

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

Agenda for the Regular Meeting of Council of the Village of Pemberton to be held Tuesday, June 7, 2016, at 7:00 p.m. in **Council Chambers, 7400 Prospect Street**. This is Meeting No. 1430.

“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.”

Item of Business	Page No.
1. CALL TO ORDER	
2. APPROVAL OF AGENDA	
Recommendation: THAT the Agenda be approved as presented.	
3. RISE WITH REPORT FROM IN CAMERA (CLOSED)	
4. ADOPTION OF MINUTES	
a) Regular Council Meeting No. 1428– Tuesday, May 17, 2016	4
Recommendation: THAT the minutes of Regular Council Meeting No. 1428 held Tuesday, May 17, 2016, be adopted as circulated.	
b) Special Council Meeting No. 1429 – Thursday, May 26, 2016	11
Recommendation: THAT the minutes of Regular Council Meeting No. 1429 held Thursday, May 26, 2016, be adopted as circulated.	
5. BUSINESS ARISING FROM COMMITTEE OF THE WHOLE	
6. COMMITTEE MINUTES - FOR INFORMATION	
There are no Committee Minutes for presentation.	
7. DELEGATIONS	
a) Mark Mendonca, President, Tourism Pemberton – Introduction of the new Pemberton APP	14
8. REPORTS	
a) Office of the C.A.O.	
i. Fraud Prevention Policy	15
Recommendation: THAT the Fraud Prevention Policy be adopted by Council.	
b) Corporate & Legislative Services	
i. Prospect Street Lot Sale – Fund Allocation	23
Recommendation: THAT Council provides direction to staff with respect to how the funds realized from the sale of the Village owned lot, located at 7462 Prospect Street, should be allocated.	

c) Finance & Administrative Services	
i. 2014 Statement of Financial Information (SOFI) Report	26
Recommendation: THAT Council approve the 2014 Statement of Financial Information for filing with the Ministry of Community, Sport and Cultural Development under the <i>Financial Information Act</i> .	
d) Operations & Development Services (Amendment)	
i. Men's Shed Update	
Recommendation: THAT Mayor Council provide direction with respect to this initiative.	63
e) Mayor	
f) Councillors	
9. CORRESPONDENCE	
a) For Action	
i. Correspondence from Shirley Henry, Chamber of Commerce, dated, May 30th, regarding AirBnBs in the Village of Pemberton and the SLRD.	75
Recommendation: THAT Council provide direction as to a response on this matter.	
ii. Correspondence from Premier, Christy Clark, dated June 1, 2016, regarding the 2016 UBCM Convention.	76
Recommendation: THAT Council provide direction as to which cabinet ministers they wish to request a meeting with at the UBCM Convention in September, 2016.	
iii. Correspondence from Niki Madigan, Curator, Pemberton Museum & Marnie Simon, Chair, Pemberton Arts & Culture Council, dated May 26, 2016, requesting a letter of support for the Canada 150 Celebration Grant.	77
Recommendation: THAT Council consider a letter of support for the 150 Canada Celebration Grant application.	
iv. Correspondence from Mayor Patricia Heintzman, District of Squamish, dated May 26, regarding the development of a Sea to Sky Regional and Interregional Transit System. (Amendment)	78
Recommendation: THAT Council direct staff as to a response on this matter.	
b) For Information	
i. Correspondence from Todd G. Stone, Minister of Transportation and Infrastructure, dated May 10, 2016, in response to the Village's concerns regarding Highway 99.	79
Recommendation: THAT Council receive this letter for information.	

- 10. DECISION ON LATE BUSINESS**
- 11. LATE BUSINESS**
- 12. NOTICE OF MOTION**
- 13. QUESTION PERIOD**
- 14. ADJOURNMENT**

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

Minutes of the Regular Meeting of Council of the Village of Pemberton held on Tuesday, May 17, 2016 at 9:00 a.m. in **Council Chambers, 7400 Prospect Street**. This is Meeting No. 1428.

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

ABSENT: 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
Wendy Olsson, Executive Assistant
Sarah Dicker, Legislative Assistant

Public: 10

1. CALL TO ORDER

At 9:00a.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 (CLOSED)

4. ADOPTION OF MINUTES

a) Regular Council Meeting No. 1426– Tuesday, May 3, 2016

Moved/Seconded
THAT the minutes of Regular Council Meeting No. 1426 held Tuesday, May 3, 2016, be adopted as circulated.
CARRIED

b) Special Council Meeting No. 1427 – Thursday May 12, 2016

Moved/Seconded

THAT the minutes of Special Council Meeting No.1427, held Tuesday, May 17, 2016, be adopted as circulated.

CARRIED

5. BUSINESS ARISING FROM COMMITTEE OF THE WHOLE

There was no business for consideration.

6. COMMITTEE MINUTES – FOR INFORMATION

There were no minutes to be received.

7. DELEGATIONS

a) Evan Taylor, Race Director, Ironman Canada – Ironman Canada 2016 Update

Evan Taylor, Race Director, Ironman, Canada, made a brief presentation on the Ironman Canada 2016 event plans including the newly published Traffic Impact Guide and highlighted that Ironman provides almost \$10,000 to community groups in the Pemberton area who participate as volunteers. As well, Taylor noted that Ironman's policy is to source local vendors as much as possible based on their ability to meet the event needs. Ironman will again be placing portapotties up the Meadows Road to accommodate the pre-event training period which has already begun.

Taylor spoke about the expansion of the race and the hopes to continue holding the event in the Whistler/Pemberton area.

b) David Buttery, HUKA Entertainment - Pemberton Music Festival 2016 Update

David Buttery, HUKA Entertainment, provided an update on Pemberton Music Festival 2016. Mr. Buttery gave an events timeline from late June to the conclusion of the cleanup effort after the Festival.

Buttery discussed the increased numbers of Canadian staff and vendors working at the Festival. He spoke to the economic impact from 2015 and the projected numbers for 2016 including primary and secondary spending, local wages and tax contributions.

Mr. Buttery addressed a number of concerns and issues that have been raised as a result of the 2015 Festival and outlined HUKA's plans resolve these

concerns. He stated that this year HUKA hope to provide all needs of their patrons within the festival grounds to prevent any unnecessary consequences on the surrounding area and thus eliminating many of the problems which occurred in 2015.

David Buttery welcomed future feedback from the Pemberton Music Festival 2016.

8. REPORTS

a) Development Services

i. Regional Growth Strategy Update

Moved/Seconded

THAT the report on the Regional Growth Strategy Update, dated May 17, 2016, be received for information.

CARRIED

b) Mayor

Mayor Mike Richman reported on the following:

- Attended the Lower Mainland Local Government Association Conference
- Coffee with the Mayor and noted some of the issues raised by residents including; homelessness and lack of housing, parking downtown, internet, Air BnB, trails, Elementary School numbers, traffic and a fire at the Key Hole Hot Springs

Mayor Richman reminded of the following upcoming events:

- Reminded of the Lion's 50th Anniversary Dinner on May 28, 2016

c) Councillors

Councillor Craddock

- Attended the Chamber of Commerce Luncheon
- Reported on the plans Radius, the new rental property development on Arbutus

Councillor Linklater

- Will be attending Tourism Pemberton and Pemberton District Library Board meetings this week and the upcoming Winds of Change Committee Meeting
- Attended the Pemberton Valley Utilities and Services Committee, Lower Mainland Local Government Association Conference.

Councillor Helmer

Councillor Helmer has no reports at this time.

9. BYLAWS

a) Fourth and Final Readings (Adoption)

i. Water Rates Amendment Bylaw No. 805, 2016

Moved/Seconded

THAT Water Rates Bylaw No. 805, 2016 be given Fourth and Final Reading.

CARRIED

ii. Sewer Rates Amendment Bylaw No. 806, 2016

Moved/Seconded

THAT Sewer Rates Bylaw No. 806, 2016 be given Fourth and Final Reading.

CARRIED

10. CORRESPONDENCE

a) For Action

- i. Correspondence from Tony Medd, The Pemberton Lions Club**, invitation to attend the Pemberton Lions 50th Anniversary on May 28th.

Moved/Seconded

THAT the correspondence be received for information.

CARRIED

- ii. **Correspondence from Kelly Thorsteinson, Cranbrook City Council,** encouraging province-wide support from all BC Local Governments for the residents of Fort McMurray affected by the wild fire.

Moved/Seconded

THAT a donation, in the amount of \$500 from the Community Enhancement Fund, be provided for Fort McMurray relief effort.

CARRIED

Moved/Seconded

THAT the Village issue a challenge to Squamish Lillooet Regional District Electoral Area C Director to match the Village's donation of \$500.

CARRIED

- iii. **Correspondence from Erica Osburn,** concerning safe access to the Creek Side Village Tennis Courts for pedestrians and cyclists.

Moved/Seconded

THAT a response be sent to Erica Osburn advising that staff is consulting with the Developers of the Tiyata subdivision regarding the construction of a trail and bridge for pedestrians from the Creekside community to the Village.

CARRIED

- iv. **Correspondence from Lynda Flynn, CAO, Squamish Lillooet Regional District,** dated May 2, 2016, providing Notification of Initiation – Squamish Lillooet Regional District Region Growth Strategy.

Moved/Seconded

THAT the Notification of Intent respecting the SLRD Regional Growth Strategy Review, dated May 2, 2016, be received for information.

CARRIED

b) For Information

- i. **Correspondence from Krista Walden, President, Pemberton Red Devils Alumni Association,** regarding the success of the 'Day of the Devils' fundraising event thanking the Village for its contribution.

Moved/Seconded

THAT the correspondence be received for information.

