



VILLAGE OF SILVERTON

COMMITTEE OF THE WHOLE

COUNCIL AGENDA

SILVERTON COUNCIL

MEMORIAL HALL – 203 LAKE AVE. & ONLINE

January 26, 2022

Immediately following the Special Meeting at 7pm

A. CALL TO ORDER

B. THE VILLAGE OF SILVERTON ACKNOWLEDGES THE INDIGENOUS PEOPLES ON WHOSE TRADITIONAL TERRITORIES WE STAND

C. ADDITION OF LATE ITEMS IF ANY

D. DELEGATION

None at this time.

E. DISCUSSION

E1. Councillor Main to introduce a new topic (5 - 10 mins) RE: creek dikes/banks

A short verbal introduction with more to follow later

E2. Electronic attendance for Council meetings

E3. Council Priorities 2018-2022, Council Priorities 2022 and on-going projects

E4. Budget discussion for 2022

F. ADJOURNMENT



Administrative Report: Hillary Elliott, CAO

Village of Silverton Council

COTW Meeting of Silverton Village Council January 26, 2022

Executive Summary

The purpose of this report is to present information and options for council discussion and for staff direction in updating the Silverton Council Procedural Bylaw.

Background

The following is the current wording for electronic meetings in the Council Procedural Bylaw No 512 - 2019:

Electronic Meetings

8. (1) Provided the conditions set out in Subsection 128(2) of the *Community Charter* are met,
 - (a) a member of Council may participate, electronically in Council meetings if the member is unable because of illness or injury or is with leave of the Council, and provided that the Corporate Officer is able to secure the electronic equipment to facilitate the meeting;
 - (b) the member presiding at the meeting must be in attendance, in the meeting room.
- (2) No more than one member of Council at one time may participate at a Council meeting under Section 8(1)(a);
- (3) No more than one member of a Council Committee at one time may participate at a Council Committee meeting under Section 8(1)(a).

Financial Considerations

None at this time.

Discussion

Currently the Village does not have the capacity to hold Regular Council Electronic Meetings in accordance to the *Community Charter*, Part 5, Division 2, Section 128, 1-3. The Village does not have the required equipment for the public and does not have the required staffing to be at the facility for public attendance.

Council could proceed to update and modernize their current Procedural Bylaw to reflect current practices, greater accessibility and transparency in accordance to the *Community Charter*, Part 5, Division 2, Section 128.3, 1-3

Electronic participation by members in council and council committee meetings

128.3

(1) If authorized by a procedure bylaw and the requirements of subsection (2) are met, a member of council or a council committee who is unable to attend in person at a regular council meeting, a special council meeting or a council committee meeting may participate in the meeting by means of electronic or other communication facilities.

(2) The following rules apply in relation to a meeting referred to in subsection (1):

(a) the meeting must be conducted in accordance with the applicable procedure bylaw;

(b) the facilities must enable the meeting's participants to hear, or watch and hear, the participation of the member;

(c) except for any part of the meeting that is closed to the public, the facilities must enable the public to hear, or watch and hear, the participation of the member.

(3) Members of council or a council committee who are participating under this section in a meeting conducted in accordance with this section are deemed to be present at the meeting.

The current Bylaw limits electronic attendance to one council member.

Should staff research options of more than one member to attend electronically? Only for Council meetings or only to Committee meetings?

Should staff research options for council attendance in person and public attendance electronically?

Should staff research options for provisions in a pandemic?

Should staff research options for delegations to attend electronically?

Please refer to the RDCK Procedural Bylaw for reference and meeting details outlined for electronic attendance and provisions for electronic failures, or for only electronic verbal communications.

Hillary Elliott, CAO

REGIONAL DISTRICT OF CENTRAL KOOTENAY

Bylaw No. 2792

A Bylaw to amend the Regional District of Central Kootenay
Procedure Bylaw No. 2576, 2019.

WHEREAS the Board of the Regional District of Central Kootenay (RDCK) has enacted Regional District of Central Kootenay Procedure Bylaw No. 2576, 2019 for the purpose of providing direction with respect to regulating the meetings and conduct of the RDCK Board, Commissions and Committees;

AND WHEREAS it is deemed appropriate to amend Bylaw No. 2576 to refine the procedures for electronic meetings and participation to adhere to Bill 10 Municipal Affairs Statutes Amendments Act passed on June 1, 2021, and add additional information to sections within the Bylaw;

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

PART 1: INTRODUCTIONS

Definitions

1 Section 2 the following definitions be included or amended:

(a) Include the following definitions:

Electronic Meeting means a Meeting where all Members may participate electronically, such as videoconference, audioconference or telephone.

