

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

Agenda for the **Regular Meeting** of Council of the Village of Pemberton to be held Tuesday, November 17, 2020 at 9:00 a.m. in Council Chambers, 7400 Prospect Street. This is Meeting No. 1527.

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

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

Item of Business	Page No.
1. 9:00 A.M. CALL TO ORDER REGULAR MEETING	
In honour of the Lil'wat7ul, the Village of Pemberton acknowledges that we are meeting within the unceded territory of the Lil'wat Nation.	
2. APPROVAL OF AGENDA	1
Recommendation: THAT the Agenda be approved as presented.	
4. ADOPTION OF MINUTES	
a) Regular Council Meeting No. 1526, Tuesday, November 3, 2020	6
Recommendation: THAT the minutes of Regular Council Meeting No. 1526, held Tuesday, November 3, 2020, be adopted as circulated.	
5. BUSINESS ARISING FROM THE PREVIOUS REGULAR COUNCIL MEETING	
None	
6. RISE WITH REPORT FROM IN CAMERA	
There is no rise with report.	
7. BUSINESS ARISING FROM THE COMMITTEE OF THE WHOLE	
There is no rise with report.	
8. COMMITTEE MINUTES - FOR INFORMATION	
None	
9. DELEGATION	
There are no delegation presentations.	
10. REPORTS	
a) Office of the Chief Administrative Officer	
i. Community Emergency Preparedness Fund – UBCM Structural Flood Grant Application	15
Recommendation: THAT Council support a funding application for an amount up to \$621,500.00 to UBCM's Structural Flood Mitigation funding stream for the North Arm	

outlet replacement, the Riverlands' culvert gate replacement and installation of a hydrometric gauge on the Green and the Miller Rivers.

ii. Union of British Columbia Municipalities - Evacuation Route Planning Funding Stream Grant Application – Resolution revised – Verbal Report

Recommendation: THAT the following resolution passed at the Regular Meeting No. 1526, held Tuesday, November 3, 2020 be rescinded:

THAT Council supports an application to UBCM's Evacuation Route Planning funding stream for funding, in the amount of \$25,000, to undertake a joint project for an evacuation exercise in the Pemberton Valley and Squamish floodplain to test existing evacuation planning assumptions.

Recommendation: THAT Council supports a joint application with the Squamish-Lillooet Regional District and District of Squamish to UBCM's Evacuation Route Planning funding stream for a \$60,000 consultant-led evacuation exercise in the Pemberton Valley and Squamish floodplain affected areas.

iii. 2020 Strategic Priorities – Update 17

Recommendation: THAT the Strategic Priorities Update be received.

b) Corporate & Legislative Services

i. Outstanding Resolutions Listing

Recommendation: THAT the Outstanding Resolutions Listing be received for information. 27

c) Finance

i. Third Quarter Financial Report – July - September

Recommendation: THAT the Third Quarter Financial Report be received for information. 31

d) Development Services

i. Major Development Permit (DP-083) – ‘Elevate @ Sunstone’ – Amendment

Recommendation: THAT Development Permit No. 083 be authorized for issuance, and the Mayor and Chief Administrative Officer be authorized to execute the Permit, subject to the successful completion of the following conditions to the satisfaction of the Manager of Development Services: 46

- a) Provision of a landscape bond in accordance with BCSLA standards in the amount of \$231,532.80;
- b) Registration of subdivision plans for the proposed lot-line adjustment;
- c) Execution of an easement agreement between the subject lands and proposed Lot 2 on the lot line adjustment plan registered on title to permit the encroachment of the Sierra Mechanized Earth Wall and snow dump area on the easterly neighbouring lot; and
- d) Payment of any outstanding review fees.

AND THAT Development Permit No. 083 hereby varies Section 8.3 of the Village of Pemberton Zoning Bylaw No. 832, 2018 by reducing the required number of Visitor Parking Stalls from twelve (12) to eight (8).

AND THAT Development Permit No. 083 hereby varies Section 7.21 a) i) and 4.13 a) viii) of the Village of Pemberton Zoning Bylaw No. 832, 2018. to permit retaining walls above 1.2 metres in height in substantial compliance with the Elevation Site Plan Drawings prepared by Urban West Architecture, dated 2nd of October 2020. and Landscape Plan – Walls & Trees prepared by Urban West Architecture, dated 28th of October 2020.

ii. Development Services Third Quarter Report – July - September

109

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

e) Operations Department

i. Operations Third Quarter Report – July - September

113

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

f) Recreation Services Department

i. Recreation Services Department Third Quarter Report – July - September

117

Recommendation: THAT the Recreation Services Department Third Quarter Report be received for information.

g) Pemberton Fire Rescue Department

I. Pemberton Fire Rescue Third Quarter Report – July - September

125

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

11. BYLAWS

a) Bylaw for Adoption

i. Village of Pemberton Development Procedures Bylaw No. 887, 2020

132

Recommendation Three: THAT Development Procedures Bylaw No. 887, 2020 receive Fourth and Final Readings.

b) Bylaw for First, Second, Third and Fourth (Adoption) Readings

i. Village of Pemberton 2020-2024 Five Year Financial Plan Amendment Bylaw No. 891, 2020

144

Recommendation: THAT Village of Pemberton 2020-2024 Five Year Financial Plan Amendment Bylaw No. 891, 2020 receive First, Second, Third, and Fourth and Final readings.

12. MAYOR’S Report

13. COUNCILLORS’ Reports

14. CORRESPONDENCE

a) For Action

- i. Correspondence from Shannon Story, Executive Director, Lower Mainland Local Government Association, dated November 11, 2020, extending an invitation to Mayor and Councillors to attend the virtual CIVX event to be held November 23rd to November 25th, from 11:30 a.m. to 2:45 p.m. 165**

Recommendation: THAT Councillors advise Staff if they would like to attend the virtual event.

b) For Information

- i. Correspondence from Patrick Weiler, MP, West Vancouver-Sunshine Coast-Sea to Sky Country, dated October 29, 2020, relaying details of the Rapid Housing Initiative to help address urgent housing needs of vulnerable Canadians. 168**
- ii. Correspondence from Cory Heavener, Provincial Director of Child Welfare, and Renaa Bacy, Provincial Director of Adoption, Ministry of Children and Family Development, dated November 2, 2020, regarding Adoption Awareness month. 169**
- iii. Correspondence from Patrick Weiler, MP, West Vancouver-Sunshine Coast-Sea to Sky Country, dated October 29, 2020, announcing the Universal Broadband Fund which will help connect 98% of Canadian households to high-speed internet by 2026. 171**
- iv. Correspondence from Kaye Krishna, Deputy Minister, Ministry of Municipal Affairs and Housing, dated November 9, 2020, in response to meetings held at the Union of British Columbia Municipalities meetings in September. 173**
- v. Correspondence from Patrick Weiler, MP, West Vancouver-Sunshine Coast-Sea to Sky Country, dated November 10, 2020, regarding funding opportunities available under the Rural and Northern Capacity Fund launched by Food Banks Canada. 175**
- vi. Correspondence from Patrick Weiler, MP, West Vancouver-Sunshine Coast-Sea to Sky Country, dated November 10, 2020, as a reminder of the second intake of the CleanBC Communities Fund, a cost-sharing program for infrastructure projects that will focus on the management of renewable energy, access to clean-energy transportation, improved efficiency of buildings and the generation of clean energy. 176**
- vii. Correspondence from Peter Ronald, Programs Officer, Union of British Columbia Municipalities/ Local Government Program Services, dated November 10, 2020, advising that funding has been approved for the Asset Management Plan & Long- 177**

Term Financial Modeling project under the 2020 Asset Management Planning Grant Program.

Recommendation: THAT the correspondence be received.

15. DECISION ON LATE BUSINESS

16. LATE BUSINESS

17. NOTICE OF MOTION

182

18. QUESTION PERIOD

19. IN CAMERA

THAT the meeting is closed to the public in accordance with the *Community Charter* Section 90 (1) (k) Negotiations, (g) Litigation or potential litigation, (l) Municipal Objectives 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.

20. RISE WITH REPORT

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, November 3, 2020 5:30 p.m. in Council Chambers, 7400 Prospect Street. This is Meeting No. 1526.

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
Lisa Pedrini, Manager of Development Services
Tom Csima, Manager of Operations and Projects
Joanna Rees, Planner
Gwendolyn Kennedy, Building and Planning Clerk

PUBLIC: 1

MEDIA: 1

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

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

1. CALL TO ORDER REGULAR MEETING

At 5:32 p.m. Mayor Richman called the Regular Meeting to Order.

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

2. APPROVAL OF AGENDA

Moved/Seconded

THAT the agenda be approved as presented.

CARRIED

3. ADOPTION OF MINUTES

a) Regular Council Meeting No. 1525, Tuesday, October 20, 2020

Moved/Seconded

THAT the minutes of Regular Council Meeting No. 1525, held Tuesday, October 20, 2020, be adopted as circulated.

CARRIED

4. BUSINESS ARISING FROM THE PREVIOUS REGULAR COUNCIL MEETING

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

5. RISE WITH REPORT FROM IN CAMERA

There was no rise with report.

6. BUSINESS ARISING FROM THE COMMITTEE OF THE WHOLE held Tuesday, October 6, 2020

The Committee of the Whole made the following recommendations to Council for consideration and approval:

Recreation Site Naming:

Moved/Seconded

THAT the naming of Village of Pemberton recreation assets be considered on a case by case basis.

CARRIED

Moved/Seconded

THAT the future amenity building at the Recreation Site be named to recognize contributions of the Rotary Club of Pemberton.

CARRIED

Moved/Seconded

THAT Staff correspond with the Den Duyf family to suggest recognition of their donation through naming of the Recreation Site, including a suggestion to change the name of Sabre Way.

CARRIED

7. COMMITTEE MINUTES - FOR INFORMATION

None

8. DELEGATION

There were no delegation presentations.

9. REPORTS

a) Office of the Chief Administrative Officer

i. Evacuation Route Planning Funding Stream Grant Application

Moved/Seconded

THAT Council supports an application to UBCM's Evacuation Route Planning funding stream for funding, in the amount of \$25,000, to undertake a joint project for an evacuation exercise in the Pemberton Valley and Squamish floodplain to test existing evacuation planning assumptions.

CARRIED

ii. Boundary Extension Redefinition – Verbal Update

Correspondence from Marijke Edmondson, Director, Governance Structures, Ministry of Municipal Affairs and Housing, dated September 18, 2020, regarding the Village of Pemberton Boundary Extension Re-definition to address an inadvertent boundary exclusion during the 2011 Boundary Extension.

Moved/Seconded

THAT Council receives the Correspondence from Marijke Edmondson, Director, Governance Structures, Ministry of Municipal Affairs and Housing, dated September 18, 2020, regarding the Village of Pemberton Boundary Extension Re-definition to address an inadvertent boundary exclusion during the 2011 Boundary Extension.

AND THAT staff notify the Squamish-Lillooet Regional District and Lil'wat Nation of the error and that work will begin by the Province shortly respecting the re-definition.

CARRIED

iii. COVID-19 Pandemic – Safety Messaging – Verbal Update

CAO Gilmore provided an update advising that as of November 9, 2020, masks will be required to be worn by both the public and staff in the common areas of all municipal facilities. Notification of this change in operations has been issued through the Village's regular social media channels.

Moved/Seconded

THAT the verbal report be received.

CARRIED

iv. CleanBC Communities Fund Grant Application – Sea to Sky Corridor Electric Vehicle Charging Network Expansion Project– Verbal Update

Moved/Seconded

THAT the Village of Pemberton submit a joint application with the Resort Municipality of Whistler, District of Squamish and Lil'wat Nation for grant funding for the Sea to Sky Corridor Electric Vehicle Charging Network Project through the ICIP-Green Infrastructure: Climate Change Mitigation Sub-Stream CleanBC Communities Fund;

AND THAT if the grant application is successful the Village commits to funding its share of the project, in an amount up to \$20,000, over the next four (4) years.

CARRIED

b) Operations Department

i. Standby Generator for Wellhouse

At 6:09 p.m. the Regular Meeting was recessed to allow for attendees to change location due to technical issues.

At 6:14 p.m. the Regular Meeting was reconvened.

Recommendation One:

Moved/Seconded

THAT the Water Service capital budget be amended to allocate \$192,000.00 toward the purchase, construction and installation of a standby generator for the Village Wellhouse and Pumping Station.

CARRIED

Recommendation Two:

Moved/Seconded

THAT Staff be directed to prepare an amendment to the 2020 - 2024 Five (5) Year Financial Plan Bylaw No. 879, 2020 to accommodate the reallocation of \$192,000.000 from the Water Service Capital Budget to purchase, construct and install a standby generator for the Village Wellhouse and Pumping Station.

CARRIED

11. BYLAWS

a) Bylaws for Second and Third Readings

i. Village of Pemberton Development Procedures Bylaw No. 887, 2020

Moved/Seconded

THAT Council support the proposed fee increases outlined in this report, as per Schedule "A" of the Village of Pemberton Development Procedures Bylaw No. 887, 2020;

CARRIED

Moved/Seconded

THAT Development Procedures Bylaw No. 887, 2020 receive Second reading, as amended.

CARRIED

Moved/Seconded

THAT Development Procedures Bylaw No. 887, 2020 receive Third reading.

CARRIED

b) Bylaws for Adoption

i. Village of Pemberton Council Procedure Bylaw No. 788, 2015, Amendment Bylaw No. 888, 2020

Moved/Seconded

THAT Village of Pemberton Council Procedure Bylaw No. 788, 2015, Amendment (Order of Proceedings) Bylaw No. 888, 2020, receive Fourth and Final Readings.

CARRIED

ii. Village of Pemberton Zoning Bylaw No. 832, 2018, Amendment Bylaw (Child Care Centre) No. 889, 2020

Moved/Seconded

THAT Village of Pemberton Zoning Bylaw No. 832, 2018, Amendment Bylaw (Child Care Centre) No. 889, 2020, receive Fourth and Final Readings.

CARRIED

**iii. Village of Pemberton Business Licence Bylaw No. 855, 2019,
Amendment (Housekeeping) Bylaw No. 890, 2020**

Moved/Seconded

THAT Village of Pemberton Business Licence Bylaw No. 855, 2019, Amendment (Housekeeping) Bylaw No. 890, 2020, receive Fourth and Final Readings.

CARRIED

12. MAYOR'S Report

Mayor Richman opened by welcoming Gwendolyn Kennedy back as the Village's Legislative Assistant and acknowledged and thanked Jill Brooksbank, who recently left the Village, for 11 years of dedication to the Village.

Mayor Richman reported on the Squamish-Lillooet Regional District Board Meeting and advised as follows:

At 6:30 p.m. Councillor Noble left the meeting and a short recess was called.

At 6:41 p.m. Councillor Noble rejoined the meeting and the meeting was reconvened.

Pemberton Valley Utilities and Services Committee recommendations related to the following were ratified by the Board:

- Adding the second soccer field and amenity building as an amenity to the recreation service
- Adding the proposed Bike Skills Park at the Recreation Site as an amenity
- Area C Crown Tenure Application for Blacktail Meadows withdrawn
- Clover Road Extension (Area C) referred to the budget process and to Pemberton Valley Trails Association and Stewardship Pemberton for input

Mayor Richman also reported on the following:

- Permissive Tax Exemption Bylaw for the Pemberton Wildlife Association – Gun Range for First, Second and Third Reading
- Adoption of the SLRD-Pemberton and District Transfer Station Loan Authorization Bylaw
- Presentation by the proponents of the Britannia Oceanfront Developments Corporation
- Building Bylaw was not amended to include Step 3 of the BC Energy Step Code at this time
- Evacuation Route Planning Fund Grant application

Mayor Richman noted that the Chair and Vice-Chair for 2021 will be elected at the November Board Meeting.

Mayor Richman reported on the Committee of the Whole meeting held the next day in which discussion took place regarding the Regional Growth Strategy and Affordable Housing Visions.

Met with MP Weiler and local Mayors to discuss a number of issues included small business loan program and the Rapid Housing Program Initiative announced by the Federal Government.

Also met with Vancouver Coastal Health Authority to discuss COVID-19 Pandemic issues.

Mayor Richman made the following announcements:

- Reminded that winter parking regulations come into effect on Sunday, November 15th: Parking is not permitted on the even side of the street between 9pm and 9am, 7 days a week
- The Village is hiring; please visit the employment page of our website to see the job opportunities
- The Village is recruiting for Board of Variance, ALUC and ADRC are calling for members; application closes November 6
- Thanked the fire fighters for putting on a wonderful Halloween fireworks display despite these challenging times

Finally, Mayor Richman acknowledged the passing of Peter Oleski and River Leo and expressed his sadness and provided, on behalf of the Village, condolences to the family and friends, and the entire Lil'wat Nation community.

13. COUNCILLOR'S Report

Councillor Craddock

Councillor Craddock advised that the Pemberton Valley Dyking District Annual General Meeting will be held at the Pemberton Community Centre on November 7th.

Councillor Noble did not report.

Councillor Zant did not report.

Councillor Antonelli did not report.

14. CORRESPONDENCE

a) For Action

There were no correspondence items for action.

b) For Information

- i. Correspondence from John Allan, Deputy Minister, Ministry of Forests, Lands, Natural Resource Operations and Rural Development, dated October 22, 2020, in response to meetings held at the Union of British Columbia Municipalities Meeting in September.**
- ii. Correspondence from Rebecca Bishop, Program Officer, Union of British Columbia Municipalities, dated October 26, 2020, regarding completion of the 2019 CEPF: Emergency Operations Centre & Training – EOC Improvements grant to the Village of Pemberton.**
- iii. Correspondence from Lori Halls, Deputy Minister, Emergency Management BC, dated October 27, 2020, in response to meetings held at the Union of British Columbia Municipalities meetings in September.**

Moved/Seconded

THAT the correspondence be received.

CARRIED

15. DECISION ON LATE BUSINESS

16. LATE BUSINESS

17. NOTICE OF MOTION

There was no Notice of Motion.

18. QUESTION PERIOD

Dan Falloon, Pique Newsmagazine

Mr. Falloon requested information with respect to Mr. Csima's report on the Wellhouse Generator.

19. IN CAMERA

Moved/Seconded

THAT the meeting is closed to the public in accordance with the *Community Charter* Section 90 (c) Employee Relations 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.

CARRIED

20. MOVE IN CAMERA

At 6:46 p.m. Council moved In Camera.

21. RISE FROM IN CAMERA

At 7:05 p.m. Council rose from In Camera without report.

22. ADJOURNMENT OF REGULAR COUNCIL MEETING

Moved/Seconded

THAT the Regular Council Meeting be adjourned.

CARRIED

At 7:05 p.m. the Regular Council Meeting was adjourned.

Mike Richman
Mayor

Sheena Fraser
Corporate Officer

Date: November 17, 2020

To: Nikki Gilmore, Chief Administrative Officer

From: Sarah Toews, Emergency Program Coordinator

Subject: Community Emergency Preparedness Fund
Structural Flood Mitigation Funding Stream Application

PURPOSE

The purpose of this report is to seek Council support to apply to UBCM's Structural Flood Mitigation funding stream for the North Arm outlet replacement, the Riverland's' culvert gate replacement and installation of a hydrometric gauge on the Green River and Miller Creek.

BACKGROUND

These three proposed projects have been identified as high priority by the Pemberton Valley Emergency Management Committee (PVEMC) following the release of the Floodplain Mapping Report (NHC 2018) which identified flood mitigation options and a series of projects that could be submitted for funding under UBCM's CEPF program.

The three proposed projects aim to mitigate issues relating to backwater flooding and flow changes caused by the Lillooet River and its tributaries. The rationale for these three projects consists of replacements to flood control infrastructure and increase emergency preparedness while also gaining insight to flow changes over time due to climate change.

DISCUSSION & COMMENTS

The North Arm Channel drains a large area of the Pemberton Valley including a large hillside, farm fields, Lil'wat Nation lands and residential infrastructure. During high water events on the Lillooet River, the Channel is flooded from a backwatering effect. The existing culverts and gates were installed in 2003 after the large flood event. The gates and the berm itself are now leaking and the risk of flood is elevated. The Pemberton Valley Dyking District has had to pump water over the berm to alleviate property damage, which is a high-risk activity. With an increase in the amount of water leaking through the existing infrastructure, this is also becoming a less effective solution. The new system would allow the ability to control water discharge and levels during high water flow events and would be an engineered solution.

The Riverlands' culvert gates are an integral part of drainage in the Valley as they control outlet flow in the watercourse which runs through 20 kilometers of the Valley. Currently, during rain events, the gates leak filling the internal drainage with river water. This drastically decreases the capacity for the system to handle rainwater and snow melt water. Removing the present Ryan River backflow from the system will allow the ditches to handle both heavy rainfalls in the fall and snow melt in the spring. This will allow for more efficient drainage and reduce the risk of crop failure and property damage due to high water events.

The Green River and Miller Creek hydrometric gauges will improve the quality of floodplain modeling as the flows will be known versus calculated. This will allow better direction of flood mitigation works as more data equals better decisions. A further benefit is a drastic increase in the ability to forecast river levels and coordinate evacuations should the need arise.

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 projects have been estimated to cost up to \$650,000.000. The Pemberton Valley Dyking District will be contributing in-kind project management towards all three projects. The Structural Flood Mitigation funding stream can contribute to 100% of the cost of eligible activities to a maximum of \$750,000.

INTERDEPARTMENTAL IMPACT & APPROVAL

This initiative does not have an interdepartmental impact.

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. The PVEMC is comprised of the Lil'wat Nation, the Pemberton Valley Dyking District, the Squamish-Lillooet Regional District and the Village of Pemberton and together have developed 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 an amount up to \$621,500.00 to UBCM's Structural Flood Mitigation funding stream for the North Arm outlet replacement, the Riverlands' culvert gate replacement and installation of a hydrometric gauge on the Green and the Miller Rivers.

Prepared by:	Sarah Toews, Emergency Program Coordinator
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer

2020 STRATEGIC PRIORITIES CHART

CORPORATE PRIORITIES (Council/CAO)

NOW

1. **AFFORDABLE HOUSING IMPLEMENTATION PLAN (Consultation)**
2. **ECONOMIC DEVELOPMENT STRATEGY**
3. **MUNICIPAL FACILITIES**
4. **DAYCARE EXPANSION**
5. **IAP2 IMPLEMENTATION**

NEXT (priority not yet established)

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

ADVOCACY / PARTNERSHIPS

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

CHIEF ADMINSTRATIVE OFFICER

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

- **IAP2 IMPLEMENTATION**
- **ASSET MANAGEMENT**

EMERGENCY MANAGEMENT

1. Regional Evacuation Plan
2. Emergency Management Plan Update
3. **IMPROVED MONITORING (floods & landslides)**

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-

CORPORATE & LEGISLATIVE SERVICES

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

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

OPERATIONS

1. WWTP Outfall
2. Well No. 4 Development
3. Soccer Field No. 2 (Phase 1) RFP

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

FINANCE / ADMINISTRATION

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

- Vadim Payroll Module
-

DEVELOPMENT

1. **AFFORDABLE HOUSING IMPL. PLAN (Consult)**
2. **CLIMATE ACTION PLAN**
3. Community Amenity Contribution Policy

- Development Procedures Bylaw
- DCC Bylaw Update (Phase 1)

RECREATION

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

-
-

FIRE

1. **MUNICIPAL FACILITIES**
- 2.
- 3.

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

Updated November 17, 2020

Village of Pemberton						
Strategic Priorities Status Sheet						
November 17, 2020						
Council						
NOW	Priority	Strat Plan Timeline	Department	Status	Completion Date	Comments
1.	AFFORDABLE HOUSING IMPL. PLAN CONSULTATION		CAO	Ongoing	December 2020	Consultation with community in November/December
2.	ECONOMIC DEVELOPMENT STRATEGY		CAO	Ongoing	January 2021	Nearing Final Draft - one more round of consultation
3.	MUNICIPAL FACILITIES		CAO	Ongoing	2021	Will source a consultant to develop options and bring back to Council early in the new year.
4.	DAYCARE EXPANSION		CAO	New Direction	Unknown	Awaiting grant funding that is currently under review by the Province
5.	CLIMATE ACTION PLAN		CAO	Ongoing	April 2021	Consultation with community in February 2021
NEXT	Priority	Strat Plan Timeline	Department	Status	Completion Date	Comments
.	ASSET MANAGEMENT	n/a	Finance/Ops	On hold		Submission of Grant Application for funding through Federation of Canadian Municipalities & UBCM
.	OCP UPDATE	Fall 2020	CAO	Ongoing		Affordable Housing consultation Nov./Dec. 2020
.	BOUNDARY EXTENSION	n/a	CAO	Ongoing		
.	SINGLE USE PLASTIC BAG BYLAW	n/a	Corporate	On hold		Waiting Federal and Provincial Government direction as such adjusted to NEXT priority
.	IMPROVED MONITORING (floods & landslides)	n/a	CAO	Ongoing		
Advocacy/ Partnerships	Priority	Strat Plan Timeline	Department	Status	Completion Date	Comments
.	<i>Regional Transit</i>	n/a	CAO	In Progress		
.	<i>Second Entrance to Town</i>	n/a	CAO	Ongoing		
Codes:	BOLD CAPITALS - NOW Priorities; CAPITALS - NEXT Priorities; <i>Italics</i> = Advocacy					
n/a =	Not assigned					

Village of Pemberton				
Strategic Priorities Status Sheet				
November 17, 2020				
CAO				
Order	Priority	Status	Estimated Completion Date	Comments
1.	ECONOMIC DEVELOPMENT STRATEGY	Ongoing	December 2020	Nearing Final Draft - one more round of consultation
2.	MUNICIPAL FACILITIES	Ongoing	2021	Will source a consultant to develop options and bring back to Council early in the new year.
3.	DAYCARE EXPANSION	On hold	Unknown	Awaiting grant funding that is currently under review by the Province
.	IAP2 Implementation	Ongoing		Elected Official and Staff joint training with Village and SLRD scheduled for the week of November 16, 2020
.	ASSET MANAGEMENT	In Progress	September 2020	Submission of Grant Application for funding through Federation of Canadian Municipalities & UBCM
*Emergency Management transitioned of Office of the CAO in July 2020				
Codes: BOLD CAPITALS - NOW Priorities; CAPITALS - NEXT Priorities; <i>Italics</i> = Advocacy				

Village of Pemberton				
Strategic Priorities Status Sheet				
November 17, 2020				
Emergency				
Order	Priority	Status	Estimated Completion Date	Comments
1.	Regional Evacuation Plan	In progress	May 2021	In partnership with PVDD, SLRD, Lil'wat Nation. In draft - review of trigger points. To be exercised prior to final.
2.	Emergency Management Plan Update	In progress	January 2021	In draft - under final review.
3.	IMPROVED MONITORING (floods & landslides)	Ongoing	-	Monitoring of Lillooet River and Mt. Currie, prioritization of flood mitigation projects and grant applications.
.	Staff EOC & Emergency Management Plan Training	Ongoing	March 2021	Received UBCM EOC training grant in June 2020 - working with Calian Group to develop project plan.
.				
*Emergency Management transitioned of Office of the CAO in July 2020				
Codes: BOLD CAPITALS - NOW Priorities; CAPITALS - NEXT Priorities; <i>Italics</i> = Advocacy				

Village of Pemberton				
Strategic Priorities Status Sheet				
November 17, 2020				
Corporate				
Order	Priority	Status	Estimated Completion Date	Comments
1.	Community Forest	Active	October 2020	Interim Board in place. CFA Agreement received for review. Next steps to schedule interim board meeting and determine corporated next steps
2.	Bylaw Enforcement Policy & Screening Officer	Completed	April 2020	
3.	SINGLE USE PLASTIC BAG BYLAW	On hold		Waiting Federal and Provincial Government direction as such adjusted to NEXT priority
.	Crown License/Lease Renewals (Stockcar/Moto)	Active	September 2020	Applications being prepared for submission
.	Memorial Bench Program Policy Update	Completed	March 2020	
Codes: BOLD CAPITALS - NOW Priorities; CAPITALS - NEXT Priorities; <i>Italics</i> = Advocacy				

Village of Pemberton				
Strategic Priorities Status Sheet				
November 17, 2020				
Operations				
Order	Priority	Status	Estimated Completion Date	Comments
1.	WWTP Outfall	Complete	April 2020	Operational changes and monitoring still to be determined.
2.	Well No. 4 Development	Transitioned	July 2020	Well No. 2 was redeveloped, instead of proceeding with a new well, with increased testing
3.	Soccer Field No. 2 (Phase 1) RFP	Ongoing	2020	RFP Closed Friday, November 6, 2020; Award scheduled for November 17, 2020
.	Pemberton Farm Road East Upgrade	Deferred	2021	This upgrade is to coincide with the Friendship Trail (FT) along Pemberton Farm Road East. The FT funding was denied and Staff will resubmit in the Fall.
.	One Mile Lake Inflow and Outflow	In Progress	September 2020	Work on the inflow was completed in August in conjunction with the PVDD, Lil'wat Nation and Department of Fisheries
Codes: BOLD CAPITALS - NOW Priorities; CAPITALS - NEXT Priorities; <i>Italics</i> = Advocacy				

Village of Pemberton				
Strategic Priorities Status Sheet				
November 17, 2020				
Finance				
Order	Priority	Status	Estimated Completion Date	Comments
1.	ASSET MANAGEMENT	In Progress	September 2020	Submission of Grant Application for fundiing through Federation of Canadian Municipalities & UBCM
2.	Benefits: RFP	Completed		No changes made; remaining with Blue Cross
3.	Expense Policy Review	Deferred	December 2020	
.	Vadim Payroll Module	In Progress	December 2020	Update Completed, currently in Training Stage
Codes: BOLD CAPITALS - NOW Priorities; CAPITALS - NEXT Priorities; <i>Italics</i> = Advocacy				

Village of Pemberton				
Strategic Priorities Status Sheet				
November 17, 2020				
Development				
Order	Priority	Status	Estimated Completion Date	Comments
1.	AFFORDABLE HOUSING IMPL. PLAN	In Process	December 2020	Consulation with community in November/December
2.	CLIMATE ACTION PLAN	Begin in the Fall	December 2020	Consulation with community in February 2021
3.	Community Amenity Contribution Policy	In Process	September 2020	Adopted September 1, 2020
.	Development Procedures Bylaw Update	In Process	September 2020	Adoption slated for November 17, 2020
.	DCC Bylaw Update - Phase 1	Begin in the Fall	December 2020	Split in two phases (Fall Engineering); consultation in 2021
Codes: BOLD CAPITALS - NOW Priorities; CAPITALS - NEXT Priorities; <i>Italics = Advocacy</i>				

Village of Pemberton				
Strategic Priorities Status Sheet				
November 17, 2020				
Recreation				
Order	Priority	Status	Estimated Completion Date	Comments
1.	Basketball Court Construction	In Progress	Summer 2021	Staff are preparing a grant application for the remaining funding; once funding is confirmed, Staff will proceed with next steps.
2.	Gates Lake Park Potable Water	Deferred		This project has been deferred due to COVID-19
3.	Room D Flooring	Deferred		Due to the closure of the PCC as a result of COVID-19 this project has been put on hold
.				
.				
Codes: BOLD CAPITALS - NOW Priorities; CAPITALS - NEXT Priorities; <i>Italics = Advocacy</i>				

Village of Pemberton				
Strategic Priorities Status Sheet				
November 17, 2020				
Fire/Emergency				
Order	Priority	Status	Estimated Completion Date	Comments
1.	MUNICIPAL FACILITIES	On hold	December 2020	Will source a consultant to develop options and bring back to Council later in the year.
.				
*Emergency Management transitioned of Office of the CAO in July 2020				
Codes: BOLD CAPITALS - NOW Priorities; CAPITALS - NEXT Priorities; <i>Italics</i> = Advocacy				

Date: November 17, 2020
To: Nikki Gilmore, Chief Administrative Officer
From: Sheena Fraser, Manager of Corporate & Legislative Services
Subject: Regular Council Meeting Outstanding Resolutions Listing - Update

PURPOSE

To present to Council a listing of the outstanding resolutions from previous Regular Meetings for which action on the matter or item has not been completed or is in progress as at September 30, 2020.

BACKGROUND

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

DISCUSSION & COMMENTS

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

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

It should be noted that there are some resolutions that remain outstanding that were passed by the previous Council. In this regard, the following items are held over from previous Council and are identified on the chart in light blue and are as follows:

- Affordable Housing – Development Cost Charges (incorporated into the Affordable Housing Action Plan and will be initiated as part of the 2020 work plan as also identified as a priority by this Council).
- Boundary Extension (deferred to a later date)
- Single Use Strategies

COMMUNICATIONS

There is no communications element required.

LEGAL CONSIDERATIONS

There are no legal considerations at this time.

IMPACT ON BUDGET & STAFFING

There is no impact on budget or staffing.

INTERDEPARTMENTAL IMPACT & APPROVAL

There is no interdepartmental impact or approvals required.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

There is no impact on the region or neighbouring jurisdictions

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

RECOMMENDATIONS

THAT Council receive the report for information.

Attachments:

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

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

APPENDIX A

REGULAR COUNCIL OUTSTANDING RESOLUTION LISTING AS AT September 30, 2020

Mtg No	Date	Topic	Resolution	Comment
1463	06-Feb_18	Affordable Housing – Development Cost Charges	THAT consideration of an Eligible Development for Waiving or Reducing Development Cost Charges component be included as part of the Development Cost Charge Bylaw review anticipated for 2018.	STATUS UPDATE: This was referred for consideration as part of the 2019 Affordable Housing Action Plan. This will be incorporated during the review and update of the Development Cost Charge Bylaw scheduled to begin in the fall with an aim to be completed in 2021.
1472	12-June-18	Boundary Extension	THAT Staff explore the possibility of a smaller boundary extension initiative that would include only the lands occupied by the independent power projects and present this information at a future Committee of the Whole meeting.	STATUS UPDATE: Staff is reviewing options and will bring this matter back in the future.
1477	2-Oct-18	Single Use Items – Reduction Strategies	THAT the development of a Single-Use Items Strategy be brought forward for consideration as part of the 2019 strategic planning and budget deliberation process.	STATUS UPDATE: The Provincial Government concluded its province wide consultation for B.C. Plastic Action Plan and announced in September that it is developing the framework to allow local governments to ban certain types of plastic products. As well, it is proposing to draft a new regulation under the <i>Community Charter</i> to allow local governments to ban single-use plastics without requiring provincial approval. Staff are monitoring and will bring this initiative back when more details are available.
1486	5-Feb-19	Fougberg Park Development Proposal	THAT Staff be directed to proceed with the development of the Fougberg Park Parking Lot in conjunction with the Downtown Enhancement Project subject to a positive hydrogeologist report;	STATUS UPDATE: This initiative has been put on hold until the Downtown Enhancement Project is completed and there is a better understanding as to whether or

APPENDIX A

REGULAR COUNCIL OUTSTANDING RESOLUTION LISTING AS AT September 30, 2020

			<p>AND THAT Staff secure construction of the Fougberg Park Parking Lot with RONA by way of a formal Agreement.</p>	<p>not parking in the downtown has been impacted.</p>
1507	28-Jan-20	<p>Village of Pemberton Gateway Sign Relocation</p>	<p>THAT Staff facilitate refurbishment of the current southern Gateway Sign and explore the cost to refurbish the sign versus development of a new sign and design options for the addition of “welcome” in Ucmalmicwts and French.</p> <p>THAT an application to apply for a Crown land tenure through the community institutional program to relocate the southern Gateway Sign to Part of Primary: DISTRICT LOT 239, LILLOOET DISTRICT, Plan 24TR6_NEW_WESTMINISTER, PIN 6088620 be endorsed.</p>	<p>STATUS UPDATE: This item was brought forward for consideration in the 2020 budget but deferred to 2021.</p> <p>The application has received review by Lil’wat Nation Referrals Committee and is now complete and is in process of being submitted to the Province. Note: This process takes up to 2 years.</p>
1520	28-July-20	<p>Crown Land Tenure Application – Lillooet River Park and Boat Launch (Old Waste Water Treatment Plan at Highway 99)</p>	<p>THAT Staff explore making application for a crown land tenure to facilitate waterfront access in this area</p>	<p>STATUS UPDATE: This initiative is on hold until confirmation is received that the Crown Land Tenure has been approved.</p>

Date: November 17, 2020

To: Nikki Gilmore, Chief Administrative Officer

From: Lena Martin, Manager of Finance

Subject: 2020 - Third Quarter Financial Statements

PURPOSE

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

BACKGROUND

The Village of Pemberton is currently three quarters through the fiscal year. At this point, the collection of revenues and the outlay of expenses should be at the 75% mark, however, revenues are slightly higher than this percentile. Staff will continue to monitor the current environment and cash flows to be on budget at year end.

DISCUSSION & COMMENTS

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

The Consolidated Statement (**Appendix A**) indicates that approximately 86% of the revenues have been collected to September 30th. This is due in part to: Taxes, Utilities and Small Community Grant, that have been collected for the full year. Additional quarterly revenues and Project Grants will be earned through year end.

On the expenditure side, a total of 73% of the budgeted amounts have been expensed. Large projects are still underway and some expenses such as snow clearing will take place seasonally. Projects that have a significant demand on cash flow will move forward as cash and receivables are received. Some budgeted seasonal expenses have completed such as Parks Maintenance, hazardous trees removals and landscaping. The large sewer outflow project and SCADA licensing is also completed for the year at a cost of \$422,331.

Percentages are slightly affected by the annual transfers to other governments. Removing these collections shows the Village of Pemberton services at 83% of Revenues collected and 65% of Expenditures incurred.

Large projects on the 2020 work plan postponed to 2021 include; Pemberton Farm Road East and Pemberton Farm Road East trail, Community Wildfire Protection, Capital Equipment Purchases, Sewer Rate Analysis, Pemberton Community Centre Outdoor Basketball Court and Asset Management. These projects will be carried forward in the 2021 – 2025 Financial Plan.

Other projects are ongoing including; Economic Development Plan, Municipal and Fire Hall design, Development Cost Charge Bylaw Phase I, Water Truck purchase and SCADA Improvements.

The Province provided enhanced relief for Municipalities issuing a **COVID-19 Safe Restart Grant for Local Governments** on November 2, 2020 and the Village received funding in the amount of \$987,000. The grant assists with COVID related shortfalls for; revenue losses, facility reopening and operating, emergency planning and response, bylaw and protective services, computer and technology costs and other related costs.

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

At November 12, 2020 there were \$485,083 in outstanding current residential taxes and utilities.

The departments most impacted by COVID-19 are; Administration, Building and Development, Recreation and Transit. Administration saw slightly higher costs due to COVID-19 expenditures for advertising, signage and equipment, which is recoverable through the Safe Restart Grant. Building and Development saw a decrease in the third quarter for new development application fees, however building permits remained active and additional new development may occur in the fourth quarter. Recreation facilities saw a large reduction in rental revenues due to building closures which is somewhat offset by savings in salaries and benefits. Program revenue losses were offset by program expenditure savings. Additional cash flow and savings were made by postponing large projects to 2021. Transit revenue losses, due to free ridership during the spring due to the Pandemic, may be recovered under new transit funding, which is still in review.

The Village is still in line to finish the year without a deficit by postponing large projects and utilizing grants available.

COMMUNICATIONS

There are no communications considerations at this time.

LEGAL CONSIDERATIONS

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

IMPACT ON BUDGET & STAFFING

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

INTERDEPARTMENTAL IMPACT & APPROVAL

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

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

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

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

RECOMMENDATIONS

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

ATTACHMENTS:

Appendix A: Third Quarter Financial Statement – September 30, 2020

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

Appendix A

Village of Pemberton

Statement of Operation ending September 30, 2020

ACCOUNT CODE	ACCOUNT NAME	2020 Actual	2020 Budget	Actual to Budget \$	Actual to Budget %
	Allocate Admin General Taxation	1,407,845	1,407,845	-	100%
	Allocate Legislative General Taxation	103,937	103,937	-	100%
	Allocate Fire General Taxation	475,650	475,650	-	100%
	Allocate Development General Taxation	172,481	172,481	-	100%
	Allocate Public Works/ Parks General Taxation	1,172,327	1,172,327	-	100%
	Allocate Transit General Taxation	69,908	69,908	-	100%
	Allocate Rec General Surplus	157,744	157,744	-	100%
	Allocate Water Taxation	417,254	417,254	-	100%
	Allocate Sewer Taxation	278,560	278,560	-	100%
	Allocate Airport General Taxation	29,037	29,037	-	100%
01-1-005000-6501	<i>Transfer to/from Surplus</i>	(1,155,983)	(1,156,047)	64	100%
01-1-006000-1301	Residential (Class 1)	(1,087,617)	(1,087,652)	36	100%
01-1-006000-1302	Utilities (Class 2)	(61,824)	(62,224)	400	99%
01-1-006000-1305	Light Industry (Class 5)	(51,122)	(51,124)	2	100%
01-1-006000-1306	Commercial (Class 6)	(397,397)	(397,241)	(156)	100%
01-1-006000-1307	Frontage Collection	(300,303)	(300,094)	(209)	100%
01-1-006000-1308	Recreation/Non-Profit (Class 8)	(5,225)	(5,226)	0	100%
01-1-006000-1309	Farm (Class 9)	(467)	(467)	0	100%
01-1-006000-1310	Community Enhancement Levy	(7,500)	(7,500)	(0)	100%
01-1-006000-1311	Community Initiatives and Opportunities	-	-	-	0%
01-1-006000-1312	Community Centre Parcel Tax	-	-	-	0%
01-1-006000-1313	Tax Penalties	(59,972)	(60,000)	28	100%
01-1-006000-1314	Tax Interest	(16,773)	(20,000)	3,227	84%
01-1-006000-1315	Reserve Tax Collection	(206,981)	(206,960)	(21)	100%
01-1-006200-1350	GIL - BC Rail	-	(275)	275	0%
01-1-006200-1351	GIL - BC Hydro	(25,071)	(26,000)	929	96%
01-1-006200-1352	GIL - Federal Government	(6,310)	(6,000)	(310)	105%
01-1-006300-1375	1% Revenue Grant - Telus	(6,882)	(7,200)	318	96%
01-1-006300-1376	1% Revenue Grant - BC Hyrdo	(38,686)	(38,686)	-	100%
01-1-006300-1377	1% Revenue Grant - Shaw	(4,244)	(4,244)	-	100%
01-1-006400-1400	<i>Collections for School</i>	(1,229,522)	(1,511,416)	281,894	81%
01-1-006400-1401	<i>Collections for Policing Costs</i>	(264,626)	(246,171)	(18,455)	107%
01-1-006400-1402	<i>Collections for SLRD</i>	(1,207,120)	(1,127,825)	(79,295)	107%
01-1-006400-1404	<i>Collections for STSRHD</i>	(35,248)	(34,893)	(355)	101%
01-1-006400-1405	<i>Collections for MFA</i>	(241)	(227)	(14)	106%
01-1-006400-1406	<i>Collections for BCAA</i>	(56,733)	(51,097)	(5,636)	111%
01-1-006600-1450	Investment Interest Income	(43,228)	(20,000)	(23,228)	216%
01-1-006650-1450	Interest Revenue - Accounts Receivable	(13,825)	(5,000)	(8,825)	277%
01-1-006900-1504	Licenses - Commercial Vehicles	-	-	-	0%
01-1-007000-1550	Sundry Revenue	(2,525)	(6,000)	3,475	42%
01-1-007000-1551	Revenue - Tax Certificates	(4,060)	(4,000)	(60)	102%
01-1-007000-1552	VOP Admin Fee - Fire Protection	(17,299)	(17,299)	-	100%
01-1-007000-1553	VOP Admin Fee - Rescue Service	(5,454)	(5,454)	-	100%
01-1-007100-1600	Rentals	(62,046)	(76,050)	14,004	82%
01-1-007200-1671	Grants - Provincial - SFC	(396,964)	(398,687)	1,723	100%
01-1-007300-1555	SOS - Admin reclass	-	(5,000)	5,000	0%
01-1-007300-1556	SOS - Water Reclass	(289,423)	(400,378)	110,955	72%
01-1-007300-1557	SOS - Sewer Reclass	(265,304)	(367,011)	101,707	72%
01-1-007300-1558	SOS - Airport Reclass	(36,178)	(50,047)	13,869	72%
01-1-007400-1976	DCC's - Parks Contribution	-	-	-	0%
	Total Revenues	(3,077,408)	(3,478,751)	401,344	88%
01-2-008700-6475	<i>Transfer - School Levy</i>	1,229,522	1,511,416	(281,894)	81%
01-2-008700-6476	<i>Transfer - Police Tax</i>	264,626	246,171	18,455	107%
01-2-008700-6477	<i>Transfer - SLRD</i>	1,207,120	1,127,825	79,295	107%
01-2-008700-6479	<i>Transfer - STSRHD</i>	35,248	34,893	355	101%
01-2-008700-6480	<i>Transfer - MFA</i>	241	227	14	106%
01-2-008700-6481	<i>Transfer - BCAA</i>	56,733	51,097	5,636	111%
01-2-008800-6501	Reclass Frontage to Water Revenue Fund	99,994	99,985	9	100%
01-2-008800-6502	Reclass Frontage to Sewer Revenue Fund	200,309	200,113	196	100%
01-2-008800-6504	Transfer to General - Capital	-	-	-	0%
01-2-008800-6505	Transfer to Future Reserves - Capital	206,981	206,960	21	100%
01-2-008800-6509	Transfer to/from Future Reserves	-	-	-	0%
	Total Expenses	3,300,772	3,478,687	(177,915)	95%
	(Surplus) / Deficit	223,365	(64)		

1* Surplus reallocated to Reserve Accounts at year end

2* Overdue Business License Revenue

Village of Pemberton

Statement of Operation ending September 30, 2020

ACCOUNT CODE	ACCOUNT NAME	2020 Actual	2020 Budget	Actual to Budget \$	Actual to Budget %	
	Allocate Admin General Taxation	(1,372,116)	(1,372,116)	-	100%	
	Surplus Carry Forward, 2019 Projects	(35,730)	(35,730)	-	100%	
01-1-106800-1471	Fines - Dog Ticketing Fees	(30)	(51)	21	59%	
01-1-106800-1472	Fines - Traffic Offense Ticketing Fees	(2,090)	(2,550)	460	82%	
01-1-106800-1473	Fines - Other Bylaw Enforcement Fines	(100)	(500)	400	20%	
01-1-106900-1500	Admin - Application Fees	-	-	-	0%	
01-1-106900-1502	Licenses - Dog	(3,550)	(6,025)	2,475	59%	
01-1-106900-1503	Licenses - Business	(88,225)	(68,000)	(20,225)	130%	
01-1-107200-1671	Grant - Provincial Project - General	1*	(20,513)	(32,000)	11,488	64%
01-1-107200-1673	Grant - Other Project - General	-	-	-	0%	
01-1-107200-1674	Contribution - Other Govt - General	(2,421)	(2,926)	505	83%	
01-1-107200-1675	Contribution - Other - General	-	-	-	0%	
01-1-107200-1676	Transit - Contributions	(6,230)	(8,307)	2,077	75%	
01-1-107300-1925	Admin - Other Revenue - Misc	(4,257)	(4,000)	(257)	106%	
01-1-107300-1927	Other Revenue - Gas Tax	-	-	-	0%	
01-1-107500-1990	MFA Proceeds	-	-	-	0%	
01-1-107600-6500	Admin - Transfer from Reserve	-	-	-	0%	
	Total Revenues	(1,535,260)	(1,532,204)	(3,056)	100%	
01-2-108000-0000	Admin - Building	-	500	(500)	0%	
01-2-108000-6000	Admin - Salaries	655,545	883,235	(227,691)	74%	
01-2-108000-6002	Admin - Benefits	104,079	134,868	(30,788)	77%	
	Employer Tax NEW	-	-	-	0%	
01-2-108000-6003	Admin - Travel, Meals & Accomodation	2*	1,345	11,400	(10,055)	12%
01-2-108000-6004	Admin - Interest, Comm. & Bank Fees	3,317	4,500	(1,183)	74%	
01-2-108000-6005	Admin - Advertising	4,182	8,000	(3,818)	52%	
01-2-108000-6006	Admin - Insurance	24,531	25,000	(469)	98%	
01-2-108000-6007	Admin - Photocopier	2,302	4,750	(2,448)	48%	
01-2-108000-6008	Admin - Postage	7,210	7,500	(290)	96%	
01-2-108000-6010	Admin - Sundry	1,295	2,123	(828)	61%	
01-2-108000-6011	Admin - Telephone	8,140	13,600	(5,460)	60%	
01-2-108000-6012	Admin - Hydro	4,794	10,000	(5,206)	48%	
01-2-108000-6013	Admin - Land Lease Fees	-	-	-	0%	
01-2-108000-6014	Admin - IT/Software	29,769	45,500	(15,731)	65%	
01-2-108000-6016	Admin - Community School Expense	-	11,500	(11,500)	0%	
01-2-108000-6019	Admin - Memberships and Prof. Fess	7,198	6,000	1,198	120%	
01-2-108000-6020	Admin - Training	2*	2,093	17,600	(15,507)	12%
01-2-108000-6021	Admin - Consultation & Special Evt.	700	5,000	(4,300)	14%	
01-2-108000-6026	Admin - Website and Design	2,155	9,600	(7,445)	22%	
01-2-108000-6525	Admin - Debt Interest	4,869	6,179	(1,310)	79%	
01-2-108000-6527	Admin - Debt Principal	37,616	50,467	(12,851)	75%	
01-2-108000-6999	Penny Rounding Expense	(3)	-	-	0%	
01-2-108100-6100	Admin - Accounting	26,250	28,000	(1,750)	94%	
01-2-108100-6101	Admin - Legal	20,454	45,000	(24,546)	45%	
01-2-108100-6103	Admin - Contract & Consultant Labour	3*	-	25,000	(25,000)	0%
01-2-108100-6104	Admin - Records Management	8,995	10,200	(1,205)	88%	
01-2-108200-6125	Admin - Maintenance	49,786	60,551	(10,765)	82%	
01-2-108200-6126	Admin - Parts & Supplies	4*	11,837	14,500	(2,663)	82%
01-2-108200-6127	Admin - Hardware	2,378	8,000	(5,622)	30%	
01-2-108200-6128	Admin/Bylaw - Fuel & Oil	1,885	5,000	(3,115)	38%	
01-2-108200-6129	Admin/Bylaw - Servicing	172	3,000	(2,828)	6%	
01-2-108250-6023	Amortization Expense - General	-	-	-	0%	
01-2-108300-6450	Promotions/Community Enhancement	4,750	7,500	(2,750)	63%	
01-2-108300-6451	Community Init. & Opport. Fund	-	-	-	0%	
01-2-108300-6454	Climate Action Carbon Tax Credits	5*	2,500	(2,500)	0%	
01-2-108400-6170	Project Admin - General Expense	18,336	30,000	(11,665)	61%	
01-2-108400-6175	Admin - Bylaw Enforcement Exp	4,356	6,418	(2,062)	68%	
01-2-108400-6454	Admin - Emergency Management	15,568	29,213	(13,645)	53%	
	Total Operating Expenses	1,065,904	1,532,204	(466,300)	70%	
01-2-108400-6551	Project - Cap. Mach & Equip. Exp - Admin	-	-	-	0%	
01-2-108400-6555	Project - Cap - Building	-	-	-	0%	
	Total Capital Expenses	-	-	-	0%	
	Total Expenses	1,065,904	1,532,204	(466,300)	70%	
	(Surplus) / Deficit	(469,356)	0			

