



The Corporation of the Village of Salmo

SPECIAL MEETING

A Special Meeting of the Council of the Village of Salmo to be held in Council Chambers at 423 Davies Avenue in Salmo, B.C. on **Monday, May 6, 2024 at 6:00 p.m.**

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

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

AGENDA:

1. Call to Order

2. Adoption of Agenda

STAFF RECOMMENDATION:

Pg.1

That the draft agenda of Special Meeting of Monday, May 6, 2024 be adopted as presented.

3. 2023 Audited Financial Statements

(1) STAFF RECOMMENDATION:

That Council accept the 2023 Audited Financial Statements as prepared by the auditors Childs Chanton Chartered Professional Accountants.

4. Bylaw Development & Review

(1) Financial Plan (2024-2028) Bylaw #755, 2024

Pg.3

STAFF RECOMMENDATION:

That the "Financial Plan (2024-2028) Bylaw #755, 2024", having had three readings, be reconsidered and adopted.

(2) Annual Tax Rate Bylaw #756, 2024

Pg.9

STAFF RECOMMENDATION:

That the "Annual Tax Rate Bylaw #756, 2024", having had three readings, be reconsidered and adopted.

5. Administration

(1) Wastewater Treatment Plan Actuator

Pg.13

STAFF RECOMMENDATION:

That approve the purchase of a new actuator at a cost of \$16,255.25 + taxes to replace the current malfunctioning one and further, that the expense be funded from the Growing Communities Fund.

6. Public Question Period

7. Adjournment

Given under my hand this 3rd day of May, 2024 and posted in accordance with Section 127 of the *Community Charter*.

Originally Signed By:

Diana Lockwood _____

Mayor

THE CORPORATION OF THE VILLAGE OF SALMO

BYLAW #755

A BYLAW TO ADOPT A FIVE-YEAR FINANCIAL PLAN FOR THE YEARS 2024-2028

WHEREAS Section 165 of the *Community Charter*, requires Municipal Councils to annually prepare and adopt, by Bylaw, a five-year financial plan;

AND WHEREAS the Council of the Corporation of the Village of Salmo has reviewed, prepared and solicited public input on the attached five-year financial plan;

NOW THEREFORE the Council of the Corporation of the Village of Salmo in open meeting assembled, enacts as follows:

1. SCHEDULES

- 1.1. Schedule "A" attached to and forming part of this Bylaw is hereby adopted as the Financial Plan for the Village of Salmo for the five-year period starting January 1, 2024.
- 1.2. Schedule "B" attached to and forming part of this Bylaw is hereby adopted as the Revenue Policy Disclosure Requirement for the five-year period starting January 1, 2024.

2. ENACTMENT

- 2.1. If any section, subsection or clause of this Bylaw is held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and shall not affect the validity of the remainder of this Bylaw.
- 2.2. This Bylaw shall come into full force and effect on the day of adoption.

3. CITATION

- 3.1. This Bylaw may be cited for all purposes as "**Financial Plan (2024-2028) Bylaw #755, 2024**".

READ A FIRST TIME	this 29 th day of April, 2024
READ A SECOND TIME	this 29 th day of April, 2024
READ A THIRD TIME	this 29 th day of April, 2024
RECONSIDERED AND FINALLY ADOPTED	this __ day of ____, 2024

Mayor

Chief Administrative Officer

I HEREBY CERTIFY THIS TO BE A TRUE COPY OF THE "FINANCIAL PLAN (2024-2028) BYLAW #755, 2024".

Chief Administrative Officer

**2024-2028 FIVE YEAR FINANCIAL PLAN
SCHEDULE A**

REVENUES	2024	2025	2026	2027	2028
Property Taxation	502,851	516,630	532,129	545,432	561,795
Sale of services	114,259	111,808	115,163	118,042	121,583
Other revenue own sources	168,290	173,170	178,366	182,825	188,309
Investment income	35,684	34,000	30,000	30,000	30,000
Grants - unconditional	459,000	459,000	459,000	459,000	459,000
Grants - conditional	749,743	162,905	167,642	171,708	176,709
Total General	2,029,827	1,457,514	1,482,299	1,507,007	1,537,397
Water Revenue	204,461	220,937	229,655	238,824	246,164
Sewer Revenue	344,019	376,407	407,038	428,020	441,965
Total Consolidated Revenues	2,578,308	2,054,858	2,118,992	2,173,850	2,225,526
EXPENSES	2024	2025	2026	2027	2028
General Government	947,481	578,613	588,350	597,883	606,762
Protective Services	269,147	134,878	137,036	139,229	141,456
Transportation Services	358,054	363,783	369,604	375,517	381,526
Environmental health services	118,762	120,662	122,593	124,554	126,547
Public health and welfare	15,250	15,494	15,742	15,994	16,250
Recreation and cultural services	64,650	62,128	63,122	64,132	65,159
Interest and other debt charges	22,118	22,118	21,015	19,913	19,913
Total General Operations	1,795,462	1,297,677	1,317,462	1,337,222	1,357,612
Water Operations	157,176	160,319	163,526	166,796	170,132
Sewer Operations	418,239	315,424	321,732	328,167	334,730
Total Operations	2,370,877	1,773,420	1,802,720	1,832,185	1,862,475
Amortization	408,542	412,627	416,753	420,921	425,130
Surplus (deficit)	(201,111)	(131,189)	(100,481)	(79,256)	(62,079)
Add back:					
Amortization	408,542	412,627	416,753	420,921	425,130
Debt funded by operations	23,832	23,832	23,832	15,780	15,780
Surplus (deficit) per 5 year financial plan	183,599	257,606	292,440	325,885	347,271