CARRIED

13. DECISION ON LATE BUSINESS

Moved/Seconded

THAT an Update on the Men's Shed be added as late business.

CARRIED

14. LATE BUSINESS

a) Men's Shed Update

Nikki Gilmore, CAO, provided an update on the Men's Shed project.

15. NOTICE OF MOTION

There was no notice of motion.

16. QUESTION PERIOD

Lynn Mitges, Pique News Magazine

Sought clarity on the donation to Fort McMurray.

Anna Helmer, 7451 Aspen Blvd

Sought clarity on the Pemberton Music Festival Fire Control Plan.

At 10:28 a.m. the Regular Meeting was recessed.

At 10:33 a.m. the Regular Meeting was reconvened

17. IN CAMERA

Moved/Seconded

THAT pursuant to Section 90 (1) (b) Personnel and (e) Acquisition, disposition or expropriation of lands, (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 10:33 a.m. Council went In Camera

At 1:03 p.m. Council rose without report.

18. AJOURNMENT

Moved/Seconded

THAT the May 17, 2016 Regular meeting be adjourned at 1:03 p.m.

CARRIED

Mike Richman
Mayor

Sheena Fraser
Corporate Office

DRAFT

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

Minutes of the Special Meeting of Council of the Village of Pemberton held on Thursday, May 26, 2016 at 5:30 p.m. in Council Chambers, 7400 Prospect Street. This is Meeting No. 1429.

IN ATTENDANCE: Mayor Mike Richman
Councillor James Linklater
Councillor Karen Ross

BY PHONE: Councillor Jennie Helmer

REGRETS: Councillor Ted Craddock

STAFF IN ATTENDANCE: Nikki Gilmore, Chief Administrative Officer
Sheena Fraser, Manager of Corporate & Legislative Services
Tim Harris, Manager of Operations & Development Services
Lisa Pedrini, Village Planner
Sarah Dicker, Legislative Assistant

Public: 6

1. CALL TO ORDER

At 5:30 p.m. Mayor Richman called the meeting to order.

2. APPROVAL OF AGENDA

Moved/Seconded

THAT the Agenda be approved as amended to include an In Camera portion pursuant to Section 90 (1) (k) Negotiations.

CARRIED

3. CORRESPONDENCE

- a) **Correspondence from Colin Fry, Chief Tribunal Officer, Agricultural Land Commission, date May 17, 2016, 2016, respecting the application to conduct a Non-Farm Use on Land in the Agricultural Land Reserve (ALR) – Pemberton Music Festival 2016**

Nikki Gilmore, CAO, provided information respecting the correspondence from the Agricultural Land Commission and the request from the ALC for the Village of Pemberton to provide comment.

Moved/Seconded

THAT the Village of Pemberton Council support the Non-Farm Use Application 54805/55184 for parking and camping for the Pemberton Music Festival made on behalf of the Ayers/McLeod and Phare properties (“Applicants’ Properties”), subject to:

- The same conditions that currently apply to the existing five properties within the Agricultural Land Reserve related to the Pemberton Music Festival (by way of the decisions of the Agricultural Land Commission pursuant to the Agricultural Land Commission Act recorded as Resolutions #327/2012, #395/2012 and #259/2013 and the terms of the Pemberton Music Festival Memorandum of Understanding dated June 18, 2015 entered into between the Village of Pemberton, the SLRD and the Provincial Agricultural Land Commission) also be made to apply to the Applicants’ Properties; and
- A detailed site plan for Ayers/McLeod and Phare properties be submitted, by June 15, 2016, and considered as a part of the Special Event Permit; and
- Protection of the Riparian Zone – all PMF activities must occur at least 30 meters from the natural boundary of any watercourse; and
- That groundwater testing for drinking water wells on the lots adjacent to the Ayers/McLeod properties be done pre and post Festival and will only be required for wells which are located on the property owner’s own private property and which meet Vancouver Coastal Health Authority (VCH) standards; and
- The Ministry of Transportation and Infrastructure (MOTI) Approvals for Ayers/McLeod and Phare properties be submitted, by June 15, 2016, and considered as a part of the Special Event Permit; and
- The waste management plan for Ayers/McLeod and Phare properties be submitted, by June 15, 2016, and considered as a part of the Special Event Permit; and
- The Vancouver Coastal Health (VCH) approval for Ayers/McLeod and Phare properties be submitted, by June 15, 2016, and considered as a part of the Special Event Permit; and
- The security plan for Ayers/McLeod and Phare properties be submitted, by June 15, 2016, and considered as a part of the Special Event Permit; and
- Legal indemnification for the Village to be submitted, by June 15, 2016, and considered as a part of the Special Event Permit.

CARRIED

OPPOSED: Councillor Helmer

4. IN CAMERA

Moved/Seconded

THAT pursuant to Section 90 (1) (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 5:52 p.m. Council moved In Camera.

At 6:02 p.m. Council rose without report.

5. AJOURNMENT

Moved/Seconded

THAT the May 26, 2016 Special meeting be adjourned at 6:02 p.m.

CARRIED

Mike Richman
Mayor

Sheena Fraser
Corporate Officer

DRAFT

Website Form Submission

The following was submitted from the pemberton.ca **Request to Appear Before Council Form**.

Full Name: Mark Mendonca

Email Address: [REDACTED]

Phone Number: [REDACTED]

Mailing Address: [REDACTED]

Street Address: [REDACTED]

Town/City: Pemberton

Province/State: BC

Postal/Zip Code: [REDACTED]

Country: Canada

Requested Date: 6/7/2016 12:00:00 AM

Purpose of Presentation: Tourism Pemberton President to discuss the new Pemberton APP

Agreement: I Agree

Date: June 7, 2016
To: Nikki Gilmore, Chief Administrative Officer
From: Wendy Olsson, Executive Assistant
Subject: Village of Pemberton Fraud Prevention Policy

PURPOSE

The purpose of this report is to present to Council for adoption a Fraud Prevention Policy.

BACKGROUND

During the 2014 and 2015 audit process, the Auditors identified the need for the Village to put in place a formal policy to establish controls that will support the prevention, detection, and investigation of fraud, by outlining what constitutes fraudulent activity, the mechanism for reporting and investigating allegations, and the associated repercussions should an individual be found to have committed fraud against the Village.. As such, staff has prepared a Fraud Prevention Policy, which defines prohibited activities and establishes a procedure for investigation and remedial action in the event that fraudulent activities are identified.

To date fraud has not been an issue for the Village, however the implementation of such a policy is prudent to ensure due diligence as the organization grows and adjusts with staffing changes in the future. In addition, although a fraud prevention policy is not a legal requirement, it is a best practice to ensure fiscal responsibility by a municipality.

DISCUSSION & COMMENTS

In February of 2015, Council underwent a Strategic Priorities Session and established Strategic directions for the year. The development of an Employee Manual was one of the items included in the 2015 Strategic Priorities as adopted by Council on May 19, 2015. A Policy which addresses the Village's position on fraudulent activity aligns directly with the operational strategy in the creation of an Employee Manual.

The Fraud Prevention Policy reflects Sections 105 and 106 of the *Community Charter* (the *Charter*) which provide requirements for the acceptance and declaration of gifts for personal benefit received by elected officials. The Village extends this requirement to staff and requires both Council and staff to complete a Gift Declaration Form, as required, which echoes the metrics set out in the *Charter*.

Staff reviewed related policies from several other municipalities when creating this policy.

COMMUNICATIONS

The required communications components will be undertaken upon approval of the Policy:

- The Policy will be communicated to all members of Council and will be incorporated into future new Councilor training.
- The Policy will be communicated to all current staff and in conjunction with the implementation of the Employee Manual as part of the induction process of new Employees.
- The Employee Manual will be a living document subject to change as per operational requirements and regular review; should there be any changes to the Fraud Prevention Policy said changes will be communicated to all Employees.

LEGAL CONSIDERATIONS

The policy as drafted was referred to the Village Auditors and subsequently the Municipal Insurance Association of BC (MIABC) for review. Both parties informed the Village that the policy as drafted was adequate and did not provide any recommendations for changes.

IMPACT ON BUDGET & STAFFING

There are no impacts to the budget as the drafting of this policy was completed in-house.

INTERDEPARTMENTAL IMPACT & APPROVAL

Implementation of the Policy will not impact the day to day operations of the Village and can be facilitated by the Office of the CAO.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

A review of this policy has no impact on other jurisdictions.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

POTENTIAL GOVERNANCE CONSIDERATIONS

The approval of the Fraud Prevention Policy falls within Village's Strategic Priority Two of Good Governance: The Village is committed to citizen engagement, being an open and accountable government, and fiscal responsibility.

RECOMMENDATIONS

THAT the Fraud Prevention Policy be adopted by Council.

Attachments:

Appendix A – Fraud Prevention Policy



Wendy Olsson
Executive Assistant

CHIEF ADMINISTRATIVE OFFICER REVIEW & MANAGER



Nikki Gilmore, Chief Administrative Officer

- Impropriety in the handling or reporting of money or financial transactions
- Seeking anything of material or monetary value from contractors, vendors, or persons providing goods/services to the municipality intended to influence actions
- Failure to disclose gifts or personal benefits from a single source exceeding two hundred and fifty dollars (\$250)*
- Destruction, removal, or inappropriate use of records, furniture, fixtures, and equipment
- Any similar or related irregularity.

*As per Sections 105 and 106 of the *Community Charter*, the acceptance of gifts for personal benefit received by elected officials as an incident of the protocol or social obligations that normally accompany the responsibilities of office is not considered fraudulent activity. The Village of Pemberton extends the application of this legislation to Officers of the Village as best practice.

