

**VILLAGE OF PEMBERTON
-COMMITTEE OF THE WHOLE MEETING AGENDA-**

Agenda for the **Committee of the Whole** of Council of the Village of Pemberton to be held Tuesday, April 5th, 2022, at 1:00pm in Council Chambers located at 7400 Prospect Street and via electronic means through a ZOOM Webinar. This is Meeting No. 227.

"This meeting is being recorded as authorized by the [Video Recording & Broadcasting of Open Meetings Policy](#)

Online participation is encouraged and instructions for the public to view the meeting remotely by ZOOM webinar can be found [here](#). Link to the Zoom Webinar: <https://us02web.zoom.us/j/87042244542>

Item of Business	Page No.
1. CALL 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	1
Recommendation: THAT the Agenda be approved as presented.	
3. ADOPTION OF MINUTES	
a) Committee of the Whole Meeting No. 226, Tuesday, March 8, 2022	2
Recommendation: THAT the minutes of the Committee of the Whole Meeting No. 226, held Tuesday, March 8, 2022, be approved as circulated.	
4. Budget Session #4 – 2022 Budget with Tax Implications and Five Year Financial Plan	4
Recommendation: THAT the Committee of the Whole provide direction to Staff with respect to any changes to the 2022 Draft Budget as presented.	
5. Electoral Boundary Review – Discussion	11
Recommendation: THAT the Committee of the Whole advise if they wish to submit comments to the Electoral Boundaries Commission.	
6. ADJOURNMENT	

**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, March 8, 2022 at 3:00pm via electronic means through a ZOOM Webinar. This is Meeting No. 226.

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

STAFF: Sheena Fraser, Acting Chief Administrative Officer
Thomas Sikora, Manager of Finance
Gwendolyn Kennedy, Acting Manager of Corporate & Legislative Services

PUBLIC: 0

MEDIA: 1

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

1. CALL TO ORDER

At 3:10pm Mayor Richman called the March 8, 2022, Committee of Whole meeting to order and 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.

In honour of the Lil'wat7ul, the Village of Pemberton acknowledges that we are meeting within the unceded territory of the Lil'wat Nation.

At 3:10pm the Committee of the Whole meeting was recessed.

At 3:17pm the Committee of the Whole meeting was reconvened.

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.224, Tuesday, February 22, 2022

Moved/Seconded

THAT the minutes of the Committee of the Whole Meeting No. 224, held Tuesday, February 22, 2022, be approved as circulated.

CARRIED

b) Committee of the Whole Meeting No. 225, Tuesday, March 1, 2022

Recommendation: **THAT** the minutes of the Committee of the Whole Meeting No. 225, held Tuesday, March 1, 2022, be approved as circulated.

4. Budget Session #3 –Tax Implications of Revised Draft 2022 Budget

Finance Manager Thomas Sikora began his report by noting that Pemberton has the sixth lowest tax rate of 161 British Columbia municipalities.

Residential properties in Pemberton show an average assessment increase of 25.72%.

Mr. Sikora presented the tax implications based on 4%, 5%, 6%, and 7% increases illustrating the scenarios with dollar value implications for typical properties in each class, and asked for feedback from the Committee that will inform the budget and five year financial plan to be presented at the next meeting.

Discussion focused on achieving a balance between minimizing tax increases and ensuring that the Village keeps up with pressures that include escalating operations costs and reduced surplus carried forward.

Moved/Seconded

THAT Staff bring back a final 2022 draft budget with a 5% tax increase and the five year financial plan to the next Committee of the Whole meeting to be held on March 29th.

CARRIED

5. ADJOURNMENT

Moved/Seconded

THAT the March 1, 2022, Committee of Whole meeting be adjourned at 3:48pm.

CARRIED

Mike Richman

Sheena Fraser
Corporate Officer

Date: April 5, 2022
To: Sheena Fraser, Acting Chief Administrative Officer
From: Thomas Sikora, Manager of Finance
Subject: 2022 Budget with Tax Implications and Five Year Financial Plan

PURPOSE

To present to the Committee of the Whole the draft 2022 Budget with Tax Implications and 5 Year Financial Plan for review and comment.

