



# The Corporation of the Village of Salmo

## **REGULAR MEETING #12-25 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, 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> ).	
Updates		Carried.

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> ).	
Resiliency Plan		Carried.

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.

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: June 19, 2025  
Meeting Date: June 24, 2025 (#12-25)  
From: Fred Paton, Public Works Foreman  
Subject: Public Works Report for June 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 two (2) grave markers at the Salmo Cemetery.
- (c) Repaired two (2) water line breaks.
- (d) Completed two (2) water shut offs.
- (e) Installed a change table for the Lion's Park/Recycling Building Washroom.
- (f) Staff is actively working on the Asset Management Plan.
- (g) Purchased and organized budget items.
- (h) Preparations of Village maintenance for upcoming July 1<sup>st</sup> festivities.
- (i) Annual dust control completed on necessary roadways.
- (j) Repaired and painted boards for bleachers at KP Park & Lions Park.
- (k) Ordered new pump for WWTP clarifier #2.
- (l) Daily cleaning of KP & Lions Park Washrooms.
- (m) Effluent pump has been repaired.
- (n) Ongoing fleet maintenance.
- (o) Ongoing ball field maintenance.
- (p) Weekly mowing and upkeep of all fields and green spaces around town.
- (q) Painting of the parking stalls, handicap stalls and no parking curbs have begun.

- (r) Watering all flowerpots as needed.
- (s) Ongoing road maintenance (filling potholes etc.)
- (t) WWTP SCADA has been connected to a proper power source.
- (u) Accepting of Shambhala's wastewater at our WWTP has begun.
- (v) Completed road & sidewalk paving reports.
- (w) Upcoming and Current Projects:
  - 1. Glendale Bridge Handrails Engineering.
  - 2. Stage 2 of the WWTP Harmonics Upgrade is in progress.
  - 3. Scheduled Leak Detection of Village water lines for July 7-11<sup>th</sup>. This will help pinpoint leaks all around town.

2.2. **Attachments:**





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

Regular Council Meeting #12-25

Since the last report on May 1st, 2025 the Salmo Fire Department responded to 10 calls:

3	Reports of Smoke	1	Natural Gas Leak	1	Vehicle Fire/Jaws
5	Jaws Calls				

### DESCRIPTION

May was an extremely rough month for our crew, as we attended two fatal scenes where the victims were known to the crew. Our calls also came in in clusters with all the calls coming in the first and last seven days of the month, with over two weeks in the middle with nothing.

We started and ended the month of May responding to fatal incidents.

Early one evening crews responded to a report of an MVI in the Ymir area for a vehicle over a bank. Crews arrived on scene, and assisted ambulance personal in trying to resuscitate the victim. Sadly the person was declared deceased at the scene.

We were page to our second fatal incident just after midnight at the end of the month. The initial page was for a wildland fire, by the time we got to the hall it was updated to a vehicle on fire. When we arrived on scene witnesses reported they never saw anyone get out of the vehicle. Using the Compressed Air Foam, we were able to quickly knock down the fire and determine that there was a deceased person in the vehicle. Crews also did a thorough search through the heavy brush using the thermal imaging cameras to determine that there was not a second victim that might have been ejected from the vehicle.

We responded to three Jaws calls involving animals. We responded to an elk vs a car, a deer vs a motorcycle and a deer vs a car.

### Misc.

We brought in Critical Incident personal to do defusing with the crews after each fatal incident. Through the RDCK, the Salmo Fire Department pays into this very valuable resource where trained peer personal attend to help responders deal with the aftermath of responding to these tragic scenes.

A mass casualty training session was held in May. The training was provided by an educator from BC Ambulance, and it involved BC Ambulance personal, as well as Salmo Fire Department members. The session was well attended by both agencies. This was a great chance to talk and train together. In fact we used some of the training just a couple of nights later at the fatal vehicle incident and fire.

I have been in touch with the technician that works on and services our fire trucks. He is still planning on being in Salmo in June to service our two engines and the Fast Attack.

A technician will be here in June to service and inspect our SCBA's, as required by WorkSafe.

