



# The Corporation of the Village of Salmo

## REGULAR MEETING (#03-25)

A Regular Meeting of the Council of the Village of Salmo to be held in Council Chambers at 423 Davies Avenue, Salmo, B.C. on **Tuesday, February 11, 2025 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**

**RECOMMENDATION:**

Pg.1

That the agenda of Regular Meeting #03-25 of Tuesday, February 11, 2025 be adopted as amended from *Council Procedure Bylaw #663, 2014* Schedule "A" to include a New Business section, a Budget Discussion section, an Administrative Report section, and a Public Question period.

3. **Delegations - NIL**

4. **2025 Budget Discussion**

Pg.5

(1) **STAFF RECOMMENDATION:**

That Council receive for information the draft 2025 budget for discussion.

5. **New Business**

6. **Adoption of the Minutes**

(1) **STAFF RECOMMENDATION:**

Pg.27

That the minutes of Regular Council meeting #01-25 of Tuesday, January 14, 2025 be adopted as presented.

(2) **STAFF RECOMMENDATION:**

Pg.31

That the minutes of the Special Council meeting of Monday, January 20, 2025 be adopted as presented.

7. **Referrals from Delegations - NIL**

8. **Referrals from Prior Meetings - NIL**

9. **Policy Development & Review - NIL**

10. **Bylaw Development & Review**

(1) **Zoning Bylaw Amendment (1023 Glendale Avenue) Bylaw No. 760, 2025**

Pg.33

**STAFF RECOMMENDATION:**

That "Zoning Bylaw Amendment (1023 Glendale Avenue) Bylaw No. 760, 2025" be introduced and given first and second reading.

That "Zoning Bylaw Amendment (1023 Glendale Avenue) Bylaw No. 760, 2025" be read a third time.

That "Zoning Bylaw Amendment (1023 Glendale Avenue) Bylaw No. 760, 2025", having had three readings, be reconsidered and adopted.

**11. Accounts Payable**

**STAFF RECOMMENDATION:**

Pg.35

That Council receive for information the list of accounts payable cheques and electronic fund transfers from January 10 to February 6, 2025 totaling \$200,534.53.

**12. Administrative Reports**

**(1) Walking Trail Solar Lights**

Pg.37

**STAFF RECOMMENDATION:**

That Council direct administration to remove the solar lighting from the 2022 & 2023 LGCAP spending and further, to direct those funds towards climate mitigation discussion costing & the remaining funds for increased rip rap purchase.

**(2) Columbia Basin Trust Re: REACH Expression of Interest**

Pg.39

**STAFF RECOMMENDATION:**

That Council direct administration to complete the Columbia Basin Trust's REACH Expression of Interest Form for Council's requested improvements.

**(3) Hutcheson/MacLure Avenue Property Creation**

Pg.45

**STAFF RECOMMENDATION:**

That Council approve the funds necessary to register the 2 subject properties as it is noted in the completed survey and further, direct administration to list the properties with a local realtor chosen at the CAO's discretion.

**13. Correspondence Requiring a Council Decision**

**(1) Salmo Softball Re: Resurfacing and Enhancing of KP Park Ball Fields - #04**

Pg.49

**STAFF RECOMMENDATION:**

That Council direct staff to advise the Salmo Softball Board that a review of KP Park will be completed in 2025.

**(2) Monte Comeau Re: Refund Request - #05**

Pg.53

**STAFF RECOMMENDATION:**

That Council deny the request for the zoning amendment and variance fees for 740 Davies Avenue.

**14. Correspondence for Information Only**

**STAFF RECOMMENDATION:**

That Council receive for information the following correspondence from:

- (1) **Heritage BC Re: Heritage Week February 1, 2025 - #03** Pg.57

**15. Member Reports & Inquiries**

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

**STAFF RECOMMENDATION:**

Pg.59

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

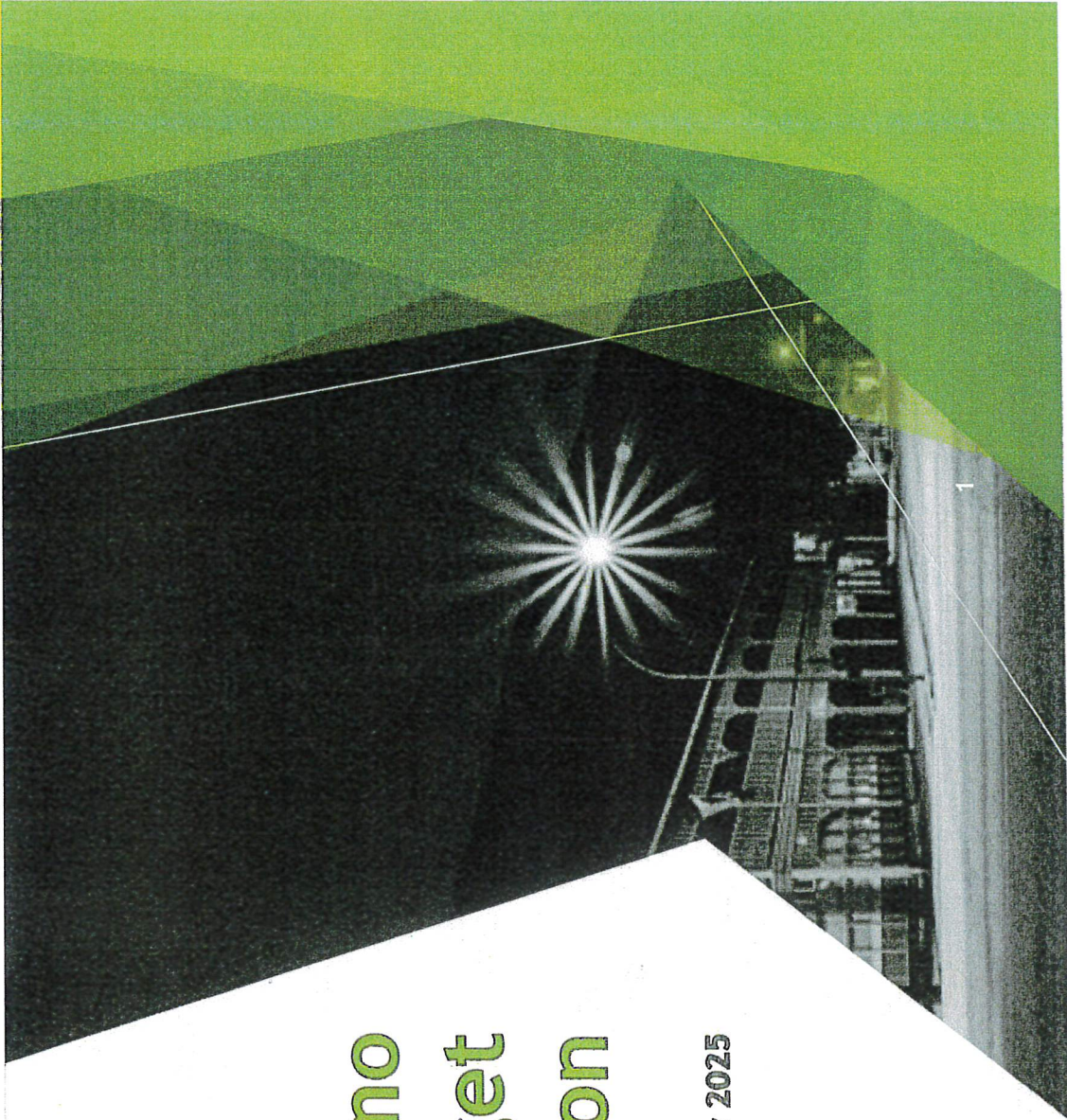
**16. Public Question Period**

**17. Adjournment**

*The next regularly scheduled Council meeting will be on February 25, 2025 at 7:00 p.m.*







# Village of Salmo 2025 Draft Budget Discussion

February 2025



# Agenda

- Draft Rates and Fees
- Utility Budgets
  - ▶ Waste Collection (Garbage)
  - ▶ Water
  - ▶ Sewer
- Operations Draft Budget
  - ▶ Budget Drivers
  - ▶ 2024 VS 2025 Comparison
- Capital Draft Budget
  - ▶ Capital Investment
  - ▶ Draft Budget Reserve Balances





# Draft Budget Rates/Fees - Summary

Rate / Fee Name	2024 Actual	2025 Increase (Draft)	2025 Actual (Draft)	Net Annual Increase	Net Monthly Increase
Property Tax (Municipal Portion)	\$715	6.4%	\$761	\$46	\$3.81
Waste Collection	\$233	6.5%	\$248	\$15	\$1.25
Water	\$360	7.0%	\$385	\$25	\$2.10
Waste Water (Sewer)	\$580	5.5%	\$612	\$32	\$2.66
				<b>\$118</b>	<b>\$9.82</b>

\*Rates and fees based on average single family residential home in Salmo

	# Homes (from assessment)	\$ Value (from assessment)	Average \$ Value	2025 Increase (Decrease):
2025 Average SFH value:	492	184,300,400	374,594	2.2%
2024 Average SFH value:	491	180,052,600	366,706	





# Garbage Collection Budget - Draft



# Draft User Fees - Garbage Collection

	2024 (projected)	2025
<b>Expenses:</b>		
10-24-3000-501 Collection Contract-Basic	96,812	100,500
Village Administration Costs (8%)	7,745	8,040
<b>Total Costs (User Fee requirements):</b>	<b>104,557</b>	<b>108,540</b>
<b>Revenue</b>		
10-14-1000-100 Residential Rates	113,533	120,860
10-14-1000-300 Garbage Fee Discount	(9,530)	(9,530)
10-14-1000-900 Garbage Tags	210	210
<b>Total Revenue</b>	<b>104,213</b>	<b>111,540</b>

Capital Component Contribution	-	3,000
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Total Revenue Required for Operating PLUS Capital Contribution	111,540
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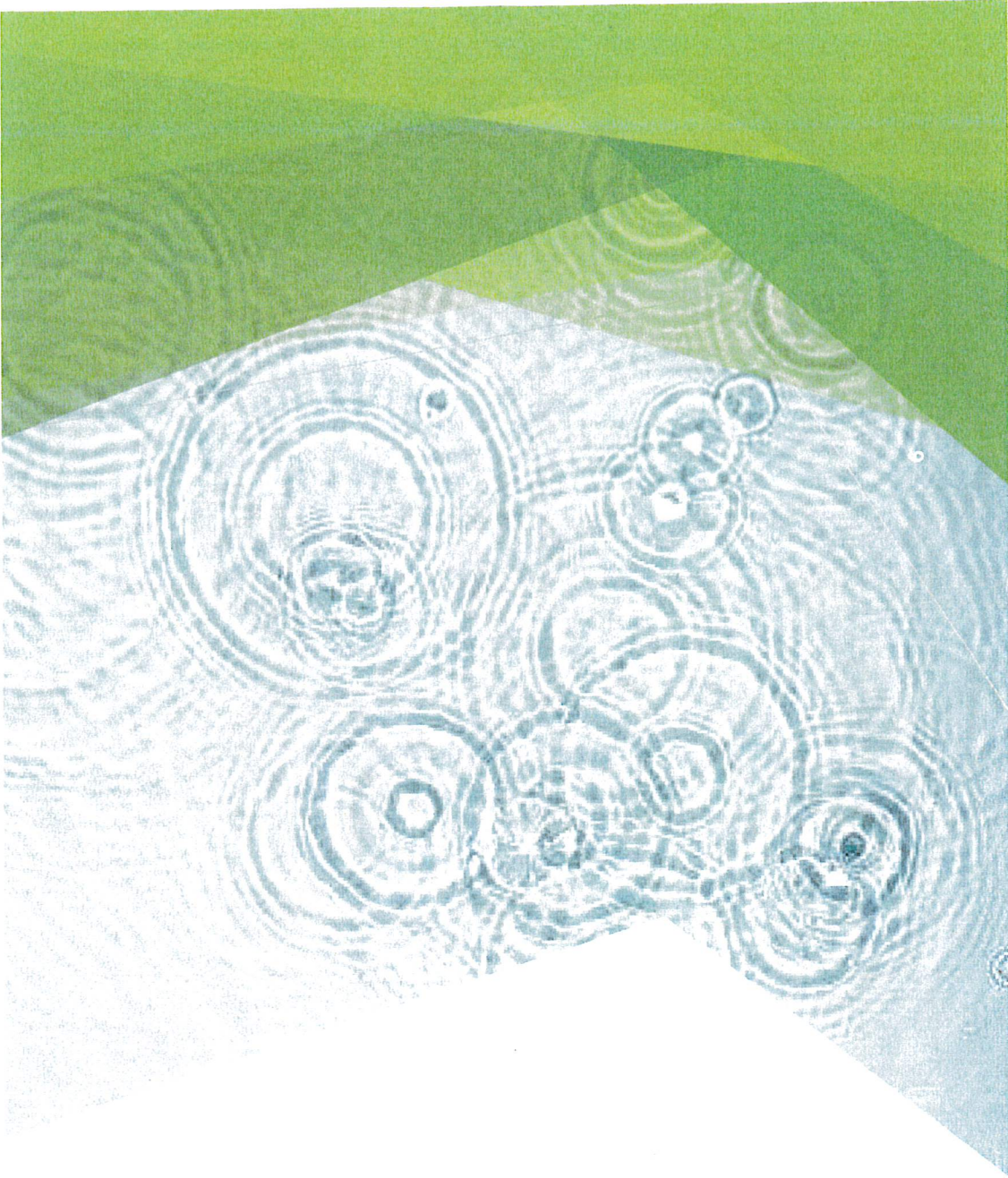
Final Rate Increase Requirement (with Capital)	6.5%
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## Budget Factors:

