

**VILLAGE OF PEMBERTON
-COMMITTEE OF THE WHOLE MEETING AGENDA-**

Agenda for the **Committee of the Whole** of Council of the Village of Pemberton to be held Tuesday, November 27, 2018 at 1:00 p.m. in Council Chambers, 7400 Prospect Street. This is Meeting No. 183.

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

Item of Business	Page No.
1. CALL TO ORDER	
In honour of the Lil'wat7ul, the Village of Pemberton acknowledges that we are meeting within the unceded territory of the Lil'wat Nation.	
2. APPROVAL OF AGENDA	
Recommendation: THAT the Agenda be approved as presented.	1
3. ADOPTION OF MINUTES	
a) Committee of the Whole No. 182, Tuesday, October 2, 2018	
Recommendation: THAT the minutes of the Committee of the Whole Meeting No. 182, held Tuesday, October 2, 2018 be adopted as circulated.	2
5. COMMUNITY INITIATIVE & OPPORTUNITY FUND	
a) Community Initiative & Opportunity Fund Background & Update Report	
Recommendation One: THAT the Committee of the Whole receive the Community Initiative and Opportunity Fund Update report for information.	4
Recommendation Two: THAT the Committee of the Whole recommend to Council that correspondence be sent to the SLRD Board requesting an update on the Village's request, dated November 29, 2017, for consideration of the establishment of a Service Establishment Bylaw to facilitate funding for the Visitor Information Centre.	
b) 2018 Final Reports	
i. Pemberton BMX Society - Jessica Turner	15
ii. Chamber of Commerce - Graham Turner, President, & Julie Kelly, Vice President	27
c) Request for Funding for 2019	
i) Pemberton Arts Council - Penny Mclean, Chair	35
ii) Pemberton Farmers Market Association - Naomi Martz, Farmers Market Board Member	42
iii) Tourism Pemberton - Mark Mendonca, President	48
iv) Spirit of BC – Winterfest - Carlee Cindric, Winterfest Chair	54
6. DELEGATIONS	
a) Andy Meeker, Base Operations Manager, Blackcomb Helicopters Helibiking Tenure Application – Amendment Overview	62
7. ADJOURNMENT	

**VILLAGE OF PEMBERTON
-COMMITTEE OF THE WHOLE MEETING MINUTES-**

Minutes for the **Committee of the Whole** of Council of the Village of Pemberton held Tuesday, October 2, 2018 at 1:00 p.m. in Council Chamber, 7400 Prospect Street. This is Meeting No. 182.

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

STAFF: Nikki Gilmore, Chief Administrative Officer
Sheena Fraser, Manager of Corporate & Legislative Services
Gwendolyn Kennedy, Legislative Assistant

Public: 1

1. CALL TO ORDER

At 1:05 p.m. Mayor Richman called the October 2, 2018 Committee of Whole 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 circulated.
CARRIED

3. ADOPTION OF MINUTES

a) Committee of the Whole No. 181, Tuesday, September 4, 2018

Moved/Seconded
THAT the minutes of Committee of the Whole Meeting No. 181, held Tuesday, September 4, 2018, be adopted as circulated/amended.
CARRIED

4. SINGLE-USE ITEMS – REDUCTION STRATEGIES UPDATE

Gwendolyn Kennedy, Legislative Assistant, presented a report summarizing the results of the recent single-use item reduction strategy surveys. Despite low response rates for both the business owner survey and the resident survey, some trends were apparent from the data:

- Residents are in favour of regulating all single-use items and prefer a ban to levy for all except coffee cups.
- Businesses are in favour of regulation of single-use items but there is significant opposition (43%) to regulation of the distribution of coffee cups;

The choice of sustainable alternatives to single-use items is complicated by the environmental impacts of the alternatives. Success in reducing the wasteful use of disposable items will require a commitment from businesses and residents to use sustainable alternatives consistently; failure to achieve this commitment may be more damaging to the environment than continuing the use of single-use items.

Staff recommend further research and additional stakeholder and public engagement before drafting a policy.

Moved/Seconded

THAT the Committee of the Whole recommend to Council that the development of a Single-Use Items Strategy be brought forward for consideration as part of the 2019 strategic planning and budget deliberation process.

CARRIED

Moved/Seconded

THAT the Committee of the Whole recommend to Council that correspondence be sent to local businesses seeking information on single-use item reduction strategies they currently implement and seeking feedback on how the Village might be able to support them in their strategies.

AND THAT correspondence be sent to the Chamber of Commerce and Tourism Pemberton seeking their assistance in distributing the letter from the Village to their membership.

CARRIED

5. ADJOURNMENT

At 1:30 p.m. the Committee of the Whole was adjourned.

Mike Richman
Mayor

Sheena Fraser
Corporate Officer

Date: November 27, 2018
To: Nikki Gilmore, Chief Administrative Officer
From: Sheena Fraser, Manager of Corporate & Legislative Services
Subject: Community Initiative & Opportunity Fund Background & Update

PURPOSE

The purpose of this report is to provide background on the Community Initiative & Opportunity Fund (CIOF) in preparation for the presentations of final reports from the current grant funding recipients.

BACKGROUND

In 2011 Council established a Village Economic Development Fund (EDF) for the support of economic development initiatives in the community using \$30,000 of funds from the recently disbanded Pemberton & Area C Economic Development Commission. However, a lack of clear direction regarding the purpose of the fund, eligibility criteria and the amount of funding available limited the fund's effectiveness.

In 2013 Council directed Staff to create an Economic Development Fund Policy to establish guidelines and criteria for use of the fund. Review and discussion resulted in the fund being renamed the Community Initiative & Opportunity Fund (CIOF) and a Policy was adopted setting out eligibility criteria and application requirements.

The objective of the CIOF is to provide seed, long term or one time/single event funding to not-for-profit organizations, entities or societies based within the Village of Pemberton with an aim that the funding will assist the organization to become self-sufficient (no longer reliant on Village provided funding) within the timeframe of the agreement. The Policy further establishes that grant funding may be provided to groups that are demonstrating their contribution to the community through the development, advancement, support or initiation of opportunities, or promotion of partnerships that will enhance the economic well-being within the Village and to the improvement of the quality of life of its residents in the following areas:

- Business development and/or opportunities
- Creation of potential long term employment
- Community economic development and/or diversification
- Promotion of the Village and surrounding area

For details see the Community Initiative & Opportunity Policy attached as **Appendix A**.

The fund is currently set at \$30,000 annually, but in any year available funds may be limited by existing funding agreements. Thus, it was established that an applicant could apply for a maximum of 25% of the available or unallocated funds and must specify the form of funding agreement sought. In this regard, the Policy establishes three funding streams as follows:

- Seed Funding Agreement (three years with reduced funding allocation each year)
- Long Term Service Agreement (three years with two (2), one (1) year renewals – funding received remains the same each year)
- One-Time/Event Funding

The Policy also sets out a requirement that an applicant or recipient of funding must attend a November Committee of the Whole meeting to make a presentation on their application and/or report out on their activities for the year. The purpose of the presentation provides the Village with an opportunity to learn about the organization and ask questions about their activities or programs and learn how they are working toward becoming self-reliant and contributing to the community. (Final Reports are noted on the agenda).

Applications are received each year before October 15, for funding consideration in the following year's CIOF allocation. That said, due to the current agreements in place the remaining funds have been limited for the last three years and as such, the Village has not advertise a call for applications.

To date Stewardship Pemberton was the first organization to complete an agreement term (Seed Funding) and successfully achieve the goal of self-sufficiency by utilizing the funds provided to develop and implement programing that is now self-sustaining to the Society. In this regard, Stewardship Pemberton received a total of \$25,833.34 over a period of four years (2013 – 2016).

DISCUSSION & COMMENTS

Of the six (6) agreements currently in place, the Chamber of Commerce agreement expires this year, the Pemberton Farmers Market expires in 2019, the Spirit of BC (WinterFest), Tourism Pemberton and Pemberton Arts Council agreements all expire in 2020 and the agreement with the BMX Society will expire in 2021.

An overview of the funding commitments for 2018 and 2019 is provided below:

Organization	Agreement type	Activity	Total funding provided to current recipients at end of 2018	Funding requests for 2019
Chamber of Commerce	Long Term Service Agreement (2014 – 2018)	Visitor Information Centre wages	\$20,000 (\$4,000 each year)	None: Long Term Service Agreement concluded in 2018.
Pemberton Farmers Market	Long Term Service Agreement (2015 – 2019)	Market Manager Wages	\$12,000 (\$3,000 per year)	Second request for one-year extension of \$3,000 for 2019.
Spirit of BC Committee (Winterfest 2019)	Long Term Service Agreement (2016 – 2020)	Event Coordinator Wages	\$13,500 (\$4,500 per year)	First request for one-year extension for \$4,500
Tourism Pemberton	Long Term Service Agreement	Marketing Coordinator (Slow Food	\$12,000 (\$4,000 per year)	First request for one-year extension for \$4,000 Village of Pemberton

	(2016 – 2020)	Cycle)		
Pemberton Arts Council	Long Term Service Agreement (2016 – 2020)	Marketing & Comms Coordinator	\$12,000 (\$4,000 per year)	First request for one-year extension of \$4,000
Pemberton BMX Society	Long Term Service Agreement (2017-2021)	President Wage Subsidy	\$5,500 (\$2,750 per year)	\$2,750 (third year of Long Term Service Agreement)
TOTAL			\$75,000	\$18,250

NOTE: To date all commitments have been generously matched by the Squamish-Lillooet Regional District Area C Director.

Long Term Service Agreements are initially granted for a three-year term which may be extended by two one-year renewals with Council approval.

As noted above, this year there are four recipients seeking extensions for 2019 for a total of \$15,500. Should all renewals be approved, the 2019 commitment will be \$18,250, leaving \$11,750 in the fund.

The Village did receive an expression of interest to apply for funding starting in 2019; however, the application was not pursued.

Chamber of Commerce:

As noted in the chart above the Long Term Service Agreement to provide funding to the Pemberton & District Chamber of Commerce to cover costs associated with staffing the Visitor Information Centre (VIC) has concluded and 2018 was the last year funding may be received under the CIOF Program.

Last year, as Council recognized the valuable service the VIC provides to the community as a whole, correspondence was sent to the Squamish-Lillooet Regional District (SLRD) Board requesting that consideration be given to establishing a Service Establishment Bylaw for the Chamber of Commerce. A copy of the letter is attached for information as **Appendix B**.

It is understood that the Village's request was brought forward at the SLRD Board Meeting on January 24, 2018 at which the following resolution was passed:

***THAT** the Letter from the Village of Pemberton – Request for Service Area Establishment – Pemberton Visitor Information Centre be received and referred to staff to review the scope of the supplementary Letters Patent that govern the Pemberton and District Community Fund service to determine if and how it/a new bylaw could potentially be expanded to cover all of Electoral Area C and that funding for the Pemberton Visitor Information Centre be considered as this review is undertaken.*

Although the Village is aware that there has been some discussion related to options for a service area it is unknown as to the status of the Village's request. In this regard, Staff recommends that follow up correspondence be sent to the SLRD requesting an update on the Village's request from November, 2017.

COMMUNICATIONS

This matter does not require a communications element.

LEGAL CONSIDERATIONS

There are no legal considerations at this time.

IMPACT ON BUDGET & STAFFING

The coordination of the CIOF grant program is facilitated by Corporate & Legislative Services and is incorporated into the yearly work plan.

The Village allocates \$30,000 each year to the CIOF to support this program. Upon approval by Council the funds are distributed in January of each year. The 2019 commitments to funding will depend on the approval of renewals as discussed above.

