABC Learning Library](#)

Loss Control Services in 2025

- 
[Document Services](#)
- 
[Policy Services](#)

Paved Infrastructure	Risk Score: MEDIUM-HIGH
----------------------	-------------------------

16 Do you have a written policy for the inspection and maintenance of paved surfaces?

17 Does your local government have a written snow and ice clearing policy for roads and sidewalks?

A: The Village has a boulevard policy as well as a sidewalk inspection policy which are kept up to date. The Village has not done the same for roadways. Record keeping is informal and general relies on written correspondence between parties. There is a formal snow and ice clearing policy which is thorough and up-to-date. Record keeping from the actions of these processes is inconsistent.

Recommendations:
 While there is a policy in place in the noted areas, roadways do not have a formal policy. It is recommended that you consider implementing a policy to address this area. A policy document should be ratified by council or senior management taking into consideration achievable actions based on a balancing of resources and competing priorities. Once the policy is in place, it is important to follow your policy and record that it is being followed.

This is reflected through:

- training
- documentation of inspection findings, actions taken, follow ups etc.
- proper storage methods of documentation
- process for review to ensure operations taken continue to be accurately reflected

Please consider using the following to ensure the local government keeps up to date with best practices.

Resources Available Now

Loss Control Services in 2025

			
Policy Development Toolkits	Webinars & Workshops in MIABC Learning Library	Ask Us Anything	Risk Management Grant

	
Policy Services	Customized Training

Areas For Improvement

The below areas are included to form part of your action or workplan over the coming years

Building Maintenance and Safety	Risk Score: HIGH
<p>12 Does your local government have a written policy for the inspection and maintenance of buildings?</p>	
<p>12a Is your policy up to date and reflects current operational practice?</p>	
<p>A: The Village has operational practices in place, but does not have a formal policy. Each facility has their own operational practices, which are supported by an asset management schedule for certain maintenance items. This schedule addresses some, but not all, areas of the building.</p>	
<p>Recommendations: It is recommended that you formalize the current operational practice into a written policy. A policy document should be adopted by council or senior management taking into consideration achievable actions based on a balancing of resources and competing priorities. Once the policy is in place, it is important to follow your policy and record that it is being followed. A written policy should include, but not be limited to:</p> <ul style="list-style-type: none"> - A routine for documentation of inspections and any subsequent maintenance actions from the inspection; - Proactive review cycle to ensure the document accurately reflects operational practice; - A process where any changes to these documents trigger a training or overview session for staff that have a role in managing these assets. <p>Additionally, please consider using the following to ensure your local government is up to date with best practices.</p>	

Resources Available Now



[Risk Management Grant](#)



[Policy Development Toolkits](#)



[Ask Us Anything](#)



[Webinars & Workshops in MIABC Learning Library](#)

Loss Control Services in 2025



[Policy Services](#)



[Customized Training](#)

General	Risk Score: HIGH
1 Do you have a written policy or procedure for records management for your local government?	
3 Does your local government have a written business continuity plan or program?	
<p>A: The Village relies on procedures for records' management, based on a system devised by the Corporate Officer. When there is a change or new policy introduced, this is discussed at weekly staff meetings in advance of implementation or council consideration as part of standard practices. There is not at this time a Business Continuity plan for the Village as a whole, though there is a plan for Emergency Management. Salmó has had many staffing changes so there is existing ability for others to step into a role outside of their own to get the work done, however this is not a formal process and there is no written policy.</p>	
<p>Recommendations: It is recommended that the process for records management for the whole organization is reviewed and documented to provide clear guidance to staff. Additionally, It is recommended that you consider a cross-departmental working group to create a formal process to ensure that plans are created, maintained and current for a future interruption event. The MIABC Business Continuity Toolkit will be available in early 2025 and will be a useful tool to assist in this process. Additionally, please consider using the following to ensure your local government is up to date with best practices.</p>	

Resources Available Now

Loss Control Services in 2025

 Policy Development Toolkits	 Webinars & Workshops in MIABC Learning Library	 Business Continuity Hub	 LGMA Records & Information Management Manual	 Policy Services
--	---	--	---	--

Sanitary Sewer Lines	Risk Score: HIGH
----------------------	------------------

14 Does your local government have a written inspection and maintenance policy for sanitary sewer systems?

14a Is your policy up to date and reflects current operational practice?

A: To date there is no formal policy and any existing processes are tied to operational practices and existing regulations. There is a plan to review this area specifically regarding operations during the Fall policy and bylaw review.

Recommendations:
 While there may be operational practices in place, it is not written. It is recommended that you consider creating a policy to address these areas. A policy document should be adopted by council or senior management taking into consideration achievable actions based on a balancing of resources and competing priorities. Once the policy is in place, it is important to follow your policy and record that it is being followed.

This is reflected through:

- training
- documentation of inspection findings, actions taken, follow ups etc.
- proper storage methods of documentation
- process for review to ensure operations taken continue to be accurately reflected

Please consider using the following to ensure the local government keeps up to date with best practices.

Resources Available Now

Loss Control Services in 2025

- | | | |
|--|---|--|
| 
Policy Development Toolkits | 
Webinars & Workshops in MIABC Learning Library | 
Ask Us Anything |
|--|---|--|

- | | |
|--|--|
| 
Policy Services | 
Customized Training |
|--|--|

Outdoor Recreation Spaces	Risk Score: HIGH
11 Does your local government have a written policy for inspection and maintenance of all outdoor spaces?	
11b Is there a process for training staff on new policy and policy updates, to ensure they are aware of their role in implementing and following the policy.	
A: The Village does not currently have a policy in place and relies on processes that occur seasonally, with the most notable work in the spring. The process is based on an annual checklist that includes whether a follow-up action is required. If a follow-up is required, then the information will be stored/documented. If there is no follow-up action needed, no record is kept of the inspection.	
<p>Recommendations: It is recommended that you formalize the current operational practice into a written policy including how inspection records are documented. A written policy should include, but not be limited to:</p> <ul style="list-style-type: none"> - A routine for documentation of inspections and any subsequent maintenance actions from the inspection; - Proactive review cycle to ensure the document accurately reflects operational practice; - A process where any changes to these documents trigger a training or overview session for staff that have a role in managing these assets. <p>Additionally, please consider using the following to ensure your local government is up to date with best practices.</p>	

