

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

Agenda for the **Regular Meeting** of Council of the Village of Pemberton to be held Tuesday, July 9, 2019 at 5:30 p.m. in Council Chambers, 7400 Prospect Street. This is Meeting No. 1496.

“This meeting is being recorded on audio tape for minute-taking purposes as authorized by the Village of Pemberton Audio recording of Meetings Policy dated September 14, 2010.”

Item of Business	Page No.
1. CALL TO ORDER	
In honour of the Lil'wat7ul, the Village of Pemberton acknowledges that we are meeting within the unceded territory of the Lil'wat Nation.	
2. APPROVAL OF AGENDA	1
Recommendation: THAT the Agenda be approved as presented.	
3. RISE WITH REPORT FROM IN CAMERA (CLOSED)	
4. ADOPTION OF MINUTES	
a) Regular Council Meeting No. 1495, Tuesday, June 25, 2019	4
Recommendation: THAT the minutes of Regular Council Meeting No. 1495, held Tuesday, June 25, 2019, be adopted as circulated.	
5. BUSINESS ARISING FROM THE PREVIOUS REGULAR COUNCIL MEETING	
6. BUSINESS ARISING FROM THE COMMITTEE OF THE WHOLE	
7. COMMITTEE MINUTES - FOR INFORMATION	
8. DELEGATIONS	
There are no delegations scheduled for this meeting.	
9. REPORTS	
a) Office of the Chief Administrative Officer	
i. BC Transit Amended Transit Expansion Memorandum of Understanding (MOU) – Verbal Report	14
Recommendation: THAT Council approve the scheduled service into Rainbow Estates on the route 99 Pemberton Commuter.	
ii. Union of British Columbia Municipalities Annual Meeting – Draft Minister Briefing Note: Minister of Children and Family Development – Childcare Needs in Pemberton	19
Recommendation: THAT Council provide direction on the Draft Briefing Note to the Minister of Children and Family Development.	

b) Corporate & Legislative Services

- i. Downtown Enhancement Project Contingency & Downtown Barn Parking Lot Paving Bylaw No. 863, 2019 – Alternative Approval Process Results** 53

Recommendation: THAT this report and the Certificate of Sufficiency, both dated July 8, 2019, regarding the Alternative Approval Process conducted to seek approval from the electorate for borrowing from the Municipal Finance Authority for the sum up to \$980,000 for the contingency portion of the Downtown Enhancement Project and the paving of the Downtown Barn parking lot be received.

c) Finance & Administration

- i. 2018 Statement of Financial Information** 58

Recommendation: THAT Council approve the 2018 Statement of Financial Information for filing with the Ministry of Municipal Affairs and Housing under the *Financial Information Act*.

d) Operations

- i. 2018 Drinking Water System Annual Report** 94

Recommendation: THAT the 2018 Drinking Water System Annual Report be received for information.

e) MAYOR'S Report

f) COUNCILLORS' Reports

10. BYLAWS

a) Bylaw for First, Second and Third Readings

- i. Village of Pemberton Building Bylaw No. 867, 2019** 145

Recommendation One:

THAT Council receive the results of community and stakeholder engagement as part of the process of adopting the Energy Step Code.

Recommendation Two:

THAT Council approve implementation the Energy Step Code effective January 1, 2020;

AND THAT Council direct staff to apply for Energy Step Code incentive funding from BC Hydro to aid in preparing the local building industry for the adoption of the Energy Step Code in Pemberton.

Recommendation Three:

THAT Council give Village of Pemberton Building Bylaw No. 867, 2019 First, Second and Third Readings.

b) Bylaw for Adoption

- i. Downtown Enhancement Project Contingency and Downtown Barn Parking Lot Bylaw No. 863, 2019** 210

Recommendation: THAT the Village of Downtown Enhancement Project Contingency and Downtown Barn Parking Lot Bylaw No. 863, 2019 be given Fourth and Final Reading

11. CORRESPONDENCE

a) For Action

There is no correspondence for action.

