



**REGULAR MEETING (#14-25)  
INCLUDING ITEMS CLOSED TO THE PUBLIC**

A Regular Meeting of the Council of the Village of Salmo to be held in Council Chambers at 423 Davies Avenue in Salmo, B.C. on **Tuesday, August 26, 2025 at 7:00 p.m.**

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

**Traditional Lands Acknowledgement Statement:** We acknowledge and respect the indigenous peoples within whose traditional lands we are meeting today.

**AGENDA:**

1. Call to Order
2. Adoption of Agenda

**STAFF RECOMMENDATION:**

Pg.1

That the agenda of Regular Meeting #14-25 of Tuesday, August 26, 2025 be adopted as amended from *Council Procedure Bylaw No. 663, 2014* Schedule "B" to move the Financial Report by Financial Officer Russ to the beginning of the meeting, include a New Business section, a Policy Development & Review section, a Bylaw Development & Review section, a Public Question Period and an *In Camera* section.

3. Delegations - NIL
4. Financial Report – Financial Officer Russ

**(1) STAFF RECOMMENDATION:**

Pg.5

That Council receive for information the Second Quarter Financial Statement dated June 30, 2025 as presented by Financial Officer Nathan Russ.

5. New Business
6. Adoption of the Minutes

**(1) STAFF RECOMMENDATION:**

Pg.9

That the minutes of the Regular Council meeting #12-25 of Tuesday, June 24, 2025 be adopted as presented.

**(2) STAFF RECOMMENDATION:**

Pg.15

That the minutes of the Regular Council meeting #13-25 of Tuesday, July 8, 2025 be adopted as presented.

**(3) STAFF RECOMMENDATION:**

Pg.19

That the minutes of the Special Council meeting of Tuesday, July 15, 2025 be adopted as presented.

7. Referrals from Delegations - NIL
8. Referrals from Prior Meetings - NIL
9. Policy Development & Review

**Memorial Wall Plaque Policy**

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**STAFF RECOMMENDATION:**

That Council adopt the Memorial Wall Plaque Policy as presented.

**10. Bylaw Development & Review**

**(1) Election Officials Bylaw #537, 2005**

**STAFF RECOMMENDATION:**

That Council appoint Derek Kwiatkowski as Chief Election Officer for conducting the 2025 local by-election with power to appoint other election officials as required for the administration and conduct of the 2025 local by-election.

That Council appoint Brandy Jessup as Deputy Chief Election Officer for the 2025 local by-election.

**11. Operational Reports**

**(1) Public Works Department**

Pg.27

**STAFF RECOMMENDATION:**

That Council receive for information the written report as presented by Public Works Foreman Fred Paton for the period of June 25 to August 21, 2025.

**(2) Fire Department**

Pg.29

**STAFF RECOMMENDATION:**

That Council receive for information the written report dated August 1, 2025 provided by Fire Chief David Hearn for the period of June and July 2025.

**(3) Bylaw Enforcement**

Pg.31

**STAFF RECOMMENDATION:**

That Council receive for information the written report on bylaw enforcement for the period of June and July 2025.

**(4) Administration**

Pg.33

**a. CAO Report – General Updates**

**STAFF RECOMMENDATION:**

That Council accepts the CAO report for information.

**b. BCEHS Temporary Use Application**

Pg.35

**STAFF RECOMMENDATION:**

That Council approve the Temporary Use Application for the placement of a temporary residence at the Village's Firehall at 414 Baker Avenue for a period of 2 years to house BCEHS ambulance staff and further, direct staff to renegotiate the rental agreement with BCEHS for 414 Baker Avenue.

**c. REACH Grant Workplan #2 Approval**

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**STAFF RECOMMENDATION:**

That Council approve the second workplan for the REACH grant.

**d. Fire Truck Selection**

Pg.55

**STAFF RECOMMENDATION:**

That Council select the Hub Fire Engines' tender submission for the purchase of a fire truck.

**e. Council Meeting Changes**

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**STAFF RECOMMENDATION:**

That Council rescind Motion #R18-12-25: that Council approve changing the Tuesday October 14th, 2025 & November 12th, 2025 Regular Council Meetings to Committee of the Whole Meetings.

That Council cancel the September 23rd & October 28th Regular Council Meeting and schedule Committee of the Whole Meetings for October 28th, 2025 & November 12, 2025 for 7:00 pm at Council Chambers.

**(5) Strategic Plan**

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**STAFF RECOMMENDATION:**

That Council accepts the strategic plan for information.

**12. Financial Reports**

**(1) STAFF RECOMMENDATION:**

Pg.63

That Council receive for information the list of accounts payable cheques and electronic fund transfers from July 4, 2025 to August 21, 2025 totaling \$905,701.62.

**(2) STAFF RECOMMENDATION:**

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

**13. Correspondence Requiring a Council Decision**

**(1) Village of Lions Bay Re: Request for Support & Endorsement - UBCM Resolution on Emergency Water Treatment Plants - #32**

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**STAFF RECOMMENDATION:**

That Council provide a letter of support for the resolution being put forward by the Village of Lions Bay at the UBCM Convention in September.

**14. Correspondence for Information Only**

**STAFF RECOMMENDATION:**

That Council receive for information the following correspondence from:

**(1) RDCK Re: RDCK to Offer Sale of Class A Compost at Select Sites Starting August 27 - #31**

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**15. Member Reports & Inquiries**

**(1) Councillor Heatlie**

**(2) Councillor Lins**

**(3) Councillor Neil**

**(4) Mayor Lockwood**

**STAFF RECOMMENDATION:**

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

**16. Public Question Period**

**17. In Camera Resolution**

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

**18. Reconvene Open Meeting**

**19. Adjournment**

***The next regularly scheduled Council meeting will be on September 9, 2025 at 7:00 p.m.***



**VILLAGE OF SALMO**  
**STATEMENT OF OPERATIONS - OPERATING FUND**  
For the Period Ended June 30, 2025

	YTD	2025	Balance	%	YTD	2024	Balance	%
	Actual	Total	Remaining	Rem	Actual	Total	Remaining	Rem
<b>REVENUES</b>								
Taxes	\$ 538,745	\$ 546,030	\$ 7,285	1 %	\$ 483,331	\$ 502,851	\$ 19,520	4 %
Sales of Services	116,713	121,414	4,701	4 %	109,251	114,259	5,008	4 %
Other revenue	87,900	160,858	72,958	45 %	67,066	168,290	101,224	60 %
Investment income	12,266	36,000	23,734	66 %	14,628	35,684	21,056	59 %
Grants - unconditional	-	451,000	451,000	100 %	451,000	459,000	8,000	2 %
Grants - conditional	53,873	8,197,492	8,143,619	99 %	427,824	749,743	321,919	43 %
Water user fees	219,133	222,140	3,007	1 %	204,431	204,461	30	- %
Sewer user fees	362,424	365,522	3,098	1 %	342,494	344,019	1,525	- %
<b>Total revenue</b>	<u>1,391,054</u>	<u>10,100,456</u>	<u>8,709,402</u>	<u>86 %</u>	<u>2,100,025</u>	<u>2,578,307</u>	<u>478,282</u>	<u>19 %</u>
<b>EXPENSES</b>								
General Government	312,202	677,582	365,380	54 %	273,985	947,481	673,496	71 %
Protective services	30,874	164,850	133,976	81 %	39,274	269,147	229,873	85 %
Transportation services	118,108	349,006	230,898	66 %	130,522	358,054	227,532	64 %
Environmental health services	45,094	124,850	79,756	64 %	44,652	118,762	74,110	62 %
Public health and welfare services	10,129	16,050	5,921	37 %	7,805	15,250	7,445	49 %
Recreation and cultural services	29,123	63,800	34,677	54 %	17,608	68,400	50,792	74 %
Interest and other debt charges	19,245	22,118	2,873	13 %	11,059	22,118	11,059	50 %
Water utility operations	68,985	220,825	151,840	69 %	56,480	157,176	100,696	64 %
Sewer utility operations	130,954	317,085	186,131	59 %	126,104	418,239	292,135	70 %
<b>Total expense</b>	<u>764,714</u>	<u>1,956,166</u>	<u>1,191,452</u>	<u>61 %</u>	<u>707,489</u>	<u>2,374,627</u>	<u>1,667,138</u>	<u>70 %</u>
<b>NET REVENUE (EXPENSE)</b>	<u>626,340</u>	<u>8,144,290</u>	<u>(7,517,950)</u>	<u>(92) %</u>	<u>1,392,536</u>	<u>203,680</u>	<u>1,188,856</u>	<u>584 %</u>
<b>CAPITAL</b>								
General	40,948	7,987,700	7,946,752	99 %	2,215	70,000	67,785	97 %
Water	-	161,000	161,000	100 %	17,342	112,000	94,658	85 %
Sewer	39,129	69,000	29,871	43 %	2,635	140,000	137,365	98 %
	<u>80,077</u>	<u>8,217,700</u>	<u>8,137,623</u>	<u>99 %</u>	<u>22,192</u>	<u>322,000</u>	<u>299,808</u>	<u>93 %</u>
<b>NET SURPLUS (DEFICIT)</b>	<u>\$ 546,263</u>	<u>\$ (73,410)</u>	<u>\$ 619,673</u>	<u>844 %</u>	<u>\$ 1,370,344</u>	<u>\$ (118,320)</u>	<u>\$ 1,488,664</u>	<u>258 %</u>

## NOTES

### Revenue:

#### Taxes:

Collected as expected, with an increase over last year due to the annual tax rate increase. Variances from budget typically narrow during the last half of the year when tax penalties are applied and paid.

#### Sales of Services:

Sales of services are on budget and performing as expected. The primary contributor to sales of service is garbage collection fees, which the Village increased the rates in 2025 to cover the 10% RDCK tipping fee increase.

#### Other Revenue:

All permits and license revenue are slightly up over last year including business licences and building permits. Rent revenue is up at the wellness centre (5%) compared to last year as expected. Campground revenue is notably higher than last year at the end of Q2; however, there is likely a timing difference between when the entries were recorded. The Q3 report will provide better insight into the campground revenue overall but trending data suggest that revenue will outperform last year's.

#### Investment Income:

As expected, due to softening interest rates, investment income is less than what the village earned last year at this time. Markets anticipate the BoC overnight lending rate will continue to soften throughout the year dropping 0.25% two more times before year-end; however, this is dependent on several economic factors and the imposition of tariffs by the US.

#### Grants:

Unconditional Grants (Small communities Grant) was received in the amount of \$438,000 which is less than the \$451,000 received last year. However, it was received in July so it missed the June 30th cut-off for this Q2 report. It will be presented in the Q3 report. Small community grant reductions place additional pressure on village tax rates as the difference (\$13,000 in this case) needs to be made up to maintain sustainable reserve contributions.

Conditional grants fluctuate significantly from year to year depending on which capital investments are taking place in the year, the timing of when the grant is received throughout the year and when capital work completed. Grants received are as expected to date. Included in the 2025 budget is a \$7.7M active transportation infrastructure grant for sidewalk replacements. Last year (2024) there were several large one-off grants received in the first half of the year; LGCAP payment \$147,000 and the provincial development grant for \$156,000 which is why the 2024 figure is higher than the current year.

#### Water and Sewer User Fees:

Are in-line with budget and expectations with an increase in revenue due to the water rate increase (\$25 per year for an average household) to help support infrastructure investment and operating expenses. A similar explanation for the increased revenue for sewer user fees as an increase (\$32 per year for an average household) was passed this year to support the same types of infrastructure investments and operational costs.

### Expenses:

#### General government:

General government expenses are trending in-line with budget expectations overall. IT service, software and internet costs are trending overbudget with 90% of budget (\$14,700) spent to date at the end of Q2. One off expenses (Asset management, OCP/zoning initiatives) totalling \$115,000 budgeted haven't commenced as of the end of June. Compared to last year, administration expenses are higher; however, that was due to turnover in 2024. Administration wages are in-line with budget for 2025.

#### Protective Services:

Fire services expenses are trending well below budget with very few maintenance activities undertaken by the end of June. Flood control activities (like riprap and maintenance) haven't been expended to date.

#### Transportation Services:

Expenses are in line with last year's expenditures with the exception of winter roads maintenance for plowing and sanding. 2025 winter roads expenses for this winter (January-March) are at 52% of last year's expenditures - \$22,300 this year compared to \$43,000 last year for the same time period.

Recreation and culture:

Expenses are in line with budget at this point in the year. Village labour, materials and supplies for Lions Park, KP park washrooms, the campground and the ball field are up compared to last year at the end of Q2.

Interest Expense:

Although at year-end the interest expenses on the Village's loans will be the same as last year, there was a timing difference from when the entries were recorded this year compared to last year. The interest charged is as expected.

Water and Sewer Utilities:

Water operations are in-line with budget. There are increased expenses for electricity (pumping) costs for both wells combined compared to last year as well as increased labour costs for water distribution at \$9,200 this year compared to \$3,500 (2024) and \$5,500 (2023) at the end of Q2.

Sewer Operations are trending within budget with a slight increase in expenditures (4%) compared to last year. The main drivers are small increases to both labour and materials.

Please note that operating revenue and expenses overall are in-line with expectations at the end of Q2'.





## The Corporation of the Village of Salmo

### REGULAR MEETING MINUTES

Minutes of the Regular Meeting of the Council of the Village of Salmo held in Council Chambers at 423 Davies Avenue in Salmo, B.C. on Tuesday, June 24, 2025 at 7:00 p.m.

**PRESENT:**

In Person:

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

CAO Derek Kwiatkowski

Fire Chief David Hearn

Members of Public - 7

Electronically:

Members of the Public - 1

**CALL TO ORDER:**

Mayor Lockwood called the meeting to order at 7:02 p.m.

**AGENDA:**

R1-12-25

Moved and seconded, that the agenda of Regular Meeting #12-25 of Tuesday, June 24, 2025 be adopted as amended from *Council Procedure Bylaw No. 663, 2014 Schedule "B"* to include a New Business section, a Deputy Mayor Appointment section, an Annual Report section, a Bylaw Development & Review section, a Public Question Period, and an *In Camera* section.

