

**THE CORPORATION OF THE VILLAGE OF WARFIELD  
MINUTES OF REGULAR COUNCIL MEETING #07-21**

Minutes of the regular meeting of the Council of the Village of Warfield, held Monday, July 12, 2021, at 1:00 p.m. In an electronic/video format due to the inability to provide COVID-19 spacing under the Province of B.C. Ministerial Order 192.

Present: Deputy Mayor C. Yunkws  
Councillor A. Parkinson  
Councillor R. Masleck  
Councillor J. Hill

Staff Present: Jody-Lynn Cox, CO/CFO  
Lila Cresswell, CAO  
Melissa McGee, Administrative Clerk II

Absent: Mayor D. Langman

Gallery: Rebecca Richards – Left at 1:33 pm  
Dino Dorazio – Left at 1:33 pm  
Jacomien Van Tonder – Left at 1:33 pm  
Neal Smith

**Call to Order**

Mayor Langman called the meeting to order at 1:00 p.m.

Moved/Seconded

For the regular Council meeting of the Village of Warfield to be held in an electronic/video format due to the inability to provide COVID-19 spacing under the Province of B.C. Ministerial Order 192, on Monday, July 12, 2021, at 1:00 p.m.

CARRIED 2021-112

**Adoption of Agenda**

Moved/Seconded

Councillor Masleck recommended that the Committee of the Whole meeting be moved to after Financial Matters for better flow of the meeting.

THAT: The Agenda be adopted as amended and FUTHER THAT the Committee of the Whole meeting be moved to after Financial Matters.

CARRIED 2021-113

**Presentation**

a. Lower Columbia Initiatives Corporation – Rebecca Richards, Jacomien Van Tonder, Dino Dorazio  
Mr. Dorazio updated Council on the resignation of the Executive Director resulting in a structural change within the organization leading to the creation of two lead roles with Rebecca Richards as the Director of LCIC and Jacomien van Tonder as the Director Metal Tech Alley. Council discussed the reasons for change and benefits of the decision moving forward.

Ms. Van Tonder updated Council on the ICE 2021 Conference, 2019 – 2021 partner and resource funding and the subsequent results including job and company creation, workshop participation and skilled workers and companies attracted to the Region. Ms. Van Tonder shared plans for future projects and programs with Metal Tech Alley.

Ms. Richards updated Council on the key LCIC activities including operations management, partnerships with economic development agencies and date-driven programming.

**Approval of the Minutes**

- a. Minutes of the Regular Council Meeting #06-21 Held June 14, 2021

Moved/Seconded

THAT the minutes of the Regular Council meeting #06-21 held June 14, 2021, be adopted as presented.

CARRIED 2021-114

- b. Minutes of the Special Meeting #04-21 Held June 28, 2021

Moved/Seconded

THAT the minutes of the Special Meeting #04-21 held June 28, 2021, be adopted as presented.

CARRIED 2021-115

- c. Minutes of the Committee of the Whole Meeting #07-2021 Held June 28, 2021

Moved/Seconded

THAT the minutes of the Committee of the Whole meeting #07-2021 held June 28, 2021, be adopted as presented.

CARRIED 2021-116

**Consent Calendar**

Correspondence Listing: Dated July 12, 2021

Moved/Seconded

THAT the Correspondence Listing dated July 12, 2021, be received, and attached to the minutes for record.

CARRIED 2021-117

**Referrals from Prior Meetings**

Moved/Seconded

THAT the following motion be reported out from the May 10, 2021 Closed Meeting:

- THAT Jody-Lynn Cox be appointed Chief Administrative Officer/Corporate Officer for the Village of Warfield effective July 1, 2021;
- AND FURTHER THAT the Village of Warfield establish the position of Chief Financial Officer and hire same for October 1, 2021;
- AND FURTHER THAT the requisite amounts be included in the Village of Warfield Financial Plan 2021-2025.

CARRIED 2021-118

**Correspondence**

Moved/Seconded

- a. Email Correspondence from Erika Krest, Executive Director Trail & District Chamber of Commerce Requesting a Letter of Support for an Economic Development Planning and Research Grant

RECOMMENDATION: THAT the email correspondence from Erika Krest dated July 5, 2021, requesting a letter of support for an Economic Development Planning and Research grant be received and FURTHER THAT Council direct staff to return the letter of support.

CARRIED 2021-119

Moved/Seconded

b. Email Correspondence from Neal Smith, Resident of Warfield Regarding the Removal of Trees from the Boulevard on Whitman Way

RECOMMENDATION: THAT the email correspondence from Neal Smith dated July 6, 2021, regarding the removal of trees from the boulevard on Whitman Way be received.

