



VILLAGE OF SILVERTON

Regular Open Council Meeting Agenda

Wednesday, October 9, 2024 at 7:00 p.m.

Memorial Hall, 203 Lake Avenue, Silverton, BC

Electronic Participation via Zoom. The Zoom meeting link for this meeting is:

<https://us06web.zoom.us/j/85448531679>

A. CALL TO ORDER

B. INDIGENOUS ACKNOWLEDGEMENT

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

1. Agenda for October 9, 2024 Regular Council meeting.

Recommendation:

THAT the agenda for the October 9, 2024, Regular Council meeting be adopted as presented or amended.

E. ADOPTION OF THE MINUTES AND COMMITTEE RECOMMENDATIONS

1. Adoption of Minutes for Regular Council meeting held on September 25, 2024.

Recommendation:

THAT the minutes of the Regular Council meeting held on September 25, 2024 be adopted

as presented or amended.

[Regular Open Council - 25 Sep 2024 - Minutes](#)

F. DELEGATIONS

G. UNFINISHED BUSINESS AND BUSINESS ARISING FROM THE MINUTES

1. Investment Policy FIN-1 - Lisa Clark, Chief Financial Officer

Recommendation:

THAT the proposed Village of Silverton Investment Policy No. FIN-1 2024, attached to the staff report dated October 9, 2024, be adopted.

[Staff Report - Investment Policy](#)

[FIN-1 2024 Investment Policy](#)

2. Memorial Hall Upgrade Project (Columbia Basin Trust Grant-Generator) - Verbal Update

H. NEW BUSINESS

1. Council Meeting Location Change - December 11, 2024

Recommendation:

THAT the location of Regular Council meeting scheduled for December 11, 2024 at 7:00 p.m. be moved to Municipal Hall at 421 Lake Avenue, Silverton, B.C.

2. Renewal of Village of Silverton Fire Protection Agreement

Recommendation:

THAT Council approves the renewal of the Fire Protection Services Agreement between the Village of New Denver and the Village of Silverton for Fire Protection Services as outlined in the Service Agreement presented on October 9, 2024 for a term of Five (5) Years (January 1, 2025 to December 31, 2029).

[Staff Report - Silverton Fire Protection Contract Renewal](#)

[Silverton Fire Protection Contract 2025-2029](#)

[Silverton Fire Protection Map- Schedule A](#)

I. CORRESPONDENCE FOR INFORMATION

1. 2024-09-25 Mayor Goetz, City of Merritt re: Burden of Delinquent Taxes

[2024-09-25 Letter from Mayor Goetz, City of Merritt - Burden of Delinquent Taxes](#)

Agenda for the Regular Open Council to be held October 9, 2024

2. *2024-10-02 Paul Gibbons, Citizen re: FireSmart*

Recommendation:

Decision of Council.

[2024-10-02 Paul Gibbons re FireSmart](#)

3. *2024-10-02 Ron LeBlance, Community Futures Central Kootenay re: Letter of Support*

Recommendation:

THAT Council provide a letter of support for Regional District of Central Kootenay Area H to apply for a grant through the Rural Economic Diversification and Infrastructure Program – Economic Capacity stream for the purposes of funding the Slocan Valley Economic Diversification Capacity Building Project.

[2024-10-02 Ron LeBlance Community Futures Central Kootenay](#)

[LOS Template for RDCK Area H REDIP-EC Application](#)

4. *2024-10-03 Sherri Soukoroff, citizen re: Utility Rate Increases*

Recommendation:

THAT Council receives Correspondence item I. 1 through 4.

[2024-10-03 Sherri Soukoroff re Utility Rates](#)

J. COUNCIL REPORTS

1. Mayor Tanya Gordon
2. Councillor Donald Broughton
3. Councillor Clarence denBok
4. Councillor Leah Main
5. Councillor Brian Mills

K. ADMINISTRATION/DEPARTMENT REPORTS

L. BYLAWS

1. **Municipal Officer & Delegation of Authority Bylaw No. 547, 2024**

Recommendation:

1. That Bylaw No. 547, 2024 Municipal Officer and Delegation of Authority Bylaw be introduced and read a first time.
2. That Bylaw No. 547, 2024 Municipal Officer and Delegation of Authority Bylaw be read a second and third time.

[Staff Report - Municipal Officer & Delegation Bylaw](#)

[Bylaw No. 547, 2024 MUNICIPAL OFFICERS AND DELEGATION OF AUTHORITY BYLAW](#)

[Bylaw No. 484, 2014 - OFFICER POSITION](#)

M. PUBLIC INPUT PERIOD

Members of the gallery are welcome to ask questions of council, and the questions must be directed to the Mayor. The questions must be relevant to issues dealt with on the agenda and that address policy or determinations made by council. Questions of an operational or administrative nature may be referred to staff directly at the meeting or in the judgement of the Mayor, deferred for discussion between the questioner and staff at a separate time and place. The Mayor shall reserve the right to limit the number and type of questions and discussion.

N. IN CAMERA MEETING

1. Move To In Camera meeting

Recommendation:

THAT pursuant to Section 90(1) of the Community Charter, the meeting held on October 9, 2024 be CLOSED to the

public on the basis that the subject matter of all agenda items to be considered relate to matters listed under Section 90(1)(c)(k):

(c) labour relations or other employee relations;

(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could

reasonably be expected to harm the interests of the municipality if they were held in public.

O. ITEMS BROUGHT FORWARD FROM IN CAMERA IF ANY

1. Contract Award to Wired By Alex Electrical Contracting Ltd. in the amount of \$54,055 (**excluding** taxes) for the replacement of Pump#2 with the funds to be expended from the Growing Community Fund Reserve.

P. ADJOURNMENT



VILLAGE OF SILVERTON

Minutes of the Regular Open Council held September 25, 2024 at 7:00 PM
in the Memorial Hall, 203 Lake Avenue, Silverton, BC

Council Present: Mayor Tanya Gordon
Councillor Donald Broughton
Councillor Clarence denBok
Councillor Leah Main
Councillor Brian Mills

Staff Present: Interim CAO Gina Chapin
CAO Mentor Leslie Groulx

Council Absent:

Staff Absent:

In Attendance: 4 members of the public in attendance
*CFO Lisa Clark
*Mark Tatchell, Local Government Consultant
*attended via video conference

A. CALL TO ORDER

A.1 *Mayor Gordon called the meeting to order at 7:01 p.m.*

B. INDIGENOUS ACKNOWLEDGEMENT

The Village of Silverton acknowledges the indigenous peoples on whose traditional territories we stand.