With the conclusion of the Long Term Service Agreement between the Village and the Chamber of Commerce for the Visitor Information Centre, and assuming direction is given to extend those agreements currently in place, there will be a remainder of \$11,750 unallocated for 2019 as follows:

2019 Program Budget	\$30,000
Organization	Amount Committed
Pemberton Farmers Market	\$3,000
Spirit of BC Committee (Winterfest 2019)	\$4,500
Tourism Pemberton	\$4,000
Pemberton Arts Council	\$4,000
Pemberton BMX Society	\$2,750
Committed Funds:	
SUB TOTAL	\$18,250
REMAINDER after Commitments:	\$11,750

Traditionally the unexpended funds have been held in the CIOF and used for other Village or community initiatives if and when required based on direction from Council.

INTERDEPARTMENTAL IMPACT & APPROVAL

Dispersal of CIOF is incorporated into the daily routine of the Finance & Administration department and can be accommodated.

Reviewed by:	Lena Martin, Manager of Finance and Administration
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IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

The CIOF has a beneficial impact on the region as the community groups supported through this initiative are providing services that benefit residents throughout the Pemberton Valley.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

POTENTIAL GOVERNANCE CONSIDERATIONS

The consideration of providing grants through the CIOF meets with Strategic Priority One: Economic Vitality, by valuing and supporting “a competitive and diversified economy with engaged corporate citizens” and Strategic Priority Four: Social Responsibility, by striving “to create a strong and vibrant community, recognizing the importance and benefits of both healthy, engaged citizens as well as an accessible and well managed environment.”

RECOMMENDATIONS

Recommendation One: THAT the Committee of the Whole receive the Community Initiative and Opportunity Fund Update report for information.

Recommendation Two: THAT the Committee of the Whole recommend to Council that correspondence be sent to the SLRD Board requesting an update on the Village’s request, dated November 29, 2017, for consideration of the establishment of a Service Establishment Bylaw to facilitate funding for the Visitor Information Centre.

ATTACHMENTS:

Appendix A: Community Initiative & Opportunity Fund Policy

Appendix B: Correspondence, dated November 29, 2017, to SLRD Board

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

Department:	Administration	Policy No.:	ADM-017
Sub-department:		Created By:	Sheena Fraser
Approved By:	Council	Amended By:	Sheena Fraser
Approved Date:	21 May 2013	Amendment:	7 January 2014
Meeting No.:	1333	Meeting No.:	1350

POLICY PURPOSE

To provide seed, long term or one time/single event 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 community through the development, advancement, support or initiation of opportunities or promote partnerships that will enhance the economic well-being within the Village and to the improvement of the quality of life of its residents in the following areas:

- Business development and/or opportunities
- Creation of potential long term employment
- Community economic development and/or diversification
- Promotion of the Village and surrounding area

REFERENCES

Not applicable.

DEFINITIONS

For the purposes of this policy the following definitions apply:

“Seed Funding” means funding that is provided from the Community Initiative & Opportunity Fund (CIOF) to an organization/group to support the organization/group on a short term basis to help start a new program or project that meets with the criteria as established in this policy. This funding is not provided on a long term basis and is reduced by an amount established in the Agreement each year.

“Long Term Service Agreement” means an Agreement entered into between the Village of Pemberton and an organization/group whereby the Village provides funding, at a pre-set and agreed to amount, from the CIOF over a period of several years to be identified in the agreement and renegotiated as per an established schedule.

“One Time/Single Event Funding” means funding provided from the CIOF for a specific event/program or project that does not require a commitment of funds on a short or long term basis.

Policy:

The intent of the CIOF policy is to establish the priority by which an application will be considered for funding, and outline the criteria and process an organization/group must meet in order for an application for funding to be advanced to Council for consideration.

The intent of this policy is to ensure equitable and fair distribution of funds to all organizations/groups in the Village of Pemberton.

Priorities:

Priority for funding will be given to applications that will:

- Support and facilitate economic growth, development or diversification in Pemberton through locally supported projects or programs
- Create employment opportunities for local residents
- Establish programs that enhance the Village's profile with an aim to support the tourism industry and local business
- Bring large numbers of people to the Village of Pemberton
- Build upon community strengths and partnerships
- Link to the organizations mandate and strategic plan

Who Will Be Supported:

Applicants for funding must:

- Be an organization/group in good standing within the Village of Pemberton; or a
- Not-for-profit Society in good standing within the Village of Pemberton
- Demonstrate fiscal responsibility and effective management
- Demonstrate a commitment to the Community
- Provide a list of identified deliverables

CIOF will be provided for, but not limited to, the following:

- Funding may be used for wages, honourariums, contract services, promotions and marketing purposes, special events, projects and/or activities, and strategic or business plan development.
- Funding may be used for the purposes of acquiring equipment, tools or supplies.

CIOF will not be provided for:

- For-Profit Business
- Retroactive funding, for any project expenses to be incurred prior to approval of funding
- Debt retirement or reserves, mortgage pay-downs
- Large scale capital and public infrastructure projects
- League or club-based sports programs
- Prize money
- To organizations/groups or entities already receiving annual recurring funding from the Village of Pemberton through programs or other funding contributions

Funding Allocation:

The funds for CIOF will be collected through taxation and identified on the Tax Notices to ensure Tax Payers of the Village of Pemberton are clearly able to identify how much of their tax dollar is allocated to the CIOF each year.

No one request will exceed a maximum of 25% of the unallocated or remaining balance of the CIOF in any given fiscal year.

Seed Funding Agreements will be established for a three year period with two (2) one (1) year renewals for a total of five (5) years. Under this form of Agreement funding each year will be reduced as follows:

- Year One: up to One Quarter (1/4 or 25%) of remaining balance of the CIOF
- Year Two: Two Thirds (2/3) of year one
- Year Three: Two Thirds (2/3) of year two
- Year Four: Renewal subject to Council consideration and based on previous year’s performance
- Year Five: Renewal subject to Council approval as per Year Four

Long Term Service Agreements will be established for a three year period with two (2) one (1) year renewals for a total of five (5) years. Under this form of Agreement funding in each year will remain the same as established by negotiations, and not to exceed 25% of the unallocated or remaining balance of the CIOF in any given fiscal year.

One Time or Single Event Funding will be provided for those programs/projects or events that do not require a commitment of funds over a short or long term. The maximum contribution for one time funding will not exceed 25% of the balance after any line items have been removed.

Procedure

The following process shall apply to all **one time or single event** CIOF applications:

- Funding requests must be submitted in writing using the form prescribed by the Village by midnight October 15th of each year for consideration in the following year’s budget allocation.
- Applicants must attend a Committee of the Whole meeting to make a presentation which must include the following:
 - a detailed budget
 - program/project/event information and objectives
 - deliverables both short and if applicable long term
 - demonstrate how the Village will be acknowledged for its support
- No one request to take up more than 25% the remaining or unallocated CIOF available in any given fiscal year.

- Applicants must attend a Council meeting within one (1) month of the completion of the event/project to make a presentation and submit a written Final Report, which must include how the funds were expended, on the accomplishments of the project/event.
- If one time funding is to facilitate activities over a single year an applicant must notify the Village when the project/activity is completed and submit a Final Report and make a presentation at the next regularly scheduled council meeting.
- Council may terminate or withhold any outstanding payments due for non-performance at any time if it is deemed by Council that the funds are not being utilized as intended in the Agreement.

Restrictions:

- No Applicant may apply for further funding through the Village's Community Enhancement Fund or the Pemberton Valley Utilities and Services Grant in Aid program for any activities or programs if provided funding through the CIOF
- One Time/Single Event Funding is intended to support a one-time special event/activity or program and applicants may not reapply for funding for the same activity/special event or program for a period of two (2) years.*

*Applicants should evaluate whether or not their project/activity might be a long term program and consider making application for either seed funding or long term funding.

The following process shall apply to all CIOF **Seed Funding/Long Term Service Agreements:**

- Funding requests must be submitted in writing using the form prescribed by the Village by midnight October 15th each year for consideration in the following year's budget allocation.
- Applicants must attend a Committee of the Whole meeting to make a presentation which must include:
 - a detailed budget
 - strategic or business plan
 - program information and objectives
 - deliverables both short and long term
 - demonstrate how the Village will be acknowledged for its support
- No one request to take up more than 25% of the unallocated or remaining CIOF available in any given year subject to prior funding commitments.
- The funding values shall decrease each subsequent year with an aim for the organization to be self-sufficient by year three (3) or five (5) depending on the term of the Agreement.
- Applicants must attend a Committee of the Whole meeting in November of each year to make a presentation and present a written report on the previous year's accomplishments in order to be considered for funding in the following year.
- Council may terminate an agreement for non-performance at any time if it is deemed by Council that the funds are not being utilized as intended in the Agreement.

Restrictions:

- No Applicant may apply for further funding through the Village's Community Enhancement Fund or the Pemberton Valley Utilities and Services Grant in Aid program for any activities or programs if provided funding through the CIOF.
- Seed Funding is one time funding and cannot be reapplied for at the end of the term for a period of three (3) years.
- No funding agreement shall be longer than five (5) years with the exception of Long Term Service Agreements that may be extended subject to Council's approval.

All organizations/groups or entities planning to make application to the Community Initiative & Opportunity Fund Program are encouraged to arrange to meet with Village Staff well in advance of the request being submitted.

FUNDING DEADLINE:

Applications will be considered once a year and must be submitted no later than October 15th at midnight. Applications received after the deadline will not be considered. Partial submissions will be eliminated from the eligibility list.



Village of PEMBERTON

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www.pemberton.ca

November 29, 2017

Board of Directors
Squamish Lillooet Regional District
P.O. Box 219
Pemberton, BC V0N 2L0

RE: Service Establishment Bylaw

Dear Board Members:

This is to advise that at the Regular Council Meeting No. 1460, held Tuesday, November 21st, 2017, discussion took place with respect to potential funding options for the Visitors Information Centre operated by the Pemberton & District Chamber of Commerce. As such, Council passed the following resolution:

Moved/Seconded

***THAT** correspondence be sent to the Squamish-Lillooet Regional District Board requesting that a Service Establishment Bylaw be considered to facilitate funding for the Visitors Information Centre operated by the Pemberton & District Chamber of Commerce.*

CARRIED


In this regard, for almost 20 years the Village has been supporting the operations of the Visitor Information Centre through funding contributions from the Community Enhancement Fund and most recently the Community Initiative & Opportunity Fund (CIOF). The Chamber has also benefited from a generous contribution from the former SLRD Electoral Area C Director and most recently the funds provided by the Village have been matched by Director Mack. However, 2018 is the last year for the CIOF Agreement with the Village and as a result Council considered other options that might be available that would enable the Chamber of Commerce to have some surety with respect to funding.

The Village recognizes that the Visitor Information Centre provides a valuable service to the Pemberton Valley community and supports the local economy. As such, the Village respectfully requests that the Board consider the establishment of a Service Establishment Bylaw for the Chamber of Commerce with an aim of supporting the Visitors Information Centre in Pemberton.

Thank you for considering our request.

Yours Truly,
VILLAGE OF PEMBERTON

Mike Richman
Mayor



CC: Pemberton & District Chamber of Commerce

Village of Pemberton
Committee of the Whole No. 183
Tuesday, November 27, 2018
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REPORT

The Village of Pemberton Community Initiative & Opportunity Fund (CIOF) is dedicated to the financial support of registered non-profit organizations whose activities will provide benefit to the residents of Pemberton.

Final reports are required each year when an organization has been awarded CIOF Funding to ensure grant monies are spent on eligible activities as per the Community Initiative & Opportunity Fund Policy.

