

THE CORPORATION OF THE VILLAGE OF WARFIELD

Committee of the Whole Meeting #02-22

Minutes of the Committee of the Whole (COW) Meeting of the Village of Warfield, held Monday, February 9, 2022, at 9:30 a.m. in-person at the Village of Warfield Community Hall, Shutek Drive, Warfield B.C. and by electronic/video format in conformance with the Village of Warfield Procedure Bylaw 847, 2017 as amended by Bylaw 904, 2021, Part 4.(1).

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

Staff Present: David Perehudoff, CAO/CFO
Theresa Lenardon, Interim Corporate Officer
Warren Proulx, Consultant, Public Works

Call to Order

Mayor Langman called the meeting to order at 9:30 a.m.

Council Resolution for Electronic Meeting

Moved: Councillor Parkinson

Seconded: Councillor Hill

THAT the Council of the Village Warfield approve the electronic meetings to continue being held in conformance with the Village of Warfield Procedure Bylaw 847, 2017 as amended by Bylaw 904, Part 4.(1).

Carried 2022-09

Agenda Approval

Moved: Councillor Masleck

Seconded: Councillor Yunwks

THAT the agenda for the Committee of the Whole (COW) meeting for February 9, 2022, be approved as presented.

Carried 2022-10

The CAO/CFO introduced Warren Proulx, Public Works Consultant, who was requested to attend the meeting.

Business

2022 Budget Manual and 2022-2026 Five Year Financial Plan-Review Continued

Transportation Services (Brought over from February 7, 2022):

Public Works: The CAO/CFO explained the structure and context of Public Works and Transportation Services. He reviewed how Warfield Public Works has been functioning, the current staffing levels and capacity issues for service delivery. The CAO/CFO also provided suggestions on how to increase staffing capacity within the 2022 Budget and he suggested that staff develop Public Works Work Plan.

Council discussed equipment maintenance, options for increasing the Public Works staffing levels, and ways to deliver and manage the service, and it was;

Moved: Councillor Hill

Seconded: Councillor Parkinson

THAT subject to the adoption of the 2022 Budget and 2022-2026 Five Year Financial Plan, Council approve the addition of one full-time employee in Public Works.

Carried 2022-11

Street Lighting and Signage: Council reviewed the proposed funding for street lighting, and it was;

Moved: Councillor Yunwks

Seconded: Councillor Parkinson

THAT the proposed 2022 Transportation Services Budget be reduced by removing \$5,500 from Streetlighting and Signage.

Carried. 2022-12

Moved: Councillor Masleck

Seconded: Councillor Parkinson

THAT the proposed 2022 Transportation Services Budget be approved as amended.

Carried. 2022-13

Environmental Development Services (Brought over from February 7, 2022)

The CAO/CFO noted that this budget is for the management of land use services (e.g. planning and development). He advised that the *Community Charter* requires municipalities to appoint an Approving Officer. This position has specific statutory duties and responsibilities.

After discussion it was;

Moved: Councillor Yunwks

Seconded: Councillor Parkinson

THAT the CAO/CFO be directed to contact the Regional District of Kootenay Boundary (RDKB) to determine whether the RDKB would be willing to enter into an agreement with the Village of Warfield for the provision of planning services and for a RDKB staff member to be appointed as the Village's Approving Officer.

Carried 2022-14

Moved: Councillor Masleck

Seconded: Councillor Hill

THAT the proposed 2022 Environmental Development Services Budget be approved as presented.

Carried 2022-15

Recreation and Culture Services (Brought over from February 7, 2022)

The CAO/CFO provided a breakdown of the larger components included in the proposed 2022 Recreation and Culture Services Budget. There was a discussion on the Village's fees and charges for use of the various recreation and culture services and facilities.

Warfield Youth Action Network (WYAN): There was a review of the WYAN Program and the funding provided by the Columbia Basin Trust (CBT). Staff were directed to contact the CBT respecting the current status of funding agreements and to amend the budget if required once the required information from the CBT has been received.

