

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

**Agenda** for the **Regular Meeting** of Council of the Village of Pemberton to be held Tuesday, July 13, 2021, at 2:30 p.m. via electronic means through a ZOOM Webinar. The Open portion of the meeting will start at 5:30 PM. This is Meeting No. 1542.

*"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](#). Link to the Zoom Webinar: <https://us02web.zoom.us/j/81688392331>**

---

Item of Business	Page No.
<b>1. CALL TO ORDER REGULAR MEETING (2:30PM)</b>	
In honour of the Lil'wat7ul, the Village of Pemberton acknowledges that we are meeting within the unceded territory of the Lil'wat Nation.	
<b>2. IN CAMERA (Closed) Meeting (2:30PM)</b>	
<b>THAT</b> the meeting is closed to the public in accordance with the <i>Community Charter</i> Section 90 (1) (c) employee relations; and (k) negotiations and related discussions that in the view of Council could reasonably expect to harm the interest of the municipality if they were held in public.	
<b>3. OPEN THE REGULAR MEETING (5:30PM)</b>	
<b>4. APPROVAL OF AGENDA</b>	1
<b>Recommendation:</b> <b>THAT</b> the Agenda be approved as presented.	
<b>5. PUBLIC INFORMATION SESSION: 2019 AND 2020 ANNUAL REPORT</b>	6
<i>Please Note: This portion of the meeting will be opened for submissions from the public and questions from the Gallery.</i>	
<b>Recommendation:</b> <b>THAT</b> the 2019 and 2020 Annual Report be received for information.	
<b>6. ADOPTION OF MINUTES</b>	
<b>a) Regular Council Meeting No. 1540, Tuesday, June 15, 2021</b>	
<b>Recommendation:</b> <b>THAT</b> the minutes of Regular Council Meeting No. 1540, held Tuesday, June 15, 2021, be approved as circulated.	35
<b>b) Special Council Meeting No. 1541, Tuesday, June 29, 2021</b>	
<b>Recommendation:</b> <b>THAT</b> the minutes of Special Council Meeting No. 1541, held Tuesday, June 29, 2021, be approved as circulated.	44
<b>7. BUSINESS ARISING FROM THE PREVIOUS REGULAR COUNCIL MEETING</b>	
<b>8. RISE WITH REPORT FROM IN CAMERA</b>	

**9. BUSINESS ARISING FROM THE COMMITTEE OF THE WHOLE**

**10. COMMITTEE MINUTES - FOR INFORMATION**

None

**11. DELEGATION**

**12. REPORTS**

**a) Office of the Chief Administrative Officer**

**i. Verbal Report**

**(1) BC Ambulance Service Scheduled on Call (SOC) Implementation**

47

**b) Pemberton Fire Rescue**

**i. Pemberton Fire Rescue 2019 and 2020 Annual Reports**

49

**Recommendation:** THAT the Pemberton Fire Rescue Annual Reports for 2019 and 2020 be received.

**c) Finance**

**i. 2020 Statement of Financial Information**

85

**Recommendation:** THAT Council approves the 2020 Statement of Financial Information for filing with the Ministry of Municipal Affairs and Housing under the *Financial Information Act*.

**d) Development Services**

**i. Development Variance Permit No. 130 – Variance to Road Standards Sunstone Ridge Development – Phase 1 C/D – Lot B, DL211, LLD, Plan EPP74427 Except Plan EPP96240**

121

**NOTE:** Following the Staff report, the meeting will be opened to the public for comment regarding DVP No. 130.

**Recommendation:** THAT Council issue Development Variance Permit (DVP) No. 130 to establish alternate hillside road standards for the Cerulean Drive extension, located on Lot B, DL 211, LLD, Plan EPP74427 Except Plan EPP96240.

**ii. Official Community Plan (Tiyata - École de la Vallée) Bylaw No. 902, 2021 and Zoning Amendment (Tiyata - École de la Vallée) Bylaw No. 903, 2021 – Rescheduling of Public Hearing**

131

**Recommendation One:** THAT Staff be directed to officially cancel the Public Hearing for Official Community Plan Bylaw No. 654 (Tiyata – École de la Vallée) Amendment Bylaw No. 902, 2021 and Zoning Bylaw No. 832, 2018, Amendment (Tiyata – École de la Vallée) Bylaw No. 903, 2021 originally scheduled for Tuesday July 13, 2021 at 5:30 PM.

**Recommendation Two:** THAT Staff be directed to schedule a concurrent Public Hearing for Official Community Plan Bylaw No. 654 (Tiyata – École de la Vallée) Amendment Bylaw

### 13. BYLAWS

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

- i. **Village of Pemberton Business Licence Bylaw No. 855, 2019, Amendment (Mobile Food Vendors) Bylaw No. 904, 2021** 134

**Recommendation: THAT** Village of Pemberton Business Licence Bylaw No. 855, 2019, Amendment (Mobile Food Vendors) Bylaw No. 904, 2021 receive First, Second, and Third Readings.

- ii. **Village of Pemberton Fees and Charges Bylaw No. 905, 2021** 166

**Recommendation: THAT** Village of Pemberton Fees and Charges Bylaw No. 905, 2021, receive First, Second, and Third Readings.

### 14. MAYOR'S Report

### 15. COUNCILLORS' Reports

### 16. CORRESPONDENCE

#### a) For Action

- i. **Sharon Bishop, Village resident, dated June 22, 2021, expressing opposition to the location of an outdoor basketball court in the downtown.** 213

**Recommendation: THAT** Council direct Staff to respond to Ms. Bishop's correspondence.

- ii. **Sophie Rivers, Village resident, dated July 6, 2021, expressing concerns regarding Council's approval of an outdoor basketball court to be located at Lot 8 in the downtown.** 214

**Recommendation: THAT** Council direct Staff to respond to Ms. Rivers' correspondence.

#### b) For Information

- i. **Cindy Fortin, Mayor, District of Peachland, dated June 9, 2021, addressed to the Minister of Municipal Affairs and the Minister of Environment and Climate Change Strategy, regarding the decision to discontinue the BC Climate Action Revenue Incentive Program (CARIP).** 216

- ii. **Cindy Graves, Corporate Officer, the Corporation of the Township of Spallumcheen, dated June 11, 2021, addressed to BC Hydro, presenting a resolution passed by Council requesting that the consultation period for residential rate review be extended.** 218

- iii. **Bill Dingwall, Mayor, City of Pitt Meadows, dated June 14, 2021, addressed to Marc Dalton, MP, Pitt Meadows-Maple Ridge, and the Honourable Lisa Beare, Minister of Tourism, Arts and Culture, calling for further action to find and hold accountable those who were involved in the tragedy that led to the remains of** 219

215 Indigenous children being buried in at the former residential school in Kamloops, B.C.

- iv. **Patrick Weiler, Member of Parliament, West Vancouver-Sunshine Coast-Sea to Sky Country, dated June 17, 2021, announcing the new \$165.7 million Agricultural Clean Technology Program.** 221
- v. **Patrick Weiler, Member of Parliament, West Vancouver-Sunshine Coast-Sea to Sky Country, dated June 17, 2021, announcing two calls for proposals for funding of projects that focus on services and supports to help increase the financial wellbeing of low-income adults, and services and supports to help increase the social inclusion of children and youth.** 222
- vi. **Patrick Weiler, Member of Parliament, West Vancouver-Sunshine Coast-Sea to Sky Country, dated June 17, 2021, announcing the launch of consultation with experts, stakeholders, and Canadians on a definition of senior abuse, and encouraging all interested organizations to participate.** 223
- vii. **Karla Graham, Corporate Officer, City of North Vancouver, addressed to Jamee Justason, Information and Resolutions Coordinator, Union of British Columbia Municipalities, dated June 23, 2021, presenting a resolution endorsed by the City of North Vancouver Council, asking that UBCM request the Province to amend the *Motor Vehicle Act* to require drivers to provide 1 metre of space at speeds of 50 km/h or less, and 1.5 metres of space at speeds in excess of 50 km/h, when passing people cycling or walking.** 224
- viii. **Patrick Weiler, Member of Parliament, West Vancouver-Sunshine Coast-Sea to Sky Country, dated June 25, 2021, announcing that eligible applicants may now apply for funding under the new Canada Community Revitalization Fund through Regional Development Agencies.** 232
- ix. **Patrick Weiler, Member of Parliament, West Vancouver-Sunshine Coast-Sea to Sky Country, dated June 25, 2021, regarding new legislation that will establish the framework for a new Canada Disability Benefit which will form the cornerstone of the Disability Inclusion Action Plan.** 233
- x. **Patrick Weiler, Member of Parliament, West Vancouver-Sunshine Coast-Sea to Sky Country, dated June 25, 2021, announcing a new \$200 million Natural Infrastructure Fund that will support projects that use natural or hybrid approaches to protect the natural environment, contribute to economic growth, and improve access to nature for Canadians.** 234
- xi. **Patrick Weiler, Member of Parliament, West Vancouver-Sunshine Coast-Sea to Sky Country, dated July 8, 2021, announcing the investment of \$3.2 billion over the next five years to help improve regulated early learning and childcare for children under 6 years of age in British Columbia.** 235

**Recommendation: THAT** the correspondence be received.

**17. DECISION ON LATE BUSINESS**

**18. LATE BUSINESS**

**19. NOTICE OF MOTION**

**20. QUESTION PERIOD**

237

**21. IN CAMERA**

**THAT** the meeting is closed to the public in accordance with the *Community Charter* Section 90 (1) (c) employee relations; and (k) negotiations and related discussions that in the view of Council could reasonably expect to harm the interest of the municipality if they were held in public.

**22. RISE WITH REPORT**

**23. ADJOURNMENT OF REGULAR COUNCIL MEETING**

**Date:** July 13, 2021  
**To:** Council  
**From:** Nikki Gilmore, Chief Administrative Officer  
**Subject:** 2019 and 2020 Annual Report Presentation

---

*As per Section 99 of the Community Charter, the Village has provided notice that the 2019 and 2020 Annual Reports will be considered at the July 13, 2021 Council meeting. Prior to Council discussion and as per the agenda the floor will be opened to allow submissions and questions to be received from the public in attendance respecting the Annual Report.*

### **PURPOSE**

The purpose of this report is to present to Council and the residents of the Village of Pemberton the 2019 and 2020 Annual Reports.

### **BACKGROUND**

Section 98 of the *Community Charter* requires that before June 30<sup>th</sup> in each year a Council must prepare an annual report and make the report available for inspection by the public as well as have it available at the meeting at which the annual report is considered. Section 99 establishes that the Annual Report may be considered at a council meeting or other form of public meeting as determined by Council. The Annual Report must be available for inspection and Council must consider submissions and questions from the public at that time.

Section 98 (2) of the *Community Charter* sets out the requirement of the Annual Report as follows:

- (a) the audited annual financial statements referred to in section 167 (4) for the previous year;
- (b) for each tax exemption provided by a council under Division 7 [*Permissive Tax Exemptions*] of Part 7 [*Municipal Revenue*], the amount of property taxes that would have been imposed on the property in the previous year if it were not exempt for that year;
- (c) a report respecting municipal services and operations for the previous year;
- (d) a progress report respecting the previous year in relation to the objectives and measures established for that year under paragraph (f);
- (e) any declarations of disqualification made under section 111 [*application to court for declaration of disqualification*] in the previous year, including identification of the council member or former council member involved and the nature of the disqualification;

- (f) a statement of municipal objectives, and the measures that will be used to determine progress respecting those objectives, for the current and next year;
- (g) any other information the council considers advisable.

### **DISCUSSION & COMMENTS**

The Village usually presents its Annual Report at the first meeting in July; however, last year due to the COVID-19 pandemic and the adjustments the Village had to undertake to meet the public health orders along with the re-assignment of Staff responsibilities in response to the pandemic, the 2019 Annual Report was not completed. As such, this Annual Report focusses on both 2019 and 2020.

The Annual Report highlights and reports on the accomplishments of the Village in 2019 and 2020 and sets out the goals and objectives for 2021 and 2022 as per the requirements of the *Community Charter*. It should be noted that Council has already reviewed and received the 2019 and 2020 Audited Financial Statements but as per the legislation these documents must also accompany the Annual Report and are attached accordingly.

I am pleased to present to Council the 2019 and 2020 Annual Reports. **(Appendix A)**

### **COMMUNICATIONS**

Notice respecting the availability and presentation of the 2019 and 2020 Annual Reports was advertised in the Pique Newsmagazine on July 1, 2021, and July 8, 2021.

Notice has also been posted on the Village website and the 2019 and 2020 Annual Report is available to view at the Village Office.

### **LEGAL CONSIDERATIONS**

Presentation of the 2019 and 2020 Annual Report meets the requirements as established by Legislation in the *Community Charter*.

### **IMPACT ON BUDGET & STAFFING**

There are no impacts on budget or staffing as the 2019 and 2020 Annual Report has been prepared in-house.

### **INTERDEPARTMENTAL IMPACT & APPROVAL**

The preparation of the Annual Report was facilitated by the Office of the CAO and Corporate and Legislative Services with the input from all other Departments as required and is incorporated into the departmental yearly workplans.

**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 as this is an annual requirement of municipalities.

**RECOMMENDATIONS**

**THAT** the 2019 and 2020 Annual Report be received for information.

**Attachments:**

**Appendix A:** 2019 and 2020 Annual Reports

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



# Annual Report

2019 and 2020



# Table of Contents

<b>Village of Pemberton Council</b>	<b>4</b>
<b>Village of Pemberton Vision</b>	<b>4</b>
<b>Message from Mayor Richman</b>	<b>5</b>
<b>Message from the Chief Administrative Officer Nikki Gilmore</b>	<b>6</b>
<b>Village of Pemberton Governance</b>	<b>8</b>
<b>2019 and 2020 Highlights</b>	<b>10</b>
<b>COVID-19 Response</b>	<b>12</b>
<b>Council Priorities</b>	<b>16</b>
Economic Development Strategy	16
OCP Update	17
Affordable Housing	17
Hillside Development Standards	18
First Nations Shared Services: Water/Sewer	18
Asset Management	18
Municipal Facilities	19
Single Use Plastic Bag Bylaw	19
Daycare Expansion	20
Community Climate Action Plan	20
Soccer Field No. 1	20
Emergency Management: Flood Response	21
Improved Monitoring: Floods and Landslides	21
Transfer of Recreation Services from Squamish-Lillooet Regional District to Village of Pemberton	22
IAP2 Implementation	22
<b>Operational Priorities</b>	<b>23</b>
Office of the CAO	23
Emergency Management	25
Corporate and Legislative Services	26
Finance	29
Development Services	30
Fire Rescue	32
Operations	35
Recreation	41
<b>Shared Services</b>	<b>44</b>
<b>Capital Projects, Funding and Tax Exemptions</b>	<b>45</b>
<b>Audited Financial Statements</b>	<b>48</b>



## Land Acknowledgment

The Village of Pemberton is located within the unceded territory of Lil'wat Nation and honours the language, culture and history of the Lil'wat7ul.

To learn more about Lil'wat Nation, visit [lilwat.ca](http://lilwat.ca)

# Village of Pemberton Council

Comprised of one Mayor and four Councillors, the Village of Pemberton Council is the governing body that provides leadership and establishes bylaws, policies and all governing matters delegated to local government by the *Community Charter* and *Local Government Act*. Council is also responsible for establishing budgets for operating and capital expenditures. Council Meetings and Committee of the Whole Meetings are open to the public; meeting schedules, agendas and minutes can be viewed and downloaded at [pemberton.ca](http://pemberton.ca).

## Committee of the Whole Meetings vs. Regular Council Meetings

The Committee of Whole is a committee made up of all Council members, designed to streamline discussions relating to business of a Municipality. Staff bring forward information on relevant topics to be discussed at the Committee of the Whole meeting. If the Committee of Whole supports the recommendations, it is forwarded to Council for consideration of approval. This separation of time between the discussion of an issue at Committee of Whole and a final decision at Council, gives Council time to further reflect upon and consider the issues before a final decision is made.

## Council Members



Mayor  
Mike Richman



Councillor  
Amica Antonelli



Councillor  
Ted Craddock



Councillor  
Leah Noble



Councillor  
Ryan Zant



## Village of Pemberton Vision

Village of Pemberton Vision is to set a stable course for the Village of Pemberton, balancing social, economic and environmental goals to ensure the Village maintains its unique character and enviable quality of life.



## Message from Mayor Richman

The Annual Report and the Mayor's message are an opportunity for us to share our progress and successes over the last two years. In 2019, after several year of planning, community engagement and four unsuccessful grant applications, we successfully completed the Downtown Enhancement Project. This project not only included resurfacing of several of the downtown roads, upgrading aging critical infrastructure as well as enhanced safety through sidewalks and additional crosswalks, but also included some innovative stormwater management elements with the addition of cisterns to use rainwater to irrigate the garden beds and grassy areas, and an oil and grit separator so the stormwater would be filtered before entering our waterways. We are very proud of this project and to the community for all their patience as we brought this project to reality.

In 2019, we also saw the completion of another long-time goal, with the construction of the Friendship Trail Bridge. This has been a Strategic Priority of Council, in partnership with the Squamish-Lillooet Regional District Area C and Lil'wat Nation, to provide safe access between the three communities. The completion of the Bridge is part of on-going effort to strengthen relationships between neighboring communities, as we recognize that we are stronger when we work together. In the coming years we will look for more opportunities to support completion of the Friendship Trail.

To say the least, 2020 was a challenging year that certainly tested our resiliency and emotional capacity. During the first year of the COVID-19 pandemic, we faced unprecedented challenges as individuals and as a community. I was heartened to see our community's character shine through during such a difficult and anxiety-ridden time.

Together, we faced the ever-evolving pandemic, with generosity, kindness, perseverance and ability to adapt.

In 2020, the Village created the Mayor's Task Force (MTF) for COVID-19 Response and Recovery to provide strategic recommendations to the Village of Pemberton Council and identify community-led initiatives to guide recovery and relief efforts related to the COVID-19 pandemic. The MTF membership was made up of 11 individuals crossing several organizations, community groups and community members. One of the outcomes of the MTF that I am most proud of is the Virtual Online Hub known as One Pemberton. This online hub provides essential COVID-19 information and resources to the Pemberton Community. The hub acts as a single source of COVID-19 support tools, community resources and useful links to ensure you stay informed and connected and will continue to be used as a one stop directory once the pandemic is behind us.

On the theme of kindness and resiliency, I want to acknowledge the work of our health care workers, educators, school boards, first responders, and essential workers. Your unyielding efforts to support the wellbeing of your friends, family, neighbours, and loved ones was inspiring. On behalf of our community, please accept our gratitude for all you have done and continue to do. I would also like to thank the Village Staff for their efforts, strength and dedication in carrying on operations during this unprecedented year as well, whether continuing to work in the office, at the yard, in town, or from home.

In 2021, Council looks forward to supporting the community as we continue to navigate the COVID-19 pandemic. We also intend to reinvigorate the implementation of our Strategic Priorities to support the sustainable, cost-effective and inclusive development of our community.



## Message from the Chief Administrative Officer Nikki Gilmore

---

On behalf of Village Staff, I am pleased to present the Village of Pemberton's 2019 and 2020 Annual Reports. As Chief Administrative Officer, I am responsible for overseeing a team of professionals who manage the delivery of services to the public and the fulfilment of Council's Strategic Priorities. The Village has a dedicated team who take pride in their work, from the day-to-day operations to major projects. The COVID-19 pandemic presented incomparable challenges and I commend our Staff for their commitment to the community, professionalism, and skill in navigating this period successfully. This Annual Report reflects their accomplishments.

In 2019, one of the most notable community projects was the Downtown Enhancement Project. Made possible by grant funding from the Federal Gas Tax Fund, this project allowed for essential upgrades to failing infrastructure and key improvements related to roads, sidewalks, waterlines, stormwater, and street lighting. The relentless work by Village Staff in pursuing grant funding applications, inclusion of innovative design elements, pivoting during construction and always making themselves available during the construction helped to completely transformed our downtown into the spectacular showcase we see today.

One of Council's top priorities was the construction of the link between the Friendship Trail Bridge and the Friendship Trail. This link will bring the Friendship Trail project one step closer to completion and enhance connection between the Village and its neighbouring communities.

Connection between communities is a key focus of Council and Staff and we look forward to finalizing the Friendship Trail along Pemberton Farm Road East, as funding becomes available, in the coming years.

Affordable housing remains a key interest area for Council and the community. Our Staff have completed an Affordable Housing Revised Background Report, in order to update the policy, planning and regulatory framework for affordable housing in Pemberton. An Age-Friendly Affordable Housing Needs Assessment and Action Plan has also been completed and in 2020, we brought forward an Implementation Plan for Council's consideration.

Recreation is always an area of community interest. In June 2019, the transfer of the management of Recreation Services from the Squamish-Lillooet Regional District to the Village was completed, with all members of the recreation services team moving to the Village as new employees. Recreation Services is responsible for the operations and management of the Pemberton and District Community Centre (PDCC), the management of the multi-sport fields located at the Meadows and Den Duyf Park and the Gates Lake Community Park, located in Birken. A second soccer field and Amenity Building will begin construction in 2021. Other recreation amenities to support the development of an exciting, new community recreation area are planned at Den Duyf Park, as funding becomes available.

2020 was a year of anticipation and continuous adjustment. The COVID-19 pandemic necessitated pivoting and expanded workloads to re-evaluate how to carry on with organizational projects that were not essential to community operations or could not be carried forward in a manner that was safe for our Staff or the community.

Investments into emergency preparedness in 2019, including the review and work towards the completion of a Comprehensive Emergency Management Plan and the expanded role of our Emergency Program Coordinator from part-time to full-time, provided a strong foundation for our response to the COVID-19 pandemic.

I would like to take this opportunity to acknowledge the tireless efforts of our community's healthcare workers, Pemberton Fire Rescue crew and volunteers, and Royal Canadian Mounted Police during this time. Our community is privileged to have such dedicated professionals and volunteers as neighbours, friends, family and loved ones. And last, but certainly not least, I would like to thank the Village Staff for all their hard work, commitment to the community and the organization, especially over this difficult year. We are so fortunate to have all of you as members of the Village Team.

As Pemberton continues to recover from the health, economic and social impacts of the COVID-19 pandemic, we remain committed to adventure, preserving the environment and retaining our strong sense of community.

I invite everyone to review this Annual Report which shows what we have achieved and what we are excited to focus on as we move forward.



Credit: Dave Steers

# Village of Pemberton Governance

## Office of the Chief Administrative Officer (CAO)

The CAO is responsible to Council for the management of the municipal workforce, and for overseeing that Council's directions and policies are carried out. The CAO provides leadership to the Village of Pemberton and coordinates the departments in the discharge of their responsibilities. The Department consists of the CAO, HR Coordinator/Executive Assistant, Communications and Grants Coordinator, Project and Research Coordinator and Emergency Program Coordinator.

### Emergency Management

The Village's Emergency Management Program is administered by the Emergency Measures Bylaw No. 539, 2004; as well as *Local Authority Emergency Management Regulation*, which outlines the roles, responsibilities, and legislative duties to which all local governments must adhere.

The Emergency Program Coordinator (EPC), is responsible for the management and coordination of emergency preparedness, response, and recovery, and for the facilitation of developing and maintaining an emergency management program for the community.

The EPC works closely with neighbouring EPCs in the corridor to review and discuss various concerns facing Sea to Sky communities including hazards, risks, vulnerabilities, training, resources, collaboration, coordination and communication, information, and knowledge sharing.

## Corporate and Legislative Services

Corporate and Legislative Services is responsible for the corporate administration of the Village including the preparation, preservation and safekeeping of all minutes, records of Council and committee business, administration of oaths, certifying Village documents and other duties established in Section 148 of the *Community Charter* and facilitates elections, Alternative Approval Processes and Referendums.

The Corporate and Legislative Services Department facilitates policy development, prepares reports and oversees Freedom of Information requests, provides administrative support for all Village departments and oversees bylaw enforcement services. The Manager of Corporate and Legislative Services is appointed as the Corporate Officer and the Village's Freedom of Information Officer. The Department consists of the Manager of Corporate and Legislative Services, Legislative Assistant, Bylaw Enforcement Officer and Reception/Administrative Assistant.

## Finance

Finance Services is responsible for the statutory financial administration duties of the Village of Pemberton under the *Community Charter* and *Local Government Act*. This Department is overseen by the Manager of Finance, who is also appointed as the Chief Financial Officer, and consists of the Senior Accountant, Accountant, Data Entry Clerk and contract IT Services.

Responsibilities of this Department include: tax and utility billing, accounts payable and receivable, tax certificates and budgeting and information technology (IT).

### Department Restructure

In 2020, administrative services, which had been a function of the Finance Department, was successfully transitioned to Corporate and Legislative Services. This resulted in the Reception/Administrative Assistant position being moved to Corporate's departmental organization chart. As such all aspects of front office administration is now overseen by Corporate and Legislative Services; however, the financial components of the daily activities are still the responsibility of Finance.

## Development Services

Under the direction of the Manager of Development Services, the Development Services Department consists of the Chief Building Official, Building Official, Planner and Building and Planning Clerk, GIS Planning Technician and a Development Planner Consultant. The Village also contracts an engineering firm to assist with development review and infrastructure work as well as other planning consultants as required. The responsibilities of Development Services are related to the use of land within the community, specifically:

- long range planning policy
- current development application review and approvals (Official Community Plan (OCP) and Zoning Amendment applications, subdivisions, Development Permits, Development Variance Permits, Temporary Use Permits, Site Alteration Permits, Board of Variance applications)
- Building Permits and enforcement of the Building Code
- development and other land related public enquiries.

## Fire Rescue

The Village of Pemberton Fire Rescue is a volunteer department that provides service to the residents of the Village of Pemberton. In addition, the existing Fire Service Agreement with the Squamish-Lillooet Regional District (SLRD) establishes that fire protection services are provided to Pemberton Meadows, Pemberton Heights and the Pemberton Fire Protection Specified Area as defined within the Agreement. The Department is made up of three (3) permanent full-time employees, Fire Chief, Deputy Chief and an Administrative Assistant, as well as 26 volunteers (paid-on-all) members and 10 recruits.

The Fire Department also provides Road Rescue Service, which encompasses all of SLRD Area C. In this regard, Pemberton Fire Rescue is responsible for attending to motor vehicle accidents, which may involve extricating patients from the vehicle as well as assisting patients to the Ambulance, as required.

Pemberton Fire Rescue also provides services to the residents of the Lil'wat Nation through a service agreement approved in 2017.

The Office of the Fire Commissioner relies on fire department personnel and chief officers from across the province to provide interface protection by way of Emergency Operation Centre (EOC) staffing or field support. The major wildfire events and deployment requests are becoming increasingly common and more frequent which results in communities being left with skeleton fire crews and chief officers to protect their communities. It is anticipated that this will continue to exert a growing strain on local fire department leadership as such Pemberton Fire Rescue will continue to recruit new members and put in place the training and supports to build capacity. In 2019 and 2020 the Wildland fire situation was not as critical; the Pemberton Fire Rescue was not requested to assist.

## Operations

Under the direction of the Manager of Operations and Projects, the Operations Department (aka Public Works) is responsible for the planning, operation, and maintenance of water, sewer, storm water, parks, roads and sidewalks, and street lighting systems. The department consists of the Manager of Operations and Projects, Assistant Manager of Operations, Wastewater Treatment Plant Operator, Water Operator, three (3) Equipment Operators, Parks Labourer, and Labourer.

## Recreation

Recreation Services is responsible for the operations and management of the Pemberton and District Community Centre (PDCC), the management of the multi-sport fields at the Meadows and the new soccer field located at Pemberton Farm Road East and Gates Lake Community Park, located in Birken. The Recreation Services Department consists of the Manager of Recreation Services, Facility and Maintenance Coordinator, two (2) Recreation Programmers, Marketing and Business Operations Coordinator, Customer Service Coordinator, Customer Service Representatives and Program Leaders/ Youth Workers.

The PDCC consists of four multi-purpose rooms, a fitness centre, fitness studio, the Great Hall, The Rec (youth and seniors centre) and adjacent recreation grounds that include a Nature Playground, Spray Park and the Great Lawn.

# 2019 and 2020 Highlights

## Population of Pemberton

2019: 3024  
2020: 3103



## Dog Tags Issued



## Business Licences



## Customer Service Requests



## Facebook

Likes or Reactions

2019: 3549  
2020: 15,313

## Fitness Centre Visits

2019: 20,147  
2020: 14,930



## Site Alteration Permit

applications received

2019: 25  
2020: 19

## Office of the CAO

### Emergency Operations Centre Activation

On March 14, 2020 the virtual Emergency Operations Centre (EOC) was activated to level 1 for the internal coordination, planning and communications regarding COVID-19. On March 30, 2020 the EOC scaled up to level 2 in order to address emerging issues as the pandemic continued and to acquire additional human resources.

### Resource and Recovery Team

On June 3, 2020 the EOC scaled down to level 1 and the Resource and Recovery Team was formed. This team is comprised of Staff from the Office of the CAO and is responsible for the ongoing decision making, policy development and communications related to the COVID-19 pandemic. The main efforts undertaken by the EOC and the Resource and Recovery Team for the COVID-19 pandemic included:

- maintaining continuity of the organization
- reallocating and repositioning resources to areas most at need to maintain essential services
- modifying workspaces and developing work from home options, processes and practices to deliver services in accordance with Provincial Public Health Orders
- recommendations, sharing information from the Health Authority internally and to the community.

### Policy Development

As a result of the COVID-19 pandemic, several safe work procedures, policies and plans were developed to ensure the health and safety of Staff, other workers and the public. All procedures, policies and plans were developed following direction and controls as specified by the World Health Organization, BC Centre for Disease Control, WorkSafeBC BC, the Province of BC, and the local Health Authority's Medical Health Officer. These documents are reviewed and updated as the pandemic progresses and direction from authorities change.

- COVID-19 Safety Plan
- Pemberton and District Community Centre COVID-19 Safety Plan
- Isolation Policy
- Cleaning and Disinfecting Procedure
- Hygienic Vehicle Procedure
- Washroom Cleaning Procedure
- Safe Work Procedure – Conducting Building Inspections
- Safe Work Procedure – Working Remotely.

### Mayor's Task Force

The Mayor's Task Force on COVID-19 response and recovery was established in 2020 with a six (6) month term providing strategic recommendations to the Village of Pemberton Council and identifying community-led initiatives to guide recovery and relief efforts related to the COVID-19 pandemic. The Task Force identified the need for a central online hub for COVID-19 pandemic information and in September 2020 the Village applied to the Community Foundation of Whistler for funding to support this project. The online hub will provide essential COVID-19 information and act as a single source of support tools, community resources and useful links for the Pemberton Community. The Mayor's Taskforce is comprised of the Village of Pemberton Mayor, a Village Council member, Financial Services, Financial Planning and Mental Health Professionals, Community members-at-large and representatives from the Pemberton and District Chamber of Commerce, Tourism Pemberton, Sea to Sky Community Services and WorkBC.

## Emergency Management

In March of 2020, the Village activated its Emergency Operations Centre (EOC) in response to the COVID-19 pandemic and remained activated throughout the year. The EOC was responsible for the overall coordination and response to the pandemic by centralizing communications and information, identifying critical needs and establishing emergency response priorities. In addition, the EOC was majorly responsible for providing timely information to the public.

With the onset of the pandemic, focus was on operational activities. With provincial health authorities directing COVID-19 Safety Plans for all workers in BC, the development of a Municipal COVID-19 Safety Plan was a priority and now acts as an overarching plan which addresses the measures in place to protect employees and the public during COVID-19 operations. The plan was developed, along with other specific policies and procedures and was implemented in June. The COVID-19 Safety Plan, other COVID-19 specific procedures and policies continue to be updated as the response continues.

## Pemberton Fire Rescue

The COVID-19 pandemic and subsequent Public Health Orders issued presented challenges for the Fire Department with respect to training and attendance to calls. The Fire Department adjusted its protocols for the following:

- responding to the Fire Hall
- responding to Emergency in apparatus
- responding to Medical calls
- returning to Hall from calls.

Each protocol was reviewed and revised to ensure the safety of the Firefighters and the public.

Fire Fighters also supported Bylaw Services with public education on the Public Health Orders and being a presence in public spaces.

## Finance

The Village's Five-Year Financial Plan discussions took into consideration long-term financial planning and best practices. Further detail was included showing the major key assumptions, projected financial performance, projected debt funding, capital expenditures and capital reserves and the possible effect of the COVID-19 pandemic.

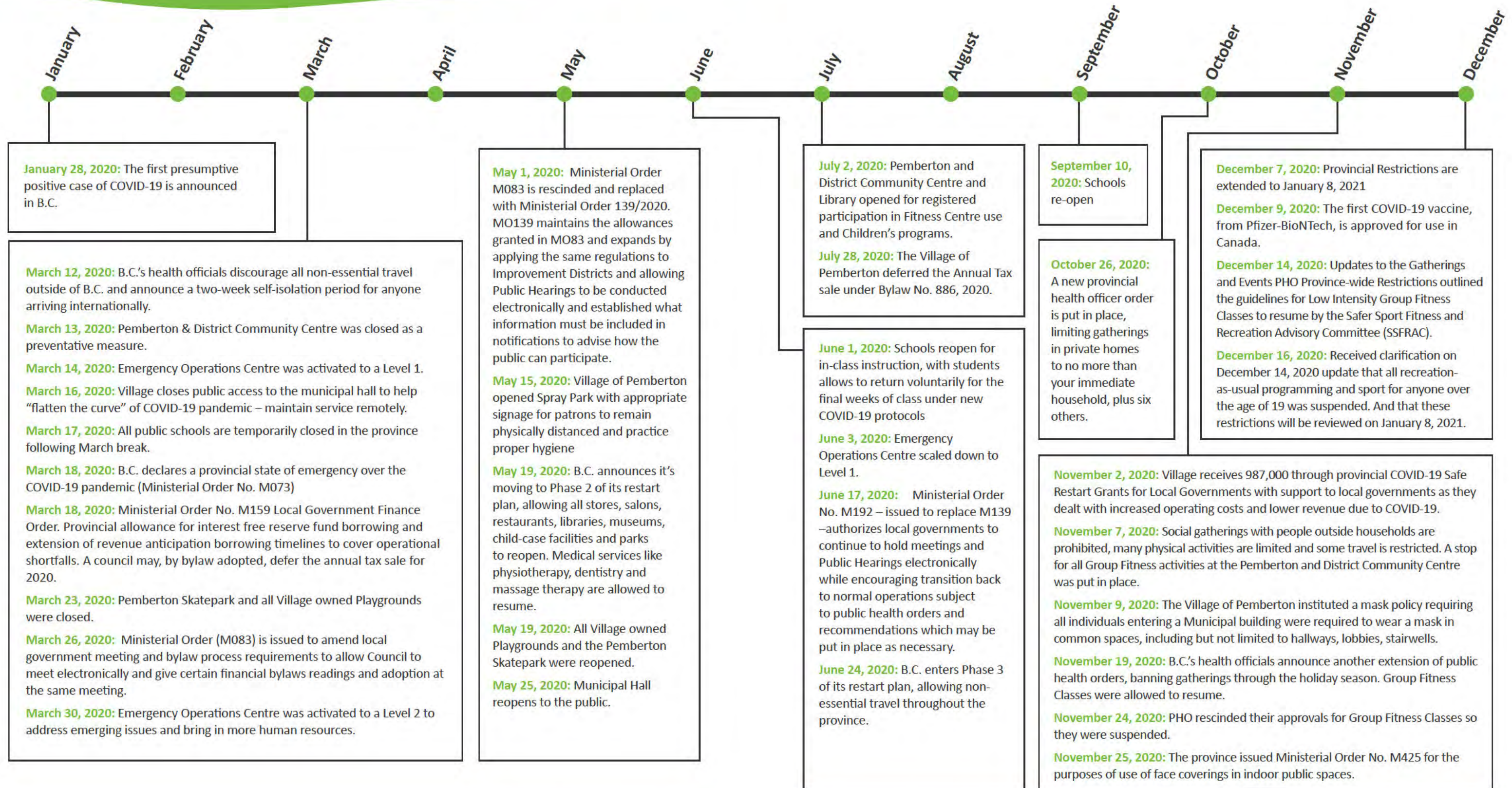
The Village of Pemberton and its government partners, monitored and assessed the impact of COVID-19 on our community and local government operations and finances. The Village identified measures that could address the financial pressures the community faced, that would also support the economic recovery. While the Village saw losses of revenue by closing user funded services and not collecting revenue for services such as transit, it was also aware of the many residents and businesses in our communities that saw even greater losses of income and who were looking for relief. This required Staff to rethink budgets to focus on core service delivery and support the provincially coordinated response to COVID-19.

In response to the COVID-19 pandemic the Village:

- reduced the CPI rate increase of 2.2% to 0%, removing CPI increases to non-union staff and council
- offered 0% rental increases to municipal leaseholders
- trimmed budgets or postponed to 2021 (these reductions supported a 0% tax increase to homeowners)
- postponed the 2020 Tax Sale, utilizing the Ministerial Order No. M0159 for COVID-19 recovery.

In 2021, the Village of Pemberton intends to consider an Alternative Tax Collection Scheme Bylaw, which allows for a reduced tax penalty to be split into two 5% charges at two separate dates for unpaid taxes of July 2 and October 1, 2021.

# COVID-19 2020 Timeline







# Council Priorities

## Economic Development Strategy

This project is facilitated by the Office of the CAO.

In 2017, the Regional Economic Development Collaborative was formed, led by the Pemberton and District Chamber of Commerce. The Collaborative includes Elected Officials and Staff from the Village, SLRD, Lil'wat Nation, the Lil'wat Nation Business Corporation, N'Quatqua and representatives from the Pemberton and District Chamber of Commerce and Tourism Pemberton.

In 2019, in partnership with the Pemberton Chamber of Commerce, the Village secured \$100,000 from the BC Rural Dividend Program to develop a regional Economic Development Strategy and Plan. The Strategy aims to maximize resources, align economic development priorities, access a range of expertise, and foster relationships between a group of representatives from local government, non-government organizations, and Indigenous communities.

In 2020, it was anticipated that the regional Economic Development Strategy and Plan would be completed however the scope of the project was revised to address the short and, potentially, long-term economic impacts of the COVID-19 pandemic.

Following on the heels of the regional Economic Development Strategy and Plan, the Village began pursuing its own Economic Development Strategy and Action Plan with the objective to identify ways of creating alternate revenue sources outside of taxation while creating an environment favourable to retaining current and attracting, new and diverse investment, increasing local employment and building a robust and sustainable community. Funding for this project was allocated from the Village's Community Works Gas Tax funds.

Public consultation began in January 2020, however, was also paused and the project revised to consider economic impacts of the COVID-19 pandemic and unfortunately is delayed due to Staff workload.

### Looking forward

The Village anticipates the completion of the regional Economic Development Strategy and Plan and looks forward to working alongside our regional partners to explore opportunities for shared economic development. Implementation of the Strategy and Plan will be reviewed and discussed at the Regional Economic Development Collaborative table, with applicable jurisdictions being identified the lead on deliverables from the Plan.

It is anticipated that the Village's Economic Development Strategy and Action Plan will finalized and presented to Council for approval in the Fall 2021.

## Official Community Plan Update

This project is facilitated by the Development Services department.

The 2011 Official Community Plan (OCP) is the long-term vision for the Village of Pemberton. This document provides the Village with policies to guide land use, services, and the physical, social, and economic changes in our community. All developments and land use must follow the guidelines presented in the OCP.

In 2019, amendments to the Official Community Plan were planned to incorporate several changes and updates as directed by Council. However, it was recognized that it would be more efficient to undertake a full review and update of the Official Community Plan, under the authority of the *Local Government Act*.

In 2020, the above noted plans and policies were developed and, in some instances, approved which paved the way for the OCP review to begin. While it was hoped the OCP review would be well underway by the end of 2020; the pandemic resulted in this initiative being deferred; however, it also provided opportunity for the Village to facilitate the completion of the Affordable Housing Action Plan, the Hillside Development Design Guidelines and the launch of the Community Climate Action Plan.

### Looking forward

The OCP Update will proceed and will primarily update land uses, mapping and policies to reflect the community's vision (to be captured through numerous public engagement opportunities), the final Bylaw will clearly signal where development will be prioritized and supported with infrastructure and amenities.

The OCP review will result in an updated policy framework for Council by addressing issues such as housing, transportation, infrastructure, parks, economic development and the natural and social environment.

Policy development and public consultation will continue throughout 2022 and it is intended the resulting Bylaws will be adopted in 2023.

## Affordable Housing

This project is facilitated by the Development Services department.

Since 2016, in response to the changing market conditions and demographic needs within the Village of Pemberton, a Housing Strategy for the community became a priority of Council. In 2017 and 2018 grant funding opportunities were sought and the Village was successful in receiving funding to conduct an Age Friendly Affordable Housing Needs Assessment and Action Plan from the Union of British Columbia Municipalities (UBCM).

In 2019, the Affordable Housing Revised Background Report was completed which updated the policy, planning and regulatory framework for affordable housing in Pemberton. This included a recent analysis of available data to produce indicators of housing affordability and identifying new issues and considerations based on key-informant interviews.

The Age-Friendly Affordable Housing Needs Assessment and Action Plan, prepared by CitySpaces Consulting with assistance from Staff, were also adopted.

In 2020, an Implementation Plan or 'Work Program' identifying specific tasks the Village will undertake to implement the Age-Friendly Affordable Housing Action Plan was presented to Council.

The Work Program prioritized the following recommended actions for the 2020-2021 budget years:

- policy development (ongoing)
- review of the Official Community Plan (deferred to 2021)
- Development Cost Charge Review (deferred to 2021)
- Community Amenity Contribution Policy review (completed)
- Capitalizing on opportunities, including pursuing an expansion of the Pemberton Lions Villa and strengthening our relationships with BC Housing and the Canadian Mortgage and Housing Corporation (CMHC) (ongoing).

### Looking forward

In 2021, the Village will continue to look for opportunities for an Affordable Housing project by working with local organizations such as the Lion's Society and Sea to Sky Community Services. The Village is hopeful that the result of the work noted above an affordable housing project will be underway in 2022.

## Hillside Development Standards

This project is facilitated by the Development Services department.

In 2019, Council identified the creation of Hillside Development Standards as a Strategic Priority for the Village. The goal of creating hillside development standards was to limit impacts on existing site conditions and to encourage development practices sensitive to natural terrain and habitat conditions.

Staff began background work and research on the development of draft guidelines tailored to the Village's hillside context, with an aim to sensitively integrate the built form in a manner that protects the integrity of the surrounding landscape.

A public online survey was launched seeking comments on a draft of the Hillside Development Design Guidelines from stakeholders (developers and designers) and the general public, with the intention of integrating relevant feedback into the final document before bringing it forward for Council consideration in 2020.

In 2020, the Guidelines were updated and approved by Council.

The Hillside Development Design Guidelines demonstrate best practices to model what is preferred in a hillside environment rather than employing standards. Unlike standards, the proposed guidelines will be structured to encourage innovation and flexibility, and to promote the most appropriate design given the unique characteristics of each hillside site.

## First Nations Shared Services: Water/Sewer

This project is facilitated by the Office of the CAO with support from Finance and Operations.

In 2019, negotiations with Lil'wat Nation on the provision of water services to the Village for the Industrial Park commenced.

In 2020, the Village and Lil'wat Nation signed a Water Service Agreement for the provision of this water service for the Pemberton Industrial Park.

## Asset Management

This project is facilitated by Finance and supported by the Office of the CAO and Operations.

The Village identified the strategic need for the development of an Asset Management Planning Program as well as planning and operational processes around the acquisition, operation, maintenance, renewal, and disposal of organizational assets. This Program will improve the delivery potential of assets and minimize the costs and risks involved.

In 2018, as one of the first steps towards developing an Asset Management Plan, the Village undertook inspections, utilizing CCTV technology, of all underground sanitary lines within the Village of Pemberton. This assessment included condition valuations of all sanitary mains in the Village.

In 2019, the Village engaged the services of an asset management consultant and work began on building a repeatable and realistic asset management plan and long-term financial strategy. The stages of this plan include an asset replacement funding plan, analyzing risk and levels of service, understand funding demands, forecasting an asset replacement budget, preparing an asset replacement financial strategy and building a long-term financial model and plan.

In September 2020, the Village applied to the Union of BC Municipalities (UBCM) Asset Management Planning Program, for funding of up to \$12,000, to support the development of the Asset Management Program.

In November, the Village was awarded the grant funding and initiated the development of the Asset Management Program.

### Looking Forward

In 2021, the Village will move forward with the development of an Asset Management Program, supported by the grant funding received.

In 2022, the Village will continue to implement the Asset Management Program to effectively develop, operate, and maintain municipal assets in a cost-effective manner.

## Municipal Facilities

This project is facilitated by the Office of the CAO and supported by Fire Rescue and Operations.

In 2019, the Village completed the following actions to improve Municipal Facilities in the Village of Pemberton:

- Initiated the Downtown Enhancement project, supported by grant funding to of \$5.3 million from the Federal Gas Tax Fund.
- Applied for funding from Ministry of Transportation and Infrastructure within the Transit Minor Betterments Program to support the improvement of bus shelters within the Pemberton Valley Transit System. This application was unsuccessful.
- Applied to the BC Transit Bus Stop Program and was approved for the installation of a new bus stop on Frontier Street as part of the Downtown Enhancement Project as part of a cost sharing agreement.
- Applied for funding through the Rural and Northern Communities Fund for funding to build a Park n' Ride on Lot 13 next to Signal Hill Elementary School. Unfortunately, this application was not approved.
- Completed lease negotiations supporting the ongoing operation of the Pemberton Regional Airport.

In 2020, the Village continued to deliver on this Priority through the following:

- Applied to the Investing in Canada Infrastructure Program under the Community, Culture and Recreation stream to support the development of a soccer field and amenity building at Den Dufy Park.
- Completed development of a Cycling Network Plan (supported by grant funding provided by the BikeBC Program). This Plan will inform the future development of Municipal trail networks to support green, active transit and recreation.
- Submitted a grant funding application to the Rural and Northern Infrastructure Program within the Communities Funding Stream for up to \$1.6 million dollars to support the development of a Multi-Modal Transportation Hub on Lot 13 which has been identified as a location for a Park'n'Ride facility in the community. This funding application is still pending.

- Applied for grant funding through the Investing in Canada Infrastructure Program under the Community, Culture and Recreation stream to support the development of recreation facilities including the construction of a second soccer field, sports amenity building and Bike Skills Park.

The Municipal Facilities review and design for a new Municipal Hall and Fire Hall has been deferred to 2021.

### Looking forward

The Village will continue to seek opportunities to support zero emission and active transit options for the community and seek funding opportunities for projects such as the resurfacing of the Downtown Community Barn floor, upgrades to One Mile Lake Park Infrastructure (boardwalk) and completion of the Friendship Trail along Pemberton Farm Road East.

The construction of a second soccer field and amenity building at Den Dufy Park will commence in 2021. If successful in securing funding for the Mountain Bike Skills Park, the Village will move forward with the issuance of Request for Proposal for the construction with an aim to have all these facilities open and operational in 2022.

Recognizing the need to expand the municipal hall facilities it is anticipated that a Request for Proposals for the design of a new Municipal Hall and Fire Hall will be issued in 2021.

In 2022, the Village will continue to seek opportunities to support zero emission and active transit options for the community including grant funding to complete the Friendship Trail.

## Single Use Plastic Bag Bylaw

This project is facilitated by Corporate and Legislative Services.

This initiative has been put on hold until further developments occur at both the provincial and federal levels as policy work is underway at both levels of government.

## Daycare Expansion

This project is facilitated by the Office of the CAO.

In 2019, Council established the expansion of daycare facilities as a strategic priority. The Village of Pemberton, through participation in the Pemberton Valley Utilities and Services (PVUS) Committee, provided funding to support the completion of the Pemberton Child Care Needs Assessment and Strategy: 2019-2023.

The Village made a funding application to the BC Government's Childcare BC New Spaces Fund in the amount of \$2,411,940, to accommodate the expansion of the Pemberton Children's Centre which would provide for 40 more spaces for ages 30 months to school age.

Village Council met with the Minister of Children and Family and Ministry Officials at the UBCM Conference and at a subsequent follow up meeting to discuss the challenges being faced by families due to the lack of daycare spaces and requesting that the Ministry expand the eligibility parameters of the Childcare BC New Spaces Fund to include financial incentives for private unlicensed childcare providers.

The Childcare BC New Spaces Fund grant application was revised and resubmitted late in 2019; however, in 2020 the Village was advised that this project was not approved for funding.

In 2020, the Village continued to seek grant funding opportunities to support the expansion of daycare services in the community. Council actively lobbied the Ministry of Children and Family Development to amend the funding criteria as a means of enabling smaller communities such as Pemberton to be successful in receiving funding.

Village Council again met with the Minister of Children and Family Development and Ministry staff at UBCM and another subsequent follow up meeting, to not only discuss the challenges already identified, but also new challenges that the pandemic had added. Council also requested that the Province subsidize equitable wages for childcare workers, increased options for accessible training, and enable private childcare facilities to access Provincial funding support.

### Looking forward

In 2021 the Village will continue to lobby the Province and seek opportunities for grant funding to support expansion and enhancement of the childcare services offered at the Pemberton Children's Centre.

## Community Climate Action Plan

This project is facilitated by Development Services.

Community-wide climate action planning involves assessing and measuring community-wide greenhouse gas (GHG) emissions and energy use and implementing policies and actions to reduce GHG emissions and conserve energy.

In 2020, Council identified the development of a Community Climate Action Plan as a Strategic Priority and Village Staff engaged with consultants that specialize in strategic energy and emission planning to begin the process of creating a Community Climate Action Plan (CCAP).

The process will include research, emissions inventory and modelling, consultation with key stakeholders and the public, and the development of draft strategies and actions for consideration by Council.

### Looking forward

In 2021, the Village will complete community consultation and develop the final CCAP. Implementation of Plan recommendations will then commence following the commitment of funding resources.

## Soccer Field No. 1

This project is facilitated by the Office of the CAO and Operations.

Through grant funding received from the Whistler Blackcomb Foundation and developer community amenity contributions the Village undertook the development of a natural grass soccer field at the recreation site located at Pemberton Farm Road East. The project was completed in October 2018.

In September 2019, the opening celebration and ribbon cutting took place and preparations were made for use including installation of temporary portable washrooms and bleachers. To allow time for the grass roots to fully develop, use of the field was delayed until 2020.

In the summer of 2020, the soccer field was available for use by the Pemberton Youth Soccer Association and other community groups. Due to COVID-19 pandemic user groups were only able to offer minimal programming on the field in Fall of 2020.

## Emergency Management: Flood Response

This project is facilitated by the Office of the CAO.

In 2018, the Pemberton Valley Dyking District (PVDD) initiated an update to floodplain mapping in the Pemberton Valley. As a result, in 2019 extensive collaborative work between the Squamish-Lillooet Regional District (SLRD), Lil'wat Nation and the PVDD took place to develop an Integrated Flood Response Plan and Evacuation Route Plan for the Pemberton Valley. Funding to undertake these plans was provided by the UBCM Community Emergency Preparedness Fund. These plans will be finalized and then tested through a full-scale exercise in 2020-2021.

In 2020, an Evacuation Route Plan for the Pemberton Valley was completed outlining and detailing the analysis undertaken to estimate how long it will take to evacuate the Valley under several different scenarios. The primary intent of this plan is to provide an understanding of the necessary timing of an evacuation to get the population of the Pemberton Valley area to safety, assuming the population is ready to evacuate. This plan will also inform the development of a more Operational Evacuation Plan that considers wider factors.

### Looking forward

The Evacuation Route Plan will be validated and tested through a functional exercise in 2021.

## Improved Monitoring: Floods and Landslides

This project is facilitated by the Office of the CAO supported by Development Services.

In early 2018, a landslide risk assessment was conducted by an Engineering consultancy to address the community's concerns about slope stability on Mount Currie. The study was prompted by an increase in observed small rock fall events during the summers of 2015 and 2016.

In 2019, improved monitoring of floods and landslides in the Pemberton Valley was identified by Council as a Strategic Priority. Development Services was tasked with developing a risk tolerance assessment of the areas that could be potentially impacted by a landslide on Mount Currie.

Staff began work on a risk tolerance model, but due to other risks being identified in the community (new information on the magnitude of flood events and potential volcanic eruption of Mount Meager and its associated downstream consequences), this item was deferred and will be brought forward as part of a broader review of all community hazards/ the Village's risk tolerance in the future.

### Looking forward

It is anticipated this initiative will be brought forward during the review and update of the Official Community Plan in 2021 and 2022.

## Transfer of the Management of Recreation Services from Squamish-Lillooet Regional District to Village of Pemberton

This project is facilitated by the Office of the CAO, and the Recreation and Operations Departments.

In 2018, negotiations between the Squamish-Lillooet Regional District (SLRD) and the Village of Pemberton to transfer the management of recreation services to the Village were concluded. In June 2019, the transfer of Recreation Services was completed and resulted in all members of the recreation services team moving to the Village as new employees. Recreation is an integral component of community building and provides physical, social, emotional, and economic benefits to the residents of Pemberton and SLRD Area C through offering a wide range of programs and services that are affordable and accessible.

### Looking forward

The Village and the SLRD will continue to work on the full transfer of Recreation to the Village with an aim to complete this in 2021. In addition, further integration initiatives including the development of a new brand identity and the adoption of the Village Style Guide are planned for early 2021.

## IAP2 Implementation

This project is facilitated by the Office of the CAO.

The International Association of Public Participation (IAP2) is an association of professionals who seek to promote and improve the practice of public participation. IAP2 developed the Spectrum of Public Participation to ensure public participation is central to all project planning and decision-making processes. The IAP2 spectrum includes five levels of public participation: Inform, Consult, Involve, Collaborate and Empower.

