

- an impartial and objective consideration and evaluation of each complaint, through formal or informal resolution processes;
- relevant information must be available to all parties;
- confidentiality to the extent possible in the circumstances;
- protection from retaliation;
- being informed of the outcome of any formal investigation or intervention.

Complaint Resolution Procedures

Complainants are encouraged to resolve complaints and concerns about discrimination, bullying or harassment with others as soon as they arise, first using the informal processes unless it is clearly inappropriate in the circumstances.

Without limiting its application, the informal resolution process is commonly used in circumstances where the alleged conduct appears to be non-repetitive (such as a “one-off” interaction or discussion) and relatively minor in severity or seriousness, considering its content, potential impact on the individual and/or the health/safety of the organization overall.

Although a complainant may wish to proceed by way of the informal resolution process, the Village may at any time exercise its discretion to initiate a formal process based upon its overall review of the circumstances.

INFORMAL PROCESSES

Step 1: Individual Conversation

Wherever reasonable, a complainant should first address the respondent in a direct and discreet (confidential) manner as soon as possible following the incident. If the complainant is not comfortable meeting with the respondent directly, or if the complainant has done so without success, then the complainant should proceed to the next step.

Step 2: Conversation with Advisor

The complainant should approach his or her direct supervisor (the “Advisor”) with his or her concerns, including particular examples of inappropriate statements or behaviour by the respondent. The complainant should provide as much detail as is possible, including dates, times, and witnesses to the alleged conduct. This should be done as soon as reasonably possible following the incident(s).

- If the respondent is the complainant’s direct supervisor, or the complainant is uncomfortable approaching this individual, the complainant should approach the CAO.
- If the respondent is a Council member, the complainant should approach the CAO;
- If the complainant is the CAO, the CAO should approach the Mayor or another member of Council that is not the respondent.
- If the respondent is the CAO, the complainant should approach the Mayor.

The Advisor will review the concern and must directly or indirectly facilitate a resolution of the complaint in a manner that he/she considers to be effective and reasonable considering all of the circumstances. Interventions by the Advisor may include one or more of the following:

- Meeting separately with each person involved in the alleged conduct to discuss and investigate the situation;
- Meeting together with the persons involved to facilitate a discussion aimed at understanding and resolving the issue in a practical, non-punitive manner or mediating a solution that works for all persons;
- Coaching one or more of the parties (verbally or in writing) on workplace expectations regarding appropriate workplace conduct;
- Recommending or applying progressive discipline where warranted (i.e. based on the findings and severity of the misconduct); or
- Engaging an external 3rd party facilitator or mediator to work with the parties involved to achieve a practical and mutually agreeable resolution to outstanding concerns without making findings against the parties.

The actions taken by the Advisor under this Step 2 should be completed within thirty (30) days of receiving a complaint from the complainant unless the circumstances reasonably require an extension of this timeline.

The Advisor must also prepare a written report to the CAO (or Mayor, if the CAO is the respondent) which should contain:

- the facts from the interviews with the complainant, respondent and any witnesses;
- any previous disciplinary record of harassment by the respondent;
- relevant statement and documents;
- steps the Advisor took to resolve the complaint;
- and any recommendations designed to ensure that further discrimination, bullying or harassment do not occur.

If at any time during the Step 2 process, the Advisor concludes that, given the severity of the alleged complaint, including the potential for physical or psychological harm on the complainant or other individuals covered by the Policy, a formal investigation is warranted, then the matter should be immediately referred to Step 3 of this Policy for investigation and resolution.

FORMAL PROCESSES

Step 3: Formal Investigation – Written Complaint

The formal process involves an objective investigation of a written complaint that has been brought forward by the complainant or the Advisor.

Once a complaint has been made to the Advisor (whether the direct supervisor, CAO or Mayor, as the case may be), the complainant will be asked to complete a formal complaint form, as attached in Schedule A.

The Complainant must sign and date the complaint and send it to the Advisor in confidence.

The filing of a formal complaint under Step 3 does not automatically mean that a formal investigation will be conducted. The manner in which the complaint is resolved will be determined by the Village, following consultation with the parties and will depend on a number of factors, including the nature, extent and severity of the allegations brought forward by the complainant(s) and the history of circumstances leading up to the filing of the formal complaint.

Following this review, the Advisor may take one of the following steps:

- (1) refer the matter back to Step 2 to resolve the matter through informal processes; or
- (2) assign an internal or external investigator to conduct a formal investigation of the complaint.

Appointment of Investigator:

The Village will retain either an internal or external investigator depending on the overall complexity of the facts/law related to the complaint, the parties to the complaint, the anticipated length of time necessary to conduct the investigation, the potential severity of the outcome of the investigation to the respondent should the complaint be substantiated, and any other relevant circumstances.

Formal complaints brought under this Policy against the CAO or any members of Council will be turned over to an external (rather than internal) investigator with expertise regarding matters covered under this Policy.

- In cases involving the Mayor as respondent, the investigator will be retained by and will report directly to the CAO.
- In cases involving other Council members as respondents, the investigator will be retained by and will report directly to the Mayor and CAO.
- In cases involving the CAO as respondent, the external investigator will be retained by and report directly to Council.

Time Limits:

The time limit for making a formal complaint is within six (6) months from the date of the last incident and in accordance with the time limits contained in the *Human Rights Code*.

Mediation:

Where appropriate, mediation is available to parties to try to resolve the complaint at any point during the process. Any ongoing investigation will be suspended during mediation and will resume if mediation is unsuccessful. Unless the parties agree to it in writing, the investigator shall not act as the mediator and shall have no communication with the mediator regarding the complaint.

Withdrawal of a Formal Complaint:

At any time during the course of an investigation of a formal complaint, the complainant may withdraw the complaint without penalty so long as the complaint was filed in good faith. In such circumstances, there should be no indication of the complaint in the personnel files of either the complainant or respondent.

Investigation Process and Role of the Investigator:

The investigator is entitled to a reasonable amount of time to conduct the investigation to interview the parties and relevant witnesses and obtain and review relevant documents. The investigator will prepare a report outlining his or her findings and conclusions and will submit the report to the CAO (or Council, if the CAO is the respondent).

The investigator may include recommendations in the report where applicable and if requested by the Village. The Village will advise the complainant and respondent of the findings and conclusions of the investigations and any recommendations related to their conduct through a written summary of the report.

Complaint Outcome

Upon receipt of the report from the investigator, the Village will develop an implementation plan. The implementation plan may include any of the processes set out in relation to Step 2 above in order to rebuild/repair relationships. The implementation plan may also include one or more of the following:

- Oral or written apologies;
- Adjustments to the workplace environment;
- Coaching of expectations, verbal and in writing;
- Medical assessment referrals;
- Training;
- Transfers to a different department, where appropriate; and/or
- Institution of formal discipline and disciplinary processes up to and including suspension/removal from premises for contractors, visitors and volunteers, and/or censure and limited access to the workplace for Council members.

The complainant and respondent will only receive information relevant to their role in the implementation plan; they will not be privy to recommendations implemented for other parties.

Misuse of the Policy:

In circumstances where a complaint is found to have been made in bad faith or determined to be vexatious, frivolous or a general misuse of the policy, the complainant may face similar outcomes as a respondent would, as set out above in 'Outcomes'.

If an investigator finds that there is insufficient evidence to support a complainant's allegations but finds that there has been no misuse of the Policy or bad faith in filing the complaint, no action will be taken in relation to the complaint and there will be no record of the complaint on the respondent's file.

Reprisal:

Reprisals against any individual, whether the complainant, the respondent or a witnesses, will be considered serious and appropriate disciplinary action will be taken.

BC Human Rights Tribunal:

This Policy does not limit the rights of any individual who **faces** discrimination to pursue his or her rights under the *Human Rights Code*, RSBC 1996, c. 210, even when steps are also being taken under this Policy.

Prevention:

The Village is committed to the elimination of discrimination, bullying and harassment through the provision of awareness, education and training programs.

Confidentiality:

All individuals involved in a complaint or in the informal resolution of the complaint under this Policy, whether complainants, respondents or witnesses, are expected to keep matters related to a complaint confidential. An established breach of confidentiality regarding a complaint or the complaint resolution process will be considered an independent violation of the Policy and may result in disciplinary action being taken.

Any allegation or complaint under this Policy will be considered personal information supplied in confidence pursuant to section 22(2)(f) of the *Freedom of Information and Protection of Privacy Act* and the Village will comply with its obligations under that Act in respect of any allegations, complaints, investigations and the substance of any investigative reports.

Initially approved at meeting #01-16 on January 12th, 2016.
Renumbered on February 9th, 2016 (Former Policy #CA-016 RES #7-1-16)
To be reviewed annually as per WorkSafeBC Workplace Bullying & Harassment Policy D3-115-2(g).

FORMAL COMPLAINT FORM – Step 3

Complainant's Name:	
Complainant's Position:	
Respondent's Name:	
Respondent's Position:	

Please provide as much detail as possible regarding your complaint(s). Include specific language, conversations, gestures and/or actions. If there is more than one incident, please record the details on additional copies of this complaint form.

General Description of Complaint:	
Date of Incident(s):	
Time of Incident(s):	
Location of Incident(s):	
Name of Witness(es):	
Position of Witness(es):	

Please describe the impact this behaviour had on you, the complainant:

Impact Statement:

What steps have already been taken under either Step 1 or 2 to resolve the complaint? What has been the outcome?