Carried.

**DELEGATIONS:**

NIL

**NEW BUSINESS:**

NIL

**DEPUTY MAYOR APPOINTMENT:**

R2-12-25

Moved and seconded, that Council appoint Councillor Jonathon Heatlie as the Deputy Mayor for the remainder of 2025.

Carried.

**2024 ANNUAL REPORT:**

R3-12-25

Moved and seconded, that Council adopt the 2024 Annual Report including the audited annual financial statements as presented.

Carried.

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

R4-12-25

Regular Meeting  
May 27, 2025

Moved and seconded, that the minutes of the Regular Council meeting #10-25 of Tuesday, May 27, 2025 be adopted as presented.

Carried.

R5-12-25

Regular Meeting  
June 12, 2025

Moved and seconded, that the minutes of the Special Council meeting of Thursday, June 12, 2025 be adopted as presented.

Carried.

**REFERRALS FROM DELEGATIONS: NIL**

**REFERRALS FROM PRIOR MEETINGS:**

R6-12-25	Moved and seconded, that Council accepts the CAO report for	
Village Event Food	information.	
Vendor Survey		Carried.
		Mayor Lockwood recorded as opposed.

**BYLAW DEVELOPMENT & REVIEW:**

R7-12-25	Moved and seconded, that Council implements annual water	
Sprinkling Regulations	restrictions on “sprinkler watering” effective July 1 to September 30	
Bylaw #259	each year to between the hours of 6 a.m. to 9 a.m. and 6 p.m. to 9 p.m.	
	& FURTHER to direct staff to bring back Bylaw #259 for review at the	
	August 26 <sup>th</sup> , 2025 Regular Council Meeting.	Carried.

**OPERATIONAL REPORTS:**

R8-12-25	Moved and seconded, that Council receive for information the written	
Public Works	report as presented by Public Works Foreman Fred Paton for the	
	period of June 2025. (see <i>Appendix A</i> ).	Carried.

R9-12-25	Moved and seconded, that Council receive for information the written	
Fire Department	report dated June 1, 2025 provided by Fire Chief David Hearn for the	
	period of May 2025. (see <i>Appendix A</i> ).	Carried.

R10-12-25	Moved and seconded, that Council receive for information the written	
Bylaw Enforcement	report on bylaw enforcement for the period of May 2025. (see	
	<i>Appendix A</i> ).	Carried.

R11-12-25	Moved and seconded, that Council accepts the CAO report for	
CAO Report – General	information. (see <i>Appendix A</i> ).	Carried.
Updates		

R12-12-25	Moved and seconded, that Council direct staff to hold the by-election	
2025 By-Election & Fire	& the fire apparatus referendum in conjunction with each other. (see	
Truck Referendum	<i>Appendix A</i> ).	Carried.

R13-12-25	Moved and seconded, that Council accepts the CAO Report for	
Community Wildfire	information. (see <i>Appendix A</i> ).	Carried.
Resiliency Plan		

R14-12-25	Council moved and seconded, that the floor be opened to allow Fire	
Notice of Motion	Chief David Hearn to report on the Fire Truck Purchase.	Carried.

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|---|---|----------|
| R15-12-25<br>Fire Truck Purchase<br>Update  | Moved and seconded, that Council accept the CAO Report for Information. (see <i>Appendix A</i> ).   | Carried. |
| R16-12-25<br>Committee of the<br>Whole Meeting Request<br>- Fire Truck Purchase                               | Moved and seconded, that Council set a Committee of the Whole meeting to discuss the fire truck purchase for July 8 <sup>th</sup> , 2025 at 6:00 p.m. (see <i>Appendix A</i> ).   | Denied.  |
| R17-12-25<br>Committee of the<br>Whole Meeting Request<br>- Official Community<br>Plan                        | Moved and seconded, that Council table the discussion until the September 9, 2025 Regular Council Meeting.  | Carried. |
| R18-12-25<br>2025 Council Meeting<br>Schedule Change  | Moved and seconded, that Council approve changing the Tuesday October 14 <sup>th</sup> , 2025 & November 12 <sup>th</sup> 2025 Regular Council Meetings to Committee of the Whole Meetings. (see <i>Appendix A</i> ).   | Carried. |
| R19-12-25<br>New FortisBC Electric<br>Vehicle Charging<br>Station   | Moved and seconded, that Council approve the location of a new charging station along Sayward Avenue adjacent to the transmission substation located at 306 Sayward Avenue. (see <i>Appendix A</i> ).   | Carried. |
| R20-12-25<br>RDCK License to Occupy<br>Recycling Depot<br>Agreement Renewal                                   | Moved and seconded, that Council sign a one-year extension that includes a CPI indexed annual inflation rate. (see <i>Appendix A</i> ).   | Carried. |
| R21-12-25<br>Hazard Risk Assessment<br>& Vulnerability<br>Assessment (HVRA)<br>Collaboration with the<br>RDCK | Moved and seconded, that Council move to collaborate with the RDCK for a Disaster Resilience and Innovation Funding Hazard Risk Assessment & Vulnerability Assessment to have a municipal emergency management plan completed by December 31, 2026. (see <i>Appendix A</i> ). | Carried. |
| R22-12-25<br>Strategic Plan   | Moved and seconded, that Council accepts the strategic plan for information. (see <i>Appendix A</i> ).  | Carried. |
| <b>FINANCIAL REPORTS:</b>   |   |          |
| R23-12-25<br>Accounts Payable   | Moved and seconded, that Council receive for information the list of accounts payable cheques and electronic fund transfers from May 23, 2025 to June 19, 2025 totaling \$156,759.12.   | Carried. |



R24-12-25 Treasurer's Report	Moved and seconded, that Council receive for information the Treasurer's report for May 2025.	Carried.
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Departure	Mayor Lockwood left the meeting at 8:11 p.m.
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Return	Mayor Lockwood returned to the meeting at 8:12 p.m.
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**CORRESPONDENCE REQUIRING A DECISION: NIL**

**CORRESPONDENCE FOR INFORMATION ONLY:**

R25-12-25	Moved and seconded, that Council receive for information the following correspondence from: <ul style="list-style-type: none"><li>(1) Okanagan Nation Alliance Re: Sylx Okanagan Briefing Package for Local Governments on US-based Tribes Asserting Rights and Interests in the Arrow Lakes and Boundary-Kootenays Regions of Canada - #23</li><li>(2) Outdoor Recreation Council of BC Re: New Guidebook Empowers Rural BC Communities Through Outdoor Recreation - #24</li><li>(3) KBRH Health Foundation- Contribution Gratitude Letter - #25</li><li>(4) Letter to MLA Brittnay Anderson Re: Request for Legislative Change Regarding Fire Apparatus Replacement Funding - #26</li></ul>	Carried.
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**MEMBER REPORTS & INQUIRIES:**

Councillor Heatlie	NIL
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Councillor Lins	NIL
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Councillor Neil	Councillor Neil attended the June library meeting; the Library is hosting a Volunteer Appreciation BBQ.
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Mayor Lockwood	See <i>Appendix B</i> .
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R26-12-25 Verbal & Written Reports of Mayor & Council	Moved and seconded, that the verbal and written reports of Mayor and Council be received for information.	Carried.
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R27-12-25 Motion to Extend Council Meeting	Moved and seconded, that the Council Meeting be extended by 15 minutes to 9:45 pm.	Carried.
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**PUBLIC QUESTION PERIOD:**

An online attendee mentioned the poor sound quality during the Council meeting. Staff will look at the previous microphone system as a possible solution.

**IN CAMERA RESOLUTION:**

R28-12-25

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

Carried.

**RECONVENE OPEN MEETING:** Council reconvened the meeting at 9:41 p.m.

**ADJOURNMENT:**

R29-12-25

Moved and seconded, that the meeting be adjourned.

Carried 9:42 p.m.

I hereby certify the preceding to be a true and correct account of the Regular Meeting of Council held on Tuesday, June 24 2025.

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Mayor

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Chief Administrative Officer/CO





## The Corporation of the Village of Salmo

### REGULAR MEETING #13-25 MINUTES

Minutes of the Regular Meeting of the Council of the Village of Salmo held in Council Chambers at 423 Davies Avenue in Salmo, B.C. on Tuesday, July 8, 2025 at 7:00 p.m.

**PRESENT:**

In Person:

Mayor Diana Lockwood  
Councillor Jennifer Lins  
Councillor Kenzie Neil

CAO Derek Kwiatkowski

Members of the Public -2

Electronically:

Members of the Public -2

**REGRETS:**

Councillor Jonathon Heatlie.

**CALL TO ORDER:**

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

**AGENDA:**

R1-13-25

Moved and seconded, that the agenda of Regular Meeting #13-25 of Tuesday, July 8, 2025 be adopted as amended from *Council Procedure Bylaw #663, 2014 Schedule "A"* to include a New Business section, an Administrative Report section, and a Public Question period.

Carried.

**DELEGATIONS: NIL**

**NEW BUSINESS: NIL**

**MINUTES:**

R2-13-25

Regular Meeting  
June 24, 2025

Moved and seconded, that the minutes of the Regular Council meeting #12-25 of Tuesday, June 24, 2025 be adopted as presented.

Tabled.

**REFERRALS FROM DELEGATIONS: NIL**

**REFERRALS FROM PRIOR MEETINGS: NIL**

**POLICY DEVELOPMENT & REVIEW:**

R3-13-25

Memorial Wall Plaque  
Policy A-010

Moved and seconded, that Council adopt the Memorial Wall Plaque Policy as presented and further, that Council direct staff to prepare the amendment to Cemetery Bylaw #603 for the installment costs for the plaques.

Tabled.

**BYLAW DEVELOPMENT & REVIEW: NIL**

**ADMINISTRATIVE REPORTS:**

R4-13-25

2025 Canada Day  
Review

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

Carried.

R5-13-25  
Pre-Renovation  
Hazardous Material  
Survey Report Salmo  
Valley Youth &  
Community Centre

Moved & seconded that Council approves the Salmo Valley Youth Community Centre to contain the asbestos found within the facility but allow the Salmo Valley Youth Community Centre to choose to remove the asbestos if they feel this is the best course of action. (See *Appendix A*).

Carried.

R6-13-25  
Wastewater Treatment  
Plant Emergency Pump  
Replacement Funding

Moved and seconded, Council direct staff to apply to the Community Development Fund for \$15,043.06 to fund the replacement of the wastewater treatment plant pump. (See *Appendix A*).

Carried.

**ACCOUNTS PAYABLE:**

R7-13-25

Moved and seconded, that Council receive for information the list of account payable cheques and electronic fund transfers from June 20 to July 3, 2025 totaling \$58,123.93.

Carried.

**CORRESPONDENCE REQUIRING A COUNCIL DECISION: NIL**

**CORRESPONDENCE FOR INFORMATION ONLY:**

R8-13-25

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

- (1) City of Campbell River Re: UBCM Resolution - Inclusion of Rural and Resource Communities in Provincial Economic Decision-Making - #27
- (2) District of Coldstream Re: UBCM Resolution - Modernization of Wastewater Regulations - #28
- (3) Letter to Minister of Health Josie Osbourne Re: Concerns Regarding the Closure of the Interior Health Lab in Trail, BC - #29

Carried.

**MEMBER REPORTS & INQUIRIES:**

Councillor Lins                      NIL

Councillor Neil                      NIL

Mayor Lockwood                      See *Appendix B*.

R9-13-25  
Verbal & Written  
Reports of Mayor &  
Council

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

Carried.

**PUBLIC QUESTION PERIOD:** A non-resident congratulated the Village on having a large volunteer base within the Village & that the Village looked very nice. Council thanked them for the kind words.

**ADJOURNMENT:** Moved and seconded, that the meeting be adjourned.  
R17-09-25 Carried @ 7:31 p.m.

I hereby certify the preceding to be a true and correct account of the Regular Meeting of Council held on Tuesday, July 8, 2025.

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Mayor

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Chief Administrative Officer/CO







## The Corporation of the Village of Salmo

### SPECIAL MEETING MINUTES

Minutes of the Special Meeting of the Council of the Village of Salmo held in Council Chambers at 423 Davies Avenue in Salmo, B.C. on Tuesday, July 15, 2025 at 7:00 p.m.

**PRESENT:**

In Person:

Mayor Diana Lockwood  
CAO Derek Kwiatkowski  
Members of Public - 3

Electronically

Councillor Jennifer Lins  
Councillor Kenzie Neil  
Members of Public - 1

**REGRETS:**

Councillor Jonathon Heatlie.

**CALL TO ORDER:**

Mayor Lockwood called the meeting to order at 7:02 p.m.

**AGENDA:**

R1-0715-25

Moved and seconded, that the agenda of Special Meeting of Tuesday, July 15, 2025 be adopted as presented.

Carried.

**CORRESPONDENCE REQUIRING A COUNCIL DECISION:**

R2-0715-25

West Kootenay Kennel  
Club Park Reservation  
Request - #30

Moved and seconded, that Council approve the event at KP Park for the West Kootenay Kennel Club on August 15th, 16th, & 17th, 2025 with staff's recommendation.

Carried.

R3-0715-25

Leak Detection Survey  
Report Village of Salmo  
2025

Moved and seconded, that Council direct administration to proceed with fixing the water leaks noted in the Cloudburst Waterworks Report with the funding to come from the Community Works Fund to a maximum of \$50,000.

Carried.

R4-0715-25

West Kootenay Kennel  
Club Park Reservation  
Request - #30

Moved and seconded, that Council rescind Motion R2-0715-25.

Carried.

R5-0715-25

West Kootenay Kennel  
Club Park Reservation  
Request - #30

Moved and seconded, that Council approve the event at KP Park for the West Kootenay Kennel Club on August 14th, 15th, 16th, 17th, & 18th 2025 with staff's recommendation.

Carried.

**CORRESPONDENCE FOR INFORMATION ONLY:**

R4-0715-25

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

- (1) Shambhala Re: Request to Include Village of Salmo Potable Water in Emergency Response Plan - #31

Carried.

