

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

Agenda for the **Regular Meeting** of Council of the Village of Pemberton to be held Tuesday, July 25, 2017, at 5:30 p.m. at the **Council Chambers, 7400 Prospect Street**. This is Meeting No. 1455.

“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.”

<u>Item of Business</u>	Page No.
1. CALL TO ORDER	
In honour of the Lil'wat7ul, the Village of Pemberton acknowledges that we are meeting within the unceded territory of the Lil'wat Nation.	
2. APPROVAL OF AGENDA	1
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. 1453 – Tuesday, June 20, 2017	5
Recommendation: THAT the minutes of Regular Council Meeting No. 1453, held Tuesday, June 20, 2017, be adopted as circulated.	
b) Special Council Meeting No. 1454 – Tuesday, June 27, 2017	15
Recommendation: THAT the minutes of Special Council Meeting No. 1454, held Tuesday, June 27, 2017, be adopted as circulated.	
5. BUSINESS ARISING FROM THE PREVIOUS REGULAR COUNCIL MEETING	
6. BUSINESS ARISING FROM THE COMMITTEE OF THE WHOLE	
7. COMMITTEE MINUTES - FOR INFORMATION	
There are no Committee Minutes for presentation.	
8. DELEGATIONS	
a) RCMP – Corporal Mike Hamilton, Sea to Sky Regional Detachment – Statistics Update	
9. REPORTS	
a) Office of the CAO	
i. Lillooet Early Warning System – Pemberton Valley Dyking District (PVDD) Information	22

<p>Recommendation: THAT Council provide direction with respect to contributing to the cost to install a Video Surveillance system on the Lillooet River Early Warning System.</p>	50
<p>ii. Rural Dividend Grant Application</p> <p>Recommendation: THAT Council supports the funding application with BC Passive House, Equilibrium Consulting and FPInnovations to the Rural Dividend Fund for up to \$500,000 under the Partnership Funding Stream.</p>	
<p>b) Corporate and Legislative Services Department</p>	53
<p>i. Corporate Outstanding Resolutions</p> <p>Recommendations: THAT Council receive the report for information.</p> <p>AND THAT Council provide direction as required.</p>	
<p>c) Operations and Development Services Department</p>	58
<p>i. Operations Quarterly Update</p> <p>Recommendation: THAT The Operations Second Quarter Report be received for information.</p>	62
<p>ii. Development Services Quarterly Update</p> <p>Recommendation: THAT The Development Services Second Quarter Report be received for information.</p>	
<p>d) Finance and Administration Department</p>	65
<p>i. Financial Quarterly Reports</p> <p>Recommendation: THAT the Second Quarter Financial Statements be received.</p>	
<p>e) Fire Department</p>	79
<p>i. Fire Department Quarterly Report</p> <p>Recommendation: THAT The Second Quarter Fire Department Report be received for information.</p>	
<p>f) Mayor’s Report</p>	
<p>g) Councillor Reports</p>	

10. BYLAWS

a) Bylaws for First, Second and Third Readings

- i. **Street Naming and Civic Addressing Bylaw No. 819, 2017** **84**

Recommendation: THAT Street Naming and Civic Addressing Bylaw No. 819, 2017 receive First, Second and Third Readings.

- ii. **Sewer Rates Amendment Bylaw No. 820, 2017** **99**

Recommendation: THAT Sewer Rates Amendment Bylaw No. 820, 2017 receive First, Second and Third Readings.

- iii. **BC Hydro Rezoning Bylaw No. 821, 2017** **102**

Recommendation: THAT Zoning Bylaw No. 466, 2001, Amendment (BC Hydro Field Office) Bylaw No. 821, 2017 be given First Reading;

AND THAT Second Reading of Zoning Bylaw No. 466, 2001, Amendment (BC Hydro Field Office) Bylaw No. 821, 2017 not be considered until the Applicant:

- Holds a public information session or staff supported online engagement strategy seeking public sentiment on the proposed development, at their own expense, and forwards the consultation results to the Village Planner;
- Submits a Development Permit / Development Variance Application outlining refined detail with respect to the form and character of the proposed Field Office and the nature of its parking requirement variance request;
- Agrees to enter into a Land Use Agreement and works with staff to develop a Draft Covenant that outlines negotiated Community Amenity Contributions before Third Reading.

11. CORRESPONDENCE

a) For Action

- i. **Karen Tomlinson, Commodore, Pemberton Canoe Association, dated July 15, 2017 Re: Increase Staffing for Maintenance and Bylaw at One Mile Lake during Summer Months** **136**

Recommendation: THAT Council provide direction.

- ii. **Sylvia Shanoss, dated July 16, 2017 Re: Forest Monitoring and Protection** **137**

Recommendation: THAT Council provide direction.

- iii. **Andrew Elliott, Coast Mountain Cannabis dated July 17, 2017 Re: Requesting Letter of Support from the Village of Pemberton** **139**

Recommendation: THAT Council provide direction.

b) For Information

- i. Cathy Peters, dated June 16, 2017 Re: Best Practices for Combating Sexual Exploitation and Human Trafficking 141**
- ii. Mayor Jonathan X. Coté, City of New Westminster dated July 6, 2017 Re: Support for UBCM Resolutions 143**
- iii. Molly Rothwell, dated July 6, 2017 Re: Thank you letter for Pemberton Secondary Bursary 146**
- iv. James Nosella, dated July 10, 2017 Re: Increasing Bait Car and Stuff program to local trailheads and recreation spots 147**

Recommendation: THAT the above correspondence be received for information.

12. DECISION ON LATE BUSINESS

13. LATE BUSINESS

14. NOTICE OF MOTION

15. QUESTION PERIOD

148

16. ADJOURNMENT

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

Minutes of the Regular Meeting of Council of the Village of Pemberton held on Tuesday, June 20, 2017 at 9:00 a.m. in Council Chambers, 7400 Prospect Street. This is Meeting No. 1453.

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

STAFF IN ATTENDANCE: Nikki Gilmore, Chief Administrative Officer
Sheena Fraser, Manager of Corporate & Legislative Services
Lena Martin, Manager of Finance and Administration
Tim Harris, Manager of Operations & Development Services
Jill Brooksbank, Senior Communications and Grants Coordinator
Jordan Ruddock, Senior Accountant
Shelley Termuende, Legislative Assistant

Public: 7

1. CALL TO ORDER

At 8:58 a.m. Mayor Richman called the meeting to order.

2. APPROVAL OF AGENDA

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

3. PUBLIC INFORMATION MEETING: 2016 ANNUAL REPORT

Nikki Gilmore, CAO, presented the 2016 Annual Report advising that it provides an overview of the activities of the Village for the year 2016 and establishes how the Village will be moving forward for 2017 and 2018.

Mayor Richman opened the meeting for public comment or input from the Gallery and hearing none closed the public input portion of the meeting.

Moved/Seconded
THAT the 2016 Annual Report be received for information.
CARRIED

4. RISE WITH REPORT FROM IN CAMERA (CLOSED)

a) Village of Pemberton Bursary

Council Rose with Report from the June 6th In Camera Meeting advising that Molly Rothwell was selected as the Pemberton Secondary School Village Bursary award recipient. Ms. Rothwell was selected for exceeding the criteria of Leadership and Citizenship through her participation in the school's LINK Leadership Club, her work in the Environmental Leadership Program, working to decrease the school's environmental footprint, as well as her impressive academic record.

5. ADOPTION OF MINUTES

a) Regular Council Meeting No. 1452 – Tuesday, June 6, 2017

Moved/Seconded

THAT the minutes of Regular Council Meeting No. 1452, held Tuesday, June 6, 2017, be adopted as circulated.

CARRIED

6. BUSINESS ARISING FROM THE PREVIOUS REGULAR COUNCIL MEETING

There was no business arising.

7. BUSINESS ARISING FROM THE COMMITTEE OF THE WHOLE MEETING

There was no business arising.

8. COMMITTEE MINUTES – FOR INFORMATION

There were no minutes to be received.

9. DELEGATIONS

a) RCMP Inspector, Jeff Christie, Officer in Charge, Sea to Sky Regional Detachment and Senior Staff Sergeant Jolaine Percival, Sea to Sky Regional Detachment

Inspector Jeff Christie advised that he is on secondment for a year and is covering for Inspector Triance who is on maternity leave. Senior Staff Sergeant Jolaine Percival advised that she is assigned to the Squamish Detachment which includes covering the Whistler Detachment as well. Inspector Christie noted that Corporal Mike Hamilton, who is assigned to the Pemberton Detachment, will be presenting the yearly report in July but was unable to attend this meeting due to other duties.

Inspector Christie and SS Percival provided an overview of their goals for community policing, the importance of communication and education and the need for continued partnerships throughout the Sea to Sky Region and cooperation and coordination with Tribal Police.

At 9:31 a.m. Inspector Jeff Christie and Senior Staff Sergeant Jolaine Percival left the meeting.

10. REPORTS

a) Office of the CAO

i. CAO Verbal Update

Soccer Fields

CAO Gilmore provided an update on options for a soccer field development at the recreation site advising that gaining an understanding of the cost for both a turf field and a grass field have been challenging. Gilmore advised that the Pemberton Valley Utilities and Services Committee (PVUS) is reviewing the addition of this new service to the recreation service and that PVUS supported a proposal to issue a Request for Quotation for the development of a new soccer field. The purpose of this is to get accurate numbers related to the costs.

Moved/Seconded

THAT staff be directed to issue a Request for Quotes for a turf or grass soccer field for the recreation site located on Pemberton Farm Road East.

CARRIED

IRONMAN Canada – Event

CAO Gilmore provided an update on the action items submitted by the Village of Pemberton to IRONMAN Canada. Gilmore reported that IRONMAN Canada was unable to accommodate the request to increase the honorarium granted to aid station volunteer groups due to limitations of the funds available through the IRONMAN Foundation, but that they are still committed to establishing a scholarship for youth, and improved marketing/promotions to include the Pemberton Valley.

CAO Gilmore further reported that Resort Municipality of Whistler (RMOW) will be creating a Regional Marketing Strategies working group which would include representatives from the RMOW, Tourism Whistler, Village of Pemberton, the Squamish-Lillooet Regional District, Lil'wat Nation, the Pemberton & District Chamber of Commerce and Tourism Pemberton. The focus will be on leveraging marketing and promotion opportunities.

Discussion was had regarding the conditions for supporting the IRONMAN Canada Whistler Triathlon and ways to further leverage the event.

Moved/Seconded

THAT IRONMAN Canada be requested to donate \$5,000.00 to the Pemberton Valley Utilities and Services Committee Pemberton & District Community Fund in lieu of an additional contribution to the community groups that run the aid stations.

CARRIED

OPPOSED: COUNCILLOR CRADDOCK

Lillooet River Early Warning System

CAO Gilmore presented a proposal from the Pemberton Valley Dyking District (PVDD) in regard to installing a Video Surveillance system as a means of facilitating improved monitoring and which will result in savings in staff time and costs.

Discussion was had regarding the PVDD budget, mandate as well as the taxation scheme.

Moved/Seconded

THAT this matter be deferred to the next Regular Council meeting scheduled on Tuesday, July 25, 2017;

AND THAT staff prepare a report outlining background on this initiative that includes information respecting role and responsibility of the Pemberton Valley Dyking District including information related to taxation.

CARRIED

ii. Lil'wat Territory Acknowledgment

Moved/Seconded

THAT the Lil'wat Nation Territory acknowledgement, as presented, be incorporated into all Village meeting agendas and minutes;

AND THAT staff be directed to include the Lil'wat Nation Territory acknowledgement on the Village of Pemberton website.

CARRIED

At 10:30 a.m. Jill Brooksbank left the Regular Council Meeting.

b) Corporate and Legislative Services Department

i. Community Enhancement Fund Request – Pemberton Creek Community Garden

Moved/Seconded

THAT the Pemberton Creek Community Garden Society's request for funding, in the amount of \$850.00, from the Community Enhancement Fund be approved.

CARRIED

c) Operations and Development Services Department

i. Squamish Lillooet Regional District Regional Growth Strategy

Moved/Seconded

THAT the Squamish Lillooet Regional District be informed that the Village of Pemberton is supportive of the proposed major SLRD Squamish-Lillooet Regional District Growth Strategy Bylaw Amendment Bylaw No. 1062, 2008, Amendment Bylaw No. 1514, 2017.

CARRIED

d) Finance and Administration Department

i. 2016 Statement of Financial Information Report

Moved/Seconded

THAT the 2016 Statement of Financial Information be approved for filing with the Ministry of Community, Sport and Cultural Development under the *Financial Information Act*.

CARRIED

e) Mayor's Report

Mayor Richman reported on the following:

- Attended the Chamber of Commerce and Rotary Golf Tournament on Thursday, June 15, 2017
- Attended the Pemberton Secondary School Grad Ceremony on June 17, 2017 and presented the 2017 Village of Pemberton Bursary to Molly Rothwell
- Mayor Richman extended his congratulations to all PSS Grade 12 graduates
- BBQ'd at Barn Dance on Saturday and congratulated the Pemberton Refugees Resettlement Group for putting on a successful fundraising event
- Expressed condolences to the Janyk family on the passing on the weekend of Andrée Janyk, Whistler Council Member and long-time community volunteer,

Mayor Richman provided reminders on the following:

- June 21, 2017 is National Aboriginal Day
- Water Main flushing will take place between June 19th – July 7th; noting that residents may see discoloured water or reduced water pressure during this time

- Upgrades to the Pemberton Airport will result in airport runway closures June 21st, 22nd and 23rd; these upgrades are made possible through a grant from the Province's BC Air Access Program.
- The Village is seeking to fill a part-time contract position for an IT specialist; please see posting on website for more details.

e) Councillor's Reports

i. Councillor Ted Craddock

Councillor Ted Craddock reported on the following:

- **Pemberton Valley Dyking District Meeting**
 - Flood Plain Mapping underway
 - Work on Pemberton Creek to begin in August 2017
 - Pemberton Valley Trails Association expressed desire to improve dykes to ride bikes on.
- Expressed concern regarding guiding companies offering private tours of Joffre Lakes Provincial Park.

ii. Councillor James Linklater

Councillor James Linklater reported on the following:

- **PVUS Meeting**
 - Discussions related to recreation services, soccer fields, Child and Youth Mental Health and Substance Use Collaborative support for a member of the recreation services staff to keep Plan Y app functioning, trails and fees.
 - Photo Opportunity with donors and sponsors supporting the Soccer Fields
- Attended the Pemberton Secondary School Grad Ceremony on June 17, 2017 and gave kudos to Mayor Richman on his speech. Expressed thanks to community for bursary and scholarships amounting to \$41,000 awarded to students.
- Attended the Lion's Club Installation meeting welcoming a new Board of Directors and recognizing current Lion's Club members.
- Attended the Rotary/Chamber Annual Golf Tournament noting that it was a very successful event.
- Acknowledged the passing of Andree Janyk noting that the soccer programs in the corridor would not be what they are today without her dedication, commitment and contribution.
- Reminded that water main flushing will be taking place and to check the Village website for updates.

iii. Councillor Karen Ross

Councillor Ross did not report.

iv. Councillor Jennie Helmer

Councillor Jennie Helmer did not report.

11. BYLAWS

a) Bylaws for Fourth and Final Readings:

i. Filming Bylaw No. 818, 2017

Moved/Seconded

THAT Filming Bylaw No. 818, 2017 receive Fourth and Final Readings.

CARRIED

12. REPORTS

a) Corporate and Legislative Services

i. Filming Policy, ADMIN – 023, 2017 - Adoption

Moved/Seconded

THAT the Filming Policy, ADM – 023, 2017 be adopted as presented.

CARRIED

13. CORRESPONDENCE

a) For Information

- i. Braedon Smith, dated June 6, 2017 Re: Pemberton Music Festival**
- ii. Paul Flanagan, Executive Director, Tax Policy Branch, Ministry of Finance dated June 6, 2017 Re: Taxing of Short Term Accommodations**
- iii. Signal Hill Elementary School dated June 8, 2017 Re: Expression of Thanks for Support for Buddy Benches project through Community Enhancement Funding**
- iv. Cathy Peters, dated June 12, 2017, Letter to Minister Jody Wilson-Raybould and Assistant Jessica Prince Re: Human Trafficking and Sex Industry**

Moved/Seconded

THAT the correspondence items one and four be received for information.
CARRIED

ii. Paul Flanagan, Executive Director, Tax Policy Branch, Ministry of Finance dated June 6, 2017 Re: Taxing of Short Term Accommodations

Concern was raised with regard to the impact of removing the PST exemption will have on legitimate BnBs in the Village of Pemberton and additional methods of regulating short term rentals.

Moved/Seconded

THAT the correspondence from Paul Flanagan, Executive Director, Tax Policy Branch, Ministry of Finance, dated June 6, 2017, be received for information.

CARRIED

iii. Signal Hill Elementary School dated June 8, 2017 Re: Expression of Thanks for Support for Buddy Benches project through Community Enhancement Funding

Mayor and Council thanked the students of Signal Hill Elementary School for their letters and staff updated Council on the status of the Buddy Bench installation.

Moved/Seconded

THAT the correspondence from Signal Hill Elementary School be received for information.

CARRIED

14. DECISION ON LATE BUSINESS

Moved/Seconded

THAT under late business, email correspondence from Stewardship Pemberton, dated June 15, 2017 regarding: the Department of Fisheries program funding cuts, specifically to the Resource Restoration Unit, Stream-to-See, Education Coordinator and Technical Support programs be brought forward for discussion.

CARRIED

15. LATE BUSINESS

a) Email correspondence from Stewardship Pemberton, dated June 15, 2017, regarding Department of Fisheries Program funding cuts.

It was noted that since this email was received the Department of Fisheries has restored the funding.

Moved/Seconded

THAT Correspondence be sent to Prime Minister Justin Trudeau and the Honourable

Dominic Leblanc, Minister of Fisheries, Oceans and the Canadian Coast Guard, expressing the Village's gratitude for restoring the funding to support valuable programming.

CARRIED

16. NOTICE OF MOTION

There were no Notices of Motion presented for consideration.

17. QUESTION PERIOD

Dan Falloon, Pique Newsmagazine

Mr. Falloon sought clarification on the timelines for implementing the Soda Ash Conditioning System and the status of the disbursement of funds from the Pemberton Music Festival Community Fund and Agricultural Enhancement Fund.

At 10:49 a.m. the Regular Meeting was recessed.

At 10:56 a.m. the Regular Meeting was reconvened.

18. IN CAMERA

Moved/Seconded

THAT pursuant to Section 90 (1) (c) Labour or Other Employee Relations, (e) Acquisition and Disposition of Land and (k) Negotiations of the Community Charter, the Council of the Village of Pemberton serve notice to hold an In-Camera Meeting on today's date for the purpose of dealing with matters for which the public shall be excluded from attending.

CARRIED

At 10:56 a.m. Council moved In Camera.

At 12:58 p.m. Council rose without report and recessed the Regular Meeting.

At 1:33 p.m. the Regular Meeting was reconvened and Council moved back In Camera.

At 2:10 p.m. Council rose without report.

19. RISE WITH REPORT

Council did not rise with report.

20. AJOURNMENT

At 2:10 p.m. the Regular Council Meeting was adjourned.

Mike Richman
Mayor

Sheena Fraser
Corporate Officer

DRAFT

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

Minutes of the Special Meeting of Council of the Village of Pemberton held on Tuesday, June 27, 2017 at 8:30 a.m. in Council Chambers, 7400 Prospect Street. This is Meeting No. 1454.

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

BY PHONE: Councillor Ted Craddock

STAFF IN ATTENDANCE: Nikki Gilmore, Chief Administrative Officer
Sheena Fraser, Manager of Corporate & Legislative Services
Jill Brooksbank, Senior Communications and Grants Coordinator
Shelley Termuende, Legislative Assistant

Public: 27

1. CALL TO ORDER

In honour of the Lil'wat7ul, the Village of Pemberton acknowledges that we are meeting within the unceded territory of the Lil'wat Nation.

At 8:33 a.m. Mayor Richman called the June 27, 2017 Special Council Meeting to order.

2. WAIVING OF PUBLIC NOTICE

Moved/Seconded

THAT pursuant to Section 127 (4) of the Community Charter and Section 8 (a) of Council Procedure Bylaw No. 788, 2015 notice of this Special Meeting of Council, to be held Tuesday, June 27, 2017 at 8:30 a.m., be waived.

CARRIED

3. APPROVAL OF AGENDA

Moved/Seconded

THAT the agenda be amended to include correspondence from Fran Cuthbert, dated June 27, 2017, re: support for IRONMAN Canada Event and a report from the Manager of Finance and Administration respecting Municipal Finance Authority Loan Restructuring.

CARRIED

4. IRONMAN Canada – Discussion

Mayor Mike Richman provided an overview of the discussions and meetings held to date regarding the IRONMAN – Canada Whistler event and Council's direction to provide conditional support for a renewal of three years. Mayor Richman spoke specifically to his disappointment and concern related to recent posts on social media with respect to actions some residents have suggested should take place to impact cyclist training and using the Pemberton Meadows Road or blockading the event itself citing his concerns for safety of all users of the road.

Council members individually expressed concern over the tone of comments and threats made toward cyclists utilizing the Pemberton Meadows Road through the social media forum Facebook and identified concerns with regard to safety, economic and marketing impacts of the IRONMAN Canada – Whistler event within the Pemberton Valley. Council also noted that not all cyclists are IRONMAN athletes and identified that there appears to be two main issues:

1. The increase in cyclists in general utilizing the Pemberton Meadows Road for training or other purposes,
2. The road closure itself on the day of the IRONMAN event.

Council acknowledged the discontentment of Village and Pemberton Meadows Road residents and further explained that the majority of the IRONMAN event occurs outside of the Village of Pemberton's jurisdiction. Clarification was provided as to the purpose of the survey the Village issued, with respect to the IRONMAN – Canada Whistler event renewal, which was to garner feedback and gain information. It was noted that there are other factors Council must consider at any given time and that decisions are not based solely on the results of a survey. Further information was provided regarding the role of the Village with respect to IRONMAN contract renewal negotiations which are between IRONMAN and the Resort Municipality of Whistler, the permitting process to close the road which lies with the Ministry of Transportation and Infrastructure and the how the survey results were considered with respect to the decision to provide conditional support.

Mayor Richman invited Councillor Craddock, who was attending by phone, to provide his input; unfortunately, the connection was lost. Mayor Richman advised those in attendance that Councillor Craddock had expressed his opposition to the renewal at previous meetings and voted against the resolution to provide conditional support.

Mayor Mike Richman opened the meeting to Gallery for questions and comments.

Michelle Beks – Shaw Creek Farm, 8971 Pemberton Meadows Road (SLRD Electoral Area C)

Ms. Beks noted that the comments on Facebook come from a place of frustration as Pemberton Meadows residents feel they are not being heard and expressed concern over loss of a day for farming.

Christine Cogger, 1449 Alder Street, Race Director, IRONMAN (Village of Pemberton)

Ms. Cogger noted that she has been monitoring the Facebook comments and feels that the discussion got off course believing that there are two issues at hand – the impact of the IRONMAN event on the day and the impact and safety concerns of the increase in cyclists in general in this area.

Ms. Cogger expressed a desire to work together on cycling education, to communicate with cyclists and better understanding the impacts on residents both within the Village and Electoral Area C. Ms. Cogger advised that she wants to hear from Meadows residents regarding their concerns and can make herself available to anyone who wishes to meet and discuss.

Graham Turner, #15 - 7381 Laurel Street, Chamber President, BMX Society Volunteer and Resident (Village of Pemberton)

Mr. Turner noted that he is at this meeting wearing several hats and expressed his frustration with IRONMAN's public consultation process.

As the Chamber President, Turner spoke to the impact the road closure has on the wedding industry, festivals and businesses as many close for the day but noted that the impact of the closures has never been determined. Turner expressed concern that if the Village does pull its support, Highway 99 will still likely be closed which will still result in the some Village's businesses closing on event day. Turner noted the lack of Pemberton specific marketing related to Pemberton on IRONMAN website, brochures and publications further identified a need to leverage the IRONMAN Whistler event to better support Pemberton.

As a volunteer at an aid station, that raises money for the BMX Society, Turner commented on how inspiring it is to see the athletes ride through Pemberton and the Club benefits through a financial contribution.

Dudley Kennett – 7830 Pemberton Meadows Road (SLRD Electoral Area C)

Mr. Kennett expressed frustration over commuter difficulties for Pemberton Meadows Road residents and expressed a desire to lobby the local and provincial governments for road improvements which would include fixing the potholes and implementing bike lanes.

Mr. Kennett identified further concerns regarding the behaviours and actions of IRONMAN athletes and cyclists using Pemberton Meadows Road noting that they appear to be oblivious to the residents who live in this area. Mr. Kennett stated he suffered financial losses due to the IRONMAN event and expressed discontentment with the monetary compensation IRONMAN donates to local community groups.

Wendy Beker – 780 Green Road (SLRD Electoral Area C)

Ms. Beker expressed frustration regarding IRONMAN athlete behaviour including breaking the rules of the road and general safety concerns on Pemberton Meadows Road. Beker suggested that the RCMP make a greater effort to patrol and issue tickets to those not riding responsibly or safely. Ms. Beker also stated Pemberton was a ghost town while Whistler boomed following completion of last year's IRONMAN event.

Victor Samuels – 747 Green Road (SLRD Electoral Area C)

Mr. Samuels spoke about his experiences as an IRONMAN competitor and expressed concerns regarding road conditions, need for bike lanes on both sides of the road if this is to continue, safety concerns in general and the lack of positive impacts of IRONMAN for Pemberton specifically.

Barry Walsh – 881 Erickson Road (SLRD Electoral Area C)

Mr. Walsh expressed his concern over the lack of positive financial benefits for Pemberton and noted his frustration with respect to the behaviour of those training on Pemberton Meadows Road.

Chris Hellevang – 9043 Pemberton Meadows Road (SLRD Electoral Area C)

Mr. Hellevang expressed concerns regarding cycling/vehicle conflict and safety and concern over loss of income for local businesses due to the event.

Anna Helmer – 1347 Elmwood Drive/ 8353 Pemberton Meadows Road (Village of Pemberton & SLRD Electoral Area C), Pemberton Farmers Institute President

Ms. Helmer expressed a desire to have IRONMAN not use Pemberton Meadows Road for their event as it is not done properly. Ms. Helmer encouraged Council to not support the renewal of the IRONMAN event to help the residents get their road back. Ms. Helmer did acknowledge that not all the issues (speeding and bad behaviour) on the road are as a result of IRONMAN.

Erica Hurtubise – 1479 Lupin Street (Village of Pemberton)

Ms. Hurtubise spoke about her experience as an athlete training for the IRONMAN event noting that she has been run off the road and sworn at by people from her own community. Hurtubise expressed concern regarding the behaviours and actions of drivers towards cyclists on Pemberton Meadows Road and disappointment over threatening remarks made through social media against cyclists in particular.

Jody Atwater – Geese Road (SLRD Electoral Area C)

Mr. Atwater expressed concern over cyclist and vehicle interactions on Pemberton Meadows Road noting that the chance of an accident is high and the situation is unsafe for both cyclists and drivers.

Julie Kelly – Sea to Sky Highway (SLRD Electoral Area C), Chair, Friends of the Library

Ms. Kelly advised that for the past few years she has run the aid station located on Prospect Street in front of the RONA noting that the Library has been the recipient of \$1500 each year. Kelly encouraged residents to consider the human side of the event, the local athletes participating and the funds received by volunteer groups for their participation at aid stations.

Stephanie Moody – 8275 Pemberton Meadows Road (SLRD Electoral Area C)

Ms. Moody expressed concern regarding behaviours of IRONMAN athletes training on Pemberton Meadows Road and concern regarding the lack of sponsorship the Village of Pemberton gets given Whistler gets both the start and finish lines, hotel stays and restaurant visits. Moody noted that the level of frustration has been growing over time.

Mark Mendonca – 1478 Balsam Street (Village of Pemberton), President, Tourism Pemberton

Mr. Mendonca noted that there has been a commitment to improve tourism in the region and promote volunteerism yet at the same time the community is struggling with the challenges that come from more people visiting for all sorts of reasons. Mendonca suggested that a greater police presence is needed on Pemberton Meadows Road and expressed concern regarding business closures and lost wages during the IRONMAN event.

Dudley Kennett - 7830 Pemberton Meadows Road (SLRD Electoral Area C) - Supplemental

Mr. Kennett commented that the problems stem from the provincial government's invitation to the world to visit BC yet there is no infrastructure in place to support it. Mr. Kennett comments about the impact the road closure has on his business and suggested that IRONMAN has had its turn and it is time to move on.

Michelle Beks - Shaw Creek Farm, 8971 Pemberton Meadows Road (SLRD Electoral Area C) - Supplemental

Ms. Beks apologized to Ms. Hurtubise on behalf of the local residents for the treatment she has experienced while riding and training on Pemberton Meadows Road. Ms. Beks

noted that last year Whistler was very busy during the weekend of IRONMAN but that the Village of Pemberton was a ghost town.

Terry Ross – 8162 Pemberton Meadows Road (SLRD Electoral Area C)

Mr. Ross thanked Mayor and Council for holding the meeting and providing an opportunity for residents to voice their opinions.

Mayor Richman called three times for further comment and hearing none closed the public input portion of the meeting.

Council discussed the comments from the gallery and identified safety as being a major concern for both cyclists and motorists as well as for IRONMAN athletes, tourists and residents alike.

Moved/Seconded

THAT the following resolutions, made at Regular Council Meeting No. 1452, held Tuesday, June 6, 2017 and at the Regular Council Meeting No. 1453, held on June 20, 2017, be rescinded:

CARRIED

Regular Council Meeting No. 1452, June 6, 2017

THAT the Village of Pemberton supports the continuation of the IRONMAN Canada – Whistler Event for a three (3) year period (2018, 2019, 2020) with the following conditions to be considered:

- Local Pemberton community groups running volunteer stations receive at minimum \$1500;
- An annual post event meeting with Village of Pemberton Council be held by the end of October each year;
- Staff and IRONMAN review the commitment list to further identify achievable terms and conditions based on capacity and Village timelines.

AND THAT the Village of Pemberton accepts the intent of the list of commitments to the Village for 2017 and beyond as established in the email correspondence to Nikki Gilmore, CAO, from Mr. Keats McGonigal, IRONMAN Senior Regional Director – North America, dated May 31, 2017.

Regular Council Meeting No. 1453, June 20, 2017

THAT IRONMAN Canada be requested to donate \$5,000.00 to the Pemberton Valley Utilities and Services Committee Pemberton & District Community Fund in lieu of an additional contribution to the community groups that run the aid stations.

Moved/Seconded

THAT the Village of Pemberton does not support the three (3) year renewal of IRONMAN due to overwhelming safety concerns on the Pemberton Meadows Road.

CARRIED

Moved/Seconded

THAT correspondence be sent advising IRONMAN Canada of Council's resolutions.

CARRIED

5. CORRESPONDENCE

a) For Information:

i) Fran Cuthbert, dated June 27, 2017 Re: Support of Ironman Event

Moved/Seconded

THAT the above correspondence be received for information.

CARRIED

6. REPORT

a) Municipal Finance Authority Loan Restructuring

This item was removed from the agenda as consideration by Council was no longer required.

7. AJOURNMENT

At 9:53 a.m. the Regular Council Meeting was adjourned.

Mike Richman
Mayor

Sheena Fraser
Corporate Officer

Date: July 25, 2017
To: Council
From: Nikki Gilmore, Chief Administrative Officer
Subject: Pemberton Valley Dyking District (PVDD) Information

PURPOSE

To present to Council information on the role of the Pemberton Valley Dyking District (PVDD), administration boundary (for tax collection) and discussion on the Lillooet River Early Warning System (LREWS).

BACKGROUND

In August 2010, a major landslide occurred in the Capricorn Creek Drainage of the Mt. Meager complex in the upper Pemberton Valley. As a result of this landslide, the four (4) communities of the Village of Pemberton, the Squamish-Lillooet Regional District (SLRD), the Lil'wat Nation and the Pemberton Valley Dyking District submitted a jointly signed letter to the Province to fund the installation of a water stream monitoring system. After several attempts, funding was approved in 2014 and the Lillooet River Early Warning System (LREWS) was installed at the end of the Pemberton Meadows Road supported by funding through Emergency Management BC. Since that time, the PVDD has been facilitating the monitoring and repairs of the System. While various expenses as a result of vandalism have been cost shared among the communities, there is no formal agreement or letter of understanding between the four (4) communities. As such, Staff is recommending the development of such an agreement.

DISCUSSION & COMMENTS

At the Committee of the Whole Meeting, held Tuesday April 11, 2017, the representatives of the PVDD, Mrs. Brenda McLeod, Chair and Mr. Steve Flynn, Operations Manager, attended to discuss several items of importance and specifically the development of a staff monitoring schedule to attend to call outs from the LREWS, to be rotated between the four (4) communities. At this time, the PVDD attends to all the call outs as they are received. Council and staff recognized the challenges of monitoring the System on a 24/7 schedule, however, the Village does not have the resources to allocate to a monitoring service and as a result it was suggested that an honourarium be established that would enable the PVDD to contract with an individual who lives near the System to respond to the calls as required. Attached as **Appendix A** is a copy of the letter of response sent to the PVDD.

At the Regular Meeting of Council, held Tuesday, June 20, 2017, staff presented a new proposal from the PVDD in regard to installing a Video Surveillance system as a means of facilitating improved monitoring of the LREWS. This would result in savings in staff time and costs for all agencies. It was suggested by the PVDD that the cost of installing the system would be split four (4) ways, between the PVDD, the Village, the SLRD and the Lil'wat Nation (see email attached as **Appendix B**). As such, the following resolution was passed:

Moved/Seconded

THAT this matter be deferred to the next Regular Council meeting scheduled on Tuesday, July 25, 2017;

AND THAT staff prepare a report outlining background on this initiative that includes information respecting role and responsibility of the Pemberton Valley Dyking District including information related to taxation.

CARRIED

The Province of BC published a document titled *Guidelines for Management of Flood Protection Works in British Columbia*, in March 1999, which is intended to “consolidate and summarize current practice respecting the management of flood protection works in British Columbia...to assist Diking Authorities and flood protection professionals in fulfilling dike safety requirements as legislated under the British Columbia Dike Maintenance Act”. The Guidelines are available at the following link http://www.env.gov.bc.ca/wsd/public_safety/flood/pdfs_word/gd_mgt fld_pro_bc.pdf. This document identifies the following responsibilities for the diking authority (page 9):

- Responsible for all local flood protection management including:
 - Periodic inspection
 - Performance monitoring
 - Operations
 - Repairs
 - Maintenance
 - Replacement
- Contingency emergency planning
- Dike flood patrol
- Emergency measures

The Guidelines further require that an operation and maintenance manual for each flood protection system must be developed and put in place.

