



The Corporation of the Village of Salmo

REGULAR MEETING #19-25 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, November 25, 2025 at 7:00 p.m.

PRESENT:

In Person:

Mayor Diana Lockwood
Councillor Jennifer Lins
Councillor Payton McKellar
Councillor Kenzie Neil

CAO Derek Kwiatkowski

Members of the Public -7

Electronically:

Members of the Public -1

REGRETS:

Councillor Jonathon Heatlie.

CALL TO ORDER:

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

AGENDA:

R1-19-25

Moved and seconded, that the agenda of Regular Meeting #19-25 of Tuesday, November 25, 2025 be adopted as amended from *Council Procedure Bylaw #663, 2014 Schedule "A"* to include a New Business section, an Assignment section, a Policy Development & Review section, a Bylaw Development & Review section, a Public Question Period, and an In Camera section.

Carried.

DELEGATIONS:

Taylor Caron & Jennifer
Gawne, Salmo Valley
Public Library - #59

The Library Board presented the 2025 Summary & 2026 draft budget. The Library requested a 7.35% funding increase. They also requested that Council support the AKBLG resolution regarding funding for libraries as presented and submit it for consideration at the AKBLG Conference in 2026.

Departure:

Five people from the gallery left the meeting.

NEW BUSINESS: NIL

MINUTES:

R2-19-25

Regular Meeting
October 14, 2025

Moved and seconded, that the minutes of the Regular Council meeting #17-25 of Tuesday, October 14, 2025 be adopted as amended.

Carried.

R3-19-25

Committee-of-the-
Whole Meeting
November 3, 2025

Moved and seconded, that the minutes of the Committee-of-the-Whole meeting of Monday, November 3, 2025 be adopted as presented.

Carried.

R4-19-25 Special Council Meeting November 10, 2025	Moved and seconded, that the minutes of the Special Council meeting of Monday, November 10, 2025 be adopted as presented.	Carried.
--	---	----------

REFERRALS FROM DELEGATIONS: NIL

REFERRALS FROM PRIOR MEETINGS:

R5-19-25 Financial Report - Third Quarter Financial Statement	Moved and seconded, that Council receive for information the updated Third Quarter Financial Statement dated September 30, 2025. Carried.
--	---

ASSIGNMENT:

R6-19-25 Moved and seconded, that Council accept the current portfolio/liaison assignments.

Carried.

R7-19-25 Moved and seconded, that Council appoint Mayor Lockwood as the
Regional District of Central Kootenay Director.

Carried.

R8-19-25 Moved and seconded, that Council appoint Councillor McKellar as the
Regional District of Central Kootenay Alternate Director.

Carried.

POLICY DEVELOPMENT & REVIEW:

R9-19-25 Non-Profit Organization Taxation Support and Funding Release Policy F-011	Moved and seconded, that Council approve Policy F-011, Non-Profit Organization Taxation Support & Funding Release Policy as presented. Carried.
--	---

BYLAW DEVELOPMENT & REVIEW:

R10-19-25	Moved and seconded, that Council approve the 2026 Regular Council	
Council Procedure	Meeting schedule as presented.	
Bylaw #663, 2014 –		Carried.
2026 Meeting Schedule		

R11-19-25	Moved and seconded, that Council direct staff to bring back an edited	
Official Community Plan	version of first draft for review.	
		Carried.

R12-19-25 OCP Survey	Moved and seconded, that Council direct staff to bring the OCP Survey back to the December 9th, 2025 meeting for approval.	Carried.
-------------------------	--	----------

R13-19-25
OCP Public Hearing

Moved and seconded, that Council direct staff to book a public hearing at the Salmo Valley Youth & Community Centre for discussion of the OCP for January 2026.

Carried.

OPERATIONAL REPORTS:

R14-19-25
Public Works

Moved and seconded, that Council receive for information the written report as presented by Public Works Foreman Fred Paton for the period of August 22 to November 20, 2025. (See *Appendix A*).

Carried.

R15-19-25
Fire Department

Moved and seconded, that Council receive for information the written report dated November 1, 2025 provided by Fire Chief David Hearn for the period of August to October 2025. (See *Appendix A*).

Carried.

R16-19-25
Bylaw Enforcement

Moved and seconded, Council receive for information the written report on bylaw enforcement for the period of September 1 to October 31, 2025. (See *Appendix A*).

