

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

**Agenda** for the **Regular Meeting** of Council of the Village of Pemberton to be held Tuesday, May 8, 2018 at 5:30 p.m. in Council Chambers, 7400 Prospect Street. This is Meeting No. 1469.

*“This meeting is being recorded on audio tape for minute-taking purposes as authorized by the Village of Pemberton Audio recording of Meetings Policy dated September 14, 2010.”*

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<b>Item of Business</b>	<b>Page No.</b>
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**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**

**Recommendation:** THAT the Agenda be approved as presented.

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**3. RISE WITH REPORT FROM IN CAMERA (CLOSED)**

**4. ADOPTION OF MINUTES**

4

**a) Regular Council Meeting No. 1468 Tuesday, April 24, 2018**

**Recommendation:** THAT the minutes of the Regular Council Meeting No. 1468, held Tuesday, April 24, 2018, 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**

**8. DELEGATIONS**

13

**a) Presentation of 2017 Financial Statements**

Darcy Haw, Partner, Assurance Services and  
Carolyn Gillis, Manager Assurance Services, MNP.

**NOTE:** *Mr. Haw and Ms. Gillis will be attending the meeting by teleconference.*

**Recommendation:** THAT the 2017 Financial Statements, presented May 8, 2018, be received.

**9. REPORTS**

**a) Office of the Chief Administrative Officer**

**i. Boundary Extension Information Update – Dan Huang, Urban Systems**

The report will be available at the meeting.

**Recommendation:** THAT the Boundary Extension Information Update be received

	for information.	
<b>ii.</b>	<b>Recreation Service Delivery – Verbal Update</b>	
<b>iii.</b>	<b>Canadian Parks and Wilderness Society: International Biodiversity Targets Commitment</b>	36
	<b>Recommendation:</b> THAT Council provide direction.	
<b>iv.</b>	<b>Public Works Week Proclamation: May 20 – May 26, 2018</b>	42
	<b>Recommendation:</b> THAT Council proclaim May 20th to May 26th National Public Works Week in the Village of Pemberton.	
<b>b)</b>	<b>Corporate &amp; Legislative Services</b>	45
<b>i.</b>	<b>Appointment of Chief Election Officer and Deputy Chief Election Officers</b>	
	<b>Recommendation:</b> THAT pursuant to Section 41(1) and (2) of the Local Government Act Sheena Fraser be appointed Chief Election Officer for conducting the 2018 general local elections with power to appoint other election officials as required for the administration and conduct of the 2018 general local elections;	
	<b>AND THAT</b> Gwendolyn Kennedy and Melissa Sutherland be appointed Deputy Chief Election Officers for the 2018 general local elections.	
<b>c)</b>	<b>Operations &amp; Development Services</b>	
<b>i.</b>	<b>Regional Growth Strategy Update &amp; Comments</b>	47
	<b>Recommendation:</b> THAT the Squamish Lillooet Regional District be informed that the Village of Pemberton is supportive of the proposed SLRD Growth Strategy Bylaw No. 1062, 2008, Amendment Bylaw No. 1562-2018	
<b>ii.</b>	<b>Development Variance Permit No. 122 – Sunstone Ridge, Lot 4 - Variance Setback Requirements – Cameron Chalmers, Planning Consultant</b>	241
	<b>Recommendation:</b> THAT Development Variance Permit (DVP) No. 122 be authorized for issuance, and the Mayor and Chief Administrative Officer be authorized to execute the Permit.	
<b>d)</b>	<b>Mayor</b>	
<b>e)</b>	<b>Councillors</b>	
<b>10.</b>	<b>BYLAWS</b>	
<b>a)</b>	<b>First, Second and Third Readings</b>	
<b>i.</b>	<b>Village of Pemberton 2018 Annual Tax Rates Bylaw No. 828, 2018</b>	249
	<b>Recommendation:</b> THAT Village of Pemberton 2018 Annual Tax Rates Bylaw No. 828, 2018, receive first, second and third readings.	
<b>ii.</b>	<b>Village of Pemberton 2018 Water Frontage Tax Amendment Bylaw No. 829, 2018</b>	251

**Recommendation: THAT** Village of Pemberton 2018 Water Frontage Tax Amendment Bylaw No. 829, 2018, receive first, second and third readings.

- iii. **Village of Pemberton 2018 Sewer Frontage Tax Amendment Bylaw No. 830, 2018** 252

**Recommendation: THAT** Village of Pemberton Sewer Frontage Tax Amendment Bylaw No. 830, 2018 receive first, second and third readings.

## 11. CORRESPONDENCE

### a) For Action

- i. **John Beck, Mayor, City of Pitt Meadows, dated April 26, 2018, requesting support for LMLGA Resolution, Disqualification from Holding Elected Office.** 253

**Recommendation: THAT** Council provide direction regarding support for the resolution.

- ii. **Sophie Rivers, dated April 23, 2018, commenting on the proposed changes to parking in the Community Barn area as part of the Downtown Enhancement Plan.** 255

**Recommendation: THAT** the correspondence be referred to Staff for review and response.

## 12. DECISION ON LATE BUSINESS

## 13. LATE BUSINESS

## 14. NOTICE OF MOTION

## 15. QUESTION PERIOD

257

## 16. ADJOURNMENT

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

**Minutes of the Regular Meeting** of Council of the Village of Pemberton held on Tuesday, April 24, 2018 at 9:00 a.m. in Council Chambers, 7400 Prospect Street. This is Meeting No. 1468.

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

**REGRETS:** Councillor Ross

**STAFF IN ATTENDANCE:** Nikki Gilmore, Chief Administrative Officer  
Sheena Fraser, Manager of Corporate & Legislative Services  
Tim Harris, Manager of Operations & Development Services  
Lisa Pedrini, Senior Planner  
Lena Martin, Manager of Finance & Administration  
Robert Grossman, Fire Chief  
Jeff Westlake, Public Works Supervisor  
Jill Brooksbank, Senior Communications & Grant Coordinator  
Gwendolyn Kennedy, Legislative Assistant

**Public:** 4

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**1. CALL TO ORDER**

At 9:04 a.m. Mayor Richman called the meeting to order.

**2. APPROVAL OF AGENDA**

Moved/Seconded

**THAT** Agenda Item 9 (b) (iv) - Downtown Enhancement Project – Revised Concept & Birch Street Estimates be moved forward and be presented before Item 9 (b) (i) - Development Services 2018 First Quarter Report.

**CARRIED**

**3. RISE WITH REPORT FROM IN CAMERA (CLOSED)**

**4. ADOPTION OF MINUTES**

**a) Regular Council Meeting No. 1467, Tuesday, April 10, 2018**

Moved/Seconded

**THAT** the minutes of Regular Council Meeting No. 1467 held Tuesday, April 10, 2018, be adopted as circulated.

**CARRIED**

## **5. BUSINESS ARISING**

There was no business arising from the previous Regular Council Meeting.

## **6. BUSINESS ARISING FROM THE COMMITTEE OF THE WHOLE MEETING**

There was no business arising from the Committee of the Whole Meeting.

## **7. COMMITTEE MINUTES – FOR INFORMATION**

### **a) Pemberton Area Economic Development Collaboration Meeting, April 3, 2018**

Moved/Seconded

**THAT** the minutes of the Pemberton Area Economic Development Collaboration, held Tuesday, April 3, 2018, be received for information.

**CARRIED**

## **8. DELEGATIONS**

There were no Delegation presentations.

## **9. REPORTS**

### **a) Office of the Chief Administrative Officer**

#### **i. Boundary Extension Update – Dan Huang, Urban Systems, by telephone**

Dan Huang, Urban Systems, attending by teleconference, presented an update to the Boundary Extension Report, including an estimate of the tax impact to property owners in the extension area and the costs and revenues to the Village. Concerns remain regarding the potential cost of road upgrades, the cost of taking over infrastructure currently managed by the Regional District, and the impact of the tax revenue loss to the Regional District.

Moved/Seconded

**THAT** Council receive the information presented on April 24, 2018 regarding the Village of Pemberton Boundary Extension Update;

**AND THAT** a formal request be sent to the Ministry of Municipal Affairs and Housing for assistance to review the proposed boundary extension in a timeline fashion, in order to align a potential referendum question with local government elections on October 20, 2018.

**CARRIED**

At 9:45 a.m. the Boundary Extension presentation concluded and teleconference ended.

At 9:49 a.m., Mayor Richman declared a conflict of interest pursuant to Section 100 (2) (b) of the *Community Charter* and left the room. Acting Mayor Linklater took the chair.

**b) Operations & Development Services**

**i. Downtown Enhancement Project Update & Birch Street Estimates**

Andrew Robertson, ISL Engineering, reviewed three downtown enhancement design options (Option 1, Option 2A and 2B) and presented a third concept (Option 2C), which was developed as a result of discussion that took place at the Committee of the Whole held on April 10, 2018. Discussion focused on the impact of 2C option on parking, particularly for large vehicles, pedestrian safety, and the change to the turn at the end of the parking lot in front of the Blackbird Bakery.

Moved/Seconded

**THAT** the Downtown Enhancement Project Update be received for information;

**AND THAT** Option 1, with the modification that the bus bay be relocated to Aster Street and the vacant space be used as a loading bay for the Blackbird Bakery and for parking when not in use as a loading bay, be supported.

**CARRIED**

At 10:44 a.m. Mayor Richman returned to the meeting and the meeting was recessed.

At 10:46 a.m. the meeting was reconvened and Mayor Richman declared a conflict of interest pursuant to Section 100 (2) (b) of the *Community Charter* and left the room. Acting Mayor Linklater took the chair.

CAO Gilmore presented revised Birch Street Upgrade Estimates and reported that discussion with the Ministry of Transportation and Infrastructure regarding funding for the road upgrades will take place shortly. CAO Gilmore indicated that the Village has sufficient reserves available to fund a portion of the upgrades as identified in Estimate 3B.

Moved/Seconded

**THAT** the proposal, identified as Estimate 3B, for upgrades to Birch Street including overlay, curb and gutter and street lighting be approved.

**CARRIED**

At 10:53 a.m. Mayor Richman returned to Council Chambers and took the chair.

**ii. Development Services 2018 First Quarter Report**

Moved/Seconded

**THAT** the Development Services 2018 First Quarter Report be received for information.

**CARRIED**

**iii. Operations – Public Works and Water Treatment Plant Operation Update**

Moved/Seconded

**THAT** the Operations Department 2018 First Quarter Report be received for information.

**CARRIED**

**iv. Water Treatment and Soda Ash Project Update**

Moved/Seconded

**THAT** the Water Treatment and Soda Ash Update Report be received for information.

**CARRIED**

**c) Fire**

**i. 2018 First Quarter Report**

Moved/Seconded

**THAT** the 2018 First Quarter Fire Department Report be received for information.

**CARRIED**

#### **d) Mayor's Report**

Mayor Richman reported on the following:

- Attended SLRD Regular Board Meeting on April 18, 2018, where the following issues were discussed:
  - Subdivision request for a property on Fraser Road.
  - Temporary Use Permit for a property on Reid Road.
  - Invasive species bin to be funded as a regional service for one year
  - Cannabis retail sales to be prohibited to prevent the establishment of legal non-conforming businesses.
  - Regional Growth Strategy discussion focussed on the difference between destination and backcountry resorts.
  - A Temporary Use Permit Application to establish an open market at Britannia Beach was referred to Staff.
- Attended the Sea to Sky Regional Hospital District Board Meeting on April 18 where discussion focussed primarily on financial issues.
- Attended the Public Information Meeting - SLRD Area C Zoning Amendment Bylaw No. 1549-2017 on April 11.
- Attended the Village of Pemberton Draft Zoning & Sign Bylaw feedback Session on April 17. Thanked Staff and noted that there was a good exchange between Staff and attendees.
- Thanked PORCA and PVTA and all the volunteers who attended Trails Day on Saturday and noted that much was accomplished.
- The Village is hosting a Boundary Extension Open House on Wednesday, April 25th, 6pm to 8pm at Signal Hill Elementary.
- The Village of Pemberton is hiring for a Contract Project Coordinator and Full Time Labourer. Visit [www.pemberton.ca](http://www.pemberton.ca) for details.

#### Events:

- Pitch-In Day, Wednesday, April 25 at 9:30 a.m.
- PVUS Special Meeting scheduled for May 3, 2018 will focus on Recreation Services Delivery
- Day of the Devil Red Devils Alumni Association fundraiser in support of Pemberton Secondary School (PSS) sports teams will take place this Saturday, April 28, and will include a golf tournament at Big Sky followed by dinner and dancing at Pemberton Secondary School.
- Dining for Duchenne Muscular Dystrophy Fundraiser this Saturday, April 28.



