

**THE CORPORATION OF THE VILLAGE OF WARFIELD
REGULAR MEETING #08-22**

A G E N D A

For the regular Council meeting of the Village of Warfield to be held at 555 Schofield Highway, Warfield, BC on Monday, August 8, 2022, at 1:00 p.m.

1. Call to Order

2. Adoption of Agenda

RECOMMENDATION: THAT Agenda #08-22 be adopted as presented.

3. Addition of Late Items

4. Delegation and Presentations

There are no delegations or presentations.

5. Approval of Minutes

a. Minutes of the Regular Council Meeting #07-22 Held July 11, 2022

RECOMMENDATION: THAT the minutes of the Regular Council meeting #07-22 held July 11, 2022, be adopted as presented.

b. Minutes of the Public Hearing Held July 11, 2022

RECOMMENDATION: THAT the minutes of the Public Hearing held July 11, 2022, be adopted as presented

6. Consent Calendar

There are no current agenda items.

7. Motions & Submission

There are no motions & submissions.

8. Referrals from Prior Meetings

Village of Warfield Strategic Goals and Actions

THAT the Village of Warfield Strategic Goals and Actions as presented to the Village of Warfield Council on August 8, 2022, be received.

9. Referrals from Delegations

There are no referrals from delegations.

10. Correspondence

Regional Age-friendly Program Update: Meeting Minutes, dated July 5, 2022

RECOMMENDATION: THAT Council receive the Regional Age-friendly Program Update: Meeting Minutes, dated July 5, 2022.

Trail & District Public Library 2022 Second Quarter Report, dated July 23, 2022

RECOMMENDATION: THAT Council receive the Trail & District Public Library 2022 Second Quarter report, dated July 23, 2022.

11. Reports & Memoranda

a. Action Items Status Report – August 2, 2022

RECOMMENDATION: THAT the Action Items Status Report – August 2, 2022 be received.

b. Staff Report, D. Perehudoff, Acting CAO/CFO

RE: Second Quarter Financial Report – Six Months Ended June 30, 2022

RECOMMENDATION: THAT the 2022 Second Quarter Report for the six months ended June 30, 2022 be received for information.

c. Staff Report, D. Perehudoff, Acting CAO/CFO

RE: Appointment of Bylaw Enforcement Officer

RECOMMENDATION: THAT the report submitted by Acting CAO/CFO dated July 25, 2022, be received; AND THAT pursuant to Section 36 of the *Police Act*, Council appoint Zak Keating as a Bylaw Enforcement Officer for the Village of Warfield.

12. Financial Matters

a. Schedule of Accounts to August 3, 2022

RECOMMENDATION: THAT the commitments and expenditures represented by the accounts payable listed below are authorized and that their payment in the amount of nine hundred thirty-three thousand, three hundred thirty-five dollars and eighty-six cents be approved.

Accounts Payable Cheques # 11150 – 11169	\$803,018.67
EFT Payments	\$82,612.17
Payroll # 15, 16	<u>\$47,705.02</u>
TOTAL EXPENDITURE & PAYMENT APPROVED	<u>\$933,335.86</u>

13. Bylaws

a. Village of Warfield Fire Works Bylaw 919, 2022

RECOMMENDATION: THAT the Village of Warfield Fire Works Bylaw 919, 2022 be read, reconsidered, and adopted.

b. Village of Warfield Business Licence Bylaw 920, 2022

RECOMMENDATION: THAT the Village of Warfield Business Licence Bylaw 920, 2022 be read, reconsidered, and adopted.

AGENDA

Regular Council Meeting #08-22

August 8, 2022

Page 3 of 3

- c. Village of Warfield Zoning Amendment Bylaw 921, 2022
RECOMMENDATION: THAT the Village of Warfield Zoning Amendment Bylaw 921, 2022 be read a third time, reconsidered, and adopted.
- d. Staff Report, D. Perehudoff, Acting Chief Administrative Officer/Chief Financial Officer
RE: Proposed Village of Warfield Community Hall Rental Amendment Bylaw 922, 2022
RECOMMENDATION: THAT the report from the acting Chief Financial Officer/Chief Administrative Officer dated July 25, 2022 be received.
- e. Village of Warfield Community Hall Rental Amendment Bylaw 922, 2022
RECOMMENDATION: THAT the Village of Warfield Community Hall Rental Amendment Bylaw 922, 2022 be read a first, second, and third time.
- f. Staff Report, D. Perehudoff, Acting Chief Administrative Officer/Chief Financial Officer
RE: Proposed Village of Warfield Expense Reimbursement Bylaw 923, 2022
RECOMMENDATION: THAT the report from the Acting Chief Administrative Officer/Chief Financial Officer dated June 30, 2022 be received.
- g. Village of Warfield Expense Reimbursement Bylaw 923, 2022
RECOMMENDATION: THAT the Village of Warfield Expense Reimbursement Bylaw 923, 2022 be read a first, second, and third time.

14. Policies

There are no current policies to consider.

15. Council Reports and Inquiries

Councillor Hill – Verbal Report

16. Visitor Question Period

17. Adjournment

DELEGATION

MINUTES

**THE CORPORATION OF THE VILLAGE OF WARFIELD
MINUTES OF REGULAR COUNCIL MEETING #07-22**

Minutes of the regular meeting of the Council of the Village of Warfield, held in the Council Chambers at 555 Schofield Highway, Warfield, BC on Monday July 11th, 2022 at 1:00 pm.

Present: Mayor D. Langman
Councillor R. Masleck
Councillor J. Hill
Councillor A. Parkinson
Councillor C. Yunkws (via Zoom)

Staff Present: David Perehudoff, Acting CAO/CFO
Carol LeRose, Senior Administrative Staff

Call to Order

Mayor Langman called the meeting to order at 1:01 p.m.

Approval of Agenda

Moved: Councillor Hill Seconded: Councillor Yunkws
THAT the Village of Warfield Council Meeting Agenda #07-22 be adopted as amended.

CARRIED 2022-111

Approval of the Minutes

Minutes of the Regular Council Meeting #06-22 Held June 13, 2022

Moved: Councillor Parkinson Seconded: Councillor Hill
THAT the minutes of the Regular Council meeting #06-22 held June 13, 2022, be adopted as presented.

CARRIED 2022-112

Minutes of the Public Hearing Held June 13, 2022

Moved: Councillor Parkinson Seconded: Councillor Yunkws
THAT the minutes of the Public Hearing held June 13, 2022, be adopted as presented.

CARRIED 2022-113

Minutes of the Special Council Meeting #02-2022 held June 30, 2022

Moved: Councillor Parkinson Seconded: Councillor Yunkws
THAT the minutes of the Special Council meeting #02-2022 held June 03, 2022, be adopted as presented.

CARRIED 2022-114

Referrals from Prior Meetings

Village of Warfield Strategic Goals and Actions

Moved: Councillor Hill Seconded: Councillor Parkinson
THAT the Village of Warfield Strategic Goals and Actions as presented to the Village of Warfield Council on July 11, 2022, be received.

CARRIED 2022-115

Reports & Memoranda

RDKB Permits – May 2022

Action Items Status Report – July 2022

Moved: Councillor Parkinson

Seconded: Councillor Hill

THAT the RDKB Permits and Action Items Status Report be received.

CARRIED 2022-116

Staff Report, D. Perehuoff, Acting CAO/CFO

RE: Warfield Food Advisory Commission – Terms of Reference

Moved: Councillor Yunkws

Seconded: Councillor Parkinson

THAT the report submitted by Action CAO/CFO dated July 4, 2022 be received; AND THAT Council approve the terms of reference for the Warfield Food Advisory Commission (WFAC) in accordance with Section 143 of the *Community Charter*; AND FURTHER THAT the current terms of reference replace the terms of reference that were previously approved by Council.

CARRIED 2022-117

Staff Report, D. Perehudoff, Acting CAO/CFO

Re: Unsightly Premises – 775 Shakespeare Street

Moved: Councillor Parkinson

Seconded: Councillor Hill

THAT the report submitted by Acting CAO/CFO dated June 30, 2022 be received; AND THAT pursuant to the Village of Warfield Regulation of Untidy and Unsightly Properties Bylaw No. 686, it hereby be resolved that the owner of 775 Shakespeare Street, Lot 2 Block 11 Plan NEP1939, PID 015-557-545 be notified to take action to cut grass and deal with any debris and accumulation of discarded material within 7 days of receipt of a notice to do so; AND THAT it be further resolved that the Acting Chief Administrative Officer and/or Interim Corporate Officer be authorized, in default of action being undertaken by the owner to comply with the notice, have all necessary work carried out at the expense of the registered owner and if unpaid by December 31, 2022 the expenses be added to and form part of the property taxes payable on the real property described as property taxes in arrears.

CARRIED 2022-118

Financial Matters

Schedule of Accounts to July 7, 2022

Moved: Councillor Parkinson

Seconded: Councillor Yunkws

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

Accounts Payable Cheques # 11084 – 11149	\$314,661.91
EFT Payments	\$33,125.39
Payroll # 13, 14	<u>\$51,263.32</u>
TOTAL EXPENDITURE & PAYMENT APPROVED	<u>\$399,050.62</u>

CARRIED 2022-119

Bylaws

Village of Warfield Zoning Amendment Bylaw 918, 2022

Moved: Councillor Yunkws

Seconded: Councillor Parkinson

THAT the Village of Warfield Zoning Amendment Bylaw 918, 2022 be read a third time, reconsidered, and adopted.

CARRIED 2022-120

Staff Report, T. Lenardon, Interim CO

RE: Proposed Draft Village of Warfield Fire Works Bylaw 919, 2022 – To Control and Regulate Sale and Display of Fireworks Within Village Boundaries

Moved: Councillor Parkinson

Seconded: Councillor Yunkws

THAT the report from the Interim Corporate Officer dated June 16, 2022, regarding the Proposed Draft Village of Warfield Fire Works Bylaw 919, 2022 be received.

CARRIED 2022-121

Village of Warfield Fire Works Bylaw 919, 2022

Moved: Councillor Masleck

Seconded: Councillor Parkinson

THAT the Village of Warfield Fire Works Bylaw 919, 2022 be read a first, second and third time.

CARRIED 2022-122

Staff Report, T. Lenardon, Interim CO

RE: Proposed Village of Warfield Business Licence Bylaw 920, 2022

Moved: Councillor Parkinson

Seconded: Councillor Yunkws

THAT the report from the Interim Corporate Officer dated July 4, 2022, regarding the Proposed Draft Village of Warfield Business Licence Bylaw 920, 2022 be received.

CARRIED 2022-123

Moved: Councillor Masleck

Seconded: Councillor Hill

Village of Warfield Business Licence Bylaw 920, 2022

THAT the Village of Warfield Business Licence Bylaw 920, 2022, be read a first, second and third time.

CARRIED 2022-124

Staff Report, C. Peng, Approving Officer

RE: Zoning Bylaw Amendment – Additional uses and regulation regarding Comprehensive Development 2(CD2) Zone

Moved: Councillor Masleck

Seconded: Councillor Hill

THAT the report from the Approving Officer dated July 11, 2022, be received.

CARRIED 2022-125

Village of Warfield Zoning Amendment Bylaw 921, 2022

Moved: Councillor Masleck

Seconded: Councillor Hill

THAT the Village of Warfield Zoning Amendment Bylaw 921, 202 be read a first and second time and a public hearing be scheduled for Monday, August 8, 2022.

CARRIED 2022-126

Council Reports and Inquiries

Council Committee Report, Councillor A. Parkinson

RE: RDKB East End Services and Municipal Insurance Association

Moved: Councillor Yunkws

Seconded: Councillor Parkinson

THAT The report by Councillor Parkinson on the RDKB East End Services and Municipal Insurance Association be received.

CARRIED 2022-127

Adjournment

On a motion by Councillor Parkinson the meeting adjourned at 1:48 p.m.

I hereby certify the foregoing minutes to be a true and correct account of the regular meeting #07-22 of Council held on July 11, 2022.

Diane Langman,
Mayor

Carol LeRose,
Administrative Clerk/Recording Secretary

THE CORPORATION OF THE VILLAGE OF WARFIELD

PUBLIC HEARING

For a Public Hearing of the Village of Warfield, 555 Schofield Highway, Warfield, to be held in the Council Chambers on Monday, July 11th, 2022 at 1:00 pm.

Bylaw #918 To address rezoning Lot 7, DL 4597; Plan NEP1817; PID: 012-244-589 located at 511 Turner Street from Single Unit Residential Secondary/Accessory Suite (R1-SS) to Multiple Unit Residential Modified Zone (R3-M)

(Bylaw 896, section 5.6)

Present: Mayor D. Langman
 Councillor J. Hill
 Councillor R. Masleck
 Councillor A. Parkinson
 Councillor C. Yunkws (via Zoom)

Staff Present: David Perehudoff, Acting CAO/CFO
 Carol LeRose, Administrative Clerk

Call to Order

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

Submissions

There were no submissions or members of the public in attendance.

Adjournment

On a motion by Councilor Parkinson, the public hearing adjourned at 1:01 p.m.

I hereby certify the preceding to be a true and correct account of the Public Hearing held on Monday, June 13th, 2013.

Diane Langman
Mayor

Carol LeRose
Administrative Clerk/Recording Secretary

CONSENT CALENDAR

MOTIONS AND SUBMISSIONS

REFERRALS FROM PRIOR MEETINGS

Village of Warfield
Strategic Goals and Actions
Year 1: 2021

Strategic Goal	Action	Priority	Lead(s)	Target	Completion/Comments
Improving Our Infrastructure	Water: - Pre-design studies - Intake and treatment plant assessment	#1	CAO/CFO, Contract/PW staff	4th Q/2021	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/PW staff	3rd Q/2021	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/PW staff	4th Q/2021	RDKB conversation
	Burns Ave water/sewer realignment	#2	CAO/CFO, Contract/PW staff	3rd Q/2021 (dependent on grant awards)	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/PW 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 and discussions with RDKB

Strategic Goal	Action	Priority	Lead(s)	Target	Completion/Comments
Building Strong Asset Management Practices	Phase 2 - GIS mapping - replacement costs	#1	CAO/CFO, Contract/PW 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 2022 budget sessions will be more involved in Cap. Asset Mngt planning.
	Update Active Transportation Plan	#2	CAO/CFO, Contract/ Staff	4th Q/2021	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/Staff	4th Q/2021	Zoning Bylaw complete. New Bylaw staff will have recommendations for enforcement and priority will be the Fees & Fine structure and maybe a couple other bylaws.
	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
	Staff reports/updates: - 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.

Strategic Goal	Action	Priority	Lead(s)	Target	Completion/Comments
	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: - At least quarterly - Teamwork/well-being check-in	#2	Mayor, Council, CAO/CFO, Staff	1st Q/2021	Ongoing
	Review key Committees - Consult with existing committee members for needs - Identify and prioritize	#3	Mayor, Council, CAO/CFO, Staff	3rd Q/2021	Council needs 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
	Reliably collaborate and partner in strategic efforts	#2	Mayor, Council, CAO/CFO	1st Q/2021	Ongoing
	Council to build/maintain relationships: - provincially and federally - attendance at UBCM/FCM for advocacy purposes	#3	Mayor, Council	3rd Q/2021	Ongoing
	Develop plan/policies addressing systemic racism and reconciliation: - training and education for staff and council - engage with local Indigenous groups.	#4	Policy Committee	1st Q/2021	Ongoing; implementation target 2025 or sooner

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: - 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: - 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		

CORRESPONDENCE

Regional Age-friendly Program Update: Meeting Minutes

Date: July 5, 2022

Time: 1:00pm

Location: Virtual (Zoom)

Present: Trisha Davison, Kristi Calder, Heather Anderson

Age-friendly coordinator update on events YTD:

- Average of 60 people with long waitlists for lunches; teas at capacity but without waitlists.
- Colander lunch March 30th: cost effective venue at just under \$10/person after \$5/person recovered from admission fees; 67 attendees with 21 on waitlist.
- Easter brunch at the Prestige, Rossland April 13th: charged admission of \$10/person to offset costs; 62 attendees with 40 on waitlist. Venue filled within 45 minutes of registration opening.
- Warfield Hall tea May 18th: the Warfield Food Action Committee (WFAC) gave a presentation on gardening which was well received; 65 attendees including 7 volunteers. Due to the set-up/take-down required at this venue, running an event this size would be difficult without at least as many volunteers.
- Colombo Lodge tea June 8th: RCMP attended to give presentation on scams; 51 attendees including two volunteers.
- No event for August as attendance is expected to be low (Beaver Valley Age-friendly skipped all programming for July and August due to low attendance); this will also reserve funds for larger fall events.
- **Stats for overall attendance at regional events year to date:**
Rossland: 29% Warfield: 32% Trail: 39%
- In addition to the above events, the age-friendly program has partnered with the Trail Library and Better at Home program for the following: Easter chocolate and card-making session / pizza gardening craft / chair yoga / royal theatre showing of Casablanca just for seniors. Samantha from the library applied for grant to cover cost of movie. We will partner on more programming for the fall and will be running a seniors' walking group over the summer.
- Next newsletter with fall programming will be distributed in early September.

Discussion Items:

Program demographics:

Brief discussion on ideas to attract younger seniors to events in 2023 including suggestions for walking groups or arts and crafts sessions. The Age-friendly program has partnered with the Trail Library to trial an outdoor walking group for seniors this summer.

Suitable Venues for fall events:

The Warfield Hall provides an excellent venue for Warfield events. Capacity of the Rossland Sr's Hall is approximately 55 people, so it won't be suitable for larger events. Heather may trial an event at the Miners Hall this fall, although it poses accessibility/parking challenges for seniors. For Trail, Trisha mentioned the Victoria room (former library location) is being renovated and will be a wonderful venue once finished late summer.

Grant/funding opportunities:

Brief discussion about watching for future grants/funding opportunities that may provide multi-year funding.

Other topics raised:

Brief mention about the need to consider earlier discussions with Beaver Valley Age-friendly regarding amalgamation ideas when the time comes to discuss planning for 2023.

