

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

Agenda for the **Regular Meeting** of Council of the Village of Pemberton to be held Tuesday, November 5, 2019 at 5:30 p.m. in Council Chambers, 7400 Prospect Street. This is Meeting No. 1501.

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

Item of Business	Page No.
1. CALL TO ORDER	
In honour of the Lil'wat7ul, the Village of Pemberton acknowledges that we are meeting within the unceded territory of the Lil'wat Nation.	
2. APPROVAL OF AGENDA	
Recommendation: THAT the Agenda be approved as presented.	
3. RISE WITH REPORT FROM IN CAMERA (CLOSED)	
4. ADOPTION OF MINUTES	
a) Regular Council Meeting No. 1500, Tuesday, October 22, 2019	4
Recommendation: THAT the minutes of Regular Council Meeting No. 1500, held Tuesday, October 22, 2019, be adopted as circulated.	
5. BUSINESS ARISING FROM THE PREVIOUS REGULAR COUNCIL MEETING	
6. BUSINESS ARISING FROM THE COMMITTEE OF THE WHOLE	
Moved/Seconded THAT the Committee of the Whole recommend to Council to approve the draft Age-Friendly Affordable Housing Action Plan;	
AND THAT the Committee of the Whole recommends that Council direct Staff to prepare a detailed short-term affordable housing implementation program for consideration during the 2020 budget deliberations.	
CARRIED	
7. COMMITTEE MINUTES - FOR INFORMATION	
There are no committee minutes for information.	
8. DELEGATIONS	
There are no delegations scheduled for this meeting.	
9. REPORTS	
a) Office of the Chief Administrative Officer	
b) Corporate & Legislative Services	
i. 2020 Council Committee Appointments	12

Recommendation: THAT Council provide direction with respect to the 2020 Committee Appointment Listing and make appointments as required.

AND THAT Council provide direction with respect to the 2020 Acting Mayor Schedule.

ii. Airport Development Inquiries 20

Recommendation: THAT Council provide direction respecting the proposed recommendation:

THAT those making enquiries respecting lease lots or development at the airport whether it be for a private hangar or a commercial operation be advised that proposals to the Village should address and/or include the following:

- *Benefits to the community of the proposed operation*
 - *Creation of jobs*
 - *revenue generation*
- *Impacts to the community of the proposed operation*
- *Impacts of air traffic noise*
- *Business plan in the case of a commercial operation*

AND THAT development of a lease lot must be started within one (1) year of entering into the lease and completed within three (3) years of entering into a lease agreement.

c) Finance & Administration

i. 2019 Third Quarter Financial Statements 23

Recommendation: THAT the 2019 Third Quarter Financial Statements be received for information.

d) Development Services 37

i. 2019 Third Quarter Report

Recommendation: THAT the 2019 Third Quarter Development Services Report be received for information.

e) Operations & Projects 41

i. 2019 Third Quarter Report

Recommendation: THAT the 2019 Third Quarter Operations & Projects Report be received for information.

ii. Snow Clearing Policy 44

Recommendation: THAT Council approve the Snow and Ice Removal Policy as presented.

f) Recreation Services

i. 2019 Third Quarter Report 52

Recommendation: THAT the 2019 Third Quarter Pemberton and District Recreation Services Report be received for information.

g) Fire Rescue Service

i. 2019 Third Quarter Report

56

Recommendation: THAT the 2019 Third Quarter Fire Department Report be received for information.

h) MAYOR'S Report

i) COUNCILLORS' Reports

10. BYLAWS

a) Bylaw for First, Second and Third Readings

i. Village of Pemberton Business Licence Amendment Bylaw No. 871, 2019

63

Recommendation: THAT the Village of Pemberton Business Licence Amendment Bylaw No. 871, 2019, be given first, second and third readings.

b) Bylaw for Adoption

i. Village of Pemberton Animal Control Amendment Bylaw No. 870, 2019

70

Recommendation: THAT the Village of Pemberton Animal Control Amendment Bylaw No. 870, 2019 be given first, second, and third readings.

11. CORRESPONDENCE

a) For Action - None

b) For Information - None

12. DECISION ON LATE BUSINESS

13. LATE BUSINESS

14. NOTICE OF MOTION

15. QUESTION PERIOD

75

16. IN CAMERA

THAT pursuant to Section 90 (1) (e) Land Acquisition 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.

17. RISE FROM IN CAMERA

18. ADJOURNMENT OF REGULAR COUNCIL MEETING

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

Minutes of the Regular Meeting of Council of the Village of Pemberton held on Tuesday, October 22, 2019 at 9:00 a.m. in Council Chambers, 7400 Prospect Street. This is Meeting No. 1500.

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

STAFF IN ATTENDANCE: Nikki Gilmore, Chief Administrative Officer
Sheena Fraser, Manager of Corporate & Legislative Services
Anne Burt, Bylaw Enforcement Officer
Elysia Harvey, Legislative Assistant
Sarah Toews, Emergency Program Coordinator

Public: 2

Media: 1

1. CALL TO ORDER

At 9:00 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)

Council did not rise with report.

4. ADOPTION OF MINUTES

a) Regular Council Meeting No. 1499, Tuesday, October 22, 2019

Moved/Seconded
THAT the minutes of Regular Council Meeting No. 1499, held Tuesday, October 22, 2019 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 Committee Minutes for information.

8. DELEGATIONS

RCMP Strategic Plan Update

Insp. Kara Triance, Officer in Charge, Sea to Sky RCMP Detachment

Sergeant Sasha Banks, Operations & Support Manager

Corporate Mike Hamilton, Operations Supervisor- Pemberton RCMP

Inspector Triance introduced Council to the RCMP 2019/2020 Strategic Plan, which is a list of priorities set at the National level and incorporated locally with collaborative input from local partners and stakeholders.

The four key priorities identified for 2019/2020 consist of Crime Reduction, Road Safety, Community Engagement & Indigenous People, and Investing in Our People. These priorities translated locally to implementation of a “bait bike” initiative, road safety monitoring on Duffy Lake Road, outreach to local Indigenous communities, and mental health awareness & recognition of RCMP staff, respectively.

The speed limit along highway 99 between Pemberton and Mount Currie was discussed, as well as increasing police foot patrols in the Village core.

9. REPORTS

a) Office of the Chief Administrative Officer

i. UBCM Structural Flood Mitigation Program Grant Application - Verbal Report

CAO Gilmore provided an update to Council on three flood mitigation projects that have been identified as key priorities within the Village, including the Ayers Dyke, Miller-Lillooet Dike and Arn Canal Culvert. These dyke and culvert upgrades are part of a valley-wide flood mitigation report and will work in conjunction with neighbouring communities. It should be noted that due to

the funding maximum, the Village is only able to proceed with the Miller-Lillooet Dike and the Arn Canal Culvert projects.

Moved/Seconded

THAT Council approve an application to UBCM's Structural Flood Mitigation Program, up to \$750,000, to complete life-saving dike and culvert upgrades to the Miller-Lillooet Dike and Arn Canal Culvert.

CARRIED

ii. Village Electric Car Charging Station at Pemberton Community Centre - Verbal Report

CAO Gilmore sought Council's direction with regards to a fee system for the electric car charging station.

Moved/Seconded

THAT a pay-per-use charging system be implemented at the two electric charging stations located at the Pemberton & District Community Centre and any other stations that might be installed at a later date.

AND THAT Staff explore increasing the number of charging stations throughout the community.

CARRIED

b) Corporate & Legislative Services

i. Aggressive Dog Designation Policy & Procedure

Moved/Seconded

THAT the Aggressive Dog Designation Policy & Procedure be approved.

CARRIED

ii. 2020 Council Meeting Schedule

Moved/Seconded

THAT the 2020 Council meeting schedule be established as follows:

DATE	TIME
Tuesday, January 14 th	5:30 pm
Tuesday, January 28 th	9:00 am
Tuesday, February 11 th	5:30 pm
Tuesday, February 25 th	9:00 am
Tuesday, March 10 th	5:30 pm
Tuesday, April 7 th	5:30 pm
Tuesday, April 21 st	9:00 am

Tuesday, May 5 th	5:30 pm
Tuesday, May 26 th	9:00 am
Tuesday, June 16 th	5:30 pm
Tuesday, June 30 th	9:00 am
Tuesday, July 14 th	5:30 pm
Tuesday, July 28 th	9:00 am
August	NO MEETING
Tuesday, September 1 st	5:30 pm
Tuesday, September 15 th	9:00 am
Tuesday, October 6 th	5:30 pm
Tuesday, October 20 th	9:00 am
Tuesday, November 3 rd	5:30 pm
Tuesday, November 17 th	9:00 am
Tuesday, December 8 th	5:30 pm

CARRIED

c) MAYOR'S Report

Mayor Richman reported on the following community events and initiatives:

- The 2nd annual Oktoberfest took place on October 19th at the Pemberton Community Centre;
- Thank you to Molli Reynolds for organizing the Farmers Market this year and wishing her the best as this is her final year as Market Manager;
- Pemberton Fire Rescue hosted an open house at the Fire Hall last weekend;
- Pemberton Secondary School will be holding their annual Haunted House Tours on Friday, October 25th and Saturday, October 26th – 7PM until 9PM;
- Pemberton Museum Annual Halloween Fun at the Museum will be held on Saturday, October 26th from 12 – 3 pm. Admission by Donation;
- Spud Valley Nordics Annual Lumpy's Epic – Fall Trail Running Race: Sunday, October 27th Registration at 9AM, Race Start at 10AM. Meet at One Mile Lake Park;
- A public hearing for the Official Community Plan and Zoning Amendment Bylaws for Sunstone Lot 1 will be held on Tuesday, November 5th at 7PM in Council Chambers;
- Thank you to residents and businesses for your patience during the movie shoot on Frontier Street last week;
- Attended the Lil'wat Nation Thanksgiving Powwow which took place October 11th – 13th.
- The Downtown Enhancement Project is finishing up with streetlights being installed this week;
- The Friendship Trail Bridge is now open;
- Acknowledged Staff for putting on a successful Downtown Street Party on October 20th to celebrate the end of the Downtown Enhancement Project,

which was well-attended. Also recognized Tom Csima, Manager of Operations/Projects, Jill Brooksbank, Senior Communications & Grant Coordinator and Anne Burt, Bylaw Enforcement Officer for their diligence during the project.

Mayor Richman also reported that he will be on vacation for a few days and Councillor Noble will be acting Mayor during his absence.

d) COUNCILLORS' Reports

Councillor Craddock

Councillor Craddock reported on the presentation by Quest University on the Mount Meager Volcanic Complex in Squamish, and commented on the successful completion of the Downtown Enhancement Project and celebratory Street Party.

Councillor Zant

Councillor Zant reported on the following:

- Attended the Tourism Pemberton meeting where the Pemberton Valley Trails Association and Pemberton Off Road Cycling Association made a presentation;
- The Downtown Street Party was a great event;
- Thanked and acknowledged the hard work of Staff over the past 6 months.

Councillor Antonelli

Councillor Antonelli reported that the Oktoberfest fundraising event which took place at the Pemberton & District Community Centre on October 19th was successful.

Councillor Noble

Councillor Noble reported on the following:

- Attended the Emergency Planning and Operations Committee meeting on October 17th;
- Shout out to the media for the article on Conservation Officers work in the community.

10. BYLAWS

a) Bylaw for First, Second and Third Readings

i. Village of Pemberton Animal Control Amendment Bylaw No. 870, 2019

Moved/Seconded

THAT the Village of Pemberton Animal Control Amendment Bylaw No. 870, 2019, be given first, second and third reading.

CARRIED

11. CORRESPONDENCE

a) For Action

i. Robert Schuster, Village of Pemberton, dated October 9, 2019, regarding affordable housing in Pemberton.

Moved/Seconded

THAT the correspondence be referred to Staff for a response.

CARRIED

ii. Susan Chalmers, Coordinator, Community Energy Association, dated October 11, 2019, extending an invitation to Mayor and Council to attend the Climate Leaders Institute on November 7th and 8th.

Moved/Seconded

THAT the attendance of Mayor Richman and Councillor Noble to the Climate Leaders Institute event on November 7th and 8th be approved and the costs associated with attending be paid by the Village.

CARRIED

b) For Information

i. Sarah Wareing, Dean, School of Public Safety, Justice Institute of British Columbia, dated September 30, 2019, announcing funding approval for the Rural Disaster Resilience Planning project and seeking the Villages involvement to collaborate on the project.

Moved/Seconded

THAT the correspondence be received for information.

CARRIED

- ii. **Sandy Stokes, Corporate Officer, Village of Pouce Coupe, dated October 10, 2019, regarding a resolution in support of fostering transportation network services in small communities.**
- iii. **Larry Garrett, President, British Columbia Cattlemen's Association, dated October 4, 2019, requesting support to improve high-speed internet access to rural ranchers.**
- iv. **Anitra Paris, Operations & Policy Manager, Clean Energy BC, dated October 15, 2019, extending an invitation to the *Generate 2019* energy conference from November 6th – 8th.**
- v. **Lower Mainland Local Government Association Newsletter, October 2019, reporting on advocacy work at the UBCM Convention.**

Moved/Seconded

THAT the above correspondence be received for information.

CARRIED

12. DECISION ON LATE BUSINESS

Highway 99 Speed Limit

Moved/Seconded

THAT a discussion respecting the speed limit along highway 99 between the Plateau and the Industrial Park be added as a late item.

CARRIED

13. LATE BUSINESS

Highway 99 speed limit discussion

Move/Seconded

THAT in response to resident concerns, Staff send correspondence to the Ministry of Transportation and Infrastructure requesting a review of the speed limits and signage between the Pemberton Plateau and the Industrial Park.

CARRIED

14. NOTICE OF MOTION

There was no notice of motion.

15. QUESTION PERIOD

There were no questions from the gallery.

At 11:04 the Regular meeting was recessed.

At 11:20 the Regular meeting was reconvened.

16. IN CAMERA

Moved/Seconded

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

CARRIED

At 11:21 Council moved In-Camera.

17. RISE FROM IN CAMERA

At 1:00 p.m. Council Rose without Report.

At 2:45 p.m. the Regular meeting was reconvened and Council moved back In-Camera.

At 2:48 p.m. Council Rose without Report.

18. ADJOURNMENT OF REGULAR COUNCIL MEETING

Moved/Seconded

THAT the Regular Council Meeting be adjourned.

CARRIED

At 2:48 the Regular Council Meeting was adjourned.

Mike Richman
Mayor

Sheena Fraser
Corporate Officer

Date: November 5, 2019
To: Nikki Gilmore, Chief Administrative Officer
From: Sheena Fraser, Manager of Corporate & Legislative Services
Subject: 2020 Committee & Liaison Appointments

PURPOSE

The purpose of this report is to present to Council the list of Committee and Board appointments and to confirm appointments of Village Council representative(s) for 2020.

BACKGROUND

Each year, in the fall, Council reviews the Committee and Liaison Appointment list and makes revisions if necessary, as several organizations in which the Village participates require that the appointment be made by resolution of Council for the following year. Council is also required to establish and confirm the schedule for Acting Mayor in the event of the Mayor's absence.

Attached as **Appendix A** is the 2019 Council Committee listing.

DISCUSSION & COMMENTS

Appointment of Acting Mayor:

Pursuant to Section 130 (1) of the *Community Charter* and Section 11 of the Council Procedure Bylaw No. 788, 2015 Council must by December “*designate Councillors to serve on a rotating basis as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of Mayor is vacant*”.

Traditionally the Village has established a three-month rotation starting each December as follows:

- December, January, February
- March, April, May
- June, July, August
- September, October, November

This appointment schedule has usually been established based on alphabetical order except in the case whereby a member of Council knows in advance that they would be unable to fulfill the role of Acting Mayor during the time period assigned. When reviewing the appointment to Acting Mayor schedule, Council members may wish to consider vacation and work schedules that may impact their ability to fulfill Acting Mayor responsibilities during a specific period of the year.

The schedule for 2019 was established as follows:

December, January, February	Councillor Antonelli
March, April, May	Councillor Craddock
June, July, August	Councillor Zant
September, October, November	Councillor Noble

Parcel Tax Review Panel:

As per sections 204 (1) and (2) of the *Community Charter*, before a parcel tax is imposed for the first time on a new property, Council must appoint at least three persons as the members of the Parcel Tax Review Panel. The Panel must then consider any complaints respecting the parcel tax roll and then must authenticate the roll, no later than March 16th.

In 2019 Councillors Antonelli, Noble and Zant were appointed to the Parcel Tax Review Panel. Appointments by resolution are required for 2020.

Appointment to Committees:

Pursuant to Section 52 (b) the Mayor is an ex-officio member of all Village of Pemberton Committees and is entitled to vote on any matter before a Committee. Although any Council member is entitled and welcome to attend a committee meeting section 52 (a) of the Council Procedure Bylaw No 788, 2015 notes that a Councillor is not entitled to vote on a question if they are not a member of that specific committee. The Village does not have any Standing or Select Committees rather utilizes the Committee of the Whole for these purposes.

Committee Established by Bylaw:

Emergency Planning & Operations Committee:

The *Village of Pemberton Emergency Measures Bylaw No. 539, 2004* establishes that the Village must have an Emergency Planning & Operations Committee. The role of the Committee is to facilitate emergency preparedness, response and recovery measures for the Village of Pemberton. Membership on the Committee as established in the bylaw includes one member of Council, the CAO, Emergency Program Coordinator, Departments heads or their designate and other members that Council may determine. The meeting schedule is determined by the Committee.

Councillor Noble is the current appointment and an Alternate has not been assigned.

