

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

**Agenda** for the **Committee of the Whole** of Council of the Village of Pemberton to be held Tuesday, March 5, 2019 at 9:00 a.m. in Council Chambers, 7400 Prospect Street. This is Meeting No. 188.

*“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) Committee of the Whole Meeting No. 187, Tuesday, February 19, 2019</b>	2
<b>Recommendation:</b> THAT the minutes of the Committee of the Whole Meeting No. 187, held Tuesday, February 19, 2019, be adopted as circulated.	
<b>4. COMMUNITY INITIATIVE &amp; OPPORTUNITY FUND UPDATE REPORT</b>	5
<b>Recommendation One:</b> THAT the Committee of the Whole receive the Community Initiative and Opportunity Fund Update report for information.	
<b>a) Chamber of Commerce – Graham Turner</b>	
<b>Recommendation:</b> THAT the Committee of the Whole provide direction with respect to the request for one-time funding for the Pemberton & District Chamber of Commerce Visitor Information Centre.	
<b>b) Pemberton Off Road Cycle Association – Suki Cheyne</b>	
<b>Recommendation:</b> THAT the Committee of the Whole provide direction with respect to a Three (3) Year Service Agreement for the Pemberton Off Road Cycling Association (PORCA).	
<b>5. BUDGET SESSION 3: TAX IMPLICATIONS OF 2019 REVISED BUDGET</b>	45
<b>Recommendation:</b> THAT the Committee of the Whole provide direction to Staff with respect to any changes to the 2019 Draft Budget as presented.	
<b>6. PEMBERTON VALLEY UTILITIES AND SERVICES COMMITTEE 2019 BUDGET REVIEW</b>	55
<b>7. ECONOMIC DEVELOPMENT – DISCUSSION</b>	
<b>8. ADJOURNMENT</b>	

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

**Minutes** for the **Committee of the Whole** of Council of the Village of Pemberton held Tuesday, February 19, 2019 at 1:00 p.m. in Council Chamber, 7400 Prospect Street. This is Meeting No. 187.

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

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

**PUBLIC:** 0

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**1. CALL TO ORDER**

At 1:03 p.m. Mayor Richman called the February 19, 2019 Committee of Whole meeting to order.

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

**2. APPROVAL OF AGENDA**

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

**3. ADOPTION OF MINUTES**

**a) Committee of the Whole Meeting No. 186, Tuesday, February 5, 2019**

Moved/Seconded  
**THAT** the minutes of Committee of the Whole Meeting No. 186, held Tuesday, February 5, 2019, be adopted as circulated.  
**CARRIED**

#### **4. BUDGETING SESSION 2: 2019 REVISED OPERATING, CAPITAL & PROJECT BUDGETS**

Lena Martin, Manager of Finance and Administration, presented a report highlighting the changes made to the 2019 draft budget since the first budget session on February 5, 2019. Significant changes included:

- Municipal Hall design plan was reduced to \$10,000;
- Rope rescue plan was reduced;
- Radio repeater upgrade cost was reduced due to re-use of existing assets;
- Auto-extraction combi-tool purchase was deferred to 2020;
- Public Works jackets will be accommodated through regular operations budget;
- Zurcher Balance Park was deferred to 2020;
- Soccer Field funding will be matched by Squamish-Lillooet Regional District and will no longer carry a tax implication for the Village;
- Three strategic priorities were added under recommendation by Council (Economic Development Strategy; Hillside Development Strategy; Asset Management Phase II) and will be funded through Community Works Tax Grants, 2018 surplus from Community Enhancement/Community Initiative and Opportunity funds, and taxation;
- Additional grants were identified that will permit the Economic Development Strategy and the Age-Friendly Communities Housing Needs Assessment to go ahead without accompanying tax implications.

Discussion focused on identifying further reductions to the budget that would permit the allocation of additional funds to reserves. Ms. Martin noted that significant reductions had been incorporated to avoid tax increases to cover the cost of the new Employer Health Tax and the contingent liability and that further reductions would affect service delivery.

Further discussion ensued regarding the need to allocate funds to reserves. Ms. Martin explained that the Village's reserves are underfunded and over the past several years allocations have been made in order to build up reserves in anticipation of future asset replacement as assets age and are retired from use.

Moved/Seconded

**THAT** Staff bring forward numbers identifying tax increases necessary to cover the cost of the Employer Health Tax and contingent liability, and numbers reflecting 2%, 4% and 6% tax increases, and include the equivalent value allocated to reserves.

**CARRIED**

**7. ADJOURNMENT**

Moved/Seconded

**THAT** the Committee of Whole be adjourned at 1:56 p.m.

**CARRIED**

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Mike Richman  
Mayor

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Sheena Fraser  
Corporate Officer

DRAFT

**Date:** March 5, 2019

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

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

**Subject:** Community Initiative & Opportunity Fund Update  
**Request for Funding:** Pemberton & District Chamber of Commerce and Pemberton Off Road Cycling Association (PORCA)

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### **PURPOSE**

The purpose of this report is to present an update on the Community Initiative & Opportunity Fund (CIOF) in preparation for the presentations of new funding applications from the Chamber of Commerce (the Chamber) and Pemberton Off Road Cycling Association (PORCA).

### **BACKGROUND**

The objective of the CIOF is to provide seed, long-term or one-time event funding to not-for-profit organizations, entities or societies that contribute to the community. The intent is to develop opportunities or partnerships that will enhance economic well-being within the Village and improve the quality of life of its residents through business development, creation of long-term employment, economic development or diversification, or promotion of the Village and surrounding area.

The aim of the funding is to assist the organization to become financially self-sufficient within the timeframe of the agreement. For details see the Community Initiative & Opportunity Policy attached as **Appendix A**.

#### **Chamber of Commerce Request:**

The Chamber previously received funding for staffing of the Visitor Information Centre (VIC) under a Long Term Service Agreement which reached its conclusion at the end of 2018. The Squamish-Lillooet Regional District (SLRD) is in the process of developing a Local Service Establishment Bylaw to facilitate funding for the Visitor Information Centre with an aim to have funding in place for 2020. Unfortunately, as this Bylaw will not be in place until 2020, the Chamber faces a funding shortfall for 2019. In light of this, it has been recommended that the Chamber apply for One Time/Single Event funding through CIOF to ensure continuity of funding for the Visitor Information Centre for 2019 until the Local Service Establishment Bylaw is established. The Chamber's one-time request for funding to CIOF for 2019 is \$4,000. A copy of their application is attached as **Appendix B**.

**Pemberton Off Road Cycling Association (PORCA) Request:**

PORCA initially approached the Village in the Fall of 2018 with the intention of submitting an application to the CIOF. As there was some uncertainty which program would be more appropriate, PORCA also submitted an application for funding to Pemberton Valley Utilities & Services (PVUS). As a result of discussions that took place at a PVUS meeting, held January 21, 2019, it was determined that PORCA's request for funding would be better suited for the CIOF with matching funds through SLRD Electoral Area C, despite the CIOF program being closed for 2019.

Given a one-time request was being submitted by the Chamber, and the application was referred back to the Village by the PVUS Committee, Staff has arranged to bring forward the PORCA submission for consideration of a mid-year intake for 2019.

As such, PORCA has made application for a Three Year Seed Funding Agreement (2019 – 2021) to support the hiring of a part time Executive Director (**Appendix C**). The total cost for this initiative is \$46,195 over three (3) years of which PORCA will contribute a portion that will increase each year. The funding amount in matching funds being sought for 2019 from the CIOF is \$5,922.50.

A breakdown of their application for funding over a three (3) year period is as follows:

<b>Year</b> (Funding Split between Local Government/ PORCA)	<b>2019</b> 50/50%	<b>2020</b> 35/65%	<b>2021</b> 20/80%	<b>2022</b> 0/100%	<b>Total for Years 1-3</b>
<b>Village of Pemberton CIOF Contribution</b>	<b>\$5,922.50</b>	<b>\$4,145</b>	<b>\$2,370</b>	<b>\$0</b>	<b>\$12,437.50</b>
Proposed SLRD Electoral Area C Contribution	\$5,922.50	\$4,145	\$2,370	\$0	\$12,437.50
PORCA Contribution	\$11,845	\$15,400	\$18,950	\$23,690	\$46,195

## **FUNDING COMMITMENTS**

The CIOF Fund is set at \$30,000 annually and consideration of new applications is limited by existing long-term agreements. The table below shows the current commitments for 2019 as well as the commitments to the Chamber and PORCA (in green), should they be approved, with \$1,827.50 remaining in the fund.

<b>2019 Funding Summary</b>	<b>\$30,000</b>	<b>Agreement Type and Year of Funding</b>
<b>Organization</b>	<b>Amount Committed</b>	
Pemberton Farmers Market	\$3,000	Long Term Service Agreement - Final year
Spirit of BC Committee (Winterfest 2019)	\$4,500	Long Term Service Agreement – 4 <sup>th</sup> year
Tourism Pemberton	\$4,000	Long Term Service Agreement – 4 <sup>th</sup> year
Pemberton Arts Council	\$4,000	Long Term Service Agreement – 4 <sup>th</sup> year
Pemberton BMX Society	\$2,750	Long Term Service Agreement – 3 <sup>rd</sup> year
<b>Funds Committed to date for 2019:</b>	<b>\$18,250</b>	
<i>Chamber of Commerce</i>	<i>\$4,000</i>	<i>One-Time Funding Agreement - <b>Pending Approval</b></i>
<i>Pemberton Off Road Cycling Association</i>	<i>\$5,922.50</i>	<i>Three Year Service Agreement - <b>Pending Approval</b></i>
<b>Total Committed Funds – if Chamber &amp; PORCA Requests Approved:</b>		
<b>SUB TOTAL</b>	<b>\$28,172.50</b>	
<b>REMAINDER after Commitments:</b>	<b>\$1,827.50</b>	

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

## **DISCUSSION & COMMENTS**

The Policy establishes an annual application deadline of October 15<sup>th</sup>, with a requirement that applicants present to Committee of the Whole on their application, and in subsequent years each Fall, on their activities for the year. The presentation provides the Village with an opportunity to learn about the organization and ask questions about their activities or programs and learn how they are working toward becoming self-reliant and contributing to the community.

The Chamber and PORCA were directed to the CIOF fund as their funding needs are a match with the objectives of CIOF and cannot be accommodated under the Community Enhancement Fund (CEF) or the SLRD Pemberton & Community Grant-in-Aid Program. Although the Policy sets out that consideration of CIOF requests is one time a year in the Fall, given the unique circumstances surrounding these two applications they are being brought forward at this time.

### **COMMUNICATIONS**

This matter does not require a communications element.

### **LEGAL CONSIDERATIONS**

There are no legal considerations at this time.

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

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

The Village allocates \$30,000 each year to the CIOF to support this program. Upon approval by Council the funds are distributed in January of each year, with the exception of this request. Traditionally the unexpended funds have been held in the CIOF and used for other Village or community initiatives based on direction from Council. If these extra commitments are supported there will be \$1,827.50 remaining in the CIOF fund.