Resources Available Now



[Webinars & Workshops in MIABC Learning Library](#)



[Policy Development Toolkits](#)

Loss Control Services in 2025



[Policy Services](#)



[Customized Training](#)

Elected Officials	Risk Score: HIGH
9 Have all of your newly elected officials completed communications training?	
10 Do you provide training or information outlining your elected officials' role in policy adoption and the importance of policy?	
A: The Village does not have a formal process for communications training. Only the Mayor and CAO are authorized to give public statements, though the Mayor has not received any media training. With respect to policy education for elected officials, the Village does not have any internal requirements. The Village does not guide or track what, if any, training individuals on Council may receive at LGLA conferences.	
Recommendations: It is recommended that the Village create a formal policy with respect to the suggested minimal training for Elected Officials. Consider using the following to ensure you are up to date with best practices specifically webinars such as "A Matter of Policy: Marchi v. the City of Nelson Unpacked" and LGLA/Chapter training to supplement what is already in place.	

Resources Available Now

		
Policy Development Toolkits	Claims Management	Ask Us Anything

Loss Control Services in 2025

	
Document Services	Policy Services

Closing Remarks

When reviewing the Areas for Improvement section, consider these steps to prioritize and determine the best course of action:

- Consult with Teams: Discuss with leadership and relevant departments. Evaluate the impact and align with strategic goals.
- Request Claims History: Gather and analyze data on claims history from the MIABC. Focus on high-risk areas.
- Work with the MIABC: Get guidance from our risk management services team to help you develop an informed action plan.

If you have any questions about this report or services indicated, including if you can use your risk management grant funds to reduce any of these risks, please contact us at AskUsAnything@miabc.org. We look forward to working with you to reduce the identified risks.



The Corporation of the Village of Salmo

Request for Decision

Report Date: November 21, 2024
Meeting Date: November 26, 2024 (#18-24)
From: Derek Kwiatkowski, Chief Administrative Officer
Subject: Contract for Financial Services with the City of Nelson

1. OBJECTIVE

For Council to decide to agree to the terms of the contract for financial services from the City of Nelson.

2. DISCUSSION AND ANALYSIS

The City of Nelson provides budgeting & financial services to the Village to assist with the complexities of the local government financial requirements. This service has been very beneficial to the Village over the years, helping improve the Village's financial situation while providing beneficial guidance for implementing financial best practices. The current contract is up for renewal.

With the upcoming projects for infrastructure & planning, the continuation of this service would be of great value to the Village. The contract duration is for 3 years & includes the services for 2024-2026. The contract price is reviewed annually & approved by each party.

3. STAFF RECOMMENDATION

That Council approve the "Contract for Financial Services" with the City of Nelson.

4. ALTERNATIVES

That Council table the discussion of the "Contract for Financial Services" with the City of Nelson for a subsequent meeting.

CONTRACT FOR FINANCIAL SERVICES

THIS AGREEMENT is dated for reference the ___ day of _____, 2024.

BETWEEN:

THE CORPORATION OF THE VILLAGE OF SALMO, a British Columbia municipality having an address at 423 Davies Avenue, PO Box 1000, Salmo, BC, V0G 2B0

(the "Municipality")

AND:

THE CITY OF NELSON, a British Columbia municipality having an address at Suite 101, 310 Ward St. Nelson, BC, V1L 5S4

("Nelson")

WHEREAS:

- A. The Municipality is a British Columbia municipality and requires financial management services necessary for its proper operations;
- B. Nelson is also a British Columbia municipality with experienced staff capable of providing the services contemplated by this Contract;
- C. The Municipality wishes to engage Nelson to provide the Services on the terms and conditions herein set forth; and
- D. Pursuant to Section 8 of the *Community Charter*, a municipality may enter into agreements to provide services that are necessary or desirable.

NOW THEREFORE this agreement witnesseth and it is hereby agreed by and between the parties hereto as follows:

1. INTERPRETATION

1.1 Definitions

In this Contract unless something in the subject matter or context is inconsistent therewith, the capitalized terms herein will have the meanings set out below:

- (a) **"Confidential Information"** means:
 - (i) any information, in whatever form (including written, oral or stored in any computer or other electronic, magnetic or optical storage system), which is non-public, confidential or proprietary in nature, whether marked as such or not, obtained directly or indirectly from the Municipality and whether obtained by Nelson before or after the date of this Contract, including without limitation, corporate records and employee records;

- (ii) any information, in whatever form, designated by the Municipality in writing as confidential or proprietary or marked with words of like import when provided to Nelson or any other Person;
- (iii) information orally conveyed to any director, officer, employee or other representative of Nelson, if the Municipality states at the time of the oral conveyance or promptly thereafter that such information is confidential, and provides specific written confirmation thereof to Nelson within ten (10) days of the oral conveyance; and
- (iv) all Work Product as defined in this Contract, except as may be agreed in writing by the parties as falling outside the definition of Confidential Information;

but does not include information:

- (v) which was in the possession of Nelson prior to disclosure by the Municipality;
- (vi) which is already in the public domain or which subsequently becomes part of the public domain other than through disclosure by Nelson;
- (vii) which is independently developed or learned by Nelson without use of any Confidential Information; and
- (viii) which Nelson receives from a third Person who was free to make such disclosure without breach of any legal obligation,

provided that Nelson can demonstrate to the satisfaction of the Municipality that such information falls within the scope of the exclusions set forth above.

- (b) **“Contract”** means this agreement including the Schedules to this agreement as amended from time to time with the written approval of the parties;
- (c) **“Contract Price”** means the annual fee paid by the Municipality to Nelson in consideration of Nelson satisfactorily performing the Services;
- (d) **“Person”** means any individual, corporation, limited-liability company, partnership, firm, joint venture, association, trust, or other entity or organization, including a government or an agency or instrumentality thereof;
- (e) **“Services”** has the meaning given in Schedule A to this Contract;
- (f) **“Term”** has the meaning given in Section 2.1 of this Contract; and
- (g) **“Work Product”** means all that which is prepared, produced or developed by Nelson as a result of this Contract, whether in written or electronic form and all copies of same. Work Product includes but is not limited to reports, data (including recorded “personal information” about an identifiable individual), information, calculations, logs, working papers or finished copy documents or information of any kind prepared or acquired by Nelson in connection with this Contract.

