

**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 2, 2021, at **3:15 p.m.** in Council Chamber, 7400 Prospect Street. This is Meeting No. 210.

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

STAFF: Nikki Gilmore, Chief Administrative Officer
Sheena Fraser, Manager of Corporate & Legislative Services
Lena Martin, Manager of Finance
Robert Grossman, Fire Chief
Lisa Pedrini, Manager of Development Services
Tom Csima, Manager of Operations/Projects
Gwendolyn Kennedy, Legislative Assistant

PUBLIC: 0

MEDIA: 1

Please Note: This meeting was held electronically, and all members of Council, Staff and Public attended through electronic means. A recording of the meeting was made available to the public & media.

1. CALL TO ORDER

At 3:18 p.m. Mayor Richman called the February 2, 2021 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 amended to add Rise with Report from In Camera held earlier in the day.

CARRIED

3. BUSINESS ARISING FROM IN CAMERA MEETING

Mayor Richman reported that at the In Camera meeting held earlier today, Council supported the establishment of a two-year term Bylaw Enforcement Officer position

for 2021 and 2022, the cost of which will be covered by the COVID-19 Safe Restart Grant for Local Government provided by the Provincial Government.

4. ADOPTION OF MINUTES

a) Committee of the Whole Meeting No. 209, Tuesday, December 8, 2020

Moved/Seconded

THAT the minutes of Committee of the Whole Meeting No. 209, held Tuesday, December 8, 2020, be adopted as circulated.

CARRIED

5. Budget Session #1 – 2021 Operating Budgets, Capital, and Project Budgets 1st Draft

Lena Martin, Manager of Finance, presented the 2021 Draft Operating Budgets, Capital, and Project Budgets for review. Ms. Martin noted that projects qualifying for COVID-19 Safe Restart Grant funding will be allocated to each department's qualifying projects, as applicable. There is approximately \$833,000 remaining in the 2020 and 2021 allocations of the fund after commitments and/or cost recovery included in the Draft Budget.

Administration

CAO Gilmore provided additional information regarding the Administration projects for consideration.

Corporate & Legislative Services Manager Sheena Fraser spoke regarding the proposed legislative software, clarifying that set-up costs may qualify for COVID-19 Safe Restart Grant funding but that there would be an annual fee to be included as a line item in future budgets.

The bylaw truck purchase was discussed, with the Committee indicating a preference for an electric vehicle, and for transitioning the Village fleet to electric vehicles once appropriate electric vehicle (EV) charging stations are funded, purchased and installed. Staff will review funding opportunities for municipal EV charging stations.

Additional COVID-19 Grant funded expenditures including IT Hardware and Remote Communications were discussed.

Moved/Seconded

THAT the following Administration projects be included in the 2021 Draft Budget:

- i. Community Wildfire Protection Plan CWPP Grant
- ii. CEPF Cultural Training PFR & EOC Personnel Grant
- iii. Financing a New Bylaw truck
- iv. EOC Training Grant

- v. Additional Laptops, IT Hardware, Remote Working supplies under COVID-19 Grant
- vi. Upgrade Vadim to RIM online structure, API support under COVID-19 Grant
- vii. Additional Bylaw Support under COVID-19 Grant
- viii. Legislative Software under COVID-19 Grant

CARRIED

Robert Grossman, Fire Chief, joined the meeting at 4:07 p.m.

Pemberton Fire Rescue

Fire Chief Grossman presented information regarding the proposed projects and noted that the Sprinkler Protection Unit Trailer would be included only if additional Wildfire Revenue is earned.

Moved/Seconded

THAT the following Pemberton Fire Rescue projects be included in the 2021 Draft Budget:

- i. Mini Repeater for Rescue and Duty trucks for further signal reach down the In-SHUCK-ch Forest Service Road
- ii. SCBA Tank Replacement (5 per year)
- iii. Upgraded Gas Detectors (Worksafe compliance)
- iv. Truck Radio Upgrades
- v. Commercial Bunker Gear Washer (Worksafe compliance) under COVID-19 Grant
- vi. Commercial Bunker Gear Dryer (Worksafe compliance) under COVID-19 Grant
- vii. New Security Fencing of Training Ground

AND THAT the Sprinkler Protection Unit Trailer is not included for consideration in the 2021 draft budget.

