THE CORPORATION OF THE VILLAGE OF WARFIELD
REGULAR MEETING #03-23

A G E N D A

For the Regular Meeting of the Village of Warfield to be held at 555 Schofield Highway, Warfield, BC on Monday, March 13, 2023, at 4:00 p.m.

1. Call to Order

2. Adoption of Agenda

RECOMMENDATION: THAT Agenda #03-23 be adopted as presented.

3. Addition of Late Items

4. Delegation and Presentations

a. R. Richards, J. van Tonder, M. Carter, D. Dorazio
RE: Lower Columbia Initiatives Corporation, Update on projects and activities
RECOMMENDATION: THAT Council receive the presentation from the LCIC.
LCIC- LCCDTS Stakeholder Presentation Q1 2023

b. S. Murphy, Director, Trail and District Public Library
RE: Fourth Quarter Report
RECOMMENDATION: THAT Council receive the presentation from Samantha Murphy, Director, Trail & District Public Library.
Trail and District Public Library 4th quarter

5. Approval of Minutes

a. Minutes of the Regular Council Meeting #02-23 Held February 13, 2023
RECOMMENDATION: THAT the minutes of the Regular Council meeting #02-23 held February, 13, 2023, be adopted as presented.
Regular Meeting - 13 Feb 2023 - Minutes - Pdf

b. Minutes of the Committee of the Whole Meeting #01-23 Held February 21, 2023
RECOMMENDATION: THAT the minutes fo the Committee of the Whole meeting #01-23 held February 21, 2023 be adopted as presented.
COW 01-23 Feb 21 Minutes

c. Minutes of the Committee of the Whole Meeting #02-23 Held February 22, 2023

RECOMMENDATION: THAT the minutes of the Committee of the Whole meeting #02-23 held February 22, 2023, be adopted as presented.
COW 2-23 Feb 22 Minutes

6. Consent Calendar

7. Motions & Submissions
There are no motions & submissions.

8. Referrals from Prior Meetings
There are no referrals from prior meetings.

9. Referrals from Delegations

10. Correspondence
There are no items of correspondence.

11. Reports & Memoranda

a. RDKB Permits - January 2023
RECOMMENDATION: THAT Council receive the RDKB Permits - January 2023 report.
Summary WF January 2023

b. Staff Report, Zak Keating, Bylaw Officer
RE: Bylaw Compliance Monthly Activity Report - Warfield - February 2023
RECOMMENDATION: THAT Council receive the Bylaw Compliance Monthly Activity Report - February 2023.
Warfield Bylaw Compliance Monthly Report - February 2023

c. Action Item Status Report, March 6, 2023
RECOMMENDATION: THAT Council receive the Action Item Status Report dated March 6, 2023 for information.
Action Items Status Report - March 2023

12. Financial Matters

a. Schedule of Accounts #03
RECOMMENDATION: THAT the commitments and expenditures represented by the accounts payable listed below are authorized and that their payment in the amount of Two-Hundred Nine Thousand, Four Hundred Eight Dollars and Ninety-Eight Cents be approved.
#03 - 03-07-2023

Cheque Register

13. Bylaws

a. Village of Warfield Bylaw Notice Enforcement Bylaw No. 930, 2023

RECOMMENDATION: THAT the Council of the Village of Warfield give proposed Village of Warfield Bylaw Notice Enforcement Bylaw No. 930, 2023 be read, reconsidered, and adopted.
Village of Warfield Bylaw Notice Enforcement-Bylaw 930 2023

14. Policies

There are no policies.

15. Council Reports and Inquiries

16. Visitor Question Period

17. Adjournment

LCIC Stakeholder Presentation

Q1 2023

Lower Columbia Initiatives
Economic Development

LCIC Leadership

Rebecca Richards – Director LCIC

Jacomien van Tonder – Director Metal Tech Alley

metaltechalley

Trail, British Columbia, CANADA

Timing is everything.

Lower Columbia Initiatives

Economic Development

LCIC Board Members

Michele Cherot
Retired

Dino Dorazio
Owner
Canadian Tire

Don Thompson
President & General Manager
RED Mountain Resort

Dave Diplock
Principal
Bear Environmental Ltd

Brent Anhel
CEO & Founder
Ten Four Optics

Thompson Hickey
General Manager
Teck Metals Trail Operations

Dan Ashman
CEO - President & Dealer Principal
AM Ford

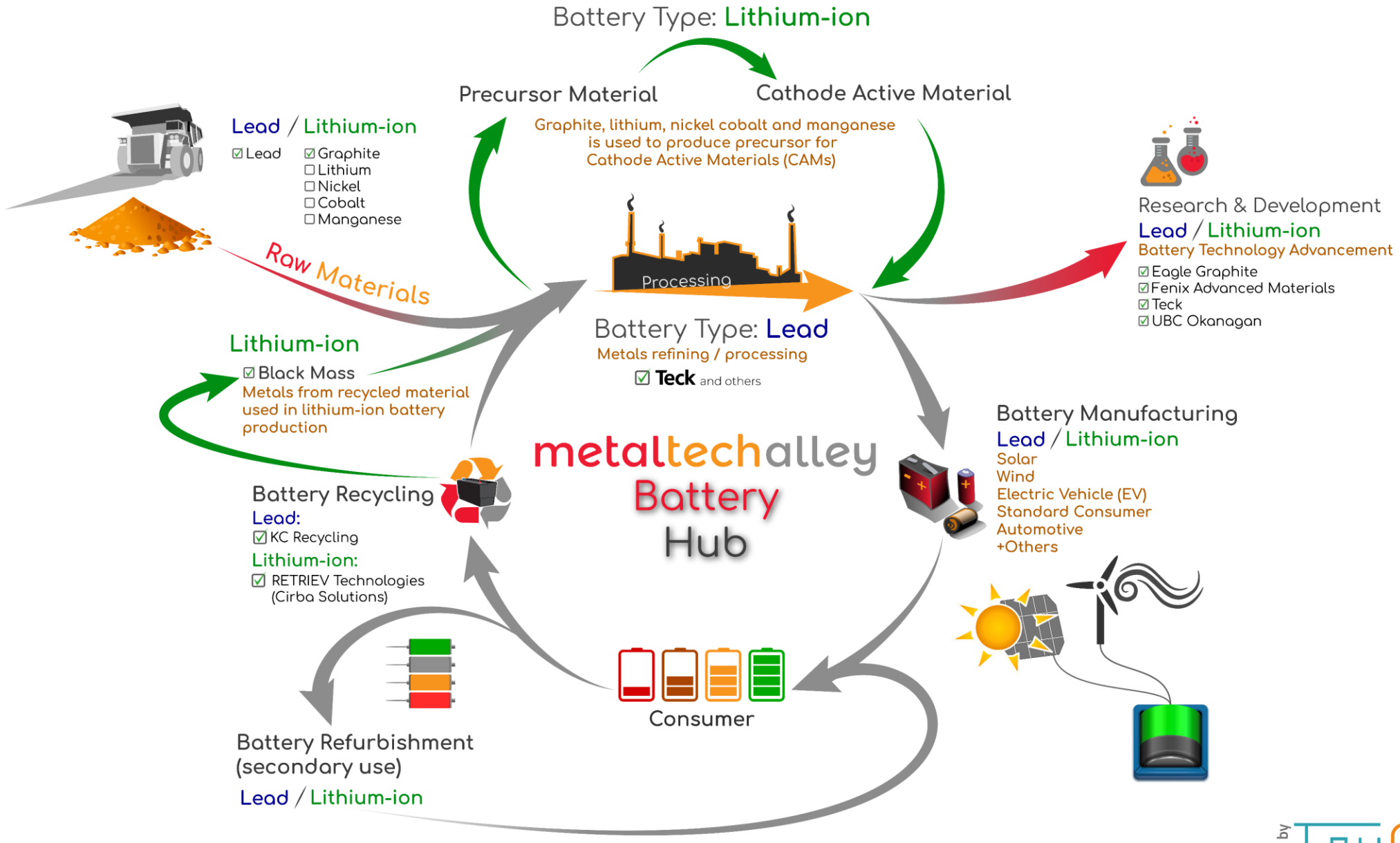
Pete Stamper
CEO
KC Recycling

Deanne Stevens
Instructor, School of Business
Selkirk College

Chris Legler
CEO & Founder
Axios Growth Consultants

Metal Tech Alley

- We are still waiting for an answer on the $1,400,000 grant application with Pacifican;
- One of our BC PNP client landed in Trail earlier this year and we've signed a recommendation for a new business in Rossland;
- Jacomien presented at the Saskatchewan Waste Reduction Council Conference;
- We worked with Centre for Excellence in Mining Innovation from Sudbury and the Circular Innovation Council from Ontario on a grant application ($380,000) for a traceability study – this was, however, not successful;
- We hosted Minister George Heyman and MLA Brittny Anderson in Metal Tech Alley on August 4. They visited Teck, KC Recycling and Retriev;
- We also hosted MLA Katrine Conroy on a tour of KC Recycling on August 26;
- Site visit with Larry Olson, provincial rep for this area to KC Recycling and Retriev Technologies;
- MTA's mentioned in the Canadian Standards Association's report, Rounding the Corner: Towards a Circular Economy in Canada. One of 3 case studies – look at page 22. This report was commissioned by the Federal Government as they look at public policy surrounding Circular Economy. https://www.csagroup.org/wp-content/uploads/CSA-CircularPublicPolicy-EN_Accessible-Nov2022.pdf
- Jacomien was interviewed by representatives of the Vancouver Economic Commission about Circular Economy.
- Jacomien attended the Zero Waste Conference in Vancouver end of September.
- Jacomien attended the World Circular Economy Forum – virtually - from Rwanda;
- Metal Tech Alley featured in The Silicon Review as one of "50 best companies to watch for in 2022" https://thesiliconreview.com/magazine/profile/50-best-companies-to-watch-2022-listing/
- Building off the excellent LCIC's Supply Chain Research project, Metal Tech Alley's now got a West Kootenay Supply Chain map on the MTA website, https://metaltechalley.com/mta_supply_chain.html
- Jacomien presented at a TEDx event presented by Selkirk College on Sunday November 6.
- Jacomien will be presenting at BCIT Circular Economy class Innovators Showcase event on November 14.
- We've recently issued 3 press releases, #1 - "Innovation Meets Reuse in Lower Columbia's Metal Tech Alley", #2 – "West Kootenay company partners to 'Close the Loop' for recycled plastics" and #3 – "Innovative Leaders Develop New Model for Circular Economy" (it's about the Regional Supply Chain study)
- We've received funding from the Province - $100,000 (with the assistance from the RDKB) to issue a RFP for a feasibility study for the Establishment of a Battery Hub for Western Canada on this region. The project's been awarded to Midgard-Consulting https://www.midgard-consulting.com/. The project started on January 3, 2023 and end December 31, 2023;