- Inflationary increase - Garbage Collection Services
- RDCK Tipping Fee increase (10%)

## Recommendation:

- An increase in Garbage Collection User Fees by \$1.25 per month to \$20.64 per month (6.5%) (Residential Single Family Home)



# Water Utility Budget - Draft



# Draft Utility User Fees - Water

Village of Salmo WATER BUDGET 2025-2029 (Draft)		Proposed User Fee Increases (Draft)					
Feb 2025	2024 Budget	2024 PORJ	2025 Budget 7.0%	2026 Budget 5%	2027 Budget 5%	2028 Budget 5%	2029 Budget 5%
<b>Revenues</b>							
User fees	(204,461)	(204,431)	(222,140)	(233,247)	(244,909)	(257,155)	(270,012)
Revenue from own sources	(2,942)	(21,069)	(3,390)	(3,390)	(3,390)	(3,390)	(3,390)
Interest income	(6,419)	(6,419)	(6,419)	(6,419)	(6,419)	(6,419)	(6,419)
<b>Total Revenues</b>	<b>(213,822)</b>	<b>(231,919)</b>	<b>(231,949)</b>	<b>(243,056)</b>	<b>(254,718)</b>	<b>(266,963)</b>	<b>(279,821)</b>
<b>Total revenues and allocations</b>	<b>(213,822)</b>	<b>(231,919)</b>	<b>(231,949)</b>	<b>(243,056)</b>	<b>(254,718)</b>	<b>(266,963)</b>	<b>(279,821)</b>
<b>Expenses, Capital &amp; Transfers</b>							
Operations	157,176	152,022	163,825	167,102	170,444	173,852	177,329
<b>Total expense and allocations</b>	<b>157,176</b>	<b>152,022</b>	<b>163,825</b>	<b>167,102</b>	<b>170,444</b>	<b>173,852</b>	<b>177,329</b>
<b>Total Net Operations Deficit (Surplus)</b>	<b>(56,646)</b>	<b>(79,897)</b>	<b>(68,124)</b>	<b>(75,954)</b>	<b>(84,274)</b>	<b>(93,111)</b>	<b>(102,492)</b>
<b>Potential Funding Opportunities</b>							
External Grant - Water Reservoir Study			(50,000)				
<b>Capital Projects and One-Time Expenses</b>							
2024 Glendale Generator Propane Tank	60,000	40,000					
2024 Glendale Well Pump Replacement	40,000	40,000					
2024 Well Sinefilter & Cabinet	12,000	12,000					
2025 Water Reservoir Study			50,000				
2025 Reservoir Inspection & Cleaning			7,000				
2025 Decommission 9th Street Wells			15,000				
2025 Sayward Well Repair			7,500				
2025 Glendale Well Repair			7,500				
2025 Test Well			10,000				
2025 Water Leak Repair			30,000				
2025 Lift Station Electric Hoist			5,000				
Other Capital				80,000	80,000	80,000	80,000
<b>Total Capital and one-time</b>	<b>112,000</b>	<b>92,000</b>	<b>132,000</b>	<b>80,000</b>	<b>80,000</b>	<b>80,000</b>	<b>80,000</b>
<b>Potential Future Net Operations Deficit (Surplus)</b>	<b>55,354</b>	<b>12,103</b>	<b>13,876</b>	<b>4,046</b>	<b>(4,274)</b>	<b>(13,111)</b>	<b>(22,492)</b>
Opening Water Fund balance	(332,731)	(332,731)	(320,628)	(306,752)	(302,706)	(306,980)	(320,091)
<b>Estimated Closing Water Fund Balance</b>	<b>(277,377)</b>	<b>(320,628)</b>	<b>(306,752)</b>	<b>(302,706)</b>	<b>(306,980)</b>	<b>(320,091)</b>	<b>(342,583)</b>

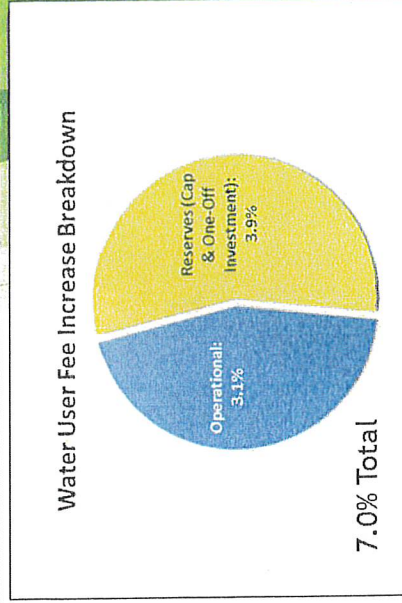
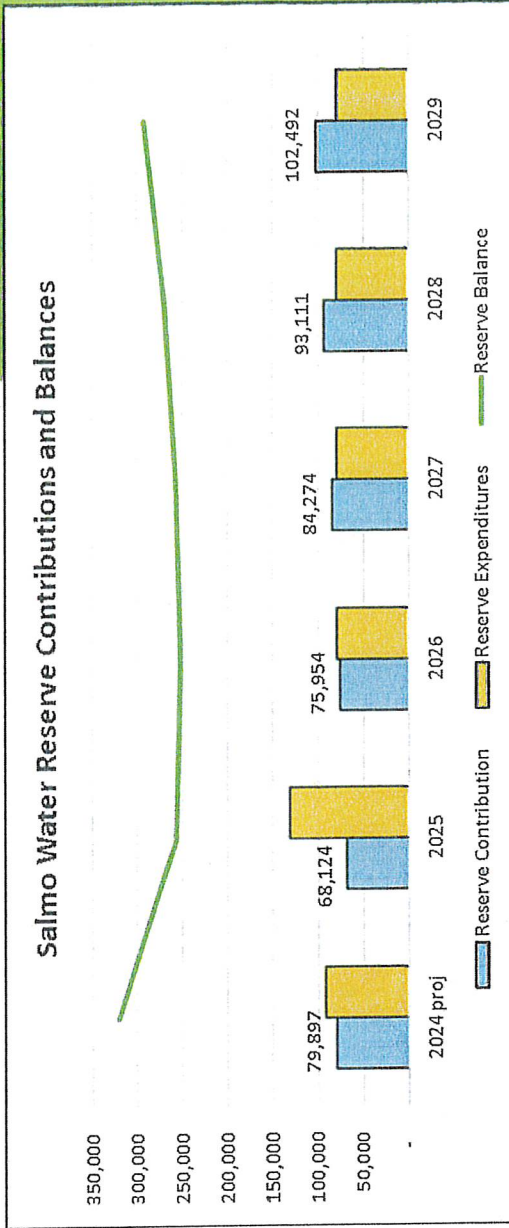
# Draft Utility User Fees - Water

## Budget Factors:

- Inflationary components (electricity)
- Continued well testing, inspections, and system repairs
- Water reservoir study
- Maintain reserve contributions to keep up and anticipate capital expenditures

## Recommendation:

- An increase in water utility fees by \$2.10 per month to \$25 per month (7.0%)  
(Residential Single Family Home)







# Sewer Utility Budget - Draft



# Draft Utility User Fees - Sewer

	Proposed User Fee Increases (Draft)						
	2024 Budget	2024 PROJ	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
<b>Village of Salmo</b>							
<b>SEWER BUDGET 2025-2029 (draft)</b>							
<b>FEB, 2025</b>							
<b>Revenues</b>							
User fees	(344,019)	(342,494)	(365,523)	(385,626)	(406,836)	(427,178)	(444,265)
Revenue from own sources	(2,660)	(16,397)	(2,724)	(2,000)	(2,000)	(2,000)	(2,000)
Interest income	(564)	(600)	(600)	(600)	(600)	(600)	(600)
<b>Total Revenues</b>	<b>(347,243)</b>	<b>(359,491)</b>	<b>(368,846)</b>	<b>(388,226)</b>	<b>(409,436)</b>	<b>(429,778)</b>	<b>(446,865)</b>
<b>Expenses, Capital &amp; Transfers</b>							
Operations	309,239	292,799	307,085	313,227	319,491	325,881	332,399
Deficit (Surplus)	(38,004)	(66,692)	(61,761)	(75,000)	(89,945)	(103,897)	(114,465)
<b>Funding Sources</b>							
Growing Communities - funding source	(249,000)	(199,000)	(55,500)	(40,000)	(20,000)	0	0
<b>Capital Projects and One-Time Expenses</b>							
2024 Trozzo Well Compliance (estimate)	50,000	50,000					
2024 Urban systems authorization amendment	7,000	7,000					
2024 Lab Equipment	5,000	5,000					
2024 Sewer Inspection and Augering	37,000	37,000					
2024 Fencing RI Basin	90,000	90,000					
2025 Harmonic Upgrades	50,000	0	50,000				
2025 Sludge Pump Seal Replacement			4,000				
2025 Scope & Clean Sewer			10,000				
2025 Aerators			10,000				
Other	10,000	10,000		80,000	80,000	80,000	80,000
	<b>249,000</b>	<b>199,000</b>	<b>74,000</b>	<b>80,000</b>	<b>80,000</b>	<b>80,000</b>	<b>80,000</b>
<b>Potential Future Net Operations Deficit (Surplus)</b>	<b>(38,004)</b>	<b>(66,692)</b>	<b>(43,261)</b>	<b>(35,000)</b>	<b>(29,945)</b>	<b>(23,897)</b>	<b>(34,465)</b>
Opening Sewer Fund balance	(6,444)	(6,444)	(73,136)	(116,397)	(151,397)	(181,342)	(205,238)
<b>Estimated Closing Sewer Fund Balance</b>	<b>(44,448)</b>	<b>(73,136)</b>	<b>(116,397)</b>	<b>(151,397)</b>	<b>(181,342)</b>	<b>(205,238)</b>	<b>(239,703)</b>

**Note:** Leveraging the Growing Communities Fund for capital investment at the following rates:

- 2024: 100%
- 2025: 75%
- 2026: 50%
- 2027: 25%
- 2028+: 0%



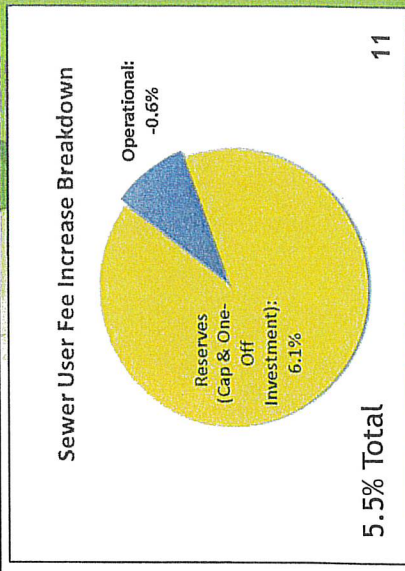
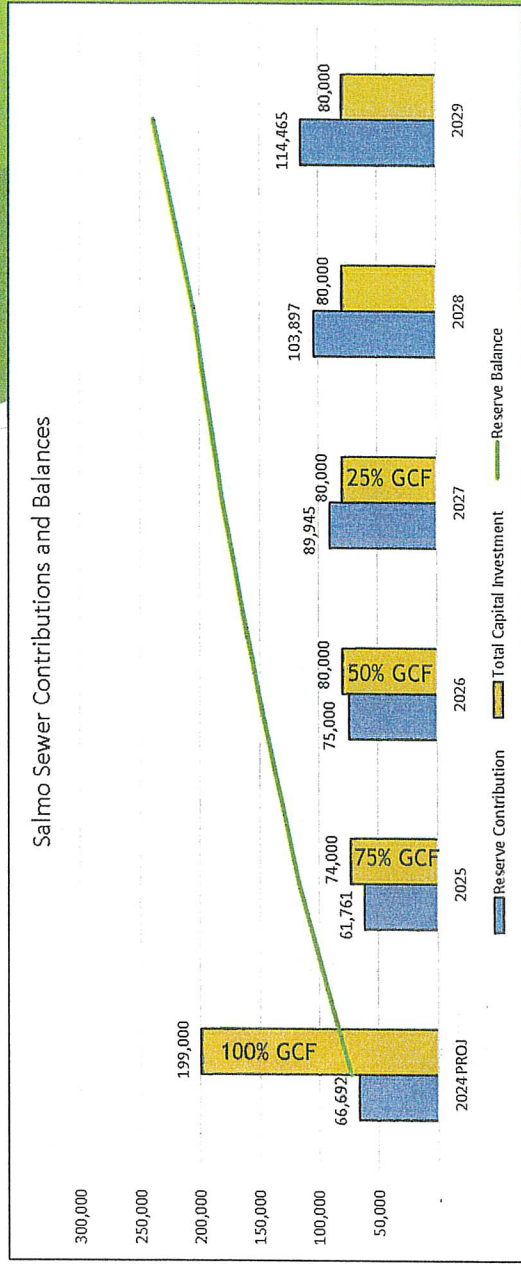
# Draft Utility User Fees - Sewer

