



The Corporation of the Village of Salmo

REGULAR MEETING #21-23 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 12, 2023 at 7:00 p.m.

PRESENT:

<u>In Person:</u>	CAO/CO Ange Qualizza
Mayor Diana Lockwood	Members of the Public - 0
Councillor Melanie Cox	
Councillor Jonathon Heatlie	<u>Electronically:</u>
Councillor Kenzie Neil	Members of the Public – 1

REGRETS: Councillor Lins

CALL TO ORDER: Mayor Lockwood called the meeting to order at 7:01 p.m.

AGENDA:
R1-21-23

Moved and seconded, that the draft agenda of Regular Meeting #21-23 of Tuesday, December 12, 2023 be adopted as amended from *Council Procedure Bylaw #663, 2014 Schedule "A"* to include a New Business section, Operational Reports section, a Financial Report section, and a Public Question period.

Carried.

DELEGATIONS: NIL

NEW BUSINESS:
R2-21-23

Moved and seconded, that Council approve the grant-in-aid request of \$300 for the Salmo Community Resource Society to assist with the cost of the Christmas Hamper Food Drive.

Carried.

MINUTES: (Note: See official minutes and agenda package for copies of applicable reports.)
R3-21-23

Moved and seconded, that the draft minutes of the Regular Council Regular Meeting #20-23 meeting #20-23 of Tuesday, November 28, 2023 be adopted as November 28, 2023 presented.

Carried.

REFERRALS FROM DELEGATIONS: NIL

REFERRALS FROM PRIOR MEETINGS: NIL

BYLAW DEVELOPMENT & REVIEW: NIL

OPERATIONAL REPORTS:
R4-21-23

Moved and Seconded, that Council direct staff to bring back to council Civic Works a complete project cost for option 4.2., that includes options for a

propane as a back up that evaluates sizes of propane tanks, purchasing versus rental options, the requirements for site improvements and options associated. (see *Appendix A*).

Carried.

R5-21-23
Community
Development Funds

Moved and seconded, that Council approve using \$30,000 of the Village of Salmo's portion of the 2023 Community Development Funds towards costs associated with the public washroom at the Large Equipment Storage building. (see *Appendix A*).

Carried.

R6-21-23
Fire Apparatus

Moved and seconded, that Council receive for information the report prepared by CAO Qualizza regarding the Fire Apparatus. (see *Appendix A*).

Carried.

R7-21-23
Salmo Dinner Jacket

Moved and seconded, that Council receive for information the report prepared by Administrative Assistant Ellis regarding the Salmo Dinner Jackets. (see *Appendix A*).

Carried.

ACCOUNTS PAYABLE:

R8-21-23

Moved and seconded, that Council receive for information the list of accounts payable cheques and electronic fund transfers from November 24, 2023 to December 7, 2023 totaling \$287,471.29.

Carried.

CORRESPONDENCE REQUIRING A COUNCIL DECISION:

R9-21-23

Moved and seconded, that Council appoint Councillor Neil as the municipal appointee for the CKISS Regional Invasive Species Working Group.

Carried.

FINANCIAL REPORTS:

R10-21-23
Q3 2023 Financial
Statement

Moved and seconded, that Council receive for information the Third Quarter Financial Statement dated September 30, 2023 as presented by Finance Officer Nathan Russ.

Carried.

CORRESPONDENCE FOR INFORMATION ONLY:

R11-21-23

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

- (1) Art Guite Consulting Re: Draft Pest Management Plan for Provincial Public (Crown) Lands in Southern and Coastal British Columbia - #62

(2) Office of the Minister of Housing Re: New Legislation to Support
Local Government Housing Initiatives - #64

Carried.

MEMBER REPORTS & INQUIRIES:

Councillor Cox Councillor Cox had nothing to report.

Councillor Heatlie Councillor Heatlie had nothing to report.

Councillor Neil Councillor Neil reported her attendance at the library meeting, where
the group enjoyed a nice festive evening.

Mayor Lockwood See *Appendix B*.

R12-21-23 Moved and seconded, that the verbal and written reports of Mayor
Verbal & Written and Council be received for information.

Reports of Mayor &
Council

Carried.

PUBLIC QUESTION PERIOD: NIL

ADJOURNMENT: Moved and seconded, that the meeting be adjourned.

R13-21-23

Carried.

I hereby certify the preceding to be a true and correct account of the Regular Meeting of Council
held on Tuesday, December 12, 2023.

