

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

Agenda for the **Regular Meeting** of Council of the Village of Pemberton to be held Tuesday, May 5, 2020 at 5:00 p.m. in Council Chambers, 7400 Prospect Street. This is Meeting No. 1514.

"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."

*** All Council and Staff will be attending the meeting electronically. Instructions for public participation at the meeting can be found here.**

Item of Business	Page No.
1. 5:00 P.M. CALL TO ORDER REGULAR MEETING	
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. IN CAMERA	
THAT the meeting is closed to the public in accordance with the <i>Community Charter</i> Section 90 (c) Employee Relations that in the view of Council could reasonably expect to harm the interest of the municipality if they were held in public.	
4. MOVE TO IN CAMERA	
5. 5:30 P.M. RISE FROM IN CAMERA AND RECONVENE THE REGULAR MEETING	
6. RISE WITH REPORT FROM IN CAMERA (CLOSED)	
7. ADOPTION OF MINUTES	
a) Regular Council Meeting No. 1512, Tuesday, April 21, 2020	5
Recommendation: THAT the minutes of Regular Council Meeting No. 1512, held Tuesday, April 21, 2020, be adopted as circulated.	
b) Special Council Meeting No. 1513, Tuesday, April 28, 2020	14
Recommendation: THAT the minutes of Special Council Meeting No. 1513, held Tuesday, April 28, 2020, be adopted as circulated.	
8. BUSINESS ARISING FROM THE PREVIOUS REGULAR COUNCIL MEETING	
9. BUSINESS ARISING FROM THE COMMITTEE OF THE WHOLE	
10. COMMITTEE MINUTES - FOR INFORMATION	
There are no committee minutes for information.	
11. DELEGATIONS	
There are no delegation presentations.	

12. REPORTS

- a) **Office of the Chief Administrative Officer**
- b) **Corporate & Legislative Services**
 - i. **Regular Council Meeting Outstanding Resolutions Listing - Update** 17
Recommendation: THAT the report be received for information.
 - ii. **Community Enhancement Fund Request – Whistler Centre for Sustainability – Squamish-Lillooet Regional Food Task Force** 21
Recommendation: THAT Council provide direction with respect to a contribution from the Community Enhancement Fund, in the amount of \$2,000, to support the Squamish-Lillooet Regional Food Task Force.
- c) **Development Services**
 - i. **Development Services 2020 First Quarter Report** 46
Recommendation: THAT the Development Services 2020 First Quarter Report be received for information.
- d) **Operations Department**
 - i. **Operations Department 2020 First Quarter Report** 50
Recommendation: THAT the Operations Department 2020 First Quarter Report be received for information.
- e) **Fire Department**
 - i. **Fire Department 2020 First Quarter Report** 54
Recommendation: THAT the Fire Department 2020 First Quarter Report be received for information.
- f) **MAYOR’S Report**
- g) **COUNCILLORS’ Reports**

13. BYLAWS

- a) **Bylaw for First and Second Readings**
 - i. **Village of Pemberton Zoning Amendment Bylaw No 883, 2020, Residential Townhouse Amenity 1, Sunstone (RTA-1) Text Amendment** 61
Recommendation: THAT Village of Pemberton Zoning Amendment Bylaw No. 883, 2020 be given First and Second Reading;
AND THAT Council provide direction with respect to whether they would like to:
 - a) convene a virtual Public Hearing on Tuesday, May 26, 2020 at 9:00 a.m. immediately prior to the virtual Village of Pemberton Regular Council meeting, with the advertising to specify the means by which individuals affected by the proposed bylaw can make representation to Council during the hearing; or
 - b) direct Staff to advertise their intention to waive the Public Hearing for Zoning Amendment Bylaw No. 883, 2020 as per Section 464 (2) of the *Local Government Act*, as a result of COVID-19.

b) Bylaws for First, Second, Third and Fourth Readings

- i. Village of Pemberton 2020-2024 Five (5) Year Financial Plan Bylaw No. 879, 2020** 77

Recommendation: WHEREAS Ministerial Order MO83, issued March 26, 2020, enables municipalities during the Provincial State of Emergency, issued on March 18, 2020, to adopt bylaw on the same day it receives Third Reading;

AND WHEREAS the Village of Pemberton is presenting a Bylaw for Council's consideration;

THEREFORE BE IT RESOLVED THAT the Village of Pemberton 2020-2024 Five (5) Year Financial Plan Bylaw No. 879, 2020, be given First, Second, Third and Fourth Readings.

- ii. Village of Pemberton Annual Tax Rates Bylaw No. 881, 2020** 87

Recommendation: WHEREAS Ministerial Order MO83, issued March 26, 2020, enables municipalities during the Provincial State of Emergency, issued on March 18, 2020, to adopt bylaw on the same day it receives Third Reading;

AND WHEREAS the Village of Pemberton is presenting a Bylaw for Council's consideration;

THEREFORE BE IT RESOLVED THAT the Village of Pemberton Annual Tax Rates Bylaw No. 881, 2020, be given First, Second, Third and Fourth Readings.

- iii. Village of Pemberton Sanitary Sewer System Regulation Connection and Rates Amendment Bylaw No. 882, 2020** 89

Recommendation: WHEREAS Ministerial Order MO83, issued March 26, 2020, enables municipalities during the Provincial State of Emergency, issued on March 18, 2020, to adopt bylaw on the same day it receives Third Reading;

AND WHEREAS the Village of Pemberton is presenting a Bylaw for Council's consideration;

THEREFORE BE IT RESOLVED THAT the Village of Pemberton Sanitary Sewer System Regulation Connection and Rates Amendment Bylaw No. 882, 2020, be given First, Second, Third and Fourth Readings.

- iv. Village of Pemberton Water Regulation Connection and Rates Bylaw No. 232, 1989, Amendment Bylaw No 884, 2020** 92

Recommendation: WHEREAS Ministerial Order MO83, issued March 26, 2020, enables municipalities during the Provincial State of Emergency, issued on March 18, 2020, to adopt bylaw on the same day it receives Third Reading;

AND WHEREAS the Village of Pemberton is presenting a Bylaw for Council's consideration;

THEREFORE BE IT RESOLVED THAT the Village of Pemberton Water Regulation Connection and Rates Bylaw No. 232, 1989, Amendment Bylaw No 884, 2020, be given First, Second, Third and Fourth Readings.

14. CORRESPONDENCE

a) For Action

- i. **David Blake, Village of Pemberton, dated April 26, 2020, inquiring about safety precautions and potential installation of 5G technology in the Village.** 95

Recommendation: THAT the letter be referred to Staff for response.

- ii. **Niki Vanker, Village of Pemberton, dated April 28, 2020, regarding discharge of Tiyata Covenant.** 96

Recommendation: THAT the letter be referred to Staff for response.

- iii. **Dennis Schafer, business owner, Stick & Stone Cannabis Co., dated April 30, 2020, seeking Council support for online payment and delivery options to be permitted for Cannabis retailers.** 97

Recommendation: THAT Council provide direction with respect to support for the ability for Cannabis retailers being able to provide online payment and delivery options.

b) For Information

- i. **Patrick Weiler, MP, West Vancouver-Sunshine Coast-Sea to Sky Country, dated April 21, 2020, announcing the Emergency Community Support Fund.** 102

- ii. **Crystal Dunahee, President, Child Find BC, dated April 23, 2020, regarding proclamation of May as National Missing Children's Month and Missing Children's Day on May 25th.** 104

- iii. **James Baker, Mayor, Lake Country, dated April 15, 2020, expressing concern around interest charged on deferred mortgage payments in a letter to Finance Minister Bill Morneau.** 106

- iv. **Linda Buchanan, Mayor, City of North Vancouver, dated April 30, 2020, seeking Provincial support to implement a Financial Hardship Program.** 107

Recommendation: THAT the above correspondence be received for information.

15. DECISION ON LATE BUSINESS

16. LATE BUSINESS

17. NOTICE OF MOTION

18. QUESTION PERIOD

109

19. IN CAMERA

THAT the meeting is closed to the public in accordance with the *Community Charter* Section 90 (c) Employee Relations that in the view of Council could reasonably expect to harm the interest of the municipality if they were held in public.

20. RISE FROM IN CAMERA

21. 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, April 21, 2020 at 8:30 a.m. in Council Chambers, 7400 Prospect Street. This is Meeting No. 1512.

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

STAFF IN ATTENDANCE*: Nikki Gilmore, Chief Administrative Officer
Sheena Fraser, Manager of Corporate & Legislative Services
Elysia Harvey, Legislative Assistant
Lena Martin, Manager of Finance & Administration
Lisa Pedrini, Manager of Development Services
Joanna Rees, Planner
Cameron Chalmers, Contract Planning Consultant

****ALL COUNCIL MEMBERS AND STAFF ATTENDED ELECTRONICALLY***

A RECORDING OF THE MEETING WAS MADE AVAILABLE TO THE PUBLIC & MEDIA

1. 8:30 A.M. CALL TO ORDER REGULAR MEETING

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

2. APPROVAL OF AGENDA

Moved/Seconded

THAT the Agenda be approved as circulated.

CARRIED

3. IN CAMERA

Moved/Seconded

THAT the meeting is closed to the public in accordance with the *Community Charter* Section 90 (c) Employee Relations (k) Negotiations that in the view of Council could reasonably expect to harm the interest of the municipality if they were held in public.

CARRIED

4. MOVE TO IN CAMERA

At 8:39 a.m. Council moved In Camera.

At 8:52 a.m. Council Rose from In Camera and the Regular Meeting was recessed until 9 a.m.

At 9:00 a.m. the Regular Meeting was reconvened.

5. RISE WITH REPORT FROM IN CAMERA (CLOSED)

Council rose with report from In Camera advising that the Mayor and CAO have been authorized to enter into lease agreements with CYPS Hangars and Blackcomb Helicopters for a lot at the Airport.

6. ADOPTION OF MINUTES

a) Regular Council Meeting No. 1510, Tuesday, March 10, 2020

Moved/Seconded

THAT the minutes of Regular Council Meeting No. 1510, held Tuesday, March 10, 2020, be adopted as circulated.

CARRIED

b) Special Council Meeting No. 1511, Tuesday, March 31, 2020

Moved/Seconded

THAT the minutes of Special Council Meeting No. 1511, held Tuesday March 31, 2020, be adopted as circulated.

CARRIED

7. BUSINESS ARISING FROM THE PREVIOUS REGULAR COUNCIL MEETING

There was no business arising from the previous Regular Council Meeting.

8. BUSINESS ARISING FROM THE COMMITTEE OF THE WHOLE

There was no business arising from the Committee of the Whole.

9. COMMITTEE MINUTES - FOR INFORMATION

There were no committee minutes for information.

10. DELEGATIONS

There were no delegation presentations.

11. REPORTS

a) Office of the Chief Administrative Officer

CAO Gilmore provided a verbal report to Council regarding the hiring of two new Staff members. Christine Burns will be joining the Village as Manager of Recreation Services and Chris Derouin as the Building Official.

Moved/Seconded

THAT the verbal report provided by CAO Gilmore regarding new Staff be received for information.

CARRIED

b) Corporate & Legislative Services

i. Bylaw Notice Enforcement Bylaw Screening Officer Policy

Moved/Seconded

THAT Screening Officer Policy No. ADM-026 be approved.

CARRIED

c) Development Services

i. Village of Pemberton Cycling Network Plan

Moved/Seconded

THAT the Village of Pemberton Cycling Network Plan be approved.

CARRIED

ii. Hillside Development Design Guidelines

Moved/Seconded

THAT the Hillside Development Design Guidelines, April 2020, be approved.

CARRIED

iii. Discharge of Covenant LB387063 (Tiyata)

Moved/

THAT the request to Discharge Covenant LB387063 be referred back to Staff:

AND THAT Staff work with the landowner and potential purchaser to review the Covenant with an aim to secure amenity commitment prior to the discharge of the existing Covenant.

**MOTION FAILED DUE TO LACK OF
A SECONDER**

Moved/Seconded

THAT Council authorizes the discharge of Covenant LB387063 from Lot 3, Plan 12807, District Lot 203, Lillooet Land District, Except that part which lies to the East of the East boundary of Plan Crown Grant 253, and authorizes the Chief Administrative Officer to effect the discharge.

CARRIED

OPPOSED: COUNCILLOR ANTONELLI

d) MAYOR'S Report

Mayor Richman commented on some of the Provincial and Federal incentives available for financial support for individuals and businesses, such as:

- Canada Emergency Response Benefit;
- BC Residential Tenant Supplement;
- Canada Emergency Wage Subsidy;
- Reduction of taxes for commercial property owners;

Mayor Richman also reported that opportunities for Municipal Governments to offer incentives are limited and direction is pending from the Provincial Government with respect to other options that might be available beyond the current tax deferral program already in place. Communication and coordination with Mayors and Chiefs throughout the Sea to Sky Corridor on the COVID-19 situation is ongoing and assembling and disseminating important information to the public remains a priority.

Other items of business reported on:

- Will be attending the Squamish-Lillooet Regional District Board meeting on April 22nd.
- Will be attending the Pemberton Valley Utilities & Services Committee meeting on April 28th;
- The response of community members to the COVID-19 restrictions and social distancing requirements has been extraordinary. Pemberton continues to lead by example;
- Thank you to all health care workers, first responders, Staff and essential workers and those who continue to work and provide services through this difficult situation;
- BC Transit has indicated that new expansions and projects slated for 2020 will likely not be going forward.

e) COUNCILLORS' Reports

Councillor Craddock

Councillor Craddock commented on the expression of support from the Community for healthcare workers every day at 7:00 p.m., a notable awareness

for social distancing, and sense of community and closeness with neighbours as a result of the COVID-19. Councillor Craddock encouraged residents to keep up the good work and continue to follow Dr. Bonnie Henry's recommendations.

Councillor Zant

Councillor Zant expressed his support and appreciation for health care workers and childcare providers for essential workers.

Councillor Antonelli did not report.

Councillor Noble did not report.

12. BYLAWS

a) Bylaws for First, Second, Third and Fourth Readings

i. Village of Pemberton 2020-2024 Five (5) Year Financial Plan Bylaw No. 879, 2020

Moved/Seconded

THAT a Special Meeting of Council be scheduled for Tuesday April 28th, 2020, at 9:00 a.m. to receive further information respecting the development of the Village of Pemberton 2020-2024 Five (5) year Financial Plan Bylaw No. 879, 2020.

CARRIED

ii. Village of Pemberton Advisory Planning Commission Amendment Bylaw No. 878, 2020

Moved/Seconded

WHEREAS Ministerial Order MO83, issued March 26, 2020, enables municipalities during the Provincial State of Emergency, issued on March 18, 2020, to adopt bylaw on the same day it receives Third Reading;

AND WHEREAS the Village of Pemberton is presenting an amending Bylaw for Council's consideration;

THEREFORE BE IT RESOLVED THAT the Village of Pemberton Advisory Planning Commission Amendment Bylaw No. 878, 2020, be given First, Second, Third and Fourth Readings.

CARRIED

b) Bylaw for First, Second and Third Readings

- i. Downtown Enhancement Project Contingency and Downtown Barn Parking Lot Loan Authorization Bylaw No. 863, 2019, Repeal Bylaw No. 880, 2020**

Moved/Seconded

THAT Downtown Enhancement Project Contingency and Downtown Barn Parking Lot Loan Authorization Bylaw No. 863, 2019, Repeal Bylaw No. 880, 2020, be given First, Second and Third Readings;

AND THAT Bylaw No. 880, 2020, be referred to the Ministry of Municipal Affairs and Housing for Ministerial approval prior to adoption.

CARRIED

At 11:16 a.m. Council passed a resolution to extend the Regular Council Meeting:

Moved/Seconded

THAT the Regular Council Meeting be extended beyond three (3) hours in accordance with Section 6 (b) (ii) of Council Procedure Bylaw No. 788, 2015.

CARRIED

14. CORRESPONDENCE

a) For Action

- i. Dennis Dugas, Mayor, District of Port Hardy, dated March 10, 2020, seeking Council's support to form a coalition of Small Communities to lobby for Provincial funding for Fire Protection services.**

Moved/Seconded

THAT the correspondence from Dennis Dugas, Mayor, District of Port Hardy, dated March 10, 2020, be received for information.

CARRIED

- ii. Suzanne Robert, Mount Currie, dated April 17, 2020, regarding safe pedestrian access from the Lions Villa.**

Moved/Seconded

THAT the correspondence from Suzanne Robert dated April 17, 2020, be referred to Staff for response.

CARRIED

b) For Information

- i. Wayne Clogg, Board Chair, Forest Enhancement Society of BC, dated March 2, 2020, providing Accomplishment Update on forest recovery and rehabilitation projects across the BC.**
- ii. Jonathan X. Cote, Mayor, City of New Westminster, dated March 9, 2020, regarding a request for Federal support for a National Pharmacare Program.**
- iii. Blanka Zeinabova, Deputy City Clerk, City of Burnaby, dated March 6, 2020, seeking support for resolutions submitted to UBCM regarding condominium insurance and public car insurance.**
- iv. Mark Mendonca, President, Tourism Pemberton, received March 17, 2020, expressing appreciation for the opportunity to make a presentation to Council and following up with respect to the request for a funding commitment.**
- v. Patrick Weiler, MP, West Vancouver-Sunshine Coast-Sea to Sky Country, dated March 18, providing information on the Government's Economic Response Plan.**
- vi. Samantha Howard, Senior Director, Canadian Federation of Independent Business, received March 19, 2020, regarding supporting small businesses in light of COVID-19.**
- vii. John Ranns, Mayor, District of Metchosis, dated March 19, 2020, regarding COVID-19 testing for first responders.**
- viii. Selina Robinson, Minister of Municipal Affairs, and Mike Farnworth, Minister Public Safety & Solicitor General, dated March 20, 2020, providing guidance on the State of Provincial Emergency.**
- ix. Don Coggins, Mount Currie, dated March 20, 2020, expressing appreciation and gratitude to Mayor, Council and Staff of the Village of Pemberton in response to the COVID-19 crisis.**
- x. Cathy Peters, BC anti-human trafficking advocate, dated March 22, 2020, raising awareness of human sex trafficking and exploitation in communities, and requesting support for raising national awareness and indigenous-led initiatives.**
- xi. Lyn Hall, Mayor, City of Prince George, dated March 24, 2020, seeking support for a UBCM resolution titled Sharing Payments from Opioid Class Action Lawsuits.**

xii. Maja Tait, UBCM President, dated March 27, 2020, providing Provincial responses to Village of Pemberton 2019 UBCM Resolutions.

xiii. Maja Tait, UBCM President, dated April 8, 2020, regarding clarification of resolutions to meet UBCM criteria.

xiv. Dennis Sterritt, Mayor, Village of Hazelton, dated April 15, 2020, seeking endorsement of a UBCM Resolution on access to Community Gaming Grants.

Moved/Seconded

THAT the above correspondence be received for information.

CARRIED

15. DECISION ON LATE BUSINESS

16. LATE BUSINESS

There was no late business for consideration.

17. NOTICE OF MOTION

18. QUESTION PERIOD

Nikki Vanker, 1347 Elmwood Drive

Ms. Vanker sought clarification for Council's decision to support the request to discharge the Covenant for Lot 3 in the Tiyata Development.

Dan Falloon, Pique Newsmagazine

Mr. Falloon inquired about plans for resident tax deferment and if any requests for deferment have been made by property owners.

At 11:30 a.m. Council moved In Camera.

19. IN CAMERA

Moved/Seconded

THAT the meeting is closed to the public in accordance with the *Community Charter* Section 90 (c) Employee Relations (k) Negotiations that in the view of Council could reasonably expect to harm the interest of the municipality if they were held in public.

CARRIED

At 12:52 p.m. Council Rose from In Camera.

20. RISE FROM IN CAMERA

Council did not rise with report.

21. ADJOURNMENT OF REGULAR COUNCIL MEETING

Moved/Seconded

THAT the Regular Council Meeting be adjourned.

CARRIED

At 12:52 p.m. the Regular Council Meeting was adjourned.

Mike Richman
Mayor

Sheena Fraser
Corporate Officer

DRAFT

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

Minutes of the Special Meeting of Council of the Village of Pemberton held on Tuesday, April 28, 2020 at 9:00 a.m. in Council Chambers, 7400 Prospect Street. This is Meeting No. 1513.

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

STAFF IN ATTENDANCE*: Nikki Gilmore, Chief Administrative Officer
Sheena Fraser, Manager of Corporate & Legislative Services
Elysia Harvey, Legislative Assistant
Lena Martin, Manager of Finance & Administration
Robert Grossman, Fire Chief
Cameron Adams, Deputy Fire Chief
Jill Brooksbank, Senior Communications & Grant Coordinator
Joanna Rees, Planner

PUBLIC: 2

MEDIA: 1

****ALL COUNCIL MEMBERS AND STAFF ATTENDED ELECTRONICALLY***

1. CALL TO ORDER

At 9:02 a.m. Mayor Richman called the Special Council 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. REPORTS

a) Finance & Administration

i. Village of Pemberton Five Year Financial Plan – Information Report

Moved/Seconded

THAT the Village of Pemberton Five Year Financial Plan Information Report be received.

CARRIED

Moved/Seconded

THAT Staff review the staffing increases projected for 2021 and bring back suggestions for a staggered approach to incorporating these into the budget.

CARRIED

Moved/Seconded

THAT affordability options for fire hall and fire truck upgrade projects be reviewed for future consideration in the Five Year Financial Plan.

CARRIED

4. CORRESPONDENCE

a) Correspondence Related to Five Year Financial Plan

- i. Anna Helmer, Village of Pemberton, dated April 26, 2020, submitting questions on the Village's Five Year Financial Plan.**
- ii. Rob Martineau, Village of Pemberton, dated April 27, 2020, submitting questions on the Village's Five Year Financial Plan.**

Moved/Seconded

THAT the above correspondence be received.

CARRIED

5. OPEN QUESTION PERIOD

Moved/Seconded

THAT the Special Council Meeting be opened up to allow questions from the public.

CARRIED

Dan Falloon, Pique Newsmagazine

Mr. Falloon sought clarification on the Village's payment of funds to other governments such as School Tax and Police Services and the deadline for these payments.

Anna Helmer, 1347 Elmwood Drive

Ms. Helmer asked about adding a note about COVID-19 to the Five Year Financial Plan Staff report.