BACKGROUND

At the Regular Council Meeting No. 1551, held Tuesday, December 7, 2021, Council approved the 2022 budget deliberation schedule. This session, the fourth of the scheduled Budget sessions, will focus on the Draft Budget with Tax Implications and the Five-Year Financial Plan.

DISCUSSION AND COMMENTS

This is the fourth opportunity for the Committee to review the 2022 Budget prepared by Finance staff in collaboration with Village Department Managers. On March 8th, 2022, tax implications were presented with options including 5, 6, 7, 8% increases, showing the impact of these increases on an average property in each assessment class. Discussion focused on the tax rates compared to other jurisdictions and the average cost of a tax increase at 5, 6, 7, 8%. The Committee discussed the need to build reserves, growing operating expenses, and the implications of larger tax increases in the future if the tax rates remain low. As a result of the Committee's support, the budget has been updated with a 5% tax increase with surplus allocated to Reserves. In this regard, the following resolution was passed by the Committee of the Whole:

Moved/Seconded

THAT Staff bring back a final 2022 draft budget with a 5% tax increase and five-year financial plan to the next Committee of the Whole meeting to be held on March 29th.

CARRIED

While the intention had been to hold the fourth budget session at a Committee of the Whole on March 29th, to allow for more time to work on details of the Five-year Financial Plan, the final budget session was postponed to April 5th. This also allowed Staff more time to review year-end adjustments, including additional revenues and expenses that have been allocated such as grants and recoverable expenses, that are anticipated to result in changes to year-end surplus. Finally, Staff are awaiting publication of the Revised Roll for incorporation into the budget. These changes are not fully reflected in this draft budget and the appendices reflect preliminary, unaudited results.

Additional year-end adjustments may occur after audit review and will be reflected in the Five-Year Financial Plan Bylaw and Tax Rate Bylaw which are anticipated to be presented at the Regular Meeting to be held on April 26, 2022, or at a later date as needed per Audit and Year-end requirements, which may impact the schedule noted below.

Tuesday, April 5, 2022	Committee of the Whole Meeting <ul style="list-style-type: none"> Budgeting Session #4 – 2022 Budget with Tax Implications and 5 Year Financial Plan review prior to Bylaws coming forward for adoption.
Tuesday, April 26, 2022	Regular Council Meeting <ul style="list-style-type: none"> 2022 - 2026 Five Year Financial Plan Bylaw 1st, 2nd and 3rd readings 2022 Tax Rates Bylaw 1st, 2nd and 3rd readings
Thursday, April 28, 2022	Special Council Meeting for Adoption <ul style="list-style-type: none"> 2022 - 2026 Five Year Financial Plan Bylaw-adoption (s 165 CC) 2022 Tax Rates Bylaw 4th & Final (S.197 CC)

Should there be a delay in bringing the bylaws forward for readings at the end of April, Staff are proposing that a Special Council Meeting be held on Tuesday, May 10th at 9am to give 1st, 2nd and 3rd Readings with a second Special Council Meeting held on Thursday, May 12th at 9am for consideration of adoption.

COMMUNICATIONS

Advertisements soliciting public input have been placed in the Pique Newsmagazine and have been posted on the Village’s eNEWS, the Village website and Facebook page.

If special council meetings will be required on May 10th and 12th, Staff will place notice in advance in the Pique Newsmagazine and on the Village’s social media channels.

LEGAL CONSIDERATIONS

The development and review of the annual budget meets with the requirements as set out in legislation.

IMPACT ON BUDGET & STAFFING

The development of the annual budget is a component of the day-to-day operations of the Finance Department and has been incorporated into the annual work plan.

INTERDEPARTMENTAL IMPACT & APPROVAL

The Finance Department coordinates with Managers on each department budget and will move forward with the projects as approved by Council.