C. ADDITION OF LATE ITEMS IF ANY

C.1 *Addition to Agenda add I2 New Denver & Area Housing Society Request for Support Letter*

D. ADOPTION OF THE AGENDA

D.1 ***Agenda for September 25, 2024 Regular Council meeting.***

Moved by Councillor Leah Main, Seconded by Councillor Clarence denBok
2024-73 THAT the agenda for the September 25, 2024 Regular Council meeting be adopted as amended with the addition of item I2. New Denver & Area Housing Society Request for Support Letter

Carried Unanimously

E. ADOPTION OF THE MINUTES AND COMMITTEE

E.1 ***Adoption of Minutes for Regular Council Meeting - August 14, 2024***

Moved by Councillor Donald Broughton, Seconded by Councillor Brian Mills
2024-74 THAT the minutes of the Regular Council meeting held on August 14, 2024 be adopted as presented.

Carried Unanimously

E.2 ***Adoption of Minutes for the Special Open Council - August 20, 2024 and August 28, 2024***

Moved by Councillor Leah Main, Seconded by Councillor Clarence denBok
2024-75 THAT the minutes of the Special Open Council meetings held on August 20, 2024 & August 28, 2024 be adopted as presented.

Carried Unanimously

F. DELEGATIONS

F.1 ***Slocan Lake Arts Council (SLAC) - Petra Hekkenberg***

- Presenter highlighted key points from correspondence submitted for Council's consideration
- Two Questions were put forth for Council's consideration in regards to the Slocan Lake Arts Council's lease with the Village.

G. UNFINISHED BUSINESS AND BUSINESS ARISING FROM THE MINUTES

G.1 *Investment Policy - Lisa Clark, CFO*

CFO Clark will bring draft Policy to October Council meeting.

H. NEW BUSINESS

H.1 *Oath of Office Swearing In - Interim CAO Gina Chapin*

Interim CAO Gina Chapin read and signed the Oath of Office

H.2 *Canada Community Works Building Fund (UBCM)*

Moved by Councillor Leah Main, Seconded by Councillor Brian Mills

2024-76 THAT the Village of Silverton enter into the 2024-2034 Canada Community-Building Fund Agreement; and THAT Mayor Tanya Gordon and Corporate Officer Gina Chapin be authorized to sign the Community Building Fund Agreement on behalf of the Village of Silverton.

Carried Unanimously

I. CORRESPONDENCE FOR INFORMATION

I.1 *External Correspondence:*

UBCM - Eliminate Fossil Fuel Funding of SILGA and UBCM dated July 30, 2024

Moved by Councillor Donald Broughton, Seconded by Councillor Clarence denBok

2024-77 That Council accept item I1. as correspondence for information.

Carried Unanimously

I.2 *New Denver & Area Housing Society - Request for Support Letter*

Requesting a support letter to apply for funding from the Community Housing Transformation Centre

Moved by Councillor Leah Main, Seconded by Councillor Donald Broughton

2024-78 THAT the Village of Silverton provide a letter of support to the New Denver & Area Housing Society

Carried Unanimously

I.3 *Internal Correspondence*

J. COUNCIL REPORTS

J.1 Mayor Tanya Gordon

Attended UBCM and met with the following:

- Ministry of Environment - BC Parks Branch to follow up on the wildfire that took place in August
- Interior Health Authority (IHA) regarding Slokan Lake Community Health Centre - IHA stated that they have no plans to close the Hospital, but could not confirm when the 24/7 service will be re-implemented.

*J.2 Councillor Don Broughton - **Notice of Motion***

Council Broughton provided a written report written Notice of Motion.

Discussion ensued as to the purpose of the Open House requested in the motion and its intended outcomes.

- Council felt this topic was very important to the community but would like to see a framework and stakeholder engagement with a moderator.
- Notice of Motion to be brought forward to a Committee of the Whole meeting

Moved by Councillor Donald Broughton, Seconded by Councillor Clarence denBok

2024-79 WHEREAS the Village of Silverton experienced the threat of a wildfire July 2024 resulting in the evacuation of the community; and
WHEREAS the Village of Silverton is a community surrounded by forests; and
WHEREAS the Village of Silverton has an opportunity to source funding from the Union of BC Municipalities Community Resiliency Investment (CRI) program for FireSmart program;
THEREFORE BE IT RESOLVED Council wishes to schedule an Open House with community residents and stakeholders to brainstorm solutions for fire safety and firesmarting.

DEFEATED.

J.3 Councillor Clarence denBok

Nothing to Report

J.4 Councillor Leah Main

- Attended RDCK Board meeting noting that the RDCK has passed a resolution for a "conservation fund taxation bill" which will include Area H

- Attended UBCM - attended a full day session on Community to Community (C2C) engagement for local governments to build relationships with Indigenous neighbours.

J.5 Councillor Brian Mills

Put forth a Late **Notice of Motion** - Generator for Memorial Hall

Moved by Councillor Brian Mills, Seconded by Councillor Donald Broughton

- 2024-80** THAT Council direct staff to revisit the Memorial Hall Upgrade Project (Columbia Basin Trust Fund) and bring back a report on the status of the Generator for Memorial Hall.

Carried Unanimously

K. ADMINISTRATION/DEPARTMENT REPORTS

*K.1 **Signing Authorities***

Moved by Councillor Brian Mills, Seconded by Councillor Donald Broughton

- 2024-81** THAT effective September 5, 2024 Council rescind the signing authority of Viv Thoss and add Interim CAO Gina Chapin as a signing authority regarding all banking, investment, and financial transactions for the Village of Silverton.

Carried Unanimously

*K.2 **Council Chamber Sound System***

Council discussed the options presented and asked that Staff look into how New Denver is broadcasting their meeting.

Moved by Councillor Leah Main, Seconded by Councillor Clarence denBok

- 2024-82** THAT Council direct staff to move forward with Option 1 of 3Birds.ca proposal as presented in the report dated September 25, 2024 with the funds to be expended from the operating surplus.

