



The Corporation of the Village of Salmo

SPECIAL MEETING

A Special Meeting of the Council of the Village of Salmo to be held in Council Chambers at 423 Davies Avenue in Salmo, B.C. on **Monday, April 14, 2025 at 7:00 p.m.**

The public may attend in person or electronically. The electronic link will be available on our website on Monday.

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 the Agenda

That the agenda of Special Meeting of Monday, April 14, 2025 be adopted as presented.

3. Five Year Financial Plan Presentation

Pg.3

(1) STAFF RECOMMENDATION:

That Council receive for information the report as presented by Finance Officer Nathan Russ.

Public Input on Proposed Financial Plan

4. Bylaw Development & Review

(1) Financial Plan (2025-2029) Bylaw #762, 2025

Pg.23

a. STAFF RECOMMENDATION:

That the "Financial Plan (2025-2029) Bylaw #762, 2025" be given first reading.

Public Input on Proposed Financial Plan

b. Financial Plan (2025-2029) Bylaw #762, 2025

STAFF RECOMMENDATION:

That the "Financial Plan (2025-2029) Bylaw #762, 2025" be given second and third reading.

(2) Annual Tax Rate Bylaw #763, 2025

Pg.29

STAFF RECOMMENDATION:

That the "Annual Tax Rate Bylaw #763, 2025", be given first reading.

That the "Annual Tax Rate Bylaw #763, 2025", be given second and third reading.

(3) Fire Department Remuneration Amendment Bylaw #764, 2025

Pg.33

STAFF RECOMMENDATION:

That the “*Fire Department Remuneration Amendment Bylaw #764, 2025*” be given first reading.

That the “*Fire Department Remuneration Amendment Bylaw #764, 2025*” be given second and third reading.

(4) Fire Prevention Amendment Bylaw #765, 2025

Pg.39

STAFF RECOMMENDATION:

That the “*Fire Prevention Amendment Bylaw #765, 2025*” be given first reading.

That the “*Fire Prevention Amendment Bylaw #765, 2025*” be given second and third reading.

(5) Village of Salmo Volunteer Fire Department Amendment Bylaw #766, 2025

Pg.53

STAFF RECOMMENDATION:

That the “*Village of Salmo Volunteer Fire Department Amendment Bylaw #766, 2025*” be given first reading.

That the “*Village of Salmo Volunteer Fire Department Amendment Bylaw #766, 2025*” be given second and third reading.

5. Correspondence for Information Only

STAFF RECOMMENDATION:

That Council receive for information the following correspondence from:

(1) RDCK West Transit Services Committee Report

Pg.63

6. Public Question Period

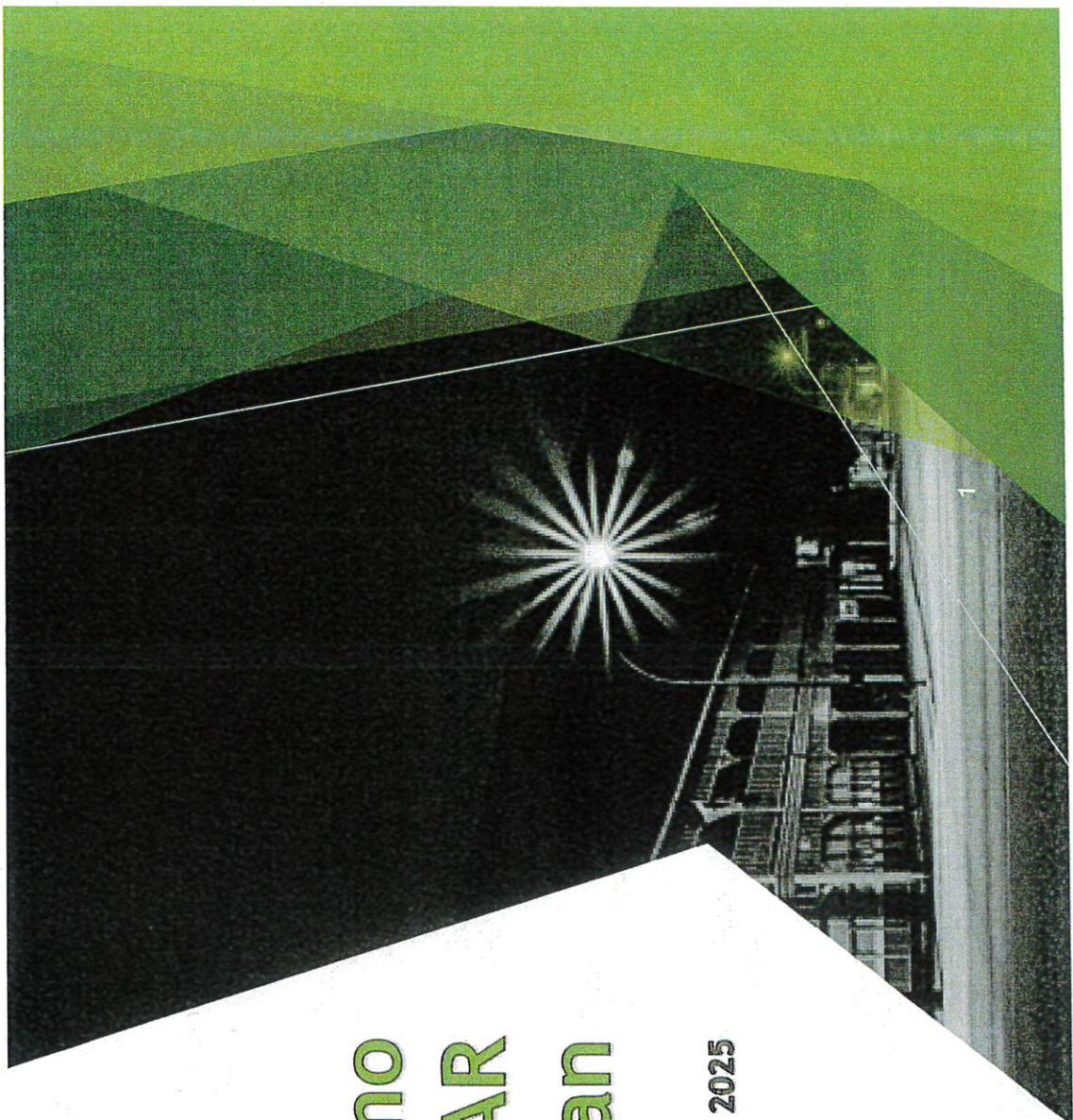
7. Adjournment

Given under my hand this 11th day of April, 2025 and posted in accordance with Section 127 of the *Community Charter*.

Originally Signed By:

Derek Kwiatkowski

CAO/CO

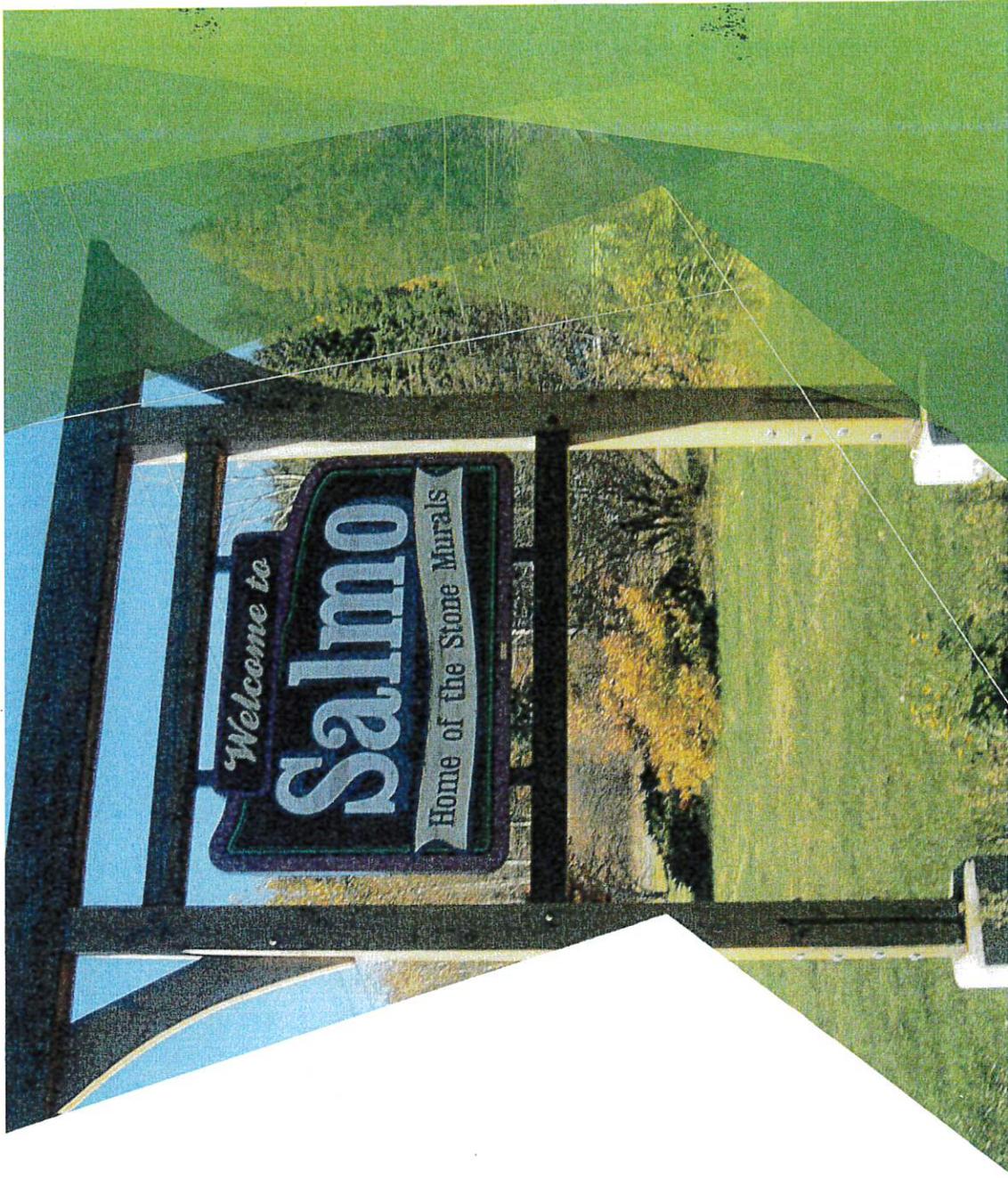


Village of Salmo 2025 Draft 5-YEAR Financial Plan

APRIL 2025

Agenda

- Draft Rates and Fees
- Utility Budgets
 - ▶ Water
 - ▶ Sewer
- 5-Year Financial Plan
- Reserve Contributions and Balances
- Capital and One-off Projects



Draft 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	6.29%	\$760	\$45	\$3.75
Waste Collection (Garbage)	\$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
				\$117	\$9.76

	# Homes (from assessment)	\$ Value (from assessment)	Average \$ Value	2025 Increase (Decrease):
2025 Average SFH value:	493	184,288,200	373,810	1.9%
2024 Average SFH value:	491	180,052,600	366,706	

*Rates and fees based on average single family residential home in Salmo
Property Assessment Values from BCA revised roll



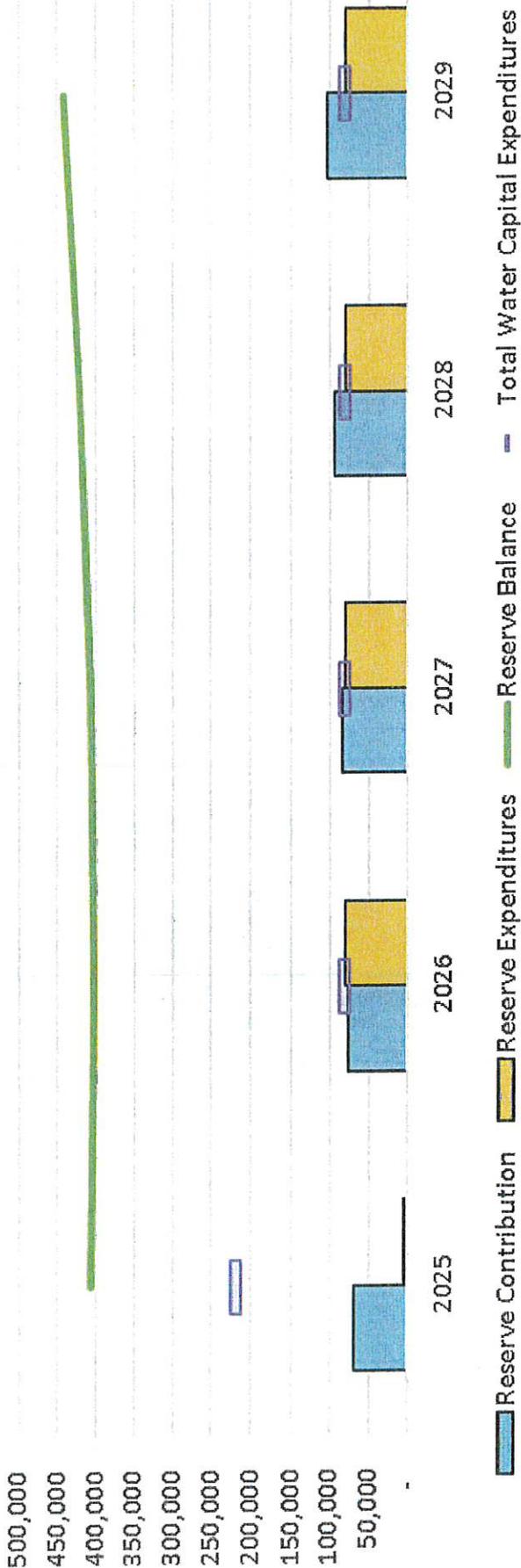
Water Utility Budget - Draft

Draft Utility User Fees - Water

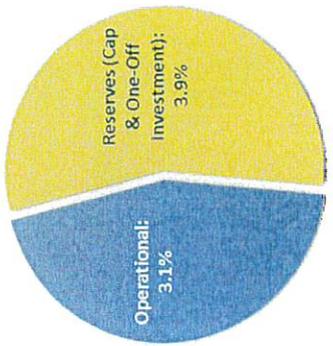
	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Village of Salmo					
WATER BUDGET 2025-2029 (Draft)					
APR 2025					
Revenues					
User fees	(222,140)	(233,247)	(244,909)	(257,155)	(270,012)
Revenue from own sources	(3,390)	(3,390)	(3,390)	(3,390)	(3,390)
Interest income	(6,419)	(6,419)	(6,419)	(6,419)	(6,419)
Total Revenues	(231,949)	(243,056)	(254,718)	(266,963)	(279,821)
Total revenues and allocations					
	(231,949)	(243,056)	(254,718)	(266,963)	(279,821)
Expenses, Capital & Transfers					
Operations	163,825	167,102	170,444	173,852	177,329
Total expense and allocations	163,825	167,102	170,444	173,852	177,329
Total Net Operations Deficit (Surplus)	(68,124)	(75,954)	(84,274)	(93,111)	(102,492)
Funding Opportunities					
External Grant - Water Reservoir Study	(50,000)				
Community Works Fund	(163,000)				
	(213,000)	0	0	0	0
Capital Projects and One-Time Expenses					
2025 Water Reservoir Study	50,000				
2025 Reservoir Inspection & Cleaning	7,000				
2025 Sayward Well Repair	63,000				
2025 Glendale Well Repair	63,000				
2025 Test Well	30,000				
2025 Lift Station Electric Hoist	5,000				
Other Capital	80,000	80,000	80,000	80,000	80,000
Total Capital and one-time	218,000	80,000	80,000	80,000	80,000
Potential Future Net Operations Deficit (Surplus)	(63,124)	4,046	(4,274)	(13,111)	(22,492)
Opening Water Fund balance	(343,408)	(406,532)	(402,486)	(406,760)	(419,871)
Estimated Closing Water Fund Balance	(406,532)	(402,486)	(406,760)	(419,871)	(442,363)