### **INTERDEPARTMENTAL IMPACT & APPROVAL**

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

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

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

### **ALTERNATIVE OPTIONS**

There are no alternative options for consideration.

### **POTENTIAL GOVERNANCE CONSIDERATIONS**

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



## **RECOMMENDATIONS**

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

**Recommendation Two: THAT** the Committee of the Whole provide direction with respect to the request for one-time funding for the Pemberton & District Chamber of Commerce Visitor Information Centre.

**Recommendation Three: THAT** the Committee of the Whole provide direction with respect to a Three (3) Year Service Agreement for the Pemberton Off Road Cycling Association (PORCA).

## **ATTACHMENTS:**

- Appendix A: Community Initiative & Opportunity Fund Policy
- Appendix B: Chamber of Commerce Application for Funding
- Appendix C: Pemberton Off Road Cycling Association Application (PORCA) for Funding

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

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

## POLICY PURPOSE

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To provide seed, long term or one time/single event funding to not-for-profit organizations, entities or societies based within the Village of Pemberton that are considered by Council to be contributing to the community through the development, advancement, support or initiation of opportunities or promote partnerships that will enhance the economic well-being within the Village and to the improvement of the quality of life of its residents in the following areas:

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

## REFERENCES

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Not applicable.

## DEFINITIONS

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For the purposes of this policy the following definitions apply:

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

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

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

**Policy:**

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

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

**Priorities:**

Priority for funding will be given to applications that will:

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

**Who Will Be Supported:**

Applicants for funding must:

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

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

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

CIOF will not be provided for:

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

**Funding Allocation:**

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

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

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

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

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

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

**Procedure**

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

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

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

**Restrictions:**

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

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

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

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

**Restrictions:**

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

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

**FUNDING DEADLINE:**

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





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Pemberton BC V0N 2L0  
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Email: [admin@pemberton.ca](mailto:admin@pemberton.ca)  
Website: [www.pemberton.ca](http://www.pemberton.ca)

## COMMUNITY INITIATIVE & OPPORTUNITY FUND APPLICATION

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

Support from the Village is given in the form of cash grants only.

The Village does not provide funding to for-profit business, retroactive funding for project expenses incurred prior to funding approval, debt retirement, reserves or mortgage pay downs, large scale capital and public infrastructure projects, league or club based sports programs, prize money, or to organizations already receiving annual recurring funding from the Village or through other Village committees.

The Village supports funding through the COIF for wages, honorariums, contract services, promotions and marketing purposes, special events, projects and/or activities, and strategic or business plan development. Funding may also be used for the purpose of acquiring furnishings, equipment and supplies.

Successful Recipients are required to make a presentation to the Committee of the Whole to report on the status of the activity/project each year by November 15th or within one month of the completion of the project.

Please complete this application form & submit along with any additional information you deem necessary to the Manager of Corporate & Legislative Services no later than the first Monday in November each year. **Applications must not be handwritten.** Please do not exceed 10 pages. After reviewing all applications, Village staff will contact you to make arrangements to appear before Council at a Committee of the Whole meeting.

**Please note:** Appearing before Council does not guarantee funding approval. Applicants should be notified approximately 6-8 weeks after the deadline on the success of their application.

**Application should not be more than 10 pages. Please do not bind your application. Simply return form via fax, e-mail or mail before midnight on the first Monday of November each year.**

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

E:-Mail: [admin@pemberton.ca](mailto:admin@pemberton.ca)  
Phone: 604-894-6135  
Fax: 604-894-6136  
Website: [www.pemberton.ca](http://www.pemberton.ca)

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

## COMMUNITY INITIATIVE & OPPORTUNITY FUND APPLICATION

### ORGANIZATION INFORMATION

Community Organization Name: Pemberton & District Chamber of Commerce  
 Registered Tax Charity BB#  
 or Society Registration # (optional): XS0068244 Year Established: 1932  
 Contact Name: Graham Turner Phone: [REDACTED]  
 Mailing Address: \_\_\_\_\_ Email: [REDACTED]  
info@pembertonchamber.com Fax: N/A  
 Annual Report filed with the Provincial Government:  yes  no  
 If Yes, Date Last Report Filed: 2018

### SOCIETY EXECUTIVE CONTACTS

Title	Name	Email	Phone
President & Chair	Graham Turner	[REDACTED]	[REDACTED]
Vice President	Julie Kelly	[REDACTED]	[REDACTED]
Treasurer	Danielle Menzel	[REDACTED]	[REDACTED]

Organization Mission Statement (if applicable):

***"To be the voice for an integrated and prosperous business community that fosters development and advocates on behalf of its members."***

### DETAILS OF FUNDING REQUEST

1. Please identify the type of funding being requested (provide brief description of request i.e. timeframe):

- One Time/Single Event Funding: Operation of Pemberton Visitor Centre
- Long Term Service Agreement: \_\_\_\_\_
- Seed Funding: \_\_\_\_\_

2. Total financial assistance requested: \$ 4,000.00

*(Must Include a single page outline of what will be purchased and its cost. Provide any quotes or budgets for the project. Note: If you require funds for more than one item – please list the programs/items in priority order including a cost breakdown).*



**COMMUNITY INITIATIVE & OPPORTUNITY FUND APPLICATION**

3. Name of program and items needing support:

**Pemberton Visitor Centre Staffing & Chamber Services**

4. Describe the program and identify how it will benefit residents of Pemberton or bring economic development to the Village:

**This funding will allow the Chamber to continue to provide Pemberton Visitor Centre Staffing & Adequate Chamber in 2019 while the SLRD through PVUS investigates a new Long-Term Service Area Agreement which would include Village of Pemberton/Area C residents to provide this Funding into the future.**

5. Describe the revenues you receive from all sources and indicate how it is used to support your program:

**The Visitor Centre receives funding through Destination BC & Canada Student Grants, along with past Village of Pemberton CIOF Funding and SLRD matching Select Funding which all Contributed to the Pemberton Visitor Centre Staffing & Chamber Services.**

6. Summarize why your organization was established and identify its key goals. Also, describe your organization’s administrative structure and indicate how funds are managed.

**-Certificate of the formation of Pemberton & District Board of Trade was recorded on the 7th of June 1932 with the original bylaws adopted in 1931 and amended in 1940 and 1962.**

**-The objectives of the Pemberton & District Chamber of Commerce shall be to promote the Commercial, Industrial, Agricultural, and Welfare of Pemberton and surrounding area.”**

**-Funds are managed through our Treasurer, Executive Directors and our accounting firm Mountain Accounting.**

7. a) What would it mean to your program if funding is not provided by the Community Initiative & Opportunity Fund?  
b) What other options would you pursue?

**The Pemberton Chamber would need to look at reducing hours & services at the Visitor Centre and look a pulling additional funds from the Chambers Capital Reserve to fund the Visitor**

## COMMUNITY INITIATIVE & OPPORTUNITY FUND APPLICATION

### Info Centre.

8. Identify whether the Village of Pemberton has offered support in the past and, if so, how much and for what? Please list all donations since 2010.

**The Village has been providing an annual contribution to the operating cost of the Visitor Information Centre for almost 20 years. Initially a yearly contribution of approximately \$1,000 to \$1,500 was provided from general funds. In 2007, with the establishment of the Community Enhancement Fund (CEF), the contribution increased to between \$2,500 and \$2,700 annually. In 2011 the Village raised the funding to \$4,000 per year, and in 2014 entered into a five year Long Term Service Agreement through the Community Initiative & Opportunity Fund (CIOF) Which ended on December 31<sup>st</sup> of 2018. Matching Select Funding through the SLRD was also contributed through the CIOF Long Term Service Agreement**

9. Identify if you have applied for funding from another local government (ie: SLRD/ Pemberton Valley Utilities and Services Committee) or organization (community groups) for this same request and, if so, for how much. Also, indicate when you expect to know the outcome of that funding request (please keep us updated as you are informed).

**On Jan 31, 2019, the Chamber wrote to the SLRD requesting Select Funding in the amount of \$4,000 for the Chamber to continue to provide Pemberton Visitor Centre Staffing & Chamber Services in 2019 while the SLRD through PVUS investigates a new Long-Term Service Area Agreement which would include Village of Pemberton/Area C residents to provide funding into the future.**

10. Please identify how you would recognize or promote the Village of Pemberton's support of your program:

**Recognition through the "new" Chamber Website, Social Media and through close relations & collaboration with the VOP. The Chamber also supports the Advisory Design Review Commission with a volunteer and advises the VOP feedback on a regular basis on various referrals & projects.**

11. If a registered charity, please attach evidence of your charitable status and the most recent financial income statement (not more than 2 pages please).

2018

**Pemberton & District Chamber of Commerce**

**Multi-period Income Statement**

	Annual
<b>REVENUE</b>	
<b>Sales Revenue</b>	
Sales Membership	23,302.50
Sales Group Insurance	11,267.64
Sales Info Booth	1,326.28
Advertising Sales	200.00
Event Revenue	5,275.00
Sani Dump Revenue	7,972.29
Revenue - Visa Cash Backs	111.52
Sales Golf Tournament	38,634.69
Sales Discounts	-248.20
<b>Net Sales</b>	<b>87,841.72</b>
<b>Grant Revenue</b>	
Student Grants	11,648.00
Visitor Centre Grant	8,000.00
Grants	12,500.00
Data Portal - Grant 1	10,000.00
P.A.Ec.Dev. - Grant	3,000.00
<b>Total Grant Revenue</b>	<b>45,148.00</b>
<b>TOTAL REVENUE</b>	<b>132,989.72</b>
<b>Cost of Goods Sold</b>	
Economic Development Costs	3,001.95
Data Portal - Grant 1	13,650.94
Data Portal - Grant 2	2,100.00
P.A.Ec.Dev. - Grant	3,150.00
Golf Tournament Costs	24,532.06
Event Costs	5,209.92
Sani Dump Expense	1,913.85
<b>Total Cost of Goods Sold</b>	<b>53,558.72</b>
<b>Total Payroll Expense</b>	<b>29,302.56</b>
<b>Gross Profit</b>	<b>50,128.44</b>
<b>General &amp; Administrative Expenses</b>	
Accounting & Legal	3,571.95
Consulting	6,301.50
Advertising & Promotions	1,281.08
Bursary	500.00
Insurance	1,551.78

Interest & Bank Charges	710.84
Visitor Centre Expense	
Computer & IT	2,122.09
Insurance	783.72
Repair & Mtnce	3,394.02
Staff Uniforms	57.40
Supplies - Gen. & Admin	3,567.52
Telephone & Internet	1,504.46
Training & Education	439.75
Utilities	1,203.64
	<b>13,072.60</b>
Membership	2,365.75
Travel & Conference Expenses	1,098.92
<b>Total General &amp; Admin. Expenses</b>	<b>30,454.42</b>
	0.00
<b>NET OPERATING INCOME</b>	<b>19,674.02</b>

