

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

Agenda for the **Regular Meeting** of Council of the Village of Pemberton to be held Tuesday, September 1, 2020 at 5:30 p.m. in Council Chambers, 7400 Prospect Street. This is Meeting No. 1521.

"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. 5:30 P.M. CALL TO ORDER REGULAR MEETING	
In honour of the Lil'wat7ul, the Village of Pemberton acknowledges that we are meeting within the unceded territory of the Lil'wat Nation.	
2. APPROVAL OF AGENDA	
Recommendation: THAT the Agenda be approved as presented.	
3. DELEGATION	
4. ADOPTION OF MINUTES	
a) Regular Council Meeting No. 1520, Tuesday, July 28, 2020	4
Recommendation: THAT the minutes of Regular Council Meeting No. 1520, held Tuesday, July 28, 2020, be adopted as circulated.	
5. BUSINESS ARISING FROM THE PREVIOUS REGULAR COUNCIL MEETING	
6. RISE WITH REPORT FROM IN CAMERA	
7. BUSINESS ARISING FROM THE COMMITTEE OF THE WHOLE	
8. COMMITTEE MINUTES - FOR INFORMATION	
a) Mayor's Task Force for COVID-19 Response & Recovery Committee Meeting No. 002, Monday, July 6, 2020	15
Recommendation: THAT the minutes of the Mayor's Task Force for COVID-19 Response & Recovery Committee Meeting No. 002, held Monday, July 6, 2020, be received for information.	
b) Mayor's Task Force for COVID-19 Response & Recovery Committee Meeting No. 003, Monday, July 27, 2020	18
Recommendation: THAT the minutes of the Mayor's Task Force for COVID-19 Response & Recovery Committee Meeting No. 003, held Monday, July 27, 2020, be received for information.	

9. REPORTS

a) Office of the Chief Administrative Officer

- i. **Duffy Lake Road Concerns, Village of Pemberton & RCMP Joint Letter to Ministry of Transportation & Infrastructure – Verbal Update**

- ii. **UBCM Community Emergency Preparedness Fund: Structural Flood Mitigation** 22

Recommendation: THAT Council support a funding application for \$750,000 to UBCM's Community Emergency Preparedness Fund under the Structural Mitigation Stream for the Arn Canal Culvert Upgrade Project.

- iii. **UBCM Asset Management Planning Program** 25

Recommendation: THAT Council approve an application to UBCM's Asset Management Planning Program for funding, for an amount up to \$12,000, to reduce the financial impact of the development of the Asset Management Program.

b) Finance

- i. **2019 Statement of Financial Information** 27

Recommendation: THAT Council approve the 2019 Statement of Financial Information for filing with the Ministry of Municipal Affairs and Housing under the *Financial Information Act*.

c) Development Services

- i. **Community Amenity Contribution Policy** 62

Recommendation: THAT Council approve the Village of Pemberton Community Amenity Contribution Policy (September 2020).

10. BYLAWS

There are no bylaws for reading or adoption.

11. MAYOR'S Report

12. COUNCILLORS' Reports

13. CORRESPONDENCE

a) For Action

- i. **Maja McCloskey on behalf of the Advocacy Committee, Pemberton & District Chamber of Commerce, dated August 24, 2020, expressing concerns for childcare in our community and seeking collaboration on an action plan.** 107

Recommendation: THAT Council provide direction with respect to the correspondence from the Pemberton & District Chamber of Commerce dated August 24, 2020.

b) For Information

- i. **Suzan Hewat, Mayor, Village of Kaslo, dated July 23, 2020, seeking support for a UBCM resolution regarding a strategy for rural economic development through health care.** 112

- ii. **Lori Ackerman, Mayor, City of Fort St. John, dated July 31, 2020, providing a letter to Premier John Horgan regarding the BC Utilities Commission’s approval of BC Hydro’s application to amend the net metering service rate.** 114
- iii. **Patrick Weiler, MP, dated August 7, 2020, regarding changes to the Investing in Canada Infrastructure Program and the creation of the COVID-19 Resilience Stream.** 117
- iv. **Jessie Christophersen, Information & Member Services Coordinator Recycling Council of British Columbia, dated August 11, 2020, announcing October 19th through 25th, 2020, as Waste Reduction Week in Canada.** 120

Recommendation: THAT the above correspondence be received for information.

14. DECISION ON LATE BUSINESS

15. LATE BUSINESS

16. NOTICE OF MOTION

17. QUESTION PERIOD 122

18. 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.

19. MOVE TO IN CAMERA

20. RISE WITH REPORT FROM IN CAMERA

21. ADJOURNMENT OF REGULAR COUNCIL MEETING

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

Minutes of the Regular Meeting of Council of the Village of Pemberton held on Tuesday, July 28, 2020 9:00 a.m. in Council Chambers, 7400 Prospect Street. This is Meeting No. 1520.

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
Lena Martin, Manager of Finance
Lisa Pedrini, Manager of Development Services
Tom Csima, Manager of Operations and Projects
Christine Burns, Manager of Recreation Services
Robert Grossman, Fire Chief
Jill Brooksbank, Sr Community Partnership and Communications Coordinator
Wendy Olsson, Executive Assistant/HR Coordinator
Elysia Harvey, Legislative Assistant
Matt Rempel, GIS/Planning Technician

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 9:06 a.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. IN CAMERA

Moved/Seconded

THAT the meeting is closed to the public in accordance with the *Community Charter* Section 90 (1) (I) 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.

CARRIED

4. MOVE TO IN CAMERA

At 9:07 a.m. Council moved In Camera.

5. RISE FROM IN CAMERA AND RECONVENE THE REGULAR MEETING

At 9:21 Council rose without report and the Regular Meeting was reconvened.

6. DELEGATION

a) **Presentation of the 2019 Audited Findings and Financial Statements Darcy Haw, Reginal Assurance Partner, MNP**

Moved/Seconded

THAT the 2019 Audited Findings and Financial Statements be received.

CARRIED

b) **Veronica Woodruff, Project Manager, Pemberton Area Regional Economic Development Plan – Update**

Ms. Woodruff provided an update on the objectives the Pemberton Area Economic Development Collaborative (the Collaborative) is currently focusing on; these include inclusivity of fellow communities, roles and responsibilities of the Collaborative, funding opportunities, and Project Manager role. A draft Economic Development Plan is currently underway with guidance from the Collaborative's consultant, EcoPlan International.

By utilizing the results of an ongoing survey, which includes a COVID-19 perspective, the Collaborative is seeking to identify complex, simple, and quick-start actions and strategy areas.

Ms. Woodruff indicated the next phase for the Collaborative will be a focus on relationship development between communities and regional sector engagement.

7. ADOPTION OF MINUTES

a) Regular Council Meeting No. 1519, Tuesday, July 14, 2020

Moved/Seconded

THAT the minutes of Regular Council Meeting No. 1519, held Tuesday, July 14, 2020, be adopted as circulated.

CARRIED

8. BUSINESS ARISING FROM THE PREVIOUS REGULAR COUNCIL MEETING

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

9. RISE WITH REPORT FROM IN CAMERA

There was no rise with report.

10. BUSINESS ARISING FROM THE COMMITTEE OF THE WHOLE

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

11. COMMITTEE MINUTES - FOR INFORMATION

There were no minutes for receipt.

12. REPORTS

a) Office of the Chief Administrative Officer

i. 2020 Strategic Priorities - Update

Moved/Seconded

THAT the 2020 Strategic Priorities update be received.

CARRIED

ii. UBCM Minister Meeting/Briefs - Discussion

Council discussed various topics for consideration to bring forward as resolutions to the 2020 UBCM (virtual) Convention, and provided Staff with direction to prepare minister briefing information on the following:

At 10:11 a.m. Councillor Craddock Left the Meeting.

At 10:13 a.m. Councillor Craddock returned.

Northern Development Initiative Trust – requesting support in improving the Village’s eligibility to apply for grant funding through the Northern Development Initiative Trust. Staff will investigate under which Ministry this Trust is administered and arrange a meeting with the appropriate Minister if able.

Seniors Housing – funding support to extend the Lions’ Club facilities by a minimum of 20 units.

Daycare – increased wages for childcare employees, improving training accessibility, and support for private daycares.

Dyking Infrastructure – seismic upgrade requirements, relaxing Right of Way requirements, and issues specific to the Pemberton Valley regarding impacts of the Mt. Meager Landslide and sediment issues.

Tourism and Parks – reiterate previous year’s resolutions regarding the need for increased funding for Provincial Parks’ resources and staff.

Moved/Seconded

THAT Staff be directed to arrange meetings with the Minister of Municipal Affairs and Housing; Minister of Children & Family Development; Minister of Forests, Lands, Natural Resource Operations and Rural Development; Deputy Minister of Emergency Management BC; Minister of Public Safety & Solicitor General, Minister of Tourism Arts & Culture, and Northern Development Initiative Trust.

CARRIED

(**NOTE:** The Northern Development Initiative Trust does not have any Provincial Ministry oversight as such Staff were unable to request a meeting.)

iii. Mayor’s Task Force on COVID-19 Response and Recovery Update

Jill Brooksbank, Senior Community Partnership and Communications Coordinator, reviewed the details of the most recent Mayor’s Task Force meeting on July 27th, 2020. A community survey regarding impacts related to COVID-19 is currently available through Thought Exchange and to date has received 130 responses and over 2000 ratings; the survey will be ongoing as the Task Force hopes to capture changing opinions and thoughts as the situation evolves.

Seven themes were identified as being predominant areas of concern according to the results of the survey, and from these the Task Force narrowed down two themes to focus on as next steps: Economic Well-being and Social Well-being. The Task Force also moved toward establishing working groups and assigning members to each one to address these two themes.

Moved/Seconded

THAT Council supports Mayor's Task Force's two theme priorities, Economic Well-being and Social Well-Being.

AND THAT Council supports the establishment of a working group for each theme to support the work of the Mayor's Task Force.

CARRIED

iv. Federation of Canadian Municipalities (FCM) – Municipal Asset Management Program (MAMP) - Verbal Update

Moved/Seconded

THAT Staff apply to the Federation of Canadian Municipalities' Municipal Asset Management Program for Asset Management Plan & Long-Term Financial Modeling to Support Asset Management Decisions;

AND THAT the Village of Pemberton commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance the Village of Pemberton's asset management program:

- Asset Management Plan
- Long-Term Financial Modeling to Support Asset Management Decisions

AND THAT Council reconfirms the \$11,400 from the 2021 budget toward the costs of this initiative through the Community Works Gas Tax funding.

CARRIED

b) Corporate & Legislative Services

i. Outstanding Resolution Listing – as at June 30, 2020

Moved/Seconded

THAT Council receive the report for information.

CARRIED

ii. Council Member Meeting Attendance – Annual Report

Councillor Noble noted that she had been absent from the Special Meeting held on April 28, 2020.

Moved/Seconded

THAT Staff discontinue annual reports on Council Member meeting attendance.

CARRIED

**iii. Crown Land Tenure Application – Lillooet River Park and Boat Launch
(Old Waste Water Treatment Plan at Highway 99)**

Moved/Seconded

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.

CARRIED

Moved/Seconded

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.

CARRIED

Moved/Seconded

THAT Staff explore making application for a crown land tenure to facilitate waterfront access in this area.

CARRIED

c) Finance

i. 2020 Second Quarter Financial Statements

Moved/Seconded

THAT the 2020 Second Quarter Financial Statements be received for information.

CARRIED

Moved/Seconded

THAT Staff allocate up to \$900.00 from the budget to extend the rental of the portable toilets outside the Community Barn until the end of October 2020.

CARRIED

Meeting Extension:

Moved/Seconded

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

CARRIED

d) Development Services

i. Development Services 2020 Second Quarter Report

Moved/Seconded

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

CARRIED

At 12:07 p.m. the Regular Council Meeting was recessed.

At 12:39 p.m. the Regular Council Meeting was reconvened.

e) Operations Department

i. Operations Department 2020 Second Quarter Report

Moved/Seconded

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

CARRIED

At 12:41 p.m. Councillor Zant left the meeting.

At 12:43 p.m. Councillor Zant returned.

Utility Right-of-Way, Crown Land Tenure Application

Moved/Seconded

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.

CARRIED

ii. Electric Vehicle and Alternative Fuel Infrastructure Deployment Initiative Funding

Moved/Seconded

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.

CARRIED

f) Recreation Services

i. Recreation Services 2020 Second Quarter Report

Moved/Seconded

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

CARRIED

g) Fire Department

i. Fire Department 2nd Quarter Report

Moved/Seconded

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

CARRIED

10. BYLAWS

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

Moved/Seconded

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.

CARRIED

13. MAYOR'S Report

Mayor Richman reported on the following meetings and events:

- Meeting with MP Patrick Weiler and MLA Jordan Sturdy to discuss the Federal government's Safe Restart Agreement, an investment of over \$19 billion to aid in safe economic restart for provinces and territories. The Agreement includes investment in transit and financial support for municipalities;
- One-on-one meeting with MP Patrick Weiler to provide a guided tour of Pemberton and highlight the Village's reliance on funding to complete

- projects such as the Downtown Community Barn, Downtown Enhancement Project, and Soccer Fields at the Recreation Site;
- Squamish-Lillooet Regional District Board Meeting took place on July 22nd; items on the agenda included:
 - Implementation of Park Passes and reservation system by BC Parks at some of the higher-use Provincial Parks;
 - Adoption of security issuing bylaw for Transfer Station;
 - Affordable housing at Britannia Beach development;
 - Regional Growth Strategy Annual Report;
 - Pandemic response plan & business continuity plan;
 - Review of overtime compensation policy for management was deferred until the Fall;
 - New FireSmart educational video created by the BC Wildfire Service;
 - Investing in Canada Infrastructure Program
 - Support for the Catiline Creek mitigation project;
 - Paving of Highway 99 between One Mile Lake and the Lillooet River Bridge is currently taking place.
 - The Mayor's Task Force for COVID-19 Response and Recovery took place on July 27th; the survey developed by the Task Force is ongoing and will continue to be distributed so responses stay relevant, and highlighted that food security was a prevalent theme in the responses.
 - Expressed appreciation for Staff for the work that has been ongoing behind the scenes despite the pandemic, in particular the focus on Strategic Priorities and reporting out quarterly on each Department's progress.

Request for Letter of Support:

Mayor Richman advised that he has received correspondence from Jason Bob, N'Quatqua Housing Coordinator, dated July 27, 2020, seeking the Village's support for a funding application to BC Housing

Moved/Seconded

THAT a letter supporting N'Quatqua First Nation's funding application to BC Housing for member housing be issued on behalf of the Village.

CARRIED

14. COUNCILLORS' Reports

Councillor Craddock

Councillor Craddock reported on the following:

Pemberton Valley Dyking District Meeting; items on the agenda included:

- Arn Canal work near CN Bridge;
- Fish channel along Pemberton Creek has filled with gravel;
- Upcoming work on the Miller- Lillooet Dyke;
- Digital upgrades to Lillooet River Early Warning System;

Councillor Zant

Councillor Zant reported on the following:

- Tourism Pemberton meeting:
 - Planning for a potential second Raven Backcountry Festival in the Fall;
 - Discussion on traffic counters.
- Cemetery Committee meeting:
 - The cemetery has been receiving much-needed upgrades with the help of funding volunteer work;
 - A GoFundMe page has aided in funding support for the cemetery restoration project.

Councillor Noble did not report.

Councillor Antonelli did not report.

15. CORRESPONDENCE

a) For Action

None

b) For Information

- 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.**

Moved/Seconded

THAT the above correspondence be received for information.

CARRIED

- Ben Pires, dated July 21, 2020, regarding proposed name change, new flag and coat of arms for British Columbia.**

Moved/Seconded

THAT the correspondence be brought back for a topic of discussion at a Committee of the Whole Meeting in September 2020.

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, inquired about the number of properties subject to tax sale.

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 2:30 p.m. Council moved In Camera and Councillor Antonelli left the meeting.

20. RISE FROM IN CAMERA

At 3:50 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 3:51 p.m. the Regular Council Meeting was adjourned.

Mike Richman
Mayor

Sheena Fraser
Corporate Officer

**VILLAGE OF PEMBERTON
MAYOR'S TASK FORCE ON COVID-19 RESPONSE AND RECOVERY COMMITTEE
MEETING MINUTES**

Minutes of the Mayor's Task Force on COVID-19 Response and Recovery Committee of Council of the Village of Pemberton held on Monday, July 6, 2020 at 10:00 a.m. via ZOOM. This is Meeting No. 002.

MEMBERS IN ATTENDANCE*: Mayor Mike Richman (Chair)
Mark Mendonca
Meredith Kemp
Natalie Szewczyk
Jaye Russell
Stuart McConnachie
Erin Johnson
Rodney Payne
Ryan Zant
Jacquie Lloyd Smith
Judith Walton

STAFF IN ATTENDANCE*: Nikki Gilmore, Chief Administrative Officer
Jill Brooksbank, Senior Community Partnership and
Communications Coordinator
Elysia Harvey, Legislative Assistant

GENERAL PUBLIC: 0

MEDIA: 1

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

A RECORDING OF THE MEETING WAS MADE AVAILABLE TO THE PUBLIC

1. CALL TO ORDER

At 10:05 a.m. the meeting was called 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. Mayor's Task Force Meeting No. 001, Thursday, June 18, 2020

Moved/Seconded

THAT the minutes of the Mayor's Task Force Meeting No. 001, Thursday, June 18, 2020, be adopted as circulated.