1* Economic Development ongoing project (grant and gas tax)

2* Reduced Travel/Conferences due to COVID-19

3* Ongoing Project - Municipal Hall Design

4* Ongoing Projects - Municipal Hall Maintenance (Flooring, Fire Alarms, Workstation, Desks) postponed for COVID supplies

5* Climate Action Reporting postponed by Province due to COVID

Village of Pemberton

Statement of Operation ending September 30, 2020

ACCOUNT CODE	ACCOUNT NAME	2020 Actual	2020 Budget	Actual to Budget \$	Actual to Budget %
	Allocate Legislative General Taxation	(103,937)	(103,937)	-	100%
	Total Revenues	(103,937)	(103,937)	-	100%
01-2-158000-0000	Legislative Expenses - Other	317	-	317	0%
01-2-158000-6000	Legislative Indemnities	66,563	91,981	(25,418)	72%
01-2-158000-6002	Legislative - Benefits	526	1,706	(1,181)	31%
	Employer Tax NEW	-	-	-	0%
01-2-158000-6003	Leg. Exp. - Travel, Training & Accom.	915	8,000	(7,085)	11%
01-2-158000-6005	Leg. Exp. - Advertising	1,546	500	1,046	309%
01-2-158000-6006	Leg. Exp. - Insurance	1,000	750	250	133%
01-2-158000-6011	Leg. Exp. - Telephone	1,066	1,000	66	107%
01-2-158000-6014	Leg. Exp. - IT/Computer Allowance	-	-	-	0%
01-2-158000-6017	Governance Expenses - Public Relations	-	-	-	0%
	Total Expenses	71,932	103,937	(32,005)	69%
	(Surplus) / Deficit	(32,005)	-		

1* UBCM Travel postponed due to COVID

2* COVID-19 changes to Council Meeting processes

Village of Pemberton

Statement of Operation ending September 30, 2020

ACCOUNT CODE	ACCOUNT NAME	2020 Actual	2020 Budget	Actual to Budget \$	Actual to Budget %
	Allocate Fire General Taxation	(370,492)	(370,492)	-	100%
	Surplus/Deficit Fire	(96,163)	(96,163)	-	100%
	Surplus/Deficit Resuce	(8,995)	(8,995)	-	100%
01-1-206500-1425	SLRD Contributions - Fire Protection	(156,510)	(156,510)	0	100%
01-1-206500-1426	SLRD Contributions - Rescue Service	(80,799)	(80,799)	(0)	100%
01-1-206510-1425	LilWat Contributions	(109,406)	(145,874)	36,469	75%
01-1-207201-1673	FD - Capital - Grants Other	-	-	-	0%
01-1-207300-1925	F/D - Other Revenue	(10,172)	(8,172)	(2,000)	124%
01-1-207500-1990	F/D - MFA Proceeds	-	-	-	0%
01-1-207600-6500	Fire - Transfer from Reserves	-	-	-	0%
	Total Revenues	(832,537)	(867,005)	34,469	96%
01-2-208000-0000	F/D - Rescue Dept Expense	72,011	89,794	(17,783)	80%
01-2-208000-6001	F/D - Honorarium & Wages	177,071	293,042	(115,971)	60%
01-2-208000-6002	F/D - Benefits	29,354	37,000	(7,646)	79%
	Employer Tax NEW	-	-	-	0%
01-2-208000-6003	F/D - Travel & Training	20,987	35,735	(14,748)	59%
01-2-208000-6005	F/D - Advertising	83	1,050	(968)	8%
01-2-208000-6006	F/D - Insurance	22,054	21,600	454	102%
01-2-208000-6009	F/D - Fees & Supplies	17,299	18,000	(701)	96%
01-2-208000-6010	F/D - Sundry	1,289	8,000	(6,711)	16%
01-2-208000-6011	F/D - Telephone	4,551	6,426	(1,875)	71%
01-2-208000-6012	F/D - Hydro	6,351	12,122	(5,772)	52%
01-2-208000-6014	F/D - IT/Software	5,780	7,411	(1,631)	78%
01-2-208000-6017	F/D - Rental Fees	25,735	25,735	-	100%
01-2-208000-6019	F/D - Memberships and Professional Fees	1,440	1,800	(360)	80%
01-2-208100-6101	F/D - Legal	-	1,050	(1,050)	0%
01-2-208200-6125	F/D - Maintenance	15,576	30,900	(15,324)	50%
01-2-208200-6126	F/D - Parts & Supplies	63,324	61,800	1,524	102%
01-2-208200-6127	F/D - Hardware	2,907	-	2,907	0%
01-2-208200-6128	F/D - Fuel & Oil	7,354	6,466	888	114%
01-2-208200-6129	F/D - Servicing	9,841	23,690	(13,849)	42%
01-2-208400-6170	Project - Non Capital Exp - Fire	-	-	-	0%
01-2-208600-6453	F/D - Public Relations	-	824	(824)	0%
01-2-208900-6525	Fire - Debt Servicing Interest Expense	11,804	11,952	(148)	99%
01-2-208900-6527	Fire - Debt Servicing Principal	28,797	31,830	(3,032)	90%
	Total Operating Expenses	523,607	726,226	(202,619)	72%
01-2-208800-6507	Transfer to Future Reserves - Fire Truck and/or Facilities	-	-	-	0%
01-2-208800-6507	Transfer to Future Reserves - Wildfire	-	-	-	0%
01-2-208800-6507	Transfer to Future Reserves - LilWat	74,435	99,247	(24,812)	75%
	Total Reserves	74,435	99,247	(24,812)	75%
01-2-208400-6551	Project - Cap Mach & Equip	5,530	21,532	(16,002)	26%
01-2-208400-6555	Project - Cap Building	392	20,000	(19,608)	2%
	Total Capital	5,922	41,532	(35,610)	14%
	Total Expenses	603,965	867,005	(263,041)	70%
	(Surplus) / Deficit	(228,572)	-		

1* Annual Expenses

2* Gear Expenses for New Recruits

3* Computer for New staff

4* Ongoing Projects, IPAD Command, Rope Rescue, Radios, Fire Hall Design

Village of Pemberton

Statement of Operation ending September 30, 2020

ACCOUNT CODE	ACCOUNT NAME	2020 Actual	2020 Budget	Actual to Budget \$	Actual to Budget %	
	Allocate Development General Taxation	(172,481)	(172,481)	-	100%	
	Surplus Carry Forward, 2019 Projects			-	0%	
01-1-256900-1500	DS - Application Fees	1*	(16,740)	(110,000)	93,260	15%
01-1-256900-1501	Licenses - Building Permits		(215,543)	(270,000)	54,457	80%
01-1-256900-1505	Permit - Water Sprinkling		(420)		(420)	0%
01-1-257200-1673	Grants - Other		(1,000)	(10,151)	9,151	10%
01-1-257300-1920	DS - Recovery Revenue		(53,833)	(75,000)	21,167	72%
01-1-257300-1925	DS - Other Revenue - Misc	2*	(3,027)	(30,000)	26,973	10%
	Total Revenues		(463,045)	(667,633)	204,588	69%
01-2-258000-0000	DS - Admin		1,624	15,651	(14,027)	10%
01-2-258000-6000	DS - Salaries		270,351	366,112	(95,761)	74%
01-2-258000-6002	DS - Benefits		42,616	56,419	(13,803)	76%
	Employer Tax NEW		-	-	-	0%
01-2-258000-6003	DS - Travel, Meals & Accomodation	3*	4,588	2,600	1,988	176%
01-2-258000-6005	DS - Advertising		1,358	5,500	(4,142)	25%
01-2-258000-6011	DS - Telephone		1,517	2,100	(583)	72%
01-2-258000-6014	DS - IT/Software	4*	11,251	12,000	(749)	94%
01-2-258000-6019	DS - Memberships and Professional Fess		2,208	2,400	(192)	92%
01-2-258000-6020	DS - Training		-	6,200	(6,200)	0%
01-2-258100-6101	DS - Legal		8,466	15,000	(6,534)	56%
01-2-258100-6102	DS - Engineering Consulting		-	-	-	0%
01-2-258100-6103	DS - Contractors & Consult.	5*	37,039	68,800	(31,761)	54%
01-2-258200-6126	DS - Parts & Supplies		1,305	2,000	(695)	65%
01-2-258200-6127	DS - Hardware		267			
01-2-258200-6128	DS - Fuel & Oil		201	1,100	(899)	18%
01-2-258400-6170	Project Dev.- Non Capital Exp	2*	826	36,750	(35,924)	2%
01-2-258400-6173	Projects - Recoverable DS Expenses		53,833	75,000	(21,167)	72%
	Total Operating Expenses		437,449	667,633	(230,183)	66%
01-2-258400-6551	Project - Cap. Mach & Equip. Exp - DS					
01-2-258400-6557	DS Project - Capital Buildings		-			
	Total Capital Expenses		-	-	-	
	Total Expenses		437,449	667,633	(230,183)	66%
	(Surplus) / Deficit		(25,596)	-		

- 1* Development not started
- 2* Ongoing project Climate Action Plan
- 3* Offsite Building Inspector Travel costs
- 4* Annual costs; ArcGIS and Autocad
- 5* Ongoing project DCC Bylaw Phase I

Village of Pemberton

Statement of Operation ending September 30, 2020

ACCOUNT CODE	ACCOUNT NAME		2020 Actual	2020 Budget	Actual to Budget \$	Actual to Budget %
	Allocate Public Works/ Parks General Taxation		(1,132,327)	(1,132,327)	-	100%
	Surplus Carry Forward, 2019 Projects		(40,000)	(40,000)	-	100%
01-1-307200-1671	Project - General - Prov. Grant		(3,394)	(5,394)	2,000	63%
01-1-307201-1671	Project Works Capital - Provincial Grant	1*	-	(214,000)	214,000	0%
01-1-307201-1673	Grant Project - Other	1*	(3,000)	(76,000)	73,000	4%
01-1-307201-1674	Capital Project - Contrib. - Other Govt	1*	-	(92,000)	92,000	0%
01-1-307201-1675	Project Works - Contribution Other		-	-	-	0%
01-1-307300-1925	Works - Other Revenue - Misc		(1,909)	-	(1,909)	0%
01-1-007400-1975	DCC Roads Contribution	1*		(217,000)	217,000	0%
01-1-007400-1976	DCC's - Parks Contribution					0%
01-1-307500-1990	MFA Proceeds PW			(300,000)	300,000	0%
01-1-307600-6500	Public Works - Transfr fr Reserve	1*		(110,000)	110,000	0%
01-1-357200-1673	Projects - General Parks - Grants Other			-	-	0%
01-1-357201-1672	Parks Cap.- Other Govt Contr			-	-	0%
01-1-357201-1673	Capital Grants - Other	1*		(50,000)	50,000	0%
01-1-357600-6500	Parks - Transfer from Reserve	1*		(8,000)	8,000	0%
	Total Revenues		(1,180,629)	(2,244,720)	1,064,091	53%
01-2-308000-0000	Works - Administration		736	1,500	(764)	49%
01-2-308000-6000	Works - Salaries	3*	397,908	519,511	(121,603)	77%
01-2-308000-6002	Works - Benefits		54,222	73,328	(19,107)	74%
	Employer Tax NEW		-	-	-	0%
01-2-308000-6003	Works - Conf. fee,Travel, Meals & Accom		467	3,000	(2,533)	16%
01-2-308000-6005	Works - Advertising		83	2,000	(1,918)	4%
01-2-308000-6006	Works - Insurance	4*	24,764	28,000	(3,236)	88%
01-2-308000-6011	Works - Telephone		2,893	3,606	(713)	80%
01-2-308000-6012	Works - Hydro		17,103	24,555	(7,451)	70%
01-2-308000-6014	Works - IT Software	5*	4,784	4,000	784	120%
01-2-308000-6019	Works - Memberships and Professional Fees		973	745	228	131%
01-2-308000-6020	Works - Training		-	8,500	(8,500)	0%
01-2-308000-6174	Works - Labour Relations Expense		-	500	(500)	0%
01-2-308000-6525	Works - Equipment Interest	6*	3,436	4,226	(790)	81%
01-2-308000-6527	Works - Equipment Principal	6*	91,972	107,074	(15,102)	86%
01-2-308100-6101	Works - Legal		-	1,030	(1,030)	0%
01-2-308100-6102	Works - Engineering Consulting		-	-	-	0%
01-2-308100-6103	Works - Contractors & Consultants	7*	5,571	25,000	(19,429)	22%
01-2-308200-6125	Works - Maintenance		30,008	45,000	(14,992)	67%
01-2-308200-6126	Works - Parts & Supplies		17,946	25,000	(7,054)	72%
01-2-308200-6127	Works - Hardware	8*	993	-	-	0%
01-2-308200-6128	Works - Fuel & Oil		20,159	30,000	(9,841)	67%
01-2-308200-6129	Works - Servicing		-	-	-	0%
01-2-308200-6176	Works - Road Maintenance		57,187	170,000	(112,813)	34%
01-2-308200-6177	Works - Trail Maintenance		4,049	6,788	(2,739)	60%
01-2-308400-6170	Project - Non Capital Exp - Works	9*	33	110,000	(109,967)	0%
01-2-358000-6002	Parks - Benefits		-	-	-	0%
01-2-358000-6005	Parks - Advertising		1,040	-	1,040	0%
01-2-358000-6006	Parks - Insurance		13,350	13,060	290	102%
01-2-358000-6012	Parks - Hydro		2,935	5,447	(2,512)	54%
01-2-358200-6125	Parks - Maintenance		35,412	32,850	2,562	108%
01-2-358200-6126	Parks - Parts & Supplies		18,184	20,000	(1,816)	91%
01-2-358200-6127	Parks - Hardware		-	500	(500)	0%
01-2-358200-6128	Parks - Fuel & Oil		1,355	5,500	(4,145)	25%
01-2-358400-6170	Projects - General - Parks		-	-	-	0%
	Total Operating Expenses		807,561	1,270,721	(463,159)	64%
01-2-308400-6551	Project - Cap. Mach & Equip. Exp - PW	10*	6,838	-	6,838	0%
01-2-308400-6552	Project - Cap. Eng. Struct. - PW	1*	49,528	707,000	(657,472)	7%
01-2-308400-6555	Project - Cap - Building		-	-	-	0%
01-2-358400-6550	Project - Capital Land Expense - Parks		-	-	-	0%
01-2-358400-6551	Project - Cap. Mach & Equip. Exp - Parks		-	-	-	0%
01-2-358400-6552	Project - Cap. Eng. Struct. - Parks	1*	-	267,000	(267,000)	0%
	Total Capital Expenses		56,366	974,000	(917,634)	6%
01-2-358800-6509	Reserve - Transfer for Future Capital Expenditures		-	-	-	0%
	Total Reserves		-	-	-	0%
	Total Expenses		863,927	2,244,721	(1,380,794)	38%
	(Surplus) / Deficit		(316,702)	0		

1* Grants Received as Ongoing Projects complete, Farm Rd East, Farm Rd East Trail, Assesment Management, Tiyata Sidewalk

2* MFA funding for Downtown Enhancement at Project Completion in Q4

3* Salary recoverable for Summer Student Grant

4* Annual Charge

5* Under budgeted, 3 managed staff, budgeted for 2 (deficit \$1,800)

6* Includes annual principal payment for Short Term Loan, variable interest rates

7* Ongoing projects; Bus shelter lights, hydro wrap boxes

8* COVID hardware, webcams and IPAD

9* Ongoing projects; Asset Management

10* Speed Readers Grant

Village of Pemberton

Statement of Operation ending September 30, 2020

ACCOUNT CODE	ACCOUNT NAME	2020 Actual	2020 Budget	Actual to Budget \$	Actual to Budget %
	Allocate Transit General Taxation	(69,908)	(69,908)	-	100%
01-1-507300-1925	Transit - Other Revenue	-	-	-	0%
01-1-507600-6500	Transit - Transfer from Reserve	-	-	-	0%
01-1-507700-1700	Adult Monthly Passes	1* (15,920)	(42,488)	26,568	37%
01-1-507700-1701	Senior/Student Monthly Passes	1* (2,870)	(11,963)	9,093	24%
01-1-507700-1702	Adult Commuter Tickets	1* (12,780)	(47,079)	34,299	27%
01-1-507700-1703	Senior/Student Tickets	1* (270)	(2,798)	2,528	10%
01-1-507700-1704	Local Adult Tickets	1* (3,640)	(10,037)	6,397	36%
01-1-507700-1705	Local Senior/Student Tickets	1* (396)	(808)	412	49%
01-1-507700-1706	Local Transit Farebox	(42,570)	(45,999)	3,429	93%
01-1-507700-1710	Greyhound Ticket Sales	-	-	-	0%
01-1-507700-1720	Whistler Transit Farebox Contribution	1* (25,820)	(49,916)	24,096	52%
01-1-507700-1721	BC Bus Pass Programme	(8,659)	(13,204)	4,545	66%
01-1-507700-1723	BCT Municipal Admin Charge Allowance	(5,649)	(8,473)	2,824	67%
01-1-507700-1724	Partner Contributions	(104,862)	(139,816)	34,954	75%
01-1-507700-1725	BCT Contributions	(226,012)	(292,676)	66,664	77%
	Total Revenues	(519,355)	(735,163)	215,808	71%
01-2-508000-7000	Transit - Admin Fee	6,355	8,473	(2,118)	75%
01-2-508000-7001	Transit - Operating Contract	493,790	725,690	(231,900)	68%
01-2-508000-7002	Transit - Greyhound Ticket Purchases	-	-	-	0%
01-2-508000-7005	Transit - Misc Expense	156	1,000	(844)	16%
01-2-508800-6509	Transfer to Partner Reserve (Restricted)	-	-	-	0%
	Total Expenses	500,301	735,163	(234,862)	68%
	(Surplus) / Deficit	(19,054)	(0)		

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

Village of Pemberton

Statement of Operation ending September 30, 2020

ACCOUNT CODE	ACCOUNT NAME		2020 Actual	2020 Budget	Actual to Budget \$	Actual to Budget %
Recreation						
01-1-606500-1674	SLRD Contributions - Recreation	1*	(799,210)	(936,389)	137,179	85%
	Surplus Carry Forward, 2019 Projects		(157,744)	(157,744)	-	100%
01-1-606600-1450	Interest Revenue	2*	-	(3,360)	3,360	0%
01-1-607200-1675	Grants - Contributions Other		(1,450)	(1,250)	(200)	116%
01-1-607201-1670	Grants - Federal Govt		-	(2,000)	2,000	0%
01-1-607201-1671	Grants - Provincial Govt		(1,140)	(1,000)	(140)	114%
01-1-607201-1672	Grants - Other Govt		-	-	-	0%
01-1-607201-1673	Grants - Other		(2,460)	(3,600)	1,140	68%
01-1-607300-1600	Rec - Rental Fees	3*	(17,542)	(167,484)	149,943	10%
01-1-607300-1925	Miscellaneous Revenue	3*	(1,997)	(9,068)	7,071	22%
01-1-607500-1990	MFA Proceeds	4*	-	(20,516)	20,516	0%
01-1-607600-6500	Transfer from Reserve	5*	-	(25,000)	25,000	0%
01-1-607700-1726	Rec - Adult Program Revenue		(26,669)	(50,270)	23,601	53%
01-1-607700-1727	Rec - Children's Program Revenue		(35,218)	(77,675)	42,457	45%
01-1-607700-1728	Rec - Childrens Camp Revenue		(24,494)	(16,748)	(7,747)	146%
01-1-607700-1729	Rec - Special Event Revenue		(38)	(263)	225	14%
01-1-607700-1730	Rec - Fitness Centre Revenue		(46,199)	(129,465)	83,266	36%
	Total Revenues		(1,114,160)	(1,601,832)	487,672	70%
01-2-608000-0000	General Administration		23	711	(688)	3%
01-2-608000-6000	Rec - Salaries	6*	242,863	500,824	(257,961)	48%
01-2-608000-6002	Rec - Benefits		69,558	130,779	(61,221)	53%
01-2-608000-6003	Travel		891	3,568	(2,677)	25%
01-2-608000-6004	Interest & Bank Charges		5,682	9,000	(3,318)	63%
01-2-608000-6005	Advertising		2,060	3,150	(1,090)	65%
01-2-608000-6006	Insurance		1,554	3,225	(1,671)	48%
01-2-608000-6007	Photocopier		3,306	8,000	(4,694)	41%
01-2-608000-6008	Postage		66	102	(36)	65%
01-2-608000-6009	Rec - Office Supplies		2,065	5,900	(3,835)	35%
01-2-608000-6010	Rec - Sundry		222	5,200	(4,978)	4%
01-2-608000-6011	Telephone		9,625	14,300	(4,675)	67%
01-2-608000-6012	Hydro		38,668	58,854	(20,186)	66%
01-2-608000-6014	IT/Software		22,435	33,608	(11,173)	67%
01-2-608000-6019	Memberships & Professional Fees		112	1,300	(1,188)	9%
01-2-608000-6020	Training		910	8,250	(7,340)	11%
01-2-608000-6022	Rec - Bad Debt		-	-	-	0%
01-2-608000-6025	Licenses & Permits		272	750	(478)	36%
01-2-608000-6525	Rec - Debt Servicing Interest Expense	4*	471	1,173	(702)	40%
01-2-608000-6527	Rec - Debt Servicing Principal	4*	5,073	9,869	(4,796)	51%
01-2-608100-6101	Legal		-	2,530	(2,530)	0%
01-2-608100-6103	Contractors & Consultants	7*	116,323	103,570	12,753	112%
01-2-608200-6125	Maintenance/ Security		52,876	207,799	(154,923)	25%
01-2-608200-6126	Rec - Parts & Supplies	8*	10,109	6,766	3,343	149%
01-2-608200-6127	Hardware		2,297	9,000	(6,703)	26%
01-2-608200-6128	Fuel		216	1,450	(1,234)	15%
01-2-608200-6129	Servicing		-	2,550	(2,550)	0%
01-2-608400-6170	Projects - General		-	2,550	(2,550)	0%
01-2-608400-6601	Operating Costs - Adult Programs		21,992	45,418	(23,426)	48%
01-2-608400-6602	Operating Costs - Childrens Programs		24,586	74,051	(49,465)	33%
01-2-608400-6603	Operating Costs - Summer Camp		16,737	14,235	2,501	118%
01-2-608400-6604	Operating Costs - Special Events		2,681	16,000	(13,319)	17%
01-2-608400-6605	Operating Costs - Fitness Centre		11,470	30,600	(19,130)	37%
	Total Operating Expenses		665,143	1,315,081	(649,939)	51%
01-2-608400-6550	Project - Capital Land Expense - Rec		-	-	-	0%
01-2-608400-6551	Project - Cap. Mach & Equip. Exp - Rec	9*	18,851	70,000	(51,149)	27%
01-2-608400-6552	Project - Cap. Eng. Struct. - Rec	9*	-	101,750	(101,750)	0%
01-2-608400-6557	Project - Cap - Building Rec	9*	4,446	20,000	(15,554)	22%
	Total Capital Expenses		23,298	191,750	(168,452)	12%
01-2-608800-6509	Transfer to Reserve		71,250	95,000	(23,750)	75%
	Total Reserves		71,250	95,000	(23,750)	75%
	Total Expenses		759,690	1,601,831	(842,141)	47%
	(Surplus) / Deficit		(354,470)	(0)		
1* Taxes received less Capital Projects not yet completed						
2* Reserve Interest posted at year end						
3* Rental losses due to COVID closure						
4* MFA Equipment Loan - Used Truck, received in Q4						
5* Reserve transferred with completed project						
6* Salary reduction due to COVID closure						
7* Increased HVAC expenses						
8* Basketball floor decal and increase COVID supplies						
9* Ongoing/postponed projects; scissor lift, outdoor basketball, room d flooring, taxes received as projects complete						
<hr/>						
	General Fund Total (Surplus) / Deficit		(1,222,390)	(64)		

Village of Pemberton

Statement of Operation ending September 30, 2020

ACCOUNT CODE	ACCOUNT NAME		2020 Actual	2020 Budget	Actual to Budget \$	Actual to Budget %
Allocate Admin General Taxation						
	Surplus Carry Forward		(417,254)	(417,254)	-	100%
03-1-406100-1325	Water - Village User Rates		(865,166)	(821,610)	(43,556)	105%
03-1-406100-1326	Water - Frontage Taxes Reclassed		(99,994)	(99,985)	(9)	100%
03-1-406100-1327	Water - Connection Fees		(21,500)	(20,000)	(1,500)	108%
03-1-406100-1329	Water - Penalties		(12,199)	(15,000)	2,801	81%
03-1-406100-1333	Water - OB User Rates		(25,216)	(26,297)	1,081	96%
03-1-406100-1334	Water - IP User Rates		(66,056)	(62,304)	(3,752)	106%
03-1-406100-1335	Water - PNID User Rates		(117,208)	(114,490)	(2,718)	102%
03-1-406600-1450	Water - Investment Income			(500)	500	0%
03-1-407201-1675	Capital Projects - Contributions				-	0%
03-1-407300-1925	Water - Other Revenue	1*		(60,000)	60,000	0%
03-1-407600-6500	Water - Transfer from Reserve	2*		(183,424)	183,424	0%
Total Revenue			(1,624,593)	(1,820,865)	196,272	89%
03-2-408000-0000	Water - Administration		1,604	5,000	(3,396)	32%
03-2-408000-6000	Water - Salaries	3*	341,994	502,320	(160,326)	68%
03-2-408000-6002	Water - Benefits		7,186	10,206	(3,020)	70%
	Employer Tax NEW		-		-	0%
03-2-408000-6003	Water - Travel & Accomodation		-	1,000	(1,000)	0%
03-2-408000-6004	Water - Interest & Bank Charges		-		-	0%
03-2-408000-6005	Water - Advertising		901	1,800	(899)	50%
03-2-408000-6006	Water - Insurance	4*	17,949	17,983	(34)	100%
03-2-408000-6011	Water - Telephone		2,272	3,085	(813)	74%
03-2-408000-6012	Water - Hydro		43,053	55,763	(12,711)	77%
03-2-408000-6014	Water - IT/Software	5*	2,237	73,000	(70,764)	3%
03-2-408000-6018	Water - Purchases	6*	58,024	26,610	31,414	218%
03-2-408000-6020	Water - Training		-	2,500	(2,500)	0%
03-2-408000-6022	Water - Bad Debt Expense				-	0%
03-2-408000-6025	Water - Licenses & Permits		525	4,500	(3,975)	12%
03-2-408100-6101	Water - Legal		1,574	1,500	74	105%
03-2-408100-6102	Water - Engineering		-		-	0%
03-2-408100-6103	Water - Contractors & Consultants	7*	992	50,000	(49,008)	2%
03-2-408200-6125	Water - Maintenance		77,720	92,771	(15,052)	84%
03-2-408200-6126	Water - Parts & Supplies		2,997	2,000	997	150%
03-2-408200-6128	Water - Fuel		9,149	12,527	(3,378)	73%
03-2-408250-6023	Amortization Expense - Water		-		-	0%
03-2-408900-6525	Water - Interest Expense		45,849	51,536	(5,687)	89%
03-2-408900-6527	Water - Principal Payment		57,763	57,763	0	100%
03-2-409100-6024	Water - Contingency				-	0%
03-2-408400-6170	Project - Non Capital Exp - Water		-		-	0%
Total Operating Expenses			671,787	971,865	(300,077)	69%
03-2-408400-6553	Project - Cap. Village Core Exp - Water	7*	107,516	465,000	(357,484)	23%
03-2-408400-6554	Project - Cap. Ind Park Exp - Water	7*		60,000	(60,000)	0%
Total Capital Expenses			107,516	525,000	(417,484)	20%
03-2-408800-6509	Transfer to/from Future Reserves		243,000	324,000	(81,000)	75%
Total Reserves			243,000	324,000	(81,000)	75%
Total Expenses			1,022,303	1,820,865	(798,562)	56%
(Surplus) / Deficit			(602,290)	-		

1* Transfer with project completion; Water Truck

2* Transfer as project completed

3* Salary recovered from other services

4* Annual Expense

5* Ongoing Project; Scada/ Eagle Drive, Aster, Ridge, Software + Radio

6* Industrial Park; New Water Agreement, back charges

7* Ongoing Projects; Watermain Design, Culvert Install, Booster Pump, Water Truck, *Genset

Village of Pemberton

Statement of Operation ending September 30, 2020

ACCOUNT CODE	ACCOUNT NAME	2020 Actual	2020 Budget	Actual to Budget \$	Actual to Budget %
	Reclass General Taxation	-			
	Surplus Carry Forward	(278,560)	(278,560)	-	100%
05-1-456100-1325	Sewer - Village User Rates	(839,824)	(802,029)	(37,795)	105%
05-1-456100-1326	Sewer - Frontage Taxes Reclassed	(200,309)	(200,113)	(196)	100%
05-1-456100-1327	Sewer - Connection Fees	(14,100)	(10,000)	(4,100)	141%
05-1-456100-1329	Sewer - Penalties	(10,948)	(10,000)	(948)	109%
05-1-456100-1333	Sewer - OB User Rates	(3,955)	(2,131)	(1,824)	186%
05-1-456100-1334	Sewer - IP User Rate	(25,959)	(35,000)	9,041	74%
05-1-456600-1450	Sewer - Investment Income			-	0%
05-1-457300-1925	Sewer - Other Revenue			-	0%
05-1-457300-1981	Sewer - LSA Annual Commuted Revenue	(2,229)	(2,229)	-	100%
05-1-457600-6500	Sewer - Transfer from Reserves	1*	(207,192)	207,192	0%
	Total Revenues	(1,375,883)	(1,547,254)	171,371	89%
05-2-458000-0000	Sewer - Administration	863	5,000	(4,138)	17%
05-2-458000-6000	Sewer - Salaries	358,000	477,198	(119,197)	75%
05-2-458000-6002	Sewer - Benefits	7,423	10,592	(3,169)	70%
	Employer Tax NEW	-		-	0%
05-2-458000-6003	Sewer - Travel & Conference	-	1,000	(1,000)	0%
05-2-458000-6005	Sewer - Advertising	-	600	(600)	0%
05-2-458000-6006	Sewer - Insurance	2*	31,919	(136)	100%
05-2-458000-6011	Sewer - Telephone	1,894	3,000	(1,106)	63%
05-2-458000-6012	Sewer - Hydro	31,781	49,170	(17,389)	65%
05-2-458000-6014	Sewer - IT/Software	1,818	3,000	(1,182)	61%
05-2-458000-6020	Sewer - Training	-	1,500	(1,500)	0%
05-2-458100-6101	Sewer - Legal	-	1,000	(1,000)	0%
05-2-458100-6102	Sewer - Engineering	-		-	0%
05-2-458100-6103	Sewer - Contractors & Consultants	9,515	35,000	(25,485)	27%
05-2-458200-6125	Sewer - Maintenance	110,265	146,800	(36,535)	75%
05-2-458200-6126	Sewer - Parts & Supplies	4,520	10,000	(5,480)	45%
05-2-458200-6127	Sewer - Hardware	20,089	23,000	(2,911)	87%
05-2-458200-6128	Sewer - Fuel	742	500	242	148%
05-2-458250-6023	Amortization Expense - Sewer	-		-	0%
05-2-458400-6170	Project - General Expense - Sewer	-			
05-2-458900-6525	Sewer - Interest Expense	74,012	74,012	(0)	100%
05-2-458900-6527	Sewer - Principal Payment	128,330	128,330	(0)	100%
	Total Operating	781,034	1,001,621	(220,587)	78%
05-2-458400-6553	Project - Cap. Village Core Exp - Sewer	3*	422,331	18,698	105%
05-2-458400-6554	Project - Cap. Ind Park Exp - Sewer		16,825	(5,175)	76%
	Total Capital Expenses	439,155	425,633	13,522	103%
05-2-458800-6509	Transfer to/from Future Reserves	90,000	120,000	(30,000)	75%
	Total Reserves	90,000	120,000	(30,000)	75%
	Total Expenses	1,310,189	1,547,254	(237,065)	85%
	Suplus/Deficit	\$ (65,694)	\$ 0		

1* Transferred as required with project completion

2* Annual charge

3* Project postponed due to Emergency Outflow Repair; Air Valves, Scada/9 Lift Stations (licensing portion completed)

Village of Pemberton

Statement of Operation ending September 30, 2020

ACCOUNT CODE	ACCOUNT NAME		2020 Actual	2020 Budget	Actual to Budget \$	Actual to Budget %
	Reclass General Taxation		(18,218)	(18,218)	-	100%
	Surplus Carry Forward, 2019 Projects		(10,819)	(10,819)	-	100%
07-1-557100-1602	Air - Lease & Maintenance Fees	1*	(30,827)	(25,000)	(5,827)	123%
07-1-557200-1671	Grant - Provincial Project - General				-	0%
07-1-557300-1925	Airport - Other Revenue	2*	(3,014)	(10,000)	6,986	30%
07-1-557300-1931	Airport - Tie Down Fees		(395)	(1,000)	605	40%
07-1-557300-1932	Airport - Landing Fees		(650)	(600)	(50)	108%
	Total Revenues		(63,923)	(65,637)	1,714	97%
07-2-558000-0000	Airport - Admin		74	500	(426)	15%
07-2-558000-6000	Airport - Salaries		39,559	53,662	(14,103)	74%
	Employer Tax NEW		-	-	-	0%
07-2-558000-6002	Airport - Benefits		-	-	-	0%
07-2-558000-6005	Airport - Advertising		-	600	(600)	0%
07-2-558000-6006	Airport - Insurance	3*	4,463	4,175	288	107%
07-2-558000-6010	Airport - Sundry		-	200	(200)	0%
07-2-558000-6012	Airport - Hydro		1,064	2,000	(936)	53%
07-2-558000-6014	Airport- IT		-	500	(500)	0%
07-2-558100-6101	Airport - Legal	4*	5,741	3,000	2,741	191%
07-2-558100-6102	Airport - Engineering		-	-	-	0%
07-2-558100-6103	Airport - Contractors & Consultants		300	-	300	0%
07-2-558200-6125	Airport - Maintenance		-	500	(500)	0%
07-2-558200-6126	Airport - Parts & Supplies		144	500	(356)	29%
07-2-558200-6176	Air - Roads		-	-	-	0%
07-2-558250-6023	Amortization Expense - Airport		-	-	-	0%
	Total Operating		51,344	65,637	(14,293)	78%
07-2-558400-6552	Project - Capital Eng Struct - Air		-	-	-	0%
	Total Capital Expenses		-	-	-	0%
07-2-558800-6509	Transfer to/from Future Reserves		-	-	-	0%
	Total Reserves		-	-	-	0%
	Total Expenses		51,344	65,637		
	Airport Fund Total (Surplus) / Deficit		(12,579)	(0)		

1* New Lease acquired

2* Commercial Revenue losses due to COVID

3* Annual charge

4* Partially recoverable

Village of Pemberton

Statement of Operation ending September 30, 2020

Consolidated	2020	2020	Actual to Budget	Actual to Budget
	Actual	Budget	\$	%
Revenues:				
Taxation	2,276,373	2,280,892	(4,520)	100%
Water and sewer user rates	1,945,613	1,866,090	79,522	104%
User charges	1,676,066	2,552,125	(876,060)	66%
Penalties and interest income	36,972	30,000	6,972	123%
Government transfers:				
Provincial	422,010	651,081	(229,071)	65%
Federal	-	2,000	(2,000)	0%
Other local governments	1,148,345	1,414,498	(266,153)	81%
Investment income	43,228	23,860	19,368	181%
Other revenues	92,350	345,548	(253,198)	27%
Collections on behalf of other governments	2,793,488	2,971,629	(178,141)	94%
	10,434,445	12,137,724	(1,703,279)	86%
Expenditures:				
General government	1,600,522	2,320,838	(720,316)	69%
Fire protection services	494,810	694,397	(199,587)	71%
Development and planning services	437,449	667,633	(230,183)	66%
Public works and parks	715,589	1,163,646	(448,057)	61%
Recreation	660,070	1,305,213	(645,143)	51%
Water utility	614,024	914,102	(300,077)	67%
Sewer utility	652,704	873,291	(220,587)	75%
Airport services	51,344	65,637	(14,293)	78%
Transfers to other governments	2,793,488	2,971,629	(178,141)	94%
	8,020,001	10,976,385	(2,956,384)	73%
Annual (Surplus) / Deficit	(2,414,444)	(1,161,340)		
ADJUSTMENTS REQUIRED TO BALANCE FINANCIAL PLAN TO CONFORM WITH LEGISLATIVE REQUIREMENTS				
Non-cash items included in Annual (Surplus)/Deficit				
Amortization on tangible capital assets			-	
Cash items NOT included in Annual (Surplus)/Deficit				
Capital expenditures	632,257	2,157,915	(1,525,658)	29%
Loan proceeds	-	(320,516)	320,516	0%
Long term debt payments	214,891	217,923	(3,032)	99%
Capital Equipment payments	134,661	167,410	(32,750)	80%
Transfers to/from Statutory Reserves	-	(217,000)	217,000	0%
Transfers from Non-Statutory Reserves	-	(533,617)	533,617	0%
Transfers to Non-Statutory Reserves	685,666	845,207	(159,541)	81%
Transfers to/(from) Unappropriated Surplus	(1,155,983)	(1,156,047)	64	100%
Financial Plan Balance	(1,902,953)	(64)		
General Fund (Surplus) / Deficit	(1,222,390)	(64.12)		
Water Fund (Surplus) / Deficit	(602,290)	-		
Sewer Fund (Surplus) / Deficit	(65,694)	0.00		
Airport Fund (Surplus) / Deficit	(12,579)	(0.00)		
	(1,902,953)	(64.12)		

Date: November 17, 2020

To: Nikki Gilmore, Chief Administrative Officer

From: Joanna Rees, Planner
Cameron Chalmers, RPP, MCIP, Consultant Planner

Subject: Major Development Permit (DP-083) – ‘Elevate at Sunstone’ - Amendment

PURPOSE

The purpose of this report is for Council to consider Major Development Permit Application No. 083 for Elevate at Sunstone, submitted by Justin Bennett and Cam McIvor on behalf of Sunstone Ridge Developments Ltd., regarding the subject lands located at 4000 Sunstone way.

BACKGROUND

The Major Development Permit Application No. 083 was presented to Council at Regular Meeting No. 1526, held on Tuesday November 3, 2020. At that time, the following resolution was passed:

Moved/Seconded

THAT the Major Development Permit Amendment (DP No. 083) Application be referred back to Staff to address further considerations with respect to:

- *Visitor Parking allocation*
- *North/South Pedestrian Connectivity to common areas outside the development*
- *Diversity in the look of units*
- *Screening and visual impacts of the proposed retaining walls*
- *and how the Development Permit Area Guidelines are being addressed.*

CARRIED

DISCUSSION AND COMMENTS

Staff have worked with the Applicant to further consider the items identified by Council at the November 3rd Council Meeting. The discussions have led to several changes, specifically to visitor parking and landscaping of retaining wall structures. These changes are reflected in the draft Development Permit No. 083 (DP) attached to this report as **Appendix A**. Staff request Council consider authorizing issuance of this version of the DP. The DP, as presented to Council on November 3, 2020, is attached to the Staff report of that date for Council's reference as **Appendix B**. Click on the following link: <https://www.pemberton.ca/public/download/files/159750> .

Visitor Parking Allocation

Through the previous Development Permit No. 013, issued on June 26, 2018, a variance was issued to permit a reduction in visitor parking from thirteen (13) spaces as required to seven (7) spaces.

In the DP No.083, presented to Council on November 3rd 2020, the applicant requested a variance to allow for a reduction in visitor parking from thirteen (13) spaces as required to four (4) spaces.

In the revised DP No.83, the applicant is seeking a variance to reduce the visitor parking standard from the thirteen (13) stalls required to eight (8). This request is based on the surplus parking of ninety-one (91) spaces, primarily provided in driveways fronting each unit,

North/South Pedestrian Connectivity to common areas outside the development

The Applicant has proposed a North-South private strata trail connection from the eastern end of the residential strata road to the southerly Community Trail, shown in **Figure 1**. The proposed trail would be a 1.5 metre-wide gravel trail at a maximum grade of 15%. The proposed trail connection to the Community Trail will facilitate pedestrian connectivity to nearby recreational lands including a 2-acre public park to the East.

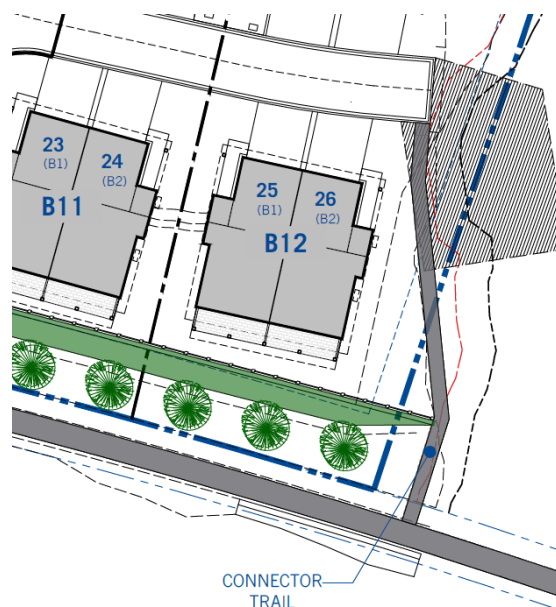
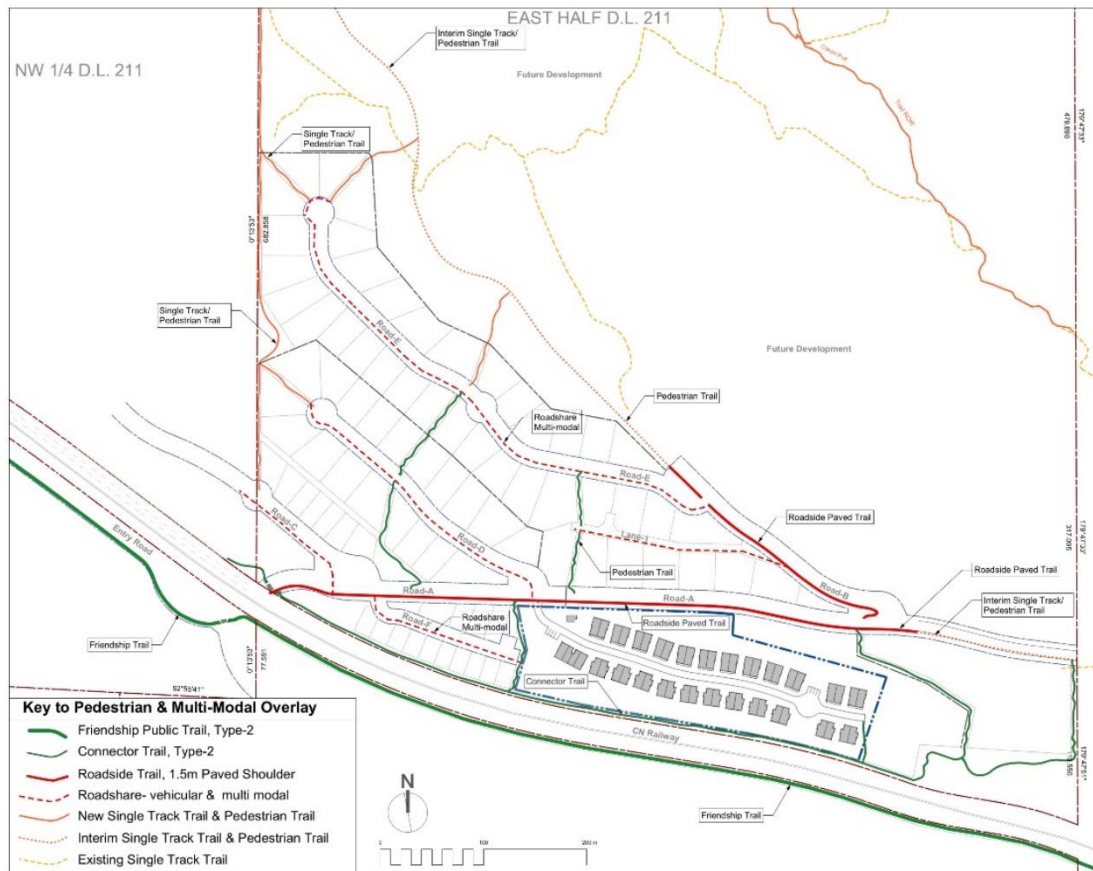


Figure 1: Proposed Connector Trail

Staff have reviewed the proposed development in the context of the larger Sunstone development plan, which includes planned pedestrian and trail connections at a neighbourhood scale. Pedestrian trail connections to the subject lands and surrounding residential development are indicated below in **Figure 2**, prepared by Urban West Architecture, dated October 28, 2020. Staff are satisfied that the new trail connection, and the existing right-of-way to the west of the subject lands, will provide a suitable level of pedestrian connectivity, particularly given the topographic constraints of the site.



UWA
 URBAN WEST ARCHITECTURE

VANCOUVER VICTORIA
 779.469.1111 2522 HORNBY STREET
 VANCOUVER, BC V6J 1G1 TEL: 250.616.1111
 WWW.UWARCHITECTURE.COM

DATE: 10/28/2020 ISSUED FOR REVIEW
 DATE: 08/26/2020 REDUCE FOR EP

ELEVATE AT SUNSTONE
 TOWNHOUSES
 217 A SUNSTONE ROAD, PEMBERTON BC
 V20 1R2

A001a
 SITE CONTEXT +
 TRAIL SYSTEM

Figure 2: Site Context and Trail System, Urban West Architecture – 10.28.2020

Screening and visual impacts of the proposed retaining walls

The two-tiered boulder retaining walls located between downslope units will be landscaped to include vine plantings to grow over the rock stacks with coniferous trees positioned south of the retaining walls further mitigating visual impacts from the southern Community Trail as per the Landscape Plan. An excerpt of the Landscape Plan, prepared by Durante Kreuk Ltd, dated August 28 2020, is shown below in **Figure 3**, illustrating the proposed plantings between downslope units. These retaining walls will be only marginally visible given their location between buildings which will rise significantly higher than the proposed walls.



Figure 3: L-2.2. Landscape Plan, Durante Kreuk Ltd – 08.28.2020

A Sierra Earth Mechanized (SEM) retaining wall is proposed at the south-eastern corner of the subject lands. The face of the SEM retaining wall is stepped back 150mm horizontally for every 500 mm of vertical height, designed to be hydroseeded to create a green wall to mitigate visual impacts. An existing SEM retaining wall is located at the westerly portion of the subject lands and is shown below as an example in **Figure 4**.



Figure 4: Photo of existing Sierra Earth Mechanized Wall located on the west end of the subject lands submitted by the Applicant.

To provide additional screening and further mitigate visual impacts between the SEM retaining walls and public right of ways, the Applicant has proposed to include an additional 32 coniferous trees to provide a landscape buffer as per the Landscape Plan – Walls & Trees, prepared by Urban West Architecture dated October 28, 2020 shown in **Figure 5**. An additional sum has been added to the landscape bond to ensure compliance with the proposed “greening” and screening of the retaining walls.

Staff are satisfied the green character of the Sierra wall, combined with the new landscape buffer will provide adequate visual screening to integrate the retaining systems into the natural landscape



Figure 5: A010 Landscape Plan – Walls & Trees, Urban West Architecture – 10.28.2020

Diversity in the look of units

Section 7.4.1.2 of the Official Community Plan identifies the General Form and Character Guidelines applicable to Development Permit Area No. 6 – Multi-family and/or Commercial Development. As per section 7.4.1.2 b) Building Form, buildings are to be consistent with Pemberton’s small-town character and reflect its rural traditions of strong, simple and functional building forms. Building form guidelines include providing a cohesive design program for the development and providing visual variety along the streetscapes by varying individual unit design.

The proposed exterior building materials will provide for a cohesive design program for the development. Visual variety along the streetscape is provided with the variety in housing type design built into the hillside topography. Uphill duplexes feature side entrances with balconies looking over the shared access road. Downhill duplexes include front entrances, rear balconies, and heights designed to protect uphill views. An existing fourplex is located at the site entrance south of the shared access road. Additional variety of individual units along the streetscape is

provided by the variation in elevation and slight curvature of the shared access road. A digital rendering of the proposal is shown below in **Figure 5**.



Figure 6: Digital rendering of the proposal

Visual diversity experienced from the street will be created by the topographic features informing the development's massing. The form and massing of the buildings are sufficiently varied and are supported by Staff, as the buildings will have distinctly different front faces as a result of the terracing of the buildings as shown on the rendering below in **Figure 6**. Staff also note that the strata road slopes and curves, creating a series of different visual experiences throughout the project. Staff do not interpret the guidelines to indicate that each building in a development must be architecturally distinct in form and character, materials or colours. Uniformity and rhythm to the design of the buildings is an important part of creating character in one small part of a larger planned community, and Staff are supportive of the architectural character of the buildings as proposed.



Figure 7: Digital rendering of street view

How the Development Permit Area Guidelines are being addressed

The subject property is situated within Development Permit Area No. 6 - Form and Character of Multi-Family and/or Commercial Development. The application is generally compliant with the

applicable Development Permit Area Guidelines. Staff provided a review of the application against the applicable DPA guidelines in the Staff Report, dated October 20, 2020, attached to this report as **Appendix B**. The report contains a matrix of each individual guideline in the DPA 6 guidelines and a statement of how the project proposal measures against the guidelines.

COMMUNICATIONS

This application process does not require a communication element.

LEGAL CONSIDERATIONS

The issuance of Development Permits is regulated by the *Local Government Act (LGA)* Sections 489 and 490.

IMPACT ON BUDGET & STAFFING

All costs associated with the processing of this application, including Staff and Consultant time, are recoverable as per the Village of Pemberton Development Procedures Bylaw 725, 2013 as amended from time to time.

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts or approvals required respecting this application.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

There are no impacts on the region or neighbouring jurisdictions.

ALTERNATIVE OPTIONS

The following options have been provided for Council's consideration:

1. **THAT** Council authorizes issuance of Development Permit No. 083 with the following conditions:
 - a) Provision of a landscape bond in accordance with BCSLA standards in the amount of \$231,532.80
 - b) Registration of subdivision plans for the proposed lot-line adjustment;
 - c) Execution of an easement agreement between the subject lands and proposed Lot 2 on the lot line adjustment plan registered on title to permit the encroachment of the Sierra Mechanized Earth Wall and snow dump area on the easterly neighbouring lot; and
 - d) Payment of any outstanding review fees.

