

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

**Agenda** for the **Regular Meeting** of Council of the Village of Pemberton to be held Tuesday, July 12, 2022 at 1:00pm in Council Chambers located at 7400 Prospect Street and via electronic means by ZOOM webinar. This is Meeting No. 1565.

*This meeting is being recorded as authorized by the [Video Recording & Broadcasting of Open Meetings Policy](#).*

**Instructions for public participation at the meeting remotely by ZOOM webinar can be found [here](#). Link to the Zoom Webinar: <https://us02web.zoom.us/j/89795331792>**

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Item of Business	Page No.
<b>1. CALL TO ORDER REGULAR MEETING (1:00PM)</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</b>	
<b>Recommendation: THAT</b> the meeting is closed to the public in accordance with the <i>Community Charter</i> Section 90 (1) (k) negotiations and related discussions that in the view of Council could reasonably be expected to harm the interests of the municipality if held in public.	
<b>3. RECESS REGULAR MEETING</b>	
<b>4. RECONVENE REGULAR MEETING (5:30PM)</b>	
<b>5. ADOPTION OF AGENDA</b>	1
<b>Recommendation: THAT</b> Council adopts the agenda as presented.	
<b>6. RISE WITH REPORT FROM IN CAMERA</b>	
a) Village of Pemberton Bursary Award	
b) Official Community Plan Review Contract Award	
<b>7. APPROVAL OF MINUTES</b>	
a) Regular Council Meeting No. 1564, Tuesday, June 21, 2022	6
<b>Recommendation: THAT</b> Council approves the minutes of Regular Council Meeting No. 1564, held Tuesday, June 21, 2022, as circulated.	
<b>8. BUSINESS ARISING FROM THE PREVIOUS REGULAR COUNCIL MEETING</b>	
<b>9. BUSINESS ARISING FROM THE COMMITTEE OF THE WHOLE</b>	
a) Recommendations from Committee of the Whole Meeting No. 231, Tuesday, June 21, 2022	
i. LiveShare Co-Living Proposal - 7340 Crabapple Court - Development Variance Permit Direction – Parking	

**Recommendation: THAT** Staff be directed to assist in negotiating a shared parking covenant amendment with the adjacent commercial tenures, prepare a final parking variance strategy, and establish a means to secure the proposed transportation innovations for the proposed development of 7340 Crabapple Court, which includes a proposed parking variance, for future consideration by Council.

**ii. Bullying, Harassment, and Discrimination Policy Update**

**Recommendation: THAT** an annual review of the Bullying, Harassment and Discrimination Policy take place at a Committee of the Whole meeting to be held in the spring.

**10. COMMITTEE MINUTES - FOR INFORMATION**

**11. DELEGATION**

**12. STAFF REPORTS**

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

**i. Verbal Report**

**Recommendation: THAT** Council receives the Chief Administrative Officer's verbal report.

**ii. Office of the CAO 2022 Second Quarter Strategic Priorities Update**

13

**Recommendation: THAT** Council receives the Office of the CAO 2022 Second Quarter Strategic Priorities Update for information.

**iii. Bullying, Harassment and Discrimination Policy Review and Update**

26

**Recommendation: THAT** Council approves the Bullying, Harassment and Discrimination Policy (PER-006) as presented;

**AND THAT** the annual review of this policy for 2022 be concluded.

**b) Corporate and Legislative Services**

**i. Corporate and Legislative Services 2022 Second Quarter Administration Update**

36

**Recommendation: THAT** Council receives the Corporate and Legislative Services 2022 Second Quarter Administration Update for information.

**ii. 2022 Second Quarter Regular Council Meeting Outstanding Resolutions Update**

39

**Recommendation: THAT** Council receives the 2022 Second Quarter Regular Council Meeting Outstanding Resolutions Update for information.

**c) Development Services**

<ul style="list-style-type: none"> <li>i. <b>Development Services 2022 Second Quarter Report</b></li> </ul>	44
<p><b>Recommendation: THAT</b> Council receives the Development Services 2022 Second Quarter Report for information.</p>	
<ul style="list-style-type: none"> <li>d) <b>Operations</b></li> </ul>	
<ul style="list-style-type: none"> <li>i. <b>Operations 2022 Second Quarter Report</b></li> </ul>	50
<p><b>Recommendation: THAT</b> Council receives the Operations 2022 Second Quarter Report for information.</p>	
<ul style="list-style-type: none"> <li>ii. <b>2021 Drinking Water System Annual Report</b></li> </ul>	56
<p><b>Recommendation: THAT</b> Council receives the 2021 Drinking Water System Annual Report for information.</p>	
<ul style="list-style-type: none"> <li>e) <b>Recreation Services</b></li> </ul>	
<ul style="list-style-type: none"> <li>i. <b>Recreation Services 2022 Second Quarter Report</b></li> </ul>	124
<p><b>Recommendation: THAT</b> Council receives the Recreation Services 2022 Second Quarter Report for information.</p>	
<ul style="list-style-type: none"> <li>f) <b>Pemberton Fire Rescue</b></li> </ul>	
<ul style="list-style-type: none"> <li>i. <b>Pemberton Fire Rescue 2022 Second Quarter Report</b></li> </ul>	131
<p><b>Recommendation: THAT</b> Council receives the Pemberton Fire Rescue 2022 Second Quarter Report for information.</p>	
<p><b>13. BYLAWS</b></p>	
<ul style="list-style-type: none"> <li>a) <b>Bylaws for First, Second, and Third Readings</b></li> </ul>	
<ul style="list-style-type: none"> <li>i. <b>Village of Pemberton Business Licence Bylaw No. 855, 2019, Amendment (Special Event Vendors) Bylaw No. 934, 2022</b></li> </ul>	140
<p><b>Recommendation: THAT</b> Council gives first, second, and third readings to Village of Pemberton Business Licence Bylaw No. 855, 2019, Amendment (Special Event Vendors) Bylaw No. 934, 2022</p>	
<ul style="list-style-type: none"> <li>ii. <b>Village of Pemberton Fees and Charges Bylaw No. 905, 2021, Amendment (Business Licence Fees) Bylaw No. 935, 2022</b></li> </ul>	172
<p><b>Recommendation: THAT</b> Council gives first, second, and third readings to Village of Pemberton Fees and Charges Bylaw No. 905, 2021, Amendment (Business Licence Fees) Bylaw No. 935, 2022</p>	
<ul style="list-style-type: none"> <li>b) <b>Bylaws for Adoption</b></li> </ul>	
<ul style="list-style-type: none"> <li>i. <b>Village of Pemberton Parks and Public Spaces Use Bylaw No. 797, 2016, Amendment (Public Spaces Definition) Bylaw No. 932, 2022.</b></li> </ul>	178

**Recommendation: THAT** Council adopts Village of Pemberton Parks and Public Spaces Use Bylaw No. 797, 2016, Amendment (Public Spaces Definition) Bylaw No. 932, 2022.

- ii. **Village of Pemberton Parking and Traffic Control Bylaw No. 840, 2018, Amendment (Public Parking Lot) Bylaw No. 933, 2022.** 179

**Recommendation: THAT** Council adopts Village of Pemberton Parking and Traffic Control Bylaw No. 840, 2018, Amendment (Public Parking Lot) Bylaw No. 933, 2022.

**14. MAYOR'S Report**

**15. COUNCILLORS' Reports**

**16. CORRESPONDENCE**

**a) Correspondence for Action**

- i. **Brenda McLeod, Area C resident, dated July 4, 2022, expressing safety concerns regarding the Friendship Trail along Highway 99.** 180

**Recommendation: THAT** Council directs Staff to forward the correspondence to the Squamish-Lillooet Regional District.

**b) Correspondence for Information**

- i. **Laurey-Anne Roodenburg, President, Union of British Columbia Municipalities (UBCM), dated May 24, 2022, confirming that the Village's two resolutions endorsed at the 2022 Lower Mainland Local Government Association Spring Convention will be included in the UBCM Resolutions Book for the 2022 UBCM Convention in September.** 181
- ii. **Stephen Covey and Cyrus Reporter, CN Rail, dated June 15, 2022, regarding Rail Safety Week, September 19<sup>th</sup> to 25<sup>th</sup>.** 184
- iii. **William Beamish, Mayor, Town of Gibsons, dated June 16, 2022, seeking support of a resolution that will be coming before the Union of British Columbia Municipalities at the 2022 Convention, requesting that the Province establish a funding model for community-based hospice societies** 187
- iv. **Anna Barford, Canada Shipping Campaigner, Stand.earth, dated June 17, 2022, seeking support for a resolution that will be coming before the Union of British Columbia Municipalities at the 2022 Convention, addressing acidic wastewater discharge in all waters off British Columbia.** 188
- v. **Jonathan X. Cote, Mayor, City of New Westminster, dated June 21, 2022, seeking support for a resolution that will be coming before the Union of British Columbia Municipalities at the 2022 Convention regarding the funding of public libraries.** 190
- vi. **Tara Faganello, Assistant Deputy Minister, Ministry of Municipal Affairs, dated June 28, 2022, presenting information in follow-up to the May 2022 regional meetings that provided an update from BC Wildfire Service.** 192
- vii. **Gina Ciccone, Village resident, dated June 28, 2022, in support of the proposed Harrow Road affordable housing project.** 194

- viii. Nigel Protter, Village resident, dated June 28, 2022, in support of the proposed Harrow Road affordable housing project. 196
- ix. Ryan Dyrbye, Vice President Operations, Frontier Street Pharmacy, dated June 29, 2022, in support of the proposed Harrow Road affordable housing project. 197
- x. Laurey-Anne Roodenburg, President, Union of British Columbia Municipalities (UBCM), dated July 4, 2022, confirming that the Village’s resolution regarding crown land application wait times, submitted directly to UBCM, will be included in the UBCM Resolutions Book for the 2022 UBCM Convention in September. 198
- xi. Patrick Weiler, Member of Parliament, West Vancouver-Sunshine Coast-Sea to Sky Country, dated June 30, 2022, announcing a new two-year Wine Sector Support Program that will provide wineries with the tools they need to stay innovative and competitive. 200
- xii. Chris Ankeny, Village resident and business owner, dated July 5, 2022, in support of the proposed Harrow Road affordable housing project. 201
- xiii. Patrick Weiler, Member of Parliament, West Vancouver-Sunshine Coast-Sea to Sky Country, dated July 5, 2022, providing information regarding the launch of the Age Well at Home Initiative and the two program streams now open for applications. 202

**Recommendation:** THAT Council receives the correspondence for information.

**14. DECISION ON LATE BUSINESS**

**15. LATE BUSINESS**

**16. NOTICE OF MOTION**

**17. QUESTION PERIOD**

215

**18. IN CAMERA**

**Recommendation:** THAT the meeting is closed to the public in accordance with the *Community Charter* Section 90 (1) (k) negotiations and related discussions that in the view of Council could reasonably be expected to harm the interests of the municipality if held in public.

**19. RISE WITH REPORT**

**20. ADJOURNMENT OF REGULAR COUNCIL MEETING**

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

Meeting #: 1564  
Date: Tuesday, June 21, 2022, 9:00 am  
Location: Council Chambers and Zoom Webinar  
7400 Prospect Street

COUNCILLORS: Mayor Mike Richman  
Councillor Leah Noble  
Councillor Amica Antonelli  
Councillor Ryan Zant  
Councillor Ted Craddock

STAFF: Elizabeth Tracy, Chief Administrative Officer  
Sheena Fraser, Manager of Corporate and Legislative Services  
Gwendolyn Kennedy, Legislative Assistant  
Vinka Hutchinson, Communications and Grant Coordinator\*

PUBLIC: 1

MEDIA: 1

*\*Denotes partial attendance.*

*A recording of the meeting was made available to the media and public.*

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**1. CALL 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.

At 9:00am Mayor Richman called the meeting to order and welcomed Elizabeth Tracy, Chief Administrative Officer, to her first Council meeting.

**2. ADOPTION OF AGENDA**

Moved/Seconded

**THAT** Council adopts the agenda as presented.

**CARRIED**

**3. RISE WITH REPORT FROM IN CAMERA**

**4. APPROVAL OF MINUTES**

**4.1 Regular Council Meeting No. 1563, Tuesday, June 7, 2022**

Moved/Seconded

**THAT** Council approves the minutes of Regular Council Meeting No. 1563, held Tuesday, June 7th, as circulated.

**CARRIED**

**5. BUSINESS ARISING FROM THE PREVIOUS REGULAR COUNCIL MEETING**

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

**6.1 Recommendations from Committee of the Whole Meeting No. 230, held Tuesday, June 7, 2022**

Moved/Seconded

**THAT** Staff put forward for discussion within the first year of the term of new Council, adoption and implementation of the United Nations Declaration on the Rights of Indigenous Peoples.

**CARRIED**

Moved/Seconded

**THAT** Staff prepare a report for a future Committee of the Whole meeting regarding replacing street signage with English-Ucwalmicwts bilingual signage and adding Ucwalmicwts place names;

**AND THAT** the report include the costing to undertake the sign replacement for budget consideration.

**CARRIED**

Moved/Seconded

**THAT** Staff consider appropriate means to bring cultural sensitivity and humility learning opportunities to the community.

**CARRIED**

**7. COMMITTEE MINUTES - FOR INFORMATION**

**8. DELEGATION**

**9. STAFF REPORTS**

**9.1 Office of the Chief Administrative Officer**

**a. Verbal Report**

CAO Tracy thanked Sheena Fraser, Manager of Corporate and Legislative Services, and Village staff for their help during her first week as CAO and thanked Council for taking the time for an informal meeting this morning.

Moved/Seconded

**THAT** Council receives the Chief Administrative Officer's verbal report.

**CARRIED**

**b. BC Healthy Communities Age-friendly Communities Grant Program**

Moved/Seconded

**THAT** Council supports the Village of Pemberton's application to the BC Healthy Communities Age-friendly Communities Grant Program, up to an amount of \$25,000, to fund the inclusion of age-friendly principles in the Village of Pemberton Official Community Plan update.

**CARRIED**

At 9:07am Vinka Hutchinson left the meeting.

**9.2 Corporate and Legislative Services**

**a. 2021 Annual Report Presentation**

After the presentation of the 2021 Annual Report, Mayor Richman opened the floor to questions and comments from the public.

There were no submissions from the public.

Moved/Seconded

**THAT** Council receives the 2021 Annual Report for information.

**CARRIED**

**b. 2022 Union of British Columbia Municipalities Convention & Minister Meetings**

Moved/Seconded

**THAT** Council directs Staff to submit the following requests for meetings with cabinet ministers to take place at the 2022 Union of British Columbia Municipalities Convention:

- Ministry of Transportation and Infrastructure, to discuss concerns regarding maintenance standards of roads and bridges, including maintenance of ditches and culverts, necessary to flood mitigation, and;
- Attorney General, to discuss the cost of policing as municipalities reach the threshold population of 5,000;
- Forests, Lands, Natural Resource Operations and Rural Development, to discuss concerns regarding dyking standards and the funding to achieve these, and management of crown lands outside of parks used for ecotourism;
- BC Hydro, to discuss the Pemberton Agricultural Park and to seek clarity regarding development near hydro lines; and
- CN Rail, regarding a pedestrian bridge over the Lillooet River.

**CARRIED**



Moved/Seconded

**THAT** Council direct Staff to present the following resolution for consideration at the 2022 Union of British Columbia Municipalities Convention:

*Whereas municipal use of crown land grant is essential to the provision of important municipal services;*

*And whereas the lengthy crown land grant application process impacts municipalities' ability to provide these services;*

*Therefore be it resolved that UBCM request that the Province increase funding to reduce application wait times and improve the application process for crown land grants.*

**CARRIED**

Moved/Seconded

**THAT** the Staff arrange registration and attendance at the 2022 UBCM Convention for Mayor Richman and Councillors Noble, Antonelli, and Craddock.

**CARRIED**

## 10. BYLAWS

### 10.1 Bylaws for First, Second, and Third Readings

- a. **Village of Pemberton Parks and Public Spaces Use Bylaw No. 797, 2016, Amendment (Public Spaces Definition) Bylaw No. 932, 2022.**

Moved/Seconded

**THAT** Council gives first, second, and third readings to Village of Pemberton Parks and Public Spaces Use Bylaw No. 797, 2016, Amendment (Public Spaces Definition) Bylaw No. 932, 2022.

**CARRIED**

- b. **Village of Pemberton Parking and Traffic Control Bylaw No. 840, 2018, Amendment (Public Parking Lot) Bylaw No. 933, 2022.**

Moved/Seconded

**THAT** Council gives first, second, and third readings to Village of Pemberton Parking and Traffic Control Bylaw No. 840, 2018, Amendment (Public Parking Lot) Bylaw No. 933, 2022.

**CARRIED**

### 10.2 Bylaws for Adoption

- a. **Village of Pemberton Water Regulation Connection and Rates Bylaw No. 232, 1989, Amendment (Schedule A) Bylaw No. 931, 2022**

Moved/Seconded

**THAT** Council adopts Village of Pemberton Water Regulation Connection and Rates Bylaw No. 232, 1989, Amendment (Schedule A) Bylaw No. 931, 2022.

**CARRIED**

## 11. MAYOR'S Report

### 11.1 Public washrooms at Blackbird Bakery

Mayor Richman introduced the topic of the condition of the public washroom at the Blackbird Bakery and asked Sheena Fraser, Manager of Corporate and Legislative Services, to provide additional information.

Ms. Fraser reported that in the past seven days, the washroom has been closed twice for a full cleaning due to the walls, countertops, floor, doors, and fixtures being contaminated with feces. A similar incident also occurred at the washroom at One Mile Lake. Incidents such as these require significant staff time and present a health risk to staff and to any user who encounters the washroom in this state.

Discussion focused on possible means to reduce the frequency of this type of incident without impacting the availability of public washrooms. Council concurred that a more consistent bylaw and RCMP presence in the area would help discourage antisocial behaviour, and that the problem has likely been exacerbated by the transit strike, lack of a Village bylaw enforcement officer, and the reduced operation hours of the bakery. It was suggested that the Village consider installing Portland Loos or similar washrooms in unattended areas and that this option be considered for the transit hub to be established at Lot 13.

### 11.2 Community events

Mayor Richman expressed how pleased he is to be able to attend community events in person once again, such as the Pemberton Secondary School graduation ceremony, the celebration of life for Shirley Henry, the Farmers' Market, and the upcoming Mountain Muse Festival. Mayor Richman extended congratulations to the Pemberton Secondary School Class of 2022. This year's grads have faced many challenges over their last years in high school due to the COVID-19 pandemic.

Mayor Richman stated that he is honoured to be speaking from the unceded lands of the Lil'wat and Stl'atlimx Nations on Indigenous Peoples Day. Today is a day to acknowledge the impacts of colonialism and the residential school system on Indigenous people.

## 12. COUNCILLORS' Reports

Councillor Craddock reported on:

- the Tourism Pemberton meeting, noting that the public washroom at the Blackbird Bakery was discussed; and

- the Pemberton Valley Dyking District meeting, advising that the AGM will be held on Thursday, July 14<sup>th</sup> at the Pemberton Community Centre.

Councillors Noble, Zant, and Antonelli did not report.

### **13. CORRESPONDENCE**

#### **13.1 Correspondence for Action**

- a. Riel Cairns, Village resident, dated June 7, 2022, expressing concerns regarding the waiving or reducing of development fees for the proposed Harrow Road affordable housing project**

Moved/Seconded

**THAT** Council directs Staff to respond to Mr. Cairns.

**CARRIED**

#### **13.2 Correspondence for Information**

- a. Patrick Weiler, Member of Parliament for West Vancouver/Sunshine Coast/Sea to Sky Country, dated June 9, 2022, announcing the launch of a new initiative called Age Well at Home, which will help seniors stay in their homes as they age by providing them with practical assistance for everyday tasks.**
- b. Patrick Weiler, Member of Parliament for West Vancouver/Sunshine Coast/Sea to Sky Country, dated June 9, 2022, announcing the Notice of Appointment Opportunity for the new position of Special Representative on Combatting Islamophobia.**
- c. Patrick Weiler, Member of Parliament for West Vancouver/Sunshine Coast/Sea to Sky Country, dated June 16, 2022, announcing that Pacific Economic Development Canada will be accepting expressions of interest for its Business Scale-up and Productivity program.**

Moved/Seconded

**THAT** Council receives the correspondence for information.

**CARRIED**

### **14. DECISION ON LATE BUSINESS**

### **15. LATE BUSINESS**

### **16. NOTICE OF MOTION**

### **17. QUESTION PERIOD**

There were no questions from the gallery.

**18. IN CAMERA**

Moved/Seconded

**THAT** the meeting is closed to the public in accordance with the *Community Charter* Section 90 (1) (g) litigation 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 10:24am Council moved in camera.

**19. RECESS REGULAR MEETING**

At 12:20pm the meeting was recessed.

**20. RECONVENE REGULAR MEETING**

At 1:51pm the meeting was reconvened.

**21. IN CAMERA**

**THAT** the meeting is closed to the public in accordance with the *Community Charter* Section 90 (1) (g) litigation 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 1:51pm Council moved in camera.

**22. RISE WITH REPORT**

At 2:18pm Council rose without report.

**23. ADJOURNMENT OF REGULAR COUNCIL MEETING**

Moved/Seconded

**THAT** the meeting be adjourned.

**CARRIED**

At 2:18pm the meeting was adjourned.

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Mike Richman  
Mayor

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Sheena Fraser  
Corporate Officer

**Date:** Tuesday, July 12, 2022  
**To:** Council  
**From:** Elizabeth Tracy, Chief Administrative Officer  
**Subject:** Office of the CAO 2022 Second Quarter Strategic Priorities Update

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### **PURPOSE**

The purpose of this report is to provide Council with an update on the Strategic Priorities and activities of the Office of the CAO for the second quarter of 2022.

### **BACKGROUND**

Quarterly reports will be provided throughout the year as a means of keeping Council up to date with the Village's Strategic Priorities and Office of the CAO projects and activities.

### **DISCUSSION & COMMENTS**

The Second Quarter of 2022 was busy as the Office of the CAO maintained the operation of the Village while recruitment took place for a new CAO. Sheena Fraser, Manager of Corporate & Legislative Services, assumed the role of Acting CAO on March 5<sup>th</sup> and continued in that role until June 13<sup>th</sup> at which time Elizabeth Tracy joined the Village.

The following sections detail the tasks/projects undertaken in the Second Quarter for the Office of the CAO:

#### **Emergency Management:**

The following provides Second Quarter Updates for the Emergency Program Coordinator:

- Held an Emergency and Wildfire Preparedness event at the Downtown Community Barn on May 7<sup>th</sup> in partnership with Pemberton Fire Rescue and the FireSmart team with attendance from other local first responder organizations.
- Participated in the project kick off for the Community Wildfire Resiliency Plan in conjunction with B.A. Blackwell and now assumed the role of project lead due to staff changes within the FireSmart team.
- Facilitated freshet, wildfire, extreme heat and air quality preparedness sessions with internal departments as well as other community stakeholders.

#### **Communications and Grant**

The following provides Second Quarter Updates for the Communications and Grant Coordinator:

- Managed the 2021 Annual Report project including developing templates and instructions for key staff, drafting, compiling, arranging and editing content, sourcing images, working

with a graphic designer to complete final design and developing and delivering communications to support the publishing of the Report to the public.

- Submitted two (2) grant funding applications and supported the submission of a further two (2) more to support 2022 Strategic Priorities and shovel-ready projects.
- Developed communications plans and delivered communications to promote the Village's Property Taxes and Utilities campaign, BC Hydro Box Public Art Competition and Bike Skills Park Official Opening.
- Developed and issued media releases to announce successful funding of three key projects within the Village.
- Provided ongoing strategic communications support, branding and collateral development, public relations and media support, website and social media management and grant administrative support to various departments across the Village.

## Human Resources

The following provides Second Quarter Updates for the HR Coordinator:

- Onboarded:
  1. Receptionist
  2. Accounting & IT Coordinator
  3. CAO
  4. Seasonal Parks Labourer
  5. FireSmart Labourer
  6. Development Services Co-Op
  7. Operations Administrative Assistant
  8. x3 contract Building Officials
  9. x7 casual recreation employees
- Supported internal transfer of:
  1. Skilled Workhand
  2. Office Coordinator
  3. Fire Captain
  4. FireSmart Coordinator
- Offboarded:
  1. Fire Chief
  2. Building Official
  3. Operations Administrative Assistant
- Ongoing recruitment activity for Bylaw Enforcement & Animal Control Officer, Building Official and Operations Administrative Assistant
- Analyzed Spring Staff Survey results
- Delivered the first HR Update for Council
- Triggered independent salary review process for Staff
- Coordinated mid-year performance evaluation process
- Supported Finance with wage increase process following budget approval
- Provided updates to the Bullying Harassment & Discrimination Policy
- Administered Village Bursary for 2022
- Completed Driver Standards Policy checks on Staff for 2022

### Executive Assistant

The following provides Second Quarter Updates for the Executive Assistant who is supporting the Acting CAO on several ongoing initiatives and projects in addition to the following:

- Coordinated the working group for the Municipal Hall and Fire Hall development.
- Represented the Village as a liaison to the Regional Economic Development Collaborative, Sea to Sky Destination Management Committee and Tourism Pemberton
- Attended the Nukw7ántwal Organizing Committee meetings to schedule a new date for the Nukw7ántwal Regional Gathering
- Arranged Cultural Safety and Humility training for staff

### Strategic Priorities

The list of Strategic Priorities and Operational Priorities is attached and includes updates on the status of each initiative and/or project. As noted in previous reports, while some initiatives were expected to have been completed by end of 2021, due to workload, recruiting initiatives and the COVID-19 pandemic, some were deferred and are slated for completion in 2022 or on hold or paused due to circumstances beyond our control. An update to the priorities has resulted in the completion date of some projects being moved to 2023.

### **COMMUNICATIONS**

There are no communications considerations at this time.

### **LEGAL CONSIDERATIONS**

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

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

There are no impacts to the budget or staff hours as the activities undertaken by Staff noted above are operational and incorporated into the day-to-day activities of each department.

### **INTERDEPARTMENTAL IMPACT & APPROVAL**

There are no interdepartmental impacts or approvals required.

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

There is no impact on the region or neighbouring jurisdictions.

### **COMMUNITY CLIMATE ACTION PLAN**

All reports to Council will include identification as to how a project/initiative or plan aligns with the Community Climate Action Plan. In this regard, reporting on the status of Strategic Priorities and updating Council on departmental workplans through quarterly reports aligns with Leadership 1.2 as provided below:

Strategy	Action	Comments
LEADERSHIP 1.2 – Building Staff and Financial Capacity for implementation	a. Report on climate action or sustainability implications in relevant reports to Council.	Implemented 08.03.2022

**ALTERNATIVE OPTIONS**

There are no alternative options for consideration

**RECOMMENDATIONS**

**THAT** Council receives the Office of the CAO 2022 Second Quarter Strategic Priorities Update for information.

**ATTACHMENTS:**

**Appendix A:** Second Quarter Strategic Priorities Chart and Status Worksheet

Prepared by:	Sheena Fraser, Manager, Corporate & Legislative Services and Acting Chief Administrative Officer
CAO Approval by:	Elizabeth Tracy, Chief Administrative Officer



Village of Pemberton					
Strategic Priorities Status Sheet					
30-Jun-22					
Council					
<b>NOW</b>	<b>Priority</b>	<b>Department</b>	<b>Status</b>	<b>Completion Date</b>	<b>Comments</b>
1.	<b>COMMUNITY CLIMATE ACTION PLAN</b>	DS	COMPLETED	0	Adopted March 8, 2022; Launch held April 6th; implementation of actions expected to proceed in 2023.
2.	<b>MUNICIPAL FACILITIES</b>	CAO	In Progress	Fall, 2022	Design contract awarded in January 2022; Staff continue to work with the consultants on fire and municipal hall design and space considerations; Expection design completion fall 2022
3.	<b>ASSET MANAGEMENT</b>	CAO/ Finance/ Ops	In Progress	Summer 2022	Staff is entering the final phase of the Asset Management Plan data review, having made material progress on the Asset Management Plan in working with the consulting project manager. The Asset Management Financial Strategy will be completed in the upcoming quarter and rolled out to select staff and Council. The UBCM grant and FCM grant are now extended and finally aligned with respect to reporting deadlines.
4.	<b>OCP UPDATE</b>	DS	Active	2024	Contract awarded June, 2022. OCP Review/Audit underway.
5.	<b>DAYCARE EXPANSION</b>	DS/ Corp	In Progress	Estimated Fall, 2023	Development of the RFP is underway with issuance expected summer, 2022.
<b>NEXT</b>	<b>Priority</b>	<b>Department</b>	<b>Status</b>	<b>Completion Date</b>	<b>Comments</b>
.	ECONOMIC DEVELOPMENT STRATEGY	CAO	On Hold		Will require updating to incorporate COVID-19 restart elements
.	BOUNDARY EXTENSION	CAO	On hold		On hold - incorporated into the 2022 workplan for consideration.
.	SINGLE USE PLASTIC BAG BYLAW	DS	On hold		Incorporated as an action item in the Community Climate Action Plan. It is anticipated this item will be on the workplan in 2023 and a responsibility of the Climiate Action and Resiliency coordinator should approval for this position be given.
.	IMPROVED MONITORING (floods & landslides)	CAO	Ongoing		Monitoring of Lillooet River and Mt. Currie, prioritization of flood mitigation projects and grant applications.
<b>Advocacy/ Partnerships</b>	<b>Priority</b>	<b>Department</b>	<b>Status</b>	<b>Completion Date</b>	<b>Comments</b>
.	<i>Regional Transit</i>	CAO	In Progress		Reinvigoration of the project began in September 2022; currently awaiting Demand Study being conducted by BC Transit
.	<i>Second Entrance to Town</i>	CAO	On hold		This challenging project will need to be addressed through upcoming development applications.
.	<i>Lillooet River Park</i>	CAO	On hold		Waiting new CAO
Codes:	<b>BOLD CAPITALS</b> - NOW Priorities; <b>CAPITALS</b> - NEXT Priorities; <i>Italics</i> = <i>Advocacy</i>				
n/a =	Not assigned				

Village of Pemberton				
Strategic Priorities Status Sheet				
30-Jun-22				
CAO				
Order	Priority	Status	Estimated Completion Date	Comments
1.	<b>MUNICIPAL FACILITIES</b>	In Progress	Fall, 2022	Design contract awarded in January 2022; Staff continue to work with the consultants on fire and municipal hall design and space considerations; Expectation design completion fall 2022
2.	<b>ASSET MANAGEMENT</b>	In Progress	Summer 2022	Staff is entering the final phase of the Asset Management Plan data review, having made material progress on the Asset Management Plan in working with the consulting project manager. The Asset Management Financial Strategy will be completed in the upcoming quarter and rolled out to select staff and Council. The UBCM grant and FCM grant are now extended and finally aligned with respect to reporting deadlines.
3.	<b>DAYCARE EXPANSION</b>	In Progress	Fall 2023	Development of the RFP is underway with issuance expected summer, 2022.
.	<b>ECONOMIC DEVELOPMENT STRATEGY</b>	On Hold		Will require updating to incorporate COVID-19 restart elements
.				
*Emergency Management transitioned of Office of the CAO in July 2020				
Codes:	<b>BOLD CAPITALS</b> - NOW Priorities; <b>CAPITALS</b> - NEXT Priorities; <i>Italics</i> = Advocacy			

Village of Pemberton				
Strategic Priorities Status Sheet				
30-Jun-22				
Emergency				
Order	Priority	Status	Estimated Completion Date	Comments
1.	Regional Evacuation Plan	In progress	September, 2022	In partnership with Squamish-Lillooet Regional District and District of Squamish - received CEPF funding to validate and test current Evacuation Route Plan through a regional functional exercise and develop Regional Evacuation Plan and framework. <b>Progress update:</b> Due to staffing changes within both the SLRD and DOS the exercise has been postponed until September 2022.
2.	Emergency Management Plan Update	In progress	September, 2022	Emergency Operations Centre training and tabletop exercise completed; Emergency Management Plan was tested and will be updated as a result of training exercises and lessons learned from 2021 flood responses and the wildfire season. <b>Progress Update:</b> updates and review by CAO to be completed.
3.	<b>IMPROVED MONITORING (floods &amp; landslides)</b>	Ongoing	2022	Will be incorporated into the OCP review and update.
.	Community Disaster Resilience Planning	Completed	March, 2022	In partnership with JIBC to pilot the Community Disaster Resilience Planning process and online tools. Includes utilizing the disaster risk and resilience tools to understand hazards and community resiliency to build and develop a Community Disaster Resilience Plan. The final workshop for the draft Plan was held in Q1. <b>Progress Update:</b> The Plan in process of being finalized for CAO review.
.	Emergency Support Services Modernization	In progress	August, 2022	Requested EMBC to allow the Village to onboard with the Evacuee Assistance & Registration tool - awaiting approval Submitted application to UBCM's CEPF ESS Funding stream for the purchase of IT equipment in Q1. <b>Progress Update:</b> Received CEPF ESS grant funding to purchase IT equipment. Currently working with EMBC and CRC to onboard with the Evacuee Assistance & Registration tool.
Codes: <b>BOLD CAPITALS</b> - NOW Priorities; <b>CAPITALS</b> - NEXT Priorities; <i>Italics</i> = Advocacy				

Village of Pemberton				
Strategic Priorities Status Sheet				
30-Jun-22				
Corporate				
Order	Priority	Status	Estimated Completion Date	Comments
1.	eScribe Implementation	In Progress	Oct-22	Developing templates; staff and Council training; to go live in fall of 2022.
2.	Election	In Progress	Dec-22	Preparation: bylaw review, development of forms, staff training, election day proceedings, post election activities per legislation.
3.	Community Forest	ongoing	Dec-22	Interim Board in place. Administrator position was filled in Q2. It is anticipated that a call for Board members will be issued in the Q3.
.	Airport Leases	ongoing	Fall, 2022	Lease expansion and renewals are in process.
.	Various Bylaw Review and Updates	ongoing	Summer/Fall, 2022	Upcoming bylaws are: Water Connection and Regulation Bylaw, DCC Exemption Bylaw, Sewer Connection and Regulation Bylaw and Blasting Bylaw, Officers Bylaw, CAO Bylaw, Fee & charges amendment (Fee waiver)
Codes: <b>BOLD CAPITALS</b> - NOW Priorities; <b>CAPITALS</b> - NEXT Priorities; <i>Italics</i> = Advocacy				

Village of Pemberton				
Strategic Priorities Status Sheet				
30-Jun-22				
Operations				
Order	Priority	Status	Estimated Completion Date	Comments
1.	Soccer Field No. 2 (Phase 1)	Ongoing - waiting on other agencies	Fall, 2022	Construction completed; awaiting completion of BC Hydro connection for lighting. The work order is in the queue. The fields is anticipated to be ready for use in Fall 2022. Amenity Building and Parking Lot RFP Pending
2.	Mountain Bike Skills Park	In Progress	July, 2022	Bike Park 90% completed. Final items include signage, fencing, picnic tables, benches, etc. Grand Opening scheduled 16 July.
3.	Pemberton Farm Road East Upgrade	Ongoing - waiting on other agencies	2023	Healthy Communities and Active Transportation grants were unsuccessful; submission made to the Federal Active Transportation Fund as determined to hold on allocating Village funding options in lieu of new granting opportunity. Sunstone Phase 1C SSA in place for developer to rebuild road. Ideally trail and road are built concurrently.
.	Lot 13 - Multimodal Transportation Hub (Park and Ride)	In Progress	2023	Grant application successful and announcement made April 21st . Environmental and geotechnical assessments ongoing, will be followed by engineering design.
	Water Treatment Investigation and Grant Submission	Complete	Spring 2022	Preliminary treatment investigation complete, with recommendations for \$8M plant for removal of Iron and Manganese. Grant application submitted February 2022. Meanwhile Village will continue to collect samples/data and focus on leak detection and water conservation.
Codes: <b>BOLD CAPITALS</b> - NOW Priorities; <b>CAPITALS</b> - NEXT Priorities; <i>Italics</i> = Advocacy				

Village of Pemberton				
Strategic Priorities Status Sheet				
30-Jun-22				
Finance				
Order	Priority	Status	Estimated Completion Date	Comments
1.	Five-Year Financial Plan & Year End	In Progress	July 2022	The Five Year Financial Plan is complete and presented. Year end entries are completed; now awaiting any final adjustments provided from the external audit team, which is anticipated to be complete early July 2022.
2.	<b>ASSET MANAGEMENT</b>	In Progress	Fall, 2022	Staff is entering the final phase of the Asset Management Plan data review, having made material progress on the Asset Management Plan in working with the consulting project manager. The Asset Management Financial Strategy will be completed in the upcoming quarter and rolled out to select staff and Council. The UBCM grant and FCM grant are now extended and finally aligned with respect to reporting deadlines.
3.	Vadim Payroll Module	In Progress	Fall, 2022	The contract was finalized April 2022, and implementation of a Time Entry Solution, which will work with our existing Finance Payroll Module, is in progress. Although initiated several years ago by former Finance Staff, this was made a priority in early Q1 2022, at which point a contract was signed. A Pre-implementation was completed in Q2, configuration and training and roll out in Q3. Finance staff have requested earlier implementation if vendor resources permit.
.	Expense Policy Review	Deferred	Fall, 2022	Preliminary work developing an updated policy has been completed including updates to select outdated policies; full renewal of the policy will be completed following budget and audit in collaboration with HR.
Codes: <b>BOLD CAPITALS</b> - NOW Priorities; CAPITALS - NEXT Priorities; <i>Italics</i> = Advocacy				

Village of Pemberton				
Strategic Priorities Status Sheet				
30-Jun-22				
Development				
Order	Priority	Status	Estimated Completion Date	Comments
1.	<b>COMMUNITY CLIMATE ACTION PLAN</b>	<b>Completed</b>		Adoption March 8, 2022; Launch Event April 6, 2022. Implementation to proceed in 2023.
2.	<b>OCP UPDATE</b>	Active	2024	Contract awarded June, 2022. OCP Review/Audit underway.
3.	DCC Bylaw Update - Phase 1	In Process	Summer 2022	the project; consultation is planned for 2022. This update will incorporate objectives set out in the Affordable Housing Action Implementatoin Plan.
.	Subdivision and Development Control Bylaw	N/A	Fall 2022	Deferred from 2021. Current version is more than 10 years old, update will benefit Village Operations and Planning staff
.	Pemberton Creek Pedestrian Bridge - Phase 1	In Process	Summer 2022	Work is currently underway on the design and costing component of the project.
Codes:	BOLD CAPITALS - NOW Priorities; CAPITALS - NEXT Priorities; <i>Italics = Advocacy</i>			

Village of Pemberton				
Strategic Priorities Status Sheet				
30-Jun-22				
Recreation				
Order	Priority	Status	Estimated Completion Date	Comments
1.	Basketball Court Construction	In Progress	4th Quarter 2022	Funding was secured through the PVUS Committee during the 2021 budget process; Project moved to Signal Hill Elementary and will begin in Q3 with projected first phase to be completed in Q4. Surfacing will be pursued in 2023 due to budget and supply chain issues.
2.	Air Handling in the REC	Completed		Work completed in the REC to improve the existing air handling system with a ductless split system.
3.	PDCC Accessibility Project	In Progress	4th Quarter 2022	Library received \$100,000 for Accessibility upgrades to PDCC, south facing doors and interior doors to the Library will be made accessible, fire exit door to have windows, and accessible ramp to be added on South face. Accessible Doors were installed in Q2. The accessible ramp project has been deferred until further funding has been received.
.	COVID-19 Pandemic	Update		PHO Restrictions have been lifted. Operations are resuming with some adjustments made to cleaning protocols due to new WorkSafe requirements.
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Codes: BOLD CAPITALS - NOW Priorities; CAPITALS - NEXT Priorities; <i>Italics = Advocacy</i>				



Village of Pemberton				
Strategic Priorities Status Sheet				
30-Jun-22				
Fire				
Order	Priority	Status	Estimated Completion Date	Comments
1.	<b>MUNICIPAL FACILITIES</b>	In Progress	Fall, 2022	Design contract awarded in January 2022; Staff continue to work with the consultants on fire and municipal hall design and space considerations; Expectation design completion fall 2022
2.	Meadows Fire Department	Ongoing	Unknown	The Pemberton Fire Rescue Department continue to works with Meadows Fire Department towards certification and training to bring the Department to a exterior attack designation. Pemberton Fire Rescue will pause any official reports to the Office of the Fire Commissioner (OFC) or the Fire Underwriters Survey (FUS) until a meeting has been held with the SLRD and the new reginal Fire Chief in order to clarify the future status and funding of the Pemberton Meadows Fire Association from the SLRD and what role the SLRDs regional Fire Chief will have regarding all matters pertained to the relationship between PFR and PMFA.
3.				
.				
.				
Codes: <b>BOLD CAPITALS</b> - NOW Priorities; <b>CAPITALS</b> - NEXT Priorities; <i>Italics</i> = Advocacy				

**Date:** July 12, 2022

**To:** Elizabeth Tracy, Chief Administrative Officer

**From:** Emily White, HR Coordinator

**Subject:** **Bullying, Harassment and Discrimination Policy No. (PER-006) Review & Update**

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### **PURPOSE**

The purpose of this report is to present to Council an updated Village of Pemberton Bullying, Harassment and Discrimination Policy No. PER-006 for approval and to conclude the annual review of this policy (attached as **Appendix A**) for 2022.

### **BACKGROUND**

In 2001 the Village of Pemberton introduced a Harassment Policy. The policy was updated in 2008 and again in 2015 to reflect amendments to WorkSafe BC Legislation related to bullying and harassment.

On June 21, 2022 an update to the draft policy was presented to Committee of the Whole with the recommendation to bring a finalized version to Council for approval.

### **DISCUSSION & COMMENTS**

In addition to the updates shared on June 21, 2022, the Committee provided direction to make the distinction between the responsibilities asked of Council and Management. Specifically, that only Management are responsible for the following:

- Make all Employees aware of this Policy, the procedures set out herein, the Policy purpose and the steps being taken by the Village to prevent where possible, or otherwise minimize incidents of Bullying, Harassment or Discrimination.
- Provide training to Employees to help them fulfill their responsibilities under this Policy.