Please note that organizations will not be considered for future funding if there is an outstanding final report.

Please complete this final report along with any additional information you deem necessary and submit to the Corporate & Legislative Services Department within thirty (30) days after the completion of the project, or by the date established in the correspondence if reporting on seed funding or long-term agreement. Grant recipients are required to appear before the Committee of the Whole for a five (5) minute presentation on the use of the funding.

Final reports must not be handwritten. Please do not bind your application. Simply return form via fax, e-mail or mail.

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Village of Pemberton
Community Initiative & Opportunity
Fund
Box 100 | 7400 Prospect Street
Pemberton BC V0N 2L0

Box 100 | 7400 Prospect Street
Pemberton BC V0N 2L0
P: 604.894.6135 | F: 604.894.6136
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:
[a](http://www.pemberton.ca)

Personal information you provide on this form is collected pursuant to Section 26 of the *Freedom of Information and Protection of Privacy Act* and will only be used for the purpose of processing the Community Initiative and Opportunity Fund application. Your personal information will not be released except in accordance with the *Freedom of Information and Protection of Privacy Act*. Questions about the collection of your personal information may be referred to Sheena Fraser, Manager of Corporate & Legislative Services (sfraser@pemberton.ca or 604-894-6135).



ORGANIZATION INFORMATION

Community Organization Name: Pemberton BMX
Registered Tax Charity BB#
or Society Registration # (optional): S-0060285 Year Established: 2012
Contact Name: Jessica Turner Phone: [REDACTED]
Mailing Address: 15-7381 Laurel St Email: info@pembertonbmx.com
Pemberton BC, V0N 2L1 Fax: _____

DETAILS OF FUNDING REQUEST

1. Please identify funding agreement in place for your organization and what the funding is for:

- One Time/Single Event _____
- Long Term Service Agreement (3 year with potential of 2 one (1)) PBMX Wage Subsidy
- Seed Funding (3 years): _____

2 Financial assistance received for current year: \$ 2750 + matching funds from SLRD

3 Total financial assistance received to date: \$ 8250

4 Total cost of project/program if applicable: \$ _____

5. Briefly describe the project/program or activities for which the organization is reporting out:

The PBMX wage subsidy is supporting the management/administrative duties required to run a successful track & keep our society in good standing. The various aspects of track management include track scheduling, registration, weekly race results & track reporting to BMX Canada, over seeing financials, snack shack operation, merchandise, communication with track vendors & partners, event management and most importantly communication & development of members and volunteers.

6. Briefly outline how your organization will be self-sufficient and no longer need financial assistance from the Village by the end of the Funding Agreement currently in place:

We are a non-profit recreational organization. Recreation adds to the quality of life within a community. As many of you know, there is a financial cost to recreation. In order to continue to offer a wage for track management/administration in the near future, partnerships & community support are key, not unlike the other BMX tracks within BC.



Larger fundraising events, merchandise sales & coaching programs are options we are exploring in order to increase our revenue opportunities. Community support will always be a key part of our organization, whether it be in the form of time volunteered, donations and/or participation in the sport.

- Describe how the program benefited residents of Pemberton or brought economic development to the Village:

The Pemberton BMX track provides a recreational facility for all ages, from 1.5 years old and up. On our race nights we see 100+ people at the track, from participants to spectators to volunteers. On any given day you will also see the track being utilized as a fun place to hang out, meet up with friends and get in a few laps. PBMX maintains, promotes and continually works to improve not only the infrastructure but the confidence & strengths of our riders. In a town with limited recreational facilities, the opportunities Pemberton BMX offers is invaluable. Many life lessons are learned and strong friendships are built at Pemberton BMX.

- Describe how the funds received assisted the organization in meeting its purpose/ goals of the project.

There are a lot of moving parts, having someone be able to oversee & manage this organization is key to our success. Over the past two years we have seen a shift in members as kids and families have grown and moved on and new riders have come into our organization. We are in a growth phase, building up new riders, teaching them about the opportunities that BMX offers not only in Pemberton but outside of Pemberton. With this a shift in our volunteer base has occurred as well. Having a management/administrative position has been a huge part of keeping PBMX moving forward and key tasks completed. It is a vital role, the financial remuneration solidifies this position and increases opportunity for succession when required.

- Please list out other funding sources received by the organization for this initiative (name of organization and funding amount):

SLRD Matched Funds: \$2750

- Please identify how the Village of Pemberton’s support was recognized:

FINANCIAL BREAKDOWN				
	BUDGETED	SPENT	VARIANCE	DESCRIPTION
Wages.	2750	5500	-2750	SLRD Funding Match
Contract Services				
Marketing				
Equipment. Tools				
Supplies				
Other				

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**ADDITIONAL
INFORMATION**

Please list any additional information regarding your grant that you would like to report

- **Income
Statements up to
October 31, 2018**



Management Report

PBMX

For the period ended December 31, 2018

Prepared on

November 22, 2018

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Profit and Loss

January - December 2018

	Total
INCOME	
Andrew Hickey clinic	480.00
Billable Expense Income	39.11
Donny Robinson camp	1,850.00
Lynx Cafe	689.20
MCCC Fundraiser	2,755.19
Merchandise	160.00
Race For Life	1,320.00
Race Revenue	11,693.35
Rider Development	500.00
Sea to Sky Series income	6,165.00
SLRD Fund-wage grant	2,750.00
Snack Shack	323.59
Village Of Pemberton-wage grant	2,750.00
Total Income	31,475.44
COST OF GOODS SOLD	
Donny Robinson camp-expense	1,850.00
Events/meeting expenses	145.37
Merchandise COGS	4,227.83
Race COGS (mbr fees, insurance)	5,650.24
Sea to Sky Series	5,531.22
Snack Shack COGS	182.85
Supplies and materials - COS	2,521.16
Volunteer food and expenses	142.89
Total Cost of Goods Sold	20,251.56
GROSS PROFIT	11,223.88
EXPENSES	
Bank charges	142.50
Bank fees	28.00
Computer/server/phone	791.72
Insurance	650.00
Irrigation	1,935.37
Legal and professional fees	40.00
Office expenses	541.21
Other general and administrative expenses	94.50
Race For Life-expenses	1,320.00
Repair and maintenance	763.39
Utilities	270.14
Wages	5,500.00
Total Expenses	12,076.83
OTHER INCOME	
Interest earned	0.11
Total Other Income	0.11
PROFIT	\$ -852.84

Village of Pemberton

Committee of the Whole No. 183

Tuesday, November 27, 2018

22 of 64

Balance Sheet

As of December 31, 2018

	Total
ASSETS	
Current Assets	
Cash and Cash Equivalent	
Chequing Incorporated Society (001)	1,949.68
Grants (-002)	6,699.45
Membership Equity Shares Class A (-001)	0.11
Undeposited Funds	375.00
Total Cash and Cash Equivalent	9,024.24
Capital Reserves	5,000.00
Total Current Assets	14,024.24
Total Assets	\$14,024.24
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Retained Earnings	14,877.08
Profit for the year	-852.84
Total Equity	14,024.24
Total Liabilities and Equity	\$14,024.24

PBMX

BALANCE SHEET

As of November 22, 2018

	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	
Chequing Incorporated Society (001)	1,949.68
Grants (-002)	4,199.45
Membership Equity Shares Class A (-001)	0.11
Undeposited Funds	375.00
Total Cash and Cash Equivalent	\$6,524.24
Capital Reserves	5,000.00
Total Current Assets	\$11,524.24
Total Assets	\$11,524.24
Liabilities and Equity	
Liabilities	
Total Liabilities	
Equity	
Opening Balance Equity	0.00
Retained Earnings	14,877.08
Profit for the year	-3,352.84
Total Equity	\$11,524.24
Total Liabilities and Equity	\$11,524.24

PBMX

PROFIT AND LOSS

January 1 - December 1, 2018

	TOTAL
INCOME	
Andrew Hickey clinic	480.00
Billable Expense Income	39.11
Donny Robinson camp	1,850.00
Lynx Cafe	689.20
MCCC Fundraiser	2,755.19
Merchandise	160.00
Race For Life	1,320.00
Race Revenue	11,693.35
Rider Development	500.00
Sea to Sky Series income	6,165.00
SLRD Fund-wage grant	2,750.00
Snack Shack	323.59
Village Of Pemberton-wage grant	2,750.00
Total Income	\$31,475.44
COST OF GOODS SOLD	
Donny Robinson camp-expense	1,850.00
Events/meeting expenses	145.37
Merchandise COGS	4,227.83
Race COGS (mbr fees, insurance)	5,650.24
Sea to Sky Series	5,531.22
Snack Shack COGS	182.85
Supplies and materials - COS	2,521.16
Volunteer food and expenses	142.89
Total Cost of Goods Sold	\$20,251.56
GROSS PROFIT	\$11,223.88
EXPENSES	
Bank charges	142.50
Bank fees	28.00
Computer/server/phone	791.72
Insurance	650.00
Irrigation	1,935.37
Legal and professional fees	40.00
Office expenses	541.21
Other general and administrative expenses	94.50
Race For Life-expenses	1,320.00
Repair and maintenance	763.39
Utilities	270.14
Wages	5,500.00
Total Expenses	\$12,076.83
OTHER INCOME	
Interest earned	0.11
Total Other Income	\$0.11
PROFIT	\$ -852.84

Village of Pemberton
Committee of the Whole No. 183
Tuesday, November 27, 2018
25 of 64

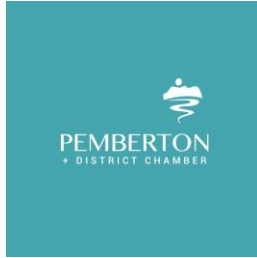
PBMX

PROFIT AND LOSS

January 1 - November 22, 2018

	TOTAL
INCOME	
Andrew Hickey clinic	480.00
Billable Expense Income	39.11
Donny Robinson camp	1,850.00
Lynx Cafe	689.20
MCCC Fundraiser	2,755.19
Merchandise	160.00
Race For Life	1,320.00
Race Revenue	11,693.35
Rider Development	500.00
Sea to Sky Series income	3,665.00
SLRD Fund-wage grant	2,750.00
Snack Shack	323.59
Village Of Pemberton-wage grant	2,750.00
Total Income	\$28,975.44
COST OF GOODS SOLD	
Donny Robinson camp-expense	1,850.00
Events/meeting expenses	145.37
Merchandise COGS	4,227.83
Race COGS (mbr fees, insurance)	5,650.24
Sea to Sky Series	5,531.22
Snack Shack COGS	182.85
Supplies and materials - COS	2,521.16
Volunteer food and expenses	142.89
Total Cost of Goods Sold	\$20,251.56
GROSS PROFIT	\$8,723.88
EXPENSES	
Bank charges	142.50
Bank fees	28.00
Computer/server/phone	791.72
Insurance	650.00
Irrigation	1,935.37
Legal and professional fees	40.00
Office expenses	541.21
Other general and administrative expenses	94.50
Race For Life-expenses	1,320.00
Repair and maintenance	763.39
Utilities	270.14
Wages	5,500.00
Total Expenses	\$12,076.83
OTHER INCOME	
Interest earned	0.11
Total Other Income	\$0.11
PROFIT	\$ -3,352.84

Village of Pemberton
Committee of the Whole No. 183
Tuesday, November 27, 2018
26 of 64



Pemberton and District Chamber of Commerce

Box 370, Pemberton, V0N 2L0

November 14, 2018

To: The Village of Pemberton Community Initiative & Opportunity Fund

This letter is to request continuation of funds for the Pemberton Visitor Centre for 2019. Graham Turner, President and myself, will be presenting at the Committee of the Whole on Tuesday November 27th at 1:pm.

