

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

Agenda for the **Regular Meeting** of Council of the Village of Pemberton to be held Tuesday, July 28, 2020 at 9:00 a.m. in Council Chambers, 7400 Prospect Street. This is Meeting No. 1520.

"This meeting is being recorded as authorized by the Village of Pemberton Video Recording & Broadcasting of Electronically Held Council, Committee, and Board Meetings"

*** 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. 9:00 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	
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 (1) (l) discussions related to progress reports with 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. RISE FROM IN CAMERA AND RECONVENE THE REGULAR MEETING	
6. DELEGATION	
a) Presentation of the 2019 Audited Findings and Financial Statements Darcy Haw, Reginal Assurance Partner, MNP	5
Recommendation: THAT the 2019 Audited Findings and Financial Statements be received.	
a) Veronica Woodruff, Project Manager, Economic Development Collaborative - Update	
7. ADOPTION OF MINUTES	
a) Regular Council Meeting No. 1519, Tuesday, July 14, 2020	29
Recommendation: THAT the minutes of Regular Council Meeting No. 1519, held Tuesday, July 14, 2020, be adopted as circulated.	
8. BUSINESS ARISING FROM THE PREVIOUS REGULAR COUNCIL MEETING	
9. RISE WITH REPORT FROM IN CAMERA	
10. BUSINESS ARISING FROM THE COMMITTEE OF THE WHOLE	
11. COMMITTEE MINUTES - FOR INFORMATION	

12. REPORTS

- a) **Office of the Chief Administrative Officer** 35
- i. **2020 Strategic Priorities - Update**
- Recommendation:** THAT the 2020 Strategic Priorities update be received.
- ii. **UBCM Minister Meeting/Briefs - Discussion** 44
- Recommendation:** THAT Council provide direction with respect to topics for discussion and with which Provincial Ministers for the upcoming UBCM Conference to be held in September.
- iii. **Mayors Task Force on COVID-19 Response and Recovery – Verbal Update**
- iv. **Federation of Canadian Municipalities (FCM) – Municipal Asset Management Program (MAMP) - Verbal Update**
- b) **Corporate & Legislative Services**
- i. **Outstanding Resolution Listing – as at June 30, 2020** 47
- Recommendation:** THAT Council receive the report for information.
- ii. **Council Member Meeting Attendance – Annual Report** 51
- Recommendation:** THAT the Council Member meeting attendance report, dated July 28, 2020, be received for information.
- iii. **Crown Land Tenure Application – Lillooet River Park and Boat Launch (Old Waste Water Treatment Plan at Highway 99)** 54
- Recommendation One:** THAT Council endorse an application to apply for a Crown land tenure for community institutional purposes for the Lillooet River Park also known as: BLOCK A OF DISTRICT LOTS 204 AND 8746, LILLOOET DISTRICT.
- Recommendation Two:** THAT Council endorse an application to apply for a Right of Way licence for community institutional purposes for the Lillooet River Park also known as: RIGHT OF WAY OVER UNSURVEYED CROWN LAND, LILLOOET DISTRICT, SHOWN OUTLINED ON PLAN KAP77620 AND RIGHT OF WAY OVER THAT PART OF LOT 20, DISTRICT LOT 165, LILLOOET DISTRICT, PLAN 883, SHOWN OUTLINED ON PLAN KAP78286, BOTH FILED IN THE LAND TITLE OFFICE AT KAMLOOPS.
- c) **Finance**
- i. **2020 Second Quarter Financial Statements** 60
- Recommendation:** THAT the 2020 Second Quarter Financial Statements be received for information.
- d) **Development Services**
- i. **Development Services 2020 Second Quarter Report** 75
- Recommendation:** THAT the Development Services 2020 Second Quarter Report be received for information.

e) Operations Department

i. Operations Department 2020 Second Quarter Report 79

Recommendation: THAT the Operations Department 2020 Second Quarter Report be received for information.

Recommendation Two: Utility Right-of-Way, Crown Land Tenure Application

THAT Council endorse an application for a utility right of way through a Crown land tenure application, in accordance with the *Land Act*, for the existing Waste Water Treatment Plant outfall pipe, situated on the Lillooet River adjacent to the property #34 -1850 Airport Rd.

ii. Electric Vehicle and Alternative Fuel Infrastructure Deployment Initiative Funding 85

Recommendation: THAT Council allocates \$53,060 in the 2021 annual budget from Community Works Gas Tax funding as a matching contribution towards the purchase and installation of a Direct Current Fast Charger (DCFC) charging station for electric vehicles (EV) to be located at 1380 Aster Street.

f) Recreation Services

i. Recreation Services 2020 Second Quarter Report 87

Recommendation: THAT the 2020 Pemberton & District Recreation Services Second Quarter Report be received for information.

g) Fire Department

i. Fire Department 2nd Quarter Report 94

Recommendation: THAT the 2020 Pemberton Fire Rescue Second Quarter Report be received for information.

13. BYLAWS

a) 2020 Tax Sale Deferral Bylaw No. 886, 2020 113

Recommendation: WHEREAS Ministerial Order M192, issued June 17, 2020, enables municipalities during the Provincial State of Emergency to adopt certain financial bylaws 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 Tax Sale Deferral Bylaw No. 886, 2020 be given First, Second, Third and Fourth and Final Reading.

14. MAYOR'S Report

15. COUNCILLORS' Reports

16. CORRESPONDENCE

a) For Action - NONE

b) For Information

- i. Dave Southam, District Manager, Ministry of Forests, Lands, Natural Resource Operations and Rural Development, dated July 9, 2020, regarding implementation of non-motorized winter recreation zones on Crown Land. 128**
- ii. Ben Pires, dated July 21, 2020, regarding proposed name change, new flag and coat of arms for British Columbia. 131**

Recommendation: THAT the above correspondence be received for information.

17. DECISION ON LATE BUSINESS

18. LATE BUSINESS

19. NOTICE OF MOTION

20. QUESTION PERIOD 134

21. IN CAMERA

THAT the meeting is closed to the public in accordance with the *Community Charter* Section 90 (e) Acquisition, Disposition or Expropriation of lands and (k) Negotiations and related discussions that in the view of Council could reasonably expect to harm the interest of the municipality if they were held in public.

22. MOVE TO IN CAMERA

23. RISE WITH REPORT FROM IN CAMERA

24. ADJOURNMENT OF REGULAR COUNCIL MEETING

Recommendation: THAT the Regular Meeting of Council be adjourned.

Draft – For discussion purposes only

Village of Pemberton
Financial Statements
December 31, 2019

**Village of Pemberton
Contents**

For the year ended December 31, 2019

	Page
Management's Responsibility	
Independent Auditor's Report	
Financial Statements	
Statement of Financial Position.....	1
Statement of Operations and Accumulated Surplus.....	2
Statement of Changes in Net Debt.....	3
Statement of Cash Flows	4
Notes to the Financial Statements	5

Draft – For discussion purposes only

Management's Responsibility

To the Mayor and Council of the Village of Pemberton,

Management is responsible for the preparation and presentation of the accompanying financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian public sector accounting standards and ensuring that all information in the annual report is consistent with the statements. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibilities for the integrity and fairness of the financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of financial statements.

The Mayor and Council are composed entirely of individuals who are neither management nor employees of the Village. The Mayor and Council are responsible for overseeing management in the performance of its financial reporting responsibilities, and for approving the financial statements. The Mayor and Council fulfill these responsibilities by reviewing the financial information prepared by management and discussing relevant matters with management and external auditors. The Mayor and Council are also responsible for appointing the Village's external auditors.

MNP LLP, an independent firm of Chartered Professional Accountants, is appointed by the Mayor and Council to audit the financial statements and report directly to them; their report follows. The external auditors have full and free access to, and meet periodically with, both the Council and management to discuss their audit findings.

July 28, 2020

Chief Administrative Officer

Independent Auditor's Report

To the Mayor and Council of the Village of Pemberton,

Opinion

We have audited the financial statements of the Village of Pemberton (the "Village"), which comprise the statement of financial position as at December 31, 2019, and the statements of operations and accumulated surplus, changes in net debt and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies and other explanatory information.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Village as at December 31, 2019, and the results of its operations, changes in net debt and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Village in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Information

Management is responsible for the other information. The other information comprises the annual report. The annual report is expected to be made available to us after the date of this auditor's report.

Our opinion on the financial statements does not cover the other information and we will not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information identified above when it becomes available and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated.

When we read the annual report, if we conclude that there is a material misstatement therein, we are required to communicate the matter to those charged with governance.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, 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.

In preparing the financial statements, management is responsible for assessing the Village's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Village or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Village's financial reporting process.

Independent Auditor's Report

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Village's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Village's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Village to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Kelowna, British Columbia

July 28, 2020

MNP LLP

Chartered Professional Accountants

Village of Pemberton
Statement of Financial Position

As at December 31, 2019

	2019	2018
Financial assets		
Cash and cash equivalents (Note 2)	5,163,819	6,585,114
Accounts receivable (Note 3)	2,686,733	2,811,382
Municipal Finance Authority debt reserve	97,617	93,849
	7,948,169	9,490,345
Financial liabilities		
Accounts payable and accrued liabilities (Note 4)	1,432,719	952,368
Deferred revenue (Note 5)	1,948,942	1,971,653
Deposits and permits	1,312,806	4,101,153
Long-term debt (Note 6)	4,728,110	5,117,183
	9,422,577	12,142,357
Net debt	(1,474,408)	(2,652,012)
Non-financial assets		
Prepaid expenses	144,498	32,473
Tangible capital assets (Note 7)	31,077,193	25,279,153
	31,221,691	25,311,626
Accumulated surplus (Note 8)	29,747,283	22,659,614
Commitments and contingencies (Note 11)		
Subsequent event (Note 14)		

Mayor

The accompanying notes are an integral part of these financial statements

Village of Pemberton
Statement of Operations and Accumulated Surplus

For the year ended December 31, 2019

	Budget (Note 13)	2019	2018
Revenue			
Government transfers (Note 9)			
Federal and provincial	5,489,400	5,790,712	1,761,890
Other local governments	1,177,186	1,450,320	924,504
Taxation (Note 10)	2,220,877	2,130,070	1,946,489
Water and sewer user rates	1,776,090	2,121,167	1,853,538
Contributions	-	861,832	1,804,534
User charges	2,026,485	558,455	459,400
Other	325,502	423,945	267,783
Penalties and interest income	24,354	83,155	103,046
Investment income	23,033	32,944	44,680
Gain on disposal of tangible capital assets	-	-	4,464
	13,062,927	13,452,600	9,170,328
Expenses			
General government	3,045,483	1,986,424	1,588,001
Fire protection services	680,366	588,320	587,482
Development and planning services	604,913	328,623	383,807
Public works and parks	1,140,171	917,933	812,203
Recreation services	790,653	755,296	-
Water utility	987,302	770,951	743,733
Sewer utility	1,062,331	903,196	907,444
Airport services	113,225	114,188	111,437
	8,424,444	6,364,931	5,134,107
Annual surplus	4,638,483	7,087,669	4,036,221
Accumulated surplus, beginning of year	22,659,614	22,659,614	18,623,393
Accumulated surplus (Note 8)	27,298,097	29,747,283	22,659,614

The accompanying notes are an integral part of these financial statements

Village of Pemberton
Statement of Changes in Net Debt
For the year ended December 31, 2019

	Budget (Note 13)	2019	2018
Annual surplus	4,638,483	7,087,669	4,036,221
Acquisition of tangible capital assets	(6,038,812)	(6,897,320)	(4,390,524)
Gain on disposal of tangible capital assets	-	-	(4,464)
Proceeds on disposition of tangible capital assets	-	-	4,464
Amortization of tangible capital assets	1,065,874	1,099,280	938,093
	(4,972,938)	(5,798,040)	(3,452,431)
Change in prepaid expenses	-	(112,025)	65,819
Decrease in net debt	(334,455)	1,177,604	649,609
Net debt, beginning of year	(2,652,012)	(2,652,012)	(3,301,621)
Net debt, end of year	(2,986,467)	(1,474,408)	(2,652,012)

The accompanying notes are an integral part of these financial statements

Village of Pemberton
Statement of Cash Flows

For the year ended December 31, 2019

	2019	2018
Cash provided by (used for) the following activities		
Operating Activities		
Annual surplus	7,087,669	4,036,221
Items not involving cash included in annual surplus:		
Amortization of tangible capital assets	1,099,280	938,093
Gain on disposal of tangible capital assets	-	(4,464)
Actuarial reduction of debt	(94,480)	(83,438)
Developer and other contributions of tangible capital assets	(4,000)	(863,534)
Change in financial assets and liabilities:		
Accounts receivable	124,649	(1,595,499)
Municipal Finance Authority debt reserve	(3,767)	(525)
Accounts payable and accrued liabilities	480,351	354,524
Deferred revenues	(22,711)	391,728
Deposits	(2,788,347)	2,514,304
Change in non-financial assets:		
Prepays	(112,025)	65,819
	5,766,618	5,753,229
Capital Activities		
Acquisition of tangible capital assets	(6,893,320)	(3,526,990)
Proceeds on disposition of tangible capital assets	-	4,464
	(6,893,320)	(3,522,526)
Financing Activities		
Principal repayments of long-term debt	(359,343)	(349,095)
Advances of long-term debt	64,750	319,030
	(294,593)	(30,065)
Increase (decrease) in cash and cash equivalents	(1,421,295)	2,200,638
Cash and cash equivalents, beginning of year	6,585,114	4,384,476
Cash and cash equivalents, end of year	5,163,819	6,585,114

The accompanying notes are an integral part of these financial statements

Village of Pemberton
Notes to the Financial Statements
For the year ended December 31, 2019

The Village of Pemberton (the "Village") was incorporated as a Village in 1956 under statute of the Province of British Columbia. Its principal activities include the provision of local government services to residents of the incorporated area. These include general government, fire protection, planning and development, recreation, public works, parks and cultural services, water utility, sewer utility, and airport services.

The Village is committed to building and maintaining a village which preserves and enhances the natural environment, heritage and uniqueness of the community. The Village's objectives are to provide open, fair, and responsive government, recognizing the impact of decisions on the residents of the community; to provide opportunities for commerce and industry; and to deliver municipal services in an effective manner at a cost acceptable to the taxpayers.

1. Significant accounting policies

The financial statements of the Village are prepared by management in accordance with Canadian public sector accounting standards as recommended by the Public Sector Accounting Board (PSAB) of CPA Canada. Significant accounting policies adopted by the Village are as follows:

(a) Basis of accounting

The Village follows the accrual method of accounting for revenues and expenses. Revenues are normally recognized in the year in which they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

(b) Property tax revenue

Property tax revenue is recognized at the date property tax notices are issued, based on property assessment values issued by BC Assessment for the current year and tax rates established annually by bylaw. Assessments are subject to appeal and tax adjustments are recorded when the results of appeals are known.

Water and sewer user rates, connection fees, sale of services, interest and penalties are recognized as revenue in the year the related service is provided.

(c) Government transfers

Government transfers are recognized as revenue in the period the transfers are authorized and any eligibility criteria have been met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability and recognized in the statement of operations as revenue as the stipulation liabilities are settled.

Village of Pemberton
Notes to the Financial Statements
For the year ended December 31, 2019

1. Significant accounting policies (continued)

(d) Deferred revenue

Deferred revenue represents development cost charges (DCCs), licenses and other fees which have been collected, but for which the related services or expense have yet to be performed or incurred. These amounts will be recognized as revenues in the fiscal year the services are performed or expenditures incurred.

(e) Investment income

Investment income is reported as revenue in the period earned. When required by the funding government or related Act, investment income earned on deferred revenue is added to the investment and forms part of the deferred revenue balance.

(f) Reserves

Reserves for operating and capital purposes represent amounts reserved either internally or by statute for specific future purposes.

(g) Cash and cash equivalents

Cash and cash equivalents include cash and highly liquid investments with a term to maturity of 90 days or less at acquisition and readily convertible to cash.

(h) Long-term debt

Long-term debt is recorded net of principal repayments and actuarial adjustments.

(i) Liability for contaminated sites

A liability for remediation of a contaminated site is recognized at the best estimate of the amount required to remediate the contaminated site when contamination exceeding an environmental standard exists, the Village is either directly responsible or accepts responsibility, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount is determinable. The best estimate of the liability includes all costs directly attributable to remediation activities and is reduced by expected net recoveries based on information available at December 31, 2019. No Liability has been recorded at December 31, 2019 as no contaminated sites existed.

Village of Pemberton
Notes to the Financial Statements
For the year ended December 31, 2019

1. Significant accounting policies (continued)

(j) Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

(i) Tangible capital assets

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost less residual value of the tangible capital assets, excluding land, are amortized on a straight-line basis over their estimated useful lives as follows:

Asset	Useful life - years
Buildings and building improvements	50
Engineering structures	20-40
Machinery, equipment and vehicles	5-15
Water systems	50
Sewer systems	50

Annual amortization is charged in the year of acquisition. Amortization is charged to the date the asset is sold in the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

(ii) Contributions of tangible capital assets

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.

(iii) Natural resources

Natural resources that have not been purchased are not recognized as assets in the financial statements.

(iv) Works of art and cultural and historic assets

Works of art and cultural and historic assets are not recorded as assets in these financial statements.

(v) Interest capitalization

The Village does not capitalize interest costs associated with the acquisition or construction of a tangible capital asset.

Village of Pemberton
Notes to the Financial Statements
For the year ended December 31, 2019

1. Significant accounting policies (continued)

(j) Use of estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the period.

Significant estimates include assumptions used in estimating provisions for accrued liabilities, estimated useful lives of tangible capital assets, and valuation of accounts receivable.

Liabilities for contaminated sites are estimated based on the best information available regarding potential contamination where the Village is responsible.

(k) Employee future benefits

The Village and its employees make contributions to the Municipal Pension Plan. As this plan is a multi-employer defined benefit pension plan, the Village's contributions are expensed as incurred.

(l) Expenses

Expenses are recognized as they are incurred and measurable based on receipt of goods or services and/or the creation of a legal obligation to pay.

(m) Prepaid expenses

Various items are included in prepaid expenses including insurance and deposits. These items are intended to be included in expenses in the next financial reporting period and as such are not considered financial instruments.

2. Cash and cash equivalents

	2019	2018
Restricted cash and cash equivalents		
Development cost charges	1,108,477	1,353,118
Other	-	25,000
	1,108,477	1,378,118
Unrestricted cash and cash equivalents	4,055,342	5,206,996
	5,163,819	6,585,114

Cash equivalents include investments in Municipal Finance Authority Money Market Fund and term deposits.

Village of Pemberton
Notes to the Financial Statements
For the year ended December 31, 2019

3. Accounts receivable

	2019	2018
Taxes receivable	266,271	371,129
Goods and Services Tax receivable	337,684	154,105
Utilities receivable	73,809	21,026
Trade receivables	2,008,969	2,265,122
	2,686,733	2,811,382

4. Accounts payable and accrued liabilities

	2019	2018
Trade payables and accrued liabilities	1,201,023	834,597
Wages payable	231,151	98,826
Government remittances	545	18,945
	1,432,719	952,368

5. Deferred revenue

	December 31, 2018	Collections	Transfers	December 31, 2019
Development cost charges				
General	528,739	48,112	-	576,851
Water utility	353,780	26,025	(369,379)	10,426
Sewer utility	470,599	50,600	-	521,200
	1,353,118	709,439	(369,379)	1,108,477
Deferred revenue				
Unspent gas tax funding	223,584	334,211	(25,000)	532,795
Deferred grants	17,558	118,261	(3,750)	132,069
Future local improvements	122,157	-	(7,229)	114,928
Prepaid utilities and taxes	64,367	60,673	(64,367)	60,673
Other	190,869	-	(190,869)	-
	618,535	513,145	(291,215)	840,465
	1,971,653	637,883	(660,594)	1,948,942

Gas tax funding is provided by the Government of Canada. The use of the funding is established by a funding agreement between the Village and the Union of British Columbia Municipalities. Gas tax funding may be used towards designated public transit, community energy, water, wastewater, solid waste and capacity building projects, as specified in the funding agreements.

Village of Pemberton
Notes to the Financial Statements
For the year ended December 31, 2019

6. Long-term debt

	2019	2018
Outstanding debt, beginning of year	5,117,183	5,230,686
Issues of debt	64,750	319,030
Repayment of debt	(359,343)	(349,095)
Actuarial reduction of debt	(94,480)	(83,438)
	4,728,110	5,117,183

Bylaw	Year Maturing	% Rate	Cash Payments		Balance Outstanding	
			Interest	Principal	2019	2018
427	2022	3.05	11,375	19,658	142,038	184,949
515	2025	1.80	37,800	77,200	803,011	921,459
580	2036	3.00	35,273	35,939	1,418,069	1,475,609
756	2024	3.00	8,100	22,489	148,195	174,503
776	2040	2.75	33,000	30,809	1,070,143	1,104,301
795	2036	2.10	11,204	19,856	472,163	493,228
747	2019	variable	-	40,000	-	40,000
1433	2020	variable	152	-	71,070	71,070
N/A	2021	variable	1,032	19,298	30,718	50,016
N/A	2021	variable	7,330	30,419	276,518	306,937
N/A	2021	variable	627	5,734	21,918	27,652
N/A	2021	variable	627	5,734	21,918	27,652
N/A	2021	variable	251	2,294	8,767	11,061
N/A	2021	variable	371	3,925	12,842	16,767
N/A	2021	variable	1,253	11,468	43,837	55,305
N/A	2021	variable	3,550	32,493	124,181	156,674
N/A	2024	variable	208	1,088	33,661	-
N/A	2024	variable	180	939	29,060	-
			152,333	359,343	4,728,110	5,117,183

The estimated aggregate repayments on long-term debt over the next five years are as follows:

2020	382,263
2021	352,500
2022	302,693
2023	237,953
2024	196,628

Village of Pemberton
Notes to the Financial Statements
For the year ended December 31, 2019

7. Tangible capital assets

2019	Land	Buildings	Engineering Structures	Machinery, Equipment and Vehicles	Water Systems	Sewer Systems	Assets Under Construction	Total
Cost								
Balance, beginning of year	1,996,062	2,191,199	8,963,298	4,466,421	6,908,512	13,401,023	592,717	38,519,231
Disposals and transfers	-	-	282,114	-	-	-	(282,114)	-
Additions	-	11,289	6,351,434	165,174	29,604	-	339,819	6,897,320
Balance, end of year	1,996,062	2,202,488	15,596,845	4,631,595	6,938,116	13,401,023	650,422	45,416,551
Accumulated amortization								
Balance, beginning of year	-	599,940	3,511,476	2,959,973	1,593,300	4,575,389	-	13,240,078
Amortization reversal on disposal	-	-	-	-	-	-	-	-
Amortization expense	-	63,720	366,392	257,552	144,789	266,827	-	1,099,280
Balance, end of year	-	663,660	3,877,868	3,217,525	1,738,089	4,842,216	-	14,339,358
Net book value, end of year	1,996,062	1,538,828	11,718,976	1,414,070	5,200,028	8,558,807	650,422	31,077,193

Included in tangible capital assets are fully depreciated assets with cost and accumulated amortization of \$3,332,724.

Village of Pemberton
Notes to the Financial Statements
For the year ended December 31, 2019

7. Tangible capital assets (continued)

2018	Land	Buildings	Engineering Structures	Machinery, Equipment and Vehicles	Water Systems	Sewer Systems	Assets Under Construction	Total
Cost								
Balance, beginning of year	1,681,701	2,093,380	5,847,277	4,088,789	6,816,126	13,401,023	221,359	34,149,655
Disposals and transfers	-	-	-	221,359	-	-	(221,359)	-
Additions	314,361	97,819	3,116,020	156,273	92,386	-	592,717	4,369,576
Balance, end of year	1,996,062	2,191,199	8,963,298	4,466,421	6,908,512	13,401,023	592,717	38,519,231
Accumulated amortization								
Balance, beginning of year	-	537,342	3,310,923	2,714,635	1,451,471	4,308,562	-	12,322,933
Amortization reversal on disposal	-	-	-	(20,948)	-	-	-	(20,948)
Amortization expense	-	62,598	200,553	266,286	141,829	266,827	-	938,093
Balance, end of year	-	599,940	3,511,476	2,959,973	1,593,300	4,575,389	-	13,240,078
Net book value, end of year	1,996,062	1,591,259	5,451,822	1,506,488	5,315,212	8,825,634	592,717	25,279,153

Included in tangible capital assets are fully depreciated assets with cost and accumulated amortization of \$3,266,174.

Village of Pemberton
Notes to the Financial Statements
For the year ended December 31, 2019

8. Accumulated surplus

Accumulated surplus consists of individual fund surplus and reserves as follows:

	2019	2018
Surplus		
Invested in tangible capital assets	26,349,083	20,161,971
Unrestricted	1,213,354	894,783
	27,562,437	21,056,754
Non-statutory reserves		
General reserve	102,300	52,150
Reserves set aside by Council		
Centennial building	7,161	7,161
Capital	82,002	410,296
Recreation	720,465	352,287
Fire department	393,832	289,281
Water – general	753,753	429,753
Sewer – general	120,000	40,000
Transit	5,333	21,932
	2,082,546	1,550,710
	29,747,283	22,659,614

9. Government transfers

The government transfers reported on the statement of operations are:

	2019	2018
Federal and provincial grants		
Capital improvements	5,329,552	1,041,825
Social assistance and community development	398,687	390,304
Miscellaneous	37,473	23,297
Gas tax	25,000	306,464
	5,790,712	1,761,890
Other municipalities and regional districts		
Recreation services	913,414	-
Fire protection	321,045	301,090
Other	128,000	557,853
Rescue services	87,861	65,561
	1,450,320	924,504
Total government transfer revenues	7,241,032	2,686,394

Village of Pemberton
Notes to the Financial Statements
For the year ended December 31, 2019

10. Taxation

Taxation revenue, reported on the statement of operations, is made up of the following:

	2019	2018
Municipal and school property taxes levied	5,021,834	4,332,187
Payments in-lieu of taxes	79,865	95,822
	5,101,699	4,428,009
Less transfers to other governments		
Province of B.C. – School taxes	1,511,416	1,254,595
Squamish-Lillooet Regional District	1,127,825	947,233
Policing costs	246,171	205,533
B.C. Assessment Authority	51,097	42,948
Sea to Sky Regional Hospital District	34,893	31,037
Municipal Finance Authority	227	173
	2,971,629	2,481,520
Net taxation revenue available for municipal purposes	2,130,070	1,946,489

11. Commitments and contingencies

- (a) The Village of Pemberton debt is, under the provisions of the Local Government Act, a direct, joint and several liability of the Squamish-Lillooet Regional District and each member municipality within the Regional District, including the Village of Pemberton. The loan agreements with the Regional District and the Municipal Finance Authority provide that if any time the scheduled payments provided for in the agreements are not sufficient to meet the Authority's obligations in respect to such borrowings, the resulting deficiency becomes a liability of the Village.
- (b) The Village and its employees contribute to the Municipal Pension Plan (the Plan), a jointly trusteesd pension plan. The Board of Trustees, representing plan members and employers, is responsible for administering the Plan, including investment of the assets and administration of benefits. The Plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2018, the plan has about 205,000 active members and approximately 101,000 retired members. Active members include approximately 40,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the Plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the Plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the Plan. This rate may be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2018, indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis.

The Village of Pemberton paid \$180,032 (2018 - \$145,054) for employer contributions to the plan in fiscal 2019.

The next valuation will be as at December 31, 2021, with results available in 2022.

11. Commitments and contingencies (continued)

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the Plan.

- (d) From time to time, the Village is brought forth as defendant in various lawsuits. The Village reviews its exposure to any potential litigation, for which it would not be covered by insurance, and assesses whether a successful claim against the Village would significantly affect the financial statements of the Village. Management has determined that potential liabilities, if any, arising from these claims will not be significant to the financial statements.
- (e) The Village is a subscribed member of the Municipal Insurance Association of British Columbia (The "Exchange") as provided by Section 3.02 of the *Insurance Act* of the Province of British Columbia. The main purpose of the Exchange is to pool the risks of liability so as to lessen the impact on any subscriber. Under the Reciprocal Insurance Exchange Agreement the Village is assessed a premium and specific deductible for its claims based on population. The obligation of the Village with respect to the Exchange and/or contracts and obligations entered into by the Exchange on behalf of its subscribers in connection with the Exchange are in every case several, and not joint and several.