Budget Summary YTD:

Budget Item:	Amount allocated for 2022:	Expenses to 07/19/2022:	Source of Funding 2022:	Amount:
Programming costs & supplies (includes tech amount/travel)	\$13,000	\$4,228.20		
Newsletters:	\$6,200	\$2,542.04		
Total:	\$19,200	\$6,770.24		
Remaining for 2022:	\$12,429.76			
Coordinator wages:	\$30,600	\$16,121.03		
Total:	\$30,600	\$16,121.03		
Remaining for 2022:	\$14,478.97			
			City of Trail	\$16,600
			Village of Warfield	\$16,600
			City of Rossland	\$16,600
			Total Funding:	\$49,800
Total Expenses YTD:		\$22,891.27		
Total Remaining for 2022:	\$26,908.73			
Totals:		\$49,800		\$49,800

2022

SECOND QUARTER

SUBMITTED – JULY 23RD, 2022

AT A GLANCE

IN PERSON VISITS

13,365



VIRTUAL PROGRAMMING

Number of programs



23

Number of participants

83



IN PERSON PROGRAMMING

Number of programs

138

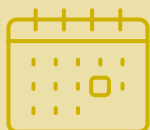


Number of participants

1996



NO. OF DAYS OPEN



76

CIRCULATION STATS

Physical circulation

14,933



Digital circulation

3393

FINANCIAL INFORMATION

See page 4
for details



NEW LIBRARY MEMBERSHIPS

Adult

100

Juvenile

26



BOARD MEMBERS

Board Chair: Jeff Jones

Vice Chair: Joanne Beetstra (Warfield Rep)

Treasurer: Gilbert Champagne

Secretary: Maureen Weddell

Lorne Swayze

Mark Wilson

Jacqueline Patridge (Warfield Rep)

Colleen Jones, Trail Councilor Rep

STAFF MEMBERS

Library Director: Samantha Murphy

Adult Services Librarian: Sam King

Children's Librarian: Danielle Monk

Assistant Librarian: Colin Sinclair

Children's Programmer: Donna Trembley

Children's Programmer: Patricia Byers

Circulation Clerk: Ryan Buckley

Circulation Clerk: Alison Holm

Circulation Clerk: Colin Sinclair

Circulation Clerk: Lorena Frazer

Page: Deborah Bray

Page: Rachel Patterson

Page: Mattea Palesch

INTRODUCTION

April to June marked the second quarter for the 2022 fiscal year at the Trail & District Public Library (the Library). The Library has had many small wins this quarter and would like to thank: The City of Trail, the Village of Warfield, the Library Board, and its patrons for the continued and essential support it receives. I would also like to acknowledge collaborative efforts with the Trail Museum & Archives (the Museum) and Visitor Information Centre (VIC). The Library has focused on the following initiatives this quarter: Administration, Memberships and Circulation, Programming and Financial summary.

ADMINISTRATION

The Kootenay Library Federation (KLF) hosted their first in person AGM since 2019 in Nelson BC, on April 29th. Vice Chair of the Library Board, and KLF representative Joanne Beetstra, alternate Maureen Weddell and the Library Director were in attendance. The Director of Learning and Development, from the British Columbia Library Trustee Association (BCLTA), Babs Kelly hosted a governance workshop focused on the elements of: effective governance, position of the board, accountability, and effective board structure.

To date, funding grants from the Provincial Government have not been allocated. Libraries have been advised to expect similar funding amounts received in 2021, traditionally the funds are dispersed in the first quarter.

Grant Thornton was delayed completing the 2021 audit, postponing the submission of our Provincial annual survey and SOFI report. The completed audit has been included with this report.

In recognizing the important role libraries have played in supporting people through the pandemic, and to ensure people continue to have access to information and a safe place in the times of an emergency, the Ministry of Municipal Affairs has granted the Library one-time funding of \$26,829.96 to be used to financially support COVID-19 relief and \$8,943.32 for emergency planning. Funds may be used for the following:

Covering unexpected costs associated with the COVID-19 pandemic (signage, masks, cleaning, etc.).

- Supporting digital resources, collections and/or virtual services.
- Improving/stabilizing core technical infrastructure used by patrons or staff (i.e., internet connectivity, hardware, and networks).

- Helping people access government services, find information, and apply for jobs.
- Making services, programs, and collections more inclusive and accessible.
- Enhancing community programming.
- Staff training and learning.
- Developing an emergency plan and supporting community preparedness.
- Participating in community emergency planning.
- Adapting physical or virtual spaces to make them safer and more accessible.

The Library will report on how it intends to spend the funds in the third quarter report. The Library Director will be meeting with Parks and Recreation Director Tricia Davidson, to align emergency response preparedness plans with the City of Trail and discuss the possibility of contributing to a Riverfront Centre capital project.

MEMBERSHIPS AND CIRCULATION

The Library is excited to report record physical circulation numbers for 2022. Trail and Warfield patrons accounted for 83% of physical circulation; up 23% from second quarter 2019 from 11,916 to 15,016. Digital collections had 3,393 circulations, up 6% from last quarter. Twelve hundred and six new items were added to the collection this quarter. The children's language collection has been expanded to include additional: French, Italian and Spanish books. A portion of the funding for this project was provided by the Trail Friends of the Library.

PROGRAMMING

The first in the series of Indigenous Arts and Culture workshops have been very successful, boasting numbers at full capacity with waitlists and adding needed exposure and inclusion of our Indigenous communities, and learning opportunities for all community members. In addition, the Library purchased a number of Indigenous teaching materials: puppets, puzzles and cards, to complement our celebration of National Indigenous Peoples Day in June.

Planning for the BC Summer Reading Club (SRC) is well under way; this year's theme is "All Together Now" with a focus on diversity. As in previous years, the program is sponsored by the British Columbia Library Association (BCLA), and the program model is designed to enable each library in the Province to plan and deliver in a way that best suits the needs of their community. The program is organized in seven weeks of themed learning.

This year's artist is Elaine Chen, a Vancouver-based painter, illustrator, and video game artist. SRC programming will be directed by two summer students whose positions are mostly funded by Summer Canada Jobs and Young Canada Works grants.

FINANCIAL REPORT SUMMARY

Below is a summary of expenses for the second quarter

EXPENSES	2022 ACTUAL	2022 BUDGET	% USED
PERSONNEL	\$240,503.00	\$511,020.00	47%
TRAINING & DEVELOPMENT	\$2,419.00	\$14,000.00	17%
MEMBERSHIP DUES	\$843.00	\$1,225.00	69%
BUILDING & PROPERTY	\$600.00	\$3,700.00	16%
OFFICE EXPENSES	\$3,261.00	\$11,400.00	29%
SUBSCRIPTIONS	\$5,948.00	\$14,300.00	42%
PROGRAMMING	\$9,970.00	\$17,020.00	59%
FINANCIAL	\$1,254.00	\$10,300.00	12%
COLLECTION	\$43,170.00	\$69,000.00	57%
TECHNOLOGY	\$5,107.35	\$15,530.00	32%
TECHNOLOGY – USERFUL	\$5,464.65	-	
TOTAL EXPENSES	\$ 318,567.00	\$667,495.00	47%

Expenses for the Library are on target and expected to increase in the third quarter with the increase in summer staffing, programming, and larger events such as Kootenay Pride and Spooktacular. The information included in the 2021 financial audit (attached), reflects the information discussed with council in November 2021.

THIRD QUARTER CONSIDERATIONS

Implementing strategies for employee retention is an ongoing priority for the Library during the labour shortage, and will be essential for cost effective management, and maintaining a healthy cooperative identity and culture.

The Library is delighted to be playing a larger roll in Kootenay Pride Celebrations planned for August 13th and looks forward to supporting the member of our new Pride Sesh group that will continue in the fall.



Samantha Murphy
Library Director

REPORTS AND MEMORANDA

Origin	Topic	Action Required	Responsibility	Status
Council January 5, 2019	Signs for AL Way and Fortis Right of Way	Obtain signs for AL Way and the Fortis Right of Way stating, “No unauthorized vehicles-bicycles and pedestrians only”.	CAO/STAFF	OH – Need better plan of action for entire property.
Council February 18, 2020		UPDATE: We have not been able to get information on the Right of Way property. We are looking still looking into this.	CAO	IP
		Grant application in development		C
COW January 13, 2020	Common Access Card	Support with reduced Pool fees for holders	CAO / CFO	OH awaiting grant application info and approval (expected 2021 implementation)
Council December 11, 2020	Renewable Energy Plan	THAT Council adopted the West Kootenay 100% Renewable Energy Plan as a priority; AND FURTHER THAT staff prepare a report outlining tangible opportunities to integrate this plan into strategic planning, bylaw updates and the IOCP and provide a report on policy recommendations to the Policy Committee by March 2021.	CO/CFO and staff	IP
Council April 12, 2021	LED Streetlights	Contact Fortis to discuss remaining lights that need to be changed to LED.	Staff	OH

Origin	Topic	Action Required	Responsibility	Status
Council July 12, 2021	Replacement planting of trees after falling	Staff to hire a consultant to recommend a tree plan for the planting of replacement trees throughout the Village – May 20, 2022 – Report completed by Arborist as part of doing a complete inventory of all public trees and the treatment required. Treatment on trees commenced in July. Once work is complete the issue of replacement species will be evaluated further.	CAO/ PW	IP
Council November 8, 2021	Tree Replacement List	Staff provide Council with a list of replacement trees by March 31, 2022. See above. Report being addressed by administration within the budget approved.	Staff Staff	IP IP
Council November 8, 2021	Volunteer Dinner	Council to organize and let staff know the plans for the Volunteer dinner	2022 dinner included in Budget. Arrangements being made.	IP.
Council November 8, 2021	Dickens Park Disc Golf Course	Staff to apply for grant before the January 14 deadline. Design complete. Construction to commence in June 2022. Course to be opened in August.	CAO/PW	IP – Construction nearing completion.
Regular Council – February 14, 2022	Burns Avenue water/sewer realignment project.	Request for this significant project to remain on the Action list so it remains “top of mind”. The significant cost will require funding support. Staff to review grant opportunities as they become available.	CAO/CFO	IP – On hold pending future grant application.

Origin	Topic	Action Required	Responsibility	Status
Committee of the Whole – February 7, 2022	Fire hydrant maintenance	Staff to consider hydrants and maintenance within the context of the Asset Management Plan. Create a plan to ensure appropriate maintenance is completed annually. Contractor TEAL has been confirmed to be in the Village the Fall of 2022 to complete maintenance. The new Foreman will be directed to assess this further.	CAO/PW Foreman/ PW Consultant	IP – Staff to review and come up with an action plan.
Committee of the Whole – February 7, 2022	Dangerous tree identification and removal. Replanting plan.	Site report/inventory received- dated May 20 2022. Work started in late July.	CAO/PW Foreman/PW Consultant	IP
Committee of the Whole – February 9, 2022	Add an additional public works employee after the adoption of the minutes.	The employee who was hired resigned to take a job in the private sector. The vacancy has been posted and closed on June 24. 20 applications received. Shortlist finalized. Interviews being arranged.	CAO/PW Consultant	C – New Operator II hired.
Regular Council Meeting – March 14, 2022	Community Hall Rental	Advance Bylaw 922 with new rate category for non-profits; contact user groups who historically have not paid rent to advise of change.	CAO	IP – Report and amended bylaw to be presented to Council in August.
Regular Meeting – June 13 2022	Zoning Bylaw 918	Amended Bylaw presented for adoption on July 11 th . Bylaw adopted.	CAO and Admin.	C.
Special Meeting – June 30 2022	Canada Community Building Fund – Grant submission	Submit completed application for the WTP to the Province.	CAO and Engineering Consultant	C – Grant application submitted. Waiting for reply.

Origin	Topic	Action Required	Responsibility	Status
Regular Meeting – June 13 2022 and July 11 2022	Zoning Bylaw 918/ Zoning Bylaw 921	Refer CD2 – storage container and other issues associated back to staff for additional information. Advise property owner of Council's decision. Bylaw 921 with CD2 amendments brought forward. Three readings on July 11, 2022. Public hearing scheduled for August 8 2022.	CAO and Planning Consultant	IP – Report with considerations being worked on. New Bylaw to be advanced.
Regular Meeting – July 11 2022	Bylaw explanatory notes	Staff to draft explanatory notes to regulatory bylaws when deemed necessary and appropriate to explain primary purpose of the bylaw for benefit of the reader.	CAO and Contract Corporate Officer	C – Discussed with Corporate Officer. Lead sheets for two regulatory bylaws (burning and fireworks) have been completed and will be posted to the website with the bylaws.
Regular Meeting – July 11 2022	Bylaw 920	Amend bylaw to change the spelling of licence to license. Ensure consistent spelling throughout the bylaw and schedules.	CAO – Corporate Staff	IP – Bylaw 920 to be advanced for adoption in August with changes spelling.



Village of Warfield

555 Schofield Highway
Trail, BC V1R 2G7
250-368-8202

Staff Report

DATE: July 17, 2022 FILE NUMBER: FINANCE

TO: Mayor and Council

FROM: David Perehudoff, Acting Chief Administrative Officer/CFO

SUBJECT: **SECOND QUARTER FINANCIAL REPORT – SIX MONTHS ENDED JUNE 30, 2022**

1.0 PURPOSE

- 1.1 The purpose of this report is to introduce the attached report that summarizes the financial results of operations for the six months ended June 30, 2022.

2.0 RECOMMENDATION

- 2.1 THAT the 2022 Second Quarter Report for the six months ended June 30, 2022 be received for information.

3.0 BACKGROUND

- 3.1 Council will receive a financial report quarterly or every three months over the course of the budget year. The purpose of the report is to provide summarized financial results and other relevant operating information that relates to the Financial Plan.

4.0 ANALYSIS

- 4.1 The detailed analysis can be found on the attached report.

5.0 OPTIONS

- 5.1 The report should be received for information.

6.0 FINANCIAL CONSIDERATIONS

- 6.1 The report and attachments should provide sufficient detail to provide Council with a solid understanding of results realized to date as compared to the approved budget.

7.0 POLICY AND LEGAL CONSIDERATIONS

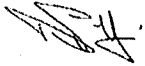
- 7.1 The *Community Charter* does not specifically require that a quarterly financial report be produced. The legal requirement is for Council to approve of the Village's audited financial statements. However, Council should be aware of ongoing results when compared to the statutory authority created by the Financial Plan Bylaw. As indicated in the quarterly report, staff are current working on the 2021 financial statements and it is hoped that the audit will commence in the Fall.

- 7.2 Council's review and acceptance of the quarterly report is also seen to be an important consideration in the context of Council's fiduciary duty to the corporation and the taxpayer.

8.0 OTHER CONSIDERATIONS

- 8.1 Council has not previously received a quarterly report. Future reports will be amended depending on Council's feedback and if additional information is required or if other changes are deemed necessary.

RESPECTFULLY SUBMITTED



David Perehudoff, CPA, CGA
Acting Chief Administrative Officer/Chief Financial Officer

attach.

Village of Warfield

www.warfield.ca

FINANCIAL REPORT – Q2 - 2022

2nd Quarter Financial Report
Q2 – June 30, 2022



Village of Warfield

TABLE OF CONTENTS

Introduction.....	2
General Operating Fund.....	4
Revenues	4
Property taxation	4
Sale of Services.....	4
Other Revenue from Own Sources	5
Grants	6
Expenditures.....	6
General Government.....	6
Protective Services	7
Transportation Services.....	8
Environmental Health Services	8
Environmental Development.....	9
Recreation and Culture.....	9
Fiscal Services.....	10
Capital Expenses.....	10
Water Operating Fund	10
Sewer Operating Fund	11
Working Capital	11
Conclusion	12
Supporting Statements and Schedules	13

Introduction

The purpose of this report is to present the financial results of operations for the Village of Warfield's three operating funds for the six (6) months ended June 30, 2022 – Q2. Results are compared against the budget amounts contained in the Five-Year Financial Plan 2022-2026 Bylaw 911, 2022 as well as against last year's results.¹

This report follows the 1st quarter report that was presented to Council earlier this year and establishes a quarterly financial reporting cycle. The report's purpose is to provide Council with actual financial results as compared to the budget plan that was approved by Council. While the Village is relatively small, operations nevertheless are dynamic and notwithstanding the budget plan approved, there will be changes in response to various service demands and other issues that may not have been planned for. The report therefore is an important internal control document and also enhances accountability.

Council is once again reminded that operational staff as well as senior management were not undertaking a structured financial reviews in the past and therefore the concept is new, especially in the Public Works department, where the Foreman is required to monitor actual results when compared to the service plan. With the retirement of the Foreman in the second quarter of 2022, there is somewhat of a void when it comes to the direction of the department and dealing with budget administration. In addition, and notwithstanding the budget plan, there were operational areas that required resource dedication that extended beyond what was contained in the budget. One of the main focus areas this regard involved the pool and getting it ready for the season. There was considerable time, effort and resources required to get the pool up to an acceptable level. This apparently followed several years where maintenance was not performed to an adequate level, which in part was driven by Covid-19 where the pool was shut-down in 2020 and opened later than normal in 2021.

With new public works staff coming on board, the linkage between the day-to-day provision of service and the budget plan will be reinforced. The primary cost driver in public works is labour and internal equipment charges and appropriate management of resources as part of delivery required service is a very important. It is hoped that the new Foreman hired will have a solid understanding of municipal finance when it comes to using the budget as a management tool but also being able to make reasonable assessments and implement changes when required. Over time and as meaningful comparative data is developed, it will facilitate the production of a Financial Plan that is better aligned with services and expenditures.

It is also noted that the budget is prepared and reported as an annual amount and therefore the timing of various expenditures is also something that needs to be considered when evaluating interim results. The schedule of services and when they are delivered is an important consideration when reviewing and evaluating results. Maintenance activities typically do occur at the same time each year and therefore this demonstrates why comparing current results against the previous year can provide important information and perspective. With that said, there were accounting issues and lags in 2021 that will impact comparisons against 2022 and therefore results may indicate variances. As the quality of data improves, the further assessment of service delivery and financial results will undoubtedly have a positive impact on future budget preparation.

¹ Certain 2021 comparative figures may be incomplete based on the Village's past accounting practices where there could be lags between when a transaction occurred and when it was posted into the Village's accounting system.

Quarterly Report

This report includes summary Statements of Operations for the Village's three operating funds and an explanation of the results. A capital expenditure schedule is also attached which serves to provide additional information pertaining to the approved capital projects as well as specifying how each individual project is funded.

The quarterly report should provide sufficient information so that Council has a good understanding of financial results and how the various delivery of services contained in the budget are progressing. Finally, the report also contains information pertaining to the financial position of the Village, with the focus being on the Village's working capital position (current assets and liabilities).

General Operating Fund

The General Operating Fund budget is the largest budget amongst the three operating funds and the majority of services provided by the Village are captured within this fund. The primary revenue sources used to fund expenses are property taxes, parcel taxes and the Unconditional Small Community grant provided by the Province.

Property taxes were levied and recorded in the second quarter for both the Village as well as collections undertaken by the Village on behalf of other governments. The Provincial small community grant was also received and therefore revenues are up considerably in the second quarter when compared to total revenue of \$221,332 at the end of the first quarter. As shown on the attached Statement of Operations, there is now a surplus to the end of June in the amount of \$1.818 million. This surplus will be reduced in Q3, when payments of property taxes collected for other governments are made in the amount of \$1.127 million and ongoing capital and operating expenses are incurred.

A detailed analysis of the various operating budgets/departments is provided below.

Revenue

Property taxation

Property taxes were levied and recognized in Q2. Total revenue from Village property taxes, parcel taxes and collections for other governments are consistent with the approved budget. The property tax due was on July 4th, which falls outside of the reporting period. However, when reviewing overall property taxes collected to the due date, total collections were 95% of the total 2022 property tax, parcel tax and 1% utility tax levies of \$2.742 million. The total 10% penalty, levied on current taxes outstanding on July 5th was \$10,212, which is \$1,788 under the \$12,000 revenue budget.

