



VILLAGE OF SILVERTON

AGENDA

REGULAR MEETING OF COUNCIL TO BE HELD

September 8, 2021

ONLINE – GoToMeeting (as posted)

7:00 PM

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

1. Minutes of Regular Council Meeting August 25, 2021
2. Minutes of Regular Council Meeting September 1, 2021 – Rescheduled

F. DELEGATIONS AND PETITIONS

None at this time.

G. UNFINISHED BUSINESS/BUSINESS ARISING

1. Mumby's Arboriculture Consulting

Recommendation:

Be It Resolved That Silverton Village Council directs staff to direct award the contract for the Silverton Urban Forestry project to Mumby's Arboriculture Consulting to undertake an inventory and health status of the village's trees and create a 5-year tree management plan in Spring of 2022, with a maximum budget of \$7,000.

2. Campground Upgrades for Fall 2021

3. Silverton Watershed

Recommendation:

Be It Resolved That Silverton Council request the Slocan Lake Stewardship Society to present to Council as a Delegation regarding the Village of Silverton Watershed.

4. RDCK Resource Recovery Plan RE: Letter of Support

H. NEW BUSINESS

1. Silverton Deputy Approving Officer

Recommendation:

Pursuant to the Chief Administrative Officer report the Silverton Village Council appoint Michelle Gordon, CAO for the Village of Slocan to the position of Deputy Approving Officer for the Village of Silverton, effective immediately; AND

FUTHER that the Village of Silverton Council approve the Silverton CAO to formalize this mutual aid agreement in the form of a Contract of mutual aid between both Silverton and Slocan.

2. Electronic Meetings

Recommendation:

Be It Resolved That Silverton Council request staff to draft a Council Procedure Bylaw with the additions/amendments for “Electronic Meetings” for the Regular Council meeting in October with the additions recommended in the Provincial document, *Guidance for Adapting to the New Electronic Meetings Framework* for council consideration.

I. CORRESPONDENCE FOR INFORMATION

1. KBRH Health Foundation RE: Thank you for the financial support through CIP/APP

J. COUNCIL REPORTS

1. Mayor Colin Ferguson

2. Councillor Clarence denBok

3. Councillor Tanya Gordon

- Ktunaxa Kinbasket Treaty Advisory Committee (TAC)
- Health Committee – Slocan District Chamber of Commerce
- RDI Climate Adaptation project Team
- Rat Control Liaison
- CBBC Liaison Alternate
- Recreation Commission No. 6, Alternate
- Municipal Emergency Management, Alternate

4. Councillor Leah Main

- RDCK Director for the Village of Silverton
- West Kootenay Boundary Regional Hospital Board
- Rosebery Parklands and Trails Commission
- Winlaw Regional and Nature Park Commission
- Slocan Valley Economic Development Commission
- FCM Board
- CBBC Liaison
- RDI Climate Adaptation project Team
- Health Committee Alternate – Slocan District Chamber of Commerce
- Ktunaxa Kinbasket Treaty Advisory Committee (TAC) Alternate

5. Councillor Arlene Yofonoff

- Recreation Commission No. 6
- Slokan District Chamber of Commerce
- Cultural Planning Group
- Composting Project Liaison (Healthy Community Society of the North S.V.)
- RDI Climate Adaptation project Team, Alternate

K. ADMINISTRATION REPORTS

K1. CAO Report

L. BYLAWS AND POLICY

None at this time.

M. PUBLIC INPUT PERIOD

Terms of reference as per the Procedure Bylaw includes;

- 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: there will be an In-Camera Meeting at this time. This meeting will be closed to the public in accordance with Sections 90 – 1 (c), employee relations, (i) legal.

The Regular Meeting recessed at _____pm in order to conduct the Closed Meeting.

The Regular Meeting reconvened at _____pm

O. ITEMS BROUGHT FORWARD FROM IN CAMERA

P. ADJOURNMENT

MINUTES OF THE REGULAR COUNCIL MEETING HELD ONLINE ON WEDNESDAY AUGUST 25, 2021 AT 7:00PM

PRESENT: Mayor C. Ferguson, Councillors C. denBok, T. Gordon, L. Main, A. Yofonoff

ABSENT:

STAFF: H. Elliott, Chief Administrative Officer

A. CALL TO ORDER

Mayor Colin Ferguson Called the Meeting to Order at 7:02 pm.

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

C. ADDITION OF LATE ITEMS IF ANY

None at this time.

D. ADOPTION OF THE AGENDA

93/2021 - Moved, seconded that the Agenda be adopted as presented.

CARRIED

E. ADOPTION OF THE MINUTES

094/2021 – Moved, seconded That the Regular Council Meeting Minutes of July 21, 2021 be accepted as presented.

CARRIED

F. DELEGATIONS AND PETITIONS

None at this time.

AUGUST 25, 2021 MINUTES OF THE REGULAR COUNCIL MEETING

The CAO left the meeting due to electronic issues.

095/2021 – Moved, seconded That the Village of Silverton Council appoint Councillor Leah Main as Recording Secretary to continue the meeting business.

CARRIED

G. UNFINISHED BUSINESS/BUSINESS ARISING

G1. COUNCIL ACTING MAYOR ROTATION FOR DISCUSSION

096/2021 – Moved, seconded That Councillor Tanya Gordon be appointed as Acting Mayor for October, November, December 2021.

CARRIED

G2. CAMPGROUND UPGRADES FOR FALL 2021

097/2021 – Moved, seconded That the Campground Upgrades for 2021 be deferred to a future meeting.

CARRIED

H. NEW BUSINESS

H1. VALHALLA COMMUNITY CHOIR RE: REDUCED COSTS FOR HALL

098/2021 - Moved, seconded Be it resolved that Silverton Village Council approve the request from the Valhalla Community Choir and offer the same pricing for all non-profits for 2021.

CARRIED

H2. 2021 AKBLG CONVENTION

This convention was cancelled due to COVID 19.

CARRIED

I. CORRESPONDENCE FOR INFORMATION

Received for information.

AUGUST 25, 2021 MINUTES OF THE REGULAR COUNCIL MEETING

J. COUNCIL REPORTS

Electronic meeting suddenly lost connection and meeting was Adjourned.

P. ADJOURNMENT

099/2021 – Moved that Council adjourn at 8:29pm.