b) For Information

- i. **Todd McGivern, dated June 22, 2019, regarding sponsorship of annual UBCM convention.** 211
- ii. **Shane Brienen, Mayor, District of Houston, dated June 19, 2019, supporting restoration of Provincial funding for libraries.** 217
- iii. **Darryl Walker, Mayor, City of White Rock, dated June 26, 2019, canvassing support of a resolution to amend the *Community Charter* for implementation of a Vacancy Tax.** 219
- iv. **David Weber, City of Richmond, dated June 28, 2019, providing a resolution submitted to UBCM regarding recovering costs for local climate change impacts.** 223
- v. **David Weber, City of Richmond, dated June 28, 2019, presenting a proposed UBCM resolution regarding Conflict of Interest Complaint Mechanism and the establishment of a non-partisan Municipal Conflict of Interest Commissioner.** 225
- vi. **David Weber, City of Richmond, dated June 28, 2019, providing a resolution for consideration at UBCM regarding the establishment of a lobbyist registration system for municipal government.** 226
- vii. **David Weber, City of Richmond, dated June 28, 2019, providing a resolution for consideration by local governments regarding an update to the Statement of Disclosure requirements for municipal nominees and elected representatives to include a spouse's assets, liability and real property and the requirement to provide this information to a non-partisan Municipal Conflict of Interest Commissioner.** 227

Recommendation: THAT the above correspondence be received for information.

12. DECISION ON LATE BUSINESS

13. LATE BUSINESS

14. NOTICE OF MOTION

15. QUESTION PERIOD

228

16. ADJOURNMENT OF REGULAR COUNCIL MEETING

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

Minutes of the Regular Meeting of Council of the Village of Pemberton held on Tuesday, June 25, 2019 at 9:00 a.m. in Council Chambers, 7400 Prospect Street. This is Meeting No. 1495.

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

STAFF IN ATTENDANCE: Nikki Gilmore, Chief Administrative Officer
Sheena Fraser, Manager of Corporate & Legislative Services
Lisa Pedrini, Manager of Development Services
Cameron Chalmers, Planning Consultant
Jill Brooksbank, Senior Communications & Grants Coordinator
Elysia Harvey, Legislative Assistant
Joanna Rees, Planner

Public: 4

Media: 1

1. CALL TO ORDER

At 9:03 a.m. Mayor Richman called the meeting to order.

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

2. APPROVAL OF AGENDA

Moved/Seconded

THAT the Agenda be approved as amended by adjusting the order and bringing the Pemberton Child Care Needs Assessment Strategy presentation forward to item 8 as a Delegation.

CARRIED

3. RISE WITH REPORT FROM IN CAMERA (CLOSED)

Council rose with report from the May 28, 2019 In-Camera Meeting No. 1493 and advised that the 2019 Village of Pemberton Bursary Award recipient was Kolton Goochey.

4. ADOPTION OF MINUTES

a) Regular Council Meeting No. 1494, Tuesday, June 11, 2019

Moved/Seconded

THAT the minutes of Regular Council Meeting No. 1494, held Tuesday, June 11, 2019 be adopted as circulated.

CARRIED

5. BUSINESS ARISING FROM THE PREVIOUS REGULAR COUNCIL MEETING

There was no business arising.

6. BUSINESS ARISING FROM THE COMMITTEE OF THE WHOLE MEETING

There was no business arising.

7. COMMITTEE MINUTES – FOR INFORMATION

There were no Committee Minutes.

8. DELEGATIONS

Pemberton Child Care Needs Assessment and Strategy: 2019-2023 – Lisa McIntosh, Child Care Resource and Referral Coordinator, Sea to Sky Community Services.

Ms. McIntosh presented the April 2019 report, prepared by SPARC BC, which assessed the needs and strategic direction for child care delivery in Pemberton. Some of the most prominent challenges in Pemberton as well as other communities are securing funding for additional or expansion of current facilities and retaining qualified staff. Ms. McIntosh also noted that there is a need for more government-funded initiatives to support privately-owned daycares.