### **COMMUNICATIONS**

Upon approval this Policy, will be distributed to all current and future employees for review and sign off. It will also be added into the Village of Pemberton Employee Manual.

### **LEGAL CONSIDERATIONS**

The policy as presented is compliant with the BC Human Rights Code, Workers Compensation Act, and WorkSafe BC guidance and there are no other legal, legislative or regulatory considerations.

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

The policy review and update have been facilitated in-house as a component of the Human Resource Coordinator's day-to-day activities. As such, there are no impacts to the budget or staff hours.

### **INTERDEPARTMENTAL IMPACT & APPROVAL**

No interdepartmental impacts or approvals are required. All staff are required to review and sign the Policy at time of hire. Following the approval of the updated Policy by Council, it will be circulated to all staff for review and signature.

### **COMMUNITY CLIMATE ACTION PLAN**

The update of the Bullying, Harassment and Discrimination Policy has no impact on the Community Climate Action Plan strategies.

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

Updating the Bullying, Harassment and Discrimination Policy has no impact on other jurisdictions.

### **ALTERNATIVE OPTIONS**

There are no alternative options for consideration.

### **RECOMMENDATIONS**

**Recommendation One:** THAT Council approves the Bullying, Harassment and Discrimination Policy (PER-006) as presented;

**AND THAT** the annual review of this policy for 2022 be concluded.

### **ATTACHMENTS:**

**Appendix A:** Bullying, Harassment & Discrimination Policy No. PER-006

Prepared by:	Emily White, HR Coordinator
Manager Review:	Sheena Fraser, Manager, Corporate & Legislative Services
CAO Approval by:	Elizabeth Tracy, Chief Administrative Officer

# Bullying, Harassment and Discrimination Policy

Department:	<u>CAO</u>	Policy No.:	<u>PER-006</u>
Sub-department:	<u></u>	Created By:	<u>Original Unknown</u>
Approved By:	<u>Council</u>	Amended By:	<u>Emily White</u>
Approved Date:	<u>2001</u>	Amendment:	<u>3</u>
Amendment			
Approved Date:	<u>July 12, 2022 - Mtg No. 1565</u>		

## POLICY PURPOSE

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The Village of Pemberton (the Village) is committed to maintaining a healthy work environment that respects and supports the dignity, safety and wellbeing of all employees. The purpose of this Policy is to outline the procedures for preventing, reporting, investigating and resolving complaints of Bullying, Harassment and Discrimination.

Employees maintain, at any time, the right to seek legal advice and to pursue any other available remedy to address an incident, such as filing a complaint with the police or the Human Rights Commission.

Council and Management will review this policy on an annual basis and reserve the right to make amendments from time to time.

## SCOPE

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This Policy applies to anyone an employee may come into contact with over course of, or as a result of, their employment, including other employees, council members, members of the public, contractors, subcontractors, consultants and volunteers. This Policy applies to all Village worksites and communication channels. It also applies at all employment-related functions which occur during or outside working hours.

## REFERENCES

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- BC Human Rights Code
- Workers Compensation Act (the Act)
- Work Safe BC
- Village of Pemberton Code of Conduct (as amended from time to time)

# Bullying, Harassment and Discrimination Policy

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Sub-department:	<u></u>	Created By:	<u>Original Unknown</u>
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Amendment			
Approved Date:	<u>July 12, 2022 - Mtg No. 1565</u>		

- Village of Pemberton Social Media Policy (as amended from time to time)

## DEFINITIONS

**Bullying and Harassment** includes any inappropriate conduct or comment, be it verbal or written (including via social media or other electronic means), that a person knew or reasonably ought to have known would cause humiliation or intimidation, or any other form of unwelcome verbal or physical behaviour which by a reasonable standard would be expected to cause insecurity, discomfort, offence or humiliation, and/or has the purpose or effect of interfering with an employee’s work performance or creating an intimidating, hostile or offensive work environment.

Bullying and Harassment includes, but is not limited to:

- Physical assault;
- Verbal aggression, yelling, insults, threatening behaviour or intimidation;
- Humiliating or degrading actions, gestures, practical jokes or practices designed to ridicule, insult or deplete;
- Using derogatory names towards someone;
- Targeted social isolation;
- Hazing or initiation practices;
- Vandalizing personal belongings;
- Sabotaging someone’s work;
- Social undermining;
- Spreading malicious gossip or rumours or other conduct which adversely affects working conditions or work performance;
- Persistent rudeness, taunting and patronizing behaviour.

**Bullying and Harassment does not include** any reasonable action taken by or on behalf of the Village relating to the operational management and direction of Employees or the place of employment, this includes:

- Expressing differences of opinion;
- Normal workplace conflict;

# Bullying, Harassment and Discrimination Policy

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Approved By:	<u>Council</u>	Amended By:	<u>Emily White</u>
Approved Date:	<u>2001</u>	Amendment:	<u>3</u>
Amendment			
Approved Date:	<u>July 12, 2022 - Mtg No. 1565</u>		

- Unintentional incivility or plain rudeness;
- Offering constructive feedback, guidance or advice about work-related behaviour and performance;
- Normal exercise of managerial or supervisory responsibilities, including performance reviews, direction, coaching and disciplinary action where necessary, provided they are conducted in a respectful, professional manner in accordance with Village policies;
- Welcomed social interactions, jokes and bantering which are mutually acceptable and workplace-appropriate, provided that the interactions are respectful and there is no negative impact for others in the workplace;
- Disagreement, misunderstanding, miscommunication and/or conflict situations, provided that the behaviour of the individuals involved remains professional and respectful;
- Making a legitimate complaint about someone’s behaviour through established procedures

**Discrimination** refers to negative treatment based upon a personal characteristic including; age, ancestry, colour, family status, gender identity or expression, indigenous identity, marital status, mental disability, physical disability, place of origin, political belief, race, religion, sex, sexual orientation or a criminal conviction unrelated to the person’s employment.

## POLICY

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Bullying, Harassment or Discrimination of any kind is unacceptable and will not be tolerated by the Village of Pemberton. Bullying, Harassment or Discrimination, retaliation against any person for reporting said behaviours, false allegation of the above behaviours or interference in a complaint will be treated seriously, and may result in discipline up to and including dismissal. Management and Employees have the following responsibilities in cooperation with this Policy:

**Council and Management will:**

- Take steps to prevent where possible, or otherwise minimize, Bullying, Harassment and Discrimination;

# Bullying, Harassment and Discrimination Policy

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Approved By:	<u>Council</u>	Amended By:	<u>Emily White</u>
Approved Date:	<u>2001</u>	Amendment:	<u>3</u>
Amendment			
Approved Date:	<u>July 12, 2022 - Mtg No. 1565</u>		

- Ensure all parties responsible for conducting investigations are trained and qualified;
- Maintain the confidentiality of any information received during the course of a complaint or investigation process under this Policy;
- Not engage in retaliation against any individual who files a complaint or participates in an investigation under this Policy;
- Review this Policy and the procedures set out herein on a proactive basis, adding any additional prohibited behaviours as identified and;
- Review this Policy on an annual basis.

**Management will:**

- Make all Employees aware of this Policy, the procedures set out herein, the Policy purpose and the steps being taken by the Village to prevent where possible, or otherwise minimize, incidents of Bullying, Harassment or Discrimination;
- Provide training to Employees to help them fulfill their responsibilities under this Policy;

**Employees will:**

- Avoid engaging in any conduct that constitutes Bullying, Harassment or Discrimination;
- Report Bullying, Harassment or Discriminatory behaviour if observed or experienced;
- Cooperate with all aspects of the investigation process;
- Maintain the confidentiality of any information received during the course of a complaint or investigation process under this Policy;
- Not engage in retaliation against any individual who files a complaint or participates in an investigation under this Policy, and;
- Apply and comply with this Policy and the procedures set out herein.

# Bullying, Harassment and Discrimination Policy

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## PROCEDURE

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### Informal Resolution

An individual who believes that they are experiencing or observing Bullying, Harassment or Discrimination in line with this policy may:

- If comfortable doing so, inform the individual/s that their conduct is unwelcome and contrary to this Policy, and request that they cease the offending behaviour immediately;
- If the conversation does not result in a satisfactory resolution or if the individual does not wish to speak to the other person directly or is unable to speak to the other person directly, contact the Chief Administrative Officer (CAO)\* for assistance in discussing concerns with the other person;
- Review with the CAO the option of mediation between the two parties by the CAO or other neutral party as designated by the CAO.

\* Where the complaint is directed against the CAO, the individual will consult the Mayor for assistance.

The informal complaint resolution process outlined above is not mandatory.

### Formal Complaint Resolution

If a complaint is not resolved informally, the individual who believes they have experienced Bullying, Harassment or Discrimination (the Complainant) may wish to make a formal complaint.

The Complainant will submit the complaint in writing to the CAO or, where the CAO is named in the complaint, to the Mayor. Unless exceptional circumstances exist, a formal complaint must be brought within six (6) months of the most recent incident alleged to constitute Bullying, Harassment or Discrimination.

All complaints will be taken seriously, and will be dealt with fairly and promptly, using the investigation process set out below in this Policy.



# Bullying, Harassment and Discrimination Policy

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## Investigation Process

If the subject matter of a complaint fits within the definition of Bullying, Harassment or Discrimination it will be investigated. Should the complaint not fit the definition of Bullying, Harassment or Discrimination, the Complainant will be notified accordingly.

Investigations will be unbiased, thorough, complete, and conducted in as expedient a manner as practicable upon receipt of the formal complaint, but no longer than three (3) months from the time of submitting the formal complaint. Where appropriate, the CAO or Mayor can appoint a designate which can be either a member of staff or an external third party to conduct or support the investigation.

For the purposes of the investigation, formal complaints cannot be pursued anonymously; the identity of the Complainant and the nature of the complaint shall be made known to the individual/s alleged to have engaged in Bullying, Harassment or Discrimination (the Respondent/s). The Respondent/s shall be provided the opportunity to explain their behaviour and to have such explanations properly considered in the investigation process.

Investigations will involve reviewing all relevant documentation and conducting in-person interviews with the Complainant, the Respondent/s, and any other applicable witnesses. Statements provided during interviews will be documented.

All documentation considered during, and resulting from, the investigation of a complaint will be treated as strictly confidential for the purposes of any applications made under *the Freedom of Information and Protection of Privacy Act*.

The Investigator will submit a report to the CAO or as appropriate, Council, with conclusions as to whether the evidence supports or does not support the allegations of Bullying, Harassment or Discrimination and, if applicable, recommendations for a remedy or resolution. The report will remain strictly confidential, and the parties will be provided with a summary of the findings in the report by the CAO or their designate.

# Bullying, Harassment and Discrimination Policy

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## Remedies

Where a finding of Bullying, Harassment or Discrimination is made following an investigation, the Village will, as soon as is reasonably practicable, take appropriate remedial or disciplinary action against the individual/s who violated the Policy. This action may include education and training, modification of policies/procedures, or disciplinary action up to and including dismissal with just cause. A copy of the complaint and the outcome of the investigation, including any action to be taken, will be filed in the Respondent's personnel file where applicable. Where the investigation results in a finding that the complaint of Bullying, Harassment or Discrimination has not been proven, no record of the complaint shall be kept in the Respondent's personnel file.

The parties to the complaint will be informed of the outcome of the investigation and, where appropriate, the nature of any remedial or disciplinary action.

The Village will keep a written record of investigations as part of their due diligence as an organization. If the complaint was deemed to be unfounded, the investigation will not be referred to in any future complaints against the Respondent/s. Subject to disclosure which is required by law or is necessary to investigate or resolve a complaint, the Village will make every effort to keep confidential any information pertaining to the complaint.

In the instance a Respondent of the complaint is not a Village employee, alternative remedies will be implemented where appropriate and possible to do so.

## Malicious Complaints

If a complaint is demonstrated to have been brought for frivolous or malicious purposes with the intent to cause harm, appropriate disciplinary action may be taken against the Complainant. A complaint that is simply unsubstantiated or that has been brought in error, but was made in good faith, is not considered a malicious complaint.

# Bullying, Harassment and Discrimination Policy

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## Withdrawal of Complaint

At any time during the investigation, the Complainant may choose to withdraw their complaint without penalty so long as the complaint was filed in good faith.

Notwithstanding this right, if in the opinion of the CAO (or their designate), the circumstances warrant the continuation of the complaint process, they may do so unilaterally.

**Date: Tuesday, July 12, 2022**

**To: Elizabeth Tracy, Chief Administrative Officer**

**From: Gwendolyn Kennedy, Legislative Assistant**

**Subject: Corporate and Legislative Services 2022 Second Quarter Administration Update**

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**PURPOSE**

The purpose of this report is to provide Council with an update on the administrative activities of Corporate & Legislative Services department in the second quarter of 2022, from April 1<sup>st</sup> to June 30<sup>th</sup>.

**BACKGROUND**

Administrative update reports are presented quarterly to inform Council of department activities. This report complements the outstanding resolutions report, also on today's agenda, which presents a status update on resolutions in progress or not yet actioned.

**DISCUSSION & COMMENTS**

The tables below summarize the administrative activities of the Corporate & Legislative department and include statistics related to specific tasks. Notably, administrative activities related to bylaw tickets and enforcement remain low in the second quarter due to staff shortages.

**Freedom of Information Requests**

No access to records requests were received in the second quarter.

**Business Licences**

Business licences are administered by Corporate & Legislative Services, reviewed by Development Services and Pemberton Fire Rescue as required, and issued by the Finance department once approved.

As can be seen in the table below, the number of licensed businesses has grown steadily since 2019.

2019	2020	2021	2022 First Quarter	2022 Second Quarter
399	416	443	456	24

## Dog Licences

The table below shows that the number of dog licences issued has grown each year.

2019	2020	2021 Total	2022 First Quarter	2022 Second Quarter
145	157	167	130	4

## Other Permits

No film permits were issued; however, the Village received two enquiries respecting possible film shoots that would take place over the summer in this area should the location be selected. No water use permits or backyard hen permits were issued in the second quarter.

## Bylaw Enforcement Tickets

In 2021, due to staff absences and the inability to fill the temporary position, bylaw enforcement was significantly reduced, as reflected in the numbers presented below. Tickets issued in relation to bylaw infractions continue to be reduced in 2022 given the Village's limited resources.

2019	2020	2021 Total	2022 First Quarter	2022 Second Quarter
332	249	66	1	2

## Tickets sent to Collection

If a ticket has not been paid following two reminders to do so, the ticket will be referred to the Village's collection agency. Referral of tickets to collection has been impacted by staff shortages.

2019	2020	2021 Total	2022 First Quarter	2022 Second Quarter
139	85	16	0	0

## Customer Service Requests:

The table below shows the number of customer service requests received since 2019:

	2019	2020	2021	2022 First Quarter	2022 Second Quarter
Bylaw enforcement complaints and issues	108	129	94	20	13
Animal control	24	20	30	6	5
General /operational enquiries (up to 2020)	113	124	-	-	-
General enquiries			87	13	29
Operations			79	34	36
Vandalism reports	0	2	4	0	0
<b>Total CSRs received</b>	<b>245</b>	<b>275</b>	<b>294</b>	<b>73</b>	<b>83</b>

The total number of inquiries and complaints is similar to past years but the breakdown by issue in 2022 has changed. Fewer bylaw complaints have been received due to the lack of bylaw enforcement and the number of operations issues has increased, reflecting recent development of housing and recreation facilities that has added to the scope of work of the Operations department.

### **COMMUNICATIONS**

There are no communications considerations.

### **LEGAL CONSIDERATIONS**

There are no legal, legislative, or regulatory considerations.

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

The activities described in this report form part of the regular activities of Corporate and Legislative Services and Administration and are accommodated to the extent possible given the ongoing staffing limitations.

### **INTERDEPARTMENTAL IMPACT & APPROVAL**

No interdepartmental impacts or approvals are required.

### **COMMUNITY CLIMATE ACTION PLAN**

The 2022 Second Quarter Administration Update report has no impact on the Community Climate Action Plan strategies.

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

There is no impact on the region or neighbouring jurisdictions.

### **ALTERNATIVE OPTIONS**

There are no alternative options for consideration.

### **RECOMMENDATIONS**

**THAT** Council receives the Corporate and Legislative Services 2022 Second Quarter Administration Update for information.

Prepared by:	Gwendolyn Kennedy, Legislative Assistant
Manager Approval:	Sheena Fraser, Manager, Corporate and Legislative Services
CAO Approval by:	Elizabeth Tracy, Chief Administrative Officer

**Date:** Tuesday, July 12, 2022

**To:** Elizabeth Tracy, Chief Administrative Officer

**From:** Gwendolyn Kennedy, Legislative Assistant

**Subject:** 2022 Second Quarter Regular Council Meeting Outstanding Resolutions Update

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### **PURPOSE**

The purpose of this report is to present to Council a list of the resolutions from previous regular meetings for which action is incomplete or in progress as of June 30, 2022.

### **BACKGROUND**

Staff maintains a resolution and action item tracking sheet, updated after each council meeting, for administrative purposes. The listing is presented to Council quarterly to inform Council of progress on outstanding actions and resolutions.

### **DISCUSSION & COMMENTS**

Staff initiates action when directed by Council through resolutions made at regular or special council meetings. Staff work diligently to move all directions from Council forward in a timely and efficient manner. However, in some cases, it may not be possible or advantageous to commence an action immediately. If the direction does not align with the current strategic plan, priorities, or work plans, or is not included in the current budget, Staff may review and adjust the work plan or budget before commencing initiatives. As well, some actions are dependent on other projects still in process or require contribution from other jurisdictions or authorities.

The outstanding resolutions listing is used to track resolutions to ensure all directions are accounted for. The current listing of outstanding items and their status is attached as **Appendix A**.

One outstanding resolution, Boundary Extension, has been held over from previous Council. Staff are reviewing options and will bring this back to Council for consideration at a future meeting.

### **COMMUNICATIONS**

The outstanding resolutions listing update does not include a communications element.

### **LEGAL CONSIDERATIONS**

There are no legal considerations.

**IMPACT ON BUDGET & STAFFING**

There is no impact on budget or staffing.

**INTERDEPARTMENTAL IMPACT & APPROVAL**

The report has no impact on other departments and no approvals are required.

**COMMUNITY CLIMATE ACTION PLAN**

The outstanding resolutions report has no impact on the Community Climate Action Plan strategies.

**IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS**

There is no impact on the region or neighbouring jurisdictions.

**ALTERNATIVE OPTIONS**

There are no alternative options for consideration.

**RECOMMENDATIONS**

**THAT** Council receives the 2022 Second Quarter Regular Council Meeting Outstanding Resolutions Update for information.

**ATTACHMENTS:**

**Appendix A:** 2022 Second Quarter Regular Council Meeting Outstanding Resolution Listing

Prepared by:	Gwendolyn Kennedy, Legislative Assistant
Manager Approval:	Sheena Fraser
CAO Approval by:	Elizabeth Tracy, Chief Administrative Officer



REGULAR COUNCIL OUTSTANDING RESOLUTION LISTING

APPENDIX A

Mtg No	Date	Topic	Resolution	Comment
1472	12-June-18	Boundary Extension	<b>THAT</b> Staff explore the possibility of a smaller boundary extension initiative that would include only the lands occupied by the independent power projects and present this information at a future Committee of the Whole meeting.	<b>STATUS UPDATE:</b> Staff is reviewing options and will bring this matter back in the future.
1539	01-June-21	Crown Land Tenure Application – Lillooet River Park and Boat Launch	<b>THAT</b> Staff consider options that would see the existing Crown land tenure area, held by the Village, of the Lillooet River Bridge area, also known as: BLOCK A OF DISTRICT LOTS 204 AND 8746, LILLOOET DISTRICT protected for public purposes;  <b>AND THAT</b> Staff consult with the Squamish-Lillooet Regional District Staff to discuss options.	<b>STATUS UPDATE:</b> This matter has been referred to staff for incorporation into work plans as may be accommodated.
1551	07-Dec-21	BC Society for the Prevention of Cruelty to Animals, advocating for initiatives to reduce the use of all rodenticides to protect wildlife, domestic pets, and sensitive habitats.	<b>THAT</b> Staff be directed to draft a report for review at a future meeting, including: <ul style="list-style-type: none"> <li>• information regarding how other municipalities have addressed this issue,</li> <li>• sample bylaws from other municipalities, and</li> <li>• options for engaging the Squamish-Lillooet Regional District in the initiative.</li> </ul>	<b>STATUS UPDATE:</b> This item has been placed on the Corporate and Legislative Services workplan.
1557	8-March-22	Airport operations and consideration of delegating to an airport society	<b>THAT</b> Staff be directed to bring back to a future Committee of the Whole meeting a review of airport operations, including consideration of delegating management of airport operations to an airport society.	<b>STATUS UPDATE:</b> This item has been placed on the Corporate and Legislative Services workplan.
1557	8-March-22	Partners for Climate Protection – appointment of staff and Council member to oversee implementation	<b>BE IT FURTHER RESOLVED</b> that the municipality of Village of Pemberton appoint a Council Member and a Staff Member to oversee implementation of the PCP milestones and be the points of contact for the PCP program within the municipality.	<b>STATUS UPDATE:</b> this item has been added to workplan for Office of the CAO and will be incorporated into the DS workplan for 2023 subject to the approval of a new position to oversee implementation of the CCAP.

**REGULAR COUNCIL OUTSTANDING RESOLUTION LISTING**

**APPENDIX A**

<b>Mtg No</b>	<b>Date</b>	<b>Topic</b>	<b>Resolution</b>	<b>Comment</b>
1558	5-April-22	<b>Airport Snow and Ice Removal Policy</b>	<b>THAT</b> Staff be directed to develop an Airport Snow and Ice Removal Policy that is based on the January 23, 2007 Policy statement and the November, 2007 recommendations of the Pemberton Regional Airport Authority, with such changes as Staff recommend, and report back to Council; <b>THAT</b> Staff be directed to amend the lease template to reference the Airport Snow and Ice Removal Policy only.	<b>STATUS UPDATE:</b> This item has been placed on the Corporate and Legislative Services workplan.
1558	5-April-22	<b>Establishment of Airport Lease Application Fee and Deposit</b>	<b>THAT</b> Staff be directed to research and develop a fee structure for Airport Lease Applications that includes a deposit, in the amount of \$5,000, and bring back to a Committee of the Whole meeting for review.	<b>STATUS UPDATE:</b> This item has been placed on the Corporate and Legislative Services workplan.
1558	5-April-22	<b>Airport Lease Rate Review</b>	<b>THAT</b> a fair market evaluation and comparison of airport lease rates be undertaken in 2023 in anticipation of the lease renewals that will be considered in 2025 and beyond;  <b>AND THAT</b> this initiative be included in the 2023 budget deliberations for consideration.	<b>STATUS UPDATE:</b> This item has been added to the 2023 budget list and will be brought forward during the 2023 budget deliberations to take place in early 2023. Should this initiative be approved it will be incorporated into the Corporate & Legislative Services workplan in 2023.
1561	17-May-22	<b>Electronic Meetings Policy</b>	<b>THAT</b> the development of an electronic meetings policy be deferred to a future meeting to allow more time for use of the new system.	<b>STATUS UPDATE:</b> This item has been placed on the Corporate and Legislative Services workplan and will be brought to Council in the fall of 2022.
1561	17-May-22	<b>SSCS Affordable Housing</b>	<b>THAT</b> Staff be directed to continue with the processing of the application by Station One Architects on lands located at Lot 2 District Lot 203 Lillooet District Plan KAP56640 (PID: 023-384-018), substantially in the form submitted in the application submission;  <b>AND THAT</b> subject to a complete and thorough application process, the proposed application be brought to Council for consideration of first reading to amending the zoning bylaw.	<b>STATUS UPDATE:</b> The application is under review.

**REGULAR COUNCIL OUTSTANDING RESOLUTION LISTING**

**APPENDIX A**

<b>Mtg No</b>	<b>Date</b>	<b>Topic</b>	<b>Resolution</b>	<b>Comment</b>
1563	7-June-22	<b>Parental leave benefits policy</b>	<b>THAT</b> Council directs Staff to prepare a parental leave benefits policy for councillors for consideration at a future meeting.	<b>STATUS UPDATE:</b> This item has been placed on the Office of the CAO workplan.
1564	21-June-22	<b>UNDRIP discussion</b>	<b>THAT</b> Staff put forward for discussion within the first year of the term of new Council, adoption and implementation of the United Nations Declaration on the Rights of Indigenous Peoples.	<b>STATUS UPDATE:</b> This item has been placed on the Office of the CAO workplan.
1564	21-June-22	<b>Bilingual signage</b>	<b>THAT</b> Staff prepare a report for a future Committee of the Whole meeting regarding replacing street signage with English-Ucwalmícwts bilingual signage and adding Ucwalmícwts place names; <b>AND THAT</b> the report include the costing to undertake the sign replacement for budget consideration.	<b>STATUS UPDATE:</b> This matter has been referred to staff for incorporation into work plans as may be accommodated.
1564	21-June-22	<b>Cultural sensitivity and humility training</b>	<b>THAT</b> Staff consider appropriate means to bring cultural sensitivity and humility learning opportunities to the community.	<b>STATUS UPDATE:</b> This matter has been referred to staff for incorporation into work plans as may be accommodated.

**Date:** Tuesday, July 12, 2022  
**To:** Elizabeth Tracy, Chief Administrative Officer  
**From:** Scott McRae, Manager of Development Services  
**Subject:** Development Services 2022 Second Quarter Report

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**PURPOSE**

The purpose of this report is to inform Council of the activities of the Development Services department in the second quarter of 2022.

**BACKGROUND**

Quarterly reports are provided throughout the year to keep Council up to date with building, planning and development activities.

**DISCUSSION & COMMENTS**

This report provides an overview of the number of permits issued and applications received between April 1 and June 30, 2022, in the following areas:

**BUILDING DIVISION**

In the second quarter of 2022, 84 building permit applications were received, and 65 permits were issued. The time between submission of an application and issuance of a permit is estimated to be 3-5 weeks for minor permits and 10 weeks minimum for standard permits depending on the complexity of the project. This information is provided on the Village’s website.

A breakdown of building permit data for the second quarter of 2022 is provided below:

<b>Type of Permit</b>	<b>Permits Issued</b>	<b>Value of Construction</b>	<b>Permit Fees</b>
Single Family Dwelling	4	\$ 4,520,669	\$ 32,844.00
Single Family Dwelling with suite	9	\$ 10,667,600	\$ 78,123.00
Duplex	6	\$ 7,087,641	\$ 51,413
Other (decks, stairs, renovations, pools, plumbing, etc.)	46	\$ 575,000	\$ 17,027
<b>TOTAL</b>	<b>65</b>	<b>\$ 22,850,910</b>	<b>\$ 179,407</b>

The following development cost charges were collected in the second quarter of 2022:

Fund	DCCs Collected
Roads	\$ 6,762.00
Drainage	\$ 343.00
Sewer	\$ 16,303.00
Water	\$ 7,918.00
Parks	\$ 10,522.00
<b>TOTAL</b>	<b>\$ 41,850.48</b>

The table below shows permit submissions, permits issued, and fees and charges collected in the first quarters of 2021 and 2022:

Description	Total for 2 <sup>st</sup> Quarter 2022	Total for 2 <sup>st</sup> Quarter 2021	Percent Change
Building Permit Applications	84	94	-11%
Building Permits Issued	65	94	-31%
Building Permit Fees Collected	\$ 179,407	\$ 285,269	-37%
Value of Construction	\$ 22,850,920	\$ 35,266,523	-35%
DCCs Collected	\$ 41,850	\$ 216,450	-81%

A reduction in permit volume- is evident in the 2<sup>nd</sup> Quarter of 2022 compared to 2021. As in the 1<sup>st</sup> Quarter of 2022, the number of submissions received was broadly similar to a year ago, however the number of permits issued and DCCs collected is lower. The main factors affecting permit issuance are the complexity of the application, the completeness of the application, and response time of the applicant. The difference in DCCs collected is primarily explained by the type of permits issued. Several permits for multifamily projects were issued in the 2<sup>nd</sup> Quarter of 2021.

## PLANNING DIVISION

### 2022 Current Development Applications

A list of applications currently in-house is provided below with information new to the 2<sup>nd</sup> Quarter shown in **bold font**.

Application #	Project	Status
DP86	Harmony Reach (Wye Lands) – Combined Commercial Residential Development	On hold pending DVP125 (see below)
<b>DP88</b>	<b>7340 Crabapple Court – Liveshare Co-Living</b>	<b>In Process</b>

<b>DP89</b>	<b>1422, 1426, 1430 Portage Road – The Aspect – Multi-family Building/Dedicated Rental</b>	<b>In Process, developer satisfying conditions of Issuance</b>
<b>DP90</b>	<b>7454 Prospect Street – Tenquille Building – Mixed Use Building</b>	<b>Permit Authorized for Issuance</b>
DP91	Sunstone Phase 2B Lot Grading	Permit Issued, Pending registration
DP92	Sunstone Phase2C Lot Grading with Variance	Permit Issued, Pending registration
DPm122	7374 Pemberton Farm Road E - Redwoods Environmental Protection	Received 09.23.2021; Deferred
DPm123	7431 Prospect Street- Post Office Extension	Received 10.25.2021; In Process
DPm124	7426 Prospect Street – RONA Extension	Permit Issued, pending registration
DVP125	Harmony Reach (Wye Lands) – Combined Commercial Residential Development – road and parking variances	In Process; Awaiting info from Applicant
<b>DVP131</b>	<b>7340 Crabapple Court – Liveshare Co- Living – Parking Variance</b>	<b>In Process; Direction to proceed from Committee of the Whole</b>
<b>OR131</b>	<b>Hwy 99 K- 12 Francophone School (SD93) –OCP &amp; Zoning Bylaw Amendment</b>	<b>Adopted, completed</b>
<b>OR133</b>	<b>Nkwûkwma (Benchlands) OCP/Zoning Amendment</b>	<b>In Process, Sub Area Plan underway</b>
OR134	7374 Pemberton Farm Road East – Redwoods	Received 12.01.2021; Deferred 01.18.2022
OR136	SSCS- Affordable Housing Project	Received 18.03.2022- In Process
S071	1368 Fernwood – 4 Lot Subdivision	In Process
S076	1400 Oak Street – PSS Lot Split	TAL renewed, In Process
S078	Sunstone Phase 2	TAL renewed, In Process
<b>S081</b>	<b>Sunstone Phase 1C – 14 Fee Simple Lots + Remainder</b>	<b>Subdivision Complete</b>
<b>S082</b>	<b>Sunstone Phase 3 – 9 Lots</b>	<b>Received 27.01.22; TAL Issued</b>
SAP 2022-4	7400 Arbutus Street – Tree Removal	Issued, work in progress
SAP 2022-5	1313 Eagle Drive – Site Prep	Issued, work in progress
SAP 2022-6	1315 Eagle Drive – Site Prep	Issued, work in progress

SAP 2022-7	8213 Merlot Peak	Issued, work in progress
SAP 2022-7-1	3006 Tenquille Place	Issued, work in progress
SAP 2022-8	7632 Pemberton	Issued, work in progress
SAP 2022-9	7470 Prospect St	Issued, work in progress
SAP 2022-10	8216 Merlot Peak Drive	Issued, work in progress
SAP 2022-11	1357 Elmwood Drive	Issued, work in progress
SAP 2022-12	1415 Poplar Street	Issued, work in progress
SAP 2022-14	1413 Poplar Street	Issued, work in progress
TUP010	6991 Hwy 99- Tisdale Storage	Received 10.13.2021; In Process

DP: Development Permit  
 DVP: Development Variance Permit  
 LL: Liquor Licence  
 TUP: Temporary Use Permit

S: Subdivision  
 BoV: Board of Variance  
 CL: Cannabis Licence

DPm: Minor Development Permit  
 OR: OCP/Zoning Amendment  
 SAP: Site Alteration Permit

The following table identifies the number of applications received in the 2<sup>nd</sup> Quarter:

Permit/Application Type	Code	Number Received
OCP/Zoning Amendments	OR	0
Development Permits	DP	0
Development Variance Permit	DVP	0
Minor Development Permit	DPm	0
Board of Variance	BoV	0
Subdivision	S	0
Site Alteration Permit	SAP	8
Liquor Licence	LL	0
Cannabis Licence	CL	0
Temporary Use Permit	TUP	0

## 2022 Long Range Planning Projects

The following is a list of long-range planning projects and policy work and their respective status as of June 30, 2022.

Project	Status
Official Community Plan (OCP) Update	In Progress, Consultant selected and OCP Advisory Committee assigned first tasks
Development Cost Charge (DCC) Bylaw Review	In Progress, project list finalized
Subdivision Development and Control Bylaw Review	In Progress, Consultant selected and kickoff meeting scheduled
Pemberton Creek Pedestrian Bridge	Feasibility study completed, to be presented to CoW July 12

### Official Community Plan (OCP) Progress Review

The OCP update project was kicked off at the end of the fourth quarter of 2021. The project work plan was presented to Council on March 8, 2022. Staff have completed a request for proposals (RFP) process and selected Urban Systems to deliver the bulk of the work plan. A kickoff meeting with the Urban Systems team was held on June 27, 2022. In addition, the OCP Advisory Committee had an inaugural meeting on June 23, 2022 and were tasked with auditing the current OCP over the summer to prepare for the next meeting in the fall.

### COMMUNICATIONS

The Development Services department works with the Communications & Grants Coordinator to regularly update the Village website with information related to planning and building and to meet statutory requirements related to notification.

The new online public engagement platform, [HaveYourSay.Pemberton.ca](https://www.haveyoursay.pemberton.ca), is used to share information and seek input on long range planning projects.

Development Services provides an active listing of all building permits and development permits on the village website.

Beginning May 1, 2022, Building Services issues a monthly newsletter to keep the building community informed of relevant changes and information related to building in the Village.

### LEGAL CONSIDERATIONS

There are no legal considerations.

### IMPACT ON BUDGET & STAFFING

Development Services operates on a cost recovery basis as per Development Procedures Bylaw No. 887, 2020. Application fees are collected with development and building permit applications.



If the cost of review of a development application exceeds the deposit, additional staff time is cost-recoverable from the applicant.

Development Services is actively recruiting to fill the position of Building Official. Contract building officials have been brought online to ensure continuity of services should the recruitment of a new building official take longer than expected. The cost of the contract building official program is being monitored to ensure it can be maintained until a new building official is hired.

### **INTERDEPARTMENTAL IMPACT & APPROVAL**

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

### **COMMUNITY CLIMATE ACTION PLAN**

#### **Community Climate Action Plan – Implementation**

Development Services will lead the implementation of the Community Climate Action Plan in 2022 to the extent possible without dedicated resources. Staff have reviewed the actions, ranked them by cost and term, and identified over 20 actions that may be implemented to some extent in 2022. Four actions were identified as already implemented:

<b>Status of Action</b>	<b>Number of Actions</b>
Implemented	4
Prioritized	22
Future	61

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

There are no impacts on the region or neighbouring jurisdictions.

### **ALTERNATIVE OPTIONS**

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

### **RECOMMENDATIONS**

**THAT** the Development Services 2022 Second Quarter Report be received for information.

### **ATTACHMENTS: NONE**

Prepared by:	Nikki Segovia, Building and Planning Clerk
Manager Approval:	Scott McRae, Manager of Development Services
CAO Approval:	Elizabeth Tracy, Chief Administrative Officer

**Date:** July 12<sup>th</sup>, 2022  
**To:** Elizabeth Tracy, Chief Administrative Officer  
**From:** Tom Csima, Manager of Operations and Projects  
**Subject:** Operations 2022 Second Quarter Report

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### **PURPOSE**

The purpose of this report is to inform Council of the activities of the Department of Operations in the second quarter of 2022.

### **BACKGROUND**

Quarterly reports are provided throughout the year to keep Council up to date with Public Works capital and operational projects and activities.

### **DISCUSSION & COMMENTS**

Following the arrival of spring, the second quarter has been very busy for the Operations department with regular spring maintenance and clean-up tasks as well as the commencement of several key projects.

Below is a list of the ongoing activities in the Operations department and the maintenance projects completed during the second quarter:

#### **Public Works**

- Regular operation, inspection, and maintenance of sanitary lift stations, Wastewater Treatment Plant (WWTP), Water Conditioning Plant, Wellhouse and pumping stations.
- Lift station and sanitary force main flushing
- Water main flushing
- Water meter reads
- Development engineering design review
- Sunstone Phase 2 water main and pressure reducing valve commissioning
- Residential water and sanitary service line inspections
- Emergency sewer line repair adjacent to General Store
- Public Works shop improvements and gravel shed construction
- Ongoing SCADA controls improvements
- Fernwood Water main investigations
- GIS system improvements and water, sanitary, and stormwater infrastructure modelling
- Asset Management inventory review

#### **Parks**

- Ongoing garbage collection from public receptacles and cleaning of public toilets.
- Spring parks cleanup, power raking/sweeping, spot repairs, etc.
- Grass mowing and trimming
- Annual flower order and garden bed planting
- Soccer field overseeding, top dressing, and fertilization

## Key Projects Update

The following is a table summarizing some of the key projects that the Operations team is involved with, and updates on their status as of June 30<sup>th</sup>:

Project	Status	Notes
Soccer Field No. 2 (Phase 1) at Den Duyf Park	In Progress	Construction of field completed; awaiting completion of BC Hydro connection for lighting, scheduled for July 2022. The field is anticipated to be ready for use in Fall 2022.
Amenity Building and Parking Lot at Den Duyf Park	In Progress	Request for Proposal being prepared by consultant. Stormwater pond and irrigation system currently being designed to harvest recycled rain/irrigation water. Water and Sanitary servicing proposal also being prepared. Grant application to Whistler Blackcomb Foundation for funding to support the development of the stormwater pond unsuccessful.
Mountain Bike Skills Park at Den Duyf Park	In Progress	Construction underway, jump lines and pump track completed. Skills section, landscaping, and hardscaping (i.e. picnic tables, fencing, garbage bins, signs) outstanding. Grand Opening July 15.
Pemberton Farm Road East Upgrade	Awaiting others	Extensive planning work has been completed for re-surfacing the road and re-alignment to accommodate an all-purpose paved separated trail. Awaiting grant funding decision for proposed trail.
Water Treatment Investigation and Grant Submission	Awaiting others	Grant Application submitted and awaiting results. Meanwhile, investigate into another source from within the Lillooet River Aquifer. Leak detection and water conservation also a priority heading into hot summer months.
Lot 13 - Multimodal Transportation Hub (Park and Ride - Portage Road)	In Progress	Grant application successful. Survey completed. Engineering design, environmental and geotechnical investigations underway.
Lot 13 - Community Garden (Portage Road)	Awaiting Others	Once initial work on lot 13 is completed, cost estimates can be prepared for garden portion and grant applications can be made.
EV Chargers - Downtown	Awaiting Others	Grant approved, awaiting funding agreement from the province. BC Hydro application underway.
EV Chargers - Den Duyf Park	Awaiting Others	In conjunction with Whistler, Squamish, and Lil'wat Nation, a Sea to Sky Electric Vehicle Network expansion project includes 2 chargers at the amenity building at Den Duyf Park. RFP published.
Pemberton Farm Road East (washout)	Awaiting Others	Emergency funding extended as awaiting BC Hydro for remaining work. Will have BC Hydro civil contractor complete the remaining Village works. Expected completion August 2022.
One Mile Lake Fish Habitat Restoration	Awaiting Others	Working with DFO, the Main fish channel was completed in 2020, coming back to replace culvert and gate valve in 2022 Fish window.
WWTP Outfall mitigation measures	Awaiting Others	River has been surveyed; report being updated to include recent findings at dive inspection. Also consulting with engineers on outfall performance/ flushing methods.
WWTP - PLC CPU replacement	Awaiting Others	Programmable Logic Controller Computer processing unit requires replacement. Parts on order. Will be completed when parts arrive.

Project	Status	Notes
Walnut Lift Station Upgrade	Not Started	Lift station in need of upgrade, design budgeted for in 2022 with upgrades in 2023.
WWTP Receiving Environment Monitoring Program	Complete	Year two of REMP sampling as required by MOE. Sampling complete, waiting on report. Hoping to have discussions with MOE about reducing requirement for annual sample collection.
Signal Hill Sidewalk (Portage Road)	In Progress	Working on design. Hoping to complete before school returns in September.
Roundabout Sidewalk widening	Complete	Sidewalk concrete complete, and adjacent grass has been seeded. Fencing will be removed once grass is established.
One Mile Lake Trail Widening	Awaiting others	Environmental approvals submitted in January 2022. Will take 12+ months, but work was proposed in Fish window of 2022 (August).
WWTP Confined Space Procedures	In Progress	Confined space alternate measures procedures being prepared by consultants.
WWTP Basin Cleaning	Awaiting Others	Awaiting completion of Confined space procedures and subsequent WorkSafe BC approvals.
Fernwood Watermain and PRV replacement	On Hold	Investigations were unsuccessful in determining existing size and location. Project on hold.
Speed Readers installation	Awaiting Others	Awaiting approval from ICBC funding 50% of costs. To be installed and rotating locations around Village.
Roundabout Electronic Sign	On Hold	MOTI does not support this initiative due to concern of distracted driving.
Subdivision Development Control Bylaw update	In Progress	Project commenced. Staff workshops scheduled.
Development Cost Charges Bylaw Update	On Hold	Planned to be completed following SDC bylaw update.



Figure 1 – Bike Skills Park Pump track construction



Figure 2 – Storm Pond Irrigation wet well construction at Den Duyf Park



Figure 3 – Downtown garden beds



Figure 4 – Water main connection for Sunstone Phase 2



Figure 5 – Sewer service line emergency repair – beside general store

### **COMMUNICATIONS**

The Operations department works regularly with the Office of the CAO to provide updates on the initiatives and projects that are currently underway to ensure that the Village website is updated and information is communicated to residents through the eNEWS and the Village Facebook Page. Advertising in the newspaper is used as required.

### **LEGAL CONSIDERATIONS**

There are no legal considerations.

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

The Operations department operates on the approved annual municipal budget, reserves, and provincial and federal grants.

### **INTERDEPARTMENTAL IMPACT & APPROVAL**

The Operations department works closely with other departments through referrals and coordination of public notices, reports, and presentations to Council.

### **COMMUNITY CLIMATE ACTION PLAN**

This report has no impact on the Community Climate Action Plan strategies.

