



REGULAR MEETING (#02-26)

A Regular Meeting of the Council of the Village of Salmo to be held in Council Chambers at 423 Davies Avenue in Salmo, B.C. on **Tuesday, January 27, 2026 at 7:00 p.m.**

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

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

AGENDA:

1. Call to Order

2. Adoption of Agenda

STAFF RECOMMENDATION:

Pg.1

That the agenda of Regular Meeting #02-26 of Tuesday, January 27, 2026 be adopted as amended from *Council Procedure Bylaw No. 663, 2014 Schedule "B"* to include a New Business section and a Public Question Period.

3. Delegations

4. New Business

- (1) RDCK Service Committee Meeting Discussion – Village of Salmo Non-Profit Organization Taxation Support and Funding Release Policy F-011**

Pg.5

5. Adoption of the Minutes

- (1) STAFF RECOMMENDATION:**

Pg.7

That the minutes of the Regular Council meeting #01-26 of Tuesday, January 13, 2026 be adopted as presented.

6. Referrals from Delegations

- (1) Salmo Valley Public Library 2026 Budget**

Pg.11

STAFF RECOMMENDATION:

That Council approve the 2026 funding for the Salmo Valley Public Library.

7. Referrals from Prior Meetings

8. Operational Reports

- (1) Public Works Department**

Pg.13

STAFF RECOMMENDATION:

That Council receive for information the written report as presented by Public Works Foreman Fred Paton for the period of November 21, 2025 to January 20, 2026.

- (2) Fire Department**

Pg.15

STAFF RECOMMENDATION:

That Council receive for information the written report dated January 1, 2026 provided by Fire Chief David Hearn for the period of November to December 2025.

(3) Bylaw Enforcement Pg.17

STAFF RECOMMENDATION:

That Council receive for information the written report on bylaw enforcement for the period of November 1 to December 31, 2025.

(4) Administration Pg.19

a. CAO Report – General Updates

STAFF RECOMMENDATION:

That Council accepts the CAO report for information.

b. Salmo Parks Master Plan Pg.21

STAFF RECOMMENDATION:

That Council direct staff to bring forward a potential project scope for the Salmo Parks Master Plan to the February 24th Regular Council Meeting for discussion.

c. 2026 OCP Public Hearing Pg.23

STAFF RECOMMENDATION:

That Council direct staff to schedule a public hearing at the SVYCC to discuss the Official Community Plan in February, 2026.

(5) Strategic Plan Pg.25

STAFF RECOMMENDATION:

That Council accepts the strategic plan for information.

9. Financial Reports

(1) STAFF RECOMMENDATION: Pg.27

That Council receive for information the list of accounts payable cheques and electronic fund transfers from January 9, 2026 to January 22, 2026 totaling \$59,931.62.

(2) STAFF RECOMMENDATION: Pg.29

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

10. Correspondence Requiring a Council Decision

(1) Royal Canadian Legion Branch #217 Re: Maple Leaf Motif on Crosswalks and Road - #02 Pg.31

STAFF RECOMMENDATION:

That Council approve the Legions' request to paint the crosswalk at Sayward Avenue and Fourth Street as well as the road section between the Legion and 213 Fourth Street with the commemorative design, and further, that Council approve the use of village staff time with the costs to be taken from the community grant labour budget.

(2) Royal Canadian Legion Branch #217 Re: Memorial Banner Program - #03 Pg.33

STAFF RECOMMENDATION:

That Council approve the Legions' request to hang 24" x 48" memorial banners on the light poles located on Fourth Street.

11. Correspondence for Information Only

STAFF RECOMMENDATION:

That Council receive for information the following correspondence from:

- (1) RDCK Re: RDCK Organics Disposal Regulation 2026 - Initial Notification - #04 Pg.37
- (2) Heritage BC Re: BC Heritage Week February 16-22, 2026 - #05 Pg.39

12. Member Reports & Inquiries

- (1) Councillor Heatlie
- (2) Councillor Lins
- (3) Councillor McKellar
- (4) Councillor Neil
- (5) Mayor Lockwood


STAFF RECOMMENDATION:

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

13. Public Question Period

14. Adjournment

The next regularly scheduled Council meeting will be on February 10, 2026 at 7:00 p.m.

	Corporate Policy Guide		
	Non-Profit Organization Taxation Support and Funding Release Policy		
Section:	Finance		
Policy Number:	F-011		
Authorized by:	Council		
Effective Date:	November 25, 2025	Revision Date:	Date

1. Policy Statement

1.1 The Village of Salmo is committed to ensuring that public funds collected through taxation, are allocated to non-profit organizations in a transparent, equitable, and accountable manner. Funding support must demonstrate measurable community benefit, align with the Village of Salmo strategic priorities, and ensure fiscal responsibility.

1.2 No taxation-supported funds shall be released to a non-profit organization without a clear demonstration of financial need, a defined community benefit, and compliance with the Village of Salmo reporting and accountability requirements.

2. Objective

To establish a consistent, transparent, and accountable framework for the evaluation, approval, and release of taxation-based funding to eligible non-profit organizations that contribute to community well-being, sustainability, and regional priorities.

3. Policy Objectives

3.1 Accountability & Transparency: Ensure that all non-profit organizations receiving taxation support maintain clear financial and operational accountability, including the submission of required reports and documentation.

3.2 Alignment with Village of Salmo Strategic Plan: Ensure that funded initiatives support one or more Village of Salmo strategic priorities, including but not limited to:

- (a) Environmental stewardship
- (b) Social and community well-being
- (c) Economic development
- (d) Recreation and cultural enhancement
- (e) Emergency preparedness and resilience

3.3 Fiscal Responsibility: Require all organizations to demonstrate sound financial management practices, including balanced budgets, diversified funding sources, and sustainable operations.

3.4 Equity and Community Impact: Prioritize funding for initiatives that provide measurable benefits to the greatest number of residents, reduce inequalities, and promote inclusivity across the



region.