Amended Motion:

THAT Council direct staff to move forward with Option 1 of 3Birds.ca proposal as presented in the report dated September 25, 2024 with the funds to be expended from the ~~operating funds~~ **COVID Funds and THAT the term of services expire on December 31, 2026.**

Carried Unanimously

L. BYLAWS

M. PUBLIC INPUT PERIOD

Members of the gallery are welcome to ask questions of council, and the questions must be directed to the Mayor. The questions must be relevant to issues dealt with on the agenda and that address policy or determinations made by council. Questions of an operational or administrative nature may be referred to staff directly at the meeting or in the judgement of the Mayor, deferred for discussion between the questioner and staff at a separate time and place. The Mayor shall reserve the right to limit the number and type of questions and discussion.

M.1 Question from the public were addressed by Mayor Gordon.

N. IN CAMERA MEETING

N.1 Move into In-Camera

Moved to In-Camera at 7:57 pm

Moved by Councillor Leah Main, Seconded by Councillor Donald Broughton
2024-83 THAT pursuant to Section 90(1) of the *Community Charter*, the Regular Council meeting held on September 25, 2024, be CLOSED to the public on the basis that the subject matter of all agenda items to be considered relate to matters listed under Section 90(1)(e),(j),(k):

90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality

90(1)(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the [Freedom of Information and Protection of Privacy Act](#);

90(1)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

Carried Unanimously

O. ITEMS BROUGHT FORWARD FROM IN CAMERA IF ANY

O.1 ***Items brought forward from In-Camera meeting held on August 28,2024:***

- *Gina Chapin appointed as new Interim CAO and Corporate Officer effective September 5, 2024*
- *Leslie Groulx Consulting as contracted Mentor to Interim CAO*
- *Elsie Lemke contract extension for transition purposes*
- *Sound System contract cancellation with DHC Communications*

P. ADJOURNMENT

P.1 Council moved back into Open Council meeting at 9:33 pm

Moved by Mayor Tanya Gordon, seconded by Councillor Main

2024-84 THAT Council meeting be adjourned at 9:33 pm

Carried Unanimously

Date: _____

Mayor Tanya Gordon

Interim CAO, Gina Chapin



REPORT TO COUNCIL

DATE: 09-Oct-2024
TO: Mayor & Council
FROM: Lisa Clark, Interim CFO
SUBJECT: Investment Policy

Request for: Direction Decision Information

Recommendation:

THAT the proposed Village of Silverton Investment Policy No. FIN-1 2024, attached to the staff report dated October 9, 2024, be adopted.

Background:

At the August 14th regular meeting of Council the following resolution was passed by Council:

Moved by Councillor Main seconded by Councillor denBok

THAT Council authorizes Staff to invest municipal funds in a Pooled High Interest Savings Account and

THAT Council directs Staff to prepare a draft Investment Policy.

Carried Unanimously

Discussion:

The purpose of an Investment Policy is to set out the responsibilities, policies and accountability associated with the management and administration of investments of municipal funds. The policy provides a consistent process for staff to follow when investing surplus funds and ensures steps are taken to reduce fraud and employee error. Key sections of the policy include Roles & Responsibilities, Permitted & Prohibited Investments, and Internal Control guidance.

Council Strategic Priorities (alignment with):

The proposed Investment Policy aligns with Council’s strategic priority of Policy and Bylaw Review/Modernization (*Strategic Priorities, Organizational Strategies, 2022 Annual Report*)

Implications:

Organizational

A Policy is defined as corporate direction that is formally adopted by Council Resolution and enacting policies provides a framework for decision making ensuring consistency throughout the municipality.

Financial Impact:

Adopting the Investment Policy will ensure municipal funds are invested with the objective of attaining an above average market rate of return throughout budgetary cycles while maintaining liquidity to enable the Village to meet it’s financial responsibilities.

Personnel:

The Financial Officer along with the Chief Administrative Officer will be responsible for the administration of the Investment Policy.

Options for Council’s consideration:

- Option 1: THAT the proposed Village of Silverton Investment Policy No. FIN-1 2024, attached to the staff report dated October 9, 2024, be adopted.

- Option 2: THAT staff be directed to provide futher information to Council before the adoption of the proposed Invesment Policy.

- Option 3: THAT no action is taken.

Respectfully submitted for Council’s consideration,



Lisa Clark, CPA, CGA
Interim CFO

Attachments:

Villagton Policy



Village of Silverton Policy Manual

Category: Finance

Policy Title: Investment Policy

Policy Number: FIN-1 2024

Effective Date:

Resolution No.:

Revision:

Policy Statement:

It is the policy of the Village of Silverton (Village) that the Municipal Finance Authority (MFA) be designated as the Village's portfolio fund manager for general, water and statutory reserve funds, and that surplus cash will be invested by the Financial Officer (or delegate) in the best permitted investment available that meets the needs of the Village.

Purpose and Scope:

To establish policy for the investment portfolio that meets the statutory requirements of the *Community Charter*. The purpose of the Investment Policy is to set out the responsibilities, policies and accountability associated with the management and administration of investments of general, water and statutory reserve funds.

Roles and Responsibilities:

1. The officer responsible for financial administration of the Village is responsible and accountable for the management and safe keeping of all investments. The designated Financial Officer as per section 149 of the *Community Charter* is the officer responsible for the administration of the investment policy.
2. The Financial Officer, is responsible for the implementation of the day-to-day administration of the investment policy, and will establish and employ such practices, processes, procedures or methods as are determined appropriate to the efficient and effective operation of investment management.
3. The MFA is the designated portfolio fund manager and is responsible in conjunction with the Financial Officer for meeting the objectives of the investment policy. The MFA is responsible for providing monthly detailed transaction reporting as well as performance reports.
4. The MFA in conjunction with their investment managers shall be relied on for advice and information regarding meeting the objectives of the investment policy.

Objectives:

The investment of Village funds must reflect the guiding principles, specifically:

- (a) Preservation of capital – Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The preservation of capital is accomplished through the placement of funds with institutions rated in the marketplace as having the highest credit worthiness.
- (b) Return on investment – The investment portfolio shall be designed with the objective of attaining an above average market rate of return throughout the budgetary and economic cycles.
- (c) Liquidity – The investment portfolio shall remain sufficiently liquid to enable the Village to meet the current five-year financial plan and any other statutory obligations.

