

VILLAGE OF PEMBERTON
AMENDED AGENDA
-REGULAR COUNCIL MEETING AGENDA-

Agenda for the **Regular Meeting** of Council of the Village of Pemberton to be held Tuesday, November 4, 2014 at 7:00 p.m. in Council Chambers, 1350 Aster Street. This is Meeting No. 1382.

“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.”

Item of Business

**Page
No.**

1. CALL TO ORDER

2. APPROVAL OF AGENDA

Recommendation: THAT the Agenda be approved as presented.

3. APPOINTMENT OF THE CHIEF ADMINISTRATIVE OFFICER

Recommendation: THAT the appointment of Sheena Fraser as Acting Chief Administrative Officer be rescinded;

AND THAT Ms. Nikki Gilmore be appointed as Chief Administrative Officer (CAO) for the Village of Pemberton effective Monday, November 3, 2014;

AND THAT Ms. Nikki Gilmore be appointed;

- Chief Administrative Officer with the duties and responsibility assigned under Section 147 of the *Community Charter* and Village of Pemberton Chief Administrative Officer Bylaw No. 682, 2011;
- Airport Manager,
- A Financial Signing Officer for the Village.

4. ADOPTION OF MINUTES

a) Regular Council Meeting No. 1380 – Tuesday, October 21, 2014

5

Recommendation: THAT the minutes of Regular Council Meeting No. 1380, held Tuesday, October 21, 2014 be adopted as circulated.

b) Committee of the Whole Meeting No. 122 – Tuesday, October 21, 2014

11

Recommendation: THAT the minutes of Committee of the Whole Meeting No. 122, held Thursday, October 21, 2014 be adopted as circulated.

c) Special Council Meeting No. 1381 – Friday, October 31, 2014

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Recommendation: THAT the minutes from the Special Council Meeting No. 1381, held Friday, October 31, 2014 be adopted as circulated.

5. BUSINESS ARISING from Committee of the Whole Meeting No. 122

a) Ministry of Forests – Community Forest Application Process

THAT the Committee of the Whole recommend to Council that Staff be directed to include the Community Forest Application in the 2015 budget deliberations and strategic planning process.

6. MINUTES TO BE RECEIVED

7. REPORTS

a) ADMINISTRATION

i. Community Enhancement Fund – Pemberton Secondary School Senior Boys Soccer Team

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Recommendation: **THAT** Council approves an allocation from the Community Enhancement Fund, in the amount of \$1,000, to assist with travel expenses for the Pemberton Secondary School Senior Boys Soccer Team to attend the BC “A” Boys Soccer Provincial Championship scheduled for November 5-8, 2014 in Nakusp.

ii. Village of Pemberton Trail Standard Guidelines

25

Recommendation: **THAT** the Trails Standard Guidelines, dated November, 2014, be adopted.

iii. Community Alcohol Policy

40

Recommendation: **THAT** the Community Alcohol Policy be adopted.

iv. 2015 Age-Friendly Community Planning & Project Grants – Pemberton Men’s Shed

108

Recommendation: **THAT** Council supports the 2014 Age Friendly Community Planning and Project Grant for the establishment of the Pemberton Men’s Shed.

b) DEVELOPMENT SERVICES

i. Sunstone Ridge DVP113

111

Recommendation: **THAT** Council approve the following road standards for the Sunstone Ridge development:

	Bylaw Standard	Right-of-way Width	Total Asphalt Width	Shoulder	Drainage	Sidewalk	On-Street Parking
Roads C, D and E	Local Hillside(Development)	18-m	6.6-m	0.5-m	Curb and Gutter on Low Side	1.0-m gravel	No*
Road F	Local Hillside(Development)	15-m	6.6-m	0.5-m	Curb and Gutter on Low Side	1.0-m gravel	No*
Lane	Lane	n/a	6.6-m	0.5-m	Ditch on High Side		

AND THAT if sufficient on-site parking for difficult development parcels cannot be demonstrated to the satisfaction of Village Staff, then the Total Asphalt Width of the road adjacent to those parcels is to be increased by 2.5-m to accommodate roadside parking for those parcels.

Please Note: For the appendix to the Report to Council, please click on the following link:<http://www.pemberton.ca/media/216977/6-b-i-b-11%204%202014%20rtc%20dvp%20113%20appendices.pdf>

