

Date: Tuesday, January 21, 2025
To: Elizabeth Tracy, Chief Administrative Officer
From: Gwendolyn Kennedy, Manager, Corporate & Legislative Services
Subject: 2025 Committee & Liaison Appointments

PURPOSE

The purpose of this report is to obtain Council's direction regarding appointments of members to committees and boards and to establish the acting mayor schedule for 2025.

BACKGROUND

Each year, Council reviews the list of committee and board appointments and makes changes as necessary and establishes the acting mayor schedule for the year. The 2024 list of appointments is attached as **Appendix A** for reference.

DISCUSSION & COMMENTS

Acting Mayor Schedule

Council typically supports a three-month rotation for acting mayor. Alphabetical order has been used in the past to assign the rotation, except when a council member's schedule does not align with their place in the rotation.

January, February, March	Councillor Craddock
April, May, June	Councillor Helmer
July, August, September	Councillor Nightingale
October, November, December	Councillor Ramsden

Parcel Tax Roll Review

As per sections 204 (1) and (2) of the *Community Charter*, before a parcel tax is imposed for the first time on a new property, Council must appoint at least three persons to the Parcel Tax Review Panel. The panel must consider any complaints respecting the parcel tax roll and must authenticate the roll no later than March 16th. In 2024 Councillors Craddock, Helmer and Ramsden were appointed to the Parcel Tax Roll Review Panel.

Appointment to Council Committees

Pursuant to Section 52 (b) of the Council Procedure Bylaw the Mayor is an ex-officio member of all Village of Pemberton committees and is entitled to vote on any matter before a committee. The Village does not have any standing or select committees of Council at this time.

Committee Established by Bylaw

Emergency Planning & Operations Committee

Emergency Measures Bylaw No. 539, 2004 establishes that the Village must have an Emergency Planning & Operations Committee to facilitate emergency preparedness, response, and recovery measures. Membership includes one member of Council, the CAO, the Emergency Program Coordinator, department heads, and other members as determined by Council. Councillor Ramsden has been appointed to the committee with Councillor Helmer as the alternate.

This appointment must be reaffirmed each year. No resolution is required unless a change to the current appointments takes place.

Community Committees (Cemetery Committee)

A community committee is established by another organization or group to bring together groups or individuals to work on a specific issue or project. The Village participates on one community committee, the Cemetery Committee.

The Pemberton Cemetery Committee, funded through the Pemberton Valley Utilities and Services Committee budget, provides oversight of the cemetery. The committee is comprised of representatives from the Legion, SLRD Electoral Area C and the Village. In 2016, it was decided that it would be appropriate for a Council member to represent the Village on the Committee. Councillor Nightingale currently holds the Village appointment to the Cemetery Committee; Councillor Helmer is the alternate.

The appointments must be reaffirmed by resolution each year.

Joint Committees (Intergovernmental)

The Village participates in five joint or intergovernmental committees. The following members are currently appointed to represent the Village:

Nukw7ántwaʔ Intergovernmental Relations Committee: The Mayor, CAO and the Executive Assistant represent the Village.

Pemberton Valley Emergency Management Committee: The Mayor, CAO and Emergency Program Coordinator represent the Village.

Regional Economic Development Collaborative: The Village is represented by Councillor Ramsden and the Village's Senior Planner with Councillor Nightingale appointed as the alternate.

Sea to Sky Regional Transit Commission: The Village is represented by the Mayor and the Chief Administrative Officer.

Joint Wellness Committee – Graduating Student Bursary Review: The Village is represented by Councillor Ramsden.

A resolution of Council is required if a current sitting member wishes to step down from one of the joint committees.

Board Appointments

Squamish-Lillooet Regional District Appointments

The Village of Pemberton is represented on the Squamish-Lillooet Regional District (SLRD) Board and certain committees affiliated with the work of the SLRD. Pursuant to sections 197 and 200 of the *Local Government Act*, the Village appoints one member to act as the Village representative to the SLRD Board and a second member as an alternate, confirmed by resolution at the beginning of Council's term and reconfirmed each year before December. If either the Village representative or the alternate resigns from Council or elects to no longer be the Village representative, then Council is required to make a new appointment.

Squamish-Lillooet Regional District Board: In 2024, Mayor Richman was re-appointed as the Village of Pemberton representative with Councillor Nightingale as the alternate.

Pemberton Valley Utilities and Services Committee (PVUS): The PVUS Committee is a committee of the Squamish-Lillooet Regional District Board, convened to discuss shared services between SLRD Electoral Area C and the Village of Pemberton. PVUS Committee meetings are held based on a schedule established by the Committee each year. The current appointments are Mayor Richman and Councillor Ramsden.

Sea to Sky Regional Hospital District: Sea to Sky Regional Hospital District exists to borrow funds and finance construction projects or equipment purchases at facilities located within the hospital district boundary. Regional hospital districts are governed under the provincial *Hospital District Act*. The Sea to Sky Regional Hospital District Board is composed of the SLRD Electoral Area C and D Directors, along with the Municipal Directors from the Village of Pemberton, the Resort Municipality of Whistler, and the District of Squamish.