In 2019, the Village implemented the IAP2 Spectrum to identify opportunities for meaningful public engagement. The Spectrum was employed on several community projects including, the Age-Friendly Affordable Housing Action Plan, the Downtown Enhancement Project, Friendship Trail Bridge Connection and Crabapple Tree Project.

In 2020, the Village continued to utilize the IAP2 Spectrum to assess the appropriate level of public engagement to support projects and initiatives.

### Looking forward

In 2021, the Village plans to launch the public engagement platform 'Have Your Say Pemberton' to provide the community with project information, and opportunities for engagement. Community engagement on the Village's Community Climate Action Plan, Affordable Housing Action Plan, and the Official Community Plan review are already scheduled for 2021.



## Operational Priorities

### Transit

The Village of Pemberton provides administration and overall management for the Commuter (Route 99) service between Pemberton and Whistler, as well as the Local (Route 100) services between Pemberton, SLRD Area C and Lil'wat Nation, who contribute equally towards the cost of the service.

In 2018, the three (3) jurisdictions began the renewal of the Transit Cost Sharing Partnership Agreement. Unfortunately, due to other competing interests for each group, this renegotiation continued into 2019 and was completed in July of 2020.

In 2020, the three (3) jurisdictions set out to issue a Request for Proposals (RFP) to undertake a transit study with the purpose of:

- determining opinions and preferences of the residents of (1) Pemberton (2) Electoral Area C (3) Lil'wat Nation, in respect of the existing Pemberton Valley Transit System (PVTS);
- determining levels of use and origins of ridership through engagement with BC Transit and other PVTS operators;
- assisting in determining suitable geographic boundaries for a potential local transit service area;
- providing potential cost sharing percentage options for the three jurisdictions (with a recommendation), including the identification of any potential new partners or participants in the service area;

- exploring alternative options, linkages and integration for service delivery with other transit modes, projects or programs (e.g. a potential inter-regional transit system); and
- exploring the addition of new bus stops with shelters and a park and ride facility (together, the "New Amenities") to connect to the current (or a potentially expanded) PVTS and costing (and cost sharing) related thereto for the implementation, construction and operating costs of the new amenities.

It is expected that this study will be completed by the Fall of 2021. Staff at all jurisdictions will work together to achieve any deliverables identified upon completion of the study.

It should also be noted that the transit systems throughout British Columbia saw a significant (up to 50%) decrease in ridership because of the COVID-19 pandemic as a result of the Public Health Orders and an increase in the number of people working from home. This decrease in ridership directly impacts municipalities contribution towards the transit services, as fares reduce municipal contributions. As a result, the Federal and Provincial Governments, through agreements with BC Transit, provided municipalities with COVID-19 Safe Restart Funding to assist with the shortfall. It is unknown at this time what the impact the pandemic will have on the future budgets and ridership in 2021 and beyond.



Pemberton and District Community Centre

Credit: Dave Steiers

### Regional Transit

Since 2017, Elected Officials and Staff from Sea-to Sky communities including the Lil'wat Nation, Squamish Nation, Village of Pemberton, Resort Municipality of Whistler, District of Squamish, and Squamish-Lillooet Regional District have been working closely with each other and with Staff from the Ministry of Transportation and Infrastructure and BC Transit on the development of a Regional Transit System. The goals of this expansion are to improve mobility and affordability for residents in the region, reduce environmental impacts through GHG reductions, improve highway safety and reduce traffic congestion.

In 2018, the local municipal and regional governments and Lil'wat Nation agreed on a Transit Commission governance model through a Memorandum of Understanding (MOU); although the Squamish Nation was involved in the development of the MOU, they were not signatories; however, all the parties will continue to collaborate on regional transit as we move forward. The parties began dialogue with the Provincial Government for the creation of a Commission and a Motor Fuel Tax to support the implementation of a Sea to Sky Regional Transit system.

In 2019, the parties continued to lobby the Provincial Government, by way of meetings at the Union of BC Municipalities (UBCM), separate Minister meetings and staff to staff meetings. Unfortunately, the parties were advised that the creation of a Motor Fuel Tax would not be considered. At the end of 2019, the discussions halted.

In 2020, due to the COVID-19 pandemic, no further discussions were had. It is anticipated that this project will resume in 2021 as it is a priority for all Sea to Sky Communities.

### Nukw7ántwal Regional Intergovernmental Relations Committee

In 2018 the Nukw7ántwal Regional Intergovernmental Relations Committee was formed to serve as an information exchange, coordination and referral body, and as a task force to implement projects that are planned by the Committee and fall within the Committee's mandate and allocated budget. The Committee is not a decision-making body.

Committee participation and membership is open to an Elected Official and/or Staff member from the following:

- Lil'wat Nation
- N'Quatqua First Nation
- Samahquam
- Skatin
- Squamish-Lillooet Regional District
- Village of Pemberton
- Xa'xtsa.

In 2019, the Committee met on several occasions to begin planning of the annual Nuk w7ántwal Regional Meeting to be held in early 2020. Planning was completed for the Regional Gathering, which was set to take place in Samahquam in March of 2020.

Unfortunately, due to the COVID-19 pandemic, this Gathering had to be postponed. Furthermore, there have been no Intergovernmental Committee meeting held, virtually or in person, in 2020. It is anticipated that in 2022, meetings will resume with the intention of rescheduling the Gathering.

### Pemberton Valley Emergency Management Committee

With the 2019 establishment of the Pemberton Valley Emergency Management Committee between Lil'wat Nation, the PVDD, the SLRD, and the Village of Pemberton, collaboration on disaster risk reduction continued throughout 2020. Main focuses for the Committee included prioritizing flood mitigation projects, seeking grant opportunities for these projects, and increasing emergency preparedness in all jurisdictions, as well as an information exchange, coordinating body, and as a task force to develop emergency related initiatives.

### Comprehensive Emergency Management Plan (CEMP)

The Village of Pemberton Comprehensive Emergency Management Plan (CEMP) is the governing document that provides the framework and overall strategy for the Village to conduct its Emergency Management Program.

In 2019, updates continued to be made to the Village's CEMP which will replace the outdated 2005 Village of Pemberton Emergency Response/Recovery Plan. The new Plan has been streamlined and updated to be more comprehensive to reflect the changing nature of the community.

#### Looking forward

In 2021, EOC tabletop exercises that will include all essential EOC Staff will be facilitated. Following the Tabletop Exercise, updates will be made to the CEMP and the Plan will be reviewed and approved.

### Emergency Responses

The Emergency Program Coordinator (EPC) is on-call 24/7 to provide support to first responder agencies as required. Additionally, the EPC is called upon to assist in the activation of an Emergency Operations Centre (EOC).

In 2019, the Village did not have to activate an EOC, despite High Streamflow Advisories issued on the Lillooet River in the summer and fall.

In 2020, the Village activated its EOC on three different occasions:

- January 31, 2020 - in response to a heavy rainfall event that resulted in Pebble Creek blowing out, causing significant damage to the roads, ditch, culverts and exposed BC Hydro and communication lines on Pemberton Farm Road East/Mackenzie Forest Service Road and Pebble Creek Drive
- February 5, 2020 - in response to an incident at the Wastewater Treatment Plant
- March 14, 2020 - in response to the COVID-19 pandemic and remained active to coordinate the response throughout 2020.

### Public Engagement and Education

Public Education events continued throughout 2019 with attendance at the BC Agriculture Farm and Ranch Wildfire Preparedness Workshop in January, an Emergency Preparedness Open House during Emergency Preparedness Week in May and participation in the annual ShakeOut BC drill in October.



### Emergency Support Services

Throughout 2019 and 2020, the Village continued its partnership with the Canadian Red Cross (CRC) and not only renewed the agreement for support services with (CRC) but also developed and managed a team of local volunteers to provide Emergency Support Services (ESS) to residents in the event of an emergency or disaster. The ESS program is managed by the Village and provides these services for both the Village and SLRD Area C. In 2019, Red Cross personnel and the ESS team were on standby during the grass and brush fire in Mount Currie on April 9, 2019.

In 2020, Red Cross personnel and the ESS team were activated for a single home structure fire on March 30, 2020, a townhouse structure fire on August 15, 2020 and to support displaced residents from Lillooet Lake Estates and Heather Jean Properties within the SLRD due to an imminent risk of a debris flow from the McCulloch Creek and Catiline Creek on August 20, 2020.

### Community Forest Partnership and Licence Agreement

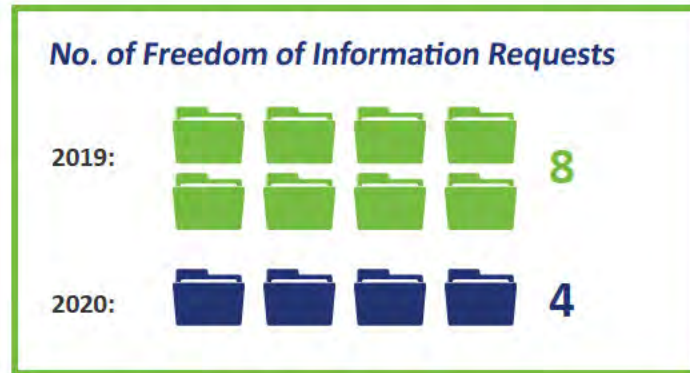
The Village has been actively working toward the establishment of a Community Forest since 2015. In partnership with Lil'wat Nation the Spel kúmtn Community Forest Corporation was incorporated.

In 2019, a formal application for a Community Forest was submitted to the Ministry of Forests, Lands, Natural Resource Operations and Development.

In 2020, an official offer from the Ministry of Forests, Lands, Natural Resource Operations and Rural Development was received, and work continued respecting governance and developing policy for the Interim Board to consider in anticipation of the establishment of a new community-based Board of Directors for the Corporation. It was determined that the Interim Board would remain in place through 2021.

#### Looking forward

In 2021, it is expected that some forest harvesting operations will begin in the spring. The Interim Board will remain in place with recruitment for new members anticipated to take place near the end of the year. In 2022, a new Spel kúmtn Community Forest Board of Directors will be recruited, and forestry work will continue.



### Airport Lease Agreements

Corporate Services provides administrative support to the Chief Administrative Officer who is also the appointment Airport Manager. This support includes managing the day-to-day activities related to airport issues and working with potential lease holders on lease agreements.

In 2019, one (1) lease Agreement was completed. In 2020, two (2) lease Agreements completed and a Hydro Wire Training Facility was constructed and work began on the development of a private hangar.

#### Looking forward

In 2021, the annual lease review will take place and any lease requests will be reviewed and considered as may be required and a private hangar will be constructed.

### Bylaw Notice Enforcement System (BNEB)

In 2019, work proceeded on the development of a Bylaw Notice Enforcement Bylaw. This included review of all bylaws in which fines may be levied to ensure they were incorporated into the new BNEB program.

In 2020, the BNEB bylaw and BNEB Screening Officer Policy were approved.

#### Looking forward

In 2021, the implementation of the Bylaw Notice Enforcement Bylaw and Adjudication program will begin.

#### No. of Customer Services Requests about Bylaw Enforcement



### Bylaw Development and Amendments

Corporate Services consistently works with other departments to update and/or facilitate the development of new bylaws both regulatory and administrative.

In 2019, Corporate Services participated in the development, revisions or updates to the following Bylaws:

- Permissive Tax Exemption Bylaws for the Pemberton Childcare Society (BL850), Lion's Activities Society (BL851), Community Church (BL852) and Legion (BL853)
- Animal Control Amendment Bylaw No. 854, 2019
- Business Licence Bylaw No. 855, 2019
- Municipal Ticket Information Utilization Amendment Bylaw No. 856, 2019
- Downtown Loan Enhancement Loan Authorization By-law No. 863, 2019
- Council Procedure Amendment Bylaw No. 864, 2019
- Permissive Tax Exemption (Pemberton Search and Rescue) Bylaw No. 865, 2019
- Outdoor Water Use Regulation Amendment Bylaw No. 866, 2019
- Business Licence Amendment (Housekeeping) Bylaw No. 871, 2019

In 2020, the following Bylaws were adopted by Council:

- Bylaw Notice Enforcement Bylaw No. 874, 2020 and Amendment Bylaw No. 885, 2020
- Council Procedure Amendment Bylaw No. 875, 2020 and Amendment Bylaw No. 888, 2020
- Parks and Open Spaces Amendment Bylaw No. 876, 2020
- Municipal Ticketing Information Utilization Amendment Bylaw No. 877, 2020
- Advisory Planning Commission Amendment Bylaw No. 878, 2020
- Downtown Enhancement Loan Authorization Repeal Bylaw No. 880, 2020
- Business Licence Amendment Bylaw No. 890, 2020

#### Looking forward

In 2021, business licence fees for cannabis retail and production facilities will be reviewed and updated.

Work will proceed on a new Fees and Charges Bylaw which will amalgamate all fees into one document thereby streamlining the fee review process and providing a simpler way to find Village fees overall.

Corporate and Legislative Services will also support Development Services with the preparation of a new Building Bylaw and will proceed on consolidating the Water Rates and Connection and the Sewer Rates and Connection Bylaws

### Policy Development

In 2019, Corporate and Legislative Services assisted with review and updates to the Snow Clearing Policy as well as several administrative and operational policies.

In 2020, the Customer Service Request Policy and Procedure was updated and the Screening Officer Policy (which accompanies the Bylaw Notice Enforcement Adjudication process) was established. Corporate and Legislative Services also prepared the Video Recording and Broadcasting of Electronically Held Meetings Policy in response to COVID-19 pandemic Ministerial Orders and revamped the Memorial Dedication Program Policy.

#### Looking forward

In 2021, it is anticipated administrative and operational policies will be reviewed and updated as required.

### Customer Service Requests

The following chart shows the breakdown of Customer Service Requests received by the Village of Pemberton by category (animal control issues, bylaw enforcement and general - which can be enquiries about bylaws, reports of issues or concerns, such as infrastructure repairs, and other general issues).

Type of Customer Service Request	2017	2018	2019	2020
Animal Control Issue	14	17	24	20
Bylaw Enforcement Issues	68	80	108	129
General (ie: calls for service/enquiries etc.)	68	52	113	124
<b>Total calls for service/bylaw</b>	<b>150</b>	<b>149</b>	<b>245</b>	<b>273</b>

### Community Organization Support

Through the **Community Initiative and Opportunity Fund (CIOF)**, the Village has provided seed, long term or one time/ single event funding to not-for-profit organizations, entities or societies based within the Village of Pemberton. The intent of the funding is to support organizations that contribute to the community through the development, advancement, support, or initiation of opportunities or promote partnerships that will enhance the economic well-being within the Village and to the improvement of the quality of life of its residents.

The **Community Enhancement Fund** is the Village's second granting source that provides funding to not-for-profit organizations based within the Village of Pemberton that are considered by Council to be contributing to the general interest and benefits of its residents in the areas of Sport, Recreation and Education, Arts and Culture or Special Events.

A listing of those organizations supported through these funds can be found below.

In 2019, the Village worked with the SLRD to develop and implement a program to support local community groups through long term service agreements.

In 2020, the Pemberton and District Initiative Fund (PDIF) was established and administered through the SLRD and Long-Term Funding Agreements through the CIOF program were transitioned to the new PDIF.

#### Community Initiative & Opportunity Fund (CIOF)

##### 2019

Tourism Pemberton	\$4,000.00
Pemberton BMX	\$2,750.00
Spirit of BC	\$4,500.00
Pemberton Arts Council	\$4,000.00
Pemberton Farmers Market Association	\$3,000.00
Pemberton Offroad Cycling Association	\$5,922.50
Pemberton And District Chamber of Commerce	\$4,000.00
Downtown Enhancement Party Contribution	\$1,500.00
<b>Total</b>	<b>\$29,672.50</b>

##### 2020

Long-Term Funding Agreements through the CIOF program were transitioned to PDIF.

#### Community Enhancement Fund (CEF)

##### 2019

Village of Pemberton Sign Administration	\$3,000.00
Pemberton Red Devil's Association	\$250.00
Lil'Wat Nation Band Council	\$500.00
Pemberton Valley Mens Shed	\$1,000.00
Whistler Centre for Sustainability	\$2,000.00
Pemberton Wildlife Association	\$560.00
Rotary Club of Pemberton	\$2,500.00
Lower Stl/atl/imx Tribal Council	\$500.00
Meager Lanslide Resolution	\$1,667.00
Christmas Hamper Program	\$250.00
Lil'Wat Christmas Bureau Donation	\$250.00
Bursary	\$2,000.00
<b>Total</b>	<b>\$14,477.00</b>

##### 2020

Village of Pemberton Sign Administration	\$3,000.00
Pemberton Red Devil's Association	\$250.00
Whistler Centre for Sustainability	\$1,000.00
Bursary	\$2,000.00
Lil'Wat Christmas Bureau Donation	\$250.00
Christmas Hamper Program	\$250.00
<b>Total</b>	<b>\$6,750.00</b>

#### Looking forward

In 2021, the last two CIOF funding agreements will be transitioned to PDIF.

### Department Restructure

In 2020 the administrative services function of the department was transitioned to Corporate and Legislative Services.

### Sewer Fees

The sewer rates were increased in 2018 to establish a new Sewer Reserve.

In 2019, sewer rates were increased again by the annual amount to build the Sewer Reserve for future capital expenditures. It is anticipated this will continue to be the Village's practice with an aim to increase reserves in this area.

The planned Sewer rate analysis was deferred to 2020 along with an updated water rates analysis, with the aim of new rates being brought forward for consideration in 2021. However, due to the pandemic, this work was deferred to 2021.

### Recreation Service Delivery Transfer

In June 2019, Recreation Service management was transferred to the Village of Pemberton, including revenues and expenses for the Pemberton Community Centre and associated parks.

In 2020, the Village of Pemberton managed the revenues and expenses for recreation services as a component of the Village's daily operations.

### Financial System Software Upgrade (VADIM Payroll)

In 2020, Vadim Open was upgraded to allow for online purchase orders and timesheets for Staff, moving away from paper use. However, due to technical difficulties this work was delayed.

### Vadim Payroll Module

With the impacts of COVID-19 on projects and priorities, the Vadim Financial Program updates were postponed to 2021.

### Request for Proposals (RFP)

#### Employee Benefit Program

In 2018, Staff reviewed responses to the Employee Benefit Request for Proposals and deferred the decision to 2019.

In 2019, after review, no proposals were accepted, and the current carrier was renewed.

In 2020, a review for possible savings with the current benefits carrier was undertaken.

#### Financial Auditing Services

In 2020, the issuance of a RFP for Financial Auditing Services was deferred to 2021.

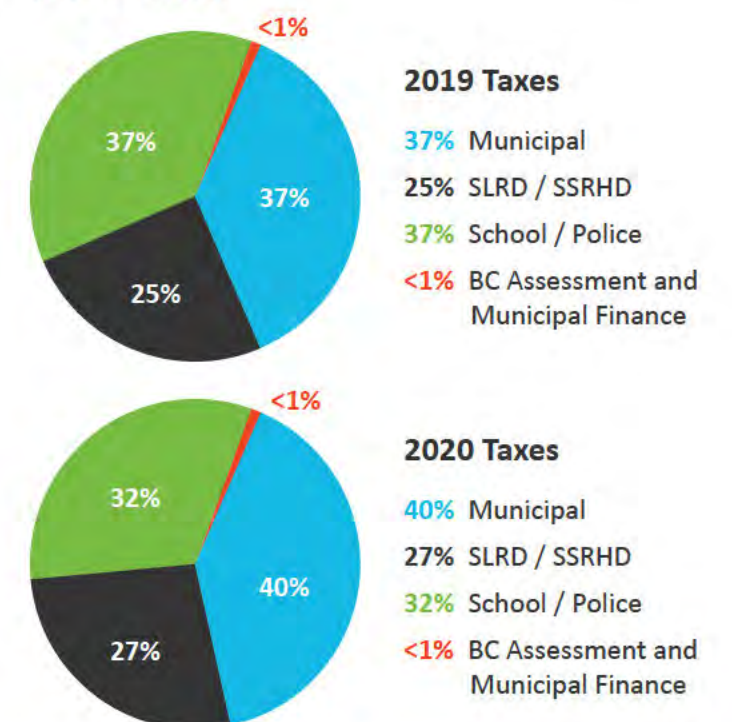
### Expense Policy Review

In 2019, the review of the Expense Policy was deferred to 2020. With the impacts of COVID-19 on projects and priorities in 2020, the Expense Policy Review was deferred to 2021.

#### Looking forward

Expense Policy Review is planned to take place in 2021 with an aim for implementation in 2022 as well as the Vadim Financial Program upgrades and Financial Auditing Services RFP.

### Tax Collection



### Community Amenity Contribution Policy

Council originally adopted a Community Amenity Policy in 2007. In 2016, work began on developing a new Community Amenity Contribution Policy; however, due to an adjustment in priorities this initiative was set aside.

In 2019, this initiative was identified as an operational priority and a draft Policy based on a negotiated approach was prepared by Staff. The approach the Village is establishing will clarify how the Village of Pemberton will define community amenities, as opposed to community benefits and required services; thus, allowing the Village to accept voluntary amenities as either cash or in-kind services from developers seeking rezoning similar to the current approach taken in adopting amenity zoning (density bonusing) bylaws.

In 2020, the draft Policy was presented to Council and development industry for feedback. The final Community Amenity Contribution Policy was adopted and serves as a framework for defining and negotiating voluntary community amenity contributions with developers of residential and mixed-use development projects applying for rezoning and allows exemptions for affordable housing projects secured through a Housing Agreement.

### Development Procedures Bylaw

The Development Procedures Bylaw defines the procedures under which an owner of land may apply for an amendment to the Official Community Plan or Zoning Bylaw or for the issuance of a permit. Although review of Development Procedures Bylaw No. 725, 2013 was initially brought forward as a department priority in 2016, due to resource limitations, this initiative was deferred.

In 2019 a review and update of the Bylaw was actioned with an aim to streamline the bylaw, implement recommendations from the 2019 Age-Friendly Affordable Housing Action Plan, improve application processes and update application fees.

In 2020, review and updates took place and the Bylaw was adopted.

### Development Cost Charges Bylaw

The Village of Pemberton Development Cost Charge Bylaw No. 723, 2013 imposes a one-time charge on all new developments to help cover the cost of off-site infrastructure services required to accommodate growth.

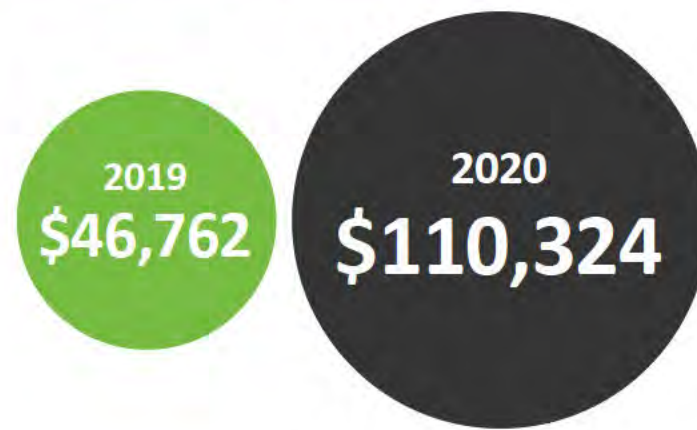
In 2020, the review and update of the DCC Bylaw was identified as an operational priority. However, due to the pandemic, work on this initiative was deferred to 2021.

The update of this Bylaw will be facilitated jointly by the Operations and Development Services Departments, in conjunction with the Village's consulting engineers.

#### Looking forward

It is anticipated the DCC Bylaw review will be completed in 2021 with adoption of the Bylaw completing in 2022.

#### Development Cost Charges Collected



### Sign Bylaw

In 2018, a draft Sign Bylaw was completed and presented to the community.

In 2020, public consultation, with a focus on the Business Community and the Advisory Design Review Commission, was undertaken with the aim of adopting a new Sign Bylaw that reflects present marketing trends and meets the community's needs. This was deferred due to other priorities and removed from the Operational workplan.

#### Looking forward

Reinvigoration of this initiative is planned for 2022.

### Regional Growth Strategy (RGS)

The SLRD Regional Growth Strategy is a high-level, long term strategy to support collaboration on issues that impact the region and cross jurisdictions such as growth management, transportation, affordable housing, regional economic development, air quality, First Nations' relationship building, food and agriculture, and climate change.

In 2019, Village Staff and Council members participated in the formal review and amendment of the 2010 RGS along with all member municipalities' Staff and Elected Officials from across the region, as formal endorsement of the RGS by the Village Council was a necessary part of its eventual adoption.

The updated RGS was adopted, with the Village of Pemberton as a signatory, in October 2019.

#### Looking forward

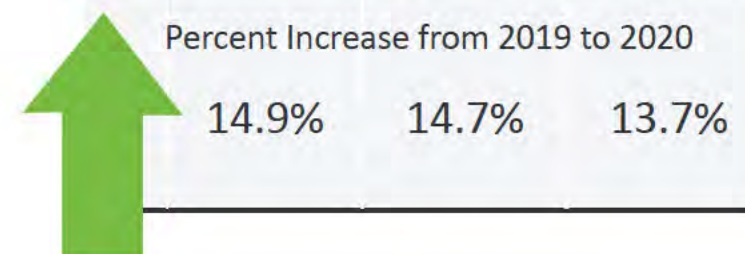
In 2021, an update to the Regional Context Statement will be scheduled with the Village's participation in the process.

### Permits

The Building Department saw a steady increase in the number of building permits issued throughout 2019 – 20. The following table provides annual number of building permits issued, value of construction and permit fees collected by the Village.

Despite the COVID-19 pandemic and the related public health orders, residential construction and renovations continue to be an important source of local economic development and employment.

Year	# of Building Permits Issued	Value of Construction	Permit Fees
2019	87	\$26,520,701	\$213,731
2020	100	\$30,420,014	\$243,109



### New Building Bylaw and Implementation of the Energy Step Code

The previous Village of Pemberton Building Bylaw No. 694, 2012 was established prior to the Province's adoption of the Building Act in 2015, the Energy Step Code in 2017 and the new BC Building Code in 2018. Each of these provincial regulations imposed significant changes on local government authorities to regulate buildings, creating a need to update the Village's Building Bylaw.

In 2019, a new Building Bylaw for the Village was drafted and consultation with the building and development community took place.

Building Bylaw No. 867, 2019 was adopted and implemented the Energy Step Code (ESC) to improve the energy efficiency of Pemberton's building stock and to reduce greenhouse gas emissions created by the building industry.

The Village was successful in receiving approval for funding through the BC Hydro Energy Step Code Building Incentive Offer program to offer rebates to builders toward the cost of mid-construction blower tests and additional incentives through building permit fee rebates.

In 2020, facilitation of contractor information sessions respecting the new Energy Step Code (ESC) requirements began.

#### Looking forward

In 2021, facilitation of contractor information sessions respecting the new Energy Step Code (ESC) requirements will continue and a review of the Building Bylaw will take place which may result in further updates to be brought forward.

#### Value of Construction





### Membership

2019: 35 members



2020: 38 members



### Community Wildfire Protection Plan

The Strategic Wildfire Prevention Initiative (SWPI) and the Community Wildfire Protection Plan (CWPP) update was completed and approved by Council in 2017. The Fire Department has incorporated several of the CWPP recommendations into the yearly work plans.

In 2018, the Village received confirmation of funding for the development of a Fuel Management Prescription for a high priority area located across the highway from One Mile Lake Park and to the Southwest of the Village of Pemberton, as identified in the Community Wildfire Protection Plan.

In 2019, the Request for Proposal was developed for issuance in 2020. The RFP was issued in the Fall of 2020. Upon review of the Proposals at the end of 2020, and in consultation with local BC Wildfire Service representatives, the Village was advised that the Prescription should be amended to be consistent with BC Wildfire Service 2020 Fuel Management Prescription Guidance and current industry best practices.

#### Looking forward

Staff will be seeking authorization to amend the Prescription and re-submit the 2020 FireSmart Community Funding and Supports Committee seeking approval for the updated Fuel Treatment. Implementation of the Fuel Treatment Plan is intended to be carried out in early fall 2021.

### Provincial Playbook training

Throughout 2019 and 2020, Pemberton Fire Rescue Services continued to conduct training to meet Provincial Playbook training requirements.

In 2019, 195.5 training hours were completed with 69 training sessions held and 59 subjects covered.

In 2020, members trained on a weekly basis up until March 11, 2020, at which time training sessions were suspended until further notice due to COVID-19.

In June, training resumed under a modified program that included four (4) training sessions a week with between 4 – 6 members per session.

In 2020, 296 training hours were completed by volunteer fire fighters with 63 training sessions held and 55 subjects covered.

### Fire Underwriter’s Report

The Village of Pemberton’s fire insurance ratings were upgraded in the Fire Underwriter’s Report completed in July 2020. The updated ratings are provided in the following chart.

#### Public Fire Protection Classification (PFPC) Updates

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

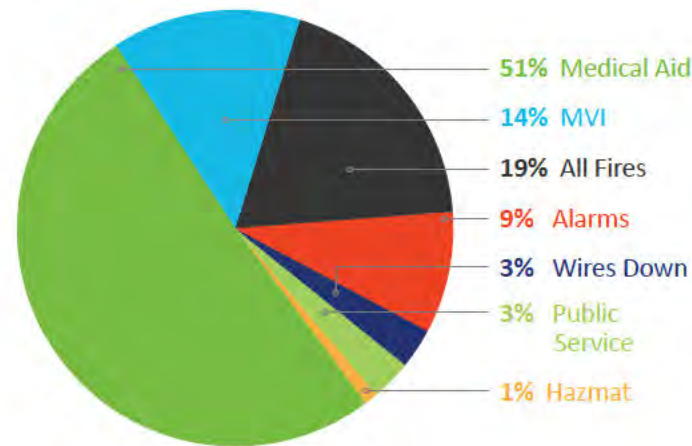
#### Dwelling Protection Grade (DPG) Updates

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

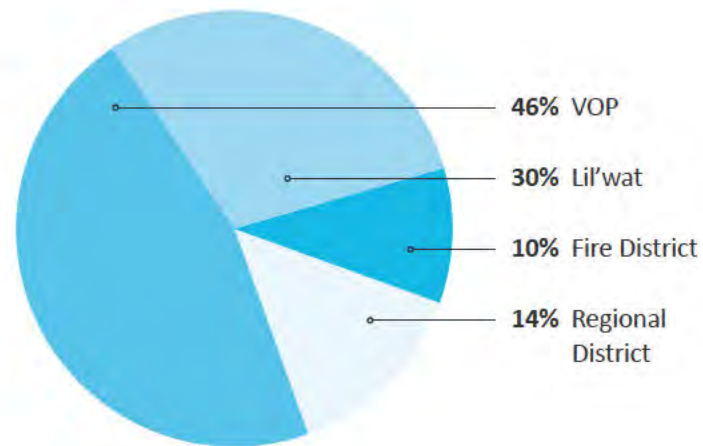
### Fire Rescue Incidents

In 2019, Pemberton Fire Rescue attended 459 incidents. The calls on average have been steadily increasing by 4% to 5% year over year.

2019 Incidents Percentage by Types

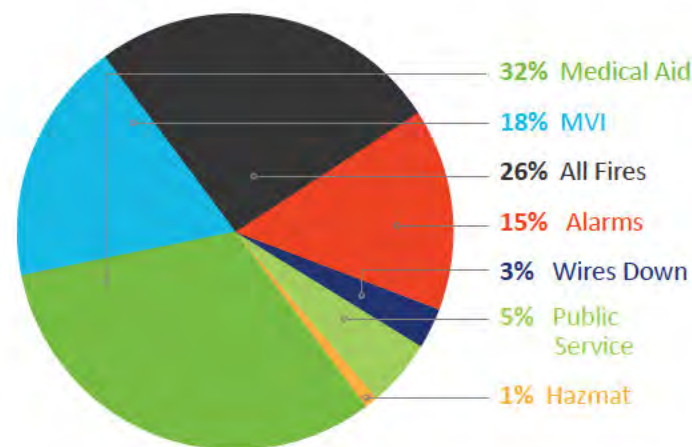


2019 Incidents Percentage per Area

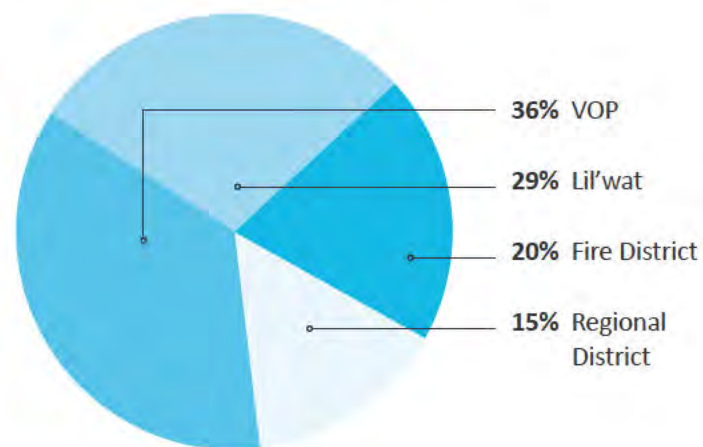


In 2020, Pemberton Fire Rescue attended to 348 incidents. Incident call volume was down from 2019 due to COVID 19.

2020 Incident Percentage by Types



2020 Incidents Percentage per Area



### Water

The Village of Pemberton, under the authority of Vancouver Coastal Health, operates two water systems: The Village system, and the Industrial Park system. The Village systems also supply water to the Pemberton North Water System (PNWS) which is owned and maintained by the Squamish-Lillooet Regional District. The main Village system withdraws water from the Pemberton Creek Fan Aquifer through two 300mm (12") diameter wells which supply the current Village population of approximately 3,100 as well as the water demands of the PNWS. The Industrial Park system is separate from the Village system and is supplied with metered water from the neighboring Lil'wat Nation through a water use agreement.

The Pemberton water system requires regular ongoing maintenance as well as occasional repairs and upgrades as required. This regular maintenance includes daily checks of Well pumps and booster pumps, daily stocking of soda ash hopper, weekly water samples and record keeping, periodic calibration and service of analyzers and probes, cleaning of tanks and totes, equipment servicing and maintenance (ie. pumps, valves, augers, filter screens, meters, backflow preventors etc.), water meter reading, annual fire hydrant servicing, water main flushing, and regular inspections and maintenance.

Along with regular inspections and ongoing maintenance, there were a few notable repairs to the water system in 2019:

- A new fire hydrant was installed on Frontier St
- Well #2 pump failure and replacement
- Water main leak repair on Birch St

In 2020, the following projects, upgrades, and major repairs were completed:

- Well #2 quality investigations and new well exploration
- Well #2 and Well #3 Redevelopment
- Water system assessment (report)
- Installation of fencing around Benchlands reservoirs
- Installation of Radio transmitter at Benchlands reservoir
- Replacement of Hypochlorite pump in Wellhouse
- Main supply line flow meter and check valve troubleshooting/investigation
- Installation of culverts in Industrial Park to access fire hydrants
- Fernwood Pressure Reducing Valve adjustments and repair

The Table below displays the maximum, minimum, average, and total water flows for 2019 and 2020 as well as daily minimum chlorine residuals. For more information and quality data, please refer to the 2019 and 2020 Village of Pemberton Water System Annual Report found at pemberton.ca.

2019 and 2020 Daily Water Consumption and chlorine residual

	2019 Daily Consumption	2020 Daily Consumption
Average	1,838 m <sup>3</sup>	1,855 m <sup>3</sup>
High	3,527 m <sup>3</sup>	3,774 m <sup>3</sup>
Low	1,067 m <sup>3</sup>	1,038 m <sup>3</sup>
<b>Total Annual</b>	<b>667,727 m<sup>3</sup></b>	<b>676,900 m<sup>3</sup></b>

	2019 Chlorine Residual	2020 Chlorine Residual
Average	0.28 mg/L	0.29 mg/L
High	0.36 mg/L	0.50 mg/L
Low	0.08 mg/L	0.14 mg/L

#### Looking forward

The following are water related projects that the Operations department hopes to complete and/or continue in 2021:

- Water treatment investigation and preliminary design (for Manganese and Iron)
- Reservoir cleaning
- Chlorine Analyzer installation at Eagle Dr PRV
- Supply Line flow tube replacement
- Supervisory control and data acquisition (SCADA) system improvements
- Well # 3 pump head and motor replacement
- Wellhouse Standby Generator Design, Tender, and Construction
- Purchase of Water service truck

## Sewer

The Village of Pemberton wastewater collection system consists of over 22,600 m of sanitary sewer mains (including gravity sewers and force mains) and nine (9) Sanitary Lift Stations (as well as several private/strata lift stations not operated by the Village). Waste is pumped to the Wastewater Treatment Plant (WWTP) located on Airport Road, where it is screened, and treated continuously in a sequencing batch reactor (SBR) system. The resulting sludge is pumped into an aerobic digestion tank, after which it is dewatered through a belt press and taken to compost facilities, and the effluent discharges into the Lillooet River following final UV disinfection.

Along with regular maintenance and operation of the WWTP and Lift stations, the following repairs took place in 2019:

- WWTP digester valve actuator repairs
- WWTP blower belt replacement
- Lift Station 1 Standby Generator maintenance
- Lift Station 1 capacitors replacement

### WWTP Outfall Blockage and Receiving Environment Monitoring Program

In 2019, during the routine quintennial dive inspection of the outfall, the diffuser ports (angled outlets of pipe) were found to be completely covered in sediment (likely a result of the Mount Meager/Capricorn Creek landslide of 2010). One of the two diffuser ports was found to be barely functioning, while the other was suspected to be completely blocked, however, inspections or repairs were not possible due to the estimated 2 meters of sediment covering the pipe. As a result, emergency works were completed to excavate and make modifications to the outfall diffuser port assembly. Further operational changes to help mitigate blockages and build up of sediment on the outfall will continue in 2021.

Prior to the discovery of the outfall blockage, the Village in conjunction with the Ministry of Environment were in the beginning phases of implementing a Receiving Environment Monitoring Program (REMP), which is a requirement of our Operating Permit. Consultants were contracted to develop and implement this REMP in 2020, however, due to the emergency works required to address the blockage, the REMP program was put on hold. The REMP program is expected to resume in 2021.



Crews work to clear the Wastewater Treatment Plant Outfall Blockage, April 2020

In addition to the routine maintenance of the wastewater collection system and lift stations, the following projects, upgrades, and major repairs were completed in 2020:

- Controls modifications to multiple lift stations
- WWTP SCADA computer failure, and software upgrade
- Lift Station #2 pump replacement and re-build
- WWTP Variable Frequency Drive (VFD) replacement
- WWTP Programmable Logic Controller (PLC) CPU failure and replacement
- Public Works Building Sanitary service connection and sewer main extension/ tie-in
- Sewer back-up and overflow event in the Glen, emergency response and clean-up
- Lift Station #2 faults investigation
- Wastewater collection system Infiltration and inflow investigation.

Also new in 2020 was the maintenance and inspection of the newly construction Sunstone Lift Station.

### Looking forward

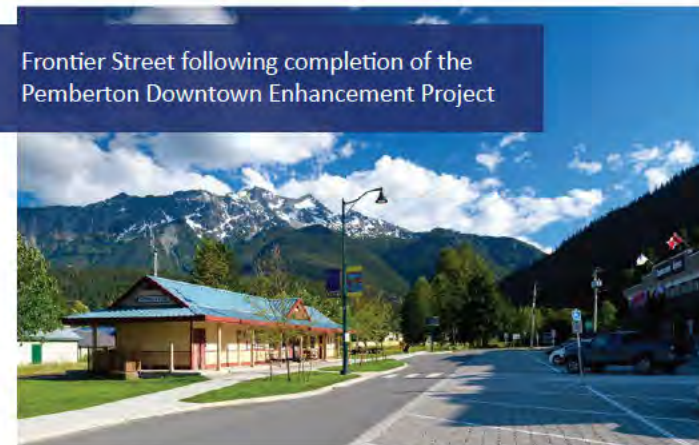
The following are Sewer related projects that the Operations department hopes to continue and/or complete in 2021:

- WWTP Basin Confined Space Entry Program development
- WWTP Basin cleaning and maintenance
- WWTP UV Control board replacement
- WWTP Headworks Screen Replacement
- WWTP Sludge Pumps service/repair
- WWTP Decanters protective cover replacement
- SCADA system improvements
- WWTP Outfall Dive Inspection (1 year following emergency work)
- WWTP Outfall in-line flushing system
- WWTP Outfall River Hydrology Survey (Lillooet River)
- WWTP VFD replacements
- WWTP Receiving Environment Monitoring Program development and implementation
- Industrial Park Lift Station Standby Generator Construction.

The Village maintains over **22.6 kms** of Sanitary Sewer Mains

## Roads, Trails, and Drainage

There are over 17 kms of roads that the Village Operations Team maintains, not including the Ministry of Transportation maintained Highway 99 and Pemberton Portage Road, and 6 km of strata roads. The main maintenance activities take place in winter with snow and ice removal on all these roads and several priority sidewalks. Summer activities include road sweeping, pothole repairs, fleet maintenance, line painting, gravel shouldering, ditching, culvert repairs and replacements, Streetlighting maintenance, and mowing and brushing within the road Right-of-ways.



Frontier Street following completion of the Pemberton Downtown Enhancement Project



Friendship Trail Bridge off ramp, completed September 2019

### Downtown Enhancement Project

In 2018, the Village was awarded \$5.3 Million from the Federal Gas Tax Fund for downtown enhancements, including essential upgrades to failing infrastructure and key improvements related to roads, sidewalks, waterlines, stormwater, and street lighting.

The design included state-of-the-art storm water reclamation and irrigation systems, improved pedestrian accessibility, parking and traffic calming elements, addition of hardscape and landscaping features, as well as the upgrades to critical underground and surface infrastructure.

In early 2019, the construction contract was awarded and work was completed in October 2019.

Landscaping maintenance was undertaken by the contractor throughout 2020 for one (1) year following the substantial completion of the project. After this time, Village of Pemberton Staff will take over the maintenance in spring of 2021.

Following the completion of the Downtown Enhancement Project, a major focus at the end of 2019 was the snow and ice removal for the new downtown configuration. The Snow and Ice Removal Policy was updated and adopted in November 2019, and communicated to the public, and downtown local businesses were provided with gravel to prevent the use of salt on the new concrete sidewalks.

### Friendship Trail Bridge Construction

The Friendship Trail is part of the Sea to Sky Trail, a pedestrian/cycling trail that will run from West Vancouver to D'Arcy. A critical piece of the Friendship Trail through Pemberton is the multi-use bridge over the Lillooet River.

The Friendship Trail Bridge was completed in 2018 however the opening was postponed as an off-ramp and trail connection was required for traffic to safely cross to the North side of Highway 99 where the Friendship trail continues. There were complications involving private property easements which delayed the completion of this work.

In 2019, the off ramp and under-bridge trail connection was designed by Village of Pemberton Staff, and construction was completed in September 2019.



#### Other projects completed in 2019 include:

- skidsteer (Bobcat) rental and snow blower attachment purchase for increase in snow removal service (Downtown)
- radio communications improvements
- re-surfacing of Collins Road West
- culvert installation in the Industrial Park
- ditching and drainage improvements in The Glen neighbourhood
- rapid flashing beacon pedestrian crossing installed on Portage Road at Flint Street intersection in partnership with Ministry of Transportation with partial funding through a seed funding grant from Vancouver Coastal Health and the Public Health Association of BC
- Christmas lights upgrades on ornamental streetlights and greenspaces throughout town.

#### Other significant road and drainage projects completed in 2020 include:

- Aspen Boulevard paving of catch basins and manhole aprons, and speedbump repairs
- paving repairs at Harrow and Hemlock intersection
- paving on corner of Lupin and Laurel, around manhole
- replacement of speedbump/stormwater swale on Aster (in front of Firehall)
- purchase and Installation of Speed Reader board on Pemberton Farm Road East through funding from ICBC.
- EV Charger investigations
- Public Works building improvements
- Staehli Park stormwater lift station pump failure and replacement
- collaboration with School District on drainage issues in Right of Way at rear of Poplar Street properties adjacent to Pemberton Secondary School
- purchase of sander and dump box for one-tonne truck.



Crews working to repair ditch during Mackenzie Road washout, February 2020

### Mackenzie Road Washout

In February 2020, a heavy rain event caused a channel avulsion to occur in the ditch along Mackenzie Road near Pebble Creek Drive, causing stormwater and debris to overtake the road. Significant damage was sustained to the subbase of the road, exposing Communications and Hydro ducting with areas of asphalt completely undermined. Immediate response work was completed to secure the road and ditch and Emergency Management BC (EMBC) Disaster Financial Assistance Program approved funding for full restoration work. As most of the remaining damage is to BC Hydro ducting, the restoration work must be completed by BC Hydro certified civil crews, and not likely to be completed until 2021.

### Looking forward

The following projects are scheduled to be continued or completed in 2021 for Public Works:

- more speed readers to be installed throughout Village
- complete Public Works Staff washroom construction
- Public Works shop roof repair
- Mackenzie Road washout permanent repairs (in partnership with BC Hydro)
- Walnut Street ditch (fish bearing) maintenance and culvert installation, and environmental assessment and notification
- EV Chargers Installation at Den Duyf Park parking lot (as part of Sea to Sky EV Charging network, partnering with Whistler, Squamish, and Lil'wat on grant application)
- purchase and trade in of loader/tool carrier.

Once again, with the completion of Phase 1 of Sunstone Development, approximately 2.5 km of new roads will come under the Village of Pemberton operating inventory in 2021.

**Parks**

The Village operates and maintains over 712,000 m2 of park land and greenspaces the Village boundary. This maintenance includes mowing and trimming grass, pruning, weeding, cultivating, aerating, fertilizing, seeding, planting, raking, blowing, sweeping, garbage collection, washroom cleaning, trails maintenance, playground inspections, and general upkeep of the various amenities.

The following are notable activities completed in 2019 in parks:

- purchased Mitsubishi Fuso truck to replace the aging Parks crew truck
- One Mile Lake boardwalk repairs/leveling and floating dock ladder repairs
- One Mile Lake beach lawn reseeding and topdressing
- One Mile Lake loop trail and Disc Golf course danger tree removal
- Portage Road crabapple trees removed and replaced with lilac and maple, in accordance with Conservation Officer orders (bear attractants)
- Arn Canal Trail dangerous tree removal coordination (with neighbouring stratas and crown land).

In 2020, COVID-19 created major challenges within the Operations department. Not only was there an influx of park users, both tourists and locals, there was an additional workload due to increased signage and closures/openings, more frequent cleaning and sanitization of bathrooms and surfaces, and staff shortages due to COVID-19.

The following projects/upgrades/maintenance activities were completed in 2020 in Parks:

- One Mile Lake boardwalk minor maintenance/rotten boards replacement
- One Mile Lake invasive species (goldfish) investigation
- Downtown irrigation additions
- danger tree removal (Benchlands Staircase)
- One Mile Lake fish habitat restoration project
- turf overhaul and topdressing at Fougberg Park and Museum Park
- bus Shelter repairs
- brushing on trails
- assisted with BMX track upgrades
- sand delivery for One Mile Lake Beach
- new Christmas Lights throughout town
- planning and development of Soccer Field #2 at Den Duyf Park.



Crews establishing new inlet channel to One Mile Lake during fish habitat restoration project, August 2020

**Looking forward**

The following are projects that the Operations department hopes to continue and/or complete in 2021 in Parks:

- installation of hand sanitizer stations at public playgrounds
- Soccer Field #2 and Amenity building (grant funding dependent)
- Mountain Bike Skills Park (grant funding dependent)
- One Mile Lake playground equipment/swing set replacement
- hire additional full time Parks Labourer
- investigate the widening of One Mile Lake Trail
- establish official fenced in Off-Leash Dog Park.

The Parks Department is anticipating a significant increase in workload in 2021 with the Downtown enhancement landscaping maintenance transfer, as well as numerous parks and greenspaces coming under the Village responsibilities following the one-year maintenance period completion of Sunstone Development phase 1.



**Den Duyf Park - Second Soccer field, Amenity Building and Mountain Bike Skills Park**

In January 2019, the Village submitted an application for \$3.09 million in funding through the Investing in Canada Infrastructure Program (ICIP) - Community Culture and Recreation stream for the development of a new FIFA size soccer field and amenity building. This project aligns with the site masterplan as established in 2014. This funding was confirmed in June 2020.

Additional funding and Community Amenity Contributions (CAC) provided by the Village, SLRD, Sunstone Ridge Development and the Rotary. A Request for Proposal for the construction of the second soccer field was issued in October 2020 with the successful proponent announced in November.

In October 2020, the Village applied for funding through the Community Economic Infrastructure Recovery Program (CEIRP) in the amount of \$974,258 for the construction of a Mountain Bike Skills Park to be located at Den Duyf Park.

**Looking forward**

In 2021, construction of the second soccer field will commence and a Request for Proposal will be issued for the Amenity Building. Pending approval of grant funding, the Village will also issue a Request for Proposal for the design and construction of the Mountain Bike Skills Park with an aim to start construction of the Amenity Building and the Mountain Bike Skills Park later in 2021.



Credit: Dave Steers

**Outdoor Basketball Court**

In 2019, the Pemberton and District Recreation Service received approval from Sea to Sky School District #48 (SD #48) to pursue the construction of a basketball court on the grounds of the Signal Hill Elementary School fields. Significant work has been done to secure funding and plan for the addition of this Outdoor Basketball Court as an additional amenity within proximity to the hub of recreation activities for the community that already exists at the Pemberton and District Community Centre and a resource for students at Signal Hill Elementary School during school hours.

In 2020, the Village continued to investigate funding for this project.

**Looking forward**

Upon securing funding and finalizing the location construction of the court will begin.

**Privacy Impact Assessment (PIA)**

A PIA was planned to be developed in 2020; however, due to the COVID-19 pandemic this initiative was deferred.

**Looking forward**

In 2021 the development of a PIA for the addition of more CCTV cameras around the Pemberton and District Community Centre will be developed due to an increase in vandalism and reportable RCMP incidents. It will include an upgrade to the current system. Implementation of the CCTV program is planned for 2022.

### Gates Lake Community Park

In 2018, a commitment was made by the Pemberton Valley Utilities and Services Committee to fund upgrades to Gates Lake Community Park including the establishment of a picnic shelter.

In 2019, the picnic shelter was constructed and officially opened in October.

In 2020, Recreation Services worked with the Squamish-Lillooet Regional District on the development of a potable water project and the submission an application for grant funding to the BC Rural Dividend Grant for a transportation safety study as it relates to a safe rail crossing between the Park and the beach area. These initiatives have been transferred to the SLRD for completion.

### Whistler Adaptive Buddy Program

In 2019, Recreation Services moved forward with establishing a relationship with Whistler Adaptive to create a partnership to enable community members to access their Buddy Program. The Buddy Program will help support community members who may require assistance to successfully participate in programs offered by Recreation Services.

Unfortunately, in 2020 due to the COVID-19 pandemic this program was not launched however, plans are underway to see this program and the collaboration continue in 2021 subject to Public Health Orders and restrictions changing.

#### Looking forward

In 2021, the Recreation Service and Whistler Adaptive will continue to work and collaborate together, to develop and implement this program.

### New Fitness Centre Equipment

In 2019, in order to continue to provide quality fitness programs and services a commitment was made, and budget allocated for the purchase of new fitness equipment, in the Fitness Centre and Room C for public use. The new equipment has supported the enhancement of fitness programming and offerings at the fitness centre and will enhance our return to services post pandemic recovery.

#### No. of Recreation Memberships sold



#### No. of visits to The Rec Youth Centre



### Nature Play Park Fibar Installation

The Nature Play Park was established in 2017 with additions built in 2018.

In 2019, further planning took place to upgrade the ground cover of the Nature Play Park with an improved Fibar (engineered wood that form a surface soft enough to cushion falls) product that will support an enhanced play experience.

#### Looking forward

The Village will research funding opportunities for a shade structure to be installed over the sand play area of the Nature Play Park.

### Landscaping upgrade in conjunction with Fire Lane

In 2020, funding was secured for the purpose of extending the fire lane in front of PDCC to include some drop off parking in front of The Rec and at the same time the garden beds will be upgraded to accommodate the physical change.

#### Looking forward

Upgrades to this area will be completed in 2021.

### Power Smart Improvements – The Rec

In 2021 work will be done in The Rec to improve the existing air handling system with a ductless split system.

### Water fountain

Budget was secured in 2020, for the addition of a water fountain on the second floor of PDCC that allows access for all.

### Community Events

The Canada Day celebration hosted at the Pemberton and District Community Centre on Monday July 1, 2019 consisted of the annual Spud Run, parade, vendors market and a community celebration. Grant funding, in the amount of \$2,000, to support the event was received from Heritage Canada.

Family Fun Nights were held on July 23 and August 13, 2019. Families in attendance enjoyed free play, music and local food from community vendors.

Due to COVID-19 pandemic, in 2020, the Family Fun Nights were suspended and the Canada Day Celebration was adjusted to be a virtual event.

#### Hours of online programming for seniors





## Shared Services

Local shared services between the Village and the surrounding area of Electoral Area C, and Regional shared services, are managed by the Squamish Lillooet Regional District.

