



-REGULAR COUNCIL MEETING AGENDA-

Meeting #: 1588  
Date: Tuesday, October 17, 2023, 5:30 pm  
Location: Council Chambers & Zoom Webinar  
7400 Prospect Street

"This meeting is being recorded as authorized by the Video Recording & Broadcasting of Open Meetings Policy.

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Pages

1. **CALL TO ORDER (3:30pm)**  
In honour of the Lil'wat7ul, the Village of Pemberton acknowledges that we are meeting within the unceded territory of the Lil'wat Nation.
2. **IN CAMERA**  
**Recommendation:**  
THAT the meeting is closed to the public in accordance with the *Community Charter* section 90 (1) (c) labour relations and (k) negotiations and related discussions that in the view of Council could reasonably expect to harm the interest of the municipality if they were held in public.
3. **RECESS REGULAR MEETING**
4. **RECONVENE REGULAR MEETING (5:30pm)**  
In honour of the Lil'wat7ul, the Village of Pemberton acknowledges that we are meeting within the unceded territory of the Lil'wat Nation.
5. **ADOPTION OF AGENDA**  
**Recommendation:**  
THAT the agenda be adopted as amended to include "Village of Pemberton Housing Agreement (Harrow Road Project) Bylaw No. 949, 2023", under section 14.1.
6. **PUBLIC INFORMATION SESSION: 2022 ANNUAL REPORT** 5  
*Please Note: This portion of the meeting will be opened for submissions from the public and questions from the Gallery.*  
  
**Recommendation:**  
THAT Council receives the 2022 Annual Report for information.
7. **RISE WITH REPORT FROM IN CAMERA**
8. **APPROVAL OF MINUTES**  
  
8.1 **Regular Council Meeting No. 1587, Tuesday September 12, 2023** 62  
**Recommendation:**  
THAT the minutes from the Regular Council Meeting No. 1587, held on September 12, 2023, be adopted as circulated.
9. **BUSINESS ARISING FROM THE PREVIOUS REGULAR COUNCIL MEETING**
10. **BUSINESS ARISING FROM THE COMMITTEE OF THE WHOLE**
11. **COMMITTEE MINUTES - FOR INFORMATION**
12. **DELEGATION**
13. **STAFF REPORTS**  
  
13.1 **Office of the CAO**

a.	Office of the CAO 2023 Second and Third Quarter Operational Priorities Update	68
	<b>Recommendation:</b> THAT the Office of the CAO 2023 Second and Third Quarter Operational Priorities and Update be received for information.	
<b>13.2</b>	<b>Corporate and Legislative Services</b>	
a.	Corporate and Legislative Services 2023 Second and Third Quarter Updates	74
	<b>Recommendation:</b> THAT the second and third quarter administrative report be received for information.	
b.	Council Correspondence Policy COU-013	81
	<b>Recommendation:</b> THAT the Council Correspondence Policy COU-013 be adopted as presented.	
<b>13.3</b>	<b>Development Services</b>	
a.	Development Services 2023 Second and Third Quarter Update	88
	<b>Recommendation:</b> THAT the Development Services 2023 Second and Third Quarter Report be received for information.	
<b>13.4</b>	<b>Finance</b>	
a.	2024-2028 Five Year Financial Plan Schedule	99
	<b>Recommendation:</b> THAT Council approve the 2024-2028 Five Year Financial Plan schedule as presented.	
<b>13.5</b>	<b>Operations</b>	
a.	Operation Services 2023 Second and Third Quarter Report	102
	<b>Recommendation:</b> THAT the Operations 2023 Second and Third Quarter Report be received for information.	
<b>13.6</b>	<b>Recreation</b>	
a.	Recreation Services 2023 Second and Third Quarter Update	109
	<b>Recommendation:</b> THAT Council receive the Recreation Services 2023 Second and Third Quarter Report for information.	
<b>13.7</b>	<b>Pemberton Fire Rescue</b>	
a.	Pemberton Fire Rescue 2023 Second and Third Quarter Update	117
	<b>Recommendation:</b> THAT the Pemberton Fire Rescue 2023 Second and Third Quarter Report be received for information.	
b.	Community Emergency Preparedness Fund: Volunteer & Composite Fire Departments Equipment & Training Grant Funding Opportunity	136
	<b>Recommendation:</b> THAT the Village of Pemberton's application to the UBCM Community Emergency Preparedness Fund, for funding up to \$30,000, towards improving the Village's Fire Fighter training facility be supported.	
<b>14.</b>	<b>BYLAWS</b>	



14.1	<b>Village of Pemberton Housing Agreement (Harrow Road Project) Bylaw No. 949, 2023</b> <b>Recommendation:</b> THAT Village of Pemberton Housing Agreement (Harrow Road Project) Bylaw No. 949, 2023 be adopted as presented.	138
14.2	<b>Zoning Amendment Comprehensive Development Zone 6 (SSCS Harrow Road Affordable Housing) Bylaw No. 936, 2022</b> <b>Recommendation:</b> THAT Zoning Amendment Comprehensive Development Zone 6 (SSCS Harrow Road Affordable Housing) Bylaw No. 936, 2022 be given Fourth Reading and Adopted.	151
14.3	<b>Zoning Amendment (Comprehensive Development Zone 7 - Prospect Apartments) Bylaw No. 948, 2023</b> <b>Recommendation:</b> THAT the Public Hearing meeting minutes be received. <b>Recommendation:</b> THAT Zoning Amendment (Comprehensive Development Zone 7 – Prospect Apartments) Bylaw No. 948, 2023, be given Third Reading.	160
14.4	<b>Amending Bylaws 950, 951, 952, Building, Fees and Charges, and Parking</b> a. Village of Pemberton Building Bylaw No. 912, 2021, Amendment Bylaw 950, 2023 <b>Recommendation:</b> THAT Village of Pemberton Building Bylaw No. 912, 2021, Amendment (Construction Management) Amendment Bylaw No. 950, 2023 be given first, second and third readings. b. Village of Pemberton Fees and Charges Bylaw No. 905, 2021, Amendment Bylaw No. 951, 2023 <b>Recommendation:</b> THAT Village of Pemberton Fees and Charges Bylaw No. 905, 2021, Amendment Bylaw No. 951, 2023 be given, first, second, and third readings. c. Parking and Traffic Control Bylaw No. 840, 2018, Amendment Bylaw No. 952, 2023 <b>Recommendation:</b> THAT Parking and Traffic Control Bylaw No. 840, 2018, Amendment (Housekeeping) Bylaw No. 952, 2023 be given first, second and third readings.	169
14.5	<b>Village of Pemberton Permissive Tax Exemption (SSCS - Harrow Road Affordable Housing Project) Bylaw No. 953, 2023</b> <b>Recommendation:</b> THAT Village of Pemberton Permissive Tax Exemption (Sea to Sky Community Services - Harrow Rd Affordable Housing Project) Bylaw No. 953, 2023 receive first, second and third readings.	180
15.	<b>MAYOR'S Report</b>	
16.	<b>COUNCILLORS' Reports</b>	
17.	<b>CORRESPONDENCE</b>	
17.1	<b>Correspondence for Action</b> a. Karen Tomlinson, President, Pemberton Rotary Club, dated October 6, 2023, regarding October 24, 2023 World Polio Day Proclamation <b>Recommendation:</b> THAT the Village of Pemberton Council hereby proclaim that October 24th, 2023 is International Polio Day.	302

- b. Ambrose Yung, Registrar, Youth Parliament of B.C Alumni Society, dated September 14, 2023, regarding Youth Parliament, 95th Parliamentary Session opportunity 304

**Recommendation:**

**THAT** the correspondence be referred to Pemberton Secondary School for information.

**17.2 Correspondence for Information**

- a. Patrick Weiler, MP, West Vancouver-Sunshine Coast-Sea to Sky Country, dated September 20, 2023, regarding funding opportunities through the Climate Resilient Coastal Communities Program 308
- b. Whitney Dean, Stakeholder Engagement Advisor, BC Hydro, dated September 22, 2023, regarding the Pemberton Substation Rebuild Project 309
- c. Mitzi Dean, Minister of Children and Family Development, dated September 26, 2023, regarding Foster Family Month 310
- d. Cathy Peters, BC Anti Human Trafficking Educator, dated September 27, 2023, regarding the UBCM Anti Human Trafficking Initiative booth 312
- e. Patrick Weiler, MP, West Vancouver-Sunshine Coast-Sea to Sky Country, dated October 4, 2023, regarding the Employment and Social Development Canada funding opportunities 316

**Recommendation:**

**THAT** the Correspondence for Information items 17.2 (a) through (f) be received for information.

**18. DECISION ON LATE BUSINESS**

**19. LATE BUSINESS**

**20. NOTICE OF MOTION**

**21. QUESTION PERIOD**

318

**22. IN CAMERA, CONTINUED**

**Recommendation:**

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

**23. RISE WITH REPORT**

**24. ADJOURNMENT OF REGULAR COUNCIL MEETING**

**Recommendation:**

**THAT** the meeting be adjourned.

**Date:** Tuesday, October 17, 2023

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

**From:** Ethan Fredeen, Acting Manager of Corporate and Legislative Services

**Subject:** Village of Pemberton 2022 Annual Report Presentation

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As per Section 99 of the Community Charter, the Village has provided notice that the 2022 Annual Report will be considered at the October 17, 2023 Council meeting. Prior to Council discussion and as per the agenda the floor will be opened to allow submissions and questions to be received from the public in attendance respecting the Annual Report.

### **PURPOSE**

The BC *Community Charter* requires that Council prepare an annual report and make the report available for public inspection each year. The purpose of this report is to present to Council and the residents of the Village of Pemberton the 2022 Annual Report.

### **BACKGROUND**

Section 98 of the *Community Charter* requires that all municipalities in BC prepare an annual report which must include the following elements:

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

(g) any other information the council considers advisable.

The council is required to create a report, publish notice, and allow the public to review the report. They must also review the report along with any submissions and questions from the public. The annual meeting is required to take place before June 30, but this year the report has been presented late.

### **DISCUSSION & COMMENTS**

As required by the *Community Charter*, the 2022 Annual Report highlights and reports on the accomplishments of the Village in 2022 and sets out future goals and objectives.

The Village of Pemberton was not able to meet the June 30 deadline to present the Annual Report due to unforeseen staff attrition and delays from the audited financial statements. The financial statements were presented to Council at the Regular Meeting No. 1587, held on September 12, 2023, and they meet all the necessary requirements for inclusion in the 2022 Annual Report.

Please take note that on November 1, 2022, a new Council was inaugurated, and they committed to completing the strategic objectives of the previous Council. Once these goals are completed, future strategic goals will be established by new Council and will be included in future annual reports. The 2022 Annual Report reflects this approach.

### **COMMUNICATIONS**

On October 3<sup>rd</sup>, 2023 the annual report was made available for public inspection on the Village of Pemberton website and at the Village Office.

Notice respecting the availability and presentation of the 2022 Annual Report was provided through the Village's Facebook Page on Tuesday, October 3, 2023 and advertised in the Pique Newsmagazine on October 6<sup>th</sup> and October 13<sup>th</sup>, 2023. Notice has also been posted at the Village Notice Boards located at the Post Office and Village Office, on the Village website and in the October 13<sup>th</sup> Community Newsletter.

### **LEGAL CONSIDERATIONS**

While the presentation of the 2022 Annual Report does not meet the June 30 deadline established in the *Community Charter*, consideration for staffing challenges may be provided and the Village does not anticipate any penalties.

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

There are no impacts on budget or staffing as the 2022 Annual Report has been prepared in-house.

**INTERDEPARTMENTAL IMPACT & APPROVAL**

The preparation of the Annual Report was facilitated by Corporate and Legislative Services with input from all other departments. Preparation of the annual report is incorporated into the departmental yearly workplans.

**COMMUNITY CLIMATE ACTION PLAN**

The 2022 Annual Report highlights the priorities and accomplishments that support the strategies of the Community Climate Action Plan.

**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 2022 Annual Report for information.

**ATTACHMENTS:**

**Appendix A:** 2022 Annual Report

Submitted by:	Ethan Fredeen, Acting Manager of Corporate and Legislative Services
CAO Approval by:	Elizabeth Tracy, Chief Administrative Officer





# Annual Report

## 2022







## Land Acknowledgment

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

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





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# Mayor Message



Thank you for taking the time to review the Village of Pemberton's annual report. This report reflects the progress made on the priorities established by the 2018-2022 term Council.

As Mayor, I am grateful for the opportunity to serve this community and share our achievements and progress. The purpose of this report is to provide an overview of the Village's advancements in projects and strategic goals, as well as information on our financial performance in 2022. Despite the challenges posed by the pandemic, I am immensely proud of the hard work and resilience displayed by our community and the Village team.

At the beginning of 2022, we successfully completed the Community Climate Action Plan (CCAP), a significant priority for the Council, which was designed to combat climate change in Pemberton. We deeply appreciate the valuable input received from the community during its development. The implementation of the CCAP is ongoing, and the Village has already made progress in adopting some of the recommended changes. This includes optimizing bylaws for compact growth, exemplified by the Harrow Road Zoning Amendment Bylaw, and supporting zero-emission mobility with the successful securing of \$1,856,721 in funding for a multi-modal transportation hub.

Another noteworthy achievement was securing \$2.77 million through the ChildCare BC New Spaces Fund to expand the Pemberton Children's Centre. This project represents a vital investment in the future of the Pemberton Community, ensuring enhanced daycare services to support our growing families.

Pemberton remains a popular choice for residents seeking access to a diverse range of recreational activities. In 2022, the community's access to amenities was amplified by the addition of new municipal facilities, including the Mountain Bike Skills Park, a FIFA regulation-sized soccer field, and an outdoor basketball court. These amenities have quickly become community highlights.

In 2022, the 2018-2022 Council term concluded, and I am grateful to have been re-elected as Mayor. I would like to express my heartfelt appreciation to Councillors Amica Antonelli, Leah Noble, and Ryan Zant for their years of dedicated service. Additionally, I am thankful to have Councillor Ted Craddock continue to serve alongside me for another term. Over the past four years, we have achieved significant milestones, and I am excited about the opportunities the next term will bring.

Furthermore, I extend a warm welcome to new Councillors Katrina Nightingale and Laura Ramsden, as well as welcome back to Councillor Jennie Helmer. We are committed to upholding the goals set by the previous Council and are working collaboratively to establish new priorities for the next four years. Together, we will continue to strive for the betterment of the Village of Pemberton.

Mike Richman  
Mayor

# CAO Message



On behalf of the Village of Pemberton staff, it is my pleasure to present the 2022 Annual Report. The year 2022 brought about significant changes for the Village, as our team navigated both challenges and opportunities arising from the global pandemic. We experienced notable staffing changes, including the appointment of a new Chief Administrative Officer (CAO). Thank you to Nikki Gilmore for her many years of leadership and vision for the Village and to Sheena Fraser for the interim support to the team after Nikki's departure. I had the privilege of assuming this role in June and began the process of getting to know the staff and forming the foundation of a new team.

One of the most significant highlights during the initial months of my tenure was the opening of the new Mountain Bike Skills Park at Den Duyf Park. Witnessing the realization of this outstanding community amenity, which was brought to life through the collaboration of the Pemberton Off Road Cycling Association, the Village, Squamish Lillooet Regional District, and the Lílwat Nation, was truly inspiring. The strong community turnout on the opening day showcased the potential impact of our work and left a lasting impression on me throughout the year.

Later in the summer, our staff participated in Indigenous and Intercultural Awareness Training at the Ts'zil Learning Centre in Mt. Currie, organized by BCIT and the Whistler Institute. This workshop provided invaluable insights into our Village team, reinforcing the importance of fostering a safe and inclusive environment where diverse ideas can be shared, and difficult conversations can take place. Moreover, the training emphasized the significance of building a genuine relationship with the Lílwat Nation and highlighted areas where we can begin this crucial work.

Another major milestone in 2022 occurred during the fall with the November election. The Village witnessed its highest voter turnout in history, with a 68% increase compared to 2018. With the arrival of the newly elected Council, I had the opportunity to facilitate the Council onboarding process, gaining a renewed appreciation for the dedication of elected officials and the responsibility they bear for the well-being and aspirations of the community.

As we look ahead to 2023, we are focused on solidifying a vision with the Council that will guide us over the next four years of their term. Collaborating with the senior management team, we aim to create an environment that prioritizes people, with the goals of improving retention, evolving our ways of working, and enhancing core service delivery to best serve you, our community.

Elizabeth Tracy  
CAO

# 2022-26 Village Council



## Mayor Mike Richman

### BOARD AND COMMITTEE APPOINTMENTS:

- Nułw7ántwał Intergovernmental Relations Committee
- Pemberton Emergency Management Committee
- Sea to Sky Regional Transit Commission/Committee
- Squamish-Lillooet Regional District Board (SLRD)
- Pemberton Valley Utilities & Services Committee (PVUS)
- Pemberton-Lillooet Treaty Advisory (PLTAC)
- Sea to Sky Regional Hospital District Board
- Spełkúmtn Community Forest Interim Board



## Councillor Jennie Helmer

### BOARD AND COMMITTEE APPOINTMENTS:

- Parcel Tax Review Panel
- Cemetery Committee (Alternate)
- Municipal Insurance Association of BC (Alternate)
- Acting Mayor: March, April, May





## Councillor Katrina Knightingale

### BOARD AND COMMITTEE APPOINTMENTS:

- Cemetery Committee
- Pemberton & District Library Board
- Pemberton Valley Trails Association (Liaison)
- Pemberton Arts Council (Liaison)
- Regional Economic Development Collaborative (Alternate)
- Squamish-Lillooet Regional District (SLRD) (Alternate)
- Pemberton-Lillooet Treaty Advisory (PLTAC) (Alternate)
- Sea to Sky Regional Hospital District Board (Alternate)
- Acting Mayor: June, July, August



## Councillor Laura Ramsden

### BOARD AND COMMITTEE APPOINTMENTS:

- Parcel Tax Review Panel
- Emergency Planning & Operations Committee
- Regional Economic Development Collaborative
- Agricultural Advisory Committee (SLRD)
- Pemberton Valley Utilities & Services Committee (PVUS)
- Joint Wellness Committee
- Pemberton & District Library Board (Alternate)
- Acting Mayor: September, October, November



## Councillor Ted Craddock

### BOARD AND COMMITTEE APPOINTMENTS:

- Parcel Tax Review Panel
- Community Wildfire Resiliency Plan Committee
- Municipal Insurance Association of BC (MIABC)
- Pemberton Valley Dyking District (Liaison)
- Tourism Pemberton (Liaison)
- Spelkúmtn Community Forest Interim Board
- Acting Mayor: December, January, February



## About the Village of Pemberton

The Village of Pemberton is located within the unceded territory of the Lílwat Nation and honours the language, culture, and history of the Lílwat7ul. The Village acknowledges the rich history of our First Nations neighbours and is committed to continued learning to understand the important role the Lílwat Nation peoples have in the Pemberton Valley.

Incorporated in 1956, the Village comprises of approximately six (6) square kilometres and is home to over 3400 residents and a vibrant business and agricultural community. The Village of Pemberton manages municipal planning and development, park operations, recreation facilities and amenities, public utilities, bylaws and enforcement, fire rescue, fiscal planning and financial services, legislative services, human resources, communications, and the administration of the Pemberton's Official Community Plan.

Known for its access to outdoor recreation and stunning mountain vistas, Pemberton offers an authentic mountain culture to residents and visitors. Situated below the rugged peak of Mount Currie, Pemberton offers residents and visitors with easy access to outdoor recreation including extensive hiking and biking trails and year-round backcountry adventure as well as local lodging, shopping, dining and arts and culture.



# Governance

The Village of Pemberton Council is a governing body comprised of one Mayor and four Councillors who are elected for a four-year term. The primary function of Council is to develop policies by adopting bylaws and passing resolutions delegated to local government by the *Community Charter* and *Local Government Act*. The Council is also responsible for establishing budgets for both operating and capital expenditures.

The Committee of Whole is comprised of all Council members and provides an opportunity to streamline discussions on municipal affairs by allowing elected officials to carefully consider matters before final decisions are made at Council Meetings. During Committee of the Whole meetings, Village staff members provide presentations on various affairs, and if endorsed by the Committee, the recommendations are subsequently advanced to Council for approval.

Council Meetings and Committee of the Whole Meetings are open to the public. The meeting schedule, agendas, minutes and meeting recordings can be reviewed at [www.pemberton.ca](http://www.pemberton.ca).

In 2022 the following bylaws were adopted by Council:

- Fees and Charges Bylaw No. 923, 2022
- Election and Assent Voting Bylaw No. 925, 2022
- 2022-2026 Five (5) Year Financial Plan Bylaw No. 926, 2022
- Annual Tax Rates Bylaw No. 927, 2022
- Sanitary Sewer System Regulation Connection and Rates Amendment Bylaw No. 928, 2022
- Water Regulation Connection and Rates Bylaw No. 232, 1989, Amendment Bylaw No. 929, 2022
- Development Cost Charge Amendment Bylaw No. 930, 2022
- Water Regulation Connection and Rates Bylaw No. 232, 1989, Amendment (Schedule A) Bylaw No. 931, 2022
- Parks and Public Spaces Use Amendment (Public Spaces Definition) Bylaw No. 932, 2022
- Parking and Traffic Control Bylaw No. 840, 2018, Amendment (Public Parking Lot) Bylaw No. 933, 2022
- Business Licence Amendment (Special Event Vendor Licence) Bylaw No. 934, 2022
- Fees and Charges Bylaw No. 905, 2021, Amendment (Business Licence Fees) Bylaw No. 935, 2022
- Blasting Regulation Bylaw No 714, 2012, Amendment (Permit Duration) Bylaw No. 937, 2022
- Fees and Charges Bylaw No. 905, 2021, Amendment (Blasting) Bylaw No. 938, 2022
- Parking and Traffic Control Bylaw No. 840, 2018, Amendment (ICBC decal requirement change) Bylaw No. 939, 2022

*Pursuant to s. 98 (2) (e) of the Community Charter there were no Council disqualifications in 2022.*

# 2022 Highlights

**POPULATION**  
*of Pemberton*

**3,407**



**32%**  
SINCE 2016

Council Meetings held

**19**

Committee of the Whole  
meetings held

**13**

**508**

**Business  
Licences**



**136**

**Dog  
Licences**



**25,029**

**Fitness Centre**  
*Visits*

**269**

**Customer  
Service**

*Requests*



**136** **Building  
Permits**



**8** **Site Alteration  
Permit**  
*applications received*





# Village of Pemberton Department Reports



# Office of the Chief Administrative Officer

## Department Overview

The Chief Administrative Officer (CAO) provides advice and support to Council and is responsible to Council for the management of the municipal workforce while ensuring that Council's direction and policies are carried out and implemented. As the principal liaison between Council and staff, the CAO provides leadership to the Village of Pemberton and coordinates the departments in the discharge of their responsibilities. The Department consists of the CAO, Executive Assistant, Human Resources Advisor, Communications and Engagement Advisor, and Emergency Program Officer.

### 2022 Achievements

- Welcomed a new CAO
- Facilitated the Fire Hall and Municipal Hall feasibility study
- Implemented mandatory Cultural Safety and Humility training for all full-time municipal staff
- Incorporated climate action or sustainability implications in reports to Council
- Onboarded and provided an orientation to new Council following the 2022 election
- Set project priorities with Senior Staff and Council
- Submitted over 15 grant applications across the organization, most notably the Natural Infrastructure Fund from Infrastructure Canada, and the Active Transportation Fund for the Friendship Trail
- Participated in the Nukw7ántwał Regional Intergovernmental Relations Committee and the first gathering in over two (2) years
- Commenced a salary and benefits compensation study
- Facilitated the Beautify our BC Hydro boxes, Public Art Competition
- Prioritized staff engagement and retention



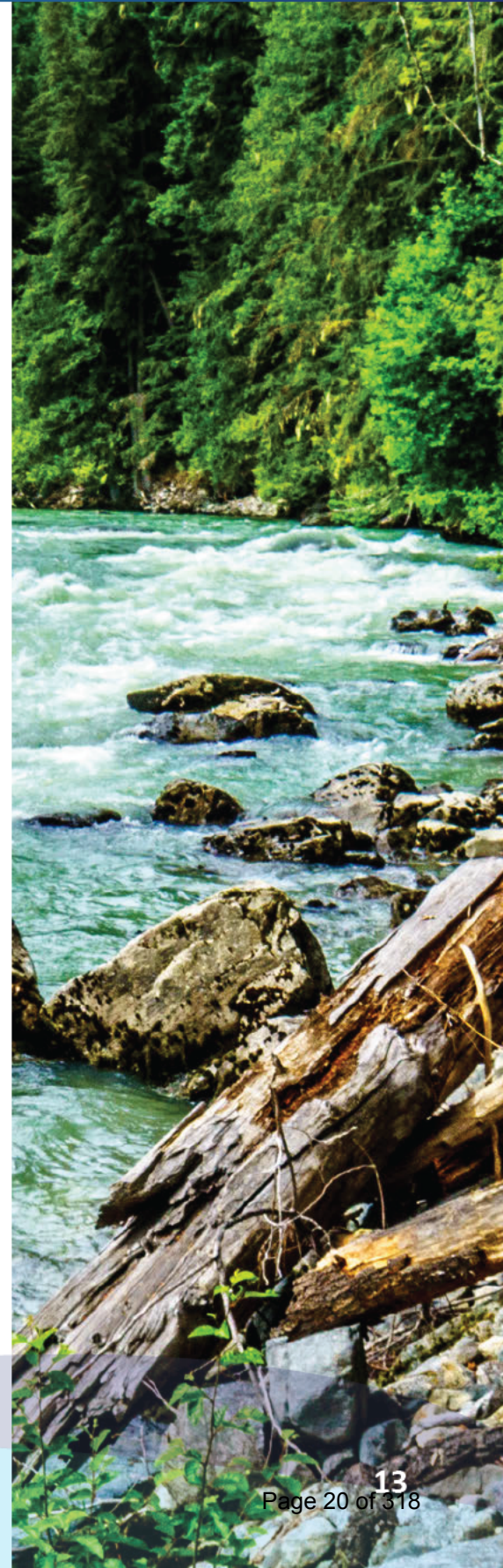
# Emergency Management Program

## Department Overview

The Village of Pemberton's Emergency Management Program operates within the Emergency Measures Bylaw No. 539, 2004 and the Local Authority Emergency Management Regulation framework. The program encompasses the development and execution of protocols that mitigate, prepare for, respond to, and recover from significant emergency events. Furthermore, the program includes an educational component to ensure that citizens are provided with the essential knowledge to be prepared for emergencies.

### 2022 Achievements

- Developed a Community Disaster Resilience Plan
- Supported Pemberton Valley Dyking District with flood mitigation and dike modelling projects for North Arm Channel and Arn Canal, as well as an identification plan and structural protection measures for critical flood prone areas
- Upgraded the PembertonAlert emergency notification system
- Focused on freshet, wildfire, extreme heat and air quality preparedness
- Conducted a large-scale regional flood evacuation exercise
- Completed an audit on Emergency Operations Centre procedures and equipment
- Coordinated response to three (3) high streamflow advisories, one (1) flood watch, and an ice jam on Pemberton Creek





# Corporate, Legislative Services, and Administration

## Department Overview

Corporate and Legislative Services is responsible for the corporate administration functions of the Village of Pemberton. Departmental responsibilities include the preparation, preservation and safekeeping of all minutes, records of Council and committee business, administration of oaths, and certifying Village documents. The department also organizes and facilitates elections, Alternative Approval Processes and Referendums, as well as other duties established in Section 148 of the Community Charter. Additionally, the department assists with policy development, administration of licences, general information and service requests, and bylaw enforcement. The Manager of Corporate and Legislative Services serves as both the Corporate Officer and Freedom of Information Officer.

### 2022 Achievements

- Facilitated the 2022 General Local Election which saw:
  - 68% increase in voter turnout from the 2018 Local Election
  - Four (4) voting opportunities in addition to mail ballot voting
  - Three (3) candidates for Mayor, six (6) candidates for Council, one (1) for School Trustee
  - New Election and Assent Voting Bylaw
- Implemented new meeting management software to streamline the agenda preparation process
- Facilitated the transfer of the Spelkúmtn Community Forest administration through the hiring of a new Executive Director
- Updated Pemberton Regional Airport Lease Agreement template and facilitated new leases as well as renewals
- Administered 269 service requests
- Facilitated 16 Regular Council meetings, three (3) Special Council meetings, 14 Committee of the Whole meetings and one (1) Public Hearing
- Welcomed a new Bylaw Enforcement Officer
- Prepared nine (9) bylaw recommendations and supported other departments in preparing eight (8) other bylaw recommendations for Council consideration
- Supported the onboarding and orientation of new Council

# Finance

## Department Overview

Finance Services maintains responsibility for the statutory financial administration duties of the Village of Pemberton under the Community Charter and Local Government Act. The department is overseen by the Manager of Finance, who is also appointed as the Chief Financial Officer. Departmental responsibilities include: collecting tax, utilities and other revenues, day to day accounting including accounts payable and receivable, planning and engagement related to the annual budget, development of the five-year financial plan with direction from Council, management of the Village of Pemberton's reserves, grant reporting, payroll, annual reporting to auditors and various external agencies, IT, centralized purchasing.

### 2022 Achievements

- Completed 2023 Operating Budgets, Capital, and Project Budgets
- Completed the 2023- 2027 Five (5) Year Financial Plan Bylaw No. 943, 2023
- Incorporated the Asset Management Plan data review and Asset Management Financial Strategy findings into the 2023 Budget and 2023-2027 Five-Year Plan
- Introduced a new time entry system for improved efficiencies in payroll
- Completed IT asset upgrades, resulting in decreased downtime, upgraded security, and long-term cost savings





# Pemberton Fire Rescue



## Department Overview

Pemberton Fire Rescue is a volunteer department that provides service to the Village of Pemberton residents. The Village has a Fire Service Agreement with the Squamish-Lillooet Regional District (SLRD) to provide fire protection for the Pemberton Meadows, Pemberton Heights, and Pemberton Fringe. In 2017, a similar service agreement was approved to ensure fire service coverage to the Lil'wat Nation community as well. The Fire department also provides road rescue services, for SLRD Area C.

In 2022, Pemberton Fire Rescue had a total of 40 members, consisting of 27 paid on-call volunteers, 10 new recruits, two (2) full-time members, and one (1) full-time Administrative Assistant. Thanks to the funding secured through the BC FireSmart initiative, the team was able to hire a FireSmart Coordinator and a FireSmart laborer on a term basis.

## 2022 Achievements

### FIRE DEPARTMENT

- Welcomed a new Fire Chief and Deputy Fire Chief
- Acquired Structure Protection Unit trailer, Wildland equipment and 1-ton truck
- Responded to 355 calls (3,007.56 volunteer hours)
- Supported the River Valley 90 hectare prescribed burn with Lil'wat Nation and British Columbia Wildfire Service (BCWS) in Mount Currie
- Facilitated 76 in-house training sessions (3987.5 training hours)
- Participated in 20 Public Education Events
- Members received WFF-1 (Wildland Firefighter) and Resilient Minds (mental health for firefighters) training, and five (5) new members obtained NFPA 10-01 certificate through in-house training

### FIRESMART

- Completed the first CRI-446 FireSmart grant
- Issued FireSmart neighbourhood certifications for The Bluffs and Tiyata neighbourhoods
- Facilitated educational events for community schools and participated in Wildfire Emergency Preparedness Day, Bike Skills Park Opening Day, Slow-food Cycle, and Fire Prevention Week
- Mitigated critical infrastructure for municipal buildings
- 12 members received wildfire training: four (4) as mitigation specialists and eight (8) as engine bosses

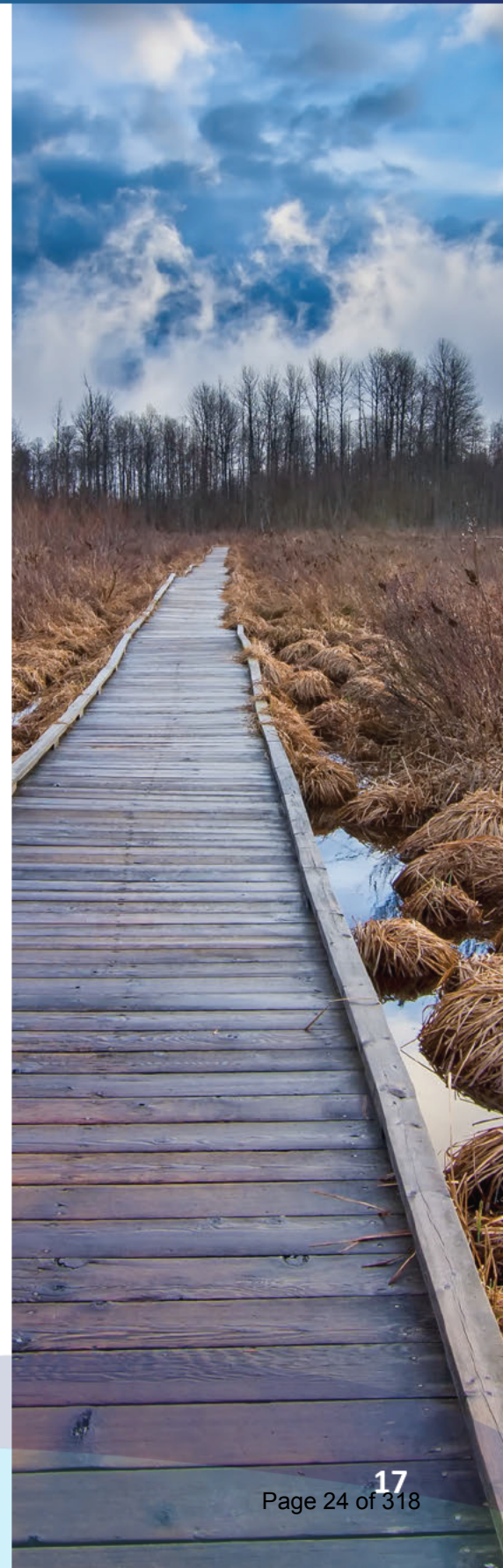
# Recreation Services

## Department Overview

Recreation is an integral component of community building providing physical, social, emotional, and economic benefits to the residents of Pemberton and SLRD Area C through a wide range of affordable and accessible programs and services. The Recreation Services department operates and manages the Pemberton and District Community Centre (PDCC), which offers multi-purpose rooms, a fitness centre and studio, the Great Hall, the REC (youth and seniors centre) and adjacent recreation grounds that include a Nature Playground and Spray Park. Additionally, the department manages the operations of the Meadows Field, the basketball court at Signal Hill Elementary School, Gates Lake Community Park, and the recreation facilities at Den Duyf Park including the soccer fields and Bike Skills Park.

### 2022 Achievements

- Recreation Services returned to full-service operations post COVID-19
- Improved accessibility for the Pemberton Library south side and interior entrances
- Supported community enhancement projects including the addition of a FIFA regulation-sized soccer field, Bike Skills Park and outdoor basketball court
- Administered 316 facility bookings and issued 77 Park Use permits
- Welcomed 25,029 Fitness Center visits
- Offered 120 Adult fitness programs administered through 475 classes
- Provided 191 Children and Preschool programs resulting in 1,471 hours of programs and 2,132 registrants
- Booked annual programming Pemberton Youth Soccer Association, Whistler Gymnastics, Jujitsu, and Ecole La Vallee
- Established service and program continuity following COVID-19 Public Health Orders





# Development Services

## Department Overview

Development Services is responsible for managing land use activities within the Village of Pemberton jurisdiction. This includes long-term planning, reviewing and approving development applications, issuing building permits, and enforcing building codes. The department also handles public inquiries regarding land use, administers the Official Community Plan (OCP), and ensures strict adherence to the BC Building Code, Village bylaws, and relevant regulations for all construction within the Village.

### 2022 Achievements

- Initiated the Official Community Plan (OCP) Review and Update project
- Completed and adopted the Community Climate Action Plan
- Finalized the Development Services Mandate/Service Objectives and Fee Waivers for Eligible Developments Policy
- Supported community improvement projects including the Daycare Expansion and Pemberton Creek Pedestrian Bridge
- Issued 136 Building Permits and 26 Site Alteration Permits
- Processed Current Development Applications including:
  - First, Second, and Third Reading for Zoning Amendments for 7000 Harrow Road, Sea to Sky Community Services Affordable Housing Project
  - Final Adoption of bylaw amendments for the new French Language School
  - Development and Variance Permits for the ongoing Sunstone and Ridge subdivisions in the Hillside Area
  - Development Permit approved by Council for the Tenquille Building located on Prospect Street in Pemberton's downtown
  - Approved subdivisions for Sunstone Phase 1C and phased strata plans for Elevate at Sunstone
- Amended the Zoning Bylaw to address longstanding housekeeping items

# Operations

## Department Overview

The Operations department provides critical day-to-day services to the Village of Pemberton ensuring residents are safe and healthy. These services include the treatment and distribution of clean drinking water, the collection and processing of sanitary sewer waste, the maintenance and clearing of roads, sidewalks, and drainage systems, and keeping Village parks beautiful and clean. The department, comprised of Public Works, Parks, and Engineering, ensure that Village owned infrastructure, facilities, and equipment are thoughtfully planned, built, and maintained.

### 2022 Achievements

- Completed community improvement projects including the Bike Skills Park, Soccer Field No.2, culvert replacement for One Mile Lake Fish Habitat Restoration, and roundabout sidewalk
- Completed Water Treatment Plant and Walnut Sanitary Lift Station preliminary designs
- Commenced construction on the Friendship Trail - Pemberton Farm Road East Connector
- Developed the Den Duyf Park Stormwater Management Plan
- Delivered site preparations for the Daycare Expansion project and outdoor basketball court
- Facilitated the Village infrastructure modelling project and Liftwat water use agreements for the Industrial Park
- Secured \$1,856,721 in funding for lot 13 multi-modal transportation hubs (Park and Ride)
- Secured \$150,00 in funding for installation of two (2) Level 3 DC Fast Electric Vehicle Chargers
- Repaired damages on Pemberton Farm Road East and to the Public Works building
- Improved water and sewer monitoring with upgraded Supervisory Control and Data Acquisition (SCADA) controls system





## 2022 STRATEGIC GOALS &amp; PRIORITIES

# Community Climate Action Plan

The Village of Pemberton Community Climate Action Plan (CCAP) is a strategy to reduce greenhouse gas (GHG) emissions and prepare for a low-carbon future. The CCAP aims to create a healthy, prosperous, and connected community that does its part to address the challenges of climate change. The CCAP focuses on three main sources of GHG emissions: buildings, transportation, and waste. These are the areas where the Village of Pemberton can make the most impact and meet its legislative obligations to mitigate climate change. The CCAP also helps the Village access federal and provincial funding opportunities for climate action projects. The completed Community Climate Action Plan can be found on Village of Pemberton website.

PRIORITY PROJECT	PROGRESS & ACHIEVEMENTS
<p><b>Community Climate Action Plan</b></p>	<p><b>2020 Village engages Community Energy Association, a non-profit society that advises local governments on climate action projects.</b></p> <p><b>Jan - Feb 2021:</b> Community participated in workshops on to propose and prioritize solutions.</p> <p><b>March 2021:</b> Students presented a petition to Mayor Richman with their vision for a Climate Action Plan.</p> <p><b>April 2021:</b> Presentation to Committee of the Whole involve the Village's elected representatives.</p> <p><b>April 2021:</b> Public engagement included a virtual session and a survey.</p> <p><b>March 8, 2022:</b> Village Council declares Climate Emergency and adopts the Community Climate Action Plan.</p> <p><b>April 21, 2022:</b> Village secures \$1,856,721 in funding through the Rural and Northern Communities Infrastructure Program for the construction of the Regional Multi-Modal Transportation Hub.</p> <p><b>July 2022:</b> Environmental Sustainability and Community Resilience is included in the OCP review discussion guide for residents to provide feedback.</p> <p><b>November 2022:</b> Village secures \$150,000 in funding through Natural Resources Canada's Zero-Emission Vehicle Infrastructure Program and the Province of BC for installation of two (2) new Level 3 DC Fast Electric Vehicle Chargers (62.6kW) on Aster Street.</p> <p><i>Looking ahead: Implementation of the Village of Pemberton Community Climate Action Plan began in 2022 and is ongoing.</i></p>

## 2022 STRATEGIC GOALS &amp; PRIORITIES

# Municipal Facilities

Council continues to foster the Village of Pemberton as a vibrant place to live and visit with new recreational facilities that support the enjoyment and lifestyle of multiple groups within the community.

Upgrading Municipal and Fire Halls would also provide an Emergency Operations Centre, adequate in-house training facilities for first responders, additional community and commercial areas, and more space for Council and Public meetings.

Facilities that meet the BC Energy Step Code and zero-emission, a key strategy identified in the Village's Community Climate Action Plan, will also move Pemberton closer toward its goal of 100% reduction in GHG emissions by 2050.

PRIORITY PROJECT	PROGRESS & ACHIEVEMENTS
<b>Soccer Fields and Amenity Building</b>	<p>2017: Land is gifted to the Village for a new recreation site.</p> <p>2018: Funding received from SLRD via the federal (GTF). Additional funding provided by Whistler Blackcomb Foundation, Ridge at Pemberton and Sunstone Ridge Development.</p> <p>2019: Soccer Field No. 1 is completed.</p> <p>2020: Village awarded \$3.09 million from the (CCRIS) for a FIFA sized soccer field &amp; amenity building. Additional funding provided by the Village, SLRD, Sunstone Ridge Development and the Rotary.</p> <p>April 2022: Soccer Field No. 2 is completed.</p> <p><i>Looking forward: Recreation Site Amenity Building contract will be awarded in 2023.</i></p>
<b>Bike Skills Park</b>	<p>March 2021: Village secures \$974,258 funding for the Pemberton Area Mountain Bike Skills Park in partnership with Pemberton Off-Road Cycling Association.</p> <p>March 2022: Bike Skills Park construction commences.</p> <p>July 16, 2022: Pemberton Bike Skills Park opens to the public!</p>
<b>Basketball Court</b>	<p>July 2022: In partnership with Pemberton Valley Utilities and Services (PVUS), the Village, and with support from Signal Hill Elementary School and Murphy Construction volunteers, construction for the outdoor basketball court being.</p> <p><i>Looking forward: Acrylic surface with lines for 3 pickleball courts will be added.</i></p>
<b>Municipal Hall and Fire Hall</b>	<p>2018 - A review of municipal facilities prioritized by Council. Due to the pandemic, this initiative had to be postponed multiple times.</p> <p>2022– Request for Proposal (RFP) for the Design Program and Conceptual Site/Building Design of a new Municipal Hall and Fire Hall was awarded to Johnson and Davidson Architecture.</p> <p><i>Looking forward: A final design concept and class D estimate will be presented to Council.</i></p>

## 2022 STRATEGIC GOALS &amp; PRIORITIES

# Daycare Expansion

The Village of Pemberton is expanding the existing Pemberton Children’s Centre to provide additional childcare spaces to the Pemberton Community. This project is an important investment in the future of the Pemberton Community and will increase much-needed daycare services.

In partnership with the Pemberton Childcare Society, Council prioritized the Pemberton Children’s Centre expansion project in 2019. Multiple funding applications were submitted to province to fund the project and in early 2022, the Village secured \$2,771,000 through the BC New Spaces Fund.

The purpose-built facility will be a standalone building adjacent to the existing facility operated by the Pemberton Childcare Society. It will include two (2) classrooms, a nap/gross motor room, additional staff and child washrooms, an office, kitchen, storage room, and additional outdoor space.

PRIORITY PROJECT	PROGRESS & ACHIEVEMENTS
<p><b>Daycare Expansion</b></p>	<p><b>2019:</b> Daycare Expansion is set as a priority by Council. The Village of Pemberton, through participation in the Pemberton Valley Utilities and Services (PVUS) Committee, provided funding to support the completion of the Pemberton Child Care Needs Assessment and Strategy, lobbied the province for funding support, and submitted an application to the Childcare BC New Spaces Fund to build a new daycare facility which was not successful.</p> <p><b>2020:</b> The Village re-applies to the provincial New Spaces Fund program which was again denied. Council lobbied the provincial government to reconsider the Village’s application.</p> <p><b>2021:</b> The Village submits an updated application for funding. The Village partners with the District of Squamish to lobby the Ministry of Children and Family Services for reconsideration of funding.</p> <p><b>April 2022:</b> The Village secures \$2.77 million through the ChildCare BC New Spaces Fund for the expansion of the Pemberton Children’s Centre.</p> <p><b>August 2022:</b> The Village requests proposals from qualified, modular design-build teams to undertake the detailed design, construction and commissioning of an expansion of the existing Pemberton Children’s Centre.</p> <p><b>October 2022:</b> Site preparations commences.</p> <p><b>November 2022:</b> The design-build contract for the new facility is awarded to a consortium led by Freeport Construction Management.</p> <p><i>Looking forward: The Daycare Expansion project is expected to be completed in Spring 2024.</i></p>

## 2022 STRATEGIC GOALS &amp; PRIORITIES

# Official Community Plan (OCP) Update

The Village of Pemberton's existing Official Community Plan (OCP) was adopted in 2011 and much has changed within the community and the surrounding area since that time. Provincial guidelines suggest an OCP should be updated every 5 to 10 years, and in light of the tremendous growth experienced by the community, a review and update of the current Official Community Plan Bylaw No. 654, 2011 was overdue. The OCP Review is a strategic priority of Council that will guide the growth and development of the community over the short, medium, and long term.

Additionally, the OCP Review is an opportunity to strengthen the Village's relationship with Lílwat Nation and to advance truth and reconciliation within the community. The OCP Review will build on other municipal and regional planning initiatives including, but not limited to, the Community Climate Action Plan (CCAP), Pemberton Valley Recreation Trails Master Plan, and the Age-Friendly Affordable Housing Action Plan.

PRIORITY PROJECT	PROGRESS & ACHIEVEMENTS
<p><b>OCP Review</b></p>	<p><b>March 2020:</b> The pandemic resulted in this initiative being deferred; however, it also provided opportunity for the Village to facilitate the completion of valuable supporting policy such as the Community Climate Action Plan.</p> <p><b>March 2022:</b> Project scope was presented to the council, including Terms of Reference for an OCP Advisory Committee, and a proposed work plan.</p> <p><b>April 2022:</b> Village initiated the project, beginning with initial outreach to begin engagement with Lílwat Nation and issuing a Request for Proposals for expert consulting support.</p> <p><b>July 2022:</b> Village retained Urban Systems to support the Official Community Plan (OCP) review. Phase One began with background review and research, developing a final work plan and engagement strategy, and preparing for the public launch of the project in January 2023.</p> <p><i>Looking forward: Public consultation is expected to begin in January 2023 and continue through to the fall, including summer pop-up events, and continued engagement and relationship building with Lílwat Nation.</i></p>

## 2022 STRATEGIC GOALS &amp; PRIORITIES

# Asset Management

The Village of Pemberton recognizes the need for a formalized Asset Management Plan. The priority is to establish a dependable and practical asset management plan and a sustainable financial strategy that encompasses various stages such as devising an asset replacement funding plan, evaluating risk and service levels, projecting an asset replacement budget, and formulating an asset replacement financial strategy, long-term financial model, and plan. The project will involve two phases: Phase 1: Asset Management Plan and Phase 2: Asset Management Financial Strategy.

PRIORITY PROJECT	PROGRESS & ACHIEVEMENTS
<p><b>Asset Management Plan</b></p>	<p><b>2018:</b> 2018 - CCTV inspection of all underground sanitary lines to assess conditions is conducted.</p> <p><b>2019:</b> Asset management consultant is engaged by the Village.</p> <p><b>2020:</b> Village awarded \$12,000 from (UBCM) Asset Management Planning Program to support the development of the Asset Management Program.</p> <p><b>2022:</b> Completed the Asset Management Plan data review.</p> <p><i>Looking forward: Findings from the Asset Management Plan data review and Asset Management Financial Strategy were incorporated into 2023 Budget and 2023-2027 Five-Year Plan</i></p>

# COVID-19 2022 Timeline

As of 2022, the COVID-19 pandemic persisted while efforts were ongoing to implement the vaccination program. The Village adhered to protocols and made necessary adjustments based on Public Health Orders.

## January

**January 6:** In response to increasing positive cases of COVID-19 in the community, Municipal Hall reduced occupancy to a maximum six (6) employees, reverted to appointment-only hours of operation, and the COVID-19 Safety Plan was updated and implemented. Staff were requested to confidentially provide their vaccine status.

**January 18:** Council meetings returned to fully electronic due to the increase in COVID-19 cases.

**January 18:** Partial opening of gyms and fitness centres at the Pemberton and District Community Centre (PDCC). The PDCC was opened under new guidance, which included:

- All group fitness and exercise classes have a capacity limit of 25 people, regardless of the enormity of the space,
- 2 metre recommendation between patrons while exercising,
- Although recommended, mask use is not required by instructors when exercising (e.g. leading a group fitness class),
- All individuals, including personal trainers and instructors, must wear masks when not exercising

## February

**February 16:** Restrictions for Gatherings and Events Public Health Order (PHO) removed, remaining in place were mask mandates for indoor public spaces, Proof of Vaccine (POV) and COVID-19 Safety Plans. POV and mask requirements are re-evaluated on March 15 (prior to Spring Break) and April 12 (prior to Easter). Occupancy limit for Municipal Hall lifted.

## March

**March 11:** The Face Covering Order repealed, masking no longer required in indoor public spaces, including work spaces.

**March 29:** Face coverings remain required for those returning from abroad for 14 day period And Communicable Disease Plan adjusted to address requirement. April 5, 2022 – Council meeting reverted to in-person with electronic attendance an option.

## April

**April 8:** POV requirement lifted as well as the requirement for COVID-19 Safety Plans (these reverted to Communicable Disease Plans).

**April 19:** PDCC reopens and returns to full operations. Gym reopens to all users during operating hours.

## July

**July:** Governments start to announce 7th wave of COVID-19 – BA.5 subvariant is rising slowly. Province gears up for Booster Shot 4.

## September

**September:** WHO Director-General Tedros Adhamon Ghebreyesus advises while not there yet, the end of the COVID-19 Pandemic is in sight.

**September/October:** Booster Shot 4 available for administration.



# Pemberon District Initiative Fund

In 2020 the Pemberton and District Initiative Fund was launched. The program was established by the Squamish-Lillooet Regional District (SLRD) with the support of the Village and provides funding opportunities to community groups through two streams - Economic Development and Arts, Culture and Recreation. The Pemberton Initiative Fund provides sustainable funding for community groups in Pemberton and Area C of the SLRD.

ARTS, CULTURE AND RECREATION	
Organization	Project or Initiative
Pemberton Fire Rescue	Annual fireworks
Pemberton Farmers Market	Market support
Wellness Almanac	Operations support
Pemberton Arts Council	Executive Director support
Pemberton Canoe Association	Spirit Flatwater
Pemberton Off-Road Cycling Association	Executive Director support
Pemberton BMX	Administration support
Sea to Sky Community Services	Food Skills for Families
Pemberton Animal Wellness	Shelter Manager and operations support
Spud Valley Nordic Association	Fee subsidies and coaching
Pemberton Childcare Society	Annual Christmas Bazaar

ECONOMIC DEVELOPMENT	
Organization	Project or Initiative
Tourism Pemberton	Marketing support
Chamber of Commerce	Executive Director support Visitor Center Pemberton & District Economic Collaborative administrative support
Tourism Pemberton	Nairn Falls snow clearing

# Community Enhancement Contributions

Organization/Group	Event/Activity	Amount
Pemberton Secondary School Student Bursary	Reime Shisheido	\$3,000
Mount Currie Rodeo	Prize Sponsor	\$1,000
Lilwat Christmas Bureau	Christmas Hamper Program	\$500
Pemberton & District Museum and Archive Society	Halloween Haunted House	\$500
Pemberton Healthcare Foundation	Annual Fundraising Drive	\$1,200
Rotary/Chamber Annual Golf Tournament	Hole Sponsor	\$500
Sea to Sky Community - Foodbank	Christmas Hamper Program	\$500
Slow Food Cycle Sunday	Sponsor contribution	\$250
<b>TOTAL</b>		<b>\$7450</b>

# Permissive Tax Exemptions

Organization	Tax Exemption
Municipal Land and Buildings	\$ 4,648.00
BC Conference of Mennonite Brethren	\$ 375.00
Pemberton Childcare Society	\$ 972.00
Pemberton Lion's Society	\$ 2,141.00
Stewardship Pemberton	\$ 270.00
Pemberton Search and Rescue	\$ 490.00
Royal Canadian Legion	\$ 186.00
<b>TOTAL EXEMPTION VALUE</b>	<b>\$ 9,081.00</b>





# Audited Financial Statements



# Village of Pemberton

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For the year ended December 31, 2022

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## Management's Responsibility

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To the Mayor and Council of the Village of Pemberton,

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

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

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

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

September 12, 2023



Chief Administrative Officer



## Independent Auditor's Report

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To the Mayor and Council of the Village of Pemberton,

### Opinion

We have audited the financial statements of the Village of Pemberton (the "Village"), which comprise the statement of financial position as at December 31, 2022, and the statements of operations and accumulated surplus, changes in net financial assets, cash flows for the year then ended, including a summary of significant accounting policies and other explanatory information.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Village as at December 31, 2022, and the results of its operations, changes in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### Basis for Opinion

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

### Other Information

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

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

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

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

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

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

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

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

## Independent Auditor's Report

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

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

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

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

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

Kelowna, British Columbia

September 12, 2023

*MNP LLP*

Chartered Professional Accountants

**Village of Pemberton**  
**Statement of Financial Position**  
*As at December 31, 2022*

	2022	2021
<b>Financial assets</b>		
Cash and cash equivalents (Note 2)	12,025,406	11,796,515
Accounts receivable (Note 3)	1,986,495	1,651,639
Investments in government business partnerships (Note 4)	888,664	245,217
Municipal Finance Authority debt reserve	101,320	101,320
	<b>15,001,885</b>	<b>13,794,691</b>
<b>Financial liabilities</b>		
Accounts payable and accrued liabilities (Note 5)	1,630,352	1,250,905
Deferred revenue (Note 6)	4,712,469	4,209,011
Deposits and permits	1,921,459	2,274,052
Long-term debt (Note 7)	3,564,936	4,083,682
	<b>11,829,216</b>	<b>11,817,650</b>
<b>Net financial assets</b>	<b>3,172,669</b>	<b>1,977,041</b>
<b>Non-financial assets</b>		
Prepaid expenses	92,847	168,698
Tangible capital assets (Schedule 1)	33,026,179	31,793,846
	<b>33,119,026</b>	<b>31,962,544</b>
<b>Accumulated surplus (Note 8)</b>	<b>36,291,695</b>	<b>33,939,585</b>

Commitments and contingencies (Note 11)

\_\_\_\_\_  
 Mayor

The accompanying notes are an integral part of these financial statements



**Village of Pemberton**  
**Statement of Operations and Accumulated Surplus**  
*For the year ended December 31, 2022*

	Budget (Note 13)	2022	2021
<b>Revenue</b>			
Taxation (Note 10)	2,538,877	<b>2,431,435</b>	2,349,257
Water and sewer user rates	2,109,544	<b>2,345,686</b>	2,237,148
Government transfers (Note 9)			
Federal and provincial	5,630,313	<b>1,839,425</b>	2,006,983
Other local governments	1,729,388	<b>1,182,566</b>	1,473,239
Other	418,749	<b>1,262,967</b>	1,560,612
User charges	2,913,066	<b>749,512</b>	1,129,930
Contributions	-	<b>167,028</b>	504,307
Earnings from government business partnership (Note 4)	-	<b>643,447</b>	245,217
Penalties and interest income	32,500	<b>100,294</b>	66,802
Investment income	27,860	<b>154,602</b>	22,819
Gain on disposal of tangible capital assets	-	<b>1,087,170</b>	-
	15,400,297	<b>11,964,132</b>	11,596,314
<b>Expenses</b>			
General government	3,956,440	<b>2,586,913</b>	2,508,269
Fire protection services	896,856	<b>1,106,745</b>	975,529
Development and planning services	815,722	<b>883,188</b>	617,569
Public works and parks	1,337,626	<b>1,350,716</b>	1,167,307
Recreation services	1,181,982	<b>1,259,380</b>	1,030,129
Water utility	1,213,357	<b>1,105,087</b>	1,080,271
Sewer utility	1,286,189	<b>1,195,141</b>	1,162,719
Airport services	97,148	<b>124,852</b>	112,552
	10,785,320	<b>9,612,022</b>	8,654,345
Annual surplus	4,614,977	<b>2,352,110</b>	2,941,969
Accumulated surplus, beginning of year	33,939,585	<b>33,939,585</b>	30,997,616
<b>Accumulated surplus (Note 8)</b>	38,554,562	<b>36,291,695</b>	33,939,585

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

**Village of Pemberton**  
**Statement of Changes in Net Financial Assets**  
*For the year ended December 31, 2022*

	Budget (Note 13)	2022	2021
Annual surplus	4,614,977	<b>2,352,110</b>	2,941,969
Acquisition of tangible capital assets	(7,268,709)	<b>(2,553,326)</b>	(2,330,994)
Disposal of tangible capital assets	-	<b>12,830</b>	-
Amortization of tangible capital assets	1,234,067	<b>1,308,163</b>	1,191,743
	(6,034,642)	<b>(1,232,333)</b>	(1,139,251)
Change in prepaid expenses	-	<b>75,851</b>	77,160
Increase (decrease) in net financial assets	(1,419,665)	<b>1,195,628</b>	1,879,878
Net financial assets, beginning of year	1,977,041	<b>1,977,041</b>	97,163
<b>Net financial assets, end of year</b>	557,376	<b>3,172,669</b>	1,977,041

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

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

*For the year ended December 31, 2022*

	2022	2021
<b>Cash provided by (used for) the following activities</b>		
<b>Operating Activities</b>		
Annual surplus	2,352,110	2,941,969
Items not involving cash included in annual surplus:		
Amortization of tangible capital assets	1,308,163	1,191,743
Income from government business partnerships	(643,447)	(245,217)
Actuarial reduction of debt	(121,426)	(110,775)
Gain on disposal of tangible capital assets	(1,087,170)	-
Change in financial assets and liabilities:		
Accounts receivable	(334,856)	711,112
Municipal Finance Authority debt reserve	-	(1,695)
Accounts payable and accrued liabilities	379,447	(623,820)
Deferred revenue	503,458	1,574,851
Deposits and permits	(352,593)	505,258
Change in non-financial assets:		
Prepaid expenses	75,851	77,160
	<b>2,079,537</b>	<b>6,020,586</b>
<b>Capital Activities</b>		
Acquisition of tangible capital assets	(1,793,326)	(2,330,994)
Cash proceeds on disposition of tangible capital assets	340,000	-
	<b>(1,453,326)</b>	<b>(2,330,994)</b>
<b>Financing Activities</b>		
Principal repayments of long-term debt	(397,320)	(393,917)
Advances of long-term debt	-	329,611
	<b>(397,320)</b>	<b>(64,306)</b>
Increase in cash and cash equivalents	228,891	3,625,286
Cash and cash equivalents, beginning of year	11,796,515	8,171,229
Cash and cash equivalents, end of year	<b>12,025,406</b>	<b>11,796,515</b>

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



## Village of Pemberton Notes to the Financial Statements *For the year ended December 31, 2022*

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

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

### *Impact on operations of COVID-19*

In early March 2020 the impact of the global outbreak of COVID-19 began to have a significant impact on businesses through the restrictions put in place by the Canadian, provincial and municipal governments regarding travel, business operations and isolation/quarantine orders.