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

There are no impacts on the region or neighbouring jurisdictions.

### **ALTERNATIVE OPTIONS**

There are no alternative options for consideration.

### **RECOMMENDATIONS**

**THAT** Council receives the Operations 2022 Second Quarter Report for information.

Submitted by:	Tom Csimá, Manager of Operations and Projects
Approved by CAO:	Elizabeth Tracy, Chief Administrative Officer

**Date:** Tuesday, July 12<sup>th</sup>, 2022  
**To:** Elizabeth Tracy, Chief Administrative Officer  
**From:** Tom Csima, Manager of Operations and Projects  
**Subject:** 2021 Drinking Water System Annual Report

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### **PURPOSE**

To present to Council the Village of Pemberton 2021 Drinking Water System Annual Report.

### **BACKGROUND**

Each year municipalities are required by the Provincial *Action Plan for Safe Drinking Water in British Columbia (2002)* to prepare a Drinking Water System Annual Report. This report is filed with Vancouver Coastal Health Authority and made available on the local governments' website to provide basic information on water quality and compliance with health standards.

### **DISCUSSION & COMMENTS**

This report outlines the consumption data for the Village of Pemberton water supply, as well as information on various sampling results including Chlorination, chemistry, pH, Alkalinity, trihalomethane (THM), and bacteriological tests.

For a more thorough comparison, the previous years' reports are also available on the Village Website at: <https://www.pemberton.ca/municipal-services/pemberton-water>

### **COMMUNICATIONS**

The Village continues to educate residents on the importance of conserving water through notices and information on the Village website, Facebook Page, ENEWS and signage. Water restriction signage is erected each spring at the entrance of the Village and in neighbourhoods around the Village which establishes the four water restriction levels with an arrow indicating the current level. This year the Village will be revamping the water conservation campaign which will include new signage and a new marketing approach.

### **LEGAL CONSIDERATIONS**

There are no legal, legislative or regulatory considerations at this time. Receipt by Council and posting of the 2021 Drinking Water System Annual Report meets with the requirements as set out in the *Action Plan for Safe Drinking Water in British Columbia* and the Vancouver Coastal Health Authority.



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

The preparation of the 2021 Drinking Water System Annual Report is an annual task of the Operations Department and has been accommodated in the departmental work plan.

### **INTERDEPARTMENTAL IMPACT & APPROVAL**

There are no interdepartmental impacts at this time.

### **COMMUNITY CLIMATE ACTION PLAN**

This report has no impact on the Community Climate Action Plan strategies, though water conservation and sustainability are extremely important environmental issues. The efforts and initiatives of the Operations department to reduce water consumption directly aligns with the Village's Community Climate Action Plan, as water conservation will play a critical role towards reducing wastewater released into the environment, minimizing the depletion of natural aquifers, and reducing electricity and other resources required for water treatment and distribution.

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

The Village of Pemberton purchases water from Lil'wat Nation to supply the Pemberton industrial business park through a water use agreement. The Pemberton North Water Service area is within the Squamish-Lillooet Regional District (SLRD) and purchases water from the Village of Pemberton. Both separate water systems are tested by Village staff and the results are included in this report.

### **ALTERNATIVE OPTIONS**

There are no alternative options for consideration.

### **RECOMMENDATIONS**

**THAT** Council receives the 2021 Drinking Water System Annual Report for information.

### **Attachments:**

**Appendix A:** 2021 Drinking Water System Annual Report.

Submitted by:	Tom Csimá, Manager of Operations and Projects
CAO Approval by:	Elizabeth Tracy, Chief Administrative Officer

## Village of Pemberton Water System Annual Report - 2021

### INTRODUCTION

This report has been prepared for the consumers of the Drinking Water System of the Village of Pemberton to provide basic information on water quality and compliance with health standards. Public feedback and comments are always welcomed and should be directed to Village staff or Vancouver Coastal Health (Squamish) officials.

### CONSUMPTION (CUBIC METERS/DAY):

Daily flow is recorded at the Wellhouse located in Pioneer Park. Table 1 displays the maximum, minimum, average, and total water flows for 2021 and includes the previous two years for comparison. Although the average daily flow volumes have been somewhat consistent over the past three years, there was a significant jump in the high flow days, with several days exceeding the 2021 maximum. The Village will be prioritizing water conservation efforts and leak detection to prevent consumption levels from exceeding current aquifer capacities. For daily results, please refer to **Appendix I**.

*Table 1 - Overall Water Consumption Summary*

	2019 Consumption	2020 Consumption	2021 Consumption
Average Flow/day:	1,838 m <sup>3</sup>	1,855 m <sup>3</sup>	1,915 m <sup>3</sup>
High Flow/day:	3,527 m <sup>3</sup> <i>(June 17, 2019)</i>	3,774 m <sup>3</sup> <i>(July 29, 2020)</i>	4,264 m <sup>3</sup> <i>(August 13, 2021)</i>
Low Flow/day:	1,067 m <sup>3</sup> <i>(January 19, 2019)</i>	1,038 m <sup>3</sup> <i>(December 17, 2020)</i>	843 m <sup>3</sup> <i>(December 4, 2021)</i>
Total Annual	667,727 m <sup>3</sup>	676,900 m <sup>3</sup>	700,987m <sup>3</sup>

### CHLORINATION:

Chlorination is a condition of the Village of Pemberton's operating permit and has been in effect since March 2009. The objective is to have a positive residual chlorine reading throughout the water distribution system. The Fire Hall chlorine analyzer serves as the central measuring point, where a minimum residual of 0.20 mg/L is desired.

The chlorine residual is monitored continuously by a dedicated computer and alarm set points ensure consistent dosing. Daily readings of the previous 24-hour minimum residuals are recorded. The annual numbers are shown in Table 2.

*Table 2 - 2021 Chlorine Residual Summary*

	Residual (mg/L)
Average:	0.31
High:	0.44
Low:	0.13

To ensure that target chlorine residuals are achieved within the distribution system, the Village also carries out manual sampling at 9 sites throughout the distribution system each week.

For daily results, please refer to **Appendix I** and for weekly sample results **Appendix III**.

### **WATER CHEMISTRY:**

The Annual Total Metals, Volatile Organic Compounds and Trihalomethane sampling was performed January, 2021. Sampling was conducted on production Wells #2 & 3, Oak St. and the Industrial Park sample stations. The test results indicate that all of the items tested, with the exception of Manganese in Backup Well 2, are within Health Canada Maximum Acceptable Concentration (MAC) limits. It has been observed that Manganese levels in Wells 2 fluctuate throughout year with the average of 0.10 mg/L. In 2019, the guidelines for manganese were changed to a MAC of 0.12 mg/L (120 µg/L) and an AO of 0.02 mg/L (20 µg/L) for total manganese in drinking water. In 2020 the Village drilled 2 test Wells in the Pemberton creek aquifer in search of a new source that would deliver better quality water. One test well proved to have insufficient yield while the second test well had similar water quality to that of the emergency backup well, therefore Village staff began investigating treatment options. In 2021, the Village commissioned consultants to carry out a preliminary design for a water treatment facility to remove iron and manganese from the water supply. Once preliminary designs are completed, the Village will seek grant funding opportunities to proceed with construction of a new treatment facility . For full water quality test results from 2021, please refer to **Appendix II**.

### **CORROSION CONTROL:**

In June of 2016, the Village of Pemberton undertook a water sampling program to determine the best course of action to mitigate the corrosion of metallic plumbing systems and fixtures. The results indicated a need to adjust the pH and alkalinity of the well water which is

considered slightly acidic. A water conditioning plant was designed and constructed in 2016 – 2017 and utilizes Sodium Carbonate (Soda Ash) to increase the pH and Alkalinity of Pemberton’s well water, prior to distribution. In October 2017, the Village established a target pH of 7 and an (alkalinity) between 40 and 80mg/L as measured as CaCO<sub>3</sub> (Calcium Carbonate). In addition to the automated control system, water samples are tested weekly from 7 sample stations throughout the distribution system, and pH and alkalinity are recorded. For results, please refer to **Appendix III**.

### ***Flush Message***

In 2015 Vancouver Coastal Health Authority requested that the following message be communicated to residents:

*Anytime the water in a particular faucet has not been used for six hours or longer, “flush” your cold-water pipes by running the water until cold and you notice a change in temperature. (This could take as little as five to thirty seconds if there has been recent heavy water use such as showering or toilet flushing. Otherwise, it could take two minutes or longer.) The more time water has been sitting in your home’s pipes, the more lead it may contain. Use only water from the cold-tap for drinking, cooking, and especially making baby formula. Hot water is likely to contain higher levels of lead. The two actions recommended above are very important to the health of your family. They will probably be effective in reducing lead levels because most of the lead in household water usually comes from the plumbing in your house, not from the local water supply. Conserving water is still important. Rather than just running the water down the drain you could use the water for things such as watering your plants (Zubel,2014). If residents have any questions, they are encouraged to contact the Vancouver Coastal Health Authorities Drinking Water Officer at 604-892-2293.*

### **CROSS CONNECTION CONTROL**

To maintain safe drinking water and remain in compliance with the Vancouver Coastal Health Authority (VCH), the Village of Pemberton has begun a utility-wide Cross Connection Control / Backflow Prevention Program. A cross connection is any actual or potential connection between drinking water and a non-potable substance (contaminant). Backflow is the reverse flow from normal within a piping system. When a cross connection and backflow are combined, often the result is a contaminant entering our drinking water.

In 2018, the Cross Connection Control Bylaw was passed by council and an initial assessment and database was completed for Village infrastructure. In 2021, the program was expanded to

incorporate Industrial, Commercial, and Institutional buildings in the Village that could pose a threat to the water system in the event of a backflow.

### **BACKUP POWER**

In December of 2021, a backup generator was installed at the Wellhouse. The generator provides enough power for all of the treatment equipment and startup and operation of the well pumps in the event of a BC Hydro power failure. The backup system will greatly improve the resiliency of the water system and the community's emergency preparedness.

### **BACTERIOLOGICAL ANALYSIS:**

Water samples are collected and submitted weekly to the laboratory at Vancouver Coastal Health for bacteriological analysis. These samples are taken directly from both active sources (Well #2 and #3), as well as the following locations:

- Oak St
- Village Office
- Health Centre
- Treatment Plant
- Pemberton Plateau
- Industrial Park (Mount Currie water source)
- Collins Rd
- Pemberton Meadows Rd.
- Pemberton Farm Rd (West)
- Urdal Rd.

The individual results are on file at Vancouver Coastal Health (Squamish) and the Village Office, and are posted regularly online at:

[www.healthspace.ca/Clients/VCHA/CoastGaribaldi/CoastGaribaldi\\_Website.nsf](http://www.healthspace.ca/Clients/VCHA/CoastGaribaldi/CoastGaribaldi_Website.nsf)

For Sample Range Reports, please refer to **Appendix IV**.



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

## APPENDIX I

### 2021 Daily Total Consumption and Chlorine Residual

2019 Daily Total Consumption and Chlorine Residual			2020 Daily Total Consumption and Chlorine Residual			2021 Daily Total Consumption and Chlorine Residual		
Date	Daily	Daily Cl2	Date	Daily	Daily Cl2	Date	Daily	Daily Cl2
	Cubic metre	Residual (ppm)		Cubic metre	Residual (ppm)		Cubic metre	Residual (ppm)
<b>January</b>			<b>January</b>			<b>January</b>		
1	1317	0.28	1	1313	0.30	1	1317	0.14
2	1286	0.29	2	1238	0.34	2	1286	0.13
3	1266	0.27	3	1194	0.34	3	1266	0.15
4	1433	0.25	4	1321	0.30	4	1433	0.16
5	2470	0.24	5	1287	0.30	5	2470	0.18
6	2498	0.28	6	1297	0.30	6	1198	0.16
7	2497	0.31	7	1139	0.30	7	2497	0.22
8	1698	0.29	8	1238	0.30	8	1698	0.24
9	1276	0.28	9	1241	0.31	9	1276	0.25
10	1300	0.27	10	1121	0.33	10	1300	0.27
11	1087	0.28	11	1249	0.33	11	1087	0.26
12	1265	0.28	12	1263	0.31	12	1265	0.26
13	1245	0.29	13	1142	0.32	13	1245	0.26
14	1264	0.29	14	1365	0.32	14	1264	0.28
15	1194	0.28	15	1331	0.32	15	1194	0.28
16	1172	0.28	16	1287	0.32	16	1172	0.29
17	1238	0.29	17	1280	0.32	17	1238	0.27
18	1221	0.30	18	1295	0.32	18	1221	0.26
19	1067	0.29	19	1306	0.32	19	1067	0.29
20	1245	0.28	20	1336	0.32	20	1245	0.29
21	1251	0.30	21	1316	0.32	21	1251	0.27
22	1121	0.29	22	1202	0.24	22	1121	0.27
23	1143	0.29	23	1342	0.26	23	1143	0.25
24	1150	0.30	24	1198	0.29	24	1150	0.24
25	1231	0.31	25	1211	0.29	25	1231	0.24
26	1250	0.31	26	1308	0.29	26	1250	0.25
27	1239	0.31	27	1325	0.29	27	1239	0.24
28	1195	0.31	28	1337	0.35	28	1195	0.22
29	1211	0.30	29	1257	0.29	29	1211	0.27
30	1263	0.30	30	1236	0.29	30	1263	0.22
31	1181	0.30	31	1308	0.31	31	1181	0.22
<b>Monthly Total</b>	<b>42274</b>		<b>Monthly Total</b>	<b>39284</b>		<b>Monthly Total</b>	<b>40974</b>	
<b>Daily Average</b>	<b>1364</b>	0.29	<b>Daily Average</b>	<b>1267</b>	0.31	<b>Daily Average</b>	<b>1322</b>	0.24

2019 Daily Total Consumption and Chlorine Residual			2020 Daily Total Consumption and Chlorine Residual			2021 Daily Total Consumption and Chlorine Residual		
Date	Daily	Daily Cl2	Date	Daily	Daily Cl2	Date	Daily	Daily Cl2
	Cubic metre	Residual (ppm)		Cubic metre	Residual (ppm)		Cubic metre	Residual (ppm)
<b>February</b>			<b>February</b>			<b>February</b>		
1	1244	0.31	1	1319	0.31	1	1091	0.22
2	1128	0.31	2	1291	0.31	2	1149	0.21
3	1284	0.29	3	1292	0.37	3	1093	0.19
4	1293	0.31	4	1270	0.37	4	1050	0.19
5	1243	0.30	5	1193	0.34	5	1280	0.20
6	1196	0.29	6	1220	0.32	6	1208	0.21
7	1291	0.27	7	1287	0.35	7	1354	0.22
8	1254	0.30	8	1280	0.35	8	1310	0.24
9	1247	0.30	9	1284	0.35	9	1290	0.24
10	1199	0.31	10	1310	0.37	10	1225	0.23
11	1266	0.31	11	1312	0.37	11	1372	0.26
12	1309	0.30	12	1271	0.37	12	1547	0.24
13	1247	0.29	13	1517	0.35	13	1511	0.28
14	1152	0.28	14	1201	0.30	14	1704	0.27
15	1152	0.27	15	1254	0.29	15	1468	0.27
16	1310	0.26	16	1299	0.29	16	1619	0.29
17	1310	0.25	17	1308	0.29	17	1592	0.29
18	1335	0.27	18	1301	0.29	18	1410	0.29
19	1364	0.28	19	1319	0.29	19	1336	0.32
20	1330	0.24	20	1118	0.29	20	1436	0.30
21	1285	0.27	21	1272	0.28	21	1436	0.30
22	1163	0.28	22	1328	0.28	22	1502	0.29
23	1312	0.28	23	1164	0.28	23	1458	0.27
24	1304	0.29	24	1230	0.31	24	1685	0.30
25	1138	0.29	25	1253	0.32	25	1378	0.33
26	1284	0.28	26	1124	0.33	26	1889	0.34
27	1280	0.28	27	1132	0.30	27	1450	0.35
28	1164	0.18	28	1074	0.29	28	1309	0.33
			29	1237	0.29			
<b>Monthly Total</b>	<b>35084</b>		<b>Monthly Total</b>	<b>36457</b>		<b>Monthly Total</b>	<b>39153</b>	
<b>Daily Average</b>	<b>1257</b>	0.28	<b>Daily Average</b>	<b>1257</b>	0.32	<b>Daily Average</b>	<b>1398</b>	0.27



2019 Daily Total Consumption and Chlorine Residual			2020 Daily Total Consumption and Chlorine Residual			2021 Daily Total Consumption and Chlorine Residual		
Date	Daily	Daily Cl2	Date	Daily	Daily Cl2	Date	Daily	Daily Cl2
	Cubic metre	Residual (ppm)		Cubic metre	Residual (ppm)		Cubic metre	Residual (ppm)
<b>March</b>			<b>March</b>			<b>March</b>		
1	1273	0.28	1	1129	0.29	1	965	0.32
2	1135	0.28	2	1235	0.28	2	1373	0.34
3	1320	0.28	3	1089	0.29	3	1730	0.35
4	1345	0.27	4	1241	0.28	4	1483	0.32
5	1349	0.28	5	1285	0.29	5	1384	0.33
6	1338	0.28	6	1312	0.29	6	1259	0.27
7	1267	0.27	7	1100	0.29	7	1172	0.28
8	1201	0.27	8	1271	0.29	8	1284	0.27
9	1203	0.26	9	1287	0.29	9	1285	0.27
10	1369	0.26	10	1137	0.27	10	1136	0.26
11	1376	0.27	11	1200	0.27	11	1278	0.27
12	1431	0.26	12	1195	0.27	12	1212	0.31
13	1386	0.26	13	1284	0.27	13	1233	0.32
14	1404	0.26	14	1207	0.27	14	1262	0.35
15	1364	0.25	15	1348	0.28	15	1327	0.33
16	1384	0.25	16	1308	0.27	16	1180	0.37
17	1343	0.25	17	1212	0.27	17	1387	0.37
18	1420	0.26	18	1318	0.27	18	1368	0.38
19	1262	0.24	19	1174	0.28	19	1336	0.33
20	1346	0.25	20	1291	0.30	20	1284	0.35
21	1314	0.25	21	1327	0.30	21	1177	0.35
22	1317	0.26	22	1143	0.30	22	1255	0.34
23	1334	0.24	23	1314	0.30	23	1300	0.35
24	1323	0.24	24	1161	0.26	24	1274	0.33
25	1385	0.22	25	1349	0.26	25	1340	0.33
26	1315	0.25	26	1234	0.26	26	1482	0.33
27	1192	0.25	27	1243	0.27	27	1302	0.31
28	1205	0.25	28	1300	0.27	28	1227	0.25
29	1318	0.25	29	1315	0.27	29	1317	0.31
30	1281	0.25	30	1242	0.27	30	1235	0.31
31	1297	0.25	31	1344	0.29	31	1232	0.29
<b>Monthly Total</b>	<b>40797</b>		<b>Monthly Total</b>	<b>38593</b>		<b>Monthly Total</b>	<b>40078</b>	
<b>Daily Average</b>	<b>1316</b>	0.26	<b>Daily Average</b>	<b>1245</b>	0.28	<b>Daily Average</b>	<b>1293</b>	0.32

2019 Daily Total Consumption and Chlorine Residual			2020 Daily Total Consumption and Chlorine Residual			2021 Daily Total Consumption and Chlorine Residual		
Date	Daily	Daily Cl2	Date	Daily	Daily Cl2	Date	Daily	Daily Cl2
	Cubic metre	Residual (ppm)		Cubic metre	Residual (ppm)		Cubic metre	Residual (ppm)
<b>April</b>			<b>April</b>			<b>April</b>		
1	1303	0.26	1	1330	0.28	1	1202	0.32
2	1187	0.25	2	1155	0.25	2	1338	0.32
3	1351	0.25	3	1297	0.26	3	1342	0.31
4	1314	0.24	4	1307	0.26	4	1318	0.30
5	1279	0.24	5	1131	0.26	5	1320	0.29
6	1302	0.25	6	1301	0.26	6	1374	0.32
7	2046	0.25	7	1141	0.28	7	1280	0.29
8	2992	0.26	8	1381	0.28	8	1311	0.28
9	1860	0.26	9	1339	0.30	9	1275	0.28
10	1285	0.25	10	1272	0.30	10	1502	0.24
11	1312	0.25	11	1351	0.30	11	1342	0.28
12	1274	0.25	12	1417	0.30	12	1384	0.26
13	1324	0.26	13	1398	0.30	13	1249	0.23
14	1297	0.24	14	1430	0.34	14	1477	0.25
15	1317	0.25	15	1420	0.34	15	1340	0.22
16	1325	0.23	16	1249	0.34	16	1483	0.36
17	1367	0.24	17	1357	0.34	17	1508	0.33
18	1378	0.24	18	1787	0.34	18	1416	0.32
19	1394	0.24	19	1506	0.34	19	1742	0.31
20	1322	0.23	20	1647	0.34	20	1598	0.31
21	1301	0.23	21	1756	0.31	21	1569	0.31
22	1292	0.23	22	1621	0.31	22	1674	0.30
23	1296	0.26	23	1560	0.31	23	1671	0.31
24	1326	0.23	24	1554	0.31	24	1588	0.31
25	1209	0.26	25	2117	0.28	25	1602	0.31
26	1376	0.26	26	1840	0.28	26	1677	0.32
27	1455	0.25	27	1846	0.30	27	1731	0.32
28	1386	0.27	28	1561	0.32	28	1822	0.33
29	1658	0.26	29	1685	0.30	29	1589	0.32
30	1407	0.27	30	1580	0.29	30	1648	0.33
<b>Monthly Total</b>	<b>42935</b>		<b>Monthly Total</b>	<b>44335</b>		<b>Monthly Total</b>	<b>44374</b>	
<b>Daily Average</b>	<b>1431</b>	<b>0.25</b>	<b>Daily Average</b>	<b>1478</b>	<b>0.30</b>	<b>Daily Average</b>	<b>1479</b>	<b>0.30</b>

2019 Daily Total Consumption and Chlorine Residual			2020 Daily Total Consumption and Chlorine Residual			2021 Daily Total Consumption and Chlorine Residual		
Date	Daily	Daily Cl2	Date	Daily	Daily Cl2	Date	Daily	Daily Cl2
	Cubic metre	Residual (ppm)		Cubic metre	Residual (ppm)		Cubic metre	Residual (ppm)
<b>May</b>			<b>May</b>			<b>May</b>		
1	1556	0.31	1	1541	0.25	1	1764	0.32
2	1366	0.30	2	1812	0.25	2	2008	0.33
3	2370	0.27	3	1623	0.25	3	1922	0.32
4	2143	0.25	4	1571	0.25	4	1907	0.34
5	2236	0.25	5	1529	0.29	5	2191	0.35
6	2077	0.28	6	1956	0.29	6	1976	0.34
7	2077	0.27	7	2018	0.28	7	1991	0.27
8	2053	0.26	8	1973	0.27	8	2269	0.26
9	2264	0.35	9	2275	0.25	9	1959	0.25
10	2501	0.28	10	2441	0.28	10	2370	0.26
11	2266	0.28	11	2493	0.28	11	2237	0.27
12	2468	0.27	12	2409	0.28	12	2398	0.28
13	2644	0.28	13	2527	0.30	13	2078	0.28
14	2464	0.26	14	2368	0.35	14	2444	0.29
15	2137	0.30	15	2470	0.33	15	2406	0.30
16	2423	0.30	16	2511	0.40	16	2540	0.29
17	2569	0.34	17	2365	0.25	17	2778	0.29
18	2067	0.30	18	2343	0.22	18	2102	0.30
19	2368	0.30	19	2510	0.25	19	2087	0.29
20	2449	0.28	20	2795	0.33	20	2005	0.28
21	2428	0.28	21	2452	0.28	21	2270	0.28
22	2426	0.34	22	2245	0.28	22	2610	0.28
23	2224	0.32	23	2344	0.27	23	2682	0.29
24	2568	0.30	24	2440	0.27	24	2547	0.30
25	2477	0.30	25	2548	0.27	25	2579	0.29
26	2409	0.28	26	2392	0.27	26	2588	0.31
27	2408	0.28	27	2573	0.27	27	2819	0.25
28	2547	0.30	28	2806	0.32	28	2291	0.26
29	2853	0.27	29	2841	0.35	29	2162	0.26
30	2741	0.28	30	2911	0.36	30	2644	0.27
31	3006	0.26	31	2664	0.33	31	2711	0.29
<b>Monthly Total</b>	<b>72585</b>		<b>Monthly Total</b>	<b>71745</b>		<b>Monthly Total</b>	<b>71333</b>	
<b>Daily Average</b>	<b>2341</b>	0.29	<b>Daily Average</b>	<b>2314</b>	0.29	<b>Daily Average</b>	<b>2301</b>	0.29

2019 Daily Total Consumption and Chlorine Residual			2020 Daily Total Consumption and Chlorine Residual			2021 Daily Total Consumption and Chlorine Residual		
Date	Daily	Daily Cl2	Date	Daily	Daily Cl2	Date	Daily	Daily Cl2
	Cubic metre	Residual (ppm)		Cubic metre	Residual (ppm)		Cubic metre	Residual (ppm)
June			June			June		
1	3025	0.30	1	2254	0.44	1	1743	0.29
2	3199	0.30	2	2431	0.36	2	3183	0.29
3	3136	0.30	3	2376	0.36	3	3963	0.14
4	2774	0.28	4	2352	0.39	4	3043	0.26
5	2741	0.28	5	2440	0.30	5	2602	0.27
6	2434	0.27	6	2163	0.31	6	2628	0.28
7	2584	0.27	7	2962	0.34	7	2444	0.27
8	2280	0.26	8	2898	0.34	8	2474	0.27
9	2388	0.26	9	2483	0.34	9	2483	0.28
10	2980	0.25	10	2452	0.34	10	2464	0.29
11	2515	0.25	11	2472	0.35	11	2463	0.30
12	2827	0.24	12	2364	0.35	12	2603	0.32
13	3028	0.30	13	2127	0.35	13	2589	0.33
14	3375	0.31	14	2288	0.50	14	2284	0.32
15	3129	0.31	15	2388	0.50	15	2036	0.32
16	3130	0.31	16	2328	0.32	16	2135	0.33
17	3527	0.33	17	2574	0.27	17	2237	0.31
18	3129	0.30	18	3096	0.34	18	2979	0.33
19	2911	0.30	19	2990	0.36	19	2803	0.33
20	2831	0.27	20	3220	0.37	20	2741	0.34
21	2555	0.27	21	2573	0.35	21	3006	0.32
22	2745	0.27	22	2879	0.30	22	3464	0.29
23	2745	0.27	23	2720	0.37	23	3441	0.33
24	2745	0.27	24	2944	0.37	24	3825	0.33
25	2935	0.27	25	2323	0.35	25	3543	0.31
26	2778	0.28	26	2646	0.30	26	3603	0.32
27	2766	0.30	27	2836	0.32	27	3633	0.34
28	2620	0.30	28	2650	0.32	28	3846	0.28
29	2664	0.30	29	2518	0.32	29	4246	0.28
30	2664	0.30	30	2700	0.31	30	3911	0.26
<b>Monthly Total</b>	<b>85160</b>		<b>Monthly Total</b>	<b>77450</b>		<b>Monthly Total</b>	<b>88414</b>	
<b>Daily Average</b>	<b>2839</b>	0.28	<b>Daily Average</b>	<b>2582</b>	0.35	<b>Daily Average</b>	<b>2947</b>	0.30

2019 Daily Total Consumption and Chlorine Residual			2020 Daily Total Consumption and Chlorine Residual			2021 Daily Total Consumption and Chlorine Residual		
Date	Daily	Daily Cl2	Date	Daily	Daily Cl2	Date	Daily	Daily Cl2
	Cubic metre	Residual (ppm)		Cubic metre	Residual (ppm)		Cubic metre	Residual (ppm)
July			July			July		
1	2664	0.30	1	2254	0.31	1	4253	0.40
2	2664	0.31	2	2402	0.31	2	4208	0.40
3	2708	0.31	3	2200	0.31	3	3611	0.37
4	2908	0.33	4	2262	0.31	4	3629	0.39
5	2792	0.29	5	2402	0.31	5	3768	0.41
6	2553	0.29	6	2349	0.31	6	3954	0.41
7	2553	0.29	7	2718	0.29	7	3991	0.41
8	2314	0.30	8	2906	0.31	8	3747	0.41
9	2490	0.27	9	2695	0.33	9	3708	0.41
10	2370	0.28	10	2585	0.34	10	3822	0.40
11	2303	0.28	11	2475	0.34	11	3757	0.42
12	2212	0.27	12	2803	0.34	12	3948	0.44
13	2575	0.28	13	2354	0.34	13	3866	0.37
14	2444	0.28	14	2462	0.24	14	4111	0.37
15	2641	0.27	15	2717	0.25	15	4070	0.35
16	2670	0.27	16	2730	0.29	16	4255	0.35
17	2402	0.29	17	2792	0.30	17	3920	0.34
18	2375	0.26	18	2735	0.30	18	3570	0.30
19	2272	0.29	19	2889	0.30	19	3522	0.33
20	2577	0.24	20	2981	0.33	20	3748	0.30
21	2726	0.28	21	3308	0.31	21	3724	0.34
22	2973	0.28	22	3485	0.29	22	3827	0.33
23	3104	0.30	23	3215	0.27	23	3797	0.35
24	2876	0.27	24	3107	0.30	24	1814	0.31
25	2728	0.31	25	3406	0.30	25	3566	0.32
26	2916	0.29	26	2903	0.30	26	3509	0.32
27	2076	0.25	27	3189	0.30	27	3717	0.34
28	2556	0.28	28	3731	0.29	28	3778	0.33
29	2920	0.27	29	3774	0.32	29	4127	0.34
30	3017	0.30	30	3356	0.26	30	3984	0.34
31	2671	0.31	31	3360	0.33	31	3872	0.34
<b>Monthly Total</b>	<b>81050</b>		<b>Monthly Total</b>	<b>88547</b>		<b>Monthly Total</b>	<b>117172</b>	
<b>Daily Average</b>	<b>2615</b>	0.29	<b>Daily Average</b>	<b>2856</b>	0.30	<b>Daily Average</b>	<b>3780</b>	0.36

2019 Daily Total Consumption and Chlorine Residual			2020 Daily Total Consumption and Chlorine Residual			2021 Daily Total Consumption and Chlorine Residual		
Date	Daily	Daily Cl2	Date	Daily	Daily Cl2	Date	Daily	Daily Cl2
	Cubic metre	Residual (ppm)		Cubic metre	Residual (ppm)		Cubic metre	Residual (ppm)
<b>August</b>			<b>August</b>			<b>August</b>		
1	2699	0.30	1	3127	0.33	1	3359	0.34
2	2671	0.30	2	3318	0.33	2	3087	0.32
3	2404	0.27	3	3467	0.33	3	3403	0.33
4	2714	0.27	4	3473	0.36	4	3653	0.36
5	2998	0.27	5	3181	0.34	5	3917	0.35
6	3033	0.30	6	3441	0.34	6	3994	0.36
7	3007	0.30	7	2659	0.36	7	3314	0.30
8	3119	0.32	8	2585	0.36	8	2785	0.33
9	3412	0.32	9	3015	0.31	9	2629	0.35
10	3137	0.30	10	2769	0.33	10	2931	0.36
11	2928	0.30	11	3464	0.33	11	3125	0.36
12	2599	0.28	12	3068	0.32	12	3862	0.37
13	2540	0.25	13	3045	0.34	13	4264	0.37
14	2702	0.21	14	3350	0.37	14	3753	0.37
15	2759	0.26	15	3332	0.28	15	3523	0.37
16	3226	0.23	16	3688	0.36	16	3101	0.37
17	2973	0.20	17	3622	0.39	17	3061	0.37
18	2745	0.24	18	3012	0.32	18	2599	0.35
19	2945	0.26	19	3290	0.35	19	2858	0.35
20	3033	0.23	20	3241	0.34	20	3460	0.35
21	2701	0.21	21	2813	0.29	21	2574	0.35
22	2623	0.23	22	2660	0.29	22	2131	0.34
23	2972	0.20	23	2402	0.29	23	2455	0.34
24	2657	0.19	24	2422	0.34	24	2196	0.32
25	2637	0.18	25	2598	0.29	25	2525	0.31
26	2965	0.21	26	2514	0.34	26	2741	0.35
27	2993	0.22	27	2899	0.34	27	2748	0.34
28	2785	0.36	28	2780	0.31	28	2497	0.35
29	2782	0.30	29	2906	0.31	29	2644	0.35
30	3136	0.30	30	2728	0.31	30	2788	0.34
31	3003	0.29	31	2586	0.31	31	2595	0.34
<b>Monthly Total</b>	<b>88898</b>		<b>Monthly Total</b>	<b>93457</b>		<b>Monthly Total</b>	<b>94573</b>	
<b>Daily Average</b>	<b>2868</b>	0.26	<b>Daily Average</b>	<b>3015</b>	0.33	<b>Daily Average</b>	<b>3051</b>	0.35

2019 Daily Total Consumption and Chlorine Residual			2020 Daily Total Consumption and Chlorine Residual			2021 Daily Total Consumption and Chlorine Residual		
Date	Daily	Daily Cl2	Date	Daily	Daily Cl2	Date	Daily	Daily Cl2
	Cubic metre	Residual (ppm)		Cubic metre	Residual (ppm)		Cubic metre	Residual (ppm)
<b>September</b>			<b>September</b>			<b>September</b>		
1	2698	0.27	1	2500	0.33	1	2420	0.33
2	2837	0.30	2	2504	0.33	2	2502	0.33
3	3062	0.30	3	2954	0.28	3	2682	0.33
4	2628	0.32	4	3031	0.27	4	2686	0.34
5	2480	0.31	5	2926	0.27	5	2317	0.33
6	2895	0.28	6	2629	0.27	6	2227	0.33
7	2733	0.25	7	2642	0.22	7	2479	0.33
8	2609	0.25	8	2629	0.25	8	2499	0.34
9	2509	0.29	9	2695	0.27	9	2253	0.34
10	2270	0.29	10	2737	0.28	10	2418	0.40
11	2262	0.28	11	2945	0.28	11	2302	0.34
12	2262	0.27	12	2794	0.28	12	2133	0.33
13	2333	0.26	13	2566	0.28	13	2317	0.32
14	1877	0.26	14	2473	0.28	14	2222	0.33
15	1928	0.26	15	2378	0.26	15	2079	0.32
16	1848	0.26	16	2062	0.27	16	1893	0.30
17	1782	0.28	17	2397	0.28	17	1863	0.30
18	1860	0.27	18	2388	0.28	18	1764	0.30
19	1887	0.26	19	2447	0.29	19	1622	0.30
20	1868	0.27	20	1849	0.27	20	1474	0.28
21	1816	0.27	21	1892	0.27	21	1462	0.28
22	1778	0.27	22	1816	0.26	22	1543	0.28
23	1649	0.28	23	1901	0.29	23	1589	0.28
24	1639	0.27	24	1820	0.28	24	1630	0.27
25	1751	0.25	25	1799	0.28	25	1474	0.27
26	1637	0.27	26	1856	0.28	26	1600	0.27
27	1522	0.28	27	1705	0.28	27	1444	0.26
28	1597	0.28	28	1509	0.28	28	1202	0.26
29	1555	0.28	29	1578	0.26	29	1324	0.26
30	1476	0.34	30	1706	0.25	30	1590	0.27
<b>Monthly Total</b>	<b>63048</b>		<b>Monthly Total</b>	<b>69129</b>		<b>Monthly Total</b>	<b>59010</b>	
<b>Daily Average</b>	<b>2102</b>	0.28	<b>Daily Average</b>	<b>2304</b>	0.28	<b>Daily Average</b>	<b>1967</b>	0.31

2019 Daily Total Consumption and Chlorine Residual			2020 Daily Total Consumption and Chlorine Residual			2021 Daily Total Consumption and Chlorine Residual		
Date	Daily	Daily Cl2	Date	Daily	Daily Cl2	Date	Daily	Daily Cl2
	Cubic metre	Residual (ppm)		Cubic metre	Residual (ppm)		Cubic metre	Residual (ppm)
<b>October</b>			<b>October</b>			<b>October</b>		
1	1396	0.31	1	1565	0.23	1	2301	0.29
2	1535	0.32	2	1653	0.24	2	1356	0.29
3	1492	0.35	3	1614	0.25	3	1320	0.28
4	1452	0.33	4	1612	0.25	4	1356	0.27
5	1359	0.33	5	1628	0.25	5	1265	0.27
6	1324	0.33	6	1479	0.25	6	1301	0.27
7	1541	0.33	7	1475	0.25	7	1301	0.26
8	1318	0.31	8	1462	0.25	8	1230	0.26
9	1334	0.30	9	1470	0.25	9	1382	0.25
10	1349	0.30	10	1452	0.25	10	1244	0.26
11	1452	0.31	11	1444	0.25	11	1228	0.26
12	1398	0.31	12	1299	0.25	12	1279	0.25
13	1329	0.29	13	1460	0.25	13	1354	0.33
14	1352	0.29	14	1488	0.25	14	1235	0.40
15	1374	0.31	15	1285	0.22	15	1163	0.39
16	1393	0.34	16	1604	0.20	16	1165	0.37
17	1366	0.29	17	1429	0.22	17	1178	0.34
18	1349	0.29	18	1338	0.23	18	1170	0.31
19	1351	0.29	19	1386	0.23	19	1201	0.31
20	1321	0.29	20	1368	0.26	20	1270	0.31
21	1321	0.31	21	1364	0.28	21	1226	0.32
22	1207	0.30	22	1390	0.28	22	1278	0.31
23	1342	0.30	23	1619	0.26	23	1223	0.34
24	1378	0.31	24	1419	0.26	24	1130	0.32
25	1296	0.33	25	1388	0.26	25	1100	0.32
26	1329	0.32	26	1288	0.26	26	1156	0.31
27	1301	0.32	27	1284	0.22	27	1434	0.33
28	1328	0.32	28	1408	0.25	28	1370	0.31
29	1215	0.35	29	1174	0.25	29	1152	0.29
30	1284	0.30	30	1280	0.25	30	1231	0.31
31	1332	0.30	31	1290	0.25	31	1197	0.27
<b>Monthly Total</b>	<b>42118</b>		<b>Monthly Total</b>	<b>44413</b>		<b>Monthly Total</b>	<b>39798</b>	
<b>Daily Average</b>	<b>1359</b>	0.31	<b>Daily Average</b>	<b>1433</b>	0.25	<b>Daily Average</b>	<b>1284</b>	0.30



2019 Daily Total Consumption and Chlorine Residual			2020 Daily Total Consumption and Chlorine Residual			2021 Daily Total Consumption and Chlorine Residual		
Date	Daily	Daily Cl2	Date	Daily	Daily Cl2	Date	Daily	Daily Cl2
	Cubic metre	Residual (ppm)		Cubic metre	Residual (ppm)		Cubic metre	Residual (ppm)
<b>November</b>			<b>November</b>			<b>November</b>		
1	1269	0.30	1	1324	0.25	1	1195	0.28
2	1312	0.30	2	1201	0.26	2	1381	0.28
4	1336	0.31	4	1397	0.27	4	1498	0.29
5	1338	0.30	5	1212	0.25	5	1085	0.28
6	1712	0.28	6	1284	0.22	6	1049	0.27
7	1316	0.33	7	1187	0.23	7	1195	0.27
8	1297	0.29	8	1374	0.23	8	1084	0.26
9	1265	0.29	9	1130	0.23	9	1212	0.27
10	1125	0.29	10	1369	0.21	10	1031	0.34
11	1289	0.29	11	1264	0.23	11	1288	0.35
12	1201	0.28	12	1195	0.26	12	1090	0.34
13	1284	0.29	13	1444	0.26	13	1048	0.35
14	1129	0.29	14	1154	0.30	14	1069	0.35
15	1131	0.29	15	1342	0.30	15	1109	0.34
16	1271	0.29	16	1306	0.30	16	1016	0.32
17	1267	0.29	17	1213	0.30	17	1193	0.33
18	1116	0.29	18	1300	0.30	18	1072	0.35
19	1301	0.30	19	1209	0.29	19	1121	0.33
20	1290	0.30	20	1230	0.28	20	1021	0.34
21	1178	0.29	21	1170	0.31	21	1051	0.34
22	1319	0.30	22	1323	0.28	22	1186	0.32
23	1281	0.30	23	1292	0.28	23	1039	0.30
24	1303	0.30	24	1204	0.29	24	1084	0.32
25	1203	0.32	25	1199	0.28	25	1043	0.31
26	1250	0.29	26	1253	0.28	26	963	0.31
27	1156	0.29	27	1296	0.27	27	1068	0.31
28	1253	0.30	28	1145	0.27	28	995	0.31
29	1275	0.27	29	1179	0.27	29	1173	0.32
30			30	1297	0.27	30	1078	0.32
<b>Monthly Total</b>	<b>35467</b>		<b>Monthly Total</b>	<b>36495</b>		<b>Monthly Total</b>	<b>32438</b>	
<b>Daily Average</b>	<b>1270</b>	0.30	<b>Daily Average</b>	<b>1264</b>	0.27	<b>Daily Average</b>	<b>1124</b>	0.31

