

**VILLAGE OF PEMBERTON
-INAUGURAL MEETING AGENDA-**

Agenda for the **Inaugural Meeting** of Council of the Village of Pemberton to be held Tuesday, November 6, 2018 at 5:30 p.m. in Council Chambers, 7400 Prospect Street. This is Meeting No. 1480.

"This meeting is being recorded on audio tape for minute-taking purposes as authorized by the Village of Pemberton Audio recording of Meetings Policy dated September 14, 2010."

Item of Business	Page No.
1. WELCOME BY CHIEF ADMINISTRATIVE OFFICER NIKKI GILMORE	
2. CORPORATE OFFICER TO ADMINISTER OATH OF OFFICE TO: Mayor-Elect Mike Richman Councillor-Elect Amica Antonelli Councillor-Elect Edward Craddock Councillor-Elect Leah Noble Councillor-Elect Ryan Zant	
Upon completion of the Oath of Office Council Members will take their seats at the Council table.	
3. MAYOR WILL ASSUME THE CHAIR OF THE MEETING	
4. APPROVAL OF AGENDA Recommendation: THAT the agenda be approved as presented.	
5. INAUGURAL STATEMENTS BY NEWLY ELECTED MAYOR AND COUNCIL Mayor Richman Councillor Antonelli Councillor Craddock Councillor Noble Councillor Zant	
6. SQUAMISH-LILLOOET REGIONAL DISTRICT BOARD APPOINTMENT Squamish-Lillooet Regional District Board appointments will be made at the meeting.	
7. OTHER BOARD/COMMITTEE APPOINTMENTS To be presented at the meeting.	
8. FINANCE	
a) Banking Resolution - Authorized Signatories	3
Recommendation: THAT the following Council members be named as signing authorities for the Village of Pemberton: Mike Richman – Mayor Amica Antonelli – Councillor Edward Craddock – Councillor Leah Noble – Councillor Ryan Zant - Councillor	

AND THAT the following Staff be named as signing authorities for the Village of Pemberton:

Nikki Gilmore – Chief Administrative Officer
Lena Martin – Chief Financial Officer
Sheena Fraser – Corporate Officer

AND THAT accounts in the name of the Corporation of the Village of Pemberton (hereinafter called the “Corporation”) be kept at the Bank of Nova Scotia (hereinafter called the “Bank”) and the Chief Administrative Officer, Chief Financial Officer or Corporate Officer and the Mayor or Councillors are hereby authorized for and in the name of the Corporation to sign, make, draw, accept, endorse and deliver cheques, promissory notes, bills and exchange, orders for the payment of money and such agreements and instruments as may be necessary or useful in connection with the operation of the said account:

AND THAT any one of the aforementioned officers is hereby authorized for and in the name of the Corporation to endorse and transfer to the Bank for deposit or discount with or collection by the Bank (but for the credit of the Corporation only) cheques, promissory notes, bills of exchange, orders for the payment of money and other instruments, to arrange, settle, balance and certify all books and accounts with the Bank to sign receipts for vouchers.

b) Municipal Finance Authority Resolution – Authorized Signatories

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Recommendation: THAT the following Council members be named as MFA signing authorities for the Village of Pemberton:

Mike Richman – Mayor
Amica Antonelli – Councillor
Ted Craddock – Councillor
Leah Noble – Councillor
Ryan Zant – Councillor

AND THAT the following Staff be named as MFA signing authorities for the Village of Pemberton:

Nikki Gilmore - Chief Administrative Officer
Lena Martin – Manager of Finance and Administration

9. CORPORATE & LEGISLATIVE SERVICES

7

a) 2018 Village of Pemberton Local Government Election Results

Recommendation: THAT the 2018 Village of Pemberton Local Government Election Results report be received.

11. ADJOURNMENT

Guests and members of the public are invited to remain and enjoy refreshments.

Date: November 6, 2018
To: Nikki Gilmore, Chief Administrative Officer
From: Lena Martin, Manager of Finance and Administration
Subject: Banking Resolution – Authorized Signatories

PURPOSE

The purpose of this report is to update the Village authorized signatories for the Bank of Nova Scotia (BNS) and the Toronto Dominion (TD) Banks.

DISCUSSION AND COMMENTS

After each election, the Village is required to update the list of those members of Council and Staff that are authorized to sign cheques on behalf of the Village. The Village currently has accounts with both the BNS and TD banks.