Steps Taken/Outcome:

Please sign and date:

Complainant Signature:	
Date:	

Incident Reported to:

Advisor's Signature:	
Advisor's Title/Position:	
Date:	



The Corporation of the Village of Salmo

CAO Report

Report Date: December 2, 2025
Meeting Date: December 9, 2025 (#20-25)
From: Derek Kwiatkowski, Chief Administrative Officer
Subject: CAO Report- Alternative Approval Process Completion

BACKGROUND

The Village completed the public response portion of the Alternative Approval Process for the purchase of a new fire truck. The Village mailed out Electoral Response Forms on October 15th, giving residents until November 24th to oppose Fire Truck Loan Authorization Bylaw #767, 2025.

Administration reports the following results.

- 941 Estimated number of eligible electors
- 16 Number of elector response forms submitted by the deadline
- 0 Number of electors response forms rejected
- 16 Number of elector response forms accepted
- 1.7% Percentage of estimated electors who validly submitted elector response forms and in accordance with Section 86 of the *Community Charter*, the approval of the electors was obtained.

This officially closes the Alternative Approval Process and allows the Village to proceed with the adoption of the Fire Truck Loan Authorization Bylaw #767, 2025.

STAFF RECOMMENDATION:

That Council accepts the CAO report for information.

THE CORPORATION OF THE VILLAGE OF SALMO

BYLAW #767

A bylaw to authorize the borrowing of the estimated cost of purchasing a new Fire Truck

WHEREAS it is deemed desirable and expedient to purchase a new Fire Truck;

AND WHEREAS the estimated cost of the new Fire Truck, including expenses incidental thereto is the sum of one million and twenty thousand dollars (\$1,020,000), of which the sum of one million and twenty thousand dollars (\$1,020,000) is the amount of debt intended to be borrowed by this bylaw;

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

1. The Council is hereby empowered and authorized to undertake and carry out or cause to be carried out the purchase of a new Fire Truck generally in accordance with general plans on file in the municipal office and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
 - a) To borrow upon the credit of the Municipality a sum not exceeding one million and twenty thousand dollars (\$1,020,000).
 - b) To acquire all such real property, easements, rights-of-way, licenses, rights or authorities as may be requisite or desirable for or in connection with the purchase of a new Fire Truck.
2. The maximum term for which debentures may be issued to secure the debt created by this bylaw is 20 years.
3. This bylaw may be cited as ***"Fire Truck Loan Authorization Bylaw #767, 2025"***.

READ A FIRST TIME

READ A SECOND TIME

READ A THIRD TIME

RECEIVED the approval of the Inspector of Municipalities

RECEIVED the approval of the electors

RECONSIDERED AND FINALLY ADOPTED

this 9th day of September, 2025

this 9th day of September, 2025

this 9th day of September, 2025

this 25th day of September, 2025

this 24th day of November, 2025

this ____ day of ____, 2025

Mayor

CAO/Corporate Officer

Certified true copy of Bylaw #767, 2025 at third reading

CAO/Corporate Officer

Certified a true copy of Bylaw #767, 2025 as adopted.

CAO/Corporate Officer



The Corporation of the Village of Salmo

Request for Decision

Report Date: December 2, 2025
Meeting Date: December 9, 2025 (#20-25)
From: Derek Kwiatkowski, Chief Administrative Officer
Subject: Fire Truck Purchase- Borrowing Method Selection

OBJECTIVE

That Council determine the borrowing method for the new fire truck.

DISCUSSION AND ANALYSIS

The Village has completed the public feedback portion of the Alternative Approval Process for the purchase of a new fire truck. The final count of residents opposed to the *Fire Truck Loan Authorization Bylaw #767, 2025* was 16, which was significantly less than the 94 required for the AAP to fail.

The Village has an opportunity to choose which loan to proceed with

- Equipment Loan, or
- 20- Year Long-Term Loan (preferred)

Equipment Financing Program

The MFA has an Equipment Financing program that replaced the former Leasing program. Loans under this program are available to both regional districts and municipalities under section 175 of the *Community Charter*. These loans are direct obligations of the entity requesting the funding. In the case of a municipality, it does not have to seek consent of its regional district to obtain an Equipment Financing loan.

Maximum length of an Equipment Financing loan agreement is five years. The Village would be required to renew every five years for the 20-year period. If a loan is not renewed, the outstanding balance is due and payable on the date of the last scheduled payment, as specified in the loan schedule.

- 1 – 5 years: no public approval required
- 5 – 20 years: public approval required for local government clients

Equipment Financing loans have fixed monthly payments, calculated on the last day of the month, and collected by EFT on the second business day of the following month. Extra principal payments may be made at any time. Municipal clients must also provide a completed **Liability Servicing Limit Certificate**.

If the loan is approved, you will receive a Loan Agreement and Promissory Note via email.

20- Year Long-Term Borrowing

Twice a year, following the Annual General Meeting in the spring and the Semi-Annual Meeting in the fall, the MFA will fund client loan requests which have undergone all appropriate [approval processes](#). Deadlines for regional districts to submit Security Issuing bylaws to the Ministry of Housing and Municipal Affairs for a Certificate of Approval are typically six weeks before these meetings.

Once long-term borrowing requests are approved, clients can generally expect funding between April and June for the Spring Issue or between September and December for the Fall Issue. New issues are often (but not always) funded by issuing a 10-year bond, locking in a fixed interest rate for ten years. Loans longer than ten years are typically refinanced every five years, following the initial ten years.

Interest payments are required semi-annually and begin six months after proceeds are received. Interest costs are based on the original amount borrowed throughout the loan's life. Principal repayments occur annually, beginning one year after funds are received.

SUMMARY

Administration is recommending that the Village use the 20-year Long-Term Loan Financing arm, rather than the Equipment Loan. This option creates better stability for Village finances. The Village's debt service limit will not be grossly affected by the purchase of the truck. The Village will still have capacity to borrow for future projects, if necessary. It also provides stability for residents as the interest rate is locked in for 10 years.

There is a one-month challenge period for the Bylaw (623(4) of the Local Government Act). The Village will be able to determine the actual finances of the loan, including the reserve contributions at the January 13th Meeting.

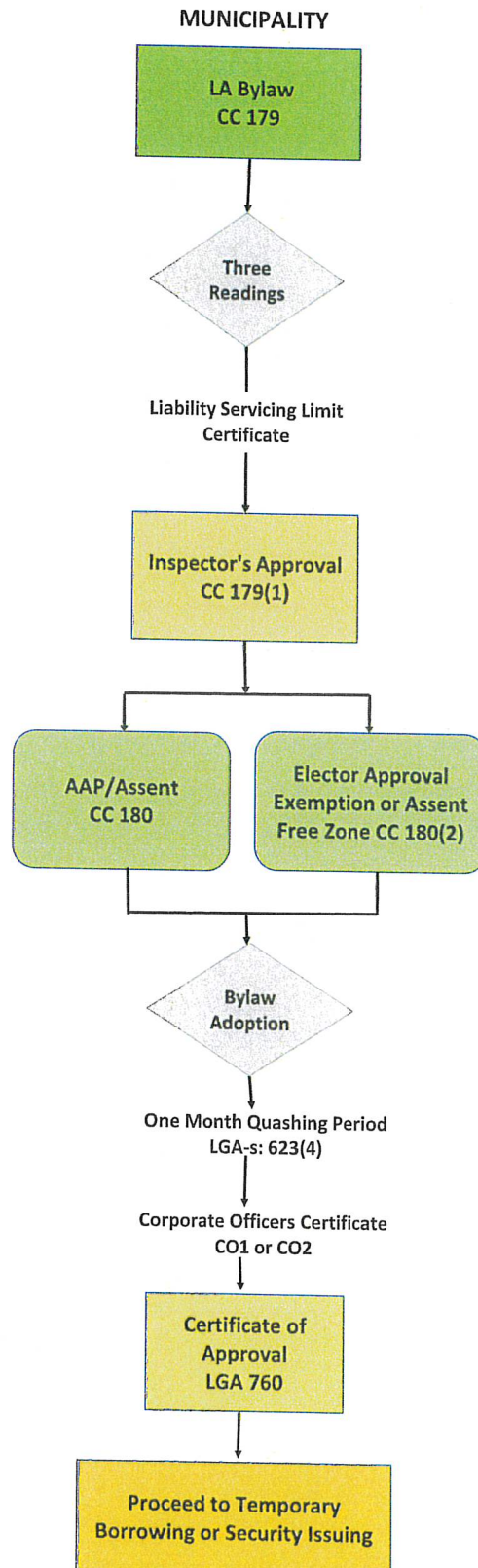
RECOMMENDATION

THAT the Council of the Village of Salmo direct administration to apply to the MFA for the 20- year Long-Term Loan.

ALTERNATIVES

1. That Council direct staff to apply for the MFA Equipment Loan.

Loan Authorization Bylaw Procedures





The Corporation of the Village of Salmo

Request for Decision

Report Date: December 2nd, 2025
Meeting Date: December 9, 2025 (#20-25)
From: Derek Kwiatkowski, Chief Administrative Officer
Subject: MFA Loan - RDCK Authorization

1. OBJECTIVE

For Council to direct staff to send a resolution to the RDCK to consent to the borrowing for the Village fire truck.

