



-INAUGURAL COUNCIL MEETING AGENDA-

Meeting #: 1570
Date: Tuesday, November 1, 2022, 5:30 pm
Location: Council Chambers
7400 Prospect Street

"This meeting is being recorded as authorized by the Video Recording & Broadcasting of Open Meetings Policy.

Pages

1. WELCOME BY CHIEF ADMINISTRATIVE OFFICER ELIZABETH TRACY

2. COPORATE OFFICER TO ADMINISTER OATH OF OFFICE TO:

Mayor-Elect Mike Richman
Councillor-Elect Ted Craddock
Councillor-Elect Jennie Helmer
Councillor-Elect Katrina Nightingale
Councillor-Elect Laura Ramsden

Upon completion if the Oath of office Council members will take their seats at the Council table.

3. MAYOR WILL ASSUME THE CHAIR OF THE MEETING

4. APPROVAL OF THE AGENDA

Recommendation:
THAT the agenda be approved as presented.

5. INAUGURAL STATEMENTS BY NEWLY ELECTED MAYOR AND COUNCIL

Mayor Mike Richman
Councillor Ted Craddock
Councillor Jennie Helmer
Councillor Katrina Nightingale
Councillor Laura Ramsden

6. SQUAMISH-LILLOOET REGIONAL DISTRICT BOARD APPOINTMENT

Squamish-Lillooet Regional District Board appointments will be made at the meeting.

6.1. Squamish-Lillooet Regional District Board

Recommendation:

THAT _____ be appointed as the Village of Pemberton representative to the Squamish-Lillooet Regional District Board;

AND THAT Councillor _____ be appointed as the Village of Pemberton alternate to the Squamish-Lillooet Regional District Board.

6.2. Sea to Sky Regional Hospital District Board

Recommendation:

THAT _____ be appointed as the Village of Pemberton representative to the Sea to Sky Regional Hospital District Board;

AND THAT Councillor _____ be appointed as the Village of Pemberton alternate to the Sea to Sky Regional Hospital District Board.

6.3. Pemberton Valley Utilities and Services Committee

Recommendation:

THAT _____ and Councillor _____ be appointed as the Village of Pemberton representative to the Pemberton Valley Utilities & Services Committee.

6.4. Pemberton Lillooet Treaty Advisory (PLTAC)

Recommendation:

THAT _____ be appointed as the Village of Pemberton representative to the Pemberton Lillooet Treaty Advisory Committee;

AND THAT Councillor _____ be appointed as the Village of Pemberton alternate to the Pemberton Lillooet Treaty Advisory Committee.

7. OTHER BOARD/COMMITTEE APPOINTMENTS

To be presented at the meeting.

7.1. Pemberton & District Library Board

Recommendation:

THAT _____ be appointed as the Village of Pemberton representative to the Pemberton & District Library Board.

AND THAT Councillor _____ be appointed as the Village of Pemberton alternate to the Pemberton & District Library Board.

7.2. Cemetery Committee

Recommendation:

THAT _____ be appointed as the Village of Pemberton representative to the Cemetery Committee.

AND THAT Councillor _____ be appointed as the Village of Pemberton alternate to the Cemetery Committee.

7.3. Municipal Insurance Association of BC (MIABC)

Recommendation:

THAT _____ be appointed as the Village of Pemberton representative to the Municipal Insurance Association of BC.

AND THAT Councillor _____ be appointed as the Village of Pemberton alternate to the Municipal Insurance Association of BC.

8. ACTING MAYOR SCHEDULE

Councillor	Dates of Acting Mayor Assignment
	December 2022, January 2023, February 2023
	March, April and May 2023
	June, July and August 2023
	September, October, November 2023

9. FINANCE

9.1. Banking Resolution - Authorized Signatories

5

Recommendation:

THAT the following Council members be named as signing authorities for the Village of Pemberton:

- Mike Richman – Mayor
- Ted Craddock – Councillor
- Jennie Helmer – Councillor
- Katrina Nightingale – Councillor
- Laura Ramsden – Councillor

AND THAT the following Staff be named as signing authorities for the Village of Pemberton:

- Elizabeth Tracy – Chief Administrative Officer
- Thomas Sikora - Chief Financial Officer
- Sheena Fraser - Corporate Officer

Recommendation:

AND THAT accounts in the name of the Village of Pemberton (hereinafter called the “Corporation”) be kept at the Bank of Nova Scotia, TD and/or Blue Shore Financial Credit Union (hereinafter called the “Banks”) and the Chief Administrative Officer, Chief Financial Officer or Corporate Officer and the Mayor or Councillors are hereby authorized for and in the name of the Corporation to sign, make, draw, accept, endorse and deliver cheques, promissory notes, bills and exchange, orders for the payment of money and such agreements and instruments as may be necessary or useful in connection with the operation of the said account;

AND THAT any one of the aforementioned Officers is hereby authorized for and in the name of the Corporation to endorse and transfer to the Banks for deposit or discount with or collection by the Bank (but for the credit of the Corporation only) cheques, promissory notes, bills of exchange, orders for the payment of money and other instruments, to arrange, settle, balance and certify all books and accounts with the Bank to sign receipts for vouchers.