## **e) Councillor Reports**

### **i. Councillor Craddock**

Councillor Craddock reported on the following:

- Attended Trails Day.
- Attended the Village of Pemberton Draft Zoning & Sign Bylaw Feedback Session.
- Attended the PVDD Meeting on April 19 where John Becs and Albert Bush were elected to the Board where the following issues were discussed:
  - High snow pack that may impact water levels.
  - Access to the dykes in the event of an emergency
  - Funding of on-going costs of the high water cameras

### **ii. Councillor Linklater**

Councillor Linklater reported on the following:

- Attended the Village of Pemberton Draft Zoning & Sign Bylaw Feedback Session.
- Thanked Staff for quarterly reports.
- Intends to volunteer at the Day of the Devils fundraiser on Saturday.
- Met Pemberton's new residents from Africa.
- Noted that Rotary, Interact and Sparks have completed their Pitch-In Day activities.
- Rotary Flower Basket fundraiser is underway.
- Annual Rotary and Chamber of Commerce Golf Tournament to be held June 1<sup>st</sup>, 2018 at Meadows at Pemberton.

### **iii. Councillor Helmer**

Councillor Helmer did not report.

At 11:57 a.m. Mayor Richman requested a motion to extend the meeting beyond three hours.

Moved/Seconded

**THAT** the Regular Council Meeting No. 1468 be extended beyond three hours.

**CARRIED**

## **10. BYLAWS**

### **a) Bylaws for Adoption**

#### **i. 2018 Tax Rates Bylaw No. 823, 2018**

Moved/Seconded

**THAT** 2018 Tax Rates Bylaw No. 823, 2018 receive fourth and final reading.  
**CARRIED**

#### **ii. 2018 Water Frontage Tax Amendment Bylaw No. 824, 2018**

Moved/Seconded

**THAT** 2018 Water Frontage Tax Amendment Bylaw No. 824, 2018 receive fourth and final reading.  
**CARRIED**

#### **iii. 2018 Sewer Frontage Tax Amendment Bylaw No. 825, 2018**

Moved/Seconded

**THAT** 2018 Sewer Frontage Tax Amendment Bylaw No. 825, 2018 receive fourth and final reading.  
**CARRIED**

#### **iv. 2018 Sewer Rate Amendment Bylaw No. 826, 2018**

Moved/Seconded

**THAT** 2018 Sewer Rate Amendment bylaw No. 826 Bylaw No. 826, 2018 receive fourth and final reading.  
**CARRIED**

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

#### **ii. 2018 – 2022 Five Year Financial Plan Bylaw No. 827, 2018**

Moved/Seconded

**THAT** the 2018 Five Year Financial Plan Bylaw No.827, 2018 receive first, second and third readings.  
**CARRIED**

## 11. CORRESPONDENCE

### a) For Action

- ii. **Maxine Bruce, Lil'wat Nation, requesting sponsorship for the Lil'wat Nation Annual Rodeo & Pow-wow to be held at the Lillooet Lake Rodeo Grounds on May 19<sup>th</sup>, 20<sup>th</sup> & 21<sup>st</sup>.**

Moved/Seconded

**THAT** Council approve a contribution, in the amount of \$500.00, to the Lil'wat Nation Rodeo;

**AND THAT** the funds be allocated from the Community Enhancement Fund.

**CARRIED**

- iii. **Tony Medd, Pemberton Lions, requesting a letter of support for an event to be held by the Pemberton Lions as part of the Canada Day festivities at the Community Centre.**

Moved/Seconded

**THAT** Staff provide a letter of support as requested.

**CARRIED**

### b) For Information

- i. **Pamela Goldsmith-Jones, M.P., West Vancouver – Sunshine Coast – Sea to Sky Country, dated April 2, 2018, announcing the new Investing in Canada Infrastructure Plan that will provide \$180 billion in infrastructure funding over 12 years.**
- ii. **Danyta Welch, UBCM & First Nations Summit, announcing a final payment to Village of Pemberton of \$2,500.00 as part of the Community to Community Forum grant.**
- iii. **Jamee Justason, Executive & Association Services Coordinator, Union of BC Municipalities, LMLGA, dated April 9, 2018, enclosing the April/May newsletter of the Lower Mainland LGA, providing details and registration links for the upcoming LGA AGM and Convention in Whistler, and requesting that Council advise if they will be attending the Pre and Post – Convention Sessions.**

Moved/Seconded

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

**CARRIED**

## **12. DECISION ON LATE BUSINESS**

## **13. LATE BUSINESS**

## **14. NOTICE OF MOTION**

## **15. QUESTION PERIOD**

Joe Barde, Pique News Magazine, indicated his intention to address questions regarding the Downtown Enhancement Plan to Councillor Linklater during the recess.

At 12:00 p.m. the Regular Council Meeting was recessed.

At 12:17p.m. the Regular Council Meeting was reconvened.

## **16. IN CAMERA**

Moved/Seconded

**THAT** pursuant to Section 90 (1) (k) Negotiations of the *Community Charter*, the Council of the Village of Pemberton serves notice to hold an In-Camera Meeting on today's date for the purpose of dealing with matters for which the public shall be excluded from attending.

**CARRIED**

At 12:17 p.m. Council moved In Camera.

At 1:07 p.m. Council Rose without Report.

## **17. RISE WITH REPORT**

Council did not Rise with Report.

## **18. AJOURNMENT**

Moved/Seconded

**THAT** the Regular Meeting be adjourned at 1:07 p.m.

**CARRIED**

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Mike Richman  
Mayor

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Sheena Fraser  
Corporate Officer

Draft for review

**Village of Pemberton**  
**Financial Statements**  
*December 31, 2017*

**Village of Pemberton**  
**Contents**

*For the year ended December 31, 2017*

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Draft for review

## Management's Responsibility

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To the Mayor and Council of the Village of Pemberton,

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

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

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

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

May 8, 2018

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Chief Administrative Officer

**Village of Pemberton**  
**Statement of Financial Position**  
*As at December 31, 2017*

	<b>2017</b>	2016
<b>Financial assets</b>		
Cash and cash equivalents <i>(Note 2)</i>	4,384,476	4,563,260
Accounts receivable <i>(Note 3)</i>	1,215,883	1,504,161
Municipal Finance Authority debt reserve	93,324	91,538
	<b>5,693,683</b>	6,158,959
<b>Financial liabilities</b>		
Accounts payable and accrued liabilities	597,844	504,289
Deferred revenue <i>(Note 4)</i>	1,579,925	1,511,364
Deposits and permits	1,586,849	2,385,739
Long-term debt <i>(Note 5)</i>	5,230,686	5,210,276
Obligations under capital leases	-	447,083
	<b>8,995,304</b>	10,058,751
<b>Net debt</b>	<b>(3,301,621)</b>	(3,899,792)
<b>Non-financial assets</b>		
Prepaid expenses	98,292	26,022
Tangible capital assets <i>(Note 8)</i>	21,826,722	20,661,199
	<b>21,925,014</b>	20,687,221
<b>Accumulated surplus</b> <i>(Note 7)</i>	<b>18,623,393</b>	16,787,429

Commitments and contingencies *(Note 10)*

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Mayor



**Village of Pemberton**  
**Statement of Operations and Accumulated Surplus**

*For the year ended December 31, 2017*

	Budget (Note 12)	2017	2016
<b>Revenue</b>			
Taxation (Note 8)	1,932,042	<b>1,836,489</b>	1,705,046
Water and sewer user rates	1,588,090	<b>1,703,447</b>	1,672,958
User charges	1,426,401	<b>441,015</b>	398,756
Penalties and interest income	19,279	<b>95,911</b>	82,296
Government transfers (Note 9)			
Federal and provincial	1,699,878	<b>913,898</b>	476,668
Other local governments	271,095	<b>349,191</b>	243,297
Investment income	8,727	<b>38,501</b>	21,289
Contributions	-	<b>817,711</b>	436,463
Other	791,272	<b>358,932</b>	309,618
Gain on disposal of tangible capital assets	-	<b>4,283</b>	150,200
	<b>7,736,784</b>	<b>6,559,378</b>	5,496,591
<b>Expenses</b>			
General government	2,145,558	<b>1,295,638</b>	1,316,714
Fire protection services	670,590	<b>567,692</b>	574,922
Development and planning services	463,090	<b>421,595</b>	272,902
Public works and parks	1,155,680	<b>683,167</b>	616,208
Water utility	937,475	<b>867,466</b>	793,810
Sewer utility	967,792	<b>777,656</b>	822,189
Airport services	111,768	<b>110,200</b>	91,239
	<b>6,451,953</b>	<b>4,723,414</b>	4,487,984
Annual surplus	1,284,831	<b>1,835,964</b>	1,008,607
Accumulated surplus, beginning of year	16,787,429	<b>16,787,429</b>	15,778,822
<b>Accumulated surplus (Note 7)</b>	<b>18,072,260</b>	<b>18,623,393</b>	16,787,429

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

**Village of Pemberton**  
**Statement of Changes in Net Debt**  
*For the year ended December 31, 2017*

	Budget (Note 12)	2017	2016
Annual surplus	1,284,831	<b>1,835,964</b>	1,008,607
Acquisition of tangible capital assets	(2,369,485)	<b>(1,970,419)</b>	(1,928,494)
Gain on disposal of tangible capital assets	-	<b>(4,283)</b>	(150,200)
Proceeds on disposition of tangible capital assets	-	<b>6,885</b>	150,200
Amortization of tangible capital assets	858,325	<b>802,294</b>	763,608
	(1,511,160)	<b>(1,165,523)</b>	(1,164,886)
Change in prepaid expenses	-	<b>(72,270)</b>	28,558
Decrease (increase) in net debt	(226,329)	<b>598,171</b>	(127,721)
Net debt, beginning of year	(3,899,792)	<b>(3,899,792)</b>	(3,772,071)
<b>Net debt, end of year</b>	<b>(4,126,121)</b>	<b>(3,301,621)</b>	<b>(3,899,792)</b>

Draft for review

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

**Village of Pemberton**  
**Statement of Cash Flows**

*For the year ended December 31, 2017*

	<b>2017</b>	<b>2016</b>
<b>Cash provided by (used for) the following activities</b>		
<b>Operating Activities</b>		
Annual surplus	1,835,964	1,008,607
Items not involving cash included in annual surplus:		
Amortization of tangible capital assets	802,294	763,608
Gain on disposal of tangible capital assets	(4,283)	(150,200)
Actuarial reduction of debt	(72,809)	(71,442)
Contributions of tangible capital assets	(786,000)	(292,705)
Change in financial assets and liabilities:		
Accounts receivable	288,278	(13,270)
Municipal Finance Authority debt reserve	(1,786)	(4,293)
Accounts payable and accrued liabilities	93,555	(244,602)
Deferred revenues	68,561	199,236
Deposits	(798,890)	1,937,702
Change in non-financial assets:		
Prepays	(72,270)	28,558
	<b>1,352,614</b>	<b>3,161,199</b>
<b>Capital Activities</b>		
Acquisition of tangible capital assets	(1,184,419)	(1,635,789)
Proceeds on disposition of tangible capital assets	6,885	150,200
	<b>(1,177,534)</b>	<b>(1,485,589)</b>
<b>Financing Activities</b>		
Principal repayments of long-term debt	(319,724)	(228,844)
Advances of long-term debt	412,943	804,794
Repayment of obligations under capital lease	(447,083)	(86,449)
	<b>(353,864)</b>	<b>489,501</b>
Increase (decrease) in cash and cash equivalents	<b>(178,784)</b>	2,165,111
Cash and cash equivalents, beginning of year	<b>4,563,260</b>	2,398,149
Cash and cash equivalents, end of year	<b>4,384,476</b>	<b>4,563,260</b>

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

**Village of Pemberton**  
**Notes to the Financial Statements**  
*For the year ended December 31, 2017*

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

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

### **1. Significant accounting policies**

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

(a) Basis of accounting

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

(b) Revenue recognition

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

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

(c) Deferred revenue

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

(d) Investment income

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

**Village of Pemberton**  
**Notes to the Financial Statements**  
*For the year ended December 31, 2017*

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

(e) Reserves

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

(f) Cash and cash equivalents

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

(g) Long-term debt

Long-term debt is recorded net of principal repayments and actuarial adjustments.

(h) Liability for contaminated sites

A liability for remediation of a contaminated site is recognized at the best estimate of the amount required to remediate the contaminated site when contamination exceeding an environmental standard exists, the Village is either directly responsible or accepts responsibility, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount is determinable. The best estimate of the liability includes all costs directly attributable to remediation activities and is reduced by expected net recoveries based on information available at December 31, 2017.

(i) Non-financial assets

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

(i) Tangible capital assets

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

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

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

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

(ii) Contributions of tangible capital assets

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

(iii) Natural resources

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

(iv) Works of art and cultural and historic assets

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

(v) Interest capitalization

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

(vi) Leased tangible capital assets

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

(j) Use of estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the period.

Significant estimates include assumptions used in estimating provisions for accrued liabilities, estimated useful lives of tangible capital assets, and valuation of accounts receivable.

Liabilities for contaminated sites are estimated based on the best information available regarding potential contamination where the Village is responsible.

(k) Recent accounting pronouncements

(i) PS 2200 *Related Party Disclosures*

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

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

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

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

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

(ii) PS 3210 Assets

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

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

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

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

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

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

The standard is effective for fiscal years beginning on or after April 1, 2017. Earlier adoption is permitted.

