



**REGULAR MEETING (#06-25)
INCLUDING ITEMS CLOSED TO THE PUBLIC**

A Regular Meeting of the Council of the Village of Salmo to be held in Council Chambers at 423 Davies Avenue in Salmo, B.C. on **Tuesday, March 25, 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 draft agenda of Regular Meeting #06-25 of Tuesday, March 25, 2025 be adopted as amended from *Council Procedure Bylaw No. 663, 2014* Schedule "B" to include a New Business section, a Bylaw Development & Review section, a Public Question Period, and an *In Camera* section.

3. Delegations

(1) Salmo Lions Club Re: What the Lions Club Brings to the Salmo Valley - #12

Pg.5

4. New Business

5. Adoption of the Minutes

(1) RECOMMENDATION:

Pg.7

That the minutes of the Regular Council meeting #05-25 of Tuesday, March 11, 2025 be adopted as presented.

6. Referrals from Delegations - NIL

7. Referrals from Prior Meetings

(1) Salmo Valley Farmers Market - Request for Weekly Mobile Food Vendors

Pg.11

RECOMMENDATION:

That Council approve allowing two mobile food vendors to participate in the weekly Thursday Salmo Valley Farmers Market in KP Park for the 2025 season.

8. Bylaw Development & Review

(1) Fireworks Bylaw #515, 2003

Pg.13

RECOMMENDATION:

That Council give express permission to the Fire Department to set off fireworks within the Village limits on July 1, 2025 for the Canada Day Celebration.

(2) Traffic Bylaw #660, 2014

Pg.15

RECOMMENDATION:

That Council approve the road closures within the Village limits on July 1, 2025 for the Canada Day parade.

9. Operational Reports

(1) Public Works Department

Pg.17

RECOMMENDATION:

That Council receive for information the written report as presented by Civic Works Foreman Fred Paton dated March 20, 2025.

(2) Fire Department

Pg.19

RECOMMENDATION:

That Council receive for information the written report dated March 1, 2025 provided by Fire Chief David Hearn for the period of February 2025.

(3) Bylaw Enforcement

Pg.21

RECOMMENDATION:

That Council receive for information the written report on bylaw enforcement for the period of February 2025.

(4) Administration

Pg.23

a. CAO Report

RECOMMENDATION:

That Council accepts the CAO report for information.

b. UBCM Resolution Change Request

Pg.25

RECOMMENDATION:

That Council approve the changes requested from the UBCM regarding Fire Truck Referendum Requirement & resubmit to UBCM.

c. KP Concession Building/KP Park Master Plan

Pg.29

RECOMMENDATION:

That Council direct administration to build a project plan for the KP Park concession building based on the Council approved criteria.

d. 2025 Official Community Plan Development

Pg.31

RECOMMENDATION:

That Council accepts the CAO report for information.

e. Request for July 1st, 2025 Canada Day Donation from the RDCK

Pg.33

RECOMMENDATION:

That Council approve Mayor Lockwood requesting a donation of \$1,000 from the RDCK Area G Director for the July 1st, 2025 Canada Day celebration.

f. July 1st, 2025 Mobile Food Vendors

Pg.35

That Council approve allowing two mobile food vendors to participate in the 2025 Canada Day Market, following the included criteria.

(5) Strategic Plan - NIL

10. Financial Reports

(1) RECOMMENDATION:

Pg.37

That Council receive for information the list of accounts payable cheques and electronic fund transfers from March 7, 2025 to March 20, 2025 totaling \$91,606.91.

(2) RECOMMENDATION:

Pg.39

That Council receive for information the Treasurer's Report for February 2025.

11. Correspondence Requiring a Council Decision - NIL

12. Correspondence for Information Only - NIL

13. Member Reports & Inquiries

(1) Councillor Cox

(2) Councillor Heatlie

(3) Councillor Lins

(4) Councillor Neil

(5) Mayor Lockwood

RECOMMENDATION:

Pg.41

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

14. Public Question Period

15. In Camera Resolution

That the meeting be closed to the public under Sections 90(1)(c) labour relations or other employee relations of the *Community Charter*.

16. Reconvene Open Meeting

17. Adjournment

The next regularly scheduled Council meeting will be on April 8, 2025 at 7:00 p.m.



DATE Mar. 20/25
NO 12 TO MTC-MAR. 25/25
FILE NO 0230-20

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

VILLAGE OF SALMO

Delegate(s) Name: Keith Temple

Mailing Address: Box 433

Email Address: salmolionsclub@gmail.com Phone No.: (403) 325-0348

Delegation Status: (select one)

Representing a Group/Organization/Business The Salmo Lions Club
(Name of Group/Organization/Business)

Attending as an Individual

Council Date Requested for Meeting: March 25, 2025

Purpose of the Delegation Request:

Speak about what the Lions Club brings to the Salmo Valley residents

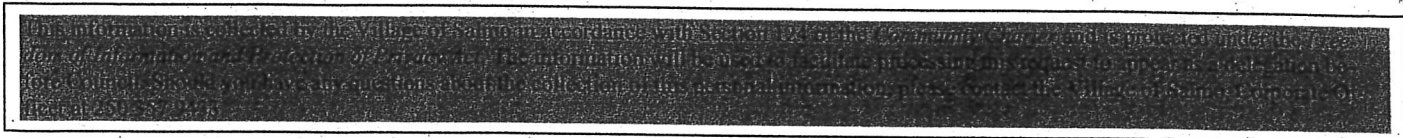
Note:

- A copy of all information regarding the presentation **must** accompany this application.
- Delegation requests are subject to approval by the Mayor and Corporate Officer. Submission of an application is not a guarantee that you will be approved to appear before Council. Where the subject matter of a delegation pertains to legal matters, personnel, and/or private property issues, the Village of Salmo reserves the right not to approve the delegation.
- The Village of Salmo cannot guarantee you will be scheduled on the date requested

I/We acknowledge that only the above matter will be discussed during the presentation:

Signature: *Keith Temple*

Date: March 19, 2025



The applicant, in the process of submitting or authorizing this application, hereby recognizes and accepts that this material will become available to the public as part of the application, review and approval process.

