

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

**Agenda** for the **Regular Meeting** of Council of the Village of Pemberton to be held Tuesday, November 27, 2018 at 9:00 a.m. in Council Chambers, 7400 Prospect Street. This is Meeting No. 1482.

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

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Item of Business	Page No.
<b>1. CALL TO ORDER</b>	
In honour of the Lil'wat7ul, the Village of Pemberton acknowledges that we are meeting within the unceded territory of the Lil'wat Nation.	
<b>2. APPROVAL OF AGENDA</b>	1
<b>Recommendation:</b> THAT the Agenda be approved as presented.	
<b>3. ADOPTION OF MINUTES</b>	
<b>a) Regular Council Meeting No. 1478, Tuesday, October 16, 2018</b>	6
<b>Recommendation:</b> THAT the minutes of Regular Council Meeting No. 1478, held Tuesday, October 16, 2018, be adopted as circulated.	
<b>b) Special Council Meeting No. 1479, Tuesday, October 30, 2018</b>	17
<b>Recommendation:</b> THAT the minutes of Special Council Meeting No. 1479, held Tuesday, October 30, be adopted as circulated.	
<b>c) Inaugural Council Meeting No. 1480, Tuesday, November 6, 2018.</b>	21
<b>Recommendation:</b> THAT the minutes of Inaugural Council Meeting No. 1480, held Tuesday, November 6, be adopted as circulated.	
<b>d) Special Council Meeting No. 1481, Friday, November 9, 2018</b>	28
<b>Recommendation:</b> THAT the minutes of Special Council Meeting No. 1481, held Friday, November 9, 2018, be adopted as circulated.	
<b>4. BUSINESS ARISING FROM THE PREVIOUS REGULAR COUNCIL MEETING</b>	
<b>5. BUSINESS ARISING FROM THE COMMITTEE OF THE WHOLE</b>	
<b>6. COMMITTEE MINUTES - FOR INFORMATION</b>	
There are no committee minutes for review.	
<b>7. DELEGATIONS</b>	
<b>8. REPORTS</b>	
<b>a) Office of the Chief Administrative Officer</b>	
<b>i. Verbal Update – Standing Item</b>	

**ii. Village of Pemberton – Pemberton Secondary School Bursary** 30

**Recommendation:** THAT Council rescind the appointments of Councillor Antonelli as Council Representative and Councillor Zant as Alternate Representative to the Pemberton Secondary School Bursary Selection Committee to align with the current Bursary Policy’s decision-making procedure.

**AND THAT** Council adopt the updated Village Bursary Policy as presented.

**iii. UBCM Evacuation Route Planning Funding Application** 37

**Recommendation:** THAT Council supports a joint application, with the SLRD and Lil’wat Nation, to UBCM’s Evacuation Route Planning Grant program for up to \$70,000 to undertake an Evacuation Route Plan for the Pemberton Valley.

**b) Corporate & Legislative Services**

**i. Public Hearing Minutes - Zoning Bylaw No. 832, 2018 Amendment (Cannabis, Retail) No Bylaw. 847, 2018** 39

**Recommendation:** That the minutes of the Public Hearing for Zoning Bylaw No. 832, 2018, Amendment (Cannabis, Retail) Bylaw no. 847,2018, held October 16, 2018, be received.

**ii. 2019 Regular Council Meeting Schedule** 43

**Recommendation:** THAT the 2019 Regular Council Meeting schedule be established as follows:

<b>DATE</b>	<b>TIME</b>
Tuesday, January 22 <sup>nd</sup>	5:30 pm
Tuesday, February 5 <sup>th</sup>	5:30 pm
Tuesday, February 19 <sup>th</sup>	9:00 am
Tuesday, March 5 <sup>th</sup>	5:30 pm
Tuesday, March 19 <sup>th</sup>	9:00 am
Tuesday, April 2 <sup>nd</sup>	5:30 pm
Tuesday, April 16 <sup>th</sup>	9:00 am
Tuesday, May 7 <sup>th</sup>	5:30 pm
Tuesday, May 28 <sup>th</sup>	9:00 am
Tuesday, June 11 <sup>th</sup>	5:30 pm
Tuesday, June 25 <sup>th</sup>	9:00 am
Tuesday, July 9 <sup>th</sup>	5:30 pm
Tuesday, July 30	9:00 am
August	NO MEETING
Tuesday, September 10 <sup>th</sup>	5:30 pm
Tuesday, October 8 <sup>th</sup>	5:30 pm
Tuesday, October 22 <sup>nd</sup>	9:00 am
Tuesday, November 5 <sup>th</sup>	5:30 pm
Tuesday, November 19 <sup>th</sup>	9:00 am
Tuesday, December 10 <sup>th</sup>	5:30 pm

**c) Finance**

**i. Finance 2018 Third Quarter Report** 48

**Recommendation:** THAT the Village of Pemberton 2018 Third Quarter Financial Statements be received for information.

**d) Fire Department**

**i. Fire Department 2018 Third Quarter Report** 61

**Recommendation:** THAT the Fire Department 2018 Third Quarter Report be received for information.

**e) Operations & Development Services**

**i. Development Services 2018 Third Quarter Report** 69

**Recommendation:** THAT the Development Services 2018 Third Quarter Report be received for information.

**ii. Operations 2018 Third Quarter Report** 73

**Recommendation:** THAT the Operation Division 2018 Third Quarter Report be received for information.

**iii. Amendments to Major Development Permit Application (DP008) & Development Variance Permit Application (DVP118) 1422, 1426, 1430 Portage Road (Crestline)** 77

**Recommendation:** THAT Council of the Village of Pemberton authorize for issuance Major Development Permit No.008 (DP008) and Development Variance Permit No. 118 (DVP118) (**as Amended**), subject to the same terms and conditions of issuance established January 16, 2018.

**NOTE:** To view Appendix A,B, C & D of the Report please click on the following link:  
<https://www.pemberton.ca/public/download/documents/55030>

**iv. Non-Medical Cannabis Retail Licence Application Referral – Pemberton Hotel** 84

**Recommendation:** THAT Council recommends support for the issuance of a Cannabis Retail Licence for the Pemberton Hotel, located at 7423 Prospect Street, Pemberton B.C., for the following reasons:

- The subject property is compliant with the current Village Zoning Bylaw and *Non-Medical (Recreational) Cannabis Retail Policy*;
- The views of nearby residents were sought by advertising the change in the Pique Newsmagazine and notification sent and that no views/objections were presented;
- The Pemberton Hotel is an established local business with experience in the secure sale of controlled substances; and
- The proposed cannabis retail licence will provide customers with a convenient, licenced and store-front location in the Village's Town Centre.

**f) MAYOR**

**g) COUNCILLORS**

## 9. BYLAWS

### a) Bylaws for First, Second and Third Readings 102

#### i. Smoking Regulation Bylaw No. 848, 2018

**Recommendation:** THAT Smoking Regulations Bylaw No. 848, 2018 receive First, Second and Third Readings.

## 10. CORRESPONDENCE

### a) For Action

#### i. Karen Clarke, Better at Home Coordinator, Sea to Sky Community Services Society, dated July 27, 2018, regarding support for a shared handyDART service for Whistler and Pemberton. 117

**Recommendation:** THAT correspondence be sent to BC Transit requesting support for the implementation of a shared handyDART service operating between Pemberton and Whistler.

#### ii. Jordan Sturdy, MLA West Vancouver – Sea to Sky, dated October 29, 2018, addressed to Ashok Bhati, Regional Director, South Coast Region, Ministry of Transportation and Infrastructure, regarding Highway 99 speed signs at One Mile Lake Park turn-off. 118

**Recommendation:** THAT correspondence be sent to the Ministry of Transportation and Infrastructure advising that the Village is in support of the request from MLA Sturdy to move the location of the speed limit signs located by the entrance of One Mile Lake Park entrance to a more suitable location to address safety concerns.

#### iii. James Linklater, Winterfest Committee, dated November 12, 2018, requesting the Village's support to facilitate the fireworks as part of the Winterfest celebrations on December 31, 2018. 119

**Recommendation:** THAT the Winterfest Committee be advised that the Fire Department is unable to facilitate the fireworks for the Winterfest celebrations on December 31, 2018 due to capacity and resource constraints.

#### iv. Jaye-Jay Berggren, Sea to Sky Soils, dated November 20, 2018, regarding application to the Ministry of Environment and Climate Change Strategy Organics Infrastructure Program and seeking a letter of support from the Village of Pemberton. 121

**Recommendation:** THAT correspondence be sent to Sea to Sky Soils expressing the Village's support for the Sea to Sky Soils and Squamish-Lillooet Regional District Expression of Interest Application to the Ministry of Environment and Climate Change Strategy funded Organics Infrastructure Program.

### b) For Information

#### i. Honourable Lisa Beare, Minister of Tourism, Arts and Culture, dated October 16, 2018, following up from a recent meeting at UBCM in September. 151

#### ii. Jennifer Rice, Parliamentary Secretary for Emergency Preparedness, dated October 16, 2018, following up from a recent meeting at UBCM in September and providing information on funding sources for a monitoring system for rockslide risk on Mount Currie. 154

- iii. Honourable Carole James, Minister of Finance and Deputy Premier, dated October 30, 2018, following up after recent discussion at the UBCM Convention in Whistler regarding tax rates for farm land within the municipality. 155
- iv. Honourable Katrine Conroy, Minister of Children and Family Development, dated November 2, 2018, proclaiming November as Adoption Awareness Month. 156
- v. Don Legault, Associate District Manager, Lower Mainland District, Ministry of Transportation and Infrastructure, dated November 9, 2018, regarding Portage Road crosswalk maintenance. 158
- vi. Honourable John Horgan, Premier, dated November 13, 2018, extending congratulations to Mayor Richman and Councillors on being elected to serve the Village of Pemberton. 159

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

**11. DECISION ON LATE BUSINESS**

**12. LATE BUSINESS**

**13. NOTICE OF MOTION**

**14. QUESTION PERIOD**

**15. RECESS REGULAR MEETING**

**16. RECONVENE REGULAR MEETING following the Committee of the Whole meeting to be held at 1:00 pm**

**17. IN CAMERA**

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

This portion of the meeting will be closed to the Public.

**18. MOVE TO IN CAMERA MEETING**

**19. RECONVENE REGULAR COUNCIL MEETING**

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

**21. ADJOURNMENT**

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

**Minutes of the Regular Meeting** of Council of the Village of Pemberton held on Tuesday, October 16, 2018 at 9:00 a.m. in Council Chambers, 7400 Prospect Street. This is Meeting No. 1478.

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

\*Note: Councillor Helmer was in attendance by telephone for the evening portion of the meeting.

**STAFF IN ATTENDANCE:** Nikki Gilmore, Chief Administrative Officer  
Sheena Fraser, Manager of Corporate & Legislative Services  
Lena Martin, Manager of Finance & Administration  
Gwendolyn Kennedy, Legislative Assistant

**BY TELEPHONE:** Cameron Chalmers, Planning Consultant

**Public:** 6

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**1. CALL TO ORDER**

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

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

**2. APPROVAL OF AGENDA**

Moved/Seconded  
**THAT** the Agenda be approved as circulated.  
**CARRIED**

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

**4. ADOPTION OF MINUTES**

**a) Regular Council Meeting No. 1477, Tuesday, October 2, 2018**

Moved/Seconded  
**THAT** the minutes of Regular Council Meeting No. 1477 held Tuesday, October 2, 2018, be adopted as circulated.  
**CARRIED**

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

There was no business arising.

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

There was no business arising.

**7. COMMITTEE MINUTES – FOR INFORMATION**

There were no minutes to be received.

**8. DELEGATIONS**

**9. REPORTS**

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

**i. Verbal Update**

**(a) Regional Transit - Update**

CAO Gilmore presented an update on the proposed Regional Transit Service initiative being spearheaded by the Seat to Sky Municipalities, the Regional District, Area C and D, and First Nations partners. Meetings are taking place at the Staff level with the Province with an aim to move this initiative forward as it is a priority for the Province as well. The intention is to have a new service in place for September 2019; however, Gilmore noted that due to extremely tight timelines it may not be possible to meet the deadline of early November to make the necessary submissions. If this is the case work will proceed with an aim to have the service in place for 2020.

**(b) Pemberton Area Economic Development Collaborative Meeting Notes – October 3, 2018.**

Moved/Seconded

**THAT** the Pemberton Area Economic Development Collaborative Meeting Notes dated October 3, 2018 be received.

**CARRIED**

**(c) Crabapple Trees on Portage Road**

CAO Gilmore provided an update on recent conversations with the Pemberton Wildlife Association, Stewardship Pemberton and the Conservation Officers regarding the issue of the memorial crabapple trees on Portage Road attracting bears. Gilmore advised that this is a Memorial Treeway and trees were planted in honour of loved ones and as such the Village is sensitive to the impact of removing the trees. Gilmore noted that Staff will be looking at budget and grant opportunities and will bring forward options for consideration by Council as part of the 2019 budget deliberations.

**b) Finance**

**i. Municipal Finance Authority – Equipment Financing – Phone System**

Moved/Seconded

**THAT** Council receives this report from the Chief Financial Officer, dated October 16th, 2018, regarding financing for the purchase of new Capital Equipment;

**CARRIED**

Moved/Seconded

**THAT** Council of the Village of Pemberton authorizes up to \$17,030 be borrowed, under Section 175 of the *Community Charter*, from the Municipal Finance Authority, for the purpose of an Administration Phone System;

**AND THAT** the loan(s) be repaid within five (5) years, with no rights of renewal.

**CARRIED**

**c) Mayor**

Mayor Richman reported on the following:

- The first of two soccer fields at the recreation site is now complete and is being left to settle until Fall 2019. Mayor Richman extended thanks for the generous contributions from the Den Duyf Family, the Ridge at Pemberton, Sunstone Ridge Developments, The Whistler Blackcomb Foundation and Squamish-Lillooet Regional District Electoral Area C.
- Offered congratulations to the Pemberton & District Library on a successful Oktoberfest event held on Saturday.
- Extended congratulations to PORCA for hosting the 25<sup>th</sup> Lumpy's Fall Epic Trifecta this past weekend



- Met with RCMP Inspector Triance and Squamish-Lillooet Regional District Chair Jack Crompton to discuss emergency protocol in the context of the CN derailment at Gates Lake on July 11, 2018.

Mayor Richman noted the following events:

- The second opportunity for advanced voting takes place tomorrow (Wednesday) in Council Chambers from 8:00 a.m. to 8:00 p.m.
- Ts'Zil Learning Centre is hosting its Grand Opening on Thursday, October 18<sup>th</sup> 4 p.m. – 6 p.m.
- The Pemberton Children's Centre will be celebrating its 10 year anniversary on Saturday, October 20<sup>th</sup> with a celebration and playground opening from 11:30 a.m. to 2:00 p.m.
- Hallowe'en Fun at the Museum takes place on Saturday October 27<sup>th</sup> from 12:00 to 3:00 p.m. Admission is by donation

Mayor Richman thanked Councillors for their work over the past four years noting that the conversation was always good and productive and much good work has been accomplished since 2014.

#### **d) Councillors**

##### **Councillor Craddock**

Councillor Craddock thanked Mayor Richman for his leadership over the past four years.

##### **Councillor Ross**

Councillor Ross thanked Councillors and Staff for their work over the past four years, noting that it was an honour to have been elected and to have served on Council. Councillor Ross commented that being involved in the decision-making process around important issues has been both rewarding and educational.

##### **Councillor Helmer**

Councillor Helmer thanked Councillors and Staff and recognized the hard work of Mayor Richman and CAO Gilmore over the past four years. Councillor Helmer observed that the community has changed much in the last four years and that Council did their best to provide a supportive environment for change.

## **Councillor Linklater**

Councillor Linklater reported on the following:

- Attended the Pemberton & District Public Library Oktoberfest fundraiser.
- Attended the Pemberton Valley Utilities & Services Committee meeting on October 11th.
- Attended the All Candidates Meeting on October 10<sup>th</sup>.

Councillor Linklater thanked all present for their work over the past four years and noted that Mayor Richman has represented Council well. Councillor Linklater thanked CAO Gilmore and Staff for their professionalism and commitment and thanked those in the gallery for being involved. He stated that it has been an honour and a rewarding experience to have served over the past seven years.

## **10. BYLAWS**

### **a) Bylaws for Third and Fourth Readings**

#### **i. Village of Pemberton Zoning Amendment (RSA, RTA and CD-5) Bylaw No. 841, 2018**

At 9:34 a.m. Cameron Chalmers, Planning Consultant, joined the meeting by telephone.

Moved/Seconded

**THAT** Council amends Village of Pemberton Zoning Bylaw No. 832, 2018, Amendment (RSA, RTA and CD-5) Bylaw No. 841, 2018, as presented.

**CARRIED**

Moved/Seconded

**THAT** Council gives Third Reading, as amended, to Village of Pemberton Zoning Bylaw No. 832, 2018, Amendment (RSA, RTA and CD-5) Bylaw No. 841, 2018.

**CARRIED**

Moved/Seconded

**THAT** Council gives Fourth reading to Village of Pemberton Zoning Bylaw No. 832, 2018, Amendment (RSA, RTA and CD-5) Bylaw No. 841, 2018.

**CARRIED**

At 9:43 a.m. Cameron Chalmers left the meeting.

**b) Bylaws for Adoption**

**i. Village of Pemberton Business Licence Bylaw No. 842, 2018**

Moved/Seconded

**THAT** Village of Pemberton Business Licence Bylaw No. 842, 2018 receive Fourth and Final Readings.

**CARRIED**

**ii. Village of Pemberton Smoking Regulation Bylaw No. 843, 2018**

Moved/Seconded

**THAT** Village of Pemberton Smoking Regulation Bylaw No. 843, 2018 receive Fourth and Final Readings.

**CARRIED**

**iii. Village of Pemberton Cross Connection Control Bylaw No. 844, 2018**

Moved/Seconded

**THAT** Village of Pemberton Cross Connection Control Bylaw No. 844, 2018 receive Fourth and Final Readings.

**CARRIED**

**iv. Village of Pemberton Municipal Ticketing Information Utilization Bylaw No. 845, 2018**

Moved/Seconded

**THAT** Village of Pemberton Municipal Ticketing Information Utilization Bylaw No. 845, 2018 receive Fourth and Final Readings.

**CARRIED**

**v. Village of Pemberton Permissive Tax Exemption (Pemberton & District Search & Rescue) Bylaw No. 846, 2018**

Moved/Seconded

**THAT** Village of Pemberton Permissive Tax Exemption (Pemberton & District Search & Rescue) Bylaw No. 846, 2018 receive Fourth and Final Readings.

**CARRIED**

## 11. CORRESPONDENCE

### a) For Action

- i. **MP Goldsmith Jones, West Vancouver-Sunshine Coast-Sea to Sky Country, dated September 25, 2018, regarding the Community, Culture and Recreation and Rural and Northern Communities funding streams.**

CAO Gilmore provided an update on the new soccer fields on Pemberton Farm Road East noting that Staff has already reviewed the grant funding programs and identified two projects for consideration; Soccer Field Development Phase Two which would include washrooms, bleachers and other amenities for the area; Park and Ride on Lot 13. The grant applications are due in January.

Moved/Seconded

**THAT** Staff be directed to develop a grant proposal under the Community, Culture and Recreation funding stream for amenities associated with Phase Two of the Recreation Site Soccer Field project.

**CARRIED**

Moved/Seconded

**THAT** the Staff be directed to develop a grant proposal under the Rural and Northern Communities funding stream for development of a Park & Ride to be located on Lot 13 (next to Signal Hill School).

**CARRIED**

### b) For Information

- i. **Honourable Katrine Conway, Minister of Children and Family Development, dated October 4, 2018, proclaiming October as Foster Family Month in British Columbia.**
- ii. **Mr. David Elby, Attorney General, and the Honourable Mike Farnworth, Minister of Public Safety and Solicitor General, dated October 4, 2018, regarding the role of local governments in the issuing of licences for the retail sale of non-medical cannabis.**
- iii. **Linda Glenday, CAO, District of Squamish, dated October 3, 2018, regarding funding of a Regional Transit System.**
- iv. **Honourable Claire Trevena, Minister of Transportation and Infrastructure, dated October 2, 2018, following up from meeting with Mayor Richman at UBCM.**

Moved/Seconded

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

**CARRIED**

## 12. DECISION ON LATE BUSINESS

There was no late business for discussion.

## 13. LATE BUSINESS

There was no late business for discussion.

## 14. NOTICE OF MOTION

There was no notice of motion.

## 15. BUSINESS ARISING - from October 2, 2018 Regular Meeting No. 1477

Council considered amending the agenda to address some business arising from the Regular Meeting held on October 2, 2018 related to the resolution to send correspondence to the Ministry of Transportation and Infrastructure regarding the crosswalk painting.

Moved/Seconded

**THAT** the agenda be amended to allow for Business Arising be re-opened.

**CARRIED**

Moved/Seconded

**THAT** Council rescind the following resolution passed at Regular Council Meeting No. 1477 held Tuesday, October 2, 2018:

*Moved/Seconded*

***THAT** correspondence be sent to the Minister of Transportation and Infrastructure expressing the Village's frustration at the delays in completing maintenance of the cross walks on Portage Road.*

**CARRIED**

Moved/Seconded

**THAT** correspondence be sent to the Minister of Transportation and Infrastructure expressing thanks that the crosswalk painting on Portage Road is underway;

**AND THAT** the correspondence include a request that Portage Road crosswalk maintenance be incorporated into the annual budget, that the maintenance be completed prior to September 1<sup>st</sup> and that the Ministry ensure the Village is kept apprised of the timeline for the annual maintenance on a timely basis.

**CARRIED**

## 15. QUESTION PERIOD

Peter Chrzanowski, Reid Road, SLRD Area C, enquired about the use of the new soccer fields and if the Pemberton paragliding community would be permitted to use the new soccer fields for landing and asked if Council had considered the use of vans or smaller buses during low ridership times.

Ryan Zant, Cottonwood Street, Village of Pemberton, requested clarification regarding the use of Gas Tax for funding of regional transit.

Hugh Naylor, Urdal Road, SLRD Area C, asked if there had been consideration of moving the funding of recreational trails from Pemberton Valley Utilities and Services Committee to general recreation funding and asked if trails would fall under the Community, Culture and Recreation funding stream discussed earlier in the meeting.

## 16. RECESS

Moved/Seconded  
**THAT** the Regular meeting be recessed.  
**CARRIED**

At 10:23 a.m. the Regular Council Meeting was recessed

At 10:39 a.m. the Regular Council Meeting was reconvened.

## 18. IN CAMERA

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

At 10:39 a.m. Council moved In Camera.

At 2:00 p.m. Council Rose without Report from In Camera.

## 19. RISE WITH REPORT FROM IN CAMERA

Council did not rise with report from In Camera.

## 20. RECESS REGULAR MEETING

At 2:00 p.m. the Regular Meeting was recessed until after the Public Hearing which was scheduled for 7:00 p.m.

## 21. RECONVENE REGULAR MEETING

At 7:14 p.m. Regular Council Meeting No. 1478 was reconvened.

## 22. BYAWS – CONTINUED

### a) Bylaw for Third and Fourth Readings

#### i. Zoning Amendment (Cannabis, Retail) Bylaw No. 847, 2018 – Third and Fourth Reading

Moved/Seconded

**THAT** Zoning Amendment (Cannabis, Retail) Bylaw No. 847, 2018 be amended by the addition of as a condition of use the restriction of the number of Cannabis retail establishments to no more than two (2) at any one time.

**CARRIED**

Moved/Seconded

**THAT** Zoning Amendment (Cannabis, Retail) Bylaw No. 847, 2018 receive Third Reading as amended.

**CARRIED**

**OPPOSED: Councillor Helmer**

Moved/Seconded

**THAT** Zoning Amendment (Cannabis, Retail) Bylaw No. 847, 2018 receive Fourth and Final Reading.

**CARRIED**

**OPPOSED: Councillor Helmer**

Moved/Seconded

**THAT** Question Period be re-opened.

**CARRIED**

## 23. QUESTION PERIOD

Ryan Zant, Cottonwood Street, Village of Pemberton, asked how many Bylaw Enforcement Officers are currently employed by the Village and if there are any plans to hire more. Mr. Zant asked if the Village has any plans to provide educational materials and information to the public now that retail cannabis is permitted in Pemberton.

Peter Cronin, Pioneer Street, Village of Pemberton, asked if the Village has received any applications for retail cannabis licences.

Mark Mendonca, Lupin Street, Village of Pemberton, requested clarification regarding the review process for retail cannabis licences if more than two applications are received.

## 24. ADJOURNMENT

Moved/Seconded

**THAT** the Regular Council Meeting be adjourned.

**CARRIED**

At 7:26 p.m. the Regular Council Meeting was adjourned.

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Mike Richman  
Mayor

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Sheena Fraser  
Corporate Officer



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

**Minutes of the Special Meeting** of Council of the Village of Pemberton held on Tuesday, October 30, 2018 at 5:30 p.m. in Council Chambers, 7400 Prospect Street. This is Meeting No. 1479.

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

**ATTENDANCE BY PHONE:** Councillor Jennie Helmer\*

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

**Public:** 4

**\*Denotes Partial Attendance**

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**1. CALL TO ORDER**

At 5:32 p.m. Mayor Richman called the meeting to order.

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

**2. APPROVAL OF AGENDA**

Moved/Seconded

**THAT** the Agenda be approved as amended to include the following items:

- Friendship Trail Bridge & Trail Project
- Pemberton Wildlife Association – Request for Letter of Support

**CARRIED**

**3. REPORTS**

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

**i. Vail Resorts EpicPromises In-Kind Product Grant**

**Vail Resort's Epic Promise Program Grant Program**

Moved/Seconded

**THAT** Staff apply to Vail Resort's Epic Promise Program for in-kind items to compliment the Village's 2019 public engagement programming, with the aim to increase public participation in consultation and outreach activities.

**CARRIED**

### **Participatory Program Incentives**

Moved/Seconded

**THAT** if successful in receiving the In-Kind items Staff be directed to develop an administrative Policy related to participatory program incentives.

**CARRIED**

### **ii. Age-Friendly Communities Stream 1 Funding Application**

Moved/Seconded

**THAT** the Village apply for funding, up to \$25,000, to UBCM's Age Friendly Communities Program under Stream 1 for the development of a Pemberton Age Friendly Housing Needs Assessment and Action Plan.

**CARRIED**

### **iii. Regional Transit Initiative Update**

Mayor Richman provided Council with an update on the discussions taking place respecting the Regional Transit initiative advising that the timelines for moving this initiative forward are tight but that the Elected Officials and Staff from the Regional District, member municipalities and First Nations are committed to moving this forward in the hopes of this initiative being piloted and in place by September, 2019. Mayor Richman further noted that the local transit services in each community would remain a local responsibility and that the aim of the Regional Transit is to provide a link from Mount Currie to Vancouver. The hope is to have the system up and running by September, 2019. Funding for this service would be facilitated through a fuel tax which would be applied to all service stations in the service area.

Moved/Seconded

**THAT** the Verbal Report be received.

**CARRIED**

## **4. REGULAR COUNCIL MEETING SCHEDULED FOR DECEMBER 11, 2018 - TIME CHANGE REQUEST – Discussion**

At 5:57 p.m. Councillor Helmer left the meeting.

Moved/Seconded

**THAT** the December 11, 2018 Regular Meeting time of 5:30 p.m. be adjusted so that the Regular Meeting could be held at 9:00 a.m. to accommodate Council member attendance.

**MOTION DEFEATED**

## 5. Friendship Trail Bridge – Update

Concern was raised with respect to the safety of the transition area between the bridge and the trail and in particular on the east end of the bridge due to the trail not yet being established.

CAO Gilmore advised that the Ministry of Transportation & Infrastructure (MOTI) has ordered the Bridge to be closed to public access and that Staff will be meeting with the SLRD Trails Coordinator to discuss the timeline for the development of the Trail between the east end of the Bridge to Pemberton Farm Road East. Staff are looking at creative solutions to safely impede access to the Bridge to meet the direction provided by MOTI.

Moved/Seconded

**THAT** the Verbal Report be received.

**CARRIED**

## 6. Pemberton Wildlife Association – Request for Letter of Support/In-Kind/Financial Support

Moved/Seconded

**THAT** the Village provide a letter of support for the Pemberton Wildlife Association application to the Habitat Conservation Trust Fund for seed funding to plan site restoration and invasive weed management on sites in the vicinity of the Green River that have been impacted by illegal dumping.

**CARRIED**

Moved/Seconded

**THAT** if the seed funding application is approved a contribution toward the project, in the amount of \$560, be provided to the Pemberton Wildlife Association from the Community Enhancement Fund.

**CARRIED**

## 7. IN CAMERA

Moved/Seconded

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

**CARRIED**

At 6:07 p.m. Council moved In Camera.

At 7:17 p.m. Council Rose with Report.

## 8. RISE WITH REPORT

Council Rose with Report from the In Camera meeting that:

Staff has been directed to reissue the Downtown Enhancement Project for Tender; and that Staff have been directed to prepare a loan authorization bylaw up to a maximum of \$650,000.

## 9. AJOURNMENT

Moved/Seconded

**THAT** the Special Meeting of Council be adjourned.

**CARRIED**

At 7:18 p.m. the Regular Council Meeting was adjourned.

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Mike Richman  
Mayor

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Sheena Fraser  
Corporate Officer

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

**Minutes of the Inaugural Meeting** of Council of the Village of Pemberton held on Tuesday, November 6, 2018 at 5:30 p.m. in Council Chambers, 7400 Prospect Street. This is Meeting No. 1480.

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**IN ATTENDANCE:** Mayor Mike Richman  
Councillor Amica Antonelli  
Councillor Leah Noble  
Councillor Ryan Zant

**ABSENT:** Councillor-Elect Ted Craddock

**STAFF IN ATTENDANCE:** Nikki Gilmore, Chief Administrative Officer  
Sheena Fraser, Manager of Corporate & Legislative Services  
Lena Martin, Manager of Finance & Administration  
Gwendolyn Kennedy, Legislative Assistant

**Public:** 4

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**1. CALL TO ORDER - NIKKI GILMORE, CHIEF ADMINISTRATIVE OFFICER**

At 5:30 p.m. Nikki Gilmore, Chief Administrative Officer, called the meeting to order and welcomed Councillors and Mayor-Elect with the following statement:

*Good evening and welcome to the inaugural meeting of the Village of Pemberton Council.*

*My name is Nikki Gilmore and I am the Chief Administrative Officer for the Village of Pemberton.*

*It is with great pleasure that we are here tonight to swear in to office the newly elected council for the Village of Pemberton.*

*On behalf of myself and village staff, I would like to take this opportunity to congratulate Mike Richman on being acclaimed in the position of Mayor and Councillor Ted Craddock on his re-election to Council. Unfortunately, Councillor-elect Craddock could not be in attendance tonight and will be sworn in tomorrow.*

*Congratulations and a very warm welcome to Councillors-elect Amica Antonelli, Leah Noble and Ryan Zant.*

*We look forward to working together for the next four years and are excited about the energy a new council brings to the table.*

*The proceedings for this evenings meeting will be as follows:*

*Sheena Fraser, Manager of Corporate & Legislative Services, in her capacity as Corporate Officer, will conduct the swearing in portion of the evening. Once sworn in each newly elected council member will take their seat at the council table.*

*Upon completion of the swearing in ceremony there will be a brief opportunity for photos.*

*Upon conclusion of the photo opportunity Mayor Richman will open the inaugural meeting of council.*

*I would like to now call upon Ms. Fraser to begin the swearing in of each member of council.*

## **2. OATH OF OFFICE**

Corporate Officer Sheena Fraser Administered the Oath of Office to:

Mayor-Elect Mike Richman  
Councillor-Elect Amica Antonelli  
Councillor-Elect Leah Noble  
Councillor-Elect Ryan Zant

At the conclusion of the Oath of Office Mayor and Council took their seats at the Council table and the Mayor took over as Chair of the meeting.

## **3. MAYOR RICHMAN TOOK THE CHAIR**

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

## **4. APPROVAL OF AGENDA**

Moved/Seconded  
**THAT** the Agenda be approved as circulated.  
**CARRIED**

## **5. INAUGURAL STATEMENTS BY NEWLY ELECTED MAYOR AND COUNCIL**

### **Mayor Richman**

Mayor Richman congratulated the new Councillors on their election to office and extended thanks to the outgoing Councillors for their work over the past four years. Mayor Richman noted that there will be a lot of work for new Council starting with Strategic Planning in order to set the course for the next four years.

Mayor Richman is looking forward new perspectives, good discussion on important issues with an aim to make good decisions for the community.

### **Councillor Antonelli**

Councillor Antonelli expressed pleasure at being at the Council table and noted that previous Council had accomplished much during their tenure. Ms. Antonelli stated that she is looking forward to working with new Council to set updated strategic priorities.

### **Councillor Noble**

Councillor Noble expressed thanks to her family, friends and community for their support. Ms. Noble acknowledged that although she has strong opinions on some issues, she values being open-minded and is looking forward to working cooperatively with Mayor and Council on issues affecting the community.

### **Councillor Zant**

Councillor Zant thanked his wife Tricia, his two boys, and his friends for their support in his decision to run for council and thanked the voters who have given him this opportunity to represent the community in such an honoured capacity. Mr. Zant declared that he does not take this responsibility lightly. Councillor Zant affirmed that he will endeavor to represent the entire community fairly and equally to the best of his ability; that he will to listen to the community and take their concerns seriously in the decisions that he will face in the coming years.

