

**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 16, 2019 at 2:30 p.m. in Council Chambers, 7400 Prospect Street. This is Meeting No. 189.

*“This meeting is being recorded on audio tape for minute-taking purposes as authorized by the Village of Pemberton Audio recording of Meetings Policy dated September 14, 2010.”*

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<b>Item of Business</b>	<b>Page No.</b>
<b>1. CALL TO ORDER</b>	
In honour of the Lil'wat7ul, the Village of Pemberton acknowledges that we are meeting within the unceded territory of the Lil'wat Nation.	
<b>2. APPROVAL OF AGENDA</b>	<b>1</b>
<b>Recommendation:</b> THAT the Agenda be approved as presented.	
<b>3. ADOPTION OF MINUTES</b>	
<b>a) Committee of the Whole Meeting No. 188, Tuesday, March 5, 2019</b>	<b>2</b>
<b>Recommendation:</b> THAT the minutes of the Committee of the Whole Meeting No. 188, held Tuesday, March 5, 2019, be adopted as circulated.	
<b>4. DELEGATIONS</b>	
<b>a) Rural Coordination Centre of BC, Rural Site Visits Project – Ashley Medwid, Administrative Lead and Dr. Jeanette Boyd, Clinical Lead</b>	<b>6</b>
<b>5. ADJOURNMENT</b>	

**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 5, 2019 at 9:00 a.m. in Council Chamber, 7400 Prospect Street. This is Meeting No. 188.

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

**STAFF:** Nikki Gilmore, Chief Administrative Officer  
Lena Martin, Manager of Finance and Administration  
David Ward, Assistant Operations Manager  
Jill Brooksbank, Senior Communications & Grant Coordinator  
Gwendolyn Kennedy, Legislative Assistant

**PUBLIC:** 2

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**1. CALL TO ORDER**

At 9:02 a.m. Mayor Richman called the March 5, 2019 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 circulated.

**CARRIED**

**3. ADOPTION OF MINUTES**

**a) Committee of the Whole Meeting No. 187, Tuesday, February 19, 2019**

Moved/Seconded

**THAT** the minutes of Committee of the Whole Meeting No. 187, held Tuesday, February 19, 2019, be adopted as circulated.

**CARRIED**

#### **4. COMMUNITY INITIATIVE & OPPORTUNITY FUND UPDATE REPORT**

CAO Gilmore provided an update on the Community Initiative & Opportunity Fund (CIOF) in preparation for the presentations of the new funding applicants, the Chamber of Commerce (the Chamber) and Pemberton Off Road Cycling Association (PORCA).

The Chamber's request is for one-time funding to bridge the gap between the termination of their long-term funding agreement under CIOF and the establishment of a local service establishment bylaw under the Squamish-Lillooet Regional District that will provide secure, long-term funding for the Visitor Information Centre.

PORCA is requesting seed funding for a three year term to cover the wages of a part-time administrator, with the funding under CIOF to decrease each year until PORCA is able to fund the wage without financial support from the Village.

Ms. Gilmore noted that although the usual application deadline for CIOF is October 15, the Chamber and PORCA were directed to CIOF as their funding meets special circumstances, such as the creation of a local service area that takes several months to achieve and the ongoing discussions with PORCA with Staff and the PVUS committee. In addition, the applicant's needs are a match with the objectives of CIOF.

Ms. Gilmore presented a table showing the CIOF funding commitments for 2019. Should Council approve the applications to be presented at this meeting, there will be \$1,827.50 remaining in the fund.

##### **a) Chamber of Commerce – Graham Turner**

Mr. Turner presented a report highlighting the activities of the Pemberton & District Chamber of Commerce and its contribution to Pemberton, noting that the Visitor Information Centre is a small part of the services the Chamber provides. While the Chamber brings in a small profit every year, the Visitor Centre operates at a loss. There are few options for the Visitor Centre to generate additional revenue and it will continue to rely on external funding. In 2018 the Visitor Information Centre relied on the services of volunteer manager Julie Kelly; in 2019 this position will be paid.

##### **b) Pemberton Off Road Cycle Association – Suki Cheyne**

Suki Cheyne presented a report of the development of PORCA from its formation in 2016 to its current form. The organization is ready to move to the next level and requires a part-time administrator to allow for expansion of programming, to transition to a governance board model and to prevent volunteer burn-out.

Moved/Seconded

**THAT** the Committee of the Whole receive the Community Initiative and Opportunity Fund Update report for information.

**CARRIED**

Moved/Seconded

**THAT** that the request for a One-Time Funding Agreement between the Village of Pemberton and the Pemberton & District Chamber of Commerce for the Visitor Information Centre operations in the amount of \$4,000 be supported, subject to approval of the 2019 budget.