Originally Signed By:

Diana Lockwood

Mayor

Ange Qualizza

CAO/Corporate Officer

APPENDIX A



The Corporation of the Village of Salmo

Report to Council

Report Date: December 5th, 2023
Meeting Date: December 12th, 2023 (#21-23)
From: Fred Paton, Civic Works Foreman
Subject: Glendale Generator Gas Source

1. OBJECTIVE

To inform Council on the ongoing concern regarding the Glendale Generator gas source and the potential need to change the source or options to improve the current system.

2. DISCUSSION

On November 29th, 2023, we had Frontier Power Products on location to commission our generator, the back up power source for the Glendale Well. The generator was purchased in 2022, and the delivery was delayed due to supply chain issues beyond our control.

Frontier Power noted that the generator was not receiving enough propane from the cylinders due to the size of the regulator between the tanks and the generator. Without adequate fuel, the generator does not function properly.

Staff can confirm that the regulator that was installed is the one that was supplied by the propane company for this size of tank.

Another challenge identified by Frontier Power was that as this generator draws 1.4 million BTU's, with the current propane bottles we would only have enough propane to run the generator for approximately 12-18 hours.

Upon further discussions between the Civic Works Foreman and Frontier Power, options to extend the hours of emergency service were considered. Options being considered are to purchase additional tanks to extend beyond a 12 – 18-hour time span.

Additionally, to manage our current system it was advised we purchase heat blankets for the tanks to ensure the propane tanks can function properly in extreme cold.

Civic works contacted Superior Propane; they informed us that we could add up to 2 more tanks of the 465lbs size to the current system. The addition of two tanks would bring us up to the max that we are allowed to put together in one system (4 x 465 lbs tanks = 1860 lbs). This also would almost equal the same volume of the next size up of tank that they supply which is 1893lbs tank.

A previous report to Council recommended that the Glendale Generator be hooked up to Natural Gas so we would have an unlimited supply of gas in an emergency. This change would eliminate the problem with meeting the required flow of the gas source to have the generator function properly and provide continual gas should an emergency last several days. Natural gas was recommended to Council as it requires the least amount of maintenance.

Should Council want to consider a switch to natural gas, it would require a recalibration of the generator itself, and installing a gas line from Glendale Avenue to the generator.

Staff have confirmed that should we proceed with switching to natural gas, we would be able to sell the propane tanks we currently have to recover partial expenses.

These options provided for Council are rough estimates, should Council want to reroute staff to explore natural gas, staff will bring back a more accurate budget for the project.

3. BACKGROUND

Staff have confirmed that the action to purchase a back up propane generator for the Glendale Well came out of Council budget discussions in 2021, and that there is no staff report, nor is there a resolution of Council attached to this project.

Through email correspondence we only see the CAO advancing a propane expenditure with no formal report going back to Council for consideration. Mr. Paton was asked to source information about this project, and as such via email reached out to his professional colleagues regarding a propane generator for the Glendale Well. We received a few recommendations that explored both diesel and natural gas solutions.

Generally, the solutions advised were what works for our municipality (very neutral between diesel, propane, or natural gas) with the outlier being the recommendation below, dated June 22, 2021, from Steve Ethier, RDCK:

My preference is natural gas whenever possible. When the power goes out, everyone's (personal, commercial, institutional, and municipal) generator starts, and so everyone with a diesel engine will be scrambling to keep their diesel tanks full, so the fuel is somewhat finite in that respect. Diesel also goes bad and so stabilizers need to be added. Then there's the reliability of natural gas. Unless there's a major natural gas transmission main break, there's almost never a service interruption. Based on memory there have been more diesel shortages than there have been natural gas.

Steve Ethier | Water Operations Manager, RDCK

4. OPTIONS

4.1. That Council direct staff to proceed with the switching of the gas source of the Glendale generator from propane to natural gas. This includes recalibrating the generator, having a gas line run to the generator enclosure, installation of the gas meter, for an estimated cost of \$11,000.

4.2. That Council direct staff to proceed with purchasing 2 more propane tanks, larger regulators, and pipes, and proceed with the installation of those tanks. We would also need to build a larger slab for the propane tanks to sit on, purchase heat blankets for the propane tanks, and build a larger enclosure to house the tanks. Estimated cost \$10,000.

(Cost breakdown: Slab cost \$500, Heat blankets \$2,800, 2 additional tanks \$3,500, install new tanks to generator \$2,000, larger regulator plus pipes \$1,200)

4.3. That Council direct staff to proceed with purchasing the larger regulators and pipes in order for the current tanks and generator system to function and rely on 12 -18 hours of emergency back up.