## **6. SQUAMISH-LILLOOET REGIONAL DISTRICT BOARD APPOINTMENT**

Moved/Seconded

**THAT** Mayor Mike Richman be appointed as the Village of Pemberton representative to the Squamish-Lillooet Regional District Board;

**AND THAT** Councillor Ryan Zant be appointed as the Village of Pemberton alternate to the Squamish-Lillooet Regional District Board.

**CARRIED**

## **7. OTHER BOARD/COMMITTEE APPOINTMENTS**

### **Pemberton Valley Utilities and Services Committee:**

Moved/Seconded

**THAT** Mayor Mike Richman and Councillor Ryan Zant be appointed as the Village of Pemberton representative to the Pemberton Valley Utilities & Services Committee.

**CARRIED**

**Pemberton Lillooet Treaty Advisory (PLTAC)**

Moved/Seconded

**THAT** Mayor Mike Richman be appointed as the Village of Pemberton representative to the Pemberton Lillooet Treaty Advisory Committee;

**AND THAT** Councillor Ryan Zant be appointed as the Village of Pemberton alternate to the Pemberton Lillooet Treaty Advisory Committee.

**CARRIED**

**Sea to Sky Regional Hospital District Board**

Moved/Seconded

**THAT** Mayor Mike Richman be appointed as the Village of Pemberton representative to the Sea to Sky Regional Hospital District Board;

**AND THAT** Councillor Ryan Zant be appointed as the Village of Pemberton alternate to the Sea to Sky Regional Hospital District Board.

**CARRIED**

**Spekúmtn Community Forest Board:**

Moved/Seconded

**THAT** Mayor Mike Richman and Councillor Ted Craddock be appointed as the Village of Pemberton representatives to the Spekúmtn Community Forest Interim Board.

**CARRIED**

**Liaison to other Entities:**

**THAT** Councillor Ted Craddock act as liaison to the Pemberton Valley Dyking District.

**CARRIED**



Moved/Seconded

**THAT** the following appointments be made:

<b>Committee/Board</b>	<b>Council Representative</b>	<b>Alternate</b>
Parcel Tax Review Panel	Councillor Zant	
	Councillor Antonelli	
	Councillor Noble	
Emergency Planning & Operations Committee	Councillor Noble	
Cemetery Committee	Councillor Zant	Councillor Antonelli
Pemberton Secondary School Bursary	Councillor Antonelli	Councillor Zant
Nukw7ántwal Intergovernmental Relations Committee	Mayor Richman	
Economic Development Collaborative	Councillor Craddock	Councillor Antonelli
Regional Transit Committee	Mayor Richman	
Pemberton District Library Board	Councillor Antonelli	Councillor Noble
Municipal Insurance Association of BC (MIABC)	Councillor Craddock	Councillor Antonelli

**CARRIED**

Moved/Seconded

**THAT** Councillor Noble be named as liaison to the Squamish-Lillooet Regional District Agriculture Advisory Committee;

**AND THAT** Councillor Noble be named as liaison to the Pemberton Valley Trails Association;

**AND THAT** Councillor Zant be named as liaison to Tourism Pemberton.

**CARRIED**

Moved/Seconded

**THAT** the Councillors Antonelli, Noble, Craddock and Zant assume the role of Acting Mayor according to the schedule below:

<b>Councillor</b>	<b>Dates of Acting Mayor Assignment</b>
Councillor Antonelli	December 2018, January 2019, February 2019
Councillor Craddock	March, April and May 2019
Councillor Zant	June, July and August 2019
Councillor Noble	September, October, November 2019

**CARRIED**

## 8. FINANCE

### a) Banking Resolution – Authorized Signatories

Moved/Seconded

**THAT** the following Council members be named as signing authorities for the Village of Pemberton:

Mike Richman – Mayor  
Amica Antonelli – Councillor  
Edward Craddock – Councillor  
Leah Noble – Councillor  
Ryan Zant - Councillor

**AND THAT** the following Staff be named as signing authorities for the Village of Pemberton:

Nikki Gilmore – Chief Administrative Officer  
Lena Martin – Chief Financial Officer  
Sheena Fraser – Corporate Officer

**AND THAT** accounts in the name of the Corporation of the Village of Pemberton (hereinafter called the “Corporation”) be kept at the Bank of Nova Scotia (hereinafter called the “Bank”) and the Chief Administrative Officer, Chief Financial Officer or Corporate Officer and the Mayor or Councillors are hereby authorized for and in the name of the Corporation to sign, make, draw, accept, endorse and deliver cheques, promissory notes, bills and exchange, orders for the payment of money and such agreements and instruments as may be necessary or useful in connection with the operation of the said account:

**AND THAT** any one of the aforementioned officers is hereby authorized for and in the name of the Corporation to endorse and transfer to the Bank for deposit or discount with or collection by the Bank (but for the credit of the Corporation only) cheques, promissory notes, bills of exchange, orders for the payment of money and other instruments, to arrange, settle, balance and certify all books and accounts with the Bank to sign receipts for vouchers.

**CARRIED**

### b) Municipal Finance Authority Resolution – Authorized Signatories

Moved/Seconded

**THAT** the following Council members be named as MFA signing authorities for the Village of Pemberton:

Mike Richman – Mayor  
Amica Antonelli – Councillor

Ted Craddock – Councillor  
Leah Noble – Councillor  
Ryan Zant – Councillor

**AND THAT** the following Staff be named as MFA signing authorities for the Village of Pemberton:

Nikki Gilmore – Chief Administrative Officer  
Lena Martin – Manager of Finance and Administration

**CARRIED**

## **9. CORPORATE & LEGISLATIVE SERVICES**

### **a) 2018 Village of Pemberton Local Government Election Results**

Moved/Seconded

**THAT** the 2018 Village of Pemberton Local Government Election Results report be received.

**CARRIED**

## **10. AJOURNMENT**

Moved/Seconded

**THAT** the Inaugural Meeting of Council be adjourned.

**CARRIED**

At 6:36 p.m. the Inaugural Council Meeting was adjourned.

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Mike Richman  
Mayor

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Sheena Fraser  
Corporate Officer

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

**Minutes of the Special Meeting** of Council of the Village of Pemberton held on Friday, November 9, 2018 at 10:00 a.m. in Council Chambers, 7400 Prospect Street. This is Meeting No. 1481.

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**IN ATTENDANCE:** Mayor Mike Richman  
Councillor Amica Antonelli  
Councillor Ted Craddock  
Councillor Leah Noble  
Councillor Ryan Zant

**STAFF IN ATTENDANCE:** Nikki Gilmore, Chief Administrative Officer  
Sheena Fraser, Manager of Corporate & Legislative Services

**Public:** 0

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**1. CALL TO ORDER**

At 10:03 a.m. Mayor Richman called the meeting to order.

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

**2. APPROVAL OF AGENDA**

Moved/Seconded  
**THAT** the Agenda be approved as circulated.  
**CARRIED**

**3. IN CAMERA**

Moved/Seconded  
**THAT** pursuant to Section 90 (1) (k) and 90 (2) (b) Negotiations of the *Community Charter*, the Council of the Village of Pemberton serves notice to hold an In-Camera Meeting on today's date for the purpose of dealing with matters for which the public shall be excluded from attending.  
**CARRIED**

At 10:04 a.m. Council moved In Camera.

At 12:06 p.m. Council Rose with Report respecting the Regional Transit Commission appointment.

**4. REGIONAL TRANSIT COMMISSION APPOINTMENT**

Moved/Seconded  
**THAT** Councillor Craddock be appointed to the Regional Transit Commission.  
**CARRIED**

## 5. Amendment of the Agenda

Moved/Seconded

**THAT** the agenda of the Special Meeting be amended to include discussion on the following:

- Gas Prices in Pemberton
- Sea to Sky (Highway 99) Speed Limit Reduction

**CARRIED**

## 6. Gas Prices in Pemberton

Discussion took place respecting the price of fuel in Pemberton as it has been noted that it is currently significantly higher than the lower mainland and Squamish.

Moved/Seconded

**THAT** correspondence be sent to the fuel providers requesting an explanation as to the recent increase in fuel prices.

**CARRIED**

## 7. Sea to Sky (Highway 99) Speed Limit Reduction

Discussion took place regarding the recent announcement that the Provincial Government is reducing the speed limits on various sections of the Sea to Sky Highway.

Moved/Seconded

**THAT** Staff circulate the Ministry of Transportation and Infrastructure Rural Highway Safety and Speed Review, Three Year Post-Implementation Update, dated November 6, 2018, to Council, speak with RCMP about the speed limit reductions and bring information back to a future Committee of the Whole.

**CARRIED**

## 8. AJOURNMENT

Moved/Seconded

**THAT** the Special Meeting of Council be adjourned.

**CARRIED**

At 12:12 p.m. the Regular Council Meeting was adjourned.

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Mike Richman  
Mayor

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Sheena Fraser  
Corporate Officer

**Date:** November 27, 2018  
**To:** Nikki Gilmore, Chief Administrative Officer  
**From:** Wendy Olsson, Executive Assistant/HR Coordinator  
**Subject:** Village of Pemberton Bursary Policy

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### **PURPOSE**

The purpose of this report is to present to Council for adoption an updated version of the Village of Pemberton Bursary Policy, and to recommend rescinding of the current appointments of Council representatives to the Selection Committee, as per a previous decision of Council to change the decision-making process.

### **BACKGROUND**

The Village of Pemberton Bursary (**the Bursary**) is a financial award of two thousand dollars (\$2000) which recognizes a graduating student from Pemberton Secondary School who has demonstrated outstanding citizenship, leadership, volunteerism and who intends to pursue post-secondary education.

Historically, the decision-making criteria required that a Committee of representatives (**the Selection Committee**), made up of two representatives from the Pemberton High School (Principal, Grade 12 teacher or School Counsellor), one Village of Pemberton Council Member and one member from the community at large, consider the applications. The Selection Committee forwarded a recommendation for the finalist to Council, and Council confirmed the recommendation by resolution.

Following the meeting of the 2018 Selection Committee, Staff noted that the scheduling of the Selection Committee meeting with Pemberton Secondary School administration, as well as finding a member of the community at large to participate on the Committee, continued to be a challenge each year. Staff proposed to Council that as opposed to a Selection Committee, which needs to be formed each year, it would be more efficient for the applications to be submitted directly to the Village for Council's consideration at an In Camera meeting pursuant to the *Community Charter*, Section 90 (1) (b) "personal information about an identifiable individual who is being considered for a municipal award or honour".

Staff prepared a Village of Pemberton Bursary Policy to this effect for Council's consideration (**Appendix A**).

At the Regular Council meeting No. 1473 held on Tuesday, June 26, 2018, the Policy was considered, and the following resolutions were passed:

*Moved/Seconded*  
**THAT** Council adopt the Village Bursary Policy as presented;

***AND THAT*** correspondence be sent to Pemberton Secondary School to advise of the changes to the program.

**CARRIED**

At the Inaugural Council Meeting No. 1480 held on Tuesday, November 6, 2018 and the Special Meeting of Council No. 1481 held on Friday, November 6, 2018, 2019 Village of Pemberton Committees and Liaison appointments were made. These included the following appointments to the Bursary Committee:

1. Village Representative: Councillor Amica Antonelli
2. Alternate Representative: Councillor Ryan Zant

**DISCUSSION & COMMENTS**

Following the appointments of Council representatives to the 2019 Selection Committee, Staff reviewed the Policy and noted these appointments represented a discrepancy in the Policy decision-making process. Staff also noted minor administrative amendments to the Policy were required for clarity.

As such, Staff has prepared an updated Village of Pemberton Bursary Policy for Council's consideration (**Appendix B**), which proposes several changes as outlined in this report.

The current Policy does not include the caveat that the decision must be made at In Camera meeting pursuant to the *Community Charter*, Section 90 (1) (b) "personal information about an identifiable individual who is being considered for a municipal award or honour".

In addition, the current Policy does not make mention of the possibility that a Council member having a child who has made application for Bursary. To avoid a perceived Conflict of Interest, the updated Policy includes a recommendation that Council members with children who have applied for the Bursary may wish to excuse themselves from the portion of the In Camera meeting where the decision-making takes place.

**COMMUNICATIONS**

Following the adoption of the original Policy in June of 2018, correspondence was sent to Pemberton Secondary School Administration advising them of the changes to the selection process. Each year in February, Staff will send notification to Pemberton Secondary School advising that the program is open for applications from graduating students and asking them to share the information with the graduating class.

In February of 2019, Staff will also send the updated Policy to the school, should it be adopted by Council.

**LEGAL CONSIDERATIONS**

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

**IMPACT ON BUDGET & STAFFING**

Staff is responsible on an annual basis for corresponding with the high school, accepting the applications, coordinating the Selection Committee and providing a report to Council along with the recommendation by the Selection Committee to award. Should it be decided to continue to support the Policy to reflect that applications will be considered by Council rather than a Selection Committee, there will be a reduction in Staff time to facilitate this initiative.

**INTERDEPARTMENTAL IMPACT & APPROVAL**

There are no interdepartmental impacts anticipated.

**IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS**

This initiative has no impact on other jurisdictions.

**ALTERNATIVE OPTIONS**

There are no alternative options presented at this time.

**POTENTIAL GOVERNANCE CONSIDERATIONS**

***Social Responsibility***

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

**RECOMMENDATIONS**

**THAT** Council rescind the appointments of Councillor Antonelli as Council Representative and Councillor Zant as Alternate Representative to the Pemberton Secondary School Bursary Selection Committee to align with the current Bursary Policy’s decision-making procedure.

**AND THAT** Council adopt the updated Village Bursary Policy as presented.

**Attachments:**

- Appendix A – Village Bursary Policy
- Appendix B – Proposed Updated Village Bursary Policy

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



Department:	<u>Office of the CAO</u>	Policy No.:	<u>COU-010</u>
Sub-department:	<u></u>	Created By:	<u>Wendy Olsson</u>
Approved By:	<u>Council</u>	Amended By:	<u></u>
Approved Date:	<u>26 June 2018</u>	Amendment:	<u></u>
Meeting No.:	<u>1473</u>	Meeting No.:	<u></u>

## POLICY PURPOSE

The Village Bursary is a financial award of two thousand dollars (\$2000), which recognizes students who demonstrate outstanding citizenship, leadership, volunteerism and who intend to pursue post-secondary education. The award considers financial need in order to provide assistance and encouragement to promising young students challenged by the costs of education.

## POLICY

To be eligible for the Village Bursary (the “Bursary”), students must meet the following criteria:

- Be a resident of the Village of Pemberton;
- Be graduating from Pemberton Secondary School the year of application;
- Be entering part-time or full-time first-year studies at a post-secondary institution;
- Be entering a post-secondary institution within two (2) years of graduation;
- Demonstrate leadership, extra-curricular and community activities, financial need and sound academic record.

In order to apply for the Bursary, applicants must complete the online application form on the Village of Pemberton website and attach the following documentation:

- A Cover Letter, stating career goals and the manner in which the applicant plans to finance their studies;
- Two letters of reference attesting to the character of the applicant and providing reasons to support the applicant’s consideration (letters should be from the student’s coach, teacher, instructor, supervisor, employer, community group leader or individual with similar relationship);
- Academic transcripts for Grades 11 and 12.

Applications must be submitted by April 30th of the graduating year.

Following receipt of the Bursary award, the successful applicant will be required to submit to the Village:

- Proof of acceptance to a post-secondary institution;
- Brief biographical outline for publication in the Village eNews; and
- A post-year Letter of Experience outlining the student’s first year of studies.

Department:	<u>Office of the CAO</u>	Policy No.:	<u>COU-010</u>
Sub-department:	<u></u>	Created By:	<u>Wendy Olsson</u>
Approved By:	<u>Council</u>	Amended By:	<u></u>
Approved Date:	<u>26 June 2018</u>	Amendment:	<u></u>
Meeting No.:	<u>1473</u>	Meeting No.:	<u></u>

## PROCEDURE

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Council will review the applications following the submission deadline and award the Bursary based on established selection criteria. Village Staff will inform Pemberton Secondary School Administration of the Council's decision via correspondence two weeks prior to the Pemberton Secondary School Graduation Ceremony and a Village representative will present the award at the Graduation Ceremony.

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Mike Richman  
Mayor  
Village of Pemberton

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Nikki Gilmore  
Chief Administrative Officer  
Village of Pemberton

# Village of Pemberton Bursary Policy

Department:	<u>Office of the CAO</u>	Policy No.:	<u>COU-010</u>
Sub-department:	<u></u>	Created By:	<u>Wendy Olsson</u>
Approved By:	<u>Council</u>	Amended By:	<u><a href="#">Wendy Olsson</a></u>
Approved Date:	<u>26 June 2018</u>	Amendment:	<u><a href="#">1</a></u>
Meeting No.:	<u>1473</u>	Meeting No.:	<u><a href="#">1482</a></u>

## POLICY PURPOSE

The Village Bursary is a financial award of two thousand dollars (\$2000), which recognizes students who demonstrate outstanding citizenship, leadership, volunteerism and who intend to pursue post-secondary education. The award considers financial need in order to provide assistance and encouragement to promising young students challenged by the costs of education.

## POLICY

To be eligible for the Village of Pemberton Bursary (the “Bursary”), students must meet the following criteria:

- Be a resident of the Village of Pemberton;
- Be graduating from Pemberton Secondary School the year of application;
- Be entering part-time or full-time first-year studies at a post-secondary institution;
- Be entering a post-secondary institution within two (2) years of graduation;
- Demonstrate leadership, extra-curricular and community activities, financial need and sound academic record.

In order to apply for the Bursary, applicants must complete the online application form on the Village of Pemberton website and attach the following documentation:

- A Cover Letter, stating career goals and the manner in which the applicant plans to finance their studies;
- Two letters of reference attesting to the character of the applicant and providing reasons to support the applicant’s consideration (letters should be from the student’s coach, teacher, instructor, supervisor, employer, community group leader or individual with similar relationship);
- Academic transcripts for Grades 11 and 12.

Applications must be submitted by April 30th of the graduating year.

Following receipt of the Bursary award, the successful applicant will be required to submit to the Village:

- Proof of acceptance to a post-secondary institution;
- Brief biographical outline for publication in the Village eNews; and

# Village of Pemberton Bursary Policy

Department:	<u>Office of the CAO</u>	Policy No.:	<u>COU-010</u>
Sub-department:	<u></u>	Created By:	<u>Wendy Olsson</u>
Approved By:	<u>Council</u>	Amended By:	<u><a href="#">Wendy Olsson</a></u>
Approved Date:	<u>26 June 2018</u>	Amendment:	<u><a href="#">1</a></u>
Meeting No.:	<u>1473</u>	Meeting No.:	<u><a href="#">1482</a></u>

- A post-year Letter of Experience outlining the student’s first year of studies.

## PROCEDURE

Council will review the applications following the submission deadline and award the Bursary based on established selection criteria at an In Camera meeting pursuant to the *Community Charter, Section 90 (1) (b) “personal information about an identifiable individual who is being considered for a municipal award or honour”.*

Village Staff will inform Pemberton Secondary School Administration of the Council’s decision via correspondence two weeks prior to the Pemberton Secondary School Graduation Ceremony and a Village representative will present the award at the Graduation Ceremony.

Council will Rise with Report and provide the name of the successful recipient at the next Regular Meeting following the Pemberton Secondary School Graduation Ceremony.

To avoid a perceived Conflict of Interest, Council members with children who have made application for the Bursary may wish to excuse themselves from the portion of the In Camera meeting where the decision-making takes place.

**Date:** November 27, 2018

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

**From:** Jill Brooksbank, Sr. Communications & Grant Coordinator  
Sarah Toews, Emergency Program Coordinator

**Subject:** Evacuation Route Planning Funding Application

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### **PURPOSE**

The purpose of this report is to seek Council support to apply for a joint application between the Squamish-Lillooet Regional District, Lil'wat Nation and the Village of Pemberton to UBCM's Evacuation Route Planning Grant to complete traffic modelling and mapping to support the development of The Pemberton Valley Integrated Flood Response Plan.

### **BACKGROUND**

In September 2018, a working group with Staff from the Squamish-Lillooet Regional District (SLRD), Lil'wat Nation and the Village of Pemberton was formed to produce an Integrated Flood Response Plan for the Pemberton Valley. The purpose of this plan is to increase preparedness and mitigation relating to evacuation of the Pemberton Valley due to any type of emergency event.

### **DISCUSSION & COMMENTS**

The Evacuation Route Planning funding stream can contribute 100% of the costs to a maximum of \$25,000. At the direction of UBCM, one application will be submitted by the SLRD on behalf of the partners with a total ask of \$65,000 – \$70,000.

The deadline for submitting to this funding program is November 30, 2018.

Evacuation route planning is an important component of emergency management that seeks to minimize the loss of life or harm to the public during major emergencies or disasters. The goal of the evacuation plan is to produce routes that minimize evacuation time for our communities.

The plan will address the unique challenges specific to the Pemberton Valley, particularly pertaining to constraints in access (one road in and out of the Valley).

The scope of the project will include contracting a traffic engineer to complete an Evacuation Route Plan which will include traffic modelling and mapping, consultation with ISL Engineering, suggested amendments to local government plans (ie. Official Community Plan, Zoning and Bylaws).

The finalized Plan will be brought to Council for adoption.

## **COMMUNICATIONS**

At this time, the application for funding of this initiative does not require a communications component. However, should funding be approved, communications will be required to acknowledge the funding contribution of the funder. Once the Evacuation Plan has been completed, a joint communications plan will be developed in partnership with the SLRD and Lil'wat Nation to educate and raise awareness of the Evacuation Route Plan.

## **LEGAL CONSIDERATIONS**

At this time, there are no legal, legislative or regulatory considerations.

## **IMPACT ON BUDGET & STAFFING**

If the proposed application is successful, 100% of costs related to the project will be covered by the grant. Staff time to undertake plan development and consultations will be required and can be accommodated within the work plan of the Emergency Program Coordinator and the Office of the Chief Administrative Officer.

## **INTERDEPARTMENTAL IMPACT & APPROVAL**

This initiative does not have an interdepartmental impact.

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

The completed Evacuation Routing Planning document will be shared resource amongst Lil'wat Nation, SLRD and Village of Pemberton. Public education and joint planning will be undertaken following the completion of the document.

## **ALTERNATIVE OPTIONS**

There are no alternative options for consideration.

## **POTENTIAL GOVERNANCE CONSIDERATIONS**

This initiative aligns with the Village's Strategy Priority of Social Responsibility whereby the Village strives to create a strong and vibrant community, recognizing the importance and benefits of healthy, engaged citizens as well as an accessible and well managed natural environment.

## **RECOMMENDATIONS**

**THAT** Council supports a joint application, with the SLRD and Lil'wat Nation, to UBCM's Evacuation Route Planning Grant program for up to \$70,000 to undertake an Evacuation Route Plan for the Pemberton Valley.

Prepared by:	Jill Brooksbank, Sr. Communications & Grant Coordinator Sarah Toews, Emergency Program Coordinator
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer

**VILLAGE OF PEMBERTON  
- PUBLIC HEARING MINUTES-**

**Minutes** of the **Public Hearing** of Council of the Village of Pemberton held on Tuesday, October 16, 2018 at 7:00 p.m. in Council Chambers, 7400 Prospect Street.

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**IN ATTENDANCE:**

Mayor Mike Richman  
Councillor Karen Ross  
Councillor James Linklater  
Councillor Ted Craddock

**BY TELEPHONE:**

Councillor Jennie Helmer

**STAFF IN ATTENDANCE:**

Nikki Gilmore, Chief Administrative Officer  
Sheena Fraser, Manager of Corporate & Legislative Services  
Lisa Pedrini, Senior Planner  
Gwendolyn Kennedy, Legislative Assistant

**MEMBERS OF PUBLIC:**

**7**

**MEDIA:**

**0**

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**1. CALL TO ORDER and OPENING STATEMENTS**

At 7:00 p.m. Mayor Mike Richman called the Public Hearing to order and read the following Opening Statement for the Village of Pemberton Zoning Bylaw No. 832, 2018, Amendment (Cannabis, Retail) Bylaw No. 847, 2018:

Good Evening. My name is Mike Richman and as Mayor of the Village of Pemberton I will be chairing this Public Hearing.

Lisa Pedrini, Village Senior Planner, will make a brief presentation on the *Zoning Amendment (Cannabis, Retail) Bylaw No. 847, 2018* and Sheena Fraser, Manager of Corporate & Legislative Services, will record your comments for the minutes which will form part of the public record on this matter.

Also in attendance are Councillor Ted Craddock, Councillor James Linklater, Councillor Karen Ross and Nikki Gilmore, Chief Administrative Officer. Councillor Jennie Helmer is attending by telephone.

This Public Hearing is convened pursuant to Section 465 of the Local Government Act to allow the public to make representations to Council respecting matters contained in proposed:

*Village of Pemberton Zoning Bylaw No. 832, Amendment (Cannabis, Retail)  
Bylaw No. 847, 2018*

Notification of this Public Hearing was advertised in the October 4<sup>th</sup> and the October 11<sup>th</sup> issues of the “Pique Newsmagazine”.

A Notice was also posted at *Village of Pemberton Offices, the Village Notice Board located at the Post Office, and on the Village Website and Facebook Page* and public notice boards throughout the community.

Every one of you present who believes that your interest in a property is affected by the proposed Bylaw shall be given a reasonable opportunity to be heard or to present written submissions respecting matters contained in the proposed Bylaw.

Each speaker will have up to two (2) minutes to be heard. Once everyone has had a chance to speak, those who wish to speak again may do so if they have new points to present.

None of you will be discouraged or prevented from making your views known. However, it is important that you restrict your remarks to matters contained in the proposed Bylaw.

When speaking please commence your remarks by clearly stating for the public record your **full name and address** and whether or not you are in favour or opposed to the Bylaw.

Members of Council may, if they so wish, ask questions following a presentation. However, the main function of Council Members at this Public Hearing is to listen rather than to debate the merits of the proposed Bylaw. This Public Hearing is not a question and answer period; it is an opportunity for the public's views to be heard.

Please refrain from applause or other expressions.

After this Public Hearing has concluded, Council will further consider this Zoning Amendment Bylaw by reconvening the Regular Council Meeting, which was recessed earlier today, immediately after this Public Hearing.

May I remind you that tonight is your final opportunity for input on the proposed Bylaw.



## **2. PRESENTATION OF VILLAGE OF PEMBERTON ZONING BYLAW AMENDMENT (CANNABIS, RETAIL) BYLAW NO. 847, 2018**

Lisa Pedrini, Senior Planner, presented the following report:

The purpose of Bylaw 847, 2018 is to facilitate the establishment of Cannabis Retail Sales in the Village's Town Centre Commercial (C-1) Zone. Currently, Zoning Bylaw No. 832, 2018 exclusively prohibits Cannabis Dispensaries from any zone within the Village boundaries.

Zoning Amendment Bylaw No. 847, 2018 would result in amendments to the Zoning Bylaw that includes:

- 1.) Adding a definition of "**Cannabis, Retail**" and a definition of "**Cannabis Dispensary**" to Part 3 – DEFINITIONS. Defining each term allows for a distinction between the retail sales of Cannabis for recreational purposes – which will be permitted if Bylaw No. 847, 2018 is adopted; and the promotion and sales of Cannabis for medicinal purposes, which will continue to be prohibited in the Village;
- 2.) Adding "**Cannabis, Retail**" to the list of permitted land uses in the Town Centre Commercial (C-1) Zone;
- 3.) Adding **Conditions of Use** to **Cannabis, Retail** to require a 150 m buffer between a School, the Community Centre, Public Library, Public Daycare, Skatepark, BMX Track or other youth-oriented facility, and to restrict the number of Cannabis retail establishments to no more than two (2) at any one time.

Rationale:

The reason for this change is to implement the Village's Non-Medical (Recreational) Cannabis Retail Policy that was adopted on October 2, 2018 in response to the federal legalization of Recreational Cannabis occurring October 17, 2018.

## **3. CORRESPONDENCE AND PETITIONS RECEIVED BY THE VILLAGE AS OF NOON, WEDNESDAY, OCTOBER 10, 2018.**

No correspondence or petitions were received.

## **4. ANY OTHER CORRESPONDENCE OR PETITIONS RECEIVED.**

No correspondence or petitions were received.

## **5. MEETING OPEN FOR PUBLIC COMMENT**

Mayor Richman called for submissions from the public:

Brenda Williams, Arbutus Street, Village of Pemberton, opposed, expressed concern that retail cannabis shops would be located close to schools and that consumption might occur in the presence of children and teenagers.

Valerie Megeney, Pemberton Farm Road, Area C, Squamish-Lillooet Regional District, expressed support for Ms. Williams' comments, but noted that it was clear that Council had carefully considered their response to the legalization of recreational cannabis and she appreciated their diligence.

## **6. CLOSING STATEMENTS**

Mayor Richman called three (3) times for any other submissions and hearing none made the following closing statements:

On behalf of Council and myself I would like to thank all of you who have attended this meeting. Your input and participation in the process is greatly appreciated.

Please note that after the Public Hearing is adjourned, the opportunity for public discussion is ended and Council may not hear from or receive correspondence from interested parties relating to this Bylaw. This Bylaw is now a matter for Council's consideration based upon information received to date and will be considered immediately following the close of the Public Hearing.

This Public Hearing for Zoning Amendment (Cannabis, Retail) Bylaw No. 847, 2018 is now adjourned.

## **7. ADJOURNMENT**

At 7:14 p.m. the Public Hearing was adjourned.

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Sheena Fraser  
Corporate Officer

**Date:** November 27, 2018  
**To:** Nikki Gilmore, Chief Administrative Officer  
**From:** Sheena Fraser, Manager of Corporate & Legislative Services  
**Subject:** 2019 Council Meeting Schedule

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## **PURPOSE**

The purpose of this report is to provide Council background on the requirements to establish the Regular Council Meeting schedule each year and present a proposed meeting schedule for 2019.

## **BACKGROUND**

In accordance with Section 127 (1) (b) of the *Community Charter* and Section 6 (b) of the *Village of Pemberton Procedure Bylaw No. 788, 2015*, the Village of Pemberton must make available prior to January 1<sup>st</sup> the Council meeting schedule for the upcoming year and “give notice of the availability of the schedule in accordance with Section 94 (public notice) at least once a year.”

Section 94 of the *Community Charter* sets out the requirements for giving public notice and specifies that notice must be published in a newspaper that is distributed weekly and that at least two (2) notices must be published.

*The Village of Pemberton Procedure Bylaw No. 788, 2015* Section 6 (b) (i) states that Regular Council meetings must “be held on Tuesday’s of each month the dates and times shall be established by Council resolution before December 15th of each year for the subsequent year”. Section 6 (b) (iii) establishes that “there shall not be a meeting during the month of August unless Council resolves otherwise”.

As such, the Council meeting schedule for 2019 must be determined by resolution and notice must be issued in time to meet the January 1<sup>st</sup> deadline as established by the *Community Charter*.

## **DISCUSSION & COMMENTS**

The Village has in the past, as per the previous Council Procedure Bylaw, established that Council meetings must be held on the first and third Tuesday of the month at 7:00PM and 9:00AM respectively with the exception being the month of August in which no meetings were scheduled to accommodate a summer break. If the meeting schedule established resulted in a conflict with other meetings/events such as the Union of British Columbia Municipalities Meeting Convention (UBCM), Lower Mainland Local Government Association Conference (LMLGA) and/or another obligation that required Council’s attendance, the meeting dates or times for that month would be adjusted at the time the schedule was approved or by resolution at a later date during the year.

The new Council Procedure Bylaw No. 788, 2015 adopted in 2015 still requires that the Regular Council meeting be held on Tuesdays but amends the requirement to hold meetings on the first and third Tuesday and does not set a time at which the meetings must start. This was done intentionally to allow Council the flexibility to consider each year which Tuesdays of the month the Regular Council meeting should take place, evaluate the meeting times, or consider holding only one meeting a month as determined by Council.

In considering the flexibility provided to Council as a result of the changes in the Procedure Bylaw, the 2018 Council meeting schedule was adjusted to be more responsive to other Council obligations such as UBCM/LMLGA. It also took into account other activities that result in a busy time for both Council and Staff from an operational perspective and the timing of statutory holidays (office closures) or vacation periods (Christmas and March Break). In some cases, Council determined that during those busy times it was appropriate to hold only one meeting a month.

**Meeting Times:**

In 2017 Council established that the first meeting of the month be held at 5:30PM and the second meeting of the month be held at 9:00AM. These meeting times were continued in 2018.

**2019 Meeting Calendar: Appendix A**

In considering the Council meeting schedule for 2019, Staff has prepared a calendar based on continuing with the same format used for 2017 and 2018, with consideration given to statutory holidays (office closures – see yellow highlights), vacation periods (Christmas and March Break – see green highlights), and Council obligations (Newly Elected Officials Training/LMLGA /UBCM – see grey highlights). In this regard, an overview of the proposed calendar is noted in the chart below and is reflective of the same schedule followed in 2018:

<b>Meetings</b>	<b>Month</b>	<b>Time</b>
One Meeting a Month	January, September, and December	5:30PM
Two Meetings a month	February, March, April, May, June, July, October, November	5:30PM and 9:00AM
No Meetings	August	Summer Break

As per the Procedure Bylaw, if a matter of urgency must be addressed Council does have the ability to call a Special Council meeting at any time and may do so by providing 24 hours' notice or if a meeting is called last minute by resolution waiving the notice requirement.