Council members and staff are required to submit a Gift Disclosure form for any gift or personal benefit that exceeds \$250 in value, or gifts totalling in excess of \$250 received from a single source within a twelve (12) month period.

Respondent: The individual named in the allegation of fraudulent activity.

Whistle-blower: A person who reports any kind of activity as fraudulent, illegal or in contrivance with organizational ethics.

POLICY

Fraud is unacceptable and will not be tolerated by the Village of Pemberton. Fraudulent activities will result in discipline up to and including dismissal and may result in legal action being taken by the Village.

Management and Employees have the following responsibilities under this Policy:

Management:

- Take steps to prevent fraudulent activity;
- Make all Employees aware of this Policy, its purpose and the procedures set out herein;
- Keep confidential, unless disclosure is required by legal action, the identity of a Whistle-blower;
- Ensure all parties responsible for conducting investigations are qualified;
- Maintain the confidentiality of any information received during the course of an investigation process under this Policy;
- Following all investigations, ensure resulting recommendations are implemented to minimize risk of reoccurrence;

- Report any instances of fraudulent activity that impact the financial viability or reputation of the Village to Council;
- Where applicable, pursue legal action through the applicable law agency;
- Review this Policy and the procedures set out herein on a proactive basis, adding any additional prohibited behaviours as identified and;

Employees:

- Avoid engaging in any action that constitutes fraud;
- Report known or suspected fraudulent activity immediately;
- Cooperate with all aspects of the investigation process;
- Maintain the confidentiality of any information made known to them during an investigation under this Policy;
- Not engage in retaliation against any individual who acts as a Whistle-blower or participates in an investigation under this Policy, and;
- Comply with this Policy and the procedures set out herein.

REPORTING PROCEDURE

If an individual knows of, or suspects, another individual of fraudulent behaviour, it is their responsibility to report the behaviour immediately to the Chief Administrative Officer (CAO)*. The behaviour can initially be reported orally or in writing, however the Whistle-blower will be asked to provide a formal written statement as a component of evidence gathering required for the investigation.

All allegations will be taken seriously, and will be dealt with fairly and promptly, using the investigation procedure set out in this Policy.

Individuals found to have known of, but not reported, fraudulent activity may be subject to disciplinary action.

*Where the allegations involve the CAO, the Whistle-blower is to report the behaviour to the Mayor.

INVESTIGATION PROCEDURE

The Chief Administrative Officer (CAO)* has the primary responsibility for the ensuring the investigation of all suspected fraudulent acts as defined under the Policy. It is at the discretion of the CAO to designate an external third party to conduct an investigation on behalf of the Village.

*Where the allegations involve the CAO, the Mayor assumes responsibility to ensure an investigation is conducted.

Investigations will be unbiased, thorough, complete, and conducted in as expedient a manner as practicable upon receipt of a report of fraudulent activity. Any investigative activity

required will be conducted without regard to an individual's length of service, position/title, or relationship to the Village.

The individual(s) named in the allegation (the Respondent(s)) shall be provided the opportunity to explain their behaviour and to have such explanations properly considered in the investigation process.

Investigations will involve reviewing all relevant evidence and conducting in-person interviews with the Whistle-blower and the Respondent(s), as well as any other parties identified to possess information relevant to the investigation. Statements provided during interviews will be documented.

All documentation considered during, and resulting from, the investigation of a report will be treated as confidential for the purposes of any applications made under the *Freedom of Information and Protection of Privacy Act*.

If the allegation is substantiated, the investigation should identify recommendations as to the appropriate level of discipline and any corrective actions to reduce risk of recurrence of the fraudulent activity. Findings do not have to prove fraudulent activity for recommendations and/or amendments to this Policy to be made.

Where the investigation does not substantiate the accusation of fraudulent activity, no record of the complaint shall be kept in the Respondent's personnel file or referred to in any future investigations against the Respondent. However, the Village will retain the written record of the investigation to ensure due diligence.

Subject to disclosure required by this Policy and/or by law, the Village will make every effort to keep confidential any information pertaining to the allegation.

REMEDIAL ACTION

Where investigation findings confirm that an individual is guilty of fraudulent behaviour, the Village will, as soon as is reasonably practicable, take appropriate disciplinary action up to and including dismissal against the Employee who violated this Policy.

Depending on the nature of the offence, the Village may also decide to report the activity to the appropriate law enforcement agency and/or pursue legal action.

The CAO may, but is not required to, seek legal counsel to determine final decision on disposition of the case.

Guidelines for Remedial Action

- 1) Fraudulent activity resulting in disciplinary action not including dismissal:
 - Theft of property less than fifty dollars (\$50);
 - Offences made in error that are nonetheless fraudulent;

- Failure to report known or suspected fraudulent activity;
- 2) Fraudulent activity resulting in dismissal:
 - Theft of property over fifty dollars (\$50);
 - Disclosure of proprietary information to an outside party for personal gain;
 - Any offence under the Criminal Code of Canada;
 - Any activity where the Village should choose to take legal action.
 - 3) Fraudulent activity resulting in reporting to an applicable law agency:
 - Any offence under the Criminal Code
 - 4) Fraudulent activity resulting in legal action by the Village:
 - Where the value of what is stolen exceeds five thousand (\$5,000);
 - Where the misappropriation of funds results in financial damages or penalties being claimed against the Village.

All fraudulent activities against the Village which result in the Village reporting to a law agency, taking legal action and/or invoking immediate dismissal will be reported to Council immediately; as well as ongoing reporting during the investigation and upon completion of the investigation.

Malicious Complaints

If an allegation is demonstrated to have been brought for frivolous or malicious purposes with the intent to cause harm, appropriate disciplinary action may be taken against the Whistle-blower. An allegation that is simply unsubstantiated or that has been brought in error, but was made in good faith, is not considered a malicious complaint.

For further clarification surrounding this Policy, please contact your Manager or Supervisor.

Mike Richman
Mayor
Village of Pemberton

Nikki Gilmore
Chief Administrative Officer
Village of Pemberton

Date: June 7, 2016
To: Nikki Gilmore, Chief Administrative Officer
From: Sheena Fraser, Manager of Corporate & Legislative Services
Subject: 7462 Prospect Street – Lot – Fund Allocation

PURPOSE

To request direction from Council as to where the funds, in the amount of \$149,810 realized from the sale of the Village owned lot located at 7462 Prospect Street, should be allocated.

BACKGROUND

In mid-March, the Village listed with the Whistler Real Estate Company the Village owned lot located at 7462 Prospect Street. The listing was very active with an offer made and accepted in mid-April. The closing date for the sale was April 28, 2016 and the sale of the property was completed on June 2nd.

In 2014, the Village sold Lot B, KAP 77516, DL 202 – 7463 Frontier Street and the proceeds from that sale in the amount of \$130,747 were allocated to reserves.

DISCUSSION & COMMENTS

When this initiative was first brought forward Staff presented options as to the allocation of any funds realized should the lot sell. In this regard, the following options were considered:

1. Reducing the outstanding debt on the Village Office property; the balance owing is \$378,652.72 as at January 28th, 2016.
2. Allocating the funds to a reserve account in anticipation of future property acquisitions such as:
 - a) BCR Lots adjacent to the Downtown Barn
 - b) BCR Wye Lands
 - c) Other unknown

As it was uncertain if the lands would sell no decision respecting the allocation was made at that time. Currently, the funds from the 2014 sale of the Frontier Street Lot are set aside in a Land Reserve account for future purchases.

In this regard, Staff are recommending that the proceeds from the sale of the Prospect Street lot be allocated to the same Reserve.

COMMUNICATIONS

There is no communications element required at this time.

LEGAL CONSIDERATIONS

There are no legal considerations for this initiative.

IMPACT ON BUDGET & STAFFING

The following are three options for the allocation of the funds for consideration:

- a) Reducing the outstanding debt on the Village Office property; the balance owing is \$378,652.72 as at January 28th, 2016.
- b) Allocating the funds to a reserve account in anticipation of future property acquisitions such as:
 - BCR Lots adjacent to the Downtown Barn
 - BCR Wye Lands
 - Other unknown
- c) Allocating the funds to cover the remaining balance owing on the Downtown Barn which is: \$79,400.15.

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts or approvals required.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

There is no impact on the region or neighbouring jurisdictions.

ALTERNATIVE OPTIONS

There are three options for consideration shown above under Impact on Budget & Staffing.

POTENTIAL GOVERNANCE CONSIDERATIONS

The allocation of funding to reserves would meet with Strategic Theme Two: Good Governance in which the Village commits to *“being open and accountable government and to fiscal responsibility”*.

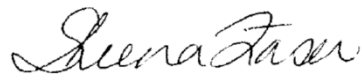
RECOMMENDATIONS

THAT Council provides direction to staff with respect to how the funds realized from the sale of the Village owned lot, located at 7462 Prospect Street, should be allocated.

Attachments:

There are no attachments.

MANAGER:



Sheena Fraser
Manager of Corporate & Legislative Services

CHIEF ADMINISTRATIVE OFFICER REVIEW



Nikki Gilmore, Chief Administrative Officer

Date: June 7, 2016
To: Nikki Gilmore, Chief Administrative Officer
From: Lena Martin, Manager of Finance and Administrative Services
Subject: 2014 Statement of Financial Information

PURPOSE

To present the 2014 Statement of Financial Information to Council for approval.

BACKGROUND

The *Financial Information Act* (FIA) requires local governments to prepare a Statement of Financial Information (SOFI) to be filed with the Ministry of Community, Sport and Cultural Development by June 30 of the year following receipt of the audited Financial Statements. The 2014 SOFI has been prepared as prescribed by the Lieutenant Governor in Council and has been approved by the Manager of Finance as required by legislation.