**PUBLIC QUESTION PERIOD:** NIL

**ADJOURNMENT:** Moved and seconded, that the meeting be adjourned.

R5-0715-25

Carried at 7:33 p.m.

I hereby certify the preceding to be a true and correct account of the Special Meeting of Council held on Tuesday, July 15, 2025.

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Mayor

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Chief Administrative Officer/CO



## The Corporation of the Village of Salmo

### Request for Decision

Report Date: August 20, 2025  
Meeting Date: August 26, 2025 (#14-25)  
From: Brandy Jessup, Deputy Corporate Officer  
Subject: Memorial Wall Plaque Policy

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**1. OBJECTIVE**

To provide an update to council regarding the Memorial Wall Plaque Policy.

**2. BACKGROUND**

At the July 8, 2025 council meeting, the following motion was brought forward to Council "that Council adopt the Memorial Wall Plaque Policy as presented and further, that Council direct staff to prepare the amendment to Cemetery Bylaw #603 for the installment costs for the plaques." While the motion was tabled, staff is proposing a change to how the installment costs are included.

Instead of an amendment to the Cemetery Bylaw, staff is proposing the cost of the installation be part of the policy itself. The Cemetery Bylaw is structured based on the requirements of the *Cremation, Interment and Funeral Services Act* which outlines requirements for interment and maintenance of the cemetery but does not state any requirements for a memorial wall.

The proposal to have the installment cost of a plaque in the Memorial Wall Plaque Policy will make any future changes to the fee easily accomplished in one meeting rather than the two it would take if the fee was part of the bylaw.

Regarding the proposed cost for the installation, \$40 for the mounting of the plaque with 25% (\$10) set aside in a care fund, the fee was determined based on the assumed time of 15 minutes it should take for a member of public works to install the plaque.

**3. STAFF RECOMMENDATION:**

That Council adopt the Memorial Wall Plaque Policy as presented.


**4. ALTERNATIVES:**

That Council not adopt the proposed Memorial Wall Plaque Policy as presented.

Respectfully submitted,

Brandy Jessup, Deputy Corporate Officer



	<b>Corporate Policy Guide</b>		
	<b>Memorial Wall Plaque Policy</b>		
<b>Section:</b>	Administration		
<b>Policy Number:</b>	A-010		
<b>Authorized by:</b>	Council		
<b>Effective Date:</b>	Date	<b>Revision Date:</b>	Date

## 1. Background

1.1 Council established the Cemetery Working Group ("CWG") to examine and make recommendations to Council regarding ways Village and area residents can memorialize loved ones. Based on the CWG recommendations, a Memorial Wall was erected at the cemetery.

## 2. Objective

The objective of this policy is to set the guidelines and process for the placement of memorial plaques on the Memorial Wall.

## 3. Policy

3.1 It is the policy of Council to create an opportunity for Village and area residents to memorialize their loved ones on a Memorial Wall.

3.2 This policy supports improving the Village cemetery as an important way of commemorating Village and area residents.

## 4. Roles and Responsibilities

4.1 Council is responsible for approving the overall design and layout in accordance with CWG recommendations.

4.2 The Chief Administrative Officer is responsible for overseeing the process for purchase and placement of plaques.

## 5. Plaque Details:

5.1 A memorial wall plaque must be purchased through the Village office for placement on the memorial wall located at the Salmo Cemetery. See Schedule "A" for the required application form.

5.2 A memorial plaque will be solid stainless steel with no border and 3" x 7" in size with a spacing of 1" between each plaque. Up to two lines of text are permitted as well as one etched, non-colour image.

5.3 The font style shall be Helvetica in black text. The inscription will be centred with an image, if chosen, on the left-hand side.

5.4 The cost of the marker plus a 5% administration fee will be at the expense of the purchaser.

5.5 Once the installation fee of \$40 has been paid as per Cemetery Bylaw #603, Public Works will install the memorial plaque on the Memorial Wall. A portion Twenty-five percent (25%) of the installation fee will be allocated to the Cemetery Care Fund.



6. Maintenance

6.1 An annual budget will be prepared for the maintenance of the memorial wall.

6.2 The Village shall maintain the Memorial Wall with respect to natural wear and tear, however the Village shall not be held liable for any damage to memorial plaques as a result of natural weathering, deterioration, vandalism, or theft within the cemetery. If any memorial plaque deteriorated to an unsightly condition as a result of vandalism or natural causes, the Village shall mail a written notice to the last known address of the plaque purchaser requesting that the memorial plaque be repaired or replaced within a reasonable period of time. Should the Village be unsuccessful in contacting the plaque owner, or if the memorial plaque is not repaired or replaced within the amount of time specified in the written notification, then the Village is authorized to remove the memorial plaque.

Revision History

Approved at meeting #\_\_-2025, Resolution #R\_\_-\_\_-25



## Schedule "A"

## Application for Purchase and Installation of Memorial Plaque

## Applicant Details

Surname:		Given name:	
Mailing address:			
Phone Number:		Email Address:	
Relationship to deceased:			

## Deceased Details

Surname:		Given names:	
Date of Death:		Date of birth:	

## Wording for Memorial Plaque (In Addition to the Deceased Details)

Line 1:
Line 2:

Are you wanting a non-colour image on the plaque? If so, please send the image in jpeg format along with this application form to [info@salmo.ca](mailto:info@salmo.ca). It will be provided to the supplier for inclusion.









# The Corporation of the Village of Salmo

## Report to Council

Report Date: August 20, 2025  
Meeting Date: August 26, 2025 (#14-25)  
From: Fred Paton, Public Works Foreman  
Subject: Public Works Report from June 25<sup>th</sup> – August 21<sup>st</sup>, 2025,

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### 1. **OBJECTIVE**

To update Council on Public Works operations.

### 2. **DISCUSSION**

#### 2.1. **Spring Activities**

- (a) Completed one (1) internment at the Salmo Cemetery.
- (b) Installed one (1) grave marker at the Salmo Cemetery.
- (c) Completed two (2) water shut offs.
- (d) Staff is actively working on the Asset Management Plan.
- (e) Installed new pump for WWTP clarifier #2.
- (f) The following 'Request for Proposals' have been awarded:
  - (i) Request for Quotation – Sidewalk Replacement 2025
    - a. Successful Proponent: Ninco Construction
  - (ii) Request for Quotation – Patch Paving and Repair 2025
    - a. Successful Proponent: Terus Construction
- (g) Daily cleaning of KP & Lions Park Washrooms.
- (h) Ongoing fleet maintenance.
- (i) Leak detection of all Village water lines completed by third party company.
- (j) Repaired three (3) water line breaks detected during the Leak Detection.
- (k) Stage 2 of Harmonics upgrade is now complete.
- (l) Purchased & received 510.5 Tons of Rip Rap for the Erie Creek Dyke.
- (m) Rented a chipper with grant money and chipped branches from spring clean-up.

- (n) Met with Salmo Softball about ball field design.
- (o) Confirmed annual Dyke Inspection with Engineering company.
- (p) Weekly mowing and upkeep of all fields and green spaces around town.
- (q) Painting of the crosswalks, including the new yellow ones at the Salmo Elementary School to increase visibility.
- (r) Painting of all fire hydrants.
- (s) Prepped Village for Canada Day and the parade.
- (t) Watering all flowerpots as needed.
- (u) Ongoing road maintenance (filling potholes etc.)
- (v) Accepting of Shambhala's wastewater.
- (w) Upcoming and Current Projects:
  - 1. Glendale Bridge Handrails Engineering.
  - 2. Expected completion date of Patch Paving is August 25, 2025
  - 3. Expected date for Sidewalk Repair to begin is August 27, 2025.

2.2. **Attachments:**



## Fire Chief's Report: August 01, 2025

Regular Council Meeting #14-25

Since the last report on June 1st, 2025 the Salmo Fire Department responded to 22 calls:

3	Reports of Smoke	4	Lift Assists	1	Vehicle Fire
12	Jaws Calls	1	False Fire Alarm	1	Assist other agencies

### DESCRIPTION

June and July extremely busy month for our crew. That is roughly a call every 3 days, as opposed to our yearly average of a call every 5 or 6 days.

In June crews responded to a motorhome fire on the Bombi where the fire was starting to spread into the trees. Crews were able to stop the spread of the fire and extinguish the well involved vehicle. Salmo Fire Department was paged out to a motor vehicle incident involving a car and a logging truck. Crews had to remove the roof and driver's side doors of the car, and push the dash up and away from the trapped person to safely extricate the person.

Our crews also responded to two separate incidents on July 1<sup>st</sup>. Just shortly after participating in the parade and putting on a fun water game for the kids, we were paged to a two vehicle incident at the Highway #3 and #6 junction in Salmo. Crews spent a couple of hours flagging at this incident. Flagging on the highway at a three way intersection can be a huge challenge. Then minutes before we were to begin to set up for the annual July 1<sup>st</sup> fireworks, we were paged to a single vehicle incident with multiple persons in the car on Highway #3B near Ross Spur. Fortunately the persons were no longer at the scene when we arrived, so we were able to return to the hall to prepare for the fireworks display.

### Misc.

This summer we spent a lot of our practice times practicing pumping and drafting, as well as using smaller portable pumps. Plus we practiced and prepared for the possibility of wildland fires in our area.

The technician that works on and services our fire trucks is still planning on being in Salmo to service our two engines and the Fast Attack, but he has been tied up with some other emergency repairs.

Our SCBA's were serviced and inspected in June, as required by WorkSafe.

*Originally Signed By:*

\_\_\_\_\_  
David Hearn, Fire Chief





## Bylaw Officer's Report: June 1, 2025 to July 31, 2025

Regular Council Meeting #14-25

### *Complaints:*

INFRACTION TYPE	NO. OF INFRACTIONS	RESOLUTION
Unsightly	1	<ul style="list-style-type: none"><li>A letter was sent out to one (1) residence that has trees overhanging the fence in the back alley. The branches were causing damage to the roofs of the vehicles that drove through. The Bylaw officer followed up with the resident regarding the letter and they complied.</li></ul>

### *Enforcement:*

INFRACTION TYPE	NO. OF INFRACTIONS	RESOLUTION
Garbage Related	8	<ul style="list-style-type: none"><li>Stopped by Eight (8) different residences on different days with strewn garbage. The Bylaw officer spoke with six (6) owners. Only four (5) of the owners complied, while one (1) property owner did not. Two (2) of the residences, the Bylaw officer tried knocking on the door. There was no response, so a green notice was left on both of the front doors.</li></ul>
Water Sprinklers	6	<ul style="list-style-type: none"><li>The Bylaw Officer stopped by six (6) different properties to remind them of the water restriction as their sprinklers were still going. Four (4) of the owners complied. One (1) residence did not answer when the Bylaw officer knocked on the door and rang the doorbell therefore a green notice was left. One (1) residence turned out to be on a well system, therefore did not need to be enforced.</li></ul>
Traffic Related	1	<ul style="list-style-type: none"><li>A pickup truck was parked in the back alley and was restricting access. The Bylaw officer spoke with the owner to move the truck. The owner complied.</li></ul>
Unsightly	2	<ul style="list-style-type: none"><li>The Bylaw officer noticed branches underneath a tree at one residence that could be a potential fire hazard. The officer knocked on the door twice with no answer. Left a green notice on the doorknob. Following up</li><li>The Bylaw officer noticed another residence had their trees overhanging the fence in the same back alley. Pictures were taken and the office was notified. Following up on issue.</li></ul>

### ***Follow up Complaints/Enforcement:***

INFRACTION TYPE	NO. OF INFRACTIONS	RESOLUTION
Unsightly	1	<ul style="list-style-type: none"><li>The Bylaw officer was following up on a past issue at a residence that had a pile in the backyard that needed to be cleaned up. The residence had a previous warning. The Bylaw officer tried knocking on the front door with no response. Left a green notice on the doorknob. The owner complied with cleaning up.</li></ul>

Information submitted by:
Fred Nevakshonoff, Bylaw Officer





## The Corporation of the Village of Salmo

### CAO Report

Report Date: August 22, 2025  
Meeting Date: August 26, 2025 (#14-25)  
From: Derek Kwiatkowski, Chief Administrative Officer  
Subject: CAO Report- General Updates

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- RFP's for the IT infrastructure & building assessment portions of the Asset Management Plan are out for tender. Equipment assessment RFQ is being developed.
- RFP for IT Services is out for tender on BCBid.
- The water line inspection portion of the Asset Management Plan is completed. The Village is working on repairing the 5 water leaks that were discovered through the water line inspection. These are set to be completed by September 1<sup>st</sup>. It is estimated that the Village will save 150,000 litres of water per day once the leaks are repaired.
- Review of OCP & Zoning Bylaw will occur on September 9, 2025 Regular Council Meeting.
- The RFP for the Indigenous Engagement project has been issued and will close in the coming weeks. The RDCK anticipate awarding the contract to the successful consultant in September.
- The Village has stopped the pilot project for septage receiving from Shambhala.
- Staff are working on job description creation as part of the study for a full-time fire chief & the changes to the on-call shifts.
- Compensation study is also underway as a part of the changes to weekend shift.
- Staff has requested input from the local ball groups for requested changes to the fields as a part of the KP Park Master Plan. This was a follow-up from their request for outfield renovations.
- The Village has reached out to the engineers for an update on the Glendale Bridge handrails.

#### **STAFF RECOMMENDATION:**

That Council accepts the CAO report for information.





## The Corporation of the Village of Salmo

### Request for Decision

Report Date: July 4, 2025

Meeting Date: August 26, 2025 (#14-25)

From: Derek Kwiatkowski, Chief Administrative Officer

Subject: BCEHS Temporary Use Application - 414 Baker Avenue

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#### 1. OBJECTIVE

For Council to determine if a Temporary Use Application is granted for a temporary residence to be placed at the Village's Firehall at 414 Baker Avenue for the purpose of housing BCEHS ambulance drivers.