Working Committees:

A Working Committee is a Staff facilitated committee that may be established by the CAO or another organization to which a member of Council or Staff or both may represent the Village or Council acting as a liaison between the Committee and the Village. At this time, the Village has no Working Committee's that require participation by Council.

Community Committee

A Community Committee may be a committee that is established by another organization or has been established by a group to bring together groups or individuals to work on a specific issue or undertake a project of some form. This is not a Committee of Council but rather a Committee on which the Village has been invited to participate. In this regard, the Village participates on the following Community Committees:

Cemetery Committee:

The Pemberton Cemetery is funded through the Squamish-Lillooet Regional District (SLRD) Pemberton Valley Utilities and Services (PVUS) Committee budget and oversight

for the Cemetery is provided by a Committee made up of representatives from the Legion, a local resident, SLRD Electoral Area C and the Village. In 2016, the Village was requested to appoint a new member to the Board as the previous Village representative had moved and other members of the Board were retiring. The Village representative could be either a community member or a member of Council. At that time, it was decided that it would be appropriate for a Council member to represent the Village on the Committee.

Councillor Zant is the current Village appointment to the Cemetery Committee with Councillor Antonelli as the Alternate.

Wellness Bursary Selection Committee:

Each year the Wellness Bursary Selection Committee awards two bursaries to one student of Pemberton Secondary and one student of Xetólacw to recognize their contribution or efforts within the community. A Village Council Member is required to be appointed as a representative on the Wellness Bursary Selection Committee.

In April 2019, Councillor Antonelli was appointed to represent the Village.

Joint Committees (Intergovernmental):

At this time the Village participates on four Joint or Intergovernmental Committees and the following members are currently appointed to represent the Village:

NuKwanTwal Intergovernmental Relations Committee: Mayor Richman
Nikki Gilmore, CAO
Jill Brooksbank, Comms
Coordinator

It should be noted that the 2019 Joint Committee listing established that all of Council was appointed to the NuKwanTwal Gathering; however, as the Gathering is a community event in which the representatives of all the local jurisdiction Council's, Board's or Committees are invited it is not necessary to make an official appointment.

**Pemberton Emergency Management Committee –
subcommittee of NuKwanTwal:** Mayor Richman
Nikki Gilmore, CAO
Sarah Toews, Emergency
Program Coordinator

Economic Development Collaborative: Councillor Craddock
Councillor Antonelli
(Alternate)

Sea to Sky Regional Transit Commission: Mayor Richman
Councillor Craddock
Nikki Gilmore, CAO

Board Appointments:

Squamish-Lillooet Regional District Appointments:

The Village of Pemberton is represented on the Squamish-Lillooet Regional District Board and committees affiliated with the work of the SLRD. Pursuant to section 197 and 200 of the *Local Government Act*, the Village's appointments one member to act as the Village representative to the SLRD Board and a second member as an Alternate. This is confirmed by resolution at the beginning of Council's term. If either the Village representative or the Alternate resigns from Council or elects to no longer be the Village representative, then Council would be required to make a new appointment.

Squamish-Lillooet Regional District Board:

The SLRD Board meets on the third Wednesday and Thursday of the month.

In 2019, Mayor Richman was appointed as the Village of Pemberton representative with Councillor Zant as the Alternate.

Pemberton Valley Utilities and Services Committee (PVUS):

The PVUS Committee is a committee of the Squamish-Lillooet Regional District Board, convened to discuss shared services between SLRD Electoral Area C and the Village of Pemberton. Committee recommendations are forwarded to the Board for endorsement. PVUS Committee meetings are held based on a schedule established by the Committee.

The current appointments are Mayor Richman and Councillor Zant.

Sea to Sky Regional Hospital District:

Sea to Sky Regional Hospital District exists to borrow funds and finance construction projects or equipment purchases at facilities located within the hospital district boundary. Regional hospital districts are governed under the provincial *Hospital District Act*. The Sea to Sky Regional Hospital District Board is composed of the Electoral Area C and D Directors, along with the Municipal Directors from the Village of Pemberton, the Resort Municipality of Whistler, and the District of Squamish.

Currently, Mayor Richman is the Village appointment with Councillor Zant the Alternate.

Pemberton Lillooet Treaty Advisory Committee (PLTAC):

The Village must appoint two representatives to the Pemberton Lillooet Treaty Advisory Committee (PLTAC), which is a committee listed on the SLRD's exterior committee list. The mandate of the PLTAC is to ensure that local government interests are represented in the treaties being negotiated in the Pemberton-Lillooet Regional District under the BC Treaty Commission (BCTC) process¹.

¹ Pemberton-Lillooet Treaty Advisory Committee – Interests in Treaty Making – Draft3, December, 2006

The PLTAC has not met in several years but in anticipation that there may be work for the Committee to do in the future it is recommended that Council make an appointment. The meeting schedule is based on the need to call a meeting and is coordinated by the SLRD.

Mayor Richman is the Village appointee with Councillor Zant the Alternate.

Pemberton & District Library Board:

The Village of Pemberton is represented at the Library Board by a member of Council. The Library Board meets on the first Thursday of each month at 7pm in the Library except for July and August. Trustees are required to attend a minimum of six (6) meetings a year and each meeting lasts on average 1 – 1.5 hours.

The Village is represented by Councillor Antonelli with Councillor Noble the Alternate.

The Village is required to re-confirm appointments by resolution each year.

Spełkúmtn Community Forest Board:

In 2018, the Village and Lil'wat Nation established the Spełkúmtn Community Forest Corporation to make application to the Ministry of Forests, Lands and Natural Resource Operations and Rural Development for a Community Forest Licence and subsequently oversee the operations of a the Spełkúmtn Community Forest.

In anticipation of the Community Forest Licence being approved an Interim Board was appointed and the Village's representatives are Mayor Richman, Councillor Craddock and Nikki Gilmore, CAO. These appointments must be re-confirmed by resolution for 2020.

Association Membership:

Municipal Insurance Association of BC:

The Village is a member of the Municipal Insurance Association of BC (MIABC). As such, the Village must appoint two members of Council (one voting and one non-voting member) to represent the Village at the MIABC Annual General Meeting, which is held each year during the Union of British Columbia Municipalities (UBCM) meeting in September.

In 2019, Councillor Craddock and Councillor Antonelli were the Village representatives to MIABC. The Village is required to confirm appointments by resolution each year.

Liaison to other entities (committees/boards):

In 2009, as a means of developing and supporting cooperation between jurisdictions and organizations, Council determined it would be productive to have a member of Council attend open meetings of other committees or organizations as means ensuring the Village is kept informed of initiatives or projects being undertaken in the community.

In the past, Council members have fulfilled this by attending meetings of the Pemberton Valley Dyking District (PVDD), Pemberton Valley Trails Association (PVTA) (if no one on Council was already a member of the organization) and the Signal Hill Elementary/Pemberton Secondary School Parent Advisory Committees. Attendance at other community committee meetings has also been dependent on individual Council member interests.

It should be noted that Council members attending these meetings are not appointments nor do they have voting privileges; rather members are in attendance as observers.

In 2019, Council members expressed interest and attended the following Committee/Board meetings:

- Pemberton Valley Dyking District (Councillor Craddock)
- Pemberton Valley Trails Association (Councillor Noble)
- SLRD Agricultural Advisory Committee (Councillor Noble)
- Tourism Pemberton (Councillor Zant)

COMMUNICATIONS

Upon confirmation of appointments, notice will be provided to each organization advising who the Village representative will be and providing contact information as appropriate.

The Committee appointment list will be posted on the Village website and Committee appointments will be added to each Council member's biography.

LEGAL CONSIDERATIONS

Establishing Committees and appointing representatives to Committees meets with legislation outlined in the *Community Charter* as noted above and the *Village of Pemberton Council Procedure Bylaw*.

IMPACT ON BUDGET & STAFFING

This report was done in-house and is incorporated as part of the regular routine of the Corporate & Legislative Services Department.

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts to facilitate the committee appointments.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

The appointment of members of Council to Committees, joint Committees or Boards of other jurisdictions is not uncommon and supports intergovernmental relations.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

POTENTIAL GOVERNANCE CONSIDERATIONS

This initiative supports the Village's Strategic Plan, particularly the Village's commitment to Theme Two: Good Government to "being an open and accountable government".

RECOMMENDATIONS

THAT Council provide direction with respect to the 2020 Committee Appointment Listing and make appointments as required.

AND THAT Council provide direction with respect to the 2020 Acting Mayor Schedule.

Attachments:

Appendix A: 2019 Council Committee List

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

APPENDIX A

2019 VILLAGE OF PEMBERTON COMMITTEES & LIAISON

Approved by Council – Inaugural Council Meeting No. 1480, Tuesday, November 6, 2018 &
Special Meeting of Council No. 1481, Friday, November 6, 2018

COMMITTEE/BOARD	CHAIR/COUNCIL REPRESENTATIVE	ALTERNATE/OTHER	STAFF/OTHERS
Committee of the Whole Finance Airport Public Works/Parks Fire Governance Recreation Policy	Chair – Mayor or Acting Mayor Council & CAO		
Parcel Tax Review Panel	Amica Antonelli Leah Noble Ryan Zant		
Emergency Planning & Operations Committee	Leah Noble		CAO Emergency Prog. Co. Fire Chief Mgr. Fin & Admin Mgr. Ops & DS
STANDING COMMITTEE - None			
WORKING COMMITTEE - None			
COMMUNITY COMMITTEE			
Cemetery Committee	Ryan Zant	Amica Antonelli	
JOINT COMMITTEES (INTERGOVERNMENTAL)			
NuKwanTwal Gathering	All Council		CAO/Coms & Grant Co.
NuKwanTwal Intergovernmental Relations Committee	Mike Richman		CAO/Coms & Grant Co
Economic Development Collaborative	Ted Craddock	Amica Antonelli	
Regional Transit Commission/Committee	Mike Richman	Ted Craddock	CAO
BOARD APPOINTMENTS			
Squamish Lillooet Regional District (SLRD)	Mike Richman	Ryan Zant	
Pemberton Valley Utilities & Services Committee (PVUS)	Mike Richman	Ryan Zant	CAO Mgr, Fin. & Admin
Pemberton Lillooet Treaty Advisory (PLTAC)	Mike Richman	Ryan Zant	
Pemberton District Library Board	Amica Antonelli	Leah Noble	
Municipal Insurance Association of BC (MIABC)	Ted Craddock	Amica Antonelli	
Sea to Sky Regional Hospital District Board	Mike Richman	Ryan Zant	
Community Forest Interim Board	Mike Richman	Ted Craddock	CAO
LIAISON TO OTHER COMMITTEES/BOARDS			
Pemberton Valley Dyking District	Ted Craddock		
Agricultural Advisory Committee (SLRD)	Leah Noble		
Pemberton Valley Trails Association	Leah Noble		
Tourism Pemberton	Ryan Zant		
ACTING MAYOR			
December, January, February	Amica Antonelli		
March, April, May	Ted Craddock		
June, July, August	Ryan Zant		
September, October, November	Leah Noble		
Mayor is ex officio member of all committees. Chair is in Bold if one has been established.			
All Councilors are welcome to attend any committee meetings.			

Date: Tuesday, November 5, 2019
To: Nikki Gilmore, Chief Administrative Officer
From: Sheena Fraser, Manager of Corporate & Legislative Services
Subject: Airport Development Inquiries

PURPOSE

The purpose of this report is to present a listing of basic criteria the Village will require potential leaseholders to meet when considering a lease agreement at Pemberton Airport (CYPS)

BACKGROUND

Each year the Village receives enquiries respecting leasing opportunities at the Airport. The airport lands have been granted to the Village through a Crown Grant which specifies that the lands may only be used for Airport and Aviation Ancillary uses. As such, enquiries related to other types of uses (storage facilities, maintenance operations other than those related to aviation) may not be considered.

At this time, there are six (6) leases as follows:

- Blackcomb Helicopters (commercial operation)
- Pemberton Soaring Centre (private with tenants)
- Robin Brown (private hangar)
- Copperdome Lodge (undeveloped lease area)
- SKY Helicopters (undeveloped lease area)
- Pemberton & District Search & Rescue (PSAR Base)

Following the completion of lease negotiations with SKY Helicopters, Council rose with report on September 10th directing Staff to include on the next Committee of the Whole agenda a discussion respecting airport operations.

As such, at the Committee of the Whole meeting No. 197, held Tuesday, October 22, 2019, the Committee considered what development at the Airport might look like going forward. As a result, it was determined that it would be appropriate to put in place some basic criteria related to the Village's expectations for potential leaseholders and the following resolution was passed:

Moved/Seconded

THAT the Committee of the Whole recommends to Council that Staff prepare a list of criteria for lease lot and development inquiries that include the following:

- *Benefits to the community*
- *Impacts to the community*
- *Establishment of development timelines*

And bring forward to a future Council meeting for consideration.

CARRIED

DISCUSSION & COMMENTS

As a result of the direction provided by the Committee of the Whole, Staff have prepared the following recommendation for Council's review and comment:

THAT those making enquiries respecting lease lots or development at the Airport whether it be for a private hangar or a commercial operation be advised that proposals to the Village should address and/or include the following:

- *Benefits to the community of the proposed operation*
 - *Creation of jobs*
 - *Revenue generation*
- *Impacts to the community of the proposed operation*
- *Impacts of air traffic noise*
- *Business plan in the case of a commercial operation*

AND THAT development of a lease lot must be started within one (1) year of entering into the lease and completed within three (3) years of entering into a lease agreement.

The first portion of the recommendation incorporates the comments provided by the Committee during the discussion that was held on October 22nd. Staff is seeking Council's input with respect to any other information that is important to be included in a proposal.

With respect to the second clause of the recommendation, the Committee expressed concern about lease lots being held for long periods of time and not developed and the impact this might have at the Airport. As such, Staff have prepared language regarding development timelines for Council's consideration.

The rationale for the timelines proposed is that it can take up to a year to complete the installation of pre-load, geotechnical surveys and building permit designs. Depending on the type of building being developed, the pre-load requirements and timelines, the construction may vary from a couple of months to several months. Building cannot begin until the pre-load has settled and as such it may take time to complete the project. In this regard, Staff is suggesting a three (3) year timeline to start and complete a building project on a lease lot. If supported, language related to development timelines would be incorporated into future lease agreements.

COMMUNICATIONS

Once direction has been received, Staff will ensure that those making enquiries are advised of the expectations.

LEGAL CONSIDERATIONS

There are no legal, legislative or regulatory considerations at this time; however, Council may wish to direct Staff to incorporate into the lease agreement language respecting timelines for the development of a lease lot going forward.

IMPACT ON BUDGET & STAFFING

There are no impacts to the budget or Staff hours for considerations at this time.

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts or approvals required.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

There are no impacts on other jurisdictions.

ALTERNATIVE OPTIONS

Staff has presented a recommendation for consideration as note above; however, additional criteria or items to be addressed can be added.

POTENTIAL GOVERNANCE CONSIDERATIONS

Establishing basic criteria required for an Airport lease lot application in order to ensure that development at the Airport addresses community impact and meets with all four Strategic Priorities as listed below:

Strategic Priority One: Economic Vitality
Strategic Priority Two: Good Governance
Strategic Priority Three: Excellence in Service
Strategic Priority Four: Social Responsibility

RECOMMENDATIONS

THAT Council provide direction respecting the proposed recommendation:

***THAT** those making enquiries respecting lease lots or development at the airport whether it be for a private hangar or a commercial operation be advised that proposals to the Village should address and/or include the following:*

- *Benefits to the community of the proposed operation*
 - *Creation of jobs*
 - *revenue generation*
- *Impacts to the community of the proposed operation*
- *Impacts of air traffic noise*
- *Business plan in the case of a commercial operation*

***AND THAT** development of a lease lot must be started within one (1) year of entering into the lease and completed within three (3) years of entering into a lease agreement.*

ATTACHMENTS: NONE

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

Date: November 5, 2019
To: Nikki Gilmore, Chief Administrative Officer
From: Lena Martin, Manager of Finance and Administration
Subject: Third Quarter Financial Statements – July – September, 2019

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 around the 75% mark, however, consolidated revenues and expenses 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 105% 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, increases in development, and increased Provincial Grant and Contribution revenue. 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: Economic Development, Housing Needs Assessment, Hillside Development Guidelines, Farm Road East Paving, Asset Management, Water Rates Study, Well 2 Redevelopment, Backup Genset, Sewer Rate Analysis, SCADA computer, PCC Outdoor Basketball Court, PCC HVAC and Smart Lighting and the final completion of the Downtown Enhancement and Friendship Trail Bridge Connector. Other expenses such as snow clearing will take place seasonally.

Percentage values are affected by the annual transfers to other governments. Removing the taxes collected for other governments shows the Village of Pemberton at 102% of Revenues collected and 65% of Expenditures incurred.

The largest projects of the year; the Downtown Enhancement Grant and the Friendship Trail Bridge Connector, are nearing completion. The Friendship Trail Bridge Connector received additional funding from the Squamish-Lillooet Regional District Trails Budget and Area C Director Russell Mack, to complete the connections to the Friendship Trail system. The Downtown Enhancement Project received additional contributions from the Province and is currently within the grants budgeted, a contingency borrowing was passed and will be utilized as needed to fund the final improvement areas. More information will be brought forward to Council on the Downtown

Enhancement Project once the final expenses have been received to determine the amount of borrowing required for this project.

In addition, the Recreation transfer occurred in June and the remaining annual budget of \$873,002 (49.3%) of \$1,771,901 was transferred from the Squamish-Lillooet Regional District to complete the year.

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 with 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 Third Quarter Financial Statements be received.