The Squamish Lillooet Regional District provides budgets for review, and recommendations for funding for the following services:

- Pemberton/Area C Rescue Service
- Pemberton and District Search and Rescue Service
- 911 South
- Pemberton Dist. Community Recreation
- Pemberton and District Museum and Archives
- Pemberton Library
- Pemberton Television Rebroadcasting
- Pemberton and District Community Fund
- Pemberton/Area C Cemetery
- Sea to Sky Trails
- Pemberton Valley Recreational Trails
- Regional General Government
- Regional Invasive Species Management and Control
- Regional Land Planning and Zoning
- Regional Solid Waste Management
- Pemberton Refuse
- Regional Growth Strategy

In 2020 the Pemberton and District Initiative Fund was launched. This program was established by the SLRD with the support of the Village and is intended to provide funding opportunities to community groups through two streams. The Economic Development Stream and the Arts, Culture and Recreation Stream. In 2020 the following groups were provided funding:

Economic Stream:

- Pemberton and District Chamber of Commerce
- Pemberton Farmers Market

As a number of Agreements were in transition funding was provided in 2020 through the Community Initiative and Opportunity fund but those Agreements will transition to PDIF in 2021.

## Capital Projects, Funding and Tax Exemptions

### Capital Projects

#### 2019

Lighting Improvements - Community Centre	\$8,038
Youth Centre Washroom Improvements	\$3,250
Asphalt Paving Prospect Street	\$30,514
Friendship Bridge Trail Connector	\$105,313
Downtown Enhancement	\$6,497,721
Recreation Truck	\$23,751
Rec Ride Mower	\$34,842
PCC Gym Equipment	\$12,667
3 New AED for Fire Department	\$8,429
Fire Department SCBA Packs	\$6,960
Forestry Tools for Fire Department	\$4,186
Fire Extinguisher Training Supplies	\$14,877
Fire Hose	\$6,047
Backhoe Snowblade	\$17,163
Snowblower	\$9,320
Used Parks Truck Mitsubishi	\$26,932
Hydrant	\$29,604
Work in Progress	\$57,706
<b>Financial Note 7</b>	<b>\$6,897,320</b>

#### 2020

Public Works Building Improvements	\$18,672
Pemberton Farm Rd East Paving	\$3,521
Downtown Enhancement Paving and Landscaping	\$295,148
Friendship Trail Bridge Connector	\$1,784
Fire Department SCBA Tanks	\$5,530
Fire Department Ipad	\$1,969
Speed Reader	\$6,838
Poly Hopper for Public Works Flatdeck	\$10,433
Soccer Field Seeder	\$1,110
Well 3 Redevelopment	\$42,418
Fencing for Reservoir	\$38,200
Master SCADA tower	\$9,738
Well 2 Redevelopment	\$45,681
SCADA Improvements	\$18,930
Wastewater Treatment Outfall Repair	\$410,255
Industrial Park Lift Station	\$16,825
Disposals and Transfers	\$(213,188)
<b>Financial Note 7</b>	<b>\$713,863</b>

## Grant Funding Received

### 2019

Small Communities Grant	\$398,687
EOC Grant	\$9,048
Evacuation Route Planning Grant	\$19,666
CARIP Grant	\$2,177
Housing Needs Age Friendly Grant	\$10,000
Rural Dividend Grant	\$100,000
Bursary Contributions	\$3,750
Wellness Almanac Contributions	\$14,250
Friendship Bride Trail Connector	\$25,000
Bike BC Grant	\$5,982
Downtown Enhancement Grant	\$5,329,552
MOTI Downtown Enhancement Contribution	\$300,000
Donations to Downtown Enhancement Celebration (ISL, Hazelwood)	\$3,000
Risk Management Grant	\$473
Tiyatia Community Amenity Contribution	\$109,980
SLRD Contribution - Friendship Trail Bridge Offramp	\$75,000
BC Hydro Regreening Grant	\$4,000
Various Recreation Grants	\$2,080
	<b>\$6,412,644</b>

### 2020

Small Communities Grant	\$396,964
Ministry of Forests, Lands and Natural Resource Grant for Economic Development	\$10,000
Climate Action Grant	\$2,177
UBCM EOC Improvement Grant	\$14,896
Covid Restart Grant - Province of BC	\$987,000
Community Wildfire Protection Plan Grant	\$3,555
Risk Management Grant	\$694
UBCM Gas Tax - Economic Recovery Grant	\$16,996
Community Foundation of Whistler Grant	\$5,500
BC Hydro Beautification Fund Grant	\$2,700
Signal Hill Crosswalk Grant	\$12,000
Elevate Community Amenity Contribution	\$24,440
Builders Grant	\$1,500
Canada Summer Jobs	\$3,781
Bike BC Grant	\$1,519
ICBC Speed Readers Grant	\$3,000
Province Soccer Field Grant	\$24,395
Spirit of BC Rec Grant	\$1,000
AC Gas Canada Day Grant	\$450
Blue Shore Financial Canada Day Grant	\$500
BC Rec and Parks Grants	\$3,100
	<b>\$1,516,166</b>

## Permissive Tax Exemptions

### 2019

Organization	Property Value	Municipal Exemption Value	Expires
Municipal Land and Buildings	1,400,000	\$5,073.60	
*St. David's United Church (Repealed now pemberton community church)	281,700	\$453.73	2028
Pemberton Childcare Society	754,000	\$1,214.47	2028
Pemberton Lion's Society	1,103,000	\$1,776.60	2028
Stewardship Pemberton	201,000	\$323.75	2021
Pemberton Search and Rescue	109,000	\$175.57	2028
Pemberton Legion	120,200	\$194.00	2023
<b>Total Municipal Revenue Forgone</b>		<b>\$9,017.72</b>	

### 2020

Organization	Property Value	Municipal Exemption Value	Expires
Municipal Land and Buildings	1,395,600	\$4,932.32	
BC Conference of Mennonite Brethren	276,700	\$434.63	2028
Pemberton Childcare Society	739,000	\$1,160.79	2028
Pemberton Lion's Society	1,130,000	\$1,774.95	2028
Stewardship Pemberton	200,000	\$314.15	2021
Pemberton Search and Rescue	119,000	\$420.57	2028
Royal Canadian Legion	120,200	\$188.80	2023
<b>Total Municipal Revenue Forgone</b>		<b>\$9,017.72</b>	



# Audited Financial Statements

---

[View the 2019 Audited Financial Statements.](#)

[View the 2020 Audited Financial Statements.](#)



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

**Minutes of the Regular Meeting** of Council of the Village of Pemberton held on Tuesday, June 15, 2021, at 9:00 am. via electronic means through a ZOOM Webinar. This is Meeting No. 1540.

---

**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  
Lena Martin, Manager of Finance  
Lisa Pedrini, Manager of Development Services  
Tom Csima, Manager of Operations & Projects  
Christine Burns, Manager of Recreation Services  
Emily White, HR Coordinator & Executive Assistant  
Laura Murphy, Project & Research Coordinator  
Vinka Hutchinson, Communications & Grant  
Coordinator  
Nikki Segovia, Building & Planning Clerk  
Gwendolyn Kennedy, Legislative Assistant

**PUBLIC:** 0

**MEDIA:** 1

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

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

---

**1. CALL TO ORDER REGULAR MEETING**

At 9:02 a.m. Mayor Richman called the Regular Meeting to Order.

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

**2. IN CAMERA (Closed) Meeting**

Moved/Seconded

**THAT** the meeting is closed to the public in accordance with the *Community Charter* Section 90 (1) (c) employee relations and (k) negotiations and related discussions that in the view of Council could reasonably expect to harm the interest of the municipality if they were held in public.

At 9:03 a.m. Council moved In Camera.

### **3. OPEN THE REGULAR MEETING**

At 9:34 a.m. Mayor Richman opened the open portion of the Regular Meeting.

### **4. APPROVAL OF AGENDA**

Moved/Seconded

**THAT** the agenda be approved as amended to add, under item 11(a)(i)(a), consideration of a UBCM meeting with the Ministry of Health to discuss ambulance service provided by the Pemberton station.

**CARRIED**

### **5. ADOPTION OF MINUTES**

#### **a) Regular Council Meeting No. 1539, Tuesday, June 1, 2021**

Moved/Seconded

**THAT** the minutes of Regular Council Meeting No. 1539, held Tuesday, June 1, 2021, be approved as amended by, in section 12 (b), striking out all references to "Zoning Bylaw No. 466, 2001" and inserting instead "Zoning Bylaw No. 832, 2018".

**CARRIED**

### **6. BUSINESS ARISING FROM THE PREVIOUS REGULAR COUNCIL MEETING**

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

### **7. RISE WITH REPORT FROM IN CAMERA**

#### **a) Village of Pemberton Bursary Recipient**

At the In Camera Meeting held on June 2, 2021, Council awarded the Village of Pemberton Bursary in the amount of \$2,000 to Pemberton Secondary School graduating student Skylar Williamson. The Village presented the bursary to Ms. Williamson at the 2021 Pemberton Secondary School Graduation ceremony held on June 12<sup>th</sup>.

### **8. BUSINESS ARISING FROM THE COMMITTEE OF THE WHOLE**

There was no business arising.

### **9. COMMITTEE MINUTES - FOR INFORMATION**

There were no Committee minutes for receipt.

### **10. DELEGATION**

There were no delegations.

## 11. REPORTS

### a) Office of the Chief Administrative Officer

#### i. Verbal Report

##### (a) Union of British Columbia Municipalities (UBCM) Minister Meetings Discussion Update

Ms. Gilmore provided an update regarding the status of Pemberton Valley Dyking District's (PVDD) concerns regarding improvement district status and seismic design guidelines, noting that work is ongoing with the possible objective of forming a working committee including the Inspector of Dikes, the Ministry of Forests, Lands, Natural Resource Operations and Rural Development, Ministry of Municipal Affairs, the Squamish-Lillooet Regional District, the Village of Pemberton, and the PVDD, and that the current process would not benefit from a UBCM minister meeting at this time.

Mayor Richman advised that the SLRD will be making application for meetings with the Ministry of Forests, Lands, Natural Resource Operations and Rural Development to discuss old growth forest harvesting and parks and recreation site resources which the Village will be invited to attend.

Moved/Seconded

**THAT** Staff make a joint request for a meeting with the Minister of Childcare on the topic of daycare space funding with the District of Squamish.

**CARRIED**

Moved/Seconded

**THAT** Staff work with staff at the Squamish-Lillooet Regional District to request a joint meeting with the appropriate ministers on the topics of old growth harvesting and the pressures on forestry service roads and recreation sites.

**CARRIED**

Moved/Seconded

**THAT** Staff request a meeting with Ministry of Health and BC Ambulance to discuss current service levels in the Pemberton Valley.

**CARRIED**

At 9:45 a.m. Councillor Zant left the meeting.

At 9:46 a.m. Vinka Hutchinson joined the meeting.

ii. **Canada Healthy Communities Initiative (CHCI) Funding Application – Friendship Trail: Pemberton Farm Road East Connector**

At 9:52 a.m. Councillor Zant rejoined the meeting.

Moved/Seconded

**THAT** Council supports the Village of Pemberton's application to the Canada Healthy Communities Initiative (CHCI) for grant funding, up to an amount of \$250,000, to go toward the Friendship Trail: Pemberton Farm Road East Connector.

**AND THAT** Council allocates an amount up to \$372,000 from the Village's COVID 19 Safe Restart Fund and Community Works Gas Tax Fund to cover the remainder.

**CARRIED**

iii. **Zero Emission Vehicle Infrastructure Program (ZEVIP) Funding Application – 1380 Aster Street**

Ms. Hutchinson presented a report summarizing the funding application and noted that the matching contribution from the Village would be \$58,060, rather than the \$53,060 stated in the report, due to a reduction in the rebate offered.

Moved/Seconded

**THAT** Council supports the Village of Pemberton's application to the Zero Emission Vehicle Infrastructure Program (ZEVIP), in the amount of \$50,000, towards the purchase and installation of a Direct Current Fast Charger (DCFC) charging station for electric vehicles (EV) to be located at 1380 Aster Street.

**AND THAT** Council confirms the allocation of \$58,060 in the 2021 annual budget from the Community Works Gas Tax Fund, as a matching contribution.

**CARRIED**

At 10:08 a.m. Ms. Hutchinson left the meeting.

At 10:09 a.m. Emily White joined the meeting.

iv. **Village of Pemberton Bursary Policy Amendment**

Moved/Seconded

**THAT** Staff add to next year's budget discussion consideration of amending the Bursary Policy to increase the value of the bursary and to permit the splitting of the bursary among two or more recipients.

**CARRIED**

Moved/Seconded

**THAT** Council approves the Village Bursary Policy as amended.

**CARRIED**

At 10:12 a.m. Ms. White left the meeting.

At 10:13 a.m. Lena Martin and Tom Csima joined the meeting.

**b) Finance**

**i. Municipal Finance Authority Equipment Financing – Public Works Loader Amendment**

Moved/Seconded

**THAT** Council of the Village of Pemberton authorizes up to \$284,611 be borrowed, under Section 175 of the *Community Charter*, from the Municipal Finance Authority, for the purpose of a Loader and Excavator;

**AND THAT** the loan be repaid within five (5) years, with no rights of renewal.

**CARRIED**

At 10:33 a.m. Ms. Martin and Mr. Csima left the meeting.

At 10:33 a.m. Lisa Pedrini and Nikki Segovia joined the meeting.

**c) Development Services**

**i. Board of Variance Terms of Reference Amendments**

Moved/Seconded

**THAT** Council approves the Board of Variance Terms of Reference as amended.

**CARRIED**

At 10:35 a.m. Ms. Pedrini and Ms. Segovia left the meeting.

At 10:36 a.m. Tom Csima joined the meeting.

**d) Operations**

**i. 2020 Drinking Water System Annual Report**

Moved/Seconded

**THAT** Council receives the 2020 Drinking Water System Annual Report for information.

**CARRIED**

At 10:44 a.m. Mr. Csima left the meeting.

At 10:45 a.m. Christine Burns joined the meeting.

### **e) Recreation**

#### **i. Outdoor Basketball Court Location Recommendation**

Moved/Seconded

**THAT** Council supports the development of the Outdoor Basketball Court on Lot 8 on Frontier Street.

**CARRIED**

At 11:01 a.m. Ms. Burns left the meeting.

## **12. BYLAWS**

## **13. MAYOR'S Report**

Mayor Richman attended the following meetings:

- Pemberton Valley Utilities and Services Committee on Thursday, June 10<sup>th</sup> where first quarter financials were reviewed the Committee received Ms. Burns' report on the outdoor basketball court location;
- a teleconference call with MLA Jordan Sturdy, Mayor Elliot from the District of Squamish, Jen Ford, Chair, Squamish-Lillooet Regional District, and staff from BC Conservation Services, BC Parks, and Ministry of Forests, Lands, Natural Resource Operations, and Rural Development, concerning the impact of tourism on the natural environment, and the need for improved education and for more data to support lobbying efforts were discussed; and
- meetings discussing COVID-19 vaccinations and the BC Restart Plan.

Mayor Richman attended the Pemberton Secondary School 2021 graduation ceremony held on June 12<sup>th</sup>. Mayor Richman commended teachers, staff, and administration on an excellent event and extended congratulations to the graduating class of 2021.

Mayor Richman suggested that this would be an appropriate time to review Council's calls to action with respect to Truth and Reconciliation.

### **Truth and Reconciliation Calls to Action - Review**

Moved/Seconded

**THAT** Staff prepare a report providing an update regarding the status of Council's calls to action with respect to Truth and Reconciliation, for presentation at a future meeting of Council.

**CARRIED**



## 14. COUNCILLORS' Reports

### **Councillor Craddock reported on the following:**

- Congratulated the 2021 Grad Class.
- Participated in the Spelkúmtn Community Forest Corporation Interim Board Meeting on June 4<sup>th</sup>, where the board decided to expand the 2021 cut to take advantage of the current strong market for logs and fibre;
- Will attend a tour of the planned harvest blocks with Klay Tindall of Lil'wat Forestry Ventures on Monday; and
- Was pleased to see a train pass through the Village on the weekend, and found on speaking to the engineer that service of the Rocky Mountaineer will resume on July 7<sup>th</sup> and freight service will resume shortly after this date.

### **Councillor Noble reported on the following:**

- Attended the Pemberton Wildlife Association annual general meeting on June 7<sup>th</sup>, where Alan McEwan and Saad Hasan stepped down from the board; and
- Was informed by a Resort Municipality of Whistler (RMOW) Bylaw Officer that the RMOW is planning to extend its boundaries as far as the Rutherford River. Mayor Richman will follow up with RMOW to confirm this statement.

### **Councillor Antonelli reported on the following:**

- A meeting is planned at Owl Ridge on Thursday, June 17<sup>th</sup> at 4:00 p.m. to discuss the planned Spelkúmtn Community Forest and Lil'wat Forest Ventures harvesting in the vicinity of Owl Ridge. Klay Tindall of Lil'wat Forestry Ventures will present.

**Councillor Zant did not report.**

## 15. CORRESPONDENCE

### **a) For Action**

- Riley Johnson, Bandit Farms Property Services, expressing concern regarding maintenance of landscaping installed in the downtown core as part of the Downtown Enhancement Project.**

Moved/Seconded

**THAT** Staff provide a response.

**CARRIED**

### **b) For Information**

- Patrick Weiler, Member of Parliament, West Vancouver-Sunshine Coast-Sea to Sky Country, dated June 1, 2021, announcing the acceptance of grant applications for up to \$10,000 by the Canada Revenue Agency from May 1 to June 30 from communities that host free tax clinics.**

- ii. **Patrick Weiler, Member of Parliament, West Vancouver-Sunshine Coast-Sea to Sky Country, dated June 1, 2021, announcing the launch of the novel technology streams of Canada's Foo Waste Reduction Challenge.**
- iii. **Fred Haynes, Mayor, District of Saanich, dated June 1, 2021, presenting a resolution passed by District of Saanich Council regarding the cancellation of the Climate Action Revenue Incentive Program and the need for a swift replacement for it.**
- iv. **Leslie Kellet, Legislative Coordinator, City of Prince George, dated June 2, 2021, presenting four resolutions to be submitted to the 2021 UBCM Convention.**
- v. **Kelly Kenney, Corporate Officer, City of Langley, addressed to Tamara Jansen, MP, Cloverdale-Langley City, presenting a resolution endorsing the federal government initiative to adopt 988, a national three-digit suicide and crisis hotline.**
- vi. **Patrick Weiler, Member of Parliament, West Vancouver-Sunshine Coast-Sea to Sky Country, dated June 4, 2021, announcing that the new Canada Recovery Hiring Program will be available retroactively to June 6, 2021.**
- vii. **Cathy Peters, BC anti-human trafficking educator, dated June 5, 2021, regarding the Kamloops Residential School tragedy and sex trafficking in BC.**
- viii. **Patrick Weiler, Member of Parliament, West Vancouver-Sunshine Coast-Sea to Sky Country, dated June 10, 2021, announcing two new calls for proposals under Enabling Accessibility Fund's Mid-sized projects and Youth Innovation Components.**

Moved/Seconded

**THAT** the correspondence be received.

**CARRIED**

## **16. DECISION ON LATE BUSINESS**

There was no late business.

## **17. LATE BUSINESS**

## **18. NOTICE OF MOTION**

There was no notice of motion.

## 19. QUESTION PERIOD

There were no questions from the public.

At 11:21 a.m. Mayor Richman called a 15 minute recess.

At 11:38 a.m. Mayor Richman reconvened the regular meeting.

## 20. IN CAMERA

Moved/Seconded

**THAT** the meeting is closed to the public in accordance with the *Community Charter* Section 90 (1) (c) employee relations and (k) negotiations and related discussions that in the view of Council could reasonably expect to harm the interest of the municipality if they were held in public.

**CARRIED**

At 11:39 a.m. Council moved In Camera.

## 21. RISE FROM IN CAMERA

At 1:03 p.m. Council rose from In Camera without report.

## 22. ADJOURNMENT OF REGULAR COUNCIL MEETING.

Moved/Seconded

**THAT** Regular Council Meeting No. 1540 be adjourned.

**CARRIED**

At 1:03 p.m. the Regular meeting was adjourned.

---

Mike Richman  
Mayor

---

Sheena Fraser  
Corporate Officer

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

**Minutes of the Special Meeting** of Council of the Village of Pemberton held on Tuesday, June 29, 2021, at 12:30 p.m. via electronic means through a ZOOM Webinar. This is Meeting No. 1541.

---

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

**ABSENT:** Councillor Amica Antonelli

**STAFF IN ATTENDANCE\*:** Nikki Gilmore, Chief Administrative Officer  
Christine Burns, Manager of Recreation Services  
Laura Murphy, Project & Research Coordinator  
Gwendolyn Kennedy, Legislative Assistant

**PUBLIC:** 0

**MEDIA:** 1

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

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

---

**1. CALL TO ORDER SPECIAL MEETING**

At 12:32 p.m. Mayor Richman called the Special 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. REPORTS**

**a) Office of the Chief Administrative Officer**

**i. Verbal Report**

**(1) Canada Day Celebration**

Christine Burns, Manager of Recreation Services, provided an overview of the planned Canada Day activities, noting that COVID-19 restrictions had curtailed the usual celebrations. Ms. Burns also noted that, due to Staff concerns that the celebratory nature of one planned activity was inappropriate under the current atmosphere of grieving in the First Nations communities, this activity had been removed from the plan.

Discussion focused on the conflicting needs to provide activities for children and families as the long-standing COVID-19 restrictions begin to ease, and to acknowledge and share the grief of First Nations communities in the wake of the discovery of the graves of children who died while attending residential schools. Suggestions regarding rebranding the activities as a community event were considered.

Moved/Seconded

**THAT** Mayor Richman and Staff work together to craft a message, to be posted on the Village website and FaceBook page, emphasizing that the planned activities for July 1<sup>st</sup> are not intended to be celebratory, and explaining why the Village considers it important that Canada Day 2021 be a time of reflection rather than celebration.

**CARRIED**

## **(2) Flood Update**

CAO Gilmore announced that the flood alert and evacuation orders have been rescinded as water levels in the local rivers and Lillooet Lake are dropping. Bus transportation was provided for the return of evacuees this morning. While trails have been reopened, the Village is advising against camping and using recreation sites next to rivers and lakes. The Pemberton Valley Dyking District is monitoring the situation and information is available on their web page.

Ms. Gilmore thanked Staff and community partners who worked to ensure that the emergency was managed smoothly and noted that the activation of the Emergency Operations Centre provided an opportunity for Staff to practice skills learned at a recent training exercise.

## **(3) Water Use**

CAO Gilmore informed Council that water use during the hot weather has increased excessively, from 3,700 m<sup>3</sup> to 4,200 m<sup>3</sup> in the past two to three days, and that the Village is seeking ways to reduce water consumption due to the stress the high use places on infrastructure. Stage 3 water restrictions have been put in place and the Village will adjust water flow at the spray park to achieve a 25% reduction in consumption.

Ms. Gilmore noted that while increased water use related to the heat was likely responsible for the spike in water consumption, any leaks should be reported so they may be addressed promptly.

Council spoke of the need to ensure that the spray park remains available as a cooling spot during the heat wave.

#### **4. ADJOURNMENT OF SPECIAL COUNCIL MEETING**

Moved/Seconded

**THAT** the Special Council Meeting be adjourned.

**CARRIED**

At 1:10 p.m. the Special Council Meeting was adjourned.

---

Mike Richman  
Mayor

---

Sheena Fraser  
Corporate Officer

May 23, 2021

**Village of Pemberton**

*Via e-mail:*

[ngilmore@pemberton.ca](mailto:ngilmore@pemberton.ca)

Nikki Gilmore  
Chief Administrative Officer

Hello Ms. Gilmore,

**RE: Enhancements to emergency health services in your community**

We are pleased to be able to provide an update on how BC Emergency Health Services (BCEHS) is enhancing emergency services in rural and remote communities like yours.

Historically, BCEHS has relied on on-call staffing (often referred to as 'casual' in other areas of health care) to maintain ambulance service in small communities. We have been fortunate to have dedicated and committed paramedics in many communities, but this staffing model presents challenges for reliable coverage, pay and career pathways as well as maintaining staff in these communities. Without a regular, predictable income, paramedics seek to move to larger communities to secure full-time work.

As part of the 2019-2022 Collective Agreement between BCEHS and the Ambulance Paramedics and Dispatchers of BC (CUPE Local 873), several initiatives were agreed on to create permanent, salaried jobs for paramedics, including a new staffing model called Scheduled On-Call (SOC). BCEHS and CUPE 873 - the union representing paramedics - have agreed to these changes and the employees themselves ratified the agreement. With plenty of collaboration, joint committees and planning, we are working together to see the successful implementation of this model.

With the introduction of SOC, we will be creating regular part-time SOC unit chief positions at every rural and remote station in BC that does not currently have a regular unit chief. Many areas will also see an expansion of community paramedic services. Introducing the SOC model, as well as changes we are making to convert 'stand-by' on-call shifts to regularized positions, where possible, will help stabilize staffing and improve emergency coverage in these communities. These changes are now underway on Vancouver Island and on some Gulf Islands. Other parts of the province are still under analysis and more should be known about those resources later this summer.

Although these changes are exciting and necessary for improvements to happen, we understand there may be impacts and transitional periods along the way. We are talking with our staff and providing as much information as we can during this time of change and encouraging those interested in regular work to apply for the many permanent positions being created. Overall, the SOC model is creating 220 regular positions across the province. In addition, BCEHS has also invested and implemented changes to other staffing and scheduling models to improve patient care. These initiatives are adding 270 new regular, full-time positions across the province.

The intent of all these changes is to increase the number of regular positions in smaller communities, provide stable employment for paramedics and opportunities to further their careers in these communities. For residents in these communities, SOC aims to provide more consistent emergency health coverage along with new opportunities for paramedic support to local health services.

This kind of transformation is the largest ever undertaken by our organization and one that we expect will better integrate with community health services and enhance our services to patients in a variety of ways.

If you would like more information, we would be happy to meet with you virtually. Alternatively, you can email [MyCommunity@bcehs.ca](mailto:MyCommunity@bcehs.ca) for more information.

Sincerely,

*Signed by*

Darlene MacKinnon  
Chief Operating Officer  
BC Emergency Health Services



# Pemberton Fire Rescue Annual Report 2019





**Message from  
Fire Chief Robert Grossman**

I am pleased to submit the Annual Report for the Pemberton Fire Rescue Fire Department for 2019.

The report offers an insight into the efforts and achievements that the Fire Department has accomplished over the past year and allows its readers to gain an insight into the services we offer to our citizens.

This report will outline call volumes, fire prevention efforts, public fire education initiatives, professional development achievements, and other significant accomplishments made by our personnel and the department over the past year.

I am proud to be associated with the men and women who comprise our fire department. They are a dedicated, efficient, and highly skilled group of individuals who selflessly strive to offer a service that our community can be proud of.

I would like to thank Council for their continued support of our efforts and achievements. It is recognized that Council determines the level of service that we provide, and further that Council recognizes the important role that our firefighters play in making our community safe.

We look forward to your continued support.

Robert Grossman  
Fire Chief

### **MISSION STATEMENT**

The preservation of life and property within the Pemberton area  
To promote fire safety and deliver educational programs  
To cooperate with other organizations within the community in the event of an emergency

### **Primary Goal of the Pemberton Fire Rescue Department**

The goal of the fire department is to provide fire protection, and road rescue services through a range of programs designed to protect the lives and property of the inhabitants from the effects of fires, sudden medical emergencies or exposure to dangerous conditions created by man or nature; first to their municipality; second, to those municipalities which are provided fire protection by the fire department via authorized agreements; and third, to those municipalities requiring assistance through authorized emergency fire service plan and program (mutual aid) activities

### **Risk Management**

We may risk our lives, in a calculated manner, to save savable human lives. We will not risk our lives at all for a building or lives that are already lost. We may only risk our lives a little in a calculated manner, to save savable property. We will not trade a life for a life.

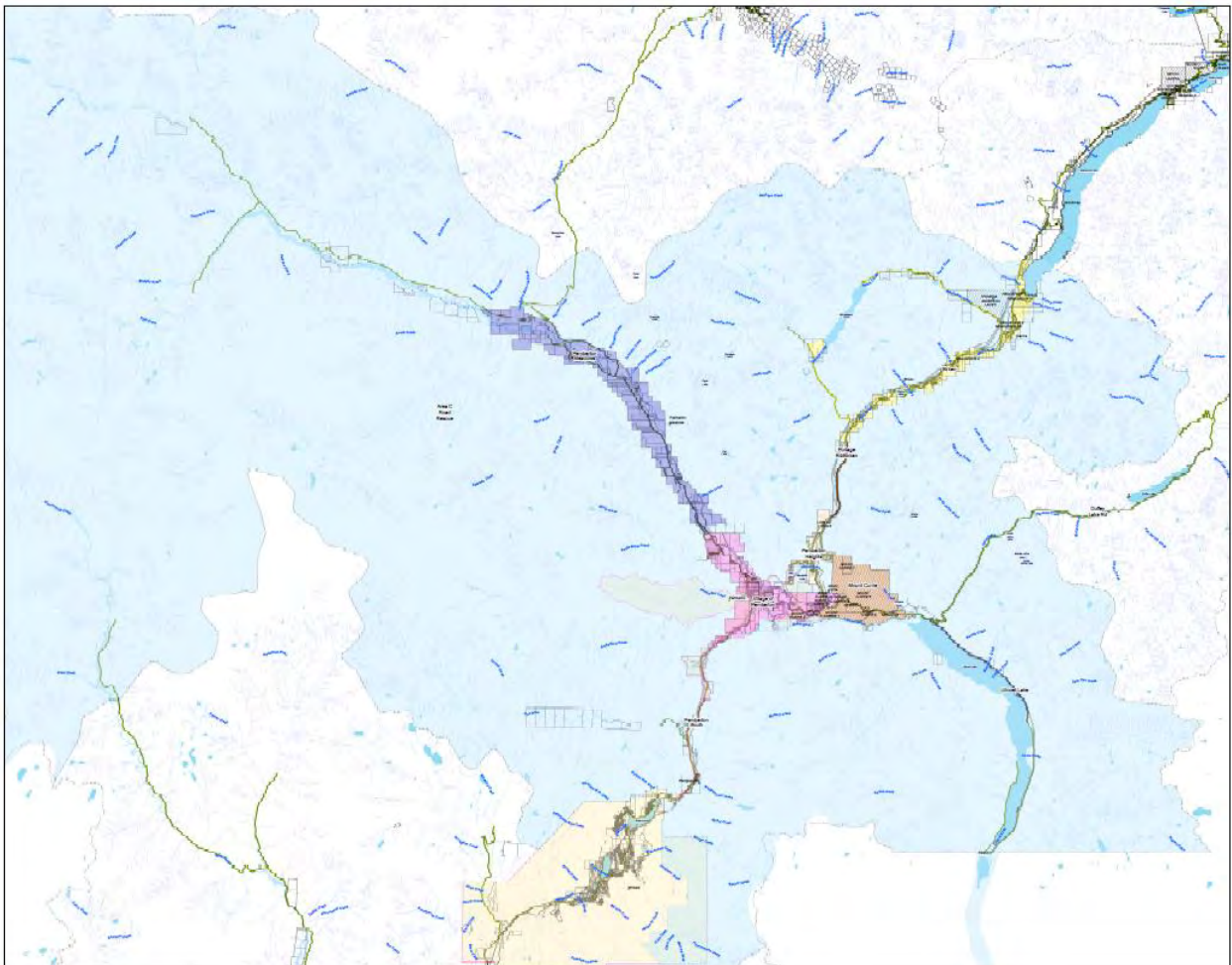
## Area Covered by Pemberton Fire Rescue

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 Agreement.

The Fire Department also provides Road Rescue Service, which encompasses all of Squamish Lillooet Regional District Area C, which involves responding to motor vehicle accidents which can involve extricating patients from the vehicle as well as assisting patients to the Ambulance, as required.

Pemberton Fire Rescue also provided services to the residents of the Lil'wat Nation through a service agreement

A map provided below shows the area covered by Pemberton Fire Rescue road rescue services and Fire Service agreements

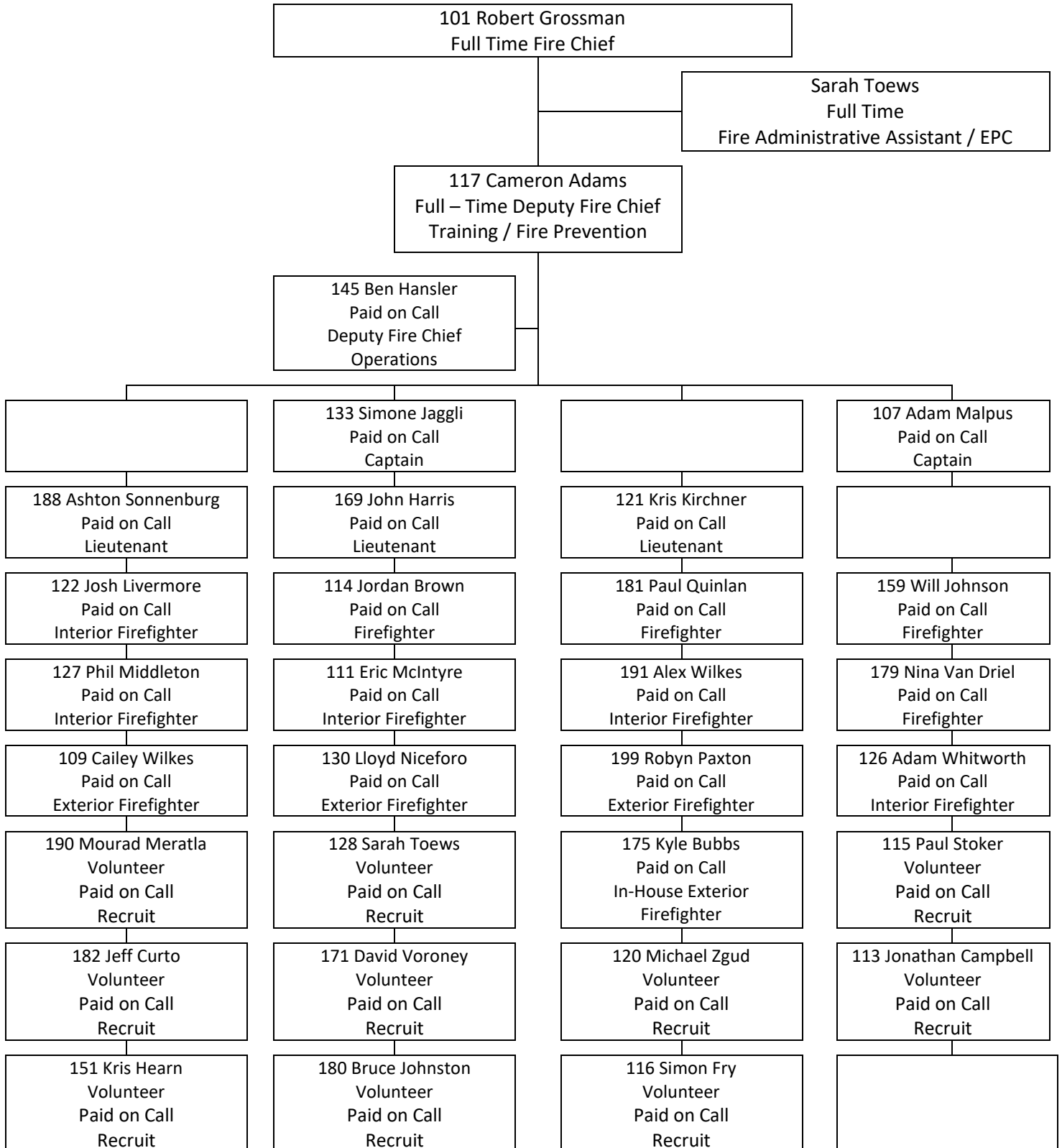


### **Primary Objectives of the Fire Department:**

In order to achieve the goal of the fire department, necessary funding must be in place and the following objectives met:

1. Identify and review the fire services requirements of the municipality.
2. Provide an administrative process consistent with the needs of the department.
3. Ensure that firefighting equipment is maintained and available within the municipality to provide adequate response to a citizen's call within a reasonable length of time.
4. Provide departmental training to an accepted standard which will ensure the continuous up-grading of all personnel in the latest techniques of fire prevention, firefighting and control of emergency situations and to co-operate with other municipal departments with respect to management training and other programs.
5. Provide a maintenance program to ensure all apparatus is ready to respond to emergency calls.
6. Provide an effective fire prevention program.
7. Develop and maintain an effective public information system and educational program, with particular emphasis on school fire safety programs; and commercial, industrial, and institutional staff training.
8. Ensure in the event of a major catastrophe in the municipality, assistance to cope with the situation is available from outside departments and other agencies.
9. Develop and maintain a good working relationship with all federal, provincial, and municipal departments, utilities and agencies, related to the protection of life and property.
10. Interact with other municipal departments respecting the aspects of fire on any given program.
11. Ensure these objectives are not in conflict with any other municipal department.

**Organizational Structure  
Pemberton Fire Rescue Department 2019**



## 2019 Pemberton Fire Rescue Members

<b>Fire Chief</b>	Robert Grossman	23	Years of Fire Service
<b>Full – Time Deputy Chief Training/Fire Prevention</b>	Cameron Adams	9	Years of Fire Service
<b>Part Time Administrative Assistant (Recruit)</b>	Sarah Toews	1.5	Years of Fire Service
<b>Paid on Call Deputy Chief - Operations</b>	Ben Hansler	16	Years of Fire Service
<b>Paid on Call Captain</b>	Adam Malpus	7	Years of Fire Service
<b>Paid on Call Captain</b>	Simone Jaggli	9	Years of Fire Service
<b>Paid on Call Lieutenant</b>	John Harris	7	Years of Fire Service
<b>Paid on Call Lieutenant</b>	Kris Kirchner	5	Years of Fire Service
<b>Paid on Call Lieutenant</b>	Ashton Sonnenburg	7	Years of Fire Service
<b>Paid on Call Firefighter</b>	Jordon Brown	6	Years of Fire Service
<b>Paid on Call Firefighter</b>	Nina Van Driel	5	Years of Fire Service
<b>Paid on Call Firefighter</b>	Craig Blaney	3	Years of Fire Service
<b>Paid on Call Firefighter</b>	Will Johnson	2	Years of Fire Service
<b>Paid on Call Firefighter</b>	Paul Quinlan	9	Years of Fire Service
<b>Paid on Call Interior Firefighter</b>	Lisa Graham Knight	2	Years of Fire Service
<b>Paid on Call Interior Firefighter</b>	Josh Livermore	2	Years of Fire Service
<b>Paid on Call Exterior Firefighter</b>	Eric McIntyre	1	Years of Fire Service
<b>Paid on Call Exterior Firefighter</b>	Phillip Middleton	1	Years of Fire Service
<b>Paid on Call Exterior Firefighter</b>	Adam Whitworth	1	Years of Fire Service
<b>Paid on Call Exterior Firefighter</b>	Alex Wilkes	1	Years of Fire Service
<b>Paid on Call Exterior Firefighter</b>	Sarah Miller	2	Years of Fire Service
<b>Paid on Call In-House Exterior Firefighter</b>	Kyle Bubbs	18	Years of Fire Service
<b>Paid on Call In-House Exterior Firefighter</b>	Lloyd Niceforo	1	Years of Fire Service
<b>Paid on Call In-House Exterior Firefighter</b>	Robyn Paxton	1	Years of Fire Service
<b>Paid on Call In-House Exterior Firefighter</b>	Cailey Wilkes	1	Years of Fire Service
<b>Paid on Call Recruit</b>	Jonathan Campbell	0.25	Years of Fire Service
<b>Paid on Call Recruit</b>	Jett Curto	0.25	Years of Fire Service
<b>Paid on Call Recruit</b>	Simon Fry	0.25	Years of Fire Service
<b>Paid on Call Recruit</b>	Kris Hearn	0.25	Years of Fire Service
<b>Paid on Call Recruit</b>	Bruce Johnson	0.25	Years of Fire Service
<b>Paid on Call Recruit</b>	Mourad Meratla	0.25	Years of Fire Service
<b>Paid on Call Recruit</b>	Paul Stoker	0.25	Years of Fire Service
<b>Paid on Call Recruit</b>	David Voroney	0.25	Years of Fire Service
<b>Paid on Call Recruit</b>	Michael Zgud	0.25	Years of Fire Service

Pemberton Fire Rescue has a total of 143 combined years of Fire Service.

## **Promotions**

Cameron Adams was Promoted from Paid on Call Deputy Chief Training / Fire Prevention to a full-time member of the Fire Department.

## **Retirements**

The following retirements took place during 2019:

Jason Pospisil - 17 years of Fire Service  
Dominic Morin – 4 years of Fire Service  
Talia Stovall – 1 year of Fire Service

## **New Recruits**

In September of 2019, Pemberton Fire Rescue started its recruit process and in October accepted 11 new recruits. One of these recruits has their firefighter certification and has been involved in the fire service elsewhere for 8 years.

## **Awards and Recognitions**

Firefighter of the Year was given to Joshua Livermore.  
Rookie of the Year was given to Cailey Wilkes.  
Most Improved Firefighter of the year was given to Jordan Brown.  
Outstanding Firefighter of the year was given to Simone Jaggli for most attendance to incidents and training.

Paid on Call Firefighter Kristopher Kirchner received his 5-year Service Award for Pemberton Fire Rescue. Fire Chief Robert Grossman also received his 5-year Service Award for Pemberton Fire Rescue.

Each year the Governor General of Canada presents the Fire Services Exemplary Service Medal which honours members of a recognized Canadian fire service who have completed twenty (20) years of service, ten years of which have been served in the performance of duties involving potential risks and were employed on or after the date of creation of Award in 1985.

This year Pemberton Fire Service was pleased to present, on behalf of the Governor General, the Fire Services Exemplary Service Medal to Fire Chief Robert Grossman.

## **Total Hours each member contributed to Pemberton Fire Rescue for 2019**

Members commit a huge amount of time to maintain the training requirements put forward by the province as well for incidents and public education events.

In 2019 Pemberton Fire Rescue members contributed  
452.25 hours for incidents,  
195.50 hours for training,  
104 hours for Public Education and other events the fire department was requested to be at.

Fire Officers put in an additional 773 hours of standby time. All this additional time on top of a fulltime job with family and other commitments shows the dedication that each member of Pemberton Fire Rescue puts towards their community.

Residents should be proud of the commitment members provide.

## Fire Department Apparatus

### Duty Truck





## Engine 1 2017 Spartan Metro Star X Front-Line Engine



### Specifications;

#### Chassis;

Spartan Metro Star X, MFD 10 inch raised roof

47,000 LB GVWR; 20,000 LB Front / 27,000 LB Rear

Diesel Engine, Cummins ISL9 450 HP EPA 2013 Automatic Transmission, Allison 3000 EVS

#### Pump

Hale Mid-ship DSD 15001500 USGPM (5678 LPM) (1250 IGPM) at 150 PSI

Foam System Foam Pro 2001 Class A

#### Tank

975 IG (1110 USG) Poly Tank 25 IG (30 USG) Single Integral Foam Tank

## Ladder 1 1999 Spartan Gladiator 75' Ladder Truck Frontline Ladder



### Specifications

#### Chassis

Spartan Gladiator  
Anderson Built Smeal Ladder Truck  
52,000 LB GVWR  
Diesel Engine, Detroit Series 60 475 HP Automatic Transmission, Allison

#### Pump

Hale Mid-ship QSMG175-23S Pump 1500 IGPM at 150 PSI  
Hale Foam Series Pump Class A and Class B

#### Tank

175 IG Poly Tank 25 IG (30 USG) Single Integral Foam Tank

Engine 10 1996 Hub Freightliner

2nd line Pumper



## Specifications

### Chassis

Freightliner FL 80

34,700 LB GVWR; 12,000 LB Front / 22,700 LB Rear

Diesel Engine, Cummins 275 HP Automatic Transmission, Allison

### Pump

Hale Mid-ship Pump 1050 IGPM at 150 PSI

Pro / portioner Foam Injection System Class A

### Tank

975 IG (1110 USG) Steel Tank 25 IG (30 USG) Single Integral Foam Tank

## Engine 11 2006 Ford F550 4 X 4 Crew Cab, Wildland Fire unit (C.A.F.S)



### Specifications

#### Chassis

Ford F550 4 X 4 Crew Cab 4 passenger

#### Pump

Waterous 250 IGPM at 150 PSI

Waterous Foam Injection System Class A with Air

#### Tank

250 IG Poly Tank

Foam is supplied by pails with suction hoses

## Rescue 1 2011 Ford F550 4 X 4 Crew Cab Rescue Truck



### Specifications

#### Chassis

Ford F550 4 X 4 Crew Cab 4 passenger

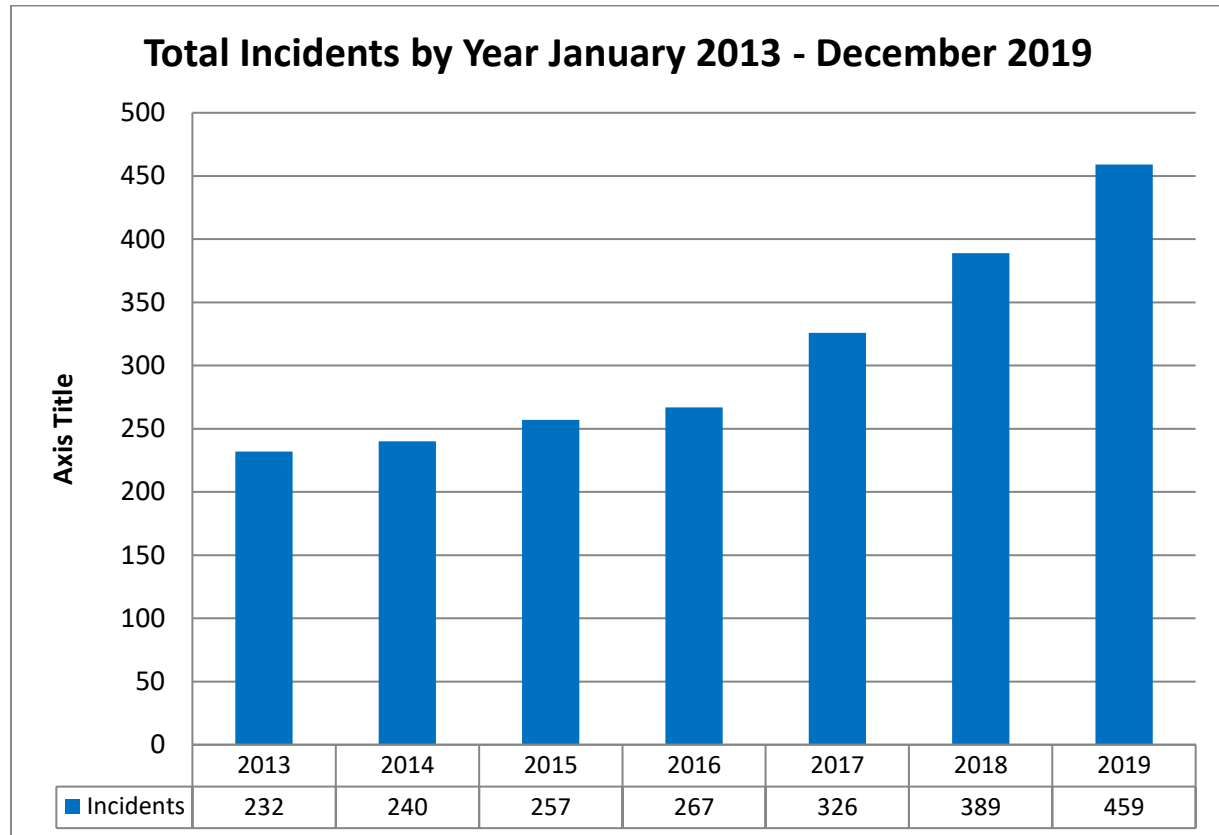
#### 2009 Interstate Cargo Utility Trailer

used for Hazmat, Forestry, and miscellaneous incidents.

## EMERGENCY RESPONSE ACTIVITIES 2019

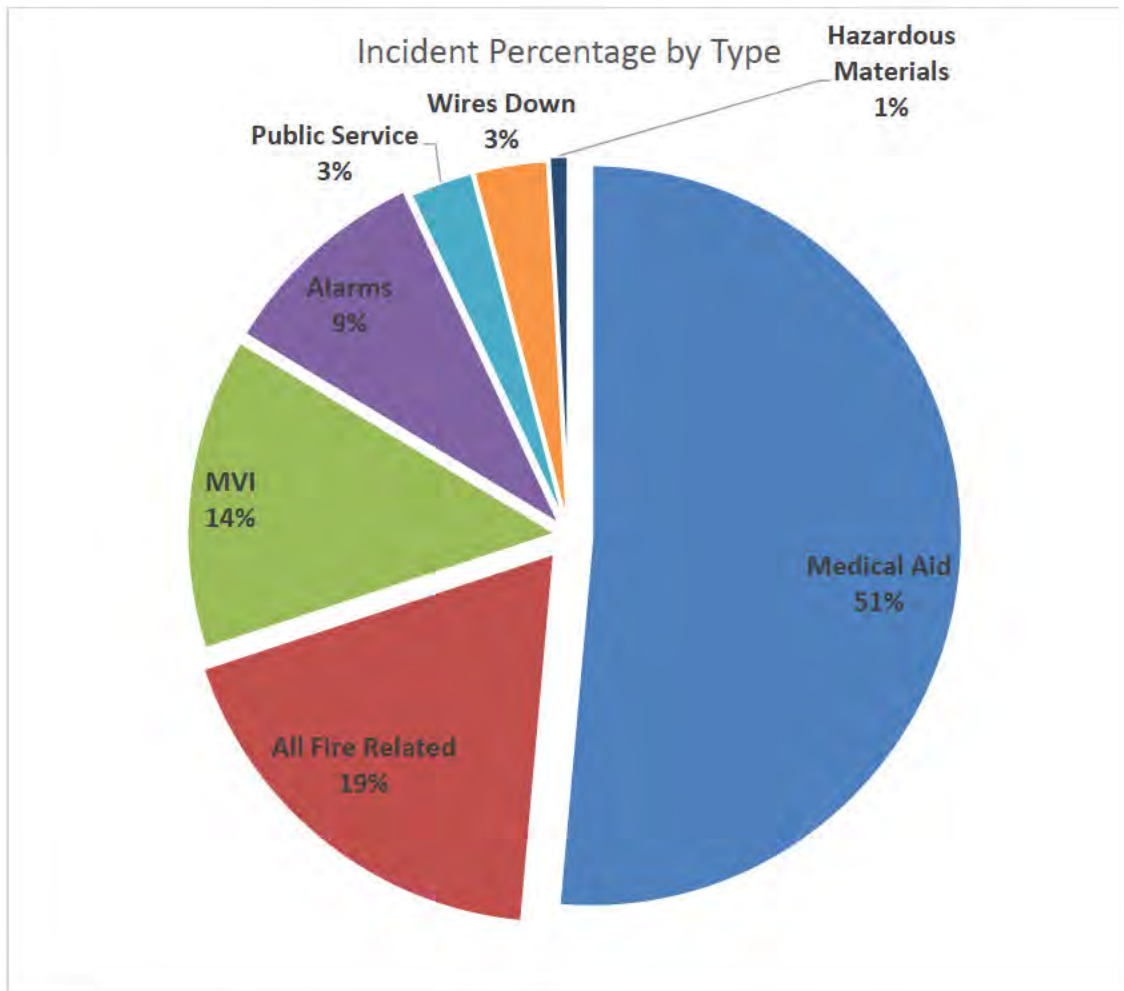
Pemberton Fire Rescue had another busy year attending to 459 incidents. The calls on average have steadily increased by 4% to 5% per year since 2012 as per the information below.

