

THE CORPORATION OF THE VILLAGE OF WARFIELD

Committee of the Whole

A G E N D A

A Committee of the Whole session of the Council of the Village of Warfield to be held on Monday December 13, 2021 at approximately 1:00 p.m. In an electronic/video format in conformance with the Village of Warfield Procedure Bylaw 847 as amended by Bylaw 904, Part 4.(1)

1. Convene as Committee of the Whole

2. Council Resolution for Electronic Meeting:

RECOMMENDATION: THAT the Council of the Village Warfield approve the electronic meetings to continue being held in an electronic/video format in conformance with the Village of Warfield Procedure Bylaw 847 as amended by Bylaw 904, Part 4.(1)

3. Adoption of the Agenda

RECOMMENDATION: THAT the agenda be adopted as presented.

4. Village of Warfield Strategic Goals and Actions

- a) Review of the Village of Warfield Strategic Goals and Actions, Year 1: 2021 and Year 2: 2022

5. Village of Warfield Appointments & Liaison/Portfolios

- a) Review of the Village of Warfield Appointments and Liaison/Portfolios

6. Council Discussion

7. Motion to Report to Next Council Meeting

- a) Recommendations as Agreed by Committee (if any)

8. Adjournment

Village of Warfield
Strategic Goals and Actions
Year 1: 2021

Strategic Goal	Action	Priority	Lead(s)	Target	Completion/Comments	Update Dec 2021
Improving Our Infrastructure	Water: - Pre-design studies - Intake and treatment plant assessment	#1	CAO/CFO, Contract/P W staff	4th Q/2021	Underway	Locations for in-takes are being studied - on track WTP plant assessment almost complete - on track
	Beaver Bend park and trail remediation and development	#1	CAO/CFO, Contract/P W staff	3rd Q/2021	Underway; Phase I (of IV) complete	Plan and RFP will be done by Jan 31 '22 - work to start in Spring
	Wellington sewer lines and culverts: - Assess cost - Pre-design study	#2	CAO/CFO, Contract/P W staff	4th Q/2021		RDKB conversation
	Burns Ave water/sewer realignment	#2	CAO/CFO, Contract/P W staff	3rd Q/2021 (dependent on grant awards)	Feasibility study and tender docs complete, grant applications submitted	Denied application. Will go to capital budget session
	Pool - Prioritize COVID recovery funds for: - wi-fi - re-opening Summer 2021 - operations - upgrades for accessibility	#1 #2	CAO/CFO, Contract/P W staff	2nd Q/2021 3rd Q/2021, 2022		Completed wi-fi, re-opened, operated perfectly, Accessibility upgrades perhaps 2022
Trail Creek flood concerns: - Flood mitigation study needs to be regional - Approach RDKB and neighbouring communities for collaboration/coordination	#4	Mayor, Council	4th Q/2021	Advocacy needed	RDKB discussions	

Strategic Goal	Action	Priority	Lead(s)	Target	Completion/Comments	Update Dec 2021
Building Strong Asset Management Practices	Phase 2 - GIS mapping - replacement costs	#1	CAO/CFO, Contract/P W staff	4th Q/2021	Underway	LandInfo Tech continuing work.
	Continue to address infrastructure investment gap through sound asset management practices	#1	Council, CAO/CFO, Staff, Infra. Advisory Committee	Ongoing	Ongoing; Early stages; identification and prioritizing, risk assessment	Understaffed in the past to prioritize this, 2022 budget sessions will be more involved in Cap. Asset Mngt planning.
	Update Active Transportation Plan	#2	CAO/CFO, Contract/ Staff	4th Q/2021	Initial review underway	Beaver Bend Trail will be updated in the ATP 2022
Governance Excellence	Bylaws and Policies - - Initial review - Identify updates - List and prioritize - Bylaw mediation in place - Share new policies publicly to encourage civic understanding and participation	#2	CAO/CFO, Contract/St aff	4th Q/2021	Zoning Bylaw underway, target completion March; Building Bylaw target completion November; Subdivision and Servicing Bylaw target 2023; Full suite of financial policies development, target 2025	Zoning Bylaw complete. New Bylaw staff will have recommendations for enforcement and priority will be the Fine structure and maybe a couple other bylaws. Bylaws are very Time consuming.
	Use Committee of the Whole as needed	#1	Mayor, Council	Ongoing		Council to engage more when needing discussion
	Staff to provide timely budget process and timely periodic financial reporting at the Council table on budgets and financial position	#1	CAO/CFO, Staff	Ongoing		The addition of CFO will help with this in 2022