We look forward to sharing with you the success of this past summer.

Thank you,

Julie Kelly

Vice President



Box 100 | 7400 Prospect Street
Pemberton BC V0N 2L0
P: 604.894.6135 | F: 604.894.6136
Email: admin@pemberton.ca
Website: www.pemberton.ca

COMMUNITY INITIATIVE & OPPORTUNITY FUND FINAL REPORT

The Village of Pemberton Community Initiative & Opportunity Fund (CIOF) is dedicated to the financial support of registered non-profit organizations whose activities will provide benefit to the residents of Pemberton.

Final reports are required each year when an organization has been awarded CIOF Funding to ensure grant monies are spent on eligible activities as per the Community Initiative & Opportunity Fund Policy.

Please note that organizations will not be considered for future funding if there is an outstanding final report.

Please complete this final report along with any additional information you deem necessary and submit to the Corporate & Legislative Services Department within thirty (30) days after the completion of the project, or by the date established in the correspondence if reporting on seed funding or long-term agreement. Grant recipients are required to appear before the Committee of the Whole for a five (5) minute presentation on the use of the funding.

Final reports must not be handwritten. Please do not bind your application. Simply return form via fax, e-mail or mail.

Village of Pemberton	E-Mail:	gkennedy@pemberton.ca
Community Initiative & Opportunity Fund	Phone:	604-894-6135
Box 100 7400 Prospect Street	Fax:	604-894-6136
Pemberton BC V0N 2L0	Website:	www.pemberton.ca

Personal information you provide on this form is collected pursuant to Section 26 of the *Freedom of Information and Protection of Privacy Act* and will only be used for the purpose of processing the Community Initiative and Opportunity Fund application. Your personal information will not be released except in accordance with the *Freedom of Information and Protection of Privacy Act*. Questions about the collection of your personal information may be referred to Sheena Fraser, Manager of Corporate & Legislative Services (sfraser@pemberton.ca or 604-894-6135).



ORGANIZATION INFORMATION

Community Organization Name: Pemberton & District Chamber of Commerce
Registered Tax Charity BB# _____
or Society Registration # (optional): _____ Year Established: 1932
Contact Name: Julie Kelly Phone: [REDACTED]
Mailing Address: _____ Email: [REDACTED]
Box 370, Pemberton, B.C., V0N 2L0 Fax: n/a

DETAILS OF FUNDING REQUEST

1. Please identify funding agreement in place for your organization and what the funding is for:
• One Time/Single Event _____
• Long Term Service Operation of the Visitor Centre
Agreement (3 year with potential of 2 one (1) year)
• Seed Funding (3 years): _____

2. Financial assistance received for current year: \$ 4,000.00

3. Total financial assistance received to date: \$ 4,000.00

4. Total cost of project/program if applicable: \$ 46,707.67

5. Briefly describe the project/program or activities for which the organization is reporting out:
The operation of the Pemberton Visitor Centre

6. Briefly outline how your organization will be self-sufficient and no longer need financial assistance from the Village by the end of the Funding Agreement currently in place:

We have not done any planning on this matter



7. Describe how the program benefited residents of Pemberton or brought economic development to the Village:

The Visitor Centre is the first contact visitors have when arriving in Pemberton. Visitors are informed of the many local attractions, recreational opportunities and businesses in the area. Information is distributed on local, regional and provincial services. The Visitor Centre also responds to enquiries 12 months of the year by emails and telephone.

8. Describe how the funds received assisted the organization in meeting its purpose/goals of the project.

The funds received from the CIOF assisted funding the summer staff that operated the Pemberton Visitor Centre , which is a fully accredited Visitor Centre operating as part of Destination BC’s Visitor Network.

9. Please list out other funding sources received by the organization for this initiative (name of organization and funding amount):

- Squamish Lillooet Regional District - \$ 4,000.00
- Destination BC - \$12,500.00
- Canada Summer Works - \$ 8,736.00 – final request for 2639.97 is still to come in

10. Please identify how the Village of Pemberton’s support was recognized:

Recognition was given on the Chamber Website to all funding agencies under the Visitor Centre section and in the Annual Visitor Centre report.

FINANCIAL BREAKDOWN			
	SPENT (\$)	VARIANCE (\$)	DESCRIPTION
Wages, Honorariums	\$29,302.56		Staff May – Sept.
Contract Services	n/a		n/a
Marketing	n/a		n/a
Equipment, Tools	\$3,355.52		Office supplies/vc
Supplies	\$2,346.18		Utilities,phone,cleaning
Other	\$11,703.41		Maintenance,Insurance, postage, accounting, training, site dump, membership, Bank s/c

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ADDITIONAL INFORMATION

Please list any additional information regarding your grant that you would like to report

Attached please find;

- **2018 Annual report for the Visitor Centre**
- **Visitor Stats Comparison for the Visitor Centre**
- **Income Statements up to October 31, 2018**
- **Letter of request for the continuation of this program for 2019 for the Pemberton Visitor Centre.**



	A	B	C	D	E	F	G	H	I	J	K
1	Pemberton Visitor Center Statistics										
2	Comparisons 2000 -2017										
3		2000	2001	2002	2003	2004	2005	2006	2007	2008	2009
4	Administration										
5	# of Hours	1100.5	1102.75	1128.5	1107	1200	1237	1164	1238	1140.5	1144
6	# of Parties	7605	6553	9098	8790	7053	9067	9684	9391	10,742	9610
7	# of Visitors	18,285	16,253	22,717	20,537	14,782	18,054	20,639	19,110	23,292	22,089
8	Visitor Origin Top 5										
9		BC	BC	BC	BC	BC	BC	BC	BC	BC	BC
10		Europe	Europe	Europe	Europe	Europe	Europe	Europe	Europe	Europe	Europe
11		Other Us/Mexico	Washington	OtherUs/Mexico	Washington	OtherUS/Mexico	OtherUS/Mexico	OtherUs/Mexico	OtherUS/Mexico	OtherUS/Mexico	OtherUS/Mexico
12		Washington	Other Canada	Washington	Alberta	Other Canada	Washington	Other Canada	Other Canada	Other Canada	Other Canada
13		Alberta	OtherUS/Mexico	Other Canada	OtherUS/Mexico	Washington	Other Canada	Washington	Washington	Asia/Australia	Washington
14	Info Requested Top 5										
15		Adven/Recreation	Adven/Recreation	Transportation	Transportation	Transportation	Transportation	Transportation	Transportation	Transportation	Transportation
16		Accommodation	Accommodation	Accommodation	Adven/Recreation	Adven/Recreation	Attractions	Adven/Recreation	Adven/Recreation	Adven/Recreation	Adven/Recreation
17		Attractions	Attractions	Attractions	Attractions	Accommodation	Adven/Recreation	Attractions	Attractions	Attractions	Attractions
18		Transportation	Transportation	Adven/Recreation	Parks	Attractions	Parks	Parks	Accommodations	Parks	Accommodations
19		Parks	Parks	Parks	Accommodation	Parks	Accommodation	Accommodations	Parks	Accommodations	Parks
20	Nights in Community										
21	Same Day	2945	3547	4650	4175	3783	4224	5144	5805	5433	4795
22	1 night	1806	2198	2639	2575	1677	1393	1781	1396	1788	2149
23	2 nights	675	103	571	458	132	420	358	168	544	639
24	3 nights	292	33	103	104	22	94	43	48	127	146
25	RV's	379(Sept1-Oct.9)	1510	1472	1400	1326	1174	1448	1424	1779	1677

	L	M	N	O	P	Q	R	S	T
1									
2									
3	2010	2011	2012	2013	2014	2015	2016	2017	2018
4									
5	1278	1205	1095	1126	1141	1217.5	1170	1159	# of Hours 1065.5
6	10,641	9395	9474	9,130	9260	12,980	9808	12,343	# of Parties 10369
7	21,752	18,738	19,639	20,012	19,103	23,666	22,362	25,205	# of Visitors 23483
8									
9	BC	BC	BC	BC	BC	BC	BC	BC	Europe
10	Europe	Europe	Europe	Europe	Europe	Europe	Europe	Europe	BC
11	OtherUS/Mexico	OtherUS/Mexico	OtherUS/Mexico	Other US/Mexico	Other Canada	Other Canada	Other Canada	Other Canada	Other US/Mexico
12	Other Canada	Other Canada	Other Canada	Other Canada	Washington	Other US/Mexico	Other US/Mexico	Other US/Mexico	Other Canada
13	Washington	Asia/Australia	Washington	Washington	Other US/Mexico	Alberta	Asia /Australia	Asia/Australia	Asia/Australia
14									
15	Transportation	Attractions	Maps/Directions	Maps/Directions	Maps/Directions	Maps/Directions	Map/Directions	Maps/Directions	Maps/Directions
16	Adven/Recreation	Adven/Recreation	Transportation	Adent/Recreation	Accommodation	Adventure Recreation	Adventure Recreation	Adventure Recreation	Parks
17	Attractions	Transportation	Adven/Recreation	Transportation	Advent. Recreation	Attractions/Tours	Attractions/Tours	Attractions/Tours	Adventure Recreation
18	Accommodations	Parks	Parks	Parks	Transportation	Accommodation	Accommodations	Parks	Accommodation
19	Parks	Accommodation	Attractions/Tours	Attractions/Tours	Attractions	Transportation	Transportation & Food	Accommodations	Attractions/Tours
20									Nights in Community
21	6633	6123	5975	5088	3930	5248	5534	4522	Same Day 3943
22	1690	1318	1025	1779	2462	1841	1986	2445	1 Night 2311
23	252	164	341	350	508	1815	277	461	2 Nights 1075
24	65	40	133	80	232	1652	186	290	3 Nights 313
25	1545	1773	1624	1680	1523	1778	1493	2441	RV's 2591

PEMBERTON VISITOR CENTRE FINANCIAL REPORT 20**2018****REVENUES**

Destination BC	\$12,500.00
Village of Pemberton	\$4,000.00
SLRD	\$4,000.00
Canada Summer Works	\$8,736.00
Sani- Dump	\$7,972.29
Racking Fee	\$200.00
Visitor Centre Sales	\$1,299.44
Pemberton Chamber of Commerce	\$7,999.94

TOTAL REVENUES **\$46,707.67****EXPENSES**

Wages /Payroll Expenses	\$29,302.56
Accounting	\$1,709.20
Courier/Postage	\$112.10
Sani Dump Lease Fee &Expenses	\$1,913.85
Computer & IT	\$1,865.30
Repair & Maintenance	\$3,189.27
Staff Uniforms	\$57.40
Supplies & General Administration	\$3,355.52
Telephone & Internet	\$1,283.16
Training & Education	\$439.75
Utilities	\$1,063.02
Tourism Pemberton Membership	\$250.00
Bank S/C	\$350.04
Insurance	\$1,816.50

TOTAL EXPENSE **\$46,707.67**



November 16, 2018

Mayor Mike Richman and Council

Re: Application for a one-year extension of Community Initiative and Opportunity Funding

Dear Mayor Richman and members of Council;

On behalf of the Pemberton Arts Council, I am writing to request that you consider our application for the first one-year extension of funding under the Community Initiative and Opportunity Grant.

Receiving this grant of \$4000 annually over the past three years, has allowed our small arts council to continue to be an organizational hub for artists and art events in this community. We're currently preparing for our 12th Annual Mountains of Art Gala where nearly 30 local artists will be displaying their work. We're revamping our membership system, re-doing the website and trying to create an online presence.