CERTIFIED CORRECT:

Mayor C. Ferguson

**Chief Administrative Officer & Recording Secretary
appointed for the meeting**

MINUTES OF THE REGULAR COUNCIL MEETING HELD ONLINE ON WEDNESDAY SEPTEMBER 1, 2021 AT 4:00PM

PRESENT: Mayor C. Ferguson, Councillors C. denBok, T. Gordon, L. Main, A. Yofonoff

ABSENT:

STAFF: H. Elliott, Chief Administrative Officer

A. CALL TO ORDER

Mayor Colin Ferguson Called the Meeting to Order at 4:06 pm.

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

C. ADDITION OF LATE ITEMS IF ANY

None at this time.

D. ADOPTION OF THE AGENDA

100/2021 - Moved, seconded that the Agenda be adopted as presented.

CARRIED

E. IN CAMERA MEETING:

The Regular Meeting recessed at 4:07 pm in order to conduct the Closed Meeting.

The Regular Meeting reconvened at 5:25 pm.

O. ITEMS BROUGHT FORWARD FROM IN CAMERA

None at this time.

**SEPTEMBER 1, 2021 MINUTES OF THE REGULAR COUNCIL
MEETING**

P. ADJOURNMENT

101/2021 – Moved that Council adjourn at 5:26pm.

CERTIFIED CORRECT:

Mayor C. Ferguson

Chief Administrative Officer



Administrative Report: Hillary Elliott, CAO

Village of Silverton Council

Special Meeting of Silverton Village Council August 25, 2021

Executive Summary

The purpose of this report is to provide information to Council regarding proposed works in Fall 2021 for the Lakeside Campground as per the approved 2021 Budget.

Background

Council unanimously made the following decisions:

- Yes, re-routing the traffic as per Option 2 for a “loop” contained within the campground. This also takes into consideration the neighbouring properties and the property owners’ comments/requests/concerns both from the previous public consultation for this project, and from past communications to the Village over the years.
- Staging the development over three or four years for financial, logistically, and staff capacity reasons due to:
 - costs of the project
 - permitting and professional services required, such as, engineering, surveying
 - and for possible funding opportunities, such as Trees Canada, as the next funding stream is not until 2022, and other opportunities to have the value-added options made possible from funding sources that will not fund the basic infrastructure requirements
- Highest priorities are:
 - (a) Machine groundwork and installing the basic infrastructure (water, power, garbage) so the shape and layout are established, and people can easily see where all the campsites will be placed
 - (b) Basic landscaping – increasing tree density and planting shrubbery will go a long way toward making all the “newness” seem like a futurescape instead of just a devastation
 - (c) Basic signage – we have a plan, and we welcome you!
 - (d) Fencing – creating that separation and security is critical to our long-term success. Being mindful of fence design, making it as lovely and non-institutional as possible

2021 Budget Approved for Lakeside Campground

Current budget available for Fall works: **\$30,000**

(Please refer to Item G1 in this package for reference of works to be completed in 2021)

The Main roads and campsite prep and layout was completed before the campground opened. Although there is the ability to put in more gravel and for more site-leveling for Fall 2021 or for Spring 2022.

Currently we do not have the labourers required for the other in-house proposed works, and with hiring of a new staff person with training, this may prove to be challenging. However, management of over all project and purchasing supplies should still be quite manageable.

The other professional services are over-subscribed and will be challenging or may not work in 2021.

With the funds allocated, there is not enough for servicing the sites and for ordering trees and shrubs for planting in spring 2022 with a sprinkler system in a satisfactory manner (there might be only one or two sites serviced, and very few trees and shrubs with a limited sprinkler system). However, this could be carried out with the understanding of a phased approach and the understanding of knowing how much we could accomplish with the allocated funds and what might be needed for 2022.

Financial Impact

Each aspect of the project was an estimated budget cost for 2021 based on available information. Not only have material costs risen, the demand for professional contractors of all professions needed are in high demand with many not able to accommodate any further projects in 2021.

Discussion

If Council wished to continue with the development of power and water to sites, if the Creekside was the proposed site, the requirement for the Environmental consultant would be eliminated due to no works being within the creek beds.

There is already a water line in the Creekside area, and the layout would be considerably less cost for labour and materials due to a straight line, rather than looping required in the Creekside.

The Lakeside cannot accommodate many RV's that use these type of serviced sites as they are too large for the campground sites and are only able to park at the Creekside. Even then, the largest must only park at the west-end and we have limited numbers of sites to accommodate them there.

The \$30,000 allocated for the upgrades to the campground for serviced sites will go further due to the cost savings stated above.

The other concern is without a sprinkler system for any trees or shrubbery, the likelihood of the vegetation surviving at Lakeside is limited. Trees Canada will not provide funding for trees without a water system also put in place.

OPTIONS: These are merely a few options for Council consideration based on past discussions and direction to staff.

- That Silverton Council direct staff to continue with the original budgeted plan for proposed 2021 Fall works for Lakeside Campground, with the initial road and site prep completed.

- **Recommendation:**

That the Village of Silverton Council carry over the budgeted \$30,000 allocated for Campground upgrades in Fall 2021 to Spring 2022 with additional budgeted funds for serviced sites in Creekside; **AND**

FURTHER that a sprinkler system be put in place for planned trees to be planted; **AND**

FURTHER that a fence as presented in the approved plan for Lakeside Campground Site Plan be completed along Water Street.

- **Recommendation:**

That the Village of Silverton Council approve the allocated funds to complete as many as possible serviced sites with the available allocated funds in 2021 of \$30,000 for in Creekside Campground.

- **Recommendation:**

That the Village of Silverton Council approve the installation of 3 serviced sites in Creekside Campground and install trees and a sprinkler system in Lakeside Campground with the remaining funds.

Hillary Elliott, CAO

From February 10, 2021 Budget – G2

Campground Project:

As per Council request, what part of the Lakeside Campground could be completed in-house?

Manage over all project

Purchase Supplies

Water Main and Services would require 2 Labours above staffing

Plant Trees and shrubs 2 Labours

Main roads and camp sites 2 Labours

Works needed for both options of Non-Village Contract Workers

Electricians

Gravel Supplier

Carpenters

Environmental Consultant

Sprinkler system

Engineering

G3

Hillary Elliott

From: Colin Ferguson
Sent: August 25, 2021 2:19 PM
To: Clarence denBok; Leah Main; Arlene Yofonoff; Tanya Gordon; Hillary Elliott
Subject: Water security
Attachments: Watershed Protection Policy 2015.pdf; Watershed Intro to Council Aug 2021.pdf

Hi All,

Short notice I know, but this is arising now and I will address it in my report for council's future consideration - so this is for information - so you have some advance intel.