The PVDD Letter’s Patent, attached as **Appendix C** state that “*the object of the said improvement district shall be the acquisition, maintenance, repair, replacement, improvement, and operation of works for the reclamation and development of the lands in the improvement district by dyking, draining, pumping and incidental means, and all matters incidental thereto.*”

Further information is available specific to diking authorities is available on the following sites:

1. http://www.env.gov.bc.ca/wsd/public_safety/flood/fhm-2012/safety_index.html#top

Section 3. Construction, Operation and Maintenance of Dikes

- *Diking Authorities*

There are approximately 105 local governments, diking districts, crown corporations, senior government agencies, and other entities who own and operate public diking systems in British Columbia.

Under common law and in accordance with pertinent legislation and/or agreements, responsibility for operation and the maintenance (including inspection and emergency response) lies with these organizations.

If a new dike is proposed to be constructed in BC, the construction will only be approved if the local government agrees to become the diking authority and become responsible for ownership, operation, and maintenance of the dike.

Section 4. Flood Protection Legislation

The Ministry of Forests, Lands and Natural Resource Operations is responsible for flood protection legislation in BC, which includes:

- *Dike Maintenance Act*

The Ministry's Inspector and Deputy Inspectors of Dikes have the statutory authority to establish flood protection standards and design criteria, monitor the management of works by diking authorities, and approve new dikes and changes to existing dikes.

- *Drainage, Ditch and Dike Act*

The Ministry is supporting the transition of the assets and responsibilities of five diking districts to local governments prior to the scheduled repeal of the Act in December 2012.

- *Environmental Management Act*

This Act provides the Minister of Forests, Lands and Natural Resource Operations broad powers to establish guidelines, regulations, and flood hazard management plans with respect to flood protection, dikes, and the development of land subject to flooding.

For Council's information, the following documents have also been attached regarding the PVDD's taxation areas:

1. PVDD Admin Boundary Map VOP – **Appendix D**
2. PVDD Admin Boundary Map – **Appendix E**

COMMUNICATIONS

There is no communication element required at this time.

LEGAL CONSIDERATIONS

There are no legal considerations at this time.

IMPACT ON BUDGET & STAFFING

As per the letter of July 6, 2017, attached as Appendix F, the PVDD and SLRD Area C plan to provide bridge funding in the amount of \$12,000 to cover the installation costs of the monitoring system. However, the PVDD considers this funding temporary with the expectation that the Village and Lii'wat Nation reimburse the PVDD in the amount of 25% each. Should Council support funding of the Video Surveillance system on the Lillooet River Early Warning System, the Village's portion totals approximately \$3,000.

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts or approvals required.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

It is not known if the SLRD and/or the Lil'wat Nation have committed to jointly sharing the cost of installing the Video Surveillance system on the Lillooet River Early Warning System. Furthermore, it is not clear if the PVDD will proceed with the installation if the other communities do not provide financial contributions.

ALTERNATIVE OPTIONS

There are no alternate options for consideration at this time.

POTENTIAL GOVERNANCE CONSIDERATIONS

Support and cooperation with our neighbouring jurisdictions to put in place a video surveillance system in conjunction with the Lillooet River Early Warning System meets with Strategic Priority Two: Good Governance being an open and accountable government and to fiscal responsibility. As well, meeting with Strategic Priority Three: Excellence in Service by continuing to support the deliver quality municipal services within the scope of our resources.

RECOMMENDATION

THAT Council provide direction with respect to contributing to the cost to install a Video Surveillance system on the Lillooet River Early Warning System.

Attachments:

- Appendix A: Letter of Response to PVDD from CAO Gilmore, dated May 5, 2017
- Appendix B: PVDD email from Steve Flynn regarding Video Surveillance Proposal dated June 7, 2017
- Appendix C: PVDD Letters Patent, 2015
- Appendix D: PVDD Admin Boundary Map VOP
- Appendix E: PVDD Admin Boundary Map
- Appendix F: Letter from Steve Flynn to CAO Gilmore, dated July 6, 2017

Submitted by:	Nikki Gilmore, Chief Administrative Officer
---------------	---



PO Box 100
7400 Prospect St.
Pemberton
British Columbia
CANADA
V0N2L0

P. 604.894.6135
F. 604.894.6136

www.pemberton.ca

May 5, 2017

Mr. Steve Flynn
Operations Manager
Pemberton Valley Dyking District
P.O. Box 235
1381 Aster Street,
Pemberton, BC V0N 2L0

RE: Pemberton Valley Dyking District Meeting Follow Up

Dear Mr. Flynn:

On behalf of Council and staff I would like to thank you, Chair McLeod and Director Ronayne for meeting with the Committee of the Whole on April 11, 2017. The discussion was very helpful in understanding the concerns of the Pemberton Valley Dyking District and the Village is pleased with the agreement to be more proactive with respect to communication between our two organizations.

In this regard, I have set out the follow up discussion topics below:

Lillooet River Warning System:

The Village understands the challenges the PVDD has with respect to 24/7 monitoring and responding. As discussed at the meeting, the Village supports the idea of the PVDD establishing a honourarium so the PVDD could contract someone to respond to calls as required. The Village feels that this would be a better approach as it would be more efficient for those responding to be located closer to the system. The Village is not in a position to be able to take on the responsibility even for a period of time due to the costs associated with overtime that would be incurred.

It was also suggested that reference to the warning system be included in the Village's Emergency Response Plan. This is to advise that the Plan is currently under review and a section on the System will be included in the new Plan.

A copy of the Village's Emergency Response Plan is attached and I have included below the link to the Villages Emergency Management Web page for your reference. <http://www.pemberton.ca/municipal-services/emergency-preparedness>

Stormwater Management:

The PVDD has requested a copy of the Village's Development Cost Charge Bylaw. In this regard, I have included a link to the Villages Development Services webpage as well as a link to Development Cost Charge Bylaw No. 723, 2013.

Development Services DCC Information:

<http://www.pemberton.ca/departments/development-services/development-cost-charges>

Development Cost Charge Bylaw No. 723, 2013

<http://www.pemberton.ca/public/download/documents/37275>

I hope you will find this information helpful and if you have any questions related to DCC's please contact Tim Harris, Manager of Operations and Development Services at tharris@pemberton.ca or by phone at 604-894-6135 ext 240.

Pemberton Music Festival – Meaningful Agricultural Enhancements

I would like to take this opportunity to provide the PVDD with an update on how the Village has been moving forward with the commitments made in the Memorandum of Understanding between the Village, the SLRD and the ALC respecting agricultural enhancements in the Pemberton Valley.

The Village has established an Agricultural Enhancement Advisory Commission by bylaw which was adopted at a Special Meeting of Council held on Thursday, May 4th. The Village will be placing a call for volunteers soon. One of the recommendations put forward through the development of the Terms of Reference will be to appoint one or more technical advisors to the Committee to participate on relevant elements/topics. As the PVDD has valuable information to share on the drainage of the Valley, it will be recommended that a member of the PVDD be selected as one of the technical advisors who will be called upon when required. Please let me know if the PVDD would be interested in participating in this advisory capacity.

The Agricultural Enhancement Advisory Commission Bylaw No. 815, 2017 is available on the Village's website and the link provided below:

<http://www.pemberton.ca/public/download/documents/40436>

Finally, the Village will be developing a Pemberton Music Festival - Agricultural Enhancement Fund Program policy which will include program criteria, priorities and outline the application process. It is anticipated that this work take place over the next few months with an aim to have the program in place for 2018.

The Village values the review by the PVDD on development referrals and appreciates the time you and your Directors took to meet with Council last month. I hope the information provided is helpful and if you have any questions, please do not hesitate to contact me at the Village Office.

Yours Truly,

VILLAGE OF PEMBERTON



Nikki Gilmore
Chief Administrative Officer

Cc: Mayor and Council
Brenda McLeod, PVDD Chair

Appendix B

From: Steve Flynn [<mailto:Steve@pvdd.ca>]
Sent: June 7, 2017 9:03 AM
To: Ryan Wainwright <RWainwright@slrd.bc.ca>; Nikki Gilmore <ngilmore@pemberton.ca>; Ernest Armann <Ernest.Armann@lilwat.ca>; Lynda Flynn <LFlynn@slrd.bc.ca>; Sarah Morgan <SMorgan@slrd.bc.ca>; Rachael Pennington <rpennington@pemberton.ca>
Subject: FW: Lillooet river early warning system - camera upgrade

Good Morning Folks

In order to streamline and make the monitoring of the Lillooet warning system safer and more efficient I have asked NHC to prepare a proposal to install a camera at the warning system location that will look at a gauge mounted on the Forestry bridge pillar – quote in email below. The main benefits of this camera are:

1. **Efficiency** - Once an alarm is triggered the location can be viewed remotely from a computer in real time saving precious time that would be required to physically go to the site and make a visual observation.
2. **Safety** - No need to have persons make visual observations and that could put the individual in a potentially dangerous situation, the accident in Cache Creek this spring is a good example of the hazards of making these visual observations especially at night and alone.
3. **Monitoring** – The system can be remotely monitored 24/7 by any trained staff that has access to a computer.

Summary of costs:

System Installed.....	\$7200.00
Tree brushing to improve cell reception.....	\$2000.00
Installation of staff gauge.....	\$1000.00
NHC Tech give training session on system.....	\$1500.00
Total.....	\$11,700 - \$2925/Local Government

As we are getting into the critical season for Meager slide activity I recommend that staff make a presentation to our respective Councils and Boards in order to seek approval for funding this monitoring system as soon as possible. Please let me know if have any questions or comments and I will do all I can to assist and help move this forward.

Regards,

Steve Flynn
Operations and Maintenance Manager
Pemberton Valley Dyking District
Office 604 894-6632
Cell 604 698-6634

From: Dawson Meier [<mailto:DMeier@nhcweb.com>]
Sent: Thursday, June 01, 2017 4:18 PM
To: Steve Flynn
Cc: Andre Zimmermann
Subject: Lillooet river early warning system - camera upgrade

Hello Steve,

Andre wanted me to provide you with a cost estimate for installing a camera at the Lillooet River early warning system (EWS). I understand that the camera will help decide if the triggered alarm is real or not.

We would like to install a Campbell Scientific CCFC outdoor field camera. It's a high-resolution outdoor camera that can take pictures and video. The camera has a night mode so we can capture images in any lighting condition with its built-in LED lights. The link below has more information about the camera.

<https://www.campbellsci.ca/ccfc>

The camera will connect through the existing cellular modem to upload pictures at a regular interval. It could send photos hourly or daily to help verify that the camera is working. The existing datalogger will be re-programmed to trigger photo's when the alarm condition is met; this will aid in validating the alarm.

An additional battery will be added to the station because of the additional draw of the camera. This is recommended to avoid costly site visits when batteries are fairly inexpensive.

The camera can either be mounted directly on the station or hidden in the forest. Given the vandalism issues at this site, I would recommend mounting it in the forest inside a small painted plywood box.

Cell reception has been an issue at this site, especially in the winter. I understand that a faller might go in and clear some tree's out, this should help with the reception. The cell reception will be better during the warmer season's when we have greater risks of flooding, and landslides.

Total cost for the installation, instrumentation, and disbursements will be \$7,127 (detailed cost breakdown below). This cost assumes we can pair the work with the Lillooet river survey happening over the next couple months. Lead time for getting the instrumentation is guaranteed in 6 weeks, with the possibility of getting it in 4 weeks. If we want to pair this work with the survey, we will have to order the instrumentation fairly soon.

Pemberton Valley Dyking District
Lillooet River Early Warning System - Camera Upgrade
Remote Camera Installation - Proposed Scope and Budget Estimate

Table 1: Time Allocation

TASK	Position	Zimmermann Associate	Argast Geomorphologist	Lead Tech	Tech	SUB-TOTAL hours
1	Project management and coordination	2		1		3
2	Procurement of instrumentation, programming, and testing.		2	2		4
3	Mobilization and Safety Plan			1	1	2
4	Travel					0
5	Camera installation	1		8	8	17
Total Hours		3	2	12	9	26

Table 2: Fee Breakdown

TASK	Hourly Rate	Zimmermann \$170	Argast \$125	Lead Tech \$100	Tech \$75	SUB-TOTAL Fees
1	Project management and coordination	\$ 340	-	\$ 100	-	\$ 440
2	Procurement of instrumentation, programming, and testing.	-	\$ 250	\$ 200	-	\$ 450
3	Mobilization and Safety Plan	-	-	\$ 100	\$ 75	\$ 175
4	Travel	-	-	-	-	\$ -
5	Camera installation	\$ 170	-	\$ 800	\$ 600	\$ 1,570
Sub-Total Fees		\$ 510	\$ 250	\$ 1,200	\$ 675	\$ 2,635

Table 3: Expenses Breakdown

TASK	Expenses	SUB-TOTAL Expenses
1	Project management and coordination	\$ -
2	Procurement of instrumentation, programming, and testing.	
	Campbell Scientific CCSMPX camera	\$ 3,407
	LED flood light and relay	
	Cabling and conduit	\$ 200
	Extra Battery	\$ 250
	Hardware	\$ 150
3	Mobilization and Safety Plan	\$ -
4	Travel	
	Field truck plus mileage	\$ 120
	Disbursements (Hotel, Per Diem)	\$ 225
5	Camera installation	\$ 140
Sub-Total Expenses		\$ 4,492

Table 4: Total Costs

Total Expenses	\$ 4,492
Total Fees	\$ 2,635
Total Estimated Project Costs	\$ 7,127

If you have any questions about this cost estimate, please do not hesitate to contact me at 604.980.6011.

Thanks,

Dawson Meier | Engineering Technologist



northwest hydraulic consultants

30 Gostick Place | North vancouver, BC V7M3G3 |
Canada

Office: (604) 980-6011 ext:3255 | Cell: (778) 834-3912
dmeier@nhcweb.com | www.nhcweb.com

PROCLAMATION.

[L.S.] C. A. BANKS,
Lieutenant-Governor.

CANADA:
PROVINCE OF BRITISH COLUMBIA.

GEORGE THE SIXTH, by the Grace of God, of Great Britain, Ireland, and the British Dominions beyond the Seas, KING, Defender of the Faith, Emperor of India.

To all to whom these presents shall come—
GREETING.

E. T. KENNEY, { WHEREAS by section
Minister of Lands } 49 of the "Water
and Forests. { Act, 1939," it is provided
that the Lieutenant-Governor in Council may incorporate a tract of land and the owners thereof into an improvement district:

And whereas the Lieutenant-Governor in Council has by Order in Council made pursuant to the said Act been pleased to order that the tract of land hereinafter described and the owners thereof be incorporated into an improvement district under the said Act and has made further provision to the tenor and effect hereinafter appearing:

NOW KNOW YE that by these presents We do hereby order and proclaim:—

1. The tract of land in the Lillooet Land District and the Kamloops Land Registration District comprising Lots 98, 99, 164 to 189 (inclusive), 201 to 211 (inclusive), 213, 214, 259, 498, 758, 813, 823, 1153, 1154, 1161, 1170, 1290A, 1290B, 1536 to 1542 (inclusive), 1558, 2673, 2674, 2675, 2676, 2678, 3131, 4101, 5149, and 5547; a 160-acre parcel of unsurveyed land lying immediately west of Lot 1536; a 160-acre parcel of unsurveyed land lying immediately west of the northerly part of Lot 181; Indian reserves numbered 1, 2, and 3, and the part of Indian Reserve No. 6 lying south of a line from the north-west corner of Lot 4101 to the north-east corner of Lot 209, and all subdivisions thereof, and the owners of land in the said tract are incorporated into an improvement district under the "Water Act, 1939," and subject to the provisions thereof and to the conditions hereinafter contained.

2. The said improvement district shall be known as the "Pemberton Valley Dyking District."

3. The objects of the said improvement district shall be the maintenance of the works installed or to be installed by the Government of Canada, and the construction of all works required to ensure the maintenance of the said first-mentioned works in a proper manner and all matters incidental thereto.

4. There shall be five Trustees of the said improvement district.

5. The persons qualified to vote at the first election of Trustees shall be British subjects who are twenty-one years of age or older and

are not disqualified from voting in an election under the "Provincial Elections Act" and are owners of land in the tract of land hereinbefore described, and the persons qualified to be candidates at the said election shall be the persons qualified as aforesaid to vote and their wives and husbands.

6. Joseph A. Taillefer, of Pemberton, B.C., shall be Returning Officer for the first election of Trustees. He shall call a general meeting of the persons who are qualified as aforesaid to vote and shall, at least seven days before the date of the said meeting, post in a conspicuous place at the post-office at Pemberton, B.C., a notice signed by him giving the date, time, and place of holding the said meeting. The Returning Officer shall be chairman of the said meeting, and he shall have power to determine whether or not any person who desires to vote is qualified to do so. He shall have power to determine the procedure to be followed at the said meeting and the method of taking the votes. Each qualified voter shall be entitled to cast one vote for each of five candidates. In case of a tied vote the Returning Officer shall have a casting-vote, whether qualified as aforesaid or not. He shall declare the result of the election and shall advise the Comptroller of Water Rights of the said result.

7. The candidates elected as Trustees for whom the greatest and second greatest numbers of votes are cast at the general meeting called pursuant to clause 6 shall hold office until the annual general meeting of 1950, the candidates elected for whom the third and fourth greatest numbers of votes are cast shall hold office until the annual general meeting of 1949, and the candidate elected for whom the fifth greatest number of votes is cast shall hold office until the annual general meeting of 1948, but should there be nominated no more than five candidates for the office of Trustee, or should any two or more candidates receive an equal number of votes, then the Returning Officer shall have power to and shall declare which of the candidates are elected and which shall hold office until the next, the second, and the third succeeding annual general meetings respectively.

8. All subsequent elections of Trustees shall be held at the annual general meetings of the improvement district, and it shall be the duty of the Trustees to call a general meeting to be held between February 15th and April 15th in each year for the following purposes:—

- (a.) To receive from the Trustees a report on condition of the works and a statement of the financial condition of the improvement district;
- (b.) To discuss with the Trustees any matter relating to the works or finances of the improvement district;
- (c.) To fix the remuneration of the Trustees for the ensuing year:

(OVER.)

(d.) To elect a Trustee to succeed the one whose term of office expires coincident with the holding of such annual general meeting, and to elect a Trustee or Trustees to fill any other vacancy or vacancies that has or have occurred or is or are about to occur among the Trustees:

(e.) To choose the auditor for the ensuing year.

A special general meeting may be called by the Trustees at any time for the purpose of electing a Trustee or Trustees to fill any vacancy or vacancies among the Trustees, or for the purpose of discussing with the owners any matter or matters which in the opinion of the Trustees should be brought up at a general meeting.

At least seven days' notice of every general meeting shall be given by a notice posted up in a conspicuous place at the building in which the meeting is to be held.

The secretary shall enter in a book provided by the Trustees for this purpose minutes of all matters brought before the meeting and the action taken thereon. At any general meeting every person shall be qualified to vote who is a British subject and is twenty-one years old or older and is an owner of land in the improvement district, or the authorized agent of any board or corporation that is an owner of such land, or the legal representative of any owner of such land who has died, become insolvent, or insane, and is not disqualified from voting in an election held under the "Provincial Elections Act." Every person qualified as aforesaid to vote and the wife or husband of any such person shall be qualified to be a candidate for and to hold the office of Trustee, but no person shall be entitled to vote or be a candidate for Trustee or hold the office of Trustee while there is owing to the improvement dis-

trict in respect of the land held by him or her or by his wife or her husband any taxes, tolls, or other charges other than those levied, fixed, or charged by the Trustees within one year of the date of the meeting. In the event of the right of any person to vote at any general meeting being challenged, the chairman shall have authority to determine whether or not such person is entitled to vote, and the chairman may require such person to make and file with him a statutory declaration showing that the declarant is qualified as aforesaid to vote at such general meeting. Forthwith after the holding of a general meeting the Trustee shall file with the Comptroller of Water Rights a true copy of the minutes of such meeting and copies of all auditor's reports and financial statements presented or discussed at the meeting.

9. All words and phrases given special meaning in section 2 of the "Water Act, 1939," shall, where used herein, be ascribed the meaning given them in the said section unless the context otherwise requires.

IN TESTIMONY WHEREOF, We have caused these Our Letters to be made Patent and the Great Seal of Our said Province to be hereunto affixed.

WITNESS, His Honour CHARLES ARTHUR BANKS, Lieutenant-Governor of Our said Province, at Our Government House, in Our City of Victoria, this thirty-first day of January, in the year of our Lord one thousand nine hundred and forty-seven, and in the eleventh year of Our Reign.

By Command.

GEO. S. PEARSON,
Provincial Secretary.

VICTORIA, B.C. :

Printed by DON McDIARMID, Printer to the King's Most Excellent Majesty.
1947.

49.

report:

THAT Pemberton Valley Dyking District is an improvement district under the Water Act and was incorporated by Letters Patent issued on January 31, 1947 (Order in Council No. 179/47).

THAT the Trustees of the said District and the landowners affected have petitioned to have the Letters Patent of the District amended to include the lands hereinafter set out within the tract of land comprising the District.

THAT it appears in the public interest to grant the prayer of the said petitioners.

AND TO RECOMMEND:

THAT in accord with Section 54 of the Water Act, being Chapter 405 of the Revised Statutes of British Columbia, 1960, the Letters Patent of Pemberton Valley Dyking District be amended to include within the tract of land comprising the District certain lands within Lillocet District and Kamloops Land Registration District, more particularly described as follows:

**Lots 1 to 9 inclusive of Lot 7926, Plan 7706,
together with adjacent road allowances.**

DATED this 7th day of January A.D. 1963.

"Ray Williston"

Minister of Lands, Forests, and Water Resources.

APPROVED this 7th day of January A.D. 1963.

"W.A.G. Bennett"

Presiding Member of the Executive Council.

615

APPROVED AND ORDERED MAR. 23. 1985


Lieutenant-Governor


EXECUTIVE COUNCIL CHAMBERS, VICTORIA MAR. 27. 1985

On the recommendation of the undersigned, the Lieutenant-Governor, by and with the advice and consent of the Executive Council, orders that any provision of Letters Patent, issued to an improvement district under the Water Act or Municipal Act, governing the entitlement to vote or hold office which denies such entitlement by reason of racial origin is struck out and the Letters Patent are amended accordingly.

lw

AND THAT any provision of Letters Patent issued to an improvement district, under the Water Act or Municipal Act, in which the entitlement to vote or hold office is limited to those the full age of twenty-one years is amended by deleting "twenty one" and substituting "nineteen."


Minister of Municipal Affairs


Presiding Member of Executive Council

(This part is for administrative purposes and is not part of the Order.)

Authority under which Order is made:

Act and section Municipal Act, Section 825

Other (specify) _____

Statutory authority checked by 
(Signature and typed or printed name of Legal Officer)

g

PROVINCE OF BRITISH COLUMBIA

ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL


Order in Council No. 1536, Approved and Ordered JUL. 29.1987


Lieutenant Governor

Executive Council Chambers, Victoria JUL. 29.1987

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that, where Letters Patent issued to an improvement district provide that a person must be a British Subject in order to be eligible to vote for or hold office as a trustee, the Letters Patent are amended by striking out the reference to a British Subject and substituting a reference to a Canadian Citizen.


Minister of Municipal Affairs


Presiding Member of the Executive Council

(This part is for the records of the Office of Legislative Counsel, and is not part of the Order.)

Authority under which Order is made:

Act and section:-.....Municipal Act, s. 825 & 828.....

Other (specify):-

Examined by:W. B. Maddaford.....
(Attorney General examiner)

July 14, 1987

1247/87/pws

BILL 30

(11) This section applies to a regional district as though the board was the council and the secretary was the clerk.

7. The following sections are added:

Personal liability of a municipal public officer

755.1 (1) No action for damages lies or shall be instituted against a municipal public officer or former municipal public officer for anything said or done or omitted to be said or done by him in the performance or intended performance of his duty or the exercise of his power or for any alleged neglect or default in the performance or intended performance of his duty or exercise of his power.

(2) In this section "municipal public officer" means

- (a) a member of a council,
- (b) a director of a regional board,
- (c) a trustee of an improvement district,
- (d) a member of
 - (i) any civic commission under Division (2) of Part 17, or
 - (ii) a library board under the *Library Act*,
- (e) a member of any greater board as defined in section 943 or of any board that provides similar services and is incorporated by letters patent,
- (f) a member of an advisory planning commission under section 955,
- (g) a member of a board of variance under section 961,
- (h) a member of the Islands Trust or Okanagan Basin Water Board,
- (i) an officer or employee of a municipality, regional district, improvement district, library board under the *Library Act*, a greater board referred to in paragraph (e) and the Okanagan Basin Water Board,
- (j) a volunteer firefighter or a special constable, and
- (k) any volunteer who participates in the delivery of services by a municipality, regional district or the bodies referred to in paragraphs (c) to (h) under the supervision of an officer or employee of the municipality, regional district or any of those bodies.

(3) Subsection (1) does not provide a defence where

- (a) the municipal public officer has, in relation to the conduct that is the subject matter of the action, been guilty of dishonesty, gross negligence or malicious or wilful misconduct, or
- (b) the cause of action is libel or slander.

(4) Subsection (1) does not absolve any of the corporations or bodies referred to in subsection (2) (a) to (h) from vicarious liability arising out of a tort committed by any of the individuals referred to in subsection (2)

BILL 30

which the corporation or body would have been liable for had this section not been in force.

Failure to enforce certain bylaws

755.2 A municipality, regional district or a member of its council, or a member of its board, or any officer or employee of the municipality or district is not liable for any damages or other loss, including economic loss, sustained by any person, or to the property of any person, as a result of neglect or failure, for any reason, to enforce, by the institution of a civil proceeding or a prosecution, a bylaw made under Division (5) of Part 21 or a regulation made under section 740 (1).

Nuisance actions

755.3 A municipality, regional district, council, regional board, improvement district or greater board, as defined in section 943, is not liable in any action based on nuisance or on the rule in *Rylands v. Fletcher* where the damages arise, directly or indirectly, out of the breakdown or malfunction of

- (a) a sewer system,
- (b) a water or drainage facility or system, or
- (c) a dyke or a road.

8. Section 784 (3) is amended by adding "262," before "294,".
9. Section 943 (1) is amended by adding the following definitions:
"density" where used in relation to land, a parcel of land or an area, means the density of use of the land, parcel or area, or the density of use of any buildings and structures located on the land or parcel, or in the area;
"subdivision" means
 - (a) a subdivision as defined in the *Land Title Act*, and
 - (b) a subdivision under the *Condominium Act*.
10. The following section is added before the title to Division (1):
Single bylaw
943.1 (1) A local government may exercise its powers under Divisions (3) to (7) by the adoption of a single bylaw.
(2) Where a single bylaw is adopted under subsection (1), amendments to that bylaw that are made under powers in this Part, that are not amendments authorized under section 963, may be made without complying with the public hearing and notice provisions of Division (3).
11. Section 945 is amended
 - (a) by repealing subsection (2) (e) and substituting the following:

PROVINCE OF BRITISH COLUMBIA
ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

Order in Council No. **1542**, Approved and Ordered NOV. 12.1993



Lieutenant Governor

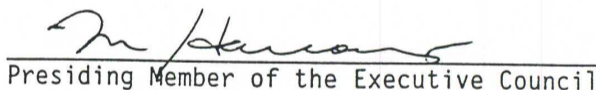
Executive Council Chambers, Victoria

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that

1. Any provision of Letters Patent issued to an improvement district under the Water Act or Municipal Act, in which the entitlement to vote or hold office is limited to those of the full age of nineteen years, is amended by deleting "nineteen" and substituting "eighteen".
2. This Order is effective on November 30, 1993.



Minister of Municipal Affairs



Presiding Member of the Executive Council

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: Municipal Act, Section 825

Other (specify):

QP-333

1726/93/13

26-1112

AUG 25 1997

ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

Order in Council No.

0964

, Approved and Ordered JUL 31 1997



Lieutenant Governor

Executive Council Chambers, Victoria

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that Supplementary Letters Patent in the form attached be issued for Pemberton Valley Dyking District clarifying their object.


Minister of Municipal Affairs and Housing
Presiding Member of the Executive Council

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section:- Municipal Act, section 734

Other (specify):- _____

July 2, 1997

1062/97/13/sak




Lieutenant Governor

CANADA

PROVINCE OF BRITISH COLUMBIA

ELIZABETH the SECOND, by the Grace of God, of the United Kingdom, Canada, and Her Other
Realms and Territories, Queen, Head of the Commonwealth, Defender of the Faith.

To all to whom these presents shall come -

GREETING.



Minister of
Municipal Affairs and Housing

(WHEREAS the Pemberton Valley
(Dyking District is an improvement
(district incorporated by Letters
(Patent issued on January 31, 1947:
(

AND WHEREAS it is provided in section 734 of the *Municipal Act* that the Lieutenant Governor in Council may at any time amend the Letters Patent of any improvement district in any respect:

AND WHEREAS the Trustees for the Pemberton Valley Dyking District have requested the District's Letters Patent be amended to clarify the District's object.

NOW KNOW YE THAT by these presents We do order and proclaim that on, from and after the date of these Supplementary Letters Patent the object of the District shall be dyking:

AND THAT the Letters Patent dated January 31, 1947 be amended by striking out section 3 in its entirety and substituting the following:


"3. The object of the said improvement district shall be the acquisition, maintenance, repair, replacement, improvement, and operation of works for the reclamation and development of the lands in the improvement district by dyking, draining, pumping and incidental means, and all matters incidental thereto."

AND THAT the Letters Patent of the Pemberton Valley Dyking District be deemed to be amended so as to conform to the premises as and from the date of these Supplementary Letters Patent.

IN TESTIMONY WHEREOF, We have caused these Our Letters to be made Patent and
the Great Seal of Our said Province to be hereunto affixed.

WITNESS, the Honourable Garde B. Gardom, Q.C., Lieutenant Governor of Our said Province
of British Columbia, in Our City of Victoria, in Our said Province, this 31st day
of JULY, in the year of Our Lord one thousand nine hundred and
ninety-seven and in the forty-sixth year of Our Reign.

By Command.



Attorney General

PROVINCE OF BRITISH COLUMBIA
ORDER OF THE MINISTER OF
COMMUNITY, SPORT AND CULTURAL DEVELOPMENT

Local Government Act

Ministerial Order No. M 065

I, Coralee Oakes, Minister of Community, Sport and Cultural Development, order that the letters patent issued on January 31, 1947 for the Pemberton Valley Dyking District be amended as follows:

1. The area of the Pemberton Valley Dyking District is altered to exclude the land shaded in the attached map titled "Schedule 1 to the Letters Patent of the Pemberton Valley Dyking District."

2. Section 1 of the Letters Patent is repealed and replaced with the following:

The improvement district shall comprise all that tract of land consisting of a total land area of 6549.49 hectares and a total foreshore and water area of 479.68 hectares within the boundaries of the improvement district as shown outlined on the map, reference number 203.1, dated December 18, 2013 attached as Schedule 1 to these Letters Patent.

3. By adding as Schedule 1 to the Letters Patent the attached map titled "Schedule 1 to the Letters Patent of the Pemberton Valley Dyking District" cited as reference number 203.1 dated December 18, 2013.

4. Section 8 is amended by striking out "but no person shall be entitled to vote or be a candidate for Trustee or hold the office of Trustee while there is owing to the improvement district in respect of the land held by him or her or by his wife or her husband any taxes, tolls, or other charges than those levied, fixed or charged by the Trustees within one year of the date of the meeting."