9.2. Municipal Finance Authority Resolution - Authorized Signatories

7

Recommendation:

THAT the following Council members be named as MFA signing authorities for the Village of Pemberton:

Mike Richman – Mayor

Ted Craddock – Councillor

Jennie Helmer - Councillor

Katrina Nightingale – Councillor

Laura Ramsden - Councillor

AND THAT the following Staff be named as MFA signing authorities for the Village of Pemberton:

Elizabeth Tracy– Chief Administrative Officer

Thomas Sikora - Manager of Finance

10. CORPORATE & LEGISLATIVE SERVICES

10.1. 2022 Village of Pemberton Local Government Election Results

9

Recommendation:

THAT the report from the Chief Election Officer, dated November 1, 2022, providing the results of the 2022 Local Government Election be received

10.2. 2023 Council Meeting Schedule - Approval

20

Recommendation:

THAT the 2023 Village of Pemberton 2023 Council Meeting schedule be approved.

11. ADJOURNMENT

Recommendation:

THAT the meeting be adjourned.

Date: Tuesday, November 1, 2022

To: Elizabeth Tracy, Chief Administrative Officer

From: Thomas Sikora, Manager of Finance

Subject: Banking Resolutions – Authorized Signatures

PURPOSE

The purpose of this report is to update the Village authorized signatories for the Bank of Nova Scotia (BNS), Blue Shore Financial Credit Union and the Toronto Dominion (TD) Banks.

BACKGROUND

Please provide background that includes any passed resolutions providing direction to staff that may have been passed by Council on this matter.

DISCUSSION & COMMENTS

After each election, the Village is required to update the list of those members of Council and Staff that are authorized to sign cheques on behalf of the Village. The Village currently has accounts with the Bank of Nova Scotia, Blue Shore Financial Credit Union and TD Bank.

It is Village policy that to provide surety and ensure that the management of funds are properly safeguarded, the Chief Administrative Officer and the Mayor are the primary signers on all cheques sent out by the Village. In the absence of the CAO, the Manager of Finance (Chief Financial Officer) or the Manager of Corporate & Legislative Services (Corporate Officer), has the authority to sign the cheques and in the absence of the Mayor, a member of Council will be called upon to sign.

Cheque runs are done weekly, and all cheques are typically prepared for signature by the end of each week.

COMMUNICATIONS

There is no communication requirement at this time.

LEGAL CONSIDERATIONS

There are no legal considerations at this time.

IMPACT ON BUDGET & STAFFING

There are no impacts to the budget or staff hours for consideration.

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts for consideration.

COMMUNITY CLIMATE ACTION PLAN

This is not applicable to the CCAP strategies.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

There are no impacts on the region or neighboring jurisdictions.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

RECOMMENDATIONS

THAT the following Council members be named as signing authorities for the Village of Pemberton:

Mike Richman – Mayor
Ted Craddock – Councillor
Jennie Helmer – Councillor
Katrina Nightingale – Councillor
Laura Ramsden – Councillor

AND THAT the following Staff be named as signing authorities for the Village of Pemberton:

Elizabeth Tracy – Chief Administrative Officer
Thomas Sikora – Chief Financial Officer
Sheena Fraser – Corporate Officer

AND THAT accounts in the name of the Village of Pemberton (hereinafter called the “Corporation”) be kept at the Bank of Nova Scotia, TD and/or Blue Shore Financial Credit Union (hereinafter called the “Banks”) and the Chief Administrative Officer, Chief Financial Officer or Corporate Officer and the Mayor or Councillors are hereby authorized for and in the name of the Corporation to sign, make, draw, accept, endorse and deliver cheques, promissory notes, bills and exchange, orders for the payment of money and such agreements and instruments as may be necessary or useful in connection with the operation of the said account;

AND THAT any one of the aforementioned Officers is hereby authorized for and in the name of the Corporation to endorse and transfer to the Banks for deposit or discount with or collection by the Bank (but for the credit of the Corporation only) cheques, promissory notes, bills of exchange, orders for the payment of money and other instruments, to arrange, settle, balance and certify all books and accounts with the Bank to sign receipts for vouchers.