12. Segmented information

Segmented information has been identified based upon lines of service provided by the Village. Village services are provided by departments and their activities are reported by functional area in the body of the financial statements. Certain lines of service that have been separately disclosed in the segmented information, along with the services they provide, are as follows:

(i) General government

General government operations provide the functions of corporate administration, finance, human resources, legislative services, building services and maintenance, and any other functions not categorized to a specific department.

(ii) Fire protection services

The Fire department is responsible to provide fire suppression services, fire prevention programs, training and education related to prevention, and detection or extinguishment of fires.

(iii) Development and planning services

Development and planning services work to achieve the Village's goals to maintain and enhance community spirit and vitality and use of public space. It does so through official community plans, urban design, zoning and other policy initiatives.

12. Segmented information (continued)

(iv) Recreation services

Recreation services include various recreational programs, the gym and the parks operations.

(v) Public works and parks

The public works and parks department is responsible for the delivery of municipal public works services related to the planning, development and maintenance of roadway systems, the maintenance of parks and open space, and street lighting.

(vi) Water and sewer utilities

The Village is responsible for environmental programs including the engineering and operation of the potable drinking water and wastewater systems.

(vii) Airport services

The Village operates the Pemberton Regional Airport, collecting landing and lease fees and maintaining the grounds and facilities.

Certain allocation methodologies are employed in the preparation of segmented financial information. Taxation and payments-in-lieu of taxes are allocated to the segments based on the segment's budgeted net expenditure. User charges and other revenue have been allocated to the segments based upon the segment that generated the revenue.

Government transfers have been allocated to the segment based upon the purpose for which the transfer was made. Development charges earned and developer contributions received were allocated to the segment for which the charge was collected.

Village of Pemberton
Notes to the Financial Statements
For the year ended December 31, 2019

12. Segmented information (continued)

2019	General Government	Fire Protection Services	Development & Planning Service	Public Works and Parks	Recreation	Water Utility	Sewer Utility	Airport Services	Total
Revenues									
Taxation	836,380	439,722	138,366	386,494	-	99,985	200,381	28,742	2,130,070
Water and sewer user rates	-	-	-	-	-	1,218,236	902,931	-	2,121,167
User fees	182,666	-	350,573	-	-	-	-	25,216	558,455
Penalties and interest	47,609	-	-	-	-	19,221	16,325	-	83,155
Government transfers	582,578	408,906	-	5,335,534	914,014	-	-	-	7,241,032
Investment income	25,594	-	-	-	3,787	1,232	2,331	-	32,944
Contributions	-	-	-	492,453	-	369,379	-	-	861,832
Other	20,614	14,523	63,286	-	308,125	620	-	16,777	423,945
Gain on disposal	-	-	-	-	-	-	-	-	-
	1,695,441	863,151	552,225	6,214,481	1,225,926	1,708,673	1,121,968	70,735	13,452,600
Expenses									
Wages, salaries and benefits	648,150	308,569	193,088	552,374	330,713	430,511	420,256	46,465	2,930,126
Materials, supplies and contracted services	695,490	268,503	135,535	359,020	424,374	175,101	204,386	13,301	2,275,710
Debt servicing	9,543	11,248	-	6,539	208	20,550	11,727	-	59,815
Amortization	633,241	-	-	-	-	144,789	266,827	54,423	1,099,280
	1,986,424	588,320	328,623	917,933	755,296	770,951	903,196	114,188	6,364,931
Annual surplus (deficit)	(290,983)	274,831	223,602	5,296,548	470,630	937,722	218,772	(43,453)	7,087,669

Village of Pemberton
Notes to the Financial Statements
For the year ended December 31, 2019

12. Segmented information (continued)

2018	General Government	Fire Protection Services	Development & Planning Service	Public Works and Parks	Water Utility	Sewer Utility	Airport Services	Total
Revenues								
Taxation	721,422	348,364	174,362	368,981	99,985	200,381	32,994	1,946,489
Water and sewer user rates	-	-	-	-	1,028,326	825,212	-	1,853,538
User fees	165,490	-	268,610	-	-	-	25,300	459,400
Penalties and interest income	71,822	-	-	-	19,538	11,686	-	103,046
Government transfers	719,471	366,651	-	1,554,000	48,447	-	(2,175)	2,686,394
Investment income	44,185	-	-	-	164	331	-	44,680
Contributions	25,000	39,000	-	1,740,534	-	-	-	1,804,534
Other	26,032	95,571	125,542	1,470	150	914	18,104	267,783
Gain on disposal	-	4,464	-	-	-	-	-	4,464
	1,773,422	854,050	568,514	3,664,985	1,196,610	1,038,524	74,223	9,170,328
Expenses								
Wages, salaries and benefits	583,988	276,585	169,970	420,344	403,021	401,401	40,965	2,296,273
Materials, supplies and contracted services	519,573	299,653	213,837	386,539	174,686	220,707	16,049	1,831,044
Debt servicing	9,426	11,244	-	5,320	24,197	18,509	-	68,696
Amortization	475,014	-	-	-	141,829	266,827	54,423	938,093
	1,588,001	587,482	383,807	812,203	743,733	907,444	111,437	5,134,107
Annual surplus (deficit)	185,421	266,568	184,707	2,852,782	452,877	131,080	(37,214)	4,036,221

Village of Pemberton
Notes to the Financial Statements
For the year ended December 31, 2019

13. Budget data

The budget data presented in these financial statements is based upon the 2019 operating and capital budgets adopted by Council on May 10, 2019. The following table reconciles the approved budget to the budget figures reported in these financial statements.

	Budget amount
Surplus – Statement of Operations	4,638,483
Adjust for budgeted cash items not included in statement of operations	
Capital expenditures	(6,038,812)
Loan proceeds	44,442
Amortization	1,065,874
Reduction in long-term debt	(217,263)
Repayment of obligations under capital lease	(257,039)
Transfers from Statutory Reserves	50,000
Transfers from Non-Statutory Reserves	745,880
Transfers to Non-Statutory Reserves	(812,690)
Transfers from Unrestricted Surplus	781,125
Total adjustments	(4,638,483)
Financial plan balance	-

14. Subsequent event

Subsequent to year-end, there was a global outbreak of COVID-19 (coronavirus) and was declared a pandemic on March 12, 2020 by the World Health Organization, which has had a significant impact on businesses through the restrictions put in place by the Canadian, provincial and municipal governments regarding travel, business operations and isolation/quarantine orders. At this time, it is unknown the extent of the impact the COVID-19 outbreak may have on the Village of Pemberton as this will depend on future developments that are highly uncertain and that cannot be predicted with confidence. These uncertainties arise from the inability to predict the ultimate geographic spread of the disease, and the duration of the outbreak, including the duration of travel restrictions, business closures or disruptions, and quarantine/isolation measures that are currently, or may be put, in place by Canada and other countries to fight the virus.

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

Minutes of the Regular Meeting of Council of the Village of Pemberton held on Tuesday, July 14, 2020 at 5:30 p.m. in Council Chambers, 7400 Prospect Street. This is Meeting No. 1519.

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
Jill Brooksbank, Sr Community Partnership and Communications Coordinator
Lisa Pedrini, Manager of Development Services
Joanna Rees, Planner
Elysia Harvey, Legislative Assistant

PUBLIC: 0

MEDIA: 1

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

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

1. CALL TO ORDER REGULAR MEETING

At 5:33 p.m. Mayor Richman called the Regular 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 presented.

CARRIED

3. ADOPTION OF MINUTES

a) Regular Council Meeting No. 1518, Tuesday, June 30, 2020

Moved/Seconded

THAT the minutes of Regular Council Meeting No. 1518, held Tuesday, June 30, 2020, be adopted as circulated.

CARRIED

4. BUSINESS ARISING FROM THE PREVIOUS REGULAR COUNCIL MEETING

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

5. RISE WITH REPORT

There was no rise with report.

6. BUSINESS ARISING FROM THE COMMITTEE OF THE WHOLE

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

7. COMMITTEE MINUTES - FOR INFORMATION

a) Mayor's Task Force for COVID-19 Response and Recovery Committee Meeting No. 001, Thursday, June 18th, 2020

Moved/Seconded

THAT the minutes of the Mayor's Task Force for COVID-19 Response and Recovery Committee Meeting No. 001, held Thursday, June 18th, 2020, be received for information.

CARRIED

8. DELEGATIONS

There were no delegation presentations.

9. REPORTS

a) Office of the Chief Administrative Officer

i. BC Transit Reserve Allocation – Verbal Report

Moved/Seconded

THAT the BC Transit shared operating reserve of \$10,697, be allocated to the 2020/21 net municipal share of expenses.

CARRIED

ii. Mayor's Task Force on COVID-19 Response and Recovery Update

Moved/Seconded

THAT the Mayor's Task Force on COVID-19 Response and Recovery Update be received for information.

CARRIED

Moved/Seconded

THAT the Mayor's Task Force Opportunities/Issues Identification and Problem-Solving process be approved;

AND THAT the community question for online response to inform the Mayor's Task Force opportunities and issues identification be approved.

CARRIED

b) Development Services

i. Village of Pemberton Plant List 2020

Moved/Seconded

THAT the Village of Pemberton Plant List (July 2020) be approved.

CARRIED

10. BYLAWS

There were no bylaws for reading or adoption.

11. MAYOR'S Report

Mayor Richman commented on the influx of visitors to the area on the July 1st Canada Day holiday as well as the increase in emergency services responses.

Mayor Richman reported on the following meetings and events:

- Staff collaborated with Tourism Pemberton, N'quatqua, Lil'wat Nation, & the Pemberton & District Chamber of Commerce to develop and roll-out the #PembertonPledge initiative;
- The Village has been awarded funding, in the amount of \$3.09 million, from the Community, Culture and Recreation Fund for the Development of a Soccer Field and Amenity Building to be located at the Recreation Site;
- Met with MLA Jordan Sturdy & MP Patrick Weiler and discussed COVID-19 deficit impacts, Transmountain Pipeline progression, extension of Provincial wage subsidy, traffic & tourism, and daycare;

- Conversations with various community members regarding weeds at One Mile Lake, Development Cost Charges, commendation of the Village's downtown area as a result of the Downtown Enhancement Project, and appreciation for work done on the Friendship Trail;
- Met with Mayor Karen Elliot, District of Squamish, to discuss mental health impacts & a de-stigmatization campaign;
- Paving along Highway 99 between One Mile Lake bridge and Lillooet River Bridge is scheduled to begin soon;
- Will be attending the upcoming Squamish-Lillooet Regional District Board meeting next week and announced that Melany Helmer has been appointed as the new SLRD CAO.
- The next Mayor's Task Force meeting will take place on July 27th.

12. COUNCILLORS' Reports

Councillor Zant

Councillor Zant reported on the following:

- Attended the Tourism Pemberton meeting & discussed the #PembertonPledge initiative as well as working with local First Nations groups on the creation of an art display;
- Noted that the new one-way route along One Mile Lake Park has been well-received by community members;

Councillor Antonelli

Councillor Antonelli reported out on the Pemberton & District Library Board Meeting, where the following items were discussed:

- Computers at the library are now open for public use by appointment only;
- Gradual re-opening of the facility;
- Options for a new layout for the library & pick up of library items.

Councillor Noble did not report.

Councillor Craddock did not report.

13. CORRESPONDENCE

a) For Action

- i. **Selena Robinson, Minister of Municipal Affairs and Housing, dated July 2, 2020, providing information for arranging conference call meetings around the UBCM Convention time.**
- ii. **John Horgan, Premier, dated July 2, 2020, providing information for scheduling virtual Minister Meetings around the time of the UBCM Convention.**

Moved/Seconded

THAT the following topics for Minister and/or Premier meetings be brought forward for further discussion at the July 28th Regular Council Meeting:

- Advocacy with the Pemberton Valley Dyking District regarding statutory right of ways and seismic standards for dyke upgrades;
- Housing for seniors;
- Municipal & Regional District Tax Program (MRDT);
- Parks & tourism; and
- Daycare.

CARRIED

Moved/Seconded

THAT the letters from Premier Horgan and Minister Robinson be brought forward to the July 28th meeting.

CARRIED

b) For Information

- i. **Jonathan X. Coté, Mayor, City of New Westminster, dated July 6, 2020, seeking support for Federal and Provincial governments to collect disaggregated COVID-19 data.**
- ii. **Anitra Paris, Operations & Policy Manager, Clean Energy BC, dated July 8, 2020, providing background information on proposed amendments to Bill 17 and its impacts on Independent Power Production (IPP) in BC.**
- iii. **Kaylah Hale, Village of Pemberton, dated July 10, 2020, expressing appreciation for implementation of one-way pedestrian traffic on One Mile Lake trail.**

Moved/Seconded

THAT the above correspondence be received for information.

CARRIED

14. DECISION ON LATE BUSINESS

None required.

15. LATE BUSINESS

There was no late business for consideration.

16. NOTICE OF MOTION

There was no Notice of Motion.

17. QUESTION PERIOD

Dan Falloon, Pique Newsmagazine, sought clarification regarding the allocation of BC Transit reserves and anticipated date of new Annual Operating Agreement with between BC Transit and the Village.

18. IN CAMERA

Moved/Seconded

THAT the meeting is closed to the public in accordance with the *Community Charter* Section 90 (g) Litigation and (k) provision of Municipal Services that in the view of Council could reasonably expect to harm the interest of the municipality if they were held in public.

CARRIED

19. MOVE IN CAMERA

At 6:37 p.m. Council moved In Camera

20. RISE FROM IN CAMERA

At 7:53 p.m. Council rose from In Camera without report.

21. ADJOURNMENT OF REGULAR COUNCIL MEETING

Moved/Seconded

THAT the Regular Council Meeting be adjourned.

CARRIED

At 7:53 p.m. the Regular Council Meeting was adjourned.

Mike Richman
Mayor

Sheena Fraser
Corporate Officer

2020 STRATEGIC PRIORITIES CHART

CORPORATE PRIORITIES (Council/CAO)

NOW

- 1. AFFORDABLE HOUSING IMPLEMENTATION PLAN**
- 2. ECONOMIC DEVELOPMENT STRATEGY**
- 3. MUNICIPAL FACILITIES**
- 4. DAYCARE EXPANSION**
- 5. CLIMATE ACTION PLAN**

NEXT (priority not yet established)

- ASSET MANAGEMENT
- OCP UPDATE
- BOUNDARY EXTENSION
- SINGLE USE PLASTIC BAG BYLAW
- IMPROVED MONITORING (floods & landslides)

ADVOCACY / PARTNERSHIPS

- *Regional Transit*
- *Second Entrance to Town*

CHIEF ADMINISTRATIVE OFFICER

- 1. ECONOMIC DEVELOPMENT STRATEGY**
- 2. MUNICIPAL FACILITIES**
- 3. DAYCARE EXPANSION**

- IAP2 Implementation
- **ASSET MANAGEMENT**

FIRE/EMERGENCY

- 1. MUNICIPAL FACILITIES**
2. Regional Evacuation Plan
3. Emergency Management Plan Update

- **IMPROVED MONITORING (floods & landslides)**
- Staff EOC & Emerg. Management Plan Training

CORPORATE & LEGISLATIVE SERVICES

1. Community Forest
2. Bylaw Enforcement Policy & Screening Officer
- 3. SINGLE USE PLASTIC BAG BYLAW**

- Crown Licence/Lease Renewals (Stockcar/Moto)
- Memorial Bench Program Policy Update

OPERATIONS

1. WWTP Outfall
2. Well No. 4 Development
3. Soccer Field No. 2

- Pemberton Farm Road East Upgrade
- One Mile Lake Inflow and Outflow

FINANCE / ADMINISTRATION

- 1. ASSET MANAGEMENT**
2. Benefits: RFP
3. Expense Policy Review

- Admin Fees Bylaw
- Vadim Payroll Module

DEVELOPMENT SERVICES

- 1. AFFORDABLE HOUSING IMPL. PLAN**
- 2. CLIMATE ACTION PLAN**
3. Development Procedures Bylaw

- Subdivision Servicing Control Bylaw
- DCC Bylaw Update

RECREATION SERVICES

1. Basketball Court Construction
2. Gates Lake Park Potable Water
3. Room D Flooring

-
-

CODES: **BOLD CAPITALS** = NOW Priorities; **CAPITALS** = NEXT Priorities; *Italics* = Advocacy;
Regular Title Case = Operational Strategies

Village of Pemberton				
Strategic Priorities Status Sheet				
July 28, 2020				
CAO				
Order	Priority	Status	Estimated Completion Date	Comments
1.	ECONOMIC DEVELOPMENT STRATEGY	Ongoing	October 2020	Final consultation with the public to take place the week of July 27, 2020.
2.	MUNICIPAL FACILITIES	On hold		This matter has been placed on hold due to the COVID-19 pandemic. As many Staff members are currently working from home, municipal facilities, with the exception of a new Fire Hall, are not a priority at this time.
3.	DAYCARE EXPANSION	On hold		Awaiting grant funding that is currently under review by the Province
.	IAP2 Implementation	On hold		Due to COVID-19 other communication elements have been the priority
.	ASSET MANAGEMENT	In Progress	September 2020	Submission of Grant Application for funding through Federation of Canadian Municipalities
Codes: BOLD CAPITALS - NOW Priorities; CAPITALS - NEXT Priorities; <i>Italics</i> = Advocacy				

Village of Pemberton				
Strategic Priorities Status Sheet				
July 28, 2020				
Corporate				
Order	Priority	Status	Estimated Completion Date	Comments
1.	Community Forest	Active	October 2020	Interim Board in place. CFA Agreement received for review. Next steps to recruit community board members.
2.	Bylaw Enforcement Policy & Screening Officer	Completed	April 2020	
3.	SINGLE USE PLASTIC BAG BYLAW	On hold		Waiting Federal and Provincial Government direction as such adjusted to NEXT priority
.	Crown License/Lease Renewals (Stockcar/Moto)	Active	September 2020	Applications being prepared for submission
.	Memorial Bench Program Policy Update	Completed	March 2020	
Codes: BOLD CAPITALS - NOW Priorities; CAPITALS - NEXT Priorities; <i>Italics</i> = Advocacy				

Village of Pemberton				
Strategic Priorities Status Sheet				
July 28, 2020				
Finance				
Order	Priority	Status	Estimated Completion Date	Comments
1.	ASSET MANAGEMENT	In Progress	September 2020	Submission of Grant Application for fundiing through Federation of Canadian Municipalities
2.	Benefits: RFP	Completed		No changes made; remaining with Blue Cross
3.	Expense Policy Review	Deferred	December 2020	
.	Admin Fees Bylaw			Will transition to Corporate in late summer
.	Vadim Payroll Module	In Progress	December 2020	Update Completed, currently in Training Stage
Codes: BOLD CAPITALS - NOW Priorities; CAPITALS - NEXT Priorities; <i>Italics</i> = Advocacy				

Village of Pemberton				
Strategic Priorities Status Sheet				
July 28, 2020				
Fire/Emergency				
Order	Priority	Status	Estimated Completion Date	Comments
1.	MUNICIPAL FACILITIES	On hold	December 2020	Will source a consultant to develop options and bring back to Council later in the year.
2.	Pemberton Valley Integrated Flood Response Plan & Evacuation Plan	In progress	May 2021	In partnership with PVDD, SLRD, Lil'wat Nation. In draft - review of trigger points. To be exercised prior to final.
3.	Comprehensive Emergency Management Plan Update	In progress	November 2020	In draft - under final review.
.	IMPROVED MONITORING (floods & landslides)	Ongoing	-	Monitoring of Lillooet River and Mt. Currie, prioritization of flood mitigation projects and grant applications.
.	Staff EOC & Emergency Management Plan Training	Ongoing	March 2021	Received UBCM EOC training grant in June 2020 - working with Calian Group to develop project plan.
Codes: BOLD CAPITALS - NOW Priorities; CAPITALS - NEXT Priorities; <i>Italics</i> = Advocacy				

Village of Pemberton				
Strategic Priorities Status Sheet				
July 28, 2020				
Operations				
Order	Priority	Status	Estimated Completion Date	Comments
1.	WWTP Outfall	Complete	April 2020	Operational changes and monitoring still to be determined.
2.	Well No. 4 Development	Transitioned	July 2020	Well No. 2 was redeveloped, instead of proceeding with a new well, with increased testing
3.	Soccer Field No. 2 (Phase 1)	Ongoing	2020	Phase 1 (soccer field) RFP to be issued in August; then construction can begin
.	Pemberton Farm Road East Upgrade	Deferred	2021	This upgrade is to coincide with the Friendship Trail (FT) along Pemberton Farm Road East. The FT funding was denied and Staff will resubmit in the Fall.
.	One Mile Lake Inflow and Outflow	In Progress	September 2020	Work on the inflow to begin in August in conjunction with the PVDD, Lil'wat Nation and Department of Fisheries
Codes: BOLD CAPITALS - NOW Priorities; CAPITALS - NEXT Priorities; <i>Italics</i> = Advocacy				

Operation Continued:				
Other items currently underway:				
	EV Chargers	In progress	2021	Grant application 23 July 2020, could cover 50%, estimated cost \$100k, will need to find remaining \$50k funds, gas tax?
	Pemberton Farm Road East (washout)	In progress	Oct-20	EMBC funding approved, 20 July 2020, will coordinate work with BC Hydro and Engineers for fall, to be completed before winter
	Pemberton Farm Road East (FT)	In progress	TBD	In discussion with Developer as works through rec site, required by subdivision agreement - "Sidewalk"
	PW Sanitary tie in/ Bathrooms	In progress	01-Nov	Sewage line connected to main, still requires internal plumbing and bathroom fixtures built.

Village of Pemberton				
Strategic Priorities Status Sheet				
July 28, 2020				
Development				
Order	Priority	Status	Estimated Completion Date	Comments
1.	AFFORDABLE HOUSING IMPL. PLAN	In Process	December 2020	Consultation with community in fall; meetings with Lions, BC Housing & CMHC - Aug/Sept.
2.	CLIMATE ACTION PLAN	Begin in the Fall	December 2020	RFP to be issued Fall 2020
3.	Community Amenity Contribution Policy	In Process	September 2020	Draft complete; Consultation with Dev. Community underway; preparing list of Desired Amenities
.	Development Procedures Bylaw Update	In Process	September 2020	Fee review underway; present to Council in Sept 2020 for 1st & 2nd reading
.	DCC Bylaw Update - Phase 1	Begin in the Fall	December 2020	Split in two phases (Fall Engineering); consultation in 2021
Codes: BOLD CAPITALS - NOW Priorities; CAPITALS - NEXT Priorities; <i>Italics</i> = Advocacy				

Village of Pemberton				
Strategic Priorities Status Sheet				
July 28, 2020				
Recreation				
Order	Priority	Status	Estimated Completion Date	Comments
1.	Basketball Court Construction	In Progress	August 2020	Staff are preparing a grant application for the remaining funding; once funding is confirmed, Staff will proceed with next steps.
2.	Gates Lake Park Potable Water	Deferred		This project has been deferred due to COVID-19
3.	Room D Flooring	Deferred		Due to the closure of the PCC as a result of COVID-19 this project has been put on hold
.				
.				
Codes: BOLD CAPITALS - NOW Priorities; CAPITALS - NEXT Priorities; <i>Italics = Advocacy</i>				



July 2, 2020

Dear Mayors and Regional District Chairs:

My caucus colleagues and I are looking forward to connecting with you all again at this year’s Union of British Columbia Municipalities (UBCM) Convention, being held virtually from September 22-24.

UBCM provides a wonderful opportunity to listen to one another, share ideas, and find new approaches to ensure our communities thrive. With local, provincial, federal, and First Nations governments working together, we can continue to build a better BC.

If you would like to request a meeting with a Cabinet Minister or with me as part of the convention, please note that due to the abbreviated format this year, these meetings will likely be scheduled outside of the regular program dates. To make your request, please register online at <https://ubcmreg.gov.bc.ca/> (live, as of today). Please note that this year’s invitation code is **MeetingRequest2020** and it is case sensitive. If you have any questions, please contact UBCM.Meetings@gov.bc.ca or phone 250-213-3856.

I look forward to being part of your convention, meeting with many of you, and exploring ways that we can partner together to address common issues.

Sincerely,

John Horgan
Premier



July 2, 2020

Ref: 255149

Dear Mayors and Regional District Chairs:

In this unprecedented time, I believe it is more important than ever that we continue to connect and work together. I have deeply appreciated our calls throughout the pandemic and hearing directly from you about how you are supporting your communities, and how we can support you. Your feedback has been invaluable and has informed our government's responses to COVID-19 as we all work together to keep the people of British Columbia safe.

While this year's UBCM Convention will be different in many ways, I am looking forward to the opportunity for all of us to come together and to spend time discussing the needs of your community.

I am writing to provide you with some initial information regarding the process for requesting a meeting with me during the UBCM Convention, taking place this year from September 22 to 24, 2020.

As the UBCM Convention for 2020 will be held in a virtual and abbreviated format, Provincial Government meetings will be held by conference call and will likely occur outside of the shortened program to allow delegates to fully focus and participate in the Convention.

You will receive a separate letter from the Honourable John Horgan, Premier, containing information about the online process for requesting a meeting with the Premier or other Cabinet Ministers.

If you would like to indicate your interest in meeting with me around Convention time, please complete the online request form at: [MAH Minister's Meeting](#) and submit it to the Ministry of Municipal Affairs and Housing before **August 4, 2020**. Meeting times and dates will be confirmed by early September. In the event that I am unable to meet with you, arrangements may be made for a meeting post-Convention.

To get the most out of your delegation's meeting with me, it continues to be helpful for you to provide as much detail as possible on the topic you wish to discuss in the online form. Providing this information in advance gives me a better understanding of your delegation's interests and helps us to make progress on delivering for the people of your community.

Regarding staff meetings, ministry staff will email you shortly with the Provincial Appointment Book. This document lists all government, agency, commission and corporation staff expected to be available to meet with delegates around Convention time, as well as details on how to submit an online staff meeting request.

.../2

Ministry of Municipal Affairs
and Housing

Office of the Minister

Mailing Address:
PO Box 9056 Stn Prov Govt
Victoria BC V8W 9E2
Phone: 250 387-2283
Fax: 250 387-4312

Location:
Room 310
Parliament Buildings
Victoria BC V8V 1X4
Village of Pemberton
<http://www.villageofpemberton.ca>
Regular Council Meeting No. 1520
Tuesday, July 28, 2020
45 of 134

This year's UBCM will be my fourth Convention as Minister responsible for local government, after four years attending as the opposition spokesperson for local government and four years of attending as a City Councillor, and I believe this will be the most important Convention yet. The pandemic has shown how important governments are in keeping people healthy and safe, and all of the work that local governments do for the benefit of British Columbians. As we move forward with restarting B.C., I am looking forward to hearing more about your communities and exploring ways we can continue to work together to make life better for British Columbians, now and for the future.

Sincerely,

A handwritten signature in blue ink, appearing to read 'S. Robinson', with a stylized flourish at the end.

Selina Robinson

Minister

pc: Honourable John Horgan, Premier
Her Worship Mayor Maja Tait, President, Union of BC Municipalities

Date: July 28, 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 June 30, 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 were passed by the previous Council. In this regard, the following items are held over from previous Council are identified on the chart in light blue and are as follows:

- Affordable Housing – Development Cost Charges (incorporated into the Affordable Housing Action Plan and will be initiated as part of the 2020 work plan as also identified as a priority by this Council).
- 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.

RECOMMENDATIONS

THAT Council receive the report for information.

Attachments:

Appendix A: Regular Council Meeting Outstanding Resolution Listing as at June 30, 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 June 30, 2020

Mtg No	Date	Topic	Resolution	Comment
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 2019 Affordable Housing Action Plan. This will be incorporated during the review and update of the Development Cost Charge Bylaw scheduled to begin in the fall 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.	<p>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.</p> <p>As well, given that the Federal Government is also 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.</p>
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.

