

**THE CORPORATION OF THE VILLAGE OF WARFIELD
MINUTES OF REGULAR COUNCIL MEETING #11-21**

Minutes of the regular meeting of the Council of the Village of Warfield, held Monday, November 8, 2021, at 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)

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

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

Gallery: Erik Kalacis – Left meeting at 1:23 p.m.
Krista Ash

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 in conformance with the Village of Warfield Procedure Bylaw 847 as amended by Bylaw 904, Part 4.(1), on Monday, November 8, 2021 at 1:00 p.m.

CARRIED 2021-164

Adoption of Agenda

Moved/Seconded

THAT Agenda #11-21 be adopted as presented.

CARRIED 2021-165

Delegation

Community Futures – Erik Kalacis, Executive Director

Erik presented Council with information on the Greater Trail Region's Economic Resilience Action Plan (ERAP) website project to explain the scope of the project and the \$850.00 donation request from the October 12, 2021, Council meeting. Erik explained the background of the project and the importance of business preparedness and minimization of community disruption if a disaster was to occur in our region. The website will serve businesses and citizens with one centralized and trusted on-line resource with current and relevant information.

The goal of ERAP would be to allow for a reliable resource for communities and businesses to turn to for up-to-date information on anything from business preparedness and readiness to evacuation and travel routes. The website supports the RDKB, TDCC and LCIC websites and is not a duplicate of services. Community Futures and community groups are meeting to prepare a presentation for stakeholders that hopes to be made available by early 2022.

Erik explained the break down of donations from other municipalities and businesses in the region and that the cost for the website is estimated to be \$33,000.00. Erik and Council discussed that there would be no annual recurring costs to the Village, and it is a one-time request.

CARRIED 2021-166

Approval of the Minutes

- a. Minutes of the Regular Council Meeting #10-21 Held October 12, 2021
Moved/Seconded
THAT the minutes of the Regular Council meeting #10-21 held October 12, 2021, be adopted as presented.

CARRIED 2021-167

- b. Minutes of the Warfield Food Advisory Committee Meeting #06-21 Held June 22, 2021
Moved/Seconded
THAT the minutes of the Food Advisory Committee meeting #06-21 held June 22, 2021, be received as presented.

CARRIED 2021-168

Councillor Masleck and CAO Cox discussed the process of bringing committee meeting recommendations forward to Council.

Consent Calendar

Correspondence Listing: Dated November 8, 2021

Moved/Seconded

THAT the Correspondence Listing dated November 8, 2021, be received, and attached to the minutes for record.

CARRIED 2021-169

Correspondence

- a. Email Correspondence from Alina Konevski, Program Coordinator – Delivery of Benefits Columbia Basin Trust Informing the Village of Warfield of the Crown Land Wildfire Risk Reduction Program – Columbia Basin Economic Recovery Initiative
Moved/Seconded
THAT the email correspondence from Aline Konevski, informing the Village of Warfield of the Crown Land Wildfire Risk Reduction Program – Columbia Basin Economic Recovery Initiative be received.

CARRIED 2021-170

Council determined that due to an overabundance of initiatives at this time, the Village will pass but hopes to see this offered again in the future.

Reports and Memoranda

- a. Action Items Status Report – November 2021
- b. Trail and Greater District RCMP Mayors Report – Quarters 1, 2 and 3
- c. Staff Report, Burning Bylaw – Melissa McGee
- d. Staff Report – Public Works Foreman
- e. Preliminary Plan Approval Report – 511 Turner Street
- f. Staff Report – CAO Report

Moved/Seconded

THAT the following reports be received:

Action Items Status Report – November 2021

Trail and Greater District RCMP Mayors Report – Quarters 1, 2 and 3

Staff Report, Burning Bylaw – Melissa McGee

Staff Report – Public Works Foreman

Preliminary Plan Approval Report – 511 Tuner Street

Staff Report – CAO Report

CARRIED 2021-171

Councillor Masleck requested to see the completed pool action item list from the Public Works and Manager Pool reports. Councillor Yunkws requested more information on office renovations and the Covid Relief Grant. CAO Cox confirmed that the office renovations do fall under the allowances of the grant as they are addressing current issues such as ventilation, communications and spacing. Further investigation is needed to determine if continuing the renovations throughout the building and into Council Chambers would be deemed acceptable under the grant guidelines.

Councillor Masleck asked for an update on the replacement tree list. CAO Cox updated Council that we are currently still taking trees down and the hiring of a consultant to replant trees has not happened yet.

Moved/Seconded

THAT: Staff present Council with a list of replacement trees by March 31, 2022,

CARRIED 2021-172

Councillor Masleck inquired as to the bylaw writing process. CAO Cox explained that the recommendations in the burning bylaw report are items that staff needs Council direction on. Councillor Hill and CAO Cox discussed a public consultation option, and the idea that staff believes we have heard from both sides of the public in relation to campfires and open burning.

Councillor Yunkws reaffirmed her position that she would like to move forward with Option B and suggested that an incentive could be put in place, using funds from the 100% Renewable Energy to encourage people to change their wood burning fire pits to gas.

Moved/Seconded

THAT: Staff prepare a Burning Bylaw banning campfires and open burning within the Village of Warfield.

CARRIED 2021-173

Councillor Hill opposed.

Councillor Parkinson suggested that gas burning fire pits may not need to be written into the bylaw as barbeques would fall under the same category and barbeques which are allowed into the Village. Councillor Yunkws, Mayor Langman and CAO Cox discussed what a fine and fee schedule may look like and that the Burning Bylaw be presented and passed by Council no later than April 2022. Discussion surrounding more public input on the topic was discussed. Councillor Masleck suggested having a first reading once a draft Burning Bylaw is written and at that time ask for input from the public so that Council can either reconsider or move forward. Mayor and Council was reminded that a draft burning bylaw was presented to them at

the April 12, 2021, meeting.

