

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

Agenda for the **Regular Meeting** of Council of the Village of Pemberton to be held Tuesday, October 6, 2015 at 7:00 p.m. in Council Chambers, 7400 Prospect Street. This is Meeting No. 1407.

"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)	
a) Fire Underwriter Survey – 2008 Review of Fire Protection Services for Fire Insurance Grading	
4. ADOPTION OF MINUTES	
a) Regular Council Meeting No. 1405 –Tuesday, September 15, 2015	3
Recommendation: THAT the minutes of Regular Council Meeting No. 1405 held Tuesday, September 15 2015 be adopted as circulated.	
b) Special Council Meeting No. 1406 – Friday, September 18, 2015	11
Recommendation: THAT the minutes of Special Council Meeting No. 1406 held Friday, September 18, 2015 be adopted as circulated.	
5. BUSINESS ARISING	
6. COMMITTEE MINUTES - FOR INFORMATION	
7. DELEGATIONS	
No requests to address Council.	
8. REPORTS	
a) Fire Department	
i. Fire Protection Classification and Apparatus Update Report	12
Recommendation: THAT the Fire Protection Classification and Apparatus update Report be received for information.	
b) Mayor	
c) Councillors	
9. BYLAWS	
10. CORRESPONDENCE	

- a) **For Information**
- i. **Mr. Adam Adams, correspondence regarding Fire Department, dated September 14, 2015** 23
- ii. **Green Communities Committee, regarding corporate carbon neutrality for 2014, dated September 15, 2015** 25

Recommendation: THAT the correspondence from Mr. Adams and the Green Communities Committee be received for information.

- b) **For Action**
- i. **BC Transit – Transit Betterments Program** 28

Recommendation: THAT a multi-jurisdictional Transit Working Committee, comprised of staff representing the Village of Pemberton, Lil'wat Nation and Squamish Lillooet Regional District, be established to review related issues and initiatives;

AND THAT the Transit Minor Betterments Program and referred to the Committee to prepare recommendations for consideration by each local government Board/Council;

AND THAT correspondence be sent to SLRD & Lil'wat requesting their participation and appointment of a staff member to the Transit Working Committee.

11. DECISION ON LATE BUSINESS

12. LATE BUSINESS

13. NOTICE OF MOTION

14. QUESTION PERIOD 33

15. ADJOURNMENT

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

Minutes of the Regular Meeting of Council of the Village of Pemberton held on Tuesday, September 15, 2015 at 9:00 a.m. in Council Chambers, 7400 Prospect Street. This is Meeting No. 1405.

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

STAFF IN ATTENDANCE: Nikki Gilmore, Chief Administrative Officer
Sheena Fraser, Manager of Corporate & Legislative Services
Lena Martin, Manager of Finance & Administration
Robert Grossman, Fire Chief
Lisa Pedrini, Planner
Paige MacWilliam, Legislative Assistant

Public: 8

1. CALL TO ORDER

At 9:02 a.m. Mayor Richman called the meeting to order.

2. APPROVAL OF AGENDA

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

3. RISE WITH REPORT FROM IN CAMERA (CLOSED)

Council did not rise with report from In Camera.

4. ADOPTION OF MINUTES

a) Regular Council Meeting No. 1404 –Tuesday, September 1, 2015

Moved/Seconded
THAT the minutes of Regular Council Meeting No. 1404, held Tuesday, September 1, 2015 be adopted as amended.
CARRIED

5. BUSINESS ARISING FROM MINUTES

There was no business arising.

6. COMMITTEE MINUTES – FOR INFORMATION

a) Advisory Land Use Commission – DRAFT Minutes to be Received

- i. July 7, 2015 – Draft Meeting Minutes
- ii. September 8, 2015 – Draft Meeting Minutes

Moved/Seconded

THAT the draft Advisory Land Use Commission minutes from meetings held July 7, 2105 and September 8, 2105 be received for information.

CARRIED

7. DELEGATIONS

No requests to address Council.

8. REPORTS

a) Corporate & Legislative Services

i. Open Question Period Guidelines & Policy – Information Report

Moved/Seconded

THAT the Open Question Period Policy, approved by Council at Meeting No. 920, held November 2, 1999, be amended to remove Section 10:

The Open Question Period will not be held during the eight-week period immediately preceding the Municipal Election

CARRIED

Moved/Seconded

THAT the Open Question Period Policy be adopted as amended.

CARRIED

At 9:20 am Councillor Linklater declared a conflict of interest in accordance with *Local Government Act* Section 100 (2) (b) as he is a member of the WinterFest 2016 Organizing Committee and left Council Chambers.

ii. Community Enhancement Fund Request – Spirit of BC Committee – WinterFest 2016

Moved/Seconded

THAT Council approves an allocation from the Community Enhancement Fund, in the amount of \$1,500, to the Spirit of BC Community Committee for 2016 WinterFest to be held on January 22 – 24, 2016.

AND THAT the Spirit of BC Community Committee be advised to consider submitting an application for a Long Term Service Agreement through the Community Initiative and Opportunity Fund if they are seeking funding for WinterFest 2017 and beyond.

CARRIED

At 9:25 am Councillor Linklater returned to Council Chambers.

b) Development Services

i. Update on Village of Pemberton Zoning Amendment (Restaurant Uses) Bylaw No. 793, 2015

Moved/Seconded

THAT the Update on Zoning Amendment (Restaurant Uses) Bylaw No. 793, 2015 be received for information.

CARRIED

c) Mayor

Mayor Richman reported on the following:

- Presented Pemberton Coat of Arms donated to the Village by Ivan Moldowan.
- Met with representatives from Innergex, CanoeKayak BC, Surf Pemberton and SLRD to discuss the Rutherford Whitewater Park.
- Met with SLRD Area C Director, Russell Mack, and Lil'wat Nation Political Chief, Dean Nelson.
- Spoke with Men's Shed representatives about seeking a location for the Men's Shed.
- Spoke with Donna Hasan from the Log House Inn B&B regarding the impact of AirBnB short term vacation rentals.
- Announced Council will be attending the Union of British Columbia Municipalities Convention next week in Vancouver.
- Reminded that the By-Election for a seat on Council will be held on November 7 and that the nomination period opens September 22nd and closes October 2nd

Mayor Richman expressed concern regarding some of the comments that he has recently seen on social media and in particular concern that there may be a lack of understanding or misconceptions of what Council does, how local government works and how decisions are made. Mayor Richman suggested that Council may wish to look at opportunities engage the public through town hall meetings or other outreach ideas as a way to encourage public input and foster positive community dialogue.

Mayor Richman announced that:

- Scouts Canada is considering Pemberton as the site for a one week long Cuboree to celebrate the 100th year for Cub Scouts
- Scouts Canada is seeking new troop leaders for the Pemberton club

Reminded of the following upcoming events:

- Terry Fox run on Sept. 20
- Barn Dance on Sept. 26
- Kidney Walk on Sept. 27
- Farmer's Market on Fridays until October 9

d) Councillors

Councillor Linklater

Councillor Linklater provided highlights from the Pemberton Valley Utilities & Services Committee meeting, held on Sept. 8:

- Councillor Karen Ross is now a committee member
- Community Centre and Library have entered into a 5-year lease
- Improvements to the Meadows field have been undertaken
- Quarterly financial review of services, including transit and trail services
- Approved grant application to explore water reclamation at water park

Councillor Linklater reported on the following:

- Attended SLRD Fire Services Meeting
- Participated in the Sept 11 Whistler Foundation Golf Classic Tournament
- Announced plan to attend Pemberton & District Library Board meeting on Sept. 15, Community Forest Open House on Sept. 16, Pemberton Valley Dyking District meeting on Sept. 17

Councillor Helmer

Councillor Helmer reported on the following:

- Discussed parking and dog excrement bylaw enforcement issues

Councillor Helmer also sought clarification or updates on the following:

- Requirements for the installation of a water meter on new building and bulk rate purchasing
- Plans for White Building meeting space
- Status of Parks & Open Spaces permit fee structure review.

