

The Corporation of the Village of Salmo

REGULAR MEETING #18-24 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 26, 2024 at 7:00 p.m.

PRESENT:

<u>In Person:</u>	CAO Derek Kwiatkowski
Mayor Diana Lockwood	Members of Public - 5
Councillor Melanie Cox	<u>Electronically:</u>
Councillor Jonathon Heatlie	Members of the Public – 0
Councillor Kenzie Neil	

REGRETS: Councillor Jennifer Lins.

CALL TO ORDER: Mayor Lockwood called the meeting to order at 7:04 p.m.

AGENDA:

R1-18-24 Moved and seconded, 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, include correspondence from the Salmo Community Resources Society, and a Public Question Period.
Carried.

DELEGATIONS:

Salmo Valley Public Library - #60 The Salmo Valley Public Library presented a draft 2025 budget requesting an 8.5% increase.

FINANCIAL REPORT – FINANCIAL OFFICER RUSS:

R2-18-24 Moved and seconded, that Council receive for information the Third Quarter Financial Statement dated September 30, 2024 as presented by Financial Officer Nathan Russ.
Carried.

NEW BUSINESS: NIL

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

R3-18-24 Moved and seconded, that the minutes of the Regular Council meeting
Regular Meeting #17-24 of Tuesday, November 12, 2024 be adopted as presented.
November 12, 2024 Carried.

REFERRALS FROM DELEGATIONS: NIL

REFERRALS FROM PRIOR MEETINGS:

R4-18-24
MIABC 2022 Loss
Control Inspection
Report

Moved and seconded, that Council direct staff to prioritize the 2022 Loss Control Inspection Report as prepared by MIABC to complete outstanding items by the end of the calendar year.

Carried.

OPERATIONAL REPORTS:

R5-18-24
Civic Works

Moved and seconded, that Council receive for information the written report as presented by Public Works Foreman Fred Paton dated November 21, 2024. (see *Appendix A*).

Carried.

R6-18-24
Fire Department

Moved and seconded, 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. (see *Appendix A*).

Carried.

R7-18-24
Bylaw Enforcement

Moved and seconded, that Council receive for information the written report on bylaw enforcement for the period of October 2024. (see *Appendix A*).

Carried.

R8-18-24
Administration

Moved and seconded, that Council accept the CAO report for information. (see *Appendix A*).

Carried.

R9-18-24
Accessibility Survey
Results

Moved and seconded, that Council direct staff to create a draft Accessibility Plan to submit to the RDCK for review. (see *Appendix A*).

Carried.

R10-18-24
MIABC Best Practices
Assessment Report

Moved and seconded, that Council direct staff to adopt the recommendations in the MIABC Best Practices Assessment Report. (see *Appendix A*).

Carried.

R11-18-24
City of Nelson Re:
Contract for Financial
Services

Moved and seconded, that Council approve the “Contract for Financial Services” with the City of Nelson with the amendment to remove the “2.1 Contract Price Annual Review clause”. (see *Appendix A*).

Carried.

R12-18-24
Fire Department Budget

Moved and seconded, that Council accept the CAO report for information. (see *Appendix A*).

Carried.

Strategic Plan

NIL

FINANCIAL REPORTS:

R13-18-24
Accounts Payable

Moved and seconded, 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.

Carried.

R14-18-24
Treasurer’s Report

Moved and seconded, that Council receive for information the Treasurer’s report for October 2024.

Carried.

CORRESPONDENCE REQUIRING A DECISION:

R15-18-24
Salmo Community Resources Society - #62

Moved and seconded, that Council approve the community grant request of \$300 for the Salmo Community Resources Society to assist with the cost of the Christmas Hamper.

Carried.

CORRESPONDENCE FOR INFORMATION ONLY:

R16-18-24

Moved and seconded, 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

Carried.

MEMBER REPORTS & INQUIRIES:

Councillor Cox See *Appendix B*.

Councillor Heatlie NIL

Councillor Lins NIL

Councillor Neil Councillor Neil reported that the Parental Advisory Committee are fundraising for 2 electronic speed signs to be placed at the school.

Mayor Lockwood See *Appendix B*.

R17-18-24
Verbal & Written Reports of Mayor & Council

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

Carried.

R18-18-24
Motion to Extend Meeting

Moved and seconded, that the meeting be extended until 9:45 p.m.

Carried.

PUBLIC QUESTION PERIOD:

Resident requested better signage be installed at the KP Park washrooms.

ADJOURNMENT:

Moved and seconded, that the meeting be adjourned.

R19-18-24

Carried @ 9:29 p.m.

I hereby certify the preceding to be a true and correct account of the Regular Meeting of Council held on Tuesday, November 26, 2024.

Originally Signed By:

Diana Lockwood

Mayor

Derek Kwiatkowski

Chief Administrative Officer/CO

APPENDIX A



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

FILE 7380-20

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 year 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.
Unightly	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

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 MIARC 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
12 Does your local government have a written policy for the inspection and maintenance of buildings?	
12a Is your policy up to date and reflects current operational practice?	
<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 MIARC 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. Salmo 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

				
<u>Policy</u>	<u>Webinars &</u>	<u>Business</u>	<u>LGMA</u>	<u>Policy</u>
<u>Development</u>	<u>Workshops in</u>	<u>Continuity</u>	<u>Records &</u>	<u>Services</u>
<u>Toolkits</u>	<u>MIABC</u>	<u>Hub</u>	<u>Information</u>	
	<u>Learning</u>		<u>Management</u>	
	<u>Library</u>		<u>Manual</u>	

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.	
<p>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.</p> <p>This is reflected through:</p> <ul style="list-style-type: none"> - 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 <p>Please consider using the following to ensure the local government keeps up to date with best practices.</p>	

Resources Available Now

- 
[Policy Development Toolkits](#)
- 
[Webinars & Workshops in MIABC Learning Library](#)
- 
[Ask Us Anything](#)

Loss Control Services in 2025

- 
[Policy Services](#)
- 
[Customized Training](#)

Outdoor Recreation Spaces	Risk Score: HIGH
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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.

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:

- 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.

Additionally, please consider using the following to ensure your local government is up to date with best practices.

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?
<p>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.</p>	
<p>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.</p>	

<p>Resources Available Now</p>  <p>Policy Development Toolkits</p>	 <p>Claims Management</p>	 <p>Ask Us Anything</p>	<p>Loss Control Services in 2025</p>  <p>Document Services</p>	 <p>Policy Services</p>
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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.



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 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.

APPENDIX B



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

CBT Webinar: Board Governance Roles and Responsibilities

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

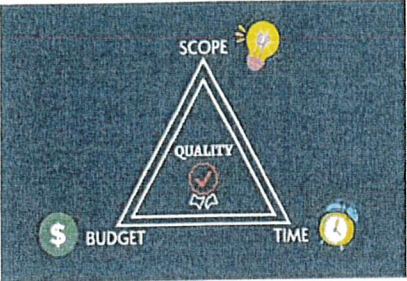
Can also be a problem if the Board members don't understand their roles.

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

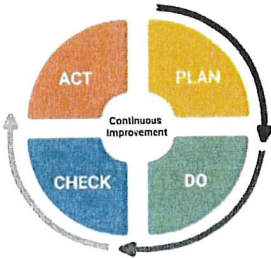
Some will involve themselves in the operations, and bypass the ED, not understanding the boundaries between the Board and Staff.

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.

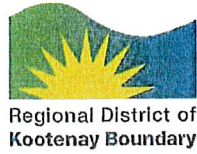
West Transit: Next meeting TBD

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