CARRIED

4. MAYOR'S TASK FORCE PRESENTATION (PowerPoint presented at meeting)

- a. Group Charter**
- b. Establishing our Problem-Solving Process**
- c. Opportunities Review**
- d. Refine Community Question**
- e. Next Steps**
- f. North Star in Place in Vision**
- g. Document and Resource Sharing**

5. NEXT MEETING & DISCUSSION

Committee members participated in a roundtable discussion on the following:

- Support for the Group Charter, as presented;
- Processes involved in problem solving;
- Establishing an over-arching vision (North Star) for the Task Force;
- Alignment with the Village's Official Community Plan (OCP);
- Outreach to community members;
- Scope of Task Force mandates;
- Establishing a subcommittee system to engage with community members, identify opportunities & challenges, and to bring these back to the Task Force;
- Utilizing the problem-solving wheel;
- Diagnostic tools;
- Focusing on external issues;
- Formation of Community Question:
 - Introduction of the question as it relates to impacts of COVID-19 on the community while presenting it in a positive & compassionate context.
 - Formation of an open-ended question using "how might we" phrases;
- Various platforms for public survey on the community question;

The Committee also discussed scheduling the next meeting date and put forward the following recommendations to Council:

Moved/Seconded

THAT Staff present to Council the overall process of the Mayor's Task Force as laid out and seek approval to carry on in this direction.

CARRIED

Moved/Seconded

THAT Staff finalize the development of the community question and bring back to Council on July 14th

CARRIED

6. ADJOURNMENT

Moved/Seconded
THAT the meeting be adjourned.
CARRIED

At 11:59 a.m. the meeting was adjourned.

Mike Richman
Chair

**VILLAGE OF PEMBERTON
MAYOR'S TASK FORCE ON COVID-19 RESPONSE AND RECOVERY COMMITTEE
MEETING MINUTES**

Minutes of the Mayor's Task Force on COVID-19 Response and Recovery Committee of Council of the Village of Pemberton held on Monday, July 27, 2020 at 9:00 a.m. via ZOOM. This is Meeting No. 003.

MEMBERS IN ATTENDANCE*: Mayor Mike Richman (Chair)
Mark Mendonca
Meredith Kemp
Natalie Szewczyk
Jaye Russell
Stuart McConnachie
Erin Johnson
Rodney Payne
Ryan Zant
Jacquie Lloyd Smith

ABSENT: Judith Walton

STAFF IN ATTENDANCE*: Nikki Gilmore, Chief Administrative Officer
Jill Brooksbank, Senior Community Partnership and
Communications Coordinator
Elysia Harvey, Legislative Assistant

GENERAL PUBLIC: 0

MEDIA: 0

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

A RECORDING OF THE MEETING WAS MADE AVAILABLE TO THE PUBLIC

1. CALL TO ORDER

At 9:09 a.m. the meeting was called 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. Mayor's Task Force Meeting No. 002, Monday, July 6, 2020

Moved/Seconded

THAT the minutes of the Mayor's Task Force Meeting No. 002, Monday, July 6, 2020, be adopted as circulated.

CARRIED

4. BUSINESS ARISING FROM THE PREVIOUS MEETING

There was no business arising from the previous meeting.

5. COMMUNITY FEEDBACK & INPUT ROUNDTABLE

Committee members took part in a roundtable discussion regarding the feedback received so far from the community on the ThoughtExchange survey question.

Topics brought to the table for discussion included the following:

- Limited accessibility of survey question to senior community members through the ThoughtExchange platform is a concern;
- Launch of #PembertonPledge;
- Good number of responses so far & more expected over time as the survey remains ongoing;
- Visits down 50% at the Visitor Information Centre;
- Businesses seeing a reduction in mid-week visits while weekend numbers seem to be increasing;
- Concerns regarding accessibility of the survey question to community members without access to technology or with literacy issues;
- Daycare and after school care;
- Potential effects of a "second wave" and need for creative ideas and solutions (i.e. mom-sharing groups);
- Ensuring inclusivity and extending reach of the survey over time;
- Tourism Pemberton to be focusing on marketing approach for mid-week business visits.

6. REVIEW OF THOUGHTEXCHANGE REPORT AND DISCUSSION

Jill Brooksbank, Senior Community Partnership & Communications Coordinator presented an analysis of the survey results to date and identified prominent themes: tourism, transportation, food sustainability, and health & wellness.

Following the presentation, the Committee noted that the themes identified in the survey results were proportionate overall and discussed approaches to moving forward. A suggestion was put forward to cluster the themes sharing a common thread.

Discussion took place regarding the importance of identifying themes that could be applied to working actions as well as maintaining momentum of long-term goals.

The Committee decided to establish working groups to identify priority issues in each of the themes and incorporate a common problem-solving process.

7. CONFIRMATION OF THEMES

Moved/Seconded

THAT the Mayor's Task Force for COVID-19 Response and Recovery recommends to Council that the following two themes be established as priorities for the Committee: Economic Well-being and Social Well-being.

CARRIED

8. WORKING GROUPS

a) Appointment of the Working Groups

Moved/Seconded

THAT the Committee appoints the following members to the established working groups:

Economic Well-being

Meredeth Kemp
Stuart McConnachie
Mark Mendonca
Jaye Russell
Rodney Payne

Social Well-being

Erin Johnson
Ryan Zant
Natalie Szewczyk
Judith Walton
Jacqueline Lloyd

AND THAT the members may be reassigned following the establishment of short-term priorities.

CARRIED

b) Working Group Meeting Frequency and Reporting

The Committee discussed frequency of working group meetings and bringing the results of the smaller meetings back to the Committee meetings.

c) Working Group Support

Discussion took place regarding appointment of Village Staff to each of the working groups: Nikki Gilmore appointed to Economic Well-being group, Jill Brooksbank appointed to Social Well-being group, and Mayor Richman appointed to participate in both groups.

Rodney Payne and Jacqueline Lloyd will participate as team leaders and offer support for both groups where needed. A standardized problem-solving process

will be finalized and distributed to the working groups to ensure consistency and efficiency in problem identification.

9. ADJOURNMENT

Moved/Seconded

THAT the meeting be adjourned.

CARRIED

At 10:51 a.m. the meeting was adjourned.

Mike Richman
Chair

Date: Tuesday, September 1, 2020

To: Nikki Gilmore, Chief Administrative Officer

From: Jill Brooksbank, Sr. Community Partnerships & Communications Coordinator

Subject: UBCM Community Emergency Preparedness Fund:
Structural Flood Mitigation

PURPOSE

The purpose of this report is to seek support from Council for the Village's resubmission to UBCM's Community Emergency Preparedness Fund (CEPF) under the Structural Flood Mitigation Stream for the Arn Canal Culvert Upgrade Project.

BACKGROUND

In 2019, the Village of Pemberton submitted a funding application to the Flood Mitigation Stream under UBCM's CEFP program for upgrading two vital components of flood infrastructure that provide protection to the Village of Pemberton; raising a portion of the Miller-Lillooet Dyke (closest to the Glen neighbourhood) and the improvement of the Arn Canal outlet. Although flood infrastructure is not a function of the Village, the municipality was the applicant on the UBCM submissions given that Improvement Districts, such as the Pemberton Valley Dyking District (PVDD), are not eligible to apply.

These two projects were identified as high priority projects by the 2020 Pemberton Valley Flood Mitigation Planning Report, authored by Northwest Hydraulics Consultants (NHC) dated November 22, 2018, which can be viewed at the following link https://www.slrd.bc.ca/sites/default/files/reports/LillooetRiverFloodMapping_FinalReport.pdf.

The document was commissioned by the Pemberton Valley Dyking District to identify flood mitigation options, including structural and non-structural measures. The document also provided a series of short-term projects that could be submitted for funding requests under UBCM's CEFP program.

Upon initial review by the funders, concern was raised by both Emergency Management British Columbia (EMBC) and the Inspector of Dykes (who review submissions for technical merit) regarding the Miller-Lillooet Dyke component, specifically that it would not meet provincial seismic construction standards and that not all rights-of-ways (ROWs) had been secured within the project area. Recognizing the need to address these immediate community safety needs, UBCM permitted the Village to revise its application.

After further soil analysis within the proposed scope area, it was determined that achieving seismic standards for just a portion of the Miller-Lillooet Dyke component would not be cost effective and that an upgrade to the entire Miller-Lillooet Dyke system should be considered and discussed with the Pemberton Valley Emergency Management Committee in context with the other capital projects taking place within the Valley.

Therefore, the PVDD suggested that the Village seek funding for just the Arn Canal project given its important role within the Valley's dyking system. The resubmission allowance gave the PVDD Operations and Maintenance Manager an opportunity to revisit the project scope and update pricing to submit to UBCM for consideration.

DISCUSSION & COMMENTS

The Arn Canal is a man-made drainage channel that collects runoff from agricultural and developed areas inside the Pemberton Creek and Lillooet River dykes. The PVDD, who manages the Arn Canal, has determined that there is a need to increase the culvert drainage capacity at the outlet to help drain the internal land areas more efficiently to prevent the Lillooet River from backwatering. For the purposes of this application, the PVDD proposes to install four (4) new culverts, associated concrete headwalls and manual shut off valves.

This project relates to the regional 2020 Pemberton Valley Integrated Flood Mitigation Project; an inter-dependent mitigation plan that includes flood mitigation upgrades for communities adjacent to the Lillooet River.

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 Office of the Chief Administrative Officer is responsible for emergency management and the submission of funding applications. The development of funding applications and all associated planning can be accommodated in the day-to-day functions of this Department.

The proposed Arn Canal culvert upgrade project has been estimated to cost \$900,000. The Structural Flood Mitigation funding stream can contribute a maximum of 100% of the cost of eligible activities to a maximum of \$750,000. The Pemberton Valley Dyking District will be contributing the remaining \$150,000 towards the project. All cost overruns on the project will be the responsibility of the Pemberton Valley Dyking District.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

This project relates to the regional 2020 Pemberton Valley Integrated Flood Mitigation Project; an inter-dependant mitigation plan that includes flood mitigation upgrades for communities adjacent to the Lillooet River. A working group was formed between the Lil'wat Nation, Pemberton Valley Dyking District, Squamish-Lillooet Regional District and the Village of Pemberton to develop a coordinated approach for the implementation of life-saving flood mitigation projects.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

RECOMMENDATIONS

THAT Council support a funding application for \$750,000 to UBCM's Community Emergency Preparedness Fund under the Structural Mitigation Stream for the Arn Canal Culvert Upgrade Project.

Submitted by:	Jill Brooksbank, Sr. Community Partnerships & Communications Coordinator
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer

Date: September 1, 2020
To: Nikki Gilmore, Chief Administrative Officer
From: Wendy Olsson, Executive Assistant/HR Coordinator
Subject: UBCM Asset Management Planning Program

PURPOSE

The purpose of this report is to seek Council's approval for the Village to make application to UBCM's Asset Management Planning Program for funding, for an amount up to \$12,000, to further reduce the financial impact of the development of the Asset Management Program.

BACKGROUND

At the Regular Council Meeting No. 1520 held Tuesday, July 28, 2020 the following Resolutions were passed:

Moved/Seconded

THAT Staff apply to the Federation of Canadian Municipalities' Municipal Asset Management Program for Asset Management Plan & Long-Term Financial Modeling to Support Asset Management Decisions;

AND THAT the Village of Pemberton commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance the Village of Pemberton's asset management program:

- *Asset Management Plan*
- *Long-Term Financial Modeling to Support Asset Management Decisions*

AND THAT Council reconfirms the \$11,400 from the 2021 budget toward the costs of this initiative through the Community Works Gas Tax funding.

CARRIED

If the Village is successful in obtaining funding through the Federation of Canadian Municipalities' Municipal Asset Management Program, there will still be a shortfall of \$11,400 needed to complete the Asset Management Program. These funds have been earmarked in the 2021 budget to come from the Community Works Gas Tax funding received by the Village each year.

DISCUSSION & COMMENTS

The development of an asset management program will provide guidance and establish a process in determining the allocation of funds for maintaining, upgrading, and operating the Village's

physical assets in a cost-effective manner to meet our current and future needs. Through the development of a framework for asset management and long-term financial planning, we will establish the required funding targets to replace & sustain assets over the long-term.

Staff has identified the opportunity to apply for additional funding for the Asset Management Program to reduce the financial impact to the Village and to save the Village from having to utilize funds received through the Community Works Gas Tax Fund, by making application to the UBCM Asset Management Planning Program. If successful in receiving the funding through this alternative option the 2021 budget allocation from the Community Works Gas Tax fund will not be used.

Staff is seeking Council's approval to make application prior to the submission deadline of September 11, 2020.

COMMUNICATIONS

There is no communications element at this time. However, should the Village be successful in obtaining the funding, it would be bound by any communications requirement stipulated in the Approval Agreement.

LEGAL CONSIDERATIONS

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

IMPACT ON BUDGET & STAFFING

There is no impact on Staffing as making application for grant funding is incorporated into the regular duties of the Office of the CAO.

INTERDEPARTMENTAL IMPACT & APPROVAL

There is no interdepartmental impact at this time.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

The preparation of the funding application has no impact on other jurisdictions.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

RECOMMENDATIONS

THAT Council approve an application to UBCM's Asset Management Planning Program for funding, for an amount up to \$12,000, to reduce the financial impact of the development of the Asset Management Program.

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

Date: September 1, 2020

To: Nikki Gilmore, Chief Administrative Officer

From: Lena Martin, Manager of Finance

Subject: 2019 Statement of Financial Information

PURPOSE

To present to Council the 2019 Statement of Financial Information for review and approval.

BACKGROUND

The *Financial Information Act* (FIA) requires local governments to prepare a Statement of Financial Information (SOFI) to be filed with the Ministry of Municipal Affairs and Housing following receipt of the audited Financial Statements. The 2019 SOFI has been prepared as prescribed by the Lieutenant Governor in Council and has been approved by the Manager of Finance as required by legislation.

The SOFI contains the following:

- Audited Annual Consolidated Financial Statements for the year 2019
- Schedule of Payment to Suppliers of Goods and Services – list of suppliers with payments over \$25,000.
- Schedule of Remuneration and Expenses – amounts paid to Council members and list of employees earning over \$75,000. Remuneration includes salary, overtime, and vacation payouts. Expenses include items such as training, tuition, conferences and travel and professional dues.

The SOFI has been prepared from the financial records of the Village in accordance with the FIA and regulations. The FIA regulations require the SOFI to be presented to Council for approval and be made available for examination by the public for three (3) years after the year reported on. Approval and filing of the 2019 SOFI will satisfy and complete the Village's legislative obligations under the *Financial Information Act*.

DISCUSSION & COMMENTS

The SOFI report is being presented for consideration by Council for approval before being filed with the Ministry of Municipal Affairs and Housing as legislated.

COMMUNICATIONS

Regulations set out in the *Financial Information Act* require the Statement of Financial Information be made available to the public for three (3) years after the year reported on. The SOFI will be posted on the Village website for viewing and in printed format upon request.

LEGAL CONSIDERATIONS

The presentation and approval of the 2019 Statement of Financial Information (SOFI) meets with the Village's legislated obligation as set out in the *Financial Information Act* (FIA), there is no requirement for legal review.

IMPACT ON BUDGET & STAFFING

There are no impacts to the Budget or Staff hours for considerations at this time, as the preparation of this report is a function of the Finance Department and was incorporated into the annual work plan.

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts or approvals required.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

Presentation of the 2019 Statement of Financial Information has no impact on the regional or neighboring jurisdictions.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

RECOMMENDATIONS

THAT Council approve the 2019 Statement of Financial Information for filing with the Ministry of Municipal Affairs and Housing under the *Financial Information Act*.

ATTACHMENTS:

Appendix A: Village of Pemberton SOFI 2019 Report and 2019 Audited Financial Statements

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



Statement of Financial Information – SOFI

Approved by Council

For the Fiscal Year Ended December 31, 2019

Pursuant to the *Financial Information Act*

TABLE OF CONTENTS

	Page #
1)	
a) Schedule of Guarantee and Indemnity Agreements	1
b) Schedule of Remuneration and Expenses	2
c) Statement of Severance Agreements	3
d) Schedule of Payments to Suppliers of Goods and Services	4
e) Statement of Financial Information Approval	5
2) Management Report	6
3) 2019 Audited Financial Statements	

Village of Pemberton

SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS

"This organization has not given any guarantees or indemnities under the Guarantees and Indemnities Regulation."

Prepared under the Financial Information Regulation, Schedule 1, subsection 5 (4)

Schedule Showing the Remuneration
Paid to or on Behalf of Each Employee
2019

1 Elected Officials, Employees appointed by Cabinet and Members of the Board Of Directors

Name	Position	Remuneration	Expenses
Richman, Michael	Mayor	29,741	5,387
Antonelli, Amica	Councillor	14,711	841
Noble, Leah	Councillor	14,711	3,322
Zant, Ryan	Councillor	14,711	3,536
Craddock, Ted	Councillor	14,711	1,474
Total		88,584	14,559

2 Other Employees > 75,000

Name		Remuneration	Expenses
Gilmore, Nikki	CAO	131,868	3,161
Adams, Cameron	Skilled Worker/ Firefighter	101,710	164
Fraser, Sheena	Mngr of Corporate Services	101,454	3,186
Martin, Lena	Mngr of Finance/ Administration	97,693	3,583
Grossman, Robert E	Fire Chief	93,934	0
Pedrini, Lisa	Mngr, Development Services	90,421	1,299
Einarson, Jeanette	Senior Accountant/Supervisor	89,934	1,419
Kluftinger, Martin	Waster Water Treatment Operator	88,206	285
Faruq Patel	Building Inspector	87,614	1,248
Westlake, Jeff	Water Operator	84,429	1,347
Ward, David	Asst. Mngr. Operations	79,407	2,284
3 Total > 75,000		1,046,669	17,977
Consolidated Total of other Employees with remuneration and expenses of <75,000		1,212,891	31,401
Total Employees		2,259,560	49,378

Reconciliation

Total remuneration - elected officials		103,143
Total remuneration - other employees		2,308,938
Subtotal		2,412,081
Reconciling Items		518,045
Total per Statement of Revenue and Expenditure (Segmented)		2,930,126
Variance		0

Reconciling Items:

Item	Amount	Comments
Benefits (Municipal Pension, Extended Health)	346,556	
WCB, EI, CPP	149,077	
Other	22,413	

Prepared under the Financial Information Regulation, Schedule 1, section 6 (2), (3), (4), (5) and (6).

