

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

**Agenda** for the **Regular Meeting** of Council of the Village of Pemberton to be held Tuesday, September 4, 2018 at 5:30 p.m. in Council Chambers, 7400 Prospect Street. This is Meeting No. 1476.

*“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**

1

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

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

**4. ADOPTION OF MINUTES**

5

**a) Regular Council Meeting No. 1475, Tuesday, July 24, 2018**

**Recommendation:** THAT the minutes of Regular Council Meeting No. 1475, held Tuesday, July 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**

There are no delegations scheduled for this meeting.

**9. REPORTS**

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

**i. Verbal Report**

**(a) Boundary Extension Follow-Up Update**

**ii. Nukw7ántwaí Intergovernmental Relations Committee Terms of Reference and Orange Shirt Day Proclamation**

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**Recommendation One:** THAT Council approve the Nukw7ántwaí Intergovernmental Relations Committee Terms of Reference as presented.

**Recommendation Two:** THAT Council proclaim September 30th Orange Shirt Day in the Village of Pemberton.

**WHEREAS** the Truth and Reconciliation summary report calls for a national day to honour residential school survivors, their families and communities, and

ensure that public commemoration of the history and legacy of residential schools remains a vital component of the reconciliation process, and;

**WHEREAS** the orange shirt has become a symbol of remembrance for residential school survivors;

**NOW THEREFORE** on behalf of Council, I, Mike Richman, Mayor of the Village of Pemberton, do hereby proclaim September 30th as "Orange Shirt Day" in the Village of Pemberton.

**Recommendation Three:** THAT Council allocate \$200 to secure a professional photographer for the Orange Shirt Day group photo from the Community Enhancement Fund.

**iii. UBCM Ministers' Meeting Requests** 25

**Recommendation:** THAT Council members advise Staff as to which events they wish to attend.

**b) Corporate & Legislative Services**

**i. Single-Use Items - Reduction Strategies** 31

**Recommendation:** THAT Council provide direction.

**ii. Bylaw Notice Enforcement Adjudication System** 35

**Recommendation:** THAT Council direct staff to pursue development of a Bylaw Notice Dispute Adjudication System for the Village of Pemberton;

**AND THAT** Council direct Staff to prepare a Bylaw Notice Enforcement Bylaw and related consequential amendments and documentation to the affected bylaws and policies.

**iii. Community Enhancement Fund Request – Pemberton Barn Dance Sponsorship** 43

**Recommendation:** THAT Council provide direction with respect to a contribution from the Community Enhancement Fund in the form of a Platinum Sponsorship for the Pemberton Barn Dance.

**c) Finance**

**i. 2018 Second Quarter Financial Statements** 54

**Recommendation:** THAT the 2018 Second Quarter Financial Statements be received for information.

**d) Operations & Development Services**

**i. 2017 Annual Drinking Water Update** 67

**Recommendation:** THAT the 2017 Annual Drinking Water Report be received.

**e) Mayor's Report**

**f) Councillor Reports**

## 10. BYLAWS

### a) First, Second and Third Readings

- i. **Village of Pemberton Public Nuisance Abatement Bylaw No. 838, 2018** 111  
**Recommendation: THAT** Village of Pemberton Public Nuisance Abatement Bylaw No. 838, 2018 receive First, Second and Third readings.
- ii. **Village of Pemberton Animal Control Bylaw No. 839, 2018** 120  
**Recommendation: THAT** Village of Pemberton Animal Control Bylaw No. 839, 2018, receive First, Second and Third reading
- iii. **Village of Pemberton Parking and Traffic Control Bylaw No. 840, 2018** 147  
**Recommendation: THAT** Village of Pemberton Parking and Traffic Control Bylaw No. 840, 2018 receive First, Second and Third readings.
- iv. **Village of Pemberton Zoning Bylaw No. 832, 2018, Amendment (RTA-1, RTA-2 and CD-5) Bylaw No. 841, 2018** 171  
**Recommendation: THAT** Zoning Bylaw No. 832, 2018, Amendment (RTA-1, RTA-2 and CD-5) Bylaw No. 841, 2018 receive First, Second and Third readings.

## 11. CORRESPONDENCE

### a) For Action

- i. **Lisa Trotter, Senior Regional Transit Manager, BC Transit, dated July 27, 2018, presenting a Memorandum of Understanding with respect to funding of 3 Year Expansion Initiatives.** 177  
**Recommendation: THAT** Council agree to the three year expansion initiatives as set out in the Memorandum of Understanding correspondence dated July 27 2018;  
**AND THAT** the Chief Administrative Officer be authorized to sign the Expansion Memorandum of Understanding on behalf of the Village.

### b) For Information

- ii. **Paul Colburn, dated July 25, 2018, regarding the Lillooet River Bridge.** 181
- iii. **Todd G. Stone, MLA and Official Opposition Critic for Municipal Affairs, extending an invitation to Mayor and Council to attend three roundtable discussions to be held September 13th and the Official Opposition Breakfast to be held September 14<sup>th</sup> at the upcoming UBCM Convention in Whistler.** 182
- iv. **Deborah Bowman, Assistant Deputy Minister, Transportation Policy and Programs Department, dated August 15, 2018, regarding the Village of Pemberton's endorsement of the Communities on the Move declaration.** 184
- v. **Tara Faganello, Assistant Deputy Minister, Local Government Division, Ministry of Municipal Affairs and Housing, and Gary MacIsaac, Executive** 186

**Director, Union of British Columbia Municipalities, representing the Green Communities Committee, dated August 15, 2018, congratulating the Village of Pemberton on successfully achieving the goal of corporate carbon neutrality for the 2017 reporting year.**

- vi. **Mayor Jensen, District of Oak Bay, dated August 31, 2018, asking for support of District of Oak Bay's UBCM resolution regarding collection of a Local Government Vacancy Levy.** 189

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

**12. DECISION ON LATE BUSINESS**

**13. LATE BUSINESS**

**14. NOTICE OF MOTION**

**15. QUESTION PERIOD**

191

**16. ADJOURNMENT**



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

**Minutes of the Regular Meeting** of Council of the Village of Pemberton held on Tuesday, July 24, 2018 at 9:00 a.m. in Council Chambers, 7400 Prospect Street. This is Meeting No. 1475.

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

**STAFF IN ATTENDANCE:** Nikki Gilmore, Chief Administrative Officer  
Sheena Fraser, Manager of Corporate & Legislative Services  
Lisa Pedrini, Senior Planner  
Robert Grossman, Fire Chief  
Gwendolyn Kennedy, Legislative Assistant

**Public:** 3

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**1. CALL TO ORDER**

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

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

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

**4. ADOPTION OF MINUTES**

**a) Regular Council Meeting No. 1474, Tuesday, July 10, 2018**

Moved/Seconded  
**THAT** the minutes of Regular Council Meeting No.1474 held Tuesday, July 10, 2018, be adopted as circulated.  
**CARRIED**

**5. BUSINESS ARISING FROM THE PREVIOUS REGULAR COUNCIL MEETING**

There was no business arising.

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

There was no business arising.

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

There are no minutes to be received.

## **8. DELEGATIONS**

### **a) RCMP Inspector Kara Triance, Bi-Annual Statistics and Strategic Framework for the Pemberton Area**

Inspector Kara Triance presented a report highlighting key police achievements with reference to the RCMP strategic framework for the Pemberton area. Inspector Triance reported on the success of the school outreach programs, programs to reduce risk to vulnerable people, the focus on road safety, and mentioned success in targeting drug traffickers since 2017.

## **9. REPORTS**

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

#### **i. Verbal Report**

#### **a) Blackcomb Helicopters Crown Land Tenure Application – Adventure Tourism – Heli-Biking**

CAO Gilmore presented an overview of Blackcomb Helicopters' application for Crown Land Tenure for heli-biking and noted that the Squamish-Lillooet Regional District Staff referral response indicated that they are not opposed provided some conditions are met.

Discussion focused on the possible environmental impacts from the use of trails in sensitive areas and the noise from up to 200 flights per day. It was generally agreed that Council did not support the application as it was presented.

Moved/Seconded

**THAT** the Village of Pemberton is not supportive of the Blackcomb Helicopters application for a Crown Land Tenure for Heli-Biking Adventure Tourism and supports the referral comments as provided by Staff indicating concerns related to environmental and noise impacts.

**CARRIED**

**b) Corporate & Legislative Services**

**i. Outstanding Resolutions Update**

Moved/Seconded

**THAT** the proposed Nuisance Bylaw be brought forward for consideration at an upcoming meeting.

**CARRIED**

Moved/Seconded

**THAT** the Outstanding Resolutions Update be received for information.

**CARRIED**

**c) Operations & Development Services**

**i. Development Services 2018 Second Quarter Report**

Moved/Seconded

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

**CARRIED**

**ii. Operations 2018 Second Quarter Report**

Moved/Seconded

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

**CARRIED**

**d) Fire Department**

**i. 2018 Second Quarter Report**

Moved/Seconded

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

**CARRIED**

**2. Mayor's Report**

Mayor Richman reported on the following:

- The 2018 Subaru Ironman Canada Triathlon will take place in the Whistler area on July 29<sup>th</sup>. More information including a traffic impact guide is available on the Squamish-Lillooet Regional District website.

- Level 2 water restrictions remain in effect.
- The Coast Fire District Campfire Ban remains in place. Forest Fire Danger Rating for this area is HIGH.
- The *Rake for Beach Sake* contest is underway. Thank you to all those who have helped clean goose poop from the beach. Two one-hour paddleboard rental sessions will be drawn and awarded to two contest participants on August 1<sup>st</sup>.
- Candidate Nomination Packages for the 2018 General Local Election are available for download from our website.
- Family Fun Night takes place 5 p.m. to 8 p.m. on July 24 and August 14<sup>th</sup> at the Pemberton Community Centre. This free evening event includes music, children's activities, bubbles and socializing. Pizza and refreshments will be available for sale.
- Today's meeting is the last regular council meeting for the summer. Have a great summer break!

Mayor Richman provided an update on the July 11<sup>th</sup> train derailment at Gates Lake and noted that CN management has been proactive in ensuring the Village and the SLRD have been kept apprised of the cleanup work and investigation currently underway. Mayor Richman further advised that the cleanup is almost complete and there are no public safety concerns at Gates Lake Park.

### 3. Councillors

#### Councillor Linklater

Councillor Linklater reported on the following:

- Attended the Pemberton Rotary Club Meeting. Noted that Pemberton Secondary School graduate Sarah Dawes is the 2018 recipient of the Rotary Club Bursary. Dan Cindric will be the new Rotary Club President for the next six months, followed by Phil Read.
- Advised that Service Canada will be at the Pemberton and District Public Library on Thursday.
- Commented that Gates Lake Park is an outstanding recreation facility.
- Reported on community concerns regarding cross walks and road lines in need of painting.

#### Councillor Ross

Councillor Ross did not report.

**Councillor Craddock**

Councillor Craddock did not report.

**Councillor Helmer**

Councillor Helmer did not report.

**10. BYLAWS**

**a) Fourth and Final Reading**

**i. Village of Pemberton Zoning Bylaw No. 832, 2018**

Zoning Bylaw No. 832, 2018 has received approval by Ministry of Transportation and Infrastructure and all conditions for Fourth and Final Reading have been met.

Moved/Seconded

**THAT** Village of Pemberton Zoning Bylaw No. 832, 2018 receive Fourth and Final Reading.

**CARRIED**

**ii. Permissive Tax Exemption Bylaws**

**a) Village of Pemberton Repeal of Permissive Tax Exemption (St. David's Church) Bylaw No. 796, 2015, Bylaw No. 833, 2018**

Moved/Seconded

**THAT** Village of Pemberton Repeal of Permissive Tax Exemption (St. David's Church) Bylaw No. 796, 2015, Bylaw No. 833, 2018 receive Fourth and Final Reading.

**CARRIED**

**b) Village of Pemberton Permissive Tax Exemption (Pemberton Childcare Society) Bylaw No. 834, 2018**

Moved/Seconded

**THAT** Village of Pemberton Permissive Tax Exemption (Pemberton Childcare Society) Bylaw No. 834, 2018 receive Fourth and Final Reading.

**CARRIED**

**c) Village of Pemberton Permissive Tax Exemption (Pemberton Lions Activities Society) Bylaw No. 835, 2018**

Moved/Seconded

**THAT** Village of Pemberton Permissive Tax Exemption (Pemberton Lion's Activities Society) Bylaw No. 835, 2018 receive Fourth and Final Reading.

**CARRIED**

**d) Village of Pemberton Permissive Tax Exemption (Pemberton Community Church) Bylaw No. 836, 2018**

Moved/Seconded

**THAT** Village of Pemberton Permissive Tax Exemption (Pemberton Community Church) Bylaw No. 836, 2018 receive Fourth and Final Reading.

**CARRIED**

**e) Village of Pemberton Permissive Tax Exemption (Royal Canadian Legion – Pemberton Branch) Bylaw No. 837, 2018**

Staff noted a that typographical error to the Bylaw as presented in the agenda package would be corrected and that the bylaw receiving Fourth and Final Reading today would be for the ten (10) year term as per the resolution passed at Regular Council Meeting No. 1474 on July 10, 2018.

Moved/Seconded

**THAT** Village of Pemberton Permissive Tax Exemption (Royal Canadian Legion – Pemberton Branch) Bylaw No. 837, 2018 receive Fourth and Final Reading.

**CARRIED**

**2. CORRESPONDENCE**

**a) For Action**

**i. Brenda McLeod, Board Chair, Pemberton Valley Dyking District (PVDD) regarding the Lillooet River Early Warning System.**

Moved/Seconded

**THAT** the Village support a funding contribution of 25% of costs associated with the maintenance and operation of the Lillooet River Early Warning System for 2018 and going forward, subject to provision of an annual maintenance and operations budget for the system.

**CARRIED**

- ii. **Mark Mendonca, President, Tourism Pemberton, dated July 18, 2018, requesting a letter of support and additional funding for their Rural Dividend Program application.**

Mr. Mendonca provided clarification at the Committee of the Whole Meeting No. 179, held earlier today, that the present ask is for a letter of support only and that a funding request may follow at a later date.

Moved/Seconded

**THAT** a letter of support for Tourism Pemberton's application to the Rural Dividend Program for funding to support the development of a five-year tourism strategy and one-year tactical plan in order to pursue support for securing the Municipal Regional District Tax (MRDT) be provided.

**CARRIED**

**b) For Information**

- i. **Walt Cobb, Mayor, City of Williams Lake, dated July 17, 2018, presenting a letter to the Honourable Carole James, Minister of Finance and Deputy Premier, regarding the impact of the Employer Health Tax on local government.**

Moved/Seconded

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

**CARRIED**

**3. DECISION ON LATE BUSINESS**

There was no late business for consideration.

**4. LATE BUSINESS**

There was no late business for consideration.

**5. NOTICE OF MOTION**

There was no Notice of Motion for consideration.

**6. QUESTION PERIOD**

Steve Flynn, Operations Manager, Pemberton Valley Dyking District, asked if the Friendship Trail Bridge plan had been referred to the Inspector of Dykes.

Mr. Flynn asked if there could be a connection between the increase in impaired driving charges in the Pemberton area and the closing of the local taxi service.

At 11:15 a.m. the Regular Council Meeting was recessed.

At 11:29 a.m. the Regular Council Meeting was reconvened.

## **7. 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 11:29 a.m. Council moved In Camera.

At 12:11 p.m. Council Rose from In Camera and recessed the Regular Meeting.

At 2:01 p.m. the Regular Council Meeting was reconvened and Council Rose with Report from the Committee of the Whole and In Camera meetings.

## **8. RISE WITH REPORT FROM COMMITTEE OF THE WHOLE MEETING**

Council Rose with Report from the Committee of the Whole Meeting held earlier today:

### **a) Single-Use Items: Waste Reduction Strategies**

Moved/Seconded

**THAT** Staff bring back recommendations for a ban or levy on single-use plastic bags, straws, expanded polystyrene foam containers and single-use coffee cups.

**AND THAT** Staff bring back recommendations for a stakeholder information session to gather feedback from stakeholders with respect to the proposed ban or levy.

**CARRIED**



**b) Cannabis Retail Licence Application**

Moved/Seconded

**THAT** Staff monitor other municipalities regarding pursuing a cannabis retail licence and bring back more information at the next Committee of the Whole meeting in September.

**CARRIED**

**OPPOSED: Councillor Ross  
Councillor Helmer**

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

Council Rose with Report from the In Camera Meeting held earlier today:

**Community Forest Agreements:** The Mayor and CAO were authorized to sign the Limited Partnership Agreement and the Shareholder Agreement between Lil'wat Nation and the Village of Pemberton and approved the Article of Incorporation for the newly formed Spelkúmtn Community Forest Corporation.

**Community Forest Board Appointments:** Mayor Richman, Councillor Craddock and Nikki Gilmore, Chief Administrative Officer have been appointed to the Spelkúmtn Community Forest Corporation Interim Board of Directors

**Internet Service Delivery:** The Village issued a Press Release in conjunction with TELUS on July 24<sup>th</sup> announcing the collaboration lead by the Village to bring advanced service to the Village

**10. AJOURNMENT**

At 2:03 p.m. the Regular Council Meeting was adjourned.

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Mike Richman  
Mayor

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Sheena Fraser  
Corporate Officer

**Date:** Tuesday, September 4, 2018

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

**From:** Jill Brooksbank, Sr. Communications & Grants Coordinator

**Subject:** Nu'kw7ántwaí Intergovernmental Relations Committee Terms of Reference and Orange Shirt Day Proclamation

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### **PURPOSE**

The purpose of this report is to present the finalized Nu'kw7ántwaí Intergovernmental Relations Committee Terms of Reference (TOR) for Council's endorsement and to seek a Council proclamation for Orange Shirt Day.

### **BACKGROUND**

As a recommendation in the 2017 Nu'kw7ántwaí Regional Gathering Final Report, the formation of an Intergovernmental Relations Committee was recommended with the intent of strengthening relationships, improving communication and fostering regional collaboration.

At the subsequent Nu'kw7ántwaí Regional Gathering held in February 2018, further discussion took place with respect to the establishment of a Nu'kw7ántwaí Intergovernmental Committee (NIC) and the creation of draft TOR. Small-group work was undertaken to develop a vision, values for the Committee, in addition to establishing priorities for 2018/2019. The formation of the Committee received strong support from the Elected Officials, and Staff were given direction to proceed with the formation of the Committee and finalize the TOR.

At the Regular Council Meeting held on March 20, 2018, Council made the following resolution with respect to the Council appointee to the NIC:

*Moved/Seconded*

**THAT** Mayor Mike Richman be appointed to represent the Village on the Intergovernmental Relations Committee.

**CARRIED**

*Moved/Seconded*

**THAT** Councillor James Linklater be appointed as the Village of Pemberton Alternate to the Intergovernmental Relations Committee.

**CARRIED**

Throughout 2018, the Nu'kw7ántwaí Intergovernmental Committee worked towards affirming membership and finalizing the Nu'kw7ántwaí Intergovernmental Committee TOR, which is included as **Appendix A**.

As outlined in the TOR, the purpose of the Intergovernmental Committee is to '*strengthen relationships, build trust and increase understanding*' and to bring '*our community-based organizations and citizens together to build shared understanding through dialogue, learning opportunities, and social events*'.

In this spirit, Staff are recommending that Council proclaim September 30<sup>th</sup> 'Orange Shirt Day' to acknowledge the traumatic effects of residential schools, and to support the ongoing process of reconciliation, as a community.

The history of Orange Shirt Day is best described on its website:

*Orange Shirt Day is a legacy of the St. Joseph Mission (SJM) Residential School (1891-1981) Commemoration Project and Reunion events that took place in Williams Lake, BC, Canada, in May 2013. This project was the vision of Esketemc (Alkali Lake) Chief Fred Robbins, who is a former student himself. It brought together former students and their families from the Secwepemc, Tsilhqot'in, Southern Dakelh and St'at'imc Nations along with the Cariboo Regional District, the Mayors and municipalities, School Districts and civic organizations in the Cariboo Region.*

*The events were designed to commemorate the residential school experience, to witness and honour the healing journey of the survivors and their families, and to commit to the ongoing process of reconciliation. Chief Justice Murray Sinclair challenged all of the participants to keep the reconciliation process alive, and as a result of the realization that every former student had similar stories.*

*Orange Shirt Day is a legacy of this project. As spokesperson for the Reunion group leading up to the events, former student Phyllis (Jack) Webstad told her story of her first day at residential school when her shiny new orange shirt, bought by her grandmother, was taken from her as a six-year old girl.*

*The annual Orange Shirt Day on September 30th opens the door to global conversation on all aspects of Residential Schools. It is an opportunity to create meaningful discussion about the effects of Residential Schools and the legacy they have left behind. A discussion all Canadians can tune into and create bridges with each other for reconciliation. A day for survivors to be reaffirmed that they matter, and so do those that have been affected. Every Child Matters, even if they are an adult, from now on.*

*The date was chosen because it is the time of year in which children were taken from their homes to residential schools, and because it is an opportunity to set the stage for anti-racism and anti-bullying policies for the coming school year. It is an opportunity for First Nations, local governments, schools and communities to come together in the spirit of reconciliation and hope for generations of children to come.*

*Resolutions have been passed in support of Orange Shirt Day by local governments, school districts, and First Nations in the Cariboo and beyond. Most recently the AFN Chiefs-in-Council passed a resolution declaring Orange Shirt Day "a first step in reconciliation", and pledging to bring the message home as well as to the government of Canada and the churches responsible. (Orange Shirt Day, n.d.)*

## **DISCUSSION & COMMENTS**

Each participating organization will be bringing the finalized TOR to their respective Elected Officials for endorsement. To date, Lil'wat Nation and N'Quatqua Councils have reviewed and approved the TOR, and it will be considered by the Squamish-Lillooet Regional District (SLRD) Board on August 29<sup>th</sup>.

After one year, the TOR will be reviewed by the NIC to ensure it accurately reflects the purpose and function of the Committee. If changes are recommended, this will be brought forward to each Council and Board for approval.

### **Orange Shirt Day Date**

For the 2018 Orange Shirt Day, it is recommended that it takes place on Friday, September 28<sup>th</sup> as the SLRD, Sea to Sky School District 48, Signal Hill Elementary and Pemberton Secondary School will also be acknowledging Orange Shirt Day on this date. In future, should September 30<sup>th</sup> fall on a weekend, it is recommended that Orange Shirt Day be commemorated on the Friday before September 30<sup>th</sup>.

## **COMMUNICATIONS**

The Terms of Reference does not require communication or a community engagement component at this time. However, should the Intergovernmental Relations Committee undertake a project that requires communications, the Sr. Communications & Grants Coordinator will work with the Committee to develop a communications plan, and present to Council prior to execution.

To commemorate Orange Shirt Day, Staff will work with the SLRD, Sea to Sky School District 48, Signal Hill Elementary School, Pemberton Secondary School and local community groups to organize a community photo on September 28<sup>th</sup> at a location downtown. Staff will also seek Lil'wat Nation's guidance on we can appropriately involve Chief, Council and Elders in this event.

## **LEGAL CONSIDERATIONS**

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

## **IMPACT ON BUDGET & STAFFING**

Indigenous relations have been identified as a Strategic Priority and therefore incorporated as part of the workplan for the Office of the CAO.

The Terms of Reference does not bind the Village to any financial contributions. However, the NIC may request funding from member organizations for special projects, where grant funding is not available.

For archival purposes, Staff is requesting \$200 be allocated from the Community Enhancement Fund to hire a professional photographer to take a group photo at the event.

## **INTERDEPARTMENTAL IMPACT & APPROVAL**

The NIC TOR and the proclamation of Orange Shirt Day will not impact the day-to-day operations of any other Village Departments, other than the Office of the CAO.

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

One of the purposes and additional benefits of the creation of the NIC is to create strong, productive working relationships with our Indigenous and non-Indigenous neighbours while fostering meaningful dialogue amongst the membership and within our communities.

## **ALTERNATIVE OPTIONS**

There are no alternative options for consideration.

## **POTENTIAL GOVERNANCE CONSIDERATIONS**

Indigenous relations and regional relationship building align with Strategic Priority Two: Good Governance whereby the Village is committed to citizen engagement, being an open and accountable government, and to fiscal responsibility; and Strategic Priority Four: Social Responsibility whereby the Village strives to create a strong and vibrant community, recognizing the importance and benefits of healthy, engaged citizens as well as an accessible and well managed natural environment.

## **RECOMMENDATIONS**

### **Recommendation One:**

**THAT** Council approve the Nukw7ántwal Intergovernmental Relations Committee Terms of Reference as presented.

### **Recommendation Two:**

**THAT** Council proclaim September 30<sup>th</sup> Orange Shirt Day in the Village of Pemberton.

**WHEREAS** the Truth and Reconciliation summary report calls for a national day to honour residential school survivors, their families and communities, and ensure that public commemoration of the history and legacy of residential schools remains a vital component of the reconciliation process, and;

**WHEREAS** the orange shirt has become a symbol of remembrance for residential school survivors;

**NOW THEREFORE** on behalf of Council, I, Mike Richman, Mayor of the Village of Pemberton, do hereby proclaim September 30<sup>th</sup> as "Orange Shirt Day" in the Village of Pemberton.

**Recommendation Three:**

**THAT** Council allocate \$200 to secure a professional photographer for the Orange Shirt Day group photo from the Community Enhancement Fund.

**ATTACHMENTS:**

Appendix A: Finalized Nukw7ántwal Intergovernmental Relations Committee Terms of Reference

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

# APPENDIX A

## Nukw7ántwaí Intergovernmental Relations Committee Terms of Reference - July 25, 2018

### Vision

“Nukw7ántwaí wi ku stákmenlhkahlh.”

“We help each other to find the way.”

Working together we are stronger,  
recognized individual communities and governments,  
comfortably and safely working together to protect our people and the land.

### Values

- Friendship
- Recognition of each other
- Commitment to working together
- Acknowledging the importance of land and our relationship to land
- Trust
- Inclusion
- Openness
- Learning that fosters reconciliation
- Respect
- Honesty
- Personal responsibility and accountability
- Peace
- Reciprocity
- Relevance

### Purpose

We are partners and leaders in shaping our current and future communities. In an effort to strengthen relationships, build trust and increase understanding, the Nukw7ántwaí Intergovernmental Relations Committee will focus on:

- Implementing recommendations that arise at the annual *Nukw7ántwaí Regional Gathering* (to be updated as [Appendix B](#) and attached to this terms of reference);
- Improving communication and intergovernmental coordination;
- Establishing common ground and a shared sense of direction;
- Strengthening collaborative advocacy;
- Building capacity for collaboration;
- Bringing our community-based organizations and citizens together to build shared understanding through dialogue, learning opportunities, and social events;

- Active and ongoing information sharing; and
- Exploring and developing meaningful opportunities for collaborative action on shared priorities and matters of mutual interest and concern.

This Committee will serve as an information exchange, coordination and referral body, and as a task force to implement projects that are planned by the Committee and fall within the Committee's mandate and allocated budget. The Committee is not a decision-making body.

For a background on regional collaborative activities, please see [Appendix A](#).

### **Committee Structure and Membership**

Committee participation and membership is open to an Elected Official and / or Staff member from the following:

- Líl'wat Nation
- N'Quatqua First Nation
- Samahquam
- Skatin
- Squamish-Lillooet Regional District
- Village of Pemberton
- Xa'xtsa

A current list of participating governments that have ratified this terms of reference will be updated as [Appendix C](#) and attached to this terms of reference.

### **Roles and Responsibilities**

Committee members are committed to improving relationships between the Members and their communities. They agree to regularly attend meetings, take part in events when possible, and read the materials sent out in advance of the meetings to help provide informed feedback.

It is the responsibility of each organization's representative(s) to keep their leadership apprised as to the work of the Committee and to obtain the necessary approvals as required.

### **Process**

#### *Meetings*

In order to promote candid, open and respectful dialogue, meetings will be attended by Committee members and meeting facilitator(s) only. Special guests and / or experts may be invited by the Committee to participate from time to time.

Committee members are free to speak about their respective government's participation in the Núkw7ántwaí Intergovernmental Relations Committee. Committee members will refrain from speaking on behalf of, or representing, the other governments on the Núkw7ántwaí Intergovernmental Relations Committee.



The Committee will strive to meet quarterly, or more frequently on an as-needed basis. The Committee will implement recommendations that arise at the annual *Nukw7ántwaí Regional Gathering* within the context of financial resources approved by the Member organizations.

Meeting coordination and recording duties will be shared between Staff representatives from Member organizations.

Members will be given appropriate notice of scheduled meetings and will receive an agenda and other necessary materials prior to each meeting.

A meeting chair will be determined for the next meeting at the close of each meeting.

Meeting notes will be the responsibility of the Staff member assigned to the task for each particular meeting. Notes will be shared via email with the Committee no more than five business days after each meeting. Committee members will have another five business days from the date the meeting notes are distributed to recommend a change to the meeting notes after which the meeting notes will be deemed ready for public distribution.

The location of the meetings will rotate between Member communities as agreed to when establishing the meeting schedule.

#### *Working Groups*

Working groups may be created on an as-needed basis by the Committee and may either be a standing working group or established as an ad hoc working group to complete a specific task.

#### **Resources & Budget**

Each participating Member organization will be responsible for covering all meeting and travel-related expenses for their respective Committee representative(s).

At the discretion of the elected leadership of the Member organizations, the Committee may also explore the potential of grant funding to support operations and/or specific joint projects.

#### *Special Projects*

Project-specific budgets shall be established with cost allocations mutually agreed upon by the Member organizations.

#### **Terms of Reference Review**

The Terms of Reference will be reviewed at the end of the first year, and then as required as determined by the Committee.

## Appendix A

### Background

The Village of Pemberton, Líl'wat Nation and SLRD have hosted a number of Community to Community (C2C) Forums, joint Council meetings and operational-level meetings over the past decade. These efforts have resulted in collaboration on projects of mutual interest like the Lillooet River Corridor Engineering Study, Lillooet River Flood Plain Mapping and Risk Assessment, Mount Currie – Pemberton Friendship Trail, Riverside Wetlands/Ském'em Community Park Management Planning, recreation services planning, transit funding, economic development planning, emergency management and advocacy, and Winds of Change.

Established in 2004, the Winds of Change Committee was formed to reduce the harm associated with drug and alcohol misuse. The Committee included a broad representation of Staff and Elected Officials from regional governments and community stakeholders including Líl'wat Nation, Village of Pemberton, SLRD, Vancouver Coastal Health, RCMP, Sea to Sky Community Services, Mount Currie Health Care Centre, Stl'at'imx Tribal Police, Youth Mental Health, School District #48, Xet'ólacw Community School, and N'Quatqua.

Líl'wat Nation, the Village of Pemberton and SLRD Area C provided funding to sustain Winds of Change through two five-year mandates, the last of which concluded in 2014. Up until 2014, the Winds of Change hosted an annual Wellness Gathering and Wellness recognition awards and funded annual student bursaries. Between 2014 and 2017, the Committee became dormant as many of the recommendations within the *'Winds of Change: A Healing Vision'* document had been implemented. However, Winds of Change evolved into the daily blog, *The Wellness Almanac*, which is a voice for practical reconciliation and wellness by championing respect, relationships, recreation and resilience, as tools for building stronger communities.

Despite these past joint initiatives, there continues to be a perception of barriers preventing the respective governments (and communities) from realizing the power of healthy and fully functional relationships. Furthermore, these collaborative efforts have not included the other Southern Stl'at'imx communities.

In order to enhance relationships and provide opportunities for dialogue, the SLRD in partnership with Líl'wat Nation, Samahquam, Lower Stl'at'imx Tribal Council, N'Quatqua First Nation, and the Village of Pemberton held the Núkw7ántwaí Regional Gathering. Núkw7ántwaí is a southern Stl'at'imx Ucwalmictwts word that means *"to help each other."*

Held in March 2017, the Núkw7ántwaí Regional Gathering was attended by Elected Officials and Senior Staff from the partner organizations as part of an on-going effort to strengthen relationships between neighboring communities in the Southern Stl'at'imx region. Much of the discussion on day two of the Gathering was how the group could capture the positive spirit of the day and use it as a springboard to positive collective action. As a result, four recommendations were drafted to ensure the discussion and work continued, including a recommendation to form an Intergovernmental Relations Committee, which is the subject of this Terms of Reference.

## Appendix B

### *Nukw7ántwaí Regional Gathering Recommendations*

#### 2017

- The Council / Board of each participating organization receive the Gathering Report and commit to moving forward with reconciliation by way of a Council / Board resolution allocating the Staff resources needed to keep the Nukw7ántwaí Regional Gathering Organizing Committee intact to lead the development of recommendations 2-4.
- Convene a leadership meeting to draft a formal joint declaration on reconciliation that all governments in the Southern Stl'atl'imx region are invited to sign.
- Create a standing Nukw7ántwaí Intergovernmental Relations Committee to strengthen relationships, improve communication and foster regional collaboration; including a commitment of resources to support the Committee.
- Convene a meeting to discuss the future of Winds of Change, including the possibility of changing it into a regional citizen-based reconciliation initiative. Consider changing the name and reframing the terms of reference so that the Committee mandate is to increase knowledge and awareness, to facilitate local dialogue, and to inspire individual commitment to reconciliation.

#### 2018

- Convene the “Nukw7ántwaí Intergovernmental Committee” with representation as set out in the draft terms of reference. Have the committee review, amend, and recommend the terms of reference to their respective principals for approval.
- Work collectively on emergency preparedness (use as a pilot for other joint sector working groups)
- Plan and host a celebration that involves food / food security
- Cross-cultural celebration (for example: Remembrance Day)
- Draft a joint declaration on Nukw7ántwaí and plan a signing/celebration event.

### **Appendix C**

List of participating governments that have ratified this Núkw7ántwał Intergovernmental Relations Committee Terms of Reference @ July 25, 2018

- Líl'wat Nation (pending approval)
- N'Quatqua First Nation (pending approval)
- Samahquam (pending approval)
- Squamish-Lillooet Regional District (pending approval)
- Village of Pemberton (pending approval)

**Date:** September 4<sup>th</sup>, 2018

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

**From:** Wendy Olsson, Executive Assistant/HR Coordinator

**Subject:** UBCM Convention Additional Event Invitations

**PURPOSE**

The purpose of this report is to seek direction from Council members as to which additional events taking place during the 2018 UBCM Convention that they would like to attend.

As the UBCM Convention begins September 10<sup>th</sup> and RSVPs are required for some events, Staff is requesting that Council members advise during the September 4<sup>th</sup> Council meeting which events they would like to attend. Invitations issued by the Official Opposition do not require an RSVP however Staff would like to include all events in Council members Convention agendas for efficiency.

**UBCM Convention Event Invitations**

<b>Name</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>RSVP Required</b>
Clean Energy BC Reception	September 11th	7:30 - 10:00 PM	Cheakamus Room - Hilton Hotel 4050 Whistler Way	Yes
Airbnb Reception	September 11th	7:30 - 9:30 PM	<i>TBA (Invitation via e-mail)</i>	Yes
Innergex Renewable Energy Reception	September 13th	5:00 - 7:00 PM	21 Steps Kitchen and Bar - 4433 Sundial Place	Yes
Official Opposition Breakfast	September 14th	6:30 - 7:55 AM	Mount Currie Ballroom - Hilton Hotel 4050 Whistler Way	No
<b><i>Official Opposition Sessions</i></b>				
Downloading onto Local Communities	September 13th	2:30 - 3:15 PM	Summit A	No
Speculation Tax	September 13th	3:30 - 4:15 PM	Summit A	No
Housing/Mental Health/Opioids	September 13th	4:30 - 5:15 PM	Summit A	No

**RECOMMENDATIONS**

THAT Council members advise Staff as to which events they wish to attend.

**ATTACHMENTS:**

Appendix A: UBCM Convention Additional Event Invitations

Prepared	Wendy Olsson, Executive Assistant/HR Coordinator
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer



**Clean Energy BC**

INVITES YOU TO THE

**8TH ANNUAL UBCM  
RECEPTION**

IT WILL BRING TOGETHER GOVERNMENT,  
INDUSTRY AND ASSOCIATION LEADERS  
TO NETWORK AND DIALOGUE IN AN  
INFORMAL SETTING.

**DATE: TUESDAY SEPTEMBER 11TH 2018**

**LOCATION: HILTON. 4050 WHISTLER WAY.  
CHEAKAMUS ROOM**

**TIME: 7:30PM - 10:00PM**

**RSVP TO [LISA.BATEMAN@CLEANENERGYBC.ORG](mailto:LISA.BATEMAN@CLEANENERGYBC.ORG)**



**YOU'RE  
INVITED**

## Innergex Renewable Energy UBCM Reception

You're invited to a reception at this year's Union of BC Municipalities Conference in Whistler hosted by Innergex Renewable Energy.

**Thursday, September 13, 2018 | 5:00pm-7:00pm**

**Location:** 21 Steps Kitchen + Bar  
4433 Sundial Pl, Whistler

**RSVP:** [JBalabanowicz@innergex.com](mailto:JBalabanowicz@innergex.com) or 778-689-6944

**INNERGEX**

Innergex Renewable Energy Inc. is a leading Canadian renewable power producer that

Village of Pemberton  
Regular Council Meeting No. 1476  
Tuesday, September 4, 2018

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# LEGISLATIVE ASSEMBLY

of BRITISH COLUMBIA

**BY EMAIL**

August 13, 2018

Mayor Mike Richman and Council  
Village of Pemberton

Dear Mayor Richman,

**Re: 2018 UBCM Official Opposition Meeting Opportunities**

With the 2018 Union of BC Municipalities (UBCM) Convention in Whistler fast approaching, the Members of the Official Opposition would like to extend an invitation to meet during the UBCM Convention. As the Official Opposition, we value the positive working relationships we have with local governments and will continue to strongly advocate for you in Victoria. As the Opposition Critic for Municipal Affairs, I look forward to learning more about the unique challenges and opportunities facing your community. To set up a time to meet with me or any of our opposition critics at UBCM Convention, please contact Parveen Sandur at Parveen.Sandur@leg.bc.ca or via telephone at 250-953-4759.

Our Caucus is once again hosting several roundtable discussions which will offer an opportunity for community leaders such as yourself to share your valuable knowledge and experience with the issues as well as provide any strategic recommendations. All three roundtables will be held at the Aava Whistler Hotel on Thursday, September 13:

TOPIC	CRITIC(S)	TIME	ROOM
Downloading onto Local Communities	Todd Stone	2:30-3:15pm	Summit A
Speculation Tax	Shirley Bond Tracy Redies	3:30-4:15pm	Summit A
Housing/Mental Health/Opioids	Todd Stone Jane Thornthwaite	4:30-5:15pm	Summit A

On Friday, September 14 we will be hosting the Official Opposition Breakfast at the Hilton Whistler in the Mount Currie Ballroom for all delegates from 6:30am to 7:55am and I invite you to join us for a hot breakfast to continue the conversation with our Caucus Members.



# LEGISLATIVE ASSEMBLY

of BRITISH COLUMBIA

Serving as an MLA for the past five years, I have developed tremendous respect for the work of local governments. The passion you have for bettering your communities is inspiring. Local governments are often thought of as the “boots on the ground” when it comes to government interaction with our shared constituents. While times of crisis allow you to demonstrate the responsiveness and flexibility of your governments, your consistent and reliable delivery of services such as water, solid-waste collection, and arts and recreation programs, are essential to the quality of life we all enjoy as BC residents. It is my job to ensure you are receiving the necessary Provincial resources and supports to continue to provide these quality-of-life services to your residents.

In the spirit of this year’s convention theme of *Communication, Collaboration and Cooperation*, I hope each of you will take the time to meet with me and my caucus colleagues during the UBCM Convention so we can connect directly, learning of your greatest needs and opportunities. Solutions are possible when we work together towards creative and positive outcomes for our communities.

Sincerely,

Todd G. Stone, MLA  
Official Opposition Critic for Municipal Affairs

**Date:** September 4, 2018  
**To:** Nikki Gilmore, Chief Administrative Officer  
**From:** Gwendolyn Kennedy, Legislative Assistant  
**Subject:** Single-Use Items – Reduction Strategies

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### **PURPOSE**

The purpose of this report is to seek direction from Council on gathering input from residents, business owners and other stakeholders regarding a single-use item reduction strategy.

### **BACKGROUND**

At Regular Council Meeting No. 1475, held Tuesday, July 24, 2018, Council directed Staff to bring back recommendations for a ban or levy on single-use plastic bags, straws, expanded polystyrene foam containers and coffee cups and for a stakeholder information session to gather feedback with respect to the proposed ban or levy.

This report describes the potential impacts of bans, levies and a combination of these, considers the importance of public and stakeholder support for any strategy, and recommends gathering public input before proceeding further.

### **DISCUSSION & COMMENTS**

There are three possible strategies for consideration: a ban, a levy, or a combination of a ban on some items and a levy on others. Any of these strategies may be implemented in stages to ease the transition and there is the opportunity within each strategy to offer businesses some flexibility in determining how they will meet waste reduction targets.

#### **Ban**

A ban has the advantage of being easy to monitor, and, if enforced, will result in a substantial and immediate reduction in waste. While a ban is generally appealing, it may also generate strong resistance from those who are opposed. It will be essential that enforcement of the ban be undertaken and consistent. Businesses will be unlikely to support a ban if it cannot be enforced consistently to ensure fairness for all affected businesses.

With support for businesses to help ease the transition through public engagement and education to encourage cooperation, and consistent enforcement, a ban could be very successful.

#### **Levy**

A levy on all single-use items will result in a less drastic reduction in waste than a ban but may be viewed more favourably by business owners, thus generating a higher compliance rate.

Revenue collected by the business can be used to offset cost to make adjustments to packaging materials, mitigating the financial impact of the initiative. Levies, however, unless substantial, tend to have little impact on consumer behavior and are difficult to monitor and enforce because businesses are expected to report their own compliance. A levy may be useful as a transition step toward a ban but is unlikely to achieve significant waste reduction on its own. It may also have value in combination with a ban on other items as it will generate some revenue to offset costs to retailers.

### **Combination of Ban & Levy**

A ban on some items and a levy on others may be a good compromise strategy. Although unlikely to please everyone, this approach may demonstrate to residents and stakeholders that the Village is willing to work toward the goal one step at a time. A key component of this plan is that the levy will provide some revenue to retailers to offset transition costs. There is opportunity for businesses to customize the strategy to suit their individual circumstances.

### **Public Engagement**

Public and stakeholder engagement is an essential component of any initiative, from gathering input before selecting a strategy, to assisting businesses and residents with information and resources once a strategy has been chosen, to evaluating the impacts and effectiveness of the strategy after implementation. Residents, business owners and other stakeholders are likely to view the initiative from different perspectives, so information gathering, outreach and communication need to be targeted to each group.