Attachments:

Appendix A: Third Quarter Financial Statement – November 5th, 2019

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, 2019

ACCOUNT CODE	ACCOUNT NAME	2019 Actual	2019 Budget	Actual \$	Actual %
	Allocate Admin Taxation/ Surplus	1,536,094	1,536,094	-	100%
	Allocate Legislative Taxation/ Surplus	111,741	111,741	-	100%
	Allocate Fire Taxation/ Surplus	439,722	439,722	-	100%
	Allocate Development Taxation/ Surplus	234,913	234,913	-	100%
	Allocate Public Works/ Parks Taxation/ Surplus	1,110,347	1,110,347	-	100%
	Allocate Transit Taxation/Surplus	30,732	38,839	(8,107)	79%
	Allocate Recreation Taxation/Surplus	-	-	-	-
	Allocate Water Taxation/ Surplus	147,350	147,350	-	100%
	Allocate Sewer Taxation/ Surplus	65,624	65,624	-	100%
	Allocate Airport General Taxation/ Surplus	28,742	28,742	-	100%
01-1-005000-6501	Transfer to/from Surplus	(781,125)	(781,125)	-	100%
01-1-006000-1301	Residential (Class 1)	(975,997)	(976,063)	66	100%
01-1-006000-1302	Utilities (Class 2)	(58,925)	(59,539)	614	99%
01-1-006000-1305	Light Industry (Class 5)	(51,875)	(51,879)	4	100%
01-1-006000-1306	Commercial (Class 6)	(410,715)	(411,041)	326	100%
01-1-006000-1307	Frontage Collection	(301,005)	(300,098)	(907)	100%
01-1-006000-1308	Recreation/Non-Profit (Class 8)	(7,137)	(7,138)	1	100%
01-1-006000-1309	Farm (Class 9)	(469)	(469)	0	100%
01-1-006000-1310	Community Enhancement Levy	(14,999)	(15,000)	1	100%
01-1-006000-1311	Community Initiatives and Opportunities	(29,997)	(30,000)	3	100%
01-1-006000-1312	Community Centre Parcel Tax	-	-	-	0%
01-1-006000-1313	Tax Penalties	(61,417)	(55,000)	(6,417)	112%
01-1-006000-1314	Tax Interest	15,140	(17,000)	32,140	-89%
01-1-006000-1315	Reserve Tax Collection	(206,921)	(206,950)	29	100%
01-1-006200-1350	GIL - BC Rail	-	(3,000)	3,000	0%
01-1-006200-1351	GIL - BC Hydro	(25,752)	(30,000)	4,248	86%
01-1-006200-1352	GIL - Federal Government	(5,974)	(6,000)	26	100%
01-1-006300-1375	1% Revenue Grant - Telus	(7,186)	(7,200)	14	100%
01-1-006300-1376	1% Revenue Grant - BC Hydro	(36,261)	(40,000)	3,739	91%
01-1-006300-1377	1% Revenue Grant - Shaw	(4,416)	(4,500)	84	98%
01-1-006400-1400	Collections for School	(1,520,208)	(1,254,595)	(265,613)	121%
01-1-006400-1401	Collections for Policing Costs	(247,353)	(205,533)	(41,820)	120%
01-1-006400-1402	Collections for SLRD	(1,132,673)	(947,233)	(185,440)	120%
01-1-006400-1404	Collections for STSRHD	(35,060)	(31,037)	(4,023)	113%
01-1-006400-1405	Collections for MFA	(228)	(174)	(54)	131%
01-1-006400-1406	Collections for BCAA	(51,344)	(42,948)	(8,396)	120%
01-1-006600-1450	Investment Interest Income	(33,351)	(20,000)	(13,351)	167%
01-1-006650-1450	Interest Revenue - Accounts Receivable	(12,900)	(2,000)	(10,900)	645%
01-1-006900-1504	Licenses - Commercial Vehicles	-	(600)	600	0%
01-1-007000-1550	Sundry Revenue	(3,365)	(6,000)	2,635	56%
01-1-007000-1551	Revenue - Tax Certificates	(3,100)	(4,000)	900	78%
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	(60,020)	(70,000)	9,980	86%
01-1-007200-1671	Grants - Provincial - SFC	(398,687)	(380,000)	(18,687)	105%
01-1-007300-1555	SOS - Admin reclass	(4,667)	(5,000)	333	93%
01-1-007300-1556	SOS - Water Reclass	(243,256)	(346,808)	103,552	70%
01-1-007300-1557	SOS - Sewer Reclass	(222,984)	(317,907)	94,923	70%
01-1-007300-1558	SOS - Airport Reclass	(30,407)	(43,350)	12,943	70%
01-1-007400-1975	DCC's - Roads Contribution	-	-	-	0%
	Total Revenues	(3,282,121)	(2,988,568)	(293,553)	110%
01-2-008700-6475	Transfer - School Levy	1,520,208	1,254,595	265,613	121%
01-2-008700-6476	Transfer - Police Tax	247,353	205,533	41,820	120%
01-2-008700-6477	Transfer - SLRD	1,132,673	947,233	185,440	120%
01-2-008700-6479	Transfer - STSRHD	35,060	31,037	4,023	113%
01-2-008700-6480	Transfer - MFA	228	174	54	131%
01-2-008700-6481	Transfer - BCAA	51,344	42,948	8,396	120%
01-2-008800-6501	Reclass Frontage to Water Revenue Fund	100,343	99,985	358	100%
01-2-008800-6502	Reclass Frontage to Sewer Revenue Fund	200,661	200,113	548	100%
01-2-008800-6504	Transfer to General - Capital	-	-	-	0%
01-2-008800-6505	Transfer to Future Reserves - Capital	206,921	206,950	(29)	100%
	Total Expenses	3,494,793	2,988,568	506,225	117%
	(Surplus) / Deficit	212,672	(0)		

1* Reversal of Tax Interest Revenue 2015 - 2019 Legal Settlement, offset by Investment Interest Earned

2* Grants in lieu processed in 4th quarter

3* Collections for Other Governments budgeted from 2018

4* Higher Cash Flow from Development generates higher Investment Revenues

5* Business Licence AR Interest

Village of Pemberton

Statement of Operation ending September 30, 2019

ACCOUNT CODE	ACCOUNT NAME	2019 Actual	2019 Budget	Actual \$	Actual %
	Allocate Admin General Taxation	(1,498,570)	(1,498,570)	-	100%
	Surplus Carry Forward, 2018 Projects	(37,524)	(37,524)	-	100%
01-1-106800-1471	Fines - Dog Ticketing Fees	(50)	(200)	150	25%
01-1-106800-1472	Fines - Traffic Offense Ticketing Fees	(2,280)	(2,500)	220	91%
01-1-106800-1473	Fines - Other Bylaw Enforcement Fines	(275)	(1,000)	725	28%
01-1-106900-1500	Admin - Application Fees	(36)	-	(36)	0%
01-1-106900-1502	Licenses - Dog	(5,880)	(5,000)	(880)	118%
01-1-106900-1503	Licenses - Business	(59,095)	(45,000)	(14,095)	131%
01-1-107200-1671	Grant - Provincial Project - General	1* (17,023)	(44,670)	27,647	38%
01-1-107200-1673	Grant - Other Project - General	(110,000)	(116,250)	6,250	95%
01-1-107200-1674	Contribution - Other Govt - General	(11,750)	(11,926)	176	99%
01-1-107200-1675	Contribution - Other - General	2* (9,700)	-	(9,700)	0%
01-1-107200-1676	Transit - Contributions	(6,230)	(8,307)	2,077	75%
01-1-107300-1925	Admin - Other Revenue - Misc	(3,506)	(3,000)	(506)	117%
01-1-107300-1927	Other Revenue - Gas Tax	-	-	-	0%
01-1-107500-1990	MFA Proceeds	-	-	-	0%
01-1-107600-6500	Admin - Transfer from Reserve	-	-	-	0%
	Total Revenues	(1,761,919)	(1,773,947)	12,028	99%
01-2-108000-6000	Admin - Salaries	621,333	843,362	(222,029)	74%
01-2-108000-6002	Admin - Benefits	95,561	136,335	(40,774)	70%
01-2-108000-6003	Admin - Travel, Meals & Accomodation	7,369	15,000	(7,631)	49%
01-2-108000-6004	Admin - Interest,Comm. & Bank Fees	3,024	5,000	(1,976)	60%
01-2-108000-6005	Admin - Advertising	6,759	12,000	(5,241)	56%
01-2-108000-6006	Admin - Insurance	24,065	25,000	(935)	96%
01-2-108000-6007	Admin - Photocopier	3,313	4,728	(1,415)	70%
01-2-108000-6008	Admin - Postage	4,703	7,500	(2,797)	63%
01-2-108000-6010	Admin - Sundry	1,250	2,081	(831)	60%
01-2-108000-6011	Admin - Telephone	8,476	13,333	(4,857)	64%
01-2-108000-6012	Admin - Hydro	3,324	13,000	(9,676)	26%
01-2-108000-6013	Admin - Land Lease Fees	250	-	-	-
01-2-108000-6014	Admin - IT/Software	34,574	43,630	(9,056)	79%
01-2-108000-6015	Admin - Elections	-	-	-	0%
01-2-108000-6016	Admin - Community School Expense	11,146	11,396	(250)	98%
01-2-108000-6019	Admin - Memberships and Prof. Fess	5,270	5,712	(442)	92%
01-2-108000-6020	Admin - Training	5,583	17,500	(11,917)	32%
01-2-108000-6021	Admin - Consultation & Special Evt.	1,524	5,000	(3,476)	30%
01-2-108000-6022	Admin - Bad Debt	-	-	-	0%
01-2-108000-6026	Website and Design	2,654	8,100	(5,446)	33%
01-2-108000-6525	Admin - Equipment Interest	7,387	11,729	(4,342)	63%
01-2-108000-6527	Admin - Equipment Principal	3* 75,436	67,631	7,805	112%
01-2-108000-6999	Penny Rounding Expense	(1)	-	(1)	0%
01-2-108100-6100	Admin - Accounting	27,452	26,000	1,452	106%
01-2-108100-6101	Admin - Legal	110,494	86,226	24,268	128%
01-2-108100-6103	Admin - Contract & Consultant Labour	1* 14,259	45,000	(30,741)	32%
01-2-108100-6104	Admin - Records Management	7,115	10,000	(2,885)	71%
01-2-108200-6125	Admin - Maintenance	22,386	41,514	(19,128)	54%
01-2-108200-6126	Admin - Parts & Supplies	10,907	15,500	(4,593)	70%
01-2-108200-6127	Admin - Hardware	6,471	8,000	(1,529)	81%
01-2-108200-6128	Bylaw - Fuel & Oil	3,017	7,500	(4,483)	40%
01-2-108200-6129	Bylaw - Servicing	1,205	5,000	(3,795)	24%
01-2-108250-6023	Amortization Expense - General	-	-	-	0%
01-2-108300-6450	Promotions/Community Enhancement	10,310	15,000	(4,690)	69%
01-2-108300-6451	Community Init. & Opport. Fund	32,340	30,000	2,340	108%
01-2-108300-6454	Climate Action Carbon Tax Credits	2,475	2,000	475	124%
01-2-108400-6170	Project Admin - General Expense	1* 152,864	189,560	(36,696)	81%
01-2-108400-6175	Admin - Bylaw Enforcement Exp	7,553	8,160	(607)	93%
01-2-108400-6454	Admin - Emergency Management	22,955	36,345	(13,390)	63%
01-2-108400-6550	Project - Capital Land Expense - Admin	-	-	-	0%
01-2-108400-6551	Project - Cap. Mach & Equip. Exp - Admin	-	-	-	0%
01-2-108400-6555	Project - Cap - Building	-	105	(105)	0%
	Total Expenses	1,354,802	1,773,947	(419,145)	76%
	(Surplus) / Deficit	(407,117)	0		

1* Ongoing Project Grants; Economic Development, Housing Needs Assessment

2* Crosswalk Grant

3* Short Term Equipment Financing Loan Paid in Full (within budget)

Village of Pemberton

Statement of Operation ending September 30, 2019

ACCOUNT CODE	ACCOUNT NAME	2019 Actual	2019 Budget	Actual \$	Actual %
Allocate Legislative General Taxation		(111,741)	(111,741)	-	100%
	Total Revenues	(111,741)	(111,741)	-	100%
01-2-158000-0000	Legislative Expenses - Other	918	2,871	(1,953)	32%
01-2-158000-6000	Legislative Indemnities	66,716	91,981	(25,265)	73%
01-2-158000-6002	Legislative - Benefits	1,226	2,189	(963)	56%
01-2-158000-6003	Leg. Exp. - Travel, Training & Accom.	10,300	12,000	(1,700)	86%
01-2-158000-6005	Leg. Exp. - Advertising	360	500	(140)	72%
01-2-158000-6006	Leg. Exp. - Insurance	750	1,000	(250)	75%
01-2-158000-6011	Leg. Exp. - Telephone	1,628	1,200	428	136%
01-2-158000-6014	Leg. Exp. - IT/Computer Allowance	-	-	-	0%
01-2-158000-6017	Governance Expenses - Public Relations	-	-	-	0%
	Total Expenses	81,898	111,741	(29,843)	73%
(Surplus) / Deficit		(29,843)	(0)		

Village of Pemberton

Statement of Operation ending September 30, 2019

ACCOUNT CODE	ACCOUNT NAME	2019 Actual	2019 Budget	Actual \$	Actual %	
	Allocate Fire General Taxation	(432,461)	(432,461)	-	100%	
	Surplus/Deficit Fire	(7,262)	(7,262)	-	100%	
	Surplus/Deficit Resuce			-	0%	
01-1-206500-1425	SLRD Contributions - Fire Protection	(176,638)	(176,514)	(124)	100%	
01-1-206500-1426	SLRD Contributions - Rescue Service	(87,861)	(87,861)	-	100%	
01-1-206510-1425	LilWat Contributions	(144,407)	(144,407)	-	100%	
01-1-207201-1673	FD - Capital - Grants Other	-	-	-	0%	
01-1-207300-1925	F/D - Other Revenue	(11,903)	(8,172)	(3,731)	146%	
01-1-207500-1990	F/D - MFA Proceeds	-	-	-	0%	
01-1-207600-6500	Fire - Transfer from Reserve	-	-	-	0%	
	Total Revenues	(860,531)	(856,676)	(3,855)	100%	
01-2-208000-0000	F/D - Rescue Dept Expense	37,090	87,861	(50,771)	42%	
01-2-208000-6001	F/D - Honorarium & Wages	187,239	286,447	(99,208)	65%	
01-2-208000-6002	F/D - Benefits	22,653	39,297	(16,644)	58%	
01-2-208000-6003	F/D - Travel & Training	12,772	35,000	(22,228)	36%	
01-2-208000-6004	F/D - Interest & Bank Charges	75		75	0%	
01-2-208000-6005	F/D - Advertising	632	1,000	(368)	63%	
01-2-208000-6006	F/D - Insurance	20,286	18,000	2,286	113%	
01-2-208000-6009	F/D - Fees & Supplies	17,312	18,000	(688)	96%	
01-2-208000-6010	F/D - Sundry	860	8,200	(7,340)	10%	
01-2-208000-6011	F/D - Telephone	4,617	6,120	(1,503)	75%	
01-2-208000-6012	F/D - Hydro	7,758	12,000	(4,242)	65%	
01-2-208000-6014	F/D - IT/Software	11,052	7,195	3,857	154%	
01-2-208000-6017	F/D - Rental Fees	25,735	25,735	-	100%	
01-2-208000-6019	F/D - Memberships and Professional Fees	1,526	1,800	(274)	85%	
01-2-208100-6101	F/D - Legal	-	1,000	(1,000)	0%	
01-2-208200-6125	F/D - Maintenance	15,105	30,000	(14,896)	50%	
01-2-208200-6126	F/D - Parts & Supplies	32,841	60,000	(27,159)	55%	
01-2-208200-6128	F/D - Fuel & Oil	5,801	6,300	(499)	92%	
01-2-208200-6129	F/D - Servicing	10,586	23,000	(12,414)	46%	
01-2-208400-6170	Project - Non Capital Exp - Fire			-	0%	
01-2-208600-6453	F/D - Public Relations	-	800	(800)	0%	
01-2-208900-6525	Fire - Debt Servicing Interest Expense	12,174	12,611	(437)	97%	
01-2-208900-6527	Fire - Debt Servicing Principal	28,427	31,170	(2,743)	91%	
01-2-208800-6507	Transfer to Future Reserves - Wildfire	-	-	-	0%	
01-2-208800-6507	Transfer to Future Reserves - LilWat contribution	96,640	96,640	-	100%	
<u>Capital Projects</u>						
01-2-208400-6551	Project - Cap Mach/Equip	2*	40,499	48,500	(8,001)	84%
	Total Expenses	591,679	856,676	(264,997)	69%	
(Surplus) / Deficit		(268,852)	(0)			