Slocan Lake Stewardship Society is preparing a letter asking for a moratorium on logging in the Silverton watershed. As the village has an active policy on this, it behooves us to understand what this means and the reasons for it, as well as to ascertain if there are facts that pertain to the security of our watershed and if action is needed from council. As I mentioned before in previous emails, I have done a little research on this because it came up in discussions with residents, pre-election, and I promised that I would look into the security of our water supply. Accordingly I began with an expert source - Robert Sandford - who I knew from elsewhere, and I have attached part of the text of an email I received from him in the body of this email. I have also attached two documents from Councillor Main: a primer on the history of watershed protection by the village and a copy of the current village policy statement.

From Robert Sandford:

Beware of logging companies that tell you that their activities won't impact water quality, sedimentation, contaminant mobilization and the potential for flooding during extreme events. The only way logging in the upstream basin from which you draw your source water isn't going to appreciably impact your community's water source is if they employ limited, highly selective logging practices. Otherwise, you can expect potentially serious impacts in the quality and variability of the intake waters of your treatment system that may make it more expensive, if not at times impossible, to provide high quality drinking water reliably to your citizenry. It should also be noted that most rural water treatment systems are easily overwhelmed. While ecological recovery in a watershed that provides your intake water might take four years to recover from an extreme weather event in a extensively logged-over area; the window for recovery for a water treatment system might be four hours before it can no longer guarantee safe drinking water to the community. As we can expect more intense, longer duration extreme events, communities have to brace themselves for greater water treatment challenges. Current cost recovery models are not likely to work in many places. This is a recognized problem, not just in Canada, but widely around the world.

Then there is the matter of aquifers. Most people think of groundwater as water that has been in the ground and stays in the ground until it surfaces as a spring or is withdrawn by pumping. That is simply not true of the groundwater in the mountain West here in Canada. Groundwater and surface water are what we call conjunctive; one can become the other a number of times in its journey from a high mountain snowpack, down-valley by way of cracks and fissures in

bedrock until it finds its way into a river that will eventually take it to the ocean. You mess with your groundwater, you could very well be messing with your surface water also. We know little about groundwater in most of Canada. Groundwater mapping, where it even exists, is often outdated and unreliable. It must also be noted that if you overdraft or contaminate an aquifer, you may not be able to afford remediation, if indeed remediation is possible. Self-remediation of an aquifer usually takes longer than is meaningful to anyone currently alive. Even under stable geological conditions, it can take centuries.

Finally, there is the issue of the increasing likelihood of extreme drought. As you know (and as we predicted two months ago) drought now persists all the way from Vancouver Island to Quebec in Canada and across the mid-west and southwest in the United States and deep into Mexico. We are now calling it a megadrought. We are expecting record temperatures here next week. Temperatures as high as the 38 degrees C, 100 degrees F. are anticipated. These temperatures are nearly twice as warm as the seasonal average and are expected to persist as there is no rain in the forecast for at least the next two weeks or more. David Spence, a highly respect Canadian Meteorological and Oceanographic Society accredited weatherman reported on CTV last night that “we are about to experience a heat wave here of an intensity and duration never experienced before in the lifetimes of anyone alive today. The big problem, of course, is not just the heat and the pressure on water resources and power supplies that heat brings in its wake, but the prospect of a long, and very damaging wildfire season. From the point of view of water treatment, wildfire can be highly problematic in that source waters can be contaminated by ash and heavy metals mobilized by the combustion which can cause turbidity problems for water treatment systems long after the fire has been extinguished or extinguishes itself.

So there.... are some of the water issues you may wish to consider with respect to logging and its effects on groundwater; potential problems with surface water that may become difficult to manage at the water treatment level, and some considerations for you to ponder as we leave the comfortable and relatively stable Holocene in which our society emerged, and enter into a turbulent Anthropocene, the new epoch we have brought upon ourselves during which we are going to pay a hell of a lot technologically duplicate ecosystem services we took for granted that nature used to provide to us for free.

(Robert Sandford is the Global Water Futures Chair, Water & Climate Security at the United Nations University Institute for Water, Environment and Health.)

Colin N. Ferguson

Mayor

The Village of Silverton

P.O. Box 14 | Silverton, BC | V0G 2B0

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

CONFIDENTIALITY NOTICE:

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The water we provide our residents is pumped from an aquifer that is fed primarily from the Silverton Creek watershed. Our backup water supply is surface water from Bartlett Creek, which has a watershed adjacent to the Silverton Creek watershed

The Village of Silverton has taken an interest in watershed protection for many years - we have a Watershed Policy that dates back to 1992, and which was updated and reaffirmed in 2015; we also have worked closely and collaboratively with the Slocan Lake Stewardship Society and CBT to support many of their studies, and to participate in ongoing water monitoring of Silverton Creek.

We sponsored development of two foundational studies: Silverton Aquifer Report and Silverton Creek Watershed Report; sponsored and participated in a three-year Water Quality Monitoring Project; and helped sponsor multiple years of Bull Trout Spawning Assessment field work - all of which contributed to our Bull Trout WHA application, which is one step in protecting the watershed that provides Silverton's water.

In 2017 the Village of Silverton organised a one-day Watershed Workshop, with the following intentions:

1. Share leading watershed governance research and strategies from BC and determine what resonates in the Silverton context.
2. Build shared understanding around watershed values and threats, and governance issues and priorities.
3. Self-assess Silverton's readiness and opportunities to collaboratively address governance issues.

The Workshop was attended by representatives from Village of New Denver, Village of Slocan, RDCK, Slocan Integral Forestry Cooperative (Sifco), Interfor, Slocan Lake Stewardship Society, CBT Water Quality Monitoring Project, FLNROD, and Slocan Lake Research Centre (Richard Johnson), and was facilitated by Natasha Overduin from the POLILS Water Sustainability Project (University of Victoria).

One of the key takeaways from the Workshop was definitive recognition that we do NOT have, under existing legislation, the ability to directly protect our watershed - the only approach we can possibly take is one of cooperative effort from all the stakeholders, including the forestry/logging companies.