Due to the on-going COVID-19 pandemic the Village experienced interruption to regular business, however the negative impact to service levels and operations were minimized in the year and mitigated through use of the COVID Restart Fund.

At this time, it is unknown the extent of the impact the COVID-19 outbreak may have on the Village as this will depend on future developments that are highly uncertain and that cannot be predicted with confidence. These uncertainties arise from the inability to predict the ultimate geographic spread of the disease, and the duration of the outbreak, including the duration of travel restrictions, business closures or disruptions, and quarantine/isolation measures that are currently, or may be put, in place by Canada and other countries to fight the virus. While the extent of the impact is unknown, we anticipate this outbreak may cause supply chain disruptions, staff shortages, and increased government regulations, all of which may negatively impact the Village's business and financial condition.

### **1. Significant accounting policies**

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

#### (a) Reporting entity

The financial statements of the Village reflect the combination of all assets, liabilities, revenues, expenses and accumulated surplus of the Village. Inter-departmental balances and transactions have been eliminated.

The Village's government business partnership, the Speikúmtn Community Forest Limited Partnership, which is 50% owned and controlled by the Village and not dependent on the Village for their continuing operations, are included in the financial statements using the modified equity method.

The modified equity method of accounting is modified only to the extent that the business entity accounting principles are not adjusted to confirm to those of the Village. Thus, the Village's investment in these entities is recorded at acquisition cost and is increased for the proportionate share of post-acquisition earnings and decreased by post-acquisition losses and distributions received.

**Village of Pemberton**  
**Notes to the Financial Statements**  
*For the year ended December 31, 2022*

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

(b) Basis of accounting

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

(c) Property tax and other revenues

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

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

(d) Government transfers

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

(e) Deferred revenue

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

(f) Investment income

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

(g) Reserves

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

(h) Cash and cash equivalents

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

**Village of Pemberton**  
**Notes to the Financial Statements**  
*For the year ended December 31, 2022*

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

## (i) Long-term debt

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

## (j) Liability for contaminated sites

A liability for remediation of a contaminated site is recognized at the best estimate of the amount required to remediate the contaminated site when contamination exceeding an environmental standard exists, the Village is either directly responsible or accepts responsibility, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount is determinable. The best estimate of the liability includes all costs directly attributable to remediation activities and is reduced by expected net recoveries based on information available at December 31, 2022. No liability has been recorded at December 31, 2022 as no contaminated sites existed.

## (k) Non-financial assets

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

## (i) Tangible capital assets

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

Asset	Useful life - years
Buildings and building improvements	5 - 50
Engineering structures	10 - 40
Machinery, equipment, and vehicles	4 - 25
Water systems	5 - 50
Sewer systems	10 - 50

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

Non-monetary transfers of tangible capital assets are recognized at the valuation of the asset received at the date of transfer.

## (ii) Contributions of tangible capital assets

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



**Village of Pemberton**  
**Notes to the Financial Statements**  
*For the year ended December 31, 2022*

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

(k) Non-financial assets (continued)

(iii) Natural resources

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

(iv) Works of art and cultural and historic assets

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

(v) Interest capitalization

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

(l) Use of estimates

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

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

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

(m) Employee future benefits

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

(n) Expenses

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

(o) Prepaid expenses

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

**Village of Pemberton**  
**Notes to the Financial Statements**  
*For the year ended December 31, 2022*

**2. Cash and cash equivalents**

	2022	2021
Restricted cash and cash equivalents		
Development cost charges	1,932,605	1,773,116
Unrestricted cash and cash equivalents	10,092,801	10,023,399
	<b>12,025,406</b>	<b>11,796,515</b>

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

**Supplemental cash flow information**

During the year, land was disposed of for total proceeds of \$1,100,000, of which included \$340,000 of cash transferred and \$760,000 of land transferred in lieu of cash.

**3. Accounts receivable**

	2022	2021
Trade receivables	1,369,559	1,052,674
Taxes receivable	356,766	333,492
Goods and Services Tax receivable	111,314	144,039
Utilities receivable	148,856	121,434
	<b>1,986,495</b>	<b>1,651,639</b>

**4. Investments in government business partnerships**

The Village has an investment in the following entity:

	2021 total investment	Share of earnings	Withdrawals	2022 total Investment
<b>Government business partnerships:</b>				
Speikúmtn Community Forest Limited Partnership (50% ownership)	245,217	643,447	-	888,664
<hr/>				
	2020 total investment	Share of earnings	Withdrawals	2021 total Investment
<b>Government business partnerships:</b>				
Speikúmtn Community Forest Limited Partnership (50% ownership)	-	245,217	-	245,217

**Village of Pemberton**  
**Notes to the Financial Statements**  
*For the year ended December 31, 2022*

**4. Investments in government business partnerships (continued)**

Summary audited financial information for the Village's government business partnership, accounted for using the modified equity method, for the respective year-end is as follows:

	<b>Speikúmtn Community Forest LP as at December 31, 2022</b>
<b>Assets</b>	
Cash	656,974
Accounts receivable	659,395
Inventory	593,495
Prepaid expenses	3,170
Deferred logging and engineering	51,408
Related party balances	21
Community forest agreement	52,435
	<b>2,016,898</b>
<b>Liabilities</b>	
Accounts payable and accruals	118,948
Reforestation obligation	67,989
	<b>186,937</b>
<b>Partners' Capital</b>	<b>1,829,961</b>
<b>Total revenues</b>	<b>2,991,641</b>
<b>Total expenses</b>	<b>1,704,619</b>
<b>Net income</b>	<b>1,287,022</b>

**5. Accounts payable and accrued liabilities**

	<b>2022</b>	2021
Trade payables and accrued liabilities	1,144,399	907,641
Wages payable	280,283	231,276
Government remittances	205,670	111,988
	<b>1,630,352</b>	1,250,905



**Village of Pemberton**  
**Notes to the Financial Statements**  
*For the year ended December 31, 2022*

**6. Deferred revenue**

	2021	Collections	Transfers	2022
Development cost charges				
General	497,713	60,660	(29,521)	<b>528,852</b>
Water utility	126,966	25,395	-	<b>152,361</b>
Sewer utility	766,002	64,622	(1,582)	<b>829,042</b>
Parks	342,896	7,936	29,521	<b>380,353</b>
Drainage	39,538	876	1,582	<b>41,996</b>
	<b>1,773,115</b>	<b>159,489</b>	<b>-</b>	<b>1,932,604</b>
Deferred revenue				
General	-	1,137,010	234,144	<b>1,371,154</b>
Canada Community-Building Fund	1,014,318	174,616	(9,295)	<b>1,179,639</b>
Deferred grants	1,222,139	-	(1,208,402)	<b>13,737</b>
Future local improvements	110,953	-	-	<b>110,953</b>
Prepaid utilities and taxes	88,486	104,382	(88,486)	<b>104,382</b>
	<b>2,435,896</b>	<b>1,416,008</b>	<b>(1,072,039)</b>	<b>2,779,865</b>
	<b>4,209,011</b>	<b>1,575,497</b>	<b>(1,072,039)</b>	<b>4,712,469</b>

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

**Village of Pemberton**  
**Notes to the Financial Statements**  
*For the year ended December 31, 2022*

**7. Long-term debt**

	2022	2021
Outstanding debt, beginning of year	4,083,682	4,258,763
Issues of debt	-	329,611
Repayment of debt	(397,320)	(393,917)
Actuarial reduction of debt	(121,426)	(110,775)
	<b>3,564,936</b>	4,083,682

Bylaw	Year Maturing	% Rate	Cash Payments		Balance Outstanding	
			Interest	Principal	2022	2021
427	2022	3.05	2,411	19,658	-	49,674
515	2025	1.80	19,110	85,572	420,253	552,257
580	2036	3.00	30,838	35,939	1,231,271	1,295,995
756	2024	3.00	8,100	22,489	63,922	92,378
776	2040	2.75	33,000	30,809	960,327	998,199
795	2036	2.10	11,204	19,856	405,099	428,118
N/A	2027	Variable	3,815	34,760	172,890	207,650
N/A	2023	Variable	128	6,232	3,424	9,656
N/A	2023	Variable	128	6,232	3,424	9,656
N/A	2023	Variable	51	2,493	1,368	3,861
N/A	2023	Variable	80	3,552	2,296	5,848
N/A	2023	Variable	256	12,465	6,844	19,309
N/A	2023	Variable	727	35,316	19,391	54,707
N/A	2024	Variable	320	7,072	12,559	19,631
N/A	2024	Variable	276	6,106	10,838	16,944
N/A	2023	Variable	193	6,776	6,368	13,144
N/A	2026	Variable	727	8,488	32,110	40,598
N/A	2026	Variable	4,788	53,505	212,552	266,057
			116,152	397,320	<b>3,564,936</b>	4,083,682

The variable interest rate on the debt is equal to the equipment financing monthly variable rate as published by the Municipal Finance Authority of BC ("MFA"). The MFA variable rate at December 31, 2022 was 4.51%.

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

2023	353,249
2024	307,676
2025	276,628
2026	173,409
2027	107,812

**Village of Pemberton**  
**Notes to the Financial Statements**  
*For the year ended December 31, 2022*

**8. Accumulated surplus**

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

	2022	2021
Surplus (deficit)		
Invested in tangible capital assets	29,461,243	27,710,164
Invested in government business partnerships	888,664	245,217
Unrestricted	(690,602)	442,988
	<b>29,659,305</b>	<b>28,398,369</b>
Non-statutory reserves		
General reserve	172,551	180,844
Reserves set aside by Council		
Centennial building	7,161	7,161
Capital	895,967	511,361
CAC Reserve	720,537	720,537
Recreation	1,180,883	917,338
Parkland	340,000	-
Fire department	458,106	803,000
Water – general	1,670,554	1,310,939
Sewer – general	607,859	277,403
Transit	148,919	118,596
COVID Restart (Note 15)	429,853	694,037
	<b>6,459,839</b>	<b>5,360,372</b>
	<b>36,291,695</b>	<b>33,939,585</b>

**9. Government transfers**

The government transfers reported on the statement of operations are:

	2022	2021
Federal and provincial grants		
Social assistance and community development	525,578	413,384
Miscellaneous	297,348	103,382
Capital improvements	1,016,499	1,484,918
Gas tax	-	5,299
	<b>1,839,425</b>	<b>2,006,983</b>
Other municipalities and regional districts		
Recreation services	722,526	1,010,988
Fire protection	285,876	307,233
Rescue services	96,361	89,018
Other	77,803	66,000
	<b>1,182,566</b>	<b>1,473,239</b>
Total government transfer revenues	<b>3,021,991</b>	<b>3,480,222</b>



**Village of Pemberton**  
**Notes to the Financial Statements**  
*For the year ended December 31, 2022*

**10. Taxation**

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

	2022	2021
Municipal and school property taxes levied	6,372,724	5,638,567
Payments in-lieu of taxes	70,680	70,589
	<b>6,443,404</b>	<b>5,709,156</b>
Less transfers to other governments		
Province of B.C. – School taxes	1,855,146	1,732,861
Squamish-Lillooet Regional District	1,339,156	1,251,555
Policing costs	289,271	272,388
B.C. Assessment Authority	63,864	60,164
Sea to Sky Regional Hospital District	52,504	42,670
Municipal Finance Authority	319	261
	<b>3,600,260</b>	<b>3,359,899</b>
<b>Net taxation revenue available for municipal purposes</b>	<b>2,843,144</b>	<b>2,349,257</b>

**11. Commitments and contingencies**

- (a) The Village of Pemberton debt is, under the provisions of the Local Government Act, a direct, joint and several liability of the Squamish-Lillooet Regional District and each member municipality within the Regional District, including the Village of Pemberton. The loan agreements with the Regional District and the Municipal Finance Authority provide that if any time the scheduled payments provided for in the agreements are not sufficient to meet the Authority's obligations in respect to such borrowings, the resulting deficiency becomes a liability of the Village.
- (b) The Village and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2021, the plan has about 227,000 active members and approximately 118,000 retired members. Active members include approximately 42,000 contributors from local governments.

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

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2021, indicated a \$3,761 million funding surplus for basic pension benefits on a going concern basis.

The Village of Pemberton paid \$241,770 (2021 - \$225,825) for employer contributions to the plan in fiscal 2022. The next valuation will be as at December 31, 2024, with results available in 2025.

**Village of Pemberton**  
**Notes to the Financial Statements**  
*For the year ended December 31, 2022*

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

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

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

**12. Segmented information**

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

**(i) General government**

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

**(ii) Fire protection services**

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

**(iii) Development and planning services**

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

**(iv) Recreation services**

Recreation services include various recreational programs, facilities and parks operations.

**Village of Pemberton**  
**Notes to the Financial Statements**  
*For the year ended December 31, 2022*

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**12. Segmented information (continued)**

## (v) Public works and parks

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

## (vi) Water and sewer utilities

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

## (vii) Airport services

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

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

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

**13. Budget data**

The budget data presented in these financial statements is based upon the 2022 operating and capital budgets adopted by Council on May 19, 2022. The following table reconciles the approved budget to the budget figures reported in these financial statements.

	<b>Budget amount</b>
Surplus – Statement of Operations	4,614,977
Adjust for budgeted non-cash items included in statement of operations	
Amortization of tangible capital assets	1,234,067
Adjust for budgeted cash items not included in statement of operations	
Capital expenditures	(7,268,709)
Loan proceeds	345,000
Reduction in long-term debt	(229,848)
Capital equipment loans repayments	(210,466)
Transfers from Statutory Reserves	539,540
Transfers to Non-Statutory Reserves	(1,110,949)
Transfers from Non-Statutory Reserves	1,203,552
Transfers to Unrestricted Surplus	(39,198)
Transfers from Unrestricted Surplus	922,029
Total adjustments	(4,614,977)
Financial plan balance	-



**Village of Pemberton**  
**Notes to the Financial Statements**  
*For the year ended December 31, 2022*

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**14. Recent Accounting Pronouncements**

PS 3280 *Asset Retirement Obligations*, issued August 2018, establishes standards for recognition, measurement, presentation and disclosure of legal obligations associated with the retirement of tangible capital assets and is effective for the Town as of January 1, 2023. A liability will be recognized when, as at the financial reporting date:

- (a) There is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- (b) The past transaction or event giving rise to the liability has occurred;
- (c) It is expected that future economic benefits will be given up; and
- (d) A reasonable estimate of the amount can be made.

Liabilities are recognized for statutory, contractual or legal obligations associated with the retirement of tangible capital assets when those obligations result from the acquisition, construction, development or normal operation of the assets. The obligations are measured initially at fair value, determined using present value methodology, and the resulting costs capitalized into the carrying amount of the related tangible capital asset. In subsequent periods, the liability is adjusted for accretion and any changes in the amount or timing of the underlying future cash flows. The capitalized asset retirement cost is amortized on the same basis as the related asset and accretion expense is included in the Statement of Operations.

Management is in the process of assessing the impact of adopting this standard on the Town's financial results.

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

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

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

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

**Village of Pemberton**  
**Notes to the Financial Statements**  
*For the year ended December 31, 2022*

**15. Schedule of COVID Restart Fund Revenues and Disbursements (continued)**

	2022	2021
COVID Restart Fund, beginning of year	694,037	883,540
COVID Restart Fund Revenues	-	-
Interest earned on COVID Restart Funds	11,682	7,051
Eligible expenses incurred:		
Revenue losses	130,000	-
Administrative Salaries	68,409	14,567
Technology and communication expenses	70,824	58,600
Cleaning Supplies	6,633	3,800
Capital Expenditures	-	102,865
Repairs and Maintenance	-	16,722
Total eligible expenses incurred	275,866	203,605
<b>COVID Restart Fund, end of year</b>	<b>429,853</b>	<b>694,037</b>

**Village of Pemberton**  
**Schedule 1 - Tangible Capital Assets**

*For the year ended December 31, 2022*

<b>2022</b>	<b>Land</b>	<b>Buildings</b>	<b>Engineering Structures</b>	<b>Machinery, Equipment, and Vehicles</b>	<b>Water Systems</b>	<b>Sewer Systems</b>	<b>Assets Under Construction</b>	<b>Total</b>
<b>Cost</b>								
Balance, beginning of year	1,996,062	2,264,130	17,441,641	5,026,399	7,383,566	13,884,762	464,848	<b>48,461,408</b>
Disposals and transfers	(12,830)	-	-	-	-	-	-	<b>(12,830)</b>
Additions	760,000	43,561	1,112,669	322,190	68,467	58,813	187,626	<b>2,553,326</b>
Balance, end of year	<b>2,743,232</b>	<b>2,307,691</b>	<b>18,554,310</b>	<b>5,348,589</b>	<b>7,452,033</b>	<b>13,943,575</b>	<b>652,474</b>	<b>51,001,904</b>
<b>Accumulated amortization</b>								
Balance, beginning of year	-	796,927	4,631,969	3,744,179	2,068,350	5,426,137	-	<b>16,667,562</b>
Amortization Expense	-	72,034	442,296	305,728	187,296	300,809	-	<b>1,308,163</b>
Balance, end of year	-	868,961	5,074,265	4,049,907	2,255,646	5,726,946	-	<b>17,975,725</b>
<b>Net book value, end of year</b>	<b>2,743,232</b>	<b>1,438,730</b>	<b>13,480,045</b>	<b>1,298,682</b>	<b>5,196,387</b>	<b>8,216,629</b>	<b>652,474</b>	<b>33,026,179</b>

<b>2021</b>	<b>Land</b>	<b>Buildings</b>	<b>Engineering Structures</b>	<b>Machinery, Equipment, and Vehicles</b>	<b>Water Systems</b>	<b>Sewer Systems</b>	<b>Assets Under Construction</b>	<b>Total</b>
<b>Cost</b>								
Balance, beginning of year	1,996,062	2,221,160	15,897,299	4,657,475	7,074,152	13,847,032	437,234	<b>46,130,414</b>
Disposals and transfers	-	-	-	-	-	-	-	-
Additions	-	42,970	1,544,342	368,924	309,414	37,730	27,614	<b>2,330,994</b>
Balance, end of year	<b>1,996,062</b>	<b>2,264,130</b>	<b>17,441,641</b>	<b>5,026,399</b>	<b>7,383,566</b>	<b>13,884,762</b>	<b>464,848</b>	<b>48,461,408</b>
<b>Accumulated amortization</b>								
Balance, beginning of year	-	729,248	4,251,171	3,472,262	1,890,848	5,132,290	-	<b>15,475,819</b>
Amortization Expense	-	67,679	380,798	271,917	177,502	293,847	-	<b>1,191,743</b>
Balance, end of year	-	796,927	4,631,969	3,744,179	2,068,350	5,426,137	-	<b>16,667,562</b>
<b>Net book value, end of year</b>	<b>1,996,062</b>	<b>1,467,203</b>	<b>12,809,672</b>	<b>1,282,220</b>	<b>5,315,216</b>	<b>8,458,625</b>	<b>464,848</b>	<b>31,793,846</b>

Included in tangible capital assets are fully depreciated assets with cost and accumulated amortization of \$2,097,142 (2021 - \$1,556,945)

**APPENDIX A**

**Village of Pemberton**  
**Schedule 2 - Segmented Information**  
*For the year ended December 31, 2022*

<b>2022</b>	<b>General Government</b>	<b>Fire Protection Services</b>	<b>Development and Planning Service</b>	<b>Public Works and Parks</b>	<b>Recreation</b>	<b>Water Utility</b>	<b>Sewer Utility</b>	<b>Airport Services</b>	<b>Total</b>
<b>Revenues</b>									
Taxation	847,224	494,344	290,929	444,936	-	99,985	212,064	41,953	<b>2,431,435</b>
Water and sewer user rates	-	-	-	-	-	1,240,884	1,104,802	-	<b>2,345,686</b>
Government transfers	610,881	672,085	-	1,016,499	722,526	-	-	-	<b>3,021,991</b>
Other	355,483	21,013	202,481	48,932	512,080	43,066	75,340	4,572	<b>1,262,967</b>
User charges	283,725	-	404,240	-	-	-	24,542	37,005	<b>749,512</b>
Contributions	167,028	-	-	-	-	-	-	-	<b>167,028</b>
Earnings from government business partnerships	643,447	-	-	-	-	-	-	-	<b>643,447</b>
Penal ies and interest	100,294	-	-	-	-	-	-	-	<b>100,294</b>
Investment income	129,367	-	-	-	25,235	-	-	-	<b>154,602</b>
Gain on sale of asset	-	-	-	1,087,170	-	-	-	-	<b>1,087,170</b>
<b>Balance, end of year</b>	<b>3,137,449</b>	<b>1,187,442</b>	<b>897,650</b>	<b>2,597,537</b>	<b>1,259,841</b>	<b>1,383,935</b>	<b>1,416,748</b>	<b>83,530</b>	<b>11,964,132</b>
<b>Expenses</b>									
Wages, salaries	483,588	564,821	397,157	828,253	680,582	579,633	571,216	61,640	<b>4,166,890</b>
Materials, supplies and contracted services	1,300,037	530,463	485,899	516,673	578,285	295,884	272,229	41,347	<b>4,020,817</b>
Debt servicing	5,095	11,461	132	5,790	513	42,274	50,887	-	<b>116,152</b>
Amortization	798,193	-	-	-	-	187,296	300,809	21,865	<b>1,308,163</b>
	<b>2,586,913</b>	<b>1,106,745</b>	<b>883,188</b>	<b>1,350,716</b>	<b>1,259,380</b>	<b>1,105,087</b>	<b>1,195,141</b>	<b>124,852</b>	<b>9,612,022</b>
<b>Annual surplus (deficit)</b>	<b>550,536</b>	<b>80,697</b>	<b>14,462</b>	<b>1,246,821</b>	<b>461</b>	<b>278,848</b>	<b>221,607</b>	<b>(41,322)</b>	<b>2,352,110</b>



**Village of Pemberton**  
**Schedule 2 - Segmented Information**  
*For the year ended December 31, 2022*

2021	General Government	Fire Protection Services	Development and Planning Service	Public Works and Parks	Recreation	Water Utility	Sewer Utility	Airport Services	Total
<b>Revenues</b>									
Taxation	981,926	335,531	241,682	454,399	-	99,985	212,064	23,670	<b>2,349,257</b>
Water and sewer user rates	-	-	-	-	-	1,207,579	1,029,569	-	<b>2,237,148</b>
Government transfers	513,409	468,757	-	1,484,918	1,013,138	-	-	-	<b>3,480,222</b>
Other	510,338	382,783	136,198	7,811	408,090	39,109	69,511	6,772	<b>1,560,612</b>
User charges	383,834	-	704,258	-	-	-	-	41,838	<b>1,129,930</b>
Contributions	139,816	67,971	-	296,520	-	-	-	-	<b>504,307</b>
Earnings from government business partnerships	245,217	-	-	-	-	-	-	-	<b>245,217</b>
Penalties and interest	66,802	-	-	-	-	-	-	-	<b>66,802</b>
Investment income	15,457	-	-	-	5,767	547	1,048	-	<b>22,819</b>
<b>Balance, end of year</b>	<b>2,856,799</b>	<b>1,255,042</b>	<b>1,082,138</b>	<b>2,243,648</b>	<b>1,426,995</b>	<b>1,347,220</b>	<b>1,312,192</b>	<b>72,280</b>	<b>11,596,314</b>
<b>Expenses</b>									
Wages, salaries	391,051	598,134	383,959	750,010	530,425	511,335	511,999	55,079	<b>3,731,992</b>
Materials, supplies and contracted services	1,415,969	363,277	233,610	415,343	499,324	333,737	290,768	35,608	<b>3,587,636</b>
Debt servicing	2,719	14,118	-	1,954	380	57,698	66,105	-	<b>142,974</b>
Amortization	698,530	-	-	-	-	177,501	293,847	21,865	<b>1,191,743</b>
	<b>2,508,269</b>	<b>975,529</b>	<b>617,569</b>	<b>1,167,307</b>	<b>1,030,129</b>	<b>1,080,271</b>	<b>1,162,719</b>	<b>112,552</b>	<b>8,654,345</b>
<b>Annual surplus (deficit)</b>	<b>348,530</b>	<b>279,513</b>	<b>464,569</b>	<b>1,076,341</b>	<b>396,866</b>	<b>266,949</b>	<b>149,473</b>	<b>(40,272)</b>	<b>2,941,969</b>



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

Meeting #: 1587  
Date: Tuesday, September 12, 2023, 5:30 pm  
Location: Council Chambers  
7400 Prospect Street

COUNCILLORS: Mayor Mike Richman  
Councillor Ted Craddock  
Councillor Jennie Helmer  
Councillor Katrina Nightingale  
Councillor Laura Ramsden

STAFF: Elizabeth Tracy, Chief Administrative Officer  
Ethan Fredeen, Acting Manager of Corporate and Legislative Services  
Scott McRae, Manager Development Services\*  
Colin Brown, Planner II\*  
Thomas Sikora, Manager of Finance\*  
Elena Aranguren, Office Coordinator

PUBLIC: 5

MEDIA: 1

\*Denotes Partial Attendance

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

**1. CALL TO ORDER (2:00pm)**

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 1:25pm Mayor Richman called the meeting to order.

**2. IN CAMERA**

At 1:26pm Council moved to In Camera

Moved/Seconded

**THAT** the meeting is closed to the public in accordance with the *Community Charter* Section 90 (1) (c) Employee Relations and (l) Annual Report, 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**

**3. RECESS REGULAR MEETING**

At 5:07pm Council recessed the Regular Council Meeting.

**4. PUBLIC HEARING (5:30pm)**

**4.1 Zoning Amendment (Comprehensive Development Zone 7 - Prospect Apartments) Bylaw No. 948, 2023**

**5. RECONVENE REGULAR MEETING**

In honour of the Lil'wat7ul, the Village of Pemberton acknowledges that we are gathering on the traditional sacred and unceded territory of the Líl'wat nation in the Lil'wat7ul who have been keepers of this land since time immemorial. We know the impacts of colonization have been devastating in attempting to eradicate the culture, language, and tradition of indigenous people, and I recognize that racism against indigenous peoples and oppressive Colonial institutional practices are still very much alive today. As a settler on Líl'wat lands, I am incredibly grateful for the privilege and opportunity that my family and I have. The Village of Pemberton is committed to listening, learning decolonization and reconciliation.

At 5:50pm Council reconvened the Regular Council Meeting.

**6. ADOPTION OF AGENDA**

Moved/Seconded

**THAT** the agenda be approved as amended to move the Finance report before the Office of the CAO Reports.

**CARRIED**

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

**7.1 Mayor Richman advised that during the In Camera Meeting No.1586, held on July 18, 2023, Council rose with the following resolution:**

**WHEREAS** the Village of Pemberton recognizes that it lies entirely within the traditional territory of the Líl'wat Nation who is used in occupy these alliances time in memorial and that Nation holds inherent aboriginal rights and aboriginal title for all the answers traditional territory and that these rights have never been seated, surrendered or abandoned; and

**WHEREAS** the United Nations Declaration of the Rights of Indigenous Peoples endorsed and adopted by the Government of Canada states that Indigenous people have the right to participate in decision-making matters which would affect their rights and that states shall consult and cooperate in good faith with the Indigenous people's concern through their own representative institutions in order to obtain their free prior and informed consent for adopting and implementing legislative and administrative measures that may affect them; and

**WHEREAS** the province of British Columbia passed the Declaration of the Rights of Indigenous Peoples Act, which establishes the United Nations Declaration on the Rights of Indigenous Peoples as the province's framework for reconciliation as called for by the Truth and Reconciliation Commission's calls to action; and

**WHEREAS** The Truth and Reconciliation Commission of Canada published its final report detailing the experiences and impacts of the residential school system, which detailed 94 calls to action across a wide range of areas, including child welfare, education, health, justice, language and culture including all specific calls to Municipal governments to fully adopt and



implement the United Nations Declaration on the rights of indigenous peoples as a framework for reconciliation; and

**WHEREAS** the Local Government Act requires municipalities to consult with persons, organizations and authorities it considers will be affected, including First Nations, when updating the official community plans and

**WHEREAS** in response to early consultation on the Village's official community plan review, the Village of Pemberton received the request from the Lílwat Nation to update the protocol agreement between the two governments.

**THEREFORE BE IT RESOLVED**

Moved/Seconded

**THAT** the Municipality of the Village of Pemberton paused the consideration of the Official Community Plan project to create space and opportunity to strengthen the relationship with the Lílwat Nation and begin updating the protocol agreement;

**AND THAT** Council thanks all the community members who have participated by sharing their insights and perspectives from the new official community plan and direct Staff to retain and share all the information gathered to date for use when Council determines it is appropriate for the project to resume.

**CARRIED**

**8. APPROVAL OF MINUTES**

**8.1 Regular Council Meeting No. 1581, Tuesday July 18, 2023**

Moved/Seconded

**THAT** the minutes from the Regular Council Meeting No. 1586, held Tuesday, July 18, 2023, be adopted as circulated.

**CARRIED**

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

There was no business arising.

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

There was no business arising.

**11. COMMITTEE MINUTES - FOR INFORMATION**

**12. DELEGATION**

**13. STAFF REPORTS**

**13.1 Finance**

**a. 2022 Audited Financial Statements**

At 6:00pm Trevor Martens, Chartered Professional Accountant, joined the meeting electronically. Mr. Martens presented the 2022 Audited Financial Statements.

Moved/Seconded

**THAT** the 2022 Audited Financial Statements be adopted as presented.

**CARRIED**

## 13.2 Office of the CAO

### a. CAO Verbal Report

The Chief Administrative Officer expressed gratitude towards our firefighters deployed this summer to assist with BC wildfires.

The Chief Administrative Officer acknowledged the following community projects:

- Completion of the Signal Hill Elementary School sidewalk
- Installation of EV Chargers on Aster Street
- Construction of a storage Unit at Den Duyf Park
- Pemberton Farm Road East Friendship Trail Connector

Moved/Seconded

**THAT** the Chief Administrative Officer's verbal report be received.

**CARRIED**

## 13.3 Development Services

### a. Harrow Agreement (Harrow Road Project) Bylaw No. 949, 2023

Moved/Seconded

**THAT** Housing Agreement (Harrow Road Project) Bylaw No. 949, 2023 be given First, Second and Third reading to permit the Village to enter into a Housing Agreement substantially in the form attached.

**CARRIED**

## 14. BYLAWS

## 15. MAYOR'S Report

Mayor Richman commented on the drought and fire season experienced in Pemberton and sent his thoughts to the neighbouring communities affected by wildfires this summer.

Mayor Richman reported on the following meetings:

- Minister of Emergency Planning and Preparedness regarding flood mitigation
- Patrick B. Weiler MP

Mayor Richman reported on the following scheduled meetings:

- 2023 UBCM Convention
- Minister of Municipal Affairs

## 16. COUNCILLORS' Reports

Councillor Craddock attended and reported on the following meetings:

- Pemberton Valley Dyking District (Liaison)

Councillor Nightingale attended and reported on the following meetings and events:

- Spelkúmtn Community Forest Interim Board
- Arts Council Mural

## 17. CORRESPONDENCE

### 17.1 Correspondence for Action

- a. **Sharon Sauter, dated July 18, 2023 regarding Rezoning Application for Prospect Place Pemberton Townhomes Ltd.**
- Moved/Seconded  
**THAT** the correspondence be referred to staff for response.  
**CARRIED**
- b. **Nancy Lee, dated July 27, 2023, requesting a shade structure for the dog park.**
- Moved/Seconded  
**THAT** the correspondence be referred to staff for response.  
**CARRIED**
- c. **Jane Leone, dated August 10, 2023, requesting lighting improvements on the Friendship Trail.**
- Moved/Seconded  
**THAT** the correspondence be referred to the Parks and Trails Coordinator at the Squamish-Lillooet Regional District.  
**CARRIED**
- d. **Terri McCallum, dated August 12, 2023, and August 23, 2023, requesting consideration for an aquatics center**
- Moved/Seconded  
**THAT** the correspondence be referred to staff for response.  
**CARRIED**

### 17.2 Correspondence for Information

- a. **Avery Gottfried, A/Director, Ministry of Environment and Climate Change Strategy, dated July 14, 2023, regarding Single-Use and Plastic Waste Prevention Regulation**
- b. **Patrick Weiler, MP, West Vancouver-Sunshine Coast-Sea to Sky Country, dated July 21, 2023, regarding the launch of online public consultation for the development of a Safe LTC Act.**
- c. **Ministry of Forests, dated July 12, July 26, and August 25, 2023, requesting conservation of water use.**
- Moved/Seconded  
**THAT** the information provided by the Ministry of Forest requesting conservation of water use be shared with the public throughout our communication platforms.  
**CARRIED**
- d. **Jen Ford, President, UBCM, dated July 26, 2023, regarding the first Community Works Fund payment.**
- e. **Sarah Valentine, dated July 31, 2023, regarding Parkside Developments**
- f. **Cindy Wedd, Corporate Officer, Township of Spallumcheen, regarding a recycling program for antifreeze containers and used oil**

- g. **Rebecca Bishop, Program Officer, UBCM, dated August 3, 2023, regarding grant approval under Next Generation 911 funding program.**
- h. **Keith Atkinson, Chair, BC Forest Practices Board, dated August 9, 2023, informing of a special report concerning Forest and Management in BC: Toward Landscape Resilience**
- i. **Patrick Weiler, MP, West Vancouver-Sunshine Coast-Sea to Sky Country, dated August 9, 2023, regarding the New Horizons for Senior Program.**

**18. DECISION ON LATE BUSINESS**

**19. LATE BUSINESS**

**20. NOTICE OF MOTION**

**21. QUESTION PERIOD**

**Niki Vanker, Village of Pemberton**

Ms. Vanker expressed her concerns about the pausing of the OCP review. Ms. Vanker emphasized the need for collaboration between the Village and Lílwat Nation in future development applications.

**22. IN CAMERA, CONTINUED**

At 6:37pm Council moved in camera.

Moved/Seconded

**THAT** the meeting is closed to the public in accordance with the *Community Charter* Section 90 (1) (c) Employee Relations and (l) Annual Report, 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**

**23. RISE WITH REPORT**

**24. ADJOURNMENT OF REGULAR COUNCIL MEETING**

At 7:00pm the meeting was adjourned.

Moved/Seconded

**THAT** the meeting be adjourned.

**CARRIED**

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Mike Richman, Mayor

---

Ethan Fredeen, Deputy Corporate Officer



**Date:** Tuesday, October 17, 2023

**To:** Council

**From:** ELIZABETH TRACY

**Subject:** Office of the CAO 2023 2<sup>nd</sup> and 3<sup>rd</sup> Quarter Operational Priorities Update

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### **PURPOSE**

The purpose of this report is to provide Council with an update on the Operational Priorities and activities of the Office of the CAO from April 1, 2023, through September 30, 2023 for 2<sup>nd</sup> and 3<sup>rd</sup> Quarter of 2023.

### **BACKGROUND**

Quarterly reports will be provided throughout the year as a means of keeping Council up to date with the Village's priorities and Office of the CAO operational priorities and efforts toward continuous improvement.

### **DISCUSSION & COMMENTS**

In the 2<sup>nd</sup> and 3<sup>rd</sup> Quarters of 2023 the Chief Administrative Officer worked with staff and consultants to prepare a four-year strategic plan for the Village. Included in this process were efforts to advance Council's reconciliation advocacy priority to assess organizational readiness and better understand of the process for integrating United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) into Village operations and governance.

As identified within the 2023 budget process, service objectives of the Office of the CAO include:

1. Vision – Deliver strategic priorities, corporate objectives and employee values
2. Organizational Health – Retention and increased organizational stability and development
3. Service – Reliable, responsive, and building relationships
4. Emergency preparedness

Additionally, the following table provides a high-level visual summary of the status of Council's current operational priorities as identified in December of 2022:

<b>In Progress (NOW)</b>		
<b>Project</b>	<b>Milestone</b>	<b>Date</b>
<b>DAYCARE EXPANSION</b>	Civil works and foundation are in completion stages. Modular units are being held at lot 8 in preparation for assembly on the site. Staff are working with the daycare to determine next steps for long term care of the new facility.	Ongoing
<b>OFFICIAL COMMUNITY PLAN UPDATE</b>	The OCP engagement process is currently paused as we work through the updated protocol agreement with the Lilwat Nation.	Paused
<b>COMPENSATION STUDY</b>	Results were integrated into the 2023 budget and rolled out to staff in June of 2023. Subsequent market increases and steps will need to integrate into future budgets to remain competitive.	Ongoing
<b>COMMUNITY WILDFIRE RESILIANCY PLAN</b>	Presentation to council	Completed
<b>WATER SYSTEM UPGRADE</b>	Present assessment to new council	Completed
<b>NEXT</b>		
<b>Project</b>	<b>Milestone</b>	<b>Date</b>
<b>FIRE/MUNICIPAL HALL</b>	Concept and programming were presented to Council in June. Staff are in the process of identifying potential sites and funding to support both facilities.	Ongoing
<b>ORGANIZATIONAL VISION</b>	Strategic priorities were developed in June followed by the council vision and values session in September. The plan will be presented to Council at the end of October.	October
<b>ASSET MANAGEMENT PLAN &amp; POLICY</b>	Presentation to council by consultant	Completed
<b>DAYCARE CONSTRUCTION</b>	Gap funding support	Completed
<b>RETENTION &amp; RECRUTIMENT</b>	Terms of Reference defined. Next steps to be considered.	Ongoing

Below are details of the tasks/projects undertaken in the 2<sup>nd</sup> and 3<sup>rd</sup> Quarter for the Office of the CAO:

### Emergency Management:

The following provides 2<sup>nd</sup> and 3<sup>rd</sup> Quarter updates for the Emergency Program Officer:

- Created and distributed Emergency Preparedness Week public education materials via social media and organized the Wildfire & Emergency Preparedness Day on May 6<sup>th</sup>
- Participated in a provincial seasonal readiness workshops with provincial stakeholders to prepare for the wildfire season
- Provided and advised on emergency response needs for the Sea to Sky Food Resiliency Project
- Begun the initial planning for a Regional Functional Flood Evacuation exercise
- Finalized Emergency Operations Centre (EOC) and Emergency Support Services (ESS) grants which funded enhanced communication and operating capabilities of the EOC and ESS program
- Collaborated with the Pemberton Valley Dyking District on ongoing flood mitigation and public education and preparedness projects
- Participated in Realizing UNDRIP, EDI and strategic planning workshops
- Provided communications support during the absence of the Communications and Grant Coordinator position
- Monitored and participated in Provincial communications and discussions regarding the Modernization of Emergency Management Legislation
- Provided large scale delivery of Emergency Support Services for the SLRD for evacuees affected by the Casper Creek and Downton Lake fires

### Communications and Grants

The following provides 2<sup>nd</sup> and 3<sup>rd</sup> Quarter updates for the Communications and Engagement Advisor:

- Completed and distributed a press release on the Village of Pemberton Official Community Plan (OCP) pause
- Assisted with 2022 Annual Report review and design process, including facilitating a photoshoot for Mayor and Council
- Facilitated departmental Pique advertising needs, including ad design creation
- Daily monitor local, regional, and national media coverage of municipal and industry news topics
- Monitor both the Communications Inbox and Grants Inbox daily and facilitate follow-up as needed
- Research weekly for available grant opportunities for departmental consideration
- Monitor Village of Pemberton Facebook page and lead content creation for page
- Create content and distribute the community e-News on a bi-weekly basis
- Maintain Village of Pemberton website including posting timely Community Notices and Advisories as needed

## Human Resources

The following provides 2<sup>nd</sup> and 3<sup>rd</sup> Quarter updates for the HR Advisor:

- Onboarded
  1. Deputy Corporate Officer
  2. Planning Assistant (Summer Student)
  3. Equipment Operator
  4. Wildfire Mitigation Specialist
  5. x3 Parks Labourers (Summer Seasonal)
  6. Communication and Engagement Advisor
  7. Project Engineer
  8. x8 Casual Recreation Employees
  
- Supported internal transfer of:
  1. Assistant Manager, Operations
  2. Water Operator
  3. FireSmart Coordinator
  4. Corporate & Legislative Advisor
  
- Offboarded:
  1. Assistant Manager, Operations
  2. Communications & Grants Coordinator
  3. FireSmart Coordinator
  4. Program Leader (Permanent, Part Time)
  
- Concluded recruitment activity for Wastewater Treatment Plant Operator, maternity coverage for Building & Planning Coordinator and Program Leader (Permanent, Part Time) all moving into role effective Q4
- Ongoing recruitment activity for Manager, Corporate & Legislative Services and Skilled Workhand
- Analyzed results for the Spring Staff Survey
- Led Pitch-In Week events alongside the Green Team and 400 community members
- Developed, finalised and launched new salary bandings and pay philosophy for exempt Staff in conjunction with Finance
- Compiled data and completed an HR Update for Council in June
- Facilitated Pot Luck Staff Social event in April
- Facilitated 'Amazing Race Pemberton' Staff Social event in August
- Facilitated Village Bursary Award for 2023
- Participated in compensation studies for the City of Terrace and Lil'Wat Nation
- Adjusted vacation entitlement for new Union members through an LOU
- Initiated a review of the CAO performance review process
- Defined and launched the CAO performance review process for 2022/23
- Submitted 6 applications for Work BC Skills Training Grant
- Attended Equity Diversity Inclusion workshop
- Attended Strategy Planning session with Council
- Started certification in Psychological Health & Safety via BCMSA



- Coordinated attendance at Lil'Wat Nation Career Fair
- Assumed admin access for Village of Pemberton LinkedIn Page and updated content

### Executive Assistant

The following provides 2<sup>nd</sup> and 3<sup>rd</sup> Quarter updates for the Executive Assistant who is supporting the CAO on several ongoing initiatives and projects in addition to the following:

- Completed the Municipal Hall and Fire Hall study for the conceptual program design
- Monitored the Communications Inbox in the absence of a Communications Coordinator and facilitated follow up
- Created content and distributed the community e-News on a bi-weekly basis
- Facilitated departmental Pique advertising needs
- Monitored the Village social media accounts and created content when necessary
- Coordinated a workshop with the Fraser Basin Council – Realizing UNDRIP for Council and senior Staff to enhance the understanding of UNDRIP, organizational readiness and cultural safety.
- Coordinated Strategic Planning for Council and Senior staff
- Assisted in the planning and coordination of the Staff Summer Barbeque event
- Attended Nukw7ántwal staff-level Organizing Committee meetings
- Coordinated UBCM attendance for Council and CAO

### 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.

### COMMUNITY CLIMATE ACTION PLAN

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
<b>LEADERSHIP 1.2 –            Building Staff and            Financial Capacity for            implementation</b>	a. Report on climate action or sustainability implications in relevant reports to Council.	Implemented 08.03.2022

**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 Office of the CAO 2023 2<sup>nd</sup> and 3<sup>rd</sup> Quarter Operational Priorities and Office of the CAO Update for information.

CAO Approval by:	Elizabeth Tracy, Chief Administrative Officer
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**Date:** Tuesday, October 17, 2023

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

**From:** Ethan Fredeen, Acting Manager of Corporate and Legislative Services

**Subject:** 2022 Second and Third Quarter Corporate Administrative Updates

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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 and third quarter of 2023, from April 1 – September 30, 2023.

**BACKGROUND**

Administrative update reports are typically presented quarterly to inform Council of the Corporate department activities.

**Corporate & Legislative Services Operational Priorities**

In December 2022 Council and Staff met to review Village priorities and established a listing of Council and Operational priorities. In this regard, the priorities identified for Corporate & Legislative Services are provided below with updates on the status of each item. As well, the priorities that align with those set by Council are noted in bold.

<b>Project Priority - Current</b>	<b>Timeline</b>	<b>Status</b>	<b>Comments</b>
Records Management <ul style="list-style-type: none"> <li>• Compile Permanent Bylaw Binders;</li> <li>• Storage Locker Audit;</li> <li>• Regular Records Management Meetings; and</li> <li>• Permanent File Storage.</li> </ul>	November	Ongoing  Ongoing Completed  Ongoing	Corporate services are currently looking over the Villages storage facility to see if their could be some use for permanent file storage.
<b>Daycare Agreement (DRAFT)</b>	January	Ongoing	Discussions with the Daycare Board have been initiated.
Corporate Officer Recruitment	Ongoing	Ongoing	Hiring process does not have a timeline for completion.

<b>Project Priority - NEXT</b>	<b>Timeline</b>	<b>Status</b>	<b>Comments</b>
Council Code of Conduct	October	Ongoing	Council is anticipated to provide first comment on the draft Code of Conduct during the October 31 <sup>st</sup> , 2023 Committee of the Whole.
Accessibility Plan	November	Ongoing	This initiative will be presented to Council during the November 21 Council Meeting.
Animal Control Agreements	December	Ongoing	Working on renewing agreements with WAG and PAWS.
Community Forest Spending Policy	October	Ongoing	Draft Policy will be presented during the October 31, 2023

**Other Administrative Activities:**

The tables below summarize the administrative activities of the Corporate & Legislative department and include statistics related to specific tasks.

**Freedom of Information Requests**

The Village of Pemberton received three (3) requests for records in the second quarter and one (1) of the requests was pulled. In the third quarter the Village of Pemberton has received one (1) request for records.

**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.

Business operators will receive invoices for business licence fees in November with a reminder that fees are due by January 31<sup>st</sup>, with a penalty of 25% applied to those who are late in submitting their business licence fees. Last year staff took a different approach and sent the 2023 business licence invoice and reminder out via email. This proved to be a very successful approach as business operators were quick to respond and most payments were received through our online payment system. As a result, this approach will continue to be used, resulting in cost savings due to not having to facilitate a major mailout.

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

<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023 First Quarter</b>	<b>2023 Second Quarter</b>	<b>2023 Third Quarter</b>	<b>Year to Date</b>
399	416	443	508	462	20	15	497



### Short Term Vacation Rental – Business Licences

A breakdown by neighbourhood is provided below:

Neighbourhood	Total Dwelling Units	5% Cap	Number of Licenses issued	Number of Licenses available	Waitlist
Aspen Fields	75	3	3	0	5
Benchlands	152	7	7	0	3
The Glen	118	5	5	0	7
Pemberton Plateau	66	3	3	0	5
The Ridge	44	2	2	0	2
Town Centre	33	1	1	0	2
Sunstone Ridge	120	6	0	6	0
	(Cerulean Drive)				
<b>TOTAL</b>	<b>608</b>	<b>27</b>	<b>21</b>	<b>6</b>	<b>13</b>

Staff monitor the Airbnb site as often as time will permit to ensure all business licence holders have provided the information required (ie: noted their business licence number in their listing) and for those listings not compliant with Village regulations. However, due to staffing shortages in the second and third quarter, time has not been committed to monitoring to the extent staff would like but this will improve going forward as new staff are onboarded.

If it is determined that a listing is not compliant, staff contacted the property owners to advise of the regulations and request the listing be removed until approvals are given. It should be noted that it is not always possible to identify the property or owner of a listing, and, in those instances, enforcement is difficult to undertake.

An average search of the Airbnb site will indicate there are anywhere from 50 – 200 listings in Pemberton. This is deceiving as these numbers may include properties outside the Village boundaries and as far away as Whistler and D'Arcy. The listings will also include those licenced under a Bed and Breakfast Licence and long-term rentals (ie: a month or longer) that do not require a business licence.

### Dog Licences

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

2019	2020	2021	2022	2023 First Quarter	2023 Second Quarter	2023 Third Quarter	Year to Date
145	157	167	136	162	8	1	171

**Public Education:**

The Village is aware that the number of dog licences issued is still far from the number of dogs residing within the Village. To encourage dog licencing, leashing and good owner behaviours, Bylaw Services, spent the first quarter developing an education program titled: “Knock and Talk”. This program will be a combination of Facebook posts and a personalized ‘knock at the door’ approach, with an aim to educate dog owners on responsible ownership and safe practices.

The “Knock and Talk” program was initiated by the Bylaw Enforcement Officer in the second quarter, where informational materials on how to be a good dog owner were provided to single family dwellings. This program was not circulated through to strata complexes where the materials were given to the strata managers.

Within the second quarter, staff were able to complete the Aspen Fields neighborhood which includes Aspen Boulevard, Alder Drive and Willow Drive.

Within the third quarter staff were able to complete the Walk and Talk Program in the Glen and Benchlands.

Finally, dog licences are available at Whiskers Pet Shop and this year also at The Animal Barn. The intent is to provide other options for purchasing dog tags outside a visit to the Village Office. Village staff are grateful for the support provided by both Whiskers and The Animal Barn.

**Film Permit**

The Village issued five (5) film permits in the second and third quarter to different production companies.

In the second quarter, the Village issued permits for The Amazing Race TV show at Big Sky Golf and the downtown area, as well as a Quebec documentary at One Mile Lake area.

During the third quarter, the Village issued permits for a GAP Athleta photo shoot at the Pemberton airport, a drone sports film at the Pemberton Airport, and an Amazon Christmas commercial in the downtown core.

The received applications did not have a significant impact on the daily operations of the Village. A noise exemption was granted for the Amazon Christmas commercial and the production company compensated residents and business owners for any inconvenience caused.

2019	2020	2021	2022	2023 First Quarter	2023 Second Quarter	2023 Third Quarter	2023 Fourth Quarter	Year to Date
5	1	5	3	1	2	2	0	5

**Water Use Permits**

We issued four (4) water use permits during the second quarter and five (5) water use permits during the third quarter.

### Backyard Hen Keeping Permit

There were no backyard hen permits were issued in the second and third quarters. There are currently five (5) permits issued.

### Bylaw Parking Tickets

Bylaw Services is actively patrolling with a focus on areas such as Arbutus and Crabapple and the downtown core where parking challenges continue to be experienced. Overall, there has been improvement, especially in the downtown core but Arbutus and Crabapple continue to be challenging due to the construction which has had an impact on the availability of on-street parking in this area. Construction is to be completed in October, if all goes as planned.

Bylaw Services prepared for the summer tourist season and created friendly notices regarding regulations related to parking and 72-hour maximum stay on streets and in municipal parking lots. However, it should be noted that there has been a recent increase in the number of campers and vans utilizing the municipal parking lots and parking long term on Village streets. While some vehicles did move along after 72 hours, others required the issuance of a ticket, with additional notes for the owner to remove the vehicle. Staff monitored the travel vehicles, and none had to be towed this summer and none were abandoned.

Now that the winter snow regulations are coming closer to being effect, Bylaw Services looks forward to supporting the snow-clearing team and monitoring the winter parking regulations.

2019	2020	2021	2022	2023 First Quarter	2023 Second Quarter	2023 Third Quarter	2023 Fourth Quarter	Year to Date
332	249	66	44	36	23	20		79

### 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.

2019	2020	2021	2022	2023 First Quarter	2023 Second Quarter	2023 Third Quarter	2023 Fourth Quarter	Year to Date
139	85	16	44	0	0	0		0

**Customer Service Requests:**

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

	2019	2020	2021	2022	2023 First Quarter	2023 Second Quarter	2023 Third Quarter	2023 Fourth Quarter	Year to Date
Bylaw enforcement complaints and issues	108	129	94	59	9	14	18		41
Animal control	24	20	30	20	7	8	3		18
General /operational enquiries (up to 2020)	113	124	-	-	-	-	-		-
General enquiries			87	70	2	18	11		31
Operations			79	120	28	29	30		87
Vandalism reports	0	2	4	-	1	1	1		3
<b>Total CSRs received</b>	<b>245</b>	<b>275</b>	<b>294</b>	<b>269</b>	<b>46</b>	<b>69</b>	<b>63</b>		<b>178</b>

The number of operations issues continues to increase, reflecting the usual winter complaints and concerns related to snow clearing as well as recent development of housing and recreation facilities that have been added to the scope of work of the Operations department. Finally, general requests for service appear to have stabilized and decreased which could be attributed to residents seeking information through in other ways (ie: website, eNEWS etc.)

**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 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 2023 Second and Third 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** the second and third quarter administrative quarterly report be received for information.

**ATTACHMENTS:**

Submitted by:	Ethan Fredeen, Acting Manager of Corporate and Legislative Services
CAO Approval by:	Elizabeth Tracy, Chief Administrative Officer

**Date:** Tuesday, October 17, 2023

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

**From:** Ethan Fredeen, Acting Manager of Corporate and Legislative Services

**Subject:** Council Correspondence Policy COU-013

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### **PURPOSE**

The purpose of this report is to seek Committee's approval of the Council Correspondence Policy COU-013 to establish the process of handling correspondence addressed to Council and staff.

### **BACKGROUND**

The presented Correspondence Policy was brought forward during the Committee of the Whole Meeting on September 12, 2023. Council deliberated over the presented policy and provided the following feedback:

- More clear guidelines as to when the development related correspondence would be received by Council;
- Procedure as to what happens when correspondence is received and contains development related matters and other requests; and
- When Council receives correspondence and sends it off to staff to be dealt with, the author of the correspondence will be well informed on the next steps.

### **DISCUSSION & COMMENTS**

The presented Council Correspondence Policy addresses the concerns with the Policy that were discussed during the September 12, 2023 Committee of the Whole Meeting. The general concern that was gathered was ensuring a seamless and transparent procedure that is well communicated with members of the public. Which is addressed through the incorporation of the concept into the policy of ensuring consent of the author for their correspondence being published on a Council agenda.

Additionally, correspondence in relation to an open development application was the subject of deliberation at the last Committee of the Whole. It needs to be stressed that by bringing forward the development related correspondence at the time a staff report discussing the development application ensures the following:

- Pursuant to the Village of Pemberton's Open Question Period Policy, permitting development related correspondence facilitates discussion from the public on any matters that are present on the Council agenda which would include discussion around the correspondence in relation to the Development application; and
- To emphasize on the point in the September 12, 2023 Committee of the Whole Meeting by ensuring the development related correspondence is only brought up during the time

the correspondence could be accompanied with a staff report ensuring procedural fairness by presenting the facts in relation to the development application and providing clarity that may be presented in correspondence from the public.

### **COMMUNICATIONS**

The Council Correspondence Policy COU-013 would require external communication to authors of the Correspondence to confirm their intent in the publication of their correspondence on a public agenda. Further, in this policy there would be a requirement for a response for all correspondence when addressed to Mayor & Council. Additional communications would be delivered to the author following the presentation to on the agenda for Correspondence for Action.

### **LEGAL CONSIDERATIONS**

The presented policy has considered the impacts in relation to the:

- Freedom of Information and Protection of Privacy Act;
- Open Question Period Policy COU-002; and
- Communications Policy PER-010

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

In terms of administrative work to respond to the public's correspondence, the policy reflects staff's informal policy in responding to public correspondence.

### **INTERDEPARTMENTAL IMPACT & APPROVAL**

As this pertains to development through the specific handling of development related correspondence and related to communications both the Manager of Development Services and the Communications Coordinator have both been informed of the Correspondence Policy COU-013 and both have been given opportunity to provide comment on the report and the policy.

<b>Interdepartmental Approval by:</b>	Scott McRae, Manager of Development Services
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### **COMMUNITY CLIMATE ACTION PLAN**

**The Correspondence Policy COU-013 is not applicable to the CCAP strategies.**

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

A review of this the Correspondence Policy COU-013 has no impact on other jurisdictions. However, Correspondence pertaining to business to other jurisdictions will be directed to the respective jurisdictions.

### **ALTERNATIVE OPTIONS**

**Option One:** THAT the Council Correspondence Policy COU-013 be adopted as presented.

**Option Two:** THAT the Council Correspondence Policy COU-013 be brought back to another Council meeting for adoption with the requested changes.

**RECOMMENDATIONS**

**THAT** the Council Correspondence Policy COU-013 be adopted as presented.

**ATTACHMENTS:**

**Appendix A:** Council Correspondence Policy COU-013

Prepared by:	Ethan Fredeen, Acting Manager of Corporate and Legislative Services
CAO Approval by:	Elizabeth Tracy, Chief Administrative Officer

Department:	<u>Council</u>	Policy No.:	<u>COU-013</u>
Sub-department:	<u>Corporate &amp; Legislative</u>	Created By:	<u>Ethan Fredeen</u>
Approved By:	<u></u>	Amended By:	<u></u>
Approved Date:	<u></u>	Amendment:	<u></u>
Meeting No.:	<u>1588</u>	Meeting No.:	<u></u>

## POLICY PURPOSE

To establish a protocol for receipt of and response to Village correspondence and to ensure such correspondence will be handled in a consistent manner.

## DEFINITIONS

*Correspondence means all letters or requests sent to the Village of Pemberton from someone outside of the organization addressed to “Mayor”; “Council”; “Mayor and Council”, “Village Council”; or “Councillors” either via paper, or electronically (email)*

*Council Meeting means any Regular Council meeting scheduled on the annual Council Meeting Schedule.*

*Corporate Officer means the person appointed to this role by Council or their delegate.*

## REFERENCES

This Policy makes reference to the *Community Charter*, the *Freedom of Information and Protection of Privacy Act*, and Village of Pemberton Council Procedure Bylaw No. 788, 2015.

## POLICY

All Council and Mayor’s Correspondence shall be logged in a manner that will track the correspondence item, as well as all responses.

Correspondence considered on a Meeting Agenda forms as part of the public record and will be published. The author’s name and address is relevant to Council’s consideration of the matter and will be disclosed through this process, and the house number and any phone numbers or personal email addresses will be redacted pursuant to section 22 of the *Freedom of Information and Protection of Privacy Act*.

Correspondence submitted relating to a matter under Section 90 of the *Community Charter* that is not of an operational nature will be considered at a closed meeting of Council.

## PROCEDURES

### Correspondence received by the Village of Pemberton

Staff will acknowledge the sender by confirming receipt of their Correspondence.

The Correspondence will be time-stamped upon receipt and should the Correspondence be





Department:	<u>Council</u>	Policy No.:	<u>COU-013</u>
Sub-department:	<u>Corporate &amp; Legislative</u>	Created By:	<u>Ethan Fredeen</u>
Approved By:	<u></u>	Amended By:	<u></u>
Approved Date:	<u></u>	Amendment:	<u></u>
Meeting No.:	<u>1588</u>	Meeting No.:	<u></u>

- Correspondence to be included in a Council Meeting Agenda package must:
- Not pertain to any business addressing a pending development application that has yet to be brought forward to Council;
- Contain the name and preferably the civic address of the correspondent;
- Be addressed to Mayor and Council, or members of Council;
- Be respectful and free of personal attacks;
- Be respectful and free of personal attacks;
- Correspondence that was sent to a Council Member but forwarded to staff to be included on a Council agenda, staff will request consent from the author for their correspondence to be published on a Council agenda;
- Pertain to matters that are within the purview of the Village Council; and
- Be received prior to the deadline established by the Village of Pemberton Council Procedure Bylaw No. 788, 2015.

### Correspondence Related to a Development Application

All correspondence regarding a Development Application shall be considered as Council Correspondence.

When Correspondence relating to a pending development application, a public hearing, or a matter that is awaiting a staff report for Council’s consideration, will be held until that item is brought forward on a Council or Committee of the Whole Meeting Agenda. At that time, all correspondence pertaining the presented development application will be attached as background to the corresponding item.

Development related correspondence will be referred to the Development Services where the correspondence will be filed and the author of the Correspondence will be notified of the next steps pertaining to their development related Correspondence. Should Correspondence be received and pertains to a multitude of Municipal related matters but a portion of the Correspondence pertains to an ongoing Development Application the Correspondence will be deemed as Correspondence Related to a Development Application and will be withheld from being published on a Council Agenda until the next time the Development Application is being brought up on a Council agenda. The author will be notified and staff will work with the author to either:

- Requesting the author to draft an additional letter that discusses the matters outside of the Development related matters can be addressed by Council; or

Department:	<u>Council</u>	Policy No.:	<u>COU-013</u>
Sub-department:	<u>Corporate &amp; Legislative</u>	Created By:	<u>Ethan Fredeen</u>
Approved By:	<u></u>	Amended By:	<u></u>
Approved Date:	<u></u>	Amendment:	<u></u>
Meeting No.:	<u>1588</u>	Meeting No.:	<u></u>

- The Corporate Officer or Chief Administrative Officer will redact the Development related matters with the consent of the author and the unredacted portion of the letter will be presented at the next Council meeting where the Development Application is being discussed.