1.2 Headings

The division of this Contract into articles and sections and the insertion of the recitals and headings are for convenience of reference only and shall not affect the construction or interpretation of the Contract.

1.3 Use of the Word “Including”

The word “including” when following any general term or statement will not be construed as limiting the general term or statement to the specific matter immediately following the word “including” or to similar matters, and the general term or statement will be construed as referring to all matters that reasonably could fall within the broadest possible scope of the general term or statement.

1.4 Currency

All transactions referred to in this Contract will be made in lawful currency of Canada.

1.5 Singular, Plural, Gender and Person

Wherever in this Contract the context so requires the singular number shall include the plural number and vice versa and any gender used shall be deemed to include the feminine, masculine or neuter gender.

1.6 Statutes

Each reference to a statute is deemed to be reference to that statute and to the regulations made under that statute as amended or re-enacted from time to time.

1.7 Schedules

The following attached schedules are incorporated in this Contract and are deemed to be part of this Contract:

Schedule A - Services

2. TERM OF CONTRACT

2.1 Term

The term of this Contract (the “**Term**”) will commence on **the 1st day of January 2024** and continue for a period of three (3) years, ending on **the 31st day of December 2026**, subject to the following:

- (a) earlier termination in accordance with the terms of this Contract;
- (b) during the Term of this contract, the Contract Price will be reviewed annually; and
- (c) renewal or extension of the Term on such terms as the parties agree to in writing. If the parties agree to an extension of the Term, then the following will apply:
 - (i) the parties will mutually agree on a Contract Price;
 - (ii) all other terms and conditions of this Contract not mutually amended will remain the same; and
 - (iii) the Term will be extended for the period(s) agreed to by the parties.

3. SERVICES PROVIDED

3.1 Services

Nelson shall provide the Services described in Schedule A in accordance with this Contract.

3.2 Supply all Labour and Materials

Nelson shall supply and pay for all labour, materials, facilities and approvals necessary or advisable to perform its obligations under this Contract.

3.3 Service Standards

Nelson will at all times during the Term of this Contract perform the Services using standards, practices, methods and procedures in accordance with and conforming to applicable law and exercising that degree of care, skill and diligence which would reasonably and ordinarily be expected from a qualified, skilled and experienced person in British Columbia providing services similar to the Services.

3.4 Supervision

Nelson shall ensure all persons employed or retained by Nelson to perform the Services are competent to perform them, meet all professional qualifications, and are properly trained, instructed and supervised.

3.5 Municipality Instructions

The Municipality may from time to time give Nelson reasonable instructions (in writing or otherwise) as to the Services required to be performed. Nelson shall comply with those instructions; however, Nelson shall determine the manner in which the instructions are carried out.

3.6 Municipality Facilities and Staff

The Municipality will provide such facilities (including work space, office equipment, computer equipment, telephone or other communication devices) or other support services to Nelson that are necessary from time to time for Nelson to carry out its obligations under this Contract. The Municipality acknowledges and agrees that it will, at the Municipality's sole cost and expense, make available to Nelson such employees or other staff members as Nelson may reasonably require for assistance in relation to the provision of the Services. The Municipality will be solely liable for the wages, fringe benefits, work schedules and work conditions of its employees made available to assist Nelson. The Municipality acknowledges and agrees that the City of Nelson will have supervisory authority over such of the Municipality's employees as are performing functions or assisting Nelson in relation to the Services.

3.7 Security Requirements

Nelson will inform the Municipality in advance of the names of employees that may attend the Municipality's facilities in order to perform the Services or any aspect thereof. Nelson will comply with all applicable Municipality procedures relating to security.

3.8 Representations and Warranties of Nelson

Nelson covenants, represents and warrants to the Municipality that:

- (a) Nelson is a municipality duly formed and validly existing under the laws of the Province of British Columbia, with full power and authority to enter into and perform all of its obligations under the Agreement;
- (b) Nelson has no knowledge of any fact that materially adversely affects or, so far as can be foreseen, might materially adversely affect either its financial condition or its ability to fulfill its obligations under this Agreement;
- (c) subject to section 3.6, Nelson has sufficient trained staff, facilities and equipment in place and available to enable it provide the Services;

- (d) Nelson will comply with all the requirements of this Agreement and will perform all its obligations hereunder;
- (e) save as otherwise provided in this Contract, Nelson will supply at its own cost and expense everything necessary for the proper performance of its obligations under this Contract;
- (f) no partnership, joint venture or agency involving the Municipality is created by this Contract; and
- (g) all personnel used by Nelson to provide the Services are not the employees of the Municipality. Nelson is solely responsible for arranging all matters arising out of the relationship of employer and employee (if any).

3.9 Representations and Warranties of Municipality

The Municipality covenants, represents and warrants to Nelson that:

- (a) the Municipality is a municipality duly formed and validly existing under the laws of the Province of British Columbia, with full power and authority to enter into and perform all of its obligations under the Agreement;
- (b) the Municipality has no knowledge of any fact that materially adversely affects or, so far as can be foreseen, might materially adversely affect either its financial condition or its ability to fulfill its obligations under this Agreement;
- (c) the Municipality will comply with all the requirements of this Agreement and will perform all its obligations hereunder; and
- (d) no partnership, joint venture or agency involving the Municipality is created by this Contract.

4. AUTHORIZATION AND CHIEF FINANCIAL OFFICER

4.1 Section 13 of the Community Charter

By the execution of this agreement the Municipality does hereby, through its Council, consent under section 13(1) (a) of the *Community Charter* to the provision of the Services by Nelson under this Contract.

4.2 Chief Financial Officer

Council of the Municipality hereby appoints as the Chief Financial Officer of the Municipality the Corporation of the City of Nelson.

5. TERMS OF PAYMENT

5.1 Payment for Services

The Municipality will pay Nelson the Contract Price of \$39,400 in year one, with an inflationary factor of 3% added for each subsequent year and Nelson hereby accepts the same as payment in full for all Services provided by Nelson. Nelson will be responsible for determining whether the Services provided are subject to GST pursuant to the *Excise Tax Act*, PST pursuant to the *Social Services Tax Act* or any other applicable taxes.