Village of Pemberton

STATEMENT OF SEVERANCE AGREEMENTS

There was 0 severance agreement made between the Village of Pemberton and its non-unionized employees during the fiscal year 2019.

* "Compensation" agreements were based on salary and benefits.

Prepared under the Financial Information Regulation, Schedule 1, subsection 6 (7)

2019 SCHEDULE SHOWING PAYMENT MADE FOR THE PROVISION OF GOODS OR SERVICES	
1. Alphabetical list of suppliers who received aggregate payments exceeding \$25,000	
Supplier name	Aggregate amount paid to supplier
580049 BC. LTD	710,428
AC Petroleum	36,860
Alpine Paving (1978) Ltd.	28,810
Avenue Machinery	29,410
Bandit Farms Property Services Ltd.	34,650
BC Assessment Authority	51,511
BC Hydro	190,821
BC Transit	339,094
BFL Canada Insurance Services Inc.	74,229
Cameron Chalmers Consulting Inc	66,922
City Spaces	25,346
Clartech Industries Inc.	42,296
Canadian National Non Freight Management	32,976
Corona Excavations Ltd.	31,084
GFL Environmental Inc.	100,885
Guillevin International Co.	48,076
Hazelwood Construction Services Inc.	5,575,162
Insurance Corporation of British Columbia	39,585
ISL Engineering & Land Services Ltd.	525,171
JT Heavy Equipment Repair Ltd.	70,282
Lidstone & Company	121,829
Metro Testing Laboratories Ltd	30,949
MNP LLP	28,825
Minister of Finance - School Taxes	1,105,594
Municipal Finance Authority of BC	131,318
Municipal Insurance Association	29,894
Municipal Pension Plan	179,590
Pacific Blue Cross	112,715
Pemberton BMX	25,750
Pemberton & District Chamber of Commerce	108,267
Pemberton Valley Dyking District	82,995
Provincial Health Services Authority in BC	40,943
Receiver General for Canada	612,073
Sabre Rentals Ltd	27,729
Scotiabank	64,687
Sea to Sky Network Solutions	109,458
Siu Donna	148,062
SQUAMISH-LILLOOET (REGIONAL DISTRICT)	1,536,457
Summit Earthworks	48,245
SUNSTONE RIDGE DEVELOPMENTS LTD	2,759,037
Surespan Construction Ltd.	154,045
Suttle Recreation Inc	55,302
Tervita Corporation	30,534
Three Star Amil Cleaning Services	55,036
Wekan Holdings Ltd. DBA Burnaby Repo.com	28,190
WorkSafeBC	34,988
Total aggregate amount paid to suppliers	15,716,110

2. Consolidated paid to suppliers who received aggregate pmnts of < or = \$25,000	1,358,086	
Consolidated total of grants paid exceeding \$25,000	0	
Consolidated total of contributions paid exceeding \$25,000	0	
Consolidated total of all grants and contributions exceeding \$25,000	0	
3. Total payments to suppliers for grants and contributions exceeding \$25,000	0	
Total aggregate payments exceeding \$25,000 paid to suppliers		15,716,110
Consolidated total of payments of \$25,000 or less paid to suppliers		1,358,086
Consolidated total of all grants and contributions exceeding \$25,000		0
Subtotal		17,074,196
Total Expenses per Consolidated Statement of Operations and Accumulated Surplus		6,364,931
Difference		10,709,265
4. Reconciliation		
Employee and Council Wages expensed not included in payments to suppliers		(2,327,475)
Deposits/Holdbacks returned to suppliers and not expensed		3,790,439
Employee and Council portion of Tax, CPP And EI paid to supplier and not expensed		507,412
Employee portion of Benefits paid to supplier and not expensed		26,357
Transfers to Other Governments included in payments to suppliers and not expensed		2,971,629
Less HOG and credits claimed		(585,212)
BC Transit paid to supplier for other governments share, not expensed		226,341
New Capital Additions		6,557,501
WIP included in payments to suppliers and not expensed		339,819
Add Capital Additions donated in kind		0
Less: Capital Disposals and WIP Transfers		(282,114)
Less: Amortization - not a Cash transaction		(1,099,280)
Less: Year end Accruals - not a Cash transaction		(140,491)
Debt Principal Payments Paid and not expensed		359,343
Accounts Payable Expensed 2018 paid in 2019		663,682
Accounts Payable Expensed 2019 paid in 2020		(455,296)
Tax Sale Proceeds refunded not expensed		148,062
**Timing variances included in summary		8,547
Variance		0
Variance occurs due to the Financial Statements prepared on an accrual basis and this report on a cash basis		

Prepared under the Financial Information Regulation, Schedule 1, section 7 and the *Financial Information Act*, section 2.

Village of Pemberton

STATEMENT OF FINANCIAL INFORMATION APPROVAL

The undersigned, s authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approves all the statements included in this Statement of Financial Information, produced under the *Financial Information Act*.

Mike Richman, Mayor

Lena Martin, Chief Financial Officer

Date: _____

Date: _____

Prepared under the Financial Information Regulation, Schedule 1, subsection 9

Management Report

PO Box 100
7400 Prospect St.
Pemberton

British Columbia

CANADA

V0N2L0

P. 604.894.6135

F. 604.894.6136

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.

In accordance with the *Community Charter*, the 2019 Audited Consolidated Financial Statements were presented and approved by Council on July 28, 2020; the Statement of Financial Information (SOFI) was presented to Council for approval on September 1, 2020.

Nikki Gilmore
Chief Administrative Officer

Date

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

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)

	Land	Buildings	Engineering Structures	Machinery, Equipment and Vehicles	Water Systems	Sewer Systems	Assets Under Construction	Total
2018 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 trustee 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.

Date: September 1, 2020

To: Nikki Gilmore, Chief Administrative Officer

From: Lisa Pedrini, Manager of Development Services
Cameron Chalmers, Contract Planner

Subject: Final Revised Community Amenity Contribution Policy

PURPOSE

The purpose of this report is to present to Council a final Community Amenity Contribution (CAC) Policy (**Appendix A**) for approval, accompanied by a summary of consultation with the development community and a draft list of desired community amenities for discussion.

BACKGROUND

Council approved the current Community Amenity Contribution (CAC) Policy in 2007. Over time, it was recognized that there were underlying issues with the Village's CAC Policy and as part of the 2009 Strategic Plan, Council directed Staff to undertake a review of the 2007 Community Amenity Policy, particularly in relation to exploring the use of amenity zoning (density bonusing) as an alternative to the CAC approach.

In 2016, Staff were tasked with preparing a revised Draft Community Amenity Contribution Policy which would establish that CAC's be negotiated on a case by case basis, using density bonusing and/or other alternatives based on best practices.

At the Regular Meeting No. 1518, held June 30, 2020, Staff presented a report on the use of density bonusing and other best management practices recommended by the Province with respect to securing voluntary community amenities at the time of rezoning. A Draft Community Amenity Policy that would serve as a framework for defining and negotiating voluntary community amenity contributions with developers of residential and mixed-use development projects applying for rezoning was presented for Council's comments. Staff noted their intention to seek input from the development community before bringing back a finalized Policy for Council's consideration of approval. As a result of this Staff Report (**Appendix B**), the following resolutions were passed:

Moved/Seconded

THAT Staff prepare a draft companion list of desired Community Amenity Contributions and bring back to a future Council meeting for discussion.

CARRIED

Moved/Seconded

THAT Council Support the Draft Policy that establishes guidelines for negotiating Community Amenity Contributions (CACs) on a case by case basis and direct Staff to seek input from the development industry, on the understanding that going

forward the Village will use a combination of negotiations and amenity zoning where most applicable.

CARRIED

DISCUSSION & COMMENTS

The intent of this policy document is to clearly outline a framework with respect to the Village’s approach to obtaining voluntary Community Amenity Contributions. The Policy sets out terms of engagement for an amenity negotiation with developers on a case-by case basis. The Policy is meant to ensure that the public, landowners and developers understand the Village’s expectations, purpose and mechanisms for these voluntary contribution negotiations while staying within the letter of the law.

The Policy establishes definitions to clarify how the Village of Pemberton will define community amenities, as opposed to community benefits and required services. It also allows the Village to accept voluntary amenities as either cash or in-kind services from developers seeking rezoning similar to the current approach taken in adopting amenity zoning (density bonusing) bylaws. See Final Policy attached as **Appendix A**.

After it was presented to Council in June, the Draft Policy was shared with the development industry via email with the option to follow-up through a telephone call or Zoom focus group meeting for their feedback prior to further consideration by Council. A group Zoom call did not materialize; however, several written submissions and individual Zoom calls with local development representatives resulted in valuable feedback. Submissions received are attached as **Appendix C** and are summarized into themes below:

Theme	Staff’s response
Lack of Certainty	<p><i>Many respondents noted their concern with the lack of certainty/ predictability given the unknown value of expected amenity contributions. However, the counter side of certainty/predictability is inflexibility. Using a negotiated approach gives Staff the flexibility to account for other community benefits, as defined by the Policy, a project may be offering. It also gives the Village the ability to respond to market changes.</i></p> <p><i>Staff can advise that the structure of the Policy guarantees agreement on a negotiated amount of voluntary amenity contributions will be known before adoption of a zoning amendment, therefore developers will be aware of what is expected in terms of contributions before the land use commences.</i></p> <p><i>Also, Amenity Zoning will continue to be used in master –planned developments such as Sunstone and the Ridge. This way the expected amenity contributions are clearly stated in the zoning, and developers can choose to build at the base density or pay amenities to achieve greater density.</i></p> <p><i>A comment was made as to why the present approach could not be updated with current costs. As outlined in Appendix B, the present approach is not recommended for several reasons, specifically the fact that, at this point, there is no statutory basis for a prescribed community</i></p>

	<p><i>amenity calculation. If the Province were to introduce the ability for a local government to levy community amenity contributions similar to development cost charges, the Village can update its Policy.</i></p>
<p>Impacts to Affordability</p>	<p><i>Concern was raised as to how layering costs onto a development project, including expectations for community amenities, impacts the cost of housing.</i></p> <p><i>Staff are aware of the high costs involved in developing in Pemberton, and are cognizant that costs associated with community amenity contribution are often passed on to the purchaser, rather than coming out of developers' profit margins.</i></p> <p><i>Staff feel confident that the proposed approach allows the Village to respond to market changes, and also to changes in the level or extent of Council's prioritization of housing affordability. It would be unreasonable to expect development to supply affordable housing and also help address all desired community amenities in a fluctuating market. The recommended approach allows Staff to respond to changing Council priorities, and gives the developer the ability to sit down with Staff and negotiate expectations in a reasonable manner.</i></p> <p><i>Lastly, the proposed approach states that voluntary amenity contributions would not be anticipated if affordable housing units, secured by a Housing Agreement, are contemplated.</i></p>
<p>Equity/Fairness</p>	<p><i>Concern was raised on the fairness of the approach and the lack of transparency or assurance that everyone would be treated similarly.</i></p> <p><i>Staff contend that the flexibility afforded by the recommended approach allows Staff to be equitable, in a negotiated context, allowing each project to have an equal chance to succeed. Staff would have the ability to account for the individual costs and conditions of a particular development and allow certain benefits to be included in the amenity equation so as not to unduly burden or potentially "kill" a project.</i></p> <p><i>The proposed approach purposely does not take into % of lift or pro-formas and Staff are committed to being reasonable in their expectations in negotiating and presenting voluntary amenity packages for Council's consideration of acceptance. A rigid amenity structure that works for one, but not another, intends that each project can be assessed viably.</i></p> <p><i>Community amenities having fixed rate expectations does not allow the Village to account for other project benefits or constraints; for example in the case of one project requiring a major upgrade to the municipal sewer system that benefits the community at large, and another that does not.</i></p> <p><i>In addition, as recommended by the Province, Staff are obligated to apply the principles of nexus and proportionality when negotiating voluntary amenities to achieve fairness.</i></p>

The responses provided generally reflect what was expected from the consultation. Overall, the concept of Community Amenity Contributions is one of paramount concern to the development community given the inherent lack of certainty surrounding community amenities in most jurisdictions and the impact to affordability.

In discussions with representatives of the development community, several important clarifications were made. Firstly, the proposed policy would not affect negotiations that have already concluded for in-stream developments. Secondly, though all parties would likely appreciate absolute certainty about amenity contribution costs, there was also an appreciation for the ability to respond to each individual project and the other public benefits that may be delivered. And lastly, the proposed approach allows for more fulsome accounting of what is considered an amenity and what is considered a community benefit as defined by the Policy.

Overall, Staff are of the opinion that the development community generally acknowledges the need for community amenities and does not object to the negotiating framework established in the new policy.

Pemberton's Aspirations for Amenities

The 2011 Official Community Plan contains *Schedule A – Amenity Zoning Priorities* (included in **Appendix B**) which outlines high, medium, and low priorities for amenity zoning. A review and update of the Official Community Plan will commence in the Fall of 2020 and carry on into 2021 and possibly 2022. As part of that process, Staff will update the list of community priorities through community consultation.

At this juncture, Council has tasked Staff to develop a current list of priorities as a companion document to aid in the amenity negotiation process when development interests enquire. A draft list has been prepared (**Appendix D**) containing those OCP Amenity Zoning Priorities that have yet to be realized, as well as recently identified community desires outlined by recent planning processes such as the 2016 Agricultural Parks Master Plan, 2016 One Mile Lake Park Master Plan, 2019 Age-Friendly Affordable Housing Action Plan, 2020 Village of Pemberton Cycling Network Plan and 2020 (Draft) Pemberton Valley Recreation Trails Master Plan.

Appendix D should be viewed as a working draft, being brought forward at this time for discussion purposes only. As a way of organizing the information, it has been categorized under different priority areas or themes. The list is in no specific order, is not meant to be inclusive of all community aspirations, and can be updated by Council in the future as new priorities are identified through the OCP review and update or other means.

Staff recommend that once this list has been finalized, it should be brought forward regularly to Council for prioritizing as part of Strategic Planning.

COMMUNICATIONS

The Draft Policy was provided to several developers actively pursuing development applications with the Village of Pemberton for their input. No amendments were made to the Policy as a result of the consultation.

LEGAL CONSIDERATIONS

The Policy presents an approach that Staff understands to be legally sound. Staff does not feel the Policy requires legal review.

IMPACT ON BUDGET & STAFFING

The report and the Policy were prepared in-house with the assistance of the Village's Contract Planner.

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts or approvals required at this time.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

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

ALTERNATIVE OPTIONS

Alternative Options for consideration are as follows:

Option One: Approve the Village of Pemberton Community Amenity Contribution (CAC) Policy (September, 2020) that establishes guidelines for negotiating CAC's on a case by case basis.

This option is recommended.

Option Two: Do not support the attached Village of Pemberton Community Amenity Contribution Policy (September 2020) and direct Staff to go back and seek more input and/or amend as per Council direction.

This option is not supported as Staff feel that consultation was sufficient, and most concerns are able to be addressed.

Option Three: Another option as per Council direction.

RECOMMENDATION

THAT Council approve the Village of Pemberton Community Amenity Contribution Policy (September, 2020).

Attachments:

Appendix A: Community Amenity Contribution Policy, September 2020

Appendix B: June 30, 2020 Staff Report

Appendix C: Consultation Submissions

Appendix D: Draft List of Desired Community Amenities by category

Prepared by:	Lisa Pedrini, Manager of Development Services Cameron Chalmers Consulting, Contract Planner
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer

Community Amenity Contribution Policy

Department:	<u>Development Services</u>	Policy No.:	<u>DEV-009</u>
Sub-department:	<u>Planning</u>	Created By:	<u>Development Services</u>
Approved By:	<u>Council</u>	Amended By:	<u></u>
Approved Date:	<u></u>	Amendment:	<u></u>
Meeting No.:	<u></u>	Meeting No.:	<u></u>

INTENT

Village Council has established a Community Amenity Policy (Policy) in order for Village to capitalize on the opportunity to gain public facilities, services and amenities through voluntary contributions from proponents in the rezoning process. This policy is intended as a framework for how the Village of Pemberton will define community amenities, and a framework for establishing and securing Community Amenity Contributions through the rezoning process.

DEFINITIONS

Community Amenity Contribution: means a voluntary contribution made by a proponent of a residential or mixed-use rezoning application to provide land, improvements to land, or funds provided in lieu of land or improvements for a public or community benefit. Community Amenity Contributions are over and above any land dedications, works or services required under provincial legislation or municipal policy to service the development. Examples of Community Amenities include, but are not limited to, affordable housing, recreation land and facilities development, public buildings or attractions, public art, and other improvements deemed by the Village to provide broad public benefit over and above what is required to service the development, as determined by the Village of Pemberton.

Community Benefit Contribution: means lands, improvements to land for a public benefit, or other contributions towards the community which are a required component of a development project, but provide broader public benefits. Examples of Community Benefits include, but are not limited to, on-site trail connections, excess usable park dedication, significant park and playground improvements on public park-land, off-site utility services that improve existing public infrastructure, or other improvements made by the proponent that are deemed to add benefit to the public beyond what is required to service the development as determined by the Village of Pemberton.