**2024-2028 FIVE YEAR FINANCIAL PLAN
SCHEDULE A**

Capital Expenditures

General	111,650	-	-	-
Water	112,000	-	-	-
Sewer	140,000	-	-	-
Total Capital Expenditures	363,650	-	-	-

Transfer to / from Reserves

Transfer (to) General Reserves	(244,250)	(136,005)	(141,005)	(154,005)	(164,005)
Transfer (to) Utility Reserves	(94,949)	(121,601)	(151,435)	(171,880)	(183,265)
Transfer from General Reserves	378,500	-	-	-	-
Transfer from Utility Reserves	112,000	-	-	-	-
Total Transfer (to) from Reserves	151,301	(257,606)	(292,440)	(325,885)	(347,270)

Transfers (to) from operating surplus

28,750

Financial Plan Balance

(0)	(0)	(0)	(0)	(0)
------------	------------	------------	------------	------------

**2024-2028 FIVE YEAR FINANCIAL PLAN
SCHEDULE A**

CAPITAL FUNDS

COMPONENTS

	2024	2025	2026	2027	2028
Sources of Funds					
Community Works Grant	79,500	-	-	-	-
Growing Communities Fund	140,000	-	-	-	-
General Operating fund	28,750	-	-	-	-
Water Operating fund	-	-	-	-	-
Sewer Operating fund	-	-	-	-	-
Utility Reserves	112,000	-	-	-	-
Government Grants	3,400	-	-	-	-
Total Sources	363,650	-	-	-	-
Expenditures					
General	111,650	-	-	-	-
Water	112,000	-	-	-	-
Sewer	140,000	-	-	-	-
Total Expenditures	363,650	-	-	-	-

SCHEDULE "B" – 2024-2028 Five Year Financial Plan

Revenue Policy:

The revenue policy will provide direction on how Council chooses to fund the expenditures of the Village, distribute property taxes among the property classes and use permissive tax exemptions.

Revenue Sources

Table 1

Revenue Source	% Total Revenue
Property Value taxes	19%
Parcel taxes	0%
User fees and charges	20%
Sales of service	4%
Grants - unconditional	17%
Grants - Conditional	28%
Other sources	8%
Reserves	4%
Proceeds from borrowing	0%
TOTAL	100%

Table 1 shows the proportion of total revenue proposed to be raised from each funding source in 2024.

Grants also provide a source of revenue to the municipality. Sales of service and Utility User Fees provide revenue for the municipality on a user-pay basis.

Policy:

Council is committed to examining economic development opportunities and investigating alternative revenue sources in order to reduce historical reliance on property taxes to fund municipal services. The operation of the water utility, the sewer utility and solid waste collection and disposal are self-funded through user fees.

Objectives:

- To maximize a user-pay cost structure wherever possible.
- To maximize the use of grant funding for infrastructure and service upgrades.

Proportion of Taxes Allocated to Classes

Policy:

It is the policy of Council to preserve and maintain the existing equity between assessment classes. The utility class will be taxed at the maximum rate permitted by legislation. The Village will strive to maintain a business to residential multiplier range not exceeding 2 to 1.

Objective:

- To maintain the current tax distribution of property tax value among the property classes.

Permissive Tax Exemptions

Council provides permissive tax exemptions to not-for-profit organizations that form a valuable part of the community. These include religious institutions and the community services society.

Policy:

Council will continue to support local not-for-profit organizations that provide benefits to the community as a whole and are eligible under the *Community Charter* through permissive tax exemptions.

Objective:

To provide permissive tax exemptions to not-for-profit organizations that benefits the overall well-being of the community.