Correspondence received after the close of a public hearing and before Council has made a final decision on the matter shall be withheld from Council until after Council has made a final decision on the matter.

### **Correspondence Related to Council Decision**

If Council has made a final decision on a matter, all future Council Correspondence received regarding that same matter shall be circulated to Council and may, at the discretion of the Chief Administrative Officer or Corporate Officer, be placed on a future meeting Agenda for information.

### **Correspondence Related to Operations**

When addressed to Council but related to operational matters, including letter of inquiry and/or complaints from the public will first be directed to the applicable staff for resolution and response.

When deemed as operational in nature, the correspondence would be referred to the appropriate staff to review and respond accordingly, the appropriate staff member will follow up with the author of the correspondence to resolve the subject of the correspondence.

### **Petitions**

Petitions are deemed presented to Council when they are filed with the Corporate Officer. A petition to Council must include the full name and residential address of each petitioner.

**Date:** Tuesday, October 17, 2023

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

**From:** Scott McRae, Manager of Development Services

**Subject:** Development Services 2023 Second and Third Quarters 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 and third quarters of 2023.

### **BACKGROUND**

Quarterly reports are provided throughout the year to keep Council up to date with building, planning, and development activities in the community as well as updates on the department's operational priorities and efforts to improve service.

### **DISCUSSION & COMMENTS**

The Service Objectives of the Development Services department are:

1. Effective building permit and development application processing
2. Satisfy policy requirements for sustainable growth and development
3. Enable open access to land use information for all users

These objectives are to be used to guide decision making at a departmental level and inform the department's budgeting for 2023. The service objectives are planned to be reviewed annually to ensure they remain pertinent and aligned with wider strategic objectives.

### **BUILDING**

The time between submission of a complete application and issuance of a permit is estimated to be 4 weeks for minor permits and 7 weeks minimum for standard permits depending on the complexity of the project. These timelines have remained steady throughout the second and third quarter and are updated regularly on the Village's website.

### **2nd QUARTER**

The table below provides a summary of permit counts at various stages in the building permit process as of the end of the second quarter:

<b>Q2 Building Permit Status</b>	<b>Building Permit Count</b>
Applications Received	23
Permits Issued	33
Active Permits as of July 1	175
Provisional Occupancy	10
Permits Closed / Occupancy Issued	35

A breakdown of building permits issued for the second quarter of 2023 is provided below:

<b>Type of Permit</b>	<b>Permits Issued</b>	<b>Value of Construction</b>	<b>Permit Fees</b>
Single Family Dwelling	1	\$ 1,600,000	\$ 11,500
Single Family Dwelling with suite	3	\$ 3,000,000	\$ 21,900
Duplex	5	\$ 5,526,364	\$ 40,184
Industrial (new)	3	\$ 6,800,000	\$ 56,797
Institutional	1	\$ 2,600,000	Fees Waived
Other (decks, stairs, renovations, pools, plumbing, etc.)	20	\$ 846,200	\$ 9,086
<b>TOTAL</b>	<b>33</b>	<b>\$ 20,372,564</b>	<b>\$ 139,467</b>

Development cost charges collected in the second quarter of 2023 were as follows:

<b>Fund</b>	<b>DCCs Collected in 1st Quarter</b>
Roads	\$ 4,508
Drainage	\$ 229
Sewer	\$ 10,869
Water	\$ 5,279
Parks	\$ 7,014
<b>TOTAL</b>	<b>\$ 27,900</b>



The table below shows a comparison of permit submissions, permits issued, and fees and charges collected between the second quarter and the same quarter in the previous year:

Description	Total for 2nd Quarter 2023	Total for 2nd Quarter 2022	Percent Change
Building Permit Applications	23	84	-72%
Building Permits Issued	33	65	-49%
Building Permit Fees Collected	\$ 139,467	\$ 179,407	-22%
Value of Construction	\$ 20,362,564	\$ 22,850,920	-11%
DCCs Collected	\$ 27,900	\$ 41,850	-33%

Although Permit volume remained lower in the second quarter of 2023 compared to 2022, the gap in fees collected and value of construction was narrower in comparison, meaning the permits being processed are for higher value projects. Building permit numbers in a community the size of Pemberton is highly sensitive to multi-family projects and newly created subdivisions.

Development Service staff also handle minor permits and inquiries related to building and development, including formal requests to view property files. In the second quarter, the following activity was recorded in these categories:

Application Type	Received	Issued
Request to View Property Files	72	N/A
Site Alteration Permits	9	7
Right of Way Use Permits	1	1
Boulevard Maintenance Permits	2	2

### 3rd QUARTER

The table below provides a summary of permit counts at various stages in the building permit process as of the end of the third quarter:

Building Permit Status	Building Permit Count
Applications Received	16
Permits Issued	23
Active Permits as of Oct 1	187
Provisional Occupancy	9
Permits Closed / Occupancy Issued	18

A breakdown of building permits issued for the third quarter of 2023 is provided below:

Type of Permit	Permits Issued	Value of Construction	Permit Fees
Single Family Dwelling	0		
Single Family Dwelling with suite	2	\$ 2,950,000	\$ 21,500
Manufactured Homes (mobile)	1	\$380,000	\$3,960
Duplex	1	\$ 880,701	\$6,464
Institutional	1	\$ 2,600,000	Fees Waived
Other (decks, stairs, renovations, pools, plumbing, etc.)	14	\$ 43,000	\$ 1,985
Tenancy Improvements	3	\$103,000	\$1,351
Commercial/Industrial	1	\$120,000	Fees Waived
<b>TOTAL</b>	<b>33</b>	<b>\$ 7,076,701</b>	<b>\$35,620</b>

No Development cost charges were collected in the third quarter of 2023.

The table below shows a comparison of permit submissions, permits issued, and fees and charges collected between the current quarter and the same quarter in the previous year:

Description	Total for 3 <sup>rd</sup> Quarter 2023	Total for 3 <sup>rd</sup> Quarter 2022	Percent Change
Building Permit Applications	16	17	-5%
Building Permits Issued	23	34	-32%
Building Permit Fees Collected	\$35,620	\$ 43,685	-18%
Value of Construction	\$ 7,076,701	\$ 5,337,984	33%
DCCs Collected	0	\$ 0	0%

Permit volumes and values were broadly similar in the third quarter of 2023 compared to 2022, with a clear trend towards higher value construction.

In the third quarter, staff received requests for minor permits and inquiries related to building and development, including formal requests to view property files:

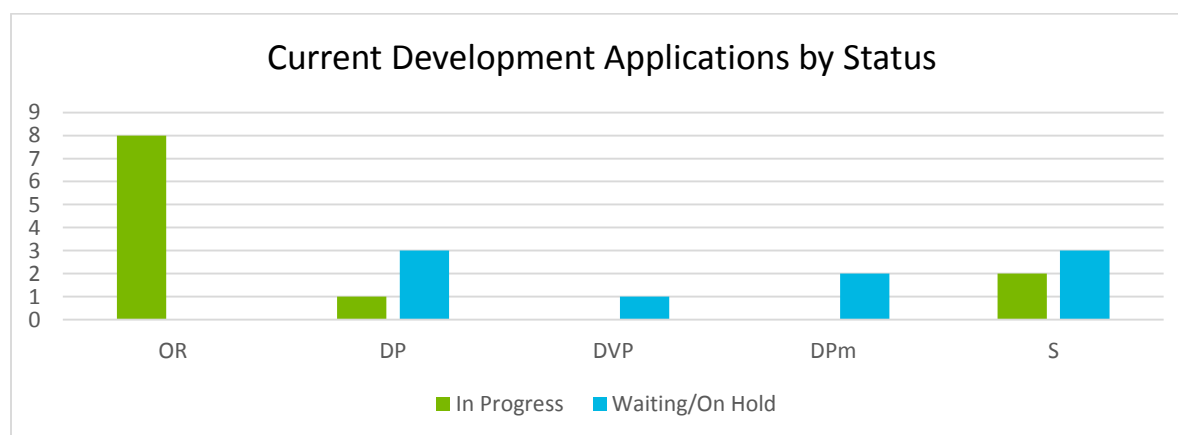
Application Type	Received	Issued
Request to View Property Files	39	N/A
Site Alteration Permits	8	6
Right of Way Use Permits	2	2
Boulevard Maintenance Permits	0	0

## PLANNING

### Current Development Applications

The following data provides a snapshot of the status of development applications in process at the Village as of the end of the third quarter. Applications are classified as either “In Progress” or “Waiting”. “In Progress” means Village staff are actively working on the application. “Waiting” means either Village staff are waiting on the applicant or another external organization to provide information to proceed, or another process must progress sufficiently before the application may proceed.

Application Type	In Progress	Waiting	Total
OR – OCP and Zoning Amendments	8	0	8
DP – Major Development Permit	1	3	4
DVP – Development Variance Permit	0	1	1
DPm – Minor Development Permit	0	2	2
S - Subdivision	2	3	5
Other (TUP, ALC, etc)	2	0	2
<b>TOTAL</b>	<b>13</b>	<b>9</b>	<b>22</b>



The current development applications in progress include significant projects in terms of scale and complexity. The Nkwúkwma (Benchlands) application process continues, with detailed

engineering and land-use planning work informing the Sub Area Plan. Two other significant zoning amendments applications listed below have been received that will require considerable effort to process over the coming year. Other projects, while smaller in scale, pose unique challenges that must be addressed to ensure success for both the developer and the community at large. The Hillside Planning Study initiated by Council will help coordinate activity in that node of the community. The development services team also meets with applicants of projects labelled “Waiting” to answer questions and discuss issues. Staff make efforts to check in with teams on all projects on a regular basis.

### **New Development Applications**

In the second and third quarter of 2023, the Village received two new development applications in full:

<b>Application Name/Location</b>	<b>Application Description</b>
7374 Highway 99	Zoning Amendment for 374 residential units and 3,800m <sup>2</sup> of commercial floor space
Sunstone Phase 4	Zoning Amendment for 245 residential units in a variety of housing forms

### **Potential to Appear Next Quarter**

Diverse factors affect when a development application is ready to appear before Council or Committee of the Whole. It is often difficult to confirm an item’s appearance on an agenda more than three (3) weeks in advance. The following development applications may appear before Council or Committee of the Whole in the upcoming quarter:

<b>Application Code</b>	<b>Project Name</b>	<b>Description</b>
OR133	Nkwúkwma (Benchlands)	Sub Area Plan Consultation
	Hillside Neighbourhood Study	Committee of the Whole Session
OR138	Aster Prospect	3 <sup>rd</sup> reading of Zoning Amendment
OR136	Harrow Road Affordable Housing	Adoption of Zoning Amendment
DP93	Harrow Road Development Permit	Authorization for Issuance

### **Housing Needs**

Pemberton, like many communities across Canada, is experiencing a period of severely limited housing availability. The vast majority of housing in Canada is created and allocated through market mechanisms. Private investment in housing saves governments from having to collect additional taxes to fund housing construction. An open market is a highly efficient process for allocating resources, such as housing, as it emerges spontaneously from self-organizing participants. While new market housing units are generally expensive, the completion of new

units creates more availability across the cost spectrum as households who can afford new construction vacate older, more affordable options.

The Village’s recently completed Housing Needs Report identifies the housing needs of the community in terms of number of dwellings and provides demand guidelines for market ownership, rental, and nonmarket units. Comparing the forecast number of dwellings needed with the number of dwellings in the planning and building processes is one indicator of whether the community can expect housing pressures to ease or intensify.

**Below Market Rental**

The Housing Needs Report indicates that approximately 139 households are in core housing need, which is a measure that is closely associated with unaffordability. The Village has two projects in the planning stage which intend to contribute a total of 254 units of below market rental to the community. The Harrow Road project is highly likely to be completed within 5 years. Details on the phasing of the below market units at 7374 Highway 99 have not been received so it is difficult to say when these units can be anticipated.

Application Code	Project Name	Civic Address	Dwelling Units
OR136	Harrow Road Project	7000 Harrow Rd	44
OR139	7374 Highway 99	7374 Highway 99	210
<b>Total Below Market Rental Dwellings in Planning</b>			<b>254</b>
<b>Underlying Need (Housing Needs Report)</b>			<b>139</b>

Based on the table presented above, it appears the Village is well positioned to create an adequate amount of below market rental housing.

**Market Rental**

The Housing Needs Report indicates that the community should build approximately 242 units of market rental housing by the year 2028, and 941 by the year 2041. The Village has 5 projects in the planning stage which have the potential to contribute a total of 147 units of market rental housing. It is not anticipated that all these projects will be approved, financed, serviced, constructed, and occupied within 5 years.



Application Code	Project Name	Civic Address	Dwelling Units
OR137	Prospect Place Pemberton	Unassigned Prospect Street	4
OR136	SSCS Affordable Housing	7000 Harrow Rd	19
DP89	The Aspect	1422 Portage Rd	58
DP88	Co-living	7340 Crabapple Crt	63
OR137	Prospect Place Pemberton	Pemberton Meadows Rd	3
<b>Total At Market Rental Dwellings in Planning</b>			<b>147</b>
<b>Anticipated Need, 2023 - 2028 (Housing Needs Report)</b>			<b>242</b>
<b>Anticipated Need, 2023 - 2041 (Housing Needs Report)</b>			<b>941</b>

Based on this analysis, it appears that not enough market rental housing is currently contemplated. The completion of market ownership housing will contribute some new market rental units as owners choose to rent their units or build secondary suites.

### Market Ownership

The Housing Needs Report indicates that the community should build approximately 466 units of market ownership housing by the year 2028, and 1,858 by the year 2041. The Village has 9 projects in the planning stage which intend to contribute a total of 829 units of market ownership housing. Only a fraction of these projects have the potential to be approved, financed, serviced, constructed, and occupied within 5 years.

Application Code	Project Name	Civic Address	Dwelling Units
DP90	Tenquille Building	7454 Prospect St	10
OR133	Nkwúkwma - Benchlands	Eagle Dr	378
OR134	Redwood Estates	7374 Pemberton Farm Rd E	134
OR135	Parkside	7362 Pemberton Farm Rd E	34
OR137	Prospect Place Pemberton	Pemberton Meadows Rd	55
OR138	Aster-Prospect	7421-7425 Prospect Stg	45
OR139	Highway Works Yard	7374 Highway 99	164
OR140	Sunstone Phase 4	Sun God Mountain Way	245
S083	Sunstone Phase 3	Sun God Mountain Way	9
<b>Total Market Ownership Dwellings in Planning</b>			<b>1074</b>
<b>Anticipated Need, 2023 - 2028 (Housing Needs Report)</b>			<b>466</b>
<b>Anticipated Need, 2023 - 2041 (Housing Needs Report)</b>			<b>1858</b>

It is challenging to anticipate the timing of new market ownership units. Beyond municipal approvals, not only are projects subject to challenges around construction financing, labour/material cost escalation, and infrastructure servicing, but they are also ultimately throttled by underlying market demand which can fluctuate substantially over time in a small community

like Pemberton. Larger projects like Nkwúkwna are anticipated to be built over multiple decades.

## DEPARTMENT IMPROVEMENT ACTIVITIES

### Development Services Operational Priorities

The following table summarizes the Development Services department’s ongoing project priorities. The full “Later” list has been truncated for concise presentation, but is available for review upon request. Council feedback is welcome to ensure the format is delivering value.

<b>NOW</b>		
<b>Project</b>	<b>Milestone</b>	<b>Date</b>
Building Bylaw Amendments	First Three Readings	October
OCP Update	Revised Work Plan	October
Climate Action Direction	Committee of the Whole Session	November
<b>NEXT</b>		
<b>Project</b>	<b>Milestone</b>	<b>Date</b>
Building Bylaw Amendments	Adoption	November
Employment Lands Study	Final Memo	November
OCP Update	Growth Projections Technical Memo	November
<b>LATER</b>		
Hillside Neighbourhood Study: Draft Plan		
Soil Deposition Bylaw : First Three Readings		
Daycare Project: Commission Building		
Daycare Project: Licencing Approval		
Development Cost Charge Bylaw: Capital Projects Review		
...		

### Development Services Continuous Improvement

The Development Service team actively identifies areas for improvement within the team’s responsibilities. These areas are then investigated, and better approaches are discussed. Small issues are solved internally, but larger challenges require the input and collaboration of other parts of the organization, including Council in some cases. The team intends to maintain this practice and continue making changes that improve delivery of our service objectives. The table below presents a brief list of some of the changes the team pursued so far and some planned for future.

<b>DONE</b>
Servicing agreement security tracking and release process
Process documentation (ongoing)
<b>DOING</b>
Site Alteration Permit Process Replacement
Building Bylaw Updates for Construction Management
<b>NEXT</b>
Professional Design Review Panel
Active Permits GIS functionality
...

**COMMUNICATIONS**

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

The online public engagement platform, [HaveYourSay.Pemberton.ca](https://www.pemberton.ca/development-services/development-services), is used to share information and seek input on long range planning projects. Several projects are currently on display including Phase 1 of the OCP project, Nkwúkwmá (Benchlands), and The Daycare Expansion Project.

Development Services provides an active listing of all building permits and development permits on the Village website and recently introduced a new format where each major project has their own page that may be accessed by a QR code on Development Notification signage.

The Building Team aims to issue a tri-monthly newsletter to keep the building community informed of relevant changes and information related to building in the Village. These are posted at <https://www.pemberton.ca/departments/building-services/builders-ews>.

**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.

**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**

The following table summarizes lead the implementation of the Community Climate Action Plan (CCAP) to the end of the current quarter:

Status of Action	Number of Actions
Implemented	5
Prioritized	21
Future	61

Village staff have limited capacity to accelerate implementation of the Community Climate Action Plan. Staff intend to seek Council direction on climate action implementation in 2023.

**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 2023 Second and Third Quarter Report be received for information.

**ATTACHMENTS:**

NONE

Prepared by:	Scott McRae, Manager of Development Services
Manager Approval:	Scott McRae, Manager of Development Services
CAO Approval by:	Elizabeth Tracy, Chief Administrative Officer

**Date: Tuesday, October 17, 2023**

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

**From: Thomas Sikora, CPA, CMA, Manager of Finance**

**Subject: 2024 – 2028 Five Year Financial Plan Schedule**

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**PURPOSE**

To present to Council the proposed 2024 – 2028 Five Year Financial Plan Budget Timeline for scheduling purposes.

**BACKGROUND**

Each year, Staff prepares a budget deliberation timeline for review and consideration by Council. The timeline normally follows release of the Council meeting schedule, with an aim to complete the budget process by end of April or early May as the Bylaws must be submitted to the Ministry of Municipal Affairs and Housing before May 15th. This year Staff are seeking feedback on this budget schedule in advance of the release of the Council meeting schedule, in an effort to streamline the meeting schedule and incorporate Council’s newly developed Strategic Plan, which will be used as a foundation for the budget.

Previously, Village Staff complete the bulk of the operational and capital planning and budgeting work in the beginning of the calendar/fiscal year, with Council sessions held throughout the cycle. For the 2024-2028 budget cycle, staff will trial accelerating the budget and planning cycle, endeavoring to create a more robust and timely delivery of the plan, with derivative benefits expected in the audit and year end processes.

**DISCUSSION & COMMENTS**

In order to meet the legislated timelines to complete the 2024 – 2028 Five Year Financial Plan and Tax Rate Bylaws, Staff propose the following timeline. There is flexibility in all of the scheduled with the exception of the April 30<sup>th</sup> through May 14<sup>th</sup> dates, and it is staff’s intention to seek feedback of this proposal in advance of the Council meeting schedule, which is scheduled for the October 31<sup>st</sup> Committee of the Whole.

<b>Date</b>	<b>Description</b>
<b>October, November, December</b>	<b>Budget Development- Staff</b>
<b>Tuesday, October 17, 2023</b>	<b>Regular Council Meeting</b> Draft Budget Timeline Report to Council



<b>December/ January 2023</b>	Meetings/Discussion with Managers and CAO to finalize projects and priorities.
<b>Tuesday, Jan 23, 2024</b>	<b>Committee of the Whole Meeting</b> Budgeting Session #1– 2024 Operating Budgets, Capital and Project Budgets 1 <sup>st</sup> Draft
<b>*Tuesday, Feb 13, 2024</b>	<b>Committee of the Whole Meeting</b> <ul style="list-style-type: none"> <li>Budgeting Session #2– 2024 Revised Operating, Approved Capital and Project Budgets</li> </ul>
<b>Tuesday, March 5, 2024</b>	<b>Committee of the Whole Meeting</b> <ul style="list-style-type: none"> <li>Preliminary Tax Implications of 2024 Revised Draft Budget</li> </ul>
<b>Tuesday March 5, 2024</b>	<ul style="list-style-type: none"> <li>Public Budget Information Session 2024 review <b>(prior to Council)</b></li> </ul>
<b>Tuesday, April 23, 2024</b>	<b>Committee of the Whole Meeting</b> <ul style="list-style-type: none"> <li>Budgeting Session #3 – 2024 Final Budget with Tax Implications and 5 Year Financial Plan review prior to Bylaws coming forward for adoption.</li> </ul>
<b>Tuesday, April 30, 2024</b>	<b>Regular Council Meeting</b> 2024 - 2028 Five Year Financial Plan Bylaw 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> readings (S.165 <i>Community Charter (CC)</i> )
<b>Tuesday, May 7, 2024</b>	<b>Regular Council Meeting</b> <ul style="list-style-type: none"> <li>2024 - 2028 Five Year Financial Plan Bylaw 4<sup>th</sup> &amp; Final</li> <li>2024 Tax Rates Bylaw 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> readings</li> </ul>
<b>Tuesday, May 14, 2024</b>	<b>Regular Council Meeting</b> <ul style="list-style-type: none"> <li>2024 Tax Rates Bylaw 4<sup>th</sup> &amp; Final (S.197 CC)</li> </ul>

**COMMUNICATIONS**

Once the format and date for public consultation has been determined, Staff will provide notification through the official communications channels including: website, VOP Facebook Page, bi-weekly and eNews. and adverts in Pique.

**LEGAL CONSIDERATIONS**

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

**IMPACT ON BUDGET & STAFFING**

The Five Year Financial Plan and Tax Rates Bylaws must be adopted and forwarded to the Ministry of Municipal Affairs and Housing before May 15, 2024. The timeline provided above will enable the Village to meet this requirement.

**INTERDEPARTMENTAL IMPACT & APPROVAL**

There will be an impact on all departments to prepare departmental projects and costs to be included in the 2024 – 2028 Five Year Financial Plan, which can be accommodated in each departments' work plan.

**COMMUNITY CLIMATE ACTION PLAN**

This aligns and will incorporate the Community Climate Action Plan strategies including but not limited to:

- Shift Beyond the Car
- Electrify Transport
- Step Up New Buildings
- Decarbonize Existing Buildings
- Close the Loop on Waste
- Organizational Leadership

**IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS**

This considers the budgetary constraints and timelines of neighboring jurisdictions.

**ALTERNATIVE OPTIONS**

This schedule is subject to change and may be amended following the release of Council's meeting schedule.

**RECOMMENDATIONS**

**THAT** Council approve the 2024-2028 Five Year Financial Plan schedule as presented.

**ATTACHMENTS:**

Prepared and Submitted by:	Thomas Sikora, CPA, CMA, Manager of Finance
CAO Approval by:	Elizabeth Tracy, Chief Administrative Officer

**Date: Tuesday, October 17, 2023**

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

**From: Tom Csimá, Manager of Operations & Projects**

**Subject: Operations Second & Third Quarter Report 2023 – April to September**

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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 and third quarters of 2023.

### **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**

The second quarter commenced with some staffing changes, starting with the appointment of Jeff Westlake into the Assistant Manager of Operations role in May. As this was an internal hire, his former role of Water Operator II was filled by Reece Clark, previously an Equipment Operator. That role was filled by new hire, Graeme McGowan. Lastly, the newly created role of Project Engineer was filled by Sachindra Wijayabandara, who joined the team in September. Keeping with the theme of team and fleet betterment, the public works crews completed confined space and chainsaw safety courses, and also purchased a new equipment trailer, RTV for Den Duyf Park, replacement of Boom lift bucket truck, purchase of Diesel reserve tank for Public Works and Parks operations, and completed the refurbishment of the Western Star snow plow.

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

#### **Regular Maintenance and Small Projects**

##### **Public Works**

- Regular operation, inspection, and maintenance of sanitary lift stations, Wastewater Treatment Plant (WWTP), Water treatment plant, Wellhouse and pumping stations.
- Lift station and sanitary force main flushing
- WWTP Basin cleaning
- Water main flushing
- Water meter reads
- Ongoing SCADA controls improvements

- GIS system improvements and water, sanitary, and stormwater infrastructure modelling
- Roadside mowing and brush clearing
- Speed Readers installations at Pemberton Farm Rd E and Industrial
- Floating dock construction and installation at One Mile Lake, with contributions from Rotary Pemberton
- Signal hill elementary sidewalk completion
- Assistance with Daycare project civil work and site preparations

**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 over-seeding, top dressing, and fertilization
- One Mile Lake outlet channel beaver dam removal

**Operations and Projects Operational Priorities**

Following the organization wide framework to communicate departmental operational priorities., the following table demonstrates the updated projects and their upcoming milestones as of the end of the third quarter. It is important to note that the full “Later” list has been truncated for concise presentation. The complete “Later” list is available for review upon request.

<b>In Progress (NOW)</b>		
<b>Project</b>	<b>Milestone</b>	<b>Date</b>
Farm Road East Trail + Road	Complete Construction	November
EV Chargers	Complete Construction	November
Den Duyf Park Storage Building	Foundation and Building Erection	November
Den Duyf Park Amenity Building	Award Civil Contract	October
<b>NEXT</b>		
<b>Project</b>	<b>Milestone</b>	<b>Date</b>
Den Duyf Park Amenity Building	Complete Architectural Design	November
Lot 13 Multimodal Hub	Complete Detailed Design	November
Walnut Lift Station upgrade	Complete Detailed Design	December
<b>LATER</b>		
Fernwood PRV: Complete Detailed Design		
Fernwood PRV: Tender Civil Works		
McRae Rd Watermain upsizing – Complete Civil Design		





Figure 1 – Signal Hill Elementary sidewalk



Figure 2 – Annuals flower order





Figure 3 – One Mile Lake outlet channel beaver dam removal



Figure 4 – Geocell textile used to reduce compaction on root systems for Friendship trail construction





Figure 5 – Construction commencing on Aster St Level 3 EV charging stations



Figure 6 – WWTP Basin cleaning





Figure 7 – One Mile Lake floating dock replacement

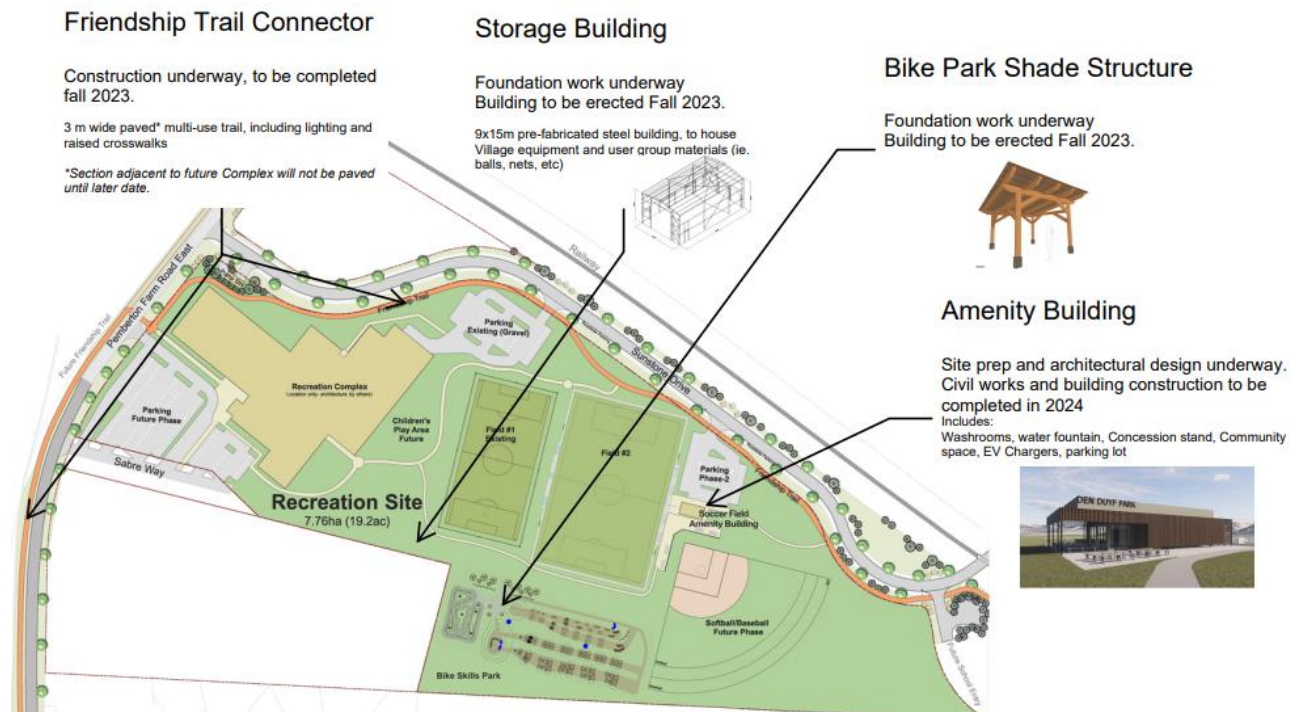


Figure 8 – Den Duyf Park project summary map

**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 neighboring jurisdictions.

**ALTERNATIVE OPTIONS**

There are no alternative options for consideration.

**RECOMMENDATIONS**

**THAT** the Operations 2023 Second and Third Quarter Report be received for information.

**ATTACHMENTS:**

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

**Date:** Tuesday, October 17, 2023  
**To:** Elizabeth Tracy, Chief Administrative Officer  
**From:** Christine Burns, Manager of Recreation Services  
**Subject:** Recreation Service 2023 Second and Third Quarter Report

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**PURPOSE**

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

**BACKGROUND**

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

**DISCUSSION & COMMENTS**

This report provides an overview of Second Quarter activities undertaken by the Recreation Services Department from April 1 to June 30, 2023 as well as Third Quarter activities from July 1 to September 30, 2023.

Second Quarter of 2023 marked one year of operations without any Public Health Orders governing Recreation operations and Third Quarter was the department’s first full summer of programming.

**Recreation Operational Priorities**

<b>Recreation 2023 Priorities</b>	<b>Status</b>	<b>Timeline</b>
1. Update Park Use Permits and Special Events Bylaws	Done	February 2023
2. Community Partnership Development	Now	3 <sup>rd</sup> Quarter
3. Customer Service Strategy	Next	4 <sup>th</sup> Quarter

**Programming**

**Children Programs:**

Second Quarter children’s programs saw the continuation of early years programming with some additions like Tot Soccer and Little Spuds. School aged programming offered was full along with significant waitlists that we continue to monitor and add space when possible through hiring of new staff or creation of new programming. There was a total of 996 unique program bookings for Second Quarter programs.



Third Quarter welcomed children’s summer camp programs for school aged children and preschool aged children with the start of the school year in September, this time period saw 1,725 unique registrations for programs. Recreation went from 9 summer camp staff in 2022 to 19 to accommodate the programming offered in 2023.

### Fitness Programs

Adult fitness programming saw a consistent increase in participation with waitlists throughout the Second Quarter.

Adult Fitness Program	April - June 2022	# of people	April – June 2023	# of people	July - Sept 2022	# of people	July – Sept 2023	# of people
Value Added classes	83	667	145	1383	109	731	89	942
Registered classes/set	8	172	17	399	8	173	7	202
<b>Total</b>	<b>91</b>	<b>839</b>	<b>162</b>	<b>1,782</b>	<b>117</b>	<b>904</b>	<b>96</b>	<b>1,144</b>

### Senior’s Programming

Programming for the Senior’s saw a decline as the weather was abnormally warmer earlier in the year. Attendance to special events remained high.

Programs (average participant use)	April - June 2022	April - June 2023	July – Sept 2022	July – Sept 2023
Low impact strength and cardio	3 (online)	5	8	4
Gentle Stretch and Balance	3 (online)	5	4	4
Men’s Shed	6	6	6	6
Pemberton Stitchers	10	10	10	6
Coffee Break	-	4	-	-
Movement Matters	-	12	-	12
Social Matters	-	12	-	12

Special events for the seniors included.

Special Events	Attendance
Dementia Friends presentation	24
Mothers Day Tea	30
Waffle Breakfast	30

## Youth Programming

In the Second Quarter staff met with the Principal of Pemberton Secondary School (PSS) to present some opportunities for collaboration as well as a request to support sharing a survey to the youth on what the students would be interested in seeing at the REC.

The REC (average participant use)	April - June 2022	April - June 2023	July – September 2022	July – September 2023
Thursday	3	0	0	0
Friday	17	7	6	3
Saturday	5	3	3	-

As a result of the Youth Survey completed in the Second Quarter, it was determined that the vast majority of youth were indifferent to the REC's current hours of operation. As a result, adjustments were made for the start of the school year. The REC's hours of operation are now Tuesday - Friday from 6-9pm. Due to this change the Recreation Department is consistently seeing between 7 - 16 youth per night, which is a significant increase from previous reporting. As the Department progresses into the school year, we hope to see some collaboration efforts with PSS come to fruition and numbers at the REC continue to increase.

## Adult Drop-In Sports

Adult drop-in sports continued in second quarter with pickleball and badminton at PDCC and at Pemberton Secondary School with soccer and basketball.

Adult Drop-In Sports	# of Sessions	# of hours	Total Participants
Pickleball	11	22	45
Badminton	7	21	47
Basketball	3	6	41
Soccer	3	2	0

Third Quarter only offered Pickleball and Badminton for Drop-In Sports and as demonstrated with the numbers below, Pickleball was not well prescribed during the summer months.

Adult Drop-In Sports	# of Sessions	# of hours	Total Participants
Pickleball	12	32	1
Badminton	15	36	102

## Fitness Centre Use

Between April 1 and June 30, 2023, there were a total of 8,430 unique Fitness Centre scans, which was an increase of 1,565 or 23% visits to the Fitness Center from the same time in 2022. Between July 1 and September 30, 2023, there were a total of 7,788 unique Fitness Centre scans, which was an increase of 2,029 or 35% visits to the Fitness Centre from the same time in 2022.

Below is a breakdown of memberships sold in the Second and Third Quarter of 2023 in comparison to Second and Third Quarter 2022. Membership sales as a result show increases across most membership options for 2023 to date.

<b>Pass Types</b>	<b>April – June 2022</b>	<b>April – June 2023</b>	<b>July – September 2022</b>	<b>July – September 2023</b>
1 Month Adult	109	149	107	152
1 Month Senior	11	12	7	10
1 Month Student	54	44	38	29
10x Shower	17	8	14	10
10x Adult	151	182	144	224
10x Senior	20	29	22	30
10x Student	33	44	32	53
10x Pass External Trainer	1	2	2	5
10x Family Open Gym	NA	10	0	1
3 Month Adult	55	71	38	34
3 Month Senior	2	10	4	2
3 Month Student	23	22	9	10
6 Month Adult	4	11	16	11
6 Month Senior	0	2	3	1
6 Month Student	1	0	5	3
1 Year Adult	3	1	8	1
1 Year Senior	0	0	0	2
1 Year Student	0	0	0	2
<b>Total</b>	<b>484</b>	<b>597</b>	<b>448</b>	<b>583</b>

## **Facility Use**

### **Indoor**

Below accounts for rentals of indoor spaces at Pemberton and District Community Centre (PDCC). This does not account for programming hours in spaces or the Lease agreement with School District #93 for exclusive use of Room A or school hour use of the Studio at PDCC.

<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>
Lobby	2	4	25
Studio	0	0	0
Kitchen	0	0	0
Room B	11	66	224
Room D	8	41	84
Great Hall (C)	7	54	389
Great Hall (B)	4	34	313
Great Hall (A)	7	59	326
Youth Centre	25	81	282

<b>Totals</b>	<b>64</b>	<b>339</b>	<b>1,643</b>
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Third Quarter use of indoor space always looks different than the rest of the year as facility use is more focused on programming.

<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>
Lobby	0	0	0
Studio	4	26	123.50
Kitchen	0	0	0
Room B	21	95	234.50
Room D	8	13	106
Great Hall (C)	16	46	317
Great Hall (B)	2	17	115
Great Hall (A)	5	53	254.50
Youth Centre	14	65	238.50
<b>Totals</b>	<b>70</b>	<b>315</b>	<b>1,389</b>

### Outdoor

Outdoor space use during second quarter began as weather permitted.

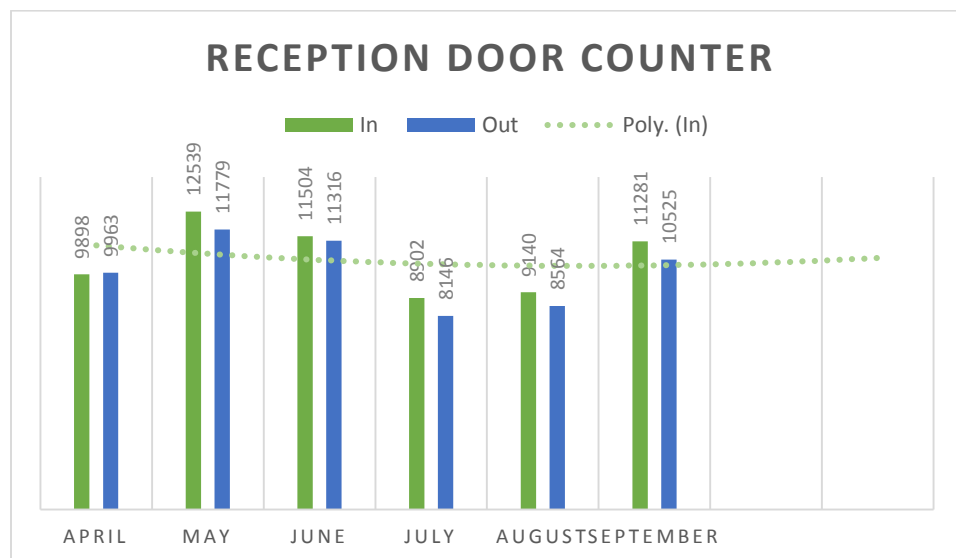
<b>Facility</b>	<b>Facility Agreements/Park Use Permits (PUPs)</b>	<b># of Sessions</b>	<b>Hours of Use</b>
Community Lawn	0	0	0
Meadows Field	3	22	53.50
Signal Hill	1	1	10
Den Duyf Park	5	67	204.50
Gates Lake Park	1	1	6
The Barn	2	7	55.50
One Mile Lake Park	2	92	845
Pioneer Park	2	5	13.50
Lot 12 (BMX and Skatepark)	2	17	55.50
<b>Totals</b>	<b>18</b>	<b>212</b>	<b>1,243.50</b>

Use during the Third Quarter picked up significantly across a broader variety of outdoor spaces, including Rozsypalek Park, Creekside Tennis Courts, Bike Skills Park and the Outdoor Basketball Court.

<b>Facility</b>	<b>Facility Agreements/Park Use Permits (PUPs)</b>	<b># of Sessions</b>	<b>Hours of Use</b>
Community Lawn	0	0	0
Meadows Field	6	69	134
Signal Hill	2	26	58.50
Den Duyf Park	12	76	223.50
Gates Lake Park	1	3	12

The Barn	7	23	175.50
One Mile Lake Park	4	88	643.50
Pioneer Park	3	11	34.50
Lot 12 (BMX and Skatepark)	4	28	89.50
Rozsypalek Park	4	4	12.50
Creekside Tennis Courts	1	1	6
Bike Skills Park	10	24	67.50
Outdoor Basketball Court	2	3	11
<b>Totals</b>	<b>56</b>	<b>356</b>	<b>1,994.50</b>

### Facility Traffic



At the beginning of the Second Quarter door counters were installed and as you can see our traffic flow slows in July and August and begins to climb again as we enter the new school year.

### Facility Maintenance

Facility maintenance for the Second Quarter of 2023 involved;

- startup of outdoor amenities,
- working with Operations to remove the remainder of the Nature Play Park for the Daycare Project,
- planning for a facility shutdown on June 30<sup>th</sup> for geothermal recirculation pump rebuild,
- planning for summer events like July 1<sup>st</sup> and outdoor movies in the Barn.
- Review Fire Safety Plan and perform a test facility fire alarm,
- Technical Safety BC Electrical Operating Permit issued for PDCC-Bluebird Electric

Ongoing preventative maintenance for all facilities within Recreation.

### Recreation Projects

Basketball Court – coordinated surface pour for July. Opening event held on September 29, 2023.



Accessibility Act – established initial committee of Recreation Manager and Pemberton and District Librarian to begin establishing an Accessibility Plan for the Village.

Community Partnerships – Recreation has participated in a variety of collaborative meetings and has established partnerships with Pemberton Chamber of Commerce to deliver the parade on July 1<sup>st</sup>, Pemberton Arts Council to provide a youth mural program the end of August, Pemberton Secondary School to complement their fitness program and to try and run lunch time programs for youth.

### **Staff Development**

- All Recreation Staff participating in Homelessness training.com
- Facility Maintenance Coordinator – completed Design Operation and Maintenance of Building Systems Part 1 towards the facility management certificate through BOMI.
- Customer Service Coordinator – attended the British Columbia Recreation and Parks Association (BCRPA) Conference May 3-5, 2023 in Vancouver
- Facility Booking Coordinator – completed the Every Child Matters-4 season of reconciliation through the Columbia Basin Environmental Education Network.
- Fitness Programmer – completed her Wilderness First Aid.

### **COMMUNICATIONS**

Recreation Services coordinates with the Communications Advisor on the initiatives and projects that are currently underway to ensure that information is communicated to residents through the Village eNEWS, Facebook and other social network mediums and meets communications standards for the Village of Pemberton.

### **LEGAL CONSIDERATIONS**

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

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

The Recreation Services Department operates on the Squamish-Lillooet Regional District (SLRD) Board approved annual budget, reserves, grants and on a cost recovery basis as per the SLRD Recreation Service Fees and Charges Bylaw No. 1820-2023 as was approved by the Squamish Lillooet Regional District (SLRD) Board of Directors meeting on July 26, 2023.

### **INTERDEPARTMENTAL IMPACT & APPROVAL**

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

### **COMMUNITY CLIMATE ACTION PLAN**

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

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

The budget for Recreation in Pemberton is jointly supported by the Village and SLRD Electoral Area C. Decisions related to recreation lay with the Pemberton Valley Utilities and Services

Committee, on which the Village and SLRD Area C Elected Officials sit. As such, it is recommended that PVUS be presented similar information reports following reporting to Village of Pemberton Council.

**ALTERNATIVE OPTIONS**

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

**RECOMMENDATIONS**

**THAT** Council receive the Recreation Services 2023 Second and Third Quarter Report for information.

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

**Date: Wednesday, October 4, 2023**

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

**From: Cameron Adams, Fire Chief**

**Subject: Pemberton Fire Rescue 2023 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 2023.

### **BACKGROUND**

The Village of Pemberton Fire Rescue (PFR) 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.

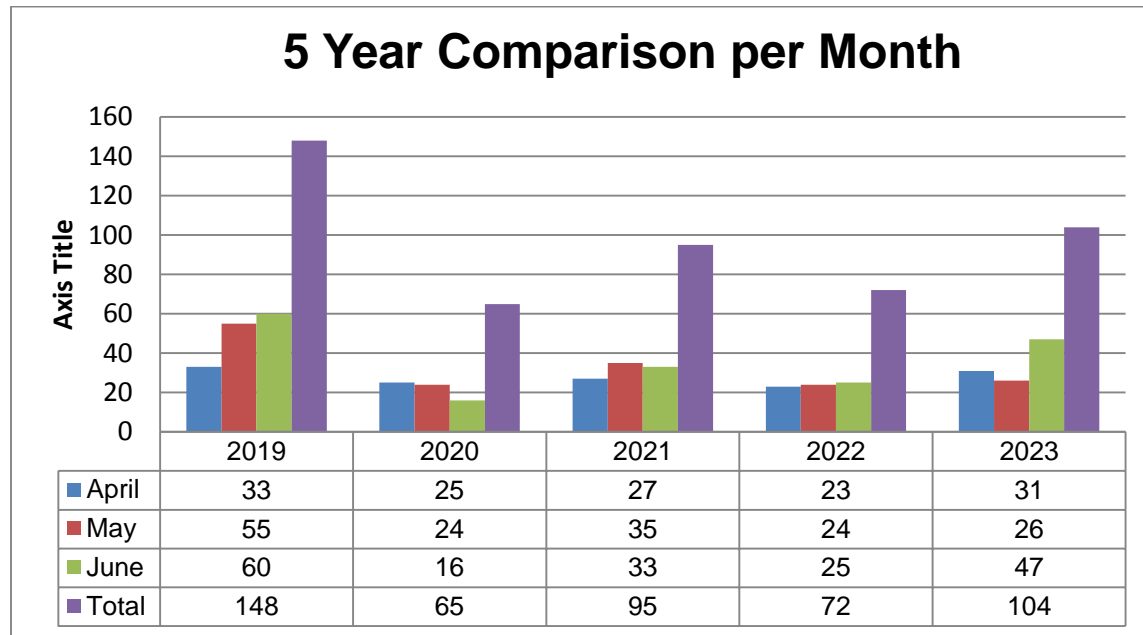
Fire Service is provided to Lílwat Nation through a separately negotiated Fire Service Agreement which was established in 2017.

### **DISCUSSION & COMMENTS**

#### **Incidents:**

For the Second quarter, Pemberton Fire Rescue responded to 104 incidents. In comparison to the 2022 second quarter, call volumes are up for the second quarter.

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.

	2019	2020	2021	2022	2023
January	32	29	25	30	25
February	25	29	24	18	21
March	25	40	17	33	24
April	33	25	27	23	31
May	55	24	35	24	26
June	60	16	33	25	47
July	47	36	29	41	
August	33	36	50	34	
September	49	32	33	34	
October	26	32	28	27	
November	36	24	26	26	
December	38	25	39	40	
<b>Totals</b>	<b>459</b>	<b>348</b>	<b>366</b>	<b>355</b>	<b>174</b>

### Number of Incidents per day for 2023 Year

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

Totals	25	21	24	31	26	47	0	0	0	0	0	0	174
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Days Month	31	28	31	30	31	30	31	31	30	31	30	31
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Below is a breakdown of the average number of firefighters attending incidents and the average number of those attending response types. 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 2019.

**Average number of firefighters attending Incidents since 2019.**

Year	2019	2020	2021	2022	2023
<b>Total # Incidents</b>	459	348	366	355	174
<b>Average # responders</b>	4.48	6.72	7.01	6.49	6.60
<b>Total Members Per Year</b>	25	31	35	37	35
<b>Percentage of members responded</b>	19%	22%	20%	18%	18%

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.

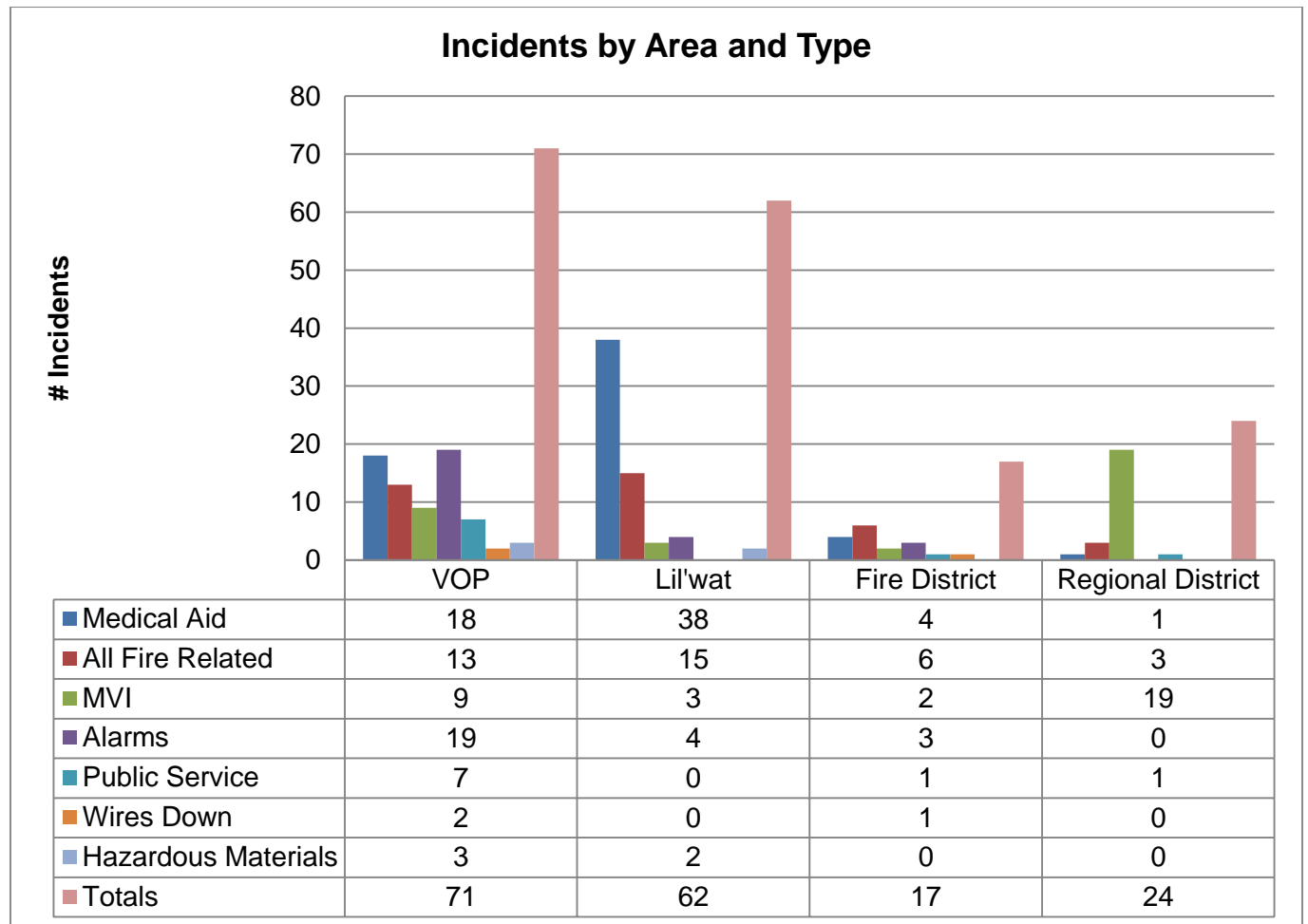
	Minimum Personnel Requirements	2019	2020	2021	2022	2023
<b>Medical Aid</b>	4	4.13	5.64	5.83	6.49	5.18
<b>Motor Vehicle Accident</b>	8	5.59	7.08	7.32	8.51	8.36
<b>Alarms</b>	*16	5.07	5.35	6.63	6.11	6.96
<b>Wires Down</b>	8	5.93	7.33	7.00	4.60	5.33
<b>Burn Complaint</b>	8	2.75	7.67	6.70	8.25	4.50
<b>Chimney Fire</b>	16	7.67	9.00	9.08	10.75	10.33
<b>Smoke Sighting</b>	8	5.87	7.64	10.50	8.40	11.33
<b>Structure Fire</b>	16	7.86	11.58	10.67	15.25	7.50
<b>Vehicle Fire</b>	8	5.70	8.83	13.00	9.25	6.00
<b>Wildland Fire</b>	16	6.00	7.20	8.67	6.50	NA
<b>Grass Fire</b>	16	6.53	7.90	10.36	12.40	8.33

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

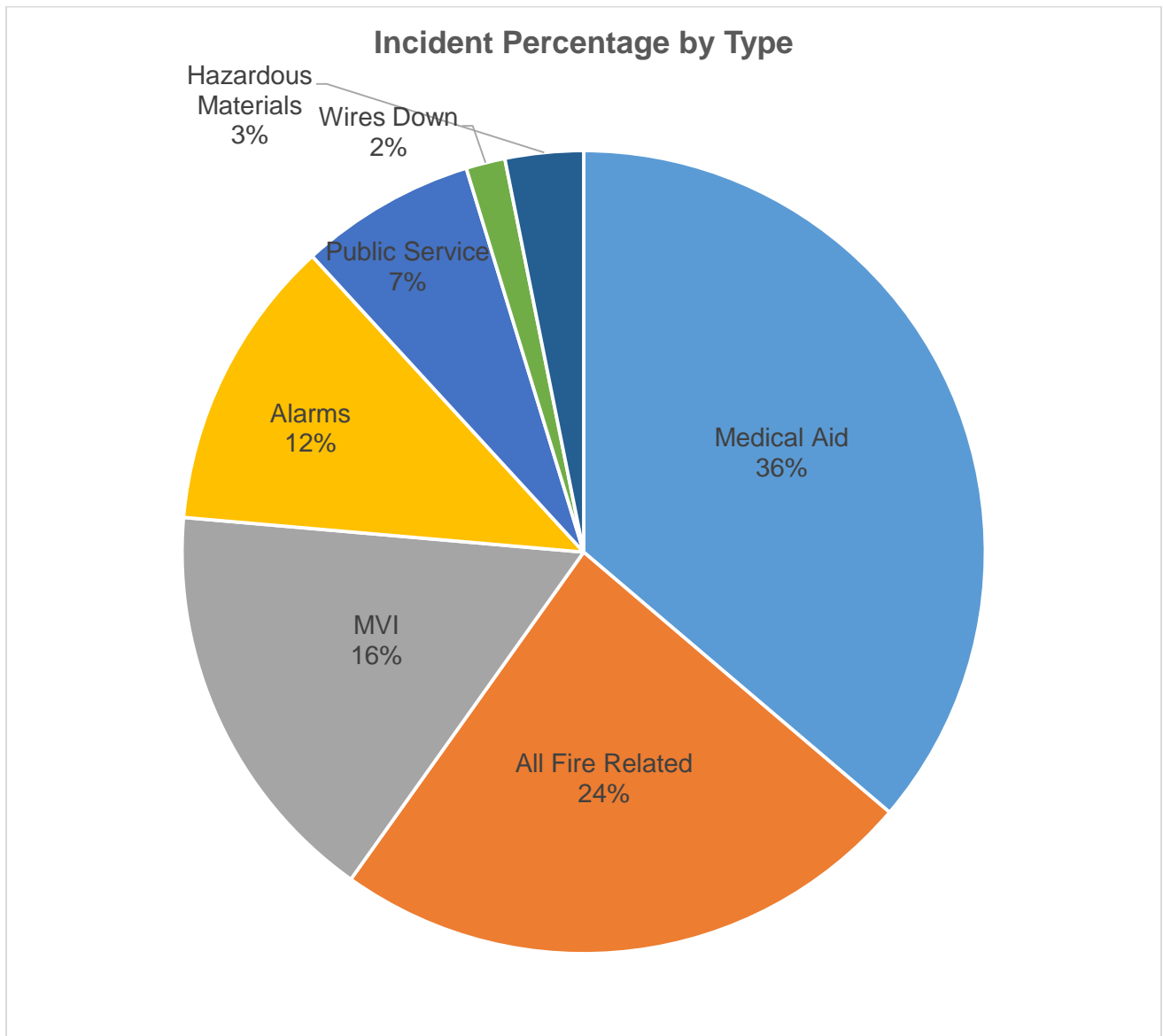
**Incidents by Area and Type:**

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.

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



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



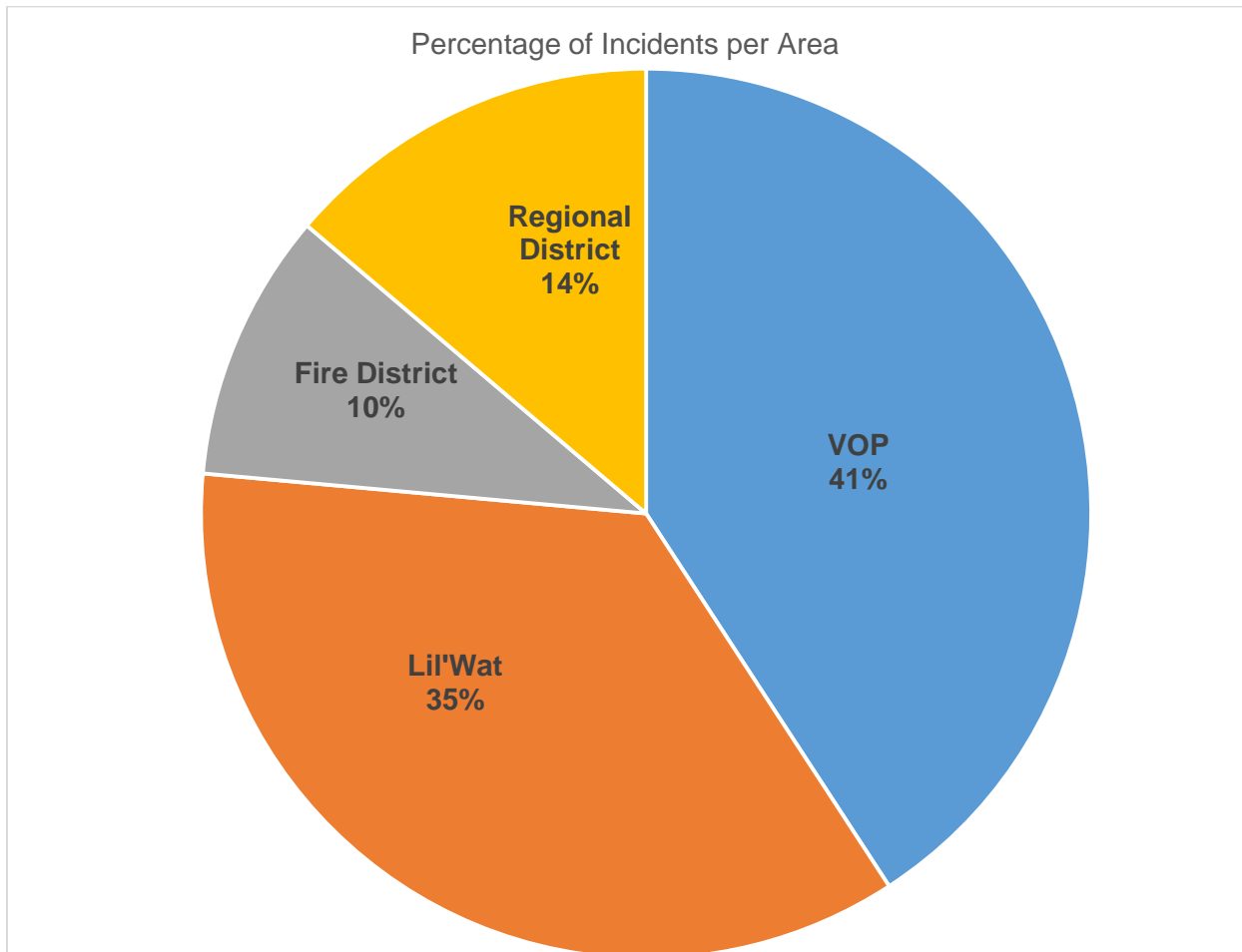
**Incidents by Area:**

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:



**Membership:**

At the end of the second quarter, membership stands at 36 and is comprised of three (3) 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).