**Committee of the Whole and In Camera Meetings:**

There is no requirement to establish the meeting schedule for the Committee of the Whole and In Camera meetings.

The current practice has been to hold the Committee of the Whole and In Camera meetings either the afternoon prior to the first Regular meeting of the month (5:30PM), or after the second Regular meeting of the month (9:00AM), with Committee of the Whole usually being held in the afternoon (1:00PM). If Council is agreeable this practice would continue in 2019 with some adjustments during budget deliberations.

## **COMMUNICATIONS**

As per Section 94 of the *Community Charter*, once the schedule has been approved by resolution of Council, Notice to the Public will be issued in the local newspapers in December and before January 1, 2019.

Notice will also be provided on the Website, in the ENEWS and via posting on the Village's Facebook Page and Blog and posted on the Village Notice Boards located at the Post Office and at the Village Office.

## **LEGAL CONSIDERATIONS**

Establishing the 2019 meeting schedule and undertaking required notification meets with the legislation as established in the *Community Charter* and the Village of Pemberton Council Procedure Bylaw No. 788, 2015. There is no requirement for legal review.

## **IMPACT ON BUDGET & STAFFING**

The preparation of this report was done in-house and is included as part of the regular work plan for Corporate & Legislative Services.

## **INTERDEPARTMENTAL IMPACT & APPROVAL**

There are no interdepartmental impacts or approvals required as the holding of Council meetings is part of the regular business of the Village.

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

Depending on which Tuesday each month that Council determines the meeting will be held, there could be some impact on other jurisdictions if their Council/Board or Committee meetings are held the same day.

In this regard, the Library Board holds their Board meetings on the fourth Tuesday of each month at 7PM with the exception of July and August. As well, the Regional District Board meetings are traditionally held on the third Wednesday/Thursday of each month. Staff have been advised that some adjustments to the 2019 Board Meeting calendar are being proposed to accommodate Newly Elected Officials Training, UBCM and Christmas vacation. As such, based on the proposed Village of Pemberton 2019 calendar there are no conflicts in meeting dates or times in 2019.

## **ALTERNATIVE OPTIONS**

There are no alternative options presented at this time.

## **POTENTIAL GOVERNANCE CONSIDERATIONS**

This initiative supports the Village's Strategic Plan, particularly the Village's commitment to Theme Three: Excellence in Service:

*The Village is committed to delivering the highest quality level municipal services within the scope of our resources.*

**RECOMMENDATIONS**

**THAT** the 2019 Regular Council Meeting schedule be established as follows:

<b>DATE</b>	<b>TIME</b>
Tuesday, January 22 <sup>nd</sup>	5:30 pm
Tuesday, February 5 <sup>th</sup>	5:30 pm
Tuesday, February 19 <sup>th</sup>	9:00 am
Tuesday, March 5 <sup>th</sup>	5:30 pm
Tuesday, March 19 <sup>th</sup>	9:00 am
Tuesday, April 2 <sup>nd</sup>	5:30 pm
Tuesday, April 16 <sup>th</sup>	9:00 am
Tuesday, May 7 <sup>th</sup>	5:30 pm
Tuesday, May 28 <sup>th</sup>	9:00 am
Tuesday, June 11 <sup>th</sup>	5:30 pm
Tuesday, June 25 <sup>th</sup>	9:00 am
Tuesday, July 9 <sup>th</sup>	5:30 pm
Tuesday, July 30	9:00 am
August	NO MEETING
Tuesday, September 10 <sup>th</sup>	5:30 pm
Tuesday, October 8 <sup>th</sup>	5:30 pm
Tuesday, October 22 <sup>nd</sup>	9:00 am
Tuesday, November 5 <sup>th</sup>	5:30 pm
Tuesday, November 19 <sup>th</sup>	9:00 am
Tuesday, December 10 <sup>th</sup>	5:30 pm

**Attachments:**

**Appendix A: 2019 Proposed Council Meeting Schedule**

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

# 2019 Calendar

Courtesy of WinCalendar

## JANUARY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## FEBRUARY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

## MARCH

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## APRIL

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## MAY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## JUNE

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## JULY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## AUGUST

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## SEPTEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## OCTOBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## NOVEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## DECEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Red: Council Meetings

Yellow: Stat Holidays

Grey: New Elected Officials Training/Lower Mainland Local Gov't Assoc Chapter Meeting/UBCM

Green: Spring/Christmas Break

**Date:** November 27, 2018  
**To:** Nikki Gilmore, Chief Administrative Officer  
**From:** Lena Martin, Manager of Finance and Administration  
**Subject:** 2018 3rd Quarter Financial Statements

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### **PURPOSE**

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

### **BACKGROUND**

The Village of Pemberton is currently three quarters of the way through the fiscal year. At this point the collection of revenues and the outlay of expenses should be at the 75% mark, however, revenues are higher than this percentile. At this time, Staff are confident that we will be on budget at year end.

### **DISCUSSION & COMMENTS**

The Consolidated Statement (**Appendix A**) shows that approximately 108% of the revenues have been collected to September 30th. This is due in part to: more than 75% of taxes and utilities have been collected, additional large project grants have been approved, Investment Income earnings are higher than expected, and additional income was earned assisting provincial firefighting efforts. Additional quarterly revenues and project grants will be earned throughout the remainder of the year.

On the expenditure side, a total of 79% of the budgeted amounts have been expensed. Ongoing projects are still underway such as: Community Wildfire Protection, SCBA packs for fire hall, Farm Road East Paving, Zurcher Park Improvement, Hydrants, Air Vales, Sewer Rate Analysis and the final completion of Friendship Trail Bridge and the Soccer Field. Other expenses such as snow clearing will take place seasonally.

Average values are slightly affected by the annual transfers to other governments. Removing the taxes collected for other governments shows the Village of Pemberton at 109% of Revenues collected and 68% of Expenditures incurred.

Community Amenity Contributions have been received for Developments currently under construction, some of these revenues have been transferred to reserves for Future Capital Recreation Expenditures and the remaining values have been applied to the Capital Project – Soccer Fields.

### **COMMUNICATIONS**

There are no communications considerations at this time.



### **LEGAL CONSIDERATIONS**

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

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

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

### **INTERDEPARTMENTAL IMPACT & APPROVAL**

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

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

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

### **ALTERNATIVE OPTIONS**

There are no alternative options for consideration.

### **POTENTIAL GOVERNANCE CONSIDERATIONS**

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

### **RECOMMENDATIONS**

**THAT** the Village of Pemberton 2018 Third Quarter Financial Statements be received for information.

### **Attachments:**

Appendix A: 3rd Quarter Financial Statement – November 27<sup>th</sup>, 2018

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

# Appendix A

## Village of Pemberton

Statement of Operation ending September 30, 2018

ACCOUNT CODE	ACCOUNT NAME		2018 Actual	2018 Budget	Actual \$	Actual %
	<b>Allocate Admin General Taxation</b>		<b>1,481,106</b>	<b>1,481,106</b>	-	100%
	<b>Allocate Legislative General Taxation</b>		<b>104,074</b>	<b>104,074</b>	-	100%
	<b>Allocate Fire General Taxation</b>		<b>348,364</b>	<b>348,364</b>	-	100%
	<b>Allocate Development General Taxation</b>		<b>416,805</b>	<b>416,805</b>	-	100%
	<b>Allocate Public Works/ Parks General Taxation</b>		<b>1,109,994</b>	<b>1,109,994</b>	-	100%
	<b>Allocate Transit General Taxation</b>		<b>34,460</b>	<b>34,460</b>	-	100%
	<b>Reclass Sewer General Taxation</b>		<b>(39,972)</b>	<b>(39,972)</b>	-	100%
	<b>Allocate Airport General Taxation</b>		<b>32,994</b>	<b>32,994</b>	-	100%
01-1-005000-6501	<i>Transfer to/from Surplus</i>		(634,210)	(634,210)	-	100%
01-1-006000-1301	Residential (Class 1)		(969,984)	(969,982)	(2)	100%
01-1-006000-1302	Utilities (Class 2)		(62,108)	(61,350)	(758)	101%
01-1-006000-1305	Light Industry (Class 5)		(16,045)	(16,045)	(0)	100%
01-1-006000-1306	Commercial (Class 6)		(327,714)	(327,714)	0	100%
01-1-006000-1307	Frontage Collection		(299,412)	(300,098)	686	100%
01-1-006000-1308	Recreation/Non-Profit (Class 8)		(8,875)	(8,875)	0	100%
01-1-006000-1309	Farm (Class 9)		(530)	(530)	0	100%
01-1-006000-1310	Community Enhancement Levy		(15,006)	(15,000)	(6)	100%
01-1-006000-1311	Community Initiatives and Opportunities		(30,017)	(30,000)	(17)	100%
01-1-006000-1312	Community Centre Parcel Tax		-	-	-	0%
01-1-006000-1313	Tax Penalties		(58,731)	(62,000)	3,269	95%
01-1-006000-1314	Tax Interest	1*	(1,387)	(18,000)	16,613	8%
01-1-006000-1315	Reserve Tax Collection		(119,230)	(119,165)	(65)	100%
01-1-006200-1350	GIL - BC Rail	2*	(203)	(6,000)	5,797	3%
01-1-006200-1351	GIL - BC Hydro		(27,365)	(32,000)	4,635	86%
01-1-006200-1352	GIL - Federal Government	2*	-	(5,800)	5,800	0%
01-1-006300-1375	1% Revenue Grant - Telus		(7,237)	(7,100)	(137)	102%
01-1-006300-1376	1% Revenue Grant - BC Hydro		(47,848)	(31,000)	(16,848)	154%
01-1-006300-1377	1% Revenue Grant - Shaw		(4,585)	(4,600)	15	100%
01-1-006400-1400	<b>Collections for School</b>	3*	(1,253,881)	(1,194,650)	(59,231)	105%
01-1-006400-1401	<b>Collections for Policing Costs</b>	3*	(205,434)	(185,644)	(19,790)	111%
01-1-006400-1402	<b>Collections for SLRD</b>	3*	(946,818)	(873,012)	(73,806)	108%
01-1-006400-1404	<b>Collections for STSRHD</b>	3*	(31,022)	(26,700)	(4,322)	116%
01-1-006400-1405	<b>Collections for MFA</b>	3*	(174)	(146)	(28)	119%
01-1-006400-1406	<b>Collections for BCAA</b>	3*	(42,927)	(39,777)	(3,150)	108%
01-1-006600-1450	Investment Interest Income	4*	(52,450)	(6,000)	(46,450)	874%
01-1-006650-1450	Interest Revenue - Accounts Receivable		(4,618)	(1,500)	(3,118)	308%
01-1-006900-1504	Licenses - Commercial Vehicles		(589)	(500)	(89)	118%
01-1-007000-1550	Sundry Revenue		(6,903)	(4,500)	(2,403)	153%
01-1-007000-1551	Revenue - Tax Certificates		(3,922)	(3,000)	(922)	131%
01-1-007000-1552	VOP Admin Fee - Fire Protection		(17,299)	(17,299)	-	100%
01-1-007000-1553	VOP Admin Fee - Rescue Service		(5,454)	(5,454)	-	100%
01-1-007100-1600	Rentals		(61,908)	(80,000)	18,092	77%
01-1-007200-1671	Grants - Provincial - SFC		(390,304)	(376,000)	(14,304)	104%
01-1-007300-1555	SOS - Admin reclass		-	(10,000)	10,000	0%
01-1-007300-1556	SOS - Water Reclass		(234,273)	(333,977)	99,704	70%
01-1-007300-1557	SOS - Sewer Reclass		(214,750)	(306,175)	91,425	70%
01-1-007300-1558	SOS - Airport Reclass		(29,284)	(41,760)	12,475	70%
01-1-007400-1976	DCC's - Parks Contribution		-	-	-	0%
	<b>Total Revenues</b>		<b>(2,644,672)</b>	<b>(2,667,737)</b>	<b>23,065</b>	<b>99%</b>
01-2-008700-6475	<b>Transfer - School Levy</b>	3*	1,253,881	1,194,650	59,231	105%
01-2-008700-6476	<b>Transfer - Police Tax</b>	3*	205,434	185,644	19,790	111%
01-2-008700-6477	<b>Transfer - SLRD</b>	3*	946,818	873,012	73,806	108%
01-2-008700-6479	<b>Transfer - STSRHD</b>	3*	31,022	26,700	4,322	116%
01-2-008700-6480	<b>Transfer - MFA</b>	3*	174	146	28	119%
01-2-008700-6481	<b>Transfer - BCAA</b>	3*	42,927	39,777	3,150	108%
01-2-008800-6501	Reclass Frontage to Water Revenue Fund		99,713	99,985	(272)	100%
01-2-008800-6502	Reclass Frontage to Sewer Revenue Fund		199,698	200,113	(415)	100%
01-2-008800-6504	Transfer to General - Capital		-	-	-	0%
01-2-008800-6505	Transfer to Future Reserves - Capital		119,230	119,165	65	100%
01-2-008800-6509	Transfer to/from Future Reserves		-	-	-	0%
	<b>Total Expenses</b>		<b>2,898,897</b>	<b>2,739,192</b>	<b>159,705</b>	<b>106%</b>
	(Surplus) / Deficit	5*	<b>254,225</b>	<b>71,455</b>		

1\* Tax Interest processed in 4th quarter

2\* Grants in lieu processed in 4th quarter

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

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

**Village of Pemberton**

Statement of Operation ending September 30, 2018

ACCOUNT CODE	ACCOUNT NAME	2018 Actual	2018 Budget	Actual \$	Actual %	
	<b>Allocate Admin General Taxation</b>	<b>(1,421,307)</b>	<b>(1,421,307)</b>	-	100%	
	<b>Surplus Carry Forward, 2017 Projects</b>	<b>(59,799)</b>	<b>(59,799)</b>	-	100%	
01-1-106800-1471	Fines - Dog Ticketing Fees	(30)	(200)	170	15%	
01-1-106800-1472	Fines - Traffic Offense Ticketing Fees	(1,000)	(2,000)	1,000	50%	
01-1-106800-1473	Fines - Other Bylaw Enforcement Fines	(100)	-	(100)	0%	
01-1-106900-1500	Admin - Application Fees	-	-	-	0%	
01-1-106900-1502	Licenses - Dog	(2,985)	(5,000)	2,015	60%	
01-1-106900-1503	Licenses - Business	(41,487)	(45,000)	3,513	92%	
01-1-107200-1671	Grant - Provincial Project - General	1*	(2,797)	(19,670)	16,873	14%
01-1-107200-1673	Grant - Other Project - General	-	-	-	0%	
01-1-107200-1674	Contribution - Other Govt - General	(9,000)	(10,926)	1,926	82%	
01-1-107200-1675	Contribution - Other - General	2*	(9,383)	(9,383)	0%	
01-1-107200-1676	Transit - Contributions	(5,356)	(8,125)	2,769	66%	
01-1-107300-1925	Admin - Other Revenue - Misc	(3,000)	(3,000)	-	100%	
01-1-107300-1927	Other Revenue - Gas Tax	-	-	-	0%	
01-1-107500-1990	MFA Proceeds	(72,000)	(72,000)	-	100%	
01-1-107600-6500	Admin - Transfer from Reserve	(22,968)	(22,968)	-	100%	
	<b>Total Revenues</b>	<b>(1,651,212)</b>	<b>(1,669,995)</b>	<b>18,783</b>	<b>99%</b>	
01-2-108000-6000	Admin - Salaries	575,609	800,012	(224,403)	72%	
01-2-108000-6002	Admin - Benefits	89,507	122,810	(33,303)	73%	
01-2-108000-6003	Admin - Travel, Meals & Accomodation	11,712	16,000	(4,288)	73%	
01-2-108000-6004	Admin - Interest,Comm. & Bank Fees	3,163	5,130	(1,967)	62%	
01-2-108000-6005	Admin - Advertising	8,651	12,000	(3,349)	72%	
01-2-108000-6006	Admin - Insurance	18,750	21,000	(2,250)	89%	
01-2-108000-6007	Admin - Photocopier	3,898	4,590	(692)	85%	
01-2-108000-6008	Admin - Postage	3,929	10,000	(6,071)	39%	
01-2-108000-6010	Admin - Sundry	1,674	4,000	(2,326)	42%	
01-2-108000-6011	Admin - Telephone	8,313	12,000	(3,687)	69%	
01-2-108000-6012	Admin - Hydro	8,368	14,500	(6,132)	58%	
01-2-108000-6014	Admin - IT/Software	3*	28,260	27,676	584	102%
01-2-108000-6015	Admin - Elections	10,274	30,000	(19,726)	34%	
01-2-108000-6016	Admin - Community School Expense	11,064	10,500	564	105%	
01-2-108000-6019	Admin - Memberships and Prof. Fess	5,100	5,000	100	102%	
01-2-108000-6020	Admin - Training	8,073	17,500	(9,427)	46%	
01-2-108000-6021	Admin - Consultation & Special Evt.	1,850	5,000	(3,150)	37%	
01-2-108000-6022	Admin - Bad Debt	-	-	-	0%	
01-2-108000-6525	Admin - Lease Interest	6,568	8,656	(2,088)	76%	
01-2-108000-6527	Admin - Lease Principal	45,283	58,847	(13,564)	77%	
01-2-108000-6999	Penny Rounding Expense	(20)	-	(20)	0%	
01-2-108100-6100	Admin - Accounting	26,145	26,000	145	101%	
01-2-108100-6101	Admin - Legal	38,891	44,880	(5,989)	87%	
01-2-108100-6103	Admin - Contract & Consultant Labour	4*	57,665	115,000	(57,335)	50%
01-2-108100-6104	Admin - Records Management	6,743	13,200	(6,457)	51%	
01-2-108200-6125	Admin - Maintenance	33,301	35,450	(2,149)	94%	
01-2-108200-6126	Admin - Parts & Supplies	11,211	15,500	(4,289)	72%	
01-2-108200-6127	Admin - Hardware	3*	13,000	(13,000)	0%	
01-2-108200-6128	Bylaw - Fuel & Oil	1,364	1,500	(136)	91%	
01-2-108200-6129	Bylaw - Servicing	769	4,000	(3,231)	19%	
01-2-108250-6023	<i>Amortization Expense - General</i>	-	-	-	-	
01-2-108300-6450	Promotions/Community Enhancement	7,000	15,000	(8,000)	47%	
01-2-108300-6451	Community Init. & Opport. Fund	22,250	30,000	(7,750)	74%	
01-2-108300-6454	Climate Action Carbon Tax Credits	3,225	2,000	1,225	161%	
01-2-108400-6170	Project Admin - General Expense	1*	22,221	50,560	(28,339)	44%
01-2-108400-6175	Admin - Bylaw Enforcement Exp	6,404	8,160	(1,756)	78%	
01-2-108400-6454	Admin - Emergency Management	7,404	8,420	(1,016)	88%	
01-2-108400-6550	Project - Capital Land Expense - Admin	2,861	-	2,861	0%	
01-2-108400-6551	Project - Cap. Mach & Equip. Exp - Admin	5*	17,528	102,000	(84,472)	17%
01-2-108400-6555	Project - Cap - Building	5,255	105	5,150	4997%	
	<b>Total Expenses</b>	<b>1,120,263</b>	<b>1,669,995</b>	<b>(549,732)</b>	<b>67%</b>	
	<b>(Surplus) / Deficit</b>	<b>(530,949)</b>	<b>0</b>			

1\* Community Wildfire Protection Grant ongoing

2\* Unexpended Boundary Expansion Grant Applied

3\* IT Operating Budget reallocated from IT Hardware budget for supplemental security/ backup devices

4\* Project Coordinator carried forward, Finance Contractor, Boundary Expansion and Recruiting Consultant (NEW)

1\* Community Wildfire Protection Expenses ongoing project

5\* Capital Equipment expensed in 4th quarter (Vehicle, Vehicle, Server)

**Village of Pemberton**

Statement of Operation ending September 30, 2018

ACCOUNT CODE	ACCOUNT NAME	2018 Actual	2018 Budget	Actual \$	Actual %
<b>Allocate Legislative General Taxation</b>		<b>(104,074)</b>	<b>(104,074)</b>	-	100%
Total Revenues		(104,074)	(104,074)	-	100%
01-2-158000-0000	Legislative Expenses - Other	1,236	2,000	(764)	62%
01-2-158000-6000	Legislative Indemnities	62,258	83,347	(21,089)	75%
01-2-158000-6002	Legislative - Benefits	270	377	(107)	72%
01-2-158000-6003	Leg. Exp. - Travel, Training & Accom.	4,095	12,000	(7,905)	34%
01-2-158000-6005	Leg. Exp. - Advertising	177	500	(323)	35%
01-2-158000-6006	Leg. Exp. - Insurance	750	750	-	100%
01-2-158000-6011	Leg. Exp. - Telephone	490	100	390	490%
01-2-158000-6014	Leg. Exp. - IT/Computer Allowance	-	5,000	(5,000)	0%
01-2-158000-6017	Governance Expenses - Public Relations	-	-	-	-
Total Expenses		69,276	104,074	(34,798)	67%
<b>(Surplus) / Deficit</b>		<b>(34,798)</b>	<b>(0)</b>		

1\* New Council Expenses occur in 4th Quarter

**Village of Pemberton**

Statement of Operation ending September 30, 2018

ACCOUNT CODE	ACCOUNT NAME	2018 Actual	2018 Budget	Actual \$	Actual %	
	<b>Allocate Fire General Taxation</b>	<b>(348,364)</b>	<b>(348,364)</b>	-	100%	
	<b>Surplus/Deficit Fire</b>	-	-	-	0%	
	<b>Surplus/Deficit Resuce</b>	-	-	-	0%	
01-1-206500-1425	SLRD Contributions - Fire Protection	(167,461)	(167,510)	49	100%	
01-1-206500-1426	SLRD Contributions - Rescue Service	(65,561)	(65,561)	(0)	100%	
01-1-206510-1425	LilWat Contributions	(133,629)	(121,873)	(11,756)	110%	
01-1-207201-1673	FD - Capital - Grants Other	1*	(39,000)	(38,000)	(1,000)	103%
01-1-207300-1925	F/D - Other Revenue	2*	(94,118)	-	(94,118)	0%
01-1-207500-1990	F/D - MFA Proceeds		(60,000)		-	100%
01-1-207600-6500	Fire - Transfer from Reserve		(92,564)		(2,564)	103%
	<b>Total Revenues</b>	<b>(1,000,697)</b>	<b>(891,308)</b>	<b>(109,389)</b>	<b>112%</b>	
01-2-208000-0000	F/D - Rescue Dept Expense	38,226	65,561	(27,335)	58%	
01-2-208000-6001	F/D - Honorarium & Wages	133,871	218,904	(85,033)	61%	
01-2-208000-6002	F/D - Benefits	13,214	29,406	(16,192)	45%	
01-2-208000-6003	F/D - Travel & Training	25,318	35,000	(9,682)	72%	
01-2-208000-6004	F/D - Interest & Bank Charges	75				
01-2-208000-6005	F/D - Advertising	165	2,000	(1,835)	8%	
01-2-208000-6006	F/D - Insurance	16,752	20,000	(3,248)	84%	
01-2-208000-6009	F/D - Fees & Supplies	17,299	19,000	(1,701)	91%	
01-2-208000-6010	F/D - Sundry	1,186	8,545	(7,359)	14%	
01-2-208000-6011	F/D - Telephone	4,390	6,120	(1,730)	72%	
01-2-208000-6012	F/D - Hydro	7,747	11,000	(3,253)	70%	
01-2-208000-6014	F/D - IT/Software	3,522	3,600	(78)	98%	
01-2-208000-6017	F/D - Rental Fees	25,735	25,735	-	100%	
01-2-208000-6019	F/D - Memberships and Professional Fees	1,464	1,500	(36)	98%	
01-2-208100-6101	F/D - Legal		1,000		(1,000)	0%
01-2-208200-6125	F/D - Maintenance	19,174	22,440	(3,266)	85%	
01-2-208200-6126	F/D - Parts & Supplies	50,835	50,000	835	102%	
01-2-208200-6128	F/D - Fuel & Oil	4,182	6,244	(2,062)	67%	
01-2-208200-6129	F/D - Servicing	9,429	14,000	(4,571)	67%	
01-2-208400-6170	Project - Non Capital Exp - Fire	2*	24,872	-	24,872	0%
01-2-208600-6453	F/D - Public Relations	241	1,000	(759)	24%	
01-2-208900-6525	Fire - Debt Servicing Interest Expense	11,481	11,204	277	102%	
01-2-208900-6527	Fire - Debt Servicing Principal	21,745	26,177	(4,432)	83%	
01-2-208800-6507	Transfer to Future Reserves - Wildfire	2*	56,572	-	56,572	0%
01-2-208800-6507	Transfer to Future Reserves - LilWat contribution	133,629	121,873	11,756	110%	
<i>Reserve used</i>	2018 HVAC upgrade from Wildfire reserves	61,235	60,000	1,235	102%	
<i>Reserve used</i>	Office Improvement	31,329	30,000	1,329	104%	
<b>Capital Projects</b>						
	Project - Cap Mach/Equip - Wireless System upgrade		3,000	(3,000)	0%	
	SCBA Equipment Grant	1*	-	38,000	(38,000)	0%
	Project - Cap Mach/Equip - Leased 1/2 ton Duty Truck, add Lights/Paint 1/2 year payments		42,773	60,000	(17,227)	71%
	<b>Total Expenses</b>	<b>756,461</b>	<b>891,308</b>	<b>(134,847)</b>	<b>85%</b>	
<b>(Surplus) / Deficit</b>		<b>(244,236)</b>	<b>0</b>			

1\* SCBA Grant received, equipment received in Q4

2\* Emergency Wildfire Chargeback, Used Ladder Truck sale, shared rental revenue

**Village of Pemberton**

Statement of Operation ending September 30, 2018

ACCOUNT CODE	ACCOUNT NAME	2018 Actual	2018 Budget	Actual \$	Actual %
	<b>Allocate Development General Taxation</b>	<b>(416,805)</b>	<b>(416,805)</b>	-	100%
01-1-256900-1500	DS - Application Fees	(72,628)	(33,000)	(39,628)	220%
01-1-256900-1501	Licenses - Building Permits	(119,035)	(103,750)	(15,285)	115%
01-1-256900-1505	Permit - Water Sprinkling	(300)	-	(300)	0%
01-1-257200-1672	Contributions - Other	-	-	-	-
01-1-257300-1920	DS - Recovery Revenue	1* (98,029)	(40,000)	(58,029)	245%
01-1-257300-1925	DS - Other Revenue - Misc	(1,240)	-	(1,240)	-
	<b>Total Revenues</b>	<b>(708,037)</b>	<b>(593,555)</b>	<b>(114,482)</b>	<b>119%</b>
01-2-258000-0000	DS - Admin	2,494	8,200	(5,706)	30%
01-2-258000-6000	DS - Salaries	2* 218,434	346,107	(127,673)	63%
01-2-258000-6002	DS - Benefits	2* 38,869	59,149	(20,280)	66%
01-2-258000-6003	DS - Travel, Meals & Accomodation	2,363	3,000	(637)	79%
01-2-258000-6005	DS - Advertising	3,670	3,800	(130)	97%
01-2-258000-6006	DS - Insurance	-	-	-	-
01-2-258000-6011	DS - Telephone	2* 666	1,600	(934)	42%
01-2-258000-6014	DS - IT/Software	2* 6,795	12,200	(5,405)	56%
01-2-258000-6019	DS - Memberships and Professional Fess	1,645	2,040	(395)	81%
01-2-258000-6020	DS - Training	346	5,500	(5,154)	6%
01-2-258100-6101	DS - Legal	4,675	17,000	(12,325)	28%
01-2-258100-6102	DS - Engineering Consulting	2,104	-	2,104	-
01-2-258100-6103	DS - Contractors & Consult.	3* 52,152	90,000	(37,848)	58%
01-2-258200-6125	DS - Maintenance	1,488	4,960	(3,472)	30%
01-2-258200-6126	DS - Parts & Supplies	458	-	458	-
01-2-258400-6170	Project Dev.- Non Capital Exp	150	-	150	0%
01-2-258400-6173	Projects - Recoverable DS Expenses	1* 98,029	40,000	58,029	245%
01-2-258400-6552	Project - Cap. Eng. Struct. - DS	-	-	-	-
01-2-258400-6557	DS Project - Capital Buildings	-	-	-	-
	<b>Total Expenses</b>	<b>434,338</b>	<b>593,556</b>	<b>(159,218)</b>	<b>73%</b>
	<b>(Surplus) / Deficit</b>	<b>(273,699)</b>	<b>0</b>		

1\* Recovery Revenue offset by Recovery Expenses

2\* Vacant Position effective July

3\* 2018 Projects to complete, DCC Bylaw

**Village of Pemberton**

Statement of Operation ending September 30, 2018

ACCOUNT CODE	ACCOUNT NAME		2018 Actual	2018 Budget	Actual \$	Actual %
	<b>Allocate Public Works/ Parks General Taxation</b>		<b>(1,107,994)</b>	<b>(1,107,994)</b>	-	100%
	<b>Surplus Carry Forward, 2017 Projects</b>		<b>(2,000)</b>	<b>(2,000)</b>	-	100%
01-1-307200-1671	Project - General - Prov. Grant		(10,000)	(12,000)	2,000	83%
01-1-307201-1671	Project Works Capital - Provincial Grant		(1,371,443)	(1,408,155)	36,712	97%
01-1-307201-1673	Grant Project - Other	1*		(54,000)	54,000	0%
01-1-307201-1674	Capital Project - Contrib. - Other Govt		-	-	-	
01-1-307201-1675	Project Works - Contribution Other		-	-	-	
01-1-307300-1925	Works - Other Revenue - Misc		(952)	-	(952)	0%
01-1-007400-1975	DCC Roads Contribution	1*		(50,000)	50,000	0%
01-1-007400-1976	DCC's - Parks Contribution		(106,456)	(106,456)	0	100%
01-1-307500-1990	MFA Proceeds PW		(170,000)	(170,000)	-	100%
01-1-307600-6500	Public Works - Transf fr Reserve	2*	(221,332)	(60,000)	(161,332)	369%
01-1-357200-1673	Projects - General Parks - Grants Other	3*	(697,552)	(300,000)	(397,552)	233%
01-1-357201-1672	Parks Cap.- Other Govt Contr	3*	(500,000)		(500,000)	
01-1-357600-6500	Parks - Transfer from Reserve	4*	(228,544)	(236,544)	8,000	97%
	<b>Total Revenues</b>		<b>(4,416,273)</b>	<b>(3,507,149)</b>	<b>(909,124)</b>	<b>126%</b>
01-2-308000-0000	Works - Administration		949	1,539	(590)	62%
01-2-308000-6000	Works - Salaries		291,838	398,365	(106,527)	73%
01-2-308000-6002	Works - Benefits		41,592	79,410	(37,818)	52%
01-2-308000-6003	Works - Travel, Meals & Accomodation		2,721	2,000	721	136%
01-2-308000-6005	Works - Advertising		1,612	1,000	612	161%
01-2-308000-6006	Works - Insurance		23,486	19,860	3,626	118%
01-2-308000-6011	Works - Telephone		1,133	2,000	(867)	57%
01-2-308000-6012	Works - Hydro		17,803	26,676	(8,873)	67%
01-2-308000-6014	Works - IT Software		877	1,800	(923)	49%
01-2-308000-6019	Works - Memberships and Profesional Fees		38	400	(362)	10%
01-2-308000-6020	Works - Training		5,164	6,500	(1,336)	79%
01-2-308000-6174	Works - Labour Relations Expense		3,775	6,236	(2,461)	61%
01-2-308000-6525	Works - Lease Interest		3,477	5,071	(1,594)	69%
01-2-308000-6527	Works - Lease Principal		69,443	85,661	(16,218)	81%
01-2-308100-6101	Works - Legal		-	1,000	(1,000)	0%
01-2-308100-6102	Works - Engineering Consulting		-	-	-	0%
01-2-308100-6103	Works - Contractors & Consultants		24,197	27,480	(3,283)	88%
01-2-308200-6125	Works - Maintenance		32,957	47,200	(14,243)	70%
01-2-308200-6126	Works - Parts & Supplies		7,516	18,000	(10,484)	42%
01-2-308200-6128	Works - Fuel & Oil		20,000	32,000	(12,000)	63%
01-2-308200-6129	Works - Servicing		275		275	
01-2-308200-6176	Works - Road Maintenance		32,745	170,000	(137,255)	19%
01-2-308200-6177	Works - Trail Maintenance			1,040	(1,040)	0%
01-2-308400-6170	Project - Non Capital Exp - Works		73,773	72,000	1,773	102%
01-2-308400-6551	Project - Cap. Mach & Equip. Exp - PW		170,671	170,000	671	100%
01-2-308400-6552	Project - Cap. Eng. Struct. - PW	5*	1,190,527	1,508,155	(317,628)	79%
01-2-308400-6555	Project - Cap - Building				-	
01-2-358000-6005	Parks - Advertising		88	-	88	0%
01-2-358000-6006	Parks - Insurance		10,787	8,750	2,037	123%
01-2-358000-6012	Parks - Hydro		2,412	5,000	(2,588)	48%
01-2-358200-6125	Parks - Maintenance		21,709	30,000	(8,291)	72%
01-2-358200-6126	Parks - Parts & Supplies		12,635	15,300	(2,665)	83%
01-2-358200-6127	Parks - Hardware			2,500	(2,500)	0%
01-2-358200-6128	Parks - Fuel & Oil		6,322	5,750	572	110%
01-2-358400-6170	Projects - General - Parks	6*	1,422	35,000	(33,578)	4%
01-2-358400-6550	Project - Capital Land Expense - Parks	4*	351,500	300,000	51,500	117%
01-2-358400-6552	Project - Cap. Eng. Struct. - Parks	7*	1,147,631	300,000	847,631	383%
01-2-358800-6509	Transfer to/from Future Reserves	3*	210,280	50,000	160,280	421%
	<b>Total Expenses</b>		<b>3,781,356</b>	<b>3,435,692</b>	<b>345,663</b>	<b>110%</b>
	<b>(Surplus) / Deficit</b>		<b>(634,918)</b>	<b>(71,456)</b>	<b>DCC's budgeted to Admin</b>	