Preschool: Council considered the funding allocation to the proposed Preschool Budget and reviewed the current user rates. It was noted that this service is required breakeven and should not be subsidized through taxation. Council directed staff to undertake a review of the Preschool rates and options for cost-recovery and to amend the budget. Staff was also directed to review the use of COVID Recovery funds to offset revenue losses in 2020 and 2021.

Staff was also directed to contact the Preschool Operator to discuss the budgetary requirements and to request the Operator to determine if it was feasible to develop a report for the purpose of tracking key performance metrics.

Moved: Councillor Parkinson

Seconded: Councillor Masleck

THAT staff be directed to invite the Preschool Operator to attend a future meeting of the Committee of the Whole (COW) or a future Council meeting to present information on the Preschool Program and to answer questions from Council. **FURTHER**, that the Preschool Operator or Village staff be directed to submit quarterly statistical reports for Council's review.

Carried 2022-16

Pool Operations & Maintenance: Staff reviewed and answered inquiries regarding the amounts allocated to pool maintenance and operations for 2022. The Public Works Consultant explained the works which need to be completed this year and he advised what can be accomplished using COVID Recovery funds. The CAO/CFO noted he would recalculate this budget to include COVID Recovery funds to offset the cost of work completed in 2022.

Moved: Councillor Langman

Seconded: Councillor Hill

THAT the amount of revenue related to the operations of the Pool in 2022 be amended to reflect the pre-Pandemic levels.

Carried 2022-17

Community Hall: There was a discussion on contracted services and other expenditures. Staff advised that COVID Recovery funds could be allocated to this service to offset lost revenue. It was agreed that the budget be amended to reflect the inclusion of these funds.

Parks: The proposed budget includes funds for summer students to assist with maintaining the Village's parks.

Community Beautification: Staff was directed to review adjustments of this funding by removing the funding for Beautification services and merging Beautification with the Food Advisory Committee. Staff will report back to Council regarding the flow-through of revenue.

Special Events: There was a discussion on the Village's 2022 special events that could take place depending on COVID restrictions. It was noted that special event planning should include a Volunteer Appreciation Dinner.

Food Advisory: Staff presented information on the funding provided to the Food Advisory Committee and which covers Committee activities.

Moved: Councillor Masleck

Seconded: Councillor Parkinson

THAT the proposed 2022 Recreation and Culture Services Budget be approved as amended.

Carried 2022-18

Fiscal Services

The CAO/CFO reviewed the overall proposed Fiscal Services Budget and explained the changes made, which result in a net reduction in the budget.

Moved: Councillor Parkinson

Seconded: Councillor Hill

THAT the proposed 2022 Fiscal Services Budget be approved as presented.

Carried 2022-19

Transfer to Reserves and Own Funds

Staff reviewed the summary of parcel taxes and transfers and answered questions from Council, and it was;

Moved: Councillor Masleck

Seconded: Councillor Hill

THAT the proposed 2022 Transfer to Reserves and Own Funds Budget be approved as presented.

Carried 2022-20

Transfer to Capital Fund

The CAO/CFO explained the funding that is transferred directly to the Capital Fund for general infrastructure improvements and upgrades.

There was a discussion respecting the use of Gas Tax funds for water and sewer utilities as well as for climate change, and it was;

Moved: Councillor Masleck

Seconded: Councillor Parkinson

THAT the proposed 2022 Transfer to Capital Fund Budget be approved as presented.

Carried 2022-21

Revenue-Sales of Service

Staff reviewed the adjustments to this budget and explained that in all cases the services are subsidized by property taxes.