Submitted by:	Thomas Sikora, Manager of Finance
CAO Approval by:	Elizabeth Tracy, Chief Administrative Officer

Date: Tuesday, November 1, 2022

To: Elizabeth Tracy, Chief Administrative Officer

From: Thomas Sikora, Manager of Finance

Subject: Municipal Finance Authority Resolution – Authorized Signatories

PURPOSE

The purpose of this report is to update the Village of Pemberton authorized signatories for the Municipal Finance Authority (MFA).

BACKGROUND

The Municipal Finance Authority of British Columbia (MFA) was created in 1970 to contribute to the financial well-being of local governments throughout BC. The MFA pools the borrowing and investment needs of BC communities through a collective structure and can provide a range of low cost and flexible financial services, regardless of the size of the community. The MFA is independent from the Province of British Columbia and operates under the governance of a Board of Members appointed from the various Regional Districts within the province.

The MFA provides long-term, short-term, and equipment financing, investment management, and other financial services to communities and public institutions in BC. Since MFA's credit rating exceeds those of chartered banks, the rates of borrowing through the MFA are below those offered by these banks. These savings in interest costs are passed on to BC local governments. As well, MFA has an equipment financing program that takes the place of the former Leasing program. Loans under this short-term borrowing program are available to municipalities under section 175 of the *Community Charter* – Liabilities under agreement.

DISCUSSION AND COMMENTS

After each election, the Village is required to provide a resolution to the MFA that establishes the authorized signatories for the Village of Pemberton.

It is Village policy that the Chief Administrative Officer and the Mayor are the primary signers on all authorizations from MFA by the Village. In the absence of the CAO, the Manager of Finance, has the authority to sign on all authorizations and in the absence of the Mayor, a member of Council will be called upon to sign.

COMMUNICATIONS

There is no communication requirement at this time.

LEGAL CONSIDERATIONS

There are no legal considerations at this time.

IMPACT ON BUDGET & STAFFING

There are no impacts to the budget or staff hours for consideration.

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts for consideration.

COMMUNITY CLIMATE ACTION PLAN

This is not applicable to the CCAP strategies.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

There are no impacts on the region or neighboring jurisdictions.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

RECOMMENDATION

THAT the following Council members be named as MFA signing authorities for the Village of Pemberton:

- Mike Richman – Mayor
- Ted Craddock – Councillor
- Jennie Helmer – Councillor
- Katrina Nightingale – Councillor
- Laura Ramsden - Councillor

AND THAT the following Staff be named as MFA signing authorities for the Village of Pemberton:

- Elizabeth Tracy – Chief Administrative Officer
- Thomas Sikora – Manager of Finance

Submitted by:	Thomas Sikora	Manager of Finance
CAO Approval by:	Elizabeth Tracy	Chief Administrative Officer

Date: Tuesday, November 1, 2022

To: Elizabeth Tracy, Chief Administrative Officer

From: Sheena Fraser, Manager, Corporate & Legislative Services/ Chief Election Officer

Subject: 2022 Village of Pemberton Local Government Election Results

PURPOSE

The purpose of this report is to submit the declaration of official election results for the 2022 Village of Pemberton local government election.

BACKGROUND

The local government elections were held on Saturday, October 15, 2022. Section 158 of the *Local Government Act* requires that, within thirty (30) days after the declaration of the official election results under section 146, the Chief Election Officer submit a report of the election results to the local government.

The Official Ballot Accounts for the Mayor and Councillor elections which establishes the results of the 2022 General Local Government Election are attached as **Appendix A**.

Of an estimated 2403¹ eligible voters, 887 registered to vote in the election for a voter turn-out of 36.91%. Resident electors accounted for 870 of the voters while non-resident property owners made up the remaining seventeen (17) voters. This year the Village offered the option of mail ballots and a total of nineteen (19) mail ballot were issued with fifteen (15) mail ballots being returned.

This is a slight increase from the 2018 election which saw 524, or 30% of an estimated 1609 eligible voters register to vote. The low voter turnout in 2018 was attributed to the fact that there was no vote for Mayor due to an acclamation, only five (5) candidates vying for four (4) Council positions and two (2) candidates for school board trustee. In comparison, voter turn-out in the 2011 election, another election with an acclamation for Mayor and School Board Trustee, was 32%, while in 2008, when there was a vote for Mayor, Council and School Board Trustee, voter turn-out was 50%. Overall, it is not unusual to see voter turnouts reduced in years where acclamations are made as in general there is less engagement by the community during a campaign period and on voting days despite best efforts by the election team to advertise and provide other voting opportunities. As this year resulted in an election for both Mayor and Council staff were hoping for a bigger voter turnout overall given the estimated number of

¹ CivicInfo: https://localelections.ca/election_results/92_2022_results.html

eligible voters in the Village; however, unfortunately this did not materialize. That said, staff is pleased that the Village did meet the overall provincial average and did not come in below that number.