## Budget Factors:

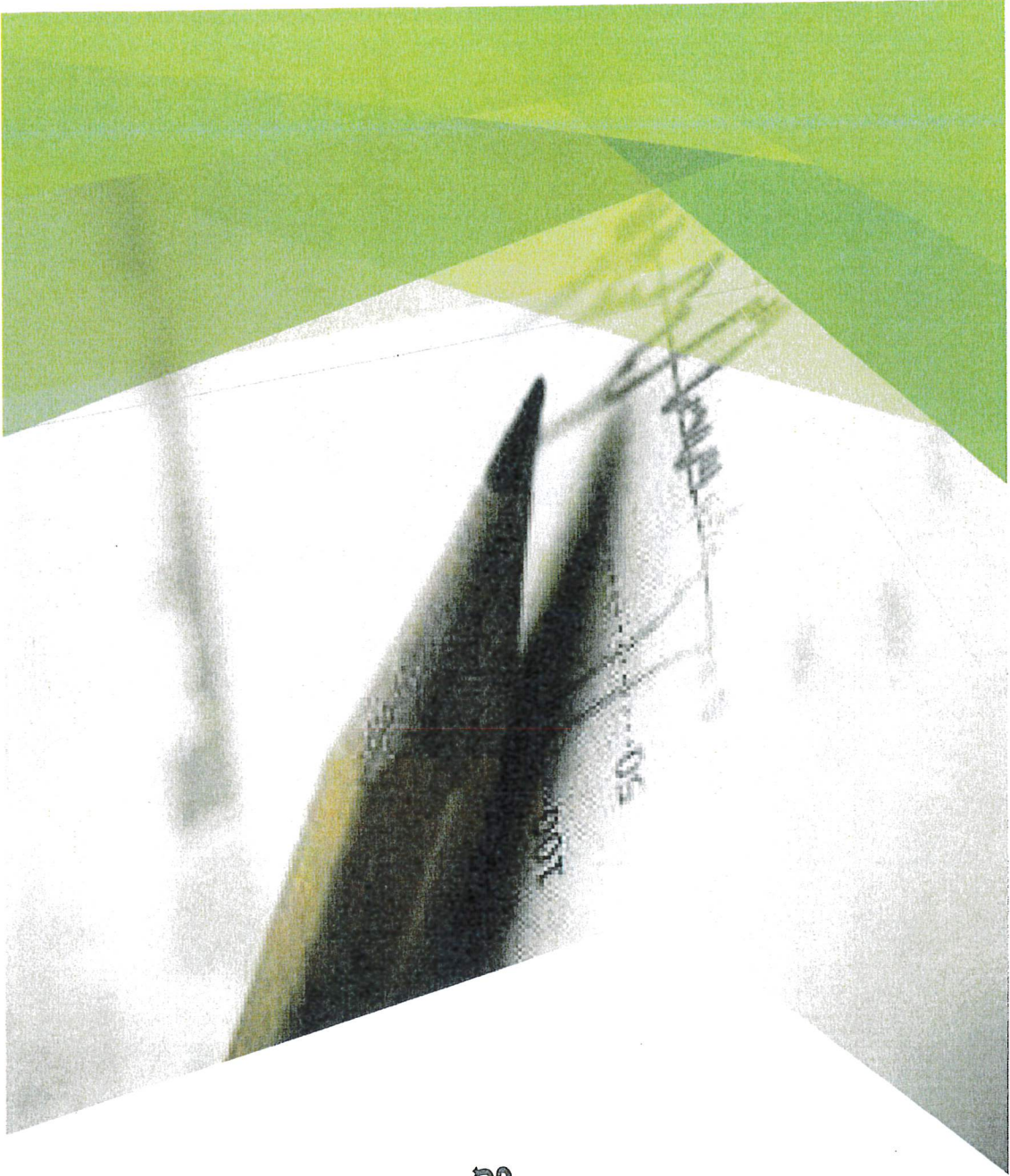
- Inflationary components (electricity & effluent disposal)
- Continued maintenance and small Component replacements
- Harmonic upgrades, aerator, scoping
- Maintain reserve contributions to keep up and anticipate capital expenditures

## Recommendation:

- An increase in sewer utility fees by \$2.66 per month to \$32 per month (5.5%)  
(Residential Single Family Home)







**Village Operating  
Budget - Draft**

# Draft Operating Budget 2025-2029

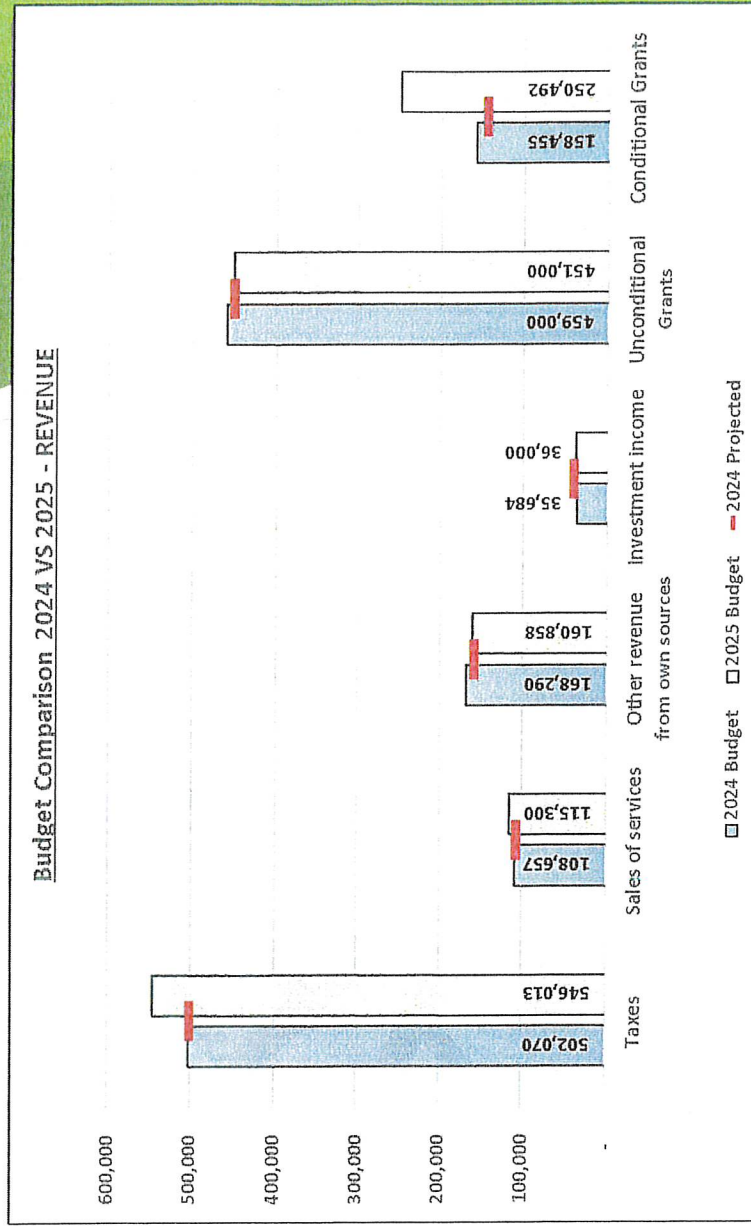
Village of Salmo OPERATING BUDGET 2025-2029 - Draft FEB, 2025	Proposed Tax Increases (Draft)						
	2024 Budget	2024 Projected	2025 Budget 6.40%	2026 Budget 4%	2027 Budget 4%	2028 Budget 4%	2029 Budget 4%
<b>Revenues</b>							
* Taxes	(501,268)	(501,268)	(546,013)	(568,090)	(582,834)	(605,228)	(624,898)
Sales of services	(108,657)	(107,784)	(115,300)	(120,027)	(124,228)	(128,576)	(133,076)
Other revenue from own sources	(168,290)	(158,872)	(160,858)	(167,453)	(173,314)	(179,380)	(185,658)
Investment income	(35,684)	(38,600)	(36,000)	(33,000)	(30,000)	(30,000)	(30,000)
Unconditional Grants	(459,000)	(451,000)	(451,000)	(451,000)	(451,000)	(451,000)	(451,000)
Conditional Grants	(158,455)	(145,233)	(250,492)	(250,492)	(250,492)	(250,492)	(250,492)
<b>Total Revenues</b>	<b>(1,432,156)</b>	<b>(1,402,757)</b>	<b>(1,559,663)</b>	<b>(1,590,063)</b>	<b>(1,611,869)</b>	<b>(1,644,677)</b>	<b>(1,675,125)</b>
<b>Expenses</b>							
General government	569,231	593,466	567,582	576,886	586,572	596,027	604,837
Protective services	132,754	109,446	137,850	140,056	142,296	144,573	146,886
Transportation services	358,054	305,580	351,006	356,622	362,328	368,125	374,015
Waste collection	118,762	118,979	124,850	126,848	128,877	130,939	133,034
Public health & Wellness	15,250	15,806	16,050	16,307	16,568	16,833	17,102
Parks, recreation and Cultural services	61,150	55,861	63,800	64,821	65,858	66,912	67,982
Interest	22,118	22,120	22,118	22,118	21,015	19,913	19,913
<b>Total Expenses</b>	<b>1,277,319</b>	<b>1,221,257</b>	<b>1,283,256</b>	<b>1,303,657</b>	<b>1,323,514</b>	<b>1,343,322</b>	<b>1,363,771</b>
<b>Net Operating Deficit (Surplus)</b>	<b>(154,837)</b>	<b>(181,500)</b>	<b>(276,407)</b>	<b>(286,406)</b>	<b>(288,354)</b>	<b>(301,355)</b>	<b>(311,355)</b>
<b>Transfers to Reserves</b>							
Transfer to machinery & equip reserve	50,000	50,000	50,000	55,000	60,000	60,000	60,000
Transfer to fire dept equipment reserve	44,250	44,250	50,500	55,500	60,500	70,500	80,500
Transfer to jaws of life reserve	19,755	24,845	19,755	19,755	19,755	19,755	19,755
Transfer to wellness centre reserve	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Transfer to Salmo Parks reserve	7,000	7,000	7,000	7,000	7,000	10,000	10,000
Transfer to community works fund			115,320	115,320	115,320	115,320	115,320
	<b>131,005</b>	<b>136,095</b>	<b>252,574</b>	<b>262,574</b>	<b>272,574</b>	<b>285,574</b>	<b>295,574</b>
<b>Debt principal payments</b>	23,832	23,832	23,832	23,832	15,780	15,780	15,780
<b>Total Net Operations Deficit (Surplus)</b>	<b>(0)</b>	<b>(21,573)</b>	<b>(0)</b>	<b>(0)</b>	<b>(0)</b>	<b>(0)</b>	<b>(0)</b>



# Draft Operations Budget - Revenue

## Budget Factors - Revenue:

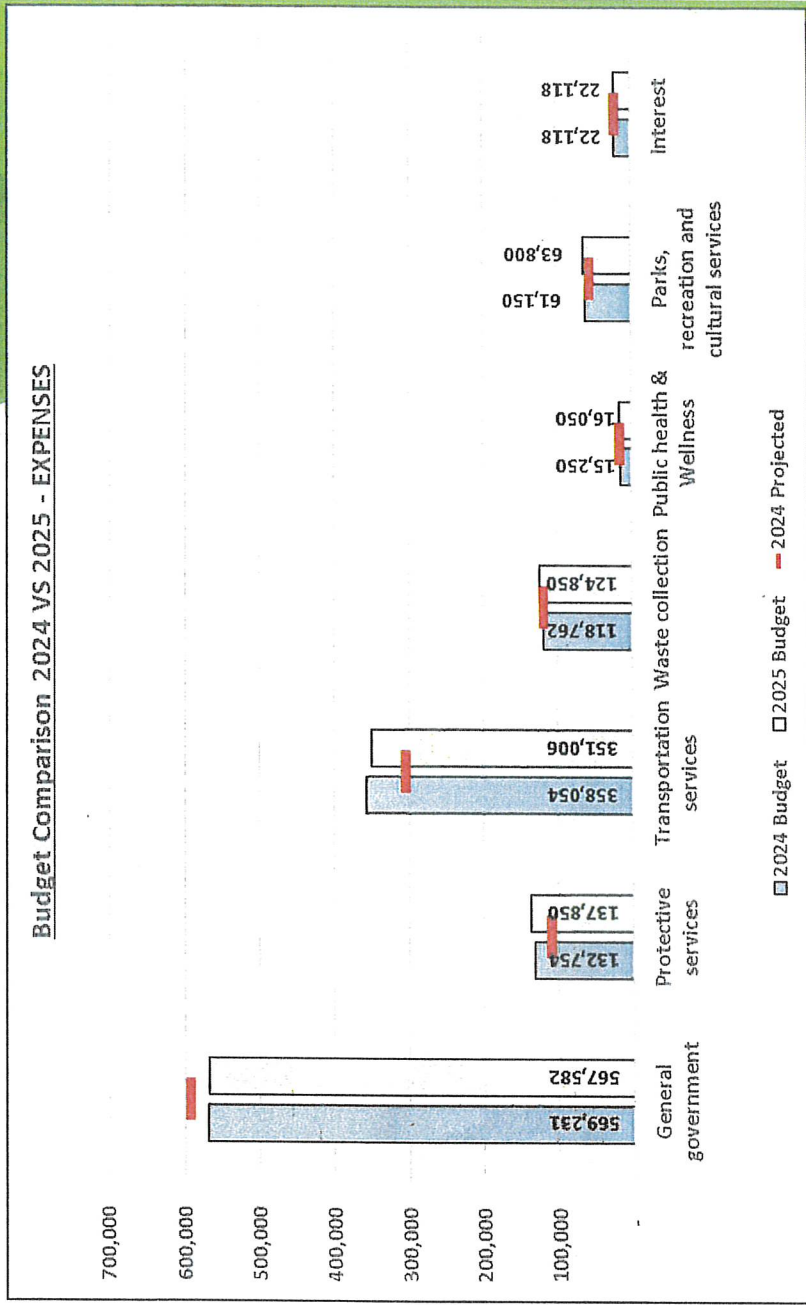
- Sales Of Service:
  - Waste collection rate increase
- Other Revenue:
  - Decrease in rental revenue
- Unconditional Grant
  - Small communities grant
- Conditional Grant
  - Adding community works grant to ops budget this year (and forward)