- 3.5 Evaluation and Reporting: Require annual submission of:
- (a) A Strategic Plan or equivalent outlining goals, objectives, and expected community outcomes
 - (b) A Detailed Budget showing revenues, expenditures, and taxation allocation
 - (c) An Annual Report summarizing activities, achievements, and financial statements
- 3.6 Funding Release Criteria: RDCK Directors shall authorize the release of taxation-based funds only when the non-profit organization:
- (a) Has submitted all required documentation (budget, strategic plan, annual report)
 - (b) Has demonstrated compliance with Village of Salmo funding agreements and reporting requirements
 - (c) Has not been identified as being in financial or operational default
- 3.7 Review and Evaluation: Village of Salmo staff shall conduct an annual review of all funded organizations to ensure ongoing eligibility, proper use of funds, and alignment with community priorities.

4. Implementation

- 4.1 Responsible Authority: Village of Salmo staff and council. This allows the RDCK Director to release the funding.
- 4.2 Frequency: Annual review and funding release
- 4.3 Reporting: Village of Salmo staff shall prepare a summary report for the Council outlining compliance status, funding recommendations, and community outcomes.

5. Review

- 5.1 Review Date: Review cycle every 2 years unless it is a new service than every year for 4 years and if in good standing change to every 2 years.

Revision History

Approved at meeting #19-25 on November 25, 2025





The Corporation of the Village of Salmo

REGULAR MEETING #01-26 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, January 13, 2026 at 7:00 p.m.

PRESENT:

In Person:

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

CAO Derek Kwiatkowski

Members of the Public - 0

Electronically:

Members of the Public – 0

CALL TO ORDER:

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

AGENDA:

R1-01-26

Moved and seconded, that the draft agenda of Regular Meeting #01-26 of Tuesday, January 13, 2026 be adopted as amended from *Council Procedure Bylaw #663, 2014* Schedule "A" to include a New Business section, an Administrative Report section, a Public Question period, and an *In Camera* section.

Carried.

DELEGATIONS:

Laura Adamiak, West
Kootenay Dog Kennel -
#01

The West Kootenay Kennel Club presented a request for a 2026 event that would be held in August at KP Park. Council will consider the request.

NEW BUSINESS: NIL

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

R2-01-26

Regular Meeting
December 9, 2025

Moved and seconded, that the draft minutes of Regular Meeting #20-25 of Tuesday, December 9, 2025 be adopted as presented.

Carried.

REFERRALS FROM DELEGATIONS: NIL

REFERRALS FROM PRIOR MEETINGS: NIL

POLICY DEVELOPMENT & REVIEW: NIL

BYLAW REVIEW & DEVELOPMENT:

R3-01-26

Council Procedures
Amendment Bylaw
#768, 2026 – First
Reading

Moved and seconded, that "*Council Procedures Amendment Bylaw #768, 2026*" be given first reading.

Carried.

ADMINISTRATIVE REPORT:

R4-01-26
Funding for Well
Repairs

Moved and seconded, that Council direct staff pay for the overages on the well repairs using \$25,000 of the Village's Water Reserves with the remaining the Community Works Fund for the well repair overages. (See *Appendix A*).

Carried.

R5-01-26
KP Park Master Plan
Public Engagement

Moved and seconded, that Council change the scope of the project to include all Village Parks and that staff develop a Salmo Parks Master Plan.

Carried.

R6-01-26
KP Park Master Plan
Public Engagement

Moved and seconded, that Council direct staff to build a Parks Master Plan Survey that includes questions for each specific park.

Carried.

R7-01-26
KP Park Master Plan
Public Engagement

Moved and seconded, that Council direct staff to book a public hearing for March 9, 2026 at the Salmo Valley Youth and Community Centre to discuss the Salmo Parks Master Plan & further to change the March 24, 2026 Regular Council Meeting to a Committee of the Whole.

Carried.

R8-01-26
Celebrations Working
Group

Moved and seconded, that Council direct staff to reach out to the local community groups with the intention of forming a working group for Salmo's celebrations. (See *Appendix A*).

Carried.

R9-01-26
Motion to Extend
Council Meeting

Moved and seconded, that Council extend the meeting by 30 minutes to 10:00 p.m.

Carried.

ACCOUNTS PAYABLE:

R10-01-26

Moved and seconded, that Council receive for information the list of accounts payable cheques and electronic fund transfers from December 2 to January 8, 2026 totaling \$347,567.42.

Carried.

CORRESPONDENCE REQUIRING A COUNCIL DECISION:

R11-01-26

Moved and seconded, that Council support the letter of consent for the "Salmo and Electoral Area G (Rec #7) Recreational Program Amendment Bylaw #3068, 2025" and further, that the Mayor and CAO be authorized to execute the letter of consent.

Carried.

CORRESPONDENCE FOR INFORMATION ONLY:

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

- (1) BC Communities in Bloom Re: 2026 BC Communities in Bloom Program - #66
- (2) Town of View Royal Re: Judicial Review of Provincial Housing Laws - Bill 44, 47, 13, 15, and M216 - #67
- (3) Philip Perras Re: Justice Backlogs, Targeted Messaging, and Municipal Responsibility - #68

R13-01-26
Motion to Extend
Council Meeting

Moved and seconded, that Council extend the meeting by 30 minutes to 10:30 p.m.

MEMBER REPORTS & INQUIRIES:

Councillor Lins	NIL
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Councillor McKellar	Councillor McKellar has set up a meeting with the high school under the Council portfolios.
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Councillor Neil	NIL
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Mayor Lockwood See *Appendix B*.

R14-01-26
Verbal & Written
Reports of Mayor &
Council

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

Carried.

PUBLIC QUESTION PERIOD: NIL

IN CAMERA RESOLUTION:

R15-01-26

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

Carried.

RECONVENE OPEN MEETING: Council reconvened the meeting at 10:11 p.m.

ADJOURNMENT:
R16-01-26

Moved and seconded, that the meeting be adjourned at 10:12 p.m.

Carried.

I hereby certify the preceding to be a true and correct account of the Regular Meeting of Council held on Tuesday, January 13, 2026.