5. By deleting all references to "Chairman" in the Letters Patent and replacing them with "Chair".

March 10, 2014
Date

Coralee Oakes
Minister of Community, Sport and Cultural Development

(This part is for administrative purposes only and is not part of the Order)

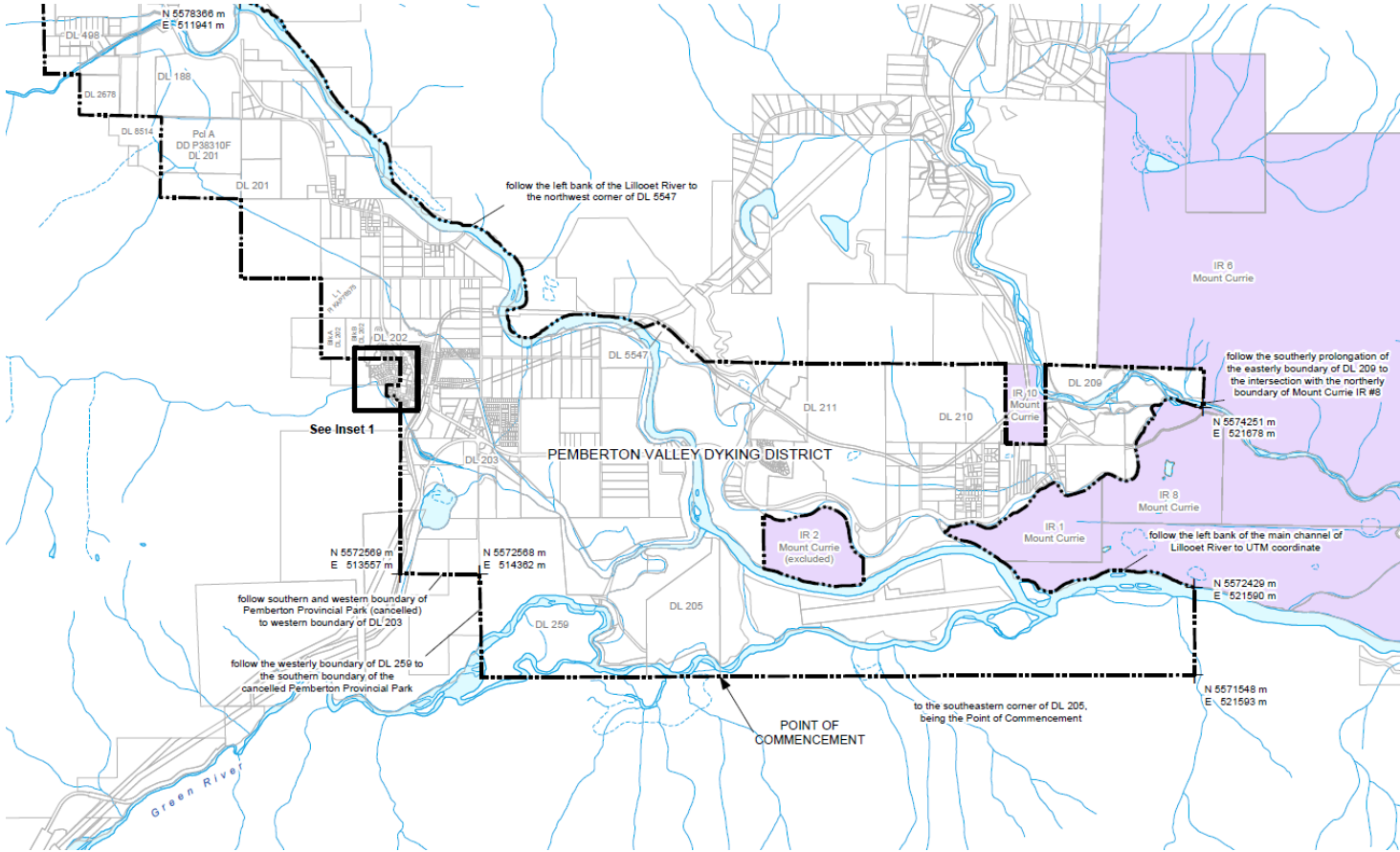
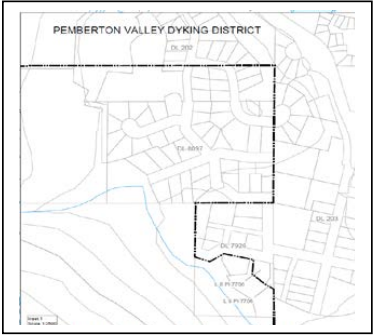
Authority under which Order is made: *Local Government Act, R.S.B.C, c. 323, s. 734*

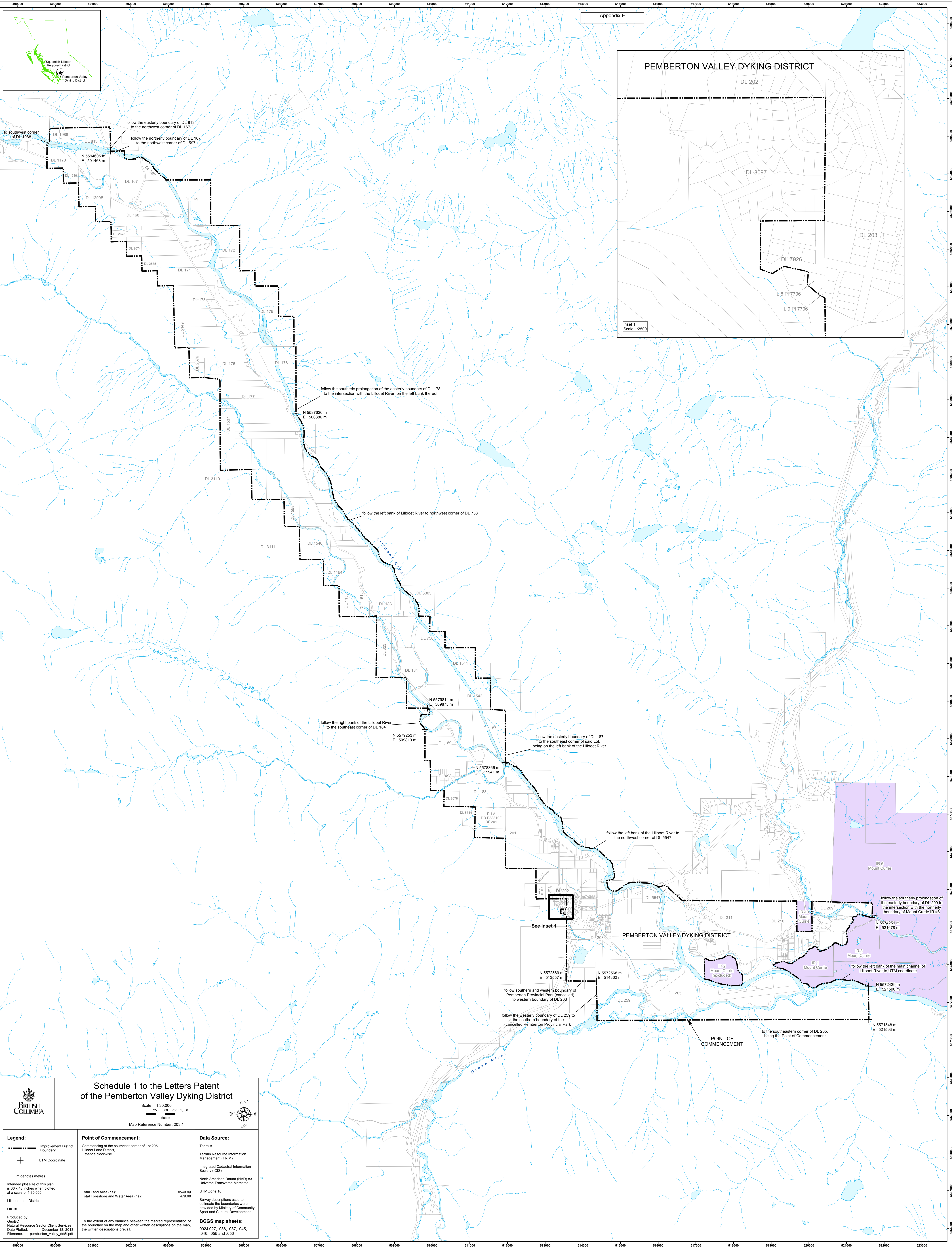
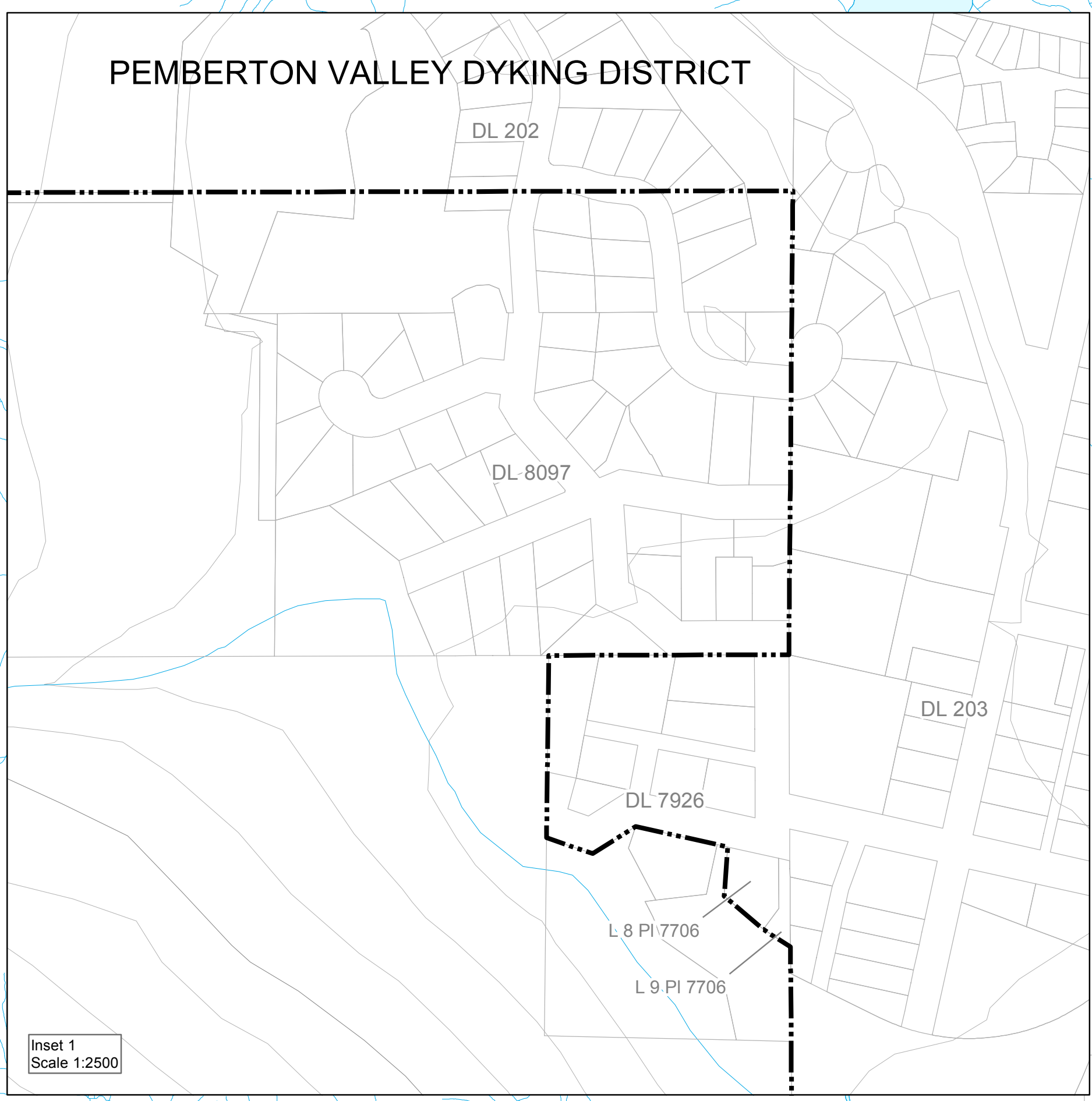
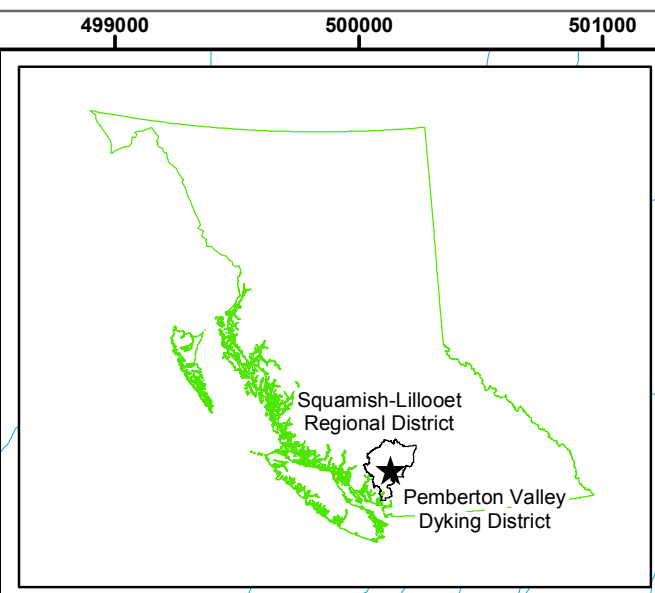
Act and Section: _____

Other (Specify): _____

Appendix D

Inset 1





Schedule 1 to the Letters Patent of the Pemberton Valley Dyking District

Scale 1:30,000
0 250 500 750 1,000
Meters

Map Reference Number: 203.1

Legend:
--- Improvement District Boundary
+ UTM Coordinate
m denotes metres
Intended plot size of this plan is 36 x 48 inches when plotted at a scale of 1:30,000
Lillooet Land District
OIC #
Produced by:
GeBC
Natural Resource Sector Client Services
Date Plotted: December 15, 2013
Filename: pemberton_valley_d55f.pdf

Point of Commencement:
Commencing at the southeast corner of Lot 205, Lillooet Land District, thence clockwise

Total Land Area (ha): 6549.69
Total Foreshore and Water Area (ha): 479.68

To the extent of any variance between the marked representation of the boundary on the map and other written descriptions on the map, the written descriptions prevail.

Data Source:
Tantalis
Terrain Resource Information Management (TRIM)
Integrated Cadastral Information Society (ICIS)
North American Datum (NAD) 83
Universal Transverse Mercator
UTM Zone 10
Survey descriptions used to delineate the boundaries were provided by Ministry of Community, Sport and Cultural Development
BCGS map sheets:
092J.027, 036, 037, 045, 046, 055 and 056

Appendix F

July 6th, 2017

Village of Pemberton
7400 Prospect St.
Pemberton BC.
V0N 2L0

Attention: Nikki Gilmore – Chief Administrative Officer

RE: April 11, 2017 Committee of the Whole Meeting Follow Up

Dear Mrs. Gilmore

Thank you for your April 11, 2017 Committee of the Whole meeting follow up letter dated May 5, 2017. In your letter, follow up comments were made covering the issues that were discussed in the meeting that included:

- Lillooet River Warning System
- Stormwater Drainage
- Pemberton Music Festival – Meaningful Agricultural Enhancements

The Pemberton Valley Dyking District would like to take this opportunity to comment on the issues in response to your letter as follows:

Lillooet River Warning System

In order to improve the monitoring of the Lillooet River Warning System to increase safety and efficiency, the PVDD explored the option of installing a real time camera that can be remotely accessed to monitor the warning system location should an alarm be received indicating either a rapid drop or rapid rise in the Lillooet River. As we are now in the most critical season for potential Meager Mountain slide events to occur the PVDD and SLRD Area C have agreed to provide bridge financing to cover 100% of the \$12,000 installation costs in order to ensure that maximum protection for all people living in the Pemberton Valley is maintained during this critical time. The PVDD considers this funding arrangement as temporary until such time as the remaining partners, the VoP and Lil'wat Nation provide funding to cover their 25% funding obligation of approximately \$3,000 each and the PVDD is reimbursed. The camera is now installed and functioning but will require some adjustments over the next several weeks to reach optimal performance. In the near future the PVDD will contact all the partners to schedule a meeting to discuss and provide:



PO BOX 235 1381 Aster St, Pemberton, BC V0N 2L0

phone: (604) 894-6632 fax: (604) 894-5271 www.pvdd.ca

PEMBERTON VALLEY DYKING DISTRICT

- Shared monitoring responsibilities
- Future funding arrangement
- System training for key staff

Stormwater Drainage

Collaboration

In the meeting the PVDD requested from the VoP that the PVDD be included in all meetings and discussions regarding storm water drainage plans on new developments that are planned within the VoP boundaries particularly when the VoP engineers are included in the meetings and discussions. On June 27th, 2017 PVDD staff met with Tim Harris and SIL Engineering. This meeting was very productive and certainly helpful for the PVDD to better understand the storm water drainage plans and the process that must occur before construction takes place. Regular meetings such as this will ensure the collaboration required between the VoP and PVDD is maintained. The PVDD thanks the VoP for making this happen.

Development Cost Charge Bylaw

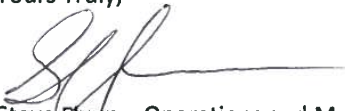
In the meeting the PVDD indicated that the Arn Canal is now at or above capacity when large rain events are experienced and that any additional storm water run-off could have detrimental effects on the properties adjacent to or within the vicinity of the Arn Canal. As a result of large developments either currently being built, or may be currently in the planning phase; it is the opinion of the PVDD that there is a high likely hood that sometime in the near future drainage enhancements on the Arn Canal will be required to ensure adequate flood protection. As the current VoP DCC Bylaw includes drainage as an eligible use of DCC funds, the PVDD would like to recommend that the VoP set aside DCC funds to address this potential drainage issue to ensure that our local constituents are protected from the use of tax funds for this purpose.

Pemberton Music Festival – Meaningful Agricultural Enhancements

As a result of the recent cancellation of the PMF, the PVDD would request that the VoP please advise if there is a plan in place to address this issue.

The PVDD values the collaborative relationship that we enjoy with the VoP and look forward to working together to address the items noted above.

Yours Truly,



Steve Flynn – Operations and Maintenance Manager



PO BOX 235 1381 Aster St, Pemberton, BC V0N 2L0

phone: (604) 894-6632 fax: (604) 894-5271 www.pvdd.ca

PEMBERTON VALLEY DYKING DISTRICT

Date: July 25, 2017
To: Nikki Gilmore, Chief Administrative Officer
From: Jill Brooksbank, Sr. Communications & Grant Coordinator
Subject: Rural Dividend Fund – Partnership Proposal

PURPOSE

The purpose of this report is to seek direction from Council regarding the application to the BC Rural Dividend Program in partnership with BC Passivehouse, Equilibrium Consulting and FPIInnovations (“Partners”).

BACKGROUND

The Rural Dividend Program’s intent is to contribute to the strength and sustainability of small rural communities, making them more attractive places to live and work. The program is focused on supporting projects that help rural communities navigate changes impacting their economies, such as attracting and retaining youth, using innovation to drive economic growth, and developing new and effective partnerships to support shared prosperity.

Applicants can apply for 60% of project costs, up to \$500,000. The remaining 40% must be funded by applicant.

BC Passivehouse, Equilibrium Consulting and FPIInnovations are wishing to partner with the Village of Pemberton to apply to the Rural Dividend Program to commence fabrication and testing of a sustainable, energy efficient, wood-based wall panel that is built in Pemberton, for application in large buildings across North America. Currently no such panels exist that are made of sustainable materials or meet the super-insulation requirements.

Based in the Village’s Industrial Park, BC Passive House, is a full-service prefabrication company specializing in the design and construction of high performance panelized building systems, specialized structural panels hybrid systems, heavy timber packages and Passive House construction. Led by Matheo Durfeld, the company has completed many successful projects including the Audain Art Museum in Whistler as well as the Nadleh Community Centre in Fraser Lake.

Equilibrium Consulting is an award-winning structural engineering company owned by Robert Malczyk and Eric Karsh. Robert and Eric, along with Matheo and Heather Durfeld, own BC Passivehouse. The two companies work together closely on many projects that require both engineering and the prefabrication of building components.

Specializing in wood products, FPIInnovations is a Not-for-Profit research and development organization that is currently engaged on three current Rural Dividend Initiative projects including Port Alberni and 100 Mile House. Equilibrium has had many past opportunities to collaborate with FPI on various projects and has an established working relationship with the organization.

For the purposes of this application, the “Partners” would be responsible for funding the 40% applicant portion. For clarity, the Village is not expected to contribute any funds towards this initiative.

DISCUSSION & COMMENTS

The project funding will be used to further develop the panel, conduct testing, set-up fabrication, and construct a demonstration project. The application and product development does not require any financial contributions from the Village.

Should the funding application be successful, the funding would create the opportunity for expanded operations at the BC Passive House Plant which will provide new local employment and training opportunities.

It should be noted, that the Village does not have any shelf-ready projects that would be appropriate for a funding request to the BC Rural Dividend Program at this time.

COMMUNICATIONS

At this time, this initiative does not require a communications element.

LEGAL CONSIDERATIONS

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

The Village will draft a funding agreement with the Partners which will stipulates reporting requirements, accounting procedures are the responsibility of the Partners and the Village’s ability to withhold funding from entities in the event of default. The Village has previously entered into agreements of this nature with local non-profit entities for funding opportunities.

IMPACT ON BUDGET & STAFFING

There will be limited staff time required on oversight of the funding and is included in the day-to-day operations of the Department of the CAO.

INTERDEPARTMENTAL IMPACT & APPROVAL

There is no interdepartmental impact or approvals required.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

The potential of employment and/or training opportunities is not limited to the Village, but also to residents of the Lii'wat Nation and the Squamish-Lillooet Regional District.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

POTENTIAL GOVERNANCE CONSIDERATIONS

This initiative aligns with the Village's Economic Vitality Strategic Priority, whereby the Village values and supports a competitive and diversified economy with engages corporate citizens.

RECOMMENDATIONS

THAT Council supports the funding application with BC Passive House, Equilibrium Consulting and FPInnovations to the Rural Dividend Fund for up to \$500,000 under the Partnership Funding Stream.

Submitted by:	Jill Brooksbank, Sr. Communications and Grants Coordinator
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer

Date: July 25, 2017
To: Nikki Gilmore, Chief Administrative Officer
From: Sheena Fraser, Manager of Corporate & Legislative Services
Subject: Regular Council Meeting Outstanding Resolution Listing
- as of June 30, 2017

PURPOSE

To present for Council a listing of the outstanding resolutions from previous Regular Meetings which for which action on the matter or item has not been completed as of June 30, 2017.

BACKGROUND

As a means of keeping track of outstanding resolutions or action items staff has developed a resolution/action item tracking listing. This listing is updated after each Council meeting and as matters have been actioned or resolved the issue/matter/item is removed from the listing. This listing is used for internal and administrative purposes and assists staff with work plan reviews.

Council has requested that staff prepare a listing of outstanding items or resolutions from Council meetings on a quarterly basis for Council's review so that they may be kept informed as to the status of the matter or item.

DISCUSSION & COMMENTS

Staff initiates action on direction provided by Council through resolutions made at Regular or Special Council meetings. If the direction provided by Council is not in alignment with the current strategic plan, priorities or work plans it may be necessary for staff to review and adjust the work program to include new activities or initiatives. In some instances staff may be required to complete another project or initiative before they are able to action new direction. As well, it may be that direction requires involvement from other jurisdictions or authorities and as such delays may result. Staff work diligently to move all direction by Council forward in a timely and efficient manner.

The current listing of outstanding items is attached as Appendix A.

COMMUNICATIONS

There is no communications element required.

LEGAL CONSIDERATIONS

There are no legal considerations at this time.

IMPACT ON BUDGET & STAFFING

There is no impact on budget or staffing.

INTERDEPARTMENTAL IMPACT & APPROVAL

There is no interdepartmental impact or approvals required.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

There is no impact on the region or neighbouring jurisdictions

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

POTENTIAL GOVERNANCE CONSIDERATIONS

Presentation of the listing of outstanding resolutions meets with Theme Four: Good Governance.

RECOMMENDATIONS

THAT Council receive the report for information;

AND THAT Council provide direction as required.

Attachments:

Appendix A: Regular Council Meeting Outstanding Resolution Listing as at June 30, 2017

Submitted by:	Sheena Fraser, Manager of Corporate and Legislative Services
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer

APPENDIX A
REGULAR COUNCIL OUTSTANDING RESOLUTION LISTING AS AT June 30, 2017

Mtg No	Date	Topic	Resolution	Comment
1393	7-Apr-15	Species At Risk	THAT staff investigate approaches that are within the municipality's jurisdiction, such as development permit guidelines, possible tree protection bylaws, and the incorporation of specific language into the OCP with respect to developing a collaborative approach toward the protection and management of species at risk.	Staff is preparing an OCP Amendment Bylaw that will incorporate language specific to Species at Risk as well as address a number of other small housekeeping matter. This amending bylaw will be brought forward following the Zoning & Sign Bylaw Review as it is anticipated that some amendments to the OCP will follow as a result of that review.
1412	17-Nov-15	Sea to Sky Transit Rate Review	THAT the transit working group explore alternative funding opportunities for transit and review relevant impacts to the local share and existing funding model.	This item will be brought back later in 2017.
1422	15-Mar-16	BC Climate Leadership Plan	THAT staff prepare a separate report outlining options to be considered by the Village to strengthen its ability to pursue Climate Action to be brought forward at a future meeting.	This item has been referred to the 2018 budget deliberations as it is recommended that the Village work with a consultant with expertise in this area to review options and develop a plan as may be required.
1430	7-Jun-16	Bee Keeping Bylaw Review	THAT staff carry out a review of the Village of Pemberton Bee Keeping No. 605, 2008, with respect to lot sizes and report back to Council at a later date.	Staff has reviewed the current bylaw and compared to other municipalities and the lot sizes established in the Village's bylaw are consistent with other municipalities based on the average lot size in Pemberton. As such, no further work is required on this item and it is considered completed.
1442	17-Jan-17	Pemberton Music Festival - Fee/tax	THAT staff be directed to investigate a mechanism that would enable the Village to collect an additional fee on top of the ticket price.	This item has been put on hold as a result of the cancellation of the 2017 Pemberton Music Festival.
1448	2-May-17	VCH Partnership Agreement	THAT staff work with Vancouver Coastal Health to develop a Partnership Agreement and bring back to Council for consideration.	Staff is currently working on this initiative with Vancouver Coastal Health.

APPENDIX A
REGULAR COUNCIL OUTSTANDING RESOLUTION LISTING AS AT June 30, 2017

			AND THAT priorities to be considered for the Partnership Agreement include Food Security, Active Transportation, Social Housing, Tobacco Reduction and Healthy Built Communities.	
		Bylaw Notice Enforcement Bylaw	THAT Staff be directed to bring forward a Bylaw Notice Enforcement Bylaw in anticipation that the Village may wish to participate in the Bylaw Adjudication System in the future	This item is on the Corporate & Legislative Services work plan for the fall.
		Community Amenity Contribution Policy	THAT staff be directed to draft a new Community Amenities Contribution policy.	Staff are currently developing a draft policy for consideration which will be brought forward for review in the fall/winter.
1450	16-May-17	One Mile Lake Park HWY safety Protection	THAT staff be directed to discuss with the Ministry of Transportation and Infrastructure options for safety protection along the highway above the new beach area at One Mile Lake Park.	Staff will provide an update on this direction at the Regular Council meeting.
1452	6-June-17	Second Entrance to Town	THAT staff identify options for an alternate entrance to the Village of Pemberton.	Staff are reviewing options.
		2017 Workplan	THAT staff add to the 2017 work plan the following: <ul style="list-style-type: none"> • Establish a Site Alteration Bylaw and Policy; • Investigate how the Village might become a green community through designations or other programs; • Review the OCP with an aim to improve or enhance language related to the environment and incorporate green principles into village planning documents; • Research a plastic bag elimination strategy 	This item has been incorporated into the Development Services work plan and will be brought forward in September. These items will be incorporated into the fall work plans as time permits; Actions that require a budget will be referred to the 2018 work plan and budget deliberation.
		2018 Budget Deliberations	THAT application to the Municipal Natural Assets Initiative (MNAI) be included in the 2018 budget deliberations	Referred to the 2018 budget deliberations.

**APPENDIX A
REGULAR COUNCIL OUTSTANDING RESOLUTION LISTING AS AT June 30, 2017**

		Tourism in the Corridor	THAT that staff discuss with the Squamish-Lillooet Regional District staff the opportunity to prepare a joint letter to the Ministry of Jobs, Tourism and Skills Training, the Ministry of Forests, Lands and Natural Resource Operations and the Ministry of Transportation and Infrastructure requesting that the Province take responsibility to mitigate the impacts and consequences of increased tourism in the area.	Staff is working with the Regional District to prepare a joint letter.
1453	20-June-17	Soccer Field	THAT staff be directed to issue a Request for Quotes for a turf or grass soccer field for the recreation site located on Pemberton Farm Road East	Staff are preparing a Request for Expression of Interest Further details will be provided at the meeting.
		Lillooet River Early Warning System - PVDD Overview	THAT staff prepare a report outlining background on this initiative that includes information respecting role and responsibility of the Pemberton Valley Dyking District including information related to taxation	See report under Office of the Chief Administrative Officer

Date: July 25, 2017
To: Nikki Gilmore, Chief Administrative Officer
From: Tim Harris, Manager of Operations and Development Services
Subject: Operations Department Quarterly Report: April – June 2017

PURPOSE

The purpose of this report is to inform Council on the activities of the Public Works division of the Operations & Development Services Department for the second quarter of 2017.

BACKGROUND

A quarterly reports are provided throughout the current year as a means of keeping Council up to date with the Public Works, Capital and Operational activities.

DISCUSSION & COMMENTS

The Operations Division is supported by Jeff Westlake, Superintendent, Cam Adams, Lead hand- Equipment Operator, Martin Kluftinger WWTP Operator , Lincoln Ferguson, Dan Breining Equipment Operators, Mel Leblanc Parks Labor, Neil Bedard labor, Stephen McVeigh Engineering Technician.

This report provides an overview of a number of projects completed in the second quarter in the following areas: Public Works, Water, Sewer, Parks and Engineering.

Public Works Regular Maintenance

The following have been completed during the second quarter in 2017:

- Annual water system flushing and maintenance
- Crosswalks and traffic line painting
- Street Sweeping
- Maintenance of sanding and snow removal equipment
- Sewer lift station maintenance and line cleaning
- Parks planting and spring maintenance
- WWTP regular maintenance and plant equipment replacement and upgrades
- Maintenance cleaning of water reservoir #2

2017 Capital Projects

1. Water Treatment Plant Upgrades:

Start-up of the Soda Ash injection system began in May, the system was run periodically to determine the most ideal solution concentration of Soda Ash to inject. It took several weeks to fine tune the solution. The Village began continuous dosing in the first week of June to present. Staff are carrying out weekly pH, Alkalinity and Cl₂ residual measurements at eight (8) locations spread throughout the distribution system. The soda ash plant is currently running on one (1) dosing pump as the second pump is being warrantied due to a defect. We are also waiting on a replacement pressure switch that was damaged in transit. As such, we have not been in a position to run the pH up to higher levels for optimization above a pH of 7.

2. Airport Rehabilitation:

The Village was successful in receiving a Provincial Grant from the BC Air Access Program in the amount of \$200,000. Airport rehabilitation will include crack sealing and line painting of the apron and taxiway, and the construction of the emergency access road. The access road will lead directly from Airport Road to the taxiway, keeping vehicular traffic of the busy apron area, thus reducing car/aircraft conflicts. Phase one of the project consisting of line painting and asphalt work has been completed, phase 2 access road is anticipated to be completed this fall.

Engineering

The following projects have been undertaken in an effort to plan for future infrastructure upgrades, as well as to have shelf ready projects for future grant intake opportunities:

- GIS and AutoCAD software have been installed and utilized daily.
- Three Engineering projects scheduled within the 2017 budget have been initiated.
 - a. Industrial Park Water Looping Design
 - b. Secondary Water Source Study
 - c. Downtown Traffic Management Plan

Our Engineering Technician is overseeing the capital projects, a number of residential developments currently under construction, the Airport Rehabilitation project, the updating of electronic as-built files and the AutoCAD system.

Parks Department:

Our Operations Division has the ability, expertise and equipment to facilitate one (1) capital project annually over and above the regular maintenance duties. This year the project chosen was one of the recommendations from the One Mile Lake Master Plan. In early May construction began with the removal of the lower parking lot, installation of drainage, increase the public grass and beach area, realigning trails, the installation of shade trees and complete

irrigation system. Facilitating this project in-house as opposed to out-sourcing, has enabled us to utilize our own labor and equipment ultimately stretching the budget which allowed additional recommendations of the master plan to be completed. A review of the signage at the Park has been completed and some new signage will be installed this year with updates to the main park signs being undertaken in 2018.

Pending Projects:

The Operations Department was busy throughout the second quarter of 2017 completing projects and have initiated the projects below.

- Friendship Trail Bridge
- Cross Connection Control Program

COMMUNICATIONS

The Operations and Development Services Department is currently working with the Communication Coordinator to regularly update the Village's website and Enews with current information related to public works and operations.

LEGAL CONSIDERATIONS

There are no legal considerations as this report is being presented for information purposes.

IMPACT ON BUDGET & STAFFING

The Operations Division operates on the approved annual municipal budget, Provincial grants and where applicable cost recovery as per the Development Procedures Bylaw No. 725, 2013. All applications for development, subdivision have fees associated and any additional time is cost-recoverable from the applicant. The fees are set through the Development Procedures Bylaw as amended from time to time.

INTERDEPARTMENTAL IMPACT & APPROVAL

The Operations & Development Services Department works closely with all Village Departments through referrals and coordination of public notices, reports, and presentations to Council.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

There are no impacts on the region or neighboring jurisdictions.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

POTENTIAL GOVERNANCE CONSIDERATIONS

The services provided by the Operations Division meet with Strategic Priority One: Economic Vitality by supporting a diversified economy; Strategic Theme Two: Good Governance by being

open and accountable and fiscally responsible; Strategic Theme Three: Excellence in Service by ensuring that the Village continues to deliver the highest quality of municipal services within the scope of our resources; and finally, Strategic Theme Four: Social Responsibility by supporting the creation of a strong and vibrant community.

RECOMMENDATIONS

THAT the Operation Department 2017 Second Quarter Report be received for information.

Submitted by:	Tim Harris, Manager of Operations and Development Services
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer

Date: July 25, 2017
To: Nikki Gilmore, Chief Administrative Officer
From: Lisa Pedrini, Village Planner
Subject: Development Services Quarterly Report: April – June 2017

PURPOSE

The purpose of this report is to inform Council on the activities of the Development Services Division of the Operations & Development Services Department for the second quarter of 2017.

BACKGROUND

Quarterly reports are provided throughout the year as a means of keeping Council up to date with building, planning and development activities.

DISCUSSION & COMMENTS

This report provides an overview of the number of permits issued between April 1 and June 30, 2017 in the following areas:

Building Division

April to June 2017 - Building Permit Overview

A breakdown of building permit data for the second quarter in 2017 is provided below:

Type of Permit	# of BP's Issued	Value of Construction	Permit Fees
Single Family Dwelling	1	\$391,523	\$4,329
Single Family Dwelling with suite	1	\$470,810	\$5,282
Manufactured Homes (mobile)	0	0	0
Multi Family Dwelling (owned)	0	0	0
Multi Family Dwelling (rental)	0	0	0
Others (Decks, Stairs, Reno etc.)	5	\$57,500	\$745
Commercial/Industrial Tenancy Improvements	5	\$1,118,692	\$13,070
Industrial Building	4	\$7,186,000	\$55,311
Excavation / Blasting	1	0	250
Total Permits	17	\$9,224,525	\$78,987

April to June 2017 - Development Cost Charges Overview

A breakdown of development cost charges collected in the second quarter of 2017 is provided below:

Fund	Amount
Roads	\$25,956
Drainage	\$2,678
Sewer	\$29,973
Water	\$15,038
Parks	\$0
TOTAL	\$73,645

2017 DCC's Collected Year to date: \$121,857

2016 DCC's Collected Total: \$141,027

Planning Division

2017 Current Development Applications

A list of applications currently in-house is provided below; those new to the second quarter of 2017 are shown in **bold font**.

The following legend applies to the chart below:

DP: Development Permit SO: Subdivision Application
 DPm: Minor Development Permit OR: Rezoning Application
 DPV: Development Variance Permit BoV: Board of Variance

Application #	Project	Status
DP008	Crestline on Portage	Revisions In Progress
SO30 – 1B	Benchlands - 7 lot Subdivision	Approved
SO30 – 1C	Benchlands - 9 lot Subdivision	Nearing Completion
SO52 – Phase 2	Sunstone – 60 Lots	In Progress
SO52 – Phase 3	Sunstone – 21 Lots	In Progress
SO58	Sabre/Recreation Site - 5 lot Subdivision	Approved
SO59	SLRD/Wye Lands - 3 lot Subdivision	Nearing Completion
SO61	Tiyata - 66 lot Subdivision	In Progress
SO62	The Ridge - 45 lot Subdivision	In Progress
SO63	Industrial - 3 lot with Residential units	In Progress
SO64	Sunstone - 8 lot Subdivision	Nearing Completion
SO65	Expedition Station - Strata Subdivision	In Progress
OR122	BC Hydro Field Office Upgrade	Consideration of 1 st Reading
DPm108	Fish & Rice – Sushi and Beyond	Approved
BOV2017-02	1765 Pinewood – BoV Application	In Progress

2017 Long Range Projects

- Zoning and Sign Bylaw Review – Expected to be completed by December 31, 2017
- Official Community Plan Amendment – Expected to come forward in the Fall/Winter
- Community Amenity Contribution Policy – Expected to come forward in the Fall
- Affordable Housing Strategy Review – Expected to come forward in the Fall/Winter
- Regional Growth Strategy Review - Ongoing

COMMUNICATIONS

The Development Services Division works with the Communication Coordinator to regularly update the Village's website with current information related to planning and building.