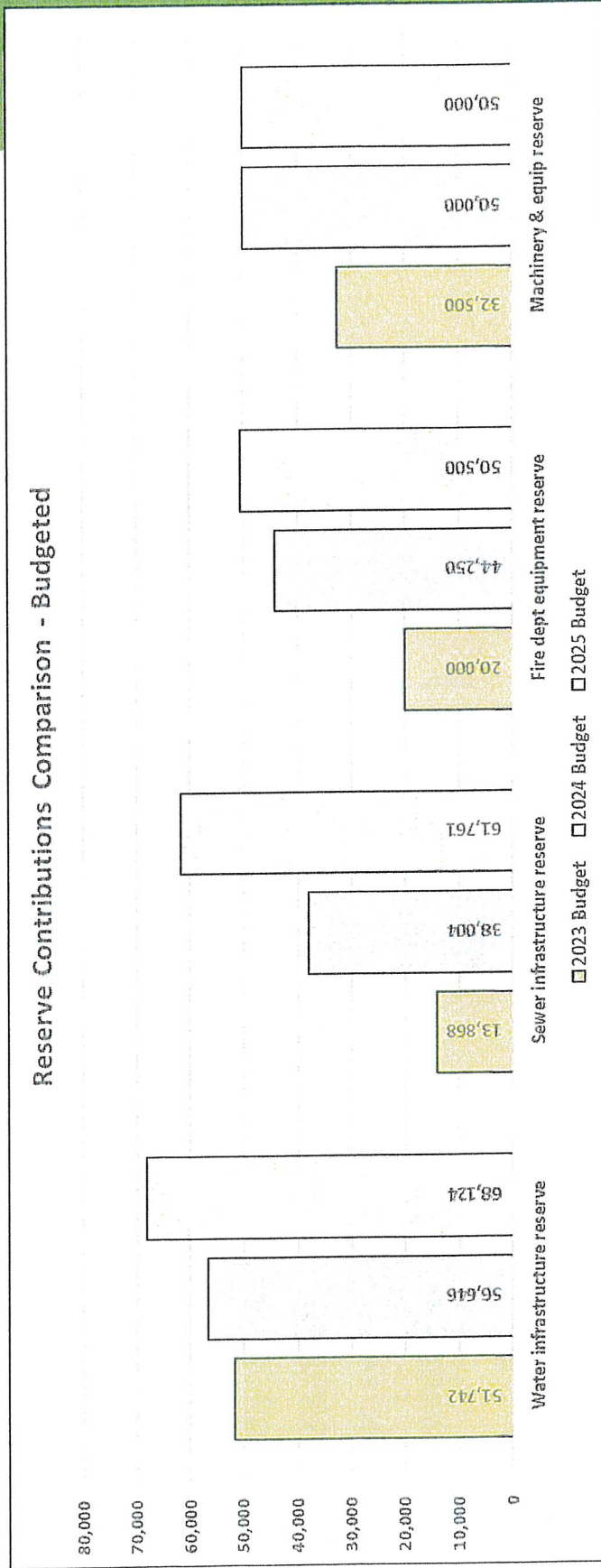
# Draft Operations Budget - Expenses

## Budget Factors - Expenses:

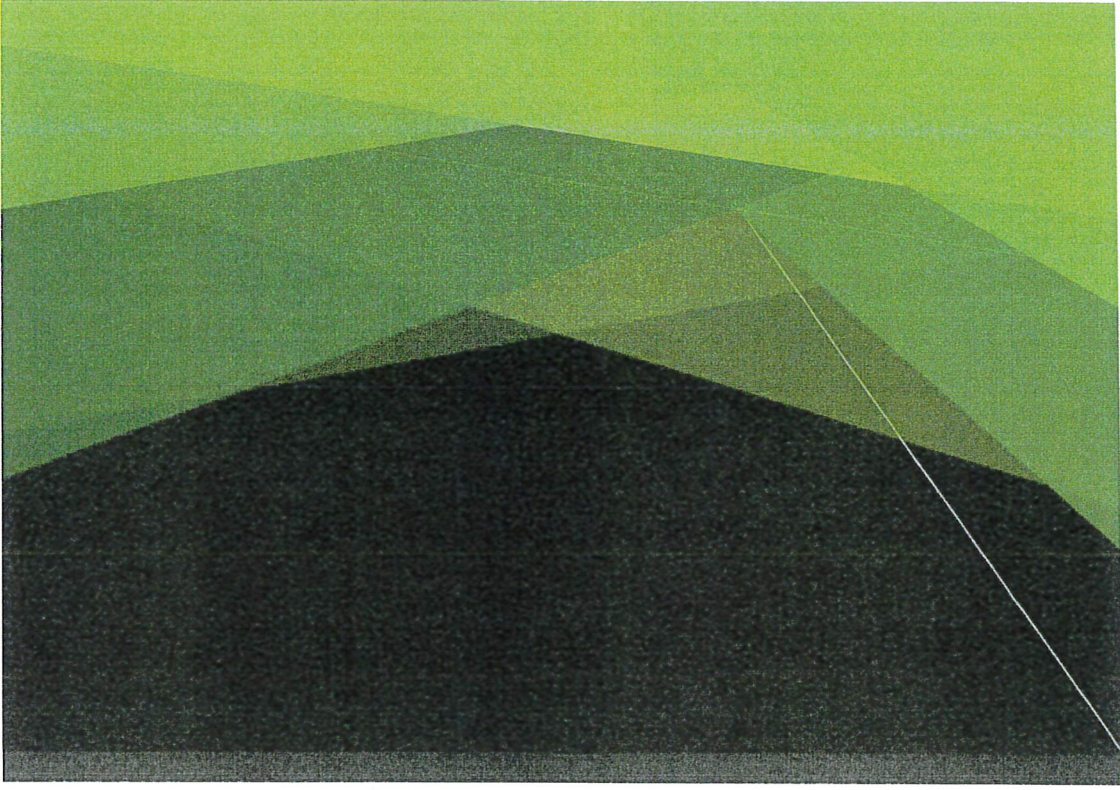
- General Government:
  - Small decrease, no ops changes
- Protective Services:
  - Inflationary increase
- Transportation:
  - Small decrease based on historical, no ops changes
- Waste Collection:
  - Increase in Contracting costs and RDCK tipping fees
- Parks and Recreation:
  - Inflationary increase



# Draft Operations Budget - Reserve Contributions







**Capital Budget &  
Reserve Balances  
Draft**



# Draft Capital & One-Time Expenses

Capital Projects & One-Time Expenses	Public Service	Estimated Costs (2025)	Possible Funding Source	Priority
<b>CAPITAL</b>				
Picnic Tables	Parks	5,000	Reserve	
Trackless Mower	Parks	5,000	Reserve	
KP Concession Building	Parks	100,000	Surplus	
Riding Mower	Parks	4,500	Reserve	
Hand Dryer (KP Park)	Parks	2,000	Reserve	
WWTP Aerators	Sewer	10,000	Reserve	
Sludge Pump Seal Replacement	Sewer	4,000	Growing Communities Fund	
Harmonic Upgrade	Sewer	50,000	Growing Communities Fund	
Plow Truck	Transportation	65,000	Reserve	
1st ST Culvert	Transportation	17,500	Community Works Fund	
Glendale Bridge Handrails	Transportation	30,000	Community Works Fund	
Public Works Shop Enclosure	Transportation	115,000	Village Surplus	
Lunch Room in Shop	Transportation	25,000	Village Surplus	
Water Leak Repair	Water	30,000	Reserve	
PW Tools	Public Works General	17,200	Reserve	
Hub Building Repair/Maintenance	General	50,000	Village Surplus	
<b>ONE-TIME EXPENSES</b>				
Asset Management Project	General	20,000	External Grant	
OCP Study	General	10,000	External Grant	
GIS Mapping Evlover	General	15,000	External Grant	
Dike Engineering Report	Protective Services	10,000	LGCAP	
Dike Work Including Rip Rap	Protective Services	20,000	Community Works Fund	
Scope & Clean Sewer	Sewer	10,000	Reserve	
Water Reservoir Study	Water	50,000	External Grant	
Reservoir Inspection & Cleaning	Water	7,000	Reserve	
Decommission 9th Street Wells	Water	15,000	Reserve	
Sayward Well Repair	Water	7,500	Reserve	
Glendale Well Repair	Water	7,500	Reserve	
Test Well	Water	10,000	Reserve	
<b>Total:</b>			<b>712,200</b>	

Village Funded*	553,200	78%
Specific Grant Funded	159,000	22%

\*Village Funded Includes: Growing Communities Fund, Surplus and Reserves

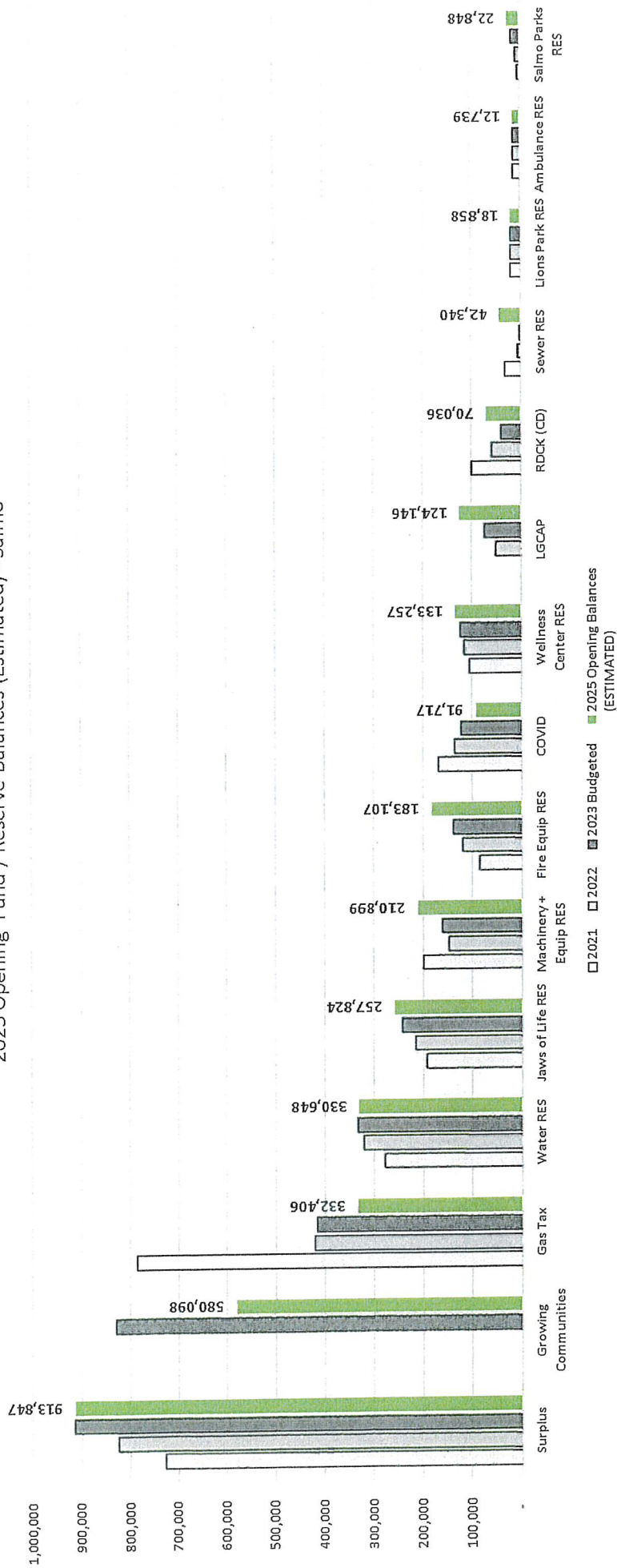


## Capital Priority Ranking Criteria (suggested):

Ranking	Description
1. Critical	Exclusion of this project increases risk to the municipality, has a negative future cost impact, or both. Has been identified in the AMIP.
2. Required	Outside agencies, internal policy, or previous approval and initiation of the project such that exclusion would risk non-compliance or loss of previous investment.
3. Strategic	Specifically identified in the municipalities strategic plan or it represents an increase in capacity to achieve Council's strategic goals.
4. Optimal	The project may have one or more dependencies with another project; while on its own it may be fully discretionary but completing the project at this time represents future cost savings, an increase in value, or reduction in risk.
5. Discretionary	This project is a specific request of Council, constituent, or other stakeholder that has not been identified in strategic or other master plans and represents no risk to the municipality if it is not approved.