AND THAT both variance requests be supported.

2. **THAT** Council refers the application for Development Permit No. 083 back to Staff to address further considerations.
3. **THAT** Council refuses the application for Development Permit No. 083.

RECOMMENDATION

THAT Development Permit No. 083 be authorized for issuance, and the Mayor and Chief Administrative Officer be authorized to execute the Permit, subject to the successful completion of the following conditions to the satisfaction of the Manager of Development Services:

- a) Provision of a landscape bond in accordance with BCSLA standards in the amount of \$231,532.80;
- b) Registration of subdivision plans for the proposed lot-line adjustment;
- c) Execution of an easement agreement between the subject lands and proposed Lot 2 on the lot line adjustment plan registered on title to permit the encroachment of the Sierra Mechanized Earth Wall and snow dump area on the easterly neighbouring lot; and
- d) Payment of any outstanding review fees.

AND THAT Development Permit No. 083 hereby varies Section 8.3 of the Village of Pemberton Zoning Bylaw No. 832, 2018 by reducing the required number of Visitor Parking Stalls from twelve (12) to eight (8).

AND THAT Development Permit No. 083 hereby varies Section 7.21 a) i) and 4.13 a) viii) of the Village of Pemberton Zoning Bylaw No. 832, 2018. to permit retaining walls above 1.2 metres in height in substantial compliance with the Elevation Site Plan Drawings prepared by Urban West Architecture, dated 2nd of October 2020. and Landscape Plan – Walls & Trees prepared by Urban West Architecture, dated 28th of October 2020.

ATTACHMENTS:

Appendix A: Development Permit No. 083 (As amended)

Appendix B: Staff Report - October 20, 2020 -

<https://www.pemberton.ca/public/download/files/159750> .

Prepared by:	Joanna Rees, Planner
Manager Approval:	Lisa Pedrini, Manager of Development Services
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer



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**VILLAGE OF PEMBERTON
Development Permit #083**

Issued to: **Sunstone Ridge Developments Ltd.**
File No: **2020-DPA-083**

(Registered owner according to Land Title Office, hereinafter referred to as the "Permittee")

Address: **701-1155 Robsons St.
Vancouver, B.C., V6E 1B5**

- 1) This Development Permit applies to and only to those lands within the Village of Pemberton, Province of British Columbia, legally described as:

Parcel Identifier: {To be added after subdivision completion}

Legal Description: {To be added after subdivision completion}

Civic Address: 4000 Sunstone Way

as shown in the Subject Property Map attached as **Schedule A**.

- 2) This Development Permit No. 083 is issued pursuant to the authority of the Village of Pemberton *Official Community Plan Bylaw No. 654, 2011*, as amended and, except as varied in this permit, in conformity with all Village of Pemberton bylaws, as amended, and shall not be in any way varied except as so identified in this Permit.

The Permit relates to Form and Character of Development as per Development Permit Area No. 6 – Multi-family and/or Commercial Development.

- 3) Whereas the applicant has made application to develop one (1) fourplex and twenty-three (23), duplex units in twenty-four (24) buildings, on the said lands, the following terms and conditions of this Development Permit shall apply to said land:

- a) Dimensions and Siting of Buildings and Structures of the Land
All buildings and structures to be constructed on the said lands shall be in substantial compliance with the drawings prepared by Urban West Architecture Inc dated 26th of August 2020 attached to and forming a part of this Permit as **Schedule B**:

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- A000 Drawing List
- A001 Project Data + Site Context
- A003 Project Images
- A004 Project Images
- A005 Project Images
- A007 Architectural Finishes + Materials

- A009 Site Survey
- A011 Site Plan + Project Data + Fire Dept. Access
- A012 Site Plan – West
- A013 Site Plan – Centre
- A014 Site Plan – East
- A015 Site Cross Sections
- A016 Site Cross Sections
- A017 Streetscape Elevations
- A018 Streetscape Elevations

- A101 Level 1 Plan – Uphill Duplex
- A101a Level 1 Plan – Uphill Duplex – Optional Layout
- A102 Level 2 Plan – Uphill Duplex
- A102a Level 2 Plan – Uphill Duplex – Optional Layout
- A103 Roof Plan – Uphill Duplex
- A105 Level 1 Plan – Downhill Duplex
- A105a Level 1 Plan – Downhill Duplex – Optional Layout
- A106 Level 2 Plan – Downhill Duplex
- A107 Roof Plan– Downhill Duplex
- A108 Level 1 & 2 Plans – Downhill Fourplex
- A109 Roof Plan – Downhill Fourplex

- A200 Elevations – Uphill Duplex
- A201 Elevations – Downhill Duplex
- A202 Elevations – Downhill Fourplex

- A300 Cross-Section- Uphill Duplex
- A302 Cross-Section – Downhill Duplex
- A304 Sections – Downhill Fourplex

approved by the Village Council on the 17th day of November 2020.

b) Use of the Land

The residential uses that will be permitted within the building will be contingent upon satisfying the applicable off-street parking requirements in the Village Zoning Bylaw No. 832, 2018, except

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as varied by this Development Permit.

c) On Site Landscaping

(i) All landscaping to be installed on the said lands shall be in substantial compliance with the Landscape Plans and Quote prepared by Durante Kreuk Ltd, dated 25th August 2020, attached to and forming a part of this Permit as **Schedule C**;

- L-0.0 Legends and Notes
- L-1.0 Overall Phasing Masterplan
- L-1.1 Landscape Materials West
- L-1.2 Landscape Materials Central W
- L-1.3 Landscape Materials Central E
- L-1.4 Landscape Materials East
- L-2.1 Planting Plan West Entry
- L-2.2 Planting Plan Typical

approved by the Village Council on the 17th day of November 2020.

(ii) Additional retaining wall landscaping and easterly connector trail to be installed on the said lands shall be in substantial compliance with the Landscape Plans – Walls & Trees and Quote prepared by Urban West Architecture, dated 28th October 2020, attached to and forming a part of this Permit as **Schedule C**;

A010 Landscape Plan – Walls & Trees

(iii) All landscaped areas shall be provided with in-ground irrigation systems, the details of which shall be provided at the time of Building Permit.

(iv) The Permittee shall be responsible for maintaining all the landscaping in an orderly and responsible manner.

4) This Development Permit is subject to the Permittee securing an easement between the subject property and the neighbouring property to the east, to facilitate snow dumping and the siting of the Sierra Mechanized Earth Wall.

5) This Development Permit is issued subject to the Permittee providing security in the form of Cash, Bond or an Irrevocable Letter of Credit in the amount of \$231,532.80 which is equal to 120% of the estimated total cost of the required

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works (\$192,944.00) to secure provision of the on-site soft landscaping. The Letter of Credit shall be received before issuance of a Building Permit and kept in force until all the landscaping works are completed and installed to the satisfaction of the Village.

- 6) The Development Permit is issued subject to the Permittee's registration of subdivision plans for the proposed lot line adjustment of the Subject Property.
- 7) The Permittee shall complete all works and landscaping referenced in Schedule C building phase to the satisfaction of the Municipality within one (1) year from the date that the Building Permit has been issued for any phase of construction. If the landscaping is not completed to the satisfaction of the Municipality within the required time, the security deposit may be used to undertake the required landscaping. Extensions to the one (1) year time limit may be applied for in writing thirty (30) days prior to the expiry date. Once landscaping is installed, the Village will inspect and if satisfied, will release the bond with the exception of a ten percent (10%) hold back for one year to guarantee the survival of the plantings.
- 8) Pursuant to Section 490 of the *Local Government Act*, Council of the Village of Pemberton approved a variance to the Zoning Bylaw No. 832, 2020 on the 17th day of November 2020 with respect to this development in the following manner:
 - a) Section 8.3 of Zoning Bylaw No. 832, 2020, has been varied to reduce the minimum number of visitor parking stalls from thirteen (13) to eight (8).
 - b) Section 4.13 a) viii) and Section 7.21 a) i) of Zoning Bylaw No. 832, 2020 has been varied from a maximum height of 1.2 m to permit the proposed retaining walls in substantial compliance with the Elevation Site Plan Drawings prepared by Urban West Architecture, dated 2nd of 2020, attached to and forming a part of this Permit as **Schedule D**:
 - A011 Site Plan and Project Data
 - A015 Site Cross Sections
 - A016 Site Cross Sections
- 9) Servicing Agreements and Security Deposit will be addressed separately to provide services to the development authorized by DP No. 083.
- 10) If the Permittee does not commence the Development permitted by the Permit within one (1) year from the date of the issuance of the Permit, this Permit shall



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Nikki Gilmore
Chief Administrative Officer

STATEMENT OF INTENT

Sunstone Ridge Developments Ltd having read and understood the terms and conditions of this Development Permit, hereby agree to abide by such terms and conditions and to complete all of the works and services and all other requirements under this Development Permit and in accordance with the Village Bylaws.

Per:
Sunstone Ridge Developments Ltd.

Date:_____

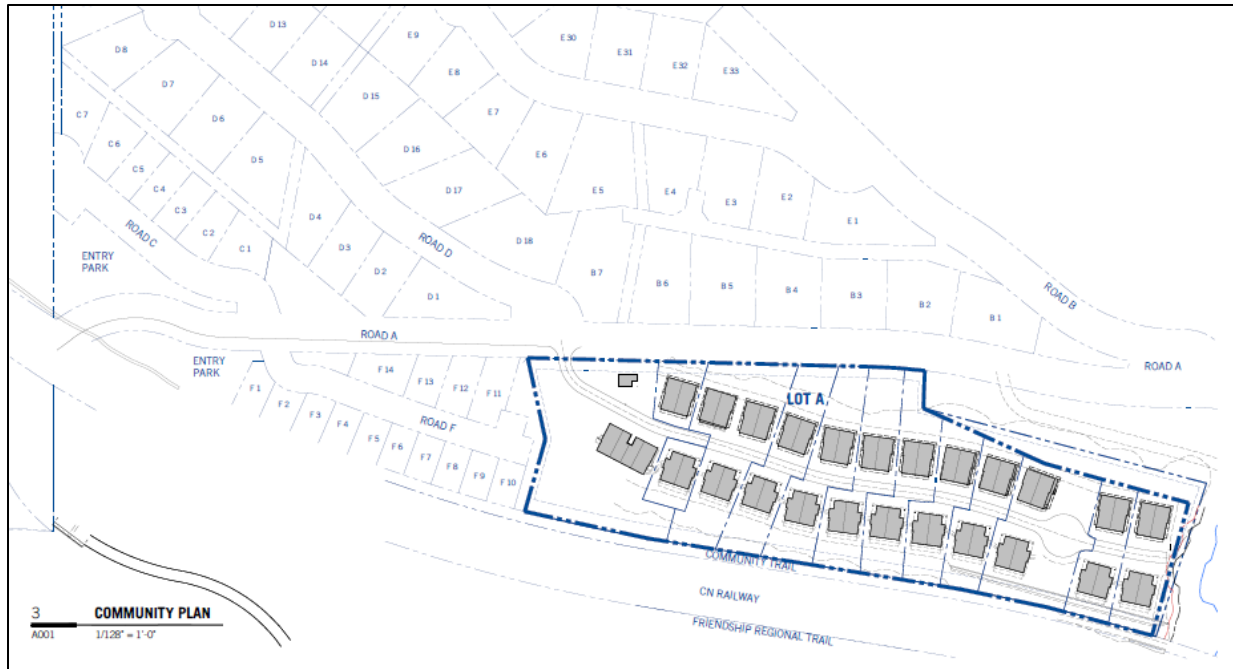
Attached: Schedules A, B, C and D

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SCHEDULE A Location Map





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SCHEDULE B
Architectural Drawings

UWA

URBAN WEST ARCHITECTURE

VANCOUVER
102-1888 WEST 1ST AVE
VANCOUVER BC V6J 1G1
T 604 603 1332

VICTORIA
2822 PRIOR STREET
VICTORIA BC V8T 3Y3
T 250 893 7517

WWW.UWARCHITECTURE.COM



'ELEVATE AT SUNSTONE' TOWNHOUSES | REISSUED FOR DP

LOT A, SUNSTONE RIDGE, PEMBERTON BC
DRAWING LIST

- ARCHITECTURAL**
- A000 DRAWING LIST
 - A001 PROJECT DATA + SITE CONTEXT
 - A003 PROJECT IMAGES
 - A004 PROJECT IMAGES
 - A005 PROJECT IMAGES
 - A007 ARCHITECTURAL FINISHES + MATERIALS
 - A009 SITE SURVEY
 - A011 SITE PLAN + PROJECT DATA + FIRE DEPT. ACCESS
 - A012 SITE PLAN - WEST
 - A013 SITE PLAN - CENTRE
 - A014 SITE PLAN - EAST
 - A015 SITE CROSS SECTIONS
 - A016 SITE CROSS SECTIONS
 - A017 STREETScape ELEVATIONS
 - A018 STREETScape ELEVATIONS
 - A101 LEVEL 1 PLAN - UPHILL DUPLEX
 - A101a LEVEL 1 PLAN - UPHILL DUPLEX - OPTIONAL LAYOUT
 - A102 LEVEL 2 PLAN - UPHILL DUPLEX
 - A102a LEVEL 2 PLAN - UPHILL DUPLEX - OPTIONAL LAYOUT
 - A103 ROOF PLAN - UPHILL DUPLEX
 - A105 LEVEL 1 PLAN - DOWNHILL DUPLEX
 - A105a LEVEL 1 PLAN - DOWNHILL DUPLEX - OPTIONAL LAYOUT
 - A106 LEVEL 2 PLAN - DOWNHILL DUPLEX
 - A107 ROOF PLAN PLAN - DOWNHILL DUPLEX
 - A108 LEVEL 1 & 2 PLANS - DOWNHILL FOURPLEX
 - A109 ROOF PLAN - DOWNHILL FOURPLEX
 - A200 ELEVATIONS - UPHILL DUPLEX
 - A201 ELEVATIONS - DOWNHILL DUPLEX
 - A202 ELEVATIONS - DOWNHILL FOURPLEX
 - A300 CROSS-SECTION - UPHILL DUPLEX
 - A302 CROSS-SECTION - DOWNHILL DUPLEX
 - A304 SECTIONS - DOWNHILL FOURPLEX

- LANDSCAPE**
- L-0.0 LANDSCAPE COVERSHEET - LEGENDS & NOTES
 - L-1.0 LANDSCAPE MASTERPLAN - OVERALL PHASING
 - L-1.1 LANDSCAPE MATERIALS PLAN WEST
 - L-1.2 LANDSCAPE MATERIALS PLAN CENTRAL W
 - L-1.3 LANDSCAPE MATERIALS PLAN CENTRAL E
 - L-1.4 LANDSCAPE MATERIALS PLAN EAST
 - L-2.1 LANDSCAPE PLANTING PLAN NORTH-WEST ENTRY
 - L-2.2 LANDSCAPE PLANTING PLAN TYPICAL

PROJECT DIRECTORY

OWNER
SUNSTONE RIDGE DEVELOPMENTS
CONTACT: CAM MCIVOR
604.935.8565

CONTRACTOR
TM BUILDERS
115B-1330 ALPHA LAKE ROAD
WHISTLER, BC VON 1B1
CONTACT: MIKE PARSONS
604.967.3444

ARCHITECT
URBAN WEST ARCHITECTURE INC.
807-402 WEST PENDER STREET
VANCOUVER, BC V6B 1T6
CONTACT: JUSTIN BENNETT
604.603.1332

DESIGNER
FOUNDATION CONSULTING INC.
VANCOUVER, BC
CONTACT: ROGER KOODOO
604.307.1246

STRUCTURAL ENGINEER
WHM STRUCTURAL ENGINEERS
2227 DOUGLAS RD
BURNABY, BC V5C 5A9
CONTACT: DAN WICKE
604.484.2859

MECHANICAL ENGINEER
WILLIAMS ENGINEERING
200 - 1520 McCallum Road
ABBOTSFORD, BC V2S 8A3
CONTACT: JOSH ROSTEK
604.851.7561

ELECTRICAL ENGINEER
NEMETZ & ASSOCIATES LTD.
2009 W4TH AVE,
VANCOUVER, BC V6J 1N3
CONTACT: BJAN VALAGOHAR
604.736.6562

CIVIL ENGINEER
WEBSTER ENGINEERING LTD.
3745 DELBROOK AVE
NORTH VANCOUVER, BC V7N 3Z4
CONTACT: JOHN TYNAN
604.983.0458

LANDSCAPE ARCHITECT
DURANTE KREUK LTD.
102, 1637 W 5TH AVE
VANCOUVER, BC V6J 1N5
CONTACT: JUSTIN TAYLOR
604.684.4611

INTERIOR DESIGNER
ANNALIESSIE KELLY DESIGN
212 - 1220 EAST PENDER ST
VANCOUVER, BC V6A 1W8
CONTACT: ANNALIESSIE KELLY
778.554.8879

GEOTECHNICAL ENGINEER
KONTUR GEOTECHNICAL
CONSULTANTS INC.
65-1833 COAST MERIDIAN ROAD
PORT COQUILAM, BC V3C 6G5
CONTACT: EVAN SYKES
778.730.1747

SURVEYOR
HIGHMARK SURVEY AND
ENGINEERING LTD
P.O. BOX 7490
WHISTLER, BC VON 1B0
CONTACT: MICHAEL W. VAIL
604.902.8245

BUILDING CODE CONSULTANT
GHL CONSULTANTS LTD
950-409 GRANVILLE STREET
VANCOUVER, BC V6C 1T2
CONTACT: HENNING WHITE
604.689.4449

BUILDING ENVELOPE
EXP
275 - 3001 WAYBURNE DRIVE
BURNABY, BC V5G 4W3
CONTACT: DINO CHIES
604.874.1245



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- 2020 08 26 REISSUED FOR DP
- 2019 12 20 ISSUED FOR CONSTRUCTION 2
- 2019 11 26 IFC - ABOVE GRADE
- 2019 10 11 IFC - BELOW GRADE
- 2019 08 30 RE-ISSUED FOR BUILDING PERMIT
- 2018 11 30 ISSUED FOR BUILDING PERMIT
- 2018 10 26 ISSUED FOR PRICING
- 2018 09 21 ISSUED FOR PRICING
- 2018 06 19 ISSUED FOR COORDINATION
- 2018 06 06 ISSUED FOR DEVELOPMENT PERMIT
- 2018 04 10 ISSUED FOR DEVELOPMENT PERMIT



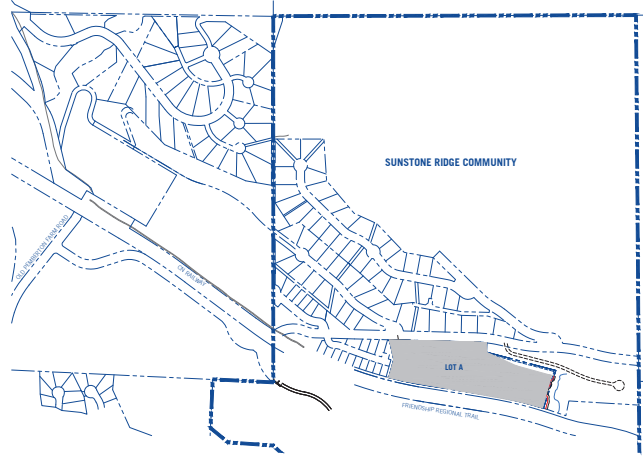
'ELEVATE AT SUNSTONE' TOWNHOUSES
LOT A, SUNSTONE RIDGE, PEMBERTON BC
2018-002

A000

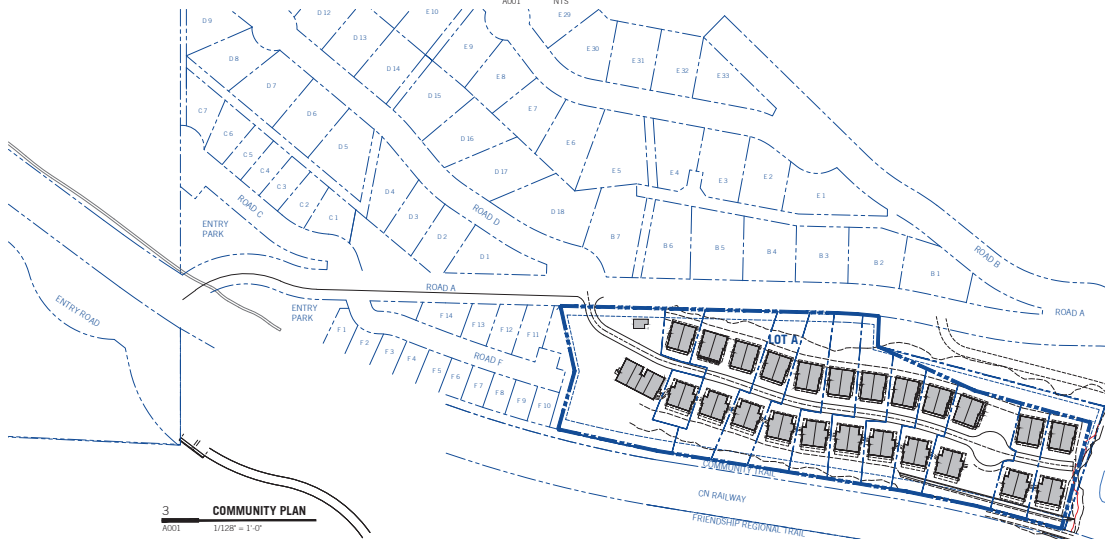
DRAWING LIST



1 LOCATION MAP
A001 NTS



2 LOCATION CONTEXT
A001 NTS



3 COMMUNITY PLAN
A001 1/128" = 1'-0"

BUILDING CODE INFORMATION		
APPLICABLE BUILDING CODE	BC BUILDING CODE 2018	
OCCUPANCY	BLDG 2-24 GROUP C	BLDG 1 GROUP C
BUILDING AREA	264 AND 263	453
SPRINKLERED	YES	YES
CONSTRUCTION ARTICLE	3.2.2.53	PART 9
CONSTRUCTION PERMITTED	COMBUSTIBLE	COMBUSTIBLE
FLOOR RATING	NONE	NONE
UNOCCUPIED ROOF RATING	NONE	NONE
FIRE SEPARATIONS	3/4 H AS PER 3.3.4.2 (2) AND 9.10.9.14 (1)	
PARTY WALLS		
NOTE: REFER TO CODE REPORT FROM GHL CONSULTANTS DATED NOV 27, 2018.		

PROJECT INFORMATION			
PROJECT NAME	'ELEVATE AT SUNSTONE' TOWNHOUSES		
CIVIC ADDRESS	T.B.D. (LOT A, SUNSTONE RIDGE, PEMBERTON BC)		
LEGAL ADDRESS	LOT A, DL 211 LLD, PLAN EPR82372		
P.I.D.	030-498-171		
ZONING	RTA-1		
SITE AREA	357,799 sf	3,305,488 sm	3.31 ha
PROPOSED USE	RESIDENTIAL (PART 3 AND PART 9, BCBC 2018)		
ACCESSORY USE	GARAGE + RECYCLING, MECHANIC ROOMS		
NUMBER OF UNITS	50 UNITS		
GROSS BUILDING FLOOR AREA			
BUILDING 1 (DOWNHILL FOURPLEX)	4865.5 sf	452.0 sm	7490.0 sf
BUILDING 2 (DOWNHILL DUPLEX)	4390.4 sf	407.9 sm	5403.4 sf
BUILDING 3 (DOWNHILL DUPLEX)	4390.4 sf	407.9 sm	5403.4 sf
BUILDING 4 (DOWNHILL DUPLEX)	4390.4 sf	407.9 sm	5403.4 sf
BUILDING 5 (DOWNHILL DUPLEX)	4390.4 sf	407.9 sm	5403.4 sf
BUILDING 6 (DOWNHILL DUPLEX)	4390.4 sf	407.9 sm	5403.4 sf
BUILDING 7 (DOWNHILL DUPLEX)	4390.4 sf	407.9 sm	5403.4 sf
BUILDING 8 (DOWNHILL DUPLEX)	4390.4 sf	407.9 sm	5403.4 sf
BUILDING 9 (DOWNHILL DUPLEX)	4390.4 sf	407.9 sm	5403.4 sf
BUILDING 10 (DOWNHILL DUPLEX)	4390.4 sf	407.9 sm	5403.4 sf
BUILDING 11 (DOWNHILL DUPLEX)	4390.4 sf	407.9 sm	5403.4 sf
BUILDING 12 (DOWNHILL DUPLEX)	4390.4 sf	407.9 sm	5403.4 sf
BUILDING 13 (UPHILL DUPLEX)	4025.6 sf	374.0 sm	5245.6 sf
BUILDING 14 (UPHILL DUPLEX)	4025.6 sf	374.0 sm	5245.6 sf
BUILDING 15 (UPHILL DUPLEX)	4025.6 sf	374.0 sm	5245.6 sf
BUILDING 16 (UPHILL DUPLEX)	4025.6 sf	374.0 sm	5245.6 sf
BUILDING 17 (UPHILL DUPLEX)	4025.6 sf	374.0 sm	5245.6 sf
BUILDING 18 (UPHILL DUPLEX)	4025.6 sf	374.0 sm	5245.6 sf
BUILDING 19 (UPHILL DUPLEX)	4025.6 sf	374.0 sm	5245.6 sf
BUILDING 20 (UPHILL DUPLEX)	4025.6 sf	374.0 sm	5245.6 sf
BUILDING 21 (UPHILL DUPLEX)	4025.6 sf	374.0 sm	5245.6 sf
BUILDING 22 (UPHILL DUPLEX)	4025.6 sf	374.0 sm	5245.6 sf
BUILDING 23 (UPHILL DUPLEX)	4025.6 sf	374.0 sm	5245.6 sf
BUILDING 24 (UPHILL DUPLEX)	4025.6 sf	374.0 sm	5245.6 sf
ACCESSORY BUILDING	567.7 sf	52.7 sm	567.7 sf
TOTAL:	100061.5 sf	9481.8 sm	
BUILDING LOT COVERAGE AREA			
BUILDING 1 (DOWNHILL FOURPLEX)	4836.6 sf	449.3 sm	
BUILDING 2 (DOWNHILL DUPLEX)	2701.8 sf	251.0 sm	
BUILDING 3 (DOWNHILL DUPLEX)	2701.8 sf	251.0 sm	
BUILDING 4 (DOWNHILL DUPLEX)	2701.8 sf	251.0 sm	
BUILDING 5 (DOWNHILL DUPLEX)	2701.8 sf	251.0 sm	
BUILDING 6 (DOWNHILL DUPLEX)	2701.8 sf	251.0 sm	
BUILDING 7 (DOWNHILL DUPLEX)	2701.8 sf	251.0 sm	
BUILDING 8 (DOWNHILL DUPLEX)	2701.8 sf	251.0 sm	
BUILDING 9 (DOWNHILL DUPLEX)	2701.8 sf	251.0 sm	
BUILDING 10 (DOWNHILL DUPLEX)	2701.8 sf	251.0 sm	
BUILDING 11 (DOWNHILL DUPLEX)	2701.8 sf	251.0 sm	
BUILDING 12 (DOWNHILL DUPLEX)	2701.8 sf	251.0 sm	
BUILDING 13 (UPHILL DUPLEX)	2811.8 sf	261.2 sm	
BUILDING 14 (UPHILL DUPLEX)	2811.8 sf	261.2 sm	
BUILDING 15 (UPHILL DUPLEX)	2838.5 sf	263.7 sm	
BUILDING 16 (UPHILL DUPLEX)	2811.8 sf	261.2 sm	
BUILDING 17 (UPHILL DUPLEX)	2811.8 sf	261.2 sm	
BUILDING 18 (UPHILL DUPLEX)	2811.8 sf	261.2 sm	
BUILDING 19 (UPHILL DUPLEX)	2811.8 sf	261.2 sm	
BUILDING 20 (UPHILL DUPLEX)	2811.8 sf	261.2 sm	
BUILDING 21 (UPHILL DUPLEX)	2811.8 sf	261.2 sm	
BUILDING 22 (UPHILL DUPLEX)	2811.8 sf	261.2 sm	
BUILDING 23 (UPHILL DUPLEX)	2811.8 sf	261.2 sm	
BUILDING 24 (UPHILL DUPLEX)	2811.8 sf	261.2 sm	
ACCESSORY BUILDING	567.7 sf	52.7 sm	
TOTAL:	68852.4 sf	6400.3 sm	
PERMITTED / REQUIRED			PROPOSED
LOT COVERAGE PROPOSED	40.0%		19.4%
	(142319.6 sf / 13221.9 sm)		(68852.4 / 6400.31 sm)
SITE DENSITY	82 UNITS (25 UNITS / ha)		50 UNITS (15 UNITS / ha)
FLOOR AREA PER UNIT	3,229.2 sf (300 sm)		2622.8 sf (243.7 sm)
			2150.2 sf (199.8 sm)
			2701.7 sf (251.0 sm)
			1607.2 sf (149.3 sm)
			TYPE 'A3/A4' UNITS
			TYPE 'C1/C2' UNITS
			TYPE 'C3/C4' UNITS
			TYPE 'D1/D2' UNITS
BUILDING HEIGHT	34.4 (10.5 m)		29.3 (8.93 m) UPHILL BUILDINGS
			26.8 (8.13 m) DOWNHILL BUILDINGS
ACCESSORY BUILDING HEIGHT	15.1 (4.6 m)		11.2 (3.4 m)
RESIDENTIAL SETBACKS*	(PER SECTION 303.3)		
FRONT	19.7 (6.0 m)		29.01' (8.84 m) BUILDING 24
REAR	24.6 (7.5 m)		39.52' (12.05 m) BUILDING 11
INTERIOR LOT (WEST)	9.8' (3.0 m)		91.54' (27.93 m) BUILDING 1
INTERIOR LOT (NORTH)	9.8' (3.0 m)		52.89' (16.12 m) BUILDING 17
INTERIOR LOT (EAST)	9.8' (3.0 m)		16.11' (4.91 m) BUILDING 12
*ONLY BUILDING NEAREST TO THE SPECIFIED SETBACK IS LISTED			
ACCESSORY BUILDING SETBACKS			
FRONT			
*ONLY BUILDING NEAREST TO THE SPECIFIED SETBACK IS LISTED			
PARKING	(PER SECTION 500)		
(SEE A011 FOR CALCULATION)			
84 RESIDENTIAL		164	
11 VISITOR		4	
95		168	TOTAL
4 ACCESSIBLE PARKING		1	

UWA

URBAN WEST ARCHITECTURE

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VICTORIA 2822 PRIOR STREET
VICTORIA BC V8T 3Y3
T 250 893 7517

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LARGE FORMAT



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2020 08 26	ISSUED FOR DP
2019 12 20	ISSUED FOR CONSTRUCTION 2
2019 11 26	IFC - ABOVE GRADE - PHASE 1
2019 10 11	IFC - BELOW GRADE - PHASE 1
2019 08 30	ISSUED FOR BP - PHASE 1
2018 11 30	ISSUED FOR BUILDING PERMIT
2018 10 26	ISSUED FOR PRICING
2018 09 21	ISSUED FOR PRICING
2018 06 06	ISSUED FOR DEVELOPMENT PERMIT
2018 04 10	ISSUED FOR DEVELOPMENT PERMIT



'ELEVATE AT SUNSTONE' TOWNHOUSES

LOT A, SUNSTONE RIDGE, PEMBERTON BC 2018-002

A001

PROJECT DATA + SITE CONTEXT



1 VIEW OF DEVELOPMENT FROM ROAD
A003 NTS



2 VIEW OF DOWNHILL UNITS FROM COMMUNITY WALKWAY
A003 NTS

UWA

URBAN WEST ARCHITECTURE

VANCOUVER 102-1888 WEST 1ST AVE VANCOUVER BC V6J 1G1 T 604 603 1332
VICTORIA 2822 PRIOR STREET VICTORIA BC V8T 3Y3 T 250 893 7517

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- 2018 06 19 ISSUED FOR COORDINATION
- 2018 06 06 ISSUED FOR DEVELOPMENT PERMIT
- 2018 04 10 ISSUED FOR DEVELOPMENT PERMIT



'ELEVATE AT SUNSTONE'
TOWNHOUSES

LOT A, SUNSTONE RIDGE, PEMBERTON BC
2018-002

A003

PROJECT IMAGES



1 VIEW OF UPHILL UNIT
A004 NTS



2 VIEW OF UPHILL UNIT ENTRY
A004 NTS

UWA

URBAN WEST ARCHITECTURE

VANCOUVER 102-1888 WEST 1ST AVE VANCOUVER BC V6J 1G1 T 604 603 1332
VICTORIA 2822 PRIOR STREET VICTORIA BC V8T 3Y3 T 250 893 7517

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- 2018 06 06 ISSUED FOR DEVELOPMENT PERMIT
- 2018 04 10 ISSUED FOR DEVELOPMENT PERMIT

NO.



'ELEVATE AT SUNSTONE'
TOWNHOUSES

LOT A, SUNSTONE RIDGE, PEMBERTON BC
2018-002

A004

PROJECT IMAGES



1 VIEW OF DOWNHILL UNIT ENTRY

A005 NTS



2 VIEW OF DOWNHILL DUPLEX

A005 NTS

UWA

URBAN WEST ARCHITECTURE

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 VICTORIA 2822 PRIOR STREET VICTORIA BC V8T 3Y3 T 250 893 7517

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- 2018 06 06 ISSUED FOR DEVELOPMENT PERMIT
- 2018 04 10 ISSUED FOR DEVELOPMENT PERMIT



'ELEVATE AT SUNSTONE'
 TOWNHOUSES
 LOT A, SUNSTONE RIDGE, PEMBERTON BC
 2018-002

A005

PROJECT IMAGES

UWA

URBAN WEST ARCHITECTURE

VANCOUVER
102-1888 WEST 1ST AVE
VANCOUVER BC V6J 1G1
T 604 603 1332

VICTORIA
2822 PRIOR STREET
VICTORIA BC V8T 3Y3
T 250 893 7517

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CLADDING

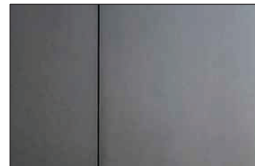
CHARCOAL CEDAR BATTENS
FEATURE SIDING AT ENTRY



CHARCOAL FIBRE CEMENT BOARD+BATTEN
PRIMARY SIDING



CHARCOAL HARDIE BOARD PANEL SIDING
FEATURE / INFILL SIDING ABOVE WINDOWS



CHARCOAL HARDIE BOARD SIDING
HORIZONTAL SIDING



ROOFING

LIGHT GREY METAL ROOFING
STANDING SEAM

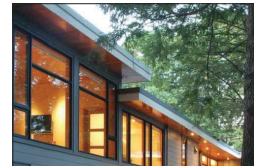


WOOD SOFFIT
NATURAL CEDAR



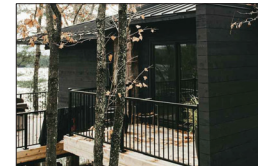
WINDOWS

BLACK FRAME WINDOWS
VINYL FRAME



ARCHITECTURAL ACCENTS

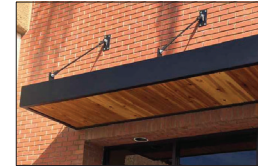
BLACK METAL GUARDRAIL
SIMPLE VERTICAL PICKET DESIGN



NATURAL HEAVY TIMBER
STRUCTURAL SUPPORT



BLACK METAL CANOPY
WITH WOOD SOFFIT AND HANGING RODS



LARGE FORMAT



2020-08-26

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- 2018 06 06 ISSUED FOR DEVELOPMENT PERMIT
- 2018 04 10 ISSUED FOR DEVELOPMENT PERMIT

NO.



'ELEVATE AT SUNSTONE'
TOWNHOUSES

LOT A, SUNSTONE RIDGE, PEMBERTON BC
2018-002

A007

ARCHITECTURAL FINISHES
& MATERIALS



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- 2019 11 26 IFC - BELOW GRADE - PHASE 1
- 2019 10 11 IFC - BELOW GRADE - PHASE 1
- 2019 08 30 ISSUED FOR BP - PHASE 1
- 2018 11 30 ISSUED FOR BUILDING PERMIT
- 2018 10 26 ISSUED FOR PRICING



'ELEVATE AT SUNSTONE' TOWNHOUSES

LOT A, SUNSTONE RIDGE, PEMBERTON BC 2018-002

A009

SITE SURVEY

SUBDIVISION PLAN OF LOT A AND LOT B, DISTRICT LOT 211, LILLOOET DISTRICT, PLAN EPP82372

PLAN EPP103872

BCGS 92J.037

SCALE 1 : 750



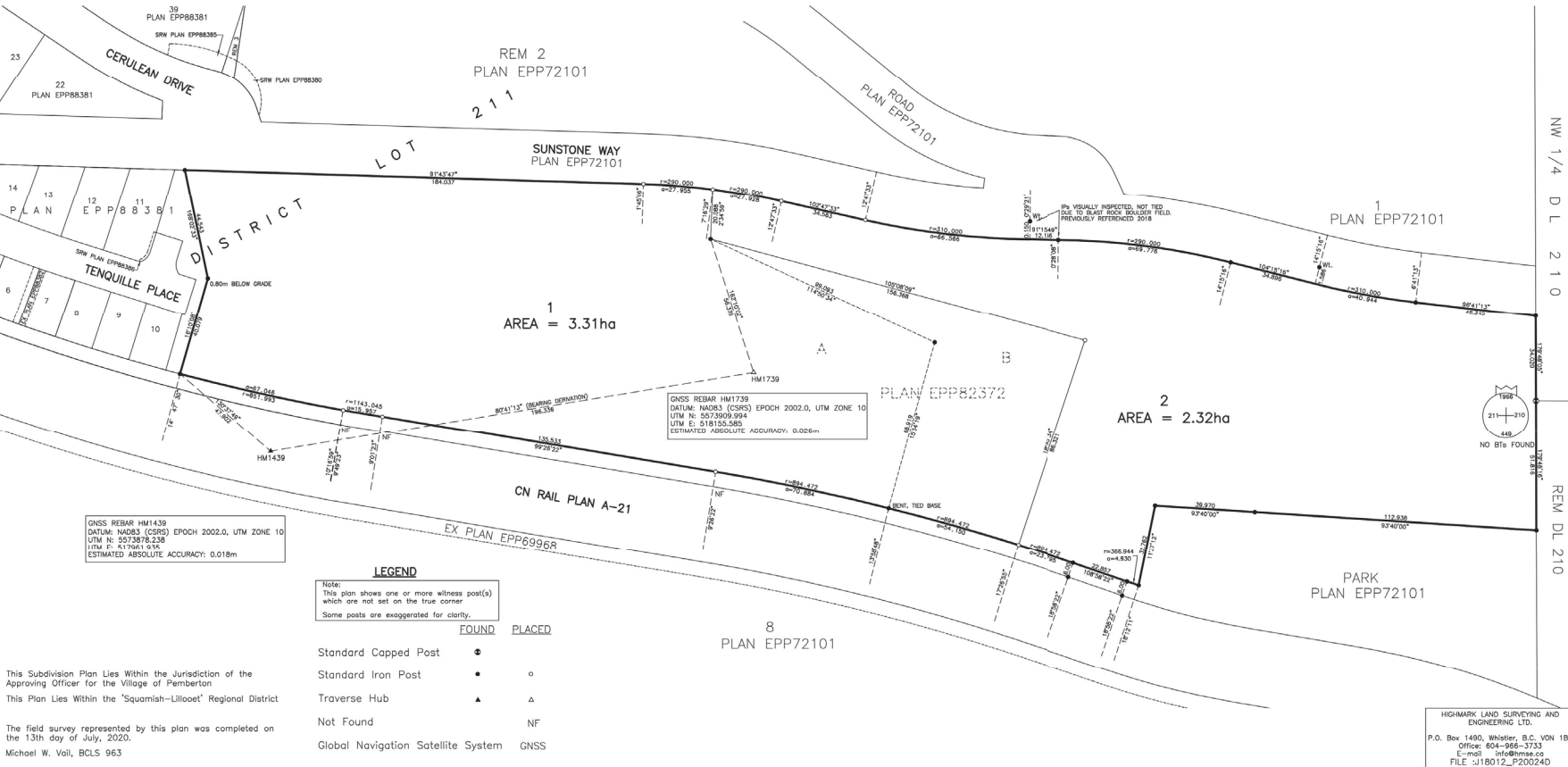
ALL DISTANCES ARE IN METRES

The intended plot size of this plan is 560mm in height by 864mm in width (D size) when plotted at a scale of 1 : 750

Grid bearings are derived from GNSS observations and are referred to the central meridian of Zone 10 (123° W).

The UTM coordinates and estimated absolute accuracy are derived from 2.0 hours of dual frequency GNSS observations processed using Precise Point Positioning Service of Natural Resources Canada.

This plan shows horizontal ground-level distances, unless otherwise specified. To compute grid distances, multiply ground-level distances by the average combined factor of 0.9995253. The average combined factor has been determined based on an average ellipsoidal elevation of 225.00 metres.



This Subdivision Plan Lies Within the Jurisdiction of the Approving Officer for the Village of Pemberton
 This Plan Lies Within the 'Squamish-Lillooet' Regional District

The field survey represented by this plan was completed on the 13th day of July, 2020.
 Michael W. Vall, BCLS 963

LEGEND
 NOTE:
 This plan shows one or more witness post(s) which are not set on the true corner
 Some posts are exaggerated for clarity.

	FOUND	PLACED
Standard Capped Post	●	○
Standard Iron Post	•	◦
Traverse Hub	▲	△
Not Found	NF	NF
Global Navigation Satellite System	GNSS	

1 SITE SURVEY
 A009 N.T.S.

NOTE: DRAWING FOR CONVENIENCE ONLY AND NOT TO SCALE. ACTUAL DIMENSIONS AND INFORMATION SHOULD BE TAKEN FROM THE LEGAL SURVEY PLAN PREPARED BY THE SURVEYOR.

HIGHMARK LAND SURVEYING AND ENGINEERING LTD.
 P.O. Box 1490, Whistler, B.C. V0N 1B0
 Office: 604-986-3733
 E-mail: info@hmark.ca
 FILE: J118012_P20024D

UWA

URBAN WEST ARCHITECTURE

VANCOUVER
102-1688 WEST 1ST AVE
VANCOUVER BC V6J 1G1
T 604 603 1332

VICTORIA
2822 PRIOR STREET
VICTORIA BC V8T 3Y3
T 250 893 7517

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1 SITE PLAN
A011 1:500

LEGEND + GENERAL NOTES

- BUILDING FOOTPRINT @ GRADE
- ROOF OUTLINE ABOVE
- DECK OUTLINE ABOVE
- PARKING STALL
- PRIMARY ENTRANCE
- B#** BUILDING NUMBER
- 1** UNIT NUMBER
- (A1)** UNIT PLAN TYPE

GENERAL NOTES

- SEE LANDSCAPE DESIGN FOR ALL HARDSCAPING, FENCING, RETAINING, TREE PRESERVATION AREAS, PLANTINGS, AND SITE LIGHTING
- SEE CIVIL ENGINEERING FOR PROPOSED ROAD + DRIVEWAY DESIGN, LOT GRADING, STORM WATER MANAGEMENT, SNOW MANAGEMENT, AND UTILITIES

GROSS BUILDING AREA

BUILDING TYPE	BUILDING AREA	BUILDING AREA	# OF EACH TYPE	SUB-TOTAL	SUB-TOTAL
	EXC. GAR (sf)	INC. GAR (sf)		EXC. GAR (sf)	INC. GAR (sf)
UPHILL DUPLEX	4051.2	5245.6	12	48614.2	62947.2
DOWNHILL DUPLEX	4399.0	5411.2	11	48389.2	59523.2
DOWNHILL FOURPLEX	4865.5	7490.0	1	4865.5	7490.0
ACCESSORY BLDG	567.7	567.7		567.7	567.7
BLDG 15 ELEC ROOM	26.7	26.7		26.7	26.7
TOTAL			24	102463.3	130554.8

TOTAL PROPOSED LOT COVERAGE*

BUILDING TYPE	LOT COVERAGE	# OF EACH TYPE	SUB-TOTAL (sf)
UPHILL DUPLEX	2811.8	12	33741.6
DOWNHILL DUPLEX	2705.6	11	29761.6
DOWNHILL FOURPLEX	4836.6	1	4836.6
ACCESSORY BLDG	567.7		567.7
BLDG 15 ELEC ROOM	26.7		26.7
TOTAL		24	68934.2

PARKING CALCULATION

REQUIREMENT	UNITS	SPACES PER UNIT	REQUIRED	PROPOSED
2 BEDROOMS	2 UNITS	1.75 SPACES PER UNIT	4 SPACES	4 SPACES
3 BEDROOMS	48 UNITS	2 SPACES PER UNIT	96 SPACES	192 SPACES
TOTAL RESIDENTIAL REQUIREMENT			100 SPACES	196 SPACES
VISITOR REQUIREMENT*	50 UNITS	0.25 SPACES PER UNIT	13 SPACES	4 SPACES
TOTAL OVERALL REQUIREMENT			113 SPACES	200 SPACES
*INCLUDING ACCESSIBLE REQUIREMENT		6 SPACES FOR 111-140 UNITS	6 SPACES	1 SPACE

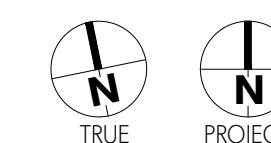
TOTAL UNIT SUMMARY

BUILDING TYPE	NUMBER OF EACH	2 BEDROOM
UPHILL DUPLEXES	12	-
DOWNHILL DUPLEXES	11	-
DOWNHILL FOURPLEXES	1	2
SUB-TOTAL		2
TOTAL PROPOSED UNITS	=	50

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2020 10 20 ISSUED FOR REVIEW
2020 10 02 ISSUED FOR BP - PHASE 2
2020 08 26 REISSUED FOR DP

NO.



'ELEVATE AT SUNSTONE'
TOWNHOUSES
LOT A, SUNSTONE RIDGE, PEMBERTON BC
2018-002

A011

SITE PLAN + PROJECT DATA
+ FIRE DEPT. ACCESS

LARGE FORMAT



2020-08-26

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- 2019 11 26 IFC - ABOVE GRADE - PHASE 1
- S102 2019 10 23 ISSUED FOR ASH/1
- 2019 10 11 IFC - BELOW GRADE - PHASE 1
- 2019 08 30 ISSUED FOR BP - PHASE 1
- 2018 11 30 ISSUED FOR BUILDING PERMIT
- 2018 10 26 ISSUED FOR PRICING
- 2018 09 21 ISSUED FOR PRICING



'ELEVATE AT SUNSTONE'
 TOWNHOUSES
 LOT A, SUNSTONE RIDGE, PEMBERTON BC
 2018-002

A012

SITE PLAN - WEST



ENLARGED SITE PLAN
 A012 1/16" = 1'-0"

- LEGEND - GENERAL NOTES**
- BUILDING FOOTPRINT @ GRADE
 - CONCRETE SLAB THAT VARIES
 - ROOF OUTLINE ABOVE
 - DECK OUTLINE ABOVE
 - PRIMARY ENTRANCE
 - BUILDING NUMBER
 - UNIT NUMBER
 - UNIT PLAN TYPE
 - ASPIRE EXPANSION
 - MATCH LINE

- ABBREVIATIONS**
- RP ROOF PEAK
 - L2 LEVEL 2 TOP OF SUBFLOOR
 - L1 LEVEL 1 TOP OF SLAB
 - GE TOP OF SUBFLOOR AT GARAGE ENTRY LANDING
 - GD GARAGE TOP OF SLAB AT GARAGE DOOR
 - UH UPHILL BUILDING = SLAB ON GRADE
 - DN DOWNHILL BUILDING = TOP OF CONCRETE TOPPING ABOVE SUSPENDED SLAB
 - TOP TOP OF PATIO
 - FG FINISHED GRADE
 - TOW TOP OF WALL
 - TOS TOP OF SLAB
 - TOSF TOP OF SUBFLOOR
 - GM GAS METERS (2)
 - HM HYDRO METERS (2)

UWA

URBAN WEST ARCHITECTURE

VANCOUVER 102-1888 WEST 1ST AVE VANCOUVER BC V6J 1G1 T 604 603 1332
 VICTORIA 2822 PRIOR STREET VICTORIA BC V8T 3Y3 T 250 893 7517

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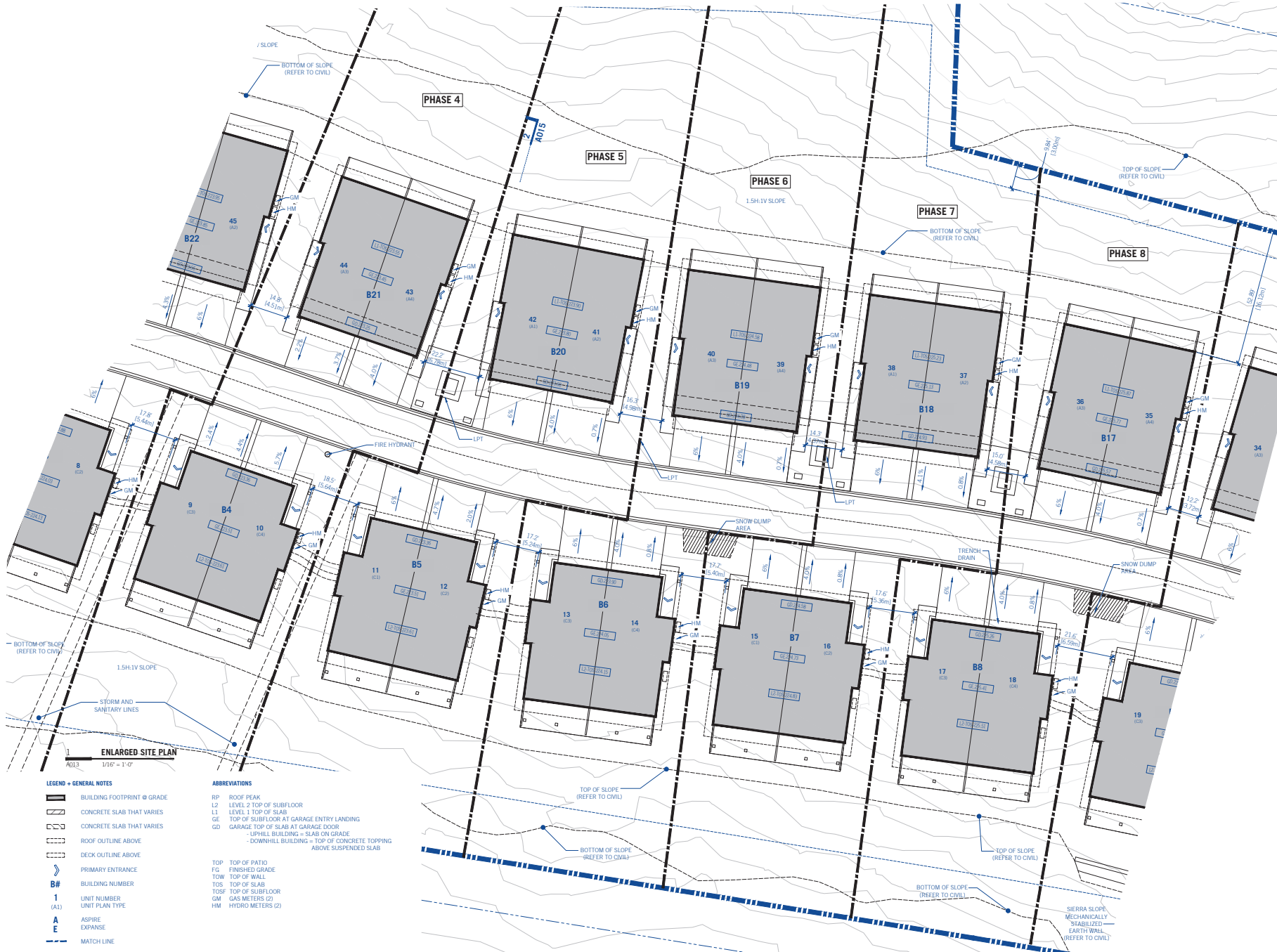
NO.