The major outcome of the workshop was to identify the potential of applying for a Bull Trout WHA, as one piece of the protection puzzle, and securing support for that application from both Sifco and Interfor.

Sifco and Interfor both have kept Silverton informed of their ongoing plans and work in the watershed and environs.

RESOLVED THAT, with respect to planned logging operations and other resource development in the Village of Silverton Watersheds, the following policy statement is hereby adopted:

The Council of the Village of Silverton:

As the purveyor of water for its residents and citizens, is committed to ensuring a continued supply of potable water to the community;

Will not support any logging plan or other resource development plan that will in any way endanger or pose a threat to the quality of the Village's water supply, including any standby or back-up water system;

Supports the philosophy that humanity may survive without wood fibre, nothing survives without water;

Appreciating the community's dependence on the forest, the first goal is to ensure the protection and maintenance of the full biological diversity of the forest;

Supports the principle that forest use plans must be based on Ecological Responsibility and Balanced Use;

Supports and endorses ecosystem based plan whereby forest management decisions must consider all values present in the forest;

Recognizing that the logging industry is vital to the economic viability of the province as well as to the Slovan Valley, is not opposed to timber harvesting, however, rescue development and watershed management issues should be clearly defined and issues resolved *before* harvesting plans are initiated;

Will hold responsible, the provincial government and its respective ministries, and/or any other body should their logging practices or other resource development practices lead to any deterioration of the Village water supply, or degradation within the Village watershed;

Will require suitable and adequate safeguards, both financially and legally to protect and compensate where necessary, the Village from any liability as a result of any action or damage caused by any logging or other resource development in the Village watershed;

This is a Statement of Policy by the Council of the Village of Silverton with respect to proposed or planned logging operations or any other resource development in the Village Watershed.

Adopted November 2015



GA

September 2, 2021

Leah Main
Village of Silverton
PO Box 14
Silverton, BC, V0G 2B0

Dear Director Main:

RE: COUNCIL LETTER OF SUPPORT REQUEST FOR RDCK RESOURCE RECOVERY PLAN, AUGUST 12, 2021

As you are likely aware, RDCK Staff (Staff) presented a draft of the RDCK Resource Recovery Plan (RRP), to the Resource Recovery Plan Advisory Committee (RRPAC) on July 13, 2021, and then to the Joint Resource Recovery Committee (JRRC) on July 14, 2021. On July 15, 2021 The RDCK Board of Directors (the Board) issued a resolution (No. 536/21) which directed Staff to finalize the RRP, prepared by Maura Walker, MWA Environmental Consultants Ltd., and Carey McIver, Carey McIver and Associates Ltd. for the Regional District of Central Kootenay for submission to the BC Minister of Environment, without further amendments.

Following that direction, Staff finalized the RRP with only minor changes, updates or corrections, based on comments received at the July JRRC, specifically:

- a. Updated "DRAFT" language to "FINAL";
- b. An acknowledgement of the RRPAC in the front of the Plan;
- c. Curbside collection (Section 4.2.4) updated to include the consultation steps (to determine interest) taken already and intention to continue investigating implementation of curbside service. The map of potential service areas was added;
- d. Update to the environmental coordinator roles (no longer temporary);
- e. Minor edits to table and figure references.

The attached FINAL RRP includes all of the above changes.

On August 19, 2021 the Board approved the Resource Recovery Plan dated August 12, 2021 with a resolution (586/21) directing RDCK Staff to submit the Resource Recovery Plan dated August 12, 2021, for submission to the Minister of Environment for review and approval.

Ministry guidelines for submission of solid waste management plans ask that available letters of support from participating municipalities be included. A support letter from the Village of Silverton is completely voluntary, and as such, I respectfully request a formal letter of endorsement from Council, citing any

applicable resolutions pertaining to this support. If the Village of Silverton is amenable to providing a letter, I have included a template letter which may prove useful, and for which you are free to use at your discretion.

Any written feedback pertaining to the RRP that Staff received following presentations to municipal councils this past June will also be included in the package submitted to the Ministry.

Thank you in advance for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Amy Wilson", with a long horizontal flourish extending to the right.

Amy Wilson, B.Sc., ASCT
Resource Recovery Manager

AW/tj/es

ATTACHMENT A: FINAL RDCK Resource Recovery Plan, August 12, 2021

ATTACHMENT B: RRP Municipal Support Letter Template

cc: Hillary Elliott

[Click here to enter a date.](#)

Ms. Aimee Watson, RDCK Board of Directors, Chair
Regional District of Central Kootenay
Box 590, 202 Lakeside Drive
Nelson, BC V1L 5R4

Dear Chair Watson:

RE: SUPPORT FOR THE RDCK RESOURCE RECOVERY PLAN

Thank you for the Regional District's presentation on June 21, 2021 on their Draft Resource Recovery Plan and the request for support by way of a resolution. Please be advised that Council passed the following resolution at its Regular Meeting of INSERT DATE:

Resolution indicating support for the Final Resource Recovery Plan.

We are aware of the actions in the plan in which we have a role and look forward to participating in the successful implementation of the plan.

Sincerely,

Name
Title

[Submitted by initials]/[Wrote by initials]

cc:



Village of Silverton

Administrative Report: Hillary Elliott, CAO

Village of Silverton Council

Regular Meeting of Silverton Village Council September 8, 2021

Executive Summary

The purpose of this report is to present information for Council consideration to appoint a Deputy Approving Officer for the Village of Silverton

Background

Currently the Village of Silverton has an Approving Officer, CAO Hillary Elliott. Should the CAO not be able to perform her duties, the Village would not have an approving officer for land use decision-making and approvals, such as subdivisions.

This would negatively impact Village business and property owners with any business requiring the Approving Officer approval.

It is common practice within a local government to have a secondary position appointed, Deputy Approving Officer to remedy this situation.

This position requires specific professional knowledge and skills that are not currently within the scope or skill set of another staff position within the corporation of the Village of Silverton, other than the CAO for Silverton.

Should the CAO/Approving Officer be required to apply for a subdivision, this would give rise to a conflict of interest that is likely prohibited through either 1) the employment agreement, 2) workplace policies and/or 3) common law. Approving Officers are given fairly broad discretion to approve or refuse subdivision applications in accordance with the public interest. As this analysis is conducted on a case-by-case basis in consideration to the unique characteristics of each application and if the Approving Officer has a direct interest in the outcome of the application, this creates a conflict of interest. Accordingly, someone else should be designated to process the application and the Approving Officer should refrain from discussing the application or influencing the assessment in anyway.