Year	2013	2014	2015	2016	2017	2018	2019
Incidents	232	240	257	267	326	389	459



### Incidents by Type and Percentage

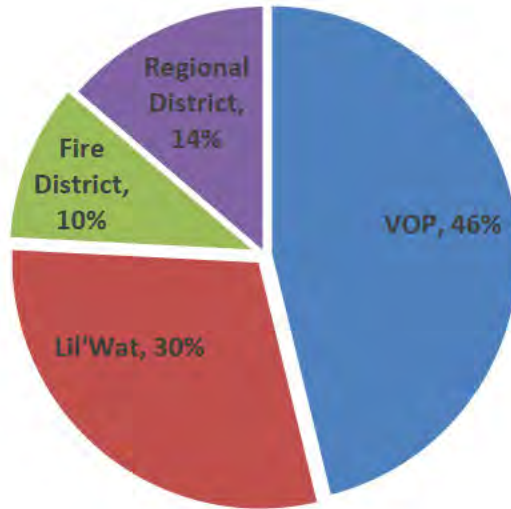
Totals	459	100%
Medical Aid	236	51%
MVI	63	14%
All Fires	85	19%
Alarms	43	9%
Wires Down	15	3%
Public Service	13	3%
Hazmat	4	1%



**Calls by Type by Location**

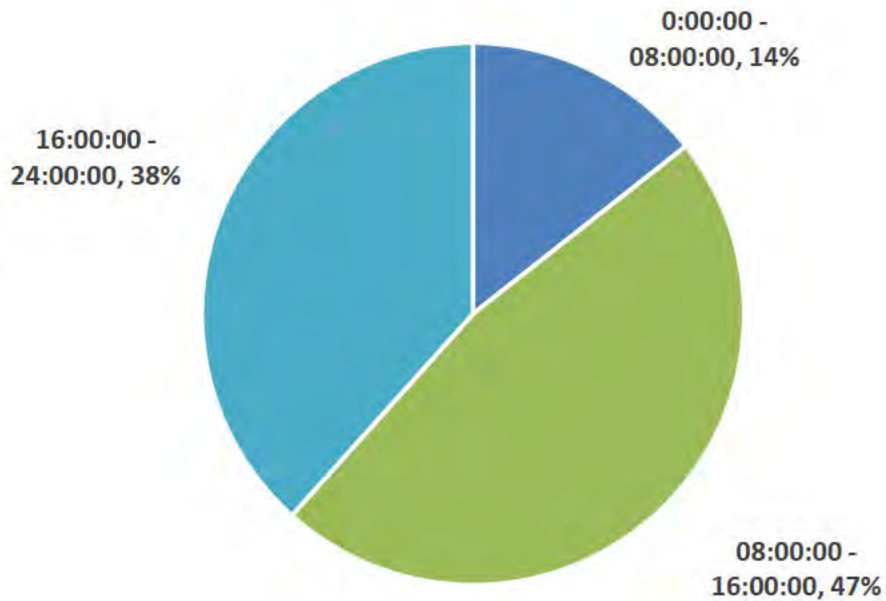
	Village Boundaries	Lil'wat	Fire District	Regional District
Medical Aid	113	91	17	15
MVI	21	4	5	33
Alarms	35	1	6	1
All Fire Related Calls	28	33	15	9
Wires Down	6	2	3	4
Public Service	7	3	2	1
Hazmat	2	2	0	0
<b>Totals</b>	<b>212</b>	<b>136</b>	<b>48</b>	<b>63</b>
Percentage of Calls by Location	46%	30%	10%	14%

Percentage of Incidents per Area



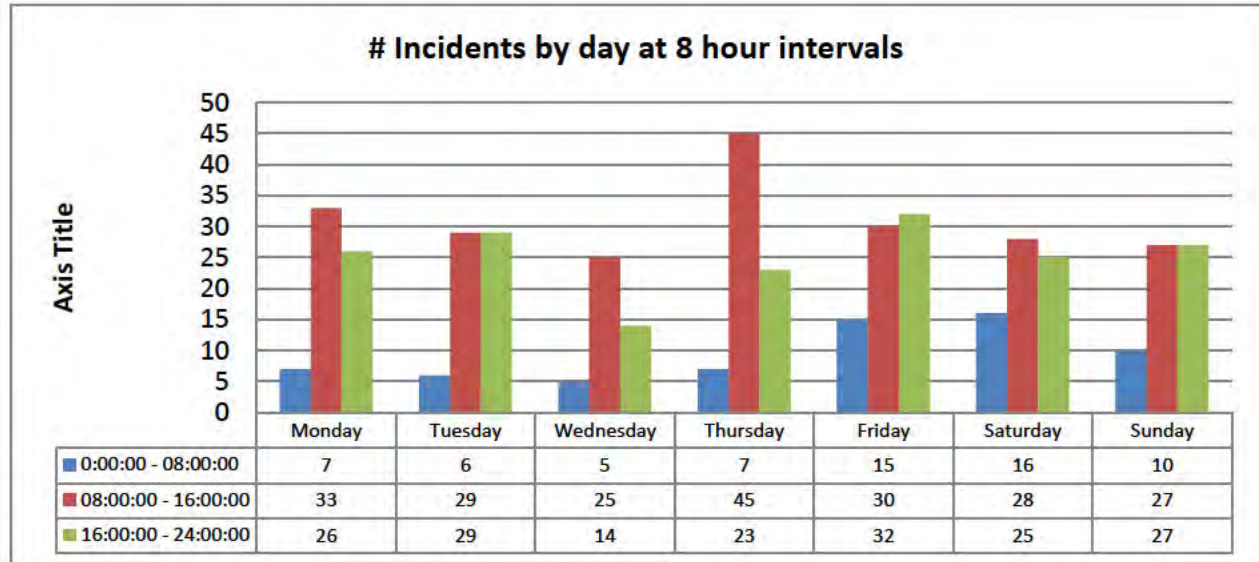
Below is a chart showing percentage of Incidents in a 24-hour period broken into 8-hour increments. As can be seen from the chart below most incidents for 2019 occurred between 08:00 am to 4:00 pm.

Percentage of Incidents at 8 hour time intervals





The chart shows how many incidents occur in an eight-hour time segment and on which days the highest number of incidents occur.



The table below is information for the chart above. All indications show that during 2019 the majority of incidents occurred between 8:00 am and 4:00 pm Monday to Friday. This is during the time when most volunteer members are working their full-time jobs elsewhere.

	0:00:00 - 08:00:00	08:00:00 - 16:00:00	16:00:00 - 24:00:00
Monday	7	33	26
Tuesday	6	29	29
Wednesday	5	25	14
Thursday	7	45	23
Friday	15	30	32
Saturday	16	28	25
Sunday	10	27	27
Totals	66	217	176

**Community Events Involvement:**

In 2019, Pemberton Fire Rescue provided public service assistance and participated in and supported several public events as well as some additional requests for fire prevention and assistance to public events. These included: Winterfest, Diamond Rally Charity Event, Porsche Rally Event, Off Road Rebels 4x4 Rally, Canada Day Parade, Halloween providing traffic control, and Remembrance Day.

Pemberton Fire Rescue was on hand to deal with any situation that may have arisen from the fireworks shows during Halloween, and New Year's Eve.

In 2019, special events have not impacted Pemberton Fire Rescue's ability to respond to the needs of the community we serve; however, the Department has put in place protocols to monitor and actively work with organizers. Pemberton Fire Rescue has noticed that with the increase in the number of incidents occurring in the response area, members are starting to participate less in both events and incidents due to the increase in commitment special events occurring in Pemberton due to the in advance of an event or activity to ensure resources are in place to effectively provide fire responder services.

### **Fire Prevention and Inspections:**

Pemberton Fire Rescue is pleased to report that business operators within in the Village of Pemberton recognize the importance of being prepared and continues to be compliant with fire regulations.

For 2019 approximately 20 fire inspections were done in.

6 Fire Safety plans reviews were conducted. This included an inspection of the building with property manager to review plans and building.

Fire Extinguisher training was organized and conducted by Pemberton Fire Rescue for 4 businesses within the fire boundaries of the department.

### **Training:**

Members continued throughout the year on a weekly basis their internal training as well as external training. In 2019, there was a total of 195.50 completed hours of training by our Volunteer Fire fighters. In total, there were 69 training sessions available with 59 subjects covered to our fire fighter over the 2019 year.

Pemberton Fire Rescue  
Annual Report  
2020



[www.pemberton.ca](http://www.pemberton.ca)



**Message from  
Fire Chief Robert Grossman**

I am pleased to submit the Annual Report for the Pemberton Fire Rescue Fire Department for 2020.

The report offers an insight into the efforts and achievements that the Fire Department has accomplished over the past year and allows its readers to gain an insight into the services we offer to our citizens.

This report will outline call volumes, fire prevention efforts, public fire education initiatives, professional development achievements, and other significant accomplishments made by our personnel and the department over the past year.

I am proud to be associated with the men and women who comprise our fire department. They are a dedicated, efficient, and highly skilled group of individuals who selflessly strive to offer a service that our community can be proud of.

I would like to thank Council for their continued support of our efforts and achievements. It is recognized that Council determines the level of service that we provide, and further that Council recognizes the important role that our firefighters play in making our community safe.

We look forward to your continued support.

Robert Grossman  
Fire Chief

### **MISSION STATEMENT**

The preservation of life and property within the Pemberton area.  
To promote fire safety and deliver educational programs.  
To cooperate with other organizations within the community in the event of an emergency.

### **Primary Goal of the Pemberton Fire Rescue Department**

The goal of the fire department is to provide fire protection, and road rescue services through a range of programs designed to protect the lives and property of the inhabitants from the effects of fires, sudden medical emergencies or exposure to dangerous conditions created by man or nature; first to their municipality; second, to those municipalities which are provided fire protection by the fire department via authorized agreements; and third, to those municipalities requiring assistance through authorized emergency fire service plan and program (mutual aid) activities

### **Risk Management**

We may risk our lives, in a calculated manner, to save savable human lives. We will not risk our lives at all for a building or lives that are already lost. We may only risk our lives a little in a calculated manner, to save savable property. We will not trade a life for a life.

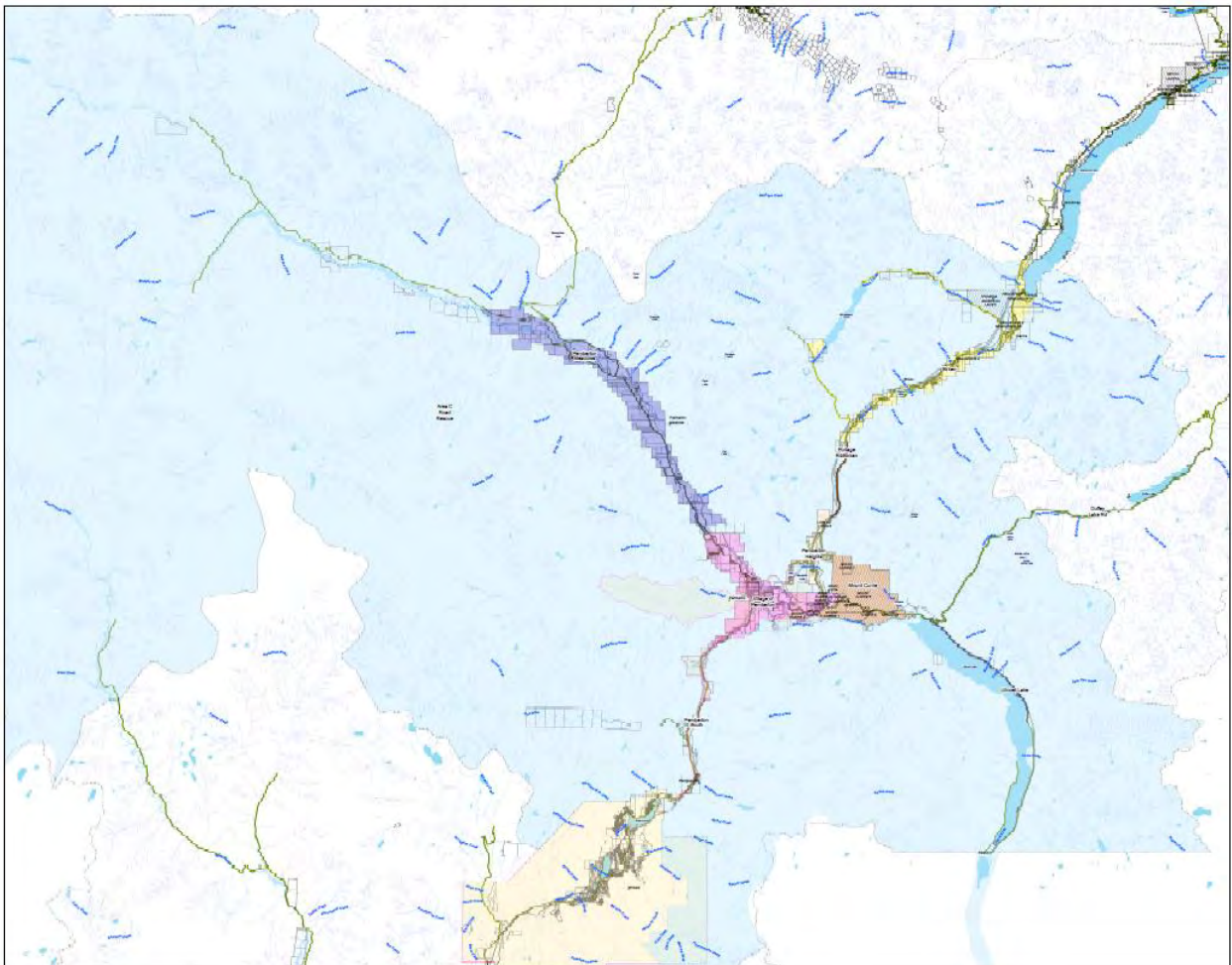
## Area Covered by Pemberton Fire Rescue

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 Agreement.

The Fire Department provides Road Rescue Service, which encompasses all of Squamish Lillooet Regional District Area C, which involves responding to motor vehicle accidents which can involve extricating patients from the vehicle as well as assisting patients to the Ambulance, as required.

As well, through a service agreement with Lil'wat Nation the Pemberton Fire Rescue also provided services to the residents of the Lil'wat Nation community.

The map below outlines the area covered by Pemberton Fire Rescue Road rescue services and Fire Service agreements

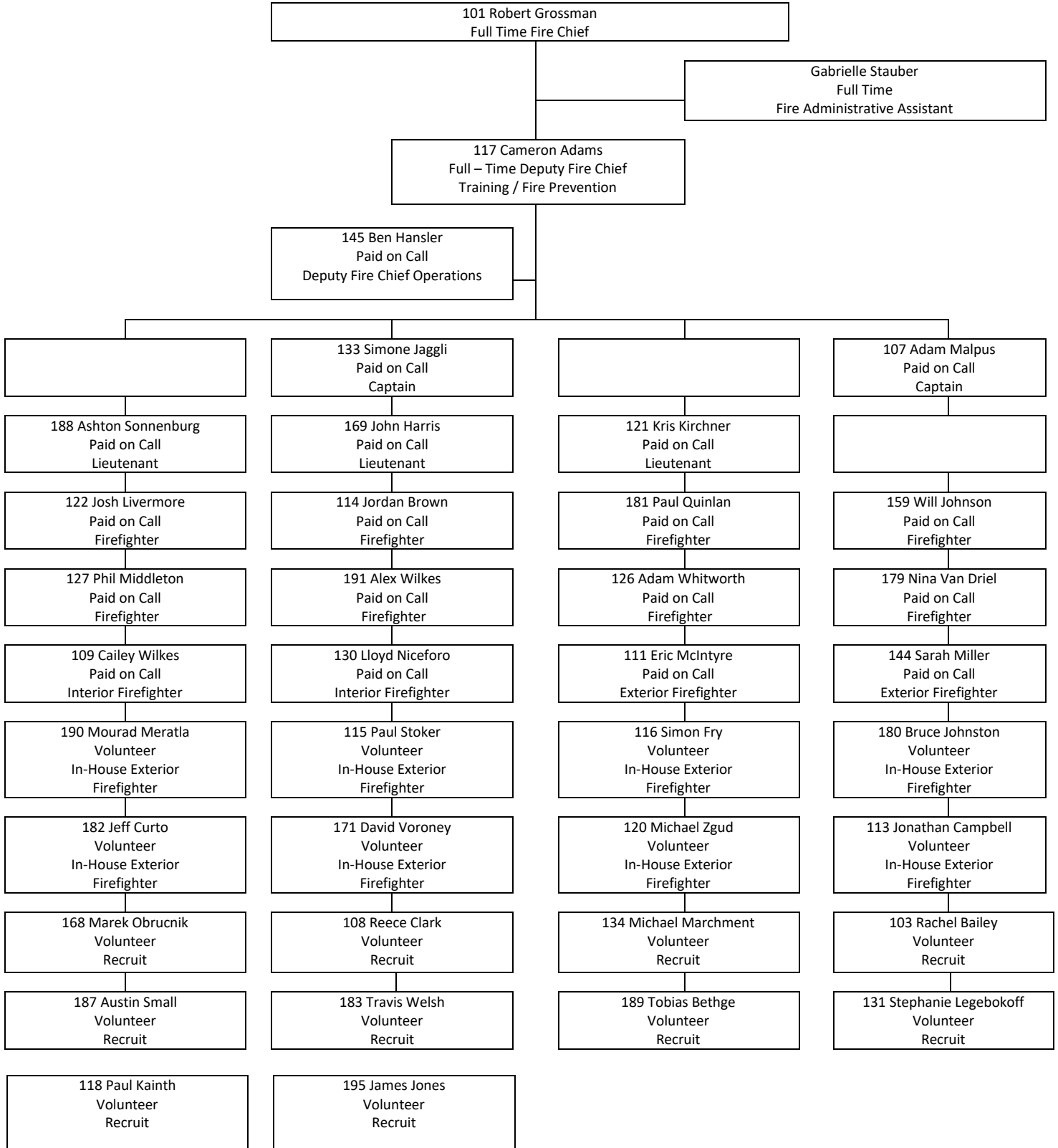


### **Primary Objectives of the Fire Department:**

In order to achieve the goal of the fire department, necessary funding must be in place and the following objectives met:

1. Identify and review the fire services requirements of the municipality.
2. Provide an administrative process consistent with the needs of the department.
3. Ensure that firefighting equipment is maintained and available within the municipality to provide adequate response to a citizen's call within a reasonable length of time.
4. Provide departmental training to an accepted standard which will ensure the continuous up-grading of all personnel in the latest techniques of fire prevention, firefighting, and control of emergency situations and to co-operate with other municipal departments with respect to management training and other programs.
5. Provide a maintenance program to ensure all apparatus is ready to respond to emergency calls.
6. Provide an effective fire prevention program.
7. Develop and maintain an effective public information system and educational program, with particular emphasis on school fire safety programs; and commercial, industrial, and institutional staff training.
8. Ensure in the event of a major catastrophe in the municipality, assistance to cope with the situation is available from outside departments and other agencies.
9. Develop and maintain a good working relationship with all federal, provincial, and municipal departments, utilities, and agencies, related to the protection of life and property.
10. Interact with other municipal departments respecting the aspects of fire on any given program.
11. Ensure these objectives are not in conflict with any other municipal department.

## Organizational Structure Pemberton Fire Rescue Department 2020



## 2020 Pemberton Fire Rescue Members – Years of Service

<b>Fire Chief</b>	Robert Grossman	24	Years of Fire Service
<b>Full – Time Deputy Chief Training/Fire Prevention</b>	Cameron Adams	11	Years of Fire Service
<b>Paid on Call Deputy Chief - Operations</b>	Ben Hansler	18	Years of Fire Service
<b>Paid on Call Captain</b>	Adam Malpus	9	Years of Fire Service
<b>Paid on Call Captain</b>	Simone Jaggli	11	Years of Fire Service
<b>Paid on Call Lieutenant</b>	John Harris	9	Years of Fire Service
<b>Paid on Call Lieutenant</b>	Kris Kirchner	7	Years of Fire Service
<b>Paid on Call Lieutenant</b>	Ashton Sonnenburg	9	Years of Fire Service
<b>Paid on Call Firefighter</b>	Jordan Brown	8	Years of Fire Service
<b>Paid on Call Firefighter</b>	Nina Van Driel	7	Years of Fire Service
<b>Paid on Call Firefighter</b>	Will Johnson	4	Years of Fire Service
<b>Paid on Call Firefighter</b>	Paul Quinlan	11	Years of Fire Service
<b>Paid on Call Firefighter</b>	Josh Livermore	4	Years of Fire Service
<b>Paid on Call Firefighter</b>	Phillip Middleton	3	Years of Fire Service
<b>Paid on Call Firefighter</b>	Adam Whitworth	3	Years of Fire Service
<b>Paid on Call Firefighter</b>	Alex Wilkes	3	Years of Fire Service
<b>Paid on Call Interior Firefighter</b>	Lloyd Niceforo	2	Years of Fire Service
<b>Paid on Call Interior Firefighter</b>	Cailey Wilkes	2	Years of Fire Service
<b>Paid on Call Exterior Firefighter</b>	Eric McIntyre	3	Years of Fire Service
<b>Paid on Call Exterior Firefighter</b>	Sarah Miller	4	Years of Fire Service
<b>Paid on Call In-House Exterior Firefighter</b>	Jonathan Campbell	1	Years of Fire Service
<b>Paid on Call In-House Exterior Firefighter</b>	Jett Curto	1	Years of Fire Service
<b>Paid on Call In-House Exterior Firefighter</b>	Simon Fry	1	Years of Fire Service
<b>Paid on Call In-House Exterior Firefighter</b>	Bruce Johnson	1	Years of Fire Service
<b>Paid on Call In-House Exterior Firefighter</b>	Mourad Meratla	1	Years of Fire Service
<b>Paid on Call In-House Exterior Firefighter</b>	Paul Stoker	1	Years of Fire Service
<b>Paid on Call In-House Exterior Firefighter</b>	David Voroney	1	Years of Fire Service
<b>Paid on Call In-House Exterior Firefighter</b>	Michael Zgud	1	Years of Fire Service
<b>Paid on Call Recruit</b>	Tobias Bethge	0.25	Years of Fire Service
<b>Paid on Call Recruit</b>	Mike Marchment	0.25	Years of Fire Service
<b>Paid on Call Recruit</b>	Travis Welsh	0.25	Years of Fire Service
<b>Paid on Call Recruit</b>	Reece Clark	0.25	Years of Fire Service
<b>Paid on Call Recruit</b>	Marek Obrucnik	0.25	Years of Fire Service
<b>Paid on Call Recruit</b>	Paul Kainth	0.25	Years of Fire Service
<b>Paid on Call Recruit</b>	Austin Small	0.25	Years of Fire Service
<b>Paid on Call Recruit</b>	Stephanie Legebokoff	0.25	Years of Fire Service
<b>Paid on Call Recruit</b>	James Jones	0.25	Years of Fire Service
<b>Paid on Call Recruit</b>	Rachel Bailey	0.25	Years of Fire Service

Pemberton Fire Rescue has a total of 162.5 combined years of Fire Service.



## Retirements

The following retirements took place during 2020:

Kyle Bubbs - 18 years of Fire Service  
Sarah Toews – 2 years of Fire Service  
Craig Blaney – 3 years of Fire Service  
Lisa Graham Knight – 2 years of Fire Service  
Robyn Paxton – 1 year of Fire Service  
Kris Hearn - .5 year of Fire Service

## New Recruits

Each year in September, Pemberton Fire Rescue issues an annual call for recruits and in November 10 new recruits were accepted into the Department.

## Awards and Recognitions

Award	Recipient
Firefighter of the Year	Paul Quinlan
Rookie of the Year	Mike Zgud
Most Improved Firefighter of the Yea	Lloyd Niceforo
Outstanding Firefighter of the Year for most attendance to incidents and training.	Paul Quinlan

## Total Hours each member contributed to Pemberton Fire Rescue for 2020

Members commit a huge amount of time to maintain the training requirements established by the province as well as attending incidents and public education events.

In 2020, Pemberton Fire Rescue members contributed the following hours to Incidents, Training, Public Education and Standby Time:

	Hours
Incidents	355.50
Training	296
Public Education	24
Standby Time	941

These additional volunteer hours are put in while maintaining fulltime jobs as well as family and other commitments. The dedication and commitment each member of Pemberton Fire Rescue gives to the Department as well as the community is very much appreciated.

Residents should be proud of the commitment members provide.

# Fire Department Apparatus

## Duty Truck



## Engine 1 2017 Spartan Metro Star X Front-Line Engine



### Specifications;

#### Chassis;

Spartan Metro Star X, MFD 10 inch raised roof

47,000 LB GVWR; 20,000 LB Front / 27,000 LB Rear

Diesel Engine, Cummins ISL9 450 HP EPA 2013 Automatic Transmission, Allison 3000 EVS

#### Pump

Hale Mid-ship DSD 15001500 USGPM (5678 LPM) (1250 IGPM) at 150 PSI

Foam System Foam Pro 2001 Class A

#### Tank

975 IG (1110 USG) Poly Tank 25 IG (30 USG) Single Integral Foam Tank

## Ladder 1 1999 Spartan Gladiator 75' Ladder Truck Frontline Ladder



### Specifications

#### Chassis

Spartan Gladiator  
Anderson Built Smeal Ladder Truck  
52,000 LB GVWR  
Diesel Engine, Detroit Series 60 475 HP Automatic Transmission, Allison

#### Pump

Hale Mid-ship QSMG175-23S Pump 1500 IGPM at 150 PSI  
Hale Foam Series Pump Class A and Class B

#### Tank

175 IG Poly Tank 25 IG (30 USG) Single Integral Foam Tank

Engine 10 1996 Hub Freightliner

2nd line Pumper



## Specifications

### Chassis

Freightliner FL 80

34,700 LB GVWR; 12,000 LB Front / 22,700 LB Rear

Diesel Engine, Cummins 275 HP Automatic Transmission, Allison

### Pump

Hale Mid-ship Pump 1050 IGPM at 150 PSI

Pro / portioner Foam Injection System Class A

### Tank

975 IG (1110 USG) Steel Tank 25 IG (30 USG) Single Integral Foam Tank

**Engine 11 2006 Ford F550 4 X 4 Crew Cab, Wildland Fire unit (C.A.F.S)**



**Specifications**

**Chassis**

Ford F550 4 X 4 Crew Cab 4 passenger

**Pump**

Waterous 250 IGPM at 150 PSI

Waterous Foam Injection System Class A with Air

**Tank**

250 IG Poly Tank

Foam is supplied by pails with suction hoses

## Rescue 1 2011 Ford F550 4 X 4 Crew Cab Rescue Truck



### Specifications

#### Chassis

Ford F550 4 X 4 Crew Cab 4 passenger

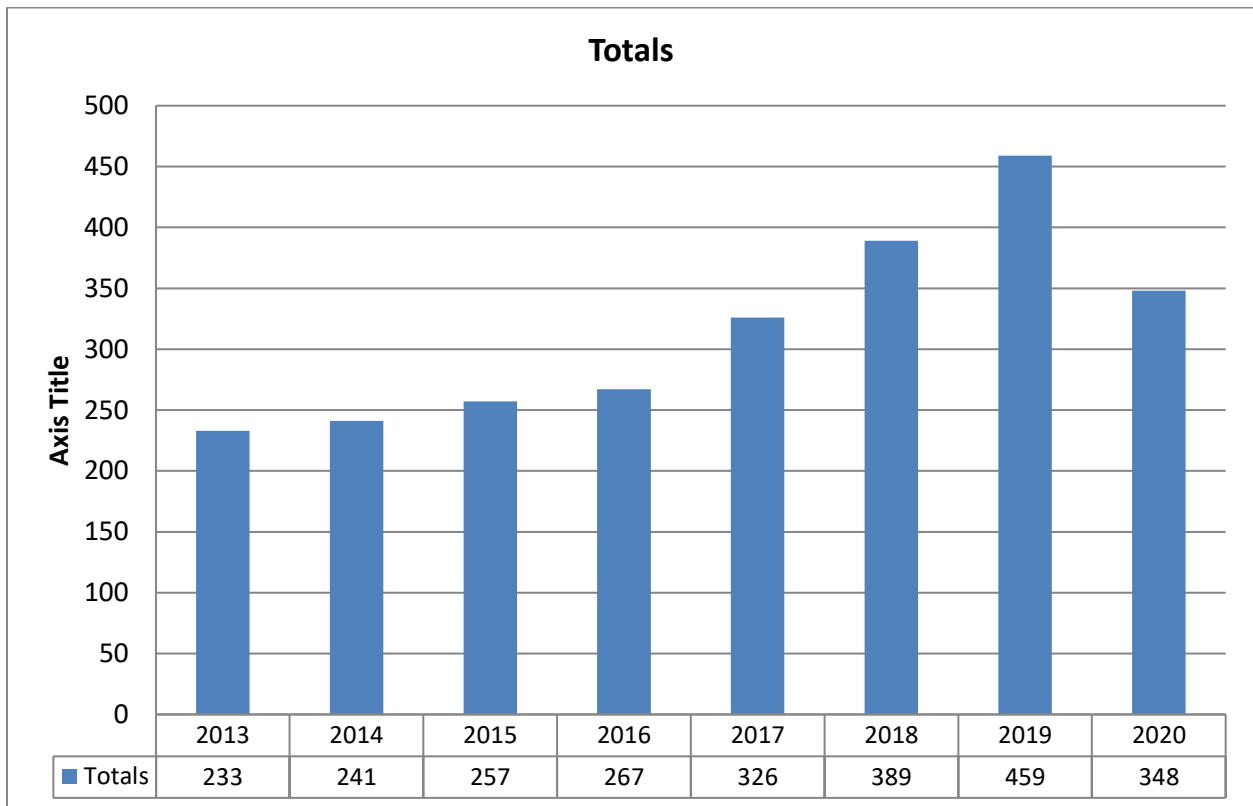
#### 2009 Interstate Cargo Utility Trailer

used for Hazmat, Forestry, and miscellaneous incidents.

## EMERGENCY RESPONSE ACTIVITIES 2020

Pemberton Fire Rescue attended to 348 incidents. Due to COVID 19, call volume was down from the previous year.

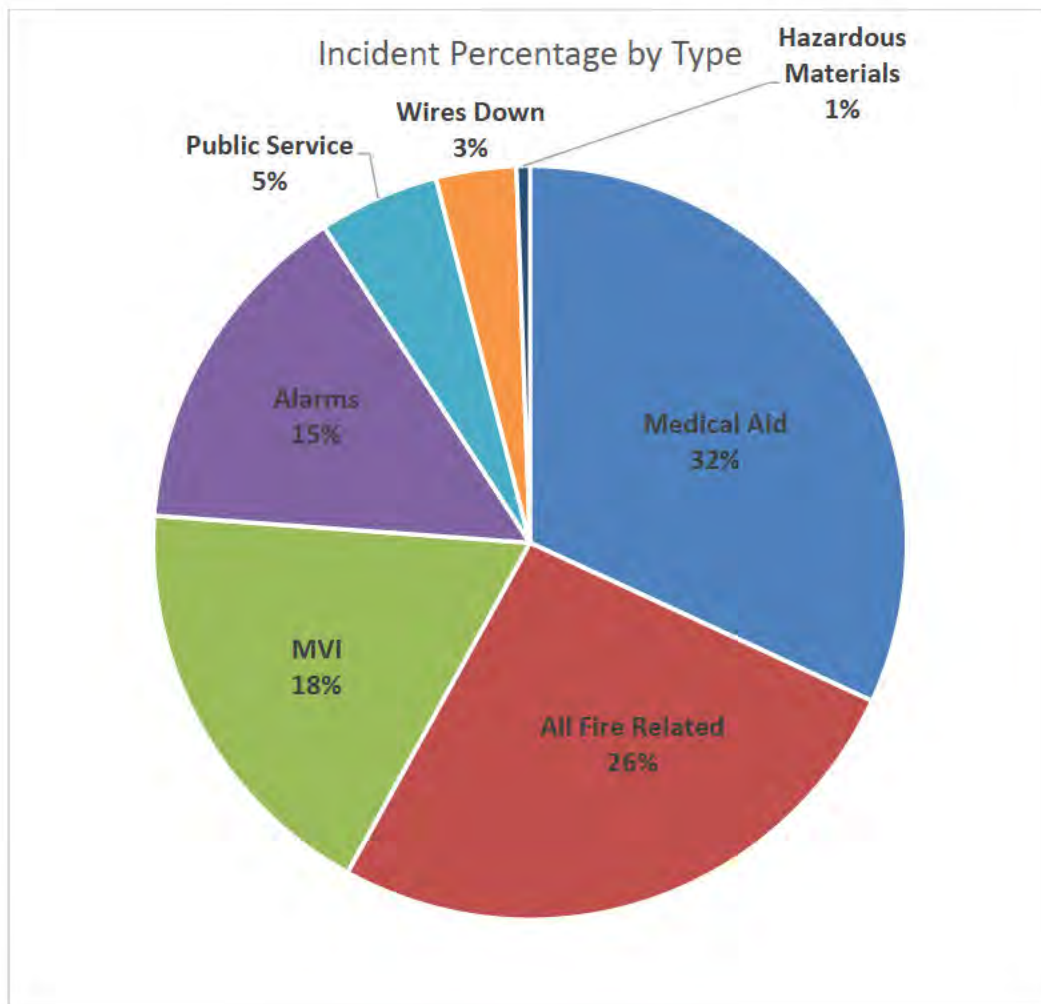
Year	2013	2014	2015	2016	2017	2018	2019	2020
Incidents	232	240	257	267	326	389	459	348



### Incidents by Type and Percentage

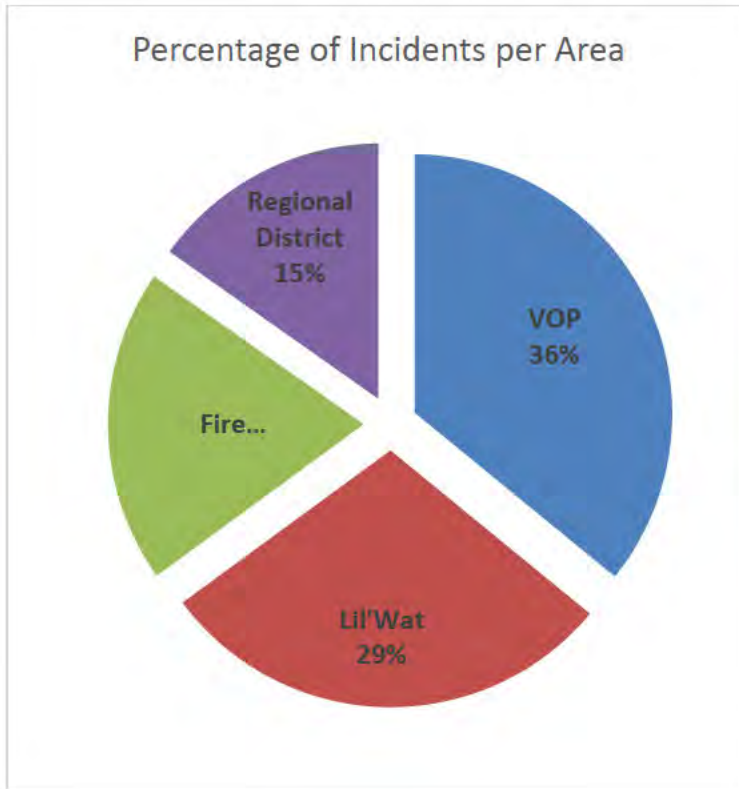
Totals	348	100%
Medical Aid	111	32%
MVI	63	18%
All Fires	91	26%
Alarms	51	15%
Wires Down	12	3%
Public Service	18	5%
Hazmat	2	1%



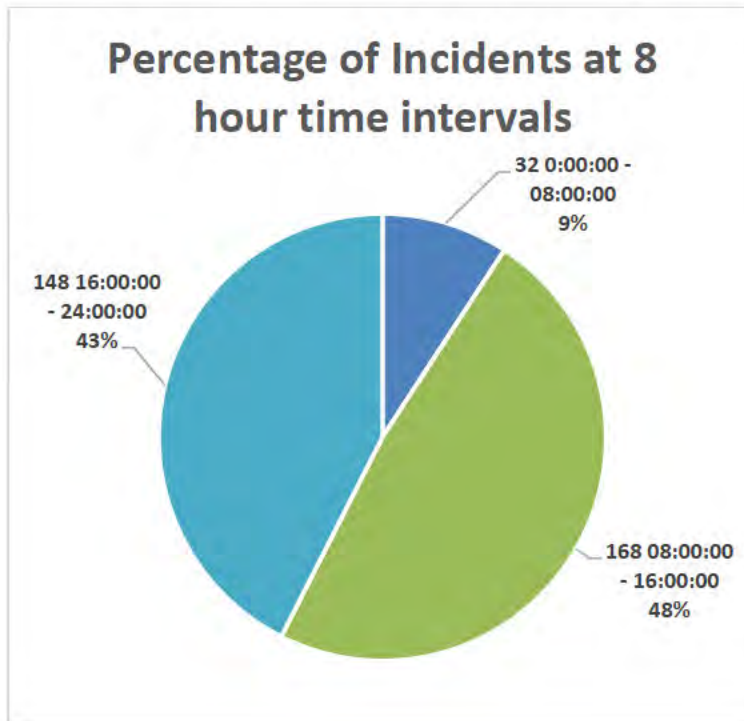


**Calls by Type by Location**

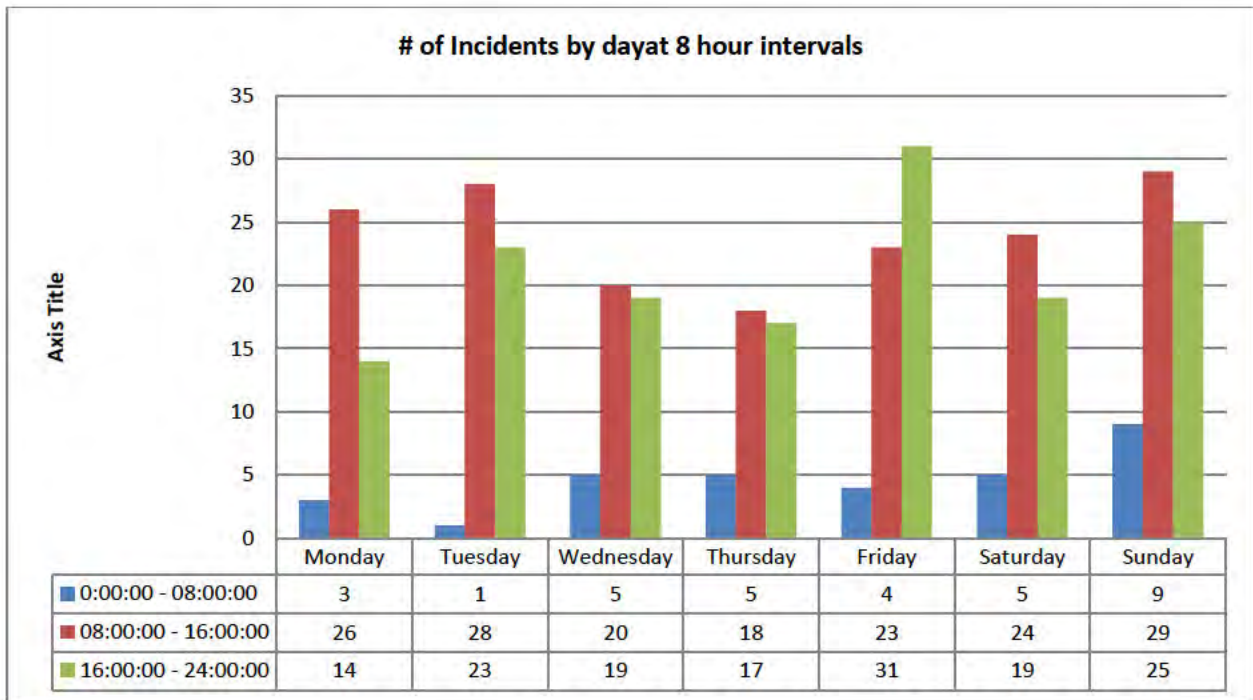
	Village Boundaries	Lil'wat	Fire District	Regional District
Medical Aid	35	52	18	6
MVI	14	6	8	35
Alarms	28	16	6	1
All Fire Related Calls	40	22	31	11
Wires Down	3	3	6	0
Public Service	4	1	0	0
Hazmat	1	1	0	0
<b>Totals</b>	<b>125</b>	<b>101</b>	<b>69</b>	<b>53</b>
Percentage of Calls by Location	36%	29%	20%	15%



Below is a chart showing percentage of Incidents in a 24-hour period broken into 8-hour increments. As can be seen from the chart below most incidents for 2020 occurred between 08:00 am to 4:00 pm.



The chart shows how many incidents occur in an eight-hour time segment and on which days the highest number of incidents occur.



**Community Events Involvement:**

In 2020, COVID 19 limited Pemberton Fire Rescue involvement with Community Events. Pemberton Fire Rescue assisted with the Halloween fireworks and conducted a Santa’s tour around town at Christmas. The pandemic drastically reduced our involvement with the community.

**Fire Prevention and Inspections:**

Pemberton Fire Rescue is pleased to report that business operators within in the Village of Pemberton recognize the importance of being prepared and continues to be compliant with fire regulations. In 2020, a new Self-Assessment tool was introduced for new business owners to utilize. The tool was used by owners to ensure they have met all requirements prior to their inspection.

Fire Inspection	16
Fire Safety Plans	8

**Training:**

Members trained on a weekly basis up until March 11<sup>th</sup>, 2020, at which time training sessions were suspended due to the COVID-19 Pandemic and physical distancing measures put in place through the Public Health Orders.

In June, training resumed and continued through the year on a weekly basis under a modified program in which four (4) training sessions were held a week with 4 – 6 members attending per session. This resulted in an increase in time dedicated to the training program by the Chief and Deputy Chief as it was vital that the training requirements set forth by the Province continued to be met while at the same time ensuring adherence to the public health orders set forth by the Province.

**2020 Breakdown of Training**

Hours of Training	296
Sessions Available	63
Subjects Covered	55

**Date:** July 13, 2021  
**To:** Nikki Gilmore, Chief Administrative Officer  
**From:** Lena Martin, Manager of Finance  
**Subject:** 2020 Statement of Financial Information

---

### **PURPOSE**

To provide Council the 2020 Statement of Financial Information for review and approval.

### **BACKGROUND**

The *Financial Information Act* (FIA) requires local governments to prepare a Statement of Financial Information (SOFI) to be filed with the Ministry of Municipal Affairs and Housing following receipt of the audited Financial Statements. The 2020 SOFI has been prepared as prescribed by the Lieutenant Governor-in-Council and has been approved by the Manager of Finance as required by legislation.

The SOFI contains the following:

- Audited Annual Consolidated Financial Statements for the year 2020
- Schedule of Payment to Suppliers of Goods and Services – list of suppliers with payments over \$25,000.
- Schedule of Remuneration and Expenses – amounts paid to Council members and list of employees earning over \$75,000. Remuneration includes salary, overtime, and vacation payouts. Expenses include items such as training, tuition, conferences and travel and professional dues.

The SOFI has been prepared from the financial records of the Village in accordance with the *Financial Information Act* (FIA) and regulations. The FIA regulations require the SOFI to be presented to Council for approval and be made available for examination by the public for three (3) years after the year reported on. Approval and filing of the 2020 SOFI will satisfy and complete our legislative obligations under the *Financial Information Act*.

### **DISCUSSION & COMMENTS**

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

### **COMMUNICATIONS**

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

### **LEGAL CONSIDERATIONS**

The presentation and approval of the 2020 Statement of Financial Information (SOFI) meets with the Village's legislated obligation as set out in the *Financial Information Act* (FIA), there is no requirement for legal review.

### **IMPACT ON BUDGET & STAFFING**

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

### **INTERDEPARTMENTAL IMPACT & APPROVAL**

There are no interdepartmental impacts or approvals required.

### **IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS**

Presentation of the 2020 Statement of Financial Information has no impact on the regional or neighboring jurisdictions.

### **ALTERNATIVE OPTIONS**

There are no alternative options for consideration.

### **RECOMMENDATIONS**

**THAT** Council approve the 2020 Statement of Financial Information for filing with the Ministry of Municipal Affairs and Housing under the *Financial Information Act*.

### **ATTACHMENTS:**

**Appendix A:** Village of Pemberton SOFI 2020 Report and 2020 Audited Financial Statements

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



Statement of Financial Information – SOFI

Approved by Council

For the Fiscal Year Ended December 31, 2020

Pursuant to the *Financial Information Act*

## TABLE OF CONTENTS

	Page #
1)	
a) Schedule of Guarantee and Indemnity Agreements	1
b) Schedule of Remuneration and Expenses	2
c) Statement of Severance Agreements	3
d) Schedule of Payments to Suppliers of Goods and Services	4
e) Statement of Financial Information Approval	5
2) Management Report	6
3) 2020 Audited Financial Statements	



**Village of Pemberton**

**SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS**

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

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

Schedule Showing the Remuneration  
Paid to or on Behalf of Each Employee  
2020

Schedule Showing the Remuneration Paid to or on Behalf of Each Employee 2020			
<b>1 Elected Officials, Employees appointed by Cabinet and Members of the Board Of Directors</b>			
Name	Position	Remuneration	Expenses
Richman, Michael	Mayor	29,733	978
Antonelli, Amica	Councillor	14,743	217
Noble, Leah	Councillor	14,743	217
Zant, Ryan	Councillor	14,743	63
Craddock, Ted	Councillor	14,743	217
<b>Total</b>		<b>88,707</b>	<b>1,694</b>
<b>2 Other Employees &gt; 75,000</b>			
Name	Position	Remuneration	Expenses
Gilmore, Nikki	CAO	135,000	449
Fraser, Sheena	Mngr of Corporate Services	104,357	0
Martin, Lena	Mngr of Finance	100,000	154
Pedrini, Lisa	Mngr, Development Services	97,088	154
Grossman, Robert E	Fire Chief	95,693	0
Adams, Cameron	Asst. Fire Chief	93,002	0
Brooksbank, Jill	Senior Communications	92,341	750
Westlake, Jeff	Water Operator	90,533	528
Klufftinger, Martin	Waste Water Treatment Operator	89,641	175
Csima, Tom	Mngr. Operations	87,189	0
Einarson, Jeanette	Senior Accountant/Supervisor	79,142	662
Clark, Reece	Skilled Worker/ Jr. Treatment Opr	77,456	816
<b>3 Total &gt; 75,000</b>		<b>1,141,444</b>	<b>3,688</b>
<b>Consolidated Total of other Employees with remuneration and expenses of &lt;75,000</b>			
		<b>1,512,452</b>	<b>62,901</b>
<b>Total Employees</b>		<b>2,653,896</b>	<b>66,590</b>
<b>Reconciliation</b>			
Total remuneration - elected officials			90,400
Total remuneration - other employees			2,720,486
<b>Subtotal</b>			<b>2,810,886</b>
Reconciling Items			486,423
<b>Total per Statement of Revenue and Expenditure (Segmented)</b>			<b>3,297,309</b>
<b>Variance</b>			<b>0</b>
Reconciling Items:			
Item	Amount	Comments	
Municipal Pension	258,761		
WCB, EI, CPP	190,731		
Other Benefits	36,931		

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

**Village of Pemberton**

**STATEMENT OF SEVERANCE AGREEMENTS**

There was 0 severance agreement made between the Village of Pemberton and its non-unionized employees during the fiscal year 2020.

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

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

<b>2020 SCHEDULE SHOWING PAYMENT MADE FOR THE PROVISION OF GOODS OR SERVICES</b>	
<b>1. Alphabetical list of suppliers who received aggregate payments exceeding \$25,000</b>	
<b>Supplier name</b>	<b>Aggregate amount paid to supplier</b>
580049 BC. LTD	124,642
A&H Drilling Ltd.	28,298
AC Petroleum	33,002
Alpine Paving (1978) Ltd.	66,744
Associated Fire Safety	27,351
Bandit Farms Property Services Ltd.	34,831
BC Assessment Authority	56,761
BC Hydro	169,690
BC Hydro	52,804
BC Transit	314,350
BFL Canada Insurance Services Inc.	74,599
Cameron Chalmers Consulting Inc	107,063
Cascade Environmental Resource Group Ltd	45,252
CentralSquare Canada Software Inc.	52,563
Cleartech Industries Inc.	44,785
Coastal Mountain Excavations Ltd.	301,512
GFL Environmental Inc.	116,738
Haakon Industries	71,893
Hazelwood Construction Services Inc.	672,942
Insurance Corporation of British Columbia	35,832
ISL Engineering & Land Services Ltd.	42,496
JT Heavy Equipment Repair Ltd.	32,612
Lidstone & Company	72,910
Lindsay Equipment Ltd.	41,369
Mainroad Maintenance Products	27,359
MNP LLP	27,563
Mount Currie Band Council	52,894
Municipal Finance Authority of BC	188,337
Municipal Insurance Association of British	26,658
Municipal Pension Plan	258,761
Northwest Hydraulic Consultants Ltd	59,722
Pacific Blue Cross	136,938
Pemberton Valley Dyking District	56,806
Precision Service & Pumps Inc.	105,391
Receiver General for Canada	716,785
Scotiabank	79,997
Sea to Sky Network Solutions	114,206
SQUAMISH-LILLOOET (REGIONAL DISTRICT)	1,634,268
Streamline Fencing Ltd.	40,110
SUNSTONE RIDGE DEVELOPMENTS LTD	579,337
Three Star Amil Cleaning Services	55,897
Whistler Centre for Sustainability	29,182
WorkSafeBC	43,652
<b>Total aggregate amount paid to suppliers</b>	<b>6,854,900</b>

<b>2. Consolidated paid to suppliers who received aggregate pmts of &lt; or = \$25,000</b>	<b>1,315,116</b>	
Consolidated total of grants paid exceeding \$25,000	0	
Consolidated total of contributions paid exceeding \$25,000	0	
Consolidated total of all grants and contributions exceeding \$25,000	0	
<b>3. Total payments to suppliers for grants and contributions exceeding \$25,000</b>	<b>0</b>	
Total aggregate payments exceeding \$25,000 paid to suppliers		6,854,900
Consolidated total of payments of \$25,000 or less paid to suppliers		1,315,116
Consolidated total of all grants and contributions <b>exceeding \$25,000</b>		0
<b>Subtotal</b>		<b>8,170,016</b>
<b>Total Expenses per Consolidated Statement of Operations and Accumulated Surplus</b>		<b>7,122,391</b>
Difference		1,047,625
<b>4. Reconciliation</b>		
Employee and Council Wages expensed not included in payments to suppliers		-2,750,238
Deposits/Holdbacks returned to suppliers and not expensed		1,676,764
Employee and Council portion of Dues, Tax, CPP And EI paid to supplier and not expensed		588,690
Employee portion of Benefits paid to supplier and not expensed		40,328
Transfers to Other Governments included in payments to suppliers and not expensed		2,770,595
Less School Police Tax paid in 2021		-899,662
BC Transit paid to supplier for other governments share, not expensed		244,105
New Capital Additions, not expensed, moved to TCA		713,863
WIP included in payments to suppliers and not expensed		0
Add Capital Additions donated in kind		0
Less: Capital Disposals and WIP Transfers		-213,188
Less: Amortization - not a Cash transaction		-1,136,059
Less: Year end Accruals - not a Cash transaction		-309,176
Debt Principal Payments Paid and not expensed		383,372
Accounts Payable Expensed 2019 paid in 2020		455,296
Accounts Payable Expensed 2020 paid in 2021		-510,557
**Timing variances included in summary		-6,507
<b>Variance</b>		<b>0</b>
Variance occurs due to the Financial Statements prepared on an accrual basis and this report on a cash basis		

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

Village of Pemberton

**STATEMENT OF FINANCIAL INFORMATION APPROVAL**

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

\_\_\_\_\_  
Mike Richman, Mayor

\_\_\_\_\_  
Lena Martin, Chief Financial Officer

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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

### Management Report

PO Box 100  
7400 Prospect St.  
Pemberton

British Columbia

CANADA

V0N2L0

P. 604.894.6135

F. 604.894.6136

To the Mayor and Council of the Village of Pemberton,

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

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

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

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

In accordance with the *Community Charter*, the 2020 Audited Consolidated Financial Statements were presented and approved by Council on May 11, 2021; the Statement of Financial Information (SOFI) was presented to Council for approval on July 13, 2021.