COMMUNITY CLIMATE ACTION PLAN

Elements of the Community Climate Action Plan are incorporated into the 2022 Budget and 2022-2026 Five-Year Plan and will be further developed in subsequent Annual Budget and Five-Year Plans.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

Development of the 2022 draft budget has no impact on the region or neighboring jurisdictions.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

RECOMMENDATIONS

THAT the Committee of the Whole provide direction to Staff with respect to any changes to the 2022 Draft Budget as presented.

Attachments:

- Appendix A:** 2022 – Five-Year Consolidated Budget
- Appendix B:** 2022 – 2026 Five Year Capital Financial Worksheets

Submitted by:	Thomas Sikora, Manager of Finance
CAO Approval by:	Sheena Fraser, Acting Chief Administrative Officer

Village of Pemberton
Five Year Financial Plan 2022-2026
as at March 16, 2022

*Preliminary and Unaudited

	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget
Revenues:					
Taxation	2,447,762	2,496,717	2,546,651	2,597,584	2,649,536
Water and sewer user rates	2,084,815	2,126,511	2,169,042	2,212,423	2,256,671
User charges	2,937,395	2,996,143	3,056,066	3,117,187	3,179,531
Penalties and interest income	32,500	33,150	33,813	34,489	35,179
Government transfers:					
Provincial	5,043,953	249,206	5,910,000	250,000	1,500,000
Federal	119,331				500,000
Other local governments	1,729,388	1,763,976	1,799,256	1,835,241	1,871,946
Investment income	27,860	28,417	28,986	29,565	30,157
Other revenues	418,749	427,124	435,667	444,380	453,268
Collections for other governments	3,359,898	3,427,096	3,495,638	3,565,551	3,636,862
	18,201,652	13,548,341	19,475,118	14,086,420	16,113,149
Expenditures:					
General government	3,088,826	3,150,602	3,213,614	3,277,886	3,343,444
Fire protection services	876,849	894,386	912,274	930,519	949,129
Development and planning services	815,722	832,036	848,677	865,650	882,963
Public works and parks	1,337,626	1,364,378	1,391,666	1,419,499	1,447,889
Water utility	1,036,670	1,057,403	1,078,551	1,100,122	1,122,125
Sewer utility	1,000,189	1,020,193	1,040,597	1,061,409	1,082,637
Airport services	76,521	78,052	79,613	81,205	82,829
Transfers to other governments	3,360,034	3,427,235	3,495,780	3,565,695	3,637,009
Amortization Expense	1,234,067	1,290,817	1,607,484	1,703,650	1,947,317
	12,826,503	13,115,102	13,668,255	14,005,637	14,495,343
Annual Surplus/(Deficit)	5,375,148	433,239	5,806,863	80,784	1,617,806
ADJUSTMENTS REQUIRED TO BALANCE FINANCIAL PLAN TO CONFORM WITH LEGISLATIVE REQUIREMENTS					
Non-cash items included in Annual (Surplus)/Deficit					
Amortization on tangible capital assets	(1,234,067)	(1,290,817)	(1,607,484)	(1,703,650)	(1,947,317)
Cash items NOT included in Annual (Surplus)/Deficit					
Capital expenditures	7,237,405	1,135,000	9,500,000	2,885,000	14,620,000
Loan Proceeds	(321,310)	(565,000)	(2,190,000)	(2,023,904)	(12,036,220)
Long term debt payments	229,855	283,084	316,572	340,759	645,233
Capital lease payments	211,038	211,038	211,038	211,038	211,038
Transfers from Statutory Reserves	(539,540)		(500,000)		
Transfer to Statutory Reserves	524,000	524,000	524,000	524,000	524,000
Transfers to/ from Non-Statutory Reserve	(1,140,418)	565,000			(250,000)
Transfers to Non-Statutory Reserves	635,510	192,500	192,500	192,500	192,503
Transfers to/(from) Unappropriated Surpl	(227,324)	(621,566)	(639,763)	(344,959)	(341,431)
Financial Plan Balance	(0)	0	0	0	(0)