Draft Utility User Fees - Water

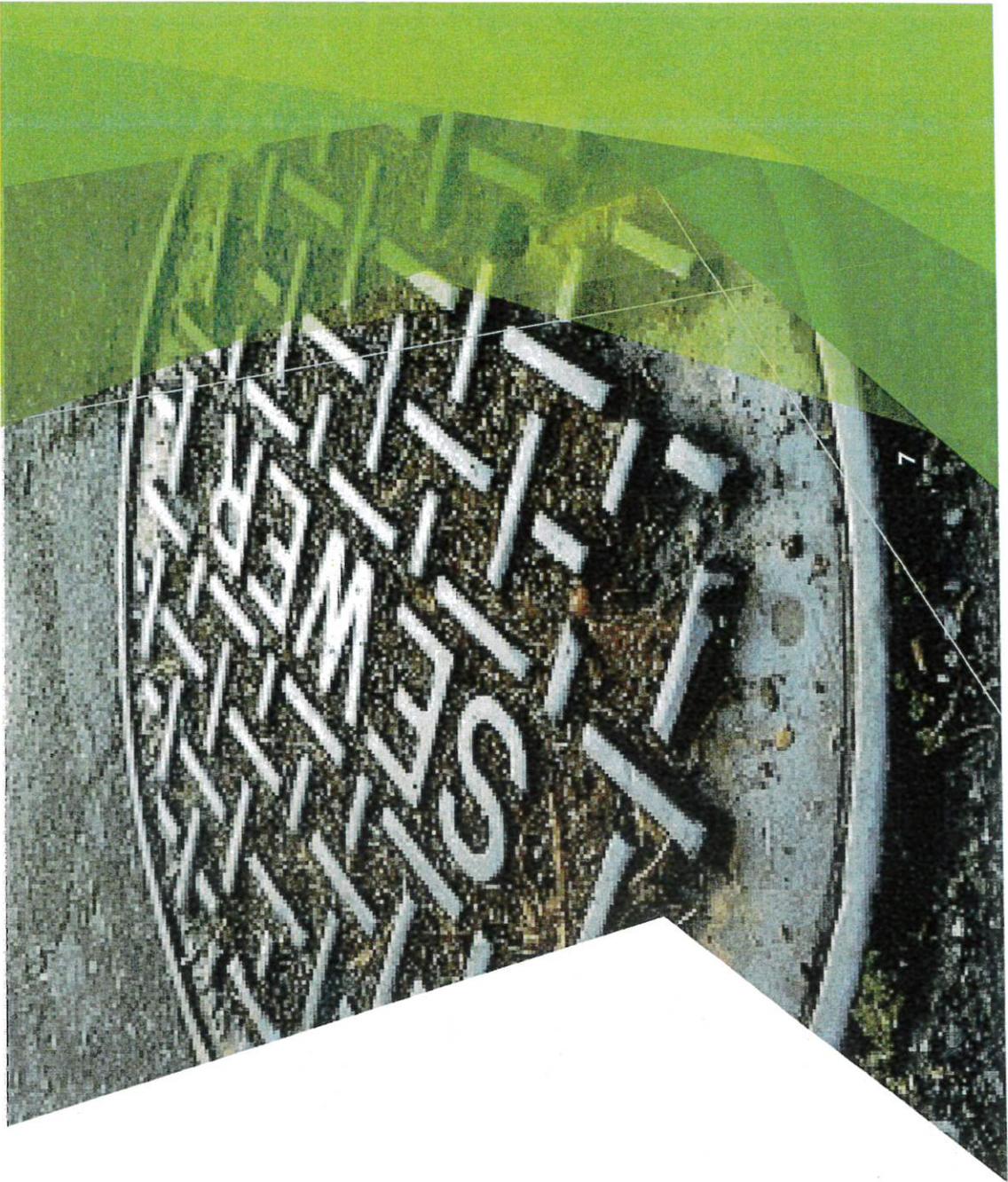
Salmo Water Reserve Contributions and Balances



Water User Fee Increase Breakdown



7.0% Total



Sewer Utility Budget - Draft

Draft Utility User Fees - Sewer

Village of Salmo
SEWER BUDGET 2025-2029 (draft)
APR, 2025

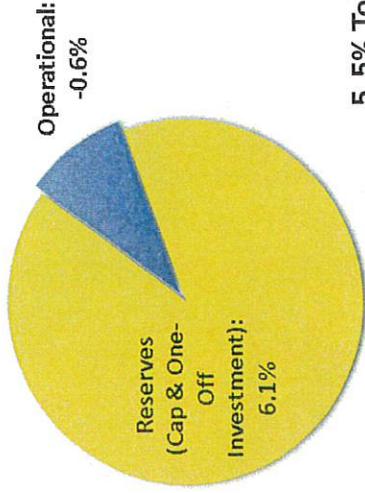
	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Revenues					
User fees	(365,523)	(385,626)	(406,836)	(427,178)	(444,265)
Revenue from own sources	(2,724)	(2,000)	(2,000)	(2,000)	(2,000)
Interest income	(600)	(600)	(600)	(600)	(600)
Total Revenues	(368,846)	(388,226)	(409,436)	(429,778)	(446,865)
Expenses, Capital & Transfers					
Operations	307,085	313,227	319,491	325,881	332,399
Deficit (Surplus)	(61,761)	(75,000)	(89,945)	(103,897)	(114,465)
Funding Opportunities					
Growing Communities Fund	(60,000)	(40,000)	(20,000)	0	0
Total - All external funding	(60,000)	(40,000)	(20,000)	0	0
Capital Projects and One-Time Expenses					
2025 Harmonic Upgrades	50,000				
2025 Sludge Pump Seal Replacement	4,000				
2025 Scope & Clean Sewer	10,000				
2025 Aerators	10,000				
2025 Screener	5,000				
Other	79,000	80,000	80,000	80,000	80,000
Potential Future Net Operations Deficit (Surplus)	(42,761)	(35,000)	(29,945)	(23,897)	(34,465)
Opening Sewer Fund balance	(51,305)	(94,066)	(129,066)	(159,011)	(182,907)
Estimated Closing Sewer Fund Balance	(94,066)	(129,066)	(159,011)	(182,907)	(217,372)

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

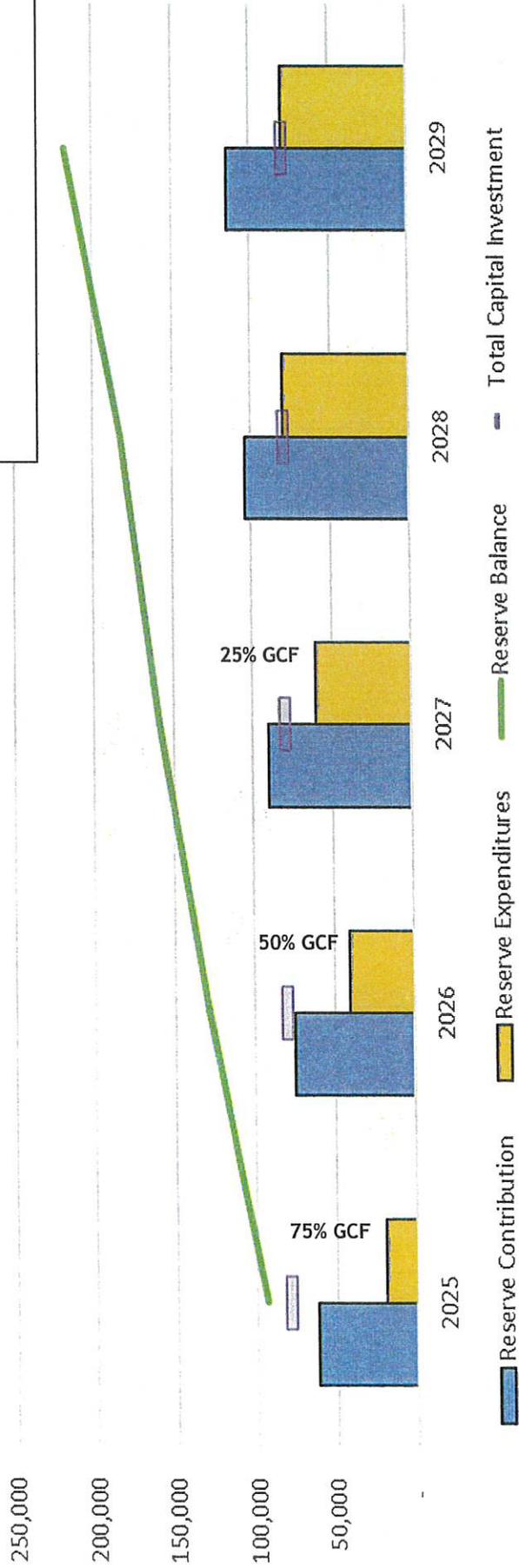
- 2024: 100%
- 2025: 75%
- 2026: 50%
- 2027: 25%
- 2028+: 0%

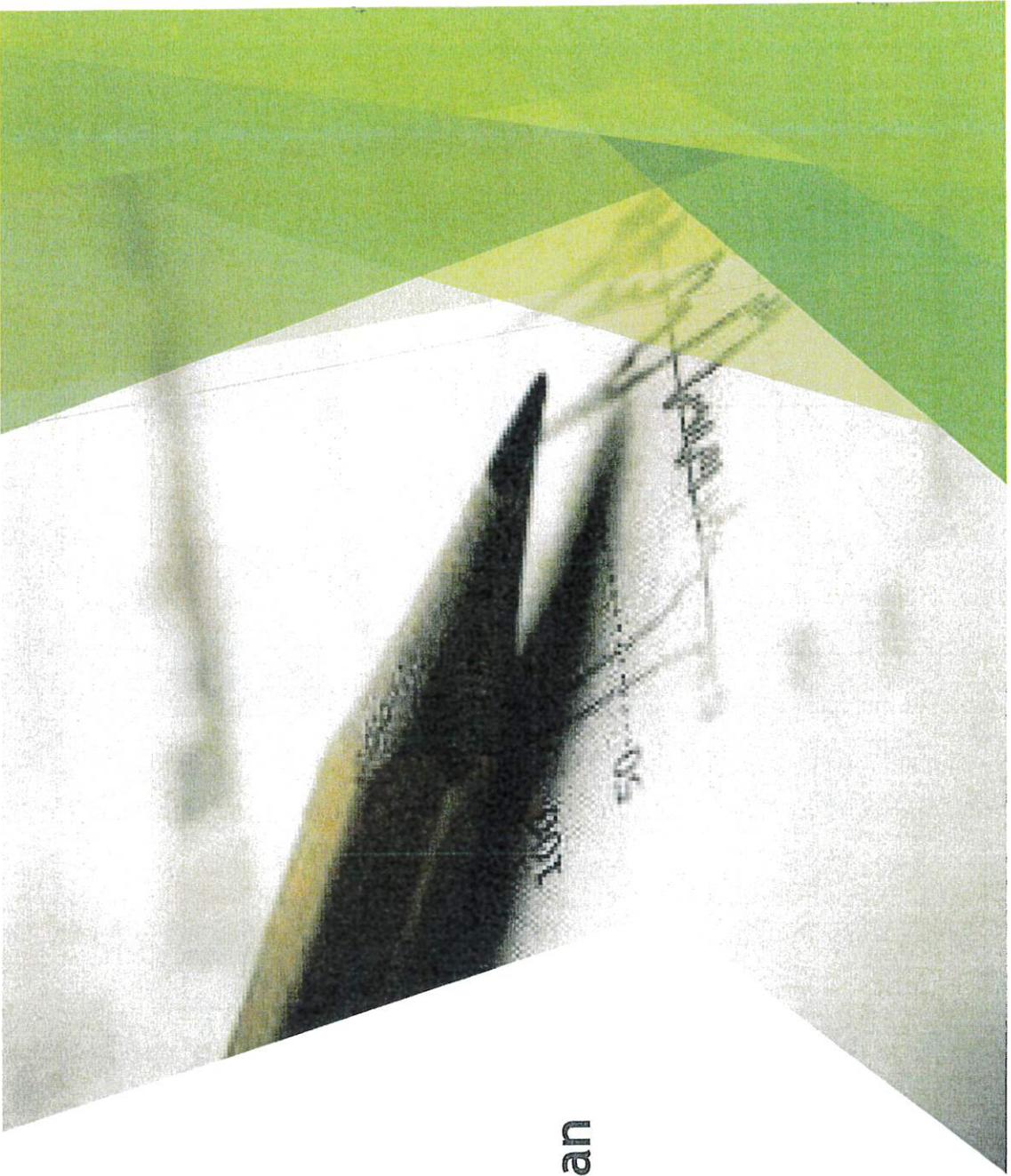
Draft Utility User Fees - Sewer

Sewer User Fee Increase Breakdown



Salmo Projected Contributions to Reserve and Reserve Balance SEWER





**Village of Salmo
2025-2029
5-Year Financial Plan
(Draft)**

2025-2029 Draft Five Year Financial Plan (Page 1 of 3)