Created by TruGIS

LCIC

- New ISP – Ten Four Networks is established on the CBBC network and beginning to provide internet service to local businesses!
- Supply Chain Resiliency Project
  - Developed a detailed agriculture supply chain map to show distribution patterns across the Columbia Basin.
- Waneta Crossing
  - Lower Columbia delegation planning to meet with US political reps
  - LCIC staff are taking initial steps for a proposal to Canadian Border Services regarding the necessary improvements to Waneta infrastructure
- Land Development Strategy
  - Contracting Rynic, project to begin this month
- Connectivity Study and Improvements Plan
  - Contracting DHC Communications, project to begin this month
- Land Inventory Update - GIS Integration
  - Currently under development
- Collaborating with numerous economic development partners on West Kootenay projects submitted for REDIP funding
  - KAST - Entrepreneurship Short-course Pilot for Youth
  - Nelson Chamber of Commerce – 3PL Feasibility Study
  - Community Futures Central Kootenay – Recruitment Agency Feasibility Study
- Attended Southern Interior Economic Summit in Kelowna in October

LCCDTS
Lower Columbia Community Development Team Society

Leadership

- Morag Carter – President
- Janet Morton – Past President
- Bill Van Beek – Treasurer
- Frank Marino - Director

LCCDTS Committee Activities

- Trail's IncrEdible Farmers Market
- Health and Hospital Committee
- Sustainability Committee
- Organization Revitalization

Attainable Housing

- Rossland Yards will be open for occupancy in April/May 2023
- Fruitvale 31 units in design
- 19 units that the Affordable Housing Society continues to own are fully occupied.
- Trail and District Senior Citizen’s Villa Society complex upgrade.

2022

FOURTH QUARTER (annual stats for 2022 in report)

SUBMITTED – FEBRUARY 15th, 2023

AT A GLANCE

TRAIL & DISTRICT PUBLIC LIBRARY
ENRICHING COMMUNITY

IN PERSON RFC VISITS

17,277

NO. OF DAYS OPEN

75

VIRTUAL PROGRAMMING

Number of programs

9

Number of participants

19

IN PERSON PROGRAMMING

Number of programs

191

Number of participants

2258

CIRCULATION STATS

Physical circulation

14,306

Digital circulation

4,280

FINANCIAL INFORMATION

See page 4 for details

NEW LIBRARY MEMBERSHIPS

Adult

75

Juvenile

9

BOARD MEMBERS

Board Chair: Jeff Jones
Vice Chair: Joanne Beetstra (Warfield Rep)
Treasurer:
Secretary: Maureen Weddell
Catherine McCormick
Janet Bodnarchuk
Mark Wilson
Jacqueline Patridge (Warfield Rep)
Nick Cashol, 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: Mattea Palesch

INTRODUCTION

Reflecting on a productive year, October to December marked the final quarter of the 2022 fiscal year. I would like to extend gratitude to the Library Board, the Mayor, Council, and all staff at the City of Trail and the Village of Warfield. The Library's achievements in 2022 were due largely to your generosity, support and the library's hardworking staff.

This report focuses on Library initiatives: administration, memberships and circulation, programming, Riverfront Centre collaboration, and budget.

ADMINISTRATION

The Riverfront Centre offered a safe and welcoming environment to 68,333 Library patrons and visitors; of which, approximately 62,730 were Library patrons. In addition to this total, were patrons who utilized home delivery services, pick- up activities, and virtual programming. Staffing levels and duties remain unchanged from the third quarter.

The Library Board welcomed new trustee Catharine McCormick and council representative Nick Cashol, who participated in trustee orientation in early January 2023; we look forward to their contributions and utilizing their skills on the board.

MEMBERSHIPS AND CIRCULATION

New memberships in 2022 totaled 472. Of these, 382 were for adults, 90 for children and 16 for non-residents. The total number of physical items circulated was 58,879, an increase of almost 30% from 2021. Digital circulation increased by 35% with 14,542 items checked out.

Despite supply chain challenges and inflation, the number of new items catalogued into the Library system exceeded 3500. These items greatly enhanced a variety of physical and electronic collections. The monthly newsletter continues to gain new viewers; more than 632 subscribed in 2022. The contents provide patrons with information about new and changing programs and services and complement the Library's strong social media presence.

PROGRAMMING

The fall programming block wrapped up the first week of December. In person and virtually, 565 programs were offered and attended by 7021 patrons. Many new programs were offered in 2022 including: Indigenous art and culture workshops, family book club, extended outreach programs that included senior centers, technology labs and programming with local schools, and multiple holiday-themed workshops. For patrons who are elderly or physically unable to access the library on their own, a monthly home delivery service is still available. Items are delivered on the first Wednesday of the month by the Friends of the Library volunteers.

The Library participated in various community initiatives in the fourth quarter, including the City of Trail's Spooktacular celebration, where over 300 people attended our craft workstation and 944 participants visited the Riverfront Centre for the celebration. Collaborative programming with organizations such as Better at Home and West Kootenay Seniors has been very successful, with 13 programs reaching 202 local seniors.

FINANCIAL REPORT SUMMARY

EXPENSES	2022 ACTUAL	2022 BUDGET	% USED
PERSONNEL	$ 509,372.00	$ 511,010.00	100
TRAINING & DEVELOPMENT	$ 10,957.00	$ 14,000.00	78
MEMBERSHIP DUES	$ 1,203.00	$ 1,225.00	98
BUILDING & PROPERTY	$ 3,600.00	$ 3,700.00	97
OFFICE EXSPENSES	$ 8,883.00	$ 11,400.00	78
SUBSCRIPTIONS	$ 12,853.00	$ 14,300.00	90
PROGRAMMING	$ 22,107.00	$ 17,020.00	130
FINANCIAL	$ 13,453.00	$ 10,300.00	131
COLLECTIONS	$ 72,780.00	$ 75,280.00	97
TECHNOLOGY	$ 19,476.00	$ 9,250.00	211
USERFUL	$ 5,465.00		
ALCOVE	$ 12,450.00		
TOTAL EXPENSES	**$ 692,599.00**	**$ 667,485.00**	**104**

FINANCIAL REPORT SUMMARY

The Library concluded the fiscal year in good financial standing and accommodated a number of budget amendments which included the replacement of its AWE stations (children's learning stations).
Unspent appropriated revenue from 2022 is a result of grant money from 2021 and 2022. The restricted revenue account for the future technology upgrade (approx. $60,000) remains unchanged.

As we begin this New Year, the Library will continue to offer many services, resources and public access to technology in a welcoming, safe and inclusive manner. We look forward to working in partnership with the City of Trail, the Village of Warfield and its patrons with a continued focus on enhancing its communities.

Please feel free to reach out if you wish to discuss my report in further detail.

Respectfully submitted by,

Samantha Murphy
Library Director

THE CORPORATION OF THE VILLAGE OF WARFIELD
MINUTES OF REGULAR MEETING #02-23

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, February 13, 2023 at 4:00 PM.

Present:	Mayor Frank Marino Councillor Carolyn Amantea Councillor Jim Hill Councillor Raymond Masleck Councillor Fran Noone
Staff Present:	David Perehudoff, CAO/CFO Theresa Lenardon, Corporate Administrator Carol LeRose, Senior Administrative Staff
Delegations:	There were no delegates.
Gallery:	There were no members of the public in attendance.

Call to Order
Mayor Marino called the meeting to order at 4:01 pm.

Adoption of Agenda

Moved: Councillor Raymond Masleck Seconded: Councillor Carolyn Amantea

THAT Agenda #02-23 be adopted as presented.

CARRIED 2023-010

Addition of Late Items
Bylaw 931, Village of Warfield Road Closure Bylaw No. 931, 2023, be added to the agenda as item 13.c.

Approval of Minutes
Minutes of the Regular Council Meeting #01-23 Held January 9, 2023

Moved: Councillor Fran Noone Seconded: Councillor Jim Hill

THAT the minutes of the Regular Council meeting #01-23 held January 9, 2023, be adopted as amended.