1* Firehall Wireless and Backup upgrades

2* Ongoing Capital Project: Rope Rescue Equipment, Radio Repeater upgrade

Village of Pemberton

Statement of Operation ending September 30, 2019

ACCOUNT CODE	ACCOUNT NAME	2019 Actual	2019 Budget	Actual \$	Actual %
	Allocate Development General Taxation	(234,913)	(234,913)	-	100%
01-1-256900-1500	DS - Application Fees	(20,995)	(45,000)	24,005	47%
01-1-256900-1501	Licenses - Building/ Development Permits	(274,438)	(225,000)	(49,438)	122%
01-1-256900-1505	Permit - Water Sprinkling	(120)	-	(120)	0%
01-1-257200-1672	Contributions - Other	-	-	-	0%
01-1-257300-1920	DS - Recovery Revenue	1* (33,042)	(100,000)	66,958	33%
01-1-257300-1925	DS - Other Revenue - Misc	(1,020)	-	(1,020)	0%
	Total Revenues	(564,528)	(604,913)	40,385	93%
01-2-258000-0000	DS - Admin	1,675	5,500	(3,825)	30%
01-2-258000-6000	DS - Salaries	212,985	338,513	(125,528)	63%
01-2-258000-6002	DS - Benefits	33,711	64,986	(31,275)	52%
01-2-258000-6003	DS - Travel, Meals & Accomodation	2,550	3,090	(540)	83%
01-2-258000-6005	DS - Advertising	2,997	5,934	(2,937)	51%
01-2-258000-6006	DS - Insurance	-	-	-	0%
01-2-258000-6011	DS - Telephone	482	1,600	(1,119)	30%
01-2-258000-6014	DS - IT/Software	9,559	14,000	(4,441)	68%
01-2-258000-6019	DS - Memberships and Professional Fess	1,334	2,040	(706)	65%
01-2-258000-6020	DS - Training	1,310	6,000	(4,690)	22%
01-2-258100-6101	DS - Legal	10,094	10,000	94	101%
01-2-258100-6102	DS - Engineering Consulting	2,160	-	2,160	0%
01-2-258100-6103	DS - Contractors & Consult.	2*, 26,340	49,950	(23,610)	53%
01-2-258200-6125	DS - Maintenance	-	-	-	0%
01-2-258200-6126	DS - Parts & Supplies	2,125	3,300	(1,175)	64%
01-2-258200-6128	DS - Fuel & Oil	653	-	653	0%
01-2-258400-6170	Project Dev.- Non Capital Exp	-	-	-	0%
01-2-258400-6173	Projects - Recoverable DS Expenses	1* 33,042	100,000	(66,958)	33%
01-2-258400-6552	Project - Cap. Eng. Struct. - DS	-	-	-	0%
01-2-258400-6557	DS Project - Capital Buildings	-	-	-	0%
	Total Expenses	341,017	604,913	(263,896)	56%
	(Surplus) / Deficit	(223,511)	0		

1* Recovery Revenue offset by Recovery Expenses
 2* Ongoing Project; Hillside Development Standards

Village of Pemberton

Statement of Operation ending September 30, 2019

ACCOUNT CODE	ACCOUNT NAME		2019 Actual	2019 Budget	Actual \$	Actual %
	Allocate Public Works/ Parks General Taxation		(1,110,347)	(1,110,347)	-	100%
	Surplus Carry Forward, 2017 Projects		-	-	-	0%
01-1-307200-1671	Project - General - Prov. Grant	1*	(1,875)	(21,500)	21,500	0%
01-1-307201-1671	Project Works Capital - Provincial Grant		(5,323,604)	(5,041,490)	5,039,615	0%
01-1-307201-1673	Grant Project - Other	2*	(300,000)	(54,000)	(246,000)	556%
01-1-307201-1674	Capital Project - Contrib. - Other Govt	4*	(53,937)	-	(53,937)	0%
01-1-307201-1675	Project Works - Contribution Other		(1,500)	(2,500)	1,000	60%
01-1-307300-1925	Works - Other Revenue - Misc		(625)	-	(625)	0%
01-1-007400-1975	DCC Roads Contribution	2*		(50,000)	50,000	0%
01-1-007400-1976	DCC's - Parks Contribution				-	0%
01-1-307500-1990	MFA Proceeds PW	3*	(26,932)	(30,000)	3,068	90%
01-1-307600-6500	Public Works - Transf fr Reserve	3*	(412,889)	(626,200)	213,311	66%
01-1-357200-1673	Projects - General Parks - Grants Other	4*	(12,973)	(12,500)	(473)	104%
01-1-357201-1672	Parks Cap.- Other Govt Contr				-	0%
01-1-357201-1673	Capital Grants - Other		(4,000)	(5,000)	1,000	80%
01-1-357600-6500	Parks - Transfer from Reserve	4*	(12,500)	(20,500)	8,000	61%
	Total Revenues		(7,261,182)	(6,974,037)	(287,145)	104%
01-2-308000-0000	Works - Administration		369	1,585	(1,216)	23%
01-2-308000-6000	Works - Salaries		370,308	482,940	(112,632)	77%
01-2-308000-6002	Works - Benefits		49,988	87,046	(37,058)	57%
01-2-308000-6003	Works - Travel, Meals & Accomodation		2,546	3,141	(595)	81%
01-2-308000-6005	Works - Advertising		1,316	1,650	(334)	80%
01-2-308000-6006	Works - Insurance		20,986	30,191	(9,205)	70%
01-2-308000-6011	Works - Telephone		1,169	2,960	(1,791)	39%
01-2-308000-6012	Works - Hydro		17,474	29,487	(12,013)	59%
01-2-308000-6014	Works - IT Software		2,819	4,800	(1,981)	59%
01-2-308000-6019	Works - Memberships and Profesional Fees		710	600	110	118%
01-2-308000-6020	Works - Training		1,219	9,500	(8,281)	13%
01-2-308000-6174	Works - Labour Relations Expense		269	500	(231)	54%
01-2-308000-6525	Works - Lease Interest		4,904	7,866	(2,962)	62%
01-2-308000-6527	Works - Lease Principal		38,709	79,176	(40,467)	49%
01-2-308100-6101	Works - Legal		1,031	1,000	31	103%
01-2-308100-6102	Works - Engineering Consulting		3,354	-	3,354	0%
01-2-308100-6103	Works - Contractors & Consultants		1,525	27,500	(25,975)	6%
01-2-308200-6125	Works - Maintenance		22,547	53,000	(30,453)	43%
01-2-308200-6126	Works - Parts & Supplies		10,969	15,000	(4,031)	73%
01-2-308200-6128	Works - Fuel & Oil		20,162	30,000	(9,838)	67%
01-2-308200-6129	Works - Servicing		2,483	-	2,483	0%
01-2-308200-6176	Works - Road Maintenance		62,807	170,000	(107,193)	37%
01-2-308200-6177	Works - Trail Maintenance		1,230	20,000	(18,770)	6%
01-2-308400-6170	Project - Non Capital Exp - Works	5*	40	55,000	(54,960)	0%
01-2-308400-6551	Project - Cap. Mach & Equip. Exp - PW		-	7,000	(7,000)	0%
01-2-308400-6552	Project - Cap. Eng. Struct. - PW	3*	6,115,430	5,667,690	447,740	108%
01-2-308400-6555	Project - Cap - Building				-	0%
01-2-358000-6005	Parks - Advertising		165	-	165	0%
01-2-358000-6006	Parks - Insurance		12,680	11,069	1,611	115%
01-2-358000-6012	Parks - Hydro		4,234	5,000	(766)	85%
01-2-358200-6125	Parks - Maintenance		40,344	65,000	(24,656)	62%
01-2-358200-6126	Parks - Parts & Supplies		17,768	15,759	2,009	113%
01-2-358200-6127	Parks - Hardware		45	1,000	(955)	5%
01-2-358200-6128	Parks - Fuel & Oil		4,325	8,577	(4,252)	50%
01-2-358400-6170	Projects - General - Parks				-	0%
01-2-358400-6550	Project - Capital Land Expense - Parks				-	0%
01-2-358400-6551	Project - Cap. Mach & Equip. Exp - Parks		26,932	30,000	(3,068)	90%
01-2-358400-6552	Project - Cap. Eng. Struct. - Parks		886	-	886	0%
01-2-358800-6509	Transfer to/from Future Reserves		50,000	50,000	-	100%
	Total Expenses		6,911,742	6,974,037	(62,295)	99%
	(Surplus) / Deficit		(349,440)	0		

- 1* Ongoing Project Grants - Bike BC Grant \$7,500, Hydro Box \$2k, Summer Student cancelled
- 2* Ongoing Projects - Farm Road East Paving
- 3* Ongoing projects: PW Washroom, Downtown Enhancement \$6,036,493 YTD (Grants/Reserves \$6,036,493)
- 4* FTB Connector Budget updated, share with SLRD Trails budget
- 5* Asset Management - Reviewed Asset Plan, New Grant Available Spring 2020 in lieu of Gas Tax

Village of Pemberton

Statement of Operation ending September 30, 2019

ACCOUNT CODE	ACCOUNT NAME	2019 Actual	2019 Budget	Actual \$	Actual %
	Allocate Transit General Taxation	(30,732)	(38,839)	8,107	79%
01-1-507700-1700	Adult Monthly Passes	(34,035)	(47,525)	13,490	72%
01-1-507700-1701	Senior/Student Monthly Passes	(10,033)	(13,340)	3,308	75%
01-1-507700-1702	Adult Commuter Tickets	(21,744)	(36,057)	14,313	60%
01-1-507700-1703	Senior/Student Tickets	(2,580)	(3,152)	572	82%
01-1-507700-1704	Local Adult Tickets	(7,340)	(8,660)	1,320	85%
01-1-507700-1705	Local Senior/Student Tickets	(612)	(822)	210	74%
01-1-507700-1706	Local Transit Farebox	(44,022)	(50,588)	6,566	87%
01-1-507700-1710	Greyhound Ticket Sales	-	-	-	0%
01-1-507700-1720	Whistler Transit Farebox Contribution	(37,788)	(41,340)	3,552	91%
01-1-507700-1721	BC Bus Pass Programme	(9,531)	(9,160)	(371)	104%
01-1-507700-1723	BCT Municipal Admin Charge Allowance	(6,215)	(8,027)	1,812	77%
01-1-507700-1724	Partner Contributions	(61,464)	(77,678)	16,214	79%
01-1-507700-1725	BCT Contributions	(211,367)	(289,547)	78,180	73%
	Total Revenues	(477,461)	(624,735)	147,274	76%
01-2-508000-7000	Transit - Admin Fee	6,230	8,307	(2,077)	75%
01-2-508000-7001	Transit - Operating Contract	470,600	612,998	(142,398)	77%
01-2-508000-7002	Transit - Greyhound Ticket Purchases		-	-	0%
01-2-508000-7005	Transit - Misc Expense	631	3,430	(2,799)	18%
	<i>Transfer to Partner Reserve (Restricted)</i>			-	0%
	Total Expenses	477,461	624,735	(147,274)	76%
	(Surplus) / Deficit	(0)	0		

Village of Pemberton

Statement of Operation ending September 30, 2019

ACCOUNT CODE	ACCOUNT NAME	2019 Actual	2019 Budget	Actual \$	Actual %	
Recreation Annual Budget (SLRD/ VOP)						
Allocate Recreation General Taxation						
Surplus Carry Forward						
			<i>June - December</i>			<i>SLRD Jan - May</i>
01-1-606500-1674	SLRD Contributions - Recreation	(655,216)	(654,686)	(530)	100%	(643,864)
01-1-606600-1450	Interest Revenue	(1,635)	(2,035)	399	80%	(1,435)
01-1-607200-1675	Grants - Contributions Other	-	(250)	250	0%	(1,000)
01-1-607201-1670	Grants - Federal Govt	-	-	-	0%	(2,000)
01-1-607201-1671	Grants - Provincial Govt	1*	6,002	(6,002)	0%	(7,002)
01-1-607201-1672	Grants - Other Govt	2*	(2,123)	2,123	0%	-
01-1-607201-1673	Grants - Other	(880)	(1,100)	220	80%	(2,500)
01-1-607300-1600	Rec - Rental Fees	(43,212)	(74,294)	31,081	58%	(91,514)
01-1-607300-1925	Miscellaneous Revenue	(1,009)	(5,449)	4,440	19%	(3,541)
01-1-607500-1990	MFA Proceeds	3*	(24,900)	(9,850)	140%	-
01-1-607600-6500	Transfer from Reserve	-	-	-	0%	-
01-1-607700-1726	Rec - Adult Program Revenue	(15,609)	(17,539)	1,931	89%	(29,861)
01-1-607700-1727	Rec - Children's Program Revenue	(39,198)	(17,602)	(21,596)	223%	(55,898)
01-1-607700-1728	Rec - Childrens Camp Revenue	(15,568)	(16,010)	442	97%	60
01-1-607700-1729	Rec - Special Event Revenue	1*	625	(2,185)	-250%	(685)
01-1-607700-1730	Rec - Fitness Centre Revenue	(47,273)	(63,641)	16,369	74%	(59,659)
	Total Revenues	(855,910)	(873,002)	17,091	98%	(898,899)
01-2-608000-0000	General Administration	153	413	(261)	37%	137
01-2-608000-6000	Rec - Salaries	139,788	312,489	(172,701)	45%	169,540
01-2-608000-6002	Rec - Benefits	34,662	79,512	(44,849)	44%	48,115
01-2-608000-6003	Travel	39	2,744	(2,704)	1%	1,007
01-2-608000-6004	Interest & Bank Charges	4*	2,225	661	130%	4,625
01-2-608000-6005	Advertising	1,025	2,210	(1,185)	46%	690
01-2-608000-6006	Insurance	695	(849)	1,544	-82%	19,394
01-2-608000-6007	Photocopier	3,495	5,344	(1,849)	65%	2,556
01-2-608000-6008	Postage	-	100	(100)	0%	-
01-2-608000-6009	Rec - Office Supplies	2,816	4,345	(1,529)	65%	1,155
01-2-608000-6010	Rec - Sundry	427	4,622	(4,195)	9%	378
01-2-608000-6011	Telephone	3,566	6,040	(2,474)	59%	4,290
01-2-608000-6012	Hydro	14,442	34,233	(19,791)	42%	23,477
01-2-608000-6014	IT/Software	5,585	14,582	(8,997)	38%	18,193
01-2-608000-6019	Memberships & Professional Fees	42	68	(26)	61%	632
01-2-608000-6020	Training	-	3,114	(3,114)	0%	2,066
01-2-608000-6022	Rec - Bad Debt	95	-	-	-	-
01-2-608000-6025	Licenses & Permits	5*	173	(323)	-87%	577
01-2-608000-6525	Rec - Debt Servicing Interest Expense	-	664	(664)	0%	141,940
01-2-608000-6527	Rec - Debt Servicing Principal	6*	(15,999)	15,999	0%	206,055
01-2-608100-6101	Legal	-	4,135	(4,135)	0%	2,365
01-2-608100-6103	Contractors & Consultants	39,541	58,531	(18,991)	68%	31,469
01-2-608200-6125	Maintenance/ Security	101,250	135,569	(34,319)	75%	32,104
01-2-608200-6126	Rec - Parts & Supplies	6,612	5,300	1,312	125%	-
01-2-608200-6127	Hardware	621	4,983	(4,362)	12%	17
01-2-608200-6128	Fuel	390	(435)	825	0%	435
01-2-608200-6129	Servicing	-	2,500	(2,500)	0%	-
01-2-608400-6170	Projects - General	7*	15,823	(11,887)	25%	2,952
01-2-608400-6550	Project - Capital Land Expense - Rec	-	-	-	0%	-
01-2-608400-6551	Project - Cap. Mach & Equip. Exp - Rec	8*	33,130	14,379	143%	26,770
01-2-608400-6552	Project - Cap. Eng. Struct. - Rec	1,350	36,750	(35,400)	0%	-
01-2-608400-6557	Project - Cap - Building Rec	5,016	37,000	(31,984)	14%	-
01-2-608400-6601	Operating Costs - Adult Programs	10,386	12,829	(2,443)	81%	22,061
01-2-608400-6602	Operating Costs - Childrens Programs	17,278	28,594	(11,316)	60%	29,129
01-2-608400-6603	Operating Costs - Summer Camp	21,559	12,760	8,799	169%	275
01-2-608400-6604	Operating Costs - Special Events	7,956	9,127	(1,171)	87%	1,873
01-2-608400-6605	Operating Costs - Fitness Centre	12,329	20,376	(8,047)	61%	9,624
01-2-608800-6509	Transfer to Reserve	-	-	-	0%	95,000
	Total Expenses	485,298	873,002	(387,704)	56%	898,899
	(Surplus) / Deficit	(370,612)	-			-
1*	SLRD collected \$6,002 more in grants than budgeted					
2*	Rec Commission Funds for YC events not yet received from SLRD					
3*	Pemberton Soccer Field Mower/Container Equipment Loan					
4*	Transition of PCC POS bank fees, transitioned to better rates in Aug/September					
5*	SOCAN chargeback					
6*	SLRD Paid our RAM equipment loan, to offset with VOP Equipment Loan if required					
7*	Ongoing Projects; New Dishwater and Stove, Meadows Garbage Bin					
8*	Ongoing Capital Projects: Outdoor Basketball Court, HVAC Control System, Power Smart Lighting, Fitness Equipment					
	General Fund Total (Surplus) / Deficit	(1,436,759)	0			