APPENDIX A

REGULAR COUNCIL OUTSTANDING RESOLUTION LISTING AS AT June 30, 2020

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>	<p>STATUS UPDATE: Staff have met with PORCA to explore design and costing options and will bring back further information at a future meeting.</p>
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, LILLOOET DISTRICT, Plan 24TR6_NEW_WESTMINISTER, PIN 6088620 be endorsed.</p>	<p>STATUS UPDATE: This item was brought forward for consideration in the 2020 budget but deferred to 2021.</p> <p>Staff are finalizing the application to submit to the Province. Note: This process takes up to 2 years.</p>
1518	June 30, 2020	Council Procedure Bylaw Amendment	<p>THAT the agenda Order of Proceedings and Business be amended by moving consideration of bylaw readings to follow staff reports for the July Regular Council meetings;</p> <p>AND THAT Staff be directed to prepare a Council Procedure Bylaw Amendment respecting this change</p>	<p>STATUS UPDATE: An amendment bylaw will be prepared and presented at the September 1st Council meeting for consideration.</p>

Date: July 28, 2020

To: Nikki Gilmore, Chief Administrative Officer

From: Sheena Fraser, Manager of Corporate & Legislative Services

Subject: Council Member Meeting Attendance – Update

PURPOSE

The purpose of this report is to provide Council an update respecting Council Member attendance at Regular, Special, Committee of the Whole and In Camera Meetings.

BACKGROUND

At the Regular Council Meeting No. 1496, held Tuesday, July 9, 2019, Council received the 2018 Statement of Financial Information. At the meeting a request was made to have meeting attendance by Council members incorporated into the Report. As the Statement of Financial Information is a statutory requirement of all local governments to meet financial reporting obligations and is submitted to the Ministry of Municipal Affairs and Housing the addition of a section related to meeting attendance is not possible.

It was generally agreed that as attendance by Council members at Village business meetings is important to accountability it would be appropriate for a report on meeting attendance to be presented.

For clarity, section 125 (5) of the *Community Charter* sets Council Meeting requirements as follows:

125 (5) *Subject to subsection (7), if a council member is absent from council meetings for*

(a) a period of 60 consecutive days, or

(b) 4 consecutive regularly scheduled council meetings,

whichever is the longer time period, the council member is disqualified from holding office in accordance with subsection (6).

(6) Disqualification under subsection (5) is disqualification from holding office

(a) on a local government,

(b) on the council of the City of Vancouver or on the Park Board established under section 485 of the Vancouver Charter, or

(c) as a trustee under the Islands Trust Act until the next general local election.

(7) The disqualification under subsection (5) does not apply if the absence is because of illness or injury or is with the leave of the council.

It should be noted that ‘regularly scheduled meetings’ are those that have been scheduled pursuant to the Council Meeting Schedule that is established each year in November for the following year. (See **Appendix A** for 2020 Regular Meeting Schedule). This does not include In

Camera (Closed) Meetings held separate from the Regular Meeting, Committee of the Whole Meetings or Special Meetings which may be called at any time either with or without Notice if Notice has been waived by Council or Public Hearings. If required, these meetings are generally scheduled on the same day as a Regular Council Meeting; however, it may be that there is no need for an In Camera or Committee of the Whole meeting and in that instance only a Regular Meeting will be held.

The Village does seek Council’s agreement to generally set aside Tuesdays for Council business if meetings need to take place outside the regularly scheduled dates as approved by Council.

DISCUSSION & COMMENTS

The first council attendance report was presented at the Regular Meeting held on July 30, 2019. Although initially considered to be done on a quarterly or semi-annual basis no reports have been brought forward since the date noted above. As such, Staff have prepared an attendance listing from September 2019 (as there are no meetings in August) until July, 2020.

This listing also notes meetings at which a Council member attended by electronic means.

Mayor Mike Richman:

Mayor Richman has not been absent from a Regular, In Camera, Committee of the Whole or Public Hearing Meeting between September, 2019 and July, 2020.

Councillor Amica Antonelli

Councillor Antonelli was absent for one (1) Special Meeting of Council held on January 7, 2020.

Councillor Ted Craddock:

Councillor Craddock was absent for one (1) Special Meeting of Council held on January 7, 2020.

Councillor Leah Noble:

Councillor Noble has not been absent from a Regular, In Camera, Committee of the Whole or Public Hearing Meeting between September, 2019 and July, 2020

Councillor Ryan Zant:

Councillor Zant has been absent from two (2) Regular Meeting, two (2) In Camera Meeting and two (2) Committee of the Whole Meeting and attended one (1) special meeting by electronic means as noted below:

	Meeting Date	Meeting Type
Absent	November 19, 2019	Regular Meeting In Camera Meeting (Closed) Committee of the Whole
Electronic Attendance	January 7, 2020	Special Meeting
Absent	January 14, 2020	Regular Meeting In Camera Meeting (Closed) Committee of the Whole

The Village holds on average nineteen Regular Council meetings per year. There are no meetings held in August. In 2019 there was only one meeting held in the months of September and December and in 2020 only one regular meeting scheduled for March. That said, due to the COVID-19 Pandemic a Special Meeting was held in March and the April 7th Regular meeting was cancelled.

As a result of the COVID-19 Pandemic and the Public Health Orders issued which limits gatherings to 50 people and requires that physical distancing of two (2) meters be maintained the Village moved to holding all meetings via electronic means in late March. The last in-person Council Meeting day was held on March 10th. As such, all of Council and Staff have been attending all meetings of Council (Regular, Special and In Camera) via electronic means. The Village has not held a Committee of the Whole Meeting since the beginning of April.

COMMUNICATIONS

There are no legislative requirements to report on the attendance of Council Members at Council or other Committee meetings. This report has been prepared for information purposes.

LEGAL CONSIDERATIONS

As noted above, a Council Member who is absent for four (4) consecutive regularly scheduled meetings or for sixty (60) days, whichever is the longer time period, is disqualified from holding office until the next general election. An absence due to illness, injury or leave approved by Council does not result in disqualification from Council.

IMPACT ON BUDGET & STAFFING

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

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts or approvals required as this report is provided for information purposes.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

This attendance review has no impacts on other jurisdictions.

ALTERNATIVE OPTIONS

This report has been presented for information and therefore there are no alternative options for consideration.

RECOMMENDATIONS

THAT the Council Member meeting attendance quarterly report, dated July 28, 2020, be received for information.

ATTACHMENTS:

Appendix A: 2020 Council Meeting Schedule

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

Date: July 28, 2020
To: Nikki Gilmore, Chief Administrative Officer
From: Elysia Harvey, Legislative Assistant
Subject: Lillooet River Park Crown Land Tenure Application

PURPOSE

The purpose of this report is to seek Council’s support for two applications, one for a Crown Land lease and the other a Right-of-Way, which are both located in the area known as Lillooet River Park.

BACKGROUND

The subject area, which is located on the north side of Highway 99 at the Lillooet River Bridge was the previous site of the Village’s wastewater treatment plant, and the Village has held a Crown Land Lease (No. 236413) for the area since 1997. In 2010 the wastewater treatment plant was decommissioned and relocated to its current location on Airport Road, and the site was restored to green space as part of the decommissioning plan. The current Crown Land Lease is valid until March 2027; however, it was issued for use of the land for utility purposes.



It should be noted that the Village also held a Right-of-Way Licence (No. 237294) occupying a small section of the area, which expired on April 22, 2019.

DISCUSSION & COMMENTS

The Village has had the intention of establishing a public park in this area for some time and recent events, including the loss of public access to a boat launch on private property on the south side of the highway, and construction of the Friendship Trail and Friendship Trail Bridge, have brought this project to the forefront.

Additionally, the Village received a joint request from Maxine Bruce, Manager, Lil'wat Nation Fisheries Department and Keri Benner, Fisheries and Oceans Canada (DFO), for the Village establish a boat launch on the Lillooet River as there is no longer a suitable boat launch site for trailer boats in the area (**Appendix A**).

The location along the Friendship Trail and the Valley Loop Trail is a suitable site for a public park to be shared by residents of both the Village of Pemberton, SLRD and Lil'wat Nation as well as visitors to the area, and offers a destination and a rest point for people from all three communities walking or riding the trail.

The proposed boat launch will be open to the public and could be utilized by DFO and Lil'wat Nation as part of their fisheries management program and by Pemberton Search and Rescue.

Furthermore, the Village has noted that the site is frequently used by campers, resulting in waste and garbage littering the site as well creating a potential for fire risk. Establishing a public park on this site would enable the Village to monitor the site and reduce unauthorized camping on the site.

The proposed application is for a new Crown Land Tenure for community/recreational purposes to replace the current utility tenure, as well as a new Right-of-Way licence. A referral was submitted to Lil'wat Nation and a letter of support was issued by the Lands Referral Committee for a Crown Land application for a public park and boat launch (**Appendix B**).

COMMUNICATIONS

There are no communication elements to the application at this time. Should the application be approved, and a municipal park established, communication would be provided through the Village's usual channels.

LEGAL CONSIDERATIONS

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

IMPACT ON BUDGET & STAFFING

The application fee to apply for the Crown land lease and Right-of-Way licence are minimal and can be accommodated in the budget.. The application will be prepared in-house and incorporated within the day to day activities of Corporate & Legislative Services.

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts at this time.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

A review of this project has no impact on other jurisdictions. However, as mentioned above, securing this site for community/recreational purposes, including the potential for a public boat launch, benefits not only Village residents and tourists, but those from the SLRD and Lil'wat.

RECOMMENDATIONS

Recommendation One:

THAT Council endorse an application to apply for a Crown land tenure for community institutional purposes for the Lillooet River Park also known as: BLOCK A OF DISTRICT LOTS 204 AND 8746, LILLOOET DISTRICT.

Recommendation Two:

THAT Council endorse an application to apply for a Right of Way licence for community institutional purposes for the Lillooet River Park also known as: RIGHT OF WAY OVER UNSURVEYED CROWN LAND, LILLOOET DISTRICT, SHOWN OUTLINED ON PLAN KAP77620 AND RIGHT OF WAY OVER THAT PART OF LOT 20, DISTRICT LOT 165, LILLOOET DISTRICT, PLAN 883, SHOWN OUTLINED ON PLAN KAP78286, BOTH FILED IN THE LAND TITLE OFFICE AT KAMLOOPS.

Attachments:

Appendix A: Letter from Fisheries & Oceans Canada and Lil'wat Nation, dated November 21, 2018

Appendix B: Letter from Lil'wat Nation Lands Referral Committee, dated January 31, 2019

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

APPENDIX A



Fisheries
and Oceans

985 McGill Place

Kamloops, BC V2C 6X6

Pêches
et Océans



November 21, 2018

David Ward
Assistant Manager of Operations
Village of Pemberton

Re: Request for public boat launch on the Lillooet River

Dr. Mr. Ward,

Fisheries and Oceans Canada in partnership with the Lil'wat First Nations requires the use of powered vessels on the Lillooet and Green rivers to conduct annual assessments of adult salmon.

With the recent removal of the public boat launch on the Lillooet River and restricted vehicle access to beach launching sites on the Green River, there is no longer a suitable boat launch site available for trailered boats in the area. This will create a number challenges for conducting internationally mandated salmon stock assessments in the Lillooet River system as it will limit our ability to access the salmon spawning grounds. The lack of boat access also poses a potential health and safety risk to the public and DFO and Lil'wat First Nations employees working in the area in the event of an emergency search and rescue situation.

To address these concerns, Fisheries and Oceans Canada and Lil'wat First Nations request that the Village of Pemberton consider the development of a public boat launch on the Lillooet River.

Thank you for your consideration. We look forward to hearing from you.

Sincerely,

Keri Benner, Program Head,
Fraser Sockeye Stock Assessment
Fisheries and Oceans Canada
Phone: (250) 851-4864
Email: Keri.Benner@dfo-mpo.gc.ca

Maxine Bruce, Manager
Lil'wat Nation
Fisheries Department

APPENDIX B



January 31, 2019

Village of Pemberton
PO Box 100, 1350 Aster Street
Pemberton, BC V0N 2L0
Email: gkennedy@pemberton.ca

Attention: Gwendolyn Kennedy, Legislative Assistant Corporate & Legislative Services

Re: Crown Land Tenure Application - Lillooet River Park

Our File: 12192018-001 VoP Application for Crown Land Tenure – Lillooet River

We are writing to you in response to your email dated December 19, 2018 informing us of your plan to apply for Crown Land Tenure for a public park and boat launch at the old Village of Pemberton Wastewater Treatment Plant site where Highway 99 crosses the Lillooet River, and asking us to bring forward any aboriginal interests we may have on or adjacent to the land in question.

The proposed parcel of land by the Lillooet River lies within the traditional territory of the Lil'wat Nation. These lands have been used and occupied by the Lil'wat since time immemorial. The Province of British Columbia has been notified of the existence of the Lil'wat Nation's traditional territory.

The Lil'wat Nation asserts its inherent aboriginal title to its entire traditional territory, sovereignty over its traditional territory, and a right to self-determination. The Lil'wat Nation's aboriginal rights, including title, are protected under s. 35 of the *Constitution Act, 1982*.

A series of recent court decisions have:

- upheld the existence of aboriginal title in British Columbia;
- declared that aboriginal title coexists with crown title;
- limited the instances in which aboriginal title can be infringed by British Columbia or a third party;
- established strict criteria for any such infringement;
- declared that aboriginal title includes the right to choose the use to which the land is put;



- placed a legal duty on the Province of British Columbia to undertake meaningful consultation with First Nations and accommodate potential infringement; and
- declared that accommodation may have economic and/or cultural components.

Furthermore, the Supreme Court of Canada confirmed in the *Tsilhqot'in* decision that aboriginal title is real and meaningful, territorial in nature, and that First Nation consent is required for the use of its aboriginal title lands and resources. The decision also specifically states that aboriginal title confers:

... the right to decide how the land will be used; the right of the enjoyment and occupancy of the land; the right to possess the land; the right to economic benefits of the land; and the right to pro-actively use and manage the land. (at para. 73)

As a consequence of these decisions, British Columbia is under a legal obligation to consult with the Lil'wat Nation, and, where appropriate, seek consent from Lil'wat Nation and accommodate the Lil'wat Nation for infringements on its aboriginal title and rights.

We have reviewed the information provided with this referral regarding your plan to apply for Crown Land Tenure for a public park, and boat launch, at the old Village of Pemberton Wastewater Treatment Plant site where Highway 99 crosses the Lillooet River. Given that the Lillooet River has many known cultural uses, **we recommend that archaeological monitoring be conducted during excavation at the site; and, with ongoing concerns with parking and garbage within the territory to ensure that the park is regularly maintained.**

Sincerely,

Harriet VanWart, Director
Land and Resources Department
Lil'wat Nation

Date: July 28th, 2020

To: Nikki Gilmore, Chief Administrative Officer

From: Lena Martin, Manager of Finance

Subject: 2020 - 2nd Quarter Financial Statements

PURPOSE

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

BACKGROUND

The Village of Pemberton is currently halfway through the fiscal year. At this point, the collection of revenues and the outlay of expenses should be at the 50% mark, however, revenues are slightly higher than this percentile. Staff will continue to monitor the current environment and cash flows to be on budget at year end.

DISCUSSION & COMMENTS

The Village of Pemberton and its government partners have been monitoring and assessing the impact of COVID-19 on our community and local government operations and finances.

The Consolidated Statement (**Appendix A**) indicates that approximately 73% of the revenues have been collected to June 30th. This is due in part to: Taxes, Utilities and Small Community Grant, that have been collected for the full year. Additional quarterly revenues and Project Grants will be earned through year end.

On the expenditure side, a total of 57% of the budgeted amounts have been expensed. Large projects are still underway and some expenses such as snow clearing will take place seasonally. Projects that have a significant demand on cash flow will move forward as cash and receivables are received. Some budgeted seasonal expenses have completed such as Parks start up, hazardous trees removals and landscaping. The large sewer outflow project is also 95% completed for the year at a cost of \$407,494 year to date.

Percentages are slightly affected by the annual transfers to other governments. Removing these collections shows the Village of Pemberton services at 66% of Revenues collected and 44% of Expenditures incurred.

Current large projects on the 2020 work plan include; Farm Road East and Farm Road East trail, Community Wildfire Protection, Economic Development, Development Cost Charge Bylaw Review, One Mile Lake Intake, PW Building Sewer Install, Well Improvements, Capital Equipment Purchases, Water and Sewer Rate Analysis, PCC Outdoor Basketball Court and Asset Management. These projects will incur additional revenues and expenditures in quarters 3 and 4.

The Province provided enhanced relief for businesses by reducing most commercial property tax bills by an average of 25% by:

- Reducing the school property tax rate for commercial properties to achieve an average 25% reduction in the total property tax bill for most businesses, providing up to \$700 million in relief. This enhances the 50% reduction to the provincial school property tax rate that was originally announced for classes 4, 5, and 6 as part of B.C.'s COVID-19 Action Plan.
- Postponing the date that late payment penalties apply for commercial properties in classes 4,5,6,7 and 8 to Oct. 1, 2020, to give businesses and landlords more time to pay their reduced property tax, without penalty.

Municipal Taxes were budgeted at \$1,818,134 under the following classes;

Class 1 - Residential	\$ 1,233,080.41
Class 2 - Utilities	\$ 13,533.93
Class 5 - Light Industry	\$ 57,959.50
Class 6 - Commercial	\$ 450,547.22
Class 8 - Recreational	\$ 5,924.25
Class 9 - Farm	\$ 529.92
Class 2** IPP	\$ 56,558.31

Plus an additional \$300,098 in Frontage Tax for Water and Sewer Improvements and \$1,703,554 in Water and Sewer User Fees.

At July 2nd, 2020 there were \$836,890 in outstanding current residential taxes and utilities, or 22% unpaid, which is similar to an average year at that time.

The remaining taxes and utilities will not be due until October 1st, 2020 under the Provincial COVID-19 measures.

COMMUNICATIONS

There are no communications considerations at this time.

LEGAL CONSIDERATIONS

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

IMPACT ON BUDGET & STAFFING

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

INTERDEPARTMENTAL IMPACT & APPROVAL

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

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

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

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

RECOMMENDATIONS

THAT the Village of Pemberton Second Quarter Financial Statements be received.

ATTACHMENTS:

Appendix A: 2nd Quarter Financial Statement – June 30, 2020

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

APPENDIX A

Village of Pemberton

Statement of Operation ending June 30, 2020

ACCOUNT CODE	ACCOUNT NAME	2020 Actual	2020 Budget	Actual to Budget \$	Actual to Budget %
	Allocate Admin General Taxation	1,407,845	1,407,845	-	100%
	Allocate Legislative General Taxation	103,937	103,937	-	100%
	Allocate Fire General Taxation	475,650	475,650	-	100%
	Allocate Development General Taxation	172,481	172,481	-	100%
	Allocate Public Works/ Parks General Taxation	1,172,327	1,172,327	-	100%
	Allocate Transit General Taxation	69,908	69,908	-	100%
	Allocate Rec General Surplus	157,744	157,744	-	100%
	Allocate Water Taxation	417,254	417,254	-	100%
	Allocate Sewer Taxation	278,560	278,560	-	100%
	Allocate Airport General Taxation	29,037	29,037	-	100%
01-1-005000-6501	<i>Transfer to/from Surplus</i>	(1,155,983)	(1,155,983)	-	100%
01-1-006000-1301	Residential (Class 1)	(1,087,617)	(1,087,652)	36	100%
01-1-006000-1302	Utilities (Class 2)	(61,824)	(62,224)	400	99%
01-1-006000-1305	Light Industry (Class 5)	(51,122)	(51,124)	2	100%
01-1-006000-1306	Commercial (Class 6)	(397,397)	(397,241)	(156)	100%
01-1-006000-1307	Frontage Collection	(299,395)	(300,094)	699	100%
01-1-006000-1308	Recreation/Non-Profit (Class 8)	(5,225)	(5,226)	0	100%
01-1-006000-1309	Farm (Class 9)	(467)	(467)	0	100%
01-1-006000-1310	Community Enhancement Levy	(7,500)	(7,500)	(0)	100%
01-1-006000-1311	Community Initiatives and Opportunities	-	-	-	0%
01-1-006000-1312	Community Centre Parcel Tax	-	-	-	0%
01-1-006000-1313	Tax Penalties	-	(60,000)	60,000	0%
01-1-006000-1314	Tax Interest	(3,209)	(20,000)	16,791	16%
01-1-006000-1315	Reserve Tax Collection	(206,981)	(206,960)	(21)	100%
01-1-006200-1350	GIL - BC Rail	-	(275)	275	0%
01-1-006200-1351	GIL - BC Hydro	(25,070)	(26,000)	930	96%
01-1-006200-1352	GIL - Federal Government	-	(6,000)	6,000	0%
01-1-006300-1375	1% Revenue Grant - Telus	(6,882)	(7,200)	318	96%
01-1-006300-1376	1% Revenue Grant - BC Hyrdo	(38,686)	(38,686)	-	100%
01-1-006300-1377	1% Revenue Grant - Shaw	(4,244)	(4,244)	-	100%
01-1-006400-1400	<i>Collections for School</i>	(1,229,522)	(1,511,416)	281,894	81%
01-1-006400-1401	<i>Collections for Policing Costs</i>	(264,626)	(246,171)	(18,455)	107%
01-1-006400-1402	<i>Collections for SLRD</i>	(1,207,120)	(1,127,825)	(79,295)	107%
01-1-006400-1404	<i>Collections for STSRHD</i>	(35,248)	(34,893)	(355)	101%
01-1-006400-1405	<i>Collections for MFA</i>	(241)	(227)	(14)	106%
01-1-006400-1406	<i>Collections for BCAA</i>	(56,733)	(51,097)	(5,636)	111%
01-1-006600-1450	Investment Interest Income	(37,109)	(20,000)	(17,109)	186%
01-1-006650-1450	Interest Revenue - Accounts Receivable	(14,125)	(5,000)	(9,125)	283%
01-1-006900-1504	Licenses - Commercial Vehicles	-	-	-	0%
01-1-007000-1550	Sundry Revenue	(1,365)	(6,000)	4,635	23%
01-1-007000-1551	Revenue - Tax Certificates	(1,820)	(4,000)	2,180	46%
01-1-007000-1552	VOP Admin Fee - Fire Protection	(17,299)	(17,299)	-	100%
01-1-007000-1553	VOP Admin Fee - Rescue Service	(5,454)	(5,454)	-	100%
01-1-007100-1600	Rentals	(49,099)	(76,050)	26,951	65%
01-1-007200-1671	Grants - Provincial - SFC	(396,964)	(398,687)	1,723	100%
01-1-007300-1555	SOS - Admin reclass	-	(5,000)	5,000	0%
01-1-007300-1556	SOS - Water Reclass	(196,744)	(400,378)	203,633	49%
01-1-007300-1557	SOS - Sewer Reclass	(180,349)	(367,011)	186,662	49%
01-1-007300-1558	SOS - Airport Reclass	(24,593)	(50,047)	25,454	49%
01-1-007400-1976	DCC's - Parks Contribution	-	-	-	0%
	Total Revenues	(2,785,271)	(3,478,687)	693,416	80%
01-2-008700-6475	<i>Transfer - School Levy</i>	1,229,522	1,511,416	(281,894)	81%
01-2-008700-6476	<i>Transfer - Police Tax</i>	264,626	246,171	18,455	107%
01-2-008700-6477	<i>Transfer - SLRD</i>	1,207,120	1,127,825	79,295	107%
01-2-008700-6479	<i>Transfer - STSRHD</i>	35,248	34,893	355	101%
01-2-008700-6480	<i>Transfer - MFA</i>	241	227	14	106%
01-2-008700-6481	<i>Transfer - BCAA</i>	56,733	51,097	5,636	111%
01-2-008800-6501	Reclass Frontage to Water Revenue Fund	99,633	99,985	(352)	100%
01-2-008800-6502	Reclass Frontage to Sewer Revenue Fund	199,763	200,113	(350)	100%
01-2-008800-6504	Transfer to General - Capital	-	-	-	0%
01-2-008800-6505	Transfer to Future Reserves - Capital	206,981	206,960	21	100%
01-2-008800-6509	Transfer to/from Future Reserves	-	-	-	0%
	Total Expenses	3,299,867	3,478,687	(178,820)	95%
	(Surplus) / Deficit	514,596	0		

1* Received in Q3 or Q4

2* Overdue Business Licenses

Village of Pemberton

Statement of Operation ending June 30, 2020

ACCOUNT CODE	ACCOUNT NAME	2020 Actual	2020 Budget	Actual to Budget \$	Actual to Budget %	
	Allocate Admin General Taxation	(1,372,116)	(1,372,116)	-	100%	
	Surplus Carry Forward, 2019 Projects	(35,730)	(35,730)	-	100%	
01-1-106800-1471	Fines - Dog Ticketing Fees	-	(51)	51	0%	
01-1-106800-1472	Fines - Traffic Offense Ticketing Fees	(1,460)	(2,550)	1,090	57%	
01-1-106800-1473	Fines - Other Bylaw Enforcement Fines	-	(500)	500	0%	
01-1-106900-1500	Admin - Application Fees	-	-	-	0%	
01-1-106900-1502	Licenses - Dog	(3,465)	(6,025)	2,560	58%	
01-1-106900-1503	Licenses - Business	(77,225)	(68,000)	(9,225)	114%	
01-1-107200-1671	Grant - Provincial Project - General	1*	(10,000)	(32,000)	22,000	31%
01-1-107200-1673	Grant - Other Project - General	-	-	-	0%	
01-1-107200-1674	Contribution - Other Govt - General	-	(2,926)	2,926	0%	
01-1-107200-1675	Contribution - Other - General	-	-	-	0%	
01-1-107200-1676	Transit - Contributions	(4,226)	(8,307)	4,081	51%	
01-1-107300-1925	Admin - Other Revenue - Misc	(1,900)	(4,000)	2,100	48%	
01-1-107300-1927	Other Revenue - Gas Tax	-	-	-	0%	
01-1-107500-1990	MFA Proceeds	-	-	-	0%	
01-1-107600-6500	Admin - Transfer from Reserve	-	-	-	0%	
	Total Revenues	(1,506,121)	(1,532,204)	26,083	98%	
01-2-108000-0000	Admin - Building	-	500	(500)	0%	
01-2-108000-6000	Admin - Salaries	372,478	883,235	(510,757)	42%	
01-2-108000-6002	Admin - Benefits	74,212	134,868	(60,656)	55%	
	Employer Tax NEW	-	-	-	0%	
01-2-108000-6003	Admin - Travel, Meals & Accomodation	2*	1,845	11,400	(9,555)	16%
01-2-108000-6004	Admin - Interest, Comm. & Bank Fees	1,552	4,500	(2,948)	34%	
01-2-108000-6005	Admin - Advertising	2,128	8,000	(5,872)	27%	
01-2-108000-6006	Admin - Insurance	24,531	25,000	(469)	98%	
01-2-108000-6007	Admin - Photocopier	1,976	4,750	(2,774)	42%	
01-2-108000-6008	Admin - Postage	6,476	7,500	(1,024)	86%	
01-2-108000-6010	Admin - Sundry	656	2,123	(1,467)	31%	
01-2-108000-6011	Admin - Telephone	5,428	13,600	(8,172)	40%	
01-2-108000-6012	Admin - Hydro	3,414	10,000	(6,586)	34%	
01-2-108000-6013	Admin - Land Lease Fees	-	-	-	0%	
01-2-108000-6014	Admin - IT/Software	22,645	45,500	(22,855)	50%	
01-2-108000-6016	Admin - Community School Expense	-	11,500	(11,500)	0%	
01-2-108000-6019	Admin - Memberships and Prof. Fess	5,552	6,000	(448)	93%	
01-2-108000-6020	Admin - Training	2,093	17,600	(15,507)	12%	
01-2-108000-6021	Admin - Consultation & Special Evt.	700	5,000	(4,300)	14%	
01-2-108000-6026	Admin - Website and Design	2,606	9,600	(6,994)	27%	
01-2-108000-6525	Admin - Debt Interest	3,502	6,179	(2,677)	57%	
01-2-108000-6527	Admin - Debt Principal	24,821	50,467	(25,646)	49%	
01-2-108000-6999	Penny Rounding Expense	3*	(82)	-	-	
01-2-108100-6100	Admin - Accounting	-	28,000	(28,000)	0%	
01-2-108100-6101	Admin - Legal	12,018	45,000	(32,982)	27%	
01-2-108100-6103	Admin - Contract & Consultant Labour	-	25,000	(25,000)	0%	
01-2-108100-6104	Admin - Records Management	8,655	10,200	(1,545)	85%	
01-2-108200-6125	Admin - Maintenance	33,353	60,551	(27,198)	55%	
01-2-108200-6126	Admin - Parts & Supplies	11,968	14,500	(2,532)	83%	
01-2-108200-6127	Admin - Hardware	40	8,000	(7,960)	1%	
01-2-108200-6128	Admin/Bylaw - Fuel & Oil	1,412	5,000	(3,588)	28%	
01-2-108200-6129	Admin/Bylaw - Servicing	-	3,000	(3,000)	0%	
01-2-108250-6023	Amortization Expense - General	-	-	-	#DIV/0!	
01-2-108300-6450	Promotions/Community Enhancement	2,000	7,500	(5,500)	27%	
01-2-108300-6451	Community Init. & Opport. Fund	-	-	-	#DIV/0!	
01-2-108300-6454	Climate Action Carbon Tax Credits	-	2,500	(2,500)	0%	
01-2-108400-6170	Project Admin - General Expense	11,596	30,000	(18,405)	39%	
01-2-108400-6175	Admin - Bylaw Enforcement Exp	3,567	6,418	(2,851)	56%	
01-2-108400-6454	Admin - Emergency Management	13,443	29,213	(15,770)	46%	
	Total Operating Expenses	654,586	1,532,204	(877,619)	43%	
01-2-108400-6551	Project - Cap. Mach & Equip. Exp - Admin	-	-	-	0%	
01-2-108400-6555	Project - Cap - Building	-	-	-	0%	
	Total Capital Expenses	-	-	-	0%	
	Total Expenses	654,586	1,532,204	(877,619)	43%	
	(Surplus) / Deficit	(851,536)	0			