Other local governments have conducted surveys to gauge public and stakeholder support. An example of an online survey can be found on the Qualicum Beach website at <https://qbplanner.typeform.com/to/xf4kam>. The Regional Municipality of Wood Buffalo, Alberta, conducted surveys of residents and businesses prior to implementation of a single-use plastic bag ban and again one year into the ban. Their report on the follow-up survey can be found at the following link:

<http://www.rmwb.ca/Assets/00assets/living/beautification/recycling/Shopping+bag+amendments+report+FINAL.pdf>. The City of Vancouver spent two years working with residents and businesses in developing their single-use item reduction strategy and will continue to engage throughout the stages of implementation.

As population demographics and economic characteristics impact a community's enthusiasm for waste reduction strategies, Staff recommends that prior to establishing a direction for a specific approach to single-use item reduction, the Village garner input from residents, business owners and other stakeholders to inform this initiative.

### **COMMUNICATIONS**

Communications and engagement for this initiative can be incorporated into the Senior Communications Coordinator's workplan. Should Council recommend proceeding with public engagement, an engagement strategy will be implemented to gauge support for the various options and the information gathered will be presented at a future Committee of the Whole Meeting.

## **LEGAL CONSIDERATIONS**

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

## **IMPACT ON BUDGET & STAFFING**

The work to date was undertaken as part of the regular work within Corporate & Legislative Services. Future costs will depend on the direction chosen by Council. If a ban or levy is implemented, there will be Staff and budget impacts for an education campaign, public consultation and enforcement. Some Staff time will be needed to monitor and report on the effectiveness of any measures taken. Should Council choose to identify a single-use item reduction strategy as a strategic priority, funding for the strategy could be considered as part of the 2019 budget deliberations.

## **INTERDEPARTMENTAL IMPACT & APPROVAL**

The next step of this project will require Staff time for the implementation of a public engagement plan and would be facilitated by the Senior Communications Coordinator.

Interdepartmental Approval by:	Nikki Gilmore, Chief Administrative Officer
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## **IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS**

Staff will explore opportunities for sharing communications initiatives with the Squamish-Lillooet Regional District (SLRD) as shared waste reduction objectives may lead to overlapping communications strategies.

There are no other anticipated impacts on neighboring jurisdictions.

## **ALTERNATIVE OPTIONS**

**Option One (Recommended):** Direct Staff to proceed with an engagement program to gauge support for the various options and present the information at a future Committee of the Whole meeting.

**Option Two:** Direct Staff to implement a single-use item reduction strategy.

**Option Three:** Take no further action.

## **POTENTIAL GOVERNANCE CONSIDERATIONS**

Review of this initiative aligns with Strategic Priority No. Four: Social Responsibility, in which the Village strives to create a strong and vibrant community, recognizing the importance and benefits of healthy, engaged citizens as well as an accessible and well managed natural environment.

The objectives also align with the SLRD long term waste management goals, which emphasize the importance of reduction and re-use to prevent unnecessary waste from entering the waste management system.

**RECOMMENDATIONS**

**THAT** Council direct Staff to gather public and stakeholder feedback with respect to a single-use item reduction strategy and present the information at a future Committee of the Whole meeting.

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

**Date:** September 4, 2018

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

**From:** Gwendolyn Kennedy, Legislative Assistant

**Subject:** Bylaw Notice Enforcement Adjudication System

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## **PURPOSE**

The purpose of this report is to obtain Council's approval to pursue development of a Bylaw Notice Dispute Adjudication System for the Village of Pemberton and to direct Staff to prepare a Bylaw Notice Enforcement Bylaw and related consequential amendments and documentation to the affected bylaws and policies.

## **BACKGROUND**

In 2003, the Provincial Government introduced the *Local Government Bylaw Notice Enforcement Act* (the "Act") and worked with the City of West Vancouver, the City of North Vancouver and the District of North Vancouver on a pilot project to provide an efficient, cost effective administrative process for dealing with local government bylaw infractions outside of the Provincial Court system. As shown in **Appendix A**, 84 local governments have established their own bylaw notice enforcement and dispute adjudication systems under the *Act*.

The experience with the North Shore Adjudication Model Pilot Project showed that:

- The number of parking tickets disputed dropped by 94%;
- The length of time for a ticket dispute to be heard and decided went down by 10%;
- There was an 81% increase in collection of outstanding fines;
- Residents were generally satisfied with the speed and fairness of the system;
- Bylaw related document service was significantly reduced, and
- The total annual operating costs for the resolution of bylaw ticket issues declined.

Local governments are required to have the Ministry of Attorney General enact a regulation to make the *Act* applicable to them. This request can be made in writing after a Council resolution approves the Bylaw Adjudication System.

Under the *Act*, local governments may establish a local bylaw dispute adjudication system which replaces Provincial Court as the venue for resolving disputes or minor municipal bylaw violations in areas such as animal control, business licence, zoning, signs, parking, building code, noise, trees, and fire prevention.

Local governments may establish:

- Offences to be dealt with by issuing a bylaw notice (ticket);
- The amount of penalty for contravention of specified bylaws;

- The period for paying and disputing a ticket;
- The process for disputing a ticket; and
- Officers to screen and review disputed tickets with power to enter in to compliance agreements.

**Appendix B** presents a flow chart of the bylaw adjudication process taken from the Local Government Bylaw Adjudication Toolkit jointly published in 2005 by the Local Government Management Association, the Ministry of Community Services and the Ministry of the Attorney General. The use of appointed screening officers to cancel tickets or enter into compliance agreements reduces costs by avoiding the adjudication process in many cases. Disputes are heard by an adjudicator who decides if the contravention occurred. The Village has the option of sharing adjudication with the Squamish-Lillooet Regional District (SLRD) and the Resort Municipality of Whistler (RMOW).

## **DISCUSSION & COMMENTS**

The Village currently uses a court-based model where disputed Municipal Ticket Information notices (MTIs) are dealt with in the Provincial Court system, requiring the attendance of Village of Pemberton Staff and/or legal counsel at Court if a matter cannot be resolved through voluntary compliance. This results in lost Staff time and legal costs as well as delays due to the backlog of disputed tickets awaiting Provincial Court trial dates.

Benefits of the bylaw adjudication system include:

- 1. Improved service to citizens:** Municipalities that have adopted the system report that citizens are pleased with the lower cost and greater flexibility of adjudication system over the court system, resulting in increased payment rates and lower dispute rates.
- 2. Increased revenue and operating efficiencies:** All penalties are due and payable on receipt unless disputed. Staff are not required to attend adjudication hearings in person, saving Staff time.
- 3. Reduced Court dependency:** This results in a reduction of costs and Staff time in dealing with minor infractions.
- 4. Reasonable service requirement:** Tickets can be issued by reasonable measures (such as in the mail) whereas MTIs must be served in person, which poses a challenge in the enforcement of bylaws such as short-term vacation rentals when the homeowner is not present when the infraction occurs.

The bylaw adjudication system was designed to deal effectively with minor bylaw violation in areas such as animal control, business licence, zoning, signs, parking, building code, environmental, lawn sprinkling, noise and park matters. A bylaw adjudication system would provide an additional mechanism for the Village to achieve compliance with bylaws in a more efficient manner. The Municipal Ticket Information System and all current bylaws would remain in place and bylaw enforcement officers would continue to seek voluntary compliance through education and compliance agreements.

## **COMMUNICATIONS**

There are no communications considerations at this time.



## **LEGAL CONSIDERATIONS**

The draft Bylaw Notice Enforcement Bylaw will require legal review prior to implementation.

## **IMPACT ON BUDGET & STAFFING**

Preparation of this report and drafting/amending of bylaws necessary to the implementation of a bylaw adjudication system form part of the regular work of the Corporate & Legislative Services department and have no impact on budget and staffing.

It is anticipated that the cost of operating a bylaw adjudication system would be offset by the fines collected and that it would not result in additional costs. The ability to share the cost of the adjudicator with the RMOW and SLRD will significantly reduce the operating cost.

The Village does have a Bylaw Ticketing module as a component of the VADIM accounting system; however, there may be a need for some minor upgrades to the system to accommodate the new program. The costs of this are unknown at this time but if required would be brought forward during budget deliberations

Adoption of a bylaw adjudication system will bring initial set-up and operating costs:

- Cost of an adjudicator is approximately \$400/day and would be shared with RMOW and SLRD.
- Optional: software upgrade to integrate new system with existing accounting software: As noted above, the cost of which is unknown at this time.

Adoption of a bylaw adjudication system will also bring revenue opportunities:

- Increased revenue by increased fine amounts and improved collection of fines;
- \$25.00 dispute fee will be added for disputed tickets and will help to cover the costs of the adjudicator
- Increase in number of tickets issued due to simpler ticket delivery and dispute system.

## **INTERDEPARTMENTAL IMPACT & APPROVAL**

There are no impacts on other departments.

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

Sharing of the adjudicator costs with SLRD and RMOW will reduce adjudication costs for not only the Village but our member local governments as well.

## **ALTERNATIVE OPTIONS**

**Option One (Recommended):** Make a formal request to the Minister of the Attorney General to be registered under the *Local Government Bylaw Notice Enforcement Act*.

**Option Two:** Proceed no further with a bylaw adjudication system and continue to use the existing Municipal Ticket Information (MTI) system for bylaw offenses and penalties.

## **POTENTIAL GOVERNANCE CONSIDERATIONS**

Adoption of a bylaw adjudication system meets with Strategic Priority Two – Good Governance and the Village’s goal to be committed to citizen engagement, being an open and accountable government and to being fiscally responsible.

## **RECOMMENDATIONS**

### **Recommendation One:**

**THAT** Council direct Staff to formally request the Ministry of Attorney General to enact a regulation to make the *Local Government Bylaw Notice Enforcement Act* applicable to the Village of Pemberton.

### **Recommendation Two:**

**THAT** Council direct Staff to prepare a Bylaw Notice Enforcement Bylaw, Screening Officer Policy and amendments to existing bylaws as necessary to implement a bylaw adjudication system.

## **ATTACHMENTS:**

Appendix A: Local Governments listed on the Bylaw Adjudication System  
Appendix B: Flow Chart of the Bylaw Adjudication Process

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

APPENDIX A

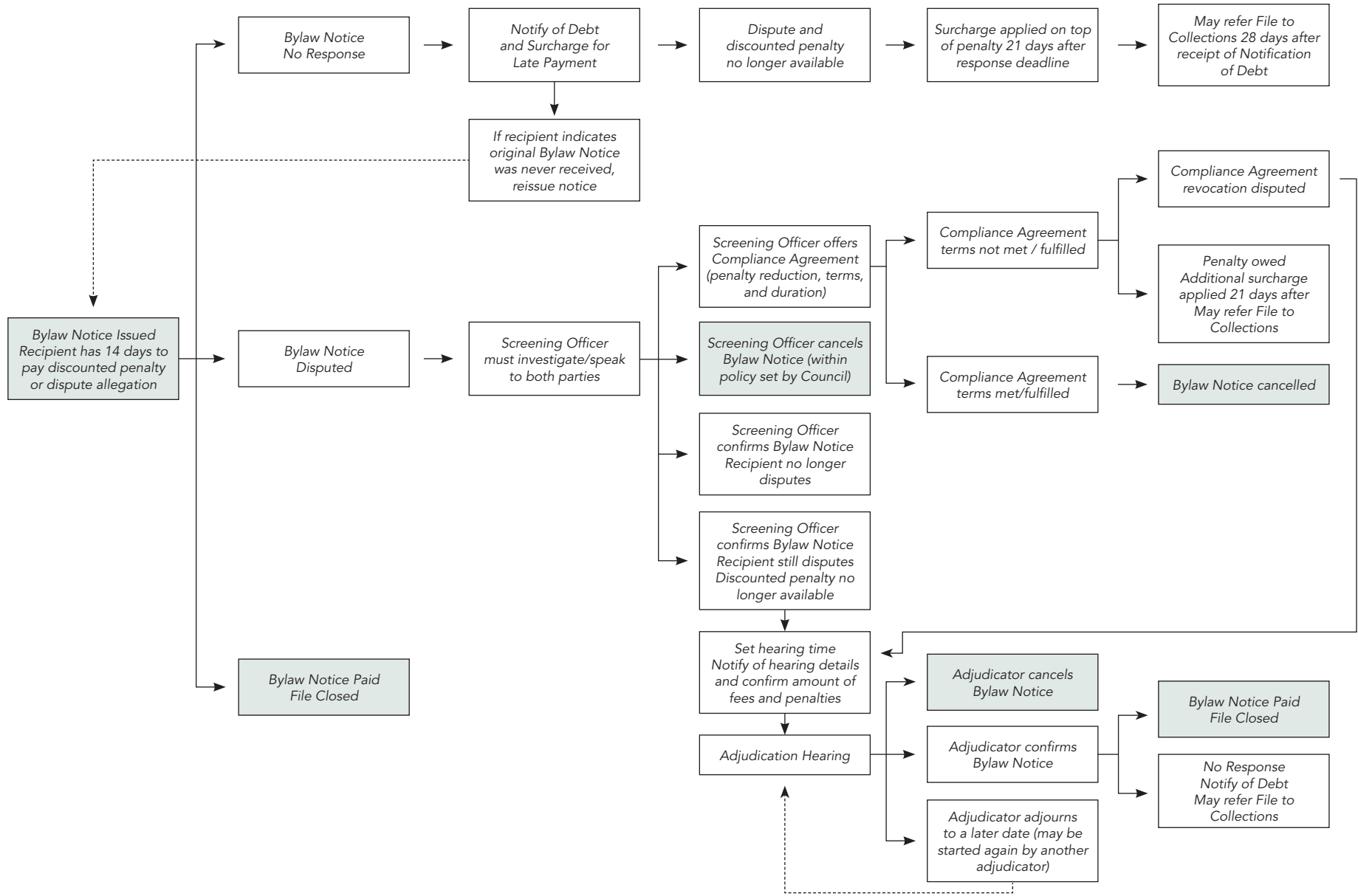
LOCAL GOVERNMENTS LISTED ON THE BYLAW ADJUDICATION SYSTEM

<b>Column 1 Date Act Applies</b>	<b>Column 2 Local Government</b>
October 28, 2016	Ballenas-Winchelsea Local Committee
February 1, 2006	Bowen Island Municipality
April 1, 2009	Cariboo Regional District
April 1, 2007	City of Abbotsford
October 1, 2008	City of Burnaby
September 1, 2005	City of Chilliwack
September 1, 2005	City of Coquitlam
May 1, 2009	City of Cranbrook
July 31, 2015	City of Dawson Creek
February 1, 2006	City of Duncan
December 6, 2017	City of Fort St. John
January 1, 2010	City of Kelowna
September 26, 2012	City of Nanaimo
May 3, 2004	City of North Vancouver
August 1, 2009	City of Parksville
January 1, 2010	City of Penticton
July 14, 2014	City of Port Alberni
October 1, 2008	City of Port Coquitlam
October 28, 2016	City of Prince George
September 1, 2005	City of Richmond
September 1, 2005	City of Surrey
February 1, 2011	City of Vancouver
May 1, 2010	City of Vernon
September 30, 2013	City of Williams Lake
December 22, 2015	Corporation of the City of Enderby
October 1, 2010	Corporation of the City of Nelson
April 1, 2009	Corporation of the City of New Westminster
December 22, 2015	Corporation of the City of Victoria
May 26, 2014	Corporation of the Township of Esquimalt
February 1, 2010	Denman Island Local Trust Committee
June 21, 2012	District of Barriere
September 30, 2013	District of Coldstream
September 1, 2005	District of Hope
September 1, 2005	District of Kent
February 1, 2010	District of Lake Country
May 1, 2011	District of Maple Ridge
December 6, 2017	District of Mission
May 3, 2004	District of North Vancouver

January 1, 2010	District of Peachland
January 1, 2007	District of Pitt Meadows
September 26, 2012	District of Sechelt
January 1, 2007	District of Squamish
January 1, 2010	District of Summerland
October 1, 2009	District of Tofino
December 22, 2014	District of Wells
January 1, 2010	District of West Kelowna
May 3, 2004	District of West Vancouver
February 1, 2006	Fraser Valley Regional District
May 1, 2011	Gabriola Island Local Trust Committee
February 1, 2010	Galiano Island Local Trust Committee
February 1, 2010	Gambier Island Local Trust Committee
March 1, 2009	Greater Vancouver Regional District
May 1, 2011	Hornby Island Local Trust Committee
May 1, 2011	Lasqueti Island Local Trust Committee
May 1, 2011	Mayne Island Local Trust Committee
December 6, 2017	Municipality of North Cowichan
February 1, 2010	North Pender Island Local Trust Committee
May 16, 2011	Northern Rockies Regional Municipality
August 1, 2011	Peace River Regional District
September 30, 2013	Regional District of Central Kootenay
February 4, 2013	Regional District of Central Okanagan
October 28, 2016	Regional District of Kootenay Boundary
January 1, 2010	Regional District of Okanagan-Similkameen
December 6, 2017	Resort Municipality of Whistler
February 1, 2010	Salt Spring Island Local Trust Committee
February 1, 2010	Saturna Island Local Trust Committee
May 1, 2011	South Pender Island Local Trust Committee
July 31, 2015	Squamish-Lillooet Regional District
November 30, 2010	Sun Peaks Mountain Resort Municipality
November 30, 2010	Sunshine Coast Regional District
September 15, 2011	The Corporation of Delta
November 25, 2013	The Corporation of the Village of Fruitvale
February 1, 2006	The Municipality of the Village of Lions Bay
May 1, 2011	Thetis Island Local Trust Committee
September 30, 2013	Thompson-Nicola Regional District
November 30, 2010	Town of Creston
May 1, 2010	Town of Gibsons
November 26, 2012	Town of Golden
February 1, 2010	Town of Oliver
July 1, 2008	Township of Langley

March 1, 2017	Village of Anmore
May 2, 2018	Village of Belcarra
February 12, 2007	Village of Harrison Hot Springs
June 21, 2012	Village of Valemount

## 2.1. Flowchart: Bylaw Notice Enforcement and Adjudication Process



**Date:** Tuesday, September 4, 2018

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

**From:** Gwendolyn Kennedy, Legislative Assistant

**Subject:** Community Enhancement Fund Request - Pemberton Barn Dance Sponsorship

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### **PURPOSE**

To provide information pertaining to the request for funding from the Community Enhancement Fund for the 2018 Pemberton Barn Dance in the form of a Platinum Sponsorship.

### **BACKGROUND**

The Village of Pemberton has received a Community Enhancement Fund request, in the amount of \$1,500, from the Pemberton Barn Dance organizers for Platinum Sponsorship of this year's event to be held September 22<sup>nd</sup>. Entirely volunteer driven, the Pemberton Barn Dance is a yearly fundraiser jointly organized by the Pemberton Lions Club and Rotary Club of Pemberton.

Proceeds from the dance will be shared between the two organizing clubs and will go towards community projects that directly impact Pemberton and Area C residents. Projects undertaken by the Rotary Club in the past year include the dog beach expansion and the "teen dock" upgrades at One Mile Lake Park. The Lions Society supports local students through the distribution of bursaries, helps send children to Easter Seals camps and supports the management of the Lions Villa.

The funds raised through this year's event will be directed toward community amenities projects including a basketball court, a community garden at Lot 13, and, as a long-term project, an equipment storage/changeroom building at the new recreation site. The Lions Club will continue their support of the Lion's Easter Egg Hunt, Canada Day Celebrations, and management of the Lions Villa.

Funds requested will support up-front costs of putting on the 2018 Pemberton Barn Dance. The event has approximately \$22,430 in expenses offset with approximately \$8,150 in local sponsorships (see Barn Dance Budget, Appendix A). Ticket and food & beverage sales cover the remainder of the expenses and generate profits that go back into the community. Over one thousand hours of volunteer time goes into this event.

Both clubs have demonstrated their ability to leverage funds through volunteer labour and by pursuing grant funding from other sources. The Pemberton Barn Dance is one of the largest fundraisers for the two organizations. This signature community event is a celebration of Pemberton's unique culture and expects to sell out again this year.

### **Criteria**

The Community Enhancement Fund (CEF) application states that the Village will provide funding to not-for-profit Organizations, Entities or Societies based within the Village of Pemberton that are considered by Council to be contributing to the general interest and benefit of its residents in the following areas:

- Sports, Recreation and Education;
- Arts and Culture; or
- Special Events.

The funds available for grants are limited and may not be sufficient to fund all requests for grants made in any one year. Grants will be awarded at Council's discretion and will be authorized by Council resolution.

As such, Council has established the following priorities:

- a) non-profit groups and/or activities which either promote the Village of Pemberton; or
- b) benefit a large number of Pemberton residents; or
- c) involve participation of a large number of Pemberton residents; or
- d) others as authorized by statute.

Applications or events that have secured additional funding through fundraising or own initiative will be given priority.

Funding will be considered for Village organizations providing sports, recreation and education, arts and culture, and special event services in any of the following:

- New Programs
- Expansion of current programs
- Leadership development
- New or expanded special events
- Special projects

### **DISCUSSION & COMMENTS**

This is the second year that the Rotary/Lions are requesting funding for this annual event. Council supported the 2017 Barn Dance as a Platinum Sponsor through a \$1,500 grant from the Community Enhancement Fund. The Community Enhancement Fund is not intended to be a long-term funding source; hence funding requests for regularly scheduled events must be submitted for each occurrence and considered individually.

At this time, there is \$5,500 remaining in the CEF budget after the funding commitments for the Pemberton Secondary School Bursary (\$2,000), Lil'wat Rodeo (\$500), administration costs associated with the Roundabout Sign (\$3,000), and the BC Hydro Box Beautification Grant matching contribution (\$4,000).



**COMMUNICATIONS**

There are no communications elements for consideration.

**LEGAL CONSIDERATIONS**

There are no legal considerations at this time.

**IMPACT ON BUDGET & STAFFING**

The chart below lists the Community Enhancement Fund contributions already allocated to date:

**Community Enhancement Fund Reconciliation – September 4, 2018**

<b>2018 Budget Amount</b>		<b>\$ 15,000</b>	
Contributions Expensed:			
Village of Pemberton Bursary	\$2,000		Yearly allocation
Roundabout Sign Administration	\$3,000		Yearly allocation as per Regular Meeting No. 1386, January 6, 2015
Lil'wat Rodeo	\$500.00		Regular Council Meeting No. 1468, April 24, 2018
BC Hydro Box Beautification	\$4,000		Regular Council Meeting No. 1465, March 6, 2018
<b>TOTAL ALLOCATED TO DATE:</b>	<b>\$9,500.00</b>		
<b>CEF FUNDS REMAINING:</b>			
		<b>\$5,500.00</b>	

**INTERDEPARTMENTAL IMPACT & APPROVAL**

There are no interdepartmental impacts at this time.

**IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS**

There are no impacts to outside jurisdictions anticipated at this time.

**ALTERNATIVE OPTIONS**

- Option 1:** Support the Pemberton Barn Dance via a Platinum Sponsorship in the amount of \$1,500;
- Option 2:** Choose a different level of sponsorship (*see Appendix B*);
- Option 3:** Support a contribution to the Pemberton Barn Dance in an amount to be determined by Council; or
- Option 4:** Decline the request for the Pemberton Barn Dance sponsorship.

### **POTENTIAL GOVERNANCE CONSIDERATIONS**

This initiative supports the Village's Strategic Priorities, particular the Priority of Social Responsibility:

*The Village strives to create a strong and vibrant community recognizing the importance and benefits of both healthy and engaged citizens as well as an accessible and well managed natural environment.*

### **RECOMMENDATIONS**

**THAT** Council provide direction with respect to a contribution from the Community Enhancement Fund in the form of a Platinum Sponsorship for the Pemberton Barn Dance.

### **ATTACHMENTS:**

**Appendix A:** Community Enhancement Fund Application for Platinum Sponsorship of the Pemberton Barn Dance

**Appendix B:** 2018 Pemberton Barn Dance Budget

**Appendix C:** Letter of Support

**Appendix D:** Rotary Club Budget

**Appendix E:** Pemberton Lions Budget

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

Appendix A  
Community Enhancement Fund Application

**Subject:** Website Submission: Community Enhancement Fund Program - <https://pemberton.ca>

**Form Submission Info**

**Organization Name:** Pemberton Lions Club & Rotary Club of Pemberton

**Contact Name:** Dave Den Duyf

**Title:** Secretary - Rotary Club of Pemberton

**Mailing Address:** [REDACTED]

**Phone:** [REDACTED]

**Email:** [REDACTED]

**What is the Status of your Organization?:** other

**Annual Report filed with the Provincial Government?:** no

**If yes, date of the last report filed?:**

**How many members are in your organization?:** +/- 55 Lions, 10 Rotarians

**Please list the Board Members names and e-mail contacts.:** Paul Selina (Lions President)  
[REDACTED] Dan Cindric (Rotary Co-President) [REDACTED] Phill Read  
(Rotary Co-President) [REDACTED] Tony Medd (Lions Vice President)  
[REDACTED] Katie Sorensen (Lions Secretary) [REDACTED] Cynthia  
Hood (Lions Secretary) [REDACTED] Dave Den Duyf (Rotary Secretary)  
[REDACTED] Rob Meilleur (Lions Treasurer) [REDACTED] Richard  
Megeny (Rotary Treasurer) [REDACTED]

**Describe the role of volunteers in your organization.:** 100% Volunteer. We are Club Administrators, Fundraisers, Event & Project Organizers, and/or Labourers.

**Details of Funding Request**

**Name of Event/Project.:** 2018 Pemberton Barn Dance

**Amount of Grant Requested.:** \$1,500.00

**Total Event Budget.:** please see attached budget

**Total Fundraising (funds from other sources):** please see attached budget

**What is the purpose for which the grant is being requested?:** The grant would help cover the initial costs of putting on the 2018 Pemberton Barn Dance event. Proceeds from the event will be split between the local Lions and Rotary Clubs and will go towards local projects (see Presidents' Letter for more details).

**Please provide a brief description of the event/project.:** The Pemberton Barn Dance will take place Sept. 22nd, 2018 (7:30pm to midnight) for the fourth consecutive year. This year's event will again feature the Chris Buck Band from Vancouver, who have won Country Club Act of the Year at the BC Country Music Awards in 2014 and 2015. They have had four singles in the Top 50 Canada Country Music Charts. The funds raised go to local projects.

**Physical Address of the Project (if different from Organization):** Pemberton Downtown Community Barn 7444 Frontier St, Pemberton, BC V0N 2L0

**Grant Request Details:** arts-culture, recreation, youth-senior

**How does/will your Organization or project promote or benefit the Village of Pemberton?:** The event is being promoted through the round-about sign, posters, newspaper (ads, article and thank you letter), and social media. It is a fantastic time for volunteers and participants. The proceeds will continue to go to local projects by the two service clubs.

**How many Pemberton residents will benefit or participate in the project?:** We are (again) selling 600 tickets and expect it to sell out (again). There are approx. 40 volunteers putting this together. There will be lasting benefits from the projects that result from the fundraising.

**Please list any grants for which your Organization has applied or received.:** We are also asking for \$1,500 from the SLRD. We have (and are still looking for) sponsorships from local businesses. Proceeds can be leveraged for grants from our clubs' organizations when it comes time to do the projects.

**Has your organization applied for funding through this program in the past?:** 1

**If yes, please state the year you applied, the event or project, and the amount of funding received.:** 2017, Pemberton Barn Dance \$1,500

**What is the anticipated start date of the event or initiative?:** 09/22/2018

**Please attach any further information that you consider relevant in support of your application.:**

## **Application Checklist**

**Letters of Evidence of Support:**

2018\_Pemberton\_Barn\_Dance\_Presidents\_Letter\_of\_Support1.docx

**Detailed Project Outline and Timeline:** Copy\_of\_Duty\_Roster\_20181.xlsx

**Detailed Project Budget showing Expenses, Revenues, Donations, and Volunteer Contributions:** 2018\_Pemberton\_Barn\_Dance\_Budget1.xlsx

**Most Recent Annual Financial Statement and/or Up-to-Date Financial Information:**

2018\_2019\_Rotary\_Budget1.xlsx

**Society Documentation (in applicable):**

**Amount of Grant Requested:** \$1,500.00

**Will you be requesting Village of Pemberton Operations Support for an event?:** no

## APPENDIX B

### 2018 Pemberton Barn Dance Budget

Revenue	\$\$\$
Event Tickets (600 @ \$30)	\$ 18,000.00
Cash Float	\$ 1,000.00
Liquor Sales (2100@ \$5)	\$ 10,500.00
Food % of Sales	\$ 300.00
Barn use deposit refund	\$ 1,000.00
Key Deposit refund	\$ 100.00
Liquor Returned	\$ 500.00
Recycling Returns	Soccer Club
<b>Subtotal</b>	<b>\$ 31,400.00</b>
<b>Sponsorship</b>	
<b>VOP</b>	<b>\$ 1,500.00</b>
<b>SLRD</b>	<b>\$ 1,500.00</b>
Pemberton Valley Lodge	\$ 1,000.00
Walsh Restoration	\$ 1,000.00
Whistler Real Estate	\$ 1,000.00
Animal Barn	\$ 500.00
AG Foods	\$ 250.00
Riverlands	\$ 250.00
Squamish Mills	\$ 250.00
	<b>\$ 7,250.00</b>
<b>TOTAL REVENUE</b>	<b>\$ 38,650.00</b>

In-Kind Donations (Not Incl. in Revenue or Expenses)	Value
Halaw Contracting (Value of Porta Potties Discount)	\$4,000.00
Sabre Rentals (Fencing, Stage, Chairs & Heaters)	\$1,750.00
Spark Events (Dance Floor, Stools & Hi Boys)	\$1,750.00
Lil'wat Nation Security (Discount)	\$500.00
Pemberton Valley Supermarket (Bar Mix, Pop, ect.)	\$150.00

#### Volunteer Efforts/Supplies from Lions and Rotary (& Friends)

Produce Site, Emergency and Safety Plans	N/C
Request for Noise Bylaw Exemption	N/C
Obtain Notice of Special Event Letter	N/C
Secure VCH Temporary Food Permit	N/C
Obtain Sponsorships & In-Kind Donations	N/C
Supply String lights/strobe lighting	N/C

Expenses	Cost
Public space use permit	\$ 200.00
Barn use deposit (refundable)	\$ 1,000.00
Electrical Panel Key Deposit (refundable)	\$ 100.00
Liability Insurance (Lions/Rotary/VOP)	\$ 525.00
Special Occasion License	\$ 100.00
BC Provincial Tax	\$ 825.00
Event Tickets	\$ 510.00
Bar tickets/stamp pad	\$ 35.00
Cash Float	\$ 1,000.00
Bank charges	\$ 35.00
Certified Security	\$ 600.00
Hay Bales (40 @ \$7)	\$ 280.00
Porta Potties (9)/Flushing/Cleaning	\$ 1,400.00
Lights for toilets	\$ 100.00
<b>Advertising</b>	
Pique Ads/Posters	\$ 1,000.00
Round About Sign	\$ 500.00
Office Supplies	\$ 100.00
<b>Sound/Music</b>	
ESound Production	\$ 1,345.00
Bands (Chris Buck Band & Northern Ignition)	\$ 7,175.00
<b>Bar</b>	
Liquor cost	\$ 5,450.00
Plastic Highball Glasses	\$ 50.00
Ice/storage	\$ 100.00
<b>Food Concession</b>	
Tacos/Pizza/Kettle Corn	None
<b>TOTAL EXPENSES</b>	<b>\$ 22,430.00</b>

**Over 1,000 hours of Combined Volunteer Time goes into Producing the Event**

**Refundable Deposits**

**Not Yet Committed**

## APPENDIX C



August 24, 2018

Dear Mayor and Council,

Re: 2018 Pemberton Barn Dance Community Enhancement Fund Application

We, as the 2018-2019 Presidents of the Pemberton Lions' Club and the Rotary Club of Pemberton, ask you to consider this Community Enhancement Fund Application for \$1,500. This money will initially help with the up-front costs of putting on the 2018 Pemberton Barn Dance that will be happening on September 22<sup>nd</sup>, 2018.

The Pemberton Barn Dance is put on as a coordinated effort between the Pemberton Lions' Club and the Rotary Club of Pemberton since it was revived in 2015. It has sold-out every year and provides an excellent venue for locals to unwind after they settle in to their fall routines.

All proceeds from this event will be shared between the two clubs and go towards community projects. As previously demonstrated, our clubs are able to leverage these funds through volunteer manpower (and the pursuit of other grants available through our respective organizations) providing fantastic & valuable amenities to the Village of Pemberton.

This year the Pemberton Lions have committed substantial funds and pledged assistance of its members for the community basketball court. This is in addition to the ongoing involvement with the Easter Egg Hunt, Canada Day Celebrations, and support & management of the Lions Seniors' Villa.

The Rotary Club of Pemberton is looking forward to working to working again with the Village of Pemberton on developing one of its community properties (garden, orchard, parking, or?) or doing something at the new rec site.

We will insure that your \$1,500 will be well spent, and we look at opportunities to leverage the funds by applying for grants offered by our own respective organizations. The grant will benefit the community on many fronts.

Yours Truly,

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Paul Selina  
President – Pemberton  
Lions' Club

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Dan Cindric  
Co-President - Rotary  
Club of Pemberton

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Phill Read  
Co-President - Rotary  
Club of Pemberton

# APPENDIX D

08/28/2018 prepared by DC

## ROTARY CLUB OF PEMBERTON 2018/2019 BUDGET

	Q1 Jul - Sept 2016	Q2 Oct - Dec 2016	Q3 Jan - Mar 2017	Q4 Apr - Jun 2017	Total Year 2016/2017
<b>Revenues</b>					
Anticipated Membership Count	11	11	11	11	11
Membership Dues - \$200 per year/Member		\$1,100		\$1,100	\$2,200
Meetings Happy/Sad	\$100	\$100	\$100	\$100	\$400
Fundaisers (Net of Expenses - see below)	\$12,000	\$8,000	\$0	\$2,500	\$22,500
Specific Rotary Fundraisers (Foundation/Polio)		\$325	\$1,000	\$0	\$1,325
<b>Total</b>	<b>\$12,100</b>	<b>\$9,525</b>	<b>\$1,100</b>	<b>\$3,700</b>	<b>\$26,425</b>
<b>Expenses</b>					
<b>Rotary Dues</b>					
RI Dues (USD\$52?/Year/Member)	\$650		\$650		\$1,300
District 5040 Dues (50/Year/Member)	\$319		\$319		\$638
Rotary World Help Network (\$10/Mbr/Year)	\$110				\$110
Rotary Projects (Foundation/Polio)			\$1,000	\$325	\$1,325
<b>Rotary Sub-Total</b>	<b>\$1,079</b>	<b>\$0</b>	<b>\$1,969</b>	<b>\$325</b>	<b>\$3,373</b>
<b>Admin Expenses</b>					
Coffee expenses	\$0	\$60	\$0	\$60	\$120
Insurance	\$1,000				\$1,000
Domain Name Registration	\$30				\$30
Club Runner Costs				\$290	\$290
Membership Chamber of Commerce			\$65		\$65
Badges/promo items/advertising		\$50		\$50	\$100
Banking Fees	\$30	\$30	\$30	\$30	\$120
Office Supplies & Photocopy	\$100		\$100		\$200
Installation Ceremony				\$200	\$200
RLI - Training		\$200			\$200
District Conference		\$300			\$300
District Assembly/Grant Management			\$150		\$150
Youth Conference Sponsorship			\$750		\$750
Remembrance Day Wreath		\$65			\$65
Christmas Social		\$200			\$200
<b>President Elect Training (PETS)</b>			\$500		\$500
<b>President's Expenses</b>					
District Conference Registration		\$300			\$300
<b>Admin Sub-Total</b>	<b>\$1,160</b>	<b>\$1,205</b>	<b>\$1,595</b>	<b>\$630</b>	<b>\$4,590</b>
<b>Local Projects</b>					
Sea to Sky Community Hospice (from Golf Tournament)		\$10,000			\$10,000
2018/2019 Pemberton Local Project (Barn Dance)				\$8,000	\$8,000
<b>Total</b>	<b>\$0</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$8,000</b>	<b>\$18,000</b>
<b>Youth Projects (Bursaries)</b>					
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,000</b>	<b>\$2,000</b>
<b>Contingency (Special Requests from Community)</b>	<b>\$300</b>	<b>\$300</b>	<b>\$300</b>	<b>\$300</b>	<b>\$1,200</b>
<b>Project Sub-Total</b>	<b>\$300</b>	<b>\$10,300</b>	<b>\$300</b>	<b>\$10,300</b>	<b>\$21,200</b>
<b>Total Expenses</b>	<b>\$2,539</b>	<b>\$11,505</b>	<b>\$3,864</b>	<b>\$11,255</b>	<b>\$29,163</b>

**SHORTFALL TO BE ADDRESSED BY PRIOR YEARS' SAVINGS**



## APPENDIX E

### PEMBERTON LIONS CLUB 2018 BUDGET

#### Revenues

ADMIN	Membership Dues	\$3,159.58
	Dinner Meetings	\$2,615.00
	Tail Twister, Club Raffles, T-shirts & Zone Fu	\$316.55
	Other	\$3,426.75
	<b>Subtotals</b>	<b>\$9,517.88</b>
CHARITY	Christmas Trees	\$3,454.00
	Concessions	\$10,140.73
	Barn Dance	\$12,696.25
	Show & Shine	\$10,553.75
	Dine in the Dark	\$4,916.25
VILLA FUND	Curling - Villa Fund	\$2,034.00
AFRICA FUND	Africa Fundraiser	\$150.00
	<b>Subtotals</b>	<b>\$43,944.98</b>
	<b>Total</b>	<b>\$53,462.86</b>

#### Expenses

ADMIN	Lions International Dues	\$1,486.01
	Multiple District 19 Dues	\$591.40
	Club Admin and Supplies	\$1,211.60
	Dinner Meetings	\$2,107.77
	Conferences	\$2,026.00
	Xmas Dinner	\$1,125.89
	Other	1,021.52
	<b>Subtotals</b>	<b>\$9,570.19</b>
CHARITY	Concessions	\$2,831.28
	Barn Dance	\$5,638.46
	Show & Shine	\$4,009.55
	Dine in the Dark	\$818.12
	Christmas Trees	\$1,690.50
	Tents purchase	\$3,046.40
VILLA FUND	Curling - Villa Fund	\$1,173.62
AFRICA FUND	Donations & Bursaries	\$16,655.97
	<b>Subtotals</b>	<b>\$35,863.90</b>
	<b>Total</b>	<b>\$45,434.09</b>
Profit/Loss	<b>Admin</b>	<b>-\$52.31</b>
Profit/Loss	<b>Charity</b>	<b>\$8,081.08</b>

**Date: September 4, 2018**

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

**From: Lena Martin, Manager of Finance and Administration**

**Subject: 2nd Quarter Financial Statements**

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### **PURPOSE**

To provide Council the Second Quarter Financial Statements for review and receipt.

### **BACKGROUND**

The Village of Pemberton is currently half way through the fiscal year. At this point, the collection of revenues and the outlay of expenses should be at the 50% mark, however, revenues are slightly higher than this percentile. At this time, Staff are confident that we will be on budget at year end.

### **DISCUSSION & COMMENTS**

The Consolidated Statement (**Appendix A**) indicates that approximately 79% of the revenues have been collected to June 30th. This is due in part to: Taxes, Utilities and Provincial Grants that have been collected for the full year, additional quarterly revenues and Project Grants will be earned through year end.

On the expenditure side, a total of 61% of the budgeted amounts have been expensed. Projects are still underway and other expenses such as snow clearing will take place seasonally.

Average values are slightly affected by the annual transfers to other governments. Removing the taxes collected for other governments shows the Village of Pemberton at 71% of Revenues collected and 43% of Expenditures incurred.

Current large projects under construction include; Friendship Trail Bridge, Downtown Enhancement Project, Soccer Field Development, Zurcher Park Improvements, Air Valves and Asset Management. Other Projects expected to be completed by the end of the year are the: Pemberton Farm Road East Paving, Hiring of Project Coordinator, Community Wildfire Protection, Election, Capital Equipment Purchases, Sewer Rate Analysis and Asset Management. These projects will incur additional revenues and expenditures in quarters 3 and 4.

Community Amenity Contributions have been received for Developments currently under construction, these revenues have been transferred to reserves for Future Capital Recreation Expenditures.

## **COMMUNICATIONS**

There are no communications considerations at this time.

## **LEGAL CONSIDERATIONS**

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

## **IMPACT ON BUDGET & STAFFING**

There are no additional impacts to the budget or staff hours for considerations at this time. All work can be completed in the Finance Departments current work schedule.

## **INTERDEPARTMENTAL IMPACT & APPROVAL**

There are no additional impacts to interdepartmental staff hours for consideration at this time.

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

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

## **ALTERNATIVE OPTIONS**

There are no alternative options for consideration.

## **POTENTIAL GOVERNANCE CONSIDERATIONS**

Providing Council will quarterly financial statements meets with the Village's Strategic Theme Two: Good Governance to being an open and accountable government and to fiscal responsibility.

