

**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 16, 2021, at 1:00 p.m. in Council Chamber, 7400 Prospect Street. This is Meeting No. 211.

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**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  
Lisa Pedrini, Manager of Development Services  
Tom Csima, Manager of Operations/Projects  
Robert Grossman, Fire Chief  
Laura Murphy, Project & Research Coordinator  
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.***

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**1. CALL TO ORDER**

At 1:00 p.m. Mayor Richman called the February 16, 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**

**3. BUSINESS ARISING FROM IN CAMERA MEETING**

**4. ADOPTION OF MINUTES**

**a) Committee of the Whole Meeting No. 210, Tuesday, February 2, 2020**

Moved/Seconded

**THAT** the minutes of Committee of the Whole Meeting No. 211, held Tuesday, February 2, 2020, be adopted as circulated.

**CARRIED**

At 1:02 p.m. Lena Martin, Manager of Finance, joined the meeting.

## **5. 2021 Draft Budget Information - Session #2**

Lena Martin, Manager of Finance, presented the revised 2021 Operating, Approved Capital and Project Budgets which includes the projects approved at Budget Session No. 1 held on February 2, 2021 as well as some new projects identified since then.

### **Administration:**

Sheena Fraser, Manager of Corporate & Legislative Services, provided information on the two legislative software systems under consideration, ICOMPASS and eSCRIBE. The annual fee for eSCRIBE is \$7,900 which is more than the annual fee for ICOMPASS; as such, the budgeted amount has been increased for budget purposes. Fraser noted that both programs are similar in nature; however, eSCRIBE offers options that would support and improve efficiency which is why the program has been added for consideration. Staff is still researching which program will be best suited for the Village's needs.

Lisa Pedrini, Manager of Development Services, joined the meeting at 1:08 p.m.

### **Development Services:**

Ms. Pedrini presented information on the proposed cloud permitting system that would facilitate remote file review, improve accuracy of records, improve information access and facilitate tracking of permit status, and reduce in-person meetings. The annual cost is \$5,000.

Ms. Pedrini left the meeting at 1:10 p.m.

Tom Csima, Manager of Operations/Projects, joined the meeting at 1:10 p.m.

### **Public Works/ Parks:**

Ms. Martin noted two additional COVID – 19 Grant eligible projects added to the budget; an Off-leash Dog Park and additional IT hardware for Public Works.

### **Water and Sewer:**

Mr. Csima presented information on the water and sewer projects and the new Operations projects, all of which are essential to maintaining service levels or to meeting Provincial monitoring requirements. A Pump Head and Motor Replacement for Well #3 was added to the project list. Water Rates show zero increase and Sewer Rates show a \$40,000 overall budget increase. Sewer Reserve has been reallocated to Sewer Projects up to \$160,000.

Mr. Csima left the meeting at 2:03 p.m.

**General Budget Discussion:**

Discussion focused on concerns that maintaining tax increases at a level that does not cover operational costs will lead to depletion of reserves and necessitate larger tax increases in subsequent budgets. Ms. Martin noted that tax implications of the draft budget will be discussed at Budget Session No. 3 advising that keeping tax increases below costs again this year will have an impact on future budgets.

Furthermore, the anticipated asset management review will expose any shortfalls in reserves that will likely have tax implications.

Moved/Seconded

**THAT** the following new projects be added to the 2021 Draft Budget:

<b>Department</b>	<b>Project</b>
Development Services	<ul style="list-style-type: none"><li>• Online Cloud Permit Software (Annual Fee) – COVID-19 Grant</li></ul>
Public Works/Parks	<ul style="list-style-type: none"><li>• Off-leash Dog Park – COVID-19 Grant</li><li>• IT Hardware – COVID-19 Grant</li></ul>
Water	<ul style="list-style-type: none"><li>• Well #3 Pump Head &amp; Motor Replacement</li></ul>

**CARRIED**

Staff will prepare the tax implications for presentation at Budget Session No. 3 scheduled for Tuesday, March 2<sup>nd</sup>.

**5. ADJOURNMENT**

Moved/Seconded

**THAT** the Committee of Whole be adjourned at 2:24 p.m.

**CARRIED**

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Mike Richman  
Mayor

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Sheena Fraser  
Corporate Officer