



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, August 26, 2025 at 7:00 p.m.

PRESENT:

In Person:

Mayor Diana Lockwood
Councillor Jonathon Heatlie
Councillor Kenzie Neil

CAO Derek Kwiatkowski

CFO Nathan Russ

Members of Public - 3

Electronically:

Members of the Public - 1

REGRETS:

Councillor Jennifer Lins.

CALL TO ORDER:

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

AGENDA:

R1-14-25

Moved and seconded, 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.

Carried.

DELEGATIONS:

NIL

FINANCIAL REPORT – FINANCIAL OFFICER RUSS:

R2-14-25

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

Carried.

NEW BUSINESS:

NIL

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

R3-14-25

Regular Meeting
June 24, 2025

Moved and seconded, that the minutes of the Regular Council meeting #12-25 of Tuesday, May 27, 2025 be adopted as presented.

Carried.

R4-14-25

Regular Meeting
July 8, 2025

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

Carried.

R5-14-25

Special Meeting
July 15, 2025

Moved and seconded, that the minutes of the Special Council meeting of Tuesday, July 15, 2025 be adopted as presented.

Carried.

REFERRALS FROM DELEGATIONS: NIL

REFERRALS FROM PRIOR MEETINGS: NIL

POLICY DEVELOPMENT & REVIEW:

R6-14-25	Moved and seconded, that Council adopt the Memorial Wall Plaque Policy as presented.	Carried.
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BYLAW DEVELOPMENT & REVIEW:

R7-14-25 Chief Election Officer	Moved and seconded, 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.	Carried.
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R8-14-25 Deputy Chief Election Officer	Moved and seconded, that Council appoint Brandy Jessup as Deputy Chief Election Officer for the 2025 local by-election.	Carried.
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OPERATIONAL REPORTS:

R9-14-25 Public Works	Moved and seconded, 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. (see <i>Appendix A</i>).	Carried.
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R10-14-25 Fire Department	Moved and seconded, 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. (see <i>Appendix A</i>).	Carried.
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R11-14-25 Bylaw Enforcement	Moved and seconded, that Council receive for information the written report on bylaw enforcement for the period of June and July 2025. (see <i>Appendix A</i>).	Carried.
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R12-14-25 CAO Report – General Updates	Moved and seconded, that Council accepts the CAO report for information. (see <i>Appendix A</i>).	Carried.
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R13-14-25 BCEHS Temporary Use Application	Moved and seconded, 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. (see <i>Appendix A</i>).	Carried.
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Councillor Heatlie recorded as opposed.

R14-14-25
REACH Grant Workplan
#2 Approval

Moved and seconded, that Council approve the second workplan for the REACH grant. (see *Appendix A*).

Carried.

R15-14-25
Fire Truck Purchase

Moved and seconded, that Council select the Hub Fire Engines' tender submission for the purchase of a fire truck. (see *Appendix A*).

Carried.

R16-14-25
Council Meeting
Changes

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

Carried.

R17-14-25

Moved and seconded, that Council cancel the September 23rd & October 28th Regular Council Meeting and schedule Committee of the Whole Meeting for October 28th, 2025 and schedule a Special Council Meeting for November 10th, 2025 for 7:00 pm at Council Chambers. (see *Appendix A*).

Carried.

R18-14-25
Strategic Plan

Moved and seconded, that Council accepts the strategic plan for information. (see *Appendix A*).

Carried.

FINANCIAL REPORTS:

R19-14-25
Accounts Payable

Moved and seconded, 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.

Carried.

R20-14-25
Treasurer's Report

Moved and seconded, that Council receive for information the Treasurer's report for July 2025.

Carried.

CORRESPONDENCE REQUIRING A DECISION:

R21-14-25
Village of Lions Bay Re:
Request for Support &
Endorsement - UBCM
Resolution on
Emergency Water
Treatment Plants - #32

Moved and seconded, 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.

Carried.

CORRESPONDENCE FOR INFORMATION ONLY:

R22-14-25 Moved and seconded, 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

Carried.

MEMBER REPORTS & INQUIRIES:

Councillor Heatlie NIL

Councillor Neil Councillor Neil reported that the Library is on summer break, requested staff review the crosswalk south of the elementary school on Glendale Avenue & to look at installing a yellow crosswalk from 526 6th Street across to the Salmo Senior's Villa.

Mayor Lockwood See *Appendix B*.

R23-14-25 Moved and seconded, that the verbal and written reports of Mayor
Verbal & Written and Council be received for information.
Reports of Mayor & Carried.
Council

PUBLIC QUESTION PERIOD: NIL

IN CAMERA RESOLUTION:

R24-14-25 Moved and seconded, that the meeting be closed to the public under *Community Charter* Section 90(1)(c) labour relations or other employee relations 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.

Carried.

RECONVENE OPEN MEETING: Council reconvened the meeting at 9:21 p.m.

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

R25-14-25 Carried 9:22 p.m.

I hereby certify the preceding to be a true and correct account of the Regular Meeting of Council held on Tuesday, August 26, 2025.

Originally Signed By:

Diana Lockwood
Mayor

Derek Kwiatkowski
Chief Administrative Officer/CO

APPENDIX A



The Corporation of the Village of Salmo

Report to Council

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

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 1st. 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 1st 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

FILE 7380-20



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">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.