LEGAL CONSIDERATIONS

There are no legal considerations as this report is being presented for information purposes.

IMPACT ON BUDGET & STAFFING

The Development Services Division operates on a cost recovery basis as per the Development Procedures Bylaw No. 725, 2013, as amended from time to time. All applications for development, subdivision, temporary use and building permits have fees associated with the review. If the review of development applications exceeds the deposit, then any additional time is cost-recoverable from the applicant.

INTERDEPARTMENTAL IMPACT & APPROVAL

The Development Services Division works closely with all Village Departments through referrals and coordination of public hearings, reports, and presentations to Council, negotiations and financial impacts.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

There are no impacts on the region or neighbouring jurisdictions.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

POTENTIAL GOVERNANCE CONSIDERATIONS

The services provided by the Development Services Division meet with Strategic Priority One: Economic Vitality; Strategic Theme Two: Good Governance; Strategic Theme Three: Excellence in Service; and Strategic Theme Four: Social Responsibility.

RECOMMENDATIONS

THAT the Development Services 2017 - Second Quarter Report be received for information.

Submitted by:	Lisa Pedrini, Village Planner
Manager Approval by:	Tim Harris, Manager of Operations and Development Services
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer

Date: July 25, 2017
To: Nikki Gilmore, Chief Administrative Officer
From: Lena Martin, Manager of Finance and Administrative Services
Subject: Second Quarter Financial Statements

PURPOSE

The purpose of this report is to provide Council with the 2017 Second Quarter Financial Statements for review and receipt.

DISCUSSION & COMMENTS

Each Quarter staff presents for Council's review an update on the current financial position of the Village as a means of keeping Council informed and to highlight any significant issues that may arise if required.

The Village of Pemberton is currently half of the way through the fiscal year. At this point, the collection of revenues and the outlay of expenses should be at the 50% mark, however, both are under this percentile.

The statement indicates that approximately 70% of the revenues have been collected to June 30th. This is due in part to the following:

- Taxes and Utilities have been charges totaling between 88% and 95%
- Collections on behalf of other governments have been fully allocated
- User charges are 50% collected

On the expenditure side, a total of 59% of the budgeted amounts have been expensed. The shortfall is attributed to projects that are still underway, such as the Friendship Trail Bridge and the Water Conditioning Project (pH) and other expenses such as snow clearing that take place seasonally.

At this time, Staff are confident that we will be on budget at year end.

COMMUNICATIONS

There are no communications considerations at this time.

LEGAL CONSIDERATIONS

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

IMPACT ON BUDGET & STAFFING

There are no impacts on budget or staffing as the preparation the Quarterly Financial Reports is a component of the day to day operations of the Department of Finance and Administrative Services.

INTERDEPARTMENTAL IMPACT & APPROVAL

All Department Managers support the Finance and Administration Department by ensuring that projects and initiatives are managed within the budget allocated as approved by Council.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

Presentation and review of the Quarterly Financial Statements has no impact on other jurisdictions.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

POTENTIAL GOVERNANCE CONSIDERATIONS

Presentation of the Quarterly Reports meets with Strategic Priority Two: Good Governance whereby the Village committed to being an open and accountable government, and to fiscal responsibility and to Strategic Priority Three: Excellence in Service whereby the Village is committed to delivering the highest quality level municipal services within the scope of our resources.

RECOMMENDATIONS

THAT the 2017 Second Quarter Financial Statements be received.

ATTACHMENTS:

Appendix A: Second Quarter Financial Statements

Manager:	Lena Martin, Manager of Finance and Administrative Services
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer

Village of Pemberton

Statement of Operation ending June 30, 2017

Consolidated

	2017	2017	Actual	Actual
	Actual	Budget	\$	%
Revenues:				
Taxation	1,825,951	1,930,351	104,400	95%
Water and sewer user rates	1,400,957	1,589,781	188,824	88%
User charges	781,918	1,426,401	644,482	55%
Penalties and interest income	-	19,279	19,279	0%
Government transfers:			-	0%
Provincial	401,693	1,699,878	1,298,184	24%
Federal	-	-	-	0%
Other local governments	262,559	271,095	8,537	97%
Investment income	-	8,727	8,727	0%
Other revenues	53,148	841,272	788,124	6%
Collections on behalf of other governments	2,319,913	2,319,905	(8)	100%
	7,046,140	10,106,688	3,060,548	70%
Expenditures:				
General government	835,709	2,042,456	1,206,748	41%
Fire protection services	230,163	613,091	382,928	38%
Development and planning services	272,277	463,090	190,813	59%
Public works and parks	352,793	910,902	558,109	39%
Water utility	359,048	778,593	419,544	46%
Sewer utility	268,670	700,965	432,295	38%
Airport services	20,393	55,531	35,138	37%
Transfers to other governments	2,319,913	2,319,905	(8)	100%
	4,658,966	7,884,533	3,225,567	59%
Annual (Surplus) / Deficit	(2,387,174)	(2,222,155)	165,019	
ADJUSTMENTS REQUIRED TO BALANCE FINANCIAL PLAN TO CONFORM WITH LEGISLATIVE REQUIREMENTS				
Non-cash items included in Annual (Surplus)/Deficit				
Amortization on tangible capital assets		-	-	
Cash items NOT included in Annual (Surplus)/Deficit				
Capital expenditures	534,089	2,306,574	1,772,485	23%
Loan proceeds	-	-	-	0%
Long term debt payments	16,326	205,949	189,623	8%
Capital lease payments	-	149,578	149,578	0%
Transfers to/(from) Statutory Reserves	-	-	-	0%
Transfers from Non-Statutory Reserves	-	(134,468)	(134,468)	0%
Transfers to Non-Statutory Reserves	335,164	335,164	-	100%
Transfers to/(from) Unappropriated Surplus	(640,643)	(640,643)	-	100%
Financial Plan Balance	(2,142,237)	0	2,142,237	
General Fund (Surplus) / Deficit	(1,752,996)	0		
Water Fund (Surplus) / Deficit	172,251	(0)		
Sewer Fund (Surplus) / Deficit	(502,603)	0		
Airport Fund (Surplus) / Deficit	(58,889)	(0)		
	(2,142,237)	0		
	-	(0)		

Village of Pemberton

Statement of Operation ending June 30, 2017

ACCOUNT CODE	ACCOUNT NAME	2017 Actual	2017 Budget	Actual \$	Actual %
	Allocate Admin General Taxation	1,318,774	1,318,774	-	100%
	Allocate Legislative General Taxation	94,697	94,697	-	100%
	Allocate Fire General Taxation	387,615	387,615	-	100%
	Allocate Development General Taxation	327,790	327,790	-	100%
	Allocate Public Works General Taxation	968,906	968,906	-	100%
	Allocate Parks General Taxation	119,300	119,300	-	100%
	Allocate Transit General Taxation	51,750	51,750	-	100%
	Reclass Sewer General Taxation	(107,934)	(107,934)	-	100%
	Allocate Airport General Taxation	51,200	51,200	-	100%
01-1-005000-6501	Transfer to/from Surplus	(610,829)	(610,829)	-	100%
01-1-006000-1301	Residential (Class 1)	(871,713)	(872,812)	(1,099)	100%
01-1-006000-1302	Utilities (Class 2)	(79,065)	(78,353)	712	101%
01-1-006000-1305	Light Industry (Class 5)	(17,002)	(16,960)	42	100%
01-1-006000-1306	Commercial (Class 6)	(306,221)	(305,360)	861	100%
01-1-006000-1307	Frontage Collection	(301,045)	(298,407)	2,638	101%
01-1-006000-1308	Recreation/Non-Profit (Class 8)	(8,776)	(8,754)	22	100%
01-1-006000-1309	Farm (Class 9)	(370)	(341)	29	108%
01-1-006000-1310	Community Enhancement Levy	(15,002)	(15,000)	2	100%
01-1-006000-1311	Community Initiatives and Opportunities	(29,999)	(30,000)	(1)	100%
01-1-006000-1312	Community Centre Parcel Tax	-	-	-	0%
01-1-006000-1313	Tax Penalties	1*	(69,000)	(69,000)	0%
01-1-006000-1314	Tax Interest	(3,100)	(20,000)	(16,900)	16%
01-1-006000-1315	Reserve Tax Collection	(119,165)	(119,165)	1	100%
01-1-006200-1350	GIL - BC Rail	-	(21,000)	(21,000)	0%
01-1-006200-1351	GIL - BC Hydro	(31,333)	(30,000)	1,333	104%
01-1-006200-1352	GIL - Federal Government	-	(6,500)	(6,500)	0%
01-1-006300-1375	1% Revenue Grant - Telus	(7,169)	(7,700)	(531)	93%
01-1-006300-1376	1% Revenue Grant - BC Hyrdo	(31,364)	(26,700)	4,664	117%
01-1-006300-1377	1% Revenue Grant - Shaw	(4,628)	(4,300)	328	108%
01-1-006400-1400	Collections for School	(1,194,650)	(1,194,650)	0	100%
01-1-006400-1401	Collections for Policing Costs	(185,644)	(185,644)	0	100%
01-1-006400-1402	Collections for SLRD	(872,988)	(873,012)	(24)	100%
01-1-006400-1403	Collections for SLRHD	-	-	-	0%
01-1-006400-1404	Collections for STSRHD	(26,708)	(26,700)	8	100%
01-1-006400-1405	Collections for MFA	(145)	(121)	24	120%
01-1-006400-1406	Collections for BCAA	(39,778)	(39,777)	0	100%
01-1-006600-1450	Investment Interest Income	2*	(6,000)	(6,000)	0%
01-1-006650-1450	Interest Revenue - Accounts Receivable	-	(5,000)	(5,000)	0%
01-1-006900-1504	Licenses - Commercial Vehicles	(565)	(500)	65	113%
01-1-007000-1550	Sundry Revenue	(2,196)	(6,000)	(3,804)	37%
01-1-007000-1551	Revenue - Tax Certificates	(2,216)	(3,000)	(784)	74%
01-1-007000-1552	VOP Admin Fee - Fire Protection	(17,299)	(17,299)	-	100%
01-1-007000-1553	VOP Admin Fee - Rescue Service	(5,454)	(5,454)	-	100%
01-1-007100-1600	Rentals	(54,901)	(83,076)	(28,175)	66%
01-1-007200-1671	Grants - Provincial - SFC	(389,870)	(376,000)	13,870	104%
01-1-007300-1555	SOS - Admin reclass	-	(10,000)	(10,000)	0%
01-1-007300-1556	SOS - Water Reclass	(204,430)	(368,857)	(164,426)	55%
01-1-007300-1557	SOS - Sewer Reclass	(88,911)	(177,170)	(88,259)	50%
01-1-007300-1558	SOS - Airport Reclass	(12,980)	(30,134)	(17,154)	43%
	Total Revenues	(2,323,418)	(2,737,476)	(414,059)	
01-2-008700-6475	Transfer - School Levy	1,194,650	1,194,650	(0)	100%
01-2-008700-6476	Transfer - Police Tax	185,644	185,644	(0)	100%
01-2-008700-6477	Transfer - SLRD	872,988	873,012	24	100%
01-2-008700-6478	Transfer - SLRHD	-	-	-	0%
01-2-008700-6479	Transfer - STSRHD	26,708	26,700	(8)	100%
01-2-008700-6480	Transfer - MFA	145	121	(24)	120%
01-2-008700-6481	Transfer - BCAA	39,778	39,777	(0)	100%
01-2-008800-6501	Reclass Frontage to Water Revenue Fund	99,985	99,985	-	100%
01-2-008800-6502	Reclass Frontage to Sewer Revenue Fund	198,423	198,423	-	100%
01-2-008800-6504	Transfer to General - Capital	-	-	-	0%
01-2-008800-6505	Transfer to Future Reserves - Capital	119,164	119,164	-	100%
01-2-008800-6509	Transfer to/from Future Reserves	-	-	-	0%
	Total Expenses	2,737,485	2,737,476	(8)	
	(Surplus) / Deficit	414,067	(0)	(414,067)	

1* Tax Penalties post in July

2* Interest not yet reconciled

Village of Pemberton

Statement of Operation ending June 30, 2017

ACCOUNT CODE	ACCOUNT NAME	2017 Actual	2017 Budget	Actual \$	Actual %
	Allocate Admin General Taxation	(1,318,774)	(1,318,774)	-	100%
	Surplus Carry Forward, 2016 Projects	(28,132)	(28,132)	-	100%
01-1-106800-1471	Fines - Dog Ticketing Fees	-	(200)	(200)	0%
01-1-106800-1472	Fines - Traffic Offense Ticketing Fees	(1,050)	(1,000)	50	105%
01-1-106900-1500	Admin - Application Fees	-	-	-	0%
01-1-106900-1502	Licenses - Dog	(3,305)	(5,000)	(1,695)	66%
01-1-106900-1503	Licenses - Business	(45,065)	(43,171)	1,894	104%
01-1-107200-1671	Grant - Provincial Project - General	(8,901)	(8,755)	146	102%
01-1-107200-1673	Grant - Other Project - General	-	-	-	0%
01-1-107200-1674	Contribution - Other Govt - General	(5,000)	(12,926)	(7,926)	39%
01-1-107200-1675	Contribution - Other - General	-	-	-	0%
01-1-107200-1676	Transit - Contributions	(3,867)	(7,733)	(3,867)	50%
01-1-107300-1925	Admin - Other Revenue - Misc	(70)	-	70	0%
01-1-107300-1927	Other Revenue - Gas Tax	-	-	-	0%
01-1-107500-1990	MFA Proceeds	-	-	-	0%
01-1-107600-6500	Admin - Transfer from Reserve	1*	(22,968)	(22,968)	0%
	Total Revenues	(1,414,163)	(1,448,659)		
01-2-108000-6000	Admin - Salaries	324,939	721,583	396,644	45%
01-2-108000-6002	Admin - Benefits	65,530	112,000	46,470	59%
01-2-108000-6003	Admin - Travel, Meals & Accomodation	4,270	16,000	11,730	27%
01-2-108000-6004	Admin - Interest, Comm. & Bank Fees	1,276	5,000	3,724	26%
01-2-108000-6005	Admin - Advertising	3,820	25,000	21,180	15%
01-2-108000-6006	Admin - Insurance	16,027	21,000	4,973	76%
01-2-108000-6007	Admin - Photocopier	2,350	4,500	2,150	52%
01-2-108000-6008	Admin - Postage	3,364	12,000	8,636	28%
01-2-108000-6010	Admin - Sundry	1,976	4,000	2,024	49%
01-2-108000-6011	Admin - Telephone	5,190	12,000	6,810	43%
01-2-108000-6012	Admin - Hydro	8,561	24,000	15,439	36%
01-2-108000-6014	Admin - IT/Software	6,308	43,000	36,692	15%
01-2-108000-6016	Admin - Community School Expense	10,490	10,178	(312)	103%
01-2-108000-6019	Admin - Memberships and Prof. Fess	5,241	5,000	(241)	105%
01-2-108000-6020	Admin - Training	6,281	17,500	11,219	36%
01-2-108000-6021	Admin - Consultation & Special Evt.	1,800	5,000	3,200	36%
01-2-108000-6022	Admin - Bad Debt	-	-	-	0%
01-2-108000-6525	Admin - Lease Interest	2*	7,174	7,174	0%
01-2-108000-6527	Admin - Lease Principal	-	42,970	42,970	0%
01-2-108000-6999	Penny Rounding Expense	0	-	(0)	0%
01-2-108100-6100	Admin - Accounting	25,410	26,000	590	98%
01-2-108100-6101	Admin - Legal	23,474	44,000	20,526	53%
01-2-108100-6103	Admin - Contract & Consultant Labour	3*	49,700	49,700	0%
01-2-108100-6104	Admin - Records Management	6,864	13,200	6,336	52%
01-2-108200-6125	Admin - Maintenance	19,252	59,000	39,748	33%
01-2-108200-6126	Admin - Parts & Supplies	7,732	12,000	4,268	64%
01-2-108200-6127	Admin - Hardware	2,034	-	(2,034)	0%
01-2-108200-6128	Bylaw - Fuel & Oil	-	1,000	1,000	0%
01-2-108200-6129	Bylaw - Servicing	4,457	-	-	0%
01-2-108250-6023	Amortization Expense - General	-	-	-	0%
01-2-108300-6450	Promotions/Community Enhancement	5,653	15,000	9,347	38%
01-2-108300-6451	Community Init. & Opport. Fund	22,250	30,000	7,750	74%
01-2-108300-6454	Climate Action Carbon Tax Credits	4*	1,500	(1,200)	180%
01-2-108400-6170	Project Admin - General Expense	4,297	45,934	41,637	9%
01-2-108400-6175	Admin - Bylaw Enforcement Exp	2,912	8,000	5,088	36%
01-2-108400-6454	Admin - Emergency Management	426	5,000	4,574	9%
01-2-108400-6550	Project - Capital Land Expense - Admin	-	-	-	0%
01-2-108400-6551	Project - Cap. Mach & Equip. Exp - Admin	13,243	44,460	31,217	30%
01-2-108400-6555	Project - Cap - Building	-	5,959	5,959	0%
	Total Expenses	608,127	1,448,659		
	(Surplus) / Deficit	(806,035)	-		

1* Equipment Reserve transfers at year end

2* Leases not yet reconcilled

3* Leave of Absence reconcilled at year end and projects not started

4* Gas cost increase and 2016 adjustment

Village of Pemberton

Statement of Operation ending June 30, 2017

ACCOUNT CODE	ACCOUNT NAME	2017 Actual	2017 Budget	Actual \$	Actual %
	Allocate Legislative General Taxation	(94,697)	(94,697)	-	100%
	Total Revenues	(94,697)	(94,697)		
01-2-158000-0000	Legislative Expenses - Other	517	2,000	1,483	26%
01-2-158000-6000	Legislative Indemnities	40,380	79,157	38,777	51%
01-2-158000-6002	Legislative - Benefits	199	240	41	83%
01-2-158000-6003	Leg. Exp. - Travel, Training & Accom.	-	12,000	12,000	0%
01-2-158000-6005	Leg. Exp. - Advertising	88	800	712	11%
01-2-158000-6006	Leg. Exp. - Insurance	-	500	500	0%
01-2-158000-6011	Leg. Exp. - Telephone	32	-	(32)	0%
01-2-158000-6014	Leg. Exp. - IT/Computer Allowance	-	-	-	0%
	Total Expenses	41,216	94,697		
	(Surplus) / Deficit	(53,481)	0		

Village of Pemberton

Statement of Operation ending June 30, 2017

ACCOUNT CODE	ACCOUNT NAME		2017 Actual	2017 Budget	Actual \$	Actual %
	Allocate Fire General Taxation		(387,615)	(387,615)	-	100%
	Surplus/Deficit Fire		36,920	36,920	-	100%
	Surplus/Deficit Resuce		918	918	-	100%
01-1-206500-1425	SLRD Contributions - Fire Protection		(193,284)	(192,976)	308	100%
01-1-206500-1426	SLRD Contributions - Rescue Service		(64,275)	(65,193)	(918)	99%
01-1-207201-1673	FD - Capital - Grants Other			-	-	0%
01-1-207300-1925	F/D - Other Revenue	1*	(8,172)	(100,000)	(91,828)	8%
01-1-207500-1990	F/D - MFA Proceeds			-	-	0%
	Total Revenues		(615,508)	(707,947)		
01-2-208000-0000	F/D - Rescue Dept Expense		31,385	64,275	32,890	49%
01-2-208000-6001	F/D - Honorarium & Wages	2*	72,712	188,997	116,285	38%
01-2-208000-6002	F/D - Benefits		12,441	21,300	8,859	58%
01-2-208000-6003	F/D - Travel & Training		11,306	35,000	23,694	32%
01-2-208000-6005	F/D - Advertising		259	2,000	1,741	13%
01-2-208000-6006	F/D - Insurance		10,237	20,000	9,763	51%
01-2-208000-6009	F/D - Fees & Supplies		17,299	18,684	1,385	93%
01-2-208000-6010	F/D - Sundry		1,537	8,377	6,840	18%
01-2-208000-6011	F/D - Telephone		3,159	6,000	2,841	53%
01-2-208000-6012	F/D - Hydro		5,396	9,264	3,868	58%
01-2-208000-6014	F/D - IT/Software		312	2,500	2,188	12%
01-2-208000-6017	F/D - Rental Fees		25,735	25,735	-	100%
01-2-208000-6019	F/D - Memberships and Professional Fees		1,372	1,500	128	91%
01-2-208100-6101	F/D - Legal		-	1,500	1,500	0%
01-2-208200-6125	F/D - Maintenance		3,473	22,000	18,527	16%
01-2-208200-6126	F/D - Parts & Supplies		21,212	50,000	28,788	42%
01-2-208200-6128	F/D - Fuel & Oil		3,256	4,755	1,499	68%
01-2-208200-6129	F/D - Servicing		3,040	18,000	14,960	17%
01-2-208400-6170	Project - Non Capital Exp - Fire	1*	-	100,000	100,000	0%
01-2-208600-6453	F/D - Public Relations		430	2,000	1,570	21%
01-2-208900-6525	Fire - Debt Servicing Interest Expense		5,602	11,204	5,602	50%
01-2-208900-6527	Fire - Debt Servicing Principal	3*	(3,332)	19,856	23,188	-17%
01-2-208400-6551	Project - Cap. Mach & Equip. Exp - Fire		-	30,000	30,000	0%
01-2-208400-6551	Project - Cap. Mach & Equip. Exp - Fire		33,707	25,000	(8,707)	135%
01-2-208400-6555	Project - Cap - Building Fire			20,000	20,000	0%
	Total Expenses		260,538	707,947		
	(Surplus) / Deficit		(354,970)	0		

1* Pemberton Music Festival

2* Fire Quarterly Salary posts in July

3* Issue 99 LT Debt Reserve Refunded/Completed

Village of Pemberton

Statement of Operation ending June 30, 2017

ACCOUNT CODE	ACCOUNT NAME	2017 Actual	2017 Budget	Actual \$	Actual %
	Allocate Development General Taxation	(327,790)	(327,790)	-	100%
01-1-256900-1500	DS - Application Fees	(17,000)	(33,000)	(16,000)	52%
01-1-256900-1501	Licenses - Building Permits	(87,169)	(67,300)	19,869	130%
01-1-257200-1673	Grants - Other	(150)	-	150	0%
01-1-257300-1920	DS - Recovery Revenue	(32,427)	(35,000)	(2,573)	93%
01-1-257300-1925	DS - Other Revenue - Misc	(450)	-	450	0%
	Total Revenues	(464,986)	(463,090)		
01-2-258000-0000	DS - Admin	1,057	6,500	5,443	16%
01-2-258000-6000	DS - Salaries	153,913	260,040	106,127	59%
01-2-258000-6002	DS - Benefits	27,554	40,000	12,446	69%
01-2-258000-6003	DS - Travel, Meals & Accomodation	1,099	4,000	2,901	27%
01-2-258000-6005	DS - Advertising	2,402	3,000	598	80%
01-2-258000-6006	DS - Insurance	-	-	-	0%
01-2-258000-6011	DS - Telephone	489	-	(489)	0%
01-2-258000-6014	DS - IT/Software	102	5,000	4,898	2%
01-2-258000-6019	DS - Memberships and Professional Fess	420	2,000	1,580	21%
01-2-258000-6020	DS - Training	-	3,500	3,500	0%
01-2-258100-6101	DS - Legal	5,690	14,050	8,360	40%
01-2-258100-6102	DS - Engineering Consulting	-	-	-	0%
01-2-258100-6103	DS - Contractors & Consult.	47,124	90,000	42,876	52%
01-2-258200-6125	DS - Maintenance	-	-	-	0%
01-2-258200-6126	DS - Parts & Supplies	-	-	-	0%
01-2-258400-6173	Projects - Recoverable DS Expenses	32,427	35,000	2,573	93%
01-2-258400-6552	Project - Cap. Eng. Struct. - DS	-	-	-	0%
	Total Expenses	272,277	463,090		
	(Surplus) / Deficit	(192,709)	(0)		

Village of Pemberton

Statement of Operation ending June 30, 2017

ACCOUNT CODE	ACCOUNT NAME	2017 Actual	2017 Budget	Actual \$	Actual %
	Allocate Public Works General Taxation	(968,906)	(968,906)	-	100%
01-1-307200-1671	Project - General - Prov. Grant		(30,000)	(30,000)	0%
01-1-307201-1671	Project Works Capital - Provincial Grant	(2,923)	(1,139,056)	(1,136,134)	0%
01-1-307201-1673	Grant Project - Other		(300,000)	(300,000)	0%
01-1-307201-1674	Capital Project - Contrib. - Other Govt		-	-	0%
01-1-307201-1675	Project Works - Contribution Other		-	-	0%
01-1-307300-1925	Works - Other Revenue - Misc	(300)	-	300	0%
01-1-307500-1990	MFA Proceeds PW		-	-	0%
01-1-307600-6500	Public Works - Transfr Reserve		-	-	0%
	Total Revenues	(972,129)	(2,437,962)		
01-2-308000-0000	Works - Administration	478	1,500	1,022	32%
01-2-308000-6000	Works - Salaries	188,955	361,897	172,942	52%
01-2-308000-6002	Works - Benefits	36,724	70,000	33,276	52%
01-2-308000-6003	Works - Travel, Meals & Accomodation	2,212	1,000	(1,212)	221%
01-2-308000-6005	Works - Advertising	174	1,500	1,326	12%
01-2-308000-6006	Works - Insurance	4,615	18,000	13,385	26%
01-2-308000-6011	Works - Telephone	712	3,000	2,288	24%
01-2-308000-6012	Works - Hydro	10,826	26,000	15,174	42%
01-2-308000-6019	Works - Memberships and Profesional Fees	-	400	400	0%
01-2-308000-6020	Works - Training	140	4,500	4,360	3%
01-2-308000-6525	Works - Lease Interest	-	3,770	3,770	0%
01-2-308000-6527	Works - Lease Principal	-	106,608	106,608	0%
01-2-308100-6101	Works - Legal	-	1,000	1,000	0%
01-2-308100-6102	Works - Engineering Consulting	-	-	-	0%
01-2-308100-6103	Works - Contractors & Consultants	4,042	12,235	8,193	33%
01-2-308200-6125	Works - Maintenance	31,743	63,000	31,257	50%
01-2-308200-6126	Works - Parts & Supplies	6,320	21,800	15,480	29%
01-2-308200-6128	Works - Fuel & Oil	17,888	37,000	19,112	48%
01-2-308200-6176	Works - Road Maintenance	13,796	170,000	156,204	8%
01-2-308200-6177	Works - Trail Maintenance	-	5,000	5,000	0%
01-2-308400-6170	Project - Non Capital Exp - Works	520	30,000	29,480	2%
01-2-308400-6551	Project - Cap. Mach & Equip. Exp - PW	10,430	24,000	13,570	43%
01-2-308400-6552	Project - Cap. Eng. Struct. - PW	29,672	1,440,752	1,411,080	2%
01-2-308400-6555	Project - Cap - Building	-	35,000	35,000	0%
01-2-308800-6509	Transfer to Future Reserves	-	-	-	0%
	Total Expenses	359,248	2,437,962		
	(Surplus) / Deficit	(612,881)	(0)		

Village of Pemberton

Statement of Operation ending June 30, 2017

ACCOUNT CODE	ACCOUNT NAME	2017 Actual	2017 Budget	Actual \$	Actual %
	Allocate Parks General Taxation	(119,300)	(119,300)	-	100%
	Surplus Carry Forward, 2016 Projects	(15,000)	(15,000)	-	100%
01-1-357200-1673	Projects - General Parks - Grants Other	(1,000)	(50,000)	(49,000)	2%
01-1-357201-1672	Parks Cap.- Other Govt Contr	-	-	-	0%
	Total Revenue	(135,300)	(184,300)		
01-2-358000-6000	Parks - Salaries	-	-	-	0%
01-2-358000-6002	Parks - Benefits	-	-	-	0%
01-2-358000-6005	Parks - Advertising	-	-	-	0%
01-2-358000-6006	Parks - Insurance	7,556	8,750	1,194	86%
01-2-358000-6012	Parks - Hydro	3,436	3,000	(436)	115%
01-2-358200-6125	Parks - Maintenance	14,407	44,000	29,593	33%
01-2-358200-6126	Parks - Parts & Supplies	5,974	15,000	9,026	40%
01-2-358200-6127	Parks - Hardware	-	5,000	5,000	0%
01-2-358200-6128	Parks - Fuel & Oil	2,275	3,550	1,275	64%
01-2-358400-6170	Projects - General - Parks	-	-	-	0%
01-2-358400-6550	Project - Capital Land Expense - Parks	-	-	-	0%
01-2-358400-6552	Project - Cap. Eng. Struct. - Parks	13,741	105,000	91,259	13%
	Total Expenses	47,388	184,300		
	(Surplus) / Deficit	(87,912)	-		

Village of Pemberton

Statement of Operation ending June 30, 2017

ACCOUNT CODE	ACCOUNT NAME	2017 Actual	2017 Budget	Actual \$	Actual %
	Allocate Transit General Taxation	(51,750)	(51,750)	-	100%
01-1-507700-1700	Adult Monthly Passes	(23,920)	(35,000)	(11,080)	68%
01-1-507700-1701	Senior/Student Monthly Passes	(11,065)	(15,000)	(3,935)	74%
01-1-507700-1702	Adult Commuter Tickets	(24,588)	(21,000)	3,588	117%
01-1-507700-1703	Senior/Student Tickets	(1,620)	(4,000)	(2,380)	41%
01-1-507700-1704	Local Adult Tickets	(4,220)	(6,000)	(1,780)	70%
01-1-507700-1705	Local Senior/Student Tickets	(756)	(2,000)	(1,244)	38%
01-1-507700-1706	Local Transit Farebox	(23,430)	(51,557)	(28,127)	45%
01-1-507700-1710	Greyhound Ticket Sales	(6,697)	(15,000)	(8,303)	45%
01-1-507700-1720	Whistler Transit Farebox Contribution	(18,544)	(50,000)	(31,456)	37%
01-1-507700-1721	BC Bus Pass Programme	(2,276)	-	2,276	0%
01-1-507700-1723	BCT Municipal Admin Charge Allowance	(2,589)	(7,733)	(5,144)	33%
01-1-507700-1724	Partner Contributions	1*	(72,450)	(72,450)	0%
01-1-507700-1725	BCT Contributions	(87,229)	(261,000)	(173,771)	33%
	Total Revenues	(258,684)	(592,490)		
01-2-508000-7000	Transit - Admin Fee	3,867	7,733	3,867	50%
01-2-508000-7001	Transit - Operating Contract	2*	569,757	379,506	33%
01-2-508000-7002	Transit - Greyhound Ticket Purchases	5,491	15,000	9,509	37%
01-2-508000-7005	Transit - Misc Expense		-	-	0%
	Total Expenses	199,608	592,490		
	(Surplus) / Deficit	(59,076)	-		

1* To Invoice when June Transit Expense Report received

2* Operating costs reports received to April only

Village of Pemberton

Statement of Operation ending June 30, 2017

ACCOUNT CODE	ACCOUNT NAME	2017 Actual	2017 Budget	Actual \$	Actual %	
03-1-406100-1325	Water - Village User Rates	(729,573)	(683,000)	46,573	107%	
03-1-406100-1326	Water - Frontage Taxes Reclassified	(99,998)	(99,985)	13	100%	
03-1-406100-1327	Water - Connection Fees	(12,500)	(8,500)	4,000	147%	
03-1-406100-1329	Water - Penalties	1*	(7,279)	(7,279)	0%	
03-1-406100-1333	Water - OB User Rates	1*	683	(19,461)	(20,145)	-4%
03-1-406100-1334	Water - IP User Rates	1*	(1,064)	(64,240)	(63,176)	2%
03-1-406100-1335	Water - PNID User Rates	1*	5,602	(100,000)	(105,602)	-6%
03-1-406600-1450	Water - Investment Income		(1,000)	(1,000)	0%	
03-1-407201-1675	Capital Projects - Contributions		-	-	0%	
03-1-407300-1925	Water - Other Revenue	(3,560)	(339,039)	(335,479)	1%	
03-1-407600-6500	Water - Transfer from Reserve	2*	(111,500)	(111,500)	0%	
	Total Revenue	(840,411)	(1,434,004)			
03-2-408000-0000	Water - Administration	1,899	6,000	4,101	32%	
03-2-408000-6000	Water - Salaries	242,591	445,015	202,424	55%	
03-2-408000-6002	Water - Benefits	4,837	10,000	5,163	48%	
03-2-408000-6003	Water - Travel & Training	-	1,000	1,000	0%	
03-2-408000-6004	Water - Interest & Bank Charges	-	-	-	0%	
03-2-408000-6005	Water - Advertising	573	3,742	3,169	15%	
03-2-408000-6006	Water - Insurance	15,279	17,000	1,721	90%	
03-2-408000-6011	Water - Telephone	965	1,500	535	64%	
03-2-408000-6012	Water - Hydro	21,276	60,000	38,724	35%	
03-2-408000-6018	Water - Purchases	10,527	25,000	14,473	42%	
03-2-408000-6020	Water - Training	-	1,500	1,500	0%	
03-2-408000-6025	Water - Licenses & Permits	-	800	800	0%	
03-2-408100-6101	Water - Legal	197	6,000	5,803	3%	
03-2-408100-6102	Water - Engineering	-	5,000	5,000	0%	
03-2-408100-6103	Water - Contractors & Consultants	-	-	-	0%	
03-2-408200-6125	Water - Maintenance	33,654	123,000	89,346	27%	
03-2-408200-6126	Water - Parts & Supplies	369	6,500	6,131	6%	
03-2-408200-6128	Water - Fuel	1,018	-	(1,018)	0%	
03-2-408250-6023	Amortization Expense - Water	-	-	-	0%	
03-2-408400-6170	Project - Non Capital Exp - Water	109	15,000	14,891	1%	
03-2-408400-6553	Project - Cap. Village Core Exp - Water	3*	408,654	361,648	(47,006)	113%
03-2-408400-6554	Project - Cap. Ind Park Exp - Water	9,287	20,000	10,713	0%	
03-2-408800-6509	Transfer to/from Future Reserves	216,000	216,000	-	100%	
03-2-408900-6525	Water - Interest Expense	25,768	51,536	25,768	50%	
03-2-408900-6527	Water - Principal Payment	19,658	57,763	38,105	34%	
03-2-409100-6024	Water - Contingency	-	-	-	0%	
	Total Expenses	1,012,661	1,434,004			
	(Surplus) / Deficit	172,251	(0)			