2018

**Pemberton & District Chamber of Commerce**

**Multi-period Income Statement**

	<u>Annual</u>
<b>REVENUE</b>	
<b>Sales Revenue</b>	
Sales Membership	23,302.50
Sales Group Insurance	11,267.64
Event Revenue	5,275.00
Revenue - Visa Cash Backs	111.52
Sales Golf Tournament	38,634.69
Sales Discounts	-248.20
<b>Net Sales</b>	<b>78,343.15</b>
<b>Grant Revenue</b>	
Data Portal - Grant 1	10,000.00
P.A.Ec.Dev. - Grant	3,000.00
<b>Total Grant Revenue</b>	<b>13,000.00</b>
<b>TOTAL REVENUE</b>	<b>91,343.15</b>
<b>Cost of Goods Sold</b>	
Economic Development Costs	3,001.95
Data Portal - Grant 1	13,650.94
Data Portal - Grant 2	2,100.00
P.A.Ec.Dev. - Grant	3,150.00
Golf Tournament Costs	24,532.06
Event Costs	5,209.92
<b>Total Cost of Goods Sold</b>	<b>51,644.87</b>
<b>Gross Profit</b>	<b>39,698.28</b>
<b>General &amp; Administrative Expenses</b>	
Accounting & Legal	3,571.95
Consulting	6,301.50
Advertising & Promotions	1,281.08
Bursary	500.00
Insurance	1,551.78
Interest & Bank Charges	710.84
Computer & IT	2,122.09
Membership	2,365.75
Travel & Conference Expenses	1,098.92
<b>Total General &amp; Admin. Expenses</b>	<b>19,503.91</b>
	0.00
<b>NET OPERATING INCOME</b>	<b>20,194.37</b>

2018

**Pemberton Visitor Info Centre  
Multi-period Income Statement**

	<u>Annual</u>
<b>REVENUE</b>	
<b>Sales Revenue</b>	
Sales Info Booth	1,326.28
Advertising Sales	200.00
Sani Dump Revenue	7,972.29
<b>Net Sales</b>	<u>9,498.57</u>
<b>Grant Revenue</b>	
Student Grants	11,648.00
Visitor Centre Grants (VOP CIOF & SLRD match)	8,000.00
Grants	12,500.00
<b>Total Grant Revenue</b>	<u>32,148.00</u>
<b>TOTAL REVENUE</b>	<u>41,646.57</u>
<b>Cost of Goods Sold</b>	
Sani Dump Expense	1,913.85
<b>Total Cost of Goods Sold</b>	<u>1,913.85</u>
<b>Total Payroll Expense</b>	<u>29,302.56</u>
<b>Gross Profit</b>	<u>10,430.16</u>
<b>General &amp; Administrative Expenses</b>	
Visitor Centre Expense	
Insurance	783.72
Repair & Mtnce	3,394.02
Staff Uniforms	57.40
Supplies - Gen. & Admin	3,567.52
Telephone & Internet	1,504.46
Training & Education	439.75
Utilities	1,203.64
<b>Total General &amp; Admin. Expenses</b>	<u>10,950.51</u>
<b>NET OPERATING INCOME</b>	<u><u>-520.35</u></u>





**SUPPORTING BUSINESS.  
BUILDING COMMUNITY.**

**GET INVOLVED  
JOIN TODAY**



**PEMBERTON**  
+ DISTRICT CHAMBER

# VISITOR CENTRE UPDATE

The Visitor Info Centre operated by the Pemberton Chamber and is the first point of contact for visitors when arriving to Pemberton.

Visitors and locals alike are informed of the many local attractions, recreational opportunities, and businesses in the area. While the staff drive guests to local businesses, they also educate visitors on sustainable & environmental best practices and parking regulations in the area. The Visitor Centre also collects valuable data that can be used to better understand the type of guest or passers-by through the gateway to the Pemberton Area. \*As a Chamber Member, you receive FREE brochure racking in the centre!

The Visitor Centre had another successful year with 23,483 visitors recorded. The centre opened on May 14 and closed on September 24, 2018. Summer staff performing duties as Visitor Information Counsellors were Nicole Pidperyhora, Jessie Bull, Kate Bull, relief Counsellor Lyra Tuck and Visitor Centre Manager Julie Kelly.

Financial assistance for the operation of the Pemberton Visitor Centre was provided by the Pemberton Chamber, Destination BC, Service Canada, Village of Pemberton and Squamish Lillooet Regional District;

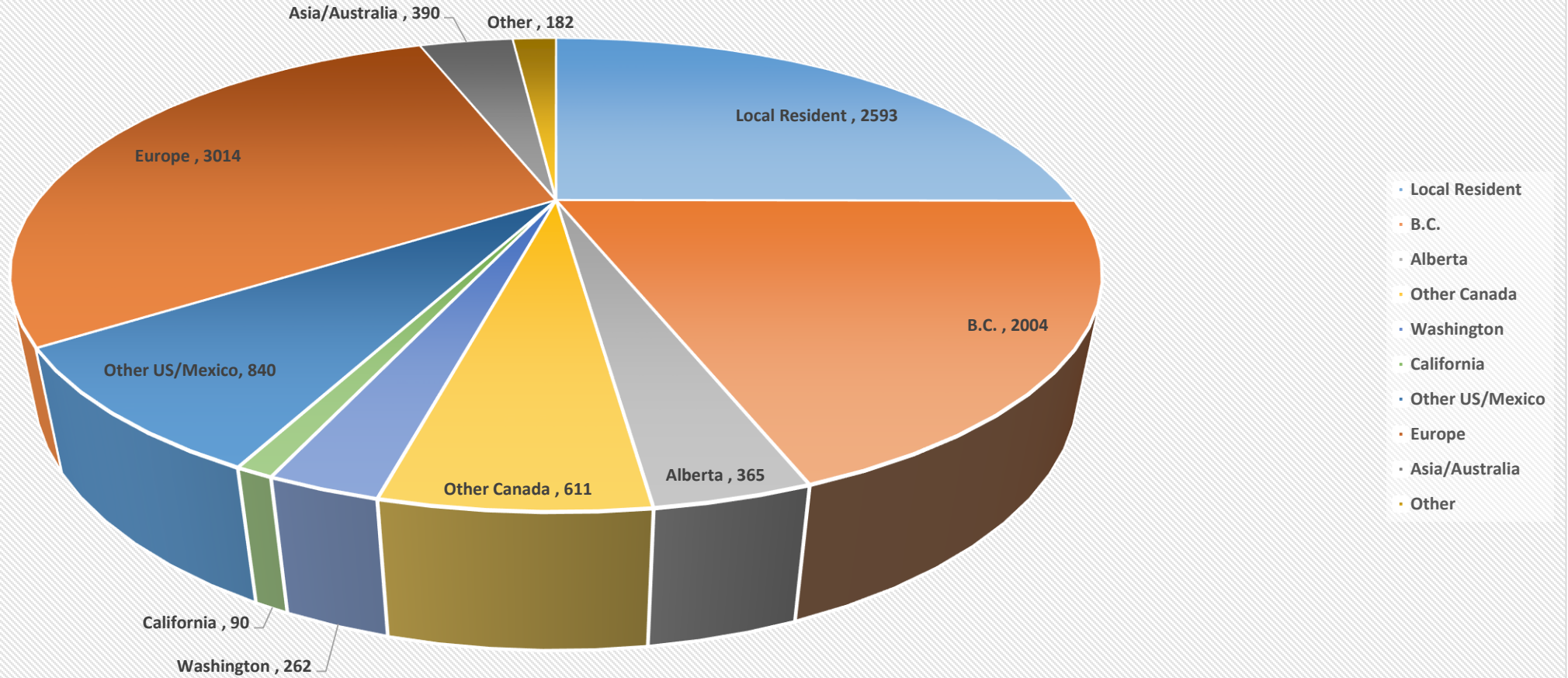
The Visitor Centre Community Initiative & Opportunity Fund funding agreement through the Village of Pemberton has come to an end this year, which may affect the 2019 operations of the facility.

The Village of Pemberton Council has sent correspondence to the SLRD requesting that consideration be given to establishment of a Service Establishment Bylaw for the Chamber of Commerce to support the operation of the Visitor Centre into the future.

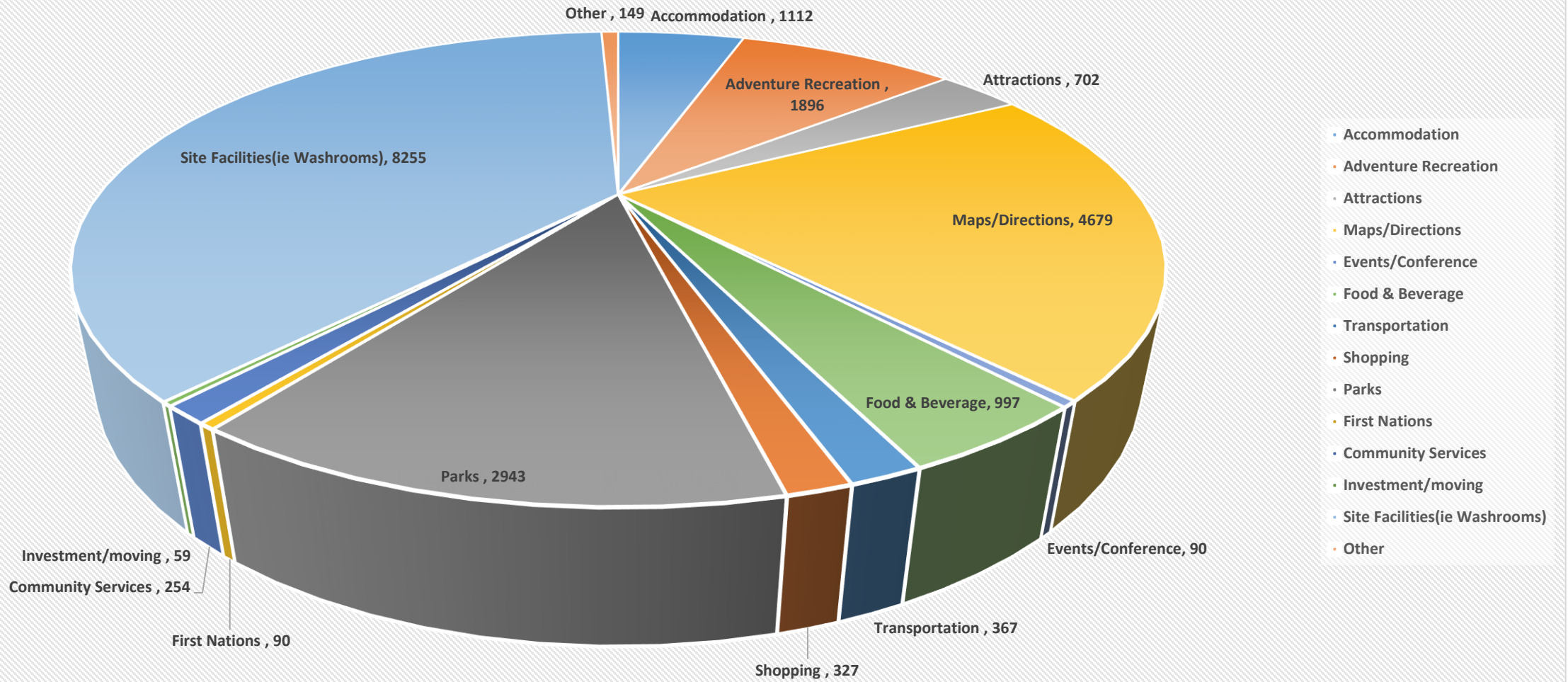
The Pemberton Chamber is confident that the SLRD will consider this Service Establishment Bylaw to support the continued operation of the Visitor Centre.