KT Applicant's Initials

Return completed form along with the information regarding the presentation to the Corporate Officer either by mail, in person, by fax, or by email

Completed forms can be faxed to (250)357-9633 or emailed to info@salmo.ca.



The Corporation of the Village of Salmo

REGULAR MEETING #05-25 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, March 11, 2025 at 7:00 p.m.

PRESENT:

<u>In Person:</u>	CAO Derek Kwiatkowski
Mayor Diana Lockwood	Members of the Public -0
Councillor Melanie Cox	<u>Electronically:</u>
Councillor Jonathon Heatlie	Members of the Public -2
Councillor Jennifer Lins	

REGRETS: Councillor Kenzie Neil.

CALL TO ORDER: Mayor Lockwood called the meeting to order at 7:01 p.m.

AGENDA:

R1-05-25

Moved and seconded, that the agenda of Regular Meeting #05-25 of Tuesday, March 11, 2025 be adopted as amended from Council Procedure Bylaw #663, 2014 Schedule "A" to include a Budget Discussion section, a New Business section, an Administrative Report section, a Public Question period, and an *In Camera* section.

Carried.

DELEGATIONS: NIL

2025 BUDGET DISCUSSION:

R2-05-25

Moved and seconded, that Council receive for information the draft 2025 budget for discussion.

Carried.

NEW BUSINESS: NIL

MINUTES:

R3-05-25

Regular Meeting
February 11, 2025

Moved and seconded, that the minutes of the Regular Council meeting #03-25 of Tuesday, February 11, 2025 be adopted as presented.

Carried.

R4-05-25

Regular Meeting
February 25, 2025

Moved and seconded, that the minutes of the Regular Council meeting #04-25 of Tuesday, February 25, 2025 be adopted as presented.

Carried.

R5-05-25

Special Meeting
February 26, 2025

Moved and seconded, that the minutes of the Special Council meeting of Wednesday, February 26, 2025 be adopted as presented.

Carried.

REFERRALS FROM DELEGATIONS: NIL

REFERRALS FROM PRIOR MEETINGS: NIL

POLICY DEVELOPMENT & REVIEW: NIL

BYLAW DEVELOPMENT & REVIEW: NIL

ACCOUNTS PAYABLE:

R6-05-25

Moved and seconded, that Council receive for information the list of accounts payable cheques and electronic fund transfers from February 21 to March 6, 2025 totaling \$31,216.87.

Carried.

ADMINISTRATIVE REPORTS:

R7-05-25

Indigenous Engagement
– MOU with RDCK

Moved and seconded, that Council agree to sign a Memorandum of Understanding with the RDCK for 2024 Indigenous Engagement under the following conditions:

1. The agreement to transfer 2024 Indigenous Engagement funding to the RDCK.
2. The agreement to the RDCK managing all pooled funds on behalf of participating municipalities.
3. The agreement to meeting Indigenous Engagement requirements under EDMA through the RDCK project.

Carried.

CORRESPONDENCE REQUIRING A COUNCIL DECISION:

R8-05-25

Salmo Valley Farmers
Market Re: Request for
Food Trucks at Weekly
Farmers Markets - #08

Moved and seconded, that Council table the discussion until the March 25, 2025 Regular Council Meeting.

Carried.

CORRESPONDENCE FOR INFORMATION ONLY:

R9-05-25

Moved and seconded, that Council receive for information the following correspondence from:

- (1) Cathy Peters Re: Hard Drugs Full Decriminalization Needs to be Repealed in BC - This May Stop Trump Tariffs - #09
- (2) Community Futures Central Kootenay Re: Exploring Workforce Housing Partnership Opportunities in Salmo - #10
- (3) Selkirk College Re: Strategic Plan - Land, Learning & Legacy - Our Path to 2024 - #11

Carried.

MEMBER REPORTS & INQUIRIES:

Councillor Cox

Councillor Cox reported on the attendance of the UBCM tariff meeting.

Councillor Heatlie

NIL

Councillor Lins NIL

Mayor Lockwood Mayor Lockwood reported on the RDCK budget discussions.

R10-05-25 Moved and seconded, that the verbal and written reports of Mayor
Verbal & Written and Council be received for information.
Reports of Mayor & Carried.
Council

PUBLIC QUESTION PERIOD: NIL

IN CAMERA RESOLUTION:

R11-05-25 Moved and seconded, that the meeting be closed to the public under Sections 90(1)(c) labour relations or other employee relations and (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act* of the *Community Charter*.
Carried.

RECONVENE OPEN MEETING: Council reconvened the meeting at 9:11 p.m.

ADJOURNMENT: Moved and seconded, that the meeting be adjourned.
R12-05-25 Carried @ 9:12 p.m.

I hereby certify the preceding to be a true and correct account of the Regular Meeting of Council held on Tuesday, March 11, 2025.

Mayor

Chief Administrative Officer/CO



The Corporation of the Village of Salmo

Request for Decision

Report Date: March 19, 2025
Meeting Date: March 25, 2025 (#06-25)
From: Derek Kwiatkowski, Chief Administrative Officer
Subject: Salmo Valley Farmers Market- Request for Weekly Mobile Food Vendors

OBJECTIVE

To consider whether to allow mobile food vendors at the weekly Salmo Valley Farmers Market for the 2025 market season.

BACKGROUND

****UPDATE- Council tabled this discussion at the March 11, 2025 Regular Council Meeting to the March 25th Regular Council Meeting when more Council members were present for discussion.**

Salmo Valley Farmers Market sent a request for an allowance of food trucks at the weekly Salmo Valley Farmers Market for the 2025 market season. This will not include special events such as Canada Day celebrations.