Sale of Services

Total sale of services is \$152,775 and results to date are consistent with the approved budget, with Community Hall rentals perhaps trending lower than anticipated when comparing actual results to the annual budget (20% of total revenue budget). The following provides a breakdown by sub-category:

Service	2022 Budget	2022 Actual	2021 Actual
Garbage levies	\$105,500	\$105,086	\$105,427
Pool	58,000	13,393	4,676
Special Events	8,000	1,100	0
Community Hall	28,500	5,700	310
Preschool	40,000	27,496	23,602
TOTAL	\$240,000	\$152,775	\$134,015

Other Revenue from Own Sources

Other revenue from own sources to the end of June is \$82,805, which is broken down as follows:

Service	2022 Budget	2022 Actual	2021 Actual
Licenses and permits	\$16,950	\$11,180	\$21,463
Fines	1,250	30	349
Rentals	112,000	68,600	47,541
Franchise fee	16,000	0	0
Interest on investments	22,500	0	18,793
Penalties & Interest on taxes	15,500	1,413	2,235
Miscellaneous	3,000	1,582	7,842
TOTAL	\$187,200	\$82,805	\$98,223

The results are generally consistent with the budget, with the following additional information provided:

Licenses and permits – Revenue is down as compared to last year, with the most significant difference pertaining to planning applications. In 2021, there was revenue recorded of \$11,615 as compared to \$1,500 in 2022. Permit revenue is out of the control of the Village and is based on development activity within the community.

Rentals – The Rental budget includes the Fire Hall rental at \$17,000 and Internal Equipment earnings budget of \$95,000, for a total budget of \$112,000 as shown above for this sub-category. Equipment charges are based on the internal hourly rate established for each piece of equipment and is charged against expense codes when the equipment is used. The rental amount realized to the end of Q2 is \$68,600 as compared to last year's recorded revenue of \$47,541. Revenue has increased in 2022, with the increase primarily attributed to snow removal costs. In addition, there is a continued focus on ensuring that equipment is appropriately being charged out and processed through public works employee timecards. The "net income" from internal equipment charges after deducting all operating costs (maintenance, fuel, insurance) is intended to represent that annual depreciation of the fleet. If a surplus is generated by the end of the year, this amount will be transferred to a statutory reserve and the accumulated funding can then be used for the purchase of equipment in the future.

Fines – The contract with Rossland for the provision of bylaw enforcement services was suspended when Rossland's BEO resigned earlier this year. Through Q2 there was very little enforcement service being provided and while fine revenue limited, is down but offset by the expenditure savings. Rossland has filled the position and it is hoped the bylaw enforcement services resumed in July.

Quarterly Report

Grants

The most significant budgetary item in this revenue category relates to the unconditional small community grant that the Province provides to the Village annually. The small community grant in the amount of \$592,000 was received in two installments in the second quarter of 2022 and the total budget is \$472,000. This represents a significant surplus of \$120,000. The Province has advised that the additional money provided is a "one time bonus" and that grants will go back to historic levels in 2023.

Additional revenue includes a grant in the amount of \$3,778 from the Municipal Insurance Association (MIA) that offsets the cost of installing a handrail at the community hall. Other grant revenue recognized to date include grants from the Columbia Basin Trust (CBT) in offset to the provision of youth services. In addition, the Village received a \$6,800 from the CBT to offset costs for the construction of a disc golf course. Work on the disc golf course is progressing and it is expected that the course should be completed and available for use in the third quarter.

Expenditures

The following provides information relating expenses incurred in the General Operating Fund.

General Government

Total expenses for are \$344,855 as compared to the Budget of \$675,000. This represents 51.08% of the total annual budget being spent. Last year's expenditures to the end of June were \$268,712.

The following analysis provides additional information with respect to the 2022 results, when compared to budget and last year.

Expense	Budget	Actual	% Budget spent	2021 Actual	Comments
Admin Salaries	\$360,500	\$188,255	52.2%	\$157,060	Total expenses are higher than last year, and this was included in the budget with the addition of the part-time CFO position. The 2022 Budget was increased to recognize this. The CAO/CO is on maternity leave and the Village has retained a contractor to provide Corporate Administrative services. Contract services being provided are now reduced and there should be a surplus in this expense category at the end of 2022.
Legal services	\$32,500	\$21,204	65.24%	\$4,533	The 2022 Budget made provision for costs associated with a trial that proceeded in 2022 but was postponed and scheduled to restart in 2023. The Village benefited from a billing error and the MIA did not pay 50% of the Village's legal costs in 2021/22. The MIA has now repaid the Village and this is reflected in total costs to date. The trial is now postponed and will not restart until early 2023 and therefore the 2022 base Budget should not have to be increased significantly in 2023. Staff use the services of the Village's lawyer for various administrative matters where a legal opinion may be sought.

Quarterly Report

Expense	Budget	Actual	% Budget spent	2021 Actual	Comments
Contract Computer	\$28,500	\$20,767	72.87%	\$5,882	The 2022 budget was increased given that expenses have historically exceeded budget. The early increase in costs relates to the office renovation and time spent to deal with relocation and reconfiguration as a result of the office renovation. In addition, Public Works has been added to the internal network via a VPN and a computer was purchased. The new Public Works Foreman will be expected to be more directly involved where having full access to various systems, including accounting results is seen to be important.
Audit	\$27,930	\$33,500	83.37%	\$2,800	The expense to date deal with the costs for the 2020 audit. The only cost incurred in 2021 relate to an audit of the Village's post-employment benefit accrual, which is a public sector accounting requirement. The post-employment review has also been completed for 2021 and the expense is recognized in 2022. It is hoped that the 2021 audit will also proceed this year and therefore the audit costs will likely exceed the budget if all costs are expensed in 2022. However, with 2021 year-end still not complete, costs will be pushed back into 2021 for matching purposes, removing the strain on the 2022 budget.
Insurance	\$48,000	\$20,052	41.78%	0	2022 expenses reflect the MIA insurance premium. The 2021 premium was not recorded and this timing difference further explains the difference in actual costs reported in 2022 as compared to 2021. The other significant insurance expense is for property insurance, which will not be recognized until the 4 th quarter.

In summary, General Government Service costs incurred to date appear to be consistent with the budget. There will be some individual expense accounts that will exceed budget by the end of the year but the overall budget of \$675,100 should not be exceeded.

Protective Services

Total expenses are \$2,493 as compared to the budget of \$115,600.

Expenses incurred to date are for the Bylaw Enforcement (BE) Services provided under agreement by the City of Rossland. In 2021, Council approved a contract that sees the Village received BE services from Rossland on a weekly basis. As noted above, Rossland lost their employee and service was not being received but have resumed in later July. The total budget for bylaw services is \$24,300 and with the break in service there will be financial savings to the end of 2022.

Other significant expenses in this expenditure category are for hydrant maintenance, which will occur later this year. Staff have reviewed this issue and will undertake some of the service requirements in-house and will have also scheduled a contractor to complete servicing this Fall.

Quarterly Report

In addition, there is a budget of \$44,100 for building inspection services provided by the regional district. The RDKB's 2022 requisition includes contract costs of \$44,082, which is included as part of the Village's budget and is taxed as a municipal contract service. The RDKB will be paid in early August as part of the annual taxing and remittance cycle and the expense will be recognized at that time.

Transportation Services

The table below provides a summary of expenses incurred to the end of Q2

Q2	2022	YTD	% Total	2021
Transportation Services	BUDGET	Actual	Budget	YTD
Summary:				
PW Facilities	90,950	31,999	35.18%	40,461
PW Admin / On-call	59,050	29,710	50.31%	24,617
Transportation Services	282,350	135,097	47.85%	93,836
Street Lighting & Signage	50,100	18,612	37.15%	19,061
Equipment	82,200	34,860	42.41%	25,666
	564,650	250,278 	44.32%	203,641

The most significant expenditure involves costs incurred for the provision of winter services (snow plowing, removal, sanding) in the amount of \$83,430 as compared to the budget of \$95,500 (costs included as part of Transportation Services).

Otherwise, there are no significant deviations from the budget that have been identified at this time. Public works staff, with the assistance of contractors where appropriate, are providing services within the planned budget. The vacant public works staff positions were filled in the third quarter and the public works compliment of 4 full-time employees will be restored in early September.

Environmental Health Services

Total expenses are \$48,704 as compared to the budget of \$176,450. Costs are broken down further as follows:

Q2	2022	YTD	% Total	2021
Environmental Health	BUDGET	Actual	Budget	YTD
Summary:				
Garbage Collection	97,000	44,252	45.62%	38,324
Village Clean-up	4,950	1,726	34.87%	2,431
Third Party Rental	1,100	186	16.91%	169
Trees & Boulevards	73,400	2,540	3.46%	3,079
	176,450	48,704 	27.60%	44,003

Quarterly Report

Expenses for Trees and Boulevard maintenance will be incurred in Q3. The Village had a tree assessment report completed by a certified arborist. Action will be taken and Village trees will receive treatment as specified in this report.

Otherwise, expenses incurred to date are consistent with the approved budget.

Environmental Development

Total expenses are \$16,741 as compared to the budget of \$176,450.

This expenditure category provides funding for the provision of planning services. The 2021 costs incurred, included the costs associated with completing work on the new zoning bylaw, which explains the difference in costs between the two years.

With respect 2022 costs, the primary expense involves contract planning costs. Council approved the retention of WSP to providing planning advice and recommendations as well as to provide services associated with the statutory position of Approving Officer. As indicated last quarter, there was a significant number of outstanding planning files that had not been fully addressed. The majority of these files are now closed or are in the final stages of completion. Therefore, it is likely that the total 2022 budget will be exceeded by the end of the year, with the final costs being dependent on demand. Aside from the legacy files, the Village continues to deal with current planning files and applications as well.

Recreation and Culture

The following provides a more detailed breakdown of expenses included in Recreation and Culture by service sub-category. Also included in the table below is the revenue attributed to each service, which reflects the net financial cost of the service provided after deducting revenue from sales of services. When it comes to the provision of public recreation and cultural services, user fees will not typically be sufficient to completely offset direct costs and property taxes are therefore used to subsidize the various services.

Service	2022 Budget	2022 Actual	2022 Revenue	Net Surplus / (Deficit)	2021 Actual
Admin – Trail Contract	\$156,200	\$139,600	0	\$0	\$0
Youth Services	19,000	8,774	21,445 ²	12,671	4,914
Preschool	51,400	23,647	27,496	3,849	28,161
Pool	198,250	70,074	13,393	(56,681)	54,997
Community Hall	36,400	38,274	5,700	(32,574)	11,342
Parks	49,650	25,753	6,800 ³	(18,953)	16,167
Special Events	10,050	3,806	1,100	(2,706)	98

² CBT grant and United Way grant funding.

³ CBT grant funding.

Quarterly Report

Service	2022 Budget	2022 Actual	2022 Revenue	Net Surplus / (Deficit)	2021 Actual
Food Advisory	10,000	3,932	0	(3,932)	5,102
TOTAL	\$530,950	\$313,860	\$75,934	\$(98,326)	\$120,781

As shown above, expenditures in 2022 are higher. One significant difference involves the service agreement the Village entered into with the City of Trail. In 2021, the payment was not made until later in the year with the actual due date being missed. Therefore, the difference in this area is timing related.

As identified in Q1, expenditures at the Community Hall were high and now exceed budget. There were numerous maintenance items addressed in 2022 that were not being routinely completed in previous years. Plans have been put in place to ensure that the necessary and routine maintenance items are being completed. Total costs to the end of the year will be assessed as part of developing the 2023 Budget, which likely will need to be increased to ensure that there is an appropriate level of funding to maintain this important community facility to an appropriate standard.

As noted in Q1, another focus area involved preparing the pool for the season and ensuring the pool was opened earlier this year. While costs are up, this was anticipated and Council approved the utilization of Covid-19 safe restart funding to offset these costs. It is noted that while expenses were up, with the early opening date, revenues are also up considerably over the previous year.

With respect to the preschool, the service is achieving its goal of breaking even (no property tax subsidy) and in fact, generated a small surplus to the end of June. A rate increase will take effect on September 1st and therefore the service should continue to remain financially viable. Preliminary registration for September indicates strong demand for the Fall term.

Fiscal Services

Total expenses are \$34,690 as compared to the budget of \$67,300.

Costs incurred relate to the MFA capital equipment lease, office copier lease, interest paid on prepaid property tax accounts as well as bank charges. Total expenses are consistent with the approved budget.

Capital Expenses

The 2022 Budget includes funding from general revenue in the amount of \$50,000. This funding is supplemented with funding from other sources and details associated with capital expenses are provided on the attached schedules.

Water Operating Fund

As shown on the attached Water Operating Fund Statement of Operations, the fund is currently in a surplus position of \$349,029. User fees levied in the amount of \$385,321 are consistent with the approved budget of \$388,250. In addition, as part of the property tax levy, two parcel taxes were levied and revenue reflected in the fund is consistent with the budget. In total, water revenues for 2022, are in line with the budget and these amounts will not materially change through to the end of the year.

Water operations included Purification and Treatment costs total \$72,291, which includes costs to operate the water treatment plant. The plant is operated under contract by the regional district. Total expenditures incurred for the first half of the year are consistent with the approved budget.

Operation and Maintenance costs are \$45,491 as compared to the budget of \$45,500. This expense category includes the maintenance of infrastructure that supports the delivery of water from the water treatment plant to the individual users. As indicated last quarter, expenditures were trending significantly higher and to the end of the second quarter, the annual budget has now been effectively spent. Crews have repaired several water line breaks. Costs in this area are difficult to control and as infrastructure ages, unless lines are replaced and upgraded, the probability that failures will continue and will have a direct impact on costs. The 2023 Budget should be increased to reflect this reality.

The Water Fund contains a budget of \$99,750 for Debt Charges. The budget provides funding for the annual interest and principal payment on a long-term debenture, which matures in 2025. To date, one interest payment on the debenture has been made. The Five-Year Financial Plan includes additional borrowing that likely will be required to fund the construction of the water intake from the Columbia River and removing the supply from Teck. The maturity of the current debenture will provide “tax room” with the current debt servicing costs already built into the based budget.

The water capital program includes funding for the intake design and other projects which are further described within the attachments provided.

Sewer Operating Fund

As shown on the attached Sewer Operating Fund Statement of Operations, the fund is currently in a surplus position of \$397,737. User fees and the parcel taxes levied in the amount of 418,429 are consistent with the approved budget of \$413,050.

From an expenditure perspective, the most significant cost involves the Village’s share of operating costs for the regional wastewater treatment plant. The budgeted regional cost for 2022 is \$215,200 and these funds will be paid to the regional district in the third quarter. Regional costs are expected to increase considerably once the new treatment facility is constructed.

Working Capital

Working capital from an accounting perspective is calculated by subtracting current liabilities from current assets.

From an asset perspective, the Village continues to retain strong cash balances. At the end of Q2 cash is up in response to the 2022 property tax levies that have been collected. Funds will be transferred to other governments in the third quarter and balances will decline as a result. In total, the Village is retaining cash balances that exceed \$5.66 million.

In addition to the consolidated cash balance, receivables (utilities and property taxes) remain relatively low. As noted above, the Village collected 95% of the total 2022 property tax lev and therefore amounts owing to the Village are relatively low. There are no significant current liabilities of note, with trade payables kept current.

Quarterly Report

The Village does not carry significant balances with any vendor and therefore the net working capital position of the Village remains very strong and there is no concern with liquidity at this time.

Conclusion

In summary, the financial results are consistent with the budget. It is not unusual for there to be internal adjustments with different issues and priorities arising that need to be addressed. As noted above, the most significant variance at this time deals with the expenditures in the water fund as well as the snow removal costs, which were identified as an issue in the 1st quarter. The Village has recently dealt with turnover in staff at public works and there have been a number of weeks where the two position were not staffed. This will result in reduced expenses but will impact planned services and therefore contract expenses may increase to offset the reduced internal manpower. At the time of writing this report, the two public works' vacancies have been filled and the credentials and experience of both individuals hired will strengthen the overall capacity of the crew going forward.

Further to the production of the current results of operations, the production of the 2021 financial statements is something that still needs to be addressed. Once the financial statements are developed, they will be audited and then advanced to Council for approval. Given that accounting was not kept current for several years, staff are still catching up and hope to have the financial statements prepared and the audit started in the third quarter.

Respectfully submitted



David Perehudoff, CPA, CGA
Acting CAO/CFO

Supporting Statements and Schedules

Village of Warfield

FINANCIAL REPORT – Q2 – 2022

FINANCIAL STATEMENTS

2nd Quarter Financial Report
Q2 – June 30, 2022



Village of Warfield

STATEMENT OF OPERATIONS

GENERAL OPERATING FUND

FOR THE SIX MONTHS ENDED JUNE 30, 2022

Q2

	2022		2021	
	YTD ACTUAL	BUDGET	YTD ACTUAL	BUDGET
Revenue				
Property Taxes	\$ 905,011	\$ 904,950	\$ 792,800	\$ 792,694
Parcel Taxes	124,800	125,500	126,080	125,000
Sale of Services	152,775	240,000	134,015	166,611
Other Revenue from Own Sources	82,805	187,200	98,223	186,142
Grants	624,023	535,000	46,104	550,898
Collections for Other Governments	1,127,496	1,127,600	1,048,149	1,044,960
Transfer Prior Years' Surplus / Reserves	-	221,900	-	919,447
Total Revenue	3,016,910	3,342,150	2,245,371	3,785,752
Expenses				
General Government	344,856	675,100	268,742	538,586
Protective Services	2,493	115,600	7,840	129,700
Transportation Services	250,278	564,650	203,641	554,750
Environmental Health Services	48,704	176,450	44,003	161,675
Environmental Development	16,741	34,500	39,977	108,400
Renewable Energy Fund	-	-	-	5,000
Recreation and Culture	313,860	530,950	120,781	468,000
Covid - 19 Direct Costs	7,336	-	-	-
Fiscal Services	34,690	67,300	42,164	77,098
Transfer to Reserves & Own Funds	-	-	-	512,583
Transfers to Other Governments	-	1,127,600	-	1,044,960
Capital Expenditures - Operating Funding	180,006	50,000	-	185,000
Total Expenses	1,198,964	3,342,150	727,148	3,785,752
Net Surplus/ (Deficit)	\$ 1,817,946	\$ -	\$ 1,518,223	\$ -

Note that due to Village accounting policies and practices, some of the 2021 data may not be accurate for comparative purposes.



