

**VILLAGE OF PEMBERTON  
-REGULAR COUNCIL MEETING AGENDA-**

**Agenda for the Regular Meeting** of Council of the Village of Pemberton to be held Tuesday, May 3, 2016, at 7:00 p.m. in **Council Chambers, 7400 Prospect Street**. This is Meeting No. 1426.

*“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.”*

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<b>Item of Business</b>	<b>Page No.</b>
<b>1. CALL TO ORDER</b>	
<b>2. APPROVAL OF AGENDA</b>	
<b>Recommendation:</b> THAT the Agenda be approved as presented.	
<b>3. RISE WITH REPORT FROM IN CAMERA (CLOSED)</b>	
<b>4. ADOPTION OF MINUTES</b>	
<b>a) Regular Council Meeting No. 1425– Tuesday, April 19, 2016</b>	4
<b>Recommendation:</b> THAT the minutes of Regular Council Meeting No. 1425 held Tuesday, April 19, 2016, be adopted as circulated.	
<b>5. BUSINESS ARISING FROM COMMITTEE OF THE WHOLE</b>	
<b>6. COMMITTEE MINUTES - FOR INFORMATION</b>	
There are no Committee Minutes for presentation.	
<b>7. DELEGATIONS</b>	
<b>a) Darcy Haw, CPA, CA, Partner, Assurance Services and Carolyn Gillis, Manager Assurance Services, MNP – presentation of the Draft 2014 Audit.</b>	15
<b>8. REPORTS</b>	
<b>a) Corporate &amp; Legislative Services</b>	
<b>i. 2016 Sea to Sky Mountain Bike Visitors Study – Village of Pemberton participation</b>	39
<b>Recommendation:</b> THAT Council provide direction to Staff with respect to funding support for the Sea to Sky Mountain Bike Study	
<b>b) Mayor</b>	
<b>c) Councillors</b>	

## 9. BYLAWS

### a) Fourth and Final Readings (Adoption)

- i. **Municipal Ticket Information Utilization Bylaw No. 800, 2016** 67

**Recommendation: THAT** Municipal Ticket Information Amendment Bylaw No.800, 2016 be given fourth and final reading.

- ii. **2016-2020 Five Year Financial Plan Bylaw No. 801, 2016** 83

**Recommendation: THAT** Five Year Financial Plan Bylaw No. 801, 2016 be given fourth and final reading.

- iii. **Annual Tax Rates Bylaw No. 802, 2016** 90

**Recommendation: THAT** Annual Tax Rates Bylaw No. 802, 2016 be given fourth and final reading.

- iv. **Water Frontage Tax Amendment Bylaw No. 803, 2016** 92

**Recommendation: THAT** Water Frontage Tax Amendment No. 803, 2016 be given fourth and final reading.

- v. **Sewer Frontage Tax Amendment Bylaw No. 804, 2016** 93

**Recommendation: THAT** Sewer Frontage Tax Amendment Bylaw No. 804, 2016 be given fourth and final reading.

### b) First, Second and Third Readings

- i. **Water Rates Amendment Bylaw No. 805, 2016** 94

**Recommendation: THAT** Water Rates Bylaw No. 805, 2016 receive First, Second and Third Readings.

- ii. **Sewer Rates Amendment Bylaw No. 806, 2016** 97

**Recommendation: THAT** Sewer Rates Bylaw No. 806, 2016 receive First, Second and Third Readings.

## 10. CORRESPONDENCE

### a) For Action

- i. **Correspondence from Kim Slater, Executive Director, Sea to Sky Clean Air Society, dated April 26, 2016, requesting that the Village Proclaim May 30 – June 5 “Bike to Work & School Week 2016”.** 100

**Recommendation: THAT** the Village Proclaim May 30 – June 5 “Bike to Work & School Week 2016”;

**AND THAT** the Mayor read the Proclamation.

- ii. **Correspondence from Donna Hasan, dated April 26, 2016, requesting that Eagle Ridge Drive be re-opened.** 103

**Recommendation: THAT** Council provide direction with respect to a response on this matter.

**b) For Information**

- i. **Copy of correspondence from Jessica Delany to the Squamish Lillooet Regional District Regarding Non-farm use and extension of Festival Lands** 104
- ii. **Copy of Information Bulletin issued by Vancouver Coastal Health, April 22, 2016** 108

**Recommendation: THAT** the above correspondence be received for information.

**11. DECISION ON LATE BUSINESS**

**12. LATE BUSINESS**

**13. NOTICE OF MOTION**

**14. QUESTION PERIOD**

111

**15. ADJOURNMENT**

**VILLAGE OF PEMBERTON  
-REGULAR COUNCIL MEETING MINUTES-**

**Minutes of the Regular Meeting** of Council of the Village of Pemberton held on Tuesday, April 19, 2016 at 9:00 a.m. **in Council Chambers, 7400 Prospect Street.** This is Meeting No. 1425.

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**IN ATTENDANCE:** Mayor Mike Richman  
Councillor Ted Craddock  
Councillor Jennie Helmer  
Councillor James Linklater  
Councillor Karen Ross

**STAFF IN ATTENDANCE:** Nikki Gilmore, Chief Administrative Officer  
Sheena Fraser, Manager of Corporate & Legislative Services  
Tim Harris, Manager of Operations & Development Services  
Lisa Pedrini, Planner, Development Services  
Jill Brooksbank, Communications and Grants Coordinator  
Sarah Dicker, Legislative Assistant

**Public:** 9

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**1. CALL TO ORDER**

At 8:59 a.m. Mayor Richman called the meeting to order.

**2. APPROVAL OF AGENDA**

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

**3. RISE WITH REPORT FROM IN CAMERA**

Council did not rise with report from previous meetings.

**4. ADOPTION OF MINUTES**

**a) Regular Council Meeting No. 1422 – Tuesday, March 15, 2016**

Moved/Seconded  
**THAT** the minutes of Regular Council Meeting No. 1422 held Tuesday, March 15, 2016, be adopted as circulated.  
**CARRIED**



**b) Special Council Meeting No. 1423 – Tuesday, April 5, 2016**

Moved/Seconded

**THAT** the minutes of the Special Council Meeting No. 1423, held Tuesday, April 5, 2016 be adopted as circulated.

**CARRIED**

**c) Special Council Meeting No. 1424 – Tuesday, April 6, 2016**

Moved/Seconded

**THAT** the minutes of the Special Council Meeting No. 1424, held Tuesday, April 6, 2016 be adopted as circulated.

**CARRIED**

**5. BUSINESS ARISING FROM COMMITTEE OF THE WHOLE**

**a) Tax & Utility Single Billing**

Moved/Seconded

**THAT** Utility Billing be added to the Village of Pemberton Tax Bill to establish single billing for both taxes and utilities;

**AND THAT** single billing be implemented in 2017;

**AND THAT** notice of this change in billing procedure be issued in the 2016 tax notices and over 2016 to ensure all property owners are aware of the change procedure.

**CARRIED**

**6. COMMITTEE MINUTES – FOR INFORMATION**

There were no minutes to be received.

**7. DELEGATIONS**

**a) Oliver Robson, Project Manager and Liz Scroggins, Project Coordinator/Community Liaison, Innergex Upper Lillooet Hydro Project – Update**

Liz Scroggins, Project Coordinator/Community Liaison, for Innergex gave an update on the Upper Lillooet and Boulder Creek Power Projects and the status of the transmission line installation. The update included an overview on the construction highlights carried out in 2013-2014 and the impacts of the 2015 Boulder Creek forest fire on the project. Ms.

Scroggins also noted that Satori Environmental Services continues to undertake independent environmental monitoring and reports are available on the project website and work is continuing on the Fish Habitat Enhancement Project, which will see habitat rehabilitation in the area of the Capricorn Slide. As well, it was noted that Innergex provides sponsorship contributions, in the amount of \$40,000 per year and included a listing of the many local organizations and groups that have been supported and provides local employment opportunities. In addition to the community contributions, Innergex contributed \$500,000 towards Village of Pemberton, Squamish-Lillooet Regional District and Lil'Wat Nation multijurisdictional Friendship Trail Bridget Project. A contract listing was also presented noting that to date approximately \$23,000,000 has been spent in the local service area.

Oliver Robson, Project Manager, for Innergex provided an overview of civil works done in 2015 including the transmission line work along segment 6 which is relatively steep terrain. Robson presented a list of civil works activities in the Lillooet River and Boulder Creek areas and what is planned for 2016. He spoke on the economic impact of the project in the local area in terms of job creation and expenditure.

## 8. REPORTS

### a) Office of the CAO

#### i. Airport Infrastructure Funding - British Columbia Air Access Program (BCAAP)

Moved/Seconded

**THAT** the Airport Infrastructure Grant application and the activities proposed therein be supported;

**AND THAT** Council approves the 25% matching component up to \$25,000.

**CARRIED**

#### ii. BC Bike Program, Friendship Trail Bridge Application

Moved/Seconded

**THAT** Council supports the application of the BikeBC for grant funding, in the amount of \$430,190, to increase the revenue required for the Friendship Trail/Multi-Use Bridge construction.

**CARRIED**

### iii. Regional Agencies Communication Workshop

Moved/Seconded

**THAT** Council directs to staff on organizing a Communications workshop with the intent of developing a communications protocol between the Village of Pemberton, Vancouver Coastal Health, Sea to Sky School District No. 48 and the SLRD.

**CARRIED**

### b) Operations and Development Services

#### i. Pemberton Valley Men's Shed – Status Report

Moved/Seconded

**THAT** Council receives the report;

**AND THAT** the proposed arrangement to lease the middle bay of the Village of Pemberton owned and maintained Storage Shed, located at 7400 Prospect Street, to the Pemberton Valley Seniors Society for temporary use as the Pemberton Valley Tool Library until such time as another suitable location is established be supported;

**AND THAT** staff be directed to negotiate a lease agreement and bring back to Council for approval.

**CARRIED**

### c) Mayor

- Mayor Mike Richman reported on the following:
  - SLRD Board meeting and in particular spoke about the Anderson Lake Slide concerns and provided an update on the current status of the drainage issues.
  - Attended various community group meetings such as Healthy Pregnancy Group, Pemberton Women's Institute, Chamber of Commerce Luncheon and the Community Group Meeting hosted by the Chamber of Commerce
  - Provided a reminder that May 2<sup>nd</sup> at 2:00 p.m. is the last day to place an order for a discounted water filter from the Village
  - Congratulated Pemberton Arts & Culture Council on its 10<sup>th</sup> Anniversary
- Mayor Richman reminded of the following events:
  - Pemberton Music Festival job fair April 30<sup>th</sup>
  - Open House for the Agriculture Parks Plan on April 28<sup>th</sup> at 5.30pm
  - Rotary Club are selling hanging baskets with proceeds going to a Pemberton Secondary School bursary for grade 12 students
  - Red Devils fundraising event April 23<sup>rd</sup>

- Committee of the Whole Meeting is tonight at 5:30p.m at the Pemberton Community Centre

#### **d) Councillors**

##### **Councillor Craddock**

- Attended the Pemberton Valley Dyking District AGM and reported on their election and 2015 financial statements.

##### **Councillor Ross**

Councillor Ross did not have anything to report at this time.

##### **Councillor Linklater**

Councillor Linklater did not have anything to report at this time.

##### **Councillor Helmer**

Councillor Helmer did not have anything to report at this time

## **9. BYLAWS**

### **a) First, Second and Third Readings**

#### **i. Municipal Ticket Information Utilization Bylaw No. 800, 2016**

Moved/Seconded

**THAT** Municipal Ticket Information Amendment Bylaw No.800, 2016 be given first, second and third reading.

**CARRIED**

Moved/Seconded

**THAT** Staff review the Bylaw Dispute Adjudication System established by the SLRD and report back to Council.

**CARRIED**

#### **ii. 2016-2020 Five Year Financial Plan Bylaw No. 801, 2016**

Moved/Seconded

**THAT** Five Year Financial Plan Bylaw No. 801, 2016 receive first, second and third reading as amended as follows:

- 2016 – 2020 Five Year Consolidated statement – adjust the rounding on the statement totals
- 2016 Revenue Policy Disclosure Chart – revise revenue and percentages
- Change reference to 2019 to 2020
- Under Note 2 - adjust the Water Conditioning System Project to \$425,000

**CARRIED**

**iii. Annual Tax Rates Bylaw No. 802, 2016**

Moved/Seconded

**THAT** Annual Tax Rates Bylaw No. 802, 2016 receive first, second and third reading.

**CARRIED**

**iv. Water Frontage Tax Amendment Bylaw No. 803, 2016**

Moved/Seconded

**THAT** Bylaw No. 803, 2016 receive first, second and third reading.

**CARRIED**

**v. Sewer Frontage Tax Amendment Bylaw No. 804, 2016**

Moved/Seconded

**THAT** Bylaw No. 802, 2016 receive first, second and third reading.

**CARRIED**

**10. CORRESPONDENCE**

**a) For Action**

- i. Correspondence from Deryk Lee, President, Public Works Association of British Columbia, dated March 22<sup>nd</sup> 2016, requesting that the Village declare May 15<sup>th</sup> – 21<sup>st</sup> 2016, ‘Public Works Week’.**

Moved/Seconded

**THAT** May 15<sup>th</sup> – 21<sup>st</sup> 2016, be proclaimed ‘Public Works Week’ in the Village of Pemberton

**CARRIED**

Mayor Richman read the following Proclamation:

*“PUBLIC WORKS – ALWAYS THERE”  
MAY 15-21, 2016*

**WHEREAS:** public works infrastructure facilities and services are vital to the health, safety and well-being of the residents of the Village of Pemberton; and

**WHEREAS:** such facilities and services could not be provided without the dedicated efforts of the public works professionals, engineers and administrator who are responsible for building, operating and maintaining the public works systems that serve its citizens; and

**WHEREAS:** the Public Works Association instituted Public Works Week as a public education campaign “to inform communities and their leaders on the importance of our nation’s public infrastructure and public works services”, and

**WHEREAS:** it is in the public interest of citizens and civic leaders to gain knowledge of the public works needs and programs of their respective communities; and

**WHEREAS:** Public Works Week also recognizes the contributions of public works professionals

**NOW THEREFORE,** I, Mayor Richman, Mayor of Pemberton, do hereby proclaim the week of May 15-21, 2016, as Public Works Week in the Village of Pemberton.

At 10:43 a.m. the Regular Meeting was recessed.

At 10:48 a.m. the Regular Meeting was reconvened.

At 10:49 a.m. Mayor Mike Richman declared a conflict pursuant to Section 100 (2) (b) and left the meeting. Councillor Linklater assumed the Chair’s seat as he is Acting Mayor in the absence of the Mayor.

- ii. **Correspondence from Phill Read, Pemberton Secondary School, Red Devils Association, dated March 22<sup>nd</sup> 2016, requesting donations to support the High School Sports Programs and Competitions.**

Moved/Seconded

**THAT** a contribution, in the amount of \$200, be made from the Community Enhancement Fund, for a gift basket to be donated as a silent auction item for the Pemberton Secondary School Red Devils Association Fundraiser;

**AND THAT** a request be sent to SLRD Electoral Area C Director to consider making a matching contribution.

**CARRIED**

At 11:00 a.m. Mayor Richman returned to the meeting and assumed the Chairs seat.

- iii. **Correspondence from Jack Crompton, Chair of Squamish-Lillooet Regional District dated March 31<sup>st</sup> 2016, requesting a letter of support for the SLRD Solid Waste and Resource Management Plan to the Ministry of Environment.**

Moved/Seconded

**THAT** a letter of support for the SLRD Solid Waste and Water Resource Management Plan be sent to the Ministry of Environment.

**CARRIED**

- iv. **Correspondence from the Honourable Peter Fassbender, Minister of Community, Sport and Cultural Development, dated April 8<sup>th</sup> 2016, regarding consultation underway on issues surrounding the sharing economy with new competition from transportation and accommodation companies such as Airbnb, Uber and Lyft.**

Moved/Seconded

**THAT** correspondence be sent to The Honourable Peter Fassbender, Minister of Community, Sport and Cultural Development, advising that the Village is eager to participate in discussions related to the sharing economy and outlining the challenges and impacts the Village is currently facing as a result of the proliferation of Airbnb properties:

**AND THAT** a copy of the staff Report to Council titled "Short Term Vacation Rentals Update", dated February 2<sup>nd</sup>, 2016, be included as an attachment.

**CARRIED**

**b) For Information**

- i. Correspondence from Peter Ronald, Programs Officer, UBCM thanking Mayor and Council for submitting an application for the Community Wildlife Protection Plan Update for the Strategic Wildfire Prevention Initiative.

Moved/Seconded

**THAT** the above correspondence be received for information.

**CARRIED**

- ii. Copy of correspondence from Janet and Hugh Naylor to Pamela Goldsmith M.P. Re: Canada National Railway Crossings within the SLRD.

Moved/Seconded

**THAT** the above correspondence be received for information.

**CARRIED**

- iii. Correspondence from Mayor Nancy Wilhelm-Morden, Chair, Transportation Advisory Group, dated March 17<sup>th</sup> 2016, providing an update on the activities of the Transportation Advisory Group (TAG).

Moved/Seconded

**THAT** the above correspondence be received for information.

**CARRIED**

- iv. Correspondence from Dr. Paul Martiquet, Medical Health Officer, Vancouver Coastal Health, providing updates and information as a follow up to the Drinking Water Town Hall Meeting held April 5<sup>th</sup> 2016.

Moved/Seconded

**THAT** the above correspondence be received for information.

**CARRIED**

**11. DECISION ON LATE BUSINESS**

Moved/Seconded

**THAT** the Pemberton Music Festival's Expansion on Agriculture Land Reserve be added as late business.

**CARRIED**



## **12. LATE BUSINESS**

### **a. Pemberton Music Festival Expansion on ALR lands**

A discussion took place respecting the two applications for Non-Farm Use that were considered by the Agricultural Advisory Committee on April 13<sup>th</sup>. Staff will follow up and provide an update at a future meeting which will include the following:

- Memorandum of Understanding
- Maps with previous and new areas identified
- Temporary Use Permits (VOP vs. SLRD)

## **13. NOTICE OF MOTION**

There was no notice of motion.

## **14. QUESTION PERIOD**

### **Niki Vanker - 7451 Aspen Blvd (Village of Pemberton)**

Ms. Vanker had questions respecting the BC Bike Grant Application, the approval for the Pemberton Valley Seniors Association to utilize the Village storage shed for the Tool Lending Library and the contribution through Community Enhancement Fund to the Red Devils Fundraising Event. As well, requested that the Village provide a tax table that shows the difference in taxes between 2015 and 2016.

### **Julie Kelly - 1714 Hwy 99 (SLRD Electoral Area C)**

Ms. Kelly provided comments on the impacts of the Pemberton Music Festival on her neighbourhood located along Highway 99 and the Non-Farm Use applications currently before the SLRD.

At 11:54a.m. the Regular Meeting was recessed.

At 12:11p.m. the Regular Meeting was reconvened.

## **15. IN CAMERA**

Moved/Seconded

**THAT** pursuant to Section 90 (1) (e) acquisition, disposition or expropriation of land and (k) negotiations of the Community Charter, the Council of the Village of Pemberton serve notice to hold an In-Camera Meeting on today's date for the purpose of dealing with matters for which the public shall be excluded from attending.

**CARRIED**

At 12:11 p.m. Council moved In Camera.

At 1:27 p.m. Council rose without report.

## **16. AJOURNMENT**

Moved/Seconded

**THAT** the April 19th, 2016 Regular meeting be adjourned at 1:27 p.m.

**CARRIED**

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Mike Richman  
Mayor

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Sheena Fraser  
Corporate Officer

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**Village of Pemberton**  
**Consolidated Financial Statements**  
*Year ended December 31, 2014*



**Village of Pemberton  
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*For the year ended December 31, 2014*

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## Management's Responsibility

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To the Mayor and Council of the Village of Pemberton:

Management is responsible for the preparation and presentation of the accompanying consolidated financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian public sector accounting standards and ensuring that all information in the annual report is consistent with the statements. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibilities for the integrity and fairness of the consolidated financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of the consolidated financial statements.