'ELEVATE AT SUNSTONE' TOWNHOUSES
 LOT A, SUNSTONE RIDGE, PEMBERTON BC 2018-002

A013

SITE PLAN - CENTRE



- LEGEND - GENERAL NOTES**
- BUILDING FOOTPRINT @ GRADE
 - CONCRETE SLAB THAT VARIES
 - ROOF OUTLINE ABOVE
 - DECK OUTLINE ABOVE
 - PRIMARY ENTRANCE
 - BUILDING NUMBER
 - UNIT NUMBER
 - UNIT PLAN TYPE
 - ASPIRE
 - EXPANSE
 - MATCH LINE

- ABBREVIATIONS**
- RP ROOF PEAK
 - L2 LEVEL 2 TOP OF SUBFLOOR
 - L1 LEVEL 1 TOP OF SLAB
 - GE TOP OF SUBFLOOR AT GARAGE ENTRY LANDING
 - GD GARAGE TOP OF SLAB AT GARAGE DOOR
 - UPHILL BUILDING = SLAB ON GRADE
 - DOWNHILL BUILDING = TOP OF CONCRETE TOPPING ABOVE SUSPENDED SLAB
 - TOP TOP OF PATIO
 - FG FINISHED GRADE
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 - TS TOP OF SLAB
 - TOSF TOP OF SUBFLOOR
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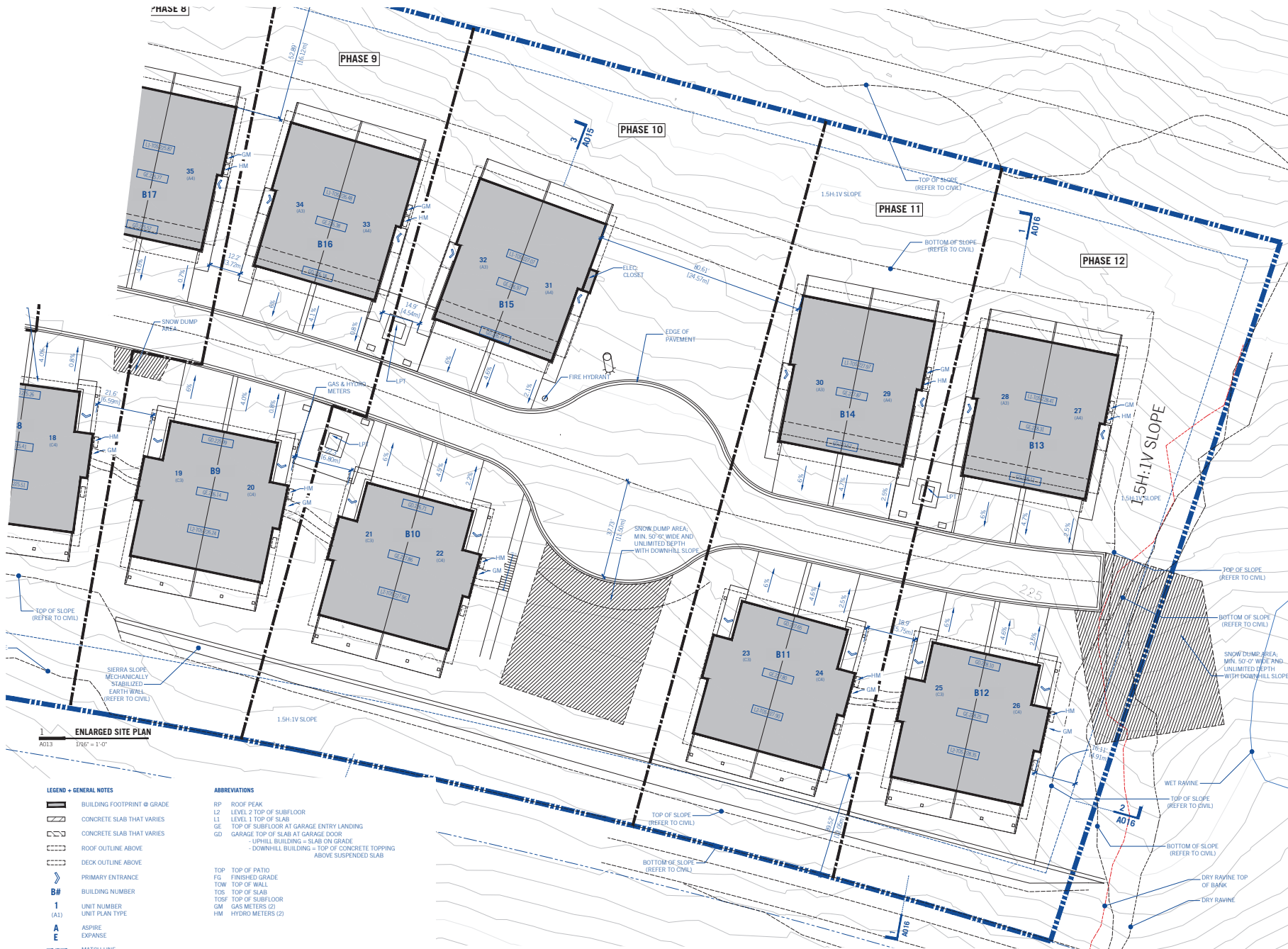
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 2018 09 21 ISSUED FOR PRICING



'ELEVATE AT SUNSTONE'
 TOWNHOUSES
 LOT A, SUNSTONE RIDGE, PEMBERTON BC
 2018-002

A014

SITE PLAN - EAST



ENLARGED SITE PLAN
 A013 1/16" = 1'-0"

- LEGEND + GENERAL NOTES**
- BUILDING FOOTPRINT @ GRADE
 - CONCRETE SLAB THAT VARIES
 - ROOF OUTLINE ABOVE
 - DECK OUTLINE ABOVE
 - PRIMARY ENTRANCE
 - BUILDING NUMBER
 - UNIT NUMBER
 - UNIT PLAN TYPE
 - ASPIRE
 - EXPANSE
 - MATCH LINE
- ABBREVIATIONS**
- RP ROOF PEAK
 - L2 LEVEL 2 TOP OF SUBFLOOR
 - L1 LEVEL 1 TOP OF SLAB
 - GE TOP OF SUBFLOOR AT GARAGE ENTRY LANDING
 - GD GARAGE TOP OF SLAB AT GARAGE DOOR
 - UBH UPHILL BUILDING = SLAB ON GRADE
 - DBH DOWNHILL BUILDING = TOP OF CONCRETE TOPPING ABOVE SUSPENDED SLAB
 - TOP TOP OF PATIO
 - FG FINISHED GRADE
 - TOW TOP OF WALL
 - TOS TOP OF SLAB
 - TOSF TOP OF SUBFLOOR
 - GM GAS METERS (2)
 - HM HYDRO METERS (2)

UWA

URBAN WEST ARCHITECTURE

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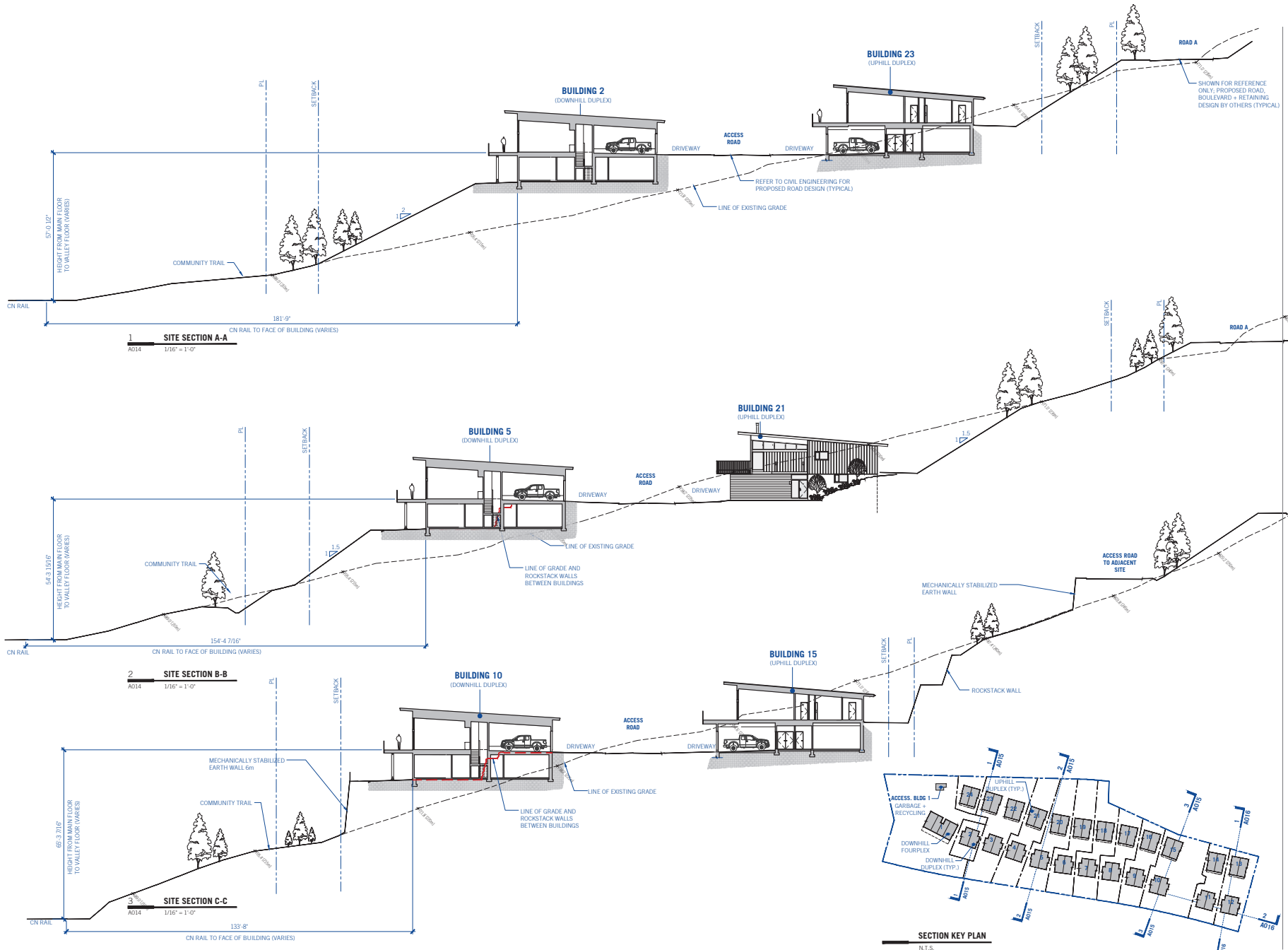
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- 2019 10 11 IFC - BELOW GRADE - PHASE 1
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- 2018 11 30 ISSUED FOR BUILDING PERMIT
- 2018 10 26 ISSUED FOR PRICING
- 2018 06 06 ISSUED FOR DEVELOPMENT PERMIT
- 2018 05 07 ISSUED FOR DP - REVISION
- 2018 04 10 ISSUED FOR DEVELOPMENT PERMIT

NO. 1
 TRUE PROJECT

'ELEVATE AT SUNSTONE'
 TOWNHOUSES
 LOT A, SUNSTONE RIDGE, PEMBERTON BC
 2018-002

A015

SITE CROSS SECTIONS



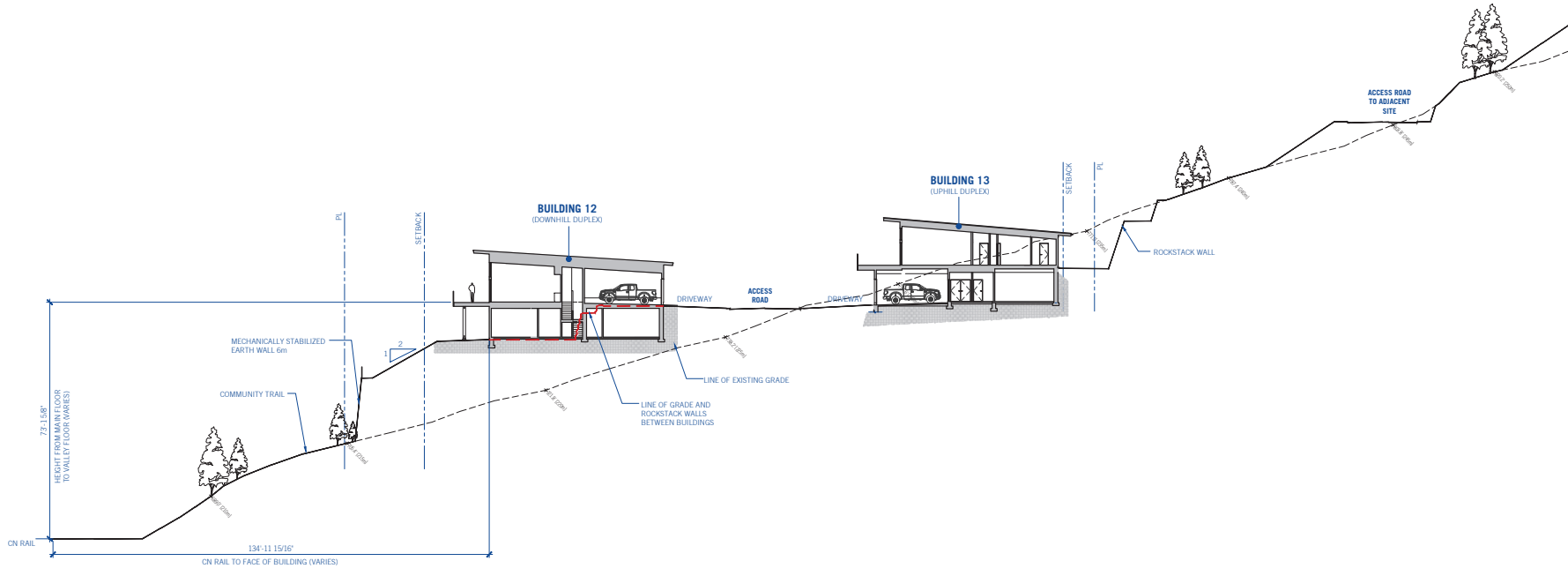
UWA

URBAN WEST ARCHITECTURE

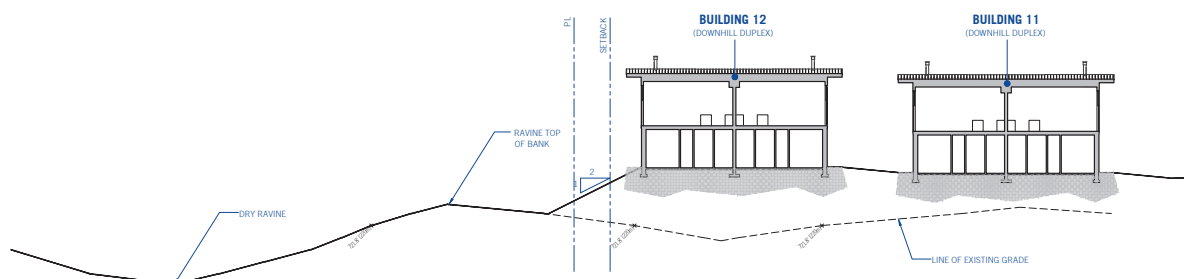
VANCOUVER 102-1888 WEST 1ST AVE
VANCOUVER BC V6J 1G1
T 604 603 1332

VICTORIA 2822 PRIOR STREET
VICTORIA BC V8T 3Y3
T 250 893 7517

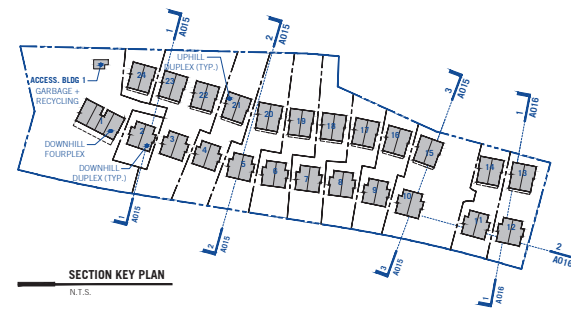
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1 SITE SECTION D-D
A016 1/16" = 1'-0"



2 SITE SECTION E-E
A016 1/16" = 1'-0"



SECTION KEY PLAN
N.T.S.

LARGE FORMAT



2020-08-26

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- 2020 08 26 REISSUED FOR DP
- 2019 12 20 ISSUED FOR CONSTRUCTION 2
- 2019 11 26 IFC - ABOVE GRADE - PHASE 1
- 2019 10 11 IFC - BELOW GRADE - PHASE 1
- 2019 08 30 ISSUED FOR BP - PHASE 1
- 2018 11 30 ISSUED FOR BUILDING PERMIT
- 2018 10 26 ISSUED FOR PRICING
- 2018 06 06 ISSUED FOR DEVELOPMENT PERMIT
- 2018 05 07 ISSUED FOR DP - REVISION
- 2018 04 10 ISSUED FOR DEVELOPMENT PERMIT



'ELEVATE AT SUNSTONE'
TOWNHOUSES
LOT A, SUNSTONE RIDGE, PEMBERTON BC
2018-002

A016

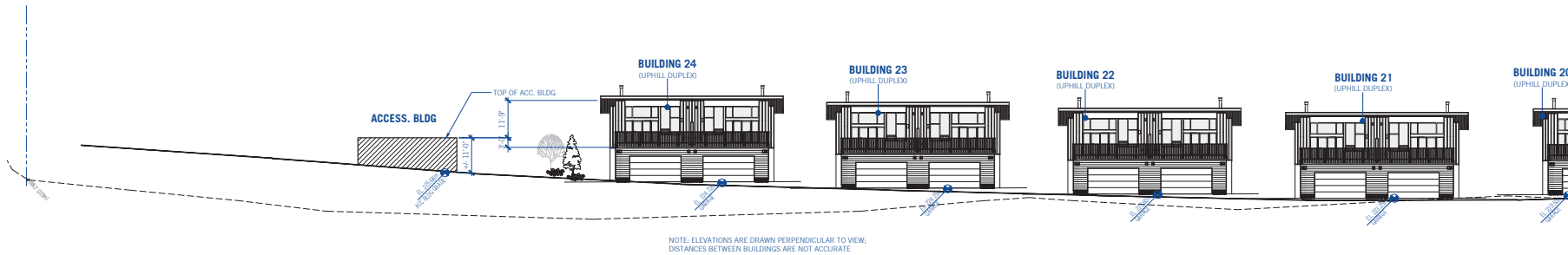
SITE CROSS SECTIONS

UWA

URBAN WEST ARCHITECTURE

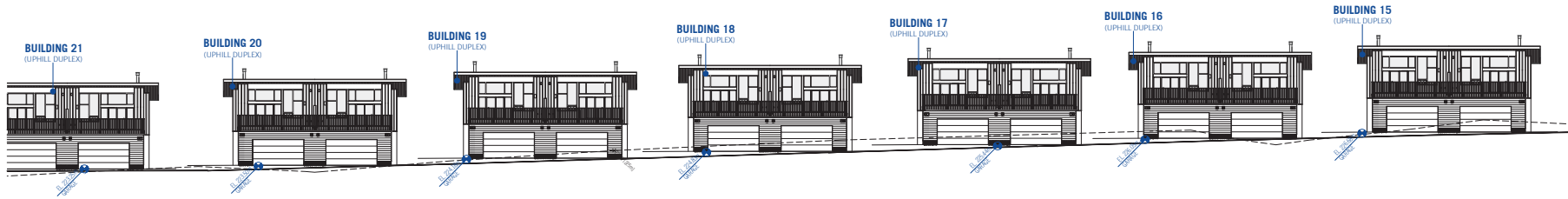
VANCOUVER 102-1888 WEST 1ST AVE VANCOUVER BC V6J 1G1 T 604 603 1332
 VICTORIA 2822 PRIOR STREET VICTORIA BC V8T 3Y3 T 250 893 7517

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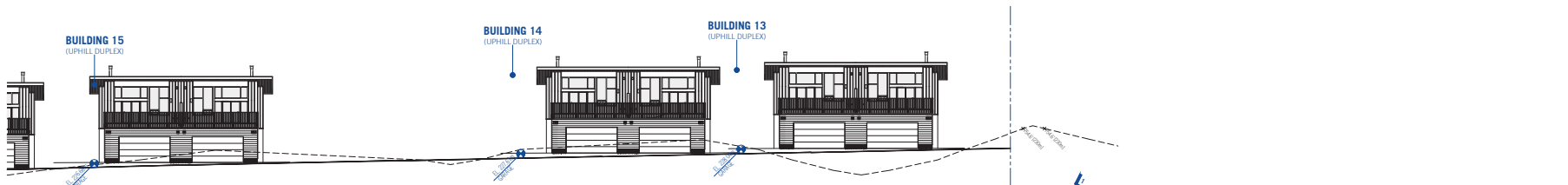


NOTE: ELEVATIONS ARE DRAWN PERPENDICULAR TO VIEW; DISTANCES BETWEEN BUILDINGS ARE NOT ACCURATE.

1 STREETScape - UPHILL BUILDINGS
 A015 1/16" = 1'-0"



2 STREETScape - UPHILL BUILDINGS
 A015 1/16" = 1'-0"



3 STREETScape - UPHILL BUILDINGS
 A015 1/16" = 1'-0"



SECTION KEY PLAN
 N.T.S.



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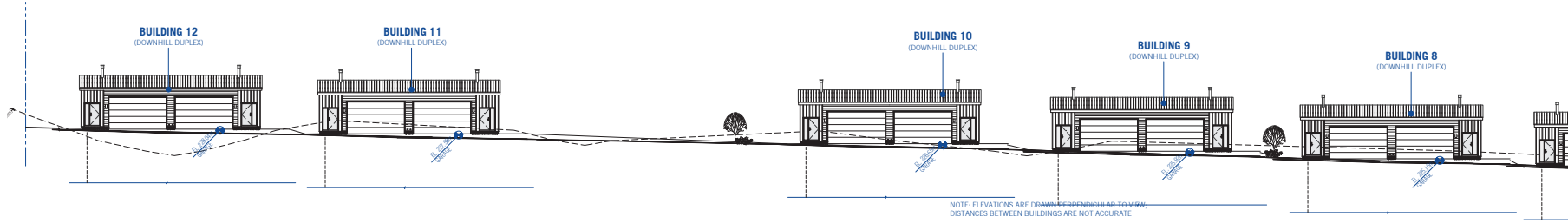
- 2020 08 26 REISSUED FOR DP
- 2019 12 20 ISSUED FOR CONSTRUCTION 2
- 2019 11 26 IFC - ABOVE GRADE - PHASE 1
- 2019 10 11 IFC - BELOW GRADE - PHASE 1
- 2018 11 30 ISSUED FOR BUILDING PERMIT
- 2018 10 26 ISSUED FOR PRICING
- 2018 06 06 ISSUED FOR DEVELOPMENT PERMIT
- 2018 04 10 ISSUED FOR DEVELOPMENT PERMIT



'ELEVATE AT SUNSTONE'
 TOWNHOUSES
 LOT A, SUNSTONE RIDGE, PEMBERTON BC
 2018-002

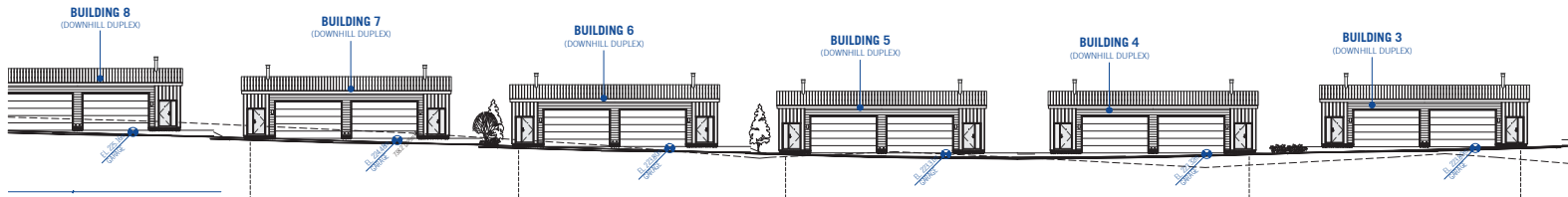
A017

STREETSCAPE ELEVATIONS



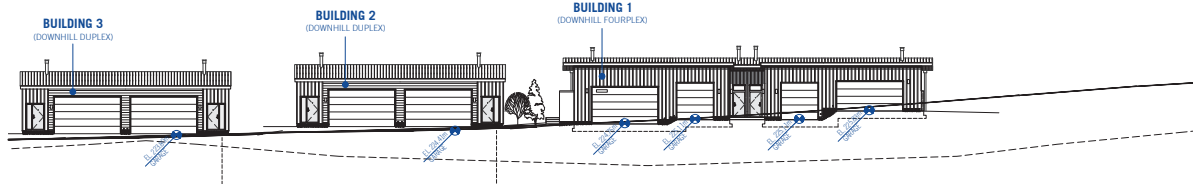
1 STREETScape - DOWNHILL BUILDINGS

A018 1/16" = 1'-0"



2 STREETScape - DOWNHILL BUILDINGS

A018 1/16" = 1'-0"



3 STREETScape - DOWNHILL BUILDINGS

A018 1/16" = 1'-0"



LARGE FORMAT



2020-08-26

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- 2018 10 26 ISSUED FOR PRICING
- 2018 06 06 ISSUED FOR DEVELOPMENT PERMIT
- 2018 04 10 ISSUED FOR DEVELOPMENT PERMIT



'ELEVATE AT SUNSTONE' TOWNHOUSES
 LOT A, SUNSTONE RIDGE, PEMBERTON BC
 2018-002

A018

STREETSCAPE ELEVATIONS

UWA

URBAN WEST ARCHITECTURE

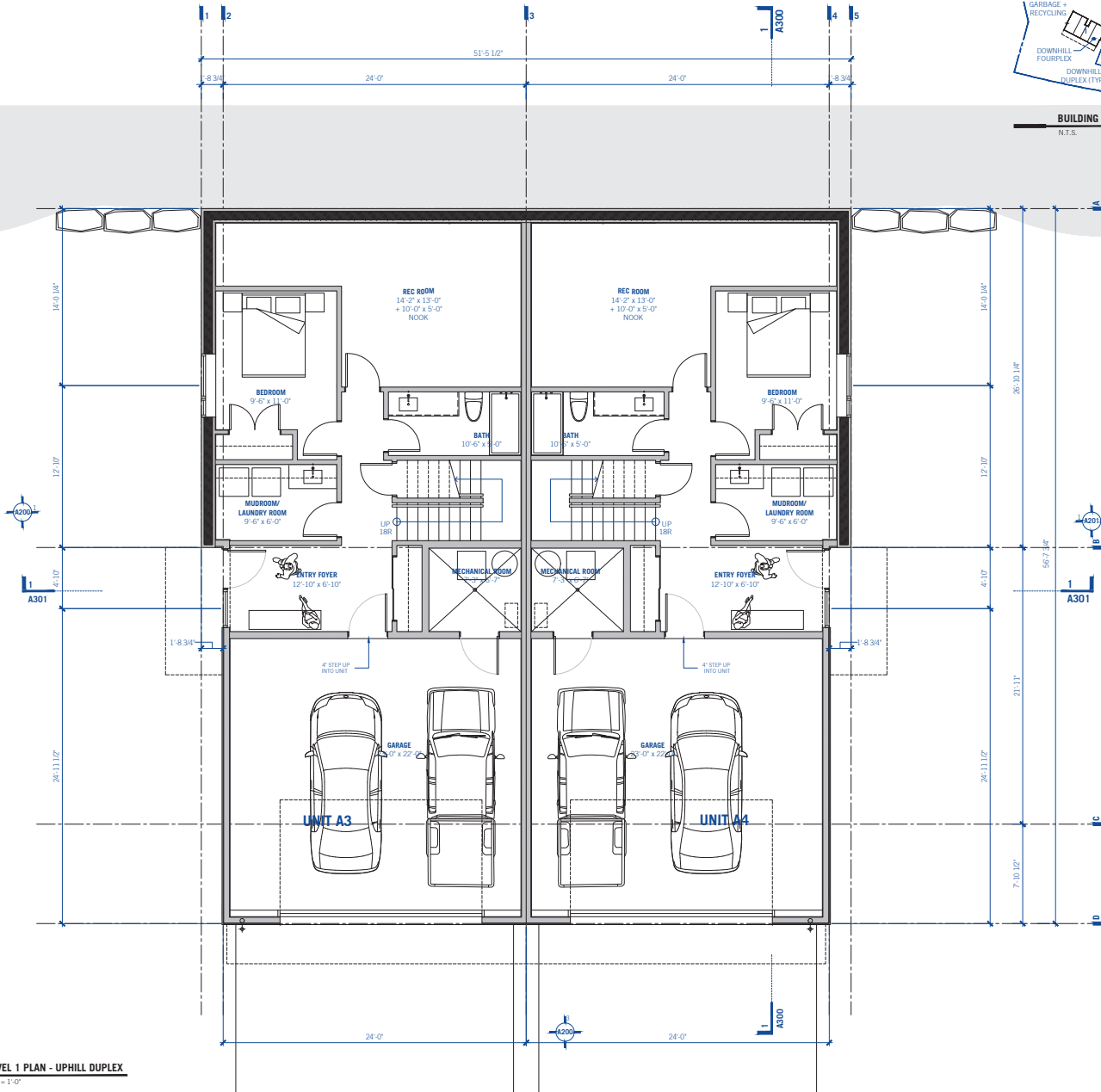
VANCOUVER 102-1688 WEST 1ST AVE
VANCOUVER BC V6J 1G1
T 604 603 1332

VICTORIA 2822 PRIOR STREET
VICTORIA BC V8T 3Y3
T 250 893 7517

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BUILDING KEY PLAN
N.T.S.



1 LEVEL 1 PLAN - UPHILL DUPLEX

A101 1/4" = 1'-0"

LARGE FORMAT



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- 2018 04 10 ISSUED FOR DEVELOPMENT PERMIT



'ELEVATE AT SUNSTONE'
TOWNHOUSES
LOT A, SUNSTONE RIDGE, PEMBERTON BC
2018-002

A101

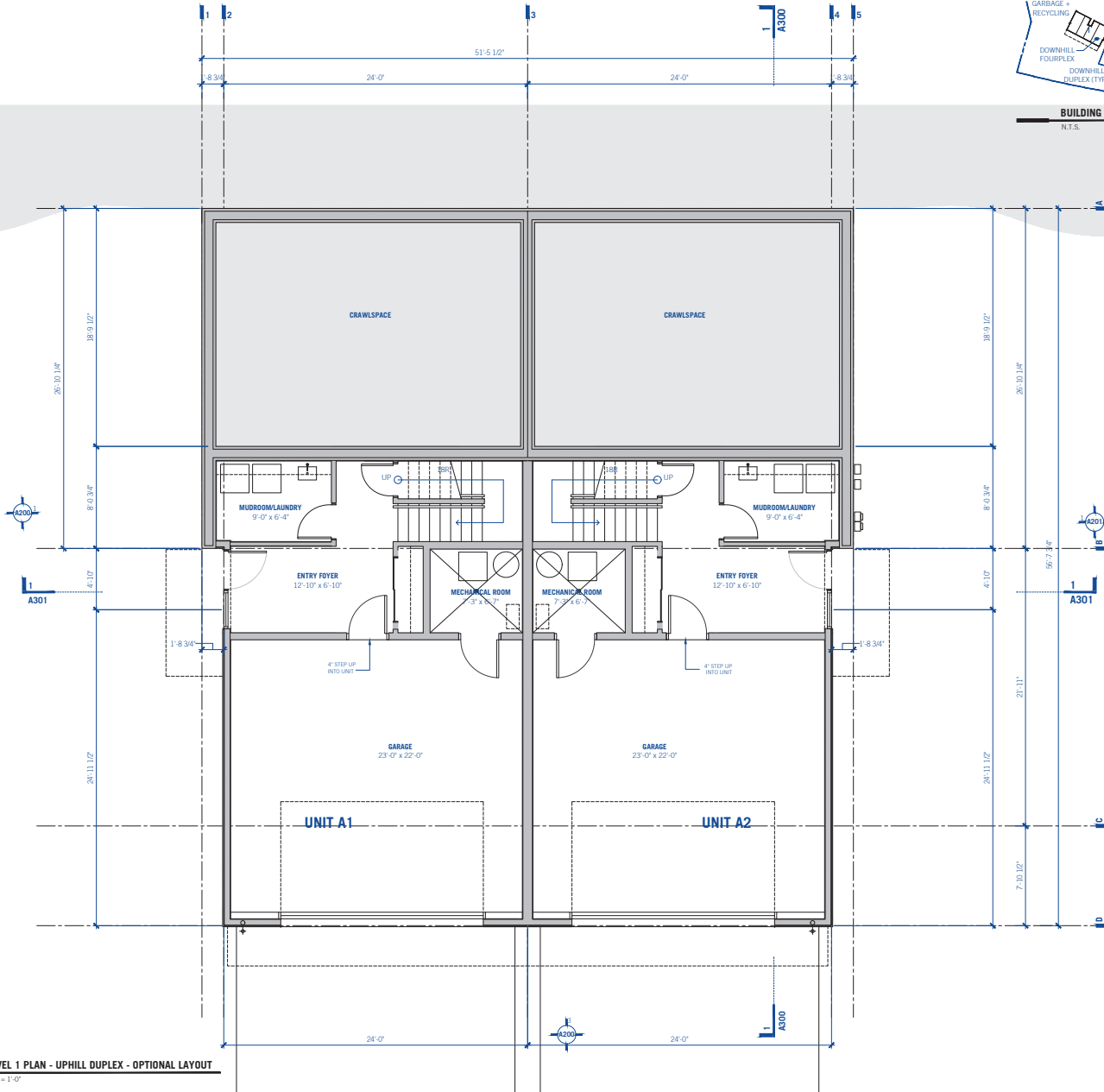
LEVEL 1 PLAN -
UPHILL DUPLEX

UWA

URBAN WEST ARCHITECTURE

VANCOUVER 102-1688 WEST 1ST AVE
VICTORIA 2822 PRIOR STREET
VANCOUVER BC V6J 1G1 VICTORIA BC V8T 3Y3
T 604 603 1332 T 250 893 7517

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1 LEVEL 1 PLAN - UPHILL DUPLEX - OPTIONAL LAYOUT
A101a 1/4" = 1'-0"



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- 2018 04 10 ISSUED FOR DEVELOPMENT PERMIT



'ELEVATE AT SUNSTONE'
TOWNHOUSES
LOT A, SUNSTONE RIDGE, PEMBERTON BC
2018-002

A101a

LEVEL 1 PLAN - UPHILL DUPLEX - OPTIONAL LAYOUT

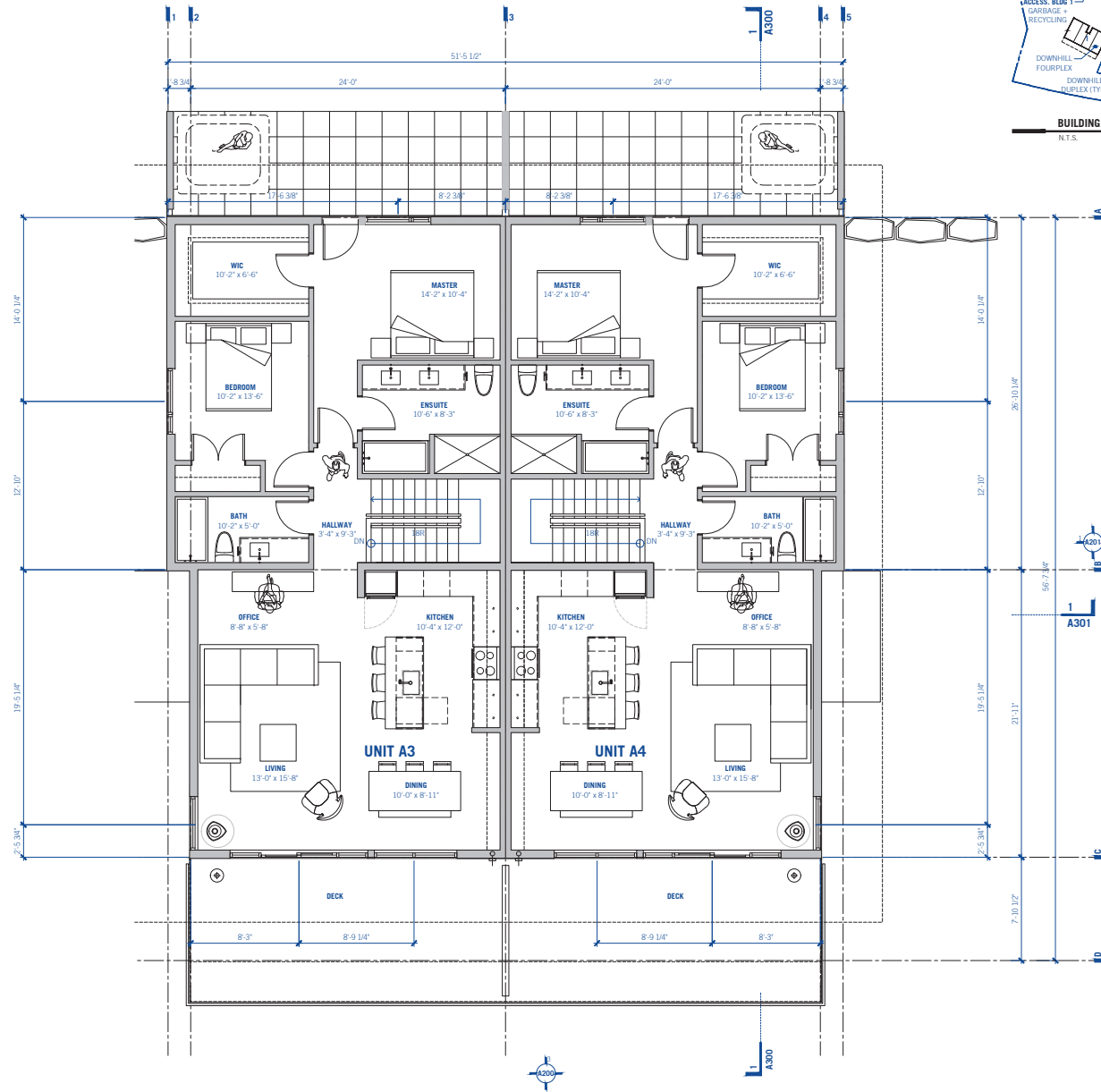
UWA

URBAN WEST ARCHITECTURE

VANCOUVER
102-1888 WEST 1ST AVE
VANCOUVER BC V6J 1G1
T 604 603 1332

VICTORIA
2822 PRIOR STREET
VICTORIA BC V8T 3Y3
T 250 893 7517

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- 2018 06 06 ISSUED FOR DEVELOPMENT PERMIT
- 2018 04 10 ISSUED FOR DEVELOPMENT PERMIT

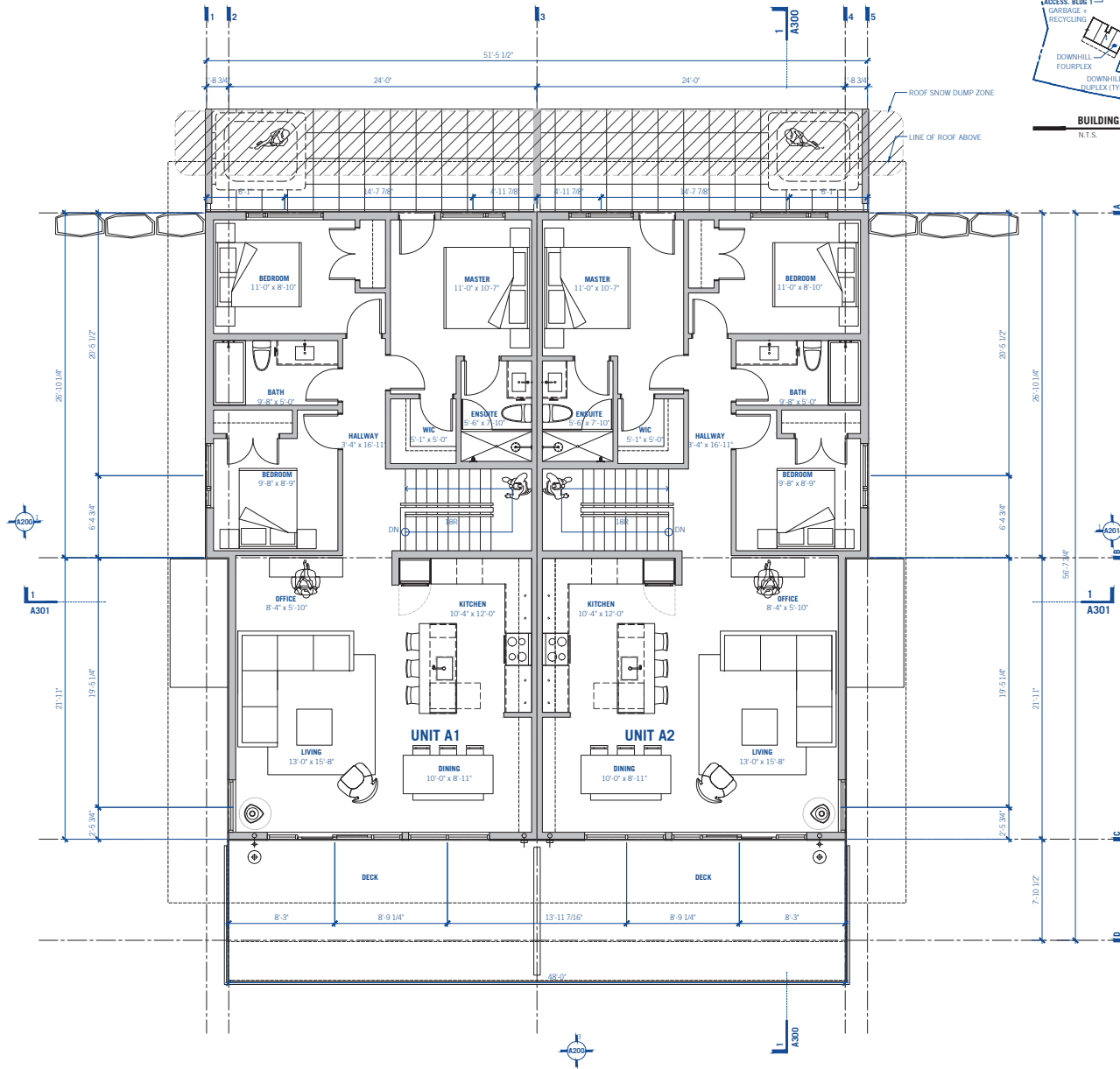


'ELEVATE AT SUNSTONE'
TOWNHOUSES
LOT A, SUNSTONE RIDGE, PEMBERTON BC
2018-002

A102

LEVEL 2 PLAN -
UPHILL DUPLEX

1 LEVEL 2 PLAN - UPHILL DUPLEX
A102 1/4" = 1'-0"



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- 2018 04 10 ISSUED FOR DEVELOPMENT PERMIT



'ELEVATE AT SUNSTONE' TOWNHOUSES
LOT A, SUNSTONE RIDGE, PEMBERTON BC
2018-002

A102a

LEVEL 2 PLAN - UPHILL DUPLEX - OPTIONAL LAYOUT

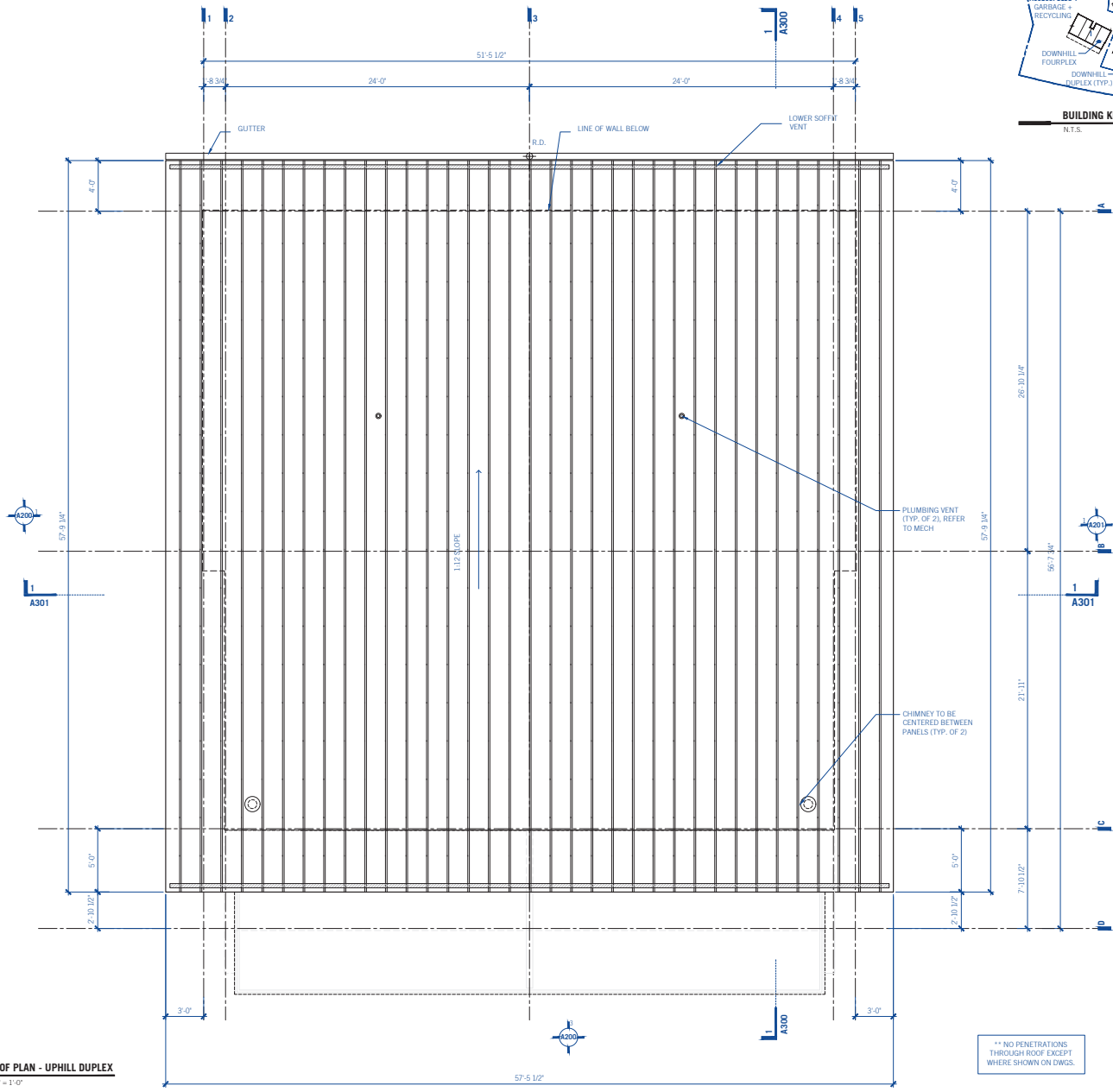
1 LEVEL 2 PLAN - UPHILL DUPLEX - OPTIONAL LAYOUT
A102a 1/4" = 1'-0"

UWA

URBAN WEST ARCHITECTURE

VANCOUVER 102-1888 WEST 1ST AVE VANCOUVER BC V6J 1G1 T 604 603 1332
 VICTORIA 2822 PRIOR STREET VICTORIA BC V8T 3Y3 T 250 893 7517

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** NO PENETRATIONS THROUGH ROOF EXCEPT WHERE SHOWN ON DWGS.

