



# VILLAGE OF SILVERTON

## AGENDA

SPECIAL MEETING OF COUNCIL TO BE HELD

January 28, 2021

ONLINE – GoToMeeting (as posted)

4:00 PM

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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. ADOPTION OF THE AGENDA

E. ADOPTION OF THE MINUTES

None at this time.

F. DELEGATIONS AND PETITIONS

None at this time.

G. UNFINISHED BUSINESS/BUSINESS ARISING

None at this time.

**H. NEW BUSINESS**

None at this time.

**I. CORRESPONDENCE FOR INFORMATION**

None at this time.

**J. COUNCIL REPORTS**

None at this time.

**K. ADMINISTRATION REPORTS**

1. Budget Staff Report for 2021

**L. BYLAWS AND POLICY**

1. Garbage Utility Rate Schedule A Amendment Bylaw No. 522 - 2021

**Recommendation:**

That Village of Silverton Council give Bylaw No. 522 – 2021 First Reading  
That Village of Silverton Council give Bylaw No. 522 – 2021 Second Reading  
That Village of Silverton Council give Bylaw No. 522 – 2021 Third Reading

2. Water Utility Rate Schedule A Amendment Bylaw No. 523 - 2021

**Recommendation:**

That Village of Silverton Council give Bylaw No. 523 – 2021 First Reading  
That Village of Silverton Council give Bylaw No. 523 – 2021 Second Reading  
That Village of Silverton Council give Bylaw No. 523 – 2021 Third Reading

**M. PUBLIC INPUT PERIOD/PRESS**

Terms of reference as per the Procedure Bylaw include;

- The maximum time allotted is two (2) minutes.
- The Public Input is for items on the Council Agenda only.
- The Public Input Period provides an opportunity for public input only, without expectation of response from Council.

**N. IN CAMERA MEETING:**

None at this time.

**O. ITEMS BROUGHT FORWARD FROM IN CAMERA**

**P. ADJOURNMENT**



## Administrative Report: Hillary Elliott, CAO

Village of Silverton Council

### Special Meeting of Silverton Village Council January 28, 2021

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#### Executive Summary

The purpose of this report is to provide an outline of the 2021 budget process.

#### Background

Every year the Village of Silverton goes through a yearly budget process and creates a 5-year financial plan.

A local government budget is the tool for how a local government plans to spend funds in regards to its objectives, operational needs, and priorities.

#### Legislated Requirements

Local governments must annually adopt a financial plan in accordance with the Local Government Act and the Community Charter. The planning period for the financial plan must include the current fiscal year and the next four fiscal years (five-year plan). At a minimum, the plan must include:

Proposed expenditures (operating, capital, interest and principal payment on debt), funding sources (for example, taxes, fees, grants, new borrowing and debenture debt), and transfers to and from reserve funds and surplus.

Objectives and policies for the fiscal year regarding distribution of funding sources, the distribution of property taxes amongst various property classes, and the use of any permissive tax exemptions.

A local government must not budget for a deficit (planned expenditures and transfers to funds cannot exceed planned revenues, transfers from funds, and other cash contributions). However, if actual expenditures and net transfers from the previous year exceed that year's revenues and contributions, the resulting deficiency must be carried forward to the current year's financial plan as an expenditure.

Municipalities must adopt their financial plans before they adopt their annual tax rate bylaws (which **must be adopted before May 15 each year**). Regional districts must show their accounting for each service separately and must adopt their financial plans by March 31 of each year. The earlier date for regional districts is to provide them time to prepare their annual tax requisitions for their member municipalities and the Provincial Surveyor of Taxes.

[<https://www2.gov.bc.ca/gov/content/governments/local-governments/finance/financial-reporting/financial-budgeting>]

#### Financial Impact

The annual budget is the document that sets out the objectives of Council and sets the work plan for staff for that year.

The Local Government Budget is made up of a recurrent budget, and a capital budget. The recurrent budget refers to the financial plan for the running of the day-to-day routine operations within the local government. The

capital budget is the budget for activities that are to be one off, such as, past projects for the Gallery renovations, playground project, exercise equipment project, or Memorial Hall upgrades, footbridge upgrades/repairs.

**Discussion**

This process is a “living” process. Meaning, staff is providing an outline, however, there can be changes and revisions as Council sees fit. There might be more or less meetings necessary for Council’s budget process. Here is the current outline with **one planned meeting per month listed**, as discussed with the CFO.