	2025	2026	2027	2028	2029
REVENUES					
Property Taxation	546,031	568,090	582,834	605,228	624,898
Sale of services	121,414	120,027	124,228	128,576	133,076
Other revenue own sources	160,858	167,453	173,314	179,380	185,658
Investment income	36,000	33,000	30,000	30,000	30,000
Grants - unconditional	451,000	451,000	451,000	451,000	451,000
Grants - conditional	8,197,492	250,492	250,492	250,492	250,492
Total General	9,512,795	1,590,063	1,611,869	1,644,677	1,675,125
Water Revenue	222,140	243,056	254,718	266,963	279,821
Sewer Revenue	365,523	388,226	409,436	429,778	446,865
Total Consolidated Revenues	10,100,457	2,221,345	2,276,022	2,341,418	2,401,811
	2025	2026	2027	2028	2029
EXPENSES					
General Government	677,582	576,886	586,572	596,027	604,837
Protective Services	164,850	140,056	142,296	144,573	146,886
Transportation Services	349,006	356,622	362,328	368,125	374,015
Environmental health services	124,850	126,848	128,877	130,939	133,034
Public health and welfare	16,050	16,307	16,568	16,833	17,102
Recreation and cultural services	63,800	64,821	65,858	66,912	67,982
Interest and other debt charges	22,118	22,118	21,015	19,913	19,913
Total General Operations	1,418,256	1,303,657	1,323,514	1,343,322	1,363,771
Water Operations	220,825	167,102	170,444	173,852	177,329
Sewer Operations	317,085	313,227	319,491	325,881	332,399
Total Operations	1,956,166	1,783,985	1,813,449	1,843,056	1,873,499
Amortization	460,000	469,200	478,584	488,156	497,919
Surplus (deficit)	7,684,291	(31,840)	(16,010)	10,207	30,394
Add back:					
Amortization	460,000	469,200	478,584	488,156	497,919
Debt funded by operations	23,832	23,832	15,780	15,780	15,780
Surplus (deficit) per 5 year financial plan	8,120,459	413,528	446,794	482,582	512,532

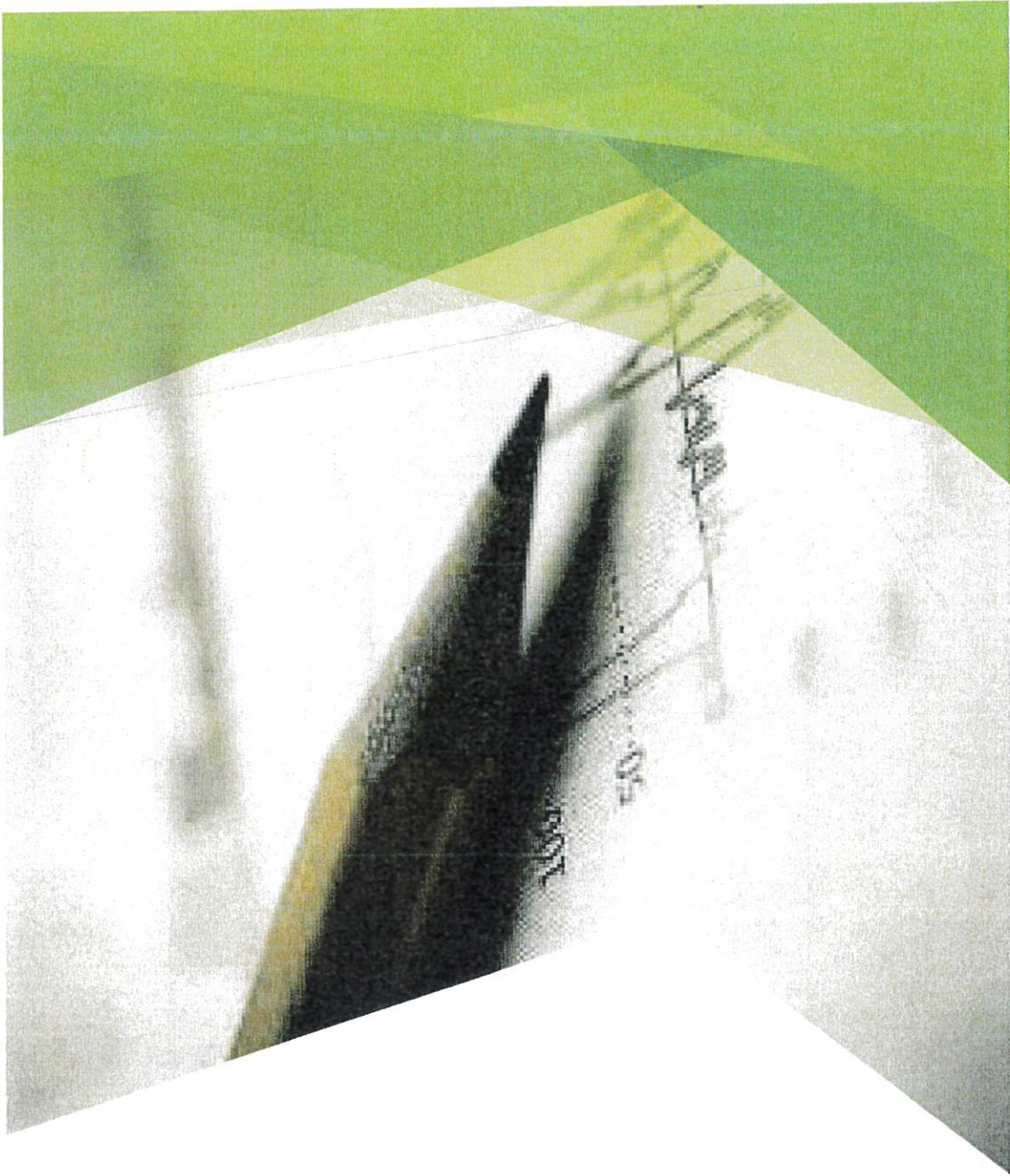
2025-2029 Draft Five Year Financial Plan (Page 2 of 3)

	2025	2026	2027	2028	2029
Capital Expenditures					
General	7,987,700	-	-	-	-
Water	161,000	-	-	-	-
Sewer	69,000	-	-	-	-
Total Capital Expenditures	8,217,700	-	-	-	-
Transfer to / from Reserves					
Transfer (to) General Reserves	(252,574)	(262,574)	(272,574)	(285,574)	(295,574)
Transfer (to) Utility Reserves	(129,885)	(150,954)	(174,219)	(197,008)	(216,957)
Transfer from General Reserves	303,700	-	-	-	-
Transfer from Utility Reserves	24,000	-	-	-	-
Total Transfer (to) from Reserves	(54,759)	(413,528)	(446,793)	(482,582)	(512,531)
Transfers (to) from operating surplus	152,000				
Financial Plan Balance	0	0	0	0	0

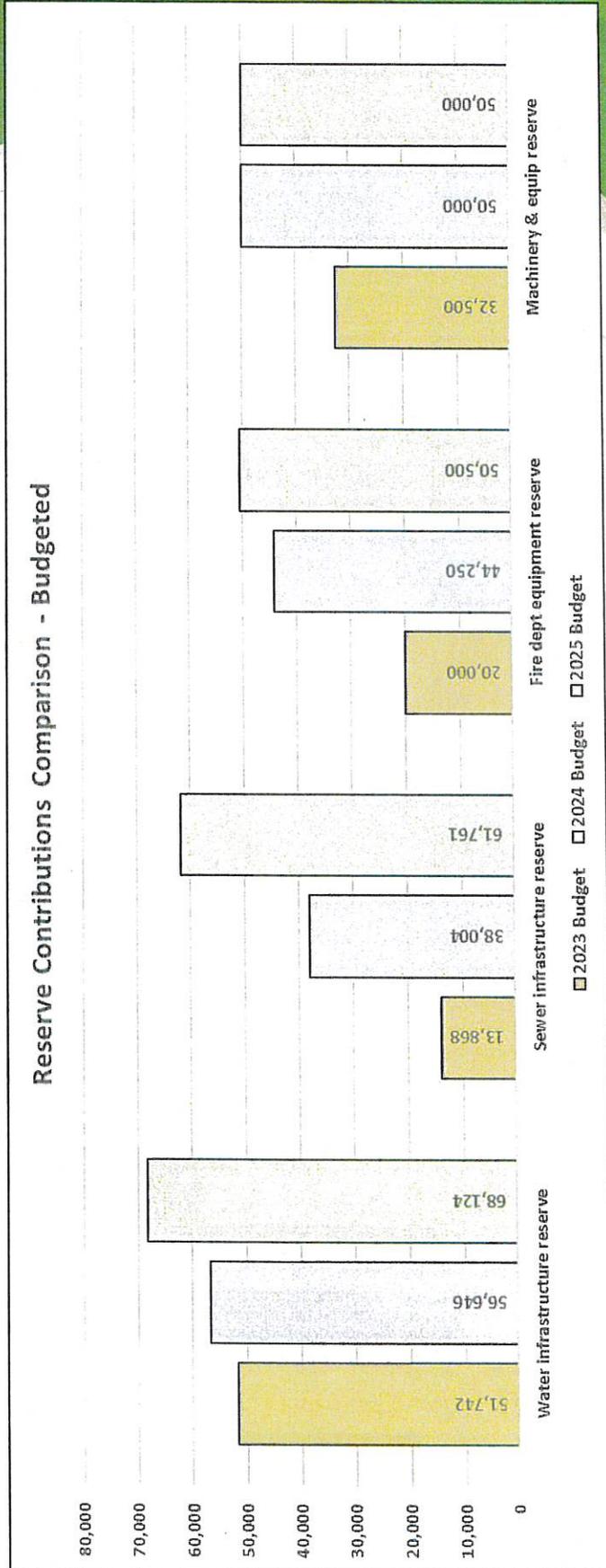
**2025-2029
Draft Five Year
Financial Plan
(Page 3 of 3)**

CAPITAL FUNDS	2025	2026	2027	2028	2029
COMPONENTS					
Sources of Funds					
Community Works Grant Res	173,500	-	-	-	-
Growing Communities fund Res	80,000				
Mach & Equip Res	23,200				
Parks Res	10,000	-	-	-	-
Water Res	5,000	-	-	-	-
Sewer Res	19,000	-	-	-	-
Government Grants	7,757,000	-	-	-	-
General Operating Surplus	150,000				
Total Sources	8,217,700	-	-	-	-
Expenditures					
General	7,987,700	-	-	-	-
Water	161,000	-	-	-	-
Sewer	69,000	-	-	-	-
Total Expenditures	8,217,700	-	-	-	-

Reserve Contributions and Balances

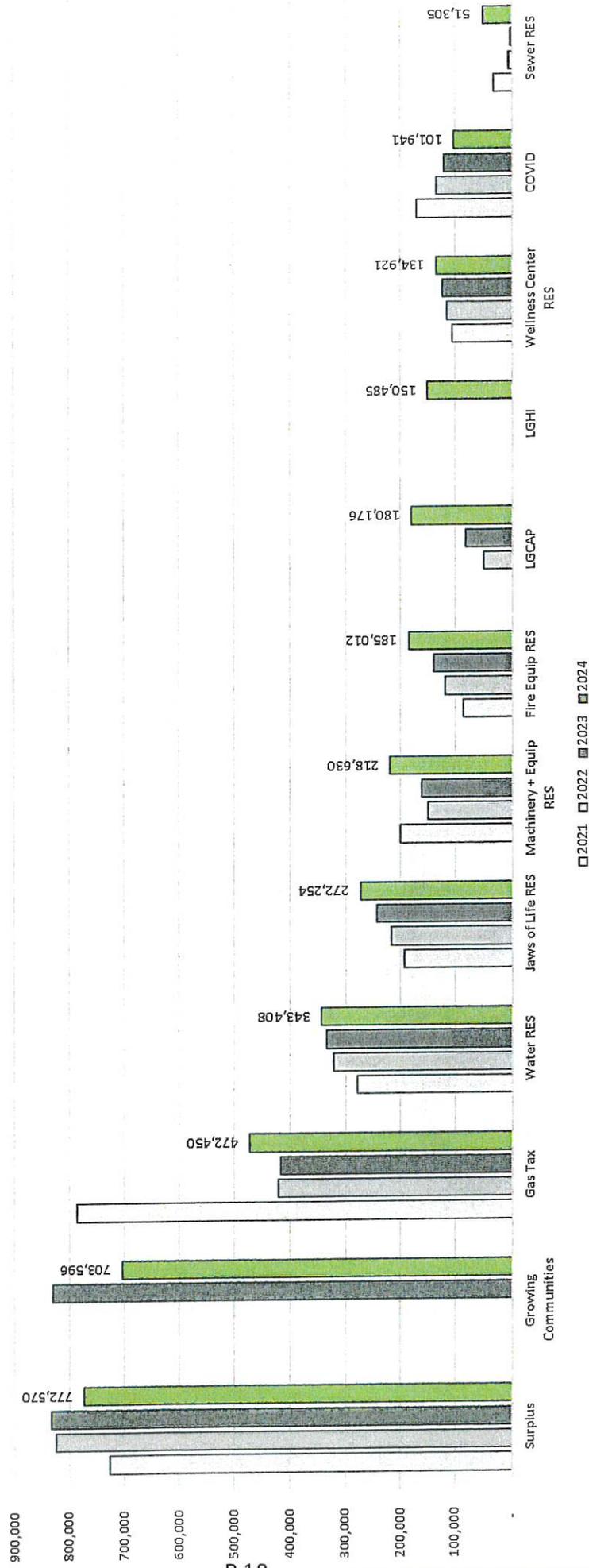


Salmo 2025 5-Year Plan - Reserve Contributions



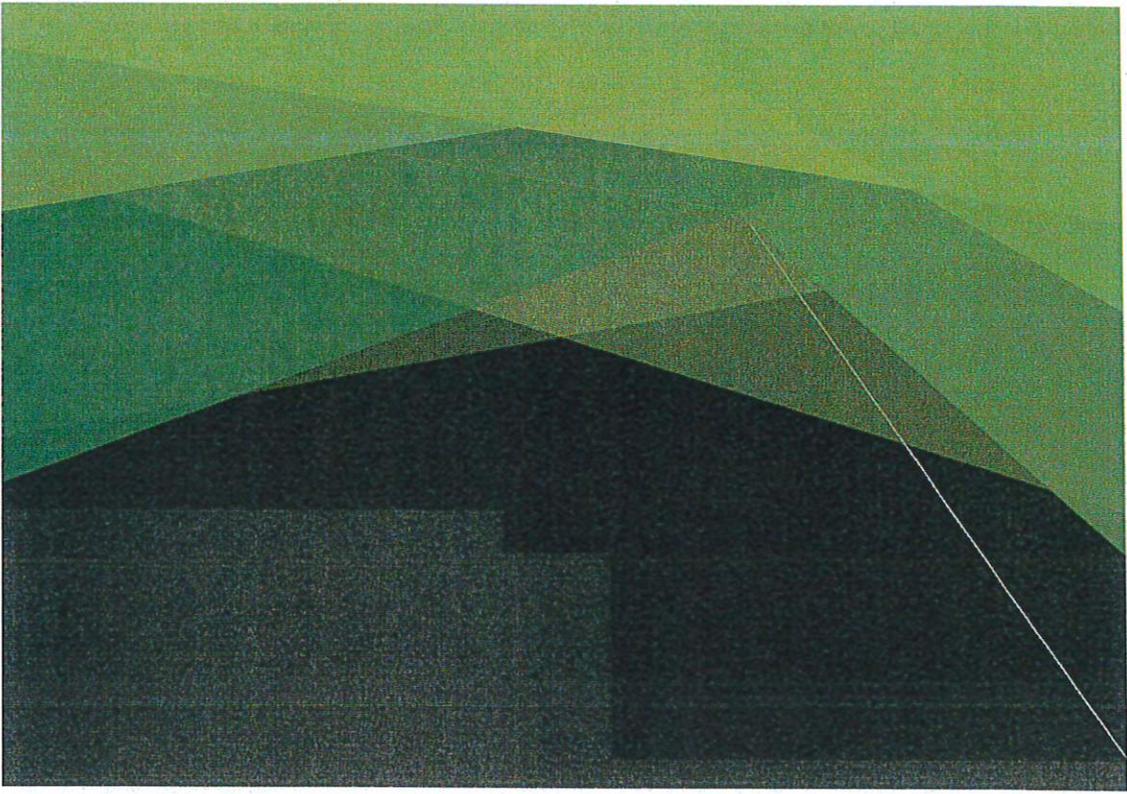
Reserve & Fund Balances

Fund / Reserve Year-End Balances - Salmo



-2024 values are estimates pending audit completion
 -Does not include all reserves. Comprehensive list and balances are contained in the annual report