# Pemberton Visitor Origin



# Info Requested



# 2018 Chamber Accomplishments

- The new 2018 Board of Directors stepped up after a major changing of the guard.
- Continued to Chair the Pemberton Area Economic Development Collaborative through 2018.
- Successfully received \$20,000 from the province of BC's Rural Dividend Fund to complete phase #1 & #2 of the Pemberton Area Data Portal.
- Worked with the Village of Pemberton to provide feedback through our members on various topics including Zoning Bylaws, Cannabis Policy and the Downtown Enhancement Plan.
- Participated in developing the Sea-to-Sky Corridor Destination Development Draft Strategy
- Launched the first Certified SuperHost Customer Service training program in the valley.
- Application for \$100,000 funding from the Fifth intake of the BC Rural Dividend Fund for an economic development strategy and project manager, was submitted July 31 2018, with the Village of Pemberton stepping in as lead applicant.

Pemberton is at a pivotal point right now!! Through reliable data and cohesive collaboration the Pemberton + District Chamber is here to support business & build community in a sustainable fashion.

**Pemberton & District Chamber of Commerce**

Home The Chamber Members News Events Pemberton Contact Us

## Pemberton & Area Statistics

The Village of Pemberton and Area C of the Squamish-Lillooet Regional District are located within the unceded territory of Lil'wat Nation, and honour the language, culture and history of the Lil'wat7ul. In this snapshot of the region, we hope you'll find greater insight into the attributes, character and opportunities of our community. The Pemberton & District Chamber of Commerce is proud to collaborate with the Village of Pemberton, Squamish-Lillooet Regional District and the Lil'wat Nation to showcase the latest data, and to work together to ensure we grow into one of the most livable communities in BC.

Click the icon to learn more about each statistic.

### Population

CURRENT POPULATION

**Population**

**5707**

Source: Stats Canada

STRONGER TOGETHER: THE POWER OF THREE

● PEMBERTON ● AREA C ● LIL'WAT/IR

10 YEARS OF STEADY GROWTH

● 2016 ● 2011 ● 2006

A YOUNG & DYNAMIC DEMOGRAPHIC

● 0-19 ● 20-64 ● 65+

REGIONAL FUN FACTS

Did You Know?

This region dispenses 72,000 dog poop bags a year.

HIGHER EDUCATION

**University**

**1 in 5**

Source: Stats Canada



- Housing?
- Transportation?
- Internet?
- Recreation?
- Land Use?
- Agriculture?
- Bylaws?
- Infrastructure?
- Cannabis?
- Child Care?
- Seniors?

**PEMBERTON + DISTRICT CHAMBER**

Village of Pemberton  
Committee of the Whole Meeting No. 18  
Tuesday, March 5, 2019  
28

# 2018 Chamber Event Highlights

- Represented Pemberton at the Small Business Awards in Vancouver
- Down Town Small Business Pop Up Event @ Stay Wild
- Intro to the Chamber Workshop @ Big Sky
- Breakfast with the BC Chamber – Val Litwin @ North Arm Farm
- “Sold Out” Social Media Workshop @ Community Centre
- BC Gov. Budget update with Jordan @ The Meadows
- Working Effectively with First Nations Workshop @ Lil’wat Nation
- Represented Pemberton at the BC Chamber AGM in Kamloops.
- 13th Annual Golf Tournament @ The Meadows
- Business Park Small Business Pop Up Event @ Pemberton Brewing & Whistler Marijuana Corp.
- Certified SuperHost Customer Service training launched @ Lil’wat Nation
- Hosted the only Pemberton All Candidates Meeting.
- “Sold Out” Everyday Leaders Lunch & Learn with Christine McLeod @ The Town Square









# THANK YOU!!!

On behalf of the Pemberton & District Chamber of Commerce, we would like to personally thank you for supporting the Pemberton + District Chamber, the Pemberton Visitor Info Centre and the Business Community in the Pemberton area.

Only through your support and membership can we continue to fund important community initiatives, advocate on your behalf and lead the way for business.

Our communities are at a pivotal point right now and economic growth in this valley needs to be fostered in a responsible manner to ensure Pemberton is in the driver seat for steering Economic Development into the future.

Sincerely your 2018 directors; Graham, Julie, Jacaranda, Doug, Danielle, Steve, Blair, Rob & Woody

**A round of applause to our 2018 board of directors, including our outgoing directors Woody Bishop, Rob Meilleur & Doug Hartman!**



# And a warm welcome to our new Directors for 2019:

**Doug Smith** having moved here from Whistler last December

Doug has 11 years of Chamber experience having served on the Thunder Bay Chamber of Commerce that included 2 years as President and 2 years as Past President

His community service in Thunder Bay also included Chairing Rotary, the United Way Fund Raising Campaign, Ambassador's Northwest and serving on the Board for the World Nordic Ski Championships.

While in Whistler I was the Chair of the Strata Council.

**Marian O'Shaughnessy** will be retiring from the Liquor Distribution Board in February and will take on the position of Visitor Centre Manager. She has many years of Customer Service experience and actually ran a Visitor Centre in Montreal. She ran a book store for 7 years at the Vancouver International Airport before moving to Pemberton in 2005.



## Form Submission Info

### Organization Information

**Community Organization Name::** Pemberton Off Road Cycling Association (PORCA)

**Registered Tax Charity BB# or Society Registration # (optional)::** s-0065187

**Year Established:** 2016

**Contact Name and Title:** Ian Kruger, President

**Mailing Address:** PO [REDACTED] Pemberton BC V0N 2L0

**Phone Number:** 604-[REDACTED]

**Email:** [pembertontrails@gmail.com](mailto:pembertontrails@gmail.com)

**Annual Report filed with the Provincial Government?:** yes

**Please attach the most recent financial income statement (not more than 2 pages, please):** 2018\_PORCA\_Financials\_at\_20\_Aug\_181.pdf

**If yes, date of the last report filed?:** 03/16/2018

### Society Executive Contacts

**Please list Society Contacts (Title, Name, Email):** President, Ian Kruger, Vice President, Bree Thorlakson,

**Organization Mission Statement (if applicable)::** To support Pemberton's riding culture by fostering the growth and sustainability of the trail network while providing opportunities for all levels of mountain bikers.

### Details of Funding Request

**Please identify the type of funding being requested (provide brief description of request i.e. timeframe)::** seed-funding

**Please provide a brief description of request (ie. project name, time frame etc.):** The Pemberton Off Road Cycling Association (PORCA) is applying for seed funding to support the creation of a paid part time Executive Director position. If successful, the Association will create an Executive Director position and hire a qualified candidate to facilitate programming for 2019. The goal of the project is to have the position become self-funding within three years. The association is requesting seed funding assistance for the 2019, 2020, and 2021 calendar years.

**Total financial assistance requested:** Total financial assistance requested is \$25,000.

**Name of program and items needing support:** Pemberton Off Road Cycling Association paid executive director

**Describe the program and identify how it will benefit residents of Pemberton or bring economic development to the Village:** PORCA is a volunteer run community organization with more than 550 members. Our mission is “To support Pemberton’s riding culture by fostering the growth and sustainability of the trail network while providing opportunities for all levels of mountain bikers.” The creation of a paid Executive Director position will allow the Association to move from a Working Board to a Governance Board. The program will foster a sustainable framework that supports existing events and services while expanding Association offerings as directed by PORCA’s volunteer board of directors. Currently the Association provides a diversity of opportunities that benefit residents of Pemberton including weekly toonie rides, women’s Bike Club nights, youth camps, trail maintenance days, and special events. With the advent of an Executive Director position, the Association hopes to build upon existing opportunities by increasing youth events, engaging with the Lil’wat Nation, and building/managing a mountain bike skills park.

**Describe the revenues you receive from all sources and indicate how it is used to support your program:** Yearly memberships comprise the majority of PORCA’s annual income. Membership income is complemented by funds from an annual fundraising night and donations from local businesses and individuals. In 2017 the Association successfully applied for a grant from the Pemberton Valley Utilities and Services Committee.

**Summarize why your organization was established and identify its key goals. Also, describe your organization’s administrative structure and indicate how funds are managed.:** PORCA was established to provide support for and to enhance Pemberton’s mountain biking community. The Association’s vision is to be “The voice of Pemberton’s vibrant mountain biking community.” Key goals include: -Promote responsible trail use and environmental stewardship. -Work towards diversification of the local trail network. -Continue to offer low barrier events focused on providing mountain bike opportunities for all levels of the riding community. -Seek interpretive trail opportunities and partnerships with the local First Nations community. The Association’s board is comprised of nine directors. Each director has an equal vote in board decisions. A variety of sub-committees exist to address the diversity of initiatives undertaken by PORCA. Funds are managed by the Association’s treasurer in consultation with the remaining board of directors.

**What would it mean to your program if funding is not provided by the Community Initiative & Opportunity Fund? What other options would you pursue?:** If funding were not provided by the Community Initiative and Opportunity Fund, it is unlikely that the Association would be able to hire an executive director. There are few grant opportunities that will fund operating funds. The VoP funding will enable PORCA to develop and establish a sustainable business model for future operations. Without a paid executive director PORCA’s ability to expand initiatives and enhance existing offerings would be limited by the capacity of the volunteer board.

**Identify whether the Village of Pemberton has offered support in the past and, if so, how much and for what? Please list all donations since 2010.:** The Village of Pemberton has not offered PORCA support in the past.

**Identify if you have applied for funding from another local government or organization (community groups) for this same request and, if so, for how much. Also, indicate when you expect to know:** PORCA has not applied for funding from another source for this request.

**Please identify how you would recognize or promote the Village of Pemberton’s support**

**of your program::** The Association would recognize the Village of Pemberton's support via a press release dedicated to the funding arrangement. The Village of Pemberton would be featured as a funder on the PORCA website for the duration of the funding and would be thanked publicly in social media channels as well amongst PORCA members via the association newsletter.