6. ADJOURNMENT OF SPECIAL COUNCIL MEETING

Moved/Seconded

THAT the Special Council Meeting be adjourned.

CARRIED

At 10:28 a.m. the Special Council Meeting was adjourned.

Mike Richman
Mayor

Sheena Fraser
Corporate Officer

DRAFT

Date: May 5, 2020
To: Nikki Gilmore, Chief Administrative Officer
From: Sheena Fraser, Manager of Corporate & Legislative Services
Subject: Regular Council Meeting Outstanding Resolutions Listing - Update

PURPOSE

To present to Council a listing of the outstanding resolutions from previous Regular Meetings for which action on the matter or item has not been completed or is in progress as at March 31, 2020.

BACKGROUND

As a means of keeping track of outstanding resolutions or action items Staff has developed a resolution/action item tracking listing. This listing is updated after each Council meeting and as matters have been actioned or resolved the issue/matter/item is removed from the listing. This listing is used for internal and administrative purposes and assists Staff with work plan reviews.

DISCUSSION & COMMENTS

Staff initiates action on direction provided by Council through resolutions made at Regular or Special Council meetings. If the direction provided by Council is not in alignment with the current strategic plan, priorities or work plans it may be necessary for Staff to review and adjust the work program to include new activities or initiatives. In some instances, Staff may be required to complete another project or initiative before they are able to action new direction. As well, it may be that direction requires involvement from other jurisdictions or authorities and as such delays may result. Staff work diligently to move all direction by Council forward in a timely and efficient manner.

The current listing of outstanding items and the status of the work related to the item is attached as **Appendix A**.

It should be noted that there are some resolutions that remain outstanding which were passed by the previous Council. In this regard, Staff has been working on the Affordable Housing matter as it was identified as a priority by this Council and as such placed on the Strategic Priorities Chart for 2019. Those other items held over from previous Council are:

- Community Amenity Contribution Policy (Development Services 2020 work plan)
- Affordable Housing – Development Cost Charges (incorporated into the Affordable Housing Action Plan and will be initiated as part of the 2020 work plan).
- Boundary Extension (deferred to a later date)
- Single Use Strategies (deferred pending provincial and federal government review outcomes)

COMMUNICATIONS

There is no communications element required.

LEGAL CONSIDERATIONS

There are no legal considerations at this time.

IMPACT ON BUDGET & STAFFING

There is no impact on budget or staffing.

INTERDEPARTMENTAL IMPACT & APPROVAL

There is no interdepartmental impact or approvals required.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

There is no impact on the region or neighbouring jurisdictions

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

POTENTIAL GOVERNANCE CONSIDERATIONS

Presentation of the listing of outstanding resolutions meets with Theme Four: Good Governance in which the Village is committed to being an open and accountable government.

RECOMMENDATIONS

THAT Council receive the report for information.

Attachments:

Appendix A: Regular Council Meeting Outstanding Resolution Listing as at March 31, 2020.

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

APPENDIX A

REGULAR COUNCIL OUTSTANDING RESOLUTION LISTING AS AT March 31, 2020

Mtg No	Date	Topic	Resolution	Comment
1442	17-Jan_17	Community Amenity Contribution Policy	THAT staff be directed to draft a new Community Amenities Contribution policy.	STATUS UPDATE: A draft policy has been prepared and in 2018 consideration was deferred to 2019. The draft Policy will be brought forward for review in 2020.
1463	06-Feb_18	Affordable Housing – Development Cost Charges	THAT consideration of an Eligible Development for Waiving or Reducing Development Cost Charges component be included as part of the Development Cost Charge Bylaw review anticipated for 2018.	STATUS UPDATE: This was referred for consideration as part of the development of the Affordable Housing Action Plan which identified review of the Development Cost Charge (DCC) Bylaw as an action item. The DCC Bylaw review will start in 2020 with an aim to be completed in 2021.
1472	12-June-18	Boundary Extension	THAT Staff explore the possibility of a smaller boundary extension initiative that would include only the lands occupied by the independent power projects and present this information at a future Committee of the Whole meeting.	STATUS UPDATE: Staff is reviewing options and will bring this matter back in the future.
1477	2-Oct-18	Single Use Items – Reduction Strategies	THAT the development of a Single-Use Items Strategy be brought forward for consideration as part of the 2019 strategic planning and budget deliberation process.	STATUS UPDATE: The Province has launched province wide consultation on this topic with opportunity for public input on new policy opportunities and proposed legislative amendments. As well, given the Federal Government is considering developing legislation respecting single use items and the recent BC Supreme Court Ruling against the City of Victoria respecting their policy it is recommended that this item be held in abeyance until new information is available for review.

APPENDIX A

REGULAR COUNCIL OUTSTANDING RESOLUTION LISTING AS AT March 31, 2020

1486	5-Feb-19	Fougberg Park Development Proposal	<p>THAT Staff be directed to proceed with the development of the Fougberg Park Parking Lot in conjunction with the Downtown Enhancement Project subject to a positive hydrogeologist report;</p> <p>AND THAT Staff secure construction of the Fougberg Park Parking Lot with RONA by way of a formal Agreement.</p>	STATUS UPDATE: This initiative has been put on hold until the Downtown Enhancement Project is completed and there is a better understanding as to whether or not parking in the downtown has been impacted.
1506	14-Jan-20	Mountain Bike Skills Park	<p>THAT the concept of establishing a bike skills park at the recreation site and/or on the Village owned lot on Frontier Street (north of The Downtown Barn), be supported in principle;</p> <p>AND THAT Staff be directed to explore options and bring back a report at a future meeting.</p>	STATUS UPDATE: Staff has determined a potential location for the Bike Skills Park and will bring back further information at a future meeting.
1507	28-Jan-20	Village of Pemberton Gateway Sign Relocation	<p>THAT Staff facilitate refurbishment of the current southern Gateway Sign and explore the cost to refurbish the sign versus development of a new sign and design options for the addition of “welcome” in Ucmalmicwts and French.</p> <p>THAT an application to apply for a Crown land tenure through the community institutional program to relocate the southern Gateway Sign to Part of Primary: DISTRICT LOT 239, LILLOET DISTRICT, Plan 24TR6_NEW_WESTMINISTER, PIN 6088620 be endorsed.</p>	STATUS UPDATE: This item was brought forward for consideration in the 2020 budget but deferred to 2021. Staff are proceeding on making application as the process takes up to 2 years.
1510	10-Mar-20	Non-Medical (Recreational) Cannabis Retail Policy - Review	<p>THAT Staff be directed to review the Non-Medical (Recreational) Cannabis Retail Policy respecting the staffing requirements and bring a report to Council at a future meeting.</p>	STATUS UPDATE: Staff is reviewing this matter and will bring forward a report this spring.

Date: Tuesday, May 5, 2020

To: Nikki Gilmore, Chief Administrative Officer

From: Sheena Fraser, Manager of Corporate & Legislative Services

Subject: Community Enhancement Fund Request – Whistler Centre For Sustainability – Squamish-Lillooet Regional Food Task Force

PURPOSE

To provide information pertaining to the request for funding from the Community Enhancement Fund (CEF) for the Whistler Centre For Sustainability's Squamish-Lillooet Regional Food Task Force (Food Task Force).

BACKGROUND

The Village of Pemberton has received a Community Enhancement Fund request, in the amount of \$2,000, from the Whistler Centre for Sustainability (the Centre) in order to facilitate funding for the Squamish-Lillooet Food Project for 2020.

The Whistler Centre for Sustainability initiated this project in 2017 in order to create a more sustainable and connected food system across the Squamish-Lillooet Regional District (SLRD). A Food Task Force was established to build on current food-related initiatives as well as identify and implement a list of prioritized actions aimed at improving regional food sustainability. The Centre has partnered with local organizations and stakeholders, of which the Village is one, within the SLRD to execute these initiatives.

A grant agreement with the Vancouver Foundation, in the amount of \$58,000 over two years, has been secured by the Centre with a requirement to obtain matching funding. The current application for funding to the Village of Pemberton will assist the project in reaching its funding obligations, in collaboration with other local partners, and support the continuation of the Food Task Force.

In 2019, the Village supported the Centre's Food Task Force initiative with funding, in the amount of \$2,000, from the Community Enhancement Fund. The Centre has submitted a Community Enhancement Fund application again for 2020 attached as **Appendices A & B** for a funding contribution of \$2,000.

Criteria

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

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

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

As such, Council has established the following priorities:

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

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

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

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

DISCUSSION & COMMENTS

As part of the 2020 budget deliberations, to support cost cutting measures, the Community Enhancement Fund allocation was reduced from \$15,000 to \$7,500 for 2020.

At this time, there is \$2,250 remaining in the CEF budget after the funding commitments for the Pemberton Secondary School Bursary (\$2,000), administration costs associated with the Roundabout Sign (\$3,000), and contribution towards the Pemberton Secondary School Alumni Association's Day of the Devil's Fundraiser (\$250).

COMMUNICATIONS

There are no communications elements for consideration.

LEGAL CONSIDERATIONS

There are no legal considerations at this time.

IMPACT ON BUDGET & STAFFING

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

Community Enhancement Fund Reconciliation – May 1, 2020

2020 Budget Amount		\$ 7,500	
Contributions Expensed:			
Village of Pemberton Bursary (PSS)	\$2,000		Yearly allocation
Roundabout Sign Administration	\$3,000		Yearly allocation as per Regular Meeting No. 1386, January 6, 2015
PSS Alumni Association	\$250		Contribution as per Regular Meeting No. 1510, March 10, 2020
TOTAL ALLOCATED TO DATE:	\$5,250.00		
CEF FUNDS REMAINING:		\$2,250.00	

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts at this time.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

The Food Task Force is a region-wide initiative supported through collaborative funding from other regional stakeholders including the Resort Municipality of Whistler & Squamish-Lillooet Regional District.

POTENTIAL GOVERNANCE CONSIDERATIONS

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

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

RECOMMENDATION

THAT Council provide direction with respect to a contribution from the Community Enhancement Fund, in the amount of \$2,000, to support the Squamish-Lillooet Regional Food Task Force.

ATTACHMENTS:

- Appendix A:** Request for funding letter dated February 14, 2020, from the Whistler Centre for Sustainability
- Appendix B:** Community Enhancement Fund Application for the Squamish-Lillooet Regional Food Task Force
- Appendix C:** Community Enhancement Fund Program/Grant in Aid Policy
- Appendix D:** 2020 Food Task Force Budget and Project Timeline
- Appendix E:** Nutritional Literacy Poster

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

CENTRE *for* SUSTAINABILITY WHISTLER

February 14, 2020

Village of Pemberton
PO Box 100
Pemberton, BC
V0N 2L0

To: Village of Pemberton Mayor and Council

Regarding: Squamish Lillooet Food Task Regional Force Request for Support

We are writing to seek your support once again to further the work of the Squamish Lillooet Regional Food Task Force.

The Squamish-Lillooet Food Project is an initiative of the Whistler Centre for Sustainability and supported by numerous agencies. The project was developed to advance region-wide initiatives that will help to create a more sustainable food system in the Squamish-Lillooet region. The vision of the project is to support healthy people, a healthy planet, and regional prosperity. A Task Force, comprised of stakeholders from across the region and from various sectors of the food system (including a representative from the Village of Pemberton) was created, and has met six times over the course of two years to: develop a vision and goals for the regional food system, as well as a strengths, weaknesses, opportunities and threats (SWOT) analysis; review all background materials; and identify a set of potential actions that could advance regional food sustainability.

Our implementation partners include Village of Pemberton, Squamish Lillooet Regional District, MarketWerks, Lillooet Agricultural Food Society, Liłwat Nation, Squamish Climate Action Network, and Squamish Food Policy Council, and AWARE Whistler with more partners being recruited as the project progresses. This initiative is strongly aligned with goals and objectives in regional agricultural policies and plans that can assist local government to achieving their agricultural goals.

Food actions completed in 2019 with the support of partners such as the Village of Pemberton:

1. Agriculture Land Awareness Resource/ Collateral: Design an educational resource for realtors/newcomers for clients who are considering purchasing ALR or farmland (non-ALR) in any of the regional communities. Will be printed in February 2020 and distributed by partners.
2. B.C. Small Scale Meat Producers' Association Representative: We have recruited an individual from Squamish to be the Sea to Sky regional representative for the B.C. Small-Scale Meat Producers' Association, which advocates for regulation reform and associated legislative compliance to grow and promote the industry. The regional representative helps to identify opportunities for collaboration, stay alert to local funding opportunities, and inform the B.C. Small Scale Meat Producers Association of local issues.
3. Food Nutrition Literacy Initiative: We developed a food literacy information that describes what food \$20 can buy, along with nutrition facts. This poster is being distributed through the BC Farmers Market Association. A copy is attached.

Ongoing actions and actions currently underway

1. Food skills training / Cooking classes / Local food in school: A regional inventory of food education in schools and the community is being undertaken (including food skills training/local food in schools/healthy lunch/nutrition education) to develop a gap analysis of what is currently missing. This is slated to be complete by summer 2020.
2. Promote sustainable food packaging and reduce food waste: Engage businesses and grocery stores to encourage them to have package free options, and promote compostable, rather than biodegradable, take-away containers. Identify opportunities in the food system to reduce food waste. AWARE Whistler is conducting a series of workshops with grocery stores to develop specific implementation strategies.
3. Regional food procurement policy: Design and develop a regional food procurement policy that can be adopted by local municipalities, organizations and businesses. Engage with local organizations to encourage and support use of the regional food procurement policy. Squamish CAN has developed a food procurement declaration for Squamish and will be scaling out to the region.
4. Food production and land availability: Support Lil'wat Nation to set up a farm school in partnership with education partner. Connect with First Nations Health Authority regarding this food systems project to learn and support capacity building for this regional project. This is in the development stage and is hoped to be completed by fall 2020.
5. Develop a "Grown Here" branding. Lillooet Agricultural Food Society to deliver a webinar to discuss how Lillooet Grown came to be and explore opportunity to expand to other communities.

The Whistler Centre for Sustainability was successful in securing \$58,000 in funding over two years (2019 and 2020) from the Vancouver Foundation to enable us to continue to support the Food Task Force. However, we require matching funds to proceed with the grant agreement. Therefore, we are reaching out to our aligned local partners and local government bodies to help us secure the required matching funds. As such, we are seeking \$2000 in funding from the Village of Pemberton. With these funds we will:

- Host and facilitate Food Task Force meetings twice a year
- Continue to evolve and refine Food Task Force goals
- Track implementation progress
- Support implementation partners by assisting them to apply for grant funding for their action items if and as required
- Assist with implementation of action items where possible

Thank you for your time and consideration of our request.

With Kind Regards,



Cheying Ho
Executive Director



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

COMMUNITY ENHANCEMENT FUND APPLICATION

ORGANIZATION INFORMATION

Organization Name: _____

Contact Name: _____ Title: _____

Mailing Address: _____ Phone: _____

_____ Email: _____

What is the Status of your Organization? Registered Charity Society Special Interest

Annual Report filed with the Provincial Government: Yes No

If Yes, Date Last Report Filed: _____

How many members are in your organization? _____

Describe the role of volunteers in your organization: _____

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

DETAILS OF FUNDING REQUEST

1. Amount of Grant Requested: \$ _____

2. Total Event Budget: \$ _____

3. Total Fundraising (funds from other sources): \$ _____

4. What is the purpose for which the grant is being requested? _____

5. How does/will your Organization or project promote or benefit the Village of Pemberton?



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COMMUNITY ENHANCEMENT FUND APPLICATION

6. How many Pemberton residents will benefit or participate in the project?

7. Please list any other grants for which your Organization has applied or received

8. What is the anticipated start date of the event or initiative? _____

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

PLEASE NOTE: The Village reserves the right to request additional information if required.

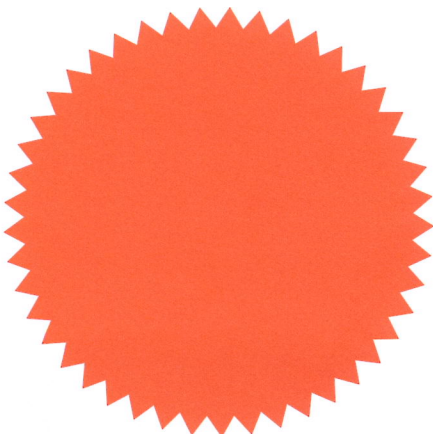
APPLICATION CHECKLIST

- Letters of Evidence of Support
- Detailed Project Outline and Timeline
- Detailed Project Budget showing Expenses, Revenues, Donations, and Volunteer Contributions
- Most Recent Annual Financial Statement and/or Up-to-Date Financial Information
- Society Documentation (if Applicable)

CERTIFICATE OF INCORPORATION

SOCIETY ACT

I Hereby Certify that WHISTLER CENTRE FOR SUSTAINABILITY INSTITUTE SOCIETY was incorporated under the Society Act on September 29, 2011 at 02:46 PM Pacific Time.



*Issued under my hand at Victoria, British Columbia,
on September 29, 2011*



RON TOWNSHEND
Registrar of Companies
PROVINCE OF BRITISH COLUMBIA
CANADA



Ms. Cheeying Ho
Executive Director
Whistler Centre for Sustainability Institute Society
4325 Blackcomb Way
Whistler BC V0N 1B4

Your file

Our file

3047240

March 20, 2012

**Subject: Whistler Centre for Sustainability Institute Society
Notification of Registration**

Dear Ms. Ho:

We are pleased to inform you that Whistler Centre for Sustainability Institute Society (the "Charity") meets the requirements for charitable registration under the *Income Tax Act*.

Along with the privileges of charitable status, there are also certain obligations. The information on the back of this letter and the enclosed materials include important information about the operating requirements and obligations of the Charity. **Please take the time to review them and keep them for future reference.**

You should also provide a copy of this letter and the enclosed materials to the person responsible for completing the Charity's annual information return, also referred to as Form T3010, *Registered Charity Information Return*.

Congratulations on becoming a Canadian registered charity. We wish you every success.

Yours sincerely,

Julie Drouin
Charities Analyst
for Cathy Hawara,
Director General
Charities Directorate

Registration Information for Whistler Centre for Sustainability Institute Society

- **Official Name**
The Charity is registered under the name that appears on its governing document: Whistler Centre for Sustainability Institute Society.
- **Business Number/Registration Number**
The Charity's registration number is **84063 0081 RR0001**.
- **Effective Date of Registration**
The Charity is registered effective **January 1, 2012**.
- **Designation**
The Charity is designated as a **Charitable Organization**.
- **Reason for Registration**
The Charity is granted charitable registration based on the information provided in its application and its purposes found in its governing document dated September 29, 2011, issued under the *Society Act* of British Columbia. The Charity should have a governance structure in place that ensures that it can comply with all of the requirements of maintaining its charitable status. This includes regularly reviewing its purposes in its governing document.
- **Fiscal Period End**
The Charity's fiscal period end is established as **December 31**.
- **Due Date for Form T3010, Registered Charity Information Return**
The Charity must file its first information return on or before **June 30, 2013**, for the fiscal period ending **December 31, 2012**. The Charity must use Form **T3010-1** when filing. The Charity must file a complete information return **every year** within 6 months of its fiscal period end. If the Charity has not filed a complete information return, the CRA may revoke the Charity's charitable status.

If you have any questions regarding the information in this letter, please contact our Client Service Section at: **1-800-267-2384**.

The Charities Directorate of the CRA strives to provide you with fair, courteous, and efficient service. If you have supplied us with an email address, you will receive an email invitation to complete an online survey about the quality of our service in responding to your application for charitable registration.

JD/cb

WHISTLER CENTRE FOR SUSTAINABILITY SOCIETY
(Incorporated under the Society Act of British Columbia)
FINANCIAL STATEMENTS

December 31 2018

Contents

Independent practitioner's review engagement report	1
Statement of financial position	2
Statement of operations	3
Statement of changes in net assets	4
Statement of cash flows	5
Notes to the financial statements	6 - 8

draft for discussion purposes only

INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

To the members of Whistler Centre for Sustainability Society

I have reviewed the accompanying financial statements of Whistler Centre for Sustainability Society that comprise the statement of financial position as at December 31 2018, and the statements of operations, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Practitioner's Responsibility

My responsibility is to express a conclusion on the accompanying financial statements based on my review. I conducted my review in accordance with Canadian generally accepted standards for review engagements, which require me to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, I do not express an audit opinion on these financial statements.