## **RECOMMENDATIONS**

**THAT** the Village of Pemberton Second Quarter Financial Statements be received.

## **ATTACHMENTS:**

Appendix A: 2nd Quarter Financial Statement – September 4, 2018

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

# APPENDIX A

## Village of Pemberton

Statement of Operation ending June 30, 2018

ACCOUNT CODE	ACCOUNT NAME		2018 Actual	2018 Budget	Actual \$	Actual %
	<b>Allocate Admin General Taxation</b>		<b>1,481,106</b>	<b>1,481,106</b>	-	100%
	<b>Allocate Legislative General Taxation</b>		<b>104,074</b>	<b>104,074</b>	-	100%
	<b>Allocate Fire General Taxation</b>		<b>348,364</b>	<b>348,364</b>	-	100%
	<b>Allocate Development General Taxation</b>		<b>416,805</b>	<b>416,805</b>	-	100%
	<b>Allocate Public Works/ Parks General Taxation</b>		<b>1,109,994</b>	<b>1,109,994</b>	-	100%
	<b>Allocate Transit General Taxation</b>		<b>34,460</b>	<b>34,460</b>	-	100%
	<b>Reclass Sewer General Taxation</b>		<b>(39,972)</b>	<b>(39,972)</b>	-	100%
	<b>Allocate Airport General Taxation</b>		<b>32,994</b>	<b>32,994</b>	-	100%
01-1-005000-6501	<i>Transfer to/from Surplus</i>		(634,210)	(634,210)	(0)	100%
01-1-006000-1301	Residential (Class 1)		(969,984)	(969,982)	(2)	100%
01-1-006000-1302	Utilities (Class 2)		(62,108)	(61,350)	(758)	101%
01-1-006000-1305	Light Industry (Class 5)		(16,045)	(16,045)	0	100%
01-1-006000-1306	Commercial (Class 6)		(327,714)	(327,714)	(0)	100%
01-1-006000-1307	Frontage Collection		(299,412)	(300,098)	686	100%
01-1-006000-1308	Recreation/Non-Profit (Class 8)		(8,875)	(8,875)	(0)	100%
01-1-006000-1309	Farm (Class 9)		(530)	(530)	-	100%
01-1-006000-1310	Community Enhancement Levy		(15,006)	(15,000)	(6)	100%
01-1-006000-1311	Community Initiatives and Opportunities		(30,017)	(30,000)	(17)	100%
01-1-006000-1312	Community Centre Parcel Tax		-	-	-	0%
01-1-006000-1313	Tax Penalties	1*	-	(62,000)	62,000	0%
01-1-006000-1314	Tax Interest	2*	1	(18,000)	18,001	0%
01-1-006000-1315	Reserve Tax Collection		(119,230)	(119,165)	(65)	100%
01-1-006200-1350	GIL - BC Rail	3*	(203)	(6,000)	5,797	3%
01-1-006200-1351	GIL - BC Hydro	3*	(24,197)	(32,000)	7,803	76%
01-1-006200-1352	GIL - Federal Government	3*	-	(5,800)	5,800	0%
01-1-006300-1375	1% Revenue Grant - Telus		(7,237)	(7,100)	(137)	102%
01-1-006300-1376	1% Revenue Grant - BC Hydro	3*	(47,848)	(31,000)	(16,848)	154%
01-1-006300-1377	1% Revenue Grant - Shaw		(4,585)	(4,600)	15	100%
01-1-006400-1400	<i>Collections for School</i>	4*	(1,253,881)	(1,194,650)	(59,231)	105%
01-1-006400-1401	<i>Collections for Policing Costs</i>	4*	(205,434)	(185,644)	(19,790)	111%
01-1-006400-1402	<i>Collections for SLRD</i>	4*	(946,818)	(873,012)	(73,806)	108%
01-1-006400-1404	<i>Collections for STSRHD</i>	4*	(31,022)	(26,700)	(4,322)	116%
01-1-006400-1405	<i>Collections for MFA</i>	4*	(174)	(146)	(28)	119%
01-1-006400-1406	<i>Collections for BCAA</i>	4*	(42,927)	(39,777)	(3,149)	108%
01-1-006600-1450	Investment Interest Income	5*	(26,829)	(6,000)	(20,829)	447%
01-1-006650-1450	Interest Revenue - Accounts Receivable		(13,017)	(1,500)	(11,517)	868%
01-1-006900-1504	Licenses - Commercial Vehicles		(589)	(500)	(89)	118%
01-1-007000-1550	Sundry Revenue		(2,464)	(4,500)	2,036	55%
01-1-007000-1551	Revenue - Tax Certificates		(2,471)	(3,000)	529	82%
01-1-007000-1552	VOP Admin Fee - Fire Protection		(17,299)	(17,299)	-	100%
01-1-007000-1553	VOP Admin Fee - Rescue Service		(5,454)	(5,454)	-	100%
01-1-007100-1600	Rentals		(57,562)	(80,000)	22,438	72%
01-1-007200-1671	Grants - Provincial - SFC		(390,304)	(376,000)	(14,304)	104%
01-1-007300-1555	SOS - Admin reclass		-	(10,000)	10,000	0%
01-1-007300-1556	SOS - Water Reclass		(161,183)	(333,977)	172,794	48%
01-1-007300-1557	SOS - Sewer Reclass		(147,751)	(306,175)	158,424	48%
01-1-007300-1558	SOS - Airport Reclass		(20,148)	(41,760)	21,612	48%
01-1-007400-1976	DCC's - Parks Contribution	6*	-	-	-	0%
	<b>Total Revenues</b>		<b>(2,404,703)</b>	<b>(2,667,737)</b>	<b>263,034</b>	<b>90%</b>
01-2-008700-6475	<i>Transfer - School Levy</i>	4*	1,253,881	1,194,650	59,231	105%
01-2-008700-6476	<i>Transfer - Police Tax</i>	4*	205,434	185,644	19,790	111%
01-2-008700-6477	<i>Transfer - SLRD</i>	4*	946,818	873,012	73,806	108%
01-2-008700-6479	<i>Transfer - STSRHD</i>	4*	31,022	26,700	4,322	116%
01-2-008700-6480	<i>Transfer - MFA</i>	4*	174	146	28	119%
01-2-008700-6481	<i>Transfer - BCAA</i>	4*	42,927	39,777	3,149	108%
01-2-008800-6501	Reclass Frontage to Water Revenue Fund		99,713	99,985	(272)	100%
01-2-008800-6502	Reclass Frontage to Sewer Revenue Fund		199,698	200,113	(415)	100%
01-2-008800-6504	Transfer to General - Capital		-	-	-	0%
01-2-008800-6505	Transfer to Future Reserves - Capital		119,230	119,165	65	100%
01-2-008800-6509	Transfer to/from Future Reserves		-	-	-	0%
	<b>Total Expenses</b>		<b>2,898,897</b>	<b>2,739,192</b>	<b>159,705</b>	<b>106%</b>
	<b>(Surplus) / Deficit</b>	6*	<b>494,194</b>	<b>71,455</b>		

1\* Tax Penalty processed in 3rd quarter

2\* Tax Interest processed in 4th quarter

3\* Grants in lieu processed in 3rd quarter

4\* Collections for Other Governments budget estimated from 2017 requisitions

5\* Higher Cash Flow from Development generates higher Investment Revenues

6\* DCC budget posted in Parks to offset Capital Park Expenditures

**Village of Pemberton**

Statement of Operation ending June 30, 2018

ACCOUNT CODE	ACCOUNT NAME	2018 Actual	2018 Budget	Actual \$	Actual %
	<b>Allocate Admin General Taxation</b>	<b>(1,421,307)</b>	<b>(1,421,307)</b>	-	100%
	<b>Surplus Carry Forward, 2017 Projects</b>	<b>(59,799)</b>	<b>(59,799)</b>	-	100%
01-1-106800-1471	Fines - Dog Ticketing Fees	(30)	(200)	170	15%
01-1-106800-1472	Fines - Traffic Offense Ticketing Fees	(550)	(2,000)	1,450	28%
01-1-106800-1473	Fines - Other Bylaw Enforcement Fines	(100)	-	(100)	0%
01-1-106900-1500	Admin - Application Fees	-	-	-	0%
01-1-106900-1502	Licenses - Dog	(2,640)	(5,000)	2,360	53%
01-1-106900-1503	Licenses - Business	(49,215)	(45,000)	(4,215)	109%
01-1-107200-1671	Grant - Provincial Project - General	1*	(19,670)	19,670	0%
01-1-107200-1673	Grant - Other Project - General	-	-	-	0%
01-1-107200-1674	Contribution - Other Govt - General	(9,000)	(10,926)	1,926	82%
01-1-107200-1675	Contribution - Other - General	2*	(9,383)	(9,383)	0%
01-1-107200-1676	Transit - Contributions	1*	(8,125)	8,125	0%
01-1-107300-1925	Admin - Other Revenue - Misc	(3,000)	(3,000)	-	100%
01-1-107300-1927	Other Revenue - Gas Tax	-	-	-	0%
01-1-107500-1990	MFA Proceeds	1*	(72,000)	72,000	0%
01-1-107600-6500	Admin - Transfer from Reserve	(22,968)	(22,968)	-	100%
	<b>Total Revenues</b>	<b>(1,577,992)</b>	<b>(1,669,995)</b>	<b>92,003</b>	<b>94%</b>
01-2-108000-6000	Admin - Salaries	370,352	800,012	(429,660)	46%
01-2-108000-6002	Admin - Benefits	58,879	122,810	(63,931)	48%
01-2-108000-6003	Admin - Travel, Meals & Accomodation	8,581	16,000	(7,419)	54%
01-2-108000-6004	Admin - Interest,Comm. & Bank Fees	3,340	5,130	(1,790)	65%
01-2-108000-6005	Admin - Advertising	6,061	12,000	(5,939)	51%
01-2-108000-6006	Admin - Insurance	18,750	21,000	(2,250)	89%
01-2-108000-6007	Admin - Photocopier	2,770	4,590	(1,820)	60%
01-2-108000-6008	Admin - Postage	3,487	10,000	(6,513)	35%
01-2-108000-6010	Admin - Sundry	1,483	4,000	(2,517)	37%
01-2-108000-6011	Admin - Telephone	5,606	12,000	(6,394)	47%
01-2-108000-6012	Admin - Hydro	6,414	14,500	(8,086)	44%
01-2-108000-6014	Admin - IT/Software	14,003	27,676	(13,673)	51%
01-2-108000-6015	Admin - Elections	1*	30,000	(26,686)	11%
01-2-108000-6016	Admin - Community School Expense	11,064	10,500	564	105%
01-2-108000-6019	Admin - Memberships and Prof. Fess	4,985	5,000	(15)	100%
01-2-108000-6020	Admin - Training	5,680	17,500	(11,820)	32%
01-2-108000-6021	Admin - Consultation & Special Evt.	1,793	5,000	(3,207)	36%
01-2-108000-6022	Admin - Bad Debt	-	-	-	0%
01-2-108000-6525	Admin - Lease Interest	4,173	8,656	(4,482)	48%
01-2-108000-6527	Admin - Lease Principal	1*	58,847	(43,424)	26%
01-2-108000-6999	Penny Rounding Expense	(0)	-	(0)	0%
01-2-108100-6100	Admin - Accounting	26,145	26,000	145	101%
01-2-108100-6101	Admin - Legal	20,618	44,880	(24,262)	46%
01-2-108100-6103	Admin - Contract & Consultant Labour	3*	115,000	(83,923)	27%
01-2-108100-6104	Admin - Records Management	6,743	13,200	(6,457)	51%
01-2-108200-6125	Admin - Maintenance	17,699	35,450	(17,751)	50%
01-2-108200-6126	Admin - Parts & Supplies	8,631	15,500	(6,869)	56%
01-2-108200-6127	Admin - Hardware	1*	13,000	(13,000)	0%
01-2-108200-6128	Bylaw - Fuel & Oil	936	1,500	(564)	62%
01-2-108200-6129	Bylaw - Servicing	769	4,000	(3,231)	19%
01-2-108250-6023	<i>Amortization Expense - General</i>	-	-	-	-
01-2-108300-6450	Promotions/Community Enhancement	3,500	15,000	(11,500)	23%
01-2-108300-6451	Community Init. & Opport. Fund	22,250	30,000	(7,750)	74%
01-2-108300-6454	Climate Action Carbon Tax Credits	4*	2,000	1,225	161%
01-2-108400-6170	Project Admin - General Expense	5*	50,560	(33,049)	35%
01-2-108400-6175	Admin - Bylaw Enforcement Exp	940	8,160	(7,220)	12%
01-2-108400-6454	Admin - Emergency Management	1,500	8,420	(6,920)	18%
01-2-108400-6550	Project - Capital Land Expense - Admin	2,861	-	2,861	0%
01-2-108400-6551	Project - Cap. Mach & Equip. Exp - Admin	1*	102,000	(84,472)	17%
01-2-108400-6555	Project - Cap - Building	5,255	105	5,150	4997%
	<b>Total Expenses</b>	<b>733,343</b>	<b>1,669,995</b>	<b>(936,652)</b>	<b>44%</b>
	<b>(Surplus) / Deficit</b>	<b>(844,649)</b>	<b>0</b>		

1\* Transactions occur in 3rd or 4th Quarter

2\* Unexpended Boundary Expansion Grant Applied

3\* Project Coordinator transactions occur in 3rd and 4th Quarter

4\* Credits offset by Carbon expenses

5\* Community Wildfire Protection Expenses occur in 3rd or 4th quarter

**Village of Pemberton**

Statement of Operation ending June 30, 2018

ACCOUNT CODE	ACCOUNT NAME	2018 Actual	2018 Budget	Actual \$	Actual %
<b>Allocate Legislative General Taxation</b>		<b>(104,074)</b>	<b>(104,074)</b>	-	100%
Total Revenues		(104,074)	(104,074)	-	100%
01-2-158000-0000	Legislative Expenses - Other	973	2,000	(1,027)	49%
01-2-158000-6000	Legislative Indemnities	39,385	83,347	(43,962)	47%
01-2-158000-6002	Legislative - Benefits	171	377	(206)	45%
01-2-158000-6003	Leg. Exp. - Travel, Training & Accom.	1*	12,000	(11,379)	5%
01-2-158000-6005	Leg. Exp. - Advertising	177	500	(323)	35%
01-2-158000-6006	Leg. Exp. - Insurance	750	750	-	100%
01-2-158000-6011	Leg. Exp. - Telephone	32	100	(68)	32%
01-2-158000-6014	Leg. Exp. - IT/Computer Allowance	1*	5,000	(5,000)	0%
01-2-158000-6017	Governance Expenses - Public Relations	-	-	-	
Total Expenses		42,108	104,074	(61,966)	40%
<b>(Surplus) / Deficit</b>		<b>(61,966)</b>	<b>(0)</b>		

1\* UBCM and New Council Expenses occur in 3rd/4th Quarter

**Village of Pemberton**

**Statement of Operation ending June 30, 2018**

ACCOUNT CODE	ACCOUNT NAME		2018 Actual	2018 Budget	Actual \$	Actual %
	<b>Allocate Fire General Taxation</b>		<b>(348,364)</b>	<b>(348,364)</b>	-	100%
	<b>Surplus/Deficit Fire</b>		-	-	-	0%
	<b>Surplus/Deficit Resuce</b>		-	-	-	0%
01-1-206500-1425	SLRD Contributions - Fire Protection		(167,461)	(167,510)	49	100%
01-1-206500-1426	SLRD Contributions - Rescue Service		(65,561)	(65,561)	(0)	100%
01-1-206510-1425	LilWat Contributions		(133,629)	(121,873)	(11,756)	110%
01-1-207201-1673	FD - Capital - Grants Other	1*	-	(38,000)	38,000	0%
01-1-207300-1925	F/D - Other Revenue	2*	(12,674)	-	(12,674)	0%
01-1-207500-1990	F/D - MFA Proceeds	3*	-	(60,000)	60,000	0%
01-1-207600-6500	Fire - Transfer from Reserve	4*	(31,329)	(90,000)	58,671	35%
	<b>Total Revenues</b>		<b>(759,017)</b>	<b>(891,308)</b>	<b>132,291</b>	<b>85%</b>
01-2-208000-0000	F/D - Rescue Dept Expense		26,472	65,561	(39,089)	40%
01-2-208000-6001	F/D - Honorarium & Wages	5*	71,071	218,904	(147,833)	32%
01-2-208000-6002	F/D - Benefits	5*	7,566	29,406	(21,840)	26%
01-2-208000-6003	F/D - Travel & Training		25,229	35,000	(9,771)	72%
01-2-208000-6005	F/D - Advertising		165	2,000	(1,835)	8%
01-2-208000-6006	F/D - Insurance		16,323	20,000	(3,677)	82%
01-2-208000-6009	F/D - Fees & Supplies		17,299	19,000	(1,701)	91%
01-2-208000-6010	F/D - Sundry		942	8,545	(7,603)	11%
01-2-208000-6011	F/D - Telephone		2,847	6,120	(3,273)	47%
01-2-208000-6012	F/D - Hydro		5,202	11,000	(5,798)	47%
01-2-208000-6014	F/D - IT/Software		396	3,600	(3,204)	11%
01-2-208000-6017	F/D - Rental Fees		25,735	25,735	-	100%
01-2-208000-6019	F/D - Memberships and Professional Fees		1,397	1,500	(103)	93%
01-2-208100-6101	F/D - Legal		-	1,000	(1,000)	0%
01-2-208200-6125	F/D - Maintenance		12,804	22,440	(9,636)	57%
01-2-208200-6126	F/D - Parts & Supplies		42,541	50,000	(7,459)	85%
01-2-208200-6128	F/D - Fuel & Oil		2,932	6,244	(3,312)	47%
01-2-208200-6129	F/D - Servicing		7,315	14,000	(6,685)	52%
01-2-208400-6170	Project - Non Capital Exp - Fire		-	-	-	0%
01-2-208600-6453	F/D - Public Relations		241	1,000	(759)	24%
01-2-208900-6525	Fire - Debt Servicing Interest Expense		5,602	11,204	(5,602)	50%
01-2-208900-6527	Fire - Debt Servicing Principal		-	26,177	(26,177)	0%
01-2-208800-6507	Transfer to Future Reserves - Wildfire		-	-	-	0%
01-2-208800-6507	Transfer to Future Reserves - LilWat contribution		133,629	121,873	11,756	110%
<i>Reserve used</i>	2018 HVAC upgrade from Wildfire reserves	4*		60,000	(60,000)	0%
<i>Reserve used</i>	Office Improvement	4*	33,579	30,000	3,579	112%
<b>Capital Projects</b>						
	Project - Cap Mach/Equip - Wireless System upgrade		-	3,000	(3,000)	0%
	SCBA Equipment Grant	1*	-	38,000	(38,000)	0%
	Project - Cap Mach/Equip - Leased 1/2 ton Duty Truck, add Lights/Paint 1/2 year payments	3*	-	60,000	(60,000)	0%
	<b>Total Expenses</b>		<b>439,287</b>	<b>891,308</b>	<b>(452,021)</b>	<b>49%</b>
	<b>(Surplus) / Deficit</b>		<b>(319,730)</b>	<b>0</b>		

1\* SCBA Grant to be received in Q3 or Q4

2\* Used Ladder Truck sale, shared rental revenue

3\* Duty Truck Loan purchased in Q3

4\* Reserve Transfer as required for Capital Improvements budgeted

**Village of Pemberton**

**Statement of Operation ending June 30, 2018**

ACCOUNT CODE	ACCOUNT NAME	2018 Actual	2018 Budget	Actual \$	Actual %
	<b>Allocate Development General Taxation</b>	<b>(416,805)</b>	<b>(416,805)</b>	-	100%
01-1-256900-1500	DS - Application Fees	(31,588)	(33,000)	1,413	96%
01-1-256900-1501	Licenses - Building Permits	(140,993)	(103,750)	(37,243)	136%
01-1-256900-1505	Permit - Water Sprinkling	(240)	-	(240)	0%
01-1-257200-1672	Contributions - Other	-	-	-	
01-1-257300-1920	DS - Recovery Revenue	1* (68,013)	(40,000)	(28,013)	170%
01-1-257300-1925	DS - Other Revenue - Misc	-	-	-	
	<b>Total Revenues</b>	<b>(657,639)</b>	<b>(593,555)</b>	<b>(64,083)</b>	<b>111%</b>
01-2-258000-0000	DS - Admin	2,067	8,200	(6,133)	25%
01-2-258000-6000	DS - Salaries	166,801	346,107	(179,306)	48%
01-2-258000-6002	DS - Benefits	30,673	59,149	(28,476)	52%
01-2-258000-6003	DS - Travel, Meals & Accomodation	2,501	3,000	(499)	83%
01-2-258000-6005	DS - Advertising	2,378	3,800	(1,422)	63%
01-2-258000-6006	DS - Insurance	-	-	-	
01-2-258000-6011	DS - Telephone	484	1,600	(1,116)	30%
01-2-258000-6014	DS - IT/Software	4,098	12,200	(8,102)	34%
01-2-258000-6019	DS - Memberships and Professional Fess	1,639	2,040	(401)	80%
01-2-258000-6020	DS - Training	-	5,500	(5,500)	0%
01-2-258100-6101	DS - Legal	1,904	17,000	(15,096)	11%
01-2-258100-6102	DS - Engineering Consulting	-	-	-	
01-2-258100-6103	DS - Contractors & Consult.	2* 41,877	90,000	(48,123)	47%
01-2-258200-6125	DS - Maintenance	1,488	4,960	(3,472)	30%
01-2-258200-6126	DS - Parts & Supplies	-	-	-	
01-2-258400-6170	Project Dev.- Non Capital Exp	150	-	150	0%
01-2-258400-6173	Projects - Recoverable DS Expenses	68,013	40,000	28,013	170%
01-2-258400-6552	Project - Cap. Eng. Struct. - DS	-	-	-	
01-2-258400-6557	DS Project - Capital Buildings	-	-	-	
	<b>Total Expenses</b>	<b>324,073</b>	<b>593,556</b>	<b>(269,483)</b>	<b>55%</b>
	<b>(Surplus) / Deficit</b>	<b>(333,566)</b>	<b>0</b>		

1\* Recovery Revenue offset by Recovery Expenses

2\* 2018 Projects to complete, DCC Bylaw



**Village of Pemberton**

Statement of Operation ending June 30, 2018

ACCOUNT CODE	ACCOUNT NAME	2018 Actual	2018 Budget	Actual \$	Actual %
	<b>Allocate Public Works/ Parks General Taxation</b>	<b>(1,107,994)</b>	<b>(1,107,994)</b>	-	100%
	<b>Surplus Carry Forward, 2017 Projects</b>	<b>(2,000)</b>	<b>(2,000)</b>	-	100%
01-1-307200-1671	Project - General - Prov. Grant	-	(12,000)	12,000	0%
01-1-307201-1671	Project Works Capital - Provincial Grant	-	(1,408,155)	1,408,155	0%
01-1-307201-1673	Grant Project - Other	-	(54,000)	54,000	0%
01-1-307201-1674	Capital Project - Contrib. - Other Govt	-	-	-	-
01-1-307201-1675	Project Works - Contribution Other	-	-	-	-
01-1-307300-1925	Works - Other Revenue - Misc	(952)	-	(952)	0%
01-1-007400-1975	DCC Roads Contribution	-	(50,000)	50,000	0%
01-1-007400-1976	DCC's - Parks Contribution	2* (71,456)	(106,456)	35,000	67%
01-1-307500-1990	MFA Proceeds PW	3* -	(170,000)	170,000	0%
01-1-307600-6500	Public Works - Transf fr Reserve (Gas Tax)	4* -	(60,000)	60,000	0%
01-1-357200-1673	Projects - General Parks - Grants Other	1* (210,280)	(300,000)	89,720	70%
01-1-357201-1672	Parks Cap.- Other Govt Contr	-	-	-	-
01-1-357600-6500	Parks - Transfer from Reserve	2* (228,544)	(236,544)	8,000	97%
	<b>Total Revenues</b>	<b>(1,621,226)</b>	<b>(3,507,149)</b>	<b>1,885,923</b>	<b>46%</b>
01-2-308000-0000	Works - Administration	416	1,539	(1,123)	27%
01-2-308000-6000	Works - Salaries	174,810	398,365	(223,555)	44%
01-2-308000-6002	Works - Benefits	28,858	79,410	(50,552)	36%
01-2-308000-6003	Works - Travel, Meals & Accomodation	2,381	2,000	381	119%
01-2-308000-6005	Works - Advertising	1,102	1,000	102	110%
01-2-308000-6006	Works - Insurance	23,459	19,860	3,599	118%
01-2-308000-6011	Works - Telephone	743	2,000	(1,257)	37%
01-2-308000-6012	Works - Hydro	11,907	26,676	(14,769)	45%
01-2-308000-6014	Works - IT Software	-	1,800	(1,800)	0%
01-2-308000-6019	Works - Memberships and Profesional Fees	-	400	(400)	0%
01-2-308000-6020	Works - Training	4,218	6,500	(2,282)	65%
01-2-308000-6174	Works - Labour Relations Expense	3,775	6,236	(2,461)	61%
01-2-308000-6525	Works - Lease Interest	1,949	5,071	(3,122)	38%
01-2-308000-6527	Works - Lease Principal	33,901	85,661	(51,760)	40%
01-2-308100-6101	Works - Legal	-	1,000	(1,000)	0%
01-2-308100-6102	Works - Engineering Consulting	-	-	-	-
01-2-308100-6103	Works - Contractors & Consultants	23,587	27,480	(3,893)	86%
01-2-308200-6125	Works - Maintenance	25,749	47,200	(21,451)	55%
01-2-308200-6126	Works - Parts & Supplies	5,553	18,000	(12,447)	31%
01-2-308200-6128	Works - Fuel & Oil	17,423	32,000	(14,578)	54%
01-2-308200-6129	Works - Servicing	-	-	-	-
01-2-308200-6176	Works - Road Maintenance	25,676	170,000	(144,324)	15%
01-2-308200-6177	Works - Trail Maintenance	-	1,040	(1,040)	0%
01-2-308400-6170	Project - Non Capital Exp - Works	4* 1,110	72,000	(70,890)	2%
01-2-308400-6551	Project - Cap. Mach & Equip. Exp - PW	3* -	170,000	(170,000)	0%
01-2-308400-6552	Project - Cap. Eng. Struct. - PW	5* 57,899	1,508,155	(1,450,256)	4%
01-2-308400-6555	Project - Cap - Building	-	-	-	-
01-2-358000-6005	Parks - Advertising	88	-	88	0%
01-2-358000-6006	Parks - Insurance	10,827	8,750	2,077	124%
01-2-358000-6012	Parks - Hydro	1,989	5,000	(3,011)	40%
01-2-358200-6125	Parks - Maintenance	8,277	30,000	(21,723)	28%
01-2-358200-6126	Parks - Parts & Supplies	8,558	15,300	(6,742)	56%
01-2-358200-6127	Parks - Hardware	-	2,500	(2,500)	0%
01-2-358200-6128	Parks - Fuel & Oil	4,118	5,750	(1,632)	72%
01-2-358400-6170	Projects - General - Parks	6* -	35,000	(35,000)	0%
01-2-358400-6550	Project - Capital Land Expense - Parks	2* 301,500	300,000	1,500	101%
01-2-358400-6552	Project - Cap. Eng. Struct. - Parks	1* 54,110	300,000	(245,890)	18%
01-2-358800-6509	Transfer to/from Future Reserves	1* 210,280	50,000	160,280	421%
	<b>Total Expenses</b>	<b>1,044,263</b>	<b>3,435,692</b>	<b>(2,391,429)</b>	<b>30%</b>
	<b>(Surplus) / Deficit</b>	<b>(576,963)</b>	<b>(71,456)</b>	<b>DCC's budgeted to Admin</b>	

1\* Community Amenity Contribution, transferred to reserves for future Capital Expenditures

2\* Purchase of Parkland

3\* Purchase of New Bobcat, Financed through MFA in Q3

4\* Phase I Asset Management Project

5\* Continuing Projects; Friendship Trail Bridge, Soccer Fields, Road Paving Farm Rd. East

6\* Zucher Park Improvements, completed in Q3, Q4

**Village of Pemberton**

**Statement of Operation ending June 30, 2018**

ACCOUNT CODE	ACCOUNT NAME		2018 Actual	2018 Budget	Actual \$	Actual %
	<b>Allocate Transit General Taxation</b>		<b>(34,460)</b>	<b>(34,460)</b>	-	100%
01-1-507700-1700	Adult Monthly Passes	1*	(29,025)	(45,000)	15,975	65%
01-1-507700-1701	Senior/Student Monthly Passes	1*	(4,485)	(17,000)	12,515	26%
01-1-507700-1702	Adult Commuter Tickets	1*	(14,868)	(35,350)	20,482	42%
01-1-507700-1703	Senior/Student Tickets	1*	(2,730)	(2,600)	(130)	105%
01-1-507700-1704	Local Adult Tickets	1*	(4,800)	(8,000)	3,200	60%
01-1-507700-1705	Local Senior/Student Tickets	1*	(306)	(1,100)	794	28%
01-1-507700-1706	Local Transit Farebox	1*	(22,042)	(51,557)	29,515	43%
01-1-507700-1710	Greyhound Ticket Sales	1*	(2,585)	-	(2,585)	0%
01-1-507700-1720	Whistler Transit Farebox Contribution		(15,658)	(42,000)	26,342	37%
01-1-507700-1721	BC Bus Pass Programme		(2,385)	(8,000)	5,615	30%
01-1-507700-1723	BCT Municipal Admin Charge Allowance		(1,971)	(8,027)	6,056	25%
01-1-507700-1724	Partner Contributions	2*	(68,921)	(68,921)	0	100%
01-1-507700-1725	BCT Contributions		(68,339)	(260,771)	192,432	26%
	<b>Total Revenues</b>		<b>(272,576)</b>	<b>(582,786)</b>	<b>310,210</b>	<b>47%</b>
01-2-508000-7000	Transit - Admin Fee		-	8,027	(8,027)	0%
01-2-508000-7001	Transit - Operating Contract	3*	148,437	573,759	(425,322)	26%
01-2-508000-7002	Transit - Greyhound Ticket Purchases		-	-	-	
01-2-508000-7005	Transit - Misc Expense		433	1,000	(567)	43%
New	<i>Transfer to Partner Reserve (Restricted)</i>				-	
	<b>Total Expenses</b>		<b>148,870</b>	<b>582,786</b>	<b>(433,916)</b>	<b>26%</b>
	<b>(Surplus) / Deficit</b>		<b>(123,705)</b>	<b>0</b>		
	<i>1* Revenues collected to June 30</i>					
	<i>2* Contributions collected to December 31</i>					
	<i>3* Expenses received to March 31 only</i>					
	<b>General Fund Total (Surplus) / Deficit</b>		<b>(1,766,386)</b>	<b>(0)</b>		

**Village of Pemberton**

**Statement of Operation ending June 30, 2018**

ACCOUNT CODE	ACCOUNT NAME	2018 Actual	2018 Budget	Actual \$	Actual %
03-1-406100-1325	Water - Village User Rates	(804,693)	(727,465)	(77,228)	111%
03-1-406100-1326	Water - Frontage Taxes Reclassed	(100,311)	(99,985)	(326)	100%
03-1-406100-1327	Water - Connection Fees	(19,800)	(8,670)	(11,130)	228%
03-1-406100-1329	Water - Penalties	1* (1,931)	(8,000)	6,069	24%
03-1-406100-1333	Water - OB User Rates	1* (3,641)	(12,000)	8,359	30%
03-1-406100-1334	Water - IP User Rates	1* (12,528)	(74,236)	61,708	17%
03-1-406100-1335	Water - PNID User Rates	1* (19,110)	(107,000)	87,890	18%
03-1-406600-1450	Water - Investment Income	-	(1,020)	1,020	0%
03-1-407201-1675	Capital Projects - Contributions	2* (48,447)	-	(48,447)	0%
03-1-407300-1925	Water - Other Revenue	657	-	657	0%
03-1-407600-6500	Water - Transfer from Reserve	3* -	(199,827)	199,827	0%
	<b>Total Revenue</b>	<b>(1,009,804)</b>	<b>(1,238,204)</b>	<b>228,400</b>	<b>82%</b>
03-2-408000-0000	Water - Administration	1,741	6,000	(4,259)	29%
03-2-408000-6000	Water - Salaries	192,290	439,744	(247,454)	44%
03-2-408000-6002	Water - Benefits	4,005	10,910	(6,906)	37%
03-2-408000-6003	Water - Travel & Training	-	1,000	(1,000)	0%
03-2-408000-6004	Water - Interest & Bank Charges	-	-	-	0%
03-2-408000-6005	Water - Advertising	-	2,000	(2,000)	0%
03-2-408000-6006	Water - Insurance	16,285	17,000	(715)	96%
03-2-408000-6011	Water - Telephone	1,301	2,500	(1,199)	52%
03-2-408000-6012	Water - Hydro	19,537	60,000	(40,463)	33%
03-2-408000-6014	Water - IT/Software	125	1,800	(1,675)	7%
03-2-408000-6018	Water - Purchases	9,969	25,650	(15,681)	39%
03-2-408000-6020	Water - Training	661	1,000	(339)	66%
03-2-408000-6025	Water - Licenses & Permits	4,599	800	3,799	575%
03-2-408100-6101	Water - Legal	-	2,000	(2,000)	0%
03-2-408100-6102	Water - Engineering	-	5,000	(5,000)	0%
03-2-408100-6103	Water - Contractors & Consultants	4* 2,758	120,000	(117,242)	2%
03-2-408200-6125	Water - Maintenance	31,224	78,000	(46,776)	40%
03-2-408200-6126	Water - Parts & Supplies	2,178	4,000	(1,822)	54%
03-2-408200-6128	Water - Fuel	3,649	3,000	649	122%
03-2-408250-6023	Amortization Expense - Water	-	-	-	0%
03-2-408400-6170	Project - Non Capital Exp - Water	-	500	(500)	0%
03-2-408400-6553	Project - Cap. Village Core Exp - Water	5* 91,461	78,000	13,461	117%
03-2-408400-6554	Project - Cap. Ind Park Exp - Water	-	-	-	0%
03-2-408800-6509	Transfer to/from Future Reserves	270,000	270,000	-	100%
03-2-408900-6525	Water - Interest Expense	25,768	51,536	(25,768)	50%
03-2-408900-6527	Water - Principal Payment	19,658	57,763	(38,105)	34%
03-2-409100-6024	Water - Contingency	-	-	-	0%
	<b>Total Expenses</b>	<b>697,209</b>	<b>1,238,204</b>	<b>(540,995)</b>	<b>56%</b>
	<b>(Surplus) / Deficit</b>	<b>(312,596)</b>	<b>0</b>		

1\* Quarterly Billing and Penalties to come for Q2, Q3, Q4

2\* Development Contribution Reservoir

3\* Reserves transferred for Capital Projects as required

4\* Projects in Development; Well 2, Cross Connection, Water Source Feasibility

5\* Projects in Development; Surge Tanks, New Hydrants, Pioneer Waterline, \*New Well Pump

**Village of Pemberton**

Statement of Operation ending June 30, 2018

ACCOUNT CODE	ACCOUNT NAME	2018 Actual	2018 Budget	Actual \$	Actual %
	<b>Reclass General Taxation</b>	<b>39,972</b>	<b>39,972</b>	-	100%
05-1-456100-1325	Sewer - Village User Rates	(753,329)	(725,275)	(28,054)	104%
05-1-456100-1326	Sewer - Frontage Taxes Reclassed	(200,613)	(200,113)	(500)	100%
05-1-456100-1327	Sewer - Connection Fees	(13,500)	(7,140)	(6,360)	189%
05-1-456100-1329	Sewer - Penalties	(2,211)	(7,140)	4,929	31%
05-1-456100-1333	Sewer - OB User Rates	1* (931)	(1,583)	653	59%
05-1-456100-1334	Sewer - IP User Rate	1* (5,672)	(32,302)	26,630	18%
05-1-456600-1450	Sewer - Investment Income	-	(300)	300	0%
05-1-457300-1925	Sewer - Other Revenue	-	-	-	0%
05-1-457300-1981	Sewer - LSA Annual Commuted Revenue	(2,229)	(2,229)	-	100%
	<b>Total Revenues</b>	<b>(938,512)</b>	<b>(936,110)</b>	<b>(2,402)</b>	<b>100%</b>
05-2-458000-0000	Sewer - Administration	138	5,000	(4,863)	3%
05-2-458000-6000	Sewer - Salaries	197,280	397,465	(200,185)	50%
05-2-458000-6002	Sewer - Benefits	3,967	10,079	(6,112)	39%
05-2-458000-6003	Sewer - Travel & Conference	-	1,000	(1,000)	0%
05-2-458000-6005	Sewer - Advertising	-	500	(500)	0%
05-2-458000-6006	Sewer - Insurance	28,945	30,283	(1,338)	96%
05-2-458000-6011	Sewer - Telephone	1,220	4,500	(3,280)	27%
05-2-458000-6012	Sewer - Hydro	20,896	51,500	(30,604)	41%
05-2-458000-6014	Sewer - IT/Software	276	1,800	(1,524)	15%
05-2-458000-6020	Sewer - Training	399	1,500	(1,101)	27%
05-2-458100-6101	Sewer - Legal	-	3,000	(3,000)	0%
05-2-458100-6102	Sewer - Engineering	-	-	-	-
05-2-458100-6103	Sewer - Contractors & Consultants	2* 2,964	20,000	(17,036)	15%
05-2-458200-6125	Sewer - Maintenance	77,257	112,141	(34,884)	69%
05-2-458200-6126	Sewer - Parts & Supplies	29	5,000	(4,971)	1%
05-2-458200-6128	Sewer - Fuel	157	-	157	0%
05-2-458250-6023	Amortization Expense - Sewer	-	-	-	-
05-2-458400-6553	Project - Cap. Village Core Exp - Sewer	3* -	50,000	(50,000)	0%
05-2-458400-6554	Project - Cap. Ind Park Exp - Sewer	5,350	-	-	0%
05-2-458900-6525	Sewer - Interest Expense	37,006	74,012	(37,006)	50%
05-2-458900-6527	Sewer - Principal Payment	-	128,330	(128,330)	0%
05-2-458800-6509	Transfer to/from Future Reserves	40,000	40,000	-	100%
	<b>Total Expenses</b>	<b>415,882</b>	<b>936,110</b>	<b>(520,228)</b>	<b>44%</b>
<b>Sewer Fund Total (Surplus) / Deficit</b>		<b>(522,630)</b>	<b>0</b>		

1\* Quarterly Billing to come for Q2, Q3, Q4

2\* Projects in Development; Sewer Rate Analysis

3\* Projects in Development; Air Valves

**Village of Pemberton**

Statement of Operation ending June 30, 2018

ACCOUNT CODE	ACCOUNT NAME	2018 Actual	2018 Budget	Actual \$	Actual %
	<b>Reclass General Taxation</b>	<b>(32,994)</b>	<b>(32,994)</b>	-	100%
	<b>Surplus Carry Forward, 2016 Projects</b>			-	
07-1-557100-1602	Air - Lease & Maintenance Fees	(16,534)	(18,870)	2,336	88%
07-1-557200-1671	Grant - Provincial Project - General	2,175	-	2,175	0%
07-1-557300-1925	Airport - Other Revenue	(2,976)	(7,616)	4,640	39%
07-1-557300-1931	Airport - Tie Down Fees	(658)	(1,000)	342	66%
07-1-557300-1932	Airport - Landing Fees	(400)	(1,000)	600	40%
	Total Revenues	(51,388)	(61,480)	10,092	<b>84%</b>
07-2-558000-0000	Airport - Admin	140	510	(370)	27%
07-2-558000-6000	Airport - Salaries	20,702	43,735	(23,033)	47%
07-2-558000-6002	Airport - Benefits	-	-	-	
07-2-558000-6005	Airport - Advertising	-	510	(510)	0%
07-2-558000-6006	Airport - Insurance	3,724	3,781	(57)	98%
07-2-558000-6010	Airport - Sundry	-	204	(204)	0%
07-2-558000-6012	Airport - Hydro	1,594	3,000	(1,406)	53%
07-2-558000-6014	Airport- IT	-	500	(500)	0%
07-2-558100-6101	Airport - Legal	4,065	4,660	(595)	87%
07-2-558100-6103	Airport - Contractors & Consultants	-	-	-	
07-2-558200-6125	Airport - Maintenance	160	4,580	(4,420)	3%
07-2-558200-6126	Airport - Parts & Supplies	-	-	-	
07-2-558200-6176	Air - Roads	-	-	-	
07-2-558250-6023	Amortization Expense - Airport	-	-	-	
07-2-558400-6552	Project - Capital Eng Struct - Air	-	-	-	
	Total Expenses	30,385	61,480	(31,095)	<b>49%</b>
<b>Airport Fund Total (Surplus) / Deficit</b>		<b>(21,003)</b>	<b>(0)</b>		

1\* Airport Grant Overstated 2017

**Village of Pemberton**

**Statement of Operation ending June 30, 2018**

**Consolidated**

	<b>2018</b>	<b>2018</b>	<b>Actual</b>	<b>Actual</b>
	<b>Actual</b>	<b>Budget</b>	<b>\$</b>	<b>%</b>
<b>Revenues:</b>				
Taxation	1,932,990	2,015,259	(82,269)	96%
Water and sewer user rates	1,602,132	1,682,090	(79,958)	95%
User charges	929,286	1,576,620	(647,334)	59%
Penalties and interest income	17,159	16,640	519	103%
Government transfers:				
Provincial	388,129	1,815,825	(1,427,696)	21%
Federal				
Other local governments	375,651	365,870	9,780	103%
Investment income	26,829	7,320	19,509	367%
Other revenues	355,069	450,741	(95,672)	79%
Collections on behalf of other governments	2,480,256	2,319,929	160,327	107%
	8,107,500	10,250,294	(2,142,794)	79%
<b>Expenditures:</b>				
General government	883,256	2,195,903	(1,312,648)	40%
Fire protection services	272,079	552,258	(280,179)	49%
Development and planning services	324,073	593,556	(269,483)	55%
Public works and parks	386,574	1,021,877	(635,303)	38%
Water utility	315,492	832,441	(516,949)	38%
Sewer utility	369,618	717,780	(348,162)	51%
Airport services	30,385	61,480	(31,095)	49%
Transfers to other governments	2,480,256	2,319,929	160,327	107%
	5,061,732	8,295,224	(3,233,492)	61%
<b>Annual (Surplus) / Deficit</b>	<b>(3,045,768)</b>	<b>(1,955,070)</b>		
<b>ADJUSTMENTS REQUIRED TO BALANCE FINANCIAL PLAN TO CONFORM WITH LEGISLATIVE REQUIREMENTS</b>				
<b>Non-cash items included in Annual (Surplus)/Deficit</b>				
Amortization on tangible capital assets	-	-	-	
<b>Cash items NOT included in Annual (Surplus)/Deficit</b>				
Capital expenditures	569,542	2,699,260	(2,129,718)	21%
Loan proceeds	-	(302,000)	302,000	0%
Long term debt payments	19,658	212,270	(192,613)	9%
Capital lease payments	49,323	144,507	(95,184)	34%
Transfers to/from Statutory Reserves	(71,456)	(156,456)	85,000	46%
Transfers from Non-Statutory Reserves	(282,840)	(609,339)	326,498	46%
Transfers to Non-Statutory Reserves	773,138	601,038	172,101	129%
Transfers to/(from) Unappropriated Surplus	(634,210)	(634,210)	(0)	100%
<b>Financial Plan Balance</b>	<b>(2,622,614)</b>	<b>0</b>		
General Fund (Surplus) / Deficit	(1,766,386)	(0)		
Water Fund (Surplus) / Deficit	(312,596)	0		
Sewer Fund (Surplus) / Deficit	(522,630)	0		
Airport Fund (Surplus) / Deficit	(21,003)	(0)		
	(2,622,614)	0		

## Village of Pemberton Water System

### Annual Report - 2017

**INTRODUCTION**

This report has been prepared for the consumers of the Drinking Water System of the Village of Pemberton to provide basic information on water quality and compliance with health standards.

