



-COMMITTEE OF THE WHOLE MEETING AGENDA-

Meeting #: 239
Date: Tuesday, February 28, 2023, 1:00 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. **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. **ADOPTION OF AGENDA**
Recommendation:
THAT the Agenda be adopted as presented.
3. **APPROVAL OF MINUTES**
 - 3.1 **Committee of the Whole Meeting No. 238, Tuesday, February 7, 2023** 2
Recommendation:
THAT the minutes of Committee of the Whole Meeting No. 238, held Tuesday, February 7, 2023, be adopted as circulated.
4. **DELEGATIONS**
 - 4.1 **BC Ambulance - Troy Clifford, Provincial President, Ambulance Paramedics of BC CUPE Local 873**
 - 4.2 **Airport Leaseholders - Hugh Fisher, Greg Sorensen - CYPS Hangars**
5. **BUDGET SESSION No.2**
 - 5.1 **2023 Capital and Project Budgets** 7
Recommendation:
THAT the Committee of the Whole provide direction with respect to any changes to the 2023 Capital Budget as presented.
6. **ADJOURNMENT**
Recommendation:
THAT the Committee of Whole meeting be adjourned.

VILLAGE OF PEMBERTON
-COMMITTEE OF THE WHOLE MEETING MINUTES--

Meeting #: 238
Date: Tuesday, February 7, 2023, 1:00 pm
Location: Council Chambers
7400 Prospect Street

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

STAFF: Elizabeth Tracy, Chief Administrative Officer
Sheena Fraser, Manager of Corporate & Legislative Services
Elena Aranguren, Office Coordinator
Christine Burns, Manager Recreation Services
Cam Adams, Fire Chief
Adam Malpus, Deputy Fire Chief
Paul Stoker, FireSmart Coordinator
Sarah Toews, Emergency Program Coordinator

PUBLIC: 0

MEDIA: 0

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

1. CALL TO ORDER

At 12:58pm Mayor Richman called the February 7, 2023, Committee of Whole meeting to order.

2. APPROVAL OF AGENDA

Moved/Seconded
THAT the Agenda be approved as presented.
CARRIED

3. ADOPTION OF MINUTES

3.1 Committee of the Whole Meeting No. 236, Tuesday, January 24, 2023

Moved/Seconded

THAT the minutes of Committee of the Whole Meeting No. 236, held Tuesday, January 24, 2023, be adopted as circulated.

CARRIED

3.2 Committee of the Whole Meeting No. 237, Tuesday, January 31, 2023

Moved/Seconded

THAT the minutes of Committee of the Whole Meeting No. 237, held Tuesday, January 31, 2023, be adopted as circulated.

CARRIED

4. DELEGATIONS

4.1 Nature Play Park Playscape Structure Relocation Options Review - Tom Barratt, President, and Alex van Zyl, Landscape Designer, Tom Barratt Ltd. Landscape Architects

At 1:01pm Tom Barratt, Landscape Architect and President at Tom Barratt Ltd. and Alex Van Zyl, associate at Tom Barratt Ltd joined the meeting.

Christine Burns, Manager Recreation Services, introduced. Mr. Barratt and Ms. Van Zyl to Council.

Ms. Van Zyl presented an overview of park planning process and three guiding principles used to inform the design approach for both the options being put forward for consideration. These guiding principles which creating a park that feels like an outdoor room, creating connection through screening and orientation inward and providing shade.

Ms. Van Zyl then presented two options for the relocation of the Nature Play Park PlayScape features for the Committees consideration.

- Option one (1), located along the east side of the Great Lawn, showed a longer and narrower footprint.
- Option two (2), located in the pocket park between the Spray Park and Radius, was more circular in shape.

Ms. Van Zyl provided an overview of the key consideration identified to help evaluate the two options which included:

- Outdoor Play
- Population Growth
- Multi-generational user/potential user conflicts

- Neighbouring uses
- Accessibility
- Safety

Ms. Van Zyl advised that Option 1 is the recommended approach as it would better serve the park users and accommodate population growth demands.