The Mayor and Council are composed entirely of individuals who are neither management nor employees of the Village. The Mayor and Council are responsible for overseeing management in the performance of its financial reporting responsibilities, and for approving the financial information included in the annual report. The Mayor and Council fulfill these responsibilities by reviewing the financial information prepared by management and discussing relevant matters with management and external auditors. The Mayor and Council are also responsible for appointing the Village's external auditors.

MNP LLP, an independent firm of Chartered Professional Accountants, is appointed by the Mayor and Council to audit the consolidated financial statements and report directly to them; their report follows. The external auditors have full and free access to, and meet periodically with, both the Council and management to discuss their audit findings.

May 3, 2016

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Chief Administrative Officer

## Independent Auditors' Report

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To the Mayor and Council of the Village of Pemberton:

We have audited the accompanying consolidated financial statements of the Village of Pemberton, which comprise the consolidated statement of financial position as at December 31, 2014, and the consolidated statements of operations and accumulated surplus, changes in net debt and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

### *Management's Responsibility for the Consolidated Financial Statements*

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditors' Responsibility*

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### *Opinion*

In our opinion, the consolidated financial statements present fairly, in all material respects, the financial position of the Village of Pemberton as at December 31, 2014 and the results of its operations, changes in net debt and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Kelowna, British Columbia

May 3, 2016

*MNP* LLP

Chartered Professional Accountants

**Village of Pemberton**  
**Consolidated Statement of Financial Position**

*As at December 31, 2014*

	<b>2014</b>	<b>2013</b>
<b>Financial assets</b>		
Cash and cash equivalents <i>(Note 2)</i>	1,090,387	780,355
Accounts receivable		
Taxes receivable	510,045	661,149
Other	997,833	1,245,151
Municipal Finance Authority debt reserve <i>(Note 3)</i>	73,136	68,433
	<b>2,671,401</b>	<b>2,755,088</b>
<b>Financial liabilities</b>		
Accounts payable and accrued liabilities	739,091	878,700
Deferred revenue <i>(Note 4)</i>	1,307,486	1,126,099
Deposits and permits	89,801	84,922
Long-term liabilities <i>(Note 5)</i>	3,739,905	3,633,090
Obligations under capital leases <i>(Note 6)</i>	632,292	706,908
	<b>6,508,575</b>	<b>6,429,719</b>
<b>Net debt</b>	<b>(3,837,174)</b>	<b>(3,674,631)</b>
<b>Non-financial assets</b>		
Prepaid expenses	20,445	46,299
Tangible capital assets <i>(Note 7)</i>	18,882,981	18,809,567
	<b>18,903,426</b>	<b>18,855,866</b>
<b>Accumulated surplus</b> <i>(Note 8)</i>	<b>15,066,252</b>	<b>15,181,235</b>

Commitments and contingencies *(Note 11)*

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Financial Officer

**Village of Pemberton**  
**Consolidated Statement of Operations and Accumulated Surplus**  
*For the year ended December 31, 2014*

	Budget (Note 13)	2014	2013
<b>Revenue</b>			
Taxation (Note 9)	1,937,610	<b>1,838,169</b>	1,864,299
Water and sewer user rates	1,435,919	<b>1,421,365</b>	1,387,354
User charges	817,738	<b>182,233</b>	288,198
Penalties and interest income	18,000	<b>124,259</b>	123,915
Government transfers (Note 10)			
Provincial	981,205	<b>248,734</b>	551,684
Federal	-	<b>35,311</b>	-
Other local governments	235,124	<b>248,124</b>	212,594
Investment income	6,500	<b>7,216</b>	11,950
Other	1,017,801	<b>437,179</b>	155,275
Development cost charges	-	-	122,000
Gain on disposal of tangible capital assets	-	<b>135,000</b>	-
	6,449,897	<b>4,677,590</b>	4,717,269
<b>Expenses</b>			
General government	1,597,024	<b>1,418,406</b>	1,180,657
Fire protection services	450,696	<b>589,227</b>	433,697
Development and planning services	412,121	<b>327,169</b>	314,098
Public works and parks	873,749	<b>676,658</b>	644,239
Water utility	768,820	<b>843,510</b>	718,661
Sewer utility	931,009	<b>841,477</b>	817,294
Airport services	133,200	<b>96,126</b>	122,362
	5,166,619	<b>4,792,573</b>	4,231,008
Annual surplus (deficit)	1,283,278	<b>(114,983)</b>	486,261
Accumulated surplus, beginning of year	15,181,235	<b>15,181,235</b>	14,694,974
<b>Accumulated surplus, end of year (Note 8)</b>	16,464,513	<b>15,066,252</b>	15,181,235

The accompanying notes are an integral part of these financial statements



**Village of Pemberton**  
**Consolidated Statement of Changes in Net Debt**  
*For the year ended December 31, 2014*

	Budget (Note 13)	2014	2013
Annual surplus (deficit)	1,283,278	<b>(114,983)</b>	486,261
Acquisition of tangible capital assets	(3,059,547)	<b>(834,861)</b>	(1,647,566)
Disposition of tangible capital assets	-	-	30,755
Amortization of tangible capital assets	674,978	<b>761,446</b>	658,385
Reversal of amortization on disposition	-	-	(15,004)
	<b>(2,384,569)</b>	<b>(73,415)</b>	<b>(973,430)</b>
Change in prepaid expenses	-	<b>25,855</b>	6,647
Increase in net debt	(1,101,291)	<b>(162,543)</b>	(480,522)
Net debt, beginning of year	(3,674,631)	<b>(3,674,631)</b>	(3,194,109)
<b>Net debt, end of year</b>	<b>(4,775,922)</b>	<b>(3,837,174)</b>	<b>(3,674,631)</b>

*The accompanying notes are an integral part of these financial statements*

**Village of Pemberton**  
**Consolidated Statement of Cash Flows**  
*For the year ended December 31, 2014*

	2014	2013
<b>Cash provided by (used for) the following activities</b>		
<b>Operating Activities</b>		
Annual surplus (deficit)	(114,983)	486,261
Items not involving cash included in annual surplus		
Amortization of tangible capital assets	761,446	658,385
Amortization reversal on disposition	-	(15,004)
Gain on disposal of tangible capital assets	(135,000)	-
Change in financial assets and liabilities		
Accounts receivable	398,422	55,047
Municipal Finance Authority debt reserve	(4,703)	438,171
Accounts payable and accrued liabilities	(139,609)	(3,180)
Deferred revenues	181,387	(180,548)
Construction deposits	4,879	(223,041)
Change in non-financial assets		
Decrease in prepaid expenses	25,854	6,647
	<b>977,693</b>	<b>1,222,738</b>
<b>Capital Activities</b>		
Acquisition of tangible capital assets	(834,861)	(1,647,566)
Disposition of tangible capital assets	135,000	30,755
	<b>(699,861)</b>	<b>(1,616,811)</b>
<b>Financing Activities</b>		
Principal repayments on long-term liabilities	(203,185)	(195,062)
Advances of long-term liabilities	310,000	-
Repayment of obligations under capital lease	(88,706)	(64,322)
Advances of obligations under capital lease	14,091	307,327
	<b>32,200</b>	<b>47,943</b>
Increase (decrease) in cash and cash equivalents	<b>310,032</b>	<b>(346,130)</b>
Cash and cash equivalents, beginning of year	<b>780,355</b>	<b>1,126,485</b>
Cash and cash equivalents, end of year	<b>1,090,387</b>	<b>780,355</b>

*The accompanying notes are an integral part of these financial statements*

**Village of Pemberton**  
**Notes to the Consolidated Financial Statements**  
*For the year ended December 31, 2014*

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The Village of Pemberton (the "Village") was incorporated as a Village in 1956 under statute of the Province of British Columbia. Its principal activities include the provision of local government services to residents of the incorporated area. These include general government, fire protection, planning and development, parks and cultural services, water utility, sewer utility, airport services and fiscal services.

The Village is committed to building and maintaining a village which preserves and enhances the natural environment, heritage and uniqueness of the community. The Village's objectives are to provide open, fair, and responsive government, recognizing the impact of decisions on the residents of the community; to provide opportunities for commerce and industry; and to deliver municipal services in an effective manner at a cost acceptable to the taxpayers.

### 1. Significant accounting policies

The consolidated financial statements of the Village are prepared by management in accordance with Canadian public sector accounting standards as recommended by the Public Sector Accounting Board ("PSAB") of CPA Canada. Significant accounting policies adopted by the Village are as follows:

(a) Basis of consolidation

(i) Consolidated entities

The consolidated financial statements reflect the assets, liabilities, revenues and expenses of the reporting entity. The reporting entity is comprised of all the funds of the Village, segregated into General, Water Utility, Sewer Utility and Airport Services funds, and those of any local boards which are owned or controlled by the Village and that are accountable for the administration of their financial affairs and resources to the Village.

Interdepartmental and inter-organizational transactions and balances between these funds have been eliminated during consolidation.

(ii) Accounting for other government organizations and School Board transactions

The taxation, other revenues, expenses, assets and liabilities with respect to the operations of the other government entities and the School Boards with which the Village interacts are not reflected in these consolidated financial statements. Funds collected by the Village on behalf of these other entities and transmitted to them are summarized in Note 9. Funds received by the Village as transfers from other government entities are summarized in Note 10.

(b) Basis of accounting

The Village follows the accrual method of accounting for revenues and expenses. Revenues are normally recognized in the year in which they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

**Village of Pemberton**  
**Notes to the Consolidated Financial Statements**  
*For the year ended December 31, 2014*

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**1. Significant accounting policies (continued)**

(c) Revenue recognition

Property taxes, including frontage taxes and special assessments, are recognized as revenue in the year in which they are assessable. Water and sewer user rates, connection fees, sale of services, interest and penalties are recognized as revenue in the year the related service is provided.

The Village recognizes a government transfer as revenue when the transfer is authorized and all eligibility criteria, if any, have been met. A government transfer with stipulations giving rise to an obligation that meets the definition of a liability is recognized as a liability. In such circumstances, the Village recognizes revenue as the liability is settled.

(d) Deferred revenue

Deferred revenue represents development cost charges (DCCs), licenses and other fees which have been collected, but for which the related services or expense have yet to be performed or incurred. These amounts will be recognized as revenues in the fiscal year the services are performed or expenses incurred.

(e) Investment income

Investment income is reported as revenue in the period earned. When required by the funding government or related Act, investment income earned on deferred revenue is added to the investment and forms part of the deferred revenue balance.

(f) Reserves

Reserves for operating and capital purposes represent amounts reserved either internally or by statute for specific future purposes.

(g) Cash and cash equivalents

Cash and cash equivalents include cash and highly liquid investments with a term to maturity of 90 days or less at acquisition and readily convertible to cash.

(h) Long-term debt

Long-term debt is recorded net of related sinking fund balances.

**Village of Pemberton**  
**Notes to the Consolidated Financial Statements**  
*For the year ended December 31, 2014*

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**1. Significant accounting policies (continued)**

(i) Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

(i) Tangible capital assets

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets, excluding land and landfill sites, are amortized on a straight line basis over their estimated useful lives as follows:

Asset	Useful life - years
Buildings	50
Engineering structures	20-40
Machinery, equipment and vehicles	5-15
Water systems	50
Sewer systems	50

Annual amortization is charged in the year of acquisition and in the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

(ii) Contributions of tangible capital assets

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.

(iii) Natural resources

Natural resources that have not been purchased are not recognized as assets in the financial statements.

(iv) Works of art and cultural and historic assets

Works of art and cultural and historic assets are not recorded as assets in these financial statements.

(v) Interest capitalization

The Village does not capitalize interest costs associated with the acquisition or construction of a tangible capital asset.

**Village of Pemberton**  
**Notes to the Consolidated Financial Statements**  
*For the year ended December 31, 2014*

**1. Significant accounting policies (continued)**

(vi) Leased tangible capital assets

Leases, which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

(j) Use of estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the period. Significant estimates include assumptions used in estimating provisions for accrued liabilities, and valuation of accounts receivable.

In addition, the Village's implementation of the Public Sector Accounting Handbook 3150 *Tangible Capital Assets* has required management to make estimates of historical cost and useful lives of its tangible capital assets.

Actual results could differ from these estimates.

(k) Recent accounting pronouncements

In June 2010, the Public Sector Accounting Board issued PS 3260 *Liability for Contaminated Sites* to establish recognition, measurement and disclosure standards for liabilities associated with the remediation of contaminated sites. The new section defines activities included in a liability for remediation, establishes when to recognize and how to measure a liability for remediation, and provides the related financial statement presentation and disclosure requirements.

PS 3260 is effective for fiscal years beginning on or after April 1, 2014. The Village has determined the effect of the new section on its financial statements to be nil.

**2. Cash and cash equivalents**

	2014	2013
Restricted cash and cash equivalents		
Development cost charges	366,985	366,985
Other	25,000	25,000
	<b>391,985</b>	391,985
Unrestricted cash and cash equivalents	698,402	388,370
	<b>1,090,387</b>	780,355

Cash equivalents include investments in Municipal Finance Authority Money Market Fund and Guaranteed Investment Certificates.

**Village of Pemberton**  
**Notes to the Consolidated Financial Statements**  
*For the year ended December 31, 2014*

**3. Municipal Finance Authority debt reserve**

The Municipal Finance Authority of British Columbia (MFA) provides capital financing for regional districts and their member municipalities. As a condition of these borrowings and as required by legislation, a debt reserve fund is maintained in the amount of one-half the average annual instalment of principal and interest as set out in the agreements entered into. The reserve is funded in part by cash, being the withholding of 1% of the total issue proceeds, and the remainder being funded by a demand note whereby the Village may be required to loan certain amounts to the MFA. Details of the cash deposits and demand notes on hand at year end are as follows:

	2014	2013
MFA debt reserves	221,936	204,639
MFA demand notes	(148,800)	(136,206)
<b>Municipal Finance Authority debt reserve fund, cash balance</b>	<b>73,136</b>	<b>68,433</b>

**4. Deferred revenue**

Deferred revenues, reported on the consolidated statement of financial position, are made up of the following:

	December 31, 2013	Collections	Transfers	December 31, 2014
Development cost charges				
General	206,319	-	-	206,319
Water utility	138,783	-	-	138,783
Sewer utility	21,884	-	-	21,884
	366,986	-	-	366,986
Deferred revenue				
Unspent gas tax funding	398,129	154,425	-	552,554
Deferred capital grants	257,616	24,028	(233,923)	47,721
Future local improvements	103,368	92,971	(3,919)	192,420
Prepaid utilities and taxes	-	34,057	-	34,057
Other	-	113,748	-	113,748
	759,113	419,229	(237,842)	940,500
	1,126,099	419,310	(237,842)	1,307,486

Development cost charges are amounts received from developers to be used by the Village for specific infrastructure upgrades, improvements and projects. The above amounts have been deferred and are to be recognized as revenue in the year the related project expenditures are incurred.

Gas tax funding is provided by the Government of Canada. The use of the funding is established by a funding agreement between the Municipality and the Union of British Columbia Municipalities. Gas tax funding may be used towards designated public transit, community energy, water, wastewater, solid waste and capacity building projects, as specified in the funding agreements.

Other deferred contributions include amounts for future local improvements, tax sale proceeds, and prepaid utilities and property taxes.

**Village of Pemberton**  
**Notes to the Consolidated Financial Statements**  
*For the year ended December 31, 2014*

**5. Long-term liabilities**

Long-term liabilities reported on the consolidated statement of financial position is made up of the following:

	2014	2013
Outstanding debt, beginning of year	3,633,090	3,828,152
Issues of debt	310,000	-
Repayment of debt	(145,691)	(145,691)
Actuarial reduction of debt	(57,494)	(49,371)
	<b>3,739,905</b>	3,633,090

Bylaw	Year Maturing	% Rate	Cash Payments		Balance Outstanding	
			Interest	Principal	2014	2013
427	2022	3.05	19,825	19,658	337,106	370,728
515	2025	1.80	87,570	70,521	1,353,684	1,450,197
564	2016	4.43	10,411	19,573	54,647	80,404
580	2036	3.00	89,292	35,939	1,684,468	1,731,761
756	2024	3.00	-	-	270,000	-
747	2019	variable	-	-	40,000	-
			207,098	145,691	<b>3,739,905</b>	3,633,090

The estimated aggregate repayments on long-term debt over the next five years are as follows:

2015	234,137
2016	277,109
2017	258,902
2018	268,935
2019	279,364



**Village of Pemberton**  
**Notes to the Consolidated Financial Statements**  
*For the year ended December 31, 2014*

**6. Obligations under capital leases**

	<b>2014</b>	<b>2013</b>
Obligation under capital lease, prime less 1%, blended monthly payments of \$521, due November 2015.	<b>5,695</b>	11,769
Obligation under capital lease, prime minus 1%, blended monthly payments of \$4,567, due March 2018.	<b>172,466</b>	223,276
Obligation under capital lease, prime minus 1%, blended monthly payments of \$403, due September 2017.	<b>12,958</b>	-
Obligation under capital lease, prime minus 1%, blended monthly payments of \$ 2,115, due October 2019.	<b>398,596</b>	410,942
Obligation under capital lease, prime minus 1%, blended monthly payments of \$819, due July 2018.	<b>33,961</b>	43,013
Obligation under capital lease, prime minus 1%, blended monthly payments of \$797, due November 2015.	<b>8,616</b>	17,908
	<b>632,292</b>	706,908

The capital leases are secured by specific land, buildings and equipment.

The Village leases land, buildings and equipment under capital leases that expire between its 2015 and 2019 fiscal years. The Village is obligated to make the following minimum lease payments under the capital leases in each of the fiscal years ending December 31:

2015	109,326
2016	94,872
2017	93,644
2018	44,970
2019	328,822

**Village of Pemberton**  
**Notes to the Consolidated Financial Statements**  
For the year ended December 31, 2014

**7. Tangible capital assets**

	Land	Buildings	Engineering Structures	Machinery, Equipment and Vehicles	Water Systems	Sewer Systems	Assets Under Construction	Total
<b>2014</b>								
<b>Cost</b>								
Balance, beginning of year	830,087	1,515,635	4,875,161	2,975,647	4,485,045	13,391,040	97,284	28,169,899
Disposals	-	-	-	-	-	-	(97,284)	(97,284)
Additions	-	518,668	29,580	180,888	-	-	203,008	932,144
Balance, end of year	830,087	2,034,303	4,904,741	3,156,535	4,485,045	13,391,040	203,008	29,012,228
<b>Accumulated amortization</b>								
Balance, beginning of year	-	350,103	2,872,310	1,912,711	983,554	3,241,654	-	9,360,332
Amortization reversal on disposal	-	-	-	-	-	-	-	-
Amortization expense	-	32,449	92,519	281,012	88,839	266,627	-	761,446
Balance, end of year	-	382,552	2,964,829	2,193,723	1,072,393	3,508,281	-	10,121,778
<b>Net book value, end of year</b>	<b>830,087</b>	<b>1,651,751</b>	<b>1,982,912</b>	<b>962,812</b>	<b>3,412,652</b>	<b>9,882,759</b>	<b>203,008</b>	<b>18,882,981</b>

The total cost of tangible capital assets acquired under capital lease obligations as at December 31, 2014 was \$911,383 and total accumulated amortization was \$260,026 for a net book value of \$651,357.

**Village of Pemberton**  
**Notes to the Consolidated Financial Statements**

For the year ended December 31, 2014

**7. Tangible capital assets (continued)**

2013	Land	Building and Improvements	Engineering Structures	Machinery, Equipment and Vehicles	Water Systems	Sewer Systems	Assets under Construction	Total
<b>Cost</b>								
Balance, beginning of year	830,087	1,339,431	4,761,851	2,634,059	4,443,442	12,420,159	124,061	26,553,090
Disposals	-	-	-	(30,755)	-	-	(124,061)	(154,816)
Additions	-	176,204	113,310	372,343	41,603	970,881	97,284	1,771,625
Balance, end of year	830,087	1,515,635	4,875,161	2,975,647	4,485,045	13,391,040	97,284	28,169,899
<b>Accumulated amortization</b>								
Balance, beginning of year	-	317,654	2,753,051	1,776,504	894,714	2,975,028	-	8,716,951
Amortization reversal on disposal	-	-	-	(15,004)	-	-	-	(15,004)
Amortization expense	-	32,449	119,259	151,211	88,840	266,626	-	658,385
Balance, end of year	-	350,103	2,872,310	1,912,711	983,554	3,241,654	-	9,360,332
Net book value, end of year	830,087	1,165,532	2,002,851	1,062,936	3,501,491	10,149,386	97,284	18,809,567

The total cost of tangible capital assets acquired under capital lease obligations as at December 31, 2013 was \$897,292 and total accumulated amortization was \$219,876 for a net book value of \$677,416.