**February Date TBD-** Preliminary Budget Discussions: 1. Review Strategic Priorities of 2019/20  
2. Beginning the conversations for capital projects in 2021 by both Council and staff

**February Date TBD –** Initial budget review with CFO:  
1. 2021 Budgeted items – operations/capital projects  
**2. Preliminary Year End Financials - CFO**

**March Date TBD –** Focus on finalizing capital projects for 2021 and looking forward in 5-year financial plan by both Council and staff

**March Date TBD -** 2020 finalized year-end financials with CFO  
Any changes, additions, to budget work plan to date based on 2020 year-end numbers

**April Date TBD -** First three readings of the 5-year financial plan, tax rate Bylaw, audited financial statements with CFO

**April/May Date TBD -** Final Adoption of the 5-year financial plan, tax rate Bylaw, audited financial statements

**\*\*\*\*Request for Council consideration in setting the first February meeting for Preliminary Budget Discussions at this meeting. Please have your calendars with you.**

Hillary Elliott, CAO



## **Administrative Report: Hillary Elliott, CAO**

Village of Silverton Council

### **Special Meeting of Silverton Village Council January 28, 2021**

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#### **Executive Summary**

The purpose of this report is to provide information for budget discussion for 2021.

#### **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 2020-21.

#### **Financial Impact**

Each project will have an estimated budget cost for 2021 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 2021 budget item. The possible funding that was submitted in July 2020 for the engineering report was just denied by the province. The application will automatically be placed in the next provincial funding round in late spring/early summer.
- Lakeside Campground Project/boat launch upgrades
- Commercial Range (stove and oven) replacement in Memorial Hall
- Re-siding all public buildings (Arena, Fire Hall, Memorial Hall, and south-facing wall upgrades for the Gallery as well as, residing. \*\*This has a funding application currently pending)
- 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. Some COVID 19 funding received will be eligible due to the reconfiguration for such considerations, as well as, a larger meeting place for Council and the public which are also general improvements.

- Urban Forestry Plan/Tree Policy
- Gallery wheelchair access
- Small Watercraft Racks
- 3 Bear-proof Garbage cans for Campground and Day Park like the one next to the recycling depot (less contact will also allow for COVID funding)
- Composting/organics diversion service
- Day Park sprinklers and landscaping
- Continuation of sidewalk replacement/upgrades
- Any additions or omissions \_\_\_\_\_

Hillary Elliott, CAO

THE CORPORATION OF THE VILLAGE OF SILVERTON

BYLAW NO. 522 – 2021

SCHEDULE A

GARBAGE RATES AMENDMENT BYLAW

**WHEREAS** Council may regulate, prohibit and impose requirements with respect to municipal services;

**AND WHEREAS** the Council of the Village of Silverton has established a garbage collection service as a municipal utility;

**AND WHEREAS** the Council of the Village of Silverton has adopted BYLAW No. 433 – 2005 and subsequent Amendment BYLAW No. 517 – 2020 for that purpose and deems it necessary to amend Schedule “A”, the fees and charges rates;

**NOW THEREFORE** the Council of the Village of Silverton, in open meeting assembled, enacts as follows:

**TITLE**

- 1. This Bylaw may be cited as “**VILLAGE OF SILVERTON GARBAGE RATES AND REGULATIONS AMENDMENT BYLAW NO. 522 - 2021**”.

**GARBAGE RATES**

- 2. Schedule “A”, Fees and Charges is hereby replaced as follows:

Single Residence/Apartment	\$	145.00 annual rate
Hotel, Motel, Each Cabin rental unit	\$	310.00 annual rate
Restaurant, Coffee Shop	\$	310.00 annual rate
Commercial Business	\$	310.00 annual rate
Institutional	\$	310.00 annual rate
Church	\$	145.00 annual rate

**ENACTMENT**

- 3. (a) Any enactment referred to herein is a reference to an enactment of British Columbia and its regulations thereto, as amended, revised, consolidated or replaced from time to time;



(b) If any part, section, subsection, sentence, clause or phrase or word of this Bylaw is, for any reason, held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the part that is invalid shall not affect the validity of the remainder.

(c) This Bylaw shall come into full force and effect on \_\_\_\_\_, 2021.

READ A FIRST TIME THIS 28<sup>th</sup> DAY OF JANUARY, 2021.

READ A SECOND TIME THIS 28<sup>th</sup> DAY OF JANUARY, 2021.

READ A THIRD TIME THIS 28<sup>th</sup> DAY OF JANUARY, 2021.

RECONSIDERED AND ADOPTED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2021.

\_\_\_\_\_  
Acting Mayor

\_\_\_\_\_  
Chief Administration Officer

Certified a true copy of the "Garbage Rates Amendment Bylaw No. 522 – 2021"

\_\_\_\_\_  
Chief Administration Officer



## Administrative Report: Hillary Elliott, CAO

Village of Silverton Council

### Special Meeting of Silverton Village Council January 28, 2021

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#### Executive Summary

The purpose of this report is to provide information for setting the garbage rates for 2021 Utility billing to property owners.