#### 2. DISCUSSION AND ANALYSIS

At the March 26, 2024 Regular Council Meeting, Council was approached by the BCEHS to place a temporary residence at the rear of the Village's firehall to house the ambulance drivers stationed in Salmo, with the note that ongoing discussions were to take place as part of a request for tenant improvements to the firehall. The Village has been approached again with a formal application for the temporary residence. The application is for a 2-year period.

The application is for an 11.75' x 32' modular trailer that will include 2 bedrooms, a bathroom, entry & utility room, an above ground septic tank & the creation of a 9' x 18' parking stall that will be either gravel or concrete (undetermined at this time). The other rooms within the firehall will fill out the residency requirements for the drivers.

Water would be trenched in from the firehall, while the sewer will be stored in an above ground tank & with the electricity trenched in from the panel that was installed as part of the tenant improvements.

In passing a Temporary Use Permit, Council is approving multiple Bylaw exceptions as part of the application. This is a basic list of the Bylaw exceptions:

1. Temporary residency is not permitted under the Zoning Bylaw at this location,
2. Design Guidelines Bylaw requirements would need to be waived,
3. Residence size would need to be waived,
4. Above-ground septic storage would need to be allowed.
5. Setbacks would need to be relaxed.
6. Sewer utility hookup will need to be waived.

As ambulance service is a vital community need, Council can make one-time exceptions. It does not require Council to approve subsequent exemption requests as the community benefit outweighs typical exemption request.

BCEHS has requested that there be 2 contracts in place, one for the residence & continuing with the current lease of the portion of the firehall. Administration has requested that there is a single contract. This will allow the Village to extend, amend, or renegotiate a single agreement if the

BCEHS need to stay on site longer or to cancel it if a permanent solution is found before the end of the agreement.

**RECOMMENDATION**

That Council approve the Temporary Use Application for the placement of a temporary residence at the Village's Firehall at 414 Baker Avenue for a period of 2 years to house BCEHS ambulance staff and FURTHER to direct staff to renegotiate the rental agreement with BCEHS for 414 Baker Avenue.

**ALTERNATIVES**

1. That Council deny the placement of a temporary residence at the Village's Firehall at 414 Baker Avenue.
2. That Council table the discussion until the September 9, 2025 Regular Council Meeting.

# Temporary Use Application Form

## Village of Salmo

423 Davies Avenue, PO Box 1000, Salmo B.C., V0G 1Z0

Telephone: (250) 357-9433 Fax: (250) 357-9633

Email: [planning@salmo.ca](mailto:planning@salmo.ca) Website: [www.salmo.ca](http://www.salmo.ca)



**PLEASE NOTE:** A pre-development meeting with Village of Salmo Staff is required to complete the checklist and prior to submitting your application. Please contact the Village at **(250) 357-9433** or [planning@salmo.ca](mailto:planning@salmo.ca) to arrange a project information / pre-development meeting.

<b>PART 1. NATURE OF APPLICATION</b>			
Application Type <i>Check all that apply</i>			
<input type="checkbox"/> Temporary Dwelling During Construction <input type="checkbox"/> Temporary Outbuilding During Construction <input checked="" type="checkbox"/> Temporary Change of Use		<input type="checkbox"/> Temporary Service Request	
<b>PART 2. TEMPORARY USE INFORMATION</b>			
Project Name or Owner <b>BCEHS Temporary Modular Building extension to existing station</b>			Permit Number
Civic Address of Proposal 414 Baker Avenue, Salmo BC			Date of Application 06/26/2025 (back dated)
Legal Description: Lot Lot 18, 19 & 20	Block 22	Plan 622A	PID Number 016-176-022, 049 & 057
Current Development or Land Use Fire Hall & Ambulance Station			
Description of Proposed Temporary Development  BCEHS ambulance services is requesting approval to place a temporary trailer at the proposed location to enable their transition to a new operating model in this area, as part of a wider project to improve the ambulance services across BC. The request is to place the trailer on site for approximately 1 – 3 years as the BCEHS awaits funding approval to determine a longer-term strategy at this location. Therefore, requesting to temporarily place a trailer at the site specified here within, with an option to return to the Village and discuss a more permanent solution when funding has been secured.			
Temporary Development Timeframe (maximum 3 years):			
<b>PART 3. APPLICANT AND PARTICIPATING PARTIES</b>			
Owner: Last Name Kwiatkowski		First Name Derek	Phone Number 250 357 9433
Email Address Derek Kwiatkowski <cao@salmo.ca>		Mailing Address 423 Davies Avenue (PO Box 1000), Salmo, BC V0G 1Z0	
Applicant/Agent: Last Name (on behalf of Lessee BC EMERGENCY HEALTH SERVICES) Heaney		First Name Fiona	Phone Number 604-813-3919

# Temporary Use Application Form

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Email Address <a href="mailto:fheaney@makeprojects.ca">fheaney@makeprojects.ca</a>		Mailing Address 1541 W Broadway #503, Vancouver, BC	
Architect/Designer: Cornerstone Architects	First Name Last Name Ian Egloff	Phone Number 604-253-8800	
Email Address <a href="mailto:iegloff@cornerarch.com">iegloff@cornerarch.com</a>		Mailing Address #307 - 611 Alexander Street   Vancouver, BC V6A 1E1	

### PART 4. SIGNATURES

As the applicant or authorized agent, I declare that the information and supportive documentation submitted in support of this application are, to the best of my knowledge, true and correct.

I accept that further information may be required by the Village in accordance with Development Applications Procedures Bylaw No. 753, 2024 and accept responsibility for processing delays that are caused by insufficient application materials.

I understand that all fees charged in connection with this application are in accordance with Fees and Charges Bylaw, as amended from time to time, and that further charges may be required including Amenity Cost Charges, Development Cost Charges, Utility Connection fees, and/or Security Deposits.

FIONA HEANEY

Name of Agent/Owner

Signature of Agent/Owner

### PART 5. AGENT AUTHORIZATION

I, Fiona Heaney (name of agent) solemnly declare that I am the Authorized Agent for BCEHS Lesse of Salmo station from the Owner, Village of Salmo (owner(s) of property), who is the registered owner(s) of the real property legally described as: 414 Baker Avenue, Salmo, BC

FIONA HEANEY

Name of Agent

Signature of Agent

Name of All Registered Owners

Signature of All Registered Owners

### PART 6. FEE SCHEDULE BY APPLICATION TYPE (provided for convenience only)

Fees and charges are refundable under these circumstances:

1. Application fees for a Temporary Use Permit shall be refunded 50% of the application fee if the application is withdrawn prior to proceeding to Council.

Temporary Use Permit Fee: \$700

## Temporary Use Application Form

### Village of Salmo

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Email: [planning@salmo.ca](mailto:planning@salmo.ca) Website: [www.salmo.ca](http://www.salmo.ca)



The personal information collected on this form is collected for the purposes of the development approval of the Village of Salmo as authorized by Section 26 of the Freedom of Information and Protection of Privacy Act. All information collected with this form shall be disclosed to the public upon request. Copies of any associated documentation submitted as part of this application become part of the local government's records and therefore subject to the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and use of information, please contact the Village Office at (250) 357-9433.



# Temporary Use Application Form

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### PART 7. SUBMISSION CHECKLIST KEY

Use this key to locate the details for the required submission documents in Part 8, Submission Document Details.

Application Type	Submission Requirements	As Requested
Temporary Use Permit.	A, B, C, D, G, H	E, F, I

### PART 8. SUBMISSION CHECKLIST DETAILS

This checklist provides the basic requirements to complete an application. Depending on the nature and complexity of the application, additional requirements may be requested following internal review.

Documentation	Details	Required	Received
Pre-Application Meeting	Have you had your pre-development meeting? If not, contact Village Staff at 250-357-9433 or <a href="mailto:planning@salmo.ca">planning@salmo.ca</a> to arrange a meeting before proceeding. Staff will assist in completion of Section I of this form.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Application Fee	Application fees are set out in the Village's Fees and Charges Bylaw as amended from time to time. Applicable fees to be paid at the time of application.	<input type="checkbox"/>	<input type="checkbox"/>
State of Title Certificate and Charges on Title	Must be printed within the last 30 days of application date. Titles and related documents can be obtained from <a href="http://ltsa.ca">ltsa.ca</a> or through a lawyer, notary, or search company. Titles may also be provided by the Village for an additional fee. All development is subject to comply with any rights of way, easements, covenants or other charges on Title.	<input type="checkbox"/>	<input type="checkbox"/>
E. Agent Authorization	Written consent of all property owners, with one or more owners appointing an applicant to act as an agent for all purposes of the application. (if applicable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
F. Provincial Site Profile	Required for any development proposal on lands that may have been contaminated during past or current commercial or industrial activity. (See <a href="#">BC Contaminated Sites Regulation</a> )	<input type="checkbox"/>	<input type="checkbox"/>
G. Proposal Summary	An outline of the proposed development or land use, including an explanation of conformance to current land use regulations or rationale for a proposed variance. If applicable, the number of lots, units or gross floor area of the development and an explanation of benefits and impacts to surrounding properties or the character of the neighborhood in which the development is proposed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
H. Site Plans	Site Plans must be based on the registered legal Lot Plan (LTSA) and must contain: north arrow, correct scale and scale bar; property lines; name and extent of adjacent laneways or roadways; existing right of ways or easements; location, area, and dimensions including setbacks of existing and proposed structures; location and grade of accesses; location of any steep slopes, watercourses or other natural features on or adjacent to the property; location of existing wells or water sources, location of existing or proposed septic fields, location of any existing utilities. <b>(2 copies full size printed and one electronic set)</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



# Temporary Use Application Form

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**Instructions for this page:** Village of Salmo Staff, at your pre-development meeting, will determine and advise which documents are requested and required to complete this application. Please contact the Village at (250) 357-9433 or [planning@salmo.ca](mailto:planning@salmo.ca) to arrange a pre-development meeting.

Documentation	Details	Required	Received
<b>I. Additional Documentation as Requested</b>  <b>PLEASE NOTE:</b> All reports must be completed by a qualified professional, or a professional approved by the CAO or their designate.	a. Architectural building drawings of exterior elevations, floor plans, and cross sections	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	b. Details regarding colors and exterior finishes for form and character development permits.	<input type="checkbox"/>	<input type="checkbox"/>
	c. Design rationale: written explanation of how the project conforms to relevant development permit guidelines regarding architectural design, landscaping, parking, signage, access and integration with surrounding developments.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	d. Parking plan: to include all off-street parking spaces to scale with dimensions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	e. Traffic impact assessment report: to include, but not limited to, impacts to area traffic patterns, additional loads on local and major intersections, proposed improvements to area street systems, and a rationale for vehicle access points.	<input type="checkbox"/>	<input type="checkbox"/>
	f. Geotechnical assessment: report to assess the suitability of the site if land stability problems are suspected.	<input type="checkbox"/>	<input type="checkbox"/>
	g. Environmental or riparian assessment: report to include, but not limited to, watercourse, wildlife and bird habitat, discharges to air and water, land disturbance and clearing, and proposed mitigation.	<input type="checkbox"/>	<input type="checkbox"/>
	h. Wildfire interface assessment: a report identifying potential hazards and mitigation measures.	<input type="checkbox"/>	<input type="checkbox"/>
	i. Tree removal and management plan: report to show general location and type of vegetation, description of trees and tree groupings, listing species, size of trees, and identifying any significant trees.	<input type="checkbox"/>	<input type="checkbox"/>
	j. Storm water management plan prepared by a qualified professional showing proposed servicing locations.	<input type="checkbox"/>	<input type="checkbox"/>
	k. Servicing and drainage concept plan, and for Aquifer Protection, a report prepared by a qualified professional that outlines: an estimate of volumes of surface drainage water; geotechnical assessment; assurance that no foreign materials enter any ground or surface water course; mitigation of potential environmental impacts or development hazards; and post construction revegetation plan to preserve disturbed soils, prevent erosion and sloughing and restore native flora.	<input type="checkbox"/>	<input type="checkbox"/>
	l. Landscape plan prepared by a qualified professional drawn to scale showing existing and proposed screening, plantings, garbage enclosures, walkways and amenities.	<input type="checkbox"/>	<input type="checkbox"/>
	m. Streetscape: a drawing or photomontage prepared by a qualified professional showing how the proposed development fits in the street relative to the built environment.	<input type="checkbox"/>	<input type="checkbox"/>
	n. Other	<input type="checkbox"/>	<input type="checkbox"/>

Additional Notes:

# Temporary Use Application Form

## Village of Salmo

423 Davies Avenue, PO Box 1000, Salmo B.C., V0G 1Z0

Telephone: (250) 357-9433 Fax: (250) 357-9633

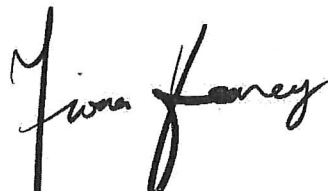
Email: [planning@salmo.ca](mailto:planning@salmo.ca) Website: [www.salmo.ca](http://www.salmo.ca)



FOR OFFICE USE ONLY	
Current Zoning Designation	Current OCP Designation
Proposed Zoning Designation	Proposed OCP Designation
Development Permit Area <input type="checkbox"/> Yes <input type="checkbox"/> No	DP Number
Development Variance <input type="checkbox"/> Yes <input type="checkbox"/> No	DVP Number
Application Fee \$	

Total Fees \$ \_\_\_\_\_

Additional Notes:

Declaration
<p>I, the undersigned, hereby certify that the information provided with respect to this application is full and complete and is, to the best of my knowledge, a true statement of facts related to this application.</p> <p style="text-align: center;"></p> <p>Signature of Owner or Authorized Agent: _____</p> <p>Print Name of Owner or Authorized Agent: FIONA HEANEY _____</p> <p>Date: 08-05-2025 _____</p>