**Training:**

Members trained on a weekly basis, to ensure compliance with the Office of the Fire Commissioner, WorkSafeBC, and Department training requirements.

In addition to regular training, the following took place in the 2<sup>nd</sup> Quarter:

- Three members took part in Emergency Scene Management, A 4 day intensive course that completes their Fire Officer 1 certification
- 10 members completed their airbrakes training
- 6 Members travelled to Sechelt for Live fire 1 and Live 2. This completed their Interior firefighter certification. They are now working on completing their Full Service Certification
- 12 members enrolled in and completed Incident Command System 100 (ICS100) and 12 members upskilled their Incident Command System certifications by completing ICS 200

**Second Quarter Commitments:**

<b>Commitment Type</b>	<b>Total Number</b>	<b>Total Staff Hours</b>
<b>Training</b>	22	1131
<b>Public Events</b>	8	155
<b>Meetings</b>	4	18.50
<b>Incidents Total</b>	104	801
<b>Regional / Fire District</b>	25	432
<b>VOP</b>	44	208
<b>Lííwat</b>	35	241

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

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

- Three (3) new business application reviews and fire inspections
- Wildfire & Emergency Preparedness Day, Dining for Duchenne’s, Grad parade, Signal Hill Fun Day, Fire Extinguisher training & three (3) Kids Hall Tours.

**Capital Projects**

Nothing to report for the second quarter.

**FireSmart**

The Pemberton FireSmart team is now all four quarters through the 2022 FireSmart Community Resilience Infrastructure (CRI) Grant which ended on July 12<sup>th</sup>, 2023.

Listed below are CRI485 FireSmart Program Highlights completed during the Village’s Second Quarter.



- Marek Obrucnik accepted the Coordinator position as of May 1<sup>st</sup>,2023.
- Michael Marchment accepted the Wildfire Mitigation Specialist position as of June 1<sup>st</sup>,2023.
- The application for the 2023/24 FireSmart Community Resilience Infrastructure (CRI 659) has been approved. This application includes funding to continue the 2 FireSmart employee's positions, continue the public education, neighborhood assessment and recognition programs. This funding stream will also be partially covering a new Structure protection unit which will be used in case of a wildfire emergency within the VOP boundaries.

#### FireSmart Neighborhood Activities:

- In the past 3 months, we have been in touch with the neighborhoods (Mountain Trails, Creekside, Chelsea Place) that are on the great path to be recognized as FireSmart neighborhoods in 2023.
- FireSmart Canada has designed a new version of the Home Ignition Zone which was updated on our sandwich boards and roundabout sign.
- We are working towards creating a package to be sold at local building supplies store of tools and materials that are being recommended by FireSmart Canada and FireSmart BC.

#### Other Activities:

- Ongoing process creating the Plant list and landscaping guide for Pemberton residents. This guide will give residents and developers a great outline of plants that not only will thrive in the Pemberton climate but be FireSmart, bear safe and not include any invasive species.
- The FireSmart and Pemberton Fire rescue teams are continuing to look at ways we can implement FireSmart building and development guidelines into the OCP.
- Wildfire and Emergency preparedness day May 6<sup>th</sup>, 2023 – public event with more than 100 people attending gathering information about all the emergency agencies in Pemberton (BCHS, Pemberton Search and Rescue, Pemberton Fire Rescue, Spéikúmtm Community Forest, British Columbia Wildfire Service, FireSmart, Pemberton's Emergency Operation Coordinator, Red Cross)
- Post-work Assessments were done for all 11 recognized critical infrastructure sites.
- The team completed another 35 mitigation labor hours at one of the Critical infrastructure sites – Pemberton Heath Care Center.

Ongoing home assessments at the Wildfire Mitigation Specialist level.

**COMMUNICATIONS**

Review of the Pemberton Fire Rescue 2023 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 at this time.

**COMMUNITY CLIMATE ACTION PLAN**

The Pemberton Fire Rescue 2023 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** the Pemberton Fire Rescue 2023 Second Quarter Report be received for information.

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

**Date:** Wednesday, October 4, 2023

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

**From:** Cameron Adams, Fire Chief

**Subject:** Pemberton Fire Rescue 2023 Third Quarter Report

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**PURPOSE**

To provide Council with a summary of the activities of the Pemberton Fire Rescue Department for the Third quarter of 2023.

**BACKGROUND**

The Village of Pemberton Fire Rescue (PFR) 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.

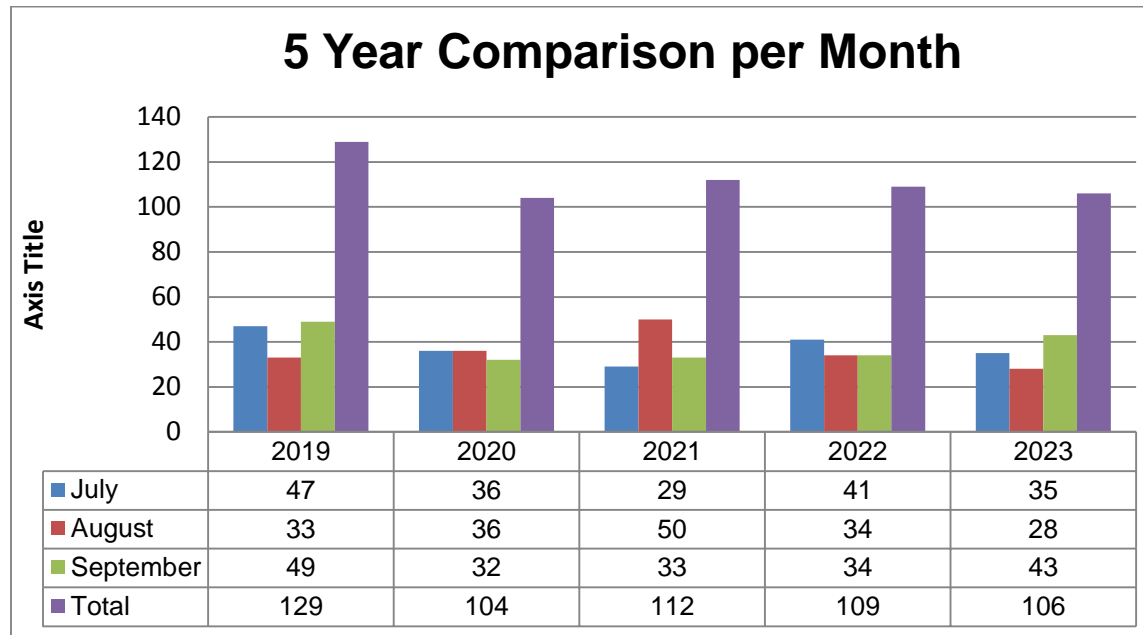
Fire Service is provided to Lílwat Nation through a separately negotiated Fire Service Agreement which was established in 2017.

**DISCUSSION & COMMENTS**

**Incidents:**

For the third quarter, Pemberton Fire Rescue responded to 106 incidents. In comparison to the 2022 third quarter, call volumes are slightly down for the third quarter.

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.

	2019	2020	2021	2022	2023
January	32	29	25	30	25
February	25	29	24	18	21
March	25	40	17	33	24
April	33	25	27	23	31
May	55	24	35	24	26
June	60	16	33	25	47
July	47	36	29	41	35
August	33	36	50	34	28
September	49	32	33	34	43
October	26	32	28	27	
November	36	24	26	26	
December	38	25	39	40	
<b>Totals</b>	<b>459</b>	<b>348</b>	<b>366</b>	<b>355</b>	<b>280</b>

### Number of Incidents per day for 2023 Year

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

Totals	25	21	24	31	26	47	35	28	43	0	0	0	280
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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 and the average number of those attending response types. 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 2019.

**Average number of firefighters attending Incidents since 2019.**

Year	2019	2020	2021	2022	2023
<b>Total # Incidents</b>	459	348	366	355	280
<b>Average # responders</b>	4.48	6.72	7.01	6.49	6.25
<b>Total Members Per Year</b>	25	31	35	37	36
<b>Percentage of members responded</b>	19%	22%	20%	18%	17%

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.

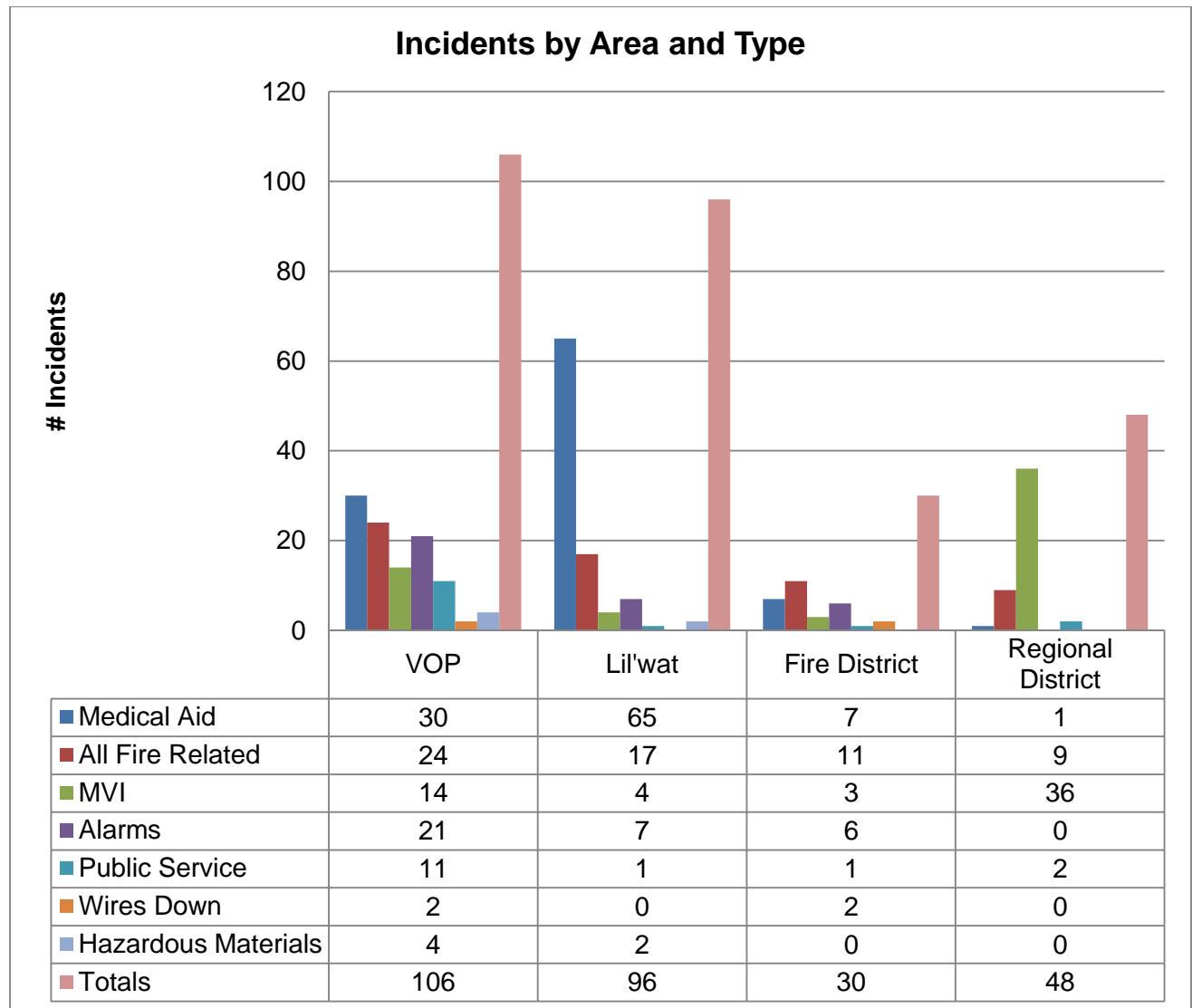
	Minimum Personnel Requirements	2019	2020	2021	2022	2023
<b>Medical Aid</b>	4	4.13	5.64	5.83	6.49	5.58
<b>Motor Vehicle Accident</b>	8	5.59	7.08	7.32	8.51	7.50
<b>Alarms</b>	*16	5.07	5.35	6.63	6.11	6.91
<b>Wires Down</b>	8	5.93	7.33	7.00	4.60	5.00
<b>Burn Complaint</b>	8	2.75	7.67	6.70	8.25	4.50
<b>Chimney Fire</b>	16	7.67	9.00	9.08	10.75	10.33
<b>Smoke Sighting</b>	8	5.87	7.64	10.50	8.40	7.00
<b>Structure Fire</b>	16	7.86	11.58	10.67	15.25	7.89
<b>Vehicle Fire</b>	8	5.70	8.83	13.00	9.25	5.50
<b>Wildland Fire</b>	16	6.00	7.20	8.67	6.50	7.00
<b>Grass Fire</b>	16	6.53	7.90	10.36	12.40	8.50

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

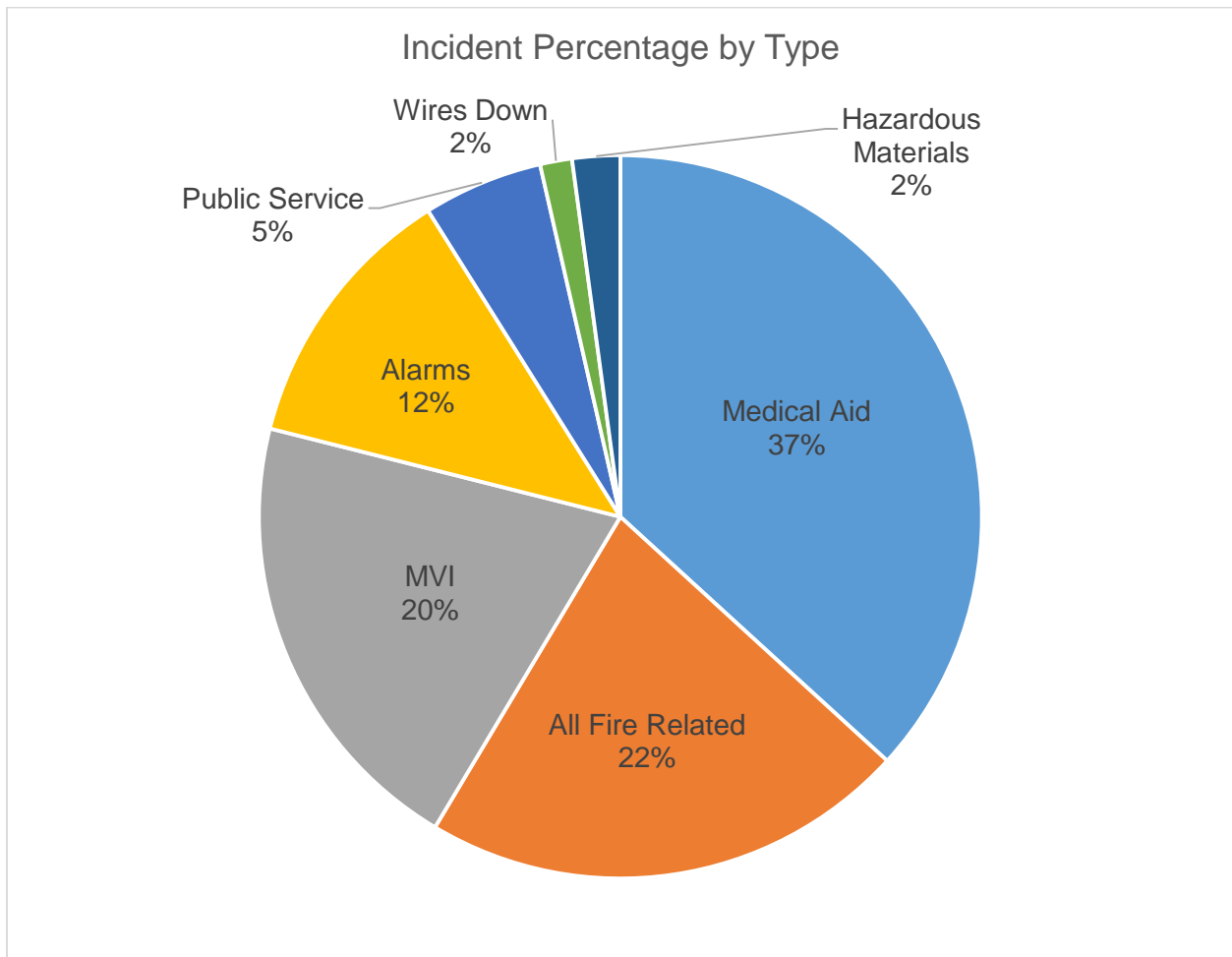
**Incidents by Area and Type:**

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.

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



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

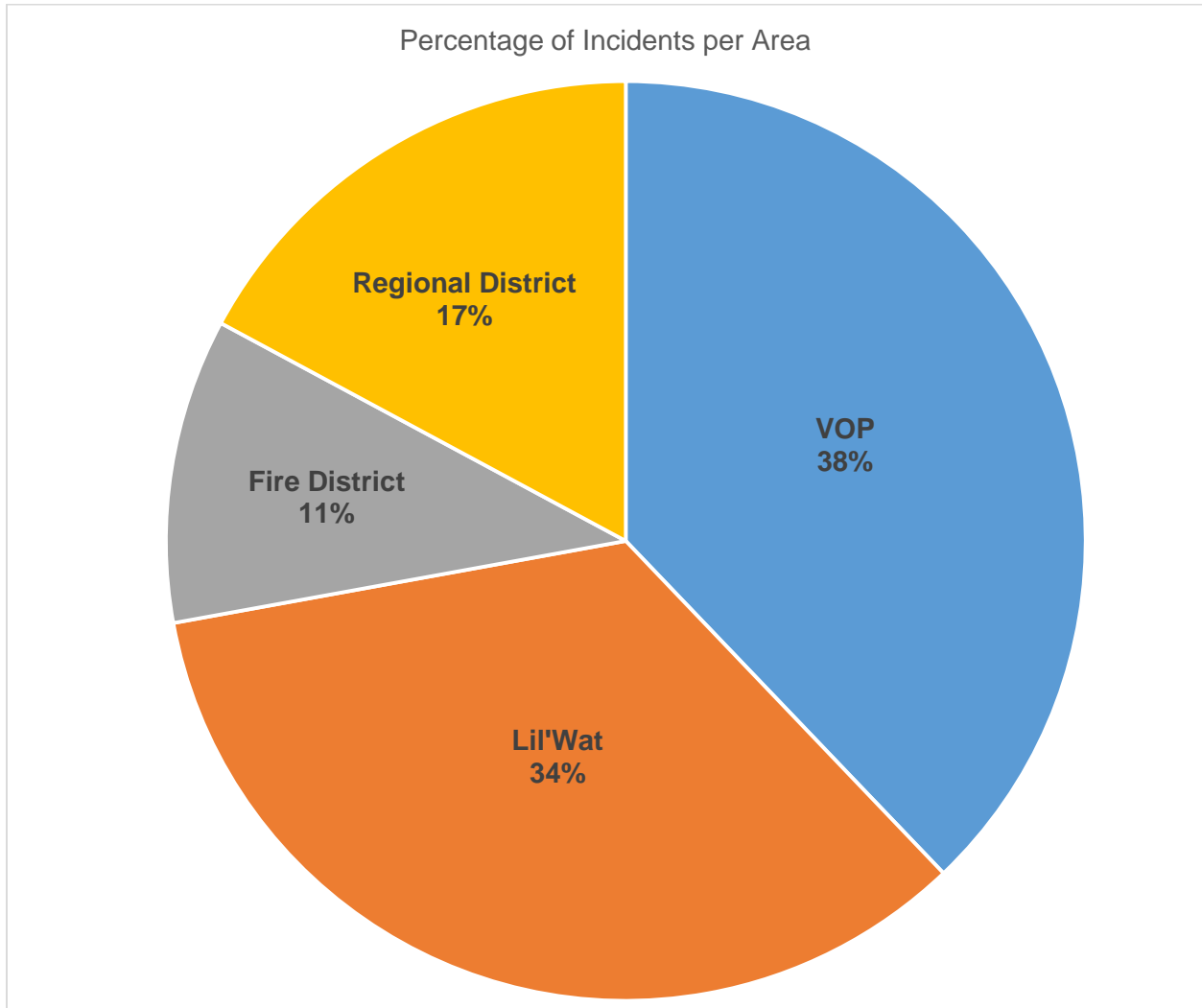


**Incidents by Area:**

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:



**Membership:**

At the end of the third quarter, membership stands at 36 and is comprised of three (3) 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).

**Training:**

Members trained on a weekly basis, to ensure compliance with the Office of the Fire Commissioner, WorkSafeBC, and Department training requirements.

Due to Provincial Wildfire Deployments no additional training courses were scheduled.

**Third Quarter Commitments:**

<b>Commitment Type</b>	<b>Total Number</b>	<b>Total Staff Hours</b>
<b>Training</b>	10	522.50
<b>Public Events</b>	1	2
<b>Meetings</b>	3	4.50
<b>Incidents Total</b>	106	724hr 53m
<b>Regional / Fire District</b>	33	284hr 18m
<b>VOP</b>	37	234hr 48m
<b>Lil'Wat</b>	36	205hrs 47m

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

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

- One (1) new business application review and fire inspection
- Playground group visit at Pioneer Park

**Capital Projects**

Nothing to report for the third quarter.

**Wildfire Deployment**

On July 12<sup>th</sup> Pemberton Fire Rescue accepted a request for deployment from the province to assist with structure protection in the wildfire affected area of Huston at the Old Man Lake fire and Peacock Creek fire. Pemberton Fire Rescue sent 5 members along with the department's structure protection trailer and two pickup trucks, they assisted in this area till July 29<sup>th</sup> when the team was re-deployed to the Gun Lake area for the Downton Lake complex where they continued to set up structure protection on the homes and cabins in the area with assistance from Whistler Fire and Pemberton Meadows Fire we were able to fill the needed crew manifest throughout the deployment. Our final day on the fire line was on September 14<sup>th</sup> when our last crew returned home with the Structure Protection Trailer and Pickups for a total of 64 days of deployment to the province. Each crew had an opportunity to learn about wildfires, worked to save properties, build relationships with other departments, and as a result have brought new skills and knowledge back to Pemberton which will enable the Department to provide better protection to the community.

**FireSmart**

The Pemberton FireSmart team is now through the first quarter of the 2023 *Strengthening Wildfire Resiliency within The Village of Pemberton* (CRI - 659) Grant which started on June 1<sup>st</sup>, 2023.



Listed below are all the FireSmart highlights from the third Quarter of 2023.

- Michael Marchment successfully finished his 3 months' probation period on August 31<sup>st</sup>, 2023.
- CRI – 485 Grant Report has been submitted on August 31<sup>st</sup>, 2023.
- In August 2023 the FireSmart team organized 3 neighborhood clean-up events including mitigation work, public education, a BBQ and the purchase of mitigation tools. This has been sponsored by the FireSmart Neighborhood Recognition Program helping Mountain Trails, Creekside and Chelsea Place get on track to become recognized as FireSmart neighborhoods in 2023.
- Currently we are working on reports and establishing plans for these neighborhoods to continue the active mitigation work by homeowners.

Other Activities:

- Pemberton Plant List - ongoing.

Post Assessment communication with homeowners and work plan recommendation to homeowners

### **COMMUNICATIONS**

Review of the Pemberton Fire Rescue 2023 Third Quarter Report does not require a communications element.

### **LEGAL CONSIDERATIONS**

There are no legal, legislative, or regulatory considerations.

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

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** the Pemberton Fire Rescue 2023 Third Quarter Report be received for information.

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

**Date:** Tuesday, October 17, 2023

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

**From:** Cameron Adams, Fire Chief

**Subject:** Community Emergency Preparedness Fund: Volunteer & Composite Fire Departments Equipment & Training Grant Funding Opportunity

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### **PURPOSE**

The presented report is to seek Council's support for the Village of Pemberton's application to the Union of BC Municipalities (UBCM) Community Emergency Preparedness Fund (CEPF).

### **BACKGROUND**

The intent of this funding is to enhance the ability of Volunteer & Composite Fire Departments to prepare for and respond to emergencies and meet the minimum training standards.

Volunteer & Composite Fire Departments Equipment & Training program is a grant available under the CEPF program that provides funding to Local Governments and First Nations in BC to increase resources and equipment required to support response to interface fires.

### **DISCUSSION & COMMENTS**

The application will support the upgrade to Pemberton Fire Rescue's training facility and give the ability for the Paid On Call Firefighters to have hands on training to meet minimum training standards. Currently Pemberton Fire Rescue does not have the ability to provide realistic practical training on forcible entry. Additionally, this forcible entry training could also benefit neighboring departments in future training opportunities.

This project will be fully funded by the UBCM grant and will have no additional cost beyond the grant upon completion.

### **COMMUNICATIONS**

This report is provided for information purposes and does not require any external communications.

### **LEGAL CONSIDERATIONS**

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

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

The proposed grant funding could contribute the full cost of equipment to a maximum of \$30,000.00 of eligible expenses, including the purchase of replacement equipment to enhance the ability of eligible fire departments to meet the needs of the community and Training Standards in accordance with declared level of service.

A completed submission will be submitted by October 20, 2023, given there is approval of the Council Resolution.

### **INTERDEPARTMENTAL IMPACT & APPROVAL**

There are no interdepartmental impacts or approvals required.

### **COMMUNITY CLIMATE ACTION PLAN**

The UBCM Community Emergency Preparedness Fund grant 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 response, firefighter recruitment and training support to improve upon the current service delivery. This equipment purchase is a benefit to the community and positively impacts the Squamish-Lillooet Regional District and Lilwat Nation.

### **ALTERNATIVE OPTIONS**

There are no alternative options for consideration.

### **RECOMMENDATIONS**

**THAT** Council supports the Village of Pemberton's application for the Community Emergency Preparedness Fund through the Union of BC Municipalities to provide \$30,000 towards improving the Village's Fire Fighter training facility.

Prepared and Submitted by:	Cameron Adams, Fire Chief
CAO Approval by:	Elizabeth Tracy, Chief Administrative Officer

## VILLAGE OF PEMBERTON

### BYLAW No. 949, 2023

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**Being a bylaw to Authorize the Village of Pemberton to Enter into a Housing Agreement.**

#### **Harrow Road Affordable Housing Project**

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**WHEREAS** Council may, by Bylaw, under Section 483 of the Local Government Act enter into a Housing Agreement which may include terms and conditions agreed to by the Village of Pemberton and the Owner respecting the occupancy of affordable housing units identified in the Agreement;

**AND WHEREAS** the Village of Pemberton intends to rezone the property at 7000 Harrow Road Pemberton, BC and legally described as LOT 2 DISTRICT LOT 203, LILLOOET DISTRICT PLAN KAP56640 (PID 023-384-018) to permit 9,000 square feet of commercial space on the 1st floor with residential units on floors 2-5;

**AND WHEREAS** the Owner has offered to enter into and register a Housing Agreement to ensure that the housing units are developed as proposed on the Lands described in this Bylaw, and the Village has deemed it expedient to require the Owner to enter into a Housing Agreement pursuant to Section 483 of the Local Government Act;

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

1. The Municipality is authorized to enter into Housing Agreements pursuant to Section 483 of the Local Government Act, in substantially the form attached to this Bylaw as Schedule "B", with respect to the land located in the Village of Pemberton known as 7000 Harrow Road, LOT 2 DISTRICT LOT 203, LILLOOET DISTRICT PLAN KAP56640 as shown shaded on the map attached to this bylaw as Appendix "A".
2. The Mayor and the Chief Administrative Officer of the Municipality are authorized to execute the Housing Agreements on behalf of the Municipality.

**1. CITATION**

This Bylaw may be cited as "Village of Pemberton Housing Agreement Bylaw (Harrow Road Project) Bylaw No. 949, 2023."

**READ A FIRST TIME** this 12<sup>th</sup> day of September, 2023.

**READ A SECOND TIME** this 12<sup>th</sup> day of September, 2023.

**READ A THIRD TIME** this 12<sup>th</sup> day of September, 2023.

**ADOPTED** this            day of            , 2023.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

**TERMS OF INSTRUMENT - PART 2**

**HOUSING AGREEMENT AND SECTION 219 COVENANT**

(Section 483 of the *Local Government Act* and Section 219 of the *Land Title Act*)

THIS AGREEMENT made as of the ♦ day of ♦, 2023.

BETWEEN:

**VILLAGE OF PEMBERTON**

7400 Prospect Street  
PO Box 100  
Pemberton, BC V0N 2L0

(the “**Village**”)

AND:

**SEA TO SKY COMMUNITY SERVICES SOCIETY**

38024 Fourth Avenue  
PO Box 949  
Squamish, BC V8B 0A7

(the “**Owner**”)

WHEREAS:

- A. The Village may, pursuant to section 483 of the *Local Government Act*, enter into a housing agreement with an owner regarding the occupancy of the housing units identified in the agreement, including but not limited to terms and conditions referred to in section 483(2) of the *Local Government Act*;
- B. Section 219 of the *Land Title Act* permits the registration of a covenant of a negative or positive nature in favour of the Village in respect of the use of land or construction on land;
- C. The Owner is the registered owner of those lands and premises located at the corner of Harrow Road and Portage Road in Pemberton, BC and legally described as:

PID 023-384-018  
LOT 2 DISTRICT LOT 203  
LILLOOET DISTRICT PLAN KAP56640

(the “**Lands**”);

- D. The Owner and the Village wish to enter into this Agreement to provide for affordable rental housing units on the Lands, on the terms and conditions set out in this Agreement,



and agree that this Agreement is a housing agreement under section 483 of the *Local Government Act* and a covenant under section 219 of the *Land Title Act*; and

- E. The Village has, by bylaw, authorized the execution of this Agreement and the Owner has duly authorized the execution of this Agreement.

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of \$1.00 paid by each of the parties to the other (the receipt and sufficiency of which is acknowledged by each party) and in consideration of the promises exchanged below, the parties covenant and agree as follows:

1. Definitions

- 1.1 In this Agreement, unless otherwise defined, the following words have the following meanings:
- (a) “**Agreement**” means this agreement and includes all recitals, instruments, schedules, and amendments thereto;
  - (b) “**BC Housing**” means British Columbia Housing Management Commission or its successor in function;
  - (c) “**Building**” means the building(s) and all other structures to be constructed on the Lands, together with all alterations or repairs thereto and all improvements from time to time constructed upon or affixed or appurtenant to the Lands;
  - (d) “**Deep Subsidy Unit**” has the meaning attributed to it in the Operating Agreement, and all such Units collectively, the “**Deep Subsidy Units**”;
  - (e) “*Land Title Act*” means the *Land Title Act*, R.S.B.C. 1996, c. 250, together with all amendments thereto and replacements thereof;
  - (f) “**Land Title Office**” means the applicable Land Title Office or its successor in function;
  - (g) “*Local Government Act*” means the *Local Government Act*, R.S.B.C. 2015, c. 1, together with all amendments thereto and replacements thereof;
  - (h) “**Low Income**” has the meaning attributed to it in the Operating Agreement;
  - (i) “**Market Unit**” has the meaning attributed to it in the Operating Agreement, and all such Units collectively, the “**Market Units**”;
  - (j) “**Moderate Income**” has the meaning attributed to it in the Operating Agreement;

- (k) “**Operating Agreement**” means an agreement entered into or to be entered into between the Owner and BC Housing in substantially the same form reviewed by the Village, a copy of which can be obtained from BC Housing, that provides for, amongst other things, the roles and responsibilities of the Owner with respect to the operation of the Building and the Units, as the same may be amended from time to time;
- (l) “**Real Estate Act**” means the *Real Estate Act*, S.B.C. 1979, c. 356, together with all amendments thereto and replacements thereof;
- (m) “**Residential Tenancy Act**” means the *Residential Tenancy Act*, S.B.C. 2002, c. 78, together with all amendments thereto and replacements thereof;
- (n) “**RGI Unit**” has the meaning attributed to it in the Operating Agreement, and all such Units collectively, the “**RGI Units**”;
- (o) “**Strata Property Act**” means the *Strata Property Act*, S.B.C. 1998, c. 43, together with all amendments thereto and replacements thereof;
- (p) “**Subdivide**” or “**Subdivision**” means to divide, apportion, consolidate or subdivide the Lands, or the ownership or right to possession or occupation of the Lands into two or more lots, strata lots, parcels, parts, portions or shares, whether by plan, descriptive words or otherwise, under the *Land Title Act*, the *Strata Property Act*, or otherwise, and includes the creation, conversion, organization or development of “cooperative units” or “shared interests in land” as defined in the *Real Estate Act*;
- (q) “**Tenancy Agreement**” means a tenancy agreement, lease, license or other agreement granting rights to occupy a Unit;
- (r) “**Termination Date**” means sixty (60) years from the date of execution of this Agreement by the Owner; and
- (s) “**Units**” means collectively, the sixty-three (63) units to be constructed on the Lands, and any one, a “**Unit**”.

## 2. Section 219 Covenant – Land Use Restrictions

### 2.1 The Owner hereby covenants and agrees as follows with respect to the Lands and Building up to the Termination Date:

- (a) once the Units have been constructed and the Village has issued an occupancy permit(s) for the Units, the Units shall be used only in accordance with this Agreement;
- (b) any development on the Lands shall include the Units to be used in a manner consistent with this Agreement;

- (c) the Owner must select tenants in a manner that achieves the following Unit mix to the extent reasonably possible:
  - (i) 20% of the Units in the Building being Deep Subsidy Units;
  - (ii) 30% of the Units in the Building being Market Units; and
  - (iii) 50% of the Units in the Building being RGI Units,provided that for greater certainty, a deviation in the Unit mix arising from a change in household income of tenants shall not be considered a breach of this Agreement so long as the Owner acts reasonably in filling future vacancies in a manner that achieves the above Unit mix;
- (d) each Unit shall only be used for rental purposes, pursuant to a Tenancy Agreement;
- (e) every Tenancy Agreement shall identify all permanent occupants of a Unit;
- (f) no Unit on the Lands may be rented to or tenanted by any person for a term of less than thirty (30) days; and
- (g) the Owner shall operate the Units in compliance with the terms, conditions, requirements and restrictions contained in this Agreement and the Operating Agreement.

2.2 The Owner acknowledges that the Village will not allow the Units to be sold independently of each other. The Village may permit the Owner to Subdivide the Lands to Subdivide any excess lands within the Lands (which are not required as part of the Building in which the Units will be built), provided that the Owner will be able to ensure that the Units can be built within current bylaws on the remainder portion of the Lands (the “**Remainder Lands**”), in which case the Village will upon Subdivision in this manner, discharge this Agreement from title to the excess lands, with this Agreement remaining in full force and effect against the Remainder Lands. The Owner may Subdivide the Building pursuant to the *Strata Property Act*, in which case, the Village will, upon Subdivision in this manner, discharge this Agreement from title to all strata lots other than those strata lots that comprise the Units.

2.3 The Owner hereby covenants and agrees that the Owner must not sell or transfer, or agree to sell or transfer, any interest in the Units, other than a full interest in the Owner’s freehold title, to a purchaser that agrees to assume the terms and conditions of this Agreement. This section does not restrict the Owner from granting easements, rights of way and similar interests in land subject to this Agreement having priority over such interests.

- 2.4 The Units may not be occupied on the Lands or used for any purpose and the Village shall not be obligated to issue any occupancy permit until and unless:
- (a) the Owner has constructed the required number of Units in accordance with section 2.1(b);
  - (b) the Units have received an inspection granting occupancy; and
  - (c) the Owner has entered into an Operating Agreement with BC Housing with respect to the Units.

3. Notice to be Registered in the Land Title Office

3.1 The Owner acknowledges and agrees that:

- (a) this Agreement constitutes both a covenant under section 219 of the *Land Title Act* and a housing agreement entered into under section 483 of the *Local Government Act*;
- (b) notice of this Agreement shall be registered in the Land Title Office by the Village at the cost of the Owner in accordance with section 483 of the *Local Government Act*; and
- (c) pursuant to section 483(6) of the *Local Government Act*, this Agreement shall be binding on all persons who acquire an interest in the Lands from the Owner after registration of this notice, and unless discharged in accordance with this Agreement, shall run with and bind the Lands in perpetuity.

4. Compliance with Agreement

- 4.1 The Owner hereby irrevocably authorizes the Village to make such inquiries as it considers reasonably necessary in order to confirm that the Owner is complying with this Agreement.
- 4.2 The Owner agrees that it will, upon request from time to time, provide to the Village a report in writing, to the reasonable satisfaction of the Village, describing compliance with this Agreement.

5. Enforcement and Waiver

- 5.1 Nothing contained or implied herein shall prejudice or affect the rights and powers of the Village in the exercise of its functions under any public or private statutes, bylaws, orders and regulations, all of which may be fully and effectively exercised in relation to the Lands as if this Agreement had not been executed and delivered by the Owner. The waiver by a party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this

Agreement shall not be construed as a waiver of any future or continuing failure, whether similar or dissimilar.

- 5.2 The parties agree that the Village is not obligated to inspect the Lands or to otherwise ensure compliance with this Agreement, nor is the Village obligated to remedy any default of this Agreement. A failure by the Village to enforce this Agreement shall not constitute a waiver of any of the Village's rights herein.
- 5.3 Notwithstanding any provision to the contrary in this Agreement, if the Owner is in default of its obligations in this Agreement then the Village may, by written notice to the Owner:
- (a) require such default to be corrected within thirty (30) days after receipt of such notice; and
  - (b) if within the thirty (30) days after receipt of such notice the default has not been corrected or reasonable steps to correct the default have not been taken, the Village, without limiting any other right it might have, may, but is under no obligation to, enter onto the Lands and rectify such default to the extent considered necessary by the Village, or pursue any other remedy consistent with the provisions described in sections 5.4 and 5.5.
- 5.4 No remedy under this Agreement is deemed to be exclusive but will, where possible, be cumulative with all other remedies available at law or in equity.
- 5.5 The Owner covenants and agrees that, in addition to any remedies that are available under this Agreement or at law, the Village is entitled to all equitable remedies, including specific performance, injunction and declarative relief to enforce its rights under this Agreement. The Owner acknowledges that specific performance, injunctive relief (mandatory or otherwise) or other equitable relief may be the only adequate remedy for a default by the Owner under this Agreement.

## 6. Demolition

- 6.1 The Owner will not demolish any Building in which a Unit is located, unless:
- (a) the Owner has obtained the written opinion of a professional engineer or architect who is at arm's length from the Owner that it is no longer reasonable or practical to repair or replace any structural component of the Building without demolishing the same, and the Owner has delivered to the Village a copy of the engineer's or architect's report; or
  - (b) the Building is damaged or destroyed to the extent of 40% or more of its replacement value above its foundations, as determined by the Village in its sole discretion,

and, in each case, a demolition permit for the Building has been issued by the Village. Upon the issuance of such demolition permit, the Owner will completely demolish the Building and remove all portions of the Building, including all foundations and debris, from the Lands and restore the Lands to a neat and level condition.

- 6.2 If the Building in which a Unit is located is demolished, this Agreement shall continue to apply to the Lands and any construction on the Lands shall continue to be subject to the requirements of this Agreement.

7. Termination Date, Discharge or Amendment

- 7.1 This Agreement shall be discharged or amended only by an instrument duly executed by both the Owner and the Village. Notwithstanding the foregoing, a unilateral discharge is the right of the Village under section 9.1(c).
- 7.2 Pursuant to section 483(4) of the *Local Government Act*, this Agreement may be amended only by a bylaw adopted with the consent of the Owner.
- 7.3 Notwithstanding any provision to the contrary in this Agreement, all of the covenants of the Owner to the Village contained herein (including with respect to the Units) will expire on the Termination Date and upon such expiry, the Village agrees to execute a discharge of this Agreement from title to the Lands (or any lands Subdivided from the Lands).

8. Indemnity and Release

- 8.1 The Owner hereby releases, indemnifies and saves harmless the Village from all loss, damage, costs (including without limitation legal costs), expenses, actions, suits, debts, accounts, claims and demands (collectively, the “**Claims and Losses**”), including without limitation any and all claims of third parties (and including personal injury, death or damage occurring in or on the Lands), which the Village may suffer, incur or be put to arising directly or indirectly out of or in connection with this Agreement, including:
- (a) any breach by the Owner of any covenant or agreement contained in or related to this Agreement;
  - (b) any negligent act or omission of the Owner or its officers, directors, agents, contractors or other persons for whom at law the Owner is responsible;
  - (c) the exercise of discretion by any Village employee or official for any matter relating to this Agreement;



- (d) the construction, maintenance, repair, ownership, lease, license, operation, management or financing of the Lands, the Building or any portion thereof, including any Unit;
- (e) the exercise by the Village of any of its rights under this Agreement or an enactment; and/or
- (f) the Village withholding any demolition, building or occupancy permit in accordance with the terms of this Agreement.

Notwithstanding the foregoing or anything to the contrary set forth in this Agreement, the indemnity being granted by the Owner hereunder shall exclude such Claims and Losses arising from the negligent acts or omissions, bad faith or willful misconduct of the Village.

8.2 The indemnity and release set forth in section 8.1 shall survive the termination of this Agreement.

9. Agreement for Benefit of Village Only

9.1 The parties agree that:

- (a) this Agreement is entered into only for the benefit of the Village;
- (b) this Agreement is not intended to protect the interests of the Owner, any tenant, or any future owner, lessee, occupier or user of the Lands, the Building or any portion thereof, including any Unit; and
- (c) the Village may at any time execute a release and discharge of this Agreement, without liability to anyone for doing so, and without obtaining the consent of the Owner.

10. Miscellaneous

10.1 Time will be of the essence of this Agreement and will remain of the essence notwithstanding the extension of any of the dates under this Agreement.

10.2 This Agreement represents the whole agreement between the Village and the Owner, and there are no warranties, representations, conditions or collateral agreements made by the Village or the Owner except as set forth in this Agreement.

10.3 The captions and headings throughout this Agreement are for convenience and reference only and the words and phrases contained therein will in no way be held or deemed to define, limit, describe, explain, modify, amplify or add to the interpretation, construction or meaning of any provision of or the scope or intent of this Agreement or in any way affect this Agreement.

- 10.4 If any provision of this Agreement is found to be invalid or unenforceable, such provision or any part thereof will be severed from this Agreement and the remainder of this Agreement will remain in full force and effect.
- 10.5 Each of the parties shall at all times and from time to time and upon reasonable request do, execute and deliver all further assurances, acts and documents for the purpose of evidencing and giving full force and effect to the covenants, agreements and provisions in this Agreement.
- 10.6 All notices, demands and requests which may or are required to be given pursuant to this Agreement will be in writing and will be sufficiently given if served personally upon the party for which it is intended, or mailed prepaid and double registered:

- (a) in the case of the Village, addressed to:

Village of Pemberton  
7400 Prospect Street  
PO Box 100  
Pemberton, BC V0N 2L0

Attention: Chief Administrative Officer

- (b) in the case of the Owner, addressed to:

Sea to Sky Community Services Society  
38024 Fourth Avenue  
PO Box 949  
Squamish, BC V8B 0A7

Attention: Executive Director

or at such other addresses as each of the parties may from time to time advise by notice in writing. The date of receipt of any such notice, demand or request will be deemed to be the date of delivery if such notice, demand or request is served personally or if mailed as aforesaid on the fifth business day next following the date of such mailing; provided, however, that if mailed, should there be between the time of mailing and the actual receipt of the notice a mail strike, slow down of postal service or other labour dispute which affects the delivery of such notice, then such notice will be deemed to be received when actually delivered.

- 10.7 Unless the context otherwise requires, the laws of British Columbia will apply to this Agreement and all statutes referred to herein are enactments of the Province of British Columbia. Without limiting the above, in the event of any conflict between any provision of this Agreement and the *Residential Tenancy Act*, this Agreement is without effect to the extent of the conflict, except that the Owner

shall be responsible for ensuring that every Tenancy Agreement fairly reflects the material terms of this Agreement.

- 10.8 Any reference to a statute includes and is a reference to such statute and to the regulations made pursuant thereto, with all amendments made from time to time to such statute and regulations and as they are in force from time to time, and to any statute and regulations that may be passed which have the effect of supplementing or superseding such statutes and regulations.
- 10.9 The Owner will do everything necessary, at the Owner's expense, to ensure that a notice under section 483(5) of the *Local Government Act* will be filed on the title to the Lands and that this Agreement will be noted and registered against title to the Lands in priority to all financial charges and financial encumbrances which may have been registered or are pending registration against title to the Lands save and except those specifically approved in advance in writing by the Village or in favour of the Village.
- 10.10 The Owner is only liable for breaches of this Agreement that occur while the Owner is the registered owner of the freehold interest in the Lands provided however that notwithstanding that the Owner is no longer the registered owner of the freehold interest in the Lands, the Owner will remain liable for breaches of this Agreement that occurred while the Owner was the registered owner of the freehold interest in the Lands.
- 10.11 This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective successors and permitted assignees.

By signing the General Instrument Part I, the parties have agreed to be bound by their respective obligations contained in this Agreement.

## PRIORITY AGREEMENT

BC HOUSING (the “**Chargeholder**”) is the holder of a Mortgage and Assignment of Rents encumbering the Lands which Mortgage and Assignment of Rents were registered in the Land Title Office under numbers CB446881 and CB446882, respectively (the “**Chargeholder Charges**”).

The Chargeholder, being the holder of the Chargeholder Charges, by signing the General Instrument attached hereto as Part I, in consideration of the payment of Ten Dollars (\$10.00) and other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged and agreed to by the Chargeholder), hereby consents to the granting of this covenant under section 219 of the *Land Title Act* (the “**Covenant**”) and hereby covenants that this Covenant shall bind the Chargeholder Charges in the Lands and shall rank in priority upon the Lands over the Chargeholder Charges as if the Covenant had been registered prior to the Chargeholder Charges and prior to the advance of any monies pursuant to the Chargeholder Charges. The grant of priority is irrevocable, unqualified, and without reservation or limitation.

**Date:** Tuesday, October 17, 2023

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

**From:** Scott McRae Manager of Development Services

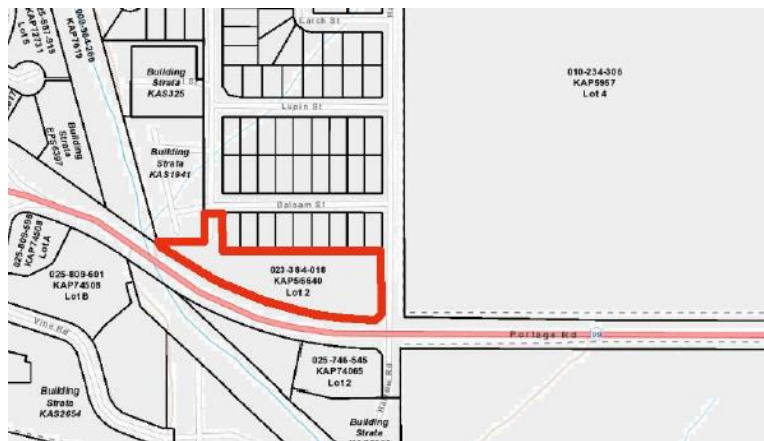
**Subject:** Zoning Amendment Comprehensive Development Zone 6 (SSCS Harrow Road Affordable Housing) Bylaw No. 936, 2022 – Fourth Reading and Adoption

**PURPOSE**

The purpose of this report is to provide Council a summary of Zoning Amendment Comprehensive Development Zone 6 (SSCS Harrow Road Affordable Housing) Bylaw No. 936, 2022 and put forward the bylaw for Adoption.

**BACKGROUND**

In March 2022, the Village of Pemberton received an application for a Zoning Bylaw amendment (OR136) and an application for a Development Permit (DP93) from Sea to Sky Community Services (SSCS) to permit the development of a mixed-use affordable housing building, located at the corner of Harrow Road and Highway 99 with a legal description of Lot 2 District Lot 203 Lillooet District Plan KAP5640 as identified below:



At Regular Council Meeting No. 1566, held Tuesday, August 30, 2022, Council considered First and Second Readings of Zoning Bylaw Amendment (Comprehensive Development Zone 6 – SSCS Harrow Road Affordable Housing) Bylaw No. 936, 2022, and passed the following resolutions:

***THAT Zoning Amendment (Comprehensive Development Zone 6 - SSCS Harrow Road Affordable Housing) Bylaw No. 936, 2022 be given first and second readings.***

**THAT** Council sets Monday, September 19, 2022 at 6:30 p.m. as the date and time of the Public Hearing for Zoning Amendment (Comprehensive Development Zone 6 - SSCS Harrow Road Affordable Housing) Bylaw No. 936, 2022 to be held in Village of Pemberton Council Chambers or in accordance with the Village's digital meeting policy.

**THAT** the following obligations be completed as prerequisites to adoption of Zoning Amendment (Comprehensive Development Zone 6 - SSCS Harrow Road Affordable Housing) Bylaw No. 936, 2022:

- i. that the Applicant prepare and submit in a registrable form the discharge of Restrictive Covenant 24620;
- ii. that the Applicant prepare a revised Flood Hazard Management Study to establish the Flood Construction Elevation (FCL) and any necessary flood mitigation measures, and prepare and submit an amended Flood Hazard Restrictive Covenant in a registerable form to the satisfaction of the Village;
- iii. that the Owner prepare and submit to the satisfaction of the Village a new Statutory Right of Way and accompanying survey plan for the Village's pump station infrastructure; and
- iv. that the Owner enter into a Housing Agreement, by bylaw pursuant to section 483 of the Local Government Act.

As noted above, the Public Hearing was initially scheduled for Monday, September 19<sup>th</sup>, 2022; however due to that date being declared a National Day of Mourning to recognize the passing of Queen Elizabeth II the Public Hearing was moved to Tuesday, September 27, 2022, at 6:30pm.

At the Public Hearing held on September 27, 2022, Council received a report from Staff summarizing the application. To view the public hearing agenda package that includes the Staff report click on the following link: <https://www.pemberton.ca/public/download/files/217274>

At Regular Council Meeting No. 1568, held Tuesday, October 4, 2022, Council considered Third Reading of Zoning Bylaw Amendment (Comprehensive Development Zone 6 – SSCS Harrow Road Affordable Housing) Bylaw No. 936, 2022, and passed the following resolutions:

**THAT** the Public Hearing meeting minutes be received.

**THAT** Zoning Amendment Comprehensive Development Zone 6 (SSCS Harrow Road Affordable Housing) Bylaw No. 936, 2022 be given Third Reading.

## **DISCUSSION & COMMENTS**

On February 6<sup>th</sup>, 2023, the Ministry of Transportation and Infrastructure (MoTI) provided approval of Zoning Amendment Comprehensive Development Zone 6 (SSCS Harrow Road Affordable Housing) Bylaw No. 936, 2022 pursuant to section 52(3)(a) of the Transportation Act.

Since third reading, staff have worked with the applicant to satisfy the 4 prior-to-adoption conditions passed by resolution at first and second reading. The applicant has prepared and submitted in a registrable form the discharge of Restrictive Covenant 24620 as well as an amended flood hazard restrictive covenant to accompany the revised flood hazard management study. The applicant has also prepared and submitted a new statutory right of way for the



Village's pump station infrastructure. With the adoption of Housing Agreement (Harrow Road Project) Bylaw No. 949, 2023, all 4 conditions will be satisfied.

## **COMMUNICATIONS**

Adoption of a Zoning Amendment bylaw does not have a communications element.

## **LEGAL CONSIDERATIONS**

The processing of a Zoning Amendment application is regulated by various sections contained in the *Local Government Act* – Part 26 and by the Village's Development Procedures Bylaw 725, 2013, as amended from time to time.

## **IMPACT ON BUDGET & STAFFING**

Staff time is covered by the application fees and recoverable from the applicant in accordance with the Village of Pemberton's Fees and Charges Bylaw 905, 2021. Consulting fees are cost recoverable in accordance with the same bylaw.

This project is eligible for fee waiver in accordance with the above bylaw and the Village's Fee Waiver for Eligible Developments Policy. The Village has received a formal request for fee waiver from the applicant which will come forward at a future meeting.

## **INTERDEPARTMENTAL IMPACT & APPROVAL**

No interdepartmental impact or approvals required respecting the processing of this application as it is a function of the Development Services Department.

## **COMMUNITY CLIMATE ACTION PLAN**

This zoning bylaw amendment has no impact on the Community Climate Action Plan (CCAP) strategies, however, if the zoning amendment application is approved then the next step in the land development process is the Major Development Permit application which will have an impact on the CCAP strategies.

- *Shift Beyond the Car*
  - *The proposed application will have a multi-use trail through the site. This is to be completed at the Major Development Permit stage after a rezoning is granted.*
- *Step Up New Buildings*
  - *The proposed application will have a building that meets BC Energy Step Code 4 standards. This is to be completed at the Major Development Permit stage after a rezoning is granted.*

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

This item is not anticipated to have a significant impact on the wider region.

## **ALTERNATIVE OPTIONS**

There are no alternative options at this time.

**RECOMMENDATIONS**

**THAT** Zoning Amendment Comprehensive Development Zone 6 (SSCS Harrow Road Affordable Housing) Bylaw No. 936, 2022 be given Fourth Reading and Adopted.

**ATTACHMENTS:**

**Appendix A –** Zoning Amendment (Comprehensive Development Zone 6 – SSCS Harrow Road Affordable Housing) Bylaw No. 936, 2022

Prepared by:	Scott McRae, Manager, Development Services
CAO Approval by:	Elizabeth Tracy, Chief Administrative Officer

**THE VILLAGE OF PEMBERTON  
BYLAW NO. 936, 2022**

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**A bylaw to amend the Village of Pemberton Zoning Bylaw No. 832, 2018**

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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 "Zoning Amendment (Comprehensive Development Zone 6 - SSSC Harrow Road Affordable Housing) Bylaw No. 936, 2022."

**APPLICATION**

2. Village of Pemberton Zoning Bylaw No. 832, 2018 is amended by:

- 2(1) Adding the following definition of *Community Services, Non-profit* in alphabetical order to Part 3: Definitions:

***Community Services, Non-Profit*** means the use of land or buildings that provide community facilities or services delivered by non-profit entities for the betterment of the community. It specifically includes business offices, professional offices and services, child care centre, artisan, assembly, community care facility, and emergency shelter uses delivered by a registered non-profit agency. Apartment dwelling units provided as affordable housing, social housing, or other supportive housing are permitted.

- 2(2) Amending Schedule "A" Zoning Map by rezoning the lands identified in Schedule "A" of this amending bylaw from Tourism Commercial (C-2) to Comprehensive Development Zone 6 (CD-6).
  - 2(3) Adding the following Comprehensive Development zone as section 18.6 Comprehensive Development Zone 6 (SSSC Harrow Road Affordable Housing):

***18.6 Comprehensive Development Zone 6 (CD-6) (SSSC Harrow Rd Affordable Housing)***

The intent of this zone is to accommodate mixed use development anchored by non-profit community services and affordable housing and accessory market housing, office, and commercial uses or tourism commercial uses.

**18.6.1. Permitted Principal Uses**

- (a) *Community Services, Non-profit*
- (b) *Uses Permitted in the Tourism Commercial (C-2) Zone*

18.6.2. Permitted Accessory Uses

- (a) *Home Occupation*
- (b) *Convenience Store*
- (c) *Office, Business*
- (d) *Personal Service*
- (e) *Restaurant*
- (f) *Café*
- (g) *Retail, Recreation and Leisure*

18.6.3 Conditions of Use

- (a) In the CD-6 zone, *Community Services, Non-Profit* and Uses permitted in the Tourism Commercial (C-2) zone are listed as Permitted Principal Uses. Within all lands zoned CD-6, the principal use may be either *Community Services, Non-profit* or Uses Permitted in the Tourism Commercial (C-2) zone, but not both.
- (b) In the CD-6 zone, *Community Services, Non-Profit* uses are permitted only in mixed-use buildings.
- (c) In the CD-6 zone, all residential dwellings in the *Community Services, Non-Profit* use shall:
  - i. Not be located on the first floor of a mixed-use building;
  - ii. be restricted to rental dwellings only; and
  - iii. be subject to a housing agreement.
- (d) In the CD-6 zone, not greater than 20% of the retail, commercial, and business and professional office area under the *Community Services, Non-Profit* use may be occupied by a for-profit enterprise, and are accessory to the *Community Services, Non-Profit* use.

18.6.4 Density Regulations

a)	Maximum Density:	1.5 FAR
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18.6.5. Lot Regulations

a)	Minimum Lot Size:	900 m <sup>2</sup>
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## 18.6.6 Siting Regulations

a) Maximum <i>Lot Coverage</i> :	50%
b) Minimum <i>Front Setback</i> :	7.5 m
c) Minimum <i>Rear Setback</i> :	3 m
d) Minimum <i>Interior Side Setback</i> :	3 m
e) Minimum <i>Exterior Side Setback</i> :	4.5 m

## 18.6.7. Maximum Height of Buildings

- (a) The maximum building height of the *Principal Building* and *Accessory Buildings* shall not exceed the heights in the following table:

	<b>Principal Building Height</b>	<b>Accessory Building Height</b>
<b>Height</b>	10.5m	4.6m

- (b) Notwithstanding section 18.6.5(a), the maximum height of a principal building may be increased from 10.5m to 19m for *Community Services, Non-profit* principal buildings if the owner enters into a Housing Agreement with the Village of Pemberton to provide affordable housing. The Housing Agreement must be approved and registered pursuant to section 483 of the *Local Government Act*.

## 18.6.8. Off-Street Parking and Loading

- (a) Off-street parking and loading shall be provided in accordance with the requirements of Part 8 of the Village of Pemberton Zoning Bylaw No. 832, 2018 this Bylaw.
- (b) Notwithstanding the parking requirements in Part 8 of the Zoning Bylaw the off-street parking requirements for the *Community Services, Non-Profit* use in the CD-6 zone shall provided as follows:

STALL TYPE	REQUIRED
<b>Standard Parking Stalls</b>	<p>.75 STALLS PER 1BED <i>AFFORDABLE MARKET RENTAL DWELLING UNIT</i></p> <p>1.4 STALLS PER 2BED <i>AFFORDABLE MARKET RENTAL DWELLING UNIT</i></p> <p>1.75 STALLS PER 3BED <i>AFFODABLE MARKET RENTAL DWELLING UNIT</i></p> <p>.5 STALLS PER 1BED <i>RENT GEARED TO INCOME DWELLING UNIT</i></p> <p>1.1 STALLS PER 2BED <i>RENT GEARED TO INCOME DWELLING UNIT</i></p> <p>1.2 STALLS PER 3BED <i>RENT GEARED TO INCOME DWELLING UNIT</i></p> <p>0 STALLS PER 1BED <i>DEEP SUBSIDY/SHELTER DU X 16 DWELLING UNIT</i></p> <p>0 STALLS PER 2BED <i>DEEP SUBSIDY/SHELTER DU X 16 DWELLING UNIT</i></p> <p>0 STALLS PER 3BED <i>DEEP SUBSIDY/SHELTER DU X 16 DWELLING UNIT</i></p>
<b>Visitor Parking Stalls</b>	0.06 STALLS PER DWELLING UNIT
<b>Neighbourhood Commercial Use Parking Stalls</b>	<p>0.027 STALLS PER 1M2 X 714 M2 OF NEIGHBOURHOOD COMMERCIAL SPACE</p> <p>0.0357 STALLS PER 1M2 X 129 M2 OF MARKET COMMERCIAL RETAIL</p>
<b>Disability Parking Stalls</b>	MINIMUM 3 PER BUILDING

(c) In the CD-6 Zone, the following definitions apply to parking requirement calculations for dwelling unit and tenure types established in a Housing Agreement as follows:

- i. *Affordable Market Dwelling Unit* means rental dwelling units provided for moderate income households and secured by a Housing Agreement.
- ii. *Rent Geared to Income Dwelling Unit* means a rental dwelling unit intended to limit rents to 30% of gross household income and secured by a Housing Agreement.
- iii. *Deep Subsidy Dwelling Unit* means a rental dwelling unit targeted to residents on income assistance and secured by a Housing Agreement.