Village of Pemberton

Statement of Operation ending September 30, 2019

ACCOUNT CODE	ACCOUNT NAME		2019 Actual	2019 Budget	Actual \$	Actual %
	Surplus Carry Forward/ 2018 Projects		(147,350)	(147,350)	-	100%
03-1-406100-1325	Water - Village User Rates	1*	(886,919)	(771,610)	(115,309)	115%
03-1-406100-1326	Water - Frontage Taxes Reclassed	1*	(100,343)	(99,985)	(358)	100%
03-1-406100-1327	Water - Connection Fees		(13,875)	(20,000)	6,125	69%
03-1-406100-1329	Water - Penalties		(19,221)	(15,000)	(4,221)	128%
03-1-406100-1333	Water - OB User Rates		(16,949)	(26,297)	9,348	64%
03-1-406100-1334	Water - IP User Rates		(54,533)	(62,304)	7,771	88%
03-1-406100-1335	Water - PNID User Rates		(102,613)	(114,490)	11,877	90%
03-1-406600-1450	Water - Investment Income		-	(1,020)	1,020	0%
03-1-407201-1675	Capital Projects - Contributions				-	0%
03-1-407300-1925	Water - Other Revenue				-	0%
03-1-407600-6500	Water - Transfer from Reserve		-	(99,180)	99,180	0%
	Total Revenue		(1,341,803)	(1,357,236)	15,433	99%
03-2-408000-0000	Water - Administration		533	6,180	(5,647)	9%
03-2-408000-6000	Water - Salaries		299,788	458,451	(158,663)	65%
03-2-408000-6002	Water - Benefits		7,397	18,056	(10,659)	41%
03-2-408000-6003	Water - Travel & Training		-	1,500	(1,500)	0%
03-2-408000-6004	Water - Interest & Bank Charges			-	-	0%
03-2-408000-6005	Water - Advertising		541	2,060	(1,519)	26%
03-2-408000-6006	Water - Insurance		17,459	17,510	(51)	100%
03-2-408000-6011	Water - Telephone		2,208	2,883	(675)	77%
03-2-408000-6012	Water - Hydro		44,474	60,000	(15,526)	74%
03-2-408000-6014	Water - IT/Software		2,287	3,000	(713)	76%
03-2-408000-6018	Water - Purchases		15,190	26,420	(11,230)	57%
03-2-408000-6020	Water - Training		599	1,000	(401)	60%
03-2-408000-6025	Water - Licenses & Permits		-	4,737	(4,737)	0%
03-2-408100-6101	Water - Legal		262	2,000	(1,738)	13%
03-2-408100-6102	Water - Engineering				-	0%
03-2-408100-6103	Water - Contractors & Consultants	2*	7,282	120,000	(112,718)	6%
03-2-408200-6125	Water - Maintenance		47,851	56,500	(8,649)	85%
03-2-408200-6126	Water - Parts & Supplies		880	5,500	(4,620)	16%
03-2-408200-6128	Water - Fuel		7,358	7,640	(282)	96%
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	3*	29,604	130,000	(100,396)	23%
03-2-408400-6554	Project - Cap. Ind Park Exp - Water				-	0%
03-2-408800-6509	Transfer to/from Future Reserves		324,000	324,000	-	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%
	Total Expenses		911,325	1,357,236	(445,911)	67%
	(Surplus) / Deficit		(430,478)	(0)		

1* Annual Fees Collected

2* Ongoing Projects - Water Rates Study, Well 2 Redevelopment, Water source Feasibility

2* Ongoing Projects - Backup Genset

Village of Pemberton

Statement of Operation ending September 30, 2019

ACCOUNT CODE	ACCOUNT NAME	2019 Actual	2019 Budget	Actual \$	Actual %
	Reclass General Taxation	(65,624)	(65,624)	-	100%
05-1-456100-1325	Sewer - Village User Rates 1*	(819,091)	(780,651)	(38,440)	105%
05-1-456100-1326	Sewer - Frontage Taxes Reclassed	(200,661)	(200,113)	(548)	100%
05-1-456100-1327	Sewer - Connection Fees	(16,600)	(7,354)	(9,246)	226%
05-1-456100-1329	Sewer - Penalties	(16,325)	(7,354)	(8,971)	222%
05-1-456100-1333	Sewer - OB User Rates	(2,327)	(1,631)	(696)	143%
05-1-456100-1334	Sewer - IP User Rate	(29,025)	(16,878)	(12,147)	172%
05-1-456600-1450	Sewer - Investment Income	-	-	-	0%
05-1-457300-1925	Sewer - Other Revenue	-	-	-	0%
05-1-457300-1981	Sewer - LSA Annual Commuted Revenue	-	(2,229)	2,229	0%
	Total Revenues	(1,149,653)	(1,081,834)	(67,819)	106%
05-2-458000-0000	Sewer - Administration	600	5,000	(4,400)	12%
05-2-458000-6000	Sewer - Salaries	292,254	421,353	(129,099)	69%
05-2-458000-6002	Sewer - Benefits	7,244	17,859	(10,615)	41%
05-2-458000-6003	Sewer - Travel & Conference	285	1,000	(715)	29%
05-2-458000-6005	Sewer - Advertising	-	500	(500)	0%
05-2-458000-6006	Sewer - Insurance	31,293	31,191	102	100%
05-2-458000-6011	Sewer - Telephone	1,801	4,000	(2,199)	45%
05-2-458000-6012	Sewer - Hydro	35,017	51,500	(16,483)	68%
05-2-458000-6014	Sewer - IT/Software	1,878	3,000	(1,122)	63%
05-2-458000-6020	Sewer - Training	-	1,500	(1,500)	0%
05-2-458100-6101	Sewer - Legal	120	1,500	(1,380)	8%
05-2-458100-6102	Sewer - Engineering	-	-	-	0%
05-2-458100-6103	Sewer - Contractors & Consultants 2*	17,323	50,000	(32,677)	35%
05-2-458200-6125	Sewer - Maintenance	72,907	128,089	(55,182)	57%
05-2-458200-6126	Sewer - Parts & Supplies	4,387	5,000	(613)	88%
05-2-458200-6128	Sewer - Fuel	-	-	-	0%
05-2-458250-6023	Amortization Expense - Sewer	-	-	-	0%
05-2-458400-6553	Project - Cap. Village Core Exp - Sewer 3*	-	78,000	(78,000)	0%
05-2-458400-6554	Project - Cap. Ind Park Exp - Sewer	-	-	-	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	80,000	80,000	-	100%
	Total Expenses	747,451	1,081,834	(334,383)	69%
Sewer Fund Total (Surplus) / Deficit		(402,202)	0		

1* Annual Fees Collected

2* Ongoing Projects - Sewer Rate Analysis, Confined Space, Annual Outfall Cleaning, Environmental Monitoring

3* Ongoing Projects - SCADA Computer and SCADA for Lift Stations, Air Valves

Village of Pemberton

Statement of Operation ending September 30, 2019

ACCOUNT CODE	ACCOUNT NAME	2019 Actual	2019 Budget	Actual \$	Actual %
	Reclass General Taxation	(28,742)	(28,742)	-	100%
	Surplus Carry Forward, 2016 Projects			-	0%
07-1-557100-1602	Air - Lease & Maintenance Fees	(19,959)	(22,000)	2,041	91%
07-1-557200-1671	Grant - Provincial Project - General	-	-	-	0%
07-1-557300-1925	Airport - Other Revenue	1* (15,464)	(6,000)	(9,464)	258%
07-1-557300-1931	Airport - Tie Down Fees	(540)	(1,030)	490	52%
07-1-557300-1932	Airport - Landing Fees	(1,200)	(1,030)	(170)	117%
	Total Revenues	(65,906)	(58,802)	(7,104)	112%
07-2-558000-0000	Airport - Admin	72	525	(453)	14%
07-2-558000-6000	Airport - Salaries	33,740	45,351	(11,612)	74%
07-2-558000-6002	Airport - Benefits	-	884	(884)	0%
07-2-558000-6005	Airport - Advertising	-	525	(525)	0%
07-2-558000-6006	Airport - Insurance	4,093	3,781	312	108%
07-2-558000-6010	Airport - Sundry	-	210	(210)	0%
07-2-558000-6012	Airport - Hydro	1,355	3,136	(1,781)	43%
07-2-558000-6014	Airport- IT	-	515	(515)	0%
07-2-558100-6101	Airport - Legal	2* 7,458	2,874	4,584	260%
07-2-558100-6103	Airport - Contractors & Consultants	300	-	300	0%
07-2-558200-6125	Airport - Maintenance	2,000	500	1,500	400%
07-2-558200-6126	Airport - Parts & Supplies	-	500	(500)	0%
07-2-558200-6176	Air - Roads	-	-	-	0%
07-2-558250-6023	Amortization Expense - Airport	-	-	-	0%
07-2-558400-6552	Project - Capital Eng Struct - Air	-	-	-	0%
	Total Expenses	49,018	58,802	(9,784)	83%
Airport Fund Total (Surplus) / Deficit		(16,888)	0		

1* Commercial Revenue not budgeted

2* Recoverable Legal Expenses to Invoice Q4

Village of Pemberton

Statement of Operation ending September 30, 2019

Consolidated

	2019	2019	Actual	Actual
	Actual	Budget	\$	%
Revenues:				
Taxation	2,183,905	2,220,877	(36,972)	98%
Water and sewer user rates	1,911,457	1,776,090	135,367	108%
User charges	1,571,832	1,891,595	(319,763)	83%
Penalties and interest income	48,446	24,354	24,092	199%
Government transfers:				
Provincial	5,741,189	5,481,658	259,531	105%
Federal	-	-	-	0%
Other local governments	1,129,809	1,077,517	52,292	105%
Investment income	34,986	23,055	11,932	152%
Other revenues	555,065	396,822	158,243	140%
Collections on behalf of other governments	2,986,867	2,481,520	505,347	120%
	16,163,556	15,373,488	790,068	105%
Expenditures:				
General government	1,838,671	2,442,687	(604,016)	75%
Fire protection services	426,113	680,366	(254,253)	63%
Development and planning services	341,017	604,913	(263,896)	56%
Public works and parks	679,786	1,140,171	(460,385)	60%
Recreation	431,424	782,121	(350,697)	55%
Water utility	499,958	845,473	(345,515)	59%
Sewer utility	539,121	795,504	(256,383)	68%
Airport services	49,018	58,802	(9,784)	83%
Transfers to other governments	2,986,867	2,481,520	505,347	120%
	7,791,974	9,831,557	(2,039,582)	79%
Annual (Surplus) / Deficit	(8,371,582)	(5,541,931)		
ADJUSTMENTS REQUIRED TO BALANCE FINANCIAL PLAN TO CONFORM WITH LEGISLATIVE REQUIREMENTS				
Non-cash items included in Annual (Surplus)/Deficit				
Amortization on tangible capital assets	-	-	-	
Cash items NOT included in Annual (Surplus)/Deficit				
Capital expenditures	6,267,225	6,068,175	199,050	103%
Loan proceeds	(61,682)	(54,900)	(6,782)	112%
Long term debt payments	214,520	201,264	13,256	107%
Short Term Equipment payments	114,145	146,807	(32,662)	78%
Transfers to/from Statutory Reserves	-	(50,000)	50,000	0%
Transfers from Non-Statutory Reserves	(425,389)	(745,880)	320,491	57%
Transfers to Non-Statutory Reserves	757,561	757,590	(29)	100%
Transfers to/(from) Unappropriated Surplus	(781,125)	(781,125)	-	100%
Financial Plan Balance	(2,286,327)	(0)		
General Fund (Surplus) / Deficit	(1,436,759)	0		
Water Fund (Surplus) / Deficit	(430,478)	(0)		
Sewer Fund (Surplus) / Deficit	(402,202)	0		
Airport Fund (Surplus) / Deficit	(16,888)	0		
	(2,286,327)	(0)		

Date: November 5, 2019
To: Nikki Gilmore, Chief Administrative Officer
From: Lisa Pedrini, Manager of Development Services
Subject: Development Services 2019 Third Quarter Report: July – September, 2019

PURPOSE

The purpose of this report is to inform Council of the activities of the Development Services Department for the Third Quarter of 2019.

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 1st, 2019 and September 30th, 2019 in the following areas:

BUILDING DIVISION

July - September 2019 - Building Permit Overview

A breakdown of building permit data for the Third Quarter of 2019 is provided below:

Type of Permit	# of BP's Issued	Value of Construction	Permit Fees
Single Family Dwelling	3	\$1,802,759.45	\$14,057.00
Single Family Dwelling with suite	6	\$3,530,267.50	\$30,506.00
Manufactured Homes (mobile)	0	0	0
Multi Family Dwelling (owned)	4	\$30,000.00	\$555.00
Multi Family Dwelling (rental)	0	0	0
Industrial (new)	1	\$500,000.00	\$3,800.00
Institutional	0	0	0
Farm Building	0	0	0
Other (Decks, Stairs, Reno, Plumbing, etc.)	4	NA	\$725.00
Tenancy Improvements (Commercial/Industrial)	6	\$700,000.00	\$6,114.00
Restoration – Institutional/Commercial	2	\$450,000.00	\$3,525.00
Excavation / Blasting	0	0	0
Demolition	0	0	0
Total Permits – 3rd Quarter	26	\$7,013,026.95	\$59,282.00

July - September 2019 - Development Cost Charges Overview

The following Development Cost Charges were collected in the Third Quarter of 2019:

Fund	Amount
Roads	\$2,254.04
Drainage	\$114.52
Sewer	\$5,434.60
Water	\$2,639.52
Parks	\$3,507.48
TOTAL	\$13,950.16

2019 DCC's Collected Year to Date: \$46,764.02 (January to September 2019)

PLANNING DIVISION

2019 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
DP016	Wye Lands – Combined Commercial Residential Development	Application Review in Process
OR127	Sunstone – OCP and Zoning Amendment to Residential	In Process
OR128	1400 Oak Street – PSS OCP and Zoning Amendment to Residential	In Process
SO71	1368 Fernwood – 4 Lot Subdivision	In Process
SO73 – Phase 1b	Sunstone – 25 Lot Subdivision	At Land Titles for Registration
SO74	1351 Cedar Street – Lot Split	In Process
SO75	1350 Aster Street- SLRD/VOP Lot Split	In Process
SO76	1400 Oak Street – PSS Lot Split	In Process
SAP 2019-05	2000 Sabre Way	In Process
SAP 2019-06	Highway 99, Tisdale	Issued July 5, 2019
SAP 2019-07	1703 Wishbone Court	Issued July 2, 2019
SAP 2019-08	Elevate @ Sunstone	Application withdrawn
SAP 2019-09	PSS, 1400 Oak Street	Application on hold pending SO76 approval and rezoning
SAP 2019-10	7400 MacKenzie Road	Issued July 25, 2019
SAP 2019-11	7665 Cerulean Drive	Issued July 31, 2019
SAP 2019-12	1368 Greenwood Street	Issued August 15, 2019
SAP 2019-13	1368 Fernwood Drive	In Process

SAP 2019-14	3000 Tenquille Place	Issued August 19, 2019
SAP 2019-15	1468 Olive Street	Issued August 21, 2019
SAP 2019-16	7522 Pebble Creek Drive	Issued September 19, 2019
SAP 2019-17	7422 Dogwood Street	Issued September 25, 2019

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

SAP: Site Alteration Permit

2019 Long Range Planning Projects

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

Project	Status
Hillside Development Design Guidelines	To be presented to Committee of the Whole in October 2019
Affordable Housing Action Plan	To be presented to Council in October 2019
Mount Currie Rock Slide Risk Assessment Strategy	In Process
Community Amenity Contribution Policy	In Process
Sign Bylaw	In Process
Regional Growth Strategy Review	In Process
Development Procedures Bylaw Update	In Process
Cycling Network Plan	Contract awarded to Urban Systems Ltd. – Sept 2019

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 2019 Third Quarter Report be received for information.

Submitted by:	Lisa Pedrini, Manager of Development Services
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer

Date: November 5, 2019
To: Nikki Gilmore, Chief Administrative Officer
From: Tom Csimá, Manager of Operations and Projects
Subject: Operations Department Third Quarter Report: July – September 2019

PURPOSE

The purpose of this report is to inform Council on the activities of the Department of Operations for the Third Quarter of 2019.

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 quarter began with a new vacancy for the position of Equipment Operator following the transfer of Cameron Adams to the Fire Department. Of course, this was a loss for the Public Works team but an overall gain for the Village of Pemberton. This position was filled in August by Reece Clark who has settled into his role superbly.

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

Regular Maintenance and Small Projects

Public Works

- Sewer lift station maintenance including daily checks and pump maintenance as required.
- Waste Water Treatment Plant regular maintenance and operations.
- Water Conditioning Plant regular maintenance and operations.
- Water main valve inspections and maintenance
- Fire Hydrant Service and water main flushing
- Removal of dangerous trees and clean-up of Arn Canal trail
- Re-grading of One Mile Lake parking lot with asphalt grindings.
- Paving of Collins Road
- Line painting on Village roads

Parks

- Ongoing garbage collection of public receptacles and cleaning of public bathrooms.
- Regular grass mowing and trimming of all parks, boulevards, and green spaces.
- Watering and maintaining garden beds and planter boxes throughout town.
- Maintenance of Soccer field, grounds keeping and preparations for opening. Establish parking lot for soccer field and add temporary bleachers, toilets, and garbage bins.

- Clearing of overgrowth on trails at Staehli Park and One Mile Lake Boardwalk
- Dock ladder repairs and swing rope removal at One Mile Lake

2019 Capital Projects

1. Downtown Enhancement Works:

With all underground works being completed in the second quarter, the third quarter saw the completion of the pave drain parking area on Frontier, concrete curbs and sidewalks throughout downtown, and both lifts of asphalt paving. Line painting, sign installation, irrigation systems testing, and landscaping works followed with the majority of the project being completed. Substantial completion is on schedule for the end of October with the only exception being the completion of the streetlights and some minor deficiencies.

2. Friendship Trail Bridge:

Work to complete the portion of the Friendship Trail as it exits the bridge and loops back underneath the Ministry of Transportation Highway 99 Bridge commenced in July 2019 and is set to be completed in October. The final element for completion will be the installation of flood gates that serve to close the trail during a high-water event or flood. After many delays and complications, this project was taken on in-house and the Village would like to recognize the hard work of David Ward (Assistant Manager of Operations) and Lincoln Ferguson (Equipment Operator) in completing this difficult task.

COMMUNICATIONS

The Operations 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 and the Village's Facebook Page. As such, considerable communication has been undertaken related to the Downtown Enhancement Project and other minor works and projects.

LEGAL CONSIDERATIONS

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

IMPACT ON BUDGET & STAFFING

The Operations Department operates on the approved annual municipal budget, reserves, and Provincial grant. The works noted above have all been accommodated in the 2019 budget.