Councillor Ross

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

9. BYLAWS

a) First, Second and Third Reading

i. Village of Pemberton Triple Combination Pumper Truck Loan Authorization Bylaw No. 795, 2015 – First, Second and Third Reading

CAO Gilmore presented an information report on the purchase of a used fire truck along with a review of the Fire of Underwriters Survey Dwelling Protection Grades and Public Fire Protection Classification.

Moved/Seconded

THAT Village of Pemberton Fire Triple Combination Pumper Truck Loan Authorization Bylaw No. 795, 2015, receive First, Second and Third Reading.

CARRIED

OPPOSED: Councillor Helmer

Moved/Seconded

THAT Staff bring back for Council's consideration a report with information that addresses the following:

- Confirmation of the Village of Pemberton's Public Fire Protection Classification
- Fire Truck age requirements (15 years vs 20 years) including maintenance schedules
- Review of current fire flows
- Updated chart listing the age and retirement date of each of the Village's Fire Department trucks
- Cost of a bare bones Triple Combination Pumper Truck
- Update of the purchase price of the new Triple Combination Pumper Truck
- Projected annual payments allocated to the Village of Pemberton and different service areas (% vs \$)
- Annual debt servicing costs of procuring the \$525 triple combination pumper truck allocated to the Village of Pemberton and SLRD based on the existing fire service agreement

CARRIED

b) Adoption

i. Village of Pemberton Fire Prevention (Construction Ban) Amendment Bylaw No. 794, 2015 – Fourth & Final Reading

Moved/Seconded

THAT Village of Pemberton Fire Prevention (Construction Ban) Amendment Bylaw No. 794, 2015, receive Fourth and Final Reading.

CARRIED

10. CORRESPONDENCE

a) For Information

- i. **Minister Todd Stone, Ministry of Transportation & Infrastructure, dated August 24, 2015, regarding signage on Highway 99 and Portage Road.**
- ii. **Mr. Stanley Kelly, Pemberton Lions Club, Show & Shine Chair, dated September 6, 2015, thanking Council for funding from the Community Enhancement Fund.**

Moved/Seconded

THAT the correspondence from Minister Stone, dated August 24, 2015, and Mr. Kelly, dated September 6, 2015, be received.

CARRIED

Moved/Seconded

THAT staff send correspondence to MOTI requesting a review of the cross-walk configuration at Portage Road. and Highway 99 and the potential additional of a cross-walk from Arbutus Road across Portage Road to the PetroCan.

CARRIED

b) For Action

- i. **Mr. David MacKenzie, President, Tourism Pemberton, dated August 18, 2015, requesting that the public washrooms at the Train Station be re-opened.**

Moved/Seconded

THAT Staff send correspondence to Mr. MacKenzie advising that the Village is working on options with respect to the management of the public washrooms at the Train Station.

CARRIED

- ii. **Mr. Adam Adams, dated September 8, 2015, requesting reconsideration of the suspension of Question Period during the By-Election period.**

Moved/Seconded

THAT Staff send correspondence to Mr. Adams providing a copy of the amended Open Question Period Policy.

CARRIED

iii. Mr. David MacKenzie, President, Tourism Pemberton, dated September 8, 2015, regarding concerns over AirBnB operations.

Moved/Seconded

THAT Staff explore if short term vacation rental could be regulated through business licences.

CARRIED

Moved/Seconded

THAT Staff send correspondence to Mr. MacKenzie advising that Airbnb short term vacation rentals are an ongoing concern and the Village will be monitoring how other communities are addressing this matter.

CARRIED

11. DECISION ON LATE BUSINESS

There was no late business to be considered.

12. LATE BUSINESS

13. NOTICE OF MOTION

There was no notice of motion.

14. QUESTION PERIOD

Ted Craddock, 1463 Laburnum Street, Pemberton

Mr. Craddock requested clarification on the Question Period Policy regarding holding Question Period during the eight weeks prior to an election.

Nikki VanKerk, 7451 Aspen Drive, Pemberton

Ms. VanKerk requested clarification on the Fire Service Underwriters insurance grading requirements, asked a question regarding the Village's maximum borrowing capacity and the tax implications of further borrowing, and sought information on the impact of the Village's decision to purchase a new Triple Combination Fire Truck on the Squamish-Lillooet Regional District as a result of the Fire Service Agreement.

David MacKenzie, 1414 Willow Drive, Pemberton

Mr. MacKenzie posed a question regarding the public washrooms at the train station.

At 11:50 a.m. the Regular Meeting was recessed.

At 12:05 p.m. the Regular Meeting was reconvened.

15. RESOLUTION TO MOVE IN CAMERA (CLOSED)

Moved/Seconded

THAT pursuant Section 90 (1) (a) personnel, (k) negotiations and (i) legal advice of the Community Charter, the Council of the Village of Pemberton service notice to hold an In Camera Meeting on today's date for the purpose of dealing with matters for which the public shall be excluded from attending.

CARRIED

At 12:05 p.m. Council moved In Camera.

At 2:04 p.m. Council Rose with Report.

16. RISE WITH REPORT

Council Rose with Report and released the 2008 Fire Underwriters Survey (FUS) Report.

17. ADJOURNMENT

Moved/Seconded

THAT the September 15, 2015 Regular meeting be adjourned at 2:05 p.m.

CARRIED

Mike Richman
Mayor

Sheena Fraser
Corporate Officer

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

Minutes of the Special Meeting of Council of the Village of Pemberton held on Friday, September 18, 2015 at 12:00 p.m. in Council Chamber, 7400 Prospect Street. This is Meeting No. 1406.

IN ATTENDANCE: Mayor Mike Richman
Councillor Karen Ross

ATTENDING BY PHONE: Councillor Jennie Helmer
Councillor James Linklater

STAFF IN ATTENDANCE: Nikki Gilmore, Chief Administrative Officer
Paige MacWilliam, Legislative Assistant
Wendy Olsson, Executive Assistant

Public: 0

1. CALL TO ORDER

At 12:05 p.m. Mayor Richman called the meeting to order.

2. APPROVAL OF AGENDA

Moved/Seconded

THAT the Agenda be approved as presented.

CARRIED

3. CONSIDERATION OF CO-SPONSORING THE RMOW UBCM RESOLUTION RESPECTING THE SYRIAN REFUGEE CRISIS.

Moved/Seconded

THAT the Village of Pemberton co-sponsors the following resolution with the Resort Municipality of Whistler and other municipal members of the Sea to Sky Corridor for presentation to the Union of British Columbia Municipalities at the 2015 UBCM Convention;

WHEREAS the ongoing crisis for Syrians has ignited a need for a coordinated effort of aid from all levels of government in Canada;

AND WHEREAS Canada has a history of extending offers of settlement to refugees for humanitarian reasons;

THEREFORE BE IT RESOLVED that UBCM urge the federal government to act immediately to accelerate the process and to significantly increase federal commitments to receive Syrian refugees in Canada matching or exceeding historic levels.