In 2024, Council approved the food trucks as a pilot project to be reconsidered in 2025. Staff has noted that there was not significant feedback from residents, either for or against the food vendors.

Council may consider a cap on the number of mobile food vendors as in 2024.

STAFF RECOMMENDATION:

THAT Council approve allowing two mobile food vendors to participate in the weekly Thursday Salmo Valley Farmers Market in KP Park for the 2025 season.

ALTERNATIVES:

THAT Council approve allowing mobile food vendors to participate in the weekly Thursday Salmo Valley Farmers Market in KP Park as a trial basis for the 2025 season with no cap on the number of vendors.

THAT Council does not allow mobile food vendors to participate in the weekly Thursday Salmo Valley Farmers Market in KP Park.



The Corporation of the Village of Salmo

Request for Decision

Report Date: March 18, 2025
Meeting Date: March 25, 2025 (#06-25)
From: Derek Kwiatkowski, Chief Administrative Officer
Subject: July 1, 2025 Canada Day Fireworks

OBJECTIVE

To obtain Council permission to set off fireworks within Village limits for the July 1, 2025 Canada Day celebration.

BACKGROUND

The Village of Salmo hosts Canada Day celebrations at KP Park that include setting off fireworks by a qualified individual. The Village receives grant funding from the Celebrate Canada grant. In 2024, the Village received \$3,840.

Public Works would provide the sand & provide site preparation as in past years.

The Village of Salmo Fireworks Bylaw No. 515, 2003 states that *"no person shall set off fireworks within the Village limits without the express permission of the Council"*, therefore Village Council would be required to pass a motion, creating an exception for Canada Day celebrations.

RECOMMENDATION

That Council give express permission to the Fire Department to set off fireworks within the Village limits on July 1, 2025 for the Canada Day celebration.

ALTERNATIVES

That Council deny the Fire Department to set off fireworks within the Village limits on July 1, 2025 for the Canada Day celebration.



The Corporation of the Village of Salmo

Request for Decision

Report Date: March 18, 2025
Meeting Date: March 25, 2025 (#06-25)
From: Derek Kwiatkowski, Chief Administrative Officer
Subject: July 1st, 2025 Parade Route Approval

OBJECTIVE

To obtain Council approval for the July 1st, 2025 Canada Day Parade route.

BACKGROUND

The Village of Salmo hosts Canada Day celebrations. The Canada Day parade is part of the Salmo Canada Day celebration.

The Village of Salmo Traffic Bylaw #660, 2014 requires approval for any road closures by the CAO, but as the CAO is seeking approval on behalf of a Village event, Council should be approving authority.

The Village currently holds a 5-year permit from the Ministry of Transportation for the parade, so no application is necessary for 2025.