1 ROOF PLAN - UPHILL DUPLEX
 A103 1/4" = 1'-0"



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- 2018 09 21 ISSUED FOR PRICING
- 2018 06 06 ISSUED FOR DEVELOPMENT PERMIT
- 2018 04 10 ISSUED FOR DEVELOPMENT PERMIT



'ELEVATE AT SUNSTONE'
 TOWNHOUSES
 LOT A, SUNSTONE RIDGE, PEMBERTON BC
 2018-002

A103

ROOF PLAN - UPHILL DUPLEX

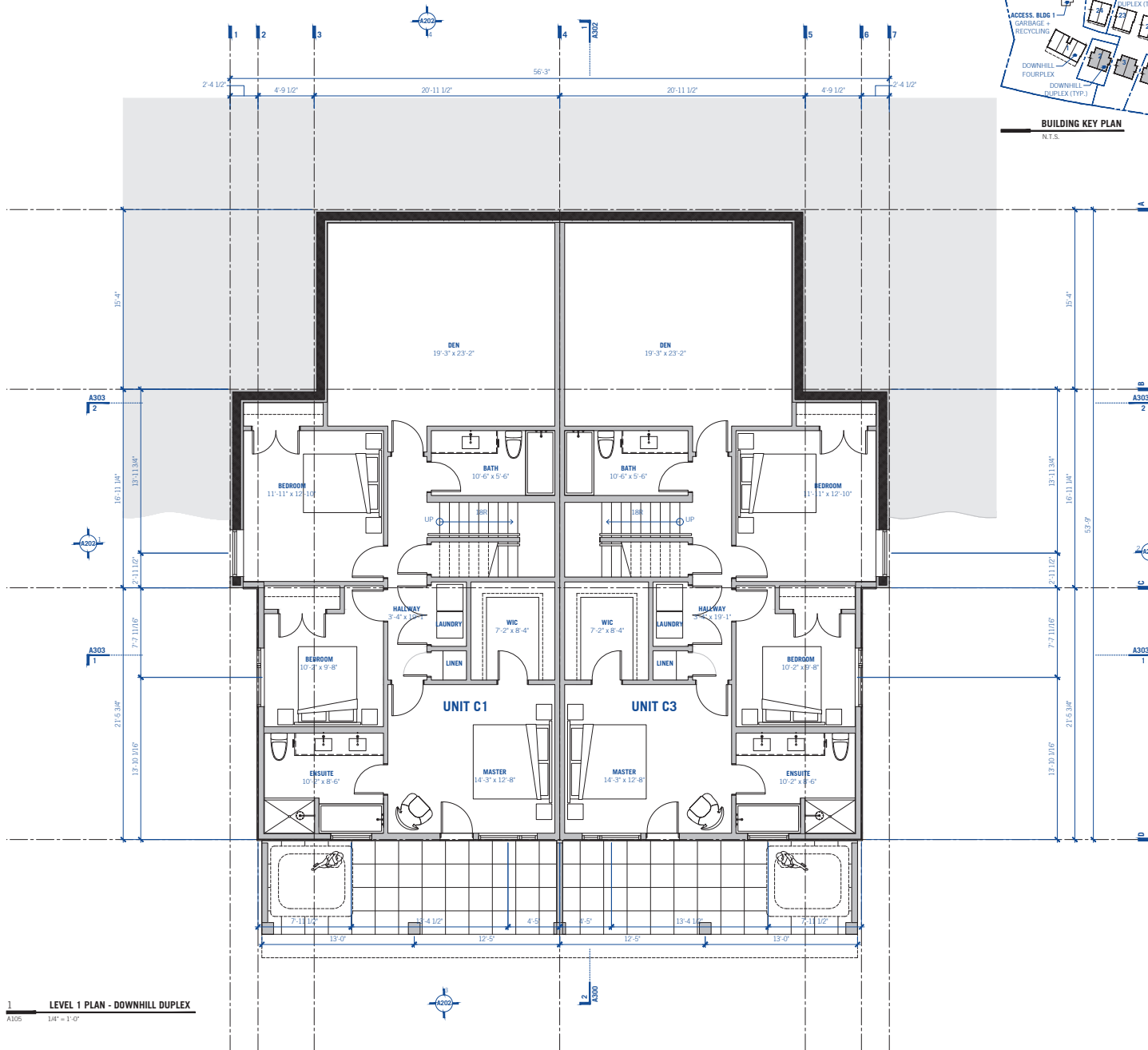
UWA

URBAN WEST ARCHITECTURE

VANCOUVER
102-1888 WEST 1ST AVE
VANCOUVER BC V6J 1G1
T 604 603 1332

VICTORIA
2822 PRIOR STREET
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T 250 893 7517

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1 LEVEL 1 PLAN - DOWNHILL DUPLEX
A105 1/4" = 1'-0"



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- 2018 09 21 ISSUED FOR PRICING
- 2018 06 06 ISSUED FOR DEVELOPMENT PERMIT
- 2018 04 10 ISSUED FOR DEVELOPMENT PERMIT



'ELEVATE AT SUNSTONE'
TOWNHOUSES
LOT A, SUNSTONE RIDGE, PEMBERTON BC
2018-002

A105

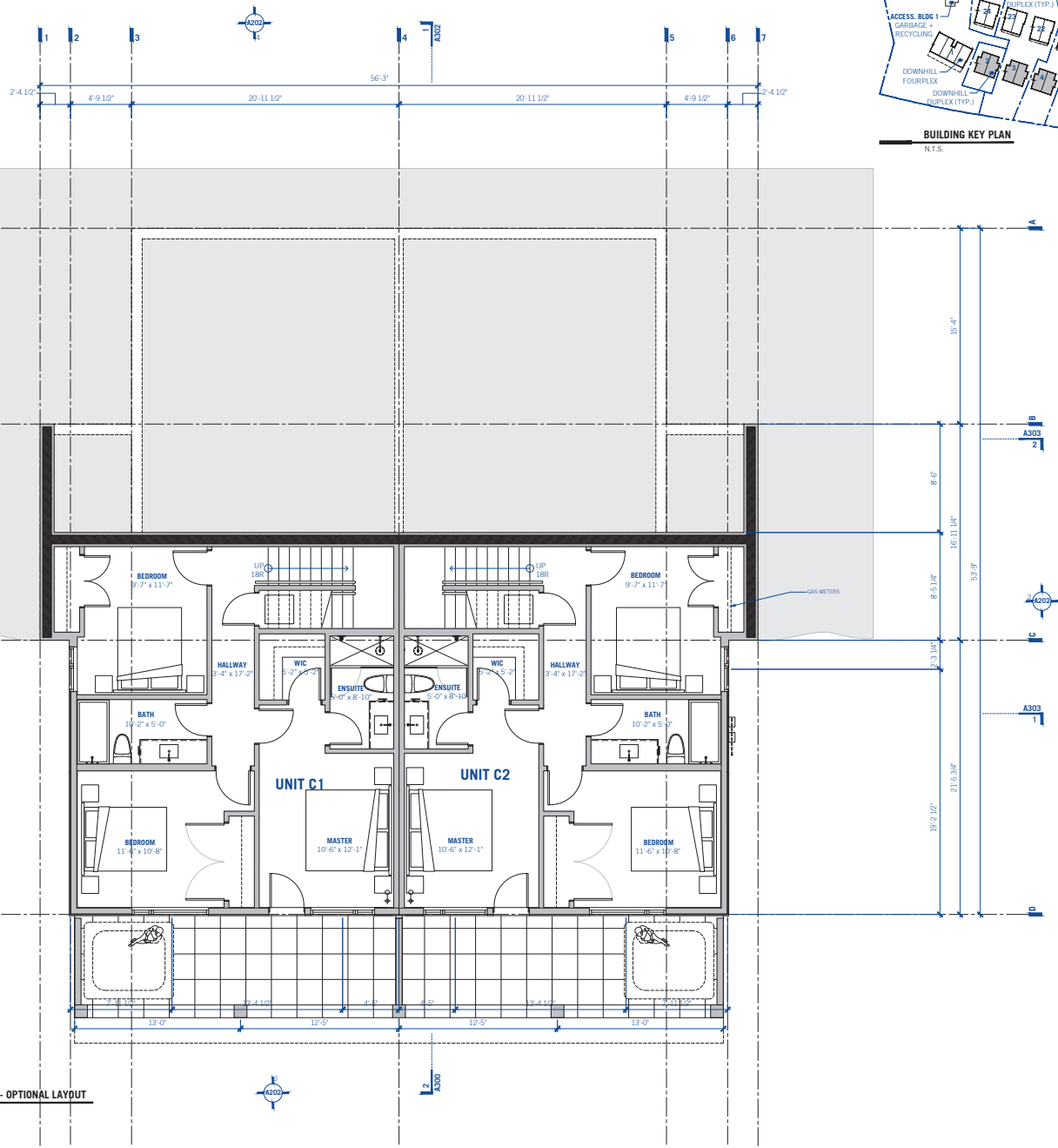
LEVEL 1 PLAN -
DOWNHILL DUPLEX

UWA

URBAN WEST ARCHITECTURE

VANCOUVER 102-1888 WEST 1ST AVE VANCOUVER BC V6J 1G1 T 604 603 1332
 VICTORIA 2822 PRIOR STREET VICTORIA BC V8T 3Y3 T 250 893 7517

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- 2018 09 21 ISSUED FOR PRICING
- 2018 06 06 ISSUED FOR DEVELOPMENT PERMIT
- 2018 04 10 ISSUED FOR DEVELOPMENT PERMIT



'ELEVATE AT SUNSTONE'
 TOWNHOUSES
 LOT A, SUNSTONE RIDGE, PEMBERTON BC
 2018-002

A105a

LEVEL 1 PLAN - DOWNHILL DUPLEX - OPTIONAL LAYOUT

1 LEVEL 1 PLAN - DOWNHILL DUPLEX - OPTIONAL LAYOUT
 A105a 1/4" = 1'-0"

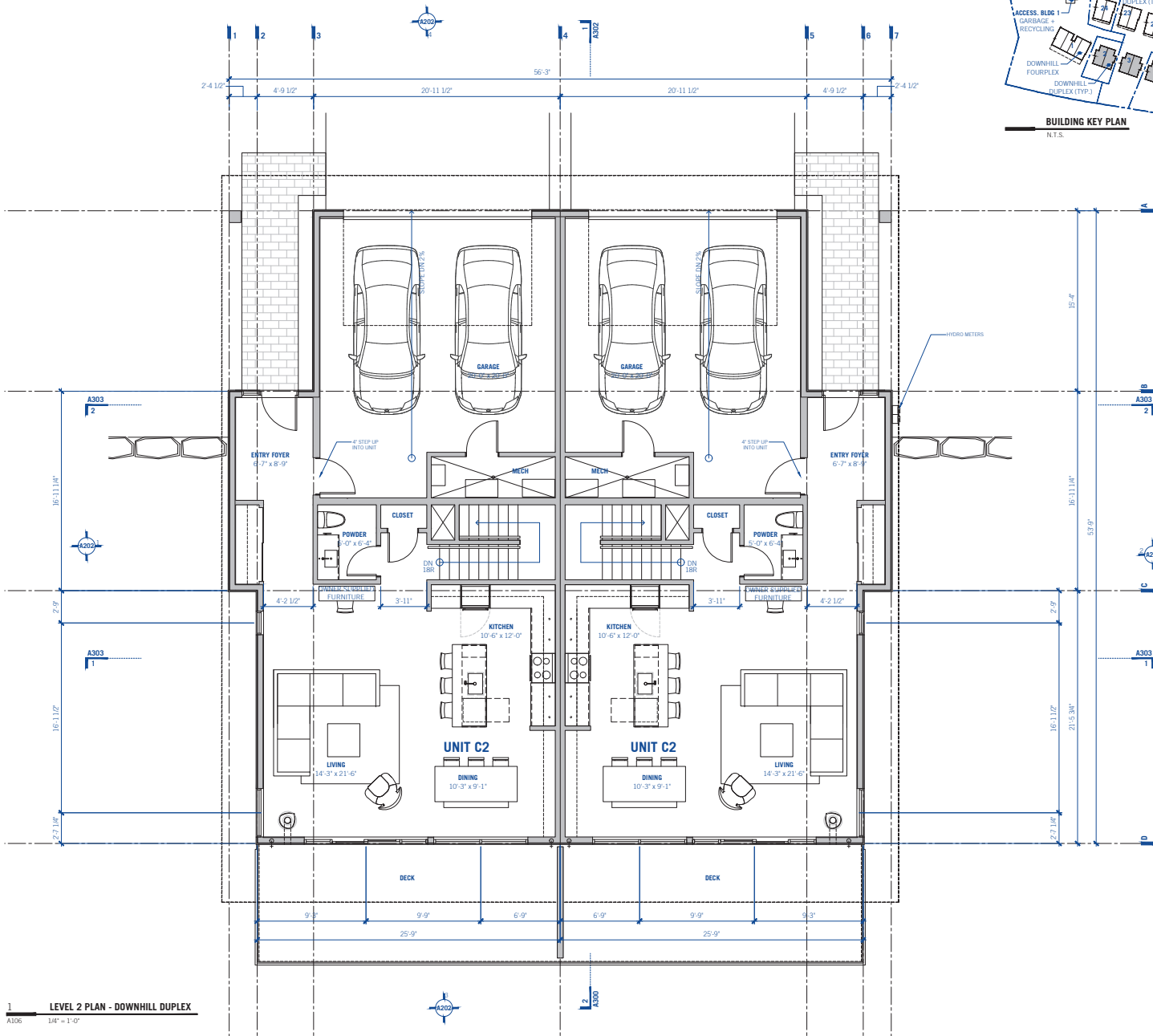
UWA

URBAN WEST ARCHITECTURE

VANCOUVER
102-1888 WEST 1ST AVE
VANCOUVER BC V6J 1G1
T 604 603 1332

VICTORIA
2822 PRIOR STREET
VICTORIA BC V8T 3Y3
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1 LEVEL 2 PLAN - DOWNHILL DUPLEX
A106 1/4" = 1'-0"



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- 2018 04 10 ISSUED FOR DEVELOPMENT PERMIT



'ELEVATE AT SUNSTONE'
TOWNHOUSES
LOT A, SUNSTONE RIDGE, PEMBERTON BC
2018-002

A106

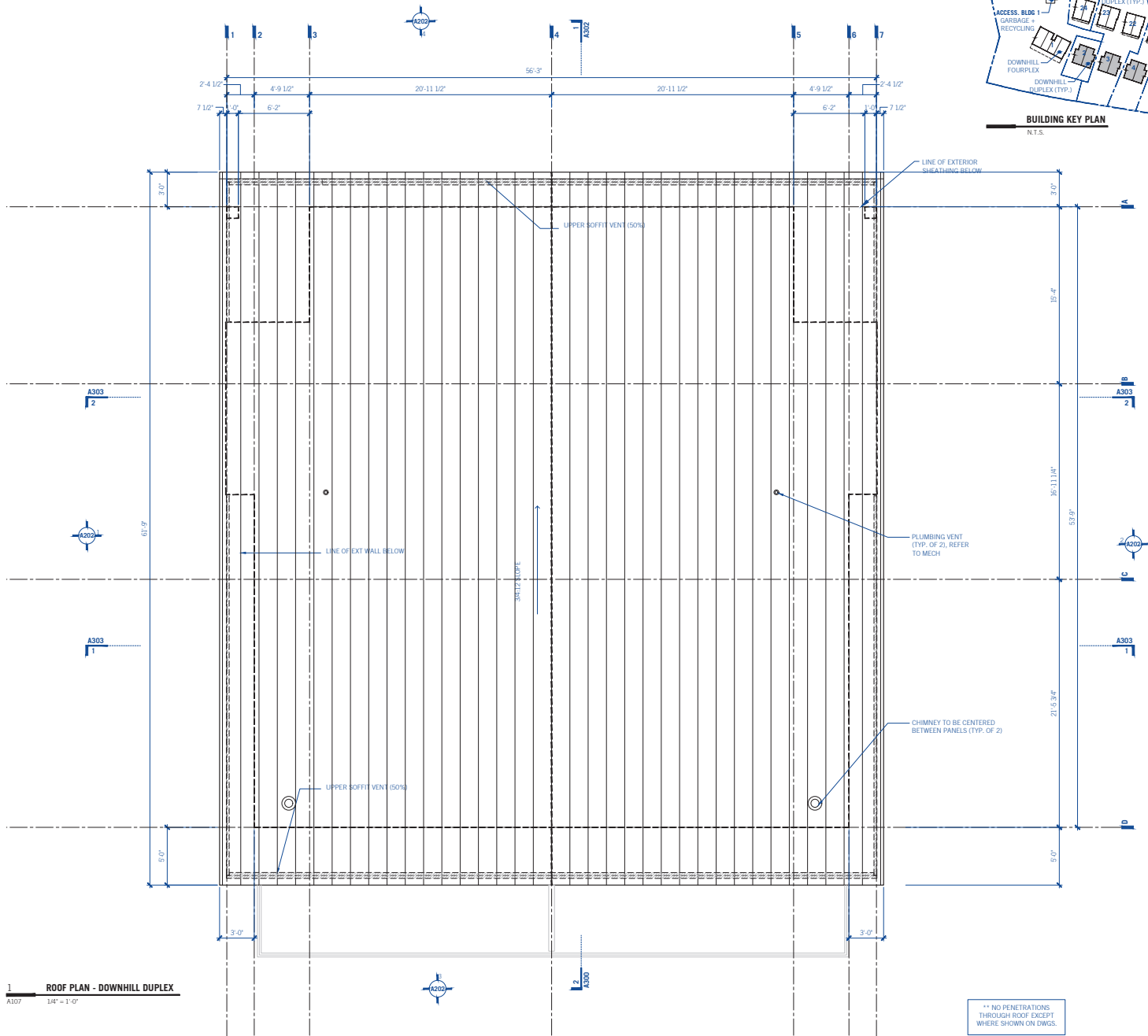
LEVEL 2 PLAN -
DOWNHILL DUPLEX

UWA

URBAN WEST ARCHITECTURE

VANCOUVER 102-1888 WEST 1ST AVE VANCOUVER BC V6J 1G1 T 604 603 1332
 VICTORIA 2822 PRIOR STREET VICTORIA BC V8T 3Y3 T 250 893 7517

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- 2018 06 06 ISSUED FOR DEVELOPMENT PERMIT
- 2018 04 10 ISSUED FOR DEVELOPMENT PERMIT



'ELEVATE AT SUNSTONE' TOWNHOUSES
 LOT A, SUNSTONE RIDGE, PEMBERTON BC 2018-002

A107

ROOF PLAN
DOWNHILL DUPLEX

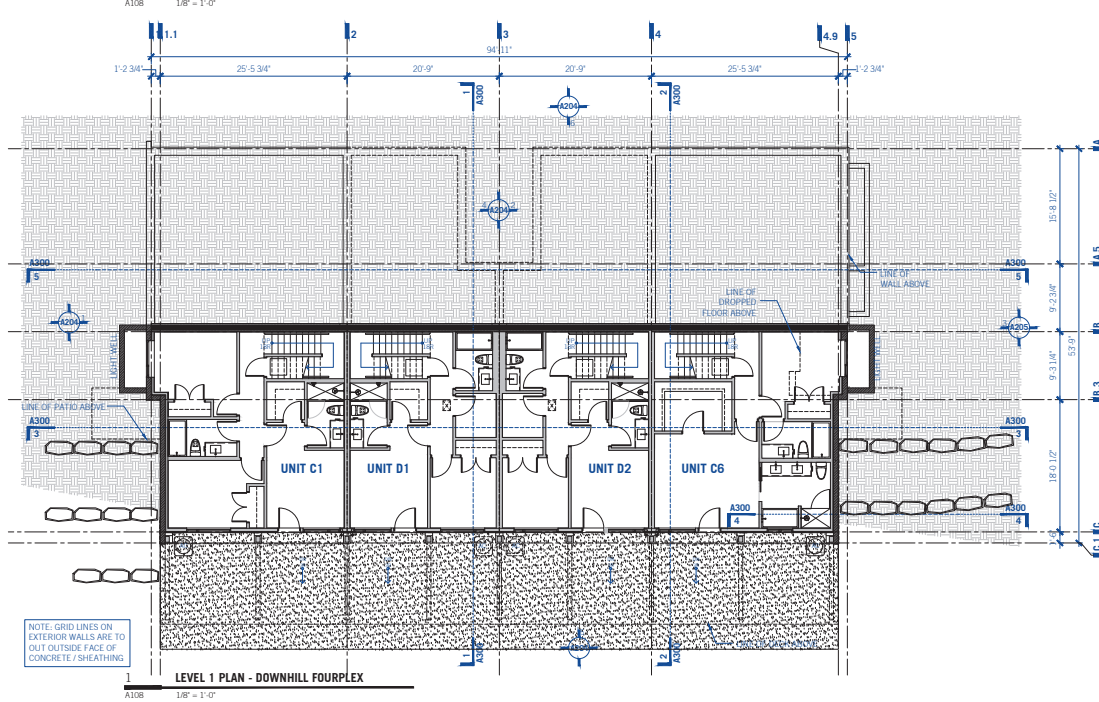
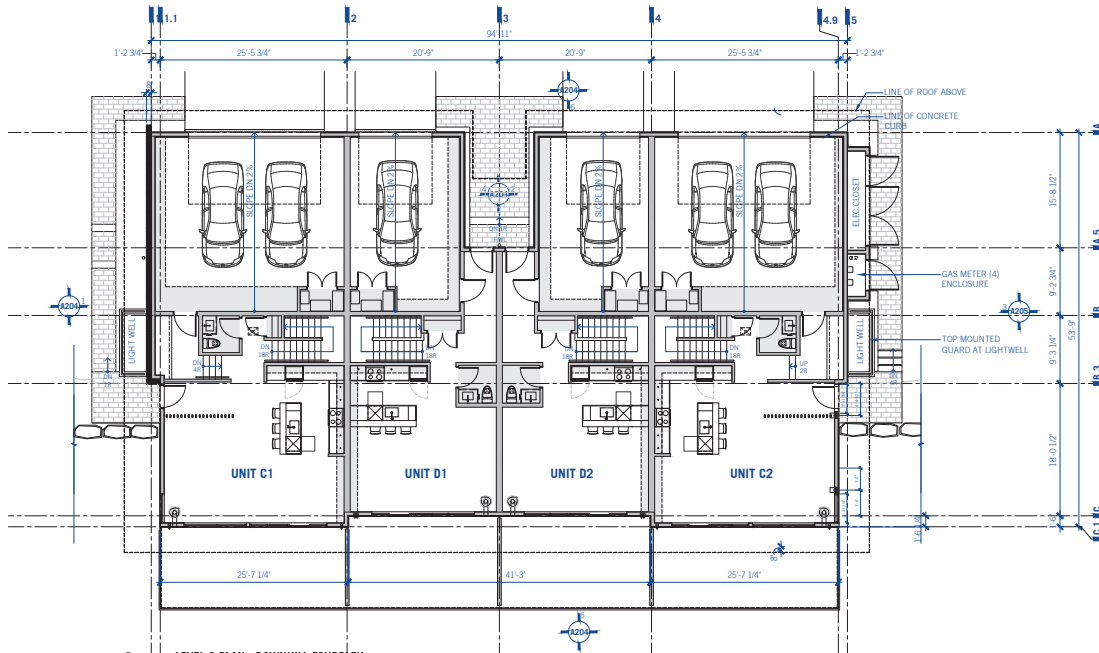
UWA

URBAN WEST ARCHITECTURE

VANCOUVER 102-1888 WEST 1ST AVE
VANCOUVER BC V6J 1G1
T 604 603 1332

VICTORIA 2822 PRIOR STREET
VICTORIA BC V8T 3Y3
T 250 893 7517

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2020 08 26	REISSUED FOR DP
S113 2020 03 03	ISSUED FOR ASI 13
2019 12 20	ISSUED FOR CONSTRUCTION 2
2019 11 26	IFC - ABOVE GRADE
S102 2019 10 23	ISSUED FOR ASI 02
2019 10 11	IFC - BELOW GRADE
2019 08 30	RE-ISSUED FOR BUILDING PERMIT
2018 11 30	ISSUED FOR BUILDING PERMIT
2018 10 26	ISSUED FOR PRICING
2018 09 21	ISSUED FOR PRICING
2018 06 06	ISSUED FOR DEVELOPMENT PERMIT
2018 04 10	ISSUED FOR DEVELOPMENT PERMIT



'ELEVATE AT SUNSTONE' TOWNHOUSES

LOT A, SUNSTONE RIDGE, PEMBERTON BC 2018-002

A108

LEVEL 1 & 2 PLANS - DOWNHILL FOURPLEX

UWA

URBAN WEST ARCHITECTURE

VANCOUVER 102-1888 WEST 1ST AVE VANCOUVER BC V6J 1G1 T 604 603 1332
 VICTORIA 2822 PRIOR STREET VICTORIA BC V8T 3Y3 T 250 893 7517

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LARGE FORMAT



2020-08-26

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- 2020 08 26 REISSUED FOR DP
- 2020 04 28 ISSUED FOR SI 18 R1
- 2020 04 21 ISSUED FOR SI 19 R1
- 2020 04 16 ISSUED FOR SI 19
- 2020 04 08 ISSUED FOR SI 18
- 2019 12 20 ISSUED FOR CONSTRUCTION 2
- 2019 11 26 IFC - ABOVE GRADE
- SI02 2019 10 22 ISSUED FOR ASI 02
- 2019 10 11 IFC - BELOW GRADE
- 2019 08 30 RE-ISSUED FOR BUILDING PERMIT
- 2018 11 30 ISSUED FOR BUILDING PERMIT
- 2018 10 26 ISSUED FOR PRICING

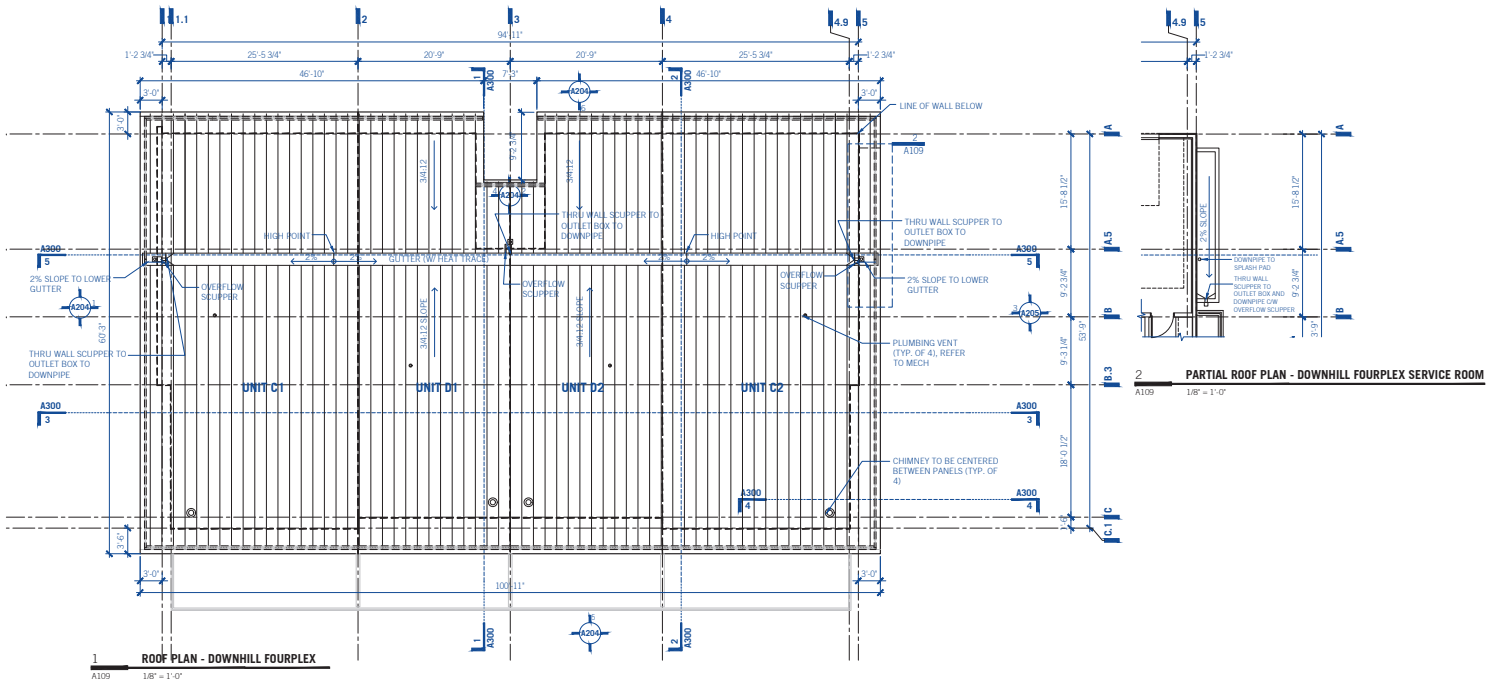


'ELEVATE AT SUNSTONE' TOWNHOUSES

LOT A, SUNSTONE RIDGE, PEMBERTON BC 2018-002

A109

ROOF PLAN - DOWNHILL FOURPLEX



UWA

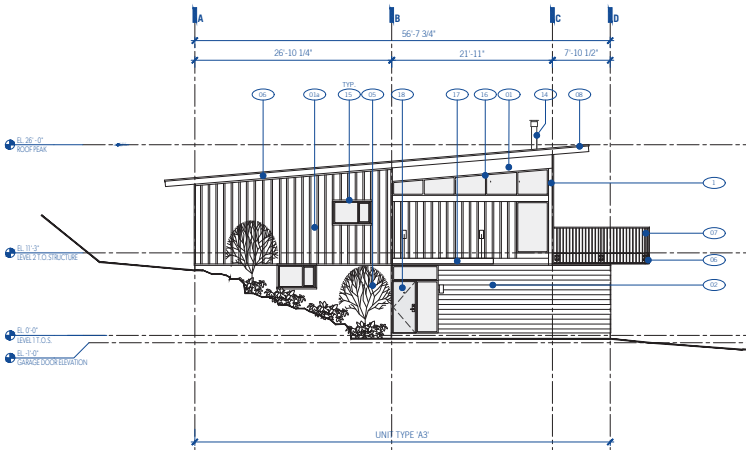
URBAN WEST ARCHITECTURE

VANCOUVER 102-1888 WEST 1ST AVE VANCOUVER BC V6J 1G1 T 604 603 1332
 VICTORIA 2822 PRIOR STREET VICTORIA BC V8T 3Y3 T 250 893 7517

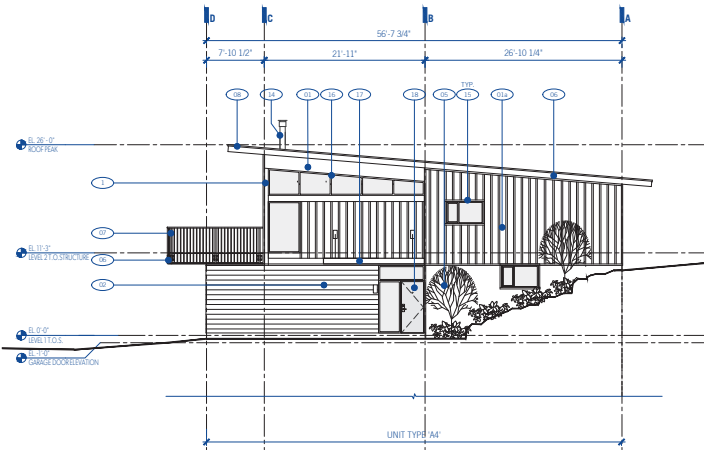
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BUILDING KEY PLAN
N.T.S.



1 WEST ELEVATION - UPHILL DUPLEX
A200 1/8" = 1'-0"



2 WEST ELEVATION @ ENTRY - UPHILL DUPLEX
A200 1/8" = 1'-0"

- EXTERIOR MATERIAL KEYNOTE**
- (C1) FIBER CEMENT BOARD PANEL (SMOOTH)
COLOR: PAINTED, CHARCOAL GREY
NOTE: HANDLE REWAL 2.0 AT ELEC / GAS METER CLOSET
 - (C2) FIBER CEMENT VERTICAL BOARD + BATTEN SIDING (TEXTURED) @ 12" O.C.
COLOR: PAINTED, CHARCOAL GREY
 - (C3) FIBER CEMENT VERTICAL BOARD + BATTEN SIDING (TEXTURED) @ 6" O.C.
COLOR: PAINTED, CHARCOAL GREY
 - (C4) 1 1/2" CEDAR BATTEN/SIDING MARINE GRADE PLYWOOD @ 2 1/2" O.C.
COLOR: PAINTED, CHARCOAL GREY
 - (C5) FIBER CEMENT LAP SIDING (8" EXPOSURE)
COLOR: CHARCOAL GREY
 - (C6) PRE-FINISHED STANDING SEAM METAL ROOFING
COLOR: LIGHT GREY
 - (C7) 3/4" T&G WOOD SPIRIT - CEDAR
COLOR: NATURAL
 - (C8) CEMENT PARKING
COLOR: NATURAL
 - (C9) CEDAR FASCIA
COLOR: CHARCOAL GREY
 - (C10) ALUM. GUARDRAIL / FENCING
COLOR: BLACK
 - (C11) PRE-FINISHED METAL FLASHING
COLOR: LIGHT GREY
 - (C12) PROTECTION BOARD / PARKING
COLOR: MATCH CONCRETE
 - (C13) HEAVY TIMBER SUPPORT
COLOR: NATURAL STAIN
 - (C14) EXTERIOR HEAVY TIMBER STAIR TREADS
COLOR: NATURAL
 - (C15) ALUMINUM HANDRAIL
COLOR: BLACK
 - (C16) PRE-FINISHED ALUM. GUTTER / DOWN PIPE
COLOR: BLACK
 - (C17) METAL CHIMNEY FLUE
COLOR: LIGHT GREY
 - (C18) VINYL WINGS
COLOR: BLACK
 - (C19) CURTAIN WALL WINDOW SYSTEM
COLOR: BLACK
 - (C20) ALUMINUM ENTRY CANOPY WITH HANGING BOARDS
COLOR: BLACK
 - (C21) FIBERGLASS DOOR
COLOR: TBD
 - (C22) ALUM. OVERHEAD GARAGE DOOR
COLOR: CHARCOAL GREY
 - (C23) EXTERIOR LIGHTING FIXTURE
COLOR: CHARCOAL GREY
 - (C24) HOLLOW METAL DOORS
COLOR: CHARCOAL GREY
 - (C25) METAL LOUVER/VENT
COLOR: CHARCOAL GREY

LARGE FORMAT



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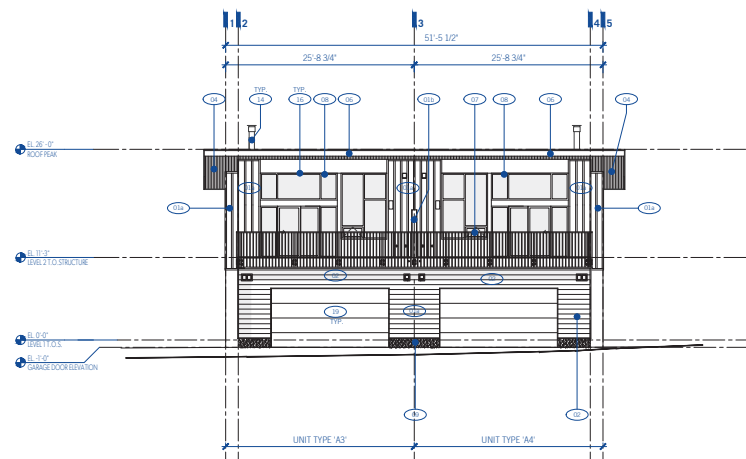
- 2020 08 26 REISSUED FOR DP
- 2018 11 30 ISSUED FOR BUILDING PERMIT
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- 2018 09 21 ISSUED FOR PRICING
- 2018 06 06 ISSUED FOR DEVELOPMENT PERMIT
- 2018 04 10 ISSUED FOR DEVELOPMENT PERMIT



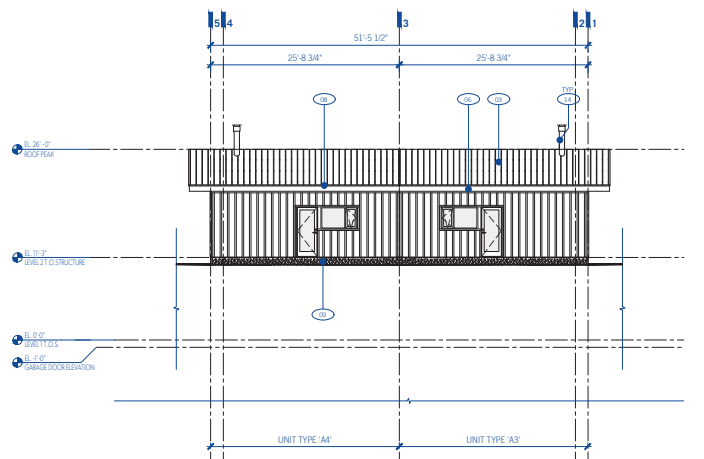
'ELEVATE AT SUNSTONE'
TOWNHOUSES
LOT A, SUNSTONE RIDGE, PEMBERTON BC
2018-002

A200

ELEVATIONS - UPHILL DUPLEX



3 SOUTH ELEVATION - UPHILL DUPLEX
A200 1/8" = 1'-0"



4 NORTH ELEVATION - UPHILL DUPLEX
A200 1/8" = 1'-0"

UWA

URBAN WEST ARCHITECTURE

VANCOUVER
102-1888 WEST 1ST AVE
VANCOUVER BC V6J 1G1
T 604 603 1332

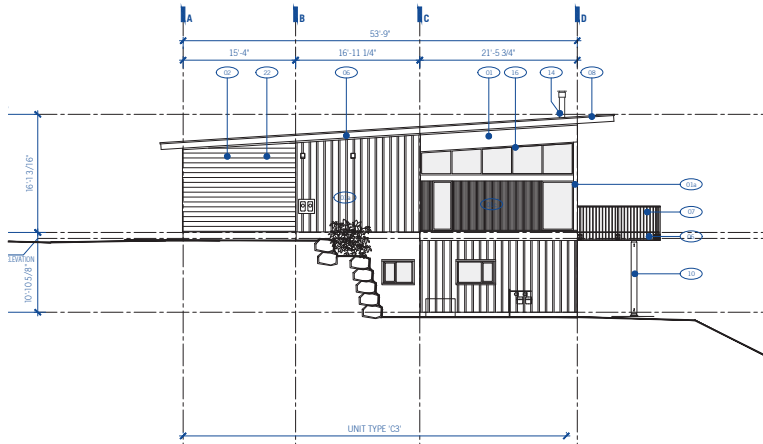
VICTORIA
2822 PRIOR STREET
VICTORIA BC V8T 3Y3
T 250 893 7517

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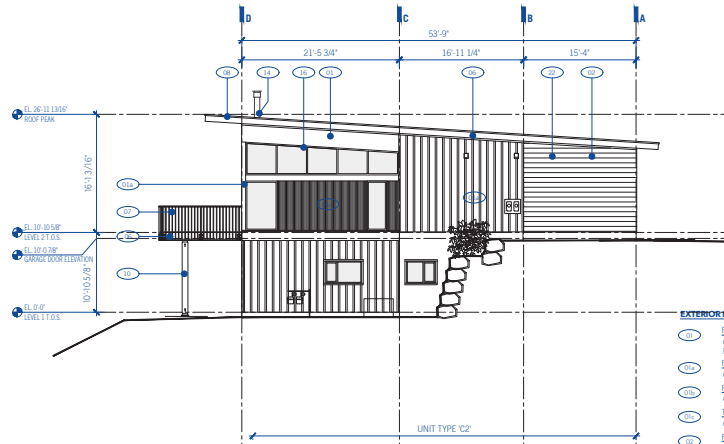
BUILDING KEY PLAN

N.T.S.



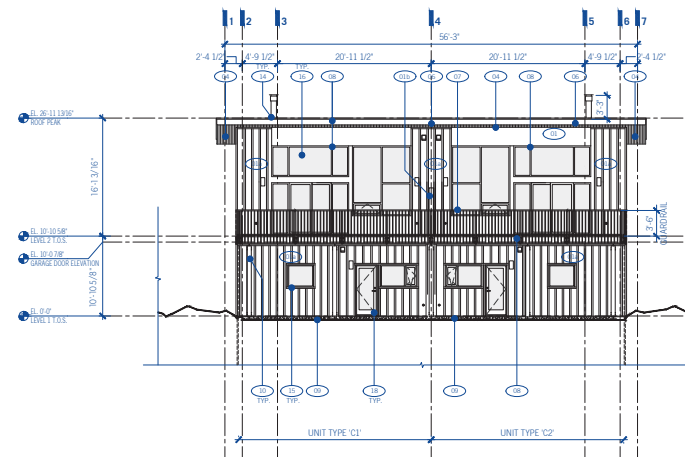
1 WEST ELEVATION - DOWNHILL DUPLEX

A201 1/8" = 1'-0"



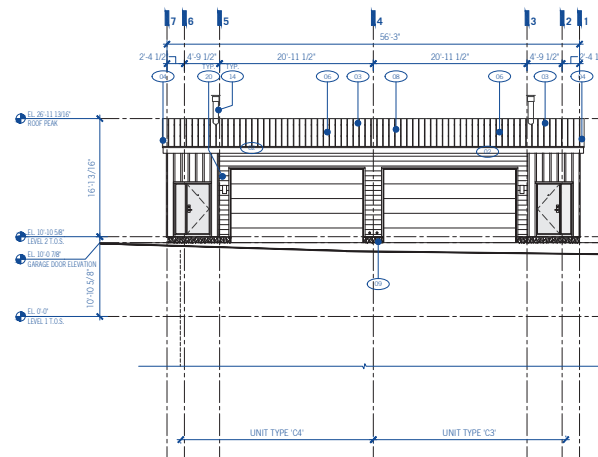
2 EAST ELEVATION @ DOWNHILL DUPLEX

A201 1/8" = 1'-0"



3 SOUTH ELEVATION - DOWNHILL DUPLEX

A201 1/8" = 1'-0"



4 NORTH ELEVATION - DOWNHILL DUPLEX

A201 1/8" = 1'-0"

EXTERIOR MATERIAL KEYNOTE

- 01 FIBER CEMENT BOARD PANEL (SMOOTH)
COLOR: PAINTED, CHARCOAL GREY
NOTE: HARDIE REVEAL 2.0 AT ELEC. / GAS METER CLOSET
- 02 FIBER CEMENT VERTICAL BOARD + BATTEN SIDING (TEXTURED) @ 12" O.C.
COLOR: PAINTED, CHARCOAL GREY
- 03 FIBER CEMENT VERTICAL BOARD + BATTEN SIDING (TEXTURED) @ 6" O.C.
COLOR: PAINTED, CHARCOAL GREY
- 04 1 1/2" CEDAR BATTENS ON MAASSE GRADE PLYWOOD @ 2 1/2" O.C.
COLOR: PAINTED, CHARCOAL GREY
- 05 FIBER CEMENT LAP SIDING (EXPOSURE)
COLOR: CHARCOAL GREY
- 06 PRE-FINISHED STANDING SEAM METAL ROOFING
COLOR: LIGHT GREY
- 07 5'-6" TAG WOOD SOFFIT - CEDAR
COLOR: NATURAL
- 08 CEMENT PARGING
COLOR: NATURAL
- 09 CEDAR FASCIA
COLOR: CHARCOAL GREY
- 10 ALUM. GUARDRAIL / FENCING
COLOR: BLACK
- 11 PREFINISHED METAL FLASHING
COLOR: LIGHT GREY
- 12 PROTECTION BOARD / PARPING
COLOR: MATCH CONCRETE
- 13 HEAVY TIMBER SUPPORT
COLOR: NATURAL STAIN
- 14 EXTERIOR HEAVY TIMBER STAIR TREADS
COLOR: NATURAL
- 15 ALUMINUM HANDRAIL
COLOR: BLACK
- 16 PRE-FINISHED ALUM. GUTTER / DOWN PIPE
COLOR: BLACK
- 17 METAL CHIMNEY FLUE
COLOR: LIGHT GREY
- 18 VINYL WINDOWS
COLOR: BLACK
- 19 CURTAIN WALL WINDOW SYSTEM
COLOR: BLACK
- 20 ALUMINUM ENTRY CANOPY WITH HANGING ROOS
COLOR: BLACK
- 21 FIBERGLASS DOOR
COLOR: TID
- 22 ALUM. OVER-HEAD GARAGE DOOR
COLOR: CHARCOAL GREY
- 23 EXTERIOR LIGHTING FIXTURE
COLOR: CHARCOAL GREY
- 24 HOLLOW METAL DOOR
COLOR: CHARCOAL GREY
- 25 METAL LOUVER/VENT
COLOR: CHARCOAL GREY

LARGE FORMAT



2020-08-26

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- 2018 06 06 ISSUED FOR DEVELOPMENT PERMIT
- 2018 04 10 ISSUED FOR DEVELOPMENT PERMIT

NO.



'ELEVATE AT SUNSTONE' TOWNHOUSES

LOT 4, SUNSTONE RIDGE, PEMBERTON BC 2018-002

A201

ELEVATIONS - DOWNHILL DUPLEX

UWA

URBAN WEST ARCHITECTURE

VANCOUVER 102-1888 WEST 1ST AVE VANCOUVER BC V6J 1G1 T 604 603 1332
 VICTORIA 2822 PRIOR STREET VICTORIA BC V8T 3Y3 T 250 893 7517

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BUILDING KEY PLAN
N.T.S.

EXTERIOR MATERIAL KEYNOTE

- 01 FIBER CEMENT BOARD PANEL (SMOOTH)
COLOR: PAINTED, CHARCOAL GREY
NOTE: HARDE REVEAL 2.0 AT ELEC / GAS METER CLOSET
- 02 FIBER CEMENT VERTICAL BOARD + BATTEN SIDING (TEXTURED) @ 12" O.C.
COLOR: PAINTED, CHARCOAL GREY
- 03 FIBER CEMENT VERTICAL BOARD + BATTEN SIDING (TEXTURED) @ 6" O.C.
COLOR: PAINTED, CHARCOAL GREY
- 04 1 1/2" CEDAR BATTENS ON MARINE GRADE PLYWOOD @ 2 1/2" O.C.
COLOR: PAINTED, CHARCOAL GREY
- 05 FIBER CEMENT LAP SIDING 18" EXPOSURE
COLOR: CHARCOAL GREY
- 06 PRE-FINISHED STANDING SEAM METAL ROOFING
COLOR: LIGHT GREY
- 07 5'-6" T&G WOOD SOFFIT - CEDAR
COLOR: NATURAL
- 08 CEMENT PARPING
COLOR: NATURAL
- 09 CEDAR FASCIA
COLOR: CHARCOAL GREY
- 10 ALUM. GUARDRAIL / FENCING
COLOR: BLACK
- 11 PRE-FINISHED METAL FLASHING
COLOR: LIGHT GREY
- 12 PROTECTION BOARD / PARPING
COLOR: MATCH CONCRETE
- 13 HEAVY TIMBER SUPPORT
COLOR: NATURAL STAIN
- 14 EXTERIOR HEAVY TIMBER STAIR TREADS
COLOR: NATURAL
- 15 ALUMINUM HANDRAIL
COLOR: BLACK
- 16 PRE-FINISHED ALUM. GUTTER / DOWN PIPE
COLOR: BLACK
- 17 METAL CHIMNEY FLUE
COLOR: LIGHT GREY
- 18 VINYL WINDOWS
COLOR: BLACK
- 19 CURTAIN WALL WINDOW SYSTEM
COLOR: BLACK
- 20 ALUMINUM ENTRY CANOPY WITH HANGING BOIS
COLOR: BLACK
- 21 FIBERGLASS DOOR
COLOR: TRS
- 22 ALUM. OVERHEAD GARAGE DOOR
COLOR: CHARCOAL GREY
- 23 EXTERIOR LIGHTING FIXTURE
COLOR: CHARCOAL GREY
- 24 HOLLOW METAL DOOR
COLOR: CHARCOAL GREY
- 25 METAL LOUVER / VENT
COLOR: CHARCOAL GREY

LARGE FORMAT



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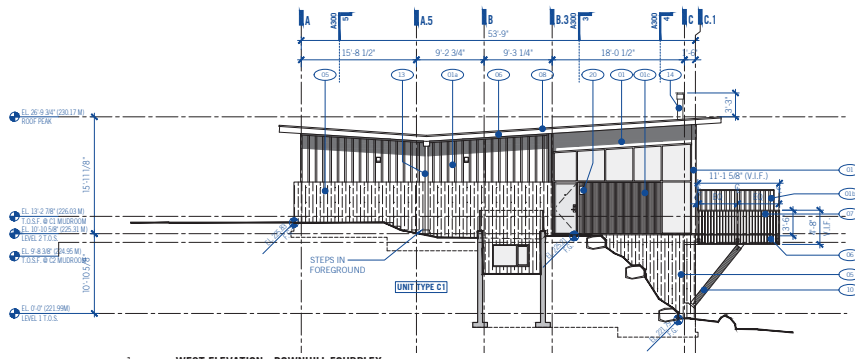
- 2020 08 26 REISSUED FOR DP
- S127 2020 07 28 ISSUED FOR ASI 27
- S113 2020 03 03 ISSUED FOR ASI 13
- 2019 12 20 ISSUED FOR CONSTRUCTION 2
- 2019 11 26 IFC - ABOVE GRADE
- S102 2019 10 23 ISSUED FOR ASI 02
- 2019 10 11 IFC - BELOW GRADE
- 2019 08 30 RE-ISSUED FOR BUILDING PERMIT
- 2018 11 30 ISSUED FOR BUILDING PERMIT
- 2018 06 06 ISSUED FOR DEVELOPMENT PERMIT
- 2018 04 10 ISSUED FOR DEVELOPMENT PERMIT



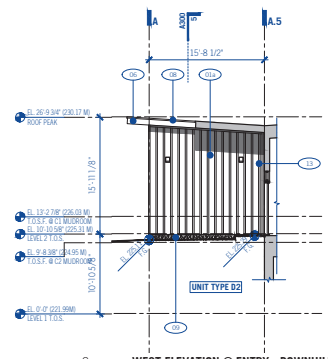
'ELEVATE AT SUNSTONE'
TOWNHOUSES
LOT A, SUNSTONE RIDGE, PEMBERTON BC
2018-002

A202

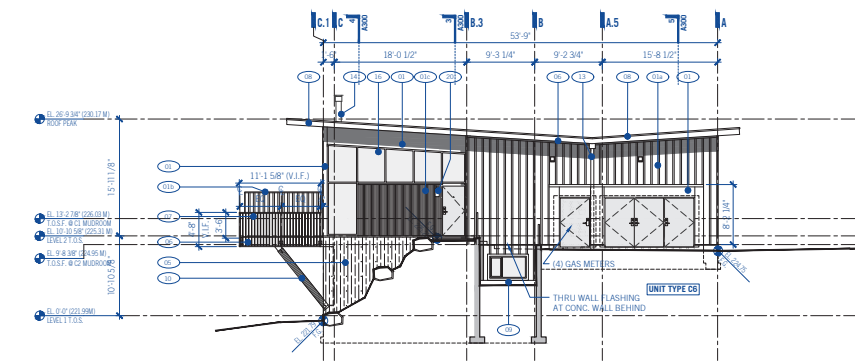
ELEVATIONS -
DOWNHILL FOURPLEX



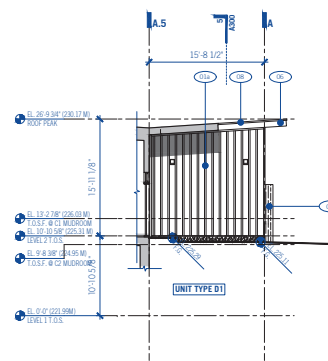
1 WEST ELEVATION - DOWNHILL FOURPLEX
A202 1/8" = 1'-0"



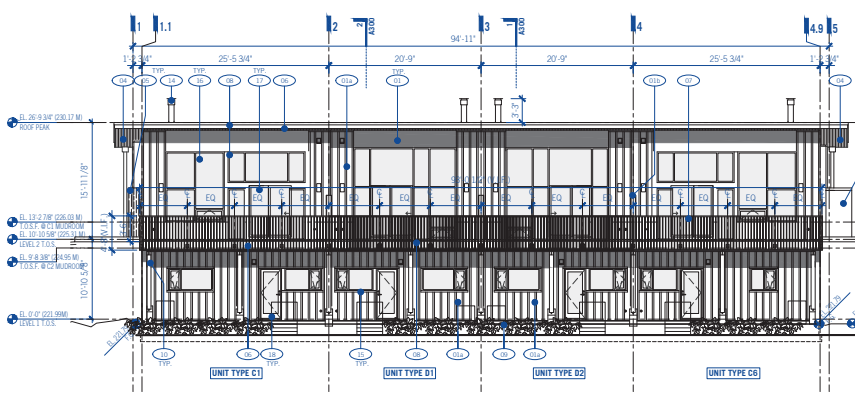
2 WEST ELEVATION @ ENTRY - DOWNHILL FOURPLEX
A202 1/8" = 1'-0"



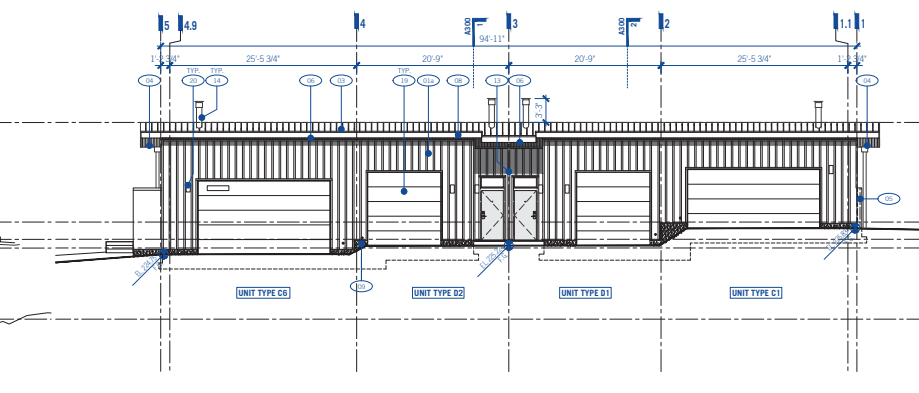
3 EAST ELEVATION - DOWNHILL FOURPLEX
A202 1/8" = 1'-0"



4 EAST ELEVATION @ ENTRY - DOWNHILL FOURPLEX
A202 1/8" = 1'-0"



5 SOUTH ELEVATION - DOWNHILL FOURPLEX
A202 1/8" = 1'-0"



6 NORTH ELEVATION - DOWNHILL FOURPLEX
A202 1/8" = 1'-0"

UWA

URBAN WEST ARCHITECTURE

VANCOUVER
102-1888 WEST 1ST AVE
VANCOUVER BC V6J 1G1
T 604 603 1332

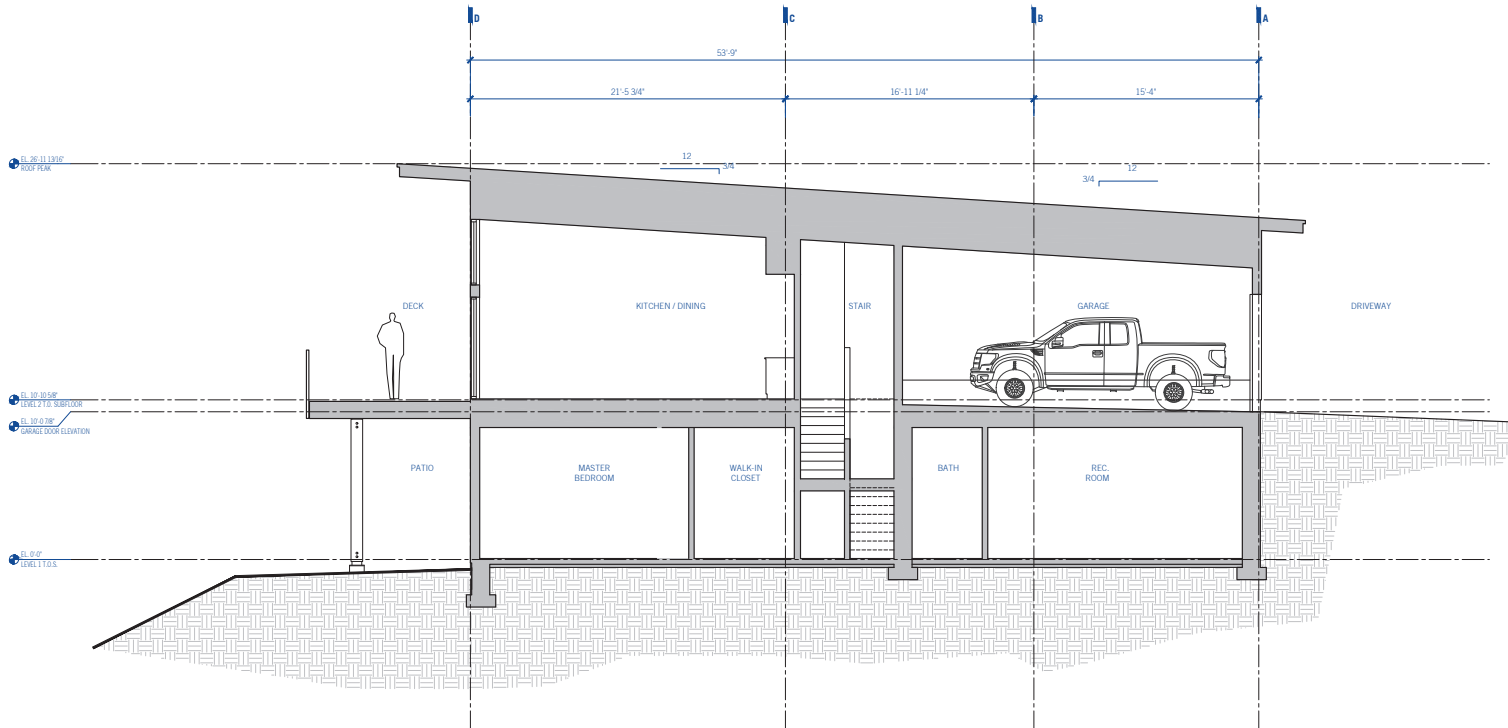
VICTORIA
2822 PRIOR STREET
VICTORIA BC V8T 3Y3
T 250 893 7517

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BUILDING KEY PLAN

N.T.S.