CARRIED

4. ADJOURNMENT

Moved/Seconded

THAT the September 18, 2015 Special meeting be adjourned at 12:25 p.m.

CARRIED

Mike Richman
Mayor

Sheena Fraser
Corporate Officer

Date: October 6, 2015
To: Nikki Gilmore, Chief Administrative Officer
From: Robert Grossman, Fire Chief, Pemberton Fire Rescue
Subject: Fire Protection Classification and Apparatus update Report

PURPOSE

This purpose of this report is to provide Council with further background information related to the Village's initiative to purchase the Triple Combination Pumper Truck.

BACKGROUND

At the Regular Council Meeting No. 1405, held Tuesday, September 15, 2015, Council considered First, Second and Third Reading of the Village of Pemberton Triple Combination Pumper Truck Loan Authorization Bylaw No. 795, 2015. This Loan Authorization Bylaw is to secure funding, in the amount of up to \$533,536, for the purchase of a new fire truck for the Fire Department. The following resolution was passed:

Moved/Seconded

THAT Village of Pemberton Fire Triple Combination Pumper Truck Loan Authorization Bylaw No. 795, 2015, receive First, Second and Third Reading.

CARRIED

OPPOSED: Councillor Helmer

As well, as a result of the discussion that took place respecting this initiative, Council had a number of questions and concerns and requested that more information and the following resolution was passed:

Moved/Seconded

THAT Staff bring back for Council's consideration a report with information that addresses the following:

- Confirmation of the Village of Pemberton's Public Fire Protection Classification
- Fire Truck age requirements (15 years vs 20 years) including maintenance schedules
- Review of current fire flows
- Updated chart listing the age and retirement date of each of the Village's Fire Department trucks
- Cost of a bare bones Triple Combination Pumper Truck
- Update of the purchase price of the new Triple Combination Pumper Truck
- Projected annual payments allocated to the Village of Pemberton and different service areas (% vs \$)
- Annual debt servicing costs of procuring the \$533K triple combination pumper truck allocated to the Village of Pemberton and SLRD based on the existing fire service agreement

CARRIED

DISCUSSION & COMMENTS

Council’s questions and concerns are addressed in this report in the order that they were assigned by the Council resolution passed at Regular Council Meeting No. 1405 on September 15, 2015.

Confirmation of the Village of Pemberton’s Public Fire Protection Classification

The purpose of a Fire Underwriters Survey (FUS) is to gather information to establish a Public Fire Protection Classification (PFPC) which insurers use for underwriting purposes and to assist in calculating rates/premiums for fire insurance. The Village of Pemberton’s most recent FUS completed in 2008, provides the following explanation for how protection grades are assigned.

FUS has provided a listing of classifications for personal dwelling and commercial structures according to Sub Districts (more information on Sub Districts is provided below). In summary, personal dwellings in the area served by the Pemberton Fire Rescue are assigned either 3A (protected), 4 (semi-protected), or 5 (unprotected) depending on the Sub District in which they are located. Commercial structures in the area served by the Pemberton Fire Rescue are assigned either 7 (semi-protected), 9 (unprotected), or 10 (unprotected) depending on the Sub District in which they are located.

In the table below, personal dwellings and commercial structures are evaluated using two different methods and are graded separately. Column 1 summarizes all of the personal dwelling protection grades that FUS can assign; Column 2 summarizes all of the public fire protection classification (PFPC) grades (the classification assigned to commercial structures) that FUS can assign; and, Column 3 indicates the protection level naming convention in accordance with the protection grade assignment in Column 1 and Column 2.

Column 1	Column 2	Column 3
Personal Lines IBC Dwelling Protection Grades (DPG) Statistical “5 tier” System.	Commercial Lines IBC Public Fire Protection Classification (PFPC) Statistical “10 tier” System.	Insurance Companies refer to this grade as :
1	1	Protected
2	2	
3A	3	
	4	Semi – Protected
3B	5	
4	6	
	7	Unprotected
5	8	
	9	
	10	

a. Dwelling Protection Grades (DPG)

FUS determines the protection grading assigned on each personal dwelling depending on the minimum requirements as established in the chart below:

FUS Dwelling Protection Grades - Minimum Requirements per Fire Station

Dwelling Protection Grade	Water Works System	Fire Department		Correlation With Public Fire Protection Classification (P.F.P.C.)
		Equipment	Firefighters	
1	Hydrant system capable of delivering 200 IGPM for 2 hours or 400 IGPM for 1 hour in conjunction with consumption at maximum daily rate.	Response from within 5 miles by road of a standard pumper.	Response of 3 on-duty career members plus fire chief or other officer not required on-duty.	Water supply and fire department must grade Class 5 or better.
2	Same as 1	Same as 1	Response of 1 on-duty career member and 15 volunteers.	Water Supply and Fire Department must grade Class 6 or better.
3A	Same as 1	Same as 1	15 volunteers	Not correlated to Public Fire Protection Classification.
3B	Not required	2 units required. Standard pumper plus a tanker.	15 volunteers	Not correlated to Public Fire Protection Classification.
4	Not required	Standard pumper or 800 Imperial gallon tanker with booster pump of 200 IGPM capacity.	10 volunteers	Not correlated to Public Fire Protection Classification.
5	Unprotected communities or communities not qualifying for Grades 1, 2, 3A, 3B, or 4 above.			

The Village of Pemberton has been assigned the fire insurance grading classifications, shown in the table below, based on the above listed minimum requirements of the fire department. The classifications are assigned by Sub District based on the distance from the Fire Hall and distance from fire hydrants. As mentioned above, personal dwellings in the area served by the Pemberton Fire Rescue are assigned either 3A (protected), 4 (semi-protected), or 5 (unprotected) depending on the Sub District in which they are located.

Village of Pemberton Fire Insurance Grading Classifications

Personal Lines Insurance Bureau of Canada (IBC) Dwelling Protection Grades (DPG) Statistical

Sub District(s) and (contract protection areas)	DPG 2008	Comments
Village of Pemberton Hydrant Protected Area	3A	Detached dwellings within 300 m of fire hydrant
Village of Pemberton Fire Station Protected Area	4	Detached dwellings within 8 km by road of a Pemberton Fire Hall
Pemberton Fire Protection Area	5	Unprotected - detached dwellings NOT within eight (8) km by road of a Pemberton Fire Hall
Rest	5	Unprotected - detached dwellings further than eight (8) km by road of a Pemberton Fire Hall

b. Public Fire Protection Classification (PFPC) (Commercial Structures)

A community's PFPC (commercial) protection grade is determined using calculations based on benchmarks in the following five (5) major areas:

1. Community Risk Assessment (Fire Risk) (CRA)

Community Risk Assessment is the determination of required fire flows for buildings, groups of buildings and zones of response for fire protection throughout the community. When determining the CRA consideration is given to single building and multi-building fire events (conflagrations). The focus in the risk assessment is on the built environment and the quantification of needed resources for fires that may occur in the community as it has been constructed, in addition to ongoing construction and development risk. The risk assessment is used as a benchmark against which fire protection facilities are measured against.