**READ A FIRST TIME** this 30<sup>th</sup> day of August, 2022.

**READ A SECOND TIME** this 30<sup>th</sup> day of August, 2022.

**NOTICE OF PUBLIC HEARING** was advertised utilizing reasonably equivalent alternatives as set out in section 94.1 (3) of the *Community Charter* on September 15, 2022 and September 16, 2022 and **PUBLISHED IN THE PIQUE NEWSMAGAZINE** on September 22, 2022.

**PUBLIC HEARING HELD** this 27<sup>th</sup> day of September, 2022

**READ A THIRD TIME** this 4<sup>th</sup> day of October, 2022.

**MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE APPROVAL PURSUANT TO SECTION 52(3)(a) OF THE *TRANSPORTATION ACT*** this 6<sup>th</sup> day of February, 2023 by



For the Minister of Transportation and Infrastructure

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

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

\_\_\_\_\_  
Sheena Fraser  
Corporate Officer

**Date:** Tuesday, October 17, 2023

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

**From:** Scott McRae, Manager of Development Services

**Subject:** Zoning Amendment (Comprehensive Development Zone 7 - Prospect Apartments) Bylaw No. 948, 2023 – Public Hearing Summary Report and Consideration of Third Reading

**PURPOSE**

The purpose of this report is to provide Council, pursuant to section 465(5) of the Local Government Act, a summary of the verbal and written submissions made during the Public Hearing held for Zoning Amendment (Comprehensive Development Zone 7 – Prospect Apartments) Bylaw No. 948, 2023, from Zoning Bylaw No. 832, 2018 and seek Council’s consideration of Third Reading.

The amending bylaw has been prepared for Council’s consideration in response to an application submitted by STARK, Agent for the landowner 1268913 BC Ltd. (Fitzgerald Building Co.). The application proposes to change the zoning of the subject lands from Commercial, Town Centre (C-1) to Comprehensive Development Zone 7 (Prospect Apartments).

**BACKGROUND**



Figure 1: Context Plan

In March 2023, the Village of Pemberton received an application for a Zoning Bylaw amendment (OR138) from STARK, Agent for the landowner 1268913 BC Ltd. (Fitzgerald Building Co.). The application proposes to change the zoning of the subject lands from Commercial, Town Centre (C-1) to Comprehensive Development Zone 7 (Prospect Apartments).

If approved, the proposed amendment would be site specific to the subject lands. The subject lands are Lot 1 District Lot 203 Lillooet District Plan EPP124721 (PID: 031-847-226).

At a Regular Council Meeting No. 1585, held Tuesday July 18, 2023, Council considered First and Second Readings of Zoning Bylaw Amendment (Comprehensive Development Zone 7 – Prospect Apartments) Bylaw No. 948, 2023, and passed the following resolutions:

***THAT** Zoning Amendment (Comprehensive Development Zone 7 – Prospect Apartments) Bylaw No. 948, 2023 be given first and second reading;*

***AND THAT** Council sets Tuesday, September 19, 2023 at 5:30 p.m. as the date and time of the Public Hearing for Zoning Amendment (Comprehensive Development Zone 7 – Prospect Apartments) Bylaw No. 948, 2023 to be held in Village of Pemberton Council Chambers and/or in accordance with the Village’s digital meeting policy subject to the following condition:*

- i. That the Applicant completes a developer-led public information meeting prior to the Public Hearing.*

***AND THAT** Final adoption only be considered upon completion of a development agreement between the Applicant and the Village of Pemberton.*

At the Public Hearing held on Tuesday September 12, 2023, Council received a report from Staff summarizing the application. To view the public hearing agenda package that includes the Staff report click on the following link: <https://www.pemberton.ca/public/download/files/235318>

## **DISCUSSION & COMMENTS**

### **PUBLIC HEARING SUMMARY**

The Public Hearing, held on Tuesday, September 12, 2023, was conducted as a hybrid style meeting to allow residents to attend via ZOOM webinar or in-person at Council Chambers, located at the Village Office. A total of 4 people attended via electronic means with 8 attending in-person. There were zero (0) written submissions received. 3 verbal submissions were made by the public during the hearing.

Those attending who spoke in support of the zoning amendment cited how the project will provide much needed housing for Pemberton, provide options for family members relocating to Pemberton to be close to family, and the ability to enhance the downtown.

Those who raised concerns about the zoning amendment noted the height of building, parking concerns, view scape disruptions, and the Community Amenity Contributions (CACs).

A copy of the Public Hearing minutes including all submissions received are attached as **Appendix A**.

### **CONSIDERATION OF 3<sup>rd</sup> READING**

Zoning Amendment (Comprehensive Development Zone 7 – Prospect Apartments) Bylaw No. 948, 2023 is being presented to Council for consideration of Third Reading and is attached as **Appendix B**.

### **COMMUNICATIONS**

A public hearing was scheduled and held on Tuesday, September 12, 2023, at 5:30pm to receive public input.

### **LEGAL CONSIDERATIONS**

The processing of a Zoning Amendment application is regulated by various sections contained in the Local Government Act – Part 26 and by the Village’s Development Procedures Bylaw 725, 2013, as amended from time to time.

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

Staff time is covered by the application fees and recoverable from the applicant in accordance with the Village of Pemberton’s Fees and Charges Bylaw 905, 2021. Consulting fees are cost recoverable in accordance with the same bylaw.

### **INTERDEPARTMENTAL IMPACT & APPROVAL**

No interdepartmental impact or approvals required respecting the processing of this application as it is a function of the Development Services Department.

### **COMMUNITY CLIMATE ACTION PLAN**

This zoning bylaw amendment will have a positive impact on the CCAP strategies.

- *Shift Beyond the Car*
  - The proposed development enables car-free living in more attainable housing in the middle of Pemberton’s downtown core and includes storage for at least 2 bikes per new unit.
- *Electrify Transportation*
  - The proposed development includes 10 secure underground parking stalls with electric vehicle charging connections and 44 secure electric vehicle (EV) ready underground parking stalls.

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

This item is not anticipated to have a substantial impact on neighbouring jurisdictions.

### **ALTERNATIVE OPTIONS**

Alternative options for consideration are as follows:

**Option One:**

**THAT** Zoning Amendment (Comprehensive Development Zone 7 – Prospect Apartments) Bylaw No. 948, 2023, be given Third Reading.

**Option Two:**

**THAT** Council request more information regarding Zoning Amendment (Comprehensive Development Zone 7 – Prospect Apartments) Bylaw No. 948, 2023 and refer the application to staff for further processing to address the following concerns:

- {to be provided by council}
- ...

**Option Three:**

**THAT** Zoning Amendment (Comprehensive Zone 7 – Prospect Apartments) Bylaw No. 948, 2023, be refused.

**RECOMMENDATIONS**

**Recommendation One:** **THAT** the Public Hearing meeting minutes be received.

**Recommendation Two:** **THAT** Zoning Amendment (Comprehensive Development Zone 7 – Prospect Apartments) Bylaw No. 948, 2023, be given Third Reading.

**ATTACHMENTS:**

**Appendix A:** September 12, 2023 - Public Hearing minutes and submissions

**Appendix B:** Zoning Amendment (Comprehensive Development Zone 7 – Prospect Apartments) Bylaw No. 948, 2023

Prepared by:	Mark Barsevskis, RPP, MCIP, Consulting Planner
Manager Approval:	Scott McRae, Manager of Development Services
CAO Approval by:	Elizabeth Tracy, Chief Administrative Officer

**VILLAGE OF PEMBERTON**  
**-PUBLIC HEARING MINUTES--**

Date: Tuesday, September 12, 2023, 5:30 pm  
Location: Council Chambers  
7400 Prospect Street

COUNCIL: Mayor Mike Richman  
Councillor Ted Craddock  
Councillor Jennie Helmer  
Councillor Katrina Nightingale  
Councillor Laura Ramsden

STAFF: Elizabeth Tracy, Chief Administrative Officer  
Ethan Fredeen, Deputy Corporate Officer  
Elena Aranguren, Office Coordinator  
Scott McRae, Manager Development Services  
Nikki Segovia, Building and Planning Coordinator

MEDIA: 1

PUBLIC: 4 in attendance via Zoom  
8 in attendance in Council Chambers

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

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**1. OPENING STATEMENTS**

Mayor Richman opened the public hearing for Zoning Amendment (Comprehensive Development Zone 7 - Prospect Apartments) Bylaw No. 948, 2023 at 5:30pm.

**2. PRESENTATION OF THE PUBLIC HEARING ZONING AMENDMENT (COMPREHENSIVE DEVELOPMENT ZONE 7 - PROSPECT APARTMENTS) BYLAW NO. 948, 2023**

Mark Barsevskis, Consulting Planner, presented a summary of the project proposal and Zoning Amendment Bylaw No. 948, 2023.

**3. CORRESPONDENCE AND PETITIONS**

**3.1 Correspondence received before deadline of 12:00pm on September 5, 2023**

There were no written submissions received for the public hearing.



### **3.2 Correspondence received after 12:00pm on September 5, 2023**

There were no written submissions received after 12:00pm on September 5, 2023, for the public hearing.

## **4. PUBLIC COMMENT**

Mayor Richman opened the floor to the public at 5:40pm.

### **4.1 Kevin Clark, Aster St., in person, in support:**

- Parking concerns. Pemberton families have a minimum of two (2) cars per household.
- Snow clearing concerns.

### **4.2 Niki Vanker, Alder Drive, via Zoom, in support:**

- Parking concerns. Pemberton families have a minimum of two (2) cars per household.
- Concerns around the staff report regarding the Community Amenity report. Ms. Vanker requested some clarification on how the calculation is done for the considerable community offering.

### **4.3 Peggy Kaldre, Prospect St, in person, opposed:**

- Parking concerns for the nearby areas.
- Concerns around the height of the proposed building.

## **5. CLOSING STATEMENTS**

Mayor Richman called three times for further submissions.

On hearing none, Mayor Richman advised that the opportunity for public discussion has ended, and that Council may not hear from or receive correspondence from interested parties relating to these bylaws. The bylaw is now a matter for Council's consideration based upon information received to date.

## **6. ADJOURNMENT**

Mayor Richman adjourned the public hearing for Village of Pemberton Zoning Amendment (Comprehensive Development Zone 7 – Prospect Apartments) Bylaw No. 948, 2023 at 5:49pm.

---

Ethan Fredeen, Deputy Corporate Officer

**THE VILLAGE OF PEMBERTON  
BYLAW NO. 948, 2023**

**A bylaw to amend the Village of Pemberton Zoning Bylaw No. 832, 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 “Zoning Amendment (Comprehensive Development Zone 7 – Prospect Apartments). Bylaw No. 948, 2023.”

**APPLICATION**

- 2(1)** Amending Schedule “A” Zoning Map by rezoning the lands identified in Schedule “A” of this amending bylaw from Commercial, Town Center (C-1) to Comprehensive Development Zone 7 (CD-7).
- 2(2)** Adding the following Comprehensive Development Zone as section 18.7 Comprehensive Development Zone 7 (Prospect Apartments):

*18.7 Comprehensive Development Zone 7 (CD-7) (Prospect Apartments)*

The intent of this zone is to accommodate mixed use development in the Pemberton downtown with the development of apartments and compact commercial spaces, suitable for local businesses, with a small walking radius of downtown amenities and services.

18.7.1. Permitted Principal Uses

- (a) *Uses Permitted in the Commercial, Town Center (C-1) Zone*

18.7.2. Permitted Accessory Uses

- (a) *Accessory Retail*
- (b) *Accessory Residential Dwelling*
- (c) *Home Occupation*

18.7.3 Density Regulations

a) Maximum Density:	2.5 FAR
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18.7.4. Lot Regulations

a) Minimum <i>Lot Size</i> :	220 m <sup>2</sup>
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18.7.5. Building Regulations

a) Maximum <i>Lot Coverage</i> :	100%
b) Minimum <i>Front Setback</i> :	0 m
c) Minimum <i>Rear Setback</i> :	4.5 m
d) Minimum <i>Interior Side Setback</i> :	0 m
e) Minimum <i>Exterior Side Setback</i> :	0 m
f) Principal Building Height	18 m
g) Accessory Building Height	4.6 m

18.7.7. Off-Street Parking and Loading

- (a) Off-street parking and loading shall be provided in accordance with the requirements of Part 8 of the Village of Pemberton Zoning Bylaw No. 832, 2018 this Bylaw
- (b) Notwithstanding the above, alternative off-street parking stall dimensions are permitted as per below:

Stall Type	Width of Stall (Feet)	Min Length of Stall (Feet)	Min Aisle width (Feet)	Access Aisle (Accessible Only) (Feet)
Regular	9'	20'	22'	-
Small Car	9'	14' – 10"		-
Accessible	13' 4" (including access aisle)	20'		4' – 11" (1500mm)

- (c) Notwithstanding the parking requirements in Part 8 of the Zoning Bylaw the off-street parking requirements for the *Residential* use in the CD-7 zone shall provided as follows:

Stall type	Required
<b>Standard Parking Stalls</b>	1 stall per studio dwelling unit 1 stall per 1 bed dwelling unit 1.5 stalls per 2 bed dwelling unit

	2 stalls per 3 bed dwelling unit 1 electric vehicle stall for every 10 stalls required
<b>Visitor Parking Stalls</b>	6 stalls per building
<b>Neighbourhood Commercial Use Parking Stalls</b>	6 stalls off street (shared with visitor parking)
<b>Disability Parking Stalls</b>	3 stalls per building
<b>Bicycle Parking</b>	Minimum 2 class a per dwelling unit

**READ A FIRST TIME** this 18<sup>th</sup> day of July 2023.

**READ A SECOND TIME** this 18<sup>th</sup> day of July 2023.

**NOTICE OF PUBLIC HEARING** was advertised utilizing reasonably equivalent alternatives as set out in section 94.1 (3) of the *Community Charter* on September 1<sup>st</sup> and September 8<sup>th</sup>, 2023.

**PUBLIC HEARING HELD** this 12<sup>th</sup> day of September 2023.

**READ A THIRD TIME** this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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

\_\_\_\_\_  
Elizabeth Tracy  
Corporate Officer

**Date:** Tuesday, September 12, 2023

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

**From:** Nikki Segovia, Building and Planning Coordinator

**Subject:** Amending Bylaws 950, 951, 952, Building, Fees and Charges, and Parking

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### **PURPOSE**

The purpose of this report is to present to Council for First, Second and Third Readings of three amending bylaws; Village of Pemberton Parking and Traffic Control Bylaw No. 840, 2018, Amendment (Housekeeping) Bylaw No. 952, 2023; Village of Pemberton Building Bylaw No. 912, 2021, Amendment (Construction Management) Bylaw No. 950, 2023; and Village of Pemberton Fees and Charges Bylaw No. 905, 2021, Amendment Bylaw No. 951, 2023. All three amending bylaws relate to construction activities by introducing new permits and fees and cover general housekeeping amendments.

### **BACKGROUND**

With the increase in development and building activity over the last few years, Development Services and Operations have received frequent requests for use and/or temporary closure of Village owned right of ways and property in relation to construction activity.

With no formal permitting process in place, staff have been issuing temporary access to Village rights of ways without any fees in order to ensure that constructors cause no damages to Village infrastructure. Past processes have implemented terms and conditions through the use of signed agreement letters. Previously, construction related activities were covered by a single clause in the Parking and Traffic Control Bylaw, however staff believe policy regarding construction related activities should be placed under the Building Bylaw.

In addition, these amendments propose to introduce regulations regarding hoarding, which is a practice expected to be utilized by constructors as larger buildings adjacent to high traffic sidewalks begin to develop. The Village currently has no policies or procedures that cover hoarding practices.

Furthermore, during the amendment process for Village of Pemberton Zoning Bylaw No. 832, 2018, Amendment (Housekeeping) Bylaw No 924, 2022, the requirement for a costly deposit and covenant for temporary use of a trailer or mobile home during construction was removed, but no fee or security was re-introduced in its replacement. This amendment proposes to bring in a minor fee and associated security deposit to cover the costs associated with placement of a Temporary trailer during construction.

Staff have proposed minor amendments such as the ability to register a Notice on Title for incomplete construction and minor updates of the Building Bylaw in relation the BC Building Code.

Staff have noted the administrative time required to process and issue temporary use of Village rights-of-way has been onerous and should be covered by the payment of a fee. As such, an amendment to the fees and charges bylaw is also proposed.

**DISCUSSION & COMMENTS**

The first proposed amendment bylaw, attached as **Appendix A**, simply removes reference to governance of Construction activity from the Parking and Traffic Control Bylaw. The second proposed amendment bylaw, attached as **Appendix B** introduces the requirements for a permit to hoard, a permit to use a right-of-way; updates a reference to the building code pertaining to spatial separations; adds reference to fees and securities for the newly proposed permits; and adds the ability for a Building Official to process a notice in the Land Title Office to state that the scope of work of a permit was not completed if for instance an application was abandoned without being issued Final Occupancy or closure.

The final proposed amendment bylaw, attached as **Appendix C** introduces the following charges:

<b>Permit or Service</b>	<b>Current Permit Fee</b>	<b>Proposed Permit Fee</b>
Right of Way Use Permit	None	\$75 per permit, with an additional \$35/week if the duration exceeds 60 days
Hoarding Permit	None	\$8 per sq.m of land hoarded
Temporary Placement of a Trailer During Construction	None, but previously required a restrictive covenant and \$10,000 deposit	\$150 fee with a \$2500 refundable security deposit

**COMMUNICATIONS**

Upon adoption of the bylaw the Village website will be updated, and information shared with developers, and builders to ensure they are made aware of the new regulations.

**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. Administration time for processing temporary use of Village rights-of-way has been reviewed and fees are proposed to partially cover the time associated with processing permits.

**INTERDEPARTMENTAL IMPACT & APPROVAL**

Invoicing and fee collection is facilitated by the Department of Finance. Rights-of-Way and Hoarding Permits will be reviewed by the Building Department in conjunction with the Manager of Operations/Projects.

Interdepartmental Approval by:	Thomas Sikora, Manager of Finance
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**COMMUNITY CLIMATE ACTION PLAN**

Amendment of these bylaws has no impact on the Community Climate Action Plan strategies.

**IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS**

This initiative has no impact on other jurisdictions.

**ALTERNATIVE OPTIONS**

There are no alternative options for consideration.

**RECOMMENDATIONS**

**THAT** Parking and Traffic Control Bylaw No. 840, 2018, Amendment (Housekeeping) Bylaw No. 952, 2023 be given first, second and third readings.

**THAT** Village of Pemberton Building Bylaw No. 912, 2021, Amendment (Construction Management) Amendment Bylaw No. 950, 2023 be given first, second and third readings.

**THAT** Village of Pemberton Fees and Charges Bylaw No. 905, 2021, Amendment Bylaw No. 951, 2023 be given, first, second, and third readings.

**ATTACHMENTS:**

**Appendix A:** Parking and Traffic Control Bylaw No. 840, 2018, Amendment (Housekeeping) Bylaw No. 952, 2023

**Appendix B:** Village of Pemberton Building Bylaw No. 912, 2021, Amendment (Construction Management) Amendment Bylaw No. 950, 2023

**Appendix C:** Village of Pemberton Fees and Charges Bylaw No. 905, 2021, Amendment Bylaw No.951, 2023

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

**VILLAGE OF PEMBERTON  
BYLAW No. 950, 2023**

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**A bylaw to amend Village of Pemberton Building Bylaw No. 912, 2021**

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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 Building Bylaw No. 912, 2021, Amendment (950 Housekeeping) Bylaw No. 950, 2023”.

**PART 9: OBLIGATIONS OF THE OWNER’S CONSTRUCTOR**

Village of Pemberton Building Bylaw No. 912, 2021, is amended as follows:

- a) in Part 9, by inserting sections 9.4, 9.5, and 9.6 as follows:
  - 9.4. Apply for a permit to hoard a sidewalk, multi-use pathway or any portion of a road;
  - 9.5. Apply for a right-of-way use permit for storage of materials related to construction, or temporary encroachment into a Village right-of-way;
  - 9.6 The *Manager of Development Services* or *Manager of Operations* may impose, as a condition of a permit described in 9.4 and 9.5, terms, restrictions and requirements for safety and security of persons and property, indemnity and insurance, and to ensure compliance with this and other applicable bylaws; and may rescind, revoke, amend or vary orders made under this bylaw if they determine that the permit holder has contravened the permit or a provision of this or another bylaw or a provincial or federal enactment;

**PART 13: APPLICATIONS FOR STANDARD BUILDINGS**

- b) By striking out Part 13 (d) and replacing it with the following:
  - d) elevations of all sides of the *building* or *structure* showing finishing details, roof slopes, windows, doors, finished *grade*, and spatial separation calculations as per *Building Code* sections 9.10.14, and 9.10.15.

**PART 17: FEES, CHARGES AND SECURITIES**

- c) by inserting the following points to section 17.12:
  - d) For Temporary occupancy of a mobile home or recreational vehicle by an owner of a lot during construction as permitted by section 6.3 (x) of the Village of Pemberton Zoning Bylaw No. 832, 2018;
  - e) For use of a Village Right of Way if it is determined by the *Manager of Operations, Manager of Development Services*, that the duration of temporary use warrants a fee;
  - f) For hoarding private or public lands in relation to a valid building permit.

**PART 32: NOTICES**

- d) by inserting the following section to Part 32:
  - 32.7. If the permit has expired and no new application has been submitted or an extension granted, the *Building Official* may initiate the process of a notice in the Land Title Office under section 57 of the *Community Charter* that the scope of work of the permit was not completed;

**READ A FIRST TIME** this 12<sup>th</sup> day of September 2023.

**READ A SECOND TIME** this 12<sup>th</sup> day of September 2023.

**READ A THIRD TIME** this 12<sup>th</sup> day of September 2023.

**ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2023.

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Mike Richman  
Mayor

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Elizabeth Tracy  
Corporate Officer

**VILLAGE OF PEMBERTON  
BYLAW No. 951, 2023**

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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 the “Village of Pemberton Fees and Charges Bylaw No. 905, 2021, Amendment (Construction Activities) Bylaw No. 951, 2023”.

**APPLICATION**

2. Village of Pemberton Fees and Charges Bylaw No. 905, 2021, is amended as follows:

2(1) By inserting the following fees to **SCHEDULE T – BUILDING:**

<b>Fee Type</b>	<b>Fee</b>	<b>Unit</b>
Right of Way Use Permit	\$75 per permit, with an additional \$35/week if the duration exceeds 60 days	permit
Hoarding Permit	\$8 per sq.m of land hoarded	Square meter
Temporary Placement of a Trailer During Construction	\$150 fee with a \$2500 refundable security deposit	Permit; security deposit

**SCHEDULE**

3. The amended Schedule T is attached to and forms part of this Bylaw.

**READ A FIRST TIME** this 12<sup>th</sup> day of September 2023.

**READ A SECOND TIME** this 12<sup>th</sup> day of September 2023.

**READ A THIRD TIME** this 12<sup>th</sup> day of September, 2023.

**ADOPTED** this \_\_\_ day of , 2023.

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Mike Richman  
Mayor

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Elizabeth Tracy  
Corporate Officer

**SCHEDULE T – BUILDING**

1. The following fees, charges, and deposits apply to services that are or may be provided under Building Bylaw No. 912, 2021:

<b>Fee Type</b>	<b>Fee</b>	<b>Unit</b>
<b>Building Permit Fees</b>		
Building permit; pool permit; pond permit*	\$10.00	/ \$1,000 of cost of construction or fraction thereof up to \$100,000
	\$7.00	/ \$1,000 of cost of construction or fraction thereof in excess of \$100,000
	\$100	minimum fee per permit
Penalty if Work Without Permit or Stop Work notice issued prior to issuance of permit	\$1,000	permit
<b>Other Permit Fees</b>		
Excavation permit	\$250	building or structure
Foundation permit	\$250	building or structure
Demolition permit	\$160	building or structure
Relocation permit (plus cost of capping off Village services)	\$160	building or structure
Solid fuel burning appliance permit	\$75	appliance
Fire suppression system permit	\$3	sprinkler head
	\$75	minimum fee per system
Fire detection and alarm system permit	\$75	system
Plumbing permit	\$15	fixture
	\$90	minimum fee per permit
Masonry permit	\$75	flue
<b>Plan Processing Fee**</b>		
Standard building	\$300	permit
Complex building	25% of permit fee	permit

Fee Type	Fee	Unit
Farm building	\$150	permit
Tenant improvement or building permit if cost of construction of proposed work is less than \$30,000	\$75	permit
<b>INSPECTION FEES</b>		
Re-inspection and special inspection	\$100	inspection
<b>ADMINISTRATIVE AND MISCELLANEOUS FEES</b>		
Professional design fee reduction if all aspects of the building or structure are certified in compliance with the Building Code and final Schedule Cs for all disciplines are submitted prior to occupancy	-5% of permit fee to a maximum of \$500	permit
Preparation and registration of covenants and other legal documents	\$100 + costs + 10%	document
Building Regulation Notice Against Title (Land Title and Survey Authority) Notice application/removal and administrative and registration fees	Greater of \$500 or cost + 10%	notice
Review of proposed alternative solution, in-house	\$100 + applicable taxes	hour; minimum 1 hour
Review of proposed alternative solution by third party	\$100 + costs + 10%	review
Miscellaneous services not otherwise listed	\$100 + applicable taxes	hour; minimum ¼ hour
Provisional occupancy permit	\$150	permit
Transfer of a permit to another person	\$100	permit
Building permit extension	\$100	permit
Plan revision after submission of building permit application	\$100 + applicable taxes	hour; minimum ¼ hour
Right of Way Use Permit	\$75 and \$35	Per permit; per week if the duration of use exceeds 60 days
Hoarding Permit	\$8	per square metre
Temporary Placement of a Trailer during construction	\$150	permit
<b>SECURITY DEPOSITS</b>		
Security deposit for site services as-built drawings	\$1,000	building permit
Security deposit for foundation permit	\$1,000	permit



Fee Type	Fee	Unit
Security deposit for work proposed on lands within 10 metres of Village works, detached or duplex	\$2,500	permit
Security deposit for work proposed on lands within 10 metres of Village works, multi-family residential	\$1,000	unit
Security deposit for work proposed on lands within 10 metres of Village works, other than residential	\$5,000	permit
Security deposit for temporary placement of a Trailer During Construction	\$2,500	permit
Repair to damaged Village works	Costs + 10% + applicable taxes	

\*See definition of *cost of construction*, Building Bylaw No. 912, 2021

\*\* Non-refundable fee due at time of application.

**2 (1)** Council may by resolution, waive, reduce, or refund any Schedule T fees and charges when the applicant seeks approval for:

- (a) not-for-profit or affordable rental housing, including supportive living housing;
- (b) not-for-profit or affordable equity/fee simple housing, provided that the affordability is maintained over time;
- (c) for-profit affordable rental housing; or
- (d) development for use by a not-for-profit society, provided that the use by the not-for-profit society is maintained over time.

**2 (2)** Council may, by resolution, establish the conditions or requirements that must be met to obtain a waiver, reduction, or refund of fees.



**VILLAGE OF PEMBERTON  
BYLAW No. 952, 2023**

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

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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 the “Village of Pemberton Parking and Traffic Control Bylaw No. 840, 2018, Amendment (Housekeeping) Bylaw No. 952, 2023”.

**PART 9: OBLIGATIONS OF THE OWNER’S CONSTRUCTOR**

Village of Pemberton Parking and Traffic Control Bylaw 840, 2018, is amended as follows:

- (a) in Part 13.1 by striking out section q) and inserting in its place the following:
  - q) the Manager may issue time-limited permits for the occupation and use of a highway, boulevard, sidewalk, or other property owned or controlled by the Village for any of the following purposes:
    - i. Special Event;
    - ii. Filming

**READ A FIRST TIME** this 12<sup>th</sup> day of September, 2023.

**READ A SECOND TIME** this 12<sup>th</sup> day of September, 2023.

**READ A THIRD TIME** this 12<sup>th</sup> day of September, 2023.

**ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 20XX.

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Mike Richman  
Mayor

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Elizabeth Tracy  
Corporate Officer

**Date:** Tuesday, October 17, 2023

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

**From:** Sheena Fraser, Corporate & Legislative Advisor

**Subject:** Village of Pemberton Permissive Tax Exemption (Sea to Sky Community Services – Harrow Rd Affordable Housing Project) Bylaw No. 953, 2023 – First, Second and Third Readings

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### **PURPOSE**

The purpose of this report is to present to Council the Village of Pemberton Permissive Tax Exemption (Sea to Sky Community Services – Harrow Rd Affordable Housing Project) Bylaw No. 953, 2023 for First, Second and Third Readings. (**Appendix A**)

### **BACKGROUND**

Recognizing the significant value of organizations and groups in our community, a permissive tax exemption is a means for Council to support organizations that further Council's objective to enhance the quality of life while delivering services economically. In this regard, owners of land and improvements, which are set apart and in use for not-for-profit activities, may request an exemption from municipal taxation under Section 224 (2) (a) of the *Community Charter* which states as follows:

**224 (2)** Tax exemptions may be provided under this section for the following:

- (a) land or improvements that
  - (i) are owned or held by a charitable, philanthropic or other not for profit corporation,

A Permissive Tax Exemption may be granted up to a maximum of ten (10) years (CC s. 224 (4) (a)), may only be adopted following the provision of notice (CC s. 224 (4) (b) and s. 227) and must be adopted prior to October 31<sup>st</sup> for it to be in effect for the following tax year (CC s. 224 (4) (c)).

In 2013, Council established the Permissive Tax Exemption Policy (FIN-002), the purpose of which, *“is to ensure that the organizations applying for a permissive tax exemption meet the criteria and that the application process is consistent and meets the goals, policies and general operating principles of the Village.”* The Policy includes an application form for applicants to complete and submit to the Village. A copy of the Permissive Tax Exemption Policy is attached as **Appendix B**.

## **DISCUSSION & COMMENTS**

### **Sea to Sky Affordable Housing Project Background:**

In 2020, the Village was approached by Sea to Sky Community Services (SSCS) to lend its support to a funding application being submitted by SSCS to the BC Housing Community Housing Fund. The fund supports the development of new long-term below market rental housing for families, seniors, and persons with disabilities. This application was in response to the deficit of affordable housing in the Pemberton area which was identified in the [Age-Friendly Housing Needs Assessment](#) completed in September 2019 and directions set out in the accompanying [Affordable Housing Action Plan](#) (Action Plan) completed in October 2019.

The Village provided a letter of support noting that housing needs for Village residents was a high priority for Council. The letter further advised that building partnerships with key stakeholders and community groups and the development of affordable housing projects was important to the Village being able to deliver affordable housing within the community.

In spring 2021 SSCS was notified they were successful for funding through the BC Housing Community Housing Fund Program, and the team at SSCS proceeded to secure a suitable location in Pemberton to house this project. In this regard, bare land located at 7000 Harrow Road (corner of Harrow Road and Highway 99) was selected and the purchase of the land was completed in January 2023. In the meantime, with the lands under a purchase offer with conditions, SSCS proceeded in making application to the Village for a rezoning of the property from Commercial Tourism (C-2) to Comprehensive Development Zone 6 (SSCS Harrow Road Affordable Housing) to accommodate a new mixed-use development with non-profit and commercial space on the ground floor and a mix of residential units on the floors above. [Zoning Amendment Comprehensive Development Zone 6 \(SSCS Harrow Road Affordable Housing\) Bylaw No. 936, 2022](#) received three readings in the fall 2022 with expected adoption in fall of 2023. Concurrently, the Village has been processing a major development permit for the project.

The 2019 [Action Plan](#) identifies as a strategic direction consideration of means to support and incentivize purpose-built rental housing, with fee waivers included as a possible strategy. Also proposed is the creation of an affordable housing reserve fund which could be used to offset costs such as development cost charges and permit fees for eligible developments, considered on a case-by-case basis. In keeping with the Action Plan recommendations in 2022 [Fees and Charges \(Fee Waivers\) Amendment Bylaw No. 923, 2022](#) was adopted which incorporated into the fee schedules, for development applications (ie: zoning or OCP amendments, development and development variance permits etc.), sewer and water connections, and building permit applications, the ability for Council to waive, reduce or refund fees and charges related to projects as follows:

*Council may by resolution, waive, reduce, or refund any fees and charges when the applicant seeks approval for:*

- *not-for-profit or affordable rental housing, including supportive living housing;*
- *not-for-profit or affordable equity/fee simple housing, provided that the affordability is maintained over time;*
- *for-profit affordable rental housing; or*

- *development for use by a not-for-profit society, provided that the use by the not-for-profit society is maintained over time.*

*Council may, by resolution, establish the conditions or requirements that must be met to obtain a waiver, reduction, or refund of fees.*

Council also supported an amendment to the Development Cost Charge Bylaw to enable exemptions and reductions for affordable housing developments. Specifically, [Development Cost Charge \(Affordable Housing Waiver/Reduction\) Bylaw No. 930, 2022](#) provides a full exemption from Development Cost Charges (DCC) for housing units delivered by a not-for-profit entity or units provided under a housing agreement with restricted rental rates for a period of not less than twenty (20) years. The amendment also granted a 25% reduction in DCC charges for market rental projects constructed under a housing agreement that prohibits strata-titling for a period of not less than ten (10) years.

The waiving or refunding of fees, whether they are permit fees, DCC charges or other fees or taxes as may be applicable, form a significant incentive to a developer who might consider non-market housing as a potential option within a development. By reducing upfront costs, as in the case of waiving permit fees, or reducing on-going costs, as in the case of property tax exemptions, Council can materially improve a project's finances, making it more likely to succeed and thus more attractive to senior government granting agencies. It also supports non-profit organizations who are often reliant on fundraising and grant funding to undertake projects that support an affordable housing program.

At the Regular Council Meeting No. 1566, held August 30, 2022, following consideration of first and second readings of Zoning Amendment Bylaw No. 936, 2022, Council established further obligations to be met before consideration of adoption of the rezoning bylaw. This included the requirement for SSCS to enter into a Housing Agreement by Bylaw pursuant to s. 483 of the *Local Government Act*. This obligation is in the process of being met as Housing Agreement (Harrow Road Project) Bylaw No. 949, 2023 has received the first three readings and is due to be adopted at the meeting at which this report is being considered.

Sea to Sky Community Services has indicated a desire for council to consider waiving the development (zoning amendment and major development permit) permit application fees, building permit application fees, connection fees, and DCCs. To date, all fees associated with the rezoning and development permit applications have been paid. Staff is unable to advise as to the total fees that would be collected through the life of this project as not all development applications have been received. As noted, the opportunity for Council to consider and approve a fee waiver or refund request is in support of [Action Plan](#) Strategic Direction #9, the Village's commitment to supporting affordable housing as set out in the Village's strategic directions and finally building and strengthening partnerships with outside agencies as per *Action Plan* Strategic Direction #1.

#### Permissive Tax Exemption Request:

Sea to Sky Community Services has made an official request for a Permissive Tax Exemption and the application and supporting documentation is attached as **Appendix C**. Staff have reviewed the application and based on SSCS not-for-profit and charitable status pursuant to section 224 (2) (a) (i) of the *Community Charter*, Village Council may consider establishing a permissive tax exemption to the lands. Supporting a permissive tax exemption is also in alignment with strategic direction #9 of the [Action Plan](#) which recommends "*considering measures to support and incentivize purpose-built rental housing*" which this project supports.

SSCS has requested a three-year exemption to be applied in 2024, 2025 and 2026. SSCS has advised the Harrow Road Affordable Housing project is scheduled for completion in early 2026; however, timelines may adjust depending on how construction progresses. Also under consideration is that the zoning of the lands will have changed which will impact the assessed values and as a result the amount the property will be taxed. As such, in the interest of ensuring transparency around providing a tax exemption staff are recommending consideration of a two -year exemption for 2024 and 2025 to start. SSCS would then make a request for a renewal by June 2025 at which time there will be a better understanding as to the construction timeline and potential opening dates. This approach is being taken with the support of SSCS.

It should be noted that the land assessment will adjust over time as development takes place and especially after the building receives final inspection and is open and operational. As well, a permissive tax exemption may not be applied to commercial space which is a component of the project. It is anticipated that the assessed value of the property will increase considerably based on the improvements and this will have a significant impact on the amount of the municipal tax levy. Unfortunately, it is impossible to forecast what those amounts will be and for this reason SSCS will be required to make application for further permissive tax exemptions following 2025.

It is recommended that Council support a two-year permissive tax exemption for the SSCS Harrow Road Affordable Housing project, located at 7000 Harrow Road, for the years 2024 and 2025.

## **COMMUNICATIONS**

The Village provided Notice as per the requirements of s. 227 and s. 94 of the *Community Charter*. The notification to the public was advertised in the Pique Newsmagazine on Friday, October 6<sup>th</sup>, 2023, and Friday, October 13<sup>th</sup>, 2023. The advertisements are attached as **Appendix D**.

The notification was posted on the Village's website on October 4, 2023. To view the post click on the following link: [Public Notice for SSCS Permissive Tax Exemption: Village of Pemberton News - Village of Pemberton](#)

Notice was also provided at the Village Notice Boards located at the Village Office and Post Office on October 6, 2023, and in the Community News on October 13, 2023.

Staff has advised Sea to Sky Community Services that the Bylaw will be considered at the Regular Meeting to be held this date and representatives from the organization will be in attendance.

## **LEGAL CONSIDERATIONS**

The Village has the authority under s. 224 of the *Community Charter* to establish a permissive tax exemption and has met the requirements as set out in s. 224, s. 227 and s. 94 of the *Community Charter*.

It is important to note that consideration and adoption of a permissive tax exemption bylaw must be completed by October 31<sup>st</sup> of each year for the exemption to be applied to the following year.



As such, first, second and third readings must be given at this meeting with adoption to be received at the October 31<sup>st</sup>, 2023, Regular Council meeting. If this timeline cannot be met the exemption will not be applied which will result in SSCS being required to pay property taxes in 2024.

**IMPACT ON BUDGET & STAFFING**

The estimated forgone revenue is based on the current property class 6 (commercial) with an additional 8% annual tax increase based on the increase applied for 2023. The permissive tax exemptions that would be applied for SSCS are estimated to be as follows:

<b>Property</b>	<b>(Number) Years</b>	<b>Estimated Municipal Revenue Forgone, Year(s) 1, 2 and 3</b>
<b><i>Sea to Sky Community Services</i></b>		
Lot 2, KAP56650, District Lot 203, Lillooet District 7400 Harrow Road	2	2024- \$4,691 2025 - \$5,066

It should be noted that the exemption does not apply to the collection of sewer and water frontage or sewer and water utilities. Those fees will still be collected by the Village.

The Village does not charge a fee for processing a permissive tax exemption request as such all costs related to staff time for reviewing the application, preparing the bylaw and report as well as advertising are at the Village’s expense.

The commitment to support this project and waive and/or refund fees, except those affiliated with outside consultants, will result in lost revenue for the Village. At this time, the total amount of fees that might be waived, reduced, or refunded is unknown.

**INTERDEPARTMENTAL IMPACT & APPROVAL**

The processing of exemptions has been facilitated through the Department of Finance with the support of Corporate and Legislative Services.

**COMMUNITY CLIMATE ACTION PLAN**

The establishment of a permissive tax exemption has no impact on the Community Climate Action Plan strategies.

**IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS**

If the Village establishes a permissive tax exemption for SSCS other jurisdictions who collect through property taxes will apply the exemption as well. As such, SSCS will be exempt from also paying the following levy’s: school tax, policy tax, regional district, Municipal Finance Authority, hospital tax and BC Assessment Authority.

**ALTERNATIVE OPTIONS**

There are no alternative options for consideration.

**RECOMMENDATIONS**

**THAT** Village of Pemberton Permissive Tax Exemption (Sea to Sky Community Services - Harrow Rd Affordable Housing Project) Bylaw No. 953, 2023 receive first, second and third readings.

**ATTACHMENTS:**

**Appendix A:** Village of Pemberton Permissive Tax Exemption (Sea to Sky Community Services - Harrow Rd Affordable Housing Project) Bylaw No. 953, 2023.

**Appendix B:** Village of Pemberton Permissive Tax Exemption Policy (FIN-002)

**Appendix C:** Sea to Sky Community Services Permissive Tax Exemption Application request dated, September 14, 2023.

**Appendix D:** Notice of Permissive Tax Exemption – Published October 6 & 13, 2023

Submitted by:	Sheena Fraser, Corporate & Legislative Advisor
CAO Approval by:	Elizabeth Tracy, Chief Administrative Officer

VILLAGE OF PEMBERTON

BYLAW No. 953, 2023

Permissive Tax Exemption for Sea to Sky Community Services

A Bylaw to Provide for a Permissive Tax Exemption for the Sea to Sky Community Services – Harrow Road Affordable Housing Project

WHEREAS pursuant to Section 224 (2) (a) of the Community Charter, the Council may, by bylaw exempt certain land, improvements or both from taxation;

AND WHEREAS it is deemed advisable to enact a new bylaw granting exemption to Sea to Sky Community Services;

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

- 1. The land hereinafter described and the improvements thereon which are set apart and in use for not-for-profit activities, are hereby exempt from taxation under Section 224 (2) (a) of the Community Charter for a two (2) year period from 2024 – 2025:

(a) Lot 2, KAP 56650, District Lot 203, Lillooet Land District PID 023-384-018

- 2. This Bylaw may be cited for all purposes as the “Village of Pemberton Permissive Tax Exemption (Sea to Sky Community Services – Harrow Road Affordable Housing Project) Bylaw No. 953, 2023.”

NOTICE OF INTENTION TO PROVIDE a Permissive Tax Exemption to Sea to Sky Community Services was PUBLISHED IN the Pique Newsmagazine on October 6, 2023, and October 13, 2023.

READ A FIRST TIME this 17th day of October, 2023

READ A SECOND TIME this 17th day of October, 2023.

READ A THIRD TIME this 17th day of October, 2023.

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2023.

Mike Richman
Mayor

Elizabeth Tracy
Corporate Officer

# Permissive Tax Exemption Policy

Department:	Finance	Policy No.:	FIN-002
Sub-department:		Created By:	Nikki Gilmore
Approved By:	Council	Amended By:	Council
Approved Date:	20 June 2006	Amendment Date:	4 June 2013
Meeting No.:	1160	Meeting No.:	1336

## POLICY

The Village of Pemberton recognizes the significant value of organizations and groups in our community who provide worthwhile programs and services to our residents. A permissive tax exemption, provided under Section 224 of the *Community Charter*, is a means for Council to support organizations within the community that further Council's objective to enhance the quality of life while delivering services economically.

## POLICY PURPOSE

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

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

Requests for permissive tax exemptions for organizations whose facilities are outside the boundaries of the Village of Pemberton will not be considered.

## ELIGIBILITY CRITERIA

Eligibility for exemption should be based on the principal use of the property. To be eligible for a permissive tax exemption, an organization must comply with all of the eligibility criteria outlined below. There is no obligation on the part of Council to grant permissive tax exemptions in any given year. At Council's discretion, any of the following criteria requirements, except those legislated through the *Community Charter*, may be waived.

A property may be eligible for the exemption if the applicant meets all the following criteria:

- a) Is the registered owner of the property, or a tenant under a lease requiring it to pay taxes directly to the Village.
- b) Is a British Columbia registered charity or non-profit Society.

- c) Qualifies for an exemption under the provisions of the *Community Charter* (Part 7, Division 7, Section 224) (other incidental uses would not disqualify the applicant but, if substantial, will reduce the percentage of exemption).
- d) Principal use meets Council's objectives.
- e) Provide benefits and accessibility to the residents of the Village of Pemberton.
- f) Village of Pemberton Residents must be the primary beneficiaries of the organization's services.
- g) Provides a service supporting the social, spiritual, cultural, educational or physical well-being of the community.
- h) Is in compliance with Village policies, plans, bylaws, and regulations (ie. Business licencing, zoning, building, etc.)

Places of Worship must meet the following criteria:

- a) Qualify for an exemption under the provisions of the *Community Charter* (Part 7, Division 7, Section 220 and 224).
- b) The land surrounding the Place of Worship building will be exempt to the extent that the building is sitting on the lot. Empty lots in the proximity of the Place of Worship building will not be exempt.
- c) Vacant land held for future use and/or investment will not be exempt. Property used exclusively for parking unless in direct relationship to the Place of Worship will not be exempt.

## PROCEDURE

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- Council will consider applications for permissive tax exemption annually.
- The opportunity to apply for permissive tax exemption will be advertised once in the local newspaper and on the Village's website. Applications will be mailed to tax exemption recipients designated in the preceding tax year commencing June 1st of each year.
- Applications must be submitted to the Finance Department, using the prescribed application form, before June 30<sup>th</sup> of each year.
- The Finance Department will review the applications for completeness and arrange contact with applicants for additional information as necessary.
- Application submissions must include, but are not limited to, the following:
  - Completed application form
  - Copy of financial statements for last three (3) years (except in the case of an exemption being applied for annually in which case only the financial statement of the previous year may be required).
  - Copy of Registered Charity or Non-Profit Information return for previous year
  - Copy of title certificate or lease agreement, as applicable
  - Description of programs/services/benefits delivered from the subject lands/improvements including participant numbers, volunteer hours, fees charged for participation, benefits to the community
  - Description of any 3rd party use of the subject land/improvements including user group names, fees charged, terms of use

- The Finance Department will prepare a Summary Report, the Permissive Tax Exemption bylaws and public notice by the end of August. Public Notice, in accordance with *Community Charter* section 94, must be placed in 2 successive papers prior to adoption of the bylaw. Notice will also be posted on the Village's website.
- A representative from the organization seeking a Permissive Tax Exemption must be in attendance at the Council Meeting at which the Summary Report is being presented to Council. Attendance may also be required at the Council Meeting which the Bylaw is being considered for First, Second and Third Readings.
- The Permissive Tax Exemption bylaws must be adopted and notice given to BC Assessment for those properties receiving exemption prior to October 31st.
- Letters will be mailed to recipients notifying them of their exemption status for the following year.
- Late applicants will be held until the next review cycle.

# PERMISSIVE TAX EXEMPTION APPLICATION

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

## GENERAL INFORMATION

Official Name of Organization: \_\_\_\_\_

Alternate Name (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Applicant Name & Position: \_\_\_\_\_

Email: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Mailing Address (if correspondence needs to go to different address than above): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## SOCIETY INFORMATION

Society Registration Number: \_\_\_\_\_

Charity Number: \_\_\_\_\_

Annual Report filed with the Provincial Government: \_\_\_\_\_  
 yes  no Date Last Report Filed: \_\_\_\_\_

### Society Executive Contacts

Title	Name	Email	Phone



**LEGAL**

Civic Address:	
Roll Number:	PID
Plan:	Block
Lot:	Parcel

The exemption applied for is under Section 224 of the Community Charter and is pursuant to Subsection 2, clause ( ). Please fill in the relevant clause from Section 224(2) in Appendix A.

Describe the purpose and use of the land and/or buildings:

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Does anyone live in the building:  No  Yes

If yes how many people? \_\_\_\_\_ What is the square footage of the living area? \_\_\_\_\_

List all licenses held by your organization (eg. Provincial Licenses – Community Care Facility Act, Hospital Act, Health Act, Liquor Licenses etc.):

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**USER STATISTICS – AS APPLICABLE**

Describe the programs/services/benefits delivered from the subject property.

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How is your organization accessible to the public?

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List the number of persons that are served by your organization annually:

List the number who are residents of the Village of Pemberton:

Is the organization run by volunteers, paid staff or a combination of both?

Number of volunteers: \_\_\_\_\_

Volunteer hours worked per year: \_\_\_\_\_

Number of paid staff, their titles and number of paid hours per year: \_\_\_\_\_

Number of staff	Title	Paid Hours per Year

Is the organization in compliance with all municipal policies, plans, bylaws, and regulations of the Village of Pemberton (ie. Business Licences, zoning bylaw, building bylaw, etc.)? If not, please give an explanation.

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Has there been any change in the status or use of the building(s) or property in the last 12 months? If yes, please explain briefly.

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Explain how the purposes of your organization are directly related to the objectives and purposes of the Council and the Village.

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Other activities which may be pertinent to your application:

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Attach the following information:

- *Audited* Financial Statements including a Balance Sheet and Income Statement for the last 3 years
- Previous years actual operating budget if the most recent Financial Statements provided are not the previous year's (please attach a copy of the income and expense statement in a format consistent with the organization's financial statements)
- Operating budget for the current year (please attach a copy of the projected income and expense statement in a format consistent with the organizations financial statements)
- Projected operating budget for the next year

**DECLARATION**

I hereby declare that the statements and information contained in the material submitted in support of this application are to the best of my belief true and correct in all respects.

I hereby agree to indemnify and save harmless the Village of Pemberton and its employees against all claims, liabilities, judgments, costs and expenses of whatsoever kind which may in any way occur against the said Village and its employees in consequence of and incidental to, the granting of this exemption, if issued, and I further agree to conform to all requirements of the applicable bylaw and all other statutes and bylaws in force in the Village of Pemberton.

**X**

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*Signature of Applicant* \_\_\_\_\_ *Date* \_\_\_\_\_

The personal information on this form is collected for the purpose of an operation program of the Village of Pemberton as noted in Section 26(c) of the Freedom of Information and Protection Privacy Act. If you have any questions about the collection and use of this information, please contact the Freedom of Information Coordinator at 604-894-6135.

**APPLICATION DEADLINE – JUNE 30**

## APPENDIX A

### General authority for permissive exemptions

**224** (2) Tax exemptions may be provided under this section for the following:

(a) land or improvements that

(i) are owned or held by a charitable, philanthropic or other not for profit corporation, and

(ii) the council considers are used for a purpose that is directly related to the purposes of the corporation;

(b) land or improvements that

(i) are owned or held by a municipality, regional district or other local authority, and

(ii) the council considers are used for a purpose of the local authority;

(c) land or improvements that the council considers would otherwise qualify for exemption under section 220 [*general statutory exemptions*] were it not for a secondary use;

(d) the interest of a public authority, local authority or any other corporation or organization in land or improvements that are used or occupied by the corporation or organization if

(i) the land or improvements are owned by a public authority or local authority, and

(ii) the land or improvements are used by the corporation or organization for a purpose in relation to which an exemption under this Division or Division 6 of this Part would apply or could be provided if the land or improvements were owned by that corporation or organization;

(e) the interest of a public authority, local authority or any other corporation or organization in land or improvements that are used or occupied by the corporation or organization if

(i) the land or improvements are owned by a person who is providing a municipal service under a partnering agreement,

(ii) an exemption under section 225 [*partnering and other special tax exemption authority*] would be available for the land or improvements in

relation to the partnering agreement if they were used in relation to the service,

(iii) the partnering agreement expressly contemplates that the council may provide an exemption under this provision, and

(iv) the land or improvements are used by the corporation or organization for a purpose in relation to which an exemption under this Division or Division 6 of this Part would apply or could be provided if the land or improvements were owned by that corporation or organization;

(f) in relation to property that is exempt under section 220 (1) (h) [*buildings for public worship*],

(i) an area of land surrounding the exempt building,

(ii) a hall that the council considers is necessary to the exempt building and the land on which the hall stands, and

(iii) an area of land surrounding a hall that is exempt under subparagraph (ii);

(g) land or improvements used or occupied by a religious organization, as tenant or licensee, for the purpose of public worship or for the purposes of a hall that the council considers is necessary to land or improvements so used or occupied;

(h) in relation to property that is exempt under section 220 (1) (i) [*seniors' homes*],

(j) [*hospitals*] or (l) [*private schools*], any area of land surrounding the exempt building;

(i) land or improvements owned or held by an athletic or service club or association and used as a public park or recreation ground or for public athletic or recreational purposes;

(j) land or improvements owned or held by a person or organization and operated as a private hospital licensed under the *Hospital Act* or as a licensed community care facility, or registered assisted living residence, under the *Community Care and Assisted Living Act*,

(k) land or improvements for which a grant has been made, after March 31, 1974, under the *Housing Construction (Elderly Citizens) Act* before its repeal.



September 14, 2023

Village of Pemberton  
Finance Services  
7400 Prospect Street  
Pemberton, BC V0N2L0

RE: Permissive Property Tax Exemption Application – Cover Letter

Sea To Sky Community Services (SSCS) is a charitable organization established in 1978 whose mission is to provide high quality programs throughout the Sea To Sky Corridor that enhance the lives of residents at every age and stage of life. The organization offers early childcare development and education, social supports, mental health services, and affordable housing for low to moderate earners (see attached Pemberton Program Guide for more information about our services and programs). Over 2 million in SSCS funding supports programming and 18 full time equivalent staff directly in Pemberton.

The organization is excited to expand its affordable housing services to Pemberton and is looking forward to welcoming SSCS staff and 63 families and individuals into the building in 2025 (estimated occupancy).

The proposed building includes 9,000 square feet of commercial space on the 1<sup>st</sup> floor with residential on floors 2-5. The ground floor commercial space will consist of two market commercial units and approximately 7,000 square feet of community service space to be programmed by SSCS. Our intention is to lease the commercial space to like-minded agencies for a fair market rate. The project is being financed by BC Housing's Community Housing Fund and will offer units at affordable rates that are geared to seniors, people with disabilities, and low-income individuals and families.

We are requesting a 3-year permissive property tax exemption to allow relief from taxes during construction, tenanting and lease up. At that time, SSCS will submit a new PTE application for Village review.

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38024 Fourth Avenue, Box 949, Squamish BC V8B 0A7 | Tel: 604 892 5796 | Fax: 604 892 2267  
1357 Aster Street, Box 656, Pemberton BC V0N 2L0 | Tel: 604 894 6101 | Fax: 604 894 6333

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





If you have any questions, do not hesitate to reach out.

Sincerely,



Gaby Emard  
Director of Finance  
Sea to Sky Community Services  
38024 Fourth Avenue  
Squamish, BC V8B 0A7  
Ph: 604-892-5796

Attached: Pemberton Program Guide

Department:	Finance	Policy No.:	FIN-002
Sub-department:		Created By:	Nikki Gilmore
Approved By:	Council	Amended By:	Council
Approved Date:	20 June 2006	Amendment Date:	4 June 2013
Meeting No.:	1160	Meeting No.:	1336

## POLICY

The Village of Pemberton recognizes the significant value of organizations and groups in our community who provide worthwhile programs and services to our residents. A permissive tax exemption, provided under Section 224 of the *Community Charter*, is a means for Council to support organizations within the community that further Council's objective to enhance the quality of life while delivering services economically.

## POLICY PURPOSE

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

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

Requests for permissive tax exemptions for organizations whose facilities are outside the boundaries of the Village of Pemberton will not be considered.

## ELIGIBILITY CRITERIA

Eligibility for exemption should be based on the principal use of the property. To be eligible for a permissive tax exemption, an organization must comply with all of the eligibility criteria outlined below. There is no obligation on the part of Council to grant permissive tax exemptions in any given year. At Council's discretion, any of the following criteria requirements, except those legislated through the *Community Charter*, may be waived.

A property may be eligible for the exemption if the applicant meets all the following criteria:

- a) Is the registered owner of the property, or a tenant under a lease requiring it to pay taxes directly to the Village.
- b) Is a British Columbia registered charity or non-profit Society.

- c) Qualifies for an exemption under the provisions of the *Community Charter* (Part 7, Division 7, Section 224) (other incidental uses would not disqualify the applicant but, if substantial, will reduce the percentage of exemption).
- d) Principal use meets Council's objectives.
- e) Provide benefits and accessibility to the residents of the Village of Pemberton.
- f) Village of Pemberton Residents must be the primary beneficiaries of the organization's services.
- g) Provides a service supporting the social, spiritual, cultural, educational or physical well-being of the community.
- h) Is in compliance with Village policies, plans, bylaws, and regulations (ie. Business licencing, zoning, building, etc.)

Places of Worship must meet the following criteria:

- a) Qualify for an exemption under the provisions of the *Community Charter* (Part 7, Division 7, Section 220 and 224).
- b) The land surrounding the Place of Worship building will be exempt to the extent that the building is sitting on the lot. Empty lots in the proximity of the Place of Worship building will not be exempt.
- c) Vacant land held for future use and/or investment will not be exempt. Property used exclusively for parking unless in direct relationship to the Place of Worship will not be exempt.

## PROCEDURE

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- Council will consider applications for permissive tax exemption annually.
- The opportunity to apply for permissive tax exemption will be advertised once in the local newspaper and on the Village's website. Applications will be mailed to tax exemption recipients designated in the preceding tax year commencing June 1st of each year.
- Applications must be submitted to the Finance Department, using the prescribed application form, before June 30<sup>th</sup> of each year.
- The Finance Department will review the applications for completeness and arrange contact with applicants for additional information as necessary.
- Application submissions must include, but are not limited to, the following:
  - Completed application form
  - Copy of financial statements for last three (3) years (except in the case of an exemption being applied for annually in which case only the financial statement of the previous year may be required).
  - Copy of Registered Charity or Non-Profit Information return for previous year
  - Copy of title certificate or lease agreement, as applicable
  - Description of programs/services/benefits delivered from the subject lands/improvements including participant numbers, volunteer hours, fees charged for participation, benefits to the community
  - Description of any 3rd party use of the subject land/improvements including user group names, fees charged, terms of use

- The Finance Department will prepare a Summary Report, the Permissive Tax Exemption bylaws and public notice by the end of August. Public Notice, in accordance with *Community Charter* section 94, must be placed in 2 successive papers prior to adoption of the bylaw. Notice will also be posted on the Village's website.
- A representative from the organization seeking a Permissive Tax Exemption must be in attendance at the Council Meeting at which the Summary Report is being presented to Council. Attendance may also be required at the Council Meeting which the Bylaw is being considered for First, Second and Third Readings.
- The Permissive Tax Exemption bylaws must be adopted and notice given to BC Assessment for those properties receiving exemption prior to October 31st.
- Letters will be mailed to recipients notifying them of their exemption status for the following year.
- Late applicants will be held until the next review cycle.

## PERMISSIVE TAX EXEMPTION APPLICATION

Date: September 12, 2023

### GENERAL INFORMATION

Official Name of Organization: Sea to Sky Community Services Society ("SSCS")

Alternate Name (if applicable): \_\_\_\_\_

Mailing Address: PO BOX 949 Squamish, BC V8B 0A7

Applicant Name & Position: Gaby Emard, Director of Finance

Email: [REDACTED] Business Phone: [REDACTED] Cell Phone: \_\_\_\_\_

Mailing Address (if correspondence needs to go to different address than above): \_\_\_\_\_

### SOCIETY INFORMATION

Society Registration Number: 141102 Charity Number: [REDACTED]

Annual Report filed with the Provincial Government:  yes  no Date Last Report Filed: \_\_\_\_\_

Society Executive Contacts

Title	Name	Email	Phone
Executive Director	Jaye Russell	[REDACTED]	
President/Chair Person	Stephen Reichert	[REDACTED]	604-892-5796
Vice President	Bob Deeks	[REDACTED]	
Treasurer	Taylor Klimosko	[REDACTED]	

**LEGAL**

Civic Address: 7000 Harrow Rd	
Roll Number:	PID 023-384-018
Plan: KAP56640	Block District Lot 203 Lillooet District
Lot: 2	Parcel

The exemption applied for is under Section 224 of the Community Charter and is pursuant to Subsection 2, clause ( ). Please fill in the relevant clause from Section 224(2) in Appendix A.