Currently, Mayor Richman is the Village appointee with Councillor Nightingale the alternate.

Pemberton Lillooet Treaty Advisory Committee (PLTAC): The Village must appoint two representatives to the PLTAC. The mandate of the PLTAC is to ensure that local government interests are represented in the treaties being negotiated in the Pemberton-Lillooet area under the BC Treaty Commission (BCTC) process¹.

The PLTAC has not met in several years but in anticipation that there may be work for the Committee to do in the future it is recommended that Council make an appointment.

¹ Pemberton-Lillooet Treaty Advisory Committee – Interests in Treaty Making – Draft3, December, 2006

The meeting schedule is based on the need to call a meeting and is coordinated by the SLRD.

Mayor Richman is the Village appointee with Councillor Nightingale the alternate.

Pemberton & District Library Board

The Library Board meets on the third Thursday of each month except for July and August. Trustees are required to attend a minimum of six meetings a year. The Village is represented by Councillor Nightingale with Councillor Ramsden the alternate.

The Village is required to re-confirm appointments by resolution each year.

Spełkúmtn Community Forest Board:

At the Regular Meeting No. 1851, held May 9, 2023, Council appointed Councillor Nightingale to the Spełkúmtn Community Forest Board. There are no alternates required for this governing body. As this is a three-year appointment there is no requirement for the appointment to reaffirmed by resolution.

Association Membership (Municipal Insurance Association of BC)

The Village is a member of the Municipal Insurance Association of BC. The Village must appoint two members of Council (one voting and one non-voting member) to represent the Village at the MIABC Annual General Meeting, held each year during the Union of British Columbia Municipalities meeting in September. In 2024, Councillor Craddock and Councillor Helmer were the Village representatives to MIABC.

The Village is required to confirm appointments by resolution each year.

Liaison to other entities

In 2009, to support cooperation between jurisdictions and organizations, Council determined to have a member of Council attend open meetings of other committees or organizations. Council members attending these meetings are not appointed to the body; rather, Council members are in attendance as members of the public and as observers. In 2024, Council members attended the following committee or board meetings:

- Pemberton Valley Dyking District (Councillor Craddock)
- Pemberton Valley Trails Association (Councillor Nightingale)
- SLRD Agricultural Advisory Committee (Councillor Ramsden)
- Tourism Pemberton (Councillor Craddock)
- Pemberton Arts Council (Councillor Nightingale)
- Pemberton and District Chamber of Commerce (Councillor Ramsden)

Council members typically confirm their attendance each year. Resolutions are not required.

COMMUNICATIONS

Upon confirmation of appointments, correspondence is sent to those organizations/groups that require an appointment by resolution advising who the Village representative will be and providing contact information as appropriate.

The committee appointment list will be posted on the Village website and committee appointments will be added to each Council member's biography.

LEGAL CONSIDERATIONS

Establishing Committees and appointing representatives to committees meets with legislation outlined in the *Community Charter* as noted above and the *Village of Pemberton Council Procedure Bylaw*.

BUDGET & STAFFING

This report has no impact on budget or staffing.

INTERDEPARTMENTAL IMPACT

Appointments to committees and boards have no impact on other departments.

COMMUNITY CLIMATE ACTION PLAN

Board and committee appointments have no impact on the Community Climate Action Plan strategies.

STRATEGIC PRIORITIES

Board and committee appointments have no impact on Council's strategic priorities.

IMPACT ON THE REGION

Board and committee appointments have no impact on other jurisdictions.

ALTERNATIVE OPTIONS

There are no alternative options.

RECOMMENDATIONS

Recommendation 1:

THAT Council approves the following schedule for the role of acting mayor in 2025:

January, February, March	
April, May, June	
July, August, September	
October, November, December	

Recommendation 2:

THAT Council confirms the following appointments for 2025:

Committee or Board	Village Representative(s)	Alternate
Parcel Tax Roll Review Panel	<i>3 councillors to be named</i>	NA
Cemetery Committee	Councillor Nightingale	Councillor Helmer
Squamish-Lillooet Regional District Board	Mayor Richman	Councillor Ramsden
Pemberton Valley Utilities and Services Committee (PVUS)	Mayor Richman	Councillor Ramsden
Sea to Sky Regional Hospital District	Mayor Richman	Councillor Nightingale
Pemberton Lillooet Treaty Advisory Committee (PLTAC)	Mayor Richman	Councillor Nightingale
Pemberton & District Library Board	Councillor Nightingale	Councillor Ramsden
Municipal Insurance Association of BC	Councillor Craddock (voting)	Councillor Ramsden (non-voting)

ATTACHMENTS:

Appendix A: 2024 Updated Committee and Board Appointments List

Prepared by:	Gwendolyn Kennedy, Manager, Corporate & Legislative Services
CAO approval:	Elizabeth Tracy, Chief Administrative Officer