5.2 Invoices and Due Date for Payment

Nelson will invoice annually during the term of this agreement and each annual invoice will be due in four (4) equal instalments. The Municipality will pay Nelson's invoices within 30 days of receipt. Payment by the Municipality will be made either by cheque mailed to Nelson's address as indicated in this Contract or by Electronic Fund Transfers.

6. INDEPENDENT CONTRACTOR

6.1 Independent Contractor

Nelson is at all times an independent contractor with control over the manner and means of Nelson's performance. Nelson is not an employee, servant or agent of the Municipality and nothing herein shall create or be deemed to create a partnership, joint venture or agency relationship between the parties. Nelson will be solely liable for the wages, fringe benefits, work schedules and work conditions of any of its officers, agents and employees.

6.2 No Entitlement to Benefits

As an independent contractor, neither Nelson nor any of Nelson's employees is entitled to any benefits or payments whatsoever over and above those specifically provided for in this Contract.

6.3 Control and Direction of Employees

Nelson acknowledges that Nelson is responsible for the control and direction of the Services and the control and direction of Nelson's employees.

7. OWNERSHIP

7.1 Work Product

The Work Product, any Confidential Information and any property provided by the Municipality to Nelson is the Municipality's exclusive property. The copyright in the Work Product belongs exclusively to the Municipality and Nelson hereby waives any moral rights in such Work Product and confirms the vesting of copyright in such Work Product in the Municipality.

7.2 Assignment of Rights in Work Product

Nelson hereby irrevocably assigns to the Municipality all right, title and interest worldwide in and to all Work Product. In the event Nelson has any rights in the Work Product which cannot be assigned, Nelson agrees to waive enforcement worldwide of such rights against the Municipality and, at the request of the Municipality, to grant the Municipality an exclusive perpetual, fully paid up license without royalty in and to such Work Product worldwide with the right to sublicense. Nelson shall take all actions and execute all documents as may be requested by the Municipality from time to time to fully vest in the Municipality all right, title and interest worldwide in and to such Work Product. The Municipality agrees, to the fullest extent permitted by law, to indemnify and hold Nelson harmless from any claim, liability or cost directly attributable to the negligent misuse or incorrect use of the Work Product by the Municipality.

7.3 Surrender of Documents and Materials

Nelson shall not at any time or in any manner unless otherwise agreed to in writing by the Municipality, make or cause to be made copies, pictures, duplicates, facsimiles or other reproductions or recordings of any type, or any abstracts or summaries of any Work Product, reports, studies, memoranda, correspondence, manuals, records, plans or other written, printed or otherwise recorded documents, papers or materials of the Municipality, or which relate in any manner to the present or prospective operations of the Municipality,

except as may be necessary in the performance of Services under this Contract. Nelson shall have no interest in any of these materials and agrees to surrender any of these materials which may be in Nelson's possession to the Municipality immediately upon termination of this Contract or at any time prior to termination at the request of the Municipality.

8. CONFIDENTIALITY

8.1 Confidential Information

Nelson will at all times during the Term and thereafter treat as confidential all Confidential Information and other reports, studies, memoranda, correspondence, manuals, records, plans or other written, printed or otherwise recorded documents, papers, materials and documents supplied to or obtained by Nelson as a result of this Contract. Nelson shall not at any time during the Term or thereafter permit the publication, release or disclosure of the same without the prior written consent of the Municipality except as required by applicable law.

8.2 Non-Disclosure

Nelson will not, at any time either during the Term or thereafter, disclose to or discuss with anyone other than an authorized Municipality employee or representative, any Confidential Information of the Municipality or its elected officials, officers or employees. Nelson will use such Confidential Information and knowledge only for Municipality purposes unless Nelson has obtained the Municipality's prior express written authorization to do otherwise.

8.3 No Use of Information

Nelson shall not use Confidential Information or any other information relating to the affairs of the Municipality for Nelson's own benefit or purposes or for the benefit or purpose of any other Person whether before or during the Term or after the expiry of the Term.

8.4 Survival

The provisions of this confidentiality clause shall survive termination of the Contract.

9. INDEMNIFICATION

9.1 Reciprocal Indemnities

The parties covenant and agree with each other as follows:

- (a) the Municipality will, subject to Article 10, indemnify and save harmless Nelson (and any related officer, official, employee, volunteer or agent thereof) from and against any and all losses, damages, costs, liabilities, suits, claims or expenses arising out of any breach by the Municipality of any of its obligations under this Agreement. This covenant of indemnity will survive the expiration or termination of this Agreement; and
- (b) Nelson will, subject to Article 10, indemnify and save harmless the Municipality (and any related officer, official, employee, volunteer or agent thereof) from and against any and all losses, damages, costs, liabilities, suits, claims or expenses arising out of any breach by Nelson of any of its obligations under this Agreement. This covenant of indemnity will survive the expiration or termination of this Agreement.

9.2 Survival

The provisions of this indemnity clause will survive termination of the Contract.

10. TERMINATION

10.1 Termination

Notwithstanding any other provision of this Contract, either party may terminate this Contract for any reason upon giving not less than ninety (90) days written notice of termination to the other party. The Contract may also be terminated in a shorter period of time as may be mutually agreed upon in writing by the parties. In the event of termination pursuant to this section, Nelson will issue a final invoice the Municipality for that portion of the fees described in this Contract due to Nelson on a pro rata basis up to the date of termination, plus all accrued but unpaid expenses and disbursements, and the Municipality will pay such invoice within ninety (90) days after receipt of the invoice. Such payment will discharge the Municipality from all further liability under this Contract.

10.2 Limitation of Liability

The Municipality agrees that notwithstanding anything herein or any duty, principle, term or rule of law to the contrary, whether express or implied, Nelson shall not be liable to the Municipality for any loss or damage of any nature whatsoever flowing from early termination of this Contract, including without limitation any special, incidental, direct, indirect or consequential damages arising out of such early termination nor shall Nelson be under any obligation to the Municipality.

11. FORCE MAJEURE

11.1 Force Majeure

If a party is delayed in the performance of its obligations under this Agreement by an event outside its reasonable control (except those caused by its own lack of funds), including acts of God, fire, flood, explosion, restrictive laws, power failure, inability to obtain materials or services, riot, insurrection, war, acts of terrorism or other similar casualty or contingency not avoidable by the exercise of reasonable effort or foresight, then subject to its duty to take reasonable commercial steps to minimize the effect of such delay, the party delayed will be relieved its obligations under this Agreement to the extent of the delay, but in no event will a delayed party be entitled to claim compensation or payment from the other party on account of such delay.