Village of Warfield

STATEMENT OF OPERATIONS

WATER OPERATING FUND

FOR THE SIX MONTHS ENDED JUNE 30, 2022
Q2

	2022		2021	
	YTD ACTUAL	BUDGET	YTD ACTUAL	BUDGET
Revenue				
Parcel taxes	\$ 79,300	\$ 79,300	\$ 79,500	\$ 79,300
Water system Improvement tax	87,340	85,900	87,670	85,910
Water user fees/Sales of services	385,321	388,250	374,757	387,620
Transfer from prior years' surplus	-	-	-	0
Total Revenue	551,961	553,450	541,927	552,830
Expenses				
Administration	-	39,750	910	49,225
Purification and treatment	72,291	220,500	78,199	190,500
Operation and maintenance	45,491	45,500	14,523	30,200
Debt charges	9,600	99,750	-	161,420
Transfer to Water Reserve Fund	-	79,300	-	79,300
Transfer to Capital	75,550	68,650	25,015	42,185
Total Expenses	202,932	553,450	118,647	552,830
Net Surplus/ (Deficit)	\$ 349,029	\$ -	\$ 423,280	\$ -



Village of Warfield

STATEMENT OF OPERATIONS

SEWER OPERATING FUND

FOR THE SIX MONTHS ENDED JUNE 30, 2022

Q2

	2022		2021	
	YTD ACTUAL	BUDGET	YTD ACTUAL	BUDGET
Revenue				
Parcel taxes	\$ 383,760	\$ 384,000	\$ 359,086	\$ 353,067
Sewer user fees/Sales of services	34,669	34,250	23,610	36,812
Transfer from prior years' surplus	-	-	-	0
	418,429	418,250	382,696	389,879
Expenses				
Administration	-	7,500	-	5,000
Maintenance and collection	1,439	74,900	10,190	66,125
Lift Stations	363	10,650	353	10,500
RDKB Contract	-	215,200	-	200,000
Transfer to Capital/Reserve Fund	23,889	110,000	90	108,254
	25,691	418,250	10,633	389,879
Net Surplus/ (Deficit)	\$ 392,738	\$ -	\$ 372,063	\$ -

STATEMENT OF OPERATIONS

WARFIELD FOOD ADVISORY COMMITTEE

Six Months end June 30, 2022

	2022		Budget less	% budget
	YTD ACTUAL	BUDGET	Actual	remaining
Revenue				
Village of Warfield	\$ 3,869	\$ 15,000	\$ 11,131	74.21%
Grants - CBT		-	-	
Grants- Other		-		
Total Revenue	3,869	15,000	11,131	74.21%
Expenses				
Coordinator	2,900	7,200	4,300	59.72%
Food Survey		5,000	5,000	100.00%
Plants and Supplies	264	1,000	736	73.60%
Advertisting	137	500	363	72.60%
Printing Costs	81	500	419	83.84%
Garden Club		500	500	100.00%
Miscellaneous		300	300	100.00%
Public Works - labour and equipment	487	-	(487)	
Total Expenses	3,869	15,000	11,131	74.21%
Net Surplus/ (Deficit)	\$ -	\$ -	\$ -	\$ -

Village of Warfield

FINANCIAL REPORT – Q2 – 2022

FINANCIAL SCHEDULES

2nd Quarter Financial Report
Q2 – June 30, 2022



CAPITAL PROJECTS
to June 30 , 2022

Village of Warfield

Project Description	Approved Budget	Funding Source	Actual 30-Jun-22	Comments
<u>GENERAL CAPITAL FUND</u>				
Village Office Improvements	75,000	Covid-19	47,082	Project proceeding. Interior and exterior painting complete. Front office finished. Still to do: flooring, exterior signage, washroom upgrades, Council table/furniture.
Fire Hall Door Improvements/ Lighting	35,000	Covid-19	29,508	Project complete. Additional rear lighting added to provide a higher level of security.
Beaver Bend Park - Restoration	176,000	Grant	5,410	Working on amended design to deal with a private property encroachment. Engineering consultant has developed several options for consideration. The water course is identified as a "stream" and therefore the design must recognize this in the context of the final solution and regulatory approvals required.
Storm Sewer Capacity Review	50,000	Gas Tax	-	Project to proceed with True Consulting. Review to incorporate Emerald Ridge lands.
Vactor	150,000	MFA Lease	-	The budget is not sufficient. Project will not proceed and needs and solutions will be reassessed.
Property Acquisition (Beaver Bend)	45,000	Gen Revenue	47,137	Property acquired. Costs include purchase price, survey and legal.
TOTAL GENERAL CAPITAL	531,000		129,137	
<u>WATER CAPITAL FUND</u>				
Intake Predesign	145,000	Water Revenue / Surplus	4,032	
Preliminary Design	200,000	Reserves	30,742	Refer to detailed project update.
Water meter - Main line	50,000	Gas Tax	-	Refer to detailed project updates.
Dickens/Gordon Station	75,000	Reserves / Water Revenue		Refer to detailed project updates.
Automatic Chlorine Shutoff	33,000	Gas Tax	35,533	Project complete.
Electric Pallet Jack	5,000	Reserves	5,243	Project complete.
TOTAL WATER CAPITAL	508,000		75,550	



CAPITAL PROJECTS
to June 30 , 2022

Village of Warfield

Project Description	Approved Budget	Funding Source	Actual 30-Jun-22	Comments
<u>SEWER CAPITAL FUND</u>				
Forrest Dr. - Spot repair	75,000	Sewer Revenue	-	Refer to detailed project updates
Simonds removal water line	75,000	Sewer Revenue / Surplus	-	Refer to detailed project updates
Sewer Video Camera	15,000	Surplus	23,889	Council approved an increase in the budget to allow the purchase of camera and all necessary attachments. Project now complete.
TOTAL SEWER CAPITAL	165,000		23,889	
TOTAL CAPITAL EXPENSE	1,204,000		228,576	

Prepared by: Warren Proulx, PW Consultant
July 27 2022

General Fund – Beaver Bend Park Restoration

\$176,000

Design for repair of the eroded drainage channel and adjacent trail was completed last fall. Detailed design and cost estimate was completed. A portion of the lower trail is located on private property and property acquisition took place earlier this year. A portion of an adjacent property was identified after a legal survey and discussions with this owner are underway. All private property issues have to be completed prior to project tender. The intentions are to settle all private property issues and proceed with tender documents, any redesign and publically tender the project out. The schedule for tender is closing to complete the project in 2022 but all effort will be made to meet our schedule. Our grant approval is valid until December 2023. Predict project will be completed by fall of 2022 and contracted out.

The portion of the adjacent property identified after the legal survey the owners were not in favor of an easement or sale of the strip of land for the trail. Three options were discussed and the most favorable option is the install a pedestrian bridge across the creek channel and re-locate the trail to the opposite of the creek. This option will allow the trail to be located entirely on Village property. Cost and installation of the bridge is estimated at \$25,000.00. Detailed design and finalized tender documents are underway. An attempt to tender in early September will take place and if tender is not successful the project will be tendered in 2023.

General Fund – Storm Sewer Capacity Review

\$50,000

The Village operates a storm drainage system that includes an assortment of underground and overland storm drainage routes. The system has experienced periodic surcharging in various locations, however, little is known about the wider system capacity, making it difficult to address isolated issues in a holistic way. True Consulting has provided the Village with a proposal to complete a community wide storm infrastructure capacity review to provide the Village with a better understanding of the existing storm infrastructure system. True will complete this review in 2022 and final report expected in late fall.

This study is underway with True Consulting obtaining aerial photography from the Province, review storm infrastructure and data collection of manholes and culverts. Update GIS system and review of system capacity, upgrade concepts and a final report by year-end.

General Fund – Vactor

\$150,000

The Village spends \$40-\$50,000 a year on rental of a vactor and we are always at the mercy of a contractor for timing and up-front costs. Public Works has contacted Vimar to purchase a used and good condition vactor but current stock is in the \$200,00 range. Vimar has indicated if a vactor is available in our budget, they will contact us. Purchase will be made in house and hopefully a vactor is available this summer. Our only other alternative is to request additional funding to match availability.

Prepared by: Warren Proulx, PW Consultant
July 27 2022

Vactor – no update

<u>Water Fund</u> – Intake Predesign	\$145,000
- Intake Preliminary Design	\$200,000

A summary of work that has been completed so far and what the next significant milestones are as well as the suggested schedule are in a separate report.

See update on separate report

<u>Water Fund – Water Meter – Main Line</u>	\$50,000
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In the next 5 years the Village will require a new drinking water source. Costs associated with the new source are expected to be significant. The Village is aware that managing community water will have a positive impact on future infrastructure requirements and associated capital and operating costs. A water conservation plan is a requirement for infrastructure grant funding assistance.

Currently the Village supplies water to Teck Warfield operations from our water treatment plant. A vault with a Teck owned water meter keeps track of water consumption but the meter does not function properly and is unreliable. The Village will replace this water meter with our own. We are currently planning a meeting with Teck to discuss our new drinking water update and the water meter will be included in our agenda. Plans are to have the RDKB purchase and install the meter, as they are our contractor who maintains our WTP. This project will be contracted out and completed this summer.

With the hiring of a new Public Works Foreman, with over 30 years experience in public works projects, this water meter will be one of his tasks to complete in 2022.

<u>Water Fund – Dickens/Gordon PRV Station</u>	\$75,000
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The PVR station decommission includes

- Construct water main connection from water main on Gordon St. to water main on Dickens St.
- Decommission below ground PRV station including backfill and bury
- Decommission 80 meters long water main on Gordon Ave from Shelly St. to Dickens St.

Necessary to inform homeowners in the vicinity of the PRV station that high pressure will result and that PRV's be installed in homes.

True Consulting will identify piping modifications in the field and provide the Village with quantities of pipes/valves to purchase. The Village will excavate and install piping, backfill etc. The situation of the Village hiring an additional person at PW enables our crews to complete this work in house. Construction to take place this summer.

With the hiring of a new Public Works Foreman and operator this project will be completed in house. Our new PW foreman has an abundance of experience in water distribution and is fully capable of managing this project in the fall.

Sewer Fund, Forrest Drive – Spot Repair Sewer

\$75,000

The existing pipes on Forrest Drive have capacity issues for peak flows due to surcharging that reduces pipe capacity due mostly to I&I. In fact, the Forrest Dr. sewer does not have enough capacity to convey the peak flows expected with the completion of Emerald Ridge.

The sewer main outside of the Laurier Lift station is completely disconnected at a joint. The recommendation is that the pipe be excavated and repaired. Reconfiguration of the Lift station to install a high-level alarm system. Pump capacities indicate 10 times greater than peak flows in the collection area. This project will be completed in house due to the additional person at PW. Construction to take place this summer.

With the hiring of a new Public Works Foreman and operator this project will be completed in house. Our new PW foreman has an abundance of experience in sanitary sewer collection and is fully capable of managing this project in the fall.

Sewer Fund – Simonds Removal of Water Main

\$75,000

The situation of the water main being located inside a sanitary manhole. BC Interior Health requires a 3-meter separation between water mains and sanitary mains. The Village is planning to relocate the water main and direct it around the manhole. In the event of a failure of the water main inside the sanitary manhole, the water main could take on raw sewage and present public health to the local population. This project will be completed in house due to the additional person at PW. Construction to take place this summer.

With the hiring of a new Public Works Foreman and operator this project will be completed in house. Our new PW foreman has an abundance of experience in sanitary sewer collection and is fully capable of managing this project in the fall.

Sewer Fund – Video Camera

\$15,000

Camera with viewing screen, camera head, wireless communication, self-leveling camera head provide upright viewing. Inspections can be viewed from a phone or tablet. Capable of 200' push cable. Locator can detect cameral head to 15' depth, display distance/depth.

The Village storm and sanitary systems are beyond their service life and problems are evident. Currently, the Village contracts this work out and having our own camera allows PW to investigate problem sewers at their convenience.

Cost for a cameral and accessories exceeds our budget by \$7,000, therefore request for additional funding. Delivery 3-4 weeks. In house purchase.

The video cameral and accessories have been purchased and the crew has obtained training on this new piece of equipment. The Village has taken advantage of purchasing a line transmitter that is compatible with the sewer monitor. This transmitter will be used by PW to accurately locate underground water and electrical lines. The Village has

Prepared by: Warren Proulx, PW Consultant
July 27 2022

75 water services with no record of location. This new transmitter will allow our crew to locate and record the location of these services.



Village of Warfield

555 Schofield Highway
Trail, BC V1R 2G7
250-368-8202

Staff Report

DATE: July 25, 2022

FILE NUMBER: BL ENFORCE

TO: Mayor and Council

FROM: David Perehudoff, Acting Chief Administrative Officer/CFO

SUBJECT: **Appointment of Bylaw Enforcement Officer**

1.0 PURPOSE

- 1.1 The purpose of this report deals with the statutory requirement pertaining to the appointment of the Bylaw Enforcement Officer for the Village of Warfield.

2.0 RECOMMENDATION

- 2.1 THAT pursuant to Section 36 of the *Police Act*, Council appoint Zak Keating as a Bylaw Enforcement Officer for the Village of Warfield.

3.0 BACKGROUND

- 3.1 Bylaw Enforcement services are provided under a service agreement with the City of Rossland. Mr. Keating is Rossland's employee and under the terms and condition of the agreement, provides bylaw enforcement services for the Village of Warfield.
- 3.2 The agreement provides for service up to 10 hours per week, which is dependent on demand and on the BEO's availability.

4.0 ANALYSIS

- 4.1 In accordance with the *Police Act*, Council may appoint bylaw enforcement officers to perform the functions and duties pertaining to the enforcement of the Village's regulatory bylaws, which could include the issuance of offence notices.

5.0 OPTIONS

- 5.1 It is assumed that Council wants to continue with the provision of the service and therefore the only option advanced is to proceed as recommended.

6.0 FINANCIAL CONSIDERATIONS

- 6.1 The 2022 Budget includes funding for the provision of the service in accordance with the agreement. The total 2023 Budget is \$24,300 and to date \$2,285 has been spent.

7.0 POLICY AND LEGAL CONSIDERATIONS

- 7.1 The formal appointment is necessary in order to provide the BEO with the legal authority to enforce the bylaws of the Village, which also provides the necessary standing should any matter proceed through to court.

8.0 OTHER CONSIDERATIONS

- 8.1 There are no other considerations noted.

RESPECTFULLY SUBMITTED



David Perehudoff, CPA, CGA
Acting CAO/CFO

attach.

The Village of Warfield
Oath/Solemn Affirmation
Police Act Section 36

(Bylaw Enforcement Officer)

I, **Zak Keating**, do swear/solemnly affirm that:

1. I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second of Canada, Her Heirs and Successors.
2. I will, faithfully, honestly and impartially perform my duties as Bylaw Enforcement Officer.

Sworn by the above named)
Zak Keating)
before me, at Trail, B.C., this ____th)
day of _____, 2022.)
)
)
)
)
A Commissioner for taking)
Affidavits for British Columbia)

(Bylaw Enforcement Officer)

FINANCE

August 3, 2022

SCHEDULE OF ACCOUNTS #08

Moved by Councillor / Seconded by Councillor

That the commitments and expenditures represented by the accounts payable listed below are authorized and that their payment in the amount of
Nine Hundred Thirty-Three Thousand, Three Hundred Thirty-Five Dollars and Eighty-Six Cents

Accounts Payable Cheques #11150 - 11169	\$803,018.67
EFT Payments	\$82,612.17
Payroll #15 & 16	\$47,705.02

TOTAL EXPENDITURE & PAYMENT APPROVED	<u>\$933,335.86</u>
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Village of Warfield
Cheque Register-Summary-Bank



AP5090
Date : Aug 03, 2022
Page : 1
Time : 11:38 am

Supplier : A&J001 To ZIM001
Pay Date : 11-Jul-2022 To 03-Aug-2022
Bank : 1 - GENERAL OPERATING To 99 - PENNY ROUNDING

Seq : Cheque No. Status : All
Medium : M=Manual C=Computer E=EFT-PA

Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
11150	29-Jul-2022	BCA001	BC ASSESSMENT AUTHORITY OF BC	Issued	96	C	11,421.58
11151	29-Jul-2022	MUN001	MUNICIPAL FINANCE AUTHORITY OF BC	Issued	96	C	60.49
11152	29-Jul-2022	REG001	REGIONAL DISTRICT OF KOOTENAY BOUND/	Issued	96	C	681,390.00
11153	29-Jul-2022	WES003	WEST KOOTENAY-BOUNDARY REGIONAL HC	Issued	96	C	55,367.00
11154	13-Jul-2022	ALP001	GFL ENVIRONMENTAL INC. 2020	Issued	98	C	6,608.16
11155	13-Jul-2022	AND001	ANDREW SHERET LIMITED	Issued	98	C	69.03
11156	13-Jul-2022	BCVA001	BC VACTORING SERVICES	Issued	98	C	1,617.00
11157	13-Jul-2022	BLA001	BLACK PRESS GROUP LTD.	Issued	98	C	942.36
11158	13-Jul-2022	CAN003	CUPE 2087	Issued	98	C	1,558.77
11159	13-Jul-2022	CAR001	CARO ANALYTICAL SERVICES	Issued	98	C	55.58
11160	13-Jul-2022	ENV001	ENVIRONMENTAL OPERATORS CERTIFICATI	Issued	98	C	420.00
11161	13-Jul-2022	HIL003	HILL, EDWARD J	Issued	98	C	34.70
11162	13-Jul-2022	LAF001	LAFACE CONTRACTING	Issued	98	C	4,529.70
11163	13-Jul-2022	PRE001	PRECISE PAINTING - 0919305 BC LTD.	Issued	98	C	2,787.38
11164	13-Jul-2022	REC001	RECEIVER GENERAL FOR CANADA	Issued	98	C	30,815.75
11165	13-Jul-2022	REFUND001	GRESLEY-JONES, MELISSA	Issued	98	C	200.00
11166	13-Jul-2022	THER001	THE ROYAL THEATRE	Issued	98	C	315.00
11167	13-Jul-2022	VAL002	VALLEN CANADA INC	Issued	98	C	59.11
11168	13-Jul-2022	WES002	WEST K SAND & GRAVEL LTD	Issued	98	C	4,281.15
11169	13-Jul-2022	YOU001	YOUNG ANDERSON - BARRISTERS & SOLICIT	Issued	98	C	485.91
00000-0121	13-Jul-2022	COLL001	COLLABRIA- VISA PAYMENT PROCESSING	Issued	97	E	1,508.03
00000-0122	13-Jul-2022	PET001	PETRO-CAN SUPERPASS	Issued	97	E	2,592.99
00000-0123	13-Jul-2022	SHA001	SHAW CABLE	Issued	97	E	84.00
00000-0124	14-Jul-2022	MIN002	MINISTER OF FINANCE - HOME OWNER GRAI	Issued	100	E	78,427.15
Total Computer Paid :		803,018.67	Total EFT PAP :	82,612.17	Total Paid :		885,630.84
Total Manually Paid :		0.00	Total EFT File :	0.00			

24 Total No. Of Cheque(s) ...

BYLAWS

Fireworks Discharge Permit Information and Safety Awareness

Village of Warfield Fireworks Bylaw No. 919, 2022

General Information & Safety

- The goal of the Village of Warfield Fireworks Bylaw No. 919, 2022 is to reduce the risk of personal injury, noise and property damage from the use of fireworks and to minimize the impacts on pets and wildlife.
- The bylaw regulates the sale, possession and discharge of fireworks in the Village of Warfield.
- You must apply for and be issued a Fireworks Discharge Permit to possess or discharge fireworks in the Village.
- The issuance of Fireworks Discharge Permits will be contingent on current fire conditions and any fire bans, orders, conditions or restrictions imposed by KBRFR as well as any Provincial or Federal laws and regulations.
- A Fireworks Discharge Permit will be issued only in relation to observance of a public event, festival or celebration and for one (1) day only.
- Choose a safe outdoor area away from buildings, trees, overhead obstructions, vehicles and dry grass.
- Spectators and others should watch from a safe distance.
- Have a large bucket of water, sand or a garden hose ready at the site.
- Dispose spent firework casings in a container of water.