**If a registered charity, please attached evidence of your charitable status:**

**Please attach a single page outline of what will be purchased and its cost. Provide any quotes or budgets for the project. Note: If you require funds for more than one item – please list the programs/items in priority order including a cost breakdown:**

### **Details of PORCA's Executive Director Seed Funding Request**

Bike club yearly planning 8 hours

Coaching certification and first aid 56 hours

Bike Club weekly ride organization and execution 100

hours Toonie planning, sponsorship liaison, and execution

50 hours Volunteer Trail night planning and execution 30

hours

Weekly communications: Website, social media, newsletter 5hrs/week Mar-Oct = 160 hours

Membership management and reporting 30

hours Board meeting preparation and attendance

60 hours Fundraising and grant applications 60

hours

Youth Program management and development 50

hours Skills park development and management 40

hours Event/race organization and execution 120

hours Administration 100 hours

Projected total of 824 hours averaging 23 hours per week over 9 month contract between February and October.

PORCA is committed to providing a living wage of \$25/hour. Net cost of PT ED is \$20,600.

Add additional 15% burden for payroll expenses including (WCB, EI, CPP, Taxes).

Estimated cost of PT Executive Director position as presented is \$23,690.

Part Time seed funding break down over 3 years:

Year Funding Spilt	2019 50/50%	2020 35/65%	2021 20/80%	2022 0/100%	Total for Yr 1-3
Local Government Contribution	\$11,845	\$8,290	\$4,740	\$0	\$24,875
PORCA	\$11,845	\$15,400	\$18,950	\$23,690	\$46,195

In addition to PORCA providing cash funding through retained funds and fundraising as outlined above, PORCA's volunteer Board of Directors would support the Executive Director through governance, strategic planning and event support, which totals a minimum of 532 hours throughout the year valued at \$15,960 per year.

# Pemberton Off Road Cycling Association

## Income Statement

as at February 12th, 2019

### REVENUE

Memberships	-	
Grants	-	
Donations	5,340.20	
Trail building workshop	-	
Legion Fundraiser	-	
Enduro Entry fees	-	
Spud Crusher	-	
PORCA Kid's Camp	-	
Mackenzie DH race	-	
Lumpy's Trifecta Entry Fees	-	
Jerseys	-	
Bike club shirts	-	
Toonies	-	
REVENUE TOTAL		5,340.20

### EVENT EXPENSES

Enduro expenses	-	
Trail day expenses	-	
Legion fundraiser	-	
Spud Crusher	-	
PORCA Kid's Camp	60.11	
Mackenzie DH race	-	
Lumpy's Trifecta expenses	-	
Toonie expenses	-	
EVENT EXPENSES TOTAL		60.11

### ADMIN EXPENSES

AGM and Strategic Planning expenses	183.67	
Memberships paid to PVTA	-	
Legal	-	
Training	551.25	
BC Registry	-	
Advertising	-	
Web Hosting - Wix; Survey Monkey	-	
Insurance	-	
Bank Fees	3.00	
Stationery/Cheques	-	
Hardware	-	
Trail Building	-	
PORCA Jerseys	-	
Bike club T-shirts	-	
Permits/licences	- 300.00	
Skills park expenses	-	
Stimulus Donation	-	
2017 expenses	-	
ADMIN EXPENSES TOTAL		437.92

**NET INCOME 4,842.17**

# Pemberton Off Road Cycling Association

## Income Statement

as at February 12th, 2019

	Scotiabank	Petty Cash
<b>CURRENT BALANCES</b>	36,898.61	50.00
Outstanding cheques	561.33	
Money held for bike park (One up donation)	10,340.20	
Contingency	1,703.50	
Basic cash needed for 2020 operations	<u>5,800.00</u>	
Total	18,405.03	
Remaining	<u><u>18,493.58</u></u>	

# Pemberton Off Road Cycling Association

## Income Statement

as at December 31st, 2018

### REVENUE

Memberships	16,424.29	
Grants	-	
Donations	4,729.36	
Trail building workshop	-	
Legion Fundraiser	6,996.20	
Enduro Entry fees	6,846.60	
Spud Crusher	5,075.03	
PORCA Kid's Camp	2,569.59	
Mackenzie DH race	2,699.07	
Lumpy's Trifecta Entry Fees	593.26	
Jerseys	-	
Bike club shirts	1,648.00	
Toonies	488.50	
REVENUE TOTAL		48,069.90

### EVENT EXPENSES

Enduro expenses	7,013.25	
Trail day expenses	-	
Legion fundraiser	87.29	
Spud Crusher	6,545.53	
PORCA Kid's Camp	2,176.39	
Mackenzie DH race	3,204.05	
Lumpy's Trifecta expenses	641.00	
Toonie expenses	307.73	
EVENT EXPENSES TOTAL		19,975.24

### ADMIN EXPENSES

AGM and Strategic Planning expenses	745.51	
Memberships paid to PVTA	6,110.00	
Legal	335.00	
Training	471.45	
BC Registry	-	
Advertising	538.95	
Web Hosting - Wix; Survey Monkey	786.98	
Insurance	4,708.00	
Bank Fees	70.03	
Stationery/Cheques	612.94	
Hardware	903.79	
Trail Building	1,433.25	
PORCA Jerseys	-	
Bike club T-shirts	1,178.65	
Permits/licences	330.00	
Skills park expenses	1,050.00	
Stimulus Donation	3,000.00	
2017 expenses	61.60	
ADMIN EXPENSES TOTAL		22,336.15

**NET INCOME** **5,758.51**

# Pemberton Off Road Cycling Association

## Income Statement

as at December 31st, 2018

	Scotiabank	Petty Cash
<b>CURRENT BALANCES</b>	32,056.44	50.00
Outstanding cheques	561.33	
Money held for bike park (One up donation)	5,000.00	
Contingency	1,703.50	
Basic cash needed for 2019 operations	<u>5,800.00</u>	
Total	13,064.83	
Remaining	<u><u>18,991.61</u></u>	



# Pemberton Off Road Cycling Association

## Income Statement

as at December 31st, 2017

### REVENUE

Memberships	7,839.75	
Grants	2,175.00	
Donations	5,340.49	
Trail building workshop	240.00	
Legion Fundraiser	11,139.64	
Enduro Entry fees	9,543.22	
Women's bike camp	2,352.00	
Mackenzie DH race	1,831.76	
Lumpy's Trifecta Entry Fees	310.00	
Jerseys	238.41	
Toonies	1,163.90	
REVENUE TOTAL		42,174.17

### EVENT EXPENSES

Enduro expenses	5,135.68	
Trail day expenses	90.34	
Trail Building Course	2,019.75	
Legion fundraiser	160.31	
Women's bike camp	2,399.78	
Mackenzie DH race	1,650.34	
Lumpy's Trifecta expenses	151.20	
EVENT EXPENSES TOTAL		11,607.40

### ADMIN EXPENSES

AGM and Strategic Planning expenses	284.59	
Memberships paid to PVTA	4,390.00	
BC Registry	55.00	
Advertising	161.44	
Web Hosting - Wix; Survey Monkey	340.09	
Insurance	4,576.84	
Bank Fees	76.50	
Stationery/Cheques	162.36	
First Aid Kits	145.01	
PORCA tent	1,291.46	
PORCA Jerseys	444.15	
Bike club Jerseys	345.00	
Permits/licences	115.00	
2016 expenses (Mosquito uptrack, Lumpy's catering)	1,147.00	
ADMIN EXPENSES TOTAL		13,534.44

**NET INCOME** **17,032.33**

# Pemberton Off Road Cycling Association

## Income Statement

as at December 31st, 2017

	Scotiabank	Petty Cash
<b>CURRENT BALANCES</b>	26,116.33	50.00
Outstanding cheques	181.60	
Basic cash needed for 2018 operations	5,771.82	
Cash promised to PVTA for Stimulus	<u>2,000.00</u>	
Total	<u>7,953.42</u>	
Remaining	<u><u>18,162.91</u></u>	

## Details of PORCA's Executive Director Seed Funding Request

Bike club yearly planning 8 hours

Coaching certification and first aid 56 hours

Bike Club weekly ride organization and execution 100 hours

Toonie planning, sponsorship liaison, and execution 50 hours

Volunteer Trail night planning and execution 30 hours

Weekly communications: Website, social media, newsletter 5hrs/week Mar-Oct = 160 hours

Membership management and reporting 30 hours

Board meeting preparation and attendance 60 hours

Fundraising and grant applications 60 hours

Youth Program management and development 50 hours

Skills park development and management 40 hours

Event/race organization and execution 120 hours

Administration 100 hours

Projected total of 824 hours averaging 23 hours per week over 9 month contract between February and October.

PORCA is committed to providing a living wage of \$25/hour.

Net cost of PT ED is \$20,600.

Add additional 15% burden for payroll expenses including (WCB, EI, CPP, Taxes).

Estimated cost of PT Executive Director position as presented is \$23,690.

Part Time seed funding break down over 3 years:

Year	2019	2020	2021	2022	Total for Yr 1-3
Funding Spilt	50/50%	35/65%	20/80%	0/100%	
PVUS	\$11,845	\$8,290	\$4,740	\$0	\$24,875
PORCA	\$11,845	\$15,400	\$18,950	\$23,690	\$46,195

In addition to PORCA providing cash funding through retained funds and fundraising as outlined above, PORCA's volunteer Board of Directors would support the Executive Director through governance, strategic planning and event support, which totals a minimum of 532 hours throughout the year valued at \$15,960 per year.

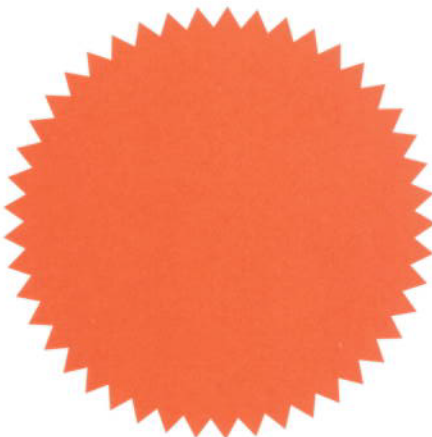


Number: S-0065187

# CERTIFICATE OF INCORPORATION

*SOCIETY ACT*

*I Hereby Certify that* **PEMBERTON OFF ROAD CYCLING ASSOCIATION** was incorporated under the *Society Act* on March 8, 2016 at 12:42 PM Pacific Time.



*Issued under my hand at Victoria, British Columbia,  
on March 8, 2016*

CAROL PREST  
*Registrar of Companies*  
PROVINCE OF BRITISH COLUMBIA  
CANADA

Village of Pemberton  
Committee of the Whole Meeting No. 188  
Tuesday, March 5, 2019

**Date:** March 5, 2019  
**To:** Nikki Gilmore, Chief Administrative Officer  
**From:** Lena Martin, Manager of Finance and Administration  
**Subject:** 2019 Draft Budget – Tax Implications

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### **PURPOSE**

To present to the Committee of the Whole the Tax Implications of the 2019 Draft Budget for review and comment.