Enforcement:

INFRACTION TYPE	NO. OF INFRACTIONS	RESOLUTION
Garbage Related	8	<ul style="list-style-type: none">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.
Water Sprinklers	6	<ul style="list-style-type: none">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.
Traffic Related	1	<ul style="list-style-type: none">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.
Unsightly	2	<ul style="list-style-type: none">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 upThe 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.

Follow up Complaints/Enforcement:

INFRACTION TYPE	NO. OF INFRACTIONS	RESOLUTION
Unsightly	1	<ul style="list-style-type: none">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.

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

- 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 1st. 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

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 trenching in from the firehall, while the sewer will be stored in an above ground tank & with the electricity trenching 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.



The Corporation of the Village of Salmó

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

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 15th. This 2nd 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 19th. 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.



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

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

1. OBJECTIVE

For Council to reschedule a currently scheduled October 14th, 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 14th Meeting & schedule a COTW.

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

RECOMMENDATION

Resolution #1- 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.

Resolution #2- 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.

ALTERNATIVES

1. That Council only 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.

Project	Completed Tasks	Uncompleted Tasks	Start Date	End Date / Progress	Notes
FireSmart Grant	Received \$500	Final Reporting		100%	
Accessibility Survey	Completed & sent to public	N/A		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	Construction complete	N/A		100%	
Community Wildfire Resiliency Plan	Approval, post-grant approval meeting	CWPP updates	26-10-2022	100%	CWPP completed
Ball field renovation project	Work assessment, aerating, sanding, leveling			100%	Work on the field overhaul maybe needed after season
LECAP purchases	Electric generators, riprap purchase		09-01-2025	100%	2022 & 2023 allocated
Increase searching capacity for water leaks	Inquired w/ other municipalities, found system		25-11-2024	100%	Village inspected.
Improve ground water mapping and monitoring	2025 head painting			100%	Data collected from water meter pilot project application.
2025 head painting	Staff completing assessments		01-01-2025	100%	Payment complete on August 22
Water Conservation Project	Standardization of well fees	Council review & approval	06-01-2022	95%	Policy brought to Council for approval
Water Conservation Report Recommendations	Village office rear door, sealing repair	Painting	26-04-2022	90%	Repair costs up to \$12,000 covered by grant
QCP Planning Grant	Received \$25,000	Final Reporting	20-03-2025	90%	Will be completed after adoption
Harmonic Upgrades	Phase 1 complete	Phase 2 construction underway	15-03-2023	90%	SCADA system has independent power source
GPS Mapping of Water Distribution System	Staff has reviewed data	Final confirmation needed before sending to RDCK	01-01-2025	90%	Part of Asset Management Plan, condition assessment needed
Accessibility Plan	Sent public survey, sent draft plan to RDCK for review	awaiting response	21-06-2021	85%	
Glendale Bridge	Bridge deck complete	Handrails	27-07-2022		Engineer providing work plan for handrails by August 29th (originally April 25th)
Heritage Nine Grant	Construction complete	Cost reporting from COC, final report		75%	Final stage of lighting & signage, COC obtaining quotes
Source Water Protection Plan Recommendations	Some recommendations complete, quotes for well repairs	Well repairs	11-12-2017		Most recommendations completed
Establish Community Group Reporting Standards	Review other municipalities	Building documentation		60%	building bylaws & forms
REACH Grant Application	Grant application successful, workplan	Construction	04-02-2025	50%	Workplan created & submitted, awaiting quotes
2025 Riprap Purchase	Quotes received for rip rap		09-12-2024	50%	Starting on August 27
Review and improve sidewalk maintenance	Staff completing assessments	Site selection, construction	01-01-2025	50%	Staff finalizing priority list
IT Service and Infrastructure Audit		Hiring of consultant	01-03-2025	35%	Contract for IT services provider will submit Asset Assessment as part of the service agreement on August 26th.
Facility and Major Infrastructure Audit	Funding, project goals	Updating data, final reporting	01-03-2025	35%	RFI issued for buildings, water line assessment complete.
NGS11 GIS Project	Agreement signed with RDCK	Updating data, final reporting	23-07-2020	35%	Some data updates sent to RDCK
CHIEF Floodplain Review	Confirmed costs w/ webmaster, confirmed maps w/ RDCK	Confirmation, bid selection, final reporting	27-08-2024	30%	Reviewed RFP submissions
Create Mapping Page on Website		map selection, page creation	20-03-2025	25%	Working w/ RDCK GIS department on next steps
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	Trucks spec list, RFP		01-01-2017		Quotes are incoming until July 11th. Referendum will be combined with by-election, will be on August 26th meeting.
Indigenous Engagement - Emergency Management	MOU signed	Consultation	27-05-2023	20%	RFP issued, to be awarded in September 2025
Bring 10 Park Master Plan online to Council			04-12-2023	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.	20-03-2025	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	16-06-2021	15%	Fire department bylaw review complete & changes adopted.
Create Job Descriptions			09-09-2024	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 for responses to be received in the year.
Business Case for Permanent Fire Chief Position	Council approval to foot into.	Wage & position duty review	09-11-2024	10%	Council tabled discussion until September 9th Meeting. Consultation policy confirmed.
Official Community Plan		staff reviewing potential changes	19-03-2025	7%	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		12-04-2025	5%	Internal assessment underway
Water Reservoir Replacement	Procurement		01-03-2025	5%	Developing RFP for reservoir study
Active Transportation Grant	Applied	N/A	25-11-2024	5%	Grant application being reviewed
			20-09-2024	0%	

APPENDIX B



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

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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

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