Describe the purpose and use of the land and/or buildings:

Our purpose is to provide integral

community services to residents throughout the Sea to Sky Corridor. SSCS offers more than 30

programs in the Pemberton Area, including early child development, parenting & youth services, family

Does anyone live in the building:  No  Yes

Post-occupancy, there will be 63 households living in the building.

If yes how many people? \_\_\_\_\_ What is the square footage of the living area? \_\_\_\_\_

List all licenses held by your organization (eg. Provincial Licenses – Community Care Facility Act, Hospital Act, Health Act, Liquor Licenses etc.):

We hold one childcare license under the Community Care and Assisted Living Act

and two adult residence license under the same act.

**USER STATISTICS – AS APPLICABLE**

Describe the programs/services/benefits delivered from the subject property.

SSCS will relocate it's over 30 programs to be delivered from this site. In addition, SSCS will operate

63 affordable housing units, in partnership with BC Housing.

How is your organization accessible to the public?

SSCS delivers a wide variety of integral and low barrier social programs and services to Pemberton

Area residents. It's program facilities will be designed to be wheelchair accessible, including 8 access

List the number of persons that are served by your organization annually: 6,900 (1,661 in Pemberton)

List the number who are residents of the Village of Pemberton: 935 served in 2023

Is the organization run by volunteers, paid staff or a combination of both? Paid staff.

Number of volunteers: 20 (for region) Volunteer hours worked per year: Approx 1,000 (for region)

Number of paid staff, their titles and number of paid hours per year:

Number of staff	Title	Paid Hours per Year
18	Full-time or Part-time Staff	Full-time (1,820 hrs/yr)
1	Manager	Full-time (1,820 hrs/yr)
~20	Managers/Staff working throughout the corridor	Full-time (1,820 hrs/yr)

Is the organization in compliance with all municipal policies, plans, bylaws, and regulations of the Village of Pemberton (ie. Business Licences, zoning bylaw, building bylaw, etc.)? If not, please give an explanation.

Yes.

Has there been any change in the status or use of the building(s) or property in the last 12 months? If yes, please explain briefly.

No.

Explain how the purposes of your organization are directly related to the objectives and purposes of the Council and the Village.

We help hundreds of Pemberton residents through both crisis and everyday challenges each year.

When SSCS helps enhance the life of someone, the benefits reverberate throughout the entire comm

Other activities which may be pertinent to your application:

Pemberton Foodbank, which will not be relocated to this site, but is supported by staff and volunteers who may be based out of this site.



**INCOME, GRANTS and FUNDING ASSISTANCE**

Does your organization receive any income from rental or use of the building(s), parking lot(s), or other portions of the land(s)?  No  Yes If yes please indicate:

Income Source	Annual Income	Hours Per Day or Days Per Week

Has your organization received other grants in the last three years from the Village of Pemberton? If yes, please indicate the year, the amount and the purpose of the grant:

Year	Amount	Purpose
2022	500	Food Bank
2023	250	Food Bank

List funding assistance and grants received from senior governments (Federal/Provincial), local or regional governments (other than the Village of Pemberton) or other funding agencies in the past three years:

Year	Amount	Name of Contributor

Attach the following information:

- *Audited* Financial Statements including a Balance Sheet and Income Statement for the last 3 years
- Previous years actual operating budget if the most recent Financial Statements provided are not the previous year's (please attach a copy of the income and expense statement in a format consistent with the organization's financial statements)
- Operating budget for the current year (please attach a copy of the projected income and expense statement in a format consistent with the organizations financial statements)
- Projected operating budget for the next year

**DECLARATION**

I hereby declare that the statements and information contained in the material submitted in support of this application are to the best of my belief true and correct in all respects.

I hereby agree to indemnify and save harmless the Village of Pemberton and its employees against all claims, liabilities, judgments, costs and expenses of whatsoever kind which may in any way occur against the said Village and its employees in consequence of and incidental to, the granting of this exemption, if issued, and I further agree to conform to all requirements of the applicable bylaw and all other statutes and bylaws in force in the Village of Pemberton.

X [REDACTED] September 14, 2023

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*Sign* *Date*

The personal information on this form is collected for the purpose of an operation program of the Village of Pemberton as noted in Section 26(c) of the Freedom of Information and Protection Privacy Act. If you have any questions about the collection and use of this information, please contact the Freedom of Information Coordinator at 604-894-6135.

**APPLICATION DEADLINE – JUNE 30**

## APPENDIX A

### General authority for permissive exemptions

**224** (2) Tax exemptions may be provided under this section for the following:

(a) land or improvements that

(i) are owned or held by a charitable, philanthropic or other not for profit corporation, and

(ii) the council considers are used for a purpose that is directly related to the purposes of the corporation;

(b) land or improvements that

(i) are owned or held by a municipality, regional district or other local authority, and

(ii) the council considers are used for a purpose of the local authority;

(c) land or improvements that the council considers would otherwise qualify for exemption under section 220 [*general statutory exemptions*] were it not for a secondary use;

(d) the interest of a public authority, local authority or any other corporation or organization in land or improvements that are used or occupied by the corporation or organization if

(i) the land or improvements are owned by a public authority or local authority, and

(ii) the land or improvements are used by the corporation or organization for a purpose in relation to which an exemption under this Division or Division 6 of this Part would apply or could be provided if the land or improvements were owned by that corporation or organization;

(e) the interest of a public authority, local authority or any other corporation or organization in land or improvements that are used or occupied by the corporation or organization if

(i) the land or improvements are owned by a person who is providing a municipal service under a partnering agreement,

(ii) an exemption under section 225 [*partnering and other special tax exemption authority*] would be available for the land or improvements in

relation to the partnering agreement if they were used in relation to the service,

(iii) the partnering agreement expressly contemplates that the council may provide an exemption under this provision, and

(iv) the land or improvements are used by the corporation or organization for a purpose in relation to which an exemption under this Division or Division 6 of this Part would apply or could be provided if the land or improvements were owned by that corporation or organization;

(f) in relation to property that is exempt under section 220 (1) (h) [*buildings for public worship*],

(i) an area of land surrounding the exempt building,

(ii) a hall that the council considers is necessary to the exempt building and the land on which the hall stands, and

(iii) an area of land surrounding a hall that is exempt under subparagraph (ii);

(g) land or improvements used or occupied by a religious organization, as tenant or licensee, for the purpose of public worship or for the purposes of a hall that the council considers is necessary to land or improvements so used or occupied;

(h) in relation to property that is exempt under section 220 (1) (i) [*seniors' homes*],

(j) [*hospitals*] or (l) [*private schools*], any area of land surrounding the exempt building;

(i) land or improvements owned or held by an athletic or service club or association and used as a public park or recreation ground or for public athletic or recreational purposes;

(j) land or improvements owned or held by a person or organization and operated as a private hospital licensed under the *Hospital Act* or as a licensed community care facility, or registered assisted living residence, under the *Community Care and Assisted Living Act*,

(k) land or improvements for which a grant has been made, after March 31, 1974, under the *Housing Construction (Elderly Citizens) Act* before its repeal.

**Sea to Sky Community Services Society**  
**Financial Statements**  
**For the year ended March 31, 2021**

Sea to Sky Community Services Society  
Financial Statements  
For the year ended March 31, 2021

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BDO Canada LLP  
202-1200 Alpha Lake Rd.  
Whistler, BC V8E 0H6

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## Independent Auditor's Report

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To the Board of Directors of the Sea to Sky Community Services Society

### Qualified Opinion

We have audited the accompanying financial statements of Sea to Sky Community Services Society, (the "Society"), which comprise the statement of financial position as at March 31, 2021, and the statements of operations, changes in fund balances and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion section of our report, the accompanying financial statements present fairly, in all material respects, the financial position of the Society as at March 31, 2021, and its results of operations, changes in fund balances and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

### Basis for Qualified Opinion

In common with many not-for-profit organizations, the Society derives revenue from fundraising activities and donations, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of the Society. Therefore, we were not able to determine whether any adjustments might be necessary to fundraising and donation revenue, excess of revenues over expenses, and cash flows from operations for the years ended March 31, 2021 and 2020, current assets as at March 31, 2021 and 2020, and net assets as at April 1 and March 31 for both the 2021 and 2020 fiscal years. Our audit opinion on the financial statements for the year ended March 31, 2020 was modified accordingly because of the possible effects of this limitation in scope.

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

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

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

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





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

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

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

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

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

## Report on Other Legal and Regulatory Requirements

As required by the Societies Act (British Columbia), we report that, in our opinion, the accounting principles in Canadian accounting standards for not-for-profit organizations have been applied on a basis consistent with that of the preceding year.

*BDO Canada LLP*

Chartered Professional Accountants

July 14, 2021  
Whistler, British Columbia

**Sea to Sky Community Services Society**  
**Statement of Financial Position**

**For the year ended March 31** 2021 2020

**Assets**

**Current**

Cash and cash equivalents (Note 2)	\$ 2,559,557	\$ 1,567,666
Restricted cash (Note 2)	460,728	413,917
Accounts receivable (Note 3)	2,008,943	275,897
GST receivable	175,169	-
Prepaid expenses and deposits	43,549	37,554

5,247,946 2,295,034

**Tangible Capital Assets (Note 4)** 21,929,409 17,652,476

\$27,177,355 \$ 19,947,510

**Liabilities and Fund Balances**

**Liabilities**

**Current**

Accounts payable and accruals	\$ 1,779,030	\$ 485,640
Wages and benefits payable	482,140	348,643
Government remittances payable	188,019	74,086
Construction holdbacks payable	361,070	-
Current portion of mortgages payable (Note 5)	503,082	488,543
Deferred contributions from operations (Note 6)	104,297	102,865
Construction loan (Note 7)	-	840,446

3,417,638 2,340,223


**Mortgages Payable (Note 5)** 15,077,728 15,580,841

18,495,366 17,921,064

**Fund Balances (Note 9)** 8,681,989 2,026,446

\$27,177,355 \$ 19,947,510

Approved on behalf of the Board:

  
9A904BF419824CD...

Director

  
D23E081DAB6C413...

Director

**Sea to Sky Community Services Society**  
**Statement of Operations**

<b>For the year ended March 31</b>	<b>2021</b>	<b>2020</b>
<b>Revenue</b>		
Grants - operating fund (Note 8)	\$ 8,276,430	\$ 7,086,405
Grants - capital fund (Note 8)	6,123,961	4,118
Donations - receipted (Note 8)	285,918	466,346
Donations - unreceipted (Note 8)	45,727	33,199
Fundraising	27,942	58,569
Childcare subsidies	54,559	65,599
User fees	619,804	1,017,363
Workshop revenue	3,385	1,149
Interest	16,696	33,411
Miscellaneous income	12,908	2,533
Rent	1,477,965	1,456,045
	<b>16,945,295</b>	<b>10,224,737</b>
<b>Expenses</b>		
Advertising	9,463	19,102
Amortization	705,405	714,280
Bank charges and interest	13,114	17,473
Bad debts (Note 3)	-	8,674
Client expense reimbursements	47,757	71,867
Client recreation fees	26,157	19,816
Contractor fees	629,148	410,877
Fees, licences and dues	28,346	26,972
Food	157,292	119,150
Freight	281	678
Fundraising costs	21,853	20,985
Honoraria	9,824	43,331
Insurance	102,597	82,212
Mortgage interest	529,931	544,083
Office and miscellaneous	394,191	424,483
Professional fees	72,762	83,040
Rent of facilities	141,525	152,464
Repairs and maintenance	470,059	419,497
Telephone, cable and Internet	49,070	58,851
Training costs	34,301	68,464
Utilities	460,401	437,978
Vehicles	90,146	139,774
Wages and benefits	6,296,129	5,837,261
	<b>10,289,752</b>	<b>9,721,312</b>
<b>Excess of revenue over expenses for the year</b>	<b>\$ 6,655,543</b>	<b>\$ 503,425</b>

**Sea to Sky Community Services Society**  
**Statement of Changes in Fund Balances**

**For the year ended March 31**

	Capital Fund	Operating Fund	2021	2020
<b>Balance, beginning of year</b>	\$ 892,646	\$ 1,133,800	<b>\$ 2,026,446</b>	\$ 1,523,021
Revenue	6,123,961	10,821,334	<b>16,945,295</b>	10,224,737
Expenses	933,589	9,356,163	<b>10,289,752</b>	9,721,312
Excess of revenue over expenses for the year	5,190,372	1,465,171	<b>6,655,543</b>	503,425
Capital acquisition	4,982,339	(4,982,339)	-	-
Construction loan proceeds	(990,754)	990,754	-	-
Construction loan payments	1,831,200	(1,831,200)	-	-
Mortgage principal payments	488,573	(488,573)	-	-
Interfund transfer	(5,733,961)	5,733,961	-	-
<b>Balance, end of year</b>	<b>\$ 6,660,415</b>	<b>\$ 2,021,574</b>	<b>\$ 8,681,989</b>	<b>\$ 2,026,446</b>
<b>Represented by</b>				
Externally restricted	\$ -	\$ 2,021,574	<b>\$ 2,021,574</b>	\$ 1,133,800
Invested in tangible capital assets	6,348,599	-	<b>6,348,599</b>	742,646
Externally restricted - capital fund	311,816	-	<b>311,816</b>	150,000
	<b>\$ 6,660,415</b>	<b>\$ 2,021,574</b>	<b>\$ 8,681,989</b>	<b>\$ 2,026,446</b>

**Sea to Sky Community Services Society**  
**Statement of Cash Flows**

For the year ended March 31	2021	2020
<b>Cash provided by (used in)</b>		
<b>Operating activities</b>		
Excess of revenue over expenses for the year	\$ 6,655,543	\$ 503,425
Items not requiring cash		
Amortization	705,405	714,280
Bad debts	-	8,674
Deferred contributions recognized as revenue	<u>(102,865)</u>	<u>(159,539)</u>
	<u>7,258,083</u>	<u>1,066,840</u>
Changes in non-cash working capital balances		
Accounts receivable	(1,733,046)	(32,099)
GST receivable	(175,169)	-
Prepaid expenses and deposits	(5,995)	(4,912)
Accounts payable and accruals	1,293,390	78,936
Wages and benefits payable	133,497	83,286
Contributions received and deferred	104,297	102,865
Government remittances payable	113,933	(36,223)
Construction holdbacks	<u>361,070</u>	<u>-</u>
	<u>7,350,060</u>	<u>1,258,693</u>
<b>Investing activities</b>		
Tangible capital assets acquired	<u>(4,982,339)</u>	<u>(999,623)</u>
<b>Financing activities</b>		
Proceeds of construction loan	990,754	840,446
Repayment of construction loan	(1,831,200)	-
Repayment of mortgages payable	(488,573)	(473,332)
Increase in restricted cash	<u>(46,811)</u>	<u>(20,180)</u>
	<u>(1,375,830)</u>	<u>346,934</u>
Increase in cash during the year	991,891	606,004
Cash, beginning of year	<u>1,567,666</u>	<u>961,662</u>
<b>Cash, end of year</b>	<u>\$ 2,559,557</u>	<u>\$ 1,567,666</u>

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# Sea to Sky Community Services Society

## Notes to the Financial Statements

March 31, 2021

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### 1. Summary of Significant Accounting Policies

#### Purposes of the Society

Sea to Sky Community Services Society (the "Society") provides a structure to co-ordinate programs and agencies in the social fields for the geographic area known as the Sea to Sky Corridor. Its purpose is to assist in upgrading and developing existing programs and to explore and initiate services not previously available.

The Society is incorporated under the Societies Act of British Columbia and is a registered charity under the Income Tax Act.

The Society offers 41 programs in the Sea to Sky Corridor under the following service areas:

#### Early Child Development Services

Early Child Development Services provide support to families with children from 0 to 12 years of age. The programs are designed to work with individuals and groups by providing them with the needed resources and support to increase childhood outcomes and improve parenting skills. The Society provides a wide range of child care and preschool services for children from 2.5 years to 12 years. The Society operates nine licensed child care programs, eight in Squamish and one in Pemberton.

#### Community Living Services

This service area comprises two streams including those for adults and children. The adult stream ensures that adults with developmental disabilities and seniors in the Sea to Sky corridor have access to the services they need in a coordinated fashion and ensures that services are guided by the priorities set by the participant. The programs consist of: Community and Employment Services, Life Skills and Community Access, Newport House Residential Group Home, Home Sharing and Better at Home.

The child development stream ensures that families have access to the services they need, to work together and to ensure that services are guided by family priorities and the needs of the child/youth. The programs consist of: Infant Development, Physical & Occupational Therapy, Behavioural Support, Supported Child Development, Special Needs Resource and Fetal Alcohol Spectrum Disorder & Complex Developmental Behavioural Conditions.

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**Sea to Sky Community Services Society**  
**Notes to the Financial Statements**

**March 31, 2021**

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**1. Summary of Significant Accounting Policies (continued)**

**Purposes of the  
Society (continued)**

**Affordable Housing Services**

The Society operates and manages Castle Rock Family Housing, a 40 unit government subsidized housing complex located in Squamish, BC. The two, three and four bedroom townhouses are available for rent to families with children up to 18 years of age.

As well, the Society operates and manages all 84 units of the Riverstones Housing Complex. The Society is responsible for collecting rent from all tenants and paying expenses applicable to the operation of all units. There are 5 buildings within the housing complex of which 2 are BC Housing Regulated Gross Income (RGI) units where rent is set at a fixed amount based on 30% of the tenant's gross income at time of application, which is then adjusted annually. The remaining 3 buildings are rented to tenants with low to moderate income and calculated from the annual Housing Income Limits set by BC Housing.

The Society operates the Centrepont building, which contains 32 rental housing units. 15 of these units are owned by the Provincial Rental Housing Corporation. All units are rented to tenants with low to moderate income and calculated from the annual Housing Income Limits set by BC Housing.

**Outreach Services**

This service line includes services to support individuals and families in times of need and in stressful life situations. The Homeless Outreach Program is an innovative and flexible program that provides chronically or absolute homeless people direct access to housing, income assistance and community based health services. A Sexual Abuse Intervention Program provides one-to-one counselling and/or group therapy to children who have experienced sexual abuse. The Squamish Youth Resource Centre is a safe place where youth ages 13 to 24 years can drop in and access recreational and supportive services. The Legal Advocacy Program provides legal information and assistance.

Strengthening Families is a program for parents and their children that aims to improve family communications and increase positive parenting practices, school performance and parent-child attachment.



**Sea to Sky Community Services Society**  
**Notes to the Financial Statements**

**March 31, 2021**

**1. Summary of Significant Accounting Policies (continued)**

**Purposes of the Society (continued)**

**Outreach Services (continued)**

The Family Development program includes Transitioning Youth into Adulthood, Family Preservation and Reunification and Family Support services. These services are provided throughout the corridor from Squamish to Pemberton and to the more remote First Nations communities of Baptiste Smith and Skatine. Stopping the Violence Counselling, Outreach and Victim Services are also available to support women who have been or are in an abusive relationship, are survivors of childhood sexual abuse or have been sexually assaulted.

**Basis of Presentation**

The financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations.

**Fund Accounting**

The Society follows the restricted fund method of accounting for contributions. Revenues and expenses related to program delivery and administrative activities are reported in the Operating Fund. This fund reports unrestricted and restricted resources for which there is no related fund. The Capital Fund reports assets, liabilities, revenues and expenses related to the tangible capital assets (Note 9).

**Tangible Capital Assets**

Tangible capital assets are recorded at cost on the statement of financial position. Amortization is charged to the Capital Fund on a straight-line basis over the expected useful life of the assets. Amortization is provided as follows:

Buildings	40	years straight-line basis
Buildings under capital lease	20-36	years straight-line basis
Computer equipment	3	years straight-line basis
Furniture and equipment	10	years straight-line basis
Leasehold improvements	6	years straight-line basis
Paving/fencing	12	years straight-line basis
Vehicles	5	years straight-line basis
Construction in progress	0	as not yet available for use

In the event that facts and circumstances indicate that the Society's tangible capital assets no longer have any long-term service potential to the Society, the excess of the asset's net carrying amount over any residual value is recognized as an expense in the statement of operations.

**Revenue Recognition**

Unrestricted operating government grants are recognized as revenue when received or receivable if the amount can be reasonably estimated and collection is reasonably assured. Such grants, if contributed for a future period, are deferred and reported as deferred contributions until that future period.

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## Sea to Sky Community Services Society Notes to the Financial Statements

March 31, 2021

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### 1. Summary of Significant Accounting Policies (continued)

#### Revenue Recognition (continued)

Unrestricted donations are recognized as revenue when received or receivable if the amount can be reasonably estimated and collection is reasonably assured. Restricted donations and grants are recognized as revenue in the appropriate restricted fund in the year in which the funds are received. Restricted donations and grants for which no fund exists are recognized in the Operating Fund under the deferral method and are recognized as revenue in the year in which the related expenses are incurred.

Amounts pledged for future periods, due to the inherent uncertainty of their collection, are not recognized until such a time that they are received or collection is reasonably assured.

Other unrestricted revenue, including user fees and childcare subsidies, are reported as revenue when services are provided, and amounts receivable can be reasonably estimated and collection is reasonably assured.

Rental revenue is recognized evenly each month over the term of the lease.

#### Contributed Services and Materials

Management has chosen to not recognize contributed materials or services for donations provided to the Society or directly associated with its programs. As such, these contributions to the Society have not been recognized in the Society's financial statements.

#### Use of Estimates

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Areas requiring management to exercise judgment on the determination of estimates include collectibility of accounts receivable, useful lives of tangible capital assets, the allocation of expenses to various programs and grants, and completeness of accounts payable and accrued liabilities and wages and benefits payable. Actual results could differ from management's best estimates as additional information becomes available and may impact future periods.

#### Income Taxes

The Society is exempt from income tax under Section 149(1)(l) of the Income Tax Act.

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## Sea to Sky Community Services Society Notes to the Financial Statements

March 31, 2021

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### 1. Summary of Significant Accounting Policies (continued)

**Financial Instruments** The Society's financial instruments consist of cash and cash equivalents, restricted cash, accounts receivable, accounts payable and accruals, wages and benefits payable, government remittances payable, and mortgages payable. The Society has measured all of its financial instruments at amortized cost using the effective interest rate method.

In the event that facts and circumstances indicate that the Society's financial instruments have suffered a permanent decline in value, the excess of the financial instrument's carrying value over any net realizable value is recognized as an expense in the statement of operations.

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### 2. Cash and Cash Equivalents

Cash and cash equivalents consists of cash on hand, bank balances and money market funds with maturity dates of less than three months.

The Society's bank accounts are held at one chartered bank and one credit union. The bank accounts earn interest at the current prevailing rates.

Restricted cash is comprised of the following:

	<u>2021</u>	<u>2020</u>
Castle Rock Replacement Reserve	163,495	130,103
Riverstones Replacement Reserve	170,477	170,885
Riverstones Strata Contingency Reserve Fund	107,135	93,425
Centrepont Contingency Reserve Fund	19,621	19,504
	<u>\$ 460,728</u>	<u>\$ 413,917</u>

The Society has an authorized operating line of credit in the amount of \$250,000 with a financial institution for working capital purposes, bearing interest at a rate of prime plus 1% per annum. As at year-end, the balance of the operating loan is \$Nil (2020 - \$Nil).

**Sea to Sky Community Services Society**  
**Notes to the Financial Statements**

**March 31, 2021**

**3. Accounts Receivable**

	2021	2020
Grants and subsidies	\$ 1,984,965	\$ 263,833
User fees	23,978	12,064
	\$ 2,008,943	\$ 275,897

Included in grants and subsidies receivable is \$172,677, of which \$51,849 relates to 2020 and \$48,183 relates to 2019, due from BC Housing representing management's best estimate of the additional subsidy required to bring the debt service ratio related to the Riverstones Affordable Rental Housing Project to 1 for 2021 (Note 10). \$1,372,412 in grants and subsidies receivable relates to capital costs incurred for the Buckley Avenue Project, which will be reimbursed to the Society by way of a forgivable loan (Note 8).

Management reviewed all user fees and tenant rent receivables at year end and wrote off any amounts that were considered not collectible as a bad debt expense. It is management's opinion that the Society is not exposed to significant credit risk arising from the balance of these receivables.

**4. Tangible Capital Assets**

	2021		2020	
Cost	Accumulated Amortization	Net Book Value	Net Book Value	
Buildings under capital lease	\$12,813,688	\$ 4,592,868	\$ 8,220,820	\$ 8,877,601
Buildings	8,314,856	682,989	7,631,867	7,631,867
Computer equipment	26,062	23,661	2,401	7,130
Construction in progress	5,890,939	-	5,890,939	979,912
Furniture and equipment	347,785	263,260	84,525	98,597
Leasehold improvements	823,224	816,172	7,052	8,815
Paving/fencing	37,524	25,016	12,508	15,010
Vehicles	127,790	48,493	79,297	33,544
	\$28,381,868	\$ 6,452,459	\$21,929,409	\$ 17,652,476

Construction in progress includes \$5,802,755 (2020 - \$951,827) in development costs for the construction of a new affordable housing project for low income families at 38648 Buckley Avenue, Squamish, BC ("the Buckley Avenue Project") and \$78,184 (2020 - \$28,085) in development costs for a Youth Hub within the same building as the Buckley Avenue Project.

The preliminary development phase of this project was completed in the year and was financed through the BC Housing Management Commission ("BCHMC") (Note 7). The construction phase of the affordable housing project project is being financed by BCHMC through a forgivable loan as well as additional repayable loans not yet drawn upon (Note 8).

**Sea to Sky Community Services Society**  
**Notes to the Financial Statements**

**March 31, 2021**

**4. Tangible Capital Assets (continued)**

The Youth Hub will provide young people and families with health and wellness resources. Construction funding will be generated separately from the Buckley Avenue Project.

An additional \$10,000 (2020 - \$Nil) included in construction in progress represents preliminary costs incurred in relation to a new affordable housing project in Pemberton, BC.

**5. Long-term Debt**

	2021	2020
Castle Rock, Lot B Block R District Lot 4261 Plan, VAP23209, Squamish, BC, interest at 2.51% compounded semi-annually, repayable at \$21,320 per month, maturing February 1, 2027.	\$ 1,405,923	\$ 1,623,771
Riverstones housing complex, #101-106, #301-306 and #401-406 at each of 39846, 39854, 39858 Government Road, Squamish, BC, interest at 3.48% compounded semi-annually, repayable at \$35,757 per month, maturing May 1, 2024.	7,719,634	7,879,008
Centrepont - Residential housing complex, #308, #401-408, and #501-508 at 38020 4th Avenue, Squamish, BC., interest at 2.886% compounded semi-annually, repayable at \$10,949 per month, maturing Feb 1, 2028.	2,744,813	2,796,654
Centrepont - Community Centre, Strata Lot 2 and 3, 38024 4th Avenue, Squamish, BC, interest at 3.85% compounded semi-annually, repayable at \$16,848 per month, maturing Nov 21, 2022.	3,710,440	3,769,951
Total mortgage balance	\$15,580,810	\$ 16,069,384
Current portion of long-term debt	(503,082)	(488,543)
	\$15,077,728	\$ 15,580,841

The mortgages are secured by registered first charges against the mortgaged properties and an assignment of rents and insurance proceeds.

The carrying values of the mortgaged properties are as follows:

	2021	2020
Castle Rock housing complex	\$ 1,411,955	\$ 1,610,827
Riverstones housing complex	7,016,941	7,262,028
Centrepont residential housing complex	3,927,608	4,040,796
Centrepont Community Centre	2,944,887	3,029,750
	15,301,391	15,943,401

**Sea to Sky Community Services Society**  
Notes to the Financial Statements

**March 31, 2021**

**5. Long-term Debt (continued)**

The following principal payments are required over the remaining terms of all mortgages:

Year	Amount
2022	\$ 503,082
2023	4,103,494
2024	437,890
2025	7,505,932
2026	306,512
Thereafter	<u>2,723,900</u>
	<u>\$ 15,580,810</u>

**6. Deferred Contributions from Operations**

The deferred contributions from operations are grants received in the current year that are designated for program funding in future periods.

	2021	2020
Direct Access - Gaming	100,000	100,000
Other	4,297	2,865
	<u>\$ 104,297</u>	<u>\$ 102,865</u>

The changes in the deferred contributed balance for the year are as follows:

	2021	2020
Unamortized balance, beginning of year	\$ 102,865	\$ 159,539
Contributions received in the year	104,297	102,865
Recognized as revenue	<u>(102,865)</u>	<u>(159,539)</u>
Unamortized balance, end of year	<u>\$ 104,297</u>	<u>\$ 102,865</u>

**Sea to Sky Community Services Society**  
**Notes to the Financial Statements**

**March 31, 2021**

**7. Construction Loan**

	2021	2020
BC Housing Management Commission ("BCHMC"), Interest free promissory note for the Preliminary Development Phase of the affordable housing project at 38648 Buckley Avenue, Squamish, BC,	\$ -	\$ 840,446
	-	840,446

During the year, the available promissory note balance of \$1,831,200 was fully extended. The Construction Phase of the project has commenced and the promissory note has been repaid in full through the first advance of the BCHMC forgivable loan (Note 8).

An additional \$3,831,200 promissory note for the construction phase was also agreed upon with BCHMC during the year. This promissory note will be fully repayable and is expected to be drawn upon after the forgivable loan is fully advanced. As at March 31, 2021, no amounts have been advanced under this loan. Additional promissory notes will be agreed upon as needed throughout the Construction Phase; upon project completion, the total outstanding repayable amount will be paid out and replaced with long-term financing.

**8. Grant and Donation Revenue**

Grant revenue is from the following sources:

	2021	2020
Government of Canada	\$ 235,129	\$ 179,411
Province of British Columbia	6,559,670	5,885,464
Municipalities	289,996	338,229
Other - Charities and Corporations	1,191,665	679,183
Total grant revenue - operating fund	\$ 8,276,460	\$ 7,082,287
Province of British Columbia - loan forgiveness (i)	\$ 5,733,931	\$ -
Province of British Columbia - capital grant	250,000	-
Other capital grants	140,000	4,118
Total grant revenue - capital fund	\$ 6,123,931	\$ 4,118

(i) BCHMC has extended \$5,733,931 in funding of an available \$8,056,000 forgivable loan during the year in relation to the affordable housing project at 38648 Buckley Avenue. The full amount is forgivable provided that the Society remains compliant under the related agreements by continuing to develop, use and operate the premises as intended; one 25th of the principal is forgiven annually beginning at the 11th year following loan commencement. This loan is secured by the land (Note 10), building and assignment of rents. At March 31, 2021, management has assessed it to be likely that the Society will meet all forgiveness criteria and, as a result, the amounts have been recognized as grant revenue during the year.

Donation revenue is derived primarily from corporations and individuals.



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## Sea to Sky Community Services Society Notes to the Financial Statements

March 31, 2021

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### 9. Restricted Funds and Inter-Fund Transfers - Measurement Uncertainty

Capital and operating program funding surpluses at year-end will be presented as externally restricted or internally restricted. Externally restricted funds are those received from funders for a stipulated purpose other than general operating, and internally restricted funds are those set aside by management or the board of directors for future capital and operating needs. Externally restricted funds are typically governed by contracts which set out how the funds and any resulting surpluses may be used.

However, many programs share the same purpose/mandate set out by the funder and, as a result, accumulated surpluses reported on a program by program basis are management's best estimate and may not be wholly restricted to that particular program but rather to a broad group of programs. As this determination is inherently uncertain, the classification between internally and externally restricted fund balances is difficult to establish. For this reason, management has chosen to present all operating surpluses as externally restricted even though they have some discretion as to how surplus funds are applied within the mandated purpose.

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### 10. Commitments and Contractual Obligations

#### Castle Rock Family Housing Land Lease

The Society has assumed the lease of land on which Castle Rock Family Housing is located. The District of Squamish owns the land and has leased it to the Society under a 60 year term (initiated in 1991) for \$1, to be used solely for social housing. Upon termination of the lease or if the lease is terminated due to violation of the terms, the Society (tenant) will surrender possession of the lands and building to the District of Squamish (landlord).

#### Riverstones Affordable Rental Housing Project

The Squamish Riverstones Development ("SRD") consists of 84 stratified residential units for seniors and persons with disabilities and is established under two housing programs.

The first program consists of 54 residential units leased and operated by the Society under the Community Partnership Initiative ("CPI") Operating Agreement dated July 1, 2011. These units are owned by a private owner who has entered into a long term lease with the Society. The Society's leasehold interest in the CPI units has been financed by way of leasehold mortgage, as arranged by BC Housing (Note 5). Upon expiration of the lease on August 25, 2050, the right to use and operate the building will revert back to the private owner.

The second program consists of 30 residential units owned by the Provincial Rental Housing Corporation, and operated by the Society under the Seniors' Rental Housing Initiative ("SRHI") Operator Agreement dated July 1, 2011.

Under both agreements, the Society is responsible for collecting all rents and other revenue, and for paying out of such revenues all costs associated with the operation of the SRD. The agreements are effective for a 40 year term.

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**Sea to Sky Community Services Society**  
**Notes to the Financial Statements**

**March 31, 2021**

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**10. Commitments and Contractual Obligations (continued)**

**Riverstones Affordable Rental Housing Project (continued)**

Due to various estimation issues that occurred during the development stage, the Society experienced unexpected increases in operating costs creating a projected deficiency for the housing programs. The Society indicated to BC Housing that they required protection from any losses arising from these programs. In March 2014, the Society and BC Housing agreed to amend the original agreement to protect the Society from any losses and an updated agreement was signed in December 2014 to reflect this change.

The amendment is effective December 1, 2010 and includes two new clauses which state that: 1) BC Housing will pay the difference if units are rented below a set rate, and 2) BC Housing will, to the extent necessary, make further subsidy payments to the Society to achieve a debt servicing coverage of 1.00. BC Housing will not pay this additional subsidy to the extent there are accumulated surpluses from prior years.

**Buckley Avenue Affordable Rental Housing Project and Youth Hub**

The Buckley Avenue affordable housing project and Youth Hub project entered the construction phase during the year. The land on which the related building is being constructed is owned by the District of Squamish (the "District"). The Society and the District have entered into a 60 year premises lease for the use of lands; rent is \$60 for the term of the lease and the Society has one option to renew for an additional 60 year period. The Society must use the premises to provide affordable housing units to remain in compliance with the terms of the lease.

The Society must also continue to develop, use and operate affordable housing units out of the related building to comply with the terms of the forgivable loan described in Note 8.

**Centrepont Affordable Housing Project**

Upon completion, 15 of the 32 rental units constructed in the Centrepont Apartments were purchased by the Provincial Rental Housing Corporation (PRHC) for \$2,800,000. On April 1, 2016, the Society and BC Housing entered into two operating agreements for the rental units, the Community Partnership Initiative Operating Agreement (CPIOA) and the Investment in Affordable Housing Short Form Operator Agreement (IAHOA).

The IAHOA pertains to the operation of the 15 residential units owned by the PRHC and is for a term of 5 years. It specifies that the residential units will be managed and operated by the Society for the provision of rental housing to low and moderate income households.

The CPIOA governs the operation and management of the 17 rental units owned by the Society. The term of this agreement is 40 years from the commencement date of April 1, 2016 and states that the purpose is to provide housing for households with low to moderate incomes, with at least 51% of the units being offered at below market rent.

The agreement also provides that rental revenue collected by the Society will be used to cover all operating and other costs for the program. Surpluses may be used to increase the number of units being offered at below market rent or may be required to be repaid to BC Housing. BC Housing will not be responsible for any operating deficits or extraordinary expenses.

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**Sea to Sky Community Services Society**  
**Notes to the Financial Statements**

**March 31, 2021**

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**10. Commitments and Contractual Obligations (continued)**

**Centrepont Post-Construction Phase and Forgivable Loan**

Upon completion of construction, the Society and the Squamish United Church entered into the post-construction phase of the master agreement for the Centrepont project. This phase involves a space-sharing agreement including a 99 year lease provided to the Church for \$1. Both parties also became members of the new strata corporation, The Owners, Strata EPS 4384, and share the costs to maintain the common area property in accordance with the strata bylaws.

In the 2018 fiscal year, the Society entered into a forgivable loan agreement with the Sea to Sky Regional Hospital District for \$100,000 to be used towards the construction of the Centrepont building. The loan is forgivable over 10 years, during which time the Society must use the Health Facility Area for Health Facility Use. The funds under this agreement were received and recorded as grant revenue in the year ended March 31, 2018. As at March 31, 2021, \$70,000 has not yet been forgiven under this agreement (2020 - \$80,000). In the event of default, the amount to be repaid will be pro-rated based on the term of the loan.

**Program Funding Commitment**

The Society renewed an agreement with the Sunshine Coast Community Services Society ("SCCSS") to provide a maximum of \$60,000/year from April 1, 2017 to March 31, 2023 to cover direct expenses of the Parent-Tot drop in program administered by SCCSS.

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**11. Municipal Pension Plan**

The Society and its employees contribute to the Municipal Pension Plan (the "Plan"), a jointly trustee pension plan. The board of trustees, representing plan members and employers, is responsible for overseeing the management of the Plan, including investment of the assets and administration of benefits. The Plan is a multi-employer contributory pension plan. Basic pension benefits provided are based on a formula. As at December 31, 2019, the plan has about 205,000 active members and approximately 101,000 retired members. Active members include approximately 40,000 contributors from local governments.

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

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

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## Sea to Sky Community Services Society Notes to the Financial Statements

March 31, 2021

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### 11. Municipal Pension Plan (continued)

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

The Society paid \$343,514 (2020 - \$313,822) for employer contributions to the Plan in fiscal 2021.

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### 12. Economic Dependence

The Province of British Columbia provided 40% (2020 - 58%) of the Society's revenue recognized in 2021. As a result, the Society is economically dependent on the provincial government for the funding required to deliver its services and programs.

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### 13. Financial Instrument Risk

The Society, through its financial instruments, is exposed to various risks. The following analysis provides an assessment of those risks as at March 31, 2021. These risks remain unchanged from prior year.

#### Credit Risk

Credit risk is the risk of loss to the Society if a counterparty to a financial instrument fails to meet its contractual obligations. The Society is exposed to credit risk from its cash and cash equivalents and accounts receivable. As at March 31, 2021, the Society's maximum exposure to credit risk is \$5,029,228 (2020 - \$2,257,480).

To mitigate the risk, the Society has deposited its cash and cash equivalents with reputable financial institutions. Grants and subsidies receivable of \$1,984,965 (2020 - \$263,833) are due from various levels of governments and governmental organizations.

#### Liquidity Risk

Liquidity risk is the risk that the Society may be unable to generate or obtain sufficient cash or cash equivalents in a timely and cost effective manner to meet its commitments as they come due. Liquidity risk includes the risk that, as a result of operational liquidity requirements, the Society will not have sufficient funds to settle a transaction on the due date; will be forced to sell financial assets at a value which is less than what they are worth; or may be unable to settle or recover a financial asset. Liquidity risk arises from accounts payable and accrued liabilities, wages and benefits payable, government remittances payable and mortgage payable. The Society manages its liquidity by matching expenditures to approved funding and by carrying sufficient cash reserves to meet its current obligations. It also has an authorized operating line of credit available in the amount of \$250,000 to utilize when necessary.

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**Sea to Sky Community Services Society**  
**Notes to the Financial Statements**

**March 31, 2021**

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**13. Financial Instrument Risk (continued)**

**Interest Rate Risk**

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Society is exposed to fluctuations in interest rates which impact the fair value and future cashflows on its mortgages payable. As at March 31, 2021, the recorded value of instruments subject to interest rate risk totaled \$15,580,810 (2020 - \$16,069,384).

It is Management's opinion that the Society is not exposed to significant currency risks.

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**14. Contingent Liabilities**

The Society is from time to time named in legal claims against the Society in varying and unspecified amounts. The outcome of these claims cannot reasonably be determined at this time. Any ultimate settlements will be recorded in the year the settlements occur.

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**15. Remuneration of Directors, Employees and Contractors**

The Societies Act (British Columbia) requires the Society to disclose the total remuneration paid to Directors, for either being a Director or for acting in another capacity, as well as the total number of employees or contractors with annual remuneration equal to or greater than \$75,000 and the aggregate remuneration of those employees.

During the year no amounts were paid to Directors of the Society for acting in their noted capacity (2020 - \$Nil). A total of 3 (2020 - 1) employee received remuneration in excess of \$75,000 which resulted in an expenditure of \$279,602 (2020 - \$110,633).

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**16. Interfund Transfers and Loans**

Tangible capital assets net of mortgages and construction loan payable are from the invested in tangible capital assets fund. All other assets and liabilities are part of the operating fund.

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**17. Uncertainty Due to COVID-19**

The global pandemic, COVID-19, has significantly disrupted economic activities in Canada.

There was an immediate impact on the operations of the Society, including reduced user fee revenues from childcare programs. User fee revenues were \$619,804 during the year (2020 - 1,017,363). There was also an increase in demand for Pemberton food bank and certain other services during the year.

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**Sea to Sky Community Services Society**  
**Notes to the Financial Statements**

**March 31, 2021**

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**17. Uncertainty Due to COVID-19**

In response to this disruption, the Society received government grants from the Canada Emergency Wage Subsidy of \$53,247 and Temporary Pandemic Pay of \$103,763. The Society has also received certain other grant revenues in excess of historical levels as a result of the pandemic.

As the impacts of COVID-19 continue, there could be further effects on the Society, its funding organizations, employees, and other stakeholders that could affect the timing and amounts realized on the Society's assets and future financial sustainability. Given the dynamic nature of these circumstances, the duration of disruption to the Society's operations and related financial impacts cannot be reasonably estimated at this time.

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**18. Comparative Figures**

Certain comparative figures have been reclassified to conform with the current year's presentation.

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**Sea to Sky Community Services Society**  
**Financial Statements**  
**For the year ended March 31, 2022**



**Sea to Sky Community Services Society  
Financial Statements  
For the year ended March 31, 2022**

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## Independent Auditor's Report

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To the Board of Directors of the Sea to Sky Community Services Society

### Qualified Opinion

We have audited the accompanying financial statements of Sea to Sky Community Services Society, (the "Society"), which comprise the statement of financial position as at March 31, 2022, and the statements of operations, changes in fund balances and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the possible effects of the matter described in the *Basis for Qualified Opinion* section of our report, the accompanying financial statements present fairly, in all material respects, the financial position of the Society as at March 31, 2022, and its results of operations, changes in fund balances and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

### Basis for Qualified Opinion

In common with many not-for-profit organizations, the Society derives revenue from fundraising activities and donations, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of the Society. Therefore, we were not able to determine whether any adjustments might be necessary to fundraising and donation revenue, excess of revenues over expenses, and cash flows from operations for the years ended March 31, 2022 and 2021, current assets as at March 31, 2022 and 2021, and net assets as at April 1 and March 31 for both the 2022 and 2021 fiscal years. Our audit opinion on the financial statements for the year ended March 31, 2021 was modified accordingly because of the possible effects of this limitation in scope.

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

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

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

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



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

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

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

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

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

### **Report on Other Legal and Regulatory Requirements**

As required by the Societies Act (British Columbia), we report that, in our opinion, the accounting principles in Canadian accounting standards for not-for-profit organizations have been applied on a basis consistent with that of the preceding year.

*BDO Canada LLP*

Chartered Professional Accountants

September 13, 2022  
Whistler, British Columbia

**Sea to Sky Community Services Society**  
**Statement of Financial Position**

For the year ended March 31

2022

2021

**Assets****Current**

Cash and cash equivalents (Note 2)	\$ 3,328,275	\$ 2,602,954
Restricted cash (Note 2)	458,328	417,331
Accounts receivable (Note 3)	724,719	2,008,943
GST receivable	266,942	175,169
Prepaid expenses and deposits	73,130	43,549

	4,851,394	5,247,946
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**Tangible Capital Assets (Note 4)**

	33,464,564	21,929,409
--	------------	------------

	\$38,315,958	\$ 27,177,355
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**Liabilities and Fund Balances****Liabilities****Current**

Accounts payable and accruals	\$ 1,837,567	\$ 1,942,913
Wages and benefits payable	485,314	482,140
Government remittances payable	123,073	24,136
Construction holdbacks payable	1,374,225	361,070
Current portion of mortgages payable (Note 5)	4,103,492	503,082
Deferred contributions from operations (Note 6)	123,542	104,297
Construction loan (Note 7)	7,261,510	-

	15,308,723	3,417,638
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**Mortgages Payable (Note 5)**

	10,974,236	15,077,728
--	------------	------------

	26,282,959	18,495,366
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**Fund Balances (Note 9)**

	12,032,999	8,681,989
--	------------	-----------

	\$38,315,958	\$ 27,177,355
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Approved on behalf of the Board:


DocuSigned by:



2644F0FF05E146B

Director

DocuSigned by:



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Director

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

**Sea to Sky Community Services Society**  
**Statement of Operations**

<b>For the year ended March 31</b>	<b>2022</b>	<b>2021</b>
<b>Revenue</b>		
Grants - operating fund (Note 8)	\$ 9,073,469	\$ 8,276,430
Grants - capital fund (Note 8)	3,059,543	6,123,961
Donations - receipted (Note 8)	113,897	285,918
Donations - unreceipted (Note 8)	29,839	45,727
Fundraising	21,522	27,942
Childcare subsidies	85,002	54,559
User fees	1,066,922	619,804
Workshop revenue	2,996	3,385
Interest	21,560	16,696
Miscellaneous income	35,631	12,908
Rent	1,501,722	1,477,965
	<b>15,012,103</b>	<b>16,945,295</b>
<b>Expenses</b>		
Advertising	34,587	9,463
Amortization	702,577	705,405
Bank charges and interest	11,514	13,114
Bad debts (Note 3)	9,163	-
Client expense reimbursements	44,381	47,757
Client recreation fees	59,719	26,157
Contractor fees	1,037,010	629,148
Fees, licences and dues	27,902	28,346
Food	171,807	157,292
Freight	482	281
Fundraising costs	21,175	21,853
Honoraria	41,307	9,824
Insurance	119,320	102,597
Mortgage interest	515,417	529,931
Office and miscellaneous	447,270	394,191
Professional fees	90,876	72,762
Rent of facilities	179,729	141,525
Repairs and maintenance	479,638	470,059
Telephone, cable and Internet	57,604	49,070
Training costs	58,015	34,301
Utilities	442,732	460,401
Vehicles	107,386	90,146
Wages and benefits	7,001,482	6,296,129
	<b>11,661,093</b>	<b>10,289,752</b>
<b>Excess of revenue over expenses for the year</b>	<b>\$ 3,351,010</b>	<b>\$ 6,655,543</b>

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

**Sea to Sky Community Services Society**  
**Statement of Changes in Fund Balances**

**For the year ended March 31**

	Capital Fund	Operating Fund	2022	2021
<b>Balance, beginning of year</b>	<b>\$ 6,299,345</b>	<b>\$ 2,382,644</b>	<b>\$ 8,681,989</b>	<b>\$ 2,026,446</b>
Revenue	3,059,543	11,952,560	15,012,103	16,945,295
Expenses	1,101,517	10,559,576	11,661,093	10,289,752
Excess of revenue over expenses for the year	1,958,026	1,392,984	3,351,010	6,655,543
Capital acquisition	12,237,732	(12,237,732)	-	-
Construction loan proceeds	(7,261,510)	7,261,510	-	-
Mortgage principal payments	503,082	(503,082)	-	-
Construction holdbacks	(1,013,155)	1,013,155	-	-
Interfund transfer	(2,400,344)	2,400,344	-	-
<b>Balance, end of year</b>	<b>\$ 10,323,176</b>	<b>\$ 1,709,823</b>	<b>\$ 12,032,999</b>	<b>\$ 8,681,989</b>
<b>Represented by</b>				
Externally restricted	\$ -	\$ 1,709,823	\$ 1,709,823	\$ 2,382,644
Invested in tangible capital assets	9,751,101	-	9,751,101	5,987,529
Externally restricted - capital fund	572,075	-	572,075	311,816
	<b>\$ 10,323,176</b>	<b>\$ 1,709,823</b>	<b>\$ 12,032,999</b>	<b>\$ 8,681,989</b>

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

**Sea to Sky Community Services Society**  
**Statement of Cash Flows**

For the year ended March 31	2022	2021
<b>Cash provided by (used in)</b>		
<b>Operating activities</b>		
Excess of revenue over expenses for the year	\$ 3,351,010	\$ 6,655,543
Items not requiring cash		
Amortization	702,577	705,405
Bad debts	9,163	-
Deferred contributions recognized as revenue	<u>(104,297)</u>	<u>(102,865)</u>
	<u>3,958,453</u>	<u>7,258,083</u>
<b>Changes in non-cash working capital balances</b>		
Accounts receivable	1,275,061	(1,733,046)
GST receivable	(91,773)	(175,169)
Prepaid expenses and deposits	(29,581)	(5,995)
Accounts payable and accruals	(105,346)	1,457,273
Wages and benefits payable	3,174	133,497
Contributions received and deferred	123,542	104,297
Government remittances payable	<u>98,937</u>	<u>(49,950)</u>
	<u>5,232,467</u>	<u>6,988,990</u>
<b>Investing activities</b>		
Tangible capital assets acquired	<u>(12,237,732)</u>	<u>(4,982,339)</u>
<b>Financing activities</b>		
Proceeds of construction loan	7,261,510	990,754
Repayment of construction loan	-	(1,831,200)
Repayment of mortgages payable	(503,082)	(488,573)
Construction holdbacks	1,013,155	361,070
Increase in restricted cash	<u>(40,997)</u>	<u>(3,414)</u>
	<u>7,730,586</u>	<u>(971,363)</u>
<b>Increase in cash during the year</b>	<b>725,321</b>	<b>1,035,288</b>
<b>Cash, beginning of year</b>	<u><b>2,602,954</b></u>	<u><b>1,567,666</b></u>
<b>Cash, end of year</b>	<u><b>\$ 3,328,275</b></u>	<u><b>\$ 2,602,954</b></u>

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



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## Sea to Sky Community Services Society Notes to the Financial Statements

March 31, 2022

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### 1. Summary of Significant Accounting Policies

#### Purposes of the Society

Sea to Sky Community Services Society (the "Society") provides a structure to co-ordinate programs and agencies in the social fields for the geographic area known as the Sea to Sky Corridor. Its purpose is to offer programs that align with best and promising practices in social service delivery and to explore and develop services not previously available in community.

The Society is incorporated under the Societies Act of British Columbia and is a registered charity under the Income Tax Act.

The Society offers 41 programs in the Sea to Sky Corridor supported by various funding sources including individual donors, foundations, and government partners.

#### Adult and Family Services

The Society provides clinical and therapeutic care for adults and families through a wide range of supports, from counselling to group parenting to family education, including:

- Family Development
- Women's Counselling and Outreach Services
- Community-Based Victim Services
- Counselling Subsidy Program
- Sexual Abuse Intervention Program

#### Children Services

The Society promotes and nurtures the development of positive habits and strategies for preparing children of all abilities, offering a variety of programs and services to support parents and their children, including:

- Child Care Resource and Referral Program
- Early Years Program - SPARK, Positive Discipline Parenting and Circle of Security
- StrongStart
- Healthy Pregnancy Outreach Program
- Infant Development Program
- Occupational and Physical Therapy Programs
- Fetal Alcohol Spectrum Disorder and Complex Behaviour Key Worker Program
- Supported Child Development Program

#### Childcare Services

Childcare programs provide families with quality care and education for their children, support in the early years and a supportive relationship with the caregivers and teachers. The Society offers a total of 184 childcare spaces for preschool-aged children (Squamish) and out-of-school care spaces for school-aged children (Squamish & Pemberton).

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**Sea to Sky Community Services Society**  
**Notes to the Financial Statements**

**March 31, 2022**

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**1. Summary of Significant Accounting Policies (continued)**

**Purposes of the Society (continued)**

**Youth Services**

The Society offers programs and services on individual, group, and drop-in basis for young people under the age of 24, including:

- Behavioural Support Program
- Special Needs Resource Program
- Squamish Youth Services (Youth Hub)
- Foundry Centre

**Community Outreach Services**

Community outreach programs and services are designed to reach individual adults, seniors, and families who experience barriers or crisis-level needs in accessing services. These include:

**Better at Home**

- Homeless Outreach and Prevention
- Pemberton Food Bank and Food Hub
- Legal Advocacy Program

**Community Living Services**

The Society operates programs for adults with developmental disabilities in the Sea to Sky corridor. Services are offered in a coordinated fashion and guided by goals and priorities set by the participant. These include:

- Community and Employment Services program
- Life Skills and Community Access Program
- Group Home Programs (Newport and Harmony)
- Home Share Program

**Affordable Housing**

156 units of affordable housing for low to moderate income earners, including rent-geared-to-income units for families and seniors.

- Castle Rock Family Housing
- Riverstones Housing
- Centrepoint Apartments

The Society operates Castle Rock Family Housing, a 40-unit government subsidized housing complex located in Squamish. Townhouse-style units are available for rent to families with children up to 18 years of age.

The Society operates all 84 units of the Riverstones Housing complex. The Society is responsible for collecting rent from all tenants and paying expenses applicable to the operation of all units.

**Sea to Sky Community Services Society**  
**Notes to the Financial Statements**

**March 31, 2022**

**1. Summary of Significant Accounting Policies (continued)**

<b>Purposes of the Society (continued)</b>	<p><b>Affordable Housing (continued)</b></p> <p>There are five buildings within the housing complex of which two are BC Housing Management Commission ("BC Housing") Regulated Gross Income units where rent is set at a fixed amount based on 30% of the tenant's gross income at time of application, which is then adjusted annually. The remaining three buildings are rented to tenants with low to moderate income and calculated from the annual Housing Income Limits set by BC Housing.</p> <p>The Society operates the Centrepoint building, which contains 32 rental housing units. 15 of these units are owned by the Provincial Rental Housing Corporation. All units are rented to tenants with low to moderate income and calculated from the annual Housing Income Limits set by BC Housing.</p>																								
<b>Basis of Presentation</b>	<p>The financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations.</p>																								
<b>Fund Accounting</b>	<p>The Society follows the restricted fund method of accounting for contributions. Revenues and expenses related to program delivery and administrative activities are reported in the Operating Fund. This fund reports unrestricted and restricted resources for which there is no related fund. The Capital Fund reports assets, liabilities, revenues and expenses related to the tangible capital assets (Note 9).</p>																								
<b>Tangible Capital Assets</b>	<p>Tangible capital assets are recorded at cost on the statement of financial position. Amortization is charged to the Capital Fund on a straight-line basis over the expected useful life of the assets. Amortization is provided as follows:</p> <table border="0" style="margin-left: 40px;"> <tr> <td>Buildings</td> <td style="text-align: right;">40</td> <td>years straight-line basis</td> </tr> <tr> <td>Buildings under capital lease</td> <td style="text-align: right;">20-36</td> <td>years straight-line basis</td> </tr> <tr> <td>Computer equipment</td> <td style="text-align: right;">3</td> <td>years straight-line basis</td> </tr> <tr> <td>Furniture and equipment</td> <td style="text-align: right;">10</td> <td>years straight-line basis</td> </tr> <tr> <td>Leasehold improvements</td> <td style="text-align: right;">6</td> <td>years straight-line basis</td> </tr> <tr> <td>Paving/fencing</td> <td style="text-align: right;">12</td> <td>years straight-line basis</td> </tr> <tr> <td>Vehicles</td> <td style="text-align: right;">5</td> <td>years straight-line basis</td> </tr> <tr> <td>Construction in progress</td> <td style="text-align: right;">0</td> <td>as not yet available for use</td> </tr> </table> <p>In the event that facts and circumstances indicate that the Society's tangible capital assets no longer have any long-term service potential to the Society, the excess of the asset's net carrying amount over any residual value is recognized as an expense in the statement of operations.</p>	Buildings	40	years straight-line basis	Buildings under capital lease	20-36	years straight-line basis	Computer equipment	3	years straight-line basis	Furniture and equipment	10	years straight-line basis	Leasehold improvements	6	years straight-line basis	Paving/fencing	12	years straight-line basis	Vehicles	5	years straight-line basis	Construction in progress	0	as not yet available for use
Buildings	40	years straight-line basis																							
Buildings under capital lease	20-36	years straight-line basis																							
Computer equipment	3	years straight-line basis																							
Furniture and equipment	10	years straight-line basis																							
Leasehold improvements	6	years straight-line basis																							
Paving/fencing	12	years straight-line basis																							
Vehicles	5	years straight-line basis																							
Construction in progress	0	as not yet available for use																							
<b>Revenue Recognition</b>	<p>Unrestricted operating government grants are recognized as revenue when received or receivable if the amount can be reasonably estimated and collection is reasonably assured. Such grants, if contributed for a future period, are deferred and reported as deferred contributions until that future period.</p>																								

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**Sea to Sky Community Services Society**  
**Notes to the Financial Statements**

**March 31, 2022**

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**1. Summary of Significant Accounting Policies (continued)**

**Revenue Recognition  
(continued)**

Unrestricted donations are recognized as revenue when received or receivable if the amount can be reasonably estimated and collection is reasonably assured. Restricted donations and grants are recognized as revenue in the appropriate restricted fund in the year in which the funds are received. Restricted donations and grants for which no fund exists are recognized in the Operating Fund under the deferral method and are recognized as revenue in the year in which the related expenses are incurred.

Amounts pledged for future periods, due to the inherent uncertainty of their collection, are not recognized until such a time that they are received or collection is reasonably assured.

Other unrestricted revenue, including user fees and childcare subsidies, are reported as revenue when services are provided, and amounts receivable can be reasonably estimated and collection is reasonably assured.

Rental revenue is recognized evenly each month over the term of the lease.

**Contributed Services  
and Materials**

Management has chosen to not recognize contributed materials or services for donations provided to the Society or directly associated with its programs. As such, these contributions to the Society have not been recognized in the Society's financial statements.

**Use of Estimates**

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Areas requiring management to exercise judgment on the determination of estimates include collectibility of accounts receivable, useful lives of tangible capital assets, the allocation of expenses to various programs and grants, and completeness of accounts payable and accrued liabilities and wages and benefits payable. Actual results could differ from management's best estimates as additional information becomes available and may impact future periods.

**Income Taxes**

The Society is exempt from income tax under Section 149(1)(l) of the Income Tax Act.

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**Sea to Sky Community Services Society**  
**Notes to the Financial Statements**

**March 31, 2022**

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**1. Summary of Significant Accounting Policies (continued)**

**Financial Instruments** The Society's financial instruments consist of cash and cash equivalents, restricted cash, accounts receivable, GST receivable, accounts payable and accruals, wages and benefits payable, government remittances payable, construction holdbacks payable, construction loan payable, and mortgages payable. The Society has measured all of its financial instruments at amortized cost using the effective interest rate method.

In the event that facts and circumstances indicate that the Society's financial instruments have suffered a permanent decline in value, the excess of the financial instrument's carrying value over any net realizable value is recognized as an expense in the statement of operations.

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**2. Cash and Cash Equivalents**

Cash and cash equivalents consists of cash on hand and bank balances.

The Society's bank accounts are held at one chartered bank and one credit union. The bank accounts earn interest at the current prevailing rates.

Restricted cash is comprised of the following:

	<u>2022</u>	<u>2021</u>
Castle Rock Replacement Reserve	\$ 91,457	\$ 90,564
Riverstones Replacement Reserve	163,548	164,249
Riverstones Strata Contingency Reserve Fund	124,959	109,835
Centrepoint Replacement Reserve	35,813	23,926
Centrepoint Strata Contingency Reserve Fund	42,551	28,757
	<u>\$ 458,328</u>	<u>\$ 417,331</u>

The Society has an authorized operating line of credit in the amount of \$250,000 with a financial institution for working capital purposes, bearing interest at a rate of prime plus 1% per annum. As at year-end, the balance of the operating loan is \$Nil (2021 - \$Nil).