Discussion took place respecting the following:

- Screening of the areas proposed and distance between the neighbouring properties for both options
- Concerns related to snow storage from the neighbouring property if Option 1 is selected
- Impacts to quiet space for older people to enjoy
- Safety concerns in Option one (1) because of the nearby parking lot
- Impacts on hosting events on at the Community Centre
- User conflicts if situation close to a residential building
- Impacts of a congested play space
- Alternative areas for community gathering
- Desire to preserve the Great Lawn

Moved/Seconded

THAT Committee of the Whole recommends to Council that the Nature Play Park PlayScape feature be relocated to the Option Two location which is the at the Linear Pocket Park between the Spray Park and Radius building.

CARRIED

OPPOSED: Mayor Richman & Councillor Ramsden

At 1:38pm Christine Burns, Manager of Recreation Services and Mr. Barratt and Ms. Van Zyl left the meeting.

4.2 Community Wildfire Resilience Draft Plan Presentation

Quentin Schmidt, Forest Technician, B.A. Blackwell & Associates Ltd.

At 1:39pm Mr. Quentin Schmidt, Forest Technician, joined the meeting in person.

Mr. Schmidt presented the Community Wildfire Resilience Plan. This plan was developed based on background research, collaboration and consultation, field assessments and feedback.

The Village jurisdiction is immediately adjacent to the Squamish- Lillooet Regional District and Lil'wat Nation land. Mr. Quentin acknowledged that collaboration is an extremely important piece in the implementation of this

plan noting that there is a very strong commitment in the community by all users, residents, agencies, organizations, and local governments to support the project.

Mr. Schmidt presented a map of the wildland-urban interface plan area confirming that 52% of the land is in fact private property. For this reason, it is important to be driving initiatives that reduce wildfire risk on private land and again, in collaboration with the adjacent jurisdictions.

Mr. Schmidt provided an overview of the fire history within the plan area that showed 70% of the fires initiated within Village boundaries were human-caused. Looking at the local fire threat from a provincial lens, Mr. Quentin noted that Pemberton is rated with a risk class one, the highest ranking given in the province.

The Community Wildfire Resiliency Plan puts forward 42 recommendations developed in collaboration with the FireSmart Committee. Each recommendation is rooted in the five FireSmart Disciplines:

- Education of visitors and residents
- Legislations, Planning and Development Considerations
- Interagency Cooperation
- Cross Training & Fire Department Resources Emergency Planning
- Vegetation Management

Discussion took place respecting the following:

- Potential funding support from the Spelkúmtn Community Forest (SCF)
- Access trails for fuel treatments and first responders
- Fire Department's ability to action the CWRP Plan

Mayor Richman thanks Mr. Schmidt for the presentation noting Council is looking forward to approving the plan.

At 2:01pm Mr. Quentin, left the meeting.

6. **ADJOURNMENT**

Moved/Seconded

THAT the Committee of Whole meeting be adjourned.

CARRIED

At 2:01pm the Committee of the Whole meeting was adjourned.

Mike Richman, Mayor

Sheena Fraser, Corporate Officer

DRAFT

Date: Tuesday, February 28, 2023
To: Elizabeth Tracy, Chief Administrative Officer
From: Thomas Sikora, Manager of Finance
Subject: 2023 Draft Capital Budget Information Review

PURPOSE

To present to the Committee of the Whole the draft 2023 Capital Budget for review and comment.

BACKGROUND

This is the second of four (4) sessions scheduled which will focus on the 2023 Budget and will be covering Capital and Project Budgets. It is important to note that the Finance team is concurrently completing year end, all figures are preliminary and unaudited, therefore subject to change.

DISCUSSION & COMMENTS

This is the first opportunity the Committee will have to review the 2023 Capital Budget as prepared through consultation with the Village Department Managers. Of note are the following:

- All Capital Projects may not be captured in the first draft of the budget. Approved new projects will be calculated into the operations budget for the tax implication session at an upcoming Committee of the Whole meeting.
- Water and Sewer Capital Projects are fully funded by user fees and reserves, and do not have additional tax implications.

Through the budget cycle and for simplicity, the Budget is presented with Operating Expenses separate from the New Capital and Projects except for those currently in progress and funded by grants, surplus or reserves carried forward.