Capital Budget & One-Off Expenditures in Financial Plan



Draft Capital & One-Time Expenses

Capital Projects & One-Time Expenses	Public Service	Budget	Budgeted Funding Source
CAPITAL			
Sidewalk Replacement	General	7,657,000	External Grant
KP Concession Building	General	100,000	Surplus
Plow Truck	General	65,000	LGCAP
Heritage Hub Renovations	General	50,000	Surplus
Glendale Bridge Handrails	General	30,000	Growing Communities
Rip Rap Purchase	General	30,000	LGCAP
1st ST Culvert	General	17,500	CWF
Trackless Mower	General	15,000	Equipment Reserve
KP Ball Diamond Work	General	10,000	Park Reserve
Picnic Tables	General	5,000	External Grant
Riding Mower	General	4,500	Equipment Reserve
Water Tapping Machine	General	3,700	Equipment Reserve
Harmonic Upgrade	Sewer	50,000	Growing Communities
WWTP Aerators	Sewer	10,000	Sewer Reserve
Dirt Screener	Sewer	5,000	Sewer Reserve
Sludge Pump Seal Replacement	Sewer	4,000	Sewer Reserve
Sayward Well Repair	Water	63,000	CWF
Glendale Well Repair	Water	63,000	CWF
Test Well	Water	30,000	CWF
Lift Station Electric Hoist	Water	5,000	Water Reserve
ONE-TIME EXPENSES			
NG911 Readiness	Gen - Protective Services	15,000	NG911 Grant
Dike Engineering Report	Gen - Protective Services	10,000	LGCAP
Fire Inspection	Gen - Protective Services	2,000	Surplus
Asset Management Project	General	75,000	Capacity Funding for LGHI
OCP Study	General	30,000	Capacity Funding for LGHI
Zoning Bylaw	General	5,000	Capacity Funding for LGHI
Procedures Bylaw	General	5,000	Capacity Funding for LGHI
Scope & Clean Sewer	Sewer	10,000	Growing Communities
Water Reservoir Study	Water	50,000	External Grant
Reservoir Inspection & Cleaning	Water	7,000	CWF
Total:		8,426,700	



**Village of Salmo
2025-2029
5 Year Financial Plan
(Draft)**

Questions?



THE CORPORATION OF THE VILLAGE OF SALMO

BYLAW #762

A BYLAW TO ADOPT A FIVE-YEAR FINANCIAL PLAN FOR THE YEARS 2025-2029

WHEREAS Section 165 of the *Community Charter*, requires Municipal Councils to annually prepare and adopt, by Bylaw, a five-year financial plan;

AND WHEREAS the Council of the Corporation of the Village of Salmo has reviewed, prepared and solicited public input on the attached five-year financial plan;

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

1. CITATION

1.1. This Bylaw may be cited for all purposes as "***Financial Plan (2025-2029) Bylaw #762, 2025***".

2. SCHEDULES

2.1. Schedule "A" attached to and forming part of this Bylaw is hereby adopted as the Financial Plan for the Village of Salmo for the five-year period starting January 1, 2025.

2.2. Schedule "B" attached to and forming part of this Bylaw is hereby adopted as the Revenue Policy Disclosure Requirement for the five-year period starting January 1, 2025.

3. ENACTMENT

3.1. If any section, subsection or clause of this Bylaw is held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and shall not affect the validity of the remainder of this Bylaw.

3.2. This Bylaw shall come into full force and effect on the day of adoption.

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

CAO/Corporate Officer

I HEREBY CERTIFY THIS TO BE A TRUE COPY OF THE "FINANCIAL PLAN (2025-2029) BYLAW #762, 2025".

CAO/Corporate Officer

**2025-2029 FIVE YEAR FINANCIAL PLAN
SCHEDULE A**

	2025	2026	2027	2028	2029
REVENUES					
Property Taxation	546,031	568,090	582,834	605,228	624,898
Sale of services	121,414	120,027	124,228	128,576	133,076
Other revenue own sources	160,858	167,453	173,314	179,380	185,658
Investment income	36,000	33,000	30,000	30,000	30,000
Grants - unconditional	451,000	451,000	451,000	451,000	451,000
Grants - conditional	8,197,492	250,492	250,492	250,492	250,492
Total General	9,512,795	1,590,063	1,611,869	1,644,677	1,675,125
Water Revenue	222,140	243,056	254,718	266,963	279,821
Sewer Revenue	365,523	388,226	409,436	429,778	446,865
Total Consolidated Revenues	10,100,457	2,221,345	2,276,022	2,341,418	2,401,811
EXPENSES					
General Government	677,582	576,886	586,572	596,027	604,837
Protective Services	164,850	140,056	142,296	144,573	146,886
Transportation Services	349,006	356,622	362,328	368,125	374,015
Environmental health services	124,850	126,848	128,877	130,939	133,034
Public health and welfare	16,050	16,307	16,568	16,833	17,102
Recreation and cultural services	63,800	64,821	65,858	66,912	67,982
Interest and other debt charges	22,118	22,118	21,015	19,913	19,913
Total General Operations	1,418,256	1,303,657	1,323,514	1,343,322	1,363,771
Water Operations	220,825	167,102	170,444	173,852	177,329
Sewer Operations	317,085	313,227	319,491	325,881	332,399
Total Operations	1,956,166	1,783,985	1,813,449	1,843,056	1,873,499
Amortization	460,000	469,200	478,584	488,156	497,919
Surplus (deficit)	7,684,291	(31,840)	(16,010)	10,207	30,394
Add back:					
Amortization	460,000	469,200	478,584	488,156	497,919
Debt funded by operations	23,832	23,832	15,780	15,780	15,780
Surplus (deficit) per 5 year financial plan	8,120,459	413,528	446,794	482,582	512,532
Capital Expenditures					
General	7,987,700	-	-	-	-
Water	161,000	-	-	-	-
Sewer	69,000	-	-	-	-
Total Capital Expenditures	8,217,700	-	-	-	-
Transfer to / from Reserves					
Transfer (to) General Reserves	(252,574)	(262,574)	(272,574)	(285,574)	(295,574)
Transfer (to) Utility Reserves	(129,885)	(150,954)	(174,219)	(197,008)	(216,957)
Transfer from General Reserves	303,700	-	-	-	-
Transfer from Utility Reserves	24,000	-	-	-	-
Total Transfer (to) from Reserves	(54,759)	(413,528)	(446,793)	(482,582)	(512,531)
Transfers (to) from operating surplus	152,000				
Financial Plan Balance	0	0	0	0	0

CAPITAL FUNDS

COMPONENTS

	2025	2026	2027	2028	2029
Sources of Funds					
Community Works Grant Res	173,500	-	-	-	-
Growing Communities fund Res	80,000				
Mach & Equip Res	23,200				
Parks Res	10,000	-	-	-	-
Water Res	5,000	-	-	-	-
Sewer Res	19,000	-	-	-	-
Government Grants	7,757,000	-	-	-	-
General Operating Surplus	150,000				
Total Sources	8,217,700	-	-	-	-
Expenditures					
General	7,987,700	-	-	-	-
Water	161,000	-	-	-	-
Sewer	69,000	-	-	-	-
Total Expenditures	8,217,700	-	-	-	-

SCHEDULE "B" – 2025-2029 Five Year Financial Plan

Revenue Policy:

The revenue policy will provide direction on how Council chooses to fund the expenditures of the Village, distribute property taxes among the property classes and use permissive tax exemptions.

Revenue Sources

Table 1

Revenue Source	% Total Revenue
Property Value taxes	5%
Parcel taxes	0%
User fees and charges	6%
Sales of service	1%
Grants - unconditional	4%
Grants - Conditional	82%
Other sources	2%
Proceeds from borrowing	0%
TOTAL	100%

Table 1 shows the proportion of total revenue proposed to be raised from each funding source in 2025.

Grants also provide a source of revenue to the municipality. Sales of service and Utility User Fees provide revenue for the municipality on a user-pay basis.

Policy:

Council is committed to examining economic development opportunities and investigating alternative revenue sources in order to reduce historical reliance on property taxes to fund municipal services. The operation of the water utility, the sewer utility and solid waste collection and disposal are self-funded through user fees.

Objectives:

- To maximize a user-pay cost structure wherever possible.
- To maximize the use of grant funding for infrastructure and service upgrades.

Proportion of Taxes Allocated to Classes

Policy:

It is the policy of Council to preserve and maintain the existing equity between assessment classes. The utility class will be taxed at the maximum rate permitted by legislation. The Village will strive to maintain a business to residential multiplier range not exceeding 2 to 1.

Objective:

- To maintain the current tax distribution of property tax value among the property classes.

Permissive Tax Exemptions

Council provides permissive tax exemptions to not-for-profit organizations that form a valuable part of the community. These include religious institutions and the community services society.

Policy:

Council will continue to support local not-for-profit organizations that provide benefits to the community as a whole and are eligible under the *Community Charter* through permissive tax exemptions.

Objective:

To provide permissive tax exemptions to not-for-profit organizations that benefits the overall well-being of the community.

THE CORPORATION OF THE VILLAGE OF SALMO

BYLAW #763

A BYLAW TO LEVY TAXES FOR MUNICIPAL, HOSPITAL AND REGIONAL DISTRICT PURPOSES FOR THE YEAR 2025

WHEREAS Section 197 of the *Community Charter* requires Municipal Councils, on or before May 15 of each year, to adopt a bylaw to impose property value taxes by establishing tax rates, for the municipal revenue proposed to be raised for the year from property taxes as provided in the financial plan and for amounts to be collected for the year by means of rates established by the municipality to meet its obligations to other local governments or public bodies;

NOW THEREFORE the Council of the Village of Salmo, in open meeting assembled, ENACTS AS FOLLOWS:

1. CITATION

1.1. This Bylaw may be cited for all purposes as "***Annual Tax Rate Bylaw #763, 2025***".

2. TAX RATES

2.1. The following property value tax rates are hereby imposed and levied for the year 2025:

- a) For all lawful **GENERAL** purposes of the municipality on the value of land and improvements taxable for general municipal purposes rates appearing in column "A" of the Schedule attached to and forming part of this bylaw.
- b) For **HOSPITAL** purposes on the value of land and improvements taxable for West Kootenay Boundary Regional Hospital District purposes, rates in column "B" of the Schedule attached to and forming part of this bylaw.
- c) For the purposes of the **REGIONAL DISTRICT OF CENTRAL KOOTENAY** on the value of land and improvements taxable for regional hospital district purposes, rates appearing in column "C" of the Schedule attached to and forming part of this bylaw.

2.2. The Collector shall add ten percent (10%) penalty to all current taxes or rates remaining unpaid after July 2, 2025, and interest to unpaid arrears and delinquent property taxes as outlined in Sections 245 and 246 of the *Community Charter*.

2.3. The minimum amount of taxation upon a parcel of real property shall be one (\$1.00) dollar.

3. ENACTMENT

3.1. If any section, subsection or clause of this Bylaw is held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and shall not affect the validity of the remainder of this Bylaw.

3.2. This Bylaw shall come into full force and effect on the day of adoption.

READ A FIRST TIME
READ A SECOND TIME
READ A THIRD TIME
RECONSIDERED AND FINALLY ADOPTED

this ___ day of ___, 2025
this ___ day of ___, 2025
this ___ day of ___, 2025
this ___ day of ___, 2025

Mayor

CAO/Corporate Officer

I HEREBY CERTIFY THIS TO BE A TRUE COPY OF THE "ANNUAL TAX RATE BYLAW #763, 2025".

CAO/Corporate Officer

THE CORPORATION OF THE VILLAGE OF SALMO

BYLAW #763

SCHEDULE

2025 TAX RATES

(Dollars of tax per \$1,000 of taxable assessed value)

Property Class	General Municipal	West.Koot Boundary Regional Hospital	Regional District Central Kootenay
1. Residential	2.0339	0.1573	1.5777
2. Utility	40.0000	0.5506	5.5220
5. Light industry	5.0262	0.5348	5.3642
6. Business/Other	5.0262	0.3863	3.8654
8. Recreational/non-profit	3.5005	0.1573	1.5777



The Corporation of the Village of Salmo

Request for Decision

Report Date: April 10, 2025
Meeting Date: April 14, 2025
From: Derek Kwiatkowski, Chief Administrative Officer
Subject: Bylaw# 764 - FIRE DEPARTMENT REMUNERATION AMENDMENT BYLAW

1. **OBJECTIVE**

For Council to approve the Fire Department Remuneration Amendment Bylaw #764, an amendment to the Fire Department Remuneration Bylaw #557.

2. **DISCUSSION AND ANALYSIS**

The Fire Safety Act came into force on August 1, 2024. This new legislation updated the standard for fire services across British Columbia. The Village is undertaking a Bylaw & Policy review that includes updating the language to reflect current legislation. The change from the Fire Services Act to the Fire Safety Act has prioritized the bylaws and policies that affect the Village Volunteer Fire Department.

On March 25, 2025, Council directed staff to bring forward all fire department bylaws with appropriate changes regarding fire inspections. Staff has brought forward a couple of additional recommended changes based on discussions with the Fire Chief and the Chief Financial Officer.

The proposed amendments of the Bylaw are to:

1. Update the language regarding fire inspection remuneration,
2. Change in financial reporting, as the existing bylaw did not follow proper accounting procedures,
3. Financial adjustment of position stipends to follow the same cost of living adjustments of Council remuneration.