1. Employment Agreement

There are no statutory provisions that speak to municipal employee conflict of interests. However, it is not uncommon for an employment agreement to include articles requiring the employee to avoid actions or circumstances that could lead to a conflict of interest. Employment agreements may also put an obligation on employees to avoid situations that may cast doubt on

the integrity of the local government. Further, if an oath of office is taken as part of the concurrent role as the CAO (in the Village of Silverton this is the procedure), such conduct may be in breach of obligations under the oath.

2. Workplace Policies

The Village of Silverton has adopted P-4 Code of Conduct Policy that speak to employee conflict of interests and would come into conflict with this scenario as quoted here:

CONFLICT OF INTEREST

7. *No official or employee, whether paid or unpaid, shall engage in any business or transaction or have a financial or personal interest, direct or indirect, which is incompatible with the proper discharge of their official duties in the public interest or would tend to impair their independence of judgement or action in the performance of their official duties. Personal, as distinguished from financial, interest includes an interest arising from blood or marriage relationships or close business or political association. Specific conflicts of interest are detailed below:*

3. Common Law

Apart from contract or policy-based conflict of interest restrictions, common law does require employees to adhere to a duty of good faith and fidelity. This includes the obligation of loyalty, good faith, honesty and avoidance of conflict of duty and self-interest. As the CAO and Approving Officer, they are a fiduciary employee and as such have a duty of good faith and fidelity. This requires the avoidance of situations where personal interests or objectives may influence, or be perceived to influence, the interests of the Village. If the Approving Officer were to process their own application this could be seen to impair their impartiality and independent judgment of the application on its merits.

Legislative Considerations

Recommended Procedure

To avoid such issues, Council should appoint a Deputy Approving Officer. Council is required to make the appointment, as required under s. 77 of the *Land Title Act*. Noted under s. 77 an approving officer must be ... “some other employee of the municipality appointed by the municipal council or a person who is under contract with the municipality”. If there is not an available Village employee who is capable of doing the job, the Village could contract the position out to an independent consultant who has more experience. Alternatively, a consultant

could be paid by the hour to advise the Deputy Approving Officer in the assessment of the application. The appointment can be by way of a resolution and the appointment can be temporary, specifically tailored to process your application. Under the *Interpretation Act* the deputy of an officer has all the same powers and authority as the principal officer in the circumstances.

Discussion

Therefore, the role of Deputy Approving Officer would only be enacted in the following circumstances:

- The Village has received an application from CAO/Approving Officer, where processing the application would be considered a conflict of interest;
- Another circumstance where the CAO/Approving Officer is unable to process an application due to illness, injury, or other absence

There are many benefits to providing mutual aid such as this – and the Village of Slocan CAO, Michelle Gordon has agreed to extend the opportunity to provide the same service to the Village of Silverton.

Recommendation(s)

Pursuant to the Chief Administrative Officer report the Silverton Village Council appoint Michelle Gordon, CAO for the Village of Slocan to the position of Deputy Approving Officer for the Village of Silverton, effective immediately; AND

FUTHER that the Village of Silverton Council approve the Silverton CAO to formalize this mutual aid agreement in the form of a Contract of mutual aid between both Silverton and Slocan.

Hillary Elliott
CAO, Village of Silverton



Guidance for Adapting to the New Electronic Meetings Framework

Introduction

This document provides municipal councils, regional district boards, Islands Trust local trust committees and local government staff with information about the new electronic meetings rules and best practices to consider when amending a procedure bylaw to allow for electronic meetings.

Since June 17, 2020, local governments have been operating under Ministerial Order [M192](#), which allows all meetings and public hearings to be conducted electronically during the COVID-19 pandemic. M192 became part of the [COVID Related Measures Act](#) (CRMA) on July 8, 2020.

COMMON QUESTIONS: Electronic meetings vs electronic participation

Electronic meetings, if authorized by bylaw, are meetings where all members of a council or board may participate electronically (e.g., videoconference, audioconference or telephone).

Electronic participation, if authorized by bylaw, allows for a hybrid meeting where some members of a council or a board attend in person, and other members attend by electronic means.

On June 1, 2021, [Bill 10](#) *Municipal Affairs Statutes Amendments Act* was passed. Bill 10 includes change to the Community Charter to provide permanent authority for municipalities to choose, by bylaw, whether to conduct regular and committee meetings electronically (in addition to special meetings already authorized under the Charter). These new rules will come into force by regulation on September 29, 2021 after the authority to hold electronic meetings under the CRMA and M192 expires on September 28, 2021.

Amended Sections of the Community Charter

- Section 128, 128.1, 128.2, 128.3

Ministry of Municipal Affairs
Governance and Structure Branch
Local Government Division

Mailing Address:
Po Box 9839, STN PROV GOVT
Victoria, BC V8W 9T1
Phone: 250 387-4020
Fax: 250 387-7972

Location:
4th Floor, 800 Johnson Street
www.gov.bc.ca/muni

Further work will be done to update regulations and align meeting rules to ensure that the new, broader electronic meeting authorities apply to all local governments, including the City of Vancouver, regional districts and the Islands Trust. The intention is that the updated regulations will be brought into force at the same time as the amendments to the Charter and coincide with the expiration of M192 under CMRA. This will allow time for local governments to consider the new authorities and whether to amend their procedure bylaw.

Under the permanent new rules, local governments are not required to adopt electronic meeting provisions in their procedure bylaw if there is no intention to hold electronic meetings. However, local governments are encouraged to proactively consider whether there are circumstances where electronic meetings may be beneficial for the community. The Ministry has heard many local governments express the advantages and enhanced transparency and accessibility that electronic meetings offer their residents. The decision whether to authorize electronic meetings in a procedure bylaw will depend on local circumstances such as:

- Population size;
- Available technology; and
- The needs of the council or board, staff and the public, for example improved accessibility or flexibility.

COMMON QUESTIONS: When can local governments amend their procedure bylaw to allow for electronic regular and committee meetings?