Permitted and Prohibited Investments:

The following are the investments permitted in the investment portfolio:

1. Eligible Securities as defined in Section 183 of the *Community Charter* namely:
 - (a) securities of the Municipal Finance Authority;
 - (b) pooled investment funds under section 16 of the *Municipal Finance Authority Act*;
 - (c) securities of Canada or of a province;
 - (d) securities guaranteed for principal and interest by Canada or by a province;
 - (e) securities of a municipality, regional district or greater board;
 - (f) investments guaranteed by a chartered bank;
 - (g) deposits in a savings institution, or non-equity or membership shares of a credit union;
 - (h) other investments specifically authorized under the *Community Charter*.
2. All investments must be denominated in Canadian dollars.

For clarity, investments in shares, warrants, or other equities, convertible debt securities, derivatives, swaps, options or futures are prohibited, and all investment categories that are not explicitly permitted are prohibited. All investments will be held in the name of the Village of Silverton.

Ethics and Conflict of Interest:

Officers and employees involved with the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment management

program, or which could impair their ability to make impartial investment decisions.

Internal Controls:

1. Procedures shall be established such that internal controls will prevent losses of public funds arising from fraud, employee error, and misrepresentation by third parties, or imprudent actions by employees and officers of the Village.
2. Procedures will include, but are not limited to:
 - (a) Two signatures on all transactions, Financial Officer or the Chief Administrative Officer and one other authorized signing officer, such as the Mayor.
 - (b) MFA holds investment portfolio funds; transfer of funds approved by signing officers and accounting performed by finance staff.
 - (c) As a third party holds all investments, a safekeeping receipt or confirmation of investment held must be issued. All investments must be in the name of the Village of Silverton.
 - (d) All transactions shall be in writing to ensure proper record keeping.

Application of Interest Earned:

The Village shall distribute proportionately the total annual interest earned on the investment portfolio to each reserve fund based on the 'actual' average monthly balance held in the reserve fund for the year. 'Actual' refers to the physical cash on hand in each reserve fund each month and does not consider accounting entries where funds have not been physically transferred to or from the fund.

Mayor

Chief Administrative Officer



REPORT TO COUNCIL

DATE: October 9, 2024
TO: Mayor & Council
FROM: Gina Chapin, Interim Chief Administrative Officer
/CAO Mentor
SUBJECT: Silverton Fire Protection Agreement Renewal

Request for: Direction Decision Information

Recommendation:

THAT Council approves the renewal of the Fire Protection Services Agreement between the Village of New Denver and the Village of Silverton for Fire Protection Services as outlined in the Service Agreement presented on October 9, 2024 for a term of Five (5) Years (January 1, 2025 to December 31, 2029).

Background:

The Village of New Denver provides the Village of Silverton with fire protection services. The Fire Protection Service Agreement is due to expire on December 31, 2024. The Village of New Denver is interested in renewing this agreement for a Five (5) year term (renewal date of January 1, 2025).

Discussion:

The Fire Protection Service Agreement between the Village of Silverton and Village of New Denver is due to expire on December 31, 2024. It is the desire of Silverton to secure fire protection services with Village of New Denver for a five (5) year term starting January 1, 2025 through to December 31, 2029 and the Village of New Denver desires to accept such an arrangement for the provision of fire protection to Silverton. This form of agreement is authorized under Section 13 of the *Community Charter* whereby New Denver can provide a service outside the municipality, with the consent of the participating local government.

The Village of Silverton agrees to pay New Denver for services as outlined in the Service Agreement (attached).

Given the capacity issues of staff, the requirements of volunteer training and continuity of this service with New Denver, it is recommended that Council resolve to renew this agreement.

Council Strategic Priorities

Council believes the safety of Silverton residents as a high priority.

Financial Impact:

The costs of this service (agreement) are calculated as a sum equal to the current year's actual total converted value of land and improvements in Silverton divided by the actual value of land and improvements in the entire area covered by fire protection; multiplied by the current year's budgeted Fire Department expenditures.

- The agreement includes a late payment fee of 2% if payment is not received by August 15th of each year.
- Public building fire inspection costs are borne by the Village of Silverton, the annual budget for this service is \$3,500.
- 1. Silverton is to provide a truck bay at the Silverton Fire Hall for use by the New Denver & Area Fire Department for the duration of this agreement. New Denver pays a rental fee of at least \$1500 annually for the use of this facility.

The annual budget for this service is set at \$40,000.00 annually.

Communication to the Public:

The decision of Council to enter into the Agreement shall be posted on the Village website and posted in news articles.

Staff has provided options for Council consideration:

Options:

- Option 1: THAT Council approves entering into a Service Agreement with Village of New Denver for Fire Protection Services as outlined in the Service Agreement attached to the Staff Report presented on October 9, 2024 for a term of five (5) years starting January 1, 2025 through to December 31, 2029.
- Option 2: That Council direct staff to bring back a detailed report on the costs and operational needs of Silverton managing the Silverton Fire Protection services.
- Option 3: No action be taken.

Respectfully submitted for Council's consideration,

Attachments:

- Fire Protection Service Agreement between Village of New Denver and Village of Silverton (January 1, 2025 to December 31, 2029)

THIS AGREEMENT made this _____ day of _____, 2024.

BETWEEN:

THE VILLAGE OF NEW DENVER

Box 40, 115 Slocan Avenue
New Denver, B.C., V0G 1S0

(hereinafter referred to as “New Denver”)

OF THE FIRST PART

AND:

THE VILLAGE OF SILVERTON

Box 14, 421 Lake Avenue
Silverton, B.C., V0G 2B0

(hereinafter referred to as “Silverton”)

OF THE SECOND PART

WHEREAS Silverton desires to secure the services of New Denver through December 31, 2024 and New Denver desires to accept such an arrangement for the provision of fire protection to Silverton;

AND WHEREAS New Denver is authorized under Section 13 of the *Community Charter* to provide a service outside the municipality, with the consent of the participating local government;

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT in consideration of the mutual covenants, promises and agreements hereinafter agreed to be made and performed, and in consideration of the monies to be paid by Silverton to New Denver, the parties hereto agree as follows:

1. New Denver agrees that it will provide fire protection and assistance response service within Silverton’s municipal boundaries.
2. New Denver shall provide such fire protection service during the period January 1, 2025 to December 31, 2029.
3. The parties hereto agree that the said fire protection service shall be provided within Silverton’s municipal boundaries on a twenty-four-hour basis from the New Denver Fire Hall located at 115 Slocan Avenue, New Denver, B.C. and the Silverton Fire Hall located at 410 Hume Street, Silverton, B.C. Staff, apparatus and equipment necessary to provide an adequate fire protection service are to be dispatched at the sole discretion of the Fire Chief or Officer-in-Charge which may vary, depending on the circumstances of each emergency.
4. Silverton covenants to pay to New Denver on or before the 15th day of August in each year during the term of this agreement, a sum equal to the current year’s actual total converted value of land and improvements in Silverton divided by the actual value of land and improvements in the entire area covered by fire protection; multiplied by the current year’s budgeted Fire Department expenditures. Administration fee of 2% will apply for all late payments.
5. Public building fire inspection costs shall be borne by each municipality and not included in the fire protection service budget.
6. Silverton covenants to provide a fire hall truck bay at the Silverton Fire Hall for use by the New Denver & Area Fire Department for the duration of this agreement. A rental fee of at least \$1500 shall be paid annually by New Denver out of the Fire Department budget for the use of this facility.