Strategic Goal	Action	Priority	Lead(s)	Target	Completion/Comments	Update Dec 2021
	Staff reports/updates: <ul style="list-style-type: none"> - Every council agenda - Reference strategic goals, priorities, vision - Projects and resolutions status report 	#1	CAO/CFO, Staff	Ongoing		Staff Completed this throughout 2021. The reporting needs to be focused on what happens for the strategic priorities, not all operations need to be divulged. In 2022 going forward Council also to have reports to staff on their committees, initiatives, and projects every meeting.
	Succession planning for all staff; evaluate and structure management positions	#1	CAO/CFO, Contract/ Staff	4th Q/2021	Underway	Council succession planning as well in 2022
Teamwork Excellence	Council-to-staff/ Council-to-Council constructive chats: <ul style="list-style-type: none"> - At least quarterly - Teamwork/well-being check-in 	#2	Mayor, Council, CAO/CFO, Staff	1st Q/2021	Ongoing	
	Review key Committees <ul style="list-style-type: none"> - Consult with existing committee members for needs - Identify and prioritize 	#3	Mayor, Council, CAO/CFO, Staff	3rd Q/2021		Council need to focus strategic priorities and not have too many committees to overwhelm staff
Strategic Advocacy and Collaborative Relationships	Advocate to the Province of BC for a serious carbon pricing regime and substantive building retro-fit programs	#1	Mayor, Council	3rd Q/2021	UBCM convention advocacy meetings	Update from council

Strategic Goal	Action	Priority	Lead(s)	Target	Completion/Comments	Update Dec 2021
	Reliably collaborate and partner in strategic efforts	#2	Mayor, Council, CAO/CFO	1st Q/2021	Ongoing	Update from council
	Council to build/maintain relationships: <ul style="list-style-type: none"> - provincially and federally - attendance at UBCM/FCM for advocacy purposes 	#3	Mayor, Council	3rd Q/2021	Ongoing	Update from council
	Develop plan/policies addressing systemic racism and reconciliation: <ul style="list-style-type: none"> - training and education for staff and council - engage with local Indigenous groups. 	#4	Policy Committee	1st Q/2021	Ongoing; implementation target 2025 or sooner	Update from council

Village of Warfield

Strategic Goals and Actions

Year 2: 2022

The following Goals and Actions are to be reviewed by Staff and Council in 4th Quarter 2021 for further planning, specificity, and target dates.

Strategic Goal	Action Item	Priority	Lead(s)	Target	Viability/time-line
Improving our Infrastructure	Forrest Drive sewer lift: - Upgrades	#2 #1	CAO/CFO, Contract/P W staff	3rd Q/2022	Jan 2022 budget talks for capital budgeting
	Implementation - Active Transportation Plan	#2 NA	CAO/CFO, Staff	4th Q/2022	Not priority – PW can try to maintain trails and CKISS to help with invasive plants
Building Strong Asset Management Practices	Funding and financing strategy - water	#1	CAO/CFO, Staff	1st Q/2022	In-take and WTP will be brought to council to review and decide how to proceed.
	Comprehensive drainage plan	#2	CAO/CFO, Contract/P W Staff	2nd Q/2022	Beaver Bend storm will be looked at
	Funding for current sewer and storm infrastructure - replacement	#3	CAO/CFO, Contract/P W Staff	4th Q/2022	2022 Budget discussions
Governance Excellence	Implement management restructuring	#1	Mayor, Council, CAO/CFO	1st Q/2022	CFO hired, definite improvement in CAO/CO time constraints
	Implement internal and external communications and engagement policies and strategies, including timelines and detailed responsibilities of Mayor, Council, and staff.	#2	Mayor, Council, CAO/CFO, Policy Committee	2nd Q/2022	Underway but needs to be discussed and improved.
	Implementing a detailed continuing education and training policy for Mayor, Council, and staff, with yearly priorities	#3	Mayor, Council, CAO/CFO	Policy: 2nd Q/2022; Implementa tion: 2023	Training courses were hard to attain for staff. 2022 will be better, but time constraints are big