INTERDEPARTMENTAL IMPACT & APPROVAL

The Operations 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 Operations 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 Department 2019 Third Quarter Report be received for information.

Submitted by:	Tom Csimá, Manager of Operations and Projects
Approved by the CAO:	Nikki Gilmore, Chief Administrative Officer

Date: Tuesday, November 5, 2019
To: Nikki Gilmore, Chief Administrative Officer
From: Tom Csimá, Manager of Operations and Projects
Subject: Snow and Ice Removal Policy – PW-004

PURPOSE

To present to Council an updated Village of Pemberton Snow and Ice Removal Policy for approval.

BACKGROUND

In October 2012, the Boulevard Maintenance Bylaw No. 713, 2012 was adopted which established that all property owners (commercial and private) are required to clear sidewalks and trails that abut their property. At this time, the Snow and Ice Removal Policy was adopted to accompany the Bylaw and reflect Council's concern to safeguard passage of pedestrians to/from schools and to connect the community. Priority travel roads and sidewalks were identified and mapped, and snow accumulation limits were defined and included in this Policy.

DISCUSSION AND COMMENTS

With the completion of the Downtown Enhancement Project, as well as the Sunstone Development, which resulted in the addition of several new sidewalks and roads, the Snow and Ice Removal Policy was reviewed and amended by Staff to expand on previously prioritized routes. The updated Snow and Ice Removal Policy is attached as **Appendix A**.

COMMUNICATIONS

As per the policy, the public and business owners will be notified this upcoming winter season with reminders regarding their responsibilities, as well as special considerations pertaining to downtown changes.

LEGAL CONSIDERATIONS

The Snow and Ice Removal Policy has previously been reviewed by the Municipal Insurance Association and is consistent with policies established in other BC Municipalities.

IMPACT ON BUDGET AND STAFFING

Although the policy states that: "Residential and commercial driveways, entrances and sidewalks shall be the responsibility of the owner...", Staff have identified the Village Core as a priority for snow clearing operations, as well as pedestrian routes to schools.

As a result of the increase in scope of the Village maintained routes, there will be an increase in operational costs, including materials, staff time, and equipment time. Until Staff are able to have a better understanding of the additional constraints on Staff and equipment, the Village has rented an additional snow clearing machine (skid steer) for the winter season and will continue to contract labour to meet immediate snow clearing requirements.

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts or approvals required.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

There are no impacts on other jurisdictions.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

POTENTIAL GOVERNANCE CONSIDERATIONS

The implementation of a Snow and Ice Removal Policy is consistent with Strategic Theme Two: Good Governance and Strategic Theme Three: Excellence in Service to deliver the highest quality level municipal services within the scope of our resources and meets with the Village's objective to review departmental policies and procedures.

RECOMMENDATIONS

THAT Council approve the Snow and Ice Removal Policy as presented.

ATTACHMENTS:

Appendix A: Snow and Ice Removal Policy with amendments

Prepared by:	Tom Csima, Manager of Operations and Projects
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer

Snow and Ice Removal Policy

Department:	<u>Public Works</u>	Policy No.:	<u>PW-004</u>
Sub-department:	<u></u>	Created By:	<u>Jeff Westlake</u>
Approved By:	<u>Council</u>	Amended By:	<u>Tom Csima</u>
Approved Date:	<u></u>	Amendment:	<u>1</u>
Meeting No.:	<u></u>	Meeting No.:	<u></u>

POLICY PURPOSE

The effective and efficient provision of snow and ice removal operations is necessary to allow the Village of Pemberton (“Village”) to function under normal winter conditions. A policy is necessary to make a clear statement of the intent of Village snow and ice removal operations and to establish a framework for the priorities within which limited resources will be applied.

REFERENCES

Village of Pemberton Boulevard Maintenance Bylaw No. 713, 2012

Village of Pemberton Parking and Traffic Control Bylaw No. 840, 2018

POLICY

The intent of snow and ice removal operations is to maintain Village streets, sidewalks and trails in a safe and passable condition. Snow and ice removal services are not intended to eliminate all hazardous conditions on Village streets, sidewalks or trails at all times. They are intended to assist vehicles that are properly equipped for winter driving and operated using good winter driving practices and pedestrians using sidewalks and trails with proper winter footwear.

It is expected that under normal winter conditions, there will be situations when the immediate demand for snow and ice removal services will exceed the available resources. In this event, the Village shall conduct operations according to the following priorities:

Table 1 - General Priorities

First Priority	Second Priority (provide access to:)	Third Priority
<ul style="list-style-type: none"> • Main arterial streets and sidewalks (Table 2) • School access roads and sidewalks • Emergency Services <ul style="list-style-type: none"> - Ambulance - Fire Hall - RCMP • All intersections as required 	<ul style="list-style-type: none"> • Village Core • Post Office • Community Centre • Municipal Offices • Squamish Lillooet Regional District Offices • Residential streets (other) • Sidewalks and pathways • Bus stops 	<ul style="list-style-type: none"> • Remove excessive snow build up in town • Remove excessive snow build up in high traffic areas • Trails

If or when snowfall remains both heavy and continuous causing an ongoing accumulation of snow on the first priority route, snow clearing services shall remain directed to first priority routes until the accumulation has been reduced to and remains at an acceptable level according to the policy's procedures.

The following table lists the main arterial and access streets and sidewalks by neighbourhood:

Table 2 - Priority Streets by Neighbourhood

Downtown	Benchlands	Gateway Area	The Glen	Plateau/Hillside	Industrial Park	Other
Prospect	Dogwood	Flint	Harrow	Pemberton	Industrial Way	Airport Rd
Aster	Eagle Drive	Cottonwood	Hemlock to Laurel	Farm Road E	Timberlane	School Access: - Oak (+connecting trail to Alder)
Frontier		Vine	Laurel	Sabre Way	Old Mill Rd	- Aspen
Camus		Park (Creekside)	Balsam		Artisan	- Portage Sidewalk - Arbutus sidewalk - Arn Canal Trail (east side)

PROCEDURE

Village of Pemberton

The following procedures will be implemented by the Village:

- Snow and ice removal operations will be available on a 24 hour a day basis, 7 days a week during the winter season (November 15 - March 31).
- After regular working hours, the determination of start-up of snow clearing operations shall be made by the Manager of Operations or his/her designate.
- Sanding and/or the application of de-icing chemicals shall be undertaken whenever necessary to maintain safe and passable street, sidewalk and trail conditions for properly equipped vehicles and pedestrians in winter footwear.
- Fire hydrant locations will be cleared of accumulated snow following street snow clearing.
- The public shall be updated on snow and ice removal operations through advertising, public service announcements, email, and website updates, and press releases at the discretion of the Manager of Operations or his/her designate.

SNOW CLEARING ON VILLAGE STREETS SHALL BE INITIATED WITHIN THE FOLLOWING GUIDELINES:

Table 3 - Snowfall Accumulation Guidelines

	To be plowed when snowfall accumulation exceeds	Ideal maximum depth of compact snow
Major arterial streets	100mm (4")	50mm (2")
Village core	150mm (6")	Bare pavement if possible
All remaining roads	150mm (6")	50mm (2")
Village maintained sidewalks	100mm (4")	N/A
Village maintained trails	To be plowed during breaks in the storm systems as resources allow.	

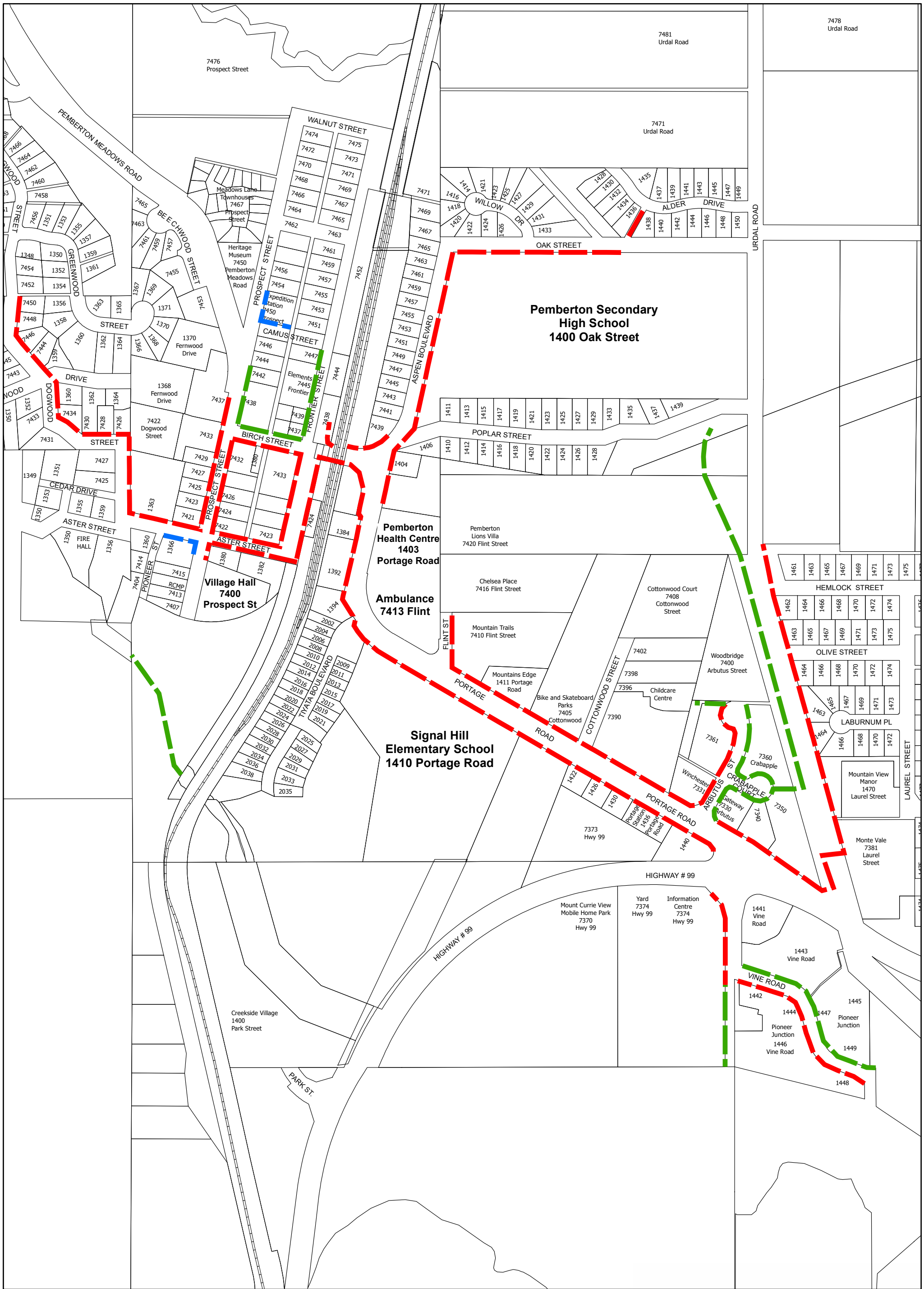
Residential, Commercial and Strata Properties

The following procedures are for all residential, commercial and strata property owners:

- Residential and commercial driveways, entrances and sidewalks shall be the responsibility of the owner to be cleared of windrowed snow and ice to the degree that the mobility of vehicular and pedestrian traffic shall not be compromised.
- All above ground structures on Village right-of-ways including utilities, kiosks, gas meters, fences, headwalls and cable boxes must be clearly marked by owners to minimize the chance of damage by snow operations. The Village is not responsible for damage to structures or landscaping as a result of snow clearing.
- As per the *Pemberton Parking and Traffic Control Bylaw No. 840, 2018 Section 4.2* – winter parking restrictions are in effect between the hours of 9 p.m and 9 a.m. local time inclusive, on Monday through Sunday, from November 15th of each year to March 31st of the succeeding year. When winter parking restrictions are in place persons must not park a vehicle or trailer, or leave any chattel or thing, on the side of the road on which civic addresses are assigned even numbers, except where permitted. If during snow clearing operations an illegally parked vehicle is impeding operations, the vehicle will be ticketed and towed immediately at the owner’s expense.
- Snow placed on Village owned or maintained streets, lanes, or sidewalks by private individuals or companies will not be permitted. Non-compliance may result in a ticket being issued pursuant to section 3.1.1. (c) and 3.4.3 of the *Boulevard Maintenance Bylaw No. 713, 2012*
- Fire hydrant locations within strata properties must be made a priority for any contractors providing snow clearing services to maintain Fire Department access.
- The Village will identify, each year prior to the start of the winter season, snow dump areas within the Village boundaries that may be used by both commercial and private property owners to store snow. Commercial and private property owners must contact the Village Office in advance for approval and to be provided the locations as they may change from year to year.

IMPLEMENTATION/COMMUNICATIONS

Proceeding each winter, the Village of Pemberton will advise the public through communications channels reminding the public of their winter obligations for snow removal.



Legend

Sidewalk Plow Routes

Priority

Primary

Secondary

Property Owner

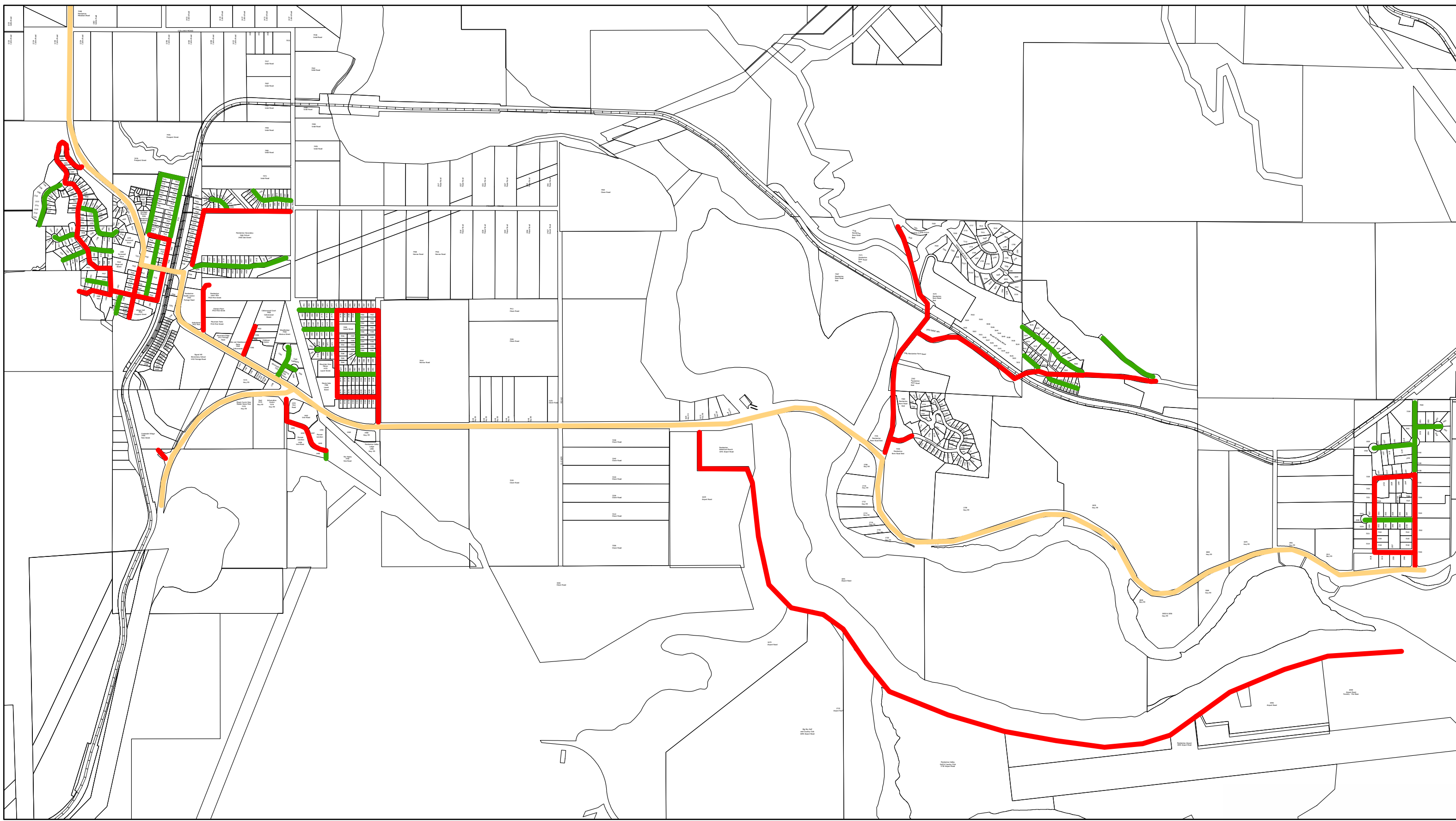
Sidewalk Priority Plow Routes

N



Department: **Public Works**
Sub-department:

Policy No.: **PW-004**
Created By: **Jeff Westlake**



Legend

— Primary
 — Secondary
 — MOTI

Road Priority Snow Plow Routes

Department: Public Works Policy No.: PW-004
 Sub-department: _____ Created By: Jeff Westlake



Date: November 5, 2019
To: Nikki Gilmore, Chief Administrative Officer
From: Angela Belsham, Recreation Services Manager
Subject: Recreation Service 2019 Third Quarter Report

PURPOSE

The purpose of this report is to inform Council of the Pemberton and District Recreation Service activities for the Third Quarter of 2019.

BACKGROUND

Quarterly reports will be provided throughout the year as a means of keeping Council up to date with Recreation Service projects and activities.