Election Staffing

In March, Gwendolyn Kennedy, Legislative Assistant, was appointed as the Chief Election Officer for the Village. Subsequently, Elena Aranguren, Office Coordinator, and Renee St-Aubin, Admin Assistant were both appointed as Deputy Chief Election Officers. In early September, Ms. Kennedy submitted her resignation and left the Village effective October 3rd. As such, Sheena Fraser, Manager of Corporate & Legislative Services was appointed to the position of Chief Election Officer.

On voting day to assist with the ballot distribution and ballot count at the end of the day, the Village was supported by eleven (11) Election Officials. The Village is grateful for the professionalism and hard work shown by all election staff throughout the day and evening.

Candidate Withdrawal

On September 26th the Village was contacted by Derek Graves, who had been nominated as a candidate for the position of Councillor, advising that due to unforeseen circumstances he was required to withdraw from the election.

In the event, a candidate wishes to withdraw after the close of the official withdrawal period a request must be submitted to the Minister of Municipal Affairs for approval. In this regard, the Minister will determine if a candidate may withdraw based on several factors including whether the required notices have been advertised, ballots have been printed, timing of the advanced voting opportunities and if there is opportunity to reprint ballots. If any of the above have been actioned, then it is typical for the Minister to deny the request.

Mr. Graves request to withdraw was denied as such his name remained on the ballot. In these circumstances the Village is not able to provide guidance or advice to voters with respect to a candidate's withdrawal rather the onus is on the candidate to advise they are no longer seeking voters' support. This can be done through social media, advertisement in the newspaper or by word of mouth.

This is the third election in a row in which a candidate has requested to withdraw after the deadline. In 2014 the request was denied due to the very late timing of the notification. In 2018 the request was approved as the Declaration of Candidates had not yet been made and ballots had not been printed.

Advanced Voting Opportunities and enhanced advertising

To encourage voter participation this year, the Village increased the number of advanced voting opportunities from the traditional two to three (only one is required) by holding an opportunity on Saturday, October 1st from 9am – 3:00pm with the other advanced voting days being held on Wednesday, October 5th and Wednesday, October 12th from 8am – 8pm.

The Village also advertised the election beyond the legislated requirement, including weekly advertising in the local paper, eNEWS reminders of advanced and general voting opportunities,

Facebook and blog posts, signage at the roundabout and at the Pemberton & District Community Centre, strategic placement of the Village sandwich board reminding residents of voting day opportunities, and an election information flier mailed to all property owners. Finally, the advanced voting opportunities were all held at the Pemberton and District Community Centre rather than at the Village Office. As such, going forward the Pemberton and District Community Centre will be the preferred choice for locating the voting place both advanced and general voting day.

The change in venue for advanced voting made a significant impact to the turnout as 351 residents took advantage of these voting options. In comparison, in 2018 approximately 56 residents attended over the two days of advanced voting opportunities.

Despite low voter turnout across the province, the Village did see an increase over 2018. What impacted the percentage rate is that the number of eligible voters in the Village increased since 2018 which in the end resulted in a voter turnout in line with the provincial average of 37%. Although a bit disappointing, staff were encouraged by the increase in participation at the advanced voting opportunities and will be looking to possibly add another advanced voting opportunity over the Thanksgiving weekend in 2026 to capture students and others who may live out of town for various reasons.

Mail Ballots

As noted above the Village introduced the option of voting by mail ballot this election. Prior to May of 2021, under provincial legislation, mail ballots could be provided only to electors who were unable to attend a polling station in person. However, a change to the *Local Government Act* now authorizes local governments to offer mail ballot voting to any eligible elector who requests it.

In this regard, the Village introduced the Election and Assent Voting Bylaw No. 925, 2022 which was adopted on May 17, 2022. The Bylaw set out the procedure by which mail ballots would be issued, recorded, and counted. The Village received nineteen (19) requests for mail ballots, fifteen (15) were returned within the required timeline and four (4) were not returned and considered to be spoiled. Interestingly, eleven (11) eligible residents and/or property owners chose to utilize the mail ballot option rather than attend to vote at the voting place with only eight (8) non-resident property owners, who were eligible to vote, requesting mail ballots.

Although there did not appear to be as much interest as had initially been expected to vote via mail ballot it is likely due to this offering being new. It is anticipated that mail ballot voting will become more popular especially for non-resident property owners and there will be more interest in the next local government election in 2026 to use this process.