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

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

(iii) PS 3320 *Contingent Assets*

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

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

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

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

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

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

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

(iv) PS 3380 *Contractual Rights*

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

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

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

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

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



**Village of Pemberton**  
**Notes to the Financial Statements**  
*For the year ended December 31, 2017*

**2. Cash and cash equivalents**

	2017	2016
Restricted cash and cash equivalents		
Development cost charges	698,162	581,941
Other	25,000	25,000
	<b>723,162</b>	606,940
Unrestricted cash and cash equivalents	<b>3,661,314</b>	3,956,319
	<b>4,384,476</b>	4,563,260

Cash equivalents include investments in Municipal Finance Authority Money Market Fund and term deposits.

**3. Accounts Receivable**

	2017	2016
Taxes receivable	384,750	505,684
Utilities receivable	79,958	294,634
Goods and Services Tax receivable	91,390	69,539
Trade receivables	659,785	634,304
	<b>1,215,883</b>	1,504,161

**4. Deferred revenue**

	December 31, 2016	Collections	Transfers	December 31, 2017
Development cost charges				
General	293,742	69,703	-	363,445
Water utility	180,451	37,988	-	218,439
Sewer utility	107,748	79,987	-	187,735
	581,941	187,678	-	769,619
Deferred revenue				
Unspent gas tax funding	536,819	156,624	(327,688)	365,755
Deferred grants	77,149	2,500	(1,000)	78,649
Future local improvements	100,998	-	(2,229)	98,769
Prepaid utilities and taxes	23,589	76,264	(23,589)	76,264
Other	190,869	-	-	190,869
	929,423	235,388	(354,506)	810,306
	1,511,364	423,066	(354,506)	1,579,925

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

**Village of Pemberton**  
**Notes to the Financial Statements**  
*For the year ended December 31, 2017*

**5. Long-term debt**

	2017	2016
Outstanding debt, beginning of year	5,210,276	4,705,768
Issues of debt	412,943	804,794
Repayment of debt	(319,724)	(228,844)
Actuarial reduction of debt	(72,809)	(71,442)
	<b>5,230,686</b>	5,210,276

Bylaw	Year Maturing	% Rate	Cash Payments		Balance Outstanding	
			Interest	Principal	2017	2016
427	2022	3.05	11,375	19,658	<b>225,817</b>	264,737
515	2025	1.80	37,800	77,200	<b>1,035,902</b>	1,146,475
580	2036	3.00	35,273	35,939	<b>1,530,934</b>	1,584,132
756	2024	3.00	8,100	22,489	<b>199,800</b>	224,123
776	2040	2.75	33,000	30,809	<b>1,137,304</b>	1,169,191
795	2036	2.10	11,204	19,856	<b>513,680</b>	533,536
747	2019	variable	1,044	20,000	<b>60,000</b>	80,000
1433	2020	variable	1,576	23,673	<b>94,760</b>	118,433
N/A	2018	variable	326	28,579	<b>19,291</b>	-
N/A	2018	variable	89	5,084	<b>6,883</b>	-
N/A	2021	variable	1,250	20,667	<b>68,983</b>	89,650
N/A	2021	variable	3,145	15,772	<b>337,332</b>	-
			144,182	319,724	<b>5,230,686</b>	5,210,276

During the year, all outstanding capital leases were converted to equipment financing loans. The Village's equipment financing loans have been presented as additions to long-term debt during the year.

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

2018	282,072
2019	256,902
2020	257,985
2021	249,432
2022	222,670

**Village of Pemberton**  
**Notes to the Financial Statements**  
*For the year ended December 31, 2017*

**6. Tangible capital assets**

<b>2017</b>	<b>Land</b>	<b>Buildings</b>	<b>Engineering Structures</b>	<b>Machinery, Equipment and Vehicles</b>	<b>Water Systems</b>	<b>Sewer Systems</b>	<b>Assets Under Construction</b>	<b>Total</b>
<b>Cost</b>								
Balance, beginning of year	830,087	2,066,915	5,507,590	3,929,702	6,356,297	13,401,023	96,540	<b>32,188,154</b>
Disposals	-	-	-	(8,918)	-	-	-	<b>(8,918)</b>
Additions	851,614	26,465	339,687	168,005	459,829	-	124,819	<b>1,970,419</b>
Balance, end of year	<b>1,681,701</b>	<b>2,093,380</b>	<b>5,847,277</b>	<b>4,088,789</b>	<b>6,816,126</b>	<b>13,401,023</b>	<b>221,359</b>	<b>34,149,655</b>
<b>Accumulated amortization</b>								
Balance, beginning of year	-	485,052	3,189,461	2,496,636	1,314,071	4,041,735	-	<b>11,526,955</b>
Amortization reversal on disposal	-	-	-	(6,316)	-	-	-	<b>(6,316)</b>
Amortization expense	-	52,290	121,462	224,315	137,400	266,827	-	<b>802,294</b>
Balance, end of year	-	537,342	3,310,923	2,714,635	1,451,471	4,308,562	-	<b>12,322,933</b>
<b>Net book value, end of year</b>	<b>1,681,701</b>	<b>1,556,038</b>	<b>2,536,354</b>	<b>1,374,154</b>	<b>5,364,655</b>	<b>9,092,461</b>	<b>221,359</b>	<b>21,826,722</b>

Included in tangible capital assets are fully depreciated assets with cost and accumulated amortization of \$1,131,583.

**Village of Pemberton**  
**Notes to the Financial Statements**  
*For the year ended December 31, 2017*

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

<b>2016</b>	<b>Land</b>	<b>Buildings</b>	<b>Engineering Structures</b>	<b>Machinery, Equipment and Vehicles</b>	<b>Water Systems</b>	<b>Sewer Systems</b>	<b>Assets Under Construction</b>	<b>Total</b>
<b>Cost</b>								
Balance, beginning of year	830,087	2,045,487	4,904,741	3,211,606	5,813,658	13,391,040	63,041	<b>30,259,660</b>
Disposals	-	-	-	-	-	-	-	-
Additions	-	21,428	602,849	718,096	542,639	9,983	33,499	<b>1,928,494</b>
Balance, end of year	830,087	2,066,915	5,507,590	3,929,702	6,356,297	13,401,023	96,540	<b>32,188,154</b>
<b>Accumulated amortization</b>								
Balance, beginning of year	-	438,053	3,079,581	2,282,999	1,187,806	3,774,908	-	<b>10,763,347</b>
Amortization reversal on disposal	-	-	-	-	-	-	-	-
Amortization expense	-	46,999	109,880	213,637	126,265	266,827	-	<b>763,608</b>
Balance, end of year	-	485,052	3,189,461	2,496,636	1,314,071	4,041,735	-	<b>11,526,955</b>
<b>Net book value, end of year</b>	<b>830,087</b>	<b>1,581,863</b>	<b>2,318,129</b>	<b>1,433,066</b>	<b>5,042,226</b>	<b>9,359,288</b>	<b>96,540</b>	<b>20,661,199</b>

The total cost of tangible capital assets under capital lease obligations in 2016 was \$911,383 and total accumulated amortization was \$361,316 for a net book value of \$550,067.

Included in tangible capital assets are fully depreciated assets with cost and accumulated amortization of \$922,270.

**Village of Pemberton**  
**Notes to the Financial Statements**  
*For the year ended December 31, 2017*

**7. Accumulated surplus**

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

	2017	2016
Surplus		
Invested in tangible capital assets	16,596,037	15,003,840
Unrestricted	1,118,979	1,233,896
	<b>17,715,016</b>	<b>16,237,736</b>
Non-statutory reserves		
General reserve	203,543	346,561
Reserves set aside by Council		
Equipment replacement	22,969	22,969
Centennial building	7,161	7,161
Capital	314,317	117,749
Fire department	187,794	-
Water – general	159,753	55,253
Transit	12,840	-
	<b>704,834</b>	<b>203,132</b>
	<b>18,623,393</b>	<b>16,787,429</b>

**8. Taxation**

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

	2017	2016
Municipal and school property taxes levied	4,067,324	3,852,487
Payments in-lieu of taxes	89,078	102,695
	<b>4,156,402</b>	<b>3,955,182</b>
Less transfers to other governments		
Squamish-Lillooet Regional District	872,988	861,005
Province of B.C. – School taxes	1,194,650	1,153,199
Policing costs	185,644	170,053
B.C. Assessment Authority	39,778	39,192
Sea to Sky Regional Hospital District	26,708	26,566
Municipal Finance Authority	145	121
	<b>2,319,913</b>	<b>2,250,136</b>
Net taxation revenue available for municipal purposes	<b>1,836,489</b>	<b>1,705,046</b>

**Village of Pemberton**  
**Notes to the Financial Statements**  
*For the year ended December 31, 2017*

**9. Government transfers**

The government transfers reported on the statement of operations are:

	2017	2016
Federal and provincial grants		
Social assistance and community development	389,870	387,146
Gas tax	327,688	-
Capital improvements	188,257	75,057
Miscellaneous	8,083	14,465
	<b>913,898</b>	<b>476,668</b>
Other municipalities and regional districts		
Fire protection	279,916	154,122
Rescue services	64,275	63,076
Other	5,000	26,099
	<b>349,191</b>	<b>243,297</b>
<b>Total government transfer revenues</b>	<b>1,263,089</b>	<b>719,965</b>

**10. Commitments and contingencies**

- (a) Under the provisions of the Local Government Act, Regional District debt is a direct, joint and several liability of the Regional District and each member municipality within the Regional District, including the Village of Pemberton. At December 31, 2017 the Squamish-Lillooet Regional District had net debt owing of \$48,998,601, \$52,105,136 less \$3,106,535 sinking funds (2016 - \$51,530,513, \$54,813,166 less \$3,282,653 sinking funds).
- (b) The Village and its employees contribute to the Municipal Pension Plan ("the Plan"), a jointly-trusted pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the pension plan, including investment of the assets and administration of benefits. The pension plan is a multi-employer contributory defined benefit pension plan. Basic pension benefits provided are based on a formula. The plan has about 193,000 active members and approximately 90,000 retired members.

Every three years an actuarial valuation is performed to assess the financial position of the plan and the adequacy of plan funding. The most recent valuation as at December 31, 2015 indicated a funding surplus of \$2.224 billion for basic pension benefits on a going concern basis. The next valuation will be as at December 31, 2018, with results available in 2019. Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension accounting). This is because the plan records accrued liabilities and accrued assets for the Plan in aggregate with the result that there is no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the Plan.

The Village of Pemberton paid \$150,960 (2016 - \$127,914) for employer contributions to the plan in fiscal 2017.

**10. Commitments and contingencies (continued)**

- (d) From time to time, the Village is brought forth as defendant in various lawsuits. The Village reviews its exposure to any potential litigation, for which it would not be covered by insurance, and assesses whether a successful claim against the Village would significantly affect the financial statements of the Village. Management has determined that potential liabilities, if any, arising from these claims will not be significant to the financial statements.
- (e) The Village is a participant in the Municipal Insurance Association of British Columbia. Should the Association pay out claims in excess of premiums received, it is possible the Village, along with the other participants, would be required to contribute towards the deficit. The likelihood or amount of any potential liability is not determinable at this time.
- (f) At December 31, 2017, the Village has entered into an agreement to purchase land in exchange for consideration of \$300,000. The purchase was completed subsequent to year end.

