



The Corporation of the Village of Salmo

REGULAR MEETING #03-26 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, February 10, 2026 at 7:00 p.m.

PRESENT:

<u>In Person:</u>	CAO Derek Kwiatkokwski
Mayor Diana Lockwood	Members of the Public - 1
Councillor Jonathon Heatlie	
Councillor Payton McKellar	<u>Electronically:</u>
Councillor Kenzie Neil	Members of the Public – 1

REGRETS: Councillor Jennifer Lins

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

AGENDA:

R1-03-26

Moved and seconded, that the draft agenda of Regular Meeting #03-26 of Tuesday, February 10, 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:

Eden DuPont, Osprey
Community Foundation
- #08

The Osprey Community Foundation presented information on the Neighborhood Small Grants program. This included a funding request for \$1,000.

NEW BUSINESS: NIL

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

R2-03-26

Regular Meeting
December 9, 2025

Moved and seconded, that the draft minutes of Regular Council meeting #02-26 of Tuesday, January 27, 2026 be adopted as presented.

Carried.

REFERRALS FROM DELEGATIONS:

R3-03-26

West Kootenay Kennel
Club Event Request

Moved and seconded, that Council approve the West Kootenay Kennel Club to host a 2026 dog show at KP Park between August 20th to August 24th, 2026 based on Council's approved conditions.

Carried.

REFERRALS FROM PRIOR MEETINGS: NIL

POLICY DEVELOPMENT & REVIEW: NIL

BYLAW REVIEW & DEVELOPMENT: NIL

ADMINISTRATIVE REPORT:

R4-03-26
OCP Survey Results

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

Carried.

R5-03-26
OCP Public Hearing

Moved and seconded, that Council direct staff to book and advertise for a public hearing to discuss the Official Community Plan at the Salmo Valley Youth and Community Centre for March 9th, 2026. (See *Appendix A*).

Carried.

R6-03-26
Accessibility Plan Grant Application

Moved and seconded, that Council direct staff to apply for the SPARC-BC Local Community Accessibility Grant for \$25,000. (See *Appendix A*).

Carried.

R7-03-26
Fire Truck Purchase Update

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

Carried.

R8-03-26
Local Government Development Approval Program (LGDAP)

Moved and seconded, that Council direct staff to apply to the LGDAP grant for \$100,000. (See *Appendix A*).

Carried.

R9-03-26
2026 Draft Capital Budget

Moved and seconded, that Council approve the capital portion of the 2026 budget as amended.

Carried.

ACCOUNTS PAYABLE:

R10-03-26

Moved and seconded, that Council receive for information the list of accounts payable cheques and electronic fund transfers from January 23 to February 4, 2026 totaling \$82,841.45.

Carried.

CORRESPONDENCE REQUIRING A COUNCIL DECISION:

R11-03-26
Edward Caulford, Salmo Elementary School, Re: Request for Two Turkey Crossing Signs - #07

Moved and seconded, that Council direct staff to send a letter back to the students asking for further clarification.

Carried.

MOTION TO EXTEND MEETING:

R12-03-26

Moved and seconded, that the meeting be extended by 15 minutes to 9:45 p.m.

Carried.

CORRESPONDENCE FOR INFORMATION ONLY: NIL

MEMBER REPORTS & INQUIRIES:

Councillor Heatlie NIL

Councillor McKellar Councillor McKellar reported about the meeting & walkthrough with the museum staff.

Councillor Neil NIL

Mayor Lockwood Mayor Lockwood reported that there will be a 3rd doctor in Salmo by the end of 2026 & that there will be a new RCMP Corporal within 2-3 months.

R13-03-26
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:

R14-03-26 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 9:42 p.m.

ADJOURNMENT: Moved and seconded, that the meeting be adjourned at 9:43 p.m.
R15-03-26 Carried.

I hereby certify the preceding to be a true and correct account of the Regular Meeting of Council held on Tuesday, February 10, 2026.