Mayor

Chief Administrative Officer

REVENUE	2026 Budget
RDCK/ Village Grant	\$ 125,000.00
Library Services Branch	\$ 8,928.00
BC Program Grants	\$ 8,450.00
ILL Resource Sharing Grant	\$ 5,024.00
Canada Summer Jobs (Friends)	\$ 4,000.00
Young Canada Works (Canada Council)	\$ 2,000.00
Transfer from Reserves (for RRSP)	\$ 7,184.53
Grants, Other	\$ 10,000.00
Total Grants	\$ 170,586.53
Fundraising	
Friends Donations	\$ 4,000.00
Donations	\$ 4,000.00
Fundraising (T-shirts, etc.)	\$ 300.00
Magazine Drive	\$ 2,300.00
Total Fundraising	\$ 10,600.00
General Revenue	
Book Sales	\$ 1,400.00
Book Replacement	\$ 200.00
Interest Income	\$ 700.00
Photocopy/Printing	\$ 2,000.00
Total General Revenue	\$ 4,300.00
TOTAL REVENUE	\$ 185,486.53
EXPENSES	
Collection Expense	
Books - Adult	\$ 6,500.00
Books - Junior	\$ 5,500.00
Audiovisual/Digital	\$ 500.00
Digital (OverDrive)	\$ 1,000.00
Magazines	\$ 2,200.00
Online Databases	\$ 2,010.00
Cataloguing Supplies	\$ 800.00
Total Collection Expense	\$ 18,510.00
Payroll Expenses	
Wages & Salaries Regular Staff	\$ 101,875.00
Staff Extended Medical	\$ 5,450.00
Staff Benefits RRSP	\$ 2,400.00
Summer Reading Club Wages (One-Time)	
Young Canada Works (Canada Council)	\$ 4,680.00
Canada Summer Jobs (Friends)	\$ 3,370.00
CPP Expense	\$ 4,900.64
EI Expense	\$ 2,521.30
WCB Expense	\$ 184.60
Total Payroll Expense	\$ 125,381.53
Programming	
Author Visits	\$ 200.00

SVPL 2026 Budget

Adult Programs incl Literacy	\$	200.00
Summer Reading Club	\$	100.00
Children's Programs	\$	500.00
Total Programming Expense	\$	1,000.00

Administrative Expenses

Bank Charges	\$	100.00
Board Expense	\$	100.00
Bookkeeper	\$	2,200.00
Capital Asset Purchases		
Computer Hardware (from reserves)		
Computer Software	\$	4,360.00
Education & Training – Staff & Board	\$	200.00
Fundraising Expense (T-shirts, etc.)	\$	-
Furniture and Equipment		
Memberships (ABCPLD, BCLA, BCLTA)	\$	815.00
Office Supplies	\$	1,000.00
Photocopier (all inclusive)	\$	3,000.00
Postage	\$	3,000.00
Courier	\$	2,000.00
Volunteer Expense	\$	20.00
Total Administrative Expense	\$	16,795.00

Occupancy

Insurance	\$	2,200.00
Internet	\$	1,500.00
Janitorial	\$	8,000.00
Maintenance	\$	1,100.00
Rent	\$	9,600.00
Security	\$	300.00
Telephone	\$	1,100.00
Total Occupancy Expense	\$	23,800.00

TOTAL EXPENSE	\$	185,486.53
OPERATING (DEFICIT) SURPLUS	\$	(0.00)



The Corporation of the Village of Salmo

Report to Council

Report Date: January 20, 2026

Meeting Date: January 27, 2026 (#02-26)

From: Fred Paton, Public Works Foreman

Subject: Public Works Report from November 21, 2025 – January 20, 2026

1. **OBJECTIVE**

To update Council on Public Works operations.

2. **DISCUSSION**

2.1. **Winter Activities**

- (a) Routine winter snow plowing and sanding of streets.
- (b) Cleared snow from the drains to allow drainage.
- (c) Moved snow piles to off street locations.
- (d) Working on estimates and project plans for capital projects for upcoming budget planning.
- (e) The 2000 F150 failed the annual inspection and has been decommissioned.
- (f) Cleaned up a fallen tree in Springboard Park.
- (g) Staff is actively working on the Asset Management Plan.
- (h) Cleaning of Lions Park Washroom.
- (i) Glendale Well Repair/Redevelopment is complete.
- (j) Sayward Well Repair/Redevelopment is complete.
- (k) Ongoing road maintenance (filling potholes etc.)
- (l) Routine maintenance on village equipment.
- (m) Annual Commercial Vehicle Inspections complete.
- (n) Upcoming and Current Projects:
 - 1. The First Street Culvert Replacement was awarded and is scheduled to be completed by November 1, 2026.

2.2. **Attachments:**

Nil.



Fire Chief's Report: January 01, 2026

Regular Council Meeting #02-26

Since the last report on November 1st, 2025 the Salmo Fire Department responded to 21 calls:

1	Structure Fire	1	Lift Assist	2	Vehicle Fires
10	Jaws Calls	1	False Fire Alarm	1	Assist other agencies
1	Chimney Fire	3	Reports of Lines Down	1	Mutual Aid Fire

DESCRIPTION

Crew responded to two vehicle fires. One was a fully packed commercial moving van that was difficult to extinguish, due to the heavy fire load and having everything packed so tightly. The second one was for a pickup fire that was fully engulfed. Fortunately, the homeowner was able to push the vehicle out of the carport to prevent structural damage.

Crews responded into the Ymir area for requests for mutual aid for a structure fire. Salmo crews arrived to find out that it was a large slash pile that had been ignited, and there was no threat to any structures. Ymir and Salmo fire trucks returned to our respective fire halls.

Once again calls came in as groups. We were kept busy for several hours due to the strong wind storm. We also had 3 Jaws calls on the same day. Crews were called out fairly early for a single vehicle MVI just West of Salmo. Crew members were just getting home when we got paged to a second incident for a car into a power pole. As we were responding to that one we were paged to a third MVI for a vehicle 100 feet over the bank on the Bombi. The first responding truck did a quick check on the scene of the car into the power pole. The lone occupant of the car was out and seeing no immediate danger we proceeded to the vehicle over the bank, having the second truck stop and deal with the person at Erie. The first truck then went and dealt with the vehicle over the bank.