# Draft Budget - All Reserve Balances

2025 Opening Fund / Reserve Balances (Estimated) - Salmo



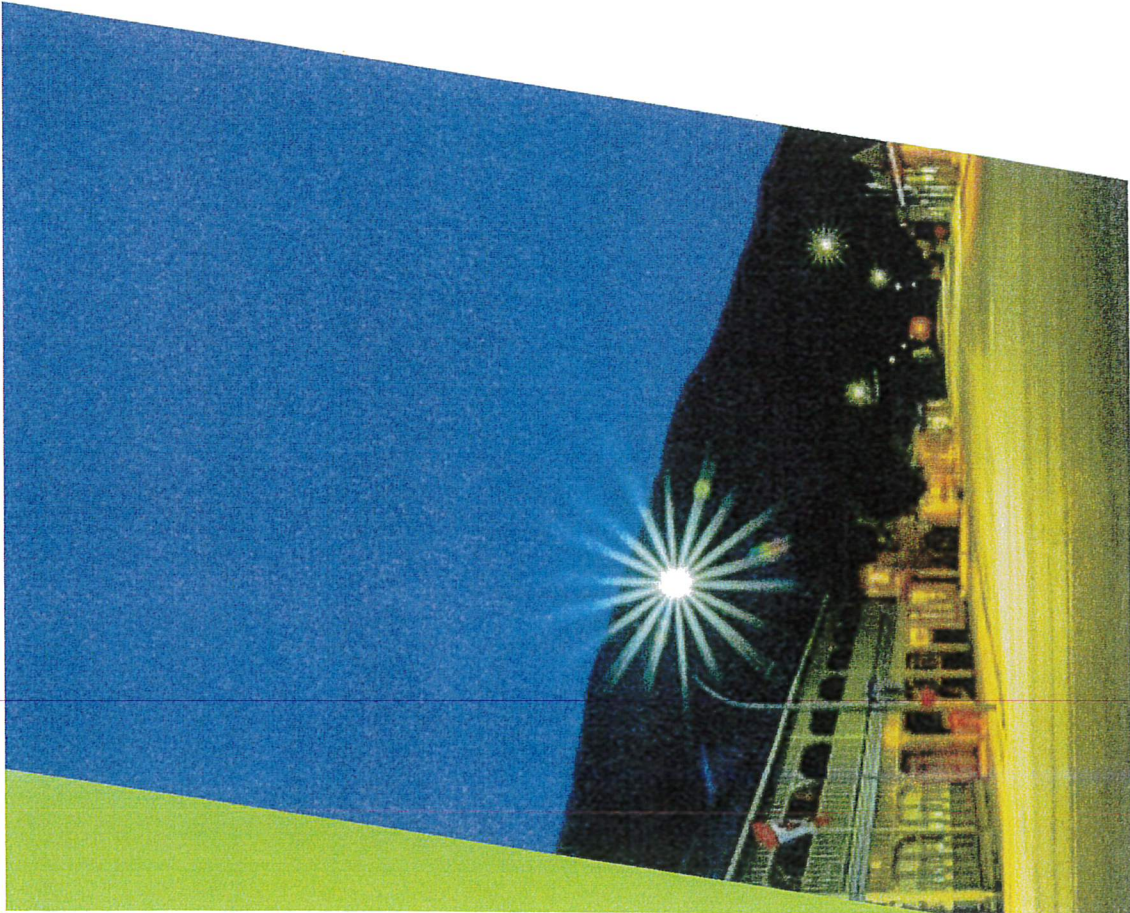
2025 opening balances are based on 2024 budgeted capital expenditures





# Village of Salmo 2025 Draft Budget

Questions?







# The Corporation of the Village of Salmo

## REGULAR MEETING #01-25 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, January 14, 2025 at 7:00 p.m.

### **PRESENT:**

#### In Person:

Mayor Diana Lockwood  
Councillor Jonathon Heatlie  
Councillor Jennifer Lins  
Councillor Kenzie Neil

CAO Derek Kwiatkowski

Members of the Public -1

#### Electronically:

Members of the Public -1

### **REGRETS:**

Councillor Melanie Cox.

### **CALL TO ORDER:**

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

### **AGENDA:**

R1-01-25

Moved and seconded, that the agenda of Regular Meeting #01-25 of Tuesday, January 14, 2025 be adopted as amended from *Council Procedure Bylaw #663, 2014* Schedule "A" to include a New Business section, an Administrative Reports section, and a Public Question period.

Carried.

### **DELEGATIONS:**

Oakley Horton Re:  
Safety Improvements to  
Salmo's Road  
Infrastructure - #02

The presentation included suggestions for traffic calming measures, parking, increasing pedestrian safety measures & road painting maintenance.

### **NEW BUSINESS:**

R2-01-25

Resolution for AKBLG  
Re: Requirement of a  
Referendum for  
Replacement of a Fire  
Apparatus

Moved and seconded, that Council support bringing the resolution of removing the requirement of a referendum for the replacement of a fire apparatus to the AKBLG for consideration.

Carried.

### **MINUTES:**

R3-01-25

Regular Meeting  
December 10, 2024

Moved and seconded, that the minutes of the Regular Council meeting #19-24 of Tuesday, December 10, 2024 be adopted as presented.

Carried.

**REFERRALS FROM DELEGATIONS: NIL**

**REFERRALS FROM PRIOR MEETINGS: NIL**



**POLICY DEVELOPMENT & REVIEW: NIL**

**BYLAW DEVELOPMENT & REVIEW:**

R4-01-25                      Moved and seconded, that staff be directed to prepare a zoning  
Rezoning – 1023                      amendment bylaw for the rezoning change for property LOT A PLAN  
Glendale Avenue                      EPP113549 DISTRICT LOT 206 KOOTENAY LAND DISTRICT (1023  
Glendale Avenue) to R-1 (Single and Two-Family Residential) to be  
brought forward for consideration at the next regular council meeting.  
Carried.

**ADMINISTRATIVE REPORTS:**

R5-01-25                      Moved and seconded, that Council accepts the CAO report for  
Referendum                      information.  
Requirement for Fire                      Carried.  
Truck

R6-01-25                      Moved and seconded, that Council direct staff to apply for the Water  
Water Meter Pilot                      Meter Pilot Program.  
Program                      Carried.

R7-01-25                      Moved and seconded, that Council accepts the CAO report for  
2025 Budget Update                      information.  
Carried.

**ACCOUNTS PAYABLE:**

R8-01-25                      Moved and seconded, that Council receive for information the list of  
accounts payable cheques and electronic fund transfers from  
December 6, 2024 to January 9, 2025 totaling \$187,984.93.  
Carried.

**CORRESPONDENCE REQUIRING A COUNCIL DECISION:**

R9-01-25                      Moved and seconded, that Council approve the enrollment in the  
RDCK Community Wood                      “Community Wood Smoke Reduction Program” for 2025 for a  
Smoke Reduction                      maximum of 2 applications.  
Program - #65                      Carried.

R10-01-25                      Moved and seconded, that Council approve the request of the West  
West Kootenay BMX                      Kootenay BMX Racing Club to provide a letter of support agreeing to  
Racing Club Re:                      sponsor their application to the Salmo Valley Fund in the amount of  
Sponsorship for Salmo                      \$1,000 to assist with the purchase of loaner bikes for their All-Ages  
Valley Fund - #01                      Access Program.  
Carried.

**CORRESPONDENCE FOR INFORMATION ONLY: NIL**

**MEMBER REPORTS & INQUIRIES:**









# The Corporation of the Village of Salmo

## SPECIAL MEETING MINUTES

Minutes of the Special Meeting of the Council of the Village of Salmo held in Council Chambers at 423 Davies Avenue in Salmo, B.C. on Monday, January 20, 2025 at 3:00 p.m.

<b>PRESENT:</b>	<u>In Person:</u>	CAO Derek Kwiatkowski
	Mayor Diana Lockwood	Members of Public - 0
	Councillor Melanie Cox	<u>Electronically</u>
	Councillor Jonathon Heatlie	Finance Officer Nathan Russ
	Councillor Jennifer Lins	Members of Public - 0
	Councillor Kenzie Neil	

**CALL TO ORDER:** Mayor Lockwood called the meeting to order at 3:00 p.m.

**AGENDA:**  
R1-0120-25 Moved and seconded, that the agenda of Special Meeting of Monday, January 20, 2025 be adopted as presented.  
Carried.

**LOCAL GOVERNMENT CLIMATE ACTION PROGRAM (LGCAP) FUNDING DISCUSSION:**  
R2-0120-25 Moved and seconded, that Council direct staff to use 2022 & 2023 LGCAP funding to cover the 2024 generator purchase & installation, followed by completing funding for the Village Office solar project, following by the purchase of 3 solar lights for the walking trail, followed by 5% of CAO wages, with the remaining funds to purchase rip rap.  
Carried.

**CANCELLATION OF JANUARY 28, 2025 REGULAR COUNCIL MEETING:**  
R3-0120-25 Moved and seconded, that Council cancel the regular council meeting of January 28, 2025.  
Carried.

**PUBLIC QUESTION PERIOD:** NIL

**ADJOURNMENT:** Moved and seconded, that the meeting be adjourned.  
R4-0120-25 Carried @ 3:47 p.m.

I hereby certify the preceding to be a true and correct account of the Special Meeting of Council held on Monday, January 20, 2025.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer/CO



**THE CORPORATION OF THE VILLAGE OF SALMO  
BYLAW NO. 760, 2025**

**A BYLAW TO AMEND "ZONING BYLAW NO. 489, 2001"**

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WHEREAS the Council of the Village of Salmo considers it desirable and expedient to amend "ZONING BYLAW NO. 489, 2001" (hereinafter called "said Bylaw");

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

1. That the said Bylaw be amended by changing the zone for the property legally known as 1023 Glendale Avenue (LOT A PLAN EPP113549 DISTRICT LOT 206 KOOTENAY LAND DISTRICT PID 031-791-883) from Mobile Home Park (R-3) to Single and Two Family Residential (R-1).
2. This Bylaw shall take effect immediately.
3. This Bylaw may be cited as the "Zoning Bylaw Amendment (1023 Glendale Avenue) Bylaw No. 760, 2025".

READ A FIRST TIME

this \_\_\_\_ day of \_\_\_\_, 2025

READ A SECOND TIME

this \_\_\_\_ day of \_\_\_\_, 2025

READ A THIRD TIME

this \_\_\_\_ day of \_\_\_\_, 2025

RECONSIDERED AND FINALLY ADOPTED

this \_\_\_\_ day of \_\_\_\_, 2025

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer/Corporate Officer

I HEREBY CERTIFY THE ABOVE TO BE A TRUE COPY OF THE "ZONING BYLAW AMENDMENT (1023 GLENDALE AVENUE) BYLAW NO. 760, 2025".

\_\_\_\_\_  
Chief Administrative Officer/Corporate Officer



Village of Salmo  
Accounts Payable January 10 to February 6, 2025

Cheque #	Pay Date	Vendor Name	Description	Paid Amount
017949	2025-01-14	Ace Courier Systems	P.W. Shipping Expense	\$37.11
017954	2025-01-14	Ace Courier Systems	P.W., Water Sample Shipping Expense	\$61.39
017981	2025-01-29	Ace Courier Systems	Water Sample Shipping Expense	\$25.25
017950	2025-01-14	Air Liquide Canada Inc.	Fire Dept. Supplies	\$17.37
017955	2025-01-14	B Speers Contracting	Harmonic Upgrade Expense	\$4,368.00
EFT	2025-01-25	B Speers Contracting	Wellness Centre Maintenance	\$252.00
017980	2025-01-29	BC ONE CALL Ltd	BC One Call Services	\$133.56
017951	2025-01-14	City of Nelson	2024 Financial Services Contract	\$41,370.00
EFT	2025-01-10	Collabria	Bylaw/Cellphone/F.D./Office/Postage/VWWTTP	\$5,565.45
017952	2025-01-14	Columbia Basin Broadband Corporation	Office Internet	\$280.00
017961	2025-01-20	Commissionnaires British Columbia	Bylaw Enforcement	\$150.97
017962	2025-01-20	Custom Dozing Ltd.	Water Leak Services	\$1,071.00
EFT	2025-01-23	Fortis BC - Natural Gas	Natural Gas Expense	\$252.34
EFT	2025-01-23	Fortis BC - Natural Gas	Natural Gas Expense	\$385.59
EFT	2025-01-23	Fortis BC - Natural Gas	Natural Gas Expense	\$44.67
EFT	2025-01-23	Fortis BC - Natural Gas	Natural Gas Expense	\$40.38
EFT	2025-01-23	Fortis BC - Natural Gas	Natural Gas Expense	\$40.38
EFT	2025-01-23	Fortis BC - Natural Gas	Natural Gas Expense	\$448.60
EFT	2025-01-25	Fortis BC - Natural Gas	Natural Gas Expense	\$17.29
EFT	2025-01-25	Fortis BC - Natural Gas	Natural Gas Expense	\$28.82
EFT	2025-01-25	Fortis BC Inc.	Electricity Expense	\$279.27
EFT	2025-01-25	Fortis BC Inc.	Electricity Expense	\$162.97
EFT	2025-01-25	Fortis BC Inc.	Electricity Expense	\$655.30
EFT	2025-01-25	Fortis BC Inc.	Electricity Expense	\$1,923.60
EFT	2025-01-25	Fortis BC Inc.	Electricity Expense	\$195.42
EFT	2025-01-25	Fortis BC Inc.	Electricity Expense	\$79.94
EFT	2025-01-25	Fortis BC Inc.	Electricity Expense	\$41.60
EFT	2025-01-25	Fortis BC Inc.	Electricity Expense	\$22.18
EFT	2025-01-25	Fortis BC Inc.	Electricity Expense	\$388.61
EFT	2025-01-25	Fortis BC Inc.	Electricity Expense	\$166.54
EFT	2025-01-25	Fortis BC Inc.	Electricity Expense	\$192.21
EFT	2025-01-25	Fortis BC Inc.	Electricity Expense	\$83.46
EFT	2025-01-25	Fortis BC Inc.	Electricity Expense	\$3,563.06
EFT	2025-01-15	Imperial Oil Esso	F.D./PW Fleet Fuel Expenses	\$367.43
EFT	2025-01-15	Imperial Oil Esso	F.D./PW Fleet Fuel Expenses	\$711.40
017963	2025-01-20	Innov8 Digital Solutions Inc.	Photocopier Expenses	\$222.88
017956	2025-01-14	Kootenay Industrial Supply Ltd.	Weed Whacker Supplies	\$141.70
017957	2025-01-14	Lordco Auto Parts	2018 Loader Supplies	\$411.90
017964	2025-01-20	Lordco Auto Parts	Dump Truck Supplies, Shop Supplies	\$141.70
017982	2025-01-29	Lordco Auto Parts	Lift Station Supplies, Miscellaneous Equipment Supplies	\$66.48