It is Village policy that in order to provide surety and ensure that the management of funds are properly safeguarded, the Chief Administrative Officer and the Mayor are the primary signers on all cheques sent out by the Village. In the absence of the CAO, the Manager of Finance and Administrative Services or the Manager of Corporate & Legislative Services, has the authority to sign the cheques and in the absence of the Mayor, a member of Council will be called upon to sign.

Cheque runs are done on a weekly basis and all cheques are typically prepared for signature by Thursday and sent out on Friday.

COMMUNICATIONS

There is no communication requirement at this time.

LEGAL CONSIDERATIONS

There are no legal considerations at this time.

IMPACT ON BUDGET & STAFFING

There are no impacts to the budget or staff hours for consideration.

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts for consideration.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

There are no impacts on the region or neighboring jurisdictions.

ALTERNATIVE OPTIONS

There are no alternative options that Staff recommends at this time.

POTENTIAL GOVERNANCE CONSIDERATIONS

Ensuring that the Village signatories are updated and consistent with policies is in keeping with Strategic Priority Theme Three: Excellence in Service by ensuring that the Village continues to deliver the highest quality of municipal services within the scope of our resources.

RECOMMENDATION

THAT the following Council members be named as signing authorities for the Village of Pemberton

Mike Richman – Mayor
Ted Craddock – Councillor
Amica Antonelli – Councillor
Leah Noble – Councillor
Ryan Zant – Councillor

AND THAT the following Staff be named as signing authorities for the Village of Pemberton:

Nikki Gilmore – Chief Administrative Officer
Lena Martin – Chief Financial Officer
Sheena Fraser – Corporate Officer

AND THAT accounts in the name of the Corporation of the Village of Pemberton (hereinafter called the “Corporation”) be kept at the Bank of Nova Scotia (hereinafter called the “Bank”) and the Chief Administrative Officer, Chief Financial Officer or Corporate Officer and the Mayor or Councillors are hereby authorized for and in the name of the Corporation to sign, make, draw, accept, endorse and deliver cheques, promissory notes, bills and exchange, orders for the payment of money and such agreements and instruments as may be necessary or useful in connection with the operation of the said account;

AND THAT any one of the aforementioned Officers is hereby authorized for and in the name of the Corporation to endorse and transfer to the Bank for deposit or discount with or collection by the Bank (but for the credit of the Corporation only) cheques, promissory notes, bills of exchange, orders for the payment of money and other instruments, to arrange, settle, balance and certify all books and accounts with the Bank to sign receipts for vouchers.

Submitted by:	Lena Martin, Manager of Finance and Administrative Services
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer

Date: November 6, 2018

To: Nikki Gilmore, Chief Administrative Officer

From: Lena Martin, Manager of Finance and Administration

Subject: Municipal Finance Authority Resolution – Authorized Signatories

PURPOSE

The purpose of this report is to update the Village of Pemberton authorized signatories for the Municipal Finance Authority (MFA).

BACKGROUND

The Municipal Finance Authority of British Columbia (MFA) was created in 1970 to contribute to the financial well-being of local governments throughout BC. The MFA pools the borrowing and investment needs of BC communities through a collective structure and is able to provide a range of low cost and flexible financial services, regardless of the size of the community. The MFA is independent from the Province of British Columbia and operates under the governance of a Board of Members appointed from the various Regional Districts within the province.

The MFA provides long-term, short-term, and equipment financing, investment management, and other financial services to communities and public institutions in BC. Since MFA's credit rating exceeds those of chartered banks, the rates of borrowing through the MFA are below those offered by these banks. These savings in interest costs are passed on to BC's local government. MFA has an equipment financing program that takes the place of the former Leasing program. Loans under this short term borrowing program are available to municipalities under section 175 of the *Community Charter* – Liabilities under agreement.

DISCUSSION AND COMMENTS

After each election, the Village is required to provide a resolution to the MFA that establishes the authorized signatories for the Village of Pemberton.

It is Village policy that the Chief Administrative Officer and the Mayor are the primary signers on all authorizations from MFA by the Village. In the absence of the CAO, the Manager of Finance and Administrative Services, has the authority to sign on all authorizations and in the absence of the Mayor, a member of Council will be called upon to sign.

COMMUNICATIONS

There is no communication requirement at this time.

LEGAL CONSIDERATIONS

There are no legal considerations at this time.

IMPACT ON BUDGET & STAFFING

There are no impacts to the budget or staff hours for consideration.