1\* Ongoing Project - Farm Rd East Paving

2\* Projects - Asset Management, Soccer Fields

3\* Community Amenity Contributions, Grants for Projects - Soccer Fields

4\* Purchase of Parkland

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

6\* Zucher Park Improvements, completed in Q4

7\* Ongoing Project - Soccer Fields

**Village of Pemberton**

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

ACCOUNT CODE	ACCOUNT NAME		2018 Actual	2018 Budget	Actual \$	Actual %
	<b>Allocate Transit General Taxation</b>		<b>(34,460)</b>	<b>(34,460)</b>	-	100%
01-1-507700-1700	Adult Monthly Passes	1*	(39,490)	(45,000)	5,510	88%
01-1-507700-1701	Senior/Student Monthly Passes	1*	(8,770)	(17,000)	8,230	52%
01-1-507700-1702	Adult Commuter Tickets	1*	(31,860)	(35,350)	3,490	90%
01-1-507700-1703	Senior/Student Tickets	1*	(3,150)	(2,600)	(550)	121%
01-1-507700-1704	Local Adult Tickets	1*	(7,680)	(8,000)	320	96%
01-1-507700-1705	Local Senior/Student Tickets	1*	(540)	(1,100)	560	49%
01-1-507700-1706	Local Transit Farebox	1*	(33,478)	(51,557)	18,079	65%
01-1-507700-1710	Greyhound Ticket Sales	1*	(2,657)	-	(2,657)	0%
01-1-507700-1720	Whistler Transit Farebox Contribution		(30,332)	(42,000)	11,668	72%
01-1-507700-1721	BC Bus Pass Programme		(6,987)	(8,000)	1,013	87%
01-1-507700-1723	BCT Municipal Admin Charge Allowance		(5,356)	(8,027)	2,671	67%
01-1-507700-1724	Partner Contributions	2*	(68,921)	(68,921)	(0)	100%
01-1-507700-1725	BCT Contributions		(179,269)	(260,771)	81,502	69%
	<b>Total Revenues</b>		<b>(452,950)</b>	<b>(582,786)</b>	<b>129,836</b>	<b>78%</b>
01-2-508000-7000	Transit - Admin Fee		5,356	8,027	(2,671)	67%
01-2-508000-7001	Transit - Operating Contract	3*	390,581	573,759	(183,178)	68%
01-2-508000-7002	Transit - Greyhound Ticket Purchases		-	-	-	-
01-2-508000-7005	Transit - Misc Expense		652	1,000	(348)	65%
New	<i>Transfer to Partner Reserve (Restricted)</i>		-	-	-	-
	<b>Total Expenses</b>		<b>396,589</b>	<b>582,786</b>	<b>(186,197)</b>	<b>68%</b>
<b>(Surplus) / Deficit</b>			<b>(56,361)</b>	<b>0</b>		
<p>1* Revenues collected to Aug 31                  2* Contributions collected to December 31                  3* Expenses received to Aug 31 only</p>						
<b>General Fund Total (Surplus) / Deficit</b>			<b>(1,520,736)</b>	<b>(0)</b>		



**Village of Pemberton**

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

ACCOUNT CODE	ACCOUNT NAME	2018 Actual	2018 Budget	Actual \$	Actual %
03-1-406100-1325	Water - Village User Rates	(804,693)	(727,465)	(77,228)	111%
03-1-406100-1326	Water - Frontage Taxes Reclassed	(100,311)	(99,985)	(326)	100%
03-1-406100-1327	Water - Connection Fees	(26,300)	(8,670)	(17,630)	303%
03-1-406100-1329	Water - Penalties	(12,249)	(8,000)	(4,249)	153%
03-1-406100-1333	Water - OB User Rates	1* (3,641)	(12,000)	8,359	30%
03-1-406100-1334	Water - IP User Rates	1* (12,528)	(74,236)	61,708	17%
03-1-406100-1335	Water - PNID User Rates	1* (19,110)	(107,000)	87,890	18%
03-1-406600-1450	Water - Investment Income		(1,020)	1,020	0%
03-1-407201-1675	Capital Projects - Contributions	2* (48,447)	-	(48,447)	0%
03-1-407300-1925	Water - Other Revenue	3* 507	-	507	0%
03-1-407600-6500	Water - Transfer from Reserve	4* (91,461)	(199,827)	108,366	46%
	<b>Total Revenue</b>	<b>(1,118,233)</b>	<b>(1,238,204)</b>	<b>119,971</b>	<b>90%</b>
03-2-408000-0000	Water - Administration	2,002	6,000	(3,998)	33%
03-2-408000-6000	Water - Salaries	285,889	439,744	(153,855)	65%
03-2-408000-6002	Water - Benefits	6,333	10,910	(4,577)	58%
03-2-408000-6003	Water - Travel & Training	1,144	1,000	144	114%
03-2-408000-6004	Water - Interest & Bank Charges		-	-	0%
03-2-408000-6005	Water - Advertising		2,000	(2,000)	0%
03-2-408000-6006	Water - Insurance	16,285	17,000	(715)	96%
03-2-408000-6011	Water - Telephone	2,066	2,500	(434)	83%
03-2-408000-6012	Water - Hydro	37,079	60,000	(22,921)	62%
03-2-408000-6014	Water - IT/Software	1,142	1,800	(658)	63%
03-2-408000-6018	Water - Purchases	16,869	25,650	(8,781)	66%
03-2-408000-6020	Water - Training	661	1,000	(339)	66%
03-2-408000-6025	Water - Licenses & Permits	5* 4,599	800	3,799	575%
03-2-408100-6101	Water - Legal	742	2,000	(1,258)	37%
03-2-408100-6102	Water - Engineering		5,000	(5,000)	0%
03-2-408100-6103	Water - Contractors & Consultants	6* 2,758	120,000	(117,242)	2%
03-2-408200-6125	Water - Maintenance	42,841	78,000	(35,159)	55%
03-2-408200-6126	Water - Parts & Supplies	2,372	4,000	(1,628)	59%
03-2-408200-6128	Water - Fuel	3,649	3,000	649	122%
03-2-408250-6023	Amortization Expense - Water		-	-	0%
03-2-408400-6170	Project - Non Capital Exp - Water		500	(500)	0%
03-2-408400-6553	Project - Cap. Village Core Exp - Water	7* 91,461	78,000	13,461	117%
03-2-408400-6554	Project - Cap. Ind Park Exp - Water		-	-	0%
03-2-408800-6509	Transfer to/from Future Reserves	270,000	270,000	-	100%
03-2-408900-6525	Water - Interest Expense	45,849	51,536	(5,687)	89%
03-2-408900-6527	Water - Principal Payment	57,763	57,763	(0)	100%
03-2-409100-6024	Water - Contingency		-	-	0%
	<b>Total Expenses</b>	<b>891,504</b>	<b>1,238,204</b>	<b>(346,700)</b>	<b>72%</b>
	<b>(Surplus) / Deficit</b>	<b>(226,729)</b>	<b>0</b>		

1\* Quarterly Billing posted to June 30th

2\* Development Contribution Reservoir Chargeback

3\* Water Meters Refunded

4\* Reserves transferred for Capital Projects as required

5\* New Groundwater License requirement

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

7\* Ongoing Projects - New Hydrants, Projects Completed - Pioneer Waterline, \*New Well Pump, Surge Tanks

**Village of Pemberton**

Statement of Operation ending September 30, 2018

ACCOUNT CODE	ACCOUNT NAME	2018 Actual	2018 Budget	Actual \$	Actual %
	<b>Reclass General Taxation</b>	<b>39,972</b>	<b>39,972</b>	-	100%
05-1-456100-1325	Sewer - Village User Rates	(753,329)	(725,275)	(28,054)	104%
05-1-456100-1326	Sewer - Frontage Taxes Reclassed	(200,613)	(200,113)	(500)	100%
05-1-456100-1327	Sewer - Connection Fees	(20,800)	(7,140)	(13,660)	291%
05-1-456100-1329	Sewer - Penalties	(11,299)	(7,140)	(4,159)	158%
05-1-456100-1333	Sewer - OB User Rates	1* (931)	(1,583)	652	59%
05-1-456100-1334	Sewer - IP User Rate	1* (5,672)	(32,302)	26,630	18%
05-1-456600-1450	Sewer - Investment Income		(300)	300	0%
05-1-457300-1925	Sewer - Other Revenue		-	-	0%
05-1-457300-1981	Sewer - LSA Annual Commuted Revenue	(2,229)	(2,229)	(0)	100%
	<b>Total Revenues</b>	<b>(954,901)</b>	<b>(936,110)</b>	<b>(18,791)</b>	<b>102%</b>
05-2-458000-0000	Sewer - Administration	793	5,000	(4,207)	16%
05-2-458000-6000	Sewer - Salaries	285,166	397,465	(112,299)	72%
05-2-458000-6002	Sewer - Benefits	6,281	10,079	(3,798)	62%
05-2-458000-6003	Sewer - Travel & Conference	196	1,000	(804)	20%
05-2-458000-6005	Sewer - Advertising		500	(500)	0%
05-2-458000-6006	Sewer - Insurance	28,945	30,283	(1,338)	96%
05-2-458000-6011	Sewer - Telephone	1,771	4,500	(2,729)	39%
05-2-458000-6012	Sewer - Hydro	31,727	51,500	(19,773)	62%
05-2-458000-6014	Sewer - IT/Software	1,293	1,800	(507)	72%
05-2-458000-6020	Sewer - Training	399	1,500	(1,101)	27%
05-2-458100-6101	Sewer - Legal		3,000	(3,000)	0%
05-2-458100-6102	Sewer - Engineering		-	-	
05-2-458100-6103	Sewer - Contractors & Consultants	2* 2,964	20,000	(17,036)	15%
05-2-458200-6125	Sewer - Maintenance	102,353	112,141	(9,788)	91%
05-2-458200-6126	Sewer - Parts & Supplies	1,995	5,000	(3,005)	40%
05-2-458200-6128	Sewer - Fuel		-	-	0%
05-2-458250-6023	Amortization Expense - Sewer		-	-	
05-2-458400-6553	Project - Cap. Village Core Exp - Sewer	3* -	50,000	(50,000)	0%
05-2-458400-6554	Project - Cap. Ind Park Exp - Sewer	4* 5,350	-	-	0%
05-2-458900-6525	Sewer - Interest Expense	74,012	74,012	0	100%
05-2-458900-6527	Sewer - Principal Payment	128,330	128,330	(0)	100%
05-2-458800-6509	Transfer to/from Future Reserves	40,000	40,000	-	100%
	<b>Total Expenses</b>	<b>711,575</b>	<b>936,110</b>	<b>(224,535)</b>	<b>76%</b>
<b>Sewer Fund Total (Surplus) / Deficit</b>		<b>(243,326)</b>	<b>0</b>		

1\* Quarterly Billing posted to June 30

2\* Projects in Development; Sewer Rate Analysis

3\* Ongoing Projects - Air Valves

4\* Blower for Industrial Park Lines

**Village of Pemberton**

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

ACCOUNT CODE	ACCOUNT NAME	2018 Actual	2018 Budget	Actual \$	Actual %
	<b>Reclass General Taxation</b>	<b>(32,994)</b>	<b>(32,994)</b>	-	100%
	<b>Surplus Carry Forward, 2016 Projects</b>			-	
07-1-557100-1602	Air - Lease & Maintenance Fees	(18,866)	(18,870)	4	100%
07-1-557200-1671	Grant - Provincial Project - General	2,175	-	2,175	0%
07-1-557300-1925	Airport - Other Revenue	(8,035)	(7,616)	(419)	106%
07-1-557300-1931	Airport - Tie Down Fees	(1,200)	(1,000)	(200)	120%
07-1-557300-1932	Airport - Landing Fees	(1,400)	(1,000)	(400)	140%
	Total Revenues	(60,320)	(61,480)	1,160	<b>98%</b>
07-2-558000-0000	Airport - Admin	140	510	(370)	27%
07-2-558000-6000	Airport - Salaries	29,838	43,735	(13,897)	68%
07-2-558000-6002	Airport - Benefits		-	-	
07-2-558000-6005	Airport - Advertising		510	(510)	0%
07-2-558000-6006	Airport - Insurance	3,724	3,781	(57)	98%
07-2-558000-6010	Airport - Sundry		204	(204)	0%
07-2-558000-6012	Airport - Hydro	1,852	3,000	(1,148)	62%
07-2-558000-6014	Airport- IT		500	(500)	0%
07-2-558100-6101	Airport - Legal	7,961	4,660	3,301	171%
07-2-558100-6103	Airport - Contractors & Consultants		-	-	
07-2-558200-6125	Airport - Maintenance	160	4,580	(4,420)	3%
07-2-558200-6126	Airport - Parts & Supplies		-	-	
07-2-558200-6176	Air - Roads		-	-	
07-2-558250-6023	Amortization Expense - Airport		-	-	
07-2-558400-6552	Project - Capital Eng Struct - Air		-	-	
	Total Expenses	43,675	61,480	(17,805)	<b>71%</b>
	<b>Airport Fund Total (Surplus) / Deficit</b>	<b>(16,645)</b>	<b>(0)</b>		

1\* Airport Grant Overstated 2017

2\* Recoverable Legal Expenses to Invoice Q4

## Village of Pemberton

Statement of Operation ending September 30, 2018

Consolidated	2018	2018	Actual	Actual
	Actual	Budget	\$	%
<b>Revenues:</b>				
Taxation	1,996,277	2,015,259	(18,982)	99%
Water and sewer user rates	1,602,133	1,682,090	(79,957)	95%
User charges	1,299,004	1,576,620	(277,616)	82%
Penalties and interest income	28,166	16,640	11,526	169%
Government transfers:				
Provincial	1,772,369	1,815,825	(43,456)	98%
Federal				
Other local governments	875,651	365,870	509,781	239%
Investment income	52,450	7,320	45,130	717%
Other revenues	1,004,605	450,741	553,864	223%
Collections on behalf of other governments	2,480,256	2,319,929	160,327	107%
	11,110,911	10,250,294	860,616	108%
<b>Expenditures:</b>				
General government	1,515,201	2,195,903	(680,702)	69%
Fire protection services	409,178	552,258	(143,080)	74%
Development and planning services	434,338	593,556	(159,218)	73%
Public works and parks	641,303	1,021,877	(380,574)	63%
Water utility	471,682	832,441	(360,759)	57%
Sewer utility	536,980	717,780	(180,799)	75%
Airport services	43,675	61,480	(17,805)	71%
Transfers to other governments	2,480,256	2,319,929	160,327	107%
	6,532,614	8,295,224	(1,762,610)	79%
<b>Annual (Surplus) / Deficit</b>	<b>(4,578,297)</b>	<b>(1,955,070)</b>		
<b>ADJUSTMENTS REQUIRED TO BALANCE FINANCIAL PLAN TO CONFORM WITH LEGISLATIVE REQUIREMENTS</b>				
<b>Non-cash items included in Annual (Surplus)/Deficit</b>				
Amortization on tangible capital assets	-	-	-	
<b>Cash items NOT included in Annual (Surplus)/Deficit</b>				
Capital expenditures	3,118,121	2,699,260	418,861	116%
Loan proceeds	(302,000)	(302,000)	-	100%
Long term debt payments	207,838	212,270	(4,432)	98%
Capital lease payments	114,726	144,507	(29,781)	79%
Transfers to/from Statutory Reserves	(106,456)	(156,456)	50,000	68%
Transfers from Non-Statutory Reserves	(656,869)	(609,339)	(47,531)	108%
Transfers to Non-Statutory Reserves	829,711	601,038	228,674	138%
Transfers to/(from) Unappropriated Surplus	(634,210)	(634,210)	-	100%
<b>Financial Plan Balance</b>	<b>(2,007,435)</b>	<b>0</b>		
General Fund (Surplus) / Deficit	(1,520,736)	(0)		
Water Fund (Surplus) / Deficit	(226,729)	0		
Sewer Fund (Surplus) / Deficit	(243,326)	0		
Airport Fund (Surplus) / Deficit	(16,645)	(0)		
	(2,007,435)	0		

**Date:** November 27, 2018  
**To:** Nikki Gilmore, Chief Administrative Officer  
**From:** Robert Grossman, Fire Chief  
**Subject:** 2018 Third Quarter Fire Department Report

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### **PURPOSE**

To provide Council with a summary of the activities of the Pemberton Fire Rescue Department for the Third Quarter of 2018.

### **BACKGROUND**

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

Pemberton Fire Rescue also provides Road Rescue Service to the entire SLRD Electoral Area C covering 5,570 square kilometers pursuant to SLRD Pemberton Fire Rescue Contribution Service Conversion and Establishment Bylaw No. 715-2001.

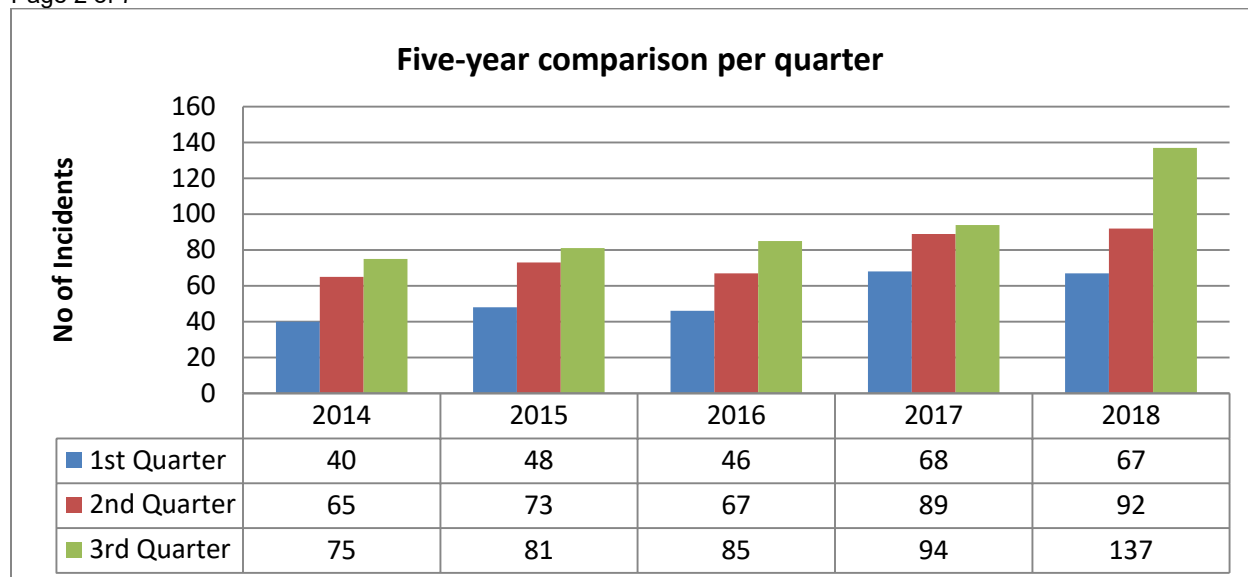
Fire Service is also provided to Lil'wat Nation through a separately negotiated Fire Service Agreement which was established in 2017.

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

### **DISCUSSION & COMMENTS**

#### **Incidents:**

Pemberton Fire Rescue has been very active and as of the end of the Third Quarter has responded to one hundred thirty-seven (137) incidents. A comparison chart by Quarter over five (5) years is shown below.



**Types of Responses:**

As set out in the Fire Department Establishment Bylaw No. 807, 2016, Pemberton Fire Rescue responds to a number of different types of incidents.

The table below summarizes the number of callouts per type of incident attended for the Third Quarter as compared to last year for the same quarter.

Response Type	3rd Quarter		Variance
	2017	2018	
Alarms	11	10	-1
Burn Complaint	13	9	-4
Grass Fire	-	1	1
Chimney Fire	1	-	-1
Structure Fire	4	1	-3
Fire Unclassified	3	2	-1
Vehicle Fire	1	1	0
Hazardous Material	-	3	3
Hydro Assist	3	2	-1
Medical Aid	33	79	46
Motor Vehicle Accident	17	18	1
Public Service	1	2	1
RCMP Police Assist	-	1	1
Rescue & Safety	4	1	-3
Smoke Sighting	3	4	1
Wildland Fire	-	3	3
<b>Total Number of Responses</b>	<b>94</b>	<b>137</b>	<b>43</b>

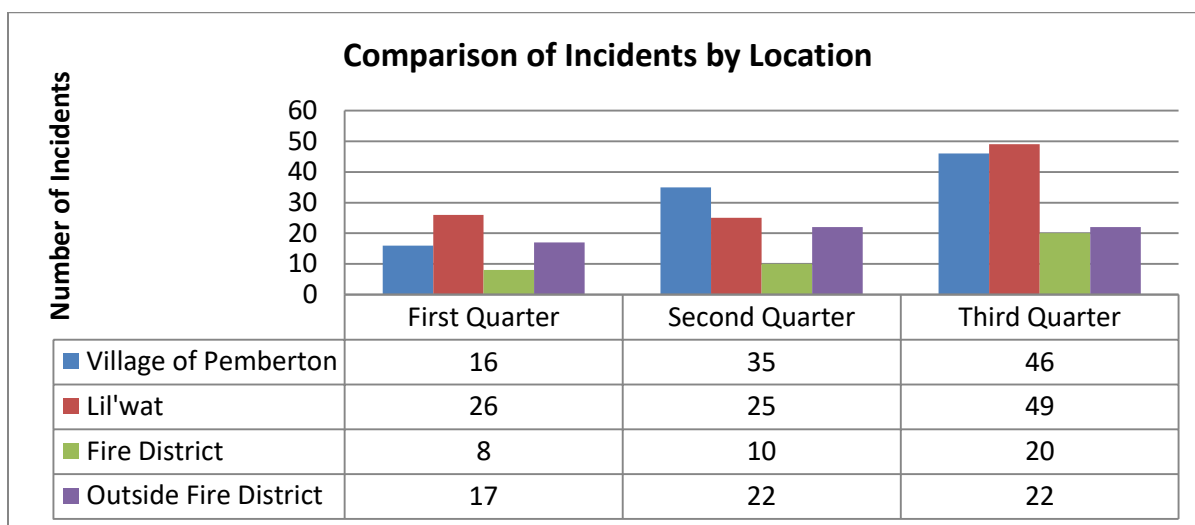
**Responses by Location:**

Pemberton Fire Rescue attends incidents in locations as identified in the Service Agreements with the SLRD and Lil'wat Nation (see map attached as **Appendix A**).

The breakdown of the incident reports is categorized into the following regions: Village of Pemberton Boundaries, Lil'wat, Fire District Service Areas and Regional District (or outside the Fire District zones including north of Mount Currie, north of The Heights and south of the Village Boundaries).

	Village of Pemberton	Lil'wat		Regional District		
		Old Site	New Site	Fire District		
				Meadows	Fringe	Heights
First Quarter	16	15	11	1	4	3
Second Quarter	35	15	10	1	7	2
Third Quarter	46	42	7	12	4	4
<b>Totals</b>	<b>97</b>	<b>72</b>	<b>28</b>	<b>14</b>	<b>15</b>	<b>9</b>

	Regional District							
	Outside Fire District							
	D'Arcy	Birken	Hwy 99 South of 13 KM mark	Highway 99 North Area C	Highway 99 North Area B	InShuck FSR to 10 KM	InShuck FSR past 10 KM	Hurley Lillooet FSR
First Quarter	0	3	0	3	8	0	3	0
Second Quarter	3	6	0	1	8	1	3	0
Third Quarter	3	4	1	4	5	3	0	2
<b>Totals</b>	<b>6</b>	<b>13</b>	<b>1</b>	<b>8</b>	<b>21</b>	<b>4</b>	<b>6</b>	<b>2</b>



### **Training:**

Members continue to train on a weekly basis, to ensure compliance with the Office of the Fire Commissioner, WorksafeBC, and Department training requirements.

Fire Officers have completed three of a six weekend training program to complete the Fire Officer 1 training program put in place to ensure compliance with the Office of the BC Fire Commissioners minimum training standard requirements.

### **Membership:**

In the Third Quarter, as per the Departments regular recruiting process, Pemberton Fire Rescue advertised for new recruits to join the fire department. At the end of the third quarter nine (9) applications were received and the applicants are currently going through the selection process.

At this time, membership is down to 21 from 25, with two (2) members currently on leave.

To date the total committed hours this year are as follows:

- 328 hours for incidents
- 319 hours for training

This means that on top of a full-time job, family, and lifestyle commitments, a member of Pemberton Fire Rescue has to find time for an additional 647 hours to commit to the department and their community.

It should be noted that there are additional time commitments required by the Fire Officers, such as filling out reports after incidents, additional training as Officers, and being available evenings and weekends on a rotating schedule to ensure that we are meeting the Fire Underwriters Survey<sup>1</sup> requirements to have an Officer available on a 24 hour basis to respond to emergencies. This breaks down to an Officer available from 6:00pm to 6:00am during the week and from Friday evening at 6:00pm until Monday morning at 6:00am. This is approximately 5700 of additional hours that must be scheduled and divided up among the Fire Officers. The Fire Chief, during the week, covers 6:00am till 6:00pm which adds an additional five (5) hours to the regular work schedule.

### **Events:**

Pemberton Fire Rescue continued to be active in the community and attended as safety support at the Porsche Rally held in September.

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<sup>1</sup> The Fire Underwriters Survey (FUS) is a national organization that provides data on public fire protection for fire insurance statistical work and underwriting purposes. FUS establishes the Public Fire Protection Classification (PFPC) using a scale of 1 to 10. FUS also collects information on public fire protection efforts in communities across Canada and classifies their ability to suppress fires which allows communities to evaluate their public fire protection services. Information on FUS can be found at the FUS website: <http://www.fireunderwriters.ca/index.html>



### **Wildland Fire Support:**

In August, the Office of the Fire Commissioner called upon Pemberton Fire Rescue to assist with Wildland fires in the Vanderhoof and Fort St. James area. Pemberton Fire Rescue was pleased to be able to support the efforts and a crew of four (4) attended for ten (10) days. This is the second year in a row that Pemberton has been asked to assist with the wildland fires.

As a result of the extreme weather patterns that have been experienced in the past few years, many large provincial emergency deployments of personnel and equipment have been put in place.

In 2015, the Rock Creek and Oliver wildfires caused many losses and evacuations. In spring 2016, the largest fire loss in Canadian history was experienced, with over 80,000 evacuated and over 2600 structures lost in Fort MacMurray. In 2017, extensive flooding throughout the BC Okanagan, Kootenay and Boundary, major wildfires in central BC and California, caused large displacements of people, as well as huge fire losses. All of these events drew upon significant resources to assist communities in the battle with Mother Nature.

The Office of the Fire Commissioner relies on fire department personnel and chief officers from across the province to provide interface protection by way of Emergency Operation Centre (EOC) staffing or field support. As these major events and deployment requests become increasingly common and more frequent, communities are left with skeleton fire crews and chief officers to protect their communities. It is anticipated that this will continue to exert a growing strain on local fire department leadership.

### **Fire Prevention and Inspections:**

During the Third Quarter, the following fire prevention initiatives were completed:

- Three (3) new business application review and fire inspections.
- One (1) Pre-Fire Plan was conducted.
- Three (3) Fire Safety plans were reviewed.

The increased demand on the Fire Department results in difficulty scheduling time to perform inspections. The Fire Department facilitates fire inspections on an annual basis. Public facilities and public buildings are inspected based on a pre-determined schedule established by the Fire Underwriters. As of the end of the 2018 Third Quarter 15 inspections have been completed. Due to limited resources, the Department is not able to complete all inspections as may be required; however, every effort is taken to ensure that those facilities with priority status are inspected within required timelines.

On average, an inspection and subsequent documentation will take approximately four (4) hours per property. If there are call back inspections, more time per inspection is added. To maintain the current Fire Protection grading the Fire Department is continuing to work on increasing the Fire Prevention Program, which includes inspections and public education seminars.

In the past two years the Village has seen a significant increase in both development and building. The completion of these construction projects will result in an influx of new residents which will require an increase in fire prevention efforts and emergency responses. As well, the

Fire Department training requirements will need to be increased to meet the expected demands. As a result, it is recommended that the Fire Department continue working with developers to ensure projects are in compliance with BC Fire Code, the National Fire Code of Canada, and National Fire Protection Association (NFPA) regulations and work toward building capacity to meet the growing demands of the community.

### **Upcoming Regulations:**

The Fire Department is continuing to monitor the status of the new *Fire Safety Act*, which is currently sitting at Third Reading, so that as changes come into effect, we are prepared to deliver and meet the requirements as set out in the new *Act*.

The new *Fire Safety Act*, which is anticipated to be passed in 2019, will require a regular system of inspection using a risk-based monitoring system. What that means is the provincial government has shifted liability and risk to local government. Under the new *Act*, although local government will be given more latitude on frequency of inspections, the local authority is responsible for compliance with the *Act*. In the event of an incident and investigation, local government may be in a legally vulnerable position if they cannot provide evidence of compliance with the *Act*. To limit the liability, it is recommended that local governments should develop an appropriate fire inspection program and policy to meet community fire safety expectations.

The Fire Underwriters Survey uses a grading system to set the insurance level for a community. The grading system is based four (4) criteria, summarized below:

- Fire Department Capabilities
- Adequate & Reliable Water Supply
- Emergency Communications (ie: 911)
- Fire Prevention and Fire Safety Control (public education/fire inspections)

The Fire Department is working with the Fire Underwriters Survey using the criteria above to ensure that changes to ratings are monitored and we are meeting these requirements.

### **COMMUNICATIONS**

This report is provided for information purposes and does not require communications element.

### **LEGAL CONSIDERATIONS**

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

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

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

### **INTERDEPARTMENTAL IMPACT & APPROVAL**

There are no interdepartmental impacts or approvals required.

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

The activities of Pemberton Fire Rescue, such as increased fire prevention awareness activities, recruiting additional personnel and firefighter training, support and improve upon the current level of service to the Village and those areas within the Fire Service District Service Area which both benefit and positively impact the Squamish-Lillooet Regional District and Lil'wat Nation.

### **ALTERNATIVE OPTIONS**

There are no alternative options for consideration.

### **POTENTIAL GOVERNANCE CONSIDERATIONS**

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

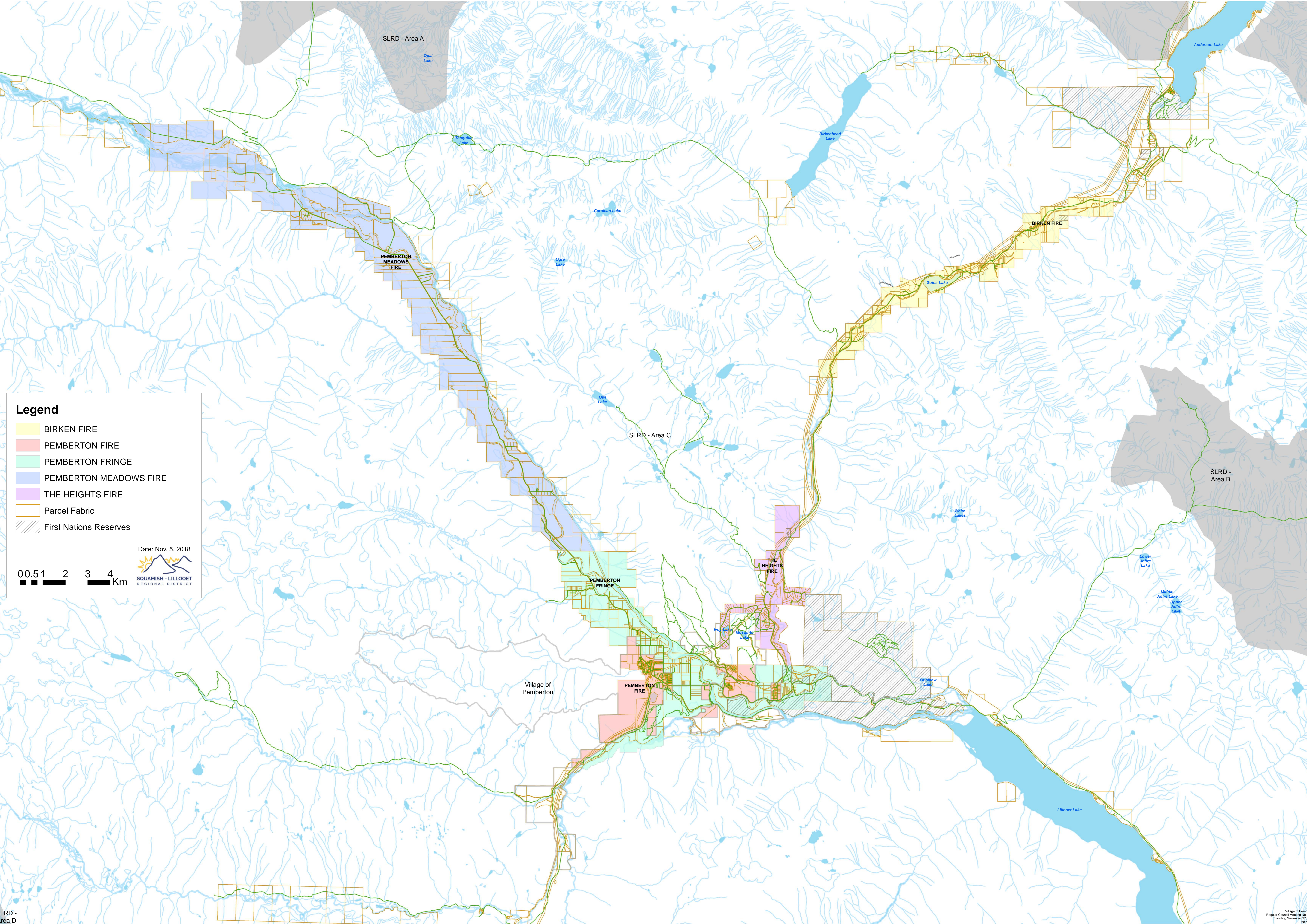
### **RECOMMENDATIONS**

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

### **ATTACHMENTS:**

Appendix A: Fire Service Area Map

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



**Legend**

- BIRKEN FIRE
- PEMBERTON FIRE
- PEMBERTON FRINGE
- PEMBERTON MEADOWS FIRE
- THE HEIGHTS FIRE
- Parcel Fabric
- First Nations Reserves

Date: Nov. 5, 2018

00.51 2 3 4 Km

**Date:** November 27, 2018  
**To:** Nikki Gilmore, Chief Administrative Officer  
**From:** Lisa Pedrini, Senior Planner  
**Subject:** Development Services 2018 Third Quarter Report: July – September 2018

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**PURPOSE**

The purpose of this report is to inform Council of the activities of the Development Services division of the Operations & Development Services Department for the Third Quarter of 2018.