2. DISCUSSION AND ANALYSIS

All long-term financing under Section 179 of the Community Charter (loan authorization bylaws for long term borrowing), **must be done through a regional district, and the Municipal Finance Authority of BC (MFA). When a municipality is ready to request access to long-term financing, it must send the following information to its regional district:**

- Adopted certified copy of Loan Authorization (LA) Bylaw
- Certificate of Approval for LA Bylaw, from the Ministry of Municipal Affairs and Housing
- Liability Servicing Limit Certificate used for approval of LA Bylaw
- Certified copy of MSIR (Municipal Security Issuing Resolution)

The MSIR is the trigger for a regional district to include a municipality in a Security Issuing Bylaw and forms a key part of the legal documentation required for MFA financing. It is also used to prepare loan agreements and demand notes between a regional district and its member municipalities.

Administration is recommending that Council approve the resolution to send to the RDCK for approval along with the supporting documentation listed above.

RECOMMENDATION

That Council approve borrowing from the Municipal Finance Authority of British Columbia, as part of the year Spring Borrowing Session, \$1,020,000 as authorized through Fire Truck Loan Authorization Bylaw #767, 2025 as cited and that the Regional District of Central Kootenay be requested to consent to the Village of Salmo borrowing over a 20-year term and include the borrowing in a Security Issuing Bylaw.

ALTERNATIVES

1. That Council deny the sending the resolution to the RDCK.



**Municipal Finance
Authority of BC**

September 19, 2025

To: Municipal Finance Officers & Corporate Administrators
Regional District Finance Officers & Corporate Administrators
Regional Hospital District Finance Officers & Corporate Administrators

Re: Spring 2026 Long-Term Debt Issue Information

The Municipal Finance Authority (MFA) will hold its Annual General Meeting on April 23, 2026. As borrowing requests for the Spring 2026 long-term debt issue will be reviewed at this meeting, regional districts must submit any applications for Certificate(s) of Approval (C of A) on Security Issuing (SI) bylaws to the Ministry of Housing & Municipal Affairs (Ministry), no later than March 13, 2026.

Municipalities

A municipality must apply to its Regional District using a Municipal Security Issuing Resolution (MSIR) to participate in the issue. Please check your Regional District's internal meeting and notification cut-off dates, as they must have sufficient lead time to make the March 13th deadline.

Please note that the information in your MSIR will be used to draft your Regional District's security issuing bylaw. The MSIR should reflect the exact amount and term of debt you want to receive in the upcoming issue.

Regional Districts

Please email a copy of all adopted SI bylaws and any MSIRs (if borrowing on behalf of a member municipality) to finance@mfa.bc.ca. This helps us with our issue planning and is helpful if we need to follow up with the Ministry on the status of a bylaw.

****New**** - If you are borrowing on behalf of a member municipality, please include a copy of their MSIR(s) with your application to the Ministry for a C of A on your SI bylaw. We have identified several errors in SI bylaws, and this will help the Ministry identify inconsistencies before the C of A is issued.

Our website has two SI bylaw templates: one for RD borrowing and one for borrowing on behalf of a member municipality, should you require them. Please note that you do not need to send copies of Loan Authorization bylaws or C of As, as they are sent to us directly by the Ministry.

As noted, the deadline to apply to the Ministry for a C of A on SI bylaws is March 13th. Please remember that there is a 10-day quashing period after adopting SI bylaws before you can apply for a C of A (see S. 425 of the *Local Government Act*). Please refer to S. 25(4) of the *Interpretation Act* for guidance on calculating time.

GVSD/ GVWD/ ECOMM/ CREST

The deadline for requesting long-term debt is March 13, 2026.

Regional Hospital Districts

The deadline for requesting long-term debt for Regional Hospital Districts is March 13, 2026. Please email a certified copy of your Capital Borrowing bylaw, completed RHD Liability Certificate, and completed Request for Long-Term Financing form to finance@mfa.bc.ca for each request.

Important Information for All Clients

Please notify us of any upcoming borrowing requests so we can effectively manage borrowing needs and ensure that no requests are overlooked. If we know that a request is coming, we can follow up if we do not receive the required paperwork.

It is important to note that while new issues will generally be for a 10-year term, the MFA will evaluate how best to finance each issue based on market conditions, the requests received, and our overall portfolio in mind as we consider future refinancing risk.

Timing of Long-Term Proceeds – We intend to distribute proceeds for spring loan requests between April and June and fall loan requests between October and December. Extended funding windows allow us to smooth out financing needs (including refinancings) and be flexible if market conditions are volatile or unfavourable.

Early Payouts – Clients may be able to repay their loan in full on a refinancing date. For further information on policies, procedures and timing, please visit: <https://mfa.bc.ca/clients/early-payout-long-term-loans>.

If you have any questions or concerns regarding this notice, please contact Lauren Kerr, Credit & Compliance Officer, at lauren@mfa.bc.ca or 250.419.4772.



The Corporation of the Village of Salmo

Request for Decision

Report Date: December 2, 2025
Meeting Date: December 9, 2025 (#20-25)
From: Derek Kwiatkowski, Chief Administrative Officer
Subject: Electrical Maintenance Services Contract 2026-2027

1. **OBJECTIVE**

For Council to approve the vendor choice for the electrical maintenance services contract from January 1, 2026 to December 31, 2027.

2. **DISCUSSION AND ANALYSIS**

The Village hires contractors to complete certified work to assist Public Works staff in completing all operational tasks. These contractors are hired for jobs under \$3,000 & their service contract is for 2 years in length. The Village has received bids for the electrical maintenance services and has graded them as follows:

<u>Company</u>	<u>Score</u>
Beau Speers Contracting	90
MarTech Electrical Systems	89
Houle Electrical Ltd.	82

The selection was determined by rating qualifications, costs, contractor location, & submission quality. All submissions fit the Village's request & both contractors are qualified to complete any work that is needed, however the lower cost & closer location were the determining factors in the selection. The regular rate is \$80.00/hr. This rate is unchanged from the last contract.

RECOMMENDATION

That Council approve the selection of Beau Speers Contracting for the electrical maintenance services contract from January 1, 2026 to December 31, 2027.

ALTERNATIVES

1. That Council approve the selection of MarTech Electrical Systems for the electrical maintenance services contract from January 1, 2026 to December 31, 2027.
2. That Council approve the selection of Houle Electrical Ltd. for the electrical maintenance services contract from January 1, 2026 to December 31, 2027.
3. That Council direct staff to repost the opportunity.



The Corporation of the Village of Salmo

Request for Decision

Report Date: December 2, 2025
Meeting Date: December 9, 2025 (#20-25)
From: Derek Kwiatkowski, Chief Administrative Officer
Subject: General Contractor Services Contract 2026-2027

1. OBJECTIVE

For Council to approve the vendor choice for the General Contractor services contract from January 1, 2026 to December 31, 2027.

2. DISCUSSION AND ANALYSIS

The Village hires contractors to complete certified work to assist Public Works staff in completing all operational tasks. These contractors are hired for jobs under \$3,000 & their service contract is for 2 years in length. The Village received 2 bids from Ninco Construction & MarWest Industries Ltd.

<u>Company</u>	<u>Score</u>
Ninco Construction	85
MarWest Industries	84.5

The contractor's final score was exceptionally close; staff is recommending that the Village select Ninco Construction. Ninco has a lower hourly rate & operates within the Village limits. Ninco is also more familiar with previous work completed. MarWest has a more qualified staff, a better equipment inventory & submitted a better quote. The Village would consider using MarWest Industries for larger projects, however the Village is not anticipating any work of this scope for 2026 that would fit under the contract.

RECOMMENDATION

That Council approve the selection of Ninco Construction for the General Contractor services contract from January 1, 2026 to December 31, 2027.

ALTERNATIVES

1. That Council approve the selection of MarWest Industries for the General Contractor services contract from January 1, 2026 to December 31, 2027.
2. That Council direct staff to repost the opportunity.



The Corporation of the Village of Salmo

Request for Decision

Report Date: December 2, 2025
Meeting Date: December 9, 2025 (#20-25)
From: Derek Kwiatkowski, Chief Administrative Officer
Subject: Septage Hauling Services Contract 2026-2027

1. OBJECTIVE

For Council to approve the vendor choice for the septage hauling services contract.

2. DISCUSSION AND ANALYSIS

The Village hires contractors to complete certified work to assist Public Works staff in completing all operational tasks. These contractors are hired for jobs under \$3,000 & their service contract is for 2 years in length. The Village has received a bid for the Village's septage hauling services from Beaver Septic Tank Cleaning Service at an hourly rate of \$210.00. The previous contract's hourly rate was \$195.00.

RECOMMENDATION

That Council approve the selection of Beaver Septic Tank Cleaning Service to complete the Village's septage hauling from January 1, 2026 to December 31, 2027.

ALTERNATIVES

1. That Council direct staff to repost the opportunity.



The Corporation of the Village of Salmo

Request for Decision

Report Date: December 2, 2025
Meeting Date: December 9, 2025 (#20-25)
From: Derek Kwiatkowski, Chief Administrative Officer
Subject: Tree Maintenance Contractor Selection 2026-2027

1. OBJECTIVE

For Council to approve the vendor choice for the tree maintenance service contract.

2. DISCUSSION AND ANALYSIS

The Village hires contractors to complete certified work to assist Public Works staff in completing all operational tasks. These contractors are hired for jobs under \$3,000 & their service contract is for 2 years in length. The Village has received a single bid for the tree maintenance services from Woodberry Wildland Contracting Ltd with a regular hourly rate of \$120.00. The hourly rate for the last contract was for \$80.00.