*Originally Signed By:*

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

FILE 7380-20



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

Regular Council Meeting #12-25

### ***Complaints:***

INFRACTION TYPE	NO. OF INFRACTIONS	RESOLUTION
Burning Refuge	1	<ul style="list-style-type: none"><li>One resident (1) was burning items not permitted in the bylaw. The bylaw officer knocked on the door and received no response. Went in the back alley and spoke to the owner. A warning was issued.</li></ul>

### ***Enforcement:***

INFRACTION TYPE	NO. OF INFRACTIONS	RESOLUTION
Traffic Related	2	<ul style="list-style-type: none"><li>One (1) vehicle was parked in a back alley. Before the bylaw officer could speak to the owner, the vehicle left.</li><li>In a different back alley, there was one (1) vehicle blocking the back alley. The bylaw officer left a green notice and took a picture. By the end of the patrol, the vehicle had been removed.</li></ul>
Garbage Related	1	<ul style="list-style-type: none"><li>Stopped by one (1) residence with strewn garbage. The bylaw officer spoke with the owner and the owner complied.</li></ul>

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

INFRACTION TYPE	NO. OF INFRACTIONS	RESOLUTION
Animal Related	1	<ul style="list-style-type: none"><li>Follow up regarding the two (2) roosters and more than six (6) chickens at a residence. The bylaw officer knocked on the door and received no response. He left a green card and received a phone call from the owner. The owner confirmed that there are now only six (6) chickens remaining on the property</li></ul>
Dog Related	1	<ul style="list-style-type: none"><li>Follow up regarding the residence with more than four (4) dogs. The bylaw officer knocked on the door with no response and issued another green notice for no dog registration. The owner later came into the office and complied by paying the necessary fee.</li></ul>
Business License Related	1	<ul style="list-style-type: none"><li>Follow up regarding the remaining business license. The Bylaw officer went to the business and warned the owner that the license needed to be paid. The business owner came into the office and paid the necessary fee.</li></ul>

Information submitted by:

Fred Nevakshonoff, Bylaw Officer

FILE 4000-20



## The Corporation of the Village of Salmo

### CAO Report

Report Date: June 18, 2025

Meeting Date: June 24, 2025 (#12-25)

From: Derek Kwiatkowski, Chief Administrative Officer

Subject: CAO Report- General Updates

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- There is more interest from companies to build the fire truck, staff is working with them to ensure that quotes are submitted prior to the deadline of July 11<sup>th</sup>.
- Staff is finalizing the schedule for Salmo Days/ Canada Day. The program was submitted to the newsletter on Monday the 16<sup>th</sup> & published on the 23<sup>rd</sup>. Administration has confirmed that there will be 40 vendors participating in the Farmer's Market on Canada Day.
- There will be a total of 20 vendors participating in the Farmer's Market to begin the season.
- The Provincial Government passed new regulations that allow for larger borrowing thresholds. Approval-free liability zone has been increased from 5% of the annual calculation revenue to 10% of the annual calculation revenue. This changes the amount from \$51,538 to \$149,028. Some revenue is not eligible in this calculation. The short-term capital borrowing limit, applicable under section 178 of the Community Charter, is now the amount obtained by multiplying \$150 by the population of the municipality; increased from \$50. This increases the limit from \$57,000 to \$171,000.
- MLA Brittny Anderson attended the Salmo Valley Farmer's Market on June 19<sup>th</sup>.
- The City of Castlegar has determined that they will not be able to provide Bylaw Enforcement Services to the Village, the position they are creating will be at full capacity. They offered to help on an emergency basis.
- There is an increased interest in subdividing residential lots within Salmo. Administration is looking at creating standards to streamline this process for staff & provide a clearer path to complete subdivisions as the current process is cumbersome for our local developers.
- SD No. 8 has reached out to the Village to confirm the public consultation process for the disposal of the tennis court and swimming pool properties & has asked for feedback on the proposal. This feedback has been submitted to the school district.
- The Village & RDCK have completed the Community Wildfire Resiliency Plan. It is posted on the Village website.
- The RDCK has implemented Stage 2 water restrictions on June 19<sup>th</sup>.

#### **STAFF RECOMMENDATION:**

That Council accepts the CAO report for information.