Locations of incidents continue to be an issue. By the time the information has passed through a couple of call takers the information can get distorted. We occasionally have to ask if we are to go up the Bombi, or the Kootenay Pass. We had one call in late December for a single vehicle MVI that was reported to be 4 or 5 km south of Salmo on Airport Road. Crews responded and were not able to find anything on Airport Road, however, our second truck went out on the highway and found the truck that had smashed into the rocks. The distance was right, but the road was not. This might have been due to there being no cell service that morning, so the person had to make the call from the phone box at the RCMP station.

Misc.

Our first line pumper is still out of service. Parts did arrive, but unfortunately the impellor they sent was the wrong one and it would not fit. A new impellor was immediately re-ordered, but it had to be manufactured, and that is in Florida. At the writing of this report (January 20th), the part has been shipped and has just cleared customs in Richmond. The service tech plans to be here this weekend to get the engine back in service again. The Ymir Fire Department is aware of our situation and are prepared to respond with their engine if we request mutual aid.

Originally Signed By:

David Hearn, Fire Chief



Bylaw Officer's Report: November 1, 2025 to December 31, 2025

Regular Council Meeting #02-26

Complaints:

INFRACTION TYPE	NO. OF INFRACTIONS	RESOLUTION
Dog Related	1	<ul style="list-style-type: none">The Bylaw Officer followed up with a complaint made against a resident with having more than four (4) dogs. The Bylaw Officer knocked on the door twice. The owner was not home but there was only one (1) dog barking inside the house. No response at the door and no need to follow up.

Enforcement:

INFRACTION TYPE	NO. OF INFRACTIONS	RESOLUTION
Traffic Related	1 9 1	<ul style="list-style-type: none">A truck and trailer were parked at KP Park. The Bylaw Officer notified the owner of no parking and the owner complied.The Bylaw Officer handed out seven (7) separate Winter Snow Notifications to businesses and two (2) notices to residents.A pick-up truck was parked in the back alley behind the Village Office. The Bylaw Officer notified the owner to move the truck and the owner complied.
Garbage Related	1	<ul style="list-style-type: none">The Bylaw Officer notified one (1) resident that birds ripped open their garbage bags. The owner fixed the problem.

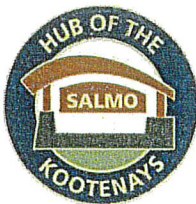
Follow up Complaints/Enforcement:

INFRACTION TYPE	NO. OF INFRACTIONS	RESOLUTION
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N/A

Information submitted by:

Fred Nevakshonoff, Bylaw Officer



The Corporation of the Village of Salmo

CAO Report

Report Date: January 15, 2025

Meeting Date: January 27, 2026 (#02-26)

From: Derek Kwiatkowski, Chief Administrative Officer

Subject: CAO Report- General Updates

- The Village received \$56,300 from the Columbia Basin Trust's Small Community Wildfire Readiness Program. This grant builds wildfire resiliency for the Village by providing the tools.
- The Village has completed inspections of all vehicles & equipment. This data will be compiled & analyzed to update the depreciation & replacement schedules from the previous Asset Management Plan.
- Inspections of all municipal buildings will be conducted in March for the Asset Management Plan. The contractor is requesting interviews with persons that are familiar with the buildings. The Village will assist in obtaining contact information.
- The Village has completed all recommendations from the Source Water Protection Plan.
- Reminder notices for business licenses & dog tags have been distributed.
- The Indigenous Engagement Project relating to Emergency Management is underway as discussions were held with RDCK & project consultants to discuss project expectations.
- Administration met virtually with Langford to discuss their Parks Master Plan survey.
- Staff will be completing inventory at the shop & fire hall by month's end. Staff will begin creating an asset disposal list. Council will then decide on the asset disposal procedure.
- The Village is continuing further through the Floodplain Review Project.
- The Village's has relinquished official involvement with the in the previous leased properties on Railway Avenue & Main Street.
- The SVYCC are fixing part of the gymnasium roof due to a water leak. The work will be completed soon. All public hearings can be scheduled without any conflict.
- The Harmonics upgrades at the Wastewater Treatment Plant are now complete. These upgrades will decrease electricity consumption & increase plant longevity by extending the life of all electronics within the building.
- The Village is working with WSA Engineering on completing the Glendale Bridge guardrails. They will oversee the project until it is completed.
- The Village is working through the process of designing the dike work. Speaking with WSA Engineering, the engineering process will take a few months. The construction will take place in 2027.

- Staff are working with the Chief Financial Officer on the final preparations for the 2026 Utility Fees Bylaw. They will be ready for the February 10th Regular Council Meeting.

STAFF RECOMMENDATION:

That Council accepts the CAO report for information.



The Corporation of the Village of Salmo

Request for Decision

Report Date: January 23, 2026
Meeting Date: January 27th, 2026 (#02-26)
From: Derek Kwiatkowski, Chief Administrative Officer
Subject: Salmo Parks Master Plan

1. OBJECTIVE

For Council to discuss the goals of the Salmo Parks Master Plan.

2. DISCUSSION AND ANALYSIS

At the January 13th Regular Council Meeting, Council had decided to increase the scope of the KP Park Master Plan to include all Village parks. Council directed staff to create a survey that would include questions for each park. Other community's Park Master Plans were reviewed & it has been determined that the scope of this project is larger than anticipated. Even for comparable size municipalities, the Parks Master Plan rivals in size to their Official Community Plans.

As such, administration is seeking greater clarity for the scope of the survey. The data that is being collected need to reflect the answers that Council is looking for as the size of the survey and the scope of the project increases dramatically depending on the Council's goals for the Master Plan. The Village may use the data in the survey to determine future park use, park amenity review, gauging interest in specific improvements, The questions for each park would include:

- a) How current parks are being used.
- b) Current level of satisfaction with the parks
- c) What improvements that the community would like to see specifically in each park.
- d) To what extent there is an appetite for an increase in fees or taxes for improvements.