- The new authorities for electronic regular and committee meetings in the Community Charter will be brought into force by regulation on September 29, 2021 once Ministerial Order [M192](#) and the [COVID Related Measures Act](#) (CRMA) have expired, 90 days after the end of the provincial state of emergency (September 28, 2021).
- Local governments are encouraged to initiate a review of their current procedure bylaw and consider whether any amendments are required to prepare for when the authority to hold electronic meetings under M192 ends.
 - **Local governments must not amend their procedure bylaws until the provincial amendments are brought into force on September 29, 2021.**
 - Local governments can continue to hold electronic meetings and electronic public hearings under the authority of M192.
- Once the amendments are brought into force, local governments can then provide public notice, communicate changes to the public, and begin to do readings of an amended procedure bylaw.

Electronic Meetings

All local government meetings must be open to the public unless the subject matter falls under the closed meetings provisions in the legislation. The requirement for open meetings is intended to ensure openness, transparency and accountability.

Electronic meetings may be a useful tool for councils and boards in certain circumstances; however, as a best practice, they should not be a substitute for all in-person meetings. Local government electronic meetings should attempt to resemble in-person meetings as much as possible, adhering to rules of procedural fairness and the local government's procedure bylaw.

When brought into force, the new electronic meeting rules will give authority to councils and boards to conduct regular and committee meetings electronically, if authorized in their procedure bylaw. Councils and boards may want to consider under what circumstances to allow electronic meetings in their community, for example, emergency circumstances only or to increase accessibility and create more flexibility.

The legislation continues to provide councils and boards the option to hold special meetings electronically, by bylaw, and to allow some electronic participation of members at meetings (regular, special or committee). Best practices for electronic special meetings and electronic participation can be found in the [Procedure Bylaw Guide: For B.C.'s Local Governments](#).

If a council or board authorizes electronic meetings in the procedure bylaw they should consider additional rules or policies for the conduct of electronic meetings. Some of these rules may be included in the procedure bylaw and others may be more appropriately placed in an electronic meetings policy, technology policy, code of conduct, or public participation policy.

It is at the discretion of local governments to determine procedural rules for other kinds of advisory committees and bodies barring any legislated rules. Although there is no requirement to put procedures

Regular council and board meetings are regularly scheduled meetings of a council or board as required by the local government legislation

A special meeting is a council or board meeting other than a regular or statutory meeting.

A council or board committee may be:

- a select or standing committee that includes council or board members and members of the public appointed to the committee
- any other body established by a council or a board that is composed solely of council or board members.

for electronic meetings for other advisory bodies in the procedure bylaw, as a best practice, local governments are encouraged to align meeting rules to ensure accessibility, openness and transparency for the public also exists for these other types of meetings (e.g., community commissions).

If a council or board wants to allow for electronic regular and committee meetings in emergency situations only, ensure that consideration is given to defining what constitutes an emergency, such as a provincial or local state of emergency. Depending on how the council or board chooses to word the bylaw, the local government may wish to seek legal advice to be certain that there is a common understanding of when the bylaw would allow for electronic regular and committee meetings to be held.

COMMON QUESTIONS: Electronic public hearings and the procedure bylaw

Amendments to the *Local Government Act* will also enable local governments – at their discretion - to hold electronic public hearings. These amendments will also be brought into force at the same time as the amendments for electronic meetings, once M192 is no longer in force.

Procedures for public hearings are not required in a local government procedure bylaw; however, those local governments that have included public hearing procedures in their procedure bylaw are encouraged to review their public hearing procedures and update as necessary to accommodate the new authorities.

Amending the Procedure Bylaw to Enable Electronic Meetings

For detailed information about amending a local government procedure bylaw please see [Procedure Bylaw Guide: For B.C.'s Local Governments \(PDF\)](#). **The procedure bylaw must not be amended until the new electronic meeting rules are in force.**

Local governments will want to proactively consider whether electronic regular and committee meetings are appropriate for their community before making changes to the procedure bylaw. If amendments are planned, local governments are encouraged to consider an opportunity for the public to provide comment and questions on electronic meetings.

Councils and boards may want to use the existing authorities for special electronic meetings and electronic participation (if permitted in the local government procedure bylaw) to assist with the process of amending the procedure bylaw. This may include holding a special electronic meeting to do the readings of the amended procedure bylaw (with some council or board members participating electronically).

COMMON QUESTIONS: What to consider before authorizing electronic meetings

- Do electronic meetings increase accessibility for elected officials and the public?
- Does the council or board want to authorize electronic regular and committee meetings? If yes, under what circumstances?
- Can the legislative requirements for electronic meetings be met (e.g. meeting participants are able to hear, or watch and hear, each other; members of the public may attend a specified place to hear, or watch and hear, the proceedings)?
- Does the procedure bylaw currently authorize electronic special meetings and electronic participation? Are there limits on the number of times or consecutive number of meetings a council or board member can participate electronically? Do these limits apply in emergency scenarios?
- Are there electronic meetings procedures (e.g. procedure bylaw, electronic meetings policy or technology policy) for the chair and staff to follow for electronic meetings?
- Can council or board members participate in both open and closed meetings electronically? If closed meetings are authorized, how is confidentiality being maintained by the participating council or board members?
- Is the technology available reliable? How secure is the wifi used for remote access? Are there plans for new or additional technology to support electronic meetings?
- Does the technology support elected officials and the public to participate in electronic meetings (and allow everyone to hear, or watch and hear the meeting)?
- Does the code of conduct (if applicable) support electronic meetings?
- Is there a public facing document for the public to understand how to participate in electronic meetings?
- Are electronic meetings accessible to persons with disabilities (e.g. closed captioning)?
- Is there staff capacity to support electronic meetings?

New Legislative Requirements for Electronic Meetings - Municipalities

Electronic Regular Council Meetings

Under the Charter, electronic regular council meetings must:

- Be authorized in the procedure bylaw;
- Be conducted in accordance with the procedure bylaw;
- Establish procedures for giving advance notice of regular meetings to be held electronically;
- Provide notice of the way in which the regular meeting is to be conducted and the place where the public can attend to hear, or watch and hear, the regular meeting;
- Provide a location for the public to attend to hear, or watch and hear the meeting;
- Use technology that enables the meeting participants and the public to hear, or watch and hear, each other (members participating in electronic regular council meetings are deemed to be present at the meeting); and,
- Have a designated municipal officer at the place where the public can attend.

