

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

Meeting #: 248
 Date: Tuesday, September 12, 2023, 1:00 pm
 Location: Council Chambers & Zoom Webinar
 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
 Ethan Fredeen, Deputy Corporate Officer
 Scott McRae, Manager Development Services
 Elena Aranguren, Office Coordinator

MEDIA: 0

PUBLIC: 1

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

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.

At 1:00pm Mayor Richman called the September 12, 2023, Committee of Whole meeting to order.

2. ADOPTION OF AGENDA

Moved/Seconded

THAT the Agenda be adopted as presented.

CARRIED

3. APPROVAL OF MINUTES

Moved/Seconded

THAT the minutes of the Committee of the Whole Meeting No. 247, held Tuesday, July 18, 2023, be adopted as circulated.

CARRIED

4. DELEGATION

There were no delegations.

5. REPORTS

5.1 Council Correspondence Policy COU-013

Ethan Fredeen, Acting Manager of Corporate and Legislative Services, presented the Council Correspondence Policy COU-013. This report aims to seek the Committee's approval of this policy to establish the process of handling correspondence addressed to Council and staff.

Mr. Fredeen noted that currently, the Village of Pemberton adheres to a Communications Policy that was adopted in November 2017. Although this policy covers some level of handling correspondence, it does not provide a full comprehensive level of how to manage it. However, the policy presented offers a complete approach to managing correspondence.

Discussion took place regarding the following:

- Concerns regarding the correspondence related to development applications;
- Correspondence directed to Council regarding operational questions;
- Concerns regarding the communication related to development applications;
- Clarification regarding when Council receives the correspondence related to development applications;
- Clarification regarding management of correspondence received by Council that contains a variety of topics including discussion around development applications; and
- Correspondence received directly by Council.

Moved/Seconded

THAT the Committee provide a recommendation to Council to adopt the Correspondence Policy COU-013 as presented.

CARRIED

6. ADJOURNMENT

At 1:24pm the meeting was adjourned.

Moved/Seconded

THAT the Committee of Whole meeting be adjourned.

CARRIED