The future use and construction variations for the concession building could warrant its own survey since this not only involves park use but also how the Village supports the local community groups. How the parks are used for events needs to be addressed.

The Master Plan can answer all these questions, but it will be necessary to discuss what Council's goal of the Park Master Plan is before engaging in the project. If Council would like all these questions answered, it is recommended that staff draft surveys for each park. Because of these different levels of questioning, it is very difficult to keep the survey to a length that is palatable for most respondents if it is combined.

Administration is requesting that Council direct staff to bring forward a potential project scope for the Salmo Parks Master Plan to the February 24th Meeting for discussion.

RECOMMENDATION

That Council direct staff to bring forward a potential project scope for the Salmo Parks Master Plan to the February 24th Regular Council Meeting for discussion.

ALTERNATIVES

1. That Council direct staff to build a Parks Plan Master Survey that encompasses all park use, specific improvement questions, event use, financial considerations.
2. That Council book a Committee of the Whole to discuss creating a project scope for the Salmo Parks Master Plan.



The Corporation of the Village of Salmo

Request for Decision

Report Date: January 23, 2026
Meeting Date: January 27th, 2026 (#02-26)
From: Derek Kwiatkowski, Chief Administrative Officer
Subject: 2026 OCP Public Hearing

1. **OBJECTIVE**

For Council to direct staff to schedule a public hearing for the Official Community Plan.

2. **DISCUSSION AND ANALYSIS**

The Village has distributed the Official Community Plan survey & has received enough response to move forward with the process. Administration will be bringing the survey results to Council for discussion to the February 10th Regular Council Meeting. Council would then use that feedback to apply any necessary changes to draft plan prior to the public hearing. This draft would be release to the public for a 2nd round of feedback that will be provided at the hearing.

Administration is recommending that Council schedule a public hearing at the Salmo Valley Youth and Community Centre to take place after this Council Meeting.

RECOMMENDATION

That Council direct staff to schedule a public hearing at the SVYCC to discuss the Official Community Plan in February, 2026.

ALTERNATIVES

1. That Council direct staff to book a public hearing in March, 2026.
2. That Council direct staff to bring back the scheduling of the public hearing to the February 10th Regular Council Meeting.

Project	Start Date	End Date (Projected)	Progress	Notes
Loss Control Prevention Report Recommendations	26-04-2022	June 1, 2026	90%	Repair costs up to \$12,000 covered by grant
GPS Mapping of Water Distribution System	01-01-2025	October 1, 2026	90%	Will be completed & presented as part of the Asset Management Plan
IT Service and Infrastructure Audit	01-03-2025	April 1, 2026	90%	Will be completed & presented as part of the Asset Management Plan
Glendale Bridge Guardrails	27-07-2022	November 1, 2026	85%	WSA Engineering will be completing contract offer.
Machinery and Equipment Audit	01-03-2025	July 1, 2026	85%	Will be completed & presented as part of the Asset Management Plan
Fire Truck Purchase	27-06-2023		85%	Truck selected, Village holding AAP, bylaw currently being reviewed by province
Facility and Major Infrastructure Audit	01-03-2025	July 1, 2026	65%	RFP Issued for buildings, water line assessment complete.
Create Employee Code of Conduct	22-04-2025		50%	Recommended from financial auditors. Reviewing from other municipalities
NG911 GIS Project	23-07-2020	(August 2027)	35%	Some data updates sent to RDCK
DRIF Floodplain Review	27-08-2024	November 1, 2026	40%	Contractor selected, working through process
Procedure Bylaw	01-01-2017	March 24, 2026	85%	Staff undertaking document review, determining final recommendations.
Complete Communities Regional Project (Grant)	08-08-2023	September 1, 2026	65%	Data analysis, data weighting discussions w/ consultant, RDCK re-working project plan
Accessibility Plan	21-06-2021		25%	Staff reviewing process, looking at grant application
Website Changes	20-03-2025	June 1, 2026	25%	Working w/ RDCK GIS department on next steps
Official Community Plan	19-03-2025	June 1, 2026	25%	Council has reviewed & 1st draft is prepared
Bring KP Park Master Plan options to Council	20-03-2025	July 1, 2026	20%	Creating Survey scope
Intelligent Engagement- Emergency Management	04-12-2023	November 1, 2026	20%	Project Expectation Meeting Held January 21, building project framework
Disaster Project Management	16-06-2021	Ongoing	15%	Staff inspected dike, verifying information from 2024 report, drafting workplan for grant application
GIS Strategic Plan	20-01-2025	November 1, 2026	15%	Working through data weighting, project priorities
Bylaw & Policy Review	09-09-2024	Ongoing	10%	Fire department bylaws review complete & changes adopted.
Zoning Bylaw Review	01-03-2020	July 1, 2026	10%	Council tabled discussion until September 9th Meeting.Process stopped after 2023 public hearing & feedback. Council postponed discussion until new year.
MIABC Best Practices Recommendations	16-10-2024	December 31, 2026	5%	Inspection & Maintenance policy for water & sewer systems, roads, outdoor spaces, contracts, records management
Water Reservoir Replacement Study	25-11-2024	March 1, 2026	5%	Developing RFP for reservoir study