## The Corporation of the Village of Salmo

### Request for Decision

Report Date: June 18, 2025  
Meeting Date: June 24, 2025 (#12-25)  
From: Derek Kwiatkowski, Chief Administrative Officer  
Subject: 2025 By-Election & Fire Truck Referendum

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#### 1. OBJECTIVE

For Council determine whether the By-election should be held in conjunction with assent voting for the replacement of the fire truck.

#### 2. DISCUSSION AND ANALYSIS

The Village will be holding a by-election in 2025. The Village is also required to replace one of the fire trucks which delivery ranges from 11 months to 37 months. The Village will need to approve the purchase before the engineering & construction of the truck will begin. The Village will be holding public consultation as there is the option for a referendum or alternative approval process for the borrowing bylaw.

The Village has an opportunity to combine the referendum & by-election, so that both votes would take place at the same time. This would help staff reduce duplication in the process & provide residents with a more convenient democratic process.

The Village has 80 days to hold the election once a Chief Elections Officer is appointed.

The deadline for the BCBid submissions for the fire truck is July 11<sup>th</sup> & Council will be brought the options to begin building the borrowing bylaw that will appear as the assent vote in question.

Staff is recommending that Council approve holding both votes on the same day, however this date won't be determined until Council confirms the successful bid for the fire truck. The current Council Meeting schedule determines the earliest this would happen would be the August 26<sup>th</sup>, 2025 Regular Council Meeting, unless Council decided to create a special meeting earlier.

#### RECOMMENDATION

That Council direct staff to hold the by-election & the fire apparatus referendum in conjunction with each other.

#### ALTERNATIVES

1. That Council direct staff to hold the by-election & the fire apparatus referendum separately.



## The Corporation of the Village of Salmo

### CAO Report

Report Date: June 4, 2025  
Meeting Date: June 24, 2025 (#12-25)  
From: CAO Derek Kwiatkowski  
Subject: CAO Report, Community Wildfire Resiliency Plan

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#### Background

In 2024, the Village began working with the RDCK to develop a joint Community Wildfire Resiliency Plan, funded by a collaborative grant.

In November staff met with the RDCK to begin discussions about collaboration & in December Council approved the joint project. In February, staff met with the RDCK & UBCM to finalize the grant approval. The working group also received proposed recommendations to be included in the final report that were categorized under communication, education, structure protection, policy, response planning, & fuel management.

By March, the final draft was completed & at the beginning of May, a final review was conducted by the working group.

On June 4<sup>th</sup>, the Village received the final Community Wildfire Resiliency Plan. This will be brought to the RDCK Open Board Meeting in June for information. The RDCK have submitted the plan and all associated spatial data to BCWS and UBCM for approval.

#### Staff Recommendation:

That Council accept the CAO Report for information.





## The Corporation of the Village of Salmo

### CAO Report

Report Date: June 6, 2025  
Meeting Date: June 24, 2025 (#12-25)  
From: CAO Derek Kwiatkowski  
Subject: CAO Report, Fire Truck Purchase Update

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#### Background

The Village is working through the procurement process & there is some discussion regarding the type of foam system in the current & potentially new apparatus. The Village has been in contact with a couple of suppliers that have been able to provide staff with extremely useful information.

One supplier uses a computer program that has completed fire truck templates that do not require additional engineering & are able to produce a "stock" fire truck in as little as 12 months. However, these trucks do not meet the requirements of the Village & are meant for smaller uses. Depending on what kinds of changes are required, allows the builder to re-engineer within the computer system, which helps streamline construction.

The main change that the Village Fire Department that requires additional engineering is the foam system on the truck. The current fire truck uses a foam system called CAFS (Compressed Air Foam System).

**This foam system is highly touted by the Fire Department members** but there are complications with the purchase & installation of this foam system.

This system is not commonly used (approximately 5% of trucks sold), therefore components are not stocked & therefore the truck becomes a custom build increasing the cost by approximately \$30,000 and the delivery time from 20-23 months to 34-37 months.

The Fire Chief has provided a response regarding the differences in foam systems outlining that the CAFS:

- a) Improved Fire Suppression Efficiency.
- b) CAFS uses less water compared to traditional systems.
- c) Faster knockdown time.
- d) Increases member safety due to lighter hose weight, better visibility (less steam), less risk of steam burns.
- e) The compressed air in the system propels the foam further.
- f) It reduces water damage.
- g) It is environmentally friendly.
- h) It improves operational versatility, as CAFS can be used effectively on Class A (ordinary combustibles) and Class B (flammable liquids).