The SOFI contains the following:

- Audited Annual Consolidated Financial Statements for the year 2014
- Schedules of Debts and Guarantee and Indemnity Agreements
- Schedule of Payment to Suppliers of Goods and Services – list of suppliers with payments over \$25,000.
- Schedule of Remuneration and Expenses – amounts paid to Council members and list of employees earning over \$75,000. Remuneration includes salary, overtime, and vacation payouts. Expenses include items such as training, tuition, conferences and travel and professional dues.

The SOFI has been prepared from the financial records of the Village in accordance with the FIA and regulations. The FIA regulations require the SOFI to be presented to Council for approval and be made available for examination by the public for three (3) years after the year reported on. Approval and filing of the 2014 SOFI will satisfy and complete our legislative obligations under the FIA and regulations.

DISCUSSION & COMMENTS

The report must be approved by Council before being filed with the Ministry of Community, Sport and Cultural Development. As such, the report is being presented for consideration by Council.

COMMUNICATIONS

As per the regulations set out in the Financial Information Act the Statement of Financial Information must be made available to the public for three (3) years after the year reported on.

As such, the SOFI will be posted on the Village website for viewing and upon request will be made available in hard copy as well.

LEGAL CONSIDERATIONS

The presentation and approval of the 2014 Statement of Financial Information (SOFI) meets with the Village's legislated obligation as set out in the *Financial Information Act* (FIA) and there is no requirement for legal review.

IMPACT ON BUDGET & STAFFING

There are no impacts to the budget or staff hours for considerations at this time, as the preparation of this report is a function of the Finance Department and was incorporated into the annual workplan.

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts or approvals required.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

Presentation of the 2014 Statement of Financial Information has no impact on the regional or neighbouring jurisdictions.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

POTENTIAL GOVERNANCE CONSIDERATIONS

Presentation of the 2014 Statement of Financial Information is a legal requirement under the Financial Information Act and meets with Strategic Priority No. Two: Good Governance in which the Village is committed to being open, honest and accountable and fiscally responsible.

RECOMMENDATIONS

THAT Council approve the 2014 Statement of Financial Information for filing with the Ministry of Community, Sport and Cultural Development under the *Financial Information Act*.

Attachments:

Appendix A: Village of Pemberton SOFI 2014 Report

MANAGER:



Lena Martin
Manager of Finance & Administrative Services

CHIEF ADMINISTRATIVE OFFICER REVIEW



Nikki Gilmore, Chief Administrative Officer



Statement of Financial Information – SOFI

Approved by Council

For the Fiscal Year Ended December 31, 2014

Pursuant to the *Financial Information Act*

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Village of Pemberton

SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS

"This organization has not given any guarantees or indemnities under the Guarantees and Indemnities Regulation."

Prepared under the Financial Information Regulation, Schedule 1, subsection 5 (4)

**Schedule Showing the Remuneration
2014**

1 Elected Officials, Employees appointed by Cabinet and Members of the Board Of Directors

Name	Position	Remuneration	Expenses
Sturdy, Jordan	Mayor	\$3,275	\$337
Richman, Michael	Councillor/Mayor	13,570	1,268
Craddock, Ted	Councillor	12,208	498
Helmer, Jennie	Councillor	695	0
LeBlanc, Alan	Councillor	12,516	951
Linklater, James	Councillor	12,968	0
Molinaro, Joanne	Councillor	695	0
Ross, Karen	Councillor	0	0
Total		\$56,009	\$3,055

2 Other Employees > 75,000

Name		Remuneration	Expenses
Miller, Lonny	Acting Mngr of Public Works	\$108,294	\$771
Gilmore, Nikki	Mngr of Finance/CAO	99,673	1,516
Fraser, Sheena	Mngr of Corporate Services	99,078	4,676
Sailland, Daniel	Chief Administrative Officer	84,504	1,604
Hansler, Ben	Compliance Officer	77,992	2,254
Lamont, Caroline	Mngr of Development Services	76,069	3,261
Kluftinger, Martin	Wastewater Tx Plant Operator	75,894	662
Total > 75,000		\$621,503	\$14,743
Consolidated Total of other Employees with remuneration and expenses of <75,000		\$947,205	\$21,327
Total Employees		\$1,568,708	\$36,070

3 Reconciliation

Total remuneration - elected officials	\$40,309
Total remuneration - other employees	1,568,708
Subtotal	\$1,609,017
Reconciling Items	360,964
Total per Segmented Information	1,986,258
Variance	\$0.00

Reconciling Items:

Item	Amount	Comments
Benefits	\$360,964	from annual payroll summary

Prepared under the Financial Information Regulation, Schedule 1, section 6 (2), (3), (4), (5) and (6).

Village of Pemberton

STATEMENT OF SEVERANCE AGREEMENTS

There were no severance agreements made between the Village of Pemberton and its non-unionized employees during the fiscal year 2013/2014.

Prepared under the Financial Information Regulation, Schedule 1, subsection 6 (8)

2014 SCHEDULE SHOWING PAYMENT MADE FOR THE PROVISION OF GOODS OR SERVICES

1. Alphabetical list of suppliers who received aggregate payments exceeding \$25,000

Supplier name	Aggregate amount paid to supplier
Andersen Pacific	\$56,111
BC Assessment Authority	39,638
BC Hydro	162,102
BFL Canada Insurance Services Inc.	63,870
Carney's Waste Systems	64,500
exp Services Inc	29,320
Guillevin International Co.	33,561
SL Engineering & Land Services Ltd.	142,143
JT Heavy Equipment Repair Ltd.	33,859
Kerr Wood Leidal	38,085
Lifestyle Equipment (2002) Ltd.	30,468
Logical Developments	26,998
Minister of Finance	1,236,120
Municipal Finance Authority of BC	1,250,109
Municipal Pension Plan	198,330
Murdy & McAllister	60,669
Pacific Blue Cross	64,175
Pemberton Valley Hardware & Bldg. Centre	49,002
Precision Service & Pumps Inc.	130,417
Receiver General	433,036
RND Auto Industrial Ltd.	27,581
Sabre Excavation Corp.	38,962
Scouten & Associates Engineering Ltd.	49,038
Squamish Lillooet Regional District	1,465,987
Timber Framers Guild Inc.	144,691
Urban Systems Ltd.	28,088
Vadim	103,687
Wedge Roofing	35,979
Total aggregate amount paid to suppliers	\$6,036,527

2. Consolidated paid to suppliers who received aggregate pmts of < or = \$25,000	\$1,177,914
--	--------------------

Consolidated total of grants paid exceeding \$25,000	\$0
Consolidated total of contributions paid exceeding \$25,000	0
Consolidated total of all grants and contributions exceeding \$25,000	0

3. Total payments to suppliers for grants and contributions exceeding \$25,000	\$0
---	------------

Total aggregate payments exceeding \$25,000 paid to suppliers	\$6,036,527
Consolidated total of payments of \$25,000 or less paid to suppliers	1,177,914
Consolidated total of all grants and contributions exceeding \$25,000	0
Subtotal	\$7,214,441
Total Expenses per Consolidated Statement of Operations and Accumulated Surplus	4,691,377
Difference	\$2,523,064

4. Reconciliation		
Employee and Council Wages not included in payments to suppliers	1,609,017	T4 Summary
Employee and Council portion of Tax, CPP And EI paid to supplier	(348,475)	
Employee portion of Benefits paid to supplier	(108,579)	
Transfers to Other Governments included in payments to suppliers	(2,241,458)	Note 9
Short Term Debt Financing Repayment	(950,000)	
Debt Principal Payments	(145,691)	Note 5
Capital Lease Principal Repayments	(74,616)	Note 6
New Capital Purchases/Disposals paid not included in segment	(834,861)	Note 7 TCA Schedule
GST and Other timing variances included in summary	(88,651)	
Amortization not a Cash Expense	660,250	Note 7 TCA Schedule
Total	(2,523,064)	
Variance	\$0	

Prepared under the Financial Information Regulation, Schedule 1, section 7 and the *Financial Information Act*, section 2.

Village of Pemberton

STATEMENT OF FINANCIAL INFORMATION APPROVAL

The undersigned, s authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approves all the statements included in this Statement of Financial Information, produced under the *Financial Information Act*.

Lena Martin, Chief Financial Officer

Mike Richman, Mayor

Date: _____

Date: _____

Prepared under the Financial Information Regulation, Schedule 1, subsection 9

Management Report

PO Box 100
7400 Prospect St.
Pemberton

British Columbia

CANADA

V0N2L0

P. 604.894.6135

F. 604.894.6136

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.

In accordance with the *Community Charter*, the 2014 Audited Consolidated Financial Statements were presented and approved by Council on May 3, 2016; the Statement of Financial Information (SOFI) was presented to Council for approval on June 7, 2016.