### **BACKGROUND**

At the Regular Council Meeting No. 1483 held Tuesday, December 11, 2018, Council approved the 2019 budget deliberation schedule. This is the third of three sessions scheduled which will focus on the tax Implications of the 2019 Draft Budget.

### **DISCUSSION AND COMMENTS**

The Committee has reviewed the 2019 Budget as prepared through consultation with the Village Department Managers. At the last Committee of the Whole meeting, discussion on the remaining Capital Project items were discussed and the Committee requested further information from Staff identifying the Tax Implications of the new Employer Health Tax and the Contingent Legal Liability.

In 2018 the Provincial Government introduced a new tax to businesses called the Employer Health Tax (EHT). The EHT is an annual tax on an employer's B.C. remuneration paid to employees and former employees in a calendar year beginning on January 1, 2019. The EHT is being introduced in British Columbia as part of the province's efforts to eliminate the Medical Services Plan (MSP) premiums paid by all individual residents, however, in 2019 businesses will pay both MSP premiums and EHT. This mandatory tax will add an estimated \$47,785 expense line to the budget.

A contingent liability (IAS 37) was added to our Financial Statements for 2018. *Contingent liabilities are possible obligations whose existence will be confirmed by uncertain future events that are not wholly within the control of the entity.* The estimated expense of this one-time liability is \$40,000.

At this time, the Operating, Project and Capital Budgets including Reserves for Asset Management in General, Water and Sewer, are presented as balanced with zero tax increases, excluding the EHT and Contingent Liability.

The total additional budget required to account for the Provincial EHT and the Contingent Liability is \$87,785 or 5.45%.

### **Municipal Tax Implications**

A Tax Implication Report is attached (**Appendix A**) that identifies the impact of the EHT and contingent liability. Additional tax implications are shown at 2% and 4% for comparison.

Tax Implications are shown with the values from the Completed Roll and estimated year end surplus carried forward. Tax Bylaws will be presented in April using the Revised Tax Roll and additional year-end adjustments as required.

### **Budget Deliberation Schedule:**

The future meetings tentatively scheduled, as approved at the Regular Council Meeting No.1483 held Tuesday, December 11, 2018 are shown below.

<b>Date</b>	<b>Description</b>
<b>Tuesday, March 19 5:30 PM</b>	Regular Council Meeting <ul style="list-style-type: none"> <li>• Council Budgeting Session #3 – 2019 Tax Implications and Five Year Financial Plan Review</li> </ul>
<b>Tuesday, April 2 5:30 PM</b>	Regular Council Meeting <ul style="list-style-type: none"> <li>• 2019 - 2023 Five Year Financial Plan 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> readings (S.165 Community Charter)</li> <li>• 2019 Tax Rates Bylaw 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> readings</li> <li>• Sewer Rate Bylaw 1st, 2nd, and 3rd readings</li> <li>• Parcel Tax Rate Bylaw 1st, 2nd, and 3rd readings</li> </ul>
<b>Tuesday, April 16 5:30PM</b>	Regular Council Meeting <ul style="list-style-type: none"> <li>• 2019 - 2023 Five Year Financial Plan 4<sup>th</sup> &amp; Final</li> <li>• 2019 Tax Rates Bylaw 4th &amp; Final (S. 197 Community Charter)</li> <li>• Sewer Rate Bylaw 4th &amp; Final</li> <li>• Parcel Tax Rate Bylaw 4th &amp; Final</li> </ul>

### **COMMUNICATIONS**

An advertisement was placed in the Pique Newspaper on Thursday, February 28th, 2019, as well as included in the Village's eNEWS, on the Village Website and Facebook page.

As well, residents are able to participate in the budget process by submitting their questions to the Village at [budget@pemberton.ca](mailto:budget@pemberton.ca) which can be found on the Village website as a link. The answers will be summarized and included in the Budget Information Session to be held prior to the Regular Meeting of Council this evening, Tuesday, March 5, 2019.

### **LEGAL CONSIDERATIONS**

The development and review of the annual budget meets with the requirements as set out in legislation.

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

The development of the annual budget is a component of the day to day operations of the Finance Department and has been incorporated into the annual work plan.

### **INTERDEPARTMENTAL IMPACT & APPROVAL**

The Finance Department coordinates with Managers on each department budget and will move forward with the projects as approved by Council.

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

Development of the 2019 draft budget has no impact on the region or neighboring jurisdictions.

### **ALTERNATIVE OPTIONS**

There are no alternative options for consideration.

### **POTENTIAL GOVERNANCE CONSIDERATIONS**

The development of the 2019 Draft Budget meets with Strategic Theme Two: Good Governance being an open and accountable government and to fiscal responsibility. As well, it meets with Strategic Theme Three: Excellence in Service by continuing to deliver quality municipal services.

### **RECOMMENDATIONS**

**THAT** the Committee of the Whole provide direction to Staff with respect to any changes to the 2019 Draft Budget as presented.

### **Attachments:**

Appendix A – 2019 Tax Implications

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

# Appendix A

**Area** 08 - North Shore-Squamish Valley  
**Jurisdiction** 560 - Village of Pemberton

[NMC by Neigh](#)  
[NMC Detail](#)

Property Class	2018 Cycle 9	2019 Completed	NMC Land	NMC Impr	NMC Total	% Chg Due to NMC	% Chg Due to Market	% Chg
Res Vacant	\$35,535,100	\$61,059,500	\$19,382,000	\$0	\$19,382,000	54.54%	17.29%	71.83%
Res Single Family	\$289,094,600	\$338,782,200	-\$55,000	\$6,179,500	\$6,124,500	2.12%	15.07%	17.19%
Res ALR	\$9,643,000	\$8,950,000	-\$2,063,000	\$0	-\$2,063,000	-21.39%	14.21%	-7.19%
Res Farm	\$427,000	\$467,375	\$0	\$3,625	\$3,625	0.85%	8.61%	9.46%
Res Strata	\$222,510,200	\$281,499,400	\$10,890,000	\$8,705,700	\$19,595,700	8.81%	17.70%	26.51%
Res Other	\$18,820,800	\$23,103,600	\$651,000	\$220,400	\$871,400	4.63%	18.13%	22.76%
<b>01 - Residential Total</b>	<b>\$576,030,700</b>	<b>\$713,862,075</b>	<b>\$28,805,000</b>	<b>\$15,109,225</b>	<b>\$43,914,225</b>	<b>7.62%</b>	<b>16.30%</b>	<b>23.93%</b>
02 - Utilities	\$15,403,655	\$15,652,510	\$0	\$165,000	\$165,000	1.07%	0.54%	1.62%
03 - Supportive Housing	\$0	\$0	\$0	\$0	\$0			
04 - Major Industry	\$0	\$0	\$0	\$0	\$0			
05 - Light Industry	\$2,802,400	\$11,058,200	-\$786,000	\$8,075,000	\$7,289,000	260.10%	34.50%	294.60%
06 - Business And Other	\$86,665,751	\$133,051,101	-\$305,900	\$3,496,200	\$3,190,300	3.68%	49.84%	53.52%
07 - Managed Forest Land	\$0	\$0	\$0	\$0	\$0			
08 - Rec/Non Profit	\$5,270,600	\$5,172,900	-\$101,000	-\$14,400	-\$115,400	-2.19%	0.34%	-1.85%
09 - Farm	\$314,812	\$339,709	\$24,572	\$0	\$24,572	7.81%	0.10%	7.91%
S.644LGA/398VC	\$861,900	\$858,300	\$0	-\$18,000	-\$18,000	-2.09%	1.67%	-0.42%
<b>Total All Classes</b>	<b>\$687,349,818</b>	<b>\$879,994,795</b>	<b>\$27,636,672</b>	<b>\$26,813,025</b>	<b>\$54,449,697</b>	<b>7.92%</b>	<b>20.11%</b>	<b>28.03%</b>

Overall Assessment Values are up 28.3% with 7.92% due to NMC and 20.11% due to assessment value growth

Tax rates for 2019 have been reduced to offset the increase in assessment values

The proportionate share of tax to each class (ex. Residential, Utility, Commercial, Non Profit) has shifted dramatically from 2018 to 2019 Proportionately, due to the higher than average growth of the Commercial areas of the Industrial Park, those areas will see an increase in tax while Residential areas will see a deduction in tax, even with a zero tax increase to the Municipal budget.

The Industrial Park received a 5 year Revitalization Tax Exemption in 2014 that exempted businesses from paying Municipal Taxation for 5 years to encourage new growth in that sector. The total taxation forgone for that program to date is \$32,868 (2018).



The numbers on this report will remain static as of the Completed Roll non-market change cutoff date (December 6, 2018).

**Non Market Change (NMC) Reasons (valueBC)**

Note: If there is more than one reason for a property, only one reason will be reported. The following is the hierarchy for reporting and a short description of each.

- Boundary Extension: Jurisdiction change, usually the result of a municipal incorporation or annexation
- Property Class Change: A change in property class i.e. from Residential to Commercial
- Exemption Status Change: A change in exemption status i.e. taxable to non taxable or vice versa
- Additions or Deletions: Adding a new folio or deleting a folio. A subdivision would result in an Add for the new folios and either an Inventory Change or a Deletion of the parent property depending on how the subdivision was processed.
- Inventory Change: A modification of data that is not related to market shifts that will cause a change to the value of a property i.e. new construction
- Zoning Change: Change in property zoning