Required Service: means any land, improvement to land, or other contribution required to service an individual development in accordance with provincial and municipal regulations, or generally accepted engineering practices. Examples may include, but not be limited to, park dedications under provincial legislation, road dedications and improvements, habitat setback areas, utilities and infrastructure. Required Services also include excess or extended works and services, or other works or services subject to a Latecomer's Agreement, Development Cost Charge Bylaw offsets, or any other means of cost recovery.

INTRODUCTION

Land development in the Village of Pemberton provides an opportunity to realize the vision for the community contained in the Village of Pemberton Official Community Plan (OCP). The OCP describes a community of diverse people living in a community rich with opportunity and amenity. Often the physical amenities that help form a community are delivered through voluntary contributions from developers through rezoning processes that add value to their land.

In recent years, the *Local Government Act* has given increasing authority to municipalities to negotiate community amenity contributions through the rezoning process. Specifically, there is a legislated ability to secure community amenities in specific amenity zones, and the range of tools available to municipalities to secure affordable housing contributions continues to grow.

This Policy describes how the Village of Pemberton will define, negotiate, and secure community amenity contributions through the residential and mixed-use rezoning process. It is intended to acknowledge that community amenities are an important component of the rezoning process, while also recognizing that land development in small communities often involves the potential for different costs and different market responses than in large cities. The goal is to ensure the Village of Pemberton has a predictable process for assessing community amenities on a case-by-case basis that ensures a balance between the *Community Amenity Contribution negotiations* and the financial capability of each project to contribute.

PURPOSE

The purpose of this policy is to serve as a framework for negotiating voluntary *Community Amenity Contributions* with developers of residential and mixed-use development projects applying for rezoning. It establishes definitions around which contributions will qualify as community amenities, a framework for how the amenities will be negotiated and expectations for how the Community Amenity Contributions will be secured in advance of the rezoning process.

The intent of this policy is to provide greater certainty and a fair and equitable approach for community amenity negotiations to provide clarity to Council, the community, and the development industry.

APPLICABILITY

1. This Policy applies to all rezoning applications for residential or mixed-use development that propose an increase in density, development opportunity, or any other zoning change that will increase the land value of land subject to the application.
2. This Policy is companion to other municipal policies and bylaws that may impose development requirements or suggest amenities, such as any Affordable Housing policies, recreation and trails plans and policies.
3. This Policy does not apply to rezoning applications to facilitate affordable housing, seniors housing, or other non-market housing projects as determined by the Village of Pemberton.
4. This Policy supersedes any and all previous *Community Amenity Contribution* policies.

ROLES AND RESPONSIBILITIES

5. Council of the Village of Pemberton is responsible for the formal acceptance of *Community Amenity Contributions* through the rezoning process.

6. The Manager of Development Services and/or Chief Administrative Officer is responsible for leading the *Community Amenity Contribution* negotiations in the context of other *Community Benefits* and project *Servicing Requirements*, and making recommendations to Council on the nature and type of amenities offered and the recommended means of securing them contemporaneously with the rezoning process.

PROCESS FOR NEGOTIATING COMMUNITY AMENITY CONTRIBUTIONS

7. Potential *Community Amenity Contributions* will form part of the pre-application process for rezoning applications, and Staff shall make prospective applicants aware of Council's *Community Amenity Contribution* Policy and initiate discussion of potential amenity options to be considered in the application.
8. Upon acceptance of an eligible rezoning application, Staff shall commence negotiations on possible *Community Amenity Contributions*, with particular regard to bylaws and policies of the Village that may direct consideration of affordable housing, recreation amenities, or any other policy guidance regarding potential amenities for each application.
9. *Community Amenity Contributions* will be analyzed for each application in the context of project *Servicing Requirements* and *Community Benefits* that emerge through the application review process to establish a reasonable opportunity for *Community Amenity Contributions*.
10. *Community Amenity Contributions* will utilize a cost-based approach in which the estimated cost of each *Servicing Requirement*, *Community Benefit*, and *Community Amenity Contribution* will be analyzed in determining *Community Amenity Contributions*.
11. For large rezoning applications, Staff may request or prepare an estimate of the increase in land value proposed in the rezoning to assess reasonable levels of *Community Amenity Contribution* in relation to the land-value increase expected through the rezoning process.
12. In considering *Community Benefits* in the context of a *Community Amenity Contribution* negotiation, Staff shall estimate the proportionate cost of benefit allocated to the project and the proportionate providing benefit to the broader community.
13. In considering *Community Benefits* and *Community Amenity Contributions*, Staff shall assess the long-term and lifecycle cost burdens imposed on the Village by receiving and maintaining the amenity.
14. At the conclusion of the *Community Amenity Contribution* negotiations, Staff shall seek formal agreement in the form a *Community Amenity Contribution* offer letter or other summary from the Applicant clearly stating the proposed *Community Amenity Contributions* offered through the rezoning process.

PROCESS FOR DETERMINING COMMUNITY AMENITIES

15. At consideration of First Reading of an eligible rezoning bylaw, Staff shall provide Council with a summary of the *Community Amenity Contribution* negotiation, identifying all relevant *Servicing Requirements*, *Community Benefits*, and *Community Amenity Contributions* associated with the project used to determine the *Community Amenity Contribution* offer.

16. At consideration of First Reading, Staff are encouraged to provide Council a *Community Amenity Contribution* offer summary from the Applicant wherever appropriate.
17. At consideration of First Reading, Staff will advise Council of the means by which the *Community Amenity Contributions* will be secured, and the estimated time to delivery of each amenity.
18. If necessary, Staff may seek a resolution of Council establishing any pre-requisites to zoning bylaw adoption necessary to secure and implement a *Community Amenity Contribution*.
19. A summary of proposed *Community Benefits* and *Community Amenity Contributions*, including the nature and type of contribution and the means to deliver or secure, shall be made available to the public in advance of Public Hearing to any eligible rezoning bylaw.
20. The *Community Amenity Contribution* negotiation shall be deemed complete upon Third Reading to the proposed rezoning bylaw.

SECURING DELIVERY OF COMMUNITY AMENITY CONTRIBUTIONS

21. At any point before granting Third Reading to a proposed eligible rezoning bylaw, Council may establish pre-requisites to zoning bylaw adoption to direct the security of the *Community Amenity Contributions* by way of delivery, or agreement to deliver *Community Amenity Contributions* through the development.
22. Any necessary agreements in relation to *Community Benefit* and *Community Amenity Contribution* negotiations shall be executed by the proponents and delivered to the Village in a registerable form in advance of consideration of zoning bylaw adoption.

TRANSFER OF COMMUNITY AMENITY CONTRIBUTIONS

23. Unless otherwise secured through a zoning bylaw amendment, servicing agreement, land development agreement or other agreement acceptable to the Village of Pemberton, all *Community Amenity Contributions* shall be provided prior to adoption of the eligible rezoning bylaw.
24. Any funds received by the Village in satisfaction of the *Community Amenity Contributions* of any rezoning application shall be deposited in the appropriate reserve account as determined by the Village prior to adoption of the rezoning bylaw. Should the rezoning bylaw not be adopted, the funds be to returned in full.

COUNCIL DISCRETION

25. Nothing in this policy is intended to impair or fetter the discretion of Council with respect to adopting any bylaw or amendment thereof.

Date: June 30, 2020

To: Nikki Gilmore, Chief Administrative Officer

From: Lisa Pedrini, Manager of Development Services
Cameron Chalmers, Contract Planner

Subject: Draft Revised Community Amenity Contribution Policy

PURPOSE

The purpose of this report is to present to Council a Draft Community Amenity Contribution (CAC) Policy (**Appendix A**) that will serve as a framework for defining and negotiating voluntary community amenity contributions with developers of residential and mixed-use development projects applying for rezoning.

BACKGROUND

Council adopted the Village's Community Amenity Policy (attached as **Appendix B**) at the Regular Council Meeting No. 1185, held July 10, 2007. The current CAC Policy stipulates an expected amount of CAC's on new single family and multi-family residential development to offset the impacts of growth on public facilities, services, and amenities. Over time, it was realized that there were issues with the CAC Policy and as part of the 2009 Strategic Plan, Council directed Staff to undertake a review of the 2007 Community Amenity Policy particularly in relation to exploring the use of amenity zoning (density bonusing) as an alternative to its CAC approach.

On March 3, 2009, Council considered a report at the Committee of the Whole meeting which identified certain community amenities proposed by BCR Properties and Signal Hill Homes (now called Tiyata) development. Following a review of these proposed community amenity enhancements, Staff was directed to proceed with amending the Community Amenity Policy to permit onsite credits in lieu of the Policy's contribution requirements.

This Policy was again revisited at various In Camera Meetings¹ held April 21, 2009, March 16, 2010 and again on May 3, 2016 with new Council Members being briefed on the topic. Although Council did not rise with report after the May 3, 2016 In Camera (closed) discussion, Staff was tasked with preparing a revised Draft Community Amenity Contribution Policy which would establish that CAC's be negotiated on a case by case basis, using density bonusing and/or other alternatives based on how other municipalities are addressing amenity contributions.

Soon after, work began on developing a new CAC Policy; however, as a result of adjusted priorities in 2016, this initiative was set aside for consideration until 2017. It should be noted

¹ Council discussions on this matter took place In Camera pursuant to Section 90 (1) (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

Council subsequently rose with report on this direction at Regular Meeting Council Meeting No. 1448, held on May 2, 2017. The preparation of the policy has remained on the work plan since that time.

Although it was resolved that the Draft Policy be brought forward for consideration at a Committee of the Whole meeting, it is being brought forward on June 20, 2020 to Council due to the ongoing COVID-19 situation (Committee of the Whole meetings have ceased since February 2020).

DISCUSSION & COMMENTS

The Village of Pemberton has been experiencing a significant amount of new development for several years. New development brings new requirements for Village infrastructure and amenities. The Village of Pemberton has accommodated new residential, commercial, and industrial development and enjoyed the benefits it contributes; however, the Village recognizes that it is unfair for new development to become a financial burden on existing taxpayers. It is acknowledged that new development should pay a reasonable share of the costs of new infrastructure and amenities that are needed to accommodate additional growth and to address the impacts of new development on the existing community.

There are two (2) main tools a local government may use to ensure that new development pays its fair share of the costs of new community infrastructure and amenities:

- *Development Cost Charges (DCCs)*: The Village of Pemberton Development Cost Charge Bylaw No. 723, 2013 imposes a one-time charge on all new developments; to help cover the cost of off-site infrastructure services required to accommodate growth. DCC's may only be used to contribute to community-wide needs for expansion and upgrade specifically of the Village's water system, sanitary sewer system, roads, drainage system, and park land as per the *Local Government Act (2015)*, Section 566. DCC's may not be used to pay for other types of community services such as recreation, policing, fire, and library services that can be impacted by growth.
- *Community Amenity Contributions (CACs)*: The Village of Pemberton adopted a Community Amenity Policy in July 2007 to address the burden that residential development imposes on the demand for public facilities, services, and amenities. The Policy addressed certain public interest considerations as part of Village Council's ability to exercise its discretion to rezone land and set out specific expected [voluntary] contributions to help fund recreational amenities such as a swimming pool complex, an arena, outdoor skating rink, a water park, a skateboard park, and a bike park. It was anticipated that the Community Amenity Policy would be reviewed every two (2) years to remain relevant.

Given that a few of the listed amenities in the Community Amenity Policy have now been achieved, it is timely to update the Policy with a new list of desired community amenities. Another reason to review the Village's Community Amenity Policy is to ensure that the Village is following best management practices as prescribed by the Province of British Columbia.

For this reason, a new Draft Policy is being presented for Council's consideration that will capitalize on the opportunity to gain public facilities, services, and amenities through voluntary

contributions from proponents in the rezoning process. The policy is intended as a framework for how the Village of Pemberton will define community amenities, and a framework for establishing and securing Community Amenity Contributions through the rezoning process. See Draft Revised Policy attached as **Appendix A**.

The Draft Policy also allows the Village to accept voluntary amenities as either cash or in-kind services from development projects seeking rezoning similar to the current approach taken in adopting amenity zoning (density bonusing) bylaws.

The intent of this policy document is to clearly state the Village's approach to obtaining Voluntary Community Amenity Contributions through negotiation with developers on a case-by case basis. This is to also ensure that the public, landowners, and developers understand the Village's expectations, purpose and mechanisms for these voluntary contributions while staying within the letter of the law.

Community Amenity Contributions in British Columbia

The provincial context with respect to having developers help shoulder the burden that new development places on community amenities, is outlined in the following long version of the Provincial Guidelines related to determining voluntary Community Amenity Contributions (March 2014):https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/local-governments/planning-land-use/community_amenity_contributions_guide.pdf.

The Short Guide is attached as **Appendix C**.

1. Density bonus zoning in exchange for amenities or affordable housing

Density bonusing is specifically authorized by Section 482 of the *Local Government Act* (2015). Density bonusing is a zoning tool that creates a financial incentive for developers to provide an amenity, in exchange for the right to build at an increased density than is normally permitted in the Zoning Bylaw. The concept is that a developer can choose to build at the base density without having to supply a density bonus contribution or they can choose to build more densely, up to a limit set in the zone, when they opt to provide an amenity.

The advantage of this tool is that it is an up-front, predictable, and consistent means of obtaining public benefits from developers in exchange for the Village granting additional development potential to projects. As long as the maximum bonus density and the required amenity are defined in the Zoning Bylaw, there is considerable flexibility regarding the kinds of community benefits that can be achieved.

The form of public benefits can include not only recreational amenities, but also publicly accessible open space or plazas, public art, child care facilities, or cash-in-lieu (e.g. a fixed contribution at a defined dollar rate per square foot of additional density) to be put in a municipal reserve fund for a significant future amenity/project.

A great number of municipalities are also utilizing density bonusing to address the need for affordable housing to gain such on-site housing amenities as:

- Rental apartments (where the additional density must be used to provide rental apartments);
- Price controlled, limited equity market units (for residents and employees);
- Housing units controlled, managed or owned by non-profit housing groups providing affordable housing;
- Guaranteed or time limited rental units with rent control mechanisms;
- Social housing for people with special needs;
- Accessible or adaptive units (i.e., seniors housing).

This system works well when amenity needs are clearly defined and prioritized by the community (i.e., the Village did this with the inclusion of Schedule 2 in the Official Community Plan attached as **Appendix D**), where developers see a financial incentive to obtain the bonus density. One drawback of this approach can occur if a developer chooses to simply build at the base density and therefore no amenity contribution would be negotiated.

The Village of Pemberton has utilized density bonusing in the Hillside Area, specifically the Sunstone Residential (Amenity) Zones: RSA-1 and RTA-1 and the Ridge Residential (Amenity) Zones: RSA-2 and RTA-2. In these examples, the density bonus provision of these zones allowed the developers to obtain extra density based on a stated amenity contribution. In both cases, the amenity is specified as providing contributions of \$9,165 per single family lot or \$6,110 per townhouse unit, payable either in cash to be held in a reserve fund by the Village for the purpose of future recreational capital costs on sports fields, a multi-sports facility, an ice arena or aquatic centre and ancillary uses; and/or in-kind works and services provided they are approved by the Village and used for the same purposes as noted above.

To date, the Village has been able to obtain significant community amenity contributions in lieu of cash from the Hillside Developments by employing density bonusing. The following is a summary to highlight the amenities that have been provided to date from the two developments to support recreation:

Sunstone Ridge Developments

- Dedicating future land and/or cash to construct a community garden and public washroom
- Density Bonusing Contributions:

Contributions to Date	\$500,678	In-kind earth works for Soccer Field No. 1 and 2 and cash contribution
Remaining to be Collected	\$1,151,735	Based on conceptual phasing and zoning

The Ridge at Pemberton

- Density Bonusing Contributions:

Contributions to Date	\$479,977	In-kind earth works for Soccer Field No. 1
Remaining to be Collected	\$195,520	Based on conceptual phasing and zoning

2. Negotiated amenity contributions or public benefits at the time of rezoning

Another approach commonly used by municipalities in BC is to negotiate for community amenities as part of a proposed rezoning. The *Local Government Act* does not enable municipalities to impose a fee or tax on rezoning, but rezoning is a discretionary act of Council. When exercising this discretion, Council should consider whether a rezoning will impose unacceptable impacts or financial burdens on the community. Therefore, it has become common practice by many municipalities for developers to propose, or municipalities to seek, amenities from projects that are applying for changes in use or density in order to help address the needs or impacts of new development.

These amenity contributions are often negotiated site-by-site, but sometimes municipalities provide to developers a clear indication of the community's desires for the amenities, be it recreational amenities, or cash-in-lieu that they hope to achieve in rezoning. These targets are based on an evaluation of the impacts of new projects, the needs of new residents, and the ability of the project to provide amenities while remaining financially attractive for landowners and developers.

When evaluating a CAC by way of negotiation, it is important to ensure that applicants/developers see CAC's as fair and reasonable. CAC's also help community members to be more accepting of new development. This can be done by applying the principles of *nexus* and *proportionality* to the negotiation practice. As explained in the Ministry Guide - amenities adhere to the principle of "*nexus*" when there is a direct, demonstrable link between the CAC and the impacts of the new development. As an example, if neighbourhood recreation services are already limited or lacking, both the applicant/developer and existing residents are far more likely to support CAC's targeted for the expansion of recreational facilities, rather than for an undetermined project or in another area of the Village not proximate to the impacted area.

The principle of "*proportionality*" is met when a CAC from an applicant/developer is proportional to the impact that their development generates and is consistent with the CAC's made by other similar developments. Staff are aware that the size, nature, or location of a certain new development may impact the community's need for amenities more than others. As such, a developer cannot be expected to volunteer an amount higher than the share that their development may have or is expected to have upon the community's requirement for the new amenity. The use of the principles of *nexus* and *proportionality* address the requirement to consider the specific needs and character of a development in a specific neighbourhood and the impacts that it may have on a neighbourhood or the overall community.