A highlight of some Capital Projects, which may be funded through a variety of sources include, but are not limited to:

- Daycare
- E-Charging Stations
- Pemberton Farm Road East Trail and Road Improvements
- Soccer Field and Amenity Building
- Park and Ride
- Friendship Trail (Pemberton Farm Road East)
- Public Works and Parks Fleet Updates

- Water Treatment Facility
- Fernwood Watermain and Pressure Reducing Valve Replacement
- McRae Rd Water Main Upsizing
- Walnut Lift Station Upgrade

In future sessions, in response to the need for asset management, reserve assumptions will be added to applicable departments budgets to offset the taxes required for Future Capital Expenditures and to prepare for the breakdown of Capital Infrastructure for; General, Fire, Water and Sewer System upgrades.

Operational Impacts:

The Village of Pemberton was impacted by COVID-19 and will continue to experience the long-term effects of the pandemic. In 2021, the Province provided enhanced relief for Municipalities issuing a *COVID-19 Safe Restart Grant for Local Governments*. The grant assists with COVID related shortfalls for; revenue losses, facility reopening and operating, emergency planning and response, bylaw and protective services, computer and technology costs and other related costs. Additional recoveries will be identified over the calendar year while monitoring the effect on the budget as the COVID-19 pandemic continues. Staff will bring back remaining balances for the COVID-19 Safe Restart Grant and other reserves at a future session.

Budget Deliberation Schedule:

The future meetings tentatively scheduled, as approved at the Regular Council Meeting No. 1571 held Tuesday, November 29, 2022, are shown below. Note the Committee of the Whole Session for March 7, 2023 has been cancelled and staff will send a cancellation notification to reflect that change.

Date	Description
Tuesday, March 14, 2023 Regular Council Meeting Day	Regular Council Meeting <ul style="list-style-type: none"> • Budget Public Information Session (review prior to Council)
Tuesday, March 28, 2023 Regular Council Meeting Day	Committee of the Whole Meeting <ul style="list-style-type: none"> • Tax Implications of 2023 Revised Draft Budget
Tuesday, April 4, 2023	Committee of the Whole – Save the Date <ul style="list-style-type: none"> • Budget Session if required
Tuesday, April 11, 2023	Committee of the Whole Meeting <ul style="list-style-type: none"> • Budgeting Session – 2023 Final Budget with Tax Implications and 5 Year Financial Plan review prior to Bylaws coming forward for adoption.
Tuesday, April 18, 2023	Committee of the Whole – Save the Date <ul style="list-style-type: none"> • Budget Session if required.

Tuesday, May 9, 2023	Regular Council Meeting <ul style="list-style-type: none"> • 2023 - 2027 Five Year Financial Plan Bylaw 1st, 2nd and 3rd readings. • 2023 Tax Rates Bylaw 1st, 2nd and 3rd readings
Thursday, May 11, 2023	Special Council Meeting <ul style="list-style-type: none"> • 2023 – 2027 Five Year Financial Plan Bylaw – adoption (s. 165 CC) • 2023 Tax Rates Bylaw - adoption (s.197 CC)

COMMUNICATIONS

Residents will be able to participate in the budget process by submitting their questions to the Village at budget@pemberton.ca which can be found on the Village website as a link. The answers will be summarized and included in the Budget Information Session to be held on Tuesday, March 14th , 2023 prior to the Regular Council meeting.

Advertisement will be placed in the Pique Newspaper as well as included in the Village’s eNEWS, on the Village Website and Facebook page.

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

The preparation of the capital plan considers the Climate Action Plan strategies including:

- Shift Beyond the Car
- Electrify Transport
- Step Up New Buildings
- Decarbonize Existing Buildings
- Close the Loop on Waste
- Organizational Leadership

Future presentation of the budget will reflect alignment with strategies.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

Certain elements of the budget will have funding implications with our neighbouring jurisdictions (Electoral Area C, Pemberton Valley Dyking District, Lil'wat Nation, Sea to Sky School District No. 48). Updates will be provided in future.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

RECOMMENDATIONS

THAT the Committee of the Whole provide direction with respect to any changes to the 2023 Capital Budget as presented.