1 BUILDING SECTION - DOWNHILL DUPLEX

A302 1/4" = 1'-0"

LARGE FORMAT



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- 2018 05 16 ISSUED FOR COORDINATION
- 2018 04 10 ISSUED FOR DEVELOPMENT PERMIT

NO.



'ELEVATE AT SUNSTONE' TOWNHOUSES

LOT A, SUNSTONE RIDGE, PEMBERTON BC
2018-002

A302

CROSS-SECTION -
DOWNHILL DUPLEX

UWA

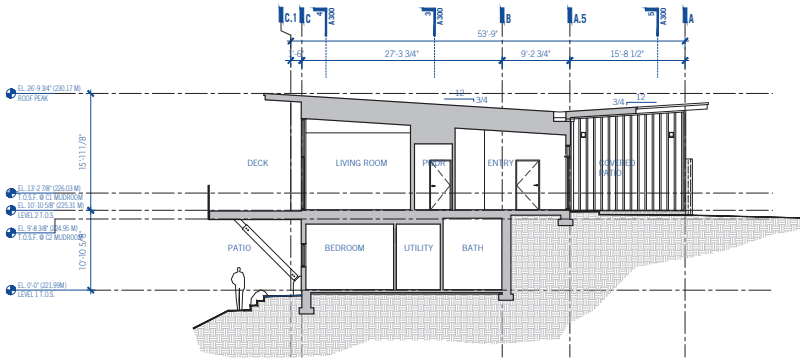
URBAN WEST ARCHITECTURE

VANCOUVER 102-1888 WEST 1ST AVE VANCOUVER BC V6J 1G1 T 604 603 1332
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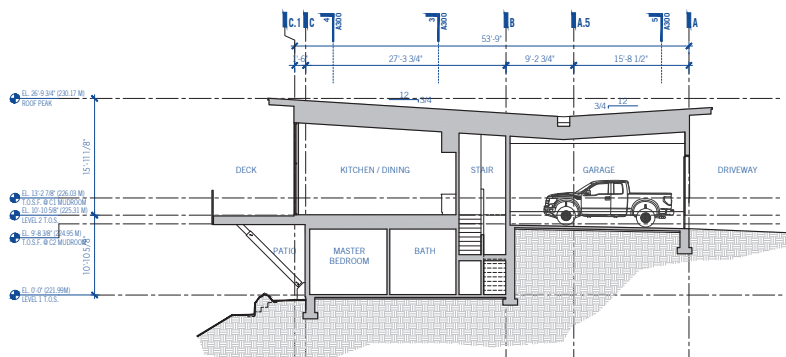
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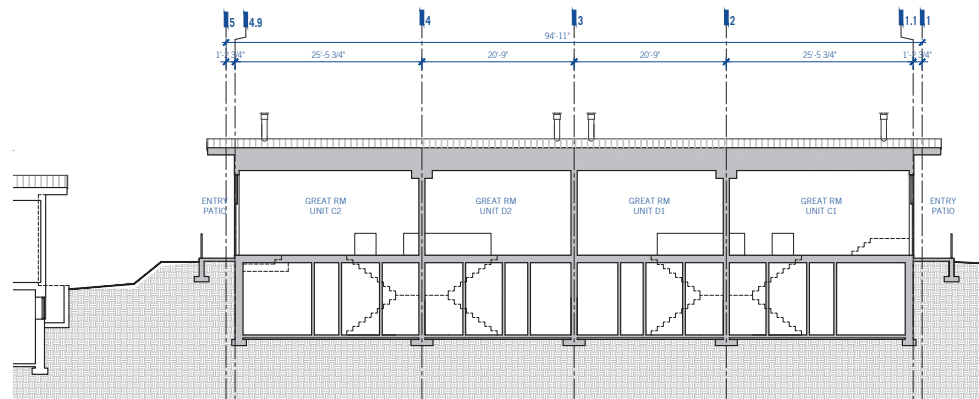
BUILDING KEY PLAN
N.T.S.



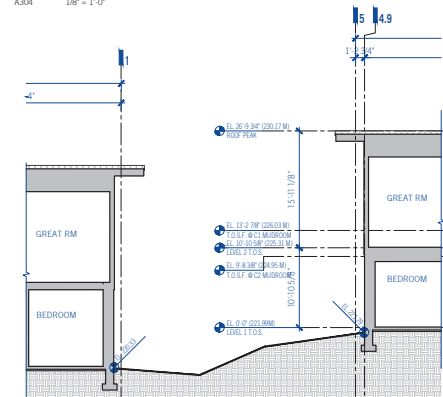
1 BUILDING SECTION - DOWNHILL FOURPLEX THRU ENTRY
A304 1/8" = 1'-0"



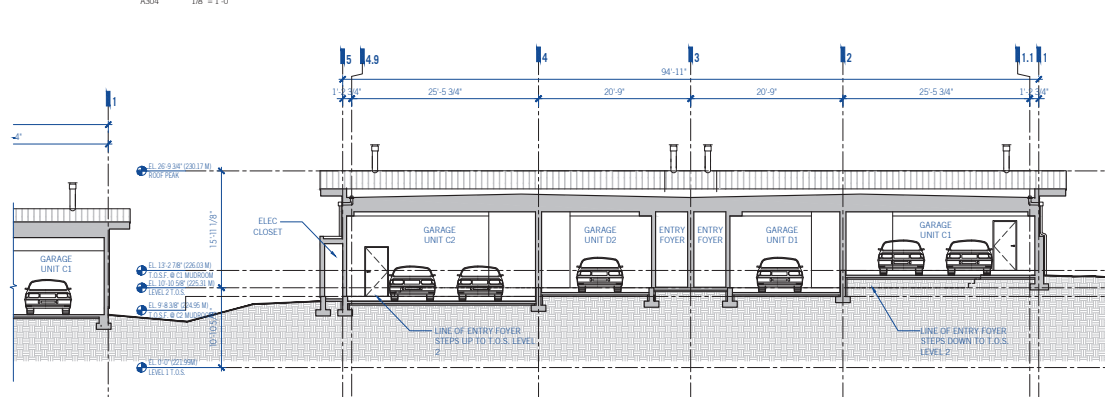
2 BUILDING SECTION - DOWNHILL FOURPLEX THRU GARAGE
A304 1/8" = 1'-0"



3 BUILDING SECTION - DOWNHILL FOURPLEX THRU SIDE ENTRY
A304 1/8" = 1'-0"



4 BUILDING SECTION - DOWNHILL FOURPLEX THRU SOUTH END
A304 1/8" = 1'-0"



5 BUILDING SECTION - DOWNHILL FOURPLEX THRU GARAGE
A304 1/8" = 1'-0"

LARGE FORMAT



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- S102 2019 10 23 ISSUED FOR ASI 02
- 2019 10 11 IFC - BELOW GRADE
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- 2018 11 30 ISSUED FOR BUILDING PERMIT
- 2018 10 26 ISSUED FOR PRICING
- 2018 09 21 ISSUED FOR PRICING
- 2018 06 06 ISSUED FOR DEVELOPMENT PERMIT
- 2018 04 10 ISSUED FOR DEVELOPMENT PERMIT



'ELEVATE AT SUNSTONE'
TOWNHOUSES
LOT A, SUNSTONE RIDGE, PEMBERTON BC
2018-002

A304

SECTIONS -
DOWNHILL FOURPLEX



PO Box 100
7400 Prospect St.
Pemberton
British Columbia
CANADA
V0N2L0

P. 604.894.6135
F. 604.894.6136

www.pemberton.ca

Schedule C
Landscape Drawings and Cost Estimate

ELEVATE AT SUNSTONE

Lot 5 Sunstone Ridges,
Pemberton BC

DRAWING LIST

L-0.0	Legends & Notes	NTS
LANDSCAPE PLANS		
L-1.0	Overall Phasing Masterplan	1:500
L-1.1	Landscape Materials West	1:125
L-1.2	Landscape Materials Central W	1:125
L-1.3	Landscape Materials Central E	1:125
L-1.4	Landscape Materials East	1:125
L-2.1	Planting Plan West Entry	1:125
L-2.2	Planting Plan Typical	1:125

OWNER

JBR CONSTRUCTION LTD.

#300-8809 Heather St.
Vancouver, BC, V6P-3T1
T+ 604-324-8308

LEGENDS CONT.

SOFTSCAPE LEGEND			
KEY	GRAPHIC	DESCRIPTION	DETAIL KEY
T-8		Planting (Average #2 pots 46cm spacing)	(Ld-02) L-4
T-9		Hydroseeded Groundcover (Shade Tolerant, Resilient Mix)	(Ld-03) L-5
T-10		Hydroseeded Perennial Planting (Tall Meadow Mix)	(Ld-04) L-4
T-11		Sodded Lawn	
T-12		Existing Planting & Slope	
		Illustrative Proposed Trees (Refer to L3 Plant List & Planting Plan for Species)	(Ld-01) L-4
LIGHTING LEGEND (See Electrical for Further Detail)			
GRAPHIC	DESCRIPTION		DETAIL KEY
	Street-Lights (See Electrical/Civil for further detail)		(Ld-01) L-9
	Bollard Lighting, 18" Above FFE, Typ.		(Ld-01) L-9
	Wall-Lights (Refer to Arch Sections for vertical alignment)		
	Step-Lights, 18" Above FFE, Typ.		

GENERAL NOTES

General Notes	
1.	Refer to architectural drawings for all walls and stair layout and elevations, unless otherwise noted.
2.	Refer to electrical drawings for all final landscape lighting layout and specifications.
3.	Refer to architectural and mechanical drawings for all drain locations and rim elevations.
Irrigation Notes	
1.	All "Soft Landscape Areas" are to be irrigated with a high efficiency design/built irrigation system to IABC Standards, complete with Rain and Wind Sensor.
2.	The irrigation system design and installation shall be in accordance with the Irrigation Industry of BC Standards and Guidelines.
3.	System design and installation shall take into account elevation differences, sun orientation and other factors affecting zoning and operation of the system to minimize evapotranspiration and wind loss.
4.	System design shall provide for uniform complete "Head to Head" coverage of all lawns and planted areas.
5.	Contractor shall be responsible to provide SHOP DRAWINGS a minimum of 3 weeks prior to installation of any irrigation for review and approval.
6.	Should the contractor proceed without approval, any additional modifications to the irrigation systems, as directed by the Landscape Architect shall be at contractors cost.
7.	Lawns shall be irrigated on separate zones from planted areas.
8.	Controller shall be located in mechanical room.
9.	PRIOR to Substantial Performance, contractor shall provide a maintenance data and Operation instruction manual containing operational information for all operating components, cleaning and lubrication schedules, overhaul/adjustment schedule.
10.	Record Drawings: Submit with the operating and maintenance manuals a reproducible copy of the AS-BUILT condition of the system.
11.	Contractor shall instruct a designated representative of the Owner in the complete operating and maintenance procedures for the irrigation system, including winterizing for the first time with the designated representative observing.
12.	All piping shall be class 200.
13.	Use CSR Schedule 40 PVC designed for solvent welding to PVC pipe except where valves, risers, etc. require threaded joints.
14.	Provide sleeves under all hard surfaces and as required through walls. If under vehicular paving, cast iron piping required.
15.	Solenoid valves shall be first quality, compatible with the controller selected.
16.	Valve boxes shall be reinforced plastic boxes manufactured specifically for landscape irrigation, complete with captive lock bolt cover, sized to suit valves and other components with adequate room for operation and maintenance.
Planting Notes	
1.	All plants / planting to be per Canadian Landscape Standard (C.L.S.).
2.	Plant selection subject to availability at the time of planting.
3.	Contractor shall source specified plant material and only after area of search has been exhausted will substitutions be considered.
4.	All trees to be staked in accordance with CLS best practices.
5.	All plants to be sourced from nurseries certified free of P. ramorum.
6.	Plant sizes and related container classes are specified according to the CLS current edition. For container classes #3 and smaller, plant sizes shall be as shown in the plant list and the standard; for all other plants, both plant size and container calls shall be as shown in the plant list. Specifically, when the plant list calls for #5 class containers, these shall be as defined in the CLS.
7.	All trees to have minimum 10 cubic meters of growing medium unless otherwise specified.
Soil Preparation and Placement Notes	
1.	All growing medium placed on project to meet or exceed BCMA and Canadian Landscape Standards latest edition.
2.	Submit sieve analysis by an approved independent soil testing laboratory for each type of growing medium being used on the project PRIOR to placement for review and approval.
3.	Clearly identify source and type for each. Resubmit as required until growing medium is approved. Provide one composite sample of each type of proposed growing medium for each different application within the project, minimum 1 litre physical sample.
4.	Contractor shall not move or work growing medium or additives when they are excessively wet, extremely dry, or frozen or in any manner which will adversely affect growing medium structure. Growing medium whose structure has been destroyed by handling under these conditions will be rejected. Growing medium shall not be handled in wet or frozen conditions.
5.	Slab drainage shall be 19mm (3/4") diameter drain gravel free from any silt and clay as shown in details.
6.	Place growing medium, except structural to required finish grades and minimum depths as detailed, unless shown otherwise.
Product and Material Notes	
1.	All materials to be as specified or pre-approved equivalent.
2.	All material and products to be installed per manufacturer's specifications.

LEGENDS

HARDSCAPE LEGEND			
KEY	GRAPHIC	DESCRIPTION	DETAIL KEY
T-1		CIP Concrete Paving (By Civil/Arch) Pattern: Saw-cut (as shown on L-1 Ground Plan)	(Ld-01) L-5 (Ld-02) L-5
T-2		Asphalt Parking/Street Topping (By Civil/Arch)	
T-3		Aria Concrete Slab Paver Size: 60 x 30 x 6 cm Colour: Grey Pattern: 3-Piece Modular Supplier: Belgard	(Ld-02) L-5
T-4		Decorative River Rocks (In Planters at Building Faces) & Large River Rocks (at Swale Bed) Size/Colour: Various Supplier: Northwest Landscape & Stone	(Ld-05) L-5 (Ld-07) L-4
T-5		Reinforced Concrete Wall (Refer to Structural) with Stone Facing (Ht. Varies; Refer to +TW/BW on Detail Plan)	(Ld-04) L-7 (Ld-03) L-7
T-6		Large Retaining Boulders (Reclaimed/Stored During Excavation)	(Ld-04) L-7 (Ld-03) L-7
T-7		Sierra Retaining Wall System (Refer to Structural)	
		42" ht. Metal Privacy Gate	(Ld-05) L-7
		Precast Concrete Steps (At D.H. Ped Exit Path)	(Ld-07) L-5

07
04 Aug 28, 2020 Re-issued for DP
05 Oct 04, 2019 Issued for Below-Grade IFC
04 Aug 30, 2019 Re-issued for BP
03 Sep 17, 2018 Issued for Pricing / BP Coord.
02 Jun 06, 2018 Revised per ADP Comments
01 Apr 10, 2018 Issued for DP

NO.: DATE: ITEM:

Revisions:

Durante Kruk Ltd.
102 - 1637 West 5th Avenue
Vancouver BC V6J 1N5
T: 604 684 4811
F: 604 684 0277
www.dkl.bc.ca

Project:
ELEVATE AT SUNSTONE

**Lot A Sunstone Ridges,
Pemberton BC
2018-002**

Drawn by: JBT

Checked by: PK

Date: January 30, 2018

Scale: NTS

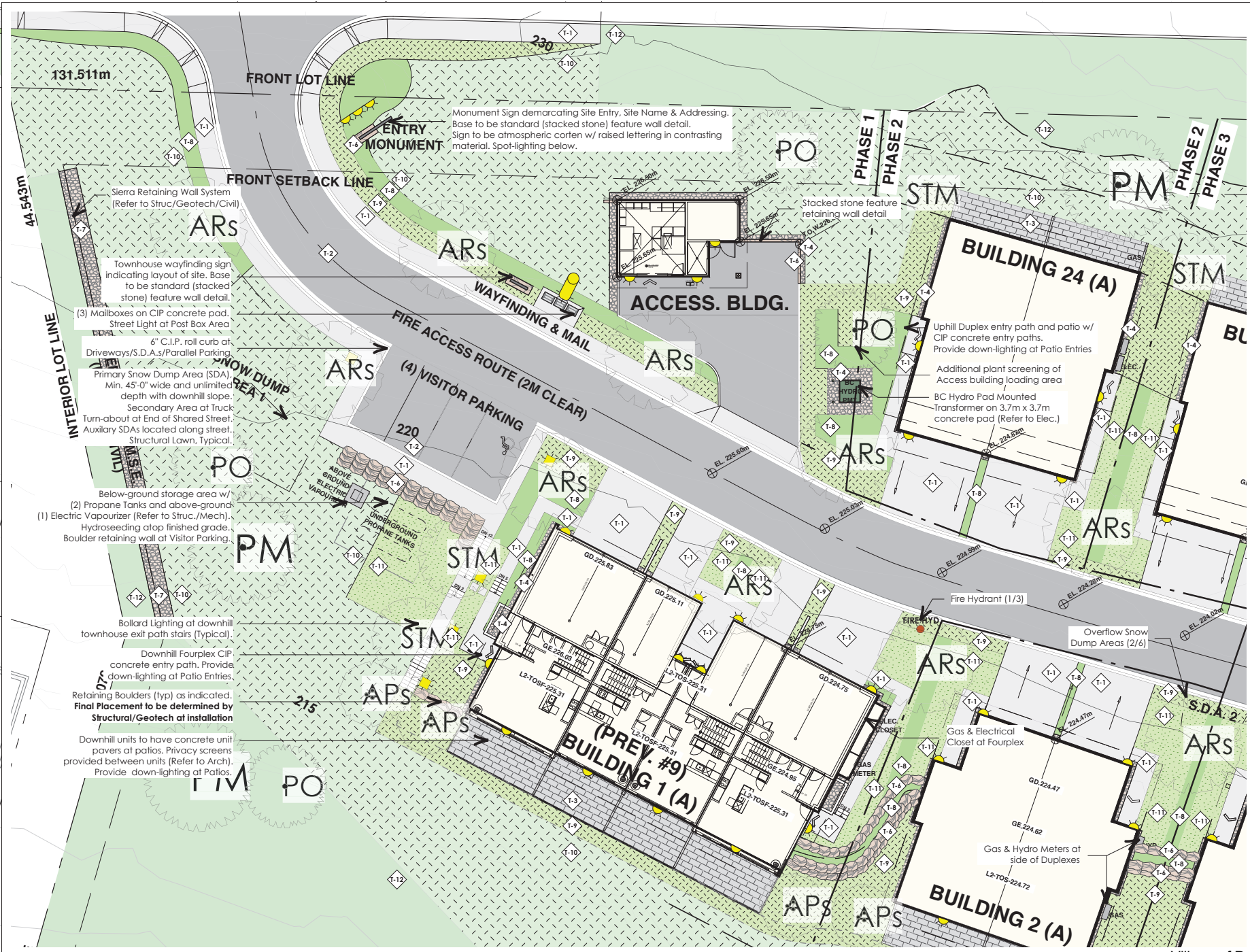
Drawing Title:

**Landscape Coversheet -
Legends & Notes**

Project No.: **18004**

Sheet No.:

L-0.0



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 01 Apr 10, 2018 Issued for DP

NO.: DATE: ITEM:
 Revisions:



Project:
ELEVATE AT SUNSTONE
Lot A Sunstone Ridges,
Pemberton BC
2018-002

Drawn by: JBT
 Checked by: PK
 Date: January 30, 2018
 Scale: 1:125
 Drawing Title:
Landscape
Materials Plan West

Project No.: **18004**
 Sheet No.: **L-1.1**



- 07
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 01 Apr 10, 2018 Issued for DP
- NO.: DATE: ITEM:
- Revisions:



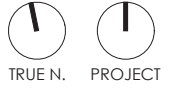
Project:
ELEVATE AT SUNSTONE
 Lot A Sunstone Ridges,
 Pemberton BC
 2018-002

Drawn by: JBT
 Checked by: PK
 Date: January 30, 2018
 Scale: 1:125

Drawing Title:
Landscape Materials Plan Central W

Project No.: **18004**
 Sheet No.:

L-1.2



- 07
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 01 Apr 10, 2018 Issued for DP
- NO.: DATE: ITEM:
- Revisions:



Project:	ELEVATE AT SUNSTONE
Lot A Sunstone Ridges, Pemberton BC 2018-002	
Drawn by:	JBT
Checked by:	PK
Date:	January 30, 2018
Scale:	1:125
Drawing Title:	Landscape Materials Plan Central E
Project No.:	18004
Sheet No.:	L-1.3



07
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 NO.: DATE: ITEM:
 Revisions:



Project:
ELEVATE AT SUNSTONE
Lot A Sunstone Ridges,
Pemberton BC
2018-002

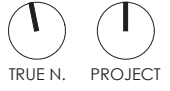
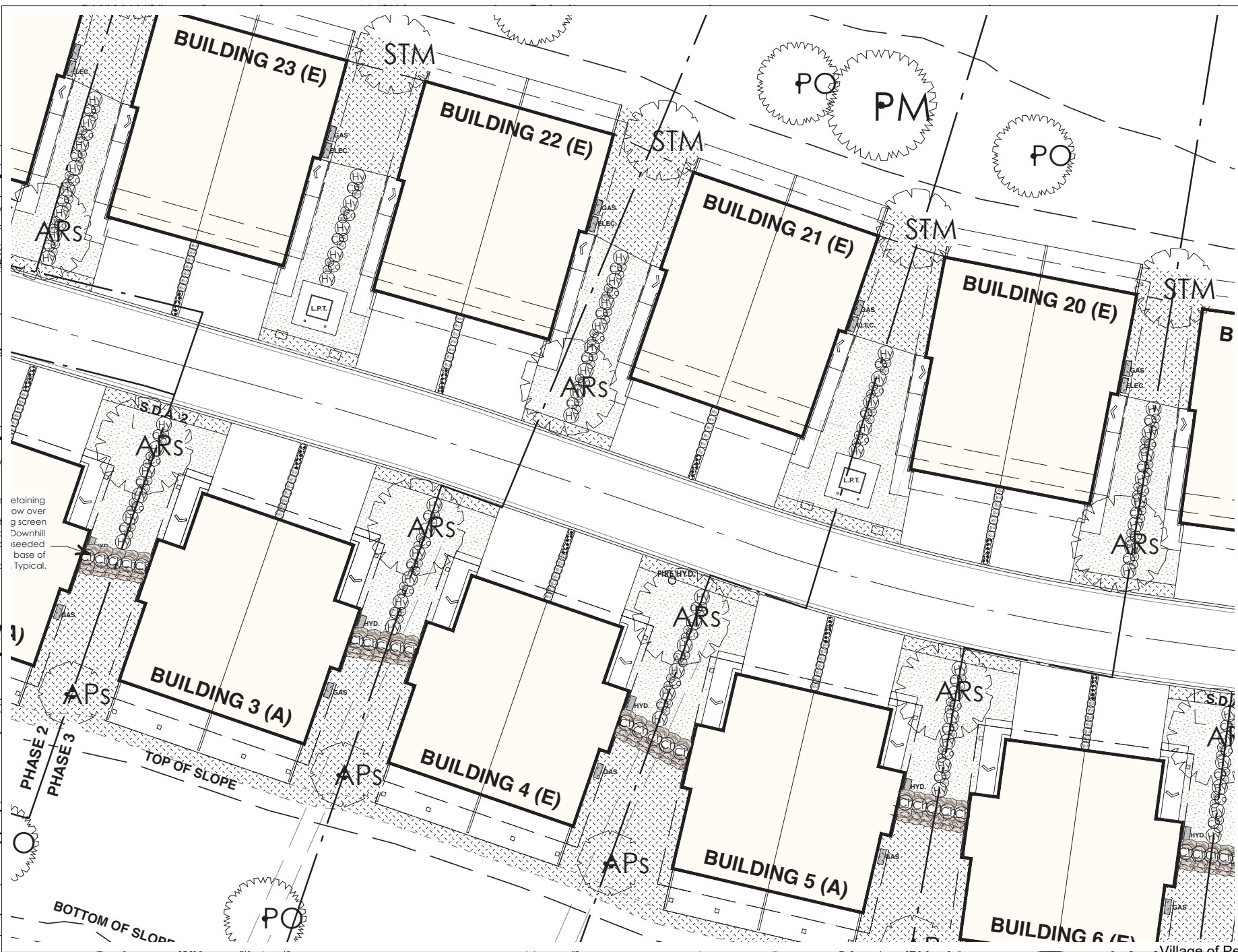
Drawn by: JBT
 Checked by: PK
 Date: January 30, 2018
 Scale: 1:125

Drawing Title:
Landscape
Materials Plan East

Project No.: **18004**

Sheet No.:

L-1.4



- 07
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 - 01 Apr 10, 2018 Issued for DP
- NO.: DATE: ITEM:
- Revisions:

dk Durante Kruuk Ltd.
 102 - 1637 West 5th Avenue
 Vancouver, BC V6J 1N5
 Tel: 604 684 0577
 www.dk.bc.ca

Project:
ELEVATE AT SUNSTONE
Lot A Sunstone Ridges,
Pemberton BC
2018-002

Drawn by: JBT
 Checked by: PK
 Date: January 30, 2018
 Scale: 1:125
 Drawing Title:
Landscape
Planting Plan Typical

Project No.: **18004**
 Sheet No.:

L-2.2

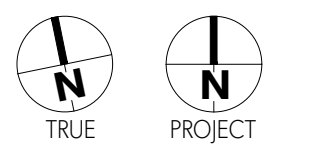


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1 LANDSCAPE PLAN
A011 1:500

LANDSCAPE BUDGET ESTIMATE			
MEDIUM CONIFEROUS TREES	each	\$300	32
		\$9600	

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'ELEVATE AT SUNSTONE'
TOWNHOUSES
LOT A, SUNSTONE RIDGE, PEMBERTON BC
2018-002

A010

LANDSCAPE PLAN -
WALLS & TREES



102 - 1637 West 5th Avenue, Vancouver BC V6J 1N5 t: 604-684-4611 f: 604-684-0577

ELEVATE AT SUNSTONE

PROJECT NUMBER: 18009

Pemberton, BC

Estimate By: JBT

DATE: 25 August 2020

BUDGET ESTIMATE - ENTIRE DP (PHASES 1-12)

SOFT LANDSCAPE					
Large Coniferous Trees	each	\$400.00	43		\$17,200.00
Large Shade Trees	each	\$300.00	40		\$12,000.00
Small Ornamental Trees	each	\$200.00	14		\$2,800.00
Mixed Planting (Shrubs/Perennials; #2 pot avg.)	m2	\$15.00	2,729		\$40,935.00
Growing Medium (450mm avg. depth)	m3	\$25.00	3,887		\$97,185.00
Hydroseeded Planting Mix	m2	\$4.00	3,306		\$13,224.00
Subtotal					\$183,344.00

HARD LANDSCAPE					
Concrete Paving	m2	\$70.00	2,810		\$196,700.00
Unit Concrete Pavers	m2	\$70.00	1,176		\$82,320.00
Decorative River Rock	m2	\$35.00	282		\$9,870.00
Subtotal					\$288,890.00

SITE FURNITURE					
Entry Monument & Site Signage	allowance	\$5,000.00	1		\$5,000.00
Sierra MSE & Boulder Stack Walls (Civil Scope)	not incl.	\$0.00	-		\$0.00
Lighting (Electrical Scope)	not incl.	\$0.00	-		\$0.00
Subtotal					\$5,000.00

SUB-TOTAL					\$477,234.00
GST (5%)					\$23,861.70

TOTAL					\$501,095.70
--------------	--	--	--	--	---------------------

1 This budget estimate accounts of all landscape work within the property line only
 2 This budget estimate represents our opinion of probable costs based on recent project experience.
 3 Durante Kreuk Ltd. assumes no responsibility for correlation with bid and construction prices.
 4 Cost include supply, delivery and installation of materials



**Schedule D
Elevation Site Plan Drawings**



UWA

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VICTORIA
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1 SITE PLAN
A011 1:500

LEGEND + GENERAL NOTES

- BUILDING FOOTPRINT @ GRADE
- ROOF OUTLINE ABOVE
- DECK OUTLINE ABOVE
- PARKING STALL
- PRIMARY ENTRANCE
- B#** BUILDING NUMBER
- 1** UNIT NUMBER
- (A1)** UNIT PLAN TYPE

GENERAL NOTES

- SEE LANDSCAPE DESIGN FOR ALL HARDSCAPING, FENCING, RETAINING, TREE PRESERVATION AREAS, PLANTINGS, AND SITE LIGHTING
- SEE CIVIL ENGINEERING FOR PROPOSED ROAD + DRIVEWAY DESIGN, LOT GRADING, STORM WATER MANAGEMENT, SNOW MANAGEMENT, AND UTILITIES

GROSS BUILDING AREA

BUILDING TYPE	BUILDING AREA	BUILDING AREA	# OF EACH TYPE	SUB-TOTAL	SUB-TOTAL
	EXC. GAR (sf)	INC. GAR (sf)		EXC. GAR (sf)	INC. GAR (sf)
UPHILL DUPLEX	4051.2	5245.6	12	48614.2	62947.2
DOWNHILL DUPLEX	4399.0	5411.2	11	48389.2	59523.2
DOWNHILL FOURPLEX	4865.5	7490.0	1	4865.5	7490.0
ACCESSORY BLDG	567.7	567.7		567.7	567.7
BLDG 15 ELEC ROOM	26.7	26.7		26.7	26.7
TOTAL			24	102463.3	130554.8

TOTAL PROPOSED LOT COVERAGE*

BUILDING TYPE	LOT COVERAGE	# OF EACH TYPE	SUB-TOTAL (sf)
UPHILL DUPLEX	2811.8	12	33741.6
DOWNHILL DUPLEX	2705.6	11	29761.6
DOWNHILL FOURPLEX	4836.6	1	4836.6
ACCESSORY BLDG	567.7		567.7
BLDG 15 ELEC ROOM	26.7		26.7
TOTAL		24	68934.2

PARKING CALCULATION

REQUIREMENT	UNITS	SPACES PER UNIT	REQUIRED	PROPOSED
2 BEDROOMS	2 UNITS	1.75 SPACES PER UNIT	4 SPACES	4 SPACES
3 BEDROOMS	48 UNITS	2 SPACES PER UNIT	96 SPACES	192 SPACES
TOTAL RESIDENTIAL REQUIREMENT			100 SPACES	196 SPACES
VISITOR REQUIREMENT*	50 UNITS	0.25 SPACES PER UNIT	13 SPACES	4 SPACES
TOTAL OVERALL REQUIREMENT			113 SPACES	200 SPACES
*INCLUDING ACCESSIBLE REQUIREMENT		6 SPACES FOR 111-140 UNITS	6 SPACES	1 SPACE

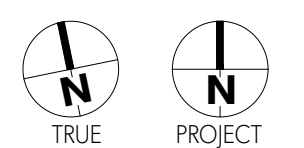
TOTAL UNIT SUMMARY

BUILDING TYPE	NUMBER OF EACH	2 BEDROOM
UPHILL DUPLEXES	12	-
DOWNHILL DUPLEXES	11	-
DOWNHILL FOURPLEXES	1	2
SUB-TOTAL		2
TOTAL PROPOSED UNITS	=	50

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2020 10 02 ISSUED FOR BP - PHASE 2
2020 08 26 REISSUED FOR DP

NO.



'ELEVATE AT SUNSTONE'
TOWNHOUSES
LOT A, SUNSTONE RIDGE, PEMBERTON BC
2018-002

A011

SITE PLAN + PROJECT DATA
+ FIRE DEPT. ACCESS

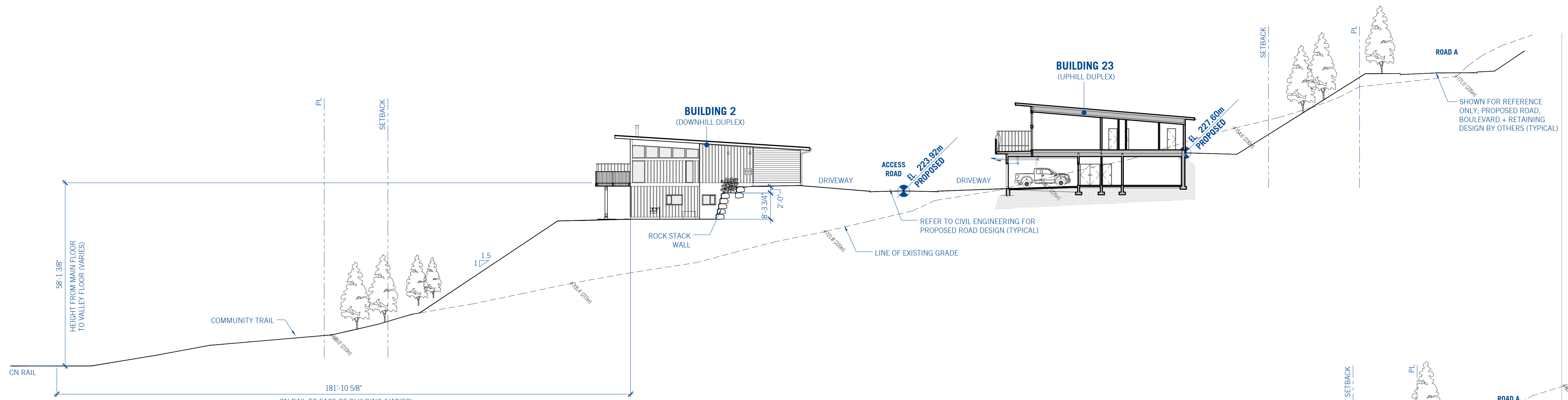
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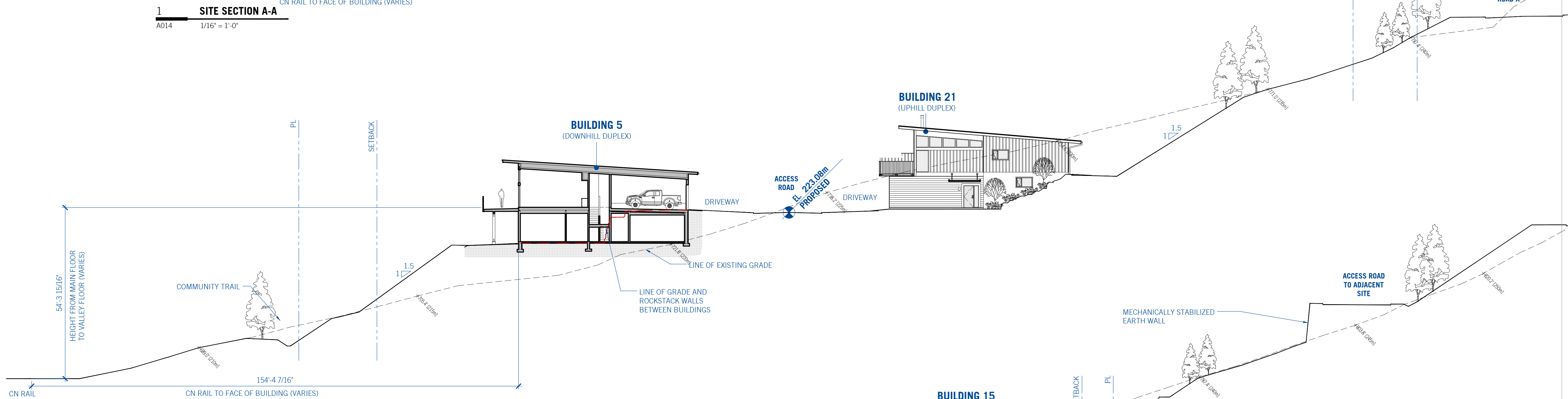
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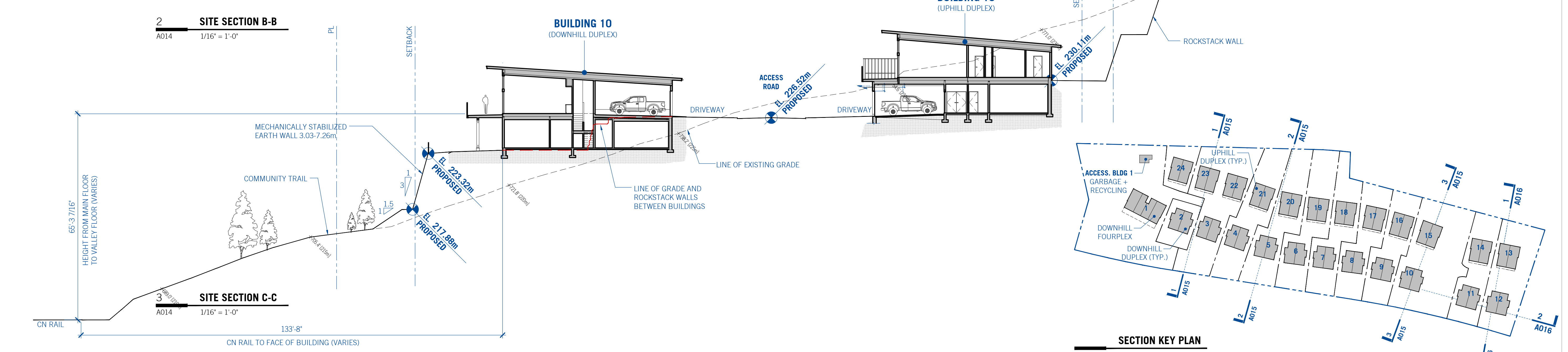
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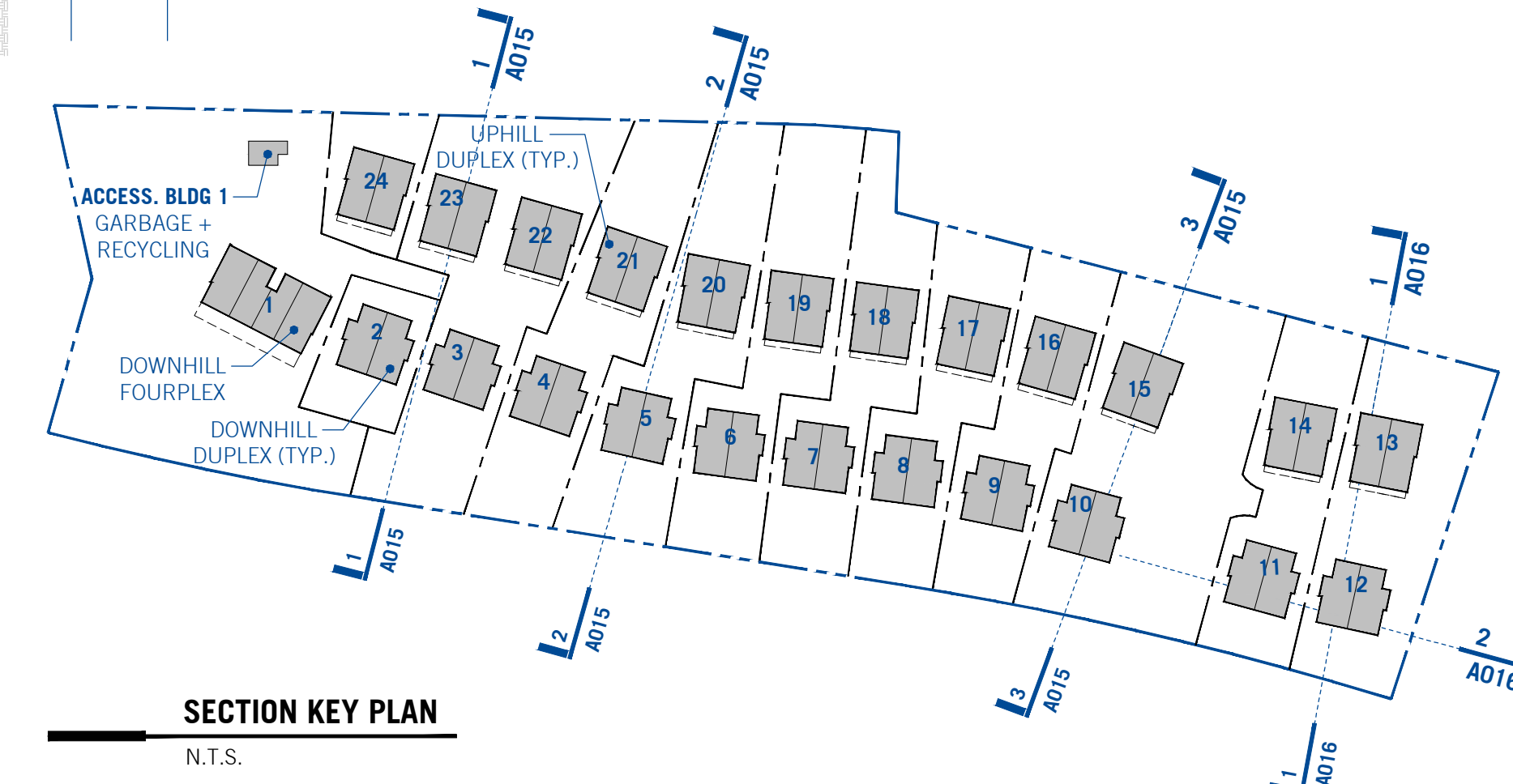
1 SITE SECTION A-A
A014 1/16" = 1'-0"



2 SITE SECTION B-B
A014 1/16" = 1'-0"



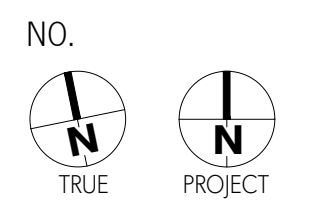
3 SITE SECTION C-C
A014 1/16" = 1'-0"



SECTION KEY PLAN
N.T.S.