1* All Revenues posted in July

2* Posted at year end with Project Completion

3* Water Projects, PH Water

Village of Pemberton

Statement of Operation ending June 30, 2017

ACCOUNT CODE	ACCOUNT NAME	2017 Actual	2017 Budget	Actual \$	Actual %
	Reclass General Taxation	107,934	107,934	-	100%
05-1-456100-1325	Sewer - Village User Rates	(673,715)	(685,500)	(11,785)	98%
05-1-456100-1326	Sewer - Frontage Taxes Reclassed	(198,453)	(198,423)	30	100%
05-1-456100-1327	Sewer - Connection Fees	(4,180)	(7,000)	(2,820)	60%
05-1-456100-1329	Sewer - Penalties	1*	(7,000)	(7,000)	0%
05-1-456100-1333	Sewer - OB User Rates	1*	(3,060)	(2,895)	5%
05-1-456100-1334	Sewer - IP User Rate	1*	(30,600)	(30,104)	2%
05-1-456600-1450	Sewer - Investment Income	1*	(1,727)	(1,727)	0%
05-1-457300-1925	Sewer - Other Revenue		-	-	0%
05-1-457300-1981	Sewer - LSA Annual Commuted Revenue	2*	(3,919)	(1,691)	57%
	Total Revenues	(771,303)	(829,295)		
05-2-458000-0000	Sewer - Administration	331	5,000	4,669	7%
05-2-458000-6000	Sewer - Salaries	130,682	252,170	121,488	52%
05-2-458000-6002	Sewer - Benefits	4,511	15,000	10,489	30%
05-2-458000-6003	Sewer - Travel & Training	-	1,000	1,000	0%
05-2-458000-6005	Sewer - Advertising	14	500	486	3%
05-2-458000-6006	Sewer - Insurance	27,182	30,283	3,101	90%
05-2-458000-6011	Sewer - Telephone	1,262	5,000	3,738	25%
05-2-458000-6012	Sewer - Hydro	22,051	50,000	27,949	44%
05-2-458000-6020	Sewer - Training	-	1,500	1,500	0%
05-2-458100-6101	Sewer - Legal	197	3,000	2,803	7%
05-2-458100-6102	Sewer - Engineering	-	13,000	13,000	0%
05-2-458100-6103	Sewer - Contractors & Consultants	-	18,000	18,000	0%
05-2-458200-6125	Sewer - Maintenance	45,208	194,500	149,292	23%
05-2-458200-6126	Sewer - Parts & Supplies	257	38,000	37,743	1%
05-2-458200-6128	Sewer - Fuel	-	-	-	0%
05-2-458250-6023	Amortization Expense - Sewer	-	-	-	0%
05-2-458400-6553	Project - Cap. Village Core Exp - Sewer	-	-	-	0%
05-2-458800-6509	Transfer to/from Future Reserves	-	-	-	0%
05-2-458900-6525	Sewer - Interest Expense	37,006	74,012	37,006	50%
05-2-458900-6527	Sewer - Principal Payment	-	128,330	128,330	0%
	Total Expenses	268,701	829,295		
Sewer Fund Total (Surplus) / Deficit		(502,603)	0		

1* All Revenues posted in July

2* New Commuted Value

Village of Pemberton

Statement of Operation ending June 30, 2017

ACCOUNT CODE	ACCOUNT NAME	2017 Actual	2017 Budget	Actual \$	Actual %
	Reclass General Taxation	(51,200)	(51,200)	-	100%
	Surplus Carry Forward, 2016 Projects	(24,520)	(24,520)	-	100%
07-1-557100-1602	Air - Lease & Maintenance Fees	(13,908)	(18,500)	(4,592)	75%
07-1-557200-1671	Grant - Provincial Project - General	<i>1*</i>	(146,066)	(146,066)	0%
07-1-557300-1925	Airport - Other Revenue	(3,152)	(9,500)	(6,348)	33%
07-1-557300-1931	Airport - Tie Down Fees	(809)	(500)	309	162%
07-1-557300-1932	Airport - Landing Fees	(1,048)	-	1,048	0%
	Total Revenues	(94,636)	(250,286)		
07-2-558000-0000	Airport - Admin	181	500	319	36%
07-2-558000-6000	Airport - Salaries	12,980	30,134	17,154	43%
07-2-558000-6002	Airport - Benefits		-	-	0%
07-2-558000-6005	Airport - Advertising	550	500	(50)	110%
07-2-558000-6006	Airport - Insurance	446	3,707	3,262	12%
07-2-558000-6010	Airport - Sundry		200	200	0%
07-2-558000-6012	Airport - Hydro	1,951	2,500	549	78%
07-2-558000-6014	Airport- IT	1,070	2,500	1,430	43%
07-2-558100-6101	Airport - Legal	3,216	3,000	(216)	107%
07-2-558100-6102	Airport - Engineering		-	-	0%
07-2-558200-6125	Airport - Maintenance	<i>2*</i>	12,490	12,490	0%
07-2-558200-6126	Airport - Parts & Supplies		-	-	0%
07-2-558200-6176	Air - Roads		-	-	0%
07-2-558250-6023	Amortization Expense - Airport		-	-	0%
07-2-558400-6552	Project - Capital Eng Struct - Air	<i>3*</i>	194,755	179,400	8%
	Total Expenses	35,748	250,286		
Airport Fund Total (Surplus) / Deficit		(58,889)	(0)		

1 Ongoing Airport Project Grant*

2 Ongoing Maintenance AWOS and Park Improvements*

3 Ongoing Airport Project - Cracksealing*

Date: July 25, 2017
To: Nikki Gilmore, Chief Administrative Officer
From: Robert Grossman, Fire Chief
Subject: 2017 Second Quarter Fire Department Report

PURPOSE

To provide Council with a summary and an overview of the activities of the Pemberton Fire Rescue Department for the second quarter of 2017.

BACKGROUND

The Village of Pemberton Fire Rescue is a volunteer department that provides service to the residents of the Village of Pemberton (Village of Pemberton Bylaw No. 807, 2016). In addition, the existing Fire Service Agreement with the Squamish-Lillooet Regional District (SLRD) establishes that fire protection services are provided to Pemberton Meadows (SLRD Bylaw No.1082, 2008), Pemberton Heights (SLRD Bylaw No. 1083, 2008) and the Pemberton Fire Protection Specified Area as defined within the Agreement.

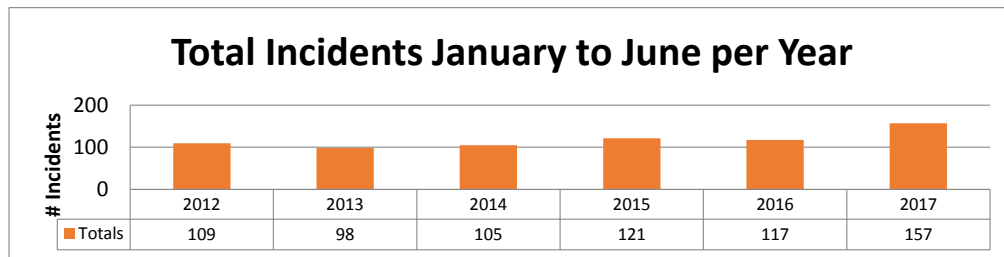
The Fire Chief is supported by volunteer fire fighters - including a Deputy Chief, three Captains, fifteen Firefighters and five recruits - and the Emergency Program Coordinator.

This report is provided by the Fire Chief as an update to the Pemberton Fire Rescue activities for the second quarter.

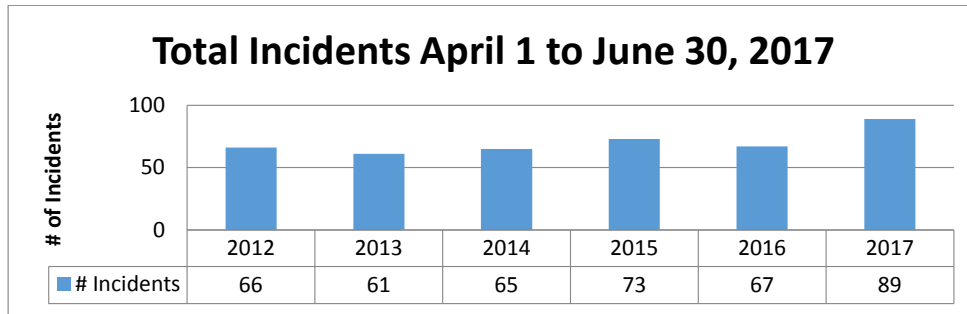
DISCUSSION & COMMENTS

Incidents:

The chart below shows the total Incidents for the first 2 quarters over a five (5) year cycle.



Pemberton Fire Rescue had an active second quarter with a total of 89 incidents. This is up considerably from last year, as indicated from the chart below. Over the past five (5) years there has been a steady increase.



Types of Responses:

As per Bylaw No. 807, 2016 Pemberton Fire Rescue responds to a number of incidents. The table below summarizes the type and number of responses that were attended to during the second quarter for both 2016 and 2017.

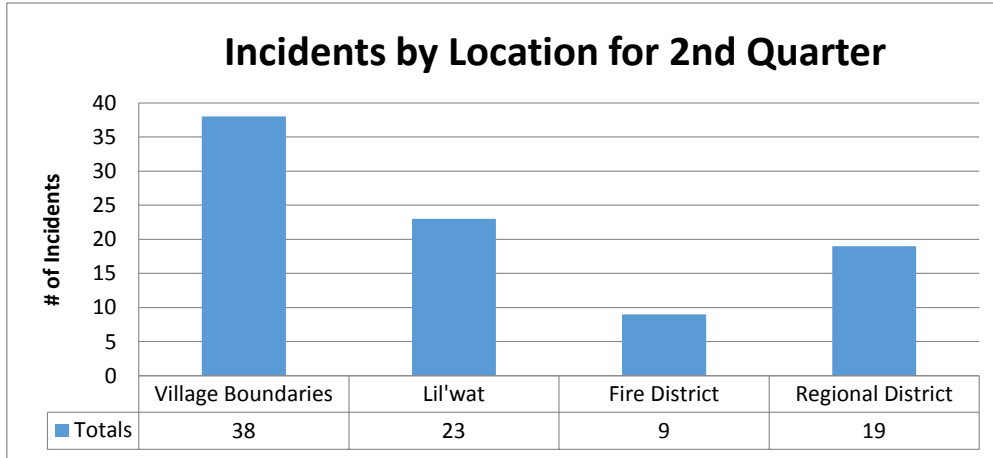
Response Type	# of Incidents	
	2016	2017
Alarms	4	8
First Responder	25	38
Burn Complaint	4	1
Electrical Fire	1	0
Rubbish Fire	2	1
Structure Fire	2	1
Fire Unclassified	0	2
Vehicle Fire	2	4
Hazardous Material	2	1
Hydro Lines down, Assist Hydro	4	12
Motor Vehicle Accident	13	10
Public Service	1	0
Rescue & Safety	0	1
Smoke Sighting	3	0
Wildland Fire	4	10
Total Number of Responses	67	89

Pemberton Fire Rescue attends incidents in locations as identified in the Service Agreement with the SLRD, establishes that fire protection services are provided to Pemberton Meadows (SLRD Bylaw No.1082, 2008), Pemberton Heights (SLRD Bylaw No. 1083, 2008) and the Pemberton Fire Protection Specified Area as defined within the Agreement. Pemberton Fire Rescue is working on finalizing an agreement with Lil'wat Nation and has been assisting Mount Currie Fire by responding to incidents occurring within their jurisdiction.

The breakdown of the incident reports are categorized into the following areas: Village of Pemberton Boundaries, Mount Currie, Regional District and Fire District.

To clarify the incidents by location from the chart below:

All incidents that occurred in the Regional District were outside the boundaries of the Fire District, the Village of Pemberton, and Lil'wat. The Regional District calls would include incidents north of Lil'wat, north of The Heights Fire Protection Area and south of the Village of Pemberton Boundaries.



Below is a table indicating the types of calls per location.

Response Type	Village Boundaries	Lil'wat	Fire District	Regional District
Alarms	6	2	0	0
First Responder	15	17	3	3
Burn Complaint	1	0	0	0
Rubbish Fire	1	0	0	0
Structure Fire	0	0	0	1
Fire Unclassified	2	0	0	0
Vehicle Fire	1	0	1	2
Hazardous Material	1	0	0	0
Hydro Lines down, Assist Hydro	2	3	4	3
Motor Vehicle Accident	4	1	1	4
Rescue & Safety	1	0	0	0
Wildland Fires	4	0	0	6
Totals	38	23	9	19

Community Involvement:

In the second quarter, Pemberton Fire Rescue provided public service support for a number of events and groups in Pemberton. Pemberton Fire Rescue was present during the DiamondRally Charity event held at the Airport, the Emergency Preparedness Open House and the 4 X 4 Rally events. There were two (2) Public Education sessions held at the Fire Hall that were well received. In addition, fire extinguisher training was provided for the staff at Pemberton Secondary School and the Department is looking at providing extinguisher training to the community starting in September.

Recruitment and Training:

In the second quarter, Pemberton Fire Rescue continued its Recruit Training Program which runs from October to May each year. In May of 2017 five (5) recruits completed their training, and are now able to respond to calls. Pemberton Fire Rescue membership at the end of June now stands at twenty-three (23) members including the Fire Chief.

Regular weekly fire training sessions continue to be well attended with involvement from all firefighters.

During the last quarter, three (3) valued members of the Department retired. Paul Cumin, a nine (9) year member retired as of June 25th. He and his family will be leaving our community to move to Alberta. Cail Low, a twelve (12) year member, retired as of June 30th, as a result of accepting a full time Firefighter position with the Port Alberni Fire Department. Joining Cail is Racheal Low, our Emergency Management Coordinator, who has been with the Department for almost two (2) years.

Eleven (11) Fire Department members completed the Fire Service Instructor Level 1 certification in the second quarter. This allows more members to teach the required certified program so that Pemberton Fire Rescue may continue to provide Full Service Operations as defined in the *British Columbia Fire Service Minimum training Standards – Competency and Training Playbook* (May, 2015) and mentioned in the *Fire Establishment Bylaw No. 807, 2016*.

Fire Prevention:

A total of ten (10) fire inspections were completed this quarter of which five (5) were part of the business license application review for new businesses. A joint inspection was also completed with the Building Department on a large building complex in the Industrial Park. As well, the Fire Department completed two (2) statutory declaration inspections.

The Fire Department also completed a Fire Pre-Plan for Blackcomb Helicopters at the Airport. A pre-fire plan is the process of gathering information before a fire or other emergency occurs in order to be prepared to deal with it once an emergency occurs.

COMMUNICATIONS

This report does not require a communications element.

LEGAL CONSIDERATIONS

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

IMPACT ON BUDGET & STAFFING

The preparation of quarterly reports is done in-house and is a component of the yearly work plan for the Department.

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts or approvals required.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

The activities of Pemberton Fire Rescue, such as increased fire prevention awareness activities, recruiting additional personnel and firefighter training, improve upon the current level of service to the Village and those areas within the Fire Service District.

Discussions regarding a Fire Service Agreement between the Village and Lil'wat Nation are underway with the aim to complete the negotiations for a Fire Service Agreement to Lil'wat by the fall of 2017.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

POTENTIAL GOVERNANCE CONSIDERATIONS

The services of the Pemberton Fire Rescue Department and Fire Prevention are in keeping with Strategic Priority Theme Three: Excellence in Service by ensuring that the Village continues to *deliver the highest quality of municipal services within the scope of our resources.*

RECOMMENDATIONS

THAT the 2017 Second Quarter Fire Department Report be received for information.

Submitted by:	Robert Grossman, Fire Chief
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer

Date: July 25, 2017
To: Nikki Gilmore, Chief Administrative Officer
From: Sheena Fraser, Manager of Corporate and Legislative Services
Subject: Street Naming and Civic Addressing Bylaw No. 819, 2017

PURPOSE

The purpose of this report is to introduce Street Naming and Civic Addressing Bylaw No. 819, 2017 for consideration of First, Second and Third Readings (**Appendix A**).

BACKGROUND

As a result of development within the Village of Pemberton, staff has determined that there is a need to implement a regulatory Bylaw related to street naming and civic addressing as a means of ensuring consistency in numbering requirements and to provide guidance to owners and developers in considering naming of newly developed streets and/or renaming of existing streets within the Village's jurisdiction.

At the Regular Council meeting held on April 11, 2017, following consideration of the naming of Sabre Way, Council passed the following resolution directing staff to bring forward a Street Naming and House Numbering Bylaw:

Moved/Seconded
THAT staff prepare a new Street Naming and Addressing Bylaw.
CARRIED

For the purposes of preparing a new bylaw, staff reviewed the street naming and addressing bylaws, policies, procedures and fees structure from other Sea to Sky and Lower Mainland municipalities to ensure that the proposed bylaw remains in line with the practices of other municipalities. A draft bylaw was presented to the Committee of the Whole on June 20, 2017 and the following resolutions were passed:

Moved/Seconded
THAT Street Naming and Civic Addressing Bylaw be supported as presented with the addition of First Nations Traditional History to the street naming criteria;
AND THAT the bylaw be referred to Council for consideration at the July 25, 2017 Regular Council Meeting.
CARRIED

Moved/Seconded
THAT the development of a Street Name Listing in cooperation with the Pemberton and District Museum is supported and referred to staff to coordinate.
CARRIED

Moved/Seconded

THAT staff develop messaging to the public in regard to identifying suites for the purposes of improving local emergency response.

CARRIED

Staff have prepared the Street Naming and Civic Addressing Bylaw No. 819, 2017 for consideration of First, Second and Third Readings and an overview of the bylaw is provided below under Discussion and Comments.

DISCUSSION & COMMENTS

Section 39 of the *Community Charter* gives Council the authority to assign a name or number to a highway (street) and assign numbers to buildings and structures within the municipality and to require owners to put in place the assigned numbering. The Village currently has a House Numbering Bylaw No. 189, 1985 which establishes the criteria for house numbers and sets out the numbering based on a map attached as a schedule in the Bylaw. Although the requirements of the Bylaw in terms of criteria for placing street numbers on a building are not necessarily outdated the street mapping, which establishes the numbers, is as the Village has grown considerably since the bylaw was adopted in 1985.

The Village does not currently have a bylaw or policy related to street naming rather street names have been assigned by Council resolution. As a result, based on precedent and previously passed resolutions the Village's practice with respect to street naming has been to utilize names of local pioneers, themes of flora and fauna, native plants and local animals. In 2003, Council resolved that all streets at the Industrial Park shall be named using the theme of industry. A current listing of the current street names is attached as **Appendix B**.

Street Naming:

Street Naming & Civic Addressing Bylaw No. 819, 2017 sets out the requirements when considering street naming and builds on the Village's current practices by adding to the criteria to include the following:

- Reference to the Pemberton Valley and First Nations Traditional history (see section 3B ii)
- An opportunity to consider the names of residents who have achieved remarkable success or made a significant impact or contribution to the community (see section 3B iii)
- Based on the street names established in the Street Naming Listing as approved by Council

As well, the new bylaw notes that names should not be similar or the same as streets in neighbouring jurisdictions as this can cause confusion for emergency response (see section 3B).

The naming of streets has been delegated to the Manager of Operations and Development Services; however, in the event that a proposed name has significance to the history of Pemberton or is honouring a local resident then the street naming proposal will be referred to Council for approval if the name is not already listed on the approved street naming listing.

The Street Naming section of the bylaw also determines suffixes based on the street types (section 3C) and establishes the street naming process (section 3D) to guide developers with respect to making submission for new street names.

Section 4 A through C sets out the process by which streets may be renamed in the event that there is a need or desire to do so. This process includes the need for property owner support via a petition and if the Manager feels appropriate the requirement to hold a public information session so that the greater community may have an opportunity to provide input. A fee for processing an application has been set at \$150 which will cover administrative time to process the application but does not include the costs associated with notification to the public or staff time to organize and attend a public information session as may be required. As such, these costs will be cost recovered based on actual costs. This process is consistent with other municipalities.

Street Name Listing:

As noted above, a current street name listing, which was developed based on Council direction between 1969 and 2004, is attached as **Appendix B**. Unfortunately, the list does not include names that have not been utilized nor does it list out potential new street names.

As per the direction of the Committee of the Whole, the Pemberton & District Museum and Archives Society has been contacted and are pleased to be working on this project. Museum staff are preparing a listing of names and at the recommendation of the Museum Board the focus for Pioneer names will be those who settled within the Village Boundaries prior to 1914 which was when the railway arrived.

Given the interest to include references to First Nations Traditional history, staff has contacted Lil'wat Nation to also provide a listing of appropriate words or names that may be included in the Street Naming Listing.

A Street Naming Listing will be brought forward in September for Councils review and approval.

Street Addressing:

The Village's current House Numbering Bylaw references a very old map on which the street or civic numbers were established. The new Bylaw builds on what the Village currently has in place by providing clarity with respect to the assignment of numbers based on the fronting street, numbering for duplexes, corner lots, row houses, multi-family residential and commercial properties.

Section 6 of the Bylaw establishes the responsibility of the property owner or developer to ensure that numbering assigned is properly affixed and visible. This is important for emergency services purposes and maintains consistency with the regulations in other municipalities.

Section 7 sets out the design requirements for the street numbers and is consistent with the requirements established in the Village's current House Numbering Bylaw No. 189, 1985 and incorporates some of the requirements established in the Squamish-Lillooet Regional District Civic Addressing Regulatory Bylaw No. 1184, 2010 which was brought forward following the implementation of 911 service in this area. This helps to align the street numbering requirements between the jurisdictions.

COMMUNICATIONS

Upon adoption of this bylaw, staff will advise developers of the street naming criteria.

As well, as per the recommendation of the Committee of the Whole, staff is developing messaging to residents with respect to the importance of ensuring house numbers are visible from the street. This public service notification will be issued upon adoption of the new Bylaw and will be included in the eNEWS, on the Village's Website and Facebook Page and whenever other opportunities arise.

As well, the Fire Department will include this messaging in all of their public education pieces and the Building Department will be adding this to the check list as part of the building permit process.

LEGAL CONSIDERATIONS

The establishment of a Street Naming and Civic Addressing Bylaw meets with Section 39 of the *Community Charter*. There is no legal review required.

IMPACT ON BUDGET & STAFFING

The new Street Naming and Civic Addressing Bylaw has been prepared in-house and has been incorporated into the daily operations of the Corporate and Legislative Services Department. The preparation of bylaws and supporting reports are considered a part of staff's regular scope of duties and responsibilities and thus will not impact budget or staffing costs.

INTERDEPARTMENTAL IMPACT & APPROVAL

Preparation of the Street Naming and Addressing Bylaw involves consultation and input from the Operations and Development Services Department and Fire Department. Compliance and enforcement of the conditions as set out in the Bylaw will be conducted by the Development Services division of Operations and Development Services Department.

Interdepartmental Approval by:	Tim Harris, Manager of Operations & Development Services
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IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

There are no impacts on the region or neighbouring jurisdictions at this time; however, it should be noted that the street addressing component of the new bylaw aligns with the street addressing requirements as established within the Squamish-Lillooet Regional District.

ALTERNATIVE OPTIONS

There are no alternative options for consideration at this time.

POTENTIAL GOVERNANCE CONSIDERATIONS

Preparation of a Street Naming and Civic Addressing Bylaw is identified as a priority in the 2017 Corporate and Legislative Services Department work plan.

This project falls under Strategic Priority Three, Excellence in Service: the Village is committed to delivering the highest quality of municipal services within the scope of our resources.

RECOMMENDATIONS

THAT Street Naming and Civic Addressing Bylaw No. 819, 2017 be given First, Second and Third Readings.

Attachments:

Appendix A: Village of Pemberton Street Naming & Civic Addressing Bylaw No. 819, 2017
Appendix B: Village of Pemberton Current Street Names

Submitted by:	Sheena Fraser, Manager of Corporate & Legislative Services
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer

VILLAGE OF PEMBERTON

BYLAW No. 819, 2017

A bylaw to regulate street naming and addressing in the Village of Pemberton.

WHEREAS pursuant to Section 39 of the *Community Charter* the Council may, by bylaw, assign a name or number to a highway within the municipality;

AND WHEREAS pursuant to Section 39 of the *Community Charter* the Council may, by bylaw, assign numbers to buildings and other structures within the municipality;

AND WHEREAS pursuant to Section 39 of the *Community Charter* the Council may, by bylaw, require owners or occupiers of real property to place building or structure numbers assigned by the Village in a conspicuous place.

NOW THEREFORE, the Council of the Village of Pemberton, in open meeting assembled, **ENACTS AS FOLLOWS**:

1. CITATION

This Bylaw may be cited as “Street Naming and Civic Addressing Bylaw No. 819, 2017.”

2. DEFINITIONS

In this bylaw the following definitions have the following meanings:

“Address” Means the number assigned to a parcel of land and/or each separate building, unit, or dwelling on a property, including strata property, within the Village of Pemberton;

“Building” Means a structure that is used for or intended to be used for supporting or sheltering persons, animals or property, except those prescribed by regulation as exempted from the British Columbia Building Code;

“Civic Address” Consists of a civic number and a unit number if it is required;

“Civic Number” Means those numbers assigned by the Village for the purposes of numbering building and or properties;

“Council” Means the Council of the Village of Pemberton.

“Developer”	Means the party or contractor who has the authority to act on behalf of and represent the Owner in carrying out works and services under this bylaw.
“Development Services”	Means a division of the Village of Pemberton’s Operations & Development Services Department.
“Manager”	Means the Manager of Operations and Development Services for the Village of Pemberton.
“Owner”	Means the registered owner in the records of the Land Title Office and includes strata property.
“Unit Number”	Means a qualifying description used to distinguish a group of buildings or dwellings with the same civic number.
“Street”	Means a highway, road, lane or other public thoroughfares.
“Village”	Means the Village of Pemberton.

3. **STREET NAMING**

Streets are named in accordance with the following criteria:

A. General Provisions

- i. Street names shall be required of every access that serves at least three dwellings and or business establishments or combination thereof except in mobile home parks;
- ii. All streets shall be known by the same name for the entire length, except where the street crosses a base line or geological barrier such as a river or dyke;
- iii. The application of street name(s) in any area of the Village must not repeat one (1) name with multiple suffixes;
- iv. The Village shall have the right to name or rename all private roads, access or easements and Village owned streets.

B. Street Name Categories

The proposed street names within the Village of Pemberton must be reasonably easy to spell and pronounce, have no adverse connotations or the same as used in neighbouring jurisdictions and are:

- i. Names that reference local pioneers, flora and fauna, native plants and local animals;

- ii. Have significance to the history of the Pemberton Valley and First Nations Traditional history;
- iii. Names of Pemberton residents who have achieved remarkable success in their field at the local, provincial, federal or international levels; or connected to the community as a whole: and
- iv. Specifically for the Industrial Park, have the name themed on industry;
- v. Based on the Street names established in the Street Naming Listing as approved by Council and amended from time to time.

1. Street Name Suffixes

Suffixes may be determined based on the street type; and are applied to the following types of streets:

Avenue (Ave)	A through local street, collector or arterial carrying east-west or north-south traffic
Boulevard (Blvd)	Arterial or collector carrying east-west or north-south traffic
Crescent (Cr)	Street or minor collector curvilinear in nature and shaped like a crescent
Court (Ct)	A non-through street (cul-de-sac)
Drive (Dr)	A non-through street (cul-de-sac)
Lane (Ln)	Service or access street behind a limited number of homes and/or businesses
Place (Pl)	A non-through local street (cul-de-sac)
Road (Rd)	A rural connector street
Street (St)	A through local road, collector or arterial serving carrying east-west or north-south traffic
Way (Wy)	Street or minor collector

C. Street Naming Process

- i. All street name proposals are processed through Development Services;
- ii. A written request is submitted to Development Services, as part of the subdivision and/or strata development approval process, including;
 - a. A list of at least three (3) names for each street, a brief, but complete, explanation as to the reasons for the proposed name (s);
 - b. the street name category, as set out in subsection 2, how the proposed name applies;
 - c. a map identifying all the streets with the associated proposed names.
- iii. The Manager is authorized to approve the assignment of a street name(s).

- iv. Notwithstanding subsection (iii), where a street naming proposal is submitted under Section 3 (B) (ii) and (iii), the Manager will submit the street naming proposal, and the recommended street name, for Council's consideration and approval.
- v. All costs associated with the design, fabrication and installation of street signs within a new development are borne by the Developer.

4. RENAMING STREETS

A. Reasons for Renaming Streets:

- i. On a case by case basis, for duplicate or similar name situations;
- ii. Where a street or street realignment connects streets with different names to form one continuous street; or
- iii. Where Council deems it appropriate to rename an existing street.

B. The following information is collected for all requests concerning the renaming of streets:

- i. Historic significance of the existing street name and the length of time each existed;
- ii. Total number of street addresses on the street affected;
- iii. Current land use at each address;
- iv. In-stream development applications on the street affected; and
- v. Existing and planned road systems for the affected area(s).

C. Street Renaming Process:

- i. Street renaming proposals are processed through Development Services and will be subject to Street Renaming Application Fee as set out in Schedule A.
- ii. Proposed street renaming must use names conforming to the Street Naming Criteria set out in Section 3;
- iii. Resident(s) or Developer(s) proposing a renaming shall make a written submission to Development Services that includes the following information:
 - a) A Street Renaming Proposal which includes the new name and outlines the rationale for the request;
 - b) A petition signed by a minimum of two-thirds of the owners of property directly affected by the proposed street name change;

- iv. Resident(s) or Developer(s) proposing a renaming may also be required to hold a Public information Session in regard to the proposed renaming and implementation to seek the input from the community at large if deemed necessary by the Manager;
- v. Development Services will submit a Street Renaming Proposal for Council's consideration and approval, including the information gathered from the proponent, a summary of input received during the Public Information Session, and the recommended street name;
- vi. As part of implementation, a minimum one (1) months' notice of a street renaming must be provided to Owners and Occupiers affected by the street renaming;
- vii. Street naming will not take place during the following periods: April 15 to July 1 and November 1 to January 15.
- viii. Any Resident(s) or Developer requesting the renaming will bear the costs of reimbursement for up to one (1) year of change address service with Canada Post for Owners and Occupiers affected by the changed street name.
- ix. All costs associated with the notification to the public, staff coordination and attendance at the public information session as may be required, new street sign design, fabrication and installation of those signs, if renaming is approved, shall be borne by the applicant or cost recovered by the Village as noted in Schedule A.

5. CIVIC ADDRESSING

A. Authority

- i. It is the authority of the Village to assign civic addresses to all properties and buildings associated with the property;
- ii. The Village may assign, change, or reassign civic addresses where necessary to resolve potentially confusing numbering, discontinuities or irregularities, and to ensure an adequate supply of civic addresses for existing and future development;
- iii. The Manager is authorized to allocate numbers to buildings and structures within the Village and may designate a member of Development Services to undertake his/her responsibilities for street numbering under this Bylaw;
- iv. The Manager is authorized to make minor changes, alterations, or additions in the display of numbers, including, but not limited to requiring additional reflective signage to indicate the location of buildings in multiple building developments.

B. Civic Address Requirement and Assignment

- i. Every property and principal building/dwelling, constructed or placed on any lot, or part of a lot, in the Village, must be assigned a number by the Manager or his/her designate for that purpose.
- ii. The assignment of civic addresses will be based on the fronting street;
- iii. A building on a corner lot is addressed off the street to which the front door faces;
- iv. A duplex dwelling is given one civic address based on the fronting street and each dwelling is given an "A" or "B" suffix;
- v. Row houses are given separate civic addresses for each unit;
- vi. Addressing for multi-family residential properties are off the street to which the primary driveway serves the particular building or multi-family residential property and civic and unit numbering for Multi-family residential properties shall be established at the discretion of the Manager;
- v. A civic address change may be requested by the Owner or Developer for any property subject to an administrative fee set out in Schedule A. The proposed new addresses are provided by Development Services and options will be discussed with the Owner and Developer;
- vi. Discretion may be used by the Manager when addressing a dwelling without a clear street frontage or front door location;

6. AFFIXING BUILDING NUMBERS

1. Every property owner or Developer of a building, commercial or multi-family residential complex which is assigned a number must supply and affix, or caused to be affixed, the assigned number in a conspicuous place on the building or display it elsewhere on the property where it can be easily be seen from the driveway entrance;
2. Every property owner must ensure that the building number assigned remains in perpetuity, be securely attached to the building, fence or other structure, and to remain plainly visible and legible from the street, and must replace, repaint or otherwise maintain the number as required from time to time to maintain its visibility and legibility;
3. For detached accessory suites with access from a lane, the assigned number must be affixed where it can be easily seen from the lane;
4. For large commercial or multi-family developments, adequate directional signage detailing building and unit numbers, must be affixed where it can be easily seen from the fronting street;

5. Civic Numbering must be affixed within ninety (90) days of receiving notification from the Village;
6. If any owner fails to comply with the requirement to supply and attach or to maintain a building number the Village may, after having notified the owner of its requirements, supply the building number, enter on the land and attach the building number, or enter on the land and maintain the building number, as the case may be, including by altering buildings or other structures or vegetation on the land to render the number visible, and recover the cost of doing so from the owner. The Village may recover any unpaid costs in the same manner and with the same remedies as property taxes.