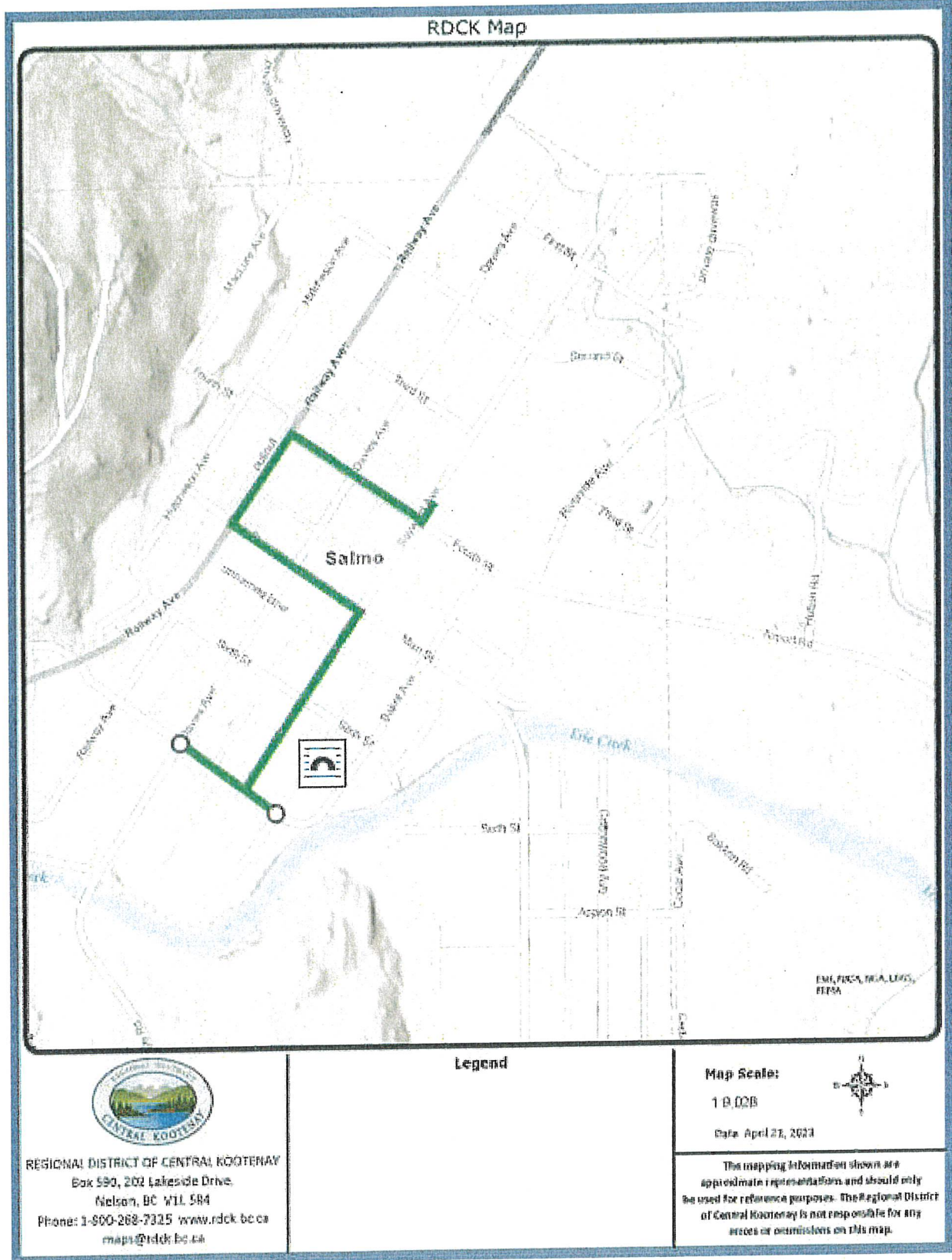
RECOMMENDATION

That Council approve the road closures within the Village limits on July 1, 2025 for the Canada Day parade.

ALTERNATIVES

That Council approve an alternate route for the parade.

2025 Proposed Parade Route





The Corporation of the Village of Salmo

Report to Council

Report Date: March 18, 2025
Meeting Date: March 25, 2025 (#06-25)
From: Fred Paton, Civic Works Foreman
Subject: Civic Works Report for March 2025

1. OBJECTIVE

To update Council on Civic Works operations.

2. DISCUSSION

2.1. Winter Activities

- (a) Filled potholes in lanes and dirt roadways.
- (b) Repaired 2 benches in the KP Park Playground.
- (c) Preparing equipment for upcoming grass cutting.
- (d) Ongoing street sweeping.
- (e) Working on estimates and project plans for capital projects for upcoming budget planning.
- (f) Submitted the Annual Water Consumption Report to the Ministry.
- (g) Assisted Fortis Gas with a BC ONE CALL Locate.
- (h) Maintenance work on the pump at the Waste Water Treatment Plant.
- (i) Took a load of garbage from the Village Office basement.
- (j) Upcoming and Current Projects:
 1. Glendale Bridge Handrails Engineering
 2. Stage 2 of the WWTP Harmonics Upgrade to begin soon.
 3. Sayward Avenue culvert replacement
 4. Leveling out, aerating and seeding the outfield at the KP Park Ball Field to be starting soon.



Fire Chief's Report: March 01, 2025

Regular Council Meeting #06-25

Since the last report on February 1st, 2025 the Salmo Fire Department responded to 7 calls:

3	False Alarms	1	Jaws Call	1	Chimney Fire
1	Lift Assist	1	Structure Fire		

DESCRIPTION

February was a rather quiet month for calls. We were called twice in one morning to a commercial false alarm.

In the early morning hours, members of the Salmo Fire Department were paged out to a structure fire. Because of the timing of the call, we had a strong turnout of members. We arrived to find a fully engulfed fifth wheel, with flames coming out the door and all the windows. Accessing the fire was made more difficult because of the number of vehicles and the piles of debris we had to navigate through to get to the fire. Crews were able to contain the fire to the initial structure and were able to knock down the fire fairly quickly. However, crews stayed on the scene for several hours to ensure that the fire was completely extinguished.

Once again in the early morning hours we were paged for a Code 3 lift assist. Crews responded and had to assist BC Ambulance personal and transport the person several hundred feet to where the ambulance was parked. Fortunately the main driveway had been plowed the night before, otherwise it would have been a very long way to carry the person. The driveway to that residence was unplowed and was blocked by several vehicles. This call was definitely made more difficult due to a lack of fire numbers, a lack of snow removal, and hoarding conditions.

Misc.

The Ymir Fire Department has been getting a lot of radio interference lately (similar to what we had a number of years ago). So they were getting tones in their radios to block out this unwanted interference, like we did. Communicating with the Ymir Fire Department and talking to our dispatchers (while we are in the Ymir area) is crucial. So we had a technician come out from Trail on a Tuesday evening to reprogram all or truck radios and a great number of our handheld units. Once again we will have good communication while responding in the Ymir area.

With the appearance of spring weather, we will be doing more outside training and preparing for the summer season.

Originally Signed By:

David Hearn, Fire Chief



Bylaw Officer's Report: Feb 1, 2025, to Feb 28, 2025

Regular Council Meeting #06-25

Complaints:

INFRACTION TYPE	NO. OF INFRACTIONS	RESOLUTION
Nil		

Enforcement

INFRACTION TYPE	NO. OF INFRACTIONS	RESOLUTION
Garbage	3	<ul style="list-style-type: none">The Bylaw officer stopped at three (3) residents on garbage day as garbage was scattered over the lawns. The Bylaw Officer knocked on the doors. Two (2) of the residents were notified and they picked up the garbage. Compliance was achieved. Tried knocking on the door of the third residence but there was no answer. Garbage was eventually picked up.
Traffic	1	<ul style="list-style-type: none">A trailer was parked on the side of the road. The owner was notified and complied with moving the trailer.
Miscellaneous	1	<ul style="list-style-type: none">The Bylaw officer hand delivered approximately thirty (30) Business License Renewals to comply with Bylaw 645.