**11. Segmented information**

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

(i) General government

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

(ii) Fire protection services

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

(iii) Development services

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

(iv) Public works and parks

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

(v) Water and sewer utilities

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

**11. Segmented information (continued)**

(vi) Airport services

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

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

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

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**Village of Pemberton**  
**Notes to the Financial Statements**  
For the year ended December 31, 2017

**11. Segmented information (continued)**

2017	General Government	Fire Protection Services	Development & Planning Service	Public Works and Parks	Water Utility	Sewer Utility	Airport Services	Total
<b>Revenues</b>								
Taxation	599,814	349,777	195,037	316,043	99,985	200,113	75,720	1,836,489
Water and sewer user rates	-	-	-	-	938,446	765,001	-	1,703,447
User fees	189,272	-	228,411	-	-	-	23,332	441,015
Penalties and interest income	75,682	-	-	-	10,233	9,996	-	95,911
Government transfers	402,953	344,191	-	2,923	317,349	-	195,673	1,263,089
Investment income	36,818	-	-	-	578	1,105	-	38,501
Contributions	-	-	-	787,000	30,711	-	-	817,711
Other	37,240	213,529	100,953	447	-	1,359	5,404	358,932
Gain on disposal	-	4,283	-	-	-	-	-	4,283
	<b>1,341,779</b>	<b>911,780</b>	<b>524,401</b>	<b>1,106,413</b>	<b>1,397,302</b>	<b>977,574</b>	<b>300,129</b>	<b>6,559,378</b>
<b>Expenses</b>								
Wages, salaries and benefits	557,407	248,939	210,505	389,735	490,933	277,898	27,824	2,203,241
Materials, supplies and contracted services	390,009	310,881	211,090	289,357	211,442	207,883	25,193	1,645,855
Debt servicing	7,337	7,872	-	4,075	27,691	25,048	-	72,023
Amortization	340,885	-	-	-	137,400	266,827	57,183	802,295
	<b>1,295,638</b>	<b>567,692</b>	<b>421,595</b>	<b>683,167</b>	<b>867,466</b>	<b>777,656</b>	<b>110,200</b>	<b>4,723,414</b>
<b>Annual surplus (deficit)</b>	<b>46,141</b>	<b>344,088</b>	<b>102,806</b>	<b>423,243</b>	<b>529,840</b>	<b>199,918</b>	<b>189,929</b>	<b>1,835,964</b>

**Village of Pemberton**  
**Notes to the Financial Statements**  
For the year ended December 31, 2017

**11. Segmented information (continued)**

2016	General Government	Fire Protection Services	Development & Planning Service	Public Works and Parks	Water Utility	Sewer Utility	Airport Services	Total
<b>Revenues</b>								
Taxation	582,023	307,801	119,679	270,233	129,590	244,520	51,200	1,705,046
Water and sewer user rates	-	-	-	-	927,339	745,619	-	1,672,958
User fees	224,355	-	149,314	-	-	-	25,088	398,756
Penalties and interest income	66,131	-	-	-	8,969	7,195	-	82,296
Government transfers	419,709	217,199	-	27,098	-	-	55,959	719,965
Investment income	19,102	-	-	-	811	1,376	-	21,289
Contributions	50,336	-	-	294,278	91,850	-	-	436,463
Other	68,626	102,668	103,346	12,283	-	13,515	9,179	309,618
Gain on disposal	150,200	-	-	-	-	-	-	150,200
	<b>1,580,482</b>	<b>627,668</b>	<b>372,339</b>	<b>603,892</b>	<b>1,158,559</b>	<b>1,012,225</b>	<b>141,426</b>	<b>5,496,591</b>
<b>Expenses</b>								
Wages, salaries and benefits	529,926	324,139	134,494	370,132	452,121	262,394	28,535	2,101,741
Materials, supplies and contracted services	457,581	249,397	138,408	243,652	169,194	218,563	13,758	1,490,553
Debt servicing	7,637	1,386	-	2,424	46,230	74,405	-	132,082
Amortization	321,570	-	-	-	126,265	266,827	48,946	763,608
	<b>1,316,714</b>	<b>574,922</b>	<b>272,902</b>	<b>616,208</b>	<b>793,810</b>	<b>822,189</b>	<b>91,239</b>	<b>4,487,984</b>
<b>Annual surplus (deficit)</b>	<b>263,768</b>	<b>52,746</b>	<b>99,437</b>	<b>(12,316)</b>	<b>364,749</b>	<b>190,036</b>	<b>50,187</b>	<b>1,008,607</b>

**Village of Pemberton**  
**Notes to the Financial Statements**  
*For the year ended December 31, 2017*

**12. Budget data**

The budget data presented in these financial statements is based upon the 2017 operating and capital budgets adopted by Council on May 4, 2017. The following table reconciles the approved budget to the budget figures reported in these financial statements.

	<b>Budget amount</b>
Surplus – Statement of Operations	1,284,831
Adjust for budgeted cash items not included in statement of operations	
Capital expenditures	(2,227,573)
Loan proceeds	-
Amortization	858,325
Reduction in long-term debt	(205,949)
Repayment of obligations under capital lease	(149,579)
Transfers from Statutory Reserves	-
Transfers from Non-Statutory Reserves	134,468
Transfers to Non-Statutory Reserves	(335,164)
Transfers from Unrestricted Surplus	640,641
<b>Total adjustments</b>	<b>(1,016,107)</b>
<b>Financial plan balance</b>	<b>-</b>

Draft for review

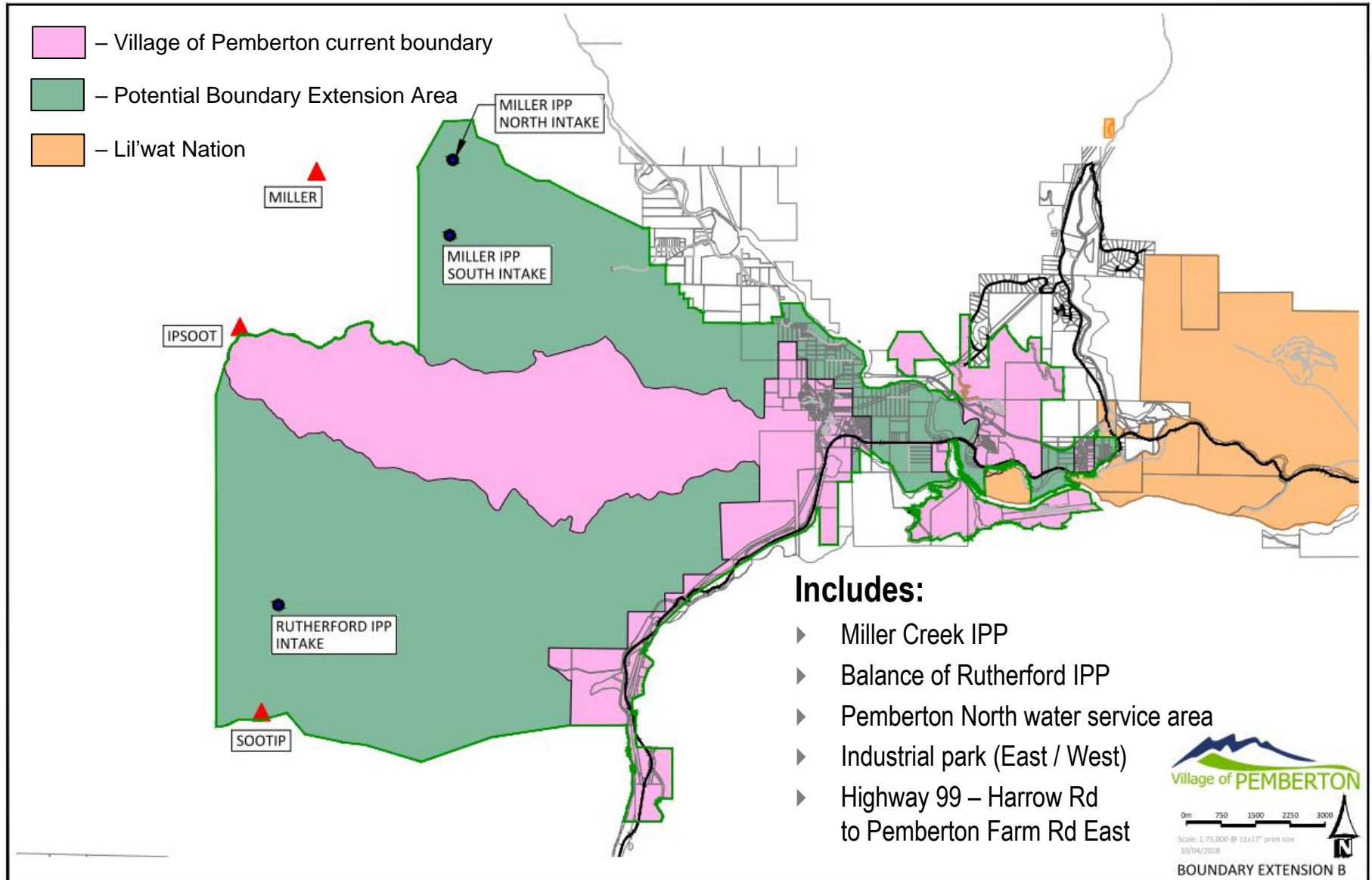
# Village of Pemberton Boundary Extension Update



*Photo Credit: Hello BC*

*Council Update – May 8, 2018*

# Potential Boundary Extension Area



# Potential Boundary Extension Area

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## Overall Rationale

- ▶ Community identity
- ▶ Establish contiguous boundary (removes the satellite layout)
- ▶ Incorporates currently serviced areas
- ▶ More consistent land use planning
- ▶ Promotes streamlining of regulations by simplifying multi-jurisdictional control (e.g. roads / subdivision control regulated by MOTI in unincorporated areas)
- ▶ Local decision making by keeping property tax dollars in the community

# Potential Revenues and Expenditures

---

## Potential Additional Revenues

- ▶ Potential 2018 Municipal Tax Revenue = ~\$477,000
- ▶ Additional Small Communities Grant = \$ 25,000

## Potential Additional Expenditures

- ▶ Road Maintenance (\$5,000/km x 6.3km) = **(\$31,500)**  
*(Note: does not include capital road upgrade requirements)*
- ▶ General Administration/Public Works Staff = **(\$75,000)**  
*(Note: assumes 1 FTE after about 2 or 3 years)*

The potential Annual Net Revenues to the Village of Pemberton are estimated at approximately **\$395,000**. Note that this does not include transfer to future road capital reserves or potential transition funding to the SLRD.

# Potential Impacts to the SLRD

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- ▶ No change to Region-Wide, Sub-Regional or Local Area Services
- ▶ Potential Impact to Electoral Area-only services:
  - Civic Addressing (CC #1202)
  - Building Inspection (CC #1400)
  - Elections UBCM (CC #1500)
  - Emergency Planning (CC #1761)
  - Electoral Areas Comm. Parks Serv (CC #3000)
- ▶ Potential impact to SLRD (2017 Requisition) for EA-only services = approximately \$35,000.
- ▶ SLRD has indicated it cannot cut service levels. Village to work with SLRD on potential funding strategy for the shortfall.



# Potential Property Tax Impacts

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- ▶ Based on the sample residential property (\$600,000 assessment) and using 2017 tax rates, the potential property tax impact is approximately **\$577** (\$2,948 vs \$2,372).
- ▶ Other properties will have different impacts based on their assessment and property class (e.g. business, industry, farm).
- ▶ Houses with farm status will no longer gain provincial exemption from the rural property tax and will pay the Village residential tax rate.
- ▶ Based on a sample farm house property (\$300,000 farm house, \$100,000 farm land) and using 2017 tax rates, the potential property tax impact is approximately **\$544** (\$2,183 vs. \$1,640).
- ▶ The Village can adjust its farm tax (Class 9) rate to help lessen the impact to farm taxation.

# Open House #1 – April 25<sup>th</sup>, 2018

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- ▶ 67 people signed in
- ▶ 21 completed feedback forms
- ▶ What did we hear?
  - Hoped there was a presentation (there will be at Open House #2)
  - Appreciated the dialogue and opportunity to discuss
  - Wanted more information to fully understand and contemplate the Boundary Extension
  - Farm taxation impacts was an issue
  - Potential land use changes (especially agriculture) between the SLRD and Village was a topic of discussion
- ▶ FAQ prepared for Council review, and available on the website on May 9<sup>th</sup>, in advance of Open House #2 on May 15<sup>th</sup>.

# Next Steps

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- ▶ May 8<sup>th</sup> Council meeting – Council update on the first open house, and advertising for the second Open House.
- ▶ Continue to refine calculations and analysis and work with stakeholders (e.g. SLRD, MOTI, ALC, Lil'wat Nation)
- ▶ Open House #2 – Tuesday, May 15<sup>th</sup>, Signal Hill Elementary, 6-8pm
- ▶ May 25<sup>th</sup> – Finalize Background Report, Staff Report, and recommendations.
- ▶ **May 29<sup>th</sup>** Council meeting – present report for Council to consider passing a resolution requesting that the Minister consider the boundary extension

# Discussion / Questions?



# Thank You!

Dan Huang, MCIP, RPP  
Senior Planner / Principal  
Urban Systems

## **Canadian Parks and Wilderness Society**

Sea to Sky Senior Leaders

### **Short title:** International Biodiversity Targets Commitment

WHEREAS The Canadian Government has committed to meeting the International Biodiversity Targets of protecting 17% of our land and inland waters and 10% of our ocean by 2020 through networks of protected areas and other effective area-based conservation measures;

AND WHEREAS A strong provincial parks system provides economic benefits in the forms of good jobs in urban and rural communities, economic impacts through visitor spending, tourism revenue and diversifying the economy, and ecosystem services in the forms of clean air, water, providing critical habitat for species-at-risk, and climate change adaptation:

THEREFORE BE IT RESOLVED the UBCM request the Government of BC set aside dedicated funding for purposes of system expansion, ecological monitoring and research, and management planning to meet the quantitative and qualitative measures set out in the 2020 Biodiversity Goals and Targets for Canada.

### **Background Information**

The next two years are a critical time to create and improve protected areas in Canada. Canada has committed to reaching the Aichi Biodiversity Targets through the *Pathway to Target 1*. This target states that “[b]y 2020, at least 17 percent of terrestrial areas and inland water, and 10 percent of coastal and marine areas, are conserved through networks of protected areas and other effective area-based conservation measures.” Immediate action is needed to meet this target and safeguard wild spaces for species-at-risk as well as the recreational and cultural values that parks were created to protect.

British Columbia is known for its amazing parks and protected areas system. We boast the most diverse parks system in the country and the third largest in North America. A healthy and well-managed parky system offers society many services that are essential to our well-being. It protects food security, human health, the provision of clean air and water, and contributes to local livelihoods, and economic development. To support meeting the International Biodiversity Targets, the 2018 Federal Budget included \$1.3 billion for the conservation of nature. It is critical that B.C. does not miss out on this opportunity to leverage international momentum and federal support to expand and improve our provincial parks system.