Nikki Gilmore  
Chief Administrative Officer

May 11, 2021

Date

**Village of Pemberton**  
**Financial Statements**  
*December 31, 2020*



# Village of Pemberton Contents

For the year ended December 31, 2020

---

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

## Management's Responsibility

---

To the Mayor and Council of the Village of Pemberton,

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

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

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

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

May 11, 2021

 E-SIGNED by Nikki Gilmore

---

Chief Administrative Officer

To the Mayor and Council of the Village of Pemberton,

## Opinion

We have audited the financial statements of the Village of Pemberton (the "Village"), which comprise the statement of financial position as at December 31, 2020, and the statements of operations and accumulated surplus, changes in net financial assets (debt) and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies and other explanatory information.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Village as at December 31, 2020, and the results of its operations, changes in net financial assets (debt) and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

## Basis for Opinion

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

## Other Information

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

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

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

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

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

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

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

# Independent Auditor's Report

---

## Auditor's Responsibilities for the Audit of the Financial Statements

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

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

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

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

Kelowna, British Columbia

May 11, 2021

*MNP LLP*

Chartered Professional Accountants

**Village of Pemberton**  
**Statement of Financial Position**  
*As at December 31, 2020*

	2020	2019
<b>Financial assets</b>		
Cash and cash equivalents (Note 2)	8,171,229	5,163,819
Accounts receivable (Note 3)	2,362,751	2,686,733
Municipal Finance Authority debt reserve	99,625	97,617
	<b>10,633,605</b>	<b>7,948,169</b>
<b>Financial liabilities</b>		
Accounts payable and accrued liabilities (Note 4)	1,874,725	1,432,719
Deferred revenue (Note 5)	2,634,160	1,948,942
Deposits and permits	1,768,794	1,312,806
Long-term debt (Note 6)	4,258,763	4,728,110
	<b>10,536,442</b>	<b>9,422,577</b>
<b>Net financial assets (debt)</b>	<b>97,163</b>	<b>(1,474,408)</b>
<b>Non-financial assets</b>		
Prepaid expenses	245,858	144,498
Tangible capital assets (Note 7)	30,654,595	31,077,193
	<b>30,900,453</b>	<b>31,221,691</b>
<b>Accumulated surplus (Note 8)</b>	<b>30,997,616</b>	<b>29,747,283</b>

Commitments and contingencies (Note 11)  
Significant event (Note 15)

E-SIGNED by Mike Richman

\_\_\_\_\_  
Mayor

*The accompanying notes are an integral part of these financial statements*

**Village of Pemberton**  
**Statement of Operations and Accumulated Surplus**  
*For the year ended December 31, 2020*

	Budget (Note 13)	2020	2019
<b>Revenue</b>			
Government transfers (Note 9)			
Federal and provincial	4,737,836	1,466,872	5,790,712
Other local governments	1,788,214	1,315,302	1,450,320
Taxation (Note 10)	2,280,893	2,185,141	2,130,070
Water and sewer user rates	1,866,090	2,091,516	2,121,167
User charges	2,552,125	576,785	558,455
Other	742,549	560,875	423,945
Penalties and interest income	30,000	103,802	83,155
Investment income	23,860	47,991	32,944
Contributions	-	24,440	861,832
	<b>14,021,567</b>	<b>8,372,724</b>	<b>13,452,600</b>
<b>Expenses</b>			
General government	3,084,207	1,730,971	1,986,424
Sewer utility	1,148,630	1,164,787	903,196
Water utility	1,073,990	1,050,948	770,951
Recreation services	1,305,213	1,023,748	755,296
Public works and parks	1,163,646	922,181	917,933
Fire protection services	694,397	711,743	588,320
Development and planning services	667,633	391,079	328,623
Airport services	120,060	126,934	114,188
	<b>9,257,776</b>	<b>7,122,391</b>	<b>6,364,931</b>
Annual surplus	4,763,791	1,250,333	7,087,669
Accumulated surplus, beginning of year	29,747,283	29,747,283	22,659,614
<b>Accumulated surplus (Note 8)</b>	<b>34,511,074</b>	<b>30,997,616</b>	<b>29,747,283</b>

*The accompanying notes are an integral part of these financial statements*

**Village of Pemberton**  
**Statement of Changes in Net Financial Assets (Debt)**  
*For the year ended December 31, 2020*

	Budget (Note 13)	2020	2019
Annual surplus	4,763,791	<b>1,250,333</b>	7,087,669
Acquisition of tangible capital assets	(6,382,320)	<b>(713,863)</b>	(6,897,320)
Amortization of tangible capital assets	1,253,220	<b>1,136,461</b>	1,099,280
	<b>(5,129,100)</b>	<b>422,598</b>	<b>(5,798,040)</b>
Change in prepaid expenses	-	<b>(101,360)</b>	(112,025)
Decrease (increase) in net debt	(365,309)	<b>1,571,571</b>	1,177,604
Net debt, beginning of year	(1,474,408)	<b>(1,474,408)</b>	(2,652,012)
<b>Net financial assets (debt), end of year</b>	<b>(1,839,717)</b>	<b>97,163</b>	<b>(1,474,408)</b>

*The accompanying notes are an integral part of these financial statements*

**Village of Pemberton**  
**Statement of Cash Flows**

*For the year ended December 31, 2020*

	<b>2020</b>	<b>2019</b>
<b>Cash provided by (used for) the following activities</b>		
<b>Operating Activities</b>		
Annual surplus	1,250,333	7,087,669
Items not involving cash included in annual surplus:		
Amortization of tangible capital assets	1,136,461	1,099,280
Gain on disposal of tangible capital assets	-	-
Actuarial reduction of debt	(105,953)	(94,480)
Developer and other contributions of tangible capital assets		(4,000)
Change in financial assets and liabilities:		
Accounts receivable	323,982	124,649
Municipal Finance Authority debt reserve	(2,008)	(3,767)
Accounts payable and accrued liabilities	442,006	480,351
Deferred revenue	685,218	(22,711)
Deposits and permits	455,988	(2,788,347)
Change in non-financial assets:		
Prepaid expenses	(101,360)	(112,025)
	<b>4,084,667</b>	<b>5,766,618</b>
<b>Capital Activities</b>		
Acquisition of tangible capital assets	(713,863)	(6,893,320)
<b>Financing Activities</b>		
Principal repayments of long-term debt	(383,910)	(359,343)
Advances of long-term debt	20,516	64,750
	<b>(363,394)</b>	<b>(294,593)</b>
Increase (decrease) in cash and cash equivalents	3,007,410	(1,421,295)
Cash and cash equivalents, beginning of year	5,163,819	6,585,114
Cash and cash equivalents, end of year	<b>8,171,229</b>	<b>5,163,819</b>

*The accompanying notes are an integral part of these financial statements*



**Village of Pemberton**  
**Notes to the Financial Statements**  
*For the year ended December 31, 2020*

---

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

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

**1. Significant accounting policies**

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

(a) Basis of accounting

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

(b) Property tax revenue

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

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

(c) Government transfers

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

**Village of Pemberton**  
**Notes to the Financial Statements**  
*For the year ended December 31, 2020*

---

**1. Significant accounting policies (continued)**

(d) Deferred revenue

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

(e) Investment income

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

(f) Reserves

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

(g) Cash and cash equivalents

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

(h) Long-term debt

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

(i) Liability for contaminated sites

A liability for remediation of a contaminated site is recognized at the best estimate of the amount required to remediate the contaminated site when contamination exceeding an environmental standard exists, the Village is either directly responsible or accepts responsibility, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount is determinable. The best estimate of the liability includes all costs directly attributable to remediation activities and is reduced by expected net recoveries based on information available at December 31, 2020. No liability has been recorded at December 31, 2020 as no contaminated sites existed.

**Village of Pemberton**  
**Notes to the Financial Statements**  
*For the year ended December 31, 2020*

**1. Significant accounting policies (continued)**

(j) Non-financial assets

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

(i) Tangible capital assets

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

Asset	Useful life - years
Buildings and building improvements	5 - 50
Engineering structures	10 - 40
Machinery, equipment and vehicles	5 - 25
Water systems	5 - 50
Sewer systems	10 - 50

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

(ii) Contributions of tangible capital assets

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

(iii) Natural resources

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

(iv) Works of art and cultural and historic assets

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

(v) Interest capitalization

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

**Village of Pemberton**  
**Notes to the Financial Statements**  
*For the year ended December 31, 2020*

---

**1. Significant accounting policies (continued)**

(j) Use of estimates

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

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

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

(k) Employee future benefits

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

(l) Expenses

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

(m) Prepaid expenses

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

**2. Cash and cash equivalents**

	<b>2020</b>	<b>2019</b>
Restricted cash and cash equivalents		
Development cost charges	<b>1,253,569</b>	1,108,477
Unrestricted cash and cash equivalents	<b>6,917,660</b>	4,055,342
	<b>8,171,229</b>	5,163,819

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

**Village of Pemberton**  
**Notes to the Financial Statements**  
*For the year ended December 31, 2020*

**3. Accounts receivable**

	2020	2019
Trade receivables	1,718,587	2,008,969
Taxes receivable	437,312	266,271
Goods and Services Tax receivable	117,329	337,684
Utilities receivable	89,523	73,809
	<b>2,362,751</b>	<b>2,686,733</b>

**4. Accounts payable and accrued liabilities**

	2020	2019
Trade payables and accrued liabilities	1,557,717	1,201,023
Wages payable	309,176	231,151
Government remittances	7,832	545
	<b>1,874,725</b>	<b>1,432,719</b>

**5. Deferred revenue**

	December 31, 2019	Collections	Transfers	December 31, 2020
Development cost charges				
General	576,851	34,390	(19,149)	<b>592,093</b>
Water utility	10,426	63,826	-	<b>74,252</b>
Sewer utility	521,200	66,024	-	<b>587,224</b>
	1,108,477	164,240	(19,149)	<b>1,253,569</b>
Deferred revenue				
Unspent gas tax funding	532,795	167,252	(17,954)	<b>682,093</b>
Deferred grants	132,069	93,326	(122,532)	<b>102,863</b>
Future local improvements	114,928	375,482	(2,229)	<b>488,181</b>
Prepaid utilities and taxes	60,673	107,454	(60,673)	<b>107,454</b>
	840,465	743,514	(203,388)	<b>1,380,591</b>
	1,948,942	907,754	(221,221)	<b>2,634,160</b>

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

**Village of Pemberton**  
**Notes to the Financial Statements**  
*For the year ended December 31, 2020*

**6. Long-term debt**

	2020	2019
Outstanding debt, beginning of year	4,728,110	5,117,183
Issues of debt	20,516	64,750
Repayment of debt	(383,910)	(359,343)
Actuarial reduction of debt	(105,953)	(94,480)
	<b>4,258,763</b>	<b>4,728,110</b>

Bylaw	Year Maturing	% Rate	Cash Payments		Balance Outstanding	
			Interest	Principal	2020	2019
427	2022	3.05	11,375	19,636	<b>96,983</b>	142,039
515	2025	1.80	37,800	77,200	<b>680,417</b>	803,011
580	2036	3.00	35,273	35,939	<b>1,358,229</b>	1,418,069
756	2024	3.00	8,100	22,487	<b>120,834</b>	148,195
776	2040	2.75	33,000	30,809	<b>1,034,789</b>	1,070,143
795	2036	2.10	11,204	19,856	<b>450,466</b>	472,163
1433	2020	Variable	1,039	47,380	<b>23,690</b>	71,070
N/A	2021	Variable	394	19,935	<b>10,783</b>	30,718
N/A	2022	Variable	4,513	33,236	<b>243,282</b>	276,518
N/A	2021	Variable	335	6,025	<b>15,893</b>	21,918
N/A	2021	Variable	335	6,025	<b>15,893</b>	21,918
N/A	2021	Variable	134	2,410	<b>6,357</b>	8,767
N/A	2021	Variable	197	3,434	<b>9,407</b>	12,842
N/A	2021	Variable	671	12,050	<b>31,787</b>	43,837
N/A	2021	Variable	1,900	34,143	<b>90,061</b>	124,181
N/A	2024	Variable	531	6,862	<b>26,800</b>	33,661
N/A	2024	Variable	458	5,924	<b>23,136</b>	29,060
N/A	2023	Variable	34	559	<b>19,956</b>	-
			147,293	383,910	<b>4,258,763</b>	4,728,110

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

2021	370,916
2022	338,132
2023	287,854
2024	242,256
2025	210,271

**Village of Pemberton**  
**Notes to the Financial Statements**  
*For the year ended December 31, 2020*

**7. Tangible capital assets**

<b>2020</b>	<b>Land</b>	<b>Buildings</b>	<b>Engineering Structures</b>	<b>Machinery, Equipment and Vehicles</b>	<b>Water Systems</b>	<b>Sewer Systems</b>	<b>Assets Under Construction</b>	<b>Total</b>
<b>Cost</b>								
Balance, beginning of year	1,996,062	2,202,488	15,596,845	4,631,595	6,938,116	13,401,023	650,422	<b>45,416,551</b>
Disposals and transfers	-	-	213,188	-	-	-	(213,188)	-
Additions	-	18,672	87,266	25,880	136,036	446,009	-	<b>713,863</b>
Balance, end of year	<b>1,996,062</b>	<b>2,221,160</b>	<b>15,897,299</b>	<b>4,657,475</b>	<b>7,074,152</b>	<b>13,847,032</b>	<b>437,234</b>	<b>46,130,414</b>
<b>Accumulated amortization</b>								
Balance, beginning of year	-	663,660	3,877,868	3,217,525	1,738,089	4,842,216	-	<b>14,339,358</b>
Amortization expense	-	65,588	373,303	254,737	152,759	290,074	-	<b>1,136,461</b>
Balance, end of year	-	729,248	4,251,171	3,472,262	1,890,848	5,132,290	-	<b>15,475,819</b>
<b>Net book value, end of year</b>	<b>1,996,062</b>	<b>1,491,912</b>	<b>11,646,128</b>	<b>1,185,213</b>	<b>5,183,304</b>	<b>8,714,742</b>	<b>437,234</b>	<b>30,654,595</b>

Included in tangible capital assets are fully depreciated assets with cost and accumulated amortization of \$3,396,676.

**Village of Pemberton**  
**Notes to the Financial Statements**  
*For the year ended December 31, 2020*

**Tangible capital assets (continued)**

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

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



**Village of Pemberton**  
**Notes to the Financial Statements**  
*For the year ended December 31, 2020*

**8. Accumulated surplus**

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

	2020	2019
Surplus		
Invested in tangible capital assets	26,395,831	26,349,083
Unrestricted	727,085	1,213,354
	<b>27,122,916</b>	<b>27,562,437</b>
Non-statutory reserves		
General reserve	102,300	102,300
Reserves set aside by Council		
Centennial building	7,161	7,161
Capital	288,983	82,002
Recreation	839,905	720,465
Fire department	495,791	393,832
Water – general	1,077,753	753,753
Sewer – general	94,438	120,000
Transit	84,829	5,333
COVID Restart	883,540	-
	<b>3,772,400</b>	<b>2,082,546</b>
	<b>30,997,616</b>	<b>29,747,283</b>

**9. Government transfers**

The government transfers reported on the statement of operations are:

	2020	2019
Federal and provincial grants		
COVID Restart	987,000	-
Social assistance and community development	396,964	398,687
Miscellaneous	36,286	37,473
Capital improvements	24,395	5,329,552
Gas tax	22,227	25,000
	<b>1,466,872</b>	<b>5,790,712</b>
Other municipalities and regional districts		
Recreation services	921,935	913,414
Fire protection	304,847	321,045
Rescue services	80,799	87,861
Other	7,721	128,000
	<b>1,315,302</b>	<b>1,450,320</b>
<b>Total government transfer revenues</b>	<b>2,782,174</b>	<b>7,241,032</b>

**Village of Pemberton**  
**Notes to the Financial Statements**  
*For the year ended December 31, 2020*

**10. Taxation**

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

	2020	2019
Municipal and school property taxes levied	4,874,275	5,021,834
Payments in-lieu of taxes	81,461	79,865
	<b>4,955,736</b>	<b>5,101,699</b>
Less transfers to other governments		
Province of B.C. – School taxes	1,218,843	1,511,416
Squamish-Lillooet Regional District	1,197,857	1,127,825
Policing costs	262,424	246,171
B.C. Assessment Authority	56,289	51,097
Sea to Sky Regional Hospital District	34,944	34,893
Municipal Finance Authority	238	227
	<b>2,770,595</b>	<b>2,971,629</b>
<b>Net taxation revenue available for municipal purposes</b>	<b>2,185,141</b>	<b>2,130,070</b>

**11. Commitments and contingencies**

- (a) The Village of Pemberton debt is, under the provisions of the Local Government Act, a direct, joint and several liability of the Squamish-Lillooet Regional District and each member municipality within the Regional District, including the Village of Pemberton. The loan agreements with the Regional District and the Municipal Finance Authority provide that if any time the scheduled payments provided for in the agreements are not sufficient to meet the Authority's obligations in respect to such borrowings, the resulting deficiency becomes a liability of the Village.
- (b) The Village and its employees contribute to the Municipal Pension Plan (the Plan), a jointly trustee pension plan. The Board of Trustees, representing plan members and employers, is responsible for administering the Plan, including investment of the assets and administration of benefits. The Plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2019, the plan has about 213,000 active members and approximately 106,000 retired members. Active members include approximately 41,000 contributors from local governments.

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

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

The Village of Pemberton paid \$217,405 (2019 - \$180,032) for employer contributions to the plan in fiscal 2020.

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

**11. Commitments and contingencies (continued)**

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

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

**12. Segmented information**

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

(i) General government

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

(ii) Fire protection services

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

(iii) Development and planning services

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

**12. Segmented information (continued)**

(iv) Recreation services

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

(v) Public works and parks

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

(vi) Water and sewer utilities

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

(vii) Airport services

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

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

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

**Village of Pemberton**  
**Notes to the Financial Statements**  
For the year ended December 31, 2020

**12. Segmented information (continued)**

2020	General Government	Fire Protection Services	Development and Planning Service	Public Works and Parks	Recreation	Water Utility	Sewer Utility	Airport Services	Total
<b>Revenues</b>									
Taxation	784,864	475,651	177,325	417,961	-	99,994	200,309	29,037	2,185,141
Water and sewer user rates	-	-	-	-	-	1,162,428	929,088	-	2,091,516
User charges	192,528	-	331,652	-	-	-	-	52,605	576,785
Penalties and interest	79,424	-	-	-	-	12,840	11,538	-	103,802
Government transfers	1,440,759	385,646	-	32,694	923,075	-	-	-	2,782,174
Investment income	44,680	-	-	-	1,420	648	1,243	-	47,991
Contributions	-	-	24,440	-	-	-	-	-	24,440
Other	111,289	19,274	74,144	2,578	244,324	34,796	69,316	5,154	560,875
	<b>2,653,544</b>	<b>880,571</b>	<b>607,561</b>	<b>453,233</b>	<b>1,168,819</b>	<b>1,310,706</b>	<b>1,211,494</b>	<b>86,796</b>	<b>8,372,724</b>
<b>Expenses</b>									
Wages, salaries and benefits	638,810	360,191	232,986	544,196	479,766	483,028	516,861	41,471	3,297,309
Materials, supplies and contracted services	445,308	339,676	158,093	374,193	543,418	364,027	283,840	32,773	2,541,328
Debt servicing	5,513	11,876	-	3,792	564	51,536	74,012	-	147,293
Amortization	641,340	-	-	-	-	152,357	290,074	52,690	1,136,461
	<b>1,730,971</b>	<b>711,743</b>	<b>391,079</b>	<b>922,181</b>	<b>1,023,748</b>	<b>1,050,948</b>	<b>1,164,787</b>	<b>126,934</b>	<b>7,122,391</b>
<b>Annual surplus (deficit)</b>	<b>922,573</b>	<b>168,828</b>	<b>216,482</b>	<b>(468,948)</b>	<b>145,071</b>	<b>259,758</b>	<b>46,707</b>	<b>(40,138)</b>	<b>1,250,333</b>

**Village of Pemberton**  
**Notes to the Financial Statements**  
For the year ended December 31, 2020

**12. Segmented information (continued)**

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

**Village of Pemberton**  
**Notes to the Financial Statements**  
*For the year ended December 31, 2020*

---

**13. Budget data**

The budget data presented in these financial statements is based upon the 2020 operating and capital budgets adopted by Council on November 17, 2020. The following table reconciles the approved budget to the budget figures reported in these financial statements.

	<b>Budget amount</b>
Surplus – Statement of Operations	4,763,791
Adjust for budgeted cash items not included in statement of operations	
Capital expenditures	(6,382,320)
Loan proceeds	320,516
Amortization	1,253,220
Reduction in long-term debt	(217,923)
Capital equipment loans repayments	(167,410)
Transfers from Statutory Reserves	532,540
Transfers to Statutory Reserves	(987,000)
Transfers from Non-Statutory Reserves	577,526
Transfers to Non-Statutory Reserves	(845,207)
Transfers from Unrestricted Surplus	1,152,267
Total adjustments	(4,763,791)
Financial plan balance	-

**Village of Pemberton**  
**Notes to the Financial Statements**  
*For the year ended December 31, 2020*

**14. Schedule of COVID Restart Fund Revenues and Disbursements**

COVID-19 Safe Restart funding is provided by the Province of British Columbia. COVID-19 Safe Restart funding may be used towards designated categories that address the impacts of COVID-19. Eligible costs will include:

- addressing revenues shortfalls;
- facility reopening and operating costs;
- emergency planning and response costs;
- bylaw enforcement and protective services like fire protection and police;
- computer and other electronic technology costs (to improve interconnectivity and virtual communications);
- services for vulnerable persons (e.g. persons living with disabilities, mental illness or addictions, persons experiencing homelessness or other vulnerabilities); and
- other related costs.

Revenues under the COVID-19 Safe Restart program have been recognized when allocated to the Municipality. The Municipality continues to track the unspent amounts in the General Financial Stabilization Reserve. The continuity of this fund is presented in the table below:

	<b>2020</b>
COVID Restart Fund Revenues	987,000
Eligible expenses incurred:	
Additional cleaning/ contractors	6,667
Advertising expenses	1,619
Bylaw expenses	226
Cleaning supplies	15,690
Revenue losses	28,512
Signage	5,084
Technology and communication expenses	45,662
Total eligible expenses incurred	103,460
<b>COVID Restart Fund, end of year</b>	<b>883,540</b>

**15. Significant event**

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



**Date:** July 13, 2021

**To:** Nikki Gilmore, Chief Administrative Officer

**From:** Cameron Chalmers, Contract Planner

**Subject:** Variance to Road Standards (DVP#130)  
Sunstone Ridge Development – Phase 1C/D  
Lot B, DL 211, LLD, Plan EPP74427 Except Plan EPP96240

---

### **PURPOSE**

The purpose of this report is for Council to consider an application for Development Variance Permit (DVP#130) from CATA Management Services on behalf of 580049 BC Ltd to vary the road standards for Hillside Development as required in Village of Pemberton *Subdivision and Development Control Bylaw No. 677, 2012*. The road subject to the variance is an extension of Cerulean Drive, which was previously varied by DVP No. 113 approved by Council on November 4, 2014.

### **BACKGROUND**

On November 4, 2014, Council approved a DVP for Sunstone Ridge Developments to permit alternate road standards to accommodate hillside development to facilitate the subdivision of the lands for residential development on Cerulean Drive. The subdivision has since been approved as phase 1 of Sunstone and the road built generally in accordance with the DVP granted. The developer chose to not exercise some of the permitted variances related to drainage and curb standards.

Following the completion of the subdivision of lands within the Sunstone Project, the subject application has been made by the owners of the adjacent The Ridge development (580049 BC Ltd) to extend Cerulean Drive into the former Ridge lands to facilitate the creation of 18 new residential lots in two phases on a new portion of Cerulean Drive. Sunstone Ridge Developments Ltd. has a contractual relationship with the owners of The Ridge to develop the lands as part of the Sunstone development.

A Tentative Approval Letter (TAL) has been granted by the Approving Officer for a 14-lot subdivision on this new Cerulean Drive extension, and the TAL includes a condition that the Owner receive a Development Variance Permit to mirror the road standards previously approved on the Sunstone lands for Cerulean Drive.

### **DESCRIPTION**

As outlined in **Appendix A**, DVP No. 130 relates to the request for variances for public road standards contained in the Village of Pemberton *Subdivision and Development Control Bylaw No. 677, 2012* for Cerulean Drive which is formerly described as Road "D". The proposed variance

will apply to the remainder of the construction of Cerulean Drive, which will include +/-18 new lots in two phases.

The current DVP No. 130 application is to replicate the same standards constructed in the first stage of Cerulean Drive for the second and third stages of Cerulean Drive. The road is being developed in two stages as the second one is on lands owned by The Ridge but is only accessible from the Sunstone road network. A site plan is attached as **Schedule A** to **Appendix A**. Sunstone Developments Ltd. has reached an agreement to develop and acquire the lands and effectively consolidate the lands into the Sunstone development. Hence the extension of Cerulean Drive is now required, and the purpose of this application is to ensure a consistent road standard for the entire length of Cerulean Drive.

The following table of variances replicates the road standards previously approved for Cerulean Drive as outlined in the following table:

<b>Bylaw Reference</b>	<b>Item</b>	<b>Bylaw Standard</b>	<b>Proposed Variance</b>	<b>Applicant's Variance Rationale</b>
Section 6.3.2	Minimum ROW Width	20/21 m	18 m	<ul style="list-style-type: none"> <li>▪ Consistent with Village standard for Urban Residential cul-de-sac as depicted in drawing VOP-R06</li> <li>▪ Proposed width is adequate to support proposed utilities.</li> </ul>
Section 6.13.1 and 6.13.4	Sidewalk finishing and width	1.5-m paved walkway on road	1.0-m gravel behind curb and gutter	<ul style="list-style-type: none"> <li>▪ The Village's Hillside Design Guidelines indicates that proposed shared paved right-of-way for pedestrians, vehicles and vehicle traffic is suitable for expected low traffic volumes</li> <li>▪ Gravel walkway is provided behind curb and gutter.</li> </ul>
Section VOP R10	Street Parking	2.5 m paved lane on road	No Street Parking	<ul style="list-style-type: none"> <li>▪ Engineering traffic analysis indicates that the minimum number of on-site parking spots required under Village Bylaws is higher than the estimated peak parking demand, therefore street parking is redundant.</li> </ul>
Section 6.16.3(b)(iii)	Emergency Access Road	Paved	Gravel	<ul style="list-style-type: none"> <li>▪ The emergency access road is 13% grade, is shared with other utilities and pedestrians and the applicants suggest the gravel surface will provide acceptable all-weather access.</li> </ul>
Section VOP R10	Total Asphalt Width	8.1/10.6 m	6.6-m	<ul style="list-style-type: none"> <li>▪ Reduces road cross-section width thus reducing</li> </ul>

				<p>disturbance of natural vegetation.</p> <ul style="list-style-type: none"> <li>▪ Width is acceptable in other jurisdictions</li> <li>▪ Maintains rural character</li> <li>▪ Maintains consistency with adjacent roads</li> <li>▪ Consistent with reduced road cross-sections and minimal impervious surfaces for Low Impact Design Standards</li> <li>▪ Reduces costs to make project feasible.</li> </ul>
--	--	--	--	--

The extension of Cerulean Drive will also generate the need for two additional variances to accommodate an excess length cul-de-sac. Excess length cul-de-sacs are common in hillside developments due to the topographic constraints. The application also eliminates the bylaw requirement for a mid-block turnaround cul-de-sac.

		<b>Village Bylaw Standard</b>	<b>Proposed Variance</b>	<b>Applicant's Variance Rationale</b>
Section 6.6.2	Maximum Cul-de-sac length	150 m	400 m	<ul style="list-style-type: none"> <li>▪ The Fire Chief has indicated that he does not require an emergency access provided the cul-de-sac bulb has a 35-foot radius for maneuvering of fire trucks. Sewer servicing corridors north and south of the cul-de-sac can be used as a form of emergency access</li> <li>▪ Roads D and E within Sunstone subdivision will have emergency access to the Farm Road East CN Rail Crossing in the event that any access issues arise with the Sunstone CN crossing.</li> <li>▪ Emergency access is not required in other similar situations within the Village of Pemberton.</li> </ul>
Section 6.16.3v	Mid-Block turn arounds	Required	No requirement	<ul style="list-style-type: none"> <li>▪ The Bylaw wording is that a mid-block turnaround "should be considered", and therefore the mid-block turnaround is not a "requirement". It is felt that a mid-block turnaround will not be used on this length</li> </ul>

				<p>of road, and that the additional earthworks and retaining walls that would be required for a mid-block turnaround on the sloping hillside are not justified and are an unnecessary expense.</p> <ul style="list-style-type: none"><li>▪ Mid-block turnarounds are not required in other similar situations within the Village of Pemberton.</li></ul>
--	--	--	--	--

### **DISCUSSION**

As the application is to ensure a consistent road standard for the approved Cerulean Drive road, Staff support the application. The excess cul-de-sac length is a common solution to hillside development challenges and the 600-metre length is not unreasonable relative to other hillside standards, particularly with emergency access. Accordingly, Staff recommend approval of DVP No. 130, attached as **Appendix A**.

### **COMMUNICATIONS**

In accordance with the *Local Government Act RSBC 2015*, and the Village's Development Procedural Bylaw, notification of Council's consideration of the proposed development variance was mailed out to all adjacent property owners within 100 m of the subject property. No responses were received by the Village, either in favour or opposed to the variance.

### **LEGAL CONSIDERATIONS**

There are no legal considerations at this time.

### **IMPACT ON BUDGET & STAFFING**

There are no budget, policy or staffing considerations at this time as the costs are recoverable with the application.

### **INTERDEPARTMENTAL IMPACT & APPROVAL**

No interdepartmental impacts and approval required.

### **IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS**

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

### **ALTERNATIVE OPTIONS**

The alternative option, which is not recommended by Staff, is to not approve the variance in its

entirety or partially. Staff reviewed the application and supported the proposed variances subject to the mitigated requirements.

**RECOMMENDATIONS**

**THAT** Council issue Development Variance Permit (DVP) No. 130 to establish alternate hillside road standards for the Cerulean Drive extension, located on Lot B, DL 211, LLD, Plan EPP74427 Except Plan EPP96240.

**ATTACHMENTS:**

**Appendix A:** Development Variance Permit No. 130

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



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

P. 604.894.6135  
F. 604.894.6136

www.pemberton.  
ca

**VILLAGE OF PEMBERTON**  
**Development Variance Permit 130**  
**Cerulean Drive Road Standards Variance**

Issued to: **580049 BC Ltd.**

File No.  
**DVP#: DVP130**

(Registered owners according to Land Title Office, hereafter referred to as the "Permittee")

Address: **Lot B, Plan EPP 74427, DL 211, LLD, Except Plan EPP96240 (PID 030-259-053)**

- 1) This Development Variance Permit is issued subject to compliance with all Bylaws of the Village of Pemberton applicable thereto, except as specifically varied or supplemented by this permit.
- 2) This Development Variance Permit applies to and only to those lands within the Village of Pemberton described below:

Parcel Identifier: **030-259-053**

Legal Description: **Lot B, Plan EPP 74427, DL 211, LLD, Except Plan EPP96240**

Civic Address: **Not assigned, Cerulean Drive**

as shown on the attached **Schedule "A"**, attached hereto and forming part of this permit, referred to hereafter as the "Land".

- 3) Whereas the applicant has made application for subdivision to create 18 detached lots in compliance to that attached hereto, and forming a part of this Permit as shown on **Schedule "A"**;

And,

Whereas the Owner has made application to vary the Village of Pemberton Subdivision and Development Control Bylaw No 677, 2012;

Therefore, the Village of Pemberton Subdivision and Development Control Bylaw No 677, 2012 is hereby varied for the standards applicable to Cerulean Drive as follows:

Bylaw Section	Requirement	Bylaw Standard	Proposed Variance
Section 6.3.2	Minimum ROW Width	20/21 m	18 m
Section 6.3.2	Minimum Asphalt Width	8.5 m	6.6 m
Section 6.6.2	Maximum Cul-de-sac length	150 m	600 m
Section 6.16.3(b)(iii)	Emergency Access Road	Paved	Gravel
Section 6.6.2	Maximum Cul-de-sac length	150 m	400 m
Section 6.16.3v	Mid-Block turn arounds	Required	No requirement
Section VOP R10	Street Parking	2.5 m paved lane on road	No Street Parking

In substantial compliance with the location, plans and drawings identified as **Schedule “A” and Schedule “B”** attached hereto and forming part of this permit.

- 4) This Permit shall not have the effect of varying the use or density of the land specified in Village of Pemberton Zoning Bylaw No. 832, 2018 or a flood plain specification under s. 524 of the *Local Government Act RS2015*, or any other servicing standard or requirement in Village of Pemberton Subdivision and Development Control Bylaw No. 677, 2012.

This Permit authorizes variances to the standards in Village of Pemberton Subdivision and Development Control Bylaw No. 677, 2012, but does not constitute an approval of the detailed design of the proposed services for any approvals or construction.

- 5) This Permit prevails over the provisions of the Bylaw in the event of conflict.
- 6) Security Requirements: Nil
- 7) The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this Permit and any plans and specifications attached to this Permit shall form a part hereof.
- 8) This Permit is not a building permit.
- 9) Notice of this Permit shall be filed in the Land Title Office at New Westminster under s. 503 of the *Local Government Act RS2015*, and upon such filing, the terms of this Permit or any amendments thereto shall

be binding upon all persons who acquire an interest in the Land affected by the Permit.

**AUTHORIZED BY RESOLUTION PASSED BY THE VILLAGE COUNCIL THE  
13th DAY OF JULY, 2021.**

---

Mike Richman, Mayor

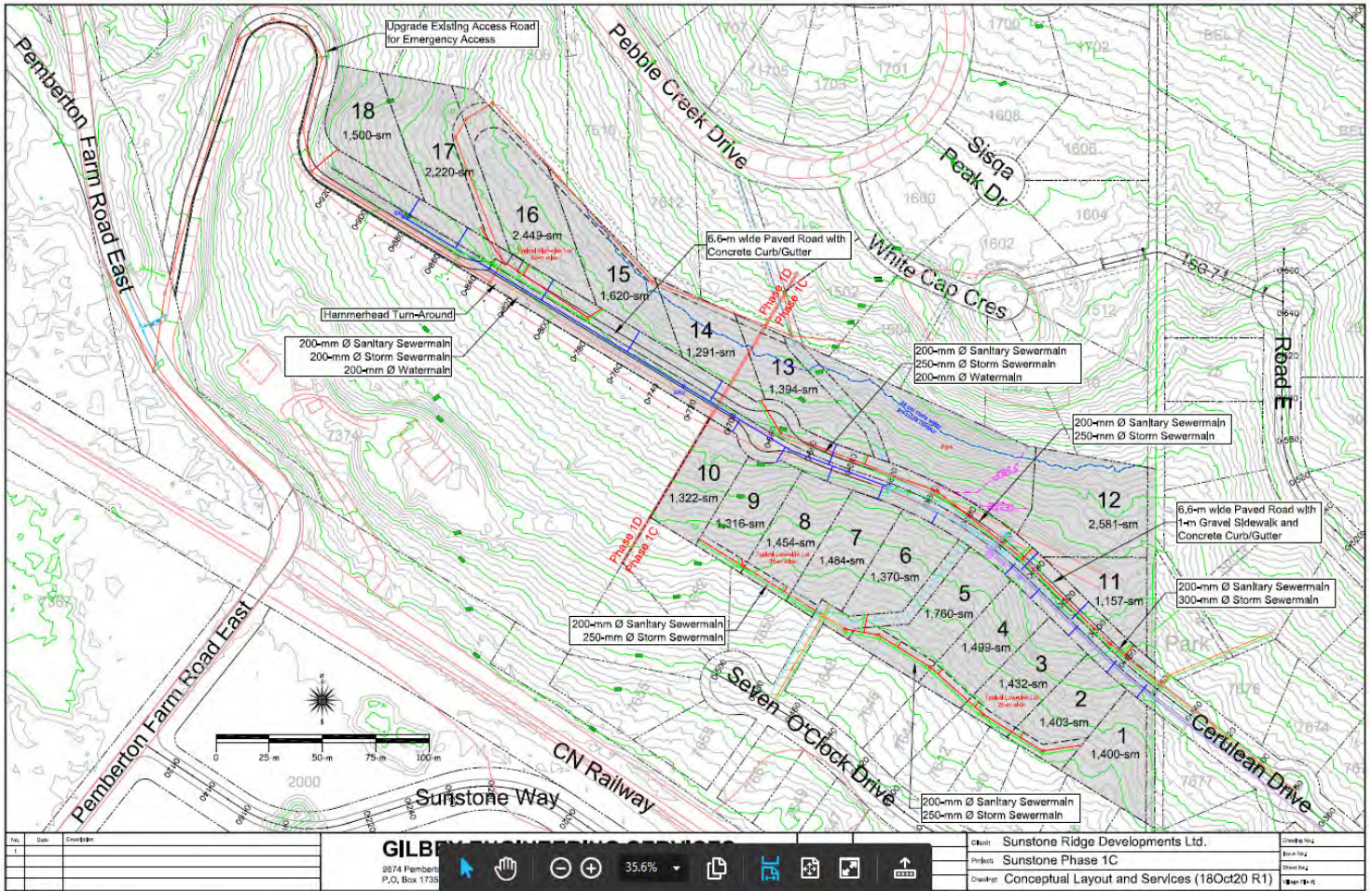
---

Nikki Gilmore, Chief Administrative Officer

END OF DOCUMENT



## Schedule "A" – Location Map and Subdivision Plan



No.	Date	Contributor
1		

**GILBERTSON**  
 8874 Pemberton  
 P.O. Box 1735

35.6%

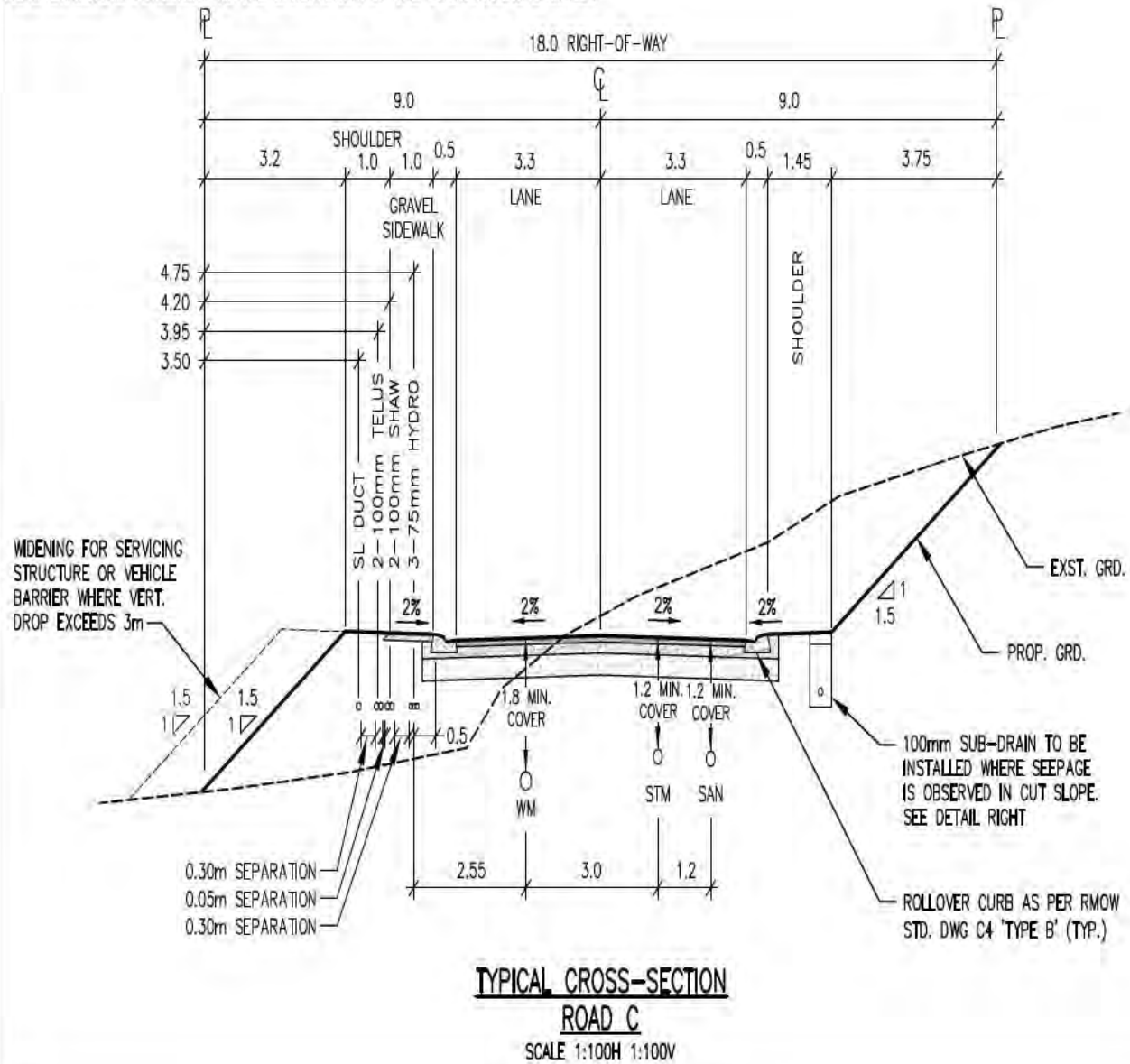
Client:	Sunstone Ridge Developments Ltd.	Drawing No.:	
Project:	Sunstone Phase 1C	Issue No.:	
Drawing:	Conceptual Layout and Services (18Oct20 R1)	Sheet No.:	
		Scale:	1:100

## Schedule "B" – Typical Road Standard

**ROAD STRUCTURE**

- 40mm SURFACE LIFT ASPHALT PER MMCD (UPPER COURSE #2)
- 45mm BASE LIFT ASPHALT PER MMCD (LOWER COURSE #2)
- 100mm - 19mm MINUS CRUSHED GRANULAR BASE (CGB) COMPACTED TO 95% MMPDD
- 300mm - 75mm MINUS CRUSHED GRANULAR SUB-BASE (CGSB) COMPACTED TO 95% MMPDD
- ROAD STRUCTURE PLACEMENT TO THE SATISFACTION OF THE GEOTECHNICAL ENGINEER

ALL DIMENSIONS ARE IN METRES



**Date:** July 13, 2021

**To:** Nikki Gilmore, Chief Administrative Officer

**From:** Lisa Pedrini, Manager of Development Services

**Subject:** Official Community Plan (Tiyata - École de la Vallée) Amendment Bylaw No. 902, 2021  
Zoning Amendment (Tiyata - École de la Vallée) Bylaw No. 903, 2021  
Rescheduling of Public Hearing

---

## **PURPOSE**

The purpose of this report is for Council to formally cancel and reschedule the public hearing for Official Community Plan (Tiyata - École de la Vallée) Amendment Bylaw No. 902, 2021 and Zoning Amendment (Tiyata - École de la Vallée) Bylaw No. 903, 2021.

## **BACKGROUND**

On June 1, 2021, Council passed the following resolutions with respect to the Official Community Plan and Zoning Bylaw Amendments under consideration to facilitate the development of a public school in the Tiyata neighbourhood:

*Moved/Seconded*

**THAT** Official Community Plan Bylaw No. 654 (Tiyata - École de la Vallée) Amendment Bylaw No. 902, 2021 be given First and Second Reading;

**THAT** Zoning Bylaw No. 832, 2018, Amendment (Tiyata - École de la Vallée) Bylaw No. 903, 2021 be given First and Second Reading;

**AND THAT** Adoption only be considered upon the Owner's completion of the following requirements:

1. Enter into a Section 219 restrictive covenant prohibiting issuance of any building permit or the use of any portion of the site as a school until the following amenities, works, and services have been constructed to the satisfaction of the Village, or the Owner has entered into a Servicing Agreement or other acceptable form and posted a security to complete the following:

- a) Community garden and parking area;
- b) Pedestrian and cycling trail links to the Valley Loop Trail, Lot 13 and Pemberton Creek crossing;
- c) Road connection between CSF and Tiyata Strata for use as emergency access/exit;
- d) Construction and registration of a hammerhead at the north-west corner of the site for the vehicle circulation at the terminus of Tiyata Boulevard;
- e) Off-site sanitary sewer upgrades as determined by the Village Engineer.

2. *Prepare and submit in a registrable form, Statutory Rights-of-Way to provide public access as follows:*

- a) *Community (public) use of the community garden area*
- b) *Pedestrian and cycling trail links to the Valley Loop Trail, Lot 13 and the Pemberton Creek crossing*
- c) *Road connection between CSF and Tiyata Strata for use as emergency access/exit*
- d) *Construction and registration of a hammerhead at the north-west corner of the site for the vehicle circulation at the terminus of Tiyata Boulevard.*

3. *Payment of any outstanding processing fees as per Development Procedures Bylaw No. 887, 2020.*

**CARRIED**

As well, the following resolution was passed respecting the holding of the required Public Hearing:

*Moved/Seconded*

**THAT** *Staff be directed to schedule a concurrent Public Hearing for Official Community Plan Bylaw No. 654 (Tiyata – École de la Vallée) Amendment Bylaw No. 902, 2021 and Zoning Bylaw No. 832, 2018, Amendment (Tiyata – École de la Vallée) Bylaw No. 903, 2021 on Tuesday July 13, 2021 at 5:30 pm.*

**CARRIED**

Unfortunately, due to the heavy work-load that resulted from the heatwave flood event and the resulting Emergency Operations Centre that was activated by the Village during the Local State of Emergency and a combination of Staff absence, the required Public Hearing advertisement did not get submitted to the Pique Newsmagazine. The applicants were notified of this on Tuesday July 2, 2021 and actually requested more time to prepare their community amenity contribution package. It was agreed that the best date for a new public hearing would be September 21, 2021.

### **DISCUSSION & COMMENTS**

The *Local Government Act* specifies that if a public hearing is to be held, the local government must give notice of the hearing as per s. 466. Notification for a public hearing must be published in two (2) consecutive issues of a newspaper, the last publication to appear not less than 3 days and not more than 10 days before the public hearing. Given that a notice did not appear in the July 1 edition of the Pique Newsmagazine, the public hearing must be formally cancelled and Council must consider a new date to reschedule the hearing.

### **COMMUNICATIONS**

An official cancellation of the public hearing was published in the July 8<sup>th</sup> edition of the Pique Newsmagazine. Once a new date for the public hearing is chosen, notice of the Public Hearing will be given as per s. 466 of the *LGA [RSBC 2015]*.

### **LEGAL CONSIDERATIONS**

The processing of an OCP Amendment and Rezoning application is regulated by various sections contained in Part 14 of the *LGA [RSBC 2015]* and by the Village's Development Procedures Bylaw 889, 2020, as amended from time to time.

### **IMPACT ON BUDGET & STAFFING**

All costs associated with the processing of this application are recoverable from the applicant's fees as per the Village of Pemberton Development Procedures Bylaw 887, 2020, as amended from time to time.

### **INTERDEPARTMENTAL IMPACT & APPROVAL**

There is no interdepartmental impact or approvals required respecting the processing of this application as it is a function of the Development Services Department.

### **ALTERNATIVE OPTIONS**

There are no alternative options presented.

### **RECOMMENDATIONS**

**Recommendation 1: THAT** Staff be directed to officially cancel the Public Hearing for Official Community Plan Bylaw No. 654 (Tiyata – École de la Vallée) Amendment Bylaw No. 902, 2021 and Zoning Bylaw No. 832, 2018, Amendment (Tiyata – École de la Vallée) Bylaw No. 903, 2021 originally scheduled for Tuesday July 13, 2021 at 5:30 PM.

**Recommendation 2: THAT** Staff be directed to schedule a concurrent Public Hearing for Official Community Plan Bylaw No. 654 (Tiyata – École de la Vallée) Amendment Bylaw No. 902, 2021 and Zoning Bylaw No. 832, 2018, Amendment (Tiyata – École de la Vallée) Bylaw No. 903, 2021 on Tuesday September 21, 2021 at 5:30 PM.

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

**Date:** Tuesday, July 13, 2021

**To:** Nikki Gilmore, Chief Administrative Officer

**From:** Gwendolyn Kennedy, Legislative Assistant

**Subject:** Business Licence Bylaw No. 855, 2019, Amendment (Mobile Food Vendors) Bylaw 904, 2021

---

### **PURPOSE**

The purpose of this report is to present Business Licence Bylaw No 855, 2019 Amendment (Mobile Food Vendor) Bylaw No. 904, 2021, for First, Second, and Third Readings.

### **BACKGROUND**

At Regular Council Meeting No. 1538, held Tuesday, May 11, Council approved the Mobile Food Vendor Pilot Program Policy. Staff noted at this meeting that, as the number of business licences available to mobile and temporary vendors is limited to five (5) in a calendar year, and three had already been issued, only two licences remained available to participants of the Pilot Program and to other applicants that may be interested in seeking a mobile vendor licence.

### **DISCUSSION & COMMENTS**

Since approval of the Mobile Food Vendor Pilot Program Policy, Staff have issued two mobile/temporary vendor business licences, including one issued to a holder of a mobile food vendor permit under the pilot program. Staff have received a second expression of interest under the pilot program, but the applicant is hesitant to proceed due to the cost of acquiring a suitable food truck and uncertainty regarding the availability of a business licence.

Under Business Licence Bylaw No. 855, 2019, Staff will not be able to issue business licences to any new applicants for temporary/mobile vendor licences in 2021. Furthermore, as Staff anticipate increased interest in the pilot program in the 2022 summer season, the current cap would curtail participation in the program. Thus, Staff are suggesting an amendment to Business Licence Bylaw No. 855, 2019, exempting participants of the Mobile Food Vendor Pilot Program from the cap on temporary/mobile vendor licences. This amendment would allow full participation in the pilot program and would leave the five mobile/temporary business licences for applicants other than those participating in the pilot program.

This report presents the amendment bylaw (**Appendix A**) for Council's consideration. Definitions of mobile food cart, mobile food vendor, and mobile food vendor permit were added, and section 14.8 was added as follows:

14.8. Notwithstanding section 14.7, an applicant for a temporary and mobile vendor business licence holding a valid *Mobile Food Vendor Permit* shall be exempt from the limit on business licences for temporary and mobile vendors.

For reference, the office consolidation of Business Licence Bylaw No. 855, 2019, is attached as **Appendix B** and shows the proposed changes in red.

## **COMMUNICATIONS**

As per Section 94 of the *Community Charter*, notice to the public was issued in the Pique Newsmagazine on July 1st and July 8<sup>th</sup>, 2021. Notice was also provided through the Village's social media channels and posted on Village notice boards located at the Village office and the Post Office. One letter was received from a Village resident and business owner expressing opposition to the presence of food trucks on public lands in the Village. The correspondence is attached as **Appendix C**.

## **LEGAL CONSIDERATIONS**

Section 8 of the *Community Charter* empowers Council to regulate in relation to business.

## **IMPACT ON BUDGET & STAFFING**

This project has been accommodated as part of regular Staff responsibilities and has no impacts to the budget or staff hours.

## **INTERDEPARTMENTAL IMPACT & APPROVAL**

There are no interdepartmental impacts associated with this bylaw amendment.

## **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**

**THAT** Village of Pemberton Business Licence Bylaw No. 855, 2019, Amendment (Mobile Food Vendors) Bylaw No. 904, 2021, receive First, Second and Third Readings.

## **ATTACHMENTS:**

**Appendix A:** Business Licence Bylaw No. 855, 2019 Amendment (Mobile Food Vendor Licences) Bylaw No. 904, 2021

**Appendix B:** Office Consolidation of Business Licence Bylaw No. 855, 2019, with track changes

**Appendix C:** Correspondence received in opposition to the amendment.

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



**VILLAGE OF PEMBERTON  
BYLAW No. 904, 2021**

---

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

---

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

**PART 1: CITATION**

- 1.1 This bylaw may be cited for all purposes as the “Village of Pemberton Business Licence Bylaw 855, 2019, Amendment (Mobile Food Vendors) Bylaw No. 904, 2021”.

**PART 2: APPLICATION**

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

- a) **PART 2 DEFINITIONS** is amended by:

- i. adding the following definitions to section 2.1:

**Mobile Food Cart** means any vehicle, wagon, kiosk or cart from which food, confectionary, or beverage is offered for sale on approved Village streets, parks, or other public locations, and includes a *food truck* as defined in Zoning Bylaw No. 832, 2018.

**Mobile Food Vendor** means a vendor, holding a valid Village of Pemberton business licence and a *Mobile Food Vendor Permit*, that sells food, confectionary, or beverage from a *Mobile Food Cart*.

**Mobile Food Vendor Permit** means a permit issued by the Village authorizing a vendor to sell food, confectionary, or beverage from a *Mobile Food Cart* according to the conditions of the permit.

- ii. adding the following new section:

- 14.8. Notwithstanding section 14.7, an applicant for a temporary/mobile vendor business licence holding a valid *Mobile Food Vendor Permit* shall be exempt from the limit on business licences for temporary/mobile vendors.

**READ A FIRST TIME** this \_\_\_ day of \_\_\_\_, 2021.

**READ A SECOND TIME** this \_\_\_ day of \_\_\_\_, 2021.

**READ A THIRD TIME** this \_\_\_ day of \_\_\_\_, 2021.

**ADOPTED** this \_\_\_ day of \_\_\_\_, 2021.

---

Mike Richman  
Mayor

---

Sheena Fraser  
Corporate Officer

DRAFT

# BUSINESS LICENCE BYLAW

## VILLAGE OF PEMBERTON

### BYLAW No. 855, 2019

#### CONSOLIDATED VERSION



#### LAST OFFICE CONSOLIDATION:

This document is an office consolidation of the Village of Pemberton Business Licence Bylaw No. 855, 2019 (adopted February 19, 2019) and subsequent amendments adopted by Village Council.

All persons making use of this consolidation are reminded that it has no Council sanction, that amendments have been incorporated only for convenience of reference, and that for all purposes of interpretation and application that original bylaw should be consulted.

The Village of Pemberton will, in no event, be liable or responsible for damages of any kind arising out the use of this consolidation.

This is not the official version of the Village of Pemberton Business Licence Bylaw No. 855, 2019, nor is it admissible in a court of law. For such purposes, official certified copies can be obtained from the Village Office or by contacting us at: [admin@pemberton.ca](mailto:admin@pemberton.ca).

### List of Amending Bylaws

<b>BYLAW NO.</b>	<b>SECTION</b>	<b>DESCRIPTION</b>	<b>ADOPTED</b>
<b>871, 2019</b>	Part 2 Part 13 Part 19 Schedule A	Definitions Refusal, Suspension or Cancellation Business Licence Exemptions FEES	November 19, 2019
<b>890, 2020</b>	Part 2 Part 5 Part 6 Part 8  Part 9 Part 10  Part 12 Part 13  Part 14  Part 16 Part 17 Part 19 Part 20 Part 24 Fee Schedule	Definitions Application for Business Licence Issuing of a Business Licence Transfer or Change of Business Licence at the Request of the Business (Renaming) Period of Business Licence Business Licence Fees (deleted and Replaced) Renewal of Business Licence Refusal, Suspension or Cancellation of a Business Licence Street, Park, Mobile or Temporary Vending Community Events Special Events Business Licence Exemptions Farmers' Market Penalties Schedule A Replaced	November 3, 2021
<b>894, 2021</b>	Part 2	Definitions	April 27, 2021
		New sections 2.2 to 2.8	
	Part 7	Authority to inspect	
		Fee for follow-up inspections	
	Part 10	Application processing fee	
	Parts 27, 28, and 29	Legal wording moved to sections 2.2 to 2.8	
	Part 30	Renamed to Part 27	
Fee Schedule	Schedule A Replaced		
<b>904, 2021</b>	Part 2	Definitions	
	Part 14	14.8: exempts Mobile Food Vendor permit holders from cap on temporary and mobile licences	

## VILLAGE OF PEMBERTON

### BYLAW No. 855, 2019

---

#### Being a bylaw to Provide for Licencing of Businesses in the Village of Pemberton

---

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

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

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

#### **PART 1: CITATION**

1.1. This bylaw may be cited for all purposes as the "Village of Pemberton Business Licence Bylaw No. 855, 2019".

#### **PART 2: INTERPRETATION** (Amendment Bylaw No. 894, 2021)

2.1. In this Bylaw:

**Bed and Breakfast** means the accessory use of a detached dwelling for tourism accommodation in which a maximum of two (2) bedrooms of an owner-occupied detached dwelling are available as tourism accommodation.

**Building Official** means the individual appointed to this role for the Village or their designate. (Amendment Bylaw No. 894, 2021)

**Business** means engaging in a trade, occupation, profession, commercial or industrial activity or an undertaking of any kind; and engaging in a trade, occupation, profession, commercial or industrial activity or any undertaking of any kind, but does not include an Employee, or an activity carried on by the Provincial Government, by corporations owned by the Provincial Government or by agencies of the Provincial Government.

**Business Licence** means a licence issued pursuant to this Bylaw.

**Business Licence Fee** means the annual fee as set out in Schedule 'A'.

**Business Name** means the name, words, trademark, and/or symbol which a Business uses to identify, indicate or advertise the Business.