Village of Salmo  
Accounts Payable January 10 to February 6, 2025

Cheque #	Pay Date	Vendor Name	Description	Paid Amount
017958	2025-01-14	M.J. Fabrication & Maintenance Welding	Plow Truck Maintenance	\$141.75
017959	2025-01-14	Martech Motor Winding Ltd.	Lift Station Maintenance	\$739.20
017966	2025-01-20	Mills Office Productivity	Office Supplies	\$144.24
017983	2025-01-29	Mills Office Productivity	Office Equipment	\$2,684.64
017965	2025-01-20	Municipal Insurance Association of BC	2025 Liability Premium, Casual Legal Services, Associate Member Ins.	\$12,285.00
017985	2025-01-29	Powers Michael	Reimburse Overcharge	\$2.00
Pre-Authorized Debit	2025-02-04	Province of BC	School Tax Payment	\$3,815.55
Pre-Authorized Debit	2025-01-14	Province of BC	School Tax Payment	\$55,520.30
EFT	2025-01-10	Receiver General for Canada	Payroll Remittance	\$10,745.00
Pre-Authorized Debit	2025-02-06	Royal Bank Central Card Services	Service Fees	\$133.01
017986	2025-01-29	Sunco Communication & Installation	IT Services	\$1,915.09
EFT	2025-01-15	Telus	Alarm Monitoring	\$26.25
EFT	2025-01-15	Telus	Alarm Monitoring	\$31.50
EFT	2025-01-25	Telus	Alarm Monitoring	\$31.50
EFT	2025-01-25	Telus	Alarm Monitoring	\$0.47
EFT	2025-01-25	Telus	Alarm Monitoring	\$26.25
EFT	2025-01-25	Telus	Alarm Monitoring	\$0.39
EFT	2025-01-15	Telus Communications Inc.	Telephone/Fax/Internet Expense	\$1,168.94
EFT	2025-01-15	Telus Communications Inc.	Office Fax	\$85.01
017960	2025-01-14	West Erie Mechanical	Snow Blade Maintenance	\$189.00
017967	2025-01-20	Wholesale Fire & Rescue Ltd.	F.D. Supplies	\$210.54
EFT	2025-01-16	Workers' Compensation Board of BC	Quarterly Remittance	\$4,581.87
017953	2025-01-14	Yellow Pages Group	Advertising	\$2.37
EFT	2025-01-25	Yellow Pages Group	Advertising Expense	\$2.37
		Employee Benefits, Reimbursements and Salaries (PP2, PP3, Council 1)		\$41,786.17
		<b>Total:</b>		<b>\$200,534.53</b>

Credit Card Details:	
Commissionaires (Bylaw Exp.)	\$260.54
F.D. Expenses	\$1,691.93
KP Washroom Sign	\$27.35
Office Supplies	\$200.92
Postage Expense	\$26.24
Rogers (Cellphone Expense)	\$143.28
Sunco (IT Services)	\$2,587.09
WWTP Supplies	\$628.10
	<b>\$5,565.45</b>





# The Corporation of the Village of Salmo

## Request for Decision

Report Date: February 5, 2025  
Meeting Date: February 11, 2025 (#03-25)  
From: Derek Kwiatkowski, Chief Administrative Officer  
Subject: Walking Trail Solar Lighting

---

### 1. **OBJECTIVE**

For Council to direct the use of LGCAP funds that were designated for walking trail solar lights.

### 2. **DISCUSSION AND ANALYSIS**

Village Council held a Special Meeting on January 20<sup>th</sup>, 2025 to discuss the need to spend LGCAP funding that was set to expire by March 31, 2025. One of the directives to the Chief Administrative Officer was to install 3 solar lights along the walking trail between Carney Bridge Road and Cady Road.

The Village administration chose several options based on Council's direction & contacted the electrical company to provide a preliminary assessment on the location & strength of lighting needed (the company that installed solar panels on the Village shop & office). After an inspection of the area & review of the lighting specifications, the electrician strongly recommended that the Village reconsider the use of solar lighting.

Their opinion was that there is not enough sunlight on that side of the mountain to generate enough electricity to power the lights with the solar paneling available on the light stands. They stated that each light would require its own battery infrastructure for power storage which would triple the cost of each light (around \$15,000 per light total). This would not guarantee the ability to power the lights in the winter months.

The recommendation also included that if the Village is prioritizing lighting along the walking trail, to approach the Ministry of Transportation & FortisBC to connect into the power from the "old radio station". This would be more cost effective than the solar

These changes will disqualify the project for the LGCAP funding (although would qualify for other grants that the Village can apply for).

An increased allocation towards climate discussion costs and rip rap purchasing from Council's previous motion would use the remaining 2022 & 2023 LGCAP funding, however Council may choose to allocate the funds to a different energy efficiency project.

### 3. **RECOMMENDATION**

That Council direct administration to remove the solar lighting from the 2022 & 2023 LGCAP spending and further to direct those funds towards climate mitigation discussion costing & the remaining funds for increased rip rap purchase.

**ALTERNATIVES**

1. That Council proceed with the solar lighting purchase with 2022 & 2023 LGCAP funds.



# The Corporation of the Village of Salmo

## Request for Decision

Report Date: February 5, 2025  
Meeting Date: February 11, 2025 (#03-25)  
From: Derek Kwiatkowski, Chief Administrative Officer  
Subject: REACH Expression of Interest Availability

---

### 1. OBJECTIVE

For Council to determine whether to submit an expression of interest to Columbia Basin Trust REACH funding.

### 2. DISCUSSION AND ANALYSIS

The Village was contacted by the Columbia Basin Trust regarding new funding that is available for municipalities within the CBT's region called the REACH (Recreational Enhancements in Accessibility for Children).

*"The Trust has introduced a new funding initiative (Recreational Enhancements in Accessibility for Children, aka – REACH) to enhance accessibility in recreational spaces for children who face barriers (physical, intellectual, developmental, cognitive and neurodiversity). The program focuses on improving both new and existing indoor and outdoor public spaces, particularly in small and rural areas.*

- *The deadline to submit an EOI is **Wednesday, February 19, 2025.***

*A detailed budget and workplan is not required as part of the EOI submission.*

*Up to **100 per cent** of total project costs can be requested from the Trust for natural and built infrastructure improvements. Up to **15 per cent of** total project costs can be requested from the Trust for project planning and design. The expected maximum amount of Trust funding for any one project is \$50,000. The Trust may be able to exceed the expected maximum amount in situations where an Applicant has multiple indoor or outdoor spaces, is ready to move forward in the stated timelines, and the program is undersubscribed."*

Suggestions that are included in the program guide are extensive & any capital project can be combined with the \$25,000 Local Community Accessibility Grants that the Village can apply for.

### 3. RECOMMENDATION

That Council direct administration to complete the Columbia Basin Trust's REACH Expression of Interest Form for Council's requested improvements.

#### ALTERNATIVES

1. That Council direct administration not to complete the Columbia Basin Trust's REACH Expression of Interest Form.



**What is REACH?**

Recreational Enhancements in Accessibility for Children (REACH) promotes improvements to existing and new public indoor and outdoor spaces to increase accessibility of recreational amenities and physical activity for children with diverse abilities with a focus on small and rural areas.

**Who can apply?**

Eligible applicants (Applicants) include local governments, First Nations and non-profits with recreational facilities that benefit rural and remote communities in the Columbia Basin Trust region ([ourtrust.org/map](http://ourtrust.org/map)).

**When is the application deadline?**

February 19, 2025 at 2:00 p.m. PT/ 3:00 p.m. MT.

**What is the application process?**

Applicants are requested to complete the Expression of Interest (EOI) [Form](#) by the deadline. A detailed budget is not required as part of the EOI submission.

**What types of projects costs are eligible?**

Eligible costs include the following:

Category	Examples
<p>1. Project Planning and Design</p>	<ul style="list-style-type: none"> <li>• Engaging with children who will access and enjoy the play space and their parents/caregivers and local disability and recreational organizations.</li> <li>• Incorporation of Universal Design Principles (e.g. consideration of clearances and reach heights).</li> <li>• Incorporation of the developmental needs of children with diverse abilities, respecting physical, intellectual, developmental, cognitive and neurodiversity differences.</li> <li>• Contracted services, such as project and construction management, specialized design, architect, landscape architect, or engineering services.</li> <li>• Construction drawings and permissions, such as site plans, installation specifications, and obtaining necessary permits.</li> </ul>
<p>2. Natural and Built Infrastructure improvements</p>	<p>Outdoor improvements such as:</p> <ul style="list-style-type: none"> <li>• Earthworks (e.g. re-sloping, promoting firm, level surfaces without obstacles).</li> <li>• Accessible surfacing materials (e.g. pour-in-place rubber surfacing, rubber tile, engineered wood fibre).</li> <li>• Access routes and entry points connecting the play space to buildings/parking lot.</li> <li>• Accessible signage, benches, seating areas, drinking fountains, trash cans, ramps, hand/guard rails.</li> </ul>



	<p>Indoor improvements that:</p> <ul style="list-style-type: none"> <li>• Create environments that are sensory-friendly.</li> <li>• Create spaces for children to go when experiencing sensory overload.</li> <li>• Create spaces for social engagement and different kinds of play (e.g. solitary, onlooker, associative, cooperative).</li> <li>• Create spaces that engage multiple senses (tactile, auditory, proprioceptive, visual, vestibular).</li> </ul>
<p>3. Equipment</p>	<p>Indoor and outdoor equipment that promotes:</p> <ul style="list-style-type: none"> <li>• Social and emotional development (e.g. play tables and huts, spinning nets, roller slide).</li> <li>• Perceptual motor development (e.g. adaptive play swings, inclusive basketball hoops).</li> <li>• Sensory development (e.g. sound/music panels, sand and water play).</li> <li>• Improved accessibility such as ramps, slides, wheel-chair accessible and/or adjustable features.</li> <li>• Inclusive physical activity such as adaptive treadmill, adaptive bicycle, low impact sports equipment.</li> <li>• Other inclusive recreation opportunities (e.g. wobble stools, rocking chairs, bouncy bands, kinesthetic toys, spherical pillows, bean bag chairs, puzzles, tumbling equipment, comfortable floor mats and cushions).</li> </ul>

**What types of costs are not eligible?**

Costs that are not eligible include the following, but are not limited to those that:

- are incurred prior to receiving project approval;
- support projects that take place outside the Basin;
- are legislated responsibilities of public sector organizations under the *Accessible British Columbia Act*, including the requirements to establish an accessibility committee, an accessibility plan and build a feedback mechanism tool;
- building accessibility upgrades required under the BC Building Code; and
- other accessibility requirements under relevant local government plans (e.g. Official Community Plan), bylaws and policies.

**How much will the Trust fund?**

Up to **100 per cent** of total project costs can be requested from the Trust for natural and built infrastructure improvements.

Up to **15 per cent** of total project costs can be requested from the Trust for project planning and design.

The expected maximum amount of Trust funding for any one project is \$50,000. The Trust may be able to exceed the expected maximum amount in situations where an Applicant has multiple indoor or outdoor spaces, is ready to move forward in the stated timelines, and the program is undersubscribed.

### **How does the Trust select projects for funding?**

The Trust often receives requests for more funding than what is available and will prioritize requests from Applicants that demonstrate:

- The organization meets the program eligibility listed above.
- The project is ready to move forward in the stated timelines.
- The benefits will be available for broad public/community use, offering barrier-free opportunities for children (defined as someone under the age of 19) with diverse abilities.

The Trust strives to distribute funds across communities, organizations and project types and will consider this a part of the adjudication of all applications.

### **When will organizations hear the results?**

Organizations will be contacted by email, at the address provided on the EOI form, to confirm if the EOI has been approved for funding by February 26, 2025.

To finalize funding, both parties will sign a Contribution Agreement. Funds will be received, and projects may begin after both parties sign the Agreement.

### **When can a project begin?**

Funds can only be used for approved project expenses that occur after Trust approval of funding has been received and the Contribution Agreement has been signed. Projects must aim to be completed within two years of the date of the signed Contribution Agreement.

### **What else to keep in mind?**

Even if a project meets eligibility criteria, it may not be selected for funding as the Trust often receives requests for more funding than what is available. The Trust retains the right to determine project eligibility, and the amount of funding allocated to each project; this may be all or part of what was requested.

Depending on the nature of the project, applicants may have to obtain specific permits and approvals prior to receiving Trust funds.

### **Ready to apply?**

1. Complete the REACH Expression of Interest [Form](#).







# The Corporation of the Village of Salmo

## Request for Decision

Report Date: February 4, 2025  
Meeting Date: February 11, 2025 (#03-25)  
From: Derek Kwiatkowski, Chief Administrative Officer  
Subject: Hutcheson/MaLure Avenue Property Creation

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### 1. **OBJECTIVE**

For Council to direct staff on completing the creation of 2 residential parcels of land between Hutcheson Avenue & MaLure Avenue.

### 2. **DISCUSSION AND ANALYSIS**

With an ongoing housing crisis, there are limited land options for active property development within the Village. The Village owns some property that has potential for future development, with the subject property being among that inventory. The Village has already purchased & received a property survey, planning for 2 residential lots.

The current zoning of the surrounding property is Residential-1. This allows single family & 2 family dwelling units. Council may consider changing the zoning of this property; however, public consultation should occur prior to changing.

Administration would also like to confirm that Council would dispose of the 2 lots during a public sale. If Council chooses to dispose of the properties publicly, Section 27 of the *Community Charter* states:

#### ***Notice of proposed property disposition***

***26 (1) Before a council disposes of land or improvements, it must publish notice of the proposed disposition in accordance with section 94 [public notice].***

***(2) In the case of property that is available to the public for acquisition, notice under this section must include the following:***

***(a) a description of the land or improvements;***

***(b) the nature and, if applicable, the term of the proposed disposition;***

***(c) the process by which the land or improvements may be acquired.***

Council may choose which method to dispose of the property. It is recommended by staff to list the property with a realtor, as this is the simplest method to ensure that the Village receives fair market value for the land that is the least dependant on staff resources. An auction or silent tender w/ minimum bid are also possibilities for disposal, however this will take more staff time to undertake & require the purchase of a property appraisal.