2. Water Supplies for Public Fire Protection Assessment

A review of the water supply system accounts for 30% of the total classification. FUS reviews the water supply a community uses to determine the adequacy for fire-suppression purposes. The major areas of consideration include the following:

- water source reliability;
- volume of stored water;
- capacity to deliver required fire flows simultaneously with maximum daily consumption; redundancy of all major components of system;
- looping and distribution system design;
- single point failure analysis;
- hydrant distribution,
- maintenance and condition.

3. Fire Department Assessment

A review of the fire department accounts for 40% of the total classification. FUS focuses on the following when undertaking this assessment:

- fire department's initial attack,
- first-alarm response
- total concentration of assets needed during a fire event.

FUS also takes into consideration as part of this review the following:

- engine companies,
- ladder companies,
- distribution of resources (fire stations and fire companies),
- equipment carried on apparatus,
- pumping capacity,
- reserve apparatus,
- apparatus reliability,
- department personnel,
- pre-incident plan programs
- operational training.

4. Fire Prevention and Fire Safety Control Assessment

A review of the Fire Prevention and Fire Safety Control Program accounts for 20% of the total classification. FUS considers a community's risk reduction programs that are used to reduce the frequency and severity of fire loss occurrences. At this time, FUS reviews such items as:

- code and bylaw implementation and enforcement
- fire prevention programs
- building inspection programs
- plan check programs; and
- public education programs.

5. Emergency Communications Assessment

A review of the fire alarm system (call out process) accounts for 10% of the total classification. The review focuses on the community's facilities and support for handling and dispatching fire alarms.

FUS has advised that each of the above five (5) criteria may have up to eighteen (18) additional sub-criteria upon which they assess to determine the assigned classifications; however, the sub-criteria are proprietary and have not been provided to public or the Village.

The Village of Pemberton assigned fire insurance grading classifications are based on the above listed minimum requirements of the Fire Department. Sub Districts are determined based on the distance of each commercial structure from the Fire Hall and from fire hydrants. It should be noted that the parameters for determining which Sub District a structure is located within are different for commercial structures than for personal dwellings. For example, personal dwellings are considered Fire Station Protected if they are located within eight (8) km of the Fire Hall but commercial structures are considered Fire Station Protected only if they are within five (5) km of the Fire Hall. As noted above, commercial structures in the area served by the Pemberton Fire Rescue are assigned either 7 (semi-protected), 9 (unprotected), or 10 (unprotected) depending on the Sub District in which they are located.

Public Fire Protection Classification (Commercial)

Sub District(s) and (contract protection areas)	PFPC 2008	Comments
Village of Pemberton Hydrant Protected Area	7	commercial properties within 150 m of fire hydrant
Village of Pemberton Fire Station Protected	9	- commercial properties within five (5) km by road of a Pemberton Fire Hall
Pemberton Fire Protection Area	10	Unprotected - commercial properties further than five (5) km by road of a Pemberton Fire Hall
Rest	10	Unprotected - commercial properties further than five (5) km by road of a Pemberton Fire Hall

Furthermore, as well as considering the distance from a Fire Hall, the fire insurance companies further break down insurance rating levels for commercial structures in each Sub District based

on access to hydrants located within 150m of the structure. The rating criteria used by the fire insurance companies is listed in the table below:

Commercial Structure Fire Insurance Classification

Response Distances	2 or more recognized hydrants within 150m	1 recognized hydrant within 150m	No recognized hydrant within 150m
< 2.5 km	PFPC applies	PFPC +1 applies	PFPC 9 applies
2.5 km – 5.0 km	PFPC +1 applies	PFPC +2 applies	PFPC 9 or 10 applies*
> 5.0 km	PFPC 10 applies	PFPC 10 applies	PFPC 10 applies

*If PFPC for area is 10, apply 10, if PFPC for area is 9 or better, apply 9

To understand the insurance cost implications for a commercial structure, Staff contacted several insurance companies and requested quotes specifically for insurance rates on commercial structures in each PFPC (commercial) Sub District.

Comparison of Insurance Premium Cost between Protection Classifications

PFPC Insurance Premium per Year

Occupancy	PFPC Rating		
	6	7	8
Office	\$ 2,647.00	\$ 2,900.00	\$ 2,982.00
Manufacturing (ex. Wood)	\$ 15,437.00	\$ 17,868.00	\$ 18,706.00
Hotel	\$ 39,938.00	\$ 45,821.00	\$ 47,057.00
Apartment Complex	\$ 11,828.00	\$ 12,710.00	\$ 13,281.00

Fire Truck Age Requirements (15 years vs. 20 years) Including Maintenance Schedules

According to FUS, the Village of Pemberton is due to purchase a new triple combination pumper. The existing Pumper, known as Engine One, will be reaching its twenty (20) years of service in March of 2016, which according to the FUS is beyond the allowable age of a front line and second line Fire Apparatus.

When Engine One was purchased in 1996, the population of the Village of Pemberton, according to Census Canada, was 855. At that time, , the Village fell under the requirements for a *Small Communities and Rural Centres*, which meant that the First Line Duty Truck was eligible for Credit in Grading for up to twenty (20) years.

As a result of growth, Pemberton's population has increased to 2,601 in 2014. This means that the Village falls under the *Medium Sized Cities* requirements; and therefore a truck can only be used as a First Line Duty Truck for fifteen (15) years. If a new Triple Combination Pumper Truck is purchased as a First Line Duty Truck in 2016, it will be eligible to act as a First Line Duty Truck for fifteen (15) years, after which time it will be considered a Second Line Duty Truck.

According to the 2008 FUS, Fire apparatus exceeding twenty (20) years of age may not be considered to be eligible for insurance grading purposes regardless of testing (FUS, p. 149). The table below provides an overview of the service schedules:

Table 1 Service Schedule for Fire Apparatus For Fire Insurance Grading Purposes

Apparatus Age	Major Cities ³	Medium Sized Cities ⁴	Small Communities ⁵ and Rural Centres
0 – 15 Years	First Line Duty	First Line Duty	First Line Duty
16 – 20 Years	Reserve	2 nd Line Duty	First Line Duty
20 – 25 Years ¹	No Credit in Grading	No Credit in Grading <i>or</i> Reserve ²	No Credit in Grading <i>or</i> 2 nd Line Duty ²
26 – 29 Years ¹	No Credit in Grading	No Credit in Grading <i>or</i> Reserve ²	No Credit in Grading <i>or</i> Reserve ²
30 Years +	No Credit in Grading	No Credit in Grading	No Credit in Grading

¹ All listed fire apparatus 20 years of age and older are required to be service tested by recognized testing agency on an annual basis to be eligible for grading recognition. (NFPA 1071)

² Exceptions to age status may be considered in a small to medium sized communities and rural centres conditionally, when apparatus condition is acceptable and apparatus successfully passes required testing.

³ Major Cities are defined as an incorporated or unincorporated community that has:

- a populated area (or multiple areas) with a density of at least 400 people per square kilometre; AND
- a total population of 100,000 or greater.

⁴ Medium Communities are defined as an incorporated or unincorporated community that has:

- a populated area (or multiple areas) with a density of at least 200 people per square kilometre; AND/OR
- a total population of 1,000 or greater.

⁵ Small Communities are defined as an incorporated or unincorporated community that has:

- no populated areas with densities that exceed 200 people per square kilometre; AND
- does not have a total population in excess of 1,000.