# Temporary Use Application Form

## Village of Salmo

423 Davies Avenue, PO Box 1000, Salmo B.C., V0G 1Z0

Telephone: (250) 357-9433 Fax: (250) 357-9633

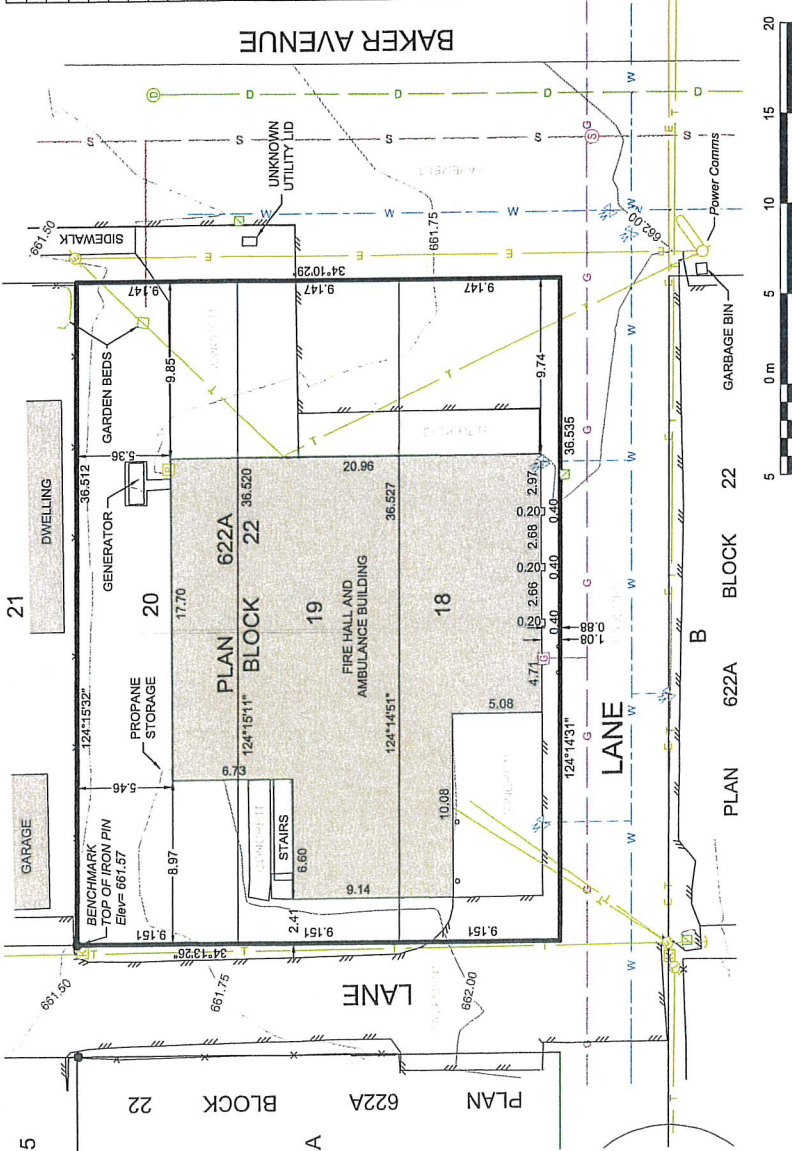
Email: [planning@salmo.ca](mailto:planning@salmo.ca) Website: [www.salmo.ca](http://www.salmo.ca)







LEGEND	
Standard Iron Post found	●
Contour Label	0.30
Contour Major	
Contour Minor	
Building Existing	
Gate	X
Fence	X
Garden	
Road Marking	
Pavement	
Sidewalk	
Kiosk	15
Communication Service Box	17
Communication Pole	40
Gas Meter	16
Power Guy Wire	16
Power Pole	40
Pole with Light	40
Power Meter	40
Water Valve	40
Manhole Sanitary	40
Catch Basin	40
Manhole Storm Drain	40



#### NOTES

- Parcel ID: 016-176-022, 016-176-049 and 016-075-057
- Distances are in metres and decimals thereof.
- Parcel dimensions are derived from field survey and existing Land Title Office records, being Plan 622A.
- This plan represents field surveys conducted on May 21st, 2024.
- Offsets to property line from existing buildings are to the exterior finished surface. Contour interval is 0.25m.
- Underground utilities shown are approximate only derived from existing records provided by Telus, FortiBC, Village of Salmo, BC One Call ticket #20242019934. Contact BC One Call at least 10 days prior to construction.
- Property Title Subject to: No Charges
- This document shall not be used to define property lines or property corners.

#### DATUM NOTES:

Grid bearings are derived from differential dual frequency GNSS observations and are referred to the central meridian of UTM Zone 11 (117° West Longitude).  
The UTM coordinates and estimated absolute accuracy achieved are derived from GNSS observations using the Precise Point Positioning service of Natural Resources Canada.  
This plan shows horizontal ground level distances, unless otherwise specified. To compute grid distances, multiply ground level distances by to average combined factor of 0.9995036.  
Elevations were derived from GNSS observations using the Precise Point Positioning service of Natural Resources Canada and referenced to CGVD28 using HT2.0 geoid.



290 Nanaimo Ave. W,  
Penticton BC V2A 1N5  
Tel. 250 482 7399

## PROVINCIAL HEALTH SERVICES AUTHORITY

### TOPOGRAPHIC SURVEY OF LOT 18-20, BLOCK 22, DISTRICT LOT 206A, KOOTENAY DISTRICT, PLAN 622A 414 BAKER STREET, SALMO, BC

REV	DATE	DESCRIPTION	KA	LB
0	MAY 30, 2024	Plan Issued		

Original Drawing Size: (279mm x 432mm)

SCALE  
UNLESS OTHERWISE NOTED



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PROJECT  
BCEHS Ambulance Station  
414 Baker Ave,  
Salmo, B.C.

BUILDING CODE  
BCBC 2024  
NA  
NA

ZONING  
BCEHS/COMFORT PERMIT #  
BUILDING PERMIT #

DRAWING NO.  
2506

DRAWING NO.  
A1.1

Survey Plan











## The Corporation of the Village of Salmo

### Request for Decision

Report Date: August 19, 2025  
Meeting Date: August 26, 2025 (#14-25)  
From: Derek Kwiatkowski, Chief Administrative Officer  
Subject: REACH Grant Workplan #2 Approval

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#### 1. OBJECTIVE

For Council to approve the second workplan for the REACH grant.

#### 2. DISCUSSION AND ANALYSIS

**UPDATE: The shelter building was not approved by CBT, so a new workplan needed to be created & submitted by August 15<sup>th</sup>. This 2<sup>nd</sup> version of the workplan has received approval from Columbia Basin Trust but still requires Council approval.**

In February, 2025 the Village was notified by Columbia Basin Trust that they were successful in a \$50,000 grant application to enhance recreation access for children, known as the REACH grant. Council had previously been given the opportunity to provide potential project options. The Village is required to submit a workplan to CBT for the grant this month. Administration has provided some ideas for the project.

The project would include:

1. New sidewalk from the existing sidewalk to the "racetrack" portion of KP Park playground.
2. Installation of a "Activity Panel" along the washroom building wall.
3. New sidewalk from the parking lot, east towards the ball field, then swinging north behind the bench, connecting to the playground near the accessible swing.
4. Creation of a 4:1 sloped grass border along the perimeter of the playground. This creates greater access to the playground & eliminates the current fall hazard.
5. Installation of an "Accessible Digger" in both the Lion's Park & KP Park playgrounds.

This new workplan has received approved by Columbia Basin Trust on August 19<sup>th</sup>. The sidewalk & Activity Panel will be installed in 2025, the Diggers & the grass slope will be installed in 2026.

#### 3. RECOMMENDATION

That Council approve the second workplan for the REACH grant.

#### ALTERNATIVES

1. That Council direct administration to withdraw the application for the Columbia Basin Trust's REACH grant.



## Village of Salmo 2025 REACH Workplan

### KP Park Sidewalk (drawing approximate measurements)

The Village will be completing work at 2 parks within the Village, KP Park & Lion's Park.

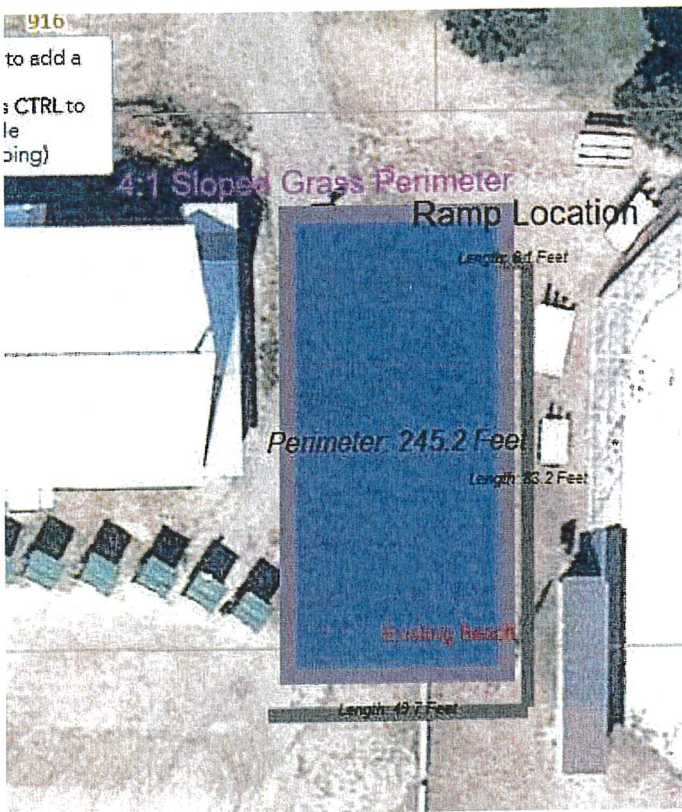
KP Park- New sidewalk connecting the current sidewalk to the playground spaces. There are 2 playground spaces, one being a traditional playground space, with the other acting as a "racetrack" for small children to move around. The length of the concrete sidewalk for this space is measured at 65 lineal feet, 6' wide.





**Lion's Park Shelter & Sidewalk (drawing measurements approximate)**

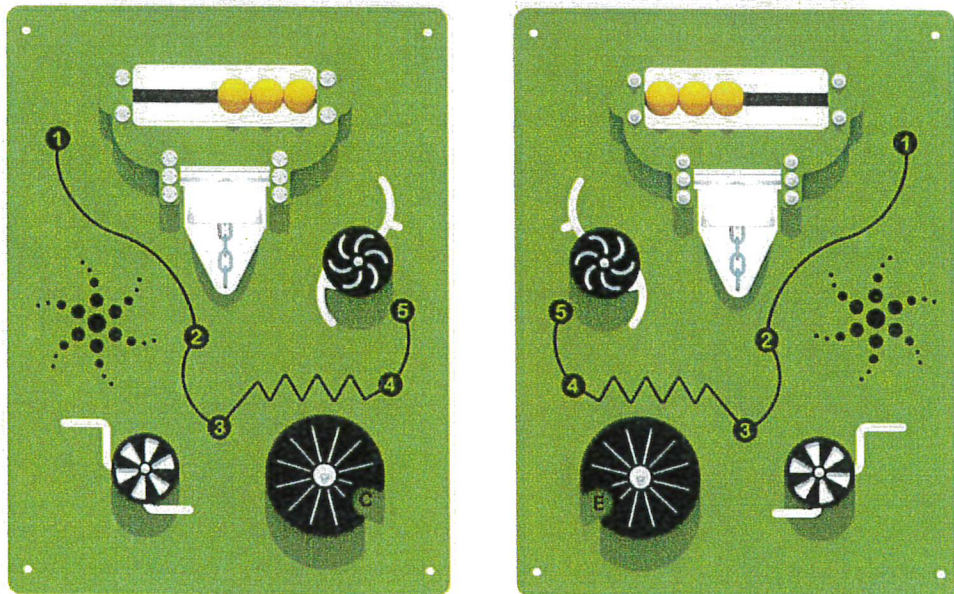
Lion's Park- Construction of a covered shelter 14' x 26' located south of the existing playground space. The shelter will have a ground-level concrete floor & will have space for accessible picnic tables. Engineering costs are approximately \$5000 & are included in the cost of the shelter, in both the concrete pad & structure costs. There will also be the construction of a new 6' sidewalk that extends from the shelter, along the east side of the playground, reaching the accessible swing set located at the north end of the playground. The length of the concrete sidewalk for this space is measured at 120 lineal feet, 6' wide.



Project Costs				
Item	Size	Price/sf	Cost	Measurement
Sidewalk	1200	\$25.00	\$30,000.00	ft2
Earthworks	20	\$200.00	\$4,000.00	Hours
Dirt	7	\$350.00	\$2,450.00	m3
Grass	980	\$1.00	\$980.00	ft2
Staff Labour	20	\$50.00	\$1,000.00	Hours
Sand	7	\$315.00	\$2,205.00	m3
Digger	2	\$1,669.00	\$3,338.00	Count
Interactive Board	1	\$1,960.00	\$1,960.00	Count
<b>Total</b>			<b>\$45,933.00</b>	

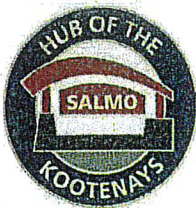
Estimated Costs: Provided by Ninco Construction Ltd.

The activity board would be located along the north wall of the KP Park washroom building & 2 diggers would be located within the KP Park playground.









## The Corporation of the Village of Salmo

### Request for Decision

Report Date: August 21, 2025  
Meeting Date: August 26, 2025 (#14-25)  
From: Derek Kwiatkowski, Chief Administrative Officer  
Subject: Fire Truck Selection

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#### 1. **OBJECTIVE**

For Council to select the successful tender submitted for the fire truck replacement.

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

On May 15, 2025, administration put out a tender on BCBid for a new fire truck. The opportunity closed on July 18, 2025 after an extension was granted.

The Village received 2 quotes from interested companies.

A brief breakdown of the 2 quotes:

Company Name	Hub Fire Engines	Fort Garry Fire Trucks
Truck Chassis	International	International
Total Cost	\$816,030.88	\$821,194.08
Delivery Time	30 months	22-24 months

The CAO has reviewed the two quotations with the Fire Chief & Deputy Fire Chief. Based on these conversations, staff has a recommendation for the purchase. The Fire Chief's opinion has been attached to this report.