Pemberton’s Needs for Amenities

The Village of Pemberton has several plans, policies, and bylaws that call for important community amenities. **Table 1** below summarizes some of the major anticipated amenities and facilities to meet the needs of this growing community that have been previously identified in various policies, plans and bylaws. Those items denoted with an (√) have been or are soon to be realized.

Table 1:

Policy, Plan, or Bylaw	Community Needs
Official Community Plan 2011 (Schedule B – Amenity Zoning Priorities)	<p>Top Priorities</p> <ul style="list-style-type: none"> • Arena • Indoor Pool • Public Washrooms (√) • Parks (refer to Parks and Open Spaces Master Plan) (√) • Trails (refer to Pemberton and Area C Trails Master Plan) • Agri-tourism amenities including a downtown multi-use public facility [Downtown Barn] (√) and community greenhouses • Affordable and special needs housing <p>Medium Priorities</p> <ul style="list-style-type: none"> • Curling Rink • Performing Arts Studio • Outdoor Pool • Seniors Centre (√) • Regulation Indoor Gym • Seniors Housing/care <p>Other Amenities</p> <ul style="list-style-type: none"> • Community Kitchen (√) • Outdoor Skating Rink • Public Use Airport Building (√) • Squash/Racquet ball • Bus Shelters (√) • Track • Public Shower facility (√) • Indoor Tennis • Campground • Equestrian Stadium • Clubhouses at Playing Fields (√)

<p>Pemberton & Area Recreation Facilities Implementation Plan 2013</p>	<ul style="list-style-type: none"> • Top Preferred Facilities (cumulative score): <ol style="list-style-type: none"> 1. Standalone Arena 2. Standalone Field House 3. Soccer (√), Lacrosse/Football Field 4. Arena/Field House 5. Indoor Pool
<p>Parks and Open Spaces Master Plan 2007</p>	<ul style="list-style-type: none"> • Expansion of parks, playgrounds, bike trails, and outdoor recreation facilities at a variety of locations in the community (√) • Improvements to trail network throughout the community (√) • Enhancements to One Mile Lake Park including washroom facilities, signage, garbage facilities (√)
<p>Downtown Enhancement Strategy 2009</p>	<ul style="list-style-type: none"> • Focused & designed open spaces (√) • Activated park land in downtown area • Appropriate Parking and Transit facilities (√) • Traffic changes to enhance pedestrian movement (√) • Development of a downtown iconic building (√) • Art, cultural & heritage pieces that showcase our authentic identity (√) • Improved signage, landscaping, lighting, street furniture (√)
<p>One Mile Lake Park Master Plan 2016</p>	<ul style="list-style-type: none"> • Park improvements to the main beach, cliff dock, and dog beach including expanded green space (√), public seating (√), bike racks (√), lake amenities such as a swim raft (√), additional dock space (√), garbage and recycling containers (√), better signage, trail improvements (√)
<p>Agricultural Parks Master Plan 2016</p>	<ul style="list-style-type: none"> • Development of new community gardens/outdoor classrooms/communal orchards/community supported agriculture on identified crown tenured and crown granted properties (i.e., Lot 13) with infrastructure including raised beds, hoop houses, tool sheds, bicycle racks, seating, garbage receptacles, new trail connections, water supply, electric fencing, etc.
<p>Draft Public Art Policy* (still in draft form)</p>	<ul style="list-style-type: none"> • Public art contributions and other site enhancements from new developments in the downtown to provide a more vibrant environment for businesses, residents and visitors
<p>Village of Pemberton Cycling Network Plan</p>	<ul style="list-style-type: none"> • Provide a continuous bicycle network through a phased implementation approach • Prioritize the safety of active transportation users at intersection and crossings

	<ul style="list-style-type: none"> • Ensure streets designated as part of the network are maintained and in good repair and that the Village has the equipment to maintain all types of proposed bicycle infrastructure • Provision of safe and secure bicycle parking within Village rights-of-way and Village owned and operated facilities • Provision of public end-of-trip facilities such as change rooms, showers, bicycle repair stands and storage space • Development of Cycling Wayfinding • Support and promotion of Cycling Education Programs
--	--

Recommended Approach

Staff is recommending an approach that utilizes a combination of density bonus zoning (where appropriate) and case by case negotiation as the preferred method for obtaining community amenities and has prepared the attached Draft Policy for discussion purposes.

The recommended approach (Draft Policy) lays out the basis for the negotiation. Please note that this does not contain “targets”, rates, or anticipated amounts for the following reasons:

- i. CACs should not be presented as a fixed charge – they need to be negotiated on a case by case approach.
- ii. Setting a target can be seen as a sign that the Council is trying to sell rezoning applications or use them to generate a revenue stream.
- iii. The public could lose faith in the zoning bylaw and the overall confidence of the development process if a rezoning application is perceived to be up for sale. (The use of a CAC has no express authority under the LGA and cannot be imposed or required, but Council does however have discretionary authority through the rezoning process to expect community amenities in the case of density bonusing).

The recommended approach also does not use land lift as a means of calculating an anticipated amount. Land lift is a concept that many other municipalities have used to calculate appropriate CAC’s; it refers to the financial value gained by the developer as a result of rezoning and increased floor space/density. This approach is not recommended as a best practice.

The Draft Policy permits in-kind contributions by way of a Land Use Agreement registered on Title. To date, the Village has collected CAC’s by cash and in-kind contributions. Although the funds have been allocated to a reserve account, it is recommended that the Village establish a formal *Community Amenity Contribution Reserve Fund Bylaw* for those contributions received by cash.

With respect to providing predictability for the development industry on this issue and to ensure that the respective developers are treated equally, Staff suggests that the Draft Policy be shared with the development industry for their feedback prior to further consideration by Council.

COMMUNICATIONS

It is recommended that Staff consult with the development industry to gain their comments on the recommended approach. In this regard, the Draft Policy will be distributed to the development industry via email with the option to follow-up through a telephone call or Zoom focus group meeting.

LEGAL CONSIDERATIONS

There are three (3) specific legal risks that local governments should avoid with respect to CAC's:

1. **Imposing an unauthorized fee, charge or tax on re-zonings:** Section 462, *LGA* states that a local government must not impose a fee, charge or tax or require a work or service to be provided unless these are expressly provided for in the legislation. A CAC is a voluntary contribution; it cannot be construed as an obligatory payment.
2. **Not keeping an open mind:** Councils exercise their legislative discretion to approve zoning and should not pre-determine how they will vote until they consider the merits of an application on a case-by-case basis and hear from the affected residents during a public hearing. In other words, rejecting a rezoning proposal unless a proponent provides a certain contribution or noting acceptability that a rezoning will pass if a proponent provides a certain contribution would not be indicative of keeping an open mind.
3. **Using technical reviews such as building and subdivision approvals to obtain amenities:** Certain development approval decisions are undertaken by unelected officials like the Building Inspector or Subdivision Approving Officer. The legislation does not allow these types of reviews to be made or influenced by elected officials, and therefore it would be inappropriate for Council to use these approval processes to expect contributions from a developer.

The Draft Policy considers each of these legal risks and presents an approach that Staff understands to be legally sound. The Policy will be presented for legal review before being presented to Council for adoption.

IMPACT ON BUDGET & STAFFING

This report and Draft Policy were prepared in-house with the assistance of the Village's Contract Planner. Further review of the CAC Policy and consultation with developers can be accommodated in the Development Services Department 2020 Work Plan.

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts or approvals required at this time.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

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

ALTERNATIVE OPTIONS

Alternative Options for consideration are as follows:

Option One: Support the Draft Policy that establishes guidelines for negotiating CAC’s on a case by case basis and direct Staff to seek input from the development industry, on the understanding that going forward the Village will use a combination of negotiations and amenity zoning where most applicable.

This option is recommended.

Option Two: Do not support the attached Draft Policy and direct Staff to only use amenity zoning (density bonusing) as permitted in the *Local Government Act*.

This option is not supported as it limits the Village’s ability to obtain tangible community amenities in cases where developers choose to develop at the allowable base density.

Option Three: Maintain the current CAC policy as adopted in 2007 and continue to negotiate with potential developers based on the current practice.

This option is not recommended as it does not meet the legislative requirements and limits the type of amenities to which contributions can be applied/allocated.

RECOMMENDATION

THAT Council Support the Draft Policy that establishes guidelines for negotiating Community Amenity Contributions (CACs) on a case by case basis and direct Staff to seek input from the development industry, on the understanding that going forward the Village will use a combination of negotiations and amenity zoning where most applicable.

Attachments:

- Appendix A:** Draft Policy for discussion purposes
- Appendix B:** Community Amenity Policy – 2007
- Appendix C:** The Ministry’s short guide to CAC’s
- Appendix D:** OCP Schedule 2 – Amenity Zoning Priorities

Prepared by:	Lisa Pedrini, Manager of Development Services Cameron Chalmers Consulting, Contract Planner
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer

Community Amenity Contribution Policy

Department:	<u>Development Services</u>	Policy No.:	<u>DEV-009</u>
Sub-department:	<u>Planning</u>	Created By:	<u>Development Services</u>
Approved By:	<u>Council</u>	Amended By:	_____
Approved Date:	_____	Amendment:	_____
Meeting No.:	_____	Meeting No.:	_____

INTENT

Village Council has established a Community Amenity Policy (Policy) in order for Village to capitalize on the opportunity to gain public facilities, services and amenities through voluntary contributions from proponents in the rezoning process. This policy is intended as a framework for how the Village of Pemberton will define community amenities, and a framework for establishing and securing Community Amenity Contributions through the rezoning process.

DEFINITIONS

Community Amenity Contribution: means a voluntary contribution made by a proponent of a residential or mixed-use rezoning application to provide land, improvements to land, or funds provided in lieu of land or improvements for a public or community benefit. Community Amenity Contributions are over and above any land dedications, works or services required under provincial legislation or municipal policy to service the development. Examples of Community Amenities include, but are not limited to, affordable housing, recreation land and facilities development, public buildings or attractions, public art, and other improvements deemed by the Village to provide broad public benefit over and above what is required to service the development, as determined by the Village of Pemberton.

Community Benefit Contribution: means lands, improvements to land for a public benefit, or other contributions towards the community which are a required component of a development project, but provide broader public benefits. Examples of Community Benefits include, but are not limited to, on-site trail connections, excess usable park dedication, significant park and playground improvements on public park-land, off-site utility services that improve existing public infrastructure, or other improvements made by the proponent that are deemed to add benefit to the public beyond what is required to service the development as determined by the Village of Pemberton.

Required Service: means any land, improvement to land, or other contribution required to service an individual development in accordance with provincial and municipal regulations, or generally accepted engineering practices. Examples may include, but not be limited to, park dedications under provincial legislation, road dedications and improvements, habitat setback areas, utilities and infrastructure. Required Services also include excess or extended works and services, or other works or services subject to a Latecomer’s Agreement, Development Cost Charge Bylaw offsets, or any other means of cost recovery.

INTRODUCTION

Land development in the Village of Pemberton provides an opportunity to realize the vision for the community contained in the Village of Pemberton Official Community Plan (OCP). The OCP describes a community of diverse people living in a community rich with opportunity and amenity. Often the physical amenities that help form a community are delivered through voluntary contributions from developers through rezoning processes that add value to their land.

In recent years, the *Local Government Act* has given increasing authority to municipalities to negotiate community amenity contributions through the rezoning process. Specifically, there is a legislated ability to secure community amenities in specific amenity zones, and the range of tools available to municipalities to secure affordable housing contributions continues to grow.

This Policy describes how the Village of Pemberton will define, negotiate, and secure community amenity contributions through the residential and mixed-use rezoning process. It is intended to acknowledge that community amenities are an important component of the rezoning process, while also recognizing that land development in small communities often involves the potential for different costs and different market responses than in large cities. The goal is to ensure the Village of Pemberton has a predictable process for assessing community amenities on a case-by-case basis that ensures a balance between the *Community Amenity Contribution negotiations* and the financial capability of each project to contribute.

PURPOSE

The purpose of this policy is to serve as a framework for negotiating voluntary *Community Amenity Contributions* with developers of residential and mixed-use development projects applying for rezoning. It establishes definitions around which contributions will qualify as community amenities, a framework for how the amenities will be negotiated and expectations for how the Community Amenity Contributions will be secured in advance of the rezoning process.

The intent of this policy is to provide greater certainty and a fair and equitable approach for community amenity negotiations to provide clarity to Council, the community, and the development industry.

APPLICABILITY

1. This Policy applies to all rezoning applications for residential or mixed-use development that propose an increase in density, development opportunity, or any other zoning change that will increase the land value of land subject to the application.
2. This Policy is companion to other municipal policies and bylaws that may impose development requirements or suggest amenities, such as any Affordable Housing policies, recreation and trails plans and policies.
3. This Policy does not apply to rezoning applications to facilitate affordable housing, seniors housing, or other non-market housing projects as determined by the Village of Pemberton.
4. This Policy supersedes any and all previous *Community Amenity Contribution* policies.

ROLES AND RESPONSIBILITIES

5. Council of the Village of Pemberton is responsible for the formal acceptance of *Community Amenity Contributions* through the rezoning process.

6. The Manager of Development Services and/or Chief Administrative Officer is responsible for leading the *Community Amenity Contribution* negotiations in the context of other *Community Benefits* and project *Servicing Requirements*, and making recommendations to Council on the nature and type of amenities offered and the recommended means of securing them contemporaneously with the rezoning process.

PROCESS FOR NEGOTIATING COMMUNITY AMENITY CONTRIBUTIONS

7. Potential *Community Amenity Contributions* will form part of the pre-application process for rezoning applications, and Staff shall make prospective applicants aware of Council's *Community Amenity Contribution* Policy and initiate discussion of potential amenity options to be considered in the application.
8. Upon acceptance of an eligible rezoning application, Staff shall commence negotiations on possible *Community Amenity Contributions*, with particular regard to bylaws and policies of the Village that may direct consideration of affordable housing, recreation amenities, or any other policy guidance regarding potential amenities for each application.
9. *Community Amenity Contributions* will be analyzed for each application in the context of project *Servicing Requirements* and *Community Benefits* that emerge through the application review process to establish a reasonable opportunity for *Community Amenity Contributions*.
10. *Community Amenity Contributions* will utilize a cost-based approach in which the estimated cost of each *Servicing Requirement*, *Community Benefit*, and *Community Amenity Contribution* will be analyzed in determining *Community Amenity Contributions*.
11. For large rezoning applications, Staff may request or prepare an estimate of the increase in land value proposed in the rezoning to assess reasonable levels of *Community Amenity Contribution* in relation to the land-value increase expected through the rezoning process.
12. In considering *Community Benefits* in the context of a *Community Amenity Contribution* negotiation, Staff shall estimate the proportionate cost of benefit allocated to the project and the proportionate providing benefit to the broader community.
13. In considering *Community Benefits* and *Community Amenity Contributions*, Staff shall assess the long-term and lifecycle cost burdens imposed on the Village by receiving and maintaining the amenity.
14. At the conclusion of the *Community Amenity Contribution* negotiations, Staff shall seek formal agreement in the form a *Community Amenity Contribution* offer letter or other summary from the Applicant clearly stating the proposed *Community Amenity Contributions* offered through the rezoning process.

PROCESS FOR DETERMINING COMMUNITY AMENITIES

15. At consideration of First Reading of an eligible rezoning bylaw, Staff shall provide Council with a summary of the *Community Amenity Contribution* negotiation, identifying all relevant *Servicing Requirements*, *Community Benefits*, and *Community Amenity Contributions* associated with the project used to determine the *Community Amenity Contribution* offer.

16. At consideration of First Reading, Staff are encouraged to provide Council a *Community Amenity Contribution* offer summary from the Applicant wherever appropriate.
17. At consideration of First Reading, Staff will advise Council of the means by which the *Community Amenity Contributions* will be secured, and the estimated time to delivery of each amenity.
18. If necessary, Staff may seek a resolution of Council establishing any pre-requisites to zoning bylaw adoption necessary to secure and implement a *Community Amenity Contribution*.
19. A summary of proposed *Community Benefits* and *Community Amenity Contributions*, including the nature and type of contribution and the means to deliver or secure, shall be made available to the public in advance of Public Hearing to any eligible rezoning bylaw.
20. The *Community Amenity Contribution* negotiation shall be deemed complete upon Third Reading to the proposed rezoning bylaw.

SECURING DELIVERY OF COMMUNITY AMENITY CONTRIBUTIONS

21. At any point before granting Third Reading to a proposed eligible rezoning bylaw, Council may establish pre-requisites to zoning bylaw adoption to direct the security of the *Community Amenity Contributions* by way of delivery, or agreement to deliver *Community Amenity Contributions* through the development.
22. Any necessary agreements in relation to *Community Benefit* and *Community Amenity Contribution* negotiations shall be executed by the proponents and delivered to the Village in a registerable form in advance of consideration of zoning bylaw adoption.

TRANSFER OF COMMUNITY AMENITY CONTRIBUTIONS

23. Unless otherwise secured through a zoning bylaw amendment, servicing agreement, land development agreement or other agreement acceptable to the Village of Pemberton, all *Community Amenity Contributions* shall be provided prior to adoption of the eligible rezoning bylaw.
24. Any funds received by the Village in satisfaction of the *Community Amenity Contributions* of any rezoning application shall be deposited in the appropriate reserve account as determined by the Village prior to adoption of the rezoning bylaw. Should the rezoning bylaw not be adopted, the funds be to returned in full.