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts for consideration.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

There are no impacts on the region or neighboring jurisdictions.

ALTERNATIVE OPTIONS

There are no alternative options that Staff recommends at this time.

POTENTIAL GOVERNANCE CONSIDERATIONS

Ensuring that the Village signatories are updated and consistent with policies is in keeping with Strategic Priority Theme Three: Excellence in Service by ensuring that the Village continues to deliver the highest quality of municipal services within the scope of our resources.

RECOMMENDATION

THAT the following Council members be named as MFA signing authorities for the Village of Pemberton

Mike Richman – Mayor
Amica Antonelli – Councillor
Ted Craddock – Councillor
Leah Noble – Councillor
Ryan Zant - Councillor

AND THAT the following Staff be named as MFA signing authorities for the Village of Pemberton:

Nikki Gilmore – Chief Administrative Officer
Lena Martin – Manager of Finance and Administration

Submitted by:	Lena Martin, Manager of Finance and Administrative Services
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer

Date: November 6, 2018

To: Nikki Gilmore, Chief Administrative Officer

From: Sheena Fraser, Chief Election Officer/Manager of Corporate & Legislative Services

Subject: 2018 Village of Pemberton Local Government Election Results

PURPOSE

The purpose of this report is to submit the declaration of official election results for the 2018 Village of Pemberton local government election.

BACKGROUND

The local government elections were held on Saturday, October 20, 2018. Section 158 of the *Local Government Act* requires that, within thirty (30) days after the declaration of the official election results under section 146, the Chief Election Officer submit a report of the election results to the local government.

DISCUSSION & COMMENTS

The Official Ballot Accounts reporting the results of the 2018 General Local Government Election are attached as **Appendix A**.

Of an estimated 1744 eligible voters, 524 registered to vote in the election for a voter turn-out of 30%. Resident electors accounted for 511 of the voters while non-resident property owners made up the remaining thirteen voters. This is a significant decline from the 2014 election which saw 708, or 44% of an estimated 1609 eligible voters register to vote. With eight candidates vying for four Council positions and a mayoral race, the 2014 election generated greater interest in the community. With no mayoral race this year, there was less engagement by the community in the campaign period and on voting days despite the Village's efforts to advertise and provide other voting opportunities. In comparison, voter turn-out in 2011 election, another election with an acclamation for Mayor and School Board Trustee, was 32%, while in 2008, when there was a vote for Mayor, Council and School Board Trustee, voter turn-out was 50%.

In order to encourage voter participation this year, the Village once again hosted a second advanced voting opportunity and maintained the advertising of the election beyond the legislated requirement, including weekly advertising in the local paper, ENEWS reminders of advanced and general voting opportunities, Facebook and blog posts, signage at the roundabout, strategic placement of the Village sandwich board reminding residents of voting day opportunities, and a doorstep reminder card which was delivered to Village homes.

The Village also hosted a Candidate Information Session for the second time at the Pemberton Community Centre as a means of providing prospective candidates with an overview of the role and responsibilities of elected officials and information respecting the election legislation and requirements. Notification of the Candidate Information Session was shared through our social media channels and advertisements placed in the local paper. Unfortunately, this session was attended by only one person which was a significant reduction from 2014 where there were 10 people in attendance.

At the request of the Sea to Sky School District No. 48, the Village facilitated the election for School Board Trustee on their behalf, and again entered into a Cost Sharing Agreement with SD48 to formalize the details respecting the costs associated with running the election. The Cost Sharing Agreement establishes that one third (1/3) of the costs, or that portion of the costs related to the School District Trustee election, will be reimbursed to the Village. Unlike the 2014 and 2011 elections, this year the Trustee was not acclaimed and as such a greater percentage of the election costs will be recovered from SD48 as set out in the Cost Sharing Agreement.

COMMUNICATIONS

Section 146 of the *Local Government Act* requires that the Chief Election Officer declare the results of the election before 4pm on the fourth day following the close of general voting. In this regard, the Declaration of Official Election Results was made at 4pm on Tuesday, October 23rd at the Village Office. The Determination of Official Election Results and Declaration of Official Election Results for both Councillor and School Board Trustee are attached as **Appendix B**.

Section 159 (1) of the *Local Government Act* requires that within thirty (30) days after elected candidates have taken the oath of office, the names of the elected officials must be submitted to the Queens Printer Gazette for publication. The names have been submitted and publication of results will be in a November edition of the Gazette.

There are no further communications required respecting the official election results.