(Cost \$1,200).

4.4 Council direct Staff otherwise.

4.5. Attachments:

(a) Manufacture guidelines from Franklin Electric.

5. **RECOMMENDATION**

Staff are recommending option 3.1 as a permanent solution, which will still require the larger regulators and pipes so the generator can function immediately while staff proceed with that project.



Application - All Motors

Use of Engine Driven Generators - Single-Phase or Three-Phase

Table 5 lists minimum generator sizes based on typical 80 °C rise continuous duty generators, with 35% maximum voltage dip during starting, for Franklin's three-wire motors, single- or three-phase.

This is a general chart. The generator manufacturer should be consulted whenever possible, especially on larger sizes.

There are two types of generators available: externally and internally regulated. Most are externally regulated. They use an external voltage regulator that senses the output voltage. As the voltage dips at motor start-up, the regulator increases the output voltage of the generator.

Internally regulated (self-excited) generators have an extra winding in the generator stator. The extra winding senses the output current to automatically adjust the output voltage.

Generators must be sized to deliver at least 65% of the rated voltage during starting to ensure adequate starting torque. Besides sizing, generator frequency is important as the motor speed varies with the frequency (Hz). Due to pump affinity laws, a pump running at 1 to 2 Hz below motor nameplate frequency design will not meet its performance curve. Conversely, a pump running at 1 to 2 Hz above may trip overloads.

Generator Operation

Always start the generator before the motor is started and always stop the motor before the generator is shut down. The motor thrust bearing may be damaged if the generator is allowed to coast down with the motor running. This same condition occurs when the generator is allowed to run out of fuel.

Follow generator manufacturer's recommendations for de-rating at higher elevations or using natural gas.

Use of Check Valves

It is recommended that one or more check valves always be used in submersible pump installations. If the pump does not have a built-in check valve, a line check valve should be installed in the discharge line within 25 feet of the pump and below the draw down level of the water supply. For deeper settings, check valves should be installed per the manufacturer's recommendations. More than one check valve may be required, but more than the recommended number of check valves should not be used.

Swing type check valves are not acceptable and should never be used with submersible motors/pumps. Swing type check valves have a slower reaction time which can cause water hammer (see next page). Internal pump check valves or spring loaded check valves close quickly and help eliminate water hammer.

Check valves are used to hold pressure in the system when the pump stops. They also prevent backspin, water

Table 5 Engine Driven Generators

NOTE: This chart applies to 3-wire or 3-phase motors. For best starting of 2-wire motors, the minimum generator rating is 50% higher than shown.

MOTOR RATING		MINIMUM RATING OF GENERATOR			
		EXTERNALLY REGULATED		INTERNALLY REGULATED	
HP	KW	KW	KVA	KW	KVA
1/3	0.25	1.5	1.9	1.2	1.5
1/2	0.37	2	2.5	1.5	1.9
3/4	0.55	3	3.8	2	2.5
1	0.75	4	5.0	2.5	3.13
1.5	1.1	5	6.25	3	3.8
2	1.5	7.5	9.4	4	5
3	2.2	10	12.5	5	6.25
5	3.7	15	18.75	7.5	9.4
7.5	5.5	20	25.0	10	12.5
10	7.5	30	37.5	15	18.75
15	11	40	50	20	25
20	15	60	75	25	31
25	18.5	75	94	30	37.50
30	22	100	125	40	50
40	30	100	125	50	62.5
50	37	150	188	60	75
60	45	175	220	75	94
75	55	250	313	100	125
100	75	300	375	150	188
125	90	375	469	175	219
150	110	450	563	200	250
175	130	525	656	250	313
200	150	600	750	275	344

WARNING: To prevent accidental electrocution, automatic or manual transfer switches must be used any time a generator is used as standby or back up on power lines. Contact power company for use and approval.

hammer and upthrust. Any of these can lead to early pump or motor failure.

NOTE: Only positive sealing check valves should be used in submersible installations. Although drilling the check valves or using drain-back check valves may prevent back spinning, they create upthrust and water hammer problems.