RECOMMENDATION

That Council approve the selection of Woodberry Wildland Contracting Ltd. for the tree maintenance services contract from January 1, 2026 to December 31, 2027.

ALTERNATIVES

1. That Council direct staff to repost the opportunity.



The Corporation of the Village of Salmo

Request for Decision

Report Date: December 2, 2025
Meeting Date: December 9, 2025 (#20-25)
From: Derek Kwiatkowski, Chief Administrative Officer
Subject: HVAC Services Contract 2026-2027

1. OBJECTIVE

For Council to approve the vendor choice for the HVAC services contract from January 1st, 2026 to December 31st, 2027.

2. DISCUSSION AND ANALYSIS

The Village hires contractors to complete certified work to assist Public Works staff in completing all operational tasks. These contractors are hired for jobs under \$3,000 & their service contract is for 2 years in length. The Village has received bids for the HVAC services for the Wellness Centre & other Village buildings from Maxwell Mechanical Ltd. & Startup HVAC Solutions.

Staff is recommending that Council approve Startup HVAC Solutions for the HVAC services contract for 2026 & 2027.

Company	Price	Total Score
Maxwell Mechanical	132	84
Startup HVAC Solutions	120	85

The selection was determined by rating qualifications, costs, contractor location, & submission quality. Both submissions fit the Village's request & both contractors are qualified to complete any work that is needed, however the lower cost & closer location were the determining factors in the selection.

RECOMMENDATION

That Council approve the selection of Startup HVAC Solutions for the HVAC services contract from January 1st, 2026 to December 31st, 2027.

ALTERNATIVES

1. That Council approve the selection of Maxwell Mechanical Ltd. for the HVAC services contract from January 1st, 2026 to December 31st, 2027.
2. That Council direct staff to repost the opportunity.



The Corporation of the Village of Salmo

Request for Decision

Report Date: December 2, 2025

Meeting Date: December 9, 2025 (#20-25)

From: Derek Kwiatkowski, Chief Administrative Officer

Subject: Request for Community Development Funds – 1998 Loader Repair

1. **OBJECTIVE**

For Council to direct staff to apply to the Community Development Fund for an amount of \$7,000 for the repair of the Village loader.

2. **DISCUSSION AND ANALYSIS**

The Village received news that the Village loader requires repairs on November 12th. These were uncovered through the Asset Management Plan inspection of the equipment & are required to keep the equipment operational.

The repairs include work to the U-Joints, bearings, drive shaft, yoke & with the quote including the necessary hardware.

RECOMMENDATION

That Council direct staff to apply to the Community Development Fund for an amount of \$7,000 for the repair of the Village loader.

ALTERNATIVES

1. That Council direct staff to use funds from the Village's Equipment Reserve for an amount of \$7,000 for the repair of the Village loader.
2. That Council direct staff to use the Community Works Fund for an amount of \$7,000 for the repair of the Village loader.
3. That Council deny the purchase.



The Corporation of the Village of Salmo

Request for Decision

Report Date: December 2, 2025

Meeting Date: December 9, 2025 (#20-25)

From: Derek Kwiatkowski, Chief Administrative Officer

Subject: Request for Community Development Funds- GMC Dump Truck Repair

1. **OBJECTIVE**

For Council to direct staff to apply to the Community Development Fund for an amount of \$3,000 for the repair of the Village dump truck.

2. **DISCUSSION AND ANALYSIS**

The Village received news that the Village dump truck (GMC Dump Truck (2007)) requires repairs on November 12th. These were uncovered through the Asset Management Plan inspection of the equipment & are required to keep the equipment operational.

The repairs include work to the axles, tie rods, PTO & seals.

The plow truck is pivotal in completing the Village snow removal.

RECOMMENDATION

That Council direct staff to apply to the Community Development Fund for an amount of \$3,000 for the repair of the Village dump truck.

ALTERNATIVES

1. That Council direct staff to use funds from the Village's Equipment Reserve for an amount of \$3,000 for the repair of the Village dump truck.
2. That Council direct staff to use the Community Works Fund for an amount of \$3,000 for the repair of the Village dump truck.
3. That Council deny the purchase.



The Corporation of the Village of Salmo

CAO Report

Report Date: December 2, 2025
Meeting Date: December 9, 2025 (#20-25)
From: Derek Kwiatkowski, Chief Administrative Officer
Subject: CAO Report- 2026 Budget

BACKGROUND

The 2026 budget discussions are underway for staff. There are difficult decisions ahead of this budget as there are more external pressures being applied to Village finances compared to previous years. This would include an increase in interest charges for the Village's current loans, an increase in regional transportation costs. The current tariff situation is requiring staff to increase diligence in predicting both product & shipping costs. Currently these external pressures are forcing administration to re-focus the budget on high-priority items & creating a firm replacement schedule for all assets that require more staff discussion.

Staff is working to prioritize capital purchases that save on operating costs, create a revenue stream or constitute a necessary replacement of equipment.

Staff is also reviewing all sources of revenue to determine if the charges are appropriate. These changes will be brought forward as expected revenue & imbedded into the appropriate policies & Bylaws, such as the Fees & Charges Bylaw.

A first draft Capital Plan will be brought to Council for the January 13th Regular Council Meeting for discussion.

STAFF RECOMMENDATION:

That Council accepts the CAO report for information.



The Corporation of the Village of Salmo

CAO Report

Report Date: December 1, 2025

Meeting Date: December 9, 2025 (#20-25)

From: CAO Derek Kwiatkowski

Subject: CAO Report- 2025 Year in Review

Background

The Village is wrapping up the 2025 budget year. Administration would like to highlight year in review, including the work completed in 2025, the open projects that are still in progress. 2025 was a busy year that included the Village completing several projects that were several years outstanding & starting others.

There were some challenges that the Village is working through. Tariffs have dominated the financial world, with costs being more difficult to predict than ever before. Municipalities are being downloaded more responsibilities from other levels of government with less funding supports, which puts greater strain on staff & finances. The Village has also seen some transition in Council & staff.

Overall, 2025 was a successful year for the Village. It has completed all planned sidewalk & road projects, has increased grant applications from 2024.

Completed Highlights

1. The Village completed the repair of 5 water leaks that saves the Village over 100,000 gallons a/ day. This saves on electricity costs & prolongs the life of Village infrastructure.
2. The Village received the Recreational Enhancements in Accessibility for Children Grant from Columbia Basin Trust for work at the Village's 2 playgrounds. This will include work that improves safety & accessibility in both the KP & Lion's Park. There will also be some new accessible playground equipment installed. Work will commence in 2026.
3. The Village completed a Housing Needs Report in December 2024 (released after the last Council meeting in 2024). This highlighted the potential housing growth in Salmo.
4. The Village created a Community Wildfire Resiliency Plan in June in collaboration with the RDCK.
5. The creation & adoption of the Memorial Wall Policy was completed in August.
6. Harmonic upgrades & a new pump were installed at the Wastewater Treatment Plant were completed. These projects allow the plant to run more efficiently & lower electricity costs.
7. The Village completed the maintenance of the Glendale Well. This maintenance will keep the wells in good condition for 10-15 years. This repair was part of the recommendations in the 2024 Source Water Protection Plan study.
8. The Village began increased collaboration with Shambhala Music Festival which included a temporary pilot project for receiving septage.

9. The Village awarded service contracts for 2024-2026 Financial Services in December & 2025-2027 IT Services in September.

Projects Began/Continuing in 2025

1. Official Community Plan Review began in October 2025.
2. The Village began the process of purchasing a new fire engine. The Village has completed the Alternative Approval Process & will now proceed with finalizing the Borrowing Bylaw & complete the ordering of the truck. It's estimated date of arrival is 2028-29.
3. KP Park Master Plan work began in July 2025 by meeting with the Village ball groups. Staff has drafted a preliminary plan to begin review in December 2025.
4. Next Generation 911 (NG911) project will be restarted after the program timelines were extended to 2027 from the senior levels of government. This will involve staff going through the entire GIS system to look for any data errors within Salmo.
5. Indigenous Engagement- Emergency Management began in 2024, consultants are reaching out to project partners in December '25/ January '26.
6. Complete Communities Project in collaboration with the RDCK began in early 2024. The project is progressing through discussions of future growth areas that would be suitable that are adjacent to the Village's boundaries.
7. The Village began building an Asset Management Plan in May 2025. The Village has completed assessments for Village equipment & IT Infrastructure. Staff will be progressing through inventory over the winter months, while contractors will be working on the building assessments.
8. The Village is working through the creation of a new Floodplain Bylaw. This is being completed in conjunction with the RDCK.
9. The Village is collaborating with the RDCK on a new GIS Master Plan. This will provide the municipality better information management & allow items such as infrastructure mapping & planning and development processing to be completed with greater efficiency.
10. The Village is completing the maintenance of the Sayward Well. This maintenance will keep the wells in good condition for 10-15 years.
11. The Village is undertaking a review of Village Bylaws & Policies. This review will allow staff to develop standard operating procedures for development, infrastructure planning & financial management.
12. Staff have been working to digitize infrastructure data to improve budgeting, asset management, & harmonize operations.

2026 looks to be an ambitious year with the completion of the OCP, KP Park Master Plan, (NG911), holding a General Election & continuing the review of the Village Bylaws & Policies.

Staff Recommendation:

That Council accept the CAO Report for information.