Village of Salmo
Accounts Payable January 9 to January 22, 2026

Cheque #	Pay Date	Vendor Name	Description	Paid Amount
EFT	2026-01-12	ASI-Asset Strategy Inc.	Salmo-BCA Project	\$4,161.15
EFT	2026-01-12	B Speers Contracting	Sayward Well Maintenance	\$4,005.60
EFT	2026-01-12	Collabria	Adobe/F.D. GPS/F.D. Supplies, Gift Cert./Office Gift	\$2,603.55
EFT	2026-01-12	Fortis BC - Natural Gas	Cert./Office Supplies/Promo/Shipping/WWTP Supplies	\$51.87
EFT	2026-01-12	Fortis BC Inc.	Natural Gas Expense	\$2,493.78
EFT	2026-01-12	Fortis BC Inc.	Electric Expense	\$1,911.92
EFT	2026-01-12	Fortis BC Inc.	Electric Expense	\$678.59
EFT	2026-01-12	Fortis BC Inc.	Electric Expense	\$2,467.69
EFT	2026-01-12	Fortis BC Inc.	Electric Expense	\$236.21
EFT	2026-01-12	Fortis BC Inc.	Electric Expense	\$841.60
EFT	2026-01-12	Lordco Auto Parts	WWTP Supplies	\$108.42
EFT	2026-01-12	ProTELEC Security & Safety Ltd.	PW Safety Monitoring	\$94.50
EFT	2026-01-13	Receiver General for Canada	Payroll Remittance	\$12,359.61
Pre-Authorized Debit	2026-01-19	Royal Bank Central Card Services	Service Fees	\$18.18
EFT	2026-01-13	Workers' Compensation Board of BC	Quarterly Remittance	\$4,871.68
EFT	2026-01-12	Yellow Pages Group	Advertising Expense	\$37.80
		Employee Benefits, Reimbursements and Salaries (PP2)		\$22,989.47
		Total:		\$59,931.62

Credit Card Details:

Adobe Subscription	\$47.02
Gift Certificate	\$50.00
F.D. GPS Subscription	\$72.74
F.D. Supplies/Gift Certificates	\$1,250.85
Office Supplies	\$260.88
Promo Shipping	\$60.88
Promotional Supplies	\$826.59
WWTP Supplies	\$34.59
	\$2,603.55

Village of Salmo Regular Council Meeting #02-26
Treasurer's Report as of December 31, 2025

Account Name	31-Dec-25	30-Nov-25	31-Dec-24
	Balance	Balance	Balance
Chequing Community Plus (Operating Account)	\$2,442,298.20	\$2,516,731.12	\$2,255,238.02
Masterplan Community Plus - Wellness Centre Equipment	\$0.00	\$0.00	\$0.00
Masterplan Community Plus - Community Works	\$417,321.63	\$417,304.04	\$417,114.62
Masterplan Community Plus - Salmo Parks	\$16,266.83	\$16,242.55	\$15,983.25
Masterplan Community Plus - Growing Community	\$0.00	\$0.00	\$0.00
Maximizer Community Plus - Civic Works Reserves	\$174,025.05	\$173,626.90	\$168,629.96
Maximizer Community Plus - Sewer Civic Works Reserves	\$4,214.68	\$4,208.42	\$4,141.61
Maximizer Community Plus - Cemetery Care	\$26,641.99	\$26,602.45	\$26,180.14
Maximizer Community Plus - Water Civic Works Reserves	\$333,841.76	\$333,346.31	\$328,054.53
Maximizer Community Plus - Lions Park (<i>Previously Curling Rink</i>)	\$19,514.08	\$19,485.12	\$19,175.80
Maximizer Community Plus - Wellness Centre	\$127,498.71	\$127,309.49	\$125,288.48
Maximizer Community Plus - Fire Department Equipment	\$143,245.57	\$143,032.98	\$140,762.36
Maximizer Community Plus - Jaws of Life	\$251,247.30	\$250,874.42	\$246,891.86
Maximizer Community Plus - Ambulance	\$13,181.68	\$13,162.12	\$12,953.17
Membership Shares	\$25.00	\$25.00	\$25.00
Patronage Shares	\$2,238.00	\$2,238.00	\$2,238.00
	\$3,971,560.48	\$4,044,188.92	\$3,762,676.80
Accounts Receivable			
Utilities	\$62,913.28		
Taxes	\$89,001.77		
Other	\$3,649.84		
	\$155,564.89		
Accounts Payable			
	\$22,054.03		
Grand Total (Assets minus Liabilities)	\$4,105,071.34		



Branch 217
Salmo



Royal Canadian Legion Branch #217

303 4th Street

PO Box 288

Salmo, British Columbia

V0G 1Z0

PH: -250-357-9516

Email: Salmorcl217@telus.net

Friday, January 16, 2026

DATE Jan. 16/26
NO 03 TO M+C-JAN 27/26
FILE NO 0230-20

VILLAGE OF SALMO

Village of Salmo

PO Box 1000

Salmo, BC

V0G1Z0

RE: Memorial Banner Program

Derek,

We hope this letter finds you well. We are reaching out to the village office to see if we can participate in the Memorial Banner Program that our BC/Yukon command has implemented as a remembrance initiative.

During the Remembrance period, a growing number of Legion Branches are partnering with their communities to develop street banners to honour and memorialize local Veterans who died in service or passed away. To support the Branch Memorial Banner programs, the Legion is pleased to offer new Memorial Banner templates for Branches to download and customize to pay tribute to Veterans who came from your community. Branches work with their town to coordinate development and installation of the banners. Branches may also wish to reach out to local sponsors to help with costs.

The templates are available in a variety of designs and official languages options and include memorial designs that can feature a local Veteran, plus generic designs with a Remembrance message. Instructions are included for customizing the banners with the Veteran's photo, name, details of service and the branch of the Canadian Armed Forces in which they served. All banners include space for the Legion Branch logo as well as for a partner/sponsor logo.

We have 13 fallen heroes that we would like to honor this year as part of the centennial celebrations; the banners are sized at 24" x 48" however, can be scaled to any 1:2 ratio, keeping in mind the recommended resolution of the photograph as noted in the instructions. Alternative size suggestions are 36" x 72" or 48" x 96".

We are wondering if the light poles on 4th street can be used for this program; we aren't sure that you have the appropriate mounting ties, but we did notice that we have Christmas lights on them so perhaps we can change that in the spring and run these banners until after Remembrance Day 2026.



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Branch 217

Salmo

Can you let us know your thoughts before we start the process and incur the costs associated with the creation of them. We have not yet made a community parter for this initiative but would like to approach a couple of the top employers in our area, should we get permission to proceed.

We look forward to your feedback – below is a picture of what the banner would look like.