7. MEASUREMENT AND DESIGN REQUIREMENTS

1. For all buildings all assigned numbers must be:
 - i. No less than one (1) meter and no more than three (3) meters from the ground upon which the building or structure is constructed;
 - ii. Visible from the street and clear from any vegetation or other obstructions;
 - iii. If reflective material is used then each number must be at least 6.5 cm in height;
 - iv. If reflective material is not used, then each number must be at least 15 cm in height;
 - v. Of a dark colour where placed on a light background or of a light colour where placed on a dark background;
 - vi. Numbers must be displayed as numbers not text.
2. For buildings which are greater than ten (10) metres from the street or where numbers are not visible from the street, the following applies:
 - i. In addition to the civic address on the building, a duplicate set of numbers must be permanently displayed beside the driveway at the intersection with the street to which the civic number applies;
 - ii. The numbers must meet the requirements as outlined in Section 7.1.
3. If more than one property or building is accessed via a common driveway;
 - i. Individual civic numbers and/or unit numbers must be clearly posted on each building as described in Section 7.1
 - ii. Each civic address must be displayed at the street as outlined in Section 7.2;
 - iii. If a driveway branches to provide access to more than one property, numbering meeting the requirements of Section 7.1 shall be displayed at each point of intersection to indicate which driveway leads to which address;
 - iv. Section 7.3 (iii) does not apply if the buildings are accessed via signed strata roads.

8. Alteration of Civic Address

1. No owner of a building or property will display or cause to be displayed any other number other than the civic number or unit number which has been assigned by the Village;
2. No person shall alter, renumber or change any civic address without first receiving permission from the Village.

9. POWERS OF THE MANAGER

1. The Manager may make incidental rules and regulations not inconsistent with this bylaw, as amended from time to time.
2. The Manager may exempt a Developer or Owner from providing some or all of the information as set out in this bylaw, as amended from time to time.
3. The Manager may levy fines for any contravention of this Bylaw, as amended from time to time.

10. OFFENCE

1. Any person who contravenes, violates or fails to comply with any provision of this bylaw, suffers or allows any act or thing to be done in contravention or violation of this bylaw or fails or neglects to do anything required to be done under this bylaw is deemed to have committed an infraction of, or an offence against, this bylaw; and is liable on summary conviction to a fine of not more than ten thousand dollars (\$10,000) and each day such an infraction is caused, or allowed to continue, constitutes a separate offence.

11. SEVERABILITY

1. If any section, subsection, clause, sentence, clause, definition, phrase, map or other portion of this bylaw is held to be invalid for any reason by a court or competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder of the bylaw.

12. REPEAL

House Numbering Bylaw No. 189, 1985 is hereby repealed.

READ A FIRST TIME this day of , 2017.

READ A SECOND TIME this day of , 2017.

READ A THIRD TIME this day of , 2017.

ADOPTED this day of , 2017.

Mayor
Mike Richman

Corporate Officer
Sheena

**Schedule A
FEES**

	Bylaw Section	Fee
Street Renaming Application Fee	Section 4 (C) (i)	\$150.00
Civic Address Change Application Fee	Section 5 (B) (iv)	\$150.00
Notification and staff time associated with the Public Information Session	Section 4 (C) (iv)	Based on actual costs and recovery of staff time, wages and benefits
Design, fabrication and installation of new Street Signs as renamed	Section 4 (C) (iv)	Based on actual costs and recovery of staff time, wages and benefits plus parts and material

First, Second & Third Reading - July 25, 2017

STREET NAMES CURRENTLY IN USE**Downtown (2000)**

Aster Street (E/W)
 Birch Street (E/W)
 Cedar Lane (E/W)
 Camus Street (E/W)
 Frontier Street (N/S)
 Pioneer Street (N/S)
 Prospect Street (N/S)
 Spruce Street (Stopped and Closed)
 Walnut Street (E/W)
 John Currie Lane (N/S)

Glen (2000)

Balsam Street (E/W)
 Harrow Road (N/S)
 Hemlock Street (E/W)
 Laburnum Street (E/W – cul-de-sac)
 Larch Street (N/S – E/W)
 Laurel Street (N/S)
 Olive Street (E/W – dead end)

Aspen Fields (2000)

Aspen Blvd (N/S)
 Aspen Lane (N/S)
 Alder Drive (E/W - dead end)
 Oak Street (E/W)
 Poplar Street (E/W – dead end)
 Willow Drive (E/W – cul-de-sac)

Benchlands (2000)

Beachwood Street (N/S – cul-de-sac)
 Dogwood Street (N/S)
 Elmwood Drive (E/W – cul-de-sac)
 Fernwood Drive (E/W – dead end)
 Greenwood Street (E/W – cul-de-sac)
 Eagle Drive (N/S – Approved in 2004)

Pemberton Plateau (2000)

Pemberton Farm Road East
 Pinewood Drive
 Pinewood Place (cul-de-sac)
 Sabre Way (E/W – Approved 2017)

Gateway (2000)

Arbutus Street (N/S – cul-de-sac)
 Crabapple Court (E/W – cul-de-sac)
 Cottonwood Street (N/S – dead end)
 Flint Street (N/S – dead end)
 Park Street (E/W – dead end)
 Portage Road (E/W)
 Vine Road (dead end)

Industrial Park (2003)

Artisan Road (E/W)
 Carpenter Road (E/W – through road to cul-de-sac)
 Industrial Way (N/S)
 Old Mill Road (N/S)
 Stonecutter Place (E/W – cul-de-sac)
 Timberlane Road (E/W)
 Venture Place (E/W – cul-de-sac)

Airport

Airport Road

STREET NAMES Approved – NOT IN USE

Menzel (Approved in 1995)

Date: July 25, 2017

To: Nikki Gilmore, Chief Administrative Officer

From: Sheena Fraser, Manager of Corporate & Legislative Services

Subject: Sewer Rates Amendment Bylaw No. 820, 2017

PURPOSE

The purpose of this report is to introduce Sewer Rates Amendment Bylaw No. 820, 2017 for First, Second and Third Readings.

BACKGROUND

Previous to this year, tax and utility billing were undertaken separately with taxes being due on July 2nd of each year or the day after if July 2nd falls on a weekend or statutory holiday and utilities being due by December 31st of each year.

To establish efficiencies, in 2017 the Village implemented single tax and utility billing and this year all taxes and utilities were noted on one tax bill and due on July 4, 2017. Any funds received after that date are subject to a 10% penalty as established in the rates bylaws.

DISCUSSION & COMMENTS

It has been noted that although the Water Rates Bylaw was updated in 2016 to reflect the new billing schedule the Sewer Rates Bylaw was not. As such, in order to align both the Water Rates and Sewer Rates collection process the Sewer Rates Bylaw must be amended to reflect the Village's current practice.

In this regard, Sewer Rates Amendment Bylaw No. 820, 2017 is being presented for consideration of First, Second and Third Readings.

COMMUNICATIONS

Over the past two years, the Village has been very proactive in messaging this change in tax and utility billing through our social media channels as well as notifications to property owners on tax notices sent out by the Village. The transition this year was very smooth due to the early and ongoing messaging. There is no communications element required as a result of this amendment.

LEGAL CONSIDERATIONS

Section 194 of the *Community Charter* provides the ability for Council, by bylaw, to impose fees in respect to services provided by the Municipality. It also provides the ability for a Council to

establish terms and conditions for payment of a fee including interest and penalties. Consideration of this amending bylaw meets with the legislation as set out in the *Community Charter*.

IMPACT ON BUDGET & STAFFING

There is no impact on budget or staffing with respect to the implementation of this bylaw.

INTERDEPARTMENTAL IMPACT & APPROVAL

The collection of taxes and utilities is overseen by the Finance and Administrative Services Department and is a component of the day to day operations.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

There is no impact on other jurisdictions.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

POTENTIAL GOVERNANCE CONSIDERATIONS

Implementation of single utility billing and updating the Sewer Rates Bylaw is in keeping with Strategic Priority Two: Good Governance to be an open and accountable government and fiscally responsible and Strategic Priority Three: Excellence in Service to be committed to the highest level of municipal services.

RECOMMENDATIONS

THAT Sewer Rates Amendment Bylaw No. 820, 2017 receive First, Second and Third Readings.

ATTACHMENTS:

Appendix A: Sewer Rates Amendment Bylaw No. 820, 2017

Submitted by:	Sheena Fraser, Manager of Corporate & Legislative Services
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer

VILLAGE OF PEMBERTON

BYLAW No. 820, 2017

A bylaw to amend the Village of Pemberton Sewer Rates Bylaw No. 806, 2016.

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

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

1. In the years 2017 - 2019:
 - a) Utility billing is done on an annual basis providing residents the option to pay monthly, quarterly or annually as is due with property taxes on the following dates:

2017: July 4th
2018: July 3rd
2019: July 2nd
 - b) A 10% penalty will be added to such rates, rents and charges remaining unpaid after the due date identified under section 1.a).

2. This bylaw may be cited for all purposes as the "Village of Pemberton Sanitary Sewer System Regulation Connection and Rates Amendment Bylaw No. 820, 2016."

READ A FIRST TIME this ____ day of _____, 2017.

READ A SECOND TIME this ____ day of _____, 2017.

READ A THIRD TIME this ____ day of May, 2017.

ADOPTED this _____ day of _____, 2017.

Mike Richman
Mayor

Sheena Fraser
Corporate Officer

Date: July 25, 2017

To: Nikki Gilmore, Chief Administrative Officer

From: Lisa Pedrini, Village Planner

Subject: Zoning Amendment (BC Hydro Field Office) Bylaw No. 821, 2017
Rezoning Application - BC Hydro Field Office Upgrade

PURPOSE

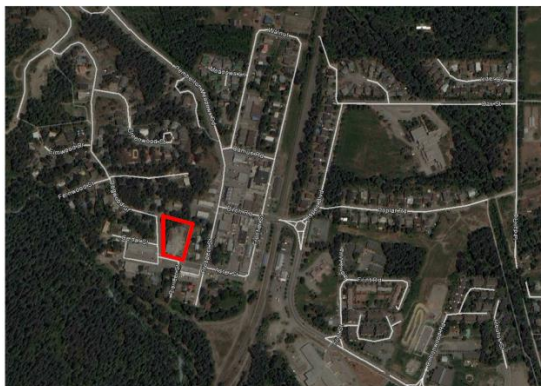
The purpose of the report is to present information on an application to amend the Village Zoning Bylaw to facilitate an upgrade to the existing BC Hydro field office/works yard at 1363 Aster Street. Included in the report is information on the development proposal as supplied by the applicants and includes agency referral, Village Advisory Land Use Commission's (ALUC) and staff comments for Council's consideration related to the development concept and presents a Zoning Bylaw Amendment for a site-specific amendment to the C-1 zone to allow limited utility uses to occur on land legally described as Lot 5, DL 203, Plan 3165, LLD for First Reading.

This report also presents a summary of the identified action items that must be addressed by the Applicant before the application can proceed to Second Reading.

BACKGROUND

BC Hydro has been operating a works yard on their property in Pemberton located at 1363 Aster Street (the northeast corner of Aster and Dogwood) in Pemberton's downtown since the 1950's. The area of the property is approximately 5,200m² (0.517 ha) in size. The property encompasses the area currently used as the lane known as St. David's Lane that provides rear access to the four adjacent residential lots along Prospect Street. The location of the development is shown below in Map A.

MAP A – BC HYDRO FIELD OFFICE/WORKS YARD



SITE LOCATION PLAN

The site contains numerous older buildings and structures built over 60 years ago, and has been used as a storage and workshop facility for BC Hydro vehicles and equipment.

The subject property is designated "Downtown" in the Village of Pemberton Official Community Plan (OCP). The Downtown Designation includes 'a *diversity of uses such as residential, commercial, services, mixed use, civic, institutional, assembly, parks and open spaces, light industrial and transportation and utilities uses.*'

The subject property is zoned "Town Centre Commercial (C-1)" in the Village Zoning Bylaw No. 466, 2001. However, the property's use as a public utility works yard is not among the list of permitted uses in the C-1 Zone. Given that the current use does not conform to the list of permitted uses in the C-1 Zone, the use and building are both considered legal non-conforming.

A historical review of previous Zoning Bylaws revealed that this use was conforming in the former Zoning Bylaw No. 247, 1989 as well as in the original Zoning Bylaw No. 152, 1983. In both previous iterations of the bylaw the site was zoned "Public (P1)" and was explicitly permitted as "public utility use".

With the adoption of Zoning Bylaw 466 in 2001, the subject property's zoning changed from "Public (P-1)" to "Town Centre Commercial (C-1)", presumably to eventually cease the public utility use in this location in the future and facilitate its future redevelopment into a permitted use. The intent of the C-1 Zone in Zoning Bylaw 466, 2001 is to "*accommodate uses usually found in a town centre.*" When this Bylaw was adopted in 2001, it appears that the following additional commercial/light industrial uses (that had been previously permitted) were not carried forward:

- "Sign Shop";
- "Tire Dealer";
- "Appliance and Repair Store";
- "Car Wash" and
- "Combined Hardware and Covered Building Supply".

However, four specific commercial/light industrial uses in the C-1 Zone were grandfathered on a site-specific basis. The uses that were intentionally allowed to continue in the C-1 Zone include:

- "Auto Repair Shop" (currently Black's Tires);
- "Equipment Servicing, Rental and Repair Shop" (Valley Chainsaw);
- "Glass & Mirror Repair Shop" (Mountain Glass) and
- "Gasoline Service Station" (currently AC Gas).

While records of the Village's Zoning Bylaw review that took place in 2000-2001 are not available, it appears the rationale for this change may have been to remove the ability to develop certain light industrial uses incompatible to the Town Centre (those that did not yet exist at the time) albeit allow other long-standing businesses to remain. Nonetheless, when the new Official Community Plan was adopted in 2011, it continued to contemplate a diversity of uses including "light industrial" and "utility" uses in the Downtown.

DISCUSSION & COMMENTS

David Mate, Agent on behalf of BC Hydro, submitted an application to upgrade the BC Hydro field office/works yard on February 14, 2017¹ and. The redevelopment is proposed to include a new main building and out-building with covered storage. The current facility no longer meets BC Hydro's operational needs and safety standards as the field office building is in poor condition and requires upgrades to meet the present building code. The applicants were advised that in order for BC Hydro to redevelop the site they must seek an amendment to the Zoning Bylaw to explicitly permit the utility use at this location due to its legal non-conforming status. The *Local Government Act* stipulates that a non-conforming use cannot be extended (enlarged) and may remain only if the use does not change or cease to exist for longer than six (6) months.

Before submitting the rezoning application, BC Hydro sought alternative locations for a new field office/works yard. Their site selection process included screening prospective properties in accordance with a comprehensive list of requirements to operate as post-disaster, including the property being:

1. Outside of the ALR
2. Outside of the floodplain
3. North of Suicide Hill and south of Mount Currie
4. Fully serviced with water, sewer, power, etc.
5. Not too expensive in order to fit within the overall project budget, including an analysis of selling the existing property, and re-building on an alternative property
6. Composed of good geotechnical soils
7. Free of environmental contamination
8. Outside of Federal and Provincial lands, including Reserve lands
9. Outside of residential areas
10. Level site with access for trucks
11. 1.5 acres and fairly rectangular

The Village has been informed that, initially, 54 properties were identified; however, after applying the first five (5) criteria, 51 of the 54 were eliminated. Only three (3) properties were identified as having potential (shown in orange in **Appendix A**). Unfortunately, the three (3) properties also failed to meet the test of the requirements listed. BC Hydro concluded that all properties, including their current property, had issues, but that the current site was best able to meet their requirements and needs.

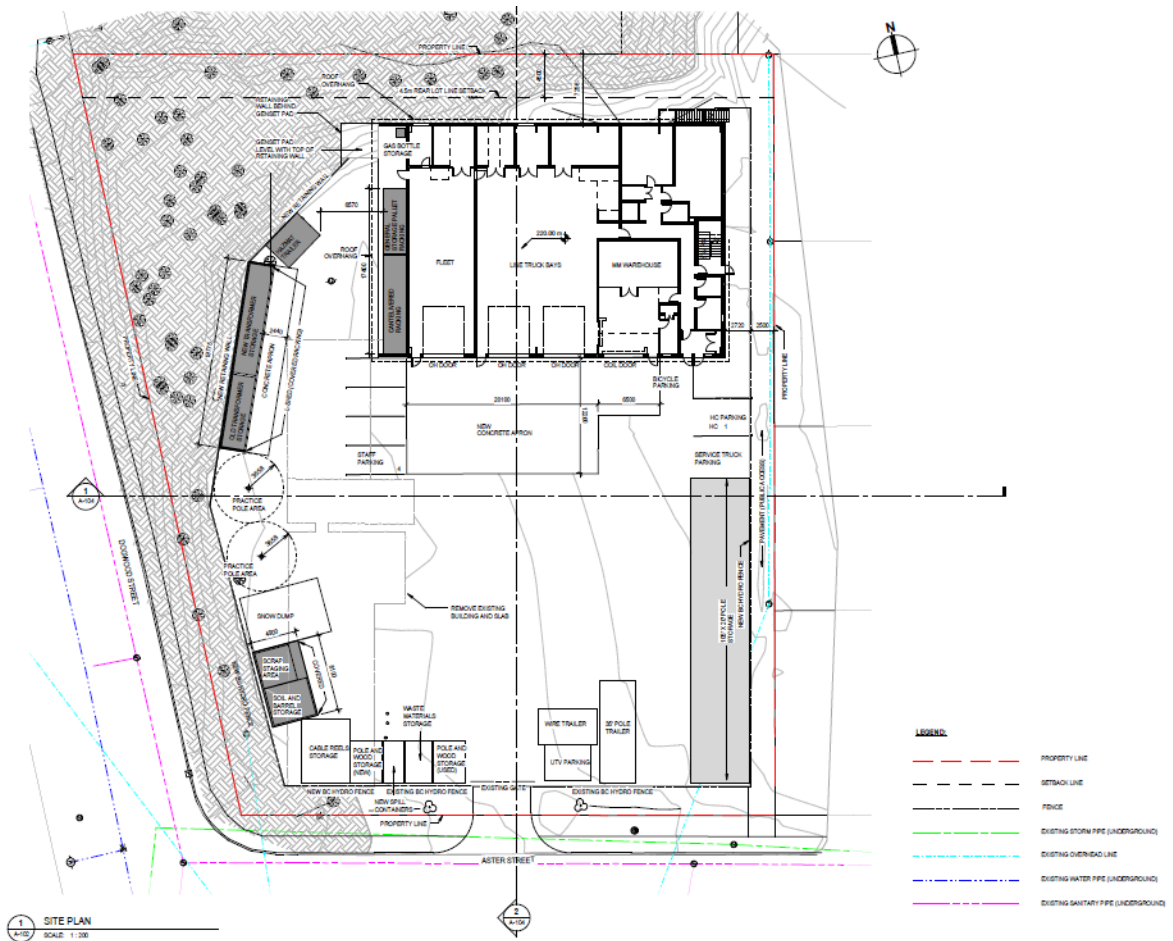
PROPOSED DEVELOPMENT CONCEPT

The proposed development concept is for a new Pemberton Field Office that will work in concert with BC Hydro's other regional facilities to support a coordinated response to operational requirements. The proposed development will be 1,039 sq. m. (11,200 sq. ft.) consisting of:

- A Two (2) Storey Building containing three (3) full-sized vehicle bays, warehouse, workshop & various offices
- Support spaces i.e., uncovered storage areas
- Employee amenities

¹ <http://www.pemberton.ca/public/download/documents/42244>

MAP B: PROPOSED DEVELOPMENT SITE PLAN



The existing building and slab would be removed and a new field office would be re-located at the northern edge of the lot, with a new concrete apron fronting it, leaving plenty of room for exterior storage onsite. Existing trees and the green slope along Dogwood Street would remain. Parking would be located on the eastern edge of the property. A new fence would be constructed with dedicated space for public art. Existing trees along the Aster would remain.

The proposed development is expected to be constructed in a single phase, in a manner that allows the existing building to continue to be used throughout the upgrade.

PHOTOS 1 & 2: EXISTING CONDITIONS



Photograph 1: Site building – looking southwest



Photograph 2: Storage shed on west portion of the Site – looking west

PHOTOS 3 & 4: EXISTING & PROPOSED VIEW FROM SOUTHEAST CORNER



EXISTING VIEW FROM SOUTH EAST CORNER



PROPOSED VIEW FROM SOUTH EAST CORNER

PHOTOS 5 & 6: EXISTING & PROPOSED VIEW FROM SOUTHWEST CORNER



EXISTING VIEW FROM SOUTH WEST CORNER



PROPOSED VIEW FROM SOUTH WEST CORNER

DVE

REVIEW OF DEVELOPMENT CONCEPT

Affordable Housing

- The proposal does not include any residential development.
- Given that combined commercial residential development is a permitted use in the C-1 zone, should this application not be approved, there is future potential to see the site re-developed to include residential uses, including the potential for affordable units.
- At this time it would be difficult to predict the number of a future residential uses that could be included on this site but it is highly likely that apartments, considered to be a more affordable option on the spectrum of affordability in relation to housing type, are a high potential.

Amenity Contributions

- It is standard for the Village to see a voluntary contribution from applicant at the time of rezoning for certain community amenities to help address the burden which new development imposes on the demand for public facilities, services and amenities. Village

Staff will approach the proponents of this development with respect to discussing a possible Community Amenity Contribution (CAC).

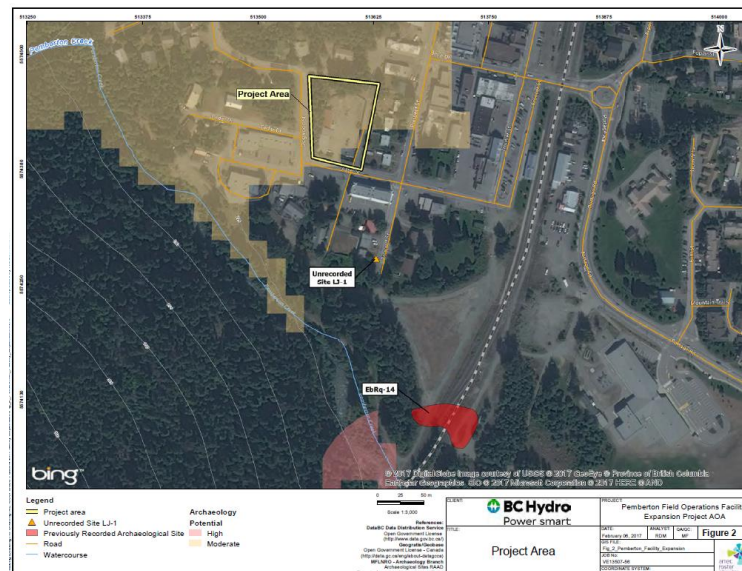
- There are several ways that municipalities can approach securing amenity funds at rezoning. The Village can utilize amenity zoning or the funds can be secured through a legal agreement like a Land Development Agreement or Restrictive Covenant.

Planning Staff Note: Village staff will seek to negotiate a voluntary amenity contribution as part of the rezoning process.

Cultural Values

- The subject property is located within the traditional territory of the Lil'wat Nation. Several archaeological and traditional use studies have been undertaken in the surrounding area.
- Amec Foster Wheeler, in association with a representative of the Lil'wat Nation, conducted an archeological overview assessment (AOA) of the site. The objectives of the AOA were to assess archaeological potential and identify any conflicts with archaeological resources in support of an application to rezone the subject property and upgrade the existing facilities.
- The Assessment concluded that there are landscape characteristics associated with low to moderate archaeological potential within the BC Hydro property especially in undisturbed areas of the site, given its similarity to other recorded sites within 5 km.
- It is recommended that a pre-construction archaeological impact assessment (AIA), in snow free conditions, be undertaken of the moderate potential terrain location outside the Field Operations Facility fence line to identify if any archaeological resources may be present. Depending on the results of the pre-construction AIA, monitoring and spot-screening may be required.

MAP C: NEARBY ARCHAEOLOGICAL SITES



Development Services Staff Comment: *That in the event that archaeological resources be uncovered during development of the site, the appropriate protocols be followed with respect to notifying the provincial archaeology branch.*

Downtown Revitalization (Official Community Plan)

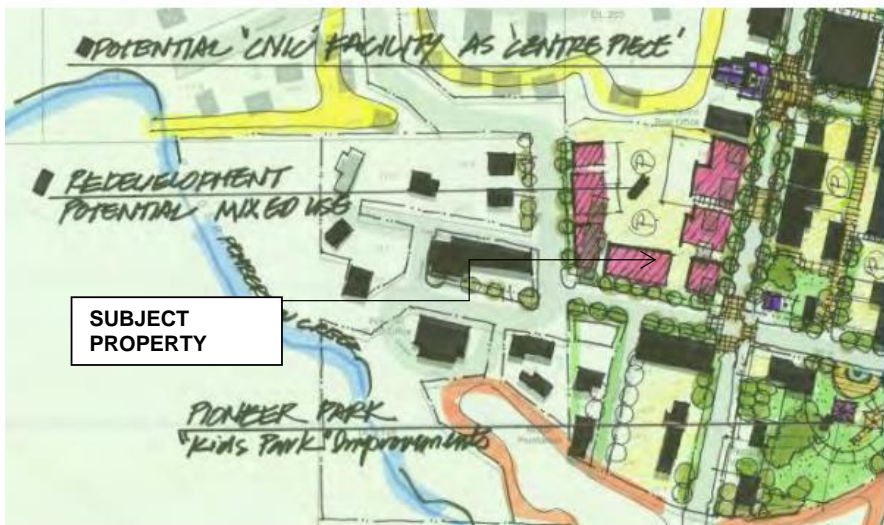
Pursuant to the Village Official Community Plan (OCP), the subject property is located within the Downtown Revitalization Development Permit (DP) Area No. 4, whereby the Village encourages enhancements and redevelopment of the downtown area to provide a more vibrant environment for businesses, residents and visitors. The objectives of the Downtown Revitalization DP Area are an effort to fulfill the following:

- *Enhance Pemberton's authentic identity by providing a framework for the character and form of buildings, landscaping, streetscapes and circulation.*
- *Create a strong sense of arrival to the Pemberton community through natural and built gateway elements.*
- *Accommodate and integrate infrastructure needs with parking and transit.*
- *Showcase and enhance the surrounding natural features, heritage landmarks, open spaces and parks.*

These objectives were based on the findings of the Downtown Enhancement Strategy, http://www.pemberton.ca/media/15150/draft_strategy_may_27_09.pdf, endorsed by the Village of Pemberton in 2009. The Downtown Enhancement Strategy prioritizes a mix of land uses at increased densities, a strong sense of arrival, pedestrian friendly streetscapes, and focused and designed open spaces/landscaping. Opportunities to provide public art, streetscape furniture and lighting that share Pemberton's authentic identity and landscaping features that showcase natural assets are to be encouraged in the Downtown.

The area of the downtown where the subject property is located is shown below in pink, conceptualized in the Strategy as "Redevelopment/ Potential Mixed Use".

MAP D: DOWNTOWN ENHANCEMENT STRATEGY CONCEPTUAL LAND USE



- As such, the request needs to be reviewed in the context of the OCP and the Downtown Enhancement Strategy. The continuation of the existing land use unfortunately does not provide design elements that contribute to a strong sense of place, pedestrian friendly streetscapes, or publicly inviting open spaces/landscaping. The applicants have offered to improve the aesthetic of the security fencing by buffering it with additional landscaping and providing a feature wall at the southeast corner that could display public art (potentially First Nations inspired). But given the nature of the site's operations, staff has been advised that security fencing is mandatory.
- This proposed upgrade will improve the site as is; however, consideration of the redevelopment potential of the entire downtown block should be discussed. The proposed development limits what can be done in terms of a comprehensive development plan for this parcel in combination with the lots along Prospect Street that contain the smaller "company" homes.
- Should the application be supported, staff will ensure that the redevelopment will follow the Downtown Revitalization Development Permit Guidelines for Form and Character to the extent possible. The end design of the Field Office site should be considered at the same time as the land use change to fully comprehend the implications of approving this rezoning application.

Development Services Staff Comment: *It is recommended that the Development Permit Application for this project be submitted and evaluated concurrently with the zoning amendment application, in order to allow Council and the community to gain a sense of the form and character of the design of the new field office and other site improvements.*

Environmental Considerations

- BC Hydro retained Keystone Environmental to complete an Environmental Site Assessment (ESA) of the subject property in February 2017.
- The Executive Summary notes "*with the exception of hydrocarbon contamination to be present in the vicinity of the pole bunks, if any, there is considered to be a low potential for constituents of concern to be present in the site soil, groundwater and/or vapour at concentrations greater than the applicable CSR land and water use standards*"
- Keystone Environmental goes on to summarize that contamination associated with pole bunks would be minor and localized and since the site is intended to be redeveloped, this matter could be dealt with at the time of site preparation for redevelopment.

Development Services Staff Comment: *Staff will have the ESA peer reviewed at the Development Permit or Building Permit Stage.*

Fire Protection

- The Fire Chief did not identify any concerns with the proposed application.

Roads and Access

- The proposed development site will be accessed from Aster Street along the southern edge of the property. It is assumed that most traffic generated from the proposed

development will be heading east from the site to access Highway 99 via Pemberton Portage Road.

- The intersection of Aster and Dogwood has an unconventional configuration that can result in driver confusion and pedestrian and cyclist safety. The Village tasked ISL Engineering to create options for intersection improvements in 2010 for another project. Staff forwarded these options (attached as **Appendix B**) to the BC Hydro team with the intent that they be reviewed and contemplated, should it be required that off-site upgrades are required or recommended as part of the site upgrade.
- Binnie and Associates analyzed the four options for improving the Aster Street and Dogwood Street intersection including:
 1. All-Way Stop-Control
 2. Two-Way Stop-Control
 3. Painted Centre Traffic Circle
 4. Modern Roundabout
- Their findings note that the Village consider the All-Way Stop-Control (Option 1) based on the information provided, as this option will require the least amount of adjacent property acquisition for construction. Their analysis states that this option is also expected to provide safer operations for pedestrians, and cyclists compared to the existing configuration. In addition, it notes that for the driveway access to the subject property, the civil designer should ensure that adequate site lines are available to egress traffic from the proposed development. Binnie also concluded that while the Painted Centre Traffic Circle and Modern Roundabout options would also provide safer operations, the All-Way Stop-Control was preferred; given the [present] low traffic volumes at this intersection.

Operations & Development Services Staff Comment: *The analysis of the various options for intersection improvement was based on the traffic impact study prepared for the application in question. It did not anticipate the increase in traffic that may result if/once development of the Benchlands proceeds. It will be up to the Village of Pemberton to determine if upgrades to existing roads will be required as part of this development.*

Site Servicing and Infrastructure

- The Village's Consulting Engineer, Richard Avedon-Savage, P. Eng. of ISL Engineering, has reviewed the redevelopment proposal and offered the following comments on June 5, 2017 (**Appendix C**):

Water Supply and Sanitary Connection

Part of the development permit application process requires an evaluation of the water and sanitary sewer servicing be completed for this project. Pursuant to the Village's Subdivision and Development Control (SDC) Bylaw No. 677, 2011, the Village of Pemberton requires the Developer to cover the Village's engineering consultant's cost to update and evaluate both the water and sanitary system models as they pertain to any proposed works. These computer models must be maintained by the Village to ensure the existing infrastructure is adequately sized to supply sufficient capacity for the developing community.

Offsite sanitary and water infrastructure improvements may be required once the design flows have been provided to the Village and the existing systems including pipe networks, pump stations, forcemains and other related infrastructure have been evaluated.

Engineering Staff Comment: *Both a comprehensive water supply strategy, to the satisfaction of the Village, and a comprehensive sewage supply strategy to the satisfaction of the Village, will be required before any redevelopment is permitted on the subject lands.*

Storm Management

A connection to the existing storm sewer is shown on the servicing drawings. However, under item 6 titled "BC Hydro Rezoning Rationale" of the Rezoning application; the storm water management system is noted as "not tying into the Village storm system, BC Hydro is reducing its environmental footprint and its load on the Village's infrastructure."

Engineering Staff Notes: *The applicant will need to confirm intent of any stormwater discharge offsite. Confirmation of downstream storm capacities are required if there is a connection to the offsite storm sewer. A comprehensive storm water management strategy, to the satisfaction of the Village, will be required before any redevelopment is permitted on the subject lands.*

Sidewalks

The existing sidewalk fronting the development is asphalt surfaced. This will require upgrading to a concrete sidewalk including a concrete letdown for the driveway entrance to the proposed development and cross walk at Dogwood Drive and Aster Street.

Power, Telephone and Street Lighting

Underground Hydro/Tel is required for the proposed development. The applicant is requested to provide Electrical drawings showing the electrical and communication infrastructure. A typical trench detail is required on the drawings for all offsite infrastructure works. Streetlights are required along the frontage of Aster Street and Dogwood Drive.

Engineering Staff Note: *The applicant will need to provide a Streetlight Plan, to the satisfaction of the Village, prepared by a Professional Engineer registered in the Province of British Columbia and in good standing.*

Offsite Works and Services

Upon acceptance of the proposed offsite works and services, a detailed construction cost estimate will be required by the Village of Pemberton and will form the basis for the Servicing Agreement and any bonding requirements. The Developer will be required to enter into a Servicing Agreement with the Village of Pemberton for all site improvement works as outlined in the current SDC Bylaw.

Traffic Impacts

- The proponents retained R.F. Binnie & Associates Ltd. to prepare a traffic impact study for the proposed redevelopment to review the background traffic conditions within the study area and estimate the potential site generated traffic volumes on the surrounding road network and propose necessary strategies to manage them.
- The Traffic Impact Study concluded that transportation improvements were not necessary to support the traffic generated by the re-development. The study notes that the Village Zoning Bylaw would require thirty-eight (38) off-street parking spaces, two accessible parking spaces, and one loading space to be provided. The proponents are seeking a variance to reduce this to six (6) in total. This variance requested will be considered as part of the review of the Development Permit Application, should the rezoning application be approved.

Planning Staff Comment: *A review of the Traffic Impact Study was completed by ISL Engineering (Appendix C). Prior to consideration of 2nd reading, any comments and/or questions must be addressed by the applicant.*

REFERRAL AGENCY COMMENTS

a) Advisory Land Use Commission

The Village's Advisory Land Use Commission met on May 29, 2017 to review the BC Hydro Zoning Amendment application and give feedback on the overall development concept. At that meeting they passed the following resolution:

Moved/Seconded

THAT the ALUC recommends that Council support a site specific zoning amendment to the C-1 Zone to allow an electric utility works yard & field office subject to the following conditions:

- That the use explicitly excludes communication tower &/or electrical sub-station;
- That the new building be built to a high architectural standard in keeping with Form and Character Development Permit Guidelines for the downtown (DP Area #4 - Downtown Revitalization);
- That BC Hydro and the Village work together to improve the traffic flow at the intersection of Aster Street and Dogwood Street;
- And That Council consider holding the amendment at third reading until they are satisfied the site, architectural, and landscape plans for the subject property meet the Village's Form & Character Guidelines for Downtown Revitalization.