Community Hall: There was a review of the various users, the costs to manage and maintain the hall and the current fees being charged for using the facility. There was a discussion on budgetary options that will provide cost-recovery to off-set the loss of revenue when the Community Hall is used with no charge to the user, and it was;

Moved: Councillor Parkinson

Seconded: Councillor Hill

THAT staff provide Council with reporting as it pertains to the historic use of the facility by groups that have not been charged; FURTHER, that the matter be returned to Council with the requested information which will be used to assess the appropriateness of establishing a rental waiver policy and to account for rental waivers and revenue lost against the grant account.

Carried 2022-22

There was further discussion with respect to the Sales of Service Budget and cost recovery, and it was;

Moved: Councillor Masleck

Seconded: Councillor Hill

THAT the proposed 2022 Revenue-Sales of Service Budget be amended and the Community Hall revenue be increased by \$10,000, the Special Events funding be increased to offset the expenses for this service and that the pool user fees and concession revenue be adjusted to pre-pandemic levels; FURTHER, that the Revenue-Sales of Service Budget be approved as amended.

Carried 2022-23

Revenue-Other Revenue Own Sources

Staff explained how this budget is developed and that “other revenue” is generated from fees which are paid for licenses, permits, fines, rentals etc. Staff answered inquiries respecting the current fees for Business Licenses and noted that staff will review the Business License Fee Bylaw to determine whether adjustments can be made for 2023.

There was a general discussion about possibly amending the current fees and user rates which are set out in the Village’s fees bylaws.

Council discussed the revenue generated from property tax searches, which are paid by legal firms during property transactions. This involves staff time and resources. It was noted that the current fee is intended to recover the direct cost. After review of this matter, it was;

Moved: Councillor Masleck

Seconded: Councillor Parkinson

THAT current fees for property tax searches be increased to \$50.00; FURTHER, that staff be directed to bring forward the required fees and charges bylaw to affect the change.

Carried 2022-24

Moved: Councillor Masleck

Seconded: Councillor Hill

THAT the proposed 2022 Revenue-Other Revenue Own Sources Budget be approved as amended.

Carried 2022-25

Revenue-Grants

Moved: Councillor Masleck

Seconded: Councillor Yunwks

THAT the proposed 2022 Revenue-Grants Budget be approved as presented.

Carried 2022-26

Revenue-Expenses Collections and Transfer

The CAO/CFO explained that this budget includes revenue from other governments (e.g. School District, Regional District of Kootenay Boundary, RCMP) and the transfer to other governments is based on the amounts collected. These budgets therefore offset one another and are revenue neutral.

Moved: Councillor Parkinson

Seconded: Councillor Hill

THAT the proposed 2022 Revenue-Expenses and Transfers Budget be approved as presented.

Carried 2022-27

Revenue Transfer Prior Years’ Surplus

Moved: Councillor Masleck

Seconded: Parkinson

THAT the proposed 2022 Transfer from Prior Years’ Surplus Budget be approved as presented.

Carried 2022-28

It was noted that the 2022 Water Operating and Sewer Operating Budgets will be brought over to the next Committee of the Whole (COW) meeting scheduled for February 16, 2022.

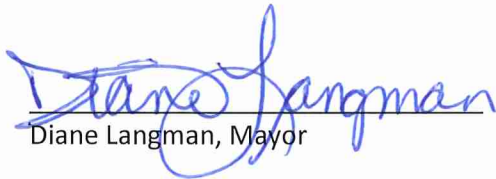
Rise and Report to Next Council Meeting

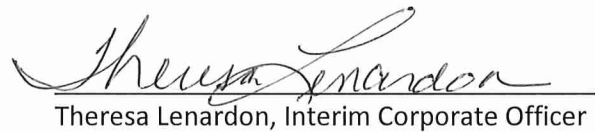
There were no items to rise and report to the next Council meeting.

Adjournment

On a motion by Councillor Masleck, the meeting adjourned at 11:27 a.m.

I hereby certify the preceding to be a true and correct account of the Village of Warfield Committee of the Whole meeting #01-22 held on February 7, 2022.


Diane Langman, Mayor


Theresa Lenardon, Interim Corporate Officer