1* Economic Development from Gas Tax in Q4

2* Reduced Travel/Conferences due to COVID-19

3* Credit Adjustment to clear in Q3

4* Non-recoverable COVID expenses, signage, masks, cleaning supplies

Village of Pemberton

Statement of Operation ending June 30, 2020

ACCOUNT CODE	ACCOUNT NAME	2020 Actual	2020 Budget	Actual to Budget \$	Actual to Budget %
Allocate Legislative General Taxation		(103,937)	(103,937)	-	100%
Total Revenues		(103,937)	(103,937)	-	100%
01-2-158000-0000	Legislative Expenses - Other	303	-	303	0%
01-2-158000-6000	Legislative Indemnities	45,366	91,981	(46,615)	49%
01-2-158000-6002	Legislative - Benefits	126	1,706	(1,580)	7%
	Employer Tax NEW	-	-	-	0%
01-2-158000-6003	Leg. Exp. - Travel, Training & Accom.	915	8,000	(7,085)	11%
01-2-158000-6005	Leg. Exp. - Advertising	1,456	500	956	291%
01-2-158000-6006	Leg. Exp. - Insurance	1,000	750	250	133%
01-2-158000-6011	Leg. Exp. - Telephone	867	1,000	(133)	87%
01-2-158000-6014	Leg. Exp. - IT/Computer Allowance	-	-	-	0%
01-2-158000-6017	Governance Expenses - Public Relations	-	-	-	0%
Total Expenses		50,033	103,937	(53,904)	48%
(Surplus) / Deficit		(53,904)	-		

1* UBCM Travel for Q3

2* COVID-19 changes to Council Meeting processes

Village of Pemberton

Statement of Operation ending June 30, 2020

ACCOUNT CODE	ACCOUNT NAME		2020 Actual	2020 Budget	Actual to Budget \$	Actual to Budget %
	<i>Allocate Fire General Taxation</i>		<i>(370,492)</i>	<i>(370,492)</i>	-	100%
	<i>Surplus/Deficit Fire</i>		<i>(96,163)</i>	<i>(96,163)</i>	-	100%
	<i>Surplus/Deficit Rescue</i>		<i>(8,995)</i>	<i>(8,995)</i>	-	100%
01-1-206500-1425	SLRD Contributions - Fire Protection	1*	(186,412)	(156,510)	(29,902)	119%
01-1-206500-1426	SLRD Contributions - Rescue Service	1*	(89,794)	(80,799)	(8,995)	111%
01-1-206510-1425	LilWat Contributions	2*	(72,937)	(145,874)	72,937	50%
01-1-207201-1673	FD - Capital - Grants Other		-	-	-	0%
01-1-207300-1925	F/D - Other Revenue		(8,172)	(8,172)	-	100%
01-1-207500-1990	F/D - MFA Proceeds		-	-	-	0%
01-1-207600-6500	Fire - Transfer from Reserves		-	-	-	0%
	Total Revenues		(832,965)	(867,005)	34,040	96%
01-2-208000-0000	F/D - Rescue Dept Expense		43,221	89,794	(46,573)	48%
01-2-208000-6001	F/D - Honorarium & Wages		94,287	293,042	(198,755)	32%
01-2-208000-6002	F/D - Benefits		18,337	37,000	(18,663)	50%
	Employer Tax NEW		-	-	-	0%
01-2-208000-6003	F/D - Travel & Training		5,813	35,735	(29,922)	16%
01-2-208000-6005	F/D - Advertising		83	1,050	(967)	8%
01-2-208000-6006	F/D - Insurance		18,969	21,600	(2,631)	88%
01-2-208000-6009	F/D - Fees & Supplies		17,299	18,000	(701)	96%
01-2-208000-6010	F/D - Sundry		532	8,000	(7,468)	7%
01-2-208000-6011	F/D - Telephone		3,122	6,426	(3,304)	49%
01-2-208000-6012	F/D - Hydro		4,382	12,122	(7,740)	36%
01-2-208000-6014	F/D - IT/Software		3,855	7,411	(3,556)	52%
01-2-208000-6017	F/D - Rental Fees		25,735	25,735	-	100%
01-2-208000-6019	F/D - Memberships and Professional Fees		1,435	1,800	(365)	80%
01-2-208100-6101	F/D - Legal		-	1,050	(1,050)	0%
01-2-208200-6125	F/D - Maintenance		9,336	30,900	(21,564)	30%
01-2-208200-6126	F/D - Parts & Supplies		42,359	61,800	(19,441)	69%
01-2-208200-6128	F/D - Fuel & Oil		4,724	6,466	(1,742)	73%
01-2-208200-6129	F/D - Servicing		2,141	23,690	(21,549)	9%
01-2-208600-6453	F/D - Public Relations		-	824	(824)	0%
01-2-208900-6525	Fire - Debt Servicing Interest Expense		6,040	11,952	(5,912)	51%
01-2-208900-6527	Fire - Debt Servicing Principal		5,922	31,830	(25,908)	19%
	Total Operating Expenses		309,733	726,226	(416,494)	43%
01-2-208800-6507	Transfer to Future Reserves - Fire Truck and/or Facilities		-	-	-	0%
01-2-208800-6507	Transfer to Future Reserves - Wildfire		-	-	-	0%
01-2-208800-6507	Transfer to Future Reserves - LilWat		49,623	99,247	(49,623)	50%
	Total Reserves		49,623	99,247	(49,623)	50%
01-2-208400-6551	Project - Cap Mach & Equip	2*	5,530	21,532	(16,002)	26%
01-2-208400-6555	Project - Cap Building	2*	-	20,000	(20,000)	0%
	Total Capital		5,530	41,532	(36,002)	13%
	Total Expenses		364,886	867,005	(502,119)	42%
	(Surplus) / Deficit		(468,079)	-		

1* Adjustments to Surplus Carried Forward

2* Projects complete in Q3 or Q4

Village of Pemberton

Statement of Operation ending June 30, 2020

ACCOUNT CODE	ACCOUNT NAME	2020 Actual	2020 Budget	Actual to Budget \$	Actual to Budget %	
	Allocate Development General Taxation	(172,481)	(172,481)	-	100%	
	Surplus Carry Forward, 2019 Projects			-	0%	
01-1-256900-1500	DS - Application Fees	1*	(14,490)	(110,000)	95,510	13%
01-1-256900-1501	Licenses - Building Permits		(144,275)	(270,000)	125,725	53%
01-1-256900-1505	Permit - Water Sprinkling		(120)		(120)	0%
01-1-257200-1673	Grants - Other		-	(10,151)	10,151	0%
01-1-257300-1920	DS - Recovery Revenue		(40,621)	(75,000)	34,379	54%
01-1-257300-1925	DS - Other Revenue - Misc	2*	(1,500)	(30,000)	28,500	5%
	Total Revenues		(373,487)	(667,633)	294,145	56%
01-2-258000-0000	DS - Admin		456	15,651	(15,195)	3%
01-2-258000-6000	DS - Salaries		177,779	366,112	(188,333)	49%
01-2-258000-6002	DS - Benefits		27,616	56,419	(28,803)	49%
	Employer Tax NEW		-	-	-	0%
01-2-258000-6003	DS - Travel, Meals & Accomodation	3*	4,588	2,600	1,988	176%
01-2-258000-6005	DS - Advertising		1,358	5,500	(4,142)	25%
01-2-258000-6011	DS - Telephone		1,025	2,100	(1,075)	49%
01-2-258000-6014	DS - IT/Software		10,546	12,000	(1,454)	88%
01-2-258000-6019	DS - Memberships and Professional Fess		1,623	2,400	(777)	68%
01-2-258000-6020	DS - Training		-	6,200	(6,200)	0%
01-2-258100-6101	DS - Legal		7,576	15,000	(7,424)	51%
01-2-258100-6102	DS - Engineering Consulting		-	-	-	0%
01-2-258100-6103	DS - Contractors & Consult.	2*	25,012	68,800	(43,788)	36%
01-2-258200-6126	DS - Parts & Supplies		1,114	2,000	(886)	56%
01-2-258200-6128	DS - Fuel & Oil		86	1,100	(1,014)	8%
01-2-258400-6170	Project Dev. - Non Capital Exp	2*	-	36,750	(36,750)	0%
01-2-258400-6173	Projects - Recoverable DS Expenses		40,621	75,000	(34,379)	54%
	Total Operating Expenses		299,400	667,633	(368,233)	45%
01-2-258400-6552	Project - Cap. Eng. Struct. - DS		-	-	-	
01-2-258400-6557	DS Project - Capital Buildings		-	-	-	
	Total Capital Expenses		-	-	-	
	Total Expenses		299,400	667,633	(368,233)	45%
	(Surplus) / Deficit		(74,087)	-	-	

- 1* Development not started
- 2* Projects to complete in Q3 or Q4
- 3* Offsite Building Inspector Travel costs

Village of Pemberton

Statement of Operation ending June 30, 2020

ACCOUNT CODE	ACCOUNT NAME	2020 Actual	2020 Budget	Actual to Budget \$	Actual to Budget %	
	Allocate Public Works/ Parks General Taxation	(1,132,327)	(1,132,327)	-	100%	
	Surplus Carry Forward, 2019 Projects	(40,000)	(40,000)	-	100%	
01-1-307200-1671	Project - General - Prov. Grant	1*	(5,394)	5,394	0%	
01-1-307201-1671	Project Works Capital - Provincial Grant	1*	(214,000)	214,000	0%	
01-1-307201-1673	Grant Project - Other	1*	(76,000)	76,000	0%	
01-1-307201-1674	Capital Project - Contrib. - Other Govt	1*	(92,000)	92,000	0%	
01-1-307201-1675	Project Works - Contribution Other		-	-	0%	
01-1-307300-1925	Works - Other Revenue - Misc	(1,188)	-	(1,188)	0%	
01-1-007400-1975	DCC Roads Contribution	1*	(217,000)	217,000	0%	
01-1-007400-1976	DCC's - Parks Contribution		-	-	0%	
01-1-307500-1990	MFA Proceeds PW	2*	(300,000)	300,000	0%	
01-1-307600-6500	Public Works - Transf fr Reserve	1*	(110,000)	110,000	0%	
01-1-357200-1673	Projects - General Parks - Grants Other		-	-	0%	
01-1-357201-1672	Parks Cap.- Other Govt Contr		-	-	0%	
01-1-357201-1673	Capital Grants - Other	1*	(50,000)	50,000	0%	
01-1-357600-6500	Parks - Transfer from Reserve	1*	(8,000)	8,000	0%	
	Total Revenues	(1,173,515)	(2,244,720)	1,071,206	52%	
01-2-308000-0000	Works - Administration	736	1,500	(764)	49%	
01-2-308000-6000	Works - Salaries	282,922	519,511	(236,589)	54%	
01-2-308000-6002	Works - Benefits	35,148	73,328	(38,180)	48%	
	Employer Tax NEW	-	-	-	0%	
01-2-308000-6003	Works - Travel, Meals & Accomodation	3*	1,396	3,000	(1,604)	47%
01-2-308000-6005	Works - Advertising		83	2,000	(1,917)	4%
01-2-308000-6006	Works - Insurance		25,179	28,000	(2,821)	90%
01-2-308000-6011	Works - Telephone		1,956	3,606	(1,650)	54%
01-2-308000-6012	Works - Hydro		10,717	24,555	(13,838)	44%
01-2-308000-6014	Works - IT Software		1,838	4,000	(2,162)	46%
01-2-308000-6019	Works - Memberships and Profesional Fees		935	745	190	126%
01-2-308000-6020	Works - Training		-	8,500	(8,500)	0%
01-2-308000-6174	Works - Labour Relations Expense		-	500	(500)	0%
01-2-308000-6525	Works - Equipment Interest		2,564	4,226	(1,662)	61%
01-2-308000-6527	Works - Equipment Principal		29,556	107,074	(77,518)	28%
01-2-308100-6101	Works - Legal		-	1,030	(1,030)	0%
01-2-308100-6102	Works - Engineering Consulting		-	-	-	0%
01-2-308100-6103	Works - Contractors & Consultants		5,652	25,000	(19,348)	23%
01-2-308200-6125	Works - Maintenance		22,290	45,000	(22,710)	50%
01-2-308200-6126	Works - Parts & Supplies		9,462	25,000	(15,538)	38%
01-2-308200-6128	Works - Fuel & Oil		15,686	30,000	(14,314)	52%
01-2-308200-6129	Works - Servicing		-	-	-	0%
01-2-308200-6176	Works - Road Maintenance		25,075	170,000	(144,925)	15%
01-2-308200-6177	Works - Trail Maintenance		4,049	6,788	(2,739)	60%
01-2-308400-6170	Project - Non Capital Exp - Works	1*	33	110,000	(109,967)	0%
01-2-358000-6002	Parks - Benefits		-	-	-	0%
01-2-358000-6005	Parks - Advertising		1,040	-	1,040	0%
01-2-358000-6006	Parks - Insurance		13,350	13,060	290	102%
01-2-358000-6012	Parks - Hydro		2,527	5,447	(2,920)	46%
01-2-358200-6125	Parks - Maintenance		27,031	32,850	(5,819)	82%
01-2-358200-6126	Parks - Parts & Supplies		7,871	20,000	(12,129)	39%
01-2-358200-6127	Parks - Hardware		-	500	(500)	0%
01-2-358200-6128	Parks - Fuel & Oil		1,095	5,500	(4,405)	20%
01-2-358400-6170	Projects - General - Parks		-	-	-	0%
	Total Operating Expenses	528,190	1,270,721	(742,530)	42%	
01-2-308400-6551	Project - Cap. Mach & Equip. Exp - PW		-	-	0%	
01-2-308400-6552	Project - Cap. Eng. Struct. - PW	1*	14,431	707,000	(692,569)	2%
01-2-308400-6555	Project - Cap - Building		-	-	0%	
01-2-358400-6550	Project - Capital Land Expense - Parks		-	-	0%	
01-2-358400-6551	Project - Cap. Mach & Equip. Exp - Parks		-	-	0%	
01-2-358400-6552	Project - Cap. Eng. Struct. - Parks	1*	-	267,000	(267,000)	0%
	Total Capital Expenses	14,431	974,000	(959,569)	1%	
01-2-358800-6509	Reserve - Transfer for Future Capital Expenditures		-	-	0%	
	Total Reserves	-	-	-	0%	
	Total Expenses	542,621	2,244,721	(1,702,099)	24%	
	(Surplus) / Deficit	(630,893)	0			

1* Grants Received as Projects complet in Q3 or Q4, Farm Rd East, Farm Rd East Trail, Assesst Management, Tiyata Sidewalk

2* MFA funding for Downtown Enhancement at Project Completion

3* Travel prior to COVID-19 shut down

Village of Pemberton

Statement of Operation ending June 30, 2020

ACCOUNT CODE	ACCOUNT NAME	2020 Actual	2020 Budget	Actual to Budget \$	Actual to Budget %
	Allocate Transit General Taxation	(69,908)	(69,908)	-	100%
01-1-507300-1925	Transit - Other Revenue	-	-	-	0%
01-1-507600-6500	Transit - Transfer from Reserve	-	-	-	0%
01-1-507700-1700	Adult Monthly Passes	1* (9,090)	(42,488)	33,398	21%
01-1-507700-1701	Senior/Student Monthly Passes	1* (1,770)	(11,963)	10,193	15%
01-1-507700-1702	Adult Commuter Tickets	1* (3,636)	(47,079)	43,443	8%
01-1-507700-1703	Senior/Student Tickets	1* (150)	(2,798)	2,648	5%
01-1-507700-1704	Local Adult Tickets	1* (2,920)	(10,037)	7,117	29%
01-1-507700-1705	Local Senior/Student Tickets	1* (288)	(808)	520	36%
01-1-507700-1706	Local Transit Farebox	1* (30,680)	(45,999)	15,319	67%
01-1-507700-1710	Greyhound Ticket Sales	-	-	-	0%
01-1-507700-1720	Whistler Transit Farebox Contribution	1* (19,412)	(49,916)	30,504	39%
01-1-507700-1721	BC Bus Pass Programme	(6,221)	(13,204)	6,983	47%
01-1-507700-1723	BCT Municipal Admin Charge Allowance	(4,226)	(8,473)	4,247	50%
01-1-507700-1724	Partner Contributions	(69,908)	(139,816)	69,908	50%
01-1-507700-1725	BCT Contributions	(165,680)	(292,676)	126,996	57%
	Total Revenues	(383,889)	(735,163)	351,274	52%
01-2-508000-7000	Transit - Admin Fee	4,226	8,473	(4,247)	50%
01-2-508000-7001	Transit - Operating Contract	379,822	725,690	(345,868)	52%
01-2-508000-7002	Transit - Greyhound Ticket Purchases	-	-	-	0%
01-2-508000-7005	Transit - Misc Expense	-	1,000	(1,000)	0%
01-2-508800-6509	Transfer to Partner Reserve (Restricted)	-	-	-	0%
	Total Expenses	384,048	735,163	(351,115)	52%
	(Surplus) / Deficit	159	(0)		

1* Transit Measures for COVID-19, no revenues collected

Village of Pemberton

Statement of Operation ending June 30, 2020

ACCOUNT CODE	ACCOUNT NAME		2020 Actual	2020 Budget	Actual to Budget \$	Actual to Budget %
Recreation						
01-1-606500-1674	SLRD Contributions - Recreation	1*	-	(936,389)	936,389	0%
	<i>Surplus Carry Forward, 2019 Projects</i>		(157,744)	(157,744)	-	100%
01-1-606600-1450	Interest Revenue		-	(3,360)	3,360	0%
01-1-607200-1675	Grants - Contributions Other		(450)	(1,250)	800	36%
01-1-607201-1670	Grants - Federal Govt		-	(2,000)	2,000	0%
01-1-607201-1671	Grants - Provincial Govt		(300)	(1,000)	700	30%
01-1-607201-1672	Grants - Other Govt		(2,000)	-	(2,000)	0%
01-1-607201-1673	Grants - Other		(500)	(3,600)	3,100	14%
01-1-607300-1600	Rec - Rental Fees	2*	(23,460)	(167,484)	144,024	14%
01-1-607300-1925	Miscellaneous Revenue		(6,034)	(9,068)	3,034	67%
01-1-607500-1990	MFA Proceeds	3*	-	(20,516)	20,516	0%
01-1-607600-6500	Transfer from Reserve		-	(25,000)	25,000	0%
01-1-607700-1726	Rec - Adult Program Revenue		(16,689)	(50,270)	33,581	33%
01-1-607700-1727	Rec - Children's Program Revenue		(11,542)	(77,675)	66,133	15%
01-1-607700-1728	Rec - Childrens Camp Revenue		(20,697)	(16,748)	(3,950)	124%
01-1-607700-1729	Rec - Special Event Revenue		(38)	(263)	225	14%
01-1-607700-1730	Rec - Fitness Centre Revenue		(38,514)	(129,465)	90,951	30%
	Total Revenues		(277,968)	(1,601,832)	1,323,864	17%
01-2-608000-0000	General Administration		23	711	(688)	3%
01-2-608000-6000	Rec - Salaries	2*	162,978	500,824	(337,846)	33%
01-2-608000-6002	Rec - Benefits		48,685	130,779	(82,094)	37%
01-2-608000-6003	Travel		891	3,568	(2,677)	25%
01-2-608000-6004	Interest & Bank Charges		3,847	9,000	(5,153)	43%
01-2-608000-6005	Advertising		1,365	3,150	(1,785)	43%
01-2-608000-6006	Insurance	4*	1,759	3,225	(1,466)	55%
01-2-608000-6007	Photocopier		2,681	8,000	(5,319)	34%
01-2-608000-6008	Postage		66	102	(36)	65%
01-2-608000-6009	Rec - Office Supplies		1,268	5,900	(4,632)	21%
01-2-608000-6010	Rec - Sundry		209	5,200	(4,991)	4%
01-2-608000-6011	Telephone		6,148	14,300	(8,152)	43%
01-2-608000-6012	Hydro		27,660	58,854	(31,194)	47%
01-2-608000-6014	IT/Software		19,030	33,608	(14,578)	57%
01-2-608000-6019	Memberships & Professional Fees		70	1,300	(1,230)	5%
01-2-608000-6020	Training		810	8,250	(7,440)	10%
01-2-608000-6022	Rec - Bad Debt		-	-	-	0%
01-2-608000-6025	Licenses & Permits		272	750	(478)	36%
01-2-608000-6525	Rec - Debt Servicing Interest Expense	5*	338	1,173	(835)	29%
01-2-608000-6527	Rec - Debt Servicing Principal	5*	3,355	9,869	(6,514)	34%
01-2-608100-6101	Legal		-	2,530	(2,530)	0%
01-2-608100-6103	Contractors & Consultants	6*	84,967	103,570	(18,603)	82%
01-2-608200-6125	Maintenance/ Security		32,809	207,799	(174,990)	16%
01-2-608200-6126	Rec - Parts & Supplies		8,697	6,766	1,931	129%
01-2-608200-6127	Hardware		1,007	9,000	(7,993)	11%
01-2-608200-6128	Fuel		146	1,450	(1,304)	10%
01-2-608200-6129	Servicing		-	2,550	(2,550)	0%
01-2-608400-6170	Projects - General		-	2,550	(2,550)	0%
01-2-608400-6601	Operating Costs - Adult Programs		14,563	45,418	(30,855)	32%
01-2-608400-6602	Operating Costs - Childrens Programs		23,881	74,051	(50,170)	32%
01-2-608400-6603	Operating Costs - Summer Camp		18	14,235	(14,217)	0%
01-2-608400-6604	Operating Costs - Special Events		2,681	16,000	(13,319)	17%
01-2-608400-6605	Operating Costs - Fitness Centre		8,964	30,600	(21,636)	29%
	Total Operating Expenses		459,188	1,315,081	(855,893)	35%
01-2-608400-6550	Project - Capital Land Expense - Rec		-	-	-	0%
01-2-608400-6551	Project - Cap. Mach & Equip. Exp - Rec	7*	18,851	70,000	(51,149)	27%
01-2-608400-6552	Project - Cap. Eng. Struct. - Rec	7*	-	101,750	(101,750)	0%
01-2-608400-6557	Project - Cap - Building Rec	7*	2,056	20,000	(17,944)	10%
	Total Capital Expenses		20,907	191,750	(170,843)	11%
01-2-608800-6509	Transfer to Reserve		95,000	95,000	-	100%
	Total Reserves		95,000	95,000	-	100%
	Total Expenses		575,095	1,601,831	(1,026,736)	36%
	(Surplus) / Deficit		297,127	(0)		
1* Receive in Q3 from SLRD						
2* PCC Closed during COVID - 19						
3* MFA Equipment Loan - Used Truck, applied Q3						
4* Insurance Credits for Group Insurance to SLRD						
5* MFA Equipment Loan - Used Truck, applied Q3						
6* HVAC Repair and Maintenance, Gates Lake rail crossing						
7* Projects to Complete in Q3 or Q4, Soccer nets. Basketball Court, Room D Flooring, Scissor Lift						
General Fund Total (Surplus) / Deficit						
			(1,266,617)	0		

Village of Pemberton

Statement of Operation ending June 30, 2020

ACCOUNT CODE	ACCOUNT NAME	2019 Actual	2020 Budget	Actual to Budget \$	Actual to Budget %
Allocate Admin General Taxation					
	Surplus Carry Forward	(417,254)	(417,254)	-	100%
03-1-406100-1325	Water - Village User Rates	(875,144)	(821,610)	(53,534)	107%
03-1-406100-1326	Water - Frontage Taxes Reclassed	(99,633)	(99,985)	352	100%
03-1-406100-1327	Water - Connection Fees	(16,500)	(20,000)	3,500	83%
03-1-406100-1329	Water - Penalties		(15,000)	15,000	0%
03-1-406100-1333	Water - OB User Rates	1* (3,712)	(26,297)	22,585	14%
03-1-406100-1334	Water - IP User Rates	1* (18,549)	(62,304)	43,755	30%
03-1-406100-1335	Water - PNID User Rates	1* (21,280)	(114,490)	93,210	19%
03-1-406600-1450	Water - Investment Income		(500)	500	0%
03-1-407201-1675	Capital Projects - Contributions			-	0%
03-1-407300-1925	Water - Other Revenue	2*	(60,000)	60,000	0%
03-1-407600-6500	Water - Transfer from Reserve		(183,424)	183,424	0%
	Total Revenue	(1,452,072)	(1,820,865)	368,793	80%
03-2-408000-0000	Water - Administration	697	5,000	(4,303)	14%
03-2-408000-6000	Water - Salaries	232,342	502,320	(269,978)	46%
03-2-408000-6002	Water - Benefits	4,843	10,206	(5,363)	47%
	Employer Tax NEW	-		-	0%
03-2-408000-6003	Water - Travel & Accomodation	-	1,000	(1,000)	0%
03-2-408000-6004	Water - Interest & Bank Charges	-		-	0%
03-2-408000-6005	Water - Advertising	180	1,800	(1,620)	10%
03-2-408000-6006	Water - Insurance	17,459	17,983	(524)	97%
03-2-408000-6011	Water - Telephone	1,520	3,085	(1,565)	49%
03-2-408000-6012	Water - Hydro	24,058	55,763	(31,705)	43%
03-2-408000-6014	Water - IT/Software	3* 2,521	73,000	(70,479)	3%
03-2-408000-6018	Water - Purchases	11,574	26,610	(15,036)	43%
03-2-408000-6020	Water - Training	-	2,500	(2,500)	0%
03-2-408000-6022	Water - Bad Debt Expense			-	0%
03-2-408000-6025	Water - Licenses & Permits	-	4,500	(4,500)	0%
03-2-408100-6101	Water - Legal	691	1,500	(809)	46%
03-2-408100-6102	Water - Engineering	-		-	0%
03-2-408100-6103	Water - Contractors & Consultants	4* 646	50,000	(49,354)	1%
03-2-408200-6125	Water - Maintenance	46,296	92,771	(46,475)	50%
03-2-408200-6126	Water - Parts & Supplies	2,988	2,000	988	149%
03-2-408200-6128	Water - Fuel	9,149	12,527	(3,378)	73%
03-2-408250-6023	Amortization Expense - Water	-		-	0%
03-2-408900-6525	Water - Interest Expense	25,768	51,536	(25,768)	50%
03-2-408900-6527	Water - Principal Payment	19,658	57,763	(38,105)	34%
03-2-409100-6024	Water - Contingency			-	0%
03-2-408400-6170	Project - Non Capital Exp - Water	2,262		2,262	0%
	Total Operating Expenses	402,652	971,865	(569,213)	41%
03-2-408400-6553	Project - Cap. Village Core Exp - Water	3* 59,573	465,000	(405,427)	13%
03-2-408400-6554	Project - Cap. Ind Park Exp - Water	3* 60,000	60,000	(60,000)	0%
	Total Capital Expenses	59,573	525,000	(465,427)	11%
03-2-408800-6509	Transfer to/from Future Reserves	324,000	324,000	-	100%
	Total Reserves	324,000	324,000	-	100%
	Total Expenses	786,225	1,820,865	(1,034,640)	43%
	(Surplus) / Deficit	(665,847)	-		