Candidate Information Session

The Village also hosted two Candidate Information Sessions at the Village Office and those interested could attend both in-person and electronically via ZOOM. The first was held in July with one person attending in-person. The second session was held in August and two people were in attendance in-person. The purpose of the sessions is to provide prospective candidates with an overview of the role and responsibilities of elected officials and information respecting the election legislation and requirements. Notification of the Candidate Information Session was shared through our social media channels and advertisements placed in the local paper.

School Board Trustee Election

At the request of the Sea to Sky School District No. 48, the Village facilitated the election for School Board Trustee on their behalf, and again entered into a Cost Sharing Agreement with SD48 to formalize the details respecting the costs associated with running the election. The Cost Sharing Agreement establishes that one third (1/3) of the costs, or that portion of the costs related to the School District Trustee election, will be reimbursed to the Village. This year the School Board Trustee was acclaimed as only one candidate submitted nomination papers.

COMMUNICATIONS

Section 146 of the *Local Government Act* requires that the Chief Election Officer declare the results of the election before 4pm on the fourth day following the close of general voting. In this regard, the Declaration of Official Election Results was made at 4pm on Wednesday, October 19th at the Village Office. The Determination of Official Election Results and Declaration of Official Election Results for both Councillor and School Board Trustee are attached as **Appendix B**.

Section 159 (1) of the *Local Government Act* requires that within thirty (30) days after elected candidates have taken the oath of office, the names of the elected officials must be submitted to the Queens Printer Gazette for publication. The names have been submitted and publication of results will be in a November edition of the Gazette.

There are no further communications required respecting the official election results.

LEGAL CONSIDERATIONS

This report of election results for the 2022 local government election meets with the legislative requirement as set out in section 158 (1) the *Local Government Act* which requires that within thirty (30) days after the declaration of official election results the Chief Election Officer must submit a report of the election results to the local government.

IMPACT ON BUDGET & STAFFING

The 2022 election budget was established at \$30,000. Some cost savings will be realized in advertising and nomination package preparation through the cost sharing agreement with Sea to Sky School District No. 48. As well, the Village and SLRD shared the advanced and general voting day space as such there will be opportunity to reduce the room rental rates as it will be shared between the two local governments

The total Staff hours (this includes the Chief Election Officer, Deputy Chief Election Officers, and Election Officials) expended to facilitate the running of the general election to date is approximately 732 hours and it is estimated that another thirty (30) hours will be allocated to wrap up all activities related to the election process which must be completed by December 19, 2022.

At this time approximately \$8,000 has been expended to cover costs associated with design, printing, advertising, training, staffing, supplies, mail ballots and room rental (candidate information session and Election Day). It is anticipated that facilitation of the 2022 General Local

Government Election will come within budget this year; however, the overall cost will be higher than in previous years due to the addition of mail ballots and the extra voting opportunity.

The cost associated with advertising and preparing the nomination package for the School Trustee for SD48 will be reimbursed by the Sea to Sky School District as per the Election Cost Sharing Agreement and based on a 1/3 share related to advertising, ballot printing, staffing, room rental and sundry election related activities. The breakdown of those costs is still to be determined. As well, the Village is cost sharing on room rental with the SLRD for two advanced voting days and general voting day.

INTERDEPARTMENTAL IMPACT & APPROVAL

Support to facilitate the processing of invoices and payments was received from Finance and communication support was provided by the Office of the CAO.

COMMUNITY CLIMATE ACTION PLAN

The facilitation of the local government general election has no impact on the Community Climate Action Plan strategies.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

A review of the election results has no impact on other jurisdictions.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

RECOMMENDATIONS

THAT the report from the Chief Election Officer, dated November 1, 2022, providing the results of the 2022 Local Government Election be received

ATTACHMENTS:

Appendix A: Official Ballot Accounts

Appendix B: Determination of Official Election Results and Declaration of Official Election Results

Submitted by:	Sheena Fraser, Manager, Corporate & Legislative Services
CAO Approval by:	Elizabeth Tracy, Chief Administrative Officer



Village of Pemberton

BALLOT ACCOUNT RECONCILIATION

Saturday, October 15, 2022
7390 Cottonwood Street, Pemberton

Mayor

Number of valid votes cast:

ABOUHALKA, Chadi	<u>34</u>
MACKENZIE, David	<u>303</u>
RICHMAN, Mike	<u>543</u>

(1) Number of ballots received for use (see Note 1)		<u><u>3,000</u></u>
(2) Ballots without objection	<u>880</u>	
(3) Ballots accepted subject to objection under LGA s.140	<u>-----</u>	
(4) Ballots rejected without objection (including blanks)	<u>7</u>	
(5) Ballots rejected subject to objection under LGA s.140 (VC s.102)	<u>-----</u>	
(6) Spoiled ballots that were replaced under LGA s.128 (VC s.90)	<u>5</u>	
(7) Number of ballots given to the electors (2+3+4+5+6)	<u>892</u>	
(8) Unused ballots (see Note 2)	<u>2,106</u>	
(9) Number of ballots not accounted for	<u>2</u>	
(10) TOTAL (7+8+9) No. 1 & No. 10 must agree		<u><u>3,000</u></u>

Sheena Fraser

Presiding Election Official

THIS FORM MUST BE COMPLETED IN DUPLICATE.