Conclusion

Based on my review, nothing has come to my attention that causes me to believe the accompanying financial statements do not present fairly, in all material respects, the financial position of Whistler Centre for Sustainability Society as at December 31 2018 and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

mahmoud virani inc
chartered professional accountant
Vancouver

_____ 2019

WHISTLER CENTRE FOR SUSTAINABILITY SOCIETY
(Incorporated under the Society Act of British Columbia)
STATEMENT OF FINANCIAL POSITION

December 31		2018	2017
	notes	\$	\$
Assets			
Current			
Cash		76,517	43,462
Accounts receivable & accruals		95,198	75,997
Due from related party	7	3,260	-
Salary advances		-	2,257
Prepaid expenses		2,108	1,956
		<u>177,083</u>	<u>123,672</u>
Long term			
Tangible capital assets	4	298	447
		<u>177,381</u>	<u>124,119</u>
Liabilities			
Current			
Accounts payable & accruals		9,957	12,413
Salaries payable		23,598	-
Employee deductions payable		-	2,969
GST payable		3,104	2,984
Unearned revenue		5,040	4,000
Deferred contributions & revenues	5	34,061	20,192
		<u>75,760</u>	<u>42,558</u>
Net assets			
Unrestricted		1,323	81,114
Internally restricted net assets	6	100,000	-
Invested in capital assets		298	447
		<u>101,621</u>	<u>81,561</u>
		<u>177,381</u>	<u>124,119</u>

Approved by the Board



Director

Christopher Quinlan

Director

WHISTLER CENTRE FOR SUSTAINABILITY SOCIETY
(Incorporated under the Society Act of British Columbia)
STATEMENT OF OPERATIONS

For the year ended December 31	2018	2017
	\$	\$
Revenue		
Contract fees	444,338	286,617
Grants	99,870	91,739
Expense recovery	14,727	13,371
Donations & sponsorships	5,652	7,050
Workshops & honoraria	2,938	7,451
Interest	5	3
	567,530	406,231
Expenses		
Advertisement & promotion	696	4,578
Amortization	149	721
Computer supplies	2,035	4,803
Contract services	73,925	43,764
Events	7,878	18,838
Honoraria	14,500	-
Office	11,017	10,508
Professional fees	18,686	15,079
Recoverable costs	14,747	13,371
Salaries & benefits	383,952	284,881
Telephone & internet	2,772	2,416
Travel & meals	17,113	1,630
	547,470	400,589
Excess of revenue over expenses	20,060	5,642

WHISTLER CENTRE FOR SUSTAINABILITY SOCIETY
(Incorporated under the Society Act of British Columbia)
STATEMENT OF CHANGES IN NET ASSETS

For the year ended December 31

	Invested in capital assets	Internally restricted	Unrestricted	Total
	\$	\$	\$	\$
2018				
Balance beginning of year	447	-	81,114	81,561
Excess/deficiency of revenue over expenses	(149)	-	20,209	20,060
Transfer of funds		100,000	(100,000)	-
Balance end of year	298	100,000	1,323	101,621
2017				
Balance beginning of year	1,168	-	74,751	75,919
Excess/deficiency of revenue over expenses	(721)	-	6,363	5,642
Balance end of year	447	-	81,114	81,561

WHISTLER CENTRE FOR SUSTAINABILITY SOCIETY
(Incorporated under the Society Act of British Columbia)
STATEMENT OF CASH FLOWS

For the year ended December 31	2018	2017
	\$	\$
Operating activities		
Excess/deficiency of revenue over expenses	20,060	5,642
Amortization	149	721
	<u>20,209</u>	<u>6,363</u>
Non-cash working capital items		
Accounts receivable & accruals	(19,201)	(18,163)
Due from related party	(3,260)	-
Salary advances	2,257	(2,257)
Prepaid expenses	(152)	(16)
Accounts payable & accruals	(2,456)	2,297
Salaries payable	23,598	-
GST payable	120	518
Employee deductions payable	(2,969)	1,314
Unearned revenue	1,040	(5,025)
Deferred contributions	13,869	15,142
Net cash generated through operating activities	<u>33,055</u>	<u>173</u>
Increase in cash during the year	33,055	173
Cash beginning of year	43,462	43,289
Cash end of year	<u>76,517</u>	<u>43,462</u>

WHISTLER CENTRE FOR SUSTAINABILITY SOCIETY
(Incorporated under the Society Act of British Columbia)
NOTES TO THE FINANCIAL STATEMENTS

December 31 2018

1. Society operations

The Whistler Centre for Sustainability Society was incorporated under the Society Act of British Columbia. The primary purposes of the Society are to develop and deliver educational programs, workshops, seminars, conferences, symposia and resources relating to sustainable living, sustainable community development, and sustainable community planning.

2. Societies Act of British Columbia

The Society completed its transition to the Societies Act of British Columbia on January 21 2017.

This Act requires the Society to disclose total remuneration paid to Directors and the number of employees with annual remuneration greater than \$75,000. During the year ended December 31 2018, 3 employees were paid amounts greater than \$75,000 for a total of \$330,044. (3 employees were paid more than \$75,000 in 2017 for a total of \$272,877). No directors received remuneration during 2018 & 2017. No contractors received remuneration in excess of \$75,000 in 2018 & 2017.

3. Accounting policies

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

Revenue recognition

The Society follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred.

Grant revenues which are externally restricted are recognized as revenue as the funds are spent.

Contract fees, fundraising revenues, sponsorships, workshop and honoraria and interest income are recognized when earned.

Unrestricted contributions are recognized as revenue when they are received or receivable, if the amount to be received can be reasonably estimated and collection is reasonably assured.

Tangible capital assets

Tangible capital assets are recorded at cost and amortized on a straight line basis as follows:

Computer equipment	3 years
Office furniture & equipment	5 years

The purpose of amortizing tangible capital assets is to recognize that tangible capital assets have a finite life, as it is expected that these tangible capital assets will need to be replaced in the future. Amortization is recorded each year as an expense with a corresponding increase in accumulated amortization. A straight line basis refers to a method of amortization where the cost of a tangible capital asset is amortized at a constant rate throughout its useful life. The cost of tangible capital assets is reduced by accumulated amortization to come up with its net book value.

WHISTLER CENTRE FOR SUSTAINABILITY SOCIETY
(Incorporated under the Society Act of British Columbia)
NOTES TO THE FINANCIAL STATEMENTS

December 31 2018

3. Accounting policies cont'd

Financial instruments

The Society initially measures its financial assets and financial liabilities at fair value.

The Society subsequently measures all its financial assets and financial liabilities at amortized cost.

Financial assets measured at amortized cost include cash and accounts receivable & accruals.

Financial liabilities measured at amortized cost include accounts payable & accruals.

It is management's opinion that the Society is not exposed to significant interest or credit risks from these financial instruments.

Use of estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and the reported amounts of revenues and expenses for the year. Actual results could differ from these estimates.

4. Tangible capital assets

	Cost \$	Accumulated amortization \$	Net book value \$
2018			
Furniture & equipment	746	448	298
2017			
Furniture & equipment	746	299	447
Computer equipment	4,524	4,524	-
	5,270	4,823	447

WHISTLER CENTRE FOR SUSTAINABILITY SOCIETY
(Incorporated under the Society Act of British Columbia)
NOTES TO THE FINANCIAL STATEMENTS

December 31 2018

5. Deferred contributions

Deferred contributions represent unspent funds which are externally restricted for specific projects.

Changes in deferred contributions are as follows:

Balance beginning of year	\$	20,192	\$	500
Amount received during the year		139,578		102,547
Amount recognized as revenue in the current year		<u>(125,709)</u>		<u>(82,855)</u>
Balance end of year		<u>34,061</u>		<u>20,192</u>

6. Internally restricted net assets

During the year, the Board of Directors resolved to set aside \$100,000 as an internally restricted net asset to meet the Society's target and reserve fund.

7. Related party transactions

The Whistler Centre for Sustainability Institute Society was incorporated as a Society in BC on September 29 2011 and became a registered charity on January 1 2012. The Board of the Institute is made up of 5 members one of which is also on the Board of the Whistler Centre for Sustainability Society. The Institute contracted with the Society to provide services worth \$23,587 during the year (\$6,000 in 2017). A balance of \$3,260 was owed by the Institute as at December 31 2018 (2017 - owed to the Institute - \$82)

8. Comparative figures

Some of the comparative figures have been restated to conform with the current year's presentation.

POLICY # COUNCIL 003

APPROVED March 20, 2007

APPROVED April 19, 2011

AMENDMENT: November 1, 2011

Community Enhancement Fund Program/Grant in Aid

Approved: Council Meeting No. 1176 March 20, 2007
Amended: Committee of the Whole No. 53 March 15, 2011
Amended: Committee of the Whole No. 54 April 5, 2011
Approved: Council Meeting No. 1277 April 19, 2011
Amended: Council Meeting No. 1290 November 1, 2011

The following provides the criteria and process for applications to the Community Enhancement Fund Program (CEF) also known as Grant-in-Aid (GIA).

GRANT OBJECTIVE

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

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

PRIORITIES

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

As such, Council has established the following priorities:

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

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

APPLICATION PROCESS

- 1) All applications must be filled in on the Schedule 1 application form provided.
- 2) All applications must be accompanied by a copy of your organization's current year's budget and/or event budget that includes revenues and expenses and discloses how the grant will be spent.
- 3) The annual budget approval is not considered as a grant-in-aid approval.

- 4) All applicants must be available to attend the Council meeting at which the request is being considered or consideration may be deferred until a future council meeting.
- 5) All applicants will be notified regarding approval status, and once approved; successful applicants will receive funding within approximately two weeks of approval date.
- 6) A follow up process and evaluation procedure will be implemented. This process will require a report from the recipient regarding the success of the project along with funding revenues and expenditures to be submitted within 90 days of project completion. Formal agreements may also be necessary, depending on the nature of the application and if Council deems it necessary.
- 7) Funding may be released at intervals based on progress and presentation of reports and invoices as agreed between the Village and the applicant.
- 8) Requests for funds are reviewed on a submission by submission basis and are not to be considered by applicants as an automatic, on-going source of annual funding. Renewals or increases in funding are not automatic.

FUNDING CRITERIA

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

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

For all grants, applicants must:

1. Be a resident of the Village of Pemberton.
2. Be available to attend the council meeting at which the request is being considered.
3. Must have evidence of support, including letters of support and evidence of participation numbers.
4. Have identified a need in the community.
5. Must be unique in nature – not duplicating services already provided in the community, unless a demand can be demonstrated.
6. Have a detailed budget and time line and show long term benefit to the community.
7. Funds may not be used for honorariums, wages, or other professional fees.
8. Provide their most recent annual financial statements and up-to-date financial information (i.e current balance sheet and income statement) supporting the request for funding.
9. Non-compliance with any or part of this policy may disqualify the applicant from future grant consideration.

SPECIFIC CRITERIA

1. Applicants must be a club, group or Society that have been in operation for a minimum of one season, and have a bank account in the name of the club, group or Society.
2. Applicants must demonstrate a need and the benefit of their application.
3. Applicants must provide a detailed budget and time frame for the funds applied for.
4. Applicants are encouraged to use the funds for leverage for other grants or funding applications. Priority will be given to applications with in kind funding from other sources. Applicants can use funds for travel to Zone, Regional, Provincial or National level events in amateur sports, recreation or sporting activity or competition.
5. Send a one-page outline of how the grant money is to be used.
6. Applicants must show in kind funding for the project, or be using the funds as leverage for other grants.

7. Applicants are encouraged to attend a Council meeting or provide in writing a report that can be presented to Council describing how the grant money was used after the event/project has concluded.
8. Include a report, signed by the President or Treasurer attesting to the accuracy and completeness, which reflects the spending of the grant funds within (90 days) of the completion of the project or purpose to which the grant funds were approved.
9. Under special extenuating conditions, Council shall have the discretion to waive any of the above terms.

APPENDIX D



Food Task Force 2020 Budget

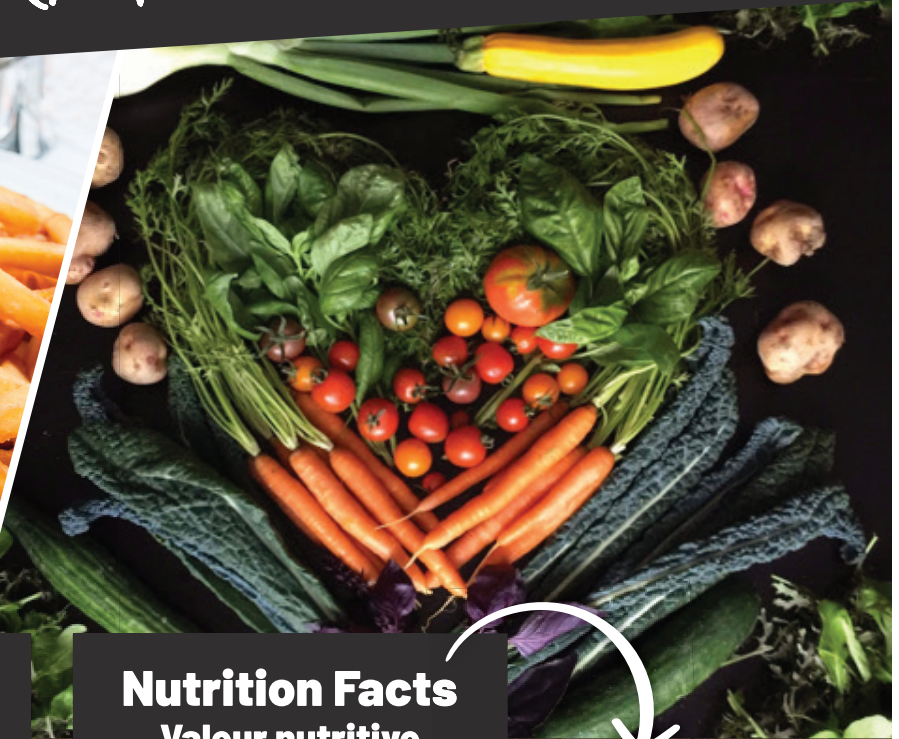
Revenues	2020		
Applicant Contributions	Y2 Cash requested	Y2 in-kind	confirmed
WCS		\$3,000	\$3,000
Implementing partners		\$5,000	
External Partners			
Vancouver Foundation	\$29,000		\$29,000
RMOW	\$2,000		\$2,000
Village of Pemberton	\$2,000		
District of Squamish	\$2,000		
SLRD Areas BCD	\$3,000		\$3,000
Vancity - TBD	\$2,000		
Whistler Blackcomb Foundation	\$3,000		
Total revenues	\$43,000	\$8,000	\$37,000
Expenditures			
Project/administrative expenses			
wages (DJ)	\$6,000		
wages (CH)	\$6,000		
wages (comms/admin)	\$3,000		
WCS admin in kind			
Participation expenses			
lone	\$3,000		
implementation costs	\$22,000		
implementation in kind			
Task Force expenses	\$2,000		
Contingency for wages	\$1,000		
Total expenditures	\$43,000		

Squamish Lillooet Regional Food Sustainability Project

Timeline	Key Steps	Person Responsible
January - March 2019	Collect indicator baseline data; update research	Ione Smith, agricultural consultant
January - March 2019	Confirm Task Force members, refine actions	Dawn Johnson, Project Coordinator
March 2019	Hold Task Force meeting	Dawn Johnson, Project Coordinator; Cheeying Ho, Project Manager
April - May 2019	Refine actions; meet with implementation partners	Dawn Johnson, Project Coordinator
May - October 2019	Support action implementation	Dawn Johnson, Project Coordinator
October 2019	Hold Task Force meeting	Dawn Johnson, Project Coordinator; Cheeying Ho, Project Manager
November - February	Update indicators; update research	Ione Smith, agricultural consultant
	Review project progress and process	Cheeying Ho, Project Manager
March 2020	Hold Task Force meeting	Dawn Johnson, Project Coordinator; Cheeying Ho, Project Manager
	Refine actions; meet with implementation partners	Dawn Johnson, Project Coordinator
April - May 2020		Dawn Johnson, Project Coordinator
May - October 2020	Support action implementation	Dawn Johnson, Project Coordinator
October 2020	Hold Task Force meeting	Dawn Johnson, Project Coordinator; Cheeying Ho, Project Manager
October - December 2020	Develop strategy for next phase of project	Cheeying Ho, Project Manager
December 2020	Project evaluation	Cheeying Ho, Project Manager; Dawn Johnson, Project Coordinator

APPENDIX E WHAT CAN YOU GET FOR \$20?

FAST FOOD vs. LOCAL FARMERS MARKET



Nutrition Facts Valeur nutritive

Per 2 double-patty hamburgers with large fries,
4 ketchups, 2 apple pies & 2 medium soft drinks (2,108 g)

Amount / Teneur	% Daily Value / % valeur quotidienne
Calories / Calories 3,170	
Fat / Lipides 137 g	211 %
Saturated / saturés 39 g + Trans / trans 2 g	205 %
Cholesterol / Cholestérol 135 mg	45 %
Sodium / Sodium 3,410 mg	142 %
Carbohydrate / Glucides 420 g	140 %
Fibre / Fibres 22 g	88 %
Sugars / Sucres 155 g	
Protein / Protéines 66 g	
Vitamin A / Vitamine A 15 %	Calcium / Calcium 60 %
Vitamin C / Vitamine C 100 %	Iron / Fer 100 %

Nutrition Facts Valeur nutritive

Per 1 vegetable basket (4,020 g)

Amount / Teneur	% Daily Value / % valeur quotidienne
Calories / Calories 1,480	
Fat / Lipides 9 g	13 %
Saturated / saturés 1.5 g + Trans / trans 0 g	8 %
Cholesterol / Cholestérol 0 mg	0 %
Sodium / Sodium 740 mg	31 %
Carbohydrate / Glucides 330 g	110 %
Fibre / Fibres 59 g	235 %
Sugars / Sucres 94 g	
Protein / Protéines 52 g	
Vitamin A / Vitamine A 760 %	Calcium / Calcium 100 %
Vitamin C / Vitamine C 1,100 %	Iron / Fer 280 %

Just one meal!

3,170
Calories

137
grams of Fat

22g Fibre

3,410mg Sodium

Vegetable servings
for a family of 4 for
more than one meal

1,480
Calories

9
grams of Fat

740mg Sodium

59g Fibre

Date: May 5, 2020
To: Nikki Gilmore, Chief Administrative Officer
From: Lisa Pedrini, Manager of Development Services
Subject: Development Services 2020 First Quarter Report: January – March

PURPOSE

The purpose of this report is to inform Council of the activities of the Development Services Department for the First Quarter of 2020.

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 and applications received between January 1st, 2020 and March 31st, 2020 in the Building and Planning Divisions of Development Services. Due to COVID-19, all Development Services Staff members have been working remotely since mid-March but have continued to receive applications, respond to enquiries and process payments.

Recruitment is still underway for a new Building Official; in the interim the Village has had two Officials who are assisting as contractors.

BUILDING DIVISION

January - March 2020 - Building Permit Overview

A breakdown of building permit data for the First Quarter of 2020 is provided below.

Type of Permit	# of BP's Issued	Value of Construction	Permit Fees
Single Family Dwelling	0	0	0
Single Family Dwelling with suite	3	\$1,884,563	\$15,587
Manufactured Homes (mobile)	0	0	0
Multi Family Dwelling (owned)	0	0	0
Multi Family Dwelling (rental)	0	0	0
Industrial (new)	3	\$3,789,100	\$27,423
Institutional	0	0	0
Farm Building	0	0	0
Other (Decks, Stairs, Reno's, Plumbing, etc.)	16	\$95,000	\$3,962
Tenancy Improvements (Commercial/Industrial)	2	\$65,000	\$725
TOTAL	24	\$5,833,663	\$47,699

Development Cost Charges Overview

The following Development Cost Charges were collected:

Fund	DCCs Collected in 1st Quarter
Roads	\$16,778
Drainage	\$1,735
Sewer	\$19,376
Water	\$9,718
Parks	\$0
TOTAL	\$47,608

PLANNING DIVISION

2020 Current Development Applications

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

Application #	Project	Status
DP78	1430 Portage Road/Crestline –Multi-family Residential Development (36 units)	Authorized for issuance; rezoning may be forthcoming
DP86	Prospect Street/Harmony Reach (Wye Lands) – Combined Commercial Residential Development (68 townhouses/475 m ² micro-commercial)	In Process; DVP application required
DP87	7360 Crabapple Court/Mountain Side Collection (Coombs) – Multi-family Residential Development (30 units)	In Process
DPm114	Pemberton Museum – Construction Additions	Issued on March 31, 2020
DPm115	Sunstone (Phase 3) – Clearing & Preliminary Earthworks	In Process
DPm116	Sunstone (Phase 1B) – Construction of Building Pads	In Process
DVP124	1368 Fernwood – Road & Utility Variances	In Process
OR128	1400 Oak Street – PSS OCP and Zoning Amendment from Public to Residential	Approved January 28, 2020
OR129	Sunstone – Text Amendment to RTA-1 Zone	In Process
SO71	1368 Fernwood – 4 Lot Subdivision	In Process
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
SO78	Sunstone Phase 2	In Process

SO79	1929 Stone Cutter Place – VOP & SLRD	In Process
SAP 2019-23	1950 Hwy 99	Application withdrawn
SAP 2020-01	3007 Tenquille Place (site prep for SFD)	Issued January 28, 2020
SAP 2020-02	3005 Tenquille Place (site prep for SFD)	Issued January 28, 2020
SAP 2020-03	7469 Dogwood Street	Application withdrawn
SAP 2020-04	7664 Cerulean Drive (landscape and slope stabilization)	Issued March 10, 2020
SAP 2020-05	7671 Cerulean Drive (site prep for SFD)	Application withdrawn
SAP 2020-06	1951 Venture Place (add fill to level property)	Issued March 25, 2020

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 policy work and their respective status as of March 31, 2020.

Project	Status
Hillside Development Design Guidelines	Nearing Completion
Affordable Housing Action Plan – Work Program	Adopted March 10, 2020
Cycling Network Plan	Nearing Completion
Climate Action Plan	Fall 2020
Development Procedures Bylaw Update	In Process
Community Amenity Contribution Policy	In Process
Sign Bylaw	On Hold
Mount Currie Rock Slide Risk Assessment Strategy	In Process
Retail Cannabis Policy Amendment	In Process
Advisory Planning Commission Bylaw Amendment	In Process
Village Plant List Update	In Process

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 2020 First Quarter Report be received for information.

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

Date: Tuesday, May 5th, 2020
To: Nikki Gilmore, Chief Administrative Officer
From: Tom Csimá, Manager of Operations and Projects
Subject: Operations Department 2020 First Quarter Report: January - March 2020

PURPOSE

The purpose of this report is to inform Council on the activities of the Department of Operations for the First Quarter of 2020.

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 First Quarter began with some large snow falls in January thus there was a continued focus on winter snow and ice removal. Despite the challenges of a new downtown configuration, restrictions from using salt on new concrete, equipment failures, staffing issues, and some extraordinary snowfalls, these operations were considered a success. The rental of a second Skidsteer (Bobcat) and purchase of snow blower attachment proved to be invaluable for our winter operations, but most of all, the hard work and efforts of the Public Works crew should be credited.

This quarter also had several emergency responses with road washouts, critical infrastructure failures, and of course the global pandemic, which are all discussed in more detail below.

The following is an overview of projects and maintenance works completed in the First Quarter.

Regular Maintenance and Small Projects

Public Works

- Sanitary lift stations, Wastewater Treatment Plant, and Water Conditioning Plant regular inspections, maintenance, and operations
- Snow and ice removal operations (including added service at One Mile Lake by contractor), and spring clean-up (ie. Road sweeping)
- Broken leaf spring on Western Star Snowplow truck repairs
- Painting and maintenance of Council Chambers
- Lift station controls maintenance
- WWTP SCADA computer failure/upgrade

Parks

- Ongoing garbage collection of public receptacles and cleaning of public bathrooms
- Spring preparations and clean-up

2020 Capital Projects

1. Waste Water Treatment Plant (WWTP) Outfall Blockage:

Following a routine quintennial inspection of our WWTP outfall, the diffuser ports (angled outlets of pipe) were found to be completely covered in sediment (likely a result the Mount Meager/Capricorn Creek landslide of 2010). One of the two diffuser ports was found to be barely functioning, with effluent flowing through a cavity of liquified sand, while the other was suspected to be completely blocked, but inspections or repairs were not possible due to the estimated 2 meters of sediment covering the pipe.