#### Background

Every year staff revisit the 5-year financial plan for the garbage service. General costs of the service are presented. These costs include staff wages for garbage pick up, a small administrative cost for staff to administer this service as per municipal finance standards, and tipping fees. Although this service does highly impact the single truck and for arbour day the loader, the Village does not currently associate a percentage of depreciation/truck replacement/fuel to this service; due to lack of data available (tipping fees vary and are not weighed for effective data collection) and the costs associated to prepare these costs effectively and accurately.

#### Financial Impact

Please refer to the attached excel spreadsheet.

#### Discussion

- Costs for the service were obtained from estimates of 2020 expenses
- **Charges were established based on past practice to create a cost-revenue neutral garbage collection service** (in other words, only charge to cover the costs accrued by this service and do not create a surplus/reserve)
- **Residential Rates went up only \$5.00/household** rather than \$10.00 due to COVID 19 economic impacts
- **Commercial Rates went up only \$10.00** due to COVID 19 economic impacts
- A \$10.00 increase is scheduled for 2022 for effective reduction in deficit, however, this can be re-scheduled if the economic impacts of COVID 19 are still a concern; however, please note how this will affect the ability to have a cost-revenue neutral garbage collection service

Hillary Elliott, CAO

# Village of Silverton Budget Summary Document Garbage Utility Review

	Budget *2020	*one Arbour day 2021	2022	2023	2024	2025
<b>Revenue</b>						
Utility Billings	23,720	24,195	24,975	26,595	28,215	29,025
Tag Sales	80	340	0	0	0	0
<b>Total Revenue</b>	<b>23,800</b>	<b>24,535</b>	<b>26,595</b>	<b>27,405</b>	<b>28,215</b>	<b>29,025</b>
<b>Expenses</b>						
Wages & Benefits (2%)	15,600	15,682	16,315	16,641	16,973	17,312
Tipping Fees	9,000	9,500	10,500	11,000	11,500	12,000
Eco-Depot - Composting	0	0	0	0	0	0
<b>Total Expense</b>	<b>24,600</b>	<b>25,182</b>	<b>26,815</b>	<b>27,641</b>	<b>28,473</b>	<b>29,312</b>
	-800	-987	-220	-236	-258	-287
<b>2019 Garbage Utility Revenue</b>						
Billings	18,344	Residential	\$130.00			
Billing Rate		Non-Residential	\$290.00			
<b>Annual Utility Rate Forecast:</b>						
153 Residential		2021	2022	2023	2024	2025
		\$145.00	\$155.00	\$160.00	\$165.00	\$170.00
9 Non-Residential		\$310.00	\$320.00	\$325.00	\$330.00	\$335.00

Increase annually per Utility Account for balanced revenue-expenses

One way to reduce costs/cost increases is to limit one bag per residential property - waste reduction  
 Or change system to bins only throughout community - limit risk of "dumping"  
 Or contract out the service - may see reduction in costs; staff time allocated to other Village business

THE CORPORATION OF THE VILLAGE OF SILVERTON

BYLAW NO. 523 – 2021

SCHEDULE A

WATER RATES AMENDMENT BYLAW

**WHEREAS** Council may regulate, prohibit and impose requirements with respect to municipal services;

**AND WHEREAS** the Council of the Village of Silverton has established a water supply and distribution system as a municipal utility;

**AND WHEREAS** the Council of the Village of Silverton has adopted BYLAW No. 479 – 2012 and subsequent Amendment BYLAW No. 518 – 2020 for that purpose and deems it necessary to amend Schedule “A”, the fees and charges rates;

**NOW THEREFORE** the Council of the Village of Silverton, in open meeting assembled, enacts as follows:

**TITLE**

- 1. This Bylaw may be cited as “**VILLAGE OF SILVERTON WATER RATES AND REGULATIONS AMENDMENT BYLAW NO. 523 - 2021**”.

**WATER RATES**

- 2. Schedule “A”, Fees and Charges is hereby replaced as follows:

Single Residence	\$	545.00 annual rate
Apartment, each unit	\$	545.00 annual rate
Bed and Breakfast, each room	\$	70.00 annual rate
Hotel, Motel, Each Cabin rental unit:	\$	545.00 annual rate
In addition each room/unit	\$	70.00 annual rate
Restaurant, Coffee Shop	\$	870.00 annual rate
Commercial Business	\$	662.00 annual rate

**OTHER CHARGES**

- 3. Service Connection Charge \$ 800.00

**ENACTMENT**

4. (a) Any enactment referred to herein is a reference to an enactment of British Columbia and its regulations thereto, as amended, revised, consolidated or replaced from time to time;
- (b) If any part, section, subsection, sentence, clause or phrase or word of this Bylaw is, for any reason, held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the part that is invalid shall not affect the validity of the remainder.
- (c) This Bylaw shall come into full force and effect on \_\_\_\_\_, 2021.