These adjustments will harmonize Bylaw language & increase financial reporting ability.

3. **RECOMMENDATION**

That the "*Fire Department Remuneration Amendment Bylaw #764, 2025*" be given first reading.

That the "*Fire Department Remuneration Amendment Bylaw #764, 2025*" be given second and third reading.

ALTERNATIVES

1. That Council deny the "*Fire Department Remuneration Amendment Bylaw #764*" as presented.
2. That Council table the "*Fire Department Remuneration Amendment Bylaw #764*", for further discussion.

THE CORPORATION OF THE VILLAGE SALMO

BYLAW #764

A BYLAW TO AMEND FIRE DEPARTMENT REMUNERATION BYLAW #557

WHEREAS section 12 of the *Community Charter* authorizes Council to provide, by bylaw, for the provision of remuneration for the Salmo Volunteer Fire Department,

NOW THEREFORE the Council of the Village of Salmo, in open meeting assembled, ENACTS AS FOLLOWS:

1. CITATION

This Bylaw may be cited as the "**FIRE DEPARTMENT REMUNERATION AMENDMENT BYLAW #764, 2025**".

2. AMENDMENTS

2.1. Section 2.6 is hereby deleted and replaced with the following:

"The Village shall pay to the Fire Inspector a sum of fifty dollars (\$50) for each fire inspection carried out on behalf of the Village."

2.2. Section 2.7 is hereby deleted and replaced with the following:

"The Village shall budget a sum of four thousand five hundred dollars (\$4,500) annually Fire Department's community outreach & social activities."

2.3. Section 2.8 is added:

"The Village shall adjust remuneration, effective January 1, 2026, the amounts set forth under sections 2.1, 2.2, 2.3, and 2.4 of this Bylaw shall be adjusted by a percentage equal to the percentage change in the Consumer Price Index for all items as published by Statistics Canada for the Province of British Columbia for the preceding year ended."

3. ENACTMENT

3.1. If any section, subsection, sentence, clause or phrase of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the part that is invalid shall not affect the validity of the remainder.

3.2. This Bylaw shall come into full force and effect on final adoption.

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

CAO/Corporate Officer

I HEREBY CERTIFY THIS TO BE A TRUE AND CORRECT COPY OF THE "FIRE DEPARTMENT
REMUNERATION AMENDMENT BYLAW #764, 2025".

CAO/Corporate Officer

THE CORPORATION OF THE VILLAGE OF SALMO
BYLAW #557

A BYLAW TO PROVIDE FOR THE REMUNERATION OF THE SALMO VOLUNTEER FIRE DEPARTMENT

WHEREAS section 12 of the *Community Charter* authorizes Council to provide, by bylaw, for the provision of remuneration for the Salmo Volunteer Fire Department.

NOW THEREFORE the Council of the Village of Salmo, in open meeting assembled, ENACTS AS FOLLOWS:

SHORT TITLE

1. (1) This Bylaw may be cited as the "**FIRE DEPARTMENT REMUNERATION BYLAW**"

REMUNERATION

2. (1) The Village shall pay to the Fire Chief annually a sum of six thousand dollars (\$6,500) in compensation for services provided. (BL711)
- (2) The Village shall pay to the Deputy Fire Chief annually a sum of fifteen hundred dollars (\$1,500) in compensation for services provided.
- (3) The Village shall pay to the Training Officer annually a sum of fifteen hundred dollars (\$1,500) in compensation for services provided.
- (4) The Village shall pay to each Fire Captain annually a sum of four hundred (\$400) in compensation for services provided.
- (5) The Village shall pay to the Fire Department a sum of eighty dollars (\$80) annually for each member that performs on-call service. This amount may be adjusted to reflect the amount of service provided by a member in a calendar year.
- (6) The Village shall pay to the Fire Department a sum of fifty dollars (\$50) for each fire inspection carried out on behalf of the Village.
- (7) The Village shall pay to the Salmo Firemen's Association a sum of four thousand five hundred dollars (\$4,500) annually to be used for the Association's activities.

ENACTMENT

3. (1) If any section, subsection, sentence, clause or phrase of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the part that is invalid shall not affect the validity of the remainder.
- (2) This Bylaw shall come into full force and effect on final adoption.

READ A FIRST TIME
READ A SECOND TIME
READ A THIRD TIME
RECONSIDERED AND FINALLY ADOPTED

this 13th day of December, 2005
this 14th day of March, 2006
this 14th day of March, 2006
this 11th day of April, 2006

Mayor

Village Clerk

Certified a true copy of Bylaw #557 as adopted.

Village Clerk



The Corporation of the Village of Salmo

Request for Decision

Report Date: April 10, 2025
Meeting Date: April 14, 2025
From: Derek Kwiatkowski, Chief Administrative Officer
Subject: Bylaw #765 - FIRE PREVENTION AMENDMENT BYLAW

1. **OBJECTIVE**

For Council to approve the Fire Prevention Amendment Bylaw #765, an amendment to the Fire Prevention Bylaw #719.

2. **DISCUSSION AND ANALYSIS**

The Fire Safety Act came into force on August 1, 2024. This new legislation updated the standard for fire services across British Columbia. The Village is undertaking a Bylaw & Policy review that includes updating the language to reflect current legislation. The change from the Fire Services Act to the Fire Safety Act has prioritized the bylaws and policies that affect the Village Volunteer Fire Department.

The Bylaw changes include direction from Council & input from the Fire Chief.

The proposed amendments of the Bylaw #719 are to:

1. Change any reference to the Fire Services Act to the now relevant Fire Safety Act,
2. Adjust the definition for an inspector & inspections to include the Chief Administrative Officer the ability to designate more fire inspectors & bylaw officers,
3. Some minor changes to language, including the removal of the word "career" from the description of the department members.

3. **RECOMMENDATION**

That the "*Fire Prevention Amendment Bylaw #765, 2025*" be given first reading.

That the "*Fire Prevention Amendment Bylaw #765, 2025*" be given second and third reading.

ALTERNATIVES

1. That Council deny the "*Fire Prevention Amendment Bylaw #765, 2025*" as presented.
2. That Council table the "*Fire Prevention Amendment Bylaw #765, 2025*" for further discussion.

THE CORPORATION OF THE VILLAGE SALMO
BYLAW #764
A BYLAW TO AMEND FIRE PREVENTION BYLAW #719

WHEREAS in accordance with the *Community Charter*, the Council may, subject to the Fire Safety Act and regulations made thereunder, by bylaw establish fire regulations for the protection of persons and property;

NOW THEREFORE the Council of the Village of Salmo, in open meeting assembled, ENACTS AS FOLLOWS:

1. CITATION

This Bylaw may be cited as the "**FIRE PREVENTION AMENDMENT BYLAW #764, 2025**".

2. AMENDMENTS

2.1. Any reference to the previous legislation of the "Fire Services Act" is replaced with "Fire Safety Act"

2.2. The definition of "Inspector" is hereby deleted and replaced with the following:

"Inspector - means a bylaw enforcement officer, peace officer, Chief Administrative Officer, designated Member of the Salmo Volunteer Fire Department, the Fire Chief, a person acting under the authority of the Fire Chief or any other qualified person designated by the Chief Administrative Officer."

2.3. Section 5.1 is hereby deleted and replaced with:

"The Fire Chief, any Member of the Salmo Volunteer Fire Department or any designated Inspector may at all reasonable hours and subject to the terms in the Community Charter enter into and upon any property or private Dwelling Units:

- a) for the purpose of testing or inspecting;
- b) for the purpose of testing or inspecting buildings, as required by the Fire Safety Act;
- c) to determine if Salmo Volunteer Fire Department access and an adequate water supply are available for fire suppression purposes; or
- d) to determine if the requirements of this bylaw or any other Village Bylaw are being carried out."

2.4 Section 7.10 is hereby deleted and replaced with:

"Designated Bylaw Enforcement Officers:

- Salmo Fire Chief or designated Fire Department Member acting in his place
- Bylaw Enforcement Officer
- Commissionaires BC
- Chief Administrative Officer (CAO) or designated person acting in their place
- Royal Canadian Mounted Police"

3. ENACTMENT

- 3.1. If any section, subsection, sentence, clause or phrase of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the part that is invalid shall not affect the validity of the remainder.
- 3.2. This Bylaw shall come into full force and effect on final adoption.

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

CAO/Corporate Officer

I HEREBY CERTIFY THIS TO BE A TRUE AND CORRECT COPY OF THE "FIRE PREVENTION AMENDMENT BYLAW #764, 2025".

CAO/Corporate Officer

THE CORPORATION OF THE VILLAGE OF SALMO

BYLAW #719

A Bylaw for the Prevention of Fires and the Protection of Persons and Property

WHEREAS in accordance with the *Community Charter*, the Council may, subject to the Fire Services Act and regulations made thereunder, by bylaw establish fire regulations for the protection of persons and property;

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

1. ADOPTION OF FIRE CODE

- 1.1. The British Columbia Fire Code Regulations, as amended from time to time, are hereby adopted and made applicable within the Village.

2. INTERPRETATION

2.1. Definitions:

B.C. Building Code – means the British Columbia Building Code 2018, adopted by BC Reg. 216/2006, as amended or re-enacted from time to time.

B.C. Fire Code – means the British Columbia Fire Code 2018, as amended or re-enacted from time to time.

Campfire – means a contained outdoor fire, not exceeding ½ meter in diameter and ½ meter in height.

Council - means the Council of The Corporation of the Village of Salmo.

Declaration of a State of Emergency, per BC's *Emergency Program Act*, means a declaration of the minister or the Lieutenant Governor in Council under section 9 (1) of the *Act*;

Declaration of a State of Local Emergency, per BC's *Emergency Program Act*, means a declaration of a local authority or the head of a local authority under section 12 (1) of the *Act*;

Dwelling Unit – means a **Suite** operated as a housekeeping unit, used or intended to be used as a domicile by one or more persons usually containing cooking, eating, living, sleeping and sanitary facilities.

False Alarm – means an alarm activated for a purpose other than where an emergency exists and necessitating a response by the Salmo Volunteer Fire Department.

Fire Department – means the Salmo Volunteer Fire Department.

Fire Chief – means the person appointed by Council, in consultation with the Fire Department, as head of the Salmo Volunteer Fire Department and a person:

- a) Designated by Council, in consultation with the Fire Department members, to act in the place of the Fire Chief;
- b) For the purposes of a local assistant under the Fire Services Act, who is authorized in writing by the Fire Chief to exercise the powers of a local assistant;
- c) Appointed by Council, in consultation with the Fire Department members, as the Deputy Fire Chief, and
- d) For the purposes of exercising the powers of the Fire Chief under section 66 of the *Community Charter*, who is acting under the authority of the Fire Chief.

Hazardous - means any condition or thing that the Fire Chief considers is a fire hazard or that may increase the risk of the start, spread or danger of fire.

Inspector - means a bylaw enforcement officer, peace officer, Chief Administrative Officer, or designated Member of the Salmo Volunteer Fire Department, the **Fire Chief**, and a person acting under the authority of the Fire Chief.

Member – means a paid or volunteer **Member** of the Salmo Volunteer Fire Department; and includes the **Fire Chief** and an **Inspector**.

Nuisance – means:

- a) The act of creating or maintaining a fire that does not comply with the requirements of this bylaw or of an **Open Burning** permit, which causes a response by Salmo Volunteer Fire Department; or
- b) Any act or operation which interrupts the ability of the Salmo Volunteer Fire Department to carry out its duties without encumbrance.

Occupant or Occupier – means the resident **Owner**, lessee, licensee or tenant of any building to which any of the provision of this bylaw apply.

Occupancy – means the use or intended use of a building or part of it for the shelter or support of persons, animals, or property.

Officer – means a **Member** of Salmo Volunteer Fire Department, appointed by Council on the recommendation of the Fire Chief and Fire Department members, and given specific authority to assist the Fire Chief in his or her duties.

Open Burning – means the combustion or burning of any substance or material in the open air by any means, but shall not include:

- a) The operation, using charcoal briquettes, propane, or natural gas of an outdoor barbecue intended for and used solely for the preparation of food;
- b) Fires used by Salmo Volunteer Fire Department for the purpose of education, training and other Salmo Volunteer Fire Department purposes;
- c) Fires used or recommended by the Ministry of Forests to manage ecosystems for purposes of silviculture management, forest fuel management, fire hazard

reduction, wildlife enhancement, domestic range improvement and the use of fire as a means of fire control;

d) **Campfires** and;

e) **Outdoor Fireplaces.**

Owner – means the registered owner of an estate in fee simple or his/her agent authorized in writing, **Ownership** in a corporation or company and includes the tenant for life under a registered life estate, the registered holder of the last registered agreement for sale, corporate and public agency **Ownership**, and the holder or occupier of land held in the manner described in the *Community Charter* or an authorized agent of the **Owner** acting on their behalf.

Outdoor Fireplace – means a secured container, which is commercially manufactured, certified by the Canadian Standards or a similar entity, and designed with a chamber to hold an outdoor fire, used for heat, light, or cooking purposes.

Permitted Burning Material – means seasoned and dry parts of trees or other vegetation.

Prohibited Burning Materials – means material as defined in Section 3.1.5 of this bylaw.

Public Welfare Emergency – means, as defined in the Federal *Emergencies Act*, R.S.C., an Act to authorize the taking of special temporary measures to ensure safety and security during national emergencies and to amend other Acts in consequence thereof, Part 1, Public Welfare Emergency as follows:

5 In this Part (*of the Act*),

Declaration of a Public Welfare Emergency means a proclamation issued pursuant to subsection 6(1); (*déclaration de sinistre*)

Public Welfare Emergency means an emergency that is caused by a real or imminent

- (a) fire, flood, drought, storm, earthquake or other natural phenomenon,
- (b) disease in human beings, animals or plants, or
- (c) accident or pollution

and that results or may result in a danger to life or property, social disruption or a breakdown in the flow of essential goods, services or resources, so serious as to be a national emergency. (*sinistre*)

Residential Premises – means a building occupied as a home or sleeping place by one or more persons, including a hotel, motel, auto court, motor hotel, apartment building, dormitory, rooming house or institution.

Smoke alarm – means the combined smoke detector and audible alarm device designed to sound an alarm within the **Dwelling Unit, Suite** or room which it is located upon the detection of smoke within that room.

Smoke – means the gases, particulate matter and all other products of combustion emitted into the atmosphere when a substance or material is burned.

Suite – means a single room or series of rooms of complementary use, operated under a single tenancy, and includes individual guest rooms in motels, hotels, boarding houses, rooming houses and dormitories.

Village means The Corporation of the Village of Salmo.

Wood Burning Appliance – means a solid fuel burning device including, without limitation, a stove and fireplace insert.