Village of Salmo
Accounts Payable November 21 to December 1, 2025

Cheque #	Pay Date	Vendor Name	Description	Paid Amount
018499	2025-11-28	Ace Courier Systems	Water Sample Shipping	\$108.15
EFT	2025-11-21	B Speers Contracting	Replacement of Light Fixtures at SVYCC	\$1,281.50
018500	2025-11-28	Clean Harbors Lodging Services LP	WWTP Parts - Aerator Kit	\$5,445.44
018501	2025-11-28	Columbia Basin Broadband Corporation	Office Internet	\$280.00
EFT	2025-11-21	Cooney Paul	Refund Building Permit Deposit	\$50.00
EFT	2025-11-21	Counter Cultured Food Co.	Catering Fire Dept Dinner	\$1,872.00
EFT	2025-11-21	Custom Dozing Ltd.	3 Loads of Gravel	\$1,411.20
EFT	2025-11-21	Fortis BC - Natural Gas	Natural Gas Expense	\$264.49
EFT	2025-11-21	Fortis BC - Natural Gas	Natural Gas Expense	\$43.38
EFT	2025-11-21	Fortis BC - Natural Gas	Natural Gas Expense	\$242.85
EFT	2025-11-21	Fortis BC - Natural Gas	Natural Gas Expense	\$128.95
EFT	2025-11-21	Fortis BC - Natural Gas	Natural Gas Expense	\$43.38
EFT	2025-11-21	Fortis BC - Natural Gas	Natural Gas Expense	\$47.49
EFT	2025-11-21	Fortis BC Inc.	Electric Expense	\$421.50
EFT	2025-11-21	Fortis BC Inc.	Electric Expense	\$54.93
EFT	2025-11-21	Fortis BC Inc.	Electric Expense	\$423.21
EFT	2025-11-21	Imperial Oil Esso	PW FD Fuel Fleet	\$1,988.43
EFT	2025-11-21	McGuire Pat	Plumbing Reimbursement	\$380.99
EFT	2025-11-21	McKellar Payton	By-Election Nomination Deposit Refund	\$100.00
018502	2025-11-28	Mills Office Productivity	Office Supplies	\$207.97
018504	2025-11-28	Ralcomm Ltd.	F.D Radio Maintenance	\$84.00
018503	2025-11-28	Regional District of Central Kootenay	2024 Fire Smart Assessments/October Building Permits	\$11,339.50
EFT	2025-11-21	Rogers	PW/CAO Cell Phone Expense	\$1,056.70
Pre-Authorized Debit	2025-12-01	Royal Bank Central Card Services	Service Fees	\$52.75
018506	2025-11-28	Salmo Village Grocery	Office, Public Works Shop Supplies	\$224.35
EFT	2025-11-21	Sensible Solutions Inc.	Changeover IT Services	\$2,778.30
EFT	2025-11-21	Sensible Solutions Inc.	IT - Managed Services	\$3,868.62
018505	2025-11-28	Skyway Hardware (1985) Ltd.	KP Washroom, Shop, SVYCC, WWTP Supplies	\$592.69
EFT	2025-11-21	Summit Truck & Equipment	1995 International Plow Repairs	\$6,527.48
EFT	2025-11-21	Telus	Alarm Monitoring	\$31.50
EFT	2025-11-21	Telus	Alarm Monitoring	\$26.25
EFT	2025-11-21	Telus Communications Inc.	Telephone/Fax/Internet Expense	\$1,177.10
EFT	2025-11-21	Telus Communications Inc.	Office Fax Expense	\$85.01
		Employee Benefits, Reimbursements and Salaries (PP24, Council 11, F.D. 2)		\$28,739.00
		Total:		\$71,379.11



DATE Dec. 1/25
NO 65 TO M4C-Dec. 9/2
FILE NO 0230-20
VILLAGE OF SALMO

R Chris Harkness
Salmo Watershed Streamkeepers Society
PO Box 20
Ymir, BC
VOG 2K0

December 1, 2025

The Village of Salmo
423 Davies Avenue
Salmo, BC
VOG 1Z0

Dear Village of Salmo Council Members,

I am writing on behalf of the Salmo Watershed Streamkeepers Society (SWSS) to inform the Village of Salmo of a fish habitat restoration proposal we have submitted through the Fish & Wildlife Compensation Program (FWCP) and to respectfully request the Village of Salmo's support for this work.

This project focuses on improving fish habitat complexity and restoring natural stream geo-morphology (processes that transport and sort sediment and gravel, trapping of large woody debris, and create critical pool habitat) in a channelized section of the Salmo River adjacent to the southern portion of the Village of Salmo. This area has been impacted by historical channelization and loss of riparian vegetation, which has reduced habitat complexity, a decrease in woody debris input (LWD) and contributed to declining spawning and rearing conditions for rainbow trout and blue-listed bull trout.

It is proposed that log structures and boulder clusters be installed on the riverbank in the vicinity of the eastern end of Lagoon Rd. A similar project funded by FortisBC was successfully completed in 2010, with support from the Village at that time. This new proposal aims to build on and extend that work by adding additional habitat structures that enhance and expand the work previously completed, either directly upstream or downstream of the existing structures. Final site selection will be determined after consultation with a qualified engineer and biologist with input for the Village and local residents welcomed.

As a secondary benefit, large woody debris structures help reduce erosion and stabilize banks during high flows by slowing and redirecting water. By moderating peak flows, these structures can also contribute to reducing flood-related impacts and maintaining more consistent water levels throughout the season.

As this work takes place in the vicinity of the Village of Salmo, we would be grateful for the Village's support in principle for the project, as well as a letter of support to submit to our potential funders. The



specific support requested is an approval from the Village of Salmo and recognition of the value of this project in increasing aquatic health in the Salmo River. Your endorsement will help demonstrate strong community alignment and reinforce the importance of this work to the people who live, work, and recreate along the river.

Sincerely,

A handwritten signature in blue ink that reads "R. Chris Harkness". The signature is written on a light blue, textured background.

R Chris Harkness, B.Sc.

Coordinator

Salmo Watershed Streamkeepers Society

chris@streamkeepers.bc.ca

236-972-6800

Restoring Fish Habitat and Complexity in the Salmo River

Project proposal by the Salmo Watershed Streamkeepers Society (SWSS)

Prepared by: Chris Harkness, B.Sc.



Cover photo: Lateral log LWD structure installed on bank of Salmo River upstream from study area.

Introduction

Fish habitat and habitat complexity have been substantially altered or reduced in the Salmo River watershed by human activity since the late 1800's. Clearing of land for forestry, agriculture, mining and settlement along the riparian zone of the Salmo River has been extensive, reducing an input of large in small woody debris to the system. Mature riparian forests with large trees and root masses provide substantial erosion resistance at riverbanks compared to young trees, as does woody debris, including log jams (Slaney PA, 1997). In response to flooding and erosion concerns, the BC government's Provincial Emergency Preparedness Program funded a project to channelize sections of the Salmo River in the 1960's, further altering natural stream morphology and fish habitat (Figure 1). The work in this area was completed with the idea to discharge or 'move water out' of critical downstream areas of human habitation. In these channelized portions, water movement at freshet is swift and the lack of woody debris and boulders results in little to no refuge for fish during high water events.

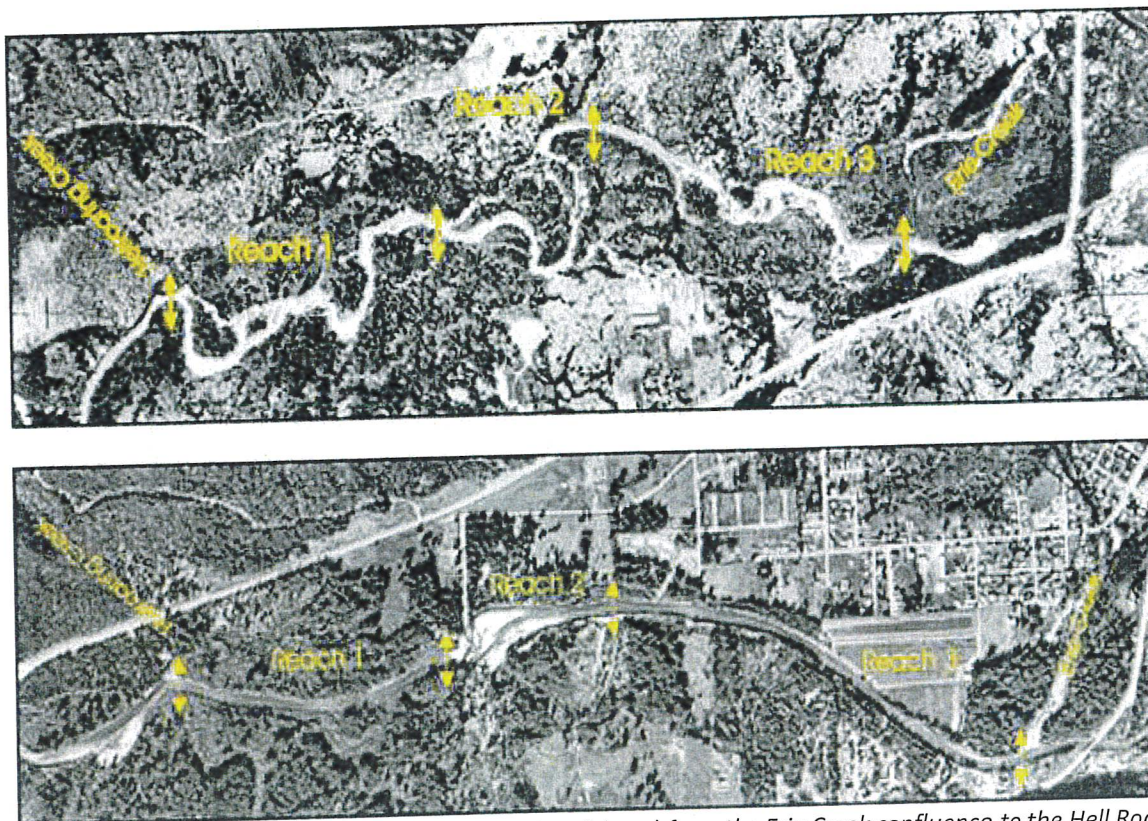


Figure 1. Historic air-photo (1940) of the Salmo River (above) from the Erie Creek confluence to the Hell Roaring Creek confluence and photo after channelization (below) illustrating loss of lateral channel migration across floodplain from channelization.