VOP reached out to several engineers, river hydrologists, and environmental consultants, as well as immediately notifying the Ministry of Environment of this operational non-compliance. Northwest Hydraulics Consulting was hired to model the riverbed and advise on immediate action to excavate and expose the outfall, and Cascade Environmental Consultants were contracted to assist in all required permits, authorizations, and notifications as well as environmental monitoring during the project. Due to rising river levels and approaching spring freshet, this work was considered extremely urgent as the likely imminent complete blockage of the outfall would result in catastrophic plant failure and/or more severe non-compliances.

Coastal Mountain Excavations was contracted for the emergency in-river work, which will involve supplying equipment and material, building 3 access berms out into the river, and excavating a channel (as per NHC's design) of up to 50 meters up and downstream of the diffusers at a suitable grade to prevent immediate future scouring, depending on the undetermined burial depth of the outfall. Work commenced on the 31st of March with costs expected to be approximately \$285,000 for civil work (not including consultants or possible repairs to outfall). The hope is to also make repairs and/or modifications to the outfall pipe (depending on what is found once exposed) to help prevent the future aggradation of the riverbed from burying and blocking the outfall.

2. Pemberton Farm Rd East/ Mackenzie Road Washout:

On the 31st January 2020, during a heavy rain event, a channel avulsion occurred in the ditch along Pemberton Farm Rd East near Pebble Creek Drive, causing stormwater and debris to overtake the road and cause significant damage to the subbase of the road, exposing Communications and Hydro ducting and leaving areas of asphalt completely undermined. Public Works crew responded to an emergency dispatch that night and cleared obstructions from identified blocked double culverts, as well as diverting flows by trenching across Mackenzie Forest Service Road, just above Pebble Creek Drive. The Village's Emergency Program Coordinator (EPC) secured a Provincial Emergency Program (PEP) Task Number through Emergency Management BC (EMBC).

The week that followed, emergency works were undertaken to stabilize the ditch, remove the blocked culverts and embed the exposed Hydro conduit, in collaboration with BC Hydro Civil works crew. The ditch work was funded through the PEP Task Number through an Expense Authorization Form with EMBC, however, funding through this program is only for temporary/responsive works, with permanent repairs to be completed following root cause analysis and potential re-design. Staff will be applying to EMBC's Disaster

Financial Assistance Program once a design and cost estimate have been completed. Unfortunately, while trying to secure their primary service, BC Hydro caused significant damage to their ducting, necessitating a full replacement, which will be coordinated at the same time as the permanent repairs.

3. COVID 19 Response

Since COVID-19 was declared a Public Health Emergency and Provincial State of Emergency in BC on the 18th March 2020 and an Emergency Operations Centre (EOC) for the Village of Pemberton activated, the Public Works crew has been heavily involved in implementing changes, closures, and measures as coordinated by the EOC. This includes:

- Increasing bathroom cleaning from three days a week, to twice daily.
- Closing of all public playgrounds as well as the skatepark.
- Erecting signage throughout town regarding the need for Social Distancing.
- The crew was split into two groups with staggered start times to allow social distancing in the daily morning work plan meetings.
- Increased cleaning and disinfecting of commonly used Public Works vehicles and equipment.

These measures will continue until the Province of BC provides direction on reopening and relaxing the Social Distancing requirements and measures.

4. Secondary Well Exploration

Due to concerns regarding the water quality of Well #2 (the current backup well, located in Foughberg Park) the Village Operations team and consultants began exploring options for an additional well (to be drawn from the same source aquifer). In February, a test well was installed in Pioneer Park at the recommendation of a hydrogeologist and preliminary results indicate a very low yield relative to Village demands, due to fine grain sands at this depth. It was capped and other locations investigated.

A second test well was drilled in Foughberg Park in March and showed promising yield but displayed similar water quality issues as Well #2. A more robust sampling and testing regimen will be undertaken going forward in hopes that the data will guide future decisions. Options include regular re-development and brush and bail treatments, or possibly implementing future treatment, which may be necessary for not only Well #2, but Well #3 as well.

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 changes to Snow Removal Operations and various other minor projects as listed above, as well as the COVID-19 community response.

LEGAL CONSIDERATIONS

The matter of responsibility with regards to the Pemberton Farm Road East washout is currently under review. Village is reviewing and considering options respecting recovering repair costs.

IMPACT ON BUDGET & STAFFING

The Operations Department operates on the approved annual municipal budget, reserves, and Provincial grant. The emergency works noted above will have an impact on the Municipal Budget, however, wherever possible grant funding will be obtained.

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

The WWTP outfall emergency works required notification to local, provincial, and federal agencies, including but not limited to the Department of Fisheries and Oceans Canada, Pacific Region, the BC Ministry of Forests, Lands, Natural Resource Operations and Rural Development, the BC Ministry of the Environment and Climate Change Strategy, Lil'Wat Nation, and the Pemberton Valley Dyking District.

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 Operations Department 2020 First 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: May 5, 2020
To: Nikki Gilmore, Chief Administrative Officer
From: Robert Grossman, Fire Chief
Subject: 2020 First Quarter Fire Department Report

PURPOSE

To provide Council with a summary of the activities of the Pemberton Fire Rescue Department for the First Quarter of 2020.

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.

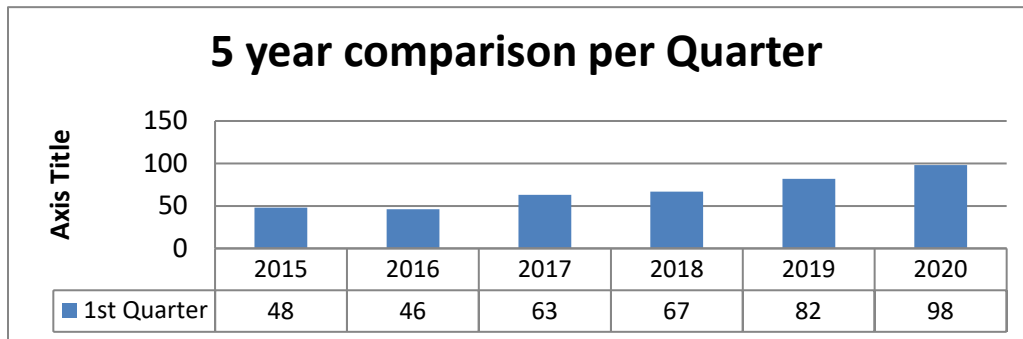
Fire Service is also provided to Lil'wat Nation through a separately negotiated Fire Service Agreement which was established in 2017.

DISCUSSION & COMMENTS

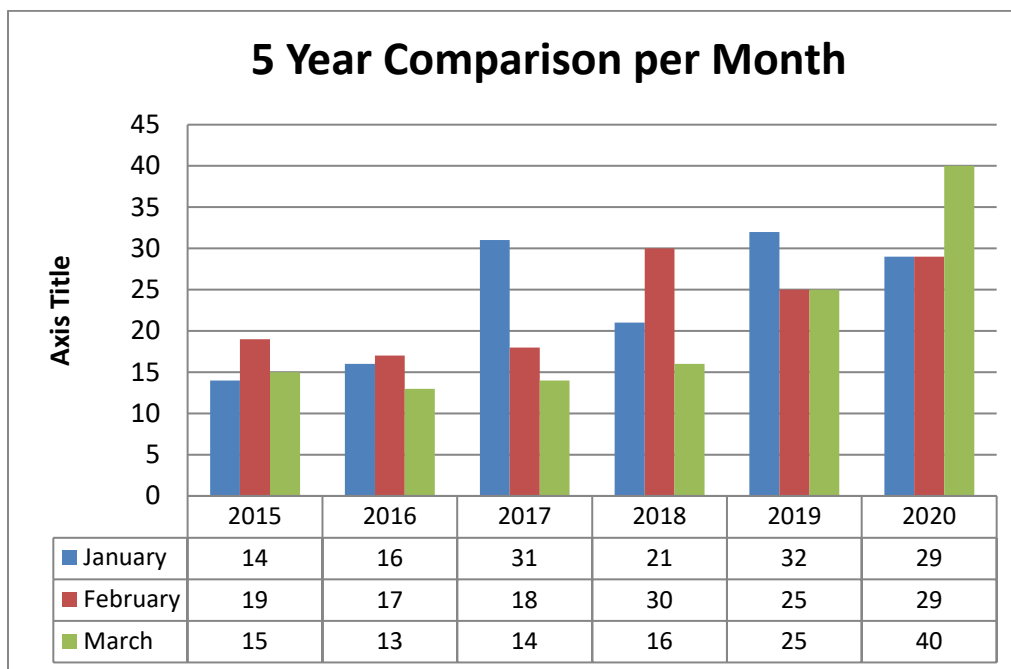
Incidents:

For the First Quarter, Pemberton Fire Rescue responded to 98 incidents; an increase of sixteen (16) calls over the same period in 2019.

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



The table below shows the total number of incidents since 2015 by month.



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

Incidents by month since 2015						
	2015	2016	2017	2018	2019	2020
January	14	16	31	21	32	29
February	19	17	18	30	25	29
March	15	13	14	16	25	40
April	15	16	21	22	33	19
May	21	27	38	37	55	0
June	37	24	35	33	60	0
July	32	42	32	48	47	0
August	34	25	38	38	33	0
September	15	18	24	51	49	0
October	12	12	27	29	26	0
November	16	27	21	21	36	0
December	27	30	27	43	38	0
Totals	257	267	326	389	459	117
Jan – June	121	113	157	159	230	117
July – Dec	136	154	169	230	229	0

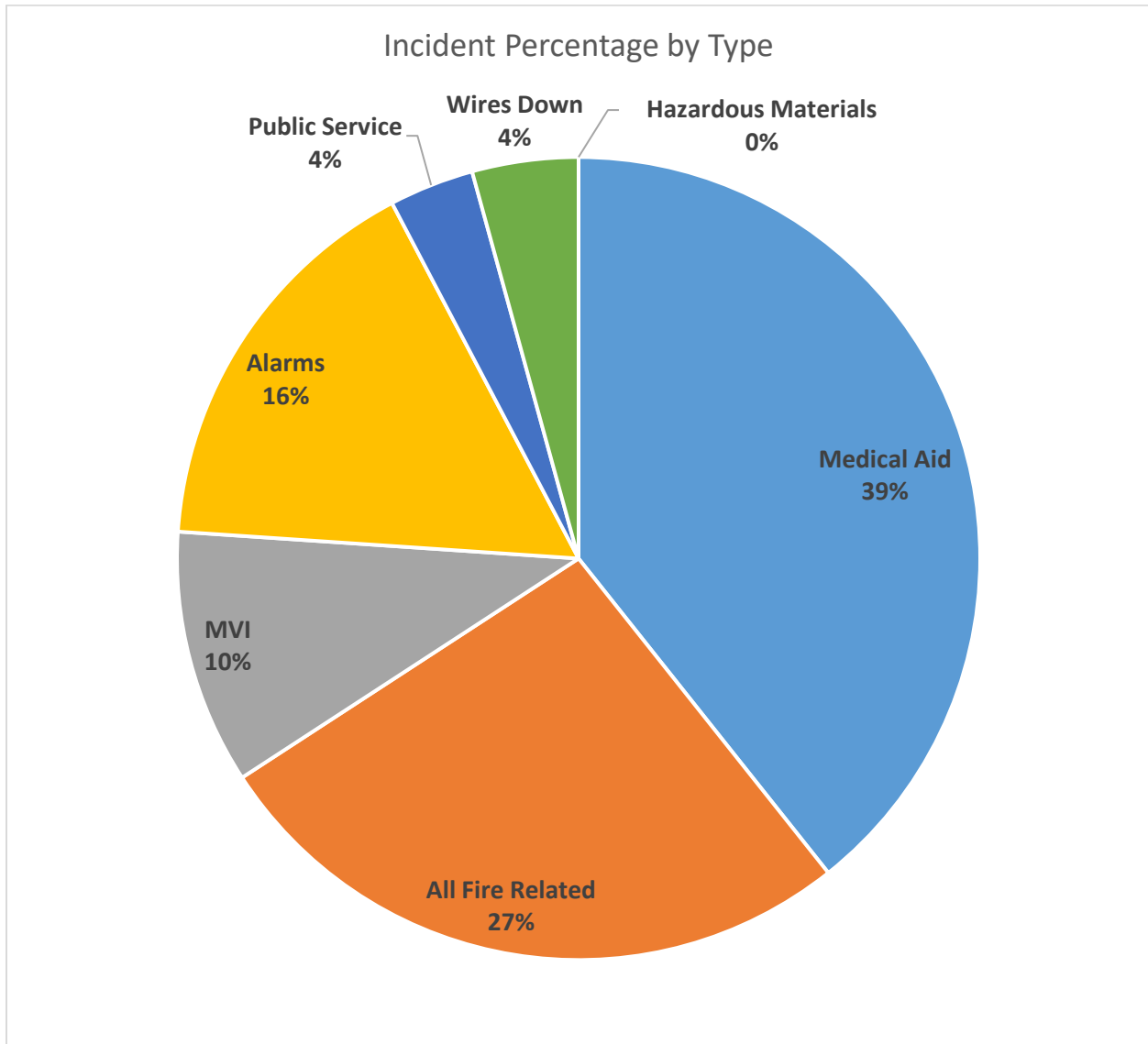
Number of Incidents per day for 2020 Year

Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
1	2	3	2	0	0	0	0	0	0	0	0	0
2	1	1	2	0	0	0	0	0	0	0	0	0
3	2	1	2	0	0	0	0	0	0	0	0	0
4	2	1	0	0	0	0	0	0	0	0	0	0
5	1	0	1	0	0	0	0	0	0	0	0	0
6	0	1	0	0	0	0	0	0	0	0	0	0
7	2	1	3	5	0	0	0	0	0	0	0	0
8	0	0	1	2	0	0	0	0	0	0	0	0
9	0	0	2	0	0	0	0	0	0	0	0	0
10	0	1	0	3	0	0	0	0	0	0	0	0
11	1	0	0	2	0	0	0	0	0	0	0	0
12	1	0	2	0	0	0	0	0	0	0	0	0
13	0	0	0	0	0	0	0	0	0	0	0	0
14	0	1	1	1	0	0	0	0	0	0	0	0
15	3	0	4	0	0	0	0	0	0	0	0	0
16	1	0	0	2	0	0	0	0	0	0	0	0
17	1	2	2	4	0	0	0	0	0	0	0	0
18	0	1	0	0	0	0	0	0	0	0	0	0
19	3	2	1	0	0	0	0	0	0	0	0	0
20	0	2	1	0	0	0	0	0	0	0	0	0
21	1	2	0	0	0	0	0	0	0	0	0	0
22	0	0	2	0	0	0	0	0	0	0	0	0
23	0	4	1	0	0	0	0	0	0	0	0	0
24	0	0	0	0	0	0	0	0	0	0	0	0
25	1	0	4	0	0	0	0	0	0	0	0	0
26	3	1	1	0	0	0	0	0	0	0	0	0
27	2	1	3	0	0	0	0	0	0	0	0	0
28	1	4	0	0	0	0	0	0	0	0	0	0
29	0	0	0	0	0	0	0	0	0	0	0	0
30	1	0	4	0	0	0	0	0	0	0	0	0
31	0	0	1	0	0	0	0	0	0	0	0	0
Totals	29	29	40	19	0	0	0	0	0	0	0	0
Days per Month	31	29	31	30	31	30	31	31	30	31	30	31
Colour Coding		1 - 2			3 - 4			5 - 10			11 +	

Types of Responses:

As set out in the Fire Department Establishment Bylaw No. 807, 2016, Pemberton Fire Rescue responds to several 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.



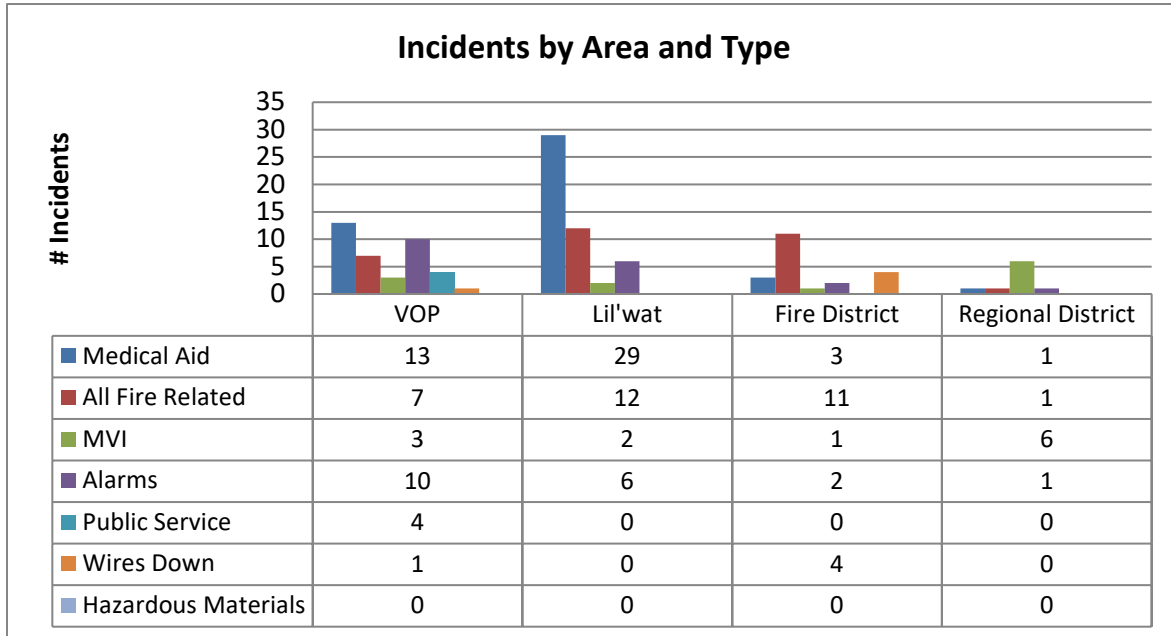
Incidents by Area:

The breakdown of the incident reports is categorized into the following regions:

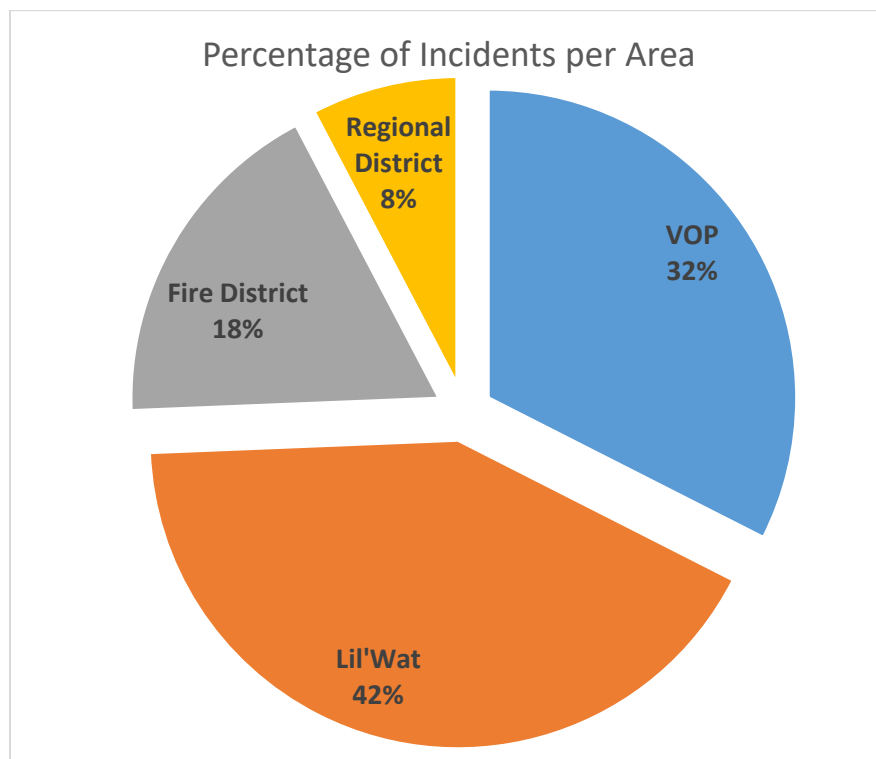
- Village of Pemberton Boundaries.
- Lil'wat.
- Fire District Service Areas; and

- Regional District (or outside the Fire District zones including north of Mount Currie north of The Heights and south of the Village Boundaries).

Chart below shows the Incidents by area and Type



Below is a chart showing the percentage breakdown of incidents by area



Membership:

At the end of the First Quarter, membership stands at thirty-five and is comprised of two (2) full-time members and thirty-three volunteer (paid on-call) members.

Training:

Members trained on a weekly basis up until March 11th at which time training sessions were suspended until further notice due to the COVID-19 Pandemic and physical distancing measures put in place through the Public Health Orders. The training department is sending out emails, texts, and links to online training opportunities in order for members to remain up to date on current training practices.

First Quarter Commitments:

In the First Quarter, Pemberton Fire Rescue held ten training sessions (30 hours) responded to ninety-eight incidents (98 hours) and participated in one (1) public event (2 hours).

As of March 30th, Pemberton Fire Rescue Members have been assisting Bylaw by patrolling within the community and supporting the efforts to educate and remind the public with respect to social distancing protocols which have also been put in place through the Provincial Health Orders.

Fire Prevention, Inspections & Public Events:

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

- Three (3) new business application reviews and fire inspections
- Two (2) Fire Safety Plans were reviewed

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 2020 First Quarter Fire Department Report be received for information.

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

Date: May 5, 2020

To: Nikki Gilmore, Chief Administrative Officer

From: Cameron Chalmers, RPP, MCIP, Contract Planner

Subject: Zoning Amendment Bylaw No 883, 2020, Residential Townhouse Amenity 1, Sunstone (RTA-1) Text Amendment – First and Second Reading

PURPOSE

The purpose of this report is for Council to consider First and Second Readings to Zoning Bylaw Amendment Bylaw No. 883, 2020, which is attached as **Appendix A**. The amending bylaw has been prepared for Council consideration in response to an application by Sunstone Ridge Developments Ltd. to amend the Residential Townhouse Amenity 1, Sunstone (RTA-1) Zone to permit the construction of duplex dwellings in multi-family developments in a manner similar to other multi-family zones in the Zoning Bylaw.