**Village of Pemberton**  
**Notes to the Consolidated Financial Statements**  
*For the year ended December 31, 2014*

**8. Accumulated surplus**

Accumulated surplus consists of individual fund surplus and reserves and reserve funds as follows:

	2014	2013
Surplus		
Invested in tangible capital assets	14,599,584	14,607,339
Unrestricted	108,467	404,695
	<b>14,708,051</b>	15,012,034
Non-statutory reserves		
General reserve	135,000	-
Reserves set aside by Council		
Equipment replacement	22,969	22,969
Centennial building	7,161	7,161
Capital	106,662	106,662
Water - general	86,409	32,409
Sewage plant decommissioning	-	-
Sewer upgrades	-	-
	<b>223,201</b>	169,201
	<b>15,066,252</b>	15,181,235

**9. Taxation**

Taxation revenue, reported on the consolidated statement of operations, is made up of the following:

	2014	2013
Municipal and school property taxes levied	3,982,396	4,145,050
Payments in-lieu of taxes	97,231	94,825
	<b>4,079,627</b>	4,239,875
Less transfers to other governments		
Squamish-Lillooet Regional District	834,932	956,291
Province of B.C. - School taxes	1,182,601	1,195,237
Squamish-Lillooet Regional Hospital District	-	2,760
Policing costs	158,469	155,181
B.C. Assessment Authority	39,459	39,764
Sea to Sky Regional Hospital District	25,888	26,234
Municipal Finance Authority	109	109
	<b>2,241,458</b>	2,375,576
Net taxation revenue available for municipal purposes	<b>1,838,169</b>	1,864,299

**Village of Pemberton**  
**Notes to the Consolidated Financial Statements**  
*For the year ended December 31, 2014*

**10. Government transfers**

The government transfers reported on the consolidated statement of operations are:

	2014	2013
Provincial and federal grants		
Social assistance and community development	247,654	256,982
Miscellaneous	36,391	294,702
	<b>284,045</b>	551,684
Other municipalities/Regional Districts		
Fire protection	140,619	136,024
Rescue services	53,107	51,560
Other	54,398	25,010
	<b>248,124</b>	212,594
<b>Total government transfer revenues</b>	<b>532,169</b>	764,278

**11. Commitments and contingencies**

- (a) Under the provisions of the Local Government Act, Regional District debt is a direct, joint and several liability of the Regional District and each member municipality within the Regional District, including the Village of Pemberton. At December 31, 2014 the Squamish-Lillooet Regional District had net debt owing of \$51,446,380, \$59,113,903 less \$7,667,523 sinking funds (2014 - \$41,974,503, \$57,187,900 net of \$15,213,397 sinking funds) including debentures issued for the Village (Note 5).
- (b) The Village and its employees contribute to the Municipal Pension Plan ("the Plan"), a jointly-trusted pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the Plan, including investment of the assets and administration of benefits. The Plan is a multi-employer contributory defined benefit pension plan. Basic pension benefits provided are based on a formula. The Plan has about 182,000 active members and approximately 75,000 retired members. Active members include approximately 36,000 contributors from local governments.

Every three years an actuarial valuation is performed to assess the financial position of the plan and the adequacy of plan funding. The most recent valuation as at December 31, 2012 indicated a funding deficit of \$1.37 billion for basic pension benefits. The next valuation will be as at December 31, 2015, with results available in 2016. Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate with the result that there is no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the Plan.

The Village of Pemberton paid \$99,351 (2013 - \$94,248) for employer contributions to the plan in fiscal 2014.

## 11. Commitments and contingencies (continued)

- (c) The Village provides benefits for sick leave to its employees. Employees accumulate sick leave entitlement on a monthly basis and can only use this entitlement for paid time off under certain circumstances. Per the current agreement employees earn sick leave benefits at the rate of 1.5 days for every month of service, which accumulate and roll forward year to year, up to a maximum of 119 days per employee.

The Village has not recorded a liability for this sick leave benefit entitlement as the likelihood of the current entitlement being utilized before retirement is remote. However, at December 31, 2014, the sick leave benefits entitlement accumulated to date totals approximately 6,447 hours (2013 – 7,265 hours) or approximately \$250,622 (2013 - \$282,661).

- (d) From time to time, the Village is brought forth as defendant in various lawsuits. The Village reviews its exposure to any potential litigation, for which it would not be covered by insurance, and assesses whether a successful claim against the Village would significantly affect the consolidated financial statements of the Village. Management has determined that potential liabilities, if any, arising from these claims will not be significant to the consolidated financial statements.
- (e) The Village is a participant in the Municipal Insurance Association of British Columbia. Should the Association pay out claims in excess of premiums received, it is possible the Village, along with the other participants, would be required to contribute towards the deficit. The likelihood or amount of any potential liability is not determinable at this time.

## 12. Segmented information

Segmented information has been identified based upon lines of service provided by the Village. Village services are provided by departments and their activities are reported by functional area in the body of the financial statements. Certain lines of service that have been separately disclosed in the segmented information, along with the services they provide, are as follows:

- (i) General government

General government operations provide the functions of corporate administration, finance, human resources, legislative services, building services and maintenance, and any other functions not categorized to a specific department.

- (ii) Fire protection services

The Fire department is responsible to provide fire suppression services, fire prevention programs, training and education related to prevention, and detection or extinguishment of fires.

- (iii) Development services

Development services work to achieve the Village's goals to maintain and enhance community spirit and vitality and use of public space. It does so through official community plans, urban design, zoning and other policy initiatives.

**Village of Pemberton**  
**Notes to the Consolidated Financial Statements**  
*For the year ended December 31, 2014*

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**12. Segmented information (continued)**

(iv) Public works and parks

The public works and parks department is responsible for the delivery of municipal public works services related to the planning, development and maintenance of roadway systems, the maintenance of parks and open space, and street lighting.

(v) Water and sewer utilities

The Village is responsible for environmental programs including the engineering and operation of the potable drinking water and wastewater systems.

(vi) Airport services

The Village operates the Pemberton Regional Airport, collecting landing and lease fees and maintaining the grounds and facilities.

Certain allocation methodologies are employed in the preparation of segmented financial information. Taxation and payments-in-lieu of taxes are allocated to the segments based on the segment's budgeted net expenditure. User charges and other revenue have been allocated to the segments based upon the segment that generated the revenue.

Government transfers have been allocated to the segment based upon the purpose for which the transfer was made. Development charges earned and developer contributions received were allocated to the segment for which the charge was collected.

The accounting policies used in these segments are consistent with those followed in the preparation of the consolidated financial statements as disclosed in Note 1.

**Village of Pemberton**  
**Notes to the Consolidated Financial Statements**

For the year ended December 31, 2014

**12. Segmented information (continued)**

2014	General Government	Fire Protection Services	Development & Planning Service	Public Works and Parks	Water Utility	Sewer Utility	Airport Services	Total
<b>Revenues</b>								
Taxation	865,783	359,659	199,701	413,026	-	-	-	1,838,169
Water and sewer user rates	-	-	-	-	712,869	708,496	-	1,421,365
User fees	105,344	-	56,350	-	-	-	20,539	182,233
Penalties and interest income	101,528	-	-	-	10,062	12,669	-	124,259
Government transfers	299,274	193,726	-	39,169	-	-	-	532,169
Investment income	5,295	-	-	-	470	1,451	-	7,216
Other	805	72,620	85,572	249,406	14,076	-	14,700	437,179
Gain on disposal	135,000	-	-	-	-	-	-	135,000
<b>Total revenues</b>	<b>1,513,029</b>	<b>626,005</b>	<b>341,623</b>	<b>701,601</b>	<b>737,477</b>	<b>722,616</b>	<b>35,239</b>	<b>4,677,590</b>
<b>Expenses</b>								
Wages, salaries and benefits	486,485	273,007	155,223	372,636	421,067	244,649	33,217	1,986,284
Materials, supplies and contracted services	558,400	311,993	171,946	298,791	311,997	206,430	16,451	1,876,008
Debt servicing	14,000	4,227	-	5,231	21,606	123,771	-	168,835
Amortization	359,521	-	-	-	88,840	266,627	46,458	761,446
<b>Total expenses</b>	<b>1,418,406</b>	<b>589,227</b>	<b>327,169</b>	<b>676,658</b>	<b>843,510</b>	<b>841,477</b>	<b>96,126</b>	<b>4,792,573</b>
<b>Annual surplus (deficit)</b>	<b>94,623</b>	<b>36,778</b>	<b>14,454</b>	<b>24,943</b>	<b>(106,033)</b>	<b>(118,861)</b>	<b>(60,887)</b>	<b>(114,983)</b>





**Village of Pemberton**  
**Notes to the Consolidated Financial Statements**  
For the year ended December 31, 2014

**12. Segmented information (continued)**

2013	General Government	Fire Protection Services	Development & Planning Service	Public Works and Parks	Water Utility	Sewer Utility	Airport Services	Total
<b>Revenues</b>								
Taxation	858,491	314,072	226,719	465,017	-	-	-	1,876,299
Water and sewer user rates	-	-	-	-	674,370	712,984	-	1,387,354
User fees	124,287	-	146,255	-	-	-	17,656	288,198
Penalties and interest income	108,727	-	-	-	6,402	8,786	-	123,915
Government transfers	260,571	189,005	-	29,352	-	285,350	-	764,278
Investment income	8,904	-	-	-	749	2,297	-	11,950
DCCs	-	-	-	-	-	122,000	-	122,000
Other	36,544	475	77,132	38,864	-	-	2,260	155,275
<b>Total revenues</b>	<b>1,397,524</b>	<b>503,552</b>	<b>450,106</b>	<b>533,233</b>	<b>681,521</b>	<b>1,131,417</b>	<b>19,916</b>	<b>4,717,269</b>
<b>Expenses</b>								
Wages, salaries and benefits	470,905	227,774	152,547	369,348	386,174	169,957	29,900	1,806,605
Materials, supplies and contracted services	472,373	200,706	161,551	259,008	220,059	251,789	18,525	1,584,011
Debt servicing	8,398	5,217	-	15,883	23,589	128,920	-	182,007
Amortization	228,981	-	-	-	88,840	266,627	73,937	658,385
<b>Total expenses</b>	<b>1,180,657</b>	<b>433,697</b>	<b>314,098</b>	<b>644,239</b>	<b>718,662</b>	<b>817,293</b>	<b>122,362</b>	<b>4,231,008</b>
<b>Annual surplus (deficit)</b>	<b>216,867</b>	<b>69,855</b>	<b>136,008</b>	<b>(111,006)</b>	<b>(37,141)</b>	<b>314,124</b>	<b>(102,446)</b>	<b>486,261</b>



**Village of Pemberton**  
**Notes to the Consolidated Financial Statements**  
*For the year ended December 31, 2014*

**13. Budget data**

The budget data presented in these consolidated financial statements is based upon the 2014 operating and capital budgets adopted by Council on May 13, 2014. The following table reconciles the approved budget to the budget figures reported in these consolidated financial statements.

	Budget amount
Surplus - Statement of operations	1,283,278
Adjust for budgeted cash items not included in statement of operations	
Capital expenditures	(3,059,547)
Loan proceeds	674,978
Amortization	1,250,000
Reduction in long-term debt	(162,792)
Repayment of obligations under capital lease	(116,224)
Transfers to (from) Statutory Reserves	-
Transfers to (from) Non-Statutory Reserves	184,307
Transfers to (from) Unappropriated Surplus	(54,000)
Transfers to (from) Development Cost Charges	-
Total adjustments	(1,283,278)
Financial plan balance	-

**Date:** May 3, 2016  
**To:** Nikki Gilmore, Chief Administrative Officer  
**From:** Sheena Fraser, Manager of Corporate & Legislative Services  
**Subject:** Sea to Sky Mountain Biking Economic Impact Study

---

## **PURPOSE**

The purpose of this report is to present a request for funding, in the amount of \$7,000, from Martin Littlejohn, Executive Director, Western Canada Mountain Bike Tourism Association (**Appendix A**), for the 2016 Sea to Sky Mountain Biking Economic Impact Study.

## **BACKGROUND**

In 2006, the Western Canada Mountain Bike Tourism Association undertook a Sea to Sky Mountain Biking Economic Study which at the time did not include the Pemberton trail network. As a result of the growth of the mountain bike industry over all, the Association is proposing to update the 2006 study to understand how the trends have shifted in the marketplace and a component of this is to expand the study area to include Pemberton.

## **DISCUSSION & COMMENTS**

The Village received a proposal, which is attached as **Appendix B**, which outlines the purpose of the study, approach that will be undertaken in achieving the project goals, introduction of the consultation team and the overall budget for the project which was initially established at \$53,400 but has now been reduced to \$47,000.

To date funding has been secured from Destination BC (\$20,000), the North Shore Mountain Bike Association (\$500) and the District of Squamish (\$10,000) with requests for funding pending from the District of North Vancouver (\$9,500) and Pemberton (\$7,000). The proposal information has also been provided to the Squamish Lillooet Regional District Electoral Area C Director and will be considered at the Electoral Area Directors Meeting to be held on May 10, 2016.

As noted above and in the proposal, the sport of mountain biking has seen incredible growth over the past ten years. In this regard, the Pemberton Valley has become a popular destination for not only road bikers but mountain bikers too as trail maintenance and development improves and expands. It is not uncommon for the parking lot next to the Bike Co. to be full as locals and visitors alike take advantage of the trails on the Mackenzie Basin and above in the Benchlands area. As a result of winter arriving later and spring arriving earlier the mountain bike season continues to be extended.

As this initiative will help assist in understanding the economic impact not only to the Sea to Sky but to Pemberton it is recommended that the Village consider supporting the study through a financial contribution.

Although participation in this study was not budgeted for specifically, this initiative could be considered under the Community Initiative and Opportunity Policy (CIOF). In this regard, the CIOF fund for 2016 was established at \$30,000 with a total of \$22,833.34 currently committed, resulting in a remainder of \$7,166.66 in the fund as shown below under Impact on Budget and Staffing. Utilizing funds from the CIOF is in alignment with the policy as this initiative will support business development and opportunities, community economic development and result in the promotion of the Village and surrounding areas which could see the potential creation of long term employment opportunities.

**COMMUNICATIONS**

Should participation in this initiative be supported, the Village will work with the proponents to communicate to the community as a means to ensure participation.

**LEGAL CONSIDERATIONS**

There are no legal, legislative or regulatory considerations at this time.

**IMPACT ON BUDGET & STAFFING**

Support of this initiative can be accommodated through the Community Initiative & Opportunity Fund. The 2016 commitments are noted below:

<b>COMMUNITY INITIATIVE &amp; OPPORTUNITY FUND</b>	
<b>Organization</b>	<b>2016 Commitments</b>
	<b>\$ 30,000</b>
Chamber of Commerce	\$ 4,000.00
Stewardship Pemberton	\$ 3,333.34
Tourism Pemberton	\$ 4,000.00
Pemberton Farmers Market	\$ 3,000.00
Spirit of BC Committee/Winterfest	\$ 4,500.00
Pemberton Arts & Culture Council	\$ 4,000.00
<b>TOTAL</b>	<b>\$ 22,833.34</b>
Remaining	\$ 7,166.66

**INTERDEPARTMENTAL IMPACT & APPROVAL**

There are no interdepartmental impacts or approvals required.

## **IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS**

This initiative will help inform not only our community but those along the Sea to Sky Corridor in understanding tourism opportunities.

## **ALTERNATIVE OPTIONS**

The following are options for consideration by Council:

- Option 1: Provide funding, in the amount of \$3,500, subject to matching funds being provided by SLRD Electoral Area C Director and utilize funds from the Community Initiative & Opportunity Fund.
- Option 2: Provide funding in the full amount of \$7,000 and utilize the unexpended funds from the 2016 Community Initiative & Opportunity Fund.
- Option 3: Respectfully decline the request for funding.

## **POTENTIAL GOVERNANCE CONSIDERATIONS**

The consideration of participation in this initiative and providing funding through the CIOF meets with Strategic Priority One, Economic Vitality, by valuing and supporting “a competitive and diversified economy with engaged corporate citizens”.

## **RECOMMENDATIONS**

**THAT** Council provide direction to Staff with respect to funding support for the Sea to Sky Mountain Bike Study.

## **Attachments:**

- Appendix A: Correspondence, dated April 25, 2016, from Martin Littlejohn, Executive Director, Western Canada Mountain Biking Tourism Association
- Appendix B: 2016 Sea to Sky Mountain Biking Economic Impact Study Proposal

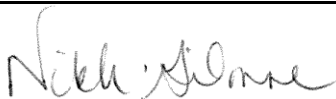
## **MANAGER:**



---

Sheena Fraser  
Manager of Corporate & Legislative Services

## **CHIEF ADMINISTRATIVE OFFICER REVIEW**



---

Nikki Gilmore, Chief Administrative Officer



*Western Canada  
Mountain Bike Tourism Association*  
c/o 2654 Eton Street, Vancouver, BC V5K 1K1  
email: info@mbta.ca

---

April 25, 2016

Nikki Gilmore  
Chief Administrative Officer  
Village of Pemberton  
P.O. Box 100  
Pemberton, BC  
V0N 2L0

**Re: 2016 Sea to Sky Mountain Bike Visitors Study – Village of Pemberton**

Dear Nikki,

The MBTA would like to conduct a study to look at the impact of mountain biking in the Sea to Sky area. A similar study was conducted by the MBTA in 2006 to demonstrate the value of mountain bike trails to communities in the corridor including Whistler, Squamish and the North Shore. Since then there has been considerable investment in trails throughout the corridor and the region has become a major mountain biking destination. Many successful funding applications have relied on the results from the original study, however we feel it is time to do a follow up study to measure the current economic impact as well as growth and to better understand the needs of today's mountain biking visitors.

We would like to have Pemberton included in the study. Although the village was not included in original study, mountain biking is regarded as a growing sector for local tourism economy and the results of the 2016 study will greatly benefit future mountain bike tourism development for the community.

The contribution that we are seeking for Pemberton's participation is \$7,000. The current estimated total cost of the project for the region is \$47,000. Destination British Columbia has already committed \$20,000. The remaining communities have all expressed interest in the study and we are diligently working with them to get their official commitments within the next few days, these include the District of Squamish and the District of North Vancouver (each contributing \$10,000). Whistler collected their data in 2015 and is willing to share some of their results for the comprehensive regional view.

Please note that we have also been in contact with Lynda Flynn, CAO for the SLRD, to request their support for Pemberton's participation. It is our hope that the SLRD will contribute some funding to offset the total amount that we are seeking from Pemberton.



*Western Canada  
Mountain Bike Tourism Association*  
c/o 2654 Eton Street, Vancouver, BC V5K 1K1  
email: info@mbta.ca

---

Our request is urgent as we need commitments in place as soon as possible in order to have enough time to engage with key local stakeholders and prepare for the launch of the survey in late June.

Some of the immediate and long term benefits include:

- Local residents will be trained and employed as surveyors for the study (late June to Labour Day weekend 2016)
- The results of the study will provide credible data to support funding for trails and future tourism development
- Better understanding of mountain biking visitor needs will help identify service requirements and new business opportunities
- The regional focus of the study will strengthen opportunities for regional collaboration around planning and marketing of mountain bike tourism
- Press releases and media interest related to the study will provide additional promotional benefits for the communities involved

Additional information is attached; the full proposal and proposal brief.

Please don't hesitate to contact me at 604-351-0202 or by email at [martin@mbta.ca](mailto:martin@mbta.ca) should you have any questions or wish to discuss further.