The Salmo River system supports regionally significant populations of rainbow trout and the blue-listed bull trout char. Westslope cutthroat trout, brook trout and mountain whitefish have also been observed in the Salmo River in the course of snorkel surveys by the Salmo Watershed Streamkeepers Society

(SWSS). Several other non-salmonid species also inhabit the river, including longnose sucker, large scale sucker, redbreasted shiner, slimy sculpin, and northern pike minnow.

Construction of dams on the Columbia and Pend D'Oreille Rivers has also had impacts on fish populations in the Salmo River Watershed. The lower portion of the river (approximately 1.9 km) has been inundated as a result of the construction dams and connectivity to the Columbia system has been lost. Extensive fragmentation by dams has blocked historical habitat connections that previously allowed extensive migrations and interactions between fluvial and adfluvial rainbow trout populations in different parts of the Columbia basin (Arndt, 2009). Loss of access to stream habitats due to inundation or blocked migration has also significantly reduced spawning and rearing habitats for rainbow trout (Arndt, 2009). Bull trout populations across much of British Columbia and southern Alberta have been on the decline and have been designated as a blue-listed species by the Government of BC. Bull trout population declines appear to be due to the cumulative effects of habitat degradation, non-native species introductions, overharvest, and fragmentation of watersheds caused by dam construction (Hagen & Decker, 2011).

In 2006, the SWSS conducted Fish Habitat Assessment Procedures (FHAP) and created habitat restoration prescriptions on the channelized section of the Salmo River shown in Figure 1. All three reaches (3.2km) were assessed for limiting factors for fish habitat following the methods outlined in "Watershed Restoration Procedures" document (Johnston & Slaney, 1996). The results of this FHAP indicate that the channelized section of the Salmo River has overall "poor" rankings for percent primary pool, pool plus pocket pool frequency and Percent Woody Cover in Pools & Glides + Pools (Heinbuch & Nellestijn, 2006) and a "good" ranking for Pieces of Functional LWD/Channel Width. It should be noted that the majority of LWD was present in Reach 2 (Figure 1), a braided section of the river. Reach 3 has been labelled as "the biological dead zone" as no fish are generally observed in this zone during annual snorkel surveys.

Fish habitat structures have been installed in the upstream portion of Reach 3 with the support of Fortis as a compensation project. Snorkel surveys conducted as part of post-construction of these structures have indicated that rainbow trout and other fish species are using this newly created habitat, with 214 fish observed in 2014. Construction of fish habitat from this project will undoubtedly provide benefits for the rainbow trout and bull trout populations in this system.

Study Area

The Salmo River rises from the Selkirk Mountains 12km southeast of Nelson, BC. The stream progresses in a southerly direction for approximately 60km from its origin to its confluence with the Pend d'Oreille River (Seven Mile Reservoir). It is a 5th order stream and has a total drainage basin of roughly 123,000 ha. Stream magnitude is relatively large (367) because there are 29 significant tributaries with high elevations throughout the river's length.

The proposed site is located just south of the Village of Salmo on the mainstem of the Salmo River (Figure 2). It will be conducted just downstream from existing fish habitat structures that were installed in 2010 by the SWSS with the support of Fortis and continue downstream to the beginning of Reach 2 (Figure 1).

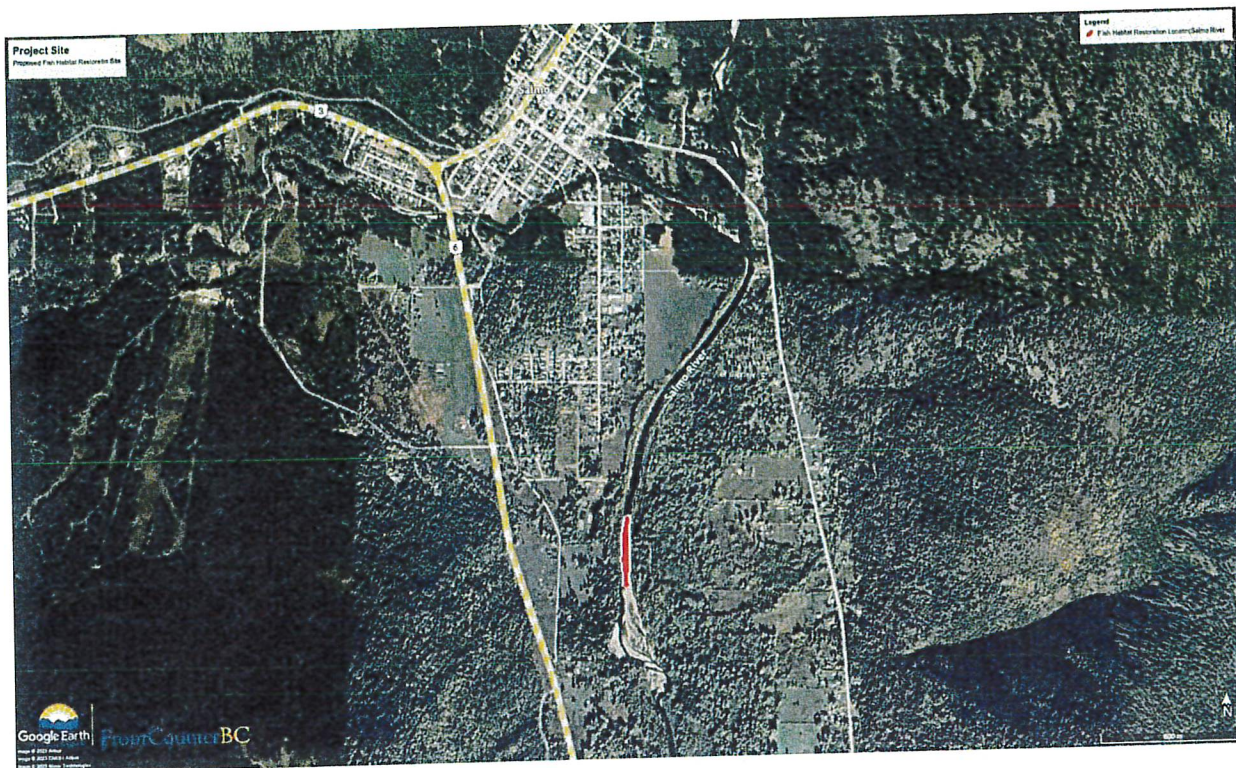


Figure 2. Location of proposed fish habitat restoration project on the Salmo River (red polygon) with the Village of Salmo to the north.

Methods

A site visit will be conducted by a qualified hydrological engineer, a registered professional biologist and the SWSS. A detailed prescription for fish habitat structure placement will be created based on input from the engineer and RP.Bio. A "Change Approval for Changes in and About a Stream" permit will be secured prior to construction operations. Materials, labour and all contractors will also be organized before construction begins. Sites for installation of structures will be marked out with flagging tape. Pre-construction monitoring (photo-monitoring, day and night snorkel surveys) will be conducted by qualified surveyors. Rocks and logs will be delivered by dump truck at an access route and placed by excavator on the riverbed, taking care not to disturb the riparian zone. A spider hoe will conduct all instream work during the fisheries window. Materials (rootwads and boulders) will be placed in designated spots by the spider hoe. Logs will be secured to ballasting rocks of sufficient size (1-1.3m in diameter) by hammer-drilling 8-inch holes into the rocks and inserting 5/8" galvanized cable and epoxy. A hole (skim) will also be drilled through a small section of the logs and cable passed through the hole. Boulders will be embedded in the substrate by excavating a trench to prevent movement in high water events.

It is proposed that a total of 22 structures be constructed. Two LWD triangular structures, two groynes with rootwads, five lateral logs, twelve boulder clusters and a weir with approval from a qualified engineer. Upon completion of construction, all remaining materials will be removed from site. Benchmarks will be installed at each structure and phot-monitoring will take place in order to ascertain if there is any movement of structures in future years. Aerial drone footage of the site will also occur. Post-construction monitoring of structures will occur yearly for 3 years.

Risk assessment

There are dangers inherent with any construction projects or in-stream work. Heavy machinery will be in use on this project and power tools will be used. An experienced and qualified team of operators and construction members will be assembled. Each member will be equipped with a radio or cellphone for constant communication. All crew members will be required to become familiar with the Health and Safety Plan for the project. In-stream work will always involve a minimum of two team members and Home Base safety for the project will be provided by the SWSS.