LEGAL CONSIDERATIONS

This report of election results for the 2018 local government election meets with the legislative requirement as set out in section 158 (1) the *Local Government Act* which requires that within thirty (30) days after the declaration of official election results the Chief Election Officer must submit a report of the election results to the local government.

IMPACT ON BUDGET & STAFFING

The total 2018 budget for the election was established at \$30,000, which included the cost to facilitate a referendum question on Boundary Extension if one had been required; as there was no referendum some cost savings can be expected. However, it was also anticipated that the Election Day room rental costs would be shared with the Squamish-Lillooet Regional District. As the SLRD Area C candidate for Director was acclaimed this cost saving opportunity did not materialize. Some small cost savings were realized due to the acclamation of the candidate for Mayor, need for fewer election officials and reducing the election day room rental requirements at the Pemberton Community Centre due to the SLRD not requiring a portion of the space.

The total Staff hours (this includes the Chief Election Officer, Deputy Chief Election Officers and Election Officials) expended to facilitate the running of the general election to date is approximately 400 hours and it is estimated that another twenty (20) hours will be allocated to wrap up all activities related to the election process which must be completed by December 20, 2018.

At this time approximately \$15,000 has been expended to cover costs associated with design, printing, advertising, training, staffing (excluding the Chief Election Officer), supplies and room rental (candidate information session and Election Day). There are still some outstanding invoices to be received but Staff is confident that facilitation of the 2018 General Local Government Election will come well within budget this year.

The cost associated with running the election for SD48 will be reimbursed by the Sea to Sky School District as per the Election Cost Sharing Agreement and based on a 1/3 share related to advertising, ballot printing, staffing, room rental and sundry election related activities. The breakdown of those costs is still to be determined.

INTERDEPARTMENTAL IMPACT & APPROVAL

Support to facilitate the processing of invoices and payments was received from Finance & Administrative Services and communication support was provided by the Office of the CAO.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

A review of the election results has no impact on other jurisdictions.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

POTENTIAL GOVERNANCE CONSIDERATIONS

Facilitating the local government elections and reporting on the outcome of the election meets with Strategic Priority Two: Good Governance whereby the Village is committed to citizen engagement, being an open and accountable government and fiscal responsibility. It also meets with Strategic Priority Three: Excellence in Service by delivering the highest quality municipal service within the scope of our resources.

RECOMMENDATIONS

THAT the report from the Chief Election Officer, dated November 6, 2018, providing the results of the 2018 Local Government Election be received.

ATTACHMENTS:

Appendix A: Official Ballot Accounts

Appendix B: Determination of Official Election Results and Declaration of Official Election Results

Prepared by:	Gwendolyn Kennedy, Legislative Assistant
Manager Approval:	Sheena Fraser, Chief Election Officer and Manager, Corporate & Legislative Services
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer

APPENDIX A

VILLAGE OF PEMBERTON
BALLOT ACCOUNT
GENERAL LOCAL ELECTION
Pemberton Community Centre
October 20, 2018
Council

Number of valid votes cast:

ANTONELLI, Amica	388
CRADDOCK, Ted	418
NOBLE, Leah	328
MACKENZIE, David	271
ZANT, Ryan	324

(1) Number of ballots received for use (see Note 1)		1200
(2) Ballots without objection	523	
(3) Ballots accepted subject to objection under LGA s.140 (VC s.102)	0	
(4) Ballots rejected without objection	1	
(5) Ballots rejected subject to objection under LGA s.140 (VC s.102)	0	
(6) Spoiled ballots that were replaced under LGA s.128 (VC s.90)	3	
(7) Number of ballots given to the electors (2+3+4+5+6)	528	
(8) Unused ballots (see Note 2)	672	
(9) Number of ballots not accounted for	1	
(10) TOTAL (7+8+9) No. 1 & No. 10 must agree		1200

Presiding Election Official

THIS FORM MUST BE COMPLETED IN DUPLICATE.

Place one copy in the ballot box and return one copy to the Chief Election Officer.

