

**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, February 7, 2017 at 1:00 p.m., at Council Chambers, 7400 Prospect Street. This is meeting No. 157.

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**ATTENDING:** Mayor Mike Richman  
Councillor James Linklater  
Councillor Karen Ross  
Councillor Ted Craddock

**Absent:** Councillor Jennie Helmer

**STAFF:** Nikki Gilmore, Chief Administrative Officer  
Sheena Fraser, Manager of Corporate & Legislative Services  
Shelley Termuende, Legislative Assistant  
Wendy Olsson, Executive Assistant  
Lena Martin, Manager of Finance and Administration

**PUBLIC:** 1

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**1. CALL TO ORDER**

At 1:00 p.m. Mayor Richman called the January 17, 2017, Committee of Whole Meeting to order.

**2. APPROVAL OF AGENDA**

Moved/Seconded  
**THAT** the agenda be approved as presented.  
**CARRIED**

**3. APPROVAL OF THE MINUTES**

**a) Committee of the Whole No. 156 – Tuesday, January 17, 2017**

Moved/Seconded  
**THAT** the minutes of Committee of the Whole Meeting No. 156, held Tuesday, January 17, 2017, be adopted as circulated.  
**CARRIED**

**4. SPECIAL EVENT AMENDMENT BYLAW – DRAFT FOR DISCUSSION**

Wendy Olsson, Executive Assistant, presented the draft Special Event Amendment Bylaw and provided an overview of proposed amendments.

The Proposed amendments include:

- The requirement to receive approval of the Village for the proposed dates of an event prior to publicizing or advertising the event
- Establishes that the application must include full payment, required approvals and supporting documentation at time of submission
- Updating the Application Fee and Additional Costs to include a fine structure for late applications
- Adjustment of the application deadlines for both a Major and Minor event.
- Streamlining the stakeholder/other agency approvals required
- Requirement to submit a communications plan that outlines the procedure, timelines and type of communication to be shared with the community and media for the purpose of the event

Discussion took place regarding the following:

- Clarification on the proposed fine fee structure
- Clarification with respect to the difference between a Major and Minor Event

Moved/Seconded

**THAT** The committee of the whole support the Special Event Amendment Bylaw as presented.

**CARRIED**

Moved/Seconded

**THAT** the Special Event Amendment Bylaw be referred to Council for consideration of First, Second and Third Reading at the Regular Council Meeting scheduled for Tuesday, February 21, 2017.

**CARRIED**

## **5. CAPITAL BUDGET SESSION NO. 1 – 2017 OPERATING AND PROJECT CAPITAL EXPENSES**

Lena Martin, Manager of Finance and Administration, presented the 2017 draft budget for review.

Discussion took place regarding the following:

- The Village's adjustment starting in 2017 to invoice for both taxes and utilities on one notice and due in July
- Departmental budgets (Administration, Legislative, Fire, Development Services, Public Works, Water, Sewer and Airport)
- Pemberton Music Festival Cost Recovery
- Cost of Living Increase for Council remuneration
- Impacts of new Fire Service Agreement once in place

- Roads maintenance
- Capital Project review
- Setting aside funds to reserve accounts

Moved/Seconded

**THAT** staff bring back to the next budget session, scheduled for February 27<sup>th</sup>, for further consideration by the Committee of the Whole the following information:

- Estimates of Current year-to-date Reserve Balances
- Schedule of debt financing timelines (long and short term debt)
- Pemberton Music Festival Cost Recovery Operation Statement
- Overview of costing for downtown road repairs
- Tax impact of an additional 2%, 4% or 6% increase to transfer to reserve accounts for future expenditures
- Breakout of new sewer expenses included in overhead

**CARRIED**

The Committee considered opening the meeting to the member of the public in attendance to ask questions or seek clarification with respect to the budget discussions that took place at the meeting.

Moved/Seconded

**THAT** the Committee of the Whole Meeting be open for questions from the public.

**CARRIED**

Mayor Richman invited the public to ask questions.

### **Erin Worrod – Olive Street (Village of Pemberton)**

Ms. Worrod sought clarity and asked questions with respect to the following:

- Transit Budget
- Remuneration
- Benefit Costs

At 3:42 p.m. Lena Martin, Manager of Finance and Administrative Services, left the meeting.

## **6. GEORGE MASSEY TUNNEL REPLACEMENT PROJECT – DISCUSSION**

Moved/Seconded

**THAT** The correspondence from the City of Richmond regarding the George Massey Tunnel Replacement Project be received.

**CARRIED**

## **7. ADJOURNMENT**

The Committee of the Whole Meeting was adjourned at 3:43 p.m.

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Mike Richman  
Mayor

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Sheena Fraser  
Corporate Officer