Sincerely,

Martin Littlejohn  
Executive Director

# SEA TO SKY MOUNTAIN BIKING ECONOMIC IMPACT STUDY - 2016

Ten year anniversary of the groundbreaking 2006 study

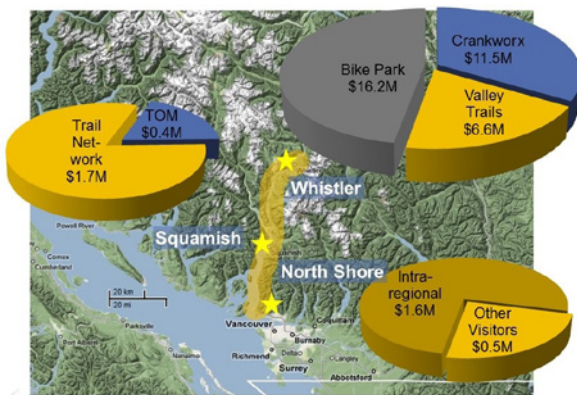


The Western Canada Mountain Bike Tourism Association, Canadian Sport Tourism Alliance, and BHA are pleased to announce their intent on releasing an update to the seminal 2006 Sea to Sky Mountain Biking Economic Impact Study (S2SMBEIS). The study methodology will be largely the same as the 2006 study and where possible integrate new data points and utilize more recent technological innovations (Strava Heat Maps, Trailforks, Trail Cameras, etc.). In order to provide a more complete picture of the economic value of mountain biking in the corridor we hope to broaden the study area to include the Pemberton trail network. The 2006 S2SMBEIS was, and continues to be, a heavily referenced document that has assisted local clubs, municipalities and even the Province in promoting investments in mountain bike infrastructure and planning. Anecdotally, mountain biking has continued on a growth trajectory since the release of the 2006 study. The proposed 2016 study will attempt to quantify that growth and better understand what the market looks like today. This includes understanding what shifts and trends have occurred in the marketplace. More specifically the study will provide insight on the:

## PROJECT INTENT

*Incorporate the findings from the 2015 Mountain Biking Economic Impact Study in Whistler, British Columbia conducted by Tourism Whistler (TW) into a larger study that incorporates the entire Sea to Sky Corridor from the North Shore to Pemberton to be conducted in summer 2016 closely following the methodology of the 2006 study.*

- Overall Impact mountain biking has on the Sea-to-Sky region's economy;
- Information on mountain bike visitor preferences and impressions will be collected including the Net Promoter Score for the region;
- Identify key factors influencing visitors' decision to travel to the Sea to Sky Region for mountain biking;
- Impact of mountain bike amenities on residents decision to live in the Sea to Sky
- Visitor origins and demographic profiles of mountain bikers in the Sea to Sky;
- Travel behaviour of mountain bike visitors (travel party size, length of stay, accommodation type, other destinations visited, etc.);
- Ability level of mountain bikers, in a context that informs future trail planning and development;
- The impact of short-term residents who came specifically for mountain biking i.e. live in the Sea to Sky for the summer.



MTB Visitor Expenditure  
June 4-September 17, 2006  
S2SMBEIS



## FUNDING SUPPORT

The estimated cost of the project is \$50,000. Project implementation will depend on successfully gaining funding support from the participating communities, other industry partners and funding organizations. The goal is to raise \$10,000 in total financial contributions from each of the communities; North Shore, Squamish and Pemberton, through local groups, businesses and governments.

## CONSULTANT TEAM

### Western Canada Mountain Bike Tourism Association

Authors of the 2006 report, The Western Canada Mountain Bike Tourism Association (MBTA) was created to coordinate communities, resorts and industry partners and to pool resources in order to firstly help make mountain bike experiences sustainable at the local level and secondly more accessible to a variety of visitor markets.



*Martin Littlejohn* - [martin@mbta.ca](mailto:martin@mbta.ca)

*Donna Green* - [donna@mbta.ca](mailto:donna@mbta.ca)  
[www.mbta.ca](http://www.mbta.ca)

### Canadian Sport Tourism Alliance

Author of the 2006 report, Tony Fisher is the Executive Director of Research and Analytics at the Canadian Sport Tourism Alliance. Tony has been actively involved in the domain of sport tourism economic assessments since 2002 and has lead more than 200 studies at Canada's biggest events including the FIFA Women's World Cup Canada 2015, the Pan Am / Para Pan Am Games, Canada Games, World Junior Hockey Championships, Grey Cups, Juno Awards and many others. Tony has worked in partnership with Tourism Whistler at more than 20 events. Tony was one of the primary developers of the CSTA's STEAM and STEAM PRO models and has also developed Sport Tourism Economic Impact models internationally.

**Canadian Sport Tourism Alliance**



**Alliance canadienne du tourisme sportif**

Tony Fisher - [research@canadiansporttourism.com](mailto:research@canadiansporttourism.com)  
[www.canadiansporttourism.com](http://www.canadiansporttourism.com)

### BHA

BHA has been integral in moving projects from concept to development and everything in between. They have planned many of the top ski resorts in Canada, written the book on resort development in British Columbia and have worked on a variety of groundbreaking projects internationally. The firm has been recognized for our dedication to sustainability, multi-disciplinary thinking and cutting edge design. No one knows mountain recreation better.



*Brent Harley* - [brent@brentharley.com](mailto:brent@brentharley.com)  
*Carlos Zavarce* - [carlos@brentharley.com](mailto:carlos@brentharley.com)  
[www.bha.bike](http://www.bha.bike)

# 2016 SEA TO SKY MOUNTAIN BIKING ECONOMIC IMPACT STUDY

NOVEMBER 2015



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Tourism Association  
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*Canadian Sport Tourism Alliance*

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PHOTOS BY MARGUS RIGA UNLESS OTHERWISE STATED=



## SECTION 1.0 INTRODUCTION

The Western Canada Mountain Bike Tourism Association, Canadian Sport Tourism Alliance and BHA are pleased to present to you our intent to conduct an update to the seminal 2006 Sea to Sky Mountain Biking Economic Impact Study (S2SMBEIS). The 2006 study has been used around the world to demonstrate the economic value of mountain bike trail networks. Further, it shed new light on the international draw of the Sea to Sky Corridor's trails and the mix of visitor types to the region. This understanding has led to increased public and private investment in trails and amenities for mountain bikers. Given the significant growth of the sport we believe that now is the time to release an update to the study, on the eve of its **ten year anniversary**.



Recognizing the value in better understanding Mountain Biking's impact on the community, Tourism Whistler, in partnership with WORCA, Whistler Blackcomb and the Resort Municipality of Whistler undertook a study in 2015 using a methodology similar to the 2006 Sea to Sky Study. The proposed 2016 S2SMBEIS project will incorporate the findings from the 2015 Whistler study to describe the entire Economic Impact of Mountain Biking in the Sea to Sky Corridor from the North Shore, to Squamish, Whistler and Pemberton (note - Pemberton is a new addition for 2016). The study will take place in the summer of 2016 and results will be released to funders by the winter of the same year and the public shortly thereafter. The 2006 study found that the trail systems of the North Shore, Squamish and Whistler are estimated to have generated \$10.3 Million in spending from riders that live outside the host communities over the period from June 4th to September 17th, 2006. Anecdotally, ridership and the popularity of the Sea to Sky as an international mountain bike tourism destination has increased, this study will be valuable in quantifying that perceived growth and providing a new 'state of the world'.

The goals of this study are to:

- Measure the volume of ridership on the Sea to Sky trail system and collect economic and social data of mountain bikers through the use of person to person(s) intercept surveys;
- Prepare a detailed analysis of spending made by out of town riders as they ride the Sea to Sky corridor and the impact this expenditure has on the regional economies;
- Undertake economic impact modelling (as necessary and appropriate) using the volume and value data collected as a foundation;

- Use a methodology similar to the 2006 study to analyze and provide comment on the changes in the mountain bike market and its economic impacts;
- Provide a document that will be useful to trail associations, municipalities, districts, etc. in dealing with funding bodies, land managers and other users on Crown land;
- Gain a better understanding of marketing influence on mountain bike tourists and residents;
- Capture key demographic characteristics and structure the survey to determine key drivers of MTB travel and / or characteristics of a desirable MTB destination;
- Measure the impact of mountain bike businesses on the North Vancouver economy with data to be provided by NSMBA;
- Remain flexible in the survey design to address individual community needs (to be finalized one month prior to the survey start date).

In order to meet the project goals surveyors will gather information on mountain bikers including:

- Gender;
- Origin;
- Party Size;
- Day trip vs Overnight;
- Age;
- Non-Resident Spending.

A detailed report outlining the results of the study will be released as the 2016 Sea to Sky Mountain Bike Economic Impact Study.



## SECTION 2.0 APPROACH

In order to achieve the project goals, the proposed study is broken into the following series of tasks:

- Project Initiation;
- Data Collection;
- Data Aggregation;
- Economic Impact Analysis;
- Initial Conclusions / Draft Report;
- Final Report.

### 2.1 TASK ONE: PROJECT INITIATION

In order to initiate this update, the 2006 Sea to Sky Mountain Biking Economic Impact Study will be reviewed in depth by the study team to identify any shortfalls and necessary changes. In conjunction with this the team will review the 2015 Whistler Mountain Biking Economic Impact study to inform and update to the 2016 S2SEIS methodology. Potential to integrate new technology in the form of online ride-tracking services such as Strava or Trailforks and the use of trail cameras will be explored. Following this, the study methodology will be refined to include surveying locations and timing to be shared with the respective districts. A draft copy of the questionnaire, survey locations and scheduling will be sent to funders 6 weeks in advance of the project start date to collect and integrate feedback (expected two week turn-around time).

### 2.2 TASK TWO: DATA COLLECTION

The bulk of data collection for this study will take place via intercept surveys conducted by paid surveyors at various trailheads within the study area. Volumetric data will be collected via trail counters or trail cameras (based on equipment availability at each location). An additional component will also include one-time events such as the Nimby 50 (Pemberton) and the Test of Metal (Squamish). Surveys will take place from the beginning of June to Mid-September. An average of 4-6 surveyors will be hired in each community on a part-time basis and will use surveying software provided by the Canadian Sport Tourism Alliance (CSTA). Throughout the data collection period, the CSTA will monitor the responses collected to ensure that a sufficiently robust sample is collected and verify the data results. Surveyors will use Survey Pocket an off-line survey app that will enable surveyors to use their own phone to collect data (no data or cellular connection is required in the field).

### 2.3 TASK THREE: DATA AGGREGATION/ANALYSIS

Following the primary data collection, the CSTA will conduct a thorough examination of the data to validate the results for internal consistency and completeness. The survey results will then be combined with volumetric data collected from trail counters and other

3



sources to produce a dataset that is representative of cycling patterns in the Sea to Sky corridor. The dataset will provide key insights including demographics, frequency of use, motivational factors, and if the respondents are from outside of the local region, their trip expenditures and frequency of travel for mountain biking.

## 2.4 TASK FOUR: ECONOMIC IMPACT ASSESSMENT

The aggregate tourism expenditures made by visiting riders will be developed and entered in the Canadian Sport Tourism Alliance's STEAM PRO model. STEAM PRO, which was developed in 2006, is a model that has been designed to incorporate the results of primary data collected from visitors and the budget / capital expenditures of event organizers and others to prepare economic impact assessments. The model is based on the Canadian Tourism Research Institute's (CTRI - a branch of The Conference Board of Canada) TEAM model, which is the most widely used tourism economic impact model in Canada. STEAM PRO was used to produce the 2015 Whistler Economic Impact results as well as the original 2006 Sea to Sky report (note that the model has been updated since then to reflect more current data).

## 2.5 TASK FIVE: INITIAL CONCLUSIONS / DRAFT REPORT

The various analyses will be tabulated and summarized. In addition, the results will be compared to the 2006 conclusions to determine significant changes. This will form the basis of our economic and social impact analyses. We will share these results with funders and discuss ways in which to best present the findings (presentation, whitepaper, full report).

A predicted Table of Contents for the full report will look as follows:

- Executive Summary
- Introduction
- Methodology
- Trail Users Surveys
- Mountain Bike Events Surveys
- Economic Impact Results
- Conclusions
- Appendices

## 2.6 TASK SIX: FINAL REPORT

Feedback from funders will be taken into account and any necessary refinements will be made. From this, our Final Report will be produced and submitted.

Increased funding will allow for additional lines of inquiry including analysis of Trailforks Data (opt-in data that includes a variety of rider profile information), trail counters/cameras, etc.

## SECTION 3.0 CONSULTANT TEAM

To carry out this work the following consultant team is proposed:

### Western Canada Mountain Bike Tourism Association

Authors of the 2006 report the Western Canada Mountain Bike Tourism Association (MBTA) was created to coordinate communities, resorts and industry partners and to pool resources in order to firstly help make mountain bike experiences sustainable at the local level and secondly more accessible to a variety of visitor markets.



Martin Littlejohn - martin@mbta.ca  
Donna Green - donna@mbta.ca  
www.mbta.ca

### Canadian Sport Tourism Alliance

*Canadian Sport Tourism Alliance*



*Alliance canadienne du tourisme sportif*

Author of the 2006 report Tony Fisher is the Executive Director of Research and Analytics at the Canadian Sport Tourism Alliance. Tony has been actively involved in the domain of sport tourism economic assessments since 2002 and has lead more than 200 studies at Canada's biggest events including the FIFA Women's World Cup Canada 2015, the Pan Am / Para Pan Am Games, Canada Games, World Junior Hockey Championships, Grey Cups, Juno Awards and many others. Tony has worked in partnership with Tourism Whistler at more than 20 events. Tony was one of the primary developers of the CSTA's STEAM and STEAM PRO models and has also developed Sport Tourism Economic Impact models internationally.

Tony Fisher - research@canadiansporttourism.com

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### BHA

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Brent Harley - brent@brentharley.com  
Carlos Zavarce - carlos@brentharley.com  
www.bha.bike





## **SECTION 4.0 CONFIDENTIALITY**

The project team shall hold all information in confidence until such time that the findings of our work are made public.

## **SECTION 5.0 TIMELINES**

We propose to conduct the study of the course of 2016 with project set-up and planning taking place in the Winter and Spring, Surveying conducted in the Summer and data analysis / report writing and presentations in the Winter.

## **SECTION 6.0 FEES AND EXPENSES**

The following is a breakdown of the requested compensation necessary for the completion of the proposed scope of work. As proposed, individual communities would be responsible for \$10,000 of funding with the remainder provided by public and private organizations (Rec site and Trails, Destination BC, Destination Marketing Organizations, Chamber of Commerce, Mountain Bike Event Organizers, etc.).

	Squamish*	North Shore	Pemberton	Total
Data Collection Approx. 240 survey hours per community @ \$15 per hour	\$3,600	\$3,600	\$3,600	\$10,800
Canadian Sport Tourism Alliance Administration and Analysis*	\$10,000	\$10,000	\$10,000	\$27,000
Project Administration and Coordination	\$3,600	\$3,600	\$3,600	\$10,800
Survey Incentives	\$200	\$200	\$200	\$600
Canadian Sport Tourism Alliance Membership Fee	\$200	\$200	\$200	\$600
Travel for Training, monitoring data collection and presentations	\$200	\$200	\$200	\$600
Totals	\$17,800	\$17,800	\$17,800	\$53,400
*only 1 event factored in for Squamish and Pemberton and the mountain bike businesses study for the North Shore				

## SECTION 7.0 ACCEPTANCE

If you are in agreement with the terms, conditions, and scope of services described above, your signature on a copy of this document and its return to this office, shall constitute a contract between us.

Please review the content and let us know if you have any questions and/or suggestions as to how we might adjust the content of the proposal to ensure that the results meet your needs and expectations.

We thank you for the opportunity to present this proposal to you and look forward to discussing this exciting project further.

Respectfully submitted,

\_\_\_\_\_  
 Martin Littlejohn, Executive Director, MBTA

December 3, 2015  
 \_\_\_\_\_  
 Date

\_\_\_\_\_  
 (Authorized Signature)

\_\_\_\_\_  
 Date



## SECTION 8.0 APPENDICES

- ▾ CV's
- ▾ Company Profiles
- ▾ Project Examples



## **Martin Littlejohn**

Martin Littlejohn, Co-founder of the Western Canada Mountain Bike Tourism Association, has over 20 years' experience in recreation and tourism in the areas of planning, marketing, and product development. Martin believes that a coordinated approach to tourism development will result in improved experiences for visitors and create new opportunities for local economies. Martin's diverse background in the tourism industry includes extensive experience in inbound tourism management for leading international travel companies as well as broad practical experience working with tourism industry stakeholders on many planning and development projects.

---

### ***Career History and Highlights***

#### **Executive Director, Western Canada Mountain Bike Tourism Association (MBTA), 2005-present**

- Co-founder of MBTA – first NGO with mandate to facilitate the development and promotion of mountain bike tourism.
- Working committee member for the Ministry of Tourism, Sport, and the Arts for policy on authorizing mountain bike trails on crown land.
- Co-author of the Sea to Sky Mountain Biking Economic Impact Study (2006)
- Co-author of the Mountain Bike Tourism Business Essentials Guide (3rd edition; 2015)
- Implement Bike Parks of BC marketing program featuring BC's lift access resorts (2006-2013)
- Implement BC Provincial Mountain Bike Tourism Strategy (2009)
- Implement Mountain Biking BC marketing program featuring mountain biking destinations with authorized trails (28 destinations currently participating)
- Organizer of the BC Mountain Bike Tourism Symposium (2008, 2013, 2015)
- Sector partner with Destination British Columbia's sector marketing program.

#### **Conference Coordinator, North Shore World Mountain Bike Conference, 2004 & 2005**

- The world's first International Mountain Bike Conference attracting over 200 delegates from around the globe focusing on the sustainable development of the mountain bike recreation.

#### **Business Development Manager - North America, Hospitality Marketing Concepts, 2001-2002**

- Implemented customer loyalty programs in luxury hotels and resorts in US, Canada, and the Caribbean.

#### **General Manager, Inbound Division Thomas Cook Group (Canada) Ltd., 1998-2001**

- Opened new division for inbound tour operations
- Grew business from startup to over \$12 million in annual sales within 3 years.
- Markets: Japan, Americas, Australia, Southeast Asia, Europe.

#### **Sales Manager, Pacific Palisades Hotel (Vancouver), 1996-1998**

- Managed client relationships and developed short-term rental business for two new urban residential developments (The Palisades and The Residence on Georgia).

### **Supervisor - Planning and Marketing, JTB International (Canada) Ltd., 1988-1995**

- Accommodation and transportation logistics for over 100,000 visitors to Canada annually.
  - Liaise with government, media and travel industry as Public Relations representative.
  - Coordinated large promotional campaigns that involved developing new partnerships and funding sources.
- 

### ***Industry Involvement***

- BC Mountain Bike Tourism Symposium – Chair, Organizing Committee 2008-present
  - North Shore Mountain Bike Association – Director 2007-2009
  - North Shore Mountain Bike Events Society – Board Member 2004-2006
  - Canadian Inbound Tourism Association, Asia Pacific – Founding Board Member 1996-2000
  - Tourism Canada, Asia Pacific Marketing Committee – Committee Member 1993-1994
- 

### ***Key Projects***

- Northern BC Mountain Bike Recreation and Tourism Development Strategy, 2014
  - Provincial Mountain Bike Tourism Strategy, 2009
  - BC Mountain Bike Tourism Business Essentials Guide, 2008 (3<sup>rd</sup> Edition; 2015)
  - Sea to Sky Mountain Bike Economic Impact Study, 2006
- 

### ***Presentations***

- BC Mountain Bike Tourism Symposium, Williams Lake, BC – October, 2015
  - Canadian Rural Revitalization Conference, Prince George, BC – September, 2014
  - Vancouver Island Trail Network Conference, Courtney, BC – May, 2014
  - BC Mountain Bike Tourism Symposium, Sooke, BC – May, 2013
  - International Mountain Bicycling Association (IMBA) World Summit, Santa Fe, New Mexico – September, 2012
  - BC Rural Tourism Conferences, 108 Mile, BC – April, 2011
  - Vancouver Coast and Mountains Tourism Conference, Chilliwack, BC – June, 2010
  - BC Rural Tourism Conferences, Chase, BC – April, 2010
  - International Mountain Bicycling Association (IMBA) World Summit, Park City, Utah – June, 2008
  - BC Mountain Bike Tourism Symposium, Chase, BC – October, 2008
- 

### ***Education and Professional Qualifications***

- Bachelor of Tourism Management - Capilano University, 2008
- Tourism Management Certificate - Capilano College, 1988
- Bachelor of Recreation Education - University of British Columbia, 1987

***Donna Green***

Donna is an experienced market researcher and project manager. She has over 15 years of market research experience and specializes in research for the tourism, transportation, and retail sectors.

