

**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.

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

1. CALL TO ORDER

At 1:00 p.m. Mayor Richman called the 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 27th, 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.

Mike Richman
Mayor

Sheena Fraser
Corporate Officer