2019 Daily Total Consumption and Chlorine Residual			2020 Daily Total Consumption and Chlorine Residual			2021 Daily Total Consumption and Chlorine Residual		
Date	Daily	Daily Cl2	Date	Daily	Daily Cl2	Date	Daily	Daily Cl2
	Cubic metre	Residual (ppm)		Cubic metre	Residual (ppm)		Cubic metre	Residual (ppm)
<b>December</b>			<b>December</b>			<b>December</b>		
1	1318	0.26	1	1291	0.27	1	920	0.33
2	1319	0.28	2	1191	0.27	2	1051	0.35
3	1286	0.28	3	1214	0.26	3	1054	0.34
4	1371	0.30	4	1144	0.26	4	843	0.35
5	1135	0.30	5	1200	0.26	5	972	0.33
6	1253	0.28	6	1224	0.26	6	1032	0.33
7	1136	0.29	7	1244	0.26	7	995	0.37
8	1279	0.30	8	1319	0.24	8	1148	0.38
9	1281	0.30	9	1244	0.25	9	969	0.43
10	1113	0.30	10	1200	0.25	10	1042	0.34
11	1266	0.33	11	1204	0.24	11	1050	0.35
12	1163	0.31	12	1342	0.25	12	1022	0.35
13	1250	0.31	13	1119	0.25	13	1015	0.34
14	1130	0.30	14	1317	0.25	14	1163	0.39
15	1264	0.32	15	1069	0.23	15	1015	0.32
16	1220	0.32	16	1535	0.21	16	1046	0.35
17	1159	0.33	17	1038	0.19	17	1134	0.34
18	1288	0.32	18	1063	0.18	18	1063	0.33
19	1126	0.32	19	1163	0.19	19	1054	0.32
20	1256	0.31	20	1170	0.19	20	1200	0.32
21	1282	0.32	21	1048	0.19	21	1140	0.33
22	1121	0.35	22	1429	0.19	22	1145	0.34
23	1284	0.34	23	1187	0.18	23	1137	0.35
24	1261	0.33	24	1071	0.18	24	1086	0.34
25	1178	0.34	25	1174	0.18	25	1287	0.34
26	1251	0.34	26	1074	0.18	26	1189	0.32
27	1131	0.34	27	1074	0.18	27	1192	0.31
28	1264	0.29	28	1111	0.14	28	1250	0.30
29	1302	0.16	29	1203	0.19	29	1253	0.30
30	1308	0.08	30	1172	0.19	30	1271	0.29
31	1316	0.14	31	1163	0.14	31	1235	0.30
<b>Monthly Total</b>	<b>38311</b>		<b>Monthly Total</b>	<b>36995</b>		<b>Monthly Total</b>	<b>33972</b>	
<b>Daily Average</b>	<b>1236</b>	0.29	<b>Daily Average</b>	<b>1193</b>	0.22	<b>Daily Average</b>	<b>1096</b>	0.34

2019 Daily Total Consumption and Chlorine Residual				2020 Daily Total Consumption and Chlorine Residual				2021 Daily Total Consumption and Chlorine Residual		
Date	Daily	Daily Cl2		Date	Daily	Daily Cl2		Date	Daily	Daily Cl2
	Cubic metre	Residual (ppm)			Cubic metre	Residual (ppm)			Cubic metre	Residual (ppm)
<b>2019 Total m3</b>	667,727		0	<b>2020 Total m3</b>	676,900		0	<b>2021 Total m3</b>	701,290	
<b>Daily Average</b>	1,838	0.28		<b>Daily Average</b>	1,855	0.29		<b>Daily Average</b>	1,916	0.31
<b>Max Day</b>	3,527	0.36		<b>Max Day</b>	3,774	0.50		<b>Max Day</b>	4,264	0.44
<b>Min Day</b>	1,067	0.08		<b>Min Day</b>	1,038	0.14		<b>Min Day</b>	843	0.13



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## APPENDIX II

### 2021 Annual Chemical Analysis of Drinking Water



Your C.O.C. #: 628486-02-01

**Attention: Jeff Westlake**

VILLAGE OF PEMBERTON  
 Box 100  
 7400 Prospect St  
 Pemberton, BC  
 CANADA VON 2L0

Report Date: 2021/01/27

Report #: R2980989

Version: 1 - Final

**CERTIFICATE OF ANALYSIS****BV LABS JOB #: C104131**

Received: 2021/01/21, 08:10

Sample Matrix: Drinking Water  
 # Samples Received: 5

Analyses	Quantity	Date	Date	Laboratory Method	Analytical Method
		Extracted	Analyzed		
Alkalinity @25C (pp, total), CO <sub>3</sub> ,HCO <sub>3</sub> ,OH (1)	3	N/A	2021/01/25	AB SOP-00005	SM 23 2320 B m
Alkalinity @25C (pp, total), CO <sub>3</sub> ,HCO <sub>3</sub> ,OH (1)	2	N/A	2021/01/26	AB SOP-00005	SM 23 2320 B m
Chloride/Sulphate by Auto Colourimetry (1)	3	N/A	2021/01/24	AB SOP-00020	SM23-4500-Cl/SO4-E m
Chloride/Sulphate by Auto Colourimetry (1)	1	N/A	2021/01/25	AB SOP-00020	SM23-4500-Cl/SO4-E m
Chloride/Sulphate by Auto Colourimetry (1)	1	N/A	2021/01/27	AB SOP-00020	SM23-4500-Cl/SO4-E m
Colour (True) by Kone Lab	5	N/A	2021/01/21	BBY6SOP-00057	SM 23 2120 C m
Conductivity @25C (1)	3	N/A	2021/01/25	AB SOP-00005	SM 23 2510 B m
Conductivity @25C (1)	2	N/A	2021/01/26	AB SOP-00005	SM 23 2510 B m
Fluoride	5	N/A	2021/01/21	BBY6SOP-00048	SM 23 4500-F C m
Hardness Total (calculated as CaCO <sub>3</sub> ) (2)	5	N/A	2021/01/25	BBY WI-00033	Auto Calc
Mercury (Total) by CV	5	2021/01/22	2021/01/22	AB SOP-00084	BCMOE BCLM Oct2013 m
Na, K, Ca, Mg, S by CRC ICPMS (total)	5	N/A	2021/01/25	BBY WI-00033	Auto Calc
Elements by CRC ICPMS (total)	5	N/A	2021/01/23	BBY7SOP-00003 / BBY7SOP-00002	EPA 6020b R2 m
Nitrate + Nitrite (N)	5	N/A	2021/01/21	BBY6SOP-00010	SM 23 4500-NO3- I m
Nitrite (N) by CFA	5	N/A	2021/01/21	BBY6SOP-00010	SM 23 4500-NO3- I m
Nitrogen - Nitrate (as N)	2	N/A	2021/01/21	BBY WI-00033	Auto Calc
Nitrogen - Nitrate (as N)	3	N/A	2021/01/22	BBY WI-00033	Auto Calc
pH @25°C (1, 3)	3	N/A	2021/01/25	AB SOP-00005	SM 23 4500-H+B m
pH @25°C (1, 3)	2	N/A	2021/01/26	AB SOP-00005	SM 23 4500-H+B m
Total Dissolved Solids (Filt. Residue)	2	2021/01/22	2021/01/25	BBY6SOP-00033	SM 23 2540 C m
Total Dissolved Solids (Filt. Residue)	3	2021/01/26	2021/01/27	BBY6SOP-00033	SM 23 2540 C m
Turbidity	5	N/A	2021/01/21	BBY6SOP-00027	SM 23 2130 B m
VOCs, VH, F1, LH in Water by HS GC/MS	4	N/A	2021/01/23	BBY8SOP-00009 / BBY8SOP-00011 / BBY8SOP-00012	BCMOE BCLM Jul2017 m
Volatile HC-BTEX (4)	4	N/A	2021/01/24	BBY WI-00033	Auto Calc

**Remarks:**

Bureau Veritas Laboratories are accredited to ISO/IEC 17025 for specific parameters on scopes of accreditation. Unless otherwise noted, procedures used by BV Labs are based upon recognized Provincial, Federal or US method compendia such as CCME, MELCC, EPA, APHA.



Your C.O.C. #: 628486-02-01

**Attention: Jeff Westlake**

VILLAGE OF PEMBERTON  
Box 100  
7400 Prospect St  
Pemberton, BC  
CANADA VON 2L0

**Report Date: 2021/01/27**

Report #: R2980989

Version: 1 - Final

**CERTIFICATE OF ANALYSIS**

**BV LABS JOB #: C104131**

**Received: 2021/01/21, 08:10**

All work recorded herein has been done in accordance with procedures and practices ordinarily exercised by professionals in BV Labs profession using accepted testing methodologies, quality assurance and quality control procedures (except where otherwise agreed by the client and BV Labs in writing). All data is in statistical control and has met quality control and method performance criteria unless otherwise noted. All method blanks are reported; unless indicated otherwise, associated sample data are not blank corrected. Where applicable, unless otherwise noted, Measurement Uncertainty has not been accounted for when stating conformity to the referenced standard.

BV Labs liability is limited to the actual cost of the requested analyses, unless otherwise agreed in writing. There is no other warranty expressed or implied. BV Labs has been retained to provide analysis of samples provided by the Client using the testing methodology referenced in this report. Interpretation and use of test results are the sole responsibility of the Client and are not within the scope of services provided by BV Labs, unless otherwise agreed in writing. BV Labs is not responsible for the accuracy or any data impacts, that result from the information provided by the customer or their agent.

Solid sample results, except biota, are based on dry weight unless otherwise indicated. Organic analyses are not recovery corrected except for isotope dilution methods.

Results relate to samples tested. When sampling is not conducted by BV Labs, results relate to the supplied samples tested.

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Reference Method suffix "m" indicates test methods incorporate validated modifications from specific reference methods to improve performance.

\* RPDs calculated using raw data. The rounding of final results may result in the apparent difference.

- (1) This test was performed by BV Labs Calgary Environmental
- (2) "Total Hardness" was calculated from Total Ca and Mg concentrations and may be biased high (Hardness, or Dissolved Hardness, calculated from Dissolved Ca and Mg, should be used for compliance if available).
- (3) The CCME method requires pH to be analysed within 15 minutes of sampling and therefore field analysis is required for compliance. All Laboratory pH analyses in this report are reported past the CCME holding time. Bureau Veritas Laboratories endeavours to analyze samples as soon as possible after receipt.
- (4) VPH = VH - (Benzene + Toluene + Ethylbenzene + m & p-Xylene + o-Xylene + Styrene)

**Encryption Key**

Please direct all questions regarding this Certificate of Analysis to your Project Manager.

Customer Solutions, Western Canada Customer Experience Team

Email: customersolutionswest@bureauveritas.com

Phone# (604) 734 7276

=====  
This report has been generated and distributed using a secure automated process.

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BV Labs Job #: C104131  
Report Date: 2021/01/27

VILLAGE OF PEMBERTON

**RESULTS OF CHEMICAL ANALYSES OF DRINKING WATER**

BV Labs ID					ZE5916		ZE5917		
Sampling Date					2021/01/20 08:30		2021/01/20 09:00		
COC Number					628486-02-01		628486-02-01		
	UNITS	MAC	AO	OG	WELL #2	QC Batch	WELL #3	RDL	QC Batch
<b>ANIONS</b>									
Nitrite (N)	mg/L	1	-	-	<0.0050	A138729	<0.0050	0.0050	A138729
<b>Calculated Parameters</b>									
Total Hardness (CaCO3)	mg/L	-	-	-	68.8	A138151	18.2	0.50	A138151
Nitrate (N)	mg/L	10	-	-	0.229	A138255	0.171	0.020	A138255
<b>Misc. Inorganics</b>									
Conductivity	uS/cm	-	-	-	230	A141184	58	2.0	A141212
pH	pH	-	-	7.0:10.5	<b>6.16</b>	A141183	<b>5.95</b>	N/A	A141211
Total Dissolved Solids	mg/L	-	-	-	150	A139283	48	10	A139283
<b>Anions</b>									
Alkalinity (PP as CaCO3)	mg/L	-	-	-	<1.0	A141182	<1.0	1.0	A141210
Alkalinity (Total as CaCO3)	mg/L	-	-	-	71	A141182	11	1.0	A141210
Bicarbonate (HCO3)	mg/L	-	-	-	87	A141182	14	1.0	A141210
Carbonate (CO3)	mg/L	-	-	-	<1.0	A141182	<1.0	1.0	A141210
Dissolved Fluoride (F)	mg/L	1.5	-	-	<0.050	A138726	<0.050	0.050	A138726
Hydroxide (OH)	mg/L	-	-	-	<1.0	A141182	<1.0	1.0	A141210
Dissolved Chloride (Cl)	mg/L	-	250	-	30	A142826	3.8	1.0	A140347
Dissolved Sulphate (SO4)	mg/L	-	500	-	18	A142826	6.9	1.0	A140347
<b>MISCELLANEOUS</b>									
True Colour	Col. Unit	-	15	-	<5.0	A138790	<5.0	5.0	A138790
<b>Nutrients</b>									
Nitrate plus Nitrite (N)	mg/L	-	-	-	0.229	A138723	0.171	0.020	A138723
<b>Physical Properties</b>									
Turbidity	NTU	see remark	see remark	see remark	0.51	A138465	0.16	0.10	A138465
No Fill	No Exceedance								
Grey	Exceeds 1 criteria policy/level								
Black	Exceeds both criteria/levels								
RDL = Reportable Detection Limit									
N/A = Not Applicable									



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BV Labs Job #: C104131  
Report Date: 2021/01/27

VILLAGE OF PEMBERTON

**RESULTS OF CHEMICAL ANALYSES OF DRINKING WATER**

BV Labs ID					ZE5918		ZE5919		
Sampling Date					2021/01/20 09:30		2021/01/20 10:00		
COC Number					628486-02-01		628486-02-01		
	UNITS	MAC	AO	OG	OAK ST	QC Batch	INDUSTRIAL PARK	RDL	QC Batch
<b>ANIONS</b>									
Nitrite (N)	mg/L	1	-	-	<0.0050	A138732	<0.0050	0.0050	A138732
<b>Calculated Parameters</b>									
Total Hardness (CaCO3)	mg/L	-	-	-	30.2	A138151	27.4	0.50	A138151
Nitrate (N)	mg/L	10	-	-	0.198	A138255	0.047	0.020	A138255
<b>Misc. Inorganics</b>									
Conductivity	uS/cm	-	-	-	180	A141184	70	2.0	A141212
pH	pH	-	-	7.0:10.5	<b>6.37</b>	A141183	<b>6.09</b>	N/A	A141211
Total Dissolved Solids	mg/L	-	-	-	110	A142206	44	10	A142206
<b>Anions</b>									
Alkalinity (PP as CaCO3)	mg/L	-	-	-	<1.0	A141182	<1.0	1.0	A141210
Alkalinity (Total as CaCO3)	mg/L	-	-	-	71	A141182	28	1.0	A141210
Bicarbonate (HCO3)	mg/L	-	-	-	86	A141182	35	1.0	A141210
Carbonate (CO3)	mg/L	-	-	-	<1.0	A141182	<1.0	1.0	A141210
Dissolved Fluoride (F)	mg/L	1.5	-	-	<0.050	A138726	<0.050	0.050	A138726
Hydroxide (OH)	mg/L	-	-	-	<1.0	A141182	<1.0	1.0	A141210
Dissolved Chloride (Cl)	mg/L	-	250	-	12	A140347	1.0	1.0	A140347
Dissolved Sulphate (SO4)	mg/L	-	500	-	9.9	A140347	8.1	1.0	A140347
<b>MISCELLANEOUS</b>									
True Colour	Col. Unit	-	15	-	<5.0	A138790	<5.0	5.0	A138790
<b>Nutrients</b>									
Nitrate plus Nitrite (N)	mg/L	-	-	-	0.198	A138730	0.047	0.020	A138730
<b>Physical Properties</b>									
Turbidity	NTU	see remark	see remark	see remark	0.31	A138465	0.22	0.10	A138465
No Fill	No Exceedance								
Grey	Exceeds 1 criteria policy/level								
Black	Exceeds both criteria/levels								
RDL = Reportable Detection Limit									
N/A = Not Applicable									





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BV Labs Job #: C104131  
Report Date: 2021/01/27

VILLAGE OF PEMBERTON

**MERCURY BY COLD VAPOR (DRINKING WATER)**

<b>BV Labs ID</b>			ZE5916	ZE5917	ZE5918	ZE5919	ZE5920		
<b>Sampling Date</b>			2021/01/20 08:30	2021/01/20 09:00	2021/01/20 09:30	2021/01/20 10:00	2021/01/20 10:30		
<b>COC Number</b>			628486-02-01	628486-02-01	628486-02-01	628486-02-01	628486-02-01		
	<b>UNITS</b>	<b>MAC</b>	<b>WELL #2</b>	<b>WELL #3</b>	<b>OAK ST</b>	<b>INDUSTRIAL PARK</b>	<b>(SHE )IRRIGATION</b>	<b>RDL</b>	<b>QC Batch</b>

<b>Elements</b>									
Total Mercury (Hg)	ug/L	1	<0.0019	<0.0019	<0.0019	<0.0019	<0.0019	0.0019	A139484
No Fill	No Exceedance								
Grey	Exceeds 1 criteria policy/level								
Black	Exceeds both criteria/levels								
RDL = Reportable Detection Limit									



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BV Labs Job #: C104131  
Report Date: 2021/01/27

VILLAGE OF PEMBERTON

**ELEMENTS BY ATOMIC SPECTROSCOPY (DRINKING WATER)**

BV Labs ID					ZE5916	ZE5917	ZE5918	ZE5919		
Sampling Date					2021/01/20 08:30	2021/01/20 09:00	2021/01/20 09:30	2021/01/20 10:00		
COC Number					628486-02-01	628486-02-01	628486-02-01	628486-02-01		
	UNITS	MAC	AO	OG	WELL #2	WELL #3	OAK ST	INDUSTRIAL PARK	RDL	QC Batch
<b>Total Metals by ICPMS</b>										
Total Aluminum (Al)	ug/L	-	-	100	5.5	23.0	5.9	<3.0	3.0	A139082
Total Antimony (Sb)	ug/L	6	-	-	<0.50	<0.50	<0.50	<0.50	0.50	A139082
Total Arsenic (As)	ug/L	10	-	-	0.10	<0.10	<0.10	0.11	0.10	A139082
Total Barium (Ba)	ug/L	2000	-	-	40.8	12.0	17.9	5.6	1.0	A139082
Total Boron (B)	ug/L	5000	-	-	92	<50	<50	<50	50	A139082
Total Cadmium (Cd)	ug/L	7	-	-	0.020	0.024	0.011	<0.010	0.010	A139082
Total Chromium (Cr)	ug/L	50	-	-	<1.0	<1.0	<1.0	<1.0	1.0	A139082
Total Cobalt (Co)	ug/L	-	-	-	0.40	<0.20	<0.20	<0.20	0.20	A139082
Total Copper (Cu)	ug/L	2000	1000	-	0.90	3.80	2.57	2.05	0.20	A139082
Total Iron (Fe)	ug/L	-	300	-	211	27.4	38.7	6.4	5.0	A139082
Total Lead (Pb)	ug/L	5	-	-	<0.20	0.33	<0.20	<0.20	0.20	A139082
Total Manganese (Mn)	ug/L	120	20	-	<b>161</b>	3.9	15.9	<1.0	1.0	A139082
Total Molybdenum (Mo)	ug/L	-	-	-	1.7	<1.0	<1.0	<1.0	1.0	A139082
Total Nickel (Ni)	ug/L	-	-	-	<1.0	<1.0	<1.0	<1.0	1.0	A139082
Total Selenium (Se)	ug/L	50	-	-	<0.10	<0.10	<0.10	<0.10	0.10	A139082
Total Silver (Ag)	ug/L	-	-	-	<0.020	<0.020	<0.020	<0.020	0.020	A139082
Total Strontium (Sr)	ug/L	7000	-	-	144	35.5	63.1	29.7	1.0	A139082
Total Uranium (U)	ug/L	20	-	-	<0.10	<0.10	<0.10	<0.10	0.10	A139082
Total Vanadium (V)	ug/L	-	-	-	<5.0	<5.0	<5.0	<5.0	5.0	A139082
Total Zinc (Zn)	ug/L	-	5000	-	10.4	<5.0	<5.0	<5.0	5.0	A139082
Total Calcium (Ca)	mg/L	-	-	-	24.8	6.69	11.0	9.57	0.050	A138254
Total Magnesium (Mg)	mg/L	-	-	-	1.67	0.358	0.652	0.844	0.050	A138254
Total Potassium (K)	mg/L	-	-	-	2.17	0.730	1.11	0.522	0.050	A138254
Total Sodium (Na)	mg/L	-	200	-	11.3	2.57	25.2	1.43	0.050	A138254
Total Sulphur (S)	mg/L	-	-	-	6.3	<3.0	3.4	3.3	3.0	A138254
No Fill	No Exceedance									
Grey	Exceeds 1 criteria policy/level									
Black	Exceeds both criteria/levels									
RDL = Reportable Detection Limit										



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BV Labs Job #: C104131  
Report Date: 2021/01/27

VILLAGE OF PEMBERTON

**CSR VOC + VPH IN WATER (DRINKING WATER)**

BV Labs ID				ZE5916	ZE5917	ZE5918	ZE5919		
Sampling Date				2021/01/20 08:30	2021/01/20 09:00	2021/01/20 09:30	2021/01/20 10:00		
COC Number				628486-02-01	628486-02-01	628486-02-01	628486-02-01		
	<b>UNITS</b>	<b>MAC</b>	<b>AO</b>	<b>WELL #2</b>	<b>WELL #3</b>	<b>OAK ST</b>	<b>INDUSTRIAL PARK</b>	<b>RDL</b>	<b>QC Batch</b>

Calculated Parameters									
VPH (VH6 to 10 - BTEX)	ug/L	-	-	<300	<300	<300	<300	300	A138225
Volatiles									
VH C6-C10	ug/L	-	-	<300	<300	<300	<300	300	A139229
1,1,1,2-tetrachloroethane	ug/L	-	-	<0.50	<0.50	<0.50	<0.50	0.50	A139229
1,1,1-trichloroethane	ug/L	-	-	<0.50	<0.50	<0.50	<0.50	0.50	A139229
1,1,2,2-tetrachloroethane	ug/L	-	-	<0.50	<0.50	<0.50	<0.50	0.50	A139229
1,1,2Trichloro-1,2,2Trifluoroethane	ug/L	-	-	<2.0	<2.0	<2.0	<2.0	2.0	A139229
1,1,2-trichloroethane	ug/L	-	-	<0.50	<0.50	<0.50	<0.50	0.50	A139229
1,1-dichloroethane	ug/L	-	-	<0.50	<0.50	<0.50	<0.50	0.50	A139229
1,1-dichloroethene	ug/L	14	-	<0.50	<0.50	<0.50	<0.50	0.50	A139229
1,2-dichlorobenzene	ug/L	200	3	<0.50	<0.50	<0.50	<0.50	0.50	A139229
1,2-dichloroethane	ug/L	5	-	<0.50	<0.50	<0.50	<0.50	0.50	A139229
1,2-dichloropropane	ug/L	-	-	<0.50	<0.50	<0.50	<0.50	0.50	A139229
1,3-Butadiene	ug/L	-	-	<0.50	<0.50	<0.50	<0.50	0.50	A139229
1,3-dichlorobenzene	ug/L	-	-	<0.50	<0.50	<0.50	<0.50	0.50	A139229
1,4-dichlorobenzene	ug/L	5	1	<0.50	<0.50	<0.50	<0.50	0.50	A139229
Benzene	ug/L	5	-	<0.40	<0.40	<0.40	<0.40	0.40	A139229
Bromobenzene	ug/L	-	-	<2.0	<2.0	<2.0	<2.0	2.0	A139229
Bromodichloromethane	ug/L	-	-	<1.0	<1.0	1.3	<1.0	1.0	A139229
Bromoform	ug/L	-	-	<1.0	<1.0	<1.0	<1.0	1.0	A139229
Bromomethane	ug/L	-	-	<1.0	<1.0	<1.0	<1.0	1.0	A139229
Carbon tetrachloride	ug/L	2	-	<0.50	<0.50	<0.50	<0.50	0.50	A139229
Chlorobenzene	ug/L	80	30	<0.50	<0.50	<0.50	<0.50	0.50	A139229
Chlorodibromomethane	ug/L	-	-	<1.0	<1.0	1.5	<1.0	1.0	A139229
Chloroethane	ug/L	-	-	<1.0	<1.0	<1.0	<1.0	1.0	A139229
Chloroform	ug/L	-	-	<1.0	<1.0	<1.0	1.4	1.0	A139229
Chloromethane	ug/L	-	-	<1.0	<1.0	<1.0	<1.0	1.0	A139229
cis-1,2-dichloroethene	ug/L	-	-	<1.0	<1.0	<1.0	<1.0	1.0	A139229
cis-1,3-dichloropropene	ug/L	-	-	<1.0	<1.0	<1.0	<1.0	1.0	A139229
Dibromomethane	ug/L	-	-	<0.90	<0.90	<0.90	<0.90	0.90	A139229
Dichlorodifluoromethane	ug/L	-	-	<2.0	<2.0	<2.0	<2.0	2.0	A139229
Dichloromethane	ug/L	50	-	<2.0	<2.0	<2.0	<2.0	2.0	A139229
Ethylbenzene	ug/L	140	1.6	<0.40	<0.40	<0.40	<0.40	0.40	A139229
Methyl-tert-butylether (MTBE)	ug/L	-	15	<4.0	<4.0	<4.0	<4.0	4.0	A139229

No Fill	No Exceedance
Grey	Exceeds 1 criteria policy/level
Black	Exceeds both criteria/levels

RDL = Reportable Detection Limit



**CSR VOC + VPH IN WATER (DRINKING WATER)**

BV Labs ID				ZE5916	ZE5917	ZE5918	ZE5919		
Sampling Date				2021/01/20 08:30	2021/01/20 09:00	2021/01/20 09:30	2021/01/20 10:00		
COC Number				628486-02-01	628486-02-01	628486-02-01	628486-02-01		
	UNITS	MAC	AO	WELL #2	WELL #3	OAK ST	INDUSTRIAL PARK	RDL	QC Batch
Styrene	ug/L	-	-	<0.50	<0.50	<0.50	<0.50	0.50	A139229
Tetrachloroethene	ug/L	10	-	<0.50	<0.50	<0.50	<0.50	0.50	A139229
Toluene	ug/L	60	24	<0.40	<0.40	<0.40	<0.40	0.40	A139229
trans-1,2-dichloroethene	ug/L	-	-	<1.0	<1.0	<1.0	<1.0	1.0	A139229
trans-1,3-dichloropropene	ug/L	-	-	<1.0	<1.0	<1.0	<1.0	1.0	A139229
Trichloroethene	ug/L	5	-	<0.50	<0.50	<0.50	<0.50	0.50	A139229
Trichlorofluoromethane	ug/L	-	-	<4.0	<4.0	<4.0	<4.0	4.0	A139229
Vinyl chloride	ug/L	2	-	<0.50	<0.50	<0.50	<0.50	0.50	A139229
m & p-Xylene	ug/L	-	-	<0.40	<0.40	<0.40	<0.40	0.40	A139229
o-Xylene	ug/L	-	-	<0.40	<0.40	<0.40	<0.40	0.40	A139229
Xylenes (Total)	ug/L	90	20	<0.40	<0.40	<0.40	<0.40	0.40	A139229
<b>Surrogate Recovery (%)</b>									
1,4-Difluorobenzene (sur.)	%	-	-	105	105	106	106		A139229
4-Bromofluorobenzene (sur.)	%	-	-	96	94	95	95		A139229
D4-1,2-Dichloroethane (sur.)	%	-	-	96	94	95	94		A139229
No Fill	No Exceedance								
Grey	Exceeds 1 criteria policy/level								
Black	Exceeds both criteria/levels								
RDL = Reportable Detection Limit									



### GENERAL COMMENTS

MAC,AO,OG: The guidelines that have been included in this report have been taken from the Canadian Drinking Water Quality Summary Table, September 2020.

Criteria A = Maximum Acceptable Concentration (MAC) / Criteria B = Aesthetic Objectives (AO) / Criteria C = Operational Guidance Values (OG)  
It is recommended to consult these guidelines when interpreting your data since there are non-numerical guidelines that are not included on this report.

**Turbidity Guidelines:**

1. Chemically assisted filtration: less than or equal to 0.3 NTU in 95% of the measurements or 95% of the time each month. Shall not exceed 1.0 NTU at any time.
2. Slow sand / diatomaceous earth filtration: less than or equal to 1.0 NTU in 95% of the measurements or 95% of the time each month. Shall not exceed 3.0 NTU at any time.
3. Membrane filtration: less than or equal to 0.1 NTU in 99% of the measurements made or at least 99% of the time each calendar month. Shall not exceed 0.3 NTU at any time.
4. To ensure effectiveness of disinfection and for good operation of the distribution system, it is recommended that water entering the distribution system have turbidity levels of 1.0 NTU or less.

Measurement of Uncertainty has not been accounted for when stating conformity to the selected criteria, where applicable.

**Results relate only to the items tested.**



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BV Labs Job #: C104131

Report Date: 2021/01/27

### QUALITY ASSURANCE REPORT

VILLAGE OF PEMBERTON

QC Batch	Parameter	Date	Matrix Spike		Spiked Blank		Method Blank		RPD	
			% Recovery	QC Limits	% Recovery	QC Limits	Value	UNITS	Value (%)	QC Limits
A139229	1,4-Difluorobenzene (sur.)	2021/01/22	102	50 - 140	102	50 - 140	105	%		
A139229	4-Bromofluorobenzene (sur.)	2021/01/22	118	50 - 140	118	50 - 140	91	%		
A139229	D4-1,2-Dichloroethane (sur.)	2021/01/22	99	50 - 140	101	50 - 140	94	%		
A138465	Turbidity	2021/01/21			98	80 - 120	<0.10	NTU	5.8	20
A138638	Dissolved Fluoride (F)	2021/01/21	96	80 - 120	106	80 - 120	<0.050	mg/L	0	20
A138723	Nitrate plus Nitrite (N)	2021/01/21	103	80 - 120	112	80 - 120	<0.020	mg/L	0.13	25
A138726	Dissolved Fluoride (F)	2021/01/21	106	80 - 120	106	80 - 120	<0.050	mg/L	0	20
A138729	Nitrite (N)	2021/01/21	99	80 - 120	103	80 - 120	<0.0050	mg/L	NC	20
A138730	Nitrate plus Nitrite (N)	2021/01/21			112	80 - 120	<0.020	mg/L		
A138732	Nitrite (N)	2021/01/21			102	80 - 120	<0.0050	mg/L		
A138790	True Colour	2021/01/21			96	80 - 120	<5.0	Col. Unit	NC	20
A139082	Total Aluminum (Al)	2021/01/23	104	80 - 120	104	80 - 120	<3.0	ug/L		
A139082	Total Antimony (Sb)	2021/01/23	102	80 - 120	100	80 - 120	<0.50	ug/L		
A139082	Total Arsenic (As)	2021/01/23	103	80 - 120	101	80 - 120	<0.10	ug/L	NC	20
A139082	Total Barium (Ba)	2021/01/23	102	80 - 120	101	80 - 120	<1.0	ug/L		
A139082	Total Boron (B)	2021/01/23	NC	80 - 120	102	80 - 120	<50	ug/L		
A139082	Total Cadmium (Cd)	2021/01/23	101	80 - 120	100	80 - 120	<0.010	ug/L		
A139082	Total Chromium (Cr)	2021/01/23	100	80 - 120	101	80 - 120	<1.0	ug/L		
A139082	Total Cobalt (Co)	2021/01/23	99	80 - 120	101	80 - 120	<0.20	ug/L		
A139082	Total Copper (Cu)	2021/01/23	97	80 - 120	99	80 - 120	<0.20	ug/L		
A139082	Total Iron (Fe)	2021/01/23	104	80 - 120	107	80 - 120	<5.0	ug/L		
A139082	Total Lead (Pb)	2021/01/23	104	80 - 120	104	80 - 120	<0.20	ug/L		
A139082	Total Manganese (Mn)	2021/01/23	99	80 - 120	101	80 - 120	<1.0	ug/L		
A139082	Total Molybdenum (Mo)	2021/01/23	104	80 - 120	103	80 - 120	<1.0	ug/L		
A139082	Total Nickel (Ni)	2021/01/23	99	80 - 120	100	80 - 120	<1.0	ug/L		
A139082	Total Selenium (Se)	2021/01/23	106	80 - 120	105	80 - 120	<0.10	ug/L		
A139082	Total Silver (Ag)	2021/01/23	99	80 - 120	100	80 - 120	<0.020	ug/L		
A139082	Total Strontium (Sr)	2021/01/23	104	80 - 120	102	80 - 120	<1.0	ug/L		
A139082	Total Uranium (U)	2021/01/23	107	80 - 120	106	80 - 120	<0.10	ug/L		
A139082	Total Vanadium (V)	2021/01/23	103	80 - 120	102	80 - 120	<5.0	ug/L		
A139082	Total Zinc (Zn)	2021/01/23	101	80 - 120	101	80 - 120	<5.0	ug/L		
A139229	1,1,1,2-tetrachloroethane	2021/01/22	101	50 - 140	102	60 - 130	<0.50	ug/L	NC	30
A139229	1,1,1-trichloroethane	2021/01/22	102	50 - 140	105	60 - 130	<0.50	ug/L	NC	30
A139229	1,1,2,2-tetrachloroethane	2021/01/22	82	50 - 140	84	60 - 130	<0.50	ug/L	NC	30

Village of Pemberton



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BV Labs Job #: C104131

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### QUALITY ASSURANCE REPORT(CONT'D)

VILLAGE OF PEMBERTON

QC Batch	Parameter	Date	Matrix Spike		Spiked Blank		Method Blank		RPD	
			% Recovery	QC Limits	% Recovery	QC Limits	Value	UNITS	Value (%)	QC Limits
A139229	1,1,2Trichloro-1,2,2Trifluoroethane	2021/01/22	100	50 - 140	102	60 - 130	<2.0	ug/L	NC	30
A139229	1,1,2-trichloroethane	2021/01/22	91	50 - 140	94	60 - 130	<0.50	ug/L	NC	30
A139229	1,1-dichloroethane	2021/01/22	88	50 - 140	90	60 - 130	<0.50	ug/L	NC	30
A139229	1,1-dichloroethene	2021/01/22	91	50 - 140	93	60 - 130	<0.50	ug/L	NC	30
A139229	1,2-dichlorobenzene	2021/01/22	105	50 - 140	108	60 - 130	<0.50	ug/L	NC	30
A139229	1,2-dichloroethane	2021/01/22	89	50 - 140	90	60 - 130	<0.50	ug/L	11	30
A139229	1,2-dichloropropane	2021/01/22	84	50 - 140	85	60 - 130	<0.50	ug/L	NC	30
A139229	1,3-Butadiene	2021/01/22	81	50 - 140	85	50 - 140	<0.50	ug/L	NC	30
A139229	1,3-dichlorobenzene	2021/01/22	111	50 - 140	113	60 - 130	<0.50	ug/L	NC	30
A139229	1,4-dichlorobenzene	2021/01/22	99	50 - 140	103	60 - 130	<0.50	ug/L	NC	30
A139229	Benzene	2021/01/22	93	50 - 140	91	60 - 130	<0.40	ug/L	1.2	30
A139229	Bromobenzene	2021/01/22	101	50 - 140	102	60 - 130	<2.0	ug/L	NC	30
A139229	Bromodichloromethane	2021/01/22	95	50 - 140	93	60 - 130	<1.0	ug/L	NC	30
A139229	Bromoform	2021/01/22	95	50 - 140	96	60 - 130	<1.0	ug/L	NC	30
A139229	Bromomethane	2021/01/22	116	50 - 140	122	50 - 140	<1.0	ug/L	NC	30
A139229	Carbon tetrachloride	2021/01/22	107	50 - 140	108	60 - 130	<0.50	ug/L	NC	30
A139229	Chlorobenzene	2021/01/22	101	50 - 140	100	60 - 130	<0.50	ug/L	NC	30
A139229	Chlorodibromomethane	2021/01/22	101	50 - 140	101	60 - 130	<1.0	ug/L	NC	30
A139229	Chloroethane	2021/01/22	107	50 - 140	111	50 - 140	<1.0	ug/L	NC	30
A139229	Chloroform	2021/01/22	89	50 - 140	94	60 - 130	<1.0	ug/L	NC	30
A139229	Chloromethane	2021/01/22	77	50 - 140	81	50 - 140	<1.0	ug/L	NC	30
A139229	cis-1,2-dichloroethene	2021/01/22	97	50 - 140	97	60 - 130	<1.0	ug/L	NC	30
A139229	cis-1,3-dichloropropene	2021/01/22	91	50 - 140	93	50 - 140	<1.0	ug/L	NC	30
A139229	Dibromomethane	2021/01/22	107	50 - 140	108	60 - 130	<0.90	ug/L		
A139229	Dichlorodifluoromethane	2021/01/22	113	50 - 140	122	50 - 140	<2.0	ug/L	NC	30
A139229	Dichloromethane	2021/01/22	88	50 - 140	89	60 - 130	<2.0	ug/L	NC	30
A139229	Ethylbenzene	2021/01/22	NC	50 - 140	109	60 - 130	<0.40	ug/L	2.2	30
A139229	m & p-Xylene	2021/01/22	NC	50 - 140	117	60 - 130	<0.40	ug/L	2.3	30
A139229	Methyl-tert-butylether (MTBE)	2021/01/22	90	50 - 140	90	60 - 130	<4.0	ug/L	NC	30
A139229	o-Xylene	2021/01/22	114	50 - 140	111	60 - 130	<0.40	ug/L	22	30
A139229	Styrene	2021/01/22	93	50 - 140	92	60 - 130	<0.50	ug/L	NC	30
A139229	Tetrachloroethene	2021/01/22	108	50 - 140	109	60 - 130	<0.50	ug/L	NC	30
A139229	Toluene	2021/01/22	103	50 - 140	100	60 - 130	<0.40	ug/L	1.4	30
A139229	trans-1,2-dichloroethene	2021/01/22	93	50 - 140	95	60 - 130	<1.0	ug/L	NC	30



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Report Date: 2021/01/27

### QUALITY ASSURANCE REPORT(CONT'D)

VILLAGE OF PEMBERTON

QC Batch	Parameter	Date	Matrix Spike		Spiked Blank		Method Blank		RPD	
			% Recovery	QC Limits	% Recovery	QC Limits	Value	UNITS	Value (%)	QC Limits
A139229	trans-1,3-dichloropropene	2021/01/22	74	50 - 140	71	50 - 140	<1.0	ug/L	NC	30
A139229	Trichloroethene	2021/01/22	98	50 - 140	100	60 - 130	<0.50	ug/L	NC	30
A139229	Trichlorofluoromethane	2021/01/22	113	50 - 140	115	60 - 130	<4.0	ug/L	NC	30
A139229	VH C6-C10	2021/01/22			90	70 - 130	<300	ug/L	2.4	30
A139229	Vinyl chloride	2021/01/22	85	50 - 140	90	50 - 140	<0.50	ug/L	NC	30
A139229	Xylenes (Total)	2021/01/22					<0.40	ug/L	2.1	30
A139283	Total Dissolved Solids	2021/01/25	96	80 - 120	106	80 - 120	<10	mg/L	15	20
A139484	Total Mercury (Hg)	2021/01/22	106	80 - 120	101	80 - 120	<0.0019	ug/L	NC	20
A140347	Dissolved Chloride (Cl)	2021/01/24	108	80 - 120	107	80 - 120	<1.0	mg/L	1.2	20
A140347	Dissolved Sulphate (SO4)	2021/01/24	117	80 - 120	106	80 - 120	<1.0	mg/L	3.2	20
A140986	Dissolved Chloride (Cl)	2021/01/25	51 (1)	80 - 120	99	80 - 120	<1.0	mg/L	2.2	20
A140986	Dissolved Sulphate (SO4)	2021/01/25	NC	80 - 120	102	80 - 120	<1.0	mg/L	0.75	20
A141182	Alkalinity (PP as CaCO3)	2021/01/25					<1.0	mg/L	NC	20
A141182	Alkalinity (Total as CaCO3)	2021/01/25			98	80 - 120	<1.0	mg/L	0.0021	20
A141182	Bicarbonate (HCO3)	2021/01/25					<1.0	mg/L	0.0021	20
A141182	Carbonate (CO3)	2021/01/25					<1.0	mg/L	NC	20
A141182	Hydroxide (OH)	2021/01/25					<1.0	mg/L	NC	20
A141183	pH	2021/01/25			101	97 - 103			2.4	N/A
A141184	Conductivity	2021/01/25			105	90 - 110	<2.0	uS/cm	0	10
A141210	Alkalinity (PP as CaCO3)	2021/01/26					<1.0	mg/L	NC	20
A141210	Alkalinity (Total as CaCO3)	2021/01/26			99	80 - 120	<1.0	mg/L	5.9	20
A141210	Bicarbonate (HCO3)	2021/01/26					<1.0	mg/L	5.9	20
A141210	Carbonate (CO3)	2021/01/26					<1.0	mg/L	NC	20
A141210	Hydroxide (OH)	2021/01/26					<1.0	mg/L	NC	20
A141211	pH	2021/01/26			101	97 - 103			0.56	N/A
A141212	Conductivity	2021/01/26			106	90 - 110	<2.0	uS/cm	0.21	10
A142206	Total Dissolved Solids	2021/01/27	106	80 - 120	105	80 - 120	<10	mg/L	11	20
A142826	Dissolved Chloride (Cl)	2021/01/27	NC	80 - 120	98	80 - 120	<1.0	mg/L	0.0020	20





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### QUALITY ASSURANCE REPORT(CONT'D)

VILLAGE OF PEMBERTON

QC Batch	Parameter	Date	Matrix Spike		Spiked Blank		Method Blank		RPD	
			% Recovery	QC Limits	% Recovery	QC Limits	Value	UNITS	Value (%)	QC Limits
A142826	Dissolved Sulphate (SO4)	2021/01/27	102	80 - 120	102	80 - 120	<1.0	mg/L	0.30	20

N/A = Not Applicable

Duplicate: Paired analysis of a separate portion of the same sample. Used to evaluate the variance in the measurement.

Matrix Spike: A sample to which a known amount of the analyte of interest has been added. Used to evaluate sample matrix interference.

Spiked Blank: A blank matrix sample to which a known amount of the analyte, usually from a second source, has been added. Used to evaluate method accuracy.

Method Blank: A blank matrix containing all reagents used in the analytical procedure. Used to identify laboratory contamination.

Surrogate: A pure or isotopically labeled compound whose behavior mirrors the analytes of interest. Used to evaluate extraction efficiency.

NC (Matrix Spike): The recovery in the matrix spike was not calculated. The relative difference between the concentration in the parent sample and the spike amount was too small to permit a reliable recovery calculation (matrix spike concentration was less than the native sample concentration)

NC (Duplicate RPD): The duplicate RPD was not calculated. The concentration in the sample and/or duplicate was too low to permit a reliable RPD calculation (absolute difference <= 2x RDL).

(1) Recovery or RPD for this parameter is outside control limits. The overall quality control for this analysis meets acceptability criteria.