CARRIED 2023-011

Consent Calendar
Mayor Marino and CAO Perehudoff spoke about their meeting with Teck regarding Warfield's water intake project in follow-up to the meeting notes supplied to Council in the February 13, 2023 Reading File.

DRAFT

Correspondence

Correspondence (letter) from Anitra Winje, Corporate Officer RE: Regional District of Kootenay Boundary Victims Services Establishment Amendment Bylaw No. 1828, 2023, dated January 26, 2023.

Moved: Councillor Raymond Masleck Seconded: Councillor Fran Noone

THAT the Municipal Council for the Corporation of the Village of Warfield consents to the Regional District of Kootenay Boundary Board of Directors adopting Bylaw No. 1828, being the "Regional District of Kootenay Boundary Victims Service Establishment Amendment Bylaw No. 1828, 2023."

CARRIED 2023-012

Correspondence (letter) from Carlene Pires, Emergency Program Coordinator RE: Request for resolution to seek grant opportunity - UBCM 2023 CRI FireSmart Community Funding & Supports

Moved: Councillor Fran Noone Seconded: Councillor Carolyn Amantea

THAT the Council of the Village of Warfield support the Regional District of Kootenay Boundary's 2023 grant application to undertake FireSmart work as outlined in the 2023 CRI FireSmart Community Funding & Supports Program.

CARRIED 2023-013

Correspondence (email) from Leigh Harrison RE: Google Map of Warfield, Montcalm, Murray Drive area

Moved: Councillor Raymond Masleck Seconded: Councillor Fran Noone

THAT the issue of installing signage in Lower Warfield to address confusion associated with road configuration and naming be referred to staff; AND THAT staff be directed to bring forward a report to Council that provides information with respect to the installation of signation that may mitigate the concerns, with such information to include an overview of the area, the preferred locations to install signs, the type of signage and wording to be included on the signs and the estimated cost to proceed.

CARRIED 2023-014

Moved: Councillor Raymond Masleck Seconded: Councillor Fran Noone

THAT staff be directed to consult with the Ministry of Transportation as part of reviewing and improving entrance and street directional signage along the Highway 3B corridor.

CARRIED 2023-015

Reports & Memoranda

Trail and Greater District RCMP Mayor's Report - Year-End 2022

Moved: Councillor Fran Noone Seconded: Councillor Carolyn Amantea

THAT the Trail and Greater District RCMP Mayor's Report be received for information.

CARRIED 2023-016

RDKB Permits - December 2022

DRAFT

Moved: Councillor Fran Noone Seconded: Councillor Carolyn Amantea

THAT The RDKB Permits Report for December 2022 be received for information.

CARRIED 2023-017

Action Item Status Report, February 5, 2023

Moved: Councillor Raymond Masleck Seconded: Councillor Jim Hill

THAT Council receive the Action Item Status Report dated February 5, 2023 for information.

CARRIED 2023-018

Staff Report, Z. Keating (Bylaw Enforcement Officer)
RE: Warfield Bylaw Compliance Report - February 2023

Moved: Councillor Carolyn Amantea Seconded: Councillor Fran Noone

THAT the Warfield Bylaw Compliance Report for February 2023 be received.

CARRIED 2023-019

Financial Matters
Schedule of Accounts, February 7, 2023

Moved: Councillor Raymond Masleck Seconded: Councillor Carolyn Amantea

THAT the commitments and expenditures represented by the accounts payable listed below are authorized and their payment in the amount of Two-Hundred Forty-Eight Thousand, Eight Hundred Seventy-One Dollars and Thirty-Nine Cents be approved.

Accounts Payable Cheques #11499-11585: $154,041.28
EFT Payments: $63,428.22
Payroll #02 & 03: $31,401.89
Total Expenditure and Payment Approved: $248,871.39

CARRIED 2023-020

Bylaws
Staff Report, T. Lenardon, Interim Corporate Officer
RE: Proposed Bylaw Notice Enforcement Bylaw No. 930, 2023-Bylaw Notice Enforcement (BNE) and Dispute Adjudication System

Moved: Councillor Raymond Masleck Seconded: Councillor Carolyn Amantea

THAT the Staff Report from T. Lenardon, Interim CO, RE: Proposed Bylaw Notice Enforcement Bylaw No. 930, 2023 - Bylaw Notice Enforcement (BNE) and Dispute Adjudication System be received by Council.

DRAFT

CARRIED 2023-021

Village of Warfield Bylaw Notice Enforcement Bylaw No. 930, 2023

Moved: Councillor Raymond Masleck Seconded: Councillor Jim Hill

THAT the Village of Warfield Bylaw Notice Enforcement Bylaw No. 930, 2023 receive its first, second and third readings.

CARRIED 2023-022

Village of Warfield Road Closure Bylaw No. 931, 2023

Moved: Councillor Jim Hill Seconded: Councillor Carolyn Amantea

THAT the Council of the Village of Warfield give proposed Village of Warfield Road Closure Bylaw No. 931, 2023 first and second readings.

CARRIED 2023-023

Policies

Screening Officer Policy, Policy BE-2023-01

Moved: Councillor Raymond Masleck Seconded: Councillor Fran Noone

THAT the Council of the Village of Warfield approve the Village's Bylaw Notice Enforcement Screening Officer Policy as amended on February 13, 2023.

CARRIED 2023-024

Council Reports and Inquiries

Council Report, C. Amantea
RE: Regional Age Friendly Program (January 10-February 10, 2023)
Council Report, C. Amantea
RE: Trail Health & Environment Committee (January 10-February 10, 2023)
Council Report, C. Amantea
RE: Warfield Food Advisory Committee (January 10-February 10)
Council Report, C. Amantea
RE: Warfield Youth Action Network (January 10-February 10)
Council Report, J. Hill
RE: Restorative Justice, Special Events, Fire Department (February 2023)
Council Report, R. Masleck
RE: Infrastructure Advisory Committee (January 11, 2023)
Council Report, R. Masleck
RE: RKDB East End Services (January 2023)
Council Report, F. Marino
RE: Columbia River Treaty Social Economic Advisory Committee, Liquid Waste Management Plan Steering Committee, WK-B Regional Hospital District Board, RDKB Board

Moved: Councillor Carolyn Amantea Seconded: Councillor Fran Noone

DRAFT

THAT all Council Reports be received.

CARRIED 2023-025

Visitor Question Period

Adjournment
On a motion by Councillor Noone, the meeting adjourned at 5:02 pm.

Frank Marino,
Mayor

Carol LeRose,
Administrative Clerk/Recording Secretary

DRAFT

THE CORPORATION OF THE VILLAGE OF WARFIELD
MINUTES OF THE
COMMITTEE OF THE WHOLE #COW-01-23

Minutes of the Committee of the Whole of the Council of the Village of Warfield, held in the Council Chambers at 555 Schofield Highway, Warfield, BC on Tuesday, February 21, 2023 at 4:00 PM.

Present:	Councillor Raymond Masleck Councillor Jim Hill Councillor Carolyn Amantea Councillor Fran Noone Mayor Frank Marino
Staff Present:	David Perehudoff, CAO/CFO
Delegations:	
Gallery:	

Call to Order
Mayor Marino called the meeting to order at 4:00 p.m.

Adoption of Agenda
Committee of the Whole Meeting February 21, 2023

Moved: Councillor Jim Hill Seconded: Councillor Carolyn Amantea

THAT the February 21, 2023 agenda for the Village of Warfield Committee of the Whole be adopted as presented.

CARRIED 2023-001

2023 Budget Review
Introduction and Overview

The Chief Administrative Officer provided Council with an overview of the 2023 proposed Budget and highlighted key indicators and issues for Council to consider as part of their review and approval of the Budget.
General Government Services

Council considered the General Government Services section of the 2023 General Operating Budget.

DRAFT

Moved: Councillor Raymond Masleck Seconded: Councillor Fran Noone

THAT notwithstanding Bylaw 929, 2022, that indicates Council shall receive an annual increase in their stipend in accordance with the BC Consumer Price Index, that Council stipends be increased by 3% in 2023.

CARRIED 2023-002

Moved: Councillor Raymond Masleck Seconded: Councillor Carolyn Amantea

THAT Council approve the General Government Services Budget as amended.

CARRIED 2023-003

Protective Services

Council considered the Protectives Services section of the 2023 General Operating Budget.

Moved: Councillor Raymond Masleck Seconded: Councillor Carolyn Amantea

THAT Council approve the Protective Services Budget as presented.

CARRIED 2023-004

Transportation Services

Council considered the Transportation Services section of the 2023 General Operating Budget. Service provision and levels of service were discussed and Council agreed that before approving the budget that the Public Works Foreman should be invited to a future meeting to review this area of municipal operations with Council.

Moved: Councillor Carolyn Amantea Seconded: Councillor Jim Hill

THAT decision on the Transportation Services section of the 2023 General Operating Budget be deferred and that the Public Works Foreman be requested to attend a future meeting of Council to review the budget and service level implications.

CARRIED 2023-005

Environmental Health

Council considered the Environmental Health section of the 2023 General Operating budget.

Moved: Councillor Raymond Masleck Seconded: Councillor Jim Hill

THAT Council approve the Environmental Health Budget as presented.

CARRIED 2023-006

Environmental Development

DRAFT

Council considered the Environmental Development section of the 2023 General Operating Budget.

Moved: Councillor Raymond Masleck Seconded: Councillor Fran Noone

THAT Council approve the Environmental Heath section of the 2023 General Operating Budget.

CARRIED 2023-007

Adjournment

The meeting adjourned at 5:50 p.m.