- i) It provides easier clean-up.

The CAO and the Fire Chief are working on providing Council with more information prior to the finalization of the procurement process. The deadline for submission on BCBid is July 11, 2025.

**Staff Recommendation:**

That Council accept the CAO Report for information.



## The Corporation of the Village of Salmo

### Request for Decision

Report Date: June 12, 2025  
Meeting Date: June 24, 2025 (#12-25)  
From: Derek Kwiatkowski, Chief Administrative Officer  
Subject: 2025 COTW Request - Fire Truck Purchase

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#### 1. OBJECTIVE

For Council to set a Committee of the Whole Meeting to discuss the purchase of a new fire truck.

#### 2. DISCUSSION AND ANALYSIS

Administration is requesting that Council book a COTW meeting to discuss the purchase of the new fire truck. There have been ongoing discussions about the details of the truck that are better discussed within the context of a COTW, rather than the Fire Chief providing a report or having the Fire Chief, Deputy Chief & Captain attend as a delegation (which was requested by the Fire Chief). These subsequent options will not provide the confidence that the conversation will be as balanced & nuanced as necessary & a delegation is not a proper method for staff to address Council to begin with.

As this will be the Village's most expensive equipment purchase to date, Council & the Fire Chief need to feel confident that the purchase is taking all necessary factors into consideration. Ultimately, Council approves the financial portion of the purchase based on staff's recommendations for the fire truck. Both staff & Council need to agree that the path forward is the best interest of the Village.

Staff is recommending booking a COTW Meeting for 1 hour before the July 8<sup>th</sup>, 2025 Regular Council Meeting. This date is in line with the closing date of the BCBid process of July 11<sup>th</sup>, 2025. An option would be to hold it after the Regular Council Meeting, setting it for 9:00 p.m. with the option to push it back if the Council Meeting goes longer than that.

#### RECOMMENDATION

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.

#### ALTERNATIVES

1. That Council set a Committee of the Whole Meeting to discuss the fire truck purchase for July 8<sup>th</sup>, 2025 at 9:00 p.m.
2. That Council request the Fire Chief appear at the July 8<sup>th</sup>, 2025 Regular Council Meeting to discuss the fire truck purchase.





## The Corporation of the Village of Salmo

### Request for Decision

Report Date: June 12, 2025  
Meeting Date: June 24, 2025 (#12-25)  
From: Derek Kwiatkowski, Chief Administrative Officer  
Subject: 2025 Council Meeting Schedule Change

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#### 1. OBJECTIVE

For Council to approve changes to the Council Meeting Schedule to change the 1<sup>st</sup> meeting of the month to a Committee of the Whole Meeting.

#### 2. DISCUSSION AND ANALYSIS

Administration is requesting that the first meeting held each month, with the exceptions of July & December's Regular Council Meetings, be changed to a Committee of the Whole Meeting.

With the ambitious project list that Council has approved for 2025, staff has determined that a COTW meeting is better suited to accomplish Council's goals within their timelines. The COTW's framework allows for more natural conversations that simply aren't possible under the formality of a Regular Council Meeting.

According to the Procedures Bylaw, changing already scheduled Regular Council Meetings is simply a formality, as Council is allowed to go into a COTW within a Regular Council Meeting itself. **This will not require a change to the Procedures Bylaw.** Staff will post the changes of the meetings where required.

The following meetings would be changed to COTW's:

Tuesday, September 9<sup>th</sup>, 2025  
Tuesday, October 14<sup>th</sup>, 2025  
Wednesday, November 12<sup>th</sup>, 2025

Regular Council Meetings will continue to be scheduled:

Tuesday, July 8<sup>th</sup>, 2025  
August 26<sup>th</sup>, 2025  
Tuesday, September 23<sup>rd</sup>, 2025  
Tuesday, October 28<sup>th</sup>, 2025  
Tuesday, November 25<sup>th</sup>, 2025

Council will have to consider the possibility of creating additional COTW meetings.

#### RECOMMENDATION

That Council approve changes to the Council Meeting schedule based on staff recommendations.

**ALTERNATIVES**

1. The Council maintains the current Regular Council Meeting schedule.
2. That Council changes the Regular Council Meeting schedule to include a different set of dates.