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## APPENDIX III

### 2021 Weekly Water Quality Sampling Results

Appendix III

Source	Chlorine Residual	pH	Temperature (C)	Alkalinity
4-Jan-21				
Pemberton				
Health Centre	0.23	6.86	9.80	83.00
Oak St	0.26	6.90	8.10	82.00
Plateau/Ridge	0.10	6.80	6.00	95.00
Village Office	0.29	6.90	6.70	92.00
WWTP	0.05	6.90	5.30	95.00
Collins Rd	0.25	6.81	9.40	85.00
PNWS - Meadows Rd *	0.24	6.81	7.60	74.00
PNWS - Farm Rd *	0.24	6.80	9.70	75.00
PNWS - Urdal Rd *				
<b>Pemberton Total</b>	<b>0.21</b>	<b>6.85</b>	<b>7.83</b>	<b>85.13</b>
5-Jan-21				
Industrial Park **	0.00	6.86	10.20	23.00
11-Jan-21				
Pemberton				
Health Centre	0.22	7.05	10.20	67.00
Oak St	0.28	7.06	6.80	65.00
Plateau/Ridge	0.10	6.82	8.70	78.00
Village Office	0.20	6.96	6.90	72.00
WWTP	0.05	6.89	12.80	71.00
Collins Rd				
PNWS - Meadows Rd *	0.26	6.96	6.70	69.00
PNWS - Farm Rd *	0.22	6.99	6.70	72.00
PNWS - Urdal Rd *	0.26	7.00	6.60	72.00
<b>Pemberton Total</b>	<b>0.20</b>	<b>6.97</b>	<b>8.18</b>	<b>70.75</b>
Industrial Park **	0.08	7.00	6.90	22.00
18-Jan-21				
Pemberton				
Health Centre	0.34	7.17	10.30	65.00
Oak St	0.34	7.12	6.60	76.00
Plateau/Ridge	0.16	7.07	7.30	81.00
Village Office	0.36	7.14	7.10	75.00
WWTP	0.02	7.11	6.30	82.00
Collins Rd				
PNWS - Meadows Rd *	0.29	7.18	7.90	76.00
PNWS - Farm Rd *	0.32	7.13	6.10	78.00
PNWS - Urdal Rd *				
<b>Pemberton Total</b>	<b>0.26</b>	<b>7.13</b>	<b>7.37</b>	<b>76.14</b>
Industrial Park **	0.15	7.06	6.70	24.00
26-Jan-21				
Pemberton				
Health Centre	0.26	6.98	7.80	86.00
Oak St	0.26	6.96	9.40	87.00
Plateau/Ridge	0.12	6.98	78.00	82.00

\* Pemberton North Water Service is a continuation of the Pemberton Water distribution system within Squamish Lillooet Regional District Area C  
 Village of Pemberton Water System, 2021 Annual Report  
 \*\* Pemberton Industrial Park is supplied by Lil'wat Nation through a water use agreement  
 Village of Pemberton  
 Regular Council Meeting  
 Tuesday, July 12, 2022  
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Source	Chlorine Residual	pH	Temperature (C)	Alkalinity
Village Office	0.27	6.97	6.20	95.00
WWTP	0.27	7.12	6.70	83.00
Collins Rd				
PNWS - Meadows Rd *				
PNWS - Farm Rd *				
PNWS - Urdal Rd *				
<b>Pemberton Total</b>	<b>0.24</b>	<b>7.00</b>	<b>21.62</b>	<b>86.60</b>
Industrial Park **	0.20	7.18	5.70	23.00
2-Feb-21				
Pemberton				
Health Centre	0.22	6.53	7.40	56.00
Oak St	0.24	6.55	5.90	56.00
Plateau/Ridge	0.15	6.61	6.90	62.00
Village Office	0.25	6.58	7.70	51.00
WWTP	0.12	6.58	7.10	55.00
Collins Rd				
PNWS - Meadows Rd *				
PNWS - Farm Rd *				
PNWS - Urdal Rd *				
<b>Pemberton Total</b>	<b>0.20</b>	<b>6.57</b>	<b>7.00</b>	<b>56.00</b>
Industrial Park **	0.05	6.80	6.20	23.00
8-Feb-21				
Pemberton				
Health Centre	0.29	7.00	8.30	72.00
Oak St	0.29	7.03	6.90	73.00
Plateau/Ridge	0.11	6.95	6.90	56.00
Village Office	0.27	7.01	7.20	72.00
WWTP	0.30	6.92	4.60	72.00
Collins Rd				
PNWS - Meadows Rd *				
PNWS - Farm Rd *				
PNWS - Urdal Rd *				
<b>Pemberton Total</b>	<b>0.25</b>	<b>6.98</b>	<b>6.78</b>	<b>69.00</b>
Industrial Park **	0.04	7.01	6.50	26.00
16-Feb-21				
Pemberton				
Health Centre	0.27	7.08	6.40	68.00
Oak St	0.30	7.05	6.30	69.00
Plateau/Ridge	0.33	7.08	5.40	69.00
Village Office	0.25	7.09	6.10	66.00
WWTP	0.05	6.95	6.10	64.00
Collins Rd				
PNWS - Meadows Rd *				
PNWS - Farm Rd *				
PNWS - Urdal Rd *				

\* Pemberton North Water Service is a continuation of the Pemberton Water distribution system within Squamish Lillooet Regional District Area C  
 Village of Pemberton Water System  
 \*\* Pemberton Industrial Park is supplied by Lil'wat Nation through a water use agreement  
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Source	Chlorine Residual	pH	Temperature (C)	Alkalinity
<b>Pemberton Total</b>	<b>0.24</b>	<b>7.05</b>	<b>6.06</b>	<b>67.20</b>
Industrial Park **	0.14	6.95	6.10	25.00
22-Feb-21				
Pemberton				
Health Centre	0.13	7.14	7.20	64.00
Oak St	0.28	7.16	4.80	64.00
Plateau/Ridge	0.19	7.14	5.40	64.00
Village Office	0.29	7.10	6.40	72.00
WWTP	0.19	7.18	5.90	62.00
Collins Rd	0.25	7.15	5.90	71.00
PNWS - Meadows Rd *	0.31	7.15	4.50	66.00
PNWS - Farm Rd *	0.45	7.15	5.80	63.00
PNWS - Urdal Rd *	0.28	7.14	5.10	82.00
<b>Pemberton Total</b>	<b>0.26</b>	<b>7.15</b>	<b>5.67</b>	<b>67.56</b>
Industrial Park **	0.16	7.04	5.20	25.00
1-Mar-21				
Pemberton				
Health Centre	0.34	7.00	8.30	62.00
Oak St	0.40	6.98	8.90	65.00
Plateau/Ridge	0.26	7.00	7.60	63.00
Village Office	0.34	6.98	7.40	66.00
WWTP	0.17	7.08	6.80	92.00
Collins Rd	0.35	7.00	7.50	64.00
PNWS - Meadows Rd *	0.25	6.98	8.20	55.00
PNWS - Farm Rd *	0.29	7.00	7.30	62.00
PNWS - Urdal Rd *	0.36	6.99	6.80	54.00
<b>Pemberton Total</b>	<b>0.31</b>	<b>7.00</b>	<b>7.64</b>	<b>64.78</b>
Industrial Park **	0.06	7.01	6.80	22.00
8-Mar-21				
Pemberton				
Health Centre	0.27	7.06	9.30	64.00
Oak St	0.26	6.97	11.30	60.00
Plateau/Ridge	0.31	7.03	7.50	56.00
Village Office	0.20	7.08	7.30	72.00
WWTP	0.12	6.99	7.70	70.00
Collins Rd	0.27	7.05	8.50	72.00
PNWS - Meadows Rd *	0.30	7.03	7.20	74.00
PNWS - Farm Rd *	0.29	7.02	8.30	70.00
PNWS - Urdal Rd *				
<b>Pemberton Total</b>	<b>0.25</b>	<b>7.03</b>	<b>8.39</b>	<b>67.25</b>
Industrial Park **	0.09	7.00	7.20	23.00
15-Mar-21				
Pemberton				
Health Centre	0.40	7.07	9.40	66.00
Oak St	0.38	7.00	9.30	58.00

\* Pemberton North Water Service is a continuation of the Pemberton Water distribution system within Squamish Lillooet Regional District Area C  
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 \*\* Pemberton Industrial Park is supplied by Lil'wat Nation through a water use agreement  
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Source	Chlorine Residual	pH	Temperature (C)	Alkalinity
Plateau/Ridge	0.27	7.03	8.80	61.00
Village Office	0.33	7.03	6.40	63.00
WWTP	0.19	7.09	6.70	64.00
Collins Rd	0.38	7.03	8.30	58.00
PNWS - Meadows Rd *	0.29	7.03	6.40	60.00
PNWS - Farm Rd *	0.25	7.05	6.70	60.00
PNWS - Urdal Rd *	0.27	7.04	6.90	60.00
<b>Pemberton Total</b>	<b>0.31</b>	<b>7.04</b>	<b>7.66</b>	<b>61.11</b>
Industrial Park **	0.12	7.00	7.50	27.00
22-Mar-21				
Pemberton				
Health Centre	0.28	6.74	9.40	43.00
Oak St	0.42	6.71	8.40	56.00
Plateau/Ridge	0.28	7.00	7.20	57.00
Village Office	0.38	6.75	8.30	42.00
WWTP	0.10	7.01	7.40	60.00
Collins Rd	0.37	6.72	6.90	46.00
PNWS - Meadows Rd *	0.37	6.75	7.50	41.00
PNWS - Farm Rd *				
PNWS - Urdal Rd *	0.32	6.71	8.20	46.00
<b>Pemberton Total</b>	<b>0.32</b>	<b>6.80</b>	<b>7.91</b>	<b>48.88</b>
Industrial Park **	0.00	6.92	7.30	24.00
29-Mar-21				
Pemberton				
Health Centre	0.34	7.00	10.30	56.00
Oak St	0.39	7.07	7.80	62.00
Plateau/Ridge	0.28	7.02	7.10	58.00
Village Office	0.26	7.05	8.10	58.00
WWTP	0.05	6.99	6.90	58.00
Collins Rd				
PNWS - Meadows Rd *	0.35	7.00	6.90	63.00
PNWS - Farm Rd *	0.34	7.02	6.80	56.00
PNWS - Urdal Rd *				
<b>Pemberton Total</b>	<b>0.29</b>	<b>7.02</b>	<b>7.70</b>	<b>58.71</b>
Industrial Park **	0.17	6.90	7.30	22.00
6-Apr-21				
Pemberton				
Health Centre	0.28	6.95	9.70	60.00
Oak St	0.35	6.97	11.60	52.00
Plateau/Ridge	0.28	6.98	11.20	59.00
Village Office	0.32	7.00	10.30	62.00
WWTP	0.27	7.00	10.10	62.00
Collins Rd	0.32	6.98	10.20	68.00
PNWS - Meadows Rd *	0.36	6.97	10.60	56.00
PNWS - Farm Rd *	0.32	7.00	9.80	58.00

\* Pemberton North Water Service is a continuation of the Pemberton Water distribution system within Squamish Lillooet Regional District Area C  
 Village of Pemberton Water System, 2021 Annual Report, Regular Council Meeting, 15-16  
 \*\* Pemberton Industrial Park is supplied by Lil'wat Nation through a water use agreement  
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Source	Chlorine Residual	pH	Temperature (C)	Alkalinity
PNWS - Urdal Rd *	0.33	6.98	9.80	63.00
<b>Pemberton Total</b>	<b>0.31</b>	<b>6.98</b>	<b>10.37</b>	<b>60.00</b>
Industrial Park **	0.14	6.91	10.30	24.00
12-Apr-21				
Pemberton				
Health Centre	0.20	6.98	11.90	66.00
Oak St	0.26	6.99	12.10	65.00
Plateau/Ridge	0.25	6.98	9.60	67.00
Village Office	0.21	6.99	8.90	55.00
WWTP	0.14	7.00	8.40	56.00
Collins Rd	0.20	6.98	10.30	57.00
PNWS - Meadows Rd *	0.25	6.99	9.50	62.00
PNWS - Farm Rd *	0.27	6.98	10.20	51.00
PNWS - Urdal Rd *	0.28	7.00	11.10	62.00
<b>Pemberton Total</b>	<b>0.23</b>	<b>6.99</b>	<b>10.22</b>	<b>60.11</b>
Industrial Park **	0.00	6.96	7.80	24.00
19-Apr-21				
Pemberton				
Health Centre	0.30	7.05	11.50	67.00
Oak St	0.30	6.92	13.10	58.00
Plateau/Ridge	0.29	7.05	11.70	60.00
Village Office	0.31	7.07	11.70	60.00
WWTP	0.25	7.04	11.20	51.00
Collins Rd	0.33	7.05	13.20	58.00
PNWS - Meadows Rd *	0.28	7.05	11.00	56.00
PNWS - Farm Rd *	0.28	7.01	11.20	63.00
PNWS - Urdal Rd *	0.15	6.99	12.20	54.00
<b>Pemberton Total</b>	<b>0.28</b>	<b>7.03</b>	<b>11.87</b>	<b>58.56</b>
Industrial Park **	0.03	6.84	10.60	22.00
26-Apr-21				
Pemberton				
Health Centre	0.36	7.03	12.40	57.00
Oak St	0.27	7.02	10.10	58.00
Plateau/Ridge	0.24	6.98	10.20	58.00
Village Office	0.31	7.00	11.90	59.00
WWTP	0.13	7.05	10.30	65.00
Collins Rd				
PNWS - Meadows Rd *	0.32	7.04	10.20	57.00
PNWS - Farm Rd *	0.30	7.02	10.00	61.00
PNWS - Urdal Rd *				
<b>Pemberton Total</b>	<b>0.28</b>	<b>7.02</b>	<b>10.73</b>	<b>59.29</b>
Industrial Park **	0.13	6.95	10.40	23.00
3-May-21				
Pemberton				
Health Centre	0.27	7.04	12.50	54.00

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 Village of Pemberton Water System, 2021 Annual Report, Regular Council Meeting, 1964  
 \*\* Pemberton Industrial Park is supplied by Lil'wat Nation through a water use agreement

Source	Chlorine Residual	pH	Temperature (C)	Alkalinity
Oak St	0.27	7.00	12.40	53.00
Plateau/Ridge	0.26	7.02	10.10	54.00
Village Office	0.30	6.98	9.90	56.00
WWTP	0.21	7.01	10.10	57.00
PNWS - Meadows Rd *	0.33	7.01	9.20	58.00
PNWS - Farm Rd *	0.31	6.97	10.10	56.00
<b>Pemberton Total</b>	<b>0.28</b>	<b>7.00</b>	<b>10.61</b>	<b>55.43</b>
Industrial Park **	0.06	6.98	9.10	25.00
10-May-21				
Pemberton				
Health Centre	0.35	6.98	14.70	64.00
Oak St	0.34	6.99	14.00	49.00
Plateau/Ridge	0.35	7.02	12.80	58.00
Village Office	0.33	7.00	12.60	47.00
WWTP	0.22	7.07	8.70	53.00
PNWS - Meadows Rd *	0.29	7.00	11.50	58.00
PNWS - Farm Rd *	0.36	7.01	10.40	62.00
<b>Pemberton Total</b>	<b>0.32</b>	<b>7.01</b>	<b>12.10</b>	<b>55.86</b>
Industrial Park **	0.18	7.02	13.00	23.00
17-May-21				
Pemberton				
Health Centre	0.36	6.99	8.10	57.00
Oak St	0.37	7.00	10.30	57.00
Plateau/Ridge	0.34	6.99	9.80	60.00
Village Office	0.28	6.98	7.80	57.00
WWTP	0.12	7.03	7.70	62.00
PNWS - Meadows Rd *	0.33	7.01	7.90	60.00
PNWS - Farm Rd *	0.29	7.00	8.10	59.00
<b>Pemberton Total</b>	<b>0.30</b>	<b>7.00</b>	<b>8.53</b>	<b>58.86</b>
Industrial Park **	0.08	6.96	10.00	20.00
26-May-21				
Pemberton				
Health Centre	0.29	6.97	13.50	52.00
Oak St	0.35	6.94	11.80	57.00
Plateau/Ridge	0.34	6.96	12.20	57.00
Village Office	0.34	6.94	13.30	56.00
WWTP	0.26	7.02	11.40	54.00
PNWS - Meadows Rd *	0.35	6.94	10.90	57.00
PNWS - Farm Rd *	0.37	6.93	12.80	54.00
<b>Pemberton Total</b>	<b>0.33</b>	<b>6.96</b>	<b>12.27</b>	<b>55.29</b>
Industrial Park **	0.18	6.98	12.10	23.00
31-May-21				
Pemberton				
Health Centre	0.36	7.03	13.50	68.00
Oak St	0.36	6.98	12.80	69.00

\* Pemberton North Water Service is a continuation of the Pemberton Water distribution system within Squamish Lillooet Regional District Area C  
 Village of Pemberton Water System, 2021 Annual Report, Regular Council Meeting, 196  
 \*\* Pemberton Industrial Park is supplied by Lil'wat Nation through a water use agreement



Source	Chlorine Residual	pH	Temperature (C)	Alkalinity
Plateau/Ridge	0.33	6.99	11.90	70.00
Village Office	0.34	7.00	13.10	70.00
WWTP	0.08	6.99	13.20	60.00
PNWS - Meadows Rd *	0.37	7.02	12.90	68.00
PNWS - Farm Rd *	0.32	7.00	13.10	62.00
<b>Pemberton Total</b>	<b>0.31</b>	<b>7.00</b>	<b>12.93</b>	<b>66.71</b>
Industrial Park **	0.05	7.03	12.80	24.00
9-Jun-21				
Pemberton				
Health Centre	0.28	7.06	11.90	64.00
Oak St	0.34	7.00	11.40	63.00
Plateau/Ridge	0.20	7.04	9.20	63.00
Village Office	0.31	7.05	8.90	67.00
WWTP	0.09	7.10	7.60	72.00
PNWS - Meadows Rd *	0.35	7.03	11.30	57.00
PNWS - Farm Rd *	0.32	7.04	7.80	68.00
<b>Pemberton Total</b>	<b>0.27</b>	<b>7.05</b>	<b>9.73</b>	<b>64.86</b>
Industrial Park **	0.00	7.08	11.30	20.00
14-Jun-21				
Pemberton				
Health Centre	0.35	7.02	11.30	67.00
Oak St	0.42	6.97	14.20	58.00
Plateau/Ridge	0.42	7.00	13.20	50.00
Village Office	0.31	6.96	13.40	57.00
WWTP	0.19	7.01	14.30	63.00
PNWS - Meadows Rd *	0.36	6.96	13.30	55.00
PNWS - Farm Rd *	0.38	6.98	13.30	57.00
<b>Pemberton Total</b>	<b>0.35</b>	<b>6.99</b>	<b>13.29</b>	<b>58.14</b>
Industrial Park **	0.11	7.08	13.30	13.00
21-Jun-21				
Pemberton				
Health Centre	0.28	7.00	14.00	72.00
Oak St	0.31	6.90	14.70	66.00
Plateau/Ridge	0.30	6.90	12.90	68.00
Village Office	0.28	6.80	13.70	69.00
WWTP	0.23	7.00	13.70	64.00
PNWS - Meadows Rd *	0.34	7.00	14.00	64.00
PNWS - Farm Rd *	0.33	7.00	12.30	64.00
<b>Pemberton Total</b>	<b>0.30</b>	<b>6.94</b>	<b>13.61</b>	<b>66.71</b>
Industrial Park **	0.23	7.00	12.50	13.00
28-Jun-21				
Pemberton				
Health Centre	0.18	7.00	18.60	61.00
Oak St	0.15	6.90	13.50	56.00
Plateau/Ridge	0.21	7.00	17.40	62.00

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 Village of Pemberton Water System  
 \*\* Pemberton Industrial Park is supplied by Lil'wat Nation through a water use agreement  
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Source	Chlorine Residual	pH	Temperature (C)	Alkalinity
Village Office	0.20	7.00	18.40	63.00
WWTP	0.25	7.00	14.00	72.00
PNWS - Meadows Rd *	0.18	6.90	13.20	57.00
PNWS - Farm Rd *	0.20	7.00	16.00	62.00
<b>Pemberton Total</b>	<b>0.20</b>	<b>6.97</b>	<b>15.87</b>	<b>61.86</b>
Industrial Park **	0.12	7.10	14.70	16.00
5-Jul-21				
Pemberton				
Health Centre	0.46	7.00	15.50	65.00
Oak St	0.26	6.90	18.00	65.00
Plateau/Ridge	0.39	7.00	16.60	68.00
Village Office	0.29	7.00	16.00	52.00
WWTP	0.11	7.00	15.60	69.00
PNWS - Meadows Rd *	0.43	7.00	16.30	62.00
PNWS - Farm Rd *	0.42	7.00	15.10	70.00
<b>Pemberton Total</b>	<b>0.34</b>	<b>6.99</b>	<b>16.16</b>	<b>64.43</b>
Industrial Park **	0.00	7.10	15.50	20.00
12-Jul-21				
Pemberton				
Health Centre	0.48	6.30	14.90	17.00
Oak St	0.42	6.20	17.30	20.00
Plateau/Ridge	0.42	6.40	13.80	22.00
Village Office	0.27	6.30	15.30	22.00
WWTP	0.44	6.70	11.40	60.00
PNWS - Meadows Rd *	0.45	6.40	14.30	20.00
PNWS - Farm Rd *	0.46	6.40	14.30	20.00
<b>Pemberton Total</b>	<b>0.42</b>	<b>6.39</b>	<b>14.47</b>	<b>25.86</b>
Industrial Park **	0.34	6.60	13.80	23.00
15-Jul-21				
Pemberton				
Health Centre	0.32	6.90	15.50	54.00
Oak St	0.41	6.80	16.00	63.00
Plateau/Ridge	0.42	6.80	16.10	67.00
Village Office	0.36	6.80	15.80	67.00
WWTP	0.34	6.70	15.00	24.00
PNWS - Meadows Rd *	0.40	6.80	13.80	62.00
PNWS - Farm Rd *	0.43	6.90	13.40	63.00
<b>Pemberton Total</b>	<b>0.38</b>	<b>6.81</b>	<b>15.09</b>	<b>57.14</b>
Industrial Park **	0.11	7.00	14.30	63.00
19-Jul-21				
Pemberton				
Health Centre	0.46	6.90	14.60	65.00
Oak St	0.42	6.90	14.60	65.00
Plateau/Ridge	0.45	6.90	13.20	67.00
Village Office	0.33	6.90	13.30	69.00

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 Village of Pemberton Water System, 2021 Annual Report  
 \*\* Pemberton Industrial Park is supplied by Lil'wat Nation through a water use agreement  
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Source	Chlorine Residual	pH	Temperature (C)	Alkalinity
WWTP	0.05	6.80	13.70	70.00
PNWS - Meadows Rd *	0.42	6.90	14.10	67.00
PNWS - Farm Rd *	0.41	6.90	12.90	66.00
<b>Pemberton Total</b>	<b>0.36</b>	<b>6.89</b>	<b>13.77</b>	<b>67.00</b>
Industrial Park **	0.20	7.00	13.80	17.00
26-Jul-21				
Pemberton				
Health Centre	0.30	7.00	17.30	59.00
Oak St	0.35	6.90	17.90	65.00
Plateau/Ridge	0.40	6.90	17.10	64.00
Village Office	0.31	7.00	16.70	66.00
WWTP	0.14	7.00	16.20	67.00
PNWS - Meadows Rd *	0.39	6.90	17.20	67.00
PNWS - Farm Rd *	0.35	6.90	16.80	64.00
<b>Pemberton Total</b>	<b>0.32</b>	<b>6.94</b>	<b>17.03</b>	<b>64.57</b>
Industrial Park **	0.13	7.00	16.50	15.00
3-Aug-21				
Pemberton				
Health Centre	0.38	7.00	14.90	62.00
WWTP	0.10	7.00	16.20	58.00
<b>Pemberton Total</b>	<b>0.24</b>	<b>7.00</b>	<b>15.55</b>	<b>60.00</b>
4-Aug-21				
Pemberton				
Oak St	0.43	7.10	14.20	77.00
Plateau/Ridge	0.39	7.00	12.60	72.00
Village Office	0.37	7.00	14.70	76.00
PNWS - Meadows Rd *	0.39	7.00	14.90	74.00
PNWS - Farm Rd *	0.38	7.00	11.30	78.00
<b>Pemberton Total</b>	<b>0.39</b>	<b>7.02</b>	<b>13.54</b>	<b>75.40</b>
Industrial Park **	0.32	7.00	11.90	18.00
10-Aug-21				
Pemberton				
Health Centre	0.34	7.00	14.30	76.00
Oak St	0.45	7.00	14.30	67.00
Plateau/Ridge	0.42	7.00	14.70	87.00
Village Office	0.28	7.00	15.50	79.00
WWTP	0.15	7.00	14.20	76.00
PNWS - Meadows Rd *	0.35	7.00	13.70	78.00
PNWS - Farm Rd *	0.42	7.00	12.90	73.00
<b>Pemberton Total</b>	<b>0.34</b>	<b>7.00</b>	<b>14.23</b>	<b>76.57</b>
Industrial Park **	0.11	7.10	13.90	16.00
16-Aug-21				
Pemberton				
Health Centre	0.36	6.89	17.00	70.00
Oak St	0.43	8.68	15.10	75.00

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 \*\* Pemberton Industrial Park is supplied by Lil'wat Nation through a water use agreement  
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Source	Chlorine Residual	pH	Temperature (C)	Alkalinity
Plateau/Ridge	0.43	6.96	14.90	87.00
Village Office	0.40	6.90	15.10	72.00
WWTP	0.13	7.00	13.40	80.00
PNWS - Meadows Rd *	0.32	6.91	15.70	80.00
PNWS - Farm Rd *	0.40	6.95	15.00	76.00
<b>Pemberton Total</b>	<b>0.35</b>	<b>7.18</b>	<b>15.17</b>	<b>77.14</b>
Industrial Park **	0.00	7.10	14.40	21.00
23-Aug-21				
Pemberton				
Health Centre	0.36	6.97	14.60	80.00
Oak St	0.36	6.90	13.20	79.00
Plateau/Ridge	0.35	6.95	12.70	81.00
Village Office	0.29	6.98	14.20	85.00
WWTP	0.24	6.98	14.50	76.00
PNWS - Meadows Rd *	0.36	6.95	13.60	80.00
PNWS - Farm Rd *	0.41	6.91	13.00	79.00
<b>Pemberton Total</b>	<b>0.34</b>	<b>6.95</b>	<b>13.69</b>	<b>80.00</b>
Industrial Park **	0.00	7.03	12.70	20.00
30-Aug-21				
Pemberton				
Plateau/Ridge	0.35	6.91	12.10	66.00
Village Office	0.43	6.85	10.40	75.00
WWTP	0.14	7.00	11.40	75.00
<b>Pemberton Total</b>	<b>0.31</b>	<b>6.92</b>	<b>11.30</b>	<b>72.00</b>
Industrial Park **	0.29	6.94	12.20	18.00
31-Aug-21				
Pemberton				
Health Centre	0.35	6.91	16.70	75.00
Oak St	0.40	6.80	13.80	71.00
PNWS - Meadows Rd *	0.35	6.82	14.30	68.00
PNWS - Farm Rd *	0.39	6.83	13.80	75.00
<b>Pemberton Total</b>	<b>0.37</b>	<b>6.84</b>	<b>14.65</b>	<b>72.25</b>
8-Sep-21				
Pemberton				
Health Centre	0.32	7.03	16.20	78.00
Oak St	0.32	6.96	15.00	78.00
Plateau/Ridge	0.35	6.97	14.80	77.00
Village Office	0.35	7.00	15.40	78.00
WWTP	0.08	6.97	16.20	82.00
PNWS - Meadows Rd *	0.32	7.00	15.60	77.00
PNWS - Farm Rd *	0.34	6.97	15.30	77.00
<b>Pemberton Total</b>	<b>0.30</b>	<b>6.99</b>	<b>15.50</b>	<b>78.14</b>
Industrial Park **	0.00	7.00	15.00	19.00
13-Sep-21				
Pemberton				

Source	Chlorine Residual	pH	Temperature (C)	Alkalinity
Health Centre	0.30	6.90	15.20	78.00
Oak St	0.38	6.88	17.10	83.00
Plateau/Ridge	0.31	6.90	17.30	78.00
Village Office	0.34	6.96	17.90	75.00
WWTP	0.12	6.81	17.60	50.00
PNWS - Meadows Rd *	0.40	6.88	18.30	72.00
PNWS - Farm Rd *	0.36	6.86	17.30	74.00
<b>Pemberton Total</b>	<b>0.32</b>	<b>6.88</b>	<b>17.24</b>	<b>72.86</b>
Industrial Park **	0.21	6.81	17.90	20.00
20-Sep-21				
Pemberton				
Health Centre	0.36	7.04	14.30	84.00
Oak St	0.38	6.96	13.30	86.00
Plateau/Ridge	0.33	6.98	12.70	76.00
Village Office	0.30	7.02	12.30	80.00
WWTP	0.12	7.00	13.40	84.00
PNWS - Meadows Rd *	0.35	6.95	13.10	73.00
PNWS - Farm Rd *	0.28	7.01	14.00	83.00
<b>Pemberton Total</b>	<b>0.30</b>	<b>6.99</b>	<b>13.30</b>	<b>80.86</b>
Industrial Park **	0.00	7.01	14.40	34.00
27-Sep-21				
Pemberton				
Health Centre	0.32	7.05	15.50	84.00
Oak St	0.36	7.05	13.30	84.00
Plateau/Ridge	0.28	7.05	14.10	83.00
Village Office	0.29	7.12	14.30	83.00
WWTP	0.18	7.08	14.10	81.00
PNWS - Meadows Rd *	0.26	7.09	13.80	81.00
PNWS - Farm Rd *	0.28	7.03	13.40	88.00
<b>Pemberton Total</b>	<b>0.28</b>	<b>7.07</b>	<b>14.07</b>	<b>83.43</b>
Industrial Park **	0.08	7.13	12.70	20.00
5-Oct-21				
Pemberton				
Health Centre	0.27	6.95	14.70	75.00
Oak St	0.28	7.07	16.40	70.00
Plateau/Ridge	0.28	6.99	12.40	72.00
Village Office	0.25	7.01	15.20	65.00
WWTP	0.16	7.00	16.70	94.00
PNWS - Meadows Rd *	0.27	6.99	15.40	72.00
PNWS - Farm Rd *	0.27	7.03	15.30	75.00
<b>Pemberton Total</b>	<b>0.25</b>	<b>7.01</b>	<b>15.16</b>	<b>74.71</b>
Industrial Park **	0.06	7.00	14.60	18.00
12-Oct-21				
Pemberton				
Health Centre	0.31	7.08	13.00	81.00

\* Pemberton North Water Service is a continuation of the Pemberton Water distribution system within Squamish Lillooet Regional District Area C  
 Village of Pemberton Water System, 2021 Annual Report, Regular Council Meeting, 1506  
 \*\* Pemberton Industrial Park is supplied by Lil'wat Nation through a water use agreement

Source	Chlorine Residual	pH	Temperature (C)	Alkalinity
Oak St	0.37	7.00	11.60	77.00
Plateau/Ridge	0.26	7.03	10.30	78.00
Village Office	0.26	7.04	8.70	82.00
WWTP	0.15	7.05	10.50	74.00
PNWS - Meadows Rd *	0.29	7.02	13.10	78.00
PNWS - Farm Rd *	0.25	7.00	12.80	80.00
<b>Pemberton Total</b>	<b>0.27</b>	<b>7.03</b>	<b>11.43</b>	<b>78.57</b>
Industrial Park **	0.08	7.15	9.00	21.00
18-Oct-21				
Pemberton				
Health Centre	0.29	7.17	11.50	82.00
Oak St	0.33	7.19	10.60	87.00
Plateau/Ridge	0.30	7.18	13.20	82.00
Village Office	0.34	7.17	11.50	87.00
WWTP	0.06	7.21	14.40	87.00
PNWS - Meadows Rd *	0.34	7.22	11.60	76.00
PNWS - Farm Rd *	0.34	7.18	11.80	86.00
<b>Pemberton Total</b>	<b>0.29</b>	<b>7.19</b>	<b>12.09</b>	<b>83.86</b>
Industrial Park **	0.22	7.26	11.80	18.00
25-Oct-21				
Pemberton				
Health Centre	0.36	7.17	12.90	81.00
Oak St	0.35	7.11	13.00	78.00
Plateau/Ridge	0.27	7.19	11.10	79.00
Village Office	0.36	7.16	11.90	77.00
WWTP	0.18	7.19	11.50	69.00
PNWS - Meadows Rd *	0.26	7.17	13.10	82.00
PNWS - Farm Rd *	0.36	7.16	12.80	85.00
<b>Pemberton Total</b>	<b>0.31</b>	<b>7.16</b>	<b>12.33</b>	<b>78.71</b>
Industrial Park **	0.11	7.28	11.10	23.00
1-Nov-21				
Pemberton				
Health Centre	0.27	7.14	11.00	80.00
Oak St	0.33	7.15	10.60	84.00
Plateau/Ridge	0.20	7.15	10.60	84.00
Village Office	0.27	7.16	10.70	84.00
WWTP	0.08	7.15	10.50	86.00
PNWS - Meadows Rd *	0.31	7.07	11.80	82.00
PNWS - Farm Rd *	0.27	7.04	11.20	82.00
<b>Pemberton Total</b>	<b>0.25</b>	<b>7.12</b>	<b>10.91</b>	<b>83.14</b>
Industrial Park **	0.00	7.30	10.10	20.00
8-Nov-21				
Pemberton				
Health Centre	0.35	7.15	13.40	80.00
Oak St	0.33	7.22	8.90	77.00

\* Pemberton North Water Service is a continuation of the Pemberton Water distribution system within Squamish Lillooet Regional District Area C  
 Village of Pemberton Water System, 2021 Annual Report, Regular Council Meeting, 15th Floor  
 \*\* Pemberton Industrial Park is supplied by Lil'wat Nation through a water use agreement

Source	Chlorine Residual	pH	Temperature (C)	Alkalinity
Plateau/Ridge	0.28	7.21	10.90	84.00
Village Office	0.38	7.20	11.90	82.00
WWTP	0.28	7.24	11.60	86.00
PNWS - Meadows Rd *	0.35	7.18	8.90	75.00
PNWS - Farm Rd *				
<b>Pemberton Total</b>	<b>0.33</b>	<b>7.20</b>	<b>10.93</b>	<b>80.67</b>
Industrial Park **	0.12	7.13	8.70	19.00
15-Nov-21				
Pemberton				
Health Centre	0.36	7.13	10.50	80.00
Oak St	0.40	7.16	10.30	86.00
Plateau/Ridge	0.29	7.18	11.50	82.00
Village Office	0.32	7.20	11.30	79.00
WWTP	0.12	7.18	11.20	85.00
PNWS - Meadows Rd *	0.36	7.04	11.50	80.00
PNWS - Farm Rd *	0.35	7.16	11.10	82.00
<b>Pemberton Total</b>	<b>0.31</b>	<b>7.15</b>	<b>11.06</b>	<b>82.00</b>
Industrial Park **	0.10	7.06	10.10	18.00
22-Nov-21				
Pemberton				
Health Centre	0.37	7.05	12.20	90.00
Oak St	0.38	6.98	11.90	76.00
Plateau/Ridge	0.26	7.06	9.10	75.00
Village Office	0.31	7.05	9.40	77.00
WWTP	0.08	7.08	9.80	78.00
PNWS - Meadows Rd *	0.36	7.06	11.30	82.00
PNWS - Farm Rd *	0.35	7.07	10.90	76.00
<b>Pemberton Total</b>	<b>0.30</b>	<b>7.05</b>	<b>10.66</b>	<b>79.14</b>
Industrial Park **	0.09	7.15	9.50	12.00
29-Nov-21				
Pemberton				
Health Centre	0.30	7.06	13.90	70.00
Oak St	0.38	7.10	11.40	83.00
Plateau/Ridge	0.20	7.12	12.30	71.00
Village Office	0.34	7.10	11.10	80.00
WWTP	0.05	7.09	10.10	78.00
PNWS - Meadows Rd *	0.40	7.08	10.70	72.00
PNWS - Farm Rd *	0.32	7.07	10.30	73.00
<b>Pemberton Total</b>	<b>0.28</b>	<b>7.09</b>	<b>11.40</b>	<b>75.29</b>
Industrial Park **	0.08	7.16	9.90	22.00
7-Dec-21				
Pemberton				
Health Centre	0.27	7.06	8.20	72.00
Oak St	0.35	7.09	9.00	56.00
Plateau/Ridge	0.28	7.09	7.60	66.00

\* Pemberton North Water Service is a continuation of the Pemberton Water distribution system within Squamish Lillooet Regional District Area C  
 Village of Pemberton Water System, 2021 Annual Report, Regular Council Meeting, 1505  
 \*\* Pemberton Industrial Park is supplied by Lil'wat Nation through a water use agreement

Source	Chlorine Residual	pH	Temperature (C)	Alkalinity
Village Office	0.27	7.13	8.50	53.00
WWTP	0.10	7.08	9.70	74.00
PNWS - Meadows Rd *				
PNWS - Farm Rd *				
<b>Pemberton Total</b>	<b>0.25</b>	<b>7.09</b>	<b>8.60</b>	<b>64.20</b>
Industrial Park **	0.11	7.16	8.10	24.00
15-Dec-21				
Pemberton				
Health Centre	0.29	7.05	8.60	58.00
Oak St	0.42	7.02	7.90	67.00
Plateau/Ridge	0.29	7.05	7.70	71.00
Village Office	0.42	7.01	8.40	66.00
WWTP	0.08	7.05	8.90	71.00
PNWS - Meadows Rd *				
PNWS - Farm Rd *				
<b>Pemberton Total</b>	<b>0.30</b>	<b>7.04</b>	<b>8.30</b>	<b>66.60</b>
Industrial Park **	0.05	7.13	8.50	15.00
20-Dec-21				
Pemberton				
Health Centre	0.33	7.09	9.90	74.00
Oak St	0.40	7.09	10.00	60.00
Plateau/Ridge	0.25	6.98	12.00	74.00
Village Office	0.27	7.11	8.70	72.00
WWTP	0.12	7.11	8.60	74.00
PNWS - Meadows Rd *				
PNWS - Farm Rd *				
<b>Pemberton Total</b>	<b>0.27</b>	<b>7.08</b>	<b>9.84</b>	<b>70.80</b>
Industrial Park **	0.04	7.21	6.60	14.00





Box 100 | 7400 Prospect Street  
Pemberton, BC V0N 2L0  
P: 604.894.6135 | F: 604.894.6136  
Email: [admin@pemberton.ca](mailto:admin@pemberton.ca)  
Website: [www.pemberton.ca](http://www.pemberton.ca)

## APPENDIX IV

### 2021 Weekly VCH Bacteriological Results

## Appendix IV

### Sample Range Report

Vancouver Coastal Health

**Facility Name:** Village of Pemberton  
**Date Range:** Jan 1 2021 to Dec 31 2021

**Operator** Jeff Westlake  
 P.O. Box 100  
 Pemberton, BC V0N 2L0

Sampling Site	Date Collected	Total Coliform	E. Coli	Fecal Coliform
<u>Treatment</u>				
<u>Plant/Airport Rd.,</u>				
<u>Pemberton</u>				
	1/4/2021 8:30:00 AM	LT1	LT1	
	1/11/2021 8:30:00 AM	LT1	LT1	
	1/18/2021 8:30:00 AM	LT1	LT1	
	1/26/2021 8:30:00 AM	LT1	LT1	
	2/3/2021 8:30:00 AM	LT1	LT1	
	2/8/2021 8:30:00 AM	LT1	LT1	
	2/16/2021 8:30:00 AM	LT1	LT1	
	2/22/2021 8:30:00 AM	LT1	LT1	
	3/1/2021 8:30:00 AM	LT1	LT1	
	3/8/2021 8:30:00 AM	LT1	LT1	
	3/15/2021 8:30:00 AM	LT1	LT1	
	3/22/2021 8:30:00 AM	LT1	LT1	
	3/29/2021 8:30:00 AM	LT1	LT1	
	4/12/2021 8:30:00 AM	LT1	LT1	
	4/19/2021 8:30:00 AM	LT1	LT1	
	4/26/2021 8:30:00 AM	LT1	LT1	
	5/10/2021 8:30:00 AM	LT1	LT1	
	5/17/2021 8:30:00 AM	LT1	LT1	
	5/26/2021 8:30:00 AM	LT1	LT1	
	5/31/2021 8:30:00 AM	LT1	LT1	
	6/7/2021 8:30:00 AM	LT1	LT1	
	6/14/2021 8:30:00 AM	LT1	LT1	

6/21/2021 8:30:00 AM	LT1	LT1
6/28/2021 8:30:00 AM	LT1	LT1
7/5/2021 8:30:00 AM	LT1	LT1
7/12/2021 8:00:00 AM	LT1	LT1
7/19/2021 8:00:00 AM	LT1	LT1
7/26/2021 8:30:00 AM	LT1	LT1
8/3/2021 10:30:00 AM	LT1	LT1
8/10/2021 8:30:00 AM	LT1	LT1
8/16/2021 8:30:00 AM	LT1	LT1
8/23/2021 8:30:00 AM	QRWRT	QRWRT
8/30/2021 8:30:00 AM	LT1	LT1
9/7/2021 8:30:00 AM	LT1	LT1
9/13/2021 8:30:00 AM	LT1	LT1
9/27/2021 8:30:00 AM	LT1	LT1
10/5/2021 8:30:00 AM	LT1	LT1
10/12/2021 8:30:00 AM	LT1	LT1
10/18/2021 8:30:00 AM	LT1	LT1
10/25/2021 8:30:00 AM	LT1	LT1
11/1/2021 8:30:00 AM	LT1	LT1
11/8/2021 8:30:00 AM	LT1	LT1
11/15/2021 8:30:00 AM	LT1	LT1
11/22/2021 8:30:00 AM	LT1	LT1
11/29/2021 8:30:00 AM	LT1	LT1
12/7/2021 8:30:00 AM	LT1	LT1
12/15/2021 8:30:00 AM	LT1	LT1
12/20/2021 8:30:00 AM	<u>QRWRT</u>	<u>QRWRT</u>
<b>Total Positive:</b>	<b>0</b>	<b>0</b>