Information submitted by:

Fred Nevakshonoff, Bylaw Officer



The Corporation of the Village of Salmo

CAO Report

Report Date: March 20, 2025
Meeting Date: March 25, 2025 (#06-24)
From: Derek Kwiatkowski, Chief Administrative Officer
Subject: CAO Report

- The CFO is building the information necessary to pass the 5-year Financial Plan & Property Tax Bylaw. This will be brought to Council in April. Administration will be working to complete this process earlier for the 2026 budget.
- The RDCK has not received funding under the Community Wood Smoke Reduction Program, therefore the Village will not be able to receive applications.
- Administration has applied for an additional \$25,000 from UBCM for an Asset Management Plan.
- The financial auditors are scheduled to visit the Village of Salmo on March 25th, 2025.
- The Village has received a \$500 grant from FireSmart under Wildfire Community Preparedness Day 2025. These funds will be used for the rental of a woodchipper for brush clearing that Public Works. Council has the option through this grant to put up an information booth on Canada Day.
- ETSI-BC has released 2 new funding sources called Building Economic Development Capacity and Innovating & Advancing Key Sectors Staff, respectively. Staff is meeting with representatives to discuss how these funding sources can be used within the community & opportunities for the Village specifically.
- The Village has received acceptance for the Recreational Enhancements in Accessibility for Children's Expression of Interest letter for \$50,000 from the Columbia Basin Trust. The Village has 3 months to build a work plan to submit to CBT. The pour-in-flooring for the playgrounds won't fit under this budget. Administration is drafting options for Council to consider.
- The Village was not successful in the grant application for the Water Meter Pilot Program. Some factors that hurt the Village's application was the number of applications within the Village's provincial zone & the costs of "pit metering". There were over 40 communities across the province that applied. Of the 19 successful communities, there were only 2 applications that were successful for this type of installation.
- Redwood Engineering will be delivering the drawings for the Glendale bridge handrails by March 31st.
- Staff with met RDCK GIS staff to discuss progress on NG911 & strategic planning for mapping & GIS services.

- Staff met with RDCK Emergency Management staff to discuss a variety of topics including emergency management plans, MOU for Indigenous Engagement & internal communication processes.
- Administration has approached the landowner to begin negotiations for purchasing the 2 road allowances across the old rail line.

Staff Recommendation:

That Council accepts the CAO report for information.



The Corporation of the Village of Salmo

Request for Decision

Report Date: March 19, 2025
Meeting Date: March 25, 2025 (#06-25)
From: Derek Kwiatkowski, Chief Administrative Officer
Subject: UBCM Resolution Change Request

OBJECTIVE

For Council to approve the changes requested by UBCM regarding the fire truck referendum resolution.

DISCUSSION AND ANALYSIS

The Village of Salmo Council passed a motion to submit a resolution to AKBLG to remove the referendum requirement for the replacement of a Fire Apparatus for communities under a population of 15,000. This resolution was to be voted on and sent to the UBCM. Upon receiving the resolution, UBCM reached out to the Village with some suggested changes to the resolution. Apart from some formatting, the main concern was that the resolution was too Salmo focused & took away relevance to other communities. They have provided a suggested amended resolution for Council to consider.

RECOMMENDATION

That Council approve the changes requested from the UBCM regarding Fire Truck Referendum Requirement & resubmit to UBCM.

ALTERNATIVES

1. That Council not approve the changes requested from the UBCM regarding Fire Truck Referendum Requirement & communicate Council's wishes to use the original resolution submission.

Salmo Resolution

ORIGINAL

Referendum for the Replacement of Fire Apparatus

Whereas the Village of Salmo recognizes the essential role that fire and emergency services play in safeguarding the health, safety, and welfare of its residents;

And whereas the Village of Salmo currently faces the need to replace an aging fire apparatus to ensure continued effective emergency response capabilities; and

And whereas pursuant to local government legislation, a referendum is required for the authorization of public funding for the purchase to replace a fire apparatus, and the process of holding a referendum incurs significant costs to small municipalities; and

And whereas the Village of Salmo has identified the pressing need for the fire apparatus replacement, and it is in the best interest of the public to reduce unnecessary costs associated with the referendum process.

And whereas the Village of Salmo recognizes that if the fire apparatus was to increase the size of the fleet, that a referendum would still be required.

Therefore be it resolved that the provincial government to remove the need to have a referendum to replace a fire apparatus for municipalities under 15,000 population. This shall include all associated costs such as administrative expenses, public engagement activities, and the conduct of the referendum.

For cost efficiency the funds for the referendum process, including staff time, publication expenses, and logistics, shall be redirected towards the total purchase cost for the replacement fire apparatus, reducing the overall financial burden on the community.

Public communication will ensure clear and transparent communication with residents regarding the decision to apply referendum funds to the purchase of a replacement fire apparatus by the municipality. The municipality will continue to prioritize the safety of the community while balancing fiscal responsibility.

PROPOSED AMENDMENT

Whereas local governments need to replace aging fire apparatus to ensure continued effective emergency response capabilities;

And whereas pursuant to local government legislation, a referendum is required for the authorization to spend public funds to replace fire apparatus, and the process of holding a referendum can bring significant costs to local governments, in particular small communities:

Therefore be it resolved that UBCM ask the provincial government to remove the requirement to hold a referendum to replace fire apparatus for local governments under 15,000 in population.



The Corporation of the Village of Salmo

Request for Decision

Report Date: March 20, 2025
Meeting Date: March 25, 2025 (#06-25)
From: Derek Kwiatkowski, Chief Administrative Officer
Subject: KP Concession Building/KP Park Master Plan

OBJECTIVE

For Council to determine the next steps for the KP Park concession building & the KP Park Master Plan.

DISCUSSION AND ANALYSIS

The Village of Salmo Council has discussed the prospect of replacing/renovating the concession building at KP Park for several years, along with developing a KP Park Master Plan, that has drafts going back to 2013. The Village has the concession building as part of the 2025 draft budget, with most capital discussions have taken place. There is not any current budget allotment for a KP Park Master Plan.

The discussion centers around:

1. Is the concession building to be rebuilt as is or changed to increase capacity or community use?
2. If there is a larger plan for increased building capacity, what features should the principle building in the park have? Examples would be creating more meeting spaces, storage rooms for the community groups, community event space, etc.
3. Where does the KP Park Master Plan fit within the timelines of this discussion?
4. What is Council's choice for prioritizing the discussion?