Studies are consistently showing that interest in the arts is growing in communities and that the arts, whether visual or performance based are good for economies and local business.

Thank you for your consideration of this request. We hope to have your support.

Sincerely,
Penny Maclean
Chairperson
Pemberton Arts Council
pembertonartscouncil@gmail.com



Box 100 | 7400 Prospect Street
Pemberton BC V0N 2L0
P: 604.894.6135 | F: 604.894.6136
Email: admin@pemberton.ca
Website: www.pemberton.ca

COMMUNITY INITIATIVE & OPPORTUNITY FUND FINAL REPORT

The Village of Pemberton Community Initiative & Opportunity Fund (CIOF) is dedicated to the financial support of registered non-profit organizations whose activities will provide benefit to the residents of Pemberton.

Final reports are required each year when an organization has been awarded CIOF Funding to ensure grant monies are spent on eligible activities as per the Community Initiative & Opportunity Fund Policy.

Please note that organizations will not be considered for future funding if there is an outstanding final report.

Please complete this final report along with any additional information you deem necessary and submit to the Corporate & Legislative Services Department within thirty (30) days after the completion of the project, or by the date established in the correspondence if reporting on seed funding or long-term agreement. Grant recipients are required to appear before the Committee of the Whole for a five (5) minute presentation on the use of the funding.

Final reports must not be handwritten. Please do not bind your application. Simply return form via fax, e-mail or mail.

Village of Pemberton	E-Mail:	gkennedy@pemberton.ca
Community Initiative & Opportunity Fund	Phone:	604-894-6135
Box 100 7400 Prospect Street	Fax:	604-894-6136
Pemberton BC V0N 2L0	Website:	www.pemberton.ca

Personal information you provide on this form is collected pursuant to Section 26 of the *Freedom of Information and Protection of Privacy Act* and will only be used for the purpose of processing the Community Initiative and Opportunity Fund application. Your personal information will not be released except in accordance with the *Freedom of Information and Protection of Privacy Act*. Questions about the collection of your personal information may be referred to Sheena Fraser, Manager of Corporate & Legislative Services (sfraser@pemberton.ca or 604-894-6135).



ORGANIZATION INFORMATION

Community Organization Name: Pemberton Arts Council
Registered Tax Charity BB#
or Society Registration # (optional): S-50606 Year Established: 2006
Contact Name: Penny MacLean Phone: [REDACTED]
Mailing Address: PO Box 1169,
Pemberton, BC V0N2L0 Email: pembertonartscouncil@gmail.com
Fax: _____

DETAILS OF FUNDING REQUEST

1. Please identify funding agreement in place for your organization and what the funding is for:

- One Time/Single Event _____
- Long Term Service Agreement (3 year with potential of 2 one (1) year) 4,000.00
- Seed Funding (3 years): _____

2. Financial assistance received for current year: \$ 4,000.00

3. Total financial assistance received to date: \$ 12,000.00

4. Total cost of project/program if applicable: \$ _____

5. Briefly describe the project/program or activities for which the organization is reporting out:

Over the past few years we've hired an Executive Director to help deliver a marketing strategic plan, organize our data base of membership, manage and design a website, assist with grant writing, communications with SSACA, along with event planning, fundraising and advocating for the Arts.

6. Briefly outline how your organization will be self-sufficient and no longer need financial assistance from the Village by the end of the Funding Agreement currently in place:

In our ongoing efforts to locate a space to house an Arts Centre and keep arts and culture strong in our community, we are always on the look out for applicable grants, sponsorship, plus partnerships with similar non-profit organizations.

In 2018 we received one of a two-part grant from the BC Arts Council. Upon successfully receiving our second grant, we'll be eligible for annual operating funds as a viable member of the BC Arts Council. We are also looking for funding through The Canada Council for the Arts as we have been established for over 10 years and are a diverse rural arts community.

Without support from the village, we may no longer be able to attend the BC Arts Council meetings as a regional art council representative from Pemberton.

Art Matters!

7. Describe how the program benefited residents of Pemberton or brought economic development to the Village:

PAC joined the Sea to Sky Arts Council Alliance Group that meets 6 times a year with arts councils all the way from Lions Bay and Bowen Island to Pemberton. We share knowledge, help support the arts in our different towns, spread the benefits of cultural tourism and economic success throughout the corridor with our programming, festivals and exhibits. The power of this organization has made a significant step in bringing the entire corridor together and advocating for the arts in our region.

Art and culture are valuable to our community. By supporting artists we strengthen the economics of where we live. Shows, festivals, exhibitions, a website hub and networking are successes we have given this town. This has an impact, especially as we are an inclusive organization that shares a vision with our neighbouring communities as well.

8. Describe how the funds received assisted the organization in meeting its purpose/goals of the project.

We've been able to successfully hire an ED to help guide and strengthen the organization. It's helped us look for ways to save money while growing the society as a hub for artists and supporters. We've developed our website, social media tools and marketing. By being the voice for the arts in our community, we are a place for newcomers and longtime local artists to meet, learn about art initiatives and engage with the community.

9. Please list out other funding sources received by the organization for this initiative (name of organization and funding amount):

We have received funding from the SLRD-\$4,000, Whistler Real Estate Assoc. - \$2,000, matching funds through Scotiabank - \$2,000, fundraising/memberships - \$1,500 and the BC Arts Council - \$2,450.



10. Please identify how the Village of Pemberton's support was recognized:

We are the voice of Pemberton sitting at the table with the Sea to Sky Arts Council Alliance. This is such a valuable asset having the support from the Village of Pemberton knowing you care about arts and cultural and it's relationship to economic tourism in our area.

FINANCIAL BREAKDOWN				
	BUDGETED	SPENT (\$)	VARIANCE	DESCRIPTION
Wages, Honorariums	8,000			
Contract Services		4,000		
Marketing				
Equipment, Tools				
Supplies				
Other				

ADDITIONAL INFORMATION

Please list any additional information regarding your grant

Income Statements up to October 31, 201

**Pemberton Arts Council
Balance Sheet As at 2018-10-31**

ASSET

Current Assets

Cash to be deposited - PayPal	0.00	
Savings Bank Account	0.02	
Scotia Bank - operating	8569.74	
Cash on Hand	286.00	
Total Cash		8855.76
Accounts Receivable	0.00	
Allowance for Doubtful Accounts	0.00	
Total Receivable		0.00
Prepaid Insurance	0.00	
Total Current Assets		8855.76

TOTAL ASSET 8855.76

LIABILITY

Current Liabilities

Scholarship Payable		500.00
GST/HST Paid on Purchases	-8.19	
GST/HST Owing (Refund)		8.19
Total Current Liabilities		491.81

TOTAL LIABILITY 491.81

EQUITY

Share Capital		
Common Shares		0.00
Preferred Shares		0.00
Total Share Capital		0.00

Retained Earnings

Retained Earnings - Previous Year		11842.62
Current Earnings		-1619.98
Total Retained Earnings		13462.60

TOTAL EQUITY 13462.60

LIABILITIES AND EQUITY 13954.41

Generated On: 2018-11-16

**Pemberton Arts Council
Income Statement 2018-01-01 to 2018-10-31**

REVENUE

Grants	10452.00
Donations – Programs	286.00
New Members	40.00
TOTAL REVENUE	10778.00

EXPENSE

Program Costs

Programming/Community Event Costs	3335.30
Total Programs Cost	3335.30

Payroll Expenses

Contract Labour - Administrator	6770.00
Total Payroll Expense	6770.00

General & Administrative Expenses

Advertising & Promotions	431.57
Bank Fees	306.74
Business Fees & Licenses	355.00
Insurance	768.68
Courier & Postage	13.83
Office Supplies	4.55
Meeting Expense	97.83
Repair & Maintenance	60.00
Internet - Communications - Web	254.48
Total General & Admin. Expenses	2292.68

TOTAL EXPENSE	12397.98
----------------------	-----------------

NET INCOME	-1619.98
-------------------	-----------------

Generated On: 2018-11-16



Growing the heart of the community through the Pemberton Farmers' Market.

October 28, 2018

Attention: Village of Pemberton Mayor, Council and Staff

The Pemberton Farmers' Market has just finished up a successful 2018 Market season. It has been a joy to see the community come together regularly at the market to enjoy the music, the events and to support our many local dedicated vendors. Many people, tourists, regular local customers and vendors alike, have shared the remarkable friendliness and overall community spirit that exists at our market which gives the PFMA board great joy to hear as this is one of the objectives named in our Strategic Plan.

The PFMA has appreciated the financial support we have received over the last 4 years through the Village of Pemberton CIOF Seed Funding program with matching grant from the SLRD. The grants received have supported us in the operation of the market as we continue to grow the market with supportive vendors and market customers.

Another one of our market aims has been to build financial resilience through our membership and table fees and a variety of fundraisers. Our table fees and membership have stayed steady over the past year and overall vendor sales are up this season which is promising. Additionally, the market has raised over \$2600 this year and \$2900 in 2017 as we look ahead to the future.

We understand that our market is eligible to apply for one more year of funding from the Village of Pemberton. We are writing to respectfully request \$3000 from the VoP to support the operations of the market for our 2019 season.

We look forward to hearing your reply to our request. The VoP and SLRD's ongoing support for the PFMA is not only appreciated by the vendors from our region who are dedicated to providing our community with their produce, food, crafts and services but also the PFM customers who appreciate the opportunity our market provides to buy local and support local businesses.

Sincerely,

Matt Prescott, Acting Chair
Pemberton Farmers' Market

PO Box 994 Pemberton BC V0N 2L0
www.pembertonfarmersmarket.com



Box 100 | 7400 Prospect Street
Pemberton BC V0N 2L0
P: 604.894.6135 | F: 604.894.6136
Email: admin@pemberton.ca
Website: www.pemberton.ca

COMMUNITY INITIATIVE & OPPORTUNITY FUND FINAL REPORT

The Village of Pemberton Community Initiative & Opportunity Fund (CIOF) is dedicated to the financial support of registered non-profit organizations whose activities will provide benefit to the residents of Pemberton.

Final reports are required each year when an organization has been awarded CIOF Funding to ensure grant monies are spent on eligible activities as per the Community Initiative & Opportunity Fund Policy.

Please note that organizations will not be considered for future funding if there is an outstanding final report.

Please complete this final report along with any additional information you deem necessary and submit to the Corporate & Legislative Services Department within thirty (30) days after the completion of the project, or by the date established in the correspondence if reporting on seed funding or long-term agreement. Grant recipients are required to appear before the Committee of the Whole for a five (5) minute presentation on the use of the funding.

Final reports must not be handwritten. Please do not bind your application. Simply return form via fax, e-mail or mail.

Village of Pemberton	E-Mail:	gkennedy@pemberton.ca
Community Initiative & Opportunity Fund	Phone:	604-894-6135
Box 100 7400 Prospect Street	Fax:	604-894-6136
Pemberton BC V0N 2L0	Website:	www.pemberton.ca

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Box 100 | 7400 Prospect Street
Pemberton BC V0N 2L0
P: 604.894.6135 | F: 604.894.6136
Email: admin@pemberton.ca
Website: www.pemberton.ca

ORGANIZATION INFORMATION

Community Organization Name: Pemberton Farmers' Market Association
Registered Tax Charity BB#
or Society Registration # (optional): S-0061241 Year Established: 2013
Contact Name: Molli Reynolds Phone: [REDACTED]
Mailing Address: PO Box 994 Email: info@pembertonfarmersmarket.com
Pemberton BC V0N 2L0 Fax: n/a

DETAILS OF FUNDING REQUEST

- Please identify funding agreement in place for your organization and what the funding is for:
 - One Time/Single Event Long Term Service Agreement (3 yrs with potential
 - Long Term Service of 2 one year extensions). 2018 was our 1st extension
Agreement (3 year with
potential of 2 one (1) year
 - Seed Funding (3 years): Funding if for Market Operations, market manager pay
- Financial assistance received for current year: \$ 3000 (matched by SLRD)
- Total financial assistance received to date: \$ \$12,000
- Total cost of project/program if applicable: \$ Annual Operating budget average \$21,000
- Briefly describe the project/program or activities for which the organization is reporting out:

The Funding received has supported the PFMA operations, specifically through the employment of a market manager. The market manager is responsible for running the market guided by the PFMA mission to support local farms, food producers, artisans and service providers and connect them with customers in a vibrant social community space. The Market Manager's job is also to grow the customer base which in turn supports the market by augmenting the social activities and events.