Administration is seeking the funds to complete the registration process & which type of disposition Council feels is appropriate.

An estimated cost of \$5,000 for legal fees & registration fees are requested.

**3. RECOMMENDATION**

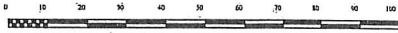
That Council approve the funds necessary to register the 2 subject properties as it is noted in the completed survey and further, direct administration to list the properties with a local realtor chosen at the CAO's discretion.

**ALTERNATIVES**

1. That Council approve the subdivision of the subject property as surveyed & choose not to dispose of the properties.
2. That Council approve the subdivision of the subject property as surveyed & direct administration to purchase a property appraisal and further to direct administration to create alternative disposal plan.

REFERENCE PLAN TO ACCOMPANY VILLAGE OF SALMO BYLAW 734  
 TO CLOSE PARTS OF THIRD STREET DEDICATED ON  
 PLAN 622A DISTRICT LOT 206A  
 KOOTENAY DISTRICT  
 PURSUANT TO SECTION 120 OF THE LAND TITLE ACT AND  
 PURSUANT TO SECTION 40 OF THE COMMUNITY CHARTER  
 B.C.G.S. 82F.014

EPP113663



SCALE = 1 : 750

The intended plot size of this plan is 360mm in height  
 and 432mm in width (C size) when plotted at a scale of 1:750.

**LEGEND**

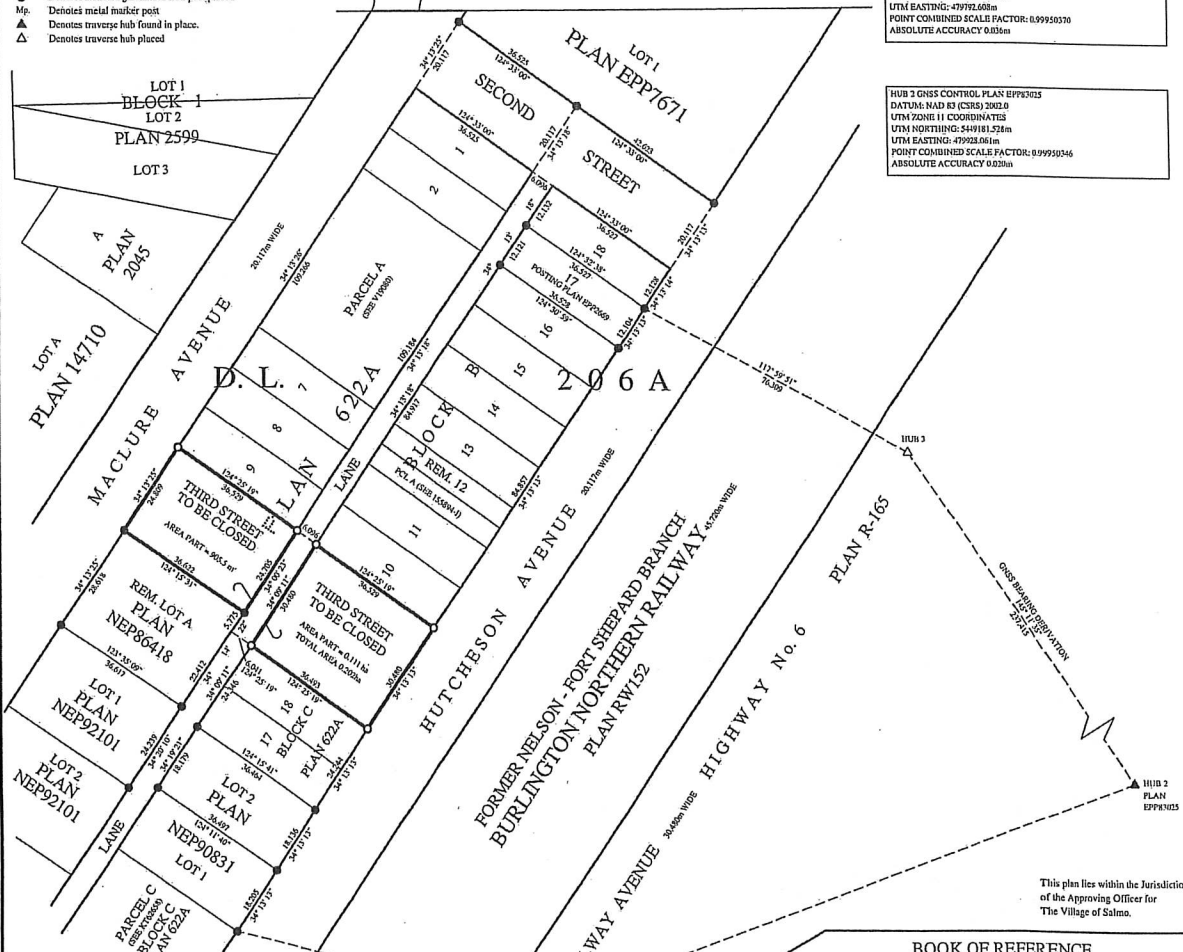
Grid bearings are derived from differential dual frequency  
 GNSS observations and are referred to the central meridian  
 UTM Zone 11.  
 The UTM coordinates and estimated absolute accuracy achieved  
 are derived from dual frequency GNSS observations to  
 Natural Resources Canada Precise Point Positioning Service.  
 This plan shows horizontal ground level distances unless  
 otherwise specified. To compute grid distances, multiply ground  
 level distances by the average Combined Scale Factor 0.99950370.  
 The average Combined Scale Factor has been determined based on an  
 ellipsoidal elevation of 647m at hub 3.

- Denotes iron post found
- Denotes standard galvanized iron post placed
- Mp. Denotes metal marker post
- ▲ Denotes traverse hub found in place.
- △ Denotes traverse hub placed

D. L. LOT 1 1237  
 PLAN NEP89914

HUB 3 GNSS CONTROL PLAN EPP97025  
 DATUM: NAD 83 (CSRS) 2002.0  
 UTM ZONE 11 COORDINATES  
 UTM NORTHING: 549376.266m  
 UTM EASTING: 47992.600m  
 POINT COMBINED SCALE FACTOR: 0.99950370  
 ABSOLUTE ACCURACY 0.03m

HUB 2 GNSS CONTROL PLAN EPP97025  
 DATUM: NAD 83 (CSRS) 2002.0  
 UTM ZONE 11 COORDINATES  
 UTM NORTHING: 549183.238m  
 UTM EASTING: 47992.061m  
 POINT COMBINED SCALE FACTOR: 0.99950346  
 ABSOLUTE ACCURACY 0.03m



THE FIELD SURVEY REPRESENTED BY THIS PLAN  
 WAS COMPLETED ON THE 16TH DAY  
 OF JULY, 2021.  
 DARRIN B.C. CONNATY, B.C.L.S. 737  
 FILE # 2162RC DARRIN B.C. CONNATY, B.C.L.S. 4316 FORTY-NINE CREEK ROAD NELSON B.C.

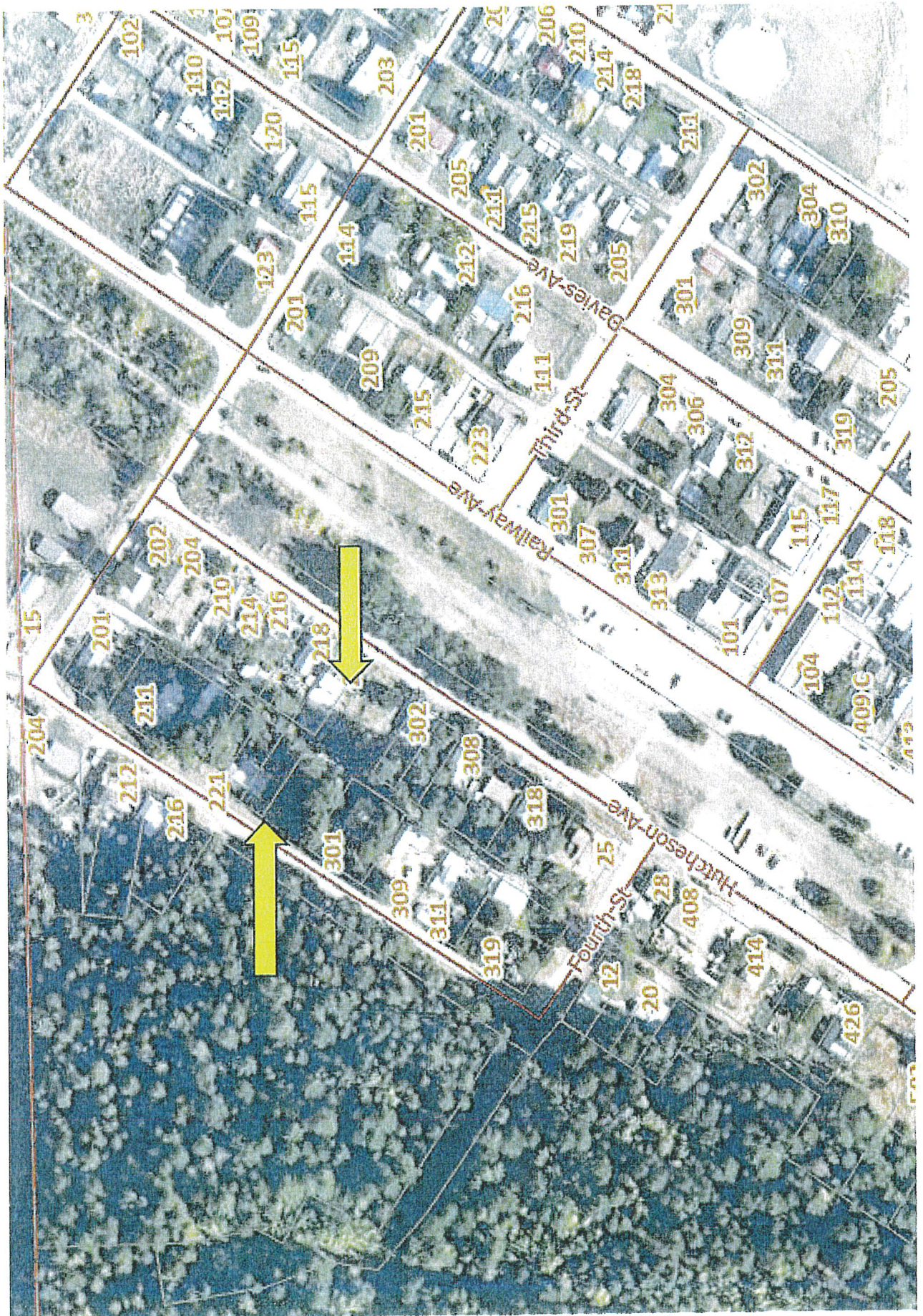
This plan lies within the Regional  
 District of Central Kootenay

This plan lies within the Jurisdiction  
 of the Approving Officer for  
 The Village of Salmo.

BOOK OF REFERENCE	
LEGAL DESCRIPTION	AREA
PART OF THIRD STREET DEDICATED ON PLAN 622A D.L. 206A KOOTENAY DISTRICT	905.5m <sup>2</sup>
PART OF THIRD STREET DEDICATED ON PLAN 622A D.L. 206A KOOTENAY DISTRICT	0.111 ha
<b>TOTAL AREA REQUIRED</b>	<b>0.202 ha</b>



Hutcheson/ MacLure Property Registration







# The Corporation of the Village of Salmo

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## CAO Report

Report Date: February 4, 2025  
Meeting Date: February 11, 2025 (#03-25)  
From: CAO Derek Kwiatkowski  
Subject: KP Ball Diamond Work Request

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### **BACKGROUND:**

The Village has received a request from the Salmo Softball Board of Directors for capital improvements & increased maintenance of the KP ball diamonds. The request includes resurfacing the field, building an exterior fence, signage around the field & increased enforcement efforts for unauthorized use.

Village administration is reviewing bylaw enforcement efforts that will integrate different measures of deterring unauthorized property usage into current enforcement efforts. Canvassing other communities for successful passive enforcement measures is underway.

A review of the KP Park facilities will be conducted in conjunction with the Village's asset management plan & recreation planning in 2025. This will provide the Village the data needed to build maintenance and facility improvement timelines. The 2025 Official Community Plan review will help determine the relationship between the Village's recreation facilities and the effect it has on economic development & tourism efforts. This will assist the Village in ensuring that recreation spending will achieve a maximum impact. Staff is actively involved in searching for additional funding sources.

Administration has confirmed with Public Works to review the diamonds in the spring to address some of the concerns. However, it is recommended that the Village not proceed with any major recreation capital purchases until the planning discussions are completed.

### **Staff Recommendation:**

That Council direct staff to advise the Salmo Softball Board that a review of KP Park will be completed in 2025.

DATE Jan. 23/25  
NO 04. TO Mar-Feb. 11/25  
FILE NO 0220-30/6130-01  
VILLAGE OF SALMO

## **Proposal for Resurfacing of KP Park Ball Fields**

**To:**

Village of Salmo, Mayor Lockwood, and council

**Subject:** Enhancements to KP Park Softball/Baseball Fields

Dear Village of Salmo and Mayor Lockwood, and council

We are writing to emphasize the urgent need for improvements to the softball and baseball fields at KP Park and to propose a collaborative effort to address these issues.

As active members of the community and passionate advocates for recreational sports, we firmly believe that investing in our facilities is critical. Such investments ensure the safety of players, foster fairness within leagues, and strengthen enthusiasm for community recreation.