Strategic Goal	Action Item	Priority	Lead(s)	Target	Viability/time-line
	Fund and implement a credible and consistent bylaw enforcement program: - Develop collaboratively with other regional small communities	#4	CAO/CFO, Staff	1st Q/2022	Completed and Implemented Bylaw Services Agreement with Rossland
Teamwork Excellence	TBD if needed		Mayor, Council, CAO/CFO, Staff		
Strategic Advocacy and Collaborative Relationships	TBD if needed		Mayor, Council		

Village of Warfield
Strategic Goals and Actions
Year 3: 2023

The following Goals and Actions are to be reviewed by Staff and Council in 4th Quarter 2022 for further planning, specificity, and target dates.

Strategic Goal	Action Item	Priority	Lead(s)	Target	Completion/Comments
Improving Our Infrastructure	Water - tender documents, tendering	#1	CAO/CFO, Contract/PW staff	2nd Q/2023	
	Repair/replace/install flood-related infrastructure at Trail Creek (road, culverts, bridges) - Years 3-5	#3	CAO/CFO, Contract/PW staff	4th Q/2023 or later	RDKB discussions could bring this to 2022
	Pool - TBD	#2	CAO/CFO, Contract/PW staff		2022 spring assessment and COVID restart \$ may have the pool tended to before 2023
Building Strong Asset Management Practices	High level long-term servicing plan, including water, sewer, and drainage systems	#1	CAO/CFO, Contract/PW staff	3rd Q/2023	Budget planning starting in 2022
	Long term financial plan for capital replacement costs		CAO/CFO, staff	4th Q/2023	Budget planning starting in 2022
Governance Excellence	Service Delivery Review and funding model	#1	CAO/CFO, contract staff	3rd Q/2023	Budget planning starting in 2022
	Subdivision and Servicing Bylaw		CAO/CFO, Contract/PW staff	4th Q/2023	Budget planning starting in 2022
Teamwork Excellence	TBD		Mayor, Council, CAO/CFO, Staff		

Strategic Goal	Action Item	Priority	Lead(s)	Target	Completion/Comments
Strategic Advocacy and Collaborative Relationships	Leverage the efforts of the Warfield Food Action Committee to improve access, affordability and availability of food within the community	#4	Mayor, Council	4th Q/2023	
	Amalgamation - New council to review/evaluate history and discuss, if desired	#3	Mayor, Council	4th Q/2023	

Village of Warfield
Future Strategic Goals and Actions
Years 4-5: 2024-2025

The following Goals and Actions, along with all above Strategic Priorities, Goals, and Actions are to be reviewed by Staff and Council in 4th Quarter 2023 as part of a comprehensive Strategic Planning process.

Strategic Goal	Action	Priority	Lead(s)	Target	Comments
Improving Our Infrastructure	Water infrastructure - intake, upgrades to plant	#1	CAO/CFO, Contract/PW staff	4th Q/2025	
Building Strong Asset Management Practices	Asset management planning: <ul style="list-style-type: none"> - move into a funding model - long term financial plans for operations and capital replacement projects 	#2	CAO/CFO, Contract/PW staff		
Governance Excellence	Develop a suite of financial policies: <ul style="list-style-type: none"> - Reserve policy - Equipment replacement policy - Infrastructure Reserve Policy - Long Term Financial Plan 	#1	CAO/CFO, staff		Budget and plan starting in 2022
	Consistent, clear progress on Food Security and 100% Renewable pledges	#3	Mayor, Council, CAO/CFO, staff		
Teamwork Excellence	TBD		Mayor, Council, CAO/CFO, Staff		

VILLAGE OF WARFIELD APPOINTMENTS & LIAISON/PORTFOLIOS

Deputy Mayor Appointment (Village of Warfield Procedural Bylaw 847)

Councillor Parkinson

Standing Committee Appointments (Section 141 of the *Community Charter Act*)

Policy Committee
Chair: Councillor Yunkws
Mayor Langman
Councillor Hill

Labour Relations Committee
Chair: Mayor Langman
Councillor Yunkws
Councillor Parkinson

Select Committee Appointments (Section 142 of the *Community Charter Act*)