## The Corporation of the Village of Salmo

### Request for Decision

Report Date: June 4, 2025  
Meeting Date: June 24, 2025 (#12-25)  
From: Derek Kwiatkowski, Chief Administrative Officer  
Subject: New FortisBC Electric Vehicle Charging Station

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#### OBJECTIVE

For Council to determine the location for FortisBC to install a new electric vehicle charging station.

#### DISCUSSION AND ANALYSIS

FortisBC approached the Village to consider the installation of a new charging station within Village limits looking at Salmo as a good opportunity for more charging infrastructure due to our location within a traffic corridor.

FortisBC must complete the location selection & preparation for the installation must be in 2025, so they are seeking a quick approval. Rather than twinning the current location, this plan would include moving the current charger from Main Street to the new location in 2026 or later. They would prefer a new location to take into consideration their plan to accommodate larger delivery vehicles & vehicles towing campers as a "pull through" possibility & greater accessibility.

FortisBC has some conditions including:

- publicly owned property,
- proximity to Highway 6 & downtown core,
- proximity to 3-phase power &
- the site to completed with a finished road surface such as pavement or concrete, gravel would not be acceptable.

There are few locations that would work for this, but seemingly best option is on Sayward Avenue, at KP Park, in between the well building & the turnoff to the campground (2<sup>nd</sup> Street), rather than parking lot ball diamond/ lift station.

All 3 locations have potential for this project. The separating factors are that the KP Park location there will be less earthworks needed than the lift station location & less change to the KP Park space prior to developing a master plan. The grant funding won't cover the roadwork necessary but ***FortisBC would consider partnering for funding for the road finishing.*** Both potential locations may cause parking problems during peak usage times, however the location being closer to the intersection on 2<sup>nd</sup> Street will help with some of these issues. They would also entertain bearing the cost of moving the free charger located at the Village Office to the new location. This would include the installation of payment infrastructure.

The next steps would be to sign an agreement with FortisBC that is like the agreement already in place for the current charger. This will allow them to complete the necessary grant paperwork. The Village would not have any financial requirements for 2025.

**RECOMMENDATION**

That Council approve the location of a new charging station along Sayward Avenue north of the Sayward well building.

**ALTERNATIVES**

1. That Council approve the location of a new charging station along 4<sup>th</sup> Street adjacent to the Village lift station.
2. That Council approve the twinning of the current charging station located on Main Street.
3. That Council deny the installation of a new charging station within Village limits.

## KP Park Electric Charging Station Proposal

### Option #1, KP Park Sayward Avenue:





**Option #2, KP Park 4<sup>th</sup> Street:**





## The Corporation of the Village of Salmo

### Request for Decision

Report Date: June 19, 2025  
Meeting Date: June 24, 2025 (#12-25)  
From: Derek Kwiatkowski, Chief Administrative Officer  
Subject: RDCK License to Occupy Recycling Depot Agreement Renewal

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#### **OBJECTIVE**

For Council to consider the renewal of the license to occupy agreement for the Recycling Depot to the RDCK for one year.

#### **DISCUSSION AND ANALYSIS**

In early 2025, the Village and the RDCK entered into an agreement to use the space next to the Village storage building in Lion's Park by the RDCK for a recycling depot. The duration of the agreement was from 2020 until June 30<sup>th</sup>, 2025 with an option for 3 one-year extensions.

As the Village has just completed signing the previous agreement with no significant disagreements in the last years of operation, however, there is no clause to apply an inflationary adjustment each year.

It is recommended that the Village decline the option to renew the contract to include a CPI based inflationary adjustment that would be applied on January 1<sup>st</sup> of each year.

#### **RECOMMENDATION**

That Council decline the option to renew the contract & further direct staff to draft a new 5-year agreement that will include a CPI based inflationary adjustment that would be applied on January 1<sup>st</sup> of each year.

