

**VILLAGE OF PEMBERTON  
COMMITTEE OF THE WHOLE  
MEETING MINUTES**

**Minutes** for the **Committee of the Whole** of Council of the Village of Pemberton, held Tuesday, February 6, 2018, at 1:00 p.m., at Council Chambers, 7400 Prospect Street. This is meeting No. 171.

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**ATTENDING:** Mayor Mike Richman  
Councillor James Linklater  
Councillor Karen Ross  
Councillor Jennie Helmer  
Councillor Ted Craddock

**STAFF:** Nikki Gilmore, Chief Administrative Officer  
Sheena Fraser, Manager of Corporate & Legislative Services  
Lena Martin, Manager of Finance & Administration  
Tim Harris, Manager of Operations & Development Services  
Robert Grossman, Fire Chief  
Elysia Harvey, Legislative Assistant

**PUBLIC:** 0

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**1. CALL TO ORDER**

At 12.59 p.m. Mayor Richman called the meeting to order.

In honour of the Lil'wat7ul, the Village of Pemberton acknowledges that we are meeting within the unceded territory of the Lil'wat Nation.

**2. APPROVAL OF AGENDA**

Moved/Seconded

**THAT** the agenda be approved and the Council Remuneration for Meetings item be addressed following item 4.

**CARRIED**

**3. APPROVAL OF THE MINUTES**

**a) Committee of the Whole No. 170 – Tuesday, January 16, 2018**

Moved/Seconded

**THAT** the minutes of Committee of the Whole Meeting No. 170, held Tuesday, January 16, 2018, be adopted as circulated.

**CARRIED**

#### 4. OUTSTANDING RESOLUTIONS

Sheena Fraser, Manager of Corporate & Legislative Services, presented the outstanding resolution listing noting that there is currently only one item that is outstanding.

##### Social Procurement Policy

Moved/Seconded

**THAT** the Committee of the Whole recommend to Council that development of a Social Procurement Policy be moved to the 2019 Budget Deliberation and facilitated in conjunction with the Official Community Plan Review and Update.

**CARRIED**

#### 5. COUNCIL REMUNERATION FOR MEETINGS

Moved/Seconded

**THAT** the Committee of the Whole recommend to Council that a remuneration rate for Council Members to attend meetings held by other agencies or organizations outside of meetings held for Village of Pemberton Council business not be supported.

**CARRIED**

#### 6. BUDGET SESSION NO. 1 – 2018 OPERATING, PROJECT AND CAPITAL EXPENSES

##### Salary Allocations:

Moved/Seconded

**THAT** the Committee of the Whole recommend to Council that the salary overhead allocations be updated as follows:

Water	24%
Sewer	22%
Airport	3%

**CARRIED**

**Capital Projects:**

Moved/Seconded

**THAT** the Committee of the Whole recommend to Council that the following Capital Projects be approved for the 2018 budget:

<b>Project</b>	<b>Amount</b>	<b>Funding Source</b>
Admin - Office Printer Lease Renew	\$ 2,306.75	Taxation
Admin - Village Vehicle (for general use purposes) <sup>1</sup>	\$ 3,182	MFA Equipment Loan/ Taxation
Admin - New Bylaw Services Truck	\$15,000	MFA Equipment Loan/ Taxation
Fire - 2018 HVAC Upgrade to the Fire Hall	\$ 60,000	Fire Reserves
Fire - Fire Fighter Benefit – Twinrex Vaccines	Up to \$ 6,000	Taxation/ Other Government Revenue
Fire - Fire Fighter Benefit – Wellness Benefit	\$ 7,680	Taxation (\$5,120)
Water - Well 2 Redevelopment	\$ 80,000	Water Reserves
Water - Pioneer Lane Water Line Replacement	\$ 43,000	Water Reserves
Water - Cross Connection Control	\$ 20,000	Water Reserves
Water - 2 New Fire Hydrants (Frontier Street)	\$ 20,000	Water Reserves
Water - Water Source Feasibility Study	\$ 20,000	Water Reserves
Sewer - Air Valves (Blowers) – Wastewater Treatment Plant	\$ 50,000	User Fees
Public Works - Paving Pemberton Farm Road East	\$100,000	DCC Roads/ Developer Donation
Public Works - New Backhoe Lease	\$18,691.53	MFA Equipment Loan/ Taxation
Public Works - Downtown Community Barn Staining Phase II	\$15,000	Taxation
Development - Sea to Sky Invasive Species Additional Funding <ul style="list-style-type: none"> <li>• Partnership Program - \$1,600</li> <li>• Fee-For-Service Field Program – up to \$3,360</li> </ul>	\$ 4,960	Taxation
Development - Planning Contractor	\$ 5,000	Taxation
Parks - Zurcher Park Playground Upgrade (The Glen) <sup>2</sup>	\$ 30,000	Taxation/ Surplus Carry Forward
Parks - Zurcher Park Trail Improvement	\$ 5,000	Taxation