CARRIED

The Rope Rescue Equipment project was deferred to 2022 budget deliberations.

Fire Chief Grossman left the meeting at 4:29 p.m.

Lisa Pedrini, Manager of Development Services, joined the meeting at 4:30 p.m.

Development Services

Lisa Pedrini, Development Services Manager, provided context for the proposed projects. Ms. Pedrini clarified that the cost of the two-year contract position to lead the Official Community Plan (OCP) review does not include other costs, such as advertising, associated with the review; however there are funds to cover these additional cost in the general allocations amounts in the operating budget.

Moved/Seconded

THAT the following Development Services projects be included in the 2021 Draft Budget:

- i. Official Community Plan (OCP) Review (2-year contractor)
- ii. Development Cost Charge (DCC) Bylaw Review and Updates

CARRIED

The Subdivision and Land Use Control Bylaw project was deferred to 2022 budget deliberations.

Lisa Pedrini left the meeting at 4:40 p.m.

Tom Csima, Manager of Operations/Projects, joined the meeting at 4:41 p.m.

Operations

Tom Csima, Manager of Operations/Projects, provided highlights of the proposed projects.

Moved/Seconded

THAT the following Operations projects be included in the 2021 Draft Budget:

- i. Village of Pemberton Welcome Sign Refurbishment (carryover from 2019) Phase I
- ii. Pebble Creek Road Disaster Recovery Grant
- iii. Speed Reader– Pemberton Farm Road East
- iv. Public Works Building Washroom (completion)
- v. Public Works Building Roof Repair (flat roof)
- vi. Emergency Communication Electric Sign at Roundabout under COVID-19 Grant
- vii. One Mile Lake Trail Widening under COVID-19 Grant
- viii. Walnut Street Drainage and Culvert, project shared with PVDD
- ix. EV Chargers (Gas Tax Fund)
- x. Equipment Financing for a New Loader, June 2021

CARRIED

The Public Works Building Roof Inspection & Repair (metal roof) was deferred to 2022 budget deliberations.

Moved/Seconded

THAT the following Water projects be included in the 2021 Draft Budget:

- i. Water Treatment Investigation and Preliminary Design
- ii. Ridge Reservoir Cleaning (every three years)
- iii. Chlorine Analyzer – Eagle Drive
- iv. Flow Meter Replacement
- v. Water Sampling – increase frequency

CARRIED

Moved/Seconded

THAT the following Sewer projects be included in the 2021 Draft Budget:

- i. Village Wide Scada Upgrades
- ii. Confined Space Entry Program (Worksafe compliance)
- iii. Lillooet River Hydrology Survey
- iv. Outfall Inline Flushing System
- v. SBR2 Basin Maintenance
- vi. Variable Frequency Drives (2)
- vii. Environmental Monitoring Requirement
- viii. Equipment Financing for an Industrial Park Generator, June 2021

CARRIED

Moved/Seconded

THAT the Airport project, Runway Snow Clearing, be brought forward for further discussion in the 2021 Draft Budget.

CARRIED

Staff were also requested to consider the following items when reviewing the 2021 budget items:

- Off Leash Dog Park Fencing
- One Mile Lake Park Boardwalk Repair
- Downtown Community Barn Improvements
- One Mile Lake Park Improvements as per the One Mile Lake Park Master Plan

Staff will investigate whether the COVID-19 Restart Grant funding can be used toward the purchase of the Bylaw Truck and will explore grant funding and options for electric charging stations for municipal facilities and bring back information at a future meeting.

The next meeting will include review of the detailed department budgets with projects incorporated and discussion related to airport snow clearing. As the water and sewer budgets were not fully reviewed, they will be brought back for further consideration and discussion with respect to how to fund through reserves or user fee increases.

5. ADJOURNMENT

Moved/Seconded

THAT the Committee of Whole be adjourned at 5:14 p.m.

CARRIED

Mike Richman
Mayor

Sheena Fraser
Corporate Officer