



The Corporation of the Village of Salmo

REGULAR MEETING #20-25 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, December 9, 2025 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 -1

CALL TO ORDER:

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

AGENDA:

R1-20-25

Moved and seconded, that the agenda of Regular Meeting #20-25 of Tuesday, December 9, 2025 be adopted as amended from *Council Procedure Bylaw #663, 2014* Schedule "A" to include a New Business section, an Administrative Report section, and a Public Question period.

Carried.

DELEGATIONS: NIL

NEW BUSINESS: NIL

MINUTES:

R2-20-25

Regular Meeting

November 25, 2025

Moved and seconded, that the minutes of the Regular Council meeting #19-25 of Tuesday, November 25, 2025 be adopted as presented.

Carried.

REFERRALS FROM DELEGATIONS:

R3-20-25

Salmo Valley Public

Library

Moved and seconded, that Council support the AKBLG resolution regarding funding for libraries as presented and submit it for consideration at the AKBLG Conference in 2026.

Carried.

REFERRALS FROM PRIOR MEETINGS:

R4-20-25

OCP Discussion Survey

Release

Moved and seconded, that Council approve the first draft of the Official Community Plan and direct staff to distribute the first draft of the Official Community Plan to the stakeholders stated within the OCP Public Consultations Policy.

Carried.

R5-20-25

OCP Survey Release

Moved and seconded, that Council approve the OCP Survey as presented and direct staff to distribute.

Carried.

POLICY DEVELOPMENT & REVIEW:

R7-20-25 Moved and seconded, that Council review and approve the
Discrimination, Bullying & Harassment Policy P-003 as presented.
Discrimination, Bullying & Harassment Policy P-003 Carried.

BYLAW DEVELOPMENT & REVIEW:

R8-20-25 Moved and seconded, that Council accepts the CAO report for
CAO Report – AAP information.
Results Carried.

ADMINISTRATIVE REPORTS:

R10-20-25 Moved and seconded, that the Council of the Village of Salmo direct
Fire Truck Purchase- administration to apply to the MFA for the 20- year Long-Term Loan.
Borrowing Method (See *Appendix A*).
Selection Carried.

R11-20-25 Moved and seconded, 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. (See *Appendix A*). Carried.

R12-20-25 Moved and seconded, that Council approve the selection of Beau
Electrical Maintenance Speers Contracting for the electrical maintenance services contract
Service Contract from January 1, 2026 to December 31, 2027. (See Appendix A).

Carried.

Recusal Councillor Neil recused herself at 7:57 p.m. due to a potential conflict of interest.

R13-20-25 General Contractor Service Contract	Moved and seconded, that Council approve the selection of Ninco Construction for the General Contractor services contract from January 1, 2026 to December 31, 2027. (See <i>Appendix A</i>).	Carried.
Return	Councillor Neil returned to Council Chambers at 8:06 p.m.	
R14-20-25 Septage Hauling Service Contract	Moved and seconded, 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. (See <i>Appendix A</i>).	Carried.
Recusal	Councillor Heatlie recused himself at 8:07 p.m. due to a potential conflict of interest.	
R15-20-25 Tree Maintenance Service Contract	Moved and seconded, that Council approve the selection of Woodberry Wildland Contracting Ltd. for the tree maintenance services contract from January 1, 2026 to December 31, 2027. (See <i>Appendix A</i>).	Carried.
Return	Councillor Heatlie returned to Council Chambers at 8:08 p.m.	
R16-20-25 HVAC Service Contract	Moved and seconded, that approve the selection of Startup HVAC Solutions for the HVAC services contract from January 1, 2026 to December 31, 2027. (See <i>Appendix A</i>).	Carried.
R17-20-25 Community Development Funds – 1998 Loader Repair	Moved and seconded, that Council direct staff to apply to the Community Development Fund for an amount of \$7,000 for the repair of the Village loader. (See <i>Appendix A</i>).	Carried.
R18-20-25 Community Development Funds – GMC Dump Truck Repair	Moved and seconded, 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. (See <i>Appendix A</i>).	Carried.
R19-20-25 2026 Budget	Moved and seconded, that Council accepts the CAO report for information. (See <i>Appendix A</i>).	Carried.