The current building sits on the road allowance of Sayward Avenue, so Council would have to decide if the building should be moved so that it is constructed within the Park's boundaries or if the Village should consider having the portion of the road re-surveyed. There will be a building inspection completed as part of the Asset Management Plan that will determine the building's usable condition. Based on a visual inspection, use of the building should be limited until this inspection is complete.

Council must decide how the Village manages the building, ensuring that the needs of multiple community groups are met. How Village events (July 1st) & other events (Farmer's Market, ball tournaments) use the park in conjunction with the concession building will factor in. If there is a demand from multiple groups to use the concession building for fundraising efforts, a lottery system for the concession building could be an option. The goal should be to maximize the number of days that the building is being used. If Council decides that the building has multiple uses, involving the community groups might increase community buy-in & lower potential taxation impact with the ability to access different grant funding sources.

There does not have to be a certain order in these projects, however, it makes sense to build a master plan for the entirety of KP Park first before any capital improvements are made. This will

work to ensure that a detail such as building location is discussed appropriately within the context of the entire park. This does not mean that the entirety of the plan needs to be completed, just that enough discussion has occurred to ensure that the first improvements won't hinder future decisions.

Based on the current draft budget, Council may choose to focus on the concession building as the "anchor" for the entire park & make all decisions around the location of the concession building, with the remainder of the KP Park Master Plan to be discussed in 2026. The next step would be to confirm if the building is rebuilt as is or includes other uses & have staff build a project plan based on this decision. Council may consider booking a Special Meeting to discuss this independently or to bring this discussion back to subsequent meetings. This will mirror the staff recommendation.

RECOMMENDATION

That Council direct administration to build a project plan for the KP Park concession building based on the Council approved criteria.

ALTERNATIVES

1. For Council to direct administration to set a Special Meeting to discuss the concession building.
2. For Council to direct administration to set a Special Meeting to discuss a KP Park Master Plan.
3. For Council to table this discussion until the 5 Year Financial Plan is completed & passed.



The Corporation of the Village of Salmo

CAO Report

Report Date: March 19, 2025
Meeting Date: March 25, 2025 (#06-25)
From: Derek Kwiatkowski, Chief Administrative Officer
Subject: 2025 Official Community Plan Development

BACKGROUND:

The Village is required to complete an updated Official Community Plan (OCP) by the end of 2025. The Village has already received grant funding for the project in 2024 through the Local Community Housing Initiatives Program. This project will be one of the largest undertaken by the Village & developing a strategy to complete this by the end of the year should be considered.

A review of the current OCP will allow the Village to assess in retrospect of the successes and challenges with the current document. By providing measurable data to reflect the operational performance, improvements for the new OCP can be easily noted.

The Current OCP is split into "Schedules, noted as:

- (1) Schedule A: Official Community Plan Bylaw Text
- (2) Schedule B: Land Use Designations
- (3) Schedule C: Village Infrastructure
- (4) Schedule D: Current Civic Facilities, Parks and Institutions
- (5) Schedule E: Road Network
- (6) Schedule F: Civic Green Space and Parks
- (7) Schedule G: Trails, Benches and Sidewalks
- (8) Schedule H: Floodplain and Alluvial Fans
- (9) Schedule I: Downtown Revitalization Development Permit Area
- (10) Schedule J: Aquifer Protection Development Permit Area
- (11) Schedule K: Natural Hazards Development Permit Areas

There have been some developments that have occurred since 2020 that may lead to some additional sections being added to schedules, such as the discussion of a Liquid Waste Management Plan within Schedule C or the changing legislation regarding housing or the creation of new Schedules.

Part of the process will include reviewing the language in the OCP to ensure that Bylaw & Policy deliverables can be created out of the OCP ensuring that operations are aligned with the goals of the OCP, particularly regarding the Village's future roles in housing & infrastructure planning.

Council may consider hiring an external project manager or consultant for this project if Council feels that staff is unable to complete this process internally by the deadline or if there are considerable changes to the current OCP format.

Staff Recommendation:

That Council accepts the CAO report for information.



The Corporation of the Village of Salmo

Request for Decision

Report Date: March 18, 2025

Meeting Date: March 25, 2025 (#06-25)

From: Derek Kwiatkowski, Chief Administrative Officer

Subject: Request for July 1st, 2025 Canada Day Donation from the RDCK

OBJECTIVE

To obtain Council approval for Mayor Lockwood to request a donation from the RDCK Area G Director for the July 1st, 2025 Canada celebration.

BACKGROUND

The Village of Salmo hosts Canada Day celebrations and as many RDCK residents attend the event, staff would like Council direction to formally request the RDCK Area G Rural Director to contribute funds for the event to assist in covering event hosting costs.

RECOMMENDATION

That Council approve Mayor Lockwood requesting a donation of \$1,000 from the RDCK Area G Director for the July 1st, 2025 Canada Day celebration.

ALTERNATIVES

That Council not approve Mayor Lockwood requesting a donation of \$1,000 from the RDCK Area G Director for the July 1st, 2025 Canada Day celebration.



The Corporation of the Village of Salmo

Request for Decision

Report Date: March 19, 2025
Meeting Date: March 25, 2025 (#06-25)
From: Derek Kwiatkowski, Chief Administrative Officer
Subject: July 1st, 2025 Mobile Food Vendors Request

OBJECTIVE

To consider whether to allow mobile food vendors for the July 1st, 2025 Canada Day event.

BACKGROUND

Salmo Valley Farmers Market & a local restaurant have inquired about the allowance of mobile food vendors at the Salmo Valley Farmer's Market for the 2025 Canada Day celebration.

In 2024, Council included Mobile Food Vendors under the category of "Special Events" under the Business License Bylaw.

There is feedback that mobile vendors impact local community group's fundraising efforts, as this event draws the most traffic to the Village. The impact on local restaurants during the event period should be considered, however it is noted that at least one of the local restaurants closes for Canada Day.