Nikki Gilmore
Chief Administrative Officer

June 2, 2016

Date

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

To the Mayor and Council of the Village of Pemberton:

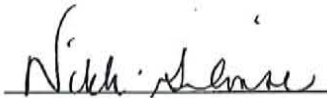
Management is responsible for the preparation and presentation of the accompanying consolidated financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian public sector accounting standards and ensuring that all information in the annual 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



Chief Administrative Officer

Independent Auditors' Report

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

	2014	2013
Financial assets		
Cash and cash equivalents <i>(Note 2)</i>	1,090,387	780,355
Accounts receivable <i>(Note 3)</i>	1,507,878	1,906,300
Municipal Finance Authority debt reserve	73,136	68,433
	2,671,401	2,755,088
Financial liabilities		
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 debt <i>(Note 5)</i>	3,739,905	3,633,090
Obligations under capital leases <i>(Note 6)</i>	632,292	706,908
	6,508,575	6,429,719
Net debt	(3,837,174)	(3,674,631)
Non-financial assets		
Prepaid expenses	20,445	46,299
Tangible capital assets <i>(Note 7)</i>	18,984,177	18,809,567
	19,004,622	18,855,866
Accumulated surplus <i>(Note 8)</i>	15,167,448	15,181,235

Commitments and contingencies *(Note 11)*


 Financial Officer

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

	Budget (Note 13)	2014	2013
Revenue			
Taxation (Note 9)	1,937,610	1,838,169	1,864,299
Water and sewer user rates	1,435,919	1,421,365	1,387,354
User charges	817,738	182,233	288,198
Penalties and interest income	18,000	124,259	123,915
Government transfers (Note 10)			
Provincial	981,205	248,734	551,684
Federal	-	35,311	-
Other local governments	235,124	248,124	212,594
Investment income	6,500	7,216	11,950
Other	1,017,801	437,179	155,275
Development cost charges	-	-	122,000
Gain on disposal of tangible capital assets	-	135,000	-
	6,449,897	4,677,590	4,717,269
Expenses			
General government	1,597,024	1,294,978	1,180,657
Fire protection services	450,696	589,227	433,697
Development and planning services	412,121	327,169	314,098
Public works and parks	873,749	676,658	644,239
Water utility	768,820	843,510	718,661
Sewer utility	931,009	841,477	817,294
Airport services	133,200	118,358	122,362
	5,166,619	4,691,377	4,231,008
Annual surplus (deficit)	1,283,278	(13,787)	486,261
Accumulated surplus, beginning of year	15,181,235	15,181,235	14,694,974
Accumulated surplus, end of year (Note 8)	16,464,513	15,167,448	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	(13,787)	486,261
Acquisition of tangible capital assets	(3,059,547)	(834,861)	(1,647,566)
Disposition of tangible capital assets	-	-	30,755
Amortization of tangible capital assets	674,978	660,250	658,385
Reversal of amortization on disposition	-	-	(15,004)
	(2,384,569)	(174,611)	(973,430)
Change in prepaid expenses	-	25,855	6,647
Increase in net debt	(1,101,291)	(162,543)	(480,522)
Net debt, beginning of year	(3,674,631)	(3,674,631)	(3,194,109)
Net debt, end of year	(4,775,922)	(3,837,174)	(3,674,631)

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
Cash provided by (used for) the following activities		
Operating Activities		
Annual surplus (deficit)	(13,787)	486,261
Items not involving cash included in annual surplus		
Amortization of tangible capital assets	660,250	658,385
Amortization reversal on disposition	-	(15,004)
Gain on disposal of tangible capital assets	(135,000)	-
Actuarial reduction of debt	(57,494)	(48,371)
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
	920,199	1,174,367
Capital Activities		
Acquisition of tangible capital assets	(820,770)	(1,340,239)
Proceeds on disposition of tangible capital assets	135,000	30,755
	(685,770)	(1,309,484)
Financing Activities		
Principal repayments on long-term liabilities	(145,691)	(146,691)
Advances of long-term liabilities	310,000	-
Repayment of obligations under capital lease	(88,706)	(64,322)
	75,603	(211,013)
Increase (decrease) in cash and cash equivalents	310,032	(346,130)
Cash and cash equivalents, beginning of year	780,355	1,126,485
Cash and cash equivalents, end of year	1,090,387	780,355

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

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

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 levied. 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

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, valuation of accounts receivable, and useful lives of tangible capital assets.

Actual results could differ from these estimates.

(k) Recent accounting pronouncements

(i) PS 3260 *Liability for Contaminated Sites*

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.

(ii) PS 2200 *Related Party Disclosures*

In March 2015, as part of the CPA Canada Public Sector Accounting Handbook Revisions Release No. 42, the Public Sector Accounting Board (PSAB) issued a new standard, PS 2200 *Related Party Disclosures*.

This new Section defines related party and established disclosures required for related party transactions. Disclosure of information about related party transactions and the relationship underlying them is required when they have occurred at a value different from that which would have been arrived at if the parties were unrelated, and they have, or could have, a material financial effect on the consolidated financial statements.

This Section is effective for fiscal years beginning on or after April 1, 2017. Early adoption is permitted.

The Village does not expect application of the new Standard to have a material effect on the consolidated financial statements.

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

1. Significant accounting policies (continued)

(ii) PS 3210 *Assets*

In June 2015, new PS 3210 Assets was included in the CPA Canada Public Sector Accounting Handbook (PSA HB). The new Section provides guidance for applying the definition of assets set out in PS 1000 Financial Statement Concepts. The main features of this standard are as follows:

Assets are defined as economic resources controlled by a government as a result of past transactions or events and from which future economic benefits are expected to be obtained.

Economic resources can arise from such events as agreements, contracts, other government's legislation, the government's own legislation, and voluntary contributions.

The public is often the beneficiary of goods and services provided by a public sector entity. Such assets benefit public sector entities as they assist in achieving the entity's primary objective of providing public goods and services.

A public sector entity's ability to regulate an economic resource does not, in and of itself, constitute control of an asset, if the interest extends only to the regulatory use of the economic resource and does not include the ability to control access to future economic benefits.

A public sector entity acting as a trustee on behalf of beneficiaries specified in an agreement or statute is merely administering the assets, and does not control the assets, as future economic benefits flow to the beneficiaries. An economic resource may meet the definition of an asset, but would not be recognized if there is no appropriate basis for measurement and a reasonable estimate cannot be made, or if another Handbook Section prohibits its recognition. Information about assets not recognized should be disclosed in the notes.

The standard is effective for fiscal years beginning on or after April 1, 2017. Earlier adoption is permitted. The Village does not expect application of the new Standard to have a material effect on the consolidated financial statements.

(iii) PS 3320 *Contingent Assets*

In June 2015, new PS 3320 Contingent Assets was included in the CPA Canada Public Sector Accounting Handbook. The new Section establishes disclosure standards on contingent assets. The main features of this Standard are as follows:

Contingent assets are possible assets arising from existing conditions or situations involving uncertainty. That uncertainty will ultimately be resolved when one or more future events not wholly within the public sector entity's control occurs or fails to occur. Resolution of the uncertainty will confirm the existence or non-existence of an asset.

Passing legislation that has retroactive application after the consolidated financial statement date cannot create an existing condition or situation at the consolidated financial statement date.

Elected or public sector entity officials announcing public sector entity intentions after the consolidated financial statement date cannot create an existing condition or situation at the consolidated financial statement date.

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

1. Significant accounting policies (continued)

Disclosures should include existence, nature, and extent of contingent assets, as well as the reasons for any non-disclosure of extent, and the bases for any estimates of extent made.

When a reasonable estimate can be made, disclosure should include a best estimate and a range of possible amounts (or a narrower range of more likely amounts), unless such a disclosure would have an adverse impact on the outcome.

The Standard is effective for fiscal years beginning on or after April 1, 2017. Earlier adoption is permitted. The Village does not expect application of the new Standard to have a material effect on the consolidated financial statements.

(iv) PS 3380 *Contractual Rights*

In June 2015, new PS 3380 *Contractual Rights* was included in the CPA Canada Public Sector Accounting Handbook. This new Section establishes disclosure standards on contractual rights, and does not include contractual rights to exchange assets where revenue does not arise. The main features of this Standard are as follows:

Contractual rights are rights to economic resources arising from contracts or agreements that will result in both an asset and revenue in the future.

Until a transaction or event occurs under a contract or agreement, an entity only has a contractual right to an economic resource. Once the entity has received an asset, it no longer has a contractual right. Contractual rights are distinct from contingent assets as there is no uncertainty related to the existence of the contractual right.

Disclosures should include descriptions about nature, extent, and timing.

The standard is effective for fiscal years beginning on or after April 1, 2017. Earlier adoption is permitted. The Village does not expect application of the new Standard to have a material effect on the consolidated financial statements.

2. Cash and cash equivalents

	2014	2013
Restricted cash and cash equivalents		
Development cost charges	366,985	366,985
Other	25,000	25,000
Unrestricted cash and cash equivalents	391,985	391,985
	698,402	388,370
	1,090,387	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. Accounts receivable

	2014	2013
Taxes receivable	510,095	673,149
Utilities receivable	632,157	818,178
Trade receivables	365,626	414,973
	1,507,878	1,906,300

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.

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

5. Long-term debt

Long-term debt 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)
	3,739,905	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	3,739,905	3,633,090

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

2015	168,180
2016	205,667
2017	186,093
2018	186,093
2019	186,093

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

6. Obligations under capital leases

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

2014	Land	Buildings	Engineering Structures	Machinery, Equipment and Vehicles	Water Systems	Sewer Systems	Assets Under Construction	Total
Cost								
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	29,004,758
Accumulated amortization								
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	-	54,681	92,519	157,584	88,839	266,627	-	660,250
Balance, end of year	-	404,784	2,964,829	2,070,295	1,072,393	3,508,281	-	10,020,582
Net book value, end of year	830,087	1,629,519	1,982,912	1,086,240	3,412,652	9,882,759	203,008	18,984,177

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 Building Improvements	Engineering Structures	Machinery, Equipment and Vehicles	Water Systems	Sewer Systems	Assets under Construction	Total
Cost								
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
Accumulated amortization								
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	14,611,980	14,607,339
Unrestricted	201,519	404,695
	14,813,489	15,012,034
Non-statutory reserves		
General reserve	130,748	-
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	-	-
	223,201	169,201
	15,167,448	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
	4,079,627	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
	2,241,458	2,375,576
Net taxation revenue available for municipal purposes	1,838,169	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
	284,045	551,684
Other municipalities/Regional Districts		
Fire protection	140,619	136,024
Rescue services	53,107	51,560
Other	54,398	25,010
	248,124	212,594
Total government transfer revenues	532,169	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.