ATTACHMENTS:

Appendix A: 2023 Draft Capital Budget Worksheets

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

Capital Expenditures	Capital Five Year Financial Plan 2023-2027				
	2023	2024	2025	2026	2027
Admin Department					
Bylaw Truck	45,000				
E-charging Station		150,000			
Municipal Hall				2,000,000	
Website Upgrades			50,000		
Daycare	1,600,000	1,000,000			
	45,000	150,000	50,000	2,000,000	-
Fire Department					
Project - Cap. Mach & Equip. Exp - Fire	20,000	50,000	50,000	50,000	50,000
SCBA Tank Replacement 5 per year					
Mini Repeater for further signal reach down InShuk FSR					
New Security Fencing Training Ground					
Structure Fire Bunker Gear					
Hoses, Nozzles Adapters	20,000	10,000	5,000	5,000	10,000
Sprinkler Protection Unit Trailer and Truck	20,000				
Engine 10 Truck Replacement	200,000		450,000		
Ladder 1 Replacement				1,500,000	
Engine 11 Truck Replacement					
Rescue 1 Replacement				525,000	
Firehall Replacement				15,000,000	
Water Tank and Fire Pump (Engine 11)	30,000				
Training Ground Servicing	10,000				
Rescue 1 Hydraulic Pump	15,000				
	315,000	60,000	505,000	17,080,000	60,000
Development					
	-	-	-	-	-
	-	-	-	-	-
Public Works and Parks					
Loader					
Mini Excavator					
EV Charger	150,000	150,000	150,000	150,000	150,000
Speed Reader					
Western Star Truck Replacement		350,000			
Soccer Field and Amenity Building	2,641,677				
Bike Skills Park					
McKenzie Road Repair	20,000				
Pemberton Farm Road East Upgrade (Road)					
Signal Hill Sidewalk	76,000				
Park and Ride	200,000	1,700,000			
Works Building Improvement					
Works Building Roof Repair					
Friendship Trail (Pemberton Farm Road East)	414,000				
One Mile Lake Swingset					
Dog Park Fencing					
One Mile Lake Culvert					
Floating Dock at One Mile					
Snow Blower attachment for Loader			30,000		
Boardwalk Replacement	50,000	1,000,000			

Bucket Truck Replacement (used)	40,000				
Pickup Truck			45,000		
Electrified hand tool equipment	10,000				
Gravel Shed			50,000		
Loader Wing	30,000				
F550 w/ Plow & Sander	110,000				
F550 Flat Deck- Replacing Mitsubishi Flat Deck 2007		75,000			
F150 w/ 8' bed- Garbage Truck	40,000				
Kubota Skid Steer w/ Snow Blower		86,500			
Parks Trailer	30,000				
	3,811,677	3,361,500	275,000	150,000	150,000
Recreation Projects					
Fitness Centre Equipment	29,800	31,060	33,040	26,754	43,088
Basketball Court	15,000				
Accessibilty Project with Pemberton & District Library	60,000				
Hardscape Landscaping at Youth Centre					
HVAC at Youth Centre					
Soccer Net at Den Duyf Park	15,000				
Capital General - PCC					
Capital Building Plan - PCC					
Capital Building Plan - Youth Centre					
PTO Electric Mower	80,000				
	199,800	31,060	33,040	26,754	43,088
Water Projects					
Scada Improvements	50,000	20,000	20,000		
Fernwood Watermain & PRV Replacement	280,000	274,000			
Leak Detection Device	18,000	-			
Hatch Alarm					
Chlorine Pump Replacement					
Reservoir mixer motor					
Commercial Meters	30,000				
Test Well Exploration	80,000				
Water Treatment Facility	600,000	7,500,000			
Water Feasibility/Water Source			100,000		
Industrial Park Looping			500,000		
McRae Rd Water Main Upsizing	270,000	300,000	300,000		
	1,328,000	8,094,000	920,000	-	-
Sewer Projects					
Village Wide Scada Upgrades	50,000	20,000	20,000		
Outfall Inline Flushing System	10,000				
Variable Frequency Drives	36,000				
Industrial Park Generator	100,000				

Inflow/Infiltration Study		50,000			
Walnut Lift Station Design					
Walnut Lift Station Upgrade	556,000				
Lift Station #1			1,000,000		
UV System Upgrade	20,000				
	772,000	70,000	1,020,000	-	-
Airport Projects					
Tarmac Upgrades- Sealing Crack Surfacing		100,000			
Fencing			150,000		
	-	100,000	150,000	-	-

Total Capital Expenditures	6,471,477	11,866,560	2,953,040	19,256,754	253,088
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