Electronic Participation (Electronically Participate) means a hybrid Meeting where some Members attend in person, and other Members attend by electronic means, such as videoconference, audioconference or telephone.

(b) The definition of Secretary be deleted in its entirety and replace with:

Meeting Coordinator means the person responsible for transcribing minutes at a Board, Committee or Commission Meeting and assists with corporate administration duties assigned by the Corporate Officer.

PART 2: ELECTION OF BOARD CHAIR AND VICE CHAIR

Election of Board Chair

2 Section 8 (7) is deleted in its entirety and replace with the following:

- (7) If a Director is participating in the meeting electronically under Sections 17 of this Bylaw, to cast a vote for the office of Board Chair, they shall, at the time the vote is being conducted, vote by one of the following methods specified by the Chief Administrative Officer or Corporate Officer:
- (a) by phoning the Chief Administrative Officer or Corporate Officer who will record the Director's vote and include the vote with the secret ballots;
 - (b) by emailing the Chief Administrative Officer or Corporate Officer who will record the Director's vote and include the vote with the secret ballots; or
 - (c) by casting the Director's vote through an electronic voting system that has been established by the RDCK.

PART 3: MEETINGS

Schedule, Time and Location of Meetings

3 Section 12 (1) and (8) are deleted in their entirety and replace with the following:

- (1) The Board shall, by Resolution, adopt a schedule of Meetings for the immediately ensuing year no later than the last Meeting of the current year. During the year, the Board may, by Resolution, revise the schedule of Meetings for the current year. Public notice of Meetings are to be posted on the Public Notice Posting Places.
- (8) Committees and Commissions set the dates, times, and locations of their Meetings by resolution, subject to provisions established within the bylaw or terms of reference governing a specific Committee or Commission.

4 Section 12 (9) be added as follows:

- (9) All Meetings of the Board, Commissions and Committees shall provide the option to the Members and the public to participate electronically, in accordance with Section 17 of this bylaw, with the instructions to do so posted on the Public Notice Posting Places.

Notice of Regular meetings

5 Section 14 (1) is deleted in its entirety and replace with the following:

- (1) Provisions from Section 12 (1), (2) and (9) of this Bylaw apply for notice of Regular Meeting.

Notice of Special Meeting

6 Section 15 (1) and (6) are deleted in their entirety and replace with the following:

- (1) In accordance with Section 220 [*Calling and conducting of meetings*] of the Act, on the request of the Chair or of any two Directors, a Special Meeting must be called by the Corporate Officer who will, at least five days before a Special Meeting:
 - (a) give advance public notice stating the general purpose of the Special Meeting, and the day, hour and place of the Special Meeting by way of a notice posted on the Public Notice Posting Places; and
 - (b) include in the notice that Members and the public can participate in the Meeting electronically and the place where the public may attend to hear, or hear and watch, the proceedings that are open to the public;
 - (c) deliver a copy of the notice and Special Meeting agenda to each Director electronically or if an electronic method is not available, at the place to which the Director has instructed that notices be sent.

- (6) With the approval of the Chair, and provided the notice requirements are met, Special Meetings of the Board may be conducted by means of Electronic Meeting or Electronic Participation in accordance with Section 17 of this Bylaw.

Electronic participation meetings

7 Section 17 is deleted in its entirety and replace with the following:

- (1) Subject to Sections 221 [*Electronic meetings and participation by members*] of the Act and the *Regional Districts Electronic Meetings Regulation*, BC Reg 271/2005, and amendments thereto:
 - (a) a Special Meeting may be conducted by means of Electronic Meeting or Electronic Participation;
 - (b) a Member who is unable to attend any Meeting can Electronically Participate;
 - (c) participation in Meetings indicated in subsections (a) and (b) through electronic means is subject to the Chair's approval.

- (2) Members who participate in a Meeting referred to in subsection (1) are deemed to be present at the meeting.

- (3) The Chair shall ask the Members during Electronic Participation or an Electronic Meeting the following for each Motion:
 - (a) if there is discussion on the Motion;
 - (b) that the Members have heard and understood the discussion; and
 - (c) the Members to indicate if they are opposed to the Motion. In the case a vote is close, the Chair shall ask each Member if they are in favour of or opposed to the Motion.

- (4) A member participating by audio must indicate their vote verbally.