Council may create selection criteria to limit the impact on community groups such as the Lion's Club & Chamber of Commerce that fundraise as a food vendor. The City of Nelson has the following in their Mobile Sales & Vendor Policy, relating specifically to their downtown core but the language could be adjusted to match Council's direction (some is not applicable to the Village):

"12. If more than three eligible applications are received by the end of the day on March 1st of any given year, staff will contact all eligible applicants to inform them that they may submit additional information, within one week, to assist staff in scoring applications on the basis of the following:

- a) Eco-initiatives (e.g. waste, vehicle fuel requirements);***
- b) Availability of seating, amenities, and/or access to nearby washrooms for customers (if food or beverages are being served);***
- c) Support of adjacent businesses and/or property owners;***
- d) Intention to remain operating in the community;***
- e) Past compliance with City policies and bylaws (if applicable); and***
- f) Diversity of menu/merchandise options in the vicinity.***

13. Staff will issue licences to the top scoring applicants. Staff may instead opt to hold a lottery.

14. Previous-year licensees will not be grandfathered.

15. If the quota is not filled by March 1st, applications will be approved on a first-come, first-serve basis.

16. In the case of a special event, the City, at its sole discretion, may approve additional mobile vendors for the duration of the special event."

Point "f)" is a specific note as it allows Council to ensure that there is sufficient choice in menu options for event attendees.

The Village can look at additional criteria, particularly with hours of operation. This was noted as complaints received in 2024 noting that there was no food vendors open during the fireworks.

SUMMARY

Village Council should consider the vision for Salmo Days in the coming years & where mobile food vendors fit withing the goals for Salmo Days as 2025 begins to set a pattern, if approved. This including the prospects whether to try growing the event & what features are included in the celebration.

Council must also consider the financial livelihood of the community groups & work to ensure their existence is secure. Working with the community groups to get on the same page is imperative to the success of Village events and future projects.

The goal is to ensure that the celebration can meet Council's goals for events held in the community while making sure that the Village does not actively work against the non-profit groups. Conversations regarding the long-term goals of Salmo Days can be discussed as part of the OCP discussions as well as KP Park Plan discussions.

STAFF RECOMMENDATION:

THAT Council approve allowing two mobile food vendors to participate in the 2025 Canada Day Market, following the included criteria.

ALTERNATIVES:

1. THAT Council approve allowing mobile food vendors to participate in the 2025 Canada Day Market with no cap on the number of vendors, following the included criteria.
2. THAT Council does not allow mobile food vendors to participate in the 2025 Canada Day Market.

Village of Salmo
Accounts Payable March 7 to March 20, 2025

Cheque #	Pay Date	Vendor Name	Description	Paid Amount
018049	2025-03-11	643289 B.C. Ltd	Reservoir Road Maintenance	\$367.50
018050	2025-03-11	Ace Courier Systems	Water Sample Shipping Expense	\$50.64
018062	2025-03-17	Ace Courier Systems	Water Sample Shipping Expense	\$50.63
018052	2025-03-11	Air Liquide Canada Inc.	F.D. Supplies	\$15.68
018051	2025-03-11	A-Mais Technologies Inc.	Office Software Programs	\$10,433.86
018053	2025-03-11	Brandt Tractor Ltd.	2018 Loader Maintenance	\$1,760.38
EFT	2025-03-07	Collabria	F.D./Office Supplies/Postage	\$169.13
018063	2025-03-17	Commissionaires British Columbia	Bylaw Enforcement	\$261.09
EFT	2025-03-07	Fortis BC Inc.	Electricity Expense	\$2,624.04
EFT	2025-03-07	Fortis BC Inc.	Electricity Expense	\$1,027.73
EFT	2025-03-07	Fortis BC Inc.	Electricity Expense	\$807.26
EFT	2025-03-07	Fortis BC Inc.	Electricity Expense	\$1,966.11
EFT	2025-03-17	Fortis BC Inc.	Electricity Expense	\$45.68
018054	2025-03-11	Gescan Division of Sonepar Canada Inc.	Harmonic Upgrade Expense/Glendale Pump Supplies	\$1,316.45
018064	2025-03-17	Gescan Division of Sonepar Canada Inc.	Harmonic Upgrade Expense	\$15,621.76
EFT	2025-03-07	GFL Environmental Inc. 2020	Garbage Services	\$8,597.13
EFT	2025-03-07	GFL Environmental Inc. 2020	P.W./WWTP Garbage Services	\$2,651.90
EFT	2025-03-17	Imperial Oil Esso	F.D./Fleet Fuel Expense	\$1,993.15
018056	2025-03-11	Lidstone & Company	Legal Services	\$176.96
018055	2025-03-11	Lordco Auto Parts	Plow Truck Supplies	\$10.30
018065	2025-03-17	Lordco Auto Parts	P.W. Shop Supplies	\$210.84
018058	2025-03-11	Ralcomm Ltd.	F.D. Radio Maintenance	\$730.24
EFT	2025-03-12	Receiver General for Canada	Payroll Remittance	\$12,496.11
EFT	2025-03-07	Redwood Engineering Ltd	Guardrail Engineering Expense	\$1,104.06
018057	2025-03-11	Regional District of Central Kootenay	Building Permit Fees	\$392.40
018066	2025-03-17	Rennick Josee	SDJ Refund	\$181.13
EFT	2025-03-07	Rogers	CAO/P.W. Cellphone Expense	\$144.32
Pre-authorized Debit	2025-03-20	Royal Bank Central Card Services	Service Fees	\$45.03
018060	2025-03-11	Salmo Village Grocery	Office, PW Supplies	\$194.02
018059	2025-03-11	Skyway Hardware (1985) Ltd.	WWTP Supplies	\$157.89
EFT	2025-03-07	Startup HVAC Solutions LTD	Wellness Centre Maintenance	\$2,987.76
185012	2025-03-17	Telus	Alarm Monitoring	\$31.50
EFT	2025-03-17	Telus	Alarm Monitoring	\$26.25
EFT	2025-03-12	Telus Communications Inc.	Telephone/Fax/Internet Expense	\$1,165.27
EFT	2025-03-17	Telus Communications Inc.	Office Fax Expense	\$85.01
018067	2025-03-17	Union of BC Municipalities	Annual Dues	\$989.39
018061	2025-03-11	Vallen Canada Inc.	F.D. Supplies	\$210.56