BACKGROUND

Sunstone Ridge Developments Ltd. has made application to the Village of Pemberton for a text amendment to the RTA-1 zone which, if approved, would permit the construction of duplex structures in multi-family developments in the RTA-1 zone, including the Elevate at Sunstone project.

The RTA-1 zone is one of several zones created specifically to implement the Sunstone project. The zone permits the development of single-detached small lots, or multi-family townhouse developments. The application has been made as part of Sunstone Ridge Development Ltd.'s efforts to develop the Elevate at Sunstone project. A location map of the subject property and other vacant lands zoned RTA-1 is attached as **Appendix B**. The provisions of the RTA-1 Zone are attached as **Appendix C**.

The Applicant advises the purpose of the amendment is to facilitate reconsideration of the Elevate at Sunstone project which was issued Development Permit No. 013 under the RTA-1 zone to permit the construction of 52 townhouse units. To date, the Applicant has commenced construction of the first townhouse building; however, through the sales and marketing phase, the Applicant reports there is limited demand for two-bedroom interior townhouse units. The proponents submit however that there seems to be greater market demand for three bedroom, end units. Accordingly, the Applicants have approached the Village with the prospect of amending the existing approvals and the RTA-1 zone to facilitate the construction of a duplex multi-family project.

If approved, the proposed amendment would not be specific to Elevate at Sunstone, but would apply to all lands currently zoned RTA-1 in Zoning Bylaw No. 832, 2018 or any future parcels which may be zoned RTA-1.

DISCUSSION & COMMENTS

As a general amendment to the RTA-1 zone, the change would apply to Elevate at Sunstone and any future multi-family developments constructed under that zone. This would enable a slightly different form, and lesser density, than originally approved.

Staff has reviewed the application and note that duplex buildings are permitted as a building form in the Village's residential, multi-family zones contained in Zoning Bylaw No. 832, 2018, including the RM-1, RM-2 and some Comprehensive Development (CD) zones. For example, in the Peaks Townhouse Complex, duplexes and four-plexes appear in this particular strata, similar to the building forms contained in Pioneer Junction, which is zoned CD-4. Accordingly, the proposed text amendment would regularize the Sunstone Townhouse Zone, RTA-1 with similar zones in the Village.

Further, and since the RTA-1 zone is intended to be specific to Sunstone, Staff reviewed the potential impacts of the proposed amendment and note that the amendment is in keeping with the mix of uses, building scale, and density of the Sunstone neighbourhood.

Existing Development Permit

Should the bylaw succeed, Council will receive an application in the future to amend Development Permit No. 013 for consideration under the amended RTA-1 zone. A new landscaping plan would be required to be submitted in order to assess the proposed treatment of newly created open spaces and need for additional plantings between the duplexes. The amendment application will be assessed against the relevant Development Permit Area Guidelines and the Hillside Development Guidelines.

Amenity Contributions

It is standard for the Village to see a voluntary contribution from applicants at the time of rezoning for certain community amenities. Staff do note that the proposal to permit duplexes may reduce density at the Elevate at Sunstone Development which in turn may reduce amenity contributions for approximately seven (7) units, as per the Applicant's illustrative concept of the site attached as **Appendix D**. (The loss would equal cash or in-kind contributions in the amount of 7 X \$6,110 = \$42,770). However, Staff can report that the Applicants have to date supplied in-kind contributions toward site works for the Pemberton & District Recreation Site and development of multi-sport playing fields, in the amount of \$577,395, and the density bonusing amenity framework has been successful and equitable to date. As the charges are payable at the building permit stage, the Village may receive the contributions sooner should the proposed amendment improve sales and construction in the project.

Environmental Considerations / Site Servicing / Fire Protection

As essentially the use, access, site servicing, infrastructure, storm management, environmental impact and fire protection needs of the development will not change or may essentially decrease, no comments were received as a result of the Village internal referral process.

Traffic / Parking

The number of units at the Elevate at Sunstone Development will essentially decrease as a result of this amendment. The current proposal was for the construction of 52 units, with the change to

permit duplexes, the Applicant has submitted a concept plan for illustrative purposes that shows the number of units decreasing to 45 units (**Appendix D**). Essentially, traffic impacts would be slightly lower than first anticipated.

The current permitted density in the RTA-1 zone is a maximum of 25 units per hectare; the original Elevate at Sunstone proposal had a density of 19 units per hectare, and the proposed concept would bring the density down to 16.4 units per hectare. The applicant has also stated that all duplex units will have full size driveways with double car garages as opposed to the single car garages proposed for the interior units, so more parking in close proximity to individual units is readily available (and actually exceeds the required minimum of two (2) spaces per three (3) bedroom townhouse unit).

STAFF COMMENTS

Staff has reviewed the application, and note that the slightly less dense and gentler building form proposed in the amendment is in keeping with the rest of the Sunstone project mix, and will generally comply with the overall objectives of the Hillside Development Guidelines. Accordingly, Staff is prepared to support the text amendment and bring the corresponding amendment bylaw forward for Council consideration.

REFERRAL AGENCY COMMENTS

a) Advisory Land Use Commission

The Village's Advisory Land Use Commission met virtually on April 27, 2020 to review the RTA-1 Text Amendment application. At that meeting they passed the following resolution:

Moved/Seconded

THAT the Advisory Land Use Commission recommends that Council proceed with the amendment proposed to the Residential Townhouse Amenity 1, Sunstone (RTA-1) Zone to incorporate duplex buildings as permitted uses in multi-family developments, subject to subject to consideration of the revised landscape plan.

CARRIED

The minutes from this meeting are attached as **Appendix E**.

b) Ministry of Transportation and Highways

No referral comments were received from the Ministry of Transportation and Infrastructure, as the project does not lie within 800 metres of a controlled access highway.

COMMUNICATIONS

This report and request for Council consideration of First and Second Reading and does not require communication beyond appearing on a regular agenda of Council.

Should Council send the proposed bylaws to Public Hearing, the Hearing will be advertised in accordance with Section 465 of the *Local Government Act*. Notice to the Public will be issued by way of an advertisement in two (2) consecutive issues of the Pique Newsmagazine, not less than three (3) days prior and not more than ten (10) days before the public hearing.

Should Council choose to waive the public hearing in accordance to Section 464(2) of the *Local Government Act*, the notice to waive a public hearing must be advertised pursuant to Section 467 of the *Local Government Act*.

LEGAL CONSIDERATIONS

The processing of a Zoning Amendment application is regulated by various sections contained in the *Local Government Act (LGA)* – Part 26 and by the Village's Development Procedures Bylaw 725, 2013, as amended from time to time.

IMPACT ON BUDGET & STAFFING

There are no budget impacts at this time as the costs are recoverable with the application and there are no Staffing considerations as zoning bylaw amendments are a component of the day to day operations of the Development Services department.

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impact or approvals required.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

This item will not have an impact on the Region as a whole.

ALTERNATIVE OPTIONS

The following three (3) alternative options are provided:

1. **THAT** Zoning Amendment Bylaw No. 883, 2020 be given First and Second reading;

AND THAT Council convene a virtual Public Hearing on Tuesday, May 26, 2020 at 9:00 a.m. immediately prior to the virtual Village of Pemberton Regular Council Meeting, with the advertising to specify the means by which individuals affected by the proposed bylaw can make representation to Council during the hearing.

This option would allow all those persons who believe that their interest in property is affected by the proposed bylaw the opportunity to comment on the text amendment.

This is Staff recommended option.

2. **THAT** Council hereby waives a public hearing to Zoning Amendment Bylaw No. 883, 2020 pursuant to section 464(2) of the Local Government Act, and directs Staff to advertise Council's decision in accordance with Section 467 of the Local Government Act before consideration of third reading.

A Public Hearing can be waived for certain zoning bylaws where an official community plan has been adopted and a proposed zoning bylaw is consistent with the official community plan.

This alternative has been provided given the restriction on in-person meetings during the COVID-19 pandemic response. Should Council wish to waive the Public Hearing, the Act provides such authority, but does require that the intention to waive is advertised in a manner similar to Public Hearings. Notice may be mailed or delivered to owners and tenants depending on the number of parcels or persons affected. Should Council prefer to waive the Hearing during these unprecedented times, the resolution above would be a reasonable alternative to convening a virtual public hearing.

3. **THAT** Zoning Amendment Bylaw No. 883, 2020 be refused.

Refusing a zoning amendment is always a prerogative of Council, but in this circumstance, Staff support the amendment.

POTENTIAL GOVERNANCE CONSIDERATIONS

A review of this item meets the following Strategic Priorities:

Strategic Priority Two: Good Governance in which the Village is committed to citizen engagement and leading key initiatives that impact the Village; and

Strategic Priority Four: Social Responsibility whereby the Village strives to create a strong and vibrant community, recognizing the importance and benefits of healthy, engaged citizens as well as an accessible and well managed natural environment

RECOMMENDATIONS

THAT Zoning Amendment Bylaw No. 883, 2020 be given First and Second Reading;

AND THAT Council provide direction with respect to whether they would like to:

- a) convene a virtual Public Hearing on Tuesday, May 26, 2020 at 9:00 a.m. immediately prior to the virtual Village of Pemberton Regular Council meeting, with the advertising to specify the means by which individuals affected by the proposed bylaw can make representation to Council during the hearing; or
- b) direct Staff to advertise their intention to waive the Public Hearing for Zoning Amendment Bylaw No. 883, 2020 as per Section 464 (2) of the *Local Government Act*, as a result of COVID-19.

Attachments:

- Appendix A:** Proposed Bylaw 883, 2020
- Appendix B:** Location Map of RTA-1 zoned properties
- Appendix C:** Current Provisions of the RTA-1 Zone
- Appendix D:** Illustrative Concept of Duplex Townhouses
- Appendix E:** ALUC Meeting Minutes, April 27, 2020

Prepared by:	Cameron Chalmers, Contract Planner
Manager Approval:	Lisa Pedrini, Manager of Development Services

CAO Approval by:	Nikki Gilmore, Chief Administrative Officer
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Appendix- A Zoning Amendment Bylaw

THE VILLAGE OF PEMBERTON
BYLAW NO. 883, 2020

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

WHEREAS the Council may amend its Zoning Bylaw from time to time;

AND WHEREAS the Council of the Village of Pemberton deems it desirable to amend the Zoning Bylaw to accommodate duplex dwellings within multi-family residential developments in the Sunstone RTA-1 Zone;

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

1. CITATION

This Bylaw may be cited for all purposes as “Zoning Amendment (Sunstone RTA-1 Text Amendment) Bylaw No. 883, 2020.”

2. Village of Pemberton Zoning Bylaw No. 832, 2018 is amended by:

I) Adding the following sub-section as 13.2.1 (c) as a Permitted Principal Use in the Residential Townhouse Amenity 1, Sunstone Zone in the Zoning Bylaw:

(c) Dwelling, Duplex

II) Adding the following subsection as a Condition of Use 13.2.3 (b) for duplex dwellings in the Residential Townhouse Amenity 1, Sunstone Zone in the Zoning Bylaw:

(b) Duplex dwellings are permitted in multi-family developments of three units or greater, on lots greater than 1,850 m².

III) Renumbering the remainder of Section 13.2.3 of the Zoning Bylaw to incorporate the new Condition of Use.

READ A FIRST TIME this 5th day of May, 2020.

READ A SECOND TIME this 5th day of May, 2020.

NOTICE OF PUBLIC HEARING FOR ZONING AMENDMENT (SUNSTONE RTA-1 TEXT AMENDMENT) BYLAW NO. 883, 2020 WAS PUBLISHED IN THE
_____ **ON** _____, 2020 **AND** _____, 2020.

PUBLIC HEARING HELD this _____ day of _____, 2020.

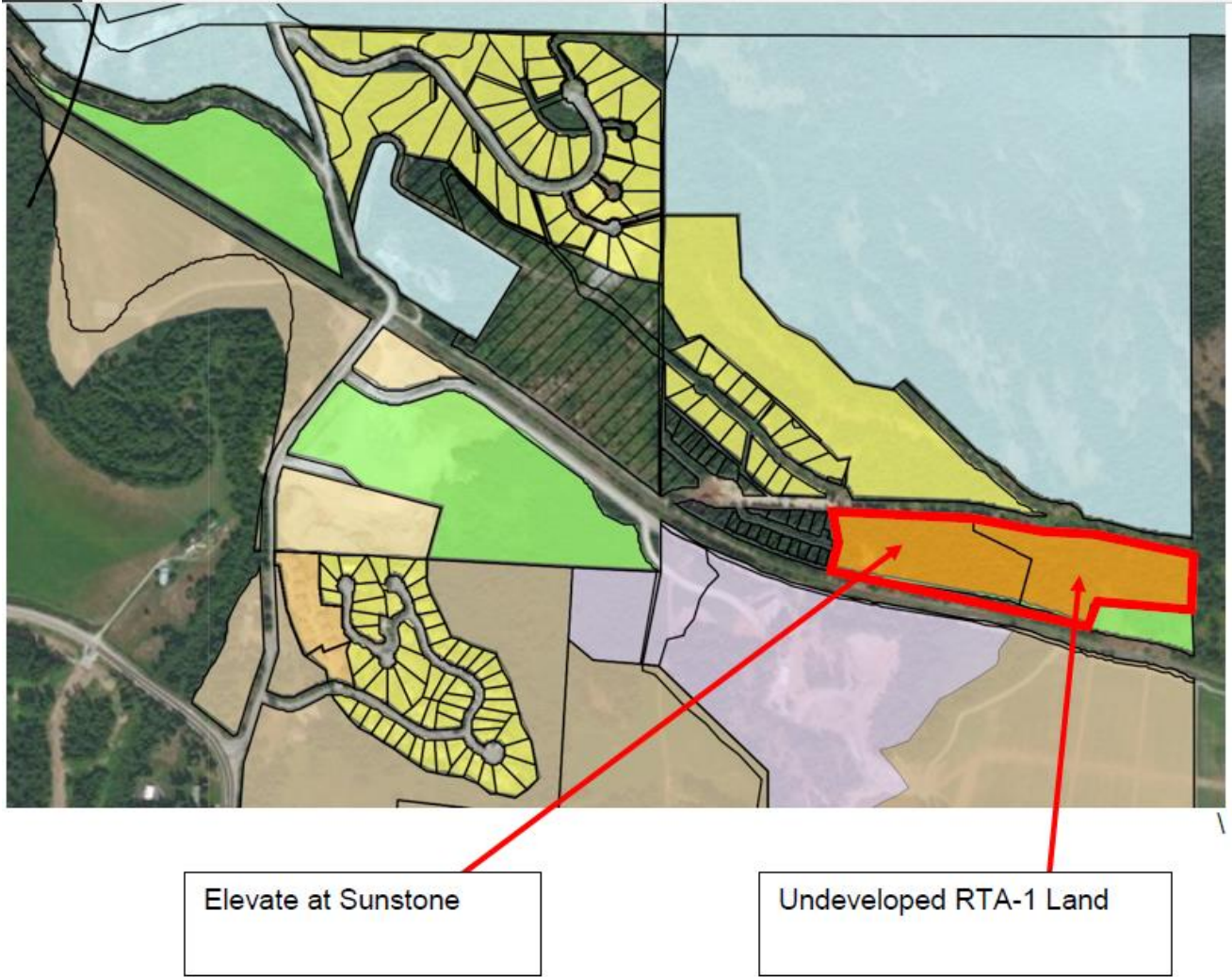
READ A THIRD TIME this _____ day of _____, 2020.

ADOPTED this _____ day of _____, 2020.

Mike Richman
Mayor

Sheena Fraser
Corporate Officer

Appendix B - Location Map



Appendix C - RTA-1 Zone

13.2 Residential Townhouse Amenity 1, Sunstone (RTA-1)

(Amendment Bylaw No. 841, 2018; Adopted October 16, 2018)

The Residential Townhouse Amenity 1, Sunstone (RTA-1) Zone is to provide for Small Lot Detached Dwellings and Residential Townhouse development on lots within the Sunstone Neighbourhood, and to provide density incentives earned by the provision of certain amenities.

13.2.1. Permitted Principal Uses

- (a) Dwelling, Detached
- (b) Dwelling, Townhouse

13.2.2. Permitted Accessory Uses

- (a) Home Occupation
- (b) Secondary Suite

13.2.3. Conditions of Use:

- (a) Secondary Suites are permitted only on lots created and developed as Single Detached Dwelling units.
- (b) A maximum of one (1) Secondary Suite is permitted on a lot.
- (c) A maximum of one (1) Accessory Building or Structure, up to a maximum size of 10m², is permitted on a lot.
- (d) The minimum lot sizes as a base density are as follows:
 - i. Detached Dwelling 20,000 m²
 - ii. Townhouse 20,000 m² per unit
- (e) Where the requirements identified in Section 13.2.3(g) are fulfilled, the permitted density of a Single Residential use may be increased to the following:
 - i. Minimum Lot Size: 350 m²
 - ii. Minimum Lot Width: 12 m
- (f) Where the requirements identified in Section 13.2.3(g) are fulfilled, the permitted density of a Townhouse use may be increased in accordance with the regulations contained within the RM-1 Zone:
 - i. Minimum Lot Size: 700 m²
 - ii. Maximum Floor Area Ratio: 0.50
- (g) The densities may be increased from the requirements identified in Section 13.2.3(d) to the requirements identified in Sections 13.2.3(e) and (f) by providing contributions toward community amenities have been provided through a payment of \$9,165 per detached dwelling or \$6,110 per townhouse unit, payable either:
 - i. in cash at the earlier of building permit issuance or registration of a plan of subdivision, to be held in a reserve fund by the Village for the purpose of future recreational capital costs on sports fields, a multi-sports facility, an ice arena or aquatic centre and accessory uses; and/or

- ii. in-kind works and services provided that they are approved by the Village in writing at the earlier of building permit issuance or registration of a plan of subdivision, for the purpose of future recreational capital costs on sports fields, a multi-sports facility, an ice arena or aquatic centre and accessory uses.

13.2.4. Density Regulations

a) Maximum <i>Density, Detached</i> :	n/a
b) Maximum <i>Density, Townhouse</i> :	25 units per Ha

13.2.5. Lot Regulations

a) Minimum <i>Lot Size, Detached</i> :	350 m ²
b) Minimum <i>Lot Size, Townhouse</i> :	700 m ²
c) Minimum <i>Lot Width, Detached</i> :	12 m
d) Minimum <i>Lot Width, Townhouse</i> :	n/a

13.2.6. Building Regulations

a) Minimum <i>Front Setback, Detached</i> :	6 m
b) Minimum <i>Front Setback, Townhouse</i> :	7.5 m
c) Minimum <i>Rear Setback, Detached</i> :	7.5 m
d) Minimum <i>Rear Setback, Townhouse</i> :	5 m
e) Minimum <i>Interior Side Setback, Detached</i> :	1.2 m (i)
f) Minimum <i>Interior Side Setback, Townhouse</i> :	3m
g) Minimum <i>Exterior Side Setback, Detached</i> :	1.2 m (i)(ii)
h) Minimum <i>Exterior Side Setback, Townhouse</i> :	3 m
i) Maximum <i>Lot Coverage, Detached</i> :	50%
j) Maximum <i>Lot Coverage, Townhouse</i> :	40%
k) Maximum <i>Building Height, Principal, Detached</i> :	Two (2) storeys
l) Maximum <i>Building Height, Townhouse</i> :	10.5 m
m) Maximum <i>Building Height, Accessory, Detached</i> :	3 m
n) Maximum <i>Building Height, Accessory, Townhouse</i> :	4.6 m

Conditions of Use

- i. In the case where a side lot line flanks a street a minimum side setback is 2.4 m.
- ii. One side setback may be reduced to 0.6 meters for **garage area only**; however, 0.6 m setbacks may not abut each other on adjacent lots.

13.2.7. Off-Street Parking

- (a) Off-street parking spaces shall be provided in accordance with the requirements of this Bylaw.

13.2.8. Screening and Landscaping

- (a) Screening and landscaping shall be provided in accordance with the regulations in this Bylaw.

13.2.9. Signage

- (a) Signage should be limited to that permitted pursuant to the requirements of this Bylaw and the Village of Pemberton Sign Bylaw.

13.2.10. Watercourse Setbacks

- (a) Setbacks from any watercourses on the property must be in accordance with the requirements of the Village of Pemberton, Ministry of Environment and the Department of Fisheries and Oceans.