#### **ALTERNATIVES**

1. That Council direct administration to renew the current license to occupy agreement for a 1-year period.



## The Corporation of the Village of Salmo

### Request for Decision

Report Date: June 12, 2025

Meeting Date: June 24, 2025 (#12-25)

From: Derek Kwiatkowski, Chief Administrative Officer

Subject: Disaster Resilience and Innovation Funding (DRIF)- Hazard Risk Assessment & Vulnerability Assessment(HVRA) Collaboration with the RDCK

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#### 1. OBJECTIVE

For Council determine if the Village should collaborate with the RDCK for a Disaster Resilience and Innovation Funding Hazard Risk Assessment & Vulnerability Assessment.

#### 2. DISCUSSION AND ANALYSIS

The RDCK seeks to submit an Expression of Interest (EOI) to the provincial Disaster Resilience and Innovation Funding (DRIF) Program for a regionally coordinated Hazard Risk and Vulnerability Assessment (HRVA). This project would support Emergency and Disaster Management Act (EDMA) compliance and form the foundation for a future Multi-Jurisdictional Emergency Management Organization (MJEMO) for Salmo & the RDCK part of its Emergency Management Service.

The RDCK is seeking Council approval at the June 24<sup>th</sup> Regular Council Meeting to allow for proper time for the EOI submission. **There is no financial or time commitment required at this time.**

As the Village is part of the RDCK's regional Emergency Management Service, this work is a shared responsibility. Together, the group would be seeking up to \$1 million in funding to complete the HRVA.

This co-application does not preclude Salmo from also applying to DRIF for our own project, given that guidelines state "proponents can be included *in up to three applications for each Stream*, either as a lead or partnering applicant." Administration is looking at these different application possibilities.

If successful at the EOI stage, the process will include:

- RDCK will consult with Salmo to develop a full proposal.
- RDCK will bring forward a project and budget proposal to the Board for direction to proceed with a complete joint application to DRIF.
- Should the application be approved, project work would begin in late 2025 or early 2026.
- Each municipality would receive its own HRVA, aligned with EDMA regulations (likely to be released in fall 2025), nested within the larger regional HRVA framework.
- HRVA results will directly support the update of municipal Emergency Plans and, where relevant, Official Community Plans.
- Municipalities will be asked to participate in data sharing and engagement processes.



Co-funding enhancement:

Regarding the overall hazard assessment plan, DRIF only supports natural hazards. Therefore, if successful, participants will need to discuss how we expand the work to also include other hazards (e.g. hazmat, technical hazards like dam failures, etc.). There are options with LGCAP and other sources as well, which will expand DRIF's natural-hazard-only focus into an all-hazards approach for municipal assessments.

If Council declines collaborating with the RDCK on this project, the Village would still be responsible for completing these assessments. Administration feels that collaboration with the RDCK has worked well so far & this would allow staff to work on other priorities.

**RECOMMENDATION**

That Council move to collaborate with the RDCK for a Disaster Resilience and Innovation Funding Hazard Risk Assessment & Vulnerability Assessment.

**ALTERNATIVES**

1. That Council move to complete a Disaster Resilience and Innovation Funding Hazard Risk Assessment & Vulnerability Assessment without RDCK collaboration efforts.