Staff recommends that the Village purchase from Hub Fire Engines. The current quotation for the truck is for \$816,030.88 including all taxes. The rationale includes department familiarity with unit & a slightly lower cost. Both trucks would be delivered within the necessary timeframe, so although the time is significantly different, neither date causes complications.

#### **RECOMMENDATION**

That Council select the Hub Fire Engines' tender submission for the purchase of a fire truck.

#### **ALTERNATIVES**

1. That Council select the Fort Garry Fire Trucks' tender submission for the purchase of a fire truck.

## **Justification for Purchasing a Fire Truck from Hub Fire Engines**

**Date:** August 19, 2025

**To:** Village of Salmo

**From:** David Hearn, Fire Chief and Sean Horton, Deputy Fire Chief

**Subject:** Justification for Repeat Purchase of Fire Apparatus from Hub Fire Engines

### **1. Purpose**

The purpose of this document is to provide a justification for the purchase of a new fire truck from Hub Fire Engines, from whom we have previously purchased two similar apparatus. This recommendation is based on operational efficiency, competitive pricing, their proven performance, after-sales support and long-term fleet standardization benefits. Re-engaging with Hub Fire Engines supports operational readiness, minimizes training and maintenance complexity, and ensures rapid deployment. Another benefit of purchasing a new fire engine from Hub Fire Engines is that it is a Canadian Company that has been in business since 1959 and their fire engines are manufactured in British Columbia.

### **2. Background**

The Salmo Volunteer Fire Department currently operates 2 fire engines, both of which were procured from Hub Fire Engines over the past 26 years. These units have consistently met or exceeded performance expectations in terms of durability, maintenance, and service support. The vehicles have performed reliably, with high availability and minimal maintenance issues. The supplier has demonstrated strong after-sales service, timely parts delivery, and operator training support.

Given the need to replace a fire engine in our current fleet, we propose purchasing a fire engine from the same supplier to maintain fleet consistency and ensure operational continuity.

### **3. Justification for Continued Use of Same Supplier**

#### **A. Standardization of Equipment and Operations**

- All current crews are trained on Hub Fire Engine's systems and configurations.
- Maintaining consistency in truck size (height, length and water capacity), control layouts, ladder configuration and length as well as consistent compartment placement and equipment storage enhances operational safety and efficiency.



- Streamlines department-wide training and standardizes operational procedures for consistent responses to emergency scenes
- Ensures commonality in equipment, controls, and parts

#### **B. Reliable Vendor Support and Relationship**

- Hub Fire Engines has provided excellent post-sale support, including timely warranty repairs and parts delivery.
- Existing relationship facilitates quicker turnaround for future service, parts, or technical support.
- Familiarity with our department's specific needs allows for more accurate and relevant customization.

#### **C. Proven Performance**

- Current units from Hub Fire Engines have performed reliably in a variety of emergency scenarios.
- Their build quality, safety features, and durability have been validated through regular and emergency operations.

#### **D. Efficient Procurement Process**

- Utilizing an existing supplier reduces administrative time as they already know what we require in a new fire engine.

#### **4. Recommendation**

Based on the above points, we recommend the purchase of the new fire apparatus from Hub Fire Engines. Continuing our relationship with this trusted vendor ensures consistency, operational efficiency, cost savings, and ongoing reliability for the department and the community we serve. This will strengthen our fleet readiness and maintain consistency across our emergency response assets.

---

#### **Prepared by:**

David Hearn  
Fire Chief





## The Corporation of the Village of Salmo

### Request for Decision

Report Date: August 21, 2025

Meeting Date: August 26, 2025 (#14-25)

From: Derek Kwiatkowski, Chief Administrative Officer

Subject: Council Meeting Changes

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#### 1. **OBJECTIVE**

For Council to reschedule a currently scheduled October 14<sup>th</sup>, 2025 Committee of the Whole Meeting.

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

Under the Council Procedure Bylaw, Council is only allowed to cancel one Regular Council Meeting in a row. As such, Council was not permitted to cancel the October 14<sup>th</sup> Meeting & schedule a COTW.

Administration is recommending that Council rescind Motion #R18-12-25 to allow the October 14<sup>th</sup> Meeting to occur as scheduled & a 2<sup>nd</sup> motion to schedule COTW meetings for October 28<sup>th</sup> & November 12<sup>th</sup>.

#### **RECOMMENDATION**

Resolution #1- That Council rescind Motion #R18-12-25: that Council approve changing the Tuesday October 14<sup>th</sup>, 2025 & November 12<sup>th</sup>, 2025 Regular Council Meetings to Committee of the Whole Meetings.

Resolution #2- That Council cancel the September 23<sup>rd</sup> & October 28<sup>th</sup> Regular Council Meeting and schedule Committee of the Whole Meetings for October 28<sup>th</sup>, 2025 & November 12, 2025 for 7:00 pm at Council Chambers.

#### **ALTERNATIVES**

1. That Council only rescind Motion #R18-12-25: that Council approve changing the Tuesday October 14<sup>th</sup>, 2025 & November 12<sup>th</sup>, 2025 Regular Council Meetings to Committee of the Whole Meetings.





Project	Completed Tasks	Uncompleted Tasks	Start Date	End Date / Projected	Progress	Notes
FireSmart Grant	Received \$500	Final Reporting			100%	
Accessibility Survey	Completed & sent to public	N/A		13-09-2024	100%	
Increase access to Council Meetings	Minor technology improvements				100%	Council Meetings can be attended virtually
Village Office solar panels	Construction complete	N/A			100%	
Village Office heat pumps	Construction complete	N/A			100%	
WWTP Fence	Construction complete	N/A			100%	
Public Works Shop solar panels	Approval, post-grant approval meeting	CWRP updates	26-10-2022		100%	CWRP completed.
Community Wildfire Resiliency Plan	Work assessment, aerating, sanding, leveling				100%	Work complete, field overhaul maybe needed after season
Ball field renovation project	Electric generators, riprap purchase		09-01-2025		100%	2022 & 2023 allocated
LGCAP purchases	Inquired w/ other munis, found system		25-11-2024		100%	Village inspected.
Increase searching capacity for water leaks	Location plan		25-11-2024		100%	Data collected from water meter pilot project application.
Improve ground water mapping and monitoring.	Staff completing assessments.		01-01-2025		100%	Pavement complete on August 22
2025 Road Paving	Standardization of wall, fees	Council review & approval	06-01-2022		95%	Policy brought to Council for approval
Cemetery Wall Project	Village office rear door, seating repair	Painting	26-04-2022		90%	Repair costs up to \$12,000 covered by grant
Loss Control Prevention Report Recommendations	Received \$25,000	Final Reporting	20-03-2025		90%	SCADA system has independent power source
OCF Planning Grant	Phase 1 complete	Phase 2 construction underway	15-03-2023		90%	Part of Asset Management Plan, condition assessment needed.
Harmonic Upgrades	Staff has reviewed data	Final confirmation needed before sending to RDCK	01-01-2025		90%	
GPS Mapping of Water Distribution System	Sent public survey, sent draft plan to RDCK for review	awaiting response	21-06-2021		85%	Engineer providing work plan for handrails by August 29th (originally April 25th)
Accessibility Plan	Bridge deck complete.	Handrails	27-07-2022		75%	Final stage of lighting & signage, COC obtaining quotes
Glendale Bridge	Construction complete	Cost reporting from COC, final report				
Heritage Mine Grant		Well repairs	11-12-2017		75%	Most recommendations completed
Source Water Protection Plan Recommendations	Some recommendations complete, quotes for well repairs	Building documentation			60%	building bylaws & forms
Establish Community Group Reporting Standards	Review other municipalities	Construction	04-02-2025	(October 2025)	50%	Workplan created & submitted, awaiting quotes
REACH Grant Application	Grant application successful, workplan		09-12-2024		50%	Starting on August 27
2025 Riprap Purchase	Quotes received for rip rap	Site selection, construction	01-01-2025		50%	Staff finalizing priority list
Review and improve sidewalk maintenance.	Staff completing assessments.					Current IT Service provider will submit Asset Assessment as part of the service agreement on August 26th.
IT Service and Infrastructure Audit		Hiring of consultant	01-03-2025		35%	RFP issued for buildings, water line assessment complete.
Facility and Major Infrastructure Audit		hiring of Building Inspector/appraiser	01-03-2025		35%	Some data updates sent to RDCK
911 GIS Project	Funding, project goals	Updating map data, final reporting	23-07-2020	(August 2027)	35%	Reviewed RFP submissions
F Floodplain Review	Agreement signed with RDCK	Consultant selection, bylaw creation, final reporting	27-08-2024		30%	Working w/ RDCK GIS department on next steps
ate Mapping Page on Website	Confirmed costs w/ webmaster, confirmed maps w/ RDCK	map selection, page creation	20-03-2025		25%	
Procedure Bylaw	Received grant funding, some recommended changes noted	confirmation of Council's request for changes	01-01-2017		20%	Staff undertaking document review, determining final recommendations.
Fire Truck Purchase	Truck spec list, RFQ		27-06-2023		20%	Quotes are incoming until July 11th. Referendum will be combined with byelection, will be on August 26th meeting.
Indigenous Engagement- Emergency Management	MOU signed	Consultation	04-12-2023		15%	RFP issued, to be awarded in September 2025
Bring K2 Park Master Plan options to Council			20-03-2025		15%	September 9th, Meeting
Dike Project Management	Working with Ministry on permitting process based on scope of the project.	Planning w/ staff a plan for the work.	16-06-2021		15%	Stream 1 DRIF funding (engineered workplan funding) Staff inspected dike, verifying information from 2024 report, drafting workplan for grant application
Bylaw & Policy Review	Fire department review, snow removal	Human Resources, safety, risk management, planning.	09-09-2024		10%	Fire department bylaws review complete & changes adopted.
Create job Descriptions			22-04-2025		10%	Reviewing from other municipalities
Create Wage Scales			22-04-2025		10%	Reviewing from other municipalities
Complete Communities Regional Project (Grant)	Kick-off meeting	Data weighting, analysis, stakeholder consultation, reporting	08-08-2023		10%	Data analysis, data weighting discussions w/ consultant, RDCK re-working project plan
Zoning Bylaw Review	Rescinded 1st reading		01-03-2020		10%	Council tabled discussion until September 9th Meeting. Process stopped after 2023 public hearing & feedback. Council postponed discussion until new year.
Business Case for Permanent Fire Chief Position	Council approval to look into.	Wage & position duty review	08-11-2024		10%	building potential duty list to determine costing measures
Official Community Plan		staff reviewing potential changes	19-03-2025		7%	Council tabled discussion until September 9th Meeting. Consultation policy confirmed, Council & staff are to begin reviewing.
Create Employee Code of Conduct			22-04-2025		5%	Reviewing from other municipalities
Machinery and Equipment Audit		Hiring of mechanical inspector	01-03-2025		5%	Internal assessment underway
Water Reservoir Replacement		Procurement	25-11-2024		5%	Developing RFP for reservoir study
Active Transportation Grant	Applied	N/A	20-09-2024		0%	Grant application being reviewed





Village of Salmo  
Accounts Payable July 4 to August 21, 2025

Cheque #	Pay Date	Vendor Name	Description	Paid Amount
EFT	2025-07-10	Accura Alarms Security Service Ltd.	Alarm System Monitoring	\$52.50
EFT	2025-08-12	Accura Alarms Security Service Ltd.	Alarm System Monitoring	\$441.00
018271	2025-07-08	Ace Courier Systems	Water Sample Shipping	\$47.88
018290	2025-07-17	Ace Courier Systems	Water Sample Shipping Expense	\$48.22
018337	2025-08-08	Ace Courier Systems	PW, Water Sample Shipping Expense	\$328.33
018358	2025-08-19	Ace Courier Systems	PW, Water Sample Shipping Expense	\$60.44
018273	2025-07-08	Air Liquide Canada Inc.	F.D. Supplies	\$17.47
018312	2025-07-28	Andrew Sheret Limited	Leak Detection Repair Supplies	\$1,382.06
018338	2025-08-08	Andrew Sheret Limited	Water Leaks Materials	\$69.22
018359	2025-08-19	Andrew Sheret Limited	WWTP Materials and Supplies	\$968.13
018274	2025-07-08	Associated Fire Safety Group Inc.	Air Pack Servicing	\$1,868.74
018292	2025-07-17	BC Assessment Authority	2025 Annual Remittance	\$10,540.43
018275	2025-07-08	BC ONE CALL Ltd	BC One Call Services	\$19.48
018315	2025-07-28	BH Safety Gear	Shop Supplies	\$145.85
EFT	2025-08-12	BH Safety Gear	Public Works Supplies	\$215.02
018314	2025-07-28	Brandt Tractor Ltd.	Parts - 1998 Loader	\$609.02
018317	2025-07-28	City of Nelson	Financial Services Contract	\$10,652.78
EFT	2025-07-29	Cloudburst Waterworks Services	Leak Detection	\$9,240.00
018277	2025-07-08	Cloverdale Paint Inc.	Summer Road Maintenance Supplies	\$302.40
018318	2025-07-28	Cloverdale Paint Inc.	Summer Roads Maintenance Supplies	\$151.20
EFT	2025-07-10	Collabria	Adobe/Canada Day/F.D. /Bylaw/Permits/PW Tools/Shipping /WWTP Supplies	\$2,915.09
EFT	2025-08-12	Collabria	Adobe/F.D./Postage/Software/WWTP	\$2,234.87
018278	2025-07-08	Columbia Basin Broadband Corporation	Office Internet	\$280.00
018341	2025-08-08	Columbia Basin Broadband Corporation	Office Internet	\$280.00
018276	2025-07-08	Commissionaires British Columbia	Bylaw Enforcement Services	\$221.34
018293	2025-07-17	Commissionaires British Columbia	Bylaw Enforcement	\$168.93
018316	2025-07-28	Commissionaires British Columbia	Bylaw Enforcement	\$256.13
018340	2025-08-08	Commissionaires British Columbia	Bylaw Enforcement	\$269.95
018361	2025-08-19	Commissionaires British Columbia	Bylaw Enforcement	\$249.78
018295	2025-07-17	Connect Hearing	Employee Hearing Testing	\$285.60
018347	2025-08-12	Custom Dozing Ltd.	Erie Creek Dyke Supplies	\$40,023.20
018362	2025-08-19	Duong Hien	Refund Building Permit Deposit	\$50.00
EFT	2025-07-10	Eclipse Inspection & Welding Services	Annual Inspections	\$735.00
018279	2025-07-08	Environmental Operators Certification	2025 Facility Annual Dues	\$420.00
EFT	2025-07-29	Fortis BC - Natural Gas	Natural Gas Expense	\$48.02