**Sea to Sky Community Services Society**  
**Notes to the Financial Statements**

**March 31, 2022**

**3. Accounts Receivable**

	2022	2021
Grants and subsidies	\$ 703,168	\$ 1,984,965
User fees and rent	21,551	23,978
	\$ 724,719	\$ 2,008,943

Included in grants and subsidies receivable is \$178,937, of which \$172,677 relates to the 2019 to 2021 fiscal years, due from BC Housing representing management's best estimate of the additional subsidy required to bring the debt service ratio related to the Riverstones Affordable Rental Housing Project to 1.00 (Note 10).

Management reviewed all user fees and tenant rent receivables at year end and wrote off any amounts that were considered not collectible as a bad debt expense. It is management's opinion that the Society is not exposed to significant credit risk arising from the balance of these receivables.

**4. Tangible Capital Assets**

	2022		2021	
Cost	Accumulated Amortization	Net Book Value	Net Book Value	
Buildings under capital lease	\$12,813,688	\$ 4,824,005	\$ 7,989,683	\$ 8,220,820
Buildings	8,314,856	1,108,634	7,206,222	7,631,867
Computer equipment	26,062	26,062	-	2,401
Construction in progress	18,129,172	-	18,129,172	5,890,939
Furniture and equipment	347,785	277,332	70,453	84,525
Leasehold improvements	823,224	817,935	5,289	7,052
Paving/fencing	37,524	27,518	10,006	12,508
Vehicles	114,328	60,589	53,739	79,297
	\$40,606,639	\$ 7,142,075	\$33,464,564	\$ 21,929,409

Also included in construction in progress is \$17,555,030 (2021 - \$5,802,755) in development costs for the construction of a new affordable housing project, Spirit Creek Apartments, for low income families at 38648 Buckley Avenue, Squamish, BC and \$477,124 (2021 - \$78,184) in development costs for a Youth Hub, Foundry Sea to Sky, within the same building. The affordable housing project is being financed by BC Housing through a forgivable loan and additional repayable construction financing (Notes 7 and 8). Foundry Sea to Sky will provide young people and families with health and wellness resources and is financed separately from the affordable housing project.

**Sea to Sky Community Services Society**  
**Notes to the Financial Statements**

**March 31, 2022**

**5. Long-term Debt**

	2022	2021
Castle Rock, Lot B Block R District Lot 4261 Plan, VAP23209, Squamish, BC, interest at 2.51% compounded semi-annually, repayable at \$21,320 per month, maturing February 1, 2027.	\$ 1,182,662	\$ 1,405,923
Riverstones housing complex, #101-106, #301-306 and #401-406 at each of 39846, 39854, 39858 Government Road, Squamish, BC, interest at 3.48% compounded semi-annually, repayable at \$35,757 per month, maturing May 1, 2024.	7,554,665	7,719,634
Centrepoint - Residential housing complex, #308, #401-408, and #501-508 at 38020 4th Avenue, Squamish, BC., interest at 2.886% compounded semi-annually, repayable at \$10,949 per month, maturing Feb 1, 2028.	2,691,466	2,744,813
Centrepoint - Community Centre, Strata Lot 2 and 3, 38024 4th Avenue, Squamish, BC, interest at 3.85% compounded semi-annually, repayable at \$16,848 per month, maturing Nov 21, 2022.	3,648,935	3,710,440
Total mortgage balance	<b>\$15,077,728</b>	<b>\$ 15,580,810</b>
Current portion of long-term debt	<b>(4,103,492)</b>	<b>(503,082)</b>
	<b>\$10,974,236</b>	<b>\$ 15,077,728</b>

The mortgages are secured by registered first charges against the mortgaged properties and an assignment of rents and insurance proceeds.

Management plans to refinance the Centrepoint - Community Centre loan, maturing in November 2022, on similar terms at current prevailing interest rates.

The carrying values of the mortgaged properties are as follows:

	2022	2021
Castle Rock housing complex	\$ 1,213,084	\$ 1,411,955
Riverstones housing complex	6,771,854	7,016,941
Centrepoint residential housing complex	3,814,421	3,927,608
Centrepoint Community Centre	2,860,023	2,944,887
	<b>14,659,382</b>	<b>15,301,391</b>



**Sea to Sky Community Services Society**  
**Notes to the Financial Statements**

**March 31, 2022**

**5. Long-term Debt (continued)**

The following principal payments are required over the remaining terms of all mortgages:

Year	Amount
2023	\$ 4,103,492
2024	467,890
2025	7,505,929
2026	306,512
2027	293,359
Thereafter	<u>2,400,546</u>
	<u>\$ 15,077,728</u>

**6. Deferred Contributions from Operations**

The deferred contributions from operations are grants received in the current year that are designated for program funding in future periods.

	2022	2021
Direct Access - Gaming	100,000	100,000
Other	23,542	4,297
	<u>\$ 123,542</u>	<u>\$ 104,297</u>

The changes in the deferred contributed balance for the year are as follows:

	2022	2021
Unamortized balance, beginning of year	\$ 104,297	\$ 102,865
Contributions received in the year	123,542	104,297
Recognized as revenue	<u>(104,297)</u>	<u>(102,865)</u>
Unamortized balance, end of year	<u>\$ 123,542</u>	<u>\$ 104,297</u>

**7. Construction Loan**

	2022	2021
BC Housing ("BCHMC"), Interest free loan for construction of the Spirit Creek Apartments affordable housing project at 38648 Buckley Avenue, Squamish, BC.	<u>\$ 7,261,510</u>	<u>\$ -</u>

**Sea to Sky Community Services Society**  
**Notes to the Financial Statements**

**March 31, 2022**

**7. Construction Loan (continued)**

The Construction Phase of the project commenced during 2021 with financing from BC Housing, first through the advance of a forgivable loan (Note 8).

Additional construction financing for the project has also been agreed upon with BC Housing to a maximum of \$14,567,364. Upon project completion, the total outstanding repayable amount will be paid out and replaced with long-term financing.

**8. Grant and Donation Revenue**

Grant revenue is from the following sources:

	<u>2022</u>	<u>2021</u>
Government of Canada	\$ 182,120	\$ 235,129
Province of British Columbia	6,910,791	6,559,640
Municipalities	309,184	289,996
Other - Charities and Corporations	<u>1,671,374</u>	<u>1,191,665</u>
<b>Total grant revenue - operating fund</b>	<b><u>\$ 9,073,469</u></b>	<b><u>\$ 8,276,430</u></b>
Province of British Columbia - loan forgiveness (i)	\$ 2,400,344	\$ 5,733,961
Province of British Columbia - capital grant	-	250,000
Other capital grants	<u>659,199</u>	<u>140,000</u>
<b>Total grant revenue - capital fund</b>	<b><u>\$ 3,059,543</u></b>	<b><u>\$ 6,123,961</u></b>

(i) BC Housing has extended \$78,305 (2021 - \$Nil) in funding in relation to construction financing for the capital improvement project at the Castle Rock Family Housing complex (Note 4). The associated financing has been finalized subsequent to year end by way of a \$4,099,800 forgivable loan to be advanced as project expenditures are incurred. The full amount is forgivable provided that the Society remains compliant under the related agreements by utilizing the funding for capital improvements and continuing to operate the premises as intended. One 10th of the principal is forgiven annually beginning in the year following loan commencement. Management has assessed it to be likely that the Society will meet all forgiveness criteria and, as a result, the amounts have been recognized as grant revenue during the year.

BC Housing has also extended the final \$2,322,039 (2021 - \$5,733,931) in funding in relation to a \$8,056,000 forgivable loan for the affordable housing project at 38648 Buckley Avenue (Note 4). The full amount is forgivable provided that the Society remains compliant under the related agreements by continuing to develop, use and operate the premises as intended. One 25th of the principal is forgiven annually beginning at the 11th year following loan commencement. This loan is secured by the land (Note 10), building and assignment of rents. Management has assessed it to be likely that the Society will meet all forgiveness criteria and, as a result, the amounts have been recognized as grant revenue in the year received. The forgivable loan is fully drawn as at year end.

Donation revenue is derived primarily from corporations and individuals.

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**Sea to Sky Community Services Society**  
**Notes to the Financial Statements**

**March 31, 2022**

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**9. Restricted Funds and Inter-Fund Transfers - Measurement Uncertainty**

Capital and operating program funding surpluses at year-end will be presented as externally restricted or internally restricted. Externally restricted funds are those received from funders for a stipulated purpose other than general operating, and internally restricted funds are those set aside by management or the board of directors for future capital and operating needs. Externally restricted funds are typically governed by contracts which set out how the funds and any resulting surpluses may be used.

However, many programs share the same purpose/mandate set out by the funder and, as a result, accumulated surpluses reported on a program by program basis are management's best estimate and may not be wholly restricted to that particular program but rather to a broad group of programs. As this determination is inherently uncertain, the classification between internally and externally restricted fund balances is difficult to establish. For this reason, management has chosen to present all operating surpluses as externally restricted even though they have some discretion as to how surplus funds are applied within the mandated purpose.

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**10. Commitments and Contractual Obligations**

**Castle Rock Family Housing Land Lease**

The Society has assumed the lease of land on which Castle Rock Family Housing is located. The District of Squamish owns the land and has leased it to the Society under a 60 year term (initiated in 1991) for \$1, to be used solely for social housing. Upon termination of the lease or if the lease is terminated due to violation of the terms, the Society (tenant) will surrender possession of the lands and building to the District of Squamish (landlord).

**Riverstones Affordable Rental Housing Project**

The Squamish Riverstones Development ("SRD") consists of 84 stratified residential units for seniors and persons with disabilities and is established under two housing programs.

The first program consists of 54 residential units leased and operated by the Society under the Community Partnership Initiative ("CPI") Operating Agreement dated July 1, 2011. These units are owned by a private owner who has entered into a long term lease with the Society. The Society's leasehold interest in the CPI units has been financed by way of leasehold mortgage, as arranged by BC Housing (Note 5). Upon expiration of the lease on August 25, 2050, the right to use and operate the building will revert back to the private owner.

The second program consists of 30 residential units owned by the Provincial Rental Housing Corporation, and operated by the Society under the Seniors' Rental Housing Initiative ("SRHI") Operator Agreement dated July 1, 2011.

Under both agreements, the Society is responsible for collecting all rents and other revenue, and for paying out of such revenues all costs associated with the operation of the SRD. The agreements are effective for a 40 year term.

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## Sea to Sky Community Services Society Notes to the Financial Statements

**March 31, 2022**

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### 10. Commitments and Contractual Obligations (continued)

#### **Riverstones Affordable Rental Housing Project (continued)**

Due to various estimation issues that occurred during the development stage, the Society experienced unexpected increases in operating costs creating a projected deficiency for the housing programs. The Society indicated to BC Housing that they required protection from any losses arising from these programs. In March 2014, the Society and BC Housing agreed to amend the original agreement to protect the Society from any losses and an updated agreement was signed in December 2014 to reflect this change.

The amendment is effective December 1, 2010 and includes two new clauses which state that: 1) BC Housing will pay the difference if units are rented below a set rate, and 2) BC Housing will, to the extent necessary, make further subsidy payments to the Society to achieve a debt servicing coverage of 1.00. BC Housing will not pay this additional subsidy to the extent there are accumulated surpluses from prior years.

#### **Spirit Creek Apartments and Foundry Sea to Sky**

The Spirit Creek Apartments affordable housing project and Foundry Sea to Sky project entered the construction phase in 2021, with substantial completion anticipated for the 2023 fiscal year. The land on which the related building is being constructed is owned by the District of Squamish (the "District"). The Society and the District have entered into a 60 year premises lease for the use of lands; rent is \$60 for the term of the lease and the Society has one option to renew for an additional 60 year period. The Society must use the premises to provide affordable housing units to remain in compliance with the terms of the lease.

The Society must also continue to develop, use and operate affordable housing units out of the related building to comply with the terms of the forgivable loan described in Note 8.

#### **Centrepont Affordable Housing Project**

Upon completion, 15 of the 32 rental units constructed in the Centrepont Apartments were purchased by the Provincial Rental Housing Corporation (PRHC) for \$2,800,000. On April 1, 2016, the Society and BC Housing entered into two operating agreements for the rental units, the Community Partnership Initiative Operating Agreement (CPIOA) and the Investment in Affordable Housing Short Form Operator Agreement (IAHOA).

The IAHOA pertains to the operation of the 15 residential units owned by the PRHC. It specifies that the residential units will be managed and operated by the Society for the provision of rental housing to low and moderate income households. Subsequent to year end, this agreement has been extended for a five year term ending August 10, 2027.

The CPIOA governs the operation and management of the 17 rental units owned by the Society. The term of this agreement is 40 years from the commencement date of April 1, 2016 and states that the purpose is to provide housing for households with low to moderate incomes, with at least 51% of the units being offered at below market rent.

The agreement also provides that rental revenue collected by the Society will be used to cover all operating and other costs for the program. Surpluses may be used to increase the number of units being offered at below market rent or may be required to be repaid to BC Housing. BC Housing will not be responsible for any operating deficits or extraordinary expenses.

**Sea to Sky Community Services Society**  
**Notes to the Financial Statements**

**March 31, 2022**

**10. Commitments and Contractual Obligations (continued)**

**Centrepoint Post-Construction Phase and Forgivable Loan**

Upon completion of construction, the Society and the Squamish United Church entered into the post-construction phase of the master agreement for the Centrepoint project. This phase involves a space-sharing agreement including a 99 year lease provided to the Church for \$1. Both parties also became members of the new strata corporation, The Owners, Strata EPS 4384, and share the costs to maintain the common area property in accordance with the strata bylaws.

In the 2018 fiscal year, the Society entered into a forgivable loan agreement with the Sea to Sky Regional Hospital District for \$100,000 to be used towards the construction of the Centrepoint building. The loan is forgivable over 10 years, during which time the Society must use the Health Facility Area for Health Facility Use. The funds under this agreement were received and recorded as grant revenue in the year ended March 31, 2018. As at March 31, 2022, \$60,000 has not yet been forgiven under this agreement (2021 - \$70,000). In the event of default, the amount to be repaid will be pro-rated based on the term of the loan.

**Program Funding Commitment**

The Society has an agreement with the Sunshine Coast Community Services Society ("SCCSS") to provide a maximum of \$60,000/year from April 1, 2017 to March 31, 2023 to cover direct expenses of the Parent-Tot drop in program administered by SCCSS.

**Leases**

The Society has committed to a number of leases for vehicles, equipment and premises. The minimum lease payments, including GST and operating costs incorporated into the agreements, in each of the next five years are as follows:

Year	Vehicles	Equipment	Premises	Total
2023	\$ 10,715	\$ 18,925	\$ 82,165	\$ 111,805
2024	9,441	16,986	77,423	103,850
2025	9,441	15,183	79,651	104,275
2026	6,286	15,183	82,715	104,184
2027	872	15,183	86,057	102,112
<b>Total</b>	<b>\$ 36,755</b>	<b>\$ 81,460</b>	<b>\$ 408,011</b>	<b>\$ 526,226</b>

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**Sea to Sky Community Services Society**  
**Notes to the Financial Statements**

**March 31, 2022**

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**11. Municipal Pension Plan**

The Society and its employees contribute to the Municipal Pension Plan (the "Plan"), a jointly trusted pension plan. The board of trustees, representing plan members and employers, is responsible for overseeing the management of the Plan, including investment of the assets and administration of benefits. The Plan is a multi-employer contributory pension plan. Basic pension benefits provided are based on a formula. As at December 31, 2021, the plan has about 220,000 active members and approximately 112,000 retired members. Active members include approximately 42,000 contributors from local governments.

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

The most recent actuarial valuation as at December 31, 2018 indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis. The next valuation will be as at December 31, 2021 with results available later in 2022.

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

The Society paid \$385,470 (2021 - \$343,474) for employer contributions while employees contributed \$345,429 (2021 - \$300,296) to the Plan in fiscal 2022.

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**12. Economic Dependence**

The Province of British Columbia provided 63% (2021 - 74%) of the Society's revenue recognized in 2022. As a result, the Society is economically dependent on the provincial government for the funding required to deliver its services and programs.

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**13. Financial Instrument Risk**

The Society, through its financial instruments, is exposed to various risks. The following analysis provides an assessment of those risks as at March 31, 2022. These risks remain unchanged from prior year.

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**Sea to Sky Community Services Society**  
**Notes to the Financial Statements**

**March 31, 2022**

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**13. Financial Instrument Risk (continued)**

**Credit Risk**

Credit risk is the risk of loss to the Society if a counterparty to a financial instrument fails to meet its contractual obligations. The Society is exposed to credit risk from its cash and cash equivalents and accounts receivable. As at March 31, 2022, the Society's maximum exposure to credit risk is \$4,511,322 (2021 - \$5,029,228).

To mitigate the risk, the Society has deposited its cash and cash equivalents with reputable financial institutions. Grants and subsidies receivable of \$703,168 (2021 - \$1,984,965) are due from various levels of governments and governmental organizations.

**Liquidity Risk**

Liquidity risk is the risk that the Society may be unable to generate or obtain sufficient cash or cash equivalents in a timely and cost effective manner to meet its commitments as they come due. Liquidity risk includes the risk that, as a result of operational liquidity requirements, the Society will not have sufficient funds to settle a transaction on the due date; will be forced to sell financial assets at a value which is less than what they are worth; or may be unable to settle or recover a financial asset. Liquidity risk arises from accounts payable and accrued liabilities, wages and benefits payable, government remittances payable and mortgage payable. The Society manages its liquidity by matching expenditures to approved funding and by carrying sufficient cash reserves to meet its current obligations. It also has an authorized operating line of credit available in the amount of \$250,000 to utilize when necessary.

**Interest Rate Risk**

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Society is exposed to fluctuations in interest rates which impact the fair value and future cashflows on its mortgages payable. As at March 31, 2022, the recorded value of instruments subject to interest rate risk totaled \$15,077,728 (2021 - \$15,580,810).

It is Management's opinion that the Society is not exposed to significant currency risks.

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**14. Remuneration of Directors, Employees and Contractors**

The Societies Act (British Columbia) requires the Society to disclose the total remuneration paid to Directors, for either being a Director or for acting in another capacity, as well as the total number of employees or contractors with annual remuneration equal to or greater than \$75,000 and the aggregate remuneration of those employees.

During the year no amounts were paid to Directors of the Society for acting in their noted capacity (2021 - \$Nil). A total of 7 (2021 - 3) employee received remuneration in excess of \$75,000 which resulted in an expenditure of \$602,712 (2021 - \$279,602).



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**Sea to Sky Community Services Society**  
**Notes to the Financial Statements**

**March 31, 2022**

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**15. Interfund Transfers and Loans**

Tangible capital assets net of mortgages and construction loan payable are from the invested in tangible capital assets fund. All other assets and liabilities are part of the operating fund.

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**16. Uncertainty Due to COVID-19**

COVID-19, declared a global pandemic by the World Health Organization in March 2020, has had a significant impact on the Canadian economy. As the impacts of COVID-19 continue, there could be further impact on the Society, its stakeholders, employees, suppliers and other third party business associates. These circumstances could impact the timing and amounts realized on the Society's assets and its ability to deliver services in the future. The financial impact on the Society arising from COVID-19 cannot be reasonably estimated at this time.

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**17. Comparative Figures**

Certain comparative figures have been reclassified to conform with the current year's presentation.

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**Sea to Sky Community Services Society**  
**Financial Statements**  
**For the year ended March 31, 2023**

**Sea to Sky Community Services Society  
Financial Statements  
For the year ended March 31, 2023**

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BDO Canada LLP  
202-1200 Alpha Lake Rd.  
Whistler, BC V8E 0H6

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## Independent Auditor's Report

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To the Board of Directors of the Sea to Sky Community Services Society

### Qualified Opinion

We have audited the accompanying financial statements of Sea to Sky Community Services Society, (the "Society"), which comprise the statement of financial position as at March 31, 2023, and the statements of operations, changes in fund balances and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the possible effects of the matter described in the *Basis for Qualified Opinion* section of our report, the accompanying financial statements present fairly, in all material respects, the financial position of the Society as at March 31, 2023, and its results of operations, changes in fund balances and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

### Basis for Qualified Opinion

In common with many not-for-profit organizations, the Society derives revenue from fundraising activities and donations, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of the Society. Therefore, we were not able to determine whether any adjustments might be necessary to fundraising and donation revenue, excess of revenues over expenses, and cash flows from operations for the years ended March 31, 2023 and 2022, current assets as at March 31, 2023 and 2022, and net assets as at April 1 and March 31 for both the 2023 and 2022 fiscal years. Our audit opinion on the financial statements for the year ended March 31, 2022 was modified accordingly because of the possible effects of this limitation in scope.

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

### Other Information

Management is responsible for the other information. The other information comprises the information included in the Annual Report.

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

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

We obtained the Annual Report prior to the date of this auditor's report. If, based on the work we have performed on this other information, we conclude that there is a material misstatement of this other information, we are required to report that fact in this auditor's report. We have nothing to report in this regard.

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

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.



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

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

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

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

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

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

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

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

## Report on Other Legal and Regulatory Requirements

As required by the Societies Act (British Columbia), we report that, in our opinion, the accounting principles in Canadian accounting standards for not-for-profit organizations have been applied on a basis consistent with that of the preceding year.

*BDO Canada LLP*

Chartered Professional Accountants

September 13, 2023  
Whistler, British Columbia

BDO Canada LLP, a Canadian limited liability partnership, is a member of BDO International Limited, a UK company limited by guarantee, and forms part of the international BDO network of independent member firms.

**Sea to Sky Community Services Society**  
**Statement of Financial Position**

<b>For the year ended March 31</b>	<b>2023</b>	<b>2022</b>
<b>Assets</b>		
<b>Current</b>		
Cash and cash equivalents (Note 2)	\$ 2,015,271	\$ 3,328,275
Restricted cash (Note 2)	425,236	458,328
Term deposits (Note 3)	1,000,000	-
Accounts receivable (Note 4)	1,952,581	724,719
GST receivable	665,920	266,942
Prepaid expenses and deposits	72,738	73,130
	<u>6,131,746</u>	<u>4,851,394</u>
<b>Tangible Capital Assets (Note 5)</b>	<u>43,263,142</u>	<u>33,464,564</u>
	<u><b>\$49,394,888</b></u>	<u><b>\$ 38,315,958</b></u>

**Liabilities and Fund Balances****Liabilities****Current**

Accounts payable and accruals	\$ 1,643,362	\$ 1,837,567
Wages and benefits payable	889,150	485,314
Government remittances payable	108,106	123,073
Construction holdbacks payable	1,887,644	1,374,225
Current portion of mortgages payable (Note 6)	513,345	4,103,492
Deferred contributions from operations (Note 7)	142,185	123,542
Construction loan (Note 8)	14,146,321	7,261,510
	<u>19,330,113</u>	<u>15,308,723</u>
<b>Mortgages Payable (Note 6)</b>	<u>14,050,909</u>	<u>10,974,236</u>
	<u>33,381,022</u>	<u>26,282,959</u>
<b>Fund Balances (Note 10)</b>	<u>16,013,866</u>	<u>12,032,999</u>
	<u><b>\$49,394,888</b></u>	<u><b>\$ 38,315,958</b></u>

Approved on behalf of the Board:

DocuSigned by:  
[Redacted Signature]  
D23E8810A6AC313

Director

DocuSigned by:  
[Redacted Signature]  
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Director

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

**Sea to Sky Community Services Society**  
**Statement of Operations**

**For the year ended March 31**

**2023**

**2022**

**Revenue**

Grants - operating fund (Note 9)	\$11,397,083	\$ 9,073,469
Grants - capital fund (Note 9)	3,554,875	3,059,543
Donations - receipted (Note 9)	182,824	113,897
Donations - unreceipted (Note 9)	-	29,839
Fundraising	25,901	21,522
Childcare subsidies	46,218	85,002
User fees	551,961	1,066,922
Workshop revenue	3,478	2,996
Interest	123,657	21,560
Miscellaneous income	30,685	35,631
Rent	1,549,634	1,501,722

**17,466,316**      **15,012,103**

**Expenses**

Advertising	31,279	34,587
Amortization	738,494	702,577
Bank charges and interest	13,771	11,514
Bad debts (Note 4)	4,172	9,163
Client expense reimbursements	66,050	44,381
Client recreation fees	44,708	59,719
Contractor fees	1,395,141	1,037,010
Fees, licences and dues	27,545	27,902
Food	185,645	171,807
Freight	-	482
Fundraising costs	25,598	21,175
Honoraria	25,606	41,307
Insurance	167,473	119,320
Mortgage interest	534,428	515,417
Office and miscellaneous	554,568	447,270
Professional fees	92,820	90,876
Rent of facilities	177,870	179,729
Repairs and maintenance	543,665	479,638
Telephone, cable and Internet	56,023	57,604
Training costs	75,951	58,015
Utilities	518,008	442,732
Vehicles	135,407	107,386
Wages and benefits	8,071,227	7,001,482

**13,485,449**      **11,661,093**

**Excess of revenue over expenses for the year**

**\$ 3,980,867**      **\$ 3,351,010**

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



**Sea to Sky Community Services Society**  
**Statement of Changes in Fund Balances**

**For the year ended March 31**

	Capital Fund	Operating Fund	2023	2022
<b>Balance, beginning of year</b>	<b>\$ 10,323,176</b>	<b>\$ 1,709,823</b>	<b>\$ 12,032,999</b>	<b>\$ 8,681,989</b>
Revenue	3,554,875	13,911,441	17,466,316	15,012,103
Expenses	738,494	12,746,955	13,485,449	11,661,093
Excess of revenue over expenses for the year	2,816,381	1,164,486	3,980,867	3,351,010
Capital acquisition	6,560,115	(6,560,115)	-	-
Construction loan proceeds	(6,884,811)	6,884,811	-	-
Mortgage principal payments	513,474	(513,474)	-	-
Construction holdbacks	(513,419)	513,419	-	-
<b>Balance, end of year</b>	<b>\$ 12,814,916</b>	<b>\$ 3,198,950</b>	<b>\$ 16,013,866</b>	<b>\$ 12,032,999</b>
<b>Represented by</b>				
Externally restricted	\$ -	\$ 3,198,950	\$ 3,198,950	\$ 1,709,823
Invested in tangible capital assets	12,664,916	-	12,664,916	9,751,101
Externally restricted - capital fund	150,000	-	150,000	572,075
	<b>\$ 12,814,916</b>	<b>\$ 3,198,950</b>	<b>\$ 16,013,866</b>	<b>\$ 12,032,999</b>

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

**Sea to Sky Community Services Society**  
**Statement of Cash Flows**

For the year ended March 31	2023	2022
<b>Cash provided by (used in)</b>		
<b>Operating activities</b>		
Excess of revenue over expenses for the year	\$ 3,980,867	\$ 3,351,010
Items not requiring cash		
Amortization	738,494	702,577
Bad debts	4,172	9,163
Deferred contributions recognized as revenue	<u>(123,542)</u>	<u>(104,297)</u>
	<u>4,599,991</u>	<u>3,958,453</u>
<b>Changes in non-cash working capital balances</b>		
Accounts receivable	(1,232,034)	1,275,061
GST receivable	(398,978)	(91,773)
Prepaid expenses and deposits	392	(29,581)
Accounts payable and accruals	(194,205)	(105,346)
Wages and benefits payable	403,836	3,174
Contributions received and deferred	142,185	123,542
Government remittances payable	<u>(14,967)</u>	<u>98,937</u>
	<u>3,306,220</u>	<u>5,232,467</u>
<b>Investing activities</b>		
Tangible capital assets acquired	(10,537,072)	(12,237,732)
Term deposits purchased	<u>(1,000,000)</u>	<u>-</u>
	<u>(11,537,072)</u>	<u>(12,237,732)</u>
<b>Financing activities</b>		
Proceeds of construction loan	6,884,811	7,261,510
Repayment of mortgages payable	(513,474)	(503,082)
Construction holdbacks	513,419	1,013,155
Decrease (increase) in restricted cash	<u>33,092</u>	<u>(40,997)</u>
	<u>6,917,848</u>	<u>7,730,586</u>
<b>Increase (decrease) in cash during the year</b>	<b>(1,313,004)</b>	<b>725,321</b>
<b>Cash, beginning of year</b>	<u><b>3,328,275</b></u>	<u><b>2,602,954</b></u>
<b>Cash, end of year</b>	<u><b>\$ 2,015,271</b></u>	<u><b>\$ 3,328,275</b></u>

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

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## Sea to Sky Community Services Society Notes to the Financial Statements

March 31, 2023

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### 1. Summary of Significant Accounting Policies

#### Purposes of the Society

Sea to Sky Community Services Society (the "Society") provides a structure to co-ordinate programs and agencies in the social fields for the geographic area known as the Sea to Sky Corridor. Its purpose is to offer programs that align with best and promising practices in social service delivery and to explore and develop services not previously available in community.

The Society is incorporated under the Societies Act of British Columbia and is a registered charity under the Income Tax Act.

The Society offers 41 programs in the Sea to Sky Corridor supported by various funding sources including individual donors, foundations, and government partners.

#### Adult and Family Services

The Society provides clinical and therapeutic care for adults and families through a wide range of supports, from counselling to group parenting to family education, including:

- Family Development
- Women's Counselling and Outreach Services
- Community-Based Victim Services
- Counselling Subsidy Program
- Sexual Abuse Intervention Program

#### Children Services

The Society promotes and nurtures the development of positive habits and strategies for preparing children of all abilities, offering a variety of programs and services to support parents and their children, including:

- Child Care Resource and Referral Program
- Early Years Program - SPARK, Positive Discipline Parenting and Circle of Security
- StrongStart
- Healthy Pregnancy Outreach Program
- Infant Development Program
- Occupational and Physical Therapy Programs
- Fetal Alcohol Spectrum Disorder and Complex Behaviour Key Worker Program
- Supported Child Development Program

#### Childcare Services

Childcare programs provide families with quality care and education for their children, support in the early years and a supportive relationship with the caregivers and teachers. The Society offers a total of 184 childcare spaces for preschool-aged children (Squamish) and out-of-school care spaces for school-aged children (Squamish & Pemberton).

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## Sea to Sky Community Services Society Notes to the Financial Statements

March 31, 2023

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### 1. Summary of Significant Accounting Policies (continued)

#### Purposes of the Society (continued)

##### Youth Services

The Society offers programs and services on individual, group, and drop-in basis for young people under the age of 24, including:

- Behavioural Support Program
- Special Needs Resource Program
- Squamish Youth Services (Youth Hub)
- Foundry Centre

##### Community Outreach Services

Community outreach programs and services are designed to reach individual adults, seniors, and families who experience barriers or crisis-level needs in accessing services. These include:

###### Better at Home

- Homeless Outreach and Prevention
- Pemberton Food Bank and Food Hub
- Legal Advocacy Program

##### Community Living Services

The Society operates programs for adults with developmental disabilities in the Sea to Sky corridor. Services are offered in a coordinated fashion and guided by goals and priorities set by the participant. These include:

- Community and Employment Services program
- Life Skills and Community Access Program
- Group Home Programs (Newport and Harmony)
- Home Share Program

##### Affordable Housing

232 units of affordable housing for low to moderate income earners, including rent-geared-to-income units for families and seniors.

- Castle Rock Family Housing
- Riverstones Housing
- Centrepoint Apartments
- Spirit Creek Apartments

The Society operates Castle Rock Family Housing, a 40-unit government subsidized housing complex located in Squamish. Townhouse-style units are available for rent to families with children up to 18 years of age.

The Society operates all 84 units of the Riverstones Housing complex. The Society is responsible for collecting rent from all tenants and paying expenses applicable to the operation of all units.

**Sea to Sky Community Services Society**  
**Notes to the Financial Statements**

**March 31, 2023**

**1. Summary of Significant Accounting Policies (continued)**

**Purposes of the Society (continued)**

**Affordable Housing (continued)**

There are five buildings within the housing complex of which two are BC Housing Management Commission ("BC Housing") Regulated Gross Income units where rent is set at a fixed amount based on 30% of the tenant's gross income at time of application, which is then adjusted annually. The remaining four buildings are rented to tenants with low to moderate income and calculated from the annual Housing Income Limits set by BC Housing.

The Society operates the Centrepoint building, which contains 32 rental housing units. 15 of these units are owned by the Provincial Rental Housing Corporation. All units are rented to tenants with low to moderate income and calculated from the annual Housing Income Limits set by BC Housing.

The Society owns and operates 76 affordable housing units at Spirit Creek Apartments with funding from BC Housing. 20% of units are deeply subsidized for low income individuals and families; 50% are rent geared to income units for low to moderate income households; and 30% of units are market rentals.

**Basis of Presentation**

The financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations.

**Fund Accounting**

The Society follows the restricted fund method of accounting for contributions. Revenues and expenses related to program delivery and administrative activities are reported in the Operating Fund. This fund reports unrestricted and restricted resources for which there is no related fund. The Capital Fund reports assets, liabilities, revenues and expenses related to the tangible capital assets (Note 10).

**Tangible Capital Assets**

Tangible capital assets are recorded at cost on the statement of financial position. Amortization is charged to the Capital Fund on a straight-line basis over the expected useful life of the assets. Amortization is provided as follows:

Buildings	40	years straight-line basis
Buildings under capital lease	20-36	years straight-line basis
Computer equipment	3	years straight-line basis
Furniture and equipment	10	years straight-line basis
Leasehold improvements	6	years straight-line basis
Paving/fencing	12	years straight-line basis
Vehicles	5	years straight-line basis
Construction in progress	0	as not yet available for use

In the event that facts and circumstances indicate that the Society's tangible capital assets no longer have any long-term service potential to the Society, the excess of the asset's net carrying amount over any residual value is recognized as an expense in the statement of operations.

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**Sea to Sky Community Services Society**  
**Notes to the Financial Statements**

**March 31, 2023**

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**1. Summary of Significant Accounting Policies (continued)**

**Revenue Recognition**      Unrestricted operating government grants are recognized as revenue when received or receivable if the amount can be reasonably estimated and collection is reasonably assured. Such grants, if contributed for a future period, are deferred and reported as deferred contributions until that future period.

Unrestricted donations are recognized as revenue when received or receivable if the amount can be reasonably estimated and collection is reasonably assured. Restricted donations and grants are recognized as revenue in the appropriate restricted fund in the year in which the funds are received. Restricted donations and grants for which no fund exists are recognized in the Operating Fund under the deferral method and are recognized as revenue in the year in which the related expenses are incurred.

Amounts pledged for future periods, due to the inherent uncertainty of their collection, are not recognized until such a time that they are received or collection is reasonably assured.

Other unrestricted revenue, including user fees and childcare subsidies, are reported as revenue when services are provided, and amounts receivable can be reasonably estimated and collection is reasonably assured.

Rental revenue is recognized evenly each month over the term of the lease.

**Contributed Services and Materials**

Management has chosen to not recognize contributed materials or services for donations provided to the Society or directly associated with its programs. As such, these contributions to the Society have not been recognized in the Society's financial statements.

**Use of Estimates**

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Areas requiring management to exercise judgment on the determination of estimates include collectibility of accounts receivable, useful lives of tangible capital assets, the allocation of expenses to various programs and grants, and completeness of accounts payable and accrued liabilities and wages and benefits payable. Actual results could differ from management's best estimates as additional information becomes available and may impact future periods.

**Income Taxes**

The Society is exempt from income tax under Section 149(1)(l) of the Income Tax Act.

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**Sea to Sky Community Services Society**  
**Notes to the Financial Statements**

**March 31, 2023**

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**1. Summary of Significant Accounting Policies (continued)**

**Financial Instruments** The Society's financial instruments consist of cash and cash equivalents, restricted cash, term deposits, accounts receivable, GST receivable, accounts payable and accruals, wages and benefits payable, government remittances payable, construction holdbacks payable, construction loan payable, and mortgages payable. The Society has measured all of its financial instruments at amortized cost using the effective interest rate method.

In the event that facts and circumstances indicate that the Society's financial instruments have suffered a permanent decline in value, the excess of the financial instrument's carrying value over any net realizable value is recognized as an expense in the statement of operations.

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**2. Cash and Cash Equivalents**

Cash and cash equivalents consists of cash on hand and bank balances.

The Society's bank accounts are held at one chartered bank and one credit union. The bank accounts earn interest at the current prevailing rates.

Restricted cash is comprised of the following:

	2023	2022
Castle Rock Replacement Reserve	\$ 102,362	\$ 91,457
Riverstones Replacement Reserve	169,267	163,548
Riverstones Strata Contingency Reserve Fund	67,585	124,959
Centrepoint Replacement Reserve	10,637	35,813
Centrepoint Strata Contingency Reserve Fund	75,385	42,551
	<u>\$ 425,236</u>	<u>\$ 458,328</u>

The Society has an authorized operating line of credit in the amount of \$250,000 with a financial institution for working capital purposes, bearing interest at a rate of prime plus 1% per annum. As at year-end, the balance of the operating loan is \$Nil (2022 - \$Nil).

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**3. Term Deposits**

Term deposits consists of Non-Redeemable Annual Term Deposits and Cashable 90 Day Lockout Term Deposits maturing on March 29, 2024 with effective interest rates of 4.50% to 5.15%.

The carrying value of investments at year-end is \$1,000,000 (2022 - \$Nil).



**Sea to Sky Community Services Society**  
**Notes to the Financial Statements**

**March 31, 2023**

**4. Accounts Receivable**

	2023	2022
Grants and subsidies	\$ 1,944,710	\$ 703,168
User fees and rent	7,871	21,551
	\$ 1,952,581	\$ 724,719

Included in grants and subsidies receivable is \$178,937 relating to the 2019 to 2022 fiscal years, due from BC Housing representing management's best estimate of the additional subsidy required to bring the debt service ratio related to the Riverstones Affordable Rental Housing Project to 1.00 (Note 11).

\$1,035,502 in grants and subsidies receivable relates to capital costs incurred for the Castle Rock renovations, which will be reimbursed to the Society by a forgivable loan (Note 9).

Management reviewed all user fees and tenant rent receivables at year end and wrote off any amounts that were considered not collectible as a bad debt expense. It is management's opinion that the Society is not exposed to significant credit risk arising from the balance of these receivables.

**5. Tangible Capital Assets**

	2023		2022	
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Buildings under capital lease	\$12,813,688	\$ 5,293,727	\$ 7,519,961	\$ 7,989,683
Buildings	8,350,808	1,321,457	7,029,351	7,206,222
Computer equipment	26,062	26,062	-	-
Construction in progress	26,732,930	-	26,732,930	18,129,172
Furniture and equipment	319,099	266,367	52,732	70,453
Land	1,703,500	-	1,703,500	-
Leasehold improvements	1,045,771	856,789	188,982	5,289
Paving/fencing	37,524	30,019	7,505	10,006
Vehicles	114,328	86,147	28,181	53,739
	\$51,143,710	\$ 7,880,568	\$43,263,142	\$ 33,464,564

Construction in progress includes \$23,704,031 (2022 - \$18,032,154) in development costs for the Spirit Creek affordable housing and Foundry Sea to Sky project, \$304,617 (2022 - \$nil) for a new affordable housing project at Harrow Road in Pemberton, BC and \$2,662,686 (2022 - \$78,305) for a capital improvement project at the Castle Rock Family Housing complex. The Harrow Road affordable housing project is being constructed on land purchased during the year and portions of the projects are being financed by BC Housing through forgivable loans and construction financing (Notes 8 and 9).

**Sea to Sky Community Services Society**  
**Notes to the Financial Statements**

**March 31, 2023**

**6. Long-term Debt**

	2023	2022
Castle Rock, Lot B Block R District Lot 4261 Plan, VAP23209, Squamish, BC, interest at 2.51% compounded semi-annually, repayable at \$21,320 per month, maturing February 1, 2027.	\$ 953,762	\$ 1,182,662
Riverstones housing complex, #101-106, #301-306 and #401-406 at each of 39846, 39854, 39858 Government Road, Squamish, BC, interest at 3.48% compounded semi-annually, repayable at \$35,757 per month, maturing May 1, 2024.	7,383,907	7,554,665
Centrepoint - Residential housing complex, #308, #401-408, and #501-508 at 38020 4th Avenue, Squamish, BC., interest at 2.886% compounded semi-annually, repayable at \$10,949 per month, maturing Feb 1, 2028.	2,636,567	2,691,466
Centrepoint - Community Centre, Strata Lot 2 and 3, 38024 4th Avenue, Squamish, BC, interest at 6.10% compounded semi-annually, repayable at \$21,747 per month, maturing Oct 16, 2025.	3,590,018	3,648,935
Total mortgage balance	<b>\$14,564,254</b>	<b>\$ 15,077,728</b>
Current portion of long-term debt	<b>(513,345)</b>	<b>(4,103,492)</b>
	<b>\$14,050,909</b>	<b>\$ 10,974,236</b>

The mortgages are secured by registered first charges against the mortgaged properties and an assignment of rents and insurance proceeds.

The carrying values of the mortgaged properties are as follows:

	2023	2022
Castle Rock housing complex	\$ 1,020,219	\$ 1,213,084
Riverstones housing complex	6,530,002	6,771,854
Centrepoint residential housing complex	3,701,233	3,814,421
Centrepoint Community Centre	2,775,160	2,860,023
	<b>14,026,614</b>	<b>14,659,382</b>

**Sea to Sky Community Services Society**  
**Notes to the Financial Statements**

**March 31, 2023**

**6. Long-term Debt (continued)**

The following principal payments are required over the remaining terms of all mortgages:

Year	Amount
2024	\$ 513,346
2025	7,555,134
2026	3,801,872
2027	293,359
2028	2,400,543
	<u>\$ 14,564,254</u>

**7. Deferred Contributions from Operations**

The deferred contributions from operations are grants received in the current year that are designated for program funding in future periods.

	2023	2022
Direct Access - Gaming	86,850	100,000
Other	55,335	23,542
	<u>\$ 142,185</u>	<u>\$ 123,542</u>

The changes in the deferred contributed balance for the year are as follows:

	2023	2022
Unamortized balance, beginning of year	\$ 123,542	\$ 104,297
Contributions received in the year	142,185	123,542
Recognized as revenue	(123,542)	(104,297)
	<u>\$ 142,185</u>	<u>\$ 123,542</u>

**8. Construction Loan**

	2023	2022
BC Housing ("BCHMC"), Interest free loan for construction of the Spirit Creek Apartments affordable housing project at 38648 Buckley Avenue, Squamish, BC.	\$11,884,026	\$ 7,261,510
BCHMC, Interest bearing loan for construction of the Harrow Road affordable housing project at Harrow Road and Portage Road, Pemberton, BC.	2,262,295	-
	<u>\$14,146,321</u>	<u>\$ 7,261,510</u>

**Sea to Sky Community Services Society**  
**Notes to the Financial Statements**

**March 31, 2023**

**8. Construction Loan (continued)**

The Construction Phase of the Spirit Creek Apartments affordable housing project commenced during 2021 with financing from BC Housing, first through the advance of a forgivable loan (Note 9). On May 3rd, 2023, the outstanding repayable amount was paid out and the principal of \$15,020,000 was refinanced as a takeout mortgage by the Bank of Nova Scotia for a 10 year term at a rate of 3.58% per annum, compounded semi-annually.

The Construction Phase of the Harrow Road affordable housing project commenced during 2023 with preliminary financing committed from BC Housing, to a maximum of \$3,617,529. The loan bears interest at BC Housing's variable rate, calculated and payable monthly on the outstanding principal balance. Before project completion, the total outstanding repayable amount will be paid out and replaced with further construction financing.

**9. Grant and Donation Revenue**

Grant revenue is from the following sources:

	2023	2022
Government of Canada	\$ 754,196	\$ 182,120
Province of British Columbia	7,935,811	6,910,791
Municipalities	297,727	309,184
Other - Charities and Corporations	2,409,349	1,671,374
Total grant revenue - operating fund	\$11,397,083	\$ 9,073,469
Province of British Columbia - loan forgiveness (i)	\$ 2,714,686	\$ 2,400,344
Other capital grants	840,189	659,199
Total grant revenue - capital fund	\$ 3,554,875	\$ 3,059,543

- (i) BC Housing has extended \$2,714,686 (2022 - \$78,305) in funding in relation to construction financing for the capital improvement project at the Castle Rock Family Housing complex (Note 5). The associated financing was approved by BC Housing with up to \$4,099,800 of forgivable loan to be advanced as project expenditures are incurred. The full amount is forgivable provided that the Society remains compliant under the related agreements by utilizing the funding for capital improvements and continuing to operate the premises as intended. One 10th of the principal is forgiven annually beginning in the year following loan commencement. Management has assessed it to be likely that the Society will meet all forgiveness criteria and, as a result, the amounts have been recognized as grant revenue during the year.

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**Sea to Sky Community Services Society**  
**Notes to the Financial Statements**

**March 31, 2023**

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**9. Grant and Donation Revenue (continued)**

BC Housing extended an \$8,056,000 forgivable loan for the affordable housing project at 38648 Buckley Avenue (Note 5). In 2022, the Society had fully drawn the forgivable mortgage with the remaining financing being funded by a construction loan from BC Housing (Note 8). The full amount is forgivable provided that the Society remains compliant under the related agreements by continuing to develop, use and operate the premises as intended. One 25th of the principal is forgiven annually beginning at the 11th year following loan commencement. This loan is secured by the land (Note 11), building and assignment of rents. Management has assessed it to be likely that the Society will meet all forgiveness criteria and, as a result, the amounts have been recognized as grant revenue in the year received.

Donation revenue is derived primarily from corporations and individuals.

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**10. Restricted Funds and Inter-Fund Transfers - Measurement Uncertainty**

Capital and operating program funding surpluses at year-end will be presented as externally restricted or internally restricted. Externally restricted funds are those received from funders for a stipulated purpose other than general operating, and internally restricted funds are those set aside by management or the board of directors for future capital and operating needs. Externally restricted funds are typically governed by contracts which set out how the funds and any resulting surpluses may be used.

However, many programs share the same purpose/mandate set out by the funder and, as a result, accumulated surpluses reported on a program by program basis are management's best estimate and may not be wholly restricted to that particular program but rather to a broad group of programs. As this determination is inherently uncertain, the classification between internally and externally restricted fund balances is difficult to establish. For this reason, management has chosen to present all operating surpluses as externally restricted even though they have some discretion as to how surplus funds are applied within the mandated purpose.

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**11. Commitments and Contractual Obligations**

**Castle Rock Family Housing Land Lease**

The Society has assumed the lease of land on which Castle Rock Family Housing is located. The District of Squamish owns the land and has leased it to the Society under a 60 year term (initiated in 1991) for \$1, to be used solely for social housing. Upon termination of the lease or if the lease is terminated due to violation of the terms, the Society (tenant) will surrender possession of the lands and building to the District of Squamish (landlord).

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**Sea to Sky Community Services Society**  
**Notes to the Financial Statements**

**March 31, 2023**

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**11. Commitments and Contractual Obligations (continued)**

**Riverstones Affordable Rental Housing Project**

The Squamish Riverstones Development ("SRD") consists of 84 stratified residential units for seniors and persons with disabilities and is established under two housing programs.

The first program consists of 54 residential units leased and operated by the Society under the Community Partnership Initiative ("CPI") Operating Agreement dated July 1, 2011. These units are owned by a private owner who has entered into a long term lease with the Society. The Society's leasehold interest in the CPI units has been financed by way of leasehold mortgage, as arranged by BC Housing (Note 6). Upon expiration of the lease on August 25, 2050, the right to use and operate the building will revert back to the private owner.

The second program consists of 30 residential units owned by the Provincial Rental Housing Corporation, and operated by the Society under the Seniors' Rental Housing Initiative ("SRHI") Operator Agreement dated July 1, 2011.

Under both agreements, the Society is responsible for collecting all rents and other revenue, and for paying out of such revenues all costs associated with the operation of the SRD. The agreements are effective for a 40 year term.

Due to various estimation issues that occurred during the development stage, the Society experienced unexpected increases in operating costs creating a projected deficiency for the housing programs. The Society indicated to BC Housing that they required protection from any losses arising from these programs. In March 2014, the Society and BC Housing agreed to amend the original agreement to protect the Society from any losses and an updated agreement was signed in December 2014 to reflect this change.

The amendment is effective December 1, 2010 and includes two new clauses which state that: 1) BC Housing will pay the difference if units are rented below a set rate, and 2) BC Housing will, to the extent necessary, make further subsidy payments to the Society to achieve a debt servicing coverage of 1.00. BC Housing will not pay this additional subsidy to the extent there are accumulated surpluses from prior years.

**Spirit Creek Apartments and Foundry Sea to Sky**

The Spirit Creek Apartments affordable housing project and Foundry Sea to Sky project entered the construction phase in 2021, with substantial completion achieved in April 2023. The land on which the related building is being constructed is owned by the District of Squamish (the "District"). The Society and the District have entered into a 60 year premises lease for the use of lands; rent is \$60 for the term of the lease and the Society has one option to renew for an additional 60 year period. The Society must use the premises to provide affordable housing units to remain in compliance with the terms of the lease.

The Society must also continue to develop, use and operate affordable housing units out of the related building to comply with the terms of the forgivable loan described in Note 9.

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## Sea to Sky Community Services Society Notes to the Financial Statements

March 31, 2023

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### 11. Commitments and Contractual Obligations (continued)

#### Centrepont Affordable Housing Project

Upon completion, 15 of the 32 rental units constructed in the Centrepont Apartments were purchased by the Provincial Rental Housing Corporation (PRHC) for \$2,800,000. On April 1, 2016, the Society and BC Housing entered into two operating agreements for the rental units, the Community Partnership Initiative Operating Agreement (CPIOA) and the Investment in Affordable Housing Short Form Operator Agreement (IAHOA).

The IAHOA pertains to the operation of the 15 residential units owned by the PRHC. It specifies that the residential units will be managed and operated by the Society for the provision of rental housing to low and moderate income households. This agreement has been extended for a five year term ending August 10, 2027.

The CPIOA governs the operation and management of the 17 rental units owned by the Society. The term of this agreement is 40 years from the commencement date of April 1, 2016 and states that the purpose is to provide housing for households with low to moderate incomes, with at least 51% of the units being offered at below market rent.

The agreement also provides that rental revenue collected by the Society will be used to cover all operating and other costs for the program. Surpluses may be used to increase the number of units being offered at below market rent or may be required to be repaid to BC Housing. BC Housing will not be responsible for any operating deficits or extraordinary expenses.

#### Centrepont Post-Construction Phase and Forgivable Loan

Upon completion of construction, the Society and the Squamish United Church entered into the post-construction phase of the master agreement for the Centrepont project. This phase involves a space-sharing agreement including a 99 year lease provided to the Church for \$1. Both parties also became members of the new strata corporation, The Owners, Strata EPS 4384, and share the costs to maintain the common area property in accordance with the strata bylaws.

In the 2018 fiscal year, the Society entered into a forgivable loan agreement with the Sea to Sky Regional Hospital District for \$100,000 to be used towards the construction of the Centrepont building. The loan is forgivable over 10 years, during which time the Society must use the Health Facility Area for Health Facility Use. The funds under this agreement were received and recorded as grant revenue in the year ended March 31, 2018. As at March 31, 2023, \$50,000 has not yet been forgiven under this agreement (2022 - \$60,000). In the event of default, the amount to be repaid will be pro-rated based on the term of the loan.

#### Program Funding Commitment

The Society has an agreement with the Sunshine Coast Community Services Society ("SCCSS") to provide a maximum of \$60,000/year from April 1, 2017 to March 31, 2023 to cover direct expenses of the Parent-Tot drop in program administered by SCCSS.

**Sea to Sky Community Services Society**  
**Notes to the Financial Statements**

**March 31, 2023**

**11. Commitments and Contractual Obligations (continued)**

**Leases**

The Society has committed to a number of leases for vehicles, equipment and premises. The minimum lease payments, including GST and operating costs incorporated into the agreements, in each of the next five years are as follows:

Year	Vehicles	Equipment	Premises	Total
2024	\$ 9,441	\$ 16,986	\$ 82,026	\$ 108,453
2025	9,441	15,183	79,651	104,275
2026	6,286	15,183	82,715	104,184
2027	872	15,183	86,057	102,112
2028	-	2,531	21,723	24,254
<b>Total</b>	<b>\$ 26,040</b>	<b>\$ 65,066</b>	<b>\$ 352,172</b>	<b>\$ 443,278</b>

**12. Municipal Pension Plan**

The Society and its employees contribute to the Municipal Pension Plan (the "Plan"), a jointly trustee pension plan. The board of trustees, representing plan members and employers, is responsible for overseeing the management of the Plan, including investment of the assets and administration of benefits. The Plan is a multi-employer contributory pension plan. Basic pension benefits provided are based on a formula. As at December 31, 2021, the plan has about 227,000 active members and approximately 118,000 retired members. Active members include approximately 42,000 contributors from local governments.

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

The most recent actuarial valuation as at December 31, 2021 indicated a \$3,761 million funding surplus for basic pension benefits on a going concern basis.

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

The Society paid \$421,756 (2022 - \$385,470) for employer contributions while employees contributed \$381,319 (2022 - \$345,429) to the Plan in fiscal 2023.



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**Sea to Sky Community Services Society**  
**Notes to the Financial Statements**

**March 31, 2023**

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**13. Economic Dependence**

The Province of British Columbia provided 61% (2022 - 63%) of the Society's revenue recognized in 2023. As a result, the Society is economically dependent on the provincial government for the funding required to deliver its services and programs.

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**14. Financial Instrument Risk**

The Society, through its financial instruments, is exposed to various risks. The following analysis provides an assessment of those risks as at March 31, 2023. These risks remain unchanged from prior year.

**Credit Risk**

Credit risk is the risk of loss to the Society if a counterparty to a financial instrument fails to meet its contractual obligations. The Society is exposed to credit risk from its cash and cash equivalents and accounts receivable. As at March 31, 2023, the Society's maximum exposure to credit risk is \$5,393,088 (2022 - \$4,511,322).

To mitigate the risk, the Society has deposited its cash and cash equivalents with reputable financial institutions. Grants and subsidies receivable of \$1,944,710 (2022 - \$703,168) are due from various levels of governments and governmental organizations.

**Liquidity Risk**

Liquidity risk is the risk that the Society may be unable to generate or obtain sufficient cash or cash equivalents in a timely and cost effective manner to meet its commitments as they come due. Liquidity risk includes the risk that, as a result of operational liquidity requirements, the Society will not have sufficient funds to settle a transaction on the due date; will be forced to sell financial assets at a value which is less than what they are worth; or may be unable to settle or recover a financial asset. Liquidity risk arises from accounts payable and accrued liabilities, wages and benefits payable, government remittances payable and mortgage payable. The Society manages its liquidity by matching expenditures to approved funding and by carrying sufficient cash reserves to meet its current obligations. It also has an authorized operating line of credit available in the amount of \$250,000 to utilize when necessary.

**Interest Rate Risk**

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Society is exposed to fluctuations in interest rates which impact the fair value and future cashflows on its mortgages payable. As at March 31, 2023, the recorded value of instruments subject to interest rate risk totaled \$14,564,254 (2022 - \$15,077,728).

It is Management's opinion that the Society is not exposed to significant currency risks.

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**Sea to Sky Community Services Society**  
**Notes to the Financial Statements**

**March 31, 2023**

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**15. Remuneration of Directors, Employees and Contractors**

The Societies Act (British Columbia) requires the Society to disclose the total remuneration paid to Directors, for either being a Director or for acting in another capacity, as well as the total number of employees or contractors with annual remuneration equal to or greater than \$75,000 and the aggregate remuneration of those employees.

During the year no amounts were paid to Directors of the Society for acting in their noted capacity (2022 - \$Nil). A total of 9 (2022 - 7) employee received remuneration in excess of \$75,000 which resulted in an expenditure of \$759,918 (2022 - \$602,712).

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**16. Interfund Transfers and Loans**

Tangible capital assets net of mortgages and construction loan payable are from the invested in tangible capital assets fund. All other assets and liabilities are part of the operating fund.

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**17. Comparative Figures**

Certain comparative figures have been reclassified to conform with the current year's presentation.



	<b>Operating Budget FY 2024</b>
<b>Revenues</b>	
BC Housing	1,183,540
Childcare fees	623,386
Community Living BC	2,599,903
District of Squamish	282,001
Donations & Fundraising	612,080
Gaming	182,500
Health Canada	360,341
Interest Income	67,042
Ministry of Children & Family Development	4,439,632
Ministry of Mental Health and Addiction	700,000
Ministry of Public Safety and Solicitor General	344,452
Other Agencies	501,686
Other fees	50,240
Rental Income	2,517,767
Resort Municipality of Whistler	9,500
United Way	340,184
<b>Total Revenue</b>	<b>14,831,054</b>
<b>Expenses</b>	
Advertising	40,027
Client Expenses	123,140
Client Recreation fees	69,226
Contracted Client support	408,532
Contractor fees	355,979
Fees, licences and dues	24,933
Food	174,340
Fundraising costs	10,574
Honorariums	20,451
Insurance	117,621
Interest and Mortgage Payments	1,819,203
Office Supplies and Equipment	175,724
Professional Development	52,314
Professional fees	238,325
Program costs	164,115
Property Tax & Utilities	620,752
Rent	172,991
Repairs and Maintenance	349,869
Replacement Reserve contribution	117,612
Salaries and Wages	9,108,016
Strata Expense	445,853
Telephone, cable, internet	63,248
Travel	91,496
Vehicle	57,645
<b>Total Expenses</b>	<b>14,831,053</b>
<b>Net surplus (Deficit)</b>	<b>0</b>

**NOTES:**

The above operating budget does not include any capital projects; Harrow Road, Playgroup  
 Capital fundraising campaign proceeds and costs are not included  
 Budget prepared on a cash basis, any unspent fund carry overs and amortization are not included  
 Mortgage is included at full payment amount with interest and principal



## Summary of your T3010 return

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Name:

**SEA TO SKY COMMUNITY SERVICES SOCIETY**

BN/Registration number:

[REDACTED]

Fiscal period:

**April 01, 2021 to March 31, 2022**

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Your Registered Charity Information Return was successfully submitted.

Date and time submitted: 2022-09-26 at 19:15:43

Case Number:

[REDACTED]

Retain your case number for future reference.

We highly recommend that you keep a full copy of your Registered Charity Information Return. To print your T3010 details use the "Print Preview" button. Do **NOT** send a printed copy of this summary to the CRA.

All amounts are in Canadian dollars.

## Basic information sheet

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### Primary program areas

#### Program areas

Did the charity receive a Registered Charity Basic Information sheet?

**No**

The CRA does not need you to complete any other information in this section.