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

11. Commitments and contingencies (continued)

- (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

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
Revenues								
Taxation	824,225	375,030	208,236	430,678	-	-	-	1,838,169
Water and sewer user rates	-	-	-	-	712,869	708,496	-	1,421,365
User fees	96,944	-	64,750	-	-	-	20,539	182,233
Penalties and interest income	101,529	-	-	-	10,062	12,669	-	124,259
Government transfers	318,536	193,726	-	19,907	-	-	-	532,169
Investment income	5,295	-	-	-	470	1,451	-	7,216
Other	806	72,620	85,572	249,405	14,076	-	14,700	437,179
Gain on disposal	135,000	-	-	-	-	-	-	135,000
Total revenues	1,482,333	641,376	358,558	699,990	737,477	722,616	35,239	4,677,590
Expenses								
Wages, salaries and benefits	486,485	273,008	155,223	372,636	421,068	244,649	33,217	1,986,258
Materials, supplies and contracted services	558,400	311,993	171,946	298,790	311,997	206,430	16,451	1,876,034
Debt servicing	14,000	4,227	-	5,231	21,606	123,771	-	168,835
Amortization	236,093	-	-	-	88,840	266,627	68,690	660,250
Total expenses	1,294,978	589,227	327,169	676,658	843,510	841,477	118,358	4,691,377
Annual surplus (deficit)	187,355	52,149	31,389	23,332	(106,033)	(118,861)	(83,119)	(13,787)



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
Revenues								
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
Total revenues	1,397,524	503,552	450,106	533,233	681,521	1,131,417	19,916	4,717,269
Expenses								
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	251,799	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
Total expenses	1,180,657	433,697	314,098	644,239	718,662	817,293	122,362	4,231,008
Annual surplus (deficit)	216,867	69,855	136,008	(111,006)	(37,141)	314,124	(102,446)	486,261

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)
Amortization	674,978
Loan proceeds	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: June 7, 2016
To: Nikki Gilmore, Chief Administrative Officer
From: Tim Harris, Manager of Operations and Development Service
Sheena Fraser, Manager of Corporate and Legislative Services
Subject: Pemberton Valley Seniors Society
Men's Shed Tool Lending Library – Facility Update

PURPOSE

The purpose of this report is to provide an update on the Men's Shed Lending Library facility move to the Village owned shed at the Village Office and seek Council's direction with respect to costs associated with the upgrades of the shed.

BACKGROUND

At the Regular Council Meeting No. 1425, held April 19, 2016, staff provided Council with background on the Men's Shed initiative and the challenges that have been encountered with respect to finding a home for the Tool Lending Library. The report is attached for information as **Appendix A**.

In the report, staff presented the option to lease to the Pemberton Valley Seniors Society, Men's Shed group the middle bay of the Village owned shed located at the Village Office. In this regard, the following resolution was passed:

Moved/Seconded

THAT Council receives this 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

Staff has met with members of the Men's Shed to discuss their needs, layout design and review their operation plans as a means of informing the details of the Lease Agreement. Staff also arranged for the new Building Inspector to do a site visit and inspect the shed. As a result, it has been determined that a structural engineering report will be required. As well, staff received a quote for the electrical work that will be needed to improve the service of power in the shed.

The Lease Agreement is in draft form and completion of the work on the lease was on hold until information related to the structural engineering report and electrical costs were completed.

DISCUSSION & COMMENTS

As noted in the staff report of April 19, 2016, it was identified that if the occupancy can be kept under a classification of A2 (low occupant load occupancy) for the Tool Library and that any wood working workshops be done outdoors (i.e. through the acquisition of a Park use permit at

Pioneer Park etc.). Use of the Village owned Shed for this purpose could be accommodated within the BC Building Code.

The Building Inspector, at the time, also noted that *"it is likely the shed will require a structural engineering review and may also require specific improvements such as structural, heating, ventilation, insulation"* as required. This requirement was confirmed by the new Village Building Inspector on May 16th, 2016 and staff arranged for the review.

The structural engineering fee proposal was received on June 3rd, 2016. The services proposed included a review of the existing structure to determine design loads in order to determine the adequacy for the proposed use. It also provided recommendations for any required upgrades to the structural framing of the Village Shed to bring it into compliance with *BC Building Code* regulations which must occur prior to the Shed being occupied, even for use as a Tool Lending Library. The cost for the structural engineering review is \$1,495. The cost to undertake any of the upgrades that may be required is unknown at this time; however staff have estimated a cost of approximately \$1,235 for other parts and supplies.

As well, based on the electrical requirements as requested by the Men's Shed, the Village has received a quote of \$2,770 to facilitate the installation of electrical services that will be needed.

At this time, the Village has budgeted \$4,000 for the installation of new garage doors on the shed. It was agreed that the members of the Men's Shed will undertake the installation of the doors, any structural improvements, framing and all labor as part of the Lease Agreement conditions. The purchase of the doors was included in the 2016 Public Works & Parks Budget and work plan. Further upgrades such as electrical, engineering and any misc. materials required were not considered when the budget for this project was being developed. With the inclusion of structural engineering, electrical and miscellaneous requirements there is a shortfall of approximately \$5,500 for this project overall.

It should be noted that if Council authorizes the additional funding required to proceed with this project, all investments and upgrades to the municipal shed will be an improvement to Village assets.

There are several options that could be considered which have been outlined under Alternative Options below.

COMMUNICATIONS

This project does not require a communications element.

LEGAL CONSIDERATIONS

The Lease Agreement will require legal review which will be undertaken once the funding shortfall has been resolved.

IMPACT ON BUDGET & STAFFING

The research, information gathering, reports and the development of the draft lease preparation have been facilitated in house by the Department of Operations and Development Services and the Department of Corporate & Legislative Services.

The costs presented in this report for the structural review and electrical upgrades are significantly more than originally anticipated. There are no additional funds within the Public Works and Parks Budget to accommodate these works. Options for consideration have been provided below under Alternative Options.

INTERDEPARTMENTAL IMPACT & APPROVAL

There is no interdepartmental impact at this time.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

This request for direction has no impact on other jurisdictions.

ALTERNATIVE OPTIONS

There are three alternatives for consideration:

Option One: The Village cover the costs associated with the Structural Engineering review, electrical work and any other supplies required, in the amount of \$5,500, required for the Shed and that the funds to undertake the work be reallocated from the Community Enhancement Fund.

Option Two: That the cost, in the amount of \$5,500, associated with the Structural Engineering review, electrical and other supplies be cost shared 50/50 with the Pemberton Valley Seniors Society - Men's Shed Group with the Village's portion being allocated from the Community Enhancement Fund (\$2,750)

Option Three: Council provide another alternative.

In this regard, there is currently \$10,509 left in the Community Enhancement Fund and a breakdown of the contributions to date is provided below:

2016 allocations:

Community Enhancement Fund Reconciliation – As of May 26, 2016

2016 Budget Amount		\$ 15,000	
Contributions Expensed:			PROJECT
Village of Pemberton Bursary	\$ 2,000		Pemberton Secondary School Student Council Meeting No. 1417-February 2, 2016
Signal Hill Elementary School PAC	\$ 1,797		Stream of Dreams Mural Council Meeting No. 1420, March 1, 2016
Pemberton Secondary School – Alumni Association Fundraiser	\$200		Silent Auction Gift Basket Council Meeting No. 1425, Tuesday, April 19, 2016
Canadian Red Cross –	\$500		Alberta Fires Appeal 2016 Council Meeting No. 1428, May 17, 2016
TOTAL ALLOCATED TO DATE:	\$ 4,091		
CEF REMAINING		\$ 10,509	

POTENTIAL GOVERNANCE CONSIDERATIONS

This initiative supports the Village's Strategic Priority No. Two: Good Governance – committed to citizen engagement, being an open, honest and accountable government, and fiscal responsibility; Strategic Priority No. Three: Excellence in Service – delivering highest quality level municipal services within the scope of our resources and Strategic Priority No. Four: Social Responsibility - the Village strives to create a strong and vibrant community recognizing the importance and benefits of both healthy and engaged citizens as well as an accessible and well managed natural environment.

RECOMMENDATIONS

THAT Council provide direction with respect to this initiative.

Attachments:

Appendix A: Report to Council, dated April 19, 2016

MANAGER:



Tim Harris
Manager of Operations & Development Services



Sheena Fraser
Manager of Corporate & Legislative Services

CHIEF ADMINISTRATIVE OFFICER REVIEW



Nikki Gilmore, Chief Administrative Officer

Date: April 19, 2016
To: Nikki Gilmore, Chief Administrative Officer
From: Lisa Pedrini, Village Planner
Subject: Pemberton Valley Men's Shed – Status Report

PURPOSE

This report provides an update on the Men's Shed project for Council's information, and requests support for a short term lease to use a portion of the Village garage located at 7400 Prospect Street as a temporary home for the Pemberton Valley Tool Library.