COUNCIL DISCRETION

25. Nothing in this policy is intended to impair or fetter the discretion of Council with respect to adopting any bylaw or amendment thereof.



**Adopted: Council No. 1185
July 10, 2007**

PURPOSE

Village Council has established a Community Amenity Policy (Policy) in order for Village to address the burden which residential development imposes on the demand for public facilities, services and amenities. As part of the Village Council exercising its discretion to rezone land, and the Approving Officer considering subdivision applications, the Policy addresses certain public interest considerations.

COMMUNITY AMENITY POLICY

1. Proponents of **rezoning applications**, which include a residential component of more than 3 units, are requested by Council to address the burden which residential development imposes on demand for public facilities, services and amenities by contributing to a fund for their provision, improvement and expansion through the payment of a *Community Amenity Contribution*. If the proponent does not offer to contribute to the fund, Council may deny the application because the proposed development would impose a special burden, which the Village is not in a position to financially contend with.
2. Proponents of **subdivision applications**, which have not been the subject of a rezoning application, are requested by Council to address the burden which residential development imposes on demand for public facilities, services and amenities by contributing to a fund for their provision, improvement and expansion through the payment of a *Community Amenity Contribution*. If the proponent does not offer to contribute to the fund, the Approving Officer may deny the application because the proposed development would impose a special burden, which the Village is not in a position to financially contend with.
3. The *Community Amenity Charge* is **\$9165 / building lot** and **\$6110 / multiple family dwelling**. The detail of the manner in which this charge has been determined is outlined in Appendix A of this Policy.
4. At the time of submission of a rezoning application, the proponent shall submit a *Confirmation of Contribution Form*, a copy of which is attached as Appendix B of this Policy.

Adopted: Council Meeting No. 1185
July 10, 2007

5. Prior to adoption of the bylaw that will rezone the proponent's land, proponents will be requested to enter into a 219 restrictive covenant agreement with the Village that will require that the *Community Amenity Policy* contribution will be payable to the Village of Pemberton by way of certified cheque at the time of application for building permit for multi-family projects, or at the time of subdivision for single-family lots.
6. Prior to the approval of a subdivision, the *Community Amenity Policy* contribution shall be payable to the Village of Pemberton by way of certified cheque.
7. The *Community Amenity Policy* will be deposited in a Community Amenity Reserve Fund that will only be used by Council to assist in the financing of the following types of community amenities that includes but is not limited to:
 - ❑ an indoor swimming pool complex;
 - ❑ an arena;
 - ❑ outdoor skating rink
 - ❑ a water park;
 - ❑ a skateboard park; and
 - ❑ bike park
8. Council will review the *Community Amenity Policy* every two years.
9. This policy was adopted as presented at Regular Council Meeting No. 1185, held Tuesday, July 10, 2007.

APPENDIX A

DETAILS ON THE CALCULATION OF THE COMMUNITY AMENITY CONTRIBUTION

- Projected cost of community amenities as per Lot 12 and 15 Master Plan – skateboard and bike park - \$660,000; water park - \$150,000; skating rink - \$150,000; and, youth centre and landscaping on Lot 15 - \$660,000. **Total - \$1.62 million**
- Assume a split of 50% Village of Pemberton and 50% SLRD - \$ 810,000 each of the cost of amenities as per Lot 12 and 15 of the Master Plan
- New Swimming Pool – \$8 million¹
- New Arena – \$5.6 million²
- Total Projected Cost of Community Amenities - \$14.41 million
- Estimate of projected amount of development (20 years): 840 Dwelling Units
- Assume \$ 14.41 million split - 53% existing residents and 47% new residents
- Cost of community amenities attributed to New Development - \$6.77 million
- Estimated Dwelling Unit Mix – 66.3% single family, 33.3% multi family
- Assume Single Family Dwelling Premium Factor – 1.5³
- Proposed Community Amenity Contribution: **\$9165 per building lot**
\$6110 per multiple family dwelling

¹ Based on 2005 Pemberton and Electoral Area C Master Plan Update Focus on Major Facilities

² Based on 2005 Pemberton and Electoral Area C Master Plan Update Focus on Major Facilities

³ The Community Amenity Charge is 50% higher for single family building lots

APPENDIX B

**CONFIRMATION OF CONTRIBUTION
TO OFFSET BURDEN OF REZONING AND SUBDIVISION**

To: VILLAGE OF PEMBERTON

By: _____

(the "Applicant")

Re: _____

("the Lands")

WHEREAS the Applicant has applied to rezone and/or subdivide the lands so as to permit a residential development greater than three dwelling units;

AND WHEREAS the Applicant acknowledges that such a rezoning and/or subdivision imposes a special burden on the Municipality in relation to public facilities, services and amenities required to support such development;

THEREFORE, the Applicant volunteers and agrees to contribute the sum of **\$9165 per building lot** and **\$6110 per multiple family dwelling unit** permitted by the rezoning in order to help offset this special burden in the event that the rezoning is approved by the Council of the Village of Pemberton, or a subdivision is approved by the Village of Pemberton Approving Officer.

The Applicant acknowledges that this contribution is being made voluntarily and that it is not in lieu of development cost charges, or any other contribution, fee, charge or levy which the Village of Pemberton is authorized to impose.

Dated this _____ day of _____, _____.

Signature _____
(Applicant)

Adopted: Council Meeting No. 1185
July 10, 2007

The Short Guide - Community Amenity Contributions: Balancing Community Planning, Public Benefits and Housing Affordability

Ministry of Community, Sport and Cultural Development



March 2014



Acknowledgements

This guide was drafted in consultation with numerous local governments, the development and building sectors, and the legal and academic communities. The Ministry would like to thank everyone who contributed to the development of this guide.

Ministry of Community, Sport and Cultural Development

Contact the Ministry of Community, Sport and Cultural Development for answers to questions about the material contained in this guide or other aspects of community amenity contributions.

Ministry of Community, Sport and Cultural Development
Local Government Division
Intergovernmental Relations and Planning
PO Box 9841 Stn. Prov. Govt.
Victoria, B.C. V8W 9T2
Phone: 250 387-4037
Website: www.cscd.gov.bc.ca/lgd/contacts/department.htm

Disclaimer

The information contained in this guide is provided as general reference and, while all attempts have been made to ensure the accuracy of the material, the guide is not a substitute for provincial legislation and it does not constitute legal advice.

Community Amenity Contributions: Balancing Community Planning, Public Benefits and Housing Affordability

Table of Contents

Purpose of the Short Guide to Community Amenity Contributions	1
CACs Are Both an Opportunity and a Risk	1
CACs Can Impact Housing Affordability	1
Exhibit 1: Impact of CACs on the price developers can pay for the land	2
Exhibit 2: A simplified comparison - impact of CACs on housing prices	2
Summary of Recommended Practices for CACs	3

Purpose of the Short Guide to Community Amenity Contributions

When a local government rezones land, it usually increases the land's value which provides a financial benefit to the applicant, usually the owner or a developer. Increasingly, local governments are seeking to capture part of that financial benefit in order to help fund new infrastructure or provide other public benefits. While rezoning land presents an opportunity to obtain these "community amenity contributions" (CACs), there are also some important legal and public policy risks that need to be considered.

To help local governments appreciate the opportunities and risks of obtaining CACs, the Ministry of Community, Sport and Cultural Development has produced a guide, "*Community Amenity Contributions: Balancing Community Planning, Public Benefits and Housing Affordability*". The purpose of this Short Guide is to provide the highlights of the full length guide. Those interested in more detailed information should view the full length document available on the Ministry's website: http://www.cscd.gov.bc.ca/lgd/intergov_relations/library/CAC_Guide_Full.pdf

CACs Are Both an Opportunity and a Risk

Growth creates demands for new or expanded infrastructure and amenities. The cost of meeting these demands can be substantial. While provincial legislation allows local governments to require developers to provide infrastructure, such as roads, parks, water, drainage and sewer facilities, not all impacts of development are fully covered by the legislation. Local governments wanting to recover the full costs of providing infrastructure and community amenities associated with growth, such as recreation facilities or fire halls, are increasingly looking for alternative means of funding, including CACs secured during the rezoning process.

Before deciding if and how to pursue CACs, however, local governments need to ensure that these CACs are obtained legally, fairly and in a way that maintains public confidence in the local government and its community plan.

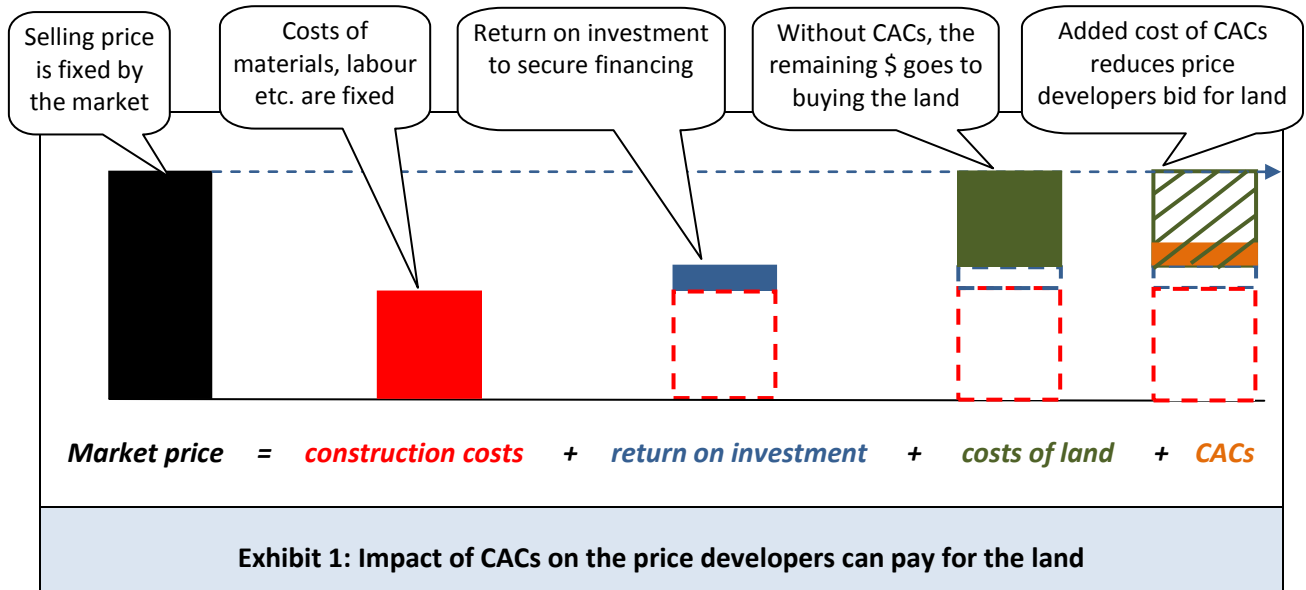
Local governments do not have legal authority to require applicants for rezoning to pay CACs. They must ensure that any CACs are obtained as part of a negotiation process. Local governments must also not commit to pass a rezoning bylaw on the condition that CACs are provided. Council and regional board members are legally required to remain open-minded on a proposed rezoning, until they have heard the public's perspectives at the public hearing.

It is important to keep in mind that zoning is intended to implement the community plan and should not be seen as a revenue source. Being perceived to be "selling zoning" can undermine public confidence in the community plan and the council/regional board's commitment to the plan.

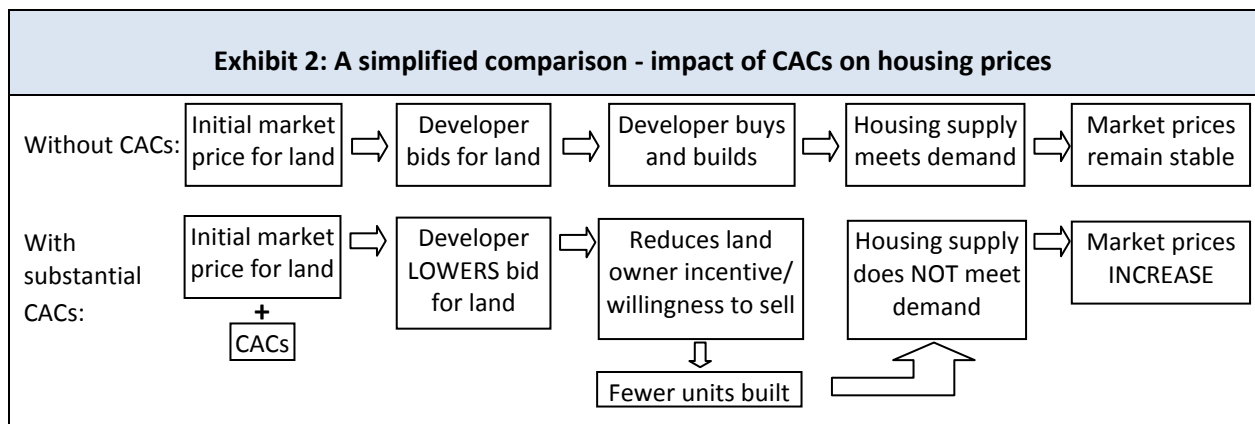
CACs Can Impact Housing Affordability

Another important consideration is the relationship between CACs and housing affordability. If not managed carefully, CACs have the potential to decrease the supply of new housing and increase housing prices. In a nutshell, a housing developer faced with significant CACs cannot simply increase the selling price of the units, as the selling price is set by the market.

Labour, materials and other construction costs are also fixed. Choosing to reduce their return on investment to absorb these additional costs is also not usually an option. To secure financing, a developer needs to ensure that their *pro forma* shows a normal financial return. As illustrated in Exhibit 1, the only practical option for the developer is to try and offset the cost of CACs by reducing the amount they offer to land owners to buy the site.



In land markets where supply is limited, as in many of B.C.'s growing communities, large CACs leave fewer dollars for developers to purchase land. If land owners are reluctant to sell for a reduced price, developers do not proceed to develop, resulting in a reduction in the supply of new housing, which in turn contributes to higher housing prices (as illustrated below in Exhibit 2).



The above diagrams show that while CACs cannot directly increase the price of housing for a particular development, if they are widely used, CACs can push up prices in the overall market.

To ensure that housing affordability is not being compromised, local governments need to ensure that CACs are kept at a modest level. A policy of trying to maximize the amount of CACs risks driving up housing prices.

Summary of Recommended Practices for CACs

The following outlines recommended practices for local governments currently, or considering, using, CACs:

1. Avoid Legal Risk and Maintain Public Confidence

- Negotiate, do not impose CACs. A common misperception is that local governments have authority to **impose** CACs as a condition of rezoning. In fact, the *Local Government Act* [s. 931(6)] prohibits this. CACs must be negotiated.
- Avoid the perception that zoning is for sale. Elected officials must remain “open-minded” during the rezoning process, and must not *commit* to approving a rezoning subject to CACs. Zoning should not be considered a revenue stream. The perception of “selling zoning” undermines public confidence in the local government and the community plan.

2. Plan Ahead

- Identify potential amenities that could be partly funded through CACs when preparing or updating the community plan, ideally identifying the priorities at the neighbourhood level.

3. Seek Modest Contributions and Follow an Approach that Balances Community Amenities and Housing Affordability

- The potential impact of CACs on housing affordability is higher where CACs are a significant portion of the cost of the development.
- Since CACs increase the cost of a project, it is important to consider who ultimately pays for these additional costs, and how they may affect housing supply and housing prices. This issue is of particular concern in areas where land is in short supply.
- Strategies that facilitate an increase in the supply of housing have a positive effect on affordability.
- The impact of CACs will be different in different areas or circumstances, so a flexible approach is best.

4. Apply Development Cost Charge (DCC) Principles to CACs

- Ensure a direct, demonstrable link (‘nexus’) between CACs and the impacts of new development.
- Ensure CACs are proportional to the impact of the development and consistent with the CACs made by other applicants/developers.
- Be transparent about the amount of CACs and how they will be used.
- Borrow the principles and practices that apply to DCCs to develop (tables of/schedules of) estimated CAC amounts.
- CACs should only be used for capital costs. Local governments should be sure that they have the budget capacity to deal with operational and repair costs over time.

5. Engage the Development Community

- Be aware of how CACs could impact projects and their viability, to avoid contributing to higher housing prices.

6. Choosing an Approach to Obtaining Amenities - It is recommended that local governments consider the following strategies (in order):

- **Adopt an “affordability by design” approach to writing zoning bylaws** – i.e. zones that allow for design features that reduce the costs of producing housing units and/or encourage additional units. Examples include reducing or eliminating setbacks and parking requirements.
- **Use density bonus zoning** – modest levels of density bonus tied to modest contributions, encourage new development while minimizing the impact on housing affordability.
- **Set targets for CACs** – and be open to negotiation at time of rezoning. These targets should be modest to minimize impact on housing affordability.
- **Negotiating CACs based on a “lift” approach is inconsistent with the principles set out in this Guide**, and is the approach most likely to reduce the supply of developable land and housing, thereby contributing to higher housing costs. The CAC principles set out in this Guide, including ‘planning ahead’, nexus and proportionality, support an approach that clearly identifies community needs and the impacts associated with new development, and links the CAC not to the “lift” in land value, but rather to the cost of providing a package of amenities that makes sense given the development being proposed.

This Short Guide has outlined for B.C. local governments some of the risks, challenges and recommended practices related to obtaining CACs. Most of the recommended principles and practices apply equally to CAC and density bonus approaches. The guide has also described the relationship between CACs and housing affordability, and encourages practices that do not risk inadvertently causing housing prices to increase. Since the impact of CACs will vary, it is suggested that BC local governments be flexible in their approach to obtaining CACs.