**Appendix A**

**Average Municipal Tax Increase 2019 for EHT and Contingent Liability of 5.45%**

Residential	Area	2018 Assessment	2018 Tax Rate	2018 Municipal Tax	2019 Assessment	2019 Tax Rate	2019 Municipal Tax	Overall \$ Change	\$ Change due to tax increase	\$ Change due to property value with zero tax increase
House	Poplar (H)	675,000	1.8836	\$ 1,271.41	767,000	1.5948	\$ 1,223.24	\$ (48.17)		
House	Laurel Street (H)	660,000	1.8836	\$ 1,243.16	753,000	1.5948	\$ 1,200.91	\$ (42.24)		
House	Hemlock	787,000	1.8836	\$ 1,482.37	894,000	1.5948	\$ 1,425.79	\$ (56.59)		
House	Pinewood (H)	1,007,000	1.8836	\$ 1,896.76	1,098,000	1.5948	\$ 1,751.13	\$ (145.62)		
House	Greenwood (H)	909,000	1.8836	\$ 1,712.17	1,091,000	1.5948	\$ 1,739.97	\$ 27.80		
House	Elmwood	781,000	1.8836	\$ 1,471.07	924,000	1.5948	\$ 1,473.63	\$ 2.56		
Duplex	Laburnum	668,000	1.8836	\$ 1,258.23	729,000	1.5948	\$ 1,162.64	\$ (95.59)		
Townhouse	Flint Street (TH)	319,700	1.8836	\$ 602.18	412,600	1.5948	\$ 658.03	\$ 55.85		
Townhouse	Park Street (TH)	486,300	1.8836	\$ 915.98	574,400	1.5948	\$ 916.08	\$ 0.09		
Townhouse	Laurel Street (TH)	486,000	1.8836	\$ 915.42	547,000	1.5948	\$ 872.38	\$ (43.04)		
Townhouse	Vine (TH)	463,000	1.8836	\$ 872.09	594,000	1.5948	\$ 947.34	\$ 75.24		
<b>Light Industry</b>										
Business (Class 5)	Highway 99	137,400	5.4042	\$ 742.53	581,200	5.4225	\$ 3,151.53	\$ 2,409.00	\$ 162.88	\$ 2,246.12
Business (Class 5/6)	Venture Place	487,800	6.4042	\$ 3,123.94	954,400	5.4225	\$ 5,175.19	\$ 2,051.25	\$ 267.47	\$ 1,783.78
<b>Commercial</b>										
Business	Downtown	324,000	4.2380	\$ 1,373.13	424,000	3.5884	\$ 1,521.48	\$ 148.35	\$ 78.63	\$ 69.72
Business	Downtown	2,051,000	4.2380	\$ 8,692.22	2,262,000	3.5884	\$ 8,116.94	\$ (575.28)	\$ 419.51	\$ (994.79)
Business	Downtown	3,088,900	4.2380	\$ 13,090.88	3,089,000	3.5884	\$ 11,084.54	\$ (2,006.34)	\$ 572.89	\$ (2,579.23)
Business	Industrial Park	149,000	4.2380	\$ 631.47	333,000	3.5884	\$ 1,194.93	\$ 563.47	\$ 61.76	\$ 501.71
Business	Industrial Park	218,700	4.2380	\$ 926.86	601,700	3.5884	\$ 2,159.14	\$ 1,232.28	\$ 111.59	\$ 1,120.68
Business	Industrial Park	189,800	4.2380	\$ 804.38	762,900	3.5884	\$ 2,737.58	\$ 1,933.20	\$ 141.49	\$ 1,791.72
Business	Industrial Park	796,000	4.2380	\$ 3,373.48	2,075,000	3.5884	\$ 7,445.91	\$ 4,072.43	\$ 384.83	\$ 3,687.60
<b>Rec./Non-Profit</b>										
	Downtown	408,000	1.8836	\$ 768.50	351,600	1.5948	\$ 560.75	\$ (207.75)		
	Airport	2,760,000	1.8836	\$ 5,198.66	2,880,000	1.5948	\$ 4,593.14	\$ (605.52)		
<b>Farm</b>										
	Meadows	406,804	1.8836	\$ 766.25	431,131	1.5948	\$ 687.59	\$ (78.66)		
	Downtown	514,091	1.8836	\$ 968.33	542,091	1.5948	\$ 864.55	\$ (103.78)		

**Appendix A**

**Average Municipal Tax Increase 2019 with BC Assessment change only**

<b>Residential</b>	<b>Area</b>	<b>2018 Assessment</b>	<b>2018 Tax Rate</b>	<b>2018 Municipal Tax</b>	<b>2019 Assessment</b>	<b>2019 Tax Rate</b>	<b>2019 Municipal Tax</b>	<b>\$ Change</b>
House	Poplar (H)	675,000	1.8836	\$ 1,271.41	767,000	1.5124	\$ 1,160.02	\$ (111.39)
House	Laurel Street (H)	660,000	1.8836	\$ 1,243.16	753,000	1.5124	\$ 1,138.85	\$ (104.31)
House	Hemlock	787,000	1.8836	\$ 1,482.37	894,000	1.5124	\$ 1,352.10	\$ (130.27)
House	Pinewood (H)	1,007,000	1.8836	\$ 1,896.76	1,098,000	1.5124	\$ 1,660.63	\$ (236.13)
House	Greenwood (H)	909,000	1.8836	\$ 1,712.17	1,091,000	1.5124	\$ 1,650.04	\$ (62.12)
House	Elmwood	781,000	1.8836	\$ 1,471.07	924,000	1.5124	\$ 1,397.47	\$ (73.60)
Duplex	Laburnum	668,000	1.8836	\$ 1,258.23	729,000	1.5124	\$ 1,102.55	\$ (155.68)
Townhouse	Flint Street (TH)	319,700	1.8836	\$ 602.18	412,600	1.5124	\$ 624.02	\$ 21.84
Townhouse	Park Street (TH)	486,300	1.8836	\$ 915.98	574,400	1.5124	\$ 868.73	\$ (47.25)
Townhouse	Laurel Street (TH)	486,000	1.8836	\$ 915.42	547,000	1.5124	\$ 827.29	\$ (88.13)
Townhouse	Vine (TH)	463,000	1.8836	\$ 872.09	594,000	1.5124	\$ 898.37	\$ 26.28
<b>Light Industry</b>								
Business (Class 5)	Highway 99	137,400	5.4042	\$ 742.53	581,200	5.1422	\$ 2,988.65	\$ 2,246.12
Business (Class 5/6)	Venture Place	487,800	6.4042	\$ 3,123.94	954,400	5.1422	\$ 4,907.72	\$ 1,783.78
<b>Commercial</b>								
Business	Downtown	324,000	4.2380	\$ 1,373.13	424,000	3.4029	\$ 1,442.84	\$ 69.72
Business	Downtown	2,051,000	4.2380	\$ 8,692.22	2,262,000	3.4029	\$ 7,697.43	\$ (994.79)
Business	Downtown	3,088,900	4.2380	\$ 13,090.88	3,089,000	3.4029	\$ 10,511.66	\$ (2,579.23)
Business	Industrial Park	149,000	4.2380	\$ 631.47	333,000	3.4029	\$ 1,133.18	\$ 501.71
Business	Industrial Park	218,700	4.2380	\$ 926.86	601,700	3.4029	\$ 2,047.54	\$ 1,120.68
Business	Industrial Park	189,800	4.2380	\$ 804.38	762,900	3.4029	\$ 2,596.10	\$ 1,791.72
Business	Industrial Park	796,000	4.2380	\$ 3,373.48	2,075,000	3.4029	\$ 7,061.08	\$ 3,687.60
<b>Rec./Non-Profit</b>								
	Downtown	408,000	1.8836	\$ 768.50	351,600	1.5124	\$ 531.76	\$ (236.73)
	Airport	2,760,000	1.8836	\$ 5,198.66	2,880,000	1.5124	\$ 4,355.75	\$ (842.91)
<b>Farm</b>								
	Meadows	406,804	1.8836	\$ 766.25	431,131	1.5124	\$ 652.05	\$ (114.20)
	Downtown	514,091	1.8836	\$ 968.33	542,091	1.5124	\$ 819.87	\$ (148.46)

**Appendix A**

**Average Municipal Tax Increase 2019 of 2%**

<b>Residential</b>	<b>Area</b>	<b>2018 Assessment</b>	<b>2018 Tax Rate</b>	<b>2018 Municipal Tax</b>	<b>2019 Assessment</b>	<b>2019 Tax Rate</b>	<b>2019 Municipal Tax</b>	<b>\$ Change</b>
House	Poplar (H)	675,000	1.8836	\$ 1,271.41	767,000	1.5427	\$ 1,183.22	\$ (88.19)
House	Laurel Street (H)	660,000	1.8836	\$ 1,243.16	753,000	1.5427	\$ 1,161.62	\$ (81.53)
House	Hemlock	787,000	1.8836	\$ 1,482.37	894,000	1.5427	\$ 1,379.14	\$ (103.23)
House	Pinewood (H)	1,007,000	1.8836	\$ 1,896.76	1,098,000	1.5427	\$ 1,693.84	\$ (202.92)
House	Greenwood (H)	909,000	1.8836	\$ 1,712.17	1,091,000	1.5427	\$ 1,683.04	\$ (29.12)
House	Elmwood	781,000	1.8836	\$ 1,471.07	924,000	1.5427	\$ 1,425.42	\$ (45.65)
Duplex	Laburnum	668,000	1.8836	\$ 1,258.23	729,000	1.5427	\$ 1,124.60	\$ (133.63)
Townhouse	Flint Street (TH)	319,700	1.8836	\$ 602.18	412,600	1.5427	\$ 636.50	\$ 34.32
Townhouse	Park Street (TH)	486,300	1.8836	\$ 915.98	574,400	1.5427	\$ 886.11	\$ (29.88)
Townhouse	Laurel Street (TH)	486,000	1.8836	\$ 915.42	547,000	1.5427	\$ 843.84	\$ (71.58)
Townhouse	Vine (TH)	463,000	1.8836	\$ 872.09	594,000	1.5427	\$ 916.34	\$ 44.25
<b>Light Industry</b>								
Business (Class 5)	Highway 99	137,400	5.4042	\$ 742.53	581,200	5.2451	\$ 3,048.42	\$ 2,305.89
Business (Class 5/6)	Venture Place	487,800	6.4042	\$ 3,123.94	954,400	5.2451	\$ 5,005.88	\$ 1,881.93
<b>Commercial</b>								
Business	Downtown	324,000	4.2380	\$ 1,373.13	424,000	3.4710	\$ 1,471.70	\$ 98.57
Business	Downtown	2,051,000	4.2380	\$ 8,692.22	2,262,000	3.4710	\$ 7,851.38	\$ (840.84)
Business	Downtown	3,088,900	4.2380	\$ 13,090.88	3,089,000	3.4710	\$ 10,721.89	\$ (2,369.00)
Business	Industrial Park	149,000	4.2380	\$ 631.47	333,000	3.4710	\$ 1,155.84	\$ 524.37
Business	Industrial Park	218,700	4.2380	\$ 926.86	601,700	3.4710	\$ 2,088.49	\$ 1,161.64
Business	Industrial Park	189,800	4.2380	\$ 804.38	762,900	3.4710	\$ 2,648.02	\$ 1,843.64
Business	Industrial Park	796,000	4.2380	\$ 3,373.48	2,075,000	3.4710	\$ 7,202.30	\$ 3,828.82
<b>Rec./Non-Profit</b>								
	Downtown	408,000	1.8836	\$ 768.50	351,600	1.5427	\$ 542.40	\$ (226.10)
	Airport	2,760,000	1.8836	\$ 5,198.66	2,880,000	1.5427	\$ 4,442.87	\$ (755.80)
<b>Farm</b>								
	Meadows	406,804	1.8836	\$ 766.25	431,131	1.5427	\$ 665.09	\$ (101.16)
	Downtown	514,091	1.8836	\$ 968.33	542,091	1.5427	\$ 836.26	\$ (132.06)