12. NOTICES

12.1 Notices

All notices, requests, demands and other communications required or permitted to be given under this Contract shall be in writing and delivered by hand, facsimile transmission, e-mail or prepaid registered mail (return receipt requested) to the party to which it is to be given as follows:

- (a) If to Nelson:
Chief Financial Officer
City of Nelson
Suite 101, 310 Ward St. Nelson, BC, V1L 5S4

Fax 250-352-2131

E-mail: nruss@nelson.ca
- (b) If to the Municipality:
Chief Administrative Officer

Village of Salmo
PO Box 1000 – 423 Davies Avenue
Salmo, BC V0G 1Z0

Fax 250-357-9633

E-mail: cao@salmo.ca

or at such other address as the party to whom the notice is sent may specify by notice given in accordance with the provisions of this section. Any such notice, request, demand or other communication given as aforesaid will be deemed to have been given, in the case of delivery by hand, when delivered, in the case of facsimile transmission or e-mail, when a legible facsimile or e-mail is received by the recipient if received before 5:00 p.m. on a day other than a Saturday, Sunday or statutory holiday in the Province of British Columbia or Canada (a “**business day**”), or on the next business day if such facsimile or e-mail is received on a day which is not a business day or after 5:00 p.m. on a business day, and in the case of delivery by prepaid registered mail, as aforesaid, on the date received. In the event of discontinuance of postal service due to strike, lockout, labour disturbance or otherwise, notice, demands, requests and other communications shall be delivered by hand or facsimile transmission or e-mail.

13. GENERAL

13.1 Dispute Resolution

- (a) All claims, disputes or issues in dispute between the Municipality and Nelson that cannot be resolved between senior management of the Municipality and Nelson, shall be decided by arbitration if the parties agree to proceed by way of arbitration, or failing agreement, in a Court of competent jurisdiction within the Province of British Columbia and be governed by the laws of British Columbia. The Municipality and Nelson will continue with performance of this Agreement during all disputes.
- (b) In the event that the parties agree to arbitration, pursuant to Section 12.1(a), the arbitration shall be governed by the rules of the British Columbia International Commercial Arbitration Centre, except that the arbitrator or arbitrators shall be agreed upon by the parties, and failing agreement by the parties, shall be appointed by a Court of competent jurisdiction within the Province of British Columbia.
- (c) In the event that the parties agree to arbitration, the arbitration shall take place in Nelson, British Columbia and be governed by the laws of British Columbia. The award of the arbitrator including any award as to costs will be final and binding on the parties. The reference to arbitration will not preclude a party from applying to a British Columbia court of competent jurisdiction for interlocutory or interim relief.
- (d) The procedure set out in this Section 12.1 is not meant to preclude or discourage informal resolution of disagreements between the Municipality and Nelson.

13.2 Records

Nelson shall maintain all performance and other reports prepared pursuant to this Contract, together with time records and books of account, invoices, receipts and vouchers of all expenses incurred and shall retain all such reports, records and books of account for two years following termination of the Contract, or for any longer period required by law.

13.3 Successors and Assigns

This Contract enures to the benefit of and binds the parties and their respective successors and permitted assigns.

13.4 Written Waivers

No indulgence or forbearance by either party shall be deemed to constitute a waiver of its rights to insist on performance in full and in a timely manner of all covenants of the other party; and any such waiver must be in writing and signed by the waiving party and then such waiver shall only be effective in a specific instance and for the specific purpose for which it is given.

13.5 Further Assurances

Each party will execute and deliver promptly all further documents and take all further action reasonably necessary or appropriate to give effect to the provisions of this Contract.

13.6 Remedies Cumulative

The rights and remedies under the Contract are cumulative and are not in addition to and not in substitution for any other rights and remedies available at law or in equity or otherwise.

13.7 Amendment

This Contract may not be amended except by a written instrument signed by the Municipality and Nelson.

13.8 Entire Contract

This Contract and all documents contemplated by or delivered under or in connection with this Contract constitute the entire agreement between the parties and supersede all prior agreements, negotiations, discussions, undertakings, representations, warranties and understandings whether written or oral, express or implied, or otherwise.

13.9 Governing Law

This Contract and any dispute arising out of or in connection with this Contract shall be governed exclusively by and shall be enforced, construed and interpreted exclusively in accordance with the laws of British Columbia and the laws of Canada applicable in British Columbia which will be deemed to be the proper law of this Contract.

13.10 Attornment

The parties agree to submit to and hereby attorn to the exclusive jurisdiction of the courts of the Province of British Columbia for any action arising out of or in connection with this Contract.

13.11 Independent Legal Advice

The Municipality confirms it has had an opportunity to obtain independent legal advice in entering into this Contract.

13.12 Severability

Each provision of this Contract is intended to be severable and if any provision is determined by a court of competent jurisdiction to be illegal or invalid or unenforceable for any reason whatsoever such provision shall be severed from this Contract and will not affect the legality, validity or enforceability of the remainder of or any other provision of this Contract.

13.13 Time of Essence

Time shall be of the essence of this Contract.

13.14 No derogation.

The parties acknowledge and agree that nothing contained or implied in this Contract will be construed as limiting or prejudicing the rights and powers of either party in the exercise of its functions pursuant to the *Local Government Act* and the *Community Charter*, or any other right or power under any public or private statutes, bylaws, orders or regulations, all of which may be fully exercised as if this Contract had not been entered into.

13.15 Counterparts

This Contract may be executed by the parties in counterparts and may be executed and delivered by e-mail or fax and all such counterparts and e-mails and faxes together constitute one and the same agreement.

13.16 Survival

All obligations of each of the parties which expressly or by their nature survive termination or expiration of this Contract, will continue in full force and effect subsequent to and notwithstanding such termination or expiration or assignment and until they are satisfied or by their nature expire.

13.17 Assignment

This Contract will only be assignable with the prior written consent of both parties to the terms of such assignment.

IN WITNESS WHEREOF this Contract has been executed and delivered by the parties as of the day and year first above written.