Feedback and comments are always appreciated and should be directed to Village staff or Vancouver Coastal Health (Squamish) officials.

**1. CONSUMPTION (CUBIC METERS/DAY):**

Daily flow numbers are recorded at the Wellhouse located in Pioneer Park. The annual numbers are as follows:

Average Flow/day:	1,883 cubic metres
High Flow/day:	3,579 (July 7, 2017)
Low Flow/day:	1,102 (January 11, 2017)
Total Annual (est.)	686,254 cubic metres

For daily results, please refer to **Appendix I**.

**2. CHLORINATION:**

Chlorination of the water is a condition of the Village of Pemberton’s operating permit and has been in effect since March 2009. The objective is to have a positive residual chlorine reading throughout the water distribution system. The Fire Hall chlorine analyzer serves as the central measuring point, where a minimum residual of 0.20 mg/L is desired.

The chlorine residual is monitored continuously by a dedicated computer and alarm set point ensure consistent dosing. Daily readings of the previous 24 hour average residual are recorded. The annual numbers are as follows:

	<b>Residual (mg/L)</b>
--	------------------------

Average:	0.29
High:	0.44
Low:	0.21

As a means to ensure that target chlorine residuals are achieved within the distribution system, the Village also carries out sampling at 9 sites spread throughout the distribution system each week.

For daily results, please refer to **Appendix I** and for weekly results **Appendix III**.

**3. CHEMISTRY TEST RESULTS:**

The annual total metals sampling was performed March 14, 2017. Sampling was conducted on wells #2 and #3, and the Oak St and Industrial Park sample stations. The test results indicate that all of the items tested are within Health Canada, Maximum Acceptable Concentration guidelines. Well #2, which is used as a backup water source exceeds the Aesthetic Objectives for Iron, Maganese and True Colour. Aesthetic quality guidelines address parameters such as taste, odour and colour and are not considered a health concern. For results, please refer to **Appendix II**.

**4. CORROSION CONTROL:**

In June of 2016, the Village of Pemberton undertook a water sampling program to determine the best course of action to mitigate the corrosion of metallic plumbing systems and fixtures. The results indicated a need to adjust the pH and alkalinity of the well water which is considered slightly acidic. As such, Village engineers proposed treatment options and subsequently prepare design drawings for tendering the construction of a water conditioning plant which would use Sodium Carbonate (Soda Ash) to increase the pH and the Alkalinity of Pemberton’s well water. The soda ash plant was completed in June 2017. The plant was initially run at a lower pH set point during the commissioning phase to establish solution concentrations, test the equipment and controls and to carefully assess the chemical reactions with Pemberton’s well water. In October 2017, the Village established a target pH of 7 and a target Alkalinity between 40 and 80mg/L CaCO3 at which the plant is set to run.

In order to confirm effective treatment, pH and Alkalinity is monitor weekly by collecting and testing water from the 9 sample stations in the distribution system. For results, please refer to **Appendix IV**.



## 5. TRICHALOMETHANE (THM) TEST RESULTS:

THM testing commenced in January 2010, at the Oak St. sample station and has now been expanded to include production Wells #2 and #3 and the Industrial Park sample station. All readings were well below the Health Canada guidelines.

For results and corresponding guidelines, please refer to **Appendix II**.

## 6. BACTERIOLOGICAL TEST RESULTS:

Water samples are collected weekly at the following locations:

### **Source:**

- Well No. 2
- Well No. 3

### **Distribution:**

#### Village of Pemberton

- Oak St
- Village Office
- Health Centre
- Treatment Plant
- Pemberton Plateau
- Industrial Park (Mount Currie water source)

#### Pemberton North Improvement District

- Collins Rd
- Pemberton Meadows Rd.
- Pemberton Farm Rd (West)
- Urdal Rd.

These samples are submitted for analysis to the laboratory at Vancouver Coastal Health. All results were negative.

The individual results are on file at Vancouver Coastal Health (Squamish) and the Village Office, where they can be reviewed. They can also be viewed at: [www.healthspace.ca/Clients/VCHA/CoastGaribaldi/CoastGaribaldi\\_Website.nsf](http://www.healthspace.ca/Clients/VCHA/CoastGaribaldi/CoastGaribaldi_Website.nsf)

For Sample Range Reports, please refer to **Appendix V**.

# APPENDIX I

## Village of Pemberton Daily Flow and Chlorine Residuals

	Flow (MG/day)	24 hr Avg Residual (mg/L)
Number of Samples	364	364
Minimum	1102.000	0.21
Maximum	3579.000	0.44
Average	1883.559	0.29
January 1, 2017	1261.000	0.37
January 2, 2017	1261.000	0.37
January 3, 2017	1261.000	0.37
January 4, 2017	1261.000	0.37
January 5, 2017	1261.000	0.37
January 6, 2017	1261.000	0.37
January 7, 2017	1261.000	0.37
January 8, 2017	1261.000	0.37
January 9, 2017	1261.000	0.37
January 10, 2017	1261.000	0.39
January 11, 2017	1102.000	0.39
January 12, 2017	1666.000	0.39
January 13, 2017	1232.000	0.44
January 14, 2017	1232.000	0.34
January 15, 2017	1232.000	0.34
January 16, 2017	1232.000	0.34
January 17, 2017	1449.000	0.34
January 18, 2017	1449.000	0.35
January 19, 2017	1806.000	0.30
January 20, 2017	1806.000	0.30
January 21, 2017	1759.000	0.30
January 22, 2017	1759.000	0.30
January 23, 2017	1759.000	0.30
January 24, 2017	1759.000	0.38
January 25, 2017	1657.000	0.36
January 26, 2017	1985.000	0.36
January 27, 2017	1948.000	0.33
January 28, 2017	1948.000	0.33
January 29, 2017	1948.000	0.33
January 30, 2017	1830.000	0.32
January 31, 2017	1830.000	0.32
February 1, 2017	2140.000	0.36
February 2, 2017	1617.000	0.36
February 3, 2017	1557.000	0.36
February 4, 2017	1784.000	0.35
February 5, 2017	1784.000	0.36
February 6, 2017	1784.000	0.36
February 7, 2017	1784.000	0.36
February 8, 2017	1352.000	0.36
February 9, 2017	1369.000	0.36
February 10, 2017	1369.000	0.36
February 11, 2017	1369.000	0.36

April 5, 2017	1220.000	0.36
April 6, 2017	1297.000	0.27
April 7, 2017	1418.000	0.31
April 8, 2017	1340.000	0.31
April 9, 2017	1340.000	0.34
April 10, 2017	1340.000	0.43
April 11, 2017	2236.000	0.43
April 12, 2017	2029.000	0.43
April 13, 2017	1135.000	0.39
April 14, 2017	1449.000	0.36
April 15, 2017	1449.000	0.36
April 16, 2017	1449.000	0.36
April 17, 2017	1449.000	0.36
April 18, 2017	1990.000	0.36
April 19, 2017	1966.000	0.34
April 20, 2017	1292.000	0.35
April 21, 2017	1440.000	0.32
April 22, 2017	1440.000	0.32
April 23, 2017	1440.000	0.32
April 24, 2017	1440.000	0.27
April 25, 2017	1440.000	0.24
April 26, 2017	1440.000	0.26
April 27, 2017	1440.000	0.29
April 28, 2017	1440.000	0.34
April 29, 2017	1440.000	0.34
April 30, 2017	1440.000	0.34
May 1, 2017	1440.000	0.39
May 2, 2017	1475.000	0.39
May 3, 2017	1463.000	0.38
May 4, 2017	1423.000	0.38
May 5, 2017	1532.000	0.37
May 6, 2017	1532.000	0.35
May 7, 2017	1532.000	0.35
May 8, 2017	1659.000	0.35
May 9, 2017	1659.000	0.35
May 10, 2017	1659.000	0.39
May 11, 2017	1746.000	0.38
May 12, 2017	1956.000	0.35
May 13, 2017	1956.000	0.31
May 14, 2017	1956.000	0.31
May 15, 2017	1956.000	0.31
May 16, 2017	1472.000	0.31
May 17, 2017	1646.000	0.31
May 18, 2017	2243.000	0.31
May 19, 2017	2381.000	0.29
May 20, 2017	2381.000	0.32
May 21, 2017	2381.000	0.34
May 22, 2017	2381.000	0.34
May 23, 2017	1168.000	0.33
May 24, 2017	1168.000	0.33
May 25, 2017	1962.000	0.32
May 26, 2017	1962.000	0.28

July 18, 2017	3281.000	0.30
July 19, 2017	2674.000	0.30
July 20, 2017	3361.000	0.31
July 21, 2017	3307.000	0.30
July 22, 2017	2828.000	0.30
July 23, 2017	2828.000	0.30
July 24, 2017	2828.000	0.26
July 25, 2017	3484.000	0.29
July 26, 2017	3484.000	0.27
July 27, 2017	3374.000	0.29
July 28, 2017	3374.000	0.29
July 29, 2017	3474.000	0.29
July 30, 2017	3474.000	0.29
July 31, 2017	3474.000	0.29
August 1, 2017	3139.000	0.29
August 2, 2017	3139.000	0.29
August 3, 2017	3352.000	0.29
August 4, 2017	3352.000	0.29
August 5, 2017	3352.000	0.29
August 6, 2017	3104.000	0.29
August 7, 2017	3104.000	0.28
August 8, 2017	3104.000	0.28
August 9, 2017	3104.000	0.28
August 10, 2017	3114.000	0.28
August 11, 2017	3184.000	0.29
August 12, 2017	2769.000	0.29
August 13, 2017	2769.000	0.26
August 14, 2017	2769.000	0.23
August 15, 2017	2925.000	0.25
August 16, 2017	2977.000	0.26
August 17, 2017	3301.000	0.26
August 18, 2017	3147.000	0.27
August 19, 2017	3452.000	0.27
August 20, 2017	3452.000	0.27
August 21, 2017	3452.000	0.26
August 22, 2017	3452.000	0.27
August 23, 2017	3032.000	0.27
August 24, 2017	3185.000	0.26
August 25, 2017	3011.000	0.26
August 26, 2017	2701.000	0.26
August 27, 2017	2976.000	0.26
August 28, 2017	2976.000	0.25
August 29, 2017	1636.000	0.26
August 30, 2017	1969.000	0.26
August 31, 2017	2674.000	0.26
September 1, 2017	2305.000	0.27
September 2, 2017	1639.000	0.25
September 3, 2017	1639.000	0.29
September 4, 2017	2040.000	0.29
September 5, 2017	2040.000	0.29
September 6, 2017	1900.000	0.29
September 7, 2017	2636.000	0.28

October 30, 2017	1575.000	0.22
October 31, 2017	1459.000	0.24
November 1, 2017	1346.000	0.24
November 2, 2017	1402.000	0.24
November 3, 2017	1419.000	0.34
November 4, 2017	1419.000	0.26
November 5, 2017	1419.000	0.26
November 6, 2017	1493.000	0.26
November 7, 2017	1439.000	0.25
November 8, 2017	1411.000	0.26
November 9, 2017	1264.000	0.25
November 10, 2017	1264.000	0.25
November 11, 2017	1264.000	0.25
November 12, 2017	1264.000	0.25
November 13, 2017	1264.000	0.25
November 14, 2017	1441.000	0.25
November 15, 2017	1276.000	0.26
November 16, 2017	1407.000	0.26
November 17, 2017	1344.000	0.25
November 18, 2017	1264.000	0.25
November 19, 2017	1264.000	0.25
November 20, 2017	1225.000	0.24
November 21, 2017	1316.000	0.22
November 22, 2017	1386.000	0.25
November 23, 2017	1297.000	0.27
November 24, 2017	1388.000	0.27
November 25, 2017	1388.000	0.27
November 26, 2017	1388.000	0.27
November 27, 2017	1421.000	0.25
November 28, 2017	1385.000	0.26
November 29, 2017	1297.000	0.26
November 30, 2017	1391.000	0.27
December 1, 2017	1391.000	0.27
December 2, 2017	1391.000	0.27
December 3, 2017	1391.000	0.27
December 4, 2017	1433.000	0.27
December 5, 2017	1387.000	0.28
December 6, 2017	1346.000	0.27
December 7, 2017	1132.000	0.25
December 8, 2017	1132.000	0.28
December 9, 2017	1132.000	0.27
December 10, 2017	1132.000	0.25
December 11, 2017	1344.000	0.27
December 12, 2017	1343.000	0.26
December 13, 2017	1175.000	0.28
December 14, 2017	1330.000	0.26
December 15, 2017	1337.000	0.27
December 16, 2017	1337.000	0.27
December 17, 2017	1337.000	0.26
December 18, 2017	1262.000	0.27
December 19, 2017	1346.000	0.27
December 20, 2017	1205.000	0.27

# APPENDIX II

Your C.O.C. #: 518243-01-01

**Attention: Jeff Westlake**

VILLAGE OF PEMBERTON  
Box 100  
7400 Prospect St  
Pemberton, BC  
CANADA V0N 2L0

**Report Date: 2017/03/22**

Report #: R2360154

Version: 1 - Final

## CERTIFICATE OF ANALYSIS

**MAXXAM JOB #: B719010**

**Received: 2017/03/15, 14:25**

Sample Matrix: DRINKING WATER

# Samples Received: 4

Analyses	Quantity	Date Extracted	Date Analyzed	Laboratory Method	Analytical Method
Alkalinity - Water	4	2017/03/16	2017/03/16	BBY6SOP-00026	SM 22 2320 B m
Chloride by Automated Colourimetry	4	N/A	2017/03/16	BBY6SOP-00011	SM 22 4500-Cl- E m
Colour (True) by Kone Lab	4	N/A	2017/03/16	BBY6SOP-00057	SM 22 2120 C m
Conductance - water	4	N/A	2017/03/16	BBY6SOP-00026	SM 22 2510 B m
Fluoride	4	N/A	2017/03/16	BBY6SOP-00048	SM 22 4500-F C m
Hardness Total (calculated as CaCO3)	4	N/A	2017/03/20	BBY WI-00033	Auto Calc
Mercury (Total) by CVAF	1	2017/03/16	2017/03/16	BBY7SOP-00015	BCMOE BCLM Oct2013 m
Mercury (Total) by CVAF	3	2017/03/17	2017/03/17	BBY7SOP-00015	BCMOE BCLM Oct2013 m
Na, K, Ca, Mg, S by CRC ICPMS (total)	4	2017/03/15	2017/03/20	BBY7SOP-00002	EPA 6020A R1 m
Elements by CRC ICPMS (total)	1	2017/03/17	2017/03/17	BBY7SOP-00003,	BCLM2005,EPA6020bR2m
Elements by CRC ICPMS (total)	3	2017/03/17	2017/03/18	BBY7SOP-00003,	BCLM2005,EPA6020bR2m
Nitrate + Nitrite (N)	4	N/A	2017/03/16	BBY6SOP-00010	SM 22 4500-NO3- I m
Nitrite (N) by CFA	4	N/A	2017/03/16	BBY6SOP-00010	SM 22 4500-NO3- I m
Nitrogen - Nitrate (as N)	4	N/A	2017/03/17	BBY6SOP-00010	SM 22 4500-NO3 I m
pH Water (1)	4	N/A	2017/03/16	BBY6SOP-00026	SM 22 4500-H+ B m
Sulphate by Automated Colourimetry	3	N/A	2017/03/16	BBY6SOP-00017	SM 22 4500-SO42- E m
Sulphate by Automated Colourimetry	1	N/A	2017/03/17	BBY6SOP-00017	SM 22 4500-SO42- E m
Total Dissolved Solids (Filt. Residue)	4	2017/03/16	2017/03/17	BBY6SOP-00033	SM 22 2540 C m
Total Trihalomethanes Calculation	4	N/A	2017/03/21	BBY WI-00033	BC MOE Lab Method
Turbidity	4	N/A	2017/03/16	BBY6SOP-00027	SM 22 2130 B m
VOCs, VH, F1, LH in Water by HS GC/MS	4	2017/03/16	2017/03/17	BBY8SOP-00009	BC Lab Manual 2007
Volatile HC-BTEX	4	N/A	2017/03/21	BBY WI-00033	Auto Calc

**Remarks:**

Maxxam Analytics' laboratories are accredited to ISO/IEC 17025:2005 for specific parameters on scopes of accreditation. Unless otherwise noted, procedures used by Maxxam are based upon recognized Provincial, Federal or US method compendia such as CCME, MDDELCC, EPA, APHA.

All work recorded herein has been done in accordance with procedures and practices ordinarily exercised by professionals in Maxxam's profession using accepted testing methodologies, quality assurance and quality control procedures (except where otherwise agreed by the client and Maxxam in writing). All data is in statistical control and has met quality control and method performance criteria unless otherwise noted. All method blanks are reported: unless indicated otherwise, associated sample data are not blank corrected.

Your C.O.C. #: 518243-01-01

**Attention: Jeff Westlake**

VILLAGE OF PEMBERTON  
Box 100  
7400 Prospect St  
Pemberton, BC  
CANADA V0N 2L0

**Report Date: 2017/03/22**  
Report #: R2360154  
Version: 1 - Final

**CERTIFICATE OF ANALYSIS**

**MAXXAM JOB #: B719010**

**Received: 2017/03/15, 14:25**

Sample Matrix: DRINKING WATER  
# Samples Received: 4

Analyses	Quantity	Date Extracted	Date Analyzed	Laboratory Method	Analytical Method
Alkalinity - Water	4	2017/03/16	2017/03/16	BBY6SOP-00026	SM 22 2320 B m
Chloride by Automated Colourimetry	4	N/A	2017/03/16	BBY6SOP-00011	SM 22 4500-Cl- E m
Colour (True) by Kone Lab	4	N/A	2017/03/16	BBY6SOP-00057	SM 22 2120 C m
Conductance - water	4	N/A	2017/03/16	BBY6SOP-00026	SM 22 2510 B m
Fluoride	4	N/A	2017/03/16	BBY6SOP-00048	SM 22 4500-F C m
Hardness Total (calculated as CaCO3)	4	N/A	2017/03/20	BBY WI-00033	Auto Calc
Mercury (Total) by CVAf	1	2017/03/16	2017/03/16	BBY7SOP-00015	BCMOE BCLM Oct2013 m
Mercury (Total) by CVAf	3	2017/03/17	2017/03/17	BBY7SOP-00015	BCMOE BCLM Oct2013 m
Na, K, Ca, Mg, S by CRC ICPMS (total)	4	2017/03/15	2017/03/20	BBY7SOP-00002	EPA 6020A R1 m
Elements by CRC ICPMS (total)	1	2017/03/17	2017/03/17	BBY7SOP-00003,	BCLM2005,EPA6020bR2m
Elements by CRC ICPMS (total)	3	2017/03/17	2017/03/18	BBY7SOP-00003,	BCLM2005,EPA6020bR2m
Nitrate + Nitrite (N)	4	N/A	2017/03/16	BBY6SOP-00010	SM 22 4500-NO3- I m
Nitrite (N) by CFA	4	N/A	2017/03/16	BBY6SOP-00010	SM 22 4500-NO3- I m
Nitrogen - Nitrate (as N)	4	N/A	2017/03/17	BBY6SOP-00010	SM 22 4500-NO3 I m
pH Water (1)	4	N/A	2017/03/16	BBY6SOP-00026	SM 22 4500-H+ B m
Sulphate by Automated Colourimetry	3	N/A	2017/03/16	BBY6SOP-00017	SM 22 4500-SO42- E m
Sulphate by Automated Colourimetry	1	N/A	2017/03/17	BBY6SOP-00017	SM 22 4500-SO42- E m
Total Dissolved Solids (Filt. Residue)	4	2017/03/16	2017/03/17	BBY6SOP-00033	SM 22 2540 C m
Total Trihalomethanes Calculation	4	N/A	2017/03/21	BBY WI-00033	BC MOE Lab Method
Turbidity	4	N/A	2017/03/16	BBY6SOP-00027	SM 22 2130 B m
VOCs, VH, F1, LH in Water by HS GC/MS	4	2017/03/16	2017/03/17	BBY8SOP-00009	BC Lab Manual 2007
Volatile HC-BTEX	4	N/A	2017/03/21	BBY WI-00033	Auto Calc

**Remarks:**

Maxxam Analytics' laboratories are accredited to ISO/IEC 17025:2005 for specific parameters on scopes of accreditation. Unless otherwise noted, procedures used by Maxxam are based upon recognized Provincial, Federal or US method compendia such as CCME, MDDELCC, EPA, APHA.

All work recorded herein has been done in accordance with procedures and practices ordinarily exercised by professionals in Maxxam's profession using accepted testing methodologies, quality assurance and quality control procedures (except where otherwise agreed by the client and Maxxam in writing). All data is in statistical control and has met quality control and method performance criteria unless otherwise noted. All method blanks are reported; unless indicated otherwise, associated sample data are not blank corrected.

Your C.O.C. #: 518243-01-01

**Attention: Jeff Westlake**

VILLAGE OF PEMBERTON  
Box 100  
7400 Prospect St  
Pemberton, BC  
CANADA V0N 2L0

**Report Date: 2017/03/22**  
**Report #: R2360154**  
**Version: 1 - Final**

**CERTIFICATE OF ANALYSIS**

**MAXXAM JOB #: B719010**

**Received: 2017/03/15, 14:25**

Maxxam Analytics' liability is limited to the actual cost of the requested analyses, unless otherwise agreed in writing. There is no other warranty expressed or implied. Maxxam has been retained to provide analysis of samples provided by the Client using the testing methodology referenced in this report. Interpretation and use of test results are the sole responsibility of the Client and are not within the scope of services provided by Maxxam, unless otherwise agreed in writing.

Solid sample results, except biota, are based on dry weight unless otherwise indicated. Organic analyses are not recovery corrected except for isotope dilution methods.

Results relate to samples tested.

This Certificate shall not be reproduced except in full, without the written approval of the laboratory.

Reference Method suffix "m" indicates test methods incorporate validated modifications from specific reference methods to improve performance.

\* RPDs calculated using raw data. The rounding of final results may result in the apparent difference.

(1) The BC-MOE and APHA Standard Method require pH to be analysed within 15 minutes of sampling and therefore field analysis is required for compliance. All Laboratory pH analyses in this report are reported past the BC-MOE/APHA Standard Method holding time.

Encryption Key



Maxxam  
22 Mar 2017 11:29:30

Please direct all questions regarding this Certificate of Analysis to your Project Manager.

Graham Rudkin, Project Manager, Environmental

Email: GRudkin@maxxam.ca

Phone# (604)638-5926 Ext.5926

=====  
This report has been generated and distributed using a secure automated process.

Maxxam has procedures in place to guard against improper use of the electronic signature and have the required "signatories", as per section 5.10.2 of ISO/IEC 17025:2005(E), signing the reports. For Service Group specific validation please refer to the Validation Signature Page.



Maxxam Job #: B719010  
Report Date: 2017/03/22

VILLAGE OF PEMBERTON

**VOLATILE ORGANICS BY GC-MS (DRINKING WATER)**

Maxxam ID			QS4113	QS4114	QS4115	QS4116		
Sampling Date			2017/03/14 10:00	2017/03/14 10:15	2017/03/14 09:45	2017/03/14 09:30		
COC Number			518243-01-01	518243-01-01	518243-01-01	518243-01-01		
	<b>UNITS</b>	<b>MAC</b>	<b>WELL #2</b>	<b>WELL #3</b>	<b>OAK ST</b>	<b>INDUSTRIAL PARK</b>	<b>RDL</b>	<b>QC Batch</b>
<b>Volatiles</b>								
Total Trihalomethanes	ug/L	100	<1.0	<1.0	1.2	<1.0	1.0	8578452
No Fill	No Exceedance							
Grey	Exceeds 1 criteria policy/level							
Black	Exceeds both criteria/levels							
RDL = Reportable Detection Limit								

**WATER POTABILITY (NON DRINKING WATER)**

Maxxam ID					QS4113	QS4114	QS4115		
Sampling Date					2017/03/14 10:00	2017/03/14 10:15	2017/03/14 09:45		
COC Number					518243-01-01	518243-01-01	518243-01-01		
	UNITS	MAC	AO	OG	WELL #2	WELL #3	OAK ST	RDL	QC Batch
<b>ANIONS</b>									
Nitrite (N)	mg/L	1	-	-	<0.0050	<0.0050	<0.0050	0.0050	8580212
<b>Calculated Parameters</b>									
Nitrate (N)	mg/L	10	-	-	0.120	0.074	0.075	0.020	8577774
<b>Misc. Inorganics</b>									
Fluoride (F)	mg/L	1.5	-	-	0.023	0.019	0.019	0.010	8580996
Alkalinity (Total as CaCO3)	mg/L	-	-	-	31.7	10.9	11.6	0.50	8579454
Alkalinity (PP as CaCO3)	mg/L	-	-	-	<0.50	<0.50	<0.50	0.50	8579454
Bicarbonate (HCO3)	mg/L	-	-	-	38.7	13.3	14.2	0.50	8579454
Carbonate (CO3)	mg/L	-	-	-	<0.50	<0.50	<0.50	0.50	8579454
Hydroxide (OH)	mg/L	-	-	-	<0.50	<0.50	<0.50	0.50	8579454
<b>Anions</b>									
Dissolved Sulphate (SO4)	mg/L	-	500	-	18.5	7.94	8.58	0.50	8580143
Dissolved Chloride (Cl)	mg/L	-	250	-	31	2.2	3.2	0.50	8580142
<b>MISCELLANEOUS</b>									
True Colour	Col. Unit	-	15	-	<b>20.2</b>	<5.0	<5.0	5.0	8579162
<b>Nutrients</b>									
Nitrate plus Nitrite (N)	mg/L	-	-	-	0.120	0.074	0.075	0.020	8580210
<b>Physical Properties</b>									
Conductivity	uS/cm	-	-	-	220	52.4	56.7	1.0	8579461
pH	pH	-	7.0:10.5	-	<b>6.97</b>	<b>6.75</b>	<b>6.78</b>		8579462
<b>Physical Properties</b>									
Total Dissolved Solids	mg/L	-	500	-	136	46	48	10	8579639
Turbidity	NTU	see remark	see remark	see remark	2.37	0.11	<0.10	0.10	8579488
No Fill	No Exceedance								
Grey	Exceeds 1 criteria policy/level								
Black	Exceeds both criteria/levels								
RDL = Reportable Detection Limit									

**WATER POTABILITY (NON DRINKING WATER)**

<b>Maxxam ID</b>					QS4116		
<b>Sampling Date</b>					2017/03/14 09:30		
<b>COC Number</b>					518243-01-01		
	<b>UNITS</b>	<b>MAC</b>	<b>AO</b>	<b>OG</b>	<b>INDUSTRIAL PARK</b>	<b>RDL</b>	<b>QC Batch</b>
<b>ANIONS</b>							
Nitrite (N)	mg/L	1	-	-	<0.0050	0.0050	8580212
<b>Calculated Parameters</b>							
Nitrate (N)	mg/L	10	-	-	0.067	0.020	8577774
<b>Misc. Inorganics</b>							
Fluoride (F)	mg/L	1.5	-	-	0.026	0.010	8580996
Alkalinity (Total as CaCO3)	mg/L	-	-	-	23.2	0.50	8579454
Alkalinity (PP as CaCO3)	mg/L	-	-	-	<0.50	0.50	8579454
Bicarbonate (HCO3)	mg/L	-	-	-	28.3	0.50	8579454
Carbonate (CO3)	mg/L	-	-	-	<0.50	0.50	8579454
Hydroxide (OH)	mg/L	-	-	-	<0.50	0.50	8579454
<b>Anions</b>							
Dissolved Sulphate (SO4)	mg/L	-	500	-	10.1	0.50	8582025
Dissolved Chloride (Cl)	mg/L	-	250	-	1.5	0.50	8580142
<b>MISCELLANEOUS</b>							
True Colour	Col. Unit	-	15	-	<5.0	5.0	8579162
<b>Nutrients</b>							
Nitrate plus Nitrite (N)	mg/L	-	-	-	0.067	0.020	8580210
<b>Physical Properties</b>							
Conductivity	uS/cm	-	-	-	75.6	1.0	8579461
pH	pH	-	7.0:10.5	-	7.27		8579462
<b>Physical Properties</b>							
Total Dissolved Solids	mg/L	-	500	-	60	10	8579639
Turbidity	NTU	see remark	see remark	see remark	<0.10	0.10	8579488
No Fill	No Exceedance						
Grey	Exceeds 1 criteria policy/level						
Black	Exceeds both criteria/levels						
RDL = Reportable Detection Limit							

Maxxam Job #: B719010  
Report Date: 2017/03/22

VILLAGE OF PEMBERTON

**CSR TOTAL METALS IN WATER WITH CV HG (DRINKING WATER)**

Maxxam ID					QS4113		QS4114	QS4115	QS4116		
Sampling Date					2017/03/14 10:00		2017/03/14 10:15	2017/03/14 09:45	2017/03/14 09:30		
COC Number					518243-01-01		518243-01-01	518243-01-01	518243-01-01		
	UNITS	MAC	AO	OG	WELL #2	QC Batch	WELL #3	OAK ST	INDUSTRIAL PARK	RDL	QC Batch
<b>Calculated Parameters</b>											
Total Hardness (CaCO3)	mg/L	-	-	-	64.3	8577606	17.3	18.8	30.3	0.50	8577606
<b>Elements</b>											
Total Mercury (Hg)	ug/L	1	-	-	<0.010	8579310	<0.010	<0.010	<0.010	0.010	8580146
<b>Total Metals by ICPMS</b>											
Total Aluminum (Al)	ug/L	-	-	100	99.3	8580228	8.8	8.2	<3.0	3.0	8580228
Total Antimony (Sb)	ug/L	6	-	-	<0.50	8580228	<0.50	<0.50	<0.50	0.50	8580228
Total Arsenic (As)	ug/L	10	-	-	0.48	8580228	<0.10	<0.10	<0.10	0.10	8580228
Total Barium (Ba)	ug/L	1000	-	-	39.5	8580228	10.5	10.9	5.3	1.0	8580228
Total Beryllium (Be)	ug/L	-	-	-	<0.10	8580228	<0.10	<0.10	<0.10	0.10	8580228
Total Bismuth (Bi)	ug/L	-	-	-	<1.0	8580228	<1.0	<1.0	<1.0	1.0	8580228
Total Boron (B)	ug/L	5000	-	-	103	8580228	<50	<50	<50	50	8580228
Total Cadmium (Cd)	ug/L	5	-	-	0.022	8580228	0.015	0.011	<0.010	0.010	8580228
Total Chromium (Cr)	ug/L	50	-	-	<1.0	8580228	<1.0	<1.0	<1.0	1.0	8580228
Total Cobalt (Co)	ug/L	-	-	-	0.73	8580228	<0.20	<0.20	<0.20	0.20	8580228
Total Copper (Cu)	ug/L	-	1000	-	2.37	8580228	4.94	5.69	1.45	0.50	8580228
Total Iron (Fe)	ug/L	-	300	-	<b>846</b>	8580228	12	<10	50	10	8580228
Total Lead (Pb)	ug/L	10	-	-	0.47	8580228	0.40	0.41	<0.20	0.20	8580228
Total Lithium (Li)	ug/L	-	-	-	<2.0	8580228	<2.0	<2.0	<2.0	2.0	8580228
Total Manganese (Mn)	ug/L	-	50	-	<b>158</b>	8580228	3.7	2.0	<1.0	1.0	8580228
Total Molybdenum (Mo)	ug/L	-	-	-	2.5	8580228	<1.0	<1.0	<1.0	1.0	8580228
Total Nickel (Ni)	ug/L	-	-	-	<1.0	8580228	<1.0	<1.0	<1.0	1.0	8580228
Total Selenium (Se)	ug/L	50	-	-	<0.10	8580228	<0.10	<0.10	<0.10	0.10	8580228
Total Silicon (Si)	ug/L	-	-	-	5540	8580228	3810	4000	3080	100	8580228
Total Silver (Ag)	ug/L	-	-	-	<0.020	8580228	<0.020	<0.020	<0.020	0.020	8580228
Total Strontium (Sr)	ug/L	-	-	-	131	8580228	33.0	35.5	30.7	1.0	8580228
Total Thallium (Tl)	ug/L	-	-	-	0.012	8580228	<0.010	<0.010	<0.010	0.010	8580228
Total Tin (Sn)	ug/L	-	-	-	<5.0	8580228	<5.0	<5.0	<5.0	5.0	8580228
Total Titanium (Ti)	ug/L	-	-	-	<5.0	8580228	<5.0	<5.0	<5.0	5.0	8580228
Total Uranium (U)	ug/L	20	-	-	<0.10	8580228	<0.10	<0.10	<0.10	0.10	8580228
Total Vanadium (V)	ug/L	-	-	-	<5.0	8580228	<5.0	<5.0	<5.0	5.0	8580228
Total Zinc (Zn)	ug/L	-	5000	-	17.0	8580228	<5.0	11.8	<5.0	5.0	8580228
Total Zirconium (Zr)	ug/L	-	-	-	<0.10	8580228	<0.10	<0.10	<0.10	0.10	8580228
Total Calcium (Ca)	mg/L	-	-	-	23.4	8577773	6.35	6.95	10.6	0.050	8577773
Total Magnesium (Mg)	mg/L	-	-	-	1.42	8577773	0.341	0.346	0.938	0.050	8577773
No Fill	No Exceedance										
Grey	Exceeds 1 criteria policy/level										
Black	Exceeds both criteria/levels										
RDL = Reportable Detection Limit											

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VILLAGE OF PEMBERTON

**CSR TOTAL METALS IN WATER WITH CV HG (DRINKING WATER)**

Maxxam ID					QS4113		QS4114	QS4115	QS4116		
Sampling Date					2017/03/14 10:00		2017/03/14 10:15	2017/03/14 09:45	2017/03/14 09:30		
COC Number					518243-01-01		518243-01-01	518243-01-01	518243-01-01		
	UNITS	MAC	AO	OG	WELL #2	QC Batch	WELL #3	OAK ST	INDUSTRIAL PARK	RDL	QC Batch
Total Potassium (K)	mg/L	-	-	-	2.09	8577773	0.684	0.689	0.483	0.050	8577773
Total Sodium (Na)	mg/L	-	200	-	10.8	8577773	1.80	2.22	1.20	0.050	8577773
Total Sulphur (S)	mg/L	-	-	-	6.7	8577773	3.3	<3.0	3.4	3.0	8577773
No Fill	No Exceedance										
Grey	Exceeds 1 criteria policy/level										
Black	Exceeds both criteria/levels										
RDL = Reportable Detection Limit											

**CSR VOC + VPH IN WATER (DRINKING WATER)**

Maxxam ID				QS4113	QS4114	QS4115	QS4116		
Sampling Date				2017/03/14 10:00	2017/03/14 10:15	2017/03/14 09:45	2017/03/14 09:30		
COC Number				518243-01-01	518243-01-01	518243-01-01	518243-01-01		
	UNITS	MAC	AO	WELL #2	WELL #3	OAK ST	INDUSTRIAL PARK	RDL	QC Batch
<b>Volatiles</b>									
VPH (VH6 to 10 - BTEX)	ug/L	-	-	<300	<300	<300	<300	300	8577600
Chloromethane	ug/L	-	-	<1.0	<1.0	<1.0	<1.0	1.0	8579605
Vinyl chloride	ug/L	2	-	<0.50	<0.50	<0.50	<0.50	0.50	8579605
Chloroethane	ug/L	-	-	<1.0	<1.0	<1.0	<1.0	1.0	8579605
Trichlorofluoromethane	ug/L	-	-	<4.0	<4.0	<4.0	<4.0	4.0	8579605
1,1-dichloroethene	ug/L	14	-	<0.50	<0.50	<0.50	<0.50	0.50	8579605
Dichloromethane	ug/L	50	-	<2.0	<2.0	<2.0	<2.0	2.0	8579605
trans-1,2-dichloroethene	ug/L	-	-	<1.0	<1.0	<1.0	<1.0	1.0	8579605
1,1-dichloroethane	ug/L	-	-	<0.50	<0.50	<0.50	<0.50	0.50	8579605
cis-1,2-dichloroethene	ug/L	-	-	<1.0	<1.0	<1.0	<1.0	1.0	8579605
Chloroform	ug/L	-	-	<1.0	<1.0	1.2	<1.0	1.0	8579605
1,1,1-trichloroethane	ug/L	-	-	<0.50	<0.50	<0.50	<0.50	0.50	8579605
1,2-dichloroethane	ug/L	5	-	<0.50	<0.50	<0.50	<0.50	0.50	8579605
Carbon tetrachloride	ug/L	2	-	<0.50	<0.50	<0.50	<0.50	0.50	8579605
Benzene	ug/L	5	-	<0.40	<0.40	<0.40	<0.40	0.40	8579605
Methyl-tert-butylether (MTBE)	ug/L	-	15	<4.0	<4.0	<4.0	<4.0	4.0	8579605
1,2-dichloropropane	ug/L	-	-	<0.50	<0.50	<0.50	<0.50	0.50	8579605
cis-1,3-dichloropropene	ug/L	-	-	<1.0	<1.0	<1.0	<1.0	1.0	8579605
trans-1,3-dichloropropene	ug/L	-	-	<1.0	<1.0	<1.0	<1.0	1.0	8579605
Bromomethane	ug/L	-	-	<1.0	<1.0	<1.0	<1.0	1.0	8579605
1,1,2-trichloroethane	ug/L	-	-	<0.50	<0.50	<0.50	<0.50	0.50	8579605
Trichloroethene	ug/L	5	-	<0.50	<0.50	<0.50	<0.50	0.50	8579605
Chlorodibromomethane	ug/L	-	-	<1.0	<1.0	<1.0	<1.0	1.0	8579605
Tetrachloroethene	ug/L	10	-	<0.50	<0.50	<0.50	<0.50	0.50	8579605
Bromodichloromethane	ug/L	-	-	<1.0	<1.0	<1.0	<1.0	1.0	8579605
Toluene	ug/L	60	24	<0.40	<0.40	<0.40	<0.40	0.40	8579605
Ethylbenzene	ug/L	140	1.6	<0.40	<0.40	<0.40	<0.40	0.40	8579605
m & p-Xylene	ug/L	-	-	<0.40	<0.40	<0.40	<0.40	0.40	8579605
Bromoform	ug/L	-	-	<1.0	<1.0	<1.0	<1.0	1.0	8579605
Styrene	ug/L	-	-	<0.50	<0.50	<0.50	<0.50	0.50	8579605
o-Xylene	ug/L	-	-	<0.40	<0.40	<0.40	<0.40	0.40	8579605
Xylenes (Total)	ug/L	90	20	<0.40	<0.40	<0.40	<0.40	0.40	8579605
1,1,1,2-tetrachloroethane	ug/L	-	-	<0.50	<0.50	<0.50	<0.50	0.50	8579605
1,1,2,2-tetrachloroethane	ug/L	-	-	<0.50	<0.50	<0.50	<0.50	0.50	8579605
No Fill	No Exceedance								
Grey	Exceeds 1 criteria policy/level								
Black	Exceeds both criteria/levels								
RDL = Reportable Detection Limit									

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VILLAGE OF PEMBERTON

**CSR VOC + VPH IN WATER (DRINKING WATER)**

Maxxam ID				QS4113	QS4114	QS4115	QS4116		
Sampling Date				2017/03/14 10:00	2017/03/14 10:15	2017/03/14 09:45	2017/03/14 09:30		
COC Number				518243-01-01	518243-01-01	518243-01-01	518243-01-01		
	UNITS	MAC	AO	WELL #2	WELL #3	OAK ST	INDUSTRIAL PARK	RDL	QC Batch
1,2-dichlorobenzene	ug/L	200	3	<0.50	<0.50	<0.50	<0.50	0.50	8579605
1,3-dichlorobenzene	ug/L	-	-	<0.50	<0.50	<0.50	<0.50	0.50	8579605
1,4-dichlorobenzene	ug/L	5	1	<0.50	<0.50	<0.50	<0.50	0.50	8579605
Chlorobenzene	ug/L	80	30	<0.50	<0.50	<0.50	<0.50	0.50	8579605
VH C6-C10	ug/L	-	-	<300	<300	<300	<300	300	8579605
<b>Surrogate Recovery (%)</b>									
1,4-Difluorobenzene (sur.)	%	-	-	91	104	91	89		8579605
4-Bromofluorobenzene (sur.)	%	-	-	77	88	76	75		8579605
D4-1,2-Dichloroethane (sur.)	%	-	-	83	94	82	80		8579605
No Fill	No Exceedance								
Grey	Exceeds 1 criteria policy/level								
Black	Exceeds both criteria/levels								
RDL = Reportable Detection Limit									

### GENERAL COMMENTS

MAC,AO,OG: The guidelines that have been included in this report have been taken from the Canadian Drinking Water Quality Summary Table, February 2017.

Criteria A = Maximum Acceptable Concentration (MAC) / Criteria B = Aesthetic Objectives (AO) / Criteria C = Operational Guidance Values (OG)  
It is recommended to consult these guidelines when interpreting your data since there are non-numerical guidelines that are not included on this report.

**Turbidity Guidelines:**

1. Chemically assisted filtration: less than or equal to 0.3 NTU in 95% of the measurements or 95% of the time each month. Shall not exceed 1.0 NTU at any time.
2. Slow sand / diatomaceous earth filtration: less than or equal to 1.0 NTU in 95% of the measurements or 95% of the time each month. Shall not exceed 3.0 NTU at any time.
3. Membrane filtration: less than or equal to 0.1 NTU in 99% of the measurements made or at least 99% of the time each calendar month. Shall not exceed 0.3 NTU at any time.