- A. **Backspin** - With no check valve or a failed check valve, the water in the drop pipe and the water in the system can flow down the discharge pipe when the motor stops. This can cause the pump to rotate in a reverse direction. If the motor is started while it is backspinning, an excessive force is placed across the pump-motor assembly that can cause impeller damage, motor or pump shaft breakage, excessive bearing wear, etc.
- B. **Upthrust** - With no check valve, a leaking check valve, or drilled check valve, the unit starts under



The Corporation of the Village of Salmo

Report to Council

Report Date: December 5th, 2023
Meeting Date: December 12th, 2023 (#21-23)
From: CAO Ange Qualizza
Subject: Application For Community Development Grant – Large Equipment Storage Building

1. **OBJECTIVE**

To update Council and receive approval to apply for the Community Development Grant in the amount of \$30,000 to off set part of the costs for the Large Equipment Storage Building.

2. **DISCUSSION**

2.1. **LARGE EQUIPMENT STORAGE BUILDING**

This project has been in the works since 2021. The project included a revamp of the inside and outside of the building including installation of concrete flooring, new siding, new lighting, new garage and man doors and the construction of a public washroom.

In 2022 Council approved the budget, staff awarded the project, and the work began. Due to unforeseen delays the project carried over into 2023 as did some of the budget and expenses as well. The project was originally budgeted and approved at \$380,000 and the funds from this grant were to be included in that original budget however due to a change in office administration, the application for funding from the Community Development Grant was not processed.

RECOMMENDATION:

That Council approve using \$30,000 of the Village of Salmo's portion of the 2023 Community Development Funds towards costs associated with the public washroom at the Large Equipment Storage building.

2.2. **Attachments:** Nil.



The Corporation of the Village of Salmo

Report for Information

Report Date: December 5, 2023
Meeting Date: December 12, 2023 (#21-23)
From: CAO Ange Qualizza
Subject: Fire Apparatus

1. **OBJECTIVE**

To update Council on the timeline for replacing Fire Engine 5.

2. **BACKGROUND**

The Fire Underwriters Survey requires communities to replace all first line fire apparatus after 20 years of service and may only be extended up to 25 years with an application that demonstrates that the fire apparatus has been inspected and proven to be in excellent mechanical condition.

Staff have been in touch with the Fire Underwriters and confirmed that the date of expiration is based on the date of manufacturing. In our situation, that means that Fire Engine 5's date of manufacture is 1999. This makes Fire Engine 5 currently 25 years old as of 2024.

Fire Engine 5 reached the 20- year mark in 2019; we have confirmed with the Fire Underwriter Survey that we were remiss in filling out a formal extension to continue operating Fire Engine 5 as a second line duty truck. For communities less than 1,000 people we wouldn't have needed an extension, however we are over 1,000 people.

Staff are currently working with the Fire Underwriter Survey to apply for the extension, and we will know the status of our application in three months.

According to the Media Release, September 26, 2023: In the past the RDCK has used a combination of short-term financing (which does not need voter consent) and capital reserves to purchase fire engines. However, due to inflation, the RDCK recommended long-term financing over 20 years (needing voter consent) to reduce the burden on the taxpayer.

The Regional District of Central Kootenays recently went out for voter assent for three fire trucks. None of them however were fire engines, which is why the cost is lower than our expected cost. CAO Qualizza has been in touch with local governments that have recently gone through this process, and we should expect a stock fire engine to cost between 1.2 million and 1.4 million dollars.

Additionally, our next vehicle set to age out of the system is Fire Engine 6, which 'turns 20' in 2033.

3. **FINANCIAL IMPLICATIONS**

At the end of 2022, the village had a balance of \$117,000 in the fire equipment reserve; an insufficient amount to purchase a new truck directly from this reserve. As a result, all, or a portion of the purchase of a new fire truck will likely result in debt financing activities. Both short-term debt (5 years or less) and long-term debt (20 years) will be considered depending on the amount of debt necessary. If the debt financing amount is a significant portion of the overall purchase, short-term debt would likely cause too much of a burden on tax payers and as such long-term would be favourable. Both long-term and short-

term borrowing will have an impact on the municipal tax rates. Once an equipment needs evaluation has been complete and costs are understood, the impact on rates will be presented during budget activities and presentations.

Finance Officer's recommendation:

- To instruct village staff to consider all equipment options based on the Village's equipment needs assessment. Any incremental components of the truck beyond the Village's minimum requirements should be evaluated separately.
 - Options may include but are not limited to: various sizes of truck, various features, new vs second hand equipment, multiple equipment sources.
- Once various options are ascertained and evaluated against a needs assessment, staff will present several financing options (along with a recommendation) to council during the budget process.
- A comprehensive asset management plan related to fire equipment be undertaken to ensure sufficient contributions to the fire equipment reserve to meet council's objectives.