Councillor Yunkws thanked staff and the Public Works crew for helping the Warfield Food Advisory Committee with preparing the pollinator plot locations.

CAO Cox updated Council on the application for a subdivision of 511 Turner which would allow for the secondary property to be conforming.

CAO Cox updated Council that one of the plow trucks needs significant repairs and did not pass inspection. Staff is awaiting a quote from Crawford on a used plow truck and a potential trade in for the old plow. Changes to the 2021 budget to amend the capital plan to supply funds for the purchase of a used plow will allow the Village to purchase without financing. Councillor Masleck inquired about regular inspections so that repairs can be made in a timelier manner moving forward. CAO Cox confirmed that the Public Works crew will continue to document more thoroughly so that funds can be allocated for machine and equipment replacement and repair. A plan to organized capital assets and better asset management will be put in place.

CAO Cox updated Council that a call was received from a resident on the 600 block of Forrest Dr. informing Village staff that there was a manhole leaking in front of their property. Public Works located a study that was done for the storm sewer lines from 2014 indicating that it was a problem area. Public Works was able to confirm that the line was collapsed after inspecting with the vactor truck. The collapsed line is not causing any back-ups to any residents. Marwest investigated the situation and determined that the Forrest Dr. sewer line will need to be replaced, flagging it as an emergency. The estimated cost for this project will be \$50 000.00. COA Cox will update Council when the quote from Marwest is received.

Council and CAO Cox discussed creating an infrastructure spreadsheet for areas that are flagged red on our GIS mapping matrix. CAO Cox explained that when the line is replaced it will be installed with brand new infrastructure that has a larger capacity. Councillor Yunkws inquired about the overall bigger issues with the sewer lines on Forrest Dr. CAO Cox explained that it does not make sense at this time to replace the entire sewer line as this current issue is located between two manholes, resulting in greater capacity issues only be fixed in this area at this time. Councillor Hill inquired about the cost of renting the vactor tuck. CAO Cox explained that the cost is high and purchasing a vactor truck has been on staff's radar, but more pressing expenses have arisen.

Financial Matters

Schedule of Accounts to November 3, 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-five thousand, nine hundred twenty-eight dollars and forty-three cents be approved.

Accounts Payable Cheques #10623 - 10673	\$132,690.76
EFT Payments	\$31,754.49
Payroll #20 & 21	<u>\$31,483.18</u>
TOTAL EXPENDITURE & PAYMENT APPROVED	<u>\$195,928.43</u>

CARRIED 2021-173

Councillor Yunkws inquired about the costs in relation to insurance and the current tree removal budget. CAO Cox confirmed that the cost is simply our yearly insurance and that the tree removal budget was set at \$71,000.00 and currently we have used \$36,000.00 for the Beaver Bend and Haig St. removals. Councillor Masleck inquired about the No Trespassing sign that has been put up at the entrance to Beaver Bend Park. CAO Cox informed Council that Hinterland has been hired to conduct a survey of the property lines in that location and the pathway at lower Murray Dr. is on private property. The Village is in discussions with the property owners and any repairs and works that need to be completed can be accessed from Village owned property.

Council Reports and Inquiries

Council Report- Councillor Hill

Council discussed the volunteer appreciation dinner, organizing a list of current volunteers, and safety protocols. Council to decide on the type of dinner, when the dinner will take place, and where.

Councillor Yunkws inquired about the report from Mandi at the Youth Action Network regarding the disc golf course at Dickens Park. An assessment of the park had been completed determining that a 9-hole course would be best suited for the park and that a quote will be presented to staff in the coming weeks. CAO Cox updated Council that Mandi and Vanessa have both resigned from their positions with the Warfield Youth Action Network. CAO Cox explained that the position is funded by the CBT and it is the Village's hope is to find someone to take over the coordinator position so that we do not lose funding. Advertisements for the position are currently on the Village website, Facebook page and in the Trail Times.

Mayor Langman and CAO Cox discussed the increase of people camping around the Village and various locations where personal items have been found. CAO Cox explained that discussions have occurred with the RCMP surrounding the matter. Councillor Masleck shared that there were discussions with the Lower Columbia Development Team about a supported housing facility in Trail.

Councillor Parkinson put forth the idea of making it mandatory for staff, council, and contractors to be vaccinated. CAO Cox updated Council that things are currently running smoothly with Village staff and that there are vaccinated and non-vaccinated rules in place for staff.

Moved/Seconded

THAT a mandatory vaccination policy be made for staff, Council, and contractors.

CARRIED 2021-174

Mayor Langman and CAO Cox discussed that a Policy Committee meeting needs to take place to further discuss this topic and pass a policy, staff do not draft the policies until direction from the Policy Committee occurs.

Moved/Seconded

THAT the mandatory vaccination policy be forwarded to the Policy Committee and report back a recommendation to Council.

CARRIED 2021-175

Visitor Question Period

Krista Ash spoke on behalf of neighbours who wish to continue using backyard campfires in their yards and hope to see more public engagement.

Council discussed moving forward with a public engagement piece for the burning bylaw. Councillor Masleck suggested that a draft burning bylaw should be written, engage in a public consultation and report back for further changes to the bylaw. Council was reminded there is a draft bylaw done by staff back in April 2021. Council discussed the logistics of holding a public engagement via zoom and if waiting for current restrictions on in person gatherings to change would be beneficial.

Adjournment

On a motion by Councillor Masleck, the meeting adjourned at 2:41 p.m.

I hereby certify the foregoing minutes to be a true and correct account of the regular meeting #11-21 of Council held on November 8, 2021.

Diane Langman
Mayor

Jody-Lynn Cox
Corporate Officer