- Briefly outline how your organization will be self-sufficient and no longer need financial assistance from the Village by the end of the Funding Agreement currently in place:

The PFMA board has begun developing a variety of fundraising activities aimed at supporting our growing Farmers' Market including events such as our Stone Soup Celebration and Bard in the Barn. We are also working on a Sweepstakes style fundraiser in 2019 to support us going forward.

Our market continues to grow in the number of regular vendors and the overall sales going through the market. However, we are seeking another one year extension on our CIOF Funding.

Village of Pemberton
Committee of the Whole No. 183
Tuesday, November 27, 2018
44 of 64



7. Describe how the program benefited residents of Pemberton or brought economic development to the Village:

The market supported 10 local farms, 10 local food vendors and 14 local artisans/service providers, engaged 13 musicians, hosted 2 artist demos and provided 11 community groups with the opportunity to share their information and goals with the community. The Market Manager serves the market by supporting the growth of customer and vendor base as well as an open and inclusive community space for residents and visitors alike. In addition to visiting the market, visitors and residents frequent the surrounding businesses (stores, restaurants, banks, etc.) on their 'market day'.

8. Describe how the funds received assisted the organization in meeting its purpose/goals of the project.

The funds received support the employment of the Market Manager. The market manager is responsible for all day-to-day running of the market (including tasks such as advertising, collecting table and membership fees, site planning, supporting vendors in set-up, tear-down and daily activities, operating the Farmers' Market Nutrition Coupon Program, engaging musicians and planning musician schedule, planning and running community events that support the growth of the market).

9. Please list out other funding sources received by the organization for this initiative (name of organization and funding amount):

PFMA table and membership fees - totaling around \$9000 for 2018

REAW grant - \$1500 supporting the Arts and Culture Event series (music, artist demos, chef demos etc.)

BCAFM Nutrition Coupon Program - \$500 administration fee

PFMA Stone soup Fundraiser (2017) - \$2800 (including matching funds from Scotiabank)

PFMA Stone Soup Fundraiser (2018) - \$1200 (Stone Soup Funds aimed for supporting future self-sufficiency)

PFMA Art in the Barn Fundraiser - \$1450 (to support 2019 Arts and Culture Series)

10. Please identify how the Village of Pemberton's support was recognized:

We recognize the VoP's support on our website and Facebook page as well as at our Market Manager table at every market. We are able to send a public letter to our membership as well as local newspaper acknowledging your support. Should the market have printed marketing materials printed, this would also be an opportunity to acknowledge the VoP support.

FINANCIAL BREAKDOWN				
	BUDGETED	SPENT (\$)	VARIANCE	DESCRIPTION
Wages, Honorariums	10,000	7447 (to date)	2553	Nov. & Dec wages pending
Contract Services				
Marketing	1000	\$1292	292	Fundraiser ads, promo mat.
Equipment, Tools				
Supplies	650	558 (to date)	92	Nov. Dec. supplies pending
Other				

Please see accompanying third quarter financials for more detail.



Box 100 | 7400 Prospect Street
Pemberton BC V0N 2L0
P: 604.894.6135 | F: 604.894.6136
Email: admin@pemberton.ca
Website: www.pemberton.ca

ADDITIONAL INFORMATION

Please list any additional
information regarding your grant
that you would like to report

- **Income Statements
up to October 31,
2018**

	A	B	C	D	E	F	G	H
1			Proposed Budget 2018	Forecast for 2018	Actuals to April 1	Actuals to July 23	Actuals to Oct. 27	Actuals to Dec 31 year End
2	Jan 1 - Dec							
3	INCOME							
4			Balance from 2017	\$ 5,324.10		\$ 5,324.10		
5			VoP and SLRD - seed funding	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	
6			Membership Fees	\$ 1,400.00		\$ 1,020.00	\$ 1,195.00	
7			Table Fees	\$ 7,500.00		\$ 6,940.00	\$ 7,226.00	
8			Coupon Program - BCAFM	\$ 2,600.00		\$ 2,600.00	\$ 8,100.00	
9			Coupon Program honorarium - BCAFM	\$ 500.00			\$ 500.00	
10			Coupon Program - donation	\$ 4,800.00	\$ 320.00	\$ 320.00	\$ 320.00	
11			Refund -2017 VOP security and key deposits	\$ 400.00				
12			Grants - Arts and Culture series	\$ 2,000.00		\$ 1,500.00	\$ 1,500.00	
13			Fundraiser	6,000.00				
14			Stone Soup Celebration	3,000.00			1,226.00	
15			Bard in the Barn				1,495.00	
16			Misc. (bag sales...)			10.00	110.00	
17								
18	Total Income			\$ 39,524.10	\$ 6,320.00	\$ 23,714.10	\$ 27,672.00	\$ -
19								
20	EXPENSES							
21			Market/Admin Manager	\$ 9,486.00	\$ 1,449.00	\$ 4,032.00	\$ 7,110.00	
22			Admin Manager	\$ 337.50	\$ 337.50	\$ 337.50	\$ 337.50	
23			Event Planning (Market Manager Hours \$600, \$200 supplies)	\$ 1,000.00		\$ 283.50	\$ 885.12	
24			Misc expenses	\$ 500.00	\$ 76.01	\$ 897.56	\$ 304.31	
25			Musicians and face painter	\$ 3,700.00		\$ 720.00	\$ 2,947.50	
26			Coupon Program (including honorarium)*	\$ 7,700.00		\$ 1,123.00	\$ 7978.00	
27			Bank Service Charges	\$ 160.00	\$ 19.50	\$ 48.60	\$ 118.12	
28			Advertising (paper, print, sandwich boards, banner, etc)	\$ 1,000.00	\$ 224.06	\$ 939.75	\$ 1292.77	
29			Office and admin expenses	\$ 650.00	\$ 296.13	\$ 506.91	\$ 538.94	
30			Memberships, dues and insurance	\$ 1,700.00	\$ 1,031.15	\$ 1,905.00	\$ 1,905.00	
31			2018 VOP security and key deposits	\$ 500.00	\$ 300.00	\$ 400.00	\$ 400.00	
32			Table refunds	\$ 600.00				
33			Grant writing	\$ 1,200.00		\$ 225.00	\$ 225.00	
34			Kiddy Coral	\$ 100.00				
35			BCFMA Conference , training	\$ 600.00	\$ 365.20	\$ 365.20	\$ 365.20	
36			Contingency	\$ 1,000.00				
37	Total Expenses			\$ 30,233.50	\$ 4,100.55	\$ 11,784.02	\$ 24,407.46	\$ 47 of 64
38								
39	NET SURPLUS			\$ 9,290.60	\$ 2,219.45	\$ 11,930.08	\$ 3,264.54	\$ -
40								
41	Total projected balance 2016			9,291				
42								



October 25, 2018

Ms. Sheena Fraser,
Manager of Corporate & Legislative Services Village of Pemberton,
Box 100,
Pemberton, B.C., V0N 2L0

Dear Ms. Fraser;

RE: Community Initiative & Opportunity Fund (CIOF) –Request to renew

The Pemberton & District Chamber of Commerce would like to submit a request to the Village of Pemberton to consider the first one (1) year renewal for 2019 for the Community Initiative and Opportunity Fund for Tourism Pemberton as outlined in your October 15, 2018 letter.

Should you require additional information please contact me.

Yours truly,

A handwritten signature in black ink that reads "Mark Mendonca".

Mark Mendonca,
President.

Adventure Begins Here

Box 602, Pemberton, B.C., V0N 2L0

www.tourismpembertonbc.com info@tourismpembertonbc.com



Box 100 | 7400 Prospect Street
Pemberton BC V0N 2L0
P: 604.894.6135 | F: 604.894.6136
Email: admin@pemberton.ca
Website: www.pemberton.ca

COMMUNITY INITIATIVE & OPPORTUNITY FUND FINAL REPORT

The Village of Pemberton Community Initiative & Opportunity Fund (CIOF) is dedicated to the financial support of registered non-profit organizations whose activities will provide benefit to the residents of Pemberton.

Final reports are required each year when an organization has been awarded CIOF Funding to ensure grant monies are spent on eligible activities as per the Community Initiative & Opportunity Fund Policy.

Please note that organizations will not be considered for future funding if there is an outstanding final report.

Please complete this final report along with any additional information you deem necessary and submit to the Corporate & Legislative Services Department within thirty (30) days after the completion of the project, or by the date established in the correspondence if reporting on seed funding or long-term agreement. Grant recipients are required to appear before the Committee of the Whole for a five (5) minute presentation on the use of the funding.

Final reports must not be handwritten. Please do not bind your application. Simply return form via fax, e-mail or mail.

Village of Pemberton	E-Mail:	gkennedy@pemberton.ca
Community Initiative & Opportunity Fund	Phone:	604-894-6135
Box 100 7400 Prospect Street	Fax:	604-894-6136
Pemberton BC V0N 2L0	Website:	www.pemberton.ca

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ORGANIZATION INFORMATION

Community Organization Name: Tourism Pemberton Destination Marketing Association
Registered Tax Charity BB#
or Society Registration # (optional): S-0062009 Year Established: 2013
Contact Name: Shirley Henry Phone: 604-894-6477
Mailing Address: _____ Email: info@tourismpembertonbc.com
Box 602, Pemberton, B.C., V0N 2L0 Fax: 604-894-5571

DETAILS OF FUNDING REQUEST

- 1. Please identify funding agreement in place for your organization and what the funding is for:
 - One Time/Single Event _____
 - Long Term Service Part-time Marketing Co-Ordinator
Agreement (3 year with potential of 2 one (1) year)
 - Seed Funding (3 years): _____

2. Financial assistance received for current year: \$ 4000.00

3. Total financial assistance received to date: \$ 4000.00

4. Total cost of project/program if applicable: \$ 12,000.00

5. Briefly describe the project/program or activities for which the organization is reporting out:
Part-time Co-ordinator to organize Slow Food Cycle Sunday, website, promotions, grant sourcing, sponsorship and co-ordination with Tourism Whistler and Tourism Squamish

6. Briefly outline how your organization will be self-sufficient and no longer need financial assistance from the Village by the end of the Funding Agreement currently in place:

We strive to work without the CIOF. As discussed with council we are not happy that we do not have a steady stream of funding that if we were considered as a line item the CIOF would not be required. It is difficult to operate what we deem to be the one of the largest economic contributors to the community. Agri tourism, weddings, SFCS alone we know contribute substantially in the millions of dollars including employment. Until we are in a position at the very least to provide a credible consultants report that puts a true value on the economics of tourism to the community of Pemberton and region, we cannot validate why we should invest more dollars. We will continue to require funding thru the CIOF.