**Results relate only to the items tested.**



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**QUALITY ASSURANCE REPORT**

VILLAGE OF PEMBERTON

QC Batch	Parameter	Date	Matrix Spike		Spiked Blank		Method Blank		RPD	
			% Recovery	QC Limits	% Recovery	QC Limits	Value	UNITS	Value (%)	QC Limits
8579605	1,4-Difluorobenzene (sur.)	2017/03/17	103	70 - 130	109	70 - 130	101	%		
8579605	4-Bromofluorobenzene (sur.)	2017/03/17	97	70 - 130	103	70 - 130	90	%		
8579605	D4-1,2-Dichloroethane (sur.)	2017/03/17	92	70 - 130	96	70 - 130	107	%		
8579162	True Colour	2017/03/16			107	80 - 120	<5.0	Col. Unit	NC	20
8579310	Total Mercury (Hg)	2017/03/16	103	80 - 120	102	80 - 120	<0.010	ug/L	NC	20
8579454	Alkalinity (PP as CaCO3)	2017/03/16					<0.50	mg/L	NC	20
8579454	Alkalinity (Total as CaCO3)	2017/03/16	NC	80 - 120	97	80 - 120	<0.50	mg/L	0.41	20
8579454	Bicarbonate (HCO3)	2017/03/16					<0.50	mg/L	0.41	20
8579454	Carbonate (CO3)	2017/03/16					<0.50	mg/L	NC	20
8579454	Hydroxide (OH)	2017/03/16					<0.50	mg/L	NC	20
8579461	Conductivity	2017/03/16			100	80 - 120	<1.0	uS/cm	0.56	20
8579462	pH	2017/03/16			102	97 - 103			0.25	N/A
8579488	Turbidity	2017/03/16			102	80 - 120	<0.10	NTU	NC	20
8579605	1,1,1,2-tetrachloroethane	2017/03/17	86	70 - 130	89	70 - 130	<0.50	ug/L	NC	30
8579605	1,1,1-trichloroethane	2017/03/17	88	70 - 130	91	70 - 130	<0.50	ug/L	NC	30
8579605	1,1,2,2-tetrachloroethane	2017/03/17	76	70 - 130	79	70 - 130	<0.50	ug/L	NC	30
8579605	1,1,2-trichloroethane	2017/03/17	86	70 - 130	90	70 - 130	<0.50	ug/L	NC	30
8579605	1,1-dichloroethane	2017/03/17	88	70 - 130	92	70 - 130	<0.50	ug/L	NC	30
8579605	1,1-dichloroethene	2017/03/17	87	70 - 130	91	70 - 130	<0.50	ug/L	NC	30
8579605	1,2-dichlorobenzene	2017/03/17	82	70 - 130	84	70 - 130	<0.50	ug/L	NC	30
8579605	1,2-dichloroethane	2017/03/17	86	70 - 130	88	70 - 130	<0.50	ug/L	NC	30
8579605	1,2-dichloropropane	2017/03/17	83	70 - 130	88	70 - 130	<0.50	ug/L	NC	30
8579605	1,3-dichlorobenzene	2017/03/17	84	70 - 130	86	70 - 130	<0.50	ug/L	NC	30
8579605	1,4-dichlorobenzene	2017/03/17	80	70 - 130	84	70 - 130	<0.50	ug/L	NC	30
8579605	Benzene	2017/03/17	87	70 - 130	93	70 - 130	<0.40	ug/L	NC	30
8579605	Bromodichloromethane	2017/03/17	85	70 - 130	88	70 - 130	<1.0	ug/L	NC	30
8579605	Bromoform	2017/03/17	85	70 - 130	84	70 - 130	<1.0	ug/L	NC	30
8579605	Bromomethane	2017/03/17	86	60 - 140	84	60 - 140	<1.0	ug/L	NC	30
8579605	Carbon tetrachloride	2017/03/17	76	70 - 130	75	70 - 130	<0.50	ug/L	NC	30
8579605	Chlorobenzene	2017/03/17	74	70 - 130	80	70 - 130	<0.50	ug/L	NC	30
8579605	Chlorodibromomethane	2017/03/17	84	70 - 130	87	70 - 130	<1.0	ug/L	NC	30
8579605	Chloroethane	2017/03/17	85	60 - 140	90	60 - 140	<1.0	ug/L	NC	30

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**QUALITY ASSURANCE REPORT(CONT'D)**

VILLAGE OF PEMBERTON

QC Batch	Parameter	Date	Matrix Spike		Spiked Blank		Method Blank		RPD	
			% Recovery	QC Limits	% Recovery	QC Limits	Value	UNITS	Value (%)	QC Limits
8579605	Chloroform	2017/03/17	86	70 - 130	88	70 - 130	<1.0	ug/L	13	30
8579605	Chloromethane	2017/03/17	87	60 - 140	95	60 - 140	<1.0	ug/L	NC	30
8579605	cis-1,2-dichloroethene	2017/03/17	86	70 - 130	90	70 - 130	<1.0	ug/L	NC	30
8579605	cis-1,3-dichloropropene	2017/03/17	69 (1)	70 - 130	74	70 - 130	<1.0	ug/L	NC	30
8579605	Dichloromethane	2017/03/17	93	70 - 130	97	70 - 130	<2.0	ug/L	NC	30
8579605	Ethylbenzene	2017/03/17	82	70 - 130	89	70 - 130	<0.40	ug/L	NC	30
8579605	m & p-Xylene	2017/03/17	88	70 - 130	95	70 - 130	<0.40	ug/L	NC	30
8579605	Methyl-tert-butylether (MTBE)	2017/03/17	80	70 - 130	86	70 - 130	<4.0	ug/L	NC	30
8579605	o-Xylene	2017/03/17	83	70 - 130	91	70 - 130	<0.40	ug/L	NC	30
8579605	Styrene	2017/03/17	74	70 - 130	80	70 - 130	<0.50	ug/L	NC	30
8579605	Tetrachloroethene	2017/03/17	83	70 - 130	87	70 - 130	<0.50	ug/L	NC	30
8579605	Toluene	2017/03/17	78	70 - 130	83	70 - 130	<0.40	ug/L	NC	30
8579605	trans-1,2-dichloroethene	2017/03/17	81	70 - 130	87	70 - 130	<1.0	ug/L	NC	30
8579605	trans-1,3-dichloropropene	2017/03/17	60 (1)	70 - 130	65 (1)	70 - 130	<1.0	ug/L	NC	30
8579605	Trichloroethene	2017/03/17	83	70 - 130	88	70 - 130	<0.50	ug/L	NC	30
8579605	Trichlorofluoromethane	2017/03/17	80	60 - 140	82	60 - 140	<4.0	ug/L	NC	30
8579605	VH C6-C10	2017/03/17			99	70 - 130	<300	ug/L	NC	30
8579605	Vinyl chloride	2017/03/17	79	60 - 140	85	60 - 140	<0.50	ug/L	NC	30
8579605	Xylenes (Total)	2017/03/17					<0.40	ug/L	NC	30
8579639	Total Dissolved Solids	2017/03/17	NC	80 - 120	106	80 - 120	<10	mg/L	3.5	20
8580142	Dissolved Chloride (Cl)	2017/03/16	99	80 - 120	100	80 - 120	<0.50	mg/L	0.30	20
8580143	Dissolved Sulphate (SO4)	2017/03/16	108	80 - 120	101	80 - 120	<0.50	mg/L	1.5	20
8580146	Total Mercury (Hg)	2017/03/17	97	80 - 120	105	80 - 120	<0.010	ug/L	NC	20
8580210	Nitrate plus Nitrite (N)	2017/03/16	97	80 - 120	101	80 - 120	<0.020	mg/L	0.99	25
8580212	Nitrite (N)	2017/03/16	95	80 - 120	98	80 - 120	<0.0050	mg/L	2.6	20
8580228	Total Aluminum (Al)	2017/03/17	108	80 - 120	110	80 - 120	<3.0	ug/L	NC	20
8580228	Total Antimony (Sb)	2017/03/17	101	80 - 120	99	80 - 120	<0.50	ug/L	NC	20
8580228	Total Arsenic (As)	2017/03/17	107	80 - 120	101	80 - 120	<0.10	ug/L	NC	20
8580228	Total Barium (Ba)	2017/03/17	96	80 - 120	98	80 - 120	<1.0	ug/L	NC	20
8580228	Total Beryllium (Be)	2017/03/17	98	80 - 120	100	80 - 120	<0.10	ug/L	NC	20
8580228	Total Bismuth (Bi)	2017/03/17	100	80 - 120	99	80 - 120	<1.0	ug/L	NC	20
8580228	Total Boron (B)	2017/03/17	103	80 - 120	101	80 - 120	<50	ug/L	NC	20

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**QUALITY ASSURANCE REPORT(CONT'D)**

VILLAGE OF PEMBERTON

QC Batch	Parameter	Date	Matrix Spike		Spiked Blank		Method Blank		RPD	
			% Recovery	QC Limits	% Recovery	QC Limits	Value	UNITS	Value (%)	QC Limits
8580228	Total Cadmium (Cd)	2017/03/17	101	80 - 120	98	80 - 120	<0.010	ug/L	NC	20
8580228	Total Chromium (Cr)	2017/03/17	99	80 - 120	100	80 - 120	<1.0	ug/L	NC	20
8580228	Total Cobalt (Co)	2017/03/17	101	80 - 120	101	80 - 120	<0.20	ug/L	NC	20
8580228	Total Copper (Cu)	2017/03/17	101	80 - 120	100	80 - 120	<0.50	ug/L	NC	20
8580228	Total Iron (Fe)	2017/03/17	100	80 - 120	105	80 - 120	<10	ug/L	NC	20
8580228	Total Lead (Pb)	2017/03/17	99	80 - 120	99	80 - 120	<0.20	ug/L	NC	20
8580228	Total Lithium (Li)	2017/03/17	97	80 - 120	103	80 - 120	<2.0	ug/L	NC	20
8580228	Total Manganese (Mn)	2017/03/17	104	80 - 120	104	80 - 120	<1.0	ug/L	NC	20
8580228	Total Molybdenum (Mo)	2017/03/17	106	80 - 120	105	80 - 120	<1.0	ug/L	NC	20
8580228	Total Nickel (Ni)	2017/03/17	99	80 - 120	101	80 - 120	<1.0	ug/L	NC	20
8580228	Total Selenium (Se)	2017/03/17	108	80 - 120	103	80 - 120	<0.10	ug/L	NC	20
8580228	Total Silicon (Si)	2017/03/17					<100	ug/L	NC	20
8580228	Total Silver (Ag)	2017/03/17	104	80 - 120	105	80 - 120	<0.020	ug/L	NC	20
8580228	Total Strontium (Sr)	2017/03/17	101	80 - 120	94	80 - 120	<1.0	ug/L	NC	20
8580228	Total Thallium (Tl)	2017/03/17	100	80 - 120	100	80 - 120	<0.010	ug/L	NC	20
8580228	Total Tin (Sn)	2017/03/17	99	80 - 120	99	80 - 120	<5.0	ug/L	NC	20
8580228	Total Titanium (Ti)	2017/03/17	108	80 - 120	96	80 - 120	<5.0	ug/L	NC	20
8580228	Total Uranium (U)	2017/03/17	103	80 - 120	102	80 - 120	<0.10	ug/L	NC	20
8580228	Total Vanadium (V)	2017/03/17	100	80 - 120	101	80 - 120	<5.0	ug/L	NC	20
8580228	Total Zinc (Zn)	2017/03/17	106	80 - 120	102	80 - 120	<5.0	ug/L	NC	20
8580228	Total Zirconium (Zr)	2017/03/17					<0.10	ug/L	NC	20
8580996	Fluoride (F)	2017/03/16	100	80 - 120	106	80 - 120	0.015, RDL=0.010	mg/L	3.9	20

Maxxam Job #: B719010  
Report Date: 2017/03/22

**QUALITY ASSURANCE REPORT(CONT'D)**

VILLAGE OF PEMBERTON

QC Batch	Parameter	Date	Matrix Spike		Spiked Blank		Method Blank		RPD	
			% Recovery	QC Limits	% Recovery	QC Limits	Value	UNITS	Value (%)	QC Limits
8582025	Dissolved Sulphate (SO4)	2017/03/17	110	80 - 120	102	80 - 120	0.51, RDL=0.50	mg/L		

N/A = Not Applicable

Duplicate: Paired analysis of a separate portion of the same sample. Used to evaluate the variance in the measurement.

Matrix Spike: A sample to which a known amount of the analyte of interest has been added. Used to evaluate sample matrix interference.

Spiked Blank: A blank matrix sample to which a known amount of the analyte, usually from a second source, has been added. Used to evaluate method accuracy.

Method Blank: A blank matrix containing all reagents used in the analytical procedure. Used to identify laboratory contamination.

Surrogate: A pure or isotopically labeled compound whose behavior mirrors the analytes of interest. Used to evaluate extraction efficiency.

NC (Matrix Spike): The recovery in the matrix spike was not calculated. The relative difference between the concentration in the parent sample and the spike amount was too small to permit a reliable recovery calculation (matrix spike concentration was less than the native sample concentration)

NC (Duplicate RPD): The duplicate RPD was not calculated. The concentration in the sample and/or duplicate was too low to permit a reliable RPD calculation (absolute difference <= 2x RDL).

(1) Recovery or RPD for this parameter is outside control limits. The overall quality control for this analysis meets acceptability criteria.

## APPENDIX III

### Pemberton Weekly Chlorine and pH Levels

#### Chlorine in mg/L

**Sample Station**

Date	4-Jan-17	10-Jan-17	16-Jan-17	23-Jan-17	31-Jan-17
Firehall					0.30
Industrial Park	0.01	0.20	0.20	0.16	0.09
Collins Rd					
Pem. Meadows Rd					
Pem. Farm Rd					
Urdal Rd					
Oak St	0.53	0.50	0.41	0.40	0.38
Village Office	0.47	0.41	0.38	0.29	0.28
Plateau	0.47	0.38	0.48	0.26	0.31
Treatment Plant	0.07	0.04	0.00	0.04	0.00
Health Centre	0.50	0.42	0.41	0.34	0.37

#### pH

**Sample Station**

Date	4-Jan-17	10-Jan-17	16-Jan-17	23-Jan-17	31-Jan-17
Firehall					6.08 / 8.8
Industrial Park	6.26 / 9.4	5.68 / 7.0	6.01 / 9.2	6.34 / 12.0	6.29 / 9.0
Collins Rd					
Pem. Meadows Rd					
Pem. Farm Rd					
Urdal Rd					
Oak St	6.15 / 10.2	5.48 / 7.6	5.84 / 9.3	6.04 / 12.2	6.05 / 8.7
Village Office	6.13 / 10.8	6.17 / 7.8	5.86 / 9.1	6.11 / 12.4	6.07 / 8.7
Plateau	6.15 / 10.7	5.54 / 6.8	5.87 / 9.2	5.98 / 12.0	6.08 / 8.8
Treatment Plant	6.07 / 12.1	5.78 / 12.2	5.77 / 13.1	5.82 / 15.8	5.64 / 15.1
Health Centre	6.10 / 10.9	5.60 / 8.1	5.90 / 9.3	6.0 / 12.1	6.10 / 8.9

#### Chlorine in mg/L

Urdal Rd		0.34	0.33	0.21
Oak St	0.19	0.37	0.35	0.24
Village Office	0.16	0.28	0.26	0.19
Plateau	0.24	0.37	0.40	0.25
Treatment Plant	0.00	0.08	0.03	0.03
Health Centre	0.15	0.35	0.31	0.19

## pH/Temperature

	6-Mar-17	13-Mar-17	21-Mar-17	28-Mar-17
Firehall	6.74 / 10.9			6.68 / 9.4
Industrial Park	6.59 / 10.0	6.48 / 16.1	6.42 / 15.0	6.37 / 10.0
Collins Rd	6.72 / 10.3	6.30 / 15.2	6.15 / 15.2	5.94 / 9.9
Pem. Meadows Rd		6.32 / 14.9	6.25 / 14.9	5.75 / 8.9
Pem. Farm Rd	6.66 / 10.4	6.29 / 15.0	6.44 / 14.8	5.90 / 9.8
Urdal Rd		6.32 / 14.9	6.22 / 14.7	5.74 / 8.8
Oak St	6.63 / 10.9	6.26 / 14.9	6.22 / 14.5	5.82 / 8.8
Village Office	6.52 / 10.0	6.28 / 16.1	6.30 / 14.8	5.91 / 9.7
Plateau	6.67 / 10.5	6.26 / 16.1	6.31 / 14.8	5.72 / 9.8
Treatment Plant	6.53 / 10.5	6.26 / 17.2	6.36 / 16.2	5.68 / 17.6
Health Centre	6.59 / 11.1	6.34 / 15.5	6.28 / 14.5	5.64 / 8.8

## Chlorine in mg/L

	3-Apr-17	12-Apr-17	18-Apr-17	24-Apr-17
Firehall				0.27
Industrial Park	0.00	0.06	0.02	0.08
Collins Rd	0.48	0.52	0.41	0.34
Pem. Meadows Rd	0.35	0.47	0.25	0.36
Pem. Farm Rd	0.40	0.48	0.30	0.38
Urdal Rd			0.39	0.34
Oak St	0.49	0.55	0.43	0.32
Village Office	0.38	0.36	0.33	0.12
Plateau	0.40	0.50	0.25	0.34
Treatment Plant	0.03	0.05	0.03	0.03
Health Centre	0.40	0.46	0.38	0.30

Firehall		6.28 / 15.9			
Industrial Park	6.59 / 19.6	6.63 / 16.5	6.69 / 17.9	6.65 / 15.9	6.43 / 16.5
Collins Rd	6.39 / 18.6	6.19 / 15.5	6.34 / 16.3	6.29 / 14.8	6.22 / 16.1
Pem. Meadows Rd	6.56 / 19.1	6.21 / 15.7	6.30 / 17.2	6.40 / 15.1	6.24 / 17.8
Pem. Farm Rd	6.55 / 18.1	6.11 / 15.2	6.34 / 17.1	6.58 / 15.2	6.22 / 17.4
Urdal Rd	6.50 / 18.5	6.29 / 17.1	6.36 / 16.5	6.62 / 15.7	6.28 / 17.9
Oak St	6.39 / 18.6	6.14 / 15.4	6.33 / 17.5	6.85 / 16.4	6.17 / 17.1
Village Office	6.34 / 18.2	6.22 / 16.1	6.32 / 16.8	6.61 / 15.7	6.25 / 16.8
Plateau	6.46 / 17.9	6.19 / 16.2	6.30 / 16.3	6.87 / 15.2	6.14 / 17.9
Treatment Plant	6.54 / 20.6	6.22 / 17.8	6.26 / 16.5	6.52 / 19.5	5.74 / 15.8
Health Centre	6.61 / 19.6	6.25 / 15.5	6.35 / 16.8	6.56 / 15.8	6.26 / 18.1

### Chlorine in mg/L

	5-Jun-17	12-Jun-17	19-Jun-17
Firehall			
Industrial Park	0.09	0.10	0.08
Collins Rd	0.43	0.39	0.40
Pem. Meadows Rd	0.39	0.37	0.35
Pem. Farm Rd	0.40	0.32	0.36
Urdal Rd	0.37	0.38	0.36
Oak St	0.41	0.38	0.34
Village Office	0.25	0.31	0.32
Plateau	0.35	0.37	0.32
Treatment Plant	0.32	0.01	0.04
Health Centre	0.30	0.36	0.26

### pH/Temperature

	5-Jun-17	12-Jun-17	19-Jun-17
Firehall			
Industrial Park	6.47 / 16.7	7.19 / 17.7	7.37 / 21.3
Collins Rd	6.21 / 16.5	6.83 / 16.0	6.98 / 19.5
Pem. Meadows Rd	6.14 / 17.5	6.85 / 16.3	7.06 / 19.0
Pem. Farm Rd	6.17 / 17.1	6.82 / 16.4	7.05 / 20.0
Urdal Rd	6.23 / 16.6	6.86 / 15.4	6.99 / 19.9

## Chlorine in mg/L

	1-Aug-17	8-Aug-17	15-Aug-17	21-Aug-17	28-Aug-17
Firehall		0.28	0.23		
Industrial Park	0.01	0.09	0.11	0.07	0.08
Collins Rd	0.40	0.36	0.33	0.35	0.38
Pem. Meadows Rd	0.37	0.33	0.28	0.31	0.30
Pem. Farm Rd	0.37	0.32	0.29	0.32	0.30
Urdal Rd	0.38	0.32	0.26	0.33	0.30
Oak St	0.38	0.35	0.33		0.32
Village Office	0.22	0.23	0.20	0.19	0.23
Plateau	0.37	0.31	0.23	0.26	0.30
Treatment Plant	0.15	0.24	0.05	0.30	0.27
Health Centre	0.31	0.28	0.23	0.27	0.28

## pH/Temperature

	1-Aug-17	8-Aug-17	15-Aug-17	21-Aug-17	28-Aug-17
Firehall		6.38 / 17.7	6.68 / 17.6		
Industrial Park	7.16 / 14.9	6.76 / 17.9	6.76 / 17.4	6.95 / 22.6	7.18 / 14.0
Collins Rd	6.72 / 13.6	6.53 / 16.9	6.67 / 17.2	6.64 / 20.8	6.42 / 12.3
Pem. Meadows Rd	6.68 / 13.5	6.36 / 17.7	6.58 / 17.1	6.71 / 22.0	6.39 / 11.8
Pem. Farm Rd	6.70 / 14.4	6.35 / 17.4	6.59 / 17.4	6.68 / 21.2	6.38 / 12.5
Urdal Rd	6.72 / 14.2	6.32 / 17.1	6.55 / 17.9	6.69 / 21.7	6.42 / 13.4
Oak St	6.71 / 14.5	6.31 / 17.3	6.61 / 17.1		6.41 / 12.8
Village Office	6.70 / 14.7	6.40 / 18.0	6.66 / 17.8	6.56 / 21.1	6.61 / 13.3
Plateau	6.72 / 13.9	6.46 / 17.4	6.49 / 17.6	6.59 / 20.9	6.55 / 12.2
Treatment Plant	6.62 / 19.5	6.41 / 17.3	6.50 / 17.5	6.63 / 23.2	6.48 / 14.9
Health Centre	6.69 / 14.9	6.42 / 17.5	6.64 / 17.4	6.61 / 22.2	6.40 / 13.5

## Chlorine in mg/L

	5-Sep-17	11-Sep-17	20-Sep-17	25-Sep-17
Firehall				



Village Office	0.23	0.21	0.20	0.19
Plateau	0.26	0.26	0.26	0.26
Treatment Plant	0.07	0.00	0.00	0.18
Health Centre	0.24	0.25	0.27	0.27

## pH/Temperature

	2-Oct-17	16-Oct-17	23-Oct-17	31-Oct-17
Firehall				
Industrial Park	7.20 / 15.0	6.48 / 14.5	7.64 / 15.6	8.22 / 11.1
Collins Rd	6.89 / 13.9	6.33 / 15.2	6.95 / 15.0	
Pem. Meadows Rd	6.71 / 14.4	6.34 / 14.8	6.68 / 13.8	7.52 / 9.3
Pem. Farm Rd	6.74 / 14.2	6.38 / 15.2	6.99 / 15.2	7.63 / 10.7
Urdal Rd	6.70 / 14.0	6.41 / 15.1	6.74 / 14.0	
Oak St	6.78 / 14.2	6.58 / 15.1	6.92 / 13.5	7.41 / 9.8
Village Office	6.88 / 14.4	6.30 / 15.0	6.90 / 14.6	7.59 / 9.4
Plateau	6.64 / 13.7	6.29 / 14.9	6.97 / 14.0	7.58 / 9.3
Treatment Plant	6.79 / 18.5	6.40 / 19.6	6.84 / 17.3	7.57 / 13.0
Health Centre	6.87 / 14.7	6.41 / 16.0	6.98 / 14.7	7.61 / 11.7

## Chlorine in mg/L

	7-Nov-17	14-Nov-17	21-Nov-17	28-Nov-17
Firehall				
Industrial Park	0.01	0.06	0.14	0.02
Collins Rd		0.35	0.28	0.34
Pem. Meadows Rd		0.29	0.28	0.29
Pem. Farm Rd		0.31	0.23	0.27
Urdal Rd		0.31	0.19	0.29
Oak St	0.27	0.34	0.27	0.29
Village Office	0.21	0.30	0.20	0.22
Plateau		0.33	0.30	0.29
Treatment Plant	0.20	0.04	0.04	0.01
Health Centre	0.28	0.33	0.25	0.33

Collins Rd			7.19 / 7.8	
Pem. Meadows Rd			7.44 / 9.3	
Pem. Farm Rd			7.44 / 9.4	
Urdal Rd			7.47 / 9.1	
Oak St	7.03 / 12.2	7.43 / 8.6	7.46 / 8.9	6.76 / 11.2
Village Office	7.02 / 12.3	7.39 / 9.2	7.44 / 9.7	
Plateau	7.14 / 12.4	7.38 / 9.3	7.44 / 8.7	6.69 / 11.4
Treatment Plant	6.93 / 15.6	7.32 / 14.2	7.39 / 12.1	6.74 / 12.2
Health Centre	7.10 / 12.2	7.38 / 10.3	7.37 / 9.3	

## APPENDIX IV

**Village of Pemberton Water Sampling Program**

Location	Date	CL2	PH	Alkalinity	Notes
Health Centre	6/5/2017	0.30	6.2	26	
Village Office	6/5/2017	0.25	6.2	19	No pH adjustment
Collins	6/5/2017	0.43	6.2	18	was carried out
Plateau	6/5/2017	0.35	6.2	24	during this week
Urdal	6/5/2017	0.37	6.2	13	
Oak	6/5/2017	0.41	6.2	19	
Farm	6/5/2017	0.40	6.2	13	
meadows	6/5/2017	0.39	6.1	7	
		0.36	6.2	17.38	Weekly Average
Health Centre	6/12/2017	0.36	6.8	43	
Village Office	6/12/2017	0.31	6.8	50	
Collins	6/12/2017	0.39	6.8	48	
Plateau	6/12/2017	0.37	6.9	41	
Urdal	6/12/2017	0.38	6.9	50	
Oak	6/12/2017	0.38	6.7	38	
Farm	6/12/2017	0.32	6.8	42	
meadows	6/12/2017	0.37	6.9	25	
		0.36	6.8	42.13	Weekly Average
Health Centre	6/19/2017	0.26	7.0	41	
Village Office	6/19/2017	0.32	7.0	75	
Collins	6/19/2017	0.40	7.0	56	
Plateau	6/19/2017	0.32	7.0	60	
Urdal	6/19/2017	0.36	7.0	59	
Oak	6/19/2017	0.34	7.1	55	
Farm	6/19/2017	0.36	7.1	41	
meadows	6/19/2017	0.35	7.1	56	
		0.34	7.0	55.38	Weekly Average
Health Centre	6/26/2017	0.38	7.1	26	
Village Office	6/26/2017	0.28	7.1	24	
Collins	6/26/2017	0.30	7.7	46	
Plateau	6/26/2017	0.34	7.6	32	
Urdal	6/26/2017	0.36	7.3	25	
Oak	6/26/2017	0.31	7.7	46	
Farm	6/26/2017	0.36	7.4	38	
meadows	6/26/2017	0.35	7.2	36	
		0.34	7.4	34.13	Weekly Average
Health Centre	7/4/2017	0.52	6.5	33	
Village Office	7/4/2017	0.33	6.3	27	
Collins	7/4/2017	0.40	6.4	37	
Plateau	7/4/2017	0.35	6.3	32	
Urdal	7/4/2017	0.37	6.5	46	

Collins	8/8/2017	0.36	6.5	35	
Plateau	8/8/2017	0.31	6.5	46	
Urdal	8/8/2017	0.32	6.3	44	
Oak	8/8/2017	0.35	6.3	36	
Farm	8/8/2017	0.32	6.4	34	
meadows	8/8/2017	0.33	6.4	44	
		0.31	6.4	39	Weekly Average
Health Centre	8/15/2017	0.23	6.6	31	
Village Office	8/15/2017	0.20	6.7	20	
Collins	8/15/2017	0.33	6.7	24	
Plateau	8/15/2017	0.23	6.5	30	
Urdal	8/15/2017	0.26	6.6	23	
Oak	8/15/2017	0.33	6.6	22	
Farm	8/15/2017	0.29	6.6	23	
meadows	8/15/2017	0.28	6.6	18	
		0.27	6.6	24	Weekly Average
Health Centre	8/21/2017	0.27	6.6	24	
Village Office	8/21/2017	0.19	6.6	30	
Collins	8/21/2017	0.35	6.6	29	
Plateau	8/21/2017	0.26	6.6	29	
Urdal	8/21/2017	0.33	6.7	33	
Oak	8/21/2017	0.33	6.6	22	
Farm	8/21/2017	0.32	6.7	29	
meadows	8/21/2017	0.31	6.7	27	
		0.30	6.6	28	Weekly Average
Health Centre	8/28/2017	0.28	6.4	23	
Village Office	8/28/2017	0.23	6.6	26	
Collins	8/28/2017	0.38	6.4	26	
Plateau	8/28/2017	0.30	6.6	31	
Urdal	8/28/2017	0.30	6.4	28	
Oak	8/28/2017	0.32	6.4	25	
Farm	8/28/2017	0.30	6.4	25	
meadows	8/28/2017	0.30	6.4	29	
		0.30	6.4	27	Weekly Average
Health Centre	9/5/2017	0.28	6.6	28	
Village Office	9/5/2017	0.23	6.5	24	
Collins	9/5/2017	0.38	6.5	30	
Plateau	9/5/2017	0.30	6.4	38	
Urdal	9/5/2017	0.30	6.6	24	
Oak	9/5/2017	0.32	6.6	43	
Farm	9/5/2017	0.30	6.6	26	
meadows	9/5/2017	0.30	6.5	27	
		0.30	6.5	30	Weekly Average

Farm	10/16/2017	0.26	6.4	48	
meadows	10/16/2017	0.25	6.3	53	
		0.27	6.4	52.75	Weekly Average
Health Centre	10/23/2017	0.27	7.0	54	
Village Office	10/23/2017	0.20	6.9	59	
Collins	10/23/2017	0.32	7.0	55	
Plateau	10/23/2017	0.26	7.0	55	Target set point established
Urdal	10/23/2017	0.26	6.7	56	
Oak	10/23/2017	0.29	6.9	58	
Farm	10/23/2017	0.23	7.0	59	
meadows	10/23/2017	0.27	6.7	58	
		0.26	6.9	57	
Health Centre	6/11/2017	0.28	7.4	61	
Village Office	6/11/2017	0.21	7.4	61	
Collins	6/11/2017				frozen
Plateau	6/11/2017	0.28	7.7	50	
Urdal	6/11/2017				frozen
Oak	6/11/2017	0.27	7.6	58	
Farm	6/11/2017				frozen
meadows	6/11/2017				frozen
		0.26	7.5	58	
Health Centre	14/11/2017	0.33	7.0	50	
Village Office	14/11/2017	0.30	7.0	60	
Collins	14/11/2017	0.35	7.0	57	
Plateau	14/11/2017	0.33	7.0	54	
Urdal	14/11/2017	0.31	7.0	53	
Oak	14/11/2017	0.34	7.0	53	
Farm	14/11/2017	0.31	7.0	57	
meadows	14/11/2017	0.29	7.0	50	
		0.32	7.0	54	
Health Centre	21/11/2017	0.25	7.3	62	
Village Office	21/11/2017	0.20	7.3	74	
Collins	21/11/2017	0.28	7.3	59	
Plateau	21/11/2017	0.30	7.3	52	
Urdal	21/11/2017	0.19	7.3	68	
Oak	21/11/2017	0.27	7.3	62	
Farm	21/11/2017	0.23	7.3	59	
meadows	21/11/2017	0.28	7.3	57	
		0.25	7.3	62	
Health Centre	28/11/2017	0.23	7.4	71	
Village Office	28/11/2017	0.22	7.3	58	
Collins	28/11/2017	0.34	7.3	49	

# APPENDIX V

## Sample Range Report

Vancouver Coastal Health

**Facility Name:** Village of Pemberton  
**Date Range:** Jan 1 2017 to Dec 31 2017  
**Operator:** Jeff Westlake  
P.O. Box 100  
Pemberton, BC V0N 2L0

Sampling Site	Date Collected	Total Coliform	E. Coli	Fecal Coliform
<u>1403 Portage Road -</u>				
<u>audit site - PHN</u>				
<u>office tap,</u>				
<u>Pemberton Health</u>				
<u>Centre</u>				
	14/02/2017	L1	L1	
	20/02/2017	L1	L1	
	27/02/2017	L1	L1	
	20/03/2017	L1	L1	
	28/03/2017	L1	L1	
	24/04/2017	L1	L1	
	08/05/2017	L1	L1	
	18/07/2017	L1	L1	
	25/07/2017	L1	L1	
	01/08/2017	L1	L1	
	08/08/2017	L1	L1	
	15/08/2017	L1	L1	
	20/09/2017	L1	L1	
	06/11/2017	L1	L1	
	21/11/2017	L1	L1	
	28/11/2017	<u>L1</u>	<u>L1</u>	
	<b>Total Positive :</b>	<b>0</b>	<b>0</b>	
<u>Reservoir South,</u>				
<u>Pemberton</u>				
	12/04/2017	<u>L1</u>	<u>L1</u>	
	<b>Total Positive :</b>	<b>0</b>	<b>0</b>	
<u>Treatment</u>				
<u>Plant/Airport Rd.,</u>				
<u>Pemberton</u>				
	04/01/2017	L1	L1	
	10/01/2017	L1	L1	
	16/01/2017	L1	L1	
	23/01/2017	L1	L1	
	31/01/2017	L1	L1	
	08/02/2017	L1	L1	
	14/02/2017	L1	L1	
	20/02/2017	L1	L1	

27/02/2017	L1	L1
06/03/2017	L1	L1
13/03/2017	L1	L1
20/03/2017	L1	L1
28/03/2017	L1	L1
03/04/2017	L1	L1
12/04/2017	L1	L1
18/04/2017	L1	L1
01/05/2017	L1	L1
08/05/2017	L1	L1
15/05/2017	L1	L1
23/05/2017	L1	L1
30/05/2017	L1	L1
05/06/2017	L1	L1
12/06/2017	L1	L1
19/06/2017	L1	L1
26/06/2017	L1	L1
10/07/2017	L1	L1
18/07/2017	L1	L1
25/07/2017	L1	L1
01/08/2017	L1	L1
08/08/2017	L1	L1
15/08/2017	L1	L1
21/08/2017	L1	L1
28/08/2017	L1	L1
05/09/2017	L1	L1
11/09/2017	L1	L1
20/09/2017	L1	L1
25/09/2017	L1	L1
02/10/2017	L1	L1
11/10/2017	L1	L1
16/10/2017	L1	L1
23/10/2017	L1	L1
31/10/2017	L1	L1
06/11/2017	L1	L1
14/11/2017	L1	L1
21/11/2017	L1	L1
28/11/2017	L1	L1
05/12/2017	L1	L1
11/12/2017	L1	L1
18/12/2017	<u>L1</u>	<u>L1</u>
<b>Total Positive :</b>	<b>0</b>	<b>0</b>

Reservoir North.  
Pemberton

24/04/2017	<u>L1</u>	<u>L1</u>
<b>Total Positive :</b>	<b>0</b>	<b>0</b>

Oak Street At High  
School, Pemberton

04/01/2017	L1	L1
10/01/2017	L1	L1
16/01/2017	L1	L1

23/01/2017	L1	L1
31/01/2017	L1	L1
08/02/2017	L1	L1
14/02/2017	L1	L1
20/02/2017	L1	L1
27/02/2017	L1	L1
06/03/2017	L1	L1
13/03/2017	L1	L1
20/03/2017	L1	L1
28/03/2017	L1	L1
03/04/2017	L1	L1
12/04/2017	L1	L1
18/04/2017	L1	L1
24/04/2017	L1	L1
01/05/2017	L1	L1
08/05/2017	L1	L1
15/05/2017	L1	L1
23/05/2017	L1	L1
30/05/2017	L1	L1
05/06/2017	L1	L1
12/06/2017	L1	L1
19/06/2017	L1	L1
26/06/2017	L1	L1
10/07/2017	L1	L1
18/07/2017	L1	L1
25/07/2017	L1	L1
01/08/2017	L1	L1
08/08/2017	L1	L1
15/08/2017	L1	L1
21/08/2017	L1	L1
28/08/2017	L1	L1
05/09/2017	L1	L1
11/09/2017	L1	L1
20/09/2017	L1	L1
25/09/2017	L1	L1
16/10/2017	L1	L1
23/10/2017	L1	L1
31/10/2017	L1	L1
06/11/2017	L1	L1
14/11/2017	L1	L1
21/11/2017	L1	L1
28/11/2017	L1	L1
05/12/2017	L1	L1
11/12/2017	L1	L1
18/12/2017	<u>L1</u>	<u>L1</u>
<b>Total Positive :</b>	<b>0</b>	<b>0</b>

Pemberton Plateau.  
Pemberton

04/01/2017	L1	L1
10/01/2017	L1	L1
16/01/2017	L1	L1
23/01/2017	L1	L1
31/01/2017	L1	L1



08/02/2017	L1	L1
14/02/2017	L1	L1
20/02/2017	L1	L1
27/02/2017	L1	L1
06/03/2017	L1	L1
13/03/2017	L1	L1
20/03/2017	L1	L1
28/03/2017	L1	L1
03/04/2017	L1	L1
12/04/2017	L1	L1
18/04/2017	L1	L1
24/04/2017	L1	L1
01/05/2017	L1	L1
08/05/2017	L1	L1
15/05/2017	L1	L1
23/05/2017	L1	L1
30/05/2017	L1	L1
05/06/2017	L1	L1
12/06/2017	L1	L1
19/06/2017	L1	L1
26/06/2017	L1	L1
10/07/2017	L1	L1
18/07/2017	L1	L1
25/07/2017	L1	L1
01/08/2017	L1	L1
08/08/2017	L1	L1
15/08/2017	L1	L1
21/08/2017	L1	L1
28/08/2017	L1	L1
05/09/2017	L1	L1
11/09/2017	L1	L1
20/09/2017	L1	L1
25/09/2017	L1	L1
16/10/2017	L1	L1
23/10/2017	L1	L1
31/10/2017	L1	L1
06/11/2017	L1	L1
14/11/2017	L1	L1
21/11/2017	L1	L1
28/11/2017	L1	L1
05/12/2017	L1	L1
11/12/2017	L1	L1
18/12/2017	<u>L1</u>	<u>L1</u>
<b>Total Positive :</b>	<b>0</b>	<b>0</b>

Ad hoc /  
miscellaneous site,  
Pemberton

01/08/2017	L1	L1
02/10/2017	<u>L1</u>	<u>L1</u>
<b>Total Positive :</b>	<b>0</b>	<b>0</b>

Pemberton Health

Center, 1403  
Portage Road,  
Pemberton, B.C.