Capital Expenditures	Capital Five Year Financial Plan 2022-2026					Notes	Funding
	2022	2023	2024	2025	2026		
Admin Department							
Bylaw Truck	21,310						Grants Borrowing Carryforward/Substutue
E-charging Station			150,000				
Municipal Hall					2,000,000		
Website Upgrades		30,000					
	21,310	30,000	150,000	-	2,000,000		
Fire Department							
Project - Cap. Mach & Equip. Exp - Fire		50,000	50,000	50,000	50,000		Reserves
SCBA Tank Replacement 5 per year	7,500					2022 Final Year for SCBA project	
Mini Repeater for further signal reach down InShuk FSR	2,500					Deferred to 2022 due to chip shortage- \$2500 coming from Area C Director	
New Security Fencing Training Ground	15,142					Installation deferred to 2022	
Structure Fire Bunker Gear	19,500						Reserves Forest Firefight Borrowing Borrowing Borrowing Borrowing
Hoses, Nozzles Adapters		20,000	10,000	5,000	5,000	Firesmart / Forest Firefighting Funding	
Sprinkler Protection Unit Trailer and Truck	324,513						
Engine 10 Truck Replacement		565,000					
Ladder 1 Replacement				1,375,000			
Engine 11 Truck Replacement				565,000			
Rescue 1 Replacement					475,000		
Firehall Replacement					12,000,000		
	369,155	635,000	60,000	1,995,000	12,530,000		
Public Works and Parks							
Loader	-						General Reserves Borrowing Borrowing
Mini Excavator	-						
EV Charger	399,000						
Electric Sign	8,000						
Western Star Truck Replacement	300,000						
Soccer Field and Amenity Building	3,025,611						
Bike Skills Park	1,124,258						
McKenzie Road Repair	198,023						
Pemberton Farm Road East Upgrade	306,000						
Sidewalk	76,000						
Park and Ride	200,000						
Works Building Improvement	-						
Works Building Roof Repair	12,000						
Friendship Trail (Pemberton Farm Road East)	414,000						
One Mile Lake Swingset	-						
Dog Park Fencing	-						
One Mile Lake Culvert	-						
Floating Dock at One Mile	7,000						
Snow Blower attachment for Loader		30,000					
Boardwalk Replacement			1,000,000				
Snow Clearing Truck				200,000		End of year 2022 for Western Star Replacement (would be trade in value); short t	
	6,069,892	30,000	1,000,000	200,000	-		
Water Projects							
Scada Improvements	70,000						Reserves Reserves or Grant Borrowing or Grant Reserves or Grant Reserves or Grant
Fernwood Watermain & PRV Replacement	200,000						
Leak Detection Device	18,000						
Hatch Alarm	10,000						
Chlorine Pump Replacement	10,000						
Reservoir mixer motor	10,000						
Zone meters (additional)		20,000					
Test Well/Infiltration Gallery		30,000					
Water Treatment Facility			8,100,000				
Water Feasibility/Water Source				100,000			
Industrial Park Looping				500,000			
	318,000	50,000	8,100,000	600,000	-		

Sewer Projects							
Village Wide Scada Upgrades	50,000						
Outfall Inline Flushing System	10,000					Carry over	
2 Variable Frequency Drives	10,000					Carry over	
Industrial Park Generator	100,000						
Inflow/Infiltration Study	50,000						
Walnut Lift Station Design	40,000						
Walnut Lift Station Upgrade		300,000					
Lift Station #1			100,000				Reserves or Grant Reserves or Grant
	260,000	300,000	100,000	-	-		
Development							
	-	-	-	-	-		
Reserves							
Drainage Reserve		25,000	25,000	25,000	25,000	Frontier Street/Other	
Road Reserve		40,000	40,000	40,000	40,000		
Equipment Reserve		25,000	25,000	25,000	25,000		
Operational (3%)	58,500	58,500	58,500	58,500	58,500		
General (2%)	39,000	39,000	39,000	39,000	39,000		
	97,500	187,500	187,500	187,500	187,500		
Total	7,135,857	1,232,500	9,597,500	2,982,500	14,717,500		