DRAFT

THE CORPORATION OF THE VILLAGE OF WARFIELD
MINUTES OF
COMMITTEE OF THE WHOLE #COW-02-23

Minutes of the Committee of the Whole of the Council of the Village of Warfield, held in the Council Chambers at 555 Schofield Highway, Warfield, BC on Wednesday, February 22, 2023 at 3:00 PM.

Present:	Councillor Raymond Masleck Councillor Jim Hill Councillor Carolyn Amantea Councillor Fran Noone Mayor Frank Marino
Staff Present:	Carol LeRose, Senior Administrative Staff David Perehudoff, CAO/CFO
Delegations:	
Gallery:	

Call to Order
Mayor Marino called the meeting to Order at 3:00 p.m.

Adoption of Agenda
Committee of the Whole February 22, 2023

THAT the February 22, 2023 agenda for the Village of Warfield Committee of the Whole be adopted by bringing forward the unfinished business sections from the Committee of the Whole Meeting held on February 21, 2023.

2023 Budget Review

Council resumed their review of the 2023 General Operating Budget.
Recreation and Culture

Council considered the Recreation and Culture Section of the 2023 General Operating Budget.

Moved: Councillor Raymond Masleck Seconded: Councillor Carolyn Amantea

THAT Council approve the Recreation and Culture budget as presented.

CARRIED 2023-009

Fiscal Services

DRAFT

Council considered the Fiscal Services Section of the 2023 General Operating Budget.

Moved: Councillor Raymond Masleck Seconded: Councillor Fran Noone

THAT Council approve the Fiscal Services Budget as presented.

CARRIED 2023-010

Capital Budget - Funding

Council considered the 2023 Capital Funding Transfer included in the 2023 General Operating Budget. There was general discussion pertaining to the relatively low level of funding and that future increases would be necessary if the Village is going to implement a sustainable infrastructure renewal program.

THAT Council approve the Capital Budget - Funding Budget as presented.

CARRIED 2023-011

General Revenues

Council considered the Revenue Budgets included in the 2023 General Operating Budget.

Moved: Councillor Raymond Masleck Seconded: Councillor Jim Hill

THAT Council direct staff to bring forward a Bylaw to adjust planning and development fees charged by the Village.

CARRIED 2023-012

Moved: Councillor Jim Hill Seconded: Councillor Carolyn Amantea

THAT Council approve the General Revenues Budget as presented.

CARRIED 2023-013

Five Year Budget Plans
2023 to 2027 Financial Plan

Council reviewed the 2023 - 2027 Budgets for the General, Water and Sewer Operating Funds. Council discussed the implications of the Village's Budget requirements as well as additional impacts that increases in the RDKB requisition will have in the next five years.

The approval of the five year budget plans was deferred and will be considered when the Financial Plan Bylaw is brought forward for Council's approval.

Other Budget Considerations
Public Consultation

DRAFT

Council reviewed the legislative requirement to consult with the public in advance of adopting the 2023 - 2027 Financial Plan Bylaw and discussed options and the most effective way of proceeding. Council agreed to convene a Communications Committee meeting to further discuss the approach and to finalize information to be provided to the public.

Other Business
Redistribution of Federal Ridings

Council discussed the proposed changes involving the redistribution of federal ridings and the negative impact this could have on the Greater Trail region when consider the shift if the boundary. Mayor Marino advised that the Regional District of Kootenay Boundary is drafting a letter to express concern with the current proposal. Council agreed and authorized the Mayor to write a letter or to undertake other lobbying efforts in opposition of the change on behalf of the Village of Warfield.

Adjournment

The meeting adjourned at 4:45 p.m.

DRAFT

Regional District of Kootenay Boundary

TOTAL TO DATE VILLAGE OF WARFIELD

TO THE END OF JANUARY 2023

NUMBER OF PERMITS TO DATE:		**1**
PERMIT FEE VALUE TO DATE:		**$2,400**
TOTAL SEARCHES TO DATE:	**$0**	
PERMIT FEE VALUE TO DATE (MINUS SEARCH FEES):		**$2,400**
2023 BUILDING VALUE TO DATE:		**$300,000**
2022 BUILDING VALUE TO DATE:		**$0**
2022 TOTAL PERMITS TO DATE:		**0**

	PERMIT FEE	#	UNIT #	ACTUAL PERMIT VALUE
NEW (SFD)	$0	0	0	$0
NEW (MFD)	$0	0	0	$0
NEW (MANUFACTURED)	$0	0	0	$0
ADDITION / ALTER / REPAIR	$2,400	1	0	$300,000
ACCESSORY BUILDING	$0	0	0	$0
ADDITION / ALTER / REPAIR	$0	0	0	$0
COMMERCIAL	$0	0	0	$0
ADDITION / ALTER / REPAIR	$0	0	0	$0
INDUSTRIAL	$0	0	0	$0
ADDITION / ALTER / REPAIR	$0	0	0	$0
INSTITUTIONAL	$0	0	0	$0
ADDITION / ALTER / REPAIR	$0	0	0	$0
TOTAL	$2,400	1	0	$300,000

Village of Warfield

THE VILLAGE OF WARFIELD
FOR INFORMATION ONLY
March 13th, 2023

Date:	March 13th, 2023	**File No:**	23-30
Topic:	Bylaw Compliance Monthly Activity Report – February 2023		
Submitted By:	Zak Keating, Bylaw Enforcement Officer		

BACKGROUND:

This monthly report for the Bylaw Enforcement department provides information on Traffic & Highway Enforcement, Property Use Violations, and other public awareness initiatives.

ANALYSIS

Property Use

Bylaw services investigates property use matters based on public complaints in addition to conducting proactive patrols for self-evident infractions. During the month of February, Bylaw services investigated three unsightly premises met with involuntary compliance.

Traffic & Highways

Bylaw services continues to focus on safety and gaining compliance through education, warning notices, and other enforcement options. Bylaw Services has focused on widespread traffic bylaw education in the absence of a ticketing system to promote public awareness compliance.

Traffic & Highways - Warning / Educational Pamphlets Issued			
Park obstructing snow removal	Unlicensed / Uninsured vehicles	Unsightly Premises	General Violations / Verbal Warnings
7	3	3	4

CONCLUSION

The Village of Warfield Bylaw department's policy remains committed to educating the public and promoting a culture of voluntary compliance. Bylaw services made eleven (11) patrols of the Village for a total of 16.5 hours, covering 214km.

Submitted by:

Zak Keating
Bylaw Enforcement Officer

Village of Warfield

ACTION ITEMS STATUS REPORT

AS OF 2023 MAR 6

ND – not done/abandoned
IP – in progress
C – completed

Origin	Topic	Action Required	Responsibility	Status
Council April 12, 2021	LED Streetlights	Contact Fortis to discuss remaining lights that need to be changed to LED.	Staff	OH – Staff have contacted Fortis in later August 2022 and are working to determine the lights that require replacement and to determine the budget.
Council July 12, 2021	Replacement planting of trees after falling	Report to be completed by an Arborist.	CAO/ PW	Capital project identified to deal with tree replacement and collecting data on existing trees.
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.
Regular Meeting – September 20, 2022	Emerald Ridge – Comprehensive Development Plan	2022-155 – Advise planning consultant (WSP) to proceed. Contacted Teck to advise and ask if a representative would attend the planned workshop with staff and Council. WSP moving forward with base maps. Work to start after new Council is sworn in and oriented.	CAO and WSP	IP – Meeting was held with Council, Teck, consultants and staff to provide input. Work being undertaken on the study.
Regular Meeting – September 20, 2022/ Regular Meeting February 13, 2023	Bylaw Notice Enforcement (BNE) and Dispute Adjudication System	Advance BNE system for eventual final approval by Council.	Contract CO and CAO	IP – Bylaw 930 – read three times on February 21st and up for adoption in March. Companion screening officer policy approved.

Village of Warfield

ACTION ITEMS STATUS REPORT

AS OF 2023 MAR 6

Origin	Topic	Action Required	Responsibility	Status
Regular Meeting September 20, 2022 and February 13, 2023	Street sign / wayfinding for emergency responders.	Contact RCMP, Regional Fire and Ambulance to determine if there have been concerns when trying to find civic addresses when responding to calls. Further to status noted, Acting CAO met with a concerned citizen. .	CAO	IP – RDKB has confirmed that base map has been corrected and will be used by emergency responders. Staff have met and developed a plan to review wayfinding and to consult with the Ministry of Transportation as required.
Regular Meeting – November 14, 2022	Warfield Food Advisory Committee	Refer the matter of the continued activity and funding of the WFAC to 2023 Budget deliberations.	CAO	IP - Corresponded with current Coordinator advised of status. WFAC will be included when the 2023 Budget is reviewed. Budget approved for 2023. Workplan for 2023 will be developed.
Regular Meeting – November 14, 2022	Property Insurance Appraisal	Enter into an agreement with SunCorp to have the Village's assets appraised for insurance purposes.	CAO/ PW Consultant/ PW Foreman	IP – SunCorp staff attended the Village and completed field work in Jan 2023. Appraisal report expected in March 2023.
Regular Meeting – December 12, 2022	Code of Conduct Policy	Approve Policy in current form. Undertake review in the future when time permits.	CAO, staff, Council.	IP – Staff to bring forward CofC for Council to sign. Policy Committee to review in the future.
Regular Meeting – February 13, 2023	Victim Services Bylaw – RDKB	Advise RDKB that Council consents to the budget increase included in RDKB BL 1828	CAO	C – Letter sent to RDKB confirming Village consent.