Project	Completed Tasks	Uncompleted Tasks	Start Date	End Date (Projected)	Progress	Notes
Bylaw & Policy Review	Fire department review, snow removal	Human Resources, safety, risk management, planning.	09-09-2024		100%	Fire department bylaws review complete & changes adopted.
Implement Auditor's Recommendations	Received recommendations		22-04-2024		5%	Reviewing from other municipalities
Create Employee Code of Conduct			22-04-2025		5%	Reviewing from other municipalities
Create Job Descriptions			22-04-2025		100%	Reviewing from other municipalities
Create Wage Scales			22-04-2025		100%	Reviewing from other municipalities
Create Mapping Page on Website			22-04-2025		25%	Working w/ RDCK GIS department on next steps
Official Community Plan	Confirmed costs w/ webmaster, confirmed maps w/ RDCK	map selection, page creation	20-09-2025		7%	Consultation policy confirmed, Council & staff are to begin reviewing.
Complete Communities	Click-off meeting	staff reviewing potential changes	19-09-2025		10%	Data analysis, data weighting discussions w/ consultant, RDCK re-working project plan
Loss Control Prevention Report Recommendations	Village office rear door, sealing repair	Painting	08-08-2023		90%	Repair costs up to \$12,000 covered by grant
Railway Avenue Road Allowance Acquisition	Survey, offer letter	Completed contract, Land Title registration	26-04-2022		80%	Village has sent offer letter of \$1,000 (as per Council motion) in February 2025, awaiting response
Accessibility Plan	Start public survey, sent draft plan to RDCK for review	awaiting response	12-07-2023		85%	
Zoning Bylaw Review	1st Reading, public hearing	Review of feedback, any needed changes	21-05-2021		35%	Process stopped after 2023 public hearing & feedback. Council postponed discussion until new year.
Procedure Bylaw	Received grant funding, some recommended changes noted	confirmation of Council's request for changes	01-03-2020		20%	Staff undertaking document review, determining final recommendations.
Initiate a process of Asset Management in all facets of Village activity.	Staff has begun internal data collection.		01-01-2017			
(1) IT Service and Infrastructure Audit	Hiring of consultant		01-03-2025		25%	Current IT Service provider will submit Asset Assessment as part of the service agreement.
(2) Machinery and Equipment Audit	Hiring of mechanical inspector		01-03-2025		5%	Internal assessment underway
(3) Facility and Major Infrastructure Audit	Hiring of building inspector/appraiser		01-03-2025		5%	Internal assessment underway, staff identifying inventory
Indigenous Engagement - Emergency Management	MOU signed	Construction complete	04-12-2023		100%	RDCK will inform Village of next steps
Heritage Mine Grant	Construction complete	Cost reporting from COC, final report			75%	Final stage of lighting & signage, COC obtaining quotes
Establish Community Group Reporting Standards	Review other municipalities	Building documentation			60%	building bylaws & forms
Review of Heritage Hub Properties	Lease review	determination of lease extension	01-10-2024		90%	Administration contacted property owner of the non-renewal & termination, awaiting acceptance
OCF Planning Grant	Received \$25,000	Final Reporting	20-03-2025		90%	will be completed after adoption
Asset Management Grant	Received \$7,500	Final Reporting	20-03-2025		90%	will be completed after adoption
FireSmart Grant	Received \$500	Final Reporting	20-03-2025		100%	
Active Transportation Grant	Applied	N/A	20-09-2024		N/A	Grant application being reviewed
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				100%	
Village Office heat pumps	Construction complete				100%	
WWTP Fence	Construction complete				100%	
Public Works Shop solar panels	Construction complete				100%	
Cemetery Wall Project	Standardization of wall, fees				90%	Council to receive in mid-2025
Bring KP Park Master Plan options to Council	Grant application successful, workplan	Council review & approval	06-01-2022		0%	Tabled by Council until after 2025 budget is passed
REACH Grant Application		Construction	20-03-2025		50%	Workplan created & submitted, awaiting quotes
Maintain and repair all vehicles in municipal fleet; track operating costs and make provision for full life cycle cost coverage.	Ongoing		04-02-2025	October 2025	N/A	Asset Management Plan will determine replacement schedule
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
ING11 GIS Project	Funding, project goals	Updating map data, final reporting	23-07-2020		35%	Some data updates sent to RDCK
Review all Fire Bylaws.	1st Reading 2nd & 3rd Readings	Final Adoption	01-04-2025	August 2027	100%	Council adopted changes June 10, 2025
Community Wildfire Resiliency Plan	Approval, post-grant approval meeting	CWRP updates	26-10-2022		100%	CWRP completed.
Glenoble Bridge	Bridge deck complete.	Handrails	27-07-2022		85%	Engineer providing work plan for handrails by April 25th
2025 Road Paving	Staff completing assessments.	Site selection, construction	01-01-2025		50%	Staff has completed assessment, developing priority list
	Agreement signed with RDCK	Consultant selection, bylaw creation, final reporting	27-08-2024		30%	Reviewed RFP submissions
DRIF Floodplain Review	Quotes received for riser rap		09-12-2024		50%	
2025 Repair Purchase	Working with Ministry on permitting process based on scope of the project.	Planning w/ staff a plan for the work.	16-06-2021		15%	Staff inspected dike, verifying information from 2024 report, drafting workplan for grant application
Dike Project Management	Phase 1 complete	Phase 2 construction underway	15-09-2023		90%	SCADA system has independent power source
Harmonic Upgrades	Some recommendations complete, quotes for well repairs	Well repairs	11-12-2017		75%	Most recommendations completed
Source Water Protection Plan Recommendations	Staff has reviewed data	Final confirmation needed before sending to RDCK	01-01-2025		90%	Part of Asset Management Plan, condition assessment needed.
GIS Mapping of Water Distribution System		Procurement	25-11-2024		5%	Developing BFP for reservoir study
Water Reservoir Replacement						

