

**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, December 1, 2009 at 1:00 p.m. in White Building at 7400 Prospect Street. This is meeting 028.

ATTENDING: Mayor Jordan Sturdy
Councillor Lisa Ames
Councillor Ted Craddock
Councillor Alan LeBlanc
Councillor Susie Gimse

STAFF: Sheena Fraser, Manager of Administrative Services
Roger Lundie, Manager of Finance
Caroline Lamont, Manager of Development Services

1. CALL TO ORDER

At 1:05 p.m. Councillor Craddock called the meeting to order.

2. APPROVAL OF AGENDA

Moved/Seconded

THAT the Agenda be approved as presented.

CARRIED

3. FINANCE

a) **Revenue & Expenditure Statement – as at September 30, 2009 - updated**

Moved/Seconded

THAT the update of the 2009 Revenue and Expenditures Statement for the nine months ending September 30, 2009 be received.

CARRIED

The Manager of Finance advised that the updated 2009 Revenue and Expenditures statement will help to inform the projections to December 31, 2009 and advised that based on the information to date the Village is well within the budget targets.

b) **2010 – 2011 Performance Measures Review**

The Manager of Administrative Services reviewed the draft 2010-2011 Performance Measures as developed by the Management Team and requested comment from Council. The Performance Measures will assist in development of the 2010 budget and the Capital Projects budget.

Discussion followed and Staff was directed to update the document based on the comments received and bring back to the Committee of the Whole (Finance) on December 8th.

c) **2010 Projects and Capital**

The Manager of Finance presented a spreadsheet of proposed projects and capital expenditures.

Staff was directed to get clarification on the funds allocated to Fire Equipment and to remove the Park Improvements and Underhill Park Remediation as funding for these projects should come from the Parks Reserve Fund.

d) **Other items**

i. **Council Salaries**

Council reviewed Council Salaries from like communities and discussed options for increasing Council Salaries in 2010. Based on this review it would be appropriate for the Mayor's salary to be increased and that Council members salary be established at 50% of the Mayor's salary.

Staff was directed to include a salary increase for the Mayor to \$25,000 per year with Council members to receive an increase to 50% of the Mayors' Salary in the preliminary budget for consideration at the next Committee of the Whole (Finance) meeting.

ii. **In-House Engineer**

The Manager of Finance provided an overview of the fees paid to the Village's engineering consultant for the year to date. Discussion took place as to what it would cost the Village to have a full time engineer on staff (wage plus benefits) and the benefits of having a consultant (no benefits, not full time, only pay for services provided, access to other expertise in house).

Staff was directed to continue monitoring the engineering costs including tracking those costs that are recoverable (through development applications etc.) and track the hourly billing.

iii. **Community Enhancement Fund**

The current Community Enhancement Fund policy was reviewed including contributions to local organizations/groups and individuals over the past three years. Discussion took place regarding the Joint Grant In Aid program that was to be established through a requisition of the SLRD to provide a one stop service for groups/organizations requiring support and the need to re-energize that project through PVUS. Currently \$15,000 is allocated to the CEF.

iv. Internal Transfers (salary allocations)

The Manager of Finance provided explanation as to how administration salaries are allocated to other areas that benefit from administrative staff time:

31.5% to Water
13.7% to Sewer
2.0% to Airport

Council raised concern that the allocation to water and sewer is very high and directed Staff to provide a review based on actual dollars in order to provide a better view of the actual costs.

v. Tax, Water and Sewer Rates – direction

Staff was directed to bring back a spreadsheet that shows the impacts of an increase of 3%.

vi. Bulk Water Supply/Sales – Bert’s Trucking – confirmation of the terms of agreement

Council confirmed that any bulk water sales must be done from the Fire Hall and directed Staff to develop a policy with respect to Bulk Water Sales that includes guidelines for collection of the water for discussion at an upcoming Public Works and Parks Committee meeting.

Council confirmed that a bulk water Sales Agreement with Bert’s Trucking would be in effect on the day of signing of the agreement.

vii. Funds, Reserves and Equity – review

Staff was directed to provide Council with an overview of the Village’s borrowing limit, what is currently available to borrow and advise as to the rates the Village is paying on interest.

viii. PVTa Request for Funding in 2010

This request for funding was tabled until the preliminary budget has been presented.

4. IN CAMERA

At 5:05 p.m. Council moved In Camera.

At 5:45 p.m. Council Rose without Report.

5. ADJOURNMENT

At 5:45 P.M. Councillor Craddock adjourned the meeting.

Mayor

Administrator