Originally Signed By:

Diana Lockwood
Mayor

Derek Kwiatkowski
Chief Administrative Officer/CO

APPENDIX A



The Corporation of the Village of Salmo

CAO Report

Report Date: February 2, 2026
Meeting Date: February 10, 2026 (#03-26)
From: Derek Kwiatkowski, Chief Administrative Officer
Subject: CAO Report – OCP Survey Results

BACKGROUND:

On January 7th, 2026 the Village released the OCP Survey to reach out to residents on their thoughts for the future of our community. The Village received 130 responses, highlighting various points of view.

The Village received 129 total submissions, with approximately 74% of respondents being Village residents. Salmo's location, access to nature & outdoor recreation & affordability were the main reasons that residents choose Salmo as a place to live. Salmo is visited mainly for shopping & to take in events. People enjoy the smalltown feel of Salmo and the strong sense of community.

A common theme for improvement to the community is greater access to transit, better internet service, increased housing & increased business options. There is also a desire for the community to host another annual event to draw tourists. The events that were highlighted were Car/ATV Rally, a fall or Christmas event or an event tied to the Village's history such as a fishing derby or logging competition.

Salmo has a strong sense of community that actively supports Salmo businesses. There is also a desire for the Village to improve the aesthetic of the downtown core. The suggestions included repairing infrastructure, promote increased beautification, maintenance, & activity for downtown properties. The largest requests for essential businesses were for a laundromat, veterinary services, dentist & a post-secondary institution. Respondents stated that a Second hand/Thrift Store, bicycle sales/repair, clothing & an arts and crafts store would be essential for Salmo's future growth.

Over 80% of respondents agree that there should be more incentives given to local businesses. Approximately 58% would like the Village to increase the collaboration with Shambhala. Potential natural amenity improvements include work to the Salmo Ski Hill, KP Park, Salmo Golf Course & the Great Northern Rail Trail as well as other trails in the area. The respondents were varied regarding encouraging businesses within 15km with no noticeable pattern. The home-based businesses in the community are largely service based.

Respondents were generally in favour of combining the low and medium residential density, however more clarification is needed. They were also in favour of allowing commercial/residential structures & allowing an increase in height for secondary structures & allow secondary suites for new construction. An 65%/35% of the respondents do not want to see more mobile home parks.

Overall, the Village has a high level of community pride. Many respondents speak to the natural beauty, the clean environment, it's convenient location and the small-town feel & connectivity.

STAFF RECOMMENDATION:

That Council accepts the CAO report for information.



The Corporation of the Village of Salmo

Request for Decision

Report Date: February 5, 2026
Meeting Date: February 10, 2026 (#03-26)
From: Derek Kwiatkowski, Chief Administrative Officer
Subject: OCP Public Hearing Scheduling

1. **OBJECTIVE**

For Council to direct staff to book the SVYCC for the Official Community Plan public hearing.

2. **DISCUSSION AND ANALYSIS**

The Village has received and compiled the OCP Survey results. The next step in the process would be to book a public hearing. This will be one of the last steps for the public consultation process. Administration is recommending that the meeting be booked in either late February or the middle of March. This will give enough notice to the public & not overlap with the March 9th public hearing for the Parks Master Plan.

RECOMMENDATION

That Council direct staff to book and advertise for a public hearing to discuss the Official Community Plan at the Salmo Valley Youth and Community Centre for February 26th, 2026.

ALTERNATIVES

1. That Council direct staff to book and advertise for a public hearing to discuss the Official Community Plan at the Salmo Valley Youth and Community Centre for March 18th, 2026.
2. That Council direct staff to book and advertise for a public hearing to discuss the Official Community Plan at the Salmo Valley Youth and Community Centre for an alternative date.



The Corporation of the Village of Salmo

Request for Decision

Report Date: February 5, 2026
Meeting Date: February 10th, 2026 (#03-26)
From: Derek Kwiatkowski, Chief Administrative Officer
Subject: Accessibility Plan Grant Application

1. OBJECTIVE

For Council to direct staff to apply for the SPARC- BC Local Community Accessibility Grant.

2. DISCUSSION AND ANALYSIS

In late 2024, the Village began the process of creating an Accessibility Plan. Administration had sent out an Accessibility Survey to Village residents with minimal response. A small rough draft of an Accessibility Plan was created but upon further review, another attempt is required. Administration would like to apply for the SPARC- BC Local Community Accessibility Grant Program that is a grant for up to \$25,000. The program was originally set to expire on March 31, 2026, however, it has been confirmed that this deadline will be extended.

