

**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, April 1, 2014 at 1:00 p.m. in the Council Boardroom, 7400 Prospect Street. This is Meeting No. 114.

ATTENDING: Acting Mayor Alan LeBlanc
Councillor Ted Craddock
Councillor James Linklater
Councillor Mike Richman

STAFF: Daniel Sailland, Chief Administrative Officer
Sheena Fraser, Manager of Administrative Services & Corporate Officer
Nikki Gilmore, Manager of Finance
Lonny Miller, Manager of Public Works & Capital Projects

Public: 0

1. CALL TO ORDER

At 1:06 p.m. Acting Mayor LeBlanc called the April 1, 2014 Committee of Whole meeting to order.

2. APPROVAL OF AGENDA

Moved/Seconded

THAT the agenda be approved as presented.

CARRIED

3. Community Initiative & Opportunity Fund Application

100th Anniversary of Rail Celebrations – request for support

Niki Madigan, Curator
Pemberton & District Museum & Archive Society

Niki Madigan introduced Dave Midgley, Vice President, Flo Bilenduke, Treasurer and Mabel Stillwell, Board Member and provided an overview of the activities that are being planned to celebrate the 100th Anniversary of Rail coming to Pemberton. Madigan advised that the Celebration will be held on Saturday, August 23rd and planning is well underway. The Museum is seeking funding from the Community Initiative and Opportunity Fund, in the amount of \$7,500, to support the following activities:

- Advertising
- Event Coordinator (summer student)

- Banners for the downtown core
- Prep and tear down of the Wye Lands

Moved/Seconded

THAT the request for funding, in the amount of \$7,500, be supported once it is determined by Council whether or not it should be provided from the Community Initiative & Opportunity Fund or from the Community Enhancement Fund.

CARRIED

A brief discussion took place regarding the CIOF policy related to the maximum amount that may be requested. It was determined that it would be appropriate to amend the policy to provide better clarity in this regard.

Community Initiative and Opportunity Fund Policy Amendment:

Moved/Seconded

THAT the CIOF policy be amended as follows:

“No one request will exceed a maximum of 25% of the yearly budget”

AND THAT staff bring forward this amendment for approval at the next Regular Council Meeting.

CARRIED

4. Public Works Report

Lonny Miller, Acting Manager of Public Works, presented an update on the activities of the Public Works department and advised that going forward a monthly update will be provided at the Committee of the Whole.

Discussion took place regarding the following:

- Asset Management Plan
- Infrastructure maintenance/repair or replacement priorities
- Well redevelopment
- Friendship Trail Bridge – timelines for the completion of design options.

Moved/Seconded

THAT the report be received as information

CARRIED

5. 2014 Budget Review and Discussions

Nikki Gilmore, Manager of Finance, presented the draft budget highlights and provided a high level overview of the impacts of increases to Tax and Utilities for residential (Class 1) units. The scenarios spanned from a 0% increase up to a 3% increase. Gilmore also noted that a 1% increase only generates approximately \$11,000 in additional revenue.

A review of department budgets was completed along with a review of the revised recommended expenditures for the Community Centre Parcel Tax as provided by the Recreation Services Manager. The revised budget would see \$100,000 worth of expenditures for the completion of the Development Permit requirements (parking lot line painting), maintenance to the exterior of the building, interior preventative maintenance, Fitness Centre equipment and Recreation software.

Discussion took place regarding the following:

- Use of the Parcel Tax for items other than those related to the outstanding Development Permit requirements
- Is it appropriate to allocated the funding received through the Parcel Tax for items that could be considered to be operational
- Why these operational costs would not be funded through the recreation requisition
- Does the exterior work include the cost to add "and District" to the sign on the building
- Cost of the construction of the community centre and builder guarantees and what was the final cost of the project
- The cost overruns related to Transit

Recreation – Community Centre:

Moved/Seconded

THAT the CoW recommend to Council that Staff be directed to seek a legal opinion with respect to whether or not additional electoral approval/assent should have been sought to support the cost overruns of the Community Centre Project.

CARRIED

Moved/Seconded

THAT the Cow recommend to council that staff be instructed to request from the SLRD the final cost of site prep and construction of the Community Centre.

CARRIED

THAT the CoW recommend to Council that staff undertake a review the Community Centre Building Permit file and prepare a report clarifying what professional sign-offs were provided and what guarantees were included with those sign-offs.

CARRIED

Transit:

Moved/Seconded

THAT the CoW recommends to Council that correspondence be sent to the SLRD advising that due to the three year delay in billing from the SLRD and to the unforecasted increase in costs, the Village does not have the funds to pay the transit deficit, in the amount of \$22,000;

AND THAT the Village respectfully requests that the deficit of \$22,000 be covered out of the SLRD General Funds as was done for SLRD Area C.

CARRIED

Tax Increase:

Moved/Seconded

THAT the Committee of the Whole recommend to Council a 1% increase to taxes for the 2014 fiscal year.

CARRIED

Staff will prepare the following bylaw for presentation at the April 15th Council meeting for First, Second and Third Readings:

2014 – 2018 Five Year Financial Plan Bylaw
2014 Tax Rates Bylaw
Community Centre Parcel Tax Amendment Bylaw
Water Frontage Amendment Bylaw
Sewer Frontage Amendment Bylaw

**6. Recreation Service Establishment Bylaw Proposed Amendment–
Discussion**

- a) Peter DeJong, Director of Administrative Services, Squamish Lillooet Regional District, dated March 12, 2014, regarding the Pemberton/Area C Recreation Local Services Establishment Bylaw 646, 1997, Amendment Bylaw No. 1325-2014 and request from PVUS for the Village to consider amending the current bylaw as per Clause 4 of the PVUS resolution noted below:

***THAT** the Village of Pemberton and the Squamish-Lillooet Regional District mutually agree to a bylaw amendment to the current Pemberton/Area C Community Recreation Local Service Establishment Bylaw No. 646, 1997 that clarifies the inclusion of existing recreation services, including the Pemberton & District Community Centre, the Youth Centre, the Meadows fields and the Gates Lake Park by the April 28, 2014 Squamish-Lillooet Regional District Board meeting.*

Moved/Seconded

THAT staff seek a legal opinion with respect to the process required and to understand if the assent or approval of the electorate is required to amend the Pemberton/Area C Community Recreation Local Service Establishment Bylaw No. 646, 1997 to add other recreation facilities, other than the one referred to in the Bylaw as “the former high school on Pemberton Meadows Road” (“Meadows Facility);

AND THAT staff prepare a draft response to the correspondence from Mr. Peter DeJong, dated March 12, 2014, for review at the Committee of the Whole to be held on April 15, 2014.

CARRIED

7. ADJOURNMENT

The Committee of the Whole was adjourned at 4:20 p.m.



Alan LeBlanc
Acting Mayor



Sheena Fraser
Corporate Officer