How to Apply for a Fireworks Discharge Permit

1. Applications for a Fireworks Discharge Permit must be made at least fourteen (14) days before the date of the proposed discharge.
2. Familiarize yourself with Village of Warfield Fireworks Bylaw No. 919, 2022.
3. The applicant will be the person discharging fireworks as the Fireworks Supervisor and who must have a valid Operator Certificate as issued under the Federal Explosives Regulations, 2013.
4. Contact the Village office to request a copy of the Application for Fireworks Discharge Permit.
5. Complete the application, sign the form and submit it along with a copy of the Fireworks Supervisor Operator Certificate, ID, and \$50.00 application fee.
6. Your application will be referred to, and reviewed by the Kootenay Boundary Regional Fire Rescue (KBRFR) for approval.
7. If approved, you will be notified and issued the Fireworks Discharge Permit.
8. If you are discharging fireworks on property that is not owned by the applicant/permit holder you must complete the *Agreement of Property Owner of the Discharge of Fireworks*. The Agreement is attached to, and forms part of the Fireworks Discharge Permit.

Prohibitions

- No person under the age of 18 years is permitted to discharge or use fireworks in the Village and a parent or guardian of any person under the age of 18 years shall not allow that person to discharge or use fireworks.
- No person shall buy, sell, store, discharge or use Firecrackers or Roman Candles within the Village.
- No person may offer for sale, sell, give or trade fireworks within Village boundaries.
- A person holding a Fireworks Discharge Permit shall hold, possess, store, discharge or otherwise use fireworks only in accordance with Bylaw No. 919 and with conditions set out in the Fireworks Discharge Permit.
- Fireworks must not be discharged in or on a highway, a park, a property in which a school is located or land in a commercial or industrial zone.
- Fireworks shall not be discharged while pointed at any person, animal, building, motor vehicle, tree or bush if the firework is capable of projecting a charge effect more than one (1) meter.

Talk to Your Neighbors.

- Talk to your neighbours to advise you are planning a fireworks display.
- Check for pets and children in your neighbourhood where fireworks will be discharged.

Disclaimer

This communication is provided for information purposes only and the Village of Warfield and or KBRFR will not be held responsible for any issues that may occur when discharging fireworks and are not responsible for any action that you may take or may not take when relying on this information.

Residents apply for and receive a Fireworks Discharge Permit at their own discretion. It is the responsibility of the person reading this information and the Fireworks Discharge Permit holder to ensure that safety is the main priority.

All requirements, rules and regulations set out in Bylaw No. 919, 2022 and in the Fireworks Discharge Permit must be followed. Any person who contravenes any section of Bylaw No. 919 and or the Fireworks Discharge Permit commits an offence and may be subject to prosecution under the *Offence Act* and may be liable upon conviction to a fine set out in Schedule "B" of Bylaw No. 919.

THE CORPORATION OF THE VILLAGE OF WARFIELD
BYLAW No. 919

**A BYLAW TO CONTROL AND REGULATE THE SALE AND DISCHARGE OF FIRECRACKERS AND
FIREWORKS WITHIN THE VILLAGE OF WARFIELD BOUNDARIES**

WHEREAS pursuant to the provisions contained in the *Community Charter*, Village of Warfield Council, may, by bylaw, regulate, prohibit and impose requirements in relation to firecrackers, fireworks and explosives.

AND WHEREAS, Council deems it expedient and desirable to provide such regulations, prohibitions and requirements;

NOW THEREFORE, the Council of the Village of Warfield, in open meeting assembled ENACTS AS FOLLOWS:

1. CITATION

This bylaw may be cited as “The Village of Warfield Fireworks Bylaw No. 919, 2022.

2. INTERPRETATION AND DEFINITIONS

For the purposes of this bylaw, the following words and expressions are defined:

“Council” means the Council of the Village of Warfield;

“Fire Chief” means the most senior officer of the Kootenay Boundary Regional Fire Rescue (KBRFR) or any person designated by the most senior officer of the KBRFR to act on their behalf;

“Fire Service” means the Kootenay Boundary Regional Fire Rescue (KBRFR) Service;

“Firecracker” means a loud, explosive device that when ignited, explodes but does not produce a visible effect after explosion occurs and is used solely as noise makers, not for pyrotechnic effects;

“Fireworks” means any substance that is manufactured, made or used to produce an explosion or detonation or a pyrotechnic device, and includes fireworks, composition, and manufactured fireworks as defined in the federal Explosives Act, RSC 1985, c E-17 , and also includes any substance defined as fireworks under the Fireworks Act, RSBC 1996, c 146 of British Columbia;

“Fireworks Discharge Permit” means a written approval issued by the Fire Chief, substantially in the form provided in Schedule “C”;

“Fire Safety Plan” means a plan detailing the procedures for a Permit Holder to follow when discharging Fireworks, substantially in the form provided in Schedule “C”;

“Fireworks Supervisor” means a person possessing a valid ‘ fireworks operator certificate (display supervisor)’ issued under the federal Explosives Regulations, 2013, SOR/2013-211;

“Incident” means a fire, an explosion, a situation where a fire or explosion has occurred or is imminent or any other situation presenting a danger or possible danger to life or property and to which the Fire Service has responded.

“Permit Holder” means the person who is named as the applicant for a valid Fireworks Discharge Permit;

“Public event, festival or celebration” means the observance or celebration of a public event, festival or other celebration sponsored or conducted by an organization or person;

“Roman Candle” means fireworks giving off a series of flaming coloured balls and sparks;

“Supervisor Certificate” means any of the following certificates issued under the federal Explosives Regulations, 2013, SOR/2013-211:

- a. fireworks operator certificate (Display Supervisor);
- b. fireworks operator certificate (Display Supervisor with endorsement); and
- c. fireworks operator certificate (Display Visitor); and

“Village” means the Village of Warfield.

3. **PROHIBITIONS AND REGULATION**

- (1) No person may buy, sell, store, discharge or otherwise use Firecrackers or Roman Candles within the Village.
- (2) No person may offer for sale, sell, give or trade Fireworks within the boundaries of the Village.
- (3) No person may discharge Fireworks within the boundaries of the Village unless that person holds a valid Fireworks Discharge Permit.
- (4) A person holding a Fireworks Discharge Permit shall hold, possess, store, discharge or otherwise use Fireworks only in accordance with the conditions set out in the Fireworks Discharge Permit.
- (5) Notwithstanding any conditions set out in the Fireworks Discharge Permit, a person holding a Fireworks Discharge Permit:
 - a. shall not hold, possess, store, discharge or otherwise use Fireworks in a manner that increases the risk of physical injury to any person or damage to any public or private property;
 - b. shall not discharge Fireworks in or on:
 - i. a highway;
 - ii. a park;
 - iii. a property on which a school is located; or
 - iv. land in a commercial or industrial zone as identified in the Village of Warfield Zoning Bylaw No. 896, 2021 or a successor bylaw or bylaws; and
 - c. shall not discharge Fireworks pointed or directed at any person, animal, building, motor vehicle, tree or bush if the Firework is capable of projecting or discharging a charge effect more than one meter.
- (6) Notwithstanding any other provision in this Bylaw:
 - a. no person under the age of eighteen (18) years may discharge or otherwise use any Fireworks; and
 - b. no person being the parent or guardian of any person under the age of eighteen (18) years shall allow that person to discharge or otherwise use any Fireworks.

4. **APPLICATION FOR FIREWORKS DISCHARGE PERMIT**

- (1) A person or organization wishing to discharge Fireworks must apply and pay for a Fireworks Discharge Permit at the Village office and which application for Permit must be approved by the Fire Chief. The Fire Chief may waive application fees for events promoted or sponsored by the Village.
- (2) Fireworks Discharge Permits will be issued for one day only.
- (3) Every application for a Fireworks Discharge Permit must be made at least fourteen (14) days before the date of the proposed discharge.

- (4) The Fireworks Discharge Permit application must contain the following:
 - a. confirmation that the Fireworks are to be discharged in relation to an observance of a public event, festival or celebration;
 - b. name(s) of Fireworks Supervisor(s) responsible for discharge of the Fireworks, and a copy(ies) of the applicable Supervisor Certificate(s);
 - c. written permission from the owner of the property from which fireworks are to be discharged, whether such property is owned privately or publicly; and
 - d. a Fire Safety Plan in the form set out in Schedule “C” of this bylaw.
- (5) The Fireworks Discharge Permit application must be accompanied by the following:
 - (a) Pay the Fireworks Discharge Permit fee set out in Schedule “A” of this bylaw except that the fee may be waived by the Fire Chief for events sponsored by the Village;
 - (b) Provide proof of a valid Fireworks Supervisor’s Certificate in accordance with the requirement in Section 4(b) of this bylaw.
- (6) Upon request by the Fire Chief, the person making the Fireworks Discharge Permit application must accompany the Fire Chief on an initial site inspection and any required site re-inspections and pay the applicable inspection and re-inspection fees prescribed in Schedule “A” of this bylaw.

5. PERMIT SUSPENSION OR REVOCATION

- (1) The Fire Chief is authorized and empowered to suspend or revoke any Fireworks Discharge Permit issued under this bylaw if:
 - (a) the Permit Holder contravenes, authorized, permitted or suffered the contravention of any provision of this bylaw, the Fire Services Act, RSBC 1996, c 144, as amended from time to time, any other applicable statute or regulation, or the conditions or restrictions attached to the Fireworks Discharge Permit;
 - (b) a fire ban is in effect;
 - (c) public safety or risk to the public may occur in connection with the Fireworks being discharged;
 - (d) it is determined by the Fire Chief that the Permit Holder may have submitted an application with inaccurate or false information.

6. INCIDENT COST RECOVERY

- (1) Every person who causes an incident directly attributable to the person’s misuse of Fireworks including but not limited to, the person’s failure to comply with the provisions of this bylaw, a Permit or other applicable statute or regulation, shall be deemed to have caused a nuisance and, in addition to any other penalty imposed by bylaw, shall be responsible for the costs incurred by the Kootenay Boundary Regional Fire Rescue in abating that nuisance by responding to the incident and, for that purpose shall pay a fee in the amount of \$300.00 per fire truck and \$30.00 per hour for each fire fighter.

7. RIGHT OF ENTRY

- (1) The Fire Service, the Fire Chief, employees or agents of the Village may enter at all reasonable times, any property that is subject to the requirements or regulations of this bylaw, to ascertain whether the regulations or provisions made under this bylaw and Fireworks Discharge Permit are in compliance.

- (2) The Fire Service and the Fire Chief are authorized to order a Fireworks to be extinguished.
- (3) No person shall obstruct or prevent the Fire Service, Fire Chief, Fire Service Officers, Village Employees, or agents of the Village from conducting an inspection under this bylaw.
- (4) All persons shall maintain private roadways, access roads, fire lanes and yards for Fire Service and Emergency vehicle access in conformance with the *British Columbia Fire Code*.

8. OFFENCE AND PENALTY

- (1) This Bylaw may be enforced by an Information laid in accordance with the Offence Act, RSBC 1996, c 338, as amended from time to time.
- (2) Any person (or organization) who contravenes any provision of this Bylaw may be subject to prosecution under the Offence Act and be liable, upon conviction, to a fine as set out in Schedule “B” attached hereto, and the Village may recover any expenses occurred as a result of the noncompliance from that person in the same manner as the municipal property taxes in accordance with the Community Charter, SBC 2003, c 26.
- (3) Without limiting Section 8(2), every person (or organization) who possesses or discharges Fireworks contrary to the provisions of this bylaw commits an offence and shall when directed to do so, surrender all Fireworks in their immediate possession to the Fire Chief, Fire Service Officer, the Fire Services or a Bylaw Enforcement Officer who shall be authorized to seize and hold all such Fireworks in the interest of public safety and as evidence of the commission of the offence.
- (4) A person who contravenes Section 8(2) by failing to surrender Fireworks upon demand commits an offence.

9. SEVERABILITY

- (1) If any section, subsection, sentence, clause or phrase of this bylaw is for any reason found invalid by a court of competent jurisdiction, that decision shall not affect the validity of the remaining portions of this bylaw.

10. SCHEDULES

- (1) The following schedules are attached to and form part of this bylaw and are enforceable in the same manner as this bylaw:

Schedule “A” – Fees for-Fireworks Discharge Permit & Site Inspections

Schedule “B”-Fines

Schedule C: Application for Fireworks Discharge Permit and Permit

Read a First, Second and Third time this th day of , 2022.

Reconsidered and Adopted this th day of 2022.

Mayor

Corporate Officer

CERTIFIED TRUE COPY of Bylaw 919 cited as “Village of Warfield Fireworks Bylaw No. 919, 2022” this
of, 2022.

Corporate Officer

SCHEDULE "A"
Village of Warfield Bylaw No. 919, 2022

FEES & CHARGES
FIREWORKS DISCHARGE PERMIT, INSPECTIONS & COST RECOVERY

Permit	Section	Amount
Application for Permit & Fireworks Discharge Permit	4 (1)	\$50.00
Initial Site Inspection-Each Inspection	4 (6)	\$100.00
Site Re-Inspection (if required)-Each Inspection	4 (6)	\$100.00
Incident Cost Recovery-Per Fire Truck	(6)	\$300.00
Incident Cost Recovery-Each Fire Fighter	(6)	\$30.00 per Hour

SCHEDULE "B"
Village of Warfield Bylaw No. 919, 2022

FINES

Offence	Section	Amount
Discharging Firecrackers and or Roman Candles	3 (1)	\$100.00
Offer for sale, sell, give or trade Fireworks within Village boundaries	3 (2)	\$350.00
Discharging Fireworks without a Fireworks Discharge Permit	3 (3)	\$250.00
Failure to follow terms and conditions of Fireworks Discharge Permit	3 (4)(a)	\$200.00
Breach of prohibitions associated with Fireworks Discharge Permit	3(4)(b)	\$350.00
Breach of prohibition against assisting a minor in discharging Fireworks	3 (5)	\$250.00
Obstruction and or prevention of individuals authorized in this bylaw to Right of Entry	7 (1)-7 (3)	\$350.00
Failure to maintain private roadways, access roads, fire lanes yards for Fire Service and Emergency vehicle access	7 (4)	\$200.00
Failure to surrender all Fireworks to authorized individuals	8 (2)	\$250.00

SCHEDULE "C"
Village of Warfield Bylaw No. 919, 2022

APPLICATION FOR FIREWORKS DISCHARGE PERMIT & PERMIT

INSTRUCTIONS FOR APPLICANTS

1. Contact Village of Warfield office to request a copy of the Application for Fireworks Discharge Permit.
2. Complete the application form and submit completed form, copy of ID, \$50.00 application fee, copy of Supervisor Certificate, Fire Safety Plan, approval of property owner (if Fireworks will be discharged on another person's property).
3. Sign the Permit application and submit to the Village of Warfield.
4. Village Staff will review your application and required documents. Your application will be referred to Kootenay Boundary Regional Fire Rescue (KBRFR) for approval.
5. If approved, KBRFR will advise the Village accordingly.
6. Village Staff will then issue you the Fireworks Discharge Permit.

APPLICATION

Application Date : _____ (Must be 14 days prior to date of discharging fireworks)

Name of Applicant: _____

Age of Applicant: _____ (Attach copy of the ID showing birth date)

Address of Applicant/Permit Holder: _____

Name of Public Event, Festival or Celebration: _____

Date of Discharge: _____

Time of Discharge: From _____ **am/pm** **To:** _____ **am/pm**

(Fireworks Discharge Permit Valid on this Date and Time Only)

Location of discharge: _____
(Provide street address or other description. Attach agreement of property owner.)

Name of Fireworks Supervisor: _____

Supervisor Certificate No.: _____ (Attach copy of the Supervisor Certificate)

Applicant's E-mail Address: _____ **Phone #** _____

- ✓ **Application & Permit Fees:** \$50.00 (Payable upon completion of this application)
This fee may be waived by the Chief Administrative Officer for events sponsored by the Village

Fire Safety Plan

Site Plan/Sketch of Location of Fireworks

- ✓ The discharging of Fireworks must be a reasonable distance away from trees, bushes and or shrubs, or any fire hazard as defined by the Ministry of Environment.
- ✓ Duration of Fireworks: **From:** _____am/pm**To:** _____am/pm
- ✓ Write out procedures put in place to protect public safety when discharging Fireworks (2 certified Fire Extinguishers, water source etc.):

Sketch-Site Plan for Location of Discharge of Fireworks on Property

Agreement of Property Owner of the Discharge of Fireworks

Note: The Agreement of the Property Owner of the Discharge of Fireworks section is only required to be completed if discharging of Fireworks is to occur on property that is not owned by the Applicant/Permit Holder or is on land that is owned or controlled by the Village of Warfield.

Name of Property Owner(s): _____

Location of Fireworks Discharge: _____

Property Owner's Mailing Address: _____

E-mail Address: _____ **Phone #** _____

Name of Public Event, Festival or Celebration: _____

Date: _____

Time of Discharge: From _____ **am/pm** **To:** _____ **am/pm**

Fireworks Discharge Permit Valid on this Day Only

The Property Owner has agreed and consented to the Applicant/Permit Holder holding, and the Applicant discharging Fireworks on the date, time and location described above. The Applicant/Permit Holder has applied to the Village of Warfield for a Permit to perform such discharging of Fireworks and has received approval from the Kootenay Boundary Regional Fire Rescue (KBRFR) Fire Chief or Fire Service Officer.

In consideration of \$1.00 and other good and valuable consideration (the receipt and sufficiency of which are hereby acknowledged by the Property Owner), the Property Owner hereby releases and forever discharges the Village of Warfield and its elected officials, employees, officers, KBRFR, agents, and contractors of and from any and all matter of actions, damages, causes of action, suits, debts, claims, demands and damages of any nature or kind whatsoever which the Property Owner may at any time have against the Village of Warfield or its elected officials, employees, officers, KBRFR, agents, and contractors arising out of any cause, matter or thing in respect of or arising out of:

1. The issuance of the Fireworks Discharge Permit to the Applicant/Permit Holder;
2. The execution of the Fireworks Discharge Permit at a public event, festival or celebration including without limitation the handling, storage, firing, discharging, setting off, exploding or other use of Fireworks in connection therewith;
3. The use or occupation of the location upon which the special event, festival or celebration is to occur; or,
4. Any act of omission of the Applicant/Permit Holder or any persons for whom either is, at law responsible for, including, without limitation, the non-observance or non-performance of any obligation imposed by federal or provincial law.