Currently, the ball fields face several challenges that compromise safety and enjoyment. The uneven playing surfaces across both the infields and outfields present significant hazards. These deficiencies not only affect gameplay quality but also increase the risk of injuries, including sprains, scrapes, and cuts—particularly from sliding on the hard, rocky surface.

A properly maintained field with flat, hazard-free outfields is essential for ensuring safety and fostering a positive playing experience for athletes of all ages. A smooth, level surface minimizes tripping risks, reduces the likelihood of ankle injuries, and enables confident, swift player movement, improving overall enjoyment for participants and spectators alike.

In addition to resurfacing, we propose the installation of a perimeter fence to deter pets, dirt bikes, and other unauthorized uses of the fields. Such a measure would help protect the fields from damage and preserve their usability, ensuring a safer and cleaner environment for all players.

Revitalizing the ball fields will not only enhance player safety but also encourage greater participation and community engagement in recreational activities. Events like the annual adult slow-pitch tournament unite the community and generate revenue, while the girls' fast-pitch tournament, held every three years, contributes additional economic benefits. These fields serve as a hub for softball, one of the most popular spring and summer sports in Salmo, and provide children and adults with a welcoming and positive environment to stay active and build connections.

We also recommend enforcing regulations to sustain these improvements. Increased signage prohibiting horses, dogs, and vehicular traffic on the fields is critical to maintaining a safe playing environment.



While we appreciate current maintenance efforts, such as grass mowing and infield dragging, significant issues remain. The surfaces are hard and uneven, littered with plastic debris from fireworks, and marked by sinkholes and divots, especially in the KP South outfield. The fencing at KP South also requires immediate repairs to address liability concerns.

Additionally, the unsafe conditions hinder the development of girls' softball. Uneven grass and rocky surfaces make it difficult for players to practice and compete safely, discouraging participation. Other communities have invested in lights, stands, and proper field materials, which allow for safer and more efficient use of their facilities, something we hope Salmo can achieve as well.

With the inclusion of fall softball last year, the fields are now utilized even more extensively, further underscoring the need for these upgrades.

In conclusion, we urge the Village of Salmo and Mayor Lockwood to prioritize the resurfacing and enhancement of KP Park's ball fields. Together, we can create a safer, more inviting space that promotes player safety, fosters community engagement, and ensures the continued growth of softball and baseball in Salmo.

Thank you for considering this proposal. We look forward to collaborating with you and anticipate the positive changes these enhancements will bring to our community.

Sincerely,

Casey Berk and the Salmo Softball Board of Directors

250-551-0643

[salmosoftball@gmail.com](mailto:salmosoftball@gmail.com)





# The Corporation of the Village of Salmo

## Request for Decision

Report Date: February 4, 2025  
Meeting Date: February 11, 2025 (#03-25)  
From: Derek Kwiatkowski, Chief Administrative Officer  
Subject: Development Fee Refund Request

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### 1. **OBJECTIVE**

For Council to direct staff on providing a refund for rezoning & variance application fees for 740 Davies Avenue for a total of \$1,500.

### 2. **DISCUSSION AND ANALYSIS**

The property owner of 740 Davies Avenue had applied for rezoning & a variance of their property to allow for a secondary dwelling unit. A response from the Village on May 15<sup>th</sup> & 16<sup>th</sup>, 2024 via the Village's contracted planner was sent, advising the property owner of the property's location within the Village's floodplain & the next steps to obtain approval, including the notation of unique requirements for any new construction within the floodplain. The Zoning Bylaw amendment was approved in September 2024 to allow for an additional dwelling unit on the property & a variance was granted. The fees for the zoning amendment & variance request were \$1,000 & \$500, respectively.

Upon approval in September, Village administration reconfirmed the requirements of constructing in the floodplain with the owner. A refund was requested after this. In the original request, there was a misconception that increasing the fill increases the building height, which would cause a violation of the building height portion of the Bylaw. This was communicated to the owner that this is not the case.

As the applications have been approved & the Bylaws have been changed, the process cannot be simply reversed. With the process being completed, there is value added to the property. In the case of a sale, the new owner would not be required to re-apply for an additional dwelling unit.

Development Applications Procedures Bylaw No. 753 states: *"Application fees for an Official Community Plan and/or Zoning Bylaw Amendment shall be refunded 50% of the application fee if the application is withdrawn or refused by Council prior to First Reading" as well as "Application fees for a Development Permit, Development Variance Permit or Temporary Use Permit shall be refunded 50% of the application fee if the application is withdrawn prior to proceeding to Council or to the Delegated Authority for minor Development Permits and minor Development Variance Permits".*

### 3. **RECOMMENDATION**

That Council deny the refund request for the zoning amendment & variance fees for 740 Davies Avenue.



**ALTERNATIVES**

That Council approve the refunding of zoning amendment & variance fees to the owner of 740 Davies Avenue.

DATE Dec. 11/24  
NO 05 TO M+C- Feb. 11/25  
FILE NO 1810-01/3360-20

**Derek Kwiatkowski**

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VILLAGE OF SALMO

**From:** Monte Comeau <monte.comeau@telus.net>  
**Sent:** December 11, 2024 8:06 PM  
**To:** Village of Salmo  
**Subject:** Monte Comeau  
**Attachments:** 4-18-2-v Max Height Bylaw.jpg

Greetings,

I am writing to ask for a refund of the \$1000 fee I paid to have my property rezoned to build a secondary suite. And the accompanying \$500 fee for a setback variance since this is related.

The reason for this request is because of the village of Salmo flood plain bylaw requiring ground floors to be 1M above the crown of the adjacent road. This would mean that I would need to raise the current building's ground floor on that location over 4' to meet that requirement.

If I were to do this then I would be in violation of bylaw 4.18.2. V. See attachment.

In my opinion the rezoning for this lot was in error given the above bylaw height limit for secondary suites.

Thank you to the village staff who were very helpful and friendly during this process.

Monte Comeau





Dear Mayor and Council,

We are sending you this poster to celebrate Heritage Week, Pastimes in Past Times, which takes place on February 17-23, 2025. Heritage Week is an annual event, established by the National Trust for Canada in 1973, that encourages Canadians to learn about and advocate for the heritage in their communities.

Heritage BC is a member-based non-profit that educates and builds awareness for heritage stewardship in the province, and every year we promote Heritage Week with posters, proclamations, and themed events to raise awareness for the importance of learning about our diverse heritage across the province.

**As the leaders of your community, your initiative will play an important role in stewarding local heritage for future generations.** There are a few key things that you can do to promote awareness of and advocate for heritage.

- **Declare Heritage Week through a Municipal Proclamation**

Every year, the Provincial Government and local governments across BC make proclamations for Heritage Week, signaling the importance of the stewardship of heritage in this province. We have attached a template for your reference. Share your proclamation with us at [info@heritagebc.ca](mailto:info@heritagebc.ca).

- **Visit a Heritage Site, Museum, or Cultural Centre**

Consider a local government 'field trip' to a local heritage site, museum or heritage organization to learn more about your community's history. Your visit can have a lasting impact on a small not-for-profit, and signal the value they bring to the community as stewards of history and heritage.

- **Learn About the Basics of Local Heritage Conservation**

Local Governments have the capacity to conserve local heritage in all its forms through tools outlined in the Local Government Act. Familiarize yourself with these important tools by reading the free one-pagers on our website: [heritagebc.ca/heritage-quick-studies](http://heritagebc.ca/heritage-quick-studies).

- **Support Your Heritage Commission**

Heritage BC offers workshops and webinars for members of local heritage committees. These workshops help educate volunteers who care about heritage conservation, so they can make better informed decisions in their work.

- **Become a Member**

For \$100 a year, a Government Membership to Heritage BC provides all staff planners and associated committee members with free access to our on-demand and live webinars, as well as discounts for heritage workshops and our annual conference. Promoting continuing education will create a strong foundation for the protection of your community's unique heritage.

Have questions about what we do at Heritage BC? Learn more on our website, [heritagebc.ca](http://heritagebc.ca) or reach out by email at [info@heritagebc.ca](mailto:info@heritagebc.ca). We would love to hear from you.

Thank you from all of us at Heritage BC!



Kirstin Clausen  
Executive Director  
604 417 7243  
[kclausen@heritagebc.ca](mailto:kclausen@heritagebc.ca)

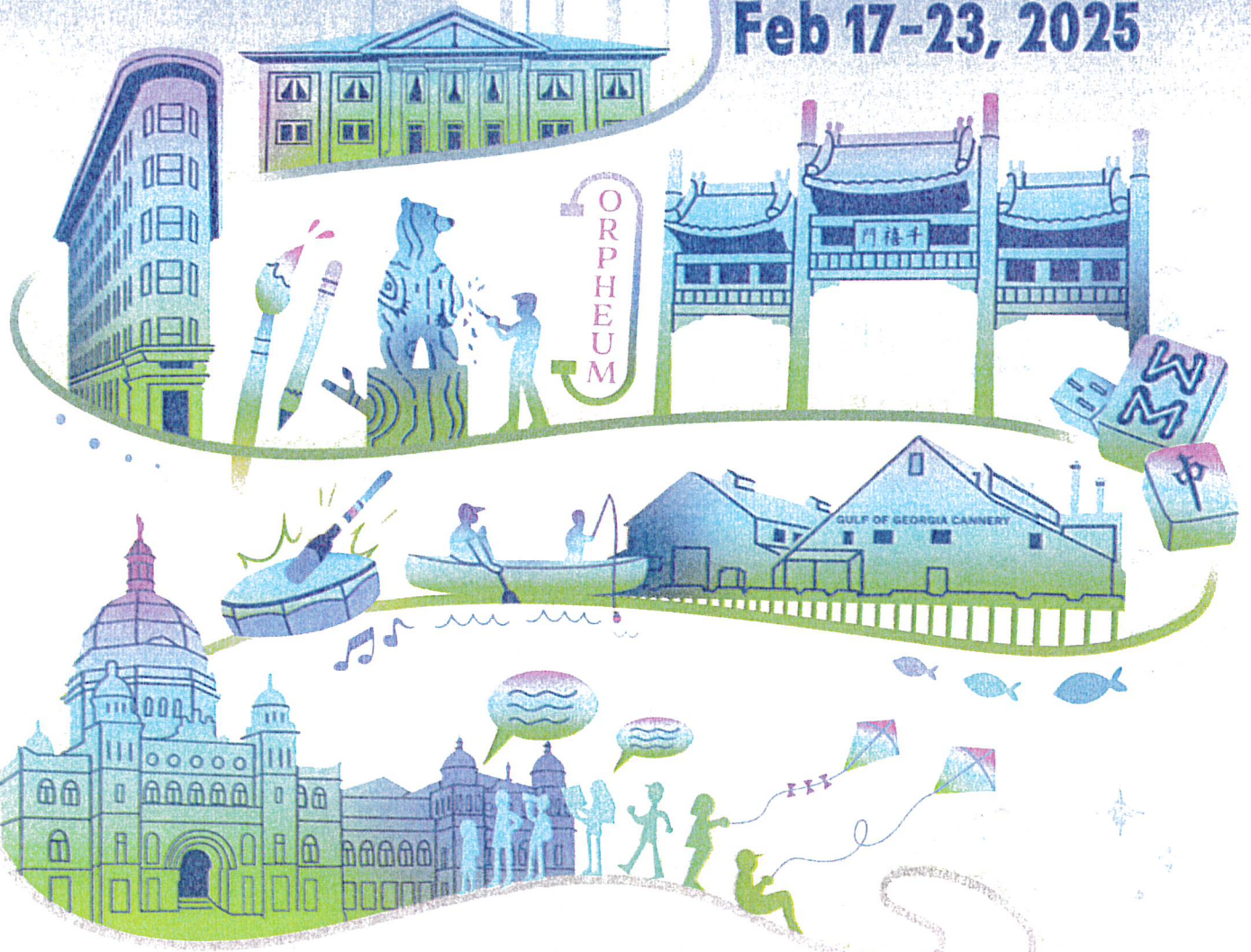
*As a not-for-profit organization of provincial scope, Heritage BC recognizes that its members, and the local history and heritage they seek to preserve, occupy the lands and territories of B.C.'s Indigenous peoples. Heritage BC asks its members to reflect on the places where they reside and work, and to respect the diversity of cultures and experiences that form the richness of our provincial heritage.*



# HERITAGE WEEK

*pastimes in past times*

Feb 17-23, 2025



Heritage BC







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

### **MAYOR LOCKWOOD**

Mayor Report for Council Meeting held on February 11, 2025.

**Salmo & Area G Emergency Preparedness Committee:** Next meeting February 24 and September 29, 2025

**Fire Department:**

**Citizen Engagement:**

**Salmo & District Arts Council:**

### **RDCK:**

**Board:** Staff will bring draft budgets for us to deliberate as the directors work through the budgets in each service committee

**All Recreation:** TBD in 2025

**Salmo & Area G Recreation Commission:** Next meeting February 10, 2025

**Economic Trust of the Southern Interior – BC (ETSI-BC):**

**Central Resource Recovery:** Budget talks have begun for waste, recycling and organics.

**Joint Resource Recovery:** Budget talks

**West Kootenay Hospital Board:** Next meeting March 26

**Nelson, Salmo, E, F, & G Regional Parks:** Budget meeting with and increase of a minimum of 2% to continue the work that has been adopted.

**West Transit:** Investigation for 2026 to increase fees to \$3.00 and have a report come back to this committee in August.

### **Other meetings of note:**

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

**ETSI-BC Regional Advisory Committee:** We have voted to have join the ETSI-BC board from the RAC.

**Ministry of Transportation and Infrastructure:**