- c) **PUBLIC WORKS** 117
- i. **September/October 2014, Public Works Project Updates**
- Recommendation: THAT** the report be received as information. 120
- ii. **Asset Management Strategy - Road Assessment**
- Recommendation: THAT** Council receive the Kerr Wood Leidal October 21, 2014 Roads Condition Assessment and Capital Plan;
- AND THAT** Staff be directed to proceed to obtain proposals to assess and integrate with the roads assessment the underground services and develop an inventory, condition and capital plan for medium-long term asset renewal. 144
- iii. **Eagle Drive Rock Slide - Preliminary Rockfall Mitigation Assessment**
- Recommendation: THAT** Council receive the EXP Services Inc October 20, 2014 Preliminary Rockfall Mitigation Assessment;
- AND THAT** Staff be directed to proceed to obtain proposals from qualified contractors to complete the mitigation measures for each zone as detailed in the report and report back to Council for further discussion and direction.
- Please Note: Due to file size of the appendix we were unable to include in the agenda package or provide a link. If you would like to have a copy of this document, please contact Sheena Fraser, Manager of Corporate & Legislative Services at sfraser@pemberton.ca*
- d) **FINANCE** 147
- i. **Downtown Community Barn**
- Recommendation: THAT** Council receives this report for information;
- AND THAT** Council authorize Staff to secure short term financing to a maximum amount of \$83,000 through the Municipal Finance Authority of British Columbia for the Village's contribution and the shortfall.
- AND THAT** should any additional funds be received for the Downtown Community Barn project, they shall be applied towards the short term loan.
- e) **ACTING MAYOR**
- f) **COUNCILLOR REPORT**
8. **BYLAWS**
- a) **Village of Pemberton Parking and Traffic Control Fine Amendment Bylaw No. 777, 2014 – Fourth and Final Readings** 150
- Recommendation: THAT** Council give Fourth and Final reading to Parking and Traffic Control Fine Amendment Bylaw No. 777, 2014.

- b) Village of Pemberton Municipal Ticket Information Utilization Amendment Bylaw No. 778, 2014 – Fourth and Final Readings** 151

Recommendation: THAT Council give Fourth and Final reading to Municipal Ticket Information Utilization Amendment Bylaw No. 778, 2014

9. CORRESPONDENCE – For Information

- a)** John Horgan, Leader Official Opposition and Selina Robinson, MLA Coquitlam-Maillardville, dated October 2, 2014, regarding a follow up to the 2014 UBCM convention, as well, wishing the best of luck to those running for re-election. 166
- b)** Norm Letnick, Minister, Ministry of Agriculture, dated October 15, 2014, thanking the Village of Pemberton for hosting the September 22, 2014 UBCM Agricultural Tour. 168
- c)** Suzanne Anton, Attorney General, Minister of Justice, dated October 20, 2014, thanks the Village of Pemberton for the informative meeting at the UBCM convention. 169

Recommendation: THAT Council receive the correspondence for information.

10. NEW BUSINESS

11. NOTICE OF MOTION

12. QUESTION PERIOD

Due to the upcoming municipal elections, which will be held on Saturday, November 15, 2014, the Open Question Period will not be held during the eight-week period immediately preceding the local government elections.

13. RISE AND REPORT FROM IN CAMERA

14. ADJOURNMENT



REPORT TO COUNCIL

Date: November 4, 2013
To: Council
From: Sheena Fraser, Manager of Corporate & Legislative Services
Subject: Appointment of the Chief Administrative Officer

PURPOSE

The purpose of this report is to appoint the new Chief Administrative Officer.

BACKGROUND AND COMMENTS

Pursuant to Section 146 of the *Community Charter* Council must establish officer positions in relation to the powers, duties and functions and assign those powers, duties and functions to its officer as established.

In this regard, Nikki Gilmore has been hired to fill the position of the Chief Administrative Officer for the Village of Pemberton effective Monday, November 3, 2014 and must be appointed to the position by resolution pursuant to Village of Pemberton Chief Administrative Officer Bylaw No. 682, 2011.

The former CAO left the position on August 20th, in the interim and during the recruitment process, Sheena Fraser, fulfilled the duties as Acting Chief Administrative Officer. As the position has been filled Ms. Frasers interim appointment must be rescinded.

COMMUNICATIONS

A press release announcing the appointment of Ms. Gilmore will be issued this week and provided to the local media. It will also be posted on the Village's website and through the ENEWS.

IMPACT ON BUDGET, POLICY, STAFFING

There will be no impact to the budget as a result of the appointment reflects the current operating reality.

LEGAL CONSIDERATIONS

There are no legal considerations at this time.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

POTENTIAL GOVERNANCE CONSIDERATIONS

The appointment of the Chief Administrative Officer is in keeping with Theme Four: Good Governance.

RECOMMENDATIONS

THAT the appointment of Sheena Fraser as Acting Chief Administrative Officer be rescinded;

AND THAT Ms. Nikki Gilmore be appointed as Chief Administrative Officer (CAO) for the Village of Pemberton effective Monday, November 3, 2014;

AND THAT Ms. Nikki Gilmore be appointed;

- a) Chief Administrative Officer with the duties and responsibility assigned under Section 147 of the *Community Charter* and Village of Pemberton Chief Administrative Officer Bylaw No. 682, 2011;
- b) Airport Manager,
- c) A Financial Signing Officer for the Village.

Sheena Fraser
Manager of Corporate & Legislative Services

CHIEF ADMINISTRATIVE OFFICER REVIEW

Nikki Gilmore, Chief Administrative Officer