- (5) If communication is lost to one or more Members during Electronic Participation or an Electronic Meeting:

- (a) on the first occasion available, a 10-minute Recess will be called by the Chair to try to re-establish the link(s);
 - (b) if, after the Recess, a link cannot be re-established, the Member affected will be deemed to have left the meeting;
 - (c) if, after a link is re-established, there is a subsequent loss of communication, no further attempts will be made to re-establish the link and the Member affected will be deemed to have left the meeting;
 - (d) if, after the Recess, a link cannot be re-established and there is not a Quorum of Members present, the Chair will deem the meeting adjourned.
- (6) The Electronic Meeting or Electronic Participation must be conducted in such a manner that enables the Members to hear, or hear and watch, each other.
- (7) The Electronic Meeting or Electronic Participation must enable the public to hear, or watch and hear, except for the Closed Meeting, the Meeting at the specified place, and a designated RDCK officer must be in attendance at the specified place.
- (8) The Chair/Vice-Chair must be physically present at the Meetings if Members are at the Meeting location. If all Members are participating in an Electronic Meeting the Chair/Vice Chair may join remotely.
- (9) In the event of an equipment failure or other occurrence which prevents or limits an Electronic Meeting or Electronic Participation, the Meeting will not be adjourned unless Quorum is lost. Participation electronically in Meetings may be restricted by the capacity or dependability of the equipment employed.
- (10) When a conflict of interest is declared in accordance with Section 47 of this Bylaw and Members are participating electronically, the Chair must give direction to the Member, who declares a conflict of interest, to do the following:
- (a) disconnect from the Meeting;
 - (b) wait for a message to rejoin the Meeting from staff or the Chair;
 - (c) reconnect to the Meeting; and
 - (d) indicate to the Chair the Member has rejoined the Meeting.
- (11) The technology used for Electronic Meetings or Electronic Participation must have the capabilities to close the meeting to the public and maintain confidentiality of the Members during an In Camera Meeting.

PART 13: BYLAWS

Copies of proposed bylaws to Directors

8 Section 50 (2) is deleted in its entirety and replaced with the following:

- (2) A Committee or Commission may put forward a Motion to endorse, develop, amend or repeal a bylaw but only the Board can give three readings and adopt the bylaw.

PART 15: COMMITTEES

Appointment of Directors to Committees

9 Section 57 is deleted in its entirety and replaced with the following:

- (1) The appointments to Standing and Select Committees is determined in accordance with Section 218 [*Appointment of Select and Standing Committees*] of the Act.
- (2) The election for Director appointments to internal and external committees or organizations will be conducted following the procedures set out in Section 8 of this Bylaw.

Chair

10 Section 59 is deleted in its entirety and replaced with the following:

- (1) The Committee at its first Meeting of each year shall elect the Chair for the next year from among the Members of the Committee. In the year of a local government election, if the Members are Directors, the Committee will elect a Chair at the first Meeting after the election. The provisions outlined in Sections 8 and 10 of this bylaw apply, with the Board Chair, presiding officer or RDCK Manager conducting the election.
- (2) The sub-regional Resource Recovery Chairs rotate the responsibility of chairing the Joint Resource Recovery Committee meetings and chair an equal number of Meetings each during the year.

CITATION

11 This Bylaw may be cited as “**Regional District of Central Kootenay Procedure Amendment Bylaw No. 2792, 2021.**”

READ A FIRST TIME this 18th day of November, 2021.

READ A SECOND TIME this 18th day of November, 2021.

READ A THIRD TIME this 18th day of November, 2021.

ADOPTED by an affirmative vote of at least 2/3 of the votes cast this 18th day of November, 2021.

Aimee Watson, Board Chair

Mike Morrison, Corporate Officer

Administrative Report: Hillary Elliott, CAO

Village of Silverton Council – Capital and On-going Village projects that are not listed in the annual budget of projects to complete.

Each Regular Council meeting the CAO provides updates or keeps the projects listed here for staff and council tracking. This Item is always under section “K” in the agenda, as per Village Council Procedural bylaw.

The CAO also adds the capital project items from the annual budget process when they are pertinent for the reporting of that month.

Regular Meeting

COVID 19

Financial Operations

Functions:

payee option at most Financial Institutions – this is still a project that staff are working on

Projects:

Bylaw Officer Update

Staff continue to work on this initiative collaboratively with New Denver and Slocan.

Asset Management Phase 3 and Climate Adaptation Initiatives:

We continue to work with LandInfo Technologies for long-term solutions and have our recreational GPS points now in the system.

Staff continue to move this file forward, as per Village policy.

Fire Resiliency 2020-2022 for Silverton, Slocan, and New Denver in Partnership with SIFCo

4 years approved and the 5th year of this partnership is underway with the application filed.

Village Office Upgrades/Renovations

This file was deferred for 2022 budget considerations.