Works Cited

- Arndt, S. (2009). *Footprint Impacts of BC Hydro Dams on Rainbow Trout in the Columbia River Basin, British Columbia*. Nelson, BC: Fish and Wildlife Compensation Program.
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- Hagen, J., & Decker, A. (2011). *The status of Bull Trout in British Columbia: a synthesis of available distribution, abundance, trend, and threat information*. Victoria: BC Government Fisheries Technical Report.
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- Heinbuch, L., & Nellestijn, G. (2006). *Fish Habitat Assessment and Restoration Prescriptions for the Channelized Section on the Mainstem Salmo River from Erie Creek to Hell Roaring Creek*. Salmo, BC: Salmo Watershed Streamkeepers Society. <http://www.streamkeepers.bc.ca/reports/Erie-HellRoarFHAP-Prescription-2006.pdf>
- Johnston, N., & Slaney, P. (1996). *Fish Habitat assessment procedures. Province of BC Watershed Restoration Technical Circular 8*. Victoria: Government of British Columbia.
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- Slaney PA, R. F. (1997). Accelerating the recovery of log-jam habitats: large woody debris-boulder complexes. *Fish habitat Rehabilitation procedures Province of BC Watershed restoration Technical Circular 9*; P9-1. 9-24. https://www.for.gov.bc.ca/hfd/library/ffip/Slaney_PA1997_A.pdf



Diana L.D. Lockwood

R. Chris Harkness, B.Sc.
Coordinator, Salmo Watershed Streamkeepers Society
chris@streamkeepers.bc.ca
236-972-6800

Dear Mr. Harkness,

On behalf of the Village of Salmo Council, I am writing to express our support in principle for the Salmo Watershed Streamkeepers Society's proposal submitted to the Fish & Wildlife Compensation Program (FWCP) for fish habitat restoration along the Salmo River adjacent to the southern portion of the Village.

The Village recognizes the importance of improving fish habitat complexity and restoring natural stream processes in the river system. The historical channelization of this section of the Salmo River and the loss of riparian vegetation have reduced habitat quality, woody debris inputs, and suitable spawning and rearing conditions for rainbow trout and blue-listed bull trout. We acknowledge that the proposed installation of log structures and boulder clusters, building on the successful FortisBC-funded work completed in 2010, will help enhance and expand the previous habitat improvements.

We appreciate that the project includes collaboration with a qualified engineer and biologist, as well as opportunities for local input on site selection. In addition to ecological benefits, the Village recognizes the value of large woody debris structures in reducing erosion, stabilizing banks, moderating peak flows, and supporting flood-resilience and consistent water levels.

The Village of Salmo supports this project concept and affirms its value in improving the aquatic health of the Salmo River. We believe this initiative will provide long-term environmental, community, and recreational benefits for residents and visitors who live, work, and enjoy the river corridor.

We are pleased to provide this letter of support to accompany your funding application, and we look forward to continued collaboration as the project moves forward.

Kind Regards,

Diana Lockwood, Mayor

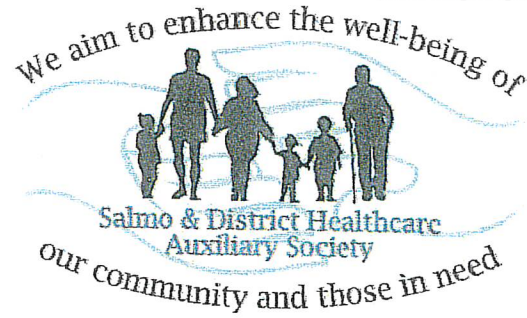
Office of the Mayor
Village of Salmo
423 Davies Avenue, Salmo, BC V0G 1Z0 Ph: 250-357-9433 Email: mayor.lockwood@salmo.ca

DATE Nov. 6/25
NO 62 TO M+C-Dec. 9/2
FILE NO 0230-20

Box 842
Salmo, BC VoG 1Z0

6 November 2025

VILLAGE OF SALMO



Village of Salmo
Box 1000
Salmo, BC VoG 1Z0
info@salmo.ca

Dear Mayor and Council:

I am reaching out on behalf of the Salmo and District Healthcare Auxiliary Society (Salmo Thrift Store) to let you know that after many years Positive Apparel, out of Nelson, is no longer picking up our unusable clothing for recycling. We, along with other Thrift Stores in the West Kootenays, have no other option but to put the clothing we cannot sell or make into rags in the dumpster.

We have up to 20 garbage bags per week of unusable clothing from our store alone. Twice a year, when we do a seasonal change over at the store, we have at least 100 bags. We are a small piece of a much larger picture. Positive Apparel estimates that they collected 15 to 18 tons of clothing per month which they trucked to a textile recycling facility in Vancouver. We are looking for an alternative to sending all of this clothing to the landfill or spending money on dumping fees that we would otherwise donate to healthcare.

We are sending a copy of this letter to the RDCK as well, but request that the Village of Salmo also raise this issue with the RDCK with the intent of reaching a better solution.

Thank you for your time and consideration.

Sincerely yours,

Teresa Olleck
President
salmohealthcareauxiliary@gmail.com

cc: H. Bench, Resource Recovery Product Advisor, RDCK
hbench@rdck.ca

Brandy Jessup

From: Heidi Bench <Hbench@rdck.bc.ca>
Sent: November 6, 2025 11:13 AM
To: Salmo and District Healthcare Auxiliary Society; Village of Salmo
Subject: RE: for your attention

Hi Judi,

Thank you for taking the time to let us know about this. We are aware that Positive Apparel is unfortunately no longer able to continue providing the textile recycling services that they've been providing Kootenay thrift stores for over 15 years now. Our staff plan to discuss textile waste and the impact the loss of this service has on local organizations with the RDCK Directors at an upcoming Joint Resource Recovery Committee meeting.

Thanks,
Heidi Bench | Resource Recovery Projects Advisor
Phone: 250.354.3044

From: Salmo and District Healthcare Auxiliary Society <salmohealthcareauxiliary@gmail.com>
Sent: Thursday, November 6, 2025 10:55 AM
To: Salmo <info@salmo.ca>
Cc: Heidi Bench <Hbench@rdck.bc.ca>; Salmo and District Healthcare Auxiliary Society <salmohealthcareauxiliary@gmail.com>
Subject: for your attention

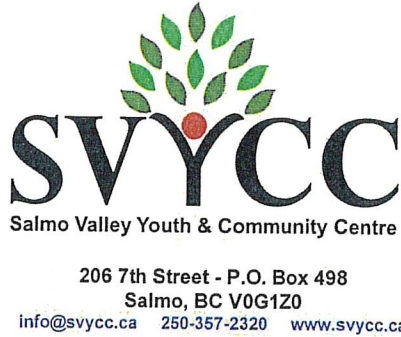
You don't often get email from salmohealthcareauxiliary@gmail.com. [Learn why this is important](#)

CAUTION

This email originated from outside the organization. Please proceed only if you trust the sender.

Your consideration is appreciated.

Judi Cozzetto
Secretary
Salmo and District Healthcare Auxiliary Society
Box 842
Salmo, BC V0G 1Z0



November 26, 2025

Dear Mayor and Council,

I would like to inform you that the Salmo Valley Youth & Community centre is in the early stages of exploring accessibility enhancements for the facility. Our intention is to pursue non-structural improvements that fall within the parameters of the CBT Basin Arts Accessibility Renovations Transforming Spaces (Basin ARTS) program.

The goal of this is to reduce barriers in physical access within performance spaces and common areas and provide a multi sensory display to better inform community about available programs and activities. As part of this process, we intend to undertake an accessibility assessment that will guide planning and design of areas requiring improvements.

Preliminary needs identified include inclusive equipment such as multi sensory display board and a range of interior upgrades. These may include washroom upgrades, modifications to floor transitions and door widths and upgrades to the wall dividing the stage from the gymnasium to ensure individuals with limited mobility have equitable access to performances.

As we move through the assessment and planning phases, we will keep council informed and will submit formal request should any proposed changes be structural in nature or require council approval.

Thank You for your continued support.

Sincerely,

Laura Stavast

Executive Director

Salmo Valley Youth & Community Centre



DATE Nov. 27/25
NO 64 TO M+C-Dec 9/2
FILE NO 0400-60
VILLAGE OF SALMO

City of Pitt Meadows
OFFICE OF THE MAYOR

November 26, 2025

File: 01-0400-20/25

Honourable Christine Boyle
Minister of Housing and Municipal Affairs
Email: HMA.Minister@gov.bc.ca

Dear Minister Boyle,

Re: Concerns Regarding Bill M 216 – 2025 Professional Reliance Act

On behalf of Pitt Meadows City Council, I am writing to express our concerns with Bill M 216 – 2025 Professional Reliance Act. We understand that the intent of the Bill is to streamline approvals and reduce administrative costs for development. The approach proposed in this legislation, however, is likely to have the opposite effect and create unnecessary risks to both human and environmental health.

Bill M 216 mandates that a local government must accept any submission by a certifying professional (e.g., an architect, engineer, agrologist or environmental consultant) as part of a development approval process. It also prohibits a local government from requiring a peer review of those submissions. As a result, Bill M 216 significantly reduces local government oversight over development projects. This will negatively affect public safety and create new liability for the City and, by extension, local taxpayers.

The City of Pitt Meadows, like many local governments, has been working to improve development approval processes in alignment with local and provincial housing goals, while maintaining public safety and environmental sustainability. We support improvements to the development approval process, but efficiencies cannot come at the expense of due diligence, public health and informed local decision-making. Many certifying professionals, despite their expertise, may not be familiar with local conditions, City bylaws, development permit guidelines, and floodplain requirements, or other community-specific regulations, which is a key reason why local government reviews are essential to ensure accuracy and compliance. Local review processes benefit the public

by helping build safer and more sustainable neighbourhoods that reflect community needs and protect the environment over the long-term.