BACKGROUND

A detailed report on the Men's Shed concept and an UBCM funding opportunity to pursue the establishment of the Pemberton Valley Men's Shed was presented at the Regular Council Meeting No. 1381 held on November 4, 2014 by Village Communications and Grants Coordinator, Jill Brooksbank. The report highlighted the benefits of a communal workshop that could be used as a gathering space for senior men to become more active and engaged. It was anticipated that in time an appropriate building would be identified as a potential 'shed' (Australian term for workshop) through liaison with local partners. The intent was for the Village to make application for the grant funding on behalf of the Pemberton Valley Seniors Society (PVSS).

At the time, research was underway to investigate the possibility of relocating portables (to be donated by Innergex) to land leased by the Lion's Society from the Province, next to the seniors housing complex. There was also the possibility of co-locating the Men's Shed in the Art Barn leased by the Pemberton Arts Council.

In response to this report, Village Council passed the following resolution on November 4, 2014:

Moved/Seconded

THAT Council supports the 2014 Age Friendly Community Planning and Project Grant for the establishment of the Pemberton Valley Men's Shed.

The full funding application is attached as Appendix A.

Shortly thereafter, the Village received correspondence from UBCM with respect to a positive response to their application for the 2015 Age-Friendly Community Planning and Projects Grant. This letter notified the Village and the PVSS that they were successful in obtaining a grant in the amount of \$20,000 which needed to be spent before the end of 2015. This letter was attached to the Regular Council Meeting No. 1385 agenda, dated December 16, 2014 at which the following resolution was passed:

Moved/Seconded

THAT Council receive the correspondence for information.

A copy of this letter is attached as Appendix B.

Members of the PVSS then formed the Pemberton Valley Men's Shed (PVMS) group and set about searching for an appropriate home for the men's group. In the spring of 2015, the PVSS established a communal tool sharing venture and in May 2015, they held the Grand Opening of the Tool Lending Library which at the time was housed in a little yellow shed at the Event Rental Works/U-Haul yard located at 7370 Highway 99, Pemberton. Many community members attended the Grand Opening including political leaders Mayor Mike Richman and MLA Jordan Sturdy.



Original Building, Spring 2015



Round-about Signage - Tool Library Grand Opening



Grand Opening 'log cutting' with MLA Sturdy, because ribbons are for "wimps"

There were no discussions at that time with Village staff with respect to the use of this structure or any future improvements that were planned and constructed at a later date.

Over the summer of 2015, the Men's Shed group participated in the weekly Friday afternoon Pemberton Farmers' Markets by setting up a table to advertise the Tool Library, interact with the public, gain members and donations, and offer knife sharpening service. The response from the community was very positive.

In early August (August 9, 2015) Marnie Simon visited the Village Office to speak with Kim Slater, Village Communications and Grants Coordinator, about possible locations for the Men's Shed. She was advised to contact Development Services staff who may be able to provide location options for the Men's Shed. On August 24, 2015, Richard Megeny followed up and requested a meeting with Development Services staff to seek specific information on several potential sites identified by the PVSS for the Men's Shed. The list of possible locations included:

- The Art Barn location (at the corner of Prospect Street and Aster Street)
- A small piece of municipally owned property adjacent to Pioneer Park

Staff advised Mr. Megeny on the need for Development Permits (as well as Building Permits) and parking requirements if a downtown location was chosen, and suggested looking at a location in the Business Park. However, it was communicated to staff that the ideal location for the Men's Shed would be somewhere more central and easily accessible.

Staff suggested a few other locations for investigation:

- Lot 13, in collaboration with the Agricultural Parks Plan (outside Downtown DP Area)
- Village owned lot located on Prospect Street near the Museum (outside Downtown DP Area)
- NAPA lot, if permission could be gained from the landowner (within Downtown DP Area)

Meanwhile, in the fall of 2015, the Men's Shed group began an addition to the Tool Library shed and erected a workshop tent next to it to complement the Tool Library. Unfortunately, both projects proceeded without securing the appropriate building permits from the Village of Pemberton. The addition was built without a Building Permit, and neither the shed nor the tent was issued an Occupancy Permit, a key life and safety measure to ensure that the structures are safe for the use intended (public occupancy).



Tool Shed Addition, October 2015



Tool Shed Addition, October 2015



Workshop Tent, erected October 2015

Also in the fall of 2015, a meeting was convened by Village staff with the PVSS/PVMS (Derek Walton, Christine Timm, Richard Megeney and Marnie Simon) to receive financial details of the grant budget, items to be included in the draft final report to UBCM and general discussion related to the grant. At this time, details about the non-compliant operation of the Tool Library/Men's Shed at the Event Rentals Site were raised by Village Staff as well as the Building Inspector, who also attended the meeting and went on site to visually inspect the work to date. Staff suggested a follow up discussion with Development Services staff to investigate the possibility of solutions.

Unfortunately, a "Stop Work Order" was issued by the Building Inspector and placed on the site on November 24, 2015, due to the fact that the occupation of both structures was in contravention of the Village's Building Bylaw No. 694, 2012 and the *BC Building Code*.

At the Committee of the Whole Meeting No. 142, held January 19, 2016, Mr. Robert Megeney and Mr. Walton provided an overview of the history of the Pemberton Men's Shed project, an initiative of the Pemberton Valley Seniors Society that began in 2014. They outlined the funding support received and achievements to date, with a particular focus on the Tool Lending Library.

Mr. Bill Reynolds, Mr. Jim Locks, and Mr. John Corrigan, also members of the Pemberton Men's Shed group, spoke about the positive benefits of this initiative and the potential for the Men's Shed to become self-sustaining through membership fees within a few years. Mr. Megeney and Mr. Walton summarized the challenges faced by the organization to acquire space to house the Tool Library and workshop facilities as well as obtain ongoing funding support. No formal resolutions were passed by Council at this time.

Despite the Stop Work Order, the installation of poly was affixed to the structure and the Men's Shed/Tool Library continued to operate in the unfinished building. As a result, a "Do Not Occupy" Notice was issued by the Village's Building Inspector on March 16, 2016 and a notification letter was sent to the Lil'wat Nation (landowner) on the same date.

DISCUSSION AND COMMENTS

In an effort to continue to support the Pemberton Valley Men's Shed/Tool Library, Village staff looked for alternative locations and is now proposing a temporary solution for a new location for the Pemberton Valley Tool Library. The solution suggested is the opportunity to lease the middle section of the Village Storage Building/Shed outside the Main Offices located at 7400

Prospect Street. This space is currently being used to store a few items, but is in the process of being emptied, and is no longer needed by the Village at this time.



Village Shed showing underutilized middle area

To permit the public occupancy, the Village's Building Inspector has advised that the *BC Building Code* has specific classification requirements, for example but not limited to:

- Wood working falls in the classification of F2 or F3 (Industrial) which would possibly require a dust collecting system, ventilation etc.
- The Tool Library as a standalone operation would be a classification of "Group A2" and with a restrictive occupancy of 4/5 persons would require only one washroom.

With any type of occupancy, it is inevitable that the shed will require a structural engineering review and may also require specific improvements such as structural, heating, ventilation, insulation etc.

The building inspector recommended to keep the occupancy under a classification of A2 (Low occupant load occupancy) for the Tool Library and that any wood working workshop be done outdoors (i.e. through the acquisition of a Park use permit at Pioneer Park etc.)

Lease Terms and Conditions:

Staff has reviewed terms and conditions as established in lease agreements the Village has with other users and should this option be supported, the following Terms and Conditions would be recommended:

- Term to be a temporary lease (i.e., year to year or another specified time period) for the use of the Pemberton Valley Tool Shed until such time as the PVMS secure an alternate location.
- Cost of the Lease to be \$1.00 per annum.
- Lessee (PVMS) must obtain a building permit and receive an occupancy permit prior to resuming their operation.
- Shared cost of the improvements must be determined prior to the issuance of a building permit.

- Interior Use to be limited to the operation of the Tool Library, with the opportunity to hold Men's Shed workshops/training sessions outside the building and/or within Pioneer Park, if a Park Use permit is obtained first.
- Lease to include the use of the public washroom located in the White Building that is currently open to the Public during the day, and a dedicated key to access the washroom outside of office hours (evenings and weekends)
- Lessee (PVMS) to agree to only use the Village parking lot on weekends and evenings (outside of Council or other Village meetings); and at all other times to park in the parking area fronting Pioneer Park on Aster Street (drop off and pick up excepted).
- Lessor (Village) to install electrical improvements to the portion of the building to be used by the PVSS (i.e., bright overhead light and a 40 amp electrical outlet) at their own cost.
- Lessor (Village) to design and supply materials for the garage doors (barn doors).
- Lessee (PVMS) to install garage doors (barn doors) subject to the approval of the Manager of Operations and Development Services.

It should be noted that the Village currently leases the right side of the same building to the Lion's Club for storage, so there is a precedent for leasing to a community group. The left side of the building will remain as Village storage. Enclosing the centre portion will also assist the Village in dealing with frequent vandalism and vagrancy.

COMMUNICATIONS

There are no communications elements required at this time.

LEGAL CONSIDERATIONS

The Village office is located within the Downtown Improvement Development Permit Area for form and character of development. However, a Development Permit would not be required to undertake "*reconstruction, repair or renovation of a permanent structure on its existing foundation in accordance with a building permit issued by the municipality*" as per the Village's Official Community Plan Bylaw No. 654, 2011, p.39 – Exemptions from Development Permit Requirements.

IMPACT ON BUDGET & STAFFING

The research and preparation of the report is a component of the daily work undertaken by the Operations & Development Services Department.

Cost sharing of a structural engineering review as well as the purchase/construction/installation of the garage doors and any other improvements following the structural review as well as a small investment toward electrical services would be necessary to facilitate this arrangement. This can be accommodated within the 2016 - 2020 budget.

