

**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 1, 2022, via electronic means through a ZOOM Webinar. This is Meeting No. 223.

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

STAFF: Nikki Gilmore, Chief Administrative Officer
Sheena Fraser, Manager of Corporate & Legislative Services
Thomas Sikora, Manager of Finance
Tom Csima, Manager of Operations & Projects
Scott McRae, Manager of Development Services
Fire Chief Robert Grossman
Gwendolyn Kennedy, Legislative Assistant

PUBLIC: 0

MEDIA: 1

A recording of the meeting was made available to the public & media.

Prior to calling the Committee of the Whole meeting to order, Mayor Richman advised that pursuant to section 10 (a) of the Village of Pemberton Council Procedure Bylaw No. 788, 2015 this meeting will be held electronically with no in-person attendance.

1. CALL TO ORDER

At 1:04pm Mayor Richman called the February 1, 2022 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 presented.

CARRIED

3. ADOPTION OF MINUTES

a) Committee of the Whole Meeting No. 222, Tuesday, January 18, 2022

Moved/Seconded

THAT the minutes of the Committee of the Whole Meeting No. 222, held Tuesday, January 18, 2022, be approved as circulated.

CARRIED

At 1:06pm Thomas Sikora, Manager of Finance, joined the meeting.

4. 2022 Budget Session #1: 2022 Operating Budgets, Capital and Project Budgets, First Draft

Mr. Sikora began by presenting the assumptions underlying the draft budget, emphasizing that the draft is based on estimates of actuals as the year end and audit have not yet been completed, tax increases from other local governments are yet unknown, and the revised roll will not be received from BC Assessment until early April. Furthermore, the budget for salaries reflects an increase based on the consumer price index (CPI) for Canada of 4.8%. This will be corrected to the CPI for British Columbia of 3.9% before the next budget session.

With new expenditures included and a surplus of \$616,107.93 carried forward from 2021, the 2022 draft budget presents a deficit of \$79,518.69, which could be offset by a tax increase of 4.06%.

Mr. Sikora noted that residents have been invited to participate in the budget process. No comments or questions have been received from the public yet.

The Committee first reviewed the 2022 capital expenditures by department.

Administration

The bylaw truck purchase was discussed. CAO Gilmore clarified that this purchase is a carry-over from 2021 and that delivery of the truck is expected in March this year.

At 1:28pm Fire Chief Grossman joined the meeting.

Pemberton Fire Rescue

The lease of the truck for Firesmart was discussed. CAO Gilmore clarified that the lease option was preferred due to the timing of the two grants funding the Firesmart program from 2021 to 2023.

At 1:34pm Fire Chief Grossman left the meeting and Scott McRae, Manager of Development Services, joined the meeting.

Development Services

The Committee requested clarification regarding the \$30,000 expenditure for the Official Community Plan (OCP) update project.

At 1:36pm Mr. McRae left the meeting and Tom Csima, Manager of Operations and Projects, joined the meeting.

Public Works and Parks

CAO Gilmore informed the Committee that the Village was not successful in the second application to the BC Active Transportation Grant for funding of the Pemberton Farm Road East upgrade, including construction of this section of the Friendship Trail. Staff are preparing an option to move this project forward including the utilization of Gas Tax Funds and COVID-19 restart funds. More details will be provided at the February 15th budget session. Staff will also provide a report identifying potential cost savings for the project.

CAO Gilmore advised that debt servicing costs for large capital purchases including replacement of the Western Star (plow truck) have not been included in this draft of the budget. Approval of the electorate would be required should an extension to the borrowing term be needed, and this could be achieved through an alternate approvals process. More details regarding debt servicing costs will be available at future budget sessions.

The Committee requested an update on the One Mile Lake boardwalk replacement and maintenance. Mr. Csima explained that the project, including minor maintenance elements such as trail widening, has been delayed due to the requirement for environmental approval from the Province which may take up to two years.

Mr. Csima provided information regarding the public works building roof repair and purchases including the mower, the floating dock at One Mile Lake, and the PTO pump attachment for the tractor.

Water

Mr. Csima provided information regarding the proposed water projects including SCADA upgrades that will improve the Village's ability to monitor both the water and sewer systems. A hatch alarm has been added in response to the recent security breach at the Lil'wat water reservoir.

The Committee inquired as to the cost of the Industrial Park water looping which was noted on the project list as a future expenditure but not included in the 2022 budget.

Sewer

Mr. Csima reviewed the sewer project list, noting that the inflow/infiltration study will provide key information in managing the system. Mr. Csima noted that an increase in sewage flows from the Industrial Park make the purchase of a back-up generator for

the lift station a priority in 2022. The Walnut Lift Station design has been included in 2022. Lift Station #1 design is noted as a future project but not included in the 2022 budget.

Reserves

Mr. Sikora stated that drainage and equipment reserves have been placed for consideration and are new in 2022. Completion of the asset management study will inform capital planning, including allocation to reserves, in the future.