CITY OF NELSON

Per: _____
Authorized Signatory

Per: _____
Authorized Signatory

THE CORPORATION OF THE VILLAGE OF SALMO

Per: _____
Authorized Signatory

Per: _____
Authorized Signatory

SCHEDULE "A"

SERVICES

"Services" means the work, tasks, labour, materials, responsibilities, functions, duties and obligations of Nelson to be supplied or performed as set forth in this Contract, including those matters described in this Schedule A, and excluding only those items which are expressly identified as work or tasks to be performed by or obligations owed by the Municipality.

A. General Description of Services

Nelson is to provide financial management consulting services for the Municipality.

B. Specific Deliverables

Nelson will provide the following services:

Monthly Services:

Monthly bookkeeping services as follows:

1. bank and investment reconciliations; and
2. prepare school and police tax reports and file them online.

Monthly Services 1 and 2 will be completed in accordance with the requirements as established through the governing legislation.

Quarterly Services:

1. Provide reports to Council on the financial position of the Municipality for the 2nd & 3rd quarter of a calendar year; and
2. Quarterly GST returns.

Quarterly Services will be provided on a schedule as agreed to by both parties.

Semi-Annual Services

1. file semi-annual GST reports

Annual Services

1. prepare the draft financial plan, to include a review of rates and capital projects and funding sources and to review it with staff and Council of the Municipality, and send one representative to attend at least one public consultation meeting;
2. prepare the financial records for year-end and audit and deal with the auditor to completion of the financial statements;
3. assist staff with preparation of annual utility billings;
4. review and reconcile utility and tax sub-ledgers;
5. prepare the tax rate bylaw calculations and set up tax rates for billing purposes for all requisitions, be a resource for the procedures of downloading the annual assessments and prepare system files for tax billing, and penalty runs as needed;
6. remittance of tax requisitions

7. file annual financial information and reports including School and Police Tax, HOG Reporting, T-4's, Municipal Pension Plan, LGDE, Gas Tax report and assist with financial aspects of the SOFI;
8. assist with advice on reserve funds, capital projects and possible grant funding; and
9. offer advice to Council of the Municipality on ways to improve their operations and processes.

Annual Services will be completed in accordance with the requirements as established through the related governing legislation.



The Corporation of the Village of Salmo

CAO Report

Report Date: November 8, 2024
Meeting Date: November 22, 2024 (#18-24)
From: CAO Derek Kwiatkowski
Subject: CAO Report, Fire Department Budget

Administration is reviewing our fire services operational costs to bring numbers to the RDCK for their 2025 budget. As the Village is preparing an asset management plan, it is noted that there are significant capital costs upcoming for the fire department within the next few years. To determine appropriate financial reserve allocation, staff is reviewing replacement costs and the age-life of our fire fighting equipment. Part of this review is to determine if the current funding model with the RDCK is appropriate. There may be some further negotiations with the RDCK.

Administration is looking at options to extend the approved life with the Fire Underwriters Survey for our fire engines as both engines are in excellent condition for their respective ages. Administration has also reached out to MIABC to determine the impact of house insurance for residents if the classification were changed.

Staff is working at obtaining the cost of providing fire services, including building in reserves for equipment replacement into the costs. Staff is planning to present more formalized financial data to Council on the December 10, 2024 meeting for discussion.

Staff Recommendation:

That Council accept the CAO report for information.

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

Cheque #	Pay Date	Vendor Name	Description	Paid Amount
017836	2024-11-13	Ace Courier Systems	Water Sample Shipping	\$24.85
017837	2024-11-13	Air Liquide Canada Inc.	Fire Dept. Supplies	\$17.37
017838	2024-11-13	B Speers Contracting	Heat Pump Install	\$7,875.28
336315	2024-11-13	Collabria	FD/Bylaw/Office/WWTP Supplies	\$1,560.40
017839	2024-11-13	Commissionaires British Columbia	Bylaw Enforcement	\$263.84
017853	2024-11-20	Custom Dozing Ltd.	Erie Dike Supplies	\$8,624.00
017840	2024-11-13	Fortis BC Inc.	Electricity Expense	\$50.25
017842	2024-11-13	Imperial Oil Esso	F.D./Fleet Fuel Expense	\$1,156.63
017843	2024-11-13	Lordco Auto Parts	2000 F150 Supplies	\$245.27
017844	2024-11-13	Northern Souvenirs 9133-4785 Que Inc.	SDJ Supplies	\$977.49
189211	2024-11-13	Receiver General for Canada	Payroll Remittance	\$20,161.83
Pre-Authorized Debit	2024-11-21	Royal Bank Central Card Services	Service Fees	\$5.91
017854	2024-11-20	Summit Truck & Equipment	Plow Truck Repairs	\$6,032.31
017845	2024-11-13	Telus Communications Inc.	Telephone/Fax/Internet Expense	\$1,188.69
017855	2024-11-20	VH Sport	Promo Expense - SDJ/Toques	\$797.16
Employee Benefits, Reimbursements and Salaries (PP23)				\$22,416.22
Total:				\$71,397.50

Credit Card Details:

Bylaw - Dog Bags	\$658.12
F.D. GPS Subscription	\$72.74
Fire Extinguishers	\$270.77
Office Supplies	\$244.56
Staff Training	\$296.57
WWTP Supplies	\$17.64
	\$1,560.40

Village of Salmo Regular Council Meeting #18-24
 Treasurer's Report as of October 31, 2024

Account Name	31-Oct-24		30-Sep-24		31-Oct-23	
	Balance		Balance		Balance	
Chequing Community Plus (Operating Account)	\$2,347,696.92		\$2,489,339.68		\$2,309,257.62	
Masterplan Community Plus - Wellness Centre Equipment	\$0.00		\$0.00		\$0.00	
Masterplan Community Plus - Community Works	\$417,080.03		\$417,062.45		\$421,626.72	
Masterplan Community Plus - Salmo Parks	\$15,936.34		\$15,912.55		\$2,496.37	
Masterplan Community Plus - Growing Community	\$0.00		\$0.00		\$0.00	
Maximizer Community Plus - Civic Works Reserves	\$167,498.25		\$166,850.50		\$158,499.25	
Maximizer Community Plus - Sewer Civic Works Reserves	\$4,129.52		\$4,123.39		\$32,543.28	
Maximizer Community Plus - Cemetery Care	\$26,103.74		\$26,065.00		\$25,649.99	
Maximizer Community Plus - Water Civic Works Reserves	\$327,097.19		\$326,611.75		\$286,555.38	
Maximizer Community Plus - Lions Park (Previously Curling Rink)	\$19,119.84		\$19,091.46		\$17,334.53	
Maximizer Community Plus - Wellness Centre	\$124,922.86		\$124,737.46		\$109,273.34	
Maximizer Community Plus - Fire Department Equipment	\$140,351.58		\$140,143.28		\$88,099.16	
Maximizer Community Plus - Jaws of Life	\$246,171.37		\$245,806.03		\$198,777.19	
Maximizer Community Plus - Ambulance	\$12,915.37		\$12,896.20		\$12,690.88	
Membership Shares	\$25.00		\$25.00		\$25.00	
Patronage Shares	\$2,238.00		\$2,238.00		\$2,238.00	
	\$3,851,286.01		\$3,990,902.75		\$3,665,066.71	
Accounts Receivable						
Utilities	\$67,228.29					
Taxes	\$101,582.52					
Other	\$161.00					
	\$168,971.81					
Accounts Payable						
	\$0.00					
Grand Total (Assets minus Liabilities)						
	\$4,020,257.82					