Urban Forest/Tree Management Project

Staff will provide a contract to the contractor regarding works to be completed. This is scheduled for spring 2022.

Wayfinding Project

This a fully funded project in partnership with the Province through the Rural Development Division and staff person Richard Toperzcer. The project details are still being finalized, however, the outline of the project is to GPS recreational assets in the community, with a signage assessment and possible additions to then be implemented. The project is currently completed Phase 1 of 3 Phases.

Lakeside Campground Living Quarters

This fully funded project in partnership with Kootenay Rockies Tourism in conjunction with Destination BC and with the Villages of Slocan and New Denver with completion in Spring of 2022 before the traditional opening of the campground in May. Staff will continue with this project in the Spring.

Waterline Replacement and Water Tank Agitator

This agitator was purchased and requires electrically work for completion.

The waterline replace is currently with the Engineer. The drilling under the creek is no longer financially viable and the design for the creek crossing is underway.

Boat Racks

With approval from Council, staff will proceed with the 2021 budget.

CBBC Fibre Connectivity

The building has been installed on the Village block. Updates are provided when they are received.

Footbridge Repairs

The temporary railing is still in place.

STRATEGIC PRIORITIES CHART

2018-2022

COUNCIL PRIORITIES (Council/CAO)

2019 TOP SIX

- 1A. OCP UPDATE/REVIEW
- 1B. FIBRE TO THE HOME (INTERNET)
- 2. ON-GOING ASSET MANAGEMENT
- 3. BOAT LAUNCH & RAMP
- 4. DOWNTOWN ENHANCEMENT
- 5. UPGRADE CREEKSIDE CAMPGROUND

ADVOCACY/PARTNERSHIPS

- HIGH SPEED INTERNET/FIBRE TO THE HOME
- INCREASED TRANSIT OPTIONS
- WATERSHED/NATURAL ASSETS
- RESOURCE RECOVERY
- TRAILS FOR SKIING/SNOWMOBILES
- SUB-REGIONAL COLLABORATION

ECONOMIC & SOCIAL INITIATIVES

- ❖ Sidewalk improvements
- ❖ Support Cannabis businesses
- ❖ Self-sufficient energy source
- ❖ Historical assets enhancement
- ❖ Accessibility for all to municipal buildings
- ❖ Business attraction
- ❖ Create locations for food trucks/trailers

GREEN INFRASTRUCTURE

- Beach Accesses
- Swim Dock and moorage buoys
- Parking for access to natural assets; lake and creek
- Campground enhancement and upgrades
- Flowers on municipal buildings
- Baseball field upgrades
- EV charging station
- Village owned self-driving vehicle co-op

ORGANIZATIONAL STRATEGIES (CAO/Staff)

- OCP Review & Public engagement
- Record Management/filing system
- Policy and Bylaw review/modernization
- Maximize funding for value-added to Council priorities and capital projects
- Asset Management Plan
- Staff training and courses



Administrative Report: Hillary Elliott, CAO

Village of Silverton Council

Special Meeting of Silverton Village Council January 26, 2022

Executive Summary

The purpose of this report is to provide information for budget discussion for 2022.

Background

Every year staff put forward projects and initiatives they feel are important and/or vital for best practices in operations of the Village of Silverton. Some staff recommendations may come from our asset management plan for roads and water infrastructure, failing infrastructure, or important projects that could avoid future problems with the Village of Silverton operations.

This is only an initial list from staff and staff will provide more input as the budget process progresses.

Also listed are the projects passed by Council resolution for staff to proceed in 2022.

Financial Impact

Each project will have an estimated budget cost for 2022 in later discussions/meetings.

Discussion

- Water Main Replacement and Reservoir upgrades as per Council resolution and asset management plan – the engineered plans/report are now a 2022 budget item.
- Lakeside Campground tree planting
- Commercial Range (stove and oven) replacement in Memorial Hall
- Completion of recreation wayfinding project
- Completion of Lakeside apartment
- New Website design
- By Election
- Election

- Silverton foot bridge railing
- Village office renovations re: single public/council chamber entrance (removal of hazardous stairs and deteriorating overhang), reorganization of interior, addition of shower/face-flushing station with change of location of bathroom facilities, and wheelchair accessibility.
- Urban Forestry Plan/Tree Policy
- Small Watercraft Racks
- Paving project: must know road priorities and if staff have approval to proceed or we will not be able to procure the professionals required to complete paving in 2022 – staff must first have engineering costs completed for roads to be paved
- Any additions or omissions _____, _____

Hillary Elliott, CAO