Village of Warfield

ACTION ITEMS STATUS REPORT

AS OF 2023 MAR 6

Origin	Topic	Action Required	Responsibility	Status
Regular Meeting – February 13, 2023	UBCM Fires Smart Grant – regional support	Advise RDKB that Council supports the application for grant funding.	CAO	C – Letter sent to RDKB confirming Village supports the grant. RDKB advised that the Village's most critical infrastructure is the WTP for the purpose of reviewing risk and mitigating within the context of the funding to be received.
Regular Meeting – February 13, 2023	Bylaw Notice Enforcement Bylaw 930	Bring forward to March agenda for Council to reconsider and adopt BL.	CAO, staff	IP – Include on the March 13th agenda.
Regular Meeting – February 13, 2023	Road Closure Bylaw 931	Advertise Council's intent to proceed with bylaw. Advise surveyor of BL number so survey plan can be registered.	CAO, staff	IP – Public advertising completed. Surveyor advised and confirmed with purchaser's lawyer. Included BL on the March 13th agenda to for third reading and adoption.
Committee of the Whole – February 21, 2023	Council stipends	Council stipend for 2023 to be adjusted by 3% rather than CPI.	CAO, staff	IP – Payroll advised of decision. Increase and retro pay to be provided.
Committee of the Whole – February 21, 2023	Transportation Services Budget	Request PW Foreman to attend a Council meeting to review the 2023 Budget and to review issues and activities in public works.	CAO, PW Foreman	IP – Foreman advised. To prepare a presentation for Council.
Committee of the Whole – February 22, 2023	Development Fees	Bring forward BL to increase fees and to include charges for all development related services.	CAO	IP – Review current BL 781, 2012 that includes current fee schedule. BL will require a more comprehensive review before it is tabled for Council consideration.
Committee of the Whole – February 22, 2023	Federal electoral boundary adjustments	Write a letter to the MP expressing the Village's concerns with the proposed changes to the electoral boundaries.	CAO	C – RDKB letter used as a template and amended. Letter finalized, signed by Mayor and sent to the

Origin	Topic	Action Required	Responsibility	Status
				MP and copy to the RDKB.

March 8, 2023

SCHEDULE OF ACCOUNTS #03

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 Two-Hundred Nine Thousand, Four Hundred Eight Dollars and Ninety-Eight Cents be approved.

Accounts Payable Cheques #11586 - 11639	$146,768.93
EFT Payments	$ 27,962.82
Payroll #04 & 05	$34,677.23
TOTAL EXPENDITURE & PAYMENT APPROVED	**$209,408.98**

Supplier : A&J001 To ZIM001
Pay Date : 07-Feb-2023 To 08-Mar-2023
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
11587	21-Feb-2023	ACE001	ACE COURIER SERVICES	Issued	25	C	188.83
11588	21-Feb-2023	BLA001	BLACK PRESS GROUP LTD.	Issued	25	C	833.18
11589	21-Feb-2023	BVT001	BV TOOL RENTALS (2011) LTD	Issued	25	C	580.21
11590	21-Feb-2023	CAR001	CARO ANALYTICAL SERVICES	Issued	25	C	349.38
11591	21-Feb-2023	CHM001	CH MECHANICAL	Issued	25	C	606.03
11592	21-Feb-2023	COX001	COX, JODY-LYNN	Issued	25	C	778.00
11593	21-Feb-2023	GES001	GESCAN	Issued	25	C	23.36
11594	21-Feb-2023	HAL001	MILLS OFFICE PRODUCTIVITY	Issued	25	C	121.02
11595	21-Feb-2023	INT001	INTERIOR HEALTH	Issued	25	C	312.49
11596	21-Feb-2023	LID001	LIDSTONE & COMPANY BARRISTERS AND SC	Issued	25	C	11,127.90
11597	21-Feb-2023	MER001	MERCER (CANADA) LTD	Issued	25	C	2,940.00
11598	21-Feb-2023	NICL001	NICOLE, LISA	Issued	25	C	100.00
11599	21-Feb-2023	REC002	RECEIVER GENERAL FOR CANADA	Issued	25	C	422.82
11600	21-Feb-2023	REG001	REGIONAL DISTRICT OF KOOTENAY BOUNDA	Issued	25	C	2,872.60
11601	21-Feb-2023	RFS001	RFS CANADA	Issued	25	C	217.11
11602	21-Feb-2023	TRA003	TRAIL CLEANERS & LAUNDRY LTD.	Issued	25	C	73.80
11603	21-Feb-2023	TRO001	TROWELEX RENTAL AND SALES	Issued	25	C	761.05
11604	21-Feb-2023	VAL002	VALLEN CANADA INC	Issued	25	C	8,082.40
11605	21-Feb-2023	WAN001	WANETA AUTO AND EQUIPMENT REPAIR INC	Issued	25	C	2,198.16
11606	21-Feb-2023	WSP001	WSP CANADA INC	Issued	25	C	3,438.75
11607	07-Mar-2023	ABEL001	ABELL PEST CONTROL INC.	Issued	33	C	170.77
11608	07-Mar-2023	ACE001	ACE COURIER SERVICES	Issued	33	C	130.22
11609	07-Mar-2023	AKB001	AKBLG	Issued	33	C	504.00
11610	07-Mar-2023	ALP001	GFL ENVIRONMENTAL INC. 2020	Issued	33	C	6,504.70
11611	07-Mar-2023	AND001	ANDREW SHERET LIMITED	Issued	33	C	409.45
11612	07-Mar-2023	BEN001	BENEDICTS STEAKHOUSE	Issued	33	C	448.95
11613	07-Mar-2023	CAN001	CANADIAN TIRE	Issued	33	C	177.10
11614	07-Mar-2023	CAN003	CUPE 2087	Issued	33	C	729.23
11615	07-Mar-2023	CANA001	CANADIAN ASSOCIATION OF MUNICIPAL ADM	Issued	33	C	325.50
11616	07-Mar-2023	CHR001	CHRISTENSEN, SHERRY	Issued	33	C	55.92
11617	07-Mar-2023	CIT001	CITY OF ROSSLAND	Issued	33	C	815.57
11618	07-Mar-2023	COR004	CENTRIX CONTROL SOLUTIONS LP	Issued	33	C	147.00
11619	07-Mar-2023	DAN002	Dan Johansen	Issued	33	C	1,187.81
11620	07-Mar-2023	HAL001	MILLS OFFICE PRODUCTIVITY	Issued	33	C	1,514.20
11621	07-Mar-2023	HOM001	HOME HARDWARE BUILDING CENTRE	Issued	33	C	849.88
11622	07-Mar-2023	JAME001	JAMESON WATER SERVICES	Issued	33	C	787.50
11623	07-Mar-2023	JJH001	JJH ENTERPRISES LTD. DBA OK TIRE TRAIL	Issued	33	C	179.00
11624	07-Mar-2023	JLL001	J. LLOYD CROWE GRAD	Issued	33	C	500.00
11625	07-Mar-2023	KOO004	KOOTENAY INDUSTRIAL SUPPLY LTD	Issued	33	C	252.00
11626	07-Mar-2023	LAN002	LANDINFO TECHNOLOGIES INC	Issued	33	C	6,510.00
11627	07-Mar-2023	LENA001	LENARDON, THERESA	Issued	33	C	3,373.65
11628	07-Mar-2023	LOR001	LORDCO AUTO PARTS	Issued	33	C	338.32
11629	07-Mar-2023	MES001	MESCHI, CHRISTINE	Issued	33	C	67.98
11630	07-Mar-2023	MOFM001	MOFAB METAL WORKS INC.	Issued	33	C	1,601.60
11631	07-Mar-2023	PENND001	PENNER, DEBORAH	Issued	33	C	653.54
11632	07-Mar-2023	PERED001	PEREHUDOFF, DAVID	Issued	33	C	1,991.28
11633	07-Mar-2023	PROUW002	PROULX, WARREN	Issued	33	C	1,617.00
11634	07-Mar-2023	REC001	RECEIVER GENERAL FOR CANADA	Issued	33	C	33,545.69
11635	07-Mar-2023	RIC002	RICOH CANADA INC	Issued	33	C	120.20
11636	07-Mar-2023	SEL001	SELKIRK SECURITY SERVICES	Issued	33	C	257.26
11637	07-Mar-2023	TRA003	TRAIL CLEANERS & LAUNDRY LTD.	Issued	33	C	87.57
11638	07-Mar-2023	TRU001	TRUE CONSULTING GROUP	Issued	33	C	4,981.20
11639	07-Mar-2023	WSP001	WSP CANADA INC	Issued	33	C	4,769.78
11640	07-Mar-2023	TRAH001	TRAIL HAMMER AND BOLT CO. LTD.	Issued	34	C	74.26