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts or approvals required respecting the preparation of this report as it is a function of the Operations and Development Services Department. Preparation of the Lease Agreement will be facilitated by Corporate & Legislative Services in conjunction with Operations and Development Services and can be accommodated within the daily work plan.



Sheena Fraser
Manager of Corporate & Legislative Services

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

There would be a positive impact on neighbouring jurisdictions (Area C and Lil'wat Nation) if the Village facilitates the creation of a temporary location for the Men's Shed/ Tool Lending Library by securing a central location for all area members.

ALTERNATIVE OPTIONS

There are no alternative options presented at this time.

POTENTIAL GOVERNANCE CONSIDERATIONS

This initiative supports the Village's Strategic Priority No. Two: Good Governance – committed to citizen engagement, being an open, honest and accountable government, and fiscal responsibility; Strategic Priority No. Three: Excellence in Service – delivering highest quality level municipal services within the scope of our resources and Strategic Priority No. Four: Social Responsibility - the Village strives to create a strong and vibrant community recognizing the importance and benefits of both healthy and engaged citizens as well as an accessible and well managed natural environment.

RECOMMENDATIONS

THAT Council receives this report for information;

AND THAT Council provides direction on the proposed arrangement to lease the middle bay of the Village of Pemberton owned and maintained Storage Shed located at 7400 Prospect to the PVSS for temporary use as the Pemberton Valley Tool Library until such time as another suitable location is established.

Attachments:

Appendix A – Men's Shed Funding Opportunity

Appendix B – UBCM Grant Approval Letter



Lisa Pedrini, Village Planner

MANAGER OF OPERATIONS AND DEVELOPMENT SERVICES REVIEW



Tim Harris, Manager of Operations and Development Services

CHIEF ADMINISTRATIVE OFFICER REVIEW



Nikki Gilmore, Chief Administrative Officer



Pemberton & District
Chamber of Commerce

RECEIVED
MAY 30 2016
Village of Pemberton

May 29, 2016,

Mayor Mike Richman & Council,
Village of Pemberton,
Box 100,
Pemberton, B.C.,
V0N 2L0

Dear Mayor & Council :

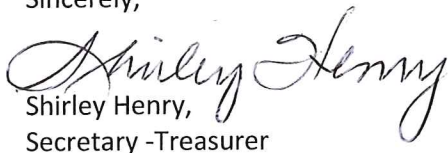
Re: Airbnb legalization

The Pemberton and District Chamber of Commerce wishes to express its support for the legalization of Airbnb rental units in Pemberton and the SLRD.

The Chamber directors would like more information regarding the Airbnb's in the area. Specifically, the board would like to know how many Airbnb's units are affecting the stock of long-term rental accommodation.

The board asks that they be informed of any developments on the issue as it both affects our members in the accommodations sector and the community we all share.

Sincerely,


Shirley Henry,
Secretary -Treasurer



June 1, 2016

Dear Mayors and Regional District Chairs:

As we prepare for the 2016 UBCM Convention in Victoria this September, I wanted to let you know that my caucus colleagues and I are once again looking forward to listening to the discussions around the issues and initiatives that affect British Columbia's communities and the people who live there. Our work depends on your input and your insight, and my colleagues and I will be there to listen and to learn.

This year's theme, *Stronger Together*, is an ideal way to recognize the strengths and similarities across the province. British Columbia is leading Canada like never before, and the work you do in your community is an integral part of that.

If you would like to request a meeting with me or a Cabinet Minister on a specific issue during this year's convention, the online registration form at <https://UBCMreg.gov.bc.ca> will go live on June 13th. The invitation code is MeetingRequest2016, please note it is case sensitive.

If you have any questions, please contact my UBCM Meeting Request Coordinator, Tim Wong at UBCM.Meetings@gov.bc.ca or by phone at 604-775-1600.

Sincerely,

A handwritten signature in blue ink that reads "Christy Clark". The signature is written in a cursive, flowing style.

Christy Clark
Premier



Pemberton &
District
Museum &
Archives
Society



May 26, 2016

Dear Mayor and Council,

The Pemberton Museum and Pemberton Arts Council are making application to the Canada 150th grant through Heritage Canada in June. The museum has had successful applications to Heritage Canada over the last decade and will be the lead organization on this grant. The Pemberton Arts Council is a key partner in this application to ensure it meets the strategic objectives of the Canada 150 program which includes celebrating “art” and “heritage”. This project would see the Museum and Arts Council working together on events and programs throughout 2017 and this grant provides opportunities for future collaborations. However, applications require 33 weeks for processing so time is of the essence. We are seeking the letter of support by June 15th.

Our project proposal would see special events, art and heritage programs and public art outcomes beginning in April 2017 through to Nov 2017. Our Canada 150 project title is “Spuds & Schools - Pemberton & District Celebrates Canada 150”. The project will commemorate the power of individuals when they volunteer their energy to create a legacy and improve local conditions. The project will raise awareness about Canada’s 150th and the Canadian tradition of local individuals yesterday and today who contribute their time and energy to build great schools, and to establish strong local economies. Locally these efforts have led to the **Strong, Proud and Free** settlement of Pemberton B.C., home of the first correspondent student in B.C. and the Pemberton seed potato.

We are seeking a letter of support for our grant application from local government as Heritage Canada’s review of our application will include evaluating the level of local government support and other partnerships. As a means of strengthening our grant application we are also seeking financial contribution, in the amount of \$5,500, from both the Village of Pemberton and SLRD Electoral Area C) for this project. In this regard, an application has been submitted to the Recreation Commission and will be presented to the Pemberton Utilities and Service Committee on June 14th. This will enable Pemberton & District to potentially receive \$37,500 in Heritage Canada funding for Canada 150th celebrations in 2017. The total project budget is \$48,000.

Our plan is to ensure that the Pemberton Valley celebrates Canada’s 150th Birthday in style and we look forward to presenting to Council an overview of the event schedule soon. Thank you for your consideration of our request,

Sincerely,

Niki Madigan (Curator)

Marnie Simon (President of Pemberton Arts Council)

May 26, 2016

Mayor Richman
7400 Prospect St
Pemberton, BC
V0N 2L1

Sea to Sky Regional Transit Governance Structure

Dear Mayor Richman,

At the District of Squamish Regular Council Meeting held on May 17th the following motion was passed by Council:

THAT the Mayor write a letter to our counterparts in Whistler and Pemberton to request staff to work together to consider options for funding regional transit, possibly including a motor fuel tax, and establishing an intra-regional transit authority.

The District of Squamish would like to initiate a discussion surrounding the mutual benefits of an intra-regional transit authority. Coordination efforts are crucial to creating a balanced and sustainable intra-regional system.

The recently released 'Sea to Sky Transit Future Plan - 2015' states as a recommendation:

"Explore options for a more integrated regional governance structure for the Sea to Sky area. The study would look at the benefits and risks associated with the goal of streamlining the implementation of Regional and Interregional transit, and enabling more comprehensive system management and performance monitoring."

An intra-regional transit service that provides residents of the Sea to Sky Corridor with a viable alternative method to access places of employment, medical and other services and activities is crucial to the long term economic success of the region.

We look forward to hearing from you about your Council's interest level and availability for a joint meeting to explore further sometime in June or early July.

Sincerely,


Mayor Patricia Heintzman,
District of Squamish

cc: Mayor Wilhelm-Morden, Resort Municipality of Whistler



May 10, 2016

His Worship
Mayor Mike Richman
7400 Prospect Street
Pemberton BC V0N 1L0

Reference: 253116

Dear Mayor Mike Richman:

Re: Highway 99

Thank you for your letter forwarding the Village of Pemberton's resolution regarding road markings on Highway 99 between Whistler and Pemberton. Please accept my apologies for the lateness of my reply.

The ministry takes its commitment to provide a safe and efficient transportation network very seriously, and providing clear road markings for drivers is an important part of this commitment. The ministry's maintenance contractor is planning on replacing some missing reflectors on Highway 99 in the upcoming weeks and I anticipate this will improve visibility in the corridor for night-time driving. In addition, our pavement marking contractor is scheduled to begin refreshing the highway's centre and lane lines this June, once road and weather conditions are dry enough to ensure a good bond of paint with the road surface. The ministry will also be reviewing options for the inclusion of new reflectors in any paving projects that may take place along this route in the future.

Maintenance contractors are required to meet the ministry's strict standards for painted line visibility, including reflectivity, both during initial application and by the end of the season. That being said, I recognize that visibility remains an issue in dark and wet conditions. While reflective paint is currently used on all ministry highways throughout the province, the ministry is continually seeking new and innovative ways to provide clear road markings for drivers.

To that end, the ministry has been testing various paint formulations throughout the province, and in the summer of 2015 we launched our most comprehensive review to date. Test strips of different paint types and thicknesses have been applied on various sections of provincial highways, representing various weather conditions. The test locations also vary in traffic patterns and terrain, encompassing areas in the north, interior and lower mainland regions of the province to ensure the various climate challenges and traffic volumes are best represented. The paint strips will be tested over a one year period for durability, longevity and reflective qualities.

.../2

- 2 -

The results of these tests will provide information on the performance of different types of paints and paint thicknesses, to measure how they withstand the elements, including the application of abrasives and winter plowing. You can learn more online at <https://news.gov.bc.ca/stories/testing-for-toughness-by-painting-outside-the-lines>.

Thank you again for taking the time to write.

Sincerely,



Todd G. Stone
Minister

Copy to: Jordan Sturdy
MLA, West Vancouver-Sea to Sky

Cole Delisle, District Manager
Lower Mainland District

Don Legault, Operations Manager
Lower Mainland District

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*