THE CORPORATION OF THE VILLAGE OF SALMO

BYLAW #756

A BYLAW TO LEVY TAXES FOR MUNICIPAL, HOSPITAL AND REGIONAL DISTRICT PURPOSES FOR THE YEAR 2024

WHEREAS Section 197 of the *Community Charter* requires Municipal Councils, on or before May 15 of each year, to adopt a bylaw to impose property value taxes by establishing tax rates, for the municipal revenue proposed to be raised for the year from property taxes as provided in the financial plan and for amounts to be collected for the year by means of rates established by the municipality to meet its obligations to other local governments or public bodies;

NOW THEREFORE the Council of the Village of Salmo, in open meeting assembled, ENACTS AS FOLLOWS:

1. TAX RATES

1.1. The following property value tax rates are hereby imposed and levied for the year 2024:

- a) For all lawful **GENERAL** purposes of the municipality on the value of land and improvements taxable for general municipal purposes rates appearing in column "A" of the Schedule attached to and forming part of this bylaw.
- b) For **HOSPITAL** purposes on the value of land and improvements taxable for West Kootenay Boundary Regional Hospital District purposes, rates in column "B" of the Schedule attached to and forming part of this bylaw.
- c) For the purposes of the **REGIONAL DISTRICT OF CENTRAL KOOTENAY** on the value of land and improvements taxable for regional hospital district purposes, rates appearing in column "C" of the Schedule attached to and forming part of this bylaw.

1.2. The Collector shall add ten percent (10%) penalty to all current taxes or rates remaining unpaid after July 2, 2024, and interest to unpaid arrears and delinquent property taxes as outlined in Sections 245 and 246 of the *Community Charter*.

1.3. The minimum amount of taxation upon a parcel of real property shall be one (\$1.00) dollar.

2. ENACTMENT

2.1. If any section, subsection or clause of this Bylaw is held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and shall not affect the validity of the remainder of this Bylaw.

2.2. This Bylaw shall come into full force and effect on the day of adoption.

3. CITATION

3.1. This Bylaw may be cited for all purposes as "***Annual Tax Rate Bylaw #756, 2024***".

READ A FIRST TIME

this 29th day of April, 2024

READ A SECOND TIME

this 29th day of April, 2024

READ A THIRD TIME

this 29th day of April, 2024

RECONSIDERED AND FINALLY ADOPTED

this ____ day of ____, 2024

Mayor

Chief Administrative Officer

I HEREBY CERTIFY THIS TO BE A TRUE COPY OF THE "ANNUAL TAX RATE BYLAW #756, 2024".

Chief Administrative Officer

THE CORPORATION OF THE VILLAGE OF SALMO

BYLAW #756

SCHEDULE

2024 TAX RATES

(Dollars of tax per \$1,000 of taxable assessed value)

Property Class	General Municipal	West.Koot Boundary Regional Hospital	Regional District Central Kootenay
1. Residential	1.9488	0.1578	1.5419
2. Utility	40.0000	0.5523	5.3967
5. Light industry	4.7461	0.5365	5.2425
6. Business/Other	4.7461	0.3875	3.7784
8. Recreational/non- profit	3.2077	0.1578	1.5419



The Corporation of the Village of Salmo

Report to Council

Report Date: May 2nd, 2024
Meeting Date: May 6th, 2024
From: Linda Tynan, Interim Chief Administrative Officer Advisor
Subject: Wastewater Treatment Plant Actuator

1. OBJECTIVE

To receive information on a malfunctioning actuator at the wastewater treatment plant (WWTP), to provide direction to staff whether to repair the actuator or to purchase a new one, and to authorize the expenditure of funds for this expenditure.

2. DISCUSSION

The actuator is a necessary part of the operations of the WWTP. It controls the motor speed of the pump that moves the water into the clarifier from the racetracks. As the water fluctuates through the clarifier it ensures that the pump speed slows and speeds up as required. It prevents there being any overflow waste from the clarifier that could make its way to the drying beds, which is a direct infraction of Salmo's permit requirements.

Recently during maintenance, it was established that the actuator was not functioning correctly. The part was subsequently sent to Spartan Controls for diagnosis of the issue. Upon review, Spartan Controls established that there were quite a few issues with the current actuator.

Staff was provided both a quote to repair the actuator as well as a quote to replace the equipment. It was suggested that given the current state of the actuator, purchase of a new one would be more prudent.

As noted, the actuator is a critical part of operations and the WWTP cannot operate on a sustained basis without this functioning component.

3. OPTIONS

- 3.1. Purchase a new actuator at a cost of \$16,255.25 + taxes as priced in the attached quote.
- 3.2. Repair the old actuator at a cost of \$11,223.95 + taxes as priced in the attached quote.