Schedule B - Amenity Zoning Priorities

The following are important community amenities, required to address both short and long term community needs. It is the intent that these amenities in part be achieved through bonus density provisions in the zoning bylaw (Section 904, **Local Government Act**).

The weighing of the amenities with the bonusing has not yet been determined, as some developments may lend themselves to certain amenities more than others. Cash contributions may also be considered in the density bonusing provision.



1 Top Priorities:

- Arena
- Indoor Pool
- Public Washrooms
- Parks (refer to Parks and Open Space Master Plan/Map G)
- Trails (refer to Pemberton and Area C Trails Master Plan/Map H)
- Agri-tourism amenities including a downtown multiuse public facility and community greenhouses
- Affordable and Special Needs Housing

2 Medium Priorities:

- Curling Rink
- Performing Arts Stage
- Outdoor Pool
- Seniors Centre
- Regulation indoor gym
- Seniors housing/care

3 Other Amenities:

- Community kitchen
- Outdoor skating rink
- Public use airport building
- Squash/racquet ball
- Bus shelters
- Track
- Public shower facility
- Indoor tennis
- Campground
- Equestrian stadium
- Clubhouses at playing fields

From: Rod Nadeau [<mailto:rnadeau@innovationbuilding.com>]
Sent: August-12-20 9:47 PM
To: Lisa Pedrini <lpedrini@pemberton.ca>
Subject: RE: Invitation: Community Amenity Contribution Policy Input

Lisa

To start CACs are simply viewed by the development community as the price of zoning. It does not matter how you present them. The simple truth is that Council are influenced by what is in it for us and developers have to decide at what price is the zoning worthwhile pursuing. This is the reality of any rezoning and has very little to do with good planning.

The decision to proceed with any rezoning is a political one and is balanced by those opposed, which are usually in the majority. Very rarely does a Council decide to proceed with a proposed rezoning based on sound planning principles, it is almost always a reactionary decision to a rezoning application and trying to appease the opposition that is a certainty in any rezoning.

Pemberton like any municipality is in a quandary as to how to pay for amenities because all residents do not want their taxes to go up. It is easy to tax developers and take their profits for the greater public good. The reality is, it simply increases the cost of housing and commercial spaces making them more expensive for businesses and new residents. Hence it is easy to tax a resident who has yet to buy a home and simply add to the capital costs of that home because that homeowner does not get to vote on how Council will tax the home purchase. Since taxpayers who are not able to vote yet are the easiest to tax this has become common practice.

Vancouver is a great example of Council seeing the lift developers get in a rezoning and wanting a big piece of it. The result is one of the least affordable places to live in the world.

Pemberton does not have a great lift in a rezoning, by the time all expenses and other government charges are added to a development they are already very expensive. Many developments do not happen in Pemberton because the cost of doing them exceeds the market value after all the work is done to bring them to the standards of developments today. There are some projects currently being considered that are too costly to build and will never break even.

As an example the cost of developing a commercial property in the downtown core area is higher than the rents will support, thus no developer will build if the end result is a loss. There have been several projects that have been empty for a long time and have gone through a few bankruptcies. This is not a market conducive to economic development. If you add a density bonus for residential above the commercial it gets closer to working until you factor in the number of parking spaces required under the current bylaw and then the number of units drops below even the current zoning. This is not conducive to paying for density bonusing.

Another project I have looked at, because of parking looked at building very large units, however they were not marketable so the project got dropped.

So if Pemberton is looking at economic development, adding costs to those prospective developments will not make them easier to entice them to Pemberton. Low density suburban style developments up hillsides come at a very steep price to install all the services required to meet the current levels of

servicing required. Unless Pemberton wants to have a lot of multi million dollar homes adding costs does not make sense. Already Pemberton has an affordability problem and if you look at all your zoning standards and residential zones in the bylaw this is the direction the zoning has pushed housing in Pemberton. Do not feel that I am singling out Pemberton, it has been a pleasure to build in Pemberton and our goals are to build sustainable housing which must be affordable to the people you want to house in Pemberton. Not many Pembertonians can afford \$1,500,000 home on the hillside. This is problematic in all municipalities.

Most municipalities zoning bylaws have the effect of building larger and more expensive homes on low density developments. This is also a result of public input that is almost always anti development and the first thing to do to satisfy the people who complain contrary to good planning is to lower density or push it out of town and far away from any residents who could complain. The result is urban sprawl and a lot of cars and congestion.

The developments that paid amenity contributions will have mostly 2nd homeowners on them in homes valued well above the affordability level of Pemberton residents. If this is the result Council would like to see then by all means add a cost to each lot as a tax.

If you are looking at creating economic development then remove as many barriers as you can, increasing the costs is not reducing barriers. If you want affordable housing then do not increase the costs. Density bonusing for the style and type of housing that is both affordable and right sized for Pemberton should be used to get good planning.

As a planner, what would you like to see as good urban planning for housing and commercial developments in Pemberton. Try to develop policies that achieve those goals and not put up roadblocks or encourage what you do not want.

We did not build anything in Pemberton for over 15 years after we were not allowed to hook up to the water unless we built a long section of water main to solve a Pemberton problem not of our making. We lost money on that project because of all the additional costs and delays caused by that late additional requirement. This is not the way to encourage developments.

In our last 2 projects we voluntarily fixed problems around our sites that were left overs from improperly done land development, like the trail in the wrong place because they were too expensive to build in the proper location. Adding amenities as part of a development is expected and results in a better development. There has to be a very big upside to simply pay for municipal amenities, and do you want to simply increase the costs of housing and commercial developments.

DCCs are a very specific cost associated with developments. These are in the bylaws and form part of the costs of a development and are known and fixed. A nebulous cost at the whim of Council is a very large uncertainty in a development and a real impediment to attracting commercial or residential developments.

I would like to see economic development in Pemberton that benefits the community and is the result of good planning policies. I am very willing to invest in Pemberton and have done so in a significant way. I like certainty so I can plan properly. In our current economic times that is very difficult to do without adding the complexities of the costs a Council can arbitrarily add. The suggestion that Council need to look at a project on its merits is not reality when faced with how much can we get from the developer.

Pick your partners well and work with them to get good planning that will benefit Pemberton in the long run.

I am sure this is not the feedback you would like but it is the reality of trying to make a project work both financially and be beneficial to the community.

When we have our call I will try to come up with some good ideas on how to raise some funds for amenities and have good housing that benefits to community and the people who live in those homes.

Rod

From: cwmcivor@telus.net [mailto:cwmcivor@telus.net]
Sent: August-24-20 2:40 PM
To: Lisa Pedrini <lpedrini@pemberton.ca>; 'Nyal Wilcox' <nyalw@janspec.com>
Cc: 'Cameron Chalmers' <cameron@cameronchalmers.com>
Subject: RE: Invitation: Community Amenity Contribution Policy Input

Hi Lisa,

I do have a few comments with respect to the Draft CAC Policy:

- Without fixed values associated to density bonusing, current land owners looking to sell will have values dramatically reduced to compensate for the uncertainty of cost for the developer in rezoning.
- I assume that Sunstone, having the CAC values written into the zoning and issued TAL's would not be affected until future phases should we seek more density. Please confirm. *Correct*
- I would also hope that the application of the committed CACs for the Sunstone project are to applied to the amenities identified in the zoning. Please confirm. *Correct*
- I feel that the current approach, which has realized the only significant CAC contributions in Pemberton's history, would be maintained with an update of cost of construction of amenities. An upfront determination of the CAC values would be the most fair to current land vendor's, prospective developers and (in my opinion) yield the most value in terms of contributions due to certainty.
- Would It not be easier to review and adjust the CAC values on a yearly basis along with the desired amenity list?

The Sunstone Project is obligated to deliver \$1.8 million is CACs under the current format. We are pleased to assist in the actual delivery of the contemplated amenities made possible due to the CAC's that have a predetermined value. This value can be factored into our pro forma and I can let you know that only due to a strong real estate market do the current CAC values work. We feel that negotiated CACs will not be as defined and therefore may be a risk that may stifle development. The first negotiated CACs, as it relates to density, will set a precedent, which will ultimately set the value of the CAC and result in impact on development pace.

Regards,

Cam Mclvor
Sunstone Ridge Developments Ltd
Cell: 604-935-8565
cwmcivor@telus.net

www.sunstonepemberton.com
www.elevatesunstone.com

Box 494
Pemberton BC
V0N 2L0

From: Kerry Mehaffey <Kerry.Mehaffey@lilwat.ca>
Subject: FW: A Few Notes on CACs
Date: August 27, 2020 at 12:44:10 PM PDT
To: Lisa Pedrini <lpedrini@pemberton.ca>, Cameron Chalmers <cameron@cameronchalmers.com>
Cc: Caroline Lamont <clamont@bethelcorp.ca>

Hi Lisa/Cameron,

Thank you for the opportunity to review the draft CAC policy directions. CACs are a challenging balance for communities and we appreciate the research you have done to develop a process that is both well presented and considers the most important factor: to improve the Pemberton community through new development without overburdening the cost of housing. Below are a few comments we have, particular to the Nkwukwma project.

We look forward to ongoing discussions.

Positive

- Recognizes that amenities may be phased using another agreement (servicing, sub division or other)
- Also recognizes that other municipal needs (such as servicing upgrades) could be outside the DCC contributions.

Certainty

- As we prepare the development pro formas it is important to have some level of certainty on the magnitude of the amenity (vs. benefit) costs
- Also want to ensure that any amenity contributions will be used for the intended use and that the Village (in the case of facilities or infrastructure) can maintain and operate them
- Pro formas can be useful in considering the site specific contributions (whether they be amenities or benefits) and the feasibility of the project – provided the pro formas are just one tool and reviewed by qualified professionals

Community Needs

- Liked the reference to existing community engagement “needs”
- Consider on-site amenities vs off-site or cash contributions

Affordability

- Pemberton is a volatile market “peaks and valleys”
- Don’t want to kill the affordable housing supply goose.
- CACs inevitably are either factored into the purchase price, or if the land value has been established then passed onto the purchaser

Pemberton Benchlands

- The NCP had identified certain amenities and benefits...how should we consider these?
- The Benchlands has existing development rights of RS1 zoning, does this matter?
- Parks and trails will be community wide amenities and benefits
- Soil clean up, sidewalks on Dogwood, etc

- Rezoning will draw on Village's new policy and make proposal
- Negotiated amenities, but with certain targets (reasonableness and built on real costs).

Examples of other Similar Municipalities

- What has worked, what has not worked

Regards,

Kerry

From: Bruce van Mook [mailto:brucevanmook@gmail.com]
Sent: July-20-20 8:04 AM
To: Lisa Pedrini <lpedrini@pemberton.ca>
Cc: Cameron Chalmers <cameron@cameronchalmers.com>
Subject: Re: Proposed Revision to the Village's Community Amenity Contribution Policy

Good morning, hope you both are well.

I had a good read of the proposed policy and don't really have anything to suggest.

My Sanctuary site at the end of Prospect is a good candidate for increased density and I had already planned to include an apartment building - size to be determined and affected by surface parking requirements (can't go subgrade so lots of land used up), the apparent ALR setback requirements which also eat up a lot of land if imposed strictly, and number of market townhomes approved as these are required to help pay for the apartment building, a purpose built apartment building looks to be nearly impossible without first achieving some success with market product.

IF this site were to be re-zoned, and you have seen iterations of plans showing about 40 townhomes and 40 to 50 apartment units - I believe the market townhomes would NOT pay the CAC as the purpose-built apartment building (s) would be the community consideration for the zoning to be approved.

Thank you for including me in the discussion.

Bruce van Mook
c) 604 619 8972

Draft List of Desired Community Amenities

RECREATIONAL PRIORITIES

- Arena
- Indoor Pool
- Outdoor Pool
- Regulation Indoor Gym
- Curling Rink
- Outdoor Skating Rink
- Squash/Racquet ball facilities
- Track
- Clubhouse at Playing Fields
- Riding Arena/Gymkhana Grounds
- Other Sports Fields (Lacrosse/Football)
- Mountain Bike Skills Park
- Skateboard Park Enhancements
- Enhancements to One Mile Lake Park (Washrooms, Showers, Lighting, 0-6 years Play Area, Boardwalk Improvements, etc.)
- Activated Parkland in Downtown Area
- Fenced Off-leash Dog Park(s)

SOCIAL PRIORITIES

- Affordable, Non-Market and Special Needs Housing
- Daycare/After Care Facilities
- Seniors Housing/Care
- More Seniors Facilities
- Community-Supported Agriculture, Community Gardens, Communal Orchard
- New Firehall/Satellite Fire Halls

TRANSPORTATION/TRAIL PRIORITIES

- Park 'n Ride with Washroom & Change Room Area
- EV Charging Stations
- Transit Facilities (Bus Stops, Shelters, etc.)
- Second Entrance to Town
- Cycling Facilities (Bike lanes, End of Trip Facilities, Biking Hub with Communal Tools, Secure Bicycle Parking, etc.)
- Way-finding Signage for Cycling and Pedestrians
- Pedestrian Bridge over One Mile Creek to Access Tennis Courts

TOURISM, ARTS & CULTURE PRIORITIES

- Campground
- RV Park
- Men's Shed Facility

- New Visitor Info Centre
- Public Washrooms
- Interpretive Signage
- Performing Arts Studio
- Public Art, Cultural & Heritage Pieces Showcasing Local Identity
- Further Downtown Enhancements to Provide Vibrancy

Sept 1, 2020

DRAFT

August 24, 2020

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

CC: SLRD

Dear Mayor Mike Richman and the entire VOP Council,

RE: Childcare in our Community

On behalf of the Pemberton & District Chamber of Commerce, please accept this letter in regards to our concern for childcare in our community while looking at putting together an action plan in collaboration with the village to address the needs. While Childcare and After School Care are a major issue for our community, they are also a huge challenge for the business community adding to the already challenging labour market.

We are writing this letter today to ask if a Village of Pemberton Staff Member and or Council Member and or Mayor's Task Force Member would be willing to put in joint effort to further understand the childcare needs in our community and explore ways at eliminating the stresses and barriers.

In our opinion a good starting point would be to meet with the current childcare (and previous) providers in our community and understand their largest challenges.

There is already some research conducted and understood in our community including; Pemberton Childcare Needs Assessment completed in April 2019, however no action (to our knowledge) was taken after this assessment was completed. In addition, our neighbours recently completed the Whistler Chambers Early Childhood Education: Untapped Economic Output Policy, that was supported at the 2020 BC Chamber AGM (attached for reference).

The Chamber recommends that the Provincial Government include the following actions in the Childcare BC Plan and is something that can be looked at from a local community level as well.

1. The BC Government be encouraged to work with other provinces/regulating bodies to standardize certification criteria/standards and recognition
2. Enhanced online Early Childhood Education training programs to ensure access to training for remote communities;
3. Financial support to increase access to Early Childhood Education training for Indigenous Peoples across British Columbia; and,
4. Financial assistance to offset the provincial portion of property taxes for facilities eligible for the Child Care Fee Reduction Initiative.



The Pemberton & District Chamber of Commerce is dedicated to enhancing the quality of life in our community by actively supporting business, economic growth and diversification. We pride ourselves in serving and promoting the entire area – Pemberton, Mount Currie, Birken, D'Arcy and all of Area C.

We look forward to your response regarding this important issue for our community.

Yours truly,

Maja McCloskey on behalf of the Advocacy Committee

Pemberton + District Chamber of Commerce

e: majamccloskey@gmail.com

p: 604.902.4402

w: pembertonchamber.com

ATTACHMENT

CHILDREN AND FAMILY DEVELOPMENT

07. EARLY CHILDHOOD EDUCATION: UNTAPPED ECONOMIC OUTPUT

Opening Statement

The Government of British Columbia is delivering significant measures to improve access to more affordable childcare.

However, currently only 60% of women over 25 are members of Canada's labour pool – a number that has improved little over the past decade.⁴² This untapped economic output could be unleashed with further supports for Early Childhood Education.

⁴² <https://www.canadianbusiness.com/blogs-and-comment/want-to-boost-canadas-flagging-economy-provide-cheap-daycare/>

⁴³ <https://talkingenergy.ca/topic/women-are-untapped-resource-skilled-trades-construction-jobs>

https://weballiance.ca/wp-content/uploads/2015/10/WCEG_SUMMARY_WEB_light_2015_05_07.pdf

Currently there are over 18,000 certified Early Childhood Educators (ECEs), and more than 6,000 ECE Assistants registered in British Columbia. It is expected that an additional 12,000 ECEs will be needed once the universal childcare system is fully implemented over the next ten years. B.C.'s strong labour market is currently attracting experienced ECEs to other sectors and career paths, and the planned expansion of licensed childcare spaces will further exacerbate current increased demand for trained ECEs.

By Increasing access to reliable and affordable childcare, more women will be able to enter into the BC labour pool. This untapped resource represents a significant opportunity to improve GDP and continue to drive the much needed overall diversity in the workforce of BC⁴³.

Background

In 2019 and early 2020, the Resort Municipality of Whistler, through a provincial grant administered by the Union of BC Municipalities, conducted a comprehensive childcare planning study to understand and address childcare needs, service shortfalls and associated impacts in this resort community. The following are preliminary key findings from this study:

- Whistler's childcare access rate for ECE licensed care shows that Whistler generally has less care available compared to the provincial average and communities in the region.
- Care providers indicated their greatest challenge in offering additional care is the ability to attract and retain ECE licensed caregivers. Issues identified included the inability of trained and licensed care givers from elsewhere to work due to provincial licensing restrictions and limited remote access to training and certification programs. Relatedly, Whistler attracts people from around the world who are qualified childcare workers, but their qualifications are not recognized in BC.