**BACKGROUND**

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

**DISCUSSION & COMMENTS**

This report provides an overview of the number of permits issued between July 1 and September 30, 2018 in the following areas:

**BUILDING DIVISION**

**July to September 2018 - Building Permit Overview**

A breakdown of building permit data for the Third Quarter in 2018 is provided below:

Type of Permit	# BP's Issued	Value of Construction	Permit Fees
Single Family Dwelling	11	\$3,188,783	\$45,522
Single Family Dwelling with suite	1	\$362,522	\$4,360
Manufactured Homes (mobile)	0	\$0	\$0
Multi Family Dwelling (owned)	0	\$5,054,727	\$162,017
Multi Family Dwelling (rental)	0	\$0	\$0
Institutional	0	\$0	\$0
Farm Building	0	\$0	\$0
Others (Decks, Stairs, Reno etc.)	3	\$8,000	\$402
Tenancy Improvements (Commercial/Industrial)	3	\$15,000	\$272
Industrial Buildings	2	\$1,307,300	\$53,619
Excavation / Blasting	1	\$0	\$250
<b>Total Permits – 3rd Quarter</b>	<b>22</b>	<b>\$9,936,332</b>	<b>\$266,442</b>

## July to September 2018 - Development Cost Charges Overview

A breakdown of development cost charges collected in the Third Quarter of 2018 is provided below:

Fund	Amount
Roads	\$20,341.35
Drainage	\$1,464.70
Sewer	\$45,357.45
Water	\$22,103.20
Parks	\$37,603.10
<b>TOTAL 3<sup>rd</sup> Quarter</b>	<b>\$126,869.80</b>

**2018 DCC's Collected Year to Date: \$170,190.14 (January to September 2018)**

### PLANNING DIVISION

#### 2018 Current Development Applications

A list of applications currently in-house is provided below; information new to the Third Quarter is shown in **bold font**.

Application #	Project	Status
DP008	1422, 1426 & 1430 Portage Road (Crestline) Stacked Townhouses	<b>Request for Amendment in Process</b>
DP011	7370 Highway 99 (Pemberton Mobile Home Park Ltd.) addition of new pads	On Hold by request of Applicant
<b>DP015</b>	<b>1443 Vine Road – Drive Through Restaurant &amp; Commercial Development</b>	<b>Withdrawn, refund processed</b>
<b>DP016</b>	<b>Wye Lands – Combined Commercial Residential Development</b>	<b>Returned to Applicant, fees returned</b>
<b>DPm110</b>	<b>Mountain Glass – Exterior Improvements</b>	<b>In Process</b>
<b>DPm111</b>	<b>Sunstone Ridge, Phase 1B, Road C – Environmental Protection &amp; Land Constraints</b>	<b>Approved by Interim Manager of Development Services; August 7, 2018</b>
<b>DPm112</b>	<b>Sunstone Ridge, Elevate @ Sunstone – Environmental Protection &amp; Land Constraints</b>	<b>Approved by Interim Manager of Development Services; August 7, 2018</b>
SO52 – Phase 2	Sunstone – 60 Lot Subdivision	Final Approval nearing completion
SO52 – Phase 3	Sunstone – 21 Lot Subdivision	In Process
SO61	Tiyata - 66 Lot Subdivision	<b>Approved</b>
SO62	The Ridge - 45 Lot Subdivision	<b>Approved</b>
SO70	1931 Timberlane Road – 3 Lot Subdivision	TAL Issued - In Process
SO71	1368 Fernwood – 4 Lot Subdivision	Initial Letter issued – In Process
<b>SO74</b>	<b>1351 Cedar Street – Lot Split</b>	<b>In Process</b>
DVP123	Sunstone Ridge, Phase 1B, Road C – Road Standards	In Process

DPA: Development Permit  
 DVP: Development Variance Permit  
 LL: Liquor Licence

SO: Subdivision  
 BoV: Board of Variance  
 CL: Cannabis Licence

DPm: Minor Development Permit  
 OR: OCP/Zoning Amendment

**2018 Long Range Planning Projects**

The following is a list of long range planning projects and their respective status.

<b>Project</b>	<b>Status</b>
Zoning and Sign Bylaw Review & Update	<b>Zoning Bylaw No. 832, Adopted July 24, 2018; Additional Consultation on Draft Sign Bylaw with Commercial, Industrial and Airport Businesses planned for 2019</b>
Affordable Housing Action Plan	<b>Contract signed with Planning Consultant, August 2018</b>
Community Amenity Contribution Policy	<b>To be presented to Committee of the Whole in 2019</b>
Regional Growth Strategy Review	<b>Continued meetings with RGS Steering Committee; Second Reading of RGS Amendment Bylaw No. 1562, 2018 scheduled for October 24, 2018; Courtesy 60 Day referral to member municipalities to follow</b>
OCP Amendments / Update (various)	<b>2019 Work Plan</b>
Development Procedures Bylaw Update (to add Cannabis Licence Review et. al.)	<b>2019 Work Plan</b>

**COMMUNICATIONS**

The Development Services Department works with the Communication Coordinator to regularly update the Village’s website with current information related to planning and building and to meet statutory requirements related to notification as needed.

**LEGAL CONSIDERATIONS**

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

**IMPACT ON BUDGET & STAFFING**

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

**INTERDEPARTMENTAL IMPACT & APPROVAL**

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

**IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS**

There are no impacts on the region or neighbouring jurisdictions.

**ALTERNATIVE OPTIONS**

This report is presented for information. There are no alternative options for consideration.

**POTENTIAL GOVERNANCE CONSIDERATIONS**

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

**RECOMMENDATIONS**

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

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



**Date:** November 27, 2018  
**To:** Nikki Gilmore, Chief Administrative Officer  
**From:** David Ward, Assistant Manager of Operations and Development Services  
**Subject:** Operations Division 2018 Third Quarter Report: July – September 2018

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### **PURPOSE**

The purpose of this report is to inform Council on the activities of the Operations division of the Operations & Development Services Department for the Third Quarter of 2018.

### **BACKGROUND**

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

### **DISCUSSION & COMMENTS**

The Operations Department is supported by the following who form the Public Works crew:

- Jeff Westlake – Water Operator
- Martin Klufftinger – Waste Water Treatment Plant (WWTP) Operator
- Cam Adams – Lead Hand & Equipment Operator
- Lincoln Ferguson – Equipment Operator
- Dan Briening – Equipment Operator
- Mel Leblanc – Parks Labourer
- Misha Cossette - Labourer

In this Quarter, David Ward, Assistant Manager of Operations and Development Services, was hired to supervise Public Works and to provide oversight of Operations and Development Services projects.

Below is an overview of a number of projects completed in the Third Quarter.

#### **Public Works Regular Maintenance**

The following activities were either facilitated or completed in the Third Quarter:

- Parks maintenance including mowing, trimming and cleanup.
- Sewer lift station maintenance including daily checks and pump maintenance when required.
- Waste Water Treatment Plant regular maintenance and operations.
- Water Conditioning Plant regular maintenance and operations.

## **2018 Capital Projects**

### **1. Downtown Enhancement Works:**

In March 2018, it was announced that the Village was successful in receiving funding, in the amount of \$5.3 Million, from the Federal Gas Tax Fund for Downtown Enhancements. The enhancements will consist of essential upgrades to failing infrastructure and key improvements related to roads, sidewalks, waterlines, storm water and street lighting.

The design drawings were completed this past September and the project went out to Tender at that time. Two General Contractors bid on the project with both coming in above the approved funding amount. The contract was not awarded and at the direction of Council the project has been re-tendered with a reduced work scope. It is anticipated that the bids received will be brought forward to Council for review in January with the works anticipated to commence in the spring of 2019.

### **2. Friendship Trail Bridge:**

In 2017, the Village of Pemberton was awarded \$500,000 for the Friendship Trail Bridge project from the provincially funded BikeBC Program, in addition, funding was received from the Regionally Significant Gas Tax Funding, in the amount of \$369,000, and a generous contribution from Innergex in the amount of \$500,000. The bridge design and construction drawings were completed in 2017 and a Request for Proposals (RFP) for the construction and installation of the bridge was issued and the contract was awarded to Surespan Construction Ltd. Construction of the bridge commenced at the end of August and was completed October 26<sup>th</sup>.

The Friendship Trail Bridge crosses over the Lillooet River at the Highway 99 bridge and forms part of the Friendship Trail that connects the Village of Pemberton to the town of Mt Currie. The trail portion itself is being constructed by the Squamish-Lillooet Regional District (SLRD). The trail has been completed from Pemberton to the Friendship Trail Bridge. The remaining route of the trail is being planned and undertaken by the SLRD. Earlier this month, the Ministry of Transportation and Infrastructure (MOTI) requested that the Bridge be closed to the public until the remaining trail route is determined and construction started. MOTI indicated that there is increased liability to both themselves as well as the Village since the Bridge encourages use of the trail and currently terminates on Highway 99 in an unsafe manner. It is anticipated that trail construction will commence later this fall or early next spring along with the opening of the bridge.

### **3. Soccer Field Development:**

The Village acquired a 20 acre parcel of land, dedicated for recreation purposes, located off Pemberton Farm Road East. The site is intended to accommodate future recreational facilities, outdoor fields and parking. Council directed Staff to issue an RFP for artificial turf and/or natural grass sports fields submissions. As a result, the contract was awarded to Cedar Crest Lands (B.C.) Ltd. for the construction of a natural grass field.

Construction began in July 2018 and the field was completed in early October. Cedar Crest has winterized the field and will be on-site next Spring when the ground thaws to go over the maintenance requirements of the field with Public Works who will be taking

over maintenance of the field. The grass needs time to fully establish its root system and it is anticipated that the field can be put into use in late summer or early fall.

Staff are currently preparing the appropriate information to make application for a second soccer field, including a well for irrigation, washrooms and changerooms, among other items, for the Community, Culture and Recreation Funding Stream. The Application is due in January 2019.

#### **4. Asset Management**

As the first step towards an Asset Management Plan, ABC Pipe Cleaning was contracted to inspect and video all underground sanitary lines within the Village of Pemberton. This infrastructure inspection will help to inform an Underground Services Management Plan that will address municipal infrastructure maintenance and upgrades, facilitate the Village's ability to effectively create a municipal plan and budget for the upcoming 2019 fiscal year and beyond.

The Village has received the report from ABC Pipe Cleaning summarizing the results of the video inspection of the sanitary lines. The next step is to review the findings and determine piping that should be replaced and to prioritize the repairs. The next phase has been referred to the 2019 budget deliberations.

### **2018 Third Quarter Public Works Projects**

#### **1. New Backhoe:**

On August 27<sup>th</sup> the Village received delivery of a new CAT 420F2 Backhoe. This new backhoe will be invaluable for use in snow clearing operations as well as any buried works that Public Works must perform. The old backhoe had high hours and was showing signs of wear. It is still fully functional and has been placed at the WWTP for loading the snow plow with sand and gravel.

#### **2. Zurcher Park Improvements:**

A new playground set was purchased and installed at Zurcher Park in October. A new gravel trail was also constructed along the south side of the park. A playground twirl has also been ordered for Zurcher Park and is anticipated to be installed in the Spring.

#### **3. Fire Hydrant Servicing:**

The Village was unable to find a contractor who had the capacity to perform the annual fire hydrant servicing and so the servicing was performed in-house. This year full servicing took place that included disassembly of each hydrant for inspection and replacement of any damaged/worn parts.

#### **4. One Mile Boathouse Painting:**

The painting of the One Mile Lake Boathouse was contracted out to Paramount Painting and was completed in September. Paramount Painting also submitted quotes to paint the Waste Water Treatment Plant, streetlights, and lift station #1 near Harrow Road. These works are anticipated to start in spring of 2019.

### **Parks Department:**

The Third Quarter saw the Parks Crew busy mowing, trimming and ensuring the Village's Parks were in top shape throughout the busy summer months.

We would like to thank the entire Operations crew for their attention to detail in making our community stand out and look spectacular.

### **COMMUNICATIONS**

The Operations and Development Services Department works regularly with the Communication Coordinator to provide updates on the initiatives and projects that are currently underway to ensure that the Village's website is updated and information is communicated to residents through the eNEWS.

### **LEGAL CONSIDERATIONS**

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

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

The Operations Division operates on the approved annual municipal budget, reserves, and Provincial grant. The works noted above have all been accommodated in the 2018 budget.

### **INTERDEPARTMENTAL IMPACT & APPROVAL**

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

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

There are no impacts on the region or neighboring jurisdictions.

### **ALTERNATIVE OPTIONS**

There are no alternative options for consideration.

### **POTENTIAL GOVERNANCE CONSIDERATIONS**

The services provided by the Operations and Parks Divisions meet with Strategic Priority One: Economic Vitality by supporting a diversified economy; Strategic Priority Two: Good Governance by being open and accountable and fiscally responsible; Strategic Priority Three: Excellence in Service by ensuring that the Village continues to deliver the highest quality of municipal services within the scope of our resources; and finally, Strategic Priority Four: Social Responsibility by supporting the creation of a strong and vibrant community.

### **RECOMMENDATIONS**

**THAT** the Operation Division 2018 Third Quarter Report be received for information.

Submitted by:	David Ward, Assistant Manager of Operations
Approved by the CAO:	Nikki Gilmore, Chief Administrative Officer

**Date:** November 27, 2018

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

**From:** Lisa Pedrini, Senior Planner  
Cameron Chalmers, Development Planning Consultant

**Subject:** Amendments to Major Development Permit Application (DP008)  
Development Variance Permit Application (DVP118)  
1422, 1426, 1430 Portage Road (Crestline)

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## **PURPOSE**

The purpose of this report is to present to Council, for their consideration, an application for amendment to DP008 and DVP118 to reflect form and character changes to the proposed Crestline development.

## **BACKGROUND**

On January 16, 2018 Council authorized issuance of Development Permit No. 008 (DP008) and Development Variance Permit No. 118 (DVP118) to facilitate the Crestline project, a 36 unit stacked townhouse multi-family housing development on Portage Road. The Staff report outlining the particulars of the proposed development, is attached as background information as **Appendix A**.

As a result of their consideration of this application, Council at their Regular Meeting No. 1462, held January 16, 2018, passed the following resolution:

*Moved/Seconded*

**THAT** the Development Permit Application No. 008 (1422, 1426, 1430 Portage Road) be approved subject to the following conditions:

- *That a formal grading plan with engineered retaining wall design be submitted to the satisfaction of the Village Engineer;*
- *That a formal stormwater management plan be submitted to the satisfaction of the Village Engineer;*
- *That the remainder of comments contained in the ISL letter dated December 4, 2017, be addressed to the satisfaction of Village Staff;*
- *That the Applicant be required to provide two quotes for a Traffic Impact Study and make a contribution based on the quote as payment in lieu to be put towards a more comprehensive Traffic Impact Study that the Village will undertake of Portage Road between the Crestline development and Highway 99 (including Arbutus/Portage intersection)*

- *That all permits and approvals required from the Ministry of Transportation and Infrastructure are obtained to the Ministry's satisfaction;*
- *That the Fire Chief's concerns with respect to the location of the fire department connection and appropriate FireSmart landscaping are addressed to the satisfaction of Village Staff;*
- *That a flood level covenant be registered on title to dictate the elevation of residential development and restrict the items that can be stored in the underground storage units;*
- *That an estimate of landscaping works and security deposit (in the form of an Irrevocable Letter of Credit or equivalent) to complete the works be submitted; and*
- *That any proposed future building signs receive a Sign Permit in conformance to the Village of Pemberton Sign Bylaw.*

**CARRIED**

To date, all the conditions of the Development Permit (DP) have not been met by the applicants; therefore the finalized permit has not been formally issued yet. However, the applicants have been working through the standard design and costing process leading to completion of the DP conditions and submission of a Building Permit (BP) application. Through that process, the Applicants have identified several changes to the site plan and building form they would like to make which are the subjects of this application for amendment.

The proposed amendments were presented to the Village's Advisory Design Review Commission (ADRC) at their meeting on November 21, 2018, and the following resolution was passed:

*Moved/Seconded*

**THAT** *the ADRC recommends that Council support the requested amendments to the Crestline Development Permit No. 008 and Development Variance Permit No. 118 due to the minor nature of the changes to the development's form and character.*

**CARRIED**

Minutes from this meeting are attached as **Appendix B**.

**PROPOSAL DESCRIPTION**

*Proposed Revisions to DP-008*

There are several proposed amendments to the version of DP-008 that are being considered. The first minor amendment is slight modifications to the site plan. The street access, ramps, and stairs which are located within the Ministry of Transportation and Infrastructure's (MOTI's) right-of-way were moved tight to the exterior wall of the building at the request of MOTI. Formerly, the street access, ramps and stairs were depicted as shown in the illustration below (Figure 1), which extended further out into the right-of-way forming a semi-circular public space with access from the sidewalk coming in at an angle. In the new site plan (Figure 2), this space is pulled back considerably with the access coming at right angles from the sidewalk out front.

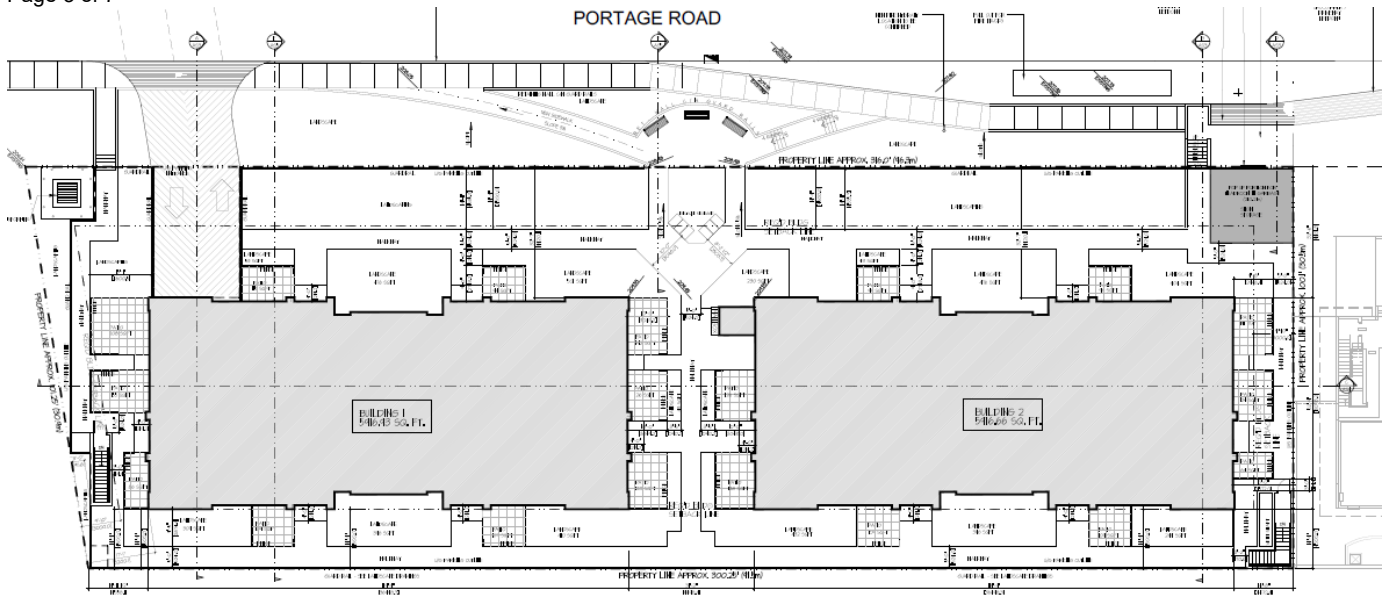


Figure 1: Site Plan as Approved

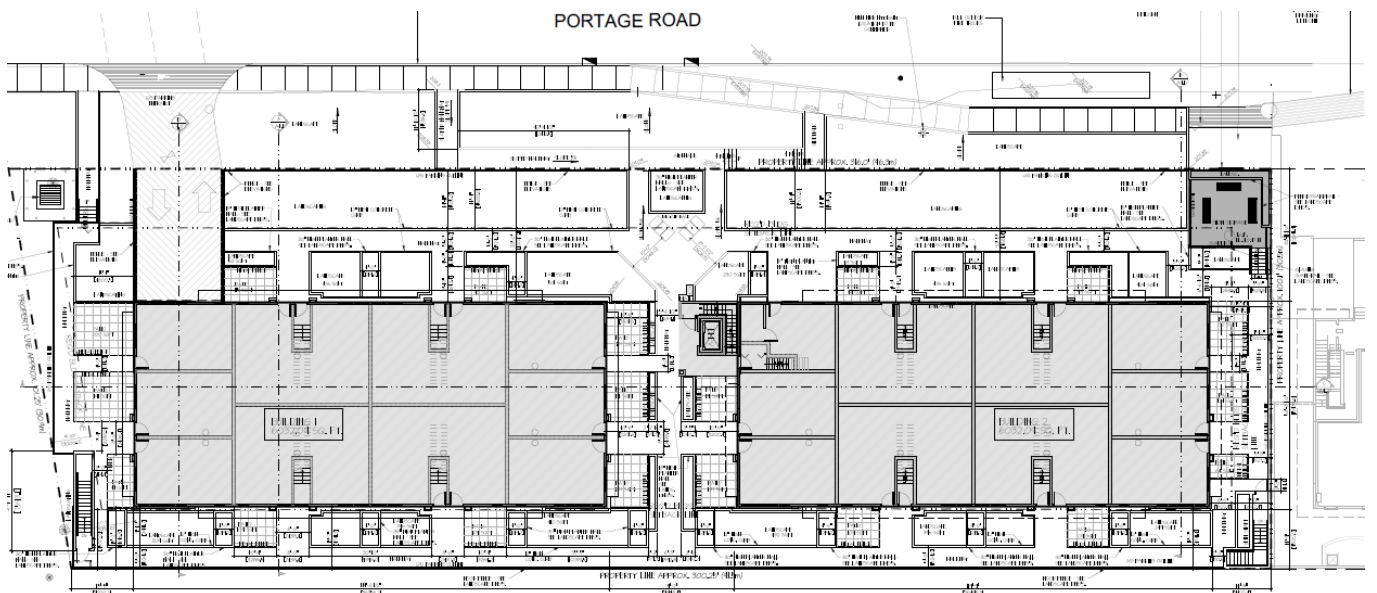


Figure 2: Site Plan Proposed Amendment

The new site plan also removes a stairway proposed from the sidewalk to the side of the building closest to the garbage/recycling pop-up; reducing the amount of pedestrian entry points from four (4) to three (3).



Figure 3: Artist's conceptual drawing as Approved



Figure 4: Artist's conceptual drawing as Requested

The form of the roof has been modified to reconfigure the roof-decks and access to the roof. Previously, the entrance to the roof decks was via two (2) gabled projections per building, and the new design contemplates a linear strip of roofing that sits above the 10.5 meter maximum height in the Portage Road Commercial (C-3) Zone. The differences in the roof line from a Streetscape perspective are shown below in Figures 5 & 6.



Figure 5: Streetscape Roof Form as Approved



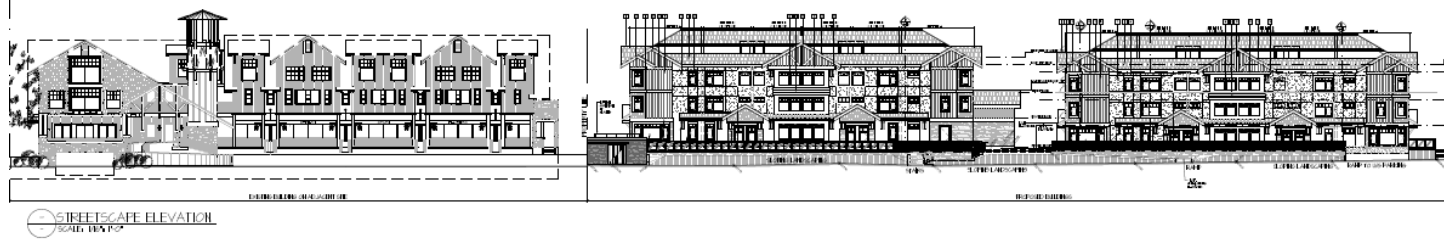


Figure 6: Streetscape Roof Form Proposed

While the roof form modifications are relatively minor in terms of visual impact, they do trigger a revision to the DP and an amendment to the DVP as described below.

#### *Proposed Revisions to DVP118*

At initial approval, Council granted a Development Variance Permit (DVP) to permit a zero lot line setback for the front lot line from the 4.5 metre Zoning Bylaw standard. A variance was also granted to site coverage to permit site coverage of 40.7%, which is in excess of the 40% Zoning Bylaw Standard.

Since approval, the proponents have altered the construction technique from a passive construction technique to conventional wood-frame construction. Consequently, the thickness of the building walls has decreased, negating the need for the site coverage variance. Staff recommends amending DVP118 to delete the variance for maximum site coverage.

The proposed building modifies the roof forms in a manner which requires a variance to Maximum Building Height of 10.5 metres. The interior roof which provides access to the roof-decks represents the highest point of the building, and though a secondary roof form, will exceed the Zoning Bylaw by approximately 1.54 metres. Accordingly, the Applicants have requested a variance to Maximum Building Height to 12.04 metres.

### **EFFECT OF PROPOSED AMENDMENTS**

To accomplish the proposed amendments, the DP would be amended by replacing the drawing schedules attached to and forming part of the DP. The DVP would be amended to eliminate the site coverage variance and include a new variance for Maximum Building Height.

Should Council choose not to proceed with the amendments, the permit authorized in January 2018 would remain unaltered.

### **DISCUSSION**

#### *DP008 Amendment Rationale*

The proposed amendments to DP008 are relatively minor. The proposed site plan amendments address Ministry of Transportation and Infrastructure (MOTI) comments, and result in minimal change to the site design and layout. The change is consistent with the applicable Development Permit Area guidelines for DP Area No. 6 Multi-family and/or Commercial Development as set out in the Village's Official Community Plan (OCP) Bylaw No. 654, 2011.

The changes to the proposed roof form represent a refined solution to providing access to the proposed roof decks. The changes are to the minor roof elements, and do not represent a

significant change to the massing and form of the buildings as a whole, particularly when viewed from street-level.

In some regards, the proposed roof form creates better depth to the roof, and though will require a variance to the Maximum Building Height in the Zoning Bylaw, represents a more suitable roof form consistent with the Area No. 6 Development Permit Guidelines.

#### *DVP118 Amendment Rationale*

As described above, the revisions to the roof form to enable better roof-top patio access has necessitated a variance to the Maximum Building Height in the Zoning Bylaw. The roof form affected is a secondary form, aligned in the centre of the roofline. From the perspective of the street, this roof will have limited visual impact, and as non-habitable space, will not generate overlooking on adjacent properties. Given the overall mass and scale of the buildings, the height variance is minor, and an appropriate solution to providing access to the roof-top patios.

The removal of the variance to Maximum Site Coverage from the original DVP is appropriate as the revised building footprint no longer requires the additional site coverage.

Overall the proposed amendments are deemed relatively minor, and though Council approval is required to affect the amendments to the permits, Staff supports the proposed changes.

### **COMMUNICATIONS**

A Development Variance Permit requires that the Village prepare public notification in the form of a letter mailed to adjacent property owners within a 100 metre radius of the subject property notifying them of Council's intention to consider a variance request, as per Section 7.5 of *Development Procedures Bylaw No. 725, 2013* and the *Local Government Act*. Notification was mailed out November 16, 2018.

To date, the Village has not received any responses from adjacent land owners.

### **LEGAL CONSIDERATIONS**

Development Permits are issued by resolution of Council as per Section 490 of the *Local Government Act RS2015 (LGA)*. The processing of a Development Permit application is regulated by Sections 490 – 491 of the *LGA* and by the *Village's Development Procedures Bylaw 725, 2013*, as amended from time to time. The proposed amendment to the permit will be achieved by an amending resolution.

Development Variance Permits are issued by resolution of Council as per Section 498 of the *Local Government Act RS2015 (LGA)*. The processing of a Development Variance Permit application is regulated by Sections 498 – 499 of the *LGA* and by the *Village's Development Procedures Bylaw 725, 2013*, as amended from time to time. The proposed amendment to the permit will be achieved by an amending resolution.

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

All costs associated with the processing of this application, including Staff time, are recoverable through the application fees as per the Village of Pemberton *Development Procedures Bylaw 725, 2013*, as amended from time to time.

### **INTERDEPARTMENTAL IMPACT & APPROVAL**

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

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

A review of this application does not have an impact on the region or neighbouring jurisdictions.

### **OPTIONS FOR CONSIDERATION**

1. Approve the requested amendments to the Development Permit and Development Variance.

This is the preferred option. Based on a recommendation of support from the ADRC, the compliance of the amendments with the Development Permit Criteria in the Official Community Plan and the minor nature of the changes, Staff recommend this option.

2. Do not approve the requested amendments to the Development Permit and Development Variance Permit.

This option is not preferred, as the clients have made the financial decision to amend the design of the building and the amended design is considered a benefit to the form and character of the development.

3. Direct Staff to work with the applicants to reconsider the design and its impacts on form and character before presenting the amendment to Council.

This option is not preferred as it will increase costs and the timing of the development of a site that has been vacant for some time.

### **POTENTIAL GOVERNANCE CONSIDERATIONS**

Review and consideration of the Crestline Development Permit and Development Variance Permit Application meets with:

**Strategic Priority No. Three:** Excellence in Service through the continuation of delivering quality municipal services by processing development applications efficiently.

### **RECOMMENDATIONS**

**THAT** Council of the Village of Pemberton authorize for issuance Major Development Permit No.008 (DP008) and Development Variance Permit No. 118 (DVP118) **(as Amended)**, subject to the same terms and conditions of issuance established January 16, 2018.

#### **Attachments:**

- Appendix A: Report to Council, January 16, 2018
- Appendix B: Draft ADRC Minutes, November 21, 2018
- Appendix C: Proposed Major DP008/DVP118 **(Amended)**
- Appendix D: Proposed Major DP008/DVP118 **(Original)**

Submitted by:	Lisa Pedrini, Senior Planner Cameron Chalmers, Village Development Planning Consultant
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer and Interim Manager of Operations and Development Services

**Date:** November 27, 2018

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

**From:** Lisa Pedrini, Senior Planner

**Subject:** Non-Medical Cannabis Retail Licence Application Referral - Pemberton Hotel

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### **PURPOSE**

The purpose of this report is to seek Council's support for a cannabis retail store licence for a location proposed in the Pemberton Hotel.

### **BACKGROUND**

The Pemberton Hotel has applied to the provincial Liquor and Cannabis Regulation Branch (LCRB) to operate a cannabis retail establishment in the store-front in the northeast corner of the Pemberton Hotel. A copy of the Notice of Application, including a site plan, received from the LCRB on October 4<sup>th</sup>, 2018 is attached as **Appendix A**.

The Village adopted a *Non-Medical (Recreational) Cannabis Retail Policy (Cannabis Policy)* on October 2<sup>nd</sup>, 2018 that directs the Village to gather the views of nearby residents, businesses and property owners within 100 meters of the proposed location through written notification and the community in general through two (2) consecutive ads in the local newspaper. The Policy is attached as **Appendix B**.

The Village also adopted a Zoning Bylaw Amendment on October 16<sup>th</sup> that permits Cannabis Retail in the C-1 Zone under the following conditions: the location is more than 150 meters away from Schools, the Community Centre, Youth Centre, Skateboard Park or other youth oriented facility; and that not more than two (2) Cannabis Retail establishments be in operation at the same time. Zoning Amendment Bylaw No. 847, 2018 is attached as **Appendix C**.