Current Fire Flows

The current fire flow statistics are not available at this time as we do not currently own the equipment used to test this measurement. It is anticipated with the second reservoir now online, the flow should be sufficient to address fire suppression needs.

Updated chart listing the age and retirement date of each of the Village's Fire Department Trucks

The table below is a summary of the Pemberton Fire Service Apparatus, based on the 2008 FUS Report:

2008 Apparatus Summary

Engine #	Year	Manufacturer Spec	Type	Age in 2008
Engine 13	1971	Ford Thibault	Pumper 750	37
Ladder 1	1981	International	55' Ladder Truck	27
Engine 12	1983	GMC Hub	Pumper	25
Engine 1	1996	Hub Freightliner	Pumper	12
Engine 11	2006	Ford F555 4x4 Crew Cab	C.A.F. Unit	2
Rescue	1993	Ford F350 4x4	Rescue Truck	15

FUS also provided recommended actions and replacement schedules for the Pemberton Fire Rescue fleet and this has been provided below for information:

Recommended Actions and Replacement Schedules for Pemberton Apparatus Fleet

Engine #	Year	Manufacturer Spec	Type	Age in 2008	Recommended Action	Recommended Replacement
Engine 13	1971	Ford Thibault	Pumper 750	37	Decommission	N/A
Ladder 1	1981	International	55' Ladder Truck	27	Schedule replacement by 2011	25 year
Engine 12	1983	GMC Hub	2nd line Pumper	25	Schedule replacement by 2013; demote and maintain as reserve pumper	25 year
Engine 1	1996	Hub Freightliner	1st line Pumper	12	Schedule replacement by 2016; demote and maintain as second line	20 year
Engine 11	2006	Ford F555 4x4 Crew Cab	C.A.F. Unit	2	Maintain	20 year

As of 2015, Engine 13 is the only apparatus that has been decommissioned from the fleet. Ladder 1 is still in service, although it was recommended that it be replaced by 2011. Engine 12 is still in service, although it was recommended that it be replaced by 2013. According to the report, Engine 1 is recommended to be replaced by 2016.

2015 Apparatus Summary

Engine #	Year	Manufacturer Spec	Type	Age in 2015	Status	Recommended Replacement Schedule
Engine 13	1971	Ford Thibault	Pumper 750	44	Retired	N A
Ladder 1	1981	International	55' Ladder Truck	34	In service	25 year
Engine 12	1983	GMC Hub	2nd line Pumper	32	In service	25 year
Engine 1	1996	Hub Freightliner	1st line Pumper	19	In service	20 year
Engine 11	2006	Ford F555 4x4 Crew Cab	C.A.F. Unit	9	In service	20 year

Cost of a bare bones Triple Combination Pumper Truck

In December, 2014 in anticipation of the replacement of Engine 1, Pemberton Fire Rescue began researching options for a new Pumper Truck. At that time the Canadian dollar was at par with the US dollar and a replacement truck was estimated to be at approximately \$400,000 Canadian. Since that time, the Canadian dollar has dropped to \$0.75 cents relative to the US dollar, which this has increased the estimated cost of the truck significantly.

The truck as ordered meets the requirements as established by the National Fire Protection Association, Underwriters' Laboratories of Canada, British Columbia Transportation Regulations and WorkSafe BC.

Update of the purchase price of the new Triple Combination Pumper Truck

The Apparatus Committee is actively working with the proponent to review all the specification with an aim to see if any additional cost savings can be achieved. Upon completion of this review a report will be brought forward with final numbers.

Projected Annual Payments Allocated to the Village of Pemberton and Different Service Areas (% vs \$)

A breakdown of the projected annual payments allocate to the Village of Pemberton and Different Service Area (% vs \$) is included as **Appendix A**.

Annual Debt Servicing Costs of Procuring the \$533K Triple Combination Pumper Truck Allocated to the Village Of Pemberton and SLRD Based on the Existing Fire Service Agreement

Village of Pemberton	66%	\$	21,938.45
Pemberton Fire Protection (SLRD)	18%		6,097.68
The Heights Fire Protection (SLRD)	10%		3,256.27
Pemberton Meadows Fire Protection (SLRD)	5%		1,712.70
	100%	\$	33,005.11

COMMUNICATIONS

This process does not require a communications element at this time.

LEGAL CONSIDERATIONS

There are no legal considerations at this time.

IMPACT ON BUDGET & STAFFING

The Village does not have any financial reserves for Fire Truck Apparatus at this time. The Village will be required to borrow funds to purchase the Triple Combination Pumper Truck through long term borrowing. The purchase of the new Fire Truck has been included in the 2015 – 2019 Five Year Financial Plan.

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impact at this time.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

The financial impacts on home and/or business owners within the Village of Pemberton and the SLRD Fire Protection Area would be substantial as it would result in downgrading of insurance from Fully Protected to Semi-Protected or from Semi-Protected to Unprotected. In addition, the reliability of responding to the area become uncertain as the existing pumper continues to age

ALTERNATIVE OPTIONS

This report is being provided for information. There are no alternative options for consideration at this time.

POTENTIAL GOVERNANCE CONSIDERATIONS

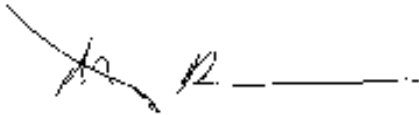
This initiative meets Council's Strategic Priority Excellence in Services in which *the Village is committed to delivering the highest quality of municipal services within the scope of our resources.*

RECOMMENDATIONS

THAT this Fire Protection Classification and Apparatus update Report be received for information.

Attachments:

Appendix A: Projected Annual Payments Allocated to the Village of Pemberton and Different Service Areas (% vs \$)