Currently on contract with Ipsos, Donna previously worked at TNS Canada for five years. During her time at TNS, Donna conducted numerous large global studies on behalf of the Canadian Tourism Commission and other tourism organizations. Donna has also worked at Tourism BC as Manager, Travel Information, and held a Senior Consultant role with InterVISTAS Consulting. During her research career, Donna has worked for both public and private sector clients in British Columbia, Alberta, the US, the Caribbean, and Chile. Clients have included destination marketing organizations, tourism industry associations, airlines, airport authorities, port authorities, and retail chains.

Donna is well-versed in quantitative and qualitative methodologies and has considerable experience in online research. Areas of specialization include customer satisfaction, advertising research, concept testing, market assessment, and travel intentions and motivations research.

Donna holds a Masters in Tourism Marketing from the University of Surrey (Guildford, UK) and an undergraduate degree in History and Geography from the University of Victoria. For three years (2005–2007), Donna was a part-time instructor at Capilano College teaching a fourth year course in marketing research in the Tourism Degree program.

Donna is also a founder and board chair of the Mountain Bike Tourism Association (MBTA). As part of her role with the MBTA, Donna provides research support to the association. Of note, she was involved with the Northern BC Mountain Bike Tourism Study (2014) and the Sea to Sky Economic Impact Study (2006).



# COMPANY PROFILE



BHA excels at providing creative **design and planning** solutions for tourism developments, ski resorts, parks and recreation oriented communities. From brand new, technically challenging opportunities to re-imagining and re-purposing existing developments, we create innovative design solutions aimed at achieving the envisioned project goals and objectives. We strive to ensure that our projects are economically viable, socially responsible and environmentally sound, within the context of achieving development approvals and **sustained prosperity**.

The staff at BHA are a dynamic team of highly **specialized and passionate**, tourism oriented professionals with backgrounds in landscape architecture, planning, engineering, business administration and environmental studies. Working together, we utilize our broad knowledge base to address the specific needs of our clients. We use cutting edge technologies to map, inventory and analyze study areas. With this data we are able to explore the opportunities and constraints of each unique site and identify the best possible planning options.

Our firm’s location in **Whistler**, nestled in the Coast Mountains of British Columbia, provides us with an incredible opportunity to be active participants in resort life. As active skiers, snowboarders and mountain bikers, we convey a comprehensive understanding of resort communities and recreation facilities through our plans.

With over thirty years of worldwide planning experience, BHA is well suited to deliver a superior Master Plan in a timely and cost effective manner.

Further details regarding our experience, client testimonials and recent projects can be found on our website:

[WWW.BRENTHARLEY.COM](http://WWW.BRENTHARLEY.COM)





A scenic view of a snowy mountain landscape. In the foreground, several evergreen trees are heavily laden with snow, their branches drooping under the weight. The ground is a smooth, white expanse of snow. In the middle ground, a dense forest of evergreen trees stretches across a valley. In the background, majestic mountains rise against a clear blue sky, with some peaks partially obscured by a layer of low-lying clouds or mist. The overall atmosphere is bright and crisp, typical of a clear winter day in a high-altitude environment.

**“BHA HAS BEEN INTEGRAL IN MOVING PROJECTS FROM CONCEPT TO DEVELOPMENT AND EVERYTHING IN BETWEEN. WE HAVE PLANNED MANY OF THE TOP SKI RESORTS IN CANADA, WRITTEN THE BOOK ON RESORT DEVELOPMENT IN BRITISH COLUMBIA AND HAVE WORKED ON A VARIETY OF GROUNDBREAKING PROJECTS INTERNATIONALLY. OUR FIRM HAS BEEN RECOGNIZED FOR OUR DEDICATION TO SUSTAINABILITY, MULTI-DISCIPLINARY THINKING AND CUTTING EDGE DESIGN. NO ONE KNOWS MOUNTAIN RESORTS BETTER. WHAT CAN OUR TEAM DO TO SEE YOUR VISION BECOME A REALITY?”**

**BRENT HARLEY  
PRESIDENT**



# BRENT HARLEY

President, MBA, BES, BLA, MCSLA

## *PROFESSIONAL PROFILE*

Brent Harley has been involved in all aspects of resort development for the past thirty years.

With Bachelor degrees in environmental studies and landscape architecture, and a Masters of Business Administration, Brent has focused on mountain resort master planning, village planning and golf resort planning throughout Canada, the USA, Australia, New Zealand, Asia, and Europe. As an extension to the planning, he has been very involved in the approval processes for these projects, working closely with his clients and the various government bodies to achieve the desired end results.

Living in Whistler since 1978 has afforded Brent the opportunity to participate in the planning of all aspects of that resorts' development.

As owner and President of BHA, Brent directs the activities of his highly specialized staff in their very diversified and active practice.

## *EDUCATION*

**Master of Business Administration**, 1986  
Simon Fraser University, Vancouver, BC

**Bachelor of Landscape Architecture**, 1976  
University of Guelph, Guelph, Ontario

**Bachelor of Environmental Studies**, 1973  
University of Waterloo, Waterloo, Ontario.

## *ASSOCIATIONS*

Member of:

- Canadian Society of Landscape Architects (C.S.L.A.).
- British Columbia Society of Landscape Architects (B.C.S.L.A.)
- Canada West Ski Areas Association (CWSAA), Board of Directors
- HeliCat Canada Association

- National Ski Areas Association (NSAA)
- Whistler Advisory Design Review Panel
- Whistler 2020 Sustainability Built Environment Panel
- Whistler Chamber of Commerce, Board of Directors, 2009 - 2014
- Whistler Official Community Plan, Steering Committee, 2011

## *PROJECTS*

### CANADA

- **Whistler Wayfinding Pedestrian and Parking Signage Programming**, Whistler, BC
- **Whistler Wayfinding Strategy**, Whistler, BC
- **Lake Louise Long Range Plan**, Lake Louise, AB
- **Edmonton Ski Club Master Plan / Business Plan**, Edmonton, AB
- **Fernie Master Plan**, Fernie, BC
- **Big White Master Plan**, Kelowna, BC
- **Silver Star Master Plan**, Vernon, BC
- **Whitewater Master Plan**, Nelson, BC
- **Hemlock Master Plan**, Hemlock Valley, BC
- **Sea to Sky Gondola Master Plan**, Squamish, BC
- **Sunshine Village Master Plan**, Banff, AB
- **Vista Ridge Master Plan**, Fort McMurray, AB
- **Assessippi Master Plan**, Russell, MB
- **Blackstrap Provincial Park Master Plan**, Saskatoon, SK
- **Pass Powderkeg Master Plan**, Crowsnest Pass, AB
- **2011 Canada Winter Games Facilities Evaluation**, Halifax, NS
- **Pine Pass Preliminary Development Concepts**, Mackenzie, BC
- **Mike Wiegele Helicopter Skiing – Eight Peaks Plan**, Blue River, BC
- **Northern Alberta Ski Areas Feasibility Study**, High Level, AB
- **Revelstoke Official Community Plan**, Revelstoke, BC
- **Whistler Athlete Village Master Plan, (2010 Olympics)**, Whistler, BC

- **Castle Mountain Village Master Plan**, Pincher Creek, AB
- **Town of Banff Community Plan**, Banff, AB
- **Ski Area Development in Parks Canada**, Banff, AB
- **Mt. Baldy Resort Master Plan**, Oliver, BC
- **All Season Resort Policy Development Guidelines for Ministry of Tourism**, BC
- **Resorts West Master Plan Concepts**, Chilliwack, BC
- **Mt Mackenzie Master Plan Review & Revelstoke Impact Analysis**, Revelstoke, BC
- **Whistler Comprehensive Sustainability Plan**, Whistler, BC
- **All Season Resort Policy Framework**, Resort Task Force & LWBC, BC
- **Valemount Socio-Economic Study**, Valemount, BC
- **2010 Vancouver Olympic Bid Ski and Snowboard Events Venue Design**, Vancouver and Whistler, BC
- **2010 Vancouver Olympic Bid Callaghan Valley Master Plan Concepts**, Whistler, BC
- **Socio-Economic Benefits Study of Heli/Snowcat Skiing**, BC Helicopter & Snowcat Skiing Operations Assoc., BC
- **Mike Wiegele's Saddle Mountain**, Blue River, BC
- **Red Mountain Resort**, Rossland, BC
- **Kimberley Alpine Resort**, Kimberley, BC
- **Terrace Winter Opportunities Study**, Terrace, BC
- **Castle Mountain**, Pincher Creek, AB
- **Canada Olympic Park Master Plan**, Calgary, AB
- **Mt. Arrowsmith**, Port Alberni, BC
- **Island Lake Resort**, Fernie, BC
- **West Bench (Kicking Horse)**, Golden, BC
- **Ski Area Guidelines Policy**, Ministry of Environment Lands and Parks, BC
- **Canada Olympic Park (1988 Olympics)**, Calgary, AB
- **Ski Stoneham**, Stoneham, QC
- **Nakiska Ski Resort (1988 Olympics)**, Kananaskis, AB
- **Morning Mountain Ski Area**, Nelson, BC
- **Whistler Mountain**, Whistler, BC.
- **Marble Mountain Ski Resort**, Cornerbrook, NF

## USA

- **Snoqualmie Riverwalk Master Plan**, Snoqualmie, WA
- **Stevens Pass Resort Master Plan**, Skykomish, WA
- **Silver Mountain Resort - Mountain, Village and Golf Resort Master Plan**, Kellogg, ID
- **Sun Valley Community Plan**, Sun Valley, ID
- **Jay Peak Resort**, Jay, VT
- **Purgatory Ski Resort**, Durango, CO
- **Sierra-at-Tahoe**, Twin Bridges, CA
- **Mission Ridge**, Wenatchee, WA
- **Catamount Ski Resort**, CO
- **Wachusett Ski Resort**, Princeton, MA
- **Stowe Ski Resort**, Stowe, VT
- **Sugarloaf Ski Resort**, ME
- **Mt Snow Resort**, West Dover, VT
- **Solitude Ski Resort**, Solitude, UT
- **Mount Bachelor Ski Resort**, Bend, OR
- **Schweitzer Basin Ski Resort**, Sandpoint, ID

## AUSTRALIA & NEW ZEALAND

- **Mt Buller Ski Resort**, Australia
- **Mt. Hotham Ski Resort**, Australia
- **Falls Creek Ski Resort**, Australia
- **Porters Ski Resort**, Christchurch, NZ

## EUROPE

- **Kostenets Ski Resort**, Bulgaria
- **Amulsar**, Armenia

## CHINA

- **Heavens Eye Master Plan**, Changbaishan
- **Jade Dragon Mtn**
- **Xiamen Golf Resort**

## ASIA

- **Japan: 16 Resort Master Plans**
- **Korea: 3 Resort Master Plans**
- **Rota Golf Resort**, Northern Marianas Islands
- **Tanjung Ringgit Golf Resort Concept**, Lombok, Indonesia

# CARLOS ZAVARCE

Resort Planner, MRM (Planning), B.Ed, BA

## *PROFESSIONAL PROFILE*

Carlos Zavarce has been part of the BHA team since 2013. He holds a Master's degree in Resource and Environmental Management (Planning) and a Bachelor's degree in Education and Environmental Geography. His thesis – 'From Growth to Sustainability: Community Discourse on Changing Approaches to Resort Governance in Whistler, BC' - focused on the changing realities of resort governance. Graduating from the Centre for Tourism and Policy Research at Simon Fraser University has given Carlos an in-depth understanding of the intricacies of planning within a tourism system. He brings a wealth of knowledge to BHA in sustainable policy development, design and research, in addition to experience with various geo-spatial and digital design software applications.

Carlos' responsibilities include project management, concept and policy development, site analysis, feasibility studies, preliminary design, management planning, master planning and report writing. His skills as a facilitator and experience with research methodology compliment the team at BHA.

Drawn to Whistler for the mountain biking and skiing, Carlos spends his free time exploring all that the Sea to Sky region has to offer.

## *EDUCATION*

**Master of Resource Mgmt (Planning), 2013**  
Simon Fraser University, Burnaby, BC

**Bachelor of Education, 2010**  
Nipissing University, North Bay, Ontario.

**Bachelor of Arts (Honours) - Environmental Geography, 2009**  
Nipissing University, North Bay, Ontario.

**Certificate in Geomatics, 2009**  
Nipissing University, North Bay, Ontario.

## *ASSOCIATIONS*

Candidate Member of the Planners Institute of British Columbia and Canadian Institute of Planners

## *PROFESSIONAL EXPERIENCE*

**BHA - Brent Harley and Associates Inc.**  
Whistler, BC 2013 – Present.  
Resort Planner

**Simon Fraser University**  
Burnaby, BC 2011 – 2013  
GIS Lab Instructor, Research and Teaching Assistant

## *AWARDS AND VOLUNTEER EXPERIENCE*

**Social Science and Humanities Research Grant recipient, 2011 – 2012**

**Treasurer - Canadian Association of Planning Students, Simon Fraser University, BC**  
2011 – 2012

**Volunteer - World University Service of Canada, Huacho, Peru** 2009

## *REPRESENTATIVE PROJECTS*

- **Whistler Wayfinding Pedestrian and Parking Signage Programming, Whistler, BC**
- **Whistler Wayfinding Strategy, Whistler, BC**
- **Vista Ridge Master Plan, Fort McMurray, AB**
- **Edmonton Ski Club Master Plan, Edmonton, AB**
- **Silver Star Master Plan, Silver Star Mountain, BC**
- **Heavens Eye Ski Resort Master Plan, China**
- **Snoqualmie Riverwalk Master Plan, Snoqualmie, WA, USA**
- **Fernie Resort Master Plan, Fernie, BC**
- **Powder Mtn Cat Skiing Management Plan Update, Whistler, BC**

- **Whistler RV Park Management Plan,** Whistler, BC
- **Hemlock Resort Master Plan,** Hemlock, BC
- **TLH Heliskiing Management Plan,** Gold Bridge, BC
- **Mike Wiegele Helicopter Skiing,** Blue River, BC



Western Canada  
Mountain Bike Tourism Association  
c/o 2654 Eton Street, Vancouver, BC V5K 1K1

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## **PARTNERSHIP AGREEMENT: 2016 SEA TO SKY MOUNTAIN BIKE VISITORS STUDY**

**April 20, 2016**

Village of Pemberton  
7400 Prospect Street  
Pemberton, BC

This letter will serve to confirm that the Village of Pemberton has agreed to enter into a Partnership for the purposes of participating in the Western Canadian Mountain Bike Tourism Association (MBTA)'s study of the impact of mountain bike tourism in the Sea to Sky Corridor, upon and subject to the following terms and conditions:

### **PURPOSE**

The MBTA proposes to conduct a study to measure the economic impact of mountain biking tourism in the Sea to Sky Corridor which includes the North Shore (District of North Vancouver), Squamish, Whistler, and Pemberton. The data gathered will be used to generate economic impact estimates at the regional and community level (North Shore, Squamish and Pemberton only). Results will be tracked against the 2006 study, which employed a similar methodology.

### **OBJECTIVES**

The study will have the following primary objectives:

- To generate credible estimates as to both the volume of riders and number of unique riders using the trail system in the Sea to Sky Corridor
- To estimate the economic impact of mountain biking generated among non-residents and tourists at the regional and community level
- To obtain profile information from mountain bikers (eg. residency, trail use, group size, age, gender, number of years riding, trip planning behavior, etc)
- To compare current rider volumes, economic impact and market profiles with 2006 results

### **Additional Components**

- To estimate the value of the Test of Metal Mountain Bike Race to Squamish
- To estimate the size and impact of the mountain biking industry on the North Shore

### **COSTS**

The total cost of the project is estimated to be \$47,000

The project is supported through following anticipated funding allocations:

**Project funding:**

<b>Destination BC</b> (confirmed)		\$20,000
<b>North Shore</b>		
District of North Vancouver (requested)	\$9,500	
North Shore Mountain Bike Association (received)	\$500	
North Shore total		\$10,000
<b>Squamish</b>		
District of Squamish (requested)		\$10,000
<b>Pemberton</b>		
Village of Pemberton (requested)		\$7,000
		<u>\$47,000</u>

**DISBURSEMENT/COLLECTION**

The Western Canada Mountain Bike Tourism Association will invoice supporting parties 50% of their share upon receiving their signed approval for the partnership from an authorized representative. The final 50% will be invoiced upon delivery of the final report (November 2016).

**APPROVAL**

\_\_\_\_\_  
Signature - Authorized Budgetary Authority

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name  
Village of Pemberton

\_\_\_\_\_  
Title

## VILLAGE OF PEMBERTON

### Municipal Ticket Information Utilization Bylaw

#### BYLAW No. 800, 2016

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**WHEREAS** Section 264 of the *Community Charter* authorizes the Council to, by Bylaw:

1. designate those bylaws which may be enforced by means of a form of ticket prescribed by regulation under Section 273;
2. designate bylaw enforcement officers for the purpose of enforcing bylaws by means of a prescribed form of ticket;
3. designate an offence against a bylaw by means of a word or expression on a ticket.

**NOW, THEREFORE**, the Council of the Village of Pemberton in open meeting assembled, enacts as follows:

#### 1. TITLE

This Bylaw may be cited as “**Village of Pemberton Municipal Ticket Information Utilization Bylaw No. 800, 2016**”.

#### 2. APPLICATION

2.1 The bylaws listed in Column 1 of Schedule 1 to this Bylaw may be enforced by means of a ticket in the form prescribed for the purpose of Section 264 of the *Community Charter*.

2.2 The persons appointed to the job positions or titles listed in Column 2 of Schedule 1 to this Bylaw are designated as bylaw enforcement officers pursuant to Section 264 of the *Community Charter* for the purpose of enforcing the bylaws listed in Column 1 of Schedule 1 opposite the respective job positions.

2.3 The words or expressions set forth in Column 1 of the Schedules to this Bylaw designate the offence committed under the bylaw section number appearing in Column 2 opposite the respective words or expressions.

2.4 The amounts appearing in Column 3 of the Schedules to this Bylaw are fines set pursuant to Section 265(1) of the *Community Charter* for the corresponding offences designated in Column 1.

### **3. REPEAL**

The Village of Pemberton Municipal Ticket Information Utilization Bylaw No. 542, 2004 and Municipal Ticket Information Utilization Amendment Bylaw No. 708, 2012 and Municipal Ticket Information Utilization Amendment Bylaw No. 778, 2014 are hereby repealed.