Written notification was mailed out to all residents, businesses and property owners located within 100 meters of the Pemberton Hotel on November 13<sup>th</sup> 2018 and placed in the Pique Newsmagazine on November 15<sup>th</sup> and 22<sup>nd</sup>, 2018, attached as **Appendix D**. At the time of preparing this report, no comments were received.

### **DISCUSSION & COMMENTS**

The cannabis regulation laws of B.C. require municipal government support for Cannabis Licenses otherwise the application process is halted. According to the province, if the local government is to consider the notice of application and provide comments and recommendations as to the location of the proposed retail store, it must gather the views of residents of the area, if the location of the proposed store may affect nearby residents.

The following is discussion on the merits of the referral:

- a) The location of the establishment is at 7423 Prospect Street.

*The subject property is zoned Town Centre Commercial 1 (C-1) and as per Zoning Bylaw No.832, 2018, as amended, "Cannabis, Retail" is a permitted use in the C-1 Zone.*

- b) The proximity of the establishment to public and youth oriented locations.

*There are public parks in the vicinity (Pioneer Park, Fougberg Park and the Community Barn) and public buildings such as the Art Barn, the Dyking District Office, the Village of Pemberton Offices and RCMP. Outside of the Community Barn, these locations are not typically frequented by children and youth. The proposed location is more than 150 meters away from Schools, the Community Centre, Youth Centre, Skateboard Park and BMX track.*

- c) The hours of operation of the establishment.

*The Village's Cannabis Policy only allows cannabis retail establishments to operate between the hours of 9 am and 9 pm. Although the applicant noted their intention to stay open until 11 pm, the Village has notified the applicants that this would not be in compliance with the Village's Cannabis Policy.*

- d) The impact of the use on the community in the immediate vicinity of the establishment.

*At this point in time, there are no other Cannabis Licences within the C-1 Zone. The Pemberton Hotel has an existing pub and private liquor store on the premises. This location appears ideal to also house a separate private cannabis retail store, giving customers convenient access in a location that is well known for the sale of controlled substances like liquor and tobacco.*

- e) The impact on the community if the application is approved.

*Given the fact that the Village did not receive any comments after advertising the application and sending notification that the application is being considered, there is no perceived negative impact on the community.*

Staff recommends that the application be supported.

## **COMMUNICATIONS**

As per the requirements set out in the *Non-Medical (Recreational) Cannabis Retail Policy*, the Village provided notice through an ad in the Pique Newsmagazine on November 15<sup>th</sup> and 22<sup>nd</sup> and through a direct mail-out to property owners and businesses within 100 meters of the Pemberton Hotel.

The Village did not receive any comments on the application.

### **LEGAL CONSIDERATIONS**

Liquor Licences are issued by the provincial Liquor & Cannabis Regulation Branch. This item does not require legal review or consideration.

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

Review of the Liquor Licence changes was facilitated in-house. Costs associated with advertising and mail-out has been covered by the referral fee of \$500.00 paid by the applicants. Staff time has not been covered.

### **INTERDEPARTMENTAL IMPACT & APPROVAL**

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

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

There are no impacts on the region or neighbouring jurisdictions.

### **OPTIONS FOR CONSIDERATION**

- Option One:** That Council supports the issuance of the Cannabis Licence as presented.
- Option Two:** That Council does not support the issuance of the Cannabis Licence in this location.
- Option Three:** That Council provides an alternative option.

### **POTENTIAL GOVERNANCE CONSIDERATIONS**

This is consistent with Strategic Theme: Economic Vitality through supporting a competitive and diversified economy.

### **RECOMMENDATIONS**

**THAT** Council recommends support for the issuance of a Cannabis Retail Licence for the Pemberton Hotel, located at 7423 Prospect Street, Pemberton B.C., for the following reasons:

- The subject property is compliant with the current Village Zoning Bylaw and *Non-Medical (Recreational) Cannabis Retail Policy*;
- The views of nearby residents were sought by advertising the change in the Pique Newsmagazine and notification sent and that no views/objections were presented;
- The Pemberton Hotel is an established local business with experience in the secure sale of controlled substances; and
- The proposed cannabis retail licence will provide customers with a convenient, licenced and store-front location in the Village's Town Centre.

**Attachments:**

**Appendix A:** Notice of Application from LCRB

**Appendix B:** Non-Medical (Recreational) Cannabis Retail Policy, adopted October 2, 2018

**Appendix C:** Zoning Amendment Bylaw No. 847, 2018, adopted October 16, 2018

**Appendix D:** Public Notification

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



Job #001232

October 04, 2018

Lisa Pedrini  
 Senior Planner  
 Village of Pemberton  
 Box 100, 7400 Prospect Street  
 Pemberton BC V0N 2L0

Dear Lisa Pedrini:

**Re: Application for a Non-Medical Cannabis Retail Store Licence**  
**Applicant: Bison Group Management Ltd.**  
**Proposed Establishment Name: Green Planet**  
**Proposed Establishment Location: Box 128, 7423 Frontier Street Pemberton BC**

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The Applicant, Bison Group Management Ltd., has applied to the Liquor and Cannabis Regulation Branch (LCRB) for a Non-Medical Cannabis Retail Store (CRS) licence proposed to be located at the above-noted address. The applicant is requesting operating hours from 9:00am to 11:00pm. The applicant contact is Son Sir De/604-910-1429/desonsir@gmail.com.

Local governments and Indigenous nations are a crucial part of the licensing process. Section 33(1) of the [Cannabis Control and Licensing Act](#) prevents the LCRB from issuing a CRS licence without a positive recommendation regarding the CRS licence application from the local government or Indigenous nation.

The LCRB is requesting The Village of Pemberton to consider the application and provide the LCRB with a written recommendation with respect to the application. To assist with your assessment of the application, a site map of the proposed cannabis retail store is attached. The following link opens a document which provides specific and important information and instructions on your role in the CRS licensing process, including requirements for gathering the views of residents.

[Local Governments' Role in Licensing Non-Medical Cannabis Retail Stores](#)

OR

[Indigenous Nations' Role in Licensing Non-Medical Cannabis Retail Stores](#)

The LCRB will initiate an applicant suitability assessment regarding this CRS application, also known as a “fit and proper” assessment, which is comprised of financial integrity checks and security screenings of the applicant and persons associated with the applicant. Once the

Liquor and Cannabis  
 Regulation Branch

Mailing Address:  
 PO Box 9292 Stn Prov Govt  
 Victoria BC V8W 9J8

Location:  
 645 Tye Road  
 Victoria BC V9A 6X5  
 Phone: 250 952-5787  
 Facsimile: 250 952-7066

Website:  
[www.gov.bc.ca/cannabisregulationandlicensing](http://www.gov.bc.ca/cannabisregulationandlicensing)

Village of Pemberton  
 Regular Council Meeting No. 1482  
 Tuesday, November 27, 2018  
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assessment is complete, you will be notified of the LCRB's determination. You may choose to withhold your recommendation until the LCRB has made a final decision regarding the applicant's suitability.

If you choose not to make any recommendation regarding this application, please contact the LCRB at the earliest convenience. Please note that a Cannabis Retail Store Licence cannot be issued unless the LCRB receives a positive recommendation from the local government or Indigenous nation. Similarly, if a local government or Indigenous nation decides not to make any recommendation, the LCRB will not consider the application any further.

If you have any questions regarding this application please contact me at 778-698-3135 or TanyaLynn.Frey@gov.bc.ca.

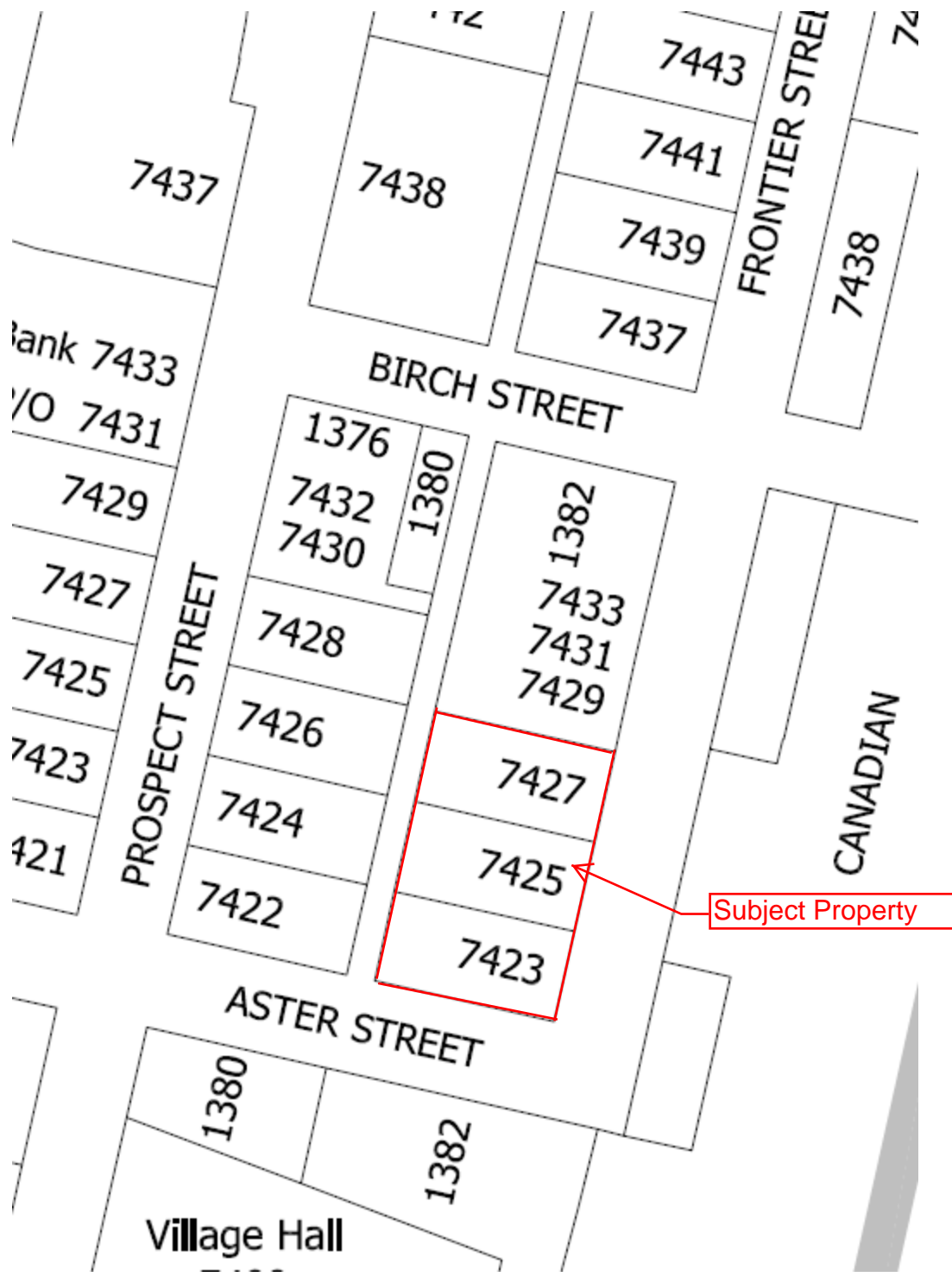
Sincerely,



Tanya Frey  
Senior Licensing Analyst

Attachment

copy: LCRB Inspector  
Son Sir De





AC GAS

PVDD

SPUD VALLEY

Property of the company

AG FOODS

BIRCH ROAD

Pub (ground floor)

Lobby (ground floor)

Hotel Rooms 2nd floor

storage

Liquor Store (ground floor)

empty commercial space (ground floor)

Space for Cannabis Store (ground floor)

Proposed Store-front Location

FRONTIER STREET

SNOW STORAGE

SNOW STORAGE

# Non-Medical (Recreational) Cannabis Retail Policy

Department:	Development Services	Policy No.:	DEV-011
Sub-department:	Planning	Created By:	Lisa Pedrini
Approved By:	Council	Amended By:	
Approved Date:	2 October 2108	Amendment:	
Meeting No.:	1477	Meeting No.:	

## POLICY PURPOSE

The *Non-Medical (Recreational) Cannabis Policy* identifies the requirements for the sales of non-medical (recreational) cannabis in the Village of Pemberton. In particular, the protocol includes the jurisdiction, definitions, policy related to land use and zoning and includes Village requirements related to the business licence application requirements and approval procedures.

## JURISDICTION

The jurisdiction and roles of the regulatory authorities and the proponent in the review and approval of recreational cannabis retail businesses are generally described as follows:

- **Government of Canada** - In accordance with BILL C-45 *Cannabis Act*, the federal government has created a plan for regulating Cannabis and sets standards for health and safety, actions that are illegal or criminal and aspects of regulation that are the responsibility of the provinces.
- **Province of British Columbia** – In accordance with the *Cannabis Control and Licencing Act (CCLA)*, the provincial government has established a legislative framework and full regulatory framework on how products will be sold to consumers. The Act describes general rules relating to cannabis; licensing; special rules (i.e., possession limits, personal cultivation, consumption in public, minors), enforcement and training. Certain additional regulatory powers are enabled for local governments and regional districts.
- **Village of Pemberton** –The Province has established that local governments may further restrict certain elements of non-medical (recreational) cannabis retail sales. Criteria that local governments will be able to address include, but are not limited to, the following:
  - Zoning and Land Use (including distance requirements from public uses and other cannabis-related operations);
  - Operational Requirements (business hours of operation and security features) ;
  - Storefront and Signage limitations, including the display of products;
  - Business Licence Regulations; and
  - Public Consumption.
- **Applicants** - Applicants for a private non-medical cannabis retail store licence must make application through the provincial Liquor and Cannabis Regulation Branch.

## OBJECTIVES

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- To permit the legal and controlled sale of non-medical (recreational) cannabis within the Village of Pemberton.
- To encourage locations that integrate with the surrounding land uses.
- To establish the Village's intent to only permit cannabis retail use in the Town Centre Commercial (C-1) Zone.
- To establish the Village's intent to restrict the maximum number of cannabis retail businesses to two (2).
- To establish distance requirements from public spaces to minimize impacts and influences on minors and other vulnerable populations.
- To indicate the process by which the Village will make decisions with respect to potential application referrals from the Province and how the views of nearby residents will be gathered.

## DEFINITIONS

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**Applicant** means a company or organization proposing to operate a non-medical (recreational cannabis) retail business in the Village of Pemberton.

**Non-Medical Cannabis** means a cannabis plant used for recreational purposes. Cannabis has the same meaning as in the *Cannabis Act* (Canada), subject to any prescribed modifications.

**Distance Requirement** means the minimum distance measured horizontally from the subject property of the proposed non-medical cannabis retail business for notification.

**Vulnerable Populations** means children and youth under the age of nineteen (19), people with mental health problems, pregnant women, and other socio-economically disadvantaged populations.

## POLICY

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### 1. Licencing Referrals and Notification

- The provincial *Liquor and Cannabis Regulation Branch* (LCRB) will be responsible for licencing non-medical (recreational) retail businesses. A cannabis retail licencing regime similar to the current licencing regime for liquor has been established whereby licence applications must be initiated with the LCRB, before being referred to the Village of Pemberton. Refer to **Appendix A – Cannabis Retail Application Process**.
- When an application is received, the LCRB will notify the local government where the proposed store will be located. Upon receiving notice, the Village of Pemberton can:
  - Choose not to make a recommendation (which ends the licence application as the LCRB is not able to issue a licence unless the local government gives a positive recommendation); or

- Choose to make comments and recommendations on an application, based on the views of nearby residents.
- Council will make their recommendation based in part on the views of nearby residents. Views of nearby residents will be gathered by mailing or otherwise delivering a written notification to properties within 100 metres of the proposed non-medical (recreational) cannabis retail business location and by placing notices in the local newspaper following the regulations set out in section 94 of the *Community Charter*. The notice will invite property residents/property owners to send in comments and/or attend a meeting where a decision to recommend the application be supported will be considered. This notification will be done for each and every application referred to the Village by the LCRB.
- If the views' of nearby residents is supportive, the Village may send a positive recommendation to the LCRB, and the application will continue to be processed by the Province.
- If the views' are not supportive, the Village may not send a positive recommendation to the LCRB and the application will be halted.

## 2. Application Referral Review Fee

- The Village of Pemberton will charge a review fee of not less than \$500.00 payable by the Applicant per referral.

## 3. Land Use and Zoning

- The Village of Pemberton Zoning Bylaw No. 832, 2018 prohibits medical cannabis dispensaries in all zones.
- In order for non-medical (recreational) cannabis retail sales to be permitted in the Village of Pemberton, the Village will initiate a Zoning Amendment to permit non-medical (recreational) cannabis retail in the Town Centre Commercial (C-1) Zone, under certain Conditions of Use.
- A maximum of two (2) non-medical (recreational) cannabis retail businesses will be permitted to operate in the Town Centre Commercial (C-1) Zone at one time.

## 4. Conditions of Use - Distancing Requirements

- Locations for non-medical (recreational) cannabis retail businesses must be at least one hundred and fifty (150) meters away from the following public uses:
  - Community Centres and Youth Centres
  - Libraries
  - Licenced Daycares
  - Playgrounds and Playing Fields
  - Schools

- Skate Parks/Bike Parks and any other locations frequented by minors not including the Downtown Barn, Pioneer Park, Fougberg Park or the Pemberton & District Museum.
- A map showing the distancing requirements (buffers) is attached as **Appendix B**.

## 5. Conditions of Use - Operational Requirements

- A non-medical (recreational) cannabis retail business may operate between the hours of 9:00am and 9:00pm.
- A non-medical (recreational) cannabis retail business must install the following security/safety measures:
  - Video surveillance cameras that monitor all entrances and exits and the interior of the business premises. Video camera data collected shall be retained for at least twenty-one (21) days.
  - Certified Security and Fire Alarm systems that are operational and monitored at all times.
  - Air filtration and odour suppression systems that are operational at all times.
  - A minimum of two (2) employees onsite at all times.
  - Any other security measures deemed appropriate by referral agencies such as the RCMP, Village Fire Chief, Chief Building Official or their designate.

## 6. Business Licence Fee and Requirements

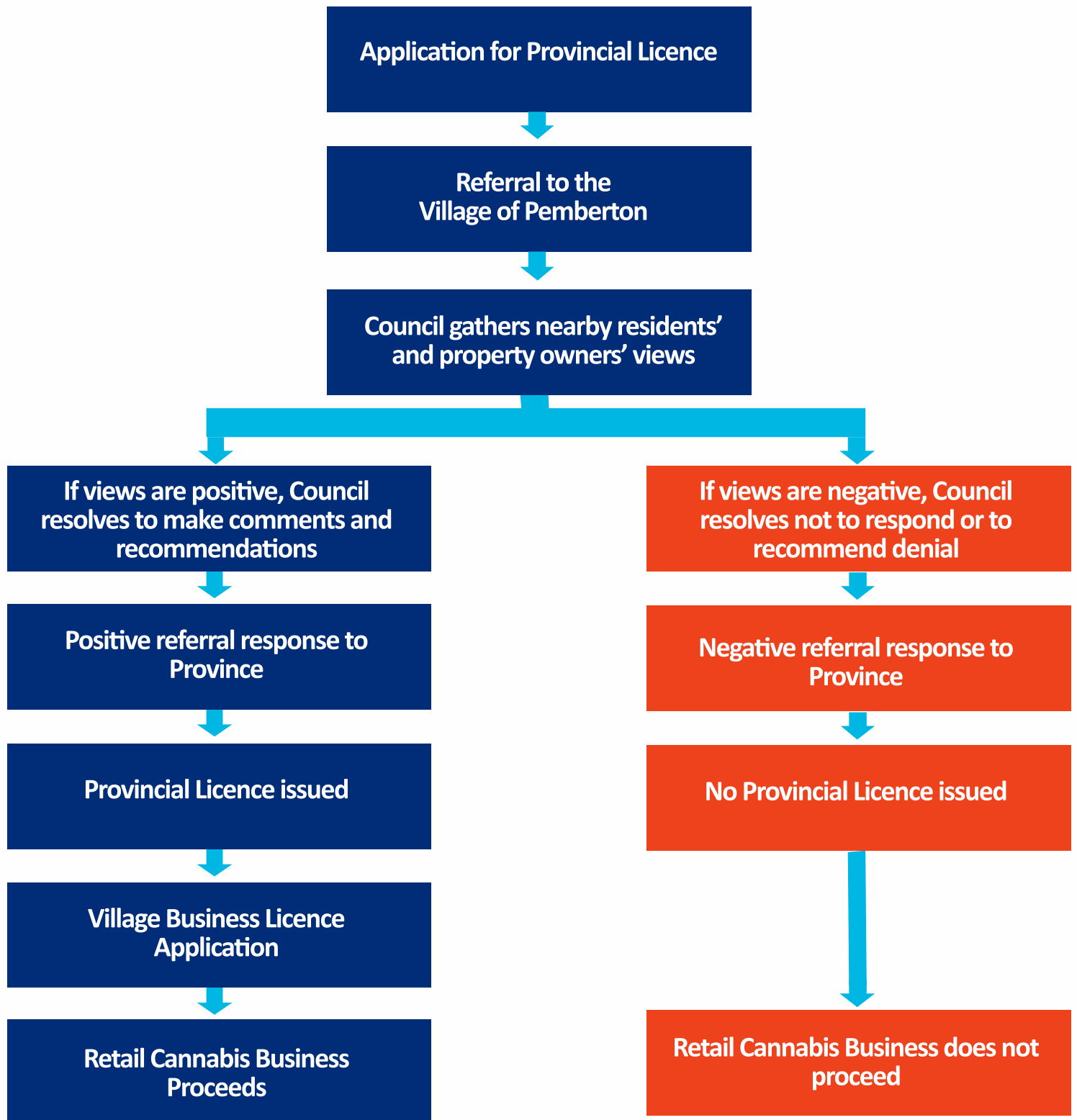
- A non-medical (recreational) cannabis retail business must obtain a Village of Pemberton Business Licence before operating their business.
- The annual fee for a Business Licence for a non-medical (recreational) cannabis retail business shall be established at a rate not less than \$1,500. Business Licences are renewed on January 1 of each calendar year and expire on December 31 of the same year.
- Business Licence requirements for non-medical (recreational) cannabis retail businesses shall be determined by the Village of Pemberton Business Licence Bylaw, as amended or replaced from time to time.
- Applicants must provide, at a minimum, the following documents upon submission of their business licence application:
  - Proof of Provincial Licence Issuance from the LCRB;
  - Proof of Completion of the LCRB Employee Training Program;
  - Security Plan;
  - Permission from the owner of the building, if the space is rented or leased.

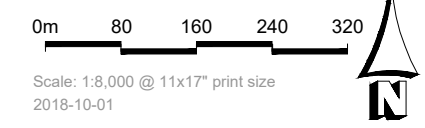
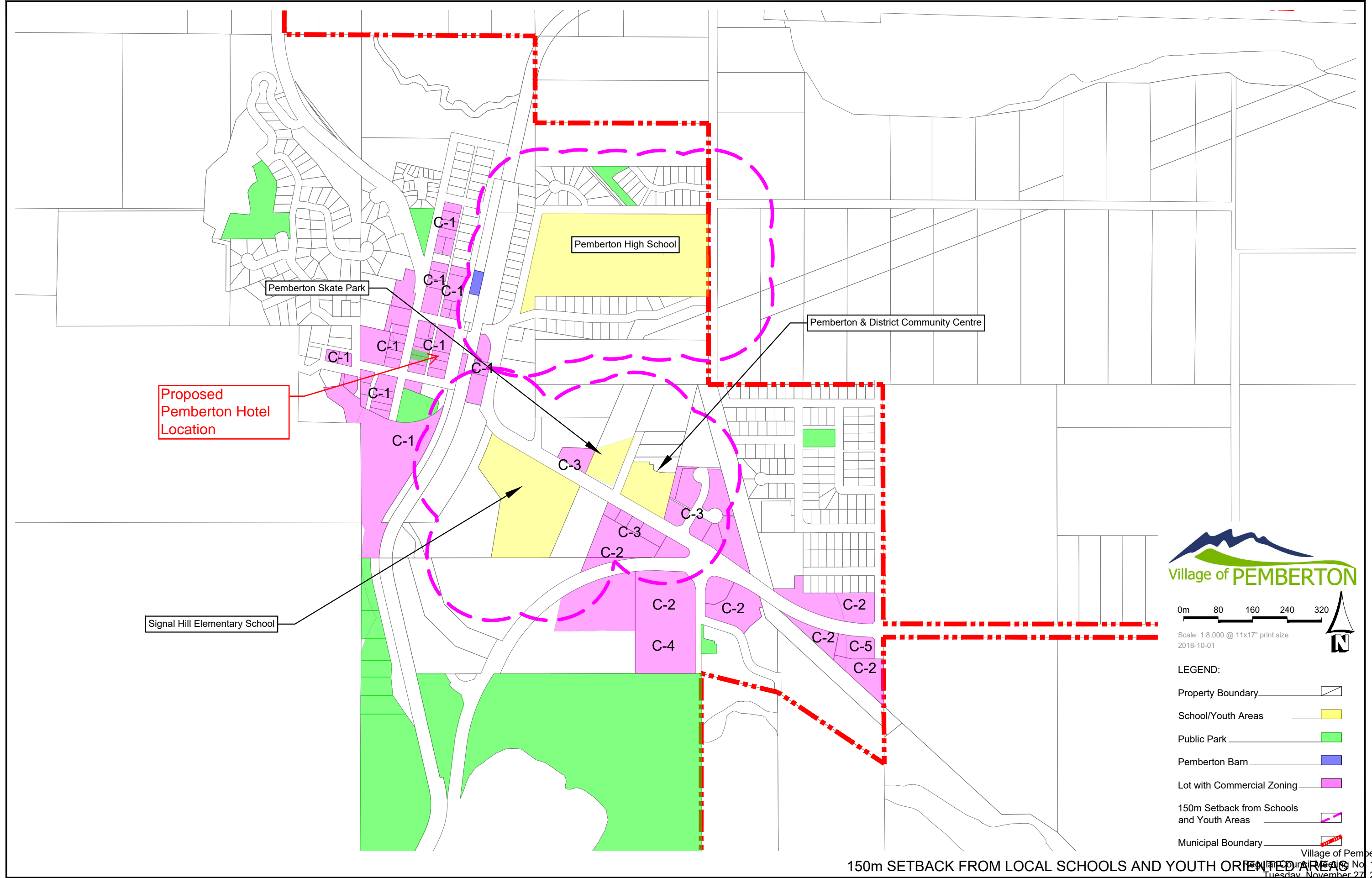
## 7. Signage

- Signage Requirements for non-medical (recreational) cannabis retail businesses shall be as determined by the Village of Pemberton Sign Bylaw, as amended or replaced from time to time.



# Non-Medical (Recreational) Cannabis Retail Licence Application Process





LEGEND:

Property Boundary	
School/Youth Areas	
Public Park	
Pemberton Barn	
Lot with Commercial Zoning	
150m Setback from Schools and Youth Areas	
Municipal Boundary	

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**Being a bylaw to amend the Village of Pemberton Zoning Bylaw No. 832, 2018**

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

**AND WHEREAS** the Council of the Village of Pemberton deems it desirable to permit Recreational Cannabis Retail Sales in its Town Centre Commercial (C-1) Zone;

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

**1.            CITATION**

This Bylaw may be cited as “Village of Pemberton Zoning Bylaw No. 832, 2018 Zoning Amendment (Cannabis, Retail) Bylaw No. 847, 2018”.

**2.            Village Zoning Bylaw No. 832, 2018 be amended as follows:**

a) Part 3: Definitions:

i.        by adding the following in correct alphabetical order:

“**Cannabis, Dispensary** means a use of buildings or structures, in which the use of cannabis for medicinal purposes is advocated, sold or consumed, and includes a Compassion Club.”

“**Cannabis, Retail** means a use of buildings or structures, licensed under provincial authority for the retail sale of non-medical (recreational) cannabis and/or non-medical (recreational) cannabis containing products for consumption off-premises.”

b) Section 15.1. Commercial, Town Centre (C-1)

i.        By adding ‘**Cannabis, Retail**’ to the list of Permitted Principal Uses in 15.1.1., as (c) and re-lettering all subsequent uses.

ii.       By adding the following Conditions of Use relevant to **Cannabis, Retail**:

(a) **Cannabis, Retail** is not permitted within one hundred and fifty (150) metres of the nearest property line of a site containing a School, Community Centre, Library,

Daycare, Skate Park, BMX Track or other youth-oriented facility.  
(b) Not more than two (2) **Cannabis, Retail** uses will be permitted at any one time.

**READ A FIRST TIME** this 2nd day of October, 2018.

**READ A SECOND TIME** this 2nd day of October, 2018.

**NOTICE OF PUBLIC HEARING for Village of Pemberton Zoning Bylaw No. 832, 2018, Amendment (Cannabis, Retail) Bylaw No. 847, 2018 PUBLISHED IN THE Pique Newsmagazine** on this 4th day of October, 2018 and on this 11th day of October, 2018.

**PUBLIC HEARING HELD** this 16th day of October, 2018.

**READ A THIRD TIME** this 16th day of October, 2018.

**ADOPTED** this 16th day of October, 2018.

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Mayor  
Mike Richman

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Corporate Officer  
Sheena Fraser



# Village of Pemberton

## Council Consideration of Support for a Cannabis Retail Store Licence

Notice is hereby given in accordance with the *Village of Pemberton Non-Medical (Recreational) Cannabis Retail Policy* that Council will consider support for a Cannabis Retail Store Licence in the Town Centre Commercial (C-1) Zone at the Regular Council Meeting scheduled for **Tuesday, November 27th commencing at 9am in Council Chambers, 7400 Prospect Street, Pemberton, BC.**

### Meeting to Consider Application

Tuesday, November 27th  
9am  
Council Chambers  
7400 Prospect Street  
Pemberton BC

### Public Welcome

#### What is the proposed location and operating hours?

The Applicant, Bison Group Management Ltd., has applied to the Liquor and Cannabis Regulation Branch (LCRB) for a Non-Medical Cannabis Retail Store (CRS) licence proposed to be located in the Pemberton Hotel at 7423 Frontier Street, Pemberton, BC. The proposed operating hours will be 9:00am to 9:00pm, as per the *Non-Medical (Recreational) Cannabis Retail Policy*.

#### How can I provide feedback ?

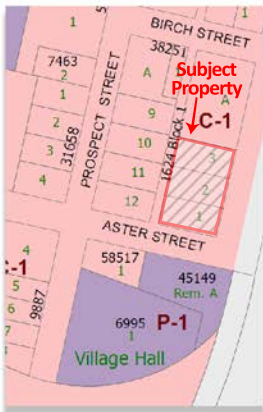
You may provide comment in-person at the meeting in which the application is being considered, or you may provide a written submission to the attention of Lisa Pedrini, Senior Planner via email: [lpedrini@pemberton.ca](mailto:lpedrini@pemberton.ca) or via mail/in-person: Box 100, 7400 Prospect Street, Pemberton, BC V0N 2L0 prior to noon, Monday, November 26th, 2018.

#### How do I get more info?

A copy of relevant documents and the application under consideration may be inspected at the Village of Pemberton Office, 7400 Prospect Street from Thursday, November 15th to Monday, November 26th during regular office hours (8:30am – 4:30pm), Monday through Friday and also online at [www.pemberton.ca](http://www.pemberton.ca). For more information contact Lisa Pedrini, Senior Planner at [604-894-6135](tel:604-894-6135) or [lpedrini@pemberton.ca](mailto:lpedrini@pemberton.ca). Regular Council Meeting No. 1482

Tuesday, November 27, 2018

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**Date:** November 27, 2018  
**To:** Nikki Gilmore, Chief Administrative Officer  
**From:** Gwendolyn Kennedy, Legislative Assistant  
**Subject:** Smoking Regulation Bylaw No. 848, 2018

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### **PURPOSE**

The purpose of this report is to introduce Smoking Regulation Bylaw No. 848, 2018 for First, Second and Third Readings (**Appendix A**).

### **BACKGROUND**

At Regular Council Meeting No. 1478, held Tuesday, October 16, 2018, Council adopted Smoking Regulation Bylaw No. 843, 2018. However, due to a procedural error, the bylaw was not deposited with the Ministry of Health prior to adoption as is required under section 9 (spheres of concurrent authority) of the *Community Charter*. Thus, Smoking Regulation Bylaw No. 843, 2018 must be repealed and a new bylaw adopted in its place.

### **DISCUSSION & COMMENTS**

For purposes of expediency, Smoking Regulation Bylaw No. 848, 2018, is identical to the bylaw it repeals. The Staff report outlining the changes and updates made to the Smoking Regulations Bylaw as presented at the Regular Meeting on October 2, 2018 is attached as **Appendix B**.

The purpose of this bylaw is to ensure that smoking regulations in Pemberton apply equally to vapour products, cannabis and tobacco smoking, and that these regulations reflect the Village's strategic priorities and commitment to and support for a healthy environment and positive role modelling while also addressing issues of fire safety and littering.

With the introduction of the new Smoking Regulations Bylaw, there will be a need to amend the Municipal Ticket Information Utilization Bylaw No. 845, 2018 as well. However, given it may take a bit of time before the Smoking Regulations Bylaw can be brought back for adoption due to the concurrent authority requirement a Municipal Ticket Information Utilization (MTIU) amendment will come forward at a later date.