Robert Grossman
Fire Chief

CHIEF ADMINISTRATIVE OFFICER REVIEW



Nikki Gilmore, Chief Administrative Officer

APPENDIX A

2015				
Organization	Property Value	Muni Tax	All Govt	Total All
*VOP Sample Residence	\$450,000	1,117.12	\$2,753.60	\$3,870.72
**SLRD Sample Residence	\$450,000	679.95	\$2,753.60	\$3,870.72
*Does not include Frontage Tax				
**For comparative purposes, based on the Village of Pemberton SLRD tax rate				
		Amount	% of Taxes	% increase
2015 VOP Tax Impact	Rescue Truck	\$ 17.71	1.59%	0.00%
2016 VOP Tax Impact **	Rescue Truck/New Pumper Truck	\$ 37.21	3.33%	1.75%
2017 VOP Tax Impact	New Pumper Truck	\$ 19.50	1.75%	0.16%
2018 VOP Tax Impact	New Pumper Truck	\$ 19.50	1.75%	0.16%
2019 VOP Tax Impact	New Pumper Truck	\$ 19.50	1.75%	0.16%
2020 VOP Tax Impact	New Pumper Truck	\$ 19.50	1.75%	0.16%
2015 Fire Protection (SLRD)	Rescue Truck	\$ 4.92	0.72%	0.00%
2016 Fire Protection (SLRD) **	Rescue Truck/New Pumper Truck	\$ 10.34	1.52%	0.80%
2017 Fire Protection (SLRD)	New Pumper Truck	\$ 5.42	0.80%	0.07%
2018 Fire Protection (SLRD)	New Pumper Truck	\$ 5.42	0.80%	0.16%
2019 Fire Protection (SLRD)	New Pumper Truck	\$ 5.42	0.80%	0.16%
2020 Fire Protection (SLRD)	New Pumper Truck	\$ 5.42	0.80%	0.16%
2015 Height Fire Protection (SLRD)	Rescue Truck	\$ 2.63	0.39%	0.00%
2016 Height Fire Protection (SLRD) **	Rescue Truck/New Pumper Truck	\$ 5.52	0.81%	0.43%
2017 Height Fire Protection (SLRD)	New Pumper Truck	\$ 2.89	0.43%	0.04%
2018 Height Fire Protection (SLRD)	New Pumper Truck	\$ 2.89	0.43%	0.16%
2019 Height Fire Protection (SLRD)	New Pumper Truck	\$ 2.89	0.43%	0.16%
2020 Height Fire Protection (SLRD)	New Pumper Truck	\$ 2.89	0.43%	0.16%
2015 Meadows Fire Protection (SLRD)	Rescue Truck	\$ 1.38	0.20%	0.00%
2016 Meadows Fire Protection (SLRD) **	Rescue Truck/New Pumper Truck	\$ 2.90	0.43%	0.22%
2017 Meadows Fire Protection (SLRD)	New Pumper Truck	\$ 1.52	0.22%	0.02%
2018 Meadows Fire Protection (SLRD)	New Pumper Truck	\$ 1.52	0.22%	0.16%
2019 Meadows Fire Protection (SLRD)	New Pumper Truck	\$ 1.52	0.22%	0.16%
2020 Meadows Fire Protection (SLRD)	New Pumper Truck	\$ 1.52	0.22%	0.16%
**2016 will have the last year of the 2006 Rescue Truck debt servicing, plus the new 2016 Pumper Truck debt servicing				

Dear Mayor & Council,

Unfortunately this correspondence will be received after the agenda package has been submitted and unfortunately I am unable to ask questions during question period, as it has been suspended.

I must tell you, I am quite surprised to see the Loan Authorization for the new fire truck on the agenda in the amount of ~\$500,000. At the last council meeting dated September 1, 2015, Councilor Helmer asked several questions of Fire Chief Grossman, some of which were actionable ie. What the options were for used pumpers. She indicated she would like to see some of those numbers. I do not see this information in the agenda package for the upcoming meeting. Does that mean that the Fire Chief did not take the request seriously? I would think that if the people who are supposed to be running this town (Mayor & Council) make requests of their staff, their employees, that these requests be addressed. I hope this is not a case of staff thinking that they don't need to answer to Mayor & Council, and that they can do as they see fit.

After the last meeting when the issue of the fire pumper was brought up I had more time to think about the issue, and I have several concerns.

I definitely understand the need to keep the fire protection rating at a proper level for all parties involved, and I am not questioning the need for the proper equipment to ensure this rating. But I do have an issue with the cost. As I understand it, we currently do not have a fire service agreement in place with the regional district, nor does Mount Currie pay for fire service. Pemberton's Fire Department responds to calls in all of these areas, currently at the sole cost of the Village of Pemberton. Why are these communities not stepping up to help facilitate the cost of this vehicle? Were they even approached?

If we were to look at all the fire calls in the last 5 years, and broke them down by location of response, I think there would be a very small amount that were actually within the Village of Pemberton. So why is it that we should be the ones to bear the brunt of this expense? Could we not have the expense of this vehicle pro-rated based on response location?

If these communities are not paying for the service, why are we responding to the calls? Mayor Richman mentioned at the last meeting the moral obligation in ensuring that the Village of Pemberton fire department is responding to these calls. I would remind Mayor & Council of the fiduciary responsibility you agreed to take on when you took office. You have a financial responsibility to the taxpayers of the Village of Pemberton.

In the agenda package, there are costs presented that would impact taxpayers. In the first year, the impact is higher as we need to pay a balloon payment to clear out a loan on yet another fire department vehicle. After that first year it would go down. It is presented that this new vehicle will cost taxpayers \$4.33/\$100K in assessed value. The way this borrowing is presented is that our taxes will be going up based on this financial obligation; there is no mention of other options of how to meet this debt. In true Pemberton fashion, I would expect an increase in my taxes rather than staff, Mayor and Council find areas to cut so that there is a net 0 impact. A \$4.33/\$100K assessed value doesn't look like much, but I am going to guess our taxes will go up yet again over and above this debt.

We are quickly becoming a town that is unsustainable. There has been little to no increase in the tax base, but yet the expenses keep going up. The taxes keep going up. I am still looking at the same dirt lots. How are young families supposed to afford living here? Our recent water bill has gone up significantly! There will come a tipping point when this town becomes unaffordable.

There are several options to deal with this annual expense:

1. Pro rate the cost of the truck based on area of response and ensure all communities are paying their share the service
2. I understand the Fire Chief is looking for an executive assistant. Is this position necessary? Perhaps this wage can go towards meeting this debt obligation.

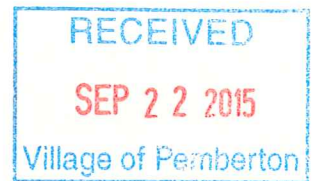
3. Make the volunteer fire fighters actual volunteers rather than paid-on-call. I would be curious to know what this annual expense is.

To reiterate, I am 100% in support of purchasing the pumper, and in so doing, keeping our fire protection rating intact, but there needs to be more discussion involved with all stakeholders in how to pay for this before we put a small tax base on the hook for this. I am hoping that Mayor & Council can take their time and understand the implications before you move forward with the loan authorization.

Thank you for your time.

Sincerely,

Adam Adams
1414 Willow Drive
Pemberton, BC
V0N 2L1



Ref: 158953

September 15, 2015

His Worship Mayor Mike Richman
and Members of Council
Village of Pemberton
Box 100
Pemberton, BC V0N 2L0

Dear Mayor Richman and Councillors:

On behalf of the joint Provincial-Union of British Columbia Municipalities (UBCM) Green Communities Committee (GCC), we would like to extend our congratulations for successfully achieving your goal of corporate carbon neutrality for the 2014 reporting year.

As a signatory to the Climate Action Charter, you have demonstrated your commitment to work with the Province of British Columbia and UBCM to take action on climate change and to reduce greenhouse gas emissions in your community and corporate operations.

The work that your local government has undertaken to reduce and offset its corporate emissions demonstrates significant climate leadership. As British Columbia begins developing a new climate action plan, your leadership and commitment continues to be fundamental to the achievement of our collective climate action goals. For more information about BC's Climate Leadership Plan, go to <http://www.newsroom.gov.bc.ca/2015/05/bc-names-climate-leadership-team.html>.

The GCC was established under the Charter to support local governments in achieving their climate goals. In acknowledgement of the efforts of local leaders, the GCC is again recognizing the progress and achievements of local governments such as yours through the multi-level Climate Action Recognition Program. A description of this program is enclosed for your reference.

As a Charter signatory who has met the goal of corporate carbon neutrality for the 2014 reporting year, you have been awarded Level 3 recognition – 'Achievement of Carbon Neutrality'.

In recognition of your significant achievements, the GCC is very pleased to provide you with carbon neutral branding for use on websites and letterheads. An electronic file with the 2014 logo will be provided to your Chief Administrative Officer. Also enclosed is a 2014 Climate Action Community Carbon Neutral window decal, for use on public buildings.