The Property Owner acknowledges that he or she has had the opportunity to seek independent legal advice as to the contents of this Agreement and that he or she is not under any legal disability.

Signature of Property Owner(s)

Date

This approved application forms part of the Fireworks Discharge Permit below

Signature of Applicant

Date

Village of Warfield

Date

Referred to KBRFR for Approval:

Date

Approved by KBRFR Fire Chief/Fire Services Officer

Date

FIREWORKS DISCHARGE PERMIT & PERMIT CONDITIONS

This Permit is issued only upon approval of the Permit Application

This Permit is valid for 1 day only & is not Transferrable

PERMIT #: _____

Permission is hereby granted in accordance with the provisions of the Village of Warfield Fireworks Bylaw No. 919, 2022 to: _____

Name of Applicant/Permit Holder (Must be the person who will discharge Fireworks):

for the discharging of Fireworks on the _____ day of _____, 20____
from _____ am/pm to _____ am/pm in observance of _____

Name of Public Event, Festival or Celebration

at _____

Address/Location of Fireworks

General Conditions of Permit

By agreeing to these conditions you, the Permit Holder, are acknowledging that you have read, understood, and will abide by the rules and regulations of: this Bylaw No. 919, 2022, as amended from time to time, the rules and regulations of this Fireworks Discharge Permit, the applicable Provincial and Federal laws and regulations, in force from time to time, and any conditions or restrictions imposed in this Bylaw and Permit by the Fire Chief or Fire Service Officers.

- ✓ The application and Fireworks Discharge Permit must be visible at the time of Fireworks discharge.
- ✓ At no time are Firecrackers and or Roman Candles permitted for discharge within the Village.
- ✓ The Fireworks are to be discharged in an open area that is reasonable distance from trees, bushes, shrubs, or any other fire hazard as defined by the Province of BC Ministry of Environment.
- ✓ No person shall explode or discharge Fireworks in or on a highway, park, school property and commercial or industrial land identified in the Village of Warfield Zoning Bylaw No. 896, 2021.
- ✓ No person shall discharge or explode Fireworks which are pointed or directed at any person, animal, building, motor vehicle, tree or bush if the Fireworks projects a charge effect more than one meter.
- ✓ All Fireworks that fire a projectile must be directed in such a manner that the projectile goes into the air in a vertical direction.
- ✓ Any Fireworks that remain unfired after the Fireworks Discharge event is concluded shall be immediately disposed of in a safe manner.
- ✓ Fireworks shall not be discharged during a windstorm in which the wind reaches a velocity of more than 20 kilometers per hour. In such cases, the Fire Chief or Fire Service Officer(s) may authorize the discharge at a future date.
- ✓ Fireworks shall not be discharged when the outside temperature is 30 degrees C or higher and/or if the humidity is 30% or less. The Fire Chief or Fire Service Officer(s) may also cancel any permits in times when the fire danger rating is high.
- ✓ The Fireworks must be discharged by the Permit Applicant/Permit Holder who has a valid Fireworks Supervisor Certificate issued by the Explosive Branch of Natural Resources Canada.
- ✓ No person under the age of eighteen (18) years is permitted to discharge Fireworks at any time and no parent or guardian of a person under the age of eighteen (18) shall allow that person to hold, possess, store, discharge or otherwise use any Fireworks.
- ✓ At least 2 fire extinguishers approved by the Fire Chief or Fire Service Officer(s) shall be kept within the area in which the discharge is being done.
- ✓ This Fireworks Display Permit is not transferrable and is valid for one day only on the day and time as set out in the application for a Fireworks Discharge Permit.

PLEASE BE ADVISED: If and when an open fire ban is issued by the BC Wildfire Service, Southeast Fire Centre your Fireworks Discharge Permit is voided and will be reactivated after the ban is lifted. It is the sole responsibility of the Permit Holder to comply with a fire ban. **Failure to comply with this prohibition and restrictions may result in a fine for each individual on scene** (<https://www2.gov.bc.ca/gov/content/safety/wildfire-status/about-bcws/governance/legislation-regulations/summary-of-fines>)

The Village of Warfield and the Kootenay Boundary Regional Fire Rescue accept no responsibility for liability or costs incurred as a result of authorizing this permit.

Issued by the Village of Warfield on this _____ day of _____, 20____

Village Representative

Applicant/Permit Holder

THE CORPORATION OF THE VILLAGE OF WARFIELD

BYLAW #920

A BYLAW TO LICENSE AND REGULATE BUSINESSES

WHEREAS the *COMMUNITY CHARTER* authorizes the Council of the Village of Warfield by bylaw to provide for the licensing and regulating of businesses;

NOW THEREFORE the Council of the Village of Warfield, in open meeting assembled, ENACTS AS FOLLOWS:

SHORT TITLE

1. (a) This Bylaw may be cited as the "Village of Warfield Business Licence Bylaw No. 920, 2022".

DEFINITIONS

2. "Business" means
 - a) the carrying on of a commercial, industrial, or personal undertaking of any kind, or
 - b) providing professional, personal or other services for the purpose of gain or profit,but does not include activities carried on by the government, its agencies, or government-owned corporations.

"Council" means the Council of the Village of Warfield.

"Door to Door and Direct Sales" means the carrying on of a business by the display or demonstration of samples, the taking of orders, or the offering for sale of goods, wares, or other merchandise directly to or from any public place, in commercial premises or in private premises occupied by the prospective purchaser.

"Inter-Municipal Business Licence" means a business having an inter-municipal licence through the other municipalities within the jurisdiction of the Regional District of Kootenay Boundary (RDKB) is deemed to have a licence valid in the Village of Warfield and is exempt from requiring a licence under this bylaw.

"Licence" means a valid and existing business licence issued pursuant to this bylaw.

"Licence Inspector" means the person, from time to time, duly appointed by Council as Licence Inspector for the Village of Warfield, a peace officer and any employee of the Village acting in the capacity of Licence Inspector.

"Marihuana Dispensary" means a business or other operation (with legal status from both Provincial and Federal governments) involving the sale, barter distribution or dispensing of cannabis, marihuana, or any products containing or derived from

cannabis or marihuana, or the advertising or offering of such items for sale, barter distribution or dispensing.

"Mobile Business" means any business that is carried out entirely from a motor vehicle or mobile unit that is designated to be or is mobile, including hand pushcarts and self-propelled concession stands. The only goods to be sold by a mobile business are food and beverages. All products offered for sale are actually carried and contained in the motor vehicle or mobile unit and are delivered to the purchaser at the time of sale.

"Person" includes any corporation, partnership, sole proprietorship, party or person.

"Village" means the Village of Warfield.

ISSUING, SUSPENDING AND REVOKING LICENCES

3. (a) No business activity shall be permitted in the Village unless the owner or operator of such business activity has first obtained a licence in the form depicted in schedule 'A' attached to and forming part of this bylaw and issued pursuant to this Bylaw, or such business is specifically exempt from the licensing requirement under this Bylaw or a Provincial or Federal statute.
- (b) Unless a licence is refused, no licence fee paid under this Bylaw shall be refundable.
- (c) The business licence must be prominently displayed in the place of business.
- (d) An owner or operator of a business shall be entitled to receive a business licence provided that:
 - i. a business licence application pursuant to schedule 'B' attached to and forming part of this Bylaw has been completed and submitted to the Licence Inspector, and
 - ii. a licence fee, for the applicable business type of business as prescribed in schedule 'C' attached to and forming part of this Bylaw and all outstanding fees charges and penalties due and payable to the Village in respect of the business, have been paid in full, and
 - iii. the business location and activity are in compliance with the Village of Warfield Zoning Bylaw and all other applicable Village bylaws rules, codes and regulations and orders and rules, codes and regulations of all Federal or Provincial authorities having jurisdiction over such business, and
- (e) Every business for which a licence may be required under this bylaw shall allow, at any reasonable time, the Licence Inspector, an employee or agent of the Village authorized by the manager to inspect their place of business and any other premises, equipment, vehicles or property used for purposes related to the trade, business or occupation to determine compliance with the requirements of this bylaw.
- (f) No person shall obstruct, hinder or otherwise interfere with an authorized employee or agent of the Village while carrying out an investigation, making inquiries, or performing an inspection for the purposes of enforcing this by-law.

- (g) It is the responsibility of the business to comply with any instructions or regulations from Fire Prevention Officers and or Building Inspectors.
- (h) Subject to the conditions of this section, Council may, by resolution, suspend or revoke a business licence if a business activity is found to be in contravention of this or any other Warfield bylaw, or a provincial or a federal statute.
- (i) Before considering a resolution to suspend or revoke a business licence, Council shall:
 - i. receive a report from the Licence Inspector stating the alleged bylaw offense(s) committed by the owner or operator of the business in direct relationship to the operation of the business, and the attempts made by the Licence Inspector to achieve compliance by the owner or operator of the business with the municipality's bylaws, and
 - ii. provide the owner or operator of the business with an opportunity to show cause why the business licence should not be suspended or revoked.
- (j) A Council resolution to suspend or revoke a business licence shall state:
 - i. the reason for suspending or revoking the business licence, and
 - ii. if a business licence is suspended, the duration of the suspension.
- (k) An owner or operator whose business licence has been revoked by a resolution of Council may, not sooner than twelve (12) months following the date at which a business licence has been revoked, apply for a new business licence, and the revocation shall not affect the owner or operator's right to obtain a new business licence subject to the terms and conditions of this Bylaw.
- (l) When an owner or operator holds more than one business licence and Council suspends or revokes a business licence held by such owner or operator, the validity of business licence(s) not specifically suspended or revoked by Council shall not be affected.
- (m) A business licence is valid only for the owner or operator in whose name it has been originally issued, and it may not be transferred to a subsequent owner or operator of the business.
- (n) A person who operates a business at more than one premises, shall apply for and maintain a separate business licence for each premise.
- (o) A person shall not carry on a business in or on any premises other than those identified on the business licence without first making an application for a new business licence or a change to the business licence.

LICENCE DURATION

- 4. (a) The licensing period shall commence on the first day of January in each year and shall terminate on the last day of December in each year.
- (b) Notwithstanding the date of issue, every business licence issued under this Bylaw shall expire on the last day of December in each year.
- (c) The business licence fee for a licence issued at any time after the first day of July in any year shall be fifty percent (50%) of the annual fee.

- (d) Notwithstanding any provisions of this Bylaw to the contrary, a business licence issued on an application received and approved on or after the first day of November in each year shall expire on the last day of December in the next following year.

BUSINESS CLASSES

- 5. (a) The classes of business shall be as defined in schedule 'C' attached to and forming part of this Bylaw.
- (b) A business activity not specifically defined in schedule 'C' of this Bylaw shall be deemed to be a "General Service" business.
- (c) If an owner or operator operates more than one business for which a licence is required under this Bylaw in one location, the owner or operator shall indicate which of the businesses is to be the principal business, and all other businesses operated in the same location shall be deemed a "Secondary Business."
- (d) Activities such as bona fide garage sales and fund-raising activities by volunteer community organizations, whether or not based in Warfield, shall not be deemed business activities for the purposes of this Bylaw.

INTER-MUNICIPAL BUSINESS LICENCE

- 6. (a) The Village of Warfield is a signatory to an inter-municipal business licensing agreement with other municipalities in the Regional District of Kootenay Boundary.
- (b) The holder of an inter-municipal business licence issued under the terms of the inter-municipal business licence agreement referred to in this section shall be deemed to be duly licensed under this Bylaw and shall not be required to obtain a parallel business licence from the Village of Warfield.

ADMINISTRATION

- 7. (a) Council shall, by resolution, appoint one or more Licence Inspector(s) who shall be accountable to Council for the execution of the Licence Inspector's duties as defined in this Bylaw.
- (b) The Licence Inspector shall prepare, not later than the last day of March and the last day of September in each year a Business Licence Register listing all current business licences. The Business Licence register shall be posted on the Village bulletin board and submitted to Council at the first regular meeting following the issue date of the register.

ENFORCEMENT

- 8. (a) The Licence Inspector is authorized by Council to issue business licences for the Village. The Licence Inspector may require that an applicant for a business licence provide proof of certification, approval or qualification required by a

Federal, Provincial or Local government authority having jurisdiction over the business.

- (b) A person who contravenes or fails to comply with any provision of this Bylaw or who permits, suffers or allows any act or thing to be done in contravention of this bylaw or who fails or neglects to do anything required under a Village of Warfield Business Licence and a person who carries on or remains open for business after receiving a notice from the Village that the Licence for the business was suspended or cancelled shall be deemed to have committed an offence.
- (c) A person found guilty by a court of competent jurisdiction to have committed an offense under this Bylaw shall, on summary conviction, be subject to a fine not exceeding two thousand dollars (\$2,000.00).

ENACTMENT

- 9. (a) If any section, subsection, sentence, clause or phrase of this Bylaw is for any reason held to be invalid by the decision of any Court of competent jurisdiction, the invalid portion shall be severed and the part that is invalid shall not affect the validity of the remainder.
- (b) This Bylaw shall come into full force and effect upon its adoption.
- (c) Bylaw # 836, the Village of Warfield "2017 Business Licence Bylaw", a bylaw to regulate a business licence, is hereby repealed.

Read a First time this day of ,2022.

Read a Second time this day of ,2022.

Read a Third time this day of ,2022.

Reconsidered and Adopted this day of ,2022.

Mayor

Corporate Officer

Certified a true copy of Bylaw #920, as adopted.

Corporate Officer

THE CORPORATION OF THE VILLAGE OF WARFIELD

BYLAW #920

SCHEDULE 'A' – BUSINESS LICENCE

The Corporation of the Village of Warfield

Business Licence
(year)

(name of business)
(address of business)
(application #)

This is to confirm that (name of business) is duly licensed to carry on the business of (class) for the year (year) in the Village of Warfield pursuant to the "Village of Warfield Business Licence Bylaw No. 920, 2022".

(Date)

(Signature of Licence Inspector)

THE CORPORATION OF THE VILLAGE OF WARFIELD
BYLAW #920
SCHEDULE 'B' – BUSINESS LICENCE APPLICATION

Application #: _____

Please print the following information:

Name of Applicant in Full _____

Address of Applicant _____

Name of Business _____

Identification: _____
(Birth Certificate, Driver's Licence, etc.)

Civic Address of Business: _____

Phone Number (Home): _____ Phone Number (Business) _____

E-mail Address: _____

Business Class (see schedule 'C')

- Primary Business Class _____
- Secondary Business Class(es) _____

Licence Duration: From _____ to December 31, _____
(Date) (Year)

Licence fee is \$55 for the primary business class and \$25 for each secondary business class conducted on the same property.

I, _____, hereby make application for a licence in accordance with the "Village of Warfield Business Licence Bylaw #920, 2022" and the information provided in this application, and I declare that the information provided in this application is true and correct, and I agree to comply with the laws and bylaws applicable to the operation and conduct of the business to be licensed and the property on which the business is to be located.

(Date)

(Signature of Applicant)

VILLAGE OFFICE USE ONLY:

Application #: _____

Classification: _____

Fee: _____

Comments:

The above information is required in accordance with the provisions of the "Village of Warfield Business Licence Bylaw #920, 2022".

Licence approved / rejected:

(Date)

(Signature of Licence Inspector)

Reason(s) for licence rejection:

THE CORPORATION OF THE VILLAGE OF WARFIELD

BYLAW #920 SCHEDULE 'C' – BUSINESS LICENCE FEES

The classes of business recognized in the Village of Warfield and the fees payable for a licence in each class shall be as follows:

- 1. Primary Business classes** (full year)
 - a) Retail service (incl. store, service station, bank, etc.) \$ 55.00
 - b) Professional service (incl. medical, accounting, legal, etc.) \$ 55.00
 - c) Personal service (incl. hairdressers, care-giver, etc.) \$ 55.00
 - d) Manufacturing & Processing (incl. ready mix, machine shop, etc.) \$ 55.00
 - e) Contracting (incl. construction, painting, plumbing, etc.) \$ 55.00
 - f) Food Services (incl. restaurants, coffee shops, take-out, etc.) \$ 55.00
 - g) Accommodation (incl. apartments, motels, hotels, etc.) \$ 55.00
 - h) Home Occupation (incl. all occupations permitted by zoning) \$ 55.00
 - i) General Service (all other services) \$ 55.00
- 2. Secondary Business** (full year, classes identical to Primary Business) \$ 25.00
- 3. Primary Business** (issued after July 1 – all classes) \$ 30.00
- 4. Secondary Business** (issued after July 1 – all classes) \$ 12.50

**VILLAGE OF WARFIELD
BYLAW NO. 921**

**A Bylaw to Amend the
Village of Warfield Zoning Bylaw No. 896, 2021**

WHEREAS Section 460 of the Local Government Act R.S.B.C. 1996, c.323 authorizes a local government to amend an official community plan bylaw or a zoning bylaw;

AND WHEREAS the Council of the Village of Warfield deems it expedient to amend Bylaw 896, 2021 to allow for changes with respect to land use and zoning regulations;

AND WHEREAS the passage of this bylaw has met all of the requirements pursuant to the *Local Government Act*;

NOW THEREFORE the Council of the Village of Warfield in open meeting assembled enacts the following:

1. TITLE

This bylaw may be cited for all purposes as the "Village of Warfield Zoning Amendment Bylaw No 921, 2022".

2. AMENDMENTS

The following amendments are made to the "Village of Warfield Zoning Bylaw No. 896, 2021"

1) Addition of the following definitions to Section 2.3.3:

Self-Storage Facility means a facility that provides separate, individual closed storage units for rent to the general public for self-service storage of personal goods, materials and equipment.

Shipping Container means semi-trailers or other large-scale storage units.

Recreational Vehicle Storage means screened parking of recreational vehicles by fee to the general public on a term basis.

2) Amend the first sentence of Section 3.5.1 as follows:

Any new development, including new building, structure, or use. Development aside from a self-storage facility development on the site, will only be enabled in the CD2 zone where the following conditions are met:

- (a) The proposed development is, in the opinion of Council, considered appropriate for the site, having regard for the policies and objectives of the Official Community Plan and any other applicable municipal plan or policy;
- (b) An acceptable servicing strategy and/or development agreement to enable the servicing strategy can be negotiated;

- (c) The use of any other zone of this Bylaw to accommodate the proposed development would, in the opinion of Council, result in potential conflicts with the scale and character of existing or future surrounding development, should the full development potential of such zone be utilized.
- 3) Rename the use of 'Self-Storage' to 'Self-Storage Facility' in Section 5.2.4, Table 5-1, under Commercial Uses category.
- 4) Addition of the use of 'Recreational Vehicle Storage' to Section 5.2.4, Table 5-1, under Industrial Uses category.
- 5) Addition of Recreational Vehicle Storage as Permitted Uses under Comprehensive Development 2 zone (CD2) in Section 5.2.4, Table 5-1, under Industrial Uses category.
- 6) Addition of Shipping Container as Permitted Uses under Comprehensive Development 2 zone (CD2) in Section 5.2.4, Table 5-1, under Accessory Uses category.
- 7) Add the following provisions under Section 5.11 Shipping Containers and number the provisions accordingly:

'Shipping containers shall be screened from adjacent properties and rights-of-way with fencing, landscaping or by being placed behind, between or within buildings.'