1* Q1 Billing to date

2* Allocation for Water Truck when purchased

3* Projects to complete in Q3 or Q4, Hydrants, Fernwood Watermain Design, Culvert Install, Scada, Well Development, Fencing, Booster Pump, Water Truck

4* Water Rates Study, Water Source Feasibility completes in Q3 or Q4

Village of Pemberton

Statement of Operation ending June 30, 2020

ACCOUNT CODE	ACCOUNT NAME	2020 Actual	2020 Budget	Actual to Budget \$	Actual to Budget %
	Reclass General Taxation				
	Surplus Carry Forward	(278,560)	(278,560)	-	100%
05-1-456100-1325	Sewer - Village User Rates	(842,269)	(802,029)	(40,240)	105%
05-1-456100-1326	Sewer - Frontage Taxes Reclassified	(199,763)	(200,113)	350	100%
05-1-456100-1327	Sewer - Connection Fees	(8,700)	(10,000)	1,300	87%
05-1-456100-1329	Sewer - Penalties	1*	(10,000)	10,000	0%
05-1-456100-1333	Sewer - OB User Rates	2*	(2,131)	961	55%
05-1-456100-1334	Sewer - IP User Rate	2*	(35,000)	23,759	32%
05-1-456600-1450	Sewer - Investment Income			-	0%
05-1-457300-1925	Sewer - Other Revenue			-	0%
05-1-457300-1981	Sewer - LSA Annual Commuted Revenue	(2,229)	(2,229)	-	100%
05-1-457600-6500	Sewer - Transfer from Reserves		(207,192)	207,192	0%
	Total Revenues	(1,343,932)	(1,547,254)	203,322	87%
05-2-458000-0000	Sewer - Administration	263	5,000	(4,737)	5%
05-2-458000-6000	Sewer - Salaries	233,510	477,198	(243,688)	49%
05-2-458000-6002	Sewer - Benefits	5,043	10,592	(5,549)	48%
	Employer Tax NEW	-	-	-	0%
05-2-458000-6003	Sewer - Travel & Conference	-	1,000	(1,000)	0%
05-2-458000-6005	Sewer - Advertising	-	600	(600)	0%
05-2-458000-6006	Sewer - Insurance	31,293	31,919	(626)	98%
05-2-458000-6011	Sewer - Telephone	898	3,000	(2,102)	30%
05-2-458000-6012	Sewer - Hydro	21,316	49,170	(27,854)	43%
05-2-458000-6014	Sewer - IT/Software	2,199	3,000	(801)	73%
05-2-458000-6020	Sewer - Training	-	1,500	(1,500)	0%
05-2-458100-6101	Sewer - Legal	-	1,000	(1,000)	0%
05-2-458100-6102	Sewer - Engineering	-	-	-	0%
05-2-458100-6103	Sewer - Contractors & Consultants	15,673	35,000	(19,327)	45%
05-2-458200-6125	Sewer - Maintenance	77,878	146,800	(68,922)	53%
05-2-458200-6126	Sewer - Parts & Supplies	4,264	10,000	(5,736)	43%
05-2-458200-6127	Sewer - Hardware	13,112	23,000	(9,888)	57%
05-2-458200-6128	Sewer - Fuel	742	500	242	148%
05-2-458250-6023	Amortization Expense - Sewer	-	-	-	0%
05-2-458900-6525	Sewer - Interest Expense	37,006	74,012	(37,006)	50%
05-2-458900-6527	Sewer - Principal Payment	3*	128,330	(128,330)	0%
	Total Operating	443,197	1,001,621	(558,424)	44%
05-2-458400-6553	Project - Cap. Village Core Exp - Sewer	407,494	403,633	3,861	101%
05-2-458400-6554	Project - Cap. Ind Park Exp - Sewer	16,825	22,000	(5,175)	76%
	Total Capital Expenses	424,319	425,633	(1,314)	100%
05-2-458800-6509	Transfer to/from Future Reserves	120,000	120,000	-	100%
	Total Reserves	120,000	120,000	-	100%
	Total Expenses	987,516	1,547,254	(559,738)	64%
	Suplus/Deficit	\$ (356,416)	\$ 0		

1* Penalties received Q3

2* Q2 Utility charges not yet posted

3* Principal Payment applied Q3

Village of Pemberton

Statement of Operation ending June 30, 2020

ACCOUNT CODE	ACCOUNT NAME	2020 Actual	2020 Budget	Actual to Budget \$	Actual to Budget %	
	Reclass General Taxation	(18,218)	(18,218)	-	100%	
	Surplus Carry Forward, 2019 Projects	(10,819)	(10,819)	-	100%	
07-1-557100-1602	Air - Lease & Maintenance Fees	1*	(18,113)	(25,000)	6,887	72%
07-1-557200-1671	Grant - Provincial Project - General					0%
07-1-557300-1925	Airport - Other Revenue	2*	(476)	(10,000)	9,524	5%
07-1-557300-1931	Airport - Tie Down Fees		(85)	(1,000)	915	9%
07-1-557300-1932	Airport - Landing Fees		(600)	(600)	-	100%
	Total Revenues	(48,311)	(65,637)	17,326	74%	
07-2-558000-0000	Airport - Admin		74	500	(426)	15%
07-2-558000-6000	Airport - Salaries		24,867	53,662	(28,795)	46%
	Employer Tax NEW		-	-	-	0%
07-2-558000-6002	Airport - Benefits		-	-	-	0%
07-2-558000-6005	Airport - Advertising		529	600	(71)	88%
07-2-558000-6006	Airport - Insurance		4,093	4,175	(82)	98%
07-2-558000-6010	Airport - Sundry			200	(200)	0%
07-2-558000-6012	Airport - Hydro		933	2,000	(1,067)	47%
07-2-558000-6014	Airport- IT			500	(500)	0%
07-2-558100-6101	Airport - Legal	3*	10,993	3,000	7,993	366%
07-2-558100-6102	Airport - Engineering				-	0%
07-2-558100-6103	Airport - Contractors & Consultants		300		300	0%
07-2-558200-6125	Airport - Maintenance			500	(500)	0%
07-2-558200-6126	Airport - Parts & Supplies		16	500	(484)	3%
07-2-558200-6176	Air - Roads		-		-	0%
07-2-558250-6023	Amortization Expense - Airport		-		-	0%
	Total Expenses	41,805	65,637	(23,832)	64%	
07-2-558400-6552	Project - Capital Eng Struct - Air		-		-	
	Total Capital Expenses		-	-	-	0%
07-2-558800-6509	Transfer to/from Future Reserves				-	
	Total Reserves		-	-	-	0%
	Airport Fund Total (Surplus) / Deficit	(6,506)	(0)			

1* Six months revenue posted

2* Events and Commercials cancelled due to COVID-19, Diamond Rally, Commercials

3* Recoverable Legal Costs

Village of Pemberton

Statement of Operation ending June 30, 2020

Consolidated	2020	2020	Actual to Budget	Actual to Budget
	Actual	Budget	\$	%
Revenues:				
Taxation	2,195,619	2,280,892	(85,273)	96%
Water and sewer user rates	1,775,595	1,866,090	(90,496)	95%
User charges	1,186,678	2,552,125	(1,365,447)	46%
Penalties and interest income	14,125	30,000	(15,875)	47%
Government transfers:				
Provincial	407,264	651,081	(243,817)	63%
Federal	-	2,000	(2,000)	0%
Other local governments	351,143	1,414,498	(1,063,355)	25%
Investment income	37,109	23,860	13,249	156%
Other revenues	65,067	345,548	(280,481)	19%
Collections on behalf of other governments	2,793,490	2,971,629	(178,139)	94%
	8,826,090	12,137,724	(3,311,634)	73%
Expenditures:				
General government	1,063,846	2,320,838	(1,256,992)	46%
Fire protection services	303,811	694,397	(390,586)	44%
Development and planning services	299,400	667,633	(368,233)	45%
Public works and parks	498,634	1,163,646	(665,012)	43%
Recreation	455,833	1,305,213	(849,379)	35%
Water utility	382,994	914,102	(531,107)	42%
Sewer utility	443,197	873,291	(430,094)	51%
Airport services	41,805	65,637	(23,832)	64%
Transfers to other governments	2,793,490	2,971,629	(178,139)	94%
	6,283,010	10,976,385	(4,693,374)	57%
Annual (Surplus) / Deficit	(2,543,080)	(1,161,340)		
ADJUSTMENTS REQUIRED TO BALANCE FINANCIAL PLAN TO CONFORM WITH LEGISLATIVE REQUIREMENTS				
Non-cash items included in Annual (Surplus)/Deficit				
Amortization on tangible capital assets			-	
Cash items NOT included in Annual (Surplus)/Deficit				
Capital expenditures	524,760	2,157,915	(1,633,155)	24%
Loan proceeds	-	(320,516)	320,516	0%
Long term debt payments	25,580	217,923	(192,343)	12%
Capital Equipment payments	57,732	167,410	(109,678)	34%
Transfers to/from Statutory Reserves	-	(217,000)	217,000	0%
Transfers from Non-Statutory Reserves	-	(533,617)	533,617	0%
Transfers to Non-Statutory Reserves	795,604	845,207	(49,602)	94%
Transfers to/(from) Unappropriated Surplus	(1,155,983)	(1,155,983)	-	100%
Financial Plan Balance	(2,295,386)	0		
General Fund (Surplus) / Deficit	(1,266,617)	0.00		
Water Fund (Surplus) / Deficit	(665,847)	-		
Sewer Fund (Surplus) / Deficit	(356,416)	0.00		
Airport Fund (Surplus) / Deficit	(6,506)	(0.00)		
	(2,295,386)	0.00		

Date: July 28, 2020
To: Nikki Gilmore, Chief Administrative Officer
From: Lisa Pedrini, Manager of Development Services
Subject: Development Services 2020 Second Quarter Report: April – June

PURPOSE

The purpose of this report is to inform Council of the activities of the Development Services Department for the Second 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 April 1st, 2020 and June 30th, 2020 in the following areas:

BUILDING DIVISION

April - June 2020 - Building Permit Overview

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

Type of Permit	# of BP's Issued	Value of Construction	Permit Fees
Single Family Dwelling	2	\$628,258	\$4,778
Single Family Dwelling with suite	4	\$2,996,327	\$21,874
Manufactured Homes (mobile)	0	0	0
Multi Family Dwelling (owned)	0	0	0
Multi Family Dwelling (rental)	0	0	0
Industrial (new)	0	0	0
Institutional (new & repairs & improvements)	4	\$4,155,000	\$29,865
Farm Building	0	0	0
Other Residential (Decks, Stairs, Reno's, Plumbing, etc.)	6	\$41,800	\$818
Tenancy Improvements & Minor Commercial/Industrial	3	NA	\$1,065.00
TOTAL		\$7,821,384	\$58,400

Development Cost Charges Overview

No Development Cost Charges were collected in the Second Quarter of 2020.

PLANNING DIVISION

2020 Current Development Applications

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

Application #	Project	Status
DP78	Crestline/ The Aspect (proposed new name)	Authorized for issuance; project on hold. Staff are anticipating a new DP application.
DP86	Harmony Reach (Wye Lands) – Combined Commercial Residential Development	On hold. Requires DVP to proceed
DP87	Mountain Side Collection – Multi-family Residential Development	In Process
DPm115	Sunstone (Phase 3) – Environmental Protection & Land Constraints	Issued June 30, 2020
DPm116	Sunstone Phase 1B building pads	Issued May 7, 2020
DVP124	1368 Fernwood – road & utility variances	In Process
OR129	Sunstone – Text Amendment to RTA-1 Zone	Approved May 26, 2020
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
TUP009	1394 Portage Road – Food Truck	Council Authorized for issuance June 16, 2020
SAP 2020-07	Lease Lot 10, East Taxiway, Airport (add fill to raise lot to FCL)	Issued May 6, 2020
SAP 2020-08	7669 Cerulean Drive (site prep for SFD)	Issued June 2, 2020
SAP 2020-09	Wye Lands (site prep for MFD)	Application withdrawn: DP required
SAP 2020-10	1480 Hemlock Street (remove trees)	Issued June 3, 2020
SAP 2020-11	1480 Lupin Street (remove trees)	Issued June 16, 2020
SAP 2020-12	1481 Hemlock Street (remove trees)	Issued June 30, 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

2020 Long Range Planning Projects

The following is a list of long-range planning projects and policy work and their respective status as of June 30, 2020.

Project	Status
Hillside Development Design Guidelines	Adopted April 21, 2020
Affordable Housing Action Plan – Work Program	In Process; Consultation with Community scheduled for Fall 2020
Cycling Network Plan	Adopted April 21, 2020
Climate Action Plan	RFP to be issued Fall 2020
Development Procedures Bylaw Update	In Process – To be presented Sept 1, 2020
Community Amenity Contribution Policy	Draft supported by Council on June 30, 2020 Consulting with the local development community will take place Aug/Sept 2020
Sign Bylaw	Consultation with Business Community to be held Fall 2020
Mount Currie Rock Slide Risk Assessment Strategy	Deferred until 2021
Retail Cannabis Policy Amendment	Adopted June 16, 2020
Advisory Planning Commission Bylaw Amendment	Adopted April 21, 2020
Village Plant List Update	Presented to Council on June 16 - referred back to Staff for additional information

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.

RECOMMENDATIONS

THAT the Development Services 2020 Second Quarter Report be received for information.

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

Date: Tuesday, July 28th, 2020

To: Nikki Gilmore, Chief Administrative Officer

From: Tom Csimá, Manager of Operations and Projects

Subject: Operations Department 2020 Second Quarter Report: April - June 2020

PURPOSE

The purpose of this report is to inform Council on the activities of the Department of Operations for the Second 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 Second Quarter was very productive with several key annual maintenance activities being completed, as well as Parks and public greenspaces opening in full swing.

Regular Maintenance and Small Projects

Public Works

- Sanitary lift stations, Wastewater Treatment Plant (WWTP), and Water Conditioning Plant, water distribution system regular inspections, maintenance, and operations
- Village wide Lift station annual service/cleaning
- Lift Station 2 pump replacement and rebuild
- Back up well exploration, increase in water chemistry testing regimen, and detailed Water System Assessment
- Assisting and facilitating BMX track upgrades
- Cross Connection Control program implementation
- EV Charger site analysis
- WWTP Variable Frequency Drives
- Public Works Generator annual service

Parks

- Ongoing garbage collection of public receptacles and cleaning of public bathrooms
- Aeration and fertilization of parks, as well as flower bed planting and maintenance
- One Mile Lake boardwalk minor maintenance
- One Mile Lake invasive species (goldfish) investigation
- Finalize downtown irrigation, picnic tables, laydown area clean-up
- Soccer field top dress, aeration, fertilization, and re-opening
- Benchlands Staircase danger tree removal

1. Waste Water Treatment Plant Outfall Blockage:

- Channel excavation was designed by Northwest Hydraulic Consultants (NHC) to expose WWTP outfall diffusers which were assumed to be buried by up to 3m of sediment (a result of the 2010 Capricorn Creek landslide).
- Coastal Mountain Excavations (CME) was contracted to supply equipment and material to build access berms, excavate channel, and expose outfall diffusers
- Clean-out Tee and manhole added on outfall pipe at shoreline (Figure 1)
- Diffuser assembly located and exposed, found that articulated concrete mattress (scour protection) was missing, diffuser assembly sunk significantly into riverbed.
- Diffuser assembly repaired/modified on shore, adding extensions to diffuser ports and cross support for more bearing, and reinstalled (Figure 4 and 5)
- Riverbed and outfall pipe lined with rip rap apron, in lieu of concrete mattress
- Excavation channel design adjusted according to discovered outfall depth, and final pipe location and elevations were surveyed for future reference
- Rip Rap from access berms used to armour the bank, to prevent erosion



Figure 1 – Outfall cleanout



Figure 2 – Access Berms



Figure 3 – Diver locating outfall diffuser ports and aiding excavator



Figure 4 – Modified Diffuser port assembly



Figure 5 – Reinstalling Diffuser assembly

Work was completed April 17th, 2020, with the following recommendations:

- Perform a follow up survey of the riverbed in 2021 to assess the aggradation and river morphology, as well as perform diving maintenance inspections on an annual basis
- Make operational changes to the plant to incorporate an in-line flushing system to regulate flow through the outfall, and prevent future blockages
- Apply for *Land Act* authorization (Utility Right-of-Way, Crown Land Tenure Application) for this existing infrastructure (as identified by Ministry of Forests, Lands, Natural Resource Operations and Rural Development during the *Water Sustainability Act* Approval application process). In this regard, a recommendation has been provided below requesting that Council endorse this Crown Land Tenure Application.

2. Pemberton Farm Rd East/ Mackenzie Road Washout:

- During the January 31st, 2020 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
- Significant damage was sustained to the subbase of the road, exposing Communications and Hydro ducting with areas of asphalt completely undermined
- Immediate response work was completed to secure the road and ditch
- Permanent repairs are pending approval from the Emergency Management BC (EMBC) Disaster Financial Assistance Program

3. One Mile Lake Fish Habitat Restoration Project

- Beaver activity at the outlet of the One Mile channel into One Mile Lake (OML) is restricting water from entering the lake, causing stagnant water with higher temperatures and excessive weed growth, which is potentially detrimental to the native Salmon populations. These current conditions are also conducive to thriving invasive species, including household goldfish, which have recently been spotted in One Mile Lake and have potential to populate and compete with native species.

- Staff are currently working with Department of Fisheries and Oceans (DFO) Habitat Restoration Biologists to upgrade the inlet channel of Pemberton Creek into OML, in partnership with Stewardship Pemberton Society, Pemberton Valley Dyking District (PVDD), Lil'wat Nation, and with recommendations from Ministry of the Environment.
- The goal of the project is to improve environmental conditions of the lake, to make mid-summer temperatures suitable to salmon rearing. Cold, turbid water will reduce excessive weed growth and create greater flow through the lake which will reduce other water quality issues (i.e., e. coli), eradicate invasive fish before they overpopulate, and accommodate salmon migration. The project scope is shown in **Figure 6**.
- The allowable maintenance window to work within the stream is August 1 – September 15. During this time, DFO will oversee all work which will consist of excavating a channel using the Pemberton Valley Dyking District certified enviro-oil excavator, operated by a Village of Pemberton Operator, with an Environmental Monitor present from Lil'wat Nation.
- In June, work was completed to replace the “Beaver Box” (**Figure 7**) culvert protection device on the outlet of the lake as it was found to be damaged, and the lake level was quite high, suggesting a blockage. A steel frame box was built and installed, and the culvert was unclogged, creating adequate outflow from the lake, and successfully bringing the lake level down. Once the inlet is maintained in August, we will hopefully see the lake fill with cold, fresh, glacial-till turbid water.



Figure 6 – One Mile Lake Inlet channel/ Fish Habitat Restoration Project



Figure 7 – Beaver box culvert protection

COMMUNICATIONS

The Operations Department works regularly with the Senior Community Partnership and Communications 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.

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 and Federal grants. The noted operational changes, future survey, and annual monitoring schedule for the WWTP will be presented to Council during the 2021 budget sessions, which may result in a possible increase to annual maintenance/monitoring costs.

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. The One Mile Lake Fish Habitat Restoration Project will be submitted to Lil'wat Nation's referral program and has been coordinated by the DFO.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

RECOMMENDATIONS

Recommendation One:

THAT the Operations Department 2020 Second Quarter Report be received for information.

Recommendation Two: Utility Right-of-Way, Crown Land Tenure Application

THAT Council endorse an application for a utility right of way through a Crown land tenure application, in accordance with the *Land Act*, for the existing Waste Water Treatment Plant outfall pipe, situated on the Lillooet River adjacent to the property #34 -1850 Airport Rd.

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

Date: July 28, 2020

To: Nikki Gilmore, Chief Administrative Officer

From: Matthew Rempel, Planning & GIS Technician

Subject: Electric Vehicle and Alternative Fuel Infrastructure Deployment Initiative Funding

PURPOSE

The purpose of this report is to seek authorization from Council to enter into a contribution agreement with Natural Resources Canada contingent on a successful grant application for a Direct Current Fast Charger (DCFC) charging station for electric vehicles (EV).

BACKGROUND

In May 2020, the Village was approached by BC Hydro as a potential beneficiary of an EV charging station located at 1380 Aster Street (adjacent to Pioneer Park). Through this process BC Hydro conducted a preliminary site assessment, evaluating and confirming the ability to have dedicated service for two (2) DCFC 50 Kw charging stations. In the end, the site 1380 Aster was not selected, rather BC Hydro preferred the new Lil'wat Gas Station as the site for the DCFC charging stations.

Since that time, Staff has been seeking funding opportunities for a Village DCFC charging station. Natural Resources Canada (NRCan) issued a Request for Project Proposals for electric vehicle charging infrastructure under the Electric Vehicle and Alternative Fuel Infrastructure Deployment Initiative (EVAFIDI). Under the initiative, successful proponents would receive funding of up to 50% of the total project costs, to a maximum of \$50,000 per fast charger.

DISCUSSION & COMMENTS

Staff has completed the application package and submitted it on the July 23, 2020 due date. The project cost estimate for one (1) DC Fast Charger is approximately \$128,000. The NRCan funding would be \$50,000 (50% of the project cost). If a project is selected for funding, the applicant enters into a Contribution Agreement with NRCan. Applicants must provide proof that at least half (50%) of the funds to be covered by non-NRCan sources are available and have been secured by providing a Proof of Funding Form – Contribution from the Applicant (see **Appendix A**). At this time, Staff is seeking a commitment from Council by way of resolution to allocate \$53,060 in the 2021 fiscal year from Community Works Gas Tax funding.

COMMUNICATIONS

There are no communications considerations at this time.

LEGAL CONSIDERATIONS

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

IMPACT ON BUDGET & STAFFING

The cost associated this initiative will be \$53,060. Additional conditional contributions are identified in the table below.

SECURED PROJECT FINANCING				
Contributions	Cash	In-kind	TOTAL	Firm or Conditional
Private Sector Contribution				
Proponent	\$53,060	\$0	\$53,060	Conditional
	\$0	\$0	\$0	
	\$0	\$0	\$0	
Total Private Contributions	\$53,060	\$0	\$53,060	
Government Contribution				
NRCan	\$50,000	\$0	\$50,000	Conditional
BC Clean Energy Vehicle Public Fast Charge	\$25,000	\$0	\$25,000	Conditional
	\$0	\$0	\$0	
	\$0	\$0	\$0	
Total Government Contributions	\$75,000	\$0	\$75,000	
Total Contributions	\$128,060	\$0	\$128,060	

INTERDEPARTMENTAL IMPACT & APPROVAL

This project will be facilitated by the Department of Operations, who assisted in the preparation of the application. The ongoing maintenance and operations of the new charging station will also be undertaken by this department. As the Village currently has one charging station location at the Pemberton & District Community Centre, they are already familiar with these operations and can be accommodated into their daily workplan.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

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

ALTERNATIVE OPTIONS

There are no alternative options being presented at this time.

RECOMMENDATIONS

THAT Council allocates \$53,060 in the 2021 annual budget from Community Works Gas Tax funding as a matching contribution towards the purchase and installation of a Direct Current Fast Charger (DCFC) charging station for electric vehicles (EV) to be located at 1380 Aster Street.

Prepared by:	Matthew Rempel, Planning & GIS Technician
Manager Approval:	Lisa Pedrini, Manager of Development Services
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer

Date: July 28, 2020
To: Nikki Gilmore, Chief Administrative Officer
From: Christine Burns, Manager of Recreation
Subject: Recreation Service 2020 Second Quarter Report

PURPOSE

The purpose of this report is to provide Council with an update on the Second Quarter activities of the Pemberton and District Recreation Services.

BACKGROUND

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

DISCUSSION & COMMENTS

This report provides an overview of Second Quarter activities undertaken by the Department of Recreation Services from April 1 to June 30, 2020.

Spring Programming:

Registration for Spring (April to June).

Year	Total Registrations	Gross Revenue
2020	143	\$3,325*
2019	944	\$58,135
2018	805	\$43,047
2017	867	\$43,010

*Due to the closure of the Pemberton & District Community Centre, as a result of the COVID-19 Pandemic, the revenues received during this time are significantly reduced compared to previous years.

Spring 2020 - Online Classes

In response to the closure of the facility due to the Pandemic, the Recreation Services team was able to facilitate online fitness and activity programming. Below is a breakdown of the programs offered and attendance for each program. We were very pleased with the community's uptake of this programming as it was a unique take on these services.

1. Adult Fitness Registration:

Month	Passes Sold	Classes Run Weekly
April	20	7
May	27	7
June	12	7

The average number of participants per class and classes offered each month is shown below:

- Flow Yoga – 8
- Bodyweight Strength, Glutes & Core – 19
- Meditation – 5
- Gentle Yoga – 9
- Zumba – 4
- Tabata – 13
- Soup Can HIIT – 8

2. Children’s Dance Registration (pass transferable between siblings):

Month	Passes Sold	Classes Run Weekly
April	30	12
May	30	12
June	19	7*

*decreased number of classes in June as result of school back in session.
 Sessions Run - 106

The average number of participants per class and classes offered each month is shown below:

- Ballet/Jazz – 7
- Stretch and Strength – 7
- Intermediate Ballet – 6
- Ballet Conditioning - 9
- Contemporary – 7
- Ballet – 5
- Kinder Combo - 5
- Kinder Acro - 6
- Acro Conditioning – 18
- Jazz – 6
- Tiny Dancers – 4
- Hip Hop - 14

3. Senior’s Programs (average attendance/class)

Staff created and offered two online courses to the Seniors demographic during this time which were:

- Strength Training – 6
- Chair Yoga – 7

The individuals who participated were very pleased with the programs offered once we assisted them with learning how to set themselves up virtually. We will attempt to continue this format of programming in the fall.

4. Youth Programming

Efforts were made to continue to engage with the Youth at this time through the following online programming initiatives:

- Baking competition – 1 participant (competed against a youth worker)
- Photography contest – 3 participants
- Stop-motion competition – 0
- Online Fitness – 0
- Netflix parties – 0
- Fox and Chicken online game – 0
- House party online game – 0

As you will note, there was little to no participation which was anticipated as this demographic is less likely to participate in organized programming.

Facility update

- Covid upgrades to facility (plexiglass, paper towel dispensers, stanchions, personal protective equipment (PPE) supply ordering, pony wall installation, electrical upgrades to Great Hall);
- Spray Park and Nature Playground spring maintenance which opened the beginning of June with COVID-19 playground regulations posted;
- Fitness centre re-organized into three (3) different spaces, equipment moved and re-installed;
- Repairs to cooling condensing units as they began leaking again;
- Work on alarm system and surveillance camera upgrades;
- Damage to facilities resulted in some significant repairs that were costly and required RCMP attendance at the following locations:

- The Meadows bleachers were broken
- Irrigation (sprinkler heads were kicked off) for the Great Lawn at the PCC

The next two incidents resulted in RCMP reports for vandalism;

- Two windows of the Youth and Seniors Centre were smashed
- PCC underground gate damage from a vehicle

Summer Programming:

Summer program registration began Thursday, June 18, 2020 through our online booking system Perfectmind.