In May 2018, In May 2018, with input from the Coalition of Child Care Advocates of BC (CCCABC) the Union of British Columbia Municipalities launched a survey to local Governments, asking about their childcare needs. Respondents were asked what actions could be taken by the provincial government to support local governments to ensure families have access to quality, affordable and accessible childcare.

Feedback for this CHILDREN AND FAMILY DEVELOPMENT

⁴⁵ https://www2.gov.bc.ca/assets/gov/family-and-social-supports/child-care/6337_earlycareandlearningrecruitment_andretentionstrategy_report_web.pdf

As part of its Childcare BC Plan, the B.C. Government is investing \$1 billion over three years to enhance the quality of childcare across the Province.

According to the most recent data (2016/17) reported by child care operators through the Ministry of Children and Family Development's Child Care Operating Funding Program, the current median wage of ECEs in licensed Group Child Care facilities is approximately \$18 per hour, with an annual median salary of \$38,000.

To help recruit and retain a skilled and qualified workforce for childcare services across the province, the Provincial Government committed \$21 million in 2018/19 to enhance wages for front-line ECEs working in licensed childcare facilities eligible for the Child Care Fee Reduction Initiative. A \$1-per-hour wage enhancement came into effect in early 2019, with an additional \$1-per-hour enhancement scheduled for April 1, 2020. This will increase the total wage enhancement to \$2-per-hour for eligible front-line ECEs.

Current projections show we will need an additional 12,000 ECEs and other childcare professionals over the next ten years in order to expand the availability of licensed childcare and achieve the ambitious targets set in the Childcare BC Plan.⁴⁵

Without the availability of qualified staff, British Columbia will not achieve its ambitious universal childcare goals.

⁴⁴ https://www.ubcm.ca/assets/Library/Policy~Topics/Health~and~Social~Development/UBCM_CCCABC%20Child%20Care%20Needs%20in%20Small%20Rural%20and%20Remote%20Communities%20August%202018_FINAL.pdf

THE CHAMBER RECOMMENDS

That the Provincial Government include the following actions in the Childcare BC Plan:

1. the BC Government be encouraged to work with other provinces/regulating bodies to standardize certification criteria/standards and recognition
2. Enhanced online Early Childhood Education training programs to ensure access to training for remote communities;
3. Financial support to increase access to Early Childhood Education training for Indigenous Peoples across British Columbia; and,
4. Financial assistance to offset the provincial portion of property taxes for facilities eligible for the Child Care Fee Reduction Initiative.

Submitted by the Whistler Chamber of Commerce CHILDREN AND FAMILY DEVELOPMENT

**Supported by the Surrey Board of Trade and Kelowna Chamber of Commerce
The Policy Review Committee supports this resolution.**



July 23, 2020

VIA EMAIL

Dear Mayor and Council,

RE: A Strategy for Rural Economic Development Through Health Care

The Council of the Village of Kaslo is sponsoring the following resolution, which was identified by the Association of Kootenay-Boundary Local Governments as a top shared priority, to the UBCM Convention this September.

A Strategy for Rural Economic Development Through Health Care

Whereas local health care at all stages of life impacts the economic development of communities: e.g. family members lose work time, people and their businesses move out of the community or choose not to locate there;

And whereas “ageing in place” keeps seniors close to home, where their partner, family or friends are better able to provide loving support and care, which reduces the load on health care providers and improves quality of life for all;

And whereas concentrating health services in regional centres transfers a significant economic burden to individuals in the form of transportation costs, increased energy consumption and housing in-affordability;

And whereas providing health care jobs in small communities stimulates the local economy with numerous spin-off benefits, creating opportunities to attract new people, their families, and businesses;

And whereas our elderly, and all patients, deserve to be treated with dignity and respect, not as “users”;

Now therefore be it resolved that we call upon the Government of British Columbia to build a strategy to expand rural community health care services with consideration for maximizing local

Box 576, Kaslo, BC V0G 1M0
Tel. 250-353-2311 ext. 201 Fax. 250-353-7767
E-mail: cao@kaslo.ca
<http://www.kaslo.ca>

economic impacts, creating professional job opportunities, access to affordable housing, improving social wellbeing and reducing transportation-related greenhouse gas emissions.'

(Resolution 23/2020 Passed January 28, 2020)

We appreciate your consideration to support our resolution, which has become even more timely and relevant considering the impacts Covid-19 on the health and vitality of small, rural and remote communities.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Suzan Hewat". The signature is fluid and cursive, with the first name "Suzan" being more prominent than the last name "Hewat".

Mayor Suzan Hewat

Cc: BC Municipalities and Local Governments
The Honourable Adrian Dix, British Columbia Minister of Health

July 31, 2020
File No. 5330-20
0400-20
Email: premier@gov.bc.ca

Premier John Horgan
Box 9041 Stn Prov Govt
Victoria, BC V8W 9E1

Dear Premier Horgan,

Reference: **BC Utilities Commission's Approval of BC Hydro's Application to Amend the Net Metering Service under Rate Schedule 1289**

This letter is in response to the British Columbia Utilities Commission's (BCUC) decision on the approval of BC Hydro's application to amend the net metering service rate. The Clean BC Initiative identifies a change towards using cleaner energy to the greatest extent possible with a target year of 2030 although this decision contradicts the plan. A few short years ago BC Hydro worked with the City of Fort St. John to allow for the construction of an innovative clean energy source, this decision now effectively stops any further investment in, or development of, new alternate energy sources.

The energy price currently paid to existing customers in accordance with the previous rate schedule was 9.99 cents per kWh. The BCUC approved BC Hydro to use a revised amount that will be calculated each January starting in 2025 that will be based on the daily average Mid-C prices for the previous calendar year. BC Hydro indicated in their submission to the BCUC that the average Mid-C amount for hydro generation would be 4.16 per kWh based on 2018 consumption numbers which is a decrease of 5.83 cents. It is acknowledged that the BCUC provided a five-year Transition Energy Price that will terminate in 2024 as part of this rate amendment and this transition period is appreciated. Although, this may dissuade other local governments to undertake clean energy initiatives in the future since cash strapped municipalities may not be able to justify the capital and operating cost incurred in comparison to any revenue that may be generated or cost savings realized. As it now stands for the City of Fort St. John, the revenue that our micro-hydro station will generate in the future will barely cover the annual operating costs let alone recover the cost of constructing this clean energy station.

BC Hydro stated in its submissions to the BCUC that the *"vast majority of customers in the Net Metering Program in fiscal 2018 (1,044 or 80%) received no Surplus Energy Payment and of the 256 customers who received a Surplus Energy Payment, 215 or 84% receive a payment of less than \$500."* Additionally, BC Hydro indicated *"Overall, this means that the majority of customers are not materially impacted by an*

**July 31, 2020 Letter to Premier Horgan
BCUC Decision**

update to the Energy Price as they are likely to receive minimal Surplus Energy Payments or none at all.” In one of the City’s submissions to the BCUC, the City asked what the value of payments were for the 16% of customers who would have received over \$500. This question remains unanswered.

One of City Council’s strategic goals is the implementation of policies/programs that will provide long term financial sustainability for the City moving into the future. The City was successful in obtaining a federal grant for the construction of a micro hydro project at the City’s south lagoons in 2013. Since the micro hydro project was completed, the following revenue amounts were received:

2016	\$66,304.68
2017	\$65,655.49
2018	\$58,085.40
2019	<u>\$57,094.60</u>
TOTAL	\$247,140.17

One of the criteria Council considered as part of this proposed project was based on the premise that this would be a revenue source for the City and the revenue received would partially offset operating costs incurred. It is acknowledged that BC Hydro indicated that this program’s intention was never to purchase energy from a supplier and was initiated as a load offsetting program rather than a means of securing additional power supply. It should be noted that this information was not conveyed to the City by BC Hydro when City staff were considering this project as part of the draft capital budget to present to Council.

The City has no objections to BC Hydro’s clarified stance on the net metering program – if – BC Hydro implements the BCUC panel’s suggestions by 2025:

- Net metered hydroelectric plants be treated differently from other types of net metered installation since:
 - *these plants generate the largest excess generation thus may have some capacity value to BC Hydro, and*
 - these projects require large capital to construct the infrastructure in comparison to other net metering generators.

The City’s micro hydro facility provides consistent energy generation thus should be considered as a reliable energy supplier to BC Hydro.

- Establish a virtual new metering program that will allow the City to offset the additional load generated from its micro hydro facility to all of its meters. The net metering program’s criteria is that the energy generated is offset by the meters associated to the infrastructure. The City’s micro hydro facility has two meters associated with it although overall, the City has a total of 63 different meters. The two meters make up less than 6% (net) of the overall energy used for City’s operations.

BC Hydro’s responses regarding this application has raised additional questions. Within the decision, *“The Panel acknowledges BC Hydro’s evaluation that it presently has a surplus supply of electricity and this is expected to be the case until at least 2030”*. This directly contradicts the Provincial Government’s Clean BC quote: *“Specifically by 2030, the policies in this strategy will require an additional 4,000 gigawatt-hours of electricity over and above the currently projected demand growth to electrify key segments of our economy.”* Which statement is correct?

**July 31, 2020 Letter to Premier Horgan
BCUC Decision**

City Council would greatly appreciate receiving the Province's reply to the questions indicated above and confirmation as to if the Province is going to mandate BC Hydro to include BCUC's recommendations into their upcoming internal review.

Yours truly,

A handwritten signature in black ink, appearing to read 'Lori Ackerman', with a long horizontal line extending to the right.

Lori Ackerman
Mayor

cc Minister of Energy, Mines and Petroleum Resources
 Minister of Environment and Climate Change Strategy
 BC Hydro Board Chair
 UBCM member municipalities



HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

Patrick Weiler

Member of Parliament
West Vancouver-Sunshine Coast-Sea to Sky Country

August 7, 2020

Dear Friends & Neighbours,

Canada's communities are on the frontlines of the COVID-19 pandemic and we recognize that they need immediate assistance to make their public infrastructure safe for use now and in the months to come. That is why we have announced new steps to help provinces and territories deal with the pressures brought on by the COVID-19 health and economic crisis.

The [Investing in Canada Infrastructure Program](#) is being adjusted so that provinces and territories can use federal funding to act quickly on a wider range of pandemic-resilient infrastructure projects. Under a new COVID-19 Resilience funding stream worth up to \$3.3 billion, projects will be eligible for a significantly larger federal cost share – up to 80 per cent for provinces, municipalities and not-for-profit organizations in provinces, and raising it to 100 per cent for remote, northern and territorial projects designated under the new stream. A simplified funding application process will ensure that projects can get underway as soon as possible, and accelerated approvals will ensure that provinces and territories can address pressing needs in a timely manner.

For projects that can start in the near-term, eligibility criteria in the Investing in Canada Infrastructure Program's other existing streams have also been expanded. For example, mobile phone and cellular projects are now eligible under the Rural and Northern Infrastructure stream, and inter-city transit projects are now eligible.

These changes are designed as short-term measures to address the current situation while we continue to work towards long-term infrastructure objectives, including better public transit, more high-speed broadband, wastewater infrastructure and clean energy projects.

For more information on the COVID-19 Resilience Stream and changes to the Investing in Canada Infrastructure Program, [please visit this web page](#) and see the attached backgrounder.

Our office stands ready to support your application, so please do not hesitate to reach out with any questions or concerns.

Sincerely,

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

Constituency *Ottawa*
6367 Bruce Street Suite 282, Confederation Building
West Vancouver 229 Wellington Street, Ottawa
British Columbia V7W 2G5 Ontario K1A 0A6
Tel.: 604-913-2660 | Fax.: 604-913-2664 Tel.: 613-947-4617 | Fax.: 613-847-4620

Village of Pemberton
Regular Council Meeting No. 1521
Tuesday, September 1, 2020
117 of 122

Backgrounder

Infrastructure program expands to support COVID-19 community resilience

To address the challenges faced by communities as a result of the COVID-19 pandemic, the over \$33 billion Investing in Canada Infrastructure Program now includes a new stream designed to deliver more infrastructure projects during the pandemic by increasing the types of eligible projects and accelerating project approvals. The expanded Program takes steps to address the current health crisis and support economic stability with existing funds and programs.

The new COVID-19 Resilience stream will help communities respond to the immediate pressures and concerns as a result of the current pandemic as well as build resiliency for the future. The new time-limited stream will have an increased federal cost-share for a broadened range of infrastructure projects and a simplified approval process to allow work to get underway quickly while respecting public health measures.

COVID-19 Resilience Stream

Provinces and territories have the option to transfer up to 10 per cent of their initial allocation under the Investing in Canada Infrastructure Program integrated bilateral agreements to the COVID-19 Resilience stream to benefit from up to an 80 per cent federal cost share or 100 per cent federal cost share for Indigenous projects and projects in the territories.

All jurisdictions have at least 10 per cent of their total initial allocation remaining, positioning them to move forward with infrastructure projects in the near term under the new COVID-19 Resilience stream. It is important to note that the flexibility to transfer to the new stream is an opt-in approach, meaning that provinces and territories can voluntarily transfer up to 10 per cent to this new stream.

JURISDICTION	COVID-19 STREAM MAXIMUM ALLOCATION (10 per cent of initial allocation)
Newfoundland and Labrador	\$55,584,285
Prince Edward Island	\$36,697,732
Nova Scotia	\$82,849,316
New Brunswick	\$67,321,757
Quebec	\$753,593,792
Ontario	\$1,184,648,346
Manitoba	\$117,207,615
Saskatchewan	\$89,632,301
Alberta	\$339,785,704
British Columbia	\$412,968,016
Yukon	\$44,561,730
Northwest Territories	\$57,077,683
Nunavut	\$56,676,162
TOTAL	\$3,298,604,439

Stream funding transfers are subject to certain conditions, such as requiring concurrence by the municipal authorities affected by transfers out of the Public Transit stream, and meeting the Climate Change Mitigation sub-stream 45 per cent allocation target under the Green Infrastructure stream.

To be eligible for funding under the COVID-19 Resilience stream, the project's eligible costs must be under \$10 million, construction must be started no later than September 30, 2021, and it must be completed by the end of 2021 (or by the end of 2022 in the territories and in remote communities).

The COVID-19 Resilience stream will fund the following types of infrastructure projects:

- Retrofits, repairs and upgrades for provincial, territorial, municipal and Indigenous buildings; health infrastructure; and schools;
- COVID-19 response infrastructure, including measures to support physical distancing;
- Active transportation infrastructure, including parks, trails, foot bridges, bike lanes and multi-use paths; and
- Disaster mitigation and adaptation projects, including natural infrastructure, flood and fire mitigation, and tree planting and related infrastructure.

Expanded Project Eligibility

Eligibility criteria in the Program's existing streams has also been expanded. For projects that can start before September 30, 2021, the following additional flexibilities are available:

- *Public Transit stream*: now allows standalone pathways and active transportation projects; as well as public sector inter-community commuter transit services; and public sector commuter ferry infrastructure that are not part of an existing transit system.
- *Green Infrastructure stream*: also allows standalone pathways and active transportation projects.
- *Rural and Northern Infrastructure stream*: mobile and cellular projects under the broadband category; and energy efficiency or reliability projects for communities on established electricity grids under the Arctic Energy Fund.

Faster Approvals

Under the new COVID-19 Resilience stream, Infrastructure Canada will provide accelerated approvals to ensure that provinces and territories can address pressing needs in a timely manner. Provinces and Territories will be able to submit lists of quick-start, short-term projects to Infrastructure Canada for consideration rather than project-by-project proposals. The application process will also focus on the essential elements required for Infrastructure Canada's review and approval like asset class, location, description, dates, and financial information.

Amendments to the integrated bilateral agreements will be negotiated with Provinces and Territories in the coming weeks in order to take advantage of the new flexibilities.

From: Jessie Christophersen <Jessie@rcbc.ca>
Sent: August 11, 2020 10:35 AM
Subject: Municipal Proclamation Request - Waste Reduction Week 2020

Good morning,

Proclaim Your Support for Waste Reduction Week in Canada!

Each year the [Recycling Council of British Columbia](#) (RCBC) organizes BC's involvement in observing this important week. We would like to ask all municipal councils in British Columbia to officially declare October 19th through 25th, 2020 as Waste Reduction Week in their respective communities.

[Waste Reduction Week in Canada](#) is intended to raise awareness about waste and its environmental and social impacts. The theme of Waste Reduction Week, "Too Good to Waste", is meant to draw attention to the richness and diversity of the natural world and the importance of working towards ecological sustainability through waste avoidance and resource conservation.

Please join RCBC in proclaiming October 19th through 25th, 2020 as National Waste Reduction Week in Canada and lending your support!

I have attached a sample Municipal Proclamation in PDF and in Publisher form for your convenience. Of course, you are free to use your own Proclamation format, too. Completed Proclamations can be emailed or mailed as per the contact information below. Thanks for your continued support of this important event!

Regards,
Jessie



Jessie Christophersen
Information & Member Services Coordinator
Recycling Council of British Columbia
#10 – 119 West Pender Street, Van., BC
V6B 1S5
T: (604) 683-6009 ext. 317
E: jessie@rcbc.ca
W: www.rcbc.ca

Download the BC Recyclepedia app:





WASTE
REDUCTION
WEEK
IN CANADA

(Name of Municipality)

hereby recognizes

Waste Reduction Week in Canada October 19-25, 2020

As a municipality, we are committed to conserving resources, protecting the environment and educating the community.

We recognize the generation of solid waste and the needless waste of water and energy resources as global environmental problems and endeavor to take the lead in our community toward environmental sustainability.

We have declared October 19-25, 2020, Waste Reduction Week in

Municipality

Signed

Date

Name and Position



Please send this declaration to the Recycling Council of BC
By fax at 604-683-7255 or by email at wrw@rcbc.ca.
We thank you again for your commitment to waste reduction.

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*