'Shipping containers shall not display any logos or otherwise be used as a sign.'

3. FORCE AND EFFECT

That upon adoption of bylaw, Bylaw No. 921 being the "Village of Warfield Zoning Amendment Bylaw No. 921, 2022", the Village of Warfield Zoning Bylaw No 896, 2021" shall hereby be amended and take effect with the amendments hereto attached.

READ A FIRST and SECOND TIME this 11th day of July, 2022.

PUBLIC HEARING held on the _____ day of _____, 2022.

READ the THIRD TIME the _____ day of _____, 2022.

RECEIVED the APPROVAL of the Ministry of Transportation the ____ day of _____, 2022

RECONSIDERED and ADOPTED by the Municipal Council of the Village of Warfield on the _____ day of _____, 2022.

Mayor, Village of Warfield

Corporate Officer

I HEREBY CERTIFY this as a true copy of Bylaw No. 921 cited as
"Village of Warfield Zoning Amendment Bylaw No. 921, 2022
this day of , 2022.

Corporate Officer



Village of Warfield

555 Schofield Highway
Trail, BC V1R 2G7
250-368-8202

Staff Report

DATE: July 25, 2022 FILE NUMBER: Community Hall
TO: MAYOR AND COUNCIL
FROM: DAVID PEREHUDOFF, ACTING CHIEF ADMINISTRATIVE OFFICER/CHIEF FINANCIAL OFFICER
SUBJECT: **COMMUNITY HALL – RENTAL RATES**
BYLAW 922, 2022

1.0 PURPOSE

- 1.1 The purpose of this report is to address a Council directive pertaining to the establishment of a rental rate category for community groups who previously were allowed to use the Community Hall, without charge, despite there being no authority or formal decision of Council pertaining to the provision of a full rental waiver.

2.0 RECOMMENDATION

- 2.1 THAT Council proceed with three readings of Community Hall Rental Amendment Bylaw 922, 2022.

3.0 BACKGROUND

- 3.1 The report considered by Council at their regular meeting held on March 22, 2022 is attached and should provide sufficient background information.
- 3.2 In addition, the current Bylaw 852, 2017 is attached, which provides context as it pertains to Bylaw 922 now being advanced for Council's consideration.

4.0 ANALYSIS

- 4.1 The most significant change or addition to the bylaw is the addition of Section 3 – Community Group Rates. This rate schedule provides rates that are discounted by 60% as compared to the "market rate".
- 4.2 The Community Group Rates are intended to provide a significant rate subsidy in recognition of non-for-profit groups and organizations that provide community service. Should the group be unable to pay the reduced rate, they can make application for a grant to waive the rental fee entirely.
 - 4.2.1 As far as a rental waiver is concerned, a formal application was not developed as the frequency of occurrence will likely be quite low. However, should an organization seek a rental waiver, they would be requested to provide information that includes a description of the service they provide, the goals and objectives of the organization, the number of participants or benefactors as well as a financial statement that demonstrates financial need. This information would be provided to Council who would decide whether or not to provide further rate relief.
- 4.3 Prior to advancing the bylaw, a letter was sent to all of the groups listed in Section 6.1 of the March 6th report, advising that Council would be considering the implementation of a

new rate scheme, that would require the group to pay a rental fee. The Village received one query from the senior's badminton group, who enquired regarding what their rent would be and to this end they did not express concern with what was being proposed.

5.0 OPTIONS

- 5.1 That the "status quo" be maintained and Bylaw 852 remain in-force.
- 5.2 That Council proceed with Bylaw 922 as presented. This Bylaw is consistent with Council's previous review of the matter as part of trying to address the property tax subsidy or net operating loss and charging all users an appropriate fee for using the facility.

6.0 FINANCIAL CONSIDERATIONS

- 6.1 The costs to operate the facility involves a direct charge whereby the user pays a "fair" amount to use the facility. The dual rate proposed in the new bylaw recognizes the overlapping community benefits associated with community groups using the Community Hall by providing a subsidized rate without requiring the group to make application to have fees reduced.
- 6.2 The Second Quarter financial report indicates that the costs of operating the Community Hall have increased such that generating revenue as part of offsetting or reducing the net tax deficit is reasonable. Revenue realized in 2022 to date is relatively low but will likely increase through the last half of the year.
- 6.3 In addition to the addition of the new rate category, all rates have been increased by approximately 5% given that Bylaw 852 was adopted late in 2017 and therefore there have been 4 years (albeit that 2 years were impacted by Covid-19), without rate adjustment. Utility charges, janitorial and direct costs of staff have all increased such that the adjustment is recommended. User fees should be reviewed annually, and charges increased gradually as opposed to making more significant increases after leaving rates unchanged for a number of years.

7.0 POLICY AND LEGAL CONSIDERATIONS

- 7.1 The new Bylaw 922 would replace Bylaw 852, which would be repealed when Bylaw 922 is adopted.

8.0 OTHER CONSIDERATIONS

- 8.1 The Bylaw addresses an historic anomaly pertaining to rental rates, who was charged and sets clear direction that staff will be responsible to administer.

RESPECTFULLY SUBMITTED



David Perehudoff, CPA, CGA
Acting Chief Administrative Officer

attach.

THE CORPORATION OF THE VILLAGE OF WARFIELD

BYLAW #922

A BYLAW TO AMEND THE RENTAL RATES FOR THE COMMUNITY HALL

WHEREAS section 194 of the *Community Charter* SBC Chap. 26 authorizes Council to impose fees for the use of municipal property, and

WHEREAS section 12 of the *Community Charter* SBC Chap. 26 authorizes Council to establish variations, terms and conditions,

NOW THEREFORE, the Council of the Village of Warfield, in open meeting assembled, hereby ENACTS AS FOLLOWS:

SHORT TITLE

1. (1) This Bylaw may be cited as the “**Community Hall Rental Amendment Bylaw, No. 922, 2022**”

HALL RENTAL RATES

2. (1) Subject to section 2(2) of this Bylaw, the rental rates for the Community Hall shall be those set out in Schedule ‘A’ attached to and forming part of this Bylaw.
- (2) A person or organization requesting an exemption from the provisions of section 2(1) of this Bylaw shall submit a written request for a grant in lieu of rental containing information as prescribed by Council in order to evaluate said request. Council will review the request and consider all information provided as well as any policies that Council may adopt from time to time and in their sole discretion, approve or reject the request.

CONDITIONS OF USE

3. (1) No person shall be entitled to rent the Community Hall without first having completed and signed a rental agreement in the form prescribed by Council resolution from time to time.
 - (2) All persons occupying the Community Hall shall comply with the terms and conditions governing the use of the Community Hall as prescribed by Council resolution from time to time.
 - (3) Terms and conditions governing the use of the Community Hall shall be:
 - a) posted on the notice board in the Community Hall, and
 - b) attached to and forming part of the rental agreement for the Community Hall.
 - (4) All persons and organizations renting the Community Hall, whether or not exempt from rental payment, shall sign a waiver as set out in Schedule ‘B’ attached to and forming part of this Bylaw.
4. (1) If Council believes it to be in the best interest of peace and good government for the community, Council may, at its discretion and without discrimination, refuse to rent

the Community Hall to any individual, group, society, or corporation.

- (2) A refusal to rent the Community Hall pursuant to section 4(1) of this Bylaw shall be authorized by Council resolution, and the resolution shall state the specific reasons for the refusal to rent the hall, and the applicant shall be informed in writing of the reason for the refusal to rent the hall.

ENACTMENT

5. (1) If any section, subsection, sentence, clause or phrase of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the part that is invalid shall not affect the validity of the remainder.
- (2) This Bylaw shall come into full force and effect on final adoption.
- (3) The Village of Warfield Bylaw #852, Community Hall Rental Amendment Bylaw No. 852, 2017, is hereby repealed.

READ A FIRST TIME	this	day of	, 2022
READ A SECOND TIME	this	day of	, 2022
READ A THIRD TIME	this	day of	, 2022
RECONSIDERED AND FINALLY ADOPTED	this	day of	, 2022

Mayor

Corporate Administrator

Certified a true copy of Bylaw #922 as adopted

Corporate Administrator

THE CORPORATION OF THE VILLAGE OF WARFIELD

BYLAW #922**SCHEDULE 'A'****COMMUNITY HALL RENTAL FEE SCHEDULE**

1. Usage-Specific Rates	Rate	Deposit
a) Wedding (flat rate) – Main hall, full kitchen, and park. Access at 5pm the night before the wedding until noon the day after the wedding for clean-up.	\$420.00	\$420.00
b) Kitchen only – per session* (2 hours)	\$ 45.00/session	\$150.00
c) Kitchen only – per day (flat rate)	\$160.00	\$160.00
d) Repeating community classes or meetings – per session* (2 hours) (Eg: yoga, art, meetings) Main hall	\$32.00/session	\$32.00

*A “session” is a minimum booking period of two hours. One session is 2 hours, two sessions is 4 hours, and so on.

2. Default Rates	Rate	Deposit
Unless otherwise specified above, the rental rates For the Community Hall shall be those listed below:		
a) Main Hall Only (Full Day*) (flat rate)	\$210.00	\$210.00
b) Main Hall Only (Hourly)	\$45/hour	\$210.00
c) Main Hall with Kitchen (Full Day*)	\$265.00	\$210.00
d) Main Hall with Kitchen (Hourly)	\$55/hour	\$210.00
e) Committee Room Upstairs or Youth Room	\$32/hour	\$100.00
f) Committee Room (10 hours) Upstairs or Youth Room	\$32/hour	\$100.00
g) Additional Cleanup	\$175.00	Nil

3. Community Group Rates	Rate
Notwithstanding Section 2 – Default Rates, not-for-profit groups and organizations that provide or facilitate the delivery of a service or activities for residents:	
a) Main Hall Only (Full Day*) (flat rate)	\$125.00
b) Main Hall Only (Hourly)	\$27/hour
c) Main Hall with Kitchen (Full Day*)	\$160.00
d) Main Hall with Kitchen (Hourly)	\$33/hour

- | | |
|--|--------------|
| e) Committee Room Upstairs or Youth Room | \$19/hour |
| f) Committee Room (10 hours) Upstairs or Youth Room | \$19/hour |
| g) Repeating classes or meetings – per session – Main Hall | \$19/session |
| h) Additional Cleanup | \$175.00 |

4. Village Square Rental

	Rate	Deposit
a) Village Square Park (Park, Washrooms and BBQ) (flat rate)	\$ 80.00	\$ 100.00
b) Village Square Park (Park and Washrooms Only) (flat rate)	\$ 55.00	\$ 100.00
c) Village Square Park BBQ (when added to full-day Hall Booking)	\$ 30.00	\$ 100.00

4. Cancellation of Booking

Cancelled bookings within two (2) weeks of rental date will be charged 50% of hall rental.

*A full day booking requires the renter to vacate the hall no later than 2 a.m. the night of the booking.

THE CORPORATION OF THE VILLAGE OF WARFIELD

BYLAW #922**SCHEDULE 'B'****WAIVER AND INDEMNITY CLAUSE**

The Renter accepts and will use the Premises at their own risk and agrees that neither the Corporation of the Village of Warfield herein after referred to as the Village, nor its respective officers, employees, servants, agents, heirs, successors and assigns have made any warranties or representations respecting the suitability or condition of the Premises. The Renter further agrees that it will indemnify and save harmless the Village and its respective officers, employees, servants, agents, heirs, successors and assigns from and against any and all claims whatsoever, including all damages, liabilities, expenses, costs, including legal or other fees, incurred in respect of any such claim(s) or any action(s) or proceeding(s) brought thereon arising directly or indirectly from or in connection with the granting of this License and use of the Premises.

The Renter understands and agrees that this Permit may be revoked or cancelled at any time with or without cause. The Village will make every reasonable attempt to provide a minimum 48 hours notice of a cancellation to the Renter.

The Applicant warrants and represents that if he/she executes this Application on behalf of a Group or Organization that the Applicant has sufficient power, authority and capacity to bind the Group or Organization with his/her signature.

The Renter, in consideration of being granted permission to use the Premises agrees to be bound by the Terms of Rental referred to above and if *the Applicant represents a Group or Organization, the Applicant agrees to inform all responsible officials associated with the Group or Organization of the Terms of Rental and Waiver and Indemnity Clause.*

Signed and Witnessed this _____ Day of _____ 20_____

I have read the above and fully understand the Terms and the Waiver and Indemnity Clauses and will comply with said document.

(Renter)

(Witness)



Village of Warfield

555 Schofield Highway
Trail, BC V1R 2G7
250-368-8202

Staff Report

DATE: March 6, 2022 FILE NUMBER: Community Hall

TO: MAYOR AND COUNCIL

FROM: DAVID PEREHUDOFF, ACTING CHIEF ADMINISTRATIVE OFFICER/CHIEF FINANCIAL OFFICER

SUBJECT: **COMMUNITY HALL – RENTAL WAIVERS**

1.0 PURPOSE

- 1.1 During the 2022 Budget discussions, the issue of rental revenue from the Community Hall was reviewed. The matter of rental waivers was considered. Council directed staff to provide additional information as it pertains to the current practice associated with providing community groups with access to the facility without charge.

2.0 RECOMMENDATION

- 2.1 THAT Council direct staff to advance rental rates for the Community Hall to include a rate category for not-for-profit community groups.
- 2.2 THAT Council continue to consider full rental waivers on an application basis where such waiver must be directly considered and approved by Council.
- 2.3 THAT the user groups who have historically been provided with the Community Hall free of charge be advised of the modified approach, to take effect on September 1, 2022.
- 2.4 THAT staff be directed to develop an application for use by groups who chose to apply for a full rental waiver.

3.0 BACKGROUND

- 3.1 There appears to be a historical “practice”, where certain groups and organizations have been permitted to use the Community Hall without charge. This is despite the provision in Bylaw 852, 2017, Community Hall Rental Amendment Bylaw No. 852, 2017 that indicates the following:
 - 3.1.1 A person or organization requesting an exemption from provision of section 2(1) [rental rates] of this Bylaw shall submit a request for a grant in lieu of rental to Council, and Council may, at its sole discretion and subject to such policies as Council may adopt from time to time, approve or reject such request.

4.0 ANALYSIS

- 4.1 During the review of the 2022 Budget, Council was provided with financial information that demonstrated the Community Hall was being subsidized by property taxes. While most public facilities like this will run with operating deficit, the deficit for this facility can amount to up to 3% of the Village’s total property tax levy.
- 4.2 There are a number of groups/organizations who have not been historically charged for the use of the facility. The table below shows utilization and fees forgiven in 2019. It is noted that 2020 and 2021 rentals were significantly impacted by the pandemic, with 2019 providing the appropriate perspective as far as the overall value of waivers that have been provided.
- 4.3 The Village does not have a process or accounting policy in place that recognizes the provision of the rental waivers. One way of doing this would be to recognize the revenue (value of the rental waiver) with the waiver also recognized as an expense. While the net effect is zero (revenue equals expense) using this accounting

approach increases transparency as part of tracking the overall cost of providing waivers and ensures that the revenue is credited to the facility when considering the overall operating loss or property tax subsidy.

- 4.4 If Council is comfortable with continuing with the current practice, then no changes are required. However, there does not appear to be any criteria the specifies which group would or wouldn't be eligible to receive a rental waiver beyond the historical treatment shown. In this regard, staff are recommending that the system be changed.

5.0 OPTIONS

- 5.1 That the "status quo" be maintained. This is not seen to be the preferred approach.
- 5.2 That Council agree to modify the Community Hall Rental Fee Schedule and include a new rate scale for community not-for-profit groups who meet prescribed criteria. The scale would be based on discounting the specific use rates and default rates included in the Bylaw by 60% where applicable.
- 5.2.1 Further to the above, the \$30 / hour fee would be charged at \$12 per hour and the \$40 / hour fee would be charged at \$16 / hour.
- 5.3 There could be other approaches considered including requiring that a group apply annually for a waiver.

6.0 FINANCIAL CONSIDERATIONS

- 6.1 In consideration of the option included in paragraph 5.2 above, the following rates would apply (2019 comparative year used) using the reduced rate as follows:

Group/Organization	2019 Hours	2019 Rent Waived	2019 Rent (Reduced rate – new fee structure)	Difference (Waiver from Full Rent)
Scouts	96	\$2,880.00	\$1,152.00	\$1,728.00
Sparks	38	\$1,520.00	\$608.00	\$912.00
Brownies	38	\$1,520.00	\$608.00	\$912.00
Guides	57	\$2,280.00	\$912.00	\$1,368.00
Pathfinders	76	\$2,280.00	\$912.00	\$1,368.00
Robusters*	26	\$1,040.00	\$416.00	\$624.00
Badminton	35	\$1,050.00	\$420.00	\$630.00
TOTAL WAIVED		\$12,570.00	\$5,028.00	\$7,542.00

- 6.2 Using the reduced rate structure, there is a rental waiver of \$7,542, with the Village collecting \$5,028 in revenue from the user.
- 6.3 As indicated above, having a not-for-profit rate scale provides the groups with a significant reduction from the "market" rate without requiring the group to make application for a waiver. However, if the group requires a full rental waiver, then they would be required to make application (as indicated in the current bylaw) to be adjudicated by Council.
- 6.3.1 Typically, when a group is seeking a full waiver, they would be required to demonstrate financial need and provide financial statements in support of their application that show sources of revenue and expense. In addition, such things as membership from the community and the level of volunteer support may also be criteria that Council would want to consider when adjudicating an application as part of determining whether or not to provide a full waiver.

7.0 POLICY AND LEGAL CONSIDERATIONS

- 7.1 Bylaw 852 would have to be amended if Council supports making changes. Council may also want to consider the development of a Grant Policy and application form that would be required to be submitted if a group is seeking full relief from rent or a cash grant.

- 7.1.1 The application used by the City of Trail is attached as an example of a comprehensive grant application that could be modified and put into use in the Village of Warfield.

8.0 OTHER CONSIDERATIONS

- 8.1 As shown above, there is a clear cost to the taxpayers as part of forgiving rent. This is not to say that worthy groups should not receive relief, but it should be done in such a way that it is fair, equitable and transparent. The cost of providing rental waivers beyond the suggested not-for-profit scale should be considered by Council with the group being required to submit an application.

RESPECTFULLY SUBMITTED

David Perehudoff, CPA, CGA
Chief Administrative Officer

attach.