1. School Aged Children Summer Offerings:

Staff focused on creating as many school aged programs as possible in conjunction with contractors and through hiring some program leader Staff. The following programs were offered by program contractors:

- Art Experiences
- Babysitters Course
- British Soccer Camp
- Canoe Camp
- Home Alone
- Kids Fit
- Spanish Camp

Programs we are facilitating with Staff this summer include:

- Crafty Campers
- Kite Camp
- Town Tour

All programs have currently been well prescribed with the exception of Spanish Camp.

2. Adult Group Fitness Offerings:

We are offering (3) Value Added classes at 9:15 am:

- Flow Yoga
- Tabata
- Cardio Circuit

and (1) at 6:15pm

- Broga

All being well prescribed.

As well we have (3) three fitness programs being offered at 6am:

- Rise & Shine
- Outdoor HIIT
- Run Club

3. Pre-Registered Fitness Centre Use:

Current hours of operation for the (3) three fitness centre spaces are Monday through Thursday from 2:00 – 8:00pm. Bookable time blocks are:

- 2:00 – 3:00pm
- 3:15 – 4:15pm
- 4:30 – 5:30pm
- 5:45 – 6:45pm
- 7:00 – 8:00pm

4. Seniors and Youth Programing:

We have suspended programming for Seniors and Youth due to past summer months event/activities being extremely low to non-existent and due to COVID-19 concerns. This will remain in effect until we conclude how to move forward with programming for multi use space due to this demographic and the unique nature in which they are vulnerable to the virus.

5. Indoor Facility Use:

During the summer months the PCC usually hosts a number of events/activities booked by community groups and individuals. Unfortunately, due to the Pandemic a number of those previouslybooked events have had to be cancelled. Staff is working through return to service protocols with an aim to be able to open the PCC for Phase 3 in the Fall to user groups with an approved COVID-19 Safety Plan.

6. Parks and Fields:

Meadows Fields:

- Pemberton Slo-pitch completed their COVID-19 Safety Plan and received approval and as a result began play on Wednesday July 8, 2020. With the understanding that should there be any complaints or any deviations from their plan be witnessed their remaining bookings will be canceled.
- Toilets have been placed at the Meadows fields to accommodate Pemberton Slo-pitch which started on July 8th and will carry on into late September.
- Garbage will be maintained minimum twice per week due to Slo-pitch and the Soaring Club use.

The Rec Site:

- The Soccer Field is ready for use; currently there have been no requests for bookings/use.
- Pemberton Youth Soccer Association is currently in a holding pattern for their programming.

Gates Lake

- Rail Crossing assessment complete and on hold with SLRD.
- Gates Lake Community Park is being monitored on a consistent basis, most recently some known erosion was from the Gates Creek was inspected, and it was noted that the riprap is performing as intended.

Phase 3 – Reopening Plans

Programs and services that will not return, until a COVID-19 vaccine is available, due to the nature in which they are operated and/or function include, but may not be limited to:

- Childminding
- Anything Drop-In
 - Open Gym for parents and tots
 - Regular operations of the fitness centre
 - Drop-in Sports including; basketball, soccer, badminton and volleyball
- Bookings that do not have an approved COVID-19 Safety Plan
- One off bookings, such as a wedding rehearsal dinner or a Strata meeting.

Access to the PCC for Phase 3 of programs and services will continue to be on a registration basis only. Hours of operation will continue to be modified for fitness services as we integrate various demographics into the facility and attempt to minimize opportunities for mingling based on our knowledge that each demographic is affected differently by the virus. The following will be phased in starting after the September long weekend should the Province continue to be in Phase 3 of Recovery:

- École de Vallee (SD93 in Room A, the Studio and various other spaces throughout the week)
- Modifications to Fitness Centre Hours with continuation of separate times for our vulnerable individuals and youth. (Fitness Centre, Room C and Great Hall A)

- Additional Fitness programs (Room C and Great Hall A)
- Afterschool Care program (Room D)
- Pemberton Dance Academy (Room B and potential use of Great Hall C or Studio)
- Bookings with approved COVID-19 Safety Plans
 - Gymnastics (Great Hall B & C)
- Youth Centre hours are still being determined
- Potential for some Seniors programming during the day at the Youth and Seniors Centre

The proposed modified PCC operational schedule looks something like the facility being open for programs and services Monday through Saturday with a full closure on Sundays in order to perform a major clean. All programs and services would be staggered to minimize contact while in the facility and the entrance and exit will continue to be controlled via Staff. This means the door is only unlocked for access at scheduled start of programming or bookings.

COMMUNICATIONS

Recreation Services coordinates with the Communications and Grant Coordinator on the initiatives and projects that are currently underway to ensure that information is communicated to residents through the enews, Facebook and other social network mediums. As such, considerable communication has been undertaken related to the Pemberton and District Community Centre reopening for Fitness Services and programs as well as summer camp programming.

LEGAL CONSIDERATIONS

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

IMPACT ON BUDGET & STAFFING

The Recreation Services Department operates on the Squamish-Lillooet Regional District (SLRD) Board approved annual budget, reserves, grants and on a cost recovery basis as per the SLRD Recreation Service Fees and Charges Bylaw No. 1635-2019, as amended each year. It should be noted that as a result of COVID-19 the Fees and Charges Bylaw will not be amended and the rates will remain the same until an opportunity to review early 2021.

Budget and staffing impacts have been incurred. Fortunately, despite the closure of the facility, five full-time permanent Staff members have continued to work full-time hours through COVID-19. They were required to plan and implement interim programming and assist with planning a return to recreation services and opening of the PCC. One staff member transitioned to CERB and continues to assist with minor operational tasks on a weekly basis as needed thereby falling within the maximum hours allowed while on CERB. All Casual Staff members, excluding two program leaders, remain off until services resume to the point that operations cannot be covered via Staff currently working.

In preparation to return to Phase 2, Recreation services and to be compliant with WorkSafeBC, Provincial Health Authority and other governing bodies recommendations unexpected expenses have been incurred and will continue to be in the foreseeable future. These unexpected expenses are being accommodated in the budget by deferring some projects, such as the purchase of new fitness equipment, to minimize the impacts.

INTERDEPARTMENTAL IMPACT & APPROVAL

The Recreation Service works with all Village Departments.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

Currently, collaborative efforts exist between Whistler, and Squamish to mindfully return to Recreation Services in a similar manner. This will positively impact residents of the region as a whole. It has also been identified that consultation will be required with Sea to Sky School District No. 48, School District No. 93, Sea to Sky Community Services and various other service groups in the community in order to thoughtfully program for Fall 2020 to meet potential needs of the community.

ALTERNATIVE OPTIONS

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

RECOMMENDATIONS

THAT Council receive the Pemberton and District Recreation Services 2020 Second Quarter Report for information.

Submitted by:	Christine Burns, Recreation Services Manager
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer

Date: July 28, 2020
To: Nikki Gilmore, Chief Administrative Officer
From: Robert Grossman, Fire Chief
Subject: Second Quarter Report

PURPOSE

To provide Council with a summary of the activities of the Pemberton Fire Rescue Department for the Second 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.

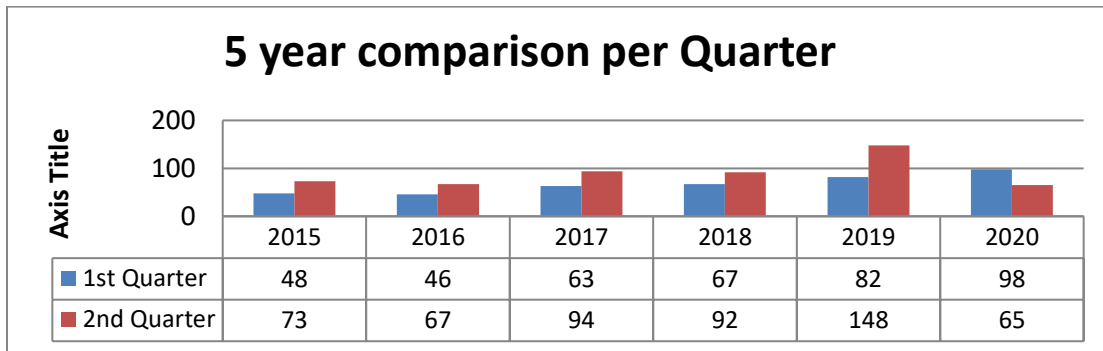
Fire Service is also provided to Lil'wat Nation through a separately negotiated Fire Service Agreement which was established in 2017.

DISCUSSION & COMMENTS

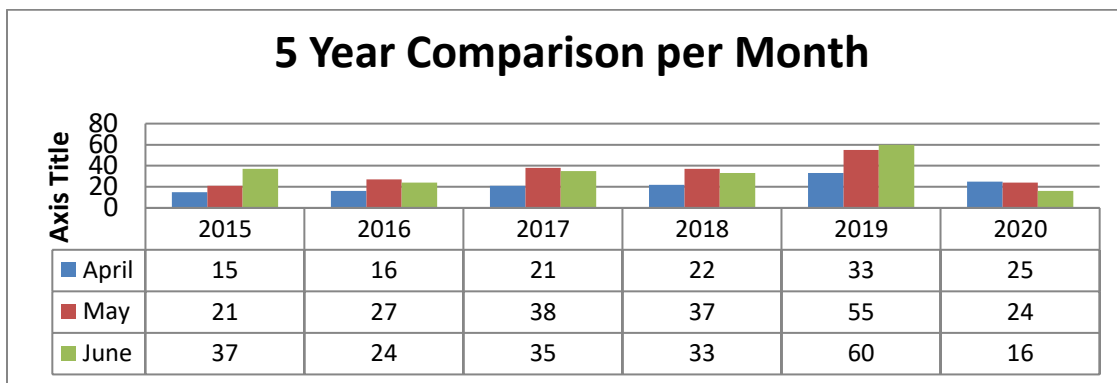
Incidents:

For the Second Quarter, Pemberton Fire Rescue responded to sixty-five incidents; this is a decrease of eighty-three incidents, down from one hundred and forty-eight over the same period in 2019. This decrease is due to Pemberton Fire Rescue not responding to medical incidents since the start of the second quarter, which was mandated by the Province as a result of the protocols put in place in response to the COVID-19 Pandemic.

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 2008					
	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	25
May	21	27	38	37	55	24
June	37	24	35	33	60	16
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	163

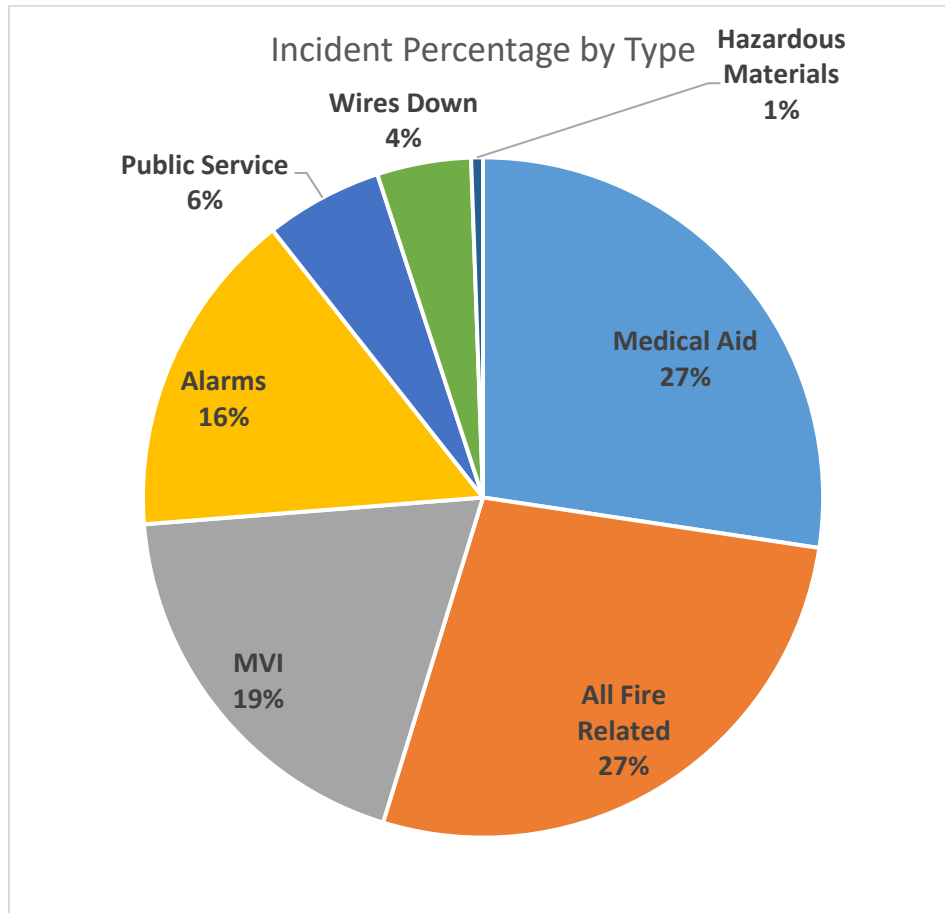
Number of Incidents per day for 2020 Year

Day	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Totals
1	2	3	2										7
2	1	1	2		1								5
3	2	1	2										5
4	2	1			1								4
5	1		1		1								3
6		1											1
7	2	1	3	5		1							12
8			1	2									3
9			2		1								3
10		1		3		2							6
11	1			2	1								4
12	1		2										3
13													0
14		1	1	1		2							5
15	3		4		1								8
16	1			2	1								4
17	1	2	2	4	1								10
18		1			1								2
19	3	2	1		2	1							9
20		2	1		1	1							5
21	1	2			1	3							7
22			2										2
23		4	1	3	4	2							14
24				1	2								3
25	1		4		1								6
26	3	1	1	1	2								8
27	2	1	3		2	1							9
28	1	4		1									6
29						2							2
30	1		4			1							6
31			1										1
Totals	29	29	40	25	24	16							163
Days 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.

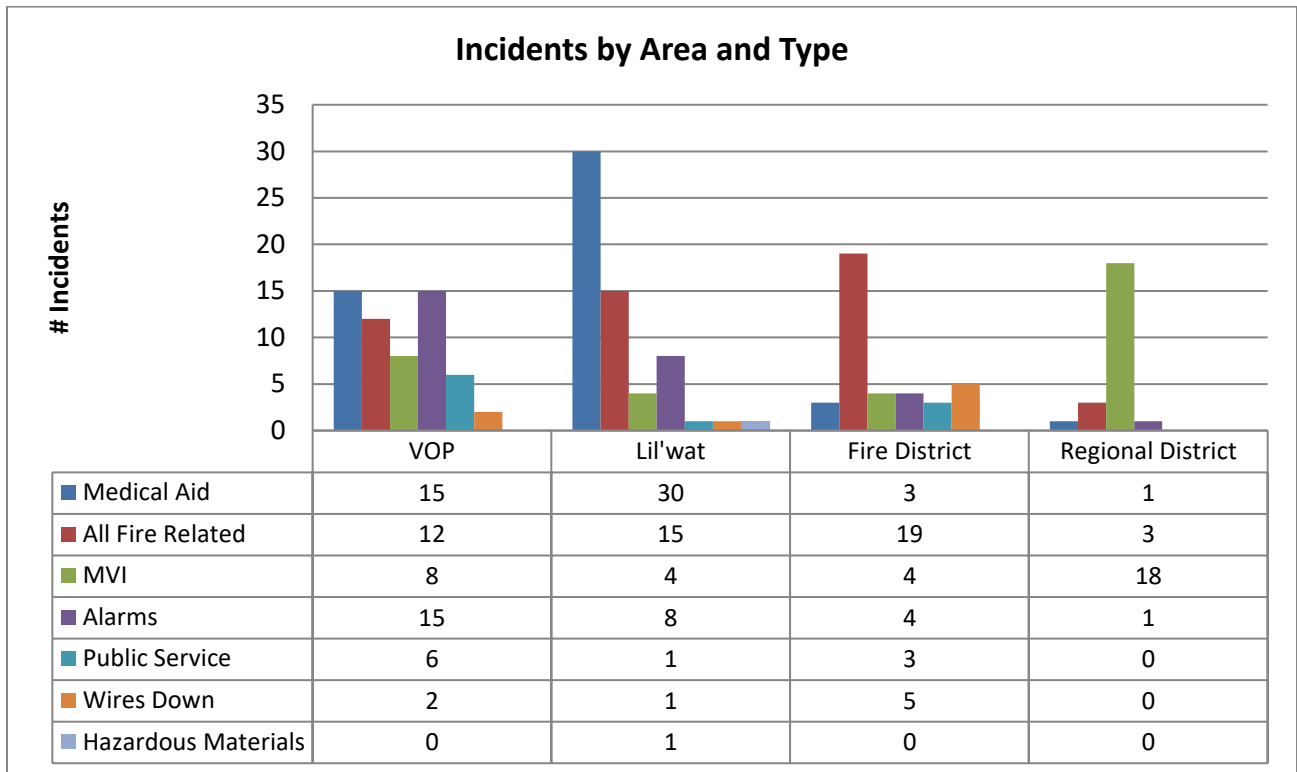


Incidents by Area:

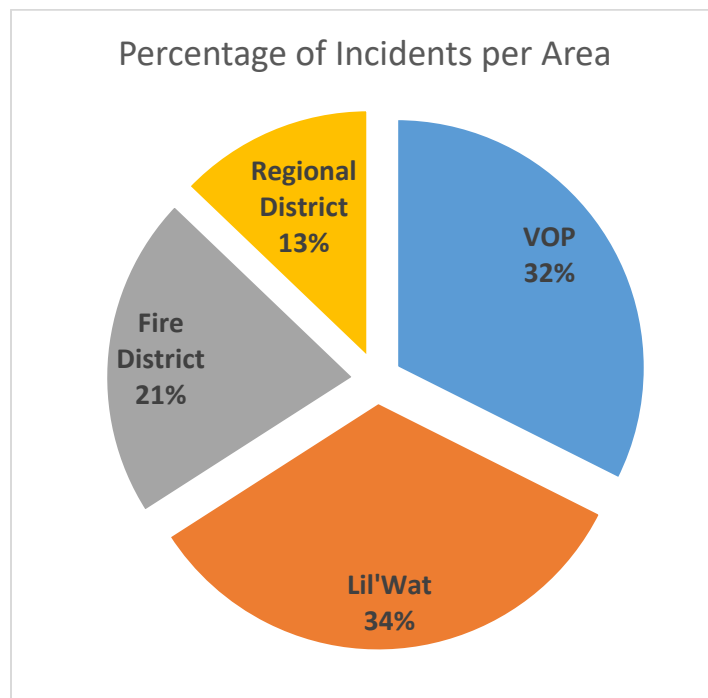
The breakdown of the incident reports is categorized into the following regions:

- Village of Pemberton
- Lil'wat Nation
- Fire District Service Areas in the SLRD; 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 Second Quarter, membership stands at thirty-two and is comprised of two (2) full-time members and thirty volunteers (paid on-call) members.

Training:

Members in June started training again on a weekly basis with a modified program. We are holding four (4) training sessions a week with 4 – 6 members per training session. This has added to an increased commitment by the Chief and Deputy Chief to continue to meet the training requirements set forth by the Province as well as ensuring to maintain the social distancing protocols set forth by the Province.

Second Quarter Commitments:

In the Second 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).

COVID-19 Pandemic Bylaw Enforcement Assistance:

As of March 30th, Pemberton Fire Rescue Members have been assisting Bylaw Services by patrolling within the community and supporting the efforts to educate the public with respect to social distancing protocols put in place through the Provincial Health Orders. Funding to support this work has been provided through Emergency Management BC (EMBC).

Eleven Members have supported these efforts which entailed two shifts per day (two members per shift) patrolling the Village Core on foot, monitoring activities at local parks, parking lots and open spaces and engaging with the public by reminding of the social distancing protocols. In June, the shifts adjusted to Friday, Saturday and Sunday only as funding through EMBC for this initiative was reduced as the Province began to open.

Fire Prevention, Inspections & Public Events:

During the Second 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

Fire Insurance Grading Update

On May 15, 2020, the Village received confirmation from the Fire Underwriters Survey (FUS), that that Pemberton Meadows Fire Association, which operates in the Pemberton Meadows Fire Protection Area, is within eight (8) Kilometers in road travel from a responding fire station. (**Appendix A**). As such, the Pemberton Meadows Fire Association is eligible for fire insurance grading recognition which means this area is now considered to hold Semi Protected Fire Status. This will result in substantial insurance cost savings for the residents in this area. This could not have been accomplished without the hard work and determination of the dedicated Pemberton

Meadows Fire Association volunteers and the commitment of both the Village of Pemberton and Squamish-Lillooet Regional District.

Subsequently, the Village was advised by FUS this month that the Village's fire insurance upgrades were updated. (**Appendix B**). In this regard, the two charts below show the grades for commercial and residential fire protection. The first chart shows the commercial grade within 5 kilometers of the Fire Hall by road travel has changed from 7 to 5. The second chart shows the residential grade within 8 kilometers of the Fire Hall by road travel to have changed from 3A to 2.

Public Fire Protection Classification (PFPC) Updates

SUB DISTRICT(S) and (contract protection areas)	PFPC Previous	PFPC 2020	COMMENTS
Village of Pemberton	7	5	Hydrant Protected – Commercial Lines insured properties within 5 km in road travel distance of the Pemberton fire station and within 150 m in hose lay of a recognized hydrant on a Village of Pemberton water distribution systems.
	9	9	Fire Hall Protected – Commercial Lines insured properties within 5 km in road travel distance of the Pemberton fire station but not within 150 m of hose lay of a recognized hydrant.
	10	10	Unprotected - Commercial Lines insured properties not within 5 km in road travel distance of the Pemberton fire station.

Dwelling Protection Grade (DPG) Updates

SUB DISTRICT(S) and (contract protection areas)	DPG Previous	DPG 2020	COMMENTS
Village of Pemberton	3A	2	Hydrant Protected – Personal Lines insured dwellings within 8 km in road travel distance of Pemberton fire station and within 300 m of a recognized hydrant on a recognized water distribution system.
	3B	3B	Firehall Protected – Personal Lines insured dwellings within 8 km in road travel distance of the Pemberton fire station but not within 300 m of hose lay of a recognized hydrant
	5	5	Unprotected – Personal Lines insured dwellings beyond 8 km in road travel distance of the Pemberton fire station

The Report also indicates areas of improvement that can be implemented to maintain the updated rating. The current indication is that Pemberton Fire Rescue needs to improve its available fire force including more Paid-On-Call Firefighters, an increase in the number of pre-incident plans on commercial properties and establishment of a more routine fire inspection schedule.

As well, FUS sets out water supply grading which is a component of the evaluation process to determine fire protection levels. As the Village has made upgrades to the water system (construction of 2 new reservoirs and improved system looping) Pemberton Fire Rescue will be working with Public Works to perform fire flow testing to ensure the Village meets or exceeds the fire flow requirements. The results will be forwarded to FUS for review and given the upgrades to the system we are hopeful that FUS will consider upgrading our water supply rating for the Village.

Pemberton Fire Rescue is pleased to advise that as a result of the work undertaken to collect the call data and statistics FUS was able to evaluate and update the fire insurance grades without a on-site visit which resulted in significant cost savings to the Village.

COMMUNICATIONS

Pemberton Fire Rescue coordinates with the Village's Senior Community Partnership and Communications Coordinator on public service announcements and will message out via the Village's Facebook Page, eNEWS and in the local paper as required.

LEGAL CONSIDERATIONS

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

IMPACT ON BUDGET & STAFFING

This report was prepared in-house and is a component of the regular operations of the Department.

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts or approvals for considerations at this time.

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.

RECOMMENDATIONS

THAT the 2020 Second Quarter Fire Department Report be received for information.

Attachments:

Appendix A: Fire Underwriters Survey, Pemberton Meadows Grade Update, dated May 15, 2020

Appendix B: Fire Underwriters Survey, Pemberton Grade Update, dated July 10, 2020

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



FIRE UNDERWRITERS SURVEY

A SERVICE TO INSURERS AND MUNICIPALITIES

May 15, 2020

Pemberton Fire Rescue
Box 100, 7400 Prospect Street
Pemberton, British Columbia
V0N 2L0

Attention: Robert Grossman, Fire Chief – Village of Pemberton

Fire Underwriters Survey – Pemberton Meadows – Fire Insurance Grade Update

Fire Underwriters Survey is a national organization that represents approximately 90 percent of the private sector and casualty insurers operating in Canada. Fire Underwriters Survey provides data to program subscribers regarding public fire protection for fire insurance statistical and underwriting evaluation. The following letter provides a brief description of the grading process.

The Public Fire Protection Classification (PFPC) is a numerical grading system scaled from 1 to 10 that is used by Commercial Lines¹ insurers. Class 1 represents the highest grading possible and Class 10 represents an unrecognized level of fire protection, or fire protection beyond 5 km by road travel distance from the nearest responding fire station. The PFPC grading system evaluates the ability of a community's fire protection programs to prevent and control major fires that may occur in multi-family residential, commercial, industrial, institutional buildings, and course of construction developments.

Fire Underwriters Survey also assigns a second grade for fire protection. The second grading system, entitled Dwelling Protection Grade (DPG), assesses the protection available for small buildings such as single-family dwellings and is used by Personal Lines² insurers. The DPG is a numerical grading system scaled from 1 to 5. One (1) is the highest grading possible and five (5) indicates little or no fire protection is present; Class 5 also represents fire protection beyond 8 km by road travel distance of a responding fire station. This grading reflects the ability of a community to handle fires in small buildings such as single-family dwellings and semi-detached dwellings.

FUS has reviewed submitted documentation submitted on 2020-05-05 and determined the Pemberton Meadows Fire Association that operates in the Pemberton Meadows fire protection area of the SLRD is now eligible for fire insurance grading recognition.

As per the previous grade update letter, the Pemberton Meadows Fire Association required a fire apparatus ideally under 20 years in age to qualify for satellite hall recognition when supported by the Pemberton Fire Rescue. Pemberton Meadows Fire Association has acquired and received a 2004 Freightliner Fire Truck.

1 Commercial Lines: A distinction marking property and liability coverage written for business or entrepreneurial interests (includes institutional, industrial, multi-family residential and all buildings other than detached dwellings that are designated single-family residential or duplex) as opposed to Personal Lines.

2 Personal Lines: Insurance covering the liability and property damage exposures of private individuals and their households as opposed to Commercial Lines. Typically includes all detached dwellings that are designated single family residential or duplex structures.



101 - 8333 Eastlake Drive
Burnaby, BC
V5A 4W2

T: 604.609.4146
Toll Free: 1.800.665.5661
F: 604.688.6986

Village of Pemberton
Regular Council Meeting No. 1520
Tuesday, July 28, 2020





FIRE UNDERWRITERS SURVEY

A SERVICE TO INSURERS AND MUNICIPALITIES

An update to the Pemberton Meadows fire insurance grades has occurred based on details submitted and will be published within the Canadian Fire Insurance Grading Index within 1-2 months of the date of this letter.

The following two tables below outline the updates to the fire insurance grades of the fire protection area of the Squamish-Lillooet Regional District.

Public Fire Protection Classification (PFPC) Updates – Pemberton Meadows Fire Protection Area

SUB DISTRICT(S) and (contract protection areas)	PFPC Previous	PFPC 2020	COMMENTS
Pemberton Meadows	9	9	Fire Hall Protected – Commercial Lines insured properties within 5 km in road travel distance of the Pemberton Meadows and Pemberton fire stations but not within 150 m of hose lay of a recognized hydrant
	10	10	Unprotected – Commercial Lines insured risks not within 5 km in road travel distance a fire station recognized for fire insurance grading purposes

Dwelling Protection Grade (DPG) Updates - Pemberton Meadows Fire Protection Area

SUB DISTRICT(S) and (contract protection areas)	DPG Previous	DPG 2020	COMMENTS
Pemberton Meadows	3B	3B	Fire Hall Protected – Personal Lines insured dwellings within 8 km in road travel distance of the Pemberton Meadows and Pemberton fire stations but not within 300 m in hose lay of recognized hydrant
	5	5	Unprotected – Personal Lines insured dwellings not within 8 km in road travel distance a fire station recognized for fire insurance grading purposes

Please note that this letter is private and confidential. The underlying data of this report has been developed for fire insurance grading and classification purposes. This letter may be used by the stakeholders of the Pemberton Meadows Fire Association and the Pemberton Fire Rescue to assist in planning the future direction of fire protection services.