## Section A - Identification

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### Position, operations, designation

Web address (if applicable)

**www.sscs.ca**

#### Question A1

1510 Was the charity in a subordinate position to a head body?

**No**

#### Question A2

1570 Has the charity wound-up, dissolved, or terminated operations?

No

Question A3

1600 Is the charity designated as a public foundation or private foundation?

No

## Section B - Directors/Trustees and Like Officials

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### Form T1235: Total number of directors/trustees and like officials

Total number of directors/trustees and like officials

11

### Form T1235: List of directors, trustees or like officials

#### Director/trustee and like official #1

Full name: **Brittni Troy**

Term - Start date: **2017-09-21**

Term - End date:

Position: **Treasurer**

At arm's length: **Yes**

Residential address (confidential):

Phone number (confidential):

Date of birth (confidential):

#### Director/trustee and like official #2

Full name: **Bob Deeks**

Term - Start date: **2021-09-08**

Term - End date:

Position: **Director**

At arm's length: **Yes**

Residential address (confidential):

Phone number (confidential):

Date of birth (confidential):

#### Director/trustee and like official #3

Full name: **Christina James**

Term - Start date: **2022-02-07**

Term - End date:

Position: **Director**

At arm's length: **Yes**

Residential address (confidential):

Phone number (confidential):

Date of birth (confidential):

#### Director/trustee and like official #4

Full name: **Julia Black**  
Term - Start date: **2018-09-19**  
Term - End date:  
Position: **Board Chair**

At arm's length: **Yes**  
Residential address (confidential): [REDACTED]  
Phone number (confidential): [REDACTED]  
Date of birth (confidential): [REDACTED]

**Director/trustee and like official #5**

Full name: **Mike Skrypnek**  
Term - Start date: **2022-02-07**  
Term - End date:  
Position: **Director**

At arm's length: **Yes**  
Residential address (confidential): [REDACTED]  
Phone number (confidential): [REDACTED]  
Date of birth (confidential): [REDACTED]

**Director/trustee and like official #6**

Full name: **Shannon Kelly**  
Term - Start date: **2022-09-12**  
Term - End date:  
Position: **Director**

At arm's length: **Yes**  
Residential address (confidential): [REDACTED]  
Phone number (confidential): [REDACTED]  
Date of birth (confidential): [REDACTED]

**Director/trustee and like official #7**

Full name: **Stephen Reichert**  
Term - Start date: **2019-10-09**  
Term - End date:  
Position: **Vice Chair**

At arm's length: **Yes**  
Residential address (confidential): [REDACTED]  
Phone number (confidential): [REDACTED]  
Date of birth (confidential): [REDACTED]

**Director/trustee and like official #8**

Full name: **Judith Walton**  
Term - Start date: **2021-09-08**  
Term - End date: **2022-02-24**  
Position: **Director**

At arm's length: **Yes**  
Residential address (confidential): [REDACTED]  
Phone number (confidential): [REDACTED]  
Date of birth (confidential): [REDACTED]

**Director/trustee and like official #9**

Full name: **Jocelyn Pointkoski**  
Term - Start date: **2018-10-10**  
Term - End date: **2022-09-14**

Position: **Director**

At arm's length: **Yes**

Residential address (confidential): [REDACTED]

Phone number (confidential): [REDACTED]

Date of birth (confidential): [REDACTED]

**Director/trustee and like official #10**

Full name: **Katherine Edwards**

Term - Start date: **2018-09-19**

Term - End date: **2022-09-14**

Position: **Director**

At arm's length: **Yes**

Residential address (confidential): [REDACTED]

Phone number (confidential): [REDACTED]

Date of birth (confidential): [REDACTED]

**Director/trustee and like official #11**

Full name: **Errin Mechler**

Term - Start date: **2018-10-10**

Term - End date: **2022-09-14**

Position: **Vice Chair**

At arm's length: **Yes**

Residential address (confidential): [REDACTED]

Phone number (confidential): [REDACTED]

Date of birth (confidential): [REDACTED]

**Director/trustee and like official #12**

Full name: **Negar Elmieh**

Term - Start date: **2019-09-19**

Term - End date: **2022-09-14**

Position: **Director**

At arm's length: **Yes**

Residential address (confidential): [REDACTED]

Phone number (confidential): [REDACTED]

Date of birth (confidential): [REDACTED]

**Are you incorporated in Ontario?**



The Canada Revenue Agency is no longer collecting this information on behalf of the Ontario Ministry of Government and Consumer Services. This information should be filed directly with the new Ontario Business Registry at [ontario.ca/businessregistry](https://ontario.ca/businessregistry).

For more information, visit Ontario Business Registry or call ServiceOntario at 416-314-8880 or toll-free at 1-800-361-3223. TTY users can contact ServiceOntario at 416-325-3408 (TTY GTA) or toll-free at 1-800-268-7095 (TTY Canada).

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## Section C - Programs and general information

## Question C1

1800 Was the charity active during the fiscal period?

**Yes**

## Question C2

Describe all **ongoing** and **new** charitable programs the charity carried on this fiscal period to further its purpose(s) (as defined in its governing documents). "Programs" includes all of the charitable activities that the charity carries out on its own through employees or volunteers as well as through qualified donees and intermediaries. The charity may also use this space to describe the contributions of its volunteers in carrying out its activities, for example, number of volunteers and/or hours. **Do not** include the names of employees or volunteers. Grant-making charities should describe the types of organizations they support. **Do not** describe fundraising activities in this space.

Ongoing programs

**The Society offers 41 programs in the Sea to Sky Corridor supported by various funding sources including individual donors, foundations, and government partners.**

**Adult and Family Services provides clinical and therapeutic care for adults and families through a wide range of supports, from counselling to group parenting to family education, including: Family Development, Women's Counselling and Outreach Services, Community-Based Victim Services, Counselling Subsidy, Sexual Abuse Intervention.**

**Children Services promotes and nurtures the development of positive habits and strategies for preparing children of all abilities, offering a variety of programs and services to support parents and their children, including: Child Care Resource and Referral; Early Years Program – SPARK, Positive Discipline Parenting and Circle of Security, StrongStart, Healthy Pregnancy Outreach, Infant Development, Occupational and Physical Therapy, Fetal Alcohol Spectrum Disorder and Complex Behaviour Key Worker, Supported Child Development.**

**Childcare Services provide families with quality care and education for their children, support in the early years and a supportive relationship with the caregivers and teachers. The Society offers a total of 184 childcare spaces for preschool-aged children (Squamish) and out-of-school care spaces for school-aged children.**

**Youth Services on individual, group, and drop-in basis for young people under the age of 24, including: Behavioural Support, Special Needs Resource, Squamish Youth Services (Youth Hub), Foundry Centre**

**Community Outreach Services are designed to reach individual adults, seniors, and families who experience barriers or crisis-level needs in accessing services. These include: Better at Home, Homeless Outreach and Prevention, Food Bank and Food Hub, Legal Advocacy Program**

**Community Living Services programs for adults with developmental disabilities in the Sea to Sky corridor. Services are offered in a coordinated fashion and guided by goals and priorities set by the participant. These include: Community and Employment Services, Life Skills and Community Access, Group Homes, Home Share,**

**156 units of affordable housing for low to moderate income earners, including rent-geared-to-income units for families and seniors. Castle Rock Family Housing, Riverstones Housing, Centrepoint Apartments**

New programs

**Additional housing developments under construction, but not yet operational.**

## Question C3



2000 Did the charity make gifts or transfer funds to qualified donees or other organizations?

No

#### Question C4

2100 Did the charity carry on, fund, or provide any resources through employees, volunteers, agents, joint ventures, contractors, or any other individuals, intermediaries, entities, or means (other than qualified donees) for any activity/program/project outside Canada?

No

#### Question C5 Public policy dialogue and development activities



This question has been removed.

#### Question C6

If the charity carried on fundraising activities or engaged third parties to carry on fundraising activities on its behalf, select all fundraising methods that it used during the fiscal period.

##### Types of fundraising methods

*(Select all that apply)*

- 2500  Advertisements/print/radio/TV commercials
- 2510  Auctions
- 2530  Collection plate/boxes
- 2540  Door-to-door solicitation
- 2550  Draws/lotteries
- 2560  Fundraising dinners/galas/concerts
- 2570  Sales
- 2575  Internet
- 2580  Mail campaigns
- 2590  Planned-giving programs
- 2600  Targeted corporate donations/sponsorships
- 2610  Targeted contacts
- 2620  Telephone/TV solicitations
- 2630  Tournament/sporting events
- 2640  Cause-related marketing
- 2650  Other

**Question C7**

2700 Did the charity pay external fundraisers?  
**No**

**Question C8**

3200 Did the charity compensate any of its directors/trustees or like officials or persons not at arm's length from the charity for services provided during the fiscal period (other than reimbursement for expenses)?  
**No**

**Question C9**

3400 Did the charity incur any expenses for compensation of employees during the fiscal period?  
**Yes**

You **must** complete Schedule 3, Compensation. Schedule 3 is now available to you on the Overview page.

**Question C10**

3900 Did the charity receive any donations or gifts of any kind valued at \$10,000 or more from any donor that was NOT resident in Canada and was NOT any of the following:

- a Canadian citizen, nor
- employed in Canada, nor
- carrying on a business in Canada, nor
- a person having disposed of taxable Canadian property?

**No**

**Question C11**

4000 Did the charity receive any non-cash gifts for which it issued tax receipts?  
**No**

**Question C12**

5800 Did the charity acquire a non-qualifying security?  
**No**

**Question C13**

5810 Did the charity allow any of its donors to use any of its property? (except for permissible uses)  
**No**

**Question C14**

5820 Did the charity issue any of its tax receipts for donations on behalf of another organization?  
**No**

## Question C15

5830 Did the charity have direct partnership holdings at any time during the fiscal period?

No

## Section D - Financial information

---

Determine which financial section to complete



If **any** of the following applies to the charity, complete Schedule 6 instead of Section D:

Based on the criteria below, select one of the following:

- a) The charity's revenue exceeded \$100,000.
- b) The amount of all property (for example, investments, rental properties) not used in charitable activities was more than \$25,000.
- c) The charity had permission to accumulate funds during this fiscal period.

**One or more of the above applies to the charity. We will complete Schedule 6**

## Schedule 1 - Foundations

---

- This schedule is not applicable

## Schedule 2 - Activities outside Canada

---

- This schedule is not applicable

## Schedule 3 - Compensation

---

### Compensation

#### Question 1

300 a) Enter the number of permanent, full-time, compensated positions in the fiscal period. This number should represent the number of positions the charity had including both managerial positions and others, and should not include independent contractors. Do not enter a dollar amount.

72

b) For the ten (10) highest compensated, permanent, full-time positions enter the number of positions that are within each of the following annual compensation categories.

Compensation range(CAN\$)	Line number	Number of employees
\$1 to \$39,999	305	
\$40,000 to \$79,999	310	5

<b>\$80,000 to \$119,999</b>	315	<b>4</b>
<b>\$120,000 to \$159,999</b>	320	
<b>\$160,000 to \$199,999</b>	325	
<b>\$200,000 to \$249,999</b>	330	
<b>\$250,000 to \$299,999</b>	335	
<b>\$300,000 to \$349,999</b>	340	
<b>\$350,000 and over</b>	345	

**Question 2**

- 370 a) Enter the number of part-time or part-year (for example, seasonal) employees the charity employed during the fiscal period.  
**137**
- 380 b) Total expenditure on compensation for part-time or part-year employees in the fiscal period.  
**CAN\$ 754,041.00**

**Question 3**

- 390 Total expenditure on all compensation in the fiscal period.  
**CAN\$ 6,296,129.00**

**Schedule 4 - Confidential data**

- This schedule is not applicable

**Schedule 5 - Non-cash gifts**

- This schedule is not applicable

**Schedule 6 - Detailed financial information**

**Statement of financial position**

- 4020 Was the financial information reported below prepared on an accrual or cash basis?  
**Accrual**

**Assets**

Description of assets	Amount (CAN\$)	Amount (CAN\$)
Cash, bank accounts, and short-term investments		4100

Amounts receivable from non-arm's length persons		4110	
Amounts receivable from all others		4120	<b>\$991,661.00</b>
Investments in non-arm's length persons		4130	
Long-term investments		4140	
Inventories		4150	
Land and buildings in Canada		4155	<b>\$33,330,366.00</b>
Other capital assets in Canada		4160	<b>\$134,198.00</b>
Capital assets outside Canada		4165	
Accumulated amortization of capital assets (enter negative amount)		4166	
Other assets		4170	<b>\$73,130.00</b>
10 year gifts	4180		
<b>Total assets (add lines 4100 to 4170)</b>		4200	<b>\$38,315,958.00</b>

<b>Assets not used in charitable activities</b>	<b>Amount (CAN\$)</b>
Amount included in lines 4150, 4155, 4160, 4165 and 4170 not used in charitable activities	4250

#### Liabilities

Description of liabilities	Amount (CAN\$)	
Accounts payable and accrued liabilities	4300	<b>\$7,923,671.00</b>
Deferred revenue	4310	<b>\$123,542.00</b>
Amounts owing to non-arm's length persons	4320	
Other liabilities	4330	<b>\$18,235,746.00</b>
<b>Total liabilities (add lines 4300 to 4330)</b>	4350	<b>\$26,282,959.00</b>

#### Statement of operations - Revenue

## Revenue

Description of revenue	Amount (CAN\$)	Amount (CAN\$)
Total eligible amount of all gifts for which the charity issued tax receipts		4500 <b>\$113,897.00</b>
Total eligible amount of tax-receipted tuition fees	5610	
Total amount of 10 year gifts received	4505	
Total amount received from other registered charities		4510
Total other gifts received for which a tax receipt was <b>not</b> issued by the charity (excluding amounts at lines 4575 and 4630)		4530 <b>\$29,839.00</b>
Total revenue received from federal government		4540 <b>\$182,120.00</b>
Total revenue received from provincial/territorial governments		4550 <b>\$9,396,137.00</b>
Total revenue received from municipal/regional governments		4560 <b>\$309,184.00</b>
Total tax-receipted revenue from all sources outside of Canada (government and non-government)	4571	
Total <b>non</b> tax-receipted revenue from all sources outside Canada (government and non-government)		4575
Total interest and investment income received or earned		4580 <b>\$21,560.00</b>
<b>Gross proceeds</b> from disposition of assets	4590	
<b>Net proceeds</b> from disposition of assets (show a negative amount with minus sign)		4600
Gross income received from rental of land and/or buildings		4610 <b>\$1,501,722.00</b>
Total <b>non</b> tax-receipted revenues received for memberships, dues and association fees		4620
Total <b>non</b> tax-receipted revenue from fundraising		4630 <b>\$21,522.00</b>
Total revenue from sale of goods and services (except to any level of government in Canada)		4640 <b>\$1,105,549.00</b>
Other revenue not already included in the amounts		4650 <b>\$30,523.00</b>

above			
Specify type(s) of revenue included in the amount reported at 4650	4655		
<b>Total revenue (add lines 4500, 4510 to 4560, 4575, 4580, and 4600 to 4650)</b>		4700	<b>\$15,012,103.00</b>

## Statement of operations - Expenditures

### Expenditures

Description of expenditures	Amount (CAN\$)	Amount (CAN\$)	Amount (CAN\$)
Advertising and promotion		4800	<b>\$34,587.00</b>
Travel and vehicle expenses		4810	<b>\$151,767.00</b>
Interest and bank charges		4820	<b>\$11,514.00</b>
Licences, memberships, and dues		4830	<b>\$27,902.00</b>
Office supplies and expenses		4840	<b>\$447,752.00</b>
Occupancy costs		4850	<b>\$1,794,440.00</b>
Professional and consulting fees		4860	<b>\$90,876.00</b>
Education and training for staff and volunteers		4870	<b>\$58,015.00</b>
Total expenditure on all compensation (enter the amount reported at line 390 in Schedule 3, if applicable)		4880	<b>\$7,042,789.00</b>
Fair market value of all donated goods used in charitable activities		4890	
Purchased supplies and assets		4891	<b>\$171,807.00</b>
Amortization of capitalized assets		4900	<b>\$702,577.00</b>
Research grants and scholarships as part of charitable activities		4910	
All other expenditures not included in the amounts above (excluding gifts to qualified donees)		4920	<b>\$1,127,067.00</b>

Specify type(s) of expenditures included in the amount reported at 4920	4930	<b>bad debts, contractor fees, fundraising costs, client recreation.</b>	
Total expenditures before gifts to qualified donees (add lines 4800 to 4920)			4950 <b>\$11,661,093.00</b>
Of the amounts at line 4950:			
(a) Total expenditures on charitable activities	5000	<b>\$10,918,983.00</b>	
(b) Total expenditures on management and administration	5010	<b>\$712,408.00</b>	
(c) Total expenditures on fundraising	5020	<b>\$29,702.00</b>	
(d) Total other expenditures included in line 4950	5040		
Total amount of gifts made to all qualified donees			5050
<b>Total expenditures (add lines 4950 and 5050)</b>			5100 <b>\$11,661,093.00</b>

### Other financial information

Show all amounts to the nearest single Canadian dollar. All relevant fields must be filled out.

### Permission to accumulate property

Only registered charities that have written permission to accumulate should complete this table.

Description of permission to accumulate property	Amount (CAN\$)
Enter the amount accumulated for the fiscal period, including income earned on accumulated funds	5500
Enter the amount disbursed for the fiscal period for the specified purpose	5510

### Permission to reduce disbursement quota

Description of permission to reduce disbursement quota	Amount (CAN\$)
If the charity has received approval to make a reduction to its disbursement quota, enter the amount for the fiscal period	5750

### Property not used in charitable activities



Property not used in charitable activities	Amount (CAN\$)
Enter the average value of property not used for charitable activities or administration during the 24 months before the <b>BEGINNING</b> of the fiscal period	5900
Enter the average value of property not used for charitable activities or administration during the 24 months before the <b>END</b> of the fiscal period	5910

## Section E and F - Certification, confidential data, attachments, and submit

### Certification, confidential data, attachment, and submit

Name

**Gaby Emard**

Position in charity

**Director of Finance**

Date (YYYY-MM-DD)

**2022-09-26**

Phone number (maximum 20 digits) (confidential)

[REDACTED]

Physical address of the charity (confidential)

[REDACTED]

Address for the charity's books and records (confidential)

[REDACTED]

Name (confidential)

[REDACTED]

Company name (if applicable) (confidential)

Address (confidential)

Address line 1 (confidential)

[REDACTED]

Address line 2 (confidential)

City (confidential)

[REDACTED]

Province/territory (confidential)

[REDACTED]

Postal code (A1A 1A1) (confidential)



Phone number (maximum 20 digits) (confidential)



Is this the same individual who certified in Section E above? (confidential)



Financial statement

**Sea to Sky Community Services Society 2022 Financial Statements.pdf**

Description

File

Description

File

Description

File

Description

File

Description

File

Description

File

Description

File

Description

File

Description

File

Description

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Description

File





1. Application

Document Fees: \$76.32

**North Shore Law LLP Barristers and Solicitors**  
**6th Floor 171 West Esplanade**  
**North Vancouver BC V7M 3J9**  
**(604) 980-8571**

F29561-3 SSCSS (P)

2. Description of Land

PID/Plan Number	Legal Description
<b>023-384-018</b>	<b>LOT 2 DISTRICT LOT 203 LILLOET DISTRICT PLAN KAP56640</b>

Market Value  
**\$1,700,000.00**

3. Consideration

**\$1,700,000.00**

4. Transferor(s)

**567726 B.C. LTD., NO.567726**

5. Freehold Estate Transferred

**FEE SIMPLE**

6. Transferee(s)

<b>SEA TO SKY COMMUNITY SERVICES SOCIETY</b>	S0014102
38024 FOURTH AVENUE	
PO BOX 949	
SQUAMISH BC V8B 0A7	



7. Execution(s)

The transferor(s) accept(s) the above consideration and understand(s) that the instrument operates to transfer the freehold estate in the land described above to the transferee(s).

Witnessing Officer Signature

Execution Date

Transferor Signature(s)

\_\_\_\_\_  
**Joel A. Camley**  
**Barrister & Solicitor**  
 550 Burrard Street - Suite 2300  
 Vancouver BC V6C 2B5

YYYY-MM-DD  
  
**2023-01-24**

**567726 B.C. Ltd.**  
 By their Authorized Signatory

\_\_\_\_\_  
**Barry Mittlestead**

**Officer Certification**

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

**Electronic Signature**

Your electronic signature is a representation that you are a designate authorized to certify this document under section 168.4 of the *Land Title Act*, RSBC 1996 c.250, that you certify this document under section 168.41(4) of the act, and that an execution copy, or a true copy of that execution copy, is in your possession.

**David Peter von der Porten 92CK93** Digitally signed by David Peter von der Porten 92CK93  
 Date: 2023-01-26 10:49:21 -08:00

# SSCS Pemberton Program Guide

## New parents

### Healthy Pregnancy Outreach

Helps women maintain good health and have healthy babies. The focus is on food supplements, nutritional counselling, support, education, referral to other services and counselling.

### Mother Goose

A group learning experience for parents and their children up to 18 months. This group uses rhymes, songs and stories to help parents gain skills and confidence.

### StrongStart Family Drop-in

A playgroup for parents and their children up to age 5 running weekdays. Activities, social interaction and parent education help support the success of children when they enter kindergarten.

### S.P.A.R.K.

**S**upporting **P**arents **A**long the **R**oad to **K**indergarten is for parents whose children are newborn to five years of age. This program helps you learn fun strategies and activities that offer vital support to your child's early learning. Start now and stay with the program until your child starts school. A free quality book will be mailed to you every month until your child is five.

## Homeless Prevention

### Homeless Prevention and Homeless Outreach

Support for homeless individuals to access housing, emergency and community-based support, resources and information.

## Counselling and Victim Services

### Stopping the Violence

Counselling for women who are in or have been in an abusive relationship, who have been sexually assaulted or who have experienced childhood abuse, as well as support services that include advocacy, accompaniment and local transportation to medical, legal and social service appointments.

### Sexual Abuse Intervention Program

Counselling for children and young people who have been or are suspected of having been sexually abused or assaulted. The program also provides community education.

### Community Victim Services

Services to men and women in the Southern Stl'atl'imx communities of Lil'wat, Xa'xtsa, Samahquam, Skatin and N'quatqua to support them through the justice process, help them cope with the affects of the crimes committed against them and assist them in their recovery.







# Public Notice **Appendix D**

## Provision of Permissive Tax Exemption

Questions?  
We're  
Listening.



(604) 894.6135



admin@  
pemberton.ca



www.pemberton.ca

The Village of Pemberton proposes the following Permissive Tax Exemption bylaw(s) to be brought forward at the Regular Council Meeting on **Tuesday, October 17, 2023 at 5:30pm** in Council Chambers located at 7400 Prospect Street, Pemberton BC, for 1st, 2nd and 3rd Reading;

The Village of Pemberton recognizes the significant value of organizations and groups in our community. A Permissive Tax Exemption is a means for Council to support organizations that further Council's objective to enhance the quality of life while delivering services economically.

The land hereinafter described and the improvements thereon which are set apart and in use for not for profit activities, to be exempted from municipal taxation under Section 224 (2) (a) (i) of the *Community Charter* for the following proposed period:

Property	Years	Estimated Municipal Revenue Year(s) 1, & 2
<b>Sea to Sky Community Services</b> Lot 2, KAP56650, District Lot 203, Lillooet District 7400 Harrow Road	2	2024 — \$4,691 2025 — \$5,066

General enquiries regarding the proposed Bylaw to provide for a Permissive Tax Exemption and any financial enquiries related to assessment and taxes should be directed to the Finance Department at **accounting@pemberton.ca**.

**This is the First of Two Notices.**

**Pique Newsmagazine**  
**October 6, 2023**

# Public Notice

## Provision of Permissive Tax Exemption

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We're  
Listening.



(604) 894.6135



admin@  
pemberton.ca



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

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**This is the Second of Two Notices.**

**Pique Newsmagazine**  
**October 13, 2023**

October 6, 2023

To Village of Pemberton Mayor & Council

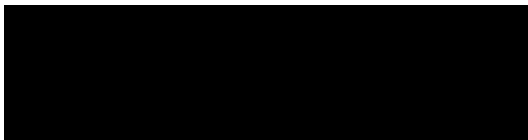
I am submitting this letter on behalf of the Rotary Club of Pemberton as a request for the Village of Pemberton to declare October 24 as World Polio Day in Pemberton, BC. Please find attached a proclamation document that can be signed by Mayor Mike Richman and included in the minutes from the Village of Pemberton Council Meeting.

Eradicating polio worldwide is one of Rotary International's priority projects. Rotary and its partners in the Global Polio Eradication Initiative have made great strides to reduce polio cases by 99.9% worldwide over the past 35 years, and we've reduced the circulation of wild polio to Pakistan and Afghanistan. That's why, as we approach this World Polio Day on 24 October, as a Rotary member, I am pleased to recognize this progress. However, I ask everyone to help us finish the job and end polio for good to ensure that this paralyzing disease does not return to polio-free countries, putting children everywhere at risk. We have an opportunity to make history by ending polio, which will be only the second human disease ever to be eradicated.

Rotary International's involvement in fighting polio began in 1979 in the Philippines. In the mid-1980's they then took their campaign worldwide working with the World Health Organization, UNICEF, US Centers for Disease Control and Prevention, Bill & Melinda Gates Foundation and Gavi, the Vaccine Alliance. By 2003 only 6 countries had reported cases of polio and, as of today, there are only two countries with reported cases.

The Rotary Club of Pemberton is planning a Purple Pinkies for Polio campaign in Pemberton this year. In the days leading up to October 24, you will see Rotary members out in the community collecting donations for Rotary International's End Polio campaign, which funds polio vaccinations around the world. Anyone donating will then have their pinkie painted purple to show that they have donated and supported this cause.

Thank you for your consideration.



Karen Tomlinson

President – Rotary Club of Pemberton



## **Rotary International Proclamation**

WHEREAS, Rotary is a global network of neighbors, friends, leaders, and problem-solvers who unite and take action to create lasting change in communities across the globe; and

WHEREAS, the Rotary motto, Service Above Self, inspires members to provide humanitarian service, follow high ethical standards, and promote goodwill and peace in the world; and

WHEREAS, Rotary in 1985 launched PolioPlus and in 1988 helped establish the Global Polio Eradication Initiative, which today includes the World Health Organization, U.S. Centers for Disease Control and Prevention, UNICEF, and the Bill & Melinda Gates Foundation, and Gavi, the Vaccine Alliance, to immunize the children of the world against polio; and

WHEREAS, polio cases have dropped by 99.9 percent since 1988 and the world stands on the threshold of eradicating the disease; and

WHEREAS, to date, Rotary has contributed more than US\$2.4 billion and countless volunteer hours to protecting nearly 3 billion children in 122 countries; and

WHEREAS, Rotary is working to raise an additional \$50 million per year, which will be leveraged for maximum impact by an additional \$100 million annually from the Bill & Melinda Gates Foundation; and

WHEREAS, these efforts are providing much-needed operational support, medical staff, laboratory equipment, and educational materials for health workers and parents; and

WHEREAS, in addition, Rotary has played a major role in decisions by donor governments to contribute more than \$10 billion to the effort; and

WHEREAS, there are over 1.4 million Rotary members in 46,000 clubs throughout the world that sponsor service projects to address such critical issues as poverty, disease, hunger, illiteracy, and the environment in their local communities and abroad;

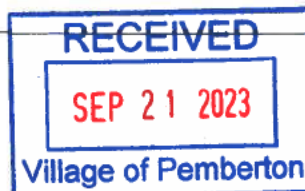
Therefore, I, Mike Richman, Mayor of the Village of Pemberton, do hereby proclaim October 24 as World Polio Day in Pemberton, BC and encourage all citizens to join me and Rotary International in the fight for a polio-free world.



14 September 2023

Dear Mayor and Council:

**Re: British Columbia Youth Parliament, 95th Parliament**



The British Columbia Youth Parliament will hold its 95th Parliamentary Session in Victoria at the Provincial Legislative Chambers from December 27 to 31, 2023.

The Youth Parliament is a province-wide non-partisan organization for young people ages 16 to 21. It teaches citizenship skills through participation in the parliamentary session in December and continuing involvement in community service activities throughout the year. **Youth Parliament is a one-year commitment.**

I invite you to encourage eligible youth from your municipality or region to apply to sit as members of the Youth Parliament. BCYP is non-partisan, and applicants need only be interested in learning more about the parliamentary process and in serving their community. If your municipality sponsors a “youth of the year” award or has a municipal youth council, young people with that sort of initiative and involvement are ideal candidates for BCYP.

Each applicant who is accepted to attend as a member of BCYP must pay a **\$425** registration fee. Thanks to private donations and fundraising, a portion of the cost of transportation and accommodation is covered for all members. We encourage municipalities or youth councils to contribute towards the application fee for applicants who are in financial need. If the approval of financial support causes any delay, we encourage the applicant to send in their forms on time along with a note saying that the cheque will arrive after the deadline. In this case, if we receive the completed form and personal statement before the deadline, it will be considered received on time. If you are not able to aid, a limited number of bursaries are available for applicants who cannot meet the expense of the registration fee. Requesting financial assistance will not affect an applicant’s chance of being selected as a member. (See <https://bcyp.org/session>)

Members will sit and debate in the Legislative Chambers for five days and will be accommodated for four nights at the Marriott Hotel in Victoria. During that time, participants are supervised by members of the Board of Directors of the Youth Parliament of B.C. Alumni Society and other youth parliament alumni. In addition, transportation to and from Victoria will be provided for all members who require it.

I have enclosed an application form and a brochure about BCYP. I encourage you to make the application form and brochure available to interested young people and to make copies of the forms as needed. A soft copy of the form, brochure and poster are available from our website at <https://bcyp.org/session>.

**All applications must be received by October 27, 2023.** Applicants will be notified whether they have been selected in mid-November. If you require more information, please contact me by telephone or e-mail as indicated above or visit our website at [www.bcyp.org](http://www.bcyp.org).

Yours truly,



Ambrose Yung  
Registrar, Youth Parliament of B.C. Alumni Society



# British Columbia Youth Parliament

## Application Package & Background Information

95th Parliamentary Session  
December 27-31, 2023 - Victoria, BC

### WHAT IS BCYP?

British Columbia Youth Parliament (BCYP) is a youth organization that recognizes every young person's potential to lead and serve in the community. Since 1924, BCYP has provided a forum for young people to develop skills in leadership, organization, public speaking, and the parliamentary process, and to put these skills into practice through service to youth in their local communities.

BCYP is not affiliated with any political party and is a non-profit organization.

Membership in BCYP begins with attending the Parliamentary Session in Victoria and continues throughout 2024. For detailed information about BCYP's activities, visit our website, [www.bcyp.org](http://www.bcyp.org).

### BCYP'S ACTIVITIES

BCYP's year begins with the Parliamentary Session from December 27 - 31, 2023. Members sit in the Legislative Assembly in Victoria and use the parliamentary style of debate to plan educational and service projects, establish BCYP's financial commitments, and amend BCYP's governing legislation.

At Session, Members:

- Meet young people from all over the province;
- Debate Cabinet's legislation which sets out BCYP's activities for 2024;
- Debate current local, national, and international issues;
- Learn about debating and the rules of parliamentary procedure;
- Elect BCYP's Premier, Deputy Speaker, and Leader of the Opposition for the 96th Parliament.

After Session, Members put into action the plans made at Session, which usually include:

- Volunteer service projects in their home communities;
- Group volunteer service projects with summer camps, food banks charity walks, soup kitchens, and other service groups;
- Special projects which vary depending on annual legislation but have included summer festivals, children's day camps and Camp Phoenix;
- Regional Youth Parliaments;
- Fundraising events;
- Social activities with other Members.

### WHO CAN ATTEND?

Each year 97 youth are "elected" to BCYP as representatives of their communities. Each applicant must be nominated by an organization committed to youth (i.e. a school, community group, club, Municipality or church). Five members of that group must indicate their support by signing the application form.

To be eligible for membership you must be:

- Age 16 - 21 (inclusive) as of Dec. 31, 2023;
- A resident of British Columbia;
- Nominated by an organization committed to youth;
- Willing and able to participate in BCYP's activities for one year.

Due to the limited number of seats in the Provincial Legislature and public health guidelines, only 97 applicants will be selected to become Members this year.

### SESSIONAL ARRANGEMENTS

**Accommodations:** Accommodation at the Marriott Hotel Inner Harbour, Victoria is provided for all Members for the nights of December 27 - 30 (inclusive). Members will share hotel rooms. BCYP will follow all Provincial public health orders.

Victoria area is included in the registration fee. Members living in the Interior, North, or North Island will be required to travel on December 26 and January 1.

**Meals:** Each Member is responsible for the cost of meals in Victoria. Some dinners will be at assigned restaurants, others free-choice.

### PRE-SESSIONAL INFORMATION

The Registrar will notify all applicants by email or mail as to their acceptance status by mid-November. Accepted Members are provided with an orientation package prior to Session and are invited to attend one of the Pre-Sessional Workshops held in different regions of the province. The details of the workshops as well as travel and health & safety info will be announced in the acceptance letters.

### FOR MORE INFORMATION

Inquiries from applicants, parents, teachers and nominating organizations are welcomed.

Please contact: **Ambrose Yung, Registrar**  
[registrar@bcyp.org](mailto:registrar@bcyp.org)

### APPLICATION PROCEDURE

Complete the attached application form (pages 3 and 4 of this package) and forward it with your personal statement and registration fee. Members who require financial support can email to request a Financial Aid Application.

**Ambrose Yung, Registrar**  
Unit B - 1211 Roy Road  
Victoria, BC. V8Z 2X8

e-mail: [registrar@bcyp.org](mailto:registrar@bcyp.org)

Applications must be **RECEIVED** by **Tuesday, October 27, 2023** by mail or email attachment. **If you send the application by email attachment, please mail the original signed copy with your application fee.**

**Please print clearly. Illegible or incomplete applications may be rejected. You email a LEGIBLE scan of your form BY THE DEADLINE and send your hard copy of your form and cheque by other means such as courier. Original signed hard copies must be received to consider your application complete.**

### REGISTRATION FEE

The registration fee for each member is **\$425**. A cheque or money order made payable to the **Youth Parliament of B.C. Alumni Society** must be sent with the application form or follow an e-mail with the original signed application as soon as possible (any acceptance is not final until a registration fee is received). An eTransfer can be sent to [payment@bcyp.org](mailto:payment@bcyp.org). **Be sure to include the full name of the applicant in the comments section and email us your password.** Registration fees will be held onto (but not cashed) for those on the waitlist and returned to those not accepted. **NSF cheques are subject to a \$45 fee.**

Applicants who are in financial need are first encouraged to approach school and community groups to contribute to the cost of the application fee. For those who are not able to secure outside funding, a limited amount of **financial support is available from BCYP**. For more information, please contact the Registrar **before** the October 27 application deadline to request a financial Aid application form. Requests for financial assistance will not impact membership selection. So that we can provide support for as many members as possible, we encourage applicants to submit a cheque for whatever portion of the application fee they can afford. Requests for financial assistance cannot be considered after applicants have been accepted as members.

### CANCELLATION

Accepted individuals who cancel on or before **December 1** will be refunded their registration fee minus a **\$25 administration fee** and **minus the price of any non-refundable travel already purchased** for them. No refunds will be issued for cancellation after December 1.

### THANKS TO OUR SPONSOR

British Columbia Youth Parliament is sponsored by the Youth Parliament of BC Alumni Society, a registered, non-profit organization composed of past members of BCYP.

Please keep this information page for future reference

**APPLICATION FORM – NINETY FIFTH BC YOUTH PARLIAMENT**

LAST name: \_\_\_\_\_ FIRST name: \_\_\_\_\_ GENDER: \_\_\_\_\_ Room with:  M  F

I identify as someone with indigenous ancestry

**CURRENT ADDRESS (including temporary/University residence):**

STREET / PO BOX: \_\_\_\_\_ CITY: \_\_\_\_\_  
 \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_

E-MAIL: \_\_\_\_\_ CELL PHONE: (\_\_\_\_) \_\_\_\_\_

**PERMANENT ADDRESS (i.e. parents) or STREET ADDRESS if DIFFERENT from above:**

STREET / PO BOX: \_\_\_\_\_ CITY: \_\_\_\_\_  
 \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ HOME PHONE: (\_\_\_\_) \_\_\_\_\_

**TRANSPORTATION TO VICTORIA REQUIRED FROM:**

CURRENT/TEMPORARY ADDRESS  PERMANENT ADDRESS  OTHER: \_\_\_\_\_

BIRTHDATE: (YYYY/MM/DD) \_\_\_\_\_ SCHOOL/UNIVERSITY: \_\_\_\_\_

NOMINATING ORGANIZATION: \_\_\_\_\_

STREET: \_\_\_\_\_ CITY: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_

CONTACT TEACHER / COORDINATOR NAME: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

SIGNATURE OF TEACHER / GROUP COORDINATOR: \_\_\_\_\_

Would you (teacher/coordinator) like to receive a print and e-mail copy of the application package each year?  
 Yes  No  Already on the list

THE FOLLOWING MEMBERS/STUDENTS of \_\_\_\_\_ NOMINATE  
 (NAME OF ORGANIZATION/SCHOOL)

\_\_\_\_\_, A MEMBER/STUDENT OF OUR ORGANIZATION/SCHOOL TO SIT AS A BCYP MEMBER.

**FIVE NOMINATING SIGNATURES REQUIRED:** (other members/students of the organization/school)

	Name	Signature	email
1			
2			
3			
4			
5			



**APPLICATIONS MUST BE RECEIVED BY OCTOBER 27, 2023**

**PERSONAL STATEMENT**

At the Parliamentary Session in Victoria, Members of BCYP participate in parliamentary debating and plan activities and community service for the upcoming year. During the year, Members are responsible for service and fundraising in their communities, and organize and participate in projects such as Regional Youth Parliaments, fundraising events, community outreach projects, and other service and debating activities.

All **new** applicants must attach a **one-page** personal statement, outlining:

1. Why you would like to be a Member of BCYP;
2. What community service have you been/are, or intend to become, involved with in your community;
3. Any activities you have been/are involved with that relate to debate or public speaking;
4. With reference to the preceding paragraphs, how you believe you can personally contribute to BCYP, including debate at Session AND its projects and other activities throughout the Sessional year.

**YOUTH PARLIAMENT EXPERIENCE**

Have you attended BCYP before?  Yes  No

If **yes**, do you wish to become a member of the Alumni Society?

Yes  No  Already on the list

If **"Yes"** or **"Already on the list"** above, do you consent to receive e-mail communications from the Alumni Society, which may include requests for donations or other items of a commercial nature? (Note: answering "No" below means you will not receive any e-mails, including the Alumni Society's newsletter *The Speaker* or email invitations to alumni events.)

Yes  No

Have you attended a Regional Youth Parliament as a Member or Ambassador?

Yes (as a member)  Yes (as an ambassador); If yes, which one(s)? \_\_\_\_\_  No

How did you **first** hear about BCYP? (Please choose one option)

- From a teacher  From a group leader  Saw a poster/brochure (where? \_\_\_\_\_)
- Through a Regional Youth Parliament  From a member or of BCYP or RYP alumni  
(which one? \_\_\_\_\_) (name of individual: \_\_\_\_\_)
- Facebook  Instagram  Twitter  Other (please specify: \_\_\_\_\_)

**WAIVER**

In consideration for acceptance to British Columbia Youth Parliament (BCYP), the undersigned on behalf of the Applicant and all heirs, executors and administrators, waives any and all claims for damages against BCYP and the Youth Parliament of British Columbia Alumni Society, and their directors, officers, and agents for any and all injuries or loss which the Applicant may suffer during, or in connection with any BCYP Session, trip, or any other activity, or transportation to or from Session or any other activity.

Applicant's Signature: \_\_\_\_\_ (Applicant should sign even if a parent or guardian is also required to sign.)

If **under 19**, Signature of Parent or Guardian: \_\_\_\_\_

Printed Name of Parent or Guardian Signing: \_\_\_\_\_

Please remember to:

- Save a legible scan of this form for your records. As a backup, please email the scan to:

[registrar@bcyp.org](mailto:registrar@bcyp.org)

- Mail or courier a signed hard copy of this completed form along with a cheque for \$425. **We must receive original signed hard copies for anyone under the age of 19. Your application will not be considered complete until the hard copy is received.**

Unit B - 1211 Roy Road Victoria, BC V8Z 2X8





HOUSE OF COMMONS  
CHAMBRE DES COMMUNES  
CANADA

*Patrick Weiler*

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

September 20, 2023

Dear Friends & Neighbours,

Coastal communities in Canada are experiencing the impacts of climate change, including sea level rise, coastal erosion and more extreme storms, flooding and wildfires. These communities face multiple, complex risks affecting their health, environment and economy.

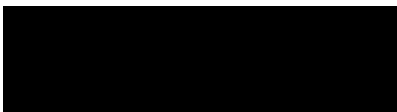
Last week, the Honourable Jonathan Wilkinson, Minister of Energy and Natural Resources, **announced that up to \$30 million in total funding is now available for pilot projects through the Climate-Resilient Coastal Communities (CRCC) program.** This program will enable communities and businesses to work together to develop innovative solutions to address climate change and mitigate and adapt to risks in coastal regions.

The Call for Proposals launched on September 13 will fund up to 25 regional-scale pilot projects in coastal regions that take an integrated, systems-based approach to build community and economic resilience to a changing climate. The CRCC will proactively work across sectors and jurisdictions and with coastal partners, Indigenous rights-holders, communities and stakeholders to plan and coordinate actions to increase resiliency in a changing climate. There is also a separate application process for eligible Indigenous applicants who require additional support and/or time to develop their project proposals outside of the Open Call for Proposals process.

The CRCC received \$41 million under the Government of Canada Adaptation Action Plan, which accompanied the release of the National Adaptation Strategy. The National Adaptation Strategy lays out an agreed-upon framework to reduce the risk of climate-related disasters, improve health outcomes, protect nature and biodiversity, build and maintain resilient infrastructure, and support a strong economy and workers. It also identifies common goals, objectives and targets to focus the efforts of governments and communities across these key areas and to help ensure future investments are targeted and effective.

**For more information and to apply for the CRCC, [please visit this website](#). Interested applicants should also read the [Applicant Guide linked here](#). The application deadline is December 13, 2023 at 9:00pm PT.** If you have any questions, please reach out to our office. We are happy to support your application in any way that we can.

Sincerely,



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

*Constituency Ottawa*

6367 Bruce Street Suite 282, Confederation Building  
West Vancouver 229 Wellington Street, Ottawa

British Columbia V7W 2G5 Ontario K1A 0A6

Tel.: 604-913-2660 | Fax.: 604-913-2664 Tel.: 613-947-4617 | Fax.: 613-847-4620

Whitney Deane  
Stakeholder Engagement, BC Hydro  
Email: [REDACTED]

September 22, 2023

Mayor and Council  
Village of Pemberton  
7400 Prospect Street  
Pemberton, B.C. V0N 2L1

Dear Mayor Richman and Council,

**Subject: Pemberton Substation Rebuild Project – Phase Two Re-evaluation**

The Pemberton Substation Rebuild Project was initiated to ensure we continue to provide clean, reliable energy to communities in Pemberton and the Sea-to-Sky region.

Phase one of the project will be complete this Fall, replacing both electrical equipment containing PCBs and equipment nearing end-of-life.

The second phase has been in the early planning phases. After re-evaluating our load forecast this summer, it shows the substation has the capacity to meet the community's current needs and growth for the next 10 or more years.

We will not be moving forward with the second phase of the project. No further capital project work will occur at the substation, though ongoing maintenance will continue.

We'll monitor the load growth in the community and will look to adjust our plans as needed to ensure we continue to provide reliable power to the community.

We thank you for your feedback during project engagement.

If you have any immediate questions, please contact me at [Whitney.Deane@bchydro.com](mailto:Whitney.Deane@bchydro.com).

Kind regards,

[REDACTED]

Whitney Deane  
Stakeholder Engagement Advisor, BC Hydro  
CC: Jas Gill, Program Manager, BC Hydro  
Sabrina Locicero, Community Relations Manager, BC Hydro

## E-mail from the Honourable Mitzi Dean, Minister of Children and Family Development

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

Tue 2023-09-26 3:06 PM

To: VoP Admin <admin@pemberton.ca>

**VIA E-MAIL**  
Ref: 281051

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

Dear Mayor and Council:

Since 1990, October has been declared a time to celebrate and honour the caregivers in our communities across British Columbia who make the unconditional commitment to protect and care for some of our most vulnerable children and youth. I am pleased to announce that this October will mark the 33<sup>rd</sup> Foster Family Month in British Columbia.

As Minister of Children and Family Development, I would like to offer my sincere gratitude to caregivers who have stepped up when they are needed most. By embracing the challenges and rewards of caring for these children, they have made a huge difference in their lives, as well as the communities in which they reside. I have the deepest respect for the hard work that they have done and continue to do as caregivers. In being part of the lives of these young people, they fulfill many roles, including parent, mentor, teacher, friend, and cheerleader. Their efforts and compassion create a safe haven and a home while responding to each unique family situation. I wish to express my sincere gratitude for the warmth and dedication these caregivers and foster families have shown to the children and youth in their care. The support, guidance, and love they have shown will last a lifetime.

To help these children and youth, as part of *Budget 2023*, the Ministry of Children and Family Development increased monthly payments for foster caregivers by as much as 47 percent to ensure that these young people and those who care for them will have the support they need to build safe, stable and happy futures.

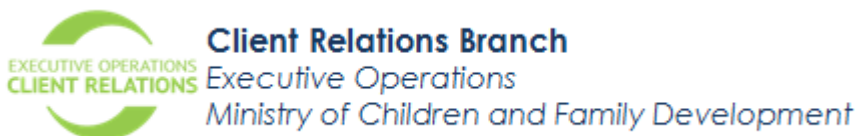
Please join me in celebrating October as Foster Family Month to show those in your community how important the role of a foster caregiver is. I encourage you to celebrate foster families for the selfless work they do for the children, youth, and families of British Columbia.

On behalf of the Government of British Columbia and its citizens, thank you for your continued support in recognizing foster caregivers.

Sincerely,

Mitzi Dean  
Minister

*Sent on behalf of the Minister by:*



**This communication and any accompanying document is confidential and is intended solely for the addressed recipient(s). If you received this e-mail message in error, please delete the e-mail and any attachments and contact the Client Relations Branch, Ministry of Children and Family Development at: [MCF.Info@gov.bc.ca](mailto:MCF.Info@gov.bc.ca).**

## UBCM Tradeshow follow up from Cathy Peters and the Anti Human Trafficking Initiative booth

ca.peters@telus.net <cathy@telus.net>

Wed 2023-09-27 2:45 PM

To VoP Admin <admin@pemberton.ca>

📎 2 attachments (302 KB)

Overview of Human Sex Trafficking.pdf; 8 Strategies for City and Municipalities.pdf;

Dear Mayor Mike Richman and Pemberton Village Council,

Thank you to the BC Mayor, Councillor and Director who visited the Anti Human Trafficking Initiative booth 623 at UBCM.

Child Sex Trafficking is the fastest growing crime in the world and it is here in BC.

Attached is the "**Overview of the Problem in Canada**" and "**8 Strategies for Cities and Municipalities**".

Below is a **2004 UBCM Resolution on Child Sex Trafficking** that went to FCM.

This Resolution needs to be re-introduced with action outcomes identified

[http://www.ubcm.ca/convention/resolution/resolution/resolution\\_database/approach\\_end\\_trafficking\\_children](http://www.ubcm.ca/convention/resolution/resolution/resolution_database/approach_end_trafficking_children)

### What you can do:

1. I am available for presentations to groups in your communities in January 2024.
2. Please purchase my book and place it in your schools, libraries, churches and medical facilities. It is a textbook on the issue for Canada; it is readable and relatable with resources.
3. Redraft a Resolution on Child Sex Trafficking for next year's UBCM.

I look forward to hearing back from you,

Sincerely, Cathy Peters

BC anti human trafficking educator, speaker, advocate

[beamazingcampaign.org](http://beamazingcampaign.org)

1101-2785 Library Lane, North Vancouver, BC V7J 0C3

604-828-2689

Queen's Platinum Jubilee Medal recipient for my anti human trafficking advocacy work

Author "**Child Sex Trafficking in Canada and How to Stop It**"

## **Overview of Human Sex Trafficking, Sexual Exploitation and Child Sex Trafficking in Canada.**

**2023** by Cathy Peters- BC anti human trafficking educator, speaker, advocate

**Beamazingcampaign.org**

Author: "**Child Sex Trafficking in Canada and How to Stop It**".

1. **Cases:** Most notorious cases in Canada: **Amanda Todd** (victim), **Robert Pickton** (sex buyer and serial killer), **Reza Moazami** (trafficker)- all from British Columbia.

Provinces are not consistently addressing the crime- Alberta, Ontario, Manitoba, Quebec, Nova Scotia have better public awareness than BC.

-Dr. Jacqui Linder registered psychologist and traumatologist from Alberta, states "Human Trafficking is one of the forms of trauma that when you really understand what people are going through and what is being done to them, it is TRUE EVIL."

2. **Crime:** Organized crime, international crime syndicates are typically involved.

3. **Mental Health and Addictions: Sexual Violence is the worse form of trauma a human being can experience.** Dr. Ingeborg Kraus- German psychotraumatologist.

-Children who are sexualized are vulnerable, live with CTSD- Complex Trauma Stress Disorder and ACEs- Adverse Childhood Experiences- Dr. Nadine Burke, USA pediatrician on ACEs.

-Dr. Vincent Felitti connects childhood experiences and physical and mental health as adults- childhood trauma is associated with chronic diseases during adulthood and child trafficking will worsen the economic burden on civil governance.

4. **4 Factors** causing Sexual Exploitation: **globalization, unregulated technology, limited law enforcement and very little prevention education.**

5. **Definition:** Human trafficking is the recruiting, transporting, transferring, receiving, holding, concealing, harbouring, or exercising control over a person for the purpose of exploiting them. Key word is **EXPLOITATION.**

6. **Stats:**

-13 years is age of recruitment, 10-12 years in urban centers.

-54% in the sex trade are Indigenous, 70-90% in urban centers.

-82% had childhood sexual abuse/incest.

-72% live with CTSD or Complex PTSD.

-95% in prostitution want to leave- it is NOT a choice or a job.

-90%-99% of prostituted persons are pimped or trafficked. Traffickers make hundreds of thousands of dollars per victim per year or from \$1000-\$5000 per day per victim.

-1-5% of individuals are able to leave the sex industry- the majority become mentally ill, drug addicted, commit suicide or are murdered.

7. **My work:** raising awareness to 3 levels of government in BC, since "**The Protection of Communities and Exploited Persons Act**" became Federal Law in 2014. PCEPA Federal Law has **4 parts:**

1. Targets the DEMAND by criminalizing the buyer of sex, profiteer.

2. Seller of sex is immune from prosecution

3. Exit strategies are in place to assist the victim out of the sex trade.

4. Robust prevention education is in place so youth, children and the vulnerable are not pulled into the sex industry.

PCEPA Law focuses on the source of harm: the DEMAND. The clear statement from Parliament was that girls and women in Canada are **NOT FOR SALE**; they are full human beings with dignity and human rights. Canada has international obligations to deter demand: **Palermo Protocol Article 9, section 5**. Training for understanding and interpreting PCEPA: Nathalie Levman with Department of Justice:

**8. Problem:** This Law is not enforced consistently in Canada or BC.

-Vancouver, Toronto and Montreal are global sex tourism hotspots.

-Canada is a Child Sex Tourism destination (TIP report from USA State Department).

-Global sex trade is targeting children- children is where the money is, fuelled by the internet where the luring takes place. Globally, Canada is one of the biggest consumers of CSAM (child sexual abuse material or child pornography).

**9. Strategy for Provinces and Communities:** Reduce Demand, Diminish Supply.

-Main businesses: unregistered massage and body rub parlours, nail spas, day spas, wellness centers, modelling agencies, tattoo parlours, escort services, cheap bars and hotels, men's clubs, AirBnb, VRBO, casinos, strip clubs, organized crime club houses, bus stops, train stations, homeless camps, tent cities, work camps, pool halls, community centers- wherever youth congregate.

-Schools are recruiting grounds for gangs and human trafficking. There is growing research that some school personnel are involved with sexual interference with students- source- Cybertip.ca.

**10. Strategy for the public:** Learn, Share, Alert. **Resources:**

**Canadian:** -beamazingcampaign.org- resources, research, teaching videos- Cathy Peters

-Public Safety Canada- Human Trafficking.

-Canadian Center to End Human Trafficking- National Hotline number: 1-833-900-1010.

-Cybertip.ca- Canadian Center for the Protection of Children.

-National Human Trafficking Education Center- Joy Smith Foundation.

**USA:**- National Centre on Sexual Exploitation- NCOSE (research based and holds global summits) and Demand.org (addressing demand to stop sexual exploitation).

-Protect Young Eyes- protectyoungeyes.org- founded by Chris McKenna

-Defend Young Minds-defendyoungminds.org- founded by Kirsten Jensen

-Parents Against Child Abuse- P.A.X.A.- founded by Tania Haigh

**International:** OSCE- Organization for Security and Cooperation in Europe- Canada belongs along with 56 other countries- 1 billion people are represented. Valiant Richey is the OSCE Special representative and Co-ordinator for Combating Trafficking in Human Beings.

**Trends:**

-Increased sexualization of youth/children.

-Resulting in: increased childhood sexual assault/incest.

-Women/girls losing safe spaces with transgenderism movement.

-Pornography use is the fuel.

-Lack of digital safety training availability and lack of social media accountability.

-Lack of positive parenting support.

-Development of AI (Artificial Intelligence) of Child Sexual Abuse Material.

## 8 strategies for Cities and Municipalities:

1. Learn about the issue at my website: [beamazingcampaign.org](http://beamazingcampaign.org). Buy my book, “**Child Sex Trafficking in Canada and How to Stop It.**” Take the BC OCTIP (Office to Combat Trafficking in Persons) **free online course**. Encourage police to take HT course on the **Police Knowledge Network**.
2. Incorporate the United Nations 4 Pillars in a local strategy to stop Human trafficking/sexual exploitation: **Prevention, Protection, Prosecution, Partnerships**.
3. **Prevention:** raise awareness in community. Children of the Street (Plea), End Exploitation Education (Tiana Sharifi), BRAVE education (Alberta), National Human Trafficking Education Center (Joy Smith Foundation- Manitoba) does school and community programs. Encourage “Men End Exploitation” movements: Moosehide Campaign, Westcoast Boys Club Network. Support porn addiction services for youth; “Fightthenewdrug” program recognizing the public health effects to youth of viewing violent sexual material. Use communications to raise awareness: Canadian Centre to End Human Trafficking has FREE posters, wallet cards. Calgary has “Not in My City” campaign, Ontario has “Saving the girl next door program”.
4. **Protection:** have exit strategies in place for victims, consider 24-7 “wrap-around programs” Salvation Army “Deborah’s Gate”, Covenant House, Union Gospel Mission. Support **School Liaison Officer Programs in BC Schools** as an effective deterrent against organized crime recruitment for gangs and sex trafficking.
5. **Prosecution:** increase policing budget, training, and priorities. Have “buyer” deterrents in place, enforce the law; “**Protection of Communities and Exploited Persons Act**” which addresses “**demand**”- the profiteers, facilitators, buyers of commercially paid sex.
6. **Partnerships:** Train community stakeholders: Police, Health care workers, fire department, municipal business licensing managers, educators, businesses to recognize human trafficking/sexual exploitation. **Fraser Health Authority** has a human trafficking protocol, Surrey Fire department is trained to recognize HT indicators. Train judges/Crown Counsel/criminal justice system.
7. **Partnerships:** with other cities and municipalities at local government associations, Police agencies, 3 levels of government (civic, provincial, federal); UBCM, FCM with Resolutions.
8. **Goal:** safe, healthy, vibrant communities that are fit for families, youth, children, and all vulnerable populations.

**National Human Trafficking Hotline Number: 1-833-900-1010**





HOUSE OF COMMONS  
CHAMBRE DES COMMUNES  
CANADA

*Patrick Weiler*

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

October 4, 2023

Dear Friends & Neighbours,

Every day, organizations like yours help youth get the tools, experience and opportunities they need to thrive and to build a brighter future for themselves and their communities. That is why the Government of Canada is working hard to help youth access opportunities to reach their full potential.

We know that we can't do this alone, and that community organizations such as yours play a key role in supporting and inspiring this young generation of Canadian leaders.

Organizations—large and small—that provide youth with opportunities to practise leadership, develop skills, and grow their personal and professional networks can apply.

This fall, Employment and Social Development Canada (ESDC) will be seeking funding proposals through **three programs**.

**Be the first to find out about funding opportunities by signing up for the [Grants and Contributions Online Services](#) portal.**

### **1. Youth Employment and Skills Strategy (YESS) Program**

Organizations help young people, especially those facing barriers to employment, gain the skills and work experience they need for a successful transition to the labour market. **New this funding cycle, there will be an emphasis on supporting projects that target youth with disabilities.** A call for proposals for the YESS Program will launch in October.

### **2. Canada Service Corps (CSC)**

Organizations provide volunteer opportunities for youth (ages 12 to 30) to create meaningful change in communities across the country. Some exciting changes are being made to the CSC this year, which will make it easier for organizations to participate and will increase the number of youth eligible to take part in volunteer service opportunities.

For example, under certain streams of the program, **the age of eligibility for participants is being expanded to include youth as young as 12 years old.** A call for proposals for the CSC will launch in October.

*Constituency* *Ottawa*

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

### 3. Canada Summer Jobs

This program helps employers create summer job opportunities that provide valuable full-time work experiences for youth between the ages of 15 and 30. The call for applications for summer 2024 is expected to launch before the end of November 2023.

#### How to apply to these programs

Organizations interested in applying for funding under these programs later this fall are encouraged to create an account now through the Grants and Contributions Online Services (GCOS) portal.

GCOS allows you to:

- apply for funding and track your application status;
- save your application and finish it later;
- submit supporting documents;
- set up direct deposit; and
- access your account 24/7.

Creating a GCOS account is a one-time process that allows you to apply for these and other funding opportunities with Employment and Social Development Canada in a secure web environment.

[Register for a GCOS account today](#) and be ready to apply this fall. You can also [sign up for email notifications](#). You'll be among the first to find out about these and other ESDC funding opportunities as they become available.

When registering your GCOS account, you will need to provide your Canada Revenue Agency business number. If your organization does not have a business number, you will be able to apply for funding by email or postal mail.

#### For more information or assistance with your GCOS account:

Visit: [Canada.ca/esdcgrantscontributions](https://Canada.ca/esdcgrantscontributions)

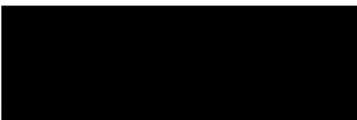
Call: 1-800-367-5693 (7:00 a.m. to 8:00 p.m. ET, Monday to Friday)

Email: [NA-GCOS-SELSC-GD@hrsdc-rhdcc.gc.ca](mailto:NA-GCOS-SELSC-GD@hrsdc-rhdcc.gc.ca)

Visit a [Service Canada Centre near you](#).

If you have any questions, please reach out to our office. We are happy to support your applications in any way that we can.

Sincerely,



Patrick Weiler, MP

*West Vancouver-Sunshine Coast-Sea to Sky Country*

## OPEN QUESTION PERIOD POLICY

**THAT** the following guidelines for the Open Question Period held at the conclusion of the Regular Council Meetings:

- 1) The Open Question Period will commence after the adjournment of the Regular Council Meeting;
- 2) A maximum of 15 minutes for the questions from the Press and Public will be permitted, subject to curtailment at the discretion of the Chair if other business necessitates;
- 3) Only questions directly related to business discussed during the Council Meeting are allowed;
- 4) Questions may be asked of any Council Member;
- 5) Questions must be truly questions and not statements of opinions or policy by the questioner;
- 6) Not more than two (2) separate subjects per questioner will be allowed;
- 7) Questions from each member of the attending Press will be allowed preference prior to proceeding to the public;
- 8) The Chair will recognize the questioner and will direct questions to the Councillor whom he/she feels is best able to reply;
- 9) More than one Councillor may reply if he/she feels there is something to contribute.

*Approved by Council at Meeting No. 920  
Held November 2, 1999*

*Amended by Council at Meeting No. 1405  
Held September 15, 2015*