CARRIED 2021-120

Moved/Seconded

c. Email Correspondence from UBCM Regarding the 2021 UBCM Convention's Provincial Appointment Book and Meeting Requests

RECOMMENDATION: THAT the email correspondence from UBCM dated July 7, 2021, regarding the 2021 UBCM Convention's Provincial Appointment Book and Meeting Requests be received that FURTHER THAT Council determine which meetings they wish to book, topics and who will attend.

CARRIED 2021-121

Council discussed tree removal policy, removal of dead, dangerous and dying trees, and the potential benefit of using the City of Trail as a resource to acquire a tree list.

Moved/Seconded

RECOMMENDATION THAT: Staff research hiring of a consultant to recommend replacement tree plan for the Village and FUTURE THAT if sufficient money from tree budget remains at the end of season, staff hire the consultant to carry out work.

CARRIED 2021-122

Council discussed the UBCM Convention Appointment Book, past topics that previous Council brought forward and that the MACC staff meeting requests deadline is August 13, 2021.

## Reports and Memoranda

Moved/Seconded

- a. Action Items Status Report – July 2021
- b. RDKB Permits – May 2021
- c. Regional Age-Friendly Coordinator Project Final Report – June 14, 2021
- d. Staff Report – CAO/CO – July 12, 2021
- e. RCMP Report – 2<sup>nd</sup> Quarter
- f. Subdivision Application – 365 Laurier Drive
- g. Planning Report – Development Permit Application – Benedict's Steakhouse

THAT the following reports be received:

Action Items Status Report – July 2021

RDKB Permits – May 2021

Regional Age-Friendly Coordinator Project Final Report – June 14, 2021

Staff Report – CAO/CO – July 12, 2021

RCMP Report – 2<sup>nd</sup> Quarter

Subdivision Application – 365 Laurier Drive

Planning Report – Development Permit Application – Benedict’s Steakhouse

RECOMMENDATION: THAT the Development Permit Application by Benedict’s Steakhouse and Tunnel Pub be approved and the proposal as approved be register on title.

CARRIED 2021-123

Council discussed fire mitigation, bylaw enforcement, and watering restrictions within the Village.  
Council discussed the protocols surrounding the DPA application by Benedict’s Steakhouse.

Moved/Seconded

Councillor Masleck made a RECOMMENDATION: THAT the Warfield Centennial Pool be referred to the Infrastructure Committee to assist in future maintenance, operations, and asset management.

CARRIED 2021-124

**Financial Matters**

Schedule of Accounts to July 7, 2021

Moved/Seconded

THAT the commitments and expenditures represented by the accounts payable listed below are authorized and that their payment in the amount of one hundred ninety-three thousand, three hundred thirty-seven dollars and ninety-nine cents be approved.

Accounts Payable Cheques #10344-10411	\$102,893.91
EFT Payments	\$22,415.67
Payroll #11, 12, & 13	<u>\$68,028.41</u>
TOTAL EXPENDITURE & PAYMENT APPROVED	<u>\$193,337.99</u>

CARRIED 2021-125

**Motion to Convene as Committee of the Whole**

Council moved into Committee of the Whole at 2:21 p.m.

Moved/Seconded

RECOMMENDATION: THAT the Committee of the Whole rise and report to Council its first round of specific recommendations to amend Bylaw 847 Community Charter Council Procedure Bylaw – 2017.

**Recommendations:**

The Committee of the Whole will report to the Council meeting with the following recommendations:

- THAT Part 4 – 15 (1) (n) read “Member Reports and Inquiries”
- THAT Part 4 – 18 (1) read “majority vote”
- THAT Part 5 – 28 to add “include copies of the bylaw in the agenda package”
- THAT Part 5 – 29 (a) read “be printed or distributed electronically”
- THAT Part 7 – 41(b) read “a member must not speak longer than 10 minutes at a time to allow others to speak to the same question for the purpose of discussion “.
- THAT Staff review the bylaw to correct any grammar or formatting errors.

CARRIED 2021-126

**Council Member Reports and Inquiries**

Moved/Seconded

- a. Council Report – Councillor Masleck
- b. Council Report – Councillor Yunkws

CARRIED            2021-127

Council discussed the minutes from committee meetings be included at the Council regular meeting agendas where committee recommendations will be seen by Council when necessary and be voted on.

**Visitor Question Period**

Mr. Smith inquired about the process and plans for council meetings to be held in person and possibly move them to the Community Hall. Council discussed future planning and the logistics of transitioning back to in person meetings.

**Adjournment**

On a motion by Councillor Masleck the meeting adjourned at 3:11 p.m.

I hereby certify the foregoing minutes to be a true and correct account of the regular meeting #07-21 of Council held on July 12, 2021.

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Diane Langman  
Mayor

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Jody-Lynn Cox  
Corporate Officer