Michael King
Public Fire Protection Specialist
Fire Underwriters Survey



101 - 8333 Eastlake Drive
Burnaby, BC
V5A 4W2

T: 604.609.4146
Toll Free: 1.800.665.5661
F: 604.688.6986

Village of Pemberton
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FIRE UNDERWRITERS SURVEY

A SERVICE TO INSURERS AND MUNICIPALITIES

Appendix A – Dwelling Protection Grade Summary



101 - 8333 Eastlake Drive
Burnaby, BC
V5A 4W2

T: 604.609.4146

Toll Free: 1.800.665.5661

F: 604.688.6986

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FIRE UNDERWRITERS SURVEY

A SERVICE TO INSURERS AND MUNICIPALITIES

Required for Dwelling Protection Grade System		Requirement Met?
Organization	Meet the requirements for organization under the authority of the Municipal Government Act. It should establish requirements for the establishment of boundaries, provision of funding and for the formal appointment of a fire chief by the involved local government body.	Yes
Membership	Adequate roster levels for a recognized fire department. Fire department members should respond from within a reasonable travel distance to the fire station. An auxiliary fire fighter should live and work within 8 km of the fire station. DPG 1 - On duty: 3 career fire fighters, plus duty fire chief or other officer DPG 2 - On duty: 1 career fire fighter, plus 15 auxiliary fire fighters DPG 3A or 3B - 15 auxiliary fire fighters' credit DPG 4 - 15 or 10 minimum auxiliary fire fighters' credit	Yes – 20 members on the fire department society's roster + supported by the Pemberton fire station
Training System	Meet minimum training levels including required frequency of training and maintenance of training records.	Yes – BC Exterior Firefighter Operations
Fire Fighting Apparatus	Meet minimum apparatus standards and requirements. NFPA 1901 or ULC S515 listed apparatus.	Yes – fire apparatus under 20 years in age
Fire apparatus equipment	Outline minimum equipment requirements pursuant to local needs and operating conditions.	Yes
Fire Station	Provide a well-designed and located fire station to serve the department and the community, and house apparatus.	Yes – two temporary halls at this time until primary hall is built
Alarm Notification System	Provide a reliable means of receipt of alarms and the immediate notification of fire fighters required to respond to these alarms, 24 hours/day, 365 days/year.	Yes
Water Supply	Require that a fire department has an adequate water supply for fire suppression purposes. Provide hydrant water supply designed in accordance with FUS Water Supply for Public Fire Protection.	No – no pressurized water distribution system with hydrants



101 - 8333 Eastlake Drive
Burnaby, BC
V5A 4W2

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F: 604.688.6986

Village of Pemberton
Regular Council Meeting No. 1520
Tuesday, July 28, 2020



APPENDIX B



FIRE UNDERWRITERS SURVEY

A SERVICE TO INSURERS AND MUNICIPALITIES

July 10, 2020

Pemberton Fire Rescue
Box 100, 7400 Prospect Street
Pemberton, British Columbia
V2Y 2V4

Attention: Robert Grossman, Fire Chief

Fire Underwriters Survey – Village of Pemberton – Fire Insurance Grade Update 2020

Fire Underwriters Survey is a national organization that represents approximately 90 percent of the private sector and casualty insurers operating in Canada. Fire Underwriters Survey provides data to program subscribers regarding public fire protection for fire insurance statistical and underwriting evaluation. The following letter provides a brief description of the grading process.

The Public Fire Protection Classification (PFPC) is a numerical grading system scaled from 1 to 10 that is used by Commercial Lines¹ insurers. Class 1 represents the highest grading possible and Class 10 represents an unrecognized level of fire protection, or fire protection beyond 5 km by road travel distance from the nearest responding fire station. The PFPC grading system evaluates the ability of a community’s fire protection programs to prevent and control major fires that may occur in multi-family residential, commercial, industrial, institutional buildings, and course of construction developments.

Fire Underwriters Survey also assigns a second grade for fire protection. The second grading system, entitled Dwelling Protection Grade (DPG), assesses the protection available for small buildings such as single-family dwellings and is used by Personal Lines² insurers. The DPG is a numerical grading system scaled from 1 to 5. One (1) is the highest grading possible and five (5) indicates little or no fire protection is present; Class 5 also represents fire protection beyond 8 km by road travel distance of a responding fire station. This grading reflects the ability of a community to handle fires in small buildings such as single-family dwellings and semi-detached dwellings.

An update to the Village of Pemberton’s fire insurance grades has occurred. The following two tables below outline the updates to the fire insurance grades of the Village of Pemberton.

Public Fire Protection Classification (PFPC) Updates

SUB DISTRICT(S) and (contract protection areas)	PFPC Previous	PFPC 2020	COMMENTS
Village of Pemberton	7	5	Hydrant Protected – Commercial Lines insured properties within 5 km in road travel distance of the Pemberton fire station and within 150 m in hose lay of a recognized hydrant on a Village of Pemberton water distribution systems.
	9	9	Fire Hall Protected – Commercial Lines insured properties within 5 km in road travel distance of the Pemberton fire station but not within 150 m of hose lay of a recognized hydrant.
	10	10	Unprotected - Commercial Lines insured properties not within 5 km in road travel distance of the Pemberton fire station.

¹ Commercial Lines: A distinction marking property and liability coverage written for business or entrepreneurial interests (includes institutional, industrial, multi-family residential and all buildings other than detached dwellings that are designated single-family residential or duplex) as opposed to Personal Lines.

² Personal Lines: Insurance covering the liability and property damage exposures of private individuals and their households as opposed to Commercial Lines. Typically includes all detached dwellings that are designated single family residential or duplex structures.



101 - 8333 Eastlake Drive
Burnaby, BC
V5A 4W2

T: 604.609.4146
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F: 604.688.6986

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FIRE UNDERWRITERS SURVEY

A SERVICE TO INSURERS AND MUNICIPALITIES

Dwelling Protection Grade (DPG) Updates

SUB DISTRICT(S) and (contract protection areas)	DPG Previous	DPG 2020	COMMENTS
Village of Pemberton	3A	2	Hydrant Protected – Personal Lines insured dwellings within 8 km in road travel distance of Pemberton fire station and within 300 m of a recognized hydrant on a recognized water distribution system.
	3B	3B	Firehall Protected – Personal Lines insured dwellings within 8 km in road travel distance of the Pemberton fire station but not within 300 m of hose lay of a recognized hydrant
	5	5	Unprotected – Personal Lines insured dwellings beyond 8 km in road travel distance of the Pemberton fire station.

Based on the information collected during a field visit and submitted to FUS, FUS has reviewed and updated the fire insurance grades of the Village of Pemberton. The PFPC of the Village was improved to 5 and the DPG was improved to DPG 2 since the previous assessment.

Provided below, is a description of each of the five (5) categories evaluated during a fire insurance classification assessment; Risk Assessment, Fire Department, Water Supply, Emergency Communication, and Fire Safety Control (Fire Prevention and Public Education). We have included Grading Credit Charts to assist the Village of Pemberton and in determining areas where credit points are available. Their inclusion in this letter should allow for improvements to be developed regarding the Village's fire insurance grades and fire protection programs.

If a municipality wishes to update a specific grading items, the municipality can request FUS to provide details on what additional information should be submitted to determine if additional credit is warranted in a grading sub item.

Risk Assessment

Fire Underwriters Survey measures the ability of the fire department and water supply against the level of built fire risk within a municipality. The measurement is not usually determined by the most significant risk, but is generally the value which is representative of the fire potential of most large properties in the municipality, but may exclude several of the largest properties not considered usual to the municipality.

FUS calculates Required Fire Flows and sets a Basic Fire Flow to evaluate and credit the fire department and water supply. Required Fire Flows are determined in accordance with Part 2 of the *Water Supply for Public Fire Protection*. The Village of Pemberton Fire Department's Basic Fire Flow was set at 12,000 LPM (2,600 Igpm) to evaluate grading items pertaining to the fire department. Individual Basic Fire Flows were established for the three water distributions to evaluate grading items pertaining water supplies.

Fire Department Grading Items

The Fire Department grading consists of nineteen (19) items and makes up forty percent (40%) of the Public Fire Protection Classification (PFPC). Please note, each item is divided by sub-items, as each item carries a different weight within the Fire Department section and the overall classification.

The areas reviewed in the assessment of the Fire Department are as follows:

- FD-1 – Engine Service
- FD-2 – Ladder Service
- FD-3 – Distribution of Companies
- FD-4 – Engine and Ladder Pump Capacities
- FD-5 – Design, Maintenance, and Conditions of Fire Apparatus



101 - 8333 Eastlake Drive
Burnaby, BC
V5A 4W2

T: 604.609.4146
Toll Free: 1.800.665.5661
F: 604.688.6986

Village of Pemberton
Regular Council Meeting No. 1520
Tuesday, July 28, 2020



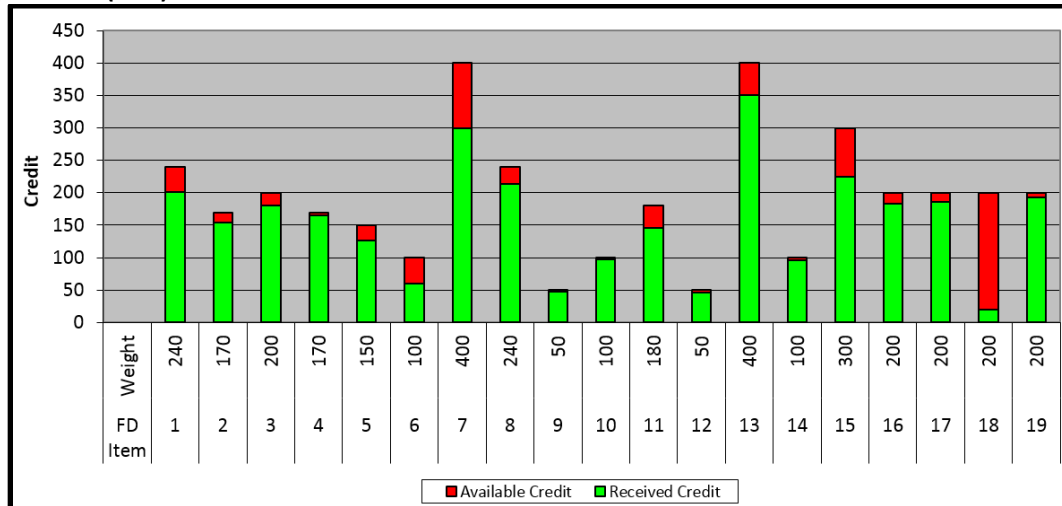


FIRE UNDERWRITERS SURVEY

A SERVICE TO INSURERS AND MUNICIPALITIES

- FD-6 – Number of Line Officers – Fire Suppression
- FD-7 – Total Fire Force Available
- FD-8 – Engine and Ladder Company Unit Manning
- FD-9 – Master and Special Stream Devices
- FD-10 – Equipment for Engines and Ladder Apparatus, General
- FD-11 – Fire Hose
- FD-12 – Conditions of Fire Hose
- FD-13 – Training and Qualifications
- FD-14 – Response to Alarms
- FD-15 – Fire Ground Operations
- FD-16 – Special Protection Required
- FD-17 – Miscellaneous Factors and Conditions
- FD-18 – Pre-Incident Planning
- FD-19 – Administration

Fire Department (40%)



Water Supply Grading Items

The Water Supply grading consists of fifteen (15) items and makes up thirty percent (30%) of the Public Fire Protection Classification (PFPC). Please note, each item is divided by sub-items, and carries different weight within the Water Supply section and the overall classification.

Areas reviewed in the assessment of the Water Supply are as follows:

- WS-1 – Normal Adequacy of Supply Works
- WS-2 – Reliability of Supply Works
- WS-3 – Reliability of Pumping Capacity (Pumps and Drivers)
- WS-4 – Reliability of Power Supply
- WS-5 – Reliability, Condition, Arrangement, Operation and Maintenance of System Components
- WS-6 – Fire Flow Delivery by Mains
- WS-7 – Reliability of Principal Mains
- WS-8 – Installation of Pipe
- WS-9 – Arrangement of Distribution System
- WS-10 – Additional Factors and Conditions Relating to Supply and Distribution



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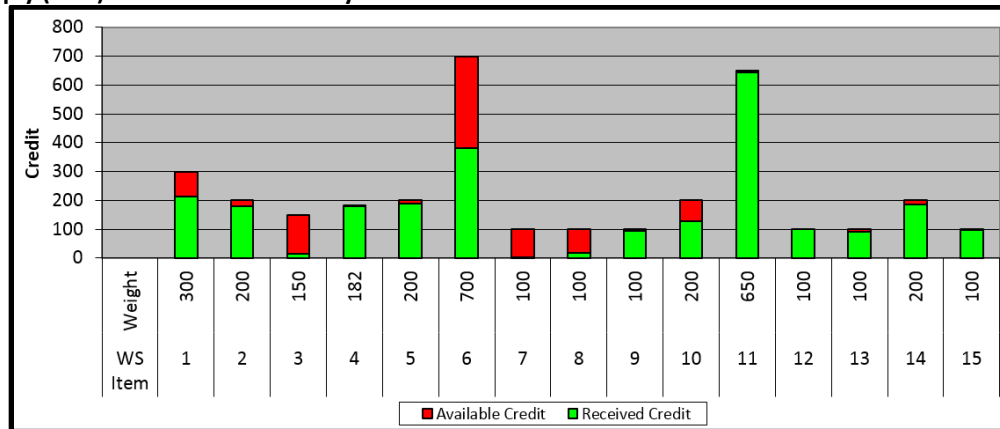


FIRE UNDERWRITERS SURVEY

A SERVICE TO INSURERS AND MUNICIPALITIES

- WS-11 – Distribution of Hydrants
- WS-12 – Hydrants – Size, Type and Installation
- WS-13 – Hydrants – Condition and Inspection
- WS-14 – Other Conditions Affecting Adequacy and Reliability
- WS-15 – Management

Water Supply (30%) – Northwest Water System



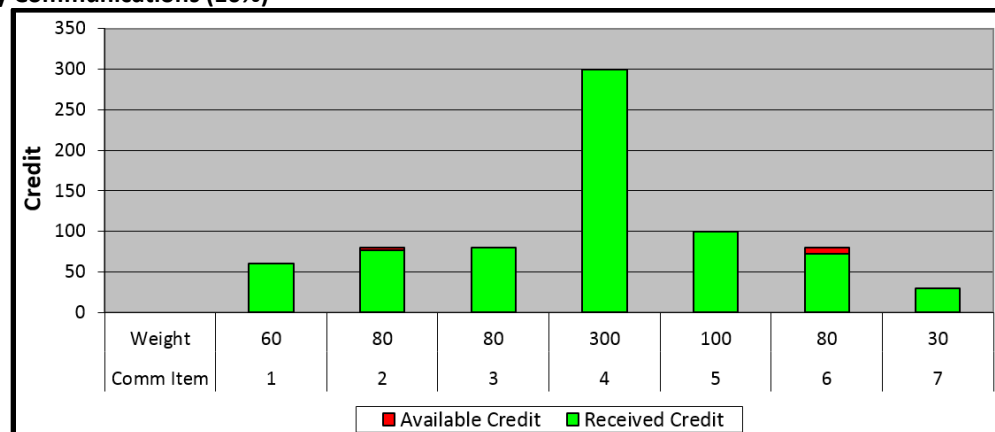
Emergency Communication Grading Items

The Emergency Communications grading consists of seven (7) items and makes up ten percent (10%) of the Public Fire Protection Classification (PFPC). Credit obtained is primarily derived based on the review of the emergency dispatch services used.

Areas reviewed in the assessment of the Emergency Communications are as follows:

- Comm-1 – Communication Centre
- Comm-2 – Means of Transmitting Alarm by Public
- Comm-3 – Fire Department Telephone Service (Incoming from Public)
- Comm-4 – Means of Alarm Dispatch
- Comm-5 – Dispatching Service
- Comm-6 – Operations Radio
- Comm-7 – Miscellaneous Factor

Emergency Communications (10%)





FIRE UNDERWRITERS SURVEY

A SERVICE TO INSURERS AND MUNICIPALITIES

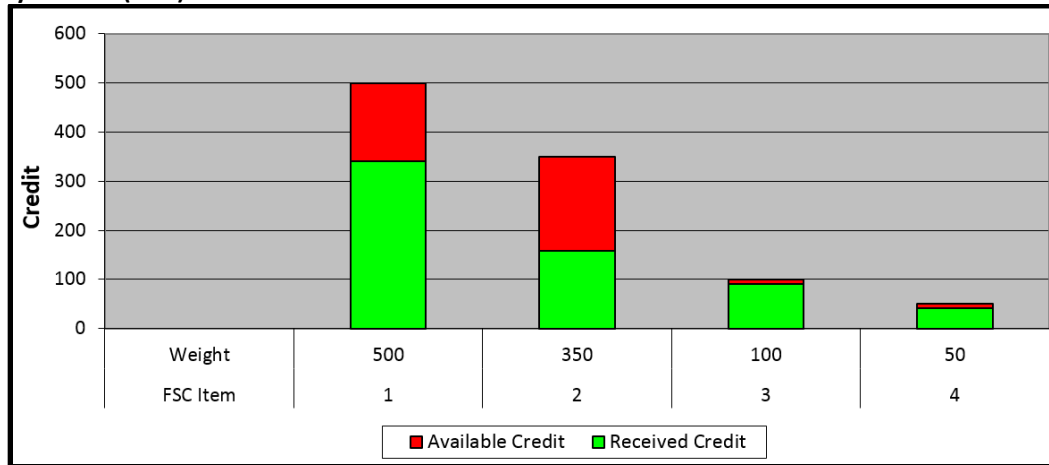
Fire Safety Control Grading Items

Fire Safety Control grading consists of four (4) items and makes up twenty percent (20%) of the Public Fire Protection Classification (PFPC). Fire Safety Control has become an increasingly heavily weighted portion of the fire insurance grading system. This is the result of statistical data showing that communities employing effective programs in these areas have significantly reduced fire related losses.

Areas reviewed in the assessment of the Fire Safety Control (Fire Prevention and Public Education) are as follows:

- FSC-1 – General Program
- FSC-2 – Codes and Enforcement
- FSC-3 – Building Construction Laws
- FSC-4 – Electrical Code and Inspection

Fire Safety Control (20%) – Fire Prevention and Public Education



The overall Public Fire Protection Classification grade is determined by totaling the credit received per grading item. A summary of the relative classifications and results of each grading area is provided below.

Area of Grading	Weight within Grading	Credit Received 2020	Relative Classifications 2020
Fire Department	40	25.40	6
Water Supply	30	14.83	4
Fire Safety Control	20	12.60	4
Emergency Communications	10	9.78	1
Divergence Penalty ³		-2.11	
Special Hazard Analysis ⁴		-1.79	
Total Credit Score		58.71	

³ Where the water supply is considerably better than the fire department, or vice versa, the better feature cannot be utilized to full value. A divergence penalty is subtracted from the total credit for differing levels of available protection between the Water Supply and Fire Department when determining the final credit score for the Public Fire Protection Classification.

⁴ Special hazard analysis may be applied to a community, a municipality or a fire protection area to recognize climatic factors or adverse effects upon fire control of certain environmental features that inhibit firefighting operations or contribute to fire spread.



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FIRE UNDERWRITERS SURVEY

A SERVICE TO INSURERS AND MUNICIPALITIES

The following table below indicates the credit range of each PFPC grade.

Overall PFPC	Credit Range Per PFPC
1	90.00 – 100.00
2	80.00 – 89.99
3	70.00 – 79.99
4	60.00 – 69.99
5	50.00 – 59.99
6	40.00 – 49.99
7	30.00 – 39.99
8	20.00 – 29.99
9	10.00 – 19.99
10	0.00 – 9.99

FUS will be looking to collect updated information again in five years. If any significant changes occur in any of the grading areas before the municipalities next scheduled update, details should be submitted to FUS for review to determine if changes are warranted to the fire insurance grades published within the Canadian Fire Insurance Grading Index for the Village of Pemberton. It is recommended to submit updates as soon as they occur to be credited. If updates occur to the municipalities boundary or new hydrants are added to the water distribution systems, details should be submitted to FUS as soon as possible to update grade coverage areas in the Grading Index. Please note that this letter is private and confidential. The underlying data of this report has been developed for fire insurance grading and classification purposes. This letter may be used by the stakeholders of the Village of Pemberton to assist in planning the future direction of fire protection services.

Michael King
Public Fire Protection Specialist
Fire Underwriters Survey

Date: July 28th, 2020

To: Nikki Gilmore, Chief Administrative Officer

From: Lena Martin, Manager of Finance

Subject: 2020 Tax Sale Deferral Bylaw

PURPOSE

The purpose of this report is to seek Council's approval of the 2020 Tax Sale Deferral Bylaw No. 886, 2020.

BACKGROUND

The Village of Pemberton and its government partners have been monitoring and assessing the impact of COVID-19 on our community and local government operations and finances. We are looking at ways to identify measures that could address the financial pressures the community faces, as well as support its economic recovery.

The Village of Pemberton previously announced a zero percent tax increase, a reduction of the CPI index to zero and a focus on core service deliverables during budget and tax deliberations. Recognizing that recovery may take several months or years, those property owners that struggled previously are at a greater risk of having a property sold at a tax sale in 2020.

DISCUSSION & COMMENTS

Annual Tax Sales are required under the *Local Government Act*, to be held on delinquent properties, on the last Monday in September. In 2020 the tax sale date is, September 28th, 2020. Tax Sales sold by public auction may be purchased by the public, by the Municipality, or if unsold, become the property of the Municipality, an owner then has one (1) year to redeem by paying all of the outstanding taxes and fees or forfeiting the property.

On May 15, 2020, the Province of British Columbia issued Ministerial Order No. M159

Division 4 – Annual Tax Sales

Deferral of tax sale – municipalities

15 (1) A council of a municipality may, by bylaw adopted on or before August 31, 2020, defer the annual tax sale for 2020, provided for under Division 7 [Annual Municipal Tax Sale] of Part 16 [Municipal Provisions] of the Local Government Act, until September 27, 2021, with the effect that the annual tax sale would be on that date in respect of the upset price described in section 649 [upset price for tax sale] of that Act.

- (2) *If a bylaw is adopted deferring the annual tax sale,*
- (a) *written notice must be sent within 2 weeks of the bylaw's adoption to the property owner of a property that is subject to the deferred annual tax sale advising the owner that*
- (i) *the annual tax sale for 2020 has been deferred to September 27, 2021,*
 - (ii) *any taxes that are delinquent will remain delinquent for 2021, with applicable interest charges, and*
 - (iii) *unless the delinquent taxes are paid before the start of the tax sale on September 27, 2021, the property will be subject to tax sale on September 27, 2021,*
- (b) *it is not required to provide public notice of the deferral of the annual tax sale, and*
- (c) *for certainty, any taxes that are delinquent, as described in section 246 (1) [delinquent taxes] of the Community Charter, remain delinquent for 2021, with interest charges that are carried under that Act.*
- (3) *For certainty, this section does not limit the application of the Local Government Act to an annual tax sale in respect of a municipality that does not defer its annual tax sale.*
- (4) *This section applies despite Division 7 of Part 16 of the Local Government Act.*

As of the July 2nd, 2020 tax due date, the Village of Pemberton had 12 properties in the tax sale listing. Property owners accrue daily interest and have until the morning of the tax sale to pay their delinquent taxes and remove the property from the sale. There is currently \$35,761 in delinquent taxes owing on the 12 outstanding properties. Properties with outstanding delinquent taxes on the tax sale date are sold for a minimum upset price calculated from all taxes owing (delinquent, arrears and current) plus administration fees and charges related to the tax sale.

All outstanding property and parcel taxes remain receivable by the Village of Pemberton. Delinquent taxes identified both in 2020 tax year and 2021 tax year will be collected through the tax sale process in 2021.

COMMUNICATIONS

As per Ministerial Order No. M159, if the bylaw is passed, written notice must be sent within two (2) weeks of the bylaw's adoption to the property owner of a property that is subject to the deferred annual tax sale advising the owner that;

- (i) the annual tax sale for 2020 has been deferred to September 27, 2021;
- (ii) any taxes that are delinquent will remain delinquent for 2021, with applicable interest charges; and
- (iii) unless the delinquent taxes are paid before the start of the tax sale on September 27, 2021, the property will be subject to tax sale on September 27, 2021.

It is not a requirement to provide public notice of the deferral of the annual tax sale.

LEGAL CONSIDERATIONS

Annual Tax Sales are required under the *Local Government Act*, to be held on delinquent properties, on the last Monday in September.

Ministerial Order No. M159 allows for a council of a municipality, by bylaw adopted on or before August 31, 2020, to defer the annual tax sale for 2020.

Further, Ministerial Order M192 (**Appendix B**), issued June 17, 2020, establishes that a Council may adopt certain financial bylaws on the same day a bylaw has been given third reading and this includes a tax sale deferral bylaw. As such, the 2020 Tax Sale Deferral Bylaw No. 886, 2020 is being presented for first three readings and adoption at this meeting.

IMPACT ON BUDGET & STAFFING

Deferring the collection of delinquent property taxes will not result in economic hardship for the Village of Pemberton or difficulty in meeting financial obligations at this time.

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts at this time.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

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

ALTERNATIVE OPTIONS

Option One: That Council approve the 2020 Tax Sale Deferral Bylaw No. 886, 2020 thereby deferring the 2020 Tax Sale to 2021.

Option Two: That Council move forward with a 2020 Tax Sale.

RECOMMENDATIONS

WHEREAS Ministerial Order M192, issued June 17, 2020, enables municipalities during the Provincial State of Emergency to adopt certain financial bylaws 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 Tax Sale Deferral Bylaw No. 886, 2020 be given First, Second, Third and Fourth Readings.

ATTACHMENTS:

Appendix A: 2020 Tax Sale Deferral Bylaw No. 886, 2020.

Appendix B: Ministerial Order No. 192, issued June 17, 2020.

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

APPENDIX A

VILLAGE OF PEMBERTON

BYLAW No. 886, 2020

Being a bylaw to defer tax sale for the year 2020.

WHEREAS pursuant to Division 4 of Local Government Finance (Covid-19) Ministerial Order No. M159 Council may, by bylaw adopted on or before August 31, 2020 defer the annual tax sale for 2020 until September 27, 2021, with the effect that the annual tax sale would be on that date in respect of the upset price described in section 649 of the *Local Government Act*.

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

1. CITATION

This Bylaw may be cited as "Village of Pemberton Tax Sale Deferral Bylaw No. 886, 2020."

2. DEFINITIONS

In this bylaw:

"Delinquent taxes" include taxes in arrears and means any taxes remaining unpaid, plus applicable interest, on December 31, two years after the year the tax was imposed.

"Taxes in arrears" means outstanding property taxes plus applicable penalties and interest that are unpaid on December 31 in the year they were imposed.

3. TAX SALE 2020

1. The annual tax sale for 2020 is deferred to September 27, 2021.
2. All Delinquent taxes on properties within the Village of Pemberton at September 28, 2020 will remain as Delinquent taxes for 2021 with applicable interest charges.

READ A FIRST TIME this day of , 2020.

READ A SECOND TIME 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

PROVINCE OF BRITISH COLUMBIA

**ORDER OF THE MINISTER OF PUBLIC SAFETY AND
SOLICITOR GENERAL**

Emergency Program Act

Ministerial Order No. M192

WHEREAS a declaration of a state of emergency throughout the whole of the Province of British Columbia was declared on March 18, 2020;

AND WHEREAS local governments, including the City of Vancouver, and related bodies must be able to conduct their business in accordance with public health advisories to reduce the threat of COVID-19 to the health and safety of members and employees of local government and related bodies and members of the public;

AND WHEREAS it is recognized that public participation in local governance is an essential part of a free and democratic society and is important to local governments' purpose of providing good government to communities;

AND WHEREAS the threat of COVID-19 to the health and safety of people has resulted in the requirement that local governments and related bodies implement necessary limitations on this public participation;

AND WHEREAS section 10 (1) of the *Emergency Program Act* provides that I may do all acts and implement all procedures that I consider necessary to prevent, respond to or alleviate the effects of any emergency or disaster;

I, Mike Farnworth, Minister of Public Safety and Solicitor General, order that

- (a) the Local Government Meetings and Bylaw Process (COVID-19) Order No. 2 made by MO 139/2020 is repealed, and
- (b) the attached Local Government Meetings and Bylaw Process (COVID-19) Order No. 3 is made.