### **COMMUNICATIONS**

There are no communications elements required at this time.

### **LEGAL CONSIDERATIONS**

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

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

Review by Staff of regularly used bylaws is a component of the day to day operations of the Village. Preparation of this bylaw was done in-house.

### **INTERDEPARTMENTAL IMPACT & APPROVAL**

There are no interdepartmental impacts or approvals required.

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

There are no impacts on the region or neighbouring jurisdictions.

### **ALTERNATIVE OPTIONS**

There are no alternatives for consideration at this time.

### **POTENTIAL GOVERNANCE CONSIDERATIONS**

The amendment of the Smoking Regulation Bylaw falls within Village's Strategic Priority Four: Social Responsibility whereby the Village strives to create a strong and vibrant community recognizing the importance and benefits of both healthy and engaged citizens as well as an accessible and well managed natural environment.

### **RECOMMENDATIONS**

**THAT** Smoking Regulations Bylaw No. 848, 2018 receive First, Second and Third Readings.

### **Attachments:**

Appendix A: Smoking Regulation Bylaw No. 848, 2018

Appendix B: Report to Council, dated October 2, 2018

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

# APPENDIX A

## VILLAGE OF PEMBERTON

### BYLAW No. 848, 2018

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#### Being a bylaw to regulate smoking in the Village of Pemberton

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**WHEREAS** it has been determined that second-hand smoke is a health hazard and nuisance for many inhabitants of and visitors to the Village of Pemberton;

**AND WHEREAS** the Village of Pemberton has satisfied the preconditions to adopting this Bylaw set out in the *Public Health Bylaws Regulation including amendments up to B.C. Reg. 255/2016, and any amendments or replacements thereof*;

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

#### **PART 1: CITATION**

1.1. This Bylaw may be cited as “Village of Pemberton Smoking Regulation Bylaw No. 848, 2018.”

#### **PART 2: DEFINITIONS**

2.1. In this Bylaw:

*Bank* includes credit union, trust company, savings or loan company or other financial institution;

*Building* means a structure fully or substantially enclosed with walls and/or roofs, and used for the shelter or accommodation of persons, animals, chattels or things or any combination thereof;

*Bylaw enforcement officer* means a person appointed to that position for the Village by the Chief Administrative Officer.

*Common area* includes, but is not limited to, lobbies, foyers, stairwells, elevators, corridors, cloakrooms, washrooms, food fair seating areas, and other public areas of a *Building*;

*Food service establishment* means any place of business where food intended for public consumption is sold, offered for sale, supplied, handled, prepared, packaged, displayed, served, processed, stored,



transported or dispensed, and includes a patio used in conjunction with that place;

*Fully or substantially enclosed* means a *Building* or structure, vehicle or any other place having a roof or other covering where more than 50% of the wall space is enclosed by any material that does not permit air to flow easily through it.

*Licensed establishment* means any establishment licensed under the provisions of the *Liquor Control & Licensing Act*.

*Outdoor customer service area* means a part of private or public property located immediately outside of a restaurant, retail food service, neighbourhood public house or licensed lounge whether partially enclosed or unenclosed, including a balcony, patio, yard, or sidewalk that is connected to or associated with a Business or use in a *Building* or *Premises* that includes the service of food or beverages, which may include alcoholic drinks, to customers or other persons for consumption on site;

*Outdoor venue* means a place that is not *fully or substantially enclosed* and is used for the assembly of persons for such purposes as worship, entertainment, recreation, business or amusement;

*Personal services establishment* means a place of business in which a person provides a service to or on the body of another person, and includes, but is not limited to a barber shop, beauty parlour, health spa, massage parlour, tattoo shop, sauna and steam bath;

*Place of public assembly* means a *building* or *structure* used for the assembly of persons for such purposes as worship, entertainment, recreation, business or amusement;

*Premises* means a portion of a *Building* of which a person has exclusive possession;

*Responsible person* means a person who owns, controls, manages, supervises, operates, or holds:

- (a) *A business* or other use that occupies all or substantially all of a *building*;
- (b) *A business* or other use that occupies a *premises*;
- (c) *A business*;

- (d) An *outdoor service area*;
- (e) A *common area*;
- (f) An *outdoor venue*;
- (g) A *vehicle for hire*; or
- (h) A permit for any outdoor public event or activity that the Municipality has authorized by the issuance of a permit and to which this Bylaw applies,
- (i) And, in respect of a *common area*, includes a strata corporation or cooperative association;

*Retail establishment* means a *Building, Structure*, or other place where goods or services are exposed or offered for sale by retail;

*School property* means property that is:

- (a) owned or leased by, or operated under the authority of, a board established under the *School Act* or the *Independent School Act*, and
- (b) used for the purposes of delivering educational programs or other learning programs,

and includes real property and improvements;

*Smoke* or *smoking* means to inhale or exhale smoke or vapour from or burn or carry a lighted cigar, cigarette, pipe, vaporizer, electronic cigarette or other lighted or activated smoking equipment that burns or vapourizes tobacco, cannabis or other weed or substance but does not apply to the ceremonial use of tobacco in connection with a traditional aboriginal cultural activity.

*Sporting event* means an organized athletic competition.

*Structure* includes part of a structure;

*Village* means Village of Pemberton.

### **PART 3: AREAS OF SMOKING PROHIBITION**

#### **3.1. Responsible Person Obligations**

- a) The *responsible person* of any of the following:

- i. a *retail establishment*;
- ii. a *personal services establishment*;
- iii. a *bank*;
- iv. a hospital or health clinic;
- v. a *food service establishment*;
- vi. a taxicab or a public bus;
- vii. a *place of public assembly*;
- viii. a billiard or pool hall;
- ix. a *licenced establishment*;
- x. any other *building, structure*, vehicle, place or area that is *fully or substantially enclosed* and:
  - (a) is a place to which the public is ordinarily invited or permitted access, either expressly or by implication, whether or not a fee is charged for entry, or
  - (b) is a prescribed place under the *Tobacco and Vapour Products Control Act (B.C.)*

must not cause, permit or allow a person to *smoke* while within any such *building, structure*, vehicle, place, or area.

- b) The *responsible person* of any of the following:
- i. a *retail establishment*;
  - ii. a *personal services establishment*;
  - iii. a *bank*;
  - iv. a hospital or health clinic;
  - v. a *food service establishment*;
  - vi. a *place of public assembly*;

- vii. a billiard or pool hall;
- viii. a *licenced establishment*;
- ix. any other *building, structure*, vehicle, place or area that is *fully or substantially enclosed* and:
  - (a) is a place to which the public is ordinarily invited or permitted access, either expressly or by implication, whether or not a fee is charged for entry, or
  - (b) is a prescribed place under the *Tobacco and Vapour Products Control Act (B.C.)*,

must not cause, permit or allow a person to *smoke* within six (6) metres from a doorway, window or air intake of the *building, structure, place, or area*.

### **3.2. Recreational Areas, Transit Shelters and School Property**

- a) No person shall light a cigarette, cigar, pipe or other smoking equipment, *smoke*, or use tobacco or cannabis in any other manner in, at, on or within 25 metres of any of the following:
  - i. an *outdoor venue*;
  - ii. a playground;
  - iii. a playing field;
  - iv. a place at which a *sporting event* is occurring;
  - v. a transit shelter;
  - vi. *school property*
- b) *Smoking* is prohibited in all locations in the Village of Pemberton Zoned P-1 (Public), PR-1 (Parks and Recreation), OR-1 (Outdoor Recreation) and E-1 (Education) as per Zoning Bylaw No. 832, 2018 and any amendments and replacements thereof.

#### **PART 4: SIGN REQUIREMENTS**

- 4.1. A *responsible person* shall, in respect of the *building, premises, outdoor customer service area, common area, vehicle for hire* or outdoor public event which he or she owns, controls, manages or supervises, post a sign that:
- b) is prominently displayed and maintained at the applicable location;
  - c) if the sign is posted by a door, window or air intake of a building, structure, place or area that is fully or substantially enclosed, contains the text “No Smoking within 6 Metres” in capital or lower case letters or a combination of both;
  - d) In respect of a place that is not fully or substantially enclosed, or in respect of a vehicle, contains the text “No Smoking” in capital or lower case letters or a combination of both.
  - e) Consists consist of two contrasting colours, except that if the lettering is on a clear panel, the lettering must contrast to the background colour;
  - f) includes the text “Village of Pemberton Smoking Regulation Bylaw No. 843, 2018” and “Maximum Penalty \$10,000” in letters of not less than one (1) centimetre in height.
- 4.2. A person must not remove, alter, conceal, deface or destroy any sign required under this Bylaw.

#### **PART 5: POWER TO INSPECT**

- 5.1. A *bylaw enforcement officer* has the right of entry and may enter at all reasonable hours onto any land or into any *building* to which this Bylaw applies in order to ascertain whether the provisions of this Bylaw are being complied with.

#### **PART 6: OBSTRUCTION**

- 6.1. A person must not interfere with, delay, obstruct or impede a *bylaw enforcement officer* or designate or other person lawfully authorized to enforce this Bylaw in the performance of duties under this Bylaw.

## **PART 7: OFFENSE, PENALTIES AND ENFORCEMENT**

7.1. In respect of this Bylaw:

- a) Every person who violates a provision of this Bylaw, or who neglects to or refrains from doing anything required to be done by a provision of this Bylaw, is guilty of an offence and is liable to the penalties imposed under this Bylaw or any other applicable bylaw of the municipality, and is guilty of a separate offence each day that a violation continues to exist.
- b) Any person who contravenes any of the provisions of this Bylaw commits an offence punishable upon summary conviction and is liable to a fine of not more than \$10,000.00 or to imprisonment for not more than six months or to both. Each day that an offence continues shall constitute a separate offence.
- c) Pursuant to Section 264 of the *Community Charter*, S.B.C. Chapter 26, this Bylaw may be enforced by means of a ticket issued pursuant to the Village of Pemberton Municipal Ticket Information Utilization Bylaw as replaced or amended from time to time.

## **PART 8: SCHEDULES**

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

Schedule "A" - Fines

## **PART 9: SEVERABILITY**

9.1. If any section or lesser portion of this Bylaw is held to be invalid by a court of competent jurisdiction, such invalidity shall not affect the remaining portions of the Bylaw.

## **PART 10: REPEAL**

10.1. Village of Pemberton "Smoking Regulation Bylaw No. 843, 2018" is hereby repealed.

## **PART 11: EFFECTIVE DATE**

11.1. This Bylaw comes into force the day it is adopted.

**READ A FIRST TIME** this \_\_\_\_ day of \_\_\_\_\_, 2018.

**READ A SECOND TIME** this \_\_\_\_ day of \_\_\_\_\_, 2018.

**READ A THIRD TIME** this \_\_\_\_ day of \_\_\_\_\_, 2018.

**DEPOSITED** with the Minister of Health this \_\_\_\_ day of \_\_\_\_\_, 2018.

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

---

Mike Richman  
Mayor

---

Sheena Fraser  
Corporate Officer

**SCHEDULE "A"**

**SMOKING OFFENCE PENALTIES**

<b>Bylaw Section</b>	<b>Description</b>	<b>Penalty</b>
3.1 & 3.2	Areas of Smoking Prohibition (Personal)	\$100.00
3.1 & 3.2	Areas of Smoking Prohibition (Responsible Person)	\$200.00
4.1	Sign Requirements	\$100.00
4.2	Remove or deface Sign	\$100.00
6.1	Interfere with or Obstruct Enforcement Officer	\$300.00



**Date:** October 2, 2018

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

**From:** Sheena Fraser, Manager of Corporate & Legislative Services

**Subject:** Smoking Regulation Bylaw No. 843, 2018

---

### **PURPOSE**

The purpose of this report is to introduce Smoking Regulation Bylaw No. 843, 2018 for First, Second and Third Readings (**Appendix A**).

### **BACKGROUND**

With the recent increase in the use of vaping products, the federal government and provincial governments have amended smoking regulations to apply to these products. The new *Tobacco and Vapour Products Control Act* and associated Regulations, released in July 2016, regulating the sale, display, promotion and use of tobacco products in British Columbia, now include vapour products. Bill S-5, the *Non-Smokers Health Act*, which applies to federal workplaces and certain modes of transportation, was amended on May 23, 2018 to broaden the definition of smoking to include the use of any vaping product.

On October 17, 2018, Bill C-45, the *Cannabis Act* will come into effect, bringing new challenges to municipal smoking regulation. Under the *Act*, adult Canadians will be able to legally grow, purchase and use a limited quantity of cannabis. Municipalities need to ensure that smoking regulations apply to all forms of smoking that will be encountered in their jurisdictions.

In response to provincial and federal changes, the Canadian Cancer Society published a report in July 2016 outlining recommendations for municipalities to limit second hand smoke damages through bylaw creation and amendments that comply with the new legislation. The recommendations are intended to prevent smoking from becoming re-normalized and undermining years of tobacco control efforts.

The purpose of this bylaw is to ensure that smoking regulations in Pemberton apply equally to vapour products, cannabis and tobacco smoking, and that these regulations reflect the Village's strategic priorities and commitment to and support for a healthy environment and positive role modelling while also addressing issues of fire safety and littering.

### **DISCUSSION & COMMENTS**

In consultation with Vancouver Coastal Health's Regional Tobacco Reduction program, Staff have drafted the Smoking Regulation Bylaw No. 843, 2018 to reflect the changes made by the provincial government. The new Bylaw remains substantially the same as the current Village of Pemberton Smoking Regulation Bylaw No. 637, 2009, with the updates as described below.

### **Definitions**

The definition of *Smoke* and *Smoking* has been updated to include vapourizers, electronic cigarettes, activated smoking equipment and cannabis to comply with the *Tobacco and Vapour Products Control Act*.

The term *responsible person* replaces *operator* as *responsible person* is a broader term that includes both *operators* and *owners*.

Other definitions have been updated for clarity or to align with the *Tobacco and Vapour Products Control Act*.

### **Areas of Smoking Prohibition**

In Section 3.1. (b), the buffer zone for smoking proximity to a doorway, window or air intake of a building, structure or area remains at six (6) meters as per the *Tobacco and Vapour Products Control Regulation* subsection 2.3 (2) (**Appendix B**). However, as the Canadian Cancer Society's Smoke and Vape-Free Outdoor Public Places Proposal recommends that municipalities require a buffer zone of 7.5 to 9 metres, Council may wish to take this opportunity to increase the buffer zone to align with the Canadian Cancer Society's recommendations.

The buffer zone for outdoor venues, playgrounds, playing fields, sporting events, transit shelters and school property remains the same at twenty-five (25) metres (Section 3.2) and is also reflected with the inclusion of section 3.2 (b) which refers to the Village Zoning Bylaw 832, 2018 to provide for certainty, related to use.

### **Recreational Areas, Transit Shelters and School Property**

Section 3.2 (a) of the Bylaw maintains the smoking prohibitions established by Smoking Regulation Bylaw No. 637, 2009, and aligns with the recommendations of the Canadian Cancer Society.

### **Zones**

Zones for prohibition of smoking have been updated to align with Zoning Bylaw No. 832, 2018 (Section 3.2. (b)).

### **Sign Requirements**

Section 4.1 (g) has been updated to show the new Bylaw number.

### **Penalties**

Schedule "A", Smoking Offense Penalties, has been added and fines have been raised to align with other municipalities. An offense by an individual will result in a \$100 fine, while an offense by a responsible person will result in a \$200 fine. The intention is to seek compliance through education and to enforce by fine only in cases where education fails to achieve compliance.

Enforcement of the bylaw by fine is complicated by the difficulty of identifying violators. However, the intention of the fine schedule is to provide the Village with the necessary tools to address repeat offenders, such as an employee who habitually smokes close to a window or air intake, or a business owner who permits clients to smoke on the premises. In cases such as these, the employer or business owner, as the responsible person, would receive the ticket or bylaw notice. As noted above, the Village's first approach is to provide notification with an aim to ensure the violator is aware and understands the regulations.

It is expected that the implementation of the new bylaw will further showcase the Village of Pemberton's commitment to a smoke safe community. The Village will continue to enforce on a complaint basis and will focus on education over enforcement. This bylaw will require concurrent authority approval by the Ministry of Health before it can be adopted.

### ***Designated Smoking Areas***

There continues to be no provision in the proposed bylaw for the establishment of designated smoking areas. If Council wishes to consider this provision, Staff recommends undertaking community engagement to determine if the community is amenable to the establishment of designated smoking areas and, if so, where they could be located. If Council determines that smoking areas should be designated, a bylaw amendment would be prepared for consideration by Council.

### **COMMUNICATIONS**

In 2009, the Village supported education regarding the implementation of the Smoking Regulation Bylaw by providing to businesses stickers and tent cards for placement at suitable locations and signage in public spaces such as parks. These signs, stickers and tent cards are outdated and should be updated and replaced with signs citing the new Smoking Regulation Bylaw No. 843, 2018.

The Village will also provide notification to the public of the new bylaw through the Village website, Facebook page and in the ENEWS as required.

### **LEGAL CONSIDERATIONS**

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

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

Review by Staff of regularly used bylaws is a component of the day to day operations of the Village. Preparation of this amending bylaw was done in-house.

There will be some costs associated with updating signage and this can be accommodated in the budget as may be required.

### **INTERDEPARTMENTAL IMPACT & APPROVAL**

There are no interdepartmental impacts or approvals required.

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

There are no impacts on the region or neighbouring jurisdictions.

### **ALTERNATIVE OPTIONS**

There are no alternatives for consideration at this time.

### **POTENTIAL GOVERNANCE CONSIDERATIONS**

The amendment of the Smoking Regulation Bylaw falls within Village's Strategic Priority Four: Social Responsibility whereby the Village strives to create a strong and vibrant community recognizing the importance and benefits of both healthy and engaged citizens as well as an accessible and well managed natural environment.

### **RECOMMENDATIONS**

**THAT** Smoking Regulations Amendment Bylaw No. 843, 2018 receive First, Second and Third Readings.

### **Attachments:**

Appendix A – Smoking Regulation Bylaw No. 843, 2018

Appendix B –Tobacco and Vapour Products Control Regulation, subsection 4.22

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

Friday, July 27th, 2018

ATTN: Village of Pemberton and Resort Municipality of Whistler Mayors and Councils,

**Support for Instituting a handyDART Bus for Whistler and Pemberton**

The Better at Home program provides assistance to seniors in the Sea to Sky Corridor with non-medical services such as housekeeping, grocery shopping, transportation to medical appointments, etc. The program is funded by the Province of British Columbia through the United Way and administered by Sea to Sky Community Services.

Through Better at Home's volunteer based transportation services, we have become acutely aware of the increasing local and long distance transportation needs for seniors. We are not able to fill all of these needs and have had to rely on referrals to other services. We regularly refer to the Squamish handyDART service.

The Taxi Supplement programs in Pemberton and Whistler are no longer running. Pemberton and Whistler's seniors population growth has led to an increased handyDART need. In the recent Seniors Advocate report titled *Seniors Transportation; Affordable, Appropriate and Available (May 2018)* recommendations include "Continued efforts need to be made for increasing the availability of HandyDART services. Priority should be given to the 6 transit systems with no HandyDART ..." and "All British Columbians regardless of where they live should have access to Taxi Saver vouchers if they qualify." In order to get all of our seniors and community members with special needs to programming and services that are vital to their sense of independence and community, we must provide accessible and reliable transportation services.

We are advocating for a shared handyDART service operating in and between the communities of Pemberton and Whistler as well as a Taxi Supplement or Taxi Saver Program to enhance the current transit system.

Thank you for your interest in improving the lives of our more vulnerable community members and augmenting handyDART services in the Corridor. Please contact me if you have questions or would like more information.

Sincerely,

Karen Clarke, Better at Home Coordinator on behalf of the **Better at Home Advisory Committee**  
604-892-5796 ext. 272 or [karen.clarke@sscs.ca](mailto:karen.clarke@sscs.ca)

CC: Jordan Sturdy, MLA West Vancouver – Sea to Sky  
Pamela Goldsmith-Jones, MP West Vancouver – Sunshine Coast – Sea to Sky Country



**LEGISLATIVE ASSEMBLY**  
of BRITISH COLUMBIA

Jordan Sturdy MLA West Vancouver - Sea to Sky

October 29, 2018

Ashok Bhatti  
Regional Director  
South Coast Region  
Ministry of Transportation and Infrastructure  
Province of British Columbia

Sent by Email: Ashok.Bhatti@gov.bc.ca

Dear Ashok

**Re: Highway 99 Speed Signs - One Mile Lake Park, Pemberton**

This letter is to formalize consideration of a change to the location of speed limit signs in Pemberton along the Sea to Sky Highway 99 south of One Mile Lake Park. I've spoken to you and Thomas about this in the past and was hoping to advance this measure to enhance road safety for pedestrians and drivers, residents and visitors to Pemberton.

Speed limit signs are currently located adjacent to the One Mile Lake Park turnoff. If a driver is Northbound the 90 to 60 km sign is located very near the parking lot entrance. Slowing drivers at the top of the hill in advance of the parking lot entrance would make park access safer.

Southbound the 60 to 90km sign is in the same location so people begin to accelerate as soon as the sign comes into their vision, again right adjacent to the park entrance. If the change in speed was moved to the top of the hill to the south it would have people going past the park and the turnoff into the parking lot at a more moderate speed and only then would drivers begin to accelerate.

Ashok, I appreciate the work that your team does to make the Sea to Sky Highway as safe as possible. I believe these proposed changes to sign locations could positively support safer outcomes and likely reduce GHG emissions at the same time. I look forward to learning how we can action this item.

Sincerely,

Jordan Sturdy, MLA  
West Vancouver - Sea to Sky

c.c. Honourable Claire Trevena, Minister of Transportation and Infrastructure  
c.c. Thomas Chhun, District Manager, Lower Mainland District, South Coast Region  
c.c. Mayor Mike Richman, Village of Pemberton  
c.c. Nikki Gilmore, CAO, Village of Pemberton

**RECEIVED**

OCT 29 2018

VILLAGE OF PEMBERTON

**West Vancouver - Sea to Sky Constituency Office**

6650 Royal Avenue  
West Vancouver BC V7W 2B8  
T 604-922-1153 F 604-922-1167  
jordan.sturdy.mla@leg.bc.ca

**Legislative Office**

Room 201 Parliament Buildings  
Victoria BC V8V 1X4  
T 250-387-3445 F 250-387-9100

Village of Pemberton  
Regular Council Meeting No. 1482  
Tuesday, November 27, 2018  
118 of 160



November 12, 2018

**RE: 2019 Winterfest Request**

Dear Mayor & Council

The Spirit of BC, Pemberton Committee is once again planning and preparing for the community's Winterfest Celebrations. December 31, 2018 will mark Pemberton's 14<sup>th</sup> year of Winterfest!

First off, we'd like to thank you for your ongoing support of this event!

Based on the high attendance and success of last year's event, we've decided to once again host a New Year's Winterfest Celebration to celebrate the end of 2018 and kick-off 2019!

As in previous years, 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. In past years, we have seen approximately 150 community members participate in the many events and last year we saw over 250 participants throughout the course of the event. This year, we are hoping to further increase attendance with the new line-up of events we have planned.

We are working to plan pop-up events (Much Music Video Dance) & should Mother Nature & the weather cooperate, hopefully some activities at One Mile Lake.

Of course we will inform the Village of any additional activities that we plan.

This year's Winterfest activities are planned to take place at the Community Centre from @ 2-8:00pm

As in previous years, the fireworks are very popular, well attended & a highlight of the event.

We would like to invite the Pemberton Fire Department to execute this facet of the evening at Signal Hill once again at @ 8pm.

We would like to propose providing the fireworks at our cost as we did last year & years prior.

We are also hopeful & would like to request that the Village/Fire Dept present the fireworks under your insurance if at all possible, as this activity alone increases the event cost significantly.

We are hoping that not unlike Halloween that the Village/Fire Dept can present the fireworks as a celebration of 2018/19 New Year's Eve.

We look forward to a prompt & positive reply.

Any questions, or if you would like to discuss, please reach out.

Regards,

James Linklater on behalf of the Winterfest Committee.



You can also contact our Winterfest Chair at [carlee@pocketfulproductions.com](mailto:carlee@pocketfulproductions.com).



**From:** Jaye-Jay Berggren <[jaye-jay@seatoskysoils.com](mailto:jaye-jay@seatoskysoils.com)>  
**Subject: Re: Organics Infrastructure Program**  
**Date:** November 20, 2018 at 2:51:08 PM PST  
**To:** <[mrichman@pemberton.ca](mailto:mrichman@pemberton.ca)>  
**Cc:** Scott Kerr <[scott@seatoskysoils.com](mailto:scott@seatoskysoils.com)>

Hi Mike,

Thanks for returning my call today. As briefly discussed, please find some info associated with the Organic Infrastructure program below.

Funding is available jointly from the Federal and Provincial Governments. It is designed specifically for organic waste management (Organic Infrastructure Program) and we feel this program could really benefit our region. If we are awarded this funding, will mean that Sea to Sky Soils will construct additional processing capacity to serve the region - as more organics diversion programs roll out. For example, Pemberton does not currently divert organics from the waste stream, yet this has been identified in the SLRD SWMP (Solid Waste Management Plan) as an opportunity to reduce landfill waste. As time goes on, this becomes more important and a way to reduce the costs and the negative impacts associated with our waste management.

[Organic Infrastructure Program Link](#)

At this stage we are wondering if you would support the project? If so, you will be listed as a partner for the Expression of Interest submission. The SLRD will be taking the lead. If that submission is accepted, we will be working on a detailed proposal submission early in 2019.

***It is important to understand that we are not, nor will we, ask for staff time or financial assistance.***

Please let me know if you have any questions.

Kind regards,

Jaye-Jay Berggren

[jaye-jay@seatoskysoils.com](mailto:jaye-jay@seatoskysoils.com)

Funded in part by:  
Financé en partie par :

Canada



# Organics Infrastructure Program

Guide for submitting an Expression of Interest

Ministry of Environment and Climate Change Strategy



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## Introduction

Welcome to British Columbia's Guide for Submitting an Expression of Interest for the Organics Infrastructure Program. This Guide is intended for use by potential applicants who wish to submit an Expression of Interest.

## Background

The volume of organic waste is increasing with population growth and agricultural activity in the Province of British Columbia. Organic wastes represent approximately 40% of material sent to landfills in the Province, and account for 7.5% of British Columbia's greenhouse gas (GHG) emissions.

There is a need to divert organic waste from landfills to: reduce GHG emissions, prolong landfill lifespans, and reduce water quality contamination associated with over-application of agricultural wastes.

Within the Province of BC, a lack of organic processing infrastructure is hindering diversion of waste from landfills. The quantity of source separated organics is expected to increase in BC over time, and processing capacity needs to increase accordingly to handle these materials. Providing funding to develop additional organics processing infrastructure represents an opportunity to: increase the diversion of organic waste from landfills; reduce greenhouse gas emissions, specifically methane; and prolong the life of existing landfills.

The Ministry of Environment and Climate Change Strategy (ENV) continues to work towards the provincial target of achieving an average municipal solid waste disposal rate of 350 kg/capita, as well as the target of 75% of BC's population being covered by organic waste disposal restrictions on landfilling of municipal organic wastes by 2020. Restrictions to organics disposal will divert organic waste to alternative management options, including projects covered by this funding.

The funding will support infrastructure projects that process municipal and agricultural organic wastes for beneficial re-use. The funding can be used for infrastructure projects that will divert unprocessed municipal organic waste from landfills (thereby reducing GHGs), and reduce over-application of agricultural organics. The program will provide funding support to local governments (who will act as the receiver), through a merit-based application process. Indigenous

peoples and private companies will be able to participate in the program as partners with local governments to develop organics processing facilities.

From a life-cycle perspective, diverting and re-purposing organic waste results in benefits including: reduction in GHGs; increased use of organic waste as a resource; reduced water quality contamination from over-application of agricultural wastes; prolonging landfill life; and the creation of green jobs. It also sets the stage for future economic opportunities through beneficial re-uses, such as compost production, and biogas production through anaerobic digestion.

## Acronyms

AD	anaerobic digestion
AWCR	Agricultural Waste Control Regulation, B.C. Reg. 131/92
BGM	biosolids growing medium
EMA	Environmental Management Act, S.B.C. 2003, c 53
ENV	Ministry of Environment and Climate Change Strategy
EOI	Expression of Interest
GHG	greenhouse gas
LCEF	Low Carbon Economy Fund
LCELF	Low Carbon Economy Leadership Fund
OIP	Organics Infrastructure Program
OMRR	Organic Matter Recycling Regulation, B.C. Reg. 18/2002
SWMP	Solid Waste Management Plan

## Definitions

Several of the definitions in this document are taken from the Environmental Management Act or its regulations [identified in square brackets]. Other definitions have been developed for the purposes of the Organics Infrastructure Program only.

**Agricultural waste [Organic Matter Recycling Regulation, B.C. Reg. 18/2002]:**

Agricultural waste that is subject to the Code attached to the Agricultural Waste Control Regulation, B.C. Reg. 131/92, but does not include:

- (a) human or animal food waste that is diverted from residential, commercial or institutional sources,
- (b) waste materials derived from non-agricultural operations, or
- (c) wood waste derived from land clearing, construction or demolition.

**Aerobic organics processing facility:** a facility that processes organic waste into compost and whose processing methodology occurs in the presence of oxygen

**Anaerobic digester:** a system whereby organic waste breaks down in the absence of oxygen

**Anaerobic digestion:** the breakdown of organics into digestate in the absence of oxygen

**Biogas:** renewably sourced gas that is produced through anaerobic digestion

**Biosolids:** stabilized municipal sewage sludge, i.e., Class A or Class B biosolids, resulting from a municipal waste water treatment process or septage treatment process which has been sufficiently treated to reduce pathogen densities and vector attraction to allow the sludge to be beneficially recycled in accordance with the requirements in OMRR.

**Complete mix anaerobic digester:** biogas plants where feedstock inside digester tanks is pumpable and completely mixed, often in a vertical cylinder. Feedstock is continuously or frequently (several times per day) added to digester tanks, and digestate is removed equally as often. Also referred to as continuous stirred-tank reactor (CSTR) biogas plants.

**Compost [Organic Matter Recycling Regulation, B.C. Reg. 18/2002]:** a product which is

- (a) a stabilized earthy matter having the properties and structure of humus,
- (b) beneficial to plant growth when used as a soil amendment,
- (c) produced by composting, and
- (d) only derived from organic matter

**Composting [Organic Matter Recycling Regulation, B.C. Reg. 18/2002]:**

The controlled biological oxidation and decomposition of organic matter

**Composting facility [Organic Matter Recycling Regulation, B.C. Reg. 18/2002]:** A facility that processes organic matter to produce compost

**Digestate:** a solid or liquid product produced from anaerobic digestion

**Dry batch anaerobic digester:** Biogas plants where feedstock inside digester tanks is stackable and not mixed during digestion. Feedstock is placed inside digester tanks and left there for several weeks without mixing. After digestion, the digestate is removed and replaced with new feedstock.

**Forced aeration compost (basic):** aerated Static Pile or other forced aeration system

**Forced aeration compost (optimized):** aerated Static Pile systems using synthetic covers; or positive aeration – piles covered with 15 cm or more of finished compost for first 2 weeks of composting cycle; or negative aeration - exhaust gas directed through a control system consisting of wood chips or other biofilter

**Minister:** The B.C. Minister of Environment and Climate Change Strategy

**Ministry:** The B.C. Ministry of Environment and Climate Change Strategy

**Municipal solid waste (MSW) [EMA]:**

- (a) refuse that originates from residential, commercial, institutional, demolition, land clearing or construction sources, or
- (b) refuse specified by a director to be included in a waste management plan

**Organic waste:** refers to biodegradable waste of plant or animal origin from domestic or industrial sources. Eligible organic waste includes materials defined as Organic Matter in Schedule 12 of the Organic Matter Recycling Regulation. Examples include: food scraps, grass clippings and garden waste, clean wood,



animal and human waste (biosolids only, not unprocessed sludge, sewage or municipal wastewater).

**Processing:** Any activity necessary for preparing a component of the solid waste stream for reuse, recycling, recovery or residual management

**Regional district [EMA section 25(1)]:**

- (a) a regional district as defined in the Local Government Act,
  - (a.1) except in section 26, the Northern Rockies Regional Municipality, or
- (b) the Greater Vancouver Sewerage and Drainage District constituted under the Greater Vancouver Sewerage and Drainage District Act

**Sludge:** the solid stream produced from a municipal wastewater treatment process or septage treatment, which has not been treated to reduce pathogen densities or vector attraction

**Turned compost (basic):** non-forced aeration, turned windrows or piles.

**Turned compost (optimized):** non-forced aeration, windrows covered with 15 cm or more of finished compost for first 3 weeks of composting cycle

## Program Objectives

By funding local and regional organics processing infrastructure projects, the Ministry of Environment and Climate Change Strategy aims to:

- Reduce GHG emissions, by reducing the quantity of unprocessed organic wastes sent to landfills
- Expand the processing capacity for municipal and agricultural organic wastes.
- Encourage local and regional initiatives that will result in significant and measurable diversion of organic wastes to higher value end uses.
- Work towards the following targets:
  - Municipal solid waste reduction target of 350 kg/person/year.
  - By 2020, 75% of BC population covered by organic waste disposal restrictions on landfilling of municipal organic wastes.
- Increase exposure and awareness of food waste prevention.
- Support partnerships and collaboration among organisations committed to reducing organic waste.
- Support the use of nutrient recovery and nutrient transformation technologies in the agricultural sector.
- Prolong life of existing landfills.
- Document and report on additional project performance indicators.