7. Describe how the program benefited residents of Pemberton or brought economic development to the Village:

Slow Food Cycle event brought visitors from around BC and the USA. Marketing promotions included a Save the Date and e newsletters, website, facebook, roundabout sign, Pique Newsmagazine full page insert, free event listing in the Sea to Sky Corridor and in Vancouver, Hello BC website, Drive BC website, Shaw TV, Around Town segment, Pemberton Visitors Guide, Village of Pemberton website, Tourism Pemberton App, branded bike bells, canvas bags and aprons, ½ page thank you ad in the Pique. Event covered in Pique Newsmagazine, Vancouver Sun and Good times magazine. Free event listings featured in 17 Lower Mainland publications.

8. Describe how the funds received assisted the organization in meeting its purpose/goals of the project.

The funds assisted with retaining a part-time co-ordinator to help us achieve our goals;

1. To market and promote Pemberton and Area as a travel destination of choice.
2. To foster community partnerships that leverage co-operative marketing dollars.
3. To assist in planning and promotion of community events that drive visitor traffic to the region.

9. Please list out other funding sources received by the organization for this initiative (name of organization and funding amount):

Squamish Lillooet Regional District - \$10,000

10. Please identify how the Village of Pemberton's support was recognized:

Recognized on www.tourismpembertonbc.com

Supporters

Tourism Pemberton is thankful for the financial support from the following organizations:





Box 100 | 7400 Prospect Street
 Pemberton BC V0N 2L0
 P: 604.894.6135 | F: 604.894.6136
 Email: admin@pemberton.ca
 Website: www.pemberton.ca

FINANCIAL BREAKDOWN

	BUDGETED	SPENT (\$)	VARIANCE	DESCRIPTION
Contract Services	\$12,000	\$10,065.57	n/a	Balance to be paid
Slow Food	\$16,987.57	\$16,987.57	n/a	Slow Food
Advertising/Promo	\$1890.32	\$1890.32	n/a	Slow Food & Bike Promo.
Insurance/S/C/ Website	\$1487.51	\$1487.51	n/a	Insurance, s/c, website
Map Printing	\$5361.79	\$5361.79	n/a	Pemberton Map
Misc./ Office	\$544.61	\$544.61	n/a	Misc. expenses

ADDITIONAL INFORMATION

Please list any additional information regarding your grant that you would like to report

- **Income Statements up to October 31, 2018**



TOURISM PEMBERTON FINANCIAL REPORT - January 1,2018 - October 31,2018

REVENUE

Memberships	\$ 7,875.00
Slow Food	\$ 19,526.46
VOP Grant	\$ 4,000.00
SLRD Grant	\$ 10,000.00
Map Ads	\$ 10,200.00
Miscellaneous Revenue	\$ 360.00
Total Revenue	\$ 51,961.46

EXPENSES

Co-Ordinator	\$ 10,065.57
Slow Food	\$ 16,987.57
Map Printing	\$ 5,361.79
Insurance/S/C Website	\$ 1,487.51
Advertising/Promo	\$ 1,890.32
Miscellaneous/Office	\$ 544.61
Total Expenses	\$ 36,337.37



SPIRIT OF BC - WINTERFEST
2018 FINAL REPORT



November 14, 2018

Village of Pemberton
Box 100
Pemberton, BC V0N 2L0

RE: Community Initiative & Opportunity Fund – Request to Renew

Dear Mayor, Council & Staff:

The Spirit of BC - Pemberton Valley Committee, planners of the annual Winterfest event, would like to submit a formal request to the Village of Pemberton to renew the Community Initiative & Opportunity Fund agreement for a fourth year in the amount of \$4,500.00.

As with all Winterfest events, the goal is to entertain our community members and visitors to the Pemberton area by offering a variety of recreational activities to people of all ages. The event remains free – there is no charge to participate in any of the activities.

Thank you for your consideration in helping make future Winterfest events a great success. If you have any questions, please feel free to contact me at carlee@pocketfulproductions.com or 

Sincerely,

A handwritten signature in blue ink, appearing to read "Carlee Cindric".

Carlee Cindric
Winterfest Chair



Box 100 | 7400 Prospect Street
Pemberton BC V0N 2L0
P: 604.894.6135 | F: 604.894.6136
Email: admin@pemberton.ca
Website: www.pemberton.ca

COMMUNITY INITIATIVE & OPPORTUNITY FUND FINAL REPORT

The Village of Pemberton Community Initiative & Opportunity Fund (CIOF) is dedicated to the financial support of registered non-profit organizations whose activities will provide benefit to the residents of Pemberton.

Final reports are required each year when an organization has been awarded CIOF Funding to ensure grant monies are spent on eligible activities as per the Community Initiative & Opportunity Fund Policy.

Please note that organizations will not be considered for future funding if there is an outstanding final report.

Please complete this final report along with any additional information you deem necessary and submit to the Corporate & Legislative Services Department within thirty (30) days after the completion of the project, or by the date established in the correspondence if reporting on seed funding or long-term agreement. Grant recipients are required to appear before the Committee of the Whole for a five (5) minute presentation on the use of the funding.

Final reports must not be handwritten. Please do not bind your application. Simply return form via fax, e-mail or mail.

Village of Pemberton	E-Mail:	gkennedy@pemberton.ca
Community Initiative & Opportunity Fund	Phone:	604-894-6135
Box 100 7400 Prospect Street	Fax:	604-894-6136
Pemberton BC V0N 2L0	Website:	www.pemberton.ca

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ORGANIZATION INFORMATION

Community Organization Name: Spirit of BC Community Committee / Winterfest 2018
Registered Tax Charity BB#
or Society Registration # (optional): N/A Year Established: 2006
Contact Name: Carlee Cindric Phone: [REDACTED]
Mailing Address: Email: carlee@pocketfulproductions.com
Fax: N/A

DETAILS OF FUNDING REQUEST

1. Please identify funding agreement in place for your organization and what the funding is for:
• One Time/Single Event For Pemberton's Annual Winterfest Celebration
• Long Term Service Agreement (3 year with potential of 2 one (1) year)
• Seed Funding (3 years):

2. Financial assistance received for current year: \$ \$4500.00
3. Total financial assistance received to date: \$ \$13,500
4. Total cost of project/program if applicable: \$ \$14,486.84

5. Briefly describe the project/program or activities for which the organization is reporting out:

The 2018 Pemberton Winterfest included a New Year's Eve Celebration at the Pemberton Community Centre on December 31, a Much Music Dance Party for Youth on January 27 and an Adventure Hunt on February 3. Both the New Year's Eve Celebration and Adventure Hunt were once again FREE and family friendly. We were able to offer a variety of indoor/outdoor activities including sledding, road hockey, music, movie, dance performance, food, crafts, fireworks, family dance party, scavenger hunt and more! We also captured a robust list of other events and activities taking place in Pemberton from January - February and promoted them under the Winterfest umbrella. We tried for a Pop-Up Event on One Mile Lake, but the ice and weather were not in our favour.

6. Briefly outline how your organization will be self-sufficient and no longer need financial assistance from the Village by the end of the Funding Agreement currently in place:

We will need to cut back the Winterfest event substantially in order to make the event self-sufficient moving forward in 2020. Without the financial assistance from the Village, we will be relying solely on sponsorship funding from local businesses. Understandably, we have seen our sponsorship funding start to dwindle over the past couple of years. The future of Winterfest make like quite different than it does today and in past years.



7. Describe how the program benefited residents of Pemberton or brought economic development to the Village:

Pemberton Winterfest directly benefits the residents of Pemberton as it is the only FREE, family friendly, outdoor recreation celebration event held in December/January. The event allows families to gather and celebrate winter while trying new and fun recreational and social activities.

8. Describe how the funds received assisted the organization in meeting its purpose/goals of the project.

The funds received helped cover several costs of the event including: Winterfest Coordinator Fee, Kids Zone vendors, Event Insurance, Marketing Collateral, and Misc Equipment Expenses.

Because we were able to cover these marketing and operational costs with the funding received, it allowed us to put our other revenue towards new animation/entertainment opportunities (Cinderella, Batman & Tinkerbell appearances, additional face painter), a new youth focused event - Much Music Dance Party, free food for each day of the event, and new games (Adventure Hunt), and enhanced fireworks display to name a few.

9. Please list out other funding sources received by the organization for this initiative (name of organization and funding amount):

Sponsorship Funding:

SLRD - \$4500

Pemberton Valley Supermarket - in-kind support & \$536.38

Fix Auto - \$500

Danielle Menzel Tait/ Pemberton Real Estate - \$100

Sabre Rentals, AC Gas, Pemberton Library, Pemberton Valley Nurseries, XLAV - in-kind support

10. Please identify how the Village of Pemberton's support was recognized:

The Village of Pemberton received prominent logo inclusion on our marketing collateral (round about sign, event posters) as well as on our website. The Village of Pemberton also received mentions on our social media channels. We offered to display a logo banner during the event, but one was not provided to us.

FINANCIAL BREAKDOWN				
	BUDGETED	SPENT (\$)	VARIANCE	DESCRIPTION
Wages, Honorariums	\$3400	\$3335.00	-\$65.00	Event Manager, Face Painting, Characters
Contract Services				
Marketing	\$200	\$150.00	-\$50.00	Winterfest Posters x 2 designs
Equipment, Tools	\$500	\$335.98	-\$164.02	Propane Fire Pits
Supplies	\$200	\$116.81	-\$83.19	Glow Products
Other	\$200	\$785.00	+\$585.00	Insurance
	\$4500	\$4722.79	-\$222.79	

ADDITIONAL INFORMATION

Please list any additional information regarding your grant that you would like to report

- **Income Statements up to October 31, 2018**

Please find attached a supporting document with the following items:

- 2018 Event Posters
- Various event photos
- Income Statement

2018 Winterfest Event Posters

FREE
FOR ALL THE FAMILY

PEMBERTON

NEW YEAR'S EVE

WINTERFEST CELEBRATION

Pemberton & District Community Centre
Sunday, December 31 | 2:00pm - 8:00pm

Kids Crafts	Pizza, You Roast Hot Dogs & S'mores
Face Painting & Glitter Tattoos	Outdoor Winter Activities
Family Movie In The Library	Family Dance Party
Visit From Tinkerbell, Cinderella & Batman	Fireworks

For our full schedule of events and more information on 'How To' Winterfest 2018 please visit:

pembertonwinterfest.com



PEMBERTON'S JANUARY & FEBRUARY EVENT LISTINGS

There is still plenty of winter fun to be had here in Pemberton this January and February!
Join us as we continue to celebrate winter, our community and the start of 2018.