7. The New Denver Fire Chief or their designate will act as Local Assistant to the Fire Commissioner within the service area as outlined on Schedule "A".
8. Both parties agree that New Denver Fire Department Bylaw No. 575 shall apply within the service area as outlined on Schedule "A".
9. The parties hereto agree that it shall be the responsibility of the resident or property owner to provide acceptable access for the New Denver & Area fire protection equipment.
10. It shall be the responsibility of each municipality to ensure that its public works department performs annual flushing, inspection, maintenance, replacement and repairs on all hydrants within its municipal boundaries.
11. Silverton agrees and does hereby save harmless New Denver from any and all actions, courses of action, or suits which may arise as a consequence of carrying out this agreement, except for the gross negligence of New Denver, its servants or agents.
12. This agreement may be terminated by either party giving to the other by registered mail 18 months written notice to that effect.

IN WITNESS WHEREOF the parties hereto have hereunto affixed their seals in the presence of their respective officers duly authorized in that behalf on the day and year first above written

THE CORPORATE SEAL OF THE VILLAGE OF NEW DENVER was hereunto affixed in the presence of:

THE CORPORATE SEAL OF THE VILLAGE OF SILVERTON was hereunto affixed in the presence of:

Mayor

Mayor

Corporate Officer

Corporate Officer

ArcGIS ▾ New Denver

Details | Basemap |



September 25, 2024

Heather Wood
Deputy Minister of Finance
Secretary to Treasury Board
PO Box 9417 Stn. Prov. Govt
Victoria, BC V8W 9V1

Dear Deputy Minister Wood,

RE: Burden of Delinquent Taxes

On behalf of the City of Merritt Council I am writing to highlight the impact of the *Community Charter* allowance for taxpayers to become delinquent on their property taxes over a period of three years.

Property tax arrears significantly impact the operating capability of small municipalities, which are then forced to significantly increase taxes or limit essential services.

During our meeting with the Minister and staff at UBCM, it was expressed that the ministry was unaware that property owners use the strategy of paying off one year of arrears to remove the property from the tax sale and that they do this year after year to avoid paying the total outstanding amount. To help broaden the ministries understanding of this issue and the impact it has on communities, we have polled other communities and heard from over 20 municipalities across the province including, Burnaby, Prince Rupert, Township of Langley, Hope, Metchosin, Comox, Mission, Golden and Rossland. These communities all report a similar systemic issue of repeat offenders who carry balances owing on their property taxes to the detriment of the greater community. Small municipalities like the City of Merritt cannot continue to subsidize non-payment of property taxes. At year end 2023, the City of Merritt was owed \$893,711 in outstanding taxes and penalties, this equates to 8% on our tax levy. The cost to a community is compounded when you factor in the 100's of hours of staff time required to contact property owners, conduct follow up calls and serve notice of the tax sale by small Finance departments that are often operating with minimal staff and limited resources. This impact will increase significantly with the upcoming implementation of enhanced requirements for notice of tax sales that will require municipalities to bare the cost of bailiff services without the ability to recover full costs.

We request that the Provincial government review and revise the *Community Charter* to relieve this unfair burden. Following are three potential tactics:

1. Reduce the number of years a property can be in arrears on their property tax or allow municipalities to run a deficit.

2. Assign a dedicated contact for municipalities to assist in dealing with properties that have escheated to the Crown and help remove them from property tax rolls expeditiously. Currently they linger on the rolls, accumulating tax levies that will ultimately have to be written off by the Ministry.
3. Implement a province-wide, cost-effective solution for municipalities to recover taxes owed by mobile homes. While we place liens through the registry, the property still needs to be sold or moved legally. Uncertain timing and the costs of legal action make future net recovery uncertain and challenging

Kind regards,

Michael Goetz
Mayor

CORRESPONDENCE IN:

From: Paul Gibbons <hoy@netidea.com>
Sent: October 2, 2024 9:30 AM
To: Info <info@silverton.ca>
Cc: Gina Chapin <cao@silverton.ca>; BLillies@rdck.bc.ca
Subject: FireSmart

Dear Mayor and Council

We are writing to urge the Village of Silverton to opt back in to the RDCK FireSmart program, especially after the fire evacuations this summer.

Residents would then be eligible for assessments and rebates (up to \$5000) for upgrading fire mitigation strategies on and around their homes.

Thanks,

Paul Gibbons and Tsuneko Kokubo

CORRESPONDENCE IN:

From: Ron LeBlanc <rleblanc@futures.bc.ca>

Sent: October 2, 2024 8:42 AM

To: 'cao@villageofslocan.ca' <cao@villageofslocan.ca>; Gina Chapin <cao@silverton.ca>; cao@newdenver.ca; Angela Lund <ALund@rdck.bc.ca>; Andrea Wilkey <awilkey@futures.bc.ca>

Cc: Leah Main <LeahMain@rdck.bc.ca>; mayor@villageofslocan.ca; Casey Law <casey@newdenver.ca>; Walter Popoff <WPopoff@rdck.bc.ca>; Info <info@silverton.ca>; Admin <admin@villageofslocan.ca>; office@newdenver.ca

Subject: Letter of Support Request and Template for RDCK Area H's REDIP-EC application

Hello Slocan Valley Economic Development Local Government Partners-

In order to continue providing an economic development service to the Slocan Valley, we need to continually look for external funding.

As such, RDCK Area H through Director Walter Popoff is stepping up on behalf of the SVED Partnership to act as Applicant for the next round of Provincial funding through its Rural Economic Diversification and Infrastructure Program – Economic Capacity stream.

The Slocan Valley Economic Diversification Capacity Building Project will help advance a range of business sectors to aid in resident and business retention and attraction in RDCK Area H and the Villages of Slocan, Silverton and New Denver.