READ A FIRST TIME THIS 28<sup>th</sup> DAY OF JANUARY, 2021.

READ A SECOND TIME THIS 28<sup>th</sup> DAY OF JANUARY, 2021.

READ A THIRD TIME THIS 28<sup>th</sup> DAY OF JANUARY, 2021.

RECONSIDERED AND ADOPTED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2021.

\_\_\_\_\_  
Acting Mayor

\_\_\_\_\_  
Chief Administration Officer

Certified a true copy of the "Water Rates Amendment Bylaw No. 523 – 2021"

\_\_\_\_\_  
Chief Administration Officer



## Administrative Report: Hillary Elliott, CAO

Village of Silverton Council

### Special Meeting of Silverton Village Council January 28, 2021

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#### Executive Summary

The purpose of this report is to provide information for setting the water rates for 2021 Utility billing to property owners.

#### Background

Every year staff revisit the 5-year financial plan for the water service. This service is legislated as a separate service that cannot run in a deficit.

In 2017 we had a major expense in having to replace one of our two water pumps. This has left a depleted reserve.

Currently, a reserve for capital projects and major expenses is being created.

More detail can be discussed in later budget discussions with the CFO once the yearend financials are completed.

Currently there are two capital projects scheduled for 2021:

1. The Water Main Replacement project that entails the water line going over the creek being replaced and running under the creek.
2. The Reservoir Upgrades to ensure the water does not freeze and to improve water circulation in the reservoir.

#### Financial Impact

Please refer to the attached excel spreadsheet.

#### Discussion

- Costs for the service were obtained from estimates of 2020 expenses
- **Charges were established based on past practice to create a reserve** for capital projects and major replacement/upgrades to the pumphouse and equipment
- **Residential Rates went up \$22.00/household** as per 5-year financial plan
- **Commercial Rates went up \$22.00/unit** as per 5-year financial plan

- **Bed and Breakfast/Hotels/Cabins, etc. additional rooms rates did not increase due to the economical impacts of COVID 19**
- **Restaurant/Coffee Shop rates did not increase due to the economic impacts of COVID 19**
- The \$22.00 increase is scheduled to cease in 2023; with a less than 1% increase in the next two subsequent years

Hillary Elliott, CAO

# Village of Silverton Budget Summary Document

## Water Utility Review

	Budget <b>**2020</b>	2020 Est.	Capital project <b>**2021</b>	<b>2022</b>	<b>*2023</b>	<b>*2024</b>	<b>*2025</b>
<b>Revenue</b>							
Utility Billings	88,917	88,473	92,536	96,210	97,058	97,906	98,420
Penalties/Connection Charges	500	2,905	500	500	500	500	500
Funding/transfer from reserves			90,000				
<b>Total Revenue</b>	<b>89,417</b>	<b>91,378</b>	<b>183,036</b>	<b>96,710</b>	<b>97,558</b>	<b>98,406</b>	<b>98,920</b>
<b>Expenses</b>							
Wages & Benefits	31,775	33,500	32,640	33,295	33,960	34,640	35,335
Materials	9,000	21,700	6,000	6,000	6,000	6,000	6,000
Utilities	9,800	6,000	6,500	7,000	7,500	8,000	8,500
Maintenance	2,000	1,300	1,000	1,000	4,000	1,000	4,000
Training & Permits	3,500	2,300	6,000 new staff	1,000	1,000	1,000	6,000
Capital Project	15,000	0	90,000				
<b>Transfer to Reserve</b>	<b>19,492</b>	<b>26,578</b>	<b>37,896</b>	<b>48,415</b>	<b>45,098</b>	<b>47,766</b>	<b>39,085</b>
<b>Total Expense</b>	<b>90,567</b>	<b>91,378</b>	<b>180,036</b>	<b>96,710</b>	<b>97,558</b>	<b>98,406</b>	<b>98,920</b>

The 5 Year Water Utility Review proposes an increase at a rate of \$ 22.00 per Utility Account until 2023. This is less than a 5% increase annually, based on the previous year. \*The 4th & 5th year is less than 1% increase.

### Annual Utility Rate Forecast:

	2021	2022	*2023	*2024	*2025
Residential (154 accounts)	\$545.00	\$567.00	\$572.00	\$577.00	\$580.00
Non-Residential (13 accoun	\$662.00	\$684.00	\$690.00	\$696.00	\$700.00

2020 \*\*2021 Capital Project for Engineering Plans for 2021 \$523.00  
 \*\*2021 Capital Project for Water Line replacement , including crossing the creek \$640.00