BC Parks has recently seen an upturn in support through the BC Parks Future Strategy, the increase in funding to the Park Enhancement Fund and a continued annual increase in the BC's government 3-year fiscal plan, but more is needed to bring our system back to world-class status. BC funds its parks system at less than 1/10th per hectare compared to Alberta Parks and Parks Canada, systems of comparable size. The lack of resources causes shortfalls in staffing, monitoring and, ecosystem planning and management. The local economic impacts and broader benefits for nature are certain, yet they will not be realized unless the system gets the resources it needs.

### **Supporting Facts:**

- Every \$1 invested in the protected areas system generates \$8.42 in visitor spending on food, transportation, and other goods and services (Outspan, 2011).
- The majority of BC residents (91%) participated in at least one outdoor recreation activity during the past year. Of those, nearly two-thirds (64%) participated in activities at least once a week (Destination BC, 2013).
- It was found that visitor spending is nearly six times higher than park organizations in Canada (Outspan, 2009).
- BC Parks had more visitor spending (\$393.9M) than AB (\$317.0) but less than half in park organizational spending (Outspan, 2009).
- Almost 90% of British Columbians have used a provincial park at some time and 6 in 10 residents use a provincial park each year (BC Parks).
- The BC NDP included a campaign promise to restore funding to BC Parks before their election in 2017.

A vibrant green tree frog with black and yellow markings is perched on a leaf. The frog has large, prominent eyes and is looking towards the right. The background is a soft, out-of-focus green, suggesting a natural habitat. The overall image has a slightly dark, moody tone with a teal-green color palette.

2020 **BIODIVERSITY**  
**GOALS & TARGETS**  
FOR CANADA

## Preamble

In order to achieve their long-term biodiversity outcomes, federal, provincial and territorial governments developed the following set of new medium-term goals and targets. These aspirational goals and targets describe results to be achieved through the collective efforts of a diversity of players both public and private whose actions and decisions have an impact on biodiversity. Governments need to do their part but cannot act alone.

Implementation of the goals and targets will rely on meaningful, full and effective participation of Aboriginal peoples, including First Nations, Inuit and Métis peoples. In this respect, while Aboriginal traditional knowledge and customary use of biological resources are specifically highlighted under targets 12 and 15, the traditional knowledge, innovations and practices of Aboriginal communities are relevant for implementing all of Canada's biodiversity goals and targets, as is protecting and encouraging customary use of biological resources compatible with their conservation and sustainable use.

Local communities, urban and regional governments, business and industry, conservation and stewardship groups, educational and scientific institutions and citizens are also all able to contribute. Canadians are invited to commit to doing their part and to share the results of their efforts.

## GOAL A

BY 2020, CANADA'S LANDS AND WATERS ARE PLANNED AND MANAGED USING AN ECOSYSTEM APPROACH TO SUPPORT BIODIVERSITY CONSERVATION OUTCOMES AT LOCAL, REGIONAL AND NATIONAL SCALES.

### Target 1

By 2020, at least 17 percent of terrestrial areas and inland water, and 10 percent of coastal and marine areas, are conserved through networks of protected areas and other effective area-based conservation measures.

### Target 2

By 2020, species that are secure remain secure, and population of species at risk listed under federal law exhibit trends that are consistent with recovery strategies and management plans.

### Target 3

By 2020, Canada's wetlands are conserved or enhanced to sustain their ecosystem services through retention, restoration and management activities.

### Target 4

By 2020, biodiversity considerations are integrated into municipal planning and activities of major municipalities across Canada.

### Target 5

By 2020, the ability of Canadian ecological systems to adapt to climate change is better understood, and priority adaptation measures are underway.



## GOAL B

BY 2020, DIRECT AND INDIRECT PRESSURES AS WELL AS CUMULATIVE EFFECTS ON BIODIVERSITY ARE REDUCED, AND PRODUCTION AND CONSUMPTION OF CANADA'S BIOLOGICAL RESOURCES ARE MORE SUSTAINABLE.

### Target 6

By 2020, continued progress is made on the sustainable management of Canada's forests.

### Target 7

By 2020, agricultural working landscapes provide a stable or improved level of biodiversity and habitat capacity.

### Target 8

By 2020, all aquaculture in Canada is managed under a science-based regime that promotes the sustainable use of aquatic resources (including marine, freshwater and land based) in ways that conserve biodiversity.

### Target 9

By 2020, all fish and invertebrate stocks and aquatic plants are managed and harvested sustainably, legally and applying ecosystem-based approaches.

### Target 10

By 2020, pollution levels in Canadian waters, including pollution from excess nutrients, are reduced or maintained at levels that support healthy aquatic ecosystems.

### Target 11

By 2020, pathways of invasive alien species introductions are identified, and risk-based intervention or management plans are in place for priority pathways and species.

### Target 12

By 2020, customary use by Aboriginal peoples of biological resources is maintained, compatible with their conservation and sustainable use.

### Target 13

By 2020, innovative mechanisms for fostering the conservation and sustainable use of biodiversity are developed and applied.

## GOAL C

BY 2020, CANADIANS HAVE ADEQUATE AND RELEVANT INFORMATION ABOUT BIODIVERSITY AND ECOSYSTEM SERVICES TO SUPPORT CONSERVATION PLANNING AND DECISION-MAKING.

### Target 14

By 2020, the science base for biodiversity is enhanced and knowledge of biodiversity is better integrated and more accessible.

### Target 15

By 2020, Aboriginal traditional knowledge is respected, promoted and, where made available by Aboriginal peoples, regularly, meaningfully and effectively informing biodiversity conservation and management decision-making.

### Target 16

By 2020, Canada has a comprehensive inventory of protected spaces that includes private conservation areas.

### Target 17

By 2020, measures of natural capital related to biodiversity and ecosystem services are developed on a national scale, and progress is made in integrating them into Canada's national statistical system.

## GOAL D

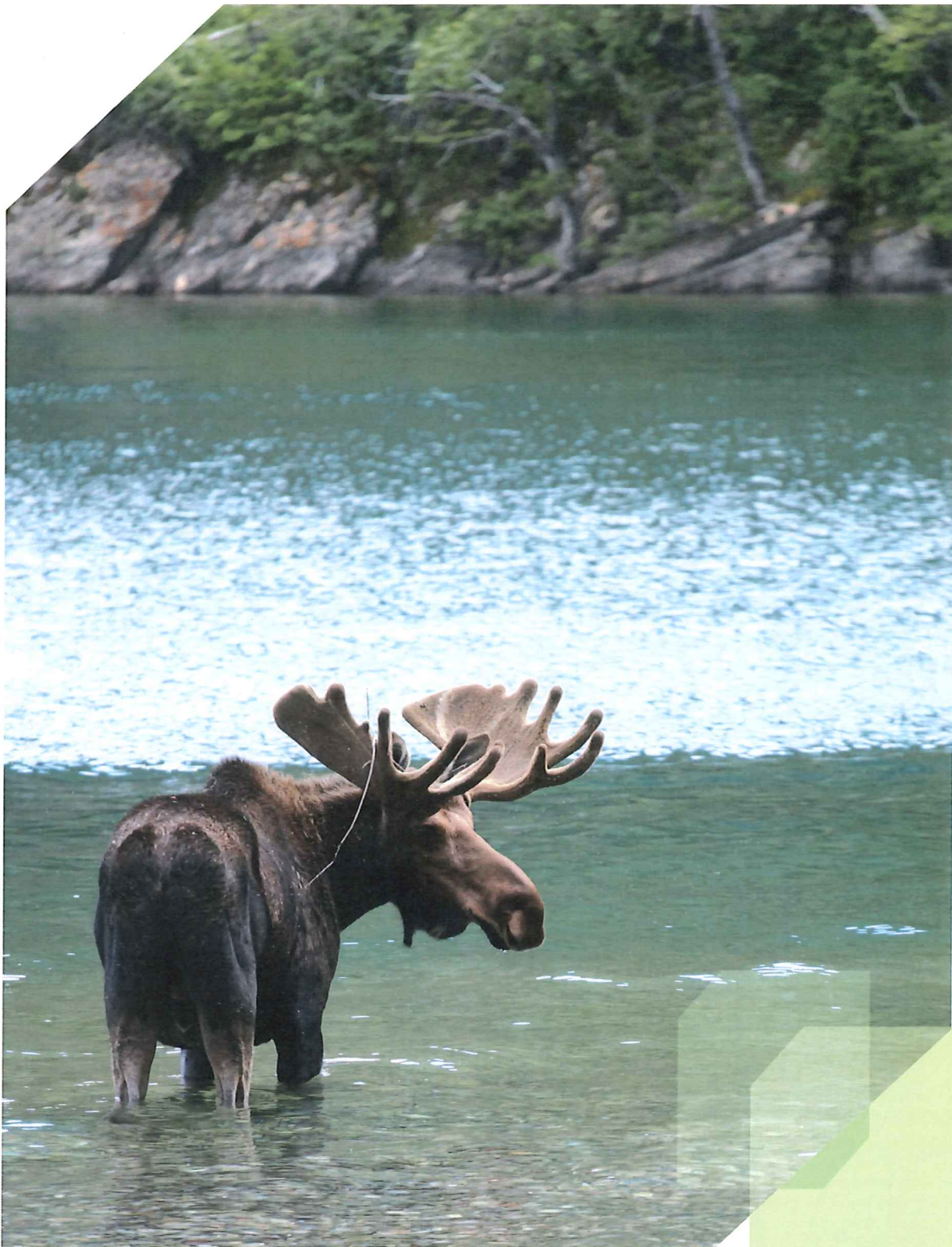
BY 2020, CANADIANS ARE INFORMED ABOUT THE VALUE OF NATURE AND MORE ACTIVELY ENGAGED IN ITS STEWARDSHIP.

### Target 18

By 2020, biodiversity is integrated into the elementary and secondary school curricula.

### Target 19

By 2020, more Canadians get out into nature and participate in biodiversity conservation activities.



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Canada 

**Date:** Tuesday, May 8, 2018

**To:** Nikki Gilmore, Chief Administrative Officer

**From:** Jill Brooksbank, Senior Communications & Grant Coordinator

**Subject:** National Public Works Week Proclamation Request

---

## **PURPOSE**

The purpose of this report is to seek Council's support to proclaim the week of May 20 to May 26, 2018 National Public Works Week in the Village of Pemberton.

## **BACKGROUND**

Each May, National Public Works Week (NPWW) is held to celebrate the many people dedicated to their communities by working in public works careers. Municipalities celebrate National Public Works Week with open houses, school and educational events, and displays of public works equipment.

In 2018, the theme for NPWW is The Power of Public Works, illustrating the impact public works has on modern civilization. From providing clean water to disposing of solid waste, to building roads and bridges or planning for and implementing mass transit, to removing snow on roadways, public works services determine a society's quality of life.

## **DISCUSSION & COMMENTS**

To commemorate National Public Works Week and to create awareness of the role of Public Works and its importance, Staff will be hosting a Public Works Day on Thursday, May 24<sup>th</sup> for Signal Hill Elementary School Students at the Downtown Community Barn. Ten classes will be joining the Public Works Team at the Barn for interactive displays and equipment tours. Staff will also be highlighting the various roles and career opportunities within the Department.

Public Works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of the Village of Pemberton.

The infrastructure, facilities and services could not be provided without the dedicated efforts of Public Works professionals, that include engineers, managers and employees who are responsible for rebuilding, improving and protecting our transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens.

As such, Staff recommends we acknowledge this essential work through a Council proclamation and create public awareness of National Public Works Week through community engagement activities.

## **COMMUNICATIONS**

The Senior Communications Coordinator will promote National Public Works Week and Council's proclamation through its digital communications channels, including the Village's website, Facebook page and eNews.

## **LEGAL CONSIDERATIONS**

Proclaiming May 21 – May 26 National Public Works Week meets with the Village's Proclamation Policy as the Village will be facilitating events in recognition of National Public Works Week and the Village's Public Works Crew. There are no legal, legislative or regulatory considerations at this time.

## **IMPACT ON BUDGET & STAFFING**

National Public Works Week activities, including communications, will be incorporated into the day-to-day operations of the Operations Division of the Operations & Development Services Department and the Communications Division of the Office of the CAO.

## **INTERDEPARTMENTAL IMPACT & APPROVAL**

This initiative requires a collaboration of both the Operations Department and Office of the Chief Administrative Officer.

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

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

This initiative has no impact on the region or neighbouring jurisdictions.

## **ALTERNATIVE OPTIONS**

There are no alternative options for consideration.

## **POTENTIAL GOVERNANCE CONSIDERATIONS**

The Public Works Week Proclamation and related activities are aligned with *Strategic Priority Two, Good Governance and Strategic Priority Three, Excellence in Service* whereby the Village is committed to citizen engagement, being an open and accountable government, and to fiscal responsibility; and the Village is committed to delivering the highest quality level municipal services within the scope of our resources

**RECOMMENDATIONS**

**THAT** Council proclaim May 20<sup>th</sup> to May 26<sup>th</sup> National Public Works Week in the Village of Pemberton.