Date

17/06/2020

Minister of Public Safety and Solicitor General

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: *Emergency Program Act, R.S.B.C. 1996, c. 111, s. 10*

Other: MO 73/2020; MO 139/2020; OIC 310/2020

LOCAL GOVERNMENT MEETINGS AND BYLAW PROCESS (COVID-19) ORDER NO. 3

Division 1 – General

Definitions

1 In this order:

“**board**” has the same meaning as in the Schedule of the *Local Government Act*;

“**council**” has the same meaning as in the Schedule of the *Community Charter*;

“**improvement district**” has the same meaning as in the Schedule of the *Local Government Act*;

“**local trust committee**” has the same meaning as in section 1 of the *Islands Trust Act*;

“**municipality**” has the same meaning as in the Schedule of the *Community Charter*;

“**municipality procedure bylaw**” has the same meaning as “procedure bylaw” in the Schedule of the *Community Charter*;

“**regional district**” has the same meaning as in the Schedule of the *Local Government Act*;

“**regional district procedure bylaw**” means a procedure bylaw under section 225 of the *Local Government Act*;

“**trust body**” means

- (a) the trust council,
 - (b) the executive committee,
 - (c) a local trust committee, or
 - (d) the Islands Trust Conservancy,
- as defined in the *Islands Trust Act*;

“**Vancouver council**” has the same meaning as “Council” in section 2 of the *Vancouver Charter*;

“**Vancouver procedure bylaw**” means a bylaw under section 165 [*by-laws respecting Council proceedings and other administrative matters*] of the *Vancouver Charter*.

Application

- 2 (1) This order only applies during the period that the declaration of a state of emergency made March 18, 2020 under section 9 (1) of the *Emergency Program Act* and any extension of the duration of that declaration is in effect.
- (2) This order replaces the Local Government Meetings and Bylaw Process (COVID-19) Order No. 2 made by MO 139/2020.

Division 2 – Open Meetings

Open meetings – municipalities

- 3
- (1) A council, or a body referred to in section 93 [*application of rule to other bodies*] of the *Community Charter*, must use best efforts to allow members of the public to attend an open meeting of the council or body in a manner that is consistent with any applicable requirements or recommendations made under the *Public Health Act*.
 - (2) A council or body is not required to allow members of the public to attend a meeting if, despite the best efforts of the council or body, the attendance of members of the public cannot be accommodated at a meeting that would otherwise be held in accordance with the applicable requirements or recommendations under the *Public Health Act*.
 - (3) If a council or body does not allow members of the public to attend a meeting, as contemplated in subsection (2) of this section,
 - (a) the council or body must state the following, by resolution:
 - (i) the basis for holding the meeting without members of the public in attendance;
 - (ii) the means by which the council or body is ensuring openness, transparency, accessibility and accountability in respect of the meeting, and
 - (b) for the purposes of Division 3 [*Open Meetings*] of Part 4 [*Public Participation and Council Accountability*] of the *Community Charter*, the meeting is not to be considered closed to the public.
 - (4) The council or body may pass a resolution under subsection (3) (a) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
 - (5) This section applies despite
 - (a) Division 3 [*Open Meetings*] of Part 4 [*Public Participation and Council Accountability*] of the *Community Charter*, and
 - (b) any applicable requirements in a municipality procedure bylaw of a council.

Open meetings – regional districts

- 4
- (1) A board, a board committee established under section 218 [*appointment of select and standing committees*] of the *Local Government Act*, or a body referred to in section 93 [*application of rule to other bodies*] of the *Community Charter* as that section applies under section 226 [*board proceedings: application of Community Charter*] of the *Local Government Act*, must use best efforts to allow members of the public to attend an open meeting of the board, board committee or body in a manner that is consistent with any applicable requirements or recommendations made under the *Public Health Act*.
 - (2) A board, board committee or body is not required to allow members of the public to attend a meeting if, despite the best efforts of the board, board committee or body, the attendance of members of the public cannot be accommodated at a meeting that would otherwise be held in accordance with the applicable requirements or recommendations under the *Public Health Act*.

- (3) If a board, board committee or body does not allow members of the public to attend a meeting, as contemplated in subsection (2) of this section,
 - (a) the board, board committee or body must state the following, by resolution:
 - (i) the basis for holding the meeting without members of the public in attendance;
 - (ii) the means by which the board, board committee or body is ensuring openness, transparency, accessibility and accountability in respect of the meeting, and
 - (b) for the purposes of Division 3 [*Open Meetings*] of Part 4 [*Public Participation and Council Accountability*] of the *Community Charter* as that Division applies to a regional district under section 226 of the *Local Government Act*, the meeting is not to be considered closed to the public.
- (4) The board, board committee or body may pass a resolution under subsection (3) (a) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (5) This section applies despite
 - (a) Division 3 [*Open Meetings*] of Part 4 [*Public Participation and Council Accountability*] of the *Community Charter*,
 - (b) section 226 [*board proceedings: application of Community Charter*] of the *Local Government Act*, and
 - (c) any applicable requirements in a regional district procedure bylaw of a board.

Open meetings – Vancouver

- 5 (1) The Vancouver council, or a body referred to in section 165.7 [*application to other city bodies*] of the *Vancouver Charter*, must use best efforts to allow members of the public to attend an open meeting of the Vancouver council or the body in a manner that is consistent with any applicable requirements or recommendations made under the *Public Health Act*.
- (2) The Vancouver council or a body is not required to allow members of the public to attend a meeting if, despite the best efforts of the Vancouver council or the body, the attendance of members of the public cannot be accommodated at a meeting that would otherwise be held in accordance with the applicable requirements or recommendations under the *Public Health Act*.
- (3) If the Vancouver council or a body does not allow members of the public to attend a meeting, as contemplated in subsection (2) of this section,
 - (a) the Vancouver council or the body must state the following, by resolution:
 - (i) the basis for holding the meeting without members of the public in attendance;
 - (ii) the means by which the Vancouver council or the body is ensuring openness, transparency, accessibility and accountability in respect of the meeting, and
 - (b) for the purposes of section 165.1 [*general rule that meetings must be open to the public*] of the *Vancouver Charter*, the meeting is not to be considered closed to the public.

- (4) The Vancouver council or a body may pass a resolution under subsection (3) (a) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (5) This section applies despite
 - (a) section 165.1 of the *Vancouver Charter*, and
 - (b) any applicable provision in the Vancouver procedure bylaw.

Open meetings – trust bodies

- 6 (1) A trust body, or a board of variance established by a local trust committee under section 29 (1) [*land use and subdivision regulation*] of the *Islands Trust Act*, must use best efforts to allow members of the public to attend an open meeting of the trust body or board of variance in a manner that is consistent with any applicable requirements or recommendations made under the *Public Health Act*.
- (2) A trust body or board of variance is not required to allow members of the public to attend a meeting if, despite the best efforts of the trust body or board of variance, the attendance of members of the public cannot be accommodated at a meeting that would otherwise be held in accordance with the applicable requirements or recommendations under the *Public Health Act*.
- (3) If a trust body or board of variance does not allow members of the public to attend a meeting, as contemplated in subsection (2) of this section,
 - (a) the trust body or board of variance must state the following, by resolution:
 - (i) the basis for holding the meeting without members of the public in attendance;
 - (ii) the means by which the trust body or board of variance is ensuring openness, transparency, accessibility and accountability in respect of the meeting, and
 - (b) For the purposes of section 11 [*procedures to be followed by local trust committees*] of the *Islands Trust Act*, the meeting is not to be considered closed to the public.
- (4) A trust body or board of variance may pass a resolution under subsection (3) (a) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (5) This section applies despite
 - (a) section 11 [*application of Community Charter and Local Government Act to trust bodies*] of the *Islands Trust Regulation*, B.C. Reg. 119/90, and
 - (b) any applicable requirements in a procedure bylaw of a trust body.

Division 3 – Electronic Meetings

Electronic meetings – municipalities

- 7 (1) A council, or a body referred to in section 93 [*application of rule to other bodies*] of the *Community Charter*, may conduct all or part of a meeting of the council or body by means of electronic or other communication facilities.

- (2) A member of a council or body who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
- (3) When conducting a meeting under subsection (1), a council or body must use best efforts to use electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public.
- (4) If a council or body does not use electronic or other communication facilities as described in subsection (3), the council or body must state the following, by resolution:
 - (a) the basis for not using electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public;
 - (b) the means by which the council or body is ensuring openness, transparency, accessibility and accountability in respect of the meeting.
- (5) A council or body may pass a resolution under subsection (4) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (6) Section 128 (2) (c) and (d) [*electronic meetings and participation by members*] of the *Community Charter* does not apply in respect of a meeting conducted by means of electronic or other communication facilities under this section unless a council or body proceeds as described in subsection (3) of this section, in which case those paragraphs apply.
- (7) This section applies despite
 - (a) section 128 of the *Community Charter*, and
 - (b) any applicable requirements in a municipality procedure bylaw of a council.

Electronic meetings – regional districts

- 8 (1) A board, a board committee established under section 218 [*appointment of select and standing committees*] of the *Local Government Act*, or a body referred to in section 93 [*application of rule to other bodies*] of the *Community Charter* as that section applies under section 226 [*board proceedings: application of Community Charter*] of the *Local Government Act*, may conduct all or part of a meeting of the board, board committee or body by means of electronic or other communication facilities.
- (2) A member of a board, board committee or body who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
- (3) When conducting a meeting under subsection (1), a board, board committee or body must use best efforts to use electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public.
- (4) If a board, board committee or body does not use electronic or other communication facilities as described in subsection (3), the board, board committee or body must state the following, by resolution:

- (a) the basis for not using electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public;
 - (b) the means by which the board, board committee or body is ensuring openness, transparency, accessibility and accountability in respect of the meeting.
- (5) A board, board committee or body may pass a resolution under subsection (4) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (6) Section 2 (2) (d) and (e) [*electronic meetings authorized*] of the Regional District Electronic Meetings Regulation, B.C. Reg. 271/2005, does not apply in respect of a meeting conducted by means of electronic or other communication facilities under this section unless a board, board committee or body proceeds by using electronic or other communication facilities as described in subsection (3) of this section, in which case those paragraphs apply.
- (7) This section applies despite
- (a) section 221 [*electronic meetings and participation by members*] of the *Local Government Act*,
 - (b) the Regional District Electronic Meetings Regulation, and
 - (c) any applicable requirements in a regional district procedure bylaw of a board.

Electronic meetings – Vancouver

- 9 (1) The Vancouver council, or a body referred to in section 165.7 [*application to other city bodies*] of the *Vancouver Charter*, may conduct all or part of a meeting of the Vancouver council or the body by means of electronic or other communication facilities.
- (2) A member of the Vancouver council or of a body who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
- (3) When conducting a meeting under subsection (1), the Vancouver council or a body must use best efforts to use electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public.
- (4) If the Vancouver council or a body does not use electronic or other communication facilities as described in subsection (3), the Vancouver council or the body must state the following, by resolution:
- (a) the basis for not using electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public;
 - (b) the means by which the Vancouver council or the body is ensuring openness, transparency, accessibility and accountability in respect of the meeting.
- (5) The Vancouver council or a body may pass a resolution under subsection (4) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.

- (6) Section 2 (2) (c) and (d) [*electronic meetings authorized*] of the City of Vancouver Council Electronic Meetings Regulation, B.C. Reg. 42/2012, does not apply in respect of a meeting conducted by means of electronic or other communication facilities under this section unless the Vancouver council or a body proceeds by using electronic or other communication facilities as described in subsection (3) of this section, in which case those paragraphs apply.
- (7) This section applies despite
 - (a) section 164.1 [*meeting procedures*] of the *Vancouver Charter*,
 - (b) the City of Vancouver Council Electronic Meetings Regulation, and
 - (c) any applicable provision in the Vancouver procedure bylaw.

Electronic meetings – improvement districts

- 10 (1) An improvement district board, or a committee of an improvement district board appointed or established under section 689 [*appointment of select and standing committees*] of the *Local Government Act*, may conduct all or part of a meeting of the improvement district board or committee of an improvement district board, other than an annual general meeting, by means of electronic or other communication facilities.
- (2) A member of an improvement district board or committee of an improvement district board who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
- (3) When conducting a meeting under subsection (1), an improvement district board or committee of an improvement district board must use best efforts to use electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public.
- (4) If an improvement district board or committee of an improvement district board does not use electronic or other communication facilities as described in subsection (3), the improvement district board or committee of an improvement district board must state the following, by resolution:
 - (a) the basis for not using electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public;
 - (b) the means by which the improvement district board or committee of an improvement district board is ensuring openness, transparency, accessibility and accountability in respect of the meeting.
- (5) An improvement district board or committee of an improvement district board may pass a resolution under subsection (4) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (6) This section applies despite
 - (a) section 686 [*meeting procedure – improvement district board*] of the *Local Government Act*, and
 - (b) any applicable requirements in a procedure bylaw of an improvement district board.

Electronic meetings – trust bodies

- 11 (1) A trust body, or a board of variance established by a local trust committee under section 29 (1) [*land use and subdivision regulation*] of the *Islands Trust Act*, may conduct all or part of a meeting of the trust body or board of variance by means of electronic or other communication facilities.
- (2) A member of a trust body or board of variance who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
- (3) When conducting a meeting under subsection (1), a trust body or board of variance must use best efforts to use electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public.
- (4) If a trust body or board of variance does not use electronic or other communication facilities as described in subsection (3), the trust body or board of variance must state the following, by resolution:
- (a) the basis for not using electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public;
 - (b) the means by which the trust body or board of variance is ensuring openness, transparency, accessibility and accountability in respect of the meeting.
- (5) A trust body or board of variance may pass a resolution under subsection (4) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (6) This section applies despite
- (a) section 2 [*electronic meetings authorized*] of the *Islands Trust Electronic Meetings Regulation*, B.C. Reg. 283/2009, and
 - (b) any applicable requirements in a procedure bylaw of a trust body or applicable to a board of variance.

Division 4 – Timing Requirements

Timing requirement for bylaw passage – municipalities

- 12 Despite section 135 (3) [*requirements for passing bylaws*] of the *Community Charter*, a council may adopt a bylaw on the same day that a bylaw has been given third reading if the bylaw is made in relation to
- (a) the following sections of the *Community Charter*:
 - (i) section 165 [*financial plan*];
 - (ii) section 177 [*revenue anticipation borrowing*];
 - (iii) section 194 [*municipal fees*];
 - (iv) section 197 [*annual property tax bylaw*];
 - (v) section 200 [*parcel tax bylaw*];
 - (vi) section 202 [*parcel tax roll for purpose of imposing tax*];
 - (vii) section 224 [*general authority for permissive exemptions*];

- (viii) section 226 [*revitalization tax exemptions*];
- (ix) section 235 [*alternative municipal tax collection scheme*], and
- (b) tax sales, as referred to in Divisions 4 [*Annual Tax Sales*] and 5 [*Tax Sale Redemption Periods*] of the Local Government Finance (COVID-19) Order made by MO 159/2020, or otherwise under Division 7 [*Annual Municipal Tax Sale*] of Part 16 [*Municipal Provisions*] of the *Local Government Act*.

Division 5 – Public Hearings

Public hearings – Local Government Act

- 13
- (1) A public hearing under Part 14 [*Planning and Land Use Management*] or 15 [*Heritage Conservation*] of the *Local Government Act*, including a public hearing under section 29 (1) (b) [*land use and subdivision regulation*] of the *Islands Trust Act*, may be conducted by means of electronic or other communication facilities.
 - (2) For the purposes of providing notice of a public hearing to be conducted under subsection (1),
 - (a) any notice of the public hearing must include instructions for how to participate in the public hearing by means of electronic or other communication facilities,
 - (b) any material that is to be made available for public inspection for the purposes of the public hearing may be made available online or otherwise by means of electronic or other communication facilities, and
 - (c) a reference to the place of a public hearing includes a public hearing that is conducted by means of electronic or other communication facilities.
 - (3) This section applies to delegated public hearings.
 - (4) This section applies despite the following provisions:
 - (a) section 124 [*procedure bylaws*] of the *Community Charter*;
 - (b) section 225 [*procedure bylaws*] of the *Local Government Act*;
 - (c) section 11 [*application of Community Charter and Local Government Act to trust bodies*] of the *Islands Trust Regulation*, B.C. Reg. 119/90;
 - (d) section 2 [*electronic meetings authorized*] of the *Islands Trust Electronic Meetings Regulation*, B.C. Reg. 283/2009;
 - (e) any applicable requirements in a procedure bylaw made under the *Community Charter*, the *Local Government Act* or the *Islands Trust Act*.

Public hearings – Vancouver Charter

- 14
- (1) A public hearing under Division 2 [*Planning and Development*] of Part 27 [*Planning and Development*] of the *Vancouver Charter* may be conducted by means of electronic or other communication facilities.
 - (2) For the purposes of providing notice of a public hearing to be conducted under subsection (1),
 - (a) any notice of the public hearing must include instructions for how to participate in the public hearing by means of electronic or other communication facilities,

- (b) any material that is to be made available for public inspection for the purposes of the public hearing may be made available online or otherwise by means of electronic or other communication facilities, and
 - (c) a reference to the place of a public hearing includes a public hearing that is conducted by means of electronic or other communication facilities.
- (3) This section applies despite
- (a) section 566 [*amendment or repeal of zoning by-law*] of the *Vancouver Charter*, and
 - (b) any applicable provision in the Vancouver procedure bylaw.

Division 6 – Deferral of Annual Requirements

Annual general meeting and requirements – improvement districts

- 15
- (1) An improvement district may defer an annual general meeting that is required under section 690 [*annual general meeting – improvement districts*] of the *Local Government Act* to a date not later than December 31, 2020.
 - (2) An improvement district may defer the preparation of financial statements required under section 691 [*annual financial statements*] of the *Local Government Act* to a date not later than December 31, 2020.
 - (3) Despite the date referred to in section 691 (5) of the *Local Government Act*, an improvement district may submit to the inspector the audited financial statements of the improvement district for the preceding year and any other financial information required by the inspector at the time of the annual general meeting of the improvement district.
 - (4) If an annual general meeting of an improvement district is deferred under subsection (1) of this section and the term of an improvement district trustee would be expiring and the vacancy filled at that meeting, the term of the improvement district trustee is extended until the annual general meeting is held.
 - (5) This section applies despite
 - (a) Division 3 [*Governance and Organization*] of Part 17 [*Improvement Districts*] of the *Local Government Act*, and
 - (b) any applicable provisions in a letters patent for an improvement district.

From: Wolfe, Kathy P FLNR:EX <Kathy.Wolfe@gov.bc.ca>

Sent: July 10, 2020 9:33 AM

Subject: Non-Motorized Winter Recreation Zoning Implementation in the Sea to Sky Natural Resource District

Good morning,

Please find the attached correspondence regarding the implementation of non-motorized winter recreation zoning in the Sea to Sky Natural Resource District.

If you have any questions, please contact Front Counter BC, Sea to Sky Natural Resource District Office at 604-898-2100 or by email at FLNRO.SeatoSkyDistrict@gov.bc.ca.

Thank you,



Sea to Sky Natural Resource District

FrontCounter BC | Forests, Lands, Natural Resource Operations and Rural Development

Phone: (236)468-3547

Squamish office: (604) 604-898-2100 Fax: (604) 898-2191

101-42000 Loggers Lane, Squamish BC V8B 0H3

FrontCounter BC toll free: 1-877-855-3222

FrontCounter BC website: www.frontcounterbc.gov.bc.ca

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File 00255-20/DSQ

July 9, 2020

BY EMAIL

Re: Non-Motorized Winter Recreation Zoning Implementation

Dear Sir or Madame,

This letter is to notify you that the Province has recently legally implemented the non-commercial (public) winter recreation zoning that was established in the 2008 [Sea to Sky Land and Resource Management Plan](#) (LRMP). This zoning was identified through a collaborative process involving years of consultation with multi-sector stakeholder groups. The formal notice, including a map of the non-motorized zones, is posted [here](#). This does not represent a change in management direction; it simply improves the Province's ability to enforce the public non-motorized winter recreation zones to further achieve the objectives of the LRMP. This does not affect existing commercial operations, as this implementation applies to public (i.e. non-guided) recreation only. The LRMP established specific recreation zoning for commercial activities through a separate process. The Province implements commercial zoning through the *Land Act* tenure authorizations process.

Background & Explanation:

The 2008 Sea to Sky Land and Resource Management Plan (LRMP) provides direction for planning and management of natural resources and is the result of over ten years of work with First Nations, local governments, multi-sector stakeholders, and the public. This document was signed by the British Columbia Executive Council (Cabinet) and, along with Land Use Agreements between the Province and local First Nations, continues to guide decision-making in the Sea to Sky Natural Resource District.

Public winter recreation zoning was approved in a 2009 [Amendment to the LRMP](#). This zoning was based on recommendations made by the Winter Backcountry Recreation Forum (a multi-stakeholder group), and addressed conflicts between public and commercial recreation interests, as well as motorized and non-motorized users. While the Province did implement a winter motorized closure in the Callaghan area before the 2010 Winter Olympic and Paralympic Games, as a whole the winter non-motorized zoning was not fully implemented through legislation at that time.

The public winter recreation zoning has served as provincial policy for the past twelve years. The Province has relied on voluntary compliance, and in the vast majority of areas this has

Page 1 of 2

Ministry of Forests, Lands,
Natural Resource Operations
and Rural Development

Sea to Sky Natural Resource
District

Mailing Address:
101-42000 Loggers Lane
Squamish, BC V8B 0H3

Tel: (604)898-2100
Fax: (604)898-2191
Email: FLNRO.SeatoSkyDistrict@gov.bc.ca

Village of Pemberton
Regular Council Meeting No. 1520
Tuesday, July 28, 2020
129 of 134

been successful. However, this has not been the case everywhere. As recreation visitation increases in the Sea to Sky Corridor, we are utilizing new tools to help us achieve the objectives of the LRMP and manage the many interests on the land base.

The Province has taken this step to increase awareness of the winter non-motorized zoning, and to support enforcement in areas where impacts from winter motorized use may negatively impact important values (such as cultural, environmental, and wildlife values), or where conflicts or high levels of non-compliance are occurring. The intent is to increase voluntary compliance, reduce conflict between recreational user groups, and provide certainty to our partners about legitimate, enforceable land use designations.

Ministry staff are currently working to clarify area specific direction for certain zones, to ensure consistency between the public and commercial zoning. Staff are also working to develop signage for specific winter trailheads, and to increase awareness by including the zones on popular mapping applications (i.e. Trailforks).

Explanation of the *Permission Policy*:

Under section 60 of the *Land Act*, a person cannot occupy Crown land without lawful authority. Under the [*Permission Policy*](#), the Crown provides a general permission to the public to use Crown land for various activities, such as recreation. The Province may limit or rescind a Permission on Crown land.

In this case, the *Permission Policy* has been utilized to remove (rescind) public permission for motorized use within the zones delineated for non-motorized recreation in the LRMP during the winter season. This effectively prohibits motorized use in the non-motorized zones and is enforceable through BC's *Land Act*. Please note, there are RA1 zones (where no motorized use is allowed) and RA1-a zones (where air access is allowed for single or multi day trips; for example, getting dropped off for a week-long ski-touring trip). Snowmobiling is prohibited in both RA1 and RA1-a zones.

Implications for Commercial Operators:

The implementation of this zoning does not affect existing commercial operations. Adventure tourism tenures are authorized through BC's *Land Act*, not the *Permission Policy*. Therefore, the Province's removal of general permission for public motorized use through the *Permission Policy* does not apply to existing commercial operations. When the LRMP was approved, an agreement was made to allow for existing adventure tourism operators to continue their operations. As mentioned above, the LRMP also established specific recreation zoning for commercial activities (see Appendix 5).

I hope this helps clarify the intention and the implications of the recent winter recreation zoning implementation. Ultimately, we ask for your cooperation and support so that together we can achieve the objectives of the LRMP. If you have any further questions, please contact Susie Dain-Owens (Susan.Dain-Owens@gov.bc.ca).

Sincerely,

Dave Southam, RPF
District Manager
Sea to Sky Natural Resource District

From: test [mailto:]
Sent: Tuesday, July 21, 2020 12:26 PM
To: VoP Admin <admin@pemberton.ca>
Subject: Colonial name of our province

Dear Mayor and Council:

I would like to request council to urge the provincial government, through a council resolution, to proclaim a new INCLUSIVE name for our province and adopt a new flag and coat-of-arms on the 150th anniversary of the province's entry into the Canadian confederation on July 20, 2021.

The intent is not to revise our history but to greatly expand its limited focus under the province's current name and symbols. It will create new economic activity, post COVID-19, and will generate world-wide attention [new world maps, atlases] and recognition that our province is inclusive of all its peoples. It will be a boon to tourism, particularly in an interest in our indigenous cultures.

The government should consult with our indigenous communities on a new name that will reflect the province's more than 10,000 years of indigenous history, its awesome grandeur, diverse bio-geoclimatic zones and mosaic of multi cultures.

The new name should be short and easily pronounceable and spelled.

Today, it has become a practice, before a public event, to have an indigenous land acknowledgement. Is this mere tokenism, under the guise of Truth and Reconciliation, even when our province continues to have a COLONIAL name, flag and coat-of-arms?

Queen Victoria, a monarch who never set foot in these parts, chose the name "British Columbia" on July 24, 1858, by. Her decision, though said to be hesitant, was unilateral. She did not consult with the mostly indigenous people who lived here.

Vancouver Island was a British colony for just 22 years. The mainland was a colony for 13 years. British rule ended in 1871. Yet we cling to the "British" moniker while ignoring [a] the more than 10,000 years that indigenous communities inhabited these lands, and [b] our 149 years in the Canadian confederation.

Some will argue that a name change will dishonour British roots and heritage, and, oh yes, tradition. They conveniently forget the roots, heritage and traditions of our

indigenous communities, who have lived here for more than 10,000 years, and those of us who are not of British [today a minority] ancestry.

We are not British. And Columbus never came here. It is meaningless name, particularly when abbreviated to BC, and confusing [there is a Colombia country and BC is mostly commonly interpreted as ‘Before Christ’ or, tongue in cheek, “British Colonists”]. We have laboured under this colonial pretension for too long.

There were many Canadians who had their knickers in a knot when Prime Minister Lester B. Pearson proposed a new flag on June 15, 1964, that was inaugurated on February 15, 1965, a mere eight months later. Was this a mistake? Should we have kept the old Canadian Red Ensign with the Union Jack and coat of arms on a red background so that we could continue to show our gratitude to the British?

Today the Maple Leaf is the pride of all Canadians.

When can we take pride in our province’s name, flag and coat-of-arms?

A new name, flag and coat of arms would be in accordance with Premier John Horgan’s recent challenge of “thinking outside the box” in the “new normal” after the COVID-19 pandemic.

It will demonstrate solid confidence in our selves as a province that is inclusive of all its residents, rather than clinging to coattails of British colonists.

The name, of course, cannot be fully changed overnight because it is a complex matter. However, many countries had the fortitude to make a start and go through a liberating process of choosing a new name [i.e. Ghana, Indonesia, Sri Lanka, Zambia, Mali, etc.] and implementing it fast.

If we keep the status quo, we are only confirming that many in our midst still have the “colonizers’ supremacy culture” and all their talk about reconciliation with our indigenous peoples and being a multicultural province is only tokenism and not full and respectful inclusion.

Sincerely

Ben Pires
[REDACTED] Avenue
Victoria, [REDACTED]
[REDACTED]

My take on our province's flag:

It is a **COLONIAL** flag.

The top depicts the Royal Union Flag
with a crown in the centre.

This only reflects **22** years of Vancouver
Island and **13** years of the Mainland
as British colonies.

It **IGNORES 149** years of the province
in the Canadian Confederation
and the more than **10,000** years of
indigenous communities on these lands.



Ben Pires, Victoria

Sent from [Mail](#) for Windows 10

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*