Project	Completed Tasks	Uncompleted Tasks	Start Date	End Date (Projected)	Progress	Notes
Review and improve sidewalk maintenance	Staff completing assessments.	Site selection, construction	01-01-2025		50%	Staff finalizing priority list
Ball field renovation project	Work assessment, aerating, sanding, leveling	Site selection, construction			100%	Work complete, field overhauled (maybe needed after season)
LGCAAP purchases	Electric generators, riprap purchase	riprap not purchased	09-01-2025			2022 & 2023 allocated
Increase searching capacity for water leaks	Inquires w/ other municipalities, found system	determining if study works	25-11-2024		90%	Contractor booked for July 7th, entire Village will be inspected.
Improve ground water mapping and monitoring.	Location plan		25-11-2024		10%	
Fire Truck Purchase	Truck spec list, RFQ		27-06-2023			determining if Council would like referendum along w/ brelection or using AAP

## APPENDIX B



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

#### MAYOR LOCKWOOD

Mayor Report for Council Meeting held on June 24, 2025.

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

**Fire Department:** Please be diligent coming into summer whether driving or campfires.

**Citizen Engagement:**

**Salmo & District Arts Council:** Next meeting TBD

#### RDCK:

**Board:** That the Board approve the RDCK to enter into a Consulting Services Agreement with BGC Engineering Inc. and Pinna Sustainability Inc. for the Flood Hazard Policy and Regulations Review project; AND FURTHER, that the Chair and Corporate Officer be authorized to sign the necessary documents to a maximum value of \$174,000.00 exclusive of GST; AND FURTHER, that the funds be paid by the Service S104 Planning and Land Use. Salmo has partnered with the RDCK for this project.

Community Wildfire Resiliency Plan Updates will be presented to Salmo and Area G in the next few weeks.

**All Recreation:** Next meeting June 25, 2025

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

**Economic Trust of the Southern Interior – BC (ETSI-BC):** Total Project value was \$2,798,242 with a request of \$1,184,150 and we were able to fund \$1,000,000 of it. A total of 29 projects that will flow through ETSI-BC. If you haven't heard of it, please reach out to me.

**Central/Joint Resource Recovery:** You will be able to obtain compost for \$20 cubic meter for loads less than 1.5 cubic meters, and greater than that you will be charged \$35 per tonne.

SITE COMMENTS about the reuse sheds:

KASLO Popular with customers, but often cluttered with undesirable items, lots of broken or unclean items.

MARBLEHEAD Well used and easy to manage.

BALFOUR Popular and well used by customers. Lots of effort was made to educate customers re: not dumping unpopular items, which has paid off.

CENTRAL (SALMO) Well used. Lots of materials in and out. Books are a popular item, but there is still lots of material that is not moving and eventually sent to landfill.

CRESTON Almost always empty.

BURTON Managed through private contract.

EDGEWOOD Managed through private contract. ROSEBERY Well used.

SLOCAN Well utilized. Staff asked for exemption for canning jars to help people with food security. NAKUSP Well used by customers

OOTISCHENIA Customers regularly request opening this Shed again. Historically well used and appreciated. Current location makes it difficult to regulate when traffic busy. Building is in rough shape.

**West Kootenay Hospital Board:** Next meeting June 26, 2025.

**Nelson, Salmo, E, F, & G Regional Parks:**

**West Transit:** Allocation for each area for transit was discussed, and we will see an increase in transit fees/taxation so another discussion that will happen is changing the schedule to fill the bus.

**Other meetings of note:**

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

**Fortis:** They will be updating the natural gas meters in May 2026 here in Salmo and it will take approximately 5 weeks.

**Community Collaboration Meeting:** There were 15 people in attendance collaborating around the table on how to connect people to organizations and activities. There were 17 ideas that came out of the meeting, and it gave different organizations the opportunity to learn what they can do together. There are more planned meetings in the future.