Elevate Townhouse Layout Concept - 2018



1 SITE PLAN
A011 1:200 = 11'0"

LEGEND - GENERAL NOTES

- BUILDING FOOTPRINT @ GRADE
- LOWER FLOOR
- UPPER FLOOR
- ROOF OUTLINE ABOVE
- DECK OUTLINE ABOVE
- PARKING DETAIL
- PRIMARY ENTRANCE
- UNIT NUMBER
- UNIT PLAN TYPE

GENERAL NOTES

- SEE LANDSCAPE DESIGN FOR ALL HARDSHIPING, FERTILIZING, RETAINING, TREE PROTECTION AREAS, PLANTING, AND SITE LIGHTING
- SEE CIVIL ENGINEERING FOR PROPOSED ROAD + DRIVEWAY DESIGN, LOT GRADING, STORM WATER MANAGEMENT, SNOW MANAGEMENT, AND UTILITIES

GROSS BUILDING AREA*

UNIT TYPE	NO. UNITS	SQ. FEET PER UNIT	SUB-TOTAL SQ. FT.
UPPER LEVEL	100	1,000.0	100,000.0
LOWER LEVEL	100	1,000.0	100,000.0
TOTAL	200	2,000.0	200,000.0

TOTAL PROPOSED LOT COVERAGE*

COVERAGE TYPE	AREA (SQ. FT.)	% OF TOTAL LOT AREA
UPPER LEVEL	100,000.0	50.0%
LOWER LEVEL	100,000.0	50.0%
TOTAL	200,000.0	100.0%

UNIT TYPES PER BUILDING

UNIT TYPE	A1	A2	B	C	D	TOTAL
UPPER LEVEL	100	100	100	100	100	500
LOWER LEVEL	100	100	100	100	100	500
TOTAL	200	200	200	200	200	1,000

TOTAL UNIT SUMMARY

UNIT TYPE	NO. UNITS OF EACH	NO. OF BLDGS	NO. OF BLDGS PER PHASE
UPPER LEVEL	100	1	1
LOWER LEVEL	100	1	1
TOTAL	200	2	2

PARKING CALCULATION

INDIVIDUAL PARKING REQUIRED

2-BEDROOMS - 24 (24 @ 1.0) = 24
3-BEDROOMS - 18 (18 @ 1.0) = 18

SUB-TOTAL = 24 + 18 = 42

WITHIN PHASES REQUIRED

NUMBER OF UNITS = 82 @ 2.0 @ 25% = 13

TOTAL PARKING REQUIRED = 42 + 13 = 55

ADDITIONAL PARKING REQUIRED

NUMBER OF ROAD PARKING SPOTS = 100

ACCESSIBLE PARKING REQUIRED = 4

PROPOSED PARKING PER UNIT TYPE

UNIT TYPE	NO. OF SPOTS
A	4
B	2
C	4
D	2
TOTAL	14

PROPOSED RESIDENTIAL PARKING

UNIT TYPE	# OF UNITS	# OF SPOTS PER UNIT TYPE	# OF SPOTS
A	4	1	4
B	2	1	2
C	4	1	4
D	2	1	2
TOTAL	12		12

PROPOSED VISITOR PARKING

ACCESS ROAD	REGULAR	ACCESSIBLE	# OF SPOTS
TOTAL			100
TOTAL PROPOSED PARKING			114

* SEE ADDO FOR AREA CALCULATIONS

UWA

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- 2018 10 26 ISSUED FOR BUILDING PERMIT
- 2018 09 21 ISSUED FOR PRICING
- 2018 05 16 ISSUED FOR COORDINATION
- 2018 05 06 ISSUED FOR DEVELOPMENT PERMIT
- 2018 05 29 ISSUED FOR REVIEW
- 2018 05 07 ISSUED FOR OP - REVISION
- 2018 04 10 ISSUED FOR DEVELOPMENT PERMIT

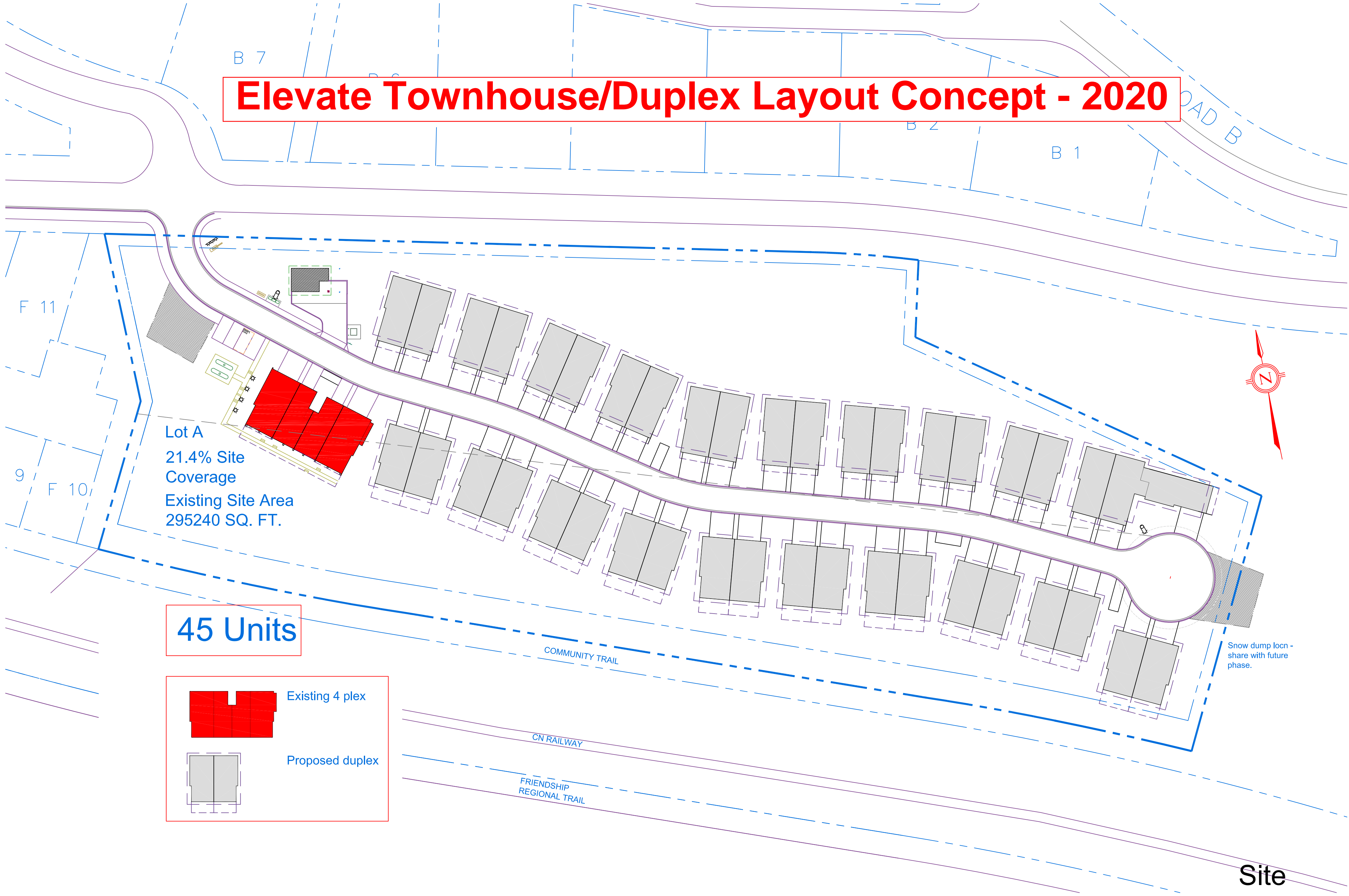
NO. 1

'ELEVATE AT SUNSTONE' TOWNHOUSES
LOT A, SUNSTONE RIDGE, PSEMBERTON BC 2018-022

A011

SITE PLAN + PROJECT DATA + FIRE DEPT. ACCESS

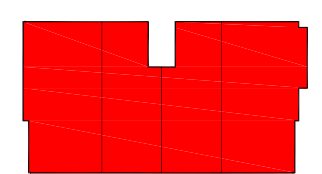
Elevate Townhouse/Duplex Layout Concept - 2020



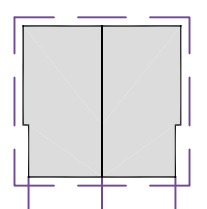
Lot A
21.4% Site Coverage
Existing Site Area
295240 SQ. FT.

45 Units

Existing 4 plex



Proposed duplex



Snow dump locn - share with future phase.

Site

ADVISORY LAND USE PLANNING COMMISSION MINUTES

Minutes for the Advisory Land Use Planning Commission of the Village of Pemberton held Monday, April 27 at 5:30 pm by ZOOM Webinar.

IN ATTENDANCE:

Kevin Clark
Allison Twiss
Kirsten McLeod
Mark Barsevskis
Kristina Salin

REGRETS:

Richard Nott

STAFF IN ATTENDANCE:

Lisa Pedrini, Manager of Development Services
Cameron Chalmers, Contract Planner
Elysia Harvey, Legislative Assistant (Meeting Coordinator)
Gwendolyn Kennedy, Building & Planning Clerk (minutes)

PUBLIC IN ATTENDANCE:

4

1. ORIENTATION

2. CALL TO ORDER

At 5:33 p.m. the meeting was called to order.

3. APPOINTMENT OF CHAIR

Moved/Seconded

THAT Kevin Clark be appointed Chair of the Advisory Land Use Planning Commission.

CARRIED

Kevin Clark took over as Chair of the meeting.

4. APPROVAL OF AGENDA

Moved/Seconded

THAT the agenda be approved as circulated.

CARRIED

5. ADOPTION OF MINUTES

Moved/Seconded

THAT the minutes of Advisory Land Use Planning Commission meeting held October 28, 2019 be adopted as circulated.

CARRIED

6. ZONING BYLAW TEXT AMENDMENT – RESIDENTIAL TOWNHOUSE AMENITY 1 (RTA-1) AMENDMENT

Cameron Chalmers, Village Contract Planner, summarized the application for a zoning bylaw text amendment that would permit duplex building forms within Elevate at Sunstone and any future multi-family buildings in the RTA-1 zone.

The RTA-1 zone was created specifically to implement the Sunstone project and permits the development of single-detached small lots and multi-family townhouse development, which, under Zoning Bylaw No. 832, 2018, is defined as buildings of three or more dwelling units. The application would enable the construction of duplex units within multi-family complexes, but would not permit the subdivision of land to create duplex lots. No changes are proposed to other existing regulations applicable to this zone.

Should the application succeed, the applicant would submit a revised development permit application that would propose approximately 45 units, primarily in the form of duplex units. Mr. Chalmers referred Commission members to the illustrative concepts presented in Appendix C of the report.

Staff has reviewed the application and noted that the slightly reduced density and gentler building forms proposed conform with the character of the existing Sunstone project and with the Hillside Development Guidelines.

Commission members requested clarification on market demand for the duplex form, the potential impact on affordability, conformity with the overall community plan, lot coverage and spacing between buildings. The question of whether this zone would be used elsewhere in the community was raised.

Cam McIvor, representing the applicant Sunstone Ridge Developments Ltd., provided additional information on the zoning amendment request, explaining that uptake of Elevate townhouse units has been limited due to the high cost of construction, and that the interior units of the four and sixplex buildings have not been selling. A change to duplex units would eliminate the less saleable middle units and would reduce up-front construction costs for each building, allowing for a more affordable, phased approach to the development.

Mr. McIvor noted that the impact on density and lot coverage for the project is minor and would result in a reduction from 19 units per hectare to 16.4 units per hectare. Furthermore, the duplex form will allow for a substantial increase in parking, up to four stalls per unit.

Mr. McIvor pointed out that while the duplex form will necessarily result in a higher price per unit, Elevate was intended to satisfy the middle and upper sectors of the market.

Commission members spoke in favour of the text amendment, but noted that as the change to duplex units would alter the landscaping, the new landscape plan should be reviewed.

Moved/Seconded

THAT the Advisory Land Use Commission recommends that Council proceed with the amendment proposed to the Residential Townhouse Amenity 1, Sunstone (RTA-1) Zone to incorporate duplex buildings as permitted uses in multi-family developments, subject to consideration of the revised landscape plan.

CARRIED

7. NEXT MEETING

The next meeting will be scheduled for the fourth Monday of the month as needed.

8. ADJOURNMENT

At 6:42 p.m. the meeting was adjourned.

Kevin Clark, Chair

Date: May 5, 2020

To: Nikki Gilmore, Chief Administrative Officer

From: Lena Martin, Manager of Finance and Administration

Subject: 2020 – 2024 Five Year Financial Plan Bylaw No. 879, 2020
2020 Annual Tax Rates Bylaw No. 881, 2020
Sewer Rates Amendment Bylaw No. 882, 2020
Water Rates Amendment Bylaw No. 884, 2020

PURPOSE

To present to the Council the 2020 – 2024 Five Year Financial Plan Bylaw No. 879, 2020 , the Village of Pemberton Annual Tax Rates Bylaw No. 881, 2020, the Village of Pemberton Sanitary Sewer System Regulation Connection and Rates Amendment Bylaw No. 882, 2020 and the Village of Pemberton Water Regulation Connection and Rates Bylaw No. 232, 1989, Amendment Bylaw No 884, 2020 for First, Second, Third and Fourth Readings (**Appendix A, B,C and D**).

BACKGROUND COMMENTS AND DISCUSSION

The draft 2020 – 2024 Five Year Financial Plan Bylaw was presented to Council on Tuesday, April 21, 2020. Staff were asked to present to Council, an information report of best practices, strategies and additional details on the preparation of the Five Year Financial Plan Bylaw No. 879, 2020.

An information report was presented to Council at a Special Meeting on Tuesday, April 28, 2020, discussing the definition of long term financial planning and best practices. Further detail was included showing the major key assumptions, projected financial performance, projected debt funding, capital expenditures and capital reserves.

Council discussed the projected outcomes of the plan and requested that Staff update the Five Year Financial Plan Bylaw, spreading out the potential Staff additions from 2021 – 2024. Staff have updated the Staffing Projections for the years 2021 – 2024 to show a more staggered approach. Additions will be adjusted to reflect the timing and need of additional Staff members on an annual basis through the annual budget deliberations.

2020 Tax Rate Bylaw No. 881, 2020:

The 2020 Tax Rate Bylaw has been prepared from the current year of the 2020 – 2024 Five Year Financial Plan, the bylaw is being presented for 1st, 2nd, 3rd, and 4th Readings.

Utility Rates Bylaws:

The Sewer Rates Amendment Bylaw No. 882, 2020 has been amended to include rate adjustment to add a \$40,000 sewer reserve.

The Water Rates Amendment Bylaw No. 884,2020 is amended to update rate definitions including the following:

- a new flat rate for apartments and townhomes under 1,000 sq. ft.
- a weekly unmetered hydrant connection based on the bulk flat rate/52 x 20%
- a connection fee to bulk water metered purchases

Both Bylaws are also being presented for 1st, 2nd, 3rd, and 4th Readings.

LEGAL CONSIDERATIONS

The Five Year Financial Plan Bylaw along with the 2020 Tax Rates Bylaw must be adopted by May 15th of each year as per sections 165 and 197 of the *Community Charter*.

The preparation of the Five Year Financial Plan Bylaw and Tax Rates Bylaw meets with the requirements of the *Community Charter and Local Government Act*.

As well, Ministerial Order 139 (M139), dated May 1, 2020, enables municipalities during the Provincial State of Emergency to adopt a bylaw on the same day it receives Third Reading, as such all bylaws are being presented for Readings and Adoption at this meeting.

INTERDEPARTMENTAL IMPACT & APPROVAL

The development of these bylaws is a component of the annual work plan and all departments participate in the budget process.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

The adoption of the above noted bylaws has no impact on other jurisdictions.

ALTERNATIVE OPTIONS

There are not alternative options at this time.

POTENTIAL GOVERNANCE CONSIDERATIONS

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

RECOMMENDATIONS

WHEREAS Ministerial Order M139, issued May 1, 2020, enables municipalities during the Provincial State of Emergency, to adopt a bylaw on the same day it receives Third Reading;

AND WHEREAS the Village of Pemberton is presenting bylaws for Council's consideration;

THEREFORE BE IT RESOLVED THAT:

THAT Council give First, Second, Third and Fourth Readings to the 2020 – 2024 Five-Year Financial Plan Bylaw No. 879, 2020

THAT Council give First, Second, Third and Fourth Readings to the Annual Tax Rates Bylaw No. 881, 2020

THAT Council give First, Second, Third and Fourth Readings to the Sanitary Sewer System Regulation Connection and Rates Amendment Bylaw No. 882, 2020

THAT Council give First, Second, Third and Fourth Readings to the Water Regulation Connection and Rates Bylaw No. 232, 1989, Amendment Bylaw No 884, 2020

Attachments:

Appendix A: Village of Pemberton 2020 – 2024 Five-Year Financial Plan Bylaw No. 879, 2020

Appendix B: Village of Pemberton Annual Tax Rates Bylaw No. 881, 2020

Appendix C: Village of Pemberton Sanitary Sewer System Regulation Connection and Rates Amendment Bylaw No. 882, 2020

Appendix D: Village of Pemberton Water Regulation Connection and Rates Bylaw No. 232, 1989, Amendment Bylaw No 884, 2020

Prepared by:	Lena Martin, Manager of Finance & Administration
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer

VILLAGE OF PEMBERTON

BYLAW No. 879, 2020

A bylaw of the Village of Pemberton respecting the Five (5) Year Financial Plan beginning with the year 2020.

The Council of the Village of Pemberton, in open meeting assembled, enacts as follows:

1. Schedule "A" attached hereto and made part of this Bylaw is hereby adopted and is the Village of Pemberton Five Year Financial Plan established with the year ended December 31, 2020.
2. This Bylaw may be cited for all purposes as the "Village of Pemberton 2020-2024 Five (5) Year Financial Plan Bylaw No. 879, 2020."

READ A FIRST TIME this _____ day of May, 2020.

READ A SECOND TIME this _____ day of May, 2020.

READ A THIRD TIME this _____ day of May, 2020.

ADOPTED this _____ day of May, 2020.

Mike Richman
Mayor

Sheena Fraser
Corporate Officer

Village of Pemberton						
Consolidated 2020 - 2024	2019	2020	2021	2022	2023	2024
	Budget	Budget	Budget	Budget	Budget	Budget
Revenues:						
Taxation	2,220,877	2,280,892	3,144,841	3,120,819	3,401,199	3,564,087
Water and sewer user rates	1,776,090	1,866,090	1,906,090	1,946,090	1,986,090	2,027,538
User charges	1,965,890	2,552,125	2,552,405	2,688,049	2,814,140	2,920,867
Penalties and interest income	24,354	30,000	30,300	30,606	30,918	31,236
Government transfers:						
Provincial	5,481,658	3,748,836	534,661	417,794	426,090	434,552
Federal	-	2,000	2,000	2,000	2,000	2,000
Other local governments	1,077,516	1,788,214	1,497,623	1,446,093	1,603,546	1,691,069
Investment income	23,055	23,860	24,327	24,804	25,290	25,786
Other revenues	322,528	742,548	219,945	920,503	321,073	5,621,654
Collections on behalf of other governments	2,481,520	2,971,629	3,031,062	3,091,683	3,153,516	3,216,587
	15,373,488	16,006,195	12,943,253	13,688,440	13,763,862	19,535,375
Expenditures:						
General government	2,442,688	2,320,838	2,642,582	2,696,547	2,831,039	2,931,382
General Amortization	633,241	763,369	736,215	880,872	904,436	891,895
Fire protection services	680,366	694,397	707,753	807,141	953,479	1,064,617
Development and planning services	604,913	667,633	698,310	722,277	681,644	699,251
Public works and parks	1,140,171	1,163,646	1,230,679	1,131,613	1,174,794	1,202,170
Recreation	782,121	1,305,213	1,319,831	1,346,016	1,372,727	1,399,976
Water utility	845,473	913,902	893,075	942,217	985,155	1,019,617
Water Amortization	144,789	160,089	165,089	172,935	175,935	285,935
Sewer utility	795,504	873,291	910,380	956,760	998,799	1,032,091
Sewer Amortization	266,827	275,339	278,339	284,339	288,339	288,339
Airport services	58,802	65,637	68,385	73,757	78,516	82,061
Airport Amortization	54,423	54,423	54,423	54,423	54,423	54,423
Transfers to other governments	2,481,520	2,971,629	3,031,062	3,091,683	3,153,516	3,216,587
	10,930,838	12,229,404	12,736,122	13,160,580	13,652,803	14,168,344
Annual (Surplus) / Deficit	(4,442,650)	(3,776,791)	(207,131)	(527,860)	(111,058)	(5,367,030)
ADJUSTMENTS REQUIRED TO BALANCE FINANCIAL PLAN TO CONFORM WITH LEGISLATIVE REQUIREMENTS						
Non-cash items included in Annual (Surplus)/Deficit						
Amortization on tangible capital assets	(1,099,280)	(1,253,220)	(1,234,067)	(1,392,569)	(1,423,133)	(1,520,592)
Cash items NOT included in Annual (Surplus)/Deficit						
Capital expenditures	6,068,175	6,382,320	900,125	9,228,300	1,559,116	5,709,948
Loan proceeds	(54,900)	(320,516)	(140,000)	(8,250,000)	(600,000)	-
Long term debt payments	217,263	217,923	218,216	218,430	364,193	374,693
Capital Equipment payments	130,807	167,410	155,018	115,200	149,076	132,225
Transfers to/from Statutory Reserves	(50,000)	(532,540)	-	(100,000)	-	-
Transfers from Non-Statutory Reserves	(745,880)	(577,526)	(611,060)	(305,766)	(1,098,679)	(614,136)
Transfers to Non-Statutory Reserves	757,590	845,207	918,900	1,014,264	1,160,485	1,284,891
Transfers to/(from) Unappropriated Surplus	(781,125)	(1,152,267)	-	-	-	-
Financial Plan Balance	0	(0)	-	-	-	-
General Fund (Surplus) / Deficit	0	(0.00)	(0.00)	0.00	(0.00)	0.00
Water Fund (Surplus) / Deficit	-	-	-	-	-	-
Sewer Fund (Surplus) / Deficit	-	(0.00)	-	-	-	-
Airport Fund (Surplus) / Deficit	-	(0.00)	(0.00)	0.00	-	0.00
	0	(0.00)	(0.00)	0.00	(0.00)	0.00

**Village of Pemberton
5 Year Financial Plan Bylaw No. 879, 2020
2020 Revenue Policy Disclosure**

The development of the 2020 – 2024 Five Year Financial Plan was completed during the onset of the COVID-19 Pandemic. The Village of Pemberton and its government partners monitor and continue to assess the impact of COVID-19 on our community and local government operations and finances. This Plan was amended to include cost measures that could assist the financial pressures the community faces, to support the economic recovery, as well as to focus on core service delivery. The Village will continue to work with our Federal and Provincial partners to support a coordinated response to COVID-19.

1. The table below shows the proportion of proposed 2020 revenue raised from each funding source. One column shows the proposed revenue including Transfer to Other Governments and the other excluding the Transfers to Other Governments. Transfers to Other Governments are funds requisitioned by other government or government agencies for specifically defined projects.

The Village has a bylaw to charge specific administrative fees for various tasks, such as tax certificates, titles searches, rentals as well as other tasks including a 10% administrative fee. This bylaw was last updated December 18th, 2012. By billing these fees to individual users, this allows a more realistic tax levy as the tax payers are not subjected to funding these miscellaneous expenses.

The Village of Pemberton will continue to seek other sources of revenue to reduce the reliance on property taxes.

Parcel Taxes are taxes levied for the purpose of paying the debt on the Municipality's Water and Sewer Infrastructure. The rates are reviewed annually to determine if they meet the required debt payment schedule for the upcoming fiscal year. Parcel Taxes are reviewed annually and updated in accordance with the Community Charter Sec. 204.