The Recreation Service Department includes the following permanent and casual positions:

- Recreation Services Manager
- Facility Maintenance Coordinator
- Recreation Programmer – Children, Youth and Seniors
- Recreation Programmer – Adult and Fitness
- Administrative Assistant
- Marketing and Business Operations Coordinator
- Customer Service Staff – 8 casual positions
- Youth Leaders – 4 casual positions

DISCUSSION & COMMENTS

This report provides an overview of Third Quarter activities undertaken by the Recreation Service from July 1 to September 30, 2019.

Summer Programming:

Registration for Summer (July and August).

Year	Total Registrations	Gross Revenue
2019	252	\$30,575
2018	237	\$21,410
2017	328	\$23,720

Fall Programming:

Fall program registration began Wednesday, August 14, 2019.

New Fall Offerings:

- My French Mornings
- Preschool Dance
- Kids Fit
- Creative Miniseries
- French Evenings
- Argentinian Cooking
- Cardio Strength Core
- Fit for Life
- Ride 'n Roll Fitness
- Lunch Time Cycle Core
- Lunch Time Muscle Mondays

50+ Programs / Services:

The following programs and services were offered for the 50+ demographic:

- Origami
- NexGen Hearing Screening
- Social Walking Club
- Choir Practice
- Outdoor Games Day
- Fire Safety Presentation
- Indoor Picnic
- Lillooet Apricot Festival
- Pancake Breakfast
- Lunch Club
- Sushi Making

Youth:

The Recreation Service offers a youth drop-in program at the REC (Youth / Seniors Centre). The average drop-in attendance for the month of July to September is noted below:

Wednesday	Thursday	Friday	Saturday
7	12	29	19

Youth Programs and Services offered:

The following programs and activities were hosted through the Recreation Service for youth in June:

- Basketball Competition - Bi-weekly
- Snow Cone Saturdays – Bi-weekly
- Woven Bracelets

- Sushi Making
- Donut Making
- Origami
- Outdoor Games
- Ice Cream Sundaes
- Smoothies
- Photo Scavenger Hunt
- Frisbee Golf
- Donuts on a Rope
- Breakfast for Dinner
- T-shirt Making
- Youth Film Competition
- Thursday Lunch Program
- Ping Pong Tournament
- Make your own Pizza

Special Events:

- Canada Day Celebration - The Canada Day Celebration hosted at the Pemberton and District Community Centre on Monday, July 1 consisted of the annual Spud Run 10 km and 3 km routes (60 people registered – up from 55 in 2018), parade (30 entries – up from 20 entries in 2018), vendors market (3 vendors) and a community celebration (800+ participants). Grant funding to support the event included a \$2,000 grant from Heritage Canada, \$600 from Hazelwood, \$450 from Pemberton Valley Supermarket and \$450 from AC Petroleum.
- Family Fun Nights on July 23 and August 13 from 5-7:30pm – July 23 was well attended with approximately 150 people and August 13 attendance was around 50 people. Families in attendance enjoyed free play, music, arts and local food from community vendors.

Parks and Fields:

- Pemberton Youth Soccer Association began use of the Meadows Fields September 14 and are scheduled through to November.
- Pemberton & District Recreation Site ribbon cutting event took place on September 16.
- Staff are working closely with Pemberton Youth Soccer Association on use of the new fields located at the Recreation Site on Pemberton Farm Road East. Portable bathrooms and a set of bleachers are onsite, and fields are ready for use.
- Ongoing construction of the picnic shelter at Gates Lake Community Park.

COMMUNICATIONS

The Recreation Service provides updates to the Communications and Grant Coordinator on the initiatives and projects that are currently underway to ensure that information is communicated to residents through the eNEWS. As such, considerable communication has been undertaken related to summer camp programming and special events.

LEGAL CONSIDERATIONS

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

IMPACT ON BUDGET & STAFFING

The Recreation Service operates on the Squamish-Lillooet Regional District (SLRD) Board approved annual budget, reserves, grants and on a cost recovery basis as per the SLRD. Pemberton and District Recreation Facilities and Services Bylaw No. 1563-2018, as amended each year.

INTERDEPARTMENTAL IMPACT & APPROVAL

The Recreation Service works with all Village Departments.

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 Pemberton and District Recreation Service 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 Pemberton and District Recreation Services 2019 Third Quarter Report be received for information.

Submitted by:	Angela Belsham, Recreation Services Manager
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer

Date: November 5, 2019
To: Nikki Gilmore, Chief Administrative Officer
From: Robert Grossman, Fire Chief
Subject: 2019 Third Quarter Fire Department Report

PURPOSE

To provide Council with a summary of the activities of the Pemberton Fire Rescue Department for the Third Quarter of 2019.

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.

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.

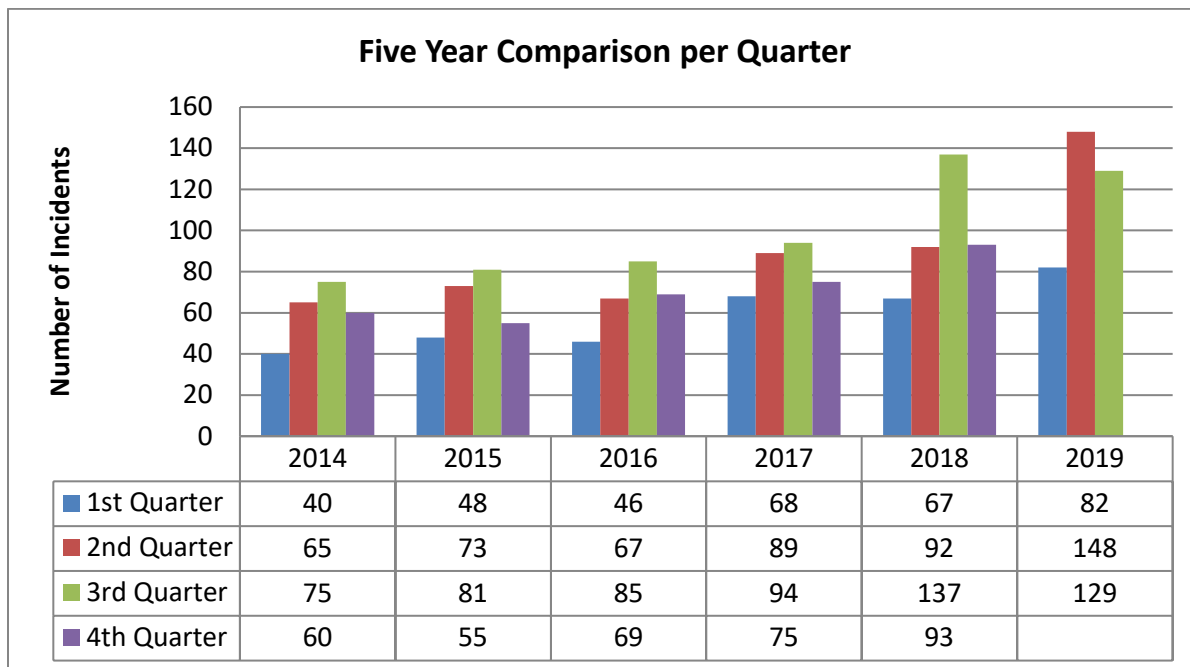
Fire Service is also provided to Lil'wat Nation through a separately negotiated Fire Service Agreement which was established in 2017.

DISCUSSION & COMMENTS

Incidents:

For the Third Quarter Pemberton Fire Rescue responded to 129 incidents. As of September 30th, Pemberton Fire Rescue has responded to a total of three hundred fifty-nine (359) incidents for the year. This is an increase of sixty-three (63) incidents over the same period in 2018.

A comparison chart by Quarter over the last five (5) years is shown below.



The table below shows the total number of incidents since 2014 by month.

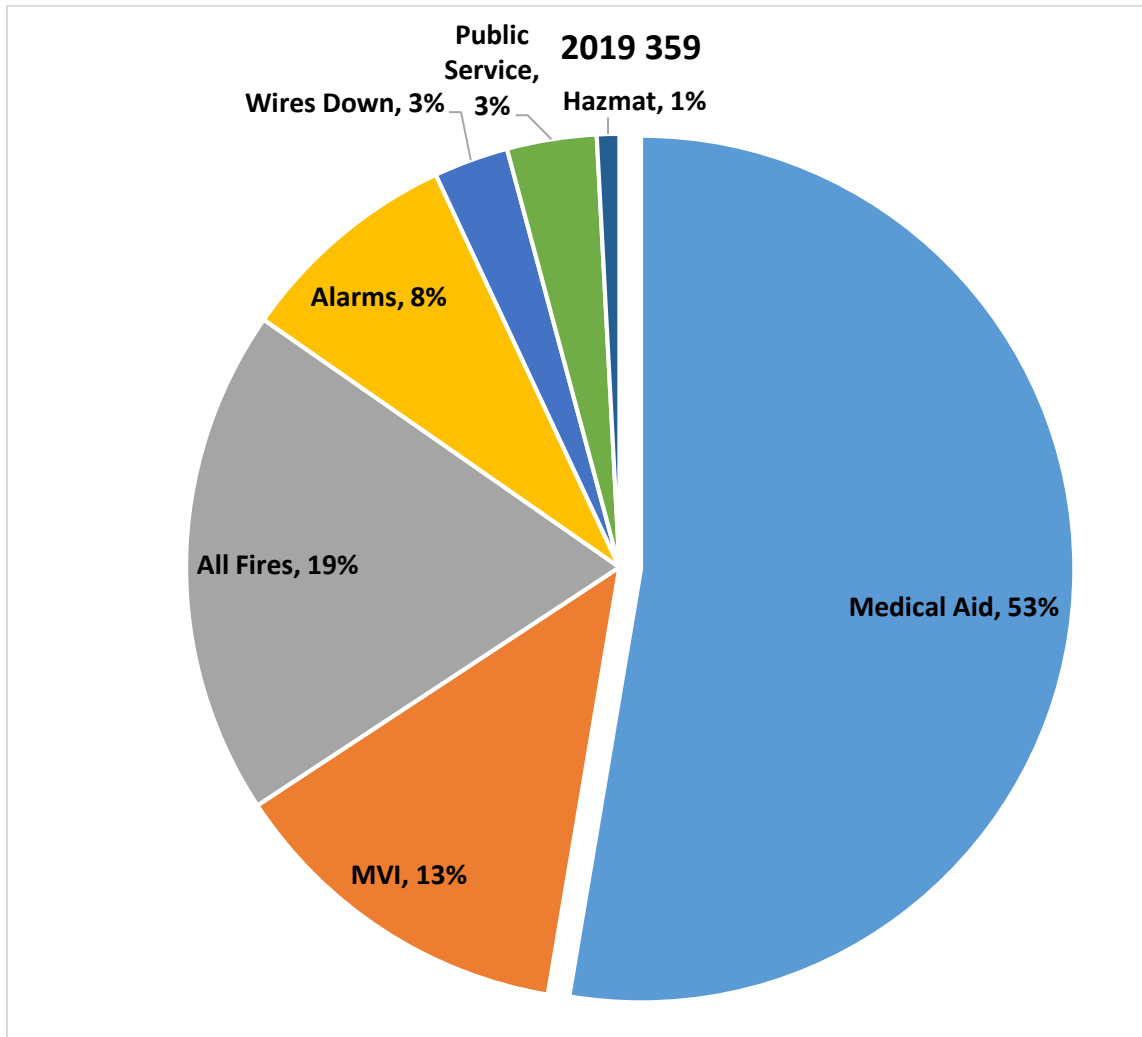
Incidents by month since 2008						
	2014	2015	2016	2017	2018	2019
January	15	14	16	31	21	32
February	17	19	17	18	30	25
March	8	15	13	14	16	25
April	24	15	16	21	22	33
May	23	21	27	38	37	55
June	17	37	24	35	33	60
July	33	32	42	32	48	47
August	21	34	25	38	38	33
September	21	15	18	24	51	49
October	18	12	12	27	29	0
November	26	16	27	21	21	0
December	18	27	30	27	43	0
Totals	241	257	267	326	389	359
Jan – June	104	121	113	157	159	230
July – Dec	137	136	154	169	230	129

The highlighted green squares indicate number of incidents greater than number of days in a month.

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, and as per locations identified in the Service Agreements with the SLRD and Lil'wat Nation.

Below is a pie chart and a table that summarizes the number of callouts per type of incident attended.

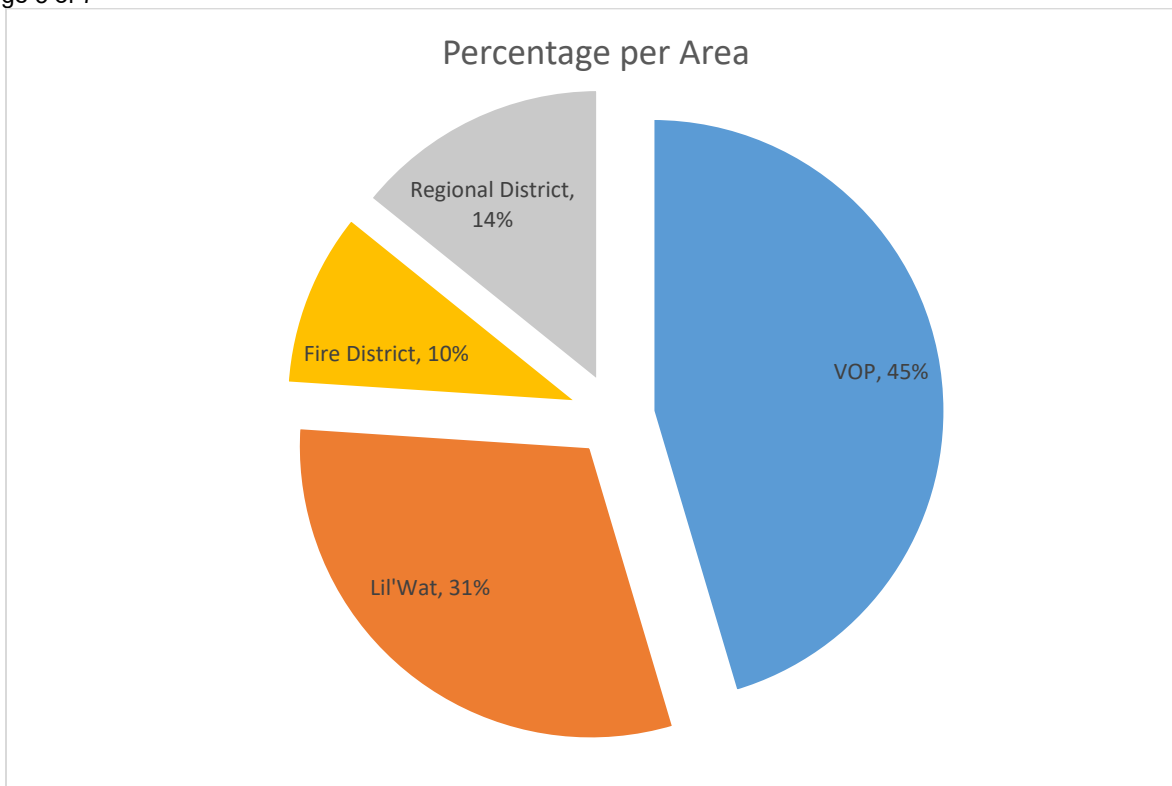


Response Type Description	VOP	Lil'wat		Regional District		
		M/C Old Site	M/C New Site	Within Fire District		
				Meadows	Fringe	Heights
Alarms	23	1			3	2
Appliance Fire	1					
Burn Complaint	1			1	2	
Chimney Fire	2	3	7			

Gas Spill	1					
Electrical Fire					1	
Fire Unclassified	1					
Grass Fire	5	5		1		
Hazardous Material		2				
Investigation (no fire)	1					
Medical Aid	91	53	23	3	5	3
Motor Vehicle Accident	14	2	1		1	2
Public Service	3					
RCMP Police Assist	2		1			
Rescue & Safety	2		2			1
Smoke in a structure	2		1		1	
Smoke Sighting	7	1		2		2
Structural Fire	1	2		1		1
Vehicle Fire	1	3	1			1
Wildland Fire		2				
Wires Down	5					2
Totals	163	74	36	8	13	14

Response Type Description	Regional District Outside of Fire District									
	Birken	D'Arcy	Poole Creek	Hwy 99 South	Highway 99 North Area C	Hurley Lillooet FSR	Highway 99 North Area B	Lillooet Lake Road	Regional District	InShuck FSR
Alarms									1	
Burn Complaint				1						
Grass Fire				1					1	
Medical Aid	2	2		3	1			2	1	1
Motor Vehicle Accident	2	3		4	11		3			3
RCMP Police Assist										1
Smoke Sighting				2						
Vehicle Fire				1	2					
Wires Down	1		1			1				
Totals	5	5	1	12	14	1	3	2	3	5

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). A pie chart below shows the percentage breakdown of incidents per area.



Membership:

In August Cameron Adams, Deputy Chief of Training/Fire Prevention and Public Education started his new position moving from Public Works to the Fire Department. Cameron has been a great asset in his first few months.

In the Third Quarter, Pemberton Fire Rescue undertook a recruitment drive for new members. This recruitment drive was very successful with thirteen (13) applicants all of whom have successfully completed the recruitment process. .

To date membership stands at thirty-seven (37). The breakdown is as follows; two (2) full-time members, twenty (20) paid on-call members, thirteen (13) new recruits, with two (2) members currently on leave.

Training:

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

Ten Members attended a joint training session with Whistler and Squamish Fire Department on September 25, 2019.

Third Quarter Commitments:

A total of twelve (12) training sessions occurred for a total of forty (40) hours.

A total of one hundred twenty-nine (129) incidents were responded to for a total of one hundred seventeen (117) hours.