Oak Street At High School, Pemberton

1/4/2021 9:50:00 AM	LT1	LT1
1/11/2021 10:00:00 AM	LT1	LT1
1/18/2021 9:50:00 AM	LT1	LT1
1/26/2021 9:20:00 AM	LT1	LT1
2/3/2021 9:30:00 AM	LT1	LT1
2/8/2021 10:20:00 AM	LT1	LT1
2/16/2021 9:30:00 AM	LT1	LT1
2/22/2021 10:10:00 AM	LT1	LT1
3/1/2021 10:20:00 AM	LT1	LT1
3/8/2021 10:00:00 AM	LT1	LT1
3/15/2021 10:10:00 AM	LT1	LT1
3/22/2021 10:10:00 AM	LT1	LT1
3/29/2021 10:20:00 AM	LT1	LT1
4/12/2021 10:10:00 AM	LT1	LT1
4/19/2021 10:10:00 AM	LT1	LT1
4/26/2021 10:00:00 AM	LT1	LT1
5/10/2021 9:50:00 AM	LT1	LT1
5/17/2021 9:30:00 AM	LT1	LT1
5/26/2021 9:50:00 AM	LT1	LT1
5/31/2021 9:50:00 AM	LT1	LT1
6/7/2021 9:50:00 AM	LT1	LT1
6/14/2021 9:50:00 AM	LT1	LT1
6/21/2021 10:10:00 AM	LT1	LT1
6/29/2021 9:20:00 AM	LT1	LT1
7/5/2021 10:20:00 AM	LT1	LT1
7/12/2021 8:30:00 AM	LT1	LT1
7/19/2021 8:50:00 AM	LT1	LT1
7/26/2021 9:50:00 AM	LT1	LT1
8/4/2021 9:30:00 AM	LT1	LT1
8/10/2021 9:50:00 AM	LT1	LT1

AM		
8/16/2021 9:50:00	LT1	LT1
AM		
8/23/2021 9:50:00	QRWRT	QRWRT
AM		
8/31/2021 9:50:00	LT1	LT1
AM		
9/7/2021 9:50:00 AM	LT1	LT1
9/13/2021 9:50:00	LT1	LT1
AM		
9/20/2021 10:00:00	LT1	LT1
AM		
9/27/2021 9:50:00	LT1	LT1
AM		
10/12/2021 9:50:00	LT1	LT1
AM		
10/18/2021 9:50:00	LT1	LT1
AM		
10/25/2021 9:50:00	LT1	LT1
AM		
11/1/2021 9:50:00	LT1	LT1
AM		
11/8/2021 9:20:00	LT1	LT1
AM		
11/15/2021 9:40:00	LT1	LT1
AM		
11/22/2021 9:50:00	LT1	LT1
AM		
11/29/2021 9:50:00	LT1	LT1
AM		
12/7/2021 9:30:00	LT1	LT1
AM		
12/15/2021 9:30:00	LT1	LT1
AM		
12/20/2021 9:30:00	<u>QRWRT</u>	<u>QRWRT</u>
AM		
<b>Total Positive:</b>	<b>0</b>	<b>0</b>

Ad hoc /  
miscellaneous site,  
Pemberton

5/19/2021 9:30:00	LT1	LT1
AM		
5/19/2021 9:40:00	<u>LT1</u>	<u>LT1</u>
AM		
<b>Total Positive:</b>	<b>0</b>	<b>0</b>

Pemberton Ridge  
Pumphouse,  
Pemberton

1/4/2021 8:40:00 AM	LT1	LT1
1/11/2021 8:40:00	LT1	LT1
AM		

1/18/2021 8:40:00 AM	LT1	LT1
1/26/2021 8:40:00 AM	LT1	LT1
2/3/2021 8:40:00 AM	LT1	LT1
2/8/2021 8:30:00 AM	LT1	LT1
2/16/2021 8:40:00 AM	LT1	LT1
2/22/2021 8:40:00 AM	LT1	LT1
3/1/2021 8:40:00 AM	LT1	LT1
3/8/2021 8:40:00 AM	LT1	LT1
3/15/2021 8:40:00 AM	LT1	LT1
3/22/2021 8:40:00 AM	LT1	LT1
3/29/2021 8:40:00 AM	LT1	LT1
4/6/2021 8:40:00 AM	LT1	LT1
4/12/2021 8:40:00 AM	LT1	LT1
4/19/2021 8:40:00 AM	LT1	LT1
4/26/2021 8:40:00 AM	LT1	LT1
5/10/2021 8:40:00 AM	LT1	LT1
5/17/2021 8:40:00 AM	LT1	LT1
5/26/2021 8:40:00 AM	LT1	LT1
5/31/2021 8:40:00 AM	LT1	LT1
6/7/2021 8:40:00 AM	LT1	LT1
6/14/2021 8:40:00 AM	LT1	LT1
6/21/2021 8:40:00 AM	LT1	LT1
6/28/2021 8:40:00 AM	LT1	LT1
7/5/2021 9:50:00 AM	LT1	LT1
7/12/2021 8:20:00 AM	LT1	LT1
7/19/2021 8:20:00 AM	LT1	LT1
7/26/2021 8:40:00 AM	LT1	LT1
8/4/2021 8:30:00 AM	LT1	LT1
8/10/2021 8:40:00 AM	LT1	LT1
8/16/2021 8:40:00 AM	LT1	LT1
8/23/2021 8:40:00 AM	QRWRT	QRWRT
8/30/2021 8:40:00	LT1	LT1

AM		
9/7/2021 8:40:00 AM	LT1	LT1
9/13/2021 8:40:00 AM	LT1	LT1
AM		
9/20/2021 8:50:00 AM	LT1	LT1
AM		
9/27/2021 8:40:00 AM	LT1	LT1
AM		
10/12/2021 8:40:00 AM	LT1	LT1
AM		
10/18/2021 8:40:00 AM	LT1	LT1
AM		
10/25/2021 8:40:00 AM	LT1	LT1
AM		
11/1/2021 9:40:00 AM	LT1	LT1
AM		
11/8/2021 8:40:00 AM	LT1	LT1
AM		
11/15/2021 8:40:00 AM	LT1	LT1
AM		
11/22/2021 8:40:00 AM	LT1	LT1
AM		
11/29/2021 8:40:00 AM	LT1	LT1
AM		
12/7/2021 8:40:00 AM	LT1	LT1
AM		
12/15/2021 8:40:00 AM	LT1	LT1
AM		
12/20/2021 8:40:00 AM	<u>QRWRT</u>	<u>QRWRT</u>
AM		
<b>Total Positive:</b>	<b>0</b>	<b>0</b>

Pemberton Health  
Center, 1403  
Portage Road,  
Pemberton, B.C.

1/4/2021 10:00:00 AM	LT1	LT1
1/11/2021 10:10:00 AM	LT1	LT1
1/18/2021 10:00:00 AM	LT1	LT1
1/26/2021 9:30:00 AM	LT1	LT1
2/3/2021 9:40:00 AM	LT1	LT1
2/8/2021 10:30:00 AM	LT1	LT1
2/16/2021 9:40:00 AM	LT1	LT1
2/22/2021 10:20:00 AM	LT1	LT1
3/1/2021 10:10:00 AM	LT1	LT1
3/8/2021 10:10:00 AM	LT1	LT1

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3/15/2021 10:20:00	LT1	LT1
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3/22/2021 10:20:00	LT1	LT1
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3/29/2021 10:30:00	LT1	LT1
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4/12/2021 10:20:00	LT1	LT1
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4/19/2021 10:20:00	LT1	LT1
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4/26/2021 10:10:00	LT1	LT1
AM		
5/10/2021 10:00:00	LT1	LT1
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5/17/2021 9:40:00	LT1	LT1
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5/26/2021 10:00:00	LT1	LT1
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5/31/2021 10:00:00	LT1	LT1
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6/7/2021 10:00:00	LT1	LT1
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6/14/2021 10:00:00	LT1	LT1
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6/21/2021 10:20:00	LT1	LT1
AM		
6/28/2021 9:30:00	LT1	LT1
AM		
7/5/2021 11:00:00	LT1	LT1
AM		
7/12/2021 9:40:00	LT1	LT1
AM		
7/19/2021 9:40:00	LT1	LT1
AM		
7/26/2021 10:00:00	LT1	LT1
AM		
8/3/2021 11:30:00	LT1	LT1
AM		
8/10/2021 10:00:00	LT1	LT1
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8/16/2021 10:00:00	LT1	LT1
AM		
8/23/2021 10:05:00	QRWRT	QRWRT
AM		
8/31/2021 10:00:00	LT1	LT1
AM		
9/7/2021 10:00:00	LT1	LT1
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9/13/2021 10:00:00	LT1	LT1
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9/20/2021 10:10:00	LT1	LT1
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9/27/2021 10:00:00	LT1	LT1
AM		



10/5/2021 10:00:00 AM	LT1	LT1
10/12/2021 10:00:00 AM	LT1	LT1
10/18/2021 10:00:00 AM	LT1	LT1
10/25/2021 10:00:00 AM	LT1	LT1
11/1/2021 10:00:00 AM	LT1	LT1
11/8/2021 10:00:00 AM	LT1	LT1
11/15/2021 9:50:00 AM	LT1	LT1
11/22/2021 10:00:00 AM	LT1	LT1
11/29/2021 10:00:00 AM	LT1	LT1
12/7/2021 9:40:00 AM	LT1	LT1
12/15/2021 9:40:00 AM	LT1	LT1
12/20/2021 9:40:00 AM	<u>QRWRT</u>	<u>QRWRT</u>
<b>Total Positive:</b>	<b>0</b>	<b>0</b>

Village Office, 7410 Prospect

1/4/2021 8:50:00 AM	LT1	LT1
1/11/2021 9:00:00 AM	LT1	LT1
1/18/2021 9:00:00 AM	LT1	LT1
1/26/2021 9:00:00 AM	LT1	LT1
2/3/2021 9:00:00 AM	LT1	LT1
2/8/2021 9:00:00 AM	LT1	LT1
2/16/2021 9:00:00 AM	LT1	LT1
2/22/2021 9:00:00 AM	LT1	LT1
3/1/2021 9:00:00 AM	LT1	LT1
3/8/2021 9:00:00 AM	LT1	LT1
3/15/2021 9:00:00 AM	LT1	LT1
3/22/2021 9:00:00 AM	LT1	LT1
3/29/2021 9:00:00 AM	LT1	LT1
4/12/2021 9:00:00 AM	LT1	LT1
4/19/2021 9:00:00 AM	LT1	LT1
4/26/2021 9:50:00	LT1	LT1

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5/10/2021 9:00:00	LT1	LT1
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5/17/2021 9:00:00	LT1	LT1
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5/26/2021 9:00:00	LT1	LT1
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5/31/2021 9:00:00	LT1	LT1
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6/14/2021 9:50:00	LT1	LT1
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6/21/2021 9:00:00	LT1	LT1
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6/28/2021 9:00:00	LT1	LT1
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7/5/2021 10:30:00	LT1	LT1
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7/12/2021 9:00:00	LT1	LT1
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7/19/2021 9:00:00	LT1	LT1
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7/26/2021 9:00:00	LT1	LT1
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8/4/2021 9:00:00 AM	LT1	LT1
8/10/2021 9:00:00	LT1	LT1
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8/16/2021 9:00:00	LT1	LT1
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8/23/2021 9:00:00	QRWRT	QRWRT
AM		
8/30/2021 10:30:00	LT1	LT1
AM		
9/7/2021 9:00:00 AM	LT1	LT1
9/13/2021 9:00:00	LT1	LT1
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9/20/2021 9:10:00	LT1	LT1
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9/27/2021 9:00:00	LT1	LT1
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10/5/2021 9:00:00	LT1	LT1
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10/12/2021 9:00:00	LT1	LT1
AM		
10/18/2021 9:00:00	LT1	LT1
AM		
10/25/2021 9:00:00	LT1	LT1
AM		
11/1/2021 9:00:00	LT1	LT1
AM		
11/8/2021 8:50:00	LT1	LT1
AM		
11/15/2021 8:50:00	LT1	LT1
AM		
11/22/2021 9:00:00	LT1	LT1

AM		
11/29/2021 9:00:00	LT1	LT1
AM		
12/7/2021 9:00:00	LT1	LT1
AM		
12/15/2021 9:00:00	LT1	LT1
AM		
12/20/2021 9:00:00	<u>QRWRT</u>	<u>QRWRT</u>
AM		
<b>Total Positive:</b>	<b>0</b>	<b>0</b>

**Result Values:**                      **E - estimated**                      **L - less than**                      **G - greater than**

Samples that contain total coliform:	0		0.00% of total
Samples that contain e. coli:	0		0.00% of total
Samples that contain fecal coliform:	0		0.00% of total
Number of consecutive samples that contain total coliform:	0		
Number of samples that contain total coliform in last 30 days:	0/0		
Total number of samples:	245		

**Comments:**

\_\_\_\_\_  
Environmental Health Officer  
May 25 2022

FOR FURTHER INFORMATION PLEASE CALL: Dan Glover (604) 892-2293

## Sample Range Report

Vancouver Coastal Health

**Facility Name:** Pemberton Industrial Park Water System

**Date Range:** Jan 1 2021 to Dec 31 2021

**Operator** Jeff Westlake  
Attn: Jeff Westlake Box 100  
Pemberton, BC V0N 2L0

Sampling Site	Date Collected	Total Coliform	E. Coli	Fecal Coliform
<u>Yard Hydrant,</u>				
<u>Pemberton Industrial</u>				
<u>Park</u>				
	1/5/2021 9:00:00 AM	LT1	LT1	
	1/11/2021 8:50:00 AM	LT1	LT1	
	1/18/2021 8:00:00 AM	LT1	LT1	
	1/26/2021 8:50:00 AM	LT1	LT1	
	2/3/2021 8:00:00 AM	LT1	LT1	
	2/8/2021 8:50:00 AM	LT1	LT1	
	2/16/2021 8:00:00 AM	LT1	LT1	
	2/22/2021 8:50:00 AM	LT1	LT1	
	3/1/2021 8:00:00 AM	LT1	LT1	
	3/8/2021 8:50:00 AM	LT1	LT1	
	3/15/2021 8:00:00 AM	LT1	LT1	
	3/22/2021 8:30:00 AM	LT1	LT1	
	3/29/2021 8:50:00 AM	LT1	LT1	
	4/6/2021 8:50:00 AM	LT1	LT1	
	5/17/2021 8:50:00 AM	LT1	LT1	
	5/26/2021 8:50:00 AM	LT1	LT1	
	5/31/2021 8:50:00 AM	LT1	LT1	
	6/7/2021 8:50:00 AM	LT1	LT1	
	6/14/2021 8:50:00 AM	LT1	LT1	
	6/21/2021 8:50:00 AM	LT1	LT1	
	6/28/2021 8:50:00 AM	LT1	LT1	
	7/5/2021 9:40:00 AM	LT1 GTR200	LT1 GTR200	
	7/12/2021 8:10:00 AM	LT1	LT1	

7/19/2021 8:10:00 AM	LT1	LT1
7/26/2021 8:50:00 AM	LT1	LT1
8/4/2021 8:40:00 AM	LT1	LT1
8/9/2021 10:00:00 AM	LT1	LT1
11/15/2021 10:00:00 AM	LT1	LT1
11/29/2021 8:50:00 AM	LT1	LT1
12/15/2021 8:50:00 AM	<u>LT1</u>	<u>LT1</u>
<b>Total Positive:</b>	<b>0</b>	<b>0</b>

Sample Station at  
Meter Chamber,  
Pemberton Industrial  
Park

4/12/2021 8:50:00 AM	LT1	LT1
4/19/2021 8:50:00 AM	LT1	LT1
4/26/2021 8:50:00 AM	LT1	LT1
5/3/2021 8:50:00 AM	LT1	LT1
5/10/2021 8:50:00 AM	LT1	LT1
8/16/2021 8:50:00 AM	LT1	LT1
8/23/2021 8:50:00 AM	QRWRT	QRWRT
8/30/2021 8:50:00 AM	LT1	LT1
9/7/2021 8:50:00 AM	LT1	LT1
9/13/2021 8:50:00 AM	LT1	LT1
9/20/2021 9:00:00 AM	LT1	LT1
9/27/2021 8:52:00 AM	LT1	LT1
10/5/2021 8:50:00 AM	LT1	LT1
10/12/2021 8:00:00 AM	LT1	LT1
10/18/2021 8:50:00 AM	LT1	LT1
10/25/2021 8:50:00 AM	LT1	LT1
11/1/2021 8:50:00 AM	LT1	LT1
11/22/2021 8:50:00 AM	LT1	LT1
12/7/2021 8:50:00	LT1	LT1

AM  
 12/20/2021 8:52:00      QRWRT                      QRWRT  
 AM  
**Total Positive:**                      **0**                      **0**

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**Result Values:**                      **E - estimated**                      **L - less than**                      **G - greater than**

Samples that contain total coliform:	0		0.00% of total
Samples that contain e. coli:	0		0.00% of total
Samples that contain fecal coliform:	0		0.00% of total
Number of consecutive samples that contain total coliform:	0		
Number of samples that contain total coliform in last 30 days:	0/0		
Total number of samples:	50		

**Comments:**

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Environmental Health Officer  
 May 25 2022

FOR FURTHER INFORMATION PLEASE CALL: Dan Glover (604) 892-2293

## Sample Range Report

Vancouver Coastal Health

**Facility Name:** Pemberton North Water System

**Date Range:** Jan 1 2021 to Dec 31 2021

**Operator** Utilities Department-SLRD  
P.O. Box 219  
Pemberton, BC V0N 2L0

Sampling Site	Date Collected	Total Coliform	E. Coli	Fecal Coliform
<u>1428 Pemberton Farm Road, Adjacent to 1428 Pemberton Farm Road</u>	1/4/2021 9:40:00 AM	LT1	LT1	
	1/11/2021 9:20:00 AM	LT1	LT1	
	1/18/2021 9:40:00 AM	LT1	LT1	
	2/22/2021 9:50:00 AM	LT1	LT1	
	3/1/2021 9:50:00 AM	LT1	LT1	
	3/8/2021 9:50:00 AM	LT1	LT1	
	3/15/2021 9:50:00 AM	LT1	LT1	
	3/22/2021 9:50:00 AM	LT1	LT1	
	3/29/2021 10:00:00 AM	LT1	LT1	
	4/6/2021 9:50:00 AM	LT1	LT1	
	4/12/2021 9:50:00 AM	LT1	LT1	
	4/19/2021 9:50:00 AM	LT1	LT1	
	4/26/2021 8:50:00 AM	LT1	LT1	
	5/3/2021 9:40:00 AM	LT1	LT1	
	5/10/2021 9:20:00 AM	LT1	LT1	
	5/19/2021 8:45:00 AM	LT1	LT1	
	5/26/2021 9:40:00 AM	LT1	LT1	
	5/31/2021 9:40:00 AM	LT1	LT1	
	6/7/2021 9:40:00 AM	LT1	LT1	
	6/14/2021 9:40:00 AM	LT1	LT1	
	6/21/2021 9:50:00 AM	LT1	LT1	

6/29/2021 9:10:00 AM	LT1	LT1
7/5/2021 10:10:00 AM	LT1	LT1
7/12/2021 8:40:00 AM	LT1	LT1
7/19/2021 8:46:00 AM	LT1	LT1
7/26/2021 9:40:00 AM	LT1	LT1
8/4/2021 9:20:00 AM	LT1	LT1
8/10/2021 9:40:00 AM	LT1	LT1
8/16/2021 9:40:00 AM	LT1	LT1
8/23/2021 9:40:00 AM	QRWRT	QRWRT
8/31/2021 9:20:00 AM	LT1	LT1
9/7/2021 9:40:00 AM	LT1	LT1
9/13/2021 9:40:00 AM	LT1	LT1
9/20/2021 9:50:00 AM	LT1	LT1
9/27/2021 9:40:00 AM	LT1	LT1
10/5/2021 9:40:00 AM	LT1	LT1
10/12/2021 9:40:00 AM	LT1	LT1
10/18/2021 9:40:00 AM	LT1	LT1
10/25/2021 9:40:00 AM	LT1	LT1
11/1/2021 9:40:00 AM	LT1	LT1
11/15/2021 9:30:00 AM	LT1	LT1
11/22/2021 9:40:00 AM	LT1	LT1
11/29/2021 9:40:00 AM	<u>LT1</u>	<u>LT1</u>
<b>Total Positive:</b>	<b>0</b>	<b>0</b>

7493 Urdal Road.  
Adjacent to 7493  
Urdal Road

1/11/2021 9:50:00 AM	LT1	LT1
2/22/2021 10:00:00 AM	LT1	LT1
3/1/2021 10:00:00 AM	LT1	LT1
3/15/2021 10:00:00	LT1	LT1



AM		
3/22/2021 10:00:00	LT1	LT1
AM		
4/6/2021 10:00:00	LT1	LT1
AM		
4/12/2021 10:00:00	LT1	LT1
AM		
4/19/2021 10:00:00	<u>LT1</u>	<u>LT1</u>
AM		
<b>Total Positive:</b>	<b>0</b>	<b>0</b>

7620 Pemberton  
Meadows Rd,  
Opposite 7620  
Pemberton  
Meadows Rd

1/4/2021 9:30:00 AM	LT1	LT1
1/11/2021 9:30:00	LT1	LT1
AM		
1/18/2021 9:30:00	LT1	LT1
AM		
2/22/2021 9:40:00	LT1	LT1
AM		
3/1/2021 9:40:00 AM	LT1	LT1
3/8/2021 9:40:00 AM	LT1	LT1
3/15/2021 9:40:00	LT1	LT1
AM		
3/22/2021 9:40:00	LT1	LT1
AM		
3/29/2021 9:00:00	LT1	LT1
AM		
4/6/2021 9:40:00 AM	LT1	LT1
4/12/2021 7:40:00	LT1	LT1
AM		
4/19/2021 7:40:00	LT1	LT1
AM		
4/26/2021 9:40:00	LT1	LT1
AM		
5/3/2021 9:30:00 AM	LT1	LT1
5/10/2021 9:30:00	LT1	LT1
AM		
5/19/2021 8:30:00	LT1	LT1
AM		
5/26/2021 9:30:00	LT1	LT1
AM		
5/31/2021 9:30:00	LT1	LT1
AM		
6/7/2021 9:30:00 AM	LT1	LT1
6/14/2021 9:30:00	LT1	LT1
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6/21/2021 9:40:00	LT1	LT1
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6/29/2021 9:00:00	LT1	LT1
AM		

7/5/2021 10:00:00 AM	LT1	LT1
7/12/2021 8:30:00 AM	LT1	LT1
7/19/2021 8:30:00 AM	LT1	LT1
7/26/2021 9:30:00 AM	LT1	LT1
8/4/2021 9:10:00 AM	LT1	LT1
8/10/2021 9:30:00 AM	LT1	LT1
8/16/2021 9:30:00 AM	LT1	LT1
8/23/2021 9:30:00 AM	QRWRT	QRWRT
8/31/2021 9:30:00 AM	LT1	LT1
9/7/2021 9:30:00 AM	LT1	LT1
9/13/2021 9:30:00 AM	LT1	LT1
9/20/2021 9:40:00 AM	LT1	LT1
9/27/2021 9:30:00 AM	LT1	LT1
10/5/2021 9:30:00 AM	LT1	LT1
10/12/2021 9:30:00 AM	LT1	LT1
10/18/2021 9:30:00 AM	LT1	LT1
10/25/2021 9:30:00 AM	LT1	LT1
11/1/2021 9:30:00 AM	LT1	LT1
11/8/2021 9:30:00 AM	LT1	LT1
11/15/2021 9:20:00 AM	LT1	LT1
11/22/2021 9:30:00 AM	LT1	LT1
11/29/2021 9:30:00 AM	<u>LT1</u>	<u>LT1</u>
<b>Total Positive:</b>	<b>0</b>	<b>0</b>

400-m South of  
Collins Road, 400-m  
South of Collins  
Road

1/4/2021 9:20:00 AM	LT1	LT1
2/22/2021 9:30:00 AM	LT1	LT1
3/1/2021 9:30:00 AM	LT1	LT1
3/8/2021 9:30:00 AM	LT1	LT1
3/15/2021 9:30:00	LT1	LT1

AM		
3/22/2021 9:30:00	LT1	LT1
AM		
4/6/2021 9:30:00 AM	LT1	LT1
4/12/2021 9:30:00	LT1	LT1
AM		
4/19/2021 9:30:00	<u>LT1</u>	<u>LT1</u>
AM		
<b>Total Positive:</b>	<b>0</b>	<b>0</b>

**Result Values:**                      **E - estimated**                      **L - less than**                      **G - greater than**

Samples that contain total coliform:	0		0.00% of total
Samples that contain e. coli:	0		0.00% of total
Samples that contain fecal coliform:	0		0.00% of total
Number of consecutive samples that contain total coliform:	0		
Number of samples that contain total coliform in last 30 days:	0/0		
Total number of samples:	104		

**Comments:**

\_\_\_\_\_  
Environmental Health Officer  
May 25 2022

FOR FURTHER INFORMATION PLEASE CALL: Dan Glover (604) 892-2293

**Date:** Tuesday, July 12, 2022

**To:** Elizabeth Tracy, Chief Administrative Officer

**From:** Christine Burns, Manager of Recreation Services

**Subject:** Recreation Service 2022 Second Quarter Report

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### **PURPOSE**

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

### **BACKGROUND**

Quarterly reports are provided throughout the year to keep Council informed of Recreation Service projects and activities.

### **DISCUSSION & COMMENTS**

This report provides an overview of second quarter activities undertaken by the department of Recreation Services from April 1 to June 30, 2022.

To create operational efficiencies, Staff established biannual seasonal programming for the past two years based on Fall/Winter Registration in August and Spring/Summer Registration in March of each year. Operationally this is proving to create program planning efficiencies and consistency in registration for community members.

Planning for spring and summer programs took place in the first quarter, leading to the publication of the Recreation Guide online on Monday March 7, 2022. Second quarter was spent implementing spring programs and planning for summer.

Operationally, Recreation has relied on Public Health Orders to determine the community recreation programming that can be offered and how it may be delivered. In the first quarter of 2022 the Province announced multiple updates to the Gatherings and Events Order, each requiring Recreation Services to modify Pemberton and District Community Centre (PDCC) operations.

On Friday April 8, 2022, the mask order and POV requirements were lifted. Removal of restrictions required PDCC to coordinate additional staff to open the doors fully. Coordination of staff and adjustment of operating procedures fell into place for new operations on Tuesday April 19, 2022. At this time doors were opened full and booking timeslots for fitness centre use were no longer required.

## Spring Programming 2022

Spring program registration began Monday March 14, 2022, through Perfectmind, the online booking system. Registration remains open for each program until 72 hours prior to the program starting, unless otherwise stated.

### 1. Children's Spring Programs:

Children's programs continued to run at full capacity. Where waitlists occurred, efforts were made to accommodate all by hiring new staff.

### 2. Group Fitness Classes:

Second quarter saw no Public Health Order (PHO) restrictions for the first quarter since 2020. A total of 120 value-added fitness classes were offered between April and June with 983 unique registrants, up from 594 in the first quarter. At the same time there were 8 registered fitness programs with 172 unique registrants.

### 3. Senior's Programs (average attendance/class)

Online programming for seniors continued to be offered throughout the spring months. Attendance was consistent when compared to the previous year, as shown below:

<b>Programs</b>	<b>April – June 2021</b>	<b>April – June 2022</b>
Strength Training	4	7
Chair Yoga	6	6

Men's Shed participation paused with the PHO modifications in December 2021 and resumed after January 18, 2022. The Pemberton Stitchers returned to the REC for their weekly sewing. Planning for more programming continued as guidelines were modified.

### 4. Youth Programming

Participation at The REC continued to fluctuate throughout the second quarter with a modest increase in participation. Efforts to engage youth continued throughout the spring with Staff offering more activities during operating hours. Average participant numbers are shown below:

<b>The REC (average participant use)</b>	<b>April - June 2022</b>
Wednesday (drop-in Volleyball)	13
Thursday	3
Friday	17
Saturday	5

In efforts to reach more youth, in June Staff partnered with the Pemberton Public Library to offer laser tag in the Library (18 participants) and movie in the Library (11 participants).

Staff borrowed bubble balls from YoungLife and hosted an evening of bubble soccer that brought out 25 youth. Unfortunately, dodgeball with the RCMP was not as popular as anticipated and attracted no youth participants.

## 5. Adult Drop-In Sports

Adult drop-in sports continued in the second quarter with pickleball and badminton. Volleyball was added into the rotation of sports for adults and youth and was well attended by both groups.

## 6. Special Events

With the PHO restrictions lifted, Staff presented a report to Committee of the Whole at Meeting No. 228 seeking support for a new path forward for Canada Day celebrations. With limited time, resources, and finances to plan, the decision was made to move forward with an event that celebrates community on Canada Day. Coordination of this event took 3 staff approximately 70 hours each in the second quarter.

### Fitness Centre Use

A total of 6733 unique fitness centre scans were made between April 1 and June 30, 2022, an increase of 1,647 over the first quarter.

Modifications to fitness centre operations continued into the second quarter. The below time blocks for fitness centre use were maintained until the mask order and vaccination requirements were lifted and staffing confirmed for operations. The doors of the facility were permanently opened for operations on April 19, 2022, at which time the time blocks were removed.

<b>Fitness Blocks (Monday)</b>	<b>Fitness Blocks (Tuesday to Friday)</b>
	6am – 7am
	8am – 9am
9am – 10am	9am – 10am
10am – 11am	10am – 11am
11am – 12pm	11am – 12pm
2pm – 3pm	2pm – 3pm
3pm – 4pm	3pm – 4pm
4pm – 5pm	4pm – 5pm
5pm – 6pm	5pm – 6pm
6pm – 7pm	6pm – 7pm
7pm – 8pm	7pm – 8pm

Below is a breakdown of the number of memberships sold in the second quarter in comparison to the second quarter of 2021. Sales have increased consistently across the membership options. A pass promotion held on June 4, 2022 for National Health and Fitness Day contributed to the 46% increase in the sale of 3 month passes for this quarter:

<b>Pass Types</b>	<b>April – June 2021</b>	<b>April – June 2022</b>
1 Month Adult	80	109
1 Month Senior/Student	11	65
10x Shower	0	17
10x Adult	94	151
10x Senior/Student	25	53
10x Pass External Trainer	0	1
3 Month Adult	36	55
3 Month Student/Senior	8	25
6 Month Adult	2	4
6 Month Student/Senior	0	23
1 Year Adult	2	3
1 Year Student/Senior	0	0
<b>Total</b>	<b>258</b>	<b>506</b>

### Facility Maintenance Update

The following maintenance work was undertaken in the first quarter:

- Start-up of irrigation systems at PDCC.
- Spray Park:
  - Caulked gaps in spray park concrete pad.
  - Opened the park for May long weekend. Ongoing work at the spray park includes working with ParkWorks (waterplay) to adjust system to reduce water consumption in cannons and quoting for replacement/refurbishing of cannons because of leaks in hardware.
- Completed Nature Play Park comprehensive annual inspection:
  - ParkWorks to address issues found upon completion of inspection.
  - Warrantied items necessary to bring the playground up to standard will be provided
- Gates Lake Park: weekly site visits and washroom and pavilion clean ups underway.
- Pemberton Meadows Field:
  - Two porta potties on site
  - Broken aluminum bleacher has been repaired and is now once again safe for use
  - Installed new dog waste bag dispenser
  - Old, discarded trailers removed as of June 17<sup>th</sup> by the School District
  - Plans in motion to remove old wooden bleachers and damaged soccer net at rear of property
- Youth and Senior Centre “the Rec” ductless air conditioning and heat pump installed and operational. Will serve as main source of heat in colder months and provide cooling during summer with a significant savings in operation expenses due to the heat pump being 3x more efficient than baseboard heat.
- Developed Safe Work Procedure for Handling and Disposal of Biological Hazardous Infectious Materials.
- PDCC and Rec annual fire prevention work was completed, and the building is up to standard.

- Created and implemented new cleaning checklist for cleaners to monitor and improve upon work.
- Removed tree grate on buildings eastern side and replaced with pavers for safety and aesthetics.
- Drafted sports fields FAQ and worked with Village and contractor to permit PYSA to access Meadows Fields.
- Created draft sports field inspection form for managing our sports fields.
- Completed quarterly HVAC inspection with HAAKON quoting for geo-loop pump repair/replacement for system longevity.
- HAAKON completed heat exchanger flush on geothermal system which cleaned the loops and exchangers of fouling from water and machining. Will extend life and push back replacement of system units.
- Worked with HAAKON to return airflow to commercial kitchen.
- Library and South PDCC entrance door automation project was completed June 30, 2022.
- Copper phone lines at PDCC were upgraded to fibre for security/fire.
- Elevator program installed for operations to stop on all floors to accommodate new procedures in which all patrons are to check in at the front desk prior to accessing the facility.

### Indoor Facility Use

The second quarter of 2022 saw continued use of PDCC by local organizations. Regular use continued with the following organizations:

- École de Vallee (SD93) continued with in-class learning utilizing Room A, the Studio and the Great Hall on Monday, Wednesday, and Friday during school hours.
- Gymnastics continued full programming on Tuesday and Thursday in the Great Hall.
- Pemberton Dance Academy in Room B and Great Hall C or Studio, Monday through Saturday.
- Jujitsu in 1/3 of Great Hall on Monday and Friday.

The table below shows the number of facility use agreements in place for Q2 at PDCC, the number of sessions held in each space, and the total number of hours the facility was in use by external users:

<b>Facility – Pemberton and District Community Centre</b>	<b>Facility Agreements/Park Use Permits (PUPs)</b>	<b># of Sessions</b>	<b>Hours of Use</b>
Studio	1	59	377.50
Kitchen	8	11	41
Room B	6	6	17.50
Room D	4	5	16
Great Hall (C)	15	92	559.75
Great Hall (B)	13	71	468
Great Hall (A)	14	86	573.50
Youth Centre	16	81	471.50
<b>Totals</b>	<b>77</b>	<b>411</b>	<b>2,514.75</b>



Parks and Fields

There was a steady increase of requests for field use during the second quarter. Park use permits were issued for the following outdoor spaces:

Facility	Facility Agreements/Park Use Permits (PUPs)	# of Sessions	Hours of Use
The Barn	6	10	68.50
Den Duyf Park	3	27	92
One Mile Lake Park	6	251	842.50
Gates Lake Park	2	2	7
Community Lawn	2	2	2
Lot 12-Skate Park	2	2	12
Meadows Field	4	76	189.50
Signal Hill	1	27	108
Pioneer Park	1	2	14
Rozsypalek Park	1	1	3
<b>Totals</b>	<b>28</b>	<b>400</b>	<b>1,338.50</b>

Recreation Projects

Negotiations with SD#48 to place the proposed basketball court on Signal Hill Elementary School property continued in the second quarter. BC Hydro was engaged to determine if placement in their right of way (ROW) would be feasible or if an alternate location be proposed. A location between Portage Road and the school parking lot was chosen to avoid the BC Hydro ROW. A local construction company, Murphy Construction, has offered to provide project management services. Final decisions on location and contractors were made during the second quarter work anticipated to begin in Q3.

**COMMUNICATIONS**

Recreation Services coordinates with the Communications and Grant Coordinator to ensure that information is communicated to residents through the Village eNEWS, Facebook and other social medium platforms, ensuring that the public is well informed of updates related to Pemberton and District Community Centre programs and services.

**LEGAL CONSIDERATIONS**

There are no legal, legislative, or regulatory considerations.

**IMPACT ON BUDGET & STAFFING**

The Recreation Services Department operates on the Squamish-Lillooet Regional District (SLRD) Board approved annual budget, reserves, grants, and on a cost recovery basis as per the SLRD Recreation Service Fees and Charges Bylaw No. 1718-2021 as approved at the SLRD Board of Directors meeting on June 23, 2021.

Unexpected impacts to budget and staffing related to the COVID-19 pandemic declined in the second quarter. Recreation anticipates returning to pre-pandemic operations with the ongoing recruitment of casual staff and contractors to meet operational requirements.

### **INTERDEPARTMENTAL IMPACT & APPROVAL**

The Recreation Service Department works with all Village Departments. No interdepartmental impacts or approvals are required.

### **COMMUNITY CLIMATE ACTION PLAN**

This report has no impact on the Community Climate Action Plan strategies.

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

Collaborative efforts between neighboring jurisdictions including Whistler, Squamish, Sea to Sky School District No. 48 and Francophone School District No. 93 as well as local community groups continues to occur to ensure consistent practices for continual operations of parks, playgrounds, spray parks and recreation facilities and programs. This has included increased communication between recreation departments of each organization to ensure consistency through the Sea to Sky Corridor for members of each community.

### **ALTERNATIVE OPTIONS**

There are no alternative options for consideration.

### **RECOMMENDATIONS**

**THAT** Council receives the Recreation Services 2022 Second Quarter Report for information.

Submitted by:	Christine Burns, Manager of Recreation Services
CAO Approval by:	Elizabeth Tracy, Chief Administrative Officer

**Date:** Tuesday, July 12, 2022  
**To:** Elizabeth Tracy, Chief Administrative Officer  
**From:** Cameron Adams, Acting Fire Chief  
**Subject:** Pemberton Fire Rescue 2022 Second Quarter Report

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### **PURPOSE**

To provide Council with a summary of the activities of the Pemberton Fire Rescue Department for the second quarter of 2022.

### **BACKGROUND**

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

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

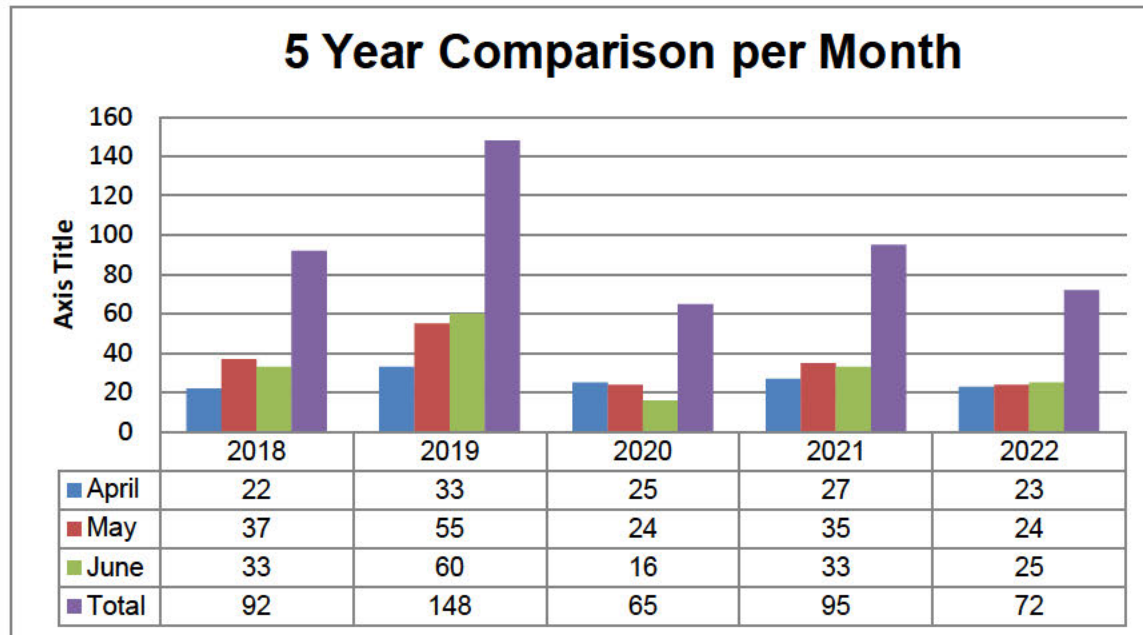
Fire Service is provided to Lil'wat Nation through a separately negotiated Fire Service Agreement which was established in 2017.

### **DISCUSSION & COMMENTS**

#### **Incidents:**

Pemberton Fire Rescue responded to 72 incidents in the second quarter. In comparison to the 2021 second quarter, call volumes are down.

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



In the table below, the highlighted green squares indicate number of incidents greater than number of days in a month.

	2018	2019	2020	2021	2022
January	21	32	29	25	30
February	30	25	29	24	18
March	16	25	40	17	33
April	22	33	25	27	23
May	37	55	24	35	24
June	33	60	16	33	25
July	48	47	36	29	0
August	38	33	36	50	0
September	51	49	32	33	0
October	29	26	32	28	0
November	21	36	24	26	0
December	43	38	25	39	0
Totals	389	459	348	366	153

**Number of Incidents per day for 2022 Year**

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

Totals	30	18	33	23	24	25	0	0	0	0	0	0	153
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Days Month	31	28	31	30	31	30	31	31	30	31	30	31
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Colour Coding	1		2		3		4		5 - 10		11 +	
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Below is a breakdown of the average number of firefighters attending incidents. This information is helpful to highlight the challenges Pemberton Fire Rescue encounters due to being a small department and because many firefighters hold fulltime jobs outside the community which impacts their ability to attend daytime calls. That said, Pemberton Fire Rescue is pleased to show how our member numbers have grown especially since 2018.

**Average number of firefighters attending Incidents since 2018.**

Year	2018	2019	2020	2021	2022
<b>Total # Incidents</b>	389	459	348	366	153
<b>Average # responders</b>	5.02	4.84	6.72	7.01	7.50
<b>Total Members Per Year</b>	20	25	31	35	35
<b>Percentage of members responded</b>	25%	19%	22%	20%	21%

The chart below shows the average number of firefighters that attended each response type over a 5-year period compared to the minimum personnel requirements set out in the NFPA Standards. The NFPA Standards set out the number of members required to do each job.