Village of Salmó

Accounts Payable July 4 to August 21, 2025

Cheque #	Pay Date	Vendor Name	Description	Paid Amount
EFT	2025-07-29	Fortis BC - Natural Gas	Natural Gas Expense	\$52.46
EFT	2025-07-29	Fortis BC - Natural Gas	Natural Gas Expense	\$58.76
EFT	2025-07-29	Fortis BC - Natural Gas	Natural Gas Expense	\$56.63
EFT	2025-07-29	Fortis BC - Natural Gas	Natural Gas Expense	\$83.48
EFT	2025-07-29	Fortis BC - Natural Gas	Natural Gas Expense	\$63.07
EFT	2025-08-12	Fortis BC - Natural Gas	Natural Gas Expense	\$52.46
EFT	2025-08-20	Fortis BC - Natural Gas	Natural Gas Expense	\$50.22
EFT	2025-08-20	Fortis BC - Natural Gas	Natural Gas Expense	\$69.14
EFT	2025-08-20	Fortis BC - Natural Gas	Natural Gas Expense	\$48.71
EFT	2025-08-20	Fortis BC - Natural Gas	Natural Gas Expense	\$53.42
EFT	2025-08-20	Fortis BC - Natural Gas	Natural Gas Expense	\$50.22
EFT	2025-08-20	Fortis BC - Natural Gas	Natural Gas Expense	\$44.92
EFT	2025-07-10	Fortis BC Inc.	Electricity Expense	\$1,791.72
EFT	2025-07-10	Fortis BC Inc.	Electricity Expense	\$1,748.49
EFT	2025-07-10	Fortis BC Inc.	Electricity Expense	\$841.60
EFT	2025-07-29	Fortis BC Inc.	Electricity Expense	\$459.86
EFT	2025-07-29	Fortis BC Inc.	Electricity Expense	\$338.79
EFT	2025-07-29	Fortis BC Inc.	Electricity Expense	\$46.20
EFT	2025-07-29	Fortis BC Inc.	Electricity Expense	\$432.11
EFT	2025-07-29	Fortis BC Inc.	Electricity Expense	\$521.27
EFT	2025-07-29	Fortis BC Inc.	Electricity Expense	\$2,469.40
EFT	2025-07-29	Fortis BC Inc.	Electricity Expense	\$70.51
EFT	2025-07-29	Fortis BC Inc.	Electricity Expense	\$61.78
EFT	2025-08-12	Fortis BC Inc.	Electricity Expense	\$1,783.77
EFT	2025-08-12	Fortis BC Inc.	Electricity Expense	\$841.60
EFT	2025-08-12	Fortis BC Inc.	Electricity Expense	\$1,657.07
EFT	2025-08-12	Fortis BC Inc.	Electricity Expense	\$47.81
EFT	2025-08-20	Fortis BC Inc.	Electricity Expense	\$871.63
EFT	2025-07-10	GFL Environmental Inc. 2020	PW/WWTP Garbage Services	\$8,406.77
EFT	2025-07-10	GFL Environmental Inc. 2020	Residential Garbage Services	\$3,760.53
EFT	2025-08-12	GFL Environmental Inc. 2020	P.W./WWTP Garbage Services	\$8,406.77
EFT	2025-08-12	GFL Environmental Inc. 2020	Residential Garbage Services	\$8,599.17
018280	2025-07-08	Hub Fire Engines & Equipment Ltd.	F.D. Supplies	\$4,000.00
018323	2025-07-28	Huser Tamara	2025 Fireworks - Canada Day	\$1,897.53
EFT	2025-07-29	Imperial Oil Esso	PW & F.D. Fuel Fleet	\$215.28
EFT	2025-07-10	Inland Allcare	Office & PW Shop Supplies	\$109.54
EFT	2025-07-29	Inland Allcare	KP Washrooms Supplies	



Village of Salmo  
Accounts Payable July 4 to August 21, 2025

Cheque #	Pay Date	Vendor Name	Description	Paid Amount
EFT	2025-08-12	Inland Allcare	KP Washroom Supplies	\$277.37
018320	2025-07-28	Inland Kenworth Ltd	WWTP Supplies	\$96.36
EFT	2025-07-29	Innov8 Digital Solutions Inc.	Photocopier Expense	\$751.77
018363	2025-08-19	International Selkirk Loop	Advertising	\$115.50
018281	2025-07-08	John Brooks Company Limited	WWTP Maintenance	\$15,043.06
EFT	2025-08-20	Johnson Rob	Business License Refund	\$125.00
018285	2025-07-08	Kelowna Barrette	Janitorial Services	\$546.00
018345	2025-08-08	Kelowna Barrette	Janitorial Services	\$546.00
018321	2025-07-28	Kootenay Industrial Supply Ltd.	Weed Wacker Supplies	\$39.00
EFT	2025-08-20	Lidstone & Company	Legal Services	\$102.49
018282	2025-07-08	Lordco Auto Parts	Fast Attack, 2017 Trackless Supplies	\$236.61
018322	2025-07-28	Lordco Auto Parts	1998 Loader, Shop, WWTP Supplies	\$241.83
018283	2025-07-08	Martech	WWTP Maintenance	\$3,578.73
018343	2025-08-08	Martech	WWTP Maintenance	\$366.98
018344	2025-08-08	Mills Office Productivity	KP Campground, Office Supplies	\$87.26
018365	2025-08-19	Minister of Finance	Water License Fee	\$1,171.19
018294	2025-07-17	Municipal Finance Authority of BC	2025 Annual Remittance	\$49.98
018364	2025-08-19	Municipal Insurance Association of BC	Annual Cyber Liability Insurance	\$4,370.00
018284	2025-07-08	Passmore Laboratory Ltd.	Water Sample Testing	\$208.00
Pre-Authorized Debit	2025-07-09	Province of BC	School Tax Remittance	\$154,667.33
EFT	2025-07-11	Receiver General for Canada	Payroll Remittance	\$16,665.84
EFT	2025-08-13	Receiver General for Canada	Payroll Remittance	\$16,172.62
018297	2025-07-17	Regional District of Central Kootenay	2025 Annual Tax Remittances, May Building Permits	\$431,747.68
018366	2025-08-19	Regional District of Central Kootenay	July Building Permits	\$459.00
018272	2025-07-08	Richens Ann	Campground Management	\$2,010.00
018291	2025-07-17	Richens Ann	Campground Management	\$420.00
018313	2025-07-28	Richens Ann	Campground Management	\$610.00
018339	2025-08-08	Richens Ann	Campground Management	\$1,010.00
018360	2025-08-19	Richens Ann	Campground Management	\$400.00
EFT	2025-07-10	Rogers	CAO/PW Cell Phone Expense	\$376.68
EFT	2025-08-12	Rogers	CAO/PW Cellphone Expense	\$140.57
018324	2025-07-28	Roulette Claire	Tax Overpayment Refund	\$247.50
Pre-Authorized Debit	2025-08-13	Royal Bank Central Card Services	Service Fees	\$242.67
EFT	2025-07-29	Salmo Lions Club	Canada Day Expense/Comm Beautification	\$575.57
018346	2025-08-08	Salmo Valley Newsletter	Canada Day Advertising	\$65.00
018369	2025-08-19	Salmo Valley Pharmacy	Shop, Water Pumping Supplies	\$30.14

Village of Salmo  
Accounts Payable July 4 to August 21, 2025

Cheque #	Pay Date	Vendor Name	Description	Paid Amount
018288	2025-07-08	Salmo Village Grocery	Canada Day, Office, Shop Supplies	\$213.44
018368	2025-08-19	Salmo Village Grocery	Cooling Centre, KP Washroom, Office Supplies	\$153.04
EFT	2025-08-12	Sem Inc.	KP Washrooms Coin Box/Timer	\$603.23
018286	2025-07-08	Skyway Hardware (1985) Ltd.	Cemetery, KP Ball Fields, KP Campground, Lions Park, Office, Shop, Summer Road Supplies	\$937.54
018367	2025-08-19	Skyway Hardware (1985) Ltd.	Hydrant Maintenance, Keys, Lift Station, Summer Roads, Water Distribution, WWTP Supplies	\$504.19
EFT	2025-08-20	Startup HVAC Solutions LTD	WWTP Maintenance	\$453.60
EFT	2025-08-20	Startup HVAC Solutions LTD	WWTP Maintenance	\$674.10
EFT	2025-08-20	Startup HVAC Solutions LTD	WWTP Maintenance	\$196.35
EFT	2025-07-29	Sunco Communication & Installation	IT Services	\$403.09
EFT	2025-07-29	Sunco Communication & Installation	IT Services	\$1,512.00
EFT	2025-07-29	Telus	Alarm Monitoring	\$26.25
EFT	2025-07-29	Telus	Alarm Monitoring - Civic Works Shop	\$31.50
EFT	2025-08-20	Telus	Alarm Monitoring	\$26.25
EFT	2025-08-20	Telus	Alarm Monitoring	\$31.50
EFT	2025-07-29	Telus Communications Inc.	Telephone/Fax/Internet Expenses	\$1,173.92
EFT	2025-07-29	Telus Communications Inc.	Office Fax Expense	\$85.01
018289	2025-07-08	West Erie Mechanical	Plow Truck Blade Repair	\$590.63
018326	2025-07-28	Wolseley Canada Inc.	Water Tapping Machine	\$2,870.56
018325	2025-07-28	Woodberry Wildland	Wood Chipping Services	\$462.00
018370	2025-08-19	Woodberry Wildland	Tree Removal Services	\$630.00
EFT	2025-07-14	Workers' Compensation Board of BC	Quarterly Remittance	\$5,045.47
EFT	2025-07-29	Yellow Pages Group	Advertising Expense	\$2.37
EFT	2025-08-20	Yellow Pages Group	Advertising Expense	\$2.37
Employee Benefits, Reimbursements and Salaries (PP14, PP15, PP16, PP17, Council 7)				\$99,618.71
<b>Total:</b>				<b>\$905,701.62</b>
<b>Credit Card Details:</b>				
Adobe/Doodle Subscription	\$178.05			
Canada Day Supplies	\$222.06			
Bylaw Enforcement - Dog Tags	\$132.24			
F.D. GPS Subscription	\$72.74			
Operating Permits	\$1,730.48			
Promo Shipping	\$26.24			
PW Tools	\$221.76			
WWTP Harmonic Upgrade	\$331.52			
	<b>\$2,915.09</b>			

Village of Salmo  
Accounts Payable July 4 to August 21, 2025

Cheque #	Pay Date	Vendor Name	Description	Paid Amount
<b>Credit Card Details:</b>				
Adobe Subscription	\$47.02			
F.D. GPS Subscription	\$72.74			
Postage	\$260.40			
Software/Survey Monkey	\$1,839.04			
WWTP Supplies	\$15.67			
	<b>\$2,234.87</b>			



Village of Salmo Regular Council Meeting #14-25  
Treasurer's Report as of July 31, 2025

Account Name	31-Jul-25	30-Jun-25	31-Jul-24
	Balance	Balance	Balance
Chequing Community Plus (Operating Account)	\$2,831,177.49	\$2,941,702.27	\$3,294,350.87
Masterplan Community Plus - Wellness Centre Equipment	\$0.00	\$0.00	\$0.00
Masterplan Community Plus - Community Works	\$417,234.84	\$417,217.26	\$421,783.79
Masterplan Community Plus - Salmo Parks	\$16,147.35	\$16,123.25	\$2,529.55
Masterplan Community Plus - Growing Community	\$0.00	\$0.00	\$0.00
Maximizer Community Plus - Civic Works Reserves	\$171,906.60	\$171,440.66	\$145,798.08
Maximizer Community Plus - Sewer Civic Works Reserves	\$4,183.89	\$4,177.68	\$51,906.89
Maximizer Community Plus - Cemetery Care	\$26,447.41	\$26,408.16	\$25,988.93
Maximizer Community Plus - Water Civic Works Reserves	\$331,403.57	\$330,911.74	\$290,341.91
Maximizer Community Plus - Lions Park (Previously Curling Rink)	\$19,371.56	\$19,342.81	\$17,563.59
Maximizer Community Plus - Wellness Centre	\$126,567.53	\$126,379.69	\$110,717.29
Maximizer Community Plus - Fire Department Equipment	\$142,199.38	\$141,988.34	\$89,263.31
Maximizer Community Plus - Jaws of Life	\$249,412.32	\$249,042.17	\$201,403.82
Maximizer Community Plus - Ambulance	\$13,085.41	\$13,068.99	\$12,858.57
Membership Shares	\$25.00	\$25.00	\$25.00
Patronage Shares	\$2,238.00	\$2,238.00	\$2,238.00
	<b>\$4,351,400.35</b>	<b>\$4,460,066.02</b>	<b>\$4,666,769.60</b>
<b>Accounts Receivable</b>			
Utilities	\$84,352.94		
Taxes	\$162,859.83		
Other	\$100.00		
	<b>\$247,312.77</b>		
<b>Accounts Payable</b>	<b>\$0.00</b>		
<b>Grand Total (Assets minus Liabilities)</b>	<b>\$4,598,713.12</b>		





DATE Aug. 8/25  
NO 32 TO Mt L. Aug. 26/25  
FILE NO 0400-60  
VILLAGE OF SALMO

UBCM Member Municipalities  
Via Email

August 8, 2025

Dear Mayors and Councillors,

**Re: Request for Support and Endorsement – UBCM Resolution on Emergency Water  
Treatment Plants**

On behalf of the Council of the Village of Lions Bay, we are seeking your support and endorsement for an important resolution that will be presented at the upcoming Union of British Columbia Municipalities (UBCM) Convention. This resolution advocates for provincial investment in emergency portable water treatment plants to safeguard the drinking water of small communities facing wildfire-related contamination.