Fire Prevention, Inspections & Public Events:

During the Third Quarter, the following fire prevention, inspections, education and public service initiatives were completed and attended by Pemberton Fire Rescue members;

- Seven (7) new business application review and fire inspections
- Two (2) complaint-based inspection
- Two (2) Fire Safety Plan was reviewed
- Three (3) business were inspected for review for final occupancy

Pemberton Fire Rescue participated in the Canada Day Parade and aided with traffic control.

Pemberton Fire Rescue facilitated one Fire Extinguisher Training session utilizing the new fire training prop purchased earlier in the year. This prop is very popular and provides a great real-life scenario for residents and business to see how fire extinguishers work.

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 the Quarterly report 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, firefighter recruitment and training support to improve upon the current level of service to the Village and the Fire Service District Service Area. This is a benefit to the community and positively impacts 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 Fire Rescue Department 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 2019 Third Quarter Fire Department Report be received for information.

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

Date: November 5, 2019

To: Nikki Gilmore, Chief Administrative Officer

From: Sheena Fraser, Manager, Corporate & Legislative Services

Subject: Village of Pemberton Business Licence Amendment (Housekeeping)
Bylaw No. 871, 2019

PURPOSE

The purpose of this report is to present the Village of Pemberton Business Licence Amendment Bylaw No. 871, 2019 to address minor housekeeping matters and to present information respecting liquor-related business license fees.

BACKGROUND

At the Regular Council Meeting No. 1487, held on February 19, 2019, Business Licence Bylaw No. 855, 2019 was adopted.

The new bylaw established business licence regulations respecting cannabis retail operations and addressed several housekeeping matters for administrative purposes.

As well, at that meeting the following resolution was passed:

***THAT** Staff be directed to review liquor-related business license fees established in other communities and bring back for information at a future Committee of the Whole meeting.*

DISCUSSION & COMMENTS

The amendments to the Business Licence Bylaw are listed as follows and the amending Bylaw is attached as Appendix A:

- a) Adding “*Community Group*”, “*Independent Contractor*” and “*Non-Profit Organization*” to the list of definitions. These are new references in the amending bylaw.
- b) Amending PART 13 to set out the process by which a business owner may appeal a decision by the Licensing Inspector to refuse, suspend or cancel a Business Licence. Pursuant to section 60 (5) of the *Community Charter* a business license holder may appeal a decision as such to provide clarity with respect to the process and ensure the legislation is being followed clauses 13.6, 13.7 and 13.8 have been added.
- c) Deleting PART 19 which previously only exempted *Non-Profit Organizations* from being required to hold a Business Licence and replacing it with a new section that exempts not only *Non-Profit Organizations* but *Community Groups* and *Independent Contractors*

specifically hired to provide recreation programming to the Pemberton & District Community Centre.

These changes are being proposed as it is recognized that many *Community Groups* do not hold society status but provide a valuable service to the community and often fundraise, participate in community events or hold events for the benefit of the community. As well, the Pemberton & District Community Centre may contract with a community group or an individual, who is not an employee, to facilitate programs within the recreation service. Under the current Bylaw a Business Licence is required and in some circumstances the amount paid to the group or individual may be less than the Business Licence Permit Fee.

- d) Schedule “A” of Bylaw No. 855 is being deleted and replaced with a new Schedule “A”.

Bylaw 855, 2019 re-introduced a Business Licence permit fee reduction if application was received in the last three months of the year. However, there was a typo in the fee schedule that resulted in a discrepancy within the bylaw.

Section 10.3 established that a 50% reduction would be applied to businesses making applications between October 1st and December 31st but Schedule “A” reads that the reduction would be in place between October 31st and December 31st of each year.

Staff has noted this discrepancy and as such this is being included to correct this administrative error.

Although a discrepancy was found, Staff have been administering the bylaw based on what is stated in section 10.3 of Business Licence Bylaw No. 855, 2019 and can report that business owners making application after October 1st have been very pleased with this initiative.

Liquor-related business license fees:

As per the direction of Council, Staff has undertaken a high-level review of how other jurisdictions establish business license fees for liquor-related establishments. In this regard, it varies from municipality to municipality depending on how they established their business license permit fee structure. Some municipalities set business license fees based on the square footage of a premise, while others may utilize one fee for all types of businesses (such as Pemberton), to establish different fees depending on the type of business (for example Licensed – Full Service, Liquor Outlet), or establish a set fee plus an additional fee per primary person capacity or capacity of the licensed facility.

In the Sea to Sky corridor the following fees apply:

Municipality	Type of establishment	Business Licence Fee
District of Squamish	Liquor Store Cold Beer/Wine Store Liquor Establishments	\$130 for the first 93 square meters, \$50 for every additional 93 square meters.

Resort Municipality of Whistler	Restaurant, Bar, Pub, Lounge or Cabaret	\$165 plus \$2 to \$5 per person of occupant depending on the occupant load
	Liquor Store/ Cold Beer & Wine Store	\$165 flat fee
District of Lillooet	Licensed Restaurant, Bistro, Café Neighbourhood Pub, Marine Pub, Brew Pub, Lounge U-Brew, U-Vin, Licensed or Private Liquor Store	\$102 plus \$25 application fee (\$127)

The Village moved from a “type of use” Business Licence Permit Fee structure to a set fee of \$150 in 2003. The Business Licence Permit Fees have been reviewed on several occasions and each time it has been determined to keep the base fee of \$150 except in certain circumstances in which a higher fee is charged (ie: Mobile Vendor, Short Term Vacation Rental, and Cannabis related facilities). The most recent review took place in 2018 as part of the preparation of incorporating new business license fees for Short Term Vacation Rental and Cannabis operations. It should be noted that a permit fee of \$300 has been established for the Farmers Market and this covers all Farmers Market Vendors so that they are not required to hold individual Business Licence Permits.

Staff recommends that the current fee of \$150 remain in place as a per square meter fee for specialty uses such as liquor stores and liquor-based establishments would increase the administrative costs to oversee the bylaw.

COMMUNICATIONS

There are no communications considerations currently as the amendment is for housekeeping purposes to correct the inconsistency in the Bylaw.

LEGAL CONSIDERATIONS

Facilitating an amendment to a regulatory bylaw meets with the legislation.

IMPACT ON BUDGET & STAFFING

Preparation of the Bylaw has been completed in-house.

INTERDEPARTMENTAL IMPACT & APPROVAL

The above noted project has been incorporated into the daily routine of the Corporate & Legislative Services Department and can be accommodated.

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

Consideration of this matter is in alignment with Strategic Priority One: Economic Vitality, whereby the Village is committed to supporting a competitive and diversified economy with engaged corporate citizens; and with Strategic Priority Two: Good Governance, whereby the Village is committed to being an open, honest and accountable government, and fiscal responsibility.

RECOMMENDATIONS

THAT Business Licence Bylaw Amendment (Housekeeping) Bylaw No. 871, 2019 receive First, Second and Third Reading.

ATTACHMENTS:

Appendix A: Village of Pemberton Business Licence Amendment (Housekeeping) Bylaw No. 871, 2019

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

APPENDIX A

THE VILLAGE OF PEMBERTON BYLAW No. 871, 2019

A bylaw to amend Village of Pemberton Business Licence Bylaw No. 855, 2019

WHEREAS pursuant to Section 59 of the *Community Charter*, Council is empowered to regulate in relation to business;

AND WHEREAS Council is empowered to provide for granting of business licences, to fix and impose licence fees and regulate certain trades, occupations and businesses in the Village of Pemberton;

AND WHEREAS Council may amend its bylaws from time to time when deemed appropriate.

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

PART 1: CITATION

This bylaw may be cited for all purposes as the “Village of Pemberton Business Licence Bylaw 855, 2019, Amendment (Housekeeping) Bylaw No. 871, 2019”.

PART 2: APPLICATION

2.1 Village of Pemberton Business Licence Bylaw No. 855, 2019, is amended as follows:

a) **PART 2** is amended by adding the following definitions:

Community Group means a type of group or organization that is created and operates for a specific purpose or to provide a specific service in a community for the public benefit of the members of the community but does not hold society status.

Independent Contractor for the purposes of this Bylaw means an individual person who is contracted to provide services to facilitate a specific recreation program and works as required.

Non-Profit Organization means a club, society, or association that is organized and operated solely for: social welfare, civic improvement, pleasure or recreation and any other purpose except profit.

b) **PART 13** Refusal, Suspension or Cancellation of a Business Licence is amended by adding the following:

13.6 A person whose business license has been refused, suspended or cancelled by the Licence Inspector and who intends to appeal such refusal, suspension or cancellation to the Village of Pemberton Council shall, within ten (10) business days from the date of suspension or cancellation, inform the Corporate Officer, in writing, of the intention to appeal such refusal, suspension or cancellation.

13.7 The notice of intention to appeal shall state in a concise fashion the grounds upon which the appeal is based.

13.8 The Corporate Officer shall refer the matter to the Village of Pemberton Council for reconsideration.

c) **PART 19** Non-Profit Organizations is hereby deleted and renamed and replaced with the following:

PART 19: Business Licence Exemptions

19.1 The following are not required to obtain a business licence within the Village of Pemberton:

- a) *Non-Profit Organization*;
- b) *Community Group*;
- c) *Independent Contractor* hired by the Pemberton and District Community Centre to facilitate an activity, program or support an event run by the Recreation Services Department.

d) Schedule 'A' of Bylaw No. 855, 2019, is hereby deleted and replaced with a new Schedule 'A' that is attached hereto and forms part of this bylaw.

READ A FIRST TIME this ____ day of _____, 2019.

READ A SECOND TIME this ____ day of _____, 2019.

READ A THIRD TIME this ____ day of _____, 2019.

ADOPTED this ____ day of _____, 2019.

Mike Richman
Mayor

Sheena Fraser
Corporate Officer

SCHEDULE 'A'

FEES

Part 8. Transfer or Change at the Request of the Business

Transfer and Change Fees (8.2) \$ 25.00

Part 10.1 Business Licence Annual Fees:

Administration Fee: \$ 25.00

Business Licence Fee (Resident & Non-Resident): \$150.00

Business Specific Fees (Part Noted):

Cannabis Production Facility - Standard (22)	\$5,000.00
Cannabis Production Facility – Micro (22)	\$2,500.00
Cannabis Retail (23)	\$5,000.00
Community Event (16)	\$150.00
Farmers' Market (20)	\$300.00
Street, Park, Mobile or Temporary Vendor (14)	\$300.00
Short-Term Vacation Rental (21)	\$300.00
Special Event (17)	\$100.00
Trade Contractor (15)	\$150.00
Vending Machines (18)	\$150.00

Part 10.2 Non-Refundable Application Processing Fee

Cannabis Retail Business Licence Applications \$1,000.00

Part 10.3 Reduced Fee for Applications received between October 1st and December 31st:

The Business Licence Annual Fee for new applications received between October 1st and December 31st will be 50% of the full business licence annual fee set out in Part 10.1.

Part 12. Business Licence Renewal Penalty

Business Licence Renewals received after January 31st will be subject to a 100% penalty.

VILLAGE OF PEMBERTON

ANIMAL CONTROL AMENDMENT BYLAW No. 870, 2019

A Bylaw to amend Village of Pemberton Animal Control Bylaw No. 839, 2018

WHEREAS Section 137 of the *Community Charter* authorizes the Council to, by bylaw, amend or repeal a bylaw.

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

PART 1: CITATION

- 1.1. This Bylaw may be cited as “Village of Pemberton Animal Control Bylaw No. 839, Amendment Bylaw No. 870, 2019”.

PART 2: APPLICATION

- 2.1. Village of Pemberton Animal Control Bylaw No.839, 2018 be amended as follows:

- a) By deleting the definition of *Aggressive Dog* and replacing it with the following:

Aggressive Dog means a dog that, being over the age of 3 months, and on one or more occasions: (a) has without justifiable provocation displayed aggressive behaviour toward a person or domestic animal; or (b) has without justifiable provocation caused a minor injury to a person or domestic animal.

- b) By adding the following definitions:

Aggressive Behaviour means any behaviour by a dog that unduly intimidates a person or animal and includes snarling, growling or pursuing a person or animal in a threatening manner;

Aggressive Dog Sign means a sign which reads “Beware of Dog” or otherwise warns that there is a dangerous or aggressive dog on the property;

Competent person means a person of sufficient age, capacity, height and weight to ensure an animal under their control will be obedient to their commands or to physically restrain the animal if required;

Enclosure means a physical structure or fenced yard constructed in such a way that it prevents the escape of a dog or the entry of any person not intended to access the dog but does not include invisible fencing systems;

Leash means a rope, chain, cord, or leather strip no longer than 2 metres, attached to the collar or harness of a dog, of sufficient strength to be used for controlling and restraining the activity of the dog;

Minor Injury means a physical injury to a person or domestic animal that includes pinches, minor localized bruising, scratches, scrapes, shallow punctures, or lacerations in one direction only;

Muzzled means wearing humane basket style fastening or covering device over the mouth that is strong enough and well-fitted enough to prevent the dog from biting, without interfering with the breathing, panting or vision of the dog or with the dog's ability to drink;

- c) By deleting Section 4.2 and replacing with new Sections 4.2. and 4.2.1 below:

4.2 If the *Bylaw Enforcement Officer* has designated a dog as an *aggressive dog*, the *Bylaw Enforcement Officer* will deliver to the owner or other person responsible for the dog, if that person is known, written notice advising that the dog has been so designated.

The notice of an *aggressive dog* determination is sufficiently delivered to the owner or person responsible for the dog:

- (a) by personally by handing the notice to the owner;
- (b) by handing the notice to a person on the owner's property who appears to be over the age of 19 years;
- (c) by posting the notice upon some part of the owner's property and by sending a copy to the owner by regular mail, in which case the notice is deemed to have been received by the owner seven (7) days after the date of mailing;
- (d) by mailing a copy by prepaid registered mail to the last known address of the owner; or
- (e) by electronic mail to the email address of the owner.

4.2.1 Following receipt of a notice pursuant to section 4.2, the owner or competent person responsible for the *aggressive dog* must:

- (a) within 30 days, display an *aggressive dog sign* at the property where the dog normally sleeps so that the *aggressive dog sign* is visible to any person entering the property;
- (b) not cause, permit or allow the dog to be in any public place, unless the dog is *muzzled* and secured on a *leash*, no longer than two (2) metres, to its owner or to the *competent person* responsible for the dog;
- (c) not cause, permit or allow the dog to be on private property without first informing the owner or occupier of the private property that the dog is an *aggressive dog*;
- (d) when in a place owned or occupied by the owner, ensure the dog is:
 - i. kept securely confined indoors,
 - ii. kept securely confined in an *enclosure*, or
 - iii. secured on a leash to its owner or to a *competent person* responsible for the dog;
- (e) not cause, permit, or allow the dog to enter any off-leash area; and
- (f) immediately notify the Village that the dog is *at large* upon becoming aware that the dog is *at large*.

d) By amending section 4.3 as follows:

The owner of a dog that has been designated as an *aggressive dog* may, within **fourteen (14)** calendar days of being delivered notice of the designation, request that the *Bylaw Enforcement Officer* reconsider the designation. The request must be accompanied by written reasons why the owner believes the dog is not an *aggressive dog* and may include any information that would support that position. If requested, the *Bylaw Enforcement Officer* must allow the owner an opportunity to be heard, in person or by telephone or other device, and may arrange for any other person with relevant information to address the matter. If no request for reconsideration is made within **fourteen (14)** calendar days of the notice being delivered, the designation is final.

e) By deleting section 4.5

- f) By adding section 6.11 below:

6.11 If a dog is impounded pursuant to section 49 of the *Community Charter* and is destroyed pursuant to an order of the Provincial Court, its owner must pay to the Village, within 30 days of the order, all boarding fees owing for it being impounded as set out in Schedule A.

- g) By deleting Section 7 and replacing with a new Section 7 below:

7. Dangerous Dogs

7.1 No person shall own or keep any *dangerous dog* unless such dog is licensed as a *dangerous dog* with the Village by an owner who is over the age of eighteen, and who has paid the applicable fee indicated in Schedule A.

7.2 When a dog has been determined by the Provincial Court to be a *dangerous dog* as defined under section 49(1) of the *Community Charter*, or, when such a determination is pending in an ongoing proceeding with the Provincial Court, the owner or person responsible for the *dangerous dog* must:

- (a) within 30 days of the date of Notice, display an *aggressive dog sign* at each entrance to the property and building where the dog is kept so that the *aggressive dog sign* is visible to any person entering the property;
- (b) not cause, permit or allow the dog to be in any public place, unless the dog is *muzzled* and secured on a *leash*, no longer than one (1) metre, to its owner or to the *competent person* responsible for the dog;
- (c) not cause, permit or allow the dog to be on private property, other than the property of the owner or person responsible for the dog.
- (d) when in a place owned or occupied by the owner, ensure the dog is:
 - i. kept securely confined indoors,
 - ii. kept securely confined in an *enclosure*, or
 - iii. secured on a *leash* to its owner or to a person responsible for the dog;
- (e) not cause, permit, or allow the dog to enter any off-leash area; and

- (f) immediately notify the Village that the dog is *at large* upon becoming aware that the dog is *at large*.

7.3 All powers conferred under the authority of this Bylaw are in addition to the powers conferred by section 49 of the *Community Charter* and this Bylaw does not reduce or limit any powers conferred by section 49 of the *Community Charter*.

READ A FIRST TIME this 22nd day of October, 2019.

READ A SECOND TIME this 22nd day of October, 2019.

READ A THIRD TIME this 22nd day of October, 2019.

ADOPTED this ____ day of _____, 2019.

Mike Richman
Mayor

Sheena Fraser
Corporate Officer

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*