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

**Date:** May 8, 2018  
**To:** Nikki Gilmore, Chief Administrative Officer  
**From:** Sheena Fraser, Manager of Administrative Services  
**Subject:** Appointment of the 2018 Election Officers

---

### **PURPOSE**

The purpose of this report is to appoint a Chief Election Officer (CEO) and two Deputy Chief Election Officers (DCEO) in preparation for the 2018 fall Local Government Election.

### **BACKGROUND**

Section 41 (1) of the *Local Government Act* establishes that for the purposes of conducting a referendum or an election a local government must appoint both a Chief Election Officer and Deputy Chief Election Officer(s). These appointments must be made by resolution at an open meeting of Council.

### **DISCUSSION & COMMENTS**

This year, the province wide general local government elections, will be held on Saturday, October 20, 2018. The Village has traditionally appointed the CEO and one DCEO; however, this year as the election preparation period begins sooner, due to the general election being held one month earlier than it has in the past, and in anticipation that a referendum respecting boundary extension may be held in conjunction with the fall election, it has been determined that two Deputy Chief Elections Officers are required for the upcoming election period.

In this regard, Staff is requesting a resolution from Council to appoint the following:

Chief Election Officer:	Sheena Fraser, Manager of Corporate & Legislative Services
Deputy Chief Election Officer:	Gwendolyn Kennedy, Legislative Assistant
Deputy Chief Election Officer:	Melissa Sutherland, Office Assistant

### **COMMUNICATIONS**

The appointment of Election Officers does not require a communications element.

### **LEGAL CONSIDERATIONS**

The appointment of Election Officers meets with the requirements as set out in Section 41 (1) of the *Local Government Act*.

### **IMPACT ON BUDGET & STAFFING**

The election budget for 2018 has been established at \$30,000 and the budget approved by Council.

The approved budget will cover all costs associated with advertising, printing, staffing, room rental and other minor election expenses that may be required. The Village will be sharing costs related to some of the election activities with both the Squamish-Lillooet Regional District and Sea to Sky School District No. 48.

The facilitation of the local government elections is a responsibility of the Corporate & Legislative Service Department.

### **LEGAL CONSIDERATIONS**

There are no legal considerations at this time.

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

The Village of Pemberton facilitates the election on behalf of Sea to Sky School District No. 48 (SD48), for the Village of Pemberton School Board Trustee election. A Cost Sharing Agreement is currently being prepared which sets out that SD48 will be required to pay one third (1/3) of the costs associated with the preparation of the nomination packages, printing, training of election officials, election staffing, advertising, facility rentals and other costs as may be required. This Agreement will be brought forward for Council approval at a later date.

As well, the Village will be coordinating with the SLRD respecting sharing the Voting Station space at the Pemberton Community Centre along with costs associated with the room rental.

### **ALTERNATIVE OPTIONS**

In previous years, Village Staff has overseen the running of Municipal elections and it is included in the responsibilities of the Corporate & Legislative Services Department. An alternative course of action would be to contract out the election oversight. This is not recommended.

### **POTENTIAL GOVERNANCE CONSIDERATIONS**

The appointments noted above meet with Strategic Priority No. Two: Good Governance whereby the Village is committed to citizen engagement.

### **RECOMMENDATIONS**

**THAT** pursuant to Section 41(1) and (2) of the *Local Government Act* Sheena Fraser be appointed Chief Election Officer for conducting the 2018 general local elections with power to appoint other election officials as required for the administration and conduct of the 2018 general local elections;

**AND THAT** Gwendolyn Kennedy and Melissa Sutherland be appointed Deputy Chief Election Officers for the 2018 general local elections.

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

**Date:** May 8, 2018  
**To:** Nikki Gilmore, Chief Administrative Officer  
**From:** Lisa Pedrini, Village Planner  
**Subject:** SLRD RGS Review Major Amendment

---

### **PURPOSE**

The purpose of this report is to present to Council information on a formal referral from the Squamish-Lillooet Regional District (SLRD) seeking comments on a major amendment proposed to the SLRD Regional Growth Strategy (RGS) following a review that took place between 2016 - 2018.

### **BACKGROUND AND COMMENTS**

The SLRD Regional Growth Strategy is a high-level, long term strategy to support collaboration on issues that impact the region and cross jurisdictions such as growth management, air quality, transportation, food and agriculture, and regional economic development. The SLRD initiated a review of its RGS Bylaw No. 1062, 2008 to address specific housekeeping amendments, clarify implementation processes (including updates to the Minor Amendment Criteria), and address specific content gaps (namely food/agriculture and climate change). On April 18, 2018 the SLRD Board resolved to give first reading of "Squamish-Lillooet Regional District Regional Growth Strategy Bylaw No. 1062, 2008, Amendment Bylaw No. 1562-2018".

In a letter, dated April 23, 2018, the SLRD formally referred the proposed major amendment to the Village of Pemberton for input, as well as each member municipality. The referral letter and enclosures are attached as **Appendix A**. This is a key opportunity for member municipalities to provide input on the RGS Review Draft. The SLRD has asked that written comments be forwarded by May 31, 2018.

Council may recall that an earlier amendment to the RGS, specific to growth management issues, preceded this referral. In this regard, at the Regular Council Meeting No. 1443, held February 2, 2017, Council supported the minor amendment and passed the following resolution:

*Moved/Seconded*

**THAT** the Squamish Lillooet Regional District be informed that the Village of Pemberton is supportive of the proposed SLRD Squamish-Lillooet Regional District Growth Strategy Bylaw No. 1062, 2008, Amendment (Growth Management) Bylaw.

**CARRIED**



The remaining proposed amendments to the RGS that are a result of this review that has been taking place since 2016 have been encapsulated in Amendment Bylaw No. 1562 – 2018.

## **DISCUSSION**

The SLRD staff report, dated March 28, 2018, describing the proposed major amendment is attached for Council's reference as **Appendix A**. Content revisions include the addition of two new Goals with respect to food systems, climate change, and additional content regarding preferred modes of transportation priorities and expanded affordable housing policies. Notwithstanding the above, the main focus of the review has been on implementation of the RGS and the majority of the Steering Committee's time was spend developing criteria and processes to support collaborative agreement and responsibility. The review was initiated as a major amendment, because revisions to the Minor Amendment Criteria are proposed. The review also includes housekeeping amendments to terminology, references, population, employment and dwelling unit data, and monitoring indicators. Mapping updates are also proposed, which reflect comprehensive member municipality Official Community Plan (OCP) updates and amendments.

The proposed amendment was prepared by SLRD Planning Staff as directed by the RGS Steering Committee, of which the Village Senior Planner is a member. Key input was also sought from the Intergovernmental Advisory Committee which represented applicable Provincial Ministries, Commissions, Health Authorities and Crown Corporations.

## **COMMUNICATIONS**

There are no communication elements required at this time from the Village, as the SLRD is leading the public engagement on the amendment as per the Consultation Schedule (RGS Review), attached as part of **Appendix A**.

## **LEGAL CONSIDERATIONS**

As an affected local government, the Village of Pemberton will have an additional opportunity to review the RGS Amendment Bylaw No. 1562-2018, including any revisions that arise as a result of the consultation process and upcoming engagement sessions to be held in June 2018, through the official formal bylaw referral and acceptance process, as per s. 436 of the *Local Government Act*, expected to occur in August – September 2018.

The Village of Pemberton is a member municipality along with the Districts of Squamish and Lillooet and the Resort Municipality of Whistler. All member municipalities and any adjoining regional districts are considered affected local governments.

## **IMPACT ON BUDGET & STAFFING**

Participating in the RGS review is a component of the day to day operations undertaken by the Operations and Development Services Department and has been incorporated into the 2018 work plan.

## **INTERDEPARTMENTAL IMPACT & APPROVAL**

There are no interdepartmental impacts as reviewing referrals from the SLRD is a function of the Operations and Development Services Department.

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

The Village's support for the proposed amendments provides the opportunity to evolve policy and process to reflect the current and future context of growth management in the Region and acknowledge changes at the provincial and federal level that impact regional planning.

### **ALTERNATIVE OPTIONS**

The Village of Pemberton may choose not to support the proposed amendment, but this is not recommended as the Village is a partner to the first RGS, and the proposed changes serve to make the RGS more relevant given the considerable changes that the SLRD and its member municipalities have experienced since the RGS was initiated in 2003.

Supporting the amendment sends a unified voice in support of working together toward a collective approach to matters of regional concern, maintaining good regional communication and coordination with respect to land use and sustainability, while demonstrating a respect for each other's jurisdictions and processes.

### **POTENTIAL GOVERNANCE CONSIDERATIONS**

Participating in the 2016-2018 RGS Review is consistent with the Strategic Plan Priority Three: Excellence in Service through the delivery of quality municipal services by participating in regional initiatives.

### **RECOMMENDATIONS**

**THAT** the Squamish Lillooet Regional District be informed that the Village of Pemberton is supportive of the proposed SLRD Regional Growth Strategy Bylaw No. 1062, 2008, Amendment Bylaw No. 1562-2018.

### **Attachments:**

Appendix A: Letter from the SLRD dated April 23, 2018 and SLRD Staff Report and Consultation Schedule dated March 28, 2018

Submitted by:	Lisa Pedrini, Senior Planner
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer

**Date:** May 8, 2018

**To:** Nikki Gilmore, Chief Administrative Officer

**From:** Cameron Chalmers Consulting, Consulting Planner

**Subject:** Variance to Setback Requirements (DVP No. 122)  
Village of Pemberton Zoning Bylaw No. 466

---

### **PURPOSE**

The purpose of this report is to present to Council an application from Sunstone Ridge Developments Ltd, (the “Owners”) for Development Variance Permit No. 122 (“DVP 122”) to vary the front and rear lot line setbacks contained in the Village of Pemberton Zoning Bylaw No. 466, 2001 to accommodate development of three (3) small detached lots in a proposed fourteen (14) small lot subdivision.

### **BACKGROUND**

The Owners have made subdivision application to create fourteen (14) small lots under the Residential Townhouse Amenity One (RTA-1) zone on Parcel Lot 4 (see **Appendix A**). The lot area of the proposed lots ranges from 363 square metres to 643 square metres, with an average of 473 square metres.

This Development Variance Permit (“DVP”) application is to accommodate future dwelling construction on three of the lots. The variance is necessitated because of the limitations on the proposed layout caused by the topography of the site and the resultant proposed subdivision layout. Each of these lots has a wider than minimum frontage, resulting in limited lot depth. The RTA-1 zone establishes a 6 metre Front Lot Line Setback and a 7.5 metre Rear Lot Line Setback for small lot development. Of note, these setbacks are larger than the 5 metre Front Lot Line Setback and 6 metre Rear Lot Line Setback established in other residential zones in Zoning Bylaw No. 466, 2001 such as the RS-1 Zone.

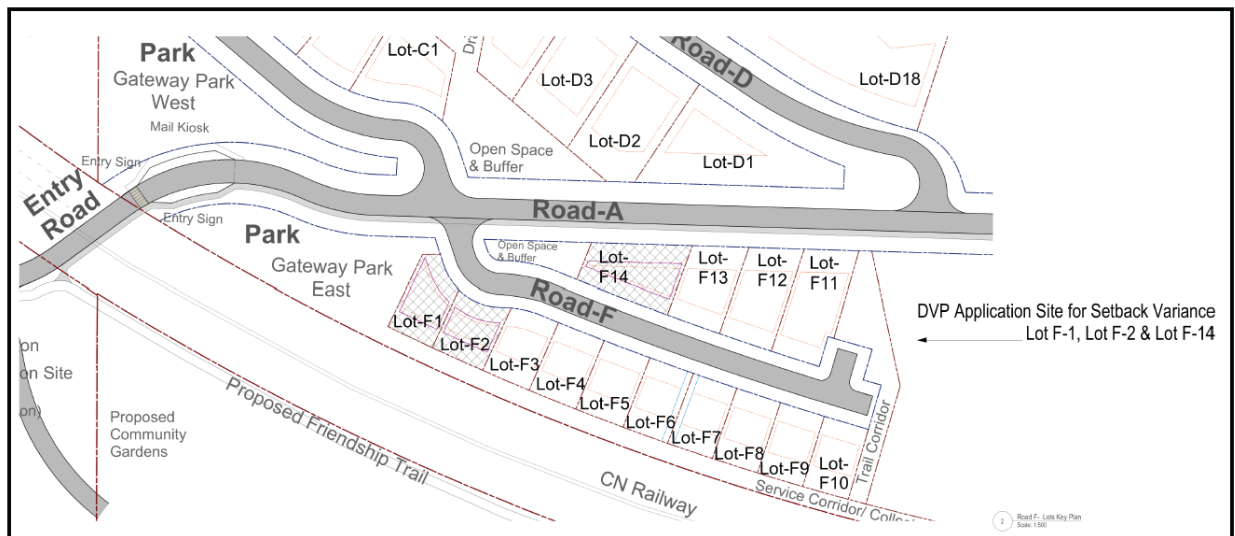
Given the dimensions of the proposed lots and the setback regulations currently established in the RTA-1 zone, construction of a reasonable single detached-dwelling on the three lots identified in this report would be constrained. Accordingly, the Owner has worked with the Consultant and Staff on the subject Development Variance Permit Application.