**Background**

Communities adjacent to forests, that rely on a watershed for drinking water, such as Lions Bay are particularly vulnerable to the increasing frequency and severity of wildfires. These fires introduce ash, sediment, and other pollutants into watersheds, often rendering drinking water sources unsafe for extended periods. Unfortunately, the infrastructure required to address such contamination—advanced filtration and treatment systems—is prohibitively expensive for small municipalities to construct and maintain. As a result, small communities affected by wildfires may face prolonged disruptions to their water supply, posing serious public health and sustainability risks.

To mitigate this growing threat, the Village of Lions Bay is calling on the Province of British Columbia to acquire and maintain one to three skid-mounted, 500,000-gallon-per-day (GPD) portable potable water treatment plants. These units would be held in reserve and deployed as needed to communities experiencing significant water contamination following a wildfire or other disasters. This proactive measure would provide critical emergency response capacity and ensure that small communities are not left struggling to restore safe drinking water in the wake of a crisis.

**UBCM Resolution**

The following resolution will be presented at UBCM, and we respectfully request your Council's support and endorsement:





**WHEREAS** forested-watershed communities face increasing risks of wildfire-related contamination of their drinking water sources due to the increasing impacts associated with climate change, with wildfires introducing ash, sediment, and other pollutants that can render water supplies unusable for extended periods;

**AND WHEREAS** the cost of advanced water treatment infrastructure required to address such contamination far exceeds the financial capacity of small communities, leaving them vulnerable to prolonged water supply disruptions that pose significant public health and community sustainability risks:

**THEREFORE BE IT RESOLVED** that the Union of British Columbia Municipalities (UBCM) request that the Province of British Columbia acquire and maintain one to three skid-mounted, 500,000-gallon-per-day (GPD) portable water treatment plants to be held in reserve for emergency deployment to communities experiencing significant wildfire-related water contamination, ensuring rapid response and long-term water security for vulnerable communities.

#### **Request for Support**

We kindly ask your municipality to consider endorsing this resolution and lending your voice to this urgent issue. Your formal support will strengthen our collective advocacy efforts and help demonstrate to the Province the widespread need for proactive emergency water treatment solutions in British Columbia.

If your Council passes a resolution of endorsement, please notify us at [office@lionsbay.ca](mailto:office@lionsbay.ca) so we can include your municipality in our advocacy efforts leading up to the UBCM Convention.

Thank you for your time and consideration. We appreciate your support in ensuring that small communities across B.C. have the resources necessary to maintain safe drinking water in the face of growing wildfire risks.

Sincerely,  
Councillor Neville Abbott, Infrastructure Committee Chair,  
On behalf of Village of Lions Bay Council  
[council@lionsbay.ca](mailto:council@lionsbay.ca)  
(604) 921-9333



# Media Release

August 13, 2025  
For immediate release

DATE Aug. 15/25  
NO 31 TO MAC-AUG. 26/25  
FILE NO 0400-60.

## **RDCK to offer sale of Class A compost at select sites starting August 27**

Nelson, BC: The Regional District of Central Kootenay (RDCK) Resource Recovery Department is excited to offer the sale of Class A compost to the public at the Ootischenia Landfill and Central (Salmo) Transfer Station starting August 27, 2025.

Compost produced from the Central Compost Facility has been tested to meet Class A standards, which means the material is appropriate for use in agricultural and home gardens for food and landscaping purposes. This compost will have a minimum organic matter content of 50%, with a maximum moisture content of 40%, and is recommended as a top-dressed soil amendment for lawns and gardens.

“When we opened the Central Compost Facility in August 2023, our goal was to create a local solution that would turn food and yard waste from homes and businesses into a valuable resource,” said Tom Newell, RDCK Electoral Area F Director. “Now, two years later, we are proud to be returning that material to the community as high-quality compost that supports local gardens, farms, and landscapes. It is a perfect example of how a circular economy can work right here at home.”

Sales will be available on a first come, first serve basis during regular operating hours at these facilities, while supplies last. Compost can be self-loaded into containers and vehicles at the Ootischenia Landfill, with a maximum load per customer, per day of 1.5 cubic meters. Customers will be required to bring their own containers and shovels, and any other supplies needed to access the compost.

The price of compost is \$20.00 per cubic meter, with a minimum charge of \$5.00 for loads less than or equal to 0.25 cubic meters. Site staff will assess the volume of loads using standard measurement methods, and charge based on the nearest 0.25 cubic meter.

At the Central (Salmo) Transfer Station, customers can purchase compost via self-loading or in bulk. For bulk loads that exceed 1.5 cubic meters, the rate is \$35 per tonne of compost. Bulk loads will require customers to have an open-bed truck, or walled trailer with a minimum capacity of 0.5 cubic meters. Customers will be required to stay in their vehicle with the vehicle shut off while they are loaded with compost by the equipment operator. Loads greater than 1.5 cubic meters will require 48-hours notice to coordinate operations.

Visit [rdck.ca/organics](https://rdck.ca/organics) for more information on the compost sales and product.

The RDCK is also pleased to partner with the Creston Valley Fields Forward Society, which has received approximately 250 cubic meters of compost donated by the RDCK for the purposes of publicly selling material as a fundraising activity, and for use in the development of community garden growing areas as part of the Kootenay Farms Community Garden Project. For questions about this project, or for the purchase of compost in

**rdck.ca**

the Creston Valley from the Fields Forward Society, please contact Tanya Wall, Executive Director:  
[tanya@fieldsforward.ca](mailto:tanya@fieldsforward.ca).

[Click here](#) for hours of operation at Central (Salmo) Transfer Station and Ootischenia Landfill.

*Incorporated in 1965, the Regional District of Central Kootenay (RDCK) is a local government that serves 60,000 residents in 11 electoral areas and nine member municipalities. The RDCK provides more than 160 services, including community facilities, fire protection and emergency services, grants, planning and land use, regional parks, resource recovery and handling, transit, water services and much more. For more information about the RDCK, visit [www.rdck.ca](http://www.rdck.ca).*

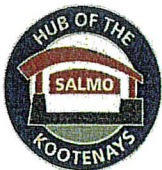
-30-

**For further information, please contact:**

**Alayne Hamilton**  
Environmental Projects Lead  
Regional District of Central Kootenay  
Tel: 250.352.1519  
Email: [ahamilton@rdck.bc.ca](mailto:ahamilton@rdck.bc.ca)

**For media enquiries:**

**Dan Elliott**  
Communications Coordinator  
Regional District of Central Kootenay  
Tel: 250.354.3476  
Email: [delliott@rdck.bc.ca](mailto:delliott@rdck.bc.ca)



## **THE CORPORATION OF THE VILLAGE OF SALMO**

### **REPORT FROM MAYOR/DIRECTOR**

#### **MAYOR LOCKWOOD**

Mayor Report for Council Meeting held on August 26, 2025.

**Salmo & Area G Emergency Preparedness Committee:** Next meeting September 29, 2025.

**Fire Department:** Salmo fire department have been called to action to incidents that we as residents don't like to come upon so once again thank you for volunteering to be a fire fighter.

**Citizen Engagement:** I have had many inquiries about who holds board seats in the services Salmo and Area G fund through taxation. I am looking into how to make this a public facing document to reduce the multiple FOI requests to the RDCK.

I have had requests to understand how Canada Day/weekend happens and how it is funded. Please see the last page of my report.

**Salmo & District Arts Council:** I have reached out to see when the next meeting and or the AGM will be. Next meeting TBD. They received a grant for \$5,000 for Mediation and Training.

#### **RDCK:**

**Board:** The RDCK will be applying for the Creston Septage Receiving Facility, Creston Arena Refrigeration Replacement and Direct Digital Control Project, and the Castlegar and District Recreation Complex Expansion Project through the Capital Infrastructure Stream and Asset Management Capacity Project through the Capacity Building Stream.

We continue to work the Regional and Local Community Needs project that we have partnered with the RDCK. It is going to be broken down into smaller segments to make it fit better with all areas involved.

The RDCK is applying to FCM's Green Municipal Fund for Climate Ready Plans & Processes funding up to the maximum eligible amount, and to collaborate with RDCK member municipalities, Regional District of East Kootenay, and Kootenay Boundary and First Nations governments where applicable totalling \$140,000 and with this plan municipalities will have the opportunity to apply for phase 2 and 3.

The Board APPROVED the issuance of Temporary Use Permit T2501G to Porcupine Wood Products for the property located at 8564 Highway 6, Rural Salmo BC and legally described as LOT 1 DISTRICT LOT 1237 KOOTENAY DISTRICT PLAN 4415 (PID 010-362-134) for the period of August 21, 2025 – November 21, 2025.



The board adopted the updated 200-01-18 Information Request Policy. This option establishes a clear, consistent framework for managing information public information requests, improves service delivery across departments, and supports the RDCK's commitment to transparency and organizational excellence. It provides criteria for valid requests, sets expectations for timelines, and outlines a process for managing complex or unreasonable requests.

Village of Salmo received a grant for \$15,043.06 for emergency Replacement of Clarifier Pump.

**All Recreation:** Next meeting October 29, 2025

**Salmo & Area G Recreation Commission:** Next meeting September 8, 2025

**Economic Trust of the Southern Interior – BC (ETSI-BC):** Next meeting October 2, 2025, in Rossland

**Central/Joint Resource Recovery:** Service agreements have been awarded to Creston Car Wash, Salmo Community Memorial Church, Balfour Seniors Branch, Kootenay Contribution, Burton Volunteer Fire Brigade, Kootenay Carshare corporation for a period of October 1, 2025, to September 30, 2028, for refundable collection service.

The regulatory framework as presented for Industrial, Commercial, and Institutional organic waste disposal at the Ootischenia Landfill, Creston Landfill, Grohman Narrows Transfer Station, and Central (Salmo) Transfer Station and return with the new definitions and fee structures for the next general update to the RDCK Resource Recovery Facilities Regulatory Bylaw No 2961, 2025.

**West Kootenay Hospital Board:** Next meeting October 22, 2025

**Nelson, Salmo, E, F, & G Regional Parks:** Next meeting September 9, 2025

**West Transit:** Next meeting September 10, 2025

**Other meetings of note:**

**Laboratory meeting:** Having a meeting with other Mayors and IHA about the move with the lab in Trail having only Life Labs (an American company) and how this could affect all communities that use this service.

**Mayor's and chair Highway 3 Coalition:** Next meeting September 21, 2025

**Community Collaboration Meeting:** Next meeting September 11, 2025



***Diana L.D. Lockwood***  
***Mayor***

August 19, 2025

A report about how Canada Day/weekend happens.

I would first like to take this time to thank all the volunteers and paid staff that make Canada Day/weekend (yes, we always have slow pitch, concession, pancake breakfast and the beer gardens on Saturday and Sunday whether July 1 falls on or around them) a great success.

What does it take to make this event a great success without a major cost to the Salmo taxpayer. I will try my best to explain.

I will start with slow pitch. This starts weeks before July 1. Volunteers get out the word to the surrounding communities to come and play in Salmo for the weekend and most often contestants and family all stay here whether camping or hoteling it. They set up the schedule, line fields, place bags, organize prizes, and anything else that may come up with this position. These people boost our economy and participants get to experience Salmo for an entire weekend.

The concession is run by the Salmo Lions. This starts about 6 weeks prior to July 1. Volunteers clean and fix anything that needs attention in the concession. Lions do this on behalf of the residents. All products that will be sourced for this weekend is a guess because of when July 1 falls (Monday, Friday, weekend, or during the week). Upwards of one hundred volunteer hours happen to make this weekend possible. All monies raised go back into our community. The Salmo Lions donate money every year for this event. The records show that the Salmo Lions have been donating since the early 1960's.

The pancake breakfast is run by the Curling Club. This starts about 4 weeks prior to July 1. Volunteers set up and take down the table and chairs which involves up and downstairs, ordering food, putting up and taking down signs and organizing a list of

Office of the Mayor  
Village of Salmo

423 Davies Avenue, Salmo, BC V0G 1Z0 Ph: 250-357-9433 Email: [mayor.lockwood@salmo.ca](mailto:mayor.lockwood@salmo.ca)

volunteers to work each day. Money raised goes back into the club along with a donation to the village for Canada Day/weekend.

The beer garden is run by the Salmo Legion. This starts about 6-8 weeks prior to July 1. Volunteers start their organizing for ordering their fluids, tents, talents, and truck. They work with the Legion Ladies that serve food and fluids alongside them. The money raised also goes back into the community and a donation to the Village for Canada Day/weekend.

All the other volunteers that make this a fabulous weekend includes:

Parade Marshalls(2), Kids Races(4), Singing our national anthem(1), Bubblegum and Watermelon contest(2), Fire Department(10), Bouncy Castle(6), Library (6-15), Car Show(5-20), ATV Show (6), Slow Pitch(2-6), Quilters(2-6), Girls Softball(4-6), Fireworks(6-10), Curling Rink (15-20), Salmo Lions(20-25), Salmo Legion and Legion Ladies(20-25) and the parade.

The people that participate in the parade are all volunteering their time and efforts to make the parade fun and exciting for us to enjoy. There are upwards of a hundred volunteers just for the parade.

Without our non-profits, taxation would need to go up to host this event. Take out one non-profit and you have taken away from the event you enjoy today.

I want to apologize to any volunteer that I may have missed.

The Village of Salmo pays for staff and the Farmers Market host. Without all the donations there would be an expectation that taxation would cover the costs.

Diana Lockwood, Mayor

Office of the Mayor  
Village of Salmo

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