**Bylaw Enforcement Officer** means a *person* appointed to that position for the Village by the Chief Administrative Officer.

**Cannabis** has the same meaning as in the *Cannabis Act (Canada)*, subject to any prescribed modifications.

**Cannabis Production** means the processing, packaging, testing, destroying, storing or shipping cannabis, or any combination of these, as authorized by a licence issued under Government of Canada regulations.

**Cannabis Retail** means the retail sale of non-medical (recreational) cannabis for consumption off-premises, as authorized under the *Cannabis Control and Licensing Act* (British Columbia).

**Community Charter** means the *Community Charter*, S.B.C., c26.

**Community Event** means a public event occurring within the Village of Pemberton, is sponsored by a bona fide recognized nonprofit organization or a governmental organization and includes but is not limited to parades, festivals, celebrations and displays.

**Community Group** means a type of group or organization that is created and operates for a specific purpose or to provide a specific service in a community for the public benefit of the members of the community but does not hold society status. (*Amendment Bylaw No. 871, 2019*)

**Corporate Officer** means the Corporate Officer of the Village.

**Council** means the Municipal Council of the Village.

**Employee** means a *person* who is on the payroll record of a Business, which holds a *business licence*, for which Government of Canada payroll tax deductions are levied by the Business regarding that individual *person*, and shall also include a *person* who obtains no less than 85% of their yearly income from one Business only.

**Farmers' Market** means an open air or fully or partly covered market for retail sales of agricultural products, artisan crafts and locally prepared foods and beverages sold directly by farmers and artisans to consumers, where a minimum of 60% of the products sold are agricultural products.

**Fire Chief** means the individual appointed to this role for the Village or their designate. (*Amendment Bylaw No. 894, 2021*)

**FOIPPA** means the Freedom of Information and Protection of Privacy Act, R.S.B.C. 1996 c.165.

**Food Truck** has the same meaning as set out in the Village of Pemberton Zoning Bylaw as amended or replaced from time to time. (*Amendment Bylaw 890, 2020*)

**Independent Contractor** for the purposes of this Bylaw means an individual person who is contracted by the Village to provide services to facilitate a specific recreation program or assist with a short-term project or event and works as required. (Amendment Bylaw No. 871, 2019 & Amendment Bylaw No. 890, 2020)

**Licence Inspector** means the person from time to time duly appointed by the Chief Administrative Officer as Licence Inspector for the Village of Pemberton.

**Mobile Food Cart** means any vehicle, wagon, kiosk or cart from which food, confectionary, or beverage is offered for sale on approved Village streets, parks, or other public locations, and includes a food truck as defined in Zoning Bylaw No. 832, 2018.

**Mobile Food Vendor** means a vendor, holding a valid Village of Pemberton business licence and a Mobile Food Vendor Permit, that sells food, confectionary, or beverage from a Mobile Food Cart.

**Mobile Food Vendor Permit** means a permit issued by the Village authorizing a vendor to sell food, confectionary, or beverage from a Mobile Food Cart according to the conditions of the permit.

**MTI Bylaw** means the Village of Pemberton Municipal Ticket Information Utilization Bylaw No. 845, 2018, and as amended from time to time or superceded.

**Non-Profit Organization** means a club, society, or association that is organized and operated solely for: social welfare, civic improvement, pleasure or recreation and any other purpose except profit. (Amendment Bylaw No. 871, 2019)

**One-Stop Business Registration** means the Provincial Government's online initiative which enables a Business to register with multiple public agencies in one step.

**Owner** means any person who is the registered owner as indicated in the records of the Kamloops, British Columbia Land Title Office, and includes any person in actual or apparent possession of Real Property under a lease, licence or other agreement and includes any authorized representative of the aforesaid.

**Person** means an individual, corporation, partnership or party, and the personal or legal representatives of a person, to whom the context can apply according to law.

**Premises** means stores, offices, warehouses, factories, buildings, houses, enclosures, yards or other places occupied, or capable of being occupied, by a Business entity for the purpose of carrying on a Business.

**Provincial Government** means the government of the Province of British Columbia.

**Real Property** means land, with or without improvements so affixed to the land as to make them in fact and law part of it.

**Resident Business** means a business carried on, in or from premises within the municipality;

**Non-Resident Business** means a business, other than a resident business, carried on within the municipality or with respect to which any work or service is performed within the municipality;

**Off-Street Parking** means the use of private land for the parking of motor vehicles other than on a highway.

**Principal Residence** means the dwelling where an individual primarily lives, makes their home and conducts their daily affairs, including, without limitation, paying bills and receiving mail, and is generally the dwelling unit with the residential address used on documentation related to billing, identification, taxation and insurance purposes, including, without limitation, income tax returns, Medical Services Plan documentation, driver's licenses, personal identification, vehicle registration and utility bills.

**Safety Standards Act** means the *Safety Standards Act* S.B.C. 2003 c.39.

**Secondary Suite** means a separate dwelling unit which is completely contained within a detached dwelling, which meets the requirements of the *BC Building Code*, and is subordinate in size, extent or purpose to the residential principal building on the lot upon which the *secondary suite* is located.

**Short-Term Vacation Rental Operator** means a *person* who owns or operates a *Short-Term Vacation Rental*.

**Short-Term Vacation Rental** means the use of a dwelling unit, or a portion of a dwelling unit, for *tourism accommodation*, but does not include Bed and Breakfast establishment, Bed and Breakfast Inn, Hostel, Motel or Hotel as these establishments are defined in the Village of Pemberton Zoning Bylaw No. 832, 2018.

**Special Event** means a Business involving short term or temporary events, performances, concerts, exhibitions, entertainment or concessions that, except as provided otherwise in the bylaw, does not exceed seven (7) days with the calendar year and includes but is not limited to retail sale, auction, Trade Show, flea market, craft fair, circus or carnival.

**Special Event Bylaw** means the Village of Pemberton Special Event Bylaw No.750, 2014, and as amended from time to time or superceded.

**Temporary Commercial Vendor** means a Business which offers for sale from a stationary vehicle, mobile store or temporary stall that is not part of a permanent use on the lot, goods, other than food items for immediate consumption, otherwise



permitted to be sold in the zone in which the vehicle or stall is located. (Amendment Bylaw No. 890, 2020)

**Ticket Information** means a municipal ticket information issued accordance with the Municipal Ticket Information Bylaw.

**Trades Contractor** means a Business Type that provides service in a trade that is designated by the Advanced Education Industry Training Authority of the Province of British Columbia as a trade within which it is mandatory that journey persons hold a valid 'Certificate of Qualification' to practice their trade and apprentices must be registered through an apprenticeship agreement.

**Tourism Accommodation** means the use of land, buildings, or structures for providing temporary commercial lodging by visitors for a period not to exceed thirty (30) consecutive days or 182 days in a twelve (12)-month period, and specifically excludes Residential occupancy by any person other than the owner and short-term vacation rental unless specifically permitted in this Bylaw.

**Vending Machine** means any machine or device operated mechanically or otherwise by inserting a coin, token or slug, or operated by credit or debit card, for the sole purpose of selling or dispensing any goods, wares, merchandise, or dispensing refreshments, confections and food, tobacco products, detergents and machines or devices providing a service but does not include clothes washers/dryers.

**Village** means the Village of Pemberton.

- 2.2. In this Bylaw, A reference to an Act refers to a statute of British Columbia and a reference to any statute, regulation or other enactment refers to that enactment as amended or replaced from time to time. (Amendment Bylaw No. 894, 2021)
- 2.3. Except as otherwise provided in this Bylaw, words and phrases used herein have the same meanings as in the *Community Charter, Local Government Act, Interpretation Act*, and the *Zoning Bylaw 832, 2018*. (Amendment Bylaw No. 894, 2021)
- 2.4. Headings are for convenience only and must not be construed as defining or limiting the scope or intent. (Amendment Bylaw No. 894, 2021)
- 2.5. Words in the singular include the plural, and words in the plural include the singular. (Amendment Bylaw No. 894, 2021)
- 2.6. If any portion of this Bylaw is held to be invalid by a court of competent jurisdiction, the invalid portion must be severed, and the remainder of the Bylaw continues to be valid and enforceable. (Amendment Bylaw No. 894, 2021)
- 2.7. Nothing in this Bylaw relieves a person from complying with any Federal or Provincial enactment or any other bylaw or requirement of a permit, order, or licence. (Amendment Bylaw No. 894, 2021)

- 2.8. In the event of inconsistency between a provision of this Bylaw and that of another enactment, the more restrictive enactment is deemed to apply. (*Amendment Bylaw No. 894, 2021*)

### **PART 3: ADMINISTRATION**

- 3.1. The Licence Inspector is hereby appointed to administer and carry out the provisions of this bylaw.
- 3.2. Words defining responsibilities and authority shall be construed to be an internal administration direction and not as creating a duty.

### **PART 4: AUTHORITY**

- 4.1. The Licence Inspector is authorized to grant, issue, transfer, suspend or cancel a *business licence* as herein provided or refuse to grant, issue or transfer a *business licence*;
- 4.2. All Premises from which an applicant for a *business licence* proposes to carry on or conduct any Business in respect of which a *business licence* is required to be held pursuant to this Bylaw, shall comply with all relevant Bylaws of the Village before a *business licence* is granted; and the applicant shall upon request produce such certificates or letters of approval as may be required by Federal, Provincial or Village authorities with respect to the Business.
- 4.3. The Licence Inspector may only issue a *business licence* if the *business licence* Fee as set out in schedule 'A' has been paid.
- 4.4. The Licence Inspector may require confirmation of approval, in a form satisfactory to the Licence Inspector, from the Ministry of Health, R.C.M.P. or the Village Fire Department respecting a *business licence* application and in such cases the Licence Inspector must not issue a *business licence* until he has received such approvals. A *business licence* holder shall immediately notify the Licence Inspector of any suspension or cancellation for any such approvals and the License Inspector may suspend the *business licence* pending reinstatement of such approvals.
- 4.5. A *business licence* issued under this Bylaw is not a representation or acknowledgement by the Village to an applicant or holder of a *business licence* that the proposed Business complies with any or all applicable laws or other enactments.
- 4.6. A person carrying on a business within the Village must at all times comply:
- a) With this Bylaw, other Bylaws of the Village or other local government having jurisdiction over the business activity, and with any applicable enactments of the Provincial and Federal governments;
  - b) With any and all terms and conditions, restrictions, or limits of a license issued under this Bylaw and any other applicable enactment;

## **PART 5: APPLICATION FOR BUSINESS LICENCE**

- 5.1. Every *person* applying for a *business licence* shall complete a *business licence* application in a form approved by the Licence Inspector, or if available applying online on the prescribed application form via the Provincial Government One Stop Business Registration, provided however an applicant who wishes to apply online shall also provide the Village with the prescribed *business licence* fee at the time of application and with such further information as may be requested by the Village. (Amendment Bylaw No. 890, 2020)
- 5.2. Information provided on the *business licence* application may be subject to "Freedom of Information and Protection of Privacy Act" enquiries.

## **PART 6: ISSUING OF BUSINESS LICENCE**

- 6.1. Subject to the *Community Charter*, and unless exempted under Provincial Government or Federal legislation or specifically exempted under this Bylaw, any *person* carrying on Business in the Village, whether a Resident Business or Non-Resident Business, must first hold a valid and subsisting *business licence* issued by the Village.
- 6.2. No *business, person* or representative shall advertise, solicit or promote for a Business activity without first obtaining a *business licence*.
- 6.3. A person carrying on a business that does not have a permanent base of operation within the Village must apply for and obtain a business licence under this bylaw before advertising, soliciting, promoting or carrying on that business within the Village. (Amendment Bylaw No. 890, 2020)
- 6.4. A business may conduct or offer any number of different business activities within the Business for which the *business licence* is issued provided however that each business activity is disclosed and included in the *business licence* application and the *business licence* which is issued indicates that each business activity is approved
- 6.5. At the time a *business* undertakes any new activity that would alter the information previously provided on the *business licence* application form, the holder of the *business licence* shall notify the Licence Inspector of such change, pursuant to section 8 of this Bylaw.

## **PART 7: INSPECTION OF PREMISES**

- 7.1. Every *owner, occupier* or *business licence* holder of any Business in the Village shall give to the *Licence Inspector, Bylaw Enforcement Officer, Building Official, or Fire Chief*, access at any reasonable hour to the *premises* from which a *business* is carried on. (Amendment Bylaw No. 894, 2021)
- 7.2. The *Licence Inspector, Bylaw Enforcement Officer, Building Official, or Fire Chief*, may inspect the *premises* for which a *business licence* application is made or a

*business licence* is issued and such inspection shall be for the purpose of observing compliance with all applicable bylaws as amended from time to time. (Amendment Bylaw No. 894, 2021)

- 7.3. When more than one inspection is required by the Fire Chief to confirm that the premises are in compliance with all applicable bylaws, a fee, as set out in Schedule A of this Bylaw, shall be payable, for each additional inspection by the Fire Chief, prior to issuance of the business licence. (Amendment Bylaw No. 894, 2021)
- 7.4. When more than one inspection is required by the Building Official to confirm that the premises are in compliance with all applicable bylaws, a fee, as set out in Schedule A of this Bylaw, shall be payable, for each additional inspection by the Building Official, prior to issuance of the business licence. (Amendment Bylaw No. 894, 2021)

#### **PART 8: TRANSFER OR CHANGE OF BUSINESS LICENCE AT THE REQUEST OF THE BUSINESS** (Amendment Bylaw No. 890, 2020)

- 8.1. A holder of a *business licence* shall notify the License Inspector in writing prior to:
- a) changing the Business Name, phone number and/or fax number, emergency contact name, mailing address (Business Information);
  - b) changing the *business owner* or *business licence* holder;
  - c) changing the location of the *business*;
  - d) changing or adding to the *business*;
  - e) change to the liquor licence or addition of a liquor licence for the *business*.
- 8.2. With the exception of changes made at the time of renewal of a *business licence*, a holder of a *business licence* shall pay the applicable transfer and change fee as set out in Schedule 'A'.
- 8.3. Where more than one change is contemplated involving the *business owner*, *business location* or *business* activities, the existing *business licence* shall be deemed to be cancelled and a new *business licence* application shall be made by the *business licence* holder.

#### **PART 9: PERIOD OF BUSINESS LICENCE**

- 9.1. All Business Licences issued under this Bylaw shall be for the calendar year to commence the first day of January and will expire on the thirty-first day of December each year except if a *business licence* is previously forfeited under this Bylaw. (Amendment Bylaw No. 890, 2020)

#### **PART 10: BUSINESS LICENCE FEES** (Amendment Bylaw No. 890, 2020)

- 10.1 An applicant for a *business licence* must pay to the Village the applicable *business licence fee* for that *business licence* at the time of application and a *business licence* is not valid until it has been issued by the *Licence Inspector*.
- 10.2. No refund of the annual licence fee shall be made because the licensee ceases to do business at any time.
- 10.3. The Village shall refund business licence fees where a business licence application is withdrawn by the applicant prior to the business licence being issued, or the business licence application is refused by the Village, less the administration fee as set out in Schedule "A".
- 10.4. Despite section 10.3, in the event that an inspection by a Village Official takes place and the business licence application is refused or withdrawn by the applicant, a refund of the *business licence* fee will be issued, less the administration fee and an inspection fee as set out in schedule "A".
- 10.5 An applicant for a new *business licence* submitting the application between October 1<sup>st</sup> and December 31<sup>st</sup> will pay a reduced licence fee as set out in Schedule 'A'.
- 10.6 An applicant for a cannabis retail *business licence* or a cannabis production facility business licence must pay a non-refundable application processing fee as per Schedule 'A' before the *business licence* application is accepted for review. *(Amendment Bylaw No. 894, 2021)*
- 10.7 Where a person holding a licence under this bylaw carries on the same business, under the same business name, at more than one location within the Village, the fee for licencing for each additional premises is the Auxiliary Business Fee set out in schedule "A".
- 10.8 Despite Section 10.7, where a person holds a Food Truck or Temporary Commercial Vending *business licence* at more than one location, the Auxiliary Business Fee does not apply.

## **PART 11: FORM AND DISPLAY OF LICENCE**

- 11.1. Every *business licence* issued pursuant to this Bylaw shall be in a form as may be prescribed by the Licence Inspector from time to time.
- 11.2. Every Business shall permanently display the current *business licence* in a prominent location within the Premises for which the *business licence* has been issued. Every *person* doing *business* in other than a fixed or permanent place of Business shall carry such *business licence* on their *person* and prior to the commencement of Business or solicitation shall display the *business Licence* in such manner as will allow the *business licence* to be viewed and read.

## **PART 12: RENEWAL OF BUSINESS LICENCE**

- 12.1. Each *business* shall ensure that their *business licence* is renewed annually, whether notice is given by the Village or not, and the *business* shall pay the annual *business licence fee*.
- 12.2 Every business shall renew their *business licence* by January 31<sup>st</sup> of the current calendar year. In the event the business fails to renew their *business licence* on or before January 31<sup>st</sup>, the business shall pay, in addition to the annual *business licence fee* for the renewal period, a Late Payment Fee as set out in Schedule 'A'.  
(Amendment Bylaw No. 890, 2020)

### **PART 13: REFUSAL, SUSPENSION OR CANCELLATION OF A BUSINESS LICENCE**

- 13.1 A Licence Inspector may refuse an application for *business licence* in any specific case if the Inspector considers that the proposed operation cannot be carried out safely and in accordance with this Bylaw or other applicable enactments or laws.  
(Amendment Bylaw No. 890, 2020)
- 13.2. A *business licence* may be suspended or cancelled, by the Licence Inspector, for reasonable cause including, but not limited to, failure to comply with a term or condition of a *business licence* or failure to comply with this or any other Bylaw of the Village.
- 13.3. Before suspending or canceling a *business licence*, the Licence Inspector shall give written notice to the holder of the *business licence* indicating that the *business licence* is suspended or canceled and that the Business must cease operation within seven (7) days of the date of the written notice. The written notice shall indicate the reasons for the suspension or cancellation and provide instructions to the *business licence* holder for the removal of the suspension or cancellation of the *business licence*.
- 13.4. Written notice of intention to cancel or suspend shall be delivered by registered mail to the address of the Business and the address of the contact *person* as indicated on the *business licence* application.
- 13.5. No *person* shall carry on a *business* for which a *business licence* is required by this Bylaw during a period of suspension of such *business licence*.
- 13.6 A person whose business license has been refused, suspended or cancelled by the Licence Inspector and who intends to appeal such refusal, suspension or cancellation to the Village of Pemberton Council shall, within ten (10) business days from the date of suspension or cancellation, inform the Corporate Officer, in writing, of the intention to appeal such refusal, suspension or cancellation.  
(Amendment Bylaw No. 871, 2019)
- 13.7 The notice of intention to appeal shall state in a concise fashion the grounds upon which the appeal is based. (Amendment Bylaw No. 871, 2019)

- 13.8 The Corporate Officer shall refer the matter to the Village of Pemberton Council for reconsideration. (*Amendment Bylaw No. 871, 2019*)

**PART 14: STREET, PARK, MOBILE OR TEMPORARY VENDING**

*(Amendment Bylaw No. 890, 2020)*

- 14.1 Any person applying for a *Food Truck* or *Temporary Commercial Vending business licence* shall provide a copy of any contract or agreement with the Village which authorizes them to operate the Business on a Village park, sidewalk or road, as the case may be.
- 14.2 Every *Food Truck Vendor* and *Temporary Commercial Vendor* must:
- (a) Provide proof of insurance for the vehicle, vending cart, trailer, truck, vehicle or temporary stall;
  - (b) Ensure their operation complies with the Village's Zoning Bylaw;
  - (c) Provide the Licence Inspector with information as to how the person will comply with:
    - i. The Wildlife Attractants Bylaw
    - ii. The Sign Bylaw; and
    - iii. The Noise Regulation Bylaw
  - (d) Obtain prior written permission from the owner of the land, allowing the *Food Truck*, portable vending cart, mobile store, trailer, truck, vehicle, or temporary stall to be located on a property which is zoned to accommodate the intended use and provide a copy of such permission to the *Licence Inspector*.
  - (e) Comply with any conditions imposed by a provincial health authority or the Village's Fire Department.
  - (f) Not operate within six (6) metres of a fire hydrant.
- 14.3 Only one (1) *Food Truck* licence or one (1) *Temporary Commercial Vending Licence* will be issued per parcel of land
- 14.4 *Food Truck Vendors* must:
- a) obtain permission to use washroom facilities on the property or in adjacent premises, and provide a written statement indicating said permission;
  - b) provide a garbage container at the location of the vending cart, trailer, truck, vehicle, or temporary stall, and pick up all garbage and debris, within 100 meters of their location, which is a result of their business operation;
  - c) obtain a *business licence* for each separate location where the business will be operated; and

- d) meet Provincial health regulations applicable to their operation, and provide written confirmation of compliance from a Provincial health officer

14.6 *Temporary Commercial Vendors* must ensure their portable vending cart, mobile store, trailer, truck, vehicle, or temporary stall: :

- a) is fully self-contained with no service connection other than electrical service being required;
- b) is capable of being moved on their own wheels without alteration or preparation or be towed by another vehicle;
- c) is located other than on a highway, sidewalk, or boulevard, except in required off-street parking spaces, but not so as to interfere with or block any motor vehicle, pedestrian exit, or walkway; and
- d) is kept in good repair.

14.7 A maximum of five (5) *Food Truck* or *Temporary Commercial Vending* licences will be issued in a calendar year.

14.8. Notwithstanding section 14.7, a vendor holding a valid *Mobile Food Vendor Permit* is exempt from the limit on business licences for temporary/mobile vendors.

## **PART 15: TRADE CONTRACTORS**

15.1. Any *person* applying for a Trade Contractor *business licence* shall provide proof of the mandatory Certification of Qualification or Apprenticeship Agreement along with their *business licence* application.

## **PART 16: COMMUNITY EVENTS**

16.1. Organizers of Community Events, where vendors are present, will be required to obtain a *business licence* that will cover all vendors participating in the Community Event and must comply with the Special Events or Open Spaces and Park Use Bylaw. (*Amendment Bylaw No. 871, 2019*)

16.2. Where all vendors are *businesses* that have a current *business licence*, an additional *business licence* is not required for a Community Event.

## **PART 17: SPECIAL EVENTS**

17.1. Unless otherwise provided herein, every *person* desirous of holding a Special Event shall obtain a *business licence* prior to holding the Special Event. This shall not apply to *Community Events*.



- 17.2. A *business licence* is not required for a Special Event held at Premises that holds a valid *business licence* for a Special Event and the Premises are zoned to hold Special Events.
- 17.3. A *business licence* for each vender is required. Where a *business* has a current *business licence*, an additional *business licence* is not required for a Special Event.
- 17.4. The applicant for a *business licence* for a Special Event being held shall submit, along with the *business licence* application, written authorization from the Village that the Special Event is in conformance with Special Event Bylaw.
- 17.5. All machines, rides and equipment to be used by the public at a carnival or circus must conform to the safety requirements of the *Safety Standards Act* and all elevating devices must have the Identification Label provided for under the *Safety Standards Act* visibly attached as required.
- 17.6. Any and all structures that are erected as part of a circus or carnival or music festival shall be inspected and certified by a structural engineer authorized to practice in British Columbia.
- 17.7 Any Business providing Special Events shall comply with the Special Events Bylaw. (*Amendment Bylaw No. 871, 2019*)

#### **PART 18: VENDING MACHINES**

- 18.1. No *person* owning or occupying any Premises shall keep or permit to be kept therein or thereon any third-party Vending Machine or bank machine unless the Vending Machine Business or the bank machine Business holds a *business licence* and has paid the appropriate *business licence* fee for each Vending Machine or bank machine.

#### **PART 19: BUSINESS LICENCE EXEMPTIONS** (*Amendment Bylaw No. 871, 2019*)

- 19.1 The following are not required to obtain a business licence within the Village of Pemberton:
  - a) *Non-Profit Organization*;
  - b) *Community Group*;
  - c) *Independent Contractor* hired by the Pemberton and District Community Centre to facilitate an activity, program or support an event run by the Recreation Services Department or by the Village to assist with a short-term project or event. (*Amendment Bylaw No. 871, 2019*)

#### **PART 20: FARMERS' MARKETS**

- 20.1. Farmers' Markets are required to obtain a *business licence* that will cover all vendors participating in the market and will be required to enter into a contract with the Village and comply with the Special Events or Open Spaces and Park Use Bylaws. (*Amendment Bylaw No. 871, 2019*)

## **PART 21: SHORT-TERM VACATION RENTALS**

### **21.1. General Regulations**

- a) A *short-term vacation rental business licence* is valid for one (1) dwelling unit only.
- b) A *short-term vacation rental operator* shall not advertise the *short-term vacation rental* prior to the issuance of a *business licence* for that *short-term vacation rental*.
- c) Every advertisement for a *short-term vacation rental* must disclose, in respect to the Short-Term Vacation Rental being advertised,
  - i. a valid *business licence* number;
  - ii. the maximum permitted guest occupancy of the *short-term vacation rental* pursuant to the Zoning Bylaw;
  - iii. the number and location of off-street parking spaces available to guests and a statement that such number is the maximum number of vehicles that paying guests of the *short-term vacation rental* are permitted to bring to the premises; and
  - iv. the Village of Pemberton Quiet Hours pursuant to the Noise Regulation Bylaw No. 699, 2012 as amended or replaced from time to time;
- d) The following information shall be provided in a notice visible upon entering a *short-term vacation rental* unit:
  - i. the *business licence* number for the *short-term vacation rental*;
  - ii. the maximum permitted guest occupancy of the *short-term vacation rental* pursuant to the Zoning Bylaw;
  - iii. the number and location of off-street parking spaces available to guests and a statement that such number is the maximum number of vehicles that paying guests of the *short-term vacation rental* are permitted to bring to the premises;
  - iv. the Village of Pemberton Quiet Hours pursuant to the Noise Regulation Bylaw No. 699, 2012 as amended or replaced from time to time; and
  - v. the name, address, email and telephone number of the *Short-Term Vacation Rental Operator* and the contacts required under s. 21.3.1(c) of this Bylaw.

- e) For clarification, a requirement of this Bylaw pertaining to *short-term vacation rental* is an addition to other requirements contained herein that are generally applicable to businesses.

#### 21.2. Principal Residence Requirement

- a) A *short-term vacation rental operator* must not operate a *short-term vacation rental* unless the *short-term vacation rental* is located in:
  - i. the *principal residence* of the *short-term vacation rental operator*, or
  - ii. a *secondary suite* that is in a detached dwelling where the *short-term vacation rental operator* has their *principal residence*.

#### 21.3. Short-Term Vacation Rental Application

- a) Any *person* making application for a *business licence* for a *short-term vacation rental* shall, at the time of making such application, in addition to the general requirements under this bylaw, provide;
  - i. confirmation of ownership of the premises;
  - ii. proof of their principal residence of the property, which may include proof of homeowner grant, employer-issued pay stubs, voter registration, documentation showing you received provincial or federal government benefits, or income tax documentation, and a drivers licence or utility bill alone is insufficient proof of principal residence;
  - iii. the name, address and telephone number of one or two local contacts, other than the applicant, as an emergency contact; and
  - iv. proof of adequate parking pursuant to the Zoning Bylaw and a parking plan.
- b) In considering an application for a business license for a *short-term vacation rental*, the *Licence Inspector* may consider whether a *short-term vacation rental business licence* held by the applicant has been previously cancelled.

#### 21.4. Good Neighbour Agreement

- a) All *short-term vacation rental business licence* applicants must sign a Good Neighbour Agreement, in a form approved by the *Licence Inspector*, prior to the business licence being issued.
- b) Any violation of the Good Neighbour Agreement may result in the *short-term vacation rental business licence* being cancelled.

## 21.5. Short-Term Vacation Rental *Business Licence* Location and Allocation Cap

- a) The number of *short-term vacation rental licences* available in a calendar year shall be limited to no more than 5% of the total number of single-family dwelling units located in each neighbourhood identified in the table below and shown on the map attached as Schedule 'C':

<b>Neighbourhood</b>
Aspen Fields
Benchlands
The Glen
Pemberton Plateau
The Ridge
Town Centre
Sunstone Ridge

- b) If an application for a license cannot be allowed due to s. 21.5.(a) of this Bylaw, the application will be placed on a waiting list.
- c) The applications on the waitlist referred to in s. 21.5. (b) of this Bylaw will be considered if s. 21.5 (a) of this Bylaw allows for the application to proceed and in chronological order of when the applications were placed on the wait list.

## **PART 22: CANNABIS PRODUCTION**

22.1. A person must obtain a *business licence* before operating the business of *cannabis production*.

22.2. Any person applying for a *cannabis production business licence* shall provide proof of issuance of a federal licence from Health Canada to the Licence Inspector.

22.3. Any person applying for a *cannabis production business licence* must provide the Licence Inspector with the following information, in documented form:

- a) Parking Plan;
- b) Site Plan;
- c) Security Plan;
- d) Sign Plan;
- e) Permission of the owner of the building if the space is rented or leased;  
and
- f) Proof of payment of all applicable licence and inspection fees.

### 22.4. Operational Requirements

- a) A person carrying on the *business of cannabis production* must install the following measures in the *cannabis production* facility for security and

safety, and ensure they are operating and maintained in good working order at all times:

- i. Security systems that meet or exceed the requirements of the Liquor and Cannabis Regulation Branch (B.C.) as set out in the *Cannabis Retail Store Licence Terms and Conditions Handbook*, as amended from time to time;
- ii. Fire Alarm systems that, when installed or replaced, meet current CSA standards as approved by the Fire Chief for the Village and that are monitored at all times;
- iii. Air filtration and odour suppression systems that meet the standards of the BC Building Code, as approved by the Chief Building Official for the Village; and
- iv. Any other security measures that the Chief of Police (RCMP) or the Fire Chief for the Village consider necessary in the circumstances of a specific facility or premises for public safety or security or fire safety, as applicable.

## **PART 23: CANNABIS RETAIL**

- 23.1. A person must obtain a *business licence* before operating a *cannabis retail business*.
- 23.2. Any person applying for a *cannabis retail* business licence shall provide proof of issuance of a Provincial Licence from the Liquor and Cannabis Regulation Branch (LCRB).
- 23.3. Any *person* applying for a *cannabis retail* business licence must provide the Licence Inspector with all of the following information in documented form:
  - a) Parking Plan;
  - b) Site Plan;
  - c) Security Plan;
  - d) Sign Plan;
  - e) Permission of the owner of the building if the space is rented or leased;
  - f) Proof of completion of the LCRB Employee Training Program; and
  - g) Proof of payment of all applicable licence and inspection fees.
- 23.4. Operational Requirements
  - a) A person carrying on a *cannabis retail* business must limit the operation to the hours of 9:00 a.m. and 9:00 p.m. only.
  - b) A person carrying on a *cannabis retail* business must install the following measures for security and safety on the business premises, and ensure they are operating and maintained in good working order at all times:

- i. Security systems that meet or exceed the requirements of the Liquor and Cannabis Regulation Branch (B.C.) as set out in the *Cannabis Retail Store Licence Terms and Conditions Handbook*, as amended from time to time;
- ii. Fire Alarm systems that, when installed or replaced, meet current CSA standards as approved by the Fire Chief for the Village and that are monitored at all times;
- iii. Air filtration and odour suppression systems that meet the standards of the BC Building Code, as approved by the Chief Building Official for the Village; and
- iv. Any other security measures that the Chief of Police (RCMP) or the Fire Chief for the Village consider necessary in the circumstances of a specific facility or premises for public safety or security or fire safety, as applicable.

## **PART 24: PENALTIES**

24.1. Any person who:

- a) contravenes any provision of this bylaw;
- b) causes or allows any act or thing to be done in contravention of any provision of this bylaw; or
- c) fails or neglects to do anything required to be done by any provision of this bylaw

commits an offence, and each day that the offence continues constitutes a separate offence.

24.2 A person found guilty of an offence under this bylaw is liable:

*(Amendment Bylaw No. 890, 2020)*

- a) If proceedings are brought under the *Offence Act (B.C.)*, to pay a fine to maximum of \$50,000 and such other amounts as the court may impose in relation to the offence;
- b) If a ticket is issued under the Village of Pemberton Municipal Ticket Information Utilization Bylaw No. 845, 2018, as amended or replaced from time to time, to pay a fine to a maximum of \$1,000;
- c) If a bylaw notice is issued under the Bylaw Notice Enforcement Bylaw No. 874, 2020, as amended or replaced from time to time, to pay a penalty to a maximum authorized under that *Local Government Bylaw Notice Enforcement Act*.

## **PART 25: BYLAW ENFORCEMENT**

25.1. The *Licence Inspector*, their designate from time to time or a *Bylaw Enforcement Officer* may enforce the provisions of this Bylaw.

**PART 26: DUTY OF CARE**

26.1. This Bylaw does not create any duty of care whatsoever on the Village, its elected and appointed officials, Employees or agents in the respect of:

- a) the issuance of a *Business Licence*;
- b) inspection made by the Licence Inspector or failure to make an inspection; and/or
- c) the enforcement of this Bylaw.

**PART 27: SEVERABILITY** (Amendment Bylaw No. 894, 2021)

**PART 28: MASCULINE/SINGULAR** (Amendment Bylaw No. 894, 2021)

**PART 29: BYLAW SHALL PREVAIL** (Amendment Bylaw No. 894, 2021)

**PART 27: REPEAL AND SCHEDULE**

27.1. The following bylaw is hereby repealed:

Village of Pemberton Business Licence Bylaw No. 842, 2018

27.2. Despite subsection 27.1 every order made under Business Licence Bylaw No. 842, 2018 and its amendments continue in effect.

27.3. Schedules 'A', 'B' and 'C' are attached to and form part of this bylaw and are enforceable in the same manner as this bylaw:

**READ A FIRST TIME** this 5<sup>th</sup> day of February, 2019.

**READ A SECOND TIME** this 5<sup>th</sup> day of February, 2019.

**READ A THIRD TIME** this 5<sup>th</sup> day of February, 2019.

**ADOPTED** this 19<sup>th</sup> day of February, 2019.

Mike Richman  
Mayor

Sheena Fraser  
Corporate Officer

DRAFT



**SCHEDULE 'A' FEES** (Amendment Bylaw No. 894, 2021)

Fee Description	As of January 1, 2021	As of January 1, 2022	As of January 1, 2023
<b>Part 7. Inspection of Premises</b>			
Additional Inspection, Fire Chief (7.3) (Amendment Bylaw No 894, 2021)	\$100.00	\$100.00	\$100.00
Additional Inspection, Building Official (7.4) (Amendment Bylaw No 894, 2021)	\$100.00	\$100.00	\$100.00
<b>Part 8. Transfer of Change at the Request of the Business</b>			
Transfer or Change Fee (8.2)	\$25.00	\$25.00	\$25.00
<b>Business Licence Fees</b>			
Administration Fee (10.3: application withdrawn or refused)	\$25.00	\$25.00	\$25.00
Inspection Fee (10.4: application withdrawn or refused) (Amendment Bylaw No. 890, 2020)	\$100.00	\$100.00	\$100.00
Business Licence Fee, Resident and Non-Resident	\$150.00	\$150.00	\$150.00
<b>Business Specific Fees (Part Noted)</b>			
Cannabis Production Facility, Standard (22) (Amendment Bylaw No 894, 2021)	\$5,000.00	\$2,500.00	\$150.00
Cannabis Production Facility, Micro (22) (Amendment Bylaw No 894, 2021)	\$2,500.00	\$1,250.00	\$150.00
Cannabis Retail Store (23) (Amendment Bylaw No 894, 2021)	\$5,000.00	\$2,500.00	\$150.00
Community Event (16)	\$150.00	\$150.00	\$150.00
Farmers' Market (20)	\$300.00	\$300.00	\$300.00
Street, Park, Mobile or Temporary Vendor (14)	\$300.00	\$300.00	\$300.00
Short-Term Vacation Rental (21)	\$300.00	\$300.00	\$300.00
Special Event (17)	\$100.00	\$100.00	\$100.00
Trade Contractor (15)	\$150.00	\$150.00	\$150.00
Vending Machine (18)	\$150.00	\$150.00	\$150.00
<b>Part 10.5 Fee Reduction for Applications Received Between October 1<sup>st</sup> and December 31<sup>st</sup></b> (Amendment Bylaw No. 871, 2019)			
All Businesses	-50%	-50%	-50%
<b>Part 10.6 Non-Refundable Application Processing Fee</b>			
Cannabis Retail Store (Amendment Bylaw No 894, 2021)	\$1,000.00	\$1000.00 + Costs	\$1,000.00 + Costs
Cannabis Production facility (Amendment Bylaw No 894, 2021)	NA	\$1,000.00	\$1,000.00

Fee Description	As of January 1, 2021	As of January 1, 2022	As of January 1, 2023
<b>Part 10.7 Auxiliary Business</b> <i>(Amendment Bylaw No. 890, 2020)</i>			
Fee for business that is auxiliary to an existing business	\$50.00	\$50.00	\$50.00
<b>Part 12. Business Licence Late Payment Fee</b> <i>(Amendment Bylaw No. 890, 2020)</i>			
All Businesses	+25%	+25%	+25%

DRAFT

## SCHEDULE 'B'

### FINES

6.2 -	Resident Business without Business Licence:	
	1 <sup>st</sup> Offence	\$ 75.00
	2 <sup>nd</sup> Offence (1 week after 1 <sup>st</sup> offence)	\$150.00
	3 <sup>rd</sup> Offence (1 week after 2 <sup>nd</sup> offence)	\$300.00
	Subsequent Offences	\$450.00
6.3 -	Non-Resident Business without Business Licence:	
	1 <sup>st</sup> Offence	\$ 75.00
	2 <sup>nd</sup> Offence (1 week after 1 <sup>st</sup> offence)	\$150.00
	3 <sup>rd</sup> Offence (1 week after 2 <sup>nd</sup> offence)	\$300.00
	Subsequent Offences	\$450.00
7.1 -	Failure to Provide Access	\$150.00
11.2 -	Failure to Display Valid Licence:	
	1 <sup>st</sup> Offence	\$ 75.00
	2 <sup>nd</sup> Offence (1 week after 1 <sup>st</sup> offence)	\$150.00
	3 <sup>rd</sup> Offence (1 week after 2 <sup>nd</sup> offence)	\$300.00
	Subsequent Offences	\$450.00
13.5 -	Carrying on Business while Suspended:	
	1 <sup>st</sup> Offence	\$150.00
	2 <sup>nd</sup> Offence (1 week after 1 <sup>st</sup> offence)	\$300.00
	3 <sup>rd</sup> Offence (1 week after 2 <sup>nd</sup> offence)	\$450.00
14.4 (d) -	Mobile Vendor without Business Licence	
	1 <sup>st</sup> Offence	\$300.00
	2 <sup>nd</sup> and Subsequent Offences	\$450.00
21.1(b) -	Short-Term Vacation Rental Advertising without a Business Licence	\$600.00
21.1(c) -	Short-Term Vacation Rental failure to display business licence number in advertisements	\$ 75.00
22.1	Cannabis Production without a Business Licence	\$600.00
22.4	Cannabis Production in contravention to operational requirements, per offense	\$ 75.00
23.1	Cannabis Retail without a Business Licence	\$600.00
23.4	Cannabis Retail in contravention to operational requirements, per offense	\$ 75.00



July 07, 2021

Good evening Mayor and Council

Allow me to thank you for your efforts and what you have accomplished over the past 18 months for businesses and residents of the community. I am writing you to express my concerns about changes to bylaws regarding food trucks.

Food trucks have always been permitted in our community, and I believe it is a maximum of 5. It is being recommended to council to change the bylaw to allow an additional four trucks to operate on public property and or operate in both the pilot and the current system. Quite frankly food trucks have been operating on government owned properties for years unopposed. For example, at the community center and the barn location. Over the last number of years, we have had food trucks operating in some of those locations without any local government interference. Those food trucks would knowingly park on Friday nights at the farmer's market and on Thursday evenings at the BMX track and you know frankly I think it has worked for them. As a small business operator I have never complained, but going forward I'm sure you realize what the small food businesses in town have gone through I'm sure you realize the sacrifices that we've had to make, I'm sure you realize the amount of people that have lost jobs, businesses that were closed and that it's time to reconsider your position for allowing food vendors to operate in the community.

Local communities surrounding us like Whistler do not permit food trucks although Whistler allows in a limited number of parks. They are not open to mobile food businesses being run from vehicles/trailers. Food vendors on private property are permitted if they get the permission of the landowner and they have a business permit but then you know they can do what they feel is necessary to operate their business.

The last year and a half have been a long haul and now's not the time to introduce additional mobile food units. We are not afraid of the competition, none of us are afraid of the competition it is simply the fact that the timing is wrong we are trying to get back on our feet we are trying to survive. We are trying to catch up on rent payments we're trying to hire staff. Each one of us as a small business owner pays property tax. We make a significant contribution as a group of restaurateurs to the tax base of this community. I will remind you we contribute through the taxes that we pay in our rent and our landlords submit our tax to the Village of Pemberton. Why would you allow an increase in food vendors who do not contribute to our tax base? What is the purpose of increasing the number of vendors in an exceedingly small community? Are you not concerned that in the height of the season when revenues earned in the summer months go towards survival in those slower months when food trucks park for the season? Do you wish to see small businesses go out of business by a somewhat reckless decision? Squamish is a much larger community and Squamish may be able to withstand the amount of food vendors that they are allowing. Vancouver again is an exceptionally large community and Vancouver's businesses probably will easily withstand the limited number of food trucks that are available within the city limits. I have not done the math but in any other community per capita, Food trucks versus restaurants would not compare to the suggested ratio in Pemberton. What community allows an equal amount of food trucks to bricks and mortar premises?

It is time to reconsider, it makes no sense, the time is not right, sure choices are good for the community having a location where people can enjoy the beach and simply walk up and get food. It is a good thing, there is no doubt about it, but it is the wrong time it is absolutely the wrong time. You should be encouraging people to come into town and shop in town and use the resources of the town, visit the library you know use the washroom facilities, the list goes on, so your timing is wrong. If you are simply making it easier or legitimizing the businesses that currently are offering the service of food vendors within those government owned properties then I understand, extend licenses to them, grandfather them but to increase and to allow more makes no sense the timing is wrong. The timing in such a small community may never be right. Thank you for listening I hope you will understand. I hope that you will put yourself in the shoes of the local food businesses that have struggled immensely that have had to relaunch their businesses.

Respectfully,

Mark Mendonca  
Grimms Gourmet& Deli Ltd

104-7433 Frontier St  
Pemberton BC, V0N 2L0 604-894-5303  
OrderLine [www.grimmsdeli.com](http://www.grimmsdeli.com)  
[eat@grimmsdeli.com](mailto:eat@grimmsdeli.com)

**Date:** Tuesday, July 13, 2021

**To:** Nikki Gilmore, Chief Administrative Officer

**From:** Gwendolyn Kennedy, Legislative Assistant

**Subject:** Village of Pemberton Fees and Charges Bylaw No. 905, 2021

---

### **PURPOSE**

The purpose of this report is to present Village of Pemberton Fees and Charges Bylaw No. 905, 2021 for First, Second and Third readings.

### **BACKGROUND**

Review and update of Administrative Fees Bylaw No. 721, 2012 (**Appendix A**) has been on the operational priority list for several years as the current Bylaw is outdated and some fees do not reflect the current cost of doing business. In the interest of simplifying future updates and for ease of use, Staff have expanded the scope of this bylaw review and update to encompass the amalgamation of all fees and charges, except for tax and utility rates, into one bylaw. The draft bylaw is attached as **Appendix B**.

### **DISCUSSION & COMMENTS**

Staff reviewed, updated, and simplified fees originally included in Administrative Fees Bylaw No. 721, 2012, before placing these in Schedule A. Staff compared similar fees charged by other municipalities (**Appendix C**), and the Village's Finance Department reviewed fees related to financial services and information. Administrative Fees Bylaw No. 721, 2012 will be repealed by this new Fees and Charges Bylaw.

Fees from the other originating bylaws were placed in schedules attached to the new bylaw and consequential amendments were made to the originating bylaws. As the objective was not to review all Village fees and charges, but rather to create a framework to facilitate future reviews and to improve the user experience, the consequential amendments are generally limited to removing references to the original schedules and replacing these with references to the new Bylaw.

Review of the originating bylaws revealed the need to update some of the older bylaws, and these updates will be completed as Staff workloads permit. Water Connection Regulation and Rates Bylaw No. 232, 1989; Public and Private Sewer Usage Regulation Bylaw No. 363, 1994; Site Alteration Bylaw No. 855, 2017; and Blasting Regulation Bylaw No. 714, 2012 have been identified as in need of updating. Building Bylaw No. 867, 2019 is currently under review and Staff will bring this bylaw to Council for consideration at a future meeting. Updates of these bylaws will necessitate concurrent amendments to the Fees and Charges Bylaw to incorporate the new fee schedules.

For convenience, corrections of some minor errors and inconsistencies were included in the consequential amendments.

Consolidated versions of the originating bylaws will be prepared and posted on the Village website as time permits.

In addition to the amendments necessary to move existing fees to the new Bylaw, the following corrections and updates were made to the originating bylaws:

**Administrative Fees Bylaw No. 721, 2012:**

- A 10% administrative fee was added and will apply to all cost recovery charges.
- Fees for services no longer provided were removed, including projector rental, room rental, and paper copies of bylaws and maps.
- The fee for research in the preparation of a comfort letter was revised to remove the provision offering the first 15 minutes of staff time at no charge and imposing a minimum fee of \$25.
- Fees related to the activities of the Finance Department were reviewed and updated as necessary.

**Airport Establishment, Operations and Fees Bylaw No. 817, 2017**

- An error in the Fines table was corrected

**Animal Control Bylaw No. 839, 2018**

- Errors in paragraph 6.9 (c) were corrected
- The word “offense” in the Impoundment Fees table was replaced with the word “impoundment”

**Blasting Regulation Bylaw No. 714, 2012**

- A typographical error in section 8 (2) was corrected.

**Cross Connection Control Bylaw No. 844, 2018**

- A fee was established for the temporary water use (hydrant) permit that is required by paragraph 9.1.3, and the fee was added to Schedule S, Water Service Connections and Outdoor Water Use.

**Filming Bylaw No. 818, 2017**

- An error in Schedule A was corrected.

**Fire Prevention (Construction Bans) Amendment Bylaw No. 794, 2015**

- A fee of \$150 for each inspection required in relation to an application for an exemption to Interface Construction and Maintenance Regulations was added to recover the cost of staff time, as these inspections require more time than a typical inspection charged at \$75 under Fire Prevention Bylaw No. 744, 2013. The \$150 fee is in alignment with the fee charged by the Resort Municipality of Whistler for this service.

**Freedom of Information Bylaw No. 709, 2012**

- The title “administrative assistant” in subsection 3 (2) was replaced with “legislative assistant”

### **Grow Operation, Nuisance, Noxious or Offensive Trades, Health and Safety Bylaw No. 546, 2005**

- The flat fee of \$2,500 to recover the cost of the services of an architect or engineer was replaced with cost recovery.

### **Outdoor Water Use Regulation Bylaw No. 792, 2015**

- The fee for an outdoor water use permit was added to Schedule S, Water Service Connections and Outdoor Water Use

### **Parks and Public Space Use Bylaw No. 797, 2016**

- The 2016 list of parks and public spaces was removed as it is out of date.

### **Special Event Bylaw No. 750, 2014**

- An error in a cross-reference in section 10 of was corrected.

### **Water Regulation Connection and Rates Bylaw No. 232, 1989**

- Schedule B, an outdated service connection application form, was deleted
- *Manager of Operations* was added to the Definitions section
- the section titled Sprinkling was deleted as it has been superseded by Outdoor Water Use Regulation Bylaw No. 792, 2015

## **COMMUNICATIONS**

This project does not require a communications element.

## **LEGAL CONSIDERATIONS**

Section 194 (1) of the *Community Charter* authorized a municipality to impose fees in respect of all or part of a service of the municipality; the use of municipal property; or the exercise of authority to regulate, prohibit, or impose requirements.

## **IMPACT ON BUDGET & STAFFING**

Drafting of this bylaw has been accommodated as part of regular staff duties. There are no impacts to the budget or staff hours for consideration.

## **INTERDEPARTMENTAL IMPACT & APPROVAL**

This initiative has no impact on other departments.

## **IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS**

This initiative has no impact on other jurisdictions.

## **ALTERNATIVE OPTIONS**

There are no alternative options for consideration.



**RECOMMENDATIONS**

**THAT** Council give Village of Pemberton Fees and Charges Bylaw No. 905, 2021 First, Second and Third readings.

**ATTACHMENTS:**

- Appendix A:** Village of Pemberton Administrative Fees Bylaw No. 721, 2012
- Appendix B:** Proposed Village of Pemberton Fees and Charges Bylaw No. 905, 2021
- Appendix C:** Administrative fee comparison

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

**VILLAGE OF PEMBERTON**  
**ADMINISTRATIVE FEES BYLAW No. 721, 2012**

---

**A Bylaw to establish fees for the provision of information**

---

**WHEREAS** the Council of the Village of Pemberton deems it expedient to provide for fees and charges for services and information;

**AND WHEREAS** Section 194 of the *Community Charter*, authorizes municipalities by bylaw to impose fees in respect of service of the municipality or provision of particular information;

**AND WHEREAS** Council for the Village of Pemberton deems it necessary and desirable to exercise the authority provided by the Community Charter to charge a fee to cover the reasonable administrative costs of the provision of providing services and information requested by any person in certain circumstances;

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

**1. TITLE**

This by-law may be cited as the "*Village of Pemberton Administrative Fees Bylaw, No 721, 2012*".

**2. INTERPRETATION**

- a) The Village of Pemberton hereby imposes fees for the provision of the information as specified in Schedule "A" to this bylaw.
- b) The Village of Pemberton hereby imposes fees for the provision of information pursuant to Sections 194 (2) (c) of the *Community Charter* as specified in Schedule "B" to this bylaw.
- c) The Village of Pemberton hereby imposes fees to cover the costs of processing a Freedom of Information (FOI) request pursuant to The Village of Pemberton Freedom of Information (Fee Schedule) Amendment Bylaw No. 718, 2012 fee schedule as amended from time to time as specified in Schedule "C" of this bylaw.

**3. Severability**

If any portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.

**3. REPEAL**

*"Village of Pemberton Administrative Fees Bylaw No. 604, 2008"* is hereby repealed.

**READ A FIRST TIME** this 4<sup>th</sup> day of December, 2012.

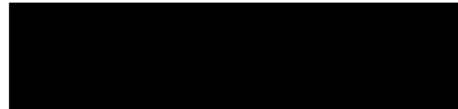
**READ A SECOND TIME** this 4<sup>th</sup> day of December, 2012.

**READ A THIRD TIME** this 4<sup>th</sup> day of December, 2012.

**ADOPTED** this 18<sup>th</sup> day of December, 2012.



\_\_\_\_\_  
Mayor



\_\_\_\_\_  
Corporate Officer

## Administrative Fees Bylaw No. 721, 2012

### SCHEDULE "A"

1. A fee of \$75.00 will be payable for any request for wage loss of earnings information initiated by or on behalf of any past or present employee of the Village of Pemberton with the exception of the following:
  - Workers' Compensation Board Information requests;
  - Revenue Canada/Canada Pension Plan/Unemployment Commission information requests;
  - Mortgage application attestation information requests; and
  - Municipal Superannuation (Pension) Plan information requests
2. A fee of \$75.00 (minimum one hour) will be payable for any request for information in writing where research is necessary in order to provide a response specifically involving the following:
  - a. comfort letters related to zoning, whether or not a building meets bylaw requirements and other matters related to building or property use, including Fire Department records;
  - b. taxation information which involves the research of tax records for a period of more than the current or previous year.
  - c. other financial information where it is determined by the Manager of Finance that research could involve staff time in excess of 15 minutes but not exceeding one hour; and
  - d. the search of Village records for the purposes of insurance claims or court cases where it is determined by the clerk that research could involve staff time in excess of 15 minutes but not exceeding one hour.
3. An additional charge of \$100.00, plus expenses, will be payable for each additional hour, or portion thereof, required to research engineering records or financial information.
4. The applicant will be provided with an estimate of fees and expenses for those requests necessitating research in excess of 15 minutes.
5. If a fee payable under sections 2 and 3 exceeds \$200, the application must first deposit at least 50% of the estimated fee with the Village prior to commencement of the search.

## Administrative Fees Bylaw No. 721, 2012

### SCHEDULE "B"

<u>Admin Fees</u>	<u>Fee,</u> Incl. GST
Business Licence, upon approval and as per Bylaw 517, 2003 as amended from time to time	\$ 150.00
ByLaws (or Free on line only)	\$ .25/page*
Council Minutes (or Free on line only)	\$ .25/page *
Annual General Meeting Package (or Free online only)	\$ 5.00
Annual General Meeting Package (colour)	\$ 25.00
Financial Statements (or Free on line only)	\$ 25.00
NSF Cheque	\$ 25.00 *
Admin Fee for Tax Refunds (up to 5 corrections)	\$ 50.00 *
Civic Address Map (or Free online only)	\$ 20.00
Hazard Map (Poster Size)	\$ 50.00
Official Community Plan (or Free online only)	\$ 50.00
Official Community Plan (Colour)	\$ 75.00
Official Community Plan Map (Poster Size)	\$ 50.00
Photocopies (VOP docs)	\$ .25/page
Photocopies (VOP docs) Colour or 11 x 17	\$ 1.00/page
Signature Witness	\$ 30.00
Subdivision Bylaw (or Free on line only)	\$ 60.00
Title Search	\$ 20.00
Tax Info Over the Counter	\$ 20.00
Tax Certificates	\$ 20.00
Tax Search Prior to Current Year (See Schedule A)	\$ 75.00
Zoning Map (Poster Size)	\$ 50.00
Zoning Bylaws (including legal-sized Zoning map) (or Free on line only)	\$ 50.00
Zoning Bylaws (including legal-sized Zoning map) Colour	\$ 75.00
VOP Cadastral (Poster size)	\$ 50.00
<b>Service Charges</b>	
Interest Charge on Overdue Accounts	2% per month *
Admin Fee/Surcharge	10% of invoice *
<b>**Room Rental 1350 Aster St/7400 Prospect Street</b>	
Non-Profit	\$ 13.00/hr
Government	\$ 27.00/hr
Local Resident	\$ 18.00/hr
Commercial/Business	\$ 30.00/hr
** Room Rental Fees are subject to a 2% COL Increase effective January 1 <sup>st</sup> of each year.	