CARRIED

Planning Staff Comment: *The minutes of the meeting are attached as Appendix D.*

b) Pemberton and District Chamber of Commerce

The Secretary-Treasurer of the Pemberton and District Chamber of Commerce advised the Village on May 30, 2017 that the Board of Directors had been unable to reach a consensus on the referral given strong opinions held by the Board members either in support of and opposed to this requested change. The Board resolved to provide independent anonymous comments on the requested change. The comments as submitted are attached as **Appendix E**.

Planning Staff Comment: *In order to ensure that referrals sent to affected agencies result in a clear direction, staff will respectfully request that in future the Chamber Board of Directors pass a motion outlining either support, conditional support or opposition, and to itemize specific concerns with a proposal rather than forwarding individual comments.*

PROPOSED BYLAWS

At this time, Planning Staff are introducing for Council's consideration Zoning Amendment (BC Hydro Field Office) Bylaw No. 821, 2017, for First Reading as a means of demonstrating conditional support of the application. The proposed Zoning Amendment Bylaw is attached as **Appendix F**.

The proposed bylaw permits Works Yard use in the C-1 Zone on a site-specific basis and thus amends Zoning Bylaw No. 466, 2001, to:

- (1) Add a definition of "Works Yard" to Section 104 - Definitions; and
- (2) Add "Works Yard" to "Section 306.1 - Permitted Land Uses" of the C-1 Zone, with a notation that *"This use shall only be permitted on Lot 5, Plan 31658, D.L. 203, LLD, and is not permitted on any other lands in this zone."*

Staff is recommending that the following items be addressed prior to Second Reading and the scheduling of a Public Hearing:

1. Developer Led Public Open House

It is recommended by Development Services staff that the Applicants hold a Public Information Meeting, at their cost, or design another appropriate means of public engagement (online engagement) to obtain input from the community around the proposed zoning amendment. Public outreach would help to gauge the level of positive support for these changes and assist Council in making an informed decision on this application.

Information presented at the Public Information Meeting, or through another means supported by staff, should explain how the proposed land uses adhere to the Village's Community Vision for the Downtown, as expressed through the OCP.

2. Submission of a Downtown Revitalization Development Permit/Variance Application

It is recommended, and supported by the ALUC's recommendation, that the Applicants submit a full Development Permit (DP) Application for Form and Character of the new development to be considered in tandem with the Rezoning Application. This DP application would include BC Hydro's request for an off-street parking requirement variance from thirty-eight (38) spaces to six (6) spaces for employee parking, as indicated in the Traffic Impact Analysis.

3. Draft Land Use Agreement

It is standard practice for the Village to secure certain items at rezoning through the use of a Land Development Agreement or Restrictive Covenant between the Applicant and the Village prior to Adoption. It is recommended that any negotiated amenities, such as, but not limited to, CAC's be secured through a land use agreement that is developed by the applicant and staff working together before the Bylaw receives Second Reading. Other items that may also be deemed appropriate for inclusion in the proposed Land Use Agreement are as follows.

- Alternative Egress/Road Improvements/Traffic Calming Measures
- Formalized use of the rear land by Prospect Street property owners
- Landscaping/Buffering / Fencing as per the Village's standards
- Public Art and Streetscape Improvements
- Green Initiatives – i.e., plans for the upgraded Field Office to be as energy efficient as possible.

COMMUNICATIONS

Subject to Section 464 of the *Local Government Act*, a Public Hearing must be held for both OCP and the Zoning Amendment Bylaws, after first reading of the bylaws and before third reading. Notice of the Public Hearing will be given as per s. 466 of the *LGA [RSBC 2015]*.

In addition, if deemed beneficial by Council, additional public outreach may be facilitated by the Village through "Have Your Say" sessions.

LEGAL CONSIDERATIONS

The processing of an OCP Amendment and Rezoning application is regulated by various sections contained in Part 14 of the *LGA [RSBC 2015]* and by the Village's Development Procedures Bylaw 725, 2013, as amended from time to time.

IMPACT ON BUDGET & STAFFING

The research and preparation of this report is a component of the daily work undertaken by the Operations & Development Services Department. All costs associated with the processing of this application, including staff time, are recoverable from the applicant's fees as per the Village of Pemberton Development Procedures Bylaw 725, 2013, as amended from time to time.

INTERDEPARTMENTAL IMPACT & APPROVAL

There is no interdepartmental impact or approvals required respecting the processing of this application as it is a function of the Operations and Development Services Department.

ALTERNATIVE OPTIONS / NEXT STEPS

There are five options:

1. Council may choose to give the Bylaw First Reading and withhold Second Reading until the Applicant performs the following:
 - Holds a public information session or staff supported online engagement strategy seeking public sentiment on the proposed development, at their own expense, and forwards the consultation results to the Village Planner;
 - Submits a Development Permit/Development Variance Application outlining refined detail with respect to the form and character of the proposed Field Office and the nature of its parking requirement variance request;
 - Agrees to enter into a Land Use Agreement and works with staff to develop a Draft Covenant that outlines negotiated Community Amenity Contributions before Third Reading.
2. Council may choose to give the Bylaw both First and Second Reading prior to a Public Information Meeting, the submission of a full Development Permit Application. Staff does not support this option as it is important that the design be presented to demonstrate the visual effect on the downtown.
3. Council may choose to not give the Bylaws First Reading at this time, and request that the Applicant hold a Public Information Meeting before any Bylaw Readings are contemplated. Staff feels that even though the application would benefit from some indication of early community input, Staff is prepared to support giving the Bylaws First Reading at this time; however, Staff strongly recommends holding off the consideration of Second Reading until the items outlined in this report are submitted.
4. Council may refuse the application.
5. Council may provide another option.

POTENTIAL GOVERNANCE CONSIDERATIONS

Responding to the proposed Zoning Amendment Applications is consistent with Strategic Plan Priority One: Economic Vitality to foster investment within the Village and Priority Three: Excellence In Service through the continuation of delivering quality municipal services by processing development applications efficiently.

RECOMMENDATIONS

THAT Zoning Bylaw No. 466, 2001, Amendment (BC Hydro Field Office) Bylaw No. 821, 2017 be given First Reading;

AND THAT Second Reading of Zoning Bylaw No. 466, 2001, Amendment (BC Hydro Field Office) Bylaw No. 821, 2017 not be considered until the Applicant:

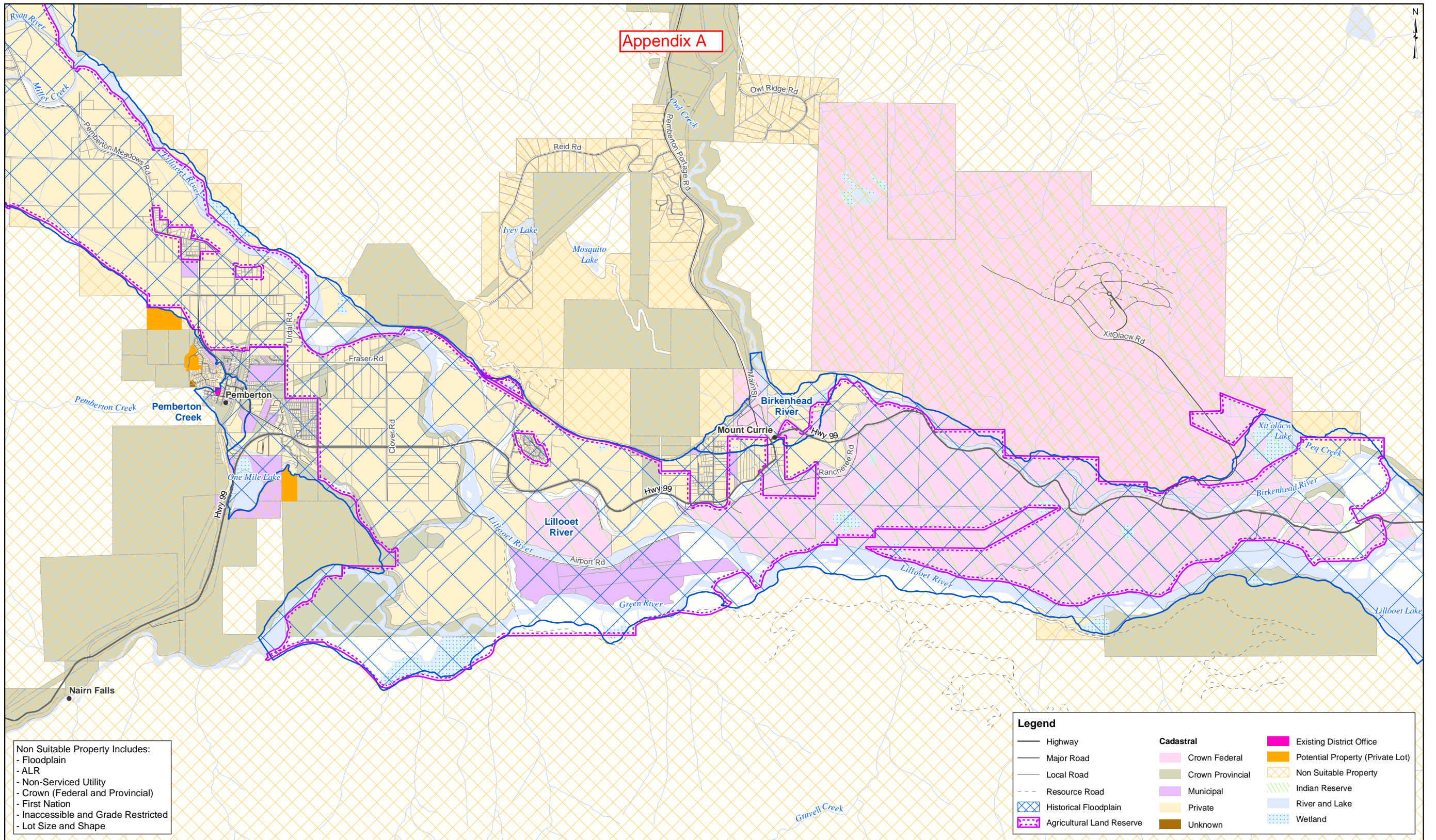
- Holds a public information session or staff supported online engagement strategy seeking public sentiment on the proposed development, at their own expense, and forwards the consultation results to the Village Planner;
- Submits a Development Permit / Development Variance Application outlining refined detail with respect to the form and character of the proposed Field Office and the nature of its parking requirement variance request;
- Agrees to enter into a Land Use Agreement and works with staff to develop a Draft Covenant that outlines negotiated Community Amenity Contributions before Third Reading.

Attachments:

Appendix A – Alternate Locations & Constraint Mapping
Appendix B – Proposed Intersection Improvement Options
Appendix C – ISL Correspondence, June 5, 2017
Appendix D – ALUC Minutes, May 29, 2017
Appendix E – Chamber of Commerce Board of Directors' comments
Appendix F – Amendment (BC Hydro Field Office) Bylaw No. 821, 2017

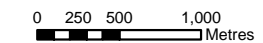
Submitted by:	Lisa Pedrini, Village Planner
Manager Approval by:	Tim Harris, Manager of Operations and Development Services
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer

Appendix A



Cadastral data provided by ICIS and is current to April 4, 2017.
 Historical Floodplain, Road, and Water data provided by the BC Government.

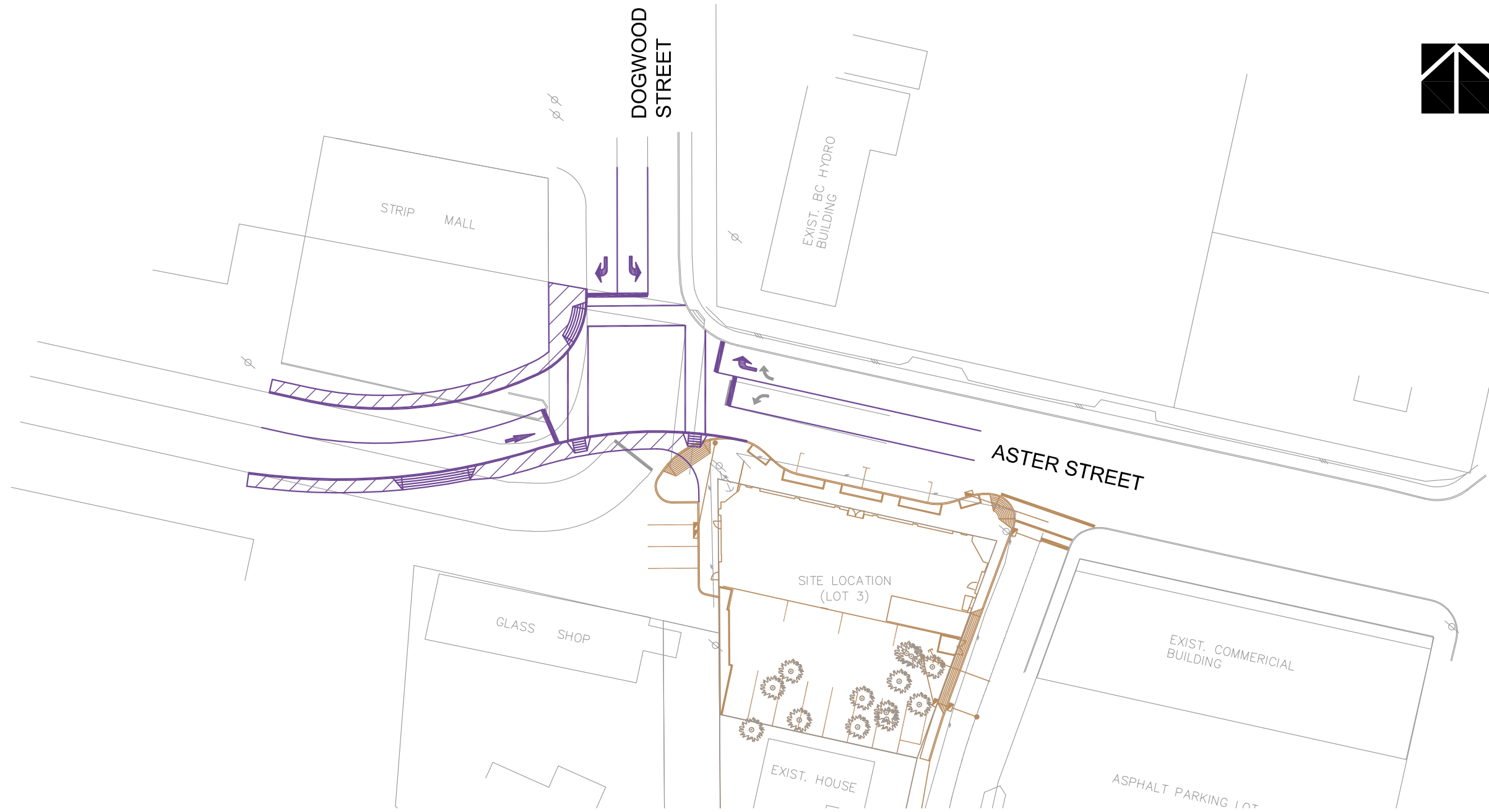
Pemberton Site Location



Date: 2017-04-05
 Mapped: CW
 Coordinate System: NAD 1983 UTM Zone 10N
 Scale: 40,000

D:\Requests\20170404_BreJordanPembertonFloodMap\FloodMapPembertonMap2.mxd

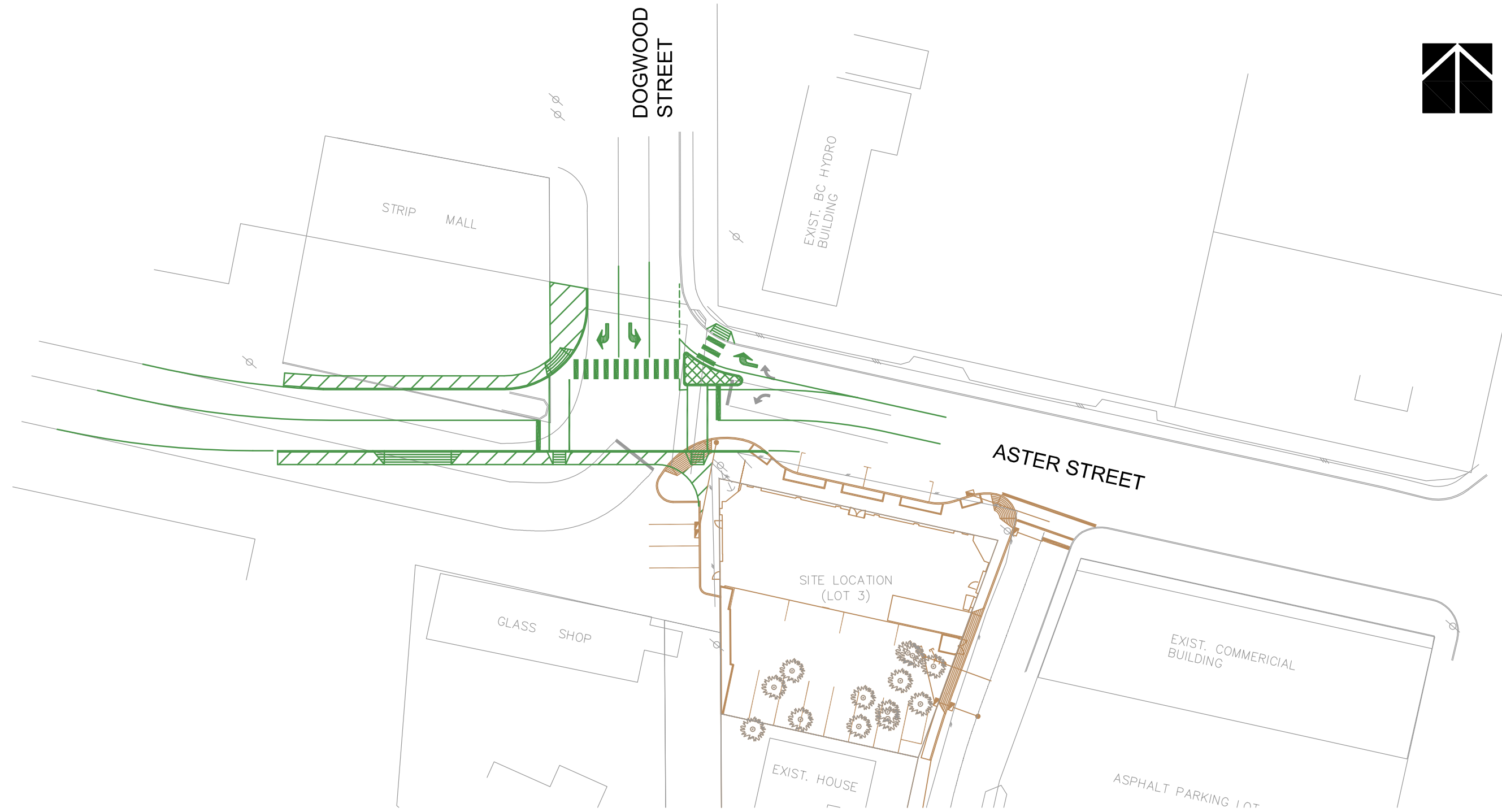
4/5/2017 - 2:54:20 PM



INTERSECTION IMPROVEMENT

OPTION-1

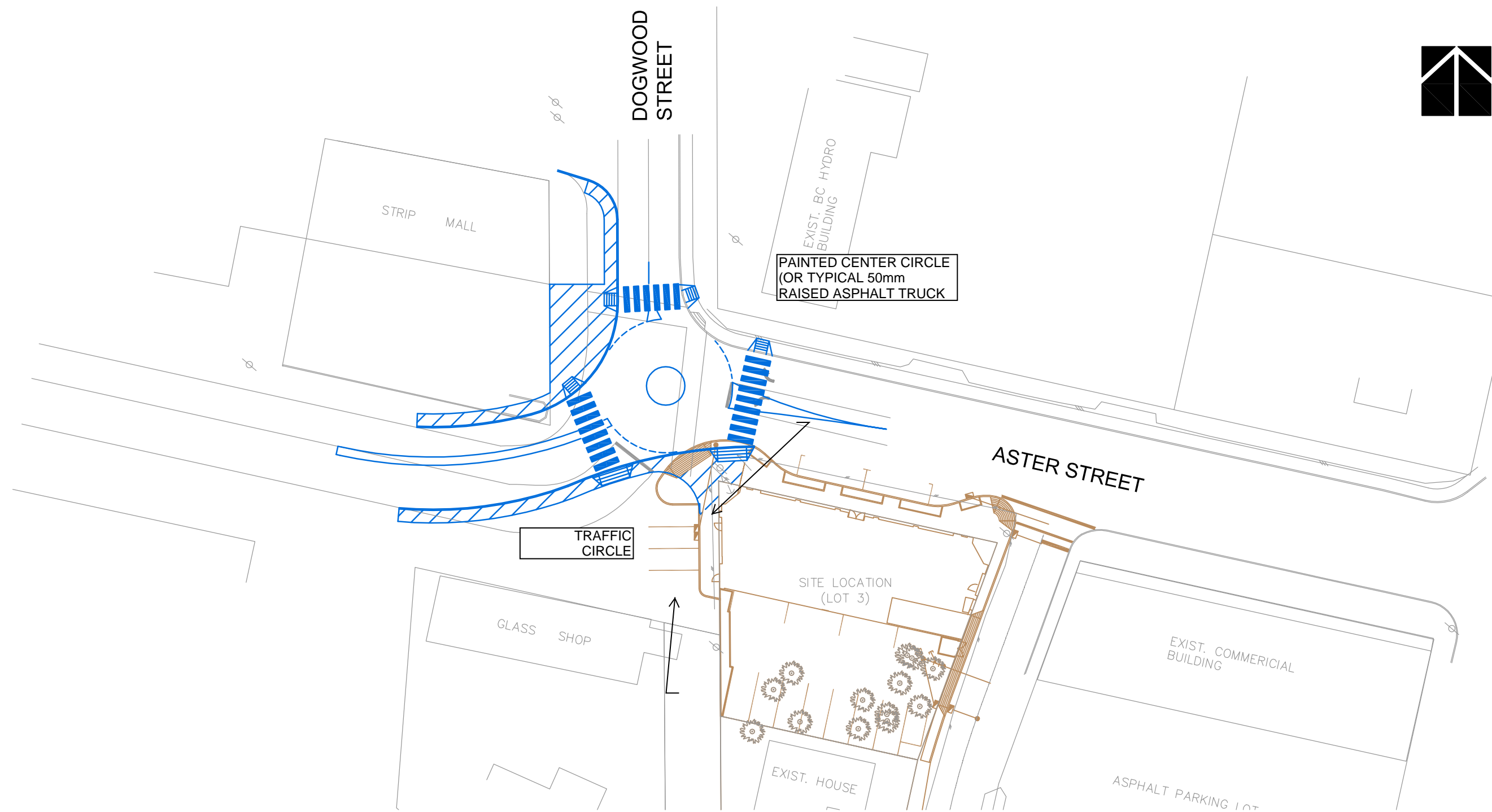
SCALE 1:500



INTERSECTION IMPROVEMENT

OPTION-2

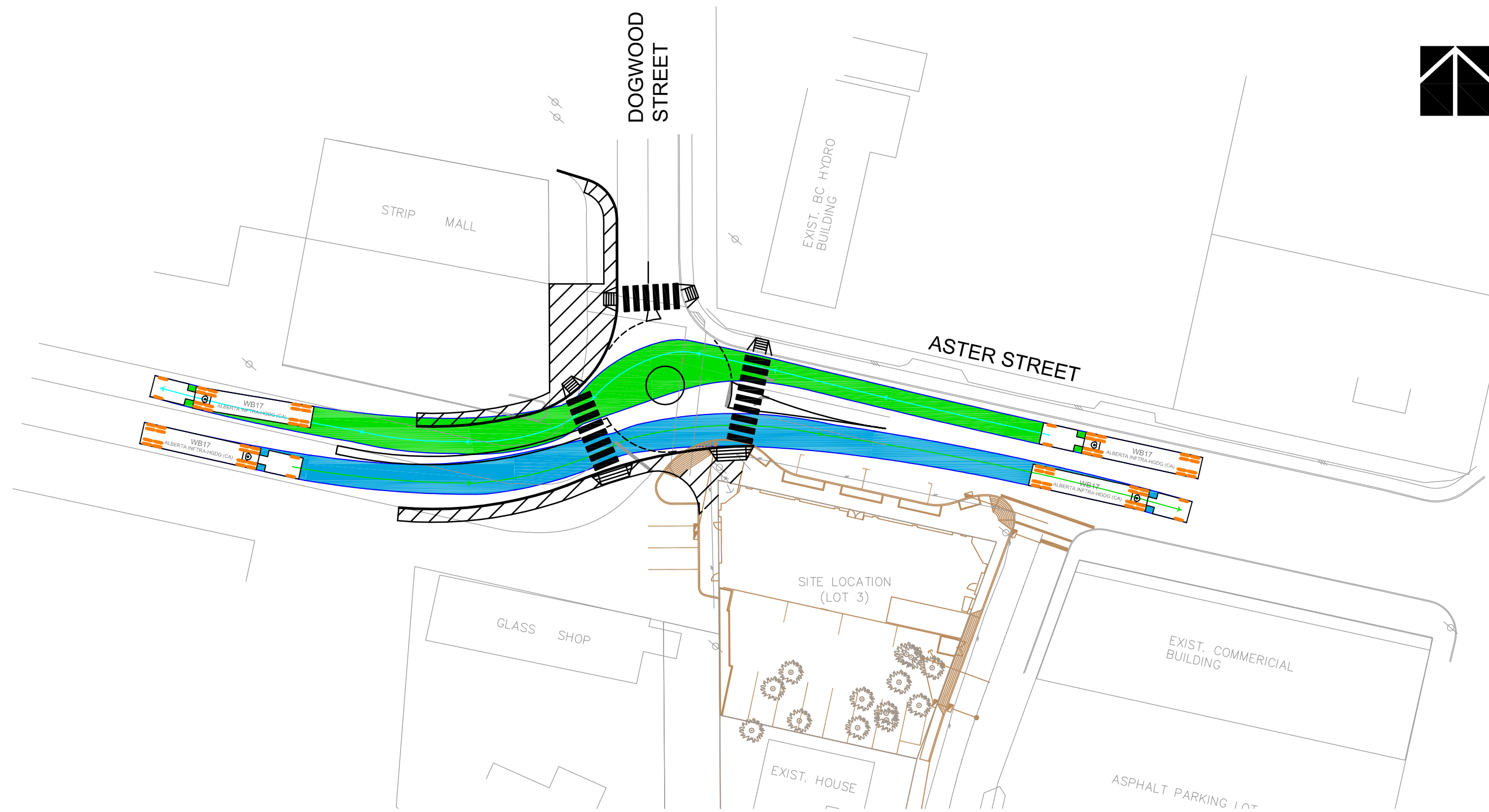
SCALE 1:500



INTERSECTION IMPROVEMENT

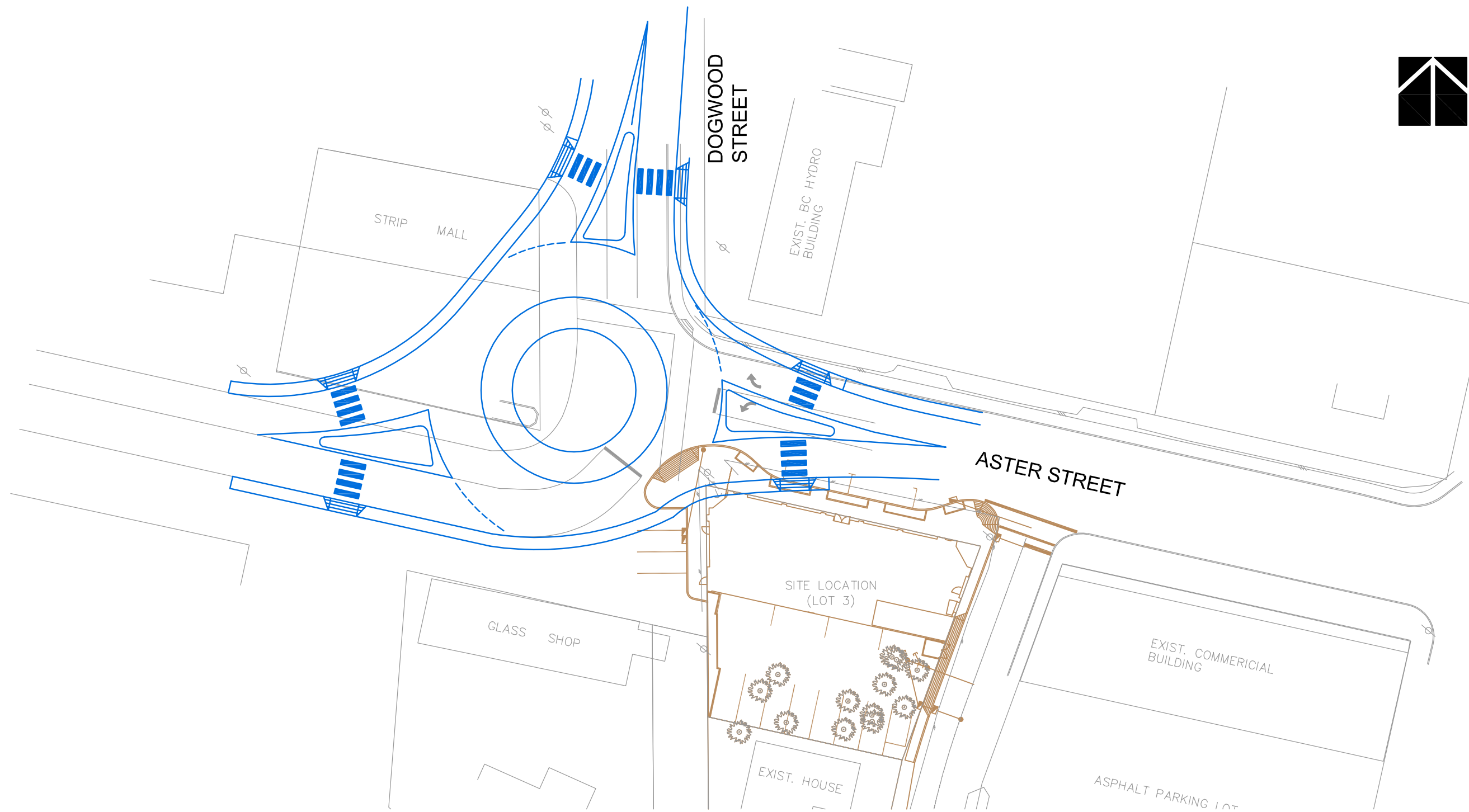
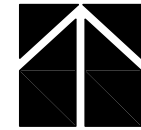
OPTION-3

SCALE 1:500



OPTION-3 w/Truck Turning Movements

SCALE 1:500



INTERSECTION IMPROVEMENT

OPTION-4 Modern Roundabout

SCALE 1:500

June 5, 2017

Our Reference: 30387

Village of Pemberton

PO Box 100
7400 Prospect Street
Pemberton, BC V0N 2L0

Attention: Lisa Pedrini, Village Planner

Dear Madam:

Reference: Review Comments for Rezoning Application – BC Hydro Building (OR122)

ISL Engineering & Land Services has completed our initial review of the rezoning application for the above mentioned project. The following items should be considered as requirements for this project:

Part of the development permit application process requires an evaluation of the water and sanitary sewer servicing be completed for this project. Pursuant to the Village's Subdivision and Development Control Bylaw (SDC Bylaw), the Village of Pemberton requires the Developer to cover the Village's engineering consultant's cost to update and evaluate both the water and sanitary system models as they pertain to any proposed works. These computer models must be maintained by the Village to ensure the existing infrastructure is adequately sized to supply sufficient capacity for the developing community.

The following information is to be provided in a package for evaluation:

- Water demands and sanitary design flows anticipated for the development
- Fire flow calculations based on Fire Underwriters Survey under a Professional Engineer's seal.

Offsite sanitary and water infrastructure improvements may be required once the design flows have been provided to the Village and the existing systems including pipe networks, pump stations, forcemains and other related infrastructure have been evaluated.

Additional comments include the following:

1. A connection to the existing storm sewer is shown on the servicing drawings. However, under item 6 titled "BC Hydro Rezoning Rationale" of the Rezoning application, the storm water management system is noted as "...not tying into the Village storm system, BC Hydro is reducing its environmental footprint and its load on the Village's infrastructure" Please confirm intent of any stormwater discharge offsite. Confirmation of downstream storm capacities are required if there is a connection to the offsite storm sewer.
2. The drawing titled "Stormwater Management Plan Post Development" shows a time of concentration during post development conditions as 15min. Calculations on the time of concentration is not provided but the SDC Bylaw refers to MMCD Design Guidelines which suggests a time of concentration of 5min for commercial/industrial/institutional land uses. Adjust resulting flow

calculations and the time of concentration to meet MMCD guidelines or provide rationale for the 15min time of concentration.

3. The existing sidewalk fronting the development is asphalt surfaced. Please replace this with concrete sidewalk including a concrete letdown for the driveway entrance to the proposed development and cross walk at Dogwood Drive and Aster Street.
4. Streetlights are required along the frontage of Aster Street and Dogwood Drive. Please provide a Streetlight Plan prepared by a Professional Engineer registered in the Province of British Columbia and in good standing.
5. A watermain tie-in detail is required for the tie-in to the existing watermain. The existing watermain at the tie-in location is 250mm diameter PVC and will require 2 gate valves on the main line as well the gate valve for the service to the proposed building. Restrained couplers will be required for the tie-in and coordination with the Village will be required.
6. A review of the Traffic Impact Study was completed. Attached separately is a memorandum on comments related to the Traffic Impact Study. Please address these comments.
7. Underground Hydro/Tel is required for the proposed development. Please provide Electrical drawings showing the electrical and communication infrastructure.
8. A typical trench detail is required on the drawings for all offsite infrastructure works.
9. All design and construction drawings and any construction cost estimate submitted to the Village shall be prepared by a Professional Engineer registered in the Province of British Columbia and in good standing.
10. Upon acceptance of the proposed offsite works and services, a detailed construction cost estimate will be required by the Village of Pemberton and will form as the basis for the Servicing Agreement and any bonding requirements. The Developer will be required to enter into a Servicing Agreement with the Village of Pemberton for all site improvement works as outlined in the current Subdivision and Development Control Bylaw

The above comments do not necessarily represent a complete list of the development requirements. Should the applicant proceed with this concept, additional requirements may be imposed. Please do not hesitate to contact the undersigned if you would like to discuss this application further.