**CARRIED**

Moved/Seconded

**THAT** the request for a Seed Funding Service Agreement between the Village of Pemberton and the Pemberton Off Road Cycle Association to support the position of part-time administrator be supported, in the amount of \$5,922.50 in 2019, \$4,145.00 in 2020, and \$2,370.00 in 2021, subject to approval of the 2019 budget.

**CARRIED**

## **5. BUDGETING SESSION 3: TAX IMPLICATIONS OF 2019 REVISED BUDGET**

Lena Martin, Manager of Finance & Administration, supplied the Committee with the BC Assessment Non Market Change (NMC) report to identify the impacts of assessment roll increases by new inventory and assessment valuation. Ms. Martin noted that the highest assessment increases were primarily due to development and growth in the Industrial Park.

Ms. Martin provided tables showing tax implications of 0%, 2%, 4% and 5.45% on a sampling of residential and business folios.

Ms. Martin noted that a 5.45% tax increase was requested to accommodate a new Provincial Employer Health Tax (EHT) of \$47,785 and a \$40,000 contingent liability from 2018.

Ms. Martin stated that, due to the breakdown of one of the Public Works trucks, a request has been made to purchase a used truck, to be financed over five (5) years, be accommodated in the 2019 Public Works budget by postponing the \$7,000 snow blower included in the Public Works budget. Ms. Martin explained that, while the purchase of a new vehicle appeared to be a better option, the financing costs would be higher and would carry a significant tax implication. If a suitable used vehicle could be found that would last five years, the purchase could be made with no tax implication and would provide good value to the Village.

Discussion ensued regarding the necessity of allocating funds to general reserves, the anticipated but unconfirmed tax increases from other governments, and the tax implications of purchasing a new vehicle for Public Works.

Moved/Seconded

**THAT** Staff prepare the 2019 budget to include a tax increase of approximately 5.75% to include the contingent liability, the Employer Health Tax, and the purchase of a used truck for Public Works to be financed over five (5) years.

**CARRIED**

## **6. PEMBERTON VALLEY UTILITIES AND SERVICES COMMITTEE 2019 BUDGET REVIEW**

Ms. Martin presented a spreadsheet showing the shift of assessment values between the Village of Pemberton and Electoral Area C and explained that the Village's contribution to the shared services has increased. Ms. Martin noted that, based on the budgets currently presented by the Squamish-Lillooet Regional District, the increase to the Village of Pemberton taxpayers would be approximately \$120,944.

Mayor Richman asked the Committee for direction regarding the Pemberton Valley Utilities and Services Committee budget discussion scheduled for the Thursday, March 7<sup>th</sup>.

At 11:04 a.m. the Committee of the Whole Meeting was recessed.

At 11:10 a.m. the Committee of the Whole Meeting was reconvened.

## **7. ECONOMIC DEVELOPMENT DISCUSSION**

Mayor Richman opened the discussion by asking the Committee to consider the meaning of economic development. It was agreed that while economic development may encompass a wide range of objectives, for the Village, economic development refers to the generation of revenue for the benefit of the community from sources other than taxation.

An economic development strategy has been included in the 2019 budget, and as such it was suggested that the strategy provide guidelines and limits to the types of economic activity that could be considered, with the objective of avoiding direct competition with local businesses. The Committee recognized that as competition is unavoidable, any proposed business scenario would need to be considered based on its potential contribution to the community.

## **7. ADJOURNMENT**

Moved/Seconded

**THAT** the Committee of Whole be adjourned at 11:48 a.m.

**CARRIED**

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Mike Richman  
Mayor

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Sheena Fraser  
Corporate Officer

## BC Rural Site Visits Program - Interview Guide Mayors, Councilors, Community Members

These questions are used as a guide to facilitate our meetings with municipal leadership and community members. We prefer to keep the meeting un-structured and open, so if there are topics that are not covered in our questions we are still very interested to discuss them with you.

### **Community**

1. What makes your community unique?
2. What community lead health initiatives are there in your community?

### **Relationships**

3. What is your relationship with the Divisions and the Health Authority?
4. What is your relationship with the group of health practitioners in community?
5. How does your community support recruitment and retention of health practitioners?

### **Services**

6. What services are currently provided?
7. What services do you find work really well for the community?
8. What services would you like to provide?
9. What services are currently at risk?

### **Delivery**

10. What successes in health care delivery has the community had?
11. What are the challenges with respect to health care delivery?

### **Innovations**

12. What unique solutions have you developed?
13. What can other sites learn from you?

### **Other**

14. What keeps you up at night?
15. What are you proud of?