Woody Debris means refuse that comprises clean, unstained and untreated wood resulting from land clearing that has been allowed to dry for at least one (1) year and that is not readily composted including prunings of over 1 metre in length or 5 centimetres in circumference, branches, tree trunks and stumps; “

Yard Waste means refuse that comprises vegetative matter resulting from gardening, landscaping or land clearing that is capable of being composted including grass and hedge clippings, leaves, grass, flowers, vegetable stalks, herbaceous waste, fruit and vegetable waste and prunings up to 1 metre in length and 5 centimetres in circumference;

3. FIRE PREVENTION AND LIFE SAFETY

- 3.1. The Owner or occupant of any lands, premises, yards or buildings situated within the Village of Salmo shall at all times keep the same in safe condition so as to guard against starting and the spread of fire.
- 3.2. No person or persons may allow accumulations of empty boxes, barrels, rubbish, trash, waste paper or any light combustible materials, on any property, or sidewalk or in any alley; except that such materials may be stored in a receptacle of fire resistant material fitted with fire doors, or in metal containers equipped with tight fitting lids.
- 3.3. The Owner or occupier or agent of any vacant building must at all times keep the building free of debris and flammable material, and keep all openings in such buildings securely fastened and closed so as to prevent the entry of unauthorized persons. After a notice of a requirement to secure or repair has been delivered by the Village to the Owner or occupier of a building unsecured for more than a seven day period, or in a state of repair contrary to this bylaw, a building will be considered a threat to public safety, and Village Staff or others may enter the property to secure or repair as required in the notice. Any charges incurred by the Village in securing or repairing the building are the responsibility of the Owner in accordance with Section 17 of the Community Charter and may be collected in accordance with Section 258 of the Community Charter as property taxes.
- 3.4. The Owner of a fire damaged building will ensure that the building is either guarded or all openings secured to prevent unauthorized entry.
- 3.5. The occupier of any lands, premises, facilities of buildings must at all times keep same in safe condition so as to guard against starting or spreading of fire by complying with

Division B of the B.C. Fire Code. In particular, and without limiting the generality of the foregoing, an occupier must, where applicable:

1. Maintain the required vehicle access for Salmo Volunteer Fire Department;
 2. Maintain a means of a way in and out;
 3. Provide and maintain an approved fire safety plan;
 4. Maintain hydrants in an approved manner;
 5. Maintain the fire alarm;
 6. Maintain emergency lighting and exit lighting;
 7. Maintain commercial cooking equipment;
 8. Maintain portable fire extinguishers; and
 9. Maintain an automatic sprinkler and/or standpipe and hose system.
- 3.6. No person may Smoke in areas where conditions may cause a fire or explosion, and “No Smoking” signs shall be posted by the building Owner or an authorized agent of the agent acting on their behalf.
- 3.7. The Owner of a building having a fire alarm system or sprinkler system must maintain and provide a current list of accessible contact person (s) to Salmo Volunteer Fire Department. Contact person(s) must be available to attend all alarms within 1 hour from the time they are notified.

4. OPEN BURNING

- 4.1. Except as otherwise provided, no person may light, ignite or allow or cause to be lit or started a fire of any kind in the open air.
- 4.2. No person shall burn any of the following materials:
- tires
 - plastics
 - domestic waste
 - paint
 - treated lumber
 - railway ties
 - manure
 - rubber
 - asphalt products
 - fuel and lubricant containers
 - biomedical waste
- 4.3. No person may start a fire if wind and weather are such that to do so is likely to be Hazardous or when banned under Provincial regulation.

- 4.4. During a public welfare emergency to reduce the risk emissions that may contribute to respiratory distress in residents, provided a provincial or regional ban is not in place, no person may:
 - (a) Conduct more than one open fire per week; and
 - (b) Said fire may burn for no longer than six (6) hours, at which time it must be extinguished.
- 4.5. Every person must comply with the requirements set out in the Open Burning Smoke Control Regulation, BC Reg. 145/93 enacted under the Environmental Management Act (SBC 2003) c. 53, both as amended from time to time. Such requirements include, but are not limited to, the required distance open burning must be from buildings, duration of smoke release, smoke-free periods per year, weather conditions and Smoke reduction measures.
- 4.6. The Fire Chief, or other Fire Officer acting in his/her place, may take any action to ban, extinguish or require extinguishment of any burning that the Fire Chief considers Hazardous.

5. INSPECTION OF PREMISES

- 5.1. The Fire Chief and any career Member of the Salmo Volunteer Fire Department may at all reasonable hours and subject to the terms in the Community Charter enter into and upon any property or private Dwelling Units:
 - a) for the purpose of testing or inspecting;
 - b) for the purpose of testing or inspecting buildings, as required by the Fire Services Act;
 - c) to determine if Salmo Volunteer Fire Department access and an adequate water supply are available for fire suppression purposes; or
 - d) to determine if the requirements of this bylaw are being carried out.
- 5.2. No person may obstruct, hinder, or prevent any authorized Salmo Volunteer Fire Department Member from entering into or upon any property or private dwelling units.
- 5.3. The Owner or occupier of the building or property or any other person having knowledge of a building or property must, upon request, give to a Member of the Salmo Volunteer Fire Department who is carrying out an inspection on a building or property such assistance he may require in carrying out the inspection.

6. RIGHT TO CARRY OUT FIRE SERVICES

- 6.1. The Fire Chief at any fire may cause demolition of any building or part of a building which, in his/her judgment, should be demolished in order to prevent spread of fire or to prevent damage to persons or property or loss of life.
- 6.2. No person may impede, hinder, or obstruct the extinguishment by Salmo Volunteer Fire Department of any fire. Every person who fails to comply with the orders or instructions

of a Member of the Salmo Volunteer Fire Department may be forcibly removed from the scene of such emergency or fire by an Officer, Peace Officer or Fire Chief.

- 6.3. No person may refuse to permit any Member of the Salmo Volunteer Fire Department to enter into or on any premises, for which an alarm of fire has been received, or in or upon any premises while the Member has reasonable grounds to suspect that a fire exists.
- 6.4. No person shall drive a vehicle over any Fire Department equipment without the permission of the Fire Chief or persons he/she designates to give permission.
- 6.5. No person may cause or contribute to the causation of a False Alarm which requires Salmo Volunteer Fire Department to be summoned. Any person found so intentionally or negligently causing a False Alarm is liable to a fine as per section 8.3 of this bylaw.

7. ENFORCEMENT AND PENALTIES

7.1. Issuance of Inspection Notice

- (a) If the Fire Chief finds that any provision of this bylaw has been contravened or has not been complied with, or has been complied with improperly or only in part, or that conditions exist in or upon a building or property to which the bylaw applies and which, in his/her opinion, constitutes a fire hazard or otherwise constitutes a hazard to life and/or property, he/she may make such notice to ensure full and proper compliance with this bylaw, and in particular, but without limiting the generality of the foregoing, he may:
 - i. make to the Owner, occupier or lessee of the building or property such recommendations as he/she deems necessary to correct the contravention or to ensure compliance with this bylaw, or to remove the hazards referred to in the bylaw, or
 - ii. make such notice as he/she deems necessary with respect to any of the matters referred to in this bylaw.
- (b) A notice made under this bylaw shall be in writing and must be directed to the occupier, or where the occupier is not the owner, to the owner and occupier of the building or property in respect of which the notice is made.

7.2. Service of Notice

An Inspection Notice made under this bylaw shall be served:

- a) by delivering it or causing it to be delivered to the person to whom it is directed; or by
- b) sending the notice by return registered or certified mail to the last known property Owner at the Owner's last known address; or
- c) after 14 days of sending a notice by return registered or certified mail to the last known property Owner at the Owner's last known address, post a copy in a conspicuous place on the building or property if the person to whom it is directed cannot be found, is not known or refuses to accept service of notice.

7.3. Every person who violates any provision of this Bylaw is guilty of an offence and shall be liable on summary conviction to a fine (see Schedule A) of not less than one hundred dollars (\$100.00) and not more than two thousand dollars (\$2,000.00) plus the cost of prosecution for each offence. Should this fine be unpaid, the fees shall be added to taxes in accordance with Section 260 of the *Community Charter*.

7.4. Every day or portion of day for which an offence continues shall constitute a new offence.

Designation of Bylaw and Bylaw Enforcement Officers

7.5. This Bylaw is designated under section 264 of the *Community Charter* as a bylaw that may be enforced by means of a Bylaw Notice.

7.6. Without limiting the enforcement options under section

7.7. A person who commits an offence under this Bylaw will be liable to a penalty established under the Bylaw Notice Enforcement Bylaw.

7.8. Bylaw Enforcement Officers are designated to enforce this Bylaw by means of a Bylaw Notice under section 264 of the *Community Charter*.

7.9. No person may obstruct a Bylaw Enforcement Officer in the fulfillment of his or her duties under this Bylaw.

7.10. Designated Bylaw Enforcement Officers:

- Salmo Fire Chief or designated Fire Department Member acting in his place
- Bylaw Enforcement Officer
- Commissionaires BC
- Chief Administrative Officer (CAO)
- Royal Canadian Mounted Police

8. SEVERABILITY

8.1. If any section, subsection or clause of this Bylaw is held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and shall not affect the validity of the remainder of this Bylaw.

The following were moved up:

9. REPEAL

Bylaw #637 is hereby repealed and replaced.

10. CITATION

This Bylaw may be cited for all purposes as "**Fire Prevention Bylaw #719, 2020.**"

SCHEDULE "A"*FIRE PREVENTION BYLAW No. 719, 2020*

FINES

Offence	Bylaw Section	Fine
Accumulation of combustible materials	3.2	\$150.00
Vacant building with debris or flammable material, unsecured	3.3	\$150.00
Fire damaged building left unguarded or unsecured by Owner	3.4	\$150.00
Occupier not keeping property in safe condition to guard against start or spread of fire	3.5	\$150.00
Smoking in area where conditions may cause fire or explosion	3.6	\$100.00
Failure to provide contact person or attend fire alarm within one hour	3.7	\$100.00
Burning of prohibited materials	4.2	\$500.00
Starting fire in Hazardous conditions or during Provincial fire ban	4.3	\$1,150.00
Open burning more than once per week during a public welfare emergency, per day.	4.4 (a) & (b)	\$500.00
Non-compliance with Open Burning Smoke Control Regulation	4.4	\$250.00
Obstruction of Salmo Volunteer Fire Department Inspection	5.2	\$500.00
Obstructing Salmo Volunteer Fire Department in the extinguishment of a fire	6.2	\$500.00
Refusing entry into premise in which alarm has been received or fire is suspected	6.3	\$250.00
Driving vehicle over Fire Department equipment without permission	6.4	\$250.00
Intentionally or negligently causing a false alarm	6.5	\$250.00



The Corporation of the Village of Salmo

Request for Decision

Report Date: April 10, 2025
Meeting Date: April 14, 2025
From: Derek Kwiatkowski, Chief Administrative Officer
Subject: Bylaw# 766 – VILLAGE OF SALMO VOLUNTEER FIRE DEPARTMENT AMENDMENT
BYLAW

1. **OBJECTIVE**

For Council to approve the Village of Salmo Volunteer Fire Department Amendment Bylaw #766, an amendment to the Village of Salmo Volunteer Fire Department Bylaw #518.

2. **DISCUSSION AND ANALYSIS**

The Fire Safety Act came into force on August 1, 2024. This new legislation updated the standard for fire services across British Columbia. The Village is undertaking a Bylaw & Policy review that includes updating the language to reflect current legislation. The change from the Fire Services Act to the Fire Safety Act has prioritized the bylaws and policies that affect the Village Volunteer Fire Department.

On March 25, 2025, Council directed staff to bring forward all fire department bylaws with appropriate changes regarding fire inspections.

The proposed amendments of the Bylaw are to:

1. Update the name of relevant legislation,
2. Increase the ability of the Chief Administrative Officer to train and appoint more fire inspectors.

These adjustments will harmonize Bylaw language & provide more flexibility for administration.

3. **RECOMMENDATION**

That the "*Village of Salmo Volunteer Fire Department Amendment Bylaw #766, 2025*" be given first reading.

That the "*Village of Salmo Volunteer Fire Department Amendment Bylaw #766, 2025*" be given second and third reading.

ALTERNATIVES

That Council deny the "*Village of Salmo Volunteer Fire Department Amendment Bylaw #766, 2025*".

That Council table the "*Village of Salmo Volunteer Fire Department Amendment Bylaw #766, 2025*" for further discussion.

THE CORPORATION OF THE VILLAGE SALMO

BYLAW #766

**A BYLAW TO AMEND VILLAGE OF SALMO VOLUNTEER FIRE DEPARTMENT
BYLAW #518**

WHEREAS section 517 (1) of the *Local Government Act* authorizes Council to establish the Salmo Volunteer Fire Department,

AND WHEREAS fire protection powers are established under section 522 of the *Local Government Act*,

NOW THEREFORE the Council of the Village of Salmo, in open meeting assembled, ENACTS AS FOLLOWS:

1. CITATION

This Bylaw may be cited as the "**VILLAGE OF SALMO VOLUNTEER FIRE DEPARTMENT AMENDMENT BYLAW #766, 2025**".

2. AMENDMENTS

2.1. Any reference to the previous legislation of the "Fire Services Act" is replaced with "Fire Safety Act".

2.2. Section 13 is hereby deleted and replaced with the following:

"The Fire Chief is hereby required to cause inspections to be made in accordance with Schedule "A" to this bylaw. The Fire Chief or his delegate may at any reasonable time enter any building other than those used for residential purposes, for the purpose of fire prevention inspections. The Chief Administrative Officer may designate additional inspectors, if they have the training as required by the Fire Safety Act."

3. ENACTMENT

3.1. If any section, subsection, sentence, clause or phrase of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the part that is invalid shall not affect the validity of the remainder.

3.2. This Bylaw shall come into full force and effect on final adoption.

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

CAO/Corporate Officer

I HEREBY CERTIFY THIS TO BE A TRUE AND CORRECT COPY OF THE "VILLAGE OF SALMO VOLUNTEER FIRE DEPARTMENT AMENDMENT BYLAW #766, 2025".

CAO/Corporate Officer

THE CORPORATION OF THE VILLAGE OF SALMO

BY-LAW No. 518

A By-Law providing for the establishment and regulating of the
Volunteer Fire Department of the Village of Salmo.