R20-20-25 Moved and seconded, that Council accepts the CAO report as CAO Report – 2025 Year presented. (See *Appendix A*). in Review Carried.

ACCOUNTS PAYABLE:

R21-20-25 Moved and seconded, that Council receive for information the list of account payable cheques and electronic fund transfers from November 21 to December 1, 2025 totaling \$71,379.11. Carried.

CORRESPONDENCE REQUIRING A COUNCIL DECISION:

R22-20-25 Moved and seconded, that Council provide a letter of support to the Salmo Watershed Streamkeepers Society for their fish habitat restoration proposal. Re: Support for Fish Habitat Restoration Proposal - #65 Carried.

CORRESPONDENCE FOR INFORMATION ONLY:

R23-20-25 Moved and seconded, that Council receive for information the following correspondence from:
(1) Salmo & District Healthcare Auxiliary Society Re: Alternative to Sending Clothes to the Landfill - #62
(2) Salmo Valley Youth & Community Centre Re: Accessibility Enhancements - #63
(3) City of Pitt Meadows Re: Concerns Regarding Bill M 216 – 2025 Professional Reliance Act - #64 Carried.

MEMBER REPORTS & INQUIRIES:

Councillor Heatlie Will request a delegation for January 13th from the Chamber of Commerce.

Councillor Lins NIL

Councillor McKellar NIL

Councillor Neil NIL

Mayor Lockwood See *Appendix B*.

R24-20-25 Moved and seconded, that the verbal and written reports of Mayor and Council be received for information. Verbal & Written Reports of Mayor & Council Carried.

PUBLIC QUESTION PERIOD: NIL

ADJOURNMENT: Moved and seconded, that the meeting be adjourned.
R25-20-25 Carried @ 9:01 p.m.

I hereby certify the preceding to be a true and correct account of the Regular Meeting of Council held on Tuesday, December 9, 2025.

Originally Signed By:

Diana Lockwood
Mayor

Derek Kwiatkowski
Chief Administrative Officer/CO

APPENDIX A



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.

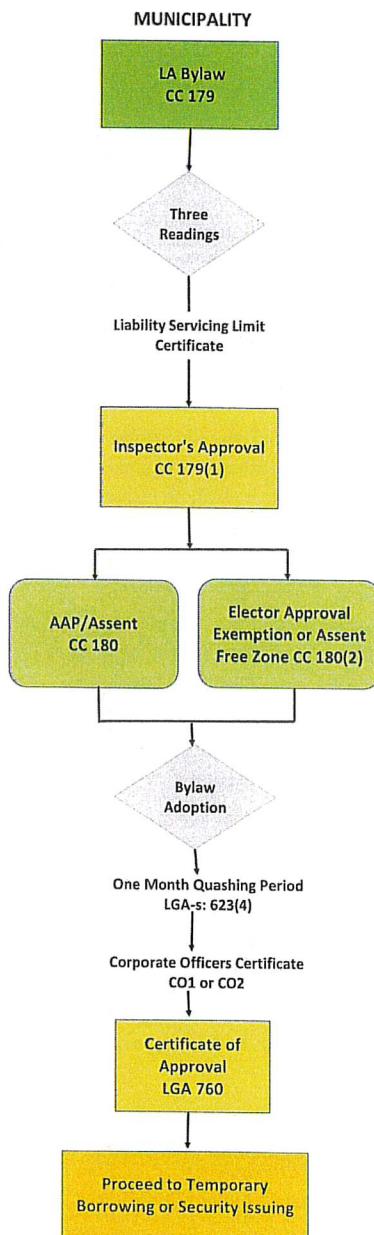
RECOMMENDATION

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.



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.

GVSDD/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:

Company	Score
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

- That Council approve the selection of MarTech Electrical Systems for the electrical maintenance services contract from January 1, 2026 to December 31, 2027.
- That Council approve the selection of Houle Electrical Ltd. for the electrical maintenance services contract from January 1, 2026 to December 31, 2027.
- 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.

APPENDIX B



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