Place one copy in the ballot box and return one copy to the Chief Election Officer.

Note 1: If you have combined ballots from another of the same type of voting opportunity, include the number of ballots that were received for use at that voting opportunity. (LGA s.137 or VC s.99)

Note 2: If you have combined ballots from another of the same type of voting opportunity, include the number of unused ballots from that voting opportunity. (LGA s.137 or VC s.99)



Village of Pemberton

BALLOT ACCOUNT RECONCILIATION

Saturday, October 15, 2022
7390 Cottonwood Street, Pemberton

Councillor

Number of valid votes cast:

CRADDOCK, Ted	<u>567</u>
GRAVES, Derek	<u>232</u>
HELMER, Jennie	<u>748</u>
NIGHTINGALE, Katrina	<u>587</u>
RAMSDEN, Laura	<u>559</u>
ZYSMAN, Eli	<u>85</u>

(1) Number of ballots received for use (see Note 1)		<u>3,000</u>
(2) Ballots without objection	<u>862</u>	
(3) Ballots accepted subject to objection under LGA s.140	<u>-----</u>	
(4) Ballots rejected without objection (including blanks)	<u>31</u>	
(5) Ballots rejected subject to objection under LGA s.140 (VC s.102)	<u>-----</u>	
(6) Spoiled ballots that were replaced under LGA s.128 (VC s.90)	<u>7</u>	
(7) Number of ballots given to the electors (2+3+4+5+6)	<u>900</u>	
(8) Unused ballots (see Note 2)	<u>2099</u>	
(9) Number of ballots not accounted for	<u>1</u>	
(10) TOTAL (7+8+9) No. 1 & No. 10 must agree		<u><u>3,000</u></u>

Sheena Fraser

Presiding Election Official

THIS FORM MUST BE COMPLETED IN DUPLICATE.

Place one copy in the ballot box and return one copy to the Chief Election Officer.

Note 1: If you have combined ballots from another of the same type of voting opportunity, include the number of ballots that were received for use at that voting opportunity. (LGA s.137 or VC s.99)

Note 2: If you have combined ballots from another of the same type of voting opportunity, include the number of unused ballots from that voting opportunity. (LGA s.137 or VC s.99)



Village of Pemberton
 DETERMINATION OF ELECTION RESULTS
 GENERAL LOCAL ELECTION – 2022

APPENDIX B

Form No. 14-1
 LGA s.145(8), VC s.107(8)

Mayor

	Chadi ABOUHALKA	David MACKENZIE	Mike RICHMAN
Mail Ballot & Advance Voting Opportunity #1: October 1, 2022 7390 Cottonwood St	3	38	51
Advance Voting Opportunity #2: October 5, 2022 7390 Cottonwood St	4	34	65
Advanced Voting Opportunity #3: October 12, 2022 7390 Cottonwood St	4	56	112
General Voting Day October 15, 2022 7390 Cottonwood St.	23	175	315
TOTAL NUMBER OF VOTES	34	303	543

This determination of official election results was made by the Chief Election Officer on [date and time] and is based on ballot accounts as amended or prepared by the Chief Election Officer.

Sheena Fraser

Chief Election Officer



Village of Pemberton
 DETERMINATION OF ELECTION RESULTS
 GENERAL LOCAL ELECTION – 2022

Form No. 14-1
 LGA s.145(8), VC s.107(8)

Councillor

	Ted CRADDOCK	Derek GRAVES	Jennie HELMER	Katrina NIGHTINGALE	Laura RAMSDEN	Eli ZYSMAN
Mail Ballot & Advance Voting Opportunity #1: October 1, 2022 7390 Cottonwood St	54	25	74	62	63	13
Advance Voting Opportunity #2: October 5, 2022 7390 Cottonwood St	65	27	89	67	65	13
Advanced Voting Opportunity #3: October 12, 2022 7390 Cottonwood St	119	47	148	119	108	14
General Voting Day October 15, 2022 7390 Cottonwood St.	329	133	437	339	323	45
TOTAL NUMBER OF VOTES	567	232	748	587	559	85

This determination of official election results was made by the Chief Election Officer on [date and time] and is based on ballot accounts as amended or prepared by the Chief Election Officer.