04/01/2017	L1	L1
10/01/2017	L1	L1
16/01/2017	L1	L1
23/01/2017	L1	L1
31/01/2017	L1	L1
08/02/2017	L1	L1
06/03/2017	L1	L1
13/03/2017	L1	L1
03/04/2017	L1	L1
12/04/2017	L1	L1
18/04/2017	L1	L1
01/05/2017	L1	L1
15/05/2017	L1	L1
23/05/2017	L1	L1
30/05/2017	L1	L1
05/06/2017	L1	L1
12/06/2017	L1	L1
19/06/2017	L1	L1
26/06/2017	L1	L1
10/07/2017	L1	L1
21/08/2017	L1	L1
28/08/2017	L1	L1
05/09/2017	L1	L1
11/09/2017	L1	L1
25/09/2017	L1	L1
02/10/2017	L1	L1
11/10/2017	L1	L1
16/10/2017	L1	L1
23/10/2017	L1	L1
31/10/2017	L1	L1
14/11/2017	L1	L1
05/12/2017	L1	L1
11/12/2017	L1	L1
18/12/2017	<u>L1</u>	<u>L1</u>
<b>Total Positive :</b>	<b>0</b>	<b>0</b>

Village Office, 7410  
Prospect

04/01/2017	L1	L1
10/01/2017	L1	L1
16/01/2017	L1	L1
23/01/2017	L1	L1
31/01/2017	L1	L1
08/02/2017	L1	L1
14/02/2017	L1	L1
20/02/2017	L1	L1
27/02/2017	L1	L1
06/03/2017	L1	L1
13/03/2017	L1	L1
20/03/2017	L1	L1
28/03/2017	L1	L1

03/04/2017	L1	L1
12/04/2017	L1	L1
18/04/2017	L1	L1
24/04/2017	L1	L1
01/05/2017	L1	L1
08/05/2017	L1	L1
15/05/2017	L1	L1
23/05/2017	L1	L1
30/05/2017	L1	L1
05/06/2017	L1	L1
12/06/2017	L1	L1
19/06/2017	L1	L1
26/06/2017	L1	L1
10/07/2017	L1	L1
18/07/2017	L1	L1
25/07/2017	L1	L1
01/08/2017	L1	L1
08/08/2017	L1	L1
15/08/2017	L1	L1
21/08/2017	L1	L1
28/08/2017	L1	L1
05/09/2017	L1	L1
11/09/2017	L1	L1
25/09/2017	L1	L1
02/10/2017	L1	L1
11/10/2017	L1	L1
16/10/2017	L1	L1
23/10/2017	L1	L1
31/10/2017	L1	L1
06/11/2017	L1	L1
14/11/2017	L1	L1
21/11/2017	L1	L1
28/11/2017	L1	L1
06/12/2017	L1	L1
11/12/2017	L1	L1
18/12/2017	<u>L1</u>	<u>L1</u>
<b>Total Positive :</b>	<b>0</b>	<b>0</b>

Result Values:	E - estimated	L - less than	G - greater than
Samples that contain total coliform:	0		0.00% of total
Samples that contain e. coli:	0		0.00% of total
Samples that contain fecal coliform:	0		0.00% of total
Number of consecutive samples that contain total coliform:	0		
Number of samples that contain total coliform in last 30 days:	0/0		
Total number of samples:	248		

**Comments:**

Environmental Health Officer

Jul 24 2018

FOR FURTHER INFORMATION PLEASE CALL: Cindy Watson (604) 892-2293

## Sample Range Report

Vancouver Coastal Health

**Facility Name:** Pemberton North Water System

**Date Range:** Jan 1 2017 to Dec 31 2017

**Operator** Utilities Department-SLRD  
P.O. Box 219  
Pemberton, BC V0N 2L0

Sampling Site	Date Collected	Total Coliform	E. Coli	Fecal Coliform
<u>1428 Pemberton</u>				
<u>Farm Road,</u>				
<u>Adjacent to 1428</u>				
<u>Pemberton Farm</u>				
<u>Road</u>				
	20/02/2017	L1	L1	
	06/03/2017	L1	L1	
	13/03/2017	L1	L1	
	21/03/2017	L1	L1	
	28/03/2017	L1	L1	
	03/04/2017	L1	L1	
	12/04/2017	L1	L1	
	18/04/2017	L1	L1	
	24/04/2017	L1	L1	
	01/05/2017	L1	L1	
	08/05/2017	L1	L1	
	15/05/2017	L1	L1	
	23/05/2017	L1	L1	
	30/05/2017	L1	L1	
	05/06/2017	L1	L1	
	12/06/2017	L1	L1	
	19/06/2017	L1	L1	
	26/06/2017	L1	L1	
	10/07/2017	L1	L1	
	18/07/2017	L1	L1	
	25/07/2017	L1	L1	
	01/08/2017	L1	L1	
	08/08/2017	L1	L1	
	15/08/2017	L1	L1	
	21/08/2017	L1	L1	
	28/08/2017	L1	L1	
	05/09/2017	L1	L1	
	11/09/2017	L1	L1	
	20/09/2017	L1	L1	
	25/09/2017	L1	L1	
	02/10/2017	L1	L1	
	11/10/2017	L1	L1	
	16/10/2017	L1	L1	
	23/10/2017	L1	L1	
	31/10/2017	L1	L1	
	14/11/2017	L1	L1	

21/11/2017	L1	L1
28/11/2017	L1	L1
18/12/2017	<u>L1</u>	<u>L1</u>
<b>Total Positive :</b>	<b>0</b>	<b>0</b>

7493 Urdal Road,  
Adjacent to 7493  
Urdal Road

13/03/2017	L1	L1
21/03/2017	L1	L1
28/03/2017	L1	L1
18/04/2017	L1	L1
24/04/2017	L1	L1
01/05/2017	L1	L1
08/05/2017	L1	L1
15/05/2017	L1	L1
23/05/2017	L1	L1
30/05/2017	L1	L1
05/06/2017	L1	L1
12/06/2017	L1	L1
19/06/2017	L1	L1
26/06/2017	L1	L1
10/07/2017	L1	L1
18/07/2017	L1	L1
25/07/2017	L1	L1
01/08/2017	L1	L1
08/08/2017	L1	L1
15/08/2017	L1	L1
21/08/2017	L1	L1
28/08/2017	L1	L1
05/09/2017	L1	L1
11/09/2017	L1	L1
20/09/2017	L1	L1
25/09/2017	L1	L1
02/10/2017	L1	L1
16/10/2017	L1	L1
23/10/2017	L1	L1
14/11/2017	L1	L1
21/11/2017	L1	L1
28/11/2017	L1	L1
18/12/2017	<u>L1</u>	<u>L1</u>
<b>Total Positive :</b>	<b>0</b>	<b>0</b>

7620 Pemberton  
Meadows Rd,  
Opposite 7620  
Pemberton  
Meadows Rd

20/02/2017	L1	L1
13/03/2017	L1	L1
21/03/2017	L1	L1
28/03/2017	L1	L1
03/04/2017	L1	L1

12/04/2017	L1	L1
18/04/2017	L1	L1
24/04/2017	L1	L1
01/05/2017	L1	L1
08/05/2017	L1	L1
15/05/2017	L1	L1
23/05/2017	L1	L1
30/05/2017	L1	L1
05/06/2017	L1	L1
12/06/2017	L1	L1
19/06/2017	L1	L1
26/06/2017	L1	L1
10/07/2017	L1	L1
18/07/2017	L1	L1
25/07/2017	L1	L1
01/08/2017	L1	L1
08/08/2017	L1	L1
15/08/2017	L1	L1
21/08/2017	L1	L1
28/08/2017	L1	L1
05/09/2017	L1	L1
11/09/2017	L1	L1
20/09/2017	L1	L1
25/09/2017	L1	L1
02/10/2017	L1	L1
16/10/2017	L1	L1
23/10/2017	L1	L1
31/10/2017	L1	L1
14/11/2017	L1	L1
21/11/2017	L1	L1
28/11/2017	L1	L1
18/12/2017	<u>L1</u>	<u>L1</u>
<b>Total Positive :</b>	<b>0</b>	<b>0</b>

400-m South of  
Collins Road, 400-m  
South of Collins  
Road

20/02/2017	L1	L1
06/03/2017	L1	L1
13/03/2017	L1	L1
21/03/2017	L1	L1
28/03/2017	L1	L1
03/04/2017	L1	L1
12/04/2017	L1	L1
18/04/2017	L1	L1
24/04/2017	L1	L1
01/05/2017	L1	L1
08/05/2017	L1	L1
15/05/2017	L1	L1
23/05/2017	L1	L1
30/05/2017	L1	L1
05/06/2017	L1	L1
12/06/2017	L1	L1

19/06/2017	L1	L1
26/06/2017	L1	L1
10/07/2017	L1	L1
18/07/2017	L1	L1
25/07/2017	L1	L1
01/08/2017	L1	L1
08/08/2017	L1	L1
15/08/2017	L1	L1
21/08/2017	L1	L1
28/08/2017	L1	L1
05/09/2017	L1	L1
11/09/2017	L1	L1
20/09/2017	L1	L1
25/09/2017	L1	L1
02/10/2017	L1	L1
16/10/2017	L1	L1
23/10/2017	L1	L1
14/11/2017	L1	L1
21/11/2017	L1	L1
28/11/2017	L1	L1
18/12/2017	<u>L1</u>	<u>L1</u>
<b>Total Positive :</b>	<b>0</b>	<b>0</b>

**Result Values:**                      **E - estimated**                      **L - less than**                      **G - greater than**

Samples that contain total coliform:	0	0.00% of total
Samples that contain e. coli:	0	0.00% of total
Samples that contain fecal coliform:	0	0.00% of total
Number of consecutive samples that contain total coliform:	0	
Number of samples that contain total coliform in last 30 days:	0/0	
Total number of samples:	146	

**Comments:**

\_\_\_\_\_  
Environmental Health Officer  
Jul 20 2018

FOR FURTHER INFORMATION PLEASE CALL: Cindy Watson (604) 892-2293



## Sample Range Report

Vancouver Coastal Health

**Facility Name:** Pemberton Industrial Park Water System

**Date Range:** Jan 1 2017 to Dec 31 2017

**Operator** Jeff Westlake  
Attn: Jeff Westlake Box 100  
Pemberton, BC V0N 2L0

Sampling Site	Date Collected	Total Coliform	E. Coli	Fecal Coliform
<u>Yard Hydrant,</u> <u>Pemberton Industrial</u> <u>Park</u>	04/01/2017	L1	L1	
	10/01/2017	L1	L1	
	16/01/2017	L1	L1	
	23/01/2017	L1	L1	
	31/01/2017	L1	L1	
	08/02/2017	L1	L1	
	14/02/2017	L1	L1	
	20/02/2017	L1	L1	
	27/02/2017	L1	L1	
	06/03/2017	L1	L1	
	13/03/2017	L1	L1	
	20/03/2017	L1	L1	
	28/03/2017	L1	L1	
	03/04/2017	L1	L1	
	12/04/2017	L1	L1	
	18/04/2017	L1	L1	
	01/05/2017	L1	L1	
	23/05/2017	L1	L1	
	30/05/2017	L1	L1	
	05/06/2017	L1	L1	
	12/06/2017	L1	L1	
	19/06/2017	L1	L1	
	26/06/2017	L1	L1	
	18/07/2017	L1	L1	
	21/08/2017	L1	L1	
	28/08/2017	L1	L1	
	05/09/2017	L1	L1	
	20/09/2017	L1	L1	
	25/09/2017	L1	L1	
	02/10/2017	L1	L1	
	16/10/2017	L1	L1	
	23/10/2017	L1	L1	
	31/10/2017	L1	L1	
	06/11/2017	L1	L1	
14/11/2017	L1	L1		
21/11/2017	L1	L1		
28/11/2017	L1	L1		

05/12/2017	L1	L1
18/12/2017	<u>L1</u>	<u>L1</u>
<b>Total Positive :</b>	<b>0</b>	<b>0</b>

Sample Station at  
Meter Chamber,  
Pemberton Industrial  
Park

24/04/2017	L1	L1
08/05/2017	L1	L1
15/05/2017	L1	L1
10/07/2017	L1	L1
26/07/2017	L1	L1
01/08/2017	L1	L1
08/08/2017	L1	L1
15/08/2017	L1	L1
11/09/2017	L1	L1
11/12/2017	<u>L1</u>	<u>L1</u>
<b>Total Positive :</b>	<b>0</b>	<b>0</b>

**Result Values:**                      **E - estimated**                      **L - less than**                      **G - greater than**

Samples that contain total coliform:	0	0.00% of total
Samples that contain e. coli:	0	0.00% of total
Samples that contain fecal coliform:	0	0.00% of total
Number of consecutive samples that contain total coliform:	0	
Number of samples that contain total coliform in last 30 days:	0/0	
Total number of samples:	49	

**Comments:**

\_\_\_\_\_  
Environmental Health Officer  
Jul 20 2018

FOR FURTHER INFORMATION PLEASE CALL: Cindy Watson (604) 892-2293

**Date:** September 4, 2018  
**To:** Nikki Gilmore, Chief Administrative Officer  
**From:** Sheena Fraser, Manager of Corporate & Legislative Services  
**Subject:** Village of Pemberton Public Nuisance Abatement Bylaw No. 838, 2018

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### **PURPOSE**

The purpose of this report is to introduce the Village of Pemberton Public Nuisance Abatement Bylaw No. 838, 2018 for consideration of First, Second and Third Readings.

### **BACKGROUND**

The Village of Pemberton strives to promote a safe, comfortable and inviting community for all citizens, business owners and visitors. However, from time to time people behave inappropriately in Village parks, public spaces and roadways. The intent of a nuisance bylaw is to deter people from causing disturbances. Currently, the RCMP addresses unwanted behaviour through criminal charges. Implementing a nuisance bylaw would allow both Village Staff and the RCMP to address unwanted activity through bylaw ticketing, which is generally timelier, less onerous and more cost-effective than laying criminal charges.

In 2013, a draft Nuisance Bylaw was prepared for consideration but discussion and review of the Bylaw was deferred until the Community Alcohol Policy (CAP) Guidelines were approved. The CAP Guidelines were approved by Council in October 2014, and the development of a Nuisance Bylaw was again placed on the work plan.

In March 2016, an updated and newly named draft Public Nuisance Abatement Bylaw was presented to the Committee of the Whole for consideration; however, discussion was deferred to a future meeting. This matter remained as an outstanding item for consideration until November, 2017 at which time the Committee recommended to Council that this initiative be brought forward and incorporated into the 2018 work plan. At the Regular Meeting No. 1459, held Tuesday, November 7, 2017, the following resolution was passed:

*Moved/Seconded*

***THAT*** Staff incorporate review of the draft Nuisance Bylaw into the 2018 work plan and communicate with Lil'wat Nation in this regard.

**CARRIED**

At the same time, Staff learned that Lil'wat Nation was considering the establishment of a similar Bylaw entitled *Lil'wat Nation Disorderly Conduct and Nuisances Bylaw*. Village and Lil'wat Staff have reviewed both proposed bylaws to with respect to establishing alignment between the proposed bylaws being considered by both communities. In this regard, Staff are satisfied that the proposed bylaws support and meet the needs of each community, which are

recognized to be slightly different in some areas such as the legislated powers. In June, Staff were advised that the proposed *Lil'wat Nation Disorderly Conduct and Nuisances Bylaw* was brought forward to Lil'wat Council for consideration but due to resource limitations related to enforcement this Bylaw was held in abeyance.

At the Regular Council meeting No. 1479, held Tuesday, July 24, 2018, Council received a Staff report updating the listing of outstanding resolutions for action. In this regard, Staff provided an update on the status of the draft Public Nuisance Abatement Bylaw and the following resolution was passed:

*Moved/Seconded*

***THAT*** the proposed Nuisance Bylaw be brought forward for consideration at an upcoming meeting.

**CARRIED**

As a result of this direction, Staff has prepared Village of Pemberton Public Nuisance Abatement Bylaw No. 838, 2018 for Council's consideration.

### **DISCUSSION & COMMENTS**

Over the years, the Village has fielded resident concerns or complaints respecting behavior that includes littering, disposal of household garbage in public garbage bins, public intoxication, loitering, vandalism (graffiti and damage to public and private property) and other inappropriate behavior (such as urination and defecation) in public spaces. In particular, these public disturbances will often occur on weekends at the end of the evening and during special events held within the Village or in neighbouring communities.

As well, the significant increase in the volume of tourists and visitors to the Village over the past 3 – 5 years has resulted in an increase in overnight camping in unauthorized areas (One Mile Lake, Pemberton Community Centre parking lot and other areas within the Village) and use of the Pemberton Water Park, One Mile Lake Beach and Pemberton Creek for bathing and showering as well as other inappropriate activities some of which are noted above. The nuisance caused by these activities results in residents feeling unsafe and uncomfortable visiting Village parks and facilities.

The proposed bylaw has been referred to the RCMP for review as discussion has taken place in the past respecting the need for a bylaw that would address these issues. In this regard, the RCMP has indicated that the bylaw as proposed would be a useful tool to have available when dealing with these types of disturbances.

The establishment of a Nuisance Bylaw will provide the Bylaw Enforcement Officer and the RCMP with options and the tools to deal with people who are behaving poorly in public, but not so egregiously as to warrant being arrested and charged. Warnings and issuance of a ticket may achieve compliance without the need for further punitive action.

### **COMMUNICATIONS**

As with any bylaw enforcement, the Village's approach is to seek compliance through education and information. As such, the Bylaw Enforcement Officer will use discretion, depending on the

situation, with respect to issuing a warning with an aim to raise awareness of the bylaw requirements rather than issue a ticket if possible. In addition, bylaw information will be provided on the Website, in the ENEWS and via posting on the Village's Facebook Page and Blog.

### **LEGAL CONSIDERATIONS**

In accordance with Section 8 (3) (h) of the *Community Charter*, the Village may, by bylaw, regulate, prohibit and impose requirements in relation to the protection and enhancement of the well-being of the community in relation to nuisances or other objectionable situations as set out in Section 64 of the *Community Charter*. The proposed Public Nuisance Abatement Bylaw has undergone legal review the feedback has been incorporated.

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

A Public Nuisance Abatement Bylaw will provide the Bylaw Enforcement Officer with additional tools for dealing with problem behavior, which may lead to a decrease in public nuisance and a reduction in the time required to collaborate with the RCMP to address these issues.

### **INTERDEPARTMENTAL IMPACT & APPROVAL**

Bylaw enforcement is incorporated into the daily routine of the Corporate & Legislative Services department and enforcing a Public Nuisance Abatement Bylaw can be accommodated and facilitated as set out in the Bylaw Enforcement Policy.

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

The Public Nuisance Abatement Bylaw is enforceable only within the Village of Pemberton boundaries and therefore the establishment of the Bylaw would not impact other jurisdictions. To the best of Staff's ability, proposed Bylaw No. 838, 2018 is in alignment with the *Lil'wat Nation Disorderly Conduct and Nuisances Bylaw* which has been placed in abeyance for the time being. Upon adoption of the Bylaw it will be shared neighbouring jurisdictions for their information.

### **ALTERNATIVE OPTIONS**

There are no alternative options being presented at this time.

### **POTENTIAL GOVERNANCE CONSIDERATIONS**

This initiative supports the Village's 2017 Strategic Priorities, particularly the Priority of Social Responsibility:

*The Village strives to create a strong and vibrant community recognizing the importance and benefits of both healthy and engaged citizens as well as an accessible and well managed natural environment.*

**RECOMMENDATIONS**

**THAT** Council consider First, Second and Third Reading of the Village of Pemberton Public Nuisance Abatement Bylaw No. 838, 2018.

**Attachments:**

Appendix A: Village of Pemberton Public Nuisance Abatement Bylaw No. 838, 2018

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

# APPENDIX A

## VILLAGE OF PEMBERTON

### BYLAW NO. 838, 2018

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#### A BYLAW TO PREVENT AND PROHIBIT NUISANCES AND DISTURBANCES

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**WHEREAS** in accordance with the *Community Charter*, Council may, by bylaw, regulate, prohibit and impose requirements in relation to the protection and enhancement of the well-being of the community in relation to nuisances or other objectionable situations as set out in the *Community Charter*.

**AND WHEREAS** the Village of Pemberton wishes to promote a safe, comfortable and inviting community for all of its citizens, businesses and visitors;

**AND WHEREAS** the small minority of persons that create nuisances and disturbances and that, in general, engages in uncivil behaviour threatens the quality of life desired by the population as a whole; and

**AND WHEREAS** it is in the public interest for the Village of Pemberton to take the necessary measures to eliminate nuisances, disturbances and occurrences of uncivil behaviour; and

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

1. **CITATION**

This Bylaw shall be cited as the Village of Pemberton "Public Nuisance Abatement Bylaw No 838, 2018."

2. **DEFINITIONS**

In this Bylaw:

**Bylaw Enforcement Officer** means a person appointed to the position of Bylaw Enforcement Officer.

**Graffiti** includes any unauthorized inscription, drawing, writing, pictorial representation, message or slogan made on any surface by means of paint, chalk, ink or other substances, or by chisel, hammer, stone or other device.

**Highway** includes every *highway* within the Village of Pemberton and within the meaning of the *Highway Act*, and every road, street, lane, alley and right-of-way designed or intended for or used by the general public for the passage of

vehicles, and every place or passage way to which the public, for the purpose of parking or servicing of vehicles, has access or is invited; and every place or passage way owned or operated by the Village of Pemberton for the purpose of providing off-street parking.

**Municipality** means the Village of Pemberton.

**Person** means a natural person.

**Public Nuisance** means an unreasonable interference with the comfort, convenience or safety of the public in relation to their use of a *public place*.

**Public place** includes every sidewalk, park, courtyard, square, walkway, parkade and any other area open to public use.

**RCMP Member** means a member appointed by the Governor in Council pursuant to section 5 or paragraph 6(3) (a) of the *Royal Canadian Mounted Police Act*.

**Solicit** means to communicate, in person, using the spoken, written or printed word, a gesture or another means, for the purpose of receiving money or another thing of value, regardless of whether consideration is offered or provided in return.

### 3. **GENERAL PROHIBITIONS**

- 3.1 No person shall do anything that does, or tends to, cause a *nuisance*, on a *highway* or in a *public place*, including consume liquor in any *public place* except in compliance with a licence issued under the *Liquor Control and Licensing Act*, or camp in unauthorized areas, or use profane, obscene, abusive or grossly insulting language, gestures or displays.
- 3.2 No person shall impede or obstruct persons or vehicular traffic on a *highway* or *public place*, except as permitted by law.
- 3.3 No person shall deposit, throw or leave bottles, broken glass, litter or other rubbish on any *highway* or in a *public place*.
- 3.4 No person shall place graffiti on walls, fences or other surfaces in or visible from a *highway* or *public place*.
- 3.5 No person shall urinate or defecate on a *highway* or in a *public place* except in a facility so designated for such a purpose.
- 3.6 No person shall deface, cut, remove, destroy or damage a tree, shrub, structure, building or other thing or any real or personal property in a



*public place*, or destroy, deface or damage a traffic control device located in a *public place* or *highway*.

- 3.7 No person shall *solicit* on a *highway* or in a *public place* in a manner that would cause a reasonable person to be concerned for the solicited person's safety or security.
- 3.8 No person shall use streams, lakes, rivers or a *public place* for personal cleansing or washing laundry or dishes.

#### **4. EXEMPTIONS**

Bylaw Enforcement Officers, Village of Pemberton employees and persons authorized by the Village of Pemberton who, in the course of their duties, impede or obstruct the free movement of persons or vehicular traffic on *highways* or in *public places*, are excluded from the prohibitions and penalties contained in the Bylaw.

#### **5. ENFORCEMENT**

This bylaw may be enforced by the Village Bylaw Enforcement Officers and RCMP members.

#### **6. OFFENCE AND PENALTY**

- 6.1 Every person who contravenes any provision of this bylaw, or who causes, permits, suffers or allows any act or thing to be done in contravention of this bylaw, or who fails to do any act or thing required by this bylaw, commits an offence against this bylaw and upon conviction of an offence, shall be liable to:
- a) shall be liable to a fine set out in the Village of Pemberton Municipal Ticket Utilization Bylaw as amended from time to time; or
  - b) if proceedings are brought under the *Offence Act*, pay a fine and/or penalty of not less than One Hundred Dollars (\$100) and not more than Ten Thousand Dollars (\$10,000), plus the costs of prosecution, and any other order imposed.
- 6.2 Each day that an offence against this bylaw continues amounts to a separate and distinct offence.

**7. SCHEDULES**

The following schedules are attached to and form part of this bylaw and are enforceable in the same manner as this bylaw:

Schedule "A" - Fines

**8. JURISDICTION**

This bylaw is applicable to and enforceable in the entire Municipality.

**9. SEVERABILITY**

If any section or subsection of this bylaw is found to be invalid by a court of competent jurisdiction, the section or subsection may be severed from the bylaw without affecting the validity of the remainder of the bylaw.

**READ A FIRST TIME** this 4<sup>th</sup> day of September, 2018.

**READ A SECOND TIME** this 4<sup>th</sup> day of September, 2018.

**READ A THIRD TIME** this 4<sup>th</sup> day of September, 2018.

**ADOPTED** this            day of            , 2018.

\_\_\_\_\_  
Mike Richman  
Mayor

\_\_\_\_\_  
Sheena Fraser  
Corporate Officer

## SCHEDULE A

Fines for tickets issued pursuant to this bylaw shall be as follows:

DESCRIPTION OF OFFENCE	SECTION #	AMOUNT OF FINE
Cause a nuisance, camp in unauthorized areas, or use profane, obscene, abusive or grossly insulting language, gestures or displays	3.1	\$150.00
Impede or obstruct a person or vehicle	3.2	\$150.00
Deposit or throw bottles, broken glass, litter or other rubbish	3.3	\$150.00
Place graffiti on walls, fences or other surfaces	3.5	\$250.00
Urinate or defecate on <i>highway</i> or in <i>public place</i>	3.6	\$150.00
Deface, damage or destroy property in <i>public place</i>	3.7	\$250.00
Solicitation	3.8	\$50.00
Use streams, lakes or rivers for personal cleansing or washing laundry or dishes	3.9	\$150.00

**Date:** September 4, 2018

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

**From:** Anne Burt, Bylaw Enforcement Officer &  
Gwendolyn Kennedy, Legislative Assistant

**Subject:** Animal Control Bylaw No. 839, 2018

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### **PURPOSE**

The purpose of this report is to introduce an updated Village of Pemberton Animal Control Bylaw No. 839, 2018, for the regulation of the keeping of dogs and backyard hens. The Bylaw is being presented for First, Second and Third Readings.

### **BACKGROUND**

On July 24, 2018 the Village of Pemberton's Zoning Bylaw No. 832 was passed which contains regulations related to the Keeping of Backyard Hens. In particular, the Zoning Bylaw regulates siting and construction of coops and outdoor enclosures, limits the number of hens in a flock and requires that the coop and outdoor enclosure be secured by electric fencing.

As a result of these new zoning regulations, there is a need for additional regulation to be established through the Animal Control Bylaw. This is required to ensure that backyard hen keeping is done in a manner that considers the safety, health and well-being of hens throughout their lifecycle while preventing backyard coops to become a nuisance issue in residential neighbourhoods.

It should be noted that a review of the current Animal Control Bylaw was on the work plan for the Corporate & Legislative Services Department. The aim of this review was to bring forward for Council's consideration an updated Bylaw that would incorporate updated definitions and address some minor administrative changes for the purpose of clarity.

As a result, of the adoption of the Zoning Bylaw, Staff have taken advantage of the need to update the Animal Control Bylaw, to complete an overall review and prepare a new Bylaw which incorporates regulations related to Backyard Hen Keeping that aligns with other jurisdictions. The updated Animal Control Bylaw No. 839, 2018 is attached as **Appendix A**.

### **DISCUSSION & COMMENTS**

The following amendments and additions have been made to the Animal Control Bylaw:

## **Definitions**

This section has been updated to include definitions related to Backyard Hen Keeping and some other definitions have been amended for clarity or to align with definitions established in other Village bylaws or legislation. In this regard, the definition of a “dangerous dog” is now defined in accordance with Section 49 of the *Community Charter*.

In the previous bylaw the definition of a ‘dangerous dog’ also included language related to an ‘aggressive dog’ and with the new definition of a ‘dangerous dog’ being applied this section has also been updated to include a new definition for an ‘aggressive dog’.

## **Control of Dogs**

### **Section 4 – Aggressive Dogs**

With the adjustment of the ‘dangerous dog’ definition and the addition of a definition related to ‘aggressive dogs’, a new subsection has been added to set out regulations related to ‘aggressive dogs’ and the process by which the Village will address the matter.

As such, section 4 establishes that the Bylaw Enforcement Officer may declare a dog as ‘aggressive’ under certain circumstances based on the behaviour of that dog. It also provides clarity and guidance to the Bylaw Enforcement Officer and dog owner as to the process that will be followed in the event that a dog is to be or may be declared as an ‘aggressive dog’. There is also a provision under section 4.5 (c) that provides an opportunity for the owner to request Council review of an aggressive dog designation in the event that resolve cannot be met between the Bylaw Enforcement Officer and the owner.

This is a new component of the Bylaw and one that Staff believes will assist in dealing with dogs that have exhibited aggressive behaviour that needs to be addressed. As always, the main focus with respect to enforcement is education and most importantly supporting a dog owner to put in place controls that will ensure the safety of the dog and others.

## **Backyard Hen Keeping**

As noted above, with the adoption of the Zoning Bylaw that now permits the keeping of backyard hens, the Animal Control Bylaw has been amended with the addition of this new section. Sections 9 through 14 includes regulations pertaining to backyard hen keeping with the objective of ensuring the health and well-being of backyard hens while averting nuisance complaints and more serious consequences such as the transmission of avian flu and conflicts with wildlife.

Section 7.6 of Zoning Bylaw No. 832, 2018 (excerpt provided as **Appendix B**) permits backyard hen keeping on residential lots larger than 600 m<sup>2</sup>. On lots that are 0.4 ha or greater, backyard hen keeping shall comply with regulations and conditions of use for Agriculture. For clarity, the regulations presented in this Bylaw do not apply to hen keeping in the Agriculture Zone (A-1) or the Rural Residential Zone (RR-1).

The Village is aware that the keeping of backyard hens is already happening within residential neighbourhoods in the Village. It has also been made aware that some flock owners have lost

backyard hens to bears and other predatory wildlife. Furthermore, the Village takes pride in ensuring that our practices align with those promoted by Bear Smart BC; thus, there is a focus on preventing harm to bears and other wildlife.

The Animal Control Bylaw, as presented, aligns with Village of Pemberton Zoning Bylaw No. 832, 2018 and is consistent with regulations adopted by the District of Squamish and other neighboring municipalities. Some regulations to note are the following:

- The Bylaw limits the number of backyard hens in a flock to five, with no roosters, and leaves provision for Council to limit the number of flocks in the Village or in a neighborhood.
- The requirement for electric fencing is necessary as it is the only effective means to prevent bears from preying on backyard hens;
- A Backyard Hen Keeping Permit is required to enable Staff to monitor flocks to ensure compliance with the regulations;
- Staff recommends a minimal non-refundable permit fee of \$25.00 to cover administrative costs;
- Regulations prohibiting backyard hens from roaming at large and calling for compliance with biosecurity measures of the Canadian Food Inspection Agency (CFIA) are intended to reduce the risk of avian flu spreading through backyard flocks to a negligible level.
- Regulations respecting the construction and maintenance of coops and outdoor enclosures have been included to prevent noise, odour and aesthetic complaints, minimize the risk of attracting rodents and ensure compliance with the Village's Zoning and Building Bylaw.

At this time, the Village is aware of four existing flocks. In this regard, upon adoption of the Bylaw, Staff will contact the owners of these flocks to advise of the new regulations and facilitate compliance with the new regulations as far as possible given some coops are already in place.

### **Schedules**

The following amendments have been made:

#### **Schedule A – Licence Fees**

##### **Dangerous Dog Licence Fee**

This fee has been reduced from \$500 to \$100. This is in alignment with neighbouring municipalities and the intent in reducing the licence fee is encourage owners of dogs with this designation to register with the Village.

##### **Backyard Hen Keeping Permit Fee:**

This is a new fee to cover the costs of administration respecting the process of a Backyard Hen Keeping Permit. The fee is set at \$25.00

### **Renewal Deadline**

As well, the renewal deadline for Dog Licences has been changed to January 31<sup>st</sup> rather than March 31<sup>st</sup> as set out in the current Animal Control Bylaw. This is in alignment with the Business Licence renewal deadline and to encourage residents to renew early in the year as the deadline of March 31<sup>st</sup> was not effective.

### **Schedule B – Fine Schedule**

This schedule has been amended to include fines relating to backyard hens and reformatted for ease of use.

### **Schedule C – List of Prohibited Animals**

This schedule was referred to as Schedule 2 in the previous bylaw and is a List of Prohibited Animals pursuant to Section 15 and 16 of the Bylaw and now is referred to as Schedule C.

## **COMMUNICATIONS**

Upon adoption of the Bylaw, Staff will inform residents of the updates and changes to the Animal Control Bylaw regulations through E-news, Facebook and the Village of Pemberton website. Specific to backyard hen keeping, correspondence will be sent directly to those owners known to have existing coops to advise of the new regulations with an aim to work with them to seek compliance.

## **LEGAL CONSIDERATIONS**

This bylaw has received legal review and as written is in alignment with the powers and authority established by the *Community Charter*.

## **IMPACT ON BUDGET & STAFFING**

The preparation of the Animal Control Bylaw No. 839, 2018 was included in the Corporate & Legislative Services Department 2018 work plan. There have been costs associated with the legal review of the Bylaw and those costs are accommodated in the budget.

Enforcement of the Animal Control Bylaw is a duty of the Bylaw Enforcement Officer and enforcement and education on the amendment regulations can be accommodated in the day to day operations of this position. With the addition of the backyard hen keeping provisions it is anticipated that there will be a slight impact on Staff time, however, this can be accommodated.

Other minor costs associated with the issuance of a Backyard Hen Keeping Permit are expected which is why it is recommended that a permit fee of \$25 be established to facilitate cost recovery of Staff time.

## **INTERDEPARTMENTAL IMPACT & APPROVAL**

There are no interdepartmental impacts to be considered at this time.

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

There are no impacts on other jurisdictions.

## **ALTERNATIVE OPTIONS**

**Option One (Recommended):** THAT Animal Control Bylaw No. 839, 2018, be given First, Second and Third Reading.

**Option Two:** THAT Animal Control Bylaw No. 839, 2018 be referred to Staff for further work.

## **POTENTIAL GOVERNANCE CONSIDERATIONS**

A review and update of the Village's Animal Control Bylaw meets with:

**Strategic Priority Four:** Social Responsibility through the encouragement and facilitation of activities that will encourage local food production and reduce waste.

## **RECOMMENDATIONS**

**THAT** Animal Control Bylaw No. 839, 2018 be given First, Second and Third Reading.

## **ATTACHMENTS:**

Appendix A: Animal Control Bylaw No. 839, 2018

Appendix B: Section 7.6, Village of Pemberton Zoning Bylaw No. 832, 2018.

Prepared by:	Gwendolyn Kennedy, Legislative Assistant and Anne Burt, Bylaw Enforcement Officer
Manager Approval:	Sheena Fraser, Manager of Corporate & Legislative Services
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer



**VILLAGE OF PEMBERTON  
BYLAW NO. 839, 2018**

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**A BYLAW TO PROVIDE FOR THE LICENCING AND CONTROL OF DOGS  
AND BACKYARD HENS IN THE VILLAGE OF PEMBERTON**

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**WHEREAS** in accordance with the *Community Charter* Council may, by bylaw, regulate, prohibit and impose requirements in relation to animals;

**AND WHEREAS** pursuant to Section 48 of the *Community Charter* Council may establish procedures for the seizure of *dogs*;

**AND WHEREAS** it is in the public interest for the Village of Pemberton to take the necessary measures to regulate the keeping of *dogs* and *Backyard Hens*;

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

**CITATION**

This Bylaw shall be cited as the *Village* of Pemberton "Animal Control Bylaw No. 839, 2018."

**DEFINITIONS**

In this Bylaw:

*Aggressive Dog* means:

- a) a *dog* that, being over the age of 3 months, has without provocation bitten or attacked a person or *domestic animal*, resulting in at least a minor injury;
- b) a *dog* that has, when not on the property of its *owner*, approached or pursued any person in an aggressive or menacing manner;
- c) a *dog* owned or harboured primarily or in part for the purpose of *dog* fighting, or a *dog* trained for *dog* fighting; or
- d) a *dog* with a demonstrated propensity, tendency or disposition to attack without provocation other *domestic animals* or humans.

*Application* means the application for a *Backyard Hen Keeping Permit* made in the form(s) established and prescribed by the *Village*;

*At Large* means with reference to an animal, means being elsewhere than on the property of its *Owner* or other;

*Backyard Hen* means a female chicken of four (4) months of age or older that is kept on a parcel of land, occupied by a resident. This does not include land zoned for agricultural uses as defined by the *Zoning Bylaw*;

*Backyard Hen Keeping Permit* means the written authority for the keeping of *Backyard Hens* granted by the *Manager* or designated pursuant to this Bylaw;

*Bylaw Enforcement Officer* means a person appointed to that position for the *Village* by the *Chief Administrative Officer*;

*Control* means to exercise restraining or directing influence;

*Coop* means a weather proof structure with walls and a roof used for the shelter of *Backyard Hens*;

*Custody* means immediate care or charge;

*Dangerous Dog* has the meaning defined in section 49 of the *Community Charter*;

*Dog* means any animal of the canine species;

*Flock* means the group of *Backyard Hens* kept on one property;

*Keep* means the act of having the care, custody, control or possession of an animal;

*Kennel* means any private or commercial facility for the keeping, training, care, breeding or boarding of four (4) or more *dogs*;

*Manager* means the Manager of Corporate & Legislative Services for the *Village* or a person appointed to act in their place;

*Muzzle* means a device which covers or secures the mouth of a *dog* and is designed to prevent it from biting;

*Neutered* means the sterilization of a female *dog* by removal of its ovaries or of a male *dog* by removing the testicles or by any method of pharmaceutical sterilization approved by the Canadian Veterinary Medical Association;

*Nuisance* means any act, activity or condition that unreasonably interferes with the use and enjoyment of a property owner's parcel of land or of rights common to all, or that endangers health, safety or comfort of members of the public;

*Nuisance Dog* means any *dog* that is unreasonably disturbing the peace, quiet, enjoyment or convenience of persons in the neighbourhood by its persistent barking or howling or is *at large* in the neighbourhood;

*Outdoor Enclosure* means an open-air attachment to and forming part of a *Coop* having a bare earth or vegetated floor for *Backyard Hens* to roam, that has a roof and is enclosed with chicken wire or other fencing materials;

*Owner* means any person, partnership, association or corporation that owns, possesses or has control, care or custody over an animal;

*Person* means a natural person;

*Person responsible* or responsible person means a person who is the owner of the animal; has care, custody or control of the animal; or is keeping or harbouring the animal, provided that where the person is under the age of 19, the parent or guardian of such person is deemed to be the *person responsible*.

*Police Officer* means a member of the Royal Canadian Mountain Police;

*Pound* means the facility designated by the *Village*, which is used for the temporary housing and care of *dogs* that have been impounded pursuant to the bylaw;

*Public Place* includes every sidewalk, park, courtyard, square, walkway, parkade and any other area open to public use;

*Resident* means a person who resides on a permanent or long-term basis on the property for which the *Backyard Hen Keeping Permit* will apply;

*Rooster* means a male chicken;

*Unlicensed Dog* means a *dog* for which the licence fee for the current year has not been paid as herein provided, or to which a tag representing payment of the *dog* licence for the current year is not attached;

*Village* means the Village of Pemberton;

*Wildlife* means wildlife as defined by the *BC Wildlife Act* and/or other *dogs* indigenous to Canada whose ownership in captivity violates Provincial or Federal Canadian statutes.

*Zoning Bylaw* means the Village of Pemberton Zoning Bylaw No. 832, 2018 as amended or replaced from time to time.

## **CONTROL OF DOGS**

### **1. Licencing of Dogs**

- 1.1. No person shall keep, own, harbour or be in possession of any *dog* over the age of three (3) months within the *Village* unless such *dog* is licensed as provided by this bylaw.
- 1.2. The *owner* of a *dog* shall obtain an annual licence for such *dog* by paying the fee outlined in Schedule "A".
- 1.3. Every licence and corresponding licence tag issued under this Bylaw:
  - i. expires on the thirty-first (31st) day of December of the year in which it is issued; and
  - ii. is valid only in respect of the *dog* for which it is issued.
- 1.4. Where a licence tag is lost or destroyed, the person to whom the original licence was issued may, by paying the fee prescribed in Schedule A and applying on a form provided by the *Village*, apply to the *Manager* for a replacement licence or tag.
- 1.5. The owner shall ensure that any *dog* taken off of the owner's property shall cause the *dog* to wear around the neck a collar to which shall be attached the current licence tag issued for that *dog* by the *Village*. *Owners* are encouraged to have their *dog* bear permanent identification in the form of a visible veterinary tattoo or identifiable microchip.
- 1.6. An *owner* of a *dog* that is certified under the *Guide Dog and Service Dog Act*, must obtain a licence, but the licence fee is waived for such *dogs*.
- 1.7. A registry of all licensed *dogs* will be kept at the *Village* indicating the dates of registration, the name and description of each *dog*, and the name and address of each owner.
- 1.8. The owner of any licensed *dog* shall, within thirty (30) days of the *owner's* change address, notify the *Village* of such change of address.
- 1.9. Transient *dogs* that have affixed to its collar or harness a valid and subsisting licence tag issued by any jurisdiction outside the *Village* of Pemberton shall not be deemed ownerless but shall be subject to every other provision of this Bylaw.

## **2. Responsibilities of Owners – Dog Control**

- 2.1. An owner shall ensure his or her *dog* does not run *at large* within the *Village*;
- 2.2. An owner shall ensure his or her dog does not enter the school playing fields or any other public space that has signage posted at any time;
- 2.3. Notwithstanding subsection 2.1, a dog is not required to be on a leash while in the designated off-leash area located on the northeast corner of One Mile Lake Park or any other Village designated off-leash area;
- 2.4. If any dog defecates on any public or private property other than the property of its owner, the owner shall remove such feces immediately and dispose of the same in a sanitary manner.
- 2.5. An owner shall ensure his or her dog does not persistently bark or howl or otherwise disturb the peace, quiet and enjoyment of the neighbourhood.
- 2.6. No owner of a dog shall permit his or her dog to:
  - a) chase, bite or attack any person or animal; or
  - b) cause damage to any property.
- 2.7. The owner of any dog that is lawfully not on a leash pursuant to subsection 2.3 shall:
  - a) keep the *dog* under control by verbal command at all times;
  - b) ensure that the *dog* does not cause injury to any person or other animal or damage to any property.
- 2.8. No person shall own more than three (3) dogs unless the person meets the requirements for operating a kennel and has obtained a licence under section 8.
- 2.9. No person shall keep his or her dog in an unsanitary environment.
- 2.10. For the purpose of subsection 2.9, an environment is considered unsanitary when it contains objects that may cause injury to any person or dog or where it contains an accumulation of fecal matter, an odour, insect infestation, rodent attractants, or other conditions which endanger the health of any person or dog, or which disturbs or are likely to disturb the enjoyment, comfort or convenience of any person or dog.

2.11. An owner shall ensure his or her dog does not upset any waste receptacles or scatter the contents thereof either in or about a street, boulevard, sidewalk, lane, or other public property or in or about premises not belonging to or in the possession of the owner of the dog.

2.12. Any dog found on public or private property:

- a) Without a required licence;
- b) Unlawfully at large;
- c) Straying or trespassing on private property;
- d) On unfenced land and not securely tethered or contained;
- e) In violation of health regulations or a bylaw of the *Village*

may be impounded immediately by the *Bylaw Enforcement Officer* or *Police Officer*, and impounded or disposed of in accordance with this Bylaw, and if any such action is taken, the owner must pay for any costs and expenses incurred by the *Village* and any applicable fees.

### **3. Responsibilities of Owners – Dog Care**

3.1. An owner shall ensure his or her dog is provided with:

- a) clean potable drinking water and food of sufficient quantity and quality to allow for healthy growth and the maintenance of healthy body weight;
- b) food and water receptacles kept clean and disinfected and located so as to avoid contamination by excreta;
- c) the opportunity for regular exercise sufficient to maintain good health, including daily opportunities to be free of a confined area and exercised regularly under appropriate control; and
- d) necessary veterinary care when such *dog* exhibits signs of pain, injury, illness or suffering.

3.2. An *owner* of a *dog* which normally resides outdoors, or which is kept outdoors for extended periods of time, must ensure that the *dog* is provided with an outdoor shelter which:

- a) has a total area that is at least twice the length of the *dog* in all directions and that also allows the *dog* to turn around freely and adopt normal resting postures;
- b) ensures protection from heat, cold and dampness that is appropriate to the weight and type of protective outer coat of such *dog*.

- c) provides sufficient shade to protect the *dog* from the direct rays of the sun at all times; and
  - d) is regularly cleaned and sanitized and removed of excreta daily.
- 3.3. No person may cause a dog to be hitched, tied or fastened to a fixed object where a choke collar or choke chain forms part of the securing apparatus, or where a rope or cord is tied directly around the dog's neck.
- 3.4. No *person* may cause a *dog* to be hitched, tied or fastened to a fixed object for longer than six (6) hours within a twenty-four (24) hour period.
- 3.5. No *person* may cause a *dog* to be confined in an enclosed space or vehicle, including a car, without adequate ventilation. Such enclosed space or vehicle, if stationary, shall be in an area providing sufficient shade to protect the *dog* from the direct rays of the sun at all times.
- 3.6. No *person* may transport a *dog* in a vehicle outside the passenger compartment or in an uncovered passenger compartment unless it is adequately confined or unless it is secured in a body harness or other manner of fastening which is adequate to prevent it from falling off the vehicle or otherwise injuring itself.

#### **4. Aggressive Dogs**

- 4.1. A Bylaw Enforcement Officer may designate a dog as an aggressive dog for the purposes of this Bylaw, based on his or her own knowledge or observation, a written communication from another Bylaw Enforcement Officer, or a written complaint about the dog that provides reasonable grounds for the designation.
- 4.2. If the Bylaw Enforcement Officer has designated a dog to be an aggressive dog, the Officer will deliver to the owner or other person responsible for the dog, if that person is known, written notice advising that the dog has been so designated. The notice may stipulate measures the person must take to prevent incidents of harm to other animals or to any person. The notice is sufficiently delivered if personally given or left with the person responsible, or mailed to the address of that person or where the dog is known or believed to reside. If mailed, the addressee is deemed to have received the notice six (6) days after the date of mailing.
- 4.3. The *owner* of a dog that has been designated as an aggressive dog may, within ten (10) calendar days of being delivered notice of the designation, request that the Bylaw Enforcement Officer reconsider the designation. The request must be accompanied by written reasons why the owner believes the dog is not an aggressive dog and may include any information that would

support that position. If requested, the Bylaw Enforcement Officer must allow the owner an opportunity to be heard, in person or by telephone or other device, and may arrange for any other person with relevant information to address the matter. If no request for reconsideration is made within ten (10) days of the notice being delivered, the designation is final.