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TOWNHOUSES
LOT A, SUNSTONE RIDGE, PEMBERTON BC
2018-002

A015

SITE CROSS SECTIONS

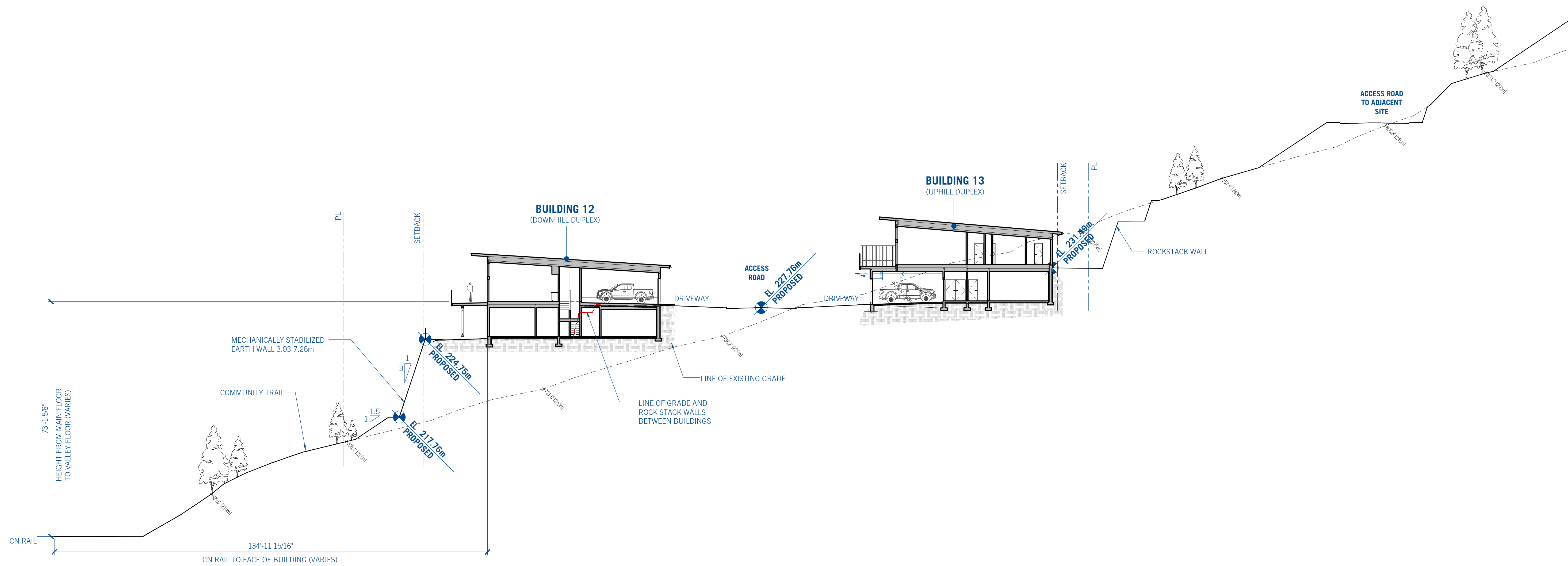
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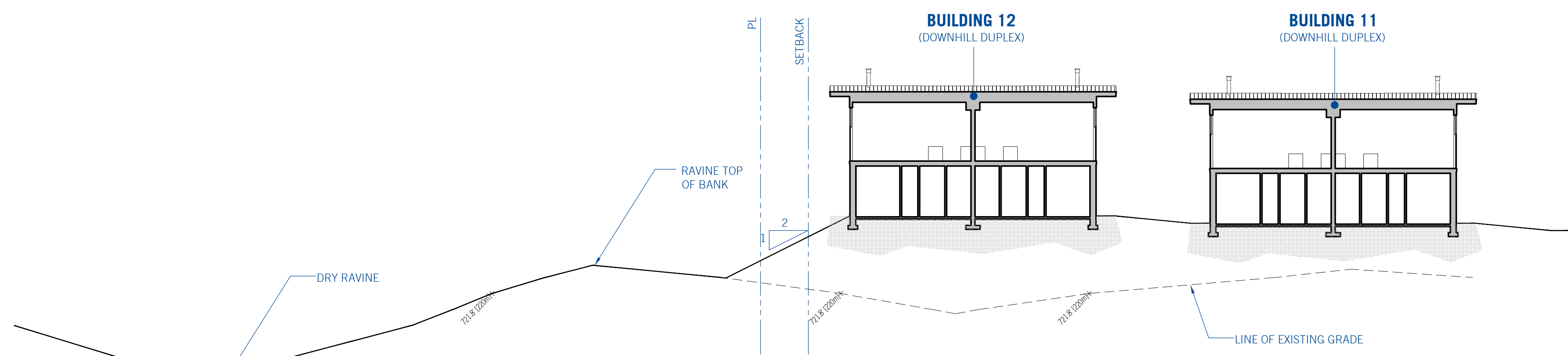
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T 250 893 7517

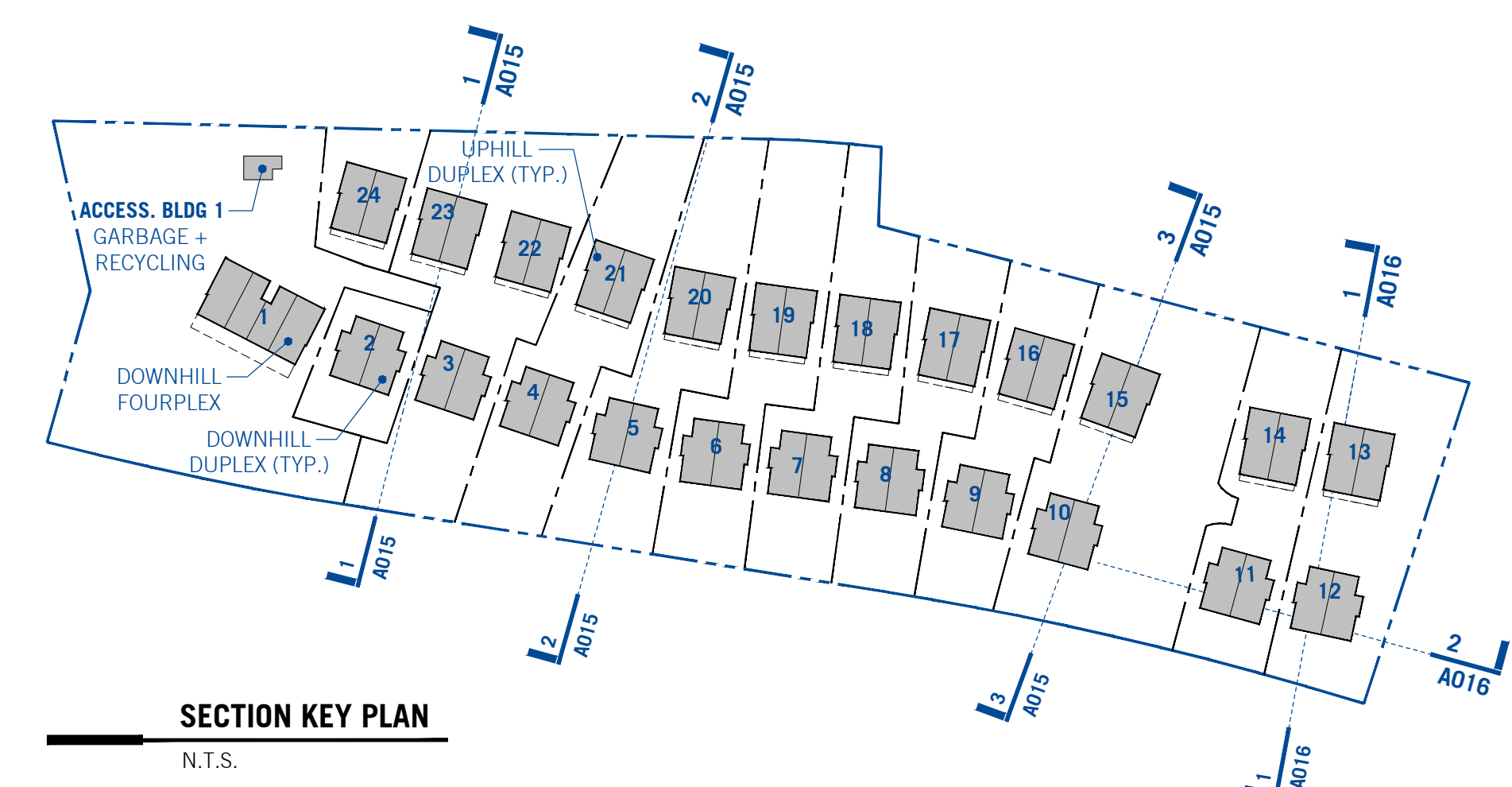
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1 **SITE SECTION D-D**
A016 1/16" = 1'-0"

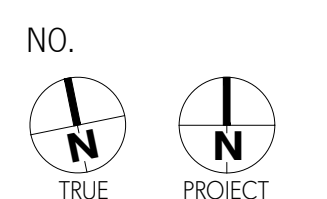


2 **SITE SECTION E-E**
A016 1/16" = 1'-0"



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'ELEVATE AT SUNSTONE'
TOWNHOUSES
LOT A, SUNSTONE RIDGE, PEMBERTON BC
2018-002

A016

SITE CROSS SECTIONS

Date: November 17, 2020
To: Nikki Gilmore, Chief Administrative Officer
From: Lisa Pedrini, Manager of Development Services
Subject: Development Services 2020 Third Quarter Report: July – September

PURPOSE

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

BACKGROUND

Quarterly reports will be provided throughout the current year as a means of keeping Council up to date with building, planning and development activities.

DISCUSSION & COMMENTS

This report provides an overview of the number of permits issued and applications received between July 1st, 2020 and September 30th, 2020 in the following areas:

BUILDING DIVISION

July - September 2020 - Building Permit Overview

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

Type of Permit	# of BP's Issued	Value of Construction	Permit Fees
New Single-Family Dwelling	6	\$3,597,160	\$28,492
New Single-Family Dwelling with suite	4	\$2,520,323	\$19,843
New Manufactured Homes (mobile)	0	NA	NA
New Multi Family Dwelling (owned)	0	NA	NA
New Multi Family Dwelling (rental)	0	NA	NA
New Industrial	0	NA	NA
Institutional (new & repairs & improvements)	2	\$230,000	\$2,150
New Farm Building	0	NA	NA
Other Residential (decks, stairs, partial permits, accessory buildings, etc.)	5	NA	\$1,508
Plumbing Permits	5	NA	\$618
Demolition	1	NA	\$640
Tenancy Improvements & Minor Commercial/Industrial	2	\$2,260,000	\$16,150
TOTAL		\$8,607,483	\$69,401

Development Cost Charges Overview

The following Development Cost Charges were collected in the Third Quarter of 2020.

Fund	DCCs Collected
Roads	\$27,024.48
Drainage	\$2,788.24
Sewer	\$31,206.84
Water	\$15,657.04
Parks	\$0
TOTAL	\$76,676.60

PLANNING DIVISION

2020 Current Development Applications

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

Application #	Project	Status
DP078	1422, 1426, 1430 Portage Rd “The Aspect” (formerly Crestline) – Multi-Family Residential Development	Staff are anticipating a new DP application for a dedicated rental building.
DP083	4000 Sunstone Way “Elevate at Sunstone” - Multi-family Residential Development	Amended DP Application Received September 22, 2020
DP086	No Civic Address, Prospect St “Harmony Reach Village” (Wye Lands) – Combined Commercial Residential Development	On hold pending DVP125
DP087	7360 Crabapple Crt “Mountain Side Collection” – Multi-family Residential Development	In Process
DPm117	7442 Prospect St, Royal Canadian Legion – Cenotaph and Landscaping improvements	In Process
DVP124	1368 Fernwood – road & utility variances	In Process
DVP126	1441 Vine Road, McDonalds Drive Thru Sign	In Process
OR130	Child Care Centre Amendment	In Process
SO71	1368 Fernwood – 4 Lot Subdivision	In Process
SO75	1350 Aster Street- SLRD/VOP Lot Split	In Process
SO76	1400 Oak Street – PSS Lot Split	In Process
SO78	Sunstone Phase 2	In Process
SO79	1929 Stone Cutter Place – VOP & SLRD	In Process
SAP 2020-13	2000 Sabre Way – remove stored fill and level lot	Issued, September 3, 2020
SAP 2020-14	7367 Pemberton Farm Road – add fill for new Single-Family dwelling	In Process

SAP 2020-15	7362 Pemberton Farm Road – level lot	In Process
SAP 2020-16	1349 Elmwood Drive – remove trees	Issued July 23, 2020
SAP 2020-17	12-7370 Hwy 99 – create pad for mobile home	Issued July 28, 2020

DPA: Development Permit

DVP: Development Variance Permit

LL: Liquor Licence

SO: Subdivision

BoV: Board of Variance

CL: Cannabis Licence

DPm: Minor Development Permit

OR: OCP/Zoning Amendment

SAP: Site Alteration Permit

2020 Long Range Planning Projects

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

Project	Status
Affordable Housing Action Plan – Work Program	In Process
Community Climate Action Plan	In Process
Development Procedures Bylaw Update	In Process
Community Amenity Contribution Policy	Adopted September 1, 2020
Village Plant List Update	Adopted July 14, 2020
Zoning Bylaw Text Amendments	In Process
Official Community Plan	Deferred until 2021

COMMUNICATIONS

The Development Services Department works with the Office of the CAO to regularly update the Village's website with current information related to planning and building to meet statutory requirements related to notification as needed.

LEGAL CONSIDERATIONS

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

IMPACT ON BUDGET & STAFFING

The Development Services Division operates on a cost recovery basis as per the *Development Procedures Bylaw No. 725, 2013*, as amended from time to time. All applications for development, subdivision, temporary use and building permits have fees associated with the review. If the review of development applications exceeds the deposit, then any additional time is cost-recoverable from the applicant.

INTERDEPARTMENTAL IMPACT & APPROVAL

The Development Services Department works closely with all Village Departments through referrals and coordination of public hearings, reports, and presentations to Council.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

There are no impacts on the region or neighbouring jurisdictions.

ALTERNATIVE OPTIONS

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

RECOMMENDATIONS

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

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

Date: Tuesday, November 17th, 2020
To: Nikki Gilmore, Chief Administrative Officer
From: Tom Csimá, Manager of Operations and Projects
Subject: Operations Department 2020 Third Quarter Report: July – September 2020

PURPOSE

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

BACKGROUND

Quarterly reports are provided throughout the year as a means of keeping Council up to date with the Public Works Capital and Operational projects and activities.

DISCUSSION & COMMENTS

The Third Quarter was very productive, despite staffing shortages and equipment failures. Many projects were completed as well as regular maintenance activities.

Regular Maintenance and Small Projects

Public Works

- Regular operation, inspection, and maintenance of sanitary lift stations, Wastewater Treatment Plant (WWTP), Water Conditioning Plant, Wellhouse and Pumping Stations
- Public Works Building sanitary line tie-in and Cedar Lane resurfacing
- Paving projects completed:
 - Speed bumps on Aspen Boulevard
 - Manhole and catch basins on Aspen Boulevard
 - Harrow and Hemlock intersection
 - Lupin and Laurel manhole apron
 - Rainwater divertor/speed bump in front of Firehall
- Line Painting throughout town, and adjustment/addition of parking spaces on Frontier Street North
- Purchase and Installation of Speed Reader on Pemberton Farm Rd East
- Well #2 Redevelopment
- Back Flow Preventor annual inspections
- Variable Frequency Drive (VFD) failure and replacement at WWTP
- Bus shelter repairs

Parks

- Ongoing garbage collection from public receptacles and daily sanitization of public toilets
- Regular grass mowing and trimming and garden pruning/maintenance
- Turf overhaul and topdressing in Fougberg Park and Museum Park
- Sanding/refinishing of Picnic tables

2020 Capital Projects

1. Pemberton Farm Rd East/ Mackenzie Road Washout:

- During a heavy rain event on January 31st, 2020, a channel avulsion occurred in the ditch along Mackenzie Rd. below Pebble Creek Drive, causing stormwater and debris to overtake the road and erode the shoulder and ditch.
- Considerable damage was sustained to the sub-base of the road, exposing Communications and Hydro ducting with areas of asphalt completely undermined.
- Immediate response work was completed to secure the road and ditch and Emergency Management BC (EMBC) Disaster Financial Assistance Program has approved the funding for restoration work.
- As most of the remaining damage is related to BC Hydro ducting, the restoration work must be completed by BC Hydro certified civil crews, and unfortunately, they have yet to approve designs and mobilize crews, meaning the work will not likely be completed until Spring 2021.

2. One Mile Lake Fish Habitat Restoration Project

- Beaver activity on the channel that supplies One Mile Lake (OML) was restricting water from entering the lake, causing stagnant water with higher temperatures and excessive weed growth. These conditions are potentially detrimental to the native Salmon populations, as well as favourable for invasive species such as the household goldfish, which were spotted in OML this summer.
- Pemberton Valley Dyking District Excavator was used by VOP Staff to widen and deepen the inlet channel between Pemberton Creek and OML, as well as create better access for future maintenance activities, with Environmental Monitoring by Lil'wat Nation.
- The project was completed in August with positive results observed immediately. The lake temperatures dropped significantly and the glacial till from Pemberton Creek visibly changed the colour and opacity of the lake water.
- These changes should greatly improve environmental conditions of the lake making mid-summer temperatures suitable to salmon rearing. Cold, turbid water will reduce excessive weed growth and create greater flow through the lake which will reduce other water quality issues (i.e.:e. coli), eradicate invasive fish before they overpopulate, and accommodate salmon migration.
- Staff discovered the culvert at the beginning of the inlet channel to be in very poor condition, and plan to coordinate its replacement in the next appropriate fish window.
- Staff also recommend that the maintenance access route adjacent to the new inlet channel be established as a walking path, with a connection to the boardwalk installed, and information signage developed and posted explaining the fish migration cycles.



COMMUNICATIONS

The Operations Department works regularly with the Office of the CAO to provide updates on the initiatives and projects that are currently underway to ensure that the Village's website is updated, and information is communicated to residents through the eNEWS and the Village's Facebook Page.

LEGAL CONSIDERATIONS

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

IMPACT ON BUDGET & STAFFING

The Operations Department operates on the approved annual municipal budget, reserves, and Provincial and Federal grants.

INTERDEPARTMENTAL IMPACT & APPROVAL

The Operations Department works closely with all Village Departments through referrals and coordination of public notices, reports, and presentations to Council.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

There are no impacts on the region or neighbouring jurisdictions

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

RECOMMENDATIONS

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

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

Date: November 17, 2020
To: Nikki Gilmore, Chief Administrative Officer
From: Christine Burns, Manager of Recreation
Subject: Recreation Service 2020 Third Quarter Report - July - September

PURPOSE

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

BACKGROUND

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

DISCUSSION & COMMENTS

This report provides an overview of Third Quarter activities undertaken by the Department of Recreation Services from July 1 to September 30, 2020.

Summer Programming:

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

1. School Aged Children Summer Offerings:

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

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

Programs facilitated by Staff this summer included:

- Crafty Campers
- Kite Camp
- Town Tour

All programs were well prescribed with the exception of Spanish Camp.

Summer and September 2020 Programs (July – September)

Pemberton Community Centre Activities	Statistics 2020	2019
Registration	397 participants	698 participants
Classes Offered	70	97
Classes Cancelled	15 (21.42%)	9 (9.27%)
Classes Run	55	88
Gross Program Revenue	\$43,443.82	\$61,923.27

Summer Registration Highlights (Children's Camps)

Activity	Registrants
Canoe Camp (7-12yrs)	Average 8 registrants per session
Soccer Camp (5-14yrs)	28 registrants
Soccer Camp (3-5yrs)	8 registrants
Art Experiences (5-9yrs)	Average 7 registrants per session
Babysitters Course (11-15yrs)	8 registrants

Fall Registration Highlights (Children's Programs)

Activity	Registrants
Afterschool (5-9yrs)	Average 8 registrants per session
Acro/Jazz (7-10yrs)	11 registrants
Acro/Jazz (9-15yrs)	10 registrants
Kinder Acro (4.5-7.5)	9 registrants
Kids Fit (8-12)	8 registrants

2. Adult Group Fitness Offerings:

Summer Registration Highlights (Adult Programs)

Summer saw (3) three 9:15 am Value Added classes and (1) one 6:15 pm Value Added class offered for July and August all of which were well prescribed. At the same time there were (3) three pay for fitness programs offered at 6 am that met maximum registration all summer.

Fall Registration Highlights (Adult Programs)

Activity	Registrants
Rise and Shine	10 registrants
Cycle Core	8 registrants
Run Club	10 registrants
Morning HIIT	10 registrants
Women's Kickboxing	6 registrants
Zumba	8 registrants
Value Added Classes	Full most weeks

3. Pre-Registered Fitness Centre Use:

Summer hours of operation for the (3) three Fitness Centre spaces were Monday through Thursday from 2:00 – 8:00pm. Bookable time blocks were:

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

There were a total of 2,186 unique fitness centre bookings from July 2 to September 24.

As of Tuesday, September 29th the Fitness Centre transitioned to (2) two spaces (the Fitness Centre upstairs and Hall C of the Great Hall downstairs). The first two days of September with the new fitness time blocks saw 122 users booking space and new hours were established Tuesday to Friday as follows:

- 6:00 – 7:00am
- 7:15 – 8:15am
- 8:45 – 9:45am
- 4:30 – 5:30pm
- 5:45 – 6:45pm
- 7:00 – 8:00pm
- 8:15 – 9:15pm (not on Fridays)

Saturdays Fitness Centre Bookings are provided as follows:

- 9:15 – 10:15am,
- 10:30 – 11:30am,
- 11:45am – 12:45pm.

Total Memberships sold for July, August and September was 159:

1 Month Adult	35
1 Month Senior/Student	8
10x Adult	78
10x Senior/Student	20
3 Month Adult	13
3 Month Student/Senior	4
6 Month Adult	1

4. Seniors and Youth Programing:

The first week of school saw the return of Youth Services in the REC starting on Wednesday September 9th with:

The REC (average participant use)	2020	2019
Wednesday	7.5 youth	4.5 youth
Thursday	10 youth	12 youth
Friday	14.3 youth	29 youth
Saturday	9 youth	19 youth

Please note that prior to COVID-19 sign in was not practiced, therefore, 2019 numbers may be skewed.

Seniors programming continued to be on hold with discussions and COVID-19 Safety planning occurring with Recreation Programmer, Maddy Hepner. A survey was created during this time and is still in circulation within the Seniors community through a variety of avenues to elicit their feedback on how and what they would like to see reappear in The Rec.

5. Facility update for Third Quarter

- Propylene glycol upgrade to be installed into Geothermal system
- Hot water tank replaced October 19, 2020
- Fitness centre preventative maintenance to be completed
- Implementation of utilizing a fogger system to sanitize all equipment each evening
- Spray park closure completed
- Irrigation blown out on October 7th
- Landscaping contract extended to 2021
- Snow removal contract extended over 20/21 winter season
- Sprinkler system has been winterized
- PYSAs using Meadows and Recreation Site Fields up until November; portable toilets will be removed from site once season finishes
- Fitness spaces, cubbies, class spaces reorganized.

6. Indoor Facility Use:

During the summer months, the PCC usually hosts a number of events/activities booked by community groups and individuals. Unfortunately, due to the Pandemic a number of previously booked events had to be cancelled. As a result, PCC only saw the following bookings for Summer:

- August 17 & 20, Private booking for a client to take a test for a total of 9 hours.
- September 2 & 3, Village of Pemberton booking for a total of 16 hours

Instead, during the months of July and August, Staff actively spent time working through return to service protocols with the intention of reintroducing a variety of user groups throughout the month of September with an approved COVID-19 Safety Plan and Provincial confirmation of Phase 3 of the reactivation plan. This included preparing for the following:

- École de Vallee (SD93) Return to School (Room A, the Studio and Great Hall B & C throughout the week)
- Modifications to Fitness Centre Hours with continuation of separate times for our vulnerable individuals and youth (Fitness Centre and Great Hall A)
- Additional Fitness programs (Room C)
- Afterschool Care program (Room D)
- Pemberton Dance Academy (Room B and use of Great Hall B & C)
- Bookings with approved COVID-19 Safety Plans
 - Gymnastics (Great Hall B & C)
 - Jujitsu
 - Karate
- Return to Youth Centre operations
- Discussions began with the Seniors and what a return would look like for programming during the day at the Youth and Seniors Centre

7. Parks and Fields:

Meadows Fields:

- Pemberton Slo-pitch completed their season in mid-September with great success.
- Pemberton Youth Soccer Association started their season in mid-September, as a result lawn maintenance was increased to two cuts per week.
- Garbage and other maintenance continued to occur twice per week.

The Rec Site:

- The Soccer Field has had consistent use since mid-September once Pemberton Youth Soccer started their programming.

Gates Lake

- Rail Crossing assessment complete and on hold with Squamish-Lillooet Regional District (SLRD).
- Gates Lake Community Park is being monitored and maintained on a consistent basis.

Phase 3 – Reopening Plans

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

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

Access to the PCC for Phase 3 of programs and services continues to be on a registration basis only. Hours of operation were modified throughout the month of September to accommodate fitness programs and services and the other various users accessing the facility. Every attempt to stagger entering and exiting of programs and bookings through the front entrance or by using the main floor rooms for separate entrances and exits all together have been optimized to ensure minimal to no opportunities for mingling of various demographic users. The modified PCC operational schedule is:

- Sunday: CLOSED
- Monday: Open 6am to 9pm (no fitness centre timeslots)
- Tuesday: Open 6am to 10pm
- Wednesday: Open 6am to 10pm
- Thursday: Open 6am to 10pm
- Friday: Open 6am to 9pm
- Saturday: Open 8:30am to 1:30pm

All programs and services accessing the facility, by what we now call the PCC front door, are done so through registration and bookings. The doors are opened by Staff only with no access unless you are scheduled to be there.

COMMUNICATIONS

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

LEGAL CONSIDERATIONS

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

IMPACT ON BUDGET & STAFFING

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

Budget and staffing impacts have been incurred. Fortunately, despite the March closure of the facility, five full-time permanent Staff members have continued to work full-time hours through COVID-19. They were required to maintain facilities, plan and implement interim programming and assist with planning a return to recreation services and opening of the PCC. On October 5, 2020 one Staff member, who was on CERB, returned to full time hours. With the phased reopening plan beginning in early September, all Casual Staff were rehired and received appropriate training for reentry into the work schedule at PCC. Through September all were required to offset some areas of operational requirements to ensure no disruption to programs and services being reintroduced as currently all full-time Staff are off setting daily operations.

In preparation to advance to Phase 3 opening, and to be compliant with WorkSafeBC, Provincial Health Authority and other governing bodies recommendations, Recreation accumulated some additional expenses to ensure all aspects of the COVID-19 Safety Plan were being met. These expenses were unexpected when the budget was initially set in early 2020. It is anticipated that more expenses related to COVID-19 response will continue to be incurred in the foreseeable future. These unexpected expenses are being accommodated in the budget by deferring some projects, such as the purchase of new fitness equipment, to minimize the impacts.

INTERDEPARTMENTAL IMPACT & APPROVAL

The Recreation Service works with all Village Departments.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

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

ALTERNATIVE OPTIONS

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

RECOMMENDATIONS

THAT Council receive the Pemberton and District Recreation Services 2020 Third Quarter Report.

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

Appendix A

PEMBERTON & DISTRICT COMMUNITY CENTRE PHASED RE-OPENING UPDATE

Our goal is to serve as many as possible, safely.
We are going to achieve this through a thoughtful
demographic-centered schedule.



CHILDREN'S PROGRAMMING **SEPT 8**

Our new protocols reduce travel inside the building. When this is not possible we are limiting interactions between programs by staggering usage/access.

- SMALLER CLASS SIZES
- DESIGNATED, STAGGERED ENTRANCES & EXITS
- DIRECT ACCESS TO ROOM FROM OUTSIDE WHEN POSSIBLE
- ONLY PARTICIPANTS PERMITTED IN THE BUILDING
- ALL PROGRAMS HAVE AN APPROVED COVID-19 SAFETY PLAN



ÉCOLE LA VALLÉE **SEPT 8**

- DESIGNATED, STAGGERED ENTRANCES & EXITS
- SD93 APPROVED COVID-19 SAFETY PLAN



THE REC **SEPT 9**

We look forward to inviting back the youth and seniors to The REC in a way that will ensure everyone's safety. The program schedule has been planned to avoid mixing demographics.

- LIMITED OCCUPANCY
- STAGGERED PROGRAMMING
- INCREASED CLEANING OF HIGH TOUCH SURFACES



VALUE ADDED CLASSES **SEPT 14**

- SMALLER CLASS SIZES
- REGISTER ONLINE - NO DROP-IN
- DESIGNATED ENTRANCES & EXITS
- COME PREPARED
- LIMITED WASHROOM & CHANGEROOM ACCESS
- ALL PROGRAMS HAVE AN APPROVED COVID-19 SAFETY PLAN



PERSONAL TRAINING

- REGISTER ONLINE
- 1 TRAINER PER TIMESLOT



FITNESS CENTRE **SEPT 29**

- REGISTER ONLINE - NO DROP-IN
- COME PREPARED
- LIMITED WASHROOM & CHANGEROOM ACCESS
- CALL OR EMAIL IF YOU NEED TO CHANGE OR CANCEL YOUR BOOKING

NEW SPACES! NEW SCHEDULE! TUESDAY - FRIDAY
(6-7AM) (7:15-8:15AM) (8:45-9:45AM) (4:30-5:30PM)
(5:45-6:45PM) (7-8PM) (8:15-9:15PM *not available Friday*)
SATURDAY (9:15-10:15AM) (10:30-11:30AM) (11:45-12:45AM)

YOUTH (13 TO 18) - WED & FRI (3:15-4:15PM)
VULNERABLE POPULATION - TUES & THUR (10:30AM-12:30PM)



GUIDELINES THAT ARE HERE TO STAY

- STAY HOME IF YOU ARE NOT FEELING WELL
- WASH OR SANITIZE YOUR HANDS
- MAINTAIN A PHYSICAL DISTANCE OF 2 METERS
 - WEAR A MASK WHEN THIS IS NOT POSSIBLE
- CONTROLLED ACCESS - ONLY PARTICIPANTS ALLOWED IN THE BUILDING

WWW.PEMBERTONRECREATION.CA

E: pemrecinfo@pemberton.ca T: 604-894-2340

Date: November 17, 2020
To: Nikki Gilmore, Chief Administrative Officer
From: Robert Grossman, Fire Chief
Subject: 2020 Third Quarter Report – July - September

PURPOSE

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

BACKGROUND

The Village of Pemberton Fire Rescue is a volunteer department that provides service to the residents of the Village of Pemberton (Village of Pemberton Bylaw No. 807, 2016). In addition, the existing Fire Service Agreement with the Squamish-Lillooet Regional District (SLRD) establishes that fire protection services are provided to Pemberton Meadows (SLRD Bylaw No.1082, 2008), Pemberton Heights (SLRD Bylaw No. 1083, 2008) and the Pemberton Fire Protection Specified Area as defined within the Fire Service Agreement.

Pemberton Fire Rescue also provides Road Rescue Service to the entire SLRD Electoral Area C covering 5,570 square kilometers pursuant to SLRD Pemberton Fire Rescue Contribution Service Conversion and Establishment Bylaw No. 715-2001.

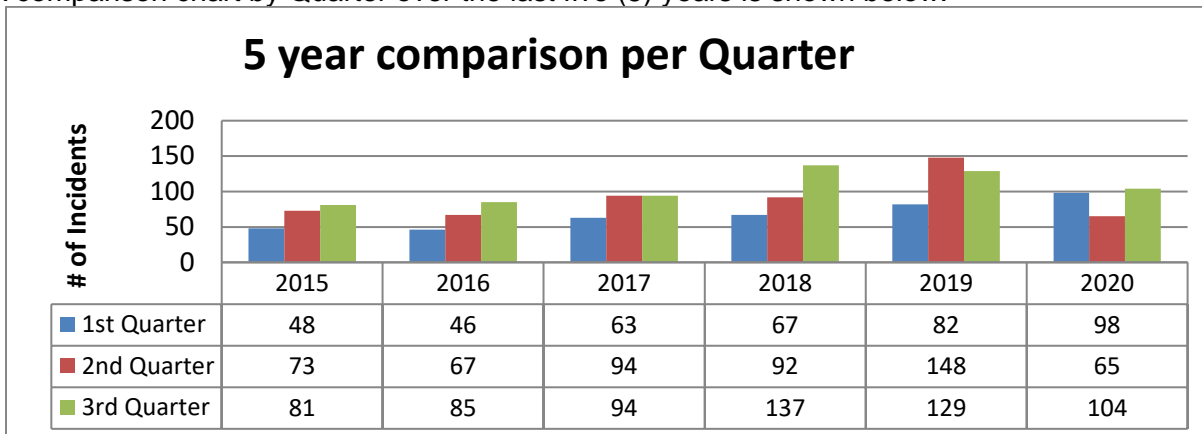
Fire Service is also provided to Lil'wat Nation through a separately negotiated Fire Service Agreement which was established in 2017.

DISCUSSION & COMMENTS

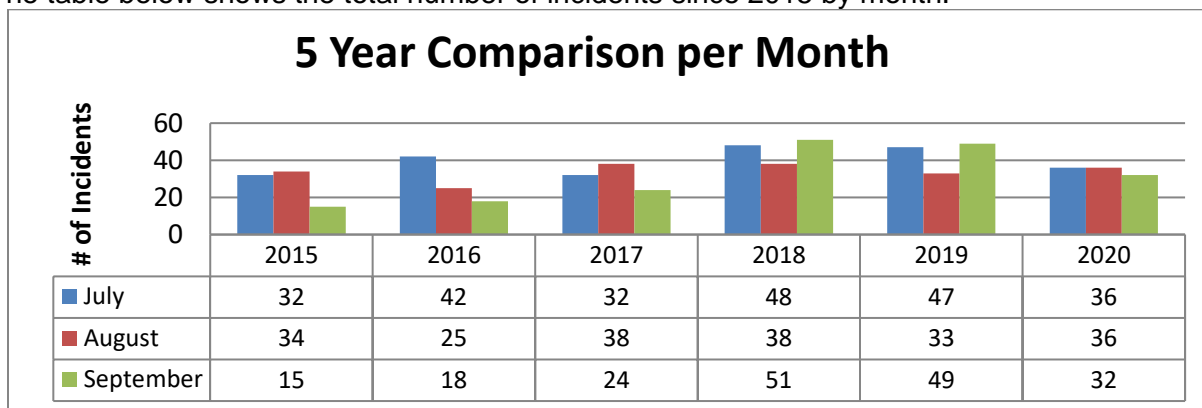
Incidents:

For the Third Quarter, Pemberton Fire Rescue responded to one hundred and four (104) incidents; this is a decrease of twenty-five (25) incidents over the same period in 2019. This decrease may be due to the fact that Pemberton Fire Rescue was not responding to medical incidents as mandated by the Province since the start of the second quarter in response to the COVID-19 Pandemic. Pemberton Fire Rescue resumed responding to Medical Aid calls early September.

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



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



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

	Incidents by month since 2008					
	2015	2016	2017	2018	2019	2020
January	14	16	31	21	32	29
February	19	17	18	30	25	29
March	15	13	14	16	25	40
April	15	16	21	22	33	25
May	21	27	38	37	55	24
June	37	24	35	33	60	16
July	32	42	32	48	47	36
August	34	25	38	38	33	36
September	15	18	24	51	49	32
October	12	12	27	29	26	0
November	16	27	21	21	36	0
December	27	30	27	43	38	0
Totals	257	267	326	389	459	267

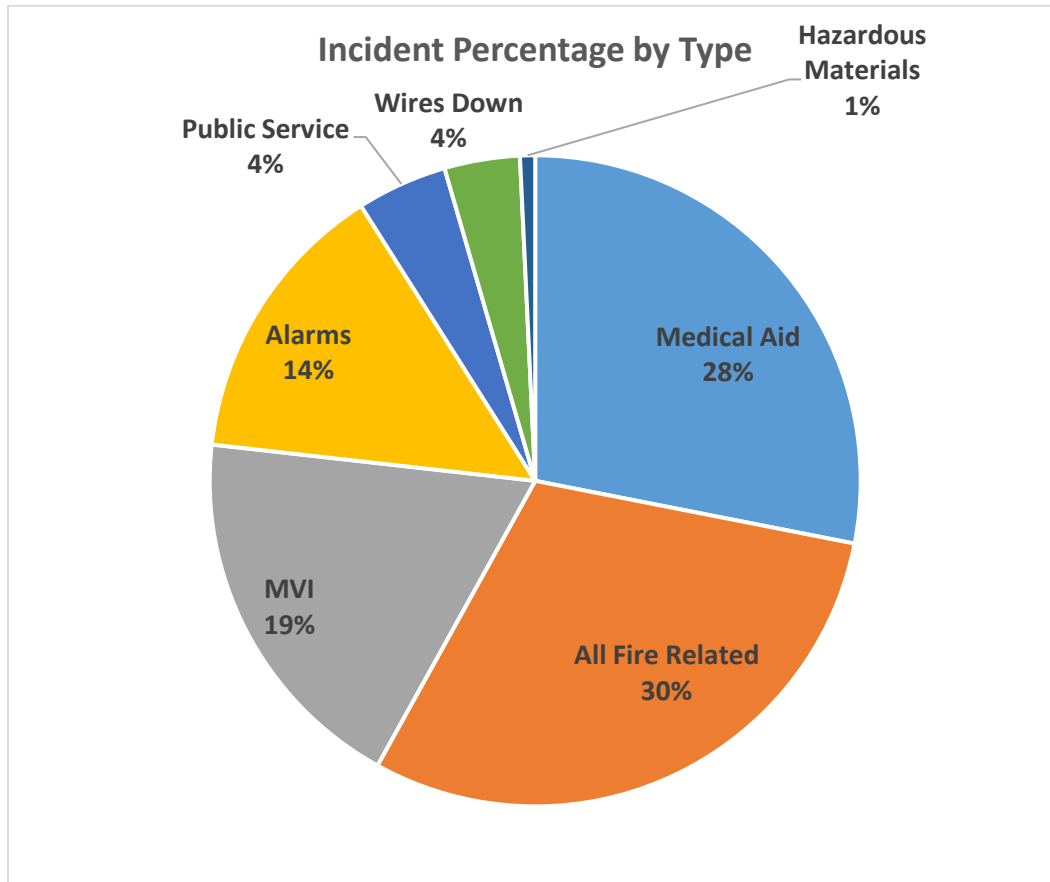
Number of Incidents per day for 2020 Year

Day	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Totals
1	2	3	2										7
2	1	1	2		1			1					6
3	2	1	2				2		1				8
4	2	1			1		1	1	2				8
5	1		1		1		5	1	1				10
6		1					1	1	1				4
7	2	1	3	5		1		1	1				14
8			1	2				2					5
9			2		1			1					4
10		1		3		2	1	1	1				9
11	1			2	1			1					5
12	1		2				2		2				7
13							4	1	1				6
14		1	1	1		2	2	1					8
15	3		4		1			3	2				13
16	1			2	1			2	4				10
17	1	2	2	4	1		3	1	1				15
18		1			1		2	3	1				8
19	3	2	1		2	1		1	2				12
20		2	1		1	1							5
21	1	2			1	3	2	1					10
22			2				2	3	1				8
23		4	1	3	4	2	3						17
24				1	2		1	1					5
25	1		4		1		1	1	1				9
26	3	1	1	1	2		1	4	2				15
27	2	1	3		2	1		2	1				12
28	1	4		1					2				8
29						2	1		2				5
30	1		4			1		2	3				11
31			1				2						3
Totals	29	29	40	25	24	16	36	36	32				267
Days per Month	31	29	31	30	31	30	31	31	30	31	30	31	
Colour Coding		1 - 2			3 - 4			5 - 10			11 +		

Types of Responses:

As set out in the Fire Department Establishment Bylaw No. 807, 2016, Pemberton Fire Rescue responds to several different types of incidents, and as per locations identified in the Service Agreements with the SLRD and Lil'wat Nation.

Below is a pie chart and a table that summarizes the number of callouts per type of incident attended Year to Date (YTD).

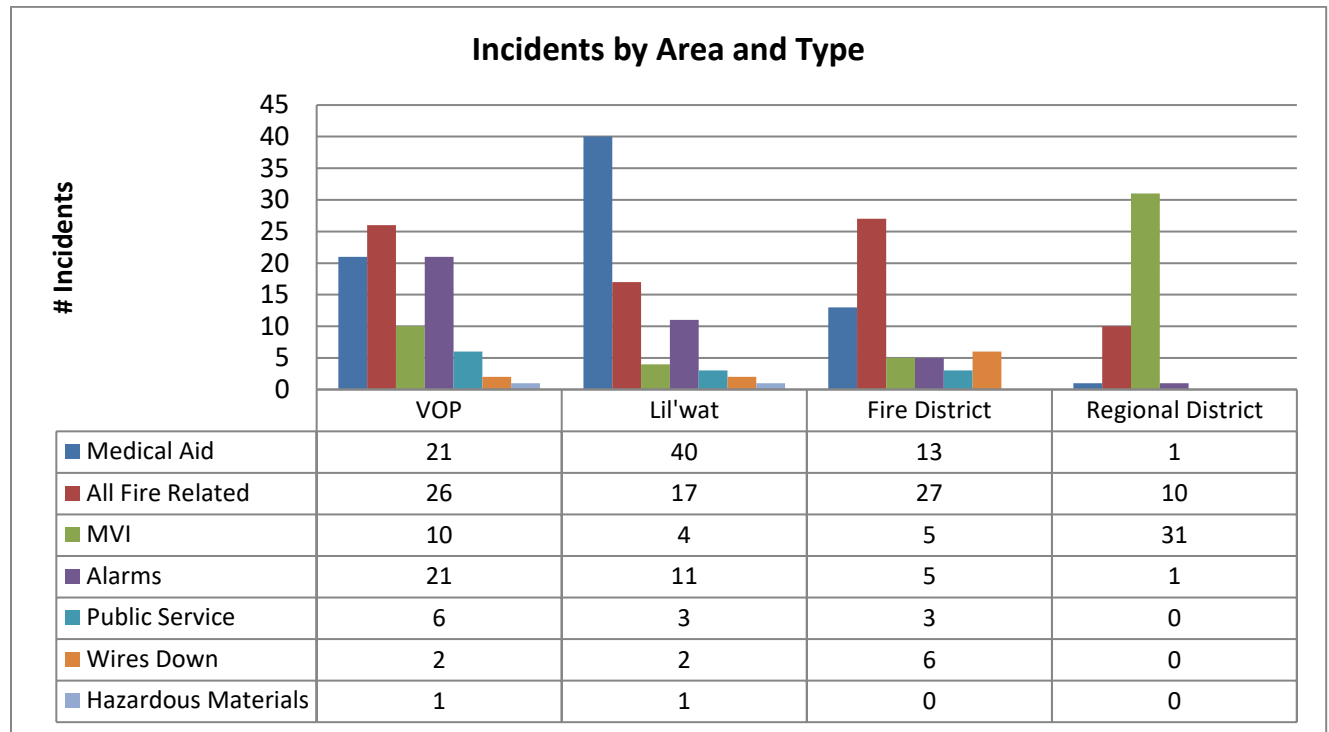


Incidents by Area:

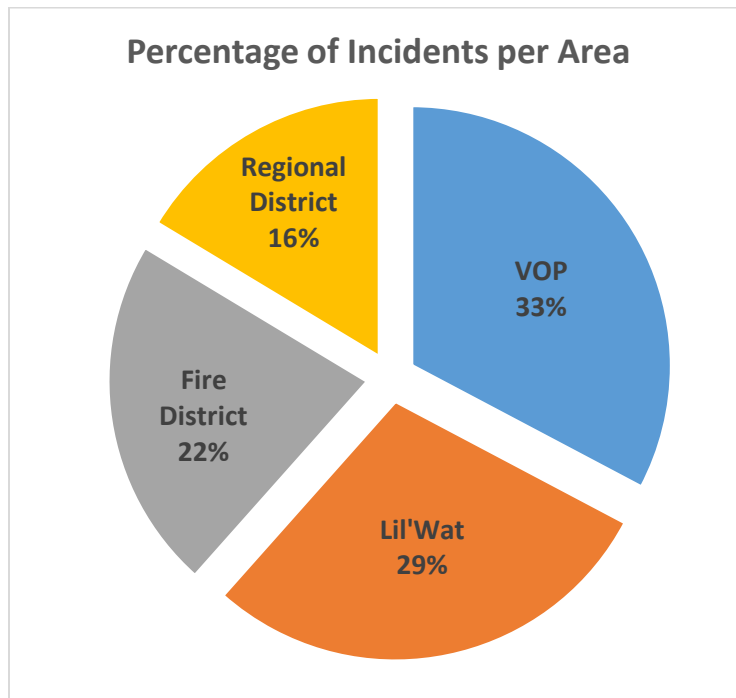
The breakdown of the incident reports is categorized into the following regions:

- Village of Pemberton Boundaries
- Lil'wat
- Fire District Service Areas; and
- Regional District (or outside the Fire District zones including north of Mount Currie north of The Heights and south of the Village Boundaries)

The chart below shows the Incidents by Area and Type:



Below is a chart showing the percentage breakdown of Incidents by Area Year to Date (YTD).



Membership:

At the end of the Third Quarter, membership stands at thirty-two and is comprised of two (2) full-time members and thirty volunteers (paid on-call) members. Fall recruitment was in full force in September and fifteen applicants were interviewed and completed physical assessments. The 2020 hiring will be finalized in the Fourth Quarter. Gabrielle Stauber joined the Pemberton Fire Rescue Department on August, 31, 2020 as the new Administrative Assistant replacing Sarah Toews who moved to take on the full-time position of Emergency Program Coordinator.

Training:

Members in the Third Quarter continued training on a weekly basis with a modified program. In response to the COVID-19 Pandemic protocols four (4) training sessions were held a week with 4 – 6 members per training session. This revised training program has required an increased commitment by the Chief and Deputy Chief to maintain the training requirements set forth by the Province while at the same time abiding to the social distancing protocols set forth by the Province.

Third Quarter Commitments:

In the Third Quarter, Pemberton Fire Rescue held twenty (20) training sessions (97.5 hours), responded 104 incidents (106 hours) and participated in one (1) public event (8 hours).

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

Fire Prevention, Inspections & Public Events:

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

- Six (6) new business application review and fire inspection
- Two (2) Fire Safety Plans were reviewed

COMMUNICATIONS

This report is a quarterly update and does not require any communications element.

LEGAL CONSIDERATIONS

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

IMPACT ON BUDGET & STAFFING

This report has been prepared in-house and is an element of the regular day to day operations of the Pemberton Fire Rescue Department.

INTERDEPARTMENTAL IMPACT & APPROVAL

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

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

The activities of Pemberton Fire Rescue, such as increased fire prevention awareness activities, firefighter recruitment and training support to improve upon the current level of service to the Village and the Fire Service District Service Area. This is a benefit to the community and positively impacts the Squamish-Lillooet Regional District and Lil'wat Nation.

ALTERNATIVE OPTIONS

This report is being presented for information as such there are no alternative options for consideration.

RECOMMENDATIONS

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

Prepared by:	Gabrielle Stauber, Administrative Assistant
Manager Approval:	Robert Grossman, Fire Chief
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer

THE VILLAGE OF PEMBERTON

BYLAW No. 887, 2020

Pemberton Development Procedures Bylaw

WHEREAS Council has adopted an Official Community Plan Bylaw and Zoning Bylaw;

AND WHEREAS Council must by bylaw define procedures under which an Owner of land may apply for an amendment to the Official Community Plan, or to a bylaw or for the issue of a permit under the Local Government Act S.460;

AND WHEREAS the Village has designated areas within which development permits are required in the Official Community Plan and areas where temporary uses may be allowed in the Zoning Bylaw;

AND WHEREAS Council wishes to define procedures under which an Owner of land may apply to subdivide land;

AND WHEREAS under the Community Charter and Local Government Act, Council may delegate certain powers, duties and functions to an officer or employee of the Village;

AND WHEREAS Council may, by bylaw, specify a distance from affected land for the purpose of notifying Owners and occupants of proposed bylaw amendments and permits;

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

1. TITLE

- 1.1. This bylaw may be cited for all purposes as the Village of Pemberton Development Procedures Bylaw No. 887, 2020.

2. INTERPRETATION

2.1. In this Bylaw:

“Applicant” Means the *Owner(s)* of the property that is the subject of the application or an agent of the *Owner(s)* duly authorized in writing by the *Owner(s)* to act as agent for the *Owner(s)* in relation to the application;

“Approving Officer” means the person appointed by *Council* under the *Land Title Act* and *Local Government Act*;

“Community Charter” Means the *Community Charter*, SBC 2003, c.26, as amended;

- “Corporate Officer”** means the Officer for the Village appointed under the *Community Charter*;
- “Council”** means the *Council* of the Village;
- “Manager”** means the person appointed by the Chief Administrative Officer for the Village as the Manager and includes any person temporarily appointed or designated to act in their place;
- “Official Community Plan”** means the Village of Pemberton Official Community Plan, as amended or replaced from time to time;
- “Owner”** means, in respect of real property, the registered owner(s), and verified by the Village through either a Land Title Office search or BC Assessment Roll search, or an Individual duly authorized to represent a corporation or strata corporation;
- “Sign Bylaw”** means the Village of Pemberton Sign Bylaw, as amended or replaced from time to time;
- “Strata Conversion”** means the conversion of a previously occupied building to a strata pursuant to the *Strata Property Act*;
- “Subdivision”** means the division of land into two (2) or more parcels, whether by plan, apt descriptive words or otherwise, lot boundary adjustments and lot consolidation;
- “Subdivision and Development Control Bylaw”** means the Village of Pemberton Subdivision and Development Control Bylaw, as amended or replaced from time to time;
- “Village”** means the Village of Pemberton;
- “Zoning Bylaw”** means the Village of Pemberton Zoning Bylaw, as amended or replaced from time to time.

- 2.2. Unless otherwise defined herein, words and phrases in this Bylaw have the same meanings as in the *Local Government Act, Community Charter, or Interpretation Act* (British Columbia), as the context requires. A reference to a statute, regulation or bylaw refers to that enactment as amended or replaced from time to time.
- 2.3. A reference contained within this Bylaw to any enactment of British Columbia or the *Village* of Pemberton is a reference to the enactment amended, revised, consolidated or replaced from time to time.

3. APPLICATION AND GENERAL REQUIREMENTS

3.1. This Bylaw applies to:

- a) Amendments to:
 - i) The *Official Community Plan*;
 - ii) The *Zoning Bylaw*;

- b) Issuance of:
 - i) Development Permit, Major
 - ii) Development Permit, Minor
 - iii) Development Variance Permit
 - iv) Temporary Use Permit

- c) Applications for:
 - i) *Subdivisions*, including Bare Land Strata;
 - ii) *Subdivision* Tentative Approval Letter Extensions
 - iii) Form P Phased Strata Declarations and Form P Amendments
 - iv) *Strata Conversions* of previously occupied buildings;
 - v) Discharge of a Covenant

3.2. The *Manager* may prescribe:

- a) the form and content of application forms for bylaw amendments and the issuance of permits;
- b) different forms for different types of applications; and
- c) whether or not an application is complete.

3.3. An *Applicant* must submit an application as follows:

- a) Completed and accompanied by supporting documents as indicated on the form;
- b) Filed with the *Village of Pemberton* Development Services Department;
- c) Signed by either the *Owner(s)* of the subject lands or by a person authorized to sign on behalf of the *Owner(s)*; and
- d) Accompanied by the fees prescribed in **Schedule A**.

3.4. All applications that meet the requirements of this Bylaw shall be processed in accordance with the municipal bylaws and regulations as well as the related provisions of the *Local Government Act* and the *Community Charter*.

3.5. Where an application aims to develop a multi-unit building subject to a Housing Agreement for the provision of affordable purchased or rental housing the application processing timelines will be prioritized and expedited as feasible.

3.6. All bylaw amendments and permit applications are required to complete a pre-application meeting with Development Services Staff unless waived by the *Manager*. Costs associated with additional pre-applications meetings and correspondence shall be

recovered from the *Applicant*, as prescribed in **Schedule A**.

- 3.7. If the *Manager* determines that an application is incomplete, the *Applicant* will be asked to provide the required information, documents or fees, and if the *Applicant* does not complete the application within the time specified by the *Manager*, the application and fee will be returned.
- 3.8. Any applications that remain inactive for more than one (1) year may be deemed abandoned and be closed. If deemed abandoned, *Council* will rescind readings to any bylaws that concern the closed application. The *Applicant* will be invoiced any outstanding *Village* processing fees.

4. **APPLICATION FEES**

- 4.1. An application is not complete until all applicable fees are paid and all of the information required in relation to the application has been received by the *Manager*.
- 4.2. All fees submitted with an application shall be non-refundable, except as otherwise provided for in this bylaw.
- 4.3. The non-refundable fees set out in **Schedule A** are minimum fees payable. If the *Village* determines that the cost to process the development application is greater than the non-refundable deposit, then these additional costs shall be recovered from the *Applicant* based on actual *Village* Staff and/or contractor costs directly related to the processing of the application. The calculation of these recoverable costs will be based on the actual cost of Staff and contractor time including a 10% administration fee as set out in **Schedule A**. The fees shall be payable prior to final permit issuance or will be invoiced following bylaw adoption.
- 4.4. Any remainder fees after the calculation of recoverable costs will be returned to the *Applicant*.
- 4.5. The *Village* recovers processing fees by invoicing ongoing costs. The *Village* reserves the right to withhold the review of an application if the account is in arrears.
- 4.6. *Applicants* are responsible for additional external consulting fees accrued by the *Village* and, depending on the complexity of the application, the *Manager* may require a minimum deposit to be submitted at the time of application based on estimates provided by the *Village*.
- 4.7. If the application requires more than one (1) public hearing, the payment of an additional amount as shown in **Schedule A** shall be required prior to the scheduling of additional hearings or meetings.
- 4.8. If *Council* declines to advance an application to public hearing, the public hearing costs shall be returned to the *Applicant*.
- 4.9. The review of certain applications requires evaluation of the new development's water

and sanitary sewer servicing. Pursuant to the *Village's Subdivision and Development Control Bylaw*, the *Village* requires the *Applicant* to provide a deposit fee to cover the *Village's* Contractor's expenses to update and evaluate both the water and sanitary system models as they pertain to any proposed works. The fee as set out in **Schedule A** is a deposit, and funds that remain unused in the analysis will be returned to the *Applicant*. Further, more complex developments may cost more than the referenced amount which in turn will be the responsibility of the *Applicant*. The *Manager* will provide a cost estimate to the *Applicant* should more complex analysis be required.

- 4.10. If the application does not proceed to a point where the servicing analysis is not yet completed, these costs shall be returned to the *Applicant*.
- 4.11. Any legal costs associated with the review, preparation and registration of permits and covenants at the Land Titles Office is cost recoverable by the *Village*.