Carried.

R17-19-25
CAO Report – General Updates

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

Carried.

R18-19-25
KP Park Masterplan

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

Carried.

Departure:

Councillor McKellar left the meeting at 8:54 p.m.

Return:

Councillor McKellar returned to the meeting at 8:55 p.m.

R19-19-25
Christmas Office Closure

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

Carried.

STRATEGIC PLAN:

R20-19-25

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

Carried.

FINANCIAL REPORTS:

Carried.

Carried.

Carried.

Carried.

Mayor Lockwood See *Appendix B*.

R25-19-25	Moved and seconded, that the verbal and written reports of Mayor	
Verbal & Written	and Council be received for information.	
Reports of Mayor &		Carried.
Council		

PUBLIC QUESTION PERIOD: NIL

IN CAMERA RESOLUTION:

R26-19-25	Moved and seconded, that the meeting be closed to the public under <i>Community Charter</i> Section 90(1)(c) labour relations or other employee relations.	
		Carried.

RECONVENE OPEN MEETING: Council reconvened the meeting at 9:07 p.m.

RISE & REPORT:

R27-19-25	Moved and seconded, that Council rise and report the following from their In Camera session:	
	That Council officially appoint David Hearn as Fire Chief for 2026.	
		Carried.

ADJOURNMENT:	Moved and seconded, that the meeting be adjourned.	
R28-19-25		Carried @ 9:43 p.m.

I hereby certify the preceding to be a true and correct account of the Regular Meeting of Council held on Tuesday, November 25, 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: November 20, 2025
Meeting Date: November 25, 2025 (#19-25)
From: Fred Paton, Public Works Foreman
Subject: Public Works Report from August 22, 2025 – November 20, 2025

1. OBJECTIVE

To update Council on Public Works operations.

2. DISCUSSION

2.1. Summer/Fall Activities

- (a) Completed three (3) internments at the Salmo Cemetery.
- (b) Completed two (2) water shut offs.
- (c) Sidewalk Repair completed on a portion of Sayward Avenue between Main Street & Fourth Street.
- (d) Patch Paving completed on the following:
 - (i) 2 patches on Cady Road
 - (ii) 1 patch on Cottonwood Avenue
 - (iii) 2 patches on Glendale Avenue
 - (iv) 2 patches on Sayward Avenue
 - (v) 2 patches on Hutcheson Avenue
- (e) Staff is actively working on the Asset Management Plan.
- (f) Daily cleaning of Lions Park Washroom.
- (g) KP Campground & KP Park Washrooms closed effective October 27, 2025.
- (h) Continuing to prep winter equipment for upcoming season.
- (i) Summer students finished for 2025.
- (j) Flower boxes have been put away for winter.
- (k) Public Works staff attended a two-day conference in Cranbrook.
- (l) The Village's WWTP Operator took & passed the Sewer Collection 1 Course in Grand Forks.

- (m) The second half of the Sewer Line Inspections completed in September 2025.
The first half of town was completed in August 2024.
- (n) Village of Fruitvale assisted the Village of Salmo in removing a root from a sewer line on Baker Avenue. They provided specialized equipment to do so.
- (o) Dike Inspection completed.
- (p) Fall Water System Chlorination completed October 1st-3rd 2025.
- (q) Hydrant Flushing completed on October 15th-17th 2025.
- (r) Fall Clean-Up completed October 29th & 30th 2025.
- (s) Annual wastewater sample completed.
- (t) A danger tree was removed by contracted arborist.
- (u) Trimmed brush/bushes blocking a yield sign.
- (v) Glendale Well Repair/Redevelopment has begun.

Explanation: The contractor pulled the well pipe and pump exposing the existing 100 foot well and 30-foot screen. The screen is in place to screen the water for sand/sediment before it then goes into the distribution lines. Large amounts of sand had built up around the screen, so it had to be removed. They then had to replace a section of rusted pipe, and they straightened out the top of the well.
- (w) Ongoing road maintenance (filling potholes etc.)
- (x) Upcoming and Current Projects:
 1. The First Street Culvert Replacement was awarded to a contractor.

2.2.

Attachments:

Nil.