The Council of the Corporation of the Village of Salmo, in open meeting assembled, hereby enacts as follows:-

1. A Municipal Fire Department is hereby established under authority of the Local Government Act Section 517 (1) to be known as the Salmo Volunteer Fire Department.
2. Subject to the provisions of the Fire Services Act, fire protection powers are hereby established under the authority of the Local Government Act Section 522.
3. The Department shall be equipped with such apparatus and accessories as may be required from time to time to maintain its efficiency.
4. All equipment of the Department shall be safely and conveniently housed in such station or stations as may be designated by the Corporation of the Village of Salmo.
5. The operations officers of the Department shall be a Fire Chief, a Deputy Fire Chief, and such other company officers as the Chief may deem necessary for the effective operation of the Department.
6. The Fire Chief shall be appointed by the Village Council annually in consultation with the Fire Department members. The appointment shall have a six month probationary period if it is the first consecutive appointment for the individual.
7. The Fire Chief shall be held accountable only to the Council of the Village of Salmo. He shall submit a written monthly report to the Council at the end of each month of the calendar year.
8. The Deputy Fire Chief and all other operational officers shall be appointed from the regular, active Fire Department roster, by the Fire Chief, accountable solely to him, and subject to removal from the office at his discretion.
9. The Deputy Fire Chief shall assume the position of "Acting Fire Chief" if the Chief position is vacated and until such time as a new Chief has been appointed. An "Acting Fire Chief" shall assume all responsibilities of the Fire Chief.

10. The membership of the Department shall consist of such persons as may be appointed by the Fire Chief; shall be able-bodied citizens, not less than eighteen (18) years of age; able to read and write the English language understandingly; and of good moral character.
11. The Chief shall formulate a set of rules and regulations to govern the Department and shall be responsible to the Council for the personnel, morale, and general efficiency of the Department.
12. The Chief shall call the entire department together at least twice each month for the purpose of conducting suitable drills in the operation and handling of equipment, first aid rescue work, salvage, a study of buildings in the Village, and all other matters generally accepted as having a bearing upon good firemanship.
13. The Fire Chief is hereby required to cause inspections to be made in accordance with Schedule "A" to this bylaw. The Fire Chief or his delegate may at any reasonable time enter any building other than those used for residential purposes, for the purpose of fire prevention inspections.
14. The annual cost of operating the Department shall be included in the annual estimates of the Municipality and the Administrator shall notify the Fire Chief at least four (4) weeks prior to the date on which the estimates are to be considered. The Fire Chief shall submit to the Administrator, within two (2) weeks thereafter, his estimates for the expenditures necessary for the operation and maintenance of the Fire Department for the ensuing year.
15. Salaries and allowances to the Officers and Firefighters shall be as may be determined from time to time by Council resolution.
16. Any citizen served with an order to abate any fire hazard or hazards, shall comply with said order and promptly notify the Chief.
17. No person shall:
 - race with, trail, or follow within six hundred (600) feet, any apparatus belonging to the Fire Department when actively responding to a fire alarm. start or continue to allow a fire to burn when wind and weather conditions are such that to do so is likely to be hazardous.
 - drive, push or pull a vehicle of any kind over a fire hose or fire equipment without permission of the Fire Chief or the member in charge.
 - tamper with, remove, destroy, render inoperative or interfere with any fire protection equipment or part thereof which is provided for the protection of property or persons, whether public or private.
 - ring a fire alarm except when there is a fire, or for testing purposes carried out by persons authorized by the Fire Chief.

- use, or allow to be used a standpipe or hydrant, or affix a hose to the standpipe or hydrant without permission from the Fire Chief or from Public Works.
 - unless authorized to do so, park or leave a vehicle within 7.6 meters of a standpipe or hydrant, in the prohibited area at the Fire Hall, or in a fire lane.
 - sit, stand, place or leave any article, thing or matter in such a manner as to interfere with the means of egress or access within or outside any building or premises.
 - start or continue to allow a fire to burn when wind and weather conditions are such that to do so is likely to be hazardous or if smoke becomes a nuisance to the neighborhood.
 - burn rubber tires or other material which produces toxic products of combustion, examples of which include but are not restricted to: Garbage, polypropylene film, polystyrene foam, ABS, PVC, electrical wiring, plastic pipe, adhesives, other plastics, and other hydrocarbon-based and polymer-based solid wastes.
 - interfere with the prevention or suppression of a fire.
 - prevent the entry of a member of the Fire Department into, or upon any premises, for which a fire alarm has been received, or where that member has reasonable grounds to believe that there is a fire.
 - carry on, within a building or premises, activities which create a hazard and which were not provided for in the original design of the building or premises, unless provisions are made to alleviate the hazard and permission is obtained from the Fire Chief to carry out such activities in a manner that complies with the British Columbia Fire Code.
18. An owner or occupier of any building or premises shall, for any vacant or fire damaged building, at all times keep the building free from debris and flammable material, and shall keep all openings in the building securely fastened and closed so as to prevent the entry of unauthorized persons.
19. The Fire Chief, or member in charge, is empowered to:
- Allow a fire at anytime for the purpose of reducing hazardous conditions, or for the purpose of training Firefighters in accordance with ongoing educational requirements.
 - Enter premises or property where an incident occurred and to cause any member, apparatus or equipment of the Fire Department to enter, as he deems necessary, in order to combat, control or deal with the incident.
 - Enter, pass through or over buildings or property adjacent to an incident and to cause members of the Fire Department and the apparatus and equipment of the Fire Department to enter or pass through or over buildings or property, where he deems it necessary to gain access to the incident or to protect any person or property.
 - Cause a building, structure or other thing to be pulled down, demolished or otherwise removed if he deems it necessary to prevent the spread of fire to other buildings, structures or things.

SCHEDULE 'A'

Occupancy Type	Inspection Frequency
<u>Assembly</u>	
Theatre, Community Hall	Bi-Annual
Churches, Clubs	Bi-Annual
Library, Museum	Bi-Annual
Restaurant	Bi-Annual
Arena	Bi-Annual
Schools	Bi-Annual
<u>Institutional</u>	
Police Station w/ overnight quarters	Bi-Annual
Nursing Home	Bi-Annual
<u>Residential</u>	
Boarding houses	Bi-Annual
Dormitories, Hotels, Motels	Bi-Annual
<u>Business/Retail</u>	
Banks, Offices, Laundries	Every 5 years
Hairdressing shops	Every 5 years
Stores	Every 5 years
<u>Industrial</u>	
Garages/Service Stations	Every 5 years
Plants/Warehouses/Mills	Every 5 years
Factories/Laboratories	Every 5 years



West Transit Services Committee Report

April 15, 2025

Transit Cost Apportionment

Author:	Tom Dool, Research Analyst
File Reference:	15/8020
Electoral Area/Municipality:	Castlegar, Kaslo, Nakusp, New Denver, Salmo, Silverton, Slocan, Area A, Area D, Area E, Area F, Area G, Area H, Area I, and Area J
Services Impacted	S237 Castlegar & Area Transit, S238 North Shore – Slocan Valley Transit, S239 Kootenay Lake West Transit

1.0 STAFF RECOMMENDATION

That the Committee recommend staff prepare an amending bylaw for Electoral Areas E & F and Slocan Valley Transit Local Service Area Establishment Bylaw 1415, 2000 to

1. Remove the Village of Slocan from the service;
2. Replace the current method of apportionment with the proposed multi-factorial method described in Section 4.1 of the April 15, 2025 Transit Cost Apportionment Committee Report; and
3. Limit the apportionment of costs to the land and Improvements annexed by the City of Nelson and now referred to as Old E, Old F, and Old H.

That the Committee recommend staff prepare an amending bylaw for Kootenay Lake West Transit Service Establishment Bylaw No. 1783, 2005 to

1. Add the proposed multi-factorial apportionment method described in Section 4.1 of the April 15, 2025 Transit Cost Apportionment Committee Report;
2. Update the apportionment percentages within the bylaw to reflect the application of the proposed multi-factorial apportionment method described in Section 4.1 of the April 15, 2025 Transit Cost Apportionment Committee Report to current transit service levels.

2.0 BACKGROUND/HISTORY

In 2019 the Board directed staff to work with BC Transit to develop Transit Future Service Plans (TFSPs) for West Kootenay and Creston Valley Transit.

In 2020, to implement some of the service level changes described in the TFSPs the Board directed staff to review the apportionment of transit costs for Creston Valley Transit and West Kootenay Transit. The consensus of the Board was that transit funding apportionment did not provide a clear link between services levels and requisition amounts leaving service participants unclear about what components of the overall service they were funding. This uncertainty resulted in reluctance to make further investment in public transit despite considerable public pressure to do so.

Staff developed a criteria-based apportionment method that used weighted quantitative criteria to apportion costs. Criteria considered in the method included

- “Base Cost” the equally distributed annual administrative cost of transit network membership.
- “Transit Opportunity” the population within 400m of a bus stop multiplied by the number of times a bus stops at that location on an annual basis.
- “Annual Mileage” the number of annual transit kilometers required to provide service.
- “Actual Assessed Value” the Actual Assessed Hospital Value as defined annually by BC Assessment

The Board agreed to the use of criteria based apportionment for Service S234 Creston Valley Transit, in 2020, and Service S237 Castlegar and Area Transit in 2021. It should be noted that there are substantial similarities between these services.

- a single municipality with two or three rural electoral areas immediately adjacent to it;
- most transit operations occur within, and are funded by, the municipality;
- rural transit operations bring people into the municipal area for services;
- use predominantly by residents who have no access to a personal vehicle; and
- transit includes both custom and conventional services.

Staff were unable to facilitate a process that resulted in criteria-based apportionment percentages for Service S238 North Shore – Slocan Valley Transit and S239 Kootenay Lake West. Service participants agreed with the process of reapportionment and the use of criteria. However, consensus on the weightings of criteria could not be reached due to

- lack of venue for fulsome discussion due to the General Board Meeting format;
- complex service establishment bylaws and existing apportionment;
- different public transit requirements of service participants; and
- economic disparity between service participants.

In 2023 the Board recognized the need for transit funding service governance, in part, to facilitate improvements in the apportionment of transit costs. The West Transit Services Committee was established to consider matters related to transit funding for services S237 Transit Castlegar and Area, S238 Transit Slocan Valley North Shore, and S239 Transit Kootenay Lake.

The Board then applied for and received funding from the Economic Trust of the Southern Interior to fund a study to establish the public transit values held by service transit funding service participants and to propose options for the apportionment of transit funding costs based on those values.

The contract for the study was awarded to Watt Consulting in January of 2024. Watt Consulting conducted a long form interview with 16 Board members to establish what values were consistent across interviewed Elected Officials and where there were incongruities regarding the value and purpose of public transit. The results of this study, The RDCK Transit Values and Cost Apportionment Study (See Attachment D), were presented at the January 10th West Transit Services Committee meeting.

3.0 PROBLEM OR OPPORTUNITY DESCRIPTION

The current method of apportioning the costs of public transit, for Service S238 North Shore Slocan Valley Transit and S239 Kootenay Lake West, is poorly supported by current data, difficult to understand and apply, and was established prior to current strategic planning documents and recent improvements to governance for transit funding services.

Attempts to implement criteria-based apportionment for Service S238 North Shore Slocan Valley Transit and S239 Kootenay Lake West have been unsuccessful. These services are more complex in terms of participation and service levels than S234 Creston Valley Transit and S237 Castlegar and Area Transit.

To address the complexity and resulting need for discussion the Board established the West Transit Services Committee as a forum for these matters. The West Transit Services Committee, to ensure productive discussion, commissioned a study for the establishment of transit-based themes or values that to apply as it considers service levels and the associated apportionment of costs moving forward.

Transit service values or themes identified by Watt Consulting through engagement with service participants include:

Transit is a social service. There is a consensus that in transit is a social service that connects people who are unable to drive to medical appointments, commercial, social, and educational services.

Transit should be frequent and reliable. It is generally agreed among service participants that transit service levels require a degree of frequency to ensure access to medical, social, commercial, and educational services. Service levels should be adhered to reliably to ensure ridership is not stranded.

Transit service levels should be evaluated in quantitative and qualitative terms. Ridership is the most important quantitative measure of success regarding service levels. Ridership outcomes are an important qualitative measure that helps service participants understand the value of transit services in the community.

The apportionment of transit service costs should be transparent, equitable, and assigned by an agreed to formula. The total cost of transit is important but so is the cost to each community.

Those who benefit from transit should bear the cost of providing the service. However, the service should remain affordable and accessible, in particular, to those who face the highest barriers to accessing the service.

To ensure the financial and social impacts of any proposed service level change are aligned with the intent of Committee, the Committee may recommend a values-based apportionment method that addresses changing service levels while assigning costs in a transparent and agreed to fashion. The Committee may consider the following recommendations made by Watt Consulting, in its consideration of apportionment methods.

Transit funding methods should be simplified and documented. The complexity and lack of documentation of the current funding model, for services S238 and S239, results in an inability to understand the fiscal impact of changing service levels. A consolidation of some or all operations into fewer transit funding services may improve transparency.

New funding models should explicitly state how cost allocation is arrived at. The new funding models developed for services S238 and S239 should explicitly state how costs will be allocated and result in method that enables staff to keep funding percentages up to date, participants to understand the link between service levels and costs, and ensure that the public at large understands the Regional District investment in public transit.

New funding models should adopt a multifactorial approach to the allocations of transit costs. There is no one factor that works as a proxy for the benefits realized by the public transit system. As well, the operations funded by S238 and S239 include long conventional routes, small community routes, custom transit, health connections, and paratransit services. Each of these operations needs to be evaluated using different values and factors.

3.1 Alignment to Board Strategic Plan

The Boards efforts to ensure an equitable distribution of transit costs demonstrates a commitment to the prudent management of public assets.

3.2 Legislative Considerations

None at this time.

3.3 What Are the Risks

Barrier to changing transit service levels. There is no documentation supporting the apportionment methods applied to Services S238 and S239. When a participant proposes a service level change staff do not have a model to determine how transit service costs will be affected, making service level changes very difficult to implement.

Service Level and Investment Inequities. There is no means to link investments made in transit services by service participants and the resulting transit service levels. A comparison of service levels and investment, by participants, suggests that achieving comparable service levels requires inconsistent amounts of investment.

Loss of confidence in public transit as a service. Recent substantial increases in the cost of public transit, the opacity of the current transit funding system, and inability to evaluate current transit services levels have resulted in service participants questioning the value of transit investments.

4.0 PROPOSED SOLUTION

The Hybrid Funding Model, as described by Watt Consulting maintains the criteria apportionment for Service S237 Castlegar and Area and applies a unified service area model to transit operations funded by S238 North Shore Slocan Valley Transit and S239 Kootenay Lake West. A unified service area model is one where all transit operations within the Kootenay West Para 530 and Nelson 555 Operating Areas are funded through one transit funding service.

Service S237 Castlegar and Area Transit, City of Castlegar and Portions of Electoral Areas I and J Transit Service Establishment Amendment Bylaw No. 2708, 2020, and the current apportionment of costs for this service would remain unchanged.