**READ A FIRST TIME** this 19<sup>th</sup> day of April, 2016.

**READ A SECOND TIME** this 19<sup>th</sup> day of April, 2016.

**READ A THIRD TIME** this 19<sup>th</sup> day of April, 2016

**RECONSIDERED AND ADOPTED** this 3<sup>rd</sup> day of May, 2016.

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Mike Richman  
Mayor

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Sheena Fraser  
Corporate Officer



## SCHEDULE 1

### DESIGNATED BYLAW

### DESIGNATED BYLAWS ENFORCEMENT OFFICERS

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False Alarm Bylaw No. 556, 2005

Village Official  
RCMP

Parking & Traffic Control Bylaw  
No. 586, 2006

Village Official  
RCMP

Smoking Bylaw No. 637, 2009

Village Official  
RCMP

Animal Control Bylaw No. 651, 2010

Village Official  
RCMP

Wildlife Attractant Bylaw No. 684, 2011

Village Official  
RCMP  
Conservation Officer

Firearms Regulation Bylaw No. 697, 2012

Village Official  
RCMP  
Conservation Officer

Noise Regulation Bylaw No. 699, 2012

Village Official  
RCMP

Fire Prevention Bylaw No. 744, 2013

Village Official  
RCMP

Business Licence Bylaw No. 751, 2014

Village Official

Outdoor Water Use Regulation Bylaw  
No. 792, 2015

Village Official

**SCHEDULE 2**

<b>FALSE ALARM BYLAW No. 556, 2005</b>	<b>SECTION</b>	<b>FINE</b>
Second False Alarm	7(a)	\$50.00
Third False Alarm	7(b)	\$75.00
Fourth & Subsequent False Alarm	7(c)	\$100.00

**SCHEDULE 3**

**PARKING & TRAFFIC CONTROL BYLAW No. 586, 2006**

	<b>SECTION</b>	<b>FINE</b>
Park in Contravention of Traffic Control Device	3	\$50.00
Fine Amount if Paid Within 30 Days		\$25.00

**SCHEDULE 4**

**SMOKING BYLAW No. 637, 2009**

**SECTION FINE**

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Operator Violation

3

\$100.00

Personal Violation

4

\$50.00

**SCHEDULE 5**

<b>ANIMAL CONTROL BYLAW No. 651, 2010</b>	<b>SECTION</b>	<b>FINE</b>
Unlicensed Dog at Large– First Offence	3.1	\$75.00
Licensed Dog at Large- First Offence	3.1	\$30.00
Licensed Dog at Large – Second Offence	3.1	\$100.00
Licensed Dog at Large – Third Offence	3.1	\$150.00
Licensed Dog at Large – Fourth and subsequent offences	3.1	\$300.00
Allow or suffer any dog to leave or deposit Excrement on any public place or private Property without cleaning up	3.4	\$100.00
Vicious Dog – Not Muzzled	7.3	\$500.00
Vicious Dog – Not Confined	7.4	\$500.00
Any Other Ticket Offence		\$50.00

## SCHEDULE 6

<b>WILDLIFE ATTRACTANT BYLAW No. 684, 2011</b>	<b>SECTION</b>	<b>FINE</b>
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Improper Storage of Garbage – First Offence	3.1	\$100.00
	4.2	\$100.00
	4.3	\$100.00
	5.1	\$100.00
Improper Storage of Garbage – Second Offence	3.1	\$200.00
	4.2	\$200.00
	4.3	\$200.00
	5.1	\$200.00
Improper Storage of Garbage – Third Offence	3.1	\$400.00
	4.2	\$400.00
	4.3	\$400.00
	5.1	\$400.00
Failure to Provide/Maintain Resistant Container - First Offence	3.2	\$100.00
	4.1	\$100.00
	4.4	\$100.00
Failure to Provide/Maintain Resistant Container - Second Offence	3.2	\$200.00
	4.1	\$200.00
	4.4	\$200.00
Failure to Provide/Maintain Resistant Container - Third Offence	3.2	\$400.00
	4.1	\$400.00
	4.4	\$400.00
Failure to Comply Pickup/Removal Times - First Offence	3.3	\$100.00
	3.4	\$100.00
Failure to Comply Pickup/Removal Times - Second Offence	3.3	\$200.00
	3.4	\$200.00
Failure to Comply Pickup/Removal Times - Third Offence	3.3	\$400.00
	3.4	\$400.00
Improper Disposal – First Offence	3.5	\$100.00
	3.6	\$100.00
	3.7	\$100.00
	3.8	\$100.00
	3.11	\$100.00
	4.2	\$100.00

Improper Disposal – Second Offence	3.5	\$200.00
	3.6	\$200.00
	3.7	\$200.00
	3.8	\$200.00
	3.11	\$200.00
	4.2	\$200.00
Improper Disposal – Third Offence	3.5	\$400.00
	3.6	\$400.00
	3.7	\$400.00
	3.8	\$400.00
	3.11	\$400.00
	4.2	\$400.00
Improper Placement – First Offence	3.9	\$100.00
Improper Placement – Second Offence	3.9	\$200.00
Improper Placement – Third Offence	3.9	\$400.00
Placement of Explosive Device	3.10	\$500.00
Intentionally Feeding Wildlife – First Offence	5.2	\$100.00
Intentionally Feeding Wildlife – Second Offence	5.2	\$200.00
Intentionally Feeding Wildlife – Third Offence	5.2	\$400.00
Failure to Remove Attractants – First Offence	5.3	\$100.00
	5.4	\$100.00
Failure to Remove Attractants – Second Offence	5.3	\$200.00
	5.4	\$200.00
Failure to Remove Attractants – Third Offence	5.3	\$400.00
	5.4	\$400.00

**SCHEDULE 7**

<b>FIREARM REGULATION BYLAW No. 697, 2012</b>	<b>SECTION</b>	<b>FINE</b>
Discharge in Prohibited Area	4	\$250.00



## SCHEDULE 8

<b>NOISE REGULATION BYLAW No. 699, 2012</b>	<b>SECTION</b>	<b>FINE</b>
Noise During Quite Hours – First Offence	3.1	\$100.00
Noise During Quite Hours – Second Offence	3.1	\$200.00
Noise During Quite Hours – Third Offence	3.1	\$400.00
Permit Noise During Quiet Hours – First Offence	3.2	\$100.00
Permit Noise During Quiet Hours – Second Offence	3.2	\$200.00
Permit Noise During Quiet Hours – Third Offence	3.2	\$400.00
Prohibited Noise – First Offence	3.3	\$100.00
Prohibited Noise – Second Offence	3.3	\$200.00
Prohibited Noise – Third Offence	3.3	\$400.00
Construction Noise – First Offence	5.1	\$250.00
Construction Noise – Second Offence	5.1	\$500.00

## SCHEDULE 9

<b>FIRE PREVENTION BYLAW No. 744, 2013</b>	<b>SECTION</b>	<b>FINE</b>
Failure to provide private hydrant flow test results	6.8(a)(ii)	\$150
Failure to maintain, repair, or replace private fire hydrant	6.8(b)	\$150
Failure to keep private hydrant free of snow, ice, or other materials or free from mechanical damage	6.8(c)	\$150
Failure to ensure access to private fire hydrant	6.8(d)	\$150
Failure to report deficiencies that affect private hydrant	6.8(e)(i)	\$150
Failure to bag or cover out of service private hydrant	6.8(f)	\$150
Unauthorized use of fire hydrant	6.10	\$1,000
Failure to paint private hydrant to City's specifications	6.11	\$150
Failure to maintain minimum clearance around private hydrant	6.13	\$150
Failure to maintain ground cover around private hydrant	6.15	\$150
Failure to maintain clear path in front of private hydrant	6.16	\$150
Failure to maintain clear view of private hydrant	6.17	\$150
Removing a fire hydrant without permission	6.18	\$1,000
Failure to provide, install and maintain Smoke Alarm	6.19	\$200
Failure to maintain emergency/exit lighting and exit signs	6.21(a)	\$200
Failure to test or maintain portable extinguisher(s)	6.21(b)	\$200
Failure to provide and maintain means of egress	6.21(c)	\$200
Failure to maintain exit doors	6.21(d)	\$200

Failure to maintain private roadways for Pemberton Fire Rescue access in conformance with the British Columbia Fire Code	6.21(e)	\$200
Failure to provide, maintain private roadways, access roads and fire lanes in conformance with Pemberton Fire Rescue criteria	6.21(f)	\$200
Design and installation of gate controlling access not in conformance to Pemberton Fire Rescue criteria	6.21(g)	\$200
Failure to maintain standpipe, hose systems, and automatic sprinkler systems in conformance with the British Columbia Fire Code	6.21(h)	\$200
Failure to install and maintain commercial cooking equipment exhausts and fire protection systems in conformance with the British Columbia Fire Code	6.21(i)	\$200
Exceeding the maximum occupant load contrary to the British Columbia Fire Code	6.21(j)	\$1,000
Allowing combustible material(s) to accumulate in quantities or in locations contrary to the British Columbia Fire Code	6.21(k)	\$200
Failure to store, handle, use or process all flammable and combustible liquids in conformance with the British Columbia Fire Code	6.21(l)	\$200
Failure to maintain fire separations in conformance with the British Columbia Fire Code	6.21(m)	\$200
Failure to dispose of Combustible Material or take precautions to prevent fire	6.25	\$500
Failure to submit Fire Safety Plan in an acceptable format and in conformance with British Columbia Fire Code	6.29(a)	\$150
Failure to submit Fire Safety Plan within 90 days	6.29(b)	\$150
Failure to provide Fire Safety Plan in a location or manner acceptable to Fire Chief	6.29(c)	\$150
Failure to install and maintain approved Fire Safety Plan Lock Box	6.30	\$150
Failure to install and maintain approved Lock Box	6.32	\$150

Failure to correctly install Lock Box	6.33(a)	\$150
Failure to provide keys or devices in Lock Box	6.33(b)	\$150
Failure to provide access to Fire Safety Plan Box or Lock Box	6.34	\$150
Failure to allow installation or maintenance of Fire Safety Plan Box or Lock Box	6.35	\$150
Starting or allowing open air fire without a permit	7.1	\$250
Failure to follow terms and conditions for burning of yard waste	7.5	\$250
Failure to follow terms and conditions for burning of waste created by land clearing	7.6	\$250
Failure to follow terms and conditions for a hazard abatement/fuel modification burning permit	7.7	\$250
Failure to follow terms and conditions for an agricultural burning permit	7.8	\$250
Failure to follow terms and conditions for a residential cooking permit	7.10	\$250
Using portable incinerator or other portable device for burning garbage, rubbish or waste material	7.11	\$250
Discharging fireworks without a valid notice of discharge permit	8.1	\$250
Selling or offering for sale fireworks without a valid fireworks sales permit	8.4	\$250
Storing, handling or discharging fireworks in an unsafe manner or as to create a nuisance	8.12	\$250
Discharging fireworks on a public roadway	8.15	\$250
Failure to remove or dispose of firework debris	8.16	\$250
Possessing, selling or discharging of firecrackers or noisemakers	8.19	\$250
Failure to surrender fireworks	8.22(a)	\$250

## SCHEDULE 10

<b>BUSINESS LICENCE BYLAW No. 751, 2014</b>	<b>SECTION</b>	<b>FINE</b>
Resident Business without Business Licence:	6.2	
1 <sup>st</sup> Offence		\$ 75.00
2 <sup>nd</sup> Offence (1 week after 1 <sup>st</sup> offence)		\$150.00
3 <sup>rd</sup> Offence (1 week after 2 <sup>nd</sup> offence)		\$300.00
Subsequent Offences		\$450.00
Non-Resident Business without Business Licence:	6.3	
1 <sup>st</sup> Offence		\$ 75.00
2 <sup>nd</sup> Offence (1 week after 1 <sup>st</sup> offence)		\$150.00
3 <sup>rd</sup> Offence (1 week after 2 <sup>nd</sup> offence)		\$300.00
Subsequent Offences		\$450.00
Failure to Provide Access	7.1	\$150.00
Failure to Display Valid Licence:	11.2	
1 <sup>st</sup> Offence		\$ 75.00
2 <sup>nd</sup> Offence (1 week after 1 <sup>st</sup> offence)		\$150.00
Carrying on Business while Suspended:	13.5	
1 <sup>st</sup> Offence		\$150.00
2 <sup>nd</sup> Offence (1 week after 1 <sup>st</sup> offence)		\$300.00
3 <sup>rd</sup> Offence (1 week after 2 <sup>nd</sup> offence)		\$450.00
Mobile Vendor without Business Licence	14.4(d)	
1 <sup>st</sup> Offence		\$300.00
2 <sup>nd</sup> and Subsequent Offences		\$450.00

## SCHEDULE 11

### Outdoor Water Use Regulations Bylaw No. 792, 2015

### FINE

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#### **Section: 4.1**

Level One – First Offence	\$100.00
Level One – Second Offence	\$200.00
Level One – Third Offence	\$300.00

#### **Section 4.2**

Level Two – First Offence	\$100.00
Level Two – Second Offence	\$200.00
Level Two – Third Offence	\$300.00

#### **Section 4.3**

Level Three – First Offence	\$100.00
Level Three – Second Offence	\$200.00
Level Three – Third Offence	\$300.00

#### **Section 4.4**

Level Four – First Offence	\$250.00
Level Four – Second Offence	\$500.00
Level Four – Third Offence	\$1,000.00

**VILLAGE OF PEMBERTON**

**BYLAW No. 801, 2016**

---

A bylaw of the Village of Pemberton respecting the Five Year Financial Plan beginning with the year 2016.

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The Council of the Village of Pemberton, in open meeting assembled, enacts as follows:

1. Schedule "A" attached hereto and made part of this Bylaw is hereby adopted and is the Village of Pemberton Five Year Financial Plan established with the year ended December 31, 2016.
2. This Bylaw may be cited for all purposes as the "Village of Pemberton Five Year Financial Plan Bylaw No. 801, 2016."

**READ A FIRST TIME** this 19<sup>th</sup> day of April, 2016.

**READ A SECOND TIME** this 19<sup>th</sup> day of April, 2016.

**READ A THIRD TIME** this 19<sup>th</sup> day of April, 2016.

**ADOPTED** this 3<sup>rd</sup> day of May, 2016.

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Mike Richman  
Mayor

---

Sheena Fraser  
Corporate Officer

**Village of Pemberton  
2016 - 2020 Five Year Financial Plan**

	<b>2016 Budget</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Budget</b>	<b>2020 Budget</b>
<b>Revenues:</b>					
Taxation	1,898,332	2,113,294	2,154,843	2,382,591	2,429,527
Water and sewer user rates	1,538,459	1,623,228	1,709,693	1,797,887	1,887,844
User charges	1,363,263	1,390,528	1,418,338	1,446,706	1,475,640
Penalties and interest income	19,000	19,380	19,768	20,163	20,566
Government transfers:					
Provincial	1,705,980	560,000	571,200	582,624	594,276
Federal	-	-	-	-	-
Other local governments	265,624	270,936	276,355	281,882	287,520
Investment income	6,500	6,630	6,763	6,898	7,036
Other revenues	366,000	500,000	510,000	520,200	530,604
Collections on behalf of other governments	2,349,314	2,396,300	2,444,226	2,493,111	2,542,973
	<b>9,512,472</b>	<b>8,880,296</b>	<b>9,111,186</b>	<b>9,532,062</b>	<b>9,775,986</b>
<b>Expenditures:</b>					
General government	2,347,812	2,404,767	2,452,863	2,585,255	2,646,959
Fire protection services	502,926	512,985	523,244	533,709	544,383
Development and planning services	435,790	444,506	453,396	462,464	471,713
Public works and parks	912,561	932,312	952,459	1,018,174	1,038,538
Water utility	832,777	955,254	974,359	993,846	1,013,723
Sewer utility	941,985	1,230,825	1,256,641	1,281,774	1,307,409
Airport services	173,200	276,664	282,197	287,841	293,598
Transfers to other governments	2,349,314	2,396,300	2,444,226	2,493,111	2,542,973
	<b>8,496,365</b>	<b>9,153,613</b>	<b>9,339,385</b>	<b>9,656,174</b>	<b>9,859,296</b>
<b>Annual Surplus/(Deficit)</b>	<b>1,016,107</b>	<b>(273,317)</b>	<b>(228,199)</b>	<b>(124,112)</b>	<b>(83,310)</b>
<b>ADJUSTMENTS REQUIRED TO BALANCE FINANCIAL PLAN TO CONFORM WITH LEGISLATIVE REQUIREMENTS</b>					
<b>Non-cash items included in Annual (Surplus)/Deficit</b>					
Amortization on tangible capital assets	899,220	910,720	913,420	1,043,420	1,053,420
<b>Cash items NOT included in Annual (Surplus)/Deficit</b>					
Capital expenditures	2,369,485	65,000	27,000	3,900,000	50,000
Loan proceeds	(533,536)	0	0	(3,900,000)	(50,000)
Long term debt payments	205,667	383,377	383,377	568,745	568,745
Capital lease payments	138,000	138,000	138,000	138,000	138,000
Transfers to/(from) Statutory Reserves					
Transfers to/(from) Non-Statutory Reserves	97,790	216,000	270,000	324,000	378,000
Transfers to/(from) Unappropriated Surplus	(362,079)	(164,974)	(133,156)	(111,436)	(114,634)
<b>Financial Plan Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



**Village of Pemberton  
5 Year Financial Plan Bylaw No. 801, 2016  
2016 Revenue Policy Disclosure**

- The table below shows the proportion of proposed 2016 revenue raised from each funding source. One column shows the proposed revenue including Transfer to Other Governments and the other excluding the Transfers to Other Governments. Transfers to Other Governments are funds requisitioned by other government or government agencies for specifically defined projects.

The Village has a bylaw to charge specific administrative fees for various tasks, such as tax certificates, titles searches, rentals as well as other tasks including a 10% administrative fee. This bylaw was last updated December 18<sup>th</sup>, 2012. By billing these fees to individual users, this allows a more realistic tax levy as the tax payers are not subjected to funding these miscellaneous expenses.

The Village of Pemberton will continue to seek other sources of revenue to reduce the reliance on property taxes.

In 2007, Council realized that the creation of a Capital Reserve and Equipment Reserve was prudent to reducing potential tax rate increases and borrowing for future capital projects. As such the Village will endeavor to build up reserves to fund major capital projects. Borrowing will be considered when a capital project will provide benefits to taxpayers over a long period.

Frontage and/or Parcel Taxes are taxes levied for the purpose of paying the debt on the Municipality's Infrastructure, such as the Sewer Treatment Plant and the Well. The rates are reviewed annually to determine if they meet the required debt payment schedule for the upcoming fiscal year. In 2014, amendments were brought forward for the construction of a new sewer line on Poplar Street (2013) and the construction of a new reservoir (2014). A further amendment was brought forward in 2015 to reflect the full year payments for the sewer line and a further amendment will be required in 2016 for the full year payments of the new reservoir.

Revenue Source	% Total Revenue(\$10,508,087) Including Transfers to Other Governments*	% Total Revenue(\$8,158,773) Excluding Transfers to Other Governments
Property Taxes	51.5%	37.5%
Parcel Taxes	3.6%	4.6%
User Fees & Charges	13.2%	17.0%
Grants	18.8%	24.2%
DCCs	0.0%	0.0%
Other Revenues	3.5%	4.5%
Proceeds from Borrowing	5.1%	6.5%
Transfers	4.4%	5.7%
<b>Total</b>	<b>100.0%</b>	<b>100%</b>

\*School and Police Taxes were based on the 2016 assessments and 2015 tax rates.

**Village of Pemberton  
5 Year Financial Plan Bylaw No. 801, 2016  
2016 Revenue Policy Disclosure**

2. a) The Provincial Class Multiples are established by the Provincial Government by British Columbia Regulations 426/2003 and 439/2003. These rates are used to calculate the tax rates for other government bodies (Collections for Other Governments) with the exception of the Squamish-Lillooet Regional District (SLRD). Both the Village and the SLRD's tax rates are established by the multiples set by Council. Following is a comparison of the two multiples with the variance identified in bold:

Village Multiples	Provincial Multiples
1.00	1.00
3.50	3.50
3.40	3.40
<b>2.25</b>	<b>2.45</b>
1.00	1.00
1.00	1.00

- b) In addition, the Ministry also sets a ceiling for the maximum allowable rate for Class 2 (Utilities). Following is the regulation:

BC Regulation 329/96 defines a rate ceiling for class 02 property for 2000 and subsequent years. The regulation states:

“2. In setting the tax or levy rate for class 2 property for general municipal purposes, a municipality must not exceed the greater of

- a) \$40 for each \$1,000 of assessed value, and
- b) 2.5 times the rate applicable to class 6 property for general municipal purposes in the municipality for the same taxation year.”

The Village falls within this acceptable range.

- c) Furthermore, those properties that were included in the 2011 Boundary Extension (Order in Council No. 165) under Class 2 (\*Utility), the tax rate is set each year as per Sections 5 and 6 of the Taxation (Rural Area) Act Regulation, BC Reg. 387/82, and as a result are not included in the table below.

The following table outlines the distribution of taxes between the property tax classes.