### **DISCUSSION & COMMENTS**

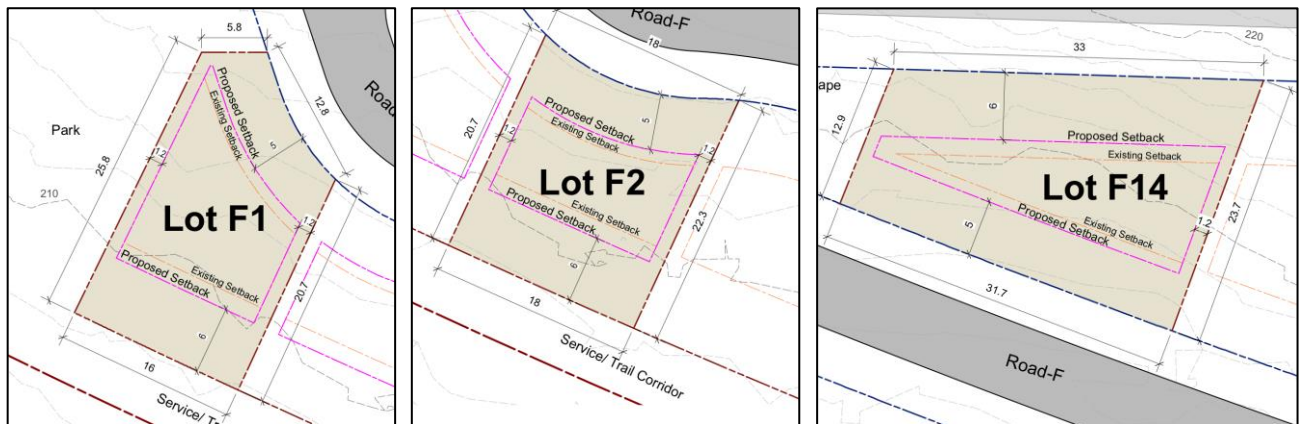
The purpose of the application is to accommodate future construction on three (3) small proposed lots in a proposed fourteen (14) lot small lot subdivision. If approved, the attached Development Variance Permit would vary the Front Lot Line Setback from 6 metres to 5 metres and the Rear Lot Line Setback from 7.5 metres to 6 metres for proposed lots F1, F2, and F14. The DVP application has been submitted contemporaneously with an active subdivision application to ensure that the lots would accommodate suitable building sites if the subdivision

application is approved. The intent is to apply the DVP to all of Lot 4, which would serve to accommodate the variance to the three identified lots, and at the same time, notify other future lot owners about the approved variance. However, the other lots would be obliged to meet the setbacks as established in RTA-1 zone.

The attached DVP-122 (attached as **Appendix B**) and the image below shows all of the lots proposed for subdivision, but specifically identifies the three lots proposed for setback variance.



The dimensions of each of the three lots proposed for variance, including the existing and proposed setbacks are indicated on the following sketches:



Lots F-1 and F-2 are located at the entrance to the proposed subdivision as shown on Schedule "A" to DVP-122. They are impacted by the proposed road alignment curvature, which is designed to work with the site topography. Lot F-14 is similarly a corner lot on a portion of the site constrained by the roads on each side.

The subdivision design responds well to the sloping aspect of the site, and results in an alignment that functions well with the topography, but can create challenges for subdivision layout, particularly in a small lot configuration. Though the lots each meet or exceed minimum

parcel size under the RTA-1 zone, their smaller configuration presents challenges to future building construction under the current setbacks.

### **Rationale**

The Owner has provided a rationale for the variance which represents that the small lot subdivision will provide a “community accessible” housing option in terms of relative affordability. The submission further indicates that most of the pre-sales are to local Whistler/Pemberton residents and families seeking entry into the single detached market. It also acknowledges the inherent challenges in hillside subdivision design.

Staff supports the application for variance for the following reasons:

1. The subdivision otherwise responds well to the hillside condition, and the building site challenges are a result of that design response.
2. The proposed setbacks on the three (3) lots are reasonable and consistent with other single detached zones in Zoning Bylaw No. 466, 2001.
3. The proposed variance will not impact any current or future neighbours as the lots are bounded by roads on both sides of Lot F-14, and the CN rail line for Lots F-1 and F-2.
4. The application is proposed only for three (3) of the lots impacted by hillside roadway design, and the remainder of the subdivision will be obliged to comply with the regulations of the RTA-1 zone.

Further, Staff believes this variance is in direct response to a site condition, and will not establish a precedent concern for other smaller lots in the community. As an isolated development cell in an emerging neighbourhood, the proposal will have nominal impact on adjacent lands.

### **COMMUNICATIONS**

Normally, notice of Council's intention to issue DVP is sent to all landowners within 150 metres; however, in this case, there is no other land owner besides the applicant within this distance.

### **LEGAL CONSIDERATIONS**

The issuance of a Development Variance Permit by a local government is regulated by the *Local Government Act (LGA)* ss. 498 and 499. All legal considerations related to the DVP have been met at this time.

### **IMPACT ON BUDGET & STAFFING**

All costs associated with the processing of this application, including staff and consulting time, are recoverable 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.

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

There is no impact on the region or neighbouring jurisdictions.

### **ALTERNATIVE OPTIONS**

1. Do not accept DVP No. 122 as proposed – and have the applicants conform with the Zoning Bylaw;
2. Modify the request as seen acceptable by Council;
3. Resolve to issue DVP as proposed, with additional conditions.

### **POTENTIAL GOVERNANCE CONSIDERATIONS**

Processing this application is consistent with the Strategic Plan Priority Three: Excellence in Service through the delivery of quality municipal services.

### **RECOMMENDATION**

**THAT** Development Variance Permit (DVP) No. 122 be authorized for issuance, and the Mayor and Chief Administrative Officer be authorized to execute the Permit.

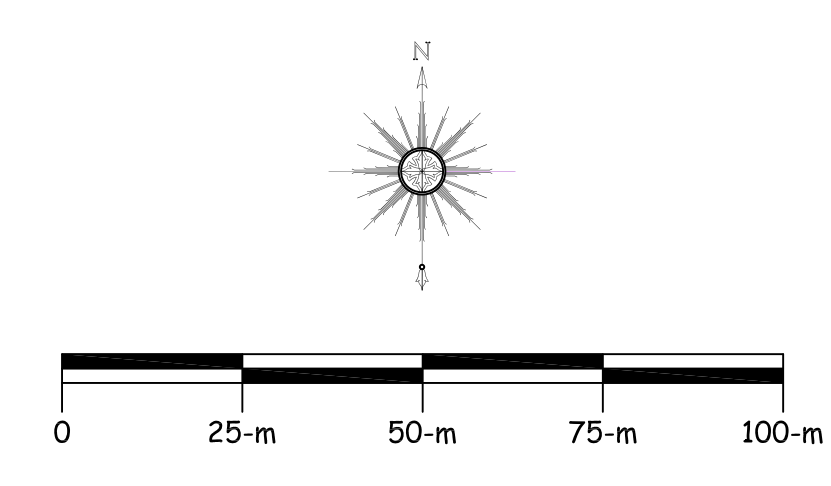
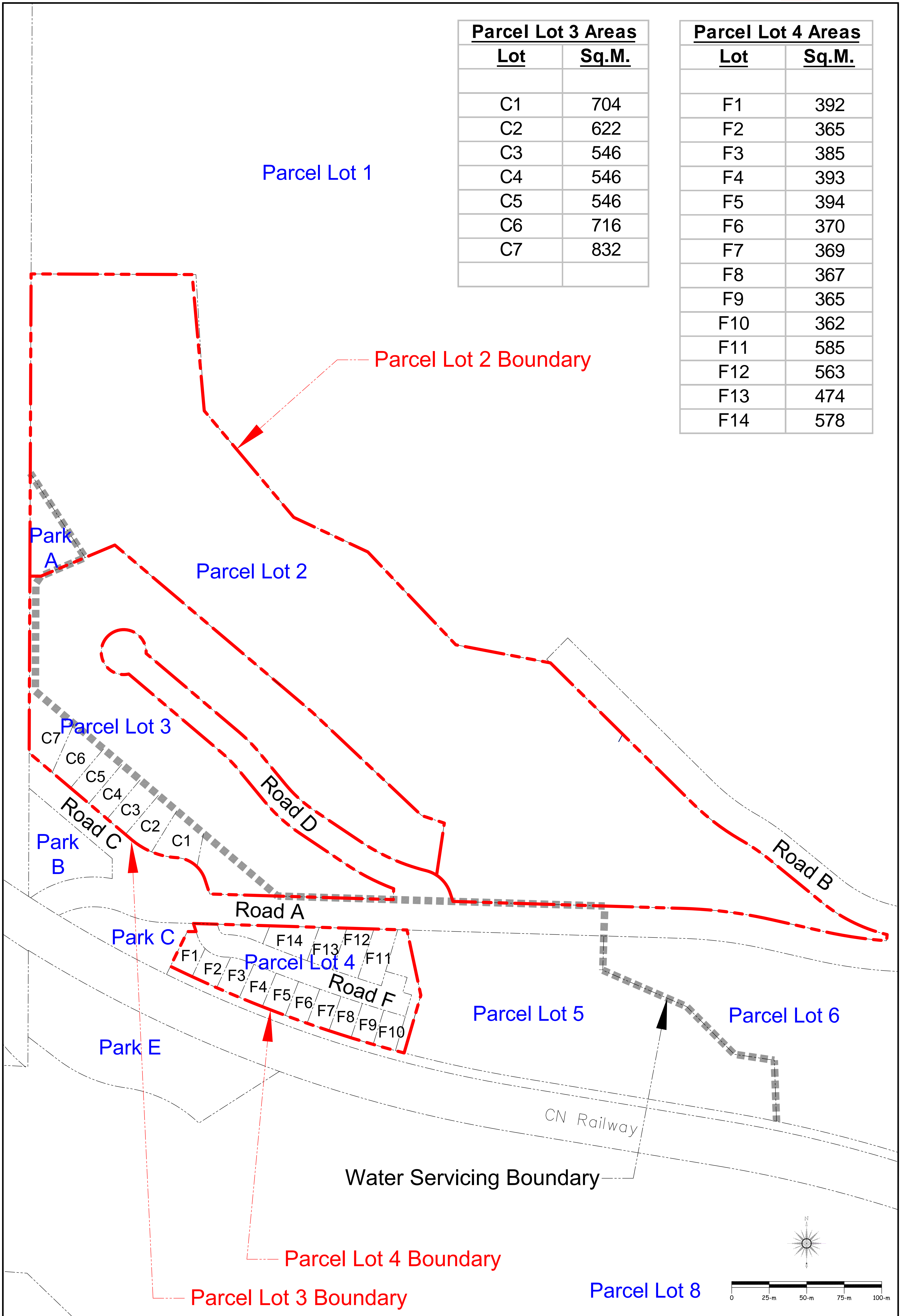
### **Attachments:**

Appendix A – Proposed Subdivision of Parcel Lot 4, Sunstone Ridge  
Appendix B - Development Variance Permit No. 122

Submitted by:	Cameron Chalmers Consulting
Manager Approval by:	, Manager of Operations and Development Services
CAO Approval by:	, Chief Administrative Officer

Parcel Lot 3 Areas	
Lot	Sq.M.
C1	704
C2	622
C3	546
C4	546
C5	546
C6	716
C7	832

Parcel Lot 4 Areas	
Lot	Sq.M.
F1	392
F2	365
F3	385
F4	393
F5	394
F6	370
F7	369
F8	367
F9	365
F10	362
F11	585
F12	563
F13	474
F14	578



VILLAGE OF PEMBERTON  
Development Variance Permit # DVP122  
Sunstone Lot 4 – Lots (3) Setback Variance

Issued to: **Sunstone Ridge Developments Ltd.,** File No.  
**Inc. No. BC857673** **DVP#: DVP122**

(Registered owners according to Land Title Office, hereafter referred to as the  
“Permittee”)

Address: Lot 4, District Lot, 211 Lillooet District, Plan EPP72101  
Civic address not yet assigned.

- 1) This Development Variance Permit is issued subject to compliance with all Bylaws of the Village of Pemberton applicable thereto, except as specifically varied or supplemented by this permit.
- 2) This Development Variance Permit applies to and only to those lands within the Village of Pemberton described below:

Parcel Identifier: 030-329-647

Legal Description: Lot 4, District Lot, 211 Lillooet District, Plan EPP72101

Civic Address: Not assigned.

as shown on the attached **Schedule 1**, attached hereto and forming part of this permit, referred to hereafter as the “Land”.