- 4.4. After considering the owner's case, and other relevant information as may be presented, the Bylaw Enforcement Officer may confirm or reverse the aggressive dog designation.
- 4.5. If a dog has been deemed by the Bylaw Enforcement Officer to be an aggressive dog, but the dog has not:
  - a) killed or seriously injured a person;
  - b) killed or seriously injured a domestic animal while in a public place or on property other than property owned or occupied by the person responsible for the dog; or
  - c) been declared a dangerous dog by a court of competent jurisdiction;

the owner may request that Council review the designation of aggressive dog by the Bylaw Enforcement Officer by notifying the Chief Administrative Officer within fourteen (14) days of the date of the Bylaw Enforcement Officer's decision. Such a request must be in writing and include the owner's reasons for the request and any further information related to the matter. If a complete request is not made within fourteen (14) days, or the owner does not appear at a hearing as scheduled by the *Manager*, the decision of the Bylaw Enforcement Officer is deemed to be final.

## 5. **Nuisance Dogs**

- 5.1. A *person* aggravated or concerned about a *nuisance dog* or other animal causing a nuisance may contact a *Bylaw Enforcement Officer* to deal with the matter.

## 6. **Impoundment**

- 6.1. Any *person* may deliver to the pound any *dog* found *at large* where no *owner* appears to be present.
- 6.2. Where action is taken under section 6.1 the *dog* shall be considered impounded at the time and placed under the control of the *Bylaw Enforcement Officer*, pound keeper, or a *police officer*.



- 6.3. On receiving a *dog* that has been delivered to the pound, the pound keeper or *Bylaw Enforcement Officer* will:
- a) impound the *dog*; and
  - b) make reasonable efforts to determine the identity of the *owner* and to inform the *owner* that the *dog* has been impounded, whether the *dog* is alive or dead.
- 6.4. Any *dog* impounded will be provided with the basic *dog* care provisions described in Section 3 of this bylaw and with the requirements set out in *A Code of Practice for Canadian Kennel Operations* (Canadian Veterinary Medical Association, 2007).
- 6.5. The *dog* shall remain impounded for a minimum of 72 hours (not including the date of impoundment, Sundays, or Statutory Holidays), unless the *dog* is claimed by its rightful *owner*. If not claimed within that time, the *dog* shall become the property of the *Village* and the *Village* may:
- a) provide such veterinary care for an injured or ill impounded *dog* as may be necessary to sustain its life; and
  - b) recover from the *owner*, the cost of veterinary care provided while the *dog* was impounded, in addition to any other fees due to the *Village* for redemption of the *dog*.
  - c) be adopted for such price as has been established once implanted with a microchip or tattoo, unless the dog is a dangerous dog; or
- 6.6. During the impoundment period, the pound keeper may euthanize, by lethal injection of a barbiturate approved by the British Columbia Veterinary Medical Association, any *dog* deemed to be seriously ill or injured, for humane reasons and in prior consultation with a veterinarian, and if reasonable efforts to contact the *owner* of the *dog* have failed.
- 6.7. During the impoundment period, the pound keeper shall:
- a) provide such veterinary care for an injured or ill impounded *dog* as may be necessary to sustain its life; and
  - b) be entitled to recover from its *owner*, the cost of veterinary care provided while the *dog* was impounded, in addition to any other fees due to the *Village* for redemption of the *dog*.

- 6.8. When a *dog* seized and impounded does not have a permanent form of identification (veterinary tattoo or microchip), the pound keeper shall encourage the *owner* to implant the *dog* with a microchip.
- 6.9. In order to obtain the release of an impounded *dog* during the impoundment period stipulated in subsection 6.5, the *owner* shall:
- a) provide proof of *ownership* of the *dog*;
  - b) licence the *dog* with the *Village*;
  - c) pay to the *Village*:
    - i. any applicable fines as outlined in Schedule "A";
    - ii. any costs associated with the application of the microchip or tattoo should that be done by the pound;
    - iii. per diem *dog* care and housing fees as identified in Schedule "A";
    - iv. any costs incurred due to veterinary services rendered during the impoundment period.
- 6.10. Where the *owner* of a *dog* has been determined and all reasonable efforts to contact such *owner* have been made, but such *owner* does not claim the *dog*, they shall be responsible for payment to the *Village* of the fees described in subsection 6.5.

## 7. Dangerous Dog Licencing

- 7.1. No person shall own or keep any dangerous *dog* unless such *dog* is licensed as a dangerous *dog* with the *Village* by an *owner* who is over the age of eighteen, and who has paid the applicable fee indicated in Schedule A.
- 7.2. In order to obtain such licence, an *owner* of a dangerous *dog* shall supply the following documentation to the *Village*:
- a) written confirmation from a licensed veterinarian that such *dog* has been neutered;
  - b) written confirmation from an approved *dog* trainer that the services of such trainer have been retained for the purpose of providing behavioural remediation to such *dog*;
  - c) written confirmation that the *owner* has obtained a policy of liability insurance specifically covering any damages for injuries caused by such *dog* in an amount not less than five hundred thousand dollars, and covering the twelve-month period during which licensing is sought. This policy shall contain a provision requiring the community to be named as

an additional insured for the sole purpose of the community to be notified by the insurance company of any cancellation, termination or expiration of the policy.

- 7.3. When such *dog* is off the property of the *owner*, the *owner* shall ensure that it is properly fitted with a muzzle and on a leash not longer than one (1) metre and that it is under the control of a responsible person over the age of eighteen.
- 7.4. When such *dog* is on the property of the *owner*, the *owner* shall ensure that it is either securely confined indoors or in a securely enclosed and locked pen or structure, suitable to prevent it from escaping and to prevent the entry of any person not intended to access such *dog*. Such pen or structure shall comply with subsection 3.2 of this bylaw and shall not be within 1.5 metres of the property line or within three (3) metres of a neighbouring dwelling unit.
- 7.5. The *owner* of such *dog* shall display a sign declaring in legible writing and with a recognizable symbol that the *dog* is dangerous at each entrance to the property and building in which such *dog* is kept.
- 7.6. The *owner* of such *dog* shall promptly notify the *Village's Bylaw Enforcement Office* if the *dog* is found to be running *at large*;
- 7.7. If the *owner* of a dangerous *dog* is unwilling or unable to comply with the requirements of this section, said *dog* may be seized and impounded up to twenty-one (21) days and the *Bylaw Enforcement Officer* may apply to the Provincial Court for an order to have the *dog* destroyed by lethal injection of a barbiturate approved by the British Columbia Veterinary Medical Association.

## 8. Kennels

- 8.1. Four (4) or more *dogs* may not be kept or harboured on any property or residential unit unless a valid and subsisting kennel licence has been issued under this Bylaw.
- 8.2. No *kennel* shall be permitted:
  - a) in a residential zone;
  - b) in any other zone within fifty (50) metres of the parcel boundary of any property other than that occupied by the *owner*.
- 8.3. No *person* shall keep or maintain a *kennel* without first having made application, on a form provided by the *Village*, and having obtained a kennel licence and Business Licence. The application for such kennel licence shall be accompanied by the fee prescribed in Schedule "A".

## **BACKYARD HEN KEEPING**

### **9. General**

- 9.1. A person must not keep *Backyard Hens* except in accordance with this Bylaw, the *Zoning Bylaw* and with a *Backyard Hen Keeping Permit*.
- 9.2. A person who keeps *Backyard Hens* without a permit is subject to a fine as set out in Schedule "B".

### **10. Permit Application & Fees**

- 10.1. A person may apply for a *Backyard Hen Keeping Permit* by submitting an application in writing to the *Manager*, in a form approved by the *Manager*, together with a non-refundable permit fee as set out in Schedule "A".

### **11. Authority of the Village Manager**

- 11.1. Upon receiving a complete application together with payment of applicable fees, the *Manager* may, issue a *Backyard Hen Keeping Permit* and as a condition of the Permit, may impose terms, restrictions and requirements to ensure the use will be compliant.
- 11.2. The *Manager* may suspend, revoke or cancel a *Backyard Hen Keeping Permit* immediately or upon notice if the *Manager* finds the Permit holder has contravened this or another applicable bylaw or regulation, or any term or condition of the Permit.
- 11.3. The *Manager* may impose restrictions and requirements as a condition of restating or reissuing the Permit to remedy the contravention and ensure continuing compliance.

### **12. General Regulations**

- 12.1. A person who keeps *Backyard Hens* must:
  - a) Be a resident of the property where the *Backyard Hens* are kept;
  - b) Hold a valid *Backyard Hen Keeping Permit*;
  - c) Keep no more than five (5) *Backyard Hens* on any parcel of land despite the number of permissible dwelling units on that parcel;
  - d) Not keep a rooster;

- e) Provide each *Backyard Hen* with food, water, shelter, light, ventilation, veterinary care and opportunities for essential behaviours such as scratching, dust-bathing and roosting, all sufficient to maintain the *Backyard Hen* in good health;
- f) Keep a food container and water container in each *Coop*;
- g) Ensure that all *Backyard Hens* are kept within a secure *Coop* from sunset to 7:00 a.m.;
- h) Ensure that each *Backyard Hen* remains at all times in a *Coop* or *Outdoor Enclosure*;
- i) Not keep a *Backyard Hen* in a cage;
- j) Remove leftover feed, trash and manure in a timely manner;
- k) Store manure within a fully enclosed structure and store no more than 0.8 cubic metres at one time;
- l) Remove all manure not used for composting or fertilizing;
- m) Not deposit manure in the *Village's* sewage or storm drain system;
- n) Follow the Canadian Food Inspection Agency *National Biosecurity Standards and Biosecurity Principles*;
- o) Keep a *Backyard Hen* for personal use only and not sell eggs, manure, meat or other products derived from the *Backyard Hens*;
- p) Not slaughter or attempt to euthanize a *Backyard Hen* on the property;
- q) Not dispose of a *Backyard Hen* except by delivering it to a farm, abattoir or a veterinarian, mobile slaughter unit or other facility that has the ability to dispose of a *Backyard Hen* lawfully;

### **13. Coops and Outdoor Enclosures**

13.1. A person who keeps *Backyard Hens* must:

- a) provide a *Coop* and *Outdoor Enclosure* providing each *Backyard Hen* with a minimum of 0.4m<sup>2</sup> coop floor area and 0.92m<sup>2</sup> area of enclosed outdoor run space per *Backyard Hen*;

- b) provide each *Backyard Hen* with its own nesting box and perch that is at least fifteen (15) centimetres long;
- c) ensure that the *Coop* and *Outdoor Enclosure* is situated in accordance with the *Zoning Bylaw*; ensure that the *coop* and *outdoor enclosure* is a, minimum of three (3) m from any dwelling window or door;
- d) secure the *Coop* and *Outdoor Enclosure* with electric fencing;
- e) maintain each *Coop* and *Outdoor Enclosure* in good repair and sanitary condition and free from vermin and obnoxious smells and substances;
- f) construct and maintain each *Coop* and *Outdoor Enclosure* to prevent any rodent from harbouring underneath or within it or within its walls and to prevent entrance from any other wildlife.

#### **14. Limit to Number of Flocks**

- 14.1. The Village of Pemberton reserves the right to limit the number of backyard flocks permitted in the Village and in each neighborhood or block.

#### **PROHIBITED ANIMALS**

#### **15. Except as provided in subsection 16 of this bylaw, no person shall:**

- 15.1. breed;
- 15.2. possess;
- 15.3. exhibit for entertainment or educational purposes, or
- 15.4. display in public either on a temporary basis or permanent basis,  
any prohibited animal listed in Schedule "C".

#### **16. Subsection 15 does not apply to:**

- 16.1. The premises of a local government facility used for keeping impounded animals;
- 16.2. The premises of any police department;
- 16.3. Premises operated by the British Columbia Society for the Prevention of Cruelty to Animals;

- 16.4. The premises of a veterinarian licensed by the British Columbia Veterinary Medical Association, providing the veterinarian is providing temporary care for a prohibited animal;
- 16.5. Premises that keep prohibited animals for which a valid permit and/or license is in place pursuant to the *Wildlife Act* or *Fur Farm Act*;
- 16.6. Premises that keep animals for educational and research purposes, which are accredited by the Canadian Council for Animal Care;
- 16.7. Premises of an aquarium or zoological park, which is accredited by the Canadian Association of Zoological Parks and Aquaria.

### **ENFORCEMENT**

17. This Bylaw may be enforced by the *Manager*, a *Police Officer* or a *Bylaw Enforcement Officer*.

### **ENTERING LAND TO CARRY OUT AN ORDER**

19. The *Manager*, a *Police Officer*, or a *Bylaw Enforcement Officer* acting under the direction of the *Manager*, may enter at all reasonable times into or upon any lands or premises to ascertain whether the provisions of this Bylaw are being met.
20. A person must not prevent or obstruct the *Manager*, a *Police Officer*, or a *Bylaw Enforcement Officer* from carrying out any inspections or performing other functions under this bylaw.

### **FINES**

20. Any *person* who commits an offence against this Bylaw is subject to a fine as outlined in Schedule "B" attached.

### **OFFENCES AND PENALTIES**

21. Any *person* who:
  - 21.1. violates or contravenes any provision of this Bylaw;
  - 21.2. causes or allows any act or thing to be done in contravention or violation of any provision of this Bylaw;
  - 21.3. fails or neglects to do, or refrains from doing, any act or thing which is required to be done by any provision of this Bylaw;

21.4. fails to comply with an order, direction or notice given under this Bylaw;

commits an offence and contravention and for each day that the offence continues amounts to a separate and distinct offence.

22. A *person* convicted of an offence or found guilty of a contravention under this bylaw is liable:

22.1. If proceedings are brought under the *Offence Act*, to pay a fine to a maximum of \$10,000 and such other amounts as the court may impose in relation to the offence;

22.2. If a ticket is issued under the Municipal Ticket Information Utilization Bylaw No. 800, 2016 as amended or replaced from time to time, to pay a fine to a maximum of \$1,000;

22.3. If a bylaw notice is issued under a bylaw made under the *Local Government Bylaw Notice Enforcement Act*, to pay a penalty to a maximum authorized under that *Act*

### **COST RECOVERY**

23. Where a *person* fails to pay the *Village's* costs as required by this Bylaw or where a *person* subject to an order under this bylaw fails to act required by the order and the *Village* carries out the work or otherwise fulfills the requirement, the *Village* may recover its costs from the *owner*, occupier or *person responsible* for the work or for payment of the costs, as a debt to the *Village*. Money owed to the *Village* under this bylaw is payable upon receipt of an invoice from the *Village*.

### **SCHEDULES**

24. The following schedules are attached to and form part of this bylaw and are enforceable in the same manner as this bylaw:

Schedule "A" – Fees

Schedule "B" – Fines

Schedule "C" – List Prohibited Animals

### **SEVERABILITY**

25. If any section or subsection of this bylaw is found to be invalid by a court of competent jurisdiction, the section or subsection may be severed from the bylaw without affecting the validity of the remainder of the bylaw.



**REPEALED BYLAWS**

Village of Pemberton Animal Control Bylaw No. 651, 2010 is hereby repealed.

Village of Pemberton Animal Control Amendment Bylaw No. 779, 2015 is hereby repealed.

**READ A FIRST TIME** this 4th day of September, 2018.

**READ A SECOND TIME** this 4<sup>th</sup> day of September, 2018.

**READ A THIRD TIME** this 4<sup>th</sup> day of September, 2018.

**ADOPTED** this            day of            , 2018.

\_\_\_\_\_  
Mike Richman  
Mayor

\_\_\_\_\_  
Sheena Fraser  
Corporate Officer

## **Schedule A – LICENSE FEES**

### **LICENSE FEES (New and Renewals): Section 1**

#### **Dog License Fees (Before January 31<sup>st</sup>):**

UNNEUTERED MALE:	\$ 65.00
UNSPAYED FEMALE:	\$ 65.00
NEUTERED:	\$ 25.00
SPAYED:	\$ 25.00
UNDER 3 MONTHS:	\$ 15.00
REPLACEMENT TAG:	\$ 10.00

#### **Dog License Fees (After January 31<sup>st</sup>)**

UNNEUTERED MALE:	\$ 85.00
UNSPAYED FEMALE:	\$ 85.00
NEUTERED:	\$ 40.00
SPAYED:	\$ 40.00

### **IMPOUND FEES: Section 6**

FIRST OFFENCE (UNLICENSED):	\$ 75.00
FIRST OFFENCE (LICENSE):	\$ 30.00
SECOND OFFENCE:	\$ 100.00
THIRD OFFENCE:	\$ 150.00
FOURTH AND SUBSEQUENT OFFENCES:	\$ 300.00
MAINTENANCE FEE PER DAY:	\$ 25.00

### **DANGEROUS DOG LICENSE FEE: Section 3.7.1**

DANGEROUS DOG	\$100.00
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### **KENNEL LICENSE FEE: Section 3.8.3**

KENNEL PERMIT FEE:	\$ 100.00
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### **BACKYARD HEN KEEPING PERMIT : Section 4.2**

NON-REFUNDABLE PERMIT FEE :	\$25.00
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## Schedule B - FINES

### Control of Dogs

<b>Bylaw Section</b>	<b>First Offence</b>	<b>Second Offence</b>	<b>Third Offence</b>	<b>Fourth &amp; Subsequent Offences</b>
<b>Section 1.1</b> Licensing of Dogs (Unlicensed Dogs)	\$75	\$100	\$150	\$300
<b>Section 2</b> Responsibility of Owners – Dog Control	\$50	\$75	\$100	\$150

### Backyard Hen Keeping

<b>Bylaw Section</b>	<b>First Offence</b>	<b>Second Offence</b>	<b>Third Offence</b>	<b>Fourth &amp; Subsequent Offences</b>
<b>Section 9.2</b> Backyard Hen Keeping without a Permit	\$50	\$75	\$100	\$150
<b>Section 12</b> General Regulations – Backyard Hen Keeping	\$50	\$75	\$100	\$150

### **Schedule C – LIST OF PROHIBITED ANIMALS**

- all nonhuman primates
- all felidae, except the domestic cat
- all canidae, except the domestic dog
- all ursidae (bears) - all proboscidea (elephants)
- all pinnipedia (seals, walrus)
- all marsupials
- all edentates (anteaters)
- all xenartha (such as sloths, armadillos, and tamanduas)
- all monotremata (spiny anteater and platypus)
- all venomous or poisonous reptiles and amphibians
- all reptiles and amphibians over 2ft adult size
- all venomous or poisonous invertebrates (such as black widow spiders, tarantulas, and blue-ringed octopus)
- all ungulates, except the bison and the domestic breeds of cow, goat, sheep, pig, horse, mule, donkey, ass, llama, and alpaca - all hyenidae (hyenas)
- all hyracoidean (hyraxes)
- all erinaceidae (tenrecs and hedgehogs)
- all mustelidae (skunks, weasels, otters, wild ferrets), except the domestic ferret - all procyonidae (raccoons, coatimundis)
- all viverridae (civets and genets)
- all herpestidae (mongooses)
  - all cetacea (whales, porpoises, dolphins)
- all rodentia, except the hamster, gerbil, guinea pig, domestic mouse, and domestic rat

Animal Control Bylaw No. 839, 2018

- all chiroptera (bats), colugos (flying lemurs), and scandentia (treeshrews)
- all lagomorphs (rabbits and hare), except the domestic rabbit
- all birds except the domestic quail, pheasant, pigeon, chicken, duck, goose and turkey, plus the budgie, cockatiel, lovebird, finch, and canary
- all saltwater fish

## APPENDIX B

### Zoning Bylaw No. 832, 2018 Excerpt from Part 7: Additional Zoning Regulations for Certain Uses

#### 7.6 Backyard Hen Keeping

- (a) For *lots* on which backyard hen keeping is a *permitted*, the following regulations apply:
  - i. Backyard hen keeping is *permitted* on *lots* greater than 600 m<sup>2</sup> and less than 0.4 ha in area; on *lots* that are 0.4 ha or greater, backyard hen keeping shall comply with regulations and conditions of *use* for Agriculture;
  - ii. A maximum of five (5) hens is *permitted* and no roosters are *permitted*; and
  - iii. An enclosure for the keeping of hens shall be provided.
- (b) *Buildings, structures* and enclosures used for the keeping of hens shall:
  - i. Not be located within a front yard and within three (3) m of a *side* or *rear lot line*;
  - ii. Not occupy an area in excess of 10 m<sup>2</sup>;
  - iii. Not exceed a *height* of 2.5 m; and
  - iv. Be secured by electric fencing.
- (c) Backyard hen keeping shall not create a nuisance of any kind.
- (d) Backyard hen keeping shall comply with all other Municipal Bylaws including applicable Animal Control Bylaws.

**Date:** September 4, 2018  
**To:** Nikki Gilmore, Chief Administrative Officer  
**From:** Anne Burt, Bylaw Enforcement Officer  
**Subject:** Parking and Traffic Control Bylaw No. 840, 2018

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### **PURPOSE**

The purpose of this report is to introduce a new Village of Pemberton Parking and Traffic Control Bylaw No. 840, 2018, for the regulation of traffic control within the Village of Pemberton. The Bylaw is being presented for First, Second and Third Reading.

### **BACKGROUND**

The current Parking and Traffic and Control Bylaw was adopted in December of 2006 and since that time has been amended twice to incorporate idling regulations (2013) and fine adjustments (2014). A consolidation of the three bylaws was completed in 2018 for administrative purposes only and to provide for ease of access to the main bylaw and its amendments.

In 2017, Corporate & Legislative Services identified review of the Parking and Traffic Control Bylaw and its amendments on the work plan as it had been 10 years since the Bylaw had been thoroughly reviewed. Review of Bylaws and Policies are a regular component of the work the Corporate & Legislative Services Department undertakes each year to ensure that Village Bylaws are up to date, meet legislative requirements and reflect the current reality. Unfortunately, due to other priorities review of this Bylaw was unable to be completed by the end of 2017 and this initiative was moved forward to the work plan for 2018.

Staff has now completed the Bylaw review and is bringing forward for Council's consideration a revised and updated Parking and Traffic Control Bylaw No. 840, 2018 for First, Second and Third Readings.

### **DISCUSSION & COMMENTS**

The following amendments and additions have been made to the Parking and Street Traffic Control Bylaw:

#### **Part 2: Definitions**

Several definitions have been updated to align with both the *Community Charter* and the *Motor Vehicle Act*. As well, new definitions have been included to provide clarity to assist the Bylaw Enforcement Officer with enforcement and to address areas of concern with respect to traffic safety.

In particular, the following definitions have either been amended or added:

- Bylaw Enforcement Officer (updated)
- Camp or Camping (added)
- Chief Administrative Officer (updated)
- Crosswalk (added)
- Disabled Persons' Parking Permit (updated)
- Disabled Parking Zone (added)
- Highway (updated)
- Owner (added)
- Sidewalk (added)
- Traffic Control Device (added)
- Winter Parking Restrictions (added)

### **Part 3: General Restrictions**

A new section titled General Restrictions has been incorporated to establish regulations that are general in nature and will apply throughout the Village. Most of these regulations exist in the current bylaw and have been moved under this heading rather than being included in General Parking and Stopping Prohibitions.

As well, new sections have been added to address use of Village streets and parking lots for overnight or long-term camping, sleeping overnight in vehicles and abandoned vehicles. These new regulations have been incorporated as a result of a noticeable increase in the number of campers utilizing both Village streets and parking lots for overnight or longer-term use and concerns relating to transient activity. Under the current bylaw there are no provisions to enforce against this type of use.

This has been done for ease of understanding and clarity and will assist with enforcement overall.

### **Part 4: General Parking and Stopping Prohibitions**

This section has been amended by removing the general restrictions noted above, updating terms used to reflect the new or amended definitions and improved to provide clarity in meaning that will assist with enforcement overall.

As well, several provisions were added whereby no parking and no stopping is permitted in the following areas, where previously there were no regulations, under Section 4.1:

- 4.1 (e) - on a crosswalk
- 4.1 (f) - within six (6) metres of the approach of a crosswalk
- 4.1 (t) - on any portion of highway that is indicated by traffic control device as being a bus stop, taxi stand, or loading zone, or otherwise reserved for buses, taxis, commercial vehicles, or for any other type or class of vehicle, other than for stopping, standing or parking a vehicle that is clearly within that class
- 4.1 (u) - on any portion of a highway that is marked or indicated by surface markings or other traffic control device as a cycle lane;
- 4.1 (w) - within any residential zone of the Village, if the vehicle or trailer is a commercial



vehicle having a gross vehicle weight exceeding 5,500 kilograms, unless the vehicle or trailer is temporarily parked and persons are engaged in the moving, loading, or unloading of furniture, other personal property of a resident within the Village or for construction purposes related to a property on that street.

The winter parking regulations have been removed from section 4.1 and set out in section 4.2 in order to establish these regulations as a separate prohibition from the overall listing.

As well, two new sections have been added as follows:

Section 4.3: Where angle parking is provided or allowed, the driver of a vehicle must park in accordance with the traffic control device, permit or other authority, and as close to the curb as practicable.

Section 4.4: Where a sign indicates that a parking lot belongs to the Village, a person must not park a vehicle in that lot contrary to any posted restriction or prohibition.

#### **Part 5: Motor Vehicle Idling**

This section remains unchanged as established in the Parking and Traffic Control Amendment Bylaw No. 726, 2013.

#### **Part 6: Time Limit Parking**

With the anticipated upgrades to the downtown area which will include adjustments and potential additional public parking areas this section has been added. The purpose of which is to support enforcement services in the event that new parking regulations are implemented in public parking lots in this area.

#### **Part 7: Parking Lots**

In response to an increase in overnight camping in public parking lots within the Village and safety concerns raised as a result of this type of use, this section has been amended to include the prohibition of parking for the purposes of camping or for a period longer than 72 hours unless otherwise posted. As well, this section has been updated to reflect the winter parking regulations in order to allow for efficient snow clearing of public parking lots.

#### **Part 8: Nuisance and Obstruction**

This is a new section that addresses issues of nuisance that are related specifically to streets/roadways. It also incorporates some clauses that were previously under the General Parking and Stopping Prohibitions.

In particular section 8.1 (a) (ii) related to deposit of earth, rocks etc will assist in circumstances whereby construction or earth moving activity results in dirt, gravel and debris being left on Village streets which is a not only a safety concern but also impacts operation and adds costs to the Village through maintenance and repairs. Section 8.1 (c) addresses use of Village streets for car repairs which may result in contaminated liquids escaping into Village infrastructure.

By establishing nuisance regulations, the Bylaw Enforcement Officer will be able to better address these issues as they arise. It should be noted that the Village has had several issues over the past two years related to this type of nuisance but has been unable to effectively enforce because the Bylaw was weak in this area.

There are no changes to the following sections of the new Parking and Traffic Control Bylaw:

Part 9: Exemptions from Parking Regulations  
Part 10: Commercial Vehicle Parking  
Part 11: Loading Zones

### **Part 12: Removal, Impoundment and Cost Recovery**

This section has been updated to incorporate the amendments made in 2013 and improved for clarity.

### **Part 13: Authority of the Manager**

This section has been renamed and amendments from 2013 incorporated.

### **Part 14: Enforcement**

This section has been added to clarify who may facilitate enforcement of this Bylaw.

### **Part 15: Contravention and Penalties**

This section has been revised to include provisions showing how the Village may proceed, and the maximum penalties.

### **Part 16: Schedule "A": Penalties and Fines**

As a result of the amendments and restructure of the overall Bylaw the Penalties and Fees Schedule "A" has been updated to reflect the new sections incorporated and include fines under each regulation as required. These changes make it clear as to the fine for each infraction and will assist with bylaw enforcement and the issuance of tickets as may be required.

In establishing the fine structure, Staff reviewed parking infraction penalties from both the Resort Municipality of Whistler and District of Squamish to determine the best approach related to fine amounts in general and the following recommendations have been suggested:

- Part 3 – General Regulations are separated from the General Parking Prohibitions and therefore, fines needed to be applied to this section. In this regard, the fines established reflect the seriousness of the infraction and are higher than a general parking infraction.
- Fines related to components of Part 4 - General Parking and Stopping Prohibitions, Part 5, Motor Vehicle Idling and Part 6, Time-Limit Parking were reviewed and Staff is recommending an increase from current fine of \$25.00 to \$30.00.

- Fines relating to Part 7 - Parking Lots have been established in alignment with the above at \$30.00, with the fine for section 7.1. (e) “Camping” being set at \$50.00. As noted above, camping activity is becoming more noticeable and although other municipalities have set a much higher fine for the same offence Staff felt that a \$50 fine was appropriate as a start.
- Fines relating to Part 8 have been established at \$30.00, with the exception of section 8.1 (c) related to the “cause discharge or escape of fuel or noxious substance” which has been set at \$500.00, due to the seriousness of the offence and the impacts to the Village infrastructure.

### **Part 17: Severability**

There are no changes.

### **COMMUNICATIONS**

Upon adoption of the Parking and Traffic Control Bylaw, the community will be informed of new regulations through the E-news, Facebook and the Village of Pemberton website.

As is the Village’s practice, Bylaw Enforcement of regulatory bylaws begins with education and any new parking regulations put in place will be communicated to the area impacted through direct correspondence or via the Village’s regular social media and communications channels. In this regard, a grace period is usually established during which warnings are issued to allow time for residents to adjust to new regulations as they are implemented.

### **LEGAL CONSIDERATIONS**

The Parking and Traffic Control Bylaw has received legal review to ensure compliance with the *Community Charter* and the *Motor Vehicle Act*.

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

The preparation of this Bylaw was done in-house with legal review to ensure compliance with the legislated authority provided to the Village through the *Community Charter*. This initiative is established in the 2018 work plan for the Corporate and Legislative Services department.

### **INTERDEPARTMENTAL IMPACT & APPROVAL**

There are no interdepartmental impacts to be considered at this time.

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

There are no impacts on other jurisdictions.

### **ALTERNATIVE OPTIONS**

There are no alternative options for consideration.

**POTENTIAL GOVERNANCE CONSIDERATIONS**

The introduction of an updated Parking and Traffic Control Bylaw is in alignment with Strategic Priority Three: Excellence in Service whereby the Village is committed to delivering the highest quality of municipal services and Strategic Priority Four: Social Responsibility in which the Village strives to create a strong and vibrant community and attend to public safety.

**RECOMMENDATIONS**

**THAT** Parking and Traffic Control Bylaw No. 840, 2018 be given First, Second and Third Readings.

**ATTACHMENTS:**

Appendix A: Parking and Traffic Control No. 840, 2018.

Prepared:	Anne Burt, Bylaw Enforcement Officer
Manager Approval:	Sheena Fraser, Manager of Corporate & Legislative Services
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer

# APPENDIX A

## VILLAGE OF PEMBERTON BYLAW No. 840, 2018

### Being a Bylaw to establish Parking and Traffic Control within the Village of Pemberton

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**WHEREAS** Section 36 of the *Community Charter* and Part 3 of the *Motor Vehicle Act* authorize Council to regulate and prohibit in relation to parking, traffic and other uses of highways in the Village of Pemberton:

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

#### **PART 1: CITATION**

1.1. This bylaw may be cited as “Parking and Traffic Control Bylaw No. 840, 2018”.

#### **PART 2: DEFINITIONS**

2.1. In this bylaw:

*Bylaw Enforcement Officer* means a person appointed to that position for the Village by the *Chief Administrative Officer*;

*Camp or Camping* shall mean the act of using or occupying land for the purpose of locating, erecting or using a *Vehicle* or *Trailer*, or a tent, shed, or other similar structure for the provision of sleeping accommodation and includes sleeping overnight or any portion thereof in the open air;

*Chief Administrative Officer* or “CAO” means the person appointed by *Council* under section 147 of the *Community Charter*, or a person appointed by *Council* to act in place of that Officer.

*Commercial Vehicle* includes:

- (a) every *vehicle* defined as a *commercial vehicle* in Section 1 of the *Commercial Transport Act*;
- (b) every *vehicle* used for the collection, delivery or transportation of goods or passengers in the course of a business; and
- (c) every tradesman’s *vehicle*.

*Council* means the Council of the Village of Pemberton;

*Crosswalk* means:

- (a) a portion of the roadway at an intersection or elsewhere distinctly indicated for pedestrian crossing by signs or by lines or other markings on the road surface; or
- (b) the portion of a *highway* at an intersection that is included within the connection of the lateral lines of the *sidewalk* on the opposite sides of the *highway*, or within the extension of the lateral lines of the *sidewalk* on one side of the *highway*, measured from the *curbs*, or in the absence of *curbs*, from the edges of the roadway.

*Curb* means a raised portion of *highway* forming a line of demarcation between the roadway and the boulevard of a *highway*;

*Disabled Persons' Parking Permit* means a permit issued for the parking of *vehicles* which are used to transport persons with disabilities, in accordance with Division 38 of the *Motor Vehicle Act Regulations*;

*Disabled Parking Zone* means a portion of *highway* reserved for the exclusive use of persons with disabilities, as identified by a disabled parking sign set out in Schedule 2 of Division 23 of the *Motor Vehicle Act Regulations*;

*Fire Chief* means the officer-in-charge of Pemberton Fire Rescue or a person appointed to act in place of the *Fire Chief*;

*Fire Lane* means that portion of a *highway* designated as such by a *traffic control device* and reserved for unobstructed access by Pemberton Fire Rescue emergency *vehicles*;

*Highway* includes a street, road, lane, bridge, viaduct, *sidewalk*, boulevard, approaches and any other way open to public use, other than a private right of way on private property;

*Loading Zone* means that portion of a *highway* designated as such by a *traffic control device* and reserved for the exclusive use of loading or unloading of *commercial vehicles*;

*Manager* means the Manager of Operations and Development Services for the *Village* or a person appointed to act in their place;

*No Parking Zone* means that portion of a *highway* designated as such by a *traffic control device* that specifies that parking is prohibited, either generally or at specified times;

*No Stopping Zone* means that portion of a *highway* designated as such by a *traffic control device* that specifies that stopping is prohibited, either generally or at specified times;

*Owner*, with respect to a *vehicle*, means the person who holds the legal title to the *vehicle*, a person who is a conditional purchaser, a lessee or a mortgagor, and is entitled to be and is in possession of the *vehicle*, or the person in whose name the *vehicle* is registered.

*Parking Lot* means a public *parking lot* that is owned or operated by the *Village*;

*Parking Permit* means a permit issued under Section 13.3 of this Bylaw;

*Parking Space* means a section of a *highway* indicated by a *traffic control device* as a place to park one *vehicle*;

*Person with Disability* means a person whose mobility is limited as a result of a permanent or temporary disability that makes it impossible or difficult to walk.

*Police Officer* means a member of the Royal Canadian Mounted Police;

*Sidewalk* means the area between the curb-lines or lateral lines of a roadway and the adjacent property lines improved for use of pedestrians;

*Tradesman's Vehicle* means any *vehicle*, the *owner* or operator of which holds a valid business license in the *Village* as a tradesman;

*Traffic Control Device* means a sign, signal, painted line, meter, road surface or other marking, space, barrier or any other device, erected or placed by direction of the *Manager*;

*Trailer* means any of various accessory, non-motorized *vehicles*, commonly towed by automotive *vehicles*;

*Vehicle* means a device in, on or by which a person or thing is or may be transported or drawn on a *highway*, but does not include a device designed to be moved by human power, a device used exclusively on stationary rails or tracks or a motor assisted cycle.

*Village* means the Village of Pemberton;

*Winter Parking Restrictions* means temporary directions issued by the Manager of Operations and Development Services for the Village to accommodate winter snow clearing operations.

- 2.2. Except as otherwise defined, words and phrases in this bylaw are to be construed in accordance with their meanings under the *Community Charter*, the *Motor Vehicle Act*, the *Local Government Act* and the *Interpretation Act*, as the context and circumstances require. Reference to a statute refers to a statute of British Columbia and reference to another bylaw refers to a bylaw of the *Village* unless otherwise indicated. Reference to any statute, regulation, code or bylaw refers to that enactment as it may be amended or replaced from time to time. In the event of an inconsistency between this Bylaw and a Provincial enactment, the more restrictive law prevails. Words in the singular include the plural and vice versa. Headings in this Bylaw are for convenience only and must not be construed as defining or in any way limiting the scope or intent of this Bylaw.

### **PART 3: GENERAL RESTRICTIONS**

3.1. A person must not:

- a) While on a *highway*, interfere or fail to comply with the directions of a *police officer*, *bylaw enforcement officer* or firefighter acting in the course of their duties;
- b) Remove or discard a notice or ticket placed on or affixed to a *vehicle* by a *police officer* or *bylaw enforcement officer* in the course of enforcing this Bylaw, unless the person is the *owner* or operator of that *vehicle*;
- c) Deface, paint, mark or damage a *highway* or any part of a *highway*;
- d) Obstruct, cover, alter, deface, damage, interfere with or remove a *traffic control device* or any part of it;
- e) *Camp*, or otherwise erect a tent or similar shelter, on any *highway*;
- f) Park a *vehicle* or *trailer* on any *highway* or part of a *highway*, Municipal right of way or parking lot, or other public space between the hours of 10:00 p.m. and 6:00 a.m. for the purpose of sleeping, except where a sign or other *traffic control device* indicates that a place may be used for that purpose; or
- g) Abandon a *vehicle* on a *highway* except by direction of a *police officer* or as required by law, unless abandoning the *vehicle* is strictly necessary and, in any case, the owner or operator must inform the RCMP or the *Manager* of the *vehicle's* location as soon as possible, and arrange to have the *vehicle* removed to a suitable location. All expenses, costs and charges of removal and storage shall be the responsibility of the *owner* of the *vehicle*.



#### **PART 4: GENERAL PARKING AND STOPPING PROHIBITIONS**

- 4.1. Except when necessary to avoid conflict with traffic; to comply with the directions of a *police officer*, firefighter, *bylaw enforcement officer* or *traffic control device*; or as specifically permitted under this or another bylaw of the Village of Pemberton; a person must not stop, stand or park a *vehicle* or *trailer*:
- a) within six (6) metres of any fire hydrant;
  - b) in an area designated as a:
    - i. *fire lane*;
    - ii. *no parking zone*;
    - iii. *no stopping zone*;
    - iv. *loading zone*;
  - c) in an area designated as a *Disabled Parking Zone* except where a current *Disabled Persons' Parking Permit* is displayed clearly from the *vehicle*;
  - d) adjacent to a *curb* that is painted yellow;
  - e) on a crosswalk;
  - f) within six (6) metres of the approach of a *crosswalk*;
  - g) so as to interfere with the normal flow of traffic;
  - h) on a *sidewalk*, boulevard, shoulder, trail or any place reserved for pedestrians except where specifically designated as a parking zone;
  - i) so as to obstruct or prevent access to or from a driveway, lane, or right of way or other access to an adjoining parcel of land;
  - j) within six (6) metres of any *traffic control device* located at an intersection of any *highway*; or within any *crosswalk*, *highway* intersection or roundabout.
  - k) on any *highway*, including the shoulder thereof, for the purpose of:
    - i. displaying a *vehicle* for sale;
    - ii. displaying signs;
    - iii. advertising, washing, greasing, repairing, wrecking or storing a *vehicle* or *trailer*, except where necessitated by an emergency; or
    - iv. selling any goods or services;

- l) on a *highway* except on the right-hand side; not further than thirty (30) centimeters from the *curb* or if there is no *curb*, from the edge of the roadway;
- m) in the opposite direction of on-coming traffic;
- n) in contravention of any sign or other *traffic control device* posted or installed pursuant to this bylaw;
- o) on any *highway* for a period longer than seventy-two (72) hours;
- p) in front of a barricade used to block off a roadway or access to a roadway;
- q) in a public park, except in designated areas;
- r) on any *highway* if:
  - i. the *vehicle* is not displaying a valid licence plate; or
  - ii. the *vehicle* is not insured, as evidenced by the display of a valid insurance decal;
- s) on the roadway side of another *vehicle* that is stopped or parked at the edge or *curb* of a roadway, except when necessary to avoid conflict with traffic or to comply with the law or directions of a *police officer* or *traffic control device*; and
- t) on any portion of *highway* that is indicated by *traffic control device* as being a bus stop, taxi stand, or *loading zone*, or otherwise reserved for buses, taxis, *commercial vehicles*, or for any other type or class of *vehicle*, other than for stopping, standing or parking a *vehicle* that is clearly within that class;
- u) on any portion of a *highway* that is marked or indicated by surface markings or other *traffic control device* as a cycle lane;
- v) on any portion of a *highway* for a longer period of time than indicated on any traffic sign or other *traffic control device* applicable to that portion of the *highway*;
- w) within any residential zone of the *Village*, if the *vehicle* or *trailer* is a *commercial vehicle* having a gross *vehicle* weight exceeding 5,500 kilograms, unless the *vehicle* or *trailer* is temporarily parked and persons are engaged in the moving, loading, or unloading of furniture, other personal property of a resident within the *Village* or for construction purposes related to a property on that street;

- 4.2. *Winter Parking Restrictions* are in effect between the hours of 9 p.m. to 9 a.m. local time inclusive, on Monday through Sunday, from November 15<sup>th</sup> of each year to March 31<sup>st</sup> of the succeeding year. When *Winter Parking Restrictions* are in effect, a person must not park a *vehicle* or *trailer*, or leave any chattel or thing, on that side of any *highway* on which civic addresses are assigned even numbers, except as permitted by a *traffic control device*.
- 4.3. Where angle parking is provided or allowed, the driver of a *vehicle* must park in accordance with the *traffic control device*, permit or other authority, and as close to the *curb* as practicable.
- 4.4. Where a sign indicates that a *parking lot* belongs to the *Village*, a person must not park a *vehicle* in that lot contrary to any posted restriction or prohibition.

#### **PART 5: MOTOR VEHICLE IDLING**

- 5.1. A person must not cause, permit, or allow a motor *vehicle* to idle for more than three (3) consecutive minutes, whether or not the *vehicle* is being driven or is unattended, and whether or not locked or unlocked with the *vehicle* engine idling for a period longer than three (3) minutes, unless;
  - a) the *vehicle* is in lanes of active traffic,
  - b) the *vehicle* is undergoing emergency repairs along a roadside, or
  - c) the *vehicle* is an emergency *vehicle*.
  - d) to power a heating or refrigeration system in order to preserve perishable cargo.

#### **PART 6: TIME-LIMIT PARKING**

- 6.1. A person must not park a *vehicle* in a stall for a period of time greater than the time indicated by the *traffic control device* governing the stall except where the *vehicle* is parked in a public *parking lot* designated for the use of public parking passes and where a valid pass is displayed from the rear-view mirror of the *vehicle*.
- 6.2. Where the time limit for parking in a stall has expired and a person requires further parking, the person may:
  - a) park the *vehicle* in another stall located a minimum 50m from the stall vacated.

