

**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 5, 2019 at 1:00 p.m. in Council Chamber, 7400 Prospect Street. This is Meeting No. 186.

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**ATTENDING:** Mayor Mike Richman  
Councilor Ryan Zant  
Councilor Amica Antonelli  
Councilor Leah Noble  
Councilor Ted Craddock

**STAFF:** Nikki Gilmore, Chief Administrative Officer  
Sheena Fraser, Manager of Corporate & Legislative Services  
Lena Martin, Manager of Finance and Administration  
Gwendolyn Kennedy, Legislative Assistant  
Ryan Linfoot, Finance Data Clerk

**PUBLIC:** 1

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**1. CALL TO ORDER**

At 1:05 p.m. Mayor Richman called the February 5, 2019 Committee of Whole 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 as circulated.

**CARRIED**

**3. ADOPTION OF MINUTES**

**a) Committee of the Whole Meeting No. 185, Tuesday, January 22, 2019**

Moved/Seconded

**THAT** the minutes of Committee of the Whole Meeting No. 185, held Tuesday, January 22, 2019, be adopted as circulated.

**CARRIED**

#### **4. BUSINESS ARISING FROM THE COMMITTEE OF THE WHOLE HELD TUESDAY, JANUARY 22, 2019**

##### **Cannabis Retail Licence Application Process**

The Committee discussed seeking public input regarding the possibility of the Village applying for a Cannabis Retail Store Licence.

Moved/

**THAT** the Committee of the Whole recommend to Council that Staff be directed to plan for a community meeting to garner feedback specifically related to the potential of the Village of Pemberton making application to the Province for a Cannabis Retail Licence.

**Motion Failed Due to a Lack of a Seconder**

#### **5. INTRODUCTION OF NEW STAFF MEMBER**

CAO Gilmore introduced Ryan Linfoot, Finance Data Clerk, who has recently joined the Finance and Administration Department.

#### **6. BUDGETING SESSION 1: 2019 OPERATING, CAPITAL & PROJECT BUDGETS**

Lena Martin, Manager of Finance and Administration, presented a report of the first draft of the 2019 Budget prepared in consultation with department managers. Ms. Martin noted highlights of the budget for the General Fund, Sewer Fund, Water Fund and Airport Fund and solicited feedback from the Committee to guide future discussions. As well, review took place of the Administration, Legislative, Fire Department, Development Services, Public Works & Parks, Transit budgets along with the Consolidated Budget.

Ms. Martin noted that the burden of the Employer Health Tax combined with Medical Services Plan (MSP) premiums would have a substantial impact on the 2019 budget, but that in future years; this would be lessened as the MSP premiums would no longer apply. A second significant impact on the 2019 budget is a contingent liability due to a legal matter that will be carried forward from 2018 into 2019.

Ms. Martin noted that 2019 will see a revenue increase of approximately \$145,000 due to non-market change tax resulting from development in 2018 that has not yet been included in the budget. After non-market change tax and other contributions have been considered, there is an estimated deficit of \$100,613, of which the majority is due to the new Provincial Employer Health Tax and the one time contingent liability.

The Committee requested an opportunity for further review of the following budget items:

General Fund – Administration

- New part-time bylaw enforcement officer salary
- New municipal hall design plan

General Fund – Fire

- Capital Reserves for a Fire Truck
- New Deputy Fire Chief

General Fund – Public Works and Parks

- Capital projects – Crabapple Tree Replacement Project
- Sign Relocation/ Restoration

Water Fund

- Back-up gen set for well pumps (capital project) – Cost analysis report for renting vs purchasing
- Water Rates study

The Committee requested that Ms. Martin present information on the current debt schedule, more information regarding the noted capital projects, and a strategic priorities project list at the next budget session. Information on the tax implications of alternative budget scenarios will be presented at a later date.

It was decided that the additional budget session tentatively scheduled for February 12<sup>th</sup> would not be needed and that the Committee would resume budget discussions at the February 19<sup>th</sup> Committee of the Whole meeting.

**7. ADJOURNMENT**

Moved/Seconded

**THAT** the Committee of Whole be adjourned at 2:08 p.m.

**CARRIED**

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Mike Richman  
Mayor

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Sheena Fraser  
Corporate Officer