Sheena Fraser

Chief Election Officer



Form No. 14-3
Multiple Positions
LGA s.146(2)(b), VC s.108(2)(b)

Village of Pemberton

DECLARATION OF OFFICIAL ELECTION RESULTS

GENERAL LOCAL ELECTION – 2022

Mayor

I, Sheena Fraser, Chief Election Officer, do hereby declare elected the following candidate, who received the highest number of valid votes for the office of Mayor.

1. Mike Richman

Dated at Pemberton, BC
this 19 day of October, 2022.

Sheena Fraser

Chief Election Officer



Form No. 14-3
Multiple Positions
LGA s.146(2)(b), VC s.108(2)(b)

Village of Pemberton

DECLARATION OF OFFICIAL ELECTION RESULTS

GENERAL LOCAL ELECTION – 2022

Councillor

I, Sheena Fraser, Chief Election Officer, do hereby declare elected the following candidates, who received the highest number of valid votes for the office of Councillor.

1. Jennie Helmer

2. Katrina Nightingale

3. Ted Craddock

4. Laura Ramsden

Dated at Pemberton, BC
this 19 day of October, 2022.

Sheena Fraser

Chief Election Officer

Date: Tuesday, November 1, 2022

To: Elizabeth Tracy, Chief Administrative Officer

From: Sheena Fraser, Manager, Corporate & Legislative Services

Subject: 2023 Council Meeting Schedule

PURPOSE

The purpose of this report is to provide Council background on the requirements to establish the Regular Council Meeting schedule each year and present a proposed meeting schedule for 2023.

BACKGROUND

In accordance with Section 127 (1) (b) of the *Community Charter* and Section 6 (b) of the *Village of Pemberton Procedure Bylaw No. 788, 2015*, the Village of Pemberton must make available prior to January 1st the Council meeting schedule for the upcoming year and “give notice of the availability of the schedule in accordance with Section 94 (public notice) at least once a year.”

Section 94 of the *Community Charter* sets out the requirements for giving public notice and specifies that notice must be published in a newspaper that is distributed weekly and that at least two (2) notices must be published.

The Village of Pemberton Council Procedure Bylaw No. 788, 2015 Section 6 (b) (i) states that Regular Council meetings must “be held on Tuesdays of each month the dates and times shall be established by Council resolution before December 15th of each year for the subsequent year”. Section 6 (b) (iii) establishes that “there shall not be a meeting during the month of August unless Council resolves otherwise”.

As such, the Council meeting schedule for 2023 must be determined by resolution and notice must be issued in time to meet the January 1st deadline as established by the *Community Charter*.

DISCUSSION & COMMENTS

As Council meetings are established to be held on Tuesday’s, Council is requested to keep Tuesdays free or open for council business scheduled or not. If there is a need to hold a special meeting or to establish a schedule for other activities such as committees, workshops or budget deliberations, staff endeavour to schedule them for Tuesdays.

With respect to the Regular Meeting schedule, the Council Procedure Bylaw provides flexibility to consider each year which Tuesday of the month the Regular Council meeting should take place, evaluate the meeting times, or consider holding only one meeting a month as determined by Council.

This flexibility has resulted in the meeting schedule being adjusted to be more responsive to other Council obligations such as the Local Government Leadership Academy program (held in February of a new Council term), Lower Mainland Local Government Association (LMLGA) in May and the Union of British Columbia Municipalities Conference (UBCM) held in September. It also considered other activities that result in a busy time for both Council and staff from an operational perspective and the timing of statutory holidays (office closures) or vacation periods (Christmas and March Break). In some cases, Council has determined that during those busy times it was appropriate to hold only one meeting a month.

Meeting Times:

In 2017 Council established the first meeting of the month will be held at 5:30pm and the second meeting of the month will be held at 9:00am. These meeting times remained the same for 2022 and are suggested for 2023.

2023 Meeting Calendar: Appendix A

In preparing the Council meeting schedule for 2023, staff takes into consideration statutory holidays (office closures – see yellow highlights) to avoid holding meetings on a Tuesday following a Statutory Holiday whenever possible. It also considers the Christmas and March Break period (see green highlights) and other Council obligations such as LGLA, LMLGA and UBCM (see orange highlights) and obligations that may impact operational planning.

In 2023 the proposed schedule also considers budget deliberation period which takes place between late January to the beginning of May. The budget deliberation schedule will be presented to Council at the Regular Council Meeting on November 29, 2022, but to ensure new Council is aware of the need to hold space for this important work some dates for budget deliberations are shown in blue. The following meeting schedule is presented for consideration:

Meetings	Month	Time
One Meeting a Month	January, June, July, September, November, and December	5:30p.
Two Meetings a month	February, March, April, May, October	5:30pm and 9am
No Meetings	August	

The Village has traditionally not held a meeting during the month of August as this month is set aside for summer break. Council will note that only one meeting has been scheduled for the month of July. This approach was successfully implemented in 2022 to better facilitate summer vacations for staff that over time have had to be pushed to all take place within the four-week period in August which created operational challenges.

