The Corporation of the Village of Salmo

REGULAR MEETING #02-26 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 27, 2026 at 7:00 p.m.

PRESENT:

In Person:
Deputy Mayor Jennifer Lins
Councillor Jonathon Heatlie
Councillor Payton McKellar
Councillor Kenzie Neil
CAO Derek Kwiatkowski
Members of the Public -2

Electronically:
Mayor Diana Lockwood
Members of the Public -2

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

AGENDA:

R1-02-26 Moved and seconded, that the agenda of Regular Meeting #02-26 of Tuesday, January 27, 2026 be adopted as amended from *Council Procedure Bylaw #663, 2014* Schedule "A" to include a New Business section and a Public Question Period.

Carried.

DELEGATIONS: NIL

NEW BUSINESS:

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

Council discussed the reasoning behind creating the Policy & confirmed which non-profit groups would be affected. This applies to the Salmo Valley Youth and Community Centre, Salmo Valley Public Library, Ymir Arts & Museum Society, Salmo Museum & the Salmo Chamber of Commerce. Administration had also confirmed that this does not affect Community Development Fund applications.

MINUTES:

R2-02-26
Regular Meeting
January 13, 2026

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

Carried.

REFERRALS FROM DELEGATIONS:

R3-02-26
Salmo Valley Public Library 2026 Budget

Moved and seconded, that Council approve the 2026 funding for the Salmo Valley Public Library.

Carried.

REFERRALS FROM PRIOR MEETINGS: NIL

OPERATIONAL REPORTS:

R4-02-26
Public Works

Moved and seconded, that Council receive for information the written report as presented by Public Works Foreman Fred Paton for the period of November 21, 2025 to January 20, 2026. (See *Appendix A*).

Carried.

R5-02-26
Fire Department

Moved and seconded, 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. (See *Appendix A*).

Carried.

R6-02-26
Bylaw Enforcement

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

Carried.

R7-02-26
CAO Report – General Updates

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

Carried.

R8-02-26
Salmo Parks Master Plan

Moved and seconded, 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. (See *Appendix A*).

Carried.

R9-02-26
2026 OCP Public Hearing

Moved and seconded, that Council direct staff to bring the results of the OCP Survey to the February 10th Regular Council Meeting for review.

Carried.

STRATEGIC PLAN:

R10-02-26

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

Carried.

FINANCIAL REPORTS:

R11-02-26

Moved and seconded, that Council receive for information the list of account payable cheques and electronic fund transfers from January 9, 2026 to January 22, 2026 totaling $59,931.62.

Carried.

R12-02-26

Moved and seconded, that Council receive for information the Treasurer's Report for December 2025.

Carried.

CORRESPONDENCE REQUIRING A COUNCIL DECISION:

R13-02-26 Royal Canadian Legion Branch #217 Re: Maple Leaf Motif on Crosswalks and Road - #02	Moved and seconded, 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. Carried.
R14-02-26 Royal Canadian Legion Branch #217 Re: Memorial Banner Program - #03	Moved and seconded, that Council approve the Legions' request to hang memorial banners on the light poles located on Fourth Street. Carried.

CORRESPONDENCE FOR INFORMATION ONLY:

R15-02-26	Moved and seconded, that Council receive for information the following correspondence from: (1) RDCK Re: RDCK Organics Disposal Regulation 2026 - Initial Notification - #04 (2) Heritage BC Re: BC Heritage Week February 16-22, 2026 - #05 Carried.

MEMBER REPORTS & INQUIRIES:

Councillor Heatlie	Councillor Heatlie confirmed a meeting with the Village CAO & the Mayor to discuss a potential fire department portfolio.
Councillor Lins	Councillor Lins reported that she will be attending the next Library meeting.
Councillor McKellar	Councillor McKellar reported that he is setting up a meeting with the Principal from the Salmo High School and the museum. Councillor McKellar noted that the students suggested that the Village install turkey crossing signs around the Village.
Councillor Neil	Councillor Neil reported that she will be attending the next SVYCC meeting.
Mayor Lockwood	NIL
R16-02-26 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:

Angela Richens from the Salmo Legion thanked Council and staff for the support of the Legion & their various initiatives.

ADJOURNMENT: Moved and seconded, that the meeting be adjourned.
R17-02-26 Carried @ 8:05 p.m.

I hereby certify the preceding to be a true and correct account of the Regular Meeting of Council held on Tuesday, January 27, 2026.

Mayor

Chief Administrative Officer/CO

APPENDIX A

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	• 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	• 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	• 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

N/A

Information submitted by:

Fred Nevakshonoff, Bylaw Officer

FILE 4000-20

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.

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
Indigenous Engagement- Emergency Management	04-12-2023	November 1, 2026	20%	Project Expectation Meeting Held January 21, building project framework
Dike 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