Property Class	Village Multiples	% of Total Property Assessment Value (\$439,072,642)	% of Total Property Value Tax (\$1,308,160)
Residential (Class 01)	1.00	83.44%	68.95%
*Utilities (Class 02)	3.50	0.26%	1.26%
Light Industry (Class 05)	3.40	0.56%	1.56%
Business/Commercial (Class 06)	2.25	14.73%	27.39%
Rec/Non-Profit (Class 08)	1.00	0.93%	0.77%
Farm (Class 09)	1.00	0.08%	0.07%
<b>Total</b>		<b>100%</b>	<b>100%</b>

**Village of Pemberton  
5 Year Financial Plan Bylaw No. 801, 2016  
2016 Revenue Policy Disclosure**

3. Following is a list of permissive exemptions granted for the taxation year and the amount of municipal tax revenue forgone:

Municipal Land and Buildings	\$6,591
St. David's United Church (Land only)	313
Pemberton Childcare Society	1,871
Pemberton Lion's Society	2,587
Stewardship Pemberton	465
 Total Municipal Tax Revenue Forgone	 <b>\$11,827</b>

In 2013, Council updated the Permissive Tax Exemption Policy to clarify the criteria, establish timelines for submission and to include an application form which will provide clear guidelines and deliverables for both Staff and the Applicant. Following is the updated Policy and Purpose:

**Permissive Tax Exemption Policy:**

The Village of Pemberton recognizes the significant value of organizations and groups in our community who provide worthwhile programs and services to our residents

The purpose of this policy is to ensure that the organizations applying for a permissive tax exemption meet the criteria and that the application process is consistent and meets the goals, policies and general operating principles of the Village. The sources of Municipal revenue are limited and a request for an exemption must be considered in concert with other needs of the Village. Council will determine the amount of revenue to be foregone by permissive tax exemptions for non-profit organizations. Council at its sole discretion may grant varying percentages of tax exemptions up to 100% of the tax exemption.

Exemptions are not given to services that are otherwise provided on a private or for profit bases. This would provide an unfair competitive advantage and is not permitted as per Section 25 of the *Community Charter*.

Requests for permissive tax exemptions for organizations whose facilities are outside the boundaries of the Village of Pemberton will not be considered.

Further information, including the complete Policy and Application can be found on the following link on Village website:

[http://www.pemberton.ca/media/177127/Permissive\\_Tax\\_Exempt\\_Policy-Jun2013.pdf](http://www.pemberton.ca/media/177127/Permissive_Tax_Exempt_Policy-Jun2013.pdf)

**Village of Pemberton**  
**5 Year Financial Plan Bylaw No. 801, 2016**  
**Notes to the Village of Pemberton's**  
**Financial Plan**

**Note 1**

General 2016 Assumptions:

1. Municipal tax revenues increased by 2% in 2016 to provide for an allocation to reserves.
2. The percentage change in overall assessments from 2015 to 2016 is 6.20%; which is made up of new construction assessments of 0.88% and 5.32% in market change.
3. Frontage tax is calculated on \$1.37 per meter for water and \$4.32 per meter for sewer. Frontage tax is amended based on the retiring or securing of debt.
4. The Industrial Park Parcel Taxes equal the debt based on the overall costs of the project to install the water infrastructure to the Industrial Park in 2007. Only those properties that did not choose to commute (pay upfront) their cost are levied.
5. User fees for water rates in 2016 will be set as per the Kerr Wood Leidal (KWL) Implementation of Water Rates 2014 – 2019 Report under Alternative 1. This report can be found on the Village website at the following link: <http://www.pemberton.ca/municipal-hall/reports-and-publications/>
6. User fees for sewer have a 0% increase in 2016.

General 2016 – 2020 Assumptions:

1. A 10% Administration Fee will be charged to individual user requests and tasks.
2. General Municipal Property Taxes will be increased for inflation by 2% per year.
3. Operating expenses will be increased for inflation by 2% per year.
4. Water rates will be increased by 7% (see number 3 above), while Sewer Rates will be increased for inflation by 2% per year (pending a Sewer Rate Review).
5. General debt collections, frontage and/or parcel taxes, will equal the general debenture interest and principle payments. This tax is paid by all property owners within the Village of Pemberton who have the ability to connect to the Village's Infrastructure.

**Village of Pemberton  
5 Year Financial Plan Bylaw No. 801, 2016  
Notes to the Village of Pemberton's  
Financial Plan**

**Note 2**

**2016 Capital Projects (\$2,569,485):**

**Administrative and Financial Services**

Community Centre Parcel Tax Expenses (Carryover)	\$9,459
Website	30,000
	<hr/>
	<b>\$39,459</b>

**Public Works & Parks**

Friendship Trail Bridge	\$1,143,490
Streetlight Conversion	35,000
Train Station Roof Repairs	25,000
One Mike Lake Parking Lot Upgrades	8,000
One Mile Lake Boardwalk Upgrades	15,000
	<hr/>
	<b>\$1,226,490</b>

**Fire Department**

New Fire Truck	\$533,536
FireHall Renovations	25,000
	<hr/>
	<b>\$558,536</b>

**Water**

Water Conditioning System	\$425,000
Cedar Lane Water Line Upgrade	20,000
	<hr/>
	<b>\$445,000</b>

**Airport**

Cracksealing	\$100,000
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<b>Total Capital Project Costs 2016</b>	<b><u><u>\$2,369,485</u></u></b>
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# VILLAGE OF PEMBERTON

## BYLAW No. 802, 2016

---

A bylaw for the levying of annual tax rates for Municipal, Regional District and Sea to Sky Regional Hospital District and Squamish-Lillooet Regional Hospital District purposes for the year 2016.

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The Council of the Village of Pemberton, in open meeting assembled, enacts as follows:

1. The following rates are hereby imposed and levied for the year 2016:
  - (a) For all lawful general purposes of the municipality on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in column "A" of Schedule "A" attached hereto and forming a part hereof.
  - (b) For purposes of the Squamish-Lillooet Regional District on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in column "B" of Schedule "A" attached hereto and forming a part hereof.
  - (c) For purposes of the Sea to Sky Regional Hospital District on the assessed value of land and improvements taxable for hospital purposes, rates appearing in column "C" of Schedule "A" attached hereto and forming a part hereof.
2. The minimum amount of taxation upon a parcel of real property shall be One Dollar (\$1.00).
3. This bylaw may be cited as the "Village of Pemberton Annual Tax Rates Bylaw No. 802, 2016."

**READ A FIRST TIME** this 19<sup>th</sup> day of April, 2016.

**READ A SECOND TIME** this 19<sup>th</sup> day of April, 2016.

**READ A THIRD TIME** this 19<sup>th</sup> day of April, 2016.

**ADOPTED** this 3<sup>rd</sup> day of May, 2016.

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Mike Richman  
Mayor

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Sheena Fraser  
Corporate Officer

**Village of Pemberton  
Schedule "A"  
Bylaw No. 802, 2016**

**2016 Tax Rates**

Tax Rates (dollars of tax per \$1,000 taxable value)
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<b>PROPERTY CLASS</b>	<b>A General Municipal (Includes Reserves, CEF &amp; CIOF)</b>	<b>B Regional District (RD)</b>	<b>C Sea to Sky Regional Hospital District (STSRHD)</b>
1 Residential	2.4617	1.3963	0.0443
2 Utility	14.7705	8.3780	0.1550
5 Light Industry	8.3699	4.7478	0.1505
6 Business/Other	5.5389	3.1418	0.1085
8 Rec/Non-Profit	2.4617	1.3963	0.0443
9 Farm	2.4617	1.3963	0.0443

\*The rate for those properties that were included in the 2011 Boundary Extension (Order in Council No. 165) under Class 2 (Utility), is set each year as per Sections 5 and 6 of the Taxation (Rural Area) Act Regulation, BC Reg. 387/82. The rate established for 2016 has not yet been received; the 2015 rate was \$3.82 per \$1,000 of actual value of property.

**VILLAGE OF PEMBERTON**

**BYLAW No. 803, 2016**

**Water Frontage Tax Amendment Bylaw**

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**Being a bylaw to amend “The Village of Pemberton Bylaw No. 137, 1979  
Amendment Bylaw No. 765, 2014”**

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**WHEREAS** it is deemed expedient and necessary to amend tax on frontage of owners of land by amending Bylaw No. 137, 1979 Amendment Bylaw No. 765, 2014;

**NOW THEREFORE**, the Council of the Village of Pemberton, in open meeting assembled, enacts as follows:

1. This bylaw may be cited as “Village of Pemberton Bylaw No. 137, 1979 Water Frontage Tax Amendment Bylaw No. 803, 2016.”
2. a. Section 2 of “The Corporation of the Village of Pemberton Bylaw No. 137, 1979” is hereby deleted and the following substituted therefore:
  - b. The annual rate shall be Four Dollars and Thirty Cents (\$4.30) per meter of taxable frontage.

**READ A FIRST TIME** this 19<sup>th</sup> day of April, 2016.

**READ A SECOND TIME** this 19<sup>th</sup> day of April, 2016.

**READ A THIRD TIME** this 19<sup>th</sup> day of April, 2016.

**ADOPTED** this 3<sup>rd</sup> day of May, 2016.

---

Mike Richman  
Mayor

---

Sheena Fraser  
Corporate Officer



**VILLAGE OF PEMBERTON**

**BYLAW No. 804, 2016**

**Sewer Frontage Tax Amendment Bylaw**

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**Being a bylaw to amend “The Village of Pemberton Sewer Frontage Tax Bylaw No. 136, 1979 Amendment Bylaw No. 785, 2015”**

---

**WHEREAS** it is deemed expedient and necessary to amend tax on frontage of owners of land by amending Bylaw No. 136, 1979 Amendment Bylaw No. 785, 2015,

**NOW THEREFORE**, the Council of the Village of Pemberton, in open meeting assembled, enacts as follows:

1. This bylaw may be cited as “Village of Pemberton Bylaw No. 136, 1979 Sewer Frontage Amendment Bylaw No. 804, 2016.”
2. Section 3 (b) of “The Corporation of the Village of Pemberton Bylaw No. 136, 1979” is hereby deleted and the following substituted therefore:
  - b. The annual rate shall be Two Dollars and Twenty-Nine Cents (\$2.29) per meter of taxable frontage.

**READ A FIRST TIME** this 19<sup>th</sup> day of April, 2016.

**READ A SECOND TIME** this 19<sup>th</sup> day of April, 2016.

**READ A THIRD TIME** this 19<sup>th</sup> day of April, 2016.

**ADOPTED** this 3 day of May, 2016.

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Mike Richman  
Mayor

---

Sheena Fraser  
Corporate Officer

**VILLAGE OF PEMBERTON  
BYLAW No. 805, 2016**

---

A bylaw to amend the Village of Pemberton Water Rates Bylaw No. 785, 2015.

---

**WHEREAS** it is deemed necessary to amend the rates and charges and billing system for waterworks services to meet increased operational costs of the system;

**NOW THEREFORE** the Council of the Village of Pemberton, in open meeting assembled, enacts as follows:

1. Schedule "A" of Bylaw No. 232, 1989, Amendment Bylaw No. 785, 2015 is hereby deleted and replaced with a new Schedule "A" which is attached hereto and forms part of this bylaw and which takes effect on January 1 for the years 2016 to 2019.
2. In the year 2016:
  - a) Utility billing is done on an annual basis providing residents the option to pay monthly, quarterly or annually before December 31<sup>st</sup> of the billing year.
  - b) A 10% penalty will be added to such rates, rents and charges remaining unpaid after December 31<sup>st</sup> of the billing year.
3. In the years 2017 – 2019:
  - a) Utility billing is done on an annual basis providing residents the option to pay monthly, quarterly or annually as is due with property taxes on the following dates:  
  
2017: July 4<sup>th</sup>  
2018: July 3<sup>rd</sup>  
2019: July 2<sup>nd</sup>
  - b) A 10% penalty will be added to such rates, rents and charges remaining unpaid after each due date identified under section 3.a).
4. This bylaw may be cited for all purposes as the "Village of Pemberton Water Regulation Connection and Rates Bylaw No. 232, 1989, Amendment Bylaw No. 805, 2016."

**READ A FIRST TIME** this 3<sup>rd</sup> day of May, 2016.

**READ A SECOND TIME** this 3<sup>rd</sup> day of May, 2016.

**READ A THIRD TIME** this 3<sup>rd</sup> day of May, 2016.

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

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Mike Richman  
Mayor

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Sheena Fraser  
Corporate Officer  
Village of Pemberton  
Regular Council Meeting No. 1426  
Tuesday May 3, 2016  
94 of 111

## 2016 - 2019 Annual Water Rates

	2016	2017	2018	2019
<b>Flat Rates (Billed Annually)</b>				
<b><u>Domestic</u></b>				
1. Seniors housing projects	317.91	340.16	363.97	389.45
2. Single family dwellings & trailers	484.43	518.34	554.63	593.45
-In addition, per residential suite in a S/F dwelling	242.21	259.16	277.30	296.71
3. Apartments/Duplexes/Multi-family dwellings - per unit	484.43	518.34	554.63	593.45
4. Bed & Breakfast service, guest/rooming house	816.74	873.91	935.09	1,000.54
-in addition, per rental room for > 2 rooms	162.06	173.41	185.55	198.53
- in addition, per residential suite	242.56	259.54	277.70	297.14
5. Swimming Pool	88.54	94.74	101.37	108.47
<b><u>Commercial</u></b>				
1. Motels, Hotels, Inns, Lodges	726.05	776.87	831.25	889.44
- per room (with or without bath)	107.21	114.72	122.75	131.34
- per room (with kitchen)	143.07	153.08	163.80	175.27
- for each pool &/or hot tub	152.29	162.95	174.36	186.57
2. Strata Hotel	726.05	776.87	831.25	889.44
- per room (with or without bath)	107.21	114.72	122.75	131.34
- per room (with kitchen)	143.06	153.07	163.79	175.25
- per room (with kitchen and laundry)	178.73	191.24	204.63	218.96
- laundry facility	183.19	196.02	209.74	224.42
- for each pool or hot tub	152.29	162.95	174.36	186.57
3. Beauty parlours and barber shops (per chair)	534.57	571.99	612.03	654.87
4. Cafe, restaurant, coffee shop or dining room				
-40 seats maximum (including seasonal/outdoor seating)	988.27	1,057.45	1,131.47	1,210.68
-over 40 seats	1,466.79	1,569.46	1,679.33	1,796.88
5. Food & Beverage preparation facilities < 1000 sq. ft.	534.57	571.99	612.03	654.87
-total area = 1,000 - 2,000 sq. ft.	801.72	857.84	917.89	982.14
-total area = > 2,000 sq. ft.	1,068.84	1,143.66	1,223.72	1,309.38
6. Medical/Dental Practice - one practitioner	534.57	571.99	612.03	654.87
- per additional practitioner	267.15	285.85	305.86	327.27
7. Retail stores, < 1000 sq. ft.	521.71	558.23	597.31	639.12
- > 1000 sq. ft.	1,096.11	1,172.84	1,254.93	1,342.78
8. Banks, offices < 1,000 sq. ft.	585.43	626.41	670.26	717.18
- > 1,000 sq. ft.	1,352.52	1,447.20	1,548.50	1,656.90

9. Service stations, garages, card locks, etc.	784.26	839.15	897.90	960.75
-in addition - for unmetered vehicle wash facility	1,461.58	1,563.89	1,673.36	1,790.49
10. Laundries - for each washing machine	183.19	196.02	209.74	224.42
(or minimum annual charge)	916.28	980.42	1,049.05	1,122.49
11. Unmetered industrial/commercial usage	1,639.58	1,754.35	1,877.16	2,008.56
12. Beverage rooms, lounges, pubs	1,493.44	1,597.98	1,709.84	1,829.53
13. Greenhouse or Nursery (adjusted seasonal rate)	855.63	915.52	979.61	1,048.18
14. Water Bottling - unmetered	2,192.23	2,345.68	2,509.88	2,685.57

**Institutions**

1. Schools, per classroom	524.46	561.17	600.45	642.49
2. Churches (flat rate)	521.71	558.23	597.31	639.12
3. Hospitals, Emergency Services Stations	1,101.02	1,178.09	1,260.56	1,348.80
-hospitals, in addition per bed	88.84	95.06	101.72	108.84

**Metered Rates (Billed Quarterly)**

1. Inside Municipal Boundaries - Statutory Declaration Program

a) Residences with Suite

Fixed Quarterly Meter Charge	22.80	24.40	26.11	27.93
Plus Volumetric Rate - first 65 m3 (per m3)	1.14	1.23	1.31	1.40
Plus Volumetric Rate - after 65 m3 (per m3)	2.57	2.75	2.94	3.15

b) Industrial/Commercial Users

Fixed Quarterly Meter Charge	116.47	124.62	133.35	142.68
Volumetric Rate	0.95	1.02	1.09	1.17

c) Industrial/Commercial Users

Flat Rate (for Units with non-functioning or no meters)	402.05	402.05	402.05	402.05
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d) \*Bulk Water Rate (m3)

3.72	3.98	4.26	4.56
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2. Outside Municipal Boundaries

a) Residential/Commercial/Industrial

Fixed Quarterly Meter Charge	29.31	31.36	33.55	35.90
Plus Volumetric Rate - first 65 m3 (per m3)	1.18	1.26	1.35	1.44
Plus Volumetric Rate - after 65 m3 (per m3)	3.10	3.32	3.55	3.80

b) Residential/Commercial/Industrial

Flat Rate (for Units with non-functioning or no meters)	818.08	875.34	936.62	1,002.18
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\*Large bulk water purchases and sewer disposals require individual negotiated agreements or at a reduced rate where the annual quantity of water purchased by a single bulk customer exceeds 50,000 m3, and the Village has executed a Water Supply Service Agreement with the bulk water supply customer.

**VILLAGE OF PEMBERTON**

**BYLAW No. 806, 2016**

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A bylaw to amend the Village of Pemberton Sewer Rates Bylaw No. 787, 2015.

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**WHEREAS** it is deemed necessary to amend the rates and charges and billing system for the use of the Sanitary Sewer System to meet increased operational costs of the system;

**NOW THEREFORE** the Council of the Village of Pemberton, in open meeting assembled, enacts as follows:

1. Schedule "A" of, Amendment Bylaw No. 787, 2015 is hereby deleted and replaced with a new Schedule "A" which is attached hereto and forms part of this bylaw, and which takes effect on January 1, 2016.
  - c) Utility billing is done on an annual basis providing residents the option to pay monthly, quarterly or annually before December 31<sup>st</sup> of the billing year.
  - d) A 10% penalty will be added to such rates, rents and charges remaining unpaid after December 31<sup>st</sup> of the billing year.
2. This bylaw may be cited for all purposes as the "Village of Pemberton Sanitary Sewer System Regulation Connection and Rates Amendment Bylaw No. 806, 2016."