Municipalities

Community Charter

- Section 128 Electronic regular council meetings

The term "facilities" in the legislation is used to refer to the technology used for conducting electronic meetings.

The term "municipal officer" refers to those officer positions established by bylaw. The term "municipal officer" also applies to the officer's deputy and any person designated by the council to act in the officer's place.

Electronic Council Committee Meetings

Electronic council committee meetings must:

- Be authorized in the procedure bylaw;
- Be conducted in accordance with the procedure bylaw;
- Provide advance public notice and establish procedures for giving notice including the way in which the committee meeting is to be conducted;
- Use technology that enables the meeting participants and the public to hear, or watch and hear, the meeting (members participating in electronic council committee meetings are deemed to be present at the meeting).

Municipalities

Community Charter

- Section 128.2 Electronic council committee meetings

Adapting to the New Requirements for Electronic Meeting

Procedure Bylaw Best Practices for Electronic Meetings

The choice of when to use the electronic meetings authority (e.g., how often and in what circumstances) and other rules for electronic meetings is up to each local government.

In addition to the legislative requirements, there are some best practices local governments may wish to consider including in their procedure bylaw to support elected officials, staff and the public navigate electronic meetings.

- Describe the circumstances when electronic meetings are permitted (e.g., regular, special, committee, open/closed);
- Provide as much notice as possible if a meeting will be held electronically;
- Provide adequate instructions in the notice so the public knows how to access or participate in the meeting electronically (e.g. provide a teleconference number or a link to the local government website for information on how to watch an audio or video conference);
- Include procedures for shifting from an open to a closed meeting during electronic meetings;
- Outline procedures to determine quorum (and procedures to follow if quorum is lost due to technical difficulties);
- Avoid referring to a specific technology to use for electronic meetings in case it changes;
- Outline the methods for members to make a motion or point of order during the meeting (either in the procedure bylaw or an electronic meeting policy);
- Select and outline the method of taking and verifying votes in the electronic context (e.g. amending bylaws; secret ballot for election of board chair);
- Determine how conflict of interest is dealt with for electronic meetings;
- Provide the process for delegations and the public to participate in electronic meetings and how to deal with members of the public that have not been invited to speak;
- Outline how council or board members may add items to the agenda in an electronic meeting; and,
- Publish the agenda well in advance of meeting date (if possible).

Electronic Meeting Policies

Local governments may decide to include further electronic meeting rules and procedures to guide council and board members, staff and the public in an electronic meetings policy. Local government staff may also want to provide additional training to council or boards on how to chair electronic meetings and the associated electronic meeting policies. Ideas to consider could include:

- Initiate a roll call in alphabetical order at beginning of each meeting to ensure those attending/ watching know who is present;

- Develop and provide scripts for Chairs to ensure that the rules of voting procedures are stated at the beginning of each meeting so all attendees are aware of procedure;
- Determine whether the Chair or Acting Chair must be physically present with the staff in council chambers to determine next steps in the event of a technology failure;
- Outline how to deal with connectivity issues or interruptions to video/audio (e.g. loss of quorum or during voting);
- Discuss where members may attend electronic meetings from (e.g. must be in B.C. or Canada due to FOI concerns);
- Provide clear expectations to members to remain connected throughout the entire meeting and set parameters around when members must be on or off camera or muted;
- Provide information to members on etiquette (e.g. lighting, privacy, use of virtual backgrounds).
- Develop a process the Corporate Officer will use to temporarily remove someone from a meeting due to a declared conflict of interest (e.g. person must disconnect or be placed in waiting room);
- Determine how quorum will be monitored and how it will be determined and recorded that a member is present, has left or returned to the meeting;
- Detail information on how voting will be handled in electronic meetings and how concerns about accuracy of the vote will be dealt with;
 - how to handle connectivity issues and potential legalities (e.g. when quorum might have been lost or when votes are recorded inaccurately)
 - how to ensure the public has clear info and managed expectations
- Provide a contact person for the public to contact with technical difficulties (e.g. email or telephone number on local government website and/or in the public notice);
- How staff will assist the chair to recognize council or board members or the public who may want to speak;
- If livestreaming ensure a staff member outside of the meeting checks and confirms that the livestream is working; and,
- Describe what will be used for backup technology if it fails during a meeting (e.g. regular phone conference line)

Aligning Corporate Policies and Procedures

Local governments may have supporting policies and procedures to review and amend to align with procedure bylaw amendments for electronic meetings. Electronic meeting policies can contain more details about electronic meeting processes and the technology used than the procedure bylaw itself. Having these details set out in policy may in turn help increase transparency, openness, accountability and consistency around electronic meetings.

Such policies may include:

- Electronic meetings policy (e.g. procedures for public question period; etiquette guidelines or tip sheet for electronic meetings; how personal privacy will be protected under Freedom of Information and Protection of Privacy Act)
- Records retention policy (e.g. recording and retention of electronic meetings);
- Technology policy (e.g. technology used to access meetings and closed meetings);
- Code of Conduct (e.g. include conduct for electronic meetings);
- Respectful workplace policy (e.g. inclusion of electronic meetings);
- Procedures for public participation in meetings (including delegations and public question period); and,
- Remuneration policy (e.g. for electronic attendance at meetings).

RESOURCES

Note: Once the legislation is in force, the procedure bylaw guidance about electronic regular and committee meetings will be incorporated into the Procedure Bylaw Guide: For B.C.'s Local Governments.

[Procedure Bylaw Guide: For B.C.'s Local Governments](#)

[Open Meetings: Best Practices Guide for Local Governments](#)

[Electronic Meetings & Public Hearings Considerations for Local Governments](#)

[Bill 10 – Municipal Affairs Statutes Amendments Act](#)

[Ministerial Order 192 Local Government Meetings and Bylaw Process Order No. 3](#)



1200 Hospital Bench
Trail, BC V1R 4M1
Phone: 250.364.3424
Fax: 250.364.5138
kbrhhealthfoundation.ca

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August 19, 2021

Village of Silverton
Attn.: Mayor Clarke and Council
Box 14
Silverton, BC V0G 2B0

Dear Mayor Clarke and Council

It is with much gratitude that I write this letter to you to thank you for your donation of \$425 for the ICU/HART Project, which was allocated through the Columbia Basin Trust – Community Initiatives Program. Your continued prioritization of KBRH, as our regional hospital, is noticed and appreciated!