4. RECOMMENDATION

That Council approve the purchase of a new actuator at a cost of \$16,255.25 + taxes to replace the current malfunctioning one and further, that the expense be funded from the Growing Communities Fund.

Alana Lins

From: Terry McDonald <McDonald.Terry@spartancontrols.com>
Sent: April 5, 2024 11:30 AM
To: Alana Lins
Cc: Fred Paton
Subject: RE: RMA 300049215 - SO 471249- Quote - 04.04.2024 Replacement price and delivery
Attachments: 1192096.001.1-01.pdf

Hi Alana –

Replacement price and delivery

EIM 1CLA-6, 115VAC ELECTRIC ACTUATOR

Price: 16,255.25 ea. net.

Delivery 14-16 Weeks.

Terry McDonald | Service Advisor
T +1 (780) 638-5709 | 24/7 +1 (877) 278-6404

The information contained in this message is confidential or protected by law. If you are not the intended recipient, please contact the sender and delete this message. Any unauthorized copying of this message or unauthorized distribution of the information contained herein is prohibited.



To: Fred Paton
Email: fred.paton@salmo.ca
Phone: 250-357-9433

The Corp of the Village of Salmo

From: Erica DeSchipper
Email: DESCHIPPER.ERICA@SPARTANCONTROLS.COM
Phone:
Reference: Pending Fred Paton
Additional Ref:

Quotation: 471249 SQ

Version:

Quote Date: January 30, 2024

Quote Validity: 30 Days

Item	Description	Quantity	Price EA	Price Total
10000	Isol. Electric Actuator Repair Services ISOLATION ELECTRIC ACTUATOR SHOP REPAIR SERVICES EDS - EDMONTON	1.000 EA	\$11,223.95	\$11,223.95
10100	Equipment for repair SN: 1192096.001.1/01 EIM 1CLA-6, 115VAC ELECTRIC ACTUATOR **PARTS ARE 4 WEEKS FOR DELIVERY** BUDGETARY QUOTE Bettis Actuator SN:1192096.001.1/01 MFR. Serial No.1192096.001.1-01	1.000 EA		
10400	VA4000100037 M2CP MOTOR GEAR BEARING, B/BRG 62012RS	1.000 EA		
10500	VA83643-2 2-L RH WORM ASSEMBLY	1.000 EA		
10600	VA83422 HANDWHEEL SHAFT ASSEMBLY W/ INBOARD BEARING	1.000 EA		
10700	VA4000100035 M2CP CLUTCH SHAFT BEARING, B/BRG 60062RS	1.000 EA		
10800	VA4060001118 RTN 5100-118	1.000 EA		
10900	VA83943-02 TBM-02 MODULE C/W MONITOR RELAY INTEGRAL.	1.000 EA		
11000	VA4000100038 M2CP MOTOR CLUTCH BEARING, B/BRG 60052RS	1.000 EA		
11100	VA4060001098 RETAINING RING (5100-98)	1.000 EA		
11200	VA9H1/21FC-C 1/4HP/1725RPM/115VAC/60HZ/1PH MOTOR	1.000 EA		
11300	197-1G 197-1G>>MOLY #197 SYNTHETIC GREASE,-50F 197-1G>>MOLY #197 SYNTHETIC GREASE,-50F	1.000 EA		



11400	VA84449-8	1.000 EA
	HANDWHEEL 8 INCH LEVER C/W FOLDABLE HANDLE	
11500	VA84112-01A	1.000 EA
	LSM-01 CONTROL BOARD 3PB,3PL,SS,CCW.	
11600	LABOUR HOURS	12.000 EA
	LABOUR HOURS	
11700	FUNCTION TEST REPORT	1.000 EA
	FUNCTION TEST REPORT	
11800	EVALUATION REPORT	1.000 EA
	EVALUATION REPORT	

**Amount in Canadian Funds
Applicable taxes are extra**

Payment Terms: Net 30 days
Delivery Terms: EXW
Place of Delivery: Spartan Controls Ltd.

General Notes Unless otherwise agreed to by Spartan Controls Ltd. in a signed written contract, the Spartan standard terms and conditions will apply. Please see www.spartancontrols.com/terms If the quoted delivery is not acceptable, please advise and we may be able to expedite the order. Please note that any changes, cancellations or returns are subject to restocking and/or disassembly charges, plus material and documentation costs. Charges for non-stocked materials are situational and may not be refundable. Product sizing and selection have been based solely on the information provided. Spartan can make recommendations based on our experience; however, it is the responsibility of the system designer and end user to determine if the equipment is suitable for the intended application and complies with all specifications (including material selection). If specifications are applicable, please update the request for quote /data sheets accordingly.