Supplier : A&J001 To ZIM001
Pay Date : 07-Feb-2023 To 08-Mar-2023
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
Bank : 1	**GENERAL OPERATING**						
00000-0224	21-Feb-2023	COLL001	COLLABRIA- VISA PAYMENT PROCESSING	Issued	26	E	1,659.85
00000-0225	21-Feb-2023	DHC001	DHC COMMUNICATIONS INC.	Issued	26	E	155.59
00000-0226	21-Feb-2023	PET001	PETRO-CAN SUPERPASS	Issued	26	E	2,973.00
00000-0227	21-Feb-2023	SHA001	SHAW CABLE	Issued	26	E	84.00
00000-0228	28-Feb-2023	MUN002	MUNICIPAL PENSION PLAN	Issued	29	E	1,223.26
00000-0229	28-Feb-2023	MUN002	MUNICIPAL PENSION PLAN	Issued	30	E	1.00
00000-0230	02-Mar-2023	MUN001	MUNICIPAL FINANCE AUTHORITY OF BC	Issued	32	E	5,030.21
00000-0231	08-Mar-2023	DHC001	DHC COMMUNICATIONS INC.	Issued	36	E	71.68
00000-0232	08-Mar-2023	FOR002	FORTISBC - ELECTRICITY	Issued	36	E	8,459.93
00000-0233	08-Mar-2023	FORT001	FORTIS BC - NATURAL GAS	Issued	36	E	4,510.85
00000-0234	08-Mar-2023	PAC001	PACIFIC BLUE CROSS	Issued	36	E	3,045.31
00000-0235	08-Mar-2023	TEL001	TELUS	Issued	36	E	601.71
00000-0236	08-Mar-2023	TEL002	TELUS MOBILITY CELLULAR INC.	Issued	36	E	146.43

Total Computer Paid : **111,705.22** **Total EFT PAP :** **27,962.82** **Total Paid :** **139,668.04**
Total Manually Paid : **0.00** **Total EFT File :** **0.00**

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

THE CORPORATION OF THE VILLAGE OF WARFIELD

BYLAW No. 930

A Bylaw Respecting the Enforcement of Bylaw Notices

WHEREAS the *Local Government Bylaw Notice Enforcement Act* (the "Act") provides that a local government may deal with the contravention of a bylaw by Bylaw Notice and subsequent to the Lieutenant Governor in Council enacting a regulation under the *Act* ordering an amendment to the *Act* by adding the Village of Warfield, Council may deal with contraventions of a bylaw by Bylaw Notice.

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

1. CITATION

1.1 This bylaw may be cited as "The Village of Warfield Bylaw Notice Enforcement Bylaw No. 930 2023.

2. DEFINITIONS

2.1 In this Bylaw:

"*Act*" means the *Local Government Bylaw Notice Enforcement Act* as may be amended or replaced;

"Adjudication Fee" means the sum of $25.00 payable by each party for each adjudication scheduled to be conducted by the Registry;

"**bylaw contravention**" means a contravention of a section of a bylaw as identified in the first two columns of Schedule "A"

"Council" means the Council of the Village of Warfield;

"Penalty" means the amount that the recipient is liable to pay in respect of a contravention of the related bylaw as identified in the column titled "Penalty" of Schedule "A";

"Penalty with Discount" means an amount that reflects a discount deducted from the penalty as described in Section 6 of the Act and identified in the column titled "Penalty with Discount" of Schedule "A";

"Penalty with Surcharge" means the amount due when a surcharge is added to the penalty as described in Section 6 of the Act and identified in the column titled "Penalty with Surcharge" of Schedule "A";

"Registry" means the Village of Warfield Bylaw Notice Adjudication Registry;

"Village" means the Village of Warfield.

3. TERMS

3.1 Terms in this bylaw have the same meaning as the terms defined in the *Act*.

4. BYLAW CONTRAVENTIONS

4.1 The bylaw contraventions designated in Schedule "A" attached and forming part of this bylaw may be dealt with by bylaw notice.

5. PENALTIES FOR CONTRAVENTIONS

5.1 The penalty for a contravention is as follows:

5.1.1 subject to subsections 5.1.2 and 5.1.3, the penalty amount is set out in the column titled "Penalty" of Schedule "A" for each particular bylaw contravention;

5.1.2 if payment is received by the Village within fourteen (14) days after the date of the person receiving or being presumed to have received the bylaw notice, the discounted penalty is listed in the column titled "Penalty with Discount" of Schedule "A";

5.1.3 if payment is received more than twenty-eight (28) days after the person receiving or being presumed to have received the bylaw notice or where the penalty remains unpaid, the penalty is listed in the column titled "Penalty with Surcharge" of Schedule "A".

6. PAYMENT OR DISPUTE ADJUDICATION OF NOTICE

6.1 A person who receives a bylaw notice must, within fourteen (14) days after the date on which the person received or is presumed to have received the bylaw notice:

6.1.1 pay the penalty as indicated on the bylaw notice, or

6.1.2 request dispute adjudication by completing the applicable portion of the bylaw notice indicating they are requesting dispute adjudication and delivering it, either in person during regular office hours, or by mail to the "Village of Warfield" at 555 Schofield Highway, Trail, BC, V1R 2G7.

6.2 A person may pay the applicable penalty more than fourteen (14) days after receiving the bylaw notice, subject to the applicable surcharge for late payment in accordance with subsection 5.1.3, but no person may dispute the bylaw notice contravention more than fourteen (14) days of the date it was received or is presumed to have been received.

6.3 Where a person not served personally with a bylaw notice has received a notice under Section 24 of the *Act*, and has advised the Village pursuant to Section 25 of the *Act* that the bylaw notice was not received, the time limits for responding to a bylaw notice do not begin to run until a copy of the bylaw notice is re-delivered to that person in accordance with the *Act*.

7. BYLAW NOTICE DISPUTE ADJUDICATION REGISTRY

7.1 The Registry is established as a bylaw notice dispute adjudication system in accordance with the *Act* to resolve disputes in relation to bylaw notices.

7.2 The civic address of the Registry is 555 Schofield Highway, Trail, BC, V1R 2G7.

7.3 The Chief Administrative Officer is authorized to approve such Registry operations, policies and procedures as may be required for the administration of Registry operations.

7.4 Every person who is unsuccessful in a dispute adjudication in relation to a bylaw notice must pay the Village an adjudication fee of Twenty-five Dollars ($25) for the purpose of the Village recovering the cost of the adjudication system.

8. SCREENING OFFICERS

8.1 The position of screening officer is established.

8.2 The following are designated classes of persons that may be appointed as screening officers and Council may appoint screening officers from these classes of persons by name, or by class:

a) a bylaw enforcement officer under s. 10.1 of this bylaw;
b) the Chief Administrative Officer of the Village;
c) the Corporate Officer of the Village; and
d) a building official under the Village of Warfield Building Bylaw No. 629 as may be amended or replaced.

8.3 The screening officer reviewing the bylaw notice must be a different person from the bylaw enforcement officer who issued the bylaw notice.

9. POWERS, DUTIES AND FUNCTIONS OF SCREENING OFFICERS

9.1 The powers, duties and functions of screening officers are as set out in the *Act* and include the following:

9.1.1 when requested, by the person against whom a contravention is alleged in a bylaw notice, and in accordance with any applicable Village policies or guidelines, to provide information respecting the provision of the bylaw alleged to be contravened, the facts on which the contravention allegation is based, the applicable penalty, the process to dispute the bylaw notice under the bylaw notice adjudication system established by this bylaw and the *Act*, and the fee or fees payable in relation to the bylaw notice adjudication system;

9.1.2 to review a bylaw notice prior to the scheduling of any dispute adjudication in respect of the bylaw notice;

9.1.3 to cancel bylaw notices in accordance with the *Act* and any applicable Village policies and guidelines; and

9.1.4 to confirm a bylaw notice and refer the bylaw notice to an adjudicator unless the request for dispute adjudication is withdrawn.

10. BYLAW ENFORCEMENT OFFICERS

10.1 Persons acting as any of the following are designated as bylaw enforcement officers for the purposes of this bylaw and the *Act*:

a) members of the Royal Canadian Mounted Police (RCMP);
b) any person who has been appointed or designated by Council as a bylaw enforcement officer pursuant to either the *Police Act* or the *Community Charter*;
c) any building official under the Village of Warfield Building Bylaw No. 629, as may be amended or replaced;
d) any fire service officer under the Village of Warfield Fire Prevention Bylaw No. 905, 2022 as may be amended or replaced; and
e) the Corporate Officer of the Village.

11. FORM OF BYLAW NOTICE

11.1 The Village may from time to time provide for the form or forms of the bylaw notice if the form of the bylaw notice complies with the *Act*.

12. SEVERABILITY

12.1 If any portion of this bylaw is for any reason held invalid by a Court of competent jurisdiction, that invalid portion must be severed, and the remainder of this bylaw, is deemed to have been adopted without the invalid portion.

13. SCHEDULES

13.1 The following Schedule is attached to and forms part of this Bylaw:

Schedule "A"-Designated Bylaw Contraventions and Penalties.

14. CONTINUING CONTRAVENTIONS

14.1 For a bylaw contravention designated in Schedule "A" which is a continuing contravention, each day a contravention continues is a separate contravention.

14.2 This Bylaw shall come into full force and effect on the final adoption thereof.

Read a First and Second time this th day of , 2023.

Read a Third time this day of , 2023.

Reconsidered and Adopted this th day of 2023.

_____ _____

Mayor Corporate Officer

CERTIFIED TRUE COPY of Bylaw No. 930 cited as "Village of Warfield Bylaw Notice Enforcement Bylaw No. 930, 2023" this of, 2023.