## **PART 7: PARKING LOTS**

- 7.1. A person must not park any *vehicle* or *trailer* on any Municipal *parking lot* or in a *parking space*:
- a) for a period longer than the posted maximum time restriction;
  - b) during any time period for which posted parking regulations designate the *parking lot* or *parking space* as a *no parking zone*;
  - c) such that any portion of the *vehicle* or *trailer*.
    - i. extends into the roadway or *parking lot* beyond the markings delineating the *parking space*; or
    - ii. occupies more than one *parking space*;
    - iii. for a period longer than 72 hours;
    - iv. for *camping*;
    - v. between the hours of 9 p.m. to 9 a.m. local time inclusive, on Monday through Sunday, from November 15<sup>th</sup> of each year to March 31st of the succeeding year.

## **PART 8: NUISANCE and OBSTRUCTION**

- 8.1. A person must not cause a nuisance on, foul or damage any *highway*, and without limiting the generality of that, must not:
- a) cause, permit or allow an unauthorized obstruction on a *highway* or any part of a *highway* or throw, or cause or allow to fall, place or deposit on a *sidewalk*, boulevard, lane or other part of a *highway*:
    - i. garbage, rubbish, food peelings, gum, animal droppings or carcasses, or other discarded or waste materials;
    - ii. earth, rocks, gravel, cement, clay, dust or similar matter;
    - iii. trees, branches, stumps, logs, leaves, lawn or garden clippings, agricultural waste or other discarded vegetable matter;
    - iv. discarded or abandoned paper, plastic, glass, electronics, appliances or furniture, except as authorized in writing by the *Manager*.

- b) permit, suffer or allow litter, food, garbage, rubbish, or other waste or discarded materials or objects to remain or accumulate on a *sidewalk* or gutter adjacent to, or that could be affected by, a parcel or premises of which the person is an *owner* or occupant;
- c) cause, permit, suffer or allow substances such as fuels, oils, gas, or noxious liquids, solids or effluvia to escape onto a *highway* or into a gutter, ditch, or storm drain system within, affixed or adjacent to or near any part of a *highway*; or
- d) place, or cause to be placed, any garbage or recycling container so as to interfere with the ordinary passage of *vehicles*, pedestrians, and cyclists riding within marked cycle lanes.

## **PART 9: EXEMPTIONS FROM PARKING REGULATIONS**

9.1. Provided that the *vehicle* operator has due regard for any applicable regulations under the *Motor Vehicle Act*, the provisions of this bylaw relating to the stopping or parking of *vehicles* do not apply to the operators of:

- a) emergency *vehicles*;
- b) Provincial or Federal Government or, public utility corporation service *vehicles*, or a *vehicle* owned or leased by the *Village*;
- c) towing service *vehicles*; or
- d) school buses;

while the operators of such *vehicles* are lawfully engaged in carrying out their work or business.

This exemption does not relieve the drivers of said *vehicles* from taking due precautions to indicate their presence on a street parked or stopped, while engaged in work.

9.2. Any *vehicle* parked under the authority of section 9.1(b) within six (6) metres of a fire hydrant or in an area designated as a *fire lane*, shall be attended at all times and shall be moved immediately at the request of a *bylaw enforcement officer*, the *fire chief* or the Fire Department Officer in charge at an emergency response incident.

## **PART 10: COMMERCIAL VEHICLE PARKING**

- 10.1 No person shall park any *commercial vehicle* on any *highway* in the *Village*, except:
- (a) in a *loading zone*, except in accordance with section 11 of this bylaw;
  - (b) when the *commercial vehicle* is standing temporarily while the operator is actually engaged in loading or unloading goods or passengers; or
  - (c) while the operator of the *commercial vehicle* is actually engaged in providing a tradesman's service, moving service or other commercial service to another person, on land adjacent to the *highway* where the *vehicle* is parked.
  - (d) in an area specifically designated to include parking of *commercial vehicles*.
- 10.2 The exception in paragraph 10.1 (c) does not apply if section 4.1(g) or 4.2 of this bylaw prohibits parking at the applicable time or location.
- 10.3 No *vehicle* parked under the authority of paragraph section 10.1 (c) may be parked in a *no stopping zone*, a *no parking zone*, a *fire lane*, *crosswalk* or within six (6) metres of a fire hydrant.

## **PART 11: LOADING ZONES**

- 11.1 *Commercial vehicles* may be parked for a maximum of thirty (30) minutes in an area designated as a *loading zone*, while the operator of the *vehicle* is engaged in loading or unloading materials, provided that the *vehicle* is moved immediately at the request of a *Bylaw Enforcement Officer*, *Police Officer* or *Fire Chief*.

## **PART 12: REMOVAL, IMPOUNDMENT AND COST RECOVERY**

- 12.1 Where a *vehicle*, *cycle*, *trailer*, container or other chattel, fixture or thing is unlawfully occupying any part of a *highway*, parking lot, *parking space* or other property owned or controlled by the *Village*, the *Manager*, a *Police Officer*, the *Fire Chief*, or a *Bylaw Enforcement Officer* acting under the direction of the *Manager* may cause it to be removed and, if unattended by its *owner* or operator, taken to a suitable place and detained or stored until all expenses, costs and charges of removal and impoundment together with all other applicable fees and charges have been paid in full.
- 12.2 Without limiting Section 12.1, the *Manager*, *Police Officer*, *Fire Chief* or *Bylaw Enforcement Officer* may order any parked *vehicle* or other thing removed and if

unattended by its *owner* or operator, impounded if it obstructs or interferes with:

- a) firefighting or emergency response operations;
- b) snow removal or street sweeping operations;
- c) emergency access to any building or property; or
- d) the construction, reconstruction, maintenance or repair of any *highway* or public utility.
- e) is standing or parked in contravention of a traffic control signal; direction of the RCMP Member, *Fire Chief*, or *Manager*, or a permit or order issued under this bylaw;
- f) is standing or parked in a position that causes it to interfere with or impede the use of a cycle lane by cyclists, a *sidewalk* by pedestrians, a trail, or another part of the *highway* by *vehicles*;
- g) is presenting a hazard to public safety or preventing the normal flow of traffic;
- h) appears to be abandoned; or
- i) is without proper or valid number plates or current insurance decal.

12.3 If a *vehicle* or other thing described in section 12.1 or 12.2 is attended by its *owner* or operator, or another person who appears to be responsible for it, a *Police Officer*, a firefighter responding to an incident, a *Bylaw Enforcement Officer* or the *Manager* may order the *owner* or operator to remove the *vehicle* or other thing to a suitable location, and every person so ordered must immediately comply.

12.4 If a person fails to comply immediately with an order delivered under this section, the *Police Officer*, firefighter, *Bylaw Enforcement Officer* or *Manager* may cause the *vehicle* or another thing to be removed and stored in a suitable place.

12.5 The owner of the *vehicle*, *trailer*, container or other chattel, fixture or thing that is removed or impounded under this section is responsible to pay all expenses, costs and charges for its removal, care or storage.

## **PART 13: AUTHORITY OF THE MANAGER**

13.1 For the safety, protection and convenience of the public in relation to traffic and use of the *highways*, boulevards, *sidewalks*, parking lots, parks and other public spaces, and taking into account normal use by *vehicles*, cyclists and pedestrians, real property circumstances and road and weather conditions, and acting consistently with this bylaw, the *Manager* is authorized to direct and issue orders for any of the following purposes:

- a) placing or erection of *traffic control devices* upon any *highway* or part of a *highway*, or on land owned or held by the *Village*;
- b) to temporarily restrict or prohibit all or some types of traffic on a *highway*, *sidewalk*, boulevard, *parking lot* or park;
- c) establishing locations for *parking spaces* and for *Disabled Parking Zones* for persons with disabilities;
- d) designating *parking spaces* adjacent to any federal, provincial or Municipal public building that are reserved for officials and officers engaged therein;
- e) establishing locations for automatic or other mechanical parking meters;
- f) establishing locations for loading and unloading *commercial vehicles* and the picking up and dropping off of passengers;
- g) removal of unauthorized signs, advertisements or guide posts on or over any *highway*, or the repair, replacement, repositioning, alteration or removal of signs, advertisements or guide posts that interfere with traffic sight lines or that are unstable or unsafe;
- h) establishing the locations of:
  - i. school crossings;
  - ii. taxi stands; and
  - iii. traffic calming works or other design features on a roadway.
- i) establishing *winter parking restrictions* which may be a time period between November 15<sup>th</sup> and March 31<sup>st</sup>;
- j) to facilitate a procession, parade, special event or similar activity in the *Village*;
- k) to allow for parking in locations that are normally restricted, including for commercial and overweight *vehicles* and for permits of up to one year for residents and local business;



- l) construction, maintenance, repair, widening or upgrading of any *highway*, access, adjacent right of way, crossing or ancillary thing;
- m) installation, maintenance, repair, upgrading, removal or relocation of a ditch, drain, culvert, sewer or other utility on, under or adjacent to the *highway*, *sidewalk*, boulevard or park;
- n) to facilitate construction of buildings or other structures, or their demolition, on properties adjacent to the *highway*, *sidewalk*, boulevard or park;
- o) to allow for the temporary deposit of rocks, earth, gravel or other materials on the *highway*, *sidewalk* or boulevard;
- p) to allow for extraordinary traffic to use the *highway*; and
- q) the *Manager* may issue time-limited permits for the occupation and use of a *highway*, boulevard, *sidewalk* or other property owned or controlled by the *Village* for any of the following purposes:
  - i. Special Event;
  - ii. Filming; and
  - iii. Construction

13.2 Regulation and control of persons using skateboards, scooters, roller skates or roller blades, sleighs, skates, skis, snowboards or other similar means of conveyance on highways in the Village and the closing of a highway or highways or part of them to permit the use of skateboards, scooters, roller skates or roller blades, sleighs, skates, skis, snowboards or other similar means of conveyance.

13.3 The *Manager* may impose, as a condition of a permit, terms, restrictions and requirements for safety and security of persons and property, indemnity and insurance, and to ensure compliance with this and other applicable bylaws; and may rescind, revoke, amend or vary orders made under this bylaw if the *Manager* determines that the permit holder has contravened the permit or a provision of this or another bylaw or a provincial or federal enactment.

13.4 A person holding a permit issued under this bylaw must:

- a) ensure that all conditions, terms, restrictions and requirements are met;
- b) promptly notify the *Manager* of any accident, emergency incident, and of any injury to persons or loss or damage to property related to and occurring during the use and occupation of the *highway*, boulevard or *sidewalk*, as applicable; and
- c) be solely responsible for any costs and expenses resulting to the *Village* in

repairing or replacing property lost, injured or damaged by the use or occupation for which the permit was issued.

#### **PART 14: ENFORCEMENT**

14.1. This Bylaw may be enforced by the *Manager*, a *Police officer* or a *Bylaw Enforcement Officer*, and where members of the Fire Department are responding to an incident, by the *Fire Chief* or Deputy Fire Chief in relation to that incident.

14.2. A *Police Officer*, *Bylaw Enforcement Officer*, the *Manager* or a person acting in the place of the *Manager*, may enter on or into property for the purpose of inspecting to determine whether the regulations, restrictions and requirements of this Bylaw are being met.

#### **PART 15: CONTRAVENTION AND PENALTIES**

15.1. Any person who:

- a) contravenes any provision of this bylaw;
- b) causes or allows any act or thing to be done in contravention of any provision of this bylaw; or
- c) fails or neglects to do anything required to be done by any provision of this bylaw,

commits an offence under this bylaw and for each day the offence continues constitutes a separate offense.

15.2. A person convicted an offence under this bylaw is liable:

- a) if proceedings are brought under the *Offence Act*, to pay a fine to a maximum of \$10,000 and such other amounts as the court may impose in relation to the offence;
- b) if a ticket is issued under the *Municipal Ticket Information Utilization Bylaw No. 800, 2016*, to pay a fine to a maximum of \$1,000;
- c) if a bylaw notice is issued under a bylaw made under the *Local Government Bylaw Notice Enforcement Act*, to pay a penalty to a maximum authorized under that *Act*.

**PART 16: SCHEDULES**

16.1 The following schedule is attached to and form part of this Bylaw and are enforceable in the same manner as this bylaw:

Schedule "A" - Fines

**PART 17: SEVERABILITY**

17.1 If any portion of this Bylaw is held to be invalid by a court of competent jurisdiction, the invalid portion is severed and remainder continues to be valid.

**PART 18: REPEAL AND SCHEDULE**

18.1 The following bylaws are hereby repealed:

*Parking and Street Traffic Control Bylaw No. 586, 2006;*  
*Parking and Traffic Control Amendment (Idling) Bylaw No. 726, 2013; and*  
*Parking and Traffic (Fine Adjustment) Amendment Bylaw No. 777.*

18.2 Despite subsection 18.1 every order made under "Street Traffic and Parking Control Bylaw No. 541, 2004" and its amendments continue in effect.

18.3 Schedule "A" is attached to and forms part of this bylaw.

**READ A FIRST TIME THIS 4<sup>th</sup> day of September, 2018**

**READ A SECOND TIME THIS 4<sup>th</sup> day of September, 2018**

**READ A THIRD TIME THIS 4<sup>th</sup> day of September, 2018**

**ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2018**

\_\_\_\_\_  
Mike Richman  
Mayor

\_\_\_\_\_  
Sheena Fraser  
Corporate Officer

**SCHEDULE "A"**  
**PENALTIES AND FEES**

<b>OFFENCE</b>	<b>BYLAW SECTION</b>	<b>FINE</b>
<b><u>Part 3: GENERAL REGULATIONS</u></b>		
Non-compliance with an officer	3.1(a)	\$100
Remove notice from vehicle, unless Owner or operator of that vehicle	3.1(b)	\$100
Deface, paint, mark or damage a highway	3.1(c)	\$1,000
Obstruct or damage traffic control device	3.1(d)	\$100
Camping on a highway	3.1(e)	\$ 50
Park overnight to sleep in vehicle	3.1(f)	\$ 50
Abandoned a vehicle	3.1(g)	\$100
<b><u>Part 4: General Parking and Stopping Prohibitions</u></b>		
<b>Section 4.1 - Stop, Stand or Park Vehicle or Trailer</b>		
Within 6 m of any fire hydrant	4.1(a)	\$30
In an area designated as a:		
fire lane	4.1(b)(i)	\$30
no parking zone	4.1(b)(ii)	\$30
no stopping zone	4.1(b)(iii)	\$30
loading zone	4.1(b)(iv)	\$30
In a disabled parking zone	4.1(c)	\$50
Adjacent to a curb that is painted yellow	4.1(d)	\$30
On a crosswalk	4.1(e)	\$30
Within 6 m of a crosswalk	4.1(f)	\$30
So as to interfere with the normal flow of traffic	4.1(g)	\$30
On a sidewalk, boulevard, shoulder or trail	4.1(h)	\$30
Obstruct a driveway, lane, or right of way	4.1(i)	\$30

Within 6 metres of any traffic control device	4.1(j)	\$30
On a highway/shoulder for the purpose of		
Displaying a vehicle for sale	4.1(k)(i)	\$30
Displaying signs	4.1(k)(ii)	\$30
Advertising, washing, greasing, repairing, wrecking or storing a vehicle or trailer except where necessitated by an emergency	4.1(k)iii	\$50
Selling any goods or services	4.1(k)iv	\$30
On a highway except on the right-hand side; no further than thirty (30) centimeters from the <i>curb</i> or if there is no <i>curb</i> , from the edge of the roadway	4.1(l)	\$30
In the opposite direction of on-coming traffic	4.1(m)	\$30
In contravention of any sign or other traffic control device	4.1(n)	\$30
For a period longer than seventy-two (72) hours	4.1(o)	\$30
In front of a barricade used to block off a roadway or access to a roadway	4.1(p)	\$30
In a public park, except in designated areas	4.1(q)	\$30
On highway - no licence plate	4.1(r)i	\$30
On highway – no valid insurance decal	4.1(r)ii	\$30
On the roadway side of another vehicle (double parked)	4.1(s)	\$30
Area reserved for bus, taxi or loading	4.1(t)	\$30
Within a cycle lane	4.1(u)	\$30
Over time limit parking	4.1(v)	\$30
Vehicle weight exceeds 5,500 kilograms	4.1(w)	\$30
Contravention of winter parking restrictions	4.2	\$30

**Part 5: Motor Vehicle Idling**

Idling motor over 3 minutes 5.1 \$30

**Part 6: Time-Limit Parking**

Time limit parking 6.1 \$30

**Part 7: Parking Lots**

Parking in Village lot contrary to restrictions 7.1(a) \$30

During time period posted regulations designate the parking lot as no parking zone 7.1(b) \$30

Extends into the roadway beyond markings delineating the parking space 7.1(c) (i) \$30

Occupies more than one parking space 7.1(c)(ii) \$30

For a period longer than 72 hours 7.1(c)(iii) \$30

For camping 7.1(c)(iv) \$50

During winter parking restrictions 7.1(c)(v) \$30

**Part 8: Nuisance and Obstruction**

Cause nuisance, foul or damage 8.1 (a) (i-iv) \$30

Cause accumulation of litter or discarded materials 8.1 (b) \$30

Cause discharge or escape of fuel or noxious substance 8.1 (c) \$500

Interference with the passage due to placement of garbage or recycling container 8.1 (d) \$30

**FEES and CHARGES**

Towing and Impoundment: actual cost of service + \$25 Administration Fee

**Date:** September 4, 2018

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

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

**Subject:** Text Amendment to the RTA-1, RTA-2 and CD-5 provisions of Zoning Bylaw No. 832, 2018

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### **PURPOSE**

The purpose of this report for Council is to consider first and second reading to Village of Pemberton Zoning Bylaw No. 832, 2018 Amendment (RTA-1, RTA-2 and CD-5) Bylaw No. 841, 2018, to make minor Village initiated text amendments to the newly adopted Zoning Bylaw No. 832. The changes are necessary to clarify the permitted and accessory uses in the Residential Townhouse Amenity 1 (RTA-1) and Residential Townhouse Amenity 2 (RTA-2) zones and to include a table of information to the CD-5 Zone which was inadvertently omitted in the preparation of the new Zoning Bylaw.

### **BACKGROUND**

At the Regular Council meeting No. 1474, held on Tuesday, July 24, 2018, Council adopted a new Zoning Bylaw for the Village of Pemberton. The new Bylaw made a number of significant changes, but certain land uses were not intended to change. In particular, the zoning provisions that apply to The Ridge and Sunstone developments and the Tiyata development were intended to mirror the existing zones.

In the preparation of the Zoning bylaw, the initial zoning provisions and subsequent amendments were reviewed in detail; however the permitted and accessory uses allowed in the RTA-1 and RTA-2 zones requires additional clarity. Though not particularly overt in the historic bylaw, the Village had made the interpretation that secondary suites were permitted as accessory uses in the subject zones if developed as single detached dwellings, and this amending Bylaw will make that clear by mirroring the permitted and accessory uses allowed for single detached dwellings in The Ridge and Sunstone projects.

With respect to the CD-5 Zone, Staff noticed that a section of zoning provisions that covered Maximum Number of Dwelling Units, Maximum Height, Minimum Building Setbacks and Minimum and Maximum Lot Size for Principal Uses was inadvertently omitted from the final version of Zoning Bylaw No. 832, 2018.

### **DISCUSSION & COMMENTS**

The RTA zones that regulate townhouse and small lot development at The Ridge and townhouse and small lot development at Sunstone, permit lands within those zones to be subdivided and developed as detached dwellings. The intent of the amendment is to ensure that when lots are developed as detached lots with single detached dwellings, they enjoy some

of the same permitted and accessory use provisions and conditions as the RSA zones which regulate single detached development in The Ridge and Sunstone. Specifically, this will clarify the ability to include secondary suites in single detached development subject to the same terms and conditions outlined in the RSA zones.

As this amending Bylaw reinstates regulations that were already in place there is no requirement to seek the approval of the Ministry of Transportation. As well, given the nature of this zoning amendment Staff is recommending that the Public Hearing be waived and provide notice of this intention. In this regard, should Council support waiving the Public Hearing the bylaw will be brought back at the next Council meeting for third and fourth readings.

### **Rationale**

The amendments proposed are intended to reflect the zoning entitlements that existed before the introduction of Zoning Bylaw 832, 2018.

### **COMMUNICATIONS**

As a housekeeping amendment that is merely duplicating regulations that were contained in Zoning Bylaw No. 466, 2001 but were inadvertently missed in Zoning Bylaw No. 832, 2018, Staff are recommending that the Public Hearing will be waived and as such, will require advertisement as per the *Local Government Act*.

### **LEGAL CONSIDERATIONS**

The amendments are considered a natural part of the Zoning Bylaw process and will clarify the regulations for the use of land, buildings, and structures in the RTA zones; no formal review is required.

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

Review and incorporation of minor changes to bylaws and policies is a component of the day to day operations of the Operations and Development Services department and has no impact on the budget.

### **INTERDEPARTMENTAL IMPACT & APPROVAL**

There are no interdepartmental impacts or approvals as a result of this amendment.

### **ALTERNATIVE OPTIONS**

There are no alternative options presented for consideration.

### **POTENTIAL GOVERNANCE CONSIDERATIONS**

Review and updating of Village bylaws and policies in order to ensure they are current and can be utilized effectively meets with Strategic Priority Two: Good Governance and Strategic Priority Three: Excellence in Service.



**RECOMMENDATIONS**

1. **THAT** Council gives first and second reading to Village of Pemberton Zoning Bylaw No. 832, 2018, Amendment (RTA-1, RTA-2 and CD-5 Zones) Bylaw No. 841, 2018.
2. **THAT** Council notifies the public of its intention to waive the Public Hearing as per the *Local Government Act*.

**Attachments:**

Appendix A: Zoning Bylaw No.832, 2018, Amendment (RTA-1, RTA-2 and CD-5 Zones)  
Amendment Bylaw No. 841, 2018

Prepared by:	Cameron Chalmers, Consulting Planner
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer

# APPENDIX A

## VILLAGE OF PEMBERTON BYLAW No. 841, 2018

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### Being a bylaw to amend the Village of Pemberton Zoning Bylaw No. 832, 2018

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**WHEREAS** the Council may amend its Zoning Bylaw from time to time;

**AND WHEREAS** the Council of the Village of Pemberton deems it necessary to amend the Zoning Bylaw to modify the community amenity requirements related to the density bonusing provisions;

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

#### **CITATION**

This Bylaw may be cited for all purposes as “Village of Pemberton Zoning Bylaw No. 832, 2018, Amendment (RTA-1, RTA-2 and CD-5 Zones) Bylaw No. 841, 2018”.

#### **1. VILLAGE OF PEMBERTON ZONING BYLAW NO. 832, 2018 IS AMENDED AS FOLLOWS:**

That Section 13.2.2 be deleted and replaced with the following:

##### **13.2.2 Permitted Accessory Uses**

- (a) *Accessory Suite*
- (b) *Home Occupation*

That Section **13.2.3 Conditions of Use** be amended as follows:

Section 13.2.3 (a) is deleted and replaced with the following three clauses and that all subsection clauses under section 13.2.3 be renumbered sequentially:

- (a) *Accessory Suites* are permitted only on lots created and developed as single detached dwellings.
- (b) A maximum of one (1) accessory suite is permitted on a lot.
- (c) A maximum of two accessory buildings or structures are permitted on a lot.

That Section 14.2.2 be deleted and replaced with the following:

##### **14.2.2 Permitted Accessory Uses**

- (a) *Accessory Suite*
- (b) *Home Occupation*

That Section **14.2.3 Conditions of Use** be amended as follows:

Section 14.2.3 is amended to add the following three clauses and that all subsection clauses under section 14.2.3 be renumbered sequentially:

- (a) *Accessory Suites* are permitted only on lots created and developed as single detached dwellings.

- (b) A maximum of one (1) accessory suite is permitted on a lot.
- (c) A maximum of two accessory buildings or structures are permitted on a lot.

That Section 18.5.2 (a) be amended by adding the following table below p)

	Area 1	Area 2	Area 3	Area 4	Area 5	Area 6
<b>Maximum Number of Dwelling Units</b>	12	76	36	13	28	
<b>Maximum Amount of Commercial Floor Area (m<sup>2</sup>)</b>	2230					
<b>Maximum Building Height (meters / stories)</b>						
Single Family Dwelling		9		9	9	
Duplex Residential		9		9	9	
Townhouse / Stacked Townhouse			12 / 3			
Apartment	17 / 4		17 / 4			
Commercial 18.5.2 (b) (i) and (ii)	17 / 4					
Assembly	17 / 4					
<b>Minimum Building Setbacks</b>						
Front	6	6	6	6	6	
Rear	7.5	7.5	7.5	7.5	7.5	
Side 18.5.2 (v) and (vi)	3.0	1.5	3.0	1.5	1.5	
<b>Minimum Lot Size (m<sup>2</sup>)</b>						
Single Family Dwelling		350 m <sup>2</sup>		350 m <sup>2</sup>	350 m <sup>2</sup>	
Corner Lot		375 m <sup>2</sup>		375 m <sup>2</sup>	375 m <sup>2</sup>	
Duplex Residential		465		465	465	
<b>Maximum Lot Size (m<sup>2</sup>)</b>						
Single Family Dwelling		790		790	790	
Duplex Residential		830		830	830	

**READ A FIRST TIME** this 4<sup>th</sup> day of September, 2018.

**READ A SECOND TIME** this 4<sup>th</sup> day of September, 2018.

**NOTICE OF INTENT TO WAIVE THE PUBLIC HEARING TO AMEND** the Village of Pemberton Zoning Bylaw No. 832, 2018, Amendment (RTA-1, RTA-2 and CD-5 Zones) Bylaw No. 841, 2018 was **PUBLISHED IN THE** Pique Newsmagazine on \_\_\_\_\_, 2018 and on \_\_\_\_\_, 2018.

**READ A THIRD TIME** this \_\_\_\_ day of \_\_\_\_\_, 2018.

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

\_\_\_\_\_  
Mike Richman  
Mayor

\_\_\_\_\_  
Sheena Fraser  
Corporate Officer



July 27, 2018

Attn: Nikki Gilmore  
Chief Administrative Officer  
Village of Pemberton

**Re: 3 Year Expansion Initiatives**

Dear Nikki,


As your transit system has service initiatives requiring expansion funding, we have attached a Memorandum of Understanding (MOU) to formalize the process of securing provincial funding on your behalf. This MOU summarizes specific initiatives for the subsequent three operating years of 2019-2020 through to 2021-2022. These initiatives are derived from recommendations outlined in the most recent service plan(s) received by your council/board and validated in collaboration with local government staff.

Expansion initiatives are an important component to sustaining and growing a successful transit system. This investment in your transit system comes with several considerations. To support council/board decision making, we have provided order-of-magnitude costing for each initiative based on the estimated annual expansion hours required. Where proposed expansion is dependent on other infrastructure investment, this dependency will be noted in the proposed expansion initiatives table. If your expansion requires additional vehicles, this is identified and is factored into your estimated total costs. Please keep in mind that should funding be secured to support your expansion initiative and you determine that expansion is no longer desired, the lease fees related to the new buses will still be added to your operating budget for a minimum of a one year period.

By communicating proposed expansion initiatives as far in advance as possible we are trying to achieve three important goals:

1. Ensure 3 year expansion initiatives are aligned with the expectations of local governments
2. Attain a commitment from local governments that allow BC Transit to proceed with the procurement and management of resources necessary to implement transit service expansions
3. Provide local government partners with enhanced 3 year forecasts that identify longer term funding requirements.

Upon confirmation of your council/board's commitment to the expansion initiatives, we will include your request in BC Transit's draft Service Plan to the Province to seek the matching funding required for operating and capital costs. If your proposed expansion requires additional vehicles in 2019-20,



a commitment from your council/board is required by mid-June to ensure sufficient time for BC Transit included your requirements in our procurement process. It is important to note that in the event expansion requests exceed the available funding, a prioritization process is used known as the Transit Enhancement Process.

Following confirmation of the provincial budget, I will confirm with you if sufficient funding is available and initiate an implementation plan, including the development of more detailed costing based on routing and schedules. I look forward to working with you on the continued improvement of your transit service and encourage you to contact me if you have any questions regarding these proposed expansion initiatives.

Yours truly,

Lisa Trotter  
Senior Regional Transit Manager  
BC Transit

## Expansion Memorandum of Understanding

<b>Date</b>	July 27, 2018
<b>Expiry</b>	August 15, 2018
<b>System</b>	Pemberton Valley Transit System

### Expansion Initiatives Agreement

The following outlines expansion initiatives identified for your transit system along with a high level annual costing based on the hourly rates of your system. Please confirm these initiatives are aligned with the expectations of your local government. Upon confirmation of your local government's intent to commit to the expansion and budget, we will proceed with the request to secure funding from the Province on your behalf.

PROPOSED EXPANSION INITIATIVES						
AOA Period	In Service Date	Annual Hours	Vehicle Requirements	Estimated Annual Revenue	Estimated Annual Total Costs	Estimated Annual Net Municipal Share
2019/20	Jun-19	<b>800</b>	<b>0</b>	<b>\$8,041</b>	<b>\$67,574</b>	<b>\$26,631</b>
		<b>Description</b>	An additional evening trip on the 99 Pemberton Commuter			

## Approval

On behalf of the Village of Pemberton, I am confirming to BC Transit to proceed with the request for funding to the province on our behalf and that we are committed to budget accordingly as per the advice provided and with the knowledge a more detailed budget will follow as service details are confirmed.

On behalf of the Village of Pemberton:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

On behalf of BC Transit, prepared by Lisa Trotter, Senior Manager, Government Relations



**July 25, 2018**

**Form Submission Info**

**First Name:** paul

**Last Name:** colburn

**Street Address:** [REDACTED]

**PO Box:** [REDACTED]

**Town/City:** pemberton

**Province:** bc

**Postal Code:** v0n2l0

**Phone Number:** [REDACTED]

**Email:** [REDACTED]

**Please attach any related documents (if applicable):**

**Message to Mayor & Council:** I read somewhere that the mayor was looking into resolving the issues with people crossing the cn rail bridge. just letting you know that this situation has been solved in lytton where the bridge was altered in 1960 adding a walkway on the side, which we already have, and then upgraded in 2008 to improve safety and facilitate bicycles and wheelchairs, it can be seen on you tube ,and here's some info on it under ferry factoid number4 <https://www.tranbc.ca/2013/07/25/11-little-known-lytton-ferry-factoids/>



BY EMAIL

August 13, 2018

Mayor Mike Richman and Council  
Village of Pemberton

Dear Mayor Richman,

**Re: 2018 UBCM Official Opposition Meeting Opportunities**

With the 2018 Union of BC Municipalities (UBCM) Convention in Whistler fast approaching, the Members of the Official Opposition would like to extend an invitation to meet during the UBCM Convention. As the Official Opposition, we value the positive working relationships we have with local governments and will continue to strongly advocate for you in Victoria. As the Opposition Critic for Municipal Affairs, I look forward to learning more about the unique challenges and opportunities facing your community. To set up a time to meet with me or any of our opposition critics at UBCM Convention, please contact Parveen Sandur at Parveen.Sandur@leg.bc.ca or via telephone at 250-953-4759.

Our Caucus is once again hosting several roundtable discussions which will offer an opportunity for community leaders such as yourself to share your valuable knowledge and experience with the issues as well as provide any strategic recommendations. All three roundtables will be held at the Aava Whistler Hotel on Thursday, September 13:

TOPIC	CRITIC(S)	TIME	ROOM
Downloading onto Local Communities	Todd Stone	2:30-3:15pm	Summit A
Speculation Tax	Shirley Bond Tracy Redies	3:30-4:15pm	Summit A
Housing/Mental Health/Opioids	Todd Stone Jane Thornthwaite	4:30-5:15pm	Summit A

On Friday, September 14 we will be hosting the Official Opposition Breakfast at the Hilton Whistler in the Mount Currie Ballroom for all delegates from 6:30am to 7:55am and I invite you to join us for a hot breakfast to continue the conversation with our Caucus Members.



# LEGISLATIVE ASSEMBLY

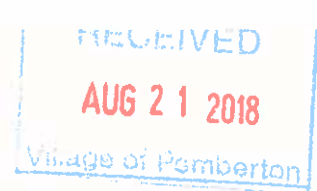
of BRITISH COLUMBIA

Serving as an MLA for the past five years, I have developed tremendous respect for the work of local governments. The passion you have for bettering your communities is inspiring. Local governments are often thought of as the “boots on the ground” when it comes to government interaction with our shared constituents. While times of crisis allow you to demonstrate the responsiveness and flexibility of your governments, your consistent and reliable delivery of services such as water, solid-waste collection, and arts and recreation programs, are essential to the quality of life we all enjoy as BC residents. It is my job to ensure you are receiving the necessary Provincial resources and supports to continue to provide these quality-of-life services to your residents.

In the spirit of this year’s convention theme of *Communication, Collaboration and Cooperation*, I hope each of you will take the time to meet with me and my caucus colleagues during the UBCM Convention so we can connect directly, learning of your greatest needs and opportunities. Solutions are possible when we work together towards creative and positive outcomes for our communities.

Sincerely,

Todd G. Stone, MLA  
Official Opposition Critic for Municipal Affairs



August 15, 2018

His Worship  
Mayor Mike Richman  
Village of Pemberton  
7400 Prospect Street  
PO Box 100  
Pemberton BC V0N 2L0

Reference: 278316

Dear Mayor Richman,

**Re: Communities on the Move**

I am responding on behalf of the Honourable Claire Trevena, Minister of Transportation and Infrastructure, to your letter of June 28, 2018, regarding the Village of Pemberton's support for healthy transportation options, as outlined in the Communities on the Move declaration.

The ministry strongly supports cycling, walking and other modes of active transportation and recognizes these affordable transportation options reduce congestion and emissions and promote healthier communities. As part of its plan to encourage active transportation, the ministry integrates cycling and pedestrian facilities, such as wider shoulders on highways or separated multi-use paths, in new construction and improvements to highways, whenever possible.

As you may know, the ministry's BikeBC program helps towns, cities, First Nations and local governments create and maintain their cycling networks. BikeBC shares the cost of municipal cycling infrastructure projects, such as separated bike paths and bicycle/pedestrian overpasses, with local governments.

Following consultations with stakeholders and communities throughout B.C., the ministry enhanced BikeBC's scope this year to cover up to 75 per cent of costs for communities with a population under 15,000. Upgrades to existing infrastructure are also now eligible under the program, as are projects such as repair stations, bike racks and lockers. This year, 18 communities, both rural and urban, will receive BikeBC grants totaling \$6.11 million.

More information about BikeBC is available at <https://www2.gov.bc.ca/gov/content/transportation/funding-engagement-permits/funding-grants/cycling-infrastructure-funding>.

.../2

**Ministry of Transportation  
and Infrastructure**

Office of the  
Assistant Deputy Minister  
Transportation Policy and Programs  
Department

Mailing Address:  
PO Box 9850 Stn Prov Govt  
Victoria BC V8W 9T5  
Telephone: 250 387-5062  
Fax: 250 387-6431

Location:  
5B 940 Blanshard Street  
Victoria BC V8W 3E6  
[www.gov.bc.ca/tran](http://www.gov.bc.ca/tran)

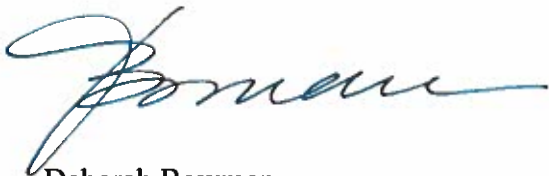
The ministry also recognizes the importance of safe, affordable and accessible transit to healthy communities. We have been working closely with BC Transit and communities in the Sea to Sky corridor on regional transit. We have heard clearly how important transit is to people getting to work and accessing services. Now that a governance model has been determined by the communities, we look forward to further discussions regarding funding and implementing regional transit service.

British Columbia is proud to help offer transit service in 130 communities across the province, some with populations as low as 5,000, and contributes the highest level of operating support per capita for public transit in Canada. You can be sure the ministry will continue to invest in transit so that people have access to transportation options in their communities throughout the year.

If you have any questions or would like more information about the ministry's work in active transportation, please feel free to contact the ministry's Manager of Active Transportation and Climate Action Policy, Alan Callander. He can be reached at 250 356-5563 or at [Alan.Callander@gov.bc.ca](mailto:Alan.Callander@gov.bc.ca) and would be pleased to help you.

Thank you again for taking the time to write.

Yours sincerely,



Deborah Bowman  
Assistant Deputy Minister  
Transportation Policy and Programs Department

Copy to: Honourable Claire Trevena  
Minister of Transportation and Infrastructure  
MLA, North Island

Alan Callander, Manager, Active Transportation and Climate Action Policy  
Transportation Policy Branch





**GREEN COMMUNITIES  
COMMITTEE**



Ref: 238248

August 15, 2018

His Worship Mayor Mike Richman and Councillors  
Village of Pemberton  
Box 100  
Pemberton BC V0N 2L0

Dear Mayor Richman and Councillors:

On behalf of the joint Provincial-Union of British Columbia Municipalities (UBCM) Green Communities Committee (GCC), we would like to extend our congratulations for successfully achieving your goal of corporate carbon neutrality for the 2017 reporting year.

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

The work that your local government has undertaken to reduce and offset its corporate emissions demonstrates significant climate leadership and sets the stage for broader climate action in the community. Your leadership and commitment continues to be essential to ensuring the achievement of our collective climate action goals.

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

As a Charter signatory who achieved Level 1, Level 2 and Level 3 recognition, and additionally met the goal of corporate carbon neutrality for the 2017 reporting year, you have been awarded Level 4 recognition – 'Achievement of Carbon Neutrality'.


In recognition of your significant achievements, the GCC is pleased to provide you with carbon neutral branding for use on official websites and letterheads. An electronic file with the 2017 logo will be provided to your Chief Administrative Officer via email. Also enclosed is a *BC Climate Action Community 2017 – Climate Leader - Carbon Neutral* window decal, for use on public buildings.

.../2

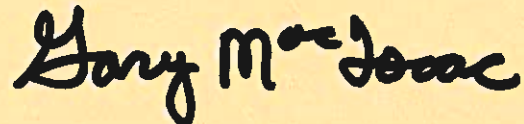
Mayor Richman and Councillors  
Page 2

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

Sincerely,



Tara Faganello  
Assistant Deputy Minister  
Local Government Division  
Ministry of Municipal Affairs and Housing



Gary MacIsaac  
Executive Director  
Union of British Columbia Municipalities

Enclosures





## GCC Communiqué on the Climate Action Recognition Program

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B.C. local governments continue to play a critical role in reducing GHG emissions across the province. In acknowledgment of the ongoing efforts of B.C. local government leaders, the joint Provincial-UBCM Green Communities Committee (GCC) is pleased to continue the Climate Action Recognition Program (*Recognition Program*) for the 2017 reporting year. This multi-level program provides the GCC with an opportunity to review and publicly recognize, on an annual basis, the progress and achievements of each Climate Action Charter (*Charter*) signatory on their *Charter* commitments. Recognition is provided according to the following:

### ***Level 1: Demonstrating Progress on Charter Commitments***

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

### ***Level 2: Measuring GHG Emissions***

Local governments that achieve level 1, have completed a corporate carbon inventory for the reporting year and demonstrate that they are familiar with their community's community energy and emissions inventory receive a letter from the GCC and a 'BC Climate Action Community 2017' logo, for use on websites, letterhead, etc.

### ***Level 3: Accelerating Progress on Charter Commitments***

Local governments that achieve levels 1 and 2 and demonstrate significant corporate or community-wide climate action to reduce GHG emissions in the reporting year receive a letter from the GCC and a 'BC Climate Action Community 2017 – Climate Leader' logo, for use on websites, letterhead, etc.

### ***Level 4: Achievement of Carbon Neutrality***

Local governments that achieve carbon neutrality in the reporting year receive a letter from the GCC and a 'BC Climate Action Community 2017 – Climate Leader - Carbon Neutral' logo, for use on websites, letterhead, etc.

To be eligible for the *Recognition Program*, local governments must fulfill the public reporting requirements (including reporting progress to carbon neutrality) of the Climate Action Revenue Incentive Program (CARIP). Recognition levels for the *Recognition Program* are based on the information included in each local government's annual CARIP public report. For more information on CARIP and the public reporting requirements go to:

<https://www2.gov.bc.ca/gov/content/governments/local-governments/grants-transfers/climate-action-revenue-incentive-program-carip>





THE CORPORATION OF THE DISTRICT OF OAK BAY  
MUNICIPAL HALL – 2167 OAK BAY AVENUE – VICTORIA, B.C. V8R 1G2  
PHONE 250-598-3311 FAX 250-598-9108 WEBSITE: [www.oakbay.ca](http://www.oakbay.ca)

August 31, 2018

Dear Mayor and Council:

**Re: Local Government Vacancy Levy – District of Oak Bay**

As Mayor of the Corporation of the District of Oak Bay, I will be introducing selected issue A3 (page 96 of the 2018 UBCM Annual Report & Resolutions) regarding modification of the Speculation Tax at the upcoming UBCM resolutions session.

***“...Therefore be it resolved that UBCM urge the Province to modify the approach in the current proposed Speculation Tax to empower local governments to collect a levy on vacant residential properties and to require local governments that choose to impose such a levy to invest the revenues in non-market housing.”***

As a voting delegate, I'm hoping you will support this resolution.

I look forward to seeing you in Whistler.

Best regards

Mayor Nils Jensen

enclosure





THE CORPORATION OF THE DISTRICT OF OAK BAY  
MUNICIPAL HALL – 2167 OAK BAY AVENUE – VICTORIA, B.C. V8R 1G2  
PHONE 250-598-3311 FAX 250-598-9108 WEBSITE: [www.oakbay.ca](http://www.oakbay.ca)

**Local Government Vacancy Levy – District of Oak Bay**

WHEREAS vacant residential properties are not in the best interests of BC communities;

AND WHEREAS local governments are best placed to determine the nature and extent of the adverse impacts of vacant residential properties and to administer exemptions based on local needs;

AND WHEREAS a levy administered and retained by local government on vacant residential properties can be a way to encourage the availability of more rental accommodations;

AND WHEREAS revenues from such a levy on vacant residential properties would assist a local government directly or through regional pooling to create and encourage non-market housing:

THEREFFORE BE IT RESOLVED that UBCM urge the Province to modify the approach in the current proposed Speculation Tax to empower local government to collect a levy on vacant residential properties and to require local governments that choose to impose such a levy to invest the revenues in non-market housing.



## 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*