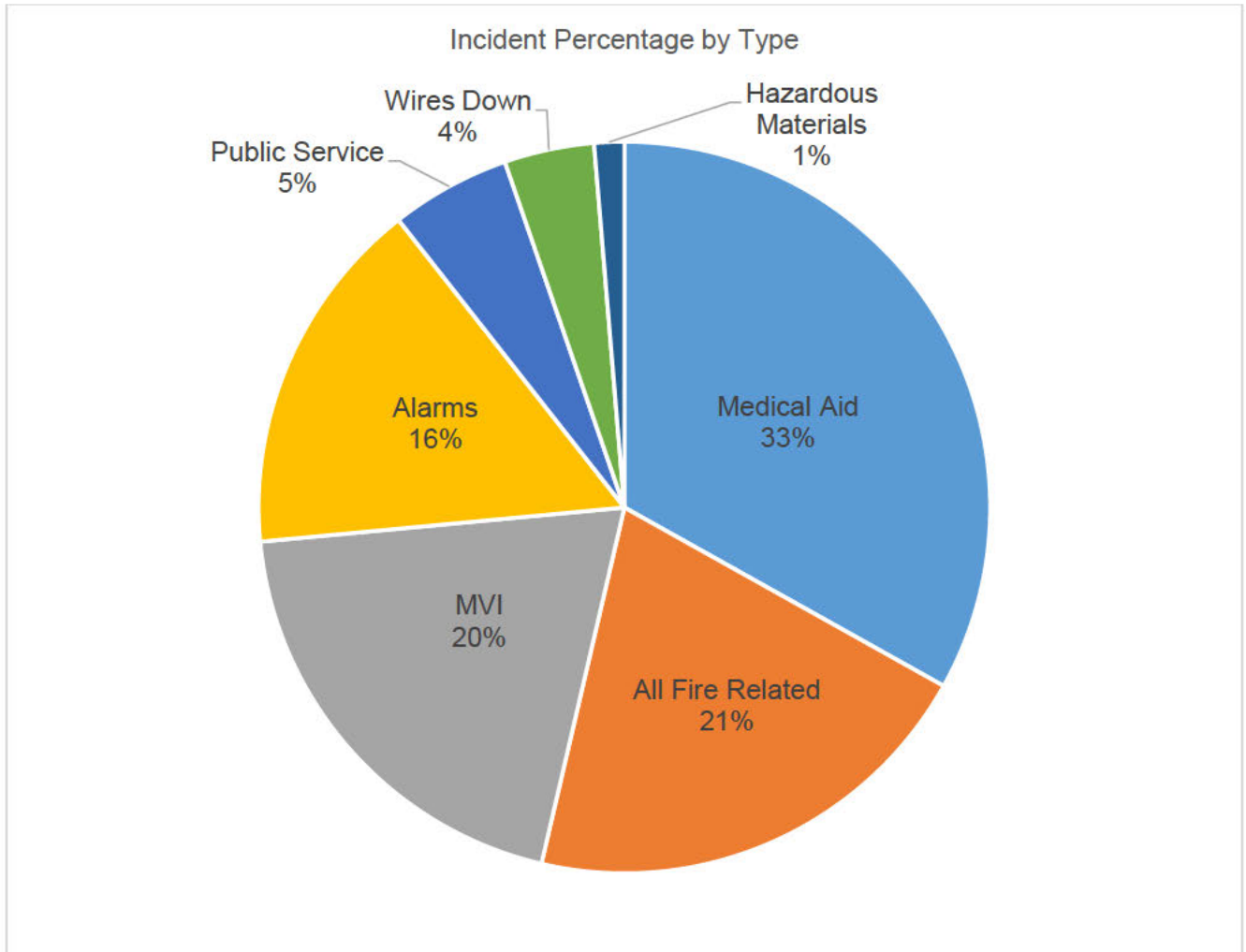
	Minimum Personnel Requirements	2018	2019	2020	2021	2022
<b>Medical Aid</b>	4	4.42	4.13	5.64	5.83	6.96
<b>Motor Vehicle Accident</b>	8	5.67	5.59	7.08	7.32	7.62
<b>Alarms</b>	*16	5.32	5.07	5.35	6.63	5.83
<b>Wires Down</b>	8	4.27	5.93	7.33	7.00	4.83
<b>Burn Complaint</b>	8	4.60	2.75	7.67	6.70	10.14
<b>Chimney Fire</b>	16	7.92	7.67	9.00	9.08	12.22
<b>Smoke Sighting</b>	8	6.13	5.87	7.64	10.50	7.50
<b>Structure Fire</b>	16	9.00	7.86	12.00	9.50	9.0
<b>Vehicle Fire</b>	8	6.00	5.70	8.83	13.00	9.60
<b>Wildland Fire</b>	16	7.45	6.00	7.20	8.67	0
<b>Grass Fire</b>	16	6.60	6.53	7.90	10.36	13.67

\*Only one truck with crew would be sent; however remaining crew would be on standby at hall until confirmed

**Types of Responses:**

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

Below is a pie chart that summarizes the number of callouts per type of incident attended year to date (YTD).

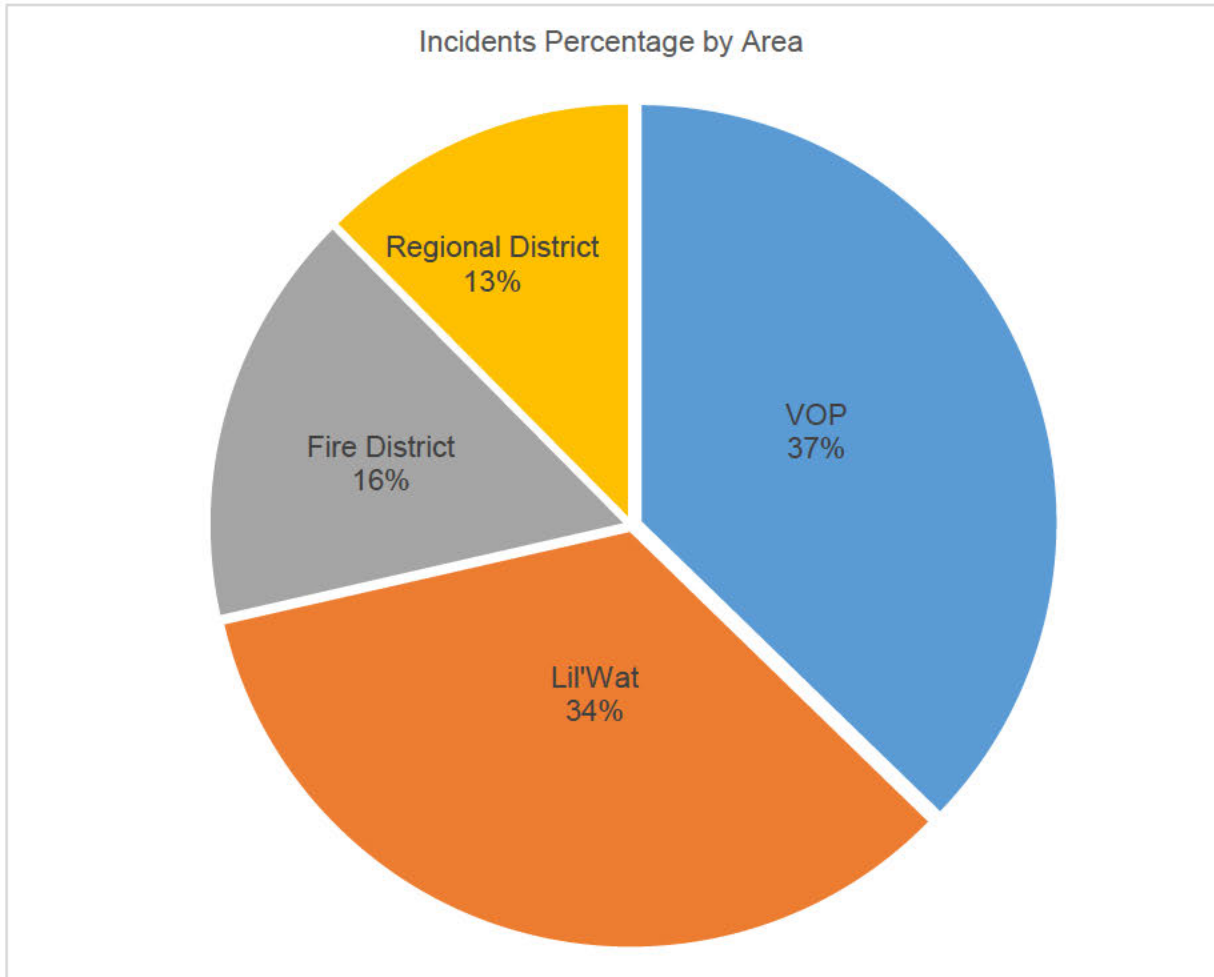


**Incidents by Area:**

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

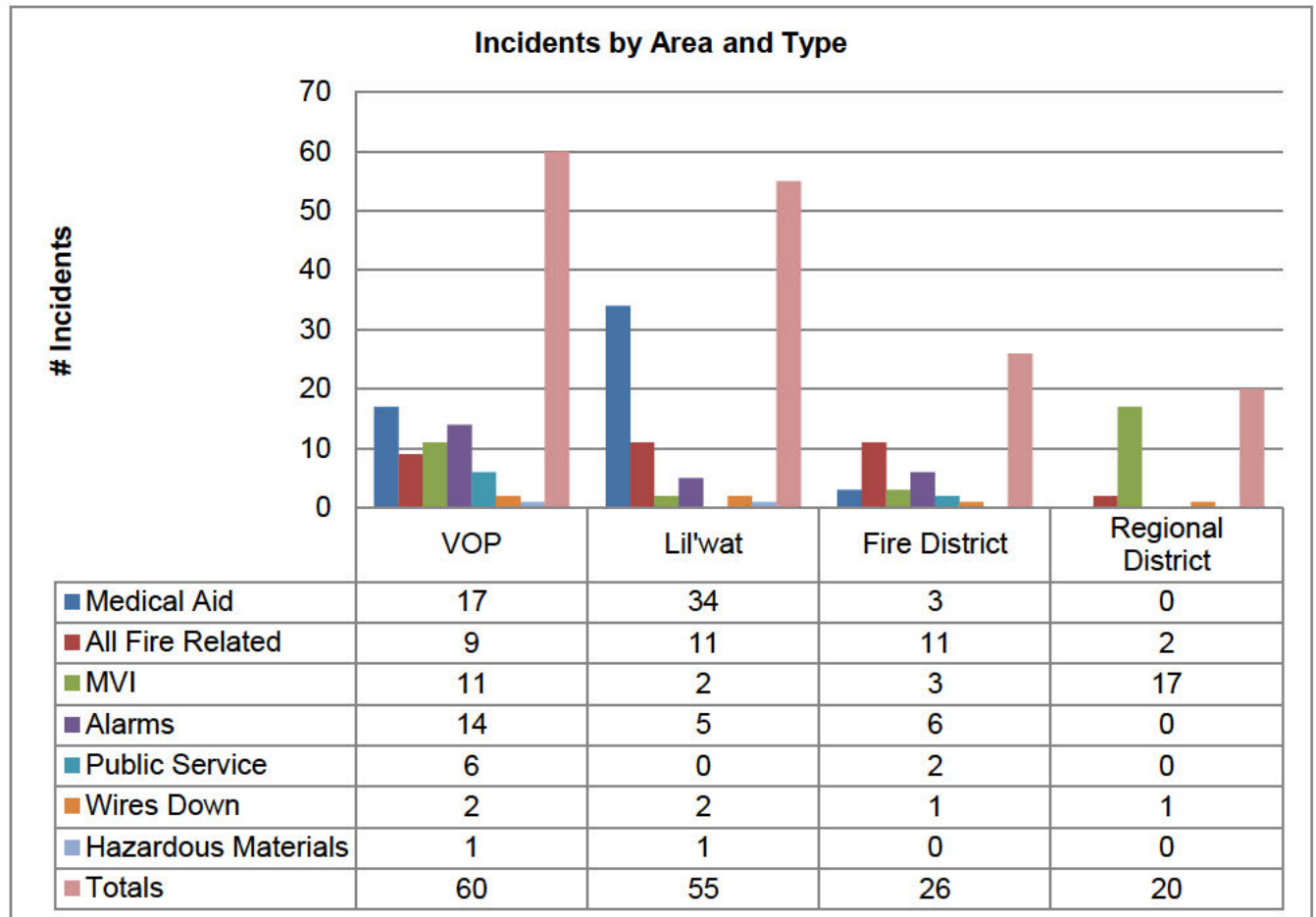
- Village of Pemberton Boundaries
- Lil'wat Nation
- Fire District Service Areas; and
- Regional District (or outside the Fire District zones including north of Mount Currie, north of The Heights and south of the Village Boundaries)

The chart below shows the percentage breakdown of Incidents by area year to date (YTD):





The chart and table below show the Incidents by area and type:



**Membership:**

At the end of the second quarter, membership stands at 35 and is comprised of two (2) full-time members and 33 volunteers (paid on-call) members. The membership is complemented with one (1) full-time administrative assistant and two (2) term FireSmart staff (coordinator and laborer).

In April Chief Robert Grossman submitted his resignation effective May 13, 2022. Deputy Chief Cameron Adams accepted the role of Acting Fire Chief effective May 19. It is anticipated that recruitment for a new Fire Chief will take place over the third and fourth quarters.

The establishment of a full-time firefighter position was approved in the 2022 budget with recruitment to begin in July. However, with the departure of Chief Grossman and Deputy Chief Adams taking on the role of Acting Chief, there was a need to fill this position earlier than had been anticipated. Adam Malpus, a long-time member and current FireSmart Coordinator, was the successful candidate and transitioned into the fulltime permanent Career Captain position effective May 2<sup>nd</sup>.

Paul Stoker was promoted from FireSmart Laborer to the FireSmart Coordinator and Marek Obrucnik accepted the position of the FireSmart Laborer effective May 19<sup>th</sup>.

### **Training:**

In the second quarter, training sessions were held once a week with the members being divided into 4 groups. To be effective with the PFR training, it was more efficient to establish 4 smaller training groups rather than one large group.

### **Second Quarter Commitments:**

<b>Commitment Type</b>	<b>Total Number</b>	<b>Hours</b>
<b>Training</b>	16	79
<b>Public Events</b>	8	22
<b>Meetings</b>	5	5.5
<b>Incidents</b>	72	666.80

### **Fire Prevention, Inspections & Public Events:**

During the second quarter, the following fire prevention, inspections, education, and public service initiatives were completed and attended by Pemberton Fire Rescue members:

- eight (8) new business application reviews and fire inspections, and
- eight (8) Public Service initiative: 4 hall tours for pre-school and school aged children, Grad parade, Wildfire & Emergency Preparedness Day and Fire pit building at Signal Hill.

### **COMMUNICATIONS**

Review of the Pemberton Fire Rescue 2022 Second Quarter Report does not require a communications element.

### **LEGAL CONSIDERATIONS**

There are no legal, legislative, or regulatory considerations.

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

There are no impacts to the budget or staff hours for consideration.

### **INTERDEPARTMENTAL IMPACT & APPROVAL**

There are no interdepartmental impacts or approvals for considerations.

### **COMMUNITY CLIMATE ACTION PLAN**

The Pemberton Fire Rescue 2022 Second Quarter Report has no impact on the Community Climate Action Plan strategies.

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

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

### **ALTERNATIVE OPTIONS**

There are no alternative options for consideration.

### **RECOMMENDATIONS**

**THAT** Council receives the Pemberton Fire Rescue 2022 Second Quarter Report for information.

Prepared by:	Gabrielle Stauber, Administrative Assistant
Manager Approval:	Cameron Adams, Acting Fire Chief
CAO Approval by:	Elizabeth Tracy, Chief Administrative Officer

**Date:** Tuesday, July 12, 2022

**To:** Elizabeth Tracy, Chief Administrative Officer

**From:** Gwendolyn Kennedy, Legislative Assistant

**Subject:** Business Licence Bylaw Amendment (Special Event Vendors) Bylaw No. 934, 2022

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### **PURPOSE**

The purpose of this report is to present to Council for first, second, and third readings, an amendment to Business Licence Bylaw No. 855, 2019, that adds a new licence type for vendors participating in special events.

### **BACKGROUND**

Staff have determined that there is a need to establish a new business licence type for vendors participating in a special event in the Village who do not already hold a valid business licence. Currently, these vendors obtain a special event business licence which was established for a person hosting a special event and includes requirements that are not applicable to an individual vendor. Staff propose creating a new licence type specifically for vendors participating in special events in the Village, setting the annual licence fee at \$50. A vendor holding an existing business licence in the Village will not need to obtain a special event vendor business licence.

### **DISCUSSION & COMMENTS**

A new section was added under Part 17, Special Events, setting out the requirements of a special event vendor business licence, as follows:

- Section 17.3 was struck out and replaced with the following:

*17.3..1. A vendor participating in a special event must:*

- a) hold a business licence valid for the duration of the special event, or*
- b) obtain a special event vendor business licence prior to participating in the event as a vendor;*

*17.3..2. A vendor participating in a special event must:*

- a) comply with the operational requirements of a mobile food vendor or a mobile commercial vendor set out in this bylaw, as applicable; and*

b) *comply with all Village bylaws and policies.*

For convenience, the following housekeeping amendments have been included in this amendment:

- The definition of *trade contractor* is updated. Further definition amendments are noted below under Part 14 and Part 15 notes.
- Schedule A, Fines, is removed.
- In alignment with legislative conventions, section 4.4 has been separated into four paragraphs.
- New sections were added under Part 8, TRANSFER OR CHANGE OF BUSINESS LICENCE AT THE REQUEST OF THE BUSINESS, establishing that:
  - when a person holding a short-term vacation rental or bed and breakfast business licence ceases to maintain the premises licensed for the business as their principal residence or sells the premises, the licence holder must inform the licence inspector of the change and business licence is deemed to be cancelled; and
  - powers related to the granting or refusal of a business licence apply equally to a change to a licence.

These are not new requirements, but the wording has been added for clarity.

- Part 14, STREET, PARK, MOBILE, OR TEMPORARY VENDING, was renamed to MOBILE COMMERCIAL VENDORS AND MOBILE FOOD VENDORS and amended to align with the Summer Street Food Pilot Program Policy and Zoning Bylaw No. 832, 2018. The following changes were made:
  - definitions were added to section 2.1 for the following new terms: mobile food vendor, mobile commercial vendor, public space, and mobile store;
  - the term *temporary commercial vendor*, no longer referenced in the bylaw, was removed from section 2.1, Definitions;
  - the requirement for a vendor to obtain a separate business licence for each location was changed to require that a vendor obtain a separate licence for each food truck or mobile store being operated, to align with the Summer Street Food Pilot Program that allows a vendor to choose to operate at more than one location; and
  - the limit of one vendor on each property was removed to align with current practice at the Farmers' Market.
- Part 15 was renamed HOME OCCUPATIONS and amended as follows:
  - a section was added to clarify that a trade contractor business licence is a type of home occupation business and is subject to the operational requirements of a home occupation business as set out in Zoning Bylaw No. 832, 2018 and to the application requirements for a home occupation business licence;
  - the term *home occupation* was added to section 2.1, Definitions; and
  - a section was added establishing that authorization of the homeowner is required with the application for a home occupation business licence.

These are not new requirements but have been set out explicitly for clarity.

## **COMMUNICATIONS**

As per Section 59 of the *Community Charter*, notice to the public was advertised in the Pique Newsmagazine on June 30<sup>th</sup> and July 7<sup>h</sup>. No comments have been received in response to the public notice.

## **LEGAL CONSIDERATIONS**

There are no legal, legislative, or regulatory considerations.

## **IMPACT ON BUDGET & STAFFING**

Amendment of the Business Licence Bylaw is part of the regular duties of Corporate and Legislative Services and has no impact on budget or staffing.

## **INTERDEPARTMENTAL IMPACT & APPROVAL**

Amendment of the Business Licence Bylaw has no impact on other departments.

## **COMMUNITY CLIMATE ACTION PLAN**

Amendment of the Business Licence Bylaw has no impact on the Community Climate Action Plan strategies.

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

Amendment of the Business Licence Bylaw has no impact on the region or neighbouring jurisdictions.

## **ALTERNATIVE OPTIONS**

There are no alternative options for consideration.

## **RECOMMENDATIONS**

**THAT** Council gives first, second, and third readings to Village of Pemberton Business Licence Bylaw No. 855, 2019, Amendment (Special Event Vendor Licence) Bylaw No. 934, 2022.

## **ATTACHMENTS:**

**Appendix A:** Business Licence Amendment Bylaw No. 934, 2022

**Appendix B:** Consolidated version of Business Licence Bylaw No. 855, 2022, showing proposed changes in red.

Prepared by:	Gwendolyn Kennedy, Legislative Assistant
Manager Approval:	Sheena Fraser, Manager, Corporate & Legislative Services
CAO Approval by:	Elizabeth Tracy, Chief Administrative Officer

**VILLAGE OF PEMBERTON  
BYLAW No. 934, 2022**

---

**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:**

**CITATION**

1. This Bylaw may be cited for all purposes as “Village of Pemberton Business Licence Amendment (Special Event Vendor Licence) Bylaw No. 934, 2022.”

**APPLICATION**

2. Village of Pemberton Business Licence Bylaw No. 855, 2019, is amended by:

**2(1)** In section 2.1:

- a) striking out the definition of food truck and inserting in its place the following new definition:

***Food truck*** means the use of a licensed vehicle, kiosk, or cart equipped with facilities for the preparation, cooking and serving of food to consumers from a temporary location, subject to the regulations in the Village of Pemberton Zoning Bylaw.

- b) inserting the following new definitions in alphabetical order:

***Home occupation*** means the use of a residential dwelling unit by the primary occupant of the residential unit for a licensed commercial occupation, profession or craft that is contained entirely within the permitted residential use and conducted in accordance with the regulations set out in the Village of Pemberton Zoning Bylaw.

***Mobile commercial vendor*** means a vendor, holding a *valid business licence*, that offers for sale from a *mobile store*, goods, other than food items for immediate consumption, otherwise permitted to be sold in the zone in which the *mobile store* is located.

***Mobile food vendor*** means a vendor, holding a *valid business licence*, that offers for sale food, confectionary, or beverage from a *food truck*.

***Mobile store*** means a stationary vehicle, cart, temporary stall, or kiosk that is not part of a permanent use on the lot and is used for the sale of goods

***Public space*** means:

- (a) a park or parkland, *public space*, highway, or any real property or interest therein within the *Village* or held by the *Village*;
- (b) land held under any lease of the foreshore and land covered by water granted to the Village by Her Majesty the Queen; or
- (c) the forest inside the *Village* boundary

held or used for pleasure, recreation, or community uses of the public, whether or not the land is identified by signage or any other device.

- c) striking out the definition of temporary mobile commercial vendor.
- d) Striking out the definition of trades contractor and inserting in its place the following new definition:

**Trade Contractor** means a *home occupation business* that provides a service in a trade designated by the Industry Training Authority BC as a red seal trade or skilled trade, performed by a certified tradesperson or a registered apprentice under the supervision of a certified tradesperson.

**2(2)** Striking out section 4.4 and inserting in its place the following:

- 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., Pemberton Fire Rescue, or an external agency respecting a *business licence* application.
  - 4.4.1 If the *Licence Inspector* requires confirmation of approval from Pemberton Fire Rescue or an external agency respecting a *business licence* application, the *Licence Inspector* must not issue a business licence until such approval has been received.
  - 4.4.2 A *business licence* holder shall immediately notify the *Licence Inspector* of any suspension or cancellation of an approval.
  - 4.4.3 The *Licence Inspector* may suspend a *business licence* pending reinstatement of approvals.

**2(3)** Inserting new sections 8.4 as follows:

- 8.4. If a person holding a *short-term vacation rental* or *bed and breakfast business licence* sells the *business premises* or ceases to maintain the *business premises* as their principal residence:
  - a) the licence holder must inform the *Licence Inspector* of the change of ownership or the change to the principal residence within seven (7) days of the change occurring; and
  - b) the *business licence* shall be deemed to be canceled effective the date of the change.

**2(4)** Inserting a new section 8.5 as follows:

- 8.5. The powers, conditions, requirements, and procedures relating to the granting or refusal of a *business licence* apply to an application for a change to a *business licence*.

**2(5)** Striking out section 10.8 and inserting in its place the following:



- 10.8 Despite Section 10.7, where a person holds a *mobile food vendor* or *mobile commercial vendor business licence* for more than one *food truck* or *mobile store*, the auxiliary business fee does not apply.

2(6) Striking out Part 14 and inserting the following in its place:

**PART 14: MOBILE COMMERCIAL VENDORS AND MOBILE FOOD VENDORS**

**Application Requirements**

- 14.1. A separate *business licence* is required for each *food truck* or *mobile store* operated by a *mobile food vendor* or *mobile commercial vendor*.
- 14.2. An applicant for a *mobile food vendor* or *mobile commercial vendor business licence* must provide the *Licence Inspector* with
- a) proof of insurance for the *food truck* or *mobile store*;
  - b) proof of approval by Pemberton Fire Rescue; and
  - c) information as to how the business will comply with the following *Village* bylaws:
    - i. Wildlife Attractants Bylaw
    - ii. Sign Bylaw; and
    - iii. Noise Regulation Bylaw
- 14.3. An applicant for a *mobile food vendor business licence* must provide the *Licence Inspector* with:
- a) proof of approval by the Vancouver Coastal Health;
  - b) written permission to use washroom facilities on the property or on an adjacent property;
- 14.4. An applicant for a *mobile food vendor* or *mobile commercial vendor business licence* to operate on a *public space* must provide the *Licence Inspector* with a copy of the permit, contract, or agreement with the *Village* authorizing the business to operate on the *public space*.
- 14.5. An applicant for a *mobile food vendor* or *mobile commercial vendor business licence* to operate on private property must provide the *Licence Inspector* with written permission from the owner of the property, allowing the *food truck* or *mobile store* to operate on the property.

**Operational Requirements**

- 14.6 A *mobile food vendor* or *mobile commercial vendor* must:
- a) provide a garbage container at the location of the *food truck* or *mobile store*;

- b) pick up all garbage and debris resulting from their operation within 100 meters of their location;
- c) not operate within six (6) metres of a fire hydrant;
- d) not impede pedestrian or motor vehicle traffic; and
- e) ensure that the *food truck* or *mobile store* is
  - i. is fully self-contained with no service connection other than electrical service being required; and
  - ii. is kept in good repair.

**Limit to Number of Business Licences**

14.7. A maximum of five (5) *mobile food vendor* or *mobile commercial vendor business licences* will be issued in a calendar year.

**2(7)** Striking out section 15.1.

**2(8)** Inserting new sections 15.2, 15.3, and 15.4 as follows:

15.2. *A trade contractor business* is a type of *home occupation business* and is subject to the application and operational requirements of a *home occupation business*.

15.3. A person applying for a *home occupation business licence* must provide the *Licence Inspector* with written authorization from the homeowner to carry on the *business* on the *premises*.

15.4. A person holding a *home occupation business licence* is subject to the operational requirements of a *home occupation business* set out in Zoning Bylaw No. 832, 2018.

**2(9)** Striking out section 17.3 and inserting in its place the following:

17.3..1. A vendor participating in a *special event* must:

- a) hold a *business licence* valid for the duration of the *special event*, or
- b) obtain a *special event vendor business licence* prior to participating in the event as a vendor.

17.3..2. A vendor participating in a *special event* must:

- a) comply with the operational requirements of a *mobile food vendor* or a *mobile commercial vendor* set out in this bylaw, as applicable; and
- b) comply with all *Village* bylaws and policies.

**2(10)** Deleting Schedule A.

**READ A FIRST TIME** this 12<sup>th</sup> day of July, 2022.

**READ A SECOND TIME** this 12<sup>th</sup> day of July, 2022.

**READ A THIRD TIME** this 12<sup>th</sup> day of July, 2022.

**ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2022.

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Mike Richman  
Mayor

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Sheena Fraser  
Corporate Officer

# BUSINESS LICENCE BYLAW

## VILLAGE OF PEMBERTON

### BYLAW No. 855, 2019

#### CONSOLIDATED VERSION



#### LAST OFFICE CONSOLIDATION: October 8, 2021

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

BYLAW NO.	SECTION	DESCRIPTION	ADOPTED
871, 2019	Part 2 Part 13 Part 19 Schedule A	Definitions Refusal, Suspension or Cancellation Business Licence Exemptions FEES	November 19, 2019
890, 2020	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
894, 2021	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		
905, 2021	Fee Schedule	Definitions amended Schedule A deleted and fees moved to Fees and Charges Bylaw. Schedule B renamed A Schedule C renamed B	July 27, 2021
934, 2022	Part 2 Part 8	Definitions Transfer or Change of Business Licence	
	Part 14	Street, Park, Mobile or Temporary Vending	
	Part 15	Trade Contractors	

	Part 10 Part 17	Business Licence Fees Special Events	

# VILLAGE OF PEMBERTON

## BYLAW No. 855, 2019

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### Being a bylaw to Provide for Licensing of Businesses in the Village of Pemberton

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**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, 202; Amendment Bylaw No. 905, 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.

**Fees and Charges Bylaw** means Village of Pemberton Fees and Charges Bylaw No. 905, 2021. (*Amendment Bylaw No. 905, 2021*)

**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) means the use of a licensed vehicle, kiosk, or cart equipped with facilities for the preparation, cooking and serving of food to consumers from a temporary location, subject to the regulations in the Village of Pemberton Zoning Bylaw.

**Home occupation** means the use of a residential dwelling unit by the primary occupant of the residential unit for a licensed commercial occupation, profession or craft that is contained entirely within the permitted residential use and conducted in accordance with the regulations set out in the Village of Pemberton Zoning Bylaw.

**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.

**MTI Bylaw** means the Village of Pemberton Municipal Ticket Information Utilization Bylaw No. 845, 2018, and as amended from time to time or superceded.

**Mobile commercial vendor** means a vendor, holding a valid business licence, that offers for sale from a mobile store, goods, other than food items for immediate consumption, otherwise permitted to be sold in the zone in which the mobile store is located.

**Mobile food vendor** means a vendor, holding a valid business licence, that offers for sale food, confectionary, or beverage from a food truck.

**Mobile store** means a stationary vehicle, cart, temporary stall, or kiosk that is not part of a permanent use on the lot and is used for the sale of goods.

**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.

**Public space means:**

- (a) a park or parkland, public space, highway, or any real property or interest therein within the Village or held by the Village;
- (b) land held under any lease of the foreshore and land covered by water granted to the Village by Her Majesty the Queen; or
- (c) the forest inside the Village boundary

*held or used for pleasure, recreation, or community uses of the public, whether or not the land is identified by signage or any other device.*

**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 ~~that~~ 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.

~~**Trade 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.~~ **Means a home occupation business that provides a service in a trade designated by the Industry Training Authority BC as a red seal trade or skilled trade performed by a certified tradesperson or registered apprentice under the supervision of a certified tradesperson.**

**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 the *Fees and Charges Bylaw* has been paid. *(Amendment Bylaw No. 905, 2021)*
- 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., Pemberton Fire Rescue, or an external agency respecting a *business licence* application.
  - 4.4.1 If the *Licence Inspector* requires confirmation of approval from Pemberton Fire Rescue or an external agency respecting a *business licence* application, the Licence Inspector must not issue a *business licence* until such approval has been received.
  - 4.4.2 A *business licence* holder shall immediately notify the *Licence Inspector* of any suspension or cancellation of an approval.
  - 4.4.3 The *Licence Inspector* may suspend a *business licence* pending reinstatement of 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 licence 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. (Amendment Bylaw No. 905, 2021)
- 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.
- 8.4. If a person holding a *short-term vacation rental or bed and breakfast business licence* sells the *business premises* or ceases to maintain the *business premises* as their principal residence:
- a) the licence holder must inform the *Licence Inspector* of the change of ownership or the change to the principal residence within seven (7) days of the change occurring; and
  - b) the *business licence* shall be deemed to be canceled effective the date of the change.
- 8.5. The powers, conditions, requirements, and procedures relating to the granting or refusal of a *business licence* apply to an application for change to a *business licence*.

**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. (Amendment Bylaw No. 905, 2021)
- 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. (Amendment Bylaw No. 905, 2021)
- 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. (Amendment Bylaw No. 905, 2021)
- 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 before the *business licence* application is accepted for review. (Amendment Bylaw No. 894, 2021) (Amendment Bylaw No. 905, 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. (Amendment Bylaw No. 905, 2021)
- 10.8 Despite Section 10.7, where a person holds a ~~Food Truck~~ *mobile food vendor* or *mobile commercial vendor business licence* for at more than one *food truck or mobile store* or location, the Auxiliary Business Fee does not apply.
- 10.9 Fees and charges for services that are or may be provided under this Bylaw shall be payable as set out in the *Fees and Charges Bylaw*. (Amendment Bylaw No. 905, 2021)

## **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 31st of the current calendar year. In the event the business fails to renew their business licence on or before January 31st, the business shall pay, in addition to the annual business licence fee for the renewal period, a Late Payment Fee. (Amendment Bylaw No. 890, 2020) (Amendment Bylaw No. 905, 2021)

## **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)

## **ADDITIONAL REQUIREMENTS FOR SPECIFIC BUSINESS TYPES**

### **PART 14: ~~STREET, PARK, MOBILE OR TEMPORARY VENDING~~ MOBILE COMMERCIAL VENDORS AND MOBILE FOOD VENDORS**

#### **Application Requirements**

- 14.1. *A separate business licence is required for each food truck or mobile store operated by a mobile food vendor or mobile commercial vendor.*
- 14.2. *An applicant for a mobile food vendor or mobile commercial vendor business licence must provide the Licence Inspector with*
- a) *proof of insurance for the food truck or mobile store;*
  - b) *proof of approval by Pemberton Fire Rescue; and*
  - c) *information as to how the business will comply with the following Village bylaws:*
    - i. *Wildlife Attractants Bylaw*
    - ii. *Sign Bylaw; and*
    - iii. *Noise Regulation Bylaw*
- 14.3. *An applicant for a mobile food vendor business licence must provide the Licence Inspector with:*
- a) *proof of approval by the Vancouver Coastal Health;*
  - b) *written permission to use washroom facilities on the property or on an adjacent property;*
- 14.4. *An applicant for a mobile food vendor or mobile commercial vendor business licence to operate on a public space shall provide a copy of the permit, contract, or agreement with the Village authorizing the business to operate on the public space.*
- 14.5. *An applicant for a mobile food vendor or mobile commercial vendor business licence to operate on private property must provide the Licence Inspector with written permission from the owner of the property, allowing the food truck or mobile store to operate on the property.*

## Operational Requirements

14.6. A mobile food vendor or mobile commercial vendor must:

- a) provide a garbage container at the location of the food truck or mobile store;
- b) pick up all garbage and debris resulting from their operation within 100 meters of their location;
- c) not operate within six (6) metres of a fire hydrant;
- d) not impede pedestrian or motor vehicle traffic; and
- e) ensure that the food truck or mobile store is
  - i. is fully self-contained with no service connection other than electrical service being required; and
  - ii. is kept in good repair.

## Limit to Number of Business Licences

14.7. A maximum of five (5) *mobile food vendor or mobile commercial vendor* licences will be issued in a calendar year.

## **PART 15: TRADE CONTRACTORS HOME OCCUPATIONS**

~~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. Deleted.~~

15.2. A *trade contractor business* is a type of *home occupation business* and is subject to the application and operational requirements of a *home occupation business*.

15.3. A person applying for a *home occupation business licence* must provide the *Licence Inspector* with written authorization from the homeowner to carry on the *business on the premises*.

15.4. A person holding a *home occupation business licence* is subject to the operational requirements of a *home occupation business* set out in Zoning Bylaw No. 832, 2018.

## **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 vendor is required. Where a *business* has a current *business licence*, an additional *business licence* is not required for a Special Event.~~

17.3..1. A vendor participating in a *special event* must:

- a) hold a *business licence* valid for the duration of the *special event*, or
- b) obtain a *special event vendor business licence* prior to participating in the event as a vendor.

17.3..2. A vendor participating in a *special event* must:

- a) comply with the operational requirements of a *mobile food vendor* or a *mobile commercial vendor* set out in this bylaw, as applicable; and
- b) comply with all *Village bylaws and policies*.

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 ‘B’: **(Amendment Bylaw No. 905, 2021)**

<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' and 'B' are attached to and form part of this bylaw and are enforceable in the same manner as this bylaw. (*Amendment Bylaw No. 905, 2021*)~~

**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.

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Mike Richman  
Mayor

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Sheena Fraser  
Corporate Officer

**Date:** Tuesday, July 12, 2022

**To:** Elizabeth Tracy, Chief Administrative Officer

**From:** Gwendolyn Kennedy, Legislative Assistant

**Subject:** Fees and Charges Bylaw Amendment (Business Licence Fees) Bylaw No. 935, 2022

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### **PURPOSE**

The purpose of this report is to present to Council for first, second, and third readings, an amendment to Fees and Charges Bylaw No. 905, 2021 that corrects an error and updates the business licence fee schedule.

### **BACKGROUND**

Earlier during this meeting, Council considered an amendment to Business Licence Bylaw No. 855, 2019, which proposes changes to business licence types and the addition of a new business licence for special event vendors. As the business licence fees reside in the Fees and Charges Bylaw, this bylaw must be updated to reflect the Business Licence Bylaw amendment.

### **DISCUSSION & COMMENTS**

Staff propose replacing Schedule F of the Fees and Charges Bylaw with a new Schedule F, attached as **Appendix A**, that reflects the changes put forward in Business Licence Amendment Bylaw No. 934, 2022, and includes other minor updates. The proposed changes are as follows:

- the fee for a community event business licence has been reduced from \$150 to \$75.00. to reduce the burden on not-for-profit and government organizations providing events for the benefit of the community;
- the home occupation business licence, not previously noted separately in the schedule, was added with a fee of \$150;
- the business licence type titled "Street, Park, Mobile or Temporary Vendor" has been replaced with new business licence name, "Mobile Commercial Vendor or Mobile Food Vendor" to align with the Business Licence Bylaw definition;
- an error in the fee for the special event business licence, which was incorrectly stated to be \$150, has been corrected and now shows as \$100;
- the special event vendor business licence was added with an annual fee of \$50; AND
- the column showing business licence fees as of January 1, 2021, was removed as it is no longer relevant.

### **COMMUNICATIONS**

Amendment of the Fees and Charges Bylaw does not entail a legislated communications element. Once adopted, the bylaw will be posted on the Village website.

### **LEGAL CONSIDERATIONS**

There are no legal, legislative, or regulatory considerations.

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

Amendment of the Fees and Charges Bylaw has no impact on budget or staffing.

### **INTERDEPARTMENTAL IMPACT & APPROVAL**

Amendment of the Fees and Charges Bylaw has no impact on other departments.

### **COMMUNITY CLIMATE ACTION PLAN**

Amendment of the Fees and Charges Bylaw has no impact on the Community Climate Action Plan strategies.

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

Amendment of the Fees and Charges Bylaw has no impact on the region or neighbouring jurisdictions.

### **ALTERNATIVE OPTIONS**

There are no alternative options for consideration.

### **RECOMMENDATIONS**

**THAT** Council gives first, second, and third readings to Village of Pemberton Fees and Charges Bylaw No. 905, 2021, Amendment (Business Licence Fees) Bylaw No. 935, 2022.

### **ATTACHMENTS:**

**Appendix A:** Schedule F – Business Licence, showing proposed changes in red

**Appendix B:** Village of Pemberton Fees and Charges Bylaw No. 905, 2021, Amendment (Business Licence Fees) Bylaw No. 935, 2022

Prepared by:	Gwendolyn Kennedy, Legislative Assistant
Manager Approval:	Sheena Fraser, Manager, Corporate & Legislative Services
CAO Approval by:	Elizabeth Tracy, Chief Administrative Officer

## SCHEDULE F – BUSINESS LICENCE

1. The following fees and charges apply to business licences and services:

FEE DESCRIPTION	<del>AS OF JANUARY 1, 2021</del>	AS OF JANUARY 1, 2022	AS OF JANUARY 1, 2023
<b>INSPECTION OF PREMISES</b>			
ADDITIONAL INSPECTION, FIRE CHIEF	<del>\$100.00</del>	\$100.00	\$100.00
ADDITIONAL INSPECTION, BUILDING OFFICIAL	<del>\$100.00</del>	\$100.00	\$100.00
<b>TRANSFER OR CHANGE AT THE REQUEST OF THE BUSINESS</b>			
TRANSFER OR CHANGE FEE	<del>\$25.00</del>	\$25.00	\$25.00
<b>BUSINESS LICENCE FEES</b>			
ADMINISTRATION FEE (APPLICATION WITHDRAWN OR REFUSED)	<del>\$25.00</del>	\$25.00	\$25.00
INSPECTION FEE (APPLICATION WITHDRAWN OR REFUSED)	<del>\$100.00</del>	\$100.00	\$100.00
BUSINESS LICENCE FEE, RESIDENT AND NON- RESIDENT	<del>\$150.00</del>	\$150.00	\$150.00
<b>BUSINESS SPECIFIC FEES (PART NOTED)</b>			
CANNABIS PRODUCTION FACILITY, STANDARD	<del>\$5,000.00</del>	\$2,500.00	\$150.00
CANNABIS PRODUCTION FACILITY, MICRO	<del>\$2,500.00</del>	\$1,250.00	\$150.00
CANNABIS RETAIL STORE	<del>\$5,000.00</del>	\$2,500.00	\$150.00
COMMUNITY EVENT	<del>\$150.00</del>	<del>\$150.00</del> \$75.00	<del>\$150.00</del> \$75.00
FARMERS' MARKET	<del>\$300.00</del>	\$300.00	\$300.00
<b>HOME OCCUPATION</b>		<b>\$150.00</b>	<b>\$150.00</b>
<del>STREET, PARK, MOBILE OR TEMPORARY VENDOR</del> <b>MOBILE COMMERCIAL VENDOR OR MOBILE FOOD VENDOR</b>	<del></del> \$300.00	<del></del> \$300.00	<del></del> \$300.00
SHORT-TERM VACATION RENTAL	<del>\$300.00</del>	\$300.00	\$300.00
SPECIAL EVENT	<del>\$150.00</del>	<del>\$150.00</del> \$100.00	<del>\$150.00</del> \$100.00
TRADE CONTRACTOR	<del>\$150.00</del>	\$150.00	\$150.00
<b>SPECIAL EVENT VENDOR</b>		<b>\$50.00</b>	<b>\$50.00</b>
VENDING MACHINE	<del>\$150.00</del>	\$150.00	\$150.00

<b>FEE DESCRIPTION</b>	<b>AS OF JANUARY 1, 2021</b>	<b>AS OF JANUARY 1, 2022</b>	<b>AS OF JANUARY 1, 2023</b>
<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%

VILLAGE OF PEMBERTON  
BYLAW No. 935, 2022

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**A bylaw to amend Village of Pemberton Fees and Charges Bylaw No. 905, 2021**

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

**CITATION**

- 1. This Bylaw may be cited for all purposes as “Village of Pemberton Fees and Charges Bylaw No. 905, 2021, Amendment (Business Licence Fees) Bylaw No. 935, 2022.”