_____

Corporate Officer

The Corporation of the Village of Warfield
Bylaw Notice Enforcement (BNE) Bylaw No. 930, 2023
Schedule A
Designated Bylaw Contraventions and Penalties

Bylaw Contraventions of Animal Control Bylaw No. 703, 2007	Section	Penalty	Penalty with Discount *If paid within 14 days*	Penalty with Surcharge *After 28 days*
Prevent or obstruct Bylaw Enforcement Officer or Pound Keeper from fulfillment of duties	3.3	$400.00	$300.00	$500.00
Failure to care for animals	3.5	$200.00	$100.00	$300.00
Failure to provide appropriate outside shelter	3.6	$200.00	$100.00	$300.00
Failure to keep animal pen and run clean and sanitized	3.7	$200.00	$100.00	$300.00
Accumulation of animal excrement	3.8	$200.00	$100.00	$300.00
Failure to provide adequate ventilation in enclosed spaces	3.9	$400.00	$300.00	$500.00
Allow animals on private property without consent	3.10	$200.00	$100.00	$300.00
Failure to isolate and provide treatment for animal with disease	3.11	$200.00	$100.00	$300.00
Use of leg-hold or killing trap to snare	3.12	$400.00	$300.00	$500.00
Failure to confine dangerous dog	4.0	$400.00	$300.00	$500.00
Dangerous dog in public place without leash and muzzle	4.1	$400.00	$300.00	$500.00
Dangerous dog on private lands without consent or without confinement or lease/muzzle	4.2	$400.00	$300.00	$500.00
Failure to display required dangerous dog sign	4.3	$400.00	$300.00	$500.00
Failure to advise dangerous dog at large	4.4	$400.00	$300.00	$500.00
Failure to advise of dangerous dog attack	4.5	$400.00	$300.00	$500.00
Dog attack	5.1	$400.00	$300.00	$500.00
Failure to prevent dog from harassment or molesting a person or animal	5.2	$400.00	$300.00	$500.00
Dog at large	5.3	$100.00	$ 50.00	$150.00
Dog in public without appropriate leash	5.4	$100.00	$ 50.00	$150.00
Failure to remove and dispose of dog excrement from public lands	5.5	$100.00	$ 50.00	$150.00
Failure to confine dog in heat	5.6	$100.00	$ 50.00	$150.00
Three (3) or more dogs on lands	5.7	$100.00	$ 50.00	$150.00
Noisy dog	5.8	$100.00	$ 50.00	$150.00

Failure to display dog tag	6.2	$100.00	$ 50.00	$150.00
Breach of regulations and restrictions of other animals	8.0	$200.00	$100.00	$300.00
Bylaw Contraventions of Business Licence Bylaw No. 920, 2022	**Section**	**Penalty**	**Penalty with Discount** ***If paid within 14 days***	**Penalty with Surcharge** ***After 28 days***
Not in possession of valid Business Licence	3(a)	$200.00	$100.00	$300.00
Failure to display Business Licence	3(c)	$100.00	$ 50.00	$150.00
Failure to allow inspection	3(e)	$200.00	$100.00	$300.00
Obstruct, hinder or interfere with authorized employees or agents while carrying out investigation	3(f)	$400.00	$300.00	$500.00
Operating business on multiple premises without separate licenses	3(n)	$100.00	$ 50.00	$150.00
Carrying on business on premises not identified on business licence	3(o)	$100.00	$ 50.00	$150.00
Failure to comply with license requirement	8(b)	$200.00	$100.00	$300.00
Carry on business after notice that license suspended or cancelled	8(b)	$400.00	$300.00	$500.00
Bylaw Contraventions of Fire Prevention Bylaw No. 905, 2022	**Section**	**Penalty**	**Penalty with Discount** ***If paid within 14 days***	**Penalty with Surcharge** ***After 28 days***
Open burning	3 (1)	$100.00	$ 50.00	$150.00
Failure to extinguish fire upon request	3 (2)	$200.00	$100.00	$300.00
Campfire without valid displayed permit	4 (1)	$100.00	$ 50.00	$150.00
Failure to comply with residential campfire requirements	4(3)	$100.00	$ 50.00	$150.00
Failure to comply with provincial or regional restrictions	4(4)	$200.00	$100.00	$300.00
Failure to follow terms and conditions of Permit	4(5) and Schedule C	$200.00	$100.00	$300.00
Obstruct inspection	6(3)	$400.00	$300.00	$500.00
Failure to comply with *BC Fire Code* for emergency vehicle access	6 (4)	$300.00	$200.00	$400.00
Bylaw Contraventions of Fireworks Bylaw No. 919, 2022	**Section**	**Penalty**	**Penalty with Discount** ***If paid within 14 days***	**Penalty with Surcharge** ***After 28 days***
Buy, sell, store or use of firecrackers or roman candles	3(1)	$200.00	$100.00	$300.00
Offer for sale, sell, give or trade fireworks	3(2)	$100.00	$ 50.00	$150.00
Discharging fireworks without valid permit	3(3)	$200.00	$100.00	$300.00
Failure to follow terms and conditions of fireworks permit	3(4)	$200.00	$100.00	$300.00

Use fireworks in manner which increases risk of injury to persons and property	3(5)(a)	$400.00	$300.00	$00.00
Use fireworks in prohibited location	3(5)(b)	$100.00	$ 50.00	$150.00
Pointing fireworks at persons, animals or other prohibited things	3(5)(c)	$400.00	$300.00	$500.00
Using fireworks when person under 18 years of age	3 (6)(a)	$100.00	$ 50.00	$150.00
Adult allowing persons under 18 years of age to use fireworks	3 (6)(b)	$100.00	$ 50.00	$150.00
Obstruct inspection	7(3)	$400.00	$300.00	$500.00
Failure to comply with *BC Fire Code* for emergency vehicle access	7 (4)	$100.00	$50.00	$150.00
Failure to surrender Fireworks	8(3)	$200.00	$100.00	$300.00
Bylaw Contraventions of Noise Control Bylaw No. 866, 2019	**Section**	**Penalty**	**Penalty with Discount** ***If paid within 14 days***	**Penalty with Surcharge** ***After 28 days***
Person who makes noise which disturbs	3	$200.00	$100.00	$300.00
Person operating apparatus for production or amplification of sound which disturbs	4	$200.00	$100.00	$300.00
Owner, occupier or tenant operating apparatus for production or amplification of sound which disturbs	5	$200.00	$100.00	$300.00
Animal noise which disturbs	6	$100.00	$ 50.00	$150.00
Operation of motorized vehicle which disturbs	7	$200.00	$100.00	$300.00
Noise from construction or excavation after hours	8	$200.00	$100.00	$300.00
Operation of equipment, machinery or engine after hours	9	$200.00	$100.00	$300.00
Obstruct authorized officers, employees or agents from entry onto premise or into building	10	$400.00	$300.00	$500.00
Bylaw Contraventions of Traffic Bylaw No. 545, 1995	**Section**	**Penalty**	**Penalty with Discount** ***If paid within 14 days***	**Penalty with Surcharge** ***After 28 days***
Failure to obey traffic control device	3.02(1)	$100.00	$ 50.00	$150.00
Drive or walk on newly painted line, or interfere, alter or remove traffic control device	3.02(2)	$200.00	$100.00	$300.00
Pedestrian failure to obey traffic control device	3.02(3)	$100.00	$ 50.00	$150.00
Failure to obey lawful orders and commands	3.03	$200.00	$100.00	$300.00
Disobey speed limits	3.04(1) and (2)	$100.00	$ 50.00	$150.00

Park on or drive over sidewalk, curb or boulevard	3.05(1)	$200.00	$100.00	$300.00
Block intersection or crosswalk	3.06	$200.00	$100.00	$300.00
Drive with spiked/cleats etc. wheels, tires or tracks without permission	3.07	$100.00	$50.00	$150.00
Oversized load	3.08	$100.00	$ 50.00	$150.00
Oversized vehicle	3.09	$100.00	$ 50.00	$150.00
Ride cycle or skateboard on sidewalk	3.10(1)	$100.00	$ 50.00	$150.00
Cycle or skateboard obstructing pedestrian or vehicle traffic	3.10(2)	$200.00	$100.00	$300.00
Removal of Offence Notice	3.12(1)	$100.00	$ 50.00	$150.00
Removal of chalk or other identification	3.12(2)	$200.00	$100.00	$300.00
Failure to obey U-turn restrictions	3.13	$100.00	$ 50.00	$150.00
Pedestrian crossing outside crosswalk	4.01(1)	$100.00	$ 50.00	$150.00
Pedestrian crossing contrary to traffic control device	4.01(2)	$100.00	$ 50.00	$150.00
Hitchhiking	4.02	$100.00	$ 50.00	$150.00
Park in excess of 24 hours	5.01	$100.00	$ 50.00	$150.00
Stop, stand, or park vehicle or trailer on any highway without valid license plate and active insurance policy	5.02(1)	$100.00	$ 50.00	$150.00
Park in lane when not loading/unloading or in excess of 30 minutes	5.02(2)	$100.00	$ 50.00	$150.00
Stop, stand or park on sidewalk or boulevard	5.02(3)(a)	$100.00	$ 50.00	$150.00
Stop, stand or park in front of or within 1 meter of a driveway, sidewalk crossing, gate or stairs in residential area	5.02(3)(b)(i)	$100.00	$ 50.00	$150.00
Stop, stand or park in front of or within 1 meter of a driveway, sidewalk crossing, gate or stairs in commercial or industrial zone	5.02(3)(b)(ii)	$100.00	$ 50.00	$150.00.00
Stop, stand or park within intersection	5.02(3) (c)	$100.00	$ 50.00	$150.00
Stop, stand or park within 5 meters of fire hydrant	5.02(3) (d)	$300.00	$200.00	$400.00
Stop, stand or park on crosswalk	5.02(3) (e)	$100.00	$ 50.00	$150.00
Stop, stand or park within 6 meters of crosswalk, intersection, or traffic control device	5.02(3) (f)	$100.00	$ 50.00	$150.00
Stop, stand or park within 15 meters of railway crossing	5.02(3) (g)	$200.00	$100.00	$300.00
Stop, stand or park vehicle for purpose of displaying for sale, advertising or selling	5.02(3)(h)	$100.00	$ 50.00	$150.00
Stop, stand or park vehicle obstructing traffic near highway excavation or obstruction	5.02(3)(i)	$200.00	$100.00	$300.00