4. CONCLUSION

Going forward, a robust asset management plan is needed to meet Council's objectives so we can include major capital expenses in our five year financial plan.

Under provincial legislation certain initiatives such as borrowing money for a project, establishing new municipal services, or adjusting parkland dedication requires elector approval.

The Village of Salmo must seek approval of the electors through either an Assent Vote (known as a referendum) or an Alternative Approval Process (or AAP) to gain support for the purchase of a fire apparatus.

Based on Finance Officer Russ's recommendations, Council will be considering the financial implications of borrowing short term or long term during our budget presentations.

Respectfully submitted,

CAO Qualizza



Report to Council

Regular Council Meeting #21-23

FROM: Jessica Ellis, Administrative Assistant **DATE:** December 5, 2023

SUBJECT: Canadian Hockey Team are taking the Salmo Dinner Jackets to Sweden

Purpose of Report

To provide Council with an exciting update on our Salmo Dinner Jackets.

Background

The success of the Salmo Dinner Jacket is not slowing down. The Salmo Dinner jackets have been worn and purchased by people all over the world from politicians to entire families for their Christmas photos. The Village staff is very excited to let you know that the Salmo Dinner Jackets will be joining a Canadian hockey team when they go to Sweden for hockey after Christmas. We have sold 12 jackets to the team so far and they are very excited to wear them proudly while representing Canada.

If Council would like to follow them on their journey their team Instagram page is @grumpyhockey.

APPENDIX B



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

MAYOR LOCKWOOD

Mayor Report for Council Meeting held on December 12, 2023.

I would like to wish everyone a very prosperous season, staying healthy, kind, and warm, and giving some love from your heart!

Salmo & Area G Emergency Preparedness: Time is of the essence to be ready for an event. The weather as it goes from snow to rain and back again can have a cause for concern for the roads, mountains, and our streams. The RDCK and Salmo are on high alert with the weather as it is presenting itself.

Fire Department: Time to check your fire alarms and make sure when using an extension cord that it is in good repair and can not cause a fire. The fire department would love a very slow month of December.

Citizen Engagement: With great hope the Salmo Hotel will be able to move forward with their repairs after the fire in September and be able to open soon. Mountain Bliss opened their doors December 1, and welcomed the community. Junction Eatery are tying their long list of things to open a restaurant and are hoping to open very soon. Please support your local businesses as we go through this season.

Salmo Arts Council: Have the school bell in their possession and are working on fixing it, so it can be put up for display in the next year.

RDCK:

Board: Next meeting December 14, 2023

Salmo & Area G Recreation Commission: Within the RDCK, there are 15 people taking the lifeguarding course which will benefit the whole region. Work continues at the pool with equipment slowly still coming in. The SVYCC did a dotmocracy with the youth to determine what is the most important to them and they will be doing it again to gain more direction from the youth. The Rec Commission wants to improve our working relationship with the schools, youth center and fitness center to make it better for everyone.

Economic Trust of the Southern Interior – BC (ETSI-BC): The board has approved to increase the budget this time around, now the Regional Advisory Committee must review the applicants for approval.

Central Resource Recovery: Budget talks have started and if this budget doesn't tell people how expensive garbage is, I am not sure what well.

Joint Resource Recovery: Next meeting December 13, 2023

West Kootenay Hospital Board: Next meeting TBA

Nelson, Salmo, E, F, & G Regional Parks: Next meeting March 12, 2024

Other meetings of note:

Mayor's and chair Highway 3 Coalition: Next meeting TBD

Ministry Meetings:

IHA Mayor's and Chairs regional meeting: TBA

Columbian Basin Trust Corporation: The Trust continues to actively work on the project and is pleased with progress to date.

- Due to a subcontractor being redeployed to wildfire remediation, as well as permitting and infrastructure delays, overall project completion goal is now spring 2024.
- This project will see 70 km of backbone fibre optic cable installed between Fruitvale and Nelson.
- This project is receiving \$4.9M from the Federal Canadian Radio-Television and Telecommunications Commission, the provincial Connecting BC program, the Regional District of Central Kootenay, and the Trust.

Project information here: [Fruitvale to Nelson Fibre Optic Backbone Project | Broadband \(ourtrust.org\)](#)

Community Futures Development Corp: The CAO, Director Cunningham and I attended this workshop to gain more insight into how we as a region can be more proactive in economic development and what others are doing.

Respectfully submitted,

Mayor/Director Lockwood