The ICU/HART Project is a \$255,731 project that will provide state of the art equipment for KBRH's ICU department and the High Acuity Response Team (HART), to better meet the needs of critically ill and injured patients throughout the WKBRHD.

In our rural area, access to specialized care can be a challenge. Thus, building capacity, standardization of new technology and removal of end of life equipment across departments and regions is a high priority. Equipment standardization allows healthcare professionals to quickly understand and use equipment, resulting in faster response times to treatment needed.

KBRH is also experiencing an increase in the number of bariatric patients requiring care. Bariatric patients will be able to remain local for their care if adequate equipment is on site to meet their specialized needs. Critically ill patients, regardless of age, will receive enhanced treatment and care with the purchase of this suite of equipment.

Your continued support of healthcare improvements at KBRH is critically important for our regional hospital and all citizens of the Kootenay Boundary. Thank you again for partnering with us to upgrade vital, medical equipment in KBRH's ICU Department and for our regional High Acuity Response Team.

Sincerely,

Lisa Pasin
Executive Director
KBRH Health Foundation

RECEIVED
Aug. 24/21

Administrative Report: Hillary Elliott, CAO

Village of Silverton Council

Regular Meeting – September 8, 2021

This administrative report covers the period August 21, 2021 to September 3, 2021 as to the activities, functions, and meetings I have attended in my capacity as Chief Administrative Officer for the Village of Silverton.

This month the CAO continued to be very busy with calls and research with other agencies regarding COVID 19; most pertinently regarding the **new information regarding re-opening and its impacts** on the **Village operations/revenues, user groups, and facilities.**

DUE TO THE CONSTANT CHANGES, COVID 19 continues to impact all aspects of the Village and continues to add to the staff workload to keep up with current regulations and requirements.

SET MEETING DATE FOR NEXT COMMITTEE OF THE WHOLE:

OCTOBER 27TH AT 4PM

The CAO posted 3 Employment Opportunities, deadline for all 3 positions is September 30, 2021 at 4pm.

Financial Operations/Capital Projects:

Staff have been busy getting quotes, contacting professionals, working with the CFO for the 2021 budget and the activities it outlines for staff to accomplish within this fiscal year

Functions:

The CAO is continues to work through the complex and onerous set up for the Village of Silverton as a payee option at most Financial Institutions that must be completed for each institution separately with each having a different process. I was finally able to receive support from Central One and will be following up in the next month, time dependent. This is an important function for the Village to offer and is still a work in progress.

Projects:**Bylaw Officer Update**

Staff continue to work on this initiative collaboratively with New Denver and Slocan. There was a disruption in research and discussions due to staffing changes in New Denver. However, work has resumed, and staff will provide an update when information is available.

RDI Climate Adaptation Project-New Phase

Staff will have met with our new partners at RDI and Flipside Sustainability.

This is an exciting initiative called the Asset Management Support Program that is being delivered through Selkirk's Rural Climate Adaptation Capacity Building Project, the project facilitators are our previous Climate Adaptation partners, Alison Shaw and Kacia Tolsma of Flipside Sustainability/ICABCCI.

This is a very important aspect of making sure the information learned and data collected is transferred to our Asset Management Plan and can be then used and updated easily to provide reports to Council for informed decision-making.

Asset Management Phase 3 and Climate Adaptation Initiatives:

We were successful with our 2021 grant application and more partner communities have also received the good news. We continue to work with LandInfo Technologies for long-term solutions and staff will catch up on all the great work done this month regarding Phase 3 for capacity building, as well as, update our data. LandInfo Technologies will be working with us once again with other partners through the RDI project mentioned above and anything else that is appropriate for keeping this file up-to-date and viable.

It is the intent to have the GPS from the Urban Forest project and the Wayfinding project placed into the GIS software for asset management best practices.

Fire Resiliency 2020-2021 for Silverton, Slocan, and New Denver in Partnership with SIFCo

The team just submitted a final report for previous years' work. Currently Silverton is completing a 2020 initiative of FireSmarting a Village building to showcase for the community. The Silverton Fire Hall is getting the FireSmart upgrades and work is complete!

Village Office Upgrades/Renovations

This file is currently being reviewed due to construction costs rising since the budget was allocated and the need for a new heating system that is past due for replacement. Information will be presented to council when it is available.

Urban Forest/Tree Management Project

The contractor that compiled a report for Kaslo regarding this project has been contacted. Please refer to Item G1.

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 scheduled to be completed by the end of 2021. More information to come in the next few months.

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, is scheduled to begin in Fall of 2021 after the closing of the campground this season on September 13, 2021; with completion in Spring of 2022 before the traditional opening of the campground in May. The Building Permit was submitted by the CAO last week and will follow all building permit and other bylaw requirements within the Village.

Public Works:

Have continued to meet and worked with several of our project partners to complete the Council initiatives for Fire Resiliency, ICABCCI, RDI Climate Adaptation, Asset Management, and contractors for project timelines, plans and completion of 2021 capital projects and to compile all the different information to meet with stakeholders, contractors and professionals required for the various works.

Staff have been busy with work on:

- Carrying out the 2021 work plan
- Working with CBBC regarding infrastructure in the Village and on Village property for internet backbone services
- Lakeside Campground living quarters project
- Fire Hall building upgrades complete! Exterior landscaping completed
- Unplanned/budgeted hazardous tree removal clean up is complete
- Compiling quotes and data for grant applications and capital projects in 2021
- Water capital project on-going
- Planning and prepping for installation of bear proof garbage bins
- Following up on numerous community needs and requests
- Lots of grass maintenance still this time of year
- Position for public works assistant advertised

Staff continue to be very busy regarding COVID 19, how it affects the present Village operations and future measures to put in place to mitigate risks to operations for the “re-opening”. **This is on-going and continuing to change.**

CAO Meetings:

Weekly meetings with Mayor Ferguson.

Completion of 3 major building permits and corresponding administrative requirements, as well as, research and considerable discussion/meetings/correspondence of future building projects and building permits that will be expiring.

Met with provincial and local government and other partners for our on-going 2021 capital projects while managing the projects and the funding.

Had correspondence with several community members/groups regarding concerns, requests, or questions and following up from correspondence to Mayor and Council.

Met with staff regularly.

CAO Training/Courses:

None at this time.

Hillary Elliott, CAO