Village of Salmo
 Accounts Payable March 7 to March 20, 2025

Cheque #	Pay Date	Vendor Name	Description	Paid Amount
EFT	2025-03-17	Yellow Pages Group	Advertising Expense	\$2,37
		Employee Benefits, Reimbursements and Salaries (PP6)		\$20,505.38
		Total:		\$91,606.91

Credit Card Details:

F.D. GPS Subscription	\$72.74
Office Supplies (Adobe)	\$29.11
Postage	\$67.28
	\$169.13

Village of Salmo Regular Council Meeting #06-25
 Treasurer's Report as of February 28, 2025

Account Name	28-Feb-25		31-Jan-25		28-Feb-24	
	Balance		Balance		Balance	
Chequing Community Plus (Operating Account)	\$1,966,380.76		\$2,038,759.02		\$1,819,648.32	
Masterplan Community Plus - Wellness Centre Equipment	\$0.00		\$0.00		\$0.00	
Masterplan Community Plus - Community Works	\$417,148.08		\$417,132.20		\$421,696.08	
Masterplan Community Plus - Salmo Parks	\$16,028.75		\$16,007.14		\$2,510.97	
Masterplan Community Plus - Growing Community	\$0.00		\$0.00		\$0.00	
Maximizer Community Plus - Civic Works Reserves	\$169,605.25		\$169,157.56		\$142,573.69	
Maximizer Community Plus - Sewer Civic Works Reserves	\$4,153.34		\$4,147.77		\$51,527.79	
Maximizer Community Plus - Cemetery Care	\$26,254.25		\$26,219.05		\$25,799.12	
Maximizer Community Plus - Water Civic Works Reserves	\$328,983.18		\$328,542.12		\$288,221.41	
Maximizer Community Plus - Lions Park (Previously Curling Rink)	\$19,230.08		\$19,204.30		\$17,435.31	
Maximizer Community Plus - Wellness Centre	\$125,643.15		\$125,474.70		\$109,908.66	
Maximizer Community Plus - Fire Department Equipment	\$141,160.83		\$140,971.58		\$88,611.38	
Maximizer Community Plus - Jaws of Life	\$247,590.76		\$247,258.82		\$199,932.88	
Maximizer Community Plus - Ambulance	\$12,989.84		\$12,972.42		\$12,764.66	
Membership Shares	\$25.00		\$25.00		\$25.00	
Patronage Shares	\$2,238.00		\$2,238.00		\$2,238.00	
	\$3,477,431.27		\$3,548,109.68		\$3,182,893.27	
Accounts Receivable						
Utilities	\$0.00					
Taxes	\$119,338.18					
Other	\$130.50					
	\$119,468.68					
Accounts Payable						
	\$0.00					
Grand Total (Assets minus Liabilities)	\$3,596,899.95					



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

MAYOR LOCKWOOD

Mayor Report for Council Meeting held on March 25, 2025.

Salmo & Area G Emergency Preparedness Committee: All our volunteer emergency departments are working towards more training that will benefit those that are affected by an emergency event. The Salmo snowpack as of March 1 was 80% but with the snow we have received as late we may be upwards of 85% which is better for the valley going into Summer. ESS has 10 members now and are always looking for more. Shambhala is getting a permanent cell tower which will help with the cell coverage farther out Highway 3/6 for all emergency services and the public. Ymir fire has a new fire chief. Ambulance has two job openings. Search and Rescue have 42 members and have obtained 6 e-bikes to assist in their ground searches. RCMP still have two job openings. Next meeting September 29, 2025.

Fire Department: Councils next course of action for the fire truck, stay tuned.

Citizen Engagement: I have met people from other country's this past winter that are looking forward to moving here in the very near future and their reason is how great this community is and what we have to offer.

Salmo & District Arts Council: Next meeting April 9, 2025, which I will be attending.

RDCK:

Board: The Board direct staff to review Salmo and Electoral Area G (REC #7) Recreational Program Service Establishment Bylaws 784, 1990 and Village of Salmo and Electoral Area G Swimming Pool Financial Aid Local Service Area Bylaw No. 1135, 1995 and determine how to create efficiencies.

Salmo and Area G will continue in the manner we have always done DOT Night where the community is the deciding committee.

The RDCK are purchasing 5 Fire Trucks and there are concerns about the tariffs and how they will be affected in the end price. We will keep a close eye on this.

All Recreation: TBD in 2025

Salmo & Area G Recreation Commission:

Economic Trust of the Southern Interior – BC (ETSI-BC): The Spring funding intake is opened until April 11. This granting trust helps with building and creating economic development, human capital, innovation, and business resilience.

Central/Joint Resource Recovery: Septage Disposal will be going up to \$90/tonne June 1, 2025.

Sperling Hansen Associates Inc has been awarded the job for the Ootischenia Landfill Interim Fill Plan, Design, Operations and Closure Plan, Transfer Station Preliminary Design, and General Consulting Support for a two-year term.

The RDCK is again writing a letter to the Ministry to investigate Interchange Recycling's compliance with their Extended Producer Responsibility program plan.

West Kootenay Hospital Board: Next meeting Wednesday 26, 2025.

Nelson, Salmo, E, F, & G Regional Parks: Next meeting March 25, 2025.

West Transit: Next meeting April 15, 2025.

Other meetings of note:

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