Recommendations of the report included constructing purpose-built child care facilities at elementary schools as well as collaborating with local developers to incorporate child care facilities in their development plans. Discussion took place regarding how the Village could support this initiative through advocacy and the following resolution was passed:

Moved/Seconded

THAT Staff submit a request to meet with the Minister of Children and Family Development at the 2019 UBCM Convention and prepare a briefing note for review at the next Regular Council Meeting.

CARRIED

9. REPORTS

Council passed the following resolution to amend the order of reports:

Moved/Seconded

THAT the Development Services reports on Major Development Permit Application No. 081 (Mount Currie View Mobile Home Park) and the Variance to Road Standards (Sunstone Ridge Developments) be brought forward on the agenda as the first items for reports.

CARRIED

a) Development Services

i. Major Development Permit Application No. 081 Mount Currie View Mobile Home Park – 7390 Highway 99

Cameron Chalmers, Planning Consultant, and Lisa Pedrini, Manager of Development Services presented the report and highlighted key points for Council's consideration. Ms. Pedrini presented two letters of support for the proposed development permit received from Village residents:

Annie Gaudette, 9-7450 Prospect Street, dated June 21, 2019.
Jason Tarbet, 7450 Prospect Street, dated June 21, 2019.

Moved/Seconded

THAT the Development Permit Application No. 081 - Mount Currie View Mobile Home Park (Appendix G) be authorized for issuance subject to the following conditions:

1. That a landscape security in the form of a letter of credit or other means satisfactory to the Village of Pemberton in amount of 120% the estimated landscaping cost as determined by a registered BCSLA Landscape Architect;
2. That revised Engineering details to address the recommendations made in the ISL Design Review Letter dated May 23, 2019 are submitted to Village Engineer's satisfaction;
3. That the Fire Chief's comments with respect to an additional fire hydrant, minimum dimensions for fire truck turnaround and emergency access be addressed to Staff's satisfaction; and
4. That all fees related to cost-recovery for consultant and Staff time spent on processing the application are paid in full.

CARRIED

OPPOSED: Councillor Antonelli

**ii. Variance to Road Standards (Development Variance Permit No. 123)
Subdivision and Development Control Bylaw No. 677, 2012
Sunstone Ridge Developments**

Moved/Seconded

THAT Council issue Development Variance Permit No. 123 to establish alternate hillside road standards for Road C (Seven O’Clock Drive), Sunstone Ridge.

CARRIED

b) Office of the CAO

i. Tourism Pemberton Meeting

Jill Brooksbank, Senior Communications & Grants Coordinator, reported on the June 19th Tourism Pemberton meeting she attended on behalf of the Village. At the meeting Ms. Brooksbank provided comments on the 2019 Joffre Lakes Action and Management Plan prepared by BC Parks, the progress of the Downtown Enhancement Plan project, and recommended that the 2019 Tourism Economic Impact Study be presented at a future Village Council meeting.

ii. Lower Mainland Local Government Association Resolutions – Verbal Update on Request for Non-Treaty First Nations’ Eligibility for Emergency Preparedness Grant Funding

In light of information recently received, CAO Gilmore requested Council’s confirmation to withdraw the resolution submitted to the Lower Mainland Local Government Association due to Non-Treaty First Nations newly being included in the funding eligibility.

Moved/Seconded

THAT the resolution regarding Non-Treaty First Nations’ eligibility for Provincial Emergency Preparedness grant funding be withdrawn.

CARRIED

c) Finance

i. Municipal Financing Association (MFA) Equipment Financing – Public Works Truck

Moved/Seconded

THAT Council receives this report from the Chief Financial Officer, dated June 25th, 2019 regarding financing for the purchase of new Capital Equipment;

AND THAT Council of the Village of Pemberton authorizes up to \$30,000 be borrowed, under Section 175 of the *Community Charter*, from the Municipal Finance Authority, for the purpose of a Public Works Truck;

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

CARRIED

d) MAYOR'S Report

Mayor Richman reported on the following meetings and events:

- Presented the Village of Pemberton Bursary Award to Kolton Goochey at Pemberton Secondary School's 2019 graduation ceremony.
- Attended the Pemberton Valley Utilities and Services Committee Meeting with Councillor Zant, where some of the following topics were discussed:
 - the Pemberton Aerothon was granted one-time funding, in the amount of \$2,000, from the Pemberton & District Grant-in-Aid Fund;
 - funding request from Stewardship Pemberton for financial assistance to support the cost of the use of the Community Kitchen for canning workshops;
 - plans for an outdoor basketball court to be located next to the elementary school hockey court are in progress;
 - recreation fees and charges bylaw review;
 - the establishment of a new service areas to provide funding for local community groups
- Met with WedgeWoods developer to discuss initiatives to maintain affordability of the WedgeWoods housing development, including transportation allowance (car-shares), rental and sale cost controls, and consideration of childcare facilities.

Mayor Richman reported on the following upcoming events:

- Join Village Staff for a coffee and a muffin at RONA on Thursday, June 27 from 8:30 am to 10:30 pm to learn about the Village's plans to implement the Energy Step Code in Pemberton. A draft of our new Building Bylaw will be available for viewing, and Staff will be on hand for questions.
- The Spud Run and Canada Day Celebrations will be taking place on July 1st. Registration for the Spud Run is at 8am, and the parade begins at 10am. This year the parade will be starting at Pemberton Secondary School. A community celebration will take place at the Pemberton & District Community Centre from 11am to 2pm.
- On Sunday, July 28th, Pemberton Children's Centre will be hosting Duckies for Daycare. Try your duck at winning a 5-day Whistler Blackcomb EDGE Card, a 5-day Whistler Bike Park Pass and more in our first annual duck

race. Buy your entries to the draw online at <http://bit.ly/duckiesfordaycare> then come and cheer your ducks along as they race to see who will win our amazing prizes.

Mayor Richman reported on the following:

- Concord Pacific Dragon Boat Festival took place on June 22 and 23rd. Pemberton was well represented by the Pemberton Laoyam Eagles who took Gold in the Junior Grand Final, the Pemberton Laoyam Falcons who finished 5th in the Junior B Finals and the Bald Eagles who gave it their all.
- Congratulations to Pemberton BMX on their contributions towards Race for Life. All funds raised at PBMX go to BC Children's Hospital. Fundraising continues until September 15th. Pemberton BMX will be hosting another fundraising event, a screening of Return to Earth on July 8th. Proceeds will be split 50/50 between PBMX track improvements & The Race for Life.
- Downtown Enhancement Project: Thank you to the businesses and residents who endured the 8 hour water disruption on Sunday to accommodate the tie in, into our new water infrastructure. We are starting to see the progress, with the completion of the pave drain on Frontier Street and some of the curb and gutter on Frontier and Prospect Streets. Next shift, the Contractor will be focusing on curb and gutter for Frontier Street. Parking will be relocated to the north side of Frontier in front of AG Foods. Frontier Street will be closed from Aster Street to the South letdown at the AG Mall.

e) COUNCILLORS' Reports

Councillor Zant

Councillor Zant reported on the following:

- Attended the Cemetery Committee meeting; funding sources to facilitate new fencing, landscaping, possible expansion of parking and the driveway continue to be considered.
- Advised that the Legion is undertaking fundraising for the Cenotaph Renovation Project.

Councillor Craddock

Councillor Craddock reported on the following:

- Attended the Pemberton Valley Dyking District meeting where discussions took place regarding the flood mitigation planning project and funding support.
- Attended the Whistler Blackcomb Foundation's appreciation and update event at the Squamish Lil'wat Cultural Centre.
- Attended the grand opening of the Sea to Sky Community Hospice in Squamish on June 24th

- Noted that visitor numbers to Joffre Lakes Park continue to be a safety concern with traffic lined up to enter the park and numerous vehicles parked unsafely along the highway this past weekend.

Councillor Antonelli

Councillor Antonelli reported that she attended the Rural Wildlife Fund Run for Nature event at One Mile Lake Park on June 9th, and attended the Wellness Bursary Committee meeting. As a result of the impressive list of Bursary applicants the Committee determined to award all five applicants with a Bursary and thanks to the support of SLRD Electoral Area C Director Russell Mack the