DATE Nov 18/24
NO 61 TO M+C-Nov. 26/24
FILE NO 0400-01

Mayor Diana Lockwood

VILLAGE OF SALMO

From: Ali, Yasifa <Yasifa.Ali@cbsa-asfc.gc.ca> on behalf of Patel, Nina <Nina.Patel@cbsa-asfc.gc.ca>
Sent: Monday, November 18, 2024 11:34 AM
To: Mayor Diana Lockwood
Subject: POE Hours Update Nelway

Her Worship Diana Lockwood, Mayor of Salmo
Village of Salmo
Box 1000, 423 Davies Avenue
Salmo, B.C. V0G 1Z0
Mayor.lockwood@salmo.ca

Dear Mayor Lockwood:

As a result of a coordinated effort between the Canada Border Services Agency (CBSA) and United States Customs and Border Protection (US CBP), the CBSA will be amending service hours at 35 ports of entry (POEs) across Canada effective Monday, January 6, 2025 at 00:01 (local time). This alignment with US CBP will be put in place to reduce the number of ports of entry with misaligned hours, and to better align resources with operational demands.

We trust that once the new designated hours of operation at the Canadian-US border are implemented, it will reduce confusion amongst the public regarding misaligned hours at those ports of entry.

As of January 6, 2025, the CBSA will amend its hours of operation at the Nelway port of entry to **8:00 am - 6:00 pm, 7 days/week**, which will align with the operational hours of the Metaline Falls, Washington POE, our corresponding US port of entry.

Traffic volumes during these misaligned hours are very low, which is a major contributing factor as to why US CBP did not return to pre-pandemic hours and why the CBSA is aligning with the Metaline Falls POE.

We hope to work collaboratively with you in mitigating any concerns related to the new hours of operation at Nelway POE.

Yours sincerely,

Nina Patel

Regional Director General, Pacific Region
Canada Border Services Agency / Government of Canada
nina.patel@cbsa-asfc.gc.ca / Tel: 604-666-1132 / Cell: 604-379-1171

Directrice générale régionale, Région du Pacifique
Agence des services frontaliers du Canada / Gouvernement du Canada



THE CORPORATION OF THE VILLAGE OF SALMO REPORT FROM COUNCIL

COUNCILLOR COX

Council Report for Council Meeting held on November 26, 2024.

OTHER ACTIVITIES – Ongoing Training

MIABC has expressed an interest in ongoing training for elected officials. To this end, I attended two webinars circulated by the CAO:

November 7, 2025 – CBT Webinar: Board Governance Roles and Responsibilities
Presented by Frank Marino, Mayor or Warfield.

November 14, 2024 CBT Webinar: Capital Projects Preparation for non profits
Presented by Winnie Ravichandran, PMP

Five slides of each are attached to provide a general overview. If interested, I can provide the full presentation and/or recording upon request.

Upcoming meeting

November 28, 2024 BC Municipal Climate Leadership Council Quarterly Network Meeting

Presenters:

- Andrea Reimer, founder of Tawâw Strategies and Adjunct Professor at UBC's School of Public Policy and Global Affairs, will give some post-election reflections for the BC context
- BC Hydro on their Solar & Battery Program
- ZEIC on some myth-busting for Zero Carbon Step Code adoption for local governments

Citizen Engagement

Resident is concerned about the growing number of large dogs (5), their barking, cat(s) and other animals on their neighbour's property. Does the bylaw limit the number of animals per property? If not, should it? Is there anything that can be done?

Respectfully submitted,

Councillor Cox

Fiduciary Responsibilities

- * Fiduciary duty requires Board members to stay objective, unselfish, responsible, honest, trustworthy, and efficient. Board members, as stewards of public trust, must always act for the good of the organization, rather than the benefit of themselves. They need to exercise reasonable care in all decision making, without placing the organization under unnecessary risk.”

BoardSource

Board Best Practices

- * Take Responsibility for Governance
- * Hold regular meetings, keep minutes
- * Be Large enough (minimum 5 members) to deliberate effectively
- * Be independent and not compensated
- * Hire, oversee and evaluate an Executive Director
- * Evaluate programs, goals,, and activities, and the Board itself
- * Know the Board’s legal and ethical responsibilities

Common Problems

Board Members

- * Individual Board member assigns task to Administrator
 - * Board assigns task to employees
 - * Board weighs in on employees issues
 - * Board micromanages projects
- * Clarify roles before asking for Board help on traditional staff functions.

Challenges Everyone Faces

It's up to you to model the kind of behavior and way of showing up that fosters productive conversations.

Working vs Governing Board

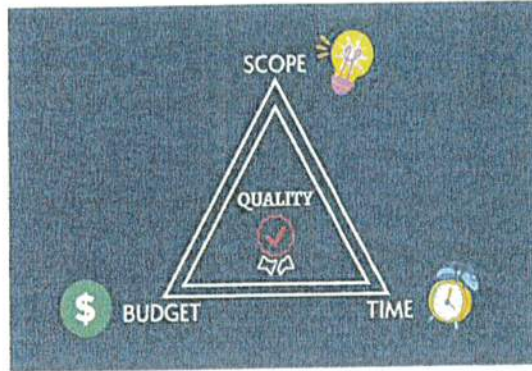
Can also be a problem if the Board members don't understand their roles.