Note: All fees shall be subject to GST/HST with the exception of those marked with an asterix (\*).

## Administrative Fees Bylaw No. 721, 2012

### SCHEDULE "C"

#### Freedom of Information Request Fees

##### FEES - APPLICANTS OTHER THAN COMMERCIAL APPLICANTS:

a)	for locating and retrieving a record	\$7.50 per ¼ hour after the first 3 hours
b)	for producing a record manually	\$7.50 per ¼ hour
c)	for producing a record from a machine readable record from a server or computer	\$7.50 per ¼ hour for developing a computer program to produce the record.
d)	for preparing a record for disclosure and handling a record	\$7.50 per ¼ hour
e)	for shipping copies	actual costs of shipping method chosen by applicant
f)	for copying records:	
(i)	floppy disks	\$2.00 per disk
(ii)	CD's and DVD's, recordable or rewritable	\$4.00 per disk
(iii)	computer tapes	\$40.00 per tape up to 2400 feet
(iv)	microfiche	\$3.00 per fiche
(v)	microfilm duplication	\$25.00 per roll for 16 mm microfilm, \$40.00 per roll for 35 mm microfilm
(vi)	microfiche or microfilm to paper duplication	\$0.50 per roll page (8.5" x 11")
(vii)	photographs (colour or black and white)	\$5.00 to produce a negative \$12.00 each for 16"x20" \$9.00 each for 11"x14" \$4.00 each for 8"x10" \$3.00 each for 5"x7"

viii)	photographic print of textual, graphic or cartographic record (8"x10" black and white)	\$12.50 each (8"x10")
ix)	dot matrix, ink jet, laser print or photocopy, black and white	\$0.25 per page (8.5" x 11", 8.5" x 14" or 11" x 17")
x)	dot matrix, ink jet, laser print or photocopy, colour	\$1.65 per page (8.5" x 11", 8.5" x 14" or 11" x 17")
xi)	photomechanical reproduction of 105 mm cartographic record/plan	\$3.00 each
xii)	slide duplication	\$0.95 each
xiii)	audio cassette tape (90 minutes or fewer) duplication	\$5.00 per cassette plus \$7.00 per ¼ hour of recording
xiv)	videop cassette recorder (VHS) tape (120 minutes or fewer) duplication	\$5.00 per cassette plus \$7.00 per ¼ hour of recording.

**FEES - COMMERCIAL APPLICANTS**

For each service listed above, the cost will be the actual cost of providing that service.

## VILLAGE OF PEMBERTON

## BYLAW NO. 905, 2021

---

A bylaw to establish fees and charges for services and information.

---

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

**PART 1: CITATION**

- 1.1. This bylaw may be cited for all purposes as the “Village of Pemberton Fees and Charges Bylaw No. 905, 2021”

**PART 2: INTERPRETATION**

- 2.1. In this Bylaw, a reference to an *Act* refers to a statute of British Columbia and a reference to any statute, regulation, bylaw, or other enactment refers to that enactment as amended or replaced from time to time.
- 2.2. Except as otherwise provided in this bylaw, words and phrases used herein have the same meanings as in the *Community Charter, Local Government Act, and Interpretation Act*.
- 2.3. Headings are used for convenience only and must not be construed as defining or limiting the scope or intent.
- 2.4. Nothing in this Bylaw relieves a person from complying with any federal or provincial enactment or any other bylaw or requirement of a permit, order, or licence.
- 2.5. A reference to a more specific matter in this bylaw supersedes a reference to a more general matter.
- 2.6. In this bylaw, *Fees and Charges Bylaw* means Village of Pemberton Fees and Charges Bylaw No. 905, 2021.

**PART 3: FEES AND CHARGES**

- 3.1. The Village hereby imposes the fees for the provision of services and information as specified in Schedules A to Q inclusive which are attached and form part of this Bylaw.
- 3.2. Fees and charges imposed under this Bylaw for the provision of services or information shall apply instead of other fees or charges imposed under other bylaws for the same services or information in the event of any conflict between this Bylaw and any other bylaw.
- 3.3. Fees collected for cost recovery shall be subject to an administrative fee as set out in Schedule A unless otherwise specified in this bylaw.

**PART 4: REPEAL**

- 4.1. Village of Pemberton Administrative Fees Bylaw No. 721, 2012 is hereby repealed.



## **PART 5: CONSEQUENTIAL AMENDMENTS**

5.1. **Airport Establishment, Operations and Fees Bylaw No. 817, 2017** is amended by:

- a. In Schedule A,
  - i. striking out all tables and wording except for the table labelled “FINES”;
  - ii. inserting the following before the table:

The following fines apply to any contravention of this bylaw: and
  - iii. striking out the word “Offense” following the word “Third” and inserting in its place the words “and subsequent offenses, per offense”;
- b. in part 2, Interpretation, inserting the definition of *Fees and Charges Bylaw* as follows:

*Fees and Charges Bylaw* means Village of Pemberton Fees and Charges Bylaw No. 905, 2021, as amended or replaced from time to time.
- c. striking out Part 5 and inserting the following in its place:
  - i. Council shall hereby levy fees, charges, and rates for tie-down and landing provided at the Airport.
  - ii. Fees and charges for services that may be or are provided under this Bylaw shall be payable as set out in *Fees and Charges Bylaw*.
  - iii. Council may set fees for uses not listed in *Fees and Charges Bylaw*; and
- d. inserting the following as paragraph 7. (ii):
  - ii. Fines for contravention of this bylaw shall be payable as set out in Schedule A.

5.2. **Animal Control Bylaw No. 839, 2018**, is amended by:

- a. in Definitions, inserting the definition of *Fees and Charges Bylaw* as follows:

*Fees and Charges Bylaw* means Village of Pemberton Fees and Charges Bylaw No. 905, 2021, as amended or replaced from time to time.
- b. in section 1.2, striking out the words “outlined in Schedule A” and placing a period after the word “fee.”;
- c. in section 1.4, deleting the words “prescribed in Schedule A.”;
- d. replacing subparagraph 6.9 (c) (i) with the following:

any applicable fines as outlined in Schedule A;

- e. striking out subparagraph 6.9 (c) (iii), and inserting in its place the following:

any applicable impoundment, per diem dog care and housing, or other fees;

- f. striking out section 8.3, and inserting in its place the following:

8.3. A person must not keep or maintain a kennel without first having

- a) applied for a kennel permit on a form provided by the Village;
- b) paid the applicable kennel licence fee; and
- c) obtained a kennel licence.

- g. in section 10.1, striking out the words “as set out in Schedule A” and placing a period after the word “fee.”;

- h. deleting Schedule A;

- i. renaming Schedule B to Schedule A;

- j. renaming Schedule C to Schedule B;

- k. striking out section 24 and replacing it with the following:

**24.** The following schedules are attached to and form part of this bylaw and are enforceable in the same manner as this bylaw:

- a) Schedule “A” – Fines
- b) Schedule “B” – List Prohibited Animals; and

- l. inserting the following as section 25 and renumbering section 25 as section 26:

Fees and charges for services that may be or are provided under this bylaw shall be payable as set out in the *Fees and Charges Bylaw*.

- 5.3. **Blasting Regulation Bylaw No. 714, 2012** is amended by:

- a. in part 2, Definitions, inserting the definition of *Fees and Charges Bylaw* as follows:

*Fees and Charges Bylaw* means Village of Pemberton Fees and Charges Bylaw No. 905, 2021

- b. in section 4(2),

- ii. striking out the words “in the amount of \$150.00” and inserting a period after the word “fee.”; and
- iii. striking out subparagraph 4.2 (a);
- c. in section 4(4), striking out the words “in the amount of \$50.00” and inserting a period after the word “fee.”;
- d. inserting the following as section 4(6):
 

Fees and charges for services that may be or are provided under this bylaw shall be payable as set out in the *Fees and Charges Bylaw*; and
- e. in section 8(2), inserting the word “offense” immediately before the period.

5.4. **Business Licence Bylaw No. 855, 2019**, is amended by:

- a. deleting Schedule A;
- b. renaming Schedule B to Schedule A;
- c. renaming Schedule C to Schedule B;
- d. in part 2, Interpretation, inserting the definition of *Fees and Charges Bylaw* as follows:
 

*Fees and Charges Bylaw* means Village of Pemberton Fees and Charges Bylaw No. 905, 2021
- e. in section 4.3, striking out the words “Schedule A” and inserting the words “*Fees and Charges Bylaw*” in their place;
- f. in section 8.2, striking out the words “as set out in Schedule A” and inserting a period after “fee.”;
- g. in section 10.3, striking out the words “as set out in Schedule A” and inserting a period after the word “fee.”;
- h. in section 10.4, striking out the words “as set out in Schedule A” and inserting a period after the word “fee.”;
- i. in section 10.5, striking out the words “as set out in Schedule A” and inserting a period after the word “fee.”;
- j. in section 10.6, striking out the words “as per Schedule A.”;
- k. in section 107, striking out the words “as set out in Schedule A” and inserting a period after the word “fee.”;
- l. inserting the following as section 10.9:

Fees and charges for services that may be or are provided under this bylaw shall be payable as set out in the *Fees and Charges Bylaw*;

- m. in section 12.2, striking out the words “as set out in Schedule A” and inserting a period after the word “Fee.”;
- n. in section 21.5 (a) striking out the words “Schedule C” and inserting the words “Schedule B.” in their place; and
- o. striking out section 27.3 and inserting the following in its place:

Schedules A and B are attached to and form part of this bylaw and are enforceable in the same manner as this bylaw.

**5.6. Cross Connection Control Bylaw No. 844, 2018** is amended by:

- a. in part 2, Definitions, inserting the definition of *Fees and Charges Bylaw* as follows:

*Fees and Charges Bylaw* means Village of Pemberton Fees and Charges Bylaw No. 905, 2021, as amended or replaced from time to time.

- b. inserting the following section 9.3:

9.3 An application for a *Hydrant or Temporary Water Use Permit* shall

9.3.1 be made in a form approved by the Manager of Operations; and

9.3.2 be accompanied by payment of all applicable fees and deposits.; and

- c. inserting the following section 9.4:

Fees and charges for services that may be or are provided under this bylaw shall be payable as set out in the *Fees and Charges Bylaw*.

**5.7. Development Procedures Bylaw No. 887, 2020**, is amended by

- b. deleting Schedule A;
- c. in paragraph 3.3 (d), striking out the words “Schedule A” and inserting the words “*Fees and Charges Bylaw*” in their place;
- d. in section 3.6, striking out the words “as prescribed in Schedule A” and inserting a period after “Applicant.”;
- e. in section 4.3,
  - i. in the first sentence, striking out the words “Schedule A”; and
  - ii. in the third sentence, striking out the words “as set out in Schedule A.”;

- f. in section 4.7, striking out the words “as shown in Schedule A.”;
- g. in section 4.9, striking out the words “Schedule A” and inserting the words “*Fees and Charges Bylaw*” in place; and
- h. inserting the following as section 4.12:

Fees and charges for services that may be or are provided under this bylaw shall be payable as set out in the *Fees and Charges Bylaw*.

5.8. **False Alarm Bylaw No. 556, 2005** is amended by

- a. in part 1, Definitions, inserting the definition of *Fees and Charges Bylaw* as follows:

*Fees and Charges Bylaw* means Village of Pemberton Fees and Charges Bylaw No. 905, 2021, as amended or replaced from time to time.

- b. replacing section 7 with the following:

Fees and charges for services that may be or are provided under this bylaw shall be payable as set out in the *Fees and Charges Bylaw*.

5.9. **Filming Bylaw No. 818, 2017** is amended by:

- a. in part 2, Interpretation, inserting the definition of *Fees and Charges Bylaw* as follows:

*Fees and Charges Bylaw* means Village of Pemberton Fees and Charges Bylaw No. 905, 2021, as amended or replaced from time to time.

- b. in paragraph 3(i), striking out the words “as set out in Schedule A” and inserting a period after the word “use.”; and
- c. inserting the following as paragraph 3(ii):

Fees and charges for services that may be or are provided under this bylaw shall be payable as set out in the *Fees and Charges Bylaw*.

5.10. **Fire Prevention Bylaw No. 744, 2013** is amended by:

- a. deleting Schedule B;
- b. in section 4.1, inserting the definition of *Fees and Charges Bylaw* as follows:

*Fees and Charges Bylaw* means Village of Pemberton Fees and Charges Bylaw No. 905, 2021

- a. striking out section 13.1 and inserting the following in its place:

Schedule A is attached to and forms part of this bylaw and is enforceable in the same manner as this bylaw; and

- b. inserting the following as section 14.3

Fees and charges for services that may be or are provided under this bylaw shall be payable as set out in the *Fees and Charges Bylaw*.

**5.11. Fire Prevention (Construction Bans) Amendment Bylaw No. 794, 2015** is amended by:

- a. Inserting the following under Exemptions, Schedule A, Interface Construction and Maintenance Regulations:

A person applying for an exemption to the Interface Construction and Maintenance Regulations must pay the applicable fees for all required site-specific inspections, as set out in Village of Pemberton Fees and Charges Bylaw No. 905, 2021, as amended or replaced from time to time.

**5.12. Freedom of Information Bylaw No. 709, 2012** is amended by:

- a. deleting Schedule A;
- b. in section 2(2), inserting the definition of *Fees and Charges Bylaw* as follows:

*Fees and Charges Bylaw* means Village of Pemberton Fees and Charges Bylaw No. 905, 2021, as amended or replaced from time to time.

- c. in section 3(2), striking out the words “Administrative Assistant” and inserting the words “Legislative Assistant” in their place; and
- d. striking out section 5 and inserting the following in its place:

An applicant making a request shall pay to the Village of Pemberton the applicable fees set out in *Fees and Charges Bylaw*.

**5.13. Grow Operation, Nuisance, Noxious or Offensive Trades, Health and Safety Bylaw No. 546, 2005** is amended by:

- a. deleting Schedule A;
- b. in part 2, Interpretation, inserting the definition of *Fees and Charges Bylaw* as follows:

*Fees and Charges Bylaw* means Village of Pemberton Fees and Charges Bylaw No. 905, 2021, as amended or replaced from time to time.

- c. in section 4(8), striking out the words “imposed by Schedule A” and inserting in their place the words “as set out in *Fees and Charges Bylaw* No. 905, 2021.”;

- d. in section 23(1), striking out the words “the administration and inspection fee stipulated in Schedule A” and inserting the words “an administration and inspection fee.” In their place;
- e. in section 23(2), striking out the words “stipulated in Schedule A”;
- f. striking out section 23(3) and inserting the following in its place:
 

prior to a special safety inspection, the owner or occupier must pay the Village a fee for the special safety inspection;
- g. in section 23(4), striking out the words “stipulated in Schedule A” and inserting a period after the word “fee.”;
- h. in section 23(5), striking out the words “stipulated in Schedule A” and inserting a period after the word “fee”; and
- i. inserting the following as section 23(7):
 

Fees and charges for services that may be or are provided under this bylaw shall be payable as set out in the *Fees and Charges Bylaw*.

5.14. **Outdoor Water Use Regulation Bylaw No. 792, 2015** is amended by:

- a. deleting Schedule A;
- b. renaming Schedule B to Schedule A;
- c. in part 2, Interpretation, inserting the definition of *Fees and Charges Bylaw* as follows:
 

*Fees and Charges Bylaw* means Village of Pemberton Fees and Charges Bylaw No. 905, 202, as amended or replaced from time to time.
- d. inserting section 7.6 as follows:
 

Permit fees and charges shall be payable as set out in the *Fees and Charges Bylaw*; and
- e. striking out Part 10 and inserting the following in its place:
 

Schedule A is attached to and forms part of this bylaw and is enforceable in the same manner as this bylaw.

5.15. **Parks and Public Space Use Bylaw No. 797, 2016** is amended by:

- a. deleting Schedule A; and
- b. in part 2, Definitions, inserting the definition of *Fees and Charges Bylaw* as follows:
 

*Fees and Charges Bylaw* means Village of Pemberton Fees and Charges Bylaw No. 905, 202, as amended or replaced from time to time.

- c. in section 3, striking out the list of parks and public spaces and replacing the colon after the word “Village” with a period;
- d. striking out section 21 and inserting the following in its place:

**21 Payment of Fees**

- a. If required by this bylaw, a person shall not use any court, green, ground, lawn, or facility without having first obtained a Park and Public Spaces Use Permit and having paid to the Village all applicable fees and charges.
- b. Fees and charges for services that may be or are provided under this bylaw shall be payable as set out in the *Fees and Charges Bylaw*.

**5.16. Public and Private Sewer Usage Regulation Bylaw No. 363, 1994** is amended by:

- a. deleting Schedule C;
- b. renaming Schedule D to Schedule C.
- c. in part 2, Interpretation, inserting the definition of *Fees and Charges Bylaw* as follows:

*Fees and Charges Bylaw* means Village of Pemberton Fees and Charges Bylaw No. 905, 2021, as amended or replaced from time to time.

- d. striking out section 3.2 and inserting the following in its place:

The owner or their agent shall apply for a permit required in section 3.1 and shall:

- a. include with the permit application any plans, specifications, or other information considered pertinent to the judgement of the Village or as required in Schedules A, B, or C;
  - b. identify the constituents of the proposed sewage discharge;
  - c. be responsible for the continued compliance with the required quality standards; and
  - d. pay the applicable permit fee as set out in *Fees and Charges Bylaw*, at the time of issuance of the building permit, where a building permit is required, and otherwise, prior to exposing the public sewer;
- e. in section 5.4, striking out the words “in Schedule C” and inserting in their place the words “in *Fees and Charges Bylaw*, shall be charged.”; and
  - f. striking out Part 9 and inserting the following in its place:

Schedules A, B, and C attached hereto shall be and form part of this Bylaw.

**5.17. Sign Bylaw No. 380, 1995** is amended by:

- a. in Definitions, inserting the definition of *Fees and Charges Bylaw* as follows:



*Fees and Charges Bylaw* means Village of Pemberton Fees and Charges Bylaw No. 905, 2021, as amended from time to time.

- b. in paragraph 7.2.4, striking out the words “deposit \$200 cash with” and inserting in their place “pay a security deposit to”;
- c. in section 10.1, striking out the words “as set forth in this part”; and
- d. striking out section 10.2 and paragraphs 10.2.1 through 10.2.4 and inserting the following in their place:

Permit fees and charges shall be payable as set out in the *Fees and Charges Bylaw*.

5.18. **Site Alteration Bylaw No. 822, 2017** is amended by:

- a. deleting Schedule A;
- b. striking out section 3.2;
- c. in section 4.1, inserting the definition of *Fees and Charges Bylaw* as follows:

*Fees and Charges Bylaw* means Village of Pemberton Fees and Charges Bylaw No. 905, 2021

- d. in section 9.1, striking out the words “as set out in Schedule A” and inserting a period after the word “deposit.”;
- e. in section 9.2, striking out the words “as set out in Schedule A” and inserting a period after the word “required.”; and
- f. inserting section 9.3 as follows:

Permit fees and charges shall be payable as set out in the *Fees and Charges Bylaw*.

- g. in section 11.6, striking out the words “as identified in Schedule A” and inserting a period after the word ‘surcharge’. And
- h. in section 13.2, striking out the words “as set out in Schedule A” and inserting a period after the word “fee”.

5.19. **Special Event Bylaw No. 750, 2014** is amended by:

- a. in part 2, Definitions, inserting the definition of *Fees and Charges Bylaw* as follows:

*Fees and Charges Bylaw* means Village of Pemberton Fees and Charges Bylaw No. 905, 2021, as amended or replaced from time to time.

- b. striking out section 5(1) and inserting the following in its place:

Fees and charges for services that may be or are provided under this bylaw shall be payable as set out in the *Fees and Charges Bylaw*;

- c. striking out section 5(2);
- d. striking out paragraph 8 (b) and inserting the following in its place:

An application must be accompanied by a refundable security deposit in the form of a standby irrevocable letter of credit or cash as set out in *Fees and Charges Bylaw*;

- d. striking out paragraph 8 (c); and
- e. in paragraph 10 (c), replacing the reference to 9 (a) with reference to 10 (a).

5.20. **Water Regulation, Connection and Rates Bylaw No. 232, 1989** is amended by:

- a. deleting Schedules B (Bylaw No. 492, 2002); C (Bylaw No. 545, 2005); D (Bylaw No. 640, 2009); and E (Bylaw No. 496, 2002);
- b. under DEFINITIONS, inserting the following:

*Fees and Charges Bylaw* means Village of Pemberton Fees and Charges Bylaw No. 905, 2021, as amended or replaced from time to time.

*Manager of Operations* means the person appointed to this position by the Chief Administrative Officer and their designate.

- c. striking out section 1 under Application for Service and inserting in its place the following:

An owner seeking to establish water service to any lands or premises shall apply in writing on a form approved by the *Manager of Operations* and shall pay the applicable fees and deposits.

- d. in section 3 under Application for Service, striking out the words "Schedule A" and inserting the words with "*Fees and Charges Bylaw*." in their place;
- e. in section 1 under Connection and Installation, striking out the words "Schedule A" and inserting the words "*Fees and Charges Bylaw*." in their place;
- f. in section 2 under Connection and Installation, striking out the words "as stated in Schedule A" and inserting the words "*Fees and Charges Bylaw*." in their place;
- g. in section 6 of Connection and Installation, inserting a period after the word "fee" and striking out the following words "as set out in Schedule A.";
- h. in section 2 under Discontinuance, striking out the words "as set out in Schedule A.";

- i. in section 4 under Discontinuance, striking out the words “Schedule A” and inserting the words “*Fees and Charges Bylaw.*” in their place;
- j. striking out the heading SPRINKLING and sections 1 and 2 under it;
- k. in section 1 under General Provisions, striking out the words “as per Schedule A.”; and
- l. inserting a new section 13 under General Provisions as follows:

Fees and charges for services other than water rates that may be or are provided under this bylaw shall be payable as set out in the *Fees and Charges Bylaw.*

## SCHEDULES

SCHEDULE A – ADMINISTRATIVE FEES.....	14
SCHEDULE B – AIRPORT .....	16
SCHEDULE C – ANIMAL LICENCE AND IMPOUND .....	17
SCHEDULE D – BLASTING .....	18
SCHEDULE E – BUSINESS LICENCE.....	19
SCHEDULE F - DEVELOPMENT PROCEDURES.....	20
SCHEDULE G – FALSE ALARM.....	21
SCHEDULE H – FILMING .....	22
SCHEDULE I - FIRE PREVENTION .....	23
SCHEDULE J – FREEDOM OF INFORMATION REQUESTS.....	24
SCHEDULE K – GROW OPERATION .....	25
SCHEDULE L - PARKS AND PUBLIC SPACE USE .....	26
SCHEDULE M – PUBLIC AND PRIVATE SEWER USAGE CONNECTION .....	27
SCHEDULE N - SIGN PERMIT .....	28
SCHEDULE O – SITE ALTERATION.....	29
SCHEDULE P – SPECIAL EVENT .....	30
SCHEDULE Q – WATER SERVICE CONNECTIONS AND.....	31

**READ A FIRST TIME** this xx day of xx, 2021.

**READ A SECOND TIME** this xx day of xx, 2021.

**READ A THIRD TIME** this xx day of xx, 2021.

**ADOPTED** this xx day of xx, 2021.

---

Mike Richman  
Mayor

---

Sheena Fraser  
Corporate Officer

## SCHEDULE A – ADMINISTRATIVE FEES

There is no charge for accessing documents online if available.

Administrative fees and charges shall be as follows:

<b>DESCRIPTION</b>	<b>FEE</b>
FINANCIAL STATEMENTS	\$25.00
NSF CHEQUE	\$25.00*
ADMINISTRATIVE FEE FOR TAX REFUNDS (FOR BANKS; UP TO 5 CORRECTIONS)	\$50.00 *
TITLE SEARCH	\$20.00
TAX CERTIFICATES	\$25.00
<b>SERVICE CHARGES</b>	
INTEREST CHARGE ON OVERDUE ACCOUNTS, PER MONTH	2%*
ADMINISTRATIVE FEE	10%*
POSTAGE & HANDLING	COSTS + Administrative Fee*
<b>COPYING, SCANNING, &amp; PRINTING</b>	
<b>BLACK &amp; WHITE, PER PAGE</b>	
8 1/2 x 11 or 11 x 14, SINGLE-SIDED	\$0.30
8 1/2 x 11 or 11 x 14, DOUBLE-SIDED	\$0.45
11 X 17, SINGLE-SIDED	\$1.00
11 X 17, DOUBLE-SIDED	\$1.50
<b>COLOUR, PER PAGE</b>	
8 1/2 x 11 or 11 x 14, SINGLE-SIDED	\$1.00
8 1/2 x 11 or 11 x 14, DOUBLE-SIDED	\$1.50
11 X 17, SINGLE-SIDED	\$1.50
11 X 17, DOUBLE-SIDED	\$2.25
SCANNED ELECTRONIC COPY OF PAPER RECORD, PER PAGE	\$0.18
STAFF TIME FOR OBTAINING, COPYING, SCANNING OR PRINTING DOCUMENTS, PER HOUR, AFTER FIRST QUARTER HOUR	\$30.00
<b>LAMINATING PER PAGE</b>	
8 1/2 X 11"	\$2.50
11 X 14"	\$3.50
11 X 17"	\$4.50
SIGNATURE WITNESS	\$30.00
<b>INFORMATION SEARCH**</b>	
COMFORT LETTERS	

PER HOUR	\$100.00
MINIMUM FEE	\$25.00
TAX INFORMATION INVOLVING RESEARCH OF TAX RECORDS OTHER THAN CURRENT OF PREVIOUS YEAR	
BETWEEN 15 MINUTES AND 1 HOUR	\$75.00
EACH ADDITIONAL HOUR OR PORTION THEREOF	\$100.00
OTHER FINANCIAL INFORMATION	
BETWEEN 15 MINUTES AND 1 HOUR:	\$75.00
EACH ADDITIONAL HOUR OR PORTION THEREOF	\$100.00
SEARCH OF VILLAGE RECORDS FOR THE PURPOSES OF INSURANCE CLAIMS OR COURT CASES	
BETWEEN 15 MINUTES AND 1 HOUR:	\$75.00
EACH ADDITIONAL HOUR OR PORTION THEREOF	\$100.00
RESEARCH FOR PURPOSES NOT LISTED	
BETWEEN 15 MINUTES AND 1 HOUR:	\$75.00
EACH ADDITIONAL HOUR OR PORTION THEREOF	\$100.00
DEPOSIT IF FEE WILL EXCEED \$5,000.00	50%
<b>GIS / IS AND DIGITAL DATA SERVICES</b>	
DIGITAL ORTHOPHOTO, DIGITAL ELEVATION MODELS (DEM) AND CONTOURS	
PER HOUR (MINIMUM FEE \$60.00)	\$100.00
PER DVD	\$10.00
CADASTRAL AND OTHER VILLAGE OWNED DIGITAL PROPERTY INFORMATION	
NON-REFUNDABLE PROCESSING FEE	\$25.00
PER KBYTE	\$100.00
CUSTOM MAP CREATION	
PER HOUR	\$100.00
PER MAP	\$15.00
GIS ANALYSIS AND DIGITAL COPY	
PER HOUR	\$100.00
PER KBYTE	\$100.00
GIS / IS CONSULTING WORK, PER HOUR	\$100.00

\*GST does not apply

\*\*The applicant will be provided an estimate of fees if research time will exceed 15 minutes.

**SCHEDULE B – AIRPORT**

The following tie down fees apply:

<b>DURATION</b>	<b>FEE, AIRCRAFT &lt; 2,000 KG</b>	<b>FEE, AIRCRAFT 2,000 TO 5,000 KG</b>
DAILY	\$ 10.00	\$ 15.00
OVERNIGHT	\$ 15.00	\$ 20.00
MONTHLY	\$ 80.00	\$ 90.00
ANNUAL	\$280.00	\$340.00

The following landing fees apply for commercial use only:

<b>MONTHLY FEE</b>	
1-10 LANDINGS PER MONTH	\$25.00
11-30 LANDINGS PER MONTH	\$22.00
30+ LANDINGS PER MONTH	\$20.00
<b>OR ANNUAL FEE</b>	
AIRCRAFT < 2000 KG	\$600.00
AIRCRAFT ≥ 2000 KG	\$1,000.00

## SCHEDULE C – ANIMAL LICENCE AND IMPOUND

The following fees apply to dog licensing:

LICENCE TYPE	LICENCE FEE, ANNUAL OR RENEWAL	RENEWAL OF DOG LICENCE AFTER JANUARY 31st
UNNEUTERED MALE	\$65.00	\$85.00
UNSPAYED FEMALE	\$65.00	\$85.00
NEUTERED MALE	\$25.00	\$40.00
SPAYED FEMALE	\$25.00	\$40.00
UNDER 3 MONTHS	\$15.00	NA
DANGEROUS DOG	\$100.00	\$100.00
REPLACEMENT TAG	\$10.00	NA

KENNEL LICENCE, ONE TIME FEE	\$100
------------------------------	-------

The following fees apply to the impounding of domestic animals:

IMPOUNDMENT	FEE
FIRST, UNLICENSED DOG	\$75.00
FIRST, LICENSED DOG	\$30.00
SECOND	\$100.00
THIRD	\$150.00
FOURTH AND SUBSEQUENT	\$300.00
<b>DOG CARE &amp; HOUSING</b>	
MAINTENANCE FEE, PER DAY	\$25.00

The following fees apply to backyard hen keeping:

DESCRIPTION	FEE
NON-REFUNDABLE PERMIT FEE	\$25.00
SUBSEQUENT INSPECTION FEE, PER INSPECTION	\$25.00



## SCHEDULE D – BLASTING

The following fees apply to blasting permits:

<b>PERMIT OR SERVICE</b>	<b>PERMIT FEE</b>
BLASTING PERMIT, SINGLE FAMILY RESIDENTIAL LOT, FOR THE CREATION OF A DRIVEWAY OR FOUNDATION ONLY	\$50.00
ALL OTHER BLASTING PERMITS	\$150.00
PERMIT RENEWAL	\$50.00

## SCHEDULE E – BUSINESS LICENCE

The following fees and charges apply to business licences and services:

FEE DESCRIPTION	AS OF JANUARY 1, 2021	AS OF JANUARY 1, 2022	AS OF JANUARY 1, 2023
<b>INSPECTION OF PREMISES</b>			
ADDITIONAL INSPECTION, FIRE CHIEF	\$100.00	\$100.00	\$100.00
ADDITIONAL INSPECTION, BUILDING OFFICIAL	\$100.00	\$100.00	\$100.00
<b>TRANSFER OF CHANGE AT THE REQUEST OF THE BUSINESS</b>			
TRANSFER OR CHANGE FEE	\$25.00	\$25.00	\$25.00
<b>BUSINESS LICENCE FEES</b>			
ADMINISTRATION FEE (APPLICATION WITHDRAWN OR REFUSED)	\$25.00	\$25.00	\$25.00
INSPECTION FEE (APPLICATION WITHDRAWN OR REFUSED)	\$100.00	\$100.00	\$100.00
BUSINESS LICENCE FEE, RESIDENT AND NON-RESIDENT	\$150.00	\$150.00	\$150.00
<b>BUSINESS SPECIFIC FEES (PART NOTED)</b>			
CANNABIS PRODUCTION FACILITY, STANDARD	\$5,000.00	\$2,500.00	\$150.00
CANNABIS PRODUCTION FACILITY, MICRO	\$2,500.00	\$1,250.00	\$150.00
CANNABIS RETAIL STORE	\$5,000.00	\$2,500.00	\$150.00
COMMUNITY EVENT	\$150.00	\$150.00	\$150.00
FARMERS' MARKET	\$300.00	\$300.00	\$300.00
STREET, PARK, MOBILE OR TEMPORARY VENDOR	\$300.00	\$300.00	\$300.00
SHORT-TERM VACATION RENTAL	\$300.00	\$300.00	\$300.00
SPECIAL EVENT	\$150.00	\$150.00	\$150.00
TRADE CONTRACTOR	\$150.00	\$150.00	\$150.00
VENDING MACHINE	\$150.00	\$150.00	\$150.00
<b>FEE REDUCTION FOR APPLICATIONS RECEIVED BETWEEN OCTOBER 1<sup>ST</sup> AND DECEMBER 31<sup>ST</sup></b>			
ALL BUSINESSES	-50%	-50%	-50%
<b>NON-REFUNDABLE APPLICATION PROCESSING FEE</b>			
CANNABIS RETAIL STORE	\$1,000.00	\$1000.00 + COSTS	\$1,000.00 + COSTS
CANNABIS PRODUCTION FACILITY	NA	\$1,000.00	\$1,000.00
<b>AUXILIARY BUSINESS</b>			
FEE FOR BUSINESS THAT IS AUXILIARY TO AN EXISTING BUSINESS	\$50.00	\$50.00	\$50.00
<b>BUSINESS LICENCE LATE PAYMENT FEE</b>			
ALL BUSINESSES	+25%	+25%	+25%

## SCHEDULE F - DEVELOPMENT PROCEDURES

The following fees, charges, and deposits apply to development permits and services:

Application Type	Non-Refundable Application Fee		Public Notification Fee	Water and Sanitary Servicing Model Analysis Deposit
<i>Official Community Plan &amp; Zoning Bylaw Amendment</i>	\$1200.00	<b>Residential</b> + \$250.00 for each additional lot or dwelling unit in excess of the first ten (10) lots or dwelling units proposed	<b>All Other Uses</b> + \$250.00 for each additional 100 m2 of floor area in excess of the first 1000.00 m2	Water: \$3000.00 Sanitary: \$3000.00  *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			
Minor/Major Development Permit for Environmental Protection	\$600.00			
Minor Development Permit for Land Constraints	\$400.00			
Minor Development Permit for Enhancement of Agriculture	\$400.00			
Major Development Permit Renewal	\$200.00			
Minor Development Permit	\$360.00			
Minor Development Permit Renewal	\$200.00			
Development Variance	\$450.00			
Temporary Use Permit	\$500.00		\$500.00	
<i>Subdivision</i>	\$500.00			
Bare Land Strata	\$500.00	+ \$150.00 for each additional lot created		
Strata Title Conversion	\$500.00			
Tentative Approval Letter Extension	\$200.00			
Discharge of a Covenant	\$200.00			
<b>Cost Recovery</b>	<b>Staff and Contractor Time Expenses</b>		<b>Admin Fee</b>	<b>Total</b>
Applies to all applications.	The cost of additional time spent processing applications above the application fee deposit will be recovered based on actual costs for <i>Village</i> of Pemberton 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

## SCHEDULE G – FALSE ALARM

The following fees and charges apply to false alarms services:

<b>DESCRIPTION</b>	<b>FEE</b>
FALSE ALARMS	
SECOND FALSE ALARM	\$50.00
THIRD FALSE ALARM	\$75.00
FOURTH AND SUBSEQUENT FALSE ALARMS, EACH	\$100.00
INSPECTIONS	
SECOND AND SUBSEQUENT REINSPECTIONS, EACH	\$75.00

## SCHEDULE H – FILMING

The following fees, charges and deposits apply to filming permits and services:

DESCRIPTION	FEES*
<b>DAILY FILMING FEE</b>	
STUDENT	\$50.00
ALL OTHER APPLICANTS	\$300.00
<b>APPLICATION FEE (NON-REFUNDABLE)</b>	
STUDENT	\$75.00
ALL OTHER APPLICANTS	\$125.00
AMENDMENT TO FILM PERMIT APPLICATION OR AGREEMENT, PER AMENDMENT	\$25.00
<b>ADDITIONAL FEES FOR FILMING ON VILLAGE PROPERTY</b>	
HIGHWAYS AND PARKING LOTS	Refer to Parks & Public Spaces Bylaw No. 797, 2015, as amended or replaced from time to time
LAND AND BUILDINGS	Rates to be negotiated
<b>OTHER FEES &amp; CHARGES</b>	
VILLAGE LIAISON**	Hourly recovery of wages and benefits and machine time as applicable
SECURITY DEPOSIT	Refer to Filming Policy
FILMING WITHOUT A PERMIT	\$250.00
* GST applies to all fees except for permit application fees.	
**Village Liaisons include Village Staff and contractors who provide oversight for filming, environment, transportation, operations, and airport use, and includes Public Works Crew and the Fire Department. The Village may require that a liaison be on site for the duration of filming.	

## SCHEDULE I - FIRE PREVENTION

The following fees and charges apply to fire prevention inspections and services and to inspections related to applications for exemptions from Interface Construction and Maintenance Regulations:

DESCRIPTION	FEE
FILE SEARCH FOR FIRE CODE VIOLATIONS	
UP TO AND INCLUDING SIX INDIVIDUAL UNITS ON ONE PARENT PROPERTY	\$50.00
MORE THAN SIX INDIVIDUAL UNITS ON ONE PARENT PROPERTY, PER UNIT	\$25.00
INSPECTION FOR FILE SEARCH OR COMFORT LETTER	
UP TO AND INCLUDING SIX INDIVIDUAL UNITS ON ONE PARENT PROPERTY	\$50.00
MORE THAN SIX INDIVIDUAL UNITS ON ONE PARENT PROPERTY, PER UNIT	\$25.00
INSPECTIONS	
SECOND AND SUBSEQUENT REINSPECTIONS, EACH	\$75.00
SITE-SPECIFIC INSPECTION FOR EXEMPTION TO INTERFACE CONSTRUCTION AND MAINTENANCE REGULATIONS, PER INSPECTION	\$150.00

## SCHEDULE J – FREEDOM OF INFORMATION REQUESTS

The following fees and charges apply to freedom of information requests from applicants other than commercial applicants:

<b>FREEDOM OF INFORMATION REQUEST</b>	<b>FEE</b>
LOCATING AND RETRIEVING A RECORD	\$7.50 PER ¼ HOUR AFTER THE FIRST 3 HOURS
PRODUCING A RECORD MANUALLY	\$7.50 PER ¼ HOUR
PRODUCING A RECORD FROM A MACHINE-READABLE RECORD FROM A SERVER OR COMPUTER	\$7.50 PER ¼ HOUR FOR DEVELOPING A COMPUTER PROGRAM TO PRODUCE THE RECORD.
PREPARING A RECORD FOR DISCLOSURE AND HANDLING A RECORD	\$7.50 PER ¼ HOUR
SHIPPING	ACTUAL COSTS OF SHIPPING METHOD CHOSEN BY APPLICANT
<b>COPYING RECORDS</b>	
FLOPPY DISKS	\$2.00 PER DISK
CD'S AND DVD'S, RECORDABLE OR REWRITABLE	\$4.00 PER DISK
COMPUTER TAPES	\$40.00 PER TAPE UP TO 2400 FEET
MICROFICHE	\$3.00 PER FICHE
MICROFILM DUPLICATION	\$25.00 PER ROLL 16 MM MICROFILM, \$40.00 PER ROLL 35 MM MICROFILM
MICROFICHE OR MICROFILM TO PAPER DUPLICATION	\$0.50 PER ROLL PAGE (8.5" X 11")
PHOTOGRAPHS (COLOUR OR BLACK AND WHITE)	\$5.00 FOR EACH NEGATIVE \$12.00 EACH FOR 16"X20" \$9.00 EACH FOR 11"X14" \$4.00 EACH FOR 8"X10" \$3.00 EACH FOR 5"X7"
PHOTOGRAPHIC PRINT OF TEXTUAL, GRAPHIC OR CARTOGRAPHIC RECORD (8"X10" BLACK AND WHITE)	\$12.50 EACH (8"X10")
DOT MATRIX, INK JET, LASER PRINT OR PHOTOCOPY, BLACK AND WHITE	\$0.25 PER PAGE (8.5" X 11", 8.5" X 14" OR 11" X 17")
DOT MATRIX, INK JET, LASER PRINT OR PHOTOCOPY, COLOUR	\$1.65 PER PAGE (8.5" X 11", 8.5" X 14" OR 11" X 17")
PHOTOMECHANICAL REPRODUCTION OF 105 MM CARTOGRAPHIC RECORD/PLAN	\$3.00 EACH
SLIDE DUPLICATION	\$0.95 EACH
AUDIO CASSETTE TAPE (90 MINUTES OR FEWER) DUPLICATION	\$5.00 PER CASSETTE PLUS \$7.00 PER ¼ HOUR OF RECORDING
VIDEO CASSETTE RECORDER (VHS) TAPE (120 MINUTES OR FEWER) DUPLICATION	\$5.00 PER CASSETTE PLUS \$7.00 PER ¼ HOUR OF RECORDING.

For commercial applicants, for each service listed above, the cost will be the actual cost of providing that service.

## SCHEDULE K – GROW OPERATION

The following fees and charges apply to grow operation permits, inspections, and services:

<b>DESCRIPTION</b>	<b>FEE</b>
ADMINISTRATION AND INSPECTION	\$200.00
SUBSEQUENT OR FOLLOW-UP INSPECTION	\$200.00
OCCUPANCY INSPECTION	\$150.00
INSPECTION BY ARCHITECT OR PROFESSIONAL ENGINEER ENGAGED BY THE VILLAGE	COST RECOVERY
SPECIAL SAFETY INSPECTION	\$400.00
EACH INSPECTION PRIOR TO ISSUANCE OF RE-OCCUPANCY PERMIT	\$200.00
RE-OCCUPANCY PERMIT	\$250.00



## SCHEDULE L - PARKS AND PUBLIC SPACE USE

The following fees, charges, and security deposits apply to park and public space use permits and services:

LOCATION	USER	PERMIT FEE	VENUE USE/RENTAL FEE*	SECURITY DEPOSIT**
DOWNTOWN BARN	NON-PROFIT, SINGLE EVENT	\$30	\$100	\$300
	NON-PROFIT, SEASONAL (SIX MONTHS)		\$300	
	NON-PROFIT, ANNUAL, JANUARY 1 – DECEMBER 31		\$600	
	COMMERCIAL & CORPORATE	\$75	\$500	\$1,000
	COMMERCIAL FILM & PHOTOGRAPHY		\$1,000	
VILLAGE STREETS & PARKING LOTS***	NON-PROFIT	\$30	NA	\$300
	COMMERCIAL AND CORPORATE EVENTS	\$75	\$200 PER BLOCK	\$1,000
OTHER PARKS & PUBLIC SPACES	NON-PROFIT	\$30	NA	\$300
	COMMERCIAL AND CORPORATE EVENTS	\$75	TO BE NEGOTIATED	\$1,000

Refunds of the permit and rental fees will be permitted for cancellations up to fourteen (14) days prior to booking date with written notification.

Fees will not be refunded for events cancelled less than 14 days prior to the event or due solely to inclement weather conditions.

\*GST applies to venue rental fees.

\*\* Security deposits will be refunded by cheque within one month, less repair or cleaning costs.

\*\*\* A temporary street use permit is required if an event will temporarily obstruct all or a portion of any lane of traffic, parking lane, alley, sidewalk, or boulevard.

## SCHEDULE M – PUBLIC AND PRIVATE SEWER USAGE CONNECTION

The following fees, charges, and deposits apply to public and private sewer connection permits, inspections, and services:

DESCRIPTION	FEE
<b>SINGLE OCCUPANCY</b>	
CONNECTION AT PROPERTY LINE	\$500
<b>MULTIPLE OCCUPANCY</b>	
PER UNIT, CONNECTION AT PROPERTY LINE	\$200
MINIMUM FEE	\$500
<b>INSPECTION</b>	
INSPECTION OF HOLDING TANK CONSTRUCTION	\$250
<b>IF INSTALLATION OF SERVICE PIPE FROM SANITARY SERVICE MAIN TO LOT BOUNDARY IS REQUIRED</b>	
CONNECTION	ACTUAL COST** PLUS \$250
DEPOSIT	200% OF ESTIMATED COST OF INSTALLATION
**COST TO INCLUDE ENGINEERED DESIGN AND SUPERVISION IF APPLICABLE	
NOTE: THE ABOVE FEES WILL BE WAIVED IF THE CONNECTION AND THE SEWER MAIN ARE LOCATED ON THE PROPERTY WITHIN A STATUTORY RIGHT-OF-WAY OR IF THE SEWER WAS INSTALLED AT THE DEVELOPER'S COST PRIOR TO THE DATE OF ADOPTION OF BYLAW NO. 363, 1994.	

## SCHEDULE N - SIGN PERMIT

The following fees apply to sign permits, inspections, and services:

<b>DESCRIPTION</b>	<b>FEE</b>
PERMANENT PERMITTED SIGN, PERMIT FEE	\$40.00
ADDITIONAL FEES FOR SPECIFIC SIGNS:	
(a) SIGN INVOLVING STRUTURAL DESIGN, INSPECTION AND PROCESSING FEE	\$40.00
(b) FRONT-LIT OR REAR-LIT SIGN, PROCESSING FEE	\$40.00
(c) SIGN ENCROACHING OVER A STREET, INSPECTION AND PROCESSING FEE	\$40.00
(d) SIGN THAT HAS BEEN INSTALLED OR ERECTED PRIOR TO ISSUANCE OF A REQUIRED PERMIT, INSPECTION AND PROCESSING FEE	\$100.00
CHANGE THE FACE OF EXISTING CONFORMING SIGN, PROCESSING FEE	\$30.00
PRIVATE TRAFFIC CONTROL SIGN, PERMIT FEE	\$30.00
ELECTION OR SPECIAL EVENT SIGN, PERMIT FEE	\$30.00
ELECTION OR SPECIAL EVENT SIGN, DEPOSIT	\$200.00

## SCHEDULE O – SITE ALTERATION

The following fees, charges, and deposits apply to site alteration permits and services:

PERMIT OR SERVICE	PERMIT FEE	DEPOSIT	SURCHARGE, UNPERMITTED WORK
SITE ALTERATION PERMIT			
MORE THAN 50 m <sup>3</sup> AND UP TO 100 m <sup>3</sup> OF SOIL, TREES OR OTHER MATERIAL IN ANY CALENDAR YEAR	\$100.00	\$1,000.00*	\$1,000.00
MORE THAN 100 m <sup>3</sup> AND UP TO ≤ 1000 m <sup>3</sup> OF SOIL, TREES OR OTHER MATERIAL IN ANY CALENDAR YEAR	\$250.00	\$2,500.00*	\$2,500.00
MORE THAN 1,000 m <sup>3</sup> OF SOIL, TREES OR OTHER MATERIAL IN ANY CALENDAR YEAR.	\$500.00	\$5,000.00*	\$5,000.00
PERMIT RENEWAL	\$50.00	NA	NA
*The refundable deposit shall be security for the completion of all requirements established in the Site Alteration Permit and may be used at any time by the Village to secure the completion of any requirement or undertake remediation works as required.			

## SCHEDULE P – SPECIAL EVENT

The following fees, charges, and deposits apply to special event permits, applications, and services:

DESCRIPTION	FEE
<b>MINOR EVENTS</b>	
APPLICATION FEE	\$200.00
SECURITY DEPOSIT, MINIMUM*	\$1,000.00
<b>MAJOR EVENTS</b>	
APPLICATION BASE FEE, UP TO 1999 PARTICIPANTS	\$300.00
ADDITIONAL FEE FOR EVERY THOUSAND PARTICIPANTS OR ANY PART THEREOF BETWEEN TWO THOUSAND (2,000) AND TEN THOUSAND (10,000) PARTICIPANTS	\$100.00
ADDITIONAL FEE FOR EVERY THOUSAND PARTICIPANTS OR ANY PART THEREOF BETWEEN TEN THOUSAND (10,000) PARTICIPANTS AND TWENTY THOUSAND (20,000) PARTICIPANTS	\$200.00
ADDITIONAL FEE FOR EVERY THOUSAND PARTICIPANTS OR ANY PART THEREOF OVER TWENTY THOUSAND (20,000) PARTICIPANTS	\$300.00
SECURITY DEPOSIT, MINIMUM*	\$10,000.00
ADDITIONAL FEE IF VALUE OF STAFF RESOURCES USED EXCEEDS THE FEES COLLECTED**	COSTS
* The CAO may set a higher or lower amount for the security required if the CAO believes that the scope, scale, and nature of the proposed Special Event creates an increased or decreased risk of damage to land and property.	
** the owner of private lands used for the Special Event and the applicant named on the Permit shall be responsible to pay that amount to the Village within thirty (30) days of being delivered an invoice from the Village.	

## SCHEDULE Q – WATER SERVICE CONNECTIONS AND OUTDOOR WATER USE

The following fees, charges, and deposits apply to water connections and water use, inspections, and services:

DESCRIPTION	FEE
<b>PROPERTIES INSIDE VILLAGE BOUNDARIES EXCLUDING INDUSTRIAL PARK</b>	
CONNECTION FEE, RESIDENTIAL SINGLE OCCUPANCY	GREATER OF \$500.00 OR COST PLUS 15%
CONNECTION FEE, RESIDENTIAL MULTIPLE OCCUPANCY	GREATER OF \$200 PER UNIT OR COST PLUS 15%; MINIMUM FEE \$500
CONNECTION FEE, COMMERCIAL/INDUSTRIAL ¾" SERVICE	GREATER OF \$500 OR COST PLUS 15%
1" – 4" SERVICE	GREATER OF \$2,500 OR COST PLUS 15%
GREATER THAN 4" SERVICE	GREATER OF \$4000.00 OR COST PLUS 15%
ADDITIONAL FEES IF WATER LINE MUST BE EXTENDED FROM MAIN LINE TO PROPERTY LINE, IF PAVEMENT, TUNNEL, SIDEWALK OR BOULEVARD TO BE CUT, OR IF WINTER OR INCLEMENT WEATHER AFFECTS THE WORK	ESTIMATE OF ADDED COST OF ALL PARTS, LABOUR, AND MATERIALS, PAID IN ADVANCE*
DISCONNECTION FEE (MINIMUM 48 HOURS NOTICE REQUIRED)	\$100.00
RECONNECTION FEE (WATER CONNECTION APPLICATION REQUIRED)	\$100.00
<b>PROPERTIES IN THE INDUSTRIAL PARK**</b>	
CONNECTION FEE, RESIDENTIAL SINGLE OCCUPANCY	GREATER OF \$500.00 OR COST PLUS 15%
CONNECTION FEE, RESIDENTIAL MULTIPLE OCCUPANCY	GREATER OF \$200 PER UNIT OR COST PLUS 15%; MINIMUM FEE \$500
CONNECTION FEE, COMMERCIAL/INDUSTRIAL ¾" SERVICE	GREATER OF \$500 OR COST PLUS 15%
1" – 4" SERVICE	GREATER OF \$2,500 OR COST PLUS 15%
GREATER THAN 4" AND UP TO 6" SERVICE	GREATER OF \$4000.00 OR COST PLUS 15%

ADDITIONAL FEES IF WATER LINE MUST BE EXTENDED FROM MAIN LINE TO PROPERTY LINE, IF PAVEMENT, TUNNEL, SIDEWALK OR BOULEVARD TO BE CUT, OR IF WINTER OR INCLEMENT WEATHER AFFECTS THE WORK	ESTIMATE OF ADDED COST OF ALL PARTS, LABOUR, AND MATERIALS, PAID IN ADVANCE*
DISCONNECTION FEE (48 HOURS NOTICE REQUIRED)	\$100.00
RECONNECTION FEE (WATER CONNECTION APPLICATION REQUIRED)	\$100.00

\*Any excess shall be refunded, and any shortfall shall be charged to the applicant.

\*\* Service is available for industrial, commercial, or residential use only; size of service to each property will be at the sole discretion of the Works Foreman. Connection fees are payable at the time of application.

**RESIDENTIAL PROPERTIES OUTSIDE VILLAGE BOUNDARIES ADJACENT TO MUNICIPAL INFRASTRUCTURE**

CONDITIONS OF SERVICE:

1. Service is available for domestic or residential use only;
2. The size of service to each property is restricted to one 1-inch (25mm) connection per residential dwelling;
3. *Residential dwelling* means a self-contained unit with a separate entrance and intended for year-round occupancy;
4. The property owner shall provide irrevocable consent and support for boundary extension to include the subject property provided through a covenant registered on title of the property that will allow for service to be terminated if consent is withheld;
5. The following works will be undertaken by the owner of the property requesting the connection and all associated costs shall be the responsibility of owner:
  - a. supply and installation of all parts, labour, and materials including but not limited to:
    - i. a radio-read, in-ground meter installed at the property line;
    - ii. curb stop; and
    - iii. degal box;
  - b. if applicable, additional costs for sidewalk and/or pavement repairs; and
  - c. all costs for upsizing the water line if required by the Village;
6. Connection fees are payable on application and include the cost of inspection and a lump sum payment roughly equivalent to the present value of the cost of currently amortized water system infrastructure as well as a prorated share of the estimated cost of infrastructure proposed to be constructed/installed in the next five years (2009 to 2013);
7. An 'as-built' drawing, satisfactory to the Works Manager, must be filed with the Village and a final inspection must be conducted and approved by the Works Manager before the connection can be backfilled and the water turned on.
8. Any connection that is backfilled without a Village inspection will have to be reopened at the cost of the owner for inspection;
9. Non-conforming connections, including unfinished remedial work, may be rectified by the Village at the cost of applicant;
10. The property owner will protect and save harmless the Village of Pemberton from all claims and damages caused by leaking water, the bursting of pipes or any other damages in relation to this agreement; and
11. The Village reserves the right to inspect the property and/or residence for any unauthorized use of water and will provide 24 hours notice to the property owner in advance of any inspection.