**Appendix A**

**Average Municipal Tax Increase 2019 of 4%**

<b>Residential</b>	<b>Area</b>	<b>2018 Assessment</b>	<b>2018 Tax Rate</b>	<b>2018 Municipal Tax</b>	<b>2019 Assessment</b>	<b>2019 Tax Rate</b>	<b>2019 Municipal Tax</b>	<b>\$ Change</b>
House	Poplar (H)	675,000	1.8836	\$ 1,271.41	767,000	1.5729	\$ 1,206.42	\$ (64.99)
House	Laurel Street (H)	660,000	1.8836	\$ 1,243.16	753,000	1.5729	\$ 1,184.40	\$ (58.76)
House	Hemlock	787,000	1.8836	\$ 1,482.37	894,000	1.5729	\$ 1,406.18	\$ (76.19)
House	Pinewood (H)	1,007,000	1.8836	\$ 1,896.76	1,098,000	1.5729	\$ 1,727.06	\$ (169.70)
House	Greenwood (H)	909,000	1.8836	\$ 1,712.17	1,091,000	1.5729	\$ 1,716.05	\$ 3.88
House	Elmwood	781,000	1.8836	\$ 1,471.07	924,000	1.5729	\$ 1,453.37	\$ (17.70)
Duplex	Laburnum	668,000	1.8836	\$ 1,258.23	729,000	1.5729	\$ 1,146.65	\$ (111.58)
Townhouse	Flint Street (TH)	319,700	1.8836	\$ 602.18	412,600	1.5729	\$ 648.98	\$ 46.80
Townhouse	Park Street (TH)	486,300	1.8836	\$ 915.98	574,400	1.5729	\$ 903.48	\$ (12.50)
Townhouse	Laurel Street (TH)	486,000	1.8836	\$ 915.42	547,000	1.5729	\$ 860.38	\$ (55.03)
Townhouse	Vine (TH)	463,000	1.8836	\$ 872.09	594,000	1.5729	\$ 934.31	\$ 62.21
<b>Light Industry</b>								
Business (Class 5)	Highway 99	137,400	5.4042	\$ 742.53	581,200	5.3479	\$ 3,108.20	\$ 2,365.67
Business (Class 5/6)	Venture Place	487,800	6.4042	\$ 3,123.94	954,400	5.3479	\$ 5,104.03	\$ 1,980.09
<b>Commercial</b>								
Business	Downtown	324,000	4.2380	\$ 1,373.13	424,000	3.5390	\$ 1,500.56	\$ 127.43
Business	Downtown	2,051,000	4.2380	\$ 8,692.22	2,262,000	3.5390	\$ 8,005.33	\$ (686.89)
Business	Downtown	3,088,900	4.2380	\$ 13,090.88	3,089,000	3.5390	\$ 10,932.12	\$ (2,158.76)
Business	Industrial Park	149,000	4.2380	\$ 631.47	333,000	3.5390	\$ 1,178.50	\$ 547.04
Business	Industrial Park	218,700	4.2380	\$ 926.86	601,700	3.5390	\$ 2,129.45	\$ 1,202.59
Business	Industrial Park	189,800	4.2380	\$ 804.38	762,900	3.5390	\$ 2,699.94	\$ 1,895.56
Business	Industrial Park	796,000	4.2380	\$ 3,373.48	2,075,000	3.5390	\$ 7,343.53	\$ 3,970.05
<b>Rec./Non-Profit</b>								
	Downtown	408,000	1.8836	\$ 768.50	351,600	1.5729	\$ 553.04	\$ (215.46)
	Airport	2,760,000	1.8836	\$ 5,198.66	2,880,000	1.5729	\$ 4,529.98	\$ (668.68)
<b>Farm</b>								
	Meadows	406,804	1.8836	\$ 766.25	431,131	1.5729	\$ 678.13	\$ (88.11)
	Downtown	514,091	1.8836	\$ 968.33	542,091	1.5729	\$ 852.66	\$ (115.67)

**Assessment Shift and Non Market Change**

2018 Municipal Levy	Assessment Shift		Assessment Shift		Assessment Shift		Assessment Shift	
		0%	2%	4%	5.45%			
Residential	\$ 1,084,996	\$ 1,013,238	\$ 1,033,503	\$ 1,053,768	\$ 1,068,460			
Utilities 1	\$ 14,199	\$ 11,815	\$ 12,051	\$ 12,288	\$ 12,459			
Utilities 2 *prov rate	\$ 55,270	\$ 55,408	\$ 55,408	\$ 55,408	\$ 55,408			
Light Industry	\$ 17,947	\$ 19,382	\$ 19,770	\$ 20,157	\$ 20,438			
Commercial	\$ 367,293	\$ 441,907	\$ 450,746	\$ 459,584	\$ 465,991			
Recreational	\$ 9,928	\$ 7,998	\$ 8,158	\$ 8,318	\$ 8,434			
Farm	\$ 593	\$ 477	\$ 486	\$ 496	\$ 503			
<b>Total Municipal Levy</b>	<b>\$ 1,550,225</b>	<b>\$ 1,550,225</b>	<b>\$ 1,580,122</b>	<b>\$ 1,610,018</b>	<b>\$ 1,631,693</b>			
		excludes NMC	excludes NMC	excludes NMC	excludes NMC			

\$ 29,896 \$ 59,793 \$ 81,468

2018 Municipal Levy	Assessment and NMC		Assessment and NMC		Assessment and NMC		Assessment and NMC	
		0%	2%	4%	5.45%			
Residential	\$ 1,084,996	\$ 1,079,655	\$ 1,101,248	\$ 1,122,841	\$ 1,138,496			
Utilities 1	\$ 14,199	\$ 11,824	\$ 12,060	\$ 12,297	\$ 12,468			
Utilities 2 *prov rate	\$ 55,270	\$ 56,052	\$ 56,052	\$ 56,052	\$ 56,052			
Light Industry	\$ 17,947	\$ 56,864	\$ 58,001	\$ 59,138	\$ 59,963			
Commercial	\$ 367,293	\$ 452,764	\$ 461,819	\$ 470,874	\$ 477,439			
Recreational	\$ 9,928	\$ 7,824	\$ 7,980	\$ 8,137	\$ 8,250			
Farm	\$ 593	\$ 514	\$ 524	\$ 534	\$ 542			
<b>Total Municipal Levy</b>	<b>\$ 1,550,225</b>	<b>\$ 1,665,496</b>	<b>\$ 1,697,685</b>	<b>\$ 1,729,873</b>	<b>\$ 1,753,210</b>			

*Total NMC* \$ 121,517

Variance \$ 32,189 \$ 64,378 \$ 87,715

**Assessment Shift PVUS - SLRD Shared Services**

**2018 Revised Roll**

**Assessment Values (Hospital)**  
*Includes NMC*

	Village of Pemberton		Area C	
			%	%
Residential	571,209,200	544,782,060	51.18%	48.82%
Utilities	16,265,555	158,385,320	9.31%	90.69%
Light Industry	2,802,400	1,914,600	59.41%	40.59%
Commercial	89,825,751	6,203,950	93.54%	6.46%
Managed Forest	-	29,200	0.00%	100.00%
Recreational	5,270,600	1,163,600	81.92%	18.08%
Farm	157,404	3,637,377	4.15%	95.85%
<b>Total</b>	<b>685,530,910</b>	<b>716,116,107</b>	<b>48.91%</b>	<b>51.09%</b>

**2019 Completed Roll**

**Assessment Values (Hospital)**  
*Includes NMC*

	Village of Pemberton		Area C	
			%	%
Residential	709,387,075	615,241,510	53.55%	46.45%
Utilities	16,510,810	160,203,640	9.34%	90.66%
Light Industry	11,058,200	2,140,800	83.78%	16.22%
Commercial	135,881,101	6,784,050	95.24%	4.76%
Managed Forest	-	32,400	0.00%	100.00%
Recreational	5,172,900	1,279,000	80.18%	19.82%
Farm	169,852	3,525,285	4.60%	95.40%
<b>Total</b>	<b>878,179,938</b>	<b>789,206,685</b>	<b>52.67%</b>	<b>47.33%</b>

2019 FINANCIAL PLAN REQUISITION AMOUNTS - PVUS	2018		2019		2019	2019
	Total Requisition	VOP Share	Total Requisition	VOP Share	Variance \$	%
1702 PEMBERTON RESCUE SERVICE	\$ 65,811.00	\$ 28,454.00	\$ 88,111.00	\$ 42,795.00	\$ 14,341.00	150.40%
1705 PEMBERTON SEARCH AND RESCUE	\$ 37,500.00	\$ 16,214.00	\$ 37,500.00	\$ 18,214.00	\$ 2,000.00	112.34%
1900 PEMBERTON REFUSE	\$ 195,400.00	\$ 93,298.00	\$ 220,121.00	\$ 117,034.00	\$ 23,736.00	125.44%
2004 PEMBERTON TELEVISION	\$ 19,500.00	\$ 14,605.00	\$ 31,173.00	\$ 23,938.00	\$ 9,333.00	163.90%
2100 PEMBERTON & DISTRICT COMMUNITY FUND	\$ 30,000.00	\$ 20,052.00	\$ 30,000.00	\$ 21,427.00	\$ 1,375.00	106.86%
2106 PEMBERTON DIST COMM REC	\$ 1,105,987.00	\$ 411,609.00	\$ 1,132,409.00	\$ 457,000.00	\$ 45,391.00	111.03%
2106B PEMBERTON MEADOWS FIELDS	\$ -	\$ 11,756.00	\$ -	\$ 11,102.00	\$ (654.00)	94.44%
2106C YOUTH CENTRE	\$ -	\$ 50,803.00	\$ -	\$ 61,931.00	\$ 11,128.00	121.90%
2106E GATES LAKE PARK	\$ -	\$ 4,020.00	\$ -	\$ 8,171.00	\$ 4,151.00	203.26%
2106F PEMBERTON SOCCER FIELD	\$ -	\$ -	\$ -	\$ 11,801.00	\$ 11,801.00	0.00%
2202 PEMBERTON & DISTR. MUSEUM & ARCHIVES	\$ 116,900.00	\$ 50,543.00	\$ 135,157.00	\$ 65,645.00	\$ 15,102.00	129.88%
2502 PEMBERTON LIBRARY	\$ 332,836.00	\$ 143,906.00	\$ 358,715.00	\$ 174,226.00	\$ 30,320.00	121.07%
2601 AREA C/VILL PEMBERTON CEMETERY	\$ 500.00	\$ 216.00	\$ 5,000.00	\$ 2,428.00	\$ 2,212.00	1124.07%
3003 PEMBERTON VALLEY RECREATIONALTRAILS	\$ 55,951.00	\$ 44,333.00	\$ 62,500.00	\$ 51,421.00	\$ 7,088.00	115.99%
<b>Total Tax Increase</b>	<b>\$ 1,960,385.00</b>	<b>\$ 896,079.00</b>	<b>\$ 2,100,686.00</b>	<b>\$ 1,067,133.00</b>	<b>\$ 177,324.00</b>	<b>119.09%</b>
			\$ 140,301.00		INCREASED	
			Increased			

<b>SLRD Total Non Market Share (estimated)</b>	<b>\$ (69,031)</b>
<b>PVUS budget increase</b>	<b>\$ 177,324</b>
<b>Regional Government increase</b>	<b>\$ 12,651</b>
<b>Regional Taxation Increase</b>	<b>\$ 120,944</b>
	7.56%