THE CORPORATION OF THE VILLAGE OF WARFIELD

BYLAW #852

A BYLAW TO AMEND THE RENTAL RATES FOR THE COMMUNITY HALL

WHEREAS section 194 of the *Community Charter* SBC Chap. 26 authorizes Council to impose fees for the use of municipal property, and

WHEREAS section 12 of the *Community Charter* SBC Chap. 26 authorizes Council to establish variations, terms and conditions,

NOW THEREFORE, the Council of the Village of Warfield, in open meeting assembled, hereby ENACTS AS FOLLOWS:

SHORT TITLE

1. (1) This Bylaw may be cited as the “**Community Hall Rental Amendment By-law, No. 852, 2017**”

HALL RENTAL RATES

2. (1) Subject to section 2(2) of this Bylaw, the rental rates for the Community Hall shall be those set out in Schedule ‘A’ attached to, and forming part of this Bylaw.
- (2) A person or organization requesting an exemption from the provisions of section 2(1) of this Bylaw shall submit a request for a grant in lieu of rental to Council, and Council may, at its sole discretion and subject to such policies as Council may adopt from time to time, approve or reject such request.

CONDITIONS OF USE

3. (1) No person shall be entitled to rent the Community Hall without first having completed and signed a rental agreement in the form prescribed by Council resolution from time to time.
 - (2) All persons occupying the Community Hall shall comply with the terms and conditions governing the use of the Community Hall as prescribed by Council resolution from time to time.
 - (3) Terms and conditions governing the use of the Community Hall shall be:
 - a) posted on the notice board in the Community Hall, and
 - b) attached to and forming part of the rental agreement for the Community Hall.
 - (4) All persons and organizations renting the Community Hall, whether or not exempt from rental payment, shall sign a waiver as set out in Schedule ‘B’ attached to and forming part of this Bylaw.
4. (1) If Council believes it to be in the best interest of peace and good government for the community, Council may, at its discretion and without discrimination, refuse to rent the Community Hall to any individual, group, society, or corporation.

- (2) A refusal to rent the Community Hall pursuant to section 4(1) of this Bylaw shall be authorized by Council resolution, and the resolution shall state the specific reasons for the refusal to rent the hall, and the applicant shall be informed in writing of the reason for the refusal to rent the hall.

ENACTMENT

5.(1) If any section, subsection, sentence, clause or phrase of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the part that is invalid shall not affect the validity of the remainder.

- (2) This Bylaw shall come into full force and effect on final adoption.

READ A FIRST TIME	this 15 th day of November, 2017
READ A SECOND TIME	this 15 th day of November, 2017
READ A THIRD TIME	this 15 th day of November, 2017
RECONSIDERED AND FINALLY ADOPTED	this 6 th day of December, 2017

Mayor

Corporate Administrator

Certified a true copy of Bylaw #852, as adopted

Corporate Administrator

THE CORPORATION OF THE VILLAGE OF WARFIELD

BYLAW #852**SCHEDULE 'A'****COMMUNITY HALL RENTAL FEE SCHEDULE**

1. Usage-Specific Rates	Rate	Deposit
a) Wedding (flat rate) – Main hall, full kitchen, and park. Access at 5pm the night before the wedding until noon the day after the wedding for clean-up.	\$400.00	\$400.00
b) Kitchen only – per session* (2 hours)	\$ 40.00/session	\$150.00
c) Kitchen only – per day (flat rate)	\$150.00	\$150.00
d) Repeating community classes or meetings – per session* (2 hours) (Eg: yoga, art, meetings) Main hall	\$30.00/session	\$30.00
*A “session” is a minimum booking period of two hours. One session is 2 hours, two sessions is 4 hours, and so on.		
2. Default Rates	Rate	Deposit
Unless otherwise specified above, the rental rates For the Community Hall shall be those listed below:		
a) Main Hall Only (Full Day*) (flat rate)	\$200.00	\$200.00
b) Main Hall Only (Hourly)	\$40/hour	\$200.00
c) Main Hall with Kitchen (Full Day*)	\$250.00	\$200.00
d) Main Hall with Kitchen (Hourly)	\$50/hour	\$200.00
e) Committee Room Upstairs or Youth Room	\$30/hour	\$100.00
f) Committee Room (10 hours) Upstairs or Youth Room	\$30/hour	\$100.00
g) Additional Cleanup	\$150.00	Nil
3. Village Square Rental	Rate	Deposit
a) Village Square Park (Park, Washrooms and BBQ) (flat rate)	\$ 75.00	\$ 100.00
b) Village Square Park (Park and Washrooms Only) (flat rate)	\$ 50.00	\$ 100.00
c) Village Square Park BBQ (when added to full-day Hall Booking)	\$ 25.00	\$ 100.00

4. Cancellation of Booking

Cancelled bookings within two (2) weeks of rental date will be charged 50% of hall rental.

*A full day booking implies that the renter will vacate the hall no later than 2am the night of the booking.

THE CORPORATION OF THE VILLAGE OF WARFIELD

BYLAW #852**SCHEDULE 'B'****WAIVER AND INDEMNITY CLAUSE**

The Renter accepts and will use the Premises at their own risk and agrees that neither the Corporation of the Village of Warfield herein after referred to as the Village, nor its respective officers, employees, servants, agents, heirs, successors and assigns have made any warranties or representations respecting the suitability or condition of the Premises. The Renter further agrees that it will indemnify and save harmless the Village and its respective officers, employees, servants, agents, heirs, successors and assigns from and against any and all claims whatsoever, including all damages, liabilities, expenses, costs, including legal or other fees, incurred in respect of any such claim(s) or any action(s) or proceeding(s) brought thereon arising directly or indirectly from or in connection with the granting of this License and use of the Premises.

The Renter understands and agrees that this Permit may be revoked or cancelled at any time with or without cause. The Village will make every reasonable attempt to provide a minimum 48 hours notice of a cancellation to the Renter.

The Applicant warrants and represents that if he/she executes this Application on behalf of a Group or Organization that the Applicant has sufficient power, authority and capacity to bind the Group or Organization with his/her signature.

The Renter, in consideration of being granted permission to use the Premises agrees to be bound by the Terms of Rental referred to above and if *the Applicant represents a Group or Organization, the Applicant agrees to inform all responsible officials associated with the Group or Organization of the Terms of Rental and Waiver and Indemnity Clause.*

Signed and Witnessed this _____ Day of _____ 20____

I have read the above and fully understand the Terms and the Waiver and Indemnity Clauses and will comply with said document.

(Renter)

(Witness)



Village of Warfield

555 Schofield Highway
Trail, BC V1R 2G7
250-368-8202

Staff Report

DATE: June 30, 2022

FILE NUMBER:

TO: Mayor and Council

FROM: David Perehudoff, Acting Chief Administrative Officer/CFO

SUBJECT: **EXPENSE REIMBURSEMENT – BYLAW 923, 2022**

1.0 PURPOSE

- 1.1 The purpose of this report is to bring forward changes to Bylaw 825 as it pertains to the reimbursement of Council and staff when attending external events and meetings as representatives or employees of the Village.

2.0 RECOMMENDATION

- 2.1 THAT Council proceed with three readings of Council and Staff Expenses Bylaw 923, 2022.

3.0 BACKGROUND

- 3.1 The current Bylaw 825 to effect in 2016. Bylaw 923 has been modernized and appropriate changes made as it pertains to expense reimbursement amounts.

4.0 ANALYSIS

- 4.1 The bylaw was reviewed in response to significant increase in fuel prices. The rate that was being used was \$0.52 per kilometer and the index used referenced the BC Government private vehicle allowance.
 - 4.1.1 Bylaw 923 is changed to reflected the Government of Canada rate as determined by the Canada Revenue Agency (CRA). This rate reflects what the CRA deems to be appropriate in consideration of income tax implications.
 - 4.1.2 The current CRA rate is \$0.61 per kilometer.
- 4.2 In addition, the per diem amount is increased from \$85 to \$100, with individual rates for breakfast, lunch and dinner being increased by \$5. This adjustment is not seen to be unreasonable and is reflective of the costs a representative from the Village is likely to incur when attending business on behalf of the Village. The daily rate is reduced if registration at an event includes the provision of a meal(s).
- 4.3 With respect to the per diem rate, it should be set so a delegate is able to cover costs being incurred. The rates recommended in the bylaw were compared to the CRA rates paid as shown below:

Allowance	Warfield – Bylaw 923	CRA – April 1, 2022
Breakfast	\$25.00	\$21.90
Lunch	\$30.00	\$22.15
Dinner	\$45.00	\$54.40
Incidentals	\$0.00	\$17.50
Total Daily	\$100.00	\$115.95
Private accommodation	\$50	\$50

- 4.4 In consideration of the CRA rates noted above, the adjusted rates advanced in Bylaw 923 are seen to be fair and reasonable.

5.0 OPTIONS

- 5.1 Council can proceed as recommended, make additional amendments to Bylaw 923 as presented or maintain the status quo (Bylaw 825).

6.0 FINANCIAL CONSIDERATIONS

- 6.1 The costs associated with travel are included within the Village's Financial Plan and are dispersed in operating accounts depending on the reason for the travel (i.e. Council conventions versus staff training).

7.0 POLICY AND LEGAL CONSIDERATIONS

- 7.1 The Bylaw provides a legal framework for reimbursement of expenses as described.

8.0 OTHER CONSIDERATIONS

- 8.1 A local government should have a current bylaw or policy dealing with reimbursement of expenses.

RESPECTFULLY SUBMITTED



David Perehudoff, CPA, CGA
Acting CAO/CFO

attach.

THE CORPORATION OF THE VILLAGE OF WARFIELD

BYLAW #923

AN AMENDED BYLAW TO PROVIDE FOR THE REIMBURSEMENT OF PERSONAL EXPENSES

WHEREAS the *Community Charter* authorizes Council to provide for the remuneration of members of Council;

NOW THEREFORE BE IT RESOLVED that the Council of the Village of Warfield, in open meeting assembled enacts as follows:

SHORT TITLE

1. (1) This Bylaw may be cited for all purposes as the **“Council and Staff Expenses Bylaw, 2022”**.

APPROVED EXPENSES

2. (1) Expenses incurred by members of Council when attending an event, meeting, training course, as an official representative of the Village or any other business pertaining to a member of Council fulfilling their duties as an elected representative of the Village shall be reimbursed as follows:
 - a) private vehicle expenses;
 - b) hotel accommodation;
 - c) per diem allowance;
 - d) Extraordinary expenses, subject to approval by Council or the Chief Administrative Officer in accordance with the approved budget.
- (2) Expenses incurred by an employee when attending an event, meeting, training course, shall be reimbursed as follows:
 - a) private vehicle expenses;
 - b) hotel accommodation;
 - c) per diem allowance;
 - d) Extraordinary expenses.
 - e) Expenses incurred by an employee shall be approved by the Chief Administrative Officer or when incurred by the Chief Administrative Officer, approved by the Mayor.
3. (1) All claims for compensation pursuant to this Bylaw shall be submitted on an approved “Village of Warfield Council and Staff Expenses Claim” form according to the rate schedule provided by Schedule A attached to and forming part of this Bylaw.

ENACTMENT

4. (1) If any section, subsection, sentence, clause, or phrase of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the part that is invalid shall not affect the validity of the remainder.
- (2) Council and Staff Expenses Bylaw, #825 is hereby repealed.
- (3) This Bylaw shall come into full force on final adoptiong.

READ A FIRST TIME

this 8th day of August 2022

READ A SECOND TIME

this 8th day of August, 2022

READ A THIRD TIME

this 8th day of August, 2022

RECONSIDERED AND FINALLY ADOPTED

this ____ day of _____, 2022

Mayor

Corporate Administrator

Certified a true copy of Bylaw #923 as adopted

Corporate Administrator

The Corporation of the Village of Warfield
Bylaw 923, 2022 - Schedule "A"
Expense Rate Schedule

EXPENSE REIMBURSEMENT

1. (1) Where a private vehicle is used, reimbursement shall be as per the Government of Canada, Canada Revenue Agency, Reasonable per-kilometer allowance.
- (2) The following rates shall apply to reimburse members of Council and Village employees for expenses incurred:
 - a) \$100.00 per diem allowance;
 - b) \$50.00 per day compensation in lieu of accommodations when staying with relatives.
- (3) Notwithstanding the per diem rates established in this section:
 - a) where the registration for an event includes breakfast, the per diem rate shall be reduced by twenty dollars (\$25.00);
 - b) where the registration for an event includes lunch, the per diem rate shall be reduced by twenty-five dollars (\$30.00);
 - c) where the registration for an event includes dinner, the per diem rate shall be reduced by forty dollars (\$45.00)
- (4) Where absence from the Village for approved business travel on behalf of the Village involves less than one day, members of Council and/or employees shall be entitled to the following meal allowances in lieu of the per diem allowance:
 - a) breakfast – twenty-five dollars (\$25.00);
 - b) lunch – thirty dollars (\$30.00);
 - c) dinner – forty-five dollars (\$45.00)
- (5) All claims for compensation for hotel accommodation and extraordinary expenses shall be supported by original receipts. For the purpose of this section, a credit card imprint does not constitute an original receipt.

THE CORPORATION OF THE VILLAGE OF WARFIELD

BYLAW #923, 2022

Schedule 'A'

Village of Warfield Council and Staff Expenses Claim

Claimant's Name: _____

Duration of Trip: _____

Claimant's Position : _____

From: _____

To: _____

Part I - Private Vehicle Expenses

Section 2 and Schedule A - Bylaw 922, 2022

Purpose	Location	Distance	Rate	Total
			\$0.61	\$
			\$0.61	\$
			\$0.61	\$
Sub-Total				\$

Part II - Accommodation Expenses

Section 2 and Schedule A - Bylaw 922, 2022 Receipts Required

Purpose	Location	Hotel / Motel	Total
			\$
			\$
			\$
Sub-Total			\$

Part III - Meal Allowance Expenses

Section 2 and Schedule A - Bylaw 922, 2022

Claim	Purpose	# Meals	Rate	Total
Breakfast			\$25.00	\$
Lunch			\$30.00	\$
Dinner			\$45.00	\$
Sub-Total				\$

Part VI - Per Diem Expenses

Section 2 and Schedule A - Bylaw 922, 2022

Claim	Purpose	# Days	Rate	Total
				\$
				\$
				\$
				\$
				\$
				\$
				\$
Sub-Total				\$

Part V - Extra Ordinary Expenses

Section 2 and Schedule A - Bylaw 922, 2022 - Receipts Required

Purpose	Location	Details / Event	Total
			\$
			\$
			\$
			\$
Sub-Total			\$
TOTAL			\$

Submitted by: _____

Verified/Approved by: _____

Date _____

Cheque # _____

Account # _____

THE CORPORATION OF THE VILLAGE OF WARFIELD

BYLAW #825

AN AMENDED BYLAW TO PROVIDE FOR THE REIMBURSEMENT OF PERSONAL EXPENSES

WHEREAS the *Community Charter* authorizes Council to provide for the remuneration of members of Council;

NOW THEREFORE BE IT RESOLVED that the Council of the Village of Warfield, in open meeting assembled enacts as follows:

SHORT TITLE

1. (1) This Bylaw may be cited for all purposes as the **“Council and Staff Expenses Bylaw, 2015”**.
1. (2) **Bylaw #760, “Council and Staff Expenses Bylaw, 2010” is hereby repealed and replaced by Bylaw #825.**

APPROVED EXPENSES

2. (1) The following expenses incurred by members of Council shall be reimbursed by the Village:
 - a) private vehicle expenses incurred when attending an event in the Kootenays to which the Village has been invited;
 - b) private vehicle expenses incurred when attending an event beyond the Kootenays subject to approval by resolution of Council;
 - c) private vehicle expenses incurred within the Greater Trail region shall be deemed compensated by the provisions of the Council Remuneration Bylaw;
 - d) hotel accommodation expenses incurred when attending an event approved by resolution of Council;
 - e) per diem allowance for expenses incurred when attending an event in the Kootenays to which the Village has been invited;
 - f) per diem allowance for expenses incurred when attending an event approved by Council resolution;
 - g) Extra-ordinary expenses, subject to approval by Council resolution.
- (2) The following expenses incurred by employees shall be reimbursed by the Village:
 - a) private vehicle expenses incurred in the performance of assigned duties;
 - b) private vehicle expenses incurred when attending an event in the Kootenays with prior approval by the administrator;
 - c) private vehicle expenses incurred when attending an event beyond the Kootenays with prior approval by the administrator;

- d) hotel accommodation expenses incurred when attending an event approved by the administrator;
 - e) per diem allowance for expenses incurred when attending an event with prior approval by the administrator;
 - f) per diem allowance for expenses incurred when attending an event approved by Council resolution;
 - g) extra-ordinary expenses, subject to approval by Council resolution.
3. (1) All claims for compensation pursuant to this Bylaw shall be submitted on an approved "Village of Warfield Council and Staff Expenses Claim" form according to the rate schedule provided by Schedule A attached to, and forming part of this Bylaw.
4. (1) If any section, subsection, sentence, clause, or phrase of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the part that is invalid shall not affect the validity of the remainder.
- (2) Council and Staff Expenses Bylaw, #760 is hereby repealed.
- (3) This Bylaw shall come into full force on January 1, 2016.

READ A FIRST TIME

this 2nd day of December, 2015

READ A SECOND TIME

this 2nd day of December, 2015

READ A THIRD TIME

this 2nd day of December, 2015

READ A FOURTH TIME AND FINALLY ADOPTED

this 9th day of December, 2015

Mayor

Corporate Officer

I hereby certify the foregoing to be a true and correct copy of **Council and Staff Expenses Bylaw #825, 2015.**

Corporate Officer

The Corporation of the Village of Warfield

Schedule "A"

Expense Rate Schedule

COMPENSATION

1. (1) Where a private vehicle is used on Village business, reimbursement shall be as per the BC Provincial Government Private Vehicle Allowance.
- (2) The following rates shall apply to compensate members of Council and Village employees for approved expenses incurred:
 - a) \$85.00 per diem allowance;
 - b) \$25.00 per day compensation in lieu of accommodations when staying with relatives.
- (3) Notwithstanding the per diem rates established in this section:
 - a) where the registration for an event includes breakfast, the per diem rate shall be reduced by twenty dollars (\$20.00);
 - b) where the registration for an event includes lunch, the per diem rate shall be reduced by twenty-five dollars (\$25.00);
 - c) where the registration for an event includes dinner, the per diem rate shall be reduced by forty dollars (\$40.00)
- (4) Where absence from the Village for approved business travel on behalf of the Village involves less than one day, members of Council and/or employees shall be entitled to the following meal allowances in lieu of the per diem allowance:
 - a) breakfast – twenty dollars (\$20.00);
 - b) lunch – twenty-five dollars (\$25.00);
 - c) dinner – forty dollars (\$40.00)
- (5) All claims for compensation for hotel accommodation and extra-ordinary expenses shall be supported by original receipts. For the purpose of this section, a credit card imprint does not constitute an original receipt.

POLICIES

COUNCIL REPORTS AND INQUIRIES