**APPLICATION**

- 2. Village of Pemberton Fees and Charges Bylaw No. 905, 2021, is amended by:  
  - 2(1)** Replacing Schedule F, Business Licence, with a new Schedule F.

**SCHEDULE**

- 3. Schedule F is attached to and forms part of this Bylaw.

**READ A FIRST TIME** this 12<sup>th</sup> day of July, 2022.

**READ A SECOND TIME** this 12<sup>th</sup> day of July, 2022.

**READ A THIRD TIME** this 12<sup>th</sup> day of July, 2022.

**ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2022.

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Mike Richman  
Mayor

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Sheena Fraser  
Corporate Officer



## SCHEDULE F – BUSINESS LICENCE

1. The following fees and charges apply to business licences and services:

FEE DESCRIPTION	AS OF JANUARY 1, 2022	AS OF JANUARY 1, 2023
<b>INSPECTION OF PREMISES</b>		
ADDITIONAL INSPECTION, FIRE CHIEF	\$100.00	\$100.00
ADDITIONAL INSPECTION, BUILDING OFFICIAL	\$100.00	\$100.00
<b>TRANSFER OR CHANGE AT THE REQUEST OF THE BUSINESS</b>		
TRANSFER OR CHANGE FEE	\$25.00	\$25.00
<b>BUSINESS LICENCE FEES</b>		
ADMINISTRATION FEE (APPLICATION WITHDRAWN OR REFUSED)	\$25.00	\$25.00
INSPECTION FEE (APPLICATION WITHDRAWN OR REFUSED)	\$100.00	\$100.00
BUSINESS LICENCE FEE, RESIDENT AND NON-RESIDENT	\$150.00	\$150.00
<b>BUSINESS SPECIFIC FEES (PART NOTED)</b>		
CANNABIS PRODUCTION FACILITY, STANDARD	\$2,500.00	\$150.00
CANNABIS PRODUCTION FACILITY, MICRO	\$1,250.00	\$150.00
CANNABIS RETAIL STORE	\$2,500.00	\$150.00
COMMUNITY EVENT	\$75.00	\$75.00
FARMERS' MARKET	\$300.00	\$300.00
HOME OCCUPATION	\$150.00	\$150.00
MOBILE COMMERCIAL VENDOR OR MOBILE FOOD VENDOR	\$300.00	\$300.00
SHORT-TERM VACATION RENTAL	\$300.00	\$300.00
SPECIAL EVENT	\$100.00	\$100.00
TRADE CONTRACTOR	\$150.00	\$150.00
SPECIAL EVENT VENDOR	\$50.00	\$50.00
VENDING MACHINE	\$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%
<b>NON-REFUNDABLE APPLICATION PROCESSING FEE</b>		
CANNABIS RETAIL STORE	\$1000.00 + COSTS	\$1,000.00 + COSTS
CANNABIS PRODUCTION FACILITY	\$1,000.00	\$1,000.00
<b>AUXILIARY BUSINESS</b>		
FEE FOR BUSINESS THAT IS AUXILIARY TO AN EXISTING BUSINESS	\$50.00	\$50.00
<b>BUSINESS LICENCE LATE PAYMENT FEE</b>		
ALL BUSINESSES	+25%	+25%

**VILLAGE OF PEMBERTON  
BYLAW No. 932, 2022**

---

**A bylaw to amend Village of Pemberton Parks and Public Spaces Use Bylaw No. 797, 2016**

---

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

**CITATION**

1. This Bylaw may be cited for all purposes as “Village of Pemberton Parks and Public Spaces Use Amendment (Public Spaces Definition) Bylaw No. 932, 2022.”

**APPLICATION**

2. Village of Pemberton Parks and Public Spaces Use Bylaw No. 797, 2016, is amended by:

- 2(1) In section 2.1, striking out the definition of public spaces and inserting in its place the following new definition:

**“Public Spaces”** means:

- (a) a park or parkland, public space, highway, or any real property or interest therein within the Village or held by the Village;
    - (b) land held under any lease of the foreshore and land covered by water granted to the Village by Her Majesty the Queen; or
    - (c) the forest inside the Village boundary;

held or used for pleasure, recreation, or community uses of the public, whether or not the land is identified by signage or any other device.

**READ A FIRST TIME** this 21<sup>st</sup> day of June, 2022.

**READ A SECOND TIME** this 21<sup>st</sup> day of June, 2022.

**READ A THIRD TIME** this 21<sup>st</sup> day of June, 2022.

**ADOPTED** this 12<sup>th</sup> day of July, 2022.

---

Mike Richman  
Mayor

---

Sheena Fraser  
Corporate Officer

**VILLAGE OF PEMBERTON**  
**BYLAW No. 933, 2022**

---

**A bylaw to amend Village of Pemberton Parking and Traffic Control Bylaw No. 840, 2018**

---

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

**CITATION**

1. This Bylaw may be cited for all purposes as “Village of Pemberton Parking and Traffic Control Bylaw No. 840, 2018, Amendment (Public Parking Lot) Bylaw No. 933, 2022.”

**APPLICATION**

2. Village of Pemberton Parking and Traffic Control Bylaw No. 840, 2018, is amended by:

- 2(1)** In section 2.1, striking out the definition of parking lot and inserting in its place the following new definition:

*Parking lot, public* means the use of *land* for the short-term parking of *vehicles* that it is provided to the general public free of charge.

- 2(2)** Striking our section 3.1 (g) and inserting in its place the following:

- g) Abandon a *vehicle* on a *highway* or in a *public parking lot* except:
  - i. by direction of a *police officer*;
  - ii. as required by law; or
  - iii. if strictly necessary.

- 2(3)** Inserting a new section 3.2 as follows:

3.2. If an owner or operator abandons a vehicle, the owner or operator must:

- a) inform the RCMP or the *Manager* of the *vehicle*'s location as soon as possible;
- b) arrange to have the *vehicle* removed to a suitable location; and
- c) pay all expenses, costs and charges of removal and storage.

- 2(4)** In section 7.1, striking out the word “Municipal” and inserting in its place the word “public”.

**READ A FIRST TIME** this 21<sup>st</sup> day of June, 2022.

**READ A SECOND TIME** this 21<sup>st</sup> day of June, 2022.

**READ A THIRD TIME** this 21<sup>st</sup> day of June, 2022.

**ADOPTED** this 12<sup>th</sup> day of July, 2022.

---

Mike Richman  
Mayor

---

Sheena Fraser  
Corporate Officer

July 4, 2022.

Dear Mayor and Council, SLRD Directors, and MOTI Managers:

I am writing to all of you today regarding safety concerns related to the Sea to Sky Highway and the portion of the Friendship trail that was built in MOTI right of way adjacent to our farm east of the Lillooet River bridge between Pemberton and Mount Currie.

Earlier this past week I emailed about lack of farm equipment signage on the Sea to Sky Highway. A driver passed our tractor on a double line on the Sea to Sky Highway between Clover Road and our farm, east of the Lillooet River bridge, narrowly missing our tractor and causing an accident. We have been requesting farm equipment signage for approximately 15 years. Now, a couple of days ago we barely missed a cyclist travelling the Friendship Trail as we were accessing our farm from the highway.

This past week we started haying on our farm north east of the Lillooet River bridge. We narrowly missed hitting a cyclist at our driveway on the trail that crosses our private access to our farm. The cyclist did not stop at the trail stop sign. In fact, not one cyclist we saw (and there were many) stopped at the trail stop signs. When we were coming off the highway with our long truck and trailer onto our farm, we needed to quickly turn down into the driveway to get the entire rig off the highway. Because of the brush it is impossible to see cyclists in advance of turning off the highway.

When the Friendship Trail was being built, I requested a copy of the construction plan and profile so we could offer essential input regarding the impact to our operational farm. Unfortunately, local governments did not feel it was necessary to consult with us regarding their plans as they said the trail was being constructed on MOTI right of way. We have become quite accustomed to this lack of concern or support from government groups, not respecting the needs of farms in our area.

We taped a couple of signs to the bottom of the trail stop signs to warn cyclists, as we needed to get our hay off the field before the rain.

We will be travelling back and forth to our farm for the summer and into the fall. Something more permanent needs to be done immediately to improve safety at the access to our farm. Possibly installing larger signs with language around farm equipment turning, impressing to pedestrians and cyclists the need to come to a full stop at the driveway. As well, brushing out for a distance on either side of the driveway would provide greater visibility.

I look forward to hearing of a safety plan as soon as possible. Once the weather improves, we will need to resume moving farm equipment back and forth between our farm properties. Thank you for your attention to this important safety concern.

Sincerely  
Brenda McLeod

██████████  
██████████ Pemberton BC V0N 2L0

██████████  
Telephone: ██████████

May 24, 2022

Mayor Mike Richman  
Village of Pemberton  
Box 100  
Pemberton, BC V0N 2L0

**RECEIVED**

**MAY 30 2022**

**Village of Pemberton**

Dear Mayor Richman:

**Re: 2022 LMLGA Resolution(s)**

UBCM is in receipt of the attached resolution(s) endorsed by your Council. Your resolution(s) received endorsement at the 2022 LMLGA Spring Convention.

As such, the resolution(s) will be included in UBCM Resolutions Book for the 2022 UBCM Convention in September.

Please contact Jamee Justason, Resolutions and Policy Analyst, if you have any questions about this process, email: [jjustason@ubcm.ca](mailto:jjustason@ubcm.ca).

Sincerely,



Councillor Laurey-Anne Roodenburg  
UBCM President

*Enclosure*

## **Cost of Policing for Small Communities**

**Pemberton**

Whereas the current funding model for RCMP services results in an immense financial burden for small municipalities when their population grows above 5,000;

And whereas a large proportion of RCMP time and budget goes to policing provincial highways that either run through or beside small communities:

Therefore be it resolved that UBCM request that the provincial government develop a more transitional funding model for RCMP services for small communities that would see incremental adjustments as a community grows beyond 5,000 and then beyond 10,000 and finally over 15,000 residents;

And be it further resolved that UBCM be involved in the development of the policy.

**Convention Decision:**

**RECEIVED**

**MAY 30 2022**

**Village of Pemberton**

## **Reimbursement for Highway Rescue Services**

**Pemberton**

Whereas many small community volunteer fire departments and societies provide vital highway rescue services for vehicle crashes that occur on provincial highways;

And whereas reimbursement of costs under the current model leaves fire departments and local governments to absorb a significant part of the cost of providing the services:

Therefore be it resolved that UBCM request the Province revise the funding model to ensure that fire departments and societies are reimbursed for all highway rescue incidents to which they attend outside of the municipal boundaries;

And be it further resolved that UBCM request the Province to consider permitting fire departments to be reimbursed by the Insurance Corporation of British Columbia for highway rescue services at a rate determined by Emergency Management BC in consultation with the Office of the Fire Commissioner of British Columbia.

**Convention Decision:**

**RECEIVED**

**MAY 30 2022**

**Village of Pemberton**

**From:** Marie-Pier Triganne <marie-pier.triganne@cn.ca>  
**Sent:** Wednesday, June 15, 2022 7:23 AM  
**To:** Sheena Fraser <sfraser@pemberton.ca>  
**Subject:** Rail Safety Week 2022 | Proclamation request



cn.ca

Dear Ms. Fraser:

Every year, more than 2,100 North Americans are killed or seriously injured because of unsafe behaviour around tracks and trains. Every one of these incidents and deaths are preventable. By looking out for each other and working together, we can help keep our communities safe and prevent injuries and fatalities on or near railway property.

Safety is a core value at CN and we continue to take all necessary steps to protect our employees, communities, customers, vendors and partners with the objective of reducing rail related injuries and fatalities to zero. As we safely serve our customers and keep the economy moving, we remain committed in our efforts to educate the public on rail safety.

Rail Safety Week will be held in Canada, the United States, and Mexico from September 19-25, 2022. Once again this year, efforts to get the rail safety message out will be stronger than ever and represent a unique opportunity to work together with you, *Operation Lifesaver*, local authorities, CN Police Service officers and all CN employees to help prevent accidents and injuries at rail crossings in your community, and ensure everyone's safety on and around railroad infrastructure year-round.

### **Rail Safety is a shared responsibility**

As leaders in your community, your council can play a key role in preventing incidents and saving lives by adopting the attached draft proclamation. Please send a copy of your proclamation by e-mail to [Marie-Pier.Triganne@cn.ca](mailto:Marie-Pier.Triganne@cn.ca) and let us know about your plans to promote rail safety in your community.

If you have any questions or concerns about rail safety in your community, please contact our Public Inquiry Line at 1-888-888-5909. For additional information about Rail Safety Week 2022, please consult [cn.ca/railsafety](http://cn.ca/railsafety) or [operationlifesaver.ca](http://operationlifesaver.ca).

Stephen Covey

Cyrus Reporter

Chief of Police and  
Chief Security Officer

Vice-President, Public, Government & Regulatory Affairs





**RESOLUTION IN SUPPORT OF RAIL SAFETY WEEK**

**Whereas *Rail Safety Week*** is to be held across Canada from September 19 to 25, 2022;

**Whereas** it is in the public's interest to raise citizens' awareness of the dangers of ignoring safety warnings at level crossings and trespassing on rail property to reduce avoidable deaths, injuries and damage caused by incidents involving trains and citizens;

**Whereas** Operation Lifesaver is a public/private partnership whose aim is to work with the public, rail industry, governments, police services, media and others to raise rail safety awareness;

**Whereas** CN has requested City Council adopt this resolution in support of its ongoing efforts to raise awareness, save lives and prevent injuries in communities, including our municipality;

It is proposed by Councillor \_\_\_\_\_

seconded by Councillor \_\_\_\_\_

It is hereby **RESOLVED** to support national ***Rail Safety Week*** to be held from September 19 to 25, 2022.

## **RÉSOLUTION D'APPUI À LA SEMAINE DE LA SÉCURITÉ FERROVIAIRE**

**Attendu que la Semaine de la sécurité ferroviaire** aura lieu au Canada du 19 au 25 septembre 2022.

**Attendu qu'**il est d'intérêt public de sensibiliser nos concitoyens sur le danger de ne pas tenir compte des signaux d'avertissement aux passages à niveau et de s'introduire sur les propriétés ferroviaires, afin de réduire le nombre de décès, de blessures et de dommages évitables résultant d'incidents mettant en cause des trains et des citoyens.

**Attendu qu'**Opération Gareautrain est un partenariat public-privé qui a pour objet de travailler de concert avec le public, le secteur ferroviaire, les gouvernements, les services de police, les médias et autres organismes pour accroître la sensibilisation à la sécurité ferroviaire.

**Attendu qu'**Opération Gareautrain demande au Conseil de ville d'adopter la présente résolution afin d'appuyer les efforts soutenus déployés par cet organisme pour sensibiliser les gens, sauver des vies et prévenir les blessures dans les collectivités, y compris sur le territoire de notre municipalité.

Proposition de \_\_\_\_\_

appuyé par \_\_\_\_\_

Il est par conséquent **RÉSOLU** d'appuyer la **Semaine nationale de la sécurité ferroviaire**, qui se déroulera du 19 au 25 septembre 2022.



# TOWN OF GIBSONS

PO Box 340  
474 South Fletcher Road  
Gibsons BC | V0N 1V0

T 604-886-2274

F 604-886-9735

info@gibsons.ca

www.gibsons.ca

## OFFICE OF THE MAYOR | WILLIAM BEAMISH

June 16, 2022

0560-30

Via Email

Dear Mayor and Council,

### **Re: Hospice Services Funding – UBCM resolution from Town of Gibsons**

At our May 17, 2022 Regular meeting, Council considered and adopted the following resolution:

“WHEAREAS Hospice Societies across BC offer services and innovative programs which enhance the quality of life of palliative patients and their caregivers in the community where they live, as well as supportive bereavement programs for those who are left behind:

AND WHEREAS reliable government funding necessary for the sustainability of the essential social service provided by Hospice Societies is inconsistent and irregular:

NOW THEREFORE BE IT RESOLVED that UBCM call upon the Government of British Columbia to recognize the established place of Hospice Societies in the continuum of palliative care and bereavement support and develop a funding model which provides annual operational funding to community-based hospice societies for the provision of programs and services:

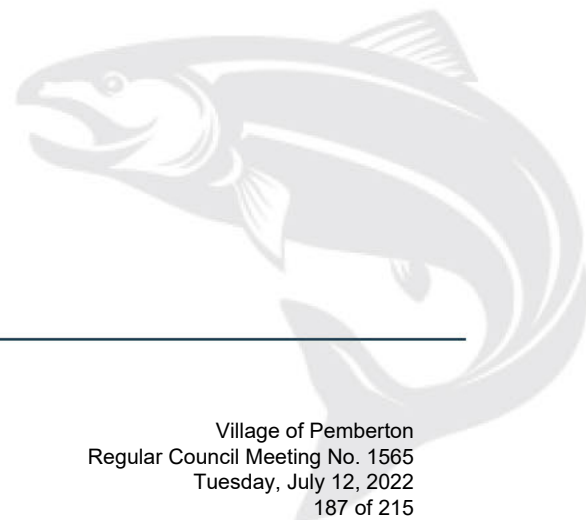
AND FURTHER THAT UBCM encourages local governments to also contribute financial support to Hospice Societies within their communities.”

Thank you in advance for your support and consideration for this resolution. Please feel free to contact our office should you have any questions or comments.

Yours truly,



William Beamish  
Mayor of Gibsons



**TOWN OF GIBSONS**

*“Nature is our most valuable asset”*



Anna Barford  
Stand.earth  
5307 Victoria Drive, Suite 347  
Vancouver, BC, V5P 3V6  
anna@stand.earth, 604-757-7029

17 June 2022

Mayor and Council  
Village of Pemberton

Box 100, 7400 Prospect Street  
Pemberton, BC, Canada  
V0N 2L0  
Sent via: email

Re: Motion at UBCM Protecting BC Coasts From Acidic Washwater Dumping being brought forward by Vancouver

We are writing today as Stand.Earth to bring your attention to an important resolution that will be coming before UBCM, having passed unanimously at LMLGA, to address acidic wastewater discharge in all waters off BC.

It is well established that ocean acidification has devastating effects on marine life, aquaculture, and coastal communities dependent on a thriving ocean. In recent years a new device has been taken up in record numbers that is dumping catastrophic volumes of acidic wastewater directly into the ocean from vessels.

In order to mitigate sulphur air pollution from burning heavy oil, the maritime shipping industry employs exhaust gas cleaning systems (scrubbers) instead of simply switching to lower sulphur fuels which are already available on the market. Scrubbers result in a solution of concentrated acidic sulphates, metals, and other toxins that are dumped directly into the ocean while the ship is in operation.

Cruise and cargo vessel traffic in Canadian jurisdiction annually discharge tens of millions tonnes of this acidic washwater directly into the coastal waters of BC. [The International Council for the Exploration of the Seas](#) has found that scrubber washwater has lethal and sub-lethal effects on plankton, a critical component of marine ecosystems.



The Vancouver Fraser Port Authority is demonstrating regional [leadership](#) in preventing acidic wastewater dumping and is [phasing in a requirement simply for ships to burn cleaner fuels](#). They join the [Port of Seattle](#), Quebec's Port Sept-Iles, [The State of California](#) and ports [around the world](#) in taking steps to prevent the use of scrubbers and mandate a transition to cleaner fuels.

The resolution before UBCM is critical to bring this issue to the table with levels of government that have jurisdiction over territorial waters and can protect the Salish and Great Bear Seas. The unanimous vote at LMLGA to pass this resolution for consideration at UBCM is a clear signal that local elected leaders care about the health of coastal waters, and are concerned about the future of coastal communities if acidic dumping isn't addressed. We are so grateful for this clarity and signal of care from elected leaders from Hope to Pemberton, and are counting on your continued support.

We urge you to support the motion "Protecting B.C.'s Coasts From Acidic Washwater Dumping" at the upcoming UBCM convention in September.

Thank you for your consideration of our letter. Please do not hesitate to reach out at [anna@stand.earth](mailto:anna@stand.earth).

Sincerely,

Anna Barford  
Canada Shipping Campaigner  
Stand.earth  
Vancouver, BC



**Jonathan X. Côté**  
Mayor

June 21, 2022

Dear Mayor and Council,

**Re: Library Funding UBCM Resolution**

I am writing to ask for your support for a resolution that the City of New Westminster is bringing to the UBCM Annual Convention in September.

The Province of British Columbia provides grants to public libraries annually. In 2009, provincial funding for BC's public libraries was reduced from \$17.9 million to \$14 million. The grant has remained static at \$14 million since 2010. The lack of annual increases means that each year libraries receive less provincial funding as a portion of overall revenue, which results either in cuts to services or an increased cost to municipalities. Inflationary pressures compound the financial situation of BC libraries. Funding is provided to individual libraries; in 2022, the New Westminster Public Library (NWPL) received a grant of \$146,300, which represents 2.9% of NWPL's total operating budget, and a one-time COVID-19 relief and recovery grant of \$79,933.53 that will help address some needs this year only.

As in previous years, the BC Public Library Partners (BC Library Trustees Association, Association of BC Public Library Directors, BC Library Association and BC Libraries Cooperative) are coordinating advocacy efforts to increase provincial funding for libraries. The budget request in 2023 is for \$22 million.

In response to an appeal from our Library Board, at a meeting on June 13, 2022, New Westminster City Council received passed the following resolution to be considered by the UBCM:

WHEREAS libraries in British Columbia are largely financed by levies paid by local governments, and where provincial library funding has remained stagnant for the past 10 years;

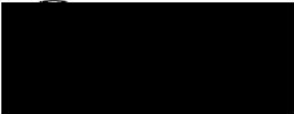
AND WHEREAS public libraries are central to communities, provide equitable access to vital resources, including internet, computers, digital

library tools and in-person services from expert staff which are essential for low-barrier services and support job seekers and small businesses, that increase literacy in communities, that advance reconciliation with Indigenous peoples, and that promote equity and inclusion;

THEREFORE BE IT RESOLVED that the Union of the BC Municipalities call on the Government of British Columbia to provide long-term sustainable funding for public libraries in BC and that the Province ensure that BC Libraries will henceforth receive regular increases to Provincial Government funding in subsequent years.

The support of your delegates to UBCM for this motion would be greatly appreciated.

Sincerely,



Jonathan X. Cote  
Mayor



June 28, 2022

Ref: 269899

Mayors and Regional District Chairs of British Columbia  
Attendees of the May 2022 Regional Meetings with Minister Nathan Cullen and Minister Katrine Conroy

Dear Mayors and RD Chairs:

Thank you for taking the time to join Minister Nathan Cullen and Minister Katrine Conroy for the May 2022 regional meetings that provided an update from the BC Wildfire Service.

As a follow-up to the meetings, the BC Wildfire Service is sharing the Power Point Presentation (Presentation) that was shown at the meetings. The Presentation is attached to this email.

#### BC Wildfire Service information

- [Wildfire Service - Province of British Columbia \(gov.bc.ca\)](https://www.gov.bc.ca/wildfire/)
- [Fire Weather - Province of British Columbia \(gov.bc.ca\)](https://www.gov.bc.ca/fire-weather/) (includes the current seasonal outlook)
- Facebook: <https://www.facebook.com/BCForestFireInfo/>
- Twitter: <https://twitter.com/BCGovFireInfo>

#### Mobile App

The BC Wildfire Service Mobile App has been updated to allow reporting wildfire including uploading photos. Additional enhancements include more accurate and timely push notifications, streamlined real-time information, and video tutorials.

- Apple (IOS): [Download directly from the App Store \(IOS\)](#)
- Android: [Download directly from the Google Play Store](#)

#### FireSmart BC

Wildfire prevention and preparedness is everyone's responsibility. British Columbians can play a critical role in mitigating wildfire risks by undertaking FireSmart initiatives to help reduce wildfire risks and create more fire-resilient communities. For information about how to FireSmart your home, property, and community, including accessing funding, visit: [firesmartbc.ca](https://firesmartbc.ca).



### Emergency preparedness

- [Public emergency preparation and recovery - Province of British Columbia \(gov.bc.ca\)](#)
- [EmergencyInfoBC | Your source for emergency response and recovery information \(gov.bc.ca\)](#)
- [River Forecast Centre - Province of British Columbia \(gov.bc.ca\)](#)

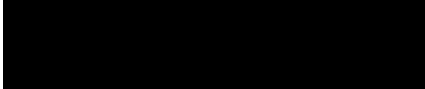
If you did not get a chance to speak during the meetings or if you have any additional questions or comments, please send an email to [bcws.correspondence@gov.bc.ca](mailto:bcws.correspondence@gov.bc.ca).

Our plan is to take a summer break from these meetings and restart them in November after the 2022 UBCM Convention and Fall 2022 general local elections. Minister's Office staff will be in touch with you about the November date, time, and meeting information.

Minister Cullen is committed to continuing to meet with local elected leaders on a regular basis. **If there are particular topics or themes you would like to have covered in future meetings, please share these via email to [MUNI.Minister@gov.bc.ca](mailto:MUNI.Minister@gov.bc.ca).**

Thank you again for your participation. Have a safe summer and Minister Cullen and I look forward to connecting with you in person at the 2022 UBCM Convention.

Sincerely,



Tara Faganello  
Assistant Deputy Minister

pc: Chief Administrative Officers  
Laurey-Anne Roodenburg, President, UBCM  
Gary MacIsaac, Executive Director, UBCM  
Candace Witkowskyj, Executive Director, LGMA  
Todd Pugh, Executive Director, CivicInfo BC  
Ian Meier, Executive Director, BC Wildfire Service

June 28, 2022

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

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

## Form Submission Info

First Name: Gina

Last Name: Ciccone

Street Address: [REDACTED]

PO Box:

Town/City: Pemberton

Province: BC

Postal Code: V0N2L3

Phone Number: [REDACTED]

Email: [REDACTED]

Please attach any related documents (if applicable):

**Message to Mayor & Council:** Dear Council,

I'm writing to you to advise of my support for the Harrow Road Project. I own a long term property management company that operates in the Sea to Sky. As someone that works in long term rentals in Pemberton, I know of the dire need for affordable housing. While increasing rent prices reflect owners increasing costs, it only serves to remind that 1) wages are not rising in line with rental rates; 2) this is pricing out people not only from home ownership, but also from rentals within our community; 3) secure housing helps create homes for employees who contribute to the community. This housing project is one tool to help increase the amount of affordable housing options in Pemberton. Social housing and social assistance programs are crucial to a healthy community. Those that speak out regarding this project not 'paying taxes' etc, need to think other tax exempt social programs that also build strength in community, and provide assistance to those that need it. Those concerned about the land not being suitable, should consider that engineers and architects will take this into consideration on the build. While I can

appreciate that many of us don't want to see buildings this tall becoming the norm in Pemberton, the addition of commercial businesses will provide not only much needed services in the community, but also additional revenue which allow these properties to be self sustaining with reduced reliance on government. I applaud the initiative that it took to get all of the grants and funding to make this possible, and hope that we see this being built in the coming year.

June 28, 2022

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

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

### Form Submission Info

First Name: Nigel

Last Name: Protter

Street Address: [REDACTED]

PO Box:

Town/City: Pemberton

Province: BC

Postal Code: V0N2L3

Phone Number: [REDACTED]

Email: [REDACTED]

Please attach any related documents (if applicable):

Message to Mayor & Council: Dear Mayor and Council,

Please add my name to the list of supporters of the proposed affordable housing project.

This is an essential development for our community's future well-being.

Sincerely,

(Signed) Nigel Protter

Village of Pemberton

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

## Form Submission Info

First Name: Ryan

Last Name: Dyrbye

Street Address: 7437 Frontier st

PO Box: [REDACTED]

Town/City: Pemberton

Province: British Columbia

Postal Code: V0N 2L0

Phone Number: [REDACTED]

Email: [REDACTED]

Please attach any related documents (if applicable):

Message to Mayor & Council: Hello,

As part owner of Frontier Street Pharmacy in Pemberton, we are very much in favor of the harrow street affordable housing project. It is very hard to get staff to work at our store due to the lack of affordable housing in pemberton. We all think this is an excellent idea, and one that would be great for the community.

If you need to reach me to discuss further, you can also reach me on my cell at [REDACTED]  
[REDACTED]

Thank you,  
Ryan Dyrbye  
Vice President Operations  
Frontier St. Pharmacy  
Village of Pemberton

June 29, 2022

Mayor Mike Richman  
Village of Pemberton  
Box 100  
Pemberton, BC V0N 2L0

**RECEIVED**

JUL 04 2022

**Village of Pemberton**

Dear Mayor Richman:

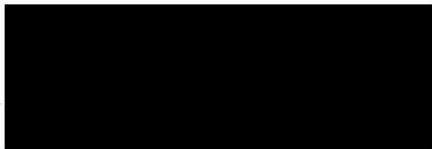
**Re: 2022 Resolution(s)**

UBCM confirms receipt of the attached resolution(s) endorsed by your Council and submitted directly to UBCM by the June 30 deadline.

The resolution(s) will be included in UBCM Resolutions Book for the 2022 UBCM Convention in September.

If you have any questions, please contact Jamee Justason, Resolutions and Policy Analyst at 604.270.8226 ext. 100 or [jjustason@ubcm.ca](mailto:jjustason@ubcm.ca).

Sincerely,



Councillor Laurey-Anne Roodenburg  
UBCM President

*Enclosure*

## **Crown Land Application Wait Times**

**Pemberton**

Whereas municipal use of crown land is often essential to the provision of important municipal services;

And whereas the lengthy application process for nominal rent tenures and sponsored crown grants impacts municipalities' ability to provide these services:

Therefore be it resolved that UBCM request that the Province increase funding to reduce application wait times and improve the application process for sponsored crown grants and nominal rent tenures.

**Convention Decision:**



HOUSE OF COMMONS  
CHAMBRE DES COMMUNES  
CANADA

*Patrick Weiler*

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

June 30, 2022

Dear Friends & Neighbours,

The growth of Canada’s wine sector is a major success story, providing business opportunities for grape growers and wine makers, while contributing to the economic vitality of rural communities. The Government of Canada is building on this success to ensure the wine sector continues to thrive. That is why yesterday we **announced details of a new two-year, up to \$166-million Wine Sector Support Program** that will provide wineries with the tools they need to stay innovative and competitive, in order to capitalize on new opportunities.

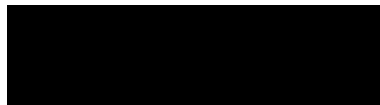
All licensed wineries in Canada that produce or contract out the production of bulk wine from primary agricultural products, such as grapes, berries, other fruit, dandelions, rice and sap, will be eligible for support under the program. Support will be provided in the form of a grant based on the production of bulk wine fermented in Canada from domestic and/or imported primary agricultural products in the previous year. Individual payments will be dependent on the total litres of eligible wine submitted to the program and individual applicants’ total eligible wine production.

Canada’s vibrant wine sector is a significant contributor to country’s economy, with growth taking place in all areas of the value chain, from grape growing to retail sales and tourism. The Government of Canada remains committed to helping strengthen the future of the Canadian wine sector so that wineries continue to thrive domestically and in the global marketplace.

**Applications for the first year of the Program can be submitted between July 4, 2022 and August 12, 2022. For more details on eligibility and how to apply for the Wine Sector Support program, [please visit this website.](#)**

As always, if you have any questions, please do not hesitate to reach out to our office.

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 Village of Pemberton  
British Columbia V7W 2G5 Ontario K1A 0A6 Regular Council Meeting No. 1565  
Tel.: 604-913-2660 | Fax.: 604-913-2664 Tel.: 613-947-4617 | Fax.: 613-847-4620 Tuesday, July 12, 2022  
200 of 215



**From:** no-reply@webguidecms.ca <no-reply@webguidecms.ca>  
**Sent:** Tuesday, July 5, 2022 9:56 AM  
**To:** Sheena Fraser <sfraser@pemberton.ca>; Gwendolyn Kennedy <gkennedy@pemberton.ca>  
**Subject:** Website Submission: Write to Mayor & Council - pemberton.ca

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

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

### Form Submission Info

**First Name:** Chris

**Last Name:** Ankeny

**Street Address:** [REDACTED]

**PO Box:**

**Town/City:** Pemberton

**Province:** BC

**Postal Code:** V0N 2L1

**Phone Number:** [REDACTED]

**Email:** [REDACTED]

**Please attach any related documents (if applicable):**

**Message to Mayor & Council:** I just want to go on record that I support the new Harrow Road Project. As a business owner , Mount Currie Coffee Co., affordable housing is the biggest challenge my staff face trying to make a living in Pemberton. These type of projects are the answer to keep businesses in town operational plain and simple. I would like to see not only one of these projects but many more in the future. I hope that Mayor and council feel the same way. It is critical to keeping our small businesses alive.

Village of Pemberton

**From:** Weiler, Patrick - M.P. <[Patrick.Weiler@parl.gc.ca](mailto:Patrick.Weiler@parl.gc.ca)>

**Sent:** July 5, 2022 12:00 PM

**To:** Weiler, Patrick - M.P. <[Patrick.Weiler@parl.gc.ca](mailto:Patrick.Weiler@parl.gc.ca)>

**Subject:** More Information about the Government of Canada's Age Well at Home initiative

Good afternoon,

Please see the attached slide deck which provides more information regarding the launch of the Age Well at Home Initiative and the two program streams now open for applications: In-Home Support Pilot Projects and Scaling Up for Seniors.

Sincerely,  
Kevin Hemmat



Kevin Hemmat  
Office of Patrick Weiler  
Director of Communications  
West Vancouver-Sunshine Coast-Sea to Sky Country  
Office: 604-913-2660  
Cell: 604-353-2550  
[Kevin.Hemmat.842@parl.gc.ca](mailto:Kevin.Hemmat.842@parl.gc.ca)



Before printing this e-mail, think about the Environment



# Age Well at Home

## Information Session to Members of Parliament

Calls for Proposals  
June 22, 2022

# Purpose

- Provide an overview of the Age Well at Home (AWAH) initiative
- Outline the approach for Calls for Proposals (CFPs)
  - Explain how organizations can apply
  - Outline the communications and outreach plan
- Next Steps



# Context

- The pandemic has strengthened the resolve of many Canadian seniors to stay at home for as long as possible, but that can become difficult as they age, their income declines and/or their needs change. They most often turn to informal caregivers such as family and friends for help\*
- Provinces and territories face high demand for home health and personal care services delivered by health professionals and personal support workers. Other service offerings and community care vary across and within jurisdictions
- Supports offered by the growing number of companies focusing on seniors may not be an option for low-income seniors. Across Canada, seniors' access to practical supports to help them age well at home varies widely. Supports needed can include help with transportation, home repairs, housework and other instrumental activities of daily living
- Seniors-serving organizations from the charitable and non-profit sector play a valuable role in providing access to practical supports, including for vulnerable seniors
- These organizations often face challenges in finding funding to hire staff and mobilize volunteers to deliver services



# Age Well at Home Initiative Overview

- Canadian seniors want to stay in their own homes and communities as long as possible – but many vulnerable seniors do not have all the supports they need in order to live independently
- Budget 2021 committed \$90 million until March 2025 to support seniors in their homes through the Age Well at Home initiative
- AWAH complements, but does not duplicate, the Community-based stream of the New Horizons for Seniors Program (NHSP). As a distinct initiative, AWAH is a time-limited investment that will fund projects of a larger size and scale than the annual calls for proposals typical of the NHSP Community-based stream, specifically targeting projects to help low-income and otherwise vulnerable seniors age at home

## Design

ESDC will provide seniors-serving organizations with funding for projects to help low-income and otherwise vulnerable seniors age at home through two funding streams:

- 1) **In-Home Support Pilot Projects (Local Projects)**  
Pilots will explore how seniors-serving organizations can mobilize volunteers to deliver practical in-home support services (e.g., home maintenance, meal preparation, transportation) to seniors
- 2) **Scaling Up for Seniors (National/Regional Projects)**  
Seniors-serving organizations will expand projects that have already been shown to help seniors age at home. Projects will generate lessons learned about how successful interventions can be adapted to serve a broader population

# In-Home Support Pilot Projects

- **Objective:** To provide funding to seniors-serving organizations to deliver volunteer-based practical supports that help low-income and otherwise vulnerable seniors age at home
- **Scope and scale:** Local, within one province and territory
- **Example of eligible activities:**
  - Light housekeeping (e.g. laundry, cleaning);
  - Meal delivery and/or preparation;
  - Home maintenance (e.g. repairs, yard work, lawn mowing);
  - Transportation (e.g. to appointments, errands);
  - Snow removal;
  - Volunteer drop offs (e.g. groceries, medication, pet supplies); and
  - Friendly visiting in the home
  - Help with navigation and access to eligible services provided by other local organizations



# Scaling Up for Seniors



- **Objective:** To expand services that have already demonstrated results in helping seniors stay in their homes
- **Scope and scale:** Delivery of services in more than one province or territory. However, Indigenous governments, and organizations located in Quebec can choose whether to propose to scale up within a single province or territory, or scale up within more than one province or territory.
- **Example of eligible activities:** Online resources that can help seniors and caregivers access the local services available to them or provide information, resources and training to seniors-serving organizations delivering services to seniors.





# NHSP Community-based vs Age Well at Home

While complementary to the New Horizons for Seniors program, Age Well at Home is distinctly different. Age Well at Home is a time-limited investment that will fund projects of bigger size and scale, targeting projects to help low-income and otherwise vulnerable seniors age at home.

Program/ Initiative	 <b>New Horizons for Seniors (NHSP) Community-Based Stream</b>	 <b>Age Well at Home (AWAH)</b>
Objective	Social participation of seniors <b>in the community</b>	Helping low-income and otherwise vulnerable seniors <b>stay in their homes</b>
Scope and Scale	<b>Grant funding</b> through one CFP – annually <ul style="list-style-type: none"> <li>Local projects of up to \$25K/project</li> </ul>	<b>Contribution funding</b> through two CFPs – one-time investment <ul style="list-style-type: none"> <li>Local projects between \$300K and \$800K each (In-home pilot projects stream)</li> <li>National projects between \$100K and \$2M each (Scaling Up stream)</li> </ul>



# AWAH CFPs Approach

- Simultaneous CFPs for both streams with a 6-week intake period from June 8 to July 22, 2022
- Assessment criteria and project selection:
  - Seeking to fund organizations with experience in delivering programs or services that target seniors, including low-income and vulnerable seniors (**both streams**)
  - Seeking to fund organizations with experience in delivering one or more of a specific list of volunteer-based services to seniors (**In-Home Pilot Projects stream**)
  - Seeking to fund organizations that can demonstrate that the proposed services have already showed positive results, based on a good quality evaluation (**Scaling Up for Seniors stream**)
  - Projects will be selected for funding based on merit and contribution to diversity and inclusion. Priorities will also include distribution of projects in as many provinces and territories as possible
  - Additional considerations may be applied to both streams
  - Provinces and territories will be consulted in the selection of projects as appropriate
- Projects are expected to begin in Spring 2023 and end by March 2025
- Applicants can apply to both streams; additional consideration will be given to funding organizations only once under AWAH (meaning one project across both streams)



# Application Process

- Applicants for both In-Home Support Pilot Projects and Scaling Up for Seniors streams can apply three ways:
  - 1) Online using GCOS (Primarily)
  - 2) By email
  - 3) By mail
- An applicant guide for each stream is available on ESDC's web page. It supports applicants in completing the Application for Funding form
- Applicants need to submit supporting documents, which include the completed Application for Funding form, proof of the organization's type and status, and project budget information
- Applicants can send questions or ask for help with the application process by contacting the following email address until July 21, 2022:
  - In-Home Support Pilot Projects: [EDSC.DGOP.BVCS.SD-AWAH.IHS.POB.ESDC@servicecanada.gc.ca](mailto:EDSC.DGOP.BVCS.SD-AWAH.IHS.POB.ESDC@servicecanada.gc.ca) or
  - Scaling up for Seniors: [EDSC.DGOP.BVCS.ME-AWAH.SU.POB.ESDC@servicecanada.gc.ca](mailto:EDSC.DGOP.BVCS.ME-AWAH.SU.POB.ESDC@servicecanada.gc.ca)



# Communications and Outreach

- To promote the CFP and encourage organizations to apply in the process, the following actions are being taken:
  - Informing seniors-serving organizations serving vulnerable populations and key stakeholders about the upcoming CFP launch via email;
  - Posting information about the CFP launches on the ESDC Funding Page (Intake Calendar), as well as promoting via ESDC's social media channels; and
  - Holding information sessions to explain the application timelines, requirements and the online application process.

# Next Steps

Activity	Timeline
Launch of CFPs	June 8, 2022
<b>Communications and Outreach</b> <ul style="list-style-type: none"> <li>MPs can promote AWAH and the CFP in their constituencies and encourage local organizations and communities to apply</li> <li>Departmental Information sessions with stakeholders</li> </ul>	Up to July 22, 2022  June 21, 2022 June 23, 2022
Closure of CFPs	July 22, 2022
<b>Notifications</b> <ul style="list-style-type: none"> <li>The Minister of Seniors will notify successful applicants and make a public announcement when the funding agreements are concluded</li> </ul>	Winter 2023
Projects begin	Spring 2023



# Thank you!

## Questions/Comments?

### How to reach us:

In-Home Support Pilot Projects: [EDSC.DGOP.BVCS.SD-AWAH.IHS.POB.ESDC@servicecanada.gc.ca](mailto:EDSC.DGOP.BVCS.SD-AWAH.IHS.POB.ESDC@servicecanada.gc.ca) or  
Scaling up for Seniors: [EDSC.DGOP.BVCS.ME.AWAH.SU.POB.ESDC@servicecanada.gc.ca](mailto:EDSC.DGOP.BVCS.ME.AWAH.SU.POB.ESDC@servicecanada.gc.ca)



## 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*