.../2

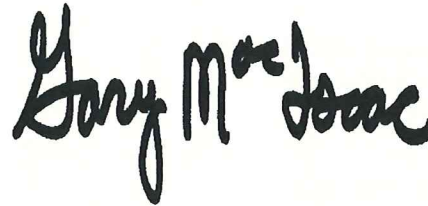
Mayor Mike Richman
and Members of Council
Page 2

Congratulations again on your achievement. We applaud your leadership and wish you continued success in your ongoing commitment to the goal of corporate carbon neutrality, and your efforts to reduce emissions in the broader community.

Sincerely,

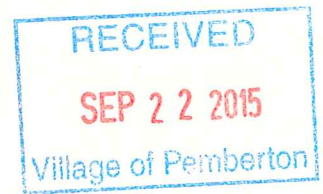


Gary Paget
Acting Assistant Deputy Minister
Local Government Division
Ministry of Community, Sport and
Cultural Development



Gary MacIsaac
Executive Director
Union of British Columbia Municipalities

Enclosures



GCC Communiqué on the Climate Action Recognition Program

In acknowledgment of the ongoing efforts of local leaders, the joint Provincial-UBCM Green Communities Committee (GCC) is pleased to be continuing the **Climate Action Recognition Program** for BC local governments for the 2014 reporting year. This is a multi-level program that provides the GCC with an opportunity to review and publicly recognize the progress and achievements of each Climate Action Charter (*Charter*) signatory.

Recognition is provided on an annual basis to local governments who demonstrate progress on their *Charter* commitments, according to the following:

Level 1: Progress on Charter Commitments

All local governments who demonstrate progress on fulfilling one or more of their *Charter* commitments will receive a letter from the GCC acknowledging their accomplishments.

Level 2: Measurement

Local governments who have completed a corporate carbon inventory for the reporting year and demonstrate that they are familiar with the Community Energy and Emissions Inventory (CEEI) will receive a 'Climate Action Community 2014' logo, for use on websites, letter head and similar.

Level 3: Achievement of Carbon Neutrality

Local governments who achieve carbon neutrality in the reporting year will receive a 'Climate Action Community – Carbon Neutral 2014' logo, for use on websites, letter head and similar.

To be eligible for this program, local governments will need to complete a Climate Action Revenue Incentive Program (CARIP)/ Carbon Neutral Progress Survey and submit it online to the Province in accordance with the program guidelines. Determination of the level of recognition that each community will receive will be based on the information included in each community's annual CARIP report. Additional information on CARIP reporting is available online at:

www.cscd.gov.bc.ca/lgd/greencommunities/carip.htm .



Transit Minor Betterments Program Guide to Developing a Three-Year Transit Program

CONSULTATION WITH PARTNERS

The Three Year Transit Program is developed in consultation with BC Transit or TransLink and the transit providers in your area (local government body, regional transit committee, a contracted operating company or non-profit organization). The appropriate local government and transit agency representatives can be identified using the interactive map

available on the Transit Betterments SharePoint site.

Consultation is used initially to identify priorities, as well as to review priorities on an on-going basis. This consultation should take place to later than the summer so that the applications for project funding can be submitted by the deadline on the last working day

in October. BC Transit Future Plans are useful materials to start conversations as they outline what transit systems will look like in the future depending on the community and specific needs of each region. A list of all the plans is available on BC Transit’s website.

TIP: Project approval requires confirmed partner coordination.

POTENTIAL PARTNERSHIPS

The Transit Minor Betterments Program typically supports projects up to \$100k, although projects exceeding \$100k may be considered. Cost sharing with other partners can be used to leverage the available project funding. Potential partners include:

- TransLink
- Local governments (BC Transit communities)
- Other Ministry program areas
- Community Groups (i.e. Rotary Club, Lions Club, etc.)
- ICBC (please coordinate with Transit and Crown Programs Branch)

It is important to know if any of the project costs can be shared as you will need to include this in your project application.

TIP: Applications with partnership funding receive additional points during evaluation

PROJECT DESIGN

The Three Year Transit Program allows a multi-year approach to project delivery. The Transit Minor Betterments Program will fund design and construction. For more complex projects, design funding can be applied for in one fiscal year with construction occurring in the following fiscal year.

GEOGRAPHICAL BALANCE

The Three Year Transit Program should be balanced to include projects located throughout the District and benefiting multiple transit systems, rather than being limited to one location.

THREE YEAR TRANSIT PROGRAM TEMPLATE

Attached is the Excel template that is used to create your Three Year Transit Program and help you fill in the funding request application forms once your projects are ready for submission.

Some tips:

- Use this spreadsheet as your “Wish List” even if the work is likely to be

several years away before it can be funded; add it anyway so it doesn’t get forgotten. If you are not sure what the solution is then add some form of descriptor as a placeholder to serve as a reminder of the project.

- Ensure that you can deliver the project you submit. This will help reduce slippage in the transit program and ensure allocated funds are spent.
- Arrange regular meetings with your transit partners to discuss and confirm the coming year’s priorities, as well as longer term projects. Ensure your partners understand they have more than one opportunity to develop the list.
- For more complex projects there is value in having a formal design, perhaps scheduling the design phase one fiscal year prior to construction. This will also ensure accurate budgeting.



TRANSIT MAKES GOOD SENSE

Transit has an economic role in allowing people to access jobs and to participate in the economic activities of the community, as well as an environmental role in reducing the emission of Greenhouse gas (GHG). It also has a social role in transporting people who may not be able to transport themselves due to distance, medical, financial or physical limitations.

Transit is a transportation mode that Ministry staff is being increasingly encouraged to consider both in terms of supporting infrastructure and during the planning and development approvals process. The Transit Minor Betterments Program seeks to foster stronger relationships with our transportation partners, TransLink and BC Transit specifically.

TIP: Projects submissions that include site photos, plans or drawings are more likely to be approved. Make sure the completed application form and additional documents are saved using the following naming convention so they are easier to be reviewed:

H1286-District_Municipality.pdf

Goals of the Program

For a project to be eligible it must support or address one or more of the following goals, as highlighted in the Provincial Transit Plan:

- **Safety:** addresses or improves safety conditions related to transit operations
- **Customer Service:** responds to public and local government requests for improvements
- **Ridership:** enhances transit ridership for instance by targeting high ridership corridors
- **Accessibility:** expands transit services for seniors and those with mobility challenges
- **Reduced GHG Emissions:** minimizes the impact of transportation on GHG emissions and energy consumption by supporting sustainable mode choice such as transit, cycling, and walking

Eligibility Conditions

A project proposal will be considered eligible if it complies with the following conditions:

- The project application form must be duly filled in and submitted by the program application deadline (last working day of October).
- Only projects submitted by the District Manager (or delegate) will be considered for funding.
- The project submission clearly supports one or more of the goals of the program.
- Project applications must clearly show that the appropriate local government and transit agency (BCT or TransLink) representative have endorsed the project. A formal endorsement is not required.
- Program funds are only available for projects delivered on MoTI owned properties or right-of-way.

- Each project is limited to a maximum funding request of \$100k per fiscal year. Projects exceeding this limit may be considered but this will limit the overall number of projects approved for that fiscal year.
- Approved project works must be completed in the fiscal year approved (accruals are permitted).

NOTE: Projects are encouraged to be cost shared with local government or other partners. Design assignments for projects are also eligible for receiving a grant.