CONNECTION FEE	\$5,395
INSPECTION FEE	\$500

<b>TEMPORARY WATER CONNECTION (HYDRANT)</b>	
PERMIT	\$50.00
DAMAGE DEPOSIT	\$500.00
SURCHARGE FOR UNPERMITTED CONNECTION	\$200.00
WATER RATE, WEEKLY	SEE WATER REGULATION CONNECTION AND RATES BYLAW NO. 232, 1989
CROSS CONNECTION CONTROL DEVICE RENTAL. PER DAY	\$35.00
DAMAGE DEPOSIT	\$1,200.00
<b>OUTDOOR WATER USE</b>	
PERMIT	\$30.00



## Summary of Administrative Fees Comparison

DESCRIPTION	CURRENT	RANGE***	PROPOSED
FINANCIAL STATEMENTS	\$ 25.00	NA	
NSF CHEQUE	25.00 *	\$20 - \$35	\$ 30.00
ADMINISTRATIVE FEE FOR TAX REFUNDS (UP TO 5 CORRECTIONS)	\$ 50.00 *		
TITLE SEARCH	\$ 20.00	\$20 - \$30	
TAX INFORMATION OVER THE COUNTER	\$ 20.00	\$ 20.00	\$ 20.00
TAX CERTIFICATES	\$ 20.00	\$20 - \$45	\$ 25.00
TAX SEARCH PRIOR TO CURRENT YEAR	\$ 75.00	\$20 - \$75	
<b>SERVICE CHARGES</b>			
INTEREST CHARGE ON OVERDUE ACCOUNTS, PER MONTH	2% *	1% - 2%	
ADMINISTRATIVE FEE/SURCHARGE	10% *		
POSTAGE & HANDLING	NA	COST	COSTS + 10%
<b>COPYING, SCANNING, &amp; PRINTING</b>			
<b>BLACK &amp; WHITE, PER PAGE</b>			
8 1/2 x 11 or 11 x 14, SINGLE-SIDED	\$ 0.25	\$0.25 - \$0.50	\$ 0.30
8 1/2 x 11 or 11 x 14, DOUBLE-SIDED	\$ 0.25	\$0.25 - \$0.65	\$ 0.45
11 X 17, SINGLE-SIDED	\$ 1.00	\$1 - \$1.20	\$ 1.00
11 X 17, DOUBLE-SIDED	\$ 1.00	\$1 - \$2.40	\$ 1.50
<b>COLOUR, PER PAGE</b>			
8 1/2 x 11 or 11 x 14, SINGLE-SIDED	\$ 1.00	\$1 - \$1.25	\$ 1.00
8 1/2 x 11 or 11 x 14, DOUBLE-SIDED	\$ 1.00	\$1 - \$2.45	\$ 1.50
11 X 17, SINGLE-SIDED	\$ 1.00	\$1 - \$2.45	\$ 1.50
11 X 17, DOUBLE-SIDED	\$ 1.00	\$1 - \$4.75	\$ 2.25
SCANNED ELECTRONIC COPY OF PAPER RECORD, PER PAGE	NA	\$0.10 - \$0.50	\$ 0.18
PRINTING DOCUMENTS, PER HOUR, AFTER FIRST QUARTER HOUR	NA	\$24 - \$30	\$ 30.00
<b>LAMINATING PER PAGE</b>			
8 1/2 X 11"	NA	\$ 2.50	\$ 2.50
11 X 14"	NA	NA	\$ 3.50
11 X 17"	NA	NA	\$ 4.50

SIGNATURE WITNESS	\$	30.00	\$1.99 - \$30.00	\$	30.00
<b>INFORMATION SEARCH**</b>					
COMFORT LETTERS	HOUR: \$75; EACH ADDITIONAL HOUR OR PORTION THEREOF:	\$100	\$50 - \$250		\$100/HR
TAX INFORMATION INVOLVING RESEARCH OF TAX RECORDS OTHER THAN CURRENT OF PREVIOUS YEAR	HOUR: \$75; EACH ADDITIONAL HOUR OR PORTION THEREOF:	\$100	\$40- \$75/HR		
OTHER FINANCIAL INFORMATION	HOUR: \$75; EACH ADDITIONAL HOUR OR PORTION THEREOF:	\$100	\$40- \$75/HR		
THE SEARCH OF VILLAGE RECORDS FOR THE PURPOSES OF INSURANCE CLAIMS OR COURT CASES	HOUR: \$75; EACH ADDITIONAL HOUR OR PORTION THEREOF:	\$100	\$40- \$75/HR		
RESEARCH FOR PURPOSES NOT LISTED		NA			\$100/HR
DEPOSIT REQUIRED IF FEE WILL EXCEED \$200		50%			
<b>GIS / IS AND DIGITAL DATA SERVICES</b>					
Digital orthophoto, digital elevation models (DEM) and contours		NA	\$85 + \$10/DVD		\$100.00/hour + \$10.00/DVD. Minimum charge \$60.00/request
Cadastral and other Village owned digital property information		NA	\$100/KBYTE + \$25 PROCESSING FEE		\$100.00/kbyte, non-refundable \$25.00 fee to process request which is deducted from total
Custom map creation		NA	\$85/HR + \$15/MAP		\$100.00/hour + \$15.00/map
GIS analysis and digital copy		NA	\$95/HR + \$100/KBYTE		\$100.00/hour + \$100.00/kbyte
GIS / IS consulting work, PER HOUR		NA	\$	95.00	\$100.00/hour

\*GST does not apply

\*\*The applicant will be provided an estimate of fees for those requests necessitating research in excess of 15 minutes.

\*\*\*Source: White Rock, West Vancouver, Lillooet, Squamish, Whistler, Salmon Arm, SLRD, Kamloops, Revelstoke, Sicamous, Prince George, Sparwood, Courtenay,

Financial  
Fees and Charges Survey - 2021

Municipality	Tax Certificate Electronic (Municipality portion only)	Tax Certificate In person	NSF Fee	Refund Fee for Tax overpayments cheques	Apportionment Fee per folio	Transfer fee
Central Saanich	No charge	\$ 30.00	\$ 30.00	No charge		
City of Burnaby	\$ 45.00	\$ 50.00	\$ 35.00	\$ 25.00	\$ 35.00	No charge
City of Chilliwack	\$ 30.00	\$ 35.00	\$ 25.00	\$ 25.00	No charge	
City of Colwood	\$ 30.00	\$ 30.00	\$ 30.00	\$ 25.00		\$ 25.00
City of Courtenay	\$ 10.00	N/A	\$ 20.00	\$ 50.00	no charge	no charge
City of Dawson Creek		\$ 10.44	\$ 26.11	\$ -		\$ -
City of Fernie	\$ 10.00	\$ 10.00	\$ 25.00	\$ -	\$ -	\$ -
City of Fort St John	\$ 15.00	\$ 35.00	\$ 30.00	\$ -	\$ -	\$ 5.00
City of Greenwood	\$ 35.00	\$ 35.00	\$ 40.00			
City of Kelowna	\$ 15.00	\$ 25.00	\$ 25.00	\$ 25.00	No charge	No charge
City of Port Moody	\$ 40.00	\$ 40.00	\$ 50.00	\$ 25.00	\$ 27.00	\$ 25.00
City of Powell River	\$ 25.00	\$ -	\$ 25.00	No charge	No charge	No charge
City of Prince Rupert	\$ 25.00	\$ 25.00	\$ 25.00	No charge	No charge	No charge
City of Rossland	\$ 25.00	Owner \$0, others \$25	\$ 25.00	\$ 5.00	0	0
City of Revelstoke	\$ 25.00	\$ 55.00	\$ 35.00	\$ 25.00		No charge
City of Salmon Arm	\$ 20.00	\$ 25.00	\$ 15.00	\$ 15.00	No charge	No charge
City of Surrey	\$ 38.00	\$ 41.00	\$ 30.00	\$ 25.00	\$ 27.00	\$ 25.00
City of West Kelowna	-	-	\$ 30.00	\$ 20.00	-	\$ 20.00
District of Coldstream	\$ 25.00	\$ 25.00	\$ 25.00	\$ 20.00	No charge	No Charge
District of Invermere	\$ 20.00	\$ 20.00	\$ 20.00	No charge	No charge	No charge
District of Lillooet	\$ 25.00	\$ 50.00	\$ 30.00	\$ -	\$ -	\$ -
Resort Municipality of Whistler	\$ 25.00	\$ 25.00	\$ 20.00	no charge	No charge	No charge
Town of Comox	\$ 16.50	\$ 5.50	\$ 16.50	No charge	No charge	No charge
Township of Langley	\$ 30.00	\$ 40.00	\$ 25.00	\$ 25.00	No charge	
Town of Osoyoos	\$ 20.00	\$ 20.00	\$ 20.00	\$ -	\$ -	0
Village of Burns Lake	\$ 11.00	\$ 11.00	\$ 40.00	No charge	No charge	No charge
Village of Canal Flats	\$ 25.00	No charge	\$ 25.00	No charge	No charge	No charge
Village of Lytton	\$ 31.00	\$ 31.00	\$ 30.00	No charge	No charge	No charge
Village of Pemberton		\$ 20.00	\$ 25.00	\$ 50.00	No charge	No charge
Village of Radium Hot Springs	\$ 20.00	\$ 20.00	\$ 30.00	No charge	No charge	No charge

Village of Slocan	\$	10.00	\$	10.00	\$	25.00	-	-	-
Village of Warfield	\$	25.00	\$	25.00	\$	25.00	No charge	No charge	No charge
Village of Zeballos			\$	25.00	\$	25.00	No charge	No charge	No charge

From: Sharon Bishop <[REDACTED]>

Sent: June 22, 2021 12:16 PM

To: VoP Admin <[admin@pemberton.ca](mailto:admin@pemberton.ca)>

Subject: Re: Basketball court

I would like to register my objection to the idea of building a basketball court in the middle of downtown.

I really feel it should be located adjacent to other recreational areas, specifically the community center land.

The downtown is principally used for commerce and with the exception of diners at Town Square clears out by 6pm.

Is almost a ghost town by 7pm.

Which is great because there are residences here. I live on Frontier St and know that my neighbours are unhappy about this idea.

I expect the idea is to give teenagers something else to do, but I don't feel it the best choice to encourage loitering in the downtown after hrs.

Lights, noise, trash and potential vandalism around our homes.

Best to keep all rec activities in one area, it seems to me.

Liquor store is a tad close as well. One more thing to consider is the long rigs of RVers that use the gravel area at the end of the parking lot .

It is an important feature to keep as there is no where else for them to comfortably pull in and park and shop downtown.

Please give the location more thought. The fenced in dog park under power lines ( beside the bmx track) is getting little use, perhaps it could be better suited to human pursuits.

Thanx for all your efforts on our behalf.

Sharon Bishop  
Wayne Binmore

Frontier Street,  
Pemberton  
BC  
VON 2LO

Tuesday 6<sup>th</sup> July 2021

Dear Mayor and Council,

### **Basketball Court Feedback**

I am writing with regards to the recent approval of an outdoor basketball court on Lot 8 in Downtown Pemberton. As a homeowner and resident on Frontier Street I naively believed that Council would seek input from Downtown residents, particularly those that surround the site on Frontier Street and Aspen Boulevard, before approving any projects in this location. Instead I became aware of the project after reading about its approval in the June 17<sup>th</sup> Pique Newsmagazine. The news came as somewhat of a surprise having been unaware that the Village was seeking to install a Basketball Court in the Downtown area.

After reaching out to Sheena Fraser and Cristine Burns to obtain information on the project, I was even further surprised that the Basketball court had been approved despite both PVUS Directors and the Town Council acknowledging in their meetings on June 10<sup>th</sup> and 15<sup>th</sup> that there is no long-term vision yet in place for this important parcel of Village owned land, and that there is also a second court slated for installation at Den Deuyf Park.

As well as expressing to Council that the approval of the plan seems short sighted to the potential long term uses Lot 8 offers to our growing community (particularly given the lack of Village owned land downtown), I also wished express objection to two specific elements of the facility's proposed design. I make these objections based on both the impacts a court will have on the residents that surround the location, as well as the users of the courts themselves.

Firstly, the use of any type of lighting is entirely inappropriate for this location. With the exception of the baseball diamond at Signal Hill (which was installed prior to any residences being built around it), no outdoor recreational amenities in the downtown core are lit. The lack of lighting in these spaces naturally controls the times that these facilities are in use, which in turn helps reduce noise pollution for those living close by. With the noise bylaw preventing excessive noise after 11pm I ask the Council to consider how they would feel if having been listening to basketballs being bounced all day, they had to also hear it all night too. Lot 8 is surrounded on all sides by residents, many of whom are unaware that the Court has even been approved. Deferring to the noise bylaw when discussing lighting is not acceptable, especially when the Bylaw and RCMP do not actively enforce the bylaw. Lighting should simply not be considered for this space.

In addition to lighting, the severe lack of permanent, accessible washroom facilities must also be considered by Council during their approvals for this project going forward. Port-a-Potties are not and should not, be considered a long-term option to serve our growing community. With the closest permanent toilet at Blackbird Bakery closing at 4:30pm (or not being opened at all), the only option for the public is to use the Barns Port-a-Potties. As a resident of Frontier Street I can attest that these are not used by a considerable number of people seeking a bathroom downtown. The Barn 'facilities' are poorly sign posted and poorly maintained. Refusal by the Council to recognise this problem ahead of increasing the public visitation to this area will lead to future conflict for residents (who already have to deal with seeing the ditch next to the barn being used as a public washroom daily), but also pose a problem for users of the court who need a clean washroom.

Finally, it's impossible to not notice that the Lot 8 plans refer to the Court as a 'Flexi- Court' and that in addition to basketball the design allows for multiple civic uses. While parking is perhaps the most obvious of these 'flex options', I am also assuming that the Council are planning to use the court in the winter as a home for the temporary ice rink that was purchased. Should this be the case then the issues of lighting, noise pollution and poor access to washroom facilities will also apply. In the same way residents will be affected in summer, they will also be in winter.

Going forward I hope that the Council will take these objections into consideration as plans develop for the court. While it may not be on your own doorsteps, the court is on many other peoples. Please don't forget this as you move forward.

Regards

Sophie Rivers



# The Corporation of the District of Peachland

5806 Beach Avenue  
Peachland, BC  
VOH 1X7

Phone: 250-767-2647  
Fax: 250-767-3433  
[www.peachland.ca](http://www.peachland.ca)

## OFFICE OF THE MAYOR

June 9, 2021

The Honourable Josie Osborne  
Minister of Municipal Affairs  
PO Box 9056 Stn. Prov. Govt.  
Victoria BC V8W 9E2

The Honourable George Heyman  
Minister of Environment and Climate Change Strategy  
PO Box 9047 Stn. Prov. Govt.  
Victoria BC V8W 9E2

### **RE: BC Climate Action Revenue Incentive Program (CARIP)**

Dear Ministers Osborne and Heyman,

The recent decision to discontinue the Climate Action Revenue Incentive Program (CARIP) has the District of Peachland deeply concerned, as this decision will impact our municipality's ability to reach our climate action goals and targets.

The District has used CARIP funding for numerous initiatives including the addition of an Electric Utility Vehicle to the District's fleet, installation of LED street lights, and the development of a Community Energy and Emissions Plan (CEEP) that will aid in improving energy efficiency, reduce green house gas emissions, and foster local green energy solutions.

The Province's decision to end CARIP will have negative implications for communities across BC. The most significant of these is the loss of reliable, consistent, and flexible funding. Without funding through CARIP many communities will be unable to continue the work that they are doing to reach climate action goals and targets as mandated by the Province. While there may be climate-related grants available, now and in the future, they often require an extensive application process, and our acceptance for a grant can not be relied upon or anticipated when planning our climate action goals.

Moving forward, Peachland Council recommends consultation with BC Municipalities in order to development an alternative program with the same consistency and reliability. A simplified process for applying and reporting is also encouraged.



Peachland Council strongly urges the Province of BC to reinstate CARIP until such time as consultation with local governments is complete and an alternate program is established.

Sincerely,



Cindy Fortin  
Mayor  
District of Peachland

CC: Premier John Horgan  
Brian Frenkel, President UBCM  
All BC Municipalities

# THE CORPORATION OF THE TOWNSHIP OF SPALLUMCHEEN

4144 Spallumcheen Way, Spallumcheen, BC V0E 1B6  
Phone: 250-546-3013 • Fax: 250-546-8878 • Toll Free: 1-866-546-3013  
Email: mail@spallumcheentwp.bc.ca • Website: www.spallumcheentwp.bc.ca



June 11, 2021

File No. 5500-05

BC Hydro  
PO Box 8910  
Vancouver, BC  
V6B 4X3

Dear BC Hydro

## Re: Residential Rate Review

Please be advised that at the Monday, June 7, 2021 Township of Spallumcheen Committee of the Whole Meeting, the following resolution was passed:

***"...THAT the Township of Spallumcheen Council direct staff to write a letter to BC Hydro and the Union of British Columbia Municipalities requesting that the consultation period for the Residential Rate Review be extended by reopening the survey to allow more residents an opportunity to submit comments due to the changes in the E-plus incentive that has been a program that has supported Township residents who have dual heat sources and no opportunity to natural gas as an additional heat source due to the rural nature of the Township."***

Please consider reopening the survey to allow an extended period for consultation. Township residents, as well as residents of other similar rural municipalities, need an opportunity to participate in the Residential Rate Review. Many areas of Spallumcheen are unable to access natural gas services meaning the impacts of a rate change could negatively impact our residents and make heat unaffordable.

Thank you for your attention to this matter. If you have any questions in this regard, please contact the undersigned.

Respectfully,



Cindy Graves  
Corporate Officer

cc. UBCM Member Municipalities



*City of Pitt Meadows*  
OFFICE OF THE MAYOR

June 14, 2021

File: 01-0400-60/21

Honourable Marc Dalton  
Member of Parliament  
Sent via email: [marc.dalton@parl.gc.ca](mailto:marc.dalton@parl.gc.ca)

Honourable Lisa Beare  
Member of the Legislative Assembly  
Sent via email: [lisa.beare.MLA@leg.bc.ca](mailto:lisa.beare.MLA@leg.bc.ca)

Dear MP Dalton and MLA Beare:

**Re: Truth and Reconciliation Commission's Call to Action 75**

We write this letter regarding the recent announcement from the Tk'emlúps te Secwépemc First Nation and the results of a survey at the former Residential school in Kamloops B.C., which uncovered the remains of 215 Indigenous children. These findings confirm and support the stories and histories as told by many residential school survivors.

The findings in Kamloops support the suggestion that there will likely be further tragic discoveries at other residential schools.

We share in the grief of all First Nation people as we collectively honour and mourn the loss of these 215 children.

.../2

We believe it is imperative that immediate action be taken to address Action 75 of the Commission's Calls to Action, which states:

*75. We call upon the federal government to work with provincial, territorial, and municipal governments, churches, Aboriginal communities, former residential school students, and current landowners to develop and implement strategies and procedures for the ongoing identification, documentation, maintenance, commemoration, and protection of residential school cemeteries or other sites at which residential school children were buried. This is to include the provision of appropriate memorial ceremonies and commemorative markers to honour the deceased children.*

In order for reconciliation to take place, the truth must be recognized and acknowledged. We feel that by identifying, honouring, and remembering these Indigenous children, it is an important step towards healing.

Along with our collective outrage, we fully support and call for further action to find, and hold accountable, those who were involved in this unspeakable tragedy.

Yours Truly,



Mayor Bill Dingwall  
BGS, LL.B., CPHR

cc: Pitt Meadows City Council  
UBCM



HOUSE OF COMMONS  
CHAMBRE DES COMMUNES  
CANADA

*Patrick Weiler*

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

June 17, 2021

Dear Friends & Neighbours,

Farmers and agri-businesses in British Columbia and across Canada are leaders in climate-smart agriculture, finding new ways to make their operations more sustainable. To help them continue towards a low-carbon economy, the Government of Canada is supporting the research, innovation and adoption of clean technologies, with a focus on those that advance the bioeconomy. **Today, on behalf of the Minister of Agriculture and Agri-Food, the Honourable Marie-Claude Bibeau, I announced that the new \$165.7-million Agricultural Clean Technology Program is now open to applicants.**

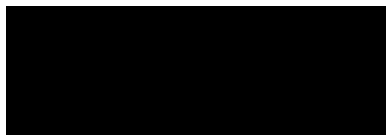
This new program provides farmers and agri-businesses with access to funding to help develop and adopt the latest clean technologies to reduce greenhouse gas (GHG) emissions and enhance their competitiveness. It will prioritize projects in three areas including the bioeconomy, which employs technologies that use agricultural waste and by-products for energy and bio-product generation. The new program has two funding streams:

- The **Adoption Stream** will support the purchase and installation of proven clean technologies and solutions that show meaningful reductions in GHG emissions.
- The **Research and Innovation Stream** will support pre-market innovation including research, development, demonstration and commercialization of agricultural clean technologies.

Applications will be accepted on a continuous basis until funding has been fully committed or otherwise announced by the program. **For more information about eligibility and to apply, visit [Agricultural Clean Technology Program: Research and Innovation Stream](#) or [Agricultural Clean Technology Program: Adoption Stream](#).**

If you have any questions about the program, please do not hesitate to reach out to our office. We stand ready to assist you in any way that we can.

Sincerely,



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

*Constituency* *Ottawa*

6367 Bruce Street  
West Vancouver  
British Columbia V7W 2G5

Suite 282, Confederation Building  
229 Wellington Street, Ottawa  
Ontario K1A 0A6

Tel.: 604-913-2660 | Fax.: 604-913-2664

Tel.: 613-947-4617 | Fax.: 613-847-4620

Village of Pemberton

Regular Council Meeting No. 1542

Tuesday, July 13, 2021

221 of 237



HOUSE OF COMMONS  
CHAMBRE DES COMMUNES  
CANADA

*Patrick Weiler*

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

June 17, 2021

Dear Friends & Neighbours,

The pandemic has affected all Canadians over the past year, and families, children and youth have been among those most negatively impacted. Adapting to working remotely for some, adjusting to on-line school for others, and the lack of connection with friends, extended family and other social networks have created significant additional pressures on families.

That is why the Government of Canada launched two calls for proposals for a total of up to \$39 million over five years for projects to support financial empowerment and the social inclusion of vulnerable children and youth. **The funding will be provided through the Children and Families component of the [Social Development Partnerships Program \(SDPP\)](#).** Eligible organizations can apply for up to \$3 million in funding to support projects that focus on one of two objectives:

- [Financial Empowerment](#): services and supports to help increase the financial wellbeing of low-income adults; or,
- [Social Inclusion of Vulnerable Children and Youth](#): services and supports to help increase the social inclusion of children and youth who may be experiencing impacts to their physical and mental wellbeing due to social isolation.

Organizations can apply for only one of the two calls for proposals and are encouraged to review the applicant guides for more information: (1) [Financial Empowerment – Applicant Guide](#) and (2) [Social Inclusion of Vulnerable Children and Youth – Applicant Guide](#)

**Proposals must be submitted by July 6, 2021 at 9:00 a.m. PST.** If you have any questions, please do not hesitate to reach out to our office. We are happy to assist with your application in any way that we can.

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

June 17, 2021

Dear Friends & Neighbours,

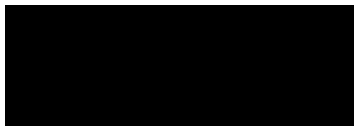
This week, the Minister of Seniors, the Honourable Deb Schulte, **announced the launch of consultations with experts, stakeholders and Canadians on a definition of senior abuse.** The creation of a federal policy definition of senior abuse will support more consistent and informed awareness and prevention activities, data collection, as well as program and service delivery. [An online consultation portal is now open until the consultation concludes on July 22, 2021, and we encourage all interested organizations to participate.](#)

On June 22, the Government will hold two virtual national roundtables, hosted by Minister Schulte, Minister of Justice and Attorney General of Canada David Lametti, and Parliamentary Secretary to the Minister of Seniors Stéphane Lauzon. Five virtual regional roundtables will be hosted by Parliamentary Secretary Lauzon, in collaboration with the National Seniors Council. The regional roundtables will ensure that diverse voices from across Canada are represented. After the consultations close, a “What we heard” report will be released and a draft definition will be circulated to partners for feedback before the definition is released.

The consultations build on recent federal investments to combat senior abuse. Justice Canada has provided more than \$800,000 through its Victims Fund to support public legal education information projects with nine organizations to produce materials that are specifically designed to reach seniors, and those responsible for their care, on the issue of senior abuse and neglect. Budget 2021 invested \$50 million for the Public Health Agency of Canada to design and deliver interventions that promote safe relationships and prevent family violence, including elder abuse. Senior abuse was also discussed at the recent virtual stakeholder symposium, [“The Future of Aging in Canada,”](#) hosted by the Federal/Provincial/Territorial Ministers Responsible for Seniors Forum.

If you have any questions about the online consultation, please reach out to our office and we would be more than happy to assist you.

Sincerely,



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

June 23, 2021

File: 11-5460-06-0001/2021

Jamee Justason  
Information and Resolutions Coordinator  
Union of British Columbia Municipalities

By email: [jjustason@ubcm.ca](mailto:jjustason@ubcm.ca)

Dear Ms. Justason:

**Re: REVISED UBCM Resolution on Safe Passing Distance for All Road Users**

This is to advise that the City of North Vancouver Council, at its Regular meeting of Monday, June 21, 2021, unanimously endorsed the following revised resolution:

“WHEREAS the Province of British Columbia encourages cycling and walking for transportation, yet relatively few roads in BC have bike lanes or shoulders, and many do not have sidewalks, directing cyclists and pedestrians to share roads with high-speed motor vehicle traffic, which can result in close passes, poses potentially fatal crash risks, and discourages active transportation;

WHEREAS over 40 jurisdictions across North America, including the provinces of Ontario, Quebec, Nova Scotia, New Brunswick, and Newfoundland and Labrador, have all enacted “safe passing distance” legislation designed to protect vulnerable road users by requiring motor vehicle operators to maintain a minimum distance when passing vulnerable road users, thus creating a better understanding of and expectation for road safety;

THEREFORE BE IT RESOLVED THAT the UBCM request the Province of British Columbia to amend the *Motor Vehicle Act* to better support safe active transportation by requiring drivers to provide 1 metre of space at speeds 50 km/h or less, and 1.5 metres of space at speeds in excess of 50 km/h, when passing people cycling or walking.”

Please find enclosed a certified copy of the Council resolution for your reference. We would ask that the resolution be included in the *Resolutions Book* for consideration at the UBCM convention.

If you require any further information, please feel free to contact me at [kgraham@cnv.org](mailto:kgraham@cnv.org) or 604-990-4234.

Yours truly,



Karla Graham, MMC  
Corporate Officer

Encl.

cc UBCM Member municipalities



**CERTIFIED RESOLUTION OF COUNCIL:**

I hereby certify that this is a true copy of a resolution passed by the Council of the City of North Vancouver at its Regular meeting of June 21, 2021:

"Moved by Councillor Bell, seconded by Councillor Back

WHEREAS the Province of British Columbia encourages cycling and walking for transportation, yet relatively few roads in BC have bike lanes or shoulders, and many do not have sidewalks, directing cyclists and pedestrians to share roads with high-speed motor vehicle traffic, which can result in close passes, poses potentially fatal crash risks, and discourages active transportation:

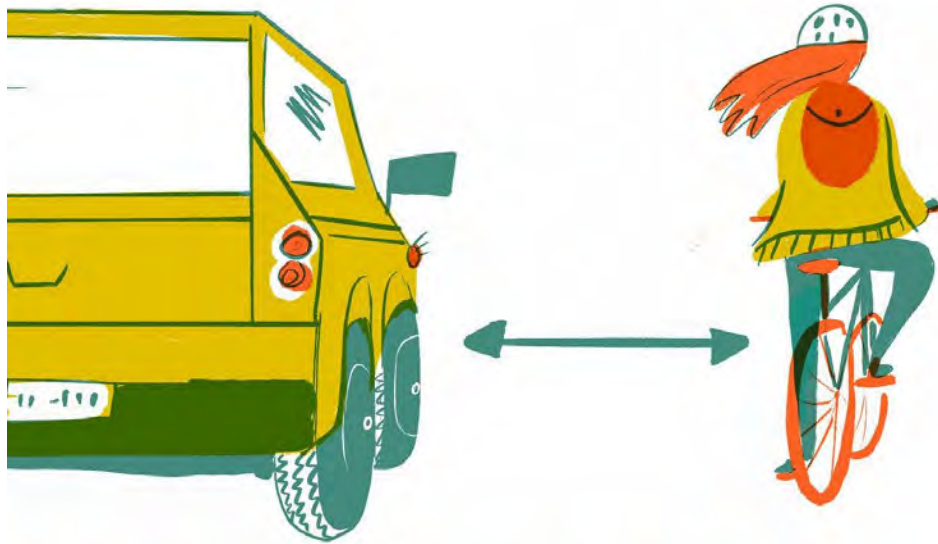
WHEREAS over 40 jurisdictions across North America, including the provinces of Ontario, Quebec, Nova Scotia, New Brunswick, and Newfoundland and Labrador, have all enacted "safe passing distance" legislation designed to protect vulnerable road users by requiring motor vehicle operators to maintain a minimum distance when passing vulnerable road users, thus creating a better understanding of and expectation for road safety;

THEREFORE BE IT RESOLVED THAT the UBCM request the Province of British Columbia to amend the *Motor Vehicle Act* to better support safe active transportation by requiring drivers to provide 1 metre of space at speeds 50 km/h or less, and 1.5 metres of space at speeds in excess of 50 km/h, when passing people cycling or walking.

**CARRIED UNANIMOUSLY**

Dated at North Vancouver, BC, this  
23<sup>rd</sup> day of June, 2021.

  
Karla D. Graham, MMC  
Corporate Officer



# Make Space

## A Minimum Passing Distance Law for B.C.

### Why Minimum Passing Distance is Important

**Minimum passing distance** is a road safety law prohibiting ‘close passing’, which occurs when a motor vehicle overtakes a person on a bicycle without providing 1 metre of space.

Evidence from research conducted in the UK shows that new cyclists tend to cycle slower, and that the slower people cycle, the more likely they are to be close passed. Cyclists surveyed also felt that, based on the behaviour of other road users, most close passing incidents were preventable.

As such, close passing is a problem on a few important fronts:

- **Gender equity**—close passes affect more women than men.
- **Active transportation policy**—new cyclists are close passed more than experienced cyclists.
- **Social justice**—cyclists say they feel powerless to do much to prevent close passing, which is largely due to driver behaviour.

Research by Westminster University found that:

- Cycling 12 kph or less on average results in three times more near misses per km, compared to cycling 20 kph or faster.
- Women, who on average cycle more slowly, have higher near miss rates than men.

SOURCE: [Near Miss Project](#)

### What Can Be Done About Close Passing

Protected infrastructure can reduce the discomfort, discouragement, and fear experienced by those who cycle and walk for transportation in close proximity to motor vehicle traffic.

However, sufficient infrastructure cannot be built fast enough to mitigate the actual risks and impacts of close passing. By defining and quantifying the minimum distance required to safely pass vulnerable road users via the Motor Vehicle Act (MVA), a Minimum Passing Distance law could meaningfully reduce current crash and injury rates in communities across B.C.

- **Minimum Passing Distance laws** provide an objective standard for safe passing
- **Many North American jurisdictions have enacted Minimum Passing Distance laws**, and promoted the new legislation to establish public information, education, and enforcement programs supporting broader road safety goals and objectives.

Because close passing in B.C. currently counteracts policies and strategies designed to support environmentally sustainable transportation modes like cycling and walking, it is important for the provincial government to move quickly to address this issue via legislation.

## Active Transportation in B.C.

### Cycling & Walking Growth

The repurposing of road space to facilitate walking and cycling in many communities across British Columbia during COVID-19 is an extension of active transportation policies and strategies that have influenced transportation-oriented development in larger urban centres since the 1980s.

Evidence suggests that these policies and strategies have largely worked<sup>1</sup>:

- **Almost one-quarter of British Columbians reported commuting by foot, bike or public transit**; 93% said they expected to spend more time walking or cycling in the future.
- **2.5% of British Columbians commute by bike**; top cycle commuting cities in B.C. include Revelstoke (14%), Victoria (11%), Whistler (10%), Vancouver (6%), and Kelowna (4%).
- British Columbians spend about **one-sixth of their travel time walking or cycling** to typical destinations
- **One-third of B.C. households** have at least one school-aged child walking or cycling to school.

### Crashes & Injuries

Recent ICBC data suggests that police under-reporting of crashes over the past 10 years, particularly those involving bicycles, shows that crashes involving motor vehicles are causing more injuries and that cyclists are increasingly and disproportionately at risk,:

- On average, **police attend less than one-quarter of the 2,000 crashes involving a cyclist** each year, yet three-quarters of these crashes result in injury or death.
- The **injury rate from ICBC-reported crashes has increased**, from 29% in 2010 to 31% in 2020.

Evidence suggests that many of the factors contributing to crashes involving cyclists could be mitigated through education and enforcement; 85% of all contributing factors assigned to drivers are the result of driving behaviour, such as distraction, failure to yield, and improper passing and turning.<sup>2</sup>

---

<sup>1</sup> B.C. Ministry of Transportation & Infrastructure 2019 Active Transportation Population Survey Report; Statistics Canada, 2016 Census.

<sup>2</sup> ICBC data.

## Advocating for Safe Passing

Advocacy organizations, including the British Columbia Cycling Coalition (BCCC), the Cross Canada Cycle Tour Society, Cycling BC, and GoByBike BC Society, are asking the Government of BC to amend the MVA to include a minimum passing distance.

This recommendation also reflects the work of the Road Safety Law Reform Group of BC, a coalition of member organizations including the BCCC, Capital Bike, HUB Cycling, Mobi Bike Share, Health Officers Council of BC, Fraser Health, Interior Health, Vancouver Coastal Health, BC Injury Research and Prevention Unit, City of New Westminster, City of Victoria, City of Vancouver Active Transportation Policy Council, Modo the Car Co-op, Hastings Crossing Business Improvement Association, and the Trial Lawyers Association of B.C.

In 2016, the Road Safety Law Reform Group of British Columbia issued a position paper entitled [Modernizing the BC Motor Vehicle Act](#), which included the following recommendation:

*“[That] the MVA be amended to specify that a motor vehicle must leave at least 1 m between all parts of the vehicle (and any projecting objects) when passing a cyclist or other vulnerable road user at speeds of 50 km/h or less and at least 1.5 m at speeds in excess of 50 km/h.*

Section 157 of the MVA states that an overtaking vehicle “must cause the vehicle to pass to the left of the other vehicle at a safe distance.” Bicycles, however, are not “vehicles” by definition under the Act, hence there is some confusion as to whether the language of the MVA even applies to passing cyclists.

At best, it can be argued that because a cyclist has the same rights as the operator of a vehicle (Sec. 183.1), a cyclist has the right to be passed “at a safe distance.” In any event, even where courts have accepted that motorists have an obligation to pass cyclists safely, what constitutes as a safe passing distance remains unclear.<sup>3</sup>

The proposed amendment would provide clarification that a motorist has a duty to leave a safe passing distance when passing a cyclist as well as definitive guidance on the minimum such distance. This avoids subjective assessments by motorist as to what constitutes a safe distance, and provide an objective standard for enforcement.

## Minimum Passing Distances in North America

Establishing safe passing legislation would help B.C. catch up to other jurisdictions with progressive road safety laws. Currently, 39 provinces and states have legislated minimum passing distances, as do a number of Canadian cities.

Many of these jurisdictions have instituted minimum distances for passing depending on facility type and/or posted speed limits:

- 3 ft / 1m for most roads.
- 5-6 ft / 1.5 m on roads with motor vehicle traffic travelling at speeds of 30 mph / 50 kph or more.

---

<sup>3</sup> See Dupre v. Patterson, 2013 BCSC 1561. The Court did not consider the argument that a vehicle does not include a bicycle.

## New Brunswick

Motor Vehicle Act—[Section 149 Part 3 \(c\)](#), which was [passed into legislation](#) in 2017 as Bill 48, “[An Act Respecting Ellen’s Law](#)”:

*“...the driver of a vehicle overtaking and passing a bicycle proceeding in the same direction...shall pass to the left at a distance of at least one metre from the bicycle...”*

## Newfoundland and Labrador

Highway Traffic Act—[Subsection 96\(1\) c.1](#), which was [passed into legislation](#) in 2018:

*“...shall, where the vehicle which is being overtaken is a bicycle, pass the bicycle at a distance of at least (i) one metre from the bicycle where the speed limit is 60 kilometres an hour or less, or (ii) one and a half metres from the bicycle where the speed limit is greater than 60 kilometres an hour...”*

## Nova Scotia

Motor Vehicle Act—[Chapter 293, Section 171B\(1\)](#), which was [passed into legislation](#) in 2010 as Bill 93:

*“A driver of a vehicle shall not pass a bicycle travelling in the same direction as the vehicle that is being ridden to the far right of the driver of the vehicle on the roadway, on the shoulder or in an adjacent bicycle lane unless...the driver leaves at least one metre open space between the vehicle and the cyclist.*

*Notwithstanding subsection 115(2), a driver of a motor vehicle may cross a line to pass a bicycle in accordance with subsection (1) if the driver can do so safely as required by Section 100.”*

## Ontario

Highway Traffic Act—[Part X, Section 148 \(6.1\)](#), which was [passed into legislation](#) in 2015 as Bill 31, “[Making Ontario’s Roads Safer Act](#)”.

*“Every person in charge of a motor vehicle on a highway who is overtaking a person travelling on a bicycle shall, as nearly as may be practicable, leave a distance of not less than one metre between the bicycle and the motor vehicle and shall maintain that distance until safely past the bicycle.*

*(6.2) The one metre distance required by subsection (6.1) refers to the distance between the extreme right side of the motor vehicle and the extreme left side of the bicycle, including all projections and attachments.”*

## Quebec

Highway Safety Code—[Chapter 91, Section 341 \(6.1\)](#), which was [passed into legislation](#) in 2018 as Bill 165, “[An Act to amend the Highway Safety Code and other provisions](#)”.

*“The driver of a road vehicle may not pass a cyclist within the same traffic lane unless it can be done safely, after reducing the vehicle’s speed and ensuring that a reasonable distance can be kept between the vehicle and the cyclist during the manoeuvre.*

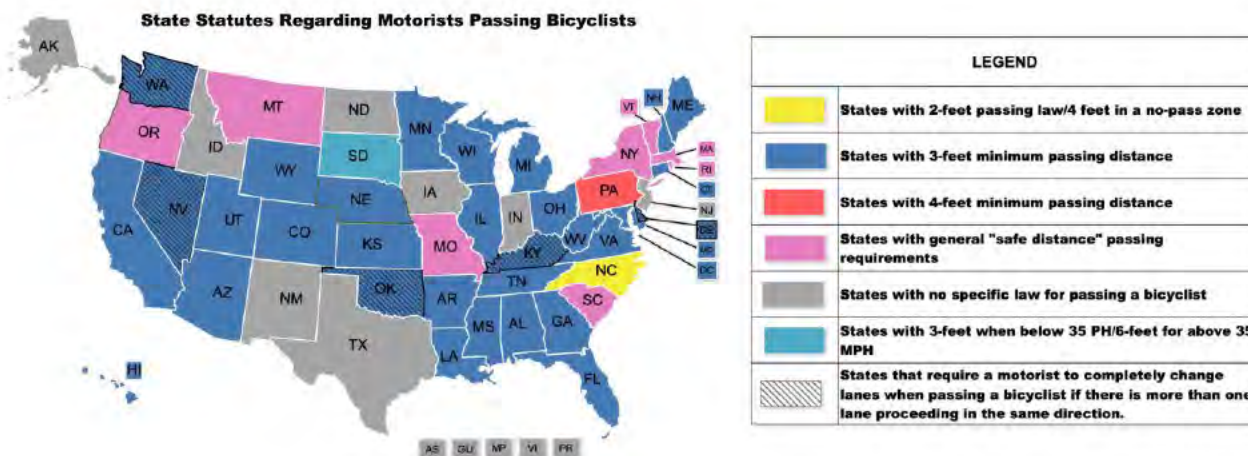
*In no case may the driver of a road vehicle perform this manoeuvre if the part of the roadway on which the driver must encroach is not clear of traffic for a sufficient distance, in particular if another vehicle is oncoming or is coming up alongside the vehicle. In such a case, the driver must remain in the lane and reduce the vehicle’s speed, in particular by staying behind the cyclist. ...*

*A reasonable distance is 1.5 m on a road where the maximum authorized speed limit is more than 50 km/h or 1 m on a road where the maximum authorized speed limit is 50 km/h or less.*

*This section applies to the driver of a road vehicle when meeting or passing a pedestrian, with the necessary modifications. It also applies to such a driver if the cyclist or pedestrian is travelling on the shoulder or on a cycle lane that is not separated from the roadway by a median strip or any other raised physical device.”*

### Minimum Passing Distance Laws in the U.S.

According to the [National Conference of State Legislators](#), as of February 2021, 33 states (and the District of Columbia) have enacted minimum passing distance laws that require motor vehicle operators to leave at least 3 feet when passing a bicycle operator:



### A Safe Passing Law for B.C.

With strong evidence that close passing contribute to crash risks and injury rates, is a gender equity and social justice issue that works against contemporary transportation policies, and that similar laws have been successfully passed into law and adopted in jurisdictions across North America, it’s appears to be time for B.C. to enact minimum passing distance legislation.

With the province's Active Transportation Strategy calling for walking and cycling rates to double by 2030, and RoadSafetyBC aiming for 'Vision Zero', something must be done. Across North America and in Canada new laws have been successfully passed and adopted.

**The time for a Minimum Passing Distance to protect vulnerable road users in B.C. is now.**

For more information:

Colin Stein  
Executive Director  
[colin.stein@bccycling.ca](mailto:colin.stein@bccycling.ca)

Motor Vehicle Act & Regulatory Reform Subcommittee  
[admin@bccycling.ca](mailto:admin@bccycling.ca)

## About The BC Cycling Coalition

The BC Cycling Coalition (BCCC) is a non-profit, member-driven society focused on active transportation and mobility in British Columbia. The BCCC works on transportation policy, engages with government, and delivers provincial cycling programs like Bike Sense and Kids on Wheels, in order to help make active transportation safe, practical and enjoyable for all British Columbians. [www.bccc.bc.ca](http://www.bccc.bc.ca)



HOUSE OF COMMONS  
CHAMBRE DES COMMUNES  
CANADA

*Patrick Weiler*

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

June 25, 2021

Dear Friends & Neighbours,

The Government of Canada recognizes that Canadian cities and towns flourish when they have community infrastructure to promote social interaction and physical activity, and provide access to recreational programs and facilities. These are integral to our overall well-being as individuals, families and communities.

Our economic recovery is closely linked to the vitality of our local communities and their shared spaces. **The new Canada Community Revitalization Fund (CCRF)** announced in Budget 2021 provides \$500 million over two years to Canada’s regional development agencies (RDAs) to invest in shared and inclusive public spaces, helping to create the conditions and accessibility to stimulate local economies and bring Canadians back together once it is safe to do so.

This week, the Honourable Mélanie Joly, Minister of Economic Development and Official Languages, announced that **eligible applicants may now submit an application through our Regional Development Agencies (RDA). Applicants that have projects ready to proceed are strongly encouraged to submit their applications by July 23, 2021.**

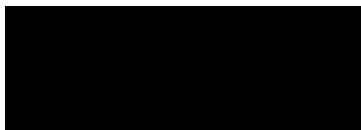
Since the start of COVID-19, Canada’s RDAs have been on the ground providing relief and recovery funding to businesses and business support organizations to help them weather the effects of the pandemic through the \$2 billion Regional Relief and Recovery Fund, preserving more than 143,700 jobs.

As public health restrictions ease, the Canada Community Revitalization Fund will aim to further stimulate local economies, create jobs, and improve the quality of life of Canadians by investing in shared spaces to make them safer, greener and more accessible.

[For more information about the CCRF and to apply, please visit this webpage.](#)

If you have any questions about the program, please do not hesitate to reach out to our office. We stand ready to assist you in your application in any way that we can.

Sincerely,



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

*Constituency Ottawa*

6367 Bruce Street  
West Vancouver  
British Columbia V7W 2G5

Suite 282, Confederation Building  
229 Wellington Street, Ottawa  
Ontario K1A 0A6

Tel.: 604-913-2660 | Fax.: 604-913-2664

Tel.: 613-947-4617 | Fax.: 613-847-4620

Village of Pemberton  
Regular Council Meeting No. 1542  
Tuesday, July 13, 2021  
232 of 237





HOUSE OF COMMONS  
CHAMBRE DES COMMUNES  
CANADA

*Patrick Weiler*

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

June 25, 2021

Dear Friends & Neighbours,

As part of the Government of Canada's plan to ensure an inclusive recovery that "leaves no one behind", the Minister of Employment, Workforce Development and Disability Inclusion, Carla Qualtrough, introduced new legislation this week that would establish the framework for a new Canada Disability Benefit.

This ground-breaking legislation would enable the Government of Canada to take a proactive approach in the creation and delivery of the new benefit, to support working-age Canadians with disabilities. The Canada Disability Benefit would supplement, not replace, existing federal and provincial-territorial supports with a goal of lifting hundreds of thousands of persons with disabilities out of poverty.

In the spirit of "Nothing Without Us", the Government of Canada will build on the legislation introduced this week to engage with stakeholders and persons with disabilities to have their voices heard on the design of the benefit leading up to the development of regulations. This engagement has already started with the [recent launch of the Disability Inclusion Action Plan](#), a public survey that asks Canadians how the Government of Canada can build a barrier-free country. Engagement activities will continue through the summer and fall.

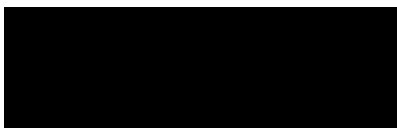
The legislation also recognizes the leading role that provinces and territories play in providing supports and services to Canadians with disabilities and the importance of engaging with them in developing income and other supports. Federal, Provincial and Territorial (FPT) Ministers responsible for Social Services and Disability intend to meet this summer for an initial discussion on the proposed new benefit.

The Government of Canada committed in the 2020 Speech from the Throne to develop the first-ever Disability Inclusion Action Plan (DIAP). This plan will include:

- a new Canada Disability Benefit;
- a robust employment strategy for Canadians with disabilities;
- and a better process to determine eligibility for federal disability programs and benefits.

The new Canada Disability Benefit is the cornerstone of this plan.

Sincerely,



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

*Constituency* *Ottawa*

6367 Bruce Street Suite 282, Confederation Building

West Vancouver 229 Wellington Street, Ottawa

British Columbia V7W 2G5 Ontario K1A 0A6

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

Village of Pemberton

Regular Council Meeting No. 1542

Tuesday, July 13, 2021

233 of 237



HOUSE OF COMMONS  
CHAMBRE DES COMMUNES  
CANADA

*Patrick Weiler*

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

June 25, 2021

Dear Friends & Neighbours,

Today, the Honourable Catherine McKenna, Minister of Infrastructure and Communities **announced a new, \$200 million Natural Infrastructure Fund. Under this new program, the first of its kind at the federal level, up to \$120 million will be invested in large natural infrastructure projects.** The new program will support projects that use natural or hybrid approaches to protect the natural environment, support healthy and resilient communities, contribute to economic growth, and improve access to nature for Canadians.

Cities across Canada are showing great leadership when it comes to investing in natural areas and reducing reliance on built infrastructure. As a part of the Fund's Large Project Stream, select major cities with innovative natural infrastructure strategies will be invited to apply for funding up to \$20 million.

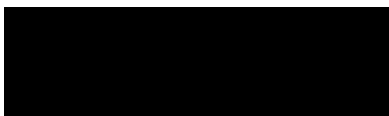
In the coming weeks, further details will be announced about the Large Projects Stream. Upon receipt and approval of application, projects will be eligible to receive up to \$20 million. An additional stream will be created under which recipients may submit smaller projects for review through an open and merit-based process. A minimum of ten per cent of the overall program envelope will be allocated to Indigenous recipients.

Natural infrastructure, particularly in urban areas, creates a connection to nature that contributes to wellness and mental health, and increased access to green spaces promote recreation and social connection. It is a key part of Canada's economic recovery from the pandemic and commitment to one million jobs, and will help make our communities more resilient to climate change while enhancing access to nature and healthy living.

The Government of Canada is committed to getting funding to communities when they need it the most in a way that achieves triple benefits: grow our economy and create jobs; tackle climate change; and build a more resilient and inclusive country for all Canadians.

**Further details on the application process will be announced in the coming weeks, and we will be sure to relay that information to you as soon as it becomes available.** In the meantime, please do not hesitate to reach out to our office with any questions.

Sincerely,



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

*Constituency* *Ottawa*

6367 Bruce Street  
West Vancouver  
British Columbia V7W 2G5

Suite 282, Confederation Building  
229 Wellington Street, Ottawa  
Ontario K1A 0A6

Village of Pemberton  
Regular Council Meeting No. 1542  
Tuesday, July 13, 2021  
234 of 237



HOUSE OF COMMONS  
CHAMBRE DES COMMUNES  
CANADA

*Patrick Weiler*

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

July 8, 2021

Dear Friends & Neighbours,

In the recent federal budget, the Government of Canada laid out a transformative plan to build a Canada-wide, community-based system of quality early learning and child care. It committed to working with provincial, territorial, and Indigenous partners to put a system in place. I am proud to highlight that a historic first agreement, with British Columbia, is making this plan a reality in Canada.

**Today, Prime Minister Justin Trudeau and Premier John Horgan announced an agreement that will significantly improve early learning and child care for children in the province. As part of this agreement, the Government of Canada will invest \$3.2 billion over the next five years to help improve regulated early learning and child care for children under 6 years of age in British Columbia.**

Under this agreement, the governments of Canada and British Columbia will work together to improve access to quality, affordable, flexible, and inclusive early learning and child care programs and services. British Columbia and Canada agree on the goal of \$10 a day child care, and will work together towards achieving an average parent fee of \$10 per day for all regulated child care spaces for children under 6 by the end of the five-year agreement. By the end of 2022, British Columbians will see a 50 per cent reduction in average parent fees for children under the age of 6 in regulated child care.

This agreement will lead to the creation of 30,000 new regulated early learning and child care spaces for children under the age of 6 within five years, and 40,000 spaces within seven years. These spaces will be focused on community investments that are long-term and run by public and non-profit institutions. The agreement will fund critical services and support early childhood educators, including through the development of a wage grid.

The time for a Canada-wide early learning and child care system is now. The global COVID-19 pandemic has also made it clear that without access to child care, parents – especially women – cannot fully participate in the economy. This is an issue that many in our region know all too well. I have heard from countless families across our riding about the challenges of finding affordable childcare, especially in communities in the Sea to Sky Corridor.

Today's announcement is the next step in addressing this challenge. By building a Canada-wide early learning and child care system, the Government of Canada will make life more affordable for Canadian families and increase women's participation in the workforce, while creating new jobs and driving strong economic growth as we recover from the pandemic.

*Constituency Ottawa*

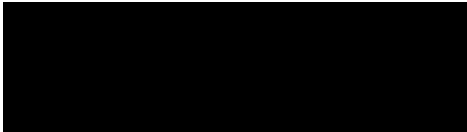
6367 Bruce Street Suite 282, Confederation Building  
West Vancouver 229 Wellington Street, Ottawa  
British Columbia V7W 2G5 Ontario K1A 0A6  
Tel.: 604-913-2660 | Fax.: 604-913-2664 Tel.: 613-947-4617 | Fax.: 613-847-4620

Village of Pemberton  
Regular Council Meeting No. 1542  
Tuesday, July 13, 2021  
235 of 237

The Government of Canada will continue to work with provinces, territories, and Indigenous partners across the country to build a Canada-wide early learning and child care system that allows parents, especially mothers, the opportunity to get back into the workforce, and offers every child in Canada the best start in life. Our aim is to build a child care system that is designed from the start as inclusive, welcomes all children, and gives them an equal chance to succeed and flourish.

I look forward to working with our provincial, Indigenous, regional, and community partners to implement this historic agreement. As further details are announced, we will be sure to share that information with you. If you have any questions about this announcement, please do not hesitate to reach out to our office.

Sincerely,



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

## OPEN QUESTION PERIOD POLICY

**THAT** the following guidelines for the Open Question Period held at the conclusion of the Regular Council Meetings:

- 1) The Open Question Period will commence after the adjournment of the Regular Council Meeting;
- 2) A maximum of 15 minutes for the questions from the Press and Public will be permitted, subject to curtailment at the discretion of the Chair if other business necessitates;
- 3) Only questions directly related to business discussed during the Council Meeting are allowed;
- 4) Questions may be asked of any Council Member;
- 5) Questions must be truly questions and not statements of opinions or policy by the questioner;
- 6) Not more than two (2) separate subjects per questioner will be allowed;
- 7) Questions from each member of the attending Press will be allowed preference prior to proceeding to the public;
- 8) The Chair will recognize the questioner and will direct questions to the Councillor whom he/she feels is best able to reply;
- 9) More than one Councillor may reply if he/she feels there is something to contribute.

*Approved by Council at Meeting No. 920  
Held November 2, 1999*

*Amended by Council at Meeting No. 1405  
Held September 15, 2015*