Revenue Sources 2020	% Total Revenue(\$17,436,777) Including Transfers to Other Governments*	% Total Revenue(\$14,465,148) Excluding Transfers to Other Governments
Property Taxes	39.3%	26.8%
Parcel Taxes	1.7%	2.1%
User Fees & Charges	14.6%	17.6%
Grants	31.8%	38.3%
DCCs	3.1%	3.7%
Other Revenues	4.4%	5.3%
Proceeds from Borrowing	1.8%	2.2%
Transfers	3.3%	4.0%
Total	100.0%	100%

**Village of Pemberton
5 Year Financial Plan Bylaw No. 879, 2020
2020 Revenue Policy Disclosure**

2. a) The Provincial Class Multiples are established by the Provincial Government by British Columbia Regulations 426/2003 and 439/2003. These rates are used to calculate the tax rates for other government bodies (Collections for Other Governments) with the exception of the Squamish-Lillooet Regional District (SLRD). Both the Village and the SLRD's tax rates are established by the multiples set by Council. Following is a comparison of the two multiples with the variance identified in bold:

Village Multiples	Provincial Multiples
1.00	1.00
5.63	3.50
3.40	3.40
2.25	2.45
1.00	1.00
1.00	1.00

- b) In addition, the Ministry also sets a ceiling for the maximum allowable rate for Class 2 (Utilities). Following is the regulation:

BC Regulation 329/96 defines a rate ceiling for class 02 property for 2000 and subsequent years. The regulation states:

“2. In setting the tax or levy rate for class 2 property for general municipal purposes, a municipality must not exceed the greater of

- a) \$40 for each \$1,000 of assessed value, and
- b) 2.5 times the rate applicable to class 6 property for general municipal purposes in the municipality for the same taxation year.”

- c) Furthermore, those properties that were included in the 2011 Boundary Extension (Order in Council No. 165) under Class 2 (*Utility), the tax rate is set each year as per Sections 5 and 6 of the Taxation (Rural Area) Act Regulation, BC Reg. 387/82.

The following table outlines the distribution of taxes between the property tax classes.

Property Class	Municipal Tax Rates	% of Total Property Assessment Value (\$943,301,365)	% of Total Property Tax
Residential (Class 01)	1.5707	83.22%	67.8%
Utilities (Class 02)	8.8354	0.17%	0.8%
Utilities (Class 02) Rural	3.9400	1.51%	3.1%
Light Industry (Class 05)	5.3405	1.15%	3.2%
Business/Commercial (Class 06)	3.5341	13.51%	24.8%
Rec/Non-Profit (Class 08)	1.5707	0.40%	0.3%
Farm (Class 09)	1.5707	0.04%	0.0%
Total		100%	100%

* The 2020 Class 2 (Utility) Rural Tax Rate is 3.94 per each \$1,000 of actual value of property. This rate is set each year as per Sections 5 and 6 of the Taxation (Rural Area) Act Regulation, BC Reg. 387/82 as per Order in Council No. 165 (2011) Village Boundary Extension.

**Village of Pemberton
5 Year Financial Plan Bylaw No. 879, 2020
2020 Revenue Policy Disclosure**

3. Following is a list of permissive exemptions granted for the taxation year and the amount of municipal tax revenue forgone:

Municipal Land and Buildings	\$4,932
BC Conference of Mennonite Brethren	\$435
Pemberton Childcare Society	\$1,161
Pemberton Lion's Society	\$1,775
Stewardship Pemberton	\$314
Pemberton Search and Rescue	\$421
 Total Municipal Tax Revenue Forgone	 \$9,226

In 2013, Council updated the Permissive Tax Exemption Policy to clarify the criteria, establish timelines for submission and to include an application form which will provide clear guidelines and deliverables for both Staff and the Applicant. Following is the updated Policy and Purpose:

Permissive Tax Exemption Policy:

The Village of Pemberton recognizes the significant value of organizations and groups in our community who provide worthwhile programs and services to our residents

The purpose of this policy is to ensure that the organizations applying for a permissive tax exemption meet the criteria and that the application process is consistent and meets the goals, policies and general operating principles of the Village. The sources of Municipal revenue are limited and a request for an exemption must be considered in concert with other needs of the Village. Council will determine the amount of revenue to be foregone by permissive tax exemptions for non-profit organizations. Council at its sole discretion may grant varying percentages of tax exemptions up to 100% of the tax exemption.

Exemptions are not given to services that are otherwise provided on a private or for profit bases. This would provide an unfair competitive advantage and is not permitted as per Section 25 of the *Community Charter*.

Requests for permissive tax exemptions for organizations whose facilities are outside the boundaries of the Village of Pemberton will not be considered.

Further information, including the complete Policy and Application can be found on the following link on Village website:

http://www.pemberton.ca/media/177127/Permissive_Tax_Exempt_Policy-Jun2013.pdf

**Village of Pemberton
5 Year Financial Plan Bylaw No. 879, 2020
2020 Revenue Policy Disclosure**

Note 1

General 2020 Assumptions:

1. Municipal tax revenues increased by 0% in 2020 to provide assistance to the impact of COVID uncertainty.
2. The change in overall assessment value from 2019 to 2020 is 8.33%; which is made up of new construction assessments of 5.34% and 2.99% in market change.
3. Frontage tax is calculated on \$4.36 per meter for water and \$6.67 per meter for sewer. Frontage tax is amended based on the retiring or securing of debt.
4. The Industrial Park Parcel Taxes equal the debt based on the overall costs of the project to install the water infrastructure to the Industrial Park in 2007. Only those properties that did not choose to commute (pay upfront) their cost are levied.
5. User fees for water rates in 2020 will stay the same.
6. User fees for sewer have a \$40,000 budget increase in 2020 for a new Sewer Capital Reserve.

General 2020 – 2024 Assumptions:

1. A 10% Administration Fee will be charged to individual user requests and tasks.
2. General Reserve allocation increases will resume in 2021 and be increased by \$54,000 each year for the years 2021 – 2024 as part of an Asset Management Plan.
3. Operating costs will increase at annual rates ranging from a low of 2% to 5%, depending on the nature of the expenditure, with the majority set to a 2% CPI increase.
4. Payroll and benefit related costs are projected to increase at a rate of 2% to 5% per year, reflecting anticipated settlements under the Village's collective bargaining agreements, corresponding increases for non-union staff, escalations in benefit costs and other staffing adjustments.
5. General debt collections, frontage and/or parcel taxes, will equal the general debenture interest and principle payments. This tax is paid by all property owners within the Village of Pemberton who have the ability to connect to the Village's Infrastructure.
6. Transfers to external agencies are forecasted to increase at a rate of 2% per year.
7. General debt collections, frontage and/or parcel taxes, will equal the general debenture interest and principle payments. This tax is paid by all property owners within the Village of Pemberton who have the ability to connect to the Village's Infrastructure.

**Village of Pemberton
5 Year Financial Plan Bylaw No. 879, 2020
2020 Revenue Policy Disclosure**

Note 2

2020 – 2024 Capital Expenditures:

Capital Expenditures	2020	2021	2022	2023	2024
Admin Department					
Bylaw Truck		40,000			
White Building Paint and Roof Repair		55,000			
E Charging Station			20,000		
Municipal Hall			2,000,000		
Total Admin Department	-	95,000	2,020,000	-	-
Fire Department					
SCBA Replacements	7,500				
Portable Radios, New Recruits	8,232				
IPAD for Engine 1	2,800				
Rope Rescue Training Materials	3,000				
Fire hall Design	20,000				
SCBA Replacements		7,500	7,500	7,500	7,500
Equipment		10,000	10,000	10,000	10,000
Capital Building			6,250,000		
New Fire Truck				900,000	
Used Fire Truck					150,000
Total Fire Department	41,532	17,500	6,267,500	917,500	167,500
Public Works & Parks					
PW Washroom Phase I	25,000				
Farm Road E Trail (Funded)	306,000				
Tiyata Area Sidewalk (Funded)	76,000				
Downtown Enhancements Final (MFA Funded)	300,000				
Soccer Field II (only if funded)	4,224,405				
Farm Road East Paving (DCC)	217,000				
One Mile Lake Swingset (only if funded)	50,000				
PW Equipment		100,000		150,000	
PW Washroom Phase II		45,000			
Boardwalk		150,000			
Frontier Drainage			100,000		
PW Building				100,000	
Total PW/Parks Department	5,198,405	295,000	100,000	250,000	-
Water (Reserves)					
Well 4 Construct	360,000				
Fencing for Reservoir (Benchlands)	45,000				
Chlorine Booster Pump	60,000				
Water Truck w/crane	60,000				
Water Feasibility		100,000			
Fernwood Watermain		150,000			
Water Well Design			500,000		
AC Line Trailer Park				150,000	
Gen Set					500,000
New Well					5,000,000
Total Water Department	525,000	250,000	500,000	150,000	5,500,000
Sewer (Reserves)					
Air Valves (2019 Project)	50,000				
Scada/ 9 Lift Stations/ Software + Radio	50,000				
Confined Space Winch (2019 Project)	11,500				
Outfall NHC initial report/Outfall Cascade	92,133				
Outfall NHC permanent fix - Emergency Fund 20%	200,000				
Liftstation Pump Replace and Rebuild Industrial Park	22,000				
Inflow/Infiltration Study		50,000			
Walnut Lift Station		100,000			
Frontier Drainage			100,000		
Liftstation #1 Move			200,000		
Inflow/Infiltration Repair				200,000	
Total Sewer Department	425,633	150,000	300,000	200,000	-
Total Capital Expenditures	6,190,570	807,500	9,187,500	1,517,500	5,667,500

VILLAGE OF PEMBERTON

BYLAW No. 881, 2020

A bylaw for the levying of annual tax rates for Municipal, Regional District and Sea to Sky Regional Hospital District purposes for the year 2020.

The Council of the Village of Pemberton, in open meeting assembled, enacts as follows:

1. The following rates are hereby imposed and levied for the year 2020:
 - (a) For all lawful general purposes of the municipality on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in column "A" of Schedule "A" attached hereto and forming a part hereof.
 - (b) For purposes of the Squamish-Lillooet Regional District on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in column "B" of Schedule "A" attached hereto and forming a part hereof.
 - (c) For purposes of the Sea to Sky Regional Hospital District on the assessed value of land and improvements taxable for hospital purposes, rates appearing in column "C" of Schedule "A" attached hereto and forming a part hereof.
2. The minimum amount of taxation upon a parcel of real property shall be One Dollar (\$1.00).
3. This bylaw may be cited as the "Village of Pemberton Annual Tax Rates Bylaw No. 881, 2020."

READ A FIRST TIME this ____ day of May, 2020.

READ A SECOND TIME this ____ day of May, 2020.

READ A THIRD TIME this ____ day of May, 2020.

ADOPTED this ____ day of May, 2020

Mike Richman
Mayor

Sheena Fraser
Corporate Officer

**Village of Pemberton
Schedule "A"
Bylaw No. 881, 2020**

2020 Tax Rates

Tax Rates (dollars of tax per \$1,000 taxable value)
--

PROPERTY CLASS	A General Municipal (Includes Reserves & CIOF)	B Regional District (RD)	C Sea to Sky Regional Hospital District (STSRHD)
1 Residential	1.5708	1.0040	0.0295
2 Utility	8.8355	5.6525	0.1033
5 Light Industry	5.3406	3.4136	0.1003
6 Business/Other	3.5342	2.2590	0.0723
8 Rec/Non-Profit	1.5708	1.0040	0.0295
9 Farm	1.5708	1.0040	0.0295

*The rate for those properties that were included in the 2011 Boundary Extension (Order in Council No. 165) under Class 2 (Utility), is set each year as per Sections 5 and 6 of the Taxation (Rural Area) Act Regulation, BC Reg. 387/82. The rate established for 2019 is \$3.94 per \$1,000 of actual value of property.

VILLAGE OF PEMBERTON

BYLAW No. 882, 2020

A bylaw to amend the Village of Pemberton Sewer Rates Bylaw No. 861, 2019.

WHEREAS it is deemed necessary to amend the rates and charges and billing system for the use of the Sanitary Sewer System to meet increased operational costs of the system;

NOW THEREFORE the Council of the Village of Pemberton, in open meeting assembled, enacts as follows:

1. Schedule "A" of, Amendment Bylaw No. 861, 2019 is hereby deleted and replaced with a new Schedule "A" which is attached hereto and forms part of this bylaw, and which takes effect on January 1, 2020.
 - c) Utility billing is done on an annual basis providing residents the option to pay monthly, quarterly or annually before the tax due date of the billing year.
 - d) A 10% penalty will be added to such rates, rents and charges remaining unpaid after the tax billing due date of the billing year.
2. This bylaw may be cited for all purposes as the "Village of Pemberton Sanitary Sewer System Regulation Connection and Rates Amendment Bylaw No. 882, 2020."

READ A FIRST TIME this _____ day of May, 2020.

READ A SECOND TIME this _____ day of May, 2020.

READ A THIRD TIME this _____ day of May, 2020.

ADOPTED _____ day of May, 2020.

Mike Richman
Mayor

Sheena Fraser
Corporate Officer

VILLAGE OF PEMBERTON
Bylaw No. 882, 2020
Schedule "A"

2020 Annual Sewer Rates		
Flat Rates (Billed Annually)		
		2020
	<u>Domestic</u>	
1. Seniors housing projects		\$ 355.99
2. Single family dwellings		\$ 543.10
-In addition, per residential suite in a S/F dwelling		\$ 271.41
3. Apartments/Duplexes/Multi-family dwellings/& trailers - per unit		
-under 1,000 sq. ft.		\$ 355.99
-over 1,000 sq.ft		\$ 543.10
4. Bed & Breakfast service, guest/rooming house		\$ 776.35
-in addition, per rental room for > 2 rooms		\$ 125.39
- in addition, per residential suite		\$ 271.41
5. Swimming Pool		n/a
	<u>Commercial</u>	
1. Motels, Hotels, Inns, Lodges		\$ 781.08
- per room (with or without bath)		\$ 108.40
- per room (with kitchen)		\$ 125.39
- for each pool &/or hot tub		n/a
2. Strata Hotel		\$ 781.08
- per room (with or without bath)		\$ 108.40
- per room (with kitchen)		\$ 125.39
- per room (with kitchen and laundry)		\$ 271.41
- laundry facility		\$ 310.15
- for each pool or hot tub		n/a
3. Beauty parlours and barber shops (per chair)		\$ 662.93
4. Cafe, restaurant, coffee shop or dining room		
-40 seats maximum (including seasonal/outdoor seating)		\$ 1,645.49
-over 40 seats		\$ 2,442.74
5. Food & Beverage preparation facilities < 1000 sq. ft.		\$ 662.93
-total area = 1,000 - 2,000 sq. ft.		\$ 993.99
-total area = > 2,000 sq. ft.		\$ 1,325.57
6. Medical/Dental Practice - one practitioner		\$ 1,066.71
- per additional practitioner		\$ 533.35
7. Retail stores, < 1000 sq. ft.		\$ 662.93
- > 1000 sq. ft.		\$ 1,656.34
8. Banks, offices < 1,000 sq. ft.		\$ 743.74
- > 1,000 sq. ft.		\$ 2,252.13
9. Service stations, garages, card locks, etc.		\$ 1,493.61
-in addition - for unmetered vehicle wash facility		n/a
10. Laundries - for each washing machine		\$ 310.15
(or minimum annual charge)		\$ 1,551.86
11. Unmetered industrial/commercial usage		\$ 1,086.22
12. Beverage rooms, lounges, pubs		\$ 2,487.05
13. Greenhouse or Nursery (adjusted seasonal rate)		\$ 662.93
14. Water Bottling - unmetered		\$ 662.93

VILLAGE OF PEMBERTON
Bylaw No. 882, 2020
Schedule "A"

		<u>Institutions</u>	
		1. Schools, per classroom	\$ 873.60
		2. Churches (flat rate)	\$ 662.93
		3. Hospitals, Emergency Services Stations	\$ 1,833.30
		-hospitals, in addition per bed	\$ 147.97
Metered Rates (Billed Quarterly)			
1. Inside Municipal Boundaries - Statutory Declaration Program			
		a) Residences with Suite	
		Fixed Quarterly Meter Charge	\$ 30.85
		Plus Volumetric Rate (m3)	\$ 1.12
		b) Industrial/Commercial Users	
		Fixed Rate (under 300m3)	\$ 231.63
		Volumetric Rate (m3 after 300m3)	\$ 1.18
		c) Industrial/Commercial Users	
		Flat Rate (for Units with non-functioning or no meters)	\$ 296.43
		d) *Bulk Sewer Rate (m3)	\$ 4.78
2. Outside Municipal Boundaries			
		a) Residential/Commercial/Industrial	
		Fixed Rate (under 300m3)	\$ 274.49
		Volumetric Rate (m3 after 300m3)	\$ 1.52
		b) Residential/Commercial/Industrial	
		Flat Rate (for Units with non-functioning or no meters)	\$ 258.50
*Large bulk sewer disposals require individual negotiated agreements.			

**VILLAGE OF PEMBERTON
BYLAW No. 884, 2020**

A bylaw to amend the Village of Pemberton Water Rates Bylaw No. 805, 2016.

WHEREAS it is deemed necessary to amend the rates and charges and billing system for waterworks services to meet increased operational costs of the system;

NOW THEREFORE the Council of the Village of Pemberton, in open meeting assembled, enacts as follows:

1. Schedule "A" of Bylaw No. 232, 1989, Amendment Bylaw No. 805, 2016 is hereby deleted and replaced with a new Schedule "A" which is attached hereto and forms part of this bylaw and which takes effect on January 1, 2020.
2. Billing
 - a) Utility billing is done on an annual basis and is due with property taxes on the property tax due date.
 - b) A 10% penalty will be added to such rates, rents and charges remaining unpaid after the property tax due date.
3. This bylaw may be cited for all purposes as the "Village of Pemberton Water Regulation Connection and Rates Bylaw No. 232, 1989, Amendment Bylaw No. 884, 2020."

READ A FIRST TIME this _____ day of May, 2020.

READ A SECOND TIME this _____ day of May, 2020.

READ A THIRD TIME this _____ day of May, 2020.

ADOPTED this _____ day of May, 2020.

Mike Richman
Mayor

Sheena Fraser
Corporate Officer

VILLAGE OF PEMBERTON
Bylaw No. 884, 2020
Schedule "A"

VILLAGE OF PEMBERTON		
Water Rates 2020		
		2020
Flat Rates (Billed Annually)		
	<u>Domestic</u>	
	1. Seniors housing projects	\$ 389.45
	2. Single family dwellings & trailers	\$ 593.45
	-In addition, per residential suite in a S/F dwelling	\$ 296.71
	3. Apartments/Duplexes/Multi-family dwellings - per unit	
	-under 1,000 sq. ft.	\$ 389.45
	-over 1,000 sq. ft.	\$ 593.45
	4. Bed & Breakfast service, guest/rooming house	\$ 1,000.54
	-in addition, per rental room for > 2 rooms	\$ 198.53
	- in addition, per residential suite	\$ 297.14
	5. Swimming Pool	\$ 108.47
	<u>Commercial</u>	
	1. Motels, Hotels, Inns, Lodges	\$ 889.44
	- per room (with or without bath)	\$ 131.34
	- per room (with kitchen)	\$ 175.27
	- for each pool &/or hot tub	\$ 186.57
	2. Strata Hotel	\$ 889.44
	- per room (with or without bath)	\$ 131.34
	- per room (with kitchen)	\$ 175.25
	- per room (with kitchen and laundry)	\$ 218.96
	- laundry facility	\$ 224.42
	- for each pool or hot tub	\$ 186.57
	3. Beauty parlours and barber shops (per chair)	\$ 654.87
	4. Cafe, restaurant, coffee shop or dining room	
	-40 seats maximum (including seasonal/outdoor seating)	\$ 1,210.68
	-over 40 seats	\$ 1,796.88
	5. Food & Beverage preparation facilities < 1000 sq. ft.	\$ 654.87
	-total area = 1,000 - 2,000 sq. ft.	\$ 982.14
	-total area = > 2,000 sq. ft.	\$ 1,309.38
	6. Medical/Dental Practice - one practitioner	\$ 654.87
	- per additional practitioner	\$ 327.27
	7. Retail stores, < 1000 sq. ft.	\$ 639.12
	- > 1000 sq. ft.	\$ 1,342.78
	8. Banks, offices < 1,000 sq. ft.	\$ 717.18
	- > 1,000 sq. ft.	\$ 1,656.90
	9. Service stations, garages, card locks, etc.	\$ 960.75
	-in addition - for unmetered vehicle wash facility	\$ 1,790.49
	10. Laundries - for each washing machine	\$ 224.42
	(or minimum annual charge)	\$ 1,122.49
	11. Unmetered industrial/commercial usage	\$ 2,008.56
	12. Beverage rooms, lounges, pubs	\$ 1,829.53
	13. Greenhouse or Nursery (adjusted seasonal rate)	\$ 1,048.18
	14. Water Bottling - unmetered	\$ 2,008.56
	15. Weekly Hydrant Connection - Building Development (unmetered) *plus damage deposit	\$ 46.35

VILLAGE OF PEMBERTON
Bylaw No. 884, 2020
Schedule "A"

<u>Institutions</u>		
1.	Schools, per classroom	\$ 642.49
2.	Churches (flat rate)	\$ 639.12
3.	Hospitals, Emergency Services Stations	\$ 1,348.80
	-hospitals, in addition per bed	\$ 108.84
Metered Rates (Billed Quarterly)		
1. Inside Municipal Boundaries - Statutory Declaration Program		
a) Residences with Suite		
	Fixed Quarterly Meter Charge	\$ 27.93
	Plus Volumetric Rate - first 65 m3 (per m3)	\$ 1.40
	Plus Volumetric Rate - after 65 m3 (per m3)	\$ 3.15
b) Industrial/Commercial Users		
	Fixed Quarterly Meter Charge	\$ 142.68
	Volumetric Rate	\$ 1.17
c) Industrial/Commercial Users		
	Flat Rate (for Units with non-functioning or no meters)	\$ 402.05
d) *Bulk Water Rate		
	Connection Fee	\$ 25.00
	plus rate per (m3)	\$ 4.56
2. Outside Municipal Boundaries		
a) Residential/Commercial/Industrial		
	Fixed Quarterly Meter Charge	\$ 35.90
	Plus Volumetric Rate - first 65 m3 (per m3)	\$ 1.44
	Plus Volumetric Rate - after 65 m3 (per m3)	\$ 3.80
b) Residential/Commercial/Industrial		
	Flat Rate (for Units with non-functioning or no meters)	\$ 1,002.18
3. PNWS Bulk Water Supply Service Agreement		
	**This rate has been negotiated and is included in a separate agreement	
*Large bulk water purchases and sewer disposals require individual negotiated agreements where the annual quantity of water purchased by a single bulk customer exceeds 50,000 m3, and the Village has executed a Water Supply Service Agreement with the bulk water supply customer.		