In Comradeship

Angela Richens

Branch President

Salmo & District 217



Branch 217
Salmo



Royal Canadian Legion Branch #217

303 4th Street

PO Box 288

Salmo, British Columbia

V0G 1Z0

PH: -250-357-9516

Email: Salmorcl217@telus.net

Friday, January 16, 2026

DATE Jan. 16/26
NO 02 TO M+C-JAN. 27/26
FILE NO 0230-20

VILLAGE OF SALMO

Village of Salmo

PO Box 1000

Salmo, BC

V0G1Z0

RE: Request to paint commemorative crosswalks

Derek,

This letter is to formalize an email conversation you have recently had with our new secretary Bill Perry. Our BC/Yukon command office has released a template for branches to use to have their crosswalks modified to honor our fallen heroes as part of our 100-year celebration.

The branch is requesting that we paint both crosswalks at Sayward and 4th street; we have decided not to request that the crosswalk on 4th be done because we understand that it is classified as a highway and we would need to involve the Department of Transportation; as well we believe the wear and tear would be much higher.

Although our 100-year celebration will go all year long, we have discussed having the crosswalks being painted in April or May and be maintained through out the summer until Legion Week is over September 19-26th.

Command has modified the templates available for use, so we only have the one option now. It is white stripes with red maple leaves (2) and a black statement which relays the message of being a commemorative initiative. Command has supplied us with the following information on the paint required.

Paint types include traffic marking acrylic, thermoplastic, or epoxy/MMA, often with glass beads for visibility.

Colours: Approved paints are available in custom colours. Provide the municipality with these Legion standards:

- White: Pantone White / RGB 255, 255, 255 / CMYK 0, 0, 0, 0



Branch 217
Salmo

- Red: Pantone 186 / RGB 206, 17, 45 / CMYK 0, 92, 78, 19
- Grey: Pavement colour
- No mention about the black for the saying

Royal Canadian Legion Branch #217

303 4th Street

PO Box 288

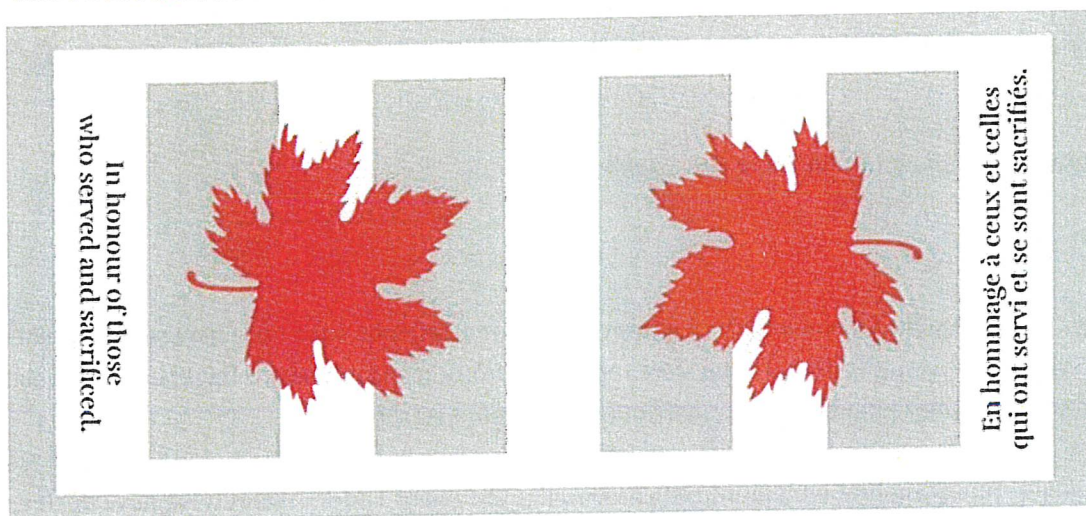
Salmo, British Columbia

V0G 1Z0

PH: -250-357-9516

Email: Salmorcl217@telus.net

Commemorative Crosswalk



Any cost associated with the project are the responsibility of the branch; so, we are interested in whether you may be able to supply us with some partial cans or a cost-effective solution for obtaining the paint. We expect to have Speed Pro signs in Trail create the stencil for us, unless you have the means to do so. Command has provided the stencil in an Indesign format.

While the village workers have the experience we are able to have volunteers help with the actual painting, and would need the village assistance on marking the road and closing to traffic when required, that being said we would be really grateful if you were able to donate the village staff time to complete the work for us.

In closing I've attached a photo of the ariel view and have the crosswalks highlighted for your discussion at council.

If there is anything else, you need from us to present our request please let us know as soon as possible. I will try to attend the council meeting on the 27th; most likely remotely.



Branch 217
Salmo



Royal Canadian Legion Branch #217

303 4th Street

PO Box 288

Salmo, British Columbia

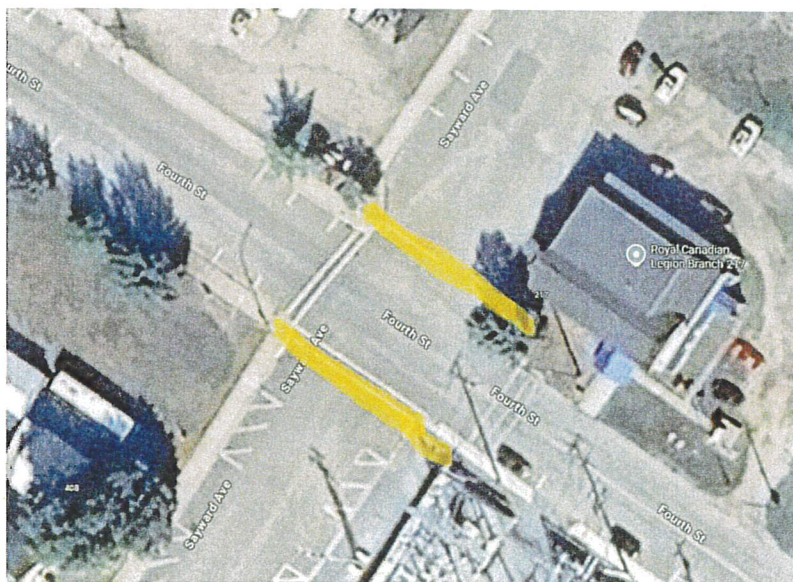
V0G 1Z0

PH: -250-357-9516

Email: Salmorcl217@telus.net

In comradeship,

Angela Richens
Branch President





January 20, 2026

DATE Jan. 20/26
NO 04 TO M+C - Jan. 27/26
FILE NO 0400-60
VILLAGE OF SALMO

Dear RDCK Business or Institution Manager, Owner, or Operator

RE: RDCK Organics Disposal Regulation 2026 – Initial Notification

My name is Matt Morrison, and I coordinate the Organic Waste Diversion Program with the Regional District of Central Kootenay (RDCK).