The Village of Slocan acted as Applicant, in support of the SVEDP, during the last REDIP-EC funding round with that project to wrap up in March 2025.

Strategic Priorities –

We will call an online meeting in early October for the SVEDP representatives to discuss strategic priorities and plans during this potential next phase of funding.

We will review recent initiatives and draw from our Slocan Valley Economic Development Strategic Plan as a resource to help inform our discussion.

These priorities will be reflected in the REDIP application due October 31. We are happy to share details of desired outcomes and milestones when an application draft is available mid-October, but providing specific and measurable details beyond that are not part of the requirement.

Providing support to Slocan Valley businesses impacted by wildfires is a current SVEDP priority that was not found in the previous REDIP application, and this support will continue until the end of the year. COVID-19 was another example of having to pivot from plans in order to respond to a pressing situation. These are examples of despite having best intentions- priorities can change, workplans need to be flexible, and that economic development capacity is important.

Letters of Support -

We would like to ask SVED Partners the Villages of Slocan, Silverton & New Denver and the RDCK (if applicable) for Letters of Support to support Director Walter Popoff's RDCK Area H REDIP application.

I am attaching a Letter of Support template to help make drafting easier. Feel free to edit it of course.

REDIP Application deadline is October 31, 2024. Please provide Letters of Support to me by October 21.

Feel free to reach out to me with any questions.

Thank you in advance,

Ron

Ron LeBlanc

Slocan Valley Economic Development Coordinator

Serving Slocan, Silverton, New Denver & RDCK Area H

rleblanc@futures.bc.ca

250.551.2216

Community Futures Central Kootenay

October 2, 2024

To Whom It May Concern

Re: Slocan Valley Economic Diversification Capacity Building (REDIP-EC) application

Please consider this a letter of support from the Village of _____ for the Regional District of Central Kootenay “Area H” REDIP-EC application to the Province.

The Village has long been a partner alongside RDCK Area H in the regional Slocan Valley Economic Development Partnership (SVEDP). As such we collectively recognize the need for capacity in order to implement our economic development strategic plan for the Slocan Valley.

The SVEDP wishes to improve the area’s livability and strengthen its resilience through economic development and diversification.

The Slocan Valley Economic Diversification Capacity Building project will help advance development of a range of business sectors to aid in resident and business retention and attraction.

With many local businesses hit hard from wildfire economic impacts in 2024, there is now a need more than ever for this kind of support.

Please consider this a request for the Province of British Columbia to support RDCK Area H’s REDIP-EC application.

Sincerely,

October 2, 2024

To Whom It May Concern

Re: Slocan Valley Economic Diversification Capacity Building (REDIP-EC) application

Please consider this a letter of support from the Village of _____ for the Regional District of Central Kootenay “Area H” REDIP-EC application to the Province.

The Village has long been a partner alongside RDCK Area H in the regional Slocan Valley Economic Development Partnership (SVEDP). As such we collectively recognize the need for capacity in order to implement our economic development strategic plan for the Slocan Valley.

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The Slocan Valley Economic Diversification Capacity Building project will help advance development of a range of business sectors to aid in resident and business retention and attraction.

With many local businesses hit hard from wildfire economic impacts in 2024, there is now a need more than ever for this kind of support.

Please consider this a request for the Province of British Columbia to support RDCK Area H’s REDIP-EC application.

Sincerely,

CORRESPONDENCE IN:

From: Tanya Gordon <Tanya.Gordon@silverton.ca>

Sent: Thursday, October 3, 2024 6:54 AM

To: Sherri Soukoroff <ssroff@telus.net>; Kashmir Payne <kpayne@silverton.ca>

Subject: Re: Utilities Question to Address to Council at next meeting

Good Morning Sherri.

Thanks so much for your email. I will be sure to forward it onto council and also be sure it is added as correspondence for information for our next council meeting. Talks regarding our utility rates will be starting up again in the next few months, so we will be sure to include your comments while those talks are taking place.

Best Regards,

Tanya Gordon

Mayor

The Village of Silverton

421 Lake Avenue | Silverton, BC | V0G 1S0

P: 250-358-2472 | F: 250-358-2321

This email may contain confidential and/or privileged information. If you are not the intended recipient or have received this email in error, please notify the sender immediately and destroy this email. Any unauthorized copying, disclosure or distribution of the information contained in this email is prohibited.

From: Sherri Soukoroff <ssroff@telus.net>

Sent: Wednesday, October 2, 2024 6:20 PM

To: Tanya Gordon <Tanya.Gordon@silverton.ca>; Kashmir Payne <kpayne@silverton.ca>

Subject: Utilities Question to Address to Council at next meeting

Hi Kashmir,

I'm actually not sure what the protocol is to address council, so I'm hoping that you can pass this on to the appropriate channel. I have tried in the last year to send emails to councillors, but they don't go through.

Dear Council,

My query is regarding the drastic increase in utilities from 2017, shortly after I took possession, to 2024. I started at paying \$574. and I now pay \$1211. That's over a 110% increase in 7 years, where's this going? Is there a cap?

I also want to add that while the water in Silverton is undoubtedly amazing, I don't even use the garbage pick up because I am never there on Tuesdays.

I'd also like to remind council that commercial insurance has increased at this same rate. With municipal and commercial insurance rates climbing at this rate it doesn't seem conducive to economic development in the area, and I won't be surprised if the next owner rezones to residential.

I look forward to council's response.

Thank you,

Sherri Soukoroff (Silverton Gallery), 124 Lake Ave



REPORT TO COUNCIL

DATE: October 9, 2024
TO: Mayor & Council
FROM: CAO Mentor/Interim CAO
SUBJECT: Municipal Officer & Delegation Bylaw 547

Request for: Direction Decision Information

Recommendation:

1. That Bylaw No. 547, 2024 Municipal Officer and Delegation of Authority Bylaw be introduced and read a first time.
2. That Bylaw No. 547, 2024 Municipal Officer and Delegation of Authority Bylaw be read a second and third time.

Background:

Council, by bylaw under section 146 of the *Community Charter*, is required to establish officer positions in relation to the powers, duties and functions under section 148 (Corporate Officer) and 149 (Financial Officer) and may, by bylaw, establish other officer positions and assign powers, duties and functions to its officer positions for example the Chief Administrative Officer position.