Staff is recommending that the new Accessibility Plan have 2 focus areas. The first is an assessment of the Village buildings and infrastructure. The assessment will create a list of successes & deficiencies that the Village may use to prioritize infrastructure improvements. The second is a focus on Communication & Engagement by using technology. This is exploring ways to support more active participation and engagement of persons with disabilities in all aspects of community life (economic, social, cultural and recreational) using assistive devices and technology. These 2 focuses will tie into the Village's Asset Management Plan, Village Financial Planning, and increase community engagement.

Staff would like to use the grant funding to hire a consultant to oversee the project, including drafting an Accessibility Plan. Staff would be required to work with the consultant in a support capacity. The opportunity would be posted on BC Bid upon the awarding of the funding. This project would begin in the summer of 2026, once the current projects are completed. The use of a consultant to build a draft will give staff the time to complete the preparations for the election & finalize the 2026 projects with minimal disruption.

RECOMMENDATION

That Council direct staff to apply for the SPARC- BC Local Community Accessibility Grant for \$25,000.

ALTERNATIVES

1. That Council decline the request to apply for the SPARC- BC Local Community Accessibility Grant.



The Corporation of the Village of Salmo

CAO Report

Report Date: February 4, 2026
Meeting Date: February 10, 2026 (#03-26)
From: Derek Kwiatkowski, Chief Administrative Officer
Subject: CAO Report - Fire Truck Purchase Update

BACKGROUND:

The fire truck purchase is proceeding, with the Village sending all necessary paperwork to the various stakeholders. This includes applying to the province for a Certificate of Approval and sending the RDCK a copy of the completed bylaw and the formal municipal security issuing resolution. The RDCK will be responsible for passing this at the board level & sending it to the province.

Once these have been officially received by the Province & MFA, they will be able to add the Village's request to the MFA's Spring Intake for funding. The Village will be required to submit a 50% (roughly \$425,000) downpayment on purchase within 15 days of the purchase truck. This purchase will not proceed until the loan has been secured. Staff is working through the budget effects but this won't affect service delivery or the rest of the budget.

STAFF RECOMMENDATION:

That Council accepts the CAO report for information.



The Corporation of the Village of Salmó

CAO Report

Report Date: January 23, 2026
Meeting Date: February 10, 2026 (#03-26)
From: Derek Kwiatkowski, Chief Administrative Officer
Subject: CAO Report- Local Government Development Approval Program (LGDAP)

BACKGROUND

On January 5, 2026 the province relaunched the Local Government Development Approval Program (LGDAP). This program is a grant designed to assist municipalities implement best practices to improve development approval processes. One of the goals of the program is to decrease permit approval times to allow for more housing construction.

The Village has robust planning and development documents and rules but admittedly, the application processes need to be easier to navigate through. This program will allow the municipality to have qualified planning professionals review the application process & provide feedback on the gaps that cause the application and approval process to slow down. This review by staff was already started by staff beginning in the fall, however, the project hasn't produced anything of merit yet.

Staff will be working through the grant application process to determine the specific scope for the Village. If staff determine that this project will cost more than \$50,000 a Council resolution must be submitted with the application process. After discussions amongst staff, the Village will be requesting \$50,000 in the grant application. This reflects the Village's ongoing work with the OCP, Zoning Bylaw & how those changes will affect the application processes. The Village created the Development Application Procedures Bylaw in 2024, so the Village has already begun this process. The primary focus will be ensuring that this bylaw works with new OCP & Zoning Bylaw and to provide helpful guides and visuals for applicants.

The RDCK has approached the Village to collaborate on this project, however, it has been determined that the Village's processes will not receive any additional benefit through the collaboration project. One reason is the Village & the RDCK have different philosophies for implementing the STEP Code & this would change the application review process. The amount of funding available is up to \$200,000 for each municipality. The deadline for the application is March 13, 2026.

STAFF RECOMMENDATION:

That Council accept the CAO report for information.