Challenges with the Professional Reliance Model

Reviewing building and infrastructure plans to safeguard public safety, the natural environment and local agriculture is an important role of local government. As part of these processes, our City staff frequently identify errors in plans and reports prepared by certifying professionals. We also note that these professionals often face pressure from their clients to sign-off on projects quickly and within budget.

In addition, while used infrequently, peer reviews can be an important part of the process to reduce risk and mitigate errors, particularly for more complex developments or projects with greater safety and environmental hazards. Under Bill M 216, these critical local safeguards are weakened, if not eliminated. Oversight responsibility shifts from the public sector—where it is transparent and democratically accountable—to the private sector, where the primary duty is to the client rather than the broader community.

Bill M 216 contradicts extensive evidence that demonstrates the limitations and failures of professional reliance. In 2018, the Province received a report on professional reliance in the natural resource sector that explicitly warned of “significant gaps in professional reliance models” and “substandard professional work.”¹ The report noted various high-profile environmental incidents, including the Mount Polley Tailings Storage Facility breach and the contamination of the Hullcar Aquifer, that had drawn public scrutiny and brought to light decreased confidence in professional reliance regulatory regimes. The report noted that when government cannot request information or verify compliance, it “loses its ability to prevent harm from occurring and is left only with enforcement tools after harm has occurred.”

While we understand that changes to the professional reliance framework were made in response to this 2018 report (e.g., the enactment of the Professional Governance Act and establishment of the office of the superintendent of professional governance), these changes were not intended to replace government review and oversight.

To that end, a 2022 report from the Ombudsperson on the Riparian Areas Protection Regulation found persistent non-compliance, high rejection rates and a need for greater

¹ Professional Reliance Review: The Final Report of the Review of Professional Reliance in Natural Resource Decision-Making (professionalgovernancebc.ca/app/uploads/sites/498/2019/05/Professional_Reliance_Review_Final_Report.pdf)

government oversight of qualified professionals.² The report stated that the effectiveness and accountability of the riparian regulation depend on qualified professionals following regulatory requirements. It also noted that, due to ongoing deficiencies, the Province has had to review all submissions from these professionals.

This highlights a clear and deeply concerning contradiction: professional reliance has been shown to require more oversight at the provincial level, yet Bill M 216 shifts the professional reliance model onto local governments without the safeguards the Province itself determined were necessary.

Liability for Local Governments and Taxpayers

Local government reviews of building and infrastructure plans help to prevent safety issues, environmental damage, infrastructure failures and costly problems in the future. If local governments are required to accept professionally certified plans, including plans for City infrastructure provided through development, significant errors and deficiencies may go undetected. This introduces significant and unacceptable risks for local governments and taxpayers who would be left with the cost of resolving any deficiencies, particularly if the professional, or their company, is unavailable to be held accountable.

Although Bill M 216 states that local governments will not be liable for damages caused by professional certification, legal experts have advised that, in the context of existing case law, the City would still carry liability where a builder, owner, subcontractor or qualified professional is dissolved or insolvent. The attempt in Bill M 216 to protect local governments from liability, furthermore, does not prevent a party from naming the City in its claim, and the City would be required to go through a costly court process to be removed from the action.

Inefficiencies and Processing Delays

It appears that the only remedy available under Bill M 216 to a local government who is concerned about the quality or accuracy of a professional certification is to refer the matter to the provincial Superintendent of Professional Governance for dispute resolution.

The Superintendent of Professional Governance is an office established by the Professional Governance Act to provide oversight of professional regulators. The office focuses on professional regulation, not the subject matter expertise applied by regulated

² Final Report on the Implementation of Recommendations from Striking a Balance: The Challenges of Using a Professional Reliance Model in Environmental Protection – British Columbia’s Riparian Areas Regulation (bcombudsperson.ca/wp-content/uploads/2025/08/StrikingABalance-Report-Jan5.pdf)

professionals. The Superintendent does not employ experts who could settle a dispute between two or more professionals about the technical aspects of a development proposal.

Requiring the Superintendent to resolve potential disputes from the 161 municipalities and 27 regional districts across the Province will almost certainly lead to increased inefficiencies and processing delays, exacerbating the very issue Bill M 216 seeks to address.

Loss of Local Knowledge and Authority

Bill M 216 shifts decision-making away from local governments, and places greater authority in the hands of private professionals. Additionally, shifting dispute resolution to the Superintendent of Professional Governance means moving responsibility away from those most familiar with the local geography and community dynamics. Instead, it places it with a provincial government office that would have no such knowledge or understanding.

Bill M 216 exemplifies the ongoing and concerning shift in decision-making powers from local governments to a centralized provincial authority. This shift is eroding the essential role of locally grounded knowledge—which is fundamental to ensuring developments fit their context, respect environmental constraints and meet the unique needs of the community.

Lack of Clarity and Consideration of other Legislation

Many aspects of Bill M 216, including its relationship to existing legislation that governs development approval processes, remain unclear. For example, it is not clear whether the requirement to accept professional submissions would apply to development permit approvals under the *Local Government Act*. Additionally, it is unclear how Bill M 216 might impact the matters to be considered by an approving officer for subdivision under the *Land Title Act*.

We understand that Bill M 216 has not benefited from the input of provincial staff, who could probably assist provincial elected officials in identifying additional concerns with Bill M 216, and its implications for other provincial legislation.

Absence of Consultation with Local Governments

The City of Pitt Meadows was not consulted prior to the introduction of Bill M 216, nor, as we understand, were any of our local government colleagues across the province. Significant legislative changes affecting development, land use and municipal authority

must be developed collaboratively with local governments. Meaningful consultation is essential to avoid unintended consequences and ensure legislation achieves its stated goals.

In closing, the City of Pitt Meadows supports efforts to reduce duplication, improve timeliness and accelerate housing delivery. However, these goals must be achieved through collaborative, evidence-based approaches that do not weaken local government oversight and create public safety concerns.

We urge the provincial government to reconsider this Bill and engage directly with municipalities before moving forward with changes that fundamentally alter local land use authority and the development process.

Sincerely,



Nicole MacDonald
Mayor, City of Pitt Meadows

cc: Pitt Meadows City Council
Mark Roberts, CAO
David Eby, Premier of British Columbia
Brittney Anderson, Minister of State for Local Governments and Rural Communities
Lisa Beare, MLA for Maple Ridge-Pitt Meadows
George Anderson, MLA for Nanaimo-Lantzville
Select Standing Committee on Private Bills and Private Members' Bills
BC Municipalities & Regional Districts
Councillor Cori Ramsay, Union of BC Municipalities President
Councillor Paul Albrecht, LMLGA President



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

MAYOR LOCKWOOD

Mayor Report for Council Meeting held on December 9, 2025.

Salmo & Area G Emergency Preparedness Committee: Next meeting TBA

Fire Department: It is that time of year again and the Council would really appreciate everyone to slow down and help with keeping the fire hydrants that may be in front of your place cleared. As Christmas trees and lights go up, make sure your real trees always have lots of water and your lights are in good condition. We appreciate all the fire department and hope their winter is a slow one.

Citizen Engagement:

RDCK:

Board: Next meeting December 11, 2025 and you can attend electronically if you do not want to go into Nelson.

All Recreation: Next meeting TBD

Salmo & Area G Recreation Commission: Next meeting January 19, 2026 at 7pm at the Village Office.

Here is the organized recreation that is available in Salmo and Area.

BMX Track at the ski hill – crown land and operated 100% by volunteers

Cross country skiing – Non-profit owned and operated 100% by volunteers

Curling rink – building owned by village and operated 100% by volunteers

Fitness Center - building owned by village and operated by RDCK through taxation

Golf Course - Non-profit owned and operated 100% by volunteers

Hiking Trails - crown land and operated 100% by volunteers

Outdoor Pool – Owned and operated by RDCK through taxation

Rail trail outside of village limits – Owned by Ministry of Transportation and Transit and operated by RDCK through taxation in partnership with Salmo ATV Club

Salmo Community and Youth Center - building owned by village and operated by a non-profit through taxation and grants

Ski Hill – crown land and operated 100% by volunteers

Tennis and Pickleball Courts – Owned and operated by RDCK through taxation

Every single recreation has assets and those assets cost money. What are you willing to pay and/or contribute to have all this available in this community. Recreation is expensive to deliver, and people need to understand what it costs to deliver it.

Economic Trust of the Southern Interior – BC (ETSI-BC): I am part of a committee to review our board policies, and this will take place over the next three months. Next meeting December 5, 2025.

Central/Joint Resource Recovery: Next meeting December 10, 2025 Central went through their first budget numbers which are not complete because it is not the end of the year numbers but it has given a little insight for budget which looks like a 3% increase.

West Kootenay Hospital Board: Next meeting TBD

Nelson, Salmo, E, F, & G Regional Parks: As in my report under Salmo & Area G Recreation this commission is part of what we pay into for recreation and there are some mighty big asks coming this year and the budget is at \$1,498,296 already. Again, this is all possible, people have to be okay with their taxation going up for recreation.

Next meeting TBD

West Transit: Expect a tax hike in transit this coming year.

Other meetings of note:

Mayor's and chair Highway 3 Coalition: Next meeting TBA

Community Collaboration Meeting: Next meeting TBD