JAN & FEB **CROSS COUNTRY SKIING**
8am-5pm Daily at Big Sky, FREE

JAN 12 **FRIDAY NIGHT FLIES**
5pm at Spud Valley Sporting Goods,
FREE

JAN 13 **ICE FISHING 101**
4pm at Spud Valley Sporting Goods,
FREE

JAN 13 **FAMILY MOVIE MATINEE: SING**
3pm at the Pemberton & District
Library, FREE

JAN 19 **MOVIE NIGHT: LONG TIME RUNNING**
7pm at the Pemberton & District
Library, FREE

JAN 27 **MUCH MUSIC DANCE PARTY**
6pm-10pm at the Pemberton
Community Center, \$12

FEB 3 **WINTERFEST ADVENTURE HUNT**
Registration at 1pm / Hunt at 2pm,
Pemberton Community Center, FREE

FEB 4 **SPUD VALLEY LOPPET**
Location TBC, spudvalleynordics.com
for more information

FEB 10 **DINE & DANCE IN THE DARK**
6pm at the Pemberton Legion, \$50

FEB 10 **FAMILY MOVIE MATINEE**
3pm at the Pemberton & District
Library, FREE

FEB 12 **PEMBERTON VALLEY SNOWMOBILE
CLUB FUNDRAISER**
11am-3pm at Big Sky Golf, FREE

FEB 16 **MOVIE NIGHT**
7pm at the Pemberton & District
Library, FREE



For a complete list of events and activities and for more information about the Pop-Up Event please visit:

pembertonwinterfest.com

2018 Winterfest Event Photos



Income Statement

WINTERFEST 2017-2018

Balance Forward Sept2017	\$ 14,748.67	
SLRD	\$ 4,500.00	
D. Menzel	\$ 100.00	
Fix Auto	\$ 500.00	
Village of Pemberton	\$500.00	(re fireworks)
PVSM	\$536.98	
Village of Pemberton	\$4,500.00	
Village of Pemberton (refund)	\$300.00	
Total Revenue	\$ 25,685.65	

EXPENSES

Service Charges	Sept - Dec.	\$ 6.00
Service Charges Jan - Feb 2018		\$ 3.00
Once Upon A party		\$460.00
VOP - Permits		\$405.00
S, Henry Glitter, Face Painting		\$450.00
XL Audio		\$1,201.00
Westland Insurance		\$1,200.00
Sunset Fireworks		\$5,000.00
Chamber - re High& Dry Storage		\$87.50
SLRD		\$887.69
C. Cindric - Expenses		\$1,168.30
Scavanger Hunt		\$250.00
VOP - Permits		\$405.00
G. Martin		\$150.00
Youth Centre - Dance		\$1,000.00
Carlee Cindric		\$2,625.00
Hunt Insurance		\$10.00
Kirk Becker - light		\$100.00
Service Charges March - Oct 31/18		\$12.00
Total Expenses		\$ 15,420.49

Balance - \$10,732.56

as of October 31/18 - \$10,565.16



SAFETY • RESPECT • VALUE

November 2018

To: Village of Pemberton Mayor and Council

**Re: Blackcomb Helicopters Heli-Biking Tenure Application
Summary of Tenure Application Amendments**

Blackcomb Helicopters reviewed, and seriously considered the feedback submitted from the initial public comment and stakeholder referral process and is making the following amendments to their previously submitted tenure application and management plan to help alleviate those concerns.

1. Full withdrawal of all proposed new trails in the Tenquille-Owl Lake Recreation Area to address wildlife impact (Grizzly Bear) and public recreation concerns. Withdrawal of existing Mount Barbour/Tenquille trail from tenure application to reduce overall recreation use in the area. The removal of all proposed activities in this area from the tenure application will also result in a reduction of helicopter overflights of the populated areas of Pemberton Village and Meadows and reduce potential impacts to paragliders related to Heli-biking activities.
2. Adjust the application areas to the Rutherford/Ipsoot and Mt Currie areas to allow BH to keep their flight paths away from populated areas while also achieving shorter flight times than to the Pemberton Meadows/Tenquille area. Additionally, providing opportunities on Mt Currie and Gravell Peak will provide even shorter flight distances thereby reducing overall flight times considerably.
3. Propose one new trail in the Upper Rutherford (Appa Glacier Ridge), after consultation with FLNRO district wildlife biologists, well above the valley in alpine terrain and away from active industrial harvesting activities and designated grizzly bear habitat areas. Propose one new trail off the east ridge of Mount Millar (long term objective) above the existing IPP infrastructure. The Rutherford Ridge (Sootip) route will also be amended to exclude the eastern portion of the area where significant and unmanaged public recreation is occurring (Area 51/PHD). We are proposing that these trails will also be subject to enhanced management mitigation considerations in addition to seasonal and temporal restrictions based on consultation and collaboration with the district wildlife biologists. Blackcomb Helicopters is also committed to support the district biologists in their ongoing monitoring and research of grizzly bears and other relevant studies in the upper Rutherford area.
4. FLNRO wildlife biologists indicated much less concern over the Ipsoot proposed routes and also suggested the Mt. Currie/Gravell zone as much more suited to this type of recreational activity from a wildlife impact perspective. In light of this we've added two new proposed trails, one on the Mt. Currie east ridge, and one opposite the valley on the northwest ridge of Gravell Peak outside of the Mkwalt's Conservancy. Additionally, the proposed route off Moat Peak has been added and adjusted to remain outside of

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the Ka'kla Stewardship Area. These new proposed trails also significantly reduce the amount of flight time, noise, and emissions, given their location directly adjacent to the airport.

5. None of the proposed tenure areas use any existing public recreation trails, nor do they connect to non-gated resource roads. We've designed the proposed routes in this manner to help discourage and prevent any potential increases in unmanaged public use of these areas.

BH has been in ongoing consultation with the Lil'wat Lands and Resource committee from the beginning of this tenure application process and we are currently waiting on their feedback on our proposed amended routes. BH continues to be committed to actively involving and engaging the Nation throughout the application process, and through the construction and operation of the program in the future.

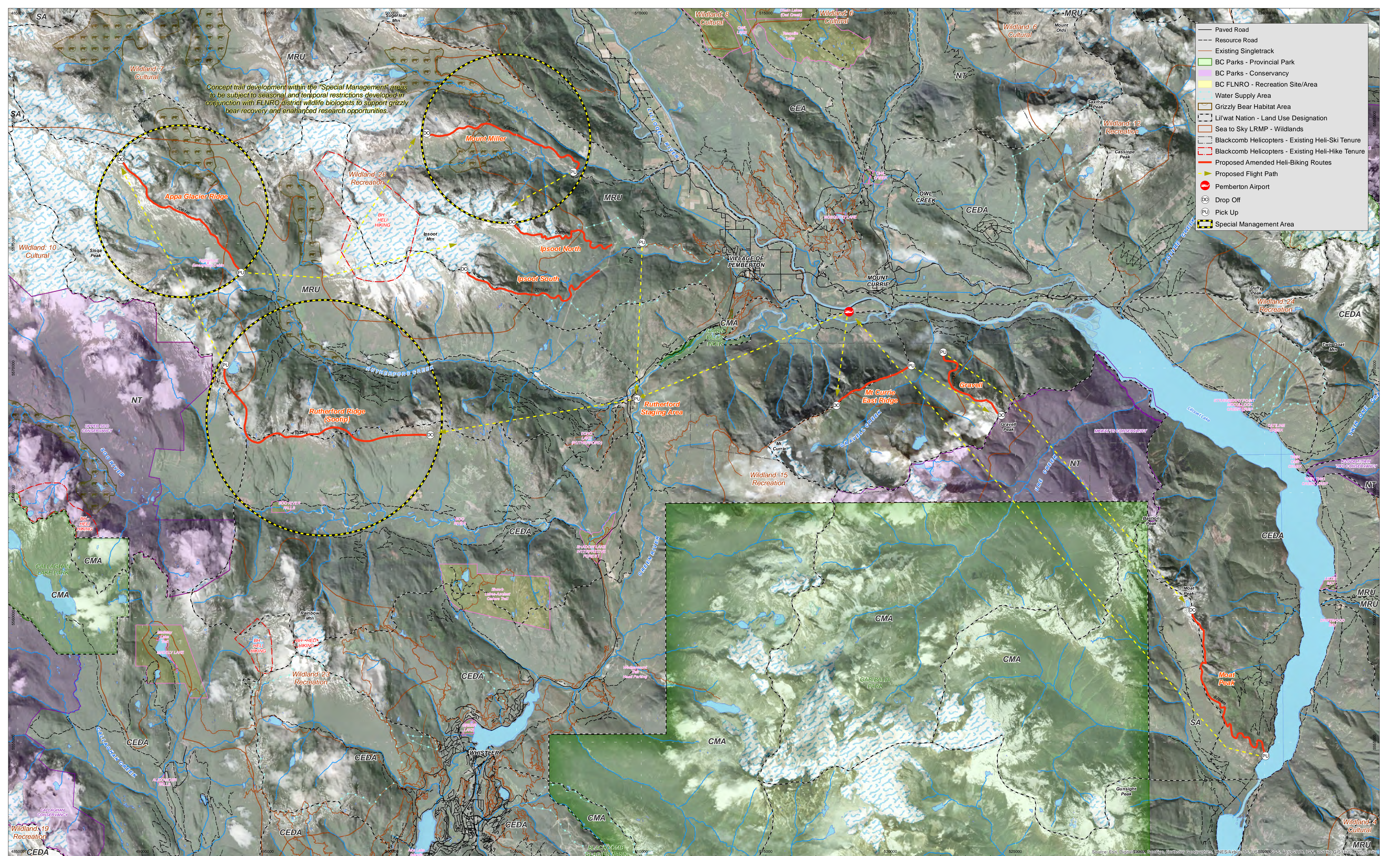
BH feels believes that adding a commercial recreation Heli-biking product to their existing tenured heli-skiing and Heli-hiking activities will help diversify their business and will help it continue to provide long term, well-paying jobs for Pemberton locals well into the future. Guided commercial recreation provides an opportunity to showcase the best that the Pemberton area has to offer, while also ensuring that guests remain under the guidance and supervision of a qualified guide always and behaving properly and respecting our environment while they're enjoying the trails and mountains. BH also believes that providing managed Heli-biking opportunities in the immediate area enhances the tourism focus on Pemberton and differentiates itself from other tourism areas in the Sea to Sky, helping Pemberton define its own unique brand of tourism and commercial recreation offerings. Truly a first in the Sea to Sky to establish long term standards industry wide.

All proposed trails will be built to the widely accepted Whistler Trail Standards and built by FLNRO approved builders (Joyride Bike parks) whom have years of experience completing projects for the ministry as approved contractors. Much of proposed routes are found in mostly alpine, rocky terrain, which is sparsely vegetated, with some lower portions of routes in sub alpine forested areas. The trails will be built to the highest standards to ensure their long-term sustainability and to ensure that they are long lasting, and hard wearing. BH is also committed to providing opportunities to local Mount Currie and Pemberton residents for trail construction employment and mentoring moving through the constructing and operations phases. Blackcomb Helicopters feels that these amendments to the application areas and proposed trails address the concerns highlighted by the public and other stakeholders. The amended plan will almost wholly reduce helicopter overflights related to Heli-biking over the populated portion of the valley. It will reduce the amount of flight time and thereby emissions by having trails closer to the airport, reduce the potential for social impacts to other users and user groups in existing recreation areas by moving away from those places, and reduce impacts to potential impacts to Grizzly Bears in critical areas while supporting further research gathering and studies by FLNRO.

Thank you for your consultation during this process.

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Concept trail development within the "Special Management" areas to be subject to seasonal and temporal restrictions developed in conjunction with FLNRO district wildlife biologists to support grizzly bear recovery and enhanced research opportunities.

- Paved Road
- - - Resource Road
- - - Existing Singletrack
- ▭ BC Parks - Provincial Park
- ▭ BC Parks - Conservancy
- ▭ BC FLNRO - Recreation Site/Area
- ▭ Water Supply Area
- ▭ Grizzly Bear Habitat Area
- ▭ Lilwat Nation - Land Use Designation
- ▭ Sea to Sky LRMP - Wildlands
- ▭ Blackcomb Helicopters - Existing Heli-Ski Tenure
- ▭ Blackcomb Helicopters - Existing Heli-Hike Tenure
- ▭ Proposed Amended Heli-Biking Routes
- ▭ Proposed Flight Path
- ⊙ Pemberton Airport
- ⊙ Drop Off
- ⊙ Pick Up
- ▭ Special Management Area

Heli-Biking Tenure Application
 Blackcomb Helicopters
 Pemberton, British Columbia