Some may become under-involved, not meeting minimum requirements of the Board.

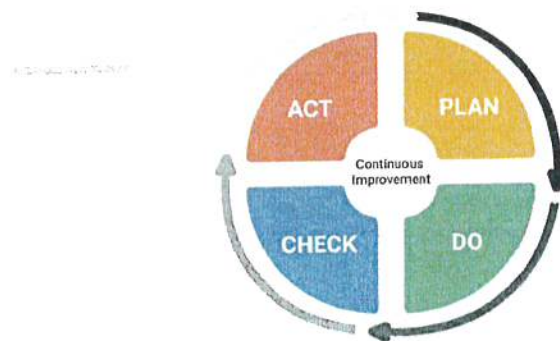
Some will involve themselves in the operations, and bypass the ED, not understanding the boundaries between the Board and Staff.

CBT Webinar: Capital Projects Preparation for Non-Profits

ALWAYS REMEMBER...THE TRIPLE CONSTRAINT



EXECUTING PROCESS GROUP



SAMPLE GANTT CHART

WBS #	Heading / Activity Description	Planned Cost	Start Date	Finish Date	Month							
					1	2	3	4	5	6	7	
1.1	Professor Approval	\$3,000	Jan 5	Jan 15	█							
1.2	University Approval	\$5,000	Jan 5	Jan 30	█	█						
2.1	Copyright Approval	\$3,500	Jan 5	Feb 22	█	█	█					
3.1	Preliminary Design	\$5,000	Jan 15	Feb 28		█	█	█				
4.1	First Draft Complete	\$5,000	Feb 22	Mar 16			█					
4.2	First Draft Approved	\$1,000	Mar 16	Mar 30				█				
4.3	Final Production Run	\$15,000	Apr 15	Jun 30					█	█	█	█
5.0	Project Management	\$5,000			█	█	█	█	█	█	█	█
		\$42,500										
	Contingency (15%)	\$7,500										
	Total Cost	\$50,000										



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

MAYOR LOCKWOOD

Mayor Report for Council Meeting held on November 26, 2024.

Salmo & Area G Emergency Preparedness Committee:

Fire Department: I attended a thank you dinner for the Salmo and Ymir Fire departments hosted by the Royal Canadian Legion.

Citizen Engagement: I have been having many conversations in the last month about volunteerism and how it benefits everyone especially in the wallet. We have many things that happen in our community that is run by or contributed by volunteer help that reduces the tax burden. If we don't have these volunteers, we run the risk of losing that service or activity or paying through taxation which can be very expensive.

Salmo & District Arts Council: The arts are encouraging you to buy local and support an artist if you can this season.

RDCK:

Board: Now that the RDCK Accessibility Plan has been developed they can apply for grants to improve accessibility within the RDCK. Salmo Village is working towards a plan, and we will have the same access to apply for these grants.

The RDCK is partnering with municipalities to complete the Indigenous Engagement Requirements under the Emergency Disaster Management Act. We received a grant to do this work although we cannot use any of the grant for staff wages. The RDCK will help participating municipalities with the reporting that needs to happen with the grant.

We received \$4,426.28 for the tarp system through Community Development funds.

All Recreation: TBD

Salmo & Area G Recreation Commission: This commission had a seat open for each area although Salmo has filled their seat with Andrew Ellis. I would like to take this opportunity to thank Andrew for reaching out to volunteer for this position. Area G will have an empty seat on December 2 although there has been two people apply.

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 board has not extended the existing lease agreement with Kokanee Creek Marina Recycling Depot.

We are borrowing up to \$449,827 for the purpose of HB Remediation and Closure Project post-closure monitoring and assessment costs and this loan is to be paid back within five years.

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

Nelson, Salmo, E, F, & G Regional Parks: A brief update re: Taghum Beach Parking lot, and RDCK Staff meeting with SNT Engineering Ltd. for further design concept. Dates for the next meetings are March 12, 2025 9:00a.m., June 11, 2025 9:00a.m., September 10, 2025 9:00a.m., and November 12, 2025.

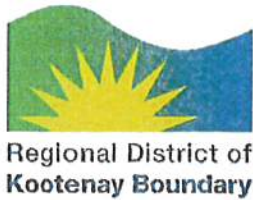
West Transit: Next meeting TBD

Other meetings of note:

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

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

Collaboration with Fruitvale, Montrose, and RDKB Area A by writing a letter to the Ministry of Transportation and Infrastructure about the state of the Bombi and requesting snow removal happen earlier and concrete barriers placed in certain areas to help with staying on the road.



November 2024

Mr. Greg Kinnear
District Manager, Transportation
Ministry of Transportation

Dear Mr. Kinnear:

Re: Bombi Pass

We hope this message finds you well. On December 9th of last year, I, Ali Grieve, had a discussion with Scott Maxwell regarding ongoing concerns about the lack of adequate winter road maintenance on the Bombi Pass. These issues have been raised repeatedly by residents, and shared with former Fruitvale Mayor Steve Morissette and Montrose Mayor Mike Walsh, who have both heard similar complaints from their constituents.

As you are likely aware, the Bombi Pass has been the site of numerous accidents, many of which have tragically resulted in fatalities. The residents of Salmo and the Beaver Valley rely on this route for commuting to work, school, and other essential activities. Given the dangers posed by snow, slush, and freezing rain, we strongly urge that the Ministry implement enhanced monitoring, particularly during the early morning hours before travelers begin their day, and throughout the day as conditions change.

Additionally, we recommend the installation of more and higher cement barriers along the Pass. These barriers would help keep vehicles on the roadway and prevent them from veering off the dangerous embankments.

We would welcome the opportunity to meet with you at your earliest convenience to discuss these concerns in greater detail, or, if more appropriate, we would appreciate your prompt attention to these matters to ensure the safety of our friends, families, coworkers and constituents.

Thank you for your time and consideration. We look forward to your response and appreciate any action you can take to improve the safety of this vital route.

Sincerely,



Ali Grieve
Director
RDKB Area A
250.367.6521



Mike Walsh
Mayor
Village of Montrose
250.367.7438

Catherine Ellison

Catherine Ellison
Acting Mayor
Village of Fruitvale
250.231.3608

Diana Lockwood

Diana Lockwood
Mayor
Village of Salmo
250.357.9433