- 3) Whereas the applicant has made application for subdivision to create 18 detached lots in compliance to that attached hereto, and forming a part of this Permit as shown on **Schedule 1**;

And,

Whereas three (3) of the lots identified as proposed Lots F1, F2, and F14 on Schedule 1 will have limited building footprints as a result of the proposed lot configuration and lot area;

Therefore, section 303A.4(a) of Village of Pemberton Zoning Bylaw No. 466, 2011 is hereby varied for proposed Lots F1, F2 and F14 only as follows:

Residential Townhouse Amenity Zone 1, Section 303A.4(a):

- i) reduce the Front Lot Line Setback from 6 metres to 5 meters; and
- ii) reduce the Rear Lot Line Setback from 7.5 metres to 6 metres.



In substantial compliance with the location, plans and drawings identified as **Schedule 1** attached hereto and forming part of this permit.

- 4) This Permit shall not have the effect of varying the use or density of the land specified in Village of Pemberton Zoning Bylaw No. 466, 2001 or a flood plain specification under s. 524 of the *Local Government Act RS2015*.
- 5) This Permit prevails over the provisions of the Bylaw in the event of conflict.
- 6) Security Requirements: Nil
- 7) The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this Permit and any plans and specifications attached to this Permit shall form a part hereof.
- 8) This Permit is not a building permit.
- 9) Notice of this Permit shall be filed in the Land Title Office at New Westminster under s. 503 of the *Local Government Act RS2015*, and upon such filing, the terms of this Permit or any amendment hereto shall be binding upon all persons who acquire an interest in the Land affected by the Permit.

**AUTHORIZED BY RESOLUTION PASSED BY THE VILLAGE COUNCIL THE**

**8th DAY OF May, 2018.**

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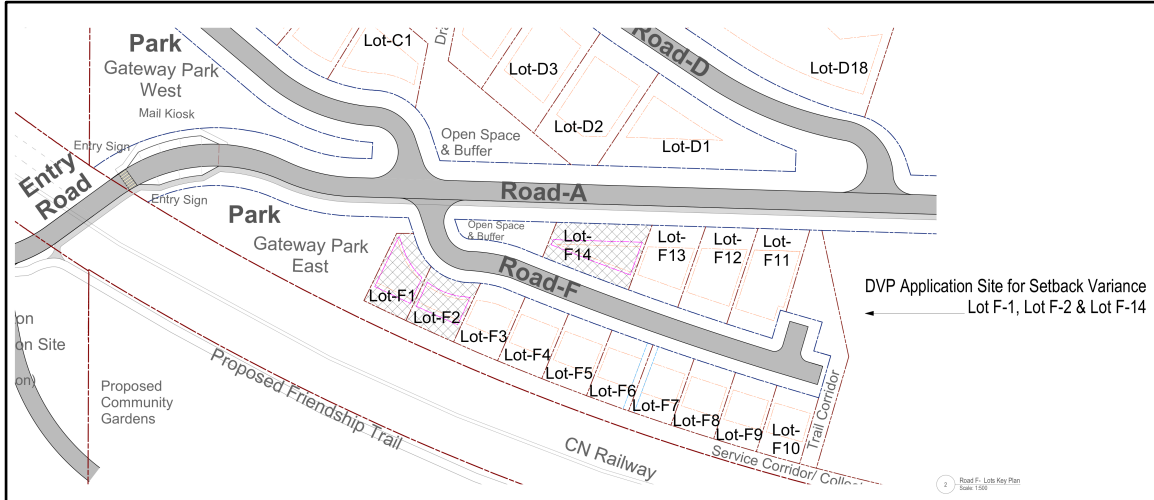
Mike Richman, Mayor

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Nikki Gilmore, Chief Administrative Officer

END OF DOCUMENT

# Schedule "A"



# VILLAGE OF PEMBERTON

## BYLAW No. 828, 2018

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A bylaw for the levying of annual tax rates for Municipal, Regional District and Sea to Sky Regional Hospital District and Squamish-Lillooet Regional Hospital District purposes for the year 2018.

---

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

1. The following rates are hereby imposed and levied for the year 2018:
  - (a) For all lawful general purposes of the municipality on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in column "A" of Schedule "A" attached hereto and forming a part hereof.
  - (b) For purposes of the Squamish-Lillooet Regional District on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in column "B" of Schedule "A" attached hereto and forming a part hereof.
  - (c) For purposes of the Sea to Sky Regional Hospital District on the assessed value of land and improvements taxable for hospital purposes, rates appearing in column "C" of Schedule "A" attached hereto and forming a part hereof.
2. The minimum amount of taxation upon a parcel of real property shall be One Dollar (\$1.00).
3. This bylaw may be cited as the "Village of Pemberton Annual Tax Rates Bylaw No. 823, 2018."
4. The "Village of Pemberton 2018 Tax Rates Bylaw No. 823, 2018" is hereby repealed.

**READ A FIRST TIME** this 8<sup>th</sup> day of May, 2018.

**READ A SECOND TIME** this 8<sup>th</sup> day of May, 2018.

**READ A THIRD TIME** this 8<sup>th</sup> day of May, 2018.

**ADOPTED** this \_\_\_\_ day of May, 2018.

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Mike Richman  
Mayor

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Sheena Fraser  
Corporate Officer

**Village of Pemberton  
Schedule "A"  
Bylaw No. 828 2018**

**2018 Tax Rates**

Tax Rates (dollars of tax per \$1,000 taxable value)
--

<b>PROPERTY CLASS</b>	<b>A General Municipal (Includes Reserves, CEF &amp; CIOF)</b>	<b>B Regional District (RD)</b>	<b>C Sea to Sky Regional Hospital District (STSRHD)</b>
1 Residential	1.8836	1.0852	0.0359
2 Utility	10.5951	6.1097	0.1258
5 Light Industry	6.4042	3.6897	0.1222
6 Business/Other	4.2380	2.4417	0.0881
8 Rec/Non-Profit	1.8836	1.0852	0.0359
9 Farm	1.8836	1.0852	0.0359

\*The rate for those properties that were included in the 2011 Boundary Extension (Order in Council No. 165) under Class 2 (Utility), is set each year as per Sections 5 and 6 of the Taxation (Rural Area) Act Regulation, BC Reg. 387/82. The rate established for 2018 is \$3.93 per \$1,000 of actual value of property.

**VILLAGE OF PEMBERTON**

**BYLAW No. 829, 2018**

**Water Frontage Tax Amendment Bylaw**

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**Being a bylaw to amend “The Village of Pemberton Bylaw No. 137, 1979  
Amendment Bylaw No. 824, 2018”**

---

**WHEREAS** it is deemed expedient and necessary to amend tax on frontage of owners of land by amending Bylaw No. 137, 1979 Amendment Bylaw No. 824, 2018;

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

1. This bylaw may be cited as “Village of Pemberton Bylaw No. 137, 1979 Water Frontage Tax Amendment Bylaw No. 829, 2018.”
2. a. Section 2 of “The Corporation of the Village of Pemberton Bylaw No. 137, 1979” is hereby deleted and the following substituted therefore:
  - b. The annual rate shall be Four Dollars and Thirty-Six Cents (\$4.36) per meter of taxable frontage.
3. The “Village of Pemberton Water Frontage Tax Amendment Bylaw No. 824, 2018” is hereby repealed.

**READ A FIRST TIME** this 8<sup>th</sup> day of May, 2018.

**READ A SECOND TIME** this 8<sup>th</sup> day of May, 2018.

**READ A THIRD TIME** this 8<sup>th</sup> day of May, 2018.

**ADOPTED** this \_\_\_\_\_ day of May, 2018.

---

Mike Richman  
Mayor

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Sheena Fraser  
Corporate Officer

**VILLAGE OF PEMBERTON**

**BYLAW No. 830, 2018**

**Sewer Frontage Tax Amendment Bylaw**

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**Being a bylaw to amend “The Village of Pemberton Sewer Frontage Tax Bylaw No. 136, 1979 Amendment Bylaw No. 830, 2018”**

---

**WHEREAS** it is deemed expedient and necessary to amend tax on frontage of owners of land by amending Bylaw No. 136, 1979 Amendment Bylaw No. 830, 2018,

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

1. This bylaw may be cited as “Village of Pemberton Bylaw No. 136, 1979 Sewer Frontage Amendment Bylaw No. 830, 2018.”
2. Section 3 (b) of “The Corporation of the Village of Pemberton Bylaw No. 136, 1979” is hereby deleted and the following substituted therefore:
  - b. The annual rate shall be Six Dollars and Sixty-Seven Cents (\$6.67) per meter of taxable frontage.
3. The “Village of Pemberton Water Frontage Tax Amendment Bylaw No. 825, 2018” is hereby repealed

**READ A FIRST TIME** this 8<sup>th</sup> day of May, 2018.

**READ A SECOND TIME** this 8<sup>th</sup> day of May, 2018.

**READ A THIRD TIME** this 8<sup>th</sup> day of May, 2018.

**ADOPTED** this \_\_\_\_ day of May, 2018.

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Mike Richman  
Mayor

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Sheena Fraser  
Corporate Officer



*City of Pitt Meadows*  
OFFICE OF THE MAYOR

**Date:** April 26, 2018  
**To:** Elected Officials, LMLGA Member Municipalities  
**Subject:** 2018 LMLGA Resolution: Disqualification from Holding Elected Office

---

I am writing to seek your support of the City of Pitt Meadows LMLGA resolution, page 57 of the LMLGA Annual Report:

WHEREAS Council has no authority to seek the removal of a council member who has been criminally convicted;

AND WHEREAS The Honourable Minister Selina Robinson, Ministry of Municipal Affairs & Housing, has recommended that the City of Pitt Meadows advocate through LMLGA and UBCM for appropriate changes to the governing legislation for local government;

AND WHEREAS The Honourable Minister Selina Robinson, Ministry of Municipal Affairs & Housing, has advised that her Ministry is prepared to work with UBCM on the issue;

THEREFORE BE IT RESOLVED that UBCM lobby the provincial government to make whatever legislative changes are needed to:

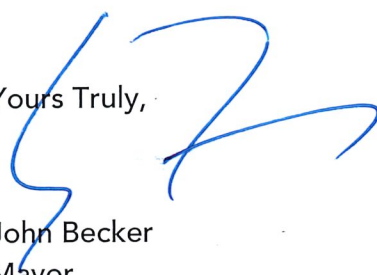
1. Require that an elected local government official be put on paid leave immediately upon conviction of a serious criminal offence (to be defined by legislation) until the expiration of the time to file an appeal or determination of an appeal; and
2. Require that an elected local government official be disqualified from holding office upon conviction of a serious criminal offence (to be defined by legislation) upon the expiration of the time to file an appeal or determination of an appeal.

Most of you are aware of the situation in Pitt Meadows where we had a Councillor convicted of a sexual assault criminal offence. I had no tools to seek his resignation and had to fall back

on my personal relationship with the individual to convince him to do what was right for the community and resign. He did so within hours of my request but it was an awful situation and one that has to be resolved through changes to Provincial legislation. It is a complicated issue but one that we cannot ignore.

I will be at LMLGA to speak to the matter. If any member of your Council would like to communicate with me ahead of time I would welcome the opportunity to chat.

Yours Truly,



John Becker  
Mayor



Sophie Rivers

[REDACTED]  
Pemberton

Monday 23 April 2018

Dear Mayor and Council

**Community Input on Revitalization Plans for Downtown.**

Following the recent coverage in the Pique news magazine, and also having attended the Village Zoning meeting, I am writing to provide input from a homeowners perspective on the Revitalization Plans for Downtown Pemberton.

Firstly I would like to express that I fully support having a vibrant, well-designed town centre and feel the grant we have been lucky enough to receive will be a great asset that will support our continuing development. In addition, as a resident of Frontier Street whose property fronts onto the green space close to the Barn, I was also somewhat relieved to hear that the Village will be revitalizing this parking lot. This space causes conflict for residents of Frontier Street that I hope the VoP will be able to resolve through their plans.

Whilst I would obviously prefer for the Barn parking lot to not be extended into green space, with the loss of parking in front of the Pemberton Hotel, other than allowing parking on the Wye lands (over which I appreciate the Village has no control), I accept that the land next to the Barn forms one of the only viable options. As part of this extension I would urge the Village to consider the following measures to protect residents from the inevitable increased conflicts caused from parking in this area:

**Enforce a no overnight parking policy.** The Barn parking lot is often used overnight by RVs and Campers who bring unwanted noise, garbage and human waste into our residential area. This could now be prevented.

**Implement a 2 hour limit.** To ensure that there are always spaces available and decrease the need to park in front of resident's driveways on Frontier Street due to the lot being full.

**Provide landscaping and screening.** To create a clear boundary for the lot and avoid overspill into green space. In addition this will also provide screening for residents from noise and the view of the lot.

**Extend only in front of properties zoned for Town Centre Commercial use.** To provide security for residents that in the future the green space onto which our properties front remains public in that it can be enjoyed by the community, dog walkers, equestrians and visitors.

**Restrict on street parking** to the non residential side of Frontier Street only (at a bare minimum). To prevent residents from having cars parked outside their properties and obstructing access to their homes.

The revitalization provides a great opportunity and I continue to look forward to seeing how the plans develop. I hope that as part of the process the VoP continue to keep residents up to date and allow us to provide input on the proposals so that we can all enjoy the improvements with the least negative impacts.

Regards

Sophie Rivers

## 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*