Stop, stand or park on bridge or elevated structures	5.02(3)(j)	$200.00	$100.00	$300.00
Stop, stand or park obstructing traffic flow	5.02(3)(k)(i)	$100.00	$ 50.00	$150.00
Stop, stand or park on marked lane	5.02(3)(k)(ii)	$100.00	$ 50.00	$150.00
Disobey traffic control device restricting stopping, standing or parking	5.02(3)(l)	$200.00	$100.00	$300.00
Stop, stand or park obstructing visibility of traffic control device	5.02(3)(m)	$100.00	$ 50.00	$150.00
Stop, stand or park in a manner contrary to parking lines, markings or signs	5.02(3)(n)	$100.00	$ 50.00	$150.00
Stop, stand or park alongside curb contrary to markings restricting parking	5.02(3)(o)	$100.00	$ 50.00	$150.00
Stop, stand or park within 6 meters of intersection	5.02(3)(p)	$100.00	$ 50.00	$150.00
Stop, stand or park with rear of vehicle facing curb	5.02(3)(q)	$100.00	$ 50.00	$150.00
Unlawful moving of vehicle contrary to 5.02(1)	5.02(4)	$200.00	$100.00	$300.00
Not parked on right side of highway in same direction as traffic flow or parked with right wheels more than 30 cm from curb	5.04(1)	$100.00	$ 50.00	$150.00
Parked on one-way highway with left wheels further than 30 cm from curb	5.04(2)	$100.00	$ 50.00	$150.00
Doubled parked	5.05	$100.00	$ 50.00	$150.00
Park unattached trailer on highway	5.06(1)	$100.00	$ 50.00	$150.00
Park recreational vehicle in residential area longer than 24 hours	5.06(2)	$100.00	$ 50.00	$150.00
Stop vehicle too long in loading zone for loading or unloading of passengers or goods	5.07(1)	$100.00	$ 50.00	$150.00
Stop non-commercial vehicle in loading zone	5.07(2)	$100.00	$ 50.00	$150.00
Stop or park in bus stop zone	5.08	$200.00	$100.00	$300.00
Stop or park in handicapped space without decal	5.09(1)	$100.00	$ 50.00	$150.00
Parked in handicapped space with decal when driver or passenger not disabled	5.09(2)	$100.00	$ 50.00	$150.00
Park in residential area contrary to traffic control device unless authorized by valid permit	5.10	$100.00	$ 50.00	$150.00
Park excessive size in residential area for more than 4 hours	5.11	$100.00	$ 50.00	$150.00
Failure to obey limited time parking zone(s)	5.12	$100.00	$ 50.00	$300.00
Failure to remove snow or ice from sidewalk	6.01(1)	$100.00	$ 50.00	$150.00

Failure to remove snow or ice from roof, gutter, cornice of building likely to fall onto street or sidewalk	6.01(2)	$100.00	$ 50.00	$150.00
Failure to remove rubbish, dirt, debris or other material from sidewalk	6.01(3)	$100.00	$ 50.00	$150.00
Deposit, pile or spread snow or ice cleaned from surfaces or properties onto public spaces not designated by Works Foreman	6.01(5)(a)	$100.00	$ 50.00	$150.00
Alter or stop flow of water through drain, sewer ditch or culvert on any highway	6.02(1)	$200.00	$100.00	$300.00
Permit rainwater down spouts and eave troughs to discharge onto highway or sidewalk	6.02(2)	$200.00	$100.00	$300.00
Failure to prevent vehicle(s) load material from leaking or escaping onto highway	6.03(1)	$200.00	$100.00	$300.00
Failure to remove vehicle load material from spillage area or to safeguard traffic	6.03(2)	$200.00	$100.00	$300.00
Littering on highway	6.03(3)	$200.00	$100.00	$300.00
Excavate, construct on or occupy highway without permit	6.04(1)	$200.00	$100.00	$300.00
Failure to provide signage or warning devices around authorized construction zones	6.04(2)	$200.00	$100.00	$300.00
Firewood, blocks, stone, debris or other material upon highway	6.05(1)	$200.00	$100.00	$300.00
Use of sleds, toboggans, skis, skateboards on highway, sidewalk or boulevard unless closed to vehicular traffic for such purposes	6.05(2)(a)	$200.00	$100.00	$300.00
Obstruct, impede or interfere with procession or authorized parade	6.05(3)	$400.00	$300.00	$500.00
Parade on highway without written application and approval from Council	6.05(4)(a)	$200.00	$100.00	$300.00
Placing for sale or display merchandise, vehicles, wares or any other thing on street or sidewalk without permission	6.05(5)	$100.00	$ 50.00	$150.00
Group or persons assembled on sidewalk or highway obstructing passage of pedestrians or vehicles	6.05(6)	$100.00	$ 50.00	$150.00
Use of sidewalk or highway for soliciting aid or the purchase of goods or services	6.05(7)	$100.00	$ 50.00	$150.00
Operation of noise-making device upon vehicle without a permit	6.06(1)	$100.00	$ 50.00	$150.00
Posting notices or any advertising on hydrants, street signs or utility and traffic signal standards located upon highway	6.06(2)	$200.00	$100.00	$300.00
Placing stands, boards or banners to advertise without permission	6.06(3)	$100.00	$ 50.00	$150.00

Unauthorized structure encroaching on or over highway or public lands	6.07(1)	$200.00	$100.00	$300.00
Failure to obey size requirements for authorized structures encroaching on highway	6.07(2)	$100.00	$ 50.00	$150.00
Placing, removing or altering sign or structure on street without a permit	6.07(3)	$200.00	$100.00	$300.00
Failure to prevent damage to pavement, sidewalk, boulevard, curbing or gutter or failure to not obstruct surface water drainage	6.07(4)	$200.00	$100.00	$300.00
Altering existing access or constructing new access to a property without permission	6.08(1)	$200.00	$100.00	$300.00
Construction and installation of utilities in the Village of Warfield without permission	6.09(1)	$400.00	$300.00	$500.00
Utility company failure to comply with Village bylaws and provincial and federal laws for construction	6.09(2)	$400.00	$300.00	$500.00
Failure to build and maintain sufficient barricade with night-lighting around permitted utility excavation, construction or installation	6.09(3)	$200.00	$100.00	$300.00
Following too close to emergency vehicle	6.10	$200.00	$100.00	$300.00
Failure to trim vegetation on sidewalk or highway	6.11(1)	$200.00	$100.00	$300.00
Remove, injure, destroy or trim trees, flowers or any other foliage on highway	6.11(2)	$200.00	$100.00	$300.00
Disobey traffic control device instructions exhibited by school patrol at designated school crosswalks.	6.12(4)	$400.00	$300.00	$500.00
Bylaw Contraventions of Untidy and Unsightly Properties Bylaw No. 686, 2006	**Section**	**Penalty**	**Penalty with Discount** ***If paid within 14 days.***	**Penalty with Surcharge** ***After 28 days***
Untidy or unsightly property	4.1	$400.00	$300.00	$500.00
Insect infestation	4.2	$400.00	$300.00	$500.00
Accumulation of rubbish, discarded materials, and offensive or unwholesome matter	4.3	$400.00	$300.00	$500.00
Graffiti on private property	4.4	$400.00	$300.00	$500.00
Accumulation of uncontained garbage	4.5	$400.00	$300.00	$500.00
Overgrown brush, noxious weeds, or grasses on private property	4.6	$400.00	$300.00	$500.00
Outside storage or accumulation of unlicensed or inoperable vehicles	4.7	$400.00	$300.00	$500.00
Obstruct or prevent authorized employees or agents to enter property	6.2	$400.00	$300.00	$500.00

Bylaw Contraventions of Water Sprinkling Regulations Bylaw No. 759, 2010	**Section**	**Penalty**	**Penalty with Discount** *If paid within 14 days*	**Penalty with Surcharge** *After 28 days*
Violation of restrictions for use of hose outside of permitted days	2(4)	$100.00	$ 50.00	$150.00
Use of water contrary to bylaw	3(1)	$200.00	$100.00	$300.00
Bylaw Contraventions of Wildlife Attractant Control Bylaw No. 779, 2012	**Section**	**Penalty**	**Penalty with Discount** *If paid within 14 days*	**Penalty with Surcharge** *After 28 days*
Refuse accessible to wildlife	3	$200.00	$100.00	$300.00
Failure to store refuse in wildlife resistant container or enclosure	4	$200.00	$100.00	$300.00
Failure to maintain or repair wildlife resistant container or enclosure	5	$200.00	$100.00	$300.00
Failure to keep wildlife resistant container or enclosure closed and secure	5	$200.00	$100.00	$300.00
Failure to remove fallen fruit from ground	10	$200.00	$100.00	$300.00
Birdfeeder accessible to wildlife	12	$200.00	$100.00	$300.00
Outdoor fridge or freezer accessible to wildlife	13	$200.00	$100.00	$300.00
Antifreeze and paint accessible to wildlife	14	$200.00	$100.00	$300.00