Infrastructure Committee
Councillor Hill
Alternate: Councillor Maslek
Community Members:
Warren Proulx - Chair
Howie McMeekin
Grant Lenarduzzi
Patrick Gauvreau

Special Events Committee
Councillor Jim Hill Alternate: Councillor Yunkws
Community Members:
Sarah Eyres
Lauren Daniels
Vanessa Cedarberg

Warfield Youth Action Network
Oversight Committee
Chair: Mayor Langman Alternate: Councillor Yunkws
Staff Member: CAO Cresswell
Community Members:
Webster School: Principal Brian Stefani
JL Crowe Secondary School: vacant at present
Parent: Sarah Eyres
Youth: Ella Phillips-Frisk
Community Representative(s):
Geoff Harrison
Betty Anne Marino
Lisa Milne
Lynn Proulx

External Committee Appointments/Liaisons/Portfolios:

Age Friendly Regional Liaison	Councillor Parkinson
Ktunaxa Kinbasket Treaty Advisory Committee	Councillor Parkinson
	Alternate: Councillor Yunkws
Lower Columbia Community Development Team	Councillor Masleck
Municipal Insurance Association	Councillor Parkinson
	Alternates: Mayor Langman
Restorative Justice Committee	Councillor Hill
Trail Health and Environment Committee	Councillor Yunkws
Warfield Firefighters Liaison	Councillor Parkinson
Webster School Liaison	Mayor Langman
West Kootenay Boundary Regional Hospital Board	Councillor/RDKB Alternate Director Parkinson
	Alternate: RDKB Director/Mayor Langman

BY COUNCIL MEMBER

Member	Village Committees	External & Liaison Appointments
Langman	Mayor Labour Relations Committee: Chair WYAN Oversight Committee: Chair Warfield Food Advisory Committee Chair Policy Committee Ex-Officio all committees	RDKB Director (appointed by Council) RDKB Appointments – Board of Directors, Utilities, East End Services, Liquid Waste Management, East End Curbside Collection Working Group, Policy and Personnel, Columbia River Treaty Local Government Committee, Regional Broadband Committee, Education and Advocacy Committee) WKBRHD Alternate Director Webster School Liaison MIABC Alternate Trail Health & Environment Alternate
Hill	Infrastructure Committee Special Events Committee	Restorative Justice Committee
Masleck	Infrastructure Committee Alternate	LCCDTS
Parkinson	Labour Relations Committee	RDKB Alternate Director (Appointed by Council) WKBRHD Director Age Friendly Regional Liaison Ktunaxa Kinbasket Treaty Advisory Municipal Insurance Association Warfield Firefighters Liaison
Yunkws	Policy Committee: Chair Warfield Food Advisory Committee Chair Labour Relations Committee Special Events Committee: Alternate WYAN Oversight Committee: Alternate	Ktunaxa Kinbasket Treaty Advisory Trail Health & Environment

CITATIONS

Village of Warfield Procedural Bylaw 847

PART 3 - DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR

Section 8.

1. Annually in January the Mayor must designate a Councillor to serve as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.
2. The Councillor designated under section 8(1) must fulfill the responsibilities of the Mayor in his or her absence.

COMMUNITY CHARTER ACT [SBC 2003] C. 26

Division 4 — Committees, Commissions and Other Bodies

Standing committees of council

- 141** (1) The mayor must establish standing committees for matters the mayor considers would be better dealt with by committee and must appoint persons to those committees.
- (2) At least half of the members of a standing committee must be council members.
- (3) Subject to subsection (2), persons who are not council members may be appointed to a standing committee.

Select committees of council

- 142** (1) A council may establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to the council.
- (2) At least one member of a select committee must be a council member.
- (3) Subject to subsection (2), persons who are not council members may be appointed to a select committee.

Municipal commissions

- 143** (1) A council may establish and appoint a commission to do one or more of the following:
- (a) operate services;
 - (b) undertake operation and enforcement in relation to the council's exercise of its authority to regulate, prohibit and impose requirements;
 - (c) manage property and licences held by the municipality.

Authority to rescind appointment

- 144** The authority to appoint under this Division includes the authority to rescind the appointment at any time and appoint another person in place of the person whose appointment was rescinded.