1. Staff are to investigate options to lease a hybrid and ensure best price

**2018 Capital Projects for Further Review:**

Moved/Seconded

**THAT** the following Capital Project items be brought back to the Committee of the Whole for further review on February 20, 2018:

<b>Project</b>	<b>Amount</b>	<b>Funding Source</b>	<b>Comments</b>
Admin - Project Coordinator Contract Position	\$ 75,000	Taxation	To facilitate work related to Boundary Extension, Transit and Development Cost Charge Bylaw Review
Admin - Municipal Hall Design	\$ 25,000	Taxation	Subject to quote
Admin - Municipal Natural Assets Initiative	\$ 30,000	Taxation	Staff to review Initiative requirements with respect to other commitments of the Village (resources, staffing, research)
Fire - Fire Hall Wireless System Upgrade	\$ 3,000	Fire Department Reserves	
Fire - ½ Ton Duty Truck/ Lights/ Decals	\$ 6,321	MFA Equipment Loan/ Taxes/ Other Government Revenue	Staff to show Tax Implication
Fire - Fire Hall Office Improvements	\$ 40,000	Fire Department Reserves	Staff to provide a quote
Development - Zoning Bylaw Review & Update – Project Completion	\$ 20,000	Taxation	Staff to review project timeline and consultant costs
Development - Affordable Housing Action Plan - Consultant	\$ 20,000	Taxation	
Public Works – Grizzly Salting Screen	\$ 10,000	Taxation	
Public Works – Snow Bucket	\$ 4,000	Taxation	
Public Works – Snow Blower Skid Steer for Bobcat	\$ 7,000	Taxation	
Parks - Benchlands Staircase Repairs	\$ 50,000	Taxation	Staff to undertake further investigation respecting cost for repairs and life span of stairs

**One Mile Lake Park Boardwalk Repairs:**

Moved/Seconded

**THAT** the Committee of the Whole recommend to Council that a Parks Reserve of \$50,000 be established for One Mile Lake Park Boardwalk Repairs/Redevelopment;

**AND THAT** Staff explore design, cost and funding options for the One Mile Lake Park Boardwalk repairs/redevelopment.

**CARRIED**

**Deferred Capital Projects:**

Moved/Seconded

**THAT** the Committee of the Whole recommend to Council that the following Capital Projects be deferred to 2019:

- Official Community Plan Review and Update
- Social Procurement Policy Development (to be done in conjunction with the OCP Review)

**CARRIED**

**Airport Budget:**

Moved/Seconded

**THAT** the Committee of the Whole recommend to Council that the 2018 Airport Operating budget be approved.

**CARRIED**

**Sewer Budget:**

Moved/Seconded

**THAT** the Committee of the Whole recommend to Council that sewer rates are increased by \$40,000 to be allocated to Reserves for Future Capital Expenditures, through an increase in sewer rates.

**CARRIED**

Moved/Seconded

**THAT** the Committee of the Whole recommend to Council that the 2018 Sewer Operating budget, that includes \$40,000 to be allocated to Reserves, be approved.

**CARRIED**

**Water Budget:**

Moved/Seconded

**THAT** the Committee of the Whole recommend to Council that the 2018 Water Operating budget, that includes the Capital Projects as approved, be approved.

**CARRIED**

**Legislative Budget:**

Moved/Seconded

**THAT** Staff prepare an overview of Council Salaries between 2012 – 2018 and bring back to the Committee of the Whole Budget Session No. 2, to be held on February 20, 2018, for review.

**CARRIED**

**Fire Budget:**

Moved/Seconded

**THAT** the Committee of the Whole recommend to Council that the 2018 Fire Department Operating budget be approved as presented.

**CARRIED**

**Development Services:**

Moved/Seconded

**THAT** the Committee of the Whole recommend to Council that the 2018 Development Services Operating Budget be approved as presented.

**CARRIED**

**Public Works & Parks:**

Moved/Seconded

**THAT** the Committee of the Whole recommend to Council that the 2018 Public Works Operating Budget be approved as presented.

**CARRIED**

**Transit:**

Moved/Seconded

**THAT** the Committee of the Whole recommend to Council that the 2018 Transit Operating Budget be approved as presented.

**CARRIED**

## 7. ADJOURNMENT

The Committee of the Whole Meeting was adjourned at 5:20 p.m.



Mike Richman  
Mayor



Sheena Fraser  
Corporate Officer