Note 1: If you have combined ballots from another of the same type of voting opportunity, include the number of ballots that were received for use at that voting opportunity. (LGA s.137 or VC s.99)

Note 2: If you have combined ballots from another of the same type of voting opportunity, include the number of unused ballots from that voting opportunity. (LGA s.137 or VC s.99)

VILLAGE OF PEMBERTON
BALLOT ACCOUNT
 GENERAL LOCAL ELECTION
 Pemberton Community Centre
 October 20, 2018
 School Trustee

Number of valid votes cast:

BUTLER, Michelle	349
SUGDEN, Nicole	112

(1)	Number of ballots received for use (see Note 1)		1200
(2)	Ballots without objection	461	
(3)	Ballots accepted subject to objection under LGA s.140 (VC s.102)	0	
(4)	Ballots rejected without objection	60	
(5)	Ballots rejected subject to objection under LGA s.140 (VC s.102)	0	
(6)	Spoiled ballots that were replaced under LGA s.128 (VC s.90)	0	
(7)	Number of ballots given to the electors <small>(2+3+4+5+6)</small>	521	
(8)	Unused ballots (see Note 2)	676	
(9)	Number of ballots not accounted for	3	
(10)	TOTAL <small>(7+8+9)</small> No. 1 & No. 10 must agree		1200

Presiding Election Official

THIS FORM MUST BE COMPLETED IN DUPLICATE.

Place one copy in the ballot box and return one copy to the Chief Election Officer.

Note 1: If you have combined ballots from another of the same type of voting opportunity, include the number of ballots that were received for use at that voting opportunity. (LGA s.137 or VC s.99)

Note 2: If you have combined ballots from another of the same type of voting opportunity, include the number of unused ballots from that voting opportunity. (LGA s.137 or VC s.99)



APPENDIX B

Form No. 6-4

Village of Pemberton

DECLARATION OF OFFICIAL ELECTION RESULTS

GENERAL LOCAL ELECTION 2018

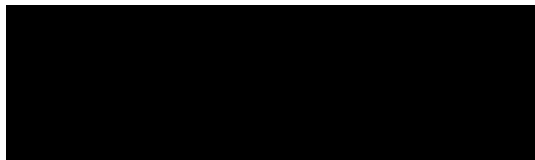
COUNCILLOR

I, Sheena Fraser, Chief Election Officer, do hereby declare elected the following candidates, who received the highest number of valid votes for the office of Councillor.

1. Edward Craddock
2. Amica Antonelli
3. Leah Noble
4. Ryan Zant

Dated at Pemberton, BC

This 23rd day of October, 2018.



Chief Election Officer



VILLAGE OF PEMBERTON

DETERMINATION OF OFFICIAL ELECTION RESULTS – COUNCILLOR

GENERAL LOCAL ELECTION – 2018

	ANTONELLI	CRADDOCK	MACKENZIE	NOBLE	ZANT
Advance Voting Opportunity: October 10, 2018 Municipal Hall	25	32	19	25	23
Advance Voting Opportunity: October 17, 2018 Municipal Hall	51	48	30	41	39
General Voting Day- October 20, 2018 Pemberton Community Centre	312	338	222	262	262
TOTAL NUMBER OF VOTES	388	418	271	328	324

This determination of official election results was made by the Chief Election Officer on October 23rd at 4 p.m. and is based on ballot accounts as amended or prepared by the Chief Election Officer.

Chief Election Officer

Village of Pemberton

DECLARATION OF OFFICIAL ELECTION RESULTS

GENERAL LOCAL ELECTION 2018

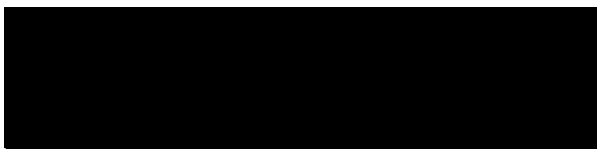
SCHOOL TRUSTEE

I, Sheena Fraser, Chief Election Officer, do hereby declare elected,

Michelle Butler, who received the highest number of valid votes for the office of School Board Trustee.

Dated at Pemberton, BC

this 23rd day of October, 2018.



Chief Election Officer



VILLAGE OF PEMBERTON
DETERMINATION OF OFFICIAL ELECTION RESULTS – SCHOOL TRUSTEE
GENERAL LOCAL ELECTION – 2018

	BUTLER	SUGDEN
Advance Voting Opportunity: October 10, 2018 Municipal Hall	26	6
Advance Voting Opportunity: October 17, 2018 Municipal Hall	39	15
General Voting Day- October 20, 2018 Pemberton Community Centre	284	91
TOTAL NUMBER OF VOTES	349	112

This determination of official election results was made by the Chief Election Officer on October 23rd at 4 p.m. and is based on ballot accounts as amended or prepared by the Chief Election Officer.



Chief Election Officer