Yours truly,



Richard Avedon-Savage, P.Eng.,
Senior Engineer



To: **Village of Pemberton** Date: **May 24, 2017**
Attention: **Tim Harris, Manager of Operations & Development Services** Project No.: **30387**
Cc: **Graham Schulz, ISL Engineering**
Reference: **BC Hydro Rezoning Application-OR122 – Traffic Impact Study Review**
From: **Borg Chan**

As requested by the Village of Pemberton (Village), ISL reviewed the *Traffic Impact Study – Final Rev. 1* as submitted by R. F Binnie & Associates Ltd. dated February 17, 2017. The traffic report is included in the submission package of the Rezoning Application OR-122 for BC Hydro Site – Lot 5, DL 203, KAP31658, LLD (1365 Aster Street). This report review was undertaken with the support of the *BCH Pemberton Field Office Traffic Impact Study – Terms of Reference (ToR) Rev. 1* dated January 10, 2017.

The comments and questions are list below:

- Page 3, Section 2.2.1 – “...the north approach has one left-turn lane and one right-turn lane...”; it did not match the Figure 2.1.
- Page 4, Section 2.4 – “...there are two existing bus routes...”, only one bus route (Route #100) is mentioned. What is the other one?
- Page 4, Section 2.3 - The intersection traffic volume counts were conducted in January 19, 2017. Please discuss whether the winter weather affected the data collection and the surveyed peak hour traffic volumes are suitable for traffic impact assessment.
- Page 4, Section 2.3 (Appendix B) - Based on the comments on TransTech’s survey summary - “Due to a severe avalanche risk, Route 99 north of Pemberton to Lillooet was closed during the AM shift of this study day.”, was the surveyed traffic volumes impacted due to this road closure?
- Page 6, Section 3.2.1 – The title “Residential Trips” is incorrect.
- Page 6, Section 3.2.1 – As the site is only for BC Hydro, the trip generation rate of “Single Tenant Office Building (ITE Ref. 715)” should be applied instead of “General Office Building (ITE Ref. 710)”.
- Page 6, Table 3 – Update the trip generation based on the trip generation rates for Single Tenant Office Building.
- Page 6, Section 3.3 – “...most of the traffic generated from the proposed development will be heading east from the new development to access Highway 99..”; however, based on Figure 3.3, half or more of the generated traffic will be proposed accessed from the west side of the development.
- Page 7, Section 3.3 – although it is not in the Terms of Reference, as majority of development traffic will be heading east, the traffic analysis of the nearest major intersection, east of the development, should also be considered – Aster Street and Prospects Street. The Consultant can use the latest traffic volumes collected by other traffic study in May 2017 as reference.
- Page 8, Section 4.2 – What is the Peak Hour Factor (PHF) and truck percentages from existing turning movement counts? Can they directly compare with the assumed PHF of 0.92 and 2% heavy vehicles was used for the opening day analysis?

islengineering.com

ISL is proud to be Bullfrog Powered | 2017 Aon Best Small and Medium Employers in Canada – Platinum Level

Page 1 of 2

C:\Users\vricharda\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\MKBE9ULD\170524 Review of TIA Report for BC Hydro

Rezoning Application OR22 (002).docx



- Page 10, Section 4.4.1, as most of the site area will be used for equipment storage, it is supported that the number of parking spaces could be reduced. However, with six full-time staff, few additional part-time staff, and maybe some visitors during working hours, the proposed supply of six parking space supply seems low. Please review the existing operation and propose a reasonable parking supply.
- Page 12, Section 5 – the four proposed improvement options were provided in the agreed ToR submitted by the Consultant. It is not “an added bonus for information only”.
- Appendix D – according to ToR, “...a warrant analysis will also be included for the improvement options...” Please provide the prompt discussion about the warrant analysis for each improvement option.
- Appendix D – please confirm whether the traffic analysis based on all turning movements with or without the development traffic.
- Appendix D – with the preferred the improvement option (Option 1 – All-way Stop-Controlled), please discuss the potential traffic operational safety issues for vehicles turning into/out of the proposed development access, such as left-turns crossing two travel lanes and traffic queue blocked the access. Should the development access relocate further east?

Hope the above information fulfill the Village’s requirement. If there are any questions or further information is required, please do not hesitate to contact the undersigned.

Yours truly,

Borg Chan, M.Sc., P.Eng., PTOE, FITE
Manager, Traffic Engineering and Road Safety

ADVISORY LAND USE COMMITTEE MINUTES

Minutes for the Advisory Land Use Commission of the Village of Pemberton held May 29, 2017 at 5:00 pm at 7400 Prospect Street.

IN ATTENDANCE:	Amica Antonelli Niki Vankerk Richard Nott Kirsten McLeod
REGRETS:	Annie Miller Kathy Jenkins
APPLICATION REPRESENTATIVE(S):	David Maté, WSP Canada Inc.-Senior Project Manager (Agent) Jerry Muir, BC Hydro-Community Relations Sean Rodrigues, BC Hydro-Project Manager-Properties (Architect)
STAFF IN ATTENDANCE:	Lisa Pedrini, Village Planner Suzanne Bélanger, Ops & Development Services Coordinator Nikki Gilmore, Chief Administrative Officer Sheena Fraser, Corporate & Legislative Services Manager
PUBLIC IN ATTENDANCE:	0

1) CALL TO ORDER

At 5:12 pm the meeting was called to Order.

2) MINUTES

Moved/Seconded

THAT the minutes of the ALUC meeting held January 05, 2017 are approved with the following amendments:

- note the attendance of Kirsten McLeod at the meeting; and
- following the appointment of the Chair & Co-Chair that Kirsten McLeod declared a conflict of interest and left the meeting before the review of the Temporary Use Permit for the Pemberton Music Festival.

CARRIED

3) OR122-BC HYDRO REZONING APPLICATION
 Lot 5, DL203, KAP31658, LLD (1363 Aster Street)

The Village Planner gave an overview of the application:

- BC Hydro has occupied the site since the early '60s
- The site was previously zoned as Public Use then changed to Downtown Commercial (C-1) with the adoption of the 2001 Zoning Bylaw.

- Currently the use is considered “legal non-conforming”
- The *Local Government Act* stipulates that a non-conforming use cannot be extended but may remain only if the use does not change or cease to exist for longer than six months.
- In order to redevelop the site to upgrade their field office & works yard a Zoning Amendment is required
- The applicant identified 54 possible relocation sites but determined their current property as the only location meeting their selection process, more specifically when applying the top 5 criteria:
 - Outside of the ALR
 - Outside of the floodplain
 - North of “suicide hill” and south of Mt. Currie
 - Fully serviced lot (water, sewer, power, etc.)
 - Fit within the overall project budget, including an analysis of selling the existing property, and re-building on an alternative property
- A site specific zoning amendment is proposed as opposed to returning to the Public Use zone to ensure that should the use be discontinued, other C-1 permitted uses would be allowed.
- The Bylaw Amendment would:
 - Add a definition of “Utility Use”; and
 - Add “Utility Use” to the list of permitted land uses in the C-1 Zone for this specific site only
- Other Site Specific semi-light industrial uses permitted in the C-1 Zone include:
 - Glass & Mirror Repair Shop, Mountain Glass
 - Tire Dealer, Black’s Hot Wheels
 - Equipment Servicing, Rental and Repair Shop, Valley Chainsaw
 - Gas/Service Station, AC Petroleum
- The application does not require an Official Community Plan (OCP) amendment as the land use description for the Downtown designation includes light industrial, and utilities uses.
- The Downtown Enhancement Strategy calls for increased density, mixed uses, an inviting pedestrian environment and welcoming features such as street furniture, bike racks, public art, iconic buildings and architectural designs that signify the Village’s authentic identity.
- Should the rezoning amendment receive Council’s support, the redevelopment of the site will require a form & character Development Permit which would address the design, the height, setbacks, landscape features, art features as well as street/traffic improvements at the corner of Aster & Dogwood Street etc.
- The proposal would improve the site which in its current state could remain as-is but it also takes away the potential for a fitting C-1 Development (mixed use commercial, residential)
- The permitted use in the zoning amendment cannot specify users but only uses

The Commission members discussed the application:

- There was considerable concern with the appearance of the new building and the overall aesthetic of the works yard. It was suggested that a high quality design would be expected for the building(s), landscaping & fencing given its prominent Downtown location.
- Concerns were expressed regarding:

- The “utility use” definition. Members felt it needs to be narrowed down to only permit what is existing; more specifically remove the potential risk to have a zoning amendment that could allow uses which would not be welcomed such as a power sub-station or other structures such as an antenna tower, etc.
 - Height of fencing and its visual impact
 - Alley-Way which currently provides rear access to four (4) properties located on Prospect Street. The access is not-registered and therefore the access is considered a trespass on private property.
 - Traffic flow at the corner of Dogwood and Aster Street and the possibility for BC Hydro to aid in the improvement of this intersection.
- It was mentioned by staff that the C-1 zoning allows for a zero (0) front lot line setback, and that having an industrial building with large parking bays at the property line would not be attractive.

The BC Hydro representatives provided some additional information:

- The intent is to provide a field office, truck bays, cantilevered sheds for storage which consist mostly of poles, waste bins, conductor wheels and emergency equipment (i.e. generator)
- The site design calls for the building to be set back to the rear property and that the fencing could include some architectural features (concrete) that could include public art.
- The applicant is willing to negotiate improvements (i.e. road)

Moved/Seconded

THAT the ALUC recommends that Council support a site specific zoning amendment to the C-1 Zone to allow an electric utility works yard & field office subject to the following conditions:

- That the use explicitly excludes communication tower &/or electrical sub-station
- That the new building be built to a high architectural standard in keeping with Form and Character Development Permit Guidelines for the downtown (DP Area #4 - Downtown Revitalization)
- That BC Hydro and the Village work together to improve the traffic flow at the intersection of Aster Street and Dogwood Street
- And That Council consider holding the amendment at third reading until they are satisfied the site, architectural, and landscape plans for the subject property meet the Village’s Form & Character Guidelines for Downtown Revitalization.

CARRIED

4) **NEW BUSINESS**

- The Village is continuing the review of the Zoning Bylaw. The Commissions Members will have the opportunity to view the draft bylaw late summer/early fall for their comments prior to the community open house.
- A member of the ALUC (Kathy Jenkins) has stepped down due to her family’s imminent move from the community.

- The Development Services Department was advised by the Village Corporate Officer that the Commission(s) can approve minutes by electronic means when a long period of time would lapse between meetings.

Moved/Seconded

THAT the Advisory Land Use Commission support that the minutes of Advisory Land Use Commission meetings be approved by electronic means when the attending members all respond in favor of the minutes as presented.

CARRIED

5) NEXT MEETING

The Commission members will be notified when the next meeting will be held.

6) ADJOURNMENT

At 6:50 p.m. the meeting was terminated.

This is a true and correct copy of a meeting of the Advisory Land Use Commission of the Village of Pemberton, held May 29, 2017.

CHAIR Signature

Appendix E

BC Hydro Rezoning Application Comments from the Board of Directors, Pemberton & District Chamber of Commerce.

I would like to comment on the upgrades to the BC Hydro yard.
If there is an alternative piece of land that is suitable, I would like to see this site moved out of the center of the village. This is more of an industrial yard and could be better used for commercial and/or housing.

I have no comments on this referral.

I feel that the Industrial park is the place for Hydros operations to stage from. Hydro, has on numerous occasions in the past taken offers on this property but consistently turned them down and stated that they will stay put. They have waited till there are now few options left in the industrial park and would like the community to suck it up once again.

Flood plain issues in the industrial park can be mitigated with fill just as others have had to do.

I therefore do not believe that we should support BC hydro's rezoning application.

.....

I think Hydro has been at that location for tons of years and have not been a problem and have some right to remain there. I think the new developments would improve the appearance.

.....

It should be in the Industrial Park, but it will land on deaf ears I think. There are no lots left in the Industrial Park either, except 2 at the very front.

This site needs to move to a more appropriate location like the Industrial Park if at all possible and this is the time to look to the future of the downtown core.

This BC Hydro Field Office is not a public service facility, like the other grandfathered businesses listed below and does not drive traffic or generate revenue in the downtown core.

I personally use these businesses on a regular bases and feel that this BC Hydro Field Office to my knowledge isn't a "public" facility.

- "Auto Repair Shop" (currently Black's Tires);
- "Equipment Servicing, Rental and Repair Shop" (Valley Chainsaw);
- "Glass & Mirror Repair Shop" (Mountain Glass) and
- "Gasoline Service Station" (currently AC Gas).

With all this said, having BC Hydro close in proximity during emergency situations is an comforting as a community member.

I believe the Industrial Park meets most of the requirements with the exception of the floodplain (could this be mitigated? / Is there another location suitable? / Land trade option? / Lil'wat off reserve land?).

1. Outside of the ALR

2. Outside of the floodplain
3. North of "suicide hill" and south of Mt. Currie
4. Fully serviced lot (water, sewer, power, etc)
5. Fit within overall project budget, including an analysis of selling the existing property, and rebuilding on an alternative property
6. Good geotechnical soils
7. Free of environmental contamination
8. Outside of Federal and Provincial lands, including Reserve lands
9. Outside of residential areas
10. Level site with access for trucks
11. 1.5 acres and fairly rectangular

*If there is no way possible to move this site, I don't see any problem in upgrading the current site to meet current requirements as long as the neighbors have been consulted including the community above the site on snob hill.

.....

I don't have a problem with the current location of BC Hydro and am pleased they are upgrading their shops . They are excellent neighbours and have little impact on the neighbourhoods. I support them staying where they are and support their rezoning application. I am impressed with the volume of studies attached to this application and the thoroughness with which they have been prepared. I would not want to see BC Hydro relocate to another community. We have certainly been very fortunate to receive very prompt efficient from BC Hydro service when the need has arisen. .

VILLAGE OF PEMBERTON

BYLAW No. 821, 2017

Being a bylaw to amend the Village of Pemberton Zoning Bylaw No. 466, 2001

WHEREAS pursuant to Section 137 of the *Community Charter* a Council may amend its Zoning Bylaw from time to time;

AND WHEREAS the Council of the Village of Pemberton deems it desirable to permit a works yard use in the Town Centre Commercial Zone (C-1) on a site specific basis on Lot 5, Plan 31658, D.L. 203, LLD to allow BC Hydro to upgrade their existing field office/works yard;

NOW THEREFORE the Council of the Village of Pemberton in open meeting assembled **ENACTS AS FOLLOWS:**

1. **CITATION**

This Bylaw may be cited as “Village of Pemberton Zoning Amendment (BC Hydro Field Office) Bylaw No. 821, 2017”

2. **Village Zoning Bylaw No. 466, 2001 be amended as follows:**

a) Section 104. Definitions:

i. by adding the following:

Works Yard

means the use of Land, Buildings and Structures operated by, or on behalf of, the Village of Pemberton, Province of British Columbia or Government of Canada, for the interior and exterior storage, maintenance or repair of buildings, infrastructure, materials or equipment. The use may include office space but excludes communication tower &/or electrical sub-station.

b) Section 306.1 Town Centre Commercial (C-1) Permitted Land Uses:

i. by adding Works Yard **(g)** to the list of Permitted Land Uses.

ii. By adding to the list of provisos under Permitted Land Uses: (g) this use shall only be permitted on *Lot 5, Plan 31658, D.L. 203, LLD*, and is not permitted on any other lands in this zone..

READ A FIRST TIME this ___ day of _____, 2017.

READ A SECOND TIME this ____ day of _____, 2017.

NOTICE OF PUBLIC HEARING for **Village of Pemberton Zoning (BC Hydro Field Office) Amendment Bylaw No. 821, 2017 PUBLISHED IN THE _____** on this ____ day of _____ 2017 and **PUBLISHED IN THE _____** on this ____ day of _____ 2017.

PUBLIC HEARING HELD this ____ day of _____, 2017.

READ A THIRD TIME this ____ day of _____, 2017.

ADOPTED this ____ day of _____, 2017.

Mayor
Mike Richman

Corporate Officer
Sheena Fraser



Pemberton Canoe Association
3-1448 Vine Rd.
Pemberton, BC VoN 2L1

July 15, 2017

To Mayor and Council

The Pemberton Canoe Association appreciate being involved in the consultation process for the One Mile Lake Master Plan, and are very pleased with the changes that have taken place this spring. With these changes have come increased usage of the park and with that some challenges. The Pemberton Canoe Association runs many programs down at One Mile Lake, and the members of the club, including myself and the club's employees observe many things that are happening at the One Mile Lake Park.

The increased green space requires more time by the Village of Pemberton staff in terms of watering, mowing, and general maintenance of the lawn. As well, there continue to be items that need to be addressed at the lake including signage and garbage maintenance. However, the Village of Pemberton staff has only limited time and resources, on top of all the other work that they do to keep the Village of Pemberton looking great, that items and tasks are not always able to be done as quickly as everyone would like.

The more concerning item to me, however, is the increased number of dogs that we have observed off-lease in the park. In our observations, the situation is the worse that it has ever been. The increased signage with a clear message of the leash bylaws will definitely help in this manner, however there really needs to be an increased presence of the bylaw officer during the spring and summer in order to spread the message and communicate the expectations for the park with users. There needs to be more time allocated for earlier mornings, later afternoon/evenings, and weekends.

I would encourage mayor and council to look at their budget in order to allocate more staffing for maintenance and bylaw, especially during the summer months.

Thank you for your support

A handwritten signature in black ink that reads "Karen Tomlinson".

Karen Tomlinson
Commodore
Pemberton Canoe Association
commodore@pembertoncanoe.com

Date: July 16, 2017

Form Submission Info

First Name: Sylvia

Last Name: Shanoss

Street Address: [REDACTED]

PO Box: Box [REDACTED]

Town/City: Mount Currie

Province: British Columbia

Postal Code: [REDACTED]

Phone Number: Home- [REDACTED]

Email: [REDACTED]

Please attach any related documents (if applicable):

Message to Mayor & Council: Mayor/council: July 16, 2017 I live at [REDACTED]. At times I feel that I have no one to turn to regarding; Campers at 16km, 14 km, 9km, 6km.

July 12 midnight on my way home, campers at 9 km had propane stoves on, flames 2 feet high. We backed up, they put flame out.

My sister said she came home on Tuesday evening 2 propane flames very high, she went go talk to them and one camp site people all drunk. One person put flame out. Next site people belligerent, yelling, did not put out flame.

BC Forest must put staff out in sites if they are advertising. They have ONE fire warden who drives through. People wild and do not listen to him to put out flame.

- BC Strawberry point 6km is always filled to over flowing. Garbage, toilet situation? Can't even drive on road due to 72 cars parked everywhere on road.(mayday weekend)
- BC Forest has signs at beginning of In-SHUSH-ch highway Very hard to see/understand fire ban signs. Sign congestion.
- BC forest is liable for all of the campers they invite!!!! Need to monitor the campers, educate them.
- Another liability: BC Parks information booths. Young people who do not know the territory and not giving Good safe camping info.
- Fire ban Garbage in/ garbage out Two lane road-- do not drive in middle of road. Proper tires for dirt road. Drinking and driving!!!!!!!!!!!! Speeding and driving off the road.

- General cost of towing car out-- \$300.00 to \$500,00. There is no safety in the valley.
- Jeffrey Lake: Huge liability! Who is advertising this hike? Area is not set up to accommodate the hundreds of green hikers : Hitch-hiking to Jeffrey, Parking nightmare Walking on Highway. Garbage, Out-houses? These green people have no respect.

I have written to Abbotsford news, Whistler news, CTV, CBC, Global . I have phoned Jordon Sturdy and emailed him About all of these issues. I ask for a FOREST CLOSURE. AT 42KM. AND THE OTHER COMMUNITIES WE HAVE NO FIRE HYDRANTS, NO FIRE TRUCK'S. CLOSE THE FOREST! TALK TO BC FORESTRY- MONITOR THE CAMP SITES, TALK TO BC PARK'S- GOOD CAMPING INFO FIRE BAN, TIRES, TOWING COST.

I WOULD APPRECIATE YOUR PUSHING FOR MORE FOREST RESPECT, EDUCATION, MONITORING . THIS WILL EFFECT YOUR END OF THE VALLEY GOOD OR BAD EXPERIENCES.

SYLVIA SHANOSS/ MUMSI

Form Submission Info

First Name: Andrew

Last Name: Elliott

Street Address: [REDACTED]

PO Box:

Town/City: Pemberton

Province: BC

Postal Code: V0N 2L0

Phone Number: [REDACTED]

Email: [REDACTED]

Please attach any related documents (if applicable): Draft_letter_from_VOP_Mayor.docx

Message to Mayor & Council: Dear Mayor and Council, My company, Coast Mountain Cannabis Inc. has applied to Health Canada to become a Licensed Producer of Marijuana under ACMPR Regulations. Our application was submitted in March 2017 and is currently going through the various approval stages. As part of this process, we have been told that a letter of support from our local council can assist in the approval process. I am therefore asking if it would be possible to get a letter from Mayor & Council stating your support for our application. I have attached a suggested draft of such a letter of support. If successful, we hope that we can be an integral part of Pemberton's growing and diversified economy, creating many well paying permanent jobs and generating tax revenues. Yours Sincerely Andrew Elliott Coast Mountain Cannabis Inc.

**Health Canada
OMC Licensing Section
A.L.: 0300A
Ottawa, ON
K1A 0K9**

July 17, 2017

TO WHOM IT MAY CONCERN: OFFICE OF MEDICAL CANNABIS – HEALTH CANADA

File Number: 10-MM0791

Dear Sir/Madam,

On behalf of the Village of Pemberton, I am writing to let you know that I have met with the owner and Senior Person In Charge of Coast Mountain Cannabis Inc. and have discussed with them their plans to operate as a Licensed Producer under ACMPR within the community of Pemberton, B.C.

I am familiar with their building and its location in our Industrial Park where the correct zoning is already in place. I understand that the applicant has plans to renovate the existing building to meet both Health Canada's requirements and our own local building code. These plans have also been reviewed with our Building Department.

The purpose of this letter is to inform Health Canada, that the application by Coast Mountain Cannabis Inc. to be a Licensed Producer under ACMPR has the full support of Mayor and Council of the Village of Pemberton.

Yours Sincerely

Mike Richman
Mayor
Village of Pemberton

From: Cathy Peters [<mailto:ca.peters@telus.net>]

Sent: Friday, June 16, 2017 10:33 AM

To: district@dist100milehouse.bc.ca; info@abbotsford.ca; mailbox@acrd.bc.ca; officeclerk@alertbay.ca; village.hall@anmore.com; info@cityofarmstrong.bc.ca; admin@ashcroftbc.ca; inquiry@barriere.ca; bim@bimbc.ca; inquiries@rdbn.bc.ca; clerks@burnaby.ca; village@burnslake.ca; admin@cachecreek.info; info@campbellriver.ca; village@canalfats.ca; breems@crd.bc.ca; mailbox@cariboord.ca; castlegar@castlegar.ca; aa@ccrd-bc.ca; info@rdck.bc.ca; info@cord.bc.ca; municipalhall@csaanich.ca; chase@chasebc.ca; d-chet@gochetwynd.com; info@chilliwack.com; admin@docbc.ca; admin@village.clinton.bc.ca; info@coldstream.ca; inquiries@csrd.bc.ca; generalinquiry@colwood.ca; town@comox.ca; administration@comoxvalleyrd.ca; feedback@coquitam.ca; info@courtenay.ca; cvrld@cvrd.bc.ca; info@cranbrook.ca; info@creston.ca; info@cumberland.ca; admin@dawsoncreek.ca; clerks@delta.ca; duncan@duncan.ca; info@rdek.bc.ca; info@elkford.ca; info@cityofenderby.com; info@esquimalt.ca; cityhall@fernien.ca; district@fortstjames.ca; info@fortstjohn.ca; rjholland@fraserlake.ca; info@fvrd.ca; district@rdffg.bc.ca; info@village.fruitvale.bc.ca; info@gibsons.ca; villageofgoldriver@cablerocket.com; enquiries@golden.ca; general@villageofgranisle.ca; info@greenwoodcity.com; info@harrisonhotsprings.ca; info@hazeltown.ca; london@highlands.ca; info@hope.ca; doh@houston.ca; district@hudsonshope.ca; info@invermere.net; information@islandstrust.bc.ca; jumboglacierrm@gmail.com; info@kamloops.ca; admin@kaslo.ca; ask@kelowna.ca; cleo@district.kent.bc.ca; cao@keremeos.ca; info@kimberley.ca; districtofkitimat@kitimat.ca; info@rdks.bc.ca; admin@rdkb.com; info@ladysmith.ca; admin@lakecountry.bc.ca; general@lakecowichan.ca; joneybeer@cityoflangford.ca; info@langleycity.ca; info@tol.ca; district@lantzville.ca; cityhall@lillooetbc.ca; reception@lionsbay.ca; districtofloganlake@loganlake.ca; info@lumby.ca; hotspot@lytton.ca; info@district.mackenzie.bc.ca; enquiries@mapleridge.ca; vom@mhtv.ca; mcbride@mcbride.ca; info@merritt.ca; info@metchosin.ca; icentre@metrovancouver.org; midwaybc@shaw.ca; info@mission.ca; admin@montrose.ca; info@rdmw.bc.ca; info@nakusp.com; mayor.council@nanaimo.ca; corpsrv@rdn.bc.ca; flong@nelson.ca; office@newdenver.ca; info@newhazeltown.ca; postmaster@newwestcity.ca; info@northcowichan.ca; info@rdno.ca; admin@northsaanich.ca; info@cnv.org; infoweb@dnv.org; justask@northernrockies.ca; wjones@oakbay.ca; info@rdos.bc.ca; admin@oliver.ca; info@osoyoos.ca; info@parksville.ca; prrd.dc@prrd.bc.ca; info@peachland.ca; VoP Admin; ask@penticton.ca; info@pittmeadows.bc.ca; citypa@portalberni.ca; info@portalice.ca; cao@portclements.ca; info@portcoquitlam.ca; info@portedward.ca; general@porthardy.ca; reception@portmcneill.ca; info@portmoody.ca; sstokes@poucecoupe.ca; info@cdpr.bc.ca; administration@powellriverrd.bc.ca; cityclerk@princegeorge.ca; cityhall@princerupert.ca; admin@princeton.ca; qbtown@qualicumbeach.com; office@queencharlotte.ca; cityhall@quesnel.ca; mark.read@radiumhotsprings.ca; admin@revelstoke.ca; cityclerk@richmond.ca; cityhall@rossland.ca; clerksec@saanich.ca; cao@salmo.ca; cityhall@salmonarm.ca; village@saywardvalley.net; info@sechelt.ca; dhill@secheltnation.net; info@sicamous.ca; admin@sidney.ca; admin@silverton.ca; info@sqcrd.bc.ca; info@villageofslocan.ca; general@smithers.ca; info@sooke.ca; mail@spallumcheentwp.bc.ca; sparwood@sparwood.ca; admdept@squamish.ca; info@sird.bc.ca; info@districtofstewart.com; administration@strathconard.ca; info@summerland.ca; admin@sunpeaks municipality.ca; info@scrd.ca; clerks@surrey.ca; reception@villageoftahsis.com; feedback@districtoftaylor.com; info@telkwa.ca; cityhall@terrace.ca; admin@tnrd.ca; office@tofino.ca; info@trail.ca; cao@dtr.ca; info@ucluelet.ca; office@valemount.ca; info@district.vanderhoof.ca; admin@vernon.ca; publicservice@victoria.ca; info@viewroyal.ca; warfieldadmin@shawlink.ca; office@wells.ca; info@westkelownacity.ca; info@westvancouver.ca; info@whistler.ca; webmaster@whiterockcity.ca; cbouchard@williamslake.ca; adminzeb@recn.ca

Subject: Best Practices to address human trafficking/sexual exploitation: Ottawa, Peel Region, Houston Texas

Importance: High

Dear Mayors and City Councillors of British Columbia (urgent),

Here is recent news on the issue of human trafficking/sexual exploitation in Canada and information on **Best Practices**.

Together we can stop this crime.

Sincerely, Mrs. Cathy Peters #302-150 W. 15th St., North Vancouver, BC V7M 0C4

Latest Cases from Edmonton

<http://www.cbc.ca/news/canada/edmonton/home-made-child-porn-exploding-with-aid-of-technology-alert-investigator-says-1.4156794>

And a current case from Ottawa:

<http://ottawacitizen.com/news/local-news/a-murky-misunderstood-hell-on-the-front-lines-of-human-trafficking-in-ottawa>

Sgt. Damien Laflamme, a former drug squad investigator who now heads the human trafficking unit in Ottawa would be a good contact for police training/education in BC.

Best Practices: I encourage Cities/Police to bring in team leaders from Ottawa, Peel Region (Brampton, Ontario) and Houston Texas to share their expertise and experience. For example: Houston, Texas:

- Ms. [Minal Patel Davis](#), Special Advisor to Houston's Mayor on Human Trafficking: Ms. Davis shapes long-term, systematic collaboration with Houston stakeholders to prevent human trafficking in Houston. **The city of Houston has institutionalized its response to human trafficking across departments: including the health department, the municipal court, the police, procurement, the airport, and the informational services hotline.** Ms. Davis launched an anti-human trafficking media campaign, and regularly holds public events in collaboration with leaders in the field. Partnerships with the travel and transportation industries have helped increase victim identification in Houston, while public outreach events have helped decrease demand. The city of Houston's anti-Human Trafficking team has coordinated its victim services response to ensure efficient, comprehensive service delivery. **The city of Houston is one of the first cities in the United States to adopt a comprehensive, citywide approach to preventing human trafficking.** More information about the City of Houston's Task-Force for Anti-Human Trafficking: <http://humantraffickinghouston.org>. On this website you will find [toolkits](#) that are free and "contain resources, tools, and information that can be easily adopted and used in your own campaigns and initiatives."



Jonathan X. Coté
Mayor

June 30, 2017

Via Email

Dear Mayor and Council,

I am writing to request your support for three resolutions submitted by New Westminster City Council to UBCM for consideration at the 2017 Convention, regarding 1) addressing homelessness, 2) restorative justice training, and 3) renovations. The three resolutions follow below:

1) City of New Westminster resolution regarding addressing homelessness (adopted June 12, 2017)

Whereas the homeless population in Metro Vancouver increased by 29.8% between 2014 and 2017.

Whereas the federal Homelessness Partnering Strategy has focused its resources on crisis response to the chronically and episodically homeless resulting in those at-risk of homelessness not being eligible for housing support and advocacy services.

Whereas municipalities have experienced significant funding cuts to housing outreach, referral and advocacy services, and inadequate senior government funding to address addictions and mental illness are significantly impacting the sheltered and unsheltered homeless population.

THEREFORE, BE IT RESOLVED:

THAT the Union of BC Municipalities urge the Provincial Government to work collaboratively with the Federal Government to place equal emphasis on homelessness prevention and crisis response, to increase funding for housing outreach, referral and advocacy services, and to provide additional funding to address addictions and mental health.

Office of the Mayor
Corporation of the City of New Westminster
511 Royal Avenue, New Westminster, BC • Canada V3L 1H9 T (604) 527 4522 F (604) 527 4594
www.newwestcity.ca

2) City of New Westminster resolution regarding Restorative Justice training as a component of Law Enforcement training (adopted June 12, 2017)

Whereas Restorative Justice has become a valuable tool in addressing certain criminal activities, by mediating a dialogue between the victim and the offender;

And whereas this interaction creates a direct accountability, restitution and apology from the offender;

And further whereas this methods of redress reduces the volume of cases before the courts;

Therefore be it resolved that senior levels of government mandate that Restorative Justice training become a compulsory component of Law Enforcement training.

3) City of New Westminster resolution regarding Renovictions and calling for amendments to the Residential Tenancy Act (adopted June 26, 2017)

Whereas the practice of renovictions, by which some landlords evict their tenants under the guise of performing major renovations and then significantly increase the rent of those units, is on the rise in our province; and

Whereas this practice is very disruptive to those impacted, including the elderly, low-income families and new immigrants, and contributes to housing unaffordability and homelessness; and

Whereas municipalities are limited in their ability to address this issue and many tenants are unaware of their rights or are reluctant to exercise them;

THEREFORE, BE IT RESOLVED:

THAT the Union of BC Municipalities urge the Provincial Government to undertake a broad review of the Residential Tenancy Act including, but not limited to, amending the Residential Tenancy Act to:

- allow renters the right of first refusal to return to their units at a rent that is no more than what the landlord could lawfully have charged, including allowable annual increases, if there had been no interruption in the tenancy;*
- eliminate or amend fixed-term tenancy agreements to prevent significant rent increases upon renewal; and;*

- *permit one tenant or applicant to represent and take collective action on behalf of all tenants in a building.*

If you have any questions or would like more information about these resolutions, please contact me at jcote@newwestcity.ca or 604-527-4522.

Your support is appreciated.

Yours truly,

A handwritten signature in black ink, appearing to read 'Jonathan X. Côté', with a stylized flourish at the end.

Jonathan X. Côté
Mayor

To The Village of Pemberton,

Thank you for supporting my goal in furthering my education! This fall I will be attending the University of Victoria to complete my undergraduate in Humanities; from there I will be working towards my graduate's degree in information studies with the goal of becoming a Librarian! Your scholarship is greatly appreciated and I am very thankful for your help in pursuing my goal!

Thank you!

Sincerely,

Molly Rothwell.



[REDACTED]
Burnaby, BC
[REDACTED]

2017-07-04

Village of Pemberton Mayor & Council
Box 100, 7400 Prospect Street,
Pemberton, BC
V0N 2L0

Dear Councillors:

Summer 2017 is well underway and it looks like it's going to be a beautiful hiking, climbing, trail running, camping, auto theft, paddling, and kiting season. Hold on... one of those things is not like the others!

Once again, my fellow outdoors people have started to fall victim to the rampant auto crime at popular outdoor recreation areas and trailheads; most notably, but not limited to, ones which access Garibaldi Provincial Park. Personally, my car was broken into in 2012. I have friends who have had cars broken into just this past weekend. It genuinely worries me when I park my car at these recreation areas. Auto crime of this nature in this area has impacted my choice of recreation in this area as a tourist.

Integrated Municipal Provincial Auto Crime Team (IMPACT) has the famous "Bait Car" program. Recently, they also expanded the program into "Bait Stuff" where GPS tagged goods would be put in cars and could be tracked after smash-and-grab break-ins. I strongly encourage you to liaise with the local RCMP, BC Parks, and BC Federation of Mountain Clubs to research if the "Bait Stuff" program can be brought to local trailheads and recreation spots.

Yours Truly,

A handwritten signature in black ink, appearing to read "James Nosella".

James Nosella

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*