I'm writing to let you know about some important changes to our regional waste bylaw that will likely affect your operations in the coming year or so. I acquired your email from the Interior Health database of Food Permitted Operations.

Between now and **October 2026**, the RDCK will be working to implement new **Organic Waste Disposal Regulations** targeting the Industrial, Commercial, and Institutional (IC&I) sector. Our enforcement of the bylaw will be focused on **larger generators and operations**, such as big grocery stores, busy restaurants, and major institutions, but we want to make sure everyone is aware of the changes and encourage participation early.

These changes will only impact those operating in and around the communities of **Creston, Castlegar, Nelson, and Salmo**, coinciding with the locations of our facilities that accept and/or process organic waste.

Eventually, most IC&I operations that generate organic waste in these communities will be required to separate this material from their garbage to avoid expensive tipping fees.

What's Changing?

- **New bylaw definitions** and fee structures have been included in the 2026 Resource Recovery Facilities Regulatory Bylaw. Beginning with this notification, there is a 9-month "grace period" where the bylaw has been updated but is not being enforced.
- In **September and October 2026**, the RDCK will begin auditing loads of garbage originating from large generators in the IC&I sector at landfills and transfer stations where separated organics disposal exists. Up to **four "warnings"** per customer will be issued, letting customers know organic waste was found in a load.
- After these warnings, haulers disposing of loads of garbage containing **more than 10% compostable organic waste** will be subject to a **Variable Tipping Fee**, set at double the mixed waste rate (about **\$350/tonne**).
- **Commercial organic waste** will continue to receive a **subsidized** disposal rate of **\$55/tonne**. That means it's 68% cheaper than landfilling currently, and over 80% cheaper once new variable rates are in place. Commercial haulers can access this reduced rate. If you are a business who self-hauls their waste, you can access this rate but will need to set up a commercial account with us ahead of time. Reach out for more info.

RDCK will focus on education and providing support before enforcement begins. Now is a great time to start planning for organics recycling in your operations. Contact local haulers to enroll in collection services or find other methods of diversion.

What is Organic Waste?

Compostable organic waste includes:

- Food waste, spoiled foods, and food-soiled paper/cardboard
- Both plant and animal products (including meat, small bones, dairy, and cooked food)
- CERTIFIED COMPOSTABLE packaging, utensils, and bin liners (must have logo and meet RDCK requirements – confirm compatibility before using)

Why This Matters

In the RDCK, the IC&I sector sends about 3,900 tonnes of compostable material to landfill each year—roughly 35% of all commercial garbage. Diverting this waste from landfill is important because:

- Our landfills have limited lifespans. Diversion extends the operating timelines for these costly sites. New landfills are impossibly expensive.
- It reduces harmful environmental impacts. Landfilling organic waste is pollution. It creates potent greenhouse gases and toxic runoff (leachate) that must be managed.
- It can save you money in the long term and improve your business's sustainability profile.

Existing Services and Incentives

- Organic waste can be disposed of at: Ootischenia Landfill, Grohman Narrows Transfer Station, Central (Salmo) Transfer Station, and Creston Landfill.
 - It's turned into Class A Compost for farms and residents at RDCK's commercial composting facilities in Salmo and Creston.
- A \$400 rebate for the purchase of bins and supplies is available for businesses in affected communities. Limited number of rebates available. First come, first served.
- Commercial haulers are available now to provide separate organic waste collection. Contact local haulers or your service provider for pricing and options.

Support Available

RDCK staff can help with:

- Waste sorting signage and implementation guidance
- Support with collection setup and connecting to hauler contacts
- Rebate applications

For questions or assistance, please contact me directly at organics@rdck.ca or visit rdck.ca/ici-organics.

Thank you for your efforts to modernize our waste management system, reduce pollution, and invest in a circular economy.

Sincerely,
Matt Morrison
Organic Waste Diversion Coordinator
Regional District of Central Kootenay
organics@rdck.bc.ca



January 6, 2026

Dear Mayor and Council,

We're pleased to share this poster in celebration of BC Heritage Week, taking place February 16–22, 2026. This year's theme, *Stir the Pot*, celebrates food as heritage and how it brings together culture, memory, family, and community. Food traditions become a starting point for conversations about contemporary issues like food security, cultural recognition, and the value of tradition.

Heritage Week is a province-wide celebration that invites communities across British Columbia to recognize and celebrate local history, culture, and heritage.

We respectfully invite your municipality to proclaim February 16–22, 2026 as Heritage Week in your community. A municipal proclamation is a meaningful way to acknowledge the importance of local heritage and the individuals and organizations who steward it.

You can learn more about Heritage Week, access a proclamation template and download digital posters at heritageweek.ca. We also encourage you to display the enclosed poster in municipal buildings and community spaces to help spread the word locally.

Please share these posters and information about BC Heritage Week with staff responsible for heritage sites, cultural programs, and community services to help engage your residents.

Thank you for your leadership and for supporting the celebration of heritage in communities across British Columbia.

Warm regards,

Kirstin Clausen
Executive Director, Heritage BC
604 417 7243 | kclausen@heritagebc.ca



Heritage Week is a province-wide celebration that invites communities across British Columbia to recognize and celebrate local history, culture, and heritage. Heritage BC, a non-profit organization, coordinates Heritage Week each year through public outreach, community events, and municipal proclamations. **Learn more at heritageweek.ca.**

HeritageBC

45
YEARS



BC
Heritage
WEEK



Stir the Pot

FEB 16 - 22, 2026



Find events across the province at BCHeritageWeek.ca