Electoral Areas E & F and Slocan Valley Transit Local Service Area Establishment Bylaw 1415, 2000 would be amended to

- remove the Village of Slocan as a participant;
- limit requisition to Old E, Old F, and Old H; and
- Update the apportionment to ensure Old E, Old F, and Old H are capturing correct funding amounts.

The Village of Slocan would continue to fund the same transit services, but those services would be funded as a participant in Service S239 Kootenay Lake West Transit.

Electoral Areas E, F, and H would remain participants in Service S238, to ensure the continued taxation of Old E, Old F, and Old H as per the arrangements made at the time of annexation by the City of Nelson, however requisitions would be zeroed. Areas E, F, and H would continue to fund the same transit services but fund them through S239 Kootenay Lake West Transit

Kootenay Lake West Transit Service Establishment Bylaw No. 1783, 2005 would be amended to

- Include the proposed method of apportionment;
- Assign apportionment percentages to service participants based on the application of the proposed apportionment method to current transit service levels.

The committee may choose to direct that staff include a phased approach from current apportionments to proposed apportionments over a specified period of time.

A complete description of the proposed means of apportionment has been included in Section 4.1 Financial Consideration.

With a method for the apportionment decided upon staff can review existing service levels and associated costs and make recommendations based on agreed to transit values/themes, quantitative measures including ridership, and Transit Future Service Plan and related strategic documents. Based on the proposed option for apportionment staff expect to have a set of recommendations ready for consideration by June 2025.

Agreed upon service level changes must be submitted to BC Transit for consideration by planning staff and operating partners. The transit system is a network. Changes to any part of the network may result in considerable operational impacts throughout. Insight into those impacts requires analysis by both operations service providers and BC Transit planners. The committee should be aware that proposed changes to service levels may require a multi-year approach.

Staff expect to have a finalized set of amendments prepared for Committee consideration by September of 2025. The amendments would include a table of phased apportionment percentages over a 5-year period taking into account

- the agreed to apportionment method;
- a phased approach from the old apportionment to the new one; and
- service level changes as planned over the 5-year period.

4.1 Financial Considerations of the Proposed Solution

The proposed apportionment method is based on the Hybrid Model as recommended by Watt Consulting. This model makes the following assumptions.

1. The Criteria Based Apportionment applied to S237 Castlegar and Area Transit is well suited to the task and delivers and equitable distribution of transit costs. All transit service hours and costs associated with Castlegar and Area Transit S237 by the operation of the KB520 and KB525 BC Transit operating areas are excluded from this analysis.
2. The City of Nelson funds and operates a municipal public transportation system. The City of Nelson's participation in Regional Transit is limited to funding #99 Regional Connector and HandiDart services within the City of Nelson.
3. The costs of operating the #99 Kootenay Connector is distributed among local government partners based on population with IHA Health Connections funding 500 hours of service.
4. The cost of operating conventional transit service routes including
 - a. #10 North Shore
 - b. #14 Blewett
 - c. #15 Perrier
 - d. #20 Slocan Valleyis distributed by ridership allocation. Ridership is determined through boarding and alighting sample data at select locations by either electronic fare products or observations by the transit operator.
5. The cost of Paratransit Routes including
 - a. #51 Nakusp Hot Springs
 - b. #52 Nakusp to Playmor
 - c. #53 Nakusp to Edgewood
 - d. #57 Kaslo Local
 - e. #58 Kaslo to Argenta
 - f. Nelson handiDart Services

Is distributed evenly among route participants based on operating hours. For example, the #52 Nakusp To Edgewood requires 255 operating hours. With the Village of Nakusp paying half and Electoral Area K paying half.

6. The cost of Health Connections Routes including
 - a. #72 Salmo to Nelson
 - b. #74 Nakusp to Nelson
 - c. #76 Nakusp to Nelson

Is distributed evenly among route participants and IHA based on operating hours. For example, the #72 Salmo to Nelson Health Connection would be funded equally by Health Connections, The Village of Salmo, and Area G.

To translate distributions based on population, ridership, and operating hours into a percentage of the overall cost of transit the distributions of population and ridership were then used to split the operating hours needed to provide the service. Operating hours were then tallied for each service participant and used as a proxy for cost.

For example, the Kootenay Connector #99 requires 3160 operating hours annually. The City of Nelson has 23% of the Regional Population. After the 500 hours funded by IHA there are 2663 operating hours distributed to Local Government Partners. The City of Nelson funds 23% of those or 612 hours.

Figure 1 compares the current distribution of transit costs, at current service levels, based on the apportionments in Services S238 & S239 to the proposed apportionment.

Figure 1. Comparison of Transit Apportionment Costs

Participant	Current Apportionment S238 & S239	Proposed Apportionment
City of Castlegar	3.5%	3.2%
Village of Kaslo	1.7%	2.8%
Village of Nakusp	5.2%	2.8%
City of Nelson	8.3%	9.2%
Village of New Denver	1.8%	1.0%
Village of Salmo	0.4%	2.1%
Village of Silverton	1.4%	0.9%
Village of Stocan	2.3%	3.6%
Area A Def	0.7%	0.2%
Area D	3.5%	3.6%
Area E	22.4%	21.0%
Area E (Old)	0.2%	0.0%
Area F	21.2%	21.0%
Area F (Old)	1.0%	0.0%
Area G	1.3%	2.3%
Area H	20.6%	21.0%
Area H (Old)	0.5%	0.0%
Area I	0.8%	1.0%

Area J	1.0%	1.4%
Area K	1.9%	2.4%
Total	100.0%	100.0%

Because there is no documented logic for the existing apportionment method, there can be no analysis of why costs would change from the existing method to the proposed one. Should the committee choose to proceed with the proposed method it should be noted that a 4-year transition period from existing apportionment amounts to proposed amounts would be implemented to allow for changes to service levels and reduce the impact of taxation increases.

4.2 Risks with the Proposed Solution

The proposed solution requires active engagement on the part of the West Transit Service Committee to ensure alignment between transit funding levels and the Committee’s transit values or themes. Failure to consider the values regularly will risk apportionments and funding levels that will not align with the Committee’s goals.

The loss of service participants risks a redistribution of the costs associated with the #99. Because distribution is based on population potential percentage increases may affect some participants more than others.

Health Connections funding has been frozen since 2021. It is scheduled to increase by 5% a year starting in 2026. The proposed 5% will not keep up with increases in operating costs for public transit services. Local government will continue to fund a larger percentage of the cost of Health Connections routes on an annual basis. To ensure an equitable distribution of Health Connections funding the committee should committee to a schedule review of transit apportionment.

Substantial changes in ridership patterns could redistribute the costs associated with fixed routes. Staff should report regularly on these routes and ensure that the Committee is aware of how ridership may affect apportionment in the future.

4.3 Resource Allocation and Workplan Impact

The Board has assigned the Regional District Research Analyst to aid the Committee in their deliberations on the matter.

At the discretion of the Committee and the Board staff anticipate presenting a bylaw for consideration by the Board in October of 2025.

4.4 Public Benefit and Stakeholder Engagement of Proposed Solution

The Committee is authorized, by the Board, to examine apportionments and transit service levels. As a part of that examination the Committee may direct staff to engage the Rural Mobility Working Group and consult with community stakeholders through that group to assess the impact of service level changes on transit ridership and the community.

Should the Board choose to adopt the proposed method of apportionment it would be allowed to do so by consenting participant. An Alternative Approval Process or Assent Vote and the associated community engagement would not be needed.

4.5 Leveraging Technology

The proposed solution uses newly implemented passenger counter and electronic fare collection technology installed on West Kootenay Transit buses. This technology will enable a better understanding of ridership patterns and the impact of transit investments.

4.5 Measuring Success

Staff propose the following as milestones on a critical path to success.

April 2025

- West Transit Services Committee recommends a method of apportionment and proposed changes to service establishment bylaws for transit funding services S238 and S239.
- The Board directs staff to prepare the recommended bylaw amendments.

June, 2025

- West Transit Services Committee receives the proposed amendments that include the new apportionment method applied to current service levels.
- The Board directs staff to examine service levels and make recommendations.

Oct, 2025

- The West Transit Service Committee receives proposed amendments that include the new apportionment methods applied to year 1 service level changes.
- The gives 3 readings to proposed amendments. Amendments are sent to the Local Government Inspector.

Dec 2025

- That Board adopts proposed amendments.

The success of the proposed solution will be evaluated in the context of the transit values/themes identified by the Service Participants.

1. Do transit service participants understand the logic of the proposed solution as applied to the apportionment of transit service costs? There is no understanding of the logic behind the current apportionment of transit service costs for Service S238 and S239.
2. Do service participants consider the proposed solution an equitable means of apportioning the cost of transit services? Service participants currently do not feel that the current apportionment of transit costs is equitable.
3. Can service participants understand the financial and social implications of proposed service level changes? There is currently no method for apportioning the costs associated with service level changes for Service S239 and the current method for S238 is obscure.
4. Does the proposed solution reduce administrative overhead and simplify the budgetary process? The current method is overly complex and results in additional administrative burden.

5.0 ALTERNATIVE SOLUTION(S)

The alternative solution, while similar to the proposed solution, adopts the current distribution of transit costs as described in the 2025 Fiver Year Financial Plans for service S237 and S238 as a funding baseline and implements the previously described hybrid model for any changes to service levels moving forward. The current distribution of transit service costs is described in the first column of Table 1 in this report referred to as Current Apportionment S238 & S239.

There was a methodology developed for the current apportionment of costs for service S238 and S239. While that methodology is not understood it reflected the values and transit goals of the developers. There has been no

substantive increase in operating hours since services were combined to create West Kootenay Transit, in 2013. The Committee may consider the current distribution of costs as an adequate starting point reflective of the values of the past and apply newly defined values, and a corresponding apportionment method, to service level changes moving forward.

The alternative method requires the same proposed amendments to the service establishment bylaws for S238 and S239 described in the proposed method approach. However, the distribution of costs in the proposed amendment, prior to approved service level changes, would be the current distribution described in the Current Apportionment S238 & S239 column of Table 1 as opposed to the Proposed Apportionment S238 column.

5.1 Financial Considerations of the Alternative Solution(s)

The alternative method does not address existing inequities in the current distribution of transit costs.

This method does not require a redistribution of existing costs, only those costs resulting from transit service level changes moving forward.

5.2 Risks with the Alternative Solution(s)

Underlying inequities will remain.

5.3 Resource Allocation and Workplan Impact

The alternative solution does not require the committee to consider the apportionment of current transit costs.

5.4 Public Benefit and Stakeholder Engagement of Proposed Solution

The same as the proposed solution.

5.5 Measuring Success

The same as the proposed solution.

6.0 OPTIONS CONSIDERED BUT NOT PRESENTED

In the Transit Values and Cost Apportionment Study Watt Consulting recommended the Committee consider either the Hybrid Model, which staff have identified as the proposed option, or a criteria-based model based on maximum cost, base fee, mileage, and ridership. The proposed criteria-based model resembles the criteria-based model the Board declined to implement in 2020. While this model has merit it, like the previously proposed criteria-based model, it does not adequately address the concerns of the Board raised in 2020. Staff do not recommend this alternative as a workable solution.

7.0 OPTIONS SUMMARY

Proposed Option Recommendations:

That the Committee recommend staff prepare an amending bylaw for Electoral Areas E & F and Slocan Valley Transit Local Service Area Establishment Bylaw 1415, 2000 to

1. Remove the Village of Slocan from the service;
2. Replace the current method of apportionment with the proposed multi-factorial method described in Section 4.1 of the April 15, 2025 Transit Cost Apportionment Committee Report; and
3. Limit the apportionment of costs to the land and Improvements annexed by the City of Nelson and now referred to as Old E, Old F, and Old H.

That the Committee recommend staff prepare an amending bylaw for Kootenay Lake West Transit Service Establishment Bylaw No. 1783, 2005 to

1. Add the proposed multi-factorial apportionment method described in Section 4.1 of the April 15, 2025 Transit Cost Apportionment Committee Report;
2. Update the apportionment percentages within the bylaw to reflect the application of the proposed multi-factorial apportionment method described in Section 4.1 of the April 15, 2025 Transit Cost Apportionment Committee Report to current transit service levels.

Alternative Option Recommendations:

That the Committee recommend staff prepare an amending bylaw for Electoral Areas E & F and Slokan Valley Transit Local Service Area Establishment Bylaw 1415, 2000 to

1. Remove the Village of Slokan from the service;
2. Replace the current method of apportionment with the proposed multi-factorial method described in Section 4.1 of the April 15, 2025 Transit Cost Apportionment Committee Report; and
3. Limit the apportionment of costs to the land and Improvements annexed by the City of Nelson and now referred to as Old E, Old F, and Old H.

That the Committee recommend staff prepare an amending bylaw for Kootenay Lake West Transit Service Establishment Bylaw No. 1783, 2005 to

1. Add the proposed multi-factorial apportionment method described in Section 4.1 of the April 15, 2025 Transit Cost Apportionment Committee Report;
2. Update the apportionment percentages within the bylaw to reflect the current distribution of transit costs within Service S238 & Service S239.

Respectfully submitted,
Tom Dool, Research Analyst

CONCURRENCE

Corporate Officer – Mike Morrison

ATTACHMENTS:

- Attachment A – Electoral Areas E & F and Slokan Valley Transit Local Service Area Establishment Bylaw 1415, 2000
- Attachment B – Kootenay Lake West Transit Service Establishment Bylaw No. 1783, 2005
- Attachment C - City of Castlegar and Portions of Electoral Areas I and J Transit Service Establishment Amendment Bylaw No. 2708, 2021
- Attachment D - The RDCK Transit Values and Cost Apportionment Study

Current and Proposed Apportionments

Participant	Current Apportionment	Proposed Apportionment
City of Castlegar	\$45,810.58	\$41,633.74
Village of Kaslo	\$22,395.99	\$36,329.30
Village of Nakusp	\$67,510.48	\$36,223.19
City of Nelson	\$107,962.69	\$119,497.50
Village of New Denver	\$23,949.42	\$12,817.43
Village of Salmo	\$5,197.12	\$26,688.08
Village of Silverton	\$18,216.46	\$11,129.71
Village of Slocan	\$29,583.23	\$46,045.14
Area A Def	\$9,161.31	\$2,371.79
Area D	\$45,381.91	\$46,032.29

Participant	Current Apportionment	Proposed Apportionment
Area E	\$290,771.16	\$278,244.29
Area E (Old)	\$3,153.45	\$3,556.88
Area F	\$274,341.71	\$257,997.12
Area F (Old)	\$12,647.53	\$14,084.04
Area G	\$17,251.96	\$29,234.64
Area H	\$267,414.17	\$264,560.99
Area H (Old)	\$6,676.89	\$7,384.51
Area I	\$9,911.49	\$13,017.41
Area J	\$13,502.10	\$17,561.27
Area K	\$24,539.34	\$30,969.67