As per the Procedure Bylaw, if a matter of urgency must be addressed, Council does have the ability to call a Special Council meeting at any time and may do so by providing 24 hours' notice or if a meeting is called last minute, by resolution waiving the notice requirement.

Committee of the Whole and In Camera Meetings:

There is no requirement to establish the meeting schedule for the Committee of the Whole and In Camera meetings.

The Village's current practice is to hold Committee of the Whole and In Camera meetings either in the afternoon prior to the first Regular meeting of the month (5:30pm), or immediately following the second Regular meeting of the month (9:00am), with Committee of the Whole usually being held in the afternoon (1:00pm).

At the request of previous Councils staff has adjusted the start time of the Committee of the Whole from 1pm to later in the afternoon on days the Regular Meeting is scheduled at 5:30pm. This will depend on the number of items for consideration. If Council is agreeable, this practice would continue in 2023 with some adjustments during budget deliberations as extra meetings as well as more time for a Committee of the Whole is often required. On that note, the 2023 proposed meeting calendar identifies four potential Committee of the Whole meeting dates, identified in blue on **Schedule A**, that will fall outside the Regular Meeting days. This year January 31st, February 21st, March 7th, and April 4th have been selected to accommodate budget deliberations should they be required and will be noted on the Budget Deliberation Schedule report which will be presented in November.

COMMUNICATIONS

As per Section 94 of the *Community Charter*, once the regular meeting schedule has been approved by resolution of Council, a Public Notice will be issued in the local newspapers in November/December and before January 1, 2020.

Notice will also be provided on the Website, in the eNEWS and via posting on the Village's Facebook Page and Blog and posted on the Village Notice Boards located at the Post Office and at the Village Office.

LEGAL CONSIDERATIONS

Establishing the 2023 meeting schedule and undertaking the required notification meets with the legislation as established in the *Community Charter* and the Village of Pemberton Council Procedure Bylaw No. 788, 2015. There is no requirement for legal review.

IMPACT ON BUDGET & STAFFING

The preparation of this report was done in-house and is included as part of the regular work plan for Corporate & Legislative Services.

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts or approvals required as the holding of Council meetings is part of the regular business of the Village.

COMMUNITY CLIMATE ACTION PLAN

The establishment of the meeting schedule is not applicable to the CCAP strategies.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

Depending on which Tuesday each month that Council determines the meeting will be held, there could be some impact on other jurisdictions if their Council/Board or Committee meetings are held the same day.

In this regard, the Library Board holds their Board meetings on the first Thursday of each month at 7PM except for July and August. As well, the Regional District Board meetings are traditionally held on the third Wednesday/Thursday of each month. At this time the 2023 Board Meeting Calendar has not been set, however, prior to doing so, they require the meeting dates from the member municipalities.

ALTERNATIVE OPTIONS

There are no alternative options presented at this time.

RECOMMENDATIONS

THAT Council provide direction with respect to the 2023 Regular Council Meeting schedule

ATTACHMENTS:

Appendix A: Proposed 2023 Council Meeting Schedule

Prepared by:	Sheena Fraser, Manager, Corporate & Legislative Services
CAO Approval by:	Elizabeth Tracy, Chief Administrative Officer

APPENDIX A

2023 Proposed Regular Council Meeting Schedule

Courtesy of WinCalendar.com

WinCalendar January 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

WinCalendar February 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

WinCalendar March 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Date	Holiday
Jan 1	New Year's Day
Jan 2	Bank Holiday
Feb 20	Family Day
Apr 7	Good Friday
Apr 10	Easter Monday
May 22	Victoria Day
Jul 1	Canada Day
Aug 7	Civic Holiday
Sep 4	Labour Day
Sep 30	Nat'l. Day for Truth & Reconciliation
Oct 9	Thanksgiving
Nov 11	Remembrance Day
Dec 25	Christmas
Dec 26	Boxing Day

WinCalendar April 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

WinCalendar May 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

WinCalendar June 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

WinCalendar July 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

WinCalendar August 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

WinCalendar September 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Red - Regular Council Meeting
Yellow - Stat Holidays/Office Closures
Green - School March/Christmas Break
Orange - LGLA, LMLGA and UBCM
Blue - Budget COW Meetings Save the Date

WinCalendar October 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

WinCalendar November 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

WinCalendar December 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