**READ A FIRST TIME** this 3<sup>rd</sup> day of May, 2016.

**READ A SECOND TIME** this 3<sup>rd</sup> day of May, 2016.

**READ A THIRD TIME** this 3<sup>rd</sup> day of May, 2016.

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

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Mike Richman  
Mayor

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Sheena Fraser  
Corporate Officer

## 2016 Annual Sewer Rates

### Flat Rates (Billed Annually)

#### Domestic

1. Seniors housing projects	297.74
2. Single family dwellings & trailers	454.24
-In addition, per residential suite in a S/F dwelling	227.00
3. Apartments/Duplexes/Multi-family dwellings - per unit	454.24
4. Bed & Breakfast service, guest/rooming house	649.32
-in addition, per rental room for > 2 rooms	104.87
- in addition, per residential suite	227.00
5. Swimming Pool	-

#### Commercial

1. Motels, Hotels, Inns, Lodges	653.28
- per room (with or without bath)	90.66
- per room (with kitchen)	104.87
- for each pool &/or hot tub	-
2. Strata Hotel	653.28
- per room (with or without bath)	90.66
- per room (with kitchen)	104.87
- per room (with kitchen and laundry)	227.00
- laundry facility	259.40
- for each pool or hot tub	-
3. Beauty parlours and barber shops (per chair)	554.46
4. Cafe, restaurant, coffee shop or dining room	
-40 seats maximum (including seasonal/outdoor seating)	1,376.25
-over 40 seats	2,043.05
5. Food & Beverage preparation facilities < 1000 sq. ft.	554.46
-total area = 1,000 - 2,000 sq. ft.	831.35
-total area = > 2,000 sq. ft.	1,108.68
6. Medical/Dental Practice - one practitioner	892.17
- per additional practitioner	446.08
7. Retail stores, < 1000 sq. ft.	554.46
- > 1000 sq. ft.	1,385.33
8. Banks, offices < 1,000 sq. ft.	622.05
- > 1,000 sq. ft.	1,883.63
9. Service stations, garages, card locks, etc.	1,249.22
-in addition - for unmetered vehicle wash facility	-
10. Laundries - for each washing machine	259.40
(or minimum annual charge)	1,297.94
11. Unmetered industrial/commercial usage	908.49
12. Beverage rooms, lounges, pubs	2,080.11
13. Greenhouse or Nursery (adjusted seasonal rate)	554.46
14. Water Bottling - unmetered	554.46

#### Institutions

1. Schools, per classroom	730.66
2. Churches (flat rate)	554.46
3. Hospitals, Emergency Services Stations	1,533.33
-hospitals, in addition per bed	123.76

**Metered Rates (Billed Quarterly)**

1. Inside Municipal Boundaries - Statutory Declaration Program	
a) Residences with Suite	
Fixed Quarterly Meter Charge	25.80
Plus Volumetric Rate (m3)	0.94
b) Industrial/Commercial Users	
Fixed Rate (under 300m3)	193.73
Volumetric Rate (m3 after 300m3)	0.99
c) Industrial/Commercial Users	
Flat Rate (for Units with non-functioning or no meters)	247.93
d) *Bulk Water Rate (m3)	4.00
2. Outside Municipal Boundaries	
a) Residential/Commercial/Industrial	
Fixed Rate (under 300m3)	229.58
Volumetric Rate (m3 after 300m3)	1.27
b) Residential/Commercial/Industrial	
Flat Rate (for Units with non-functioning or no meters)	216.20

\*Large bulk sewer disposals require individual negotiated agreements.



Village of Pemberton  
Po Box 100  
Pemberton B.C. V0N 2L0

April 26, 2016

Dear Village of Pemberton Council Members,

On behalf of the Sea to Sky Clean Air Society, I am delighted to announce that we will once again be coordinating Bike to Work & School Week in Pemberton, Whistler and Squamish for the dates May 30 – June 5, 2016. We invite all Council Members and Staff to register as participants in Bike to Work Week and we request that the Council consider formally declaring May 30 – June 5 as “Bike to Work & School Week 2016” at your next regular Council meeting (proclamation attached). In addition to offering prizes to individuals who participate in the event, we are pleased to offer the schools boasting the highest participation a bike rack.

Over the next month and a half, we will be promoting the event, cementing the final details and sharing with you accordingly. I look forward to hearing Bike to Work & School Week being declared in the Village of Pemberton. Thank you in advance for your support and participating in Bike to Work & School Week!

Sincerely,

A handwritten signature in black ink, appearing to read "Kim Slater", is written over a horizontal line.

Kim Slater  
Executive Director, Sea to Sky Clean Air Society

PO Box 1015, Pemberton B.C. V0N 2L0  
604-698-7697 / [seatoskycleanair@gmail.com](mailto:seatoskycleanair@gmail.com) / [www.seatoskyairquality.ca](http://www.seatoskyairquality.ca)  
Learn more at: <http://www.biketowork.ca/>



## **ABOUT BIKE TO WORK & SCHOOL WEEK MAY 30 – June 5, 2016**

Bike to Work & School Week (BTWW) encourages people to commute to work and school via bicycle. Riding a bike to work instead of commuting via car promotes healthy lifestyles and prevention of health issues through regular exercise! The Sea to Sky Clean Air Society ([www.seatoskyairquality.ca](http://www.seatoskyairquality.ca)) supports this mandate and is coordinating the event in Whistler, Pemberton and Squamish.

Bike to Work Week aims to encourage residents to cycle to work (or school) during the event, with the objective that participants will continue to commute by bicycle on a regular basis. Commuting to work is a significant cause of carbon emissions in the Sea to Sky airshed and choosing to cycle instead, even occasionally, can have dramatic results.

### **Bike to Work Week's essential components include:**

- Engagement of small and large organizations, including workplaces and schools
- Engagement of employees as team leaders—participation and registration is done through a team leader model—Team leaders in each workplace (champion volunteers) inform and motivate their co-workers
- Website tools and resources that provide convenient, free, online registration and a participant reporting system, allowing us to collect data and measure results for each region
- Celebration Stations and / or events supported by sponsors and volunteers throughout the community
- An exciting incentive program of prizes for individuals
- Promoting cycling safety through the website and Celebration Stations

***Bike to Work Week helps build more vibrant, green, healthier communities in which to live, work and go to school!***

**CONTACT** Kim Slater Bike to Week Coordinator (Pemberton, Whistler, Squamish)

Cell: 604-698-7697 Email: [seatoskycleanair@gmail.com](mailto:seatoskycleanair@gmail.com)

## Proclamation



Bike to Work Week May 30 – June 5, 2016

WHEREAS, BIKE TO WORK & SCHOOL WEEK helps build more vibrant, green, healthier communities in which to live and work by encouraging residents to cycle to work (or school) during the event, with the objective that participants will continue to commute by bicycle on a regular basis.

AND WHEREAS, BIKE TO WORK & SCHOOL WEEK a provincial, non-profit society, community based organization that recognizes riding a bike to work instead of commuting via car promotes healthy lifestyles and prevention of health issues through regular exercise.

AND WHEREAS, BIKE TO WORK & SCHOOL WEEK is coordinated by the Sea to Sky Clean Air Society in Pemberton, Whistler and Squamish who recognize commuting to work is a significant cause of carbon emissions in the Sea to Sky airshed and choosing to cycle instead, even occasionally, can have dramatic results.

NOW THEREFORE the Village of Pemberton declares the week of May 30 – June 5, 2016 as “Bike to Work & School Week” in the Village of Pemberton and invites citizens in our region to register and participate in the event.

**From:** The Log House B&B Inn [<mailto:loghouseinfo@shaw.ca>]  
**Sent:** April-26-16 11:42 AM  
**To:** VoP Admin  
**Subject:** Benchland's construction

Dear Mayor Richman and council,

I would like to know when Eagle Drive is re-opening. Having lived in the Benchland's neighbourhood for 16+ years I have ongoing concerns about the yearly sporadic construction in this area. For the past 10 years we have been submitted to construction noise - spring, summer and fall. Homes have been built sporadically, not completed in a timely manner and landscaping is always last on the list.

Over the past year and more, the closure of Eagle Drive has meant that all construction traffic now uses Dogwood Street daily, often up to 10 heavy vehicles a day. This was never meant to be the case. Please see the below excerpt from the original Pemberton Benchlands Phase 1 Marketing proposal information package outlining the option of Eagle Drive as a connector for construction traffic. .


"The main access to the site will be from a new connection to Pemberton Meadows Road. Dogwood Street will function as a secondary or emergency access route".

This issue cannot be ignored any longer.

I would like to request confirmation that this matter is urgently being looked into and that at least the possibility of a one lane system will be an option on Eagle Drive for construction traffic.

I look forward to your timely response.

Sincerely,

Donna Hasan  


April 19, 2016 (updated April 20, 2016 with the CC to Pemberton Mayor and Council)

Attn: SLRD Directors

RE: Non-farm use application for the McLeod/Ayers /Ayers Property

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Dear SLRD Directors:

The following letter is being submitted to outline some concerns related to the non-agricultural use application being considered by the directors. The festival is planning a 40-to-50% expansion over 2015 and as a result will require new ALR lands for parking and camping. With this expansion, comes increasing, direct negative impacts on the immediate neighbours, namely significant risk to ground water contamination. Given the extremely tight timelines, driven by the applicant, there has been insufficient analysis of the baseline environment, impacts and mitigation and remediation strategies. Furthermore, the entire process of festival expansion has been undertaken in a manner which is not transparent and absent of any neighbour or broader community dialogue around whether or not a small community, and its associated infrastructure, can support an ever increasing festival.

While there are immediate concerns directly related to the non-agricultural farm use application, there are broader questions which the SLRD needs to consider. For example, the first goal of the Area C and Pemberton Agricultural Plan is to maintain the integrity of the ALR. This application achieves the opposite of this stated goal. Moreover, the OCP calls for the development of a comprehensive tourism strategy for Area C and Pemberton which has not been developed. Without a strategy there is limited local government information to substantiate the question of how large a festival Pemberton and the SLRD can reasonably accommodate.

## Concerns

### 1. *Ground Water Contamination*

Six of the seven homes which directly border onto the McLeod/Ayers property are on wells. Given the scope and scale of the property parking, coupled with no proposed surface cover, there is a significant chance for ground water contamination from two primary sources: hydrocarbons from up to 14,000 vehicles and human waste. This is a real concern which both the Ministry of Agriculture and Vancouver Coastal Health have confirmed. This concern is further compounded with the placement of restrooms very close to the stream channel and our well source. There should be a significant setback delineated with a non-passable barrier from both the stream edge and our wells.

An addition mitigation strategy would be to extend Village water to the remaining six homes; however, this would only guard against well contamination and would still result in likely ground water contamination.

## 2. Consistency with the MOU

The spirit and intent of the MOU is to ensure there is no trace left by the festival and that it remains contained to the existing five properties. Gravel does exist on the 2015 site and it is questionable as to whether or not the field has been or will be used this year for agricultural purposes. Festival creep is occurring based on the festival's need to expand to ensure its own financial success. This is occurring without any community consultation or a comprehensive review of impacts, mitigation, remediation and monitoring programs.

The MOU signed in June 2015 specifically states the following:

- (2) The Commission is concerned with the preservation of the agricultural capacity and suitability of the Festival Site. *Has the 2015 festival site been used for agriculture?*
- (4) The Local Jurisdictions, with the support of the Commission, will ensure that the use of the Festival Site for the Festival does not diminish the agricultural capacity or suitability of the Festival Site or other ALRD lands in the Pemberton Valley. The Ministry of Agriculture is concerned about the disappearance of agricultural land and the expansion of the festival.
- (12) The Local Jurisdictions acknowledge that if the Promoter chooses not to participate in enhancing agriculture in the Pemberton Valley as determined by the Local Jurisdictions and the Local Jurisdictions and the Commission, but fails to pursue or implement the enhancements, that this Memorandum of Understanding and the Decisions of the Commission will expire. *What has Huka done to enhance agriculture?*

## 3. Agricultural Use

The land was cleared on the premise of agricultural use. In doing so the land owner was aggressive in their clearing and held up the Right to Farm Act as protection for his activities. The proponent also has stated that the land will be hayed before and after the festival. However, within the SLRD's own agriculture committee some members questioned the quality and viability of the land for agricultural purposes following the festival. Should gravel or other surface materials be introduced to manage vehicle traction it will have significant negative impacts on its quality and viability as agricultural land.

The suggestion that the field will be hayed prior to the festival does not seem feasible as hay will scarcely have time to grow prior to the festival. In addition immature grasses will not withstand vehicle traffic and will have to be re-seeded before cattle are brought in.

#### 4. Remediation

Currently the SLRD holds a \$250,000 bond for the festival. This is to cover damages/remediation as required because of festival activity. Based on information provided by a remediation specialist this bond is entirely insufficient in the event of contamination and should be several million dollars. The environmental liability, should this proposal ultimately receive the Agricultural Land Commission's approval, is significant and likely outside the current financial capability of the SLRD.

#### 5. Insurance and Liability

The SLRD's current liability and insurance in the event of contamination is unknown; however, with increasing festival numbers come increasing risk to individuals and property. Additionally, neighbours have sought confirmation from Huka that we are not liable should a festival-goer be injured on our property or that festival-goer damage or vandalize our properties. This has not been confirmed.

#### 6. Security

There are real concerns about security of our properties particularly given the proximity of our properties to the McLeod/Ayers property. There have been no detailed plans or commitments regarding security or fencing shared with neighbours.

#### 7. Waste management

In addition to the waste which was reported in 2015, there is more sensitive waste such as needles and condoms. Given the proximity to homes, many of whom have children, a detailed and comprehensive waste management plan, coupled with advanced barriers will be necessary to minimize the risk of this kind of waste.

### **Considerations for SLRD Directors**

Please seriously consider not forwarding this proposal to the ALC and encourage the festival to develop a transportation plan which minimizes individual vehicle use; thereby, minimizing the need for additional land use.

Not supporting this application does not mean that the SLRD does not support the festival. Rather, it means there are impacts and issues which an expanded festival present which must be evaluated through a meaningful process which includes community consultation. It is the festival which is seeking expansion without any transparent communications or advance planning with neighbours or, by all appearances, the local jurisdictions or broader community.

There is no contingency plan for rain. Towing of thousands of vehicles would have a very detrimental effect not only on the land in question, but also on overall festival logistics. The proposal in its current form is very likely to have direct, negative impacts on immediate neighbours, the most serious of which is contamination of our water.

It is the responsibility of the festival to develop a sustainable transportation plan that does not see most festival goers driving, parking and camping on Class 1 agricultural land. In addition, the MOU which references “no footprint” and “no trace”. In order for this to be accurate and meaningful it must be monitored before, during and after the festival by a third party to ensure that the festival is adhering to the guidelines of the ALC’s decision.

This proposal does not align with the OCP, the Area C and Pemberton Agricultural Plan, nor the recommendation of the Ministry of Agriculture.

Kind Regards,

Jessica Delaney

CC: Pemberton Mayor and Council

**For Immediate Release | April 22, 2016**

## Pemberton residents reminded to run tap water before drinking

Vancouver, BC – Medical Health Officers are reminding residents of Pemberton of some safety tips and important information around drinking water.

### **Run water until cold**

We recommend all residents run taps until the water is cold before drinking or cooking with water. Flushing is especially important when cooking as boiling water may increase the concentration of lead. Taps should be run after they haven't been used for several hours, such as every morning, at the end of the work day when residents arrive home, and after residents return from a vacation.

Testing indicates flushing is very effective at reducing lead levels.

To minimize repeated unnecessary flushing, after running cold, store drinking water in a container and keep refrigerated.

### **Why there is lead in the water**

There are currently higher than acceptable levels of lead in the drinking water in some private residences within the Village of Pemberton. Though the water delivered to Pemberton residents is safe, it is low in pH (acidic) and soft (low in hardness). When this type of water sits in pipes within buildings, such as overnight or over weekends, lead can be released from the plumbing into the water. This is particularly, but not always, true for older buildings that may have lead or brass plumbing fixtures or fittings, or used solder containing lead. New homes may also have pipes containing these materials.

### **Health risks**

Physicians have reported recent testing of 10 Pemberton residents, and all have had lead levels within the normal range.

The risk of being affected by lead in Pemberton is very low, but because lead can have adverse health effects, it is important to reduce lead exposure as much as possible. Those most at risk are infants and children aged five years or under, as well as pregnant women. Infants and young children can absorb lead more easily than adults and are more susceptible to its harmful effects. Lead can affect unborn children, and can be released into breast milk.

Drinking water is one possible, but not the only, source of lead. Lead-based paint in older homes is another potential source – more information is available at:

[www.healthlinkbc.ca/healthfiles/hfile31.stm](http://www.healthlinkbc.ca/healthfiles/hfile31.stm).

### **Lead effects**

Lead poisoning can cause a variety of symptoms, including headaches and abdominal upset, and can affect normal childhood development, including learning and speech skills. Even at low levels lead can have adverse health effects. However, at very low exposure levels, lead may not produce specific symptoms.

We have no reported cases of children being adversely affected by lead in drinking water in the VCH region.

### **What residents should do**



- Flush your pipes daily and after prolonged periods of inactivity
- If you are concerned about your health, visit your family doctor. VCH has reminded local physicians that blood lead testing can be done at their discretion for any patients of concern.
- If you're concerned, have your home's pipes and water tested. VCH Environmental Health Officers (604-892-2293) can advise you on appropriate private labs that can conduct testing.

VCH is responsible for the delivery of \$3.4 billion in community, hospital and residential care to more than one million people in communities including Richmond, Vancouver, the North Shore, Sunshine Coast, Sea to Sky corridor, Powell River, Bella Bella and Bella Coola.

-30-

**CONTACT:**

Anna Marie D'Angelo, Senior Media Relations Officer  
Vancouver Coastal Health

Phone: 604-708-5340

Cell: 604-790-4763

[AnnaMarie.D'Angelo@vch.ca](mailto:AnnaMarie.D'Angelo@vch.ca)

[www.vch.ca](http://www.vch.ca)



# STRATEGIC PRIORITIES CHART

February 2015

## CORPORATE PRIORITIES (Council/CAO)

### NOW

1. **FRIENDSHIP TRAIL BRIDGE: Application**
2. **COMMUNITY FOREST: Feasibility**
3. **BOUNDARY EXTENSION: Analysis**
4. **PVUS: Joint Governance Review**
5. **SHELF READY PROJECT: Selection**

### TIMELINE

February  
y June  
March  
June  
June

### NEXT

- CAPITAL STRATEGY
- RECREATION SERVICE DELIVERY
- ECONOMIC DEVELOPMENT STRATEGY
- SEWER FEES
- FIRE SERVICES AGREEMENT
- ONE MILE LAKE PLAN
- FIRST NATION SHARED SERVICES

### ADVOCACY / PARTNERSHIPS

- **Gas Tax Grant**
- **Friendship Trail Bridge Grant**
- **PVUS Joint Governance Review**

## OPERATIONAL STRATEGIES (CAO/Staff)

### CHIEF ADMINISTRATIVE OFFICER

1. **FRIENDSHIP TRAIL: Application - Feb.**
  2. **PVUS: Joint Governance Review - June**
  3. **BOUNDARY EXTENSION: Analysis - Mar.**
- **SHELF READY PROJECT: Selection**
  - FIRE SERVICES AGREEMENT

### FIRE

1. Fire Truck Specifications - April
  2. Fire Hall Design - June
  3. FUSS Report: Review Priorities - Mar.
- Training Ground Upgrades
  -

### CORPORATE & LEGISLATIVE SERVICES

1. **COMMUNITY FOREST: Feasibility - June**
  2. Council Procedure Bylaw - April
  3. Employee Manual - Sept.
- ECONOMIC DEVELOPMENT STRATEGY
  - Chamber Welcome Sign

### OPERATIONS

1. Reservoir - June
  2. Water Looping - Sept.
  3. I&I and Outflow inspections - May
- ONE MILE LAKE: Projects & Plan
  - Eagle Drive Remediation

### FINANCE / ADMINISTRATION

1. CAPITAL STRATEGY: Priorities - Oct.
  2. SEWER FEE: Analysis - Nov.
  3. Admin fee Bylaw Review - Sept.
- Expense Policy Review
  -

### DEVELOPMENT

1. Barn Program - April
  2. Agricultural Parks Plan - Sept.
  3. Development Procedure Bylaw - June
- Zoning Bylaw
  - OCP Review

**CODES:** **BOLD CAPITALS** = NOW Priorities; **CAPITALS** = NEXT Priorities; *Italics* = Advocacy;  
Regular Title Case = Operational Strategies

## OPEN QUESTION PERIOD POLICY

**THAT** the following guidelines for the Open Question Period held at the conclusion of the Regular Council Meetings:

- 1) The Open Question Period will commence after the adjournment of the Regular Council Meeting;
- 2) A maximum of 15 minutes for the questions from the Press and Public will be permitted, subject to curtailment at the discretion of the Chair if other business necessitates;
- 3) Only questions directly related to business discussed during the Council Meeting are allowed;
- 4) Questions may be asked of any Council Member;
- 5) Questions must be truly questions and not statements of opinions or policy by the questioner;
- 6) Not more than two (2) separate subjects per questioner will be allowed;
- 7) Questions from each member of the attending Press will be allowed preference prior to proceeding to the public;
- 8) The Chair will recognize the questioner and will direct questions to the Councillor whom he/she feels is best able to reply;
- 9) More than one Councillor may reply if he/she feels there is something to contribute.

*Approved by Council at Meeting No. 920  
Held November 2, 1999*

*Amended by Council at Meeting No. 1405  
Held September 15, 2015*