The Committee reviewed the operational budget worksheets.

Administration

Sheena Fraser, Manager of Corporate & Legislative Services, provided information regarding the \$30,000 budgeted for the 2022 general local election, noting that election costs are difficult to predict and will depend on factors such as the number of acclamations.

The Committee requested that Mr. Sikora provide a breakdown of contract and consultant labour (account code 01-2-108100-6103) at the next session and asked that consideration be given to reducing the allocation to administrative maintenance (account code 1-2-108200-6125) as this amount was not spent in 2021.

The Committee requested clarification of the \$60,000 variance over budget of project admin – general expense (account code 1-2-108400-6170). CAO Gilmore advised that \$60,000 has been included for the asset management project but that the amount is entirely offset by grant funding and brings no tax implications.

Legislative

The Committee inquired if the \$5,000 budgeted for IT/computer allowance (account code 01-2-158000-6014) be drawn from the COVID-19 Restart fund.

Mr. Sikora informed the Committee that Staff will provide a report regarding Council and Mayor remuneration at the next session.

At 2:41pm the Mayor called for a recess of the Committee of the Whole Meeting.

At 2:49pm the Committee of the Whole meeting resumed.

At 2:54pm Fire Chief Grossman joined the meeting.

Fire

CAO Gilmore advised that, under the Village's agreement with the Squamish-Lillooet Regional District (SLRD), the Pemberton Fire Rescue operational budget is reviewed by the SLRD, and that the full review has not yet been completed. Any increases above Consumer Price Index (CPI) and any capital expenditures exceeding \$100,000 are referred to the Fire Committee.

Mr. Sikora pointed out an error in the spreadsheet affecting the operational budget for Pemberton Fire Rescue. The budget lines should be shifted down one line to align correctly with the account codes. This error will be corrected prior to the next budget session.

At 2:58pm Fire Chief Grossman left the meeting.

Development Services

CAO Gilmore clarified that revenue projections are conservative as per the Village's practice and that the projections may be updated as the budget is refined.

The Committee requested a breakdown of contractors & consultants (account code 1-2-258100-6103) for the next session. CAO Gilmore noted that the \$119,650 includes the \$53,000 from the project worksheet.

At 3:06pm Tom Csimá joined the meeting.

Public Works

Mr. Sikora observed that the budget shows few adjustments from 2021. There is a minor increase to the maintenance budget.

Mr. Csimá confirmed that part of the salaries budget (account code 01-2-308000-6000) will be offset by the summer student grant.

The Committee requested clarification regarding the road maintenance budget (account code 1-2-308200-6176). CAO Gilmore advised that the surplus has been carried over from 2021.

At 3:10pm Mr. Csimá left the meeting.

Transit

CAO Gilmore provided context to the transit budget, noting that in 2021, Transit Restart Funding were made available from the Federal and Provincial governments to offset the reduced revenues due to the drop in ridership, and that an accounting error from BC Transit resulted in an increase in the 2022 budget. CAO Gilmore informed the Committee that this is the last year of the Village's three-year cost sharing agreement with the SLRD and Lil'wat Nation, under which each partner has paid one third of the costs. Negotiations are underway and there could be a change to the allocation of costs in the future, however no changes have been made to the budget to reflect any changes.

At 3:15pm Mr. Csimá rejoined the meeting.

Sewer

The Committee requested clarification regarding the increase to sewer interest expense (account code 05-2-458900-6525) be provided at the next session.

Water

Mr. Sikora noted that there is an increase in maintenance costs for 2022.

At 3:18pm Mr. Csima left the meeting.

Airport

The 2022 budget anticipates an increase in commercial revenue. Legal expenses were high in 2021 due to lease negotiations but are expected to return to normal in 2022.

Ms. Fraser provided some background regarding the potential costs of snow clearing as an airport user has asked that the runway be kept open through the winter. In 2021 the Village put out an RFP for snow clearing and received a quote of \$100,000 which was not pursued.

Due to heavy snowfall this winter, the Village has not been able to clear the runway since December 17th and has recently received a quote for \$7,200 for this work.

The Committee asked if, once the Western Star has been replaced, it could be used for snow clearing at the airport.

At 3:26pm Mr. Csima rejoined the meeting.

Mr. Csima informed the Committee that, unfortunately, the Western Star is not suited to this work, and that a grader and bulldozer would be needed.

At 3:27pm Mr. Csima left the meeting.

CAO Gilmore informed the Committee that Staff will review the Committee's comments and questions and bring the requested information to the next budget session to be held on February 15th.

Mayor Richman thanked the department managers for presenting tight budgets and thanked Mr. Sikora for his presentation.

At 3:28pm Mr. Sikora left the meeting.

5. ADJOURNMENT

Moved/Seconded

THAT the February 1, 2022, Committee of Whole meeting be adjourned at 3:29pm.

CARRIED

Mike Richman
Mayor

Sheena Fraser
Corporate Officer