The Village of Silverton last updated their Municipal Officer Delegation Bylaw in 2014 (Bylaw 484, 2014) attached for reference.

Discussion:

Municipal councils establish officers' position by adopting bylaws. All local governments must have at least two officer positions: one responsible for the local government's corporate administration and, the other responsible for its financial administration. Officer positions are outlined in the *Community Charter* s. 147 Chief Administrative Officer, 148 Corporate Officer and 149 Financial Officer.

A local government may also by bylaw establish any officer position, and assign it duties the local government considers necessary, such as a chief administrative officer to manage its overall operations.ⁱ

Provincial legislation sets out the minimum required duties for each position (attached). These legislated duties are part of the position and cannot be diminished, although a municipal council can add duties to either position. The same individual can be appointed to multiple positions for example, be appointed as both the corporate officer as well as the financial officer or the chief administrative officer as well as the corporate officer.

Council Strategic Priorities (alignment with): n/a

Overall administration of the Village's operations is a high priority for Council.

Financial Impact: - none

The implementation of this bylaw does not affect the financial position of the Village.

Communication to the Public:

Once adopted the bylaw will be posted on the Village website.

Options for Council's consideration:

- Option 1: That Bylaw No. 547, 2024 Municipal Officer and Delegation of Authority Bylaw be introduced and read a first time.
 That Bylaw No. 547, 2024 Municipal Officer and Delegation of Authority Bylaw be read a second and third time.
- Option 2: No Action to be taken.

Respectfully submitted for Council's consideration,

Attachments:

- Bylaw 547, 2024 Municipal Officer and Delegation Bylaw
- Bylaw 484, 2014 Officer Positions

ⁱ <https://www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/councils-boards/officers-employees>

This Act is current to September 24, 2024
See the [Tables of Legislative Changes](#) for this Act's legislative history, including any changes not in force.

Community Charter
[SBC 2003] CHAPTER 26

Division 5 — Officers and Employees

Officer positions

146 A council

- (a) must, by bylaw, establish officer positions in relation to the powers, duties and functions under sections 148 [*corporate officer*] and 149 [*financial officer*],
- (b) may, by bylaw, establish other officer positions, and
- (c) may assign powers, duties and functions to its officer positions.

Chief administrative officer

147 A bylaw under section 146 may establish the position of chief administrative officer of the municipality, whose powers, duties and functions include the following:

- (a) overall management of the operations of the municipality;
- (b) ensuring that the policies, programs and other directions of the council are implemented;
- (c) advising and informing the council on the operation and affairs of the municipality.

Corporate officer

148 One of the municipal officer positions must be assigned the responsibility of corporate administration, which includes the following powers, duties and functions:

- (a) ensuring that accurate minutes of the meetings of the council and council committees are prepared and that the minutes, bylaws and other records of the business of the council and council committees are maintained and kept safe;
- (b) ensuring that access is provided to records of the council and council committees, as required by law or authorized by the council;
- (c) administering oaths and taking affirmations, affidavits and declarations required to be taken under this Act or any other Act relating to municipalities;
- (d) certifying copies of bylaws and other documents, as required or requested;
- (e) accepting, on behalf of the council or municipality, notices and documents that are required or permitted to be given to, served on, filed with or otherwise provided to the council or municipality;
- (f) keeping the corporate seal, if any, and having it affixed to documents as required.

Financial officer

149 One of the municipal officer positions must be assigned the responsibility of financial administration, which includes the following powers, duties and functions:

- (a) receiving all money paid to the municipality;
- (b) ensuring the keeping of all funds and securities of the municipality;
- (c) investing municipal funds, until required, in authorized investments;
- (d) expending municipal money in the manner authorized by the council;
- (e) ensuring that accurate records and full accounts of the financial affairs of the municipality are prepared, maintained and kept safe;
- (f) exercising control and supervision over all other financial affairs of the municipality.

**THE CORPORATION OF THE VILLAGE OF SILVERTON
BYLAW NO. 547, 2024**

MUNICIPAL OFFICERS AND DELEGATION OF AUTHORITY

WHEREAS Council, by bylaw under section 146 of the *Community Charter*, is required to establish officer positions in relation to the powers, duties and functions under section 148 (Corporate Officer) and 149 (Financial Officer) and may, by bylaw, establish other officer positions and assign powers, duties and functions to its officer positions;

AND WHEREAS Council, by bylaw under section 154 of the *Community Charter* may delegate its powers, duties and functions to an officer or employee of the municipality;

AND WHEREAS Council of the Village of Silverton wishes to establish officer positions, assign powers, duties and functions to these positions and furthermore delegate certain powers, duties and responsibilities of its own authority to these same positions;

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

1. CITATION

- 1.1 This bylaw may be cited for all purposes as the "Village of Silverton Municipal Officers and Delegation of Authority Bylaw No. 547, 2024"

2. OFFICERS OF THE VILLAGE

- 2.1 The persons holding the following positions are officers of the Village:
- Chief Administrative Officer
 - Corporate Officer
 - Financial Officer

3. POWERS, DUTIES AND FUNCTIONS

- 3.1 The Chief Administrative Officer is assigned the powers, duties and functions as set out in s. 147 of the *Community Charter* and respective bylaws, resolutions and policies and is delegated authority under respective bylaws, resolutions and policies;

- 3.2 The Corporate Officer is assigned the powers, duties and functions as set out in s. 148 of

the *Community Charter* and is delegated the authority to act as the "Head" for the Village as required under the Freedom of Information and Protection of Privacy Act;

3.3 The Financial Officer is assigned the powers, duties and functions as set out in s. 149 of the *Community Charter* and, in addition:

- Prepares annually the 5-year Financial Plan including the capital plan;
- Prepares the annual Tax Rate Bylaw;
- Prepares and presents regular financial reporting to Council; and
- Coordinates the preparation and support for the annual financial statement audit and is responsible for statutory reporting.