How to apply

District Managers (or delegate) must submit their completed application(s) form on the SharePoint site by the last working day of October. Please note that an application does not ensure approval, as the number of projects typically exceeds available program funding. Applicants will be notified by the Partnerships Dept. whether their project(s) is approved 6 weeks after the application deadline.

Did you know ICBC provides up to \$100k annually in additional funding for the Betterments Program.

Use our interactive map to find out who are your appropriate local government and transit agency representatives!



TRANSIT MINOR BETTERMENTS FUNDING REQUEST APPLICATION

Priority ranking for this funding request: Ranking #: _____

DISTRICT MANAGER OR DELEGATE

Name: _____
Title: _____ Phone: _____
Email: _____

PROJECT MANAGER *(if different from left)*

Name: _____
Title: _____ Phone: _____
Email: _____

PROJECT INFORMATION

BCMoTI Region: Choose a BCMoTI Region: _____ BCMoTI District: Choose a BCMoTI District: _____
Location: _____
Brief Project Description: *(one sentence)* _____

PROJECT DELIVERABLES:

- Bus Shelter
- Bus Pullout
- Bus Pad
- Signage
- Park & Ride Facility
- Pedestrian Facility / Pad
- Other _____

TRANSIT GOALS ACHIEVED:

- Safety**
• Addresses or improves safety conditions related to transit operations
- Customer Service**
• Responds to public and local government requests for improvements
- Ridership**
• Enhances transit ridership, for instance by targeting high ridership corridors
- Accessibility**
• Expands transit services for seniors and those with mobility challenges
- Reduced GHG Emissions**
• Supports sustainable mode choices such as transit, cycling and walking

Explain how the project will support the above transit goals: _____

COSTS, FUNDING & TIMELINE

		Financial contribution from other partners or programs	Name	Funding being requested	Comments
Fiscal Year 1:	Fiscal Year: _____		Part/Prog Name	\$0.00	Costs/Funding Explan:
Fiscal Year 2:	Fiscal Year: _____		Part/Prog Name	\$0.00	Costs/Funding Explan:
Fiscal year 3:	Fiscal Year: _____		Part/Prog Name	\$0.00	Costs/Funding Explan:

Transit Agency Rep. Title: Choose the appropriate title: _____ Project Endorsed? Yes No Date: _____

Designated Local Rep. Title: _____ Project Endorsed? Yes No Date: _____

UBCM Commitment: Yes No

Responsible party for maintenance upon completion: Ministry Local Government Transit Agency

Outstanding issues/key risks: _____

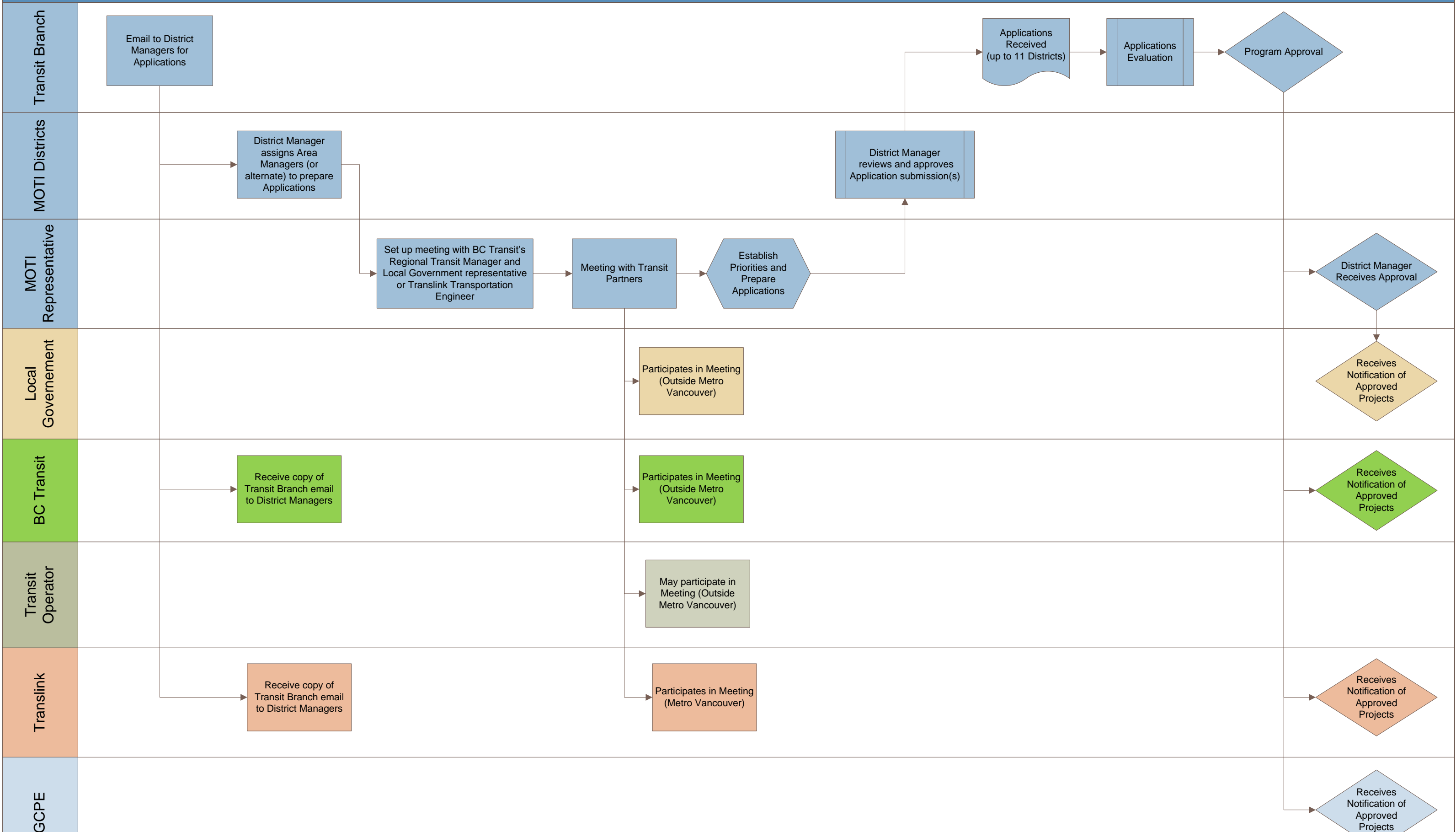
Any additional information: _____

Section Reserved for Transit Branch

<input type="checkbox"/> Approved	RC: _____	Project: _____	Product Info 1: _____
<input type="checkbox"/> Rejected	Service Line: _____		Work Activity Info 2: _____
			Cost Type Info 3: _____

Transit Minor Betterments Program Process Flow

Revised 2015



STRATEGIC PRIORITIES CHART

February 2015

CORPORATE PRIORITIES (Council/CAO)

NOW

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

TIMELINE

February
y June
March
June
June

NEXT

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

ADVOCACY / PARTNERSHIPS

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

OPERATIONAL STRATEGIES (CAO/Staff)

CHIEF ADMINISTRATIVE OFFICER

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

FIRE

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

CORPORATE & LEGISLATIVE SERVICES

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

OPERATIONS

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

FINANCE / ADMINISTRATION

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

DEVELOPMENT

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

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

OPEN QUESTION PERIOD POLICY

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

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

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

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