From: INFO, BCEBC BCEBC:EX <info@bcebc.ca>
Sent: March 3, 2022 11:40 AM
To: VoP Admin <admin@pemberton.ca>
Subject: Greetings from the BC Electoral Boundaries Commission



March 3, 2022

Village of Pemberton
7400 Prospect Street
Pemberton, BC V0N 2L0

Greetings from the BC Electoral Boundaries Commission.

Please accept this letter as an invitation to your organization to express your views on the province's current electoral district boundaries.

The BC Electoral Boundaries Commission is an independent, non-partisan commission with a mandate to review the area, names and boundaries of provincial electoral districts. The Commission submits two reports to the Legislative Assembly with recommendations for the next two provincial general elections.

Your voice is an important part of this process. To help prepare its preliminary report, the Commission is now seeking public input on the province's current electoral district boundaries. We will be publishing a preliminary report with initial recommendations. After, we will seek public input on those recommendations.

You can share your organization's views in the following ways:

- through the [Commission website](#),
- at an in-person or virtual [public meeting](#), or
- by [writing the Commission](#) directly.

Visit our website to learn more about the Commission, review maps and resources, and find the electoral districts in your community.

Please feel free to share this information with others and contact us with any questions.

Sincerely,



Justice Nitya Iyer
Commission Chair
BC Electoral Boundaries Commission

100- 1112 FORT STREET, VICTORIA B.C. V8V 3PK
BCEBC.CA | INFO@BCEBC.CA | 1-800-661-8683

Village of Pemberton
Committee of the Whole Meeting No. 227
Tuesday, April 5, 2022
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BC ELECTORAL BOUNDARIES COMMISSION WELCOMES PUBLIC INPUT

February 22, 2022

VICTORIA — The British Columbia Electoral Boundaries Commission is reviewing the province’s electoral district boundaries and invites input from the public.

These boundaries are important because each electoral district is represented by one elected representative in the BC legislature.

Your voice is an important part of this process. The Commission wants to hear from you and other British Columbians from across the province to help it develop preliminary and final recommendations about the boundaries of BC’s provincial electoral districts.

The independent and non-partisan Commission was appointed last October to consider the area, boundaries and names of British Columbia’s electoral districts for provincial elections. Public input is vital to the Commission’s process. The Commission makes recommendations to the Legislative Assembly to ensure that each electoral district of B.C. has effective representation. The Commission considers the number of people living in the area, geography, demographics, means of communication, means of transportation, and special circumstances in developing its recommendations.

Currently there are 87 electoral districts in B.C. Legislation allows for up to six new electoral districts to be added as part of this review.

The Commission is comprised of Justice Nitya Iyer (Chair), Linda Tynan, a local government management consultant, and Anton Boegman, the province’s Chief Electoral Officer. “We welcome input from all British Columbians early in our process,” says Justice Iyer. “It is important for British Columbians to have a voice in how their communities are represented in the legislature.”

To provide input, British Columbians can attend a public meeting in person or virtually, complete a survey online at bcebc.ca, or contact the Commission directly. The deadline for preliminary input is May 31, 2022.

Public meetings are scheduled for the week of March 7 in the Lower Mainland; see bcebc.ca/your-voice/public-meetings/ for details. Meeting dates and times for the rest of the province are being finalized and will be published as soon as possible. All public meetings will be promoted through print, radio, and online advertising in local communities.

The Commission must publish its preliminary report by October 21, 2022. After the preliminary report is published there will be another round of public consultation before the Commission submits its final report. For more information, visit bcebc.ca.

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CONTACT

Wesley MacInnis