3.4 Each officer may exercise additional powers, duties and functions as directed by Council from time to time.

3.5 The Financial Officer and the Corporate Officer report to the Chief Administrative Officer.

3.6 All Village employees report directly or indirectly to the Chief Administrative Officer.

4. SEVERABILITY

4.1 If any section, subsection or clause of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.

5. REPEAL

5.1 Village of Silverton Bylaw No. 484, 2014 is hereby repealed.

READ a first time this ____ day of _____, 2024

READ a second time this ____ day of _____, 2024

READ a third time this ____ day of _____, 2024

ADOPTED this _____ day of _____, 2024

Dated: _____

MAYOR

CORPORATE OFFICER



**THE CORPORATION OF THE
VILLAGE OF SILVERTON
BYLAW NO. 484, 2014**

A bylaw to establish the OFFICER POSITIONS of the Village of Silverton and to establish the powers, duties and functions of such officers

WHEREAS the *Community Charter* requires Council, by Bylaw, to establish officer positions and to establish the powers, duties and functions of officers and employees;

NOW THEREFORE THE Council of the Corporation of the Village of Silverton, in open meeting assembled enacts as follows;

1.0 TITLE

This Bylaw may be cited for all purposes as the "**Officers Bylaw No. 484, 2014**"

2.0 OFFICER POSITIONS

The following positions are hereby established as officer positions of the Corporation of the Village of Silverton.

- (a) Chief Administrative Officer/Corporate Officer (hereinafter referred to as "the CAO")
- (b) Chief Financial Officer (hereinafter referred to as "the CFO")

3.0 POWERS, DUTIES AND FUNCTIONS OF THE CAO

The powers, duties and functions of the Chief Administrative Officer/Corporate Officer are set out in Schedule "A" attached hereto and forming party of this Bylaw.

4.0 POWERS, DUTIES AND FUNCTIONS OF THE CFO

The powers, duties and functions of the Chief Financial Officer are set out in Schedule "B" attached hereto and forming party of this Bylaw.

5.0 OATH OF OFFICE

The oath of office as set out in Schedule "C" to this bylaw is hereby adopted as the oath of office for officers of the Village of Silverton.

6.0 ENACTMENT AND REPEAL

Officers And Employees Bylaw No. 424, 2003 and Bylaw 450, 2008 and any amendments are hereby repealed in their entirety and this bylaw is substituted therefore.

This Bylaw shall come into full force and effect upon its adoption.

READ A FIRST TIME this 20th day of May, 2014

READ A SECOND TIME this 20th day of May, 2014

READ A THIRD TIME this 20th day of May, 2014

FINALLY PASSED AND ADOPTED this 27th day of May, 2014 and Numbered 484, 2014.



Mayor



Chief Administrative Officer

SCHEDULE "A"

Powers, duties and functions of the Chief Administrative Officer/Corporate Officer

- a) Overall management of the Village of Silverton;
- b) Ensuring that policies, programs and other directions of the council are implemented;
- c) Advising and informing the council on the operation and affairs of the Village;
- d) Ensuring that accurate minutes of the meetings of the council and council committees are prepared and that the minutes, agendas, bylaws and other records of the business of the council and council committees are maintained and kept safe;
- e) Ensuring that access is provided to records of the council and council committees, as required by law or authorized by council;
- f) Administering oaths and taking affirmations, affidavits and declarations required to be taken under the *Community Charter* or any other Act relating to municipalities;
- g) Certifying copies of bylaws and other documents, as required or requested;
- h) Accepting, on behalf of the council or Village, notices and documents that are required or permitted to be given to, served on filed with or otherwise provided to the council or the Village;
- i) Keeping the corporate seal and having it affixed to documents as required;
- j) Carrying out all duties, powers and functions as head of the Village under the *Freedom of Information and Protection of Privacy Act*, except the power to delegate this duty.
- k) Carrying out all duties, powers and functions as approving officer under the *Land Title Act*.
- l) Appoint, supervise, promote, discipline and dismiss all employees of the Village;
- m) Set the terms, conditions, benefits and remuneration for employment of all employees of the Village, subject to budget approval;
- n) Act as the principal intermediary between the Village of Silverton and the administration of other governments and all other entities dealing with the Village;
- o) From time to time re-organize the administrative structure to improve the efficient and effective operation of the Village;

- p) Obtain legal advice;
- q) Subject to budget approval, authorize lawyers to defend, or conduct any action or proceeding in any court of law or before any tribunal, arbitrator, board or any other person for or on behalf of the Village;
- r) Authorize settlements of claims against the Village;
- s) Authorize the use or budgeted purchase or sale of Village facilities, equipment and services and authorize the awarding of contracts for budgeted items;
- t) Supervise the calling and awarding of tenders for the supply of materials, equipment, services or construction approved by Council in the budgets and financial plans of the Village.

SCHEDULE "B"

Powers, Duties and Functions of the Chief Financial Officer

- a) Receiving all money paid to the Village;
- b) Ensuring the keeping of all funds and securities of the Village;
- c) Investing municipal funds, until required, in authorized investments;
- d) Expending municipal money in the manner authorized by council;
- e) Ensuring that accurate records and full accounts of the financial affairs of the Village are prepared and kept safe;
- f) Exercising control and supervision over all other financial affairs of the Village.

SCHEDULE "C"

Oath of Office

THE CORPORATION OF THE VILLAGE OF SILVERTON CODE OF ETHICS AND CONDUCT

I, [name], do solemnly affirm that I will:

1. Declare to the Council at the first opportunity my interest or known interests of any immediate family, in any enterprise which proposes to transact business with the Village and I will leave the place of any meeting during discussion and vote on a subject that pertains to such business.
2. Declare to the Council at the first opportunity, my interests or the known interest of any close relatives, in any property which is subject to a rezoning proposal, development proposal, subdivision or any permit or other consideration within the Village and leave the place of the meeting during discussion and vote on the subject.
3. Not use information designated confidential for the personal profit of myself or any other person.
4. Not communicate information designated confidential to anyone not entitled to receive same.
5. Not use my position to secure special privileges, favors or exemptions for myself, or any other person.
6. Avoid any situations that could cause any person to believe that they may have brought bias or partiality to a question before the Council.
7. For a period of twelve (12) months after leaving the employ of the Village, abide by the ethical standards of conduct listed above, except those related to confidential information which shall apply in perpetuity or as outlined in legislation applicable in British Columbia.

Oath of Office

I, [name], do promise and swear that I will truly, faithfully, and impartially, to the best of my knowledge and ability, execute the office of _____ (insert officer position) _____ to which I have been appointed for the Corporation of the Village of Silverton, and that I have not received and will not receive any payment or reward, or promise of either, for the exercise of any partiality or other undue execution of my office.

AND

I, [name], do promise and swear that I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth II, her heirs and successors.

Sworn before me this _____,
day of [month], [year] at Silverton,
British Columbia

[name]

[name], [title]
Commissioner for taking Affidavits
In the Province of British Columbia