From: no-reply@webguidecms.ca on behalf of [Village of Pemberton](#)
To: [Sheena Fraser](#); [Nikki Gilmore](#); [Elysia Harvey](#)
Subject: Website Submission: Write to Mayor & Council - pemberton.ca
Date: Sunday, April 26, 2020 9:34:01 PM

Village of Pemberton - Website Submission: Write to Mayor & Council - pemberton.ca

Website Submission: Write to Mayor & Council - pemberton.ca

Form Submission Info

First Name: David

Last Name: Blake

Street Address: [REDACTED]

PO Box:

Town/City: Pemberton

Province: BC

Postal Code: V0N 2L0

Phone Number: [REDACTED]

Email: [REDACTED]

Please attach any related documents (if applicable):

Message to Mayor & Council: Hi - I would like to know what the muni's stance is with regards to the introduction of 5G technology in our neighbourhoods. What companies have asked to install antennas and what documentation have they provided to ensure and guarantee this is safe technology? I know it is being installed in Whistler - what steps are you taking to protect the Pemberton community? Are there any studies that have been conducted by researchers that are not funded by the telecommunications industry that are reputable and independent sources? Looking forward to your response. David Blake

From: Niki Vanker [REDACTED] >

Sent: April 28, 2020 8:30 AM

To: VoP Admin <admin@pemberton.ca>; Amica Antonelli <AAntonelli@pemberton.ca>; Leah Noble <LNoble@pemberton.ca>; Ryan Zant <RZant@pemberton.ca>; Ted Craddock <TCraddock@pemberton.ca>; Mike Richman <mrichman@pemberton.ca>

Subject: Tiyata covenant removal response

To Mayor and Council,

Does Pemberton need below-market housing or community gardens? Not according to council's decision last week to remove a covenant that required these amenities on part of the Tiyata lands. It was in response to a last minute request by the current owners who are trying to sell to an unidentified party that doesn't want to put those amenities there, and requires the covenant removed within a week in order to buy. It was done without knowing what they want to build there (no application submitted, no description, not even a proper map). It was done with a recommendation by our consultant planner who was quoted in last week's Pique article first saying the potential buyer 'seeks to develop the land for **non-residential purposes**' and then saying 'If the landowner eventually wanted to **pursue residential development** on the site ...we would be in a position, absolutely to secure whatever amenities we saw fit', and finally saying that in fact after a walk through the lot it is not really optimal for that use anyways. Councillor Antonelli raised many valid questions but no one, not even the mayor, was interested in supporting her motion for more details or a more creative solution.

Why is staff and the majority of council so quick to let go things our community desperately needs? And at the simple request from the owner based on wanting to sell the land to an undisclosed party for undisclosed, 'non-residential' purposes? What if the land sale falls through - guess what, covenant is still gone.

I have a problem with how the concerns of community members and tax payers seem to be put aside when not convenient to developers. Someone negotiated that covenant back when Tiyata was first setting out to develop the land, and they must have believed it to be a 'good deal' at the time. Why do we now turn around and say it is not really a good place for these amenities as soon as it is inconvenient to the land owner?

Benchlands is coming and seems to be going down a similar path. Years ago we paid for a consultant to help build our neighbourhood concept plan, which included a second road in/out of a large development area. Now the developers are finding it inconvenient, expensive even, and we are being told (by the same consultant!) it is not a good use of the land and should be scrapped.

It seems to me there is a lack of critical thought by council of the planning advice they are given, and no interest in the concerns raised by the one member of council with an actual career in planning.

Niki Vanker

c: [REDACTED]

[REDACTED], Pemberton

From: Dennis Schafer <dks@stickandstone.ca>

Sent: April 30, 2020 2:15 PM

To: info@cumberland.ca

Subject: Letter of Support

Dear Mayor and Council,

Stick & Stone Cannabis Co. is a wee Ma & Pa cannabis retail shop located in Fernie BC. Due to current stressors and frustrations, we have collaborated with ACCRES to outline two requests for change to the current regulations that will further the safety measures designed to protect our communities in BC during these trying times and we ask for your support presenting these recommendations to the province.

- 1) Online Sales
- 2) Direct Delivery

As owners of a licensed cannabis retail shop, we have been continuously evolving our operations to ensure the safety of the community as new information about COVID-19 becomes available. We have a wide range of customers many who are predominately middle-aged and elderly who purchase our products for both recreational and medical use.

With our recommended adjustments to the current regulations that were designed for a pre-pandemic world, we would be able to continue to safely provide much-needed products to our at-risk customers who are unable to leave the house, ensure a contactless experience for those who are able to visit the store for curbside pickup and keep our staff safe.

Here is an example of the challenges our current customers are facing because they are not able to pay for our products online during COVID-19:

We received a phone call asking if a curbside pick-up was available by a customer of ours who was elderly. They were in desperate need of a product and the delivery times to order from the BC Cannabis Store were too lengthy. We informed them that we carried the product and would do our best to provide a contactless interaction but they would have to tap our terminal and the wireless system may not register outside.

When the customer arrived their vulnerability was apparent. They were approximately 90 years old with a compromised immune system, so becoming infected would likely result in their death. In order to keep them safe while accepting their payment and providing their product we were forced through the following process:

1. We tried to use the tap feature by pressing the terminal against their car window. This did not work due to card issues.
2. We then bleached the terminal and passed it through a small gap in the window so that the customer could complete the transaction.
3. The product was then left on the hood of their car for them to collect when they felt safe to do so.

Even though the utmost precautions are being taken, it is extremely stressful to force customers to go through these processes that could easily be avoided if we were able to use available technology like online payment systems.

There are processes in place for the legal online purchase and delivery of alcohol in BC as well as cannabis in other provinces which have been effective at keeping their communities safe. We are asking for the same considerations.

I can not stress enough how vital allowing online payments and delivery to be available in BC is to our communities and retailers!! When you have someone's life in your hands, you want to have the safest measures in place.

PLEASE ENDORSE THIS LETTER OF SUPPORT

Thank you for your time,

--

Dennis Schafer

Stick & Stone Cannabis Co.

250.430.7848

stickandstone.ca

To Minister Farnworth, Solicitor General,

In response to the ongoing COVID-19 public health emergency, the *Association of Canadian Cannabis Retailers* (ACCRES) recognizes the Government of British Columbia for evolving policy to allow for regulated cannabis stores to accept product reservations online and over the phone. This change in regulatory framework will reduce the amount of time consumers have to spend in stores amid the COVID-19 crisis. The status of cannabis retail as an essential service is a recognition of the contributions of these small businesses to the general public. We believe it is appropriate to equip provincial license holders with proactive tools that will allow for them to better protect public health, bolster the legal cannabis market and ensure that these small business remain economically viable for the duration of the crisis.

ACCRES membership would like to see further proactive measures enacted that would further protect both public health and essential workers through these trying times. In supplement to "click and collect"/over the phone ordering, we request that the government enact and support two further regulatory changes to cannabis retail regulations. These measures would be effective in supporting the social and physical distancing measures recommended by public health authorities:

- Online Payment
- Direct Delivery

Online Payment

In the interest of balancing public health, along with our customers' need to access legal cannabis, and the long-term economic health of our members, we propose that the Government of British Columbia allow retailers to sell their products online or by phone and collect payment in advance.

Allowing for payment in advance avoids the major point of contamination in a "click and collect" transaction: the requirement to accept cash or interact with the payment processing machine. Pre-payment would reduce contact in store to the absolute minimum, and would facilitate the best possible circumstances for social distancing. This measure would serve to better protect both staff and customers during in store transactions.

Direct Delivery

In further support of social distancing and to accommodate those that are unable to leave their homes due to being immunocompromised or in self isolation, we ask that delivery be allowed directly to customers from the regulated private retailer of their choice. ACCRES believes the best way to ensure continuity of service in these circumstances while minimizing exposure is to allow already trained and security screened staff of private retailers to deliver orders directly to customers. Direct delivery is currently available to the residents of Saskatchewan and Ontario via provincially licensed retailers. ACCRES proposes that these existing regulations be adapted for the BC sector. Contactless age verification is as simple as requiring the upload of photo ID at the time of purchase. The ID can then be matched to the individual receiving the delivery while maintaining a distance of two meters.

Providing greater access to regulated cannabis is vital to protecting public health and safety, and to destabilizing the illicit market - both key aims of the Cannabis Act and provincial regulations. Due to the convenience the illicit market operators continue to be able to offer through direct delivery, legal sales

in BC are tens of millions of dollars behind projected targets in BC. Direct delivery from licensed private cannabis stores conducted in compliance with all health and safety standards provides local communities with an essential and regulated touchpoint that can act as a resource for education and responsible use.

ACCRES believe that by allowing these measures, cannabis retailers will be best equipped to protect public health and safety, while also ensuring the continued operations of independent cannabis retailers that provide access to safe and regulated products. These measures will allow essential services to continue without unnecessarily endangering public health, and we believe these measures will strengthen BC's overall response to the COVID-19 pandemic and the legal cannabis industry in this province.

Sincerely,

Jaclynn Pehota Special Advisor
Association of Canadian Cannabis Retailers (ACCRES)
778.772.4343
Jaclynn@accres.ca

On Behalf of:

ACCRES Board of Directors: Geoff Dear Andrew Gordon Matthew Greenwood Jeremy Jacob Alfred Schaefer Laurie Weitzel

ACCRES Advisory Board: Dr. Rielle Capler, MPA, PhDDr. Ivan Casselman PhDRosy Mondin, LL.B, B.A. (Criminology) Adolfo Gonzales Bert Hick Andrew Livingston Sophie Mas Jonathan Page, Adjunct Professor UBC, CSO Aurora Cannabis Heather TaylerDr. Zachary Walsh, PhDTina Zlati

To Honorable Mayor and Council,

Attached is a letter from the Association of Canadian Cannabis Retailers (ACCRES) membership to the Solicitor-General, Hon. Mike Farnworth, calling on the government of British Columbia to further modify cannabis retail regulations in support of physical distancing during the COVID-19 health emergency. ACCRES is seeking your endorsement in support of these measures, which we believe are in line with what other jurisdictions across Canada are adopting.

ACCRES is specifically calling on BC to follow the recent move by Ontario, which in response to COVID-19 has moved to allow private cannabis retailers to take online payment and make door-to-door delivery of cannabis products. Both Saskatchewan and now Ontario have allowed online payment and direct delivery with no significant complications or negative consequences, and we believe these regulatory changes are appropriate for BC as well.

We believe that many municipal governments in BC could stand to benefit from these changes, as they will hopefully reduce in-store traffic and lineups caused by physical distancing requirements for essential retailers like cannabis stores. This should further reduce the chances of spreading COVID-19, something we believe should be the ultimate priority of any regulated system right now.

Finally, we believe this measure is important in allowing licensed, regulated, and tax-compliant retailers a means of competing with unregulated retailers, who are currently quite openly selling cannabis on-line or offering in-person delivery options. With municipal resources currently very constrained and bylaw officers unable to enforce against these proliferating operators, we believe offering these options to regulated retailers could help compliant businesses to compete them out of the market instead.

ACCRES ask that you endorse these initiatives in support of regulated cannabis retailers' efforts to continue serving their customers in a way that protects public health to the greatest extent possible.

Sincerely,

Jaclynn Pehota
Special Advisor
Association of Canadian Cannabis Retailers (ACCRES)
7787724343
Jaclynn@accres.ca

On Behalf of:
ACCRES Board of Directors:
Geoff Dear
Andrew Gordon
Matthew Greenwood
Jeremy Jacob
Alfred Schaefer
Laurie Weitzel

ACCRES Advisory Board:
Hilary Black
Dr. Rielle Capler, MPA, PhD
Dr. Ivan Casselman PhD
Rosy Mondin, LL.B, B.A. (Criminology)
Adolfo Gonzales
Bert Hick
Andrew Livingston
Sophie Mas
Jonathan Page, Adjunct Professor UBC
Heather Tayler
Tina Zlati



HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

Patrick Weiler

Member of Parliament

West Vancouver-Sunshine Coast-Sea to Sky Country

April 21, 2020

Dear Friends & Neighbours,

We recognize that COVID-19 is having a disproportionate impact on vulnerable Canadians, many of whom are at a greater risk of suffering from the health, social and economic effects of the pandemic. For many Canadians who were already struggling, it is even harder now, and they are turning more and more to charities and non-profit organizations for help.

In response to this challenge, our Government announced an investment of \$350 million to support vulnerable Canadians through charities and non-profit organizations that deliver essential services to those in need. This **Emergency Community Support Fund** will help community organizations adapt frontline services for vulnerable Canadians – such as seniors, people with disabilities, veterans, newcomers, women, children and youth, LGBTQ2 people, Indigenous people and racialized people – to the challenges of COVID-19.

It will support a variety of activities, such as:

- Increasing volunteer-based home deliveries of groceries and medications
- Providing transportation services, like accompanying or driving seniors or persons with disabilities to appointments
- Scaling up help lines that provide information and support
- Helping vulnerable Canadians access government benefits
- Providing training, supplies, and other required supports to volunteers so they can continue to make their invaluable contributions to the COVID-19 response
- Replacing in-person, one-on-one contact and social gatherings with virtual contact through phone calls, texts, teleconferences, or the Internet

The Emergency Community Support Fund's national partners will leverage existing community-based networks, including those in rural and remote communities to ensure a rapid and effective flow of funds in line with local community needs. Such partners include United Way Centraide Canada, the Canadian Red Cross and Community Foundations of Canada. The networks of those partners stretch across the country. Their local offices and agencies understand local issues and many are already funding community organizations to respond to COVID-19.

Constituency Ottawa

6367 Bruce Street Suite 282, Confederation Building

West Vancouver 229 Wellington Street, Ottawa

British Columbia V7W 2G5 Ontario K1A 0A6

Tel.: 604-913-2660 | Fax.: 604-913-2664 Tel.: 613-947-4617 | Fax.: 613-847-4620

Community organizations will be able to apply for funds through the national partners or their local entities. The partners and their networks are working as quickly as possible to set up application processes. Community organizations should check the websites of the United Way Centraide Canada, the Canadian Red Cross and Community Foundations of Canada to learn more about how and when they will be able to apply.

- <http://www.unitedway.ca/blog/covid-19-government-of-canada-announces-350m-emergency-community-support-fund>
- <https://www.communityfoundations.ca/initiatives/responding-to-covid-19/>
- <https://www.redcross.ca/about-us/media-news/news-releases/joint-statement-canadian-red-cross-community-foundations-of-canada-united-way-centraide-canada>

With these further supports, we are making sure vulnerable Canadians feeling the financial and social impacts of COVID-19 can get the help they need, when they need it most. Our Government will continue to have the backs of organizations helping Canadians get through this difficult time.

Sincerely,

A handwritten signature in blue ink, appearing to be 'P. Weiler', written in a cursive style.

Patrick Weiler, MP
West Vancouver-Sunshine Coast-Sea to Sky Country

Child Find

BRITISH COLUMBIA

Serving British Columbia Since 1984
Provincial Toll Free: 1.888.689.3463 www.childfindbc.com

April 23, 2020

Dear Mayor and Councilors,

Re: Proclamation for National Missing Children's Month and Missing Children's Day

I write today on behalf of Child Find British Columbia. Child Find BC requests that your local government proclaim May as Missing Children's Month and May 25th as missing Children's Day.

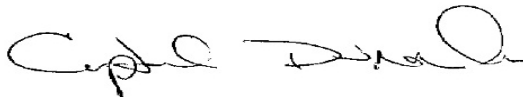
Child Find BC provides "ALL ABOUT ME" ID Kits with child finger printing and photos, to at no cost to families and Child Find BC hosts these Child Find ID Clinics throughout BC. Child Find BC provides education, including public speakers, literature and tips for families to assist them in keeping all of our children safe.

We hope that you will raise this proclamation for consideration to your Council and your community at your next meeting.

Most recent reporting from the RCMP show that over 6,800 cases of missing children were reported in British Columbia and over 40,000 cases in Canada. Through the support of municipal governments like yours we are able to educate and bring awareness to thousands of BC families on this important issue.

Thank you so much for your consideration of this request and your continuing commitment to Community Services in BC and the children and families of BC. If you have any questions regarding this request please contact the Child Find BC office at 1-888-689-3463.

Yours truly,



Crystal Dunahee President, Child Find BC

Victoria Office

2722 Fifth Street, 208
Victoria, BC V8T 4B2
(250) 382-7311
Fax (250) 382-0227
Email:
childvicbc@shaw.ca

"A charitable non-profit organization working with searching families and law enforcement to reduce the incidence of missing and exploited children."

*A Missing Child is
Everyone's
Responsibility*



If you or your organization would like to host an "All About Me" ID clinic, have an idea for an event in your community or would like literature and information on becoming a member and supporter of Child Find BC, please call us at 1-888-689-3463.

Your Letterhead here

National Missing Children’s Month and Missing Children’s Day

WHEREAS Child Find British Columbia, a provincial member of Child Find Canada is a non-profit, registered charitable organization, incorporated in 1984; **AND**

WHEREAS The Mandate of Child Find British Columbia is to educate children and adults about abduction prevention; to promote awareness of the problem of missing children, and to assist in the location of missing children; **AND**

WHEREAS Child Find has recognized Green as the colour of Hope, which symbolizes a light in the darkness for all missing children; **AND**

WHEREAS Child Find’s annual Green Ribbon of Hope Campaign will be held in the month of May and May 25th is National Missing Children’s Day; **AND**

THEREFORE BE IT RESOLVED THAT

I, (Mayors Name) of the (city, town, municipality), do hereby proclaim May as Child Find’s Green Ribbon of Hope month and May 25th as National Missing Children’s day. I urge our citizens to wear a green ribbon as a symbol of Hope for the recovery of all missing children; and to remain vigilant in our common desire to protect and nurture the youth of our Province.

_____ Mayor

Signed at _____ this _____ day of May, 2020

April 15, 2020

The Honourable Bill Morneau
Minister of Finance
House of Commons
Ottawa, ON K1A 0A6

Dear Minister Morneau,

Re: Interest Charged on Deferred Mortgage Payments

On behalf of Council we want to convey our citizens significant concern, frustration and frankly disgust at the way mortgage providers, particularly the big banks are charging interest and delayed payment fees for deferred mortgage payments.

Citizens in our community are deeply troubled and trying to navigate how they will provide for their family in the coming months, into the future, and when the economy is in a recovery phase. Council appreciates your request to financial institutions to provide mortgage deferral options to customers who are financially unstable as a result of the pandemic. It's unjust and wrongful, that lending institutions are taking advantage of the unavoidable situation customers find themselves facing and profiting from an emergency. Programs offered force customers to pay exorbitant deferral rates and fees, knowing the customer has no other option to exercise. Across Canada individuals and businesses are being called out and punished for profiteering in this crisis yet our wealthiest institutions stand to profit even more, charging interest on interest.

District of Lake Country Council, community and all Canadians trust that you and your staff will review the situation and put suitable regulations into place to eliminate the financial gain banks, our richest, most profitable and protected companies are incurring as a result of COVID-19.

Sincerely,



James Baker
Mayor

cc: Honourable Carole James, BC Minister of Finance & Deputy Premier
British Columbia Municipalities

LAKE COUNTRY



April 30, 2020

Hon. Minister Selina Robinson
Room 310 Parliament Buildings
501 Belleville St.
Victoria, BC V8V 1X4

Dear Minister Robinson:

RE: Supporting British Columbians during the COVID-19 pandemic

As Mayor of the City of North Vancouver I want to start by thanking you for your tireless work during these difficult times. Residents are appreciative of the work done by the Province to assist individuals, municipalities, and businesses.

As you know, in a letter dated March 23, 2020 to Hon. Premier John Horgan and yourself, a number of Metro Vancouver Mayors including myself asked the Province to expand the Provincial Property Tax Deferment Program to include all property owners.

We have yet to receive a formal reply regarding this request.

On Monday April 27, 2020 at the City's Council meeting, Council members shared their concerns regarding the accessibility of the Provincial Property Tax Deferment Program and the current eligibility stipulations.

Council and staff have received numerous communications from residents who are facing new financial challenges as a result of the ongoing pandemic, and who are not currently eligible to access the Provincial Property Tax Deferment Program. As a result, Council passed the following resolution unanimously:

THEREFORE BE IT RESOLVED THAT the Mayor, on behalf of Council, write to the Provincial government requesting that a Financial Hardship Program be added to the Provincial Property Tax Deferment Program for a limited time, similar to what was introduced in 2009;

AND BE IT FURTHER RESOLVED THAT a copy of this resolution be forwarded to all BC local governments, UBCM, LMLGA and North Shore MLAs and MPs.

Council has requested that if your government is unable to expand the current program to include all property owners, that you consider implementing a Financial Hardship Program similar to the program that was introduced for a limited time following the 2008 economic recession.

An increasing number of experts predict that the COVID-19 pandemic will be more detrimental to the world economy than the 2008 economic recession, and therefore the

addition of a Financial Hardship Program component to the current Provincial Property Tax Deferment Program should be given serious consideration.

Do not hesitate to contact me if you require additional information. I thank you in advance for your consideration.

Yours Truly,



Linda Buchanan
Mayor of the City of North Vancouver

c.c. All B.C. municipal governments
UBCM
LMLGA
Bowinn Ma, MLA for North Vancouver-Lonsdale
Ralph Sultan, MLA for North Vancouver-Capilano
Jane Thornthwaite, MLA for North Vancouver-Seymour
Jordan Sturdy, MLA for West Vancouver-Sea to Sky
Terry Beech, MP for Burnaby North-Seymour
Hon. Johnathan Wilkinson, MP for North Vancouver
Patrick Weiler, MP for West Vancouver-Sunshine Coast-Sea to Sky Country

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*