The funding aligns with the Low Carbon Economy Leadership Fund (LCELF) objectives, including:

- Support for the implementation of the Pan-Canadian Framework on Clean Growth and Climate Change.
- Support for delivery on leadership commitments to reduce greenhouse gas emissions.
- Undertaking the above to meet or exceed Canada's commitments under the Paris Agreement.

## Funding Available

The Province will receive \$10 million from the LCELF, under the federal government's Low Carbon Economy Fund (LCEF), for organics infrastructure processing projects that meet the Organics Infrastructure Program objectives. The Province will match this funding to create a total of \$20 million available through both federal and provincial funding. This funding is being administered by the Province through the Organics Infrastructure Program. Funding particulars include:

- The applicant(s) is expected to contribute a minimum of one-third of all eligible costs.
- Applicant(s) may or may not receive full funding amounts requested. The value awarded may be dependent on the number of proposals received, the project ranking against criteria, and available funding.
- Grants will be awarded up to \$20,000,000 for new projects or project components.
- Funding from this Program cannot be combined with funding from other Pan-Canadian Framework Program funds.
- Funding from this Program can be combined with other federal funding, subject to the restriction above, as long as the maximum level of total federal funding from all federal sources does not exceed 40% where the recipient is "a regional entity delivering municipal type services, local, or regional municipal government established by or under provincial statute, or a regional municipal organization" (Canada- British Columbia, 2018), and 75% where the ultimate recipient is a self-governing First Nation with modern treaty.

## Eligible Applicants

Eligible Applicants for this funding opportunity include:


- Municipal Governments in BC;
- Regional Districts in BC; and
- First Nations in BC that are self-governing (established and administered through a modern treaty) and responsible for solid waste management.

Joint projects between multiple organizations are encouraged to enhance the delivery and reach of projects.

## Eligible Projects

Eligible projects will be infrastructure projects that:

- Create additional organic waste processing capacity;
- Divert unprocessed municipal organic waste from landfills and/or agricultural organic waste from land application;
- Process municipal organic waste and/or agricultural organic waste for beneficial re-use and/or result in value-added streams from the diverted organics;
- Result in quantifiable GHG emission reduction from food waste, yard waste, and/or agricultural organic waste; and
- Result in incremental capital spending.



Project examples include, but are not limited to:

- New compost facilities, or expansions to; and
- New anaerobic digesters (AD), or expansions to.

To be eligible, projects must also:

- Be in the Province of British Columbia;
- Provide minimum reporting through 2030 on GHG emissions;
- Comply with relevant provincial legislation;
- Be a minimum of one-third funded by applicant and/or partners;
- Comply with federal fund stacking limits, (as described under “Funding Available”);
- Cease spending on eligible expenditures where reimbursement will be requested by end of day, March 31, 2022; and
- Be completed by December 31, 2022, i.e., construction is completed and the facility is in operation.

## Eligible Expenditures

Subject to the definition of “ineligible expenditure”, “eligible expenditures” are considered:

- a) “management and professional service costs, such as accounting, communications, official languages translation, audit charges, GHG emission reduction and cost-per-tonne estimate verification, and results monitoring, measuring and reporting;
- b) material and supplies costs;
- c) printing, production, and distribution costs;
- d) equipment and capital assets purchase or rental;
- e) vehicle rental and operations costs;
- f) contractors required to perform activities related to the Portfolio components;
- g) and GST/HST that is not reimbursable by the Canada Revenue Agency and any PST not reimbursable by the province;
- h) incremental human resource costs, including salaries and benefits; and
- i) other costs that, in the opinion of Canada, are considered to be direct and necessary for the successful implementation of a Portfolio component and have been approved by Canada in writing prior to being incurred.” (Canada-British Columbia, 2018)

## Ineligible for Funding

Activities, projects and elements that are ineligible for grant funding and cannot be included in the applicant’s matching contribution to the project include:

- Organic waste diversion program costs, such as organics hauling, curb-side pickup, etc., and
- Projects that are funded from another Pan-Canadian Framework Program, for example, the “Investing in Canada Infrastructure Program.

Ineligible expenditures include:

- “Costs incurred for withdrawn or cancelled Portfolio components;
- Land acquisition; leasing land, buildings and other facilities; leasing equipment other than equipment directly related to the construction of a project; real estate fees and related costs;
- Financing charges, legal fees, and loan interest payments, including those related to easements (e.g., surveys);
- Provincial sales tax and Goods and Services tax/HST, for which the Ultimate Recipient is eligible for a rebate, and any other costs eligible for rebates; and
- Any good or service received as a donation or In-Kind Contribution.”  
(Canada- British Columbia, 2018)

## Timeline

**Duration:** The program is expected to run for five years. The program timeline is anticipated to resemble the following:

Fiscal Year	Tasks
2018/19	Scoping, information dissemination, stakeholder communication, expression of interests
2019/20	Formal applications, project selection, feasibility studies, site approvals, consultation
2020/21	Detailed design, approvals, site preparation, installation/construction
2021/22	Approvals, site preparation, installation/construction

## Ranking Criteria

While projects that submit EOIs will not be ranked at this stage, the following ranking criteria are provided for consideration in the development of your proposed project. Following the receipt of the formal applications in 2019, a project evaluation committee will review proposals that meet the eligibility criteria and award funding based on ranking of the following:

### 1. Comprehensive project scope

- Demonstrates local consideration of organics supply/demand chain
- Diverts food waste from landfills or agricultural waste from land application
- Partners with Indigenous Peoples (financial, technical, other support)
- Partners with other local government(s)
- Demonstrates sustainable planning and design (i.e., energy efficiency, transportation efficiency, circular economy approaches)
- Protects environmental health, (beyond GHG emission reductions, e.g., groundwater protection, air quality)
- Proven viability of technology

### 2. Desirable project outcomes

- Results in measurable diversion of organic wastes
- Achieves measurable GHG emissions reduction
- Creates community benefits, including direct jobs
- Is supported by local/regional policies or programs, (i.e., food waste disposal restrictions and food waste collection programs)
- Consistent and integrated with long-term planning and management. Advances the sponsoring local government's environmental management plans and targets (including solid waste management plans and liquid waste management plans)
- Minimizes detectable odours to neighbouring residents through use of best achievable technologies



### 3. Clear plan to monitor and report on project outcomes

- Substantiated baseline of organic waste going to disposal within the project area, including methodology
- Ability to track performance and project outcome indicators, including organic waste diverted, GHG reductions, direct jobs created, total costs and eligible expenditures
- Ability to track and report on risks and record mitigation measures, including those that might impact scope, timeline, and/or budget
- Evidence of planned reporting to the Province on the above list each fiscal year, which includes inventory of work completed

### 4. Comprehensive and prudent budget

- Appropriate budget allotted for the scope of work described, that includes a detailed cost estimate that relates directly to the scope of the project. Budget should include lifecycle costs, supported by long term financial plan
- Demonstration of in-kind contributions
- Demonstration of efficient use of resources and infrastructure, thereby representing good value for money

### 5. Ability to deliver the project to a high standard

- Comprehensive project plan with a realistic timeline for the scope of work described
- Identification of risks and accompanying mitigation measures including those that might impact scope, timeline, and/or budget

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Furthermore, review of the formal applications in 2019 may include consideration of factors such as regional distribution of funding, previous funding, communities in need, and unmitigated project risks.

## Submitting the Expression of Interest (EOI)

Given that this is a new funding opportunity, the goals of the EOI are for the Ministry to: forecast the quantity of funding being requested; evaluate eligibility of each project that is submitted through the EOI; and begin more formal discussions with potential applicants regarding their proposed project. The purpose of the EOI is also to allow the Province to support applicants in the application process and rule out any projects that would not meet the program criteria early in the process.

If you believe that your project meets the eligibility requirements, you are encouraged to submit an expression of interest (EOI) between **September 7, 2018** and **November 30, 2018**. **Note: the end of the EOI period has been extended from November 7, 2018 to November 30, 2018.** An Expression of Interest must be submitted in order to submit a formal application in the spring of 2019. Completed EOI forms must be emailed (with a copy of the completed GHG emissions calculator) to: [OrganicsFund@gov.bc.ca](mailto:OrganicsFund@gov.bc.ca),

or by mail to:

Ministry of the Environment and Climate Change Strategy – OIP Program  
PO Box 9341 Stn Prov Govt  
Victoria, BC V8W 9M1

All submissions will be treated with confidentiality. Applicants should be aware that information collected is subject to the *Freedom of Information and Protection of Privacy Act* (FOIPPA).

The sections that follow provide guidance on the input fields within the Expression of Interest form. Please email [OrganicsFund@gov.bc.ca](mailto:OrganicsFund@gov.bc.ca) if you have a question that is not addressed in this guidance document.

## Applicant Information

Provide information regarding the applicant using the input boxes provided.

### Primary Contact for applicant

The primary contact should be the contact to whom communications regarding the EOI package will be addressed, and ideally later the formal application. This contact should also be the person that communications regarding the formal application will be made. This person should be knowledgeable regarding details of the proposed project.

Contact details, including address, phone and email should be business address, phone and email.

### Secondary Contact for applicant

The secondary contact should be the person who should be contacted in the absence of the primary contact. This person should be knowledgeable regarding details of the proposed project.

Contact details, including phone and email should be business phone and email.

## Partners

### *Anticipated partnering capacity*

Use this field to describe the foreseen role of the partner. For example, providing funding, undertaking facility design, supplying feedstock, etc.

Partners can include: other local governments, First Nations and private entities. Note that applicants may have more than one partner. Please list all partners and their roles on the form.

Partnerships are at the discretion of the applicant and can vary in role and size. Examples of eligible partnerships include: financial support, construction and/or operation, job creation, land leasing or acquisition, technical support (i.e., facility design), feedstock supply, and end product marketing. Collaboration and creative partnerships are encouraged to support more efficient and effective overall municipal solid waste systems.

## Key Project Requirements

Applicants must answer yes to all questions to be eligible to receive funding under this Program.

### ***Will this project create additional organic waste processing capacity?***

The Ministry wishes to increase organic waste processing capacity in the province. This funding is not intended to fund a replacement facility that would result in the equivalent amount of organic wastes being processed. It can, however, be used for facility upgrades if the upgrades result in increased processing capacity.

### ***Will this project divert unprocessed municipal organic waste from landfills and/or agricultural organic waste from direct land application?***

The funding is targeting diversion of unprocessed municipal organic waste from landfills and diversion of agricultural organic waste from direct land application to prevent over-application.

### ***Will this project process municipal organic waste and/or agricultural organic waste for beneficial re-use and/or result in value-added streams from the diverted organics?***

The Ministry's intention is for organic wastes to be not only processed, but to also facilitate beneficial re-use and the creation of value-added streams. For the purposes of this fund, beneficial re-use is considered the utilization of residual materials produced from organic waste processing, and specifically excludes landfilling. Examples of value-added streams include: production of a material, e.g., compost, which can be used as a fertilizer/soil conditioner; or processing that results in production of a fuel source, e.g., biogas.

***Will this project result in quantifiable greenhouse gas emission reductions from food waste, yard waste, and/ or agricultural organic waste?***

Use the GHG calculator provided to determine if quantifiable GHG reductions will be realised from this project from the inputs requested in the calculator. Refer to the calculator's guidance document to address any questions specific to the calculator.

For the purposes of this program, the calculator must show GHG reductions greater than zero to qualify as quantifiable GHG emission reductions.

***Will this project result in incremental capital spending?***

Incremental spending refers to spending that is beyond what has been approved in the budget. Spending is considered incremental if it does not displace committed funds. Projected or forecasted spending is considered incremental.

***Will this project be in British Columbia and not on federal land?***

The project must be in British Columbia to qualify for funding. Furthermore, as per the terms of the federal portion of this funding, the project cannot be located on federal land. This includes reserves and Port Authority land.

***Will this project be able to report GHG emission reductions through to at least 2030?***

As per the terms of the federal portion of this funding, the project must be able to report GHG emissions reductions until at least 2030. In addition, the Province desires to fund longer term projects, i.e., those that will be operational until a minimum of 2030. Therefore, the project must result in a facility that is still operational in 2030 and that can track GHG emission reductions up to at least 2030.

***Will the planned facility comply with relevant provincial legislation?***

Examples of provincial legislation that may be applicable to the proposed projects include:

- Environmental Management Act (EMA)

- Organic Matter Recycling Regulation (OMRR)
- Agricultural Waste Control Regulation (AWCR)

The planned facility will not receive any exemptions to the existing provincial legislation.

***Will a minimum of one third of total project costs be funded by the applicant(s) and/or partner(s)?***

This funding opportunity represents a three-way partnership between federal, provincial and applicant funding. The applicant's share of funds can come from partners, and is also eligible to receive funding from other programs, subject to federal restrictions.

***Will the applicant's share of funding comply with federal fund stacking limits?***

The applicant's share of funding must comply with the federal fund stacking limits. These are outlined under "Funding Available", located earlier in this Guidance document

***Will the project be completed by December 31, 2022?***

The project must be completed and operational by December 31, 2022, as per the terms of the federal portion of this funding.

## **Project Information**

### *Project Title*

The title should be less than 100 characters in length. It will be used in any communication between the Ministry and applicant regarding the project prior to the application phase. Ideally, this project title will be used again, unchanged, in your formal project application in 2019.

### *Project Location*

Describe the project location as precisely as possible. Provide a site address if available. Please state if the Site is owned by the applicant(s) or partner(s).

### *Project Summary*

This is the applicant's opportunity to tell us concisely what the project is all about. Please keep project summary limited to 3000 characters, (roughly 500 words).

### *Type of facility & technology types:*

Refer to the definitions provided earlier in this guide for what is intended by the selection boxes.

### *Geographic areas expected to service*

List the geographic extent, including listing specific municipalities, from which organic wastes will be collected for processing at the proposed facility.

### *Population expected to service*

Enter an estimate of the population that you expect to service in the geographical areas described previously.

### *Input Sources*

Provide information as to where the organic wastes will be originating within the geographic boundaries. For example, residential curbside collection, residential drop-off, commercial business, etc.

### *Anticipated Input Material(s)*

Please check off all anticipated input materials. Refer to [Schedule 12 of the OMRR](#) for further information as to what is captured under each organic matter type. Organics not included in OMRR may still be eligible by an approval directly under EMA.

Sole processing of municipal sewage sludge is not eligible to receive funding under this Program. While there are multiple anticipated input materials to select between in this section, note that projects that process food waste and/or agricultural organic wastes will receive priority when funding is allocated following the application phase.

#### *Anticipated Output Type(s)*

Please check off all anticipated output materials. Refer to the [OMRR](#) for further information as to what constitutes Class A compost and Class B Compost.

#### *Proposed Construction Year*

Please select from a drop-down box the year construction is anticipated to begin. Eligible expenditure is limited to March 31, 2022, and construction must be completed by December 31, 2022.

#### *Project Costs*

Provide an estimate of the total eligible project costs. This should be the estimate for the total project costs, excluding ineligible expenditures. Ineligible expenditures are provided elsewhere in this guideline.

The contribution sought through the OIP must not exceed two-thirds of the eligible expenditures, and must not exceed \$20,000,000.

## **Project Metrics**

#### *Estimate of organic waste processing capacity*

The estimate of organic waste processing capacity is the maximum mass of organic materials that can be accepted and processed at the proposed facility in a year. The capacity does not refer to the output of processed organics.



*Estimate of mass diverted*

All mass estimates should be in actual tonnes or wet tonnes.

*List all landfills from which the organic waste will be diverted*

This question will be asked to applicants that enter a quantity greater than zero for the estimate of mass diverted from landfills. Include the names and locations of the landfills where the organic waste would have otherwise been landfilled in the absence of this project.

*List locations where organic waste would have been directly land applied in the absence of this project*

This question will be asked to applicants that enter a quantity greater than zero for the estimate of mass diverted from direct land application. Include the names of locations (i.e., specific farms, or land areas) where the agricultural organic waste would have been directly land applied in the absence of this project.

## **Solid Waste Management Plans**

***What year was your SWMP last updated and approved by the Minister?***

This question will be asked only to applicants who identify themselves as regional districts. This provides the Ministry with an indication of how likely a plan is to be relevant.

***Do you currently have a SWMP submitted to the Ministry for approval?***

This question will be asked only to applicants who identify themselves as regional districts. Select the yes or no check box.

***Does your current or submitted SWMP include organics diversion, an organics ban, and/or plans for organics processing infrastructure?***

This question will be asked only to applicants who identify themselves as regional districts. Select the yes or no check box.

***Describe how your project is supported by your Solid Waste Management Plan***

Explain how the proposed project is supported by the regional district's Solid Waste Management Plan. Please limit your response to 1500 characters, (roughly 250 words).

***Have you discussed this EOI with your Regional District to consider how it supports or impacts the regional Solid Waste Management Plan?***

This question will be asked to applicants who are not regional districts. The Ministry recognizes that a municipal government or self-governing First Nation may not be able to answer specific questions around the regional district's solid waste management plan; however, the Ministry wishes to encourage collaboration between the various levels of government.

Note that collaboration between local governments and regional districts will support more efficient and effective overall municipal solid waste systems. As a result, if the Ministry receives two EOIs from applicants with neighbouring service areas, the Ministry may suggest collaboration between applicants.

## Frequently Asked Questions

The BC Ministry of Environment and Climate Change Strategy hosted webinars on June 26, and 27, 2018, and July 25 and 26, 2018 to introduce the Organics Infrastructure Program to potential applicants and project partners respectively in advance of a call for expressions of interest.

The following is a list of some of the most frequently asked questions both during the webinars and after the webinars.

### Eligibility

***Question: What level of government is being considered in the definition of "local government"?***

For the purposes of this Program, the definition of "local government" is intended to capture regional districts, municipalities (e.g., cities, townships, districts), and self-governing (modern treaty) First Nations.

***Question: Is local government the only eligible applicant?***

Only local governments or self-governing First Nations with a modern treaty are eligible to apply for funding. A local government may choose to partner with private companies, Indigenous Peoples, and/or other local governments.

***Question: Would infrastructure relating to beneficial re-use of biosolids be considered for this program? Specifically, is biosolids considered an "organic" waste in this program?***

The intent of the program is to increase diversion of food waste from landfills and agricultural organic waste from land application. However, this program still considers biosolids as "organic" and projects that focus on biosolids are eligible for funding as long as the other eligibility criteria are met. The applicant should recognize, however, that projects that divert food waste from landfills and agricultural waste from land application will receive priority, and GHG emission reductions from biosolids will not be considered.

***Question: Municipal wastewater projects are listed as ineligible. What about projects that combine processing of municipal wastewater sludge and manure?***

The Ministry understands that applicants may need to combine various feedstocks for certain processing facilities and technologies, such as combining feedstocks for anaerobic digestion. While these feedstocks may include biosolids or sludge, priority will be placed on food waste that is diverted from landfills and agricultural waste diverted from land application.

GHG emission reductions will not be considered from biosolids or sludge. In this scenario, greenhouse gas (GHG) emission reductions from the manure processing component only would be considered.

***Question: What is the scope of technologies that is included?***

The technologies included will most likely be composting or anaerobic digestion, but can include others. The technologies will need to demonstrate commercial viability. In some cases, viability may need to be evaluated on a case-by-case basis.

***Question: Can you clarify the restriction regarding siting of projects on federal land?***

Projects on federal land are not eligible for funding under this Program, as the federal agreement with the Province has restrictions for funding projects on Federal land. Federal land includes port authority and reserve land.

***Question: What is the minimum size that the project needs to be?***

There is no minimum size as long as the eligibility criteria are met (i.e., realize GHG emission reductions; create new processing capacity, etc.).

***Question: Can the funding be used towards a component of an organics processing facility?***

The funding is only available to projects that will be completed and operational by December 31, 2022. In theory, a project could be a component of a larger plan,

but there must be organics processing resulting from the project beginning by the December 31, 2022 date.

## Funding

### **Question: Is \$20 million the total funding available under this program?**

This program contributes \$20 million to all projects, while applicants and partners will contribute another \$10 million. Collectively there will be \$30 million invested in organics infrastructure projects.

### **Question: Is there a limit on the amount that an individual project can apply for?**

No, there is no limit that an individual project can apply for.

### **Question: Please explain/clarify incremental capital spending?**

Incremental spending refers to spending that is beyond what has been approved in the budget. Spending is considered incremental if it does not displace committed funds. Therefore, projected or forecast spending is still considered incremental. The difference is committed spending versus forecast.

### **Question: Can this funding be combined with other grant funding, i.e., can a local government use funding from another program to makeup the required 1/3 of project costs that the local government is responsible for?**

There is a restriction on combining LCELF funding with funding from other Pan-Canadian Framework Program funds. The federal funding agreement also restricts the maximum level of total federal funding from all federal sources to be 40% where the recipient is "a regional entity delivering municipal type services, local, or regional municipal government established by or under provincial statute, or a regional municipal organization" (Canada- British Columbia, 2018), and 75% where the ultimate recipient is a self-governing First Nation.

## Partnerships

### **Question: What is the role of a partner?**

The role of a partner is to improve overall project success. Examples include collaboration, community support, expertise, and financial resources. Partnering roles beyond those listed are also encouraged.

### **Question: Will reputation and/or experience of project partner(s) be considered during project evaluation?**

Not directly; however, project risk will be evaluated through multiple ranking criteria, for example: robust business case; proven viability of technology; allotted budget is appropriate for work; protection of environmental health; and minimization of detectable odours beyond property boundaries.

## Process

### **Question: Will the EOI submission require a Board resolution?**

The Ministry recognizes that the timeline for submitting an EOI is tight and submitting an EOI concurrent to the election period may be challenging. As a result, an EOI submission will not require direction from council or a board resolution.

### **Question: Is an EOI required to submit an application? Can an applicant skip the EOI stage and go directly to the application phase in 2019?**

An EOI is required to submit an application in 2019.

## References

Canada- British Columbia. March 23, 2018. Low Carbon Economy Leadership Fund Funding Agreement, 2017-2018/ 2021-2022.



Ref: 34651

October 16, 2018

His Worship Mayor Mike Richman  
Village of Pemberton  
Box 100  
7400 Prospect Street  
Pemberton, BC V0N 2L0

Dear Mayor Richman:

It was a pleasure to meet with your delegation at this year's Union of British Columbia Municipalities Annual Convention. I appreciated the opportunity to discuss matters of importance to you and your community.

The Ministry of Tourism, Arts and Culture (Ministry) is committed to building on our province's strengths to make British Columbia (BC) a global leader in arts and culture and tourism. We are expanding tourism-marketing efforts internationally; increasing investments in Creative BC; and, upgrading and building sports facilities, playgrounds and arts and culture spaces for all British Columbians.

Thank you for sharing your concerns about balancing environmental protection with tourism needs. Adventure Tourism makes an important contribution to the provincial economy, offering visitors the iconic and remarkable experiences BC is known for, and contributing significantly to rural economic development. However, managing multiple uses in BC's backcountry is a complex process, requiring a careful balance between recreation interests, conservation efforts and marketing and promotion. Ministry staff will continue to work with Destination BC to ensure its marketing plans align with local needs.

Destination BC is also leading Destination Development planning for the Sea-to-Sky corridor. The Sea-to-Sky Corridor includes all communities from North Vancouver to Lillooet, including Bowen Island and the Bridge River Valley. Destination BC is currently working with local area partners to finalize the plan for this region. For more information on the program and to request a copy of the Sea-to-Sky plan, please contact Ms. Alison McKay, Director Destination and Industry Development by phone at: 604 660-3754 or by email at: [Alison.McKay@destinationbc.ca](mailto:Alison.McKay@destinationbc.ca).

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His Worship Mayor Mike Richman  
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Thank you again for taking the time to meet. I appreciate your passion and commitment to build a strong, sustainable, innovative economy that will benefit all British Columbians.

Sincerely,

A handwritten signature in black ink, appearing to read "Lisa Beare". The signature is fluid and cursive, with the first name "Lisa" being more prominent than the last name "Beare".

Lisa Beare  
Minister of Tourism, Arts and Culture

pc: Ms. Alison McKay





October 16, 2018

His Worship Mike Richman  
Mayor of the Village of Pemberton  
Box 100  
Pemberton BC V0N 2L0

Dear Mayor Richman:

I would like to thank the delegation from the Village of Pemberton for such an informative meeting at this year's Union of British Columbia Municipalities (UBCM) convention in Whistler. I am writing to follow up on our discussion regarding the rockslide risks on Mount Currie and the request for provincial assistance in installing and managing a system to monitor the permafrost.

As discussed at the meeting, the Province does not have the ability to install and manage such monitoring systems. Options discussed are to approach and possibly work with academic institutions and/or apply for possible funding options such as:

- The Community Emergency Preparedness Fund (CEPF). This is a suite of funding programs intended to enhance the resiliency of local governments and their residents in responding to emergencies. The CEPF is administered through UBCM. For more information on future funding intakes, please visit the CEPF website:  
[www.ubcm.ca/EN/main/funding/lgps/community-emergency-preparedness-fund.html](http://www.ubcm.ca/EN/main/funding/lgps/community-emergency-preparedness-fund.html).
- The Federal Disaster Mitigation and Adaptation Fund (DMAF). This is a 10-year, \$2 billion national program designed to help communities better withstand current and future risks of natural hazards. This fund will support large-scale infrastructure projects with a minimum cost of \$20 million. Please monitor Infrastructure Canada's DMAF website:  
[www.infrastructure.gc.ca/dmaf-faac/index-eng.html](http://www.infrastructure.gc.ca/dmaf-faac/index-eng.html) for information on future intakes.
- The Rural and Northern Communities (RNC) Program is a component of the wider Investing in Canada Infrastructure Program, which supports infrastructure projects in communities across the province with populations of 25,000 or less. For more information, please visit the RNC website: [www2.gov.bc.ca/assets/gov/driving-and-transportation/funding-engagement-permits/grants-funding/investing-in-canada/rnc-program-guide.pdf](http://www2.gov.bc.ca/assets/gov/driving-and-transportation/funding-engagement-permits/grants-funding/investing-in-canada/rnc-program-guide.pdf).

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His Worship Mike Richman  
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For more information on applicable funding programs, please feel free to contact Mr. Jesal Shah, Director Disaster Mitigation Branch at [Jesal.Shah@gov.bc.ca](mailto:Jesal.Shah@gov.bc.ca). In addition, there is a list of applicable funding programs on Emergency Management BC's website: [www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/emergency-management-bc/bc-disaster-mitigation/flood-mitigation-funding-programs](http://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/emergency-management-bc/bc-disaster-mitigation/flood-mitigation-funding-programs).

I appreciate opportunities to hear the views of local governments and share information. Thank you again for a very informative meeting.

Sincerely,



Jennifer Rice  
Parliamentary Secretary  
for Emergency Preparedness

pc: The Honourable Mike Farnworth  
The Honourable Doug Donaldson  
Ms. Madeline Maley  
Mr. Jesal Shah



October 30, 2018

374287

His Worship Mayor Mike Richman  
Village of Pemberton  
Box 100  
Pemberton BC V0N 2L0

Dear Mayor Richman:

It was a pleasure to meet with you and the members of Council at the recent UBCM convention. I appreciated the opportunity to learn more about the challenges and opportunities for the Village of Pemberton.

In our meeting, you outlined your concerns in relation to potential increased costs to farmland owners should Pemberton widen its boundaries, since current farmland within your boundaries carries a higher tax rate than farmland outside of the municipality. I look forward to receiving the supplementary information you had mentioned you would be forwarding and I will discuss the situation with my colleague, the Honourable Lana Popham, Minister of Agriculture.

Thank you for meeting with me at this year's convention. I appreciated the opportunity to connect with you directly and to discuss issues that impact the Village of Pemberton.

Sincerely,

Carole James  
Minister and Deputy Premier

**From:** MCF Info MCF:EX <[MCF.Info@gov.bc.ca](mailto:MCF.Info@gov.bc.ca)>  
**Sent:** November 2, 2018 3:06 PM  
**To:** VoP Admin <[admin@vilpem.onmicrosoft.com](mailto:admin@vilpem.onmicrosoft.com)>  
**Subject:** Letter from the Honourable Katrine Conroy

Ref: 240087

His Worship Mayor Mike Richman and Council  
Village of Pemberton  
E-mail: [admin@pemberton.ca](mailto:admin@pemberton.ca)

Dear Mayor Richman and Council:

As the Minister of Children and Family Development, I am honoured and delighted to proclaim November as Adoption Awareness Month. This annual proclamation offers an opportunity to celebrate the many families in the province who have opened their hearts and their homes through adoption, and to highlight the need for more families to consider adopting.

In your community and across the province, there are hundreds of children and youth in foster care hoping for a permanent home to call their own. Some are part of a sibling group, some have special needs, and some are teens. Each and every child deserves a family to belong to, a stable place to grow up, help and guidance preparing for the challenges of adulthood, and someone to rely on for support, encouragement and love.

This year the ministry is pleased to announce a new Adoption Campaign. For more information on this important campaign, please see the following Web link at: [Adoptnow.ca](http://Adoptnow.ca).

There are many ways to celebrate adoptive families and help raise awareness of the need for more adoptive families in British Columbia. Your council could proclaim Adoption Awareness Month in your community, you could create an adoption display in your office, use a copy of the Provincial Proclamation, invite Ministry of Children and Family Development (MCFD) Adoption Social Workers to set up an information booth, have your community newspaper feature articles on adoption, and invite local adoptive parents to a “meet and greet”. If you are interested in exploring these ideas please contact MCFD staff at: [MCF.AdoptionsBranch@gov.bc.ca](mailto:MCF.AdoptionsBranch@gov.bc.ca).

The Adoptive Families Association of British Columbia (AFABC) has been supporting adoptive families in British Columbia for forty years. The AFABC’s representative for your area can provide you with information on events in your community and on adoption in general. Their contact information, as well as contact information for the three licensed adoption agencies in British Columbia, can be accessed at: <https://www2.gov.bc.ca/gov/content/life-events/birth-adoption/adoptions/how-to-adopt-a-child>.

*Adopt BC Kids* Web site is an online portal that allows citizens to complete an adoption application online 24/7. Please take a look at the site and encourage community members who are interested in adopting a child in foster care to register at: [www.gov.bc.ca/adoptbckids](http://www.gov.bc.ca/adoptbckids).

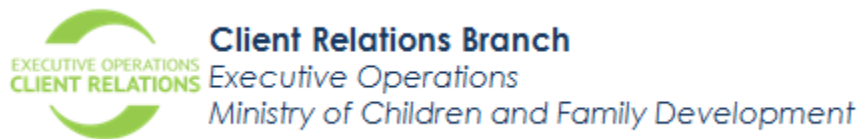
On behalf of the Ministry of Children and Family Development, thank you for helping us raise awareness about adoption and working with us to find homes for British Columbia's children and youth.

Sincerely,

***ORIGINAL SIGNED BY***

Katrine Conroy  
Minister of Children and Family Development

*Sent on behalf of the Minister by:*



**From:** "Legault, Don TRAN:EX" <[Don.Legault@gov.bc.ca](mailto:Don.Legault@gov.bc.ca)>

**Subject:** 281298 Richman/request for crosswalk maintenance

**Date:** November 9, 2018 at 11:08:38 AM PST

**To:** "'[mrichman@pemberton.ca](mailto:mrichman@pemberton.ca)'" <[mrichman@pemberton.ca](mailto:mrichman@pemberton.ca)>

Dear Mayor Richman

Thank you for your correspondence regarding the marking of the crosswalks in the Village of Pemberton.

Marking of crosswalks is not part of the maintenance contracts, this funding for this program comes out of our district budget. The Ministry reviews, prioritizes and applies thermoplastic line markings in a number of municipalities throughout our District on a rotational basis. Areas such as Whistler, Pemberton and Mt Currie where steel blades are used to plow snow, creates locations that the crosswalks tend to be scraped off the surface of the road.

To counter this, we completed a more extensive program in the Village this season. The work included micro-grinding of the crosswalks and stop bars locations into the surface of the pavement. Then a harder and more resistant thermoplastic was inlaid into the trough that was created. The Ministry feel this will reduce the tendency of the crosswalks from being scraped off annually, enabling the thermoplastic crosswalks to last longer than one winter.

Our staff will continue to monitor the crosswalks and stop bars through Pemberton annually. We will discuss our findings and our plans with Village staff.

Thank you again for your correspondence. If you have any further concerns, please contact me at [Don.Legault@gov.bc.ca](mailto:Don.Legault@gov.bc.ca)

**Don Legault, BSc**

A/Associate District Manager

Lower Mainland District



November 13, 2018

Mayor Richman and Councillors  
Village of Pemberton  
Box 100  
Pemberton, BC V0N 2L0

Dear Mayor Richman and Councillors:

I would like to congratulate you all for being elected to serve the Village of Pemberton.

Serving in public office is both a great honour and an important responsibility, and your success in the 2018 election is a testament to your hard work and dedication to your community. I have every confidence that you will be effective voices for your constituents in the months and years ahead. Local representatives are vital to the growth and well-being of our province as a whole, and I look forward to working collaboratively with the Village of Pemberton as we strive to make life better for all British Columbians.

Congratulations, once again, and best wishes for your time in public office.

Sincerely,

A handwritten signature in blue ink that reads "John J. Horgan". The signature is fluid and cursive, with a long horizontal stroke at the end.

John Horgan  
Premier

## OPEN QUESTION PERIOD POLICY

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

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

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

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