5. **INFORMATION SIGNS**

5.1. Information Signs are required for the following applications:

- a) *Official Community Plan* Amendment
- b) *Zoning Bylaw* Amendment
- c) Major Development Permit
- d) Development Variance Permit
- e) Temporary Use Permit

5.2. The *Owner* shall be responsible for the printing, posting, removal and any other costs of a project information sign.

5.3. The sign shall be posted within fourteen (14) days of acceptance of the application by the *Village*. An application is incomplete and will not be processed until the sign has been posted on the property. The *Applicant* or developer shall notify the Development Services Department in writing once the sign is posted.

5.4. No later than fourteen (14) days before *Council* consideration of any application requiring the sign, the *Owner* shall confirm the sign accurately reflects the application being considered by *Council*, and amend the sign as necessary.

5.5. The sign must be placed in the most visible location to be clearly legible from the adjoining street or land and be clear of all site obstructions.

5.6. The *Manager* will develop and prescribe the *Village* information sign template in conformance with the *Village* of Pemberton Style Guide.

5.7. The sign shall be designed consistent with the *Village's* template and contain the following information:

- a) type of application, application number, civic address, legal description and the *Applicant's* name.

b) general description of the project approved by the *Manager*.

5.8. Failure to comply with any or all of these requirements may delay the processing of the application involved.

6. CHANGE OF OWNERSHIP

6.1. If there is a change of *Ownership* of a parcel of land that is the subject of a development application, the *Owner* shall provide an updated title certificate and written agent authorization, if required, prior to proceeding further with the application.

7. GENERAL OFFICIAL COMMUNITY PLAN AND ZONING BYLAW AMENDMENTS

7.1. Prior to consideration of any amending bylaws, the *Manager* may refer an application to amend the *Zoning Bylaw* or *Official Community Plan* to *Council* with a report that includes recommendations, prepared in consultation with such Staff as the *Manager* deems necessary and *Council* may:

- a) proceed with enacting an amending bylaw;
- b) reject or refuse the application.

8. PUBLIC INFORMATION MEETING

8.1. *Council* or the *Manager* may require an *Applicant* to hold a Public Information Meeting, at their cost, for a bylaw amendment. The notice of the Public Information Meeting shall be given by:

- a) either mailing or otherwise delivering at least ten (10) days before the Public Information Meeting to the *Owners* or occupiers, as shown on the assessment roll as at the date of the application, within a distance of one hundred (100) meters from the property line of the lands subject to the amendment application; and
- b) additional means as required by the *Manager*.

9. NOTICE OF PUBLIC HEARING

9.1. Notice of *Council's* intention to amend the *Official Community Plan* or the *Zoning Bylaw* shall be pursuant to Section 466 of the *Local Government Act*. Further, any notices that are mailed or otherwise delivered prior to the public hearing pursuant to Section 466 of the *Local Government Act* are to include properties at a distance of no greater than 100 meters from the property line of the lands subject to the amendment application.

10. GENERAL PERMIT APPROVAL

10.1. Where authorized by the *Council* or approved by the *Manager* where delegated, a notice of permit will be registered in the Land Title Office, indicating that the land described in the notice is subject to a permit.

- 10.2. Subject to the terms of the permit, where the holder of the permit does not substantially commence construction with respect to the works authorized by the permit within two (2) years of the issue date, the permit is deemed lapsed.
- 10.3. Where land is subject to more than one Development Permit Area designation, only one Development Permit application is required. However, the application must address the requirements and submit the fee of each applicable Development Permit Area as per the *Official Community Plan*.

11. SECURITY DEPOSIT

- 11.1. In the case of all Development Permits or Temporary Use Permits requiring a security as a condition of approval, the *Village* will require a cash deposit or irrevocable letter of credit in the form and amount satisfactory to the *Manager* to ensure satisfactory completion of all conditions contained in the permit.

12. DEVELOPMENT PERMIT DELEGATION

- 12.1. *Council* hereby delegates to the *Manager* the exercise of all of the powers, duties and functions of *Council* in respect to the issuance of Minor Development Permits under Section 490 of the *Local Government Act*.
- 12.2. For the purposes of this Bylaw, a Minor Development Permit shall include only the following:
- a) Minor amendments to Major Development Permits issued by *Council*;
 - b) Development Permits required for site clearing and grading;
 - c) Development Permits under Development Permit Area No.1 – Environmental Protection where the subject lands are located in a Riparian Area;
 - d) Development Permits under Development Permit Area No. 2 – Land Constraints; and Development Permit Area No. 3 – Enhancement of Agriculture;
 - e) Development within Development Permit Areas No. 4, 5 & 6 for the form and character of development involving:
 - i. exterior repainting of an entire building, or an entire part of a building whereby the colours differ from the approved Development Permit or the existing colour;
 - ii. landscape changes or new landscaping, including both installation of planting materials (but not seasonal planting) and installation of permanent planters, guardrails, rock stacking and other hard landscaping;
 - iii. changes to not more than two (2) exterior building or roofing materials;
 - iv. exterior lighting alterations or installation of additional exterior lighting;
 - v. non-structural exterior building repairs that alter the building appearance;
 - vi. new exterior windows or doors that alter the exterior appearance of the building;
 - vii. placement of exterior communications equipment that are visible from a public road and project more than three (3) meters from the roof or face of the building;
 - viii. additions to buildings or structures, where the total interior floor area is increased by 20 m² or less;

- ix. new buildings or structures for storage or refuse and recycling facilities which conform to the *Village* requirements;
- x. new buildings or structures with a total interior floor area of 20 m² or less;
- xi. Comprehensive Sign Plans and issuance of a Development Permit for the signs where a sign is consistent with the *Village Sign Bylaw*;
- xii. storage container approval and renewal; or
- xiii. any other exterior changes to a property that the *Manager* deems to be minor in terms of the impact on the subject and adjacent properties.

12.3. With respect to an application for a Minor Development Permit, the *Manager* may:

- a) issue the permit, with or without conditions; or
- b) refuse the permit, providing reasons in writing to the *Applicant*.

12.4. Where a Development Permit also includes any variance to the *Zoning Bylaw*, *Sign Bylaw*, or *Subdivision and Development Control Bylaw*, the authority to consider an application for, and to issue or refuse a Development Permit remains with *Council*.

12.5. The *Owner* of any property that is subject to the decision of the *Manager* pursuant to Section 490 of the *Local Government Act* and Section 156 of the *Community Charter*, is entitled to have *Council* reconsider a decision of the *Manager* on the following terms:

- a) within thirty (30) calendar days of the *Manager's* decision the *Applicant* shall submit a letter to *Council* through the *Corporate Officer* requesting that the decision of the *Manager* be reconsidered by *Council*;
- b) the *Manager* shall submit a report to *Council* attaching the *Applicant's* Minor Development Permit application and setting out the *Manager's* reasons with respect to their decision on the application;
- c) at a date and time set by *Council*, the *Applicant* shall have the opportunity to appear before *Council* and be heard regarding the *Manager's* decision; and
- d) following the *Applicant's* opportunity to be heard, *Council* will reconsider the application and either uphold the *Manager's* decision to deny the application or approve the application with or without conditions.

12.6. Notwithstanding Section 6.1, the *Manager* may request a decision from *Council* at their discretion.

13. MAJOR DEVELOPMENT PERMITS

13.1. With respect to a Major Development Permit application, *Council* may:

- a) issue the permit, with or without conditions;
- b) refer the application to Staff for further review and report in accordance with the Development Permit Area Guidelines, or
- c) refuse the permit, providing reasons in writing to the *Applicant*.

14. DEVELOPMENT VARIANCE PERMITS

14.1. The *Manager* will refer an application for a development variance permit to *Council* with a

report that includes recommendations from the *Manager*, prepared in consultation with such Staff as the *Manager* deems necessary.

- 14.2. *Council* shall give notice of its intention to issue a Development Variance Permit pursuant to Section 499 of the *Local Government Act*. Further, any notices that are mailed or otherwise delivered are to include properties at a distance no greater than 100 meters from the property line of the lands subject to the Development Variance Permit application.
- 14.3. With respect to a development variance permit application, *Council* may:
 - a) issue the permit, with or without conditions;
 - b) refer the application to Staff for further review and report; or
 - c) refuse the permit, providing reasons in writing to the *Applicant*.

15. TEMPORARY USE PERMITS

- 15.1. Temporary Use Permit Applications shall be reviewed in accordance with the *Village* of Pemberton's *Zoning Bylaw*.
- 15.2. *Council* shall give notice of its intention to issue a Temporary Use Permit pursuant to Section 494 of the *Local Government Act*. Further, any notices that are mailed or otherwise delivered are to include properties at a distance no greater than 100 meters from the property line of the lands subject to the Temporary Use Permit application.
- 15.3. With respect to a temporary use permit application, *Council* may:
 - a) issue the permit, with or without conditions;
 - b) refuse the permit, providing reasons in writing to the *Applicant*; or
 - c) refer the application to Staff for further review and report.

16. GENERAL SUBDIVISION AND STRATA APPLICATION PROCEDURES

- 16.1. Applications for *Subdivision*, Bare Land Strata *Subdivision*, and Form P Phased Strata Declarations shall be submitted to the *Manager* and forwarded to the *Approving Officer* for decision.
- 16.2. In response to an application for *Subdivision*, the *Approving Officer* may:
 - a) approve the *Subdivision*, with or without conditions; or
 - b) refuse the application.

17. SUBDIVISIONS, INCLUDING BARE LAND STRATA

- 17.1. The *Approving Officer* may exempt a parcel from the minimum frontage required under the *Local Government Act*.
- 17.2. A Tentative Approval Letter (TAL) issued by the *Approving Officer* outlining the conditions of *Subdivision* will be provided to the Applicant and/or Agent and the conditions of the TAL must be met to the Approving Officer's satisfaction prior to final subdivision.

18. SUBDIVISION TENTATIVE APPROVAL LETTER EXTENSIONS

- 18.1. Application is made by letter to the *Manager* for consideration by the *Approving Officer*.
- 18.2. Fees for an extension to a Tentative Approval Letter are as per **Schedule A**.

19. FORM P PHASED STRATA DECLARATIONS AND FORM P AMENDMENTS

- 19.1. Application is made by letter to the *Manager* for consideration by the *Approving Officer*.
- 19.2. Any security required for common facilities shall be provided by cash deposit or irrevocable letter of credit.

20. STRATA CONVERSION OF A PREVIOUSLY OCCUPIED BUILDING

- 20.1. Unless otherwise delegated in this bylaw, *Council* is the approving authority for *Strata Conversion* of previously occupied buildings;
- 20.2. The *Approving Officer* can perform the duties of the approving authority under of the *Strata Property Act* with respect to a *Strata Conversion* of a previously occupied building that comprises:
 - a) a previously occupied commercial building with five (5) or fewer units; and
 - b) a previously occupied residential building with a maximum of two (2) dwelling units.
- 20.3. Respecting the decision of the *Approving Officer* to approve a Strata Plan for a previously occupied building, with or without conditions, or refuse to approve a strata plan for a previously occupied building, the decision of the *Approving Officer* is final and may not be appealed.
- 20.4. In determining a *Strata Conversion* application, the approving authority may:
 - a) Approve the application, with or without conditions; or
 - b) refuse the application.

21. INACTIVE APPLICATIONS

- 21.1. If information requested by the *Manager* pursuant to an application is not provided within six (6) months, and the *Manager* considers the *Applicant* is not actively attempting to meet the requirements of the application otherwise, the *Manager* may, by registered letter, notify the *Applicant* of an intention to close the application.
- 21.2. If the *Manager* is not satisfied that completion of an application is not being actively pursued after thirty (30) calendar days following delivery of a notice under section 11.1, the *Manager* may consider the application to be abandoned and cause the application to be closed.

22. SUBSEQUENT APPLICATIONS

- 22.1. Subject to the *Local Government Act*, if an application made under this Bylaw is refused by either the *Manager* or by *Council*, as applicable, a same or similar reapplication may not be submitted until at least one (1) year has passed following the date of the refusal.
- 22.2. Where an *Applicant* intends to appeal to *Council* to vary the time limit set in section 7.3 pursuant to section 460(3) of the *Local Government Act*, the *Applicant* shall submit, in writing, a detailed statement as to why the time limit for the reapplication should be varied.
- 22.3. Despite section 7.3, *Council* may, by an affirmative vote of at least 2/3 of its members that are eligible to vote on the reapplication, allow a person to reapply within the one (1) year period.

23. SEVERABILITY

23.1 If any section, subsection, sentence, clause, sub clause or phrase of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Bylaw.

24. SINGULAR

24.1 Whenever the singular is used throughout this Bylaw, it shall also mean the plural.

25. REPEAL

25.1. The Village of Pemberton “Development Procedures Bylaw No. 725, 2013” is repealed.

READ A FIRST TIME this 15th day of September, 2020.

READ A SECOND TIME as amended this 3rd day of November, 2020.

READ A THIRD TIME this 3rd day of November, 2020.

ADOPTED this ____th day of ____, 2020.

Mike Richman
Mayor

Sheena Fraser
Corporate Officer

SCHEDULE "A"

Application Type	Application Fee	Application Fee Multiplier		Public Notification Fee	Water and Sanitary Servicing Model Analysis Deposit
<i>Official Community Plan & Zoning Bylaw Amendment</i>	\$1,200.00	Residential + \$250.00 for each additional lot or dwelling unit in excess of the first ten (10) lots or dwelling units proposed	All Other Uses + \$250.00 for each additional 100 m ² of floor area in excess of the first 1000 m ²	\$750.00 per Public Hearing or Waiving of a Public Hearing	Water \$3,000.00 Sanitary \$3,000.00 *additional expenses may be required depending on the complexity of the required analysis.
<i>Official Community Plan Bylaw Amendment</i>	\$900.00				
<i>Zoning Bylaw Amendment</i>	\$900.00				
Major Development Permit for Form and Character	\$900.00				
Major Development Permit for Environmental Protection	\$600.00				
Minor Development Permit for Environmental Protection	\$400.00				
Minor Development Permit for Land Constraints	\$400.00				
Minor Development Permit for Enhancement of Agriculture	\$400.00				
Minor Development Permit for Form and Character	\$300.00				
Amendment to Major Development Permit	\$200.00				
Amendment to Minor Development Permit	\$100.00				
Renewal of Major/Minor Development Permit	\$200.00				
Development Variance Permit	\$450.00			\$500.00	
Temporary Use Permit	\$500.00				
<i>Subdivision</i>	\$500.00	+ \$150.00 for each additional lot created			
Bare Land Strata	\$500.00				
Strata Title Conversion	\$500.00				
Tentative Approval Letter Extension	\$200.00				
Discharge of a Covenant	\$200.00				
Cost Recovery	Staff and Contractor Time Expenses			Admin Fee	Total
Applies to all applications.	The cost of additional time spent processing applications above and beyond the non-refundable Application Fee Deposit will be recovered based on actual costs for <i>Village of Pemberton</i> Staff and Contractor time.			10% administration fee is added to the Cost Recovery Fee based on Staff and Contractor Expenses.	Staff & Contractor Expenses at cost + 10% Admin Fee = Total Cost Recovery Fee

Date: November 17, 2020

To: Nikki Gilmore, Chief Administrative Officer

From: Lena Martin, Manager of Finance

Subject: Village of Pemberton 2020-2024 Five (5) Year Financial Plan Amendment Bylaw No.891, 2020 – First, Second, Third and Fourth Readings

PURPOSE

The purpose of this report is to introduce Village of Pemberton 2020-2024 Five (5) Year Financial Plan Amendment Bylaw No.891, 2020 for First, Second and Third Readings as well as Adoption (**Appendix A**).

BACKGROUND

At the Regular Council Meeting No. 1514, held May 5th, 2020, Council passed the 2020 – 2024 Five Year Financial Plan Bylaw No. 879, 2020.

At the Regular Council Meeting No. 1526, held November 3, 2020, Tom Csima, Manager of Operations, presented a report requesting a reallocation of project funds from the Well 4 development project to a Standby Generator for Wellhouse.

Moved/Seconded

THAT the Water Service capital budget be amended to allocate \$192,000.00 toward the purchase, construction and installation of a standby generator for the Village Wellhouse and Pumping Station.

CARRIED

Moved/Seconded

THAT Staff be directed to prepare an amendment to the 2020 - 2024 Five (5) Year Financial Plan Bylaw No. 879, 2020 to accommodate the reallocation of \$192,000.000 from the Water Service Capital Budget to purchase, construct and install a standby generator for the Village Wellhouse and Pumping Station.

CARRIED

As per the resolution above, Staff has adjusted the allowable Capital Project budget for fiscal 2020 to accommodate the proposed change.

DISCUSSION & COMMENTS

On November 3, 2020, the Village received notification from the Province that enhanced relief for Municipalities is being provided through the **COVID-19 Safe Restart Grant for Local Governments**. The grant assists with COVID-19 Pandemic related shortfalls for; revenue losses,

facility reopening and operating, emergency planning and response, bylaw and protective services, computer and technology costs and other related costs.

In this regard, Staff has included in the Five-Year Finance Plan Amendment Bylaw, the revenues received for the grant in the amount of \$987,000. This grant will be transferred to Statutory Reserves until it may be applied to expenditures that meet the requirements of the grant.

COMMUNICATIONS

There are no communications requirements at this time.

LEGAL CONSIDERATIONS

The amendment to the Five-Year Financial Plan Bylaw follows the *Community Charter*, s165

Financial plan

s.165 (1)A municipality must have a financial plan that is adopted annually, by bylaw, before the annual property tax bylaw is adopted.

(2)For certainty, the financial plan may be amended by bylaw at any time.

Further, Ministerial Order M192 (**Appendix B**), issued June 17, 2020, establishes that a Council may adopt certain financial bylaws on the same day a bylaw has been given third reading and this includes an amendment to the Five-Year Financial Plan Bylaw. As such, the 2020-2024 Five Year Financial Plan Amendment Bylaw No. 891, 2020 is being presented for first three readings and adoption at this meeting.

IMPACT ON BUDGET & STAFFING

The impact to the budget increases the revenues and increases the transfers to reserves in the Five Year Financial Plan and can be accommodated in the work plan of the Finance Department.

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts or approvals required.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

This bylaw amendment has no impact on other jurisdictions.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

RECOMMENDATIONS

WHEREAS Ministerial Order M192, issued June 17, 2020, enables municipalities during the Provincial State of Emergency to adopt certain financial bylaws on the same day it receives Third Reading;

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

THEREFORE BE IT RESOLVED THAT the Village of Pemberton 2020-2024 Five (5) Year Financial Plan Amendment Bylaw No. 891, 2020 be given First, Second, Third and Fourth and Final Reading.

ATTACHMENTS:

Appendix A: 2020-2024 Five (5) Year Financial Plan Amendment Bylaw No.891, 2020

Appendix B: Ministerial Order 192, issued June 17, 2020

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

APPENDIX A

VILLAGE OF PEMBERTON

**BYLAW No. 891, 2020
Five Year Financial Plan Amendment**

Being a Bylaw of the Village of Pemberton amending the Five Year Financial Plan beginning with the year 2020.

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

1. Schedule "A" attached hereto and made part of this Bylaw is hereby adopted and is the Village of Pemberton 2020-2024 Five Year Financial Plan established with the year ended December 31, 2020.
2. This Bylaw may be cited for all purposes as "Village of Pemberton 2020-2024 Five (5) Year Financial Plan Amendment Bylaw No.891, 2020".

READ A FIRST TIME this ___th day of November, 2020.

READ A SECOND TIME this ___ th day of November, 2020.

READ A THIRD TIME this ___ th day of November, 2020.

PASSED AND ADOPTED this _____ th day of November, 2020.

Mike Richman
Mayor

Sheena Fraser
Corporate Officer

**Village of Pemberton
Five (5) Year Financial Plan Amendment Bylaw No.891, 2020
2020 Revenue Policy Disclosure**

Schedule A

Village of Pemberton						
Consolidated 2020 - 2024	2019 Budget Prior Year	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Revenues:						
Taxation	2,220,877	2,280,892	3,144,841	3,120,819	3,401,199	3,564,087
Water and sewer user rates	1,776,090	1,866,090	1,906,090	1,946,090	1,986,090	2,027,538
User charges	1,965,890	2,552,125	2,552,405	2,688,049	2,814,140	2,920,867
Penalties and interest income	24,354	30,000	30,300	30,606	30,918	31,236
Government transfers:						
Provincial	5,481,658	4,735,836	534,661	417,794	426,090	434,552
Federal	-	2,000	2,000	2,000	2,000	2,000
Other local governments	1,077,516	1,788,214	1,497,623	1,446,093	1,603,546	1,691,069
Investment income	23,055	23,860	24,327	24,804	25,290	25,786
Other revenues	322,528	742,548	219,945	920,503	321,073	5,621,654
Collections on behalf of other governments	2,481,520	2,971,629	3,031,062	3,091,683	3,153,516	3,216,587
	15,373,488	16,993,195	12,943,253	13,688,440	13,763,862	19,535,375
Expenditures:						
General government	2,442,688	2,320,838	2,642,582	2,696,547	2,831,039	2,931,382
<i>General Amortization</i>	633,241	763,369	736,215	880,872	904,436	891,895
Fire protection services	680,366	694,397	707,753	807,141	953,479	1,064,617
Development and planning services	604,913	667,633	698,310	722,277	681,644	699,251
Public works and parks	1,140,171	1,163,646	1,230,679	1,131,613	1,174,794	1,202,170
Recreation	782,121	1,305,213	1,319,831	1,346,016	1,372,727	1,399,976
Water utility	845,473	913,902	893,075	942,217	985,155	1,019,617
<i>Water Amortization</i>	144,789	160,089	165,089	172,935	175,935	285,935
Sewer utility	795,504	873,291	910,380	956,760	998,799	1,032,091
<i>Sewer Amortization</i>	266,827	275,339	278,339	284,339	288,339	288,339
Airport services	58,802	65,637	68,385	73,757	78,516	82,061
<i>Airport Amortization</i>	54,423	54,423	54,423	54,423	54,423	54,423
Transfers to other governments	2,481,520	2,971,629	3,031,062	3,091,683	3,153,516	3,216,587
	10,930,838	12,229,404	12,736,122	13,160,580	13,652,803	14,168,344
Annual (Surplus) / Deficit	(4,442,650)	(4,763,791)	(207,131)	(527,860)	(111,058)	(5,367,030)
ADJUSTMENTS REQUIRED TO BALANCE FINANCIAL PLAN TO CONFORM WITH LEGISLATIVE REQUIREMENTS						
Non-cash items included in Annual (Surplus)/Deficit						
Amortization on tangible capital assets	(1,099,280)	(1,253,220)	(1,234,067)	(1,392,569)	(1,423,133)	(1,520,592)
Cash items NOT included in Annual (Surplus)/Deficit						
Capital expenditures	6,068,175	6,382,320	900,125	9,228,300	1,559,116	5,709,948
Loan proceeds	(54,900)	(320,516)	(140,000)	(8,250,000)	(600,000)	-
Long term debt payments	217,263	217,923	218,216	218,430	364,193	374,693
Capital Equipment payments	130,807	167,410	155,018	115,200	149,076	132,225
Transfers from Statutory Reserves	(50,000)	(532,540)	-	(100,000)	-	-
Transfer to Statutory Reserves		987,000				
Transfers from Non-Statutory Reserves	(745,880)	(577,526)	(611,060)	(305,766)	(1,098,679)	(614,136)
Transfers to Non-Statutory Reserves	757,590	845,207	918,900	1,014,264	1,160,485	1,284,891
Transfers to/(from) Unappropriated Surplus	(781,125)	(1,152,267)	-	-	-	-
Financial Plan Balance	0	(0)	-	-	-	-
General Fund (Surplus) / Deficit	0	(0.00)	(0.00)	0.00	(0.00)	0.00
Water Fund (Surplus) / Deficit	-	-	-	-	-	-
Sewer Fund (Surplus) / Deficit	-	(0.00)	-	-	-	-
Airport Fund (Surplus) / Deficit	-	(0.00)	(0.00)	0.00	-	0.00
	0	(0.00)	(0.00)	0.00	(0.00)	0.00
	(0)	0.00	0.00	(0.00)	0.00	(0.00)

**Village of Pemberton
Five (5) Year Financial Plan Amendment Bylaw No.891, 2020
2020 Revenue Policy Disclosure**

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

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

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

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

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

Revenue Sources 2020	% Total Revenue(\$18,423,777) Including Transfers to Other Governments*	% Total Revenue(\$15,452,148) Excluding Transfers to Other Governments
Property Taxes	37.2%	25.1%
Parcel Taxes	1.6%	1.9%
User Fees & Charges	13.9%	16.5%
Grants	35.4%	42.2%
DCCs	2.9%	3.4%
Other Revenues	4.2%	5.0%
Proceeds from Borrowing	1.7%	2.1%
Transfers	3.1%	3.7%
Total	100.0%	100%

**Village of Pemberton
Five (5) Year Financial Plan Amendment Bylaw No.891, 2020
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2. a) The Provincial Class Multiples are established by the Provincial Government by British Columbia Regulations 426/2003 and 439/2003. These rates are used to calculate the tax rates for other government bodies (Collections for Other Governments) with the exception of the Squamish-Lillooet Regional District (SLRD). Both the Village and the SLRD's tax rates are established by the multiples set by Council. Following is a comparison of the two multiples with the variance identified in bold:

	Village Multiples	Provincial Multiples
Class 1 - Residential	1.00	1.00
Class 2 - Utilities	5.63	3.50
Class 5 – Light Industry	3.40	3.40
Class 6 - Commercial	2.25	2.45
Class 7 – Non Profit	1.00	1.00
Class 8 - Farm	1.00	1.00

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

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

- “2. In setting the tax or levy rate for class 2 property for general municipal purposes, a municipality must not exceed the greater of
- a) \$40 for each \$1,000 of assessed value, and
 - b) 2.5 times the rate applicable to class 6 property for general municipal purposes in the municipality for the same taxation year.”

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

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

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

**Village of Pemberton
Five (5) Year Financial Plan Amendment Bylaw No.891, 2020
2020 Revenue Policy Disclosure**

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

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

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

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

Permissive Tax Exemption Policy:

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

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

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

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

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

Village of Pemberton
Five (5) Year Financial Plan Amendment Bylaw No.891, 2020
2020 Revenue Policy Disclosure

General 2020 Assumptions:

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

General 2020 – 2024 Assumptions:

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

**Village of Pemberton
Five (5) Year Financial Plan Amendment Bylaw No.891, 2020
2020 Revenue Policy Disclosure**

2020 – 2024 Capital Expenditures:

	2020	2021	2022	2023	2024
Admin Department					
Bylaw Truck		40,000			
White Building Paint and Roof Repair		55,000			
E Charging Station			20,000		
Municipal Hall			2,000,000		
Total Admin Department	-	95,000	2,020,000	-	-
Fire Department					
SCBA Replacements	7,500				
Portable Radios, New Recruits	8,232				
IPAD for Engine 1	2,800				
Rope Rescue Training Materials	3,000				
Fire hall Design	20,000				
SCBA Replacements		7,500	7,500	7,500	7,500
Equipment		10,000	10,000	10,000	10,000
Capital Building			6,250,000		
New Fire Truck				900,000	
Used Fire Truck					150,000
Total Fire Department	41,532	17,500	6,267,500	917,500	167,500
Public Works & Parks					
PW Washroom Phase I	25,000				
Farm Road E Trail (Funded)	306,000				
Tiyata Area Sidewalk (Funded)	76,000				
Downtown Enhancements Final (MFA Funded)	300,000				
Soccer Field II (only if funded)	4,224,405				
Farm Road East Paving (DCC)	217,000				
One Mile Lake Swingset (only if funded)	50,000				
PW Equipment		100,000		150,000	
PW Washroom Phase II		45,000			
Boardwalk		150,000			
Frontier Drainage			100,000		
PW Building				100,000	
Total PW/Parks Department	5,198,405	295,000	100,000	250,000	-
Water (Reserves)					
Well 4 Construct	168,000				
**Standby Generator	192,000				
Fencing for Reservoir (Benchlands)	45,000				
Chlorine Booster Pump	60,000				
Water Truck w/crane	60,000				
Water Feasibility		100,000			
Fernwood Watermain		150,000			
Water Well Design			500,000		
AC Line Trailer Park				150,000	
Gen Set					500,000
New Well					5,000,000
Total Water Department	525,000	250,000	500,000	150,000	5,500,000
Sewer (Reserves)					
Air Valves (2019 Project)	50,000				
Scada/ 9 Lift Stations/ Software + Radio	50,000				
Confined Space Winch (2019 Project)	11,500				
Outfall NHC initial report/Outfall Cascade	92,133				
Outfall NHC permanent fix - Emergency Fund 20%	200,000				
Liftstation Pump Replace and Rebuild Industrial Park	22,000				
Inflow/Infiltration Study		50,000			
Walnut Lift Station		100,000			
Frontier Drainage			100,000		
Liftstation #1 Move			200,000		
Inflow/Infiltration Repair				200,000	
Total Sewer Department	425,633	150,000	300,000	200,000	-
Total Capital Expenditures	6,190,570	807,500	9,187,500	1,517,500	5,667,500

PROVINCE OF BRITISH COLUMBIA

ORDER OF THE MINISTER OF PUBLIC SAFETY AND
SOLICITOR GENERAL

Emergency Program Act

Ministerial Order No. M192

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

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

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

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

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

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

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

Date

17/06/2020

Minister of Public Safety and Solicitor General



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

Authority under which Order is made:

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

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

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

Division 1 – General

Definitions

1 In this order:

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

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

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

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

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

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

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

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

“**trust body**” means

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

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

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

Application

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

Division 2 – Open Meetings

Open meetings – municipalities

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

Open meetings – regional districts

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

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

Open meetings – Vancouver

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

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

Open meetings – trust bodies

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

Division 3 – Electronic Meetings

Electronic meetings – municipalities

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

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

Electronic meetings – regional districts

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

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

Electronic meetings – Vancouver

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

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

Electronic meetings – improvement districts

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

Electronic meetings – trust bodies

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

Division 4 – Timing Requirements

Timing requirement for bylaw passage – municipalities

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

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

Division 5 – Public Hearings

Public hearings – Local Government Act

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

Public hearings – Vancouver Charter

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

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

Division 6 – Deferral of Annual Requirements

Annual general meeting and requirements – improvement districts

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

From: Shannon Story <sstory@lmlga.ca>
Sent: Tuesday, November 10, 2020 10:54 AM
To: s [REDACTED]
Subject: Don't Forget to Register for CivX. It's FREE!

PLEASE DISTRIBUTE THE FOLLOWING MESSAGE TO MAYOR, COUNCIL OR DIRECTORS AND SENIOR STAFF



Every year, the **Lower Mainland Local Government Association** and **CivicInfo BC** partner to bring you CivX, an exciting one-day seminar focused on a different issue each year.

Join us again this month, for our first virtual event!

Re-Imagine Local Government: Resilience, Recovery, Revolution, and the Road Ahead

November 23 - 25, 2020

11:30am – 2:45 pm

- Amazing speakers, with two engaging sessions each day!
- Open to local elected officials AND local government staff!
- Flexible timing! Attend any sessions you wish, from your desk or anywhere!
- **FREE** to attend!

Register today FOR FREE at:

<https://www.civinfo.bc.ca/event/2020/CivX>

In the days before the event, all registered delegates will receive an email with a link to the online event platform, graciously provided by Telus.

OUR SESSIONS

MONDAY NOVEMBER 23, 2020

- Media Musings with Frances Bula (Globe & Mail) and Justin McElroy (CBC).
- The Housing & Homeless Crisis: Working With The People in Your Neighbourhood. (Catharine Hume and Greg Richmond, RainCity Housing Society)

TUESDAY NOVEMBER 24, 2020

- Academic Panel: The Road Ahead for Local Governments, and the Critical Role of Post-Secondary Institutions. (Alberto De Feo, UNBC; Allison Habkirk, Capilano U; Meg Holden, SFU)
- Re-Imagining the Post-COVID City: CAO Perspectives from George Duncan, City of Richmond.

WEDNESDAY NOVEMBER 25, 2020

- Politician’s Podium: Elected Leaders Talk About Recovery and Expected Post-Pandemic Challenges.

DAILY SCHEDULE

11:30am – Noon: Login, and visit sponsors at a mini virtual trade show.

Noon – 1:00pm: Session #1
 1:00pm – 1:15pm: Short break; Visit sponsors at mini trade show.
 1:15pm – 2:15pm: Session #2
 2:15pm – 2:45 pm: Visit sponsors at mini trade show.

Be sure to visit the mini virtual trade show for a chance to win exciting prizes!

The Lower Mainland Local Government Association and CivicInfo BC wish to thank our generous sponsors for making this year’s event possible:



British Columbia Lottery Corporation



Fortis BC



Lidstone & Company



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Trans Mountain



Young Anderson

Shannon Story
 Executive Director
 Lower Mainland Local Government Association
www.lgma.ca



HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

Patrick Weiler

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

October 29, 2020

Dear Friends & Neighbours,

Last month, our Government announced the new **Rapid Housing Initiative (RHI)** to help address urgent housing needs of vulnerable Canadians by rapidly creating new affordable housing and helping support Canada's economic recovery by creating employment in the housing and construction sectors.

The RHI is the newest initiative of the National Housing Strategy (NHS) and was created to meet the needs of the COVID-19 pandemic, with the goal of rapidly creating up to 3,000 permanent new units of affordable housing across Canada. The RHI is available to municipalities, provinces, territories, Indigenous governing bodies and organizations, and non-profit organizations.

Today, I would like to relay further details of the RHI. This \$1B investment is divided into two equal funding streams:

- **Major Cities Stream:**
 - The RHI provides immediate support to a list of predetermined Municipalities that have been identified based on highest levels of renters in severe housing need and people experiencing homelessness.
- **Projects Stream:**
 - An applications-based process via web portal will be open from October 26 to December 31, 2020 to Provinces, Territories, Municipalities, Indigenous governing bodies and organizations, and non-profit organizations.

For more information on identified municipalities under the Major Cities Stream, and how to apply for the Projects Stream, [please see this webpage.](#)

As always, 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

From: MCF Info MCF:EX <MCF.Info@gov.bc.ca>

Sent: November 2, 2020 9:14 AM

To: VoP Admin <admin@pemberton.ca>

Subject: E-mail from the Provincial Director of Child Welfare and the Provincial Director of Adoption

VIA E-MAIL

Ref: 254717

His Worship Mayor Mike Richman
Village of Pemberton
E-mail: admin@pemberton.ca

Dear Mayor Richman:

As the Provincial Director of Child Welfare and the Provincial Director of Adoption, we are honoured to once again acknowledge November as Adoption Awareness month. This month of recognition encourages us to reflect on those families in our province who have opened their hearts and lives through adoption. This November is like no other as we face the challenges of a global pandemic – however, the need for adoptive families for children and youth waiting in foster care remains and the work to find those families continues.

Our wish is that growing up in a permanent and loving home is a reality for all children and youth in British Columbia. Unfortunately, there are hundreds of children and youth in foster care still hoping to find a family to call their own. Adoption can provide some of the most vulnerable young people in our communities with families who will provide support and guidance to grow into adulthood and future citizens.

Celebrating November as Adoption Awareness month is not the only way your community can support adoptive parents and those who might choose to adopt in the future. Even in these times of COVID-19 precautions, you can organize an online information session for prospective parents in your community or a virtual celebration for those who are already adoptive parents. You can explore the variety of virtual adoption awareness events happening around our province in November here: <https://www.bcadoption.com/aam>. If you would like more guidance or information on how to champion and raise awareness about adoption, please connect with Ministry of Children and Family Development (MCFD) staff at MCF.AdoptionsBranch@gov.bc.ca.

An important resource for all those involved in adoptions in British Columbia is [The Adoptive Families Association of British Columbia](#), which has been a support for adoptive families in British Columbia for over forty years. You may wish to [connect with the association](#) to learn more about your community's involvement in virtual adoption events, their contact information, as well as contact information for the licensed adoption agencies in British Columbia and more.

[Adopt BC Kids](#) is an online portal that allows citizens of BC to complete an adoption application 24 hours a day, seven days a week. We encourage you to take the time to explore this resource and provide it to any community members who are interested in adopting a child in foster care.

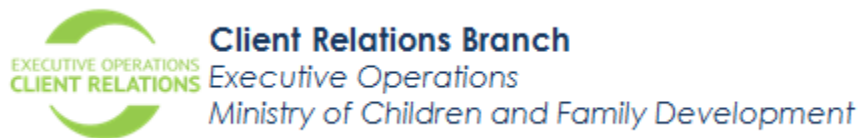
On behalf of MCFD, thank you for leading your communities and supporting both those who have opened their homes and hearts and those who might do so in the future. With your help and support, more children and youth will find their forever homes.

Sincerely,

Cory Heavener
Provincial Director of Child Welfare

Rena Bacy
Provincial Director of Adoption

Sent on behalf of the Provincial Directors by:





HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

Patrick Weiler

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

November 9, 2020

Dear Friends & Neighbours,

Our Government knows that fast, reliable and affordable high-speed internet is a necessity, not a luxury, for all Canadians, including those living in rural and remote communities. The COVID-19 pandemic has only further highlighted the importance of connectivity, and accelerated the need to connect all Canadians. We also know that Canada's economic recovery depends on connectivity in every household across the country as families need it for work, education, access to health services and to remain connected with loved ones.

I am therefore proud to relay today that our Government has launched the **Universal Broadband Fund**, which will help connect 98% of Canadian households to high-speed internet by 2026. The newly launched UBF will comprise of the following streams to help all Canadians get connected:

1. **Rapid Response Stream:** This supports smaller projects that can be implemented quickly with the help of a streamlined application process. Applications are being assessed through a rolling intake process – final deadline for this stream will be on **January 15, 2021**.
2. **Large, High-Impact Projects:** This stream will fund transformative projects in size and scope which support a business case that can involve the Canada Infrastructure Bank. In conjunction with low-cost loans through the CIB, this stream will provide grants to further support the business case of a strong project. Application deadline for this stream is **February 15, 2021**.
3. **Mobile Projects:** This stream targets mobile network projects that primarily benefit Indigenous communities, including the deployment of mobile coverage within an Indigenous community or on roads that lead to Indigenous communities. Application deadline for this stream is **February 15, 2021**.
4. **Core Universal Broadband Fund:** The remaining UBF projects will support any project, including backbone and last-mile, which connect Canadian households to minimum speeds of 50/10mbps.

As part of this announcement, our Government is also committing \$600 million to secure low-earth-orbit satellite capacity through Telesat in order to provide high-speed internet to the most rural and remote parts of Canada.

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.: 613-947-4620

Village of Pemberton
Regular Council Meeting No. 1527
Tuesday, November 17, 2020

These historic investments will help bridge the long-standing urban-rural digital divide here in our community and across the country, helping in particular to close the connectivity gap which currently exists in certain areas of the Sunshine Coast and the Sea to Sky Corridor.

With the UBF, we are on track to meet our goal to connect 98% of households by 2026 and every Canadian to high speed internet by 2030.

For more information on the Universal Broadband Fund and application details, [please visit this webpage.](#)

We stand ready to support your application in any way that we can, so please do not hesitate to reach out with any questions or concerns.

Sincerely,

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

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



November 9, 2020

Ref: 256912

His Worship Mayor Mike Richman
and Members of Council
Village of Pemberton
PO Box 100
Pemberton BC V0N 2L0

Dear Mayor Richman and Councillors:

Thank you to your delegation for meeting with ministry representatives during this year's virtual Union of BC Municipalities (UBCM) Annual Convention process. Due to the evolving COVID-19 situation, we have had to develop new approaches and adaptations to many aspects of our everyday life. I thank your delegation for its flexibility with provincial appointments this year and I am pleased that our governments still had the chance to connect.

As Deputy Minister, I write to acknowledge topics raised during your conference call, which included the Village of Pemberton's plan to build a park and ride, with community gardens as a possible feature, in the future. I encourage you to continue to work with Brian Bedford, Acting Executive Director, Local Government Infrastructure and Finance, to align your application with the funding priorities under the Investing in Canada Infrastructure Program. Brian Bedford can be reached by telephone at: 778 698-3232, or by email at: Brian.Bedford@gov.bc.ca.

I understand that your delegation also talked about the housing development in progress with Sea to Sky Community Services Society. Combining affordable housing with early child-care spaces and office space for non-profit agencies to deliver community services sounds like a very exciting opportunity to meet many needs in one development. As you have indicated, you are working closely with BC Housing to formulate these plans and apply to the current Building BC: Community Housing Fund intake; I look forward to hearing an update in the future.

I encourage you to also reach out to BC Housing's new HousingHub to explore their resources for forming partnerships around housing. You mentioned the challenge of finding land within the municipality for development of housing, and HousingHub may be able to connect you with partners that can bring land to the table, such as faith communities. Please contact Raymond Kwong, Provincial Director, HousingHub, BC Housing by telephone at: 604 439-4757 or by email at: rkwong@bchousing.org.

.../2

His Worship Mayor Mike Richman
and Members of Council
Page 2

Thank you, again, to your delegation for the meeting.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Kaye Krishna', with a long horizontal flourish extending to the right.

Kaye Krishna
Deputy Minister

pc: Brian Bedford, Acting Executive Director, Local Government Infrastructure and Finance
Raymond Kwong, Provincial Director, HousingHub, BC Housing
Nikki Gilmore, Chief Administrative Officer, Village of Pemberton



HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

Patrick Weiler

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

November 10, 2020

Dear Friends & Neighbours,

COVID-19 has presented significant challenges to communities across Canada, and particularly for Canadians facing food insecurity. It has highlighted the importance of local food organizations, the need to continue to support them, and the crucial services Canadians rely upon to be safe and healthy.

To that end, the Honourable Marie-Claude Bibeau, Minister of Agriculture and Agri-Food, announced that **Food Banks Canada has launched the \$2.3 million Rural and Northern Capacity Fund**. This initiative is being funded under the first round of the \$200 million Emergency Food Security Fund, and will help address food insecurity in communities or regions that are currently underserved. Organizations in rural and northern areas can receive funding to develop or improve infrastructure that helps get food to vulnerable people. This includes supporting the purchase, transportation and distribution of food, hiring additional staff and undertaking small-scale construction projects.

Food Banks Canada is now accepting applications for funding from community or charitable organizations, Indigenous groups and not-for-profit co-operatives. The funding will target the gaps in food security services in rural and northern communities in relation to the previous funding allocated under the Emergency Food Security Fund.

The initial Emergency Food Security Fund was launched in April and provided \$100 million to help improve access to food for people experiencing food insecurity in Canada because of COVID-19. To date, the funding has offered support to more than 1,800 individual projects in communities across Canada, which is estimated to have helped serve over two million Canadians with six million meals.

For more information, please visit [this webpage](#) and the [FoodBanks Canada website](#).

All eligible organizations are encouraged to apply. As always, we are ready to support your application in any way that we can 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



HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

Patrick Weiler

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

August 19, 2020

Dear Friends & Neighbours,

I am pleased to inform you that the Province of British Columbia has launched the application process for the second intake of the [CleanBC Communities Fund](#), a cost-sharing program for infrastructure projects that will focus on the management of renewable energy, access to clean-energy transportation, improved energy efficiency of buildings and the generation of clean energy. This program is part of the federal government’s [Investing in Canada Infrastructure Plan](#).

Earlier this month, the Government of Canada and the Province of British Columbia committed up to \$47 million towards the next intake of the Green Infrastructure CleanBC Communities Fund to support cost-sharing of infrastructure projects in communities across British Columbia.

Local governments and Indigenous communities, as well as eligible for-profit and not-for-profit organizations are encouraged to apply.

This intake is designed to target projects starting in 2021 or 2022 and the application deadline is November 12, 2020 (11:59pm PST).

For more information and to submit applications for this program, please visit the BC Government’s [CleanBC Communities Fund webpage](#).

Please feel free to share this letter with your networks, and do not hesitate to reach out with any questions or concerns. Our office stands ready to support your application.

Sincerely,

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

From: pronald@ubcm.ca <pronald@ubcm.ca>
Sent: November 10, 2020 1:38 PM
To: VoP Admin <admin@pemberton.ca>
Cc: Nikki Gilmore <ngilmore@pemberton.ca>
Subject: 2020 Asset Management Planning - Approval Agreement Letter

Dear Mayor Richman & Council,

Please find the attached Approval Agreement Letter and Terms & Conditions document in support of Pemberton's Asset Management Planning application, Asset Management Plan & Long-Term Financial Modeling.

Please direct any questions directly to me.

Thank you,

Peter

—

Peter Ronald, Programs Officer
Union of B.C. Municipalities / Local Government Program Services
(250) 356-2947 - pronald@ubcm.ca

November 10, 2020

Mayor Richman and Council
Village of Pemberton
Box 100
Pemberton, BC V0N 2L0

RE: 2020 Asset Management Planning program – Approval Agreement & Terms of Conditions of Funding

Dear Mayor Richman and Council,

Thank you for submitting an application under the 2020 Asset Management Planning grant program.

I am pleased to inform you that the Evaluation Committee has approved funding for your project, *Asset Management Plan & Long-Term Financial Modeling*, in the amount of \$12,000.00.

As outlined in the Program & Application Guide, grant payments will be issued when the approved project is complete and UBCM has received and approved the required final report and financial summary.

The Ministry of Municipal Affairs & Housing has provided funding for this program and the general Terms & Conditions are attached. In addition, in order to satisfy the terms of the contribution agreement, we have the following requirements:

- (1) This approval agreement is required to be signed by the CAO or designate and returned to UBCM;
- (2) The funding is to be used solely for the purpose of the above named project and for the expenses itemized in the budget that was approved as part of your application;
- (3) The grant funding must be matched in cash or in-kind;
- (4) All expenditures must meet eligibility requirements as defined in the Program & Application Guide;
- (5) All project activities must be completed within 12 months and no later than November 15, 2021;

The Asset Management Planning program is funded by the Province of BC

- (6) The Final Report Form is required to be submitted to UBCM within 30 days of project end date and no later than December 15, 2021;
- (7) Any unused funds must be returned to UBCM within 30 days following the project end date.

Please note that descriptive information regarding successful applicants will be posted on the UBCM and/or provincial government websites, and all final report materials will be made available to the provincial government.

On behalf of the Evaluation Committee, I would like to congratulate you for responding to this opportunity to advance asset management in your local government.

If you have any questions, please contact Local Government Program Services at 250 356-2947 or lgps@ubcm.ca.

Sincerely,



Peter Ronald
Programs Officer, Local Government Program Services

cc: Nikki Gilmore, CAO, Village of Pemberton

Approval Agreement (to be signed by the CAO or designate)

I, _____, have read and agree to the general Terms & Conditions and the requirements for funding under the 2020 Asset Management Planning program.

Signature

Date

Please return a scanned copy of the signed Approval Agreement to lgps@ubcm.ca.

Local Government Program Services

General Funding Terms & Conditions

The purpose of the Terms & Conditions is to provide basic information on grants administered by the Union of BC Municipalities through Local Government Program Services (LGPS). For specific information regarding the requirements of each funding program, please refer to the relevant Program & Application Guide. For information regarding a specific project approved through LGPS, please refer to the approval agreement.

1. Definitions

Approved Applicant: In general, LGPS grants are awarded to local governments (regional districts and municipalities) and, in some programs, First Nations or other eligible applicants. The approved applicant is the primary contact for UBCM and is responsible for overall grant management.

Approved Partner(s): Organizations that contribute directly to the approved project and are identified in the application. This may include boards of education, health authorities, First Nations or Indigenous organizations, non-profit organizations and local governments (other than the applicant). Refer to program guides for requirements for partners in regional applications.

Approved Project: The activities described in the application and budget and approved by the Evaluation Committee.

Cash Expenditures: Direct costs properly and reasonably incurred and paid for with money by the approved applicant or approved project partner for the development or implementation of the approved project. For example, catering and consultant fees can be cash expenditures.

Community Contribution: Some LGPS programs require cost-sharing. The community contribution is the portion of the approved project cost that is required to be provided by the approved applicant or an approved partner. This can be in cash or in-kind, but must be an eligible expenditure.

In-Kind Expenditures: The use of resources of the approved applicant or approved project partner for the development or implementation of the approved project. For example, the use of meeting rooms owned by the applicant or approved partner can be an in-kind expenditure.

2. Eligible & Ineligible Expenditures

Eligible expenditures, including community contributions, are direct costs that are properly and reasonably incurred by the approved applicant or approved partner as part of the approved project.

To be eligible for grant funding, these costs must be outlined in the detailed budget submitted by the approved applicant as part of the application process and be approved by the Evaluation Committee.

3. Grant Management & Applicant Responsibilities

Notice of Decision

All applicants will be informed of the status of their application by letter, generally within 90 days of the application deadline. Approved applicants will be informed of specific conditions of the grant approval and are required to sign and return a copy of the Approval Agreement.

Applicant Responsibilities

Approved applicants are responsible for:

- Ensuring that approved activities are undertaken as outlined in the approved application and within the required timeline

- Providing proper fiscal management of the grant and approved project (see below)
- Submitting final reports as required by the Program & Application Guide (see below)

Accounting Records

Acceptable accounting records must be kept that clearly disclose the nature and amounts of eligible expenditures (cash and in-kind) incurred as part of the approved project. Financial summaries are required to be submitted as part of the final report and must be signed by a representative of the approved applicant.

In all cases, the final project expenditure must be net of any rebates (such as GST/PST) that the approved applicant or approved partner is eligible to receive.

Changes to or Cancellation of Approved Project

Any significant variation from the approved project as described in the approved application must be approved, including any major changes to:

- Start or end dates
- Cash and in-kind expenditures or matching funds (when required)
- Project purpose, goals, outcomes or milestones
- Project partners

If an approved project is cancelled, the approved applicant is responsible for ensuring any grant monies that have been advanced are returned to UBCM within 30 days, or as outlined in the Program & Application Guide.

4. Reporting Requirements

Submission of Reports

Approved applicants are required to submit final reports as outlined in the Program & Application Guide. Please note the following when submitting a report:

- When completing a UBCM report form please ensure that each question is answered and that all attachments are complete. Follow any sample templates that UBCM provides.
- Submit all documents as Word or PDF files. Note: files over 20mb cannot be accepted.
- Submit all digital photos or images as JPEG files. Note: files over 20mb cannot be accepted.
- If a hardcopy of the report is required, do not bind reports or submit in binders or folders.

Extensions and Outstanding Reports

In order for an approved project to continue past the approved end date – or for a final report to be submitted after the established deadline – approved applicants must contact UBCM to request and be granted approval for an extension.

Approved applicants that do not request extensions and have outstanding reports may forfeit the final payment of their grant and may not be eligible to apply to future LGPS programs until reports are received.

5. Recognition of Funding and Funders

Approved applicants should contact UBCM for more information on recognizing funding and for information on the appropriate use of logos. Please contact LGPS at (250) 356-2947.

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*