Fire Chief's Report: November 01, 2025

Regular Council Meeting #19-25

Since the last report on August 1st, 2025 the Salmo Fire Department responded to 36 calls:

3	Hazmat	6	Lift Assists	3	Vehicle Fires
13	Jaws Calls	5	False Fire Alarm	1	Assist other agencies
1	Smoke Report	1	Burn Complaint	2	Mutual Aid Fires
1	Carbon Monoxide				

DESCRIPTION

August, September and October were extremely busy month for our crew. That is nearly a call every 2 days, as opposed to our yearly average of a call every 5 or 6 days.

In early August crews responded to a report of an electric car fire on the Bombi. Crews arrived to a fully engulfed car fire with batteries rupturing, creating pressurized fire streams. Using the Compressed Air Foam System (CAFS) we were able to quickly extinguish the car fire and then cool the runaway batteries. This was the first electric vehicle fire we have attended, and we were very impressed how well the CAFS worked at cooling the batteries, and how little water we used.

Crew also responded to a couple of potentially serious extrication calls. One call came in as an MVI involving a semi, a logging truck and three other vehicles. Fortunately, there were no other vehicles involved, just the semi and the logging truck. The highway was down to single lane alternating traffic for pickups and smaller vehicles until the logging truck could be towed from where it was sitting, over the center line. The other incident involved several vehicles and one person reported to be trapped. When we arrived the person had just been able to free himself from the vehicle.

Crews responded twice to the Ymir area for requests for mutual aid at structure fires. Salmo crews were able to assist in knocking down the fires and getting the fires to a point that they would not spread. Salmo crews were then able to return to our hall, while Ymir members remained on scene to fully extinguish the fires.

Not shown in these stats are the repeated calls that have been going through the 911 system from an individual with dementia that keeps thinking that they are seeing smoke. These calls have not been going through as call outs, as our dispatchers phone an officer to see if there is an actual threat. The calls from this person were getting more frequent (as many as 7 times in a single day). Now most of his calls are going directly through to the RCMP, while plans are being made on how best to deal with this person. The calls appear to have gone down due to different medication and the cooler wetter weather.

Misc.

While our fire apparatus technician was doing the annual tests on our fire trucks, a major leak developed in the transfer case of our first line pumper. It is currently out of service until repair parts can come in, and the technician return to do the repair. The engine is still used as a people carrier and tool

FILE 7380-20

resource until the repairs can be made. The Ymir Fire Department is aware of our situation and are prepared to respond with their engine if we request mutual aid.

We were fortunate this summer to not have had to deal with a campfire ban, because most summers the burning ban is the cause of numerous complaint calls. We were also very fortunate to not have had any wildland fires to deal with this summer.

Training continued towards wildland fires, with us checking out and using different sources of water that we could draft water out of. We also spent a good deal of time practicing our rope rescue skills for injured persons that are stuck over a bank and cannot get up the slope.

Originally Signed By:

David Hearn, Fire Chief



Bylaw Officer's Report: September 1, 2025 to October 31, 2025

Regular Council Meeting #19-25

Complaints:

INFRACTION TYPE	NO. OF INFRACTIONS	RESOLUTION
Traffic Related	1	<ul style="list-style-type: none">One (1) resident was notified about apples around the perimeter of the property. The fruit was a hindrance to people walking on the sidewalk and could be potential for attracting wildlife. The owner complied by picking up the apples.
Unightly Related	1	<ul style="list-style-type: none">The Bylaw Officer followed up on sixteen (16) separate unsightly properties. This is being reviewed by Administration.

Enforcement:

INFRACTION TYPE	NO. OF INFRACTIONS	RESOLUTION
Garbage Related	1	<ul style="list-style-type: none">The Bylaw Officer stopped by one (1) residence regarding strewn garbage. The Bylaw officer knocked on the door but there was no answer.
Water Related	2	<ul style="list-style-type: none">One (1) resident turned off the sprinkler before the Bylaw Officer could notify but two (2) other residents were notified, and the owners complied.
Traffic Related	1	<ul style="list-style-type: none">A vehicle was parked on Village property with a for sale sign on the window. The Bylaw Office left a green notice on the windshield. The owner complied and removed the vehicle.

Follow up Complaints/Enforcement:

INFRACTION TYPE	NO. OF INFRACTIONS	RESOLUTION
Dog Related	1	<ul style="list-style-type: none">The Bylaw officer was following up on a past issue regarding a resident that had a dog at large and left a green notice when there was no answer at the door. Followed up on the next patrol day and no dog was seen at large.
Unightly Related	2	<ul style="list-style-type: none">The Bylaw officer was following up on two (2) past issues regarding unsightliness. Infraction notices were sent to the owners. Administration will be following up.

Information submitted by:
Fred Nevakshonoff, Bylaw Officer



The Corporation of the Village of Salmo

CAO Report

Report Date: November 21, 2025
Meeting Date: November 25, 2025 (#19-25)
From: Derek Kwiatkowski, Chief Administrative Officer
Subject: CAO Report- General Updates

- Staff is progressing through the Asset Management Plan. The building assessments will begin in December, the equipment inspections are underway.
- Staff has created a rough draft of the KP Park Master Plan, this will be brought to Council at the December 9th Meeting.
- The CAO & 3 members of Council attended the Fire Department's annual dinner.
- The Village has purchased & received the playground equipment for the REACH grant.
- Administration is moving forward with property registration for the 2 residential lots along Maclure & Hutcheson.
- Administration has met with the RDCK & continuing to work through the Floodplain Bylaw project.
- Administration is part of the RDCK's GIS Steering Committee. This committee is working through the long-term plans of the regions GIS services.
- Staff are beginning budget discussions for 2026. Administration will be bringing the first draft of the 2026 Capital budget to the December Meeting.
- Administration is working through the Complete Communities Project with the RDCK. Staff has provided the consultants with feedback regarding the locations of future growth nodes around the Village.
- BCEHS is working with the RDCK Building Inspector to finalize the building permit work for the ambulance employee residence.
- The Village completed a chlorination of the entire water system in response to the Boil Water Advisory.

STAFF RECOMMENDATION:

That Council accepts the CAO report for information.



The Corporation of the Village of Salmo

CAO Report

Report Date: November 18, 2025
Meeting Date: November 25, 2025 (#19-25)
From: Derek Kwiatkowski, Chief Administrative Officer
Subject: KP Park Master Plan

BACKGROUND:

As part of the 2025 Budget, Council had approved the construction of a Concession Building within KP Park. In spring of 2025, Council determined that a KP Park Master Plan should be developed prior to any construction of the concession building. Staff has met to provide suggestions to the space that include budgetary & operational considerations.

Staff has also met with both Village ball groups & has reached out to the Salmo Valley Farmer's Market for preliminary suggestions. There is a preliminary list of changes to the space that has been requested by some stakeholders & staff. The Village will be providing opportunities for public input within the OCP discussions & will have additional feedback opportunities in the new year.

SUMMARY

The Village will be pursuing the KP Park Master Plan on the heels of completing the 2025 Official Community Plan. The OCP will act as a guide for the future of recreation & culture in the Village & will drive the vision for the KP Park Master Plan. Staff will be providing Council with a KP Park Master Plan draft once the OCP is through the public consultation stage.

STAFF RECOMMENDATION:

That Council accepts the CAO report for information.



The Corporation of the Village of Salmo

CAO Report

Report Date: November 18, 2025
Meeting Date: November 25, 2025 (#19-25)
From: Derek Kwiatkowski, Chief Administrative Officer
Subject: Christmas Office Closure

BACKGROUND:

The Village closes the Village Office each year around Christmas each year. Depending on the calendar cycle, the dates that the office is closed rotates.

The Village Office will be closed:

Wednesday, December 24th, 2025 (afternoon only)

Thursday, December 25th, 2025

Friday, December 26th, 2025

Monday, December 29th, 2025

Tuesday, December 30th, 2025

Wednesday, December 31st, 2025

Thursday, January 1st, 2026

STAFF RECOMMENDATION:

That Council accepts the CAO report for information.

APPENDIX B



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

MAYOR LOCKWOOD

Mayor Report for Council Meeting held on November 25, 2025.

Salmo & Area G Emergency Preparedness Committee: Next meeting TBA

Fire Department: The Alternate Approval Process ended on November 24 at 4:00 pm.

Citizen Engagement: Inquiries about the purchase of the new fire truck. The real question is do you want to purchase over 5 years or 20 years. We **DO NOT** have the option of not purchasing a fire truck, so the question is do you want to pay \$71 or \$377 each year to pay for this fire truck.

When I receive information about Central Transfer Station or the Recycling Depot being closed, I ask Village staff to post it on our Facebook and/or Website to help get the information out as soon as possible. If you feel this is not fast enough, please follow the RDCK Facebook page and their website.

Salmo & District Arts Council: Next meeting TBD

RDCK:

Board: A Select Committee is reviewing the director's remuneration.

Salmo and Electoral Area G (Rec #7) Recreational Program Bylaw No.3058, 2025 was adopted.

Bylaw No.3060, 2025 Permissive Tax Exemption was adopted.

State of Local Emergency Declaration Consent Policy & Emergency Instrument Issuance Policy was adopted. Policy Number 800-01-01, State of Local Emergency Declaration Consent Policy and Policy Number 800-01-02, Emergency Instrument Issuance Policy.

The City of Nelson has an official request to withdraw from the Geospatial Information Services with the RDCK. This process takes two years (24 months) to adhere to the bylaw. This may have implications to the remaining municipalities and electoral areas still in the service. Staff will bring to the Directors by June how this service will look going forward and how the rest will absorb Nelson's contribution.

It is budget time and there are many asks coming in for programs that have consisted of and some new program. Some say "Just say no" unless it is them asking or they think that program should happen. This month we have referred asks until December so we can see it in an over arching budget.

Staff are working on a Risk Tolerance Policy and the Directors got to ask many questions about how it may or may not affect homes built or going to be built in the future. Many unanswered questions right now.

The fire service agreement with Area G and Salmo expires at the end of the year although we have an extension to up to 1 year to complete negotiations which will include buying the new fire truck and boundary changes.

All Recreation: Changes are being made to prices for ice time in Nelson, Castlegar and Creston in each arena.

Salmo & Area G Recreation Commission: Discussion about the SVYCC roof and the repair that is needed. The extra hour at the fitness center has seen an uptake in people accessing the center. Budget talks have started, and we need to be very clear as the saying goes "Use it or lose it". Places that are not used to their full ability are expensive and need to have a hard conversation about cost and usage. We are still working towards combining the two bylaws recreation and pool together and a more equitable for everyone.

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: The Board approve the RDCK enter into a Services Agreement with Environmental 360 Solutions Ltd. for the collection, transportation and recycling/disposal of NON-EPR Residential Household Hazardous Waste from the Nelson Leaf's Eco-Depot to a maximum value of \$216,199 plus GST for the period of December 1, 2025 to November 30, 2028 with the possibility of two 1 year contract extensions upon mutual agreement, and the costs be paid from Service S187 Refuse Disposal - Central Subregion.

That the Board approve the RDCK enter into a Purchase of Goods Agreement with Dawson International Truck Centres Ltd. for the supply of a tridem axle roll-off truck to a maximum value of \$242,595 plus PST (\$16,982), for a total of \$259,577, and that the Board of the Regional District Central Kootenay authorizes up to \$400,000 to be borrowed, under Section 403 of the Local Government Act, from the Municipal Finance Authority – equipment financing program, for the purchase of a roll-off truck and hoist system; and that the loan be repaid within five (5) years from S187 Refuse Disposal – Central Subregion, with no rights of renewal, and the costs be paid from Service S187 Refuse Disposal – Central Subregion.

That the Board approve the RDCK enter into a Purchase of Goods Agreement with Dawson International Truck Centres Ltd. for the supply of a tandem axle highway tractor to a maximum value of \$231,900 plus PST (\$16,233) for a total of \$248,133, and that the Chair and Corporate Officer be authorized to sign the necessary documents, and that the Board of the Regional District Central Kootenay authorizes up to \$253,483 to be borrowed, under Section 403 of the Local Government Act, from the Municipal Finance Authority – equipment financing program, for the purchase of a replacement highway tractor; and that the loan be repaid within five (5) years from S187 Refuse Disposal – Central Subregion, with no rights of renewal; AND FURTHER, that the costs be paid from Service S187 Refuse Disposal - Central Subregion.

The Provincial Government is proposing new fees under the Environmental Management Act and if these changes happen it will have a profound impact on all residents in the RDCK.

West Kootenay Hospital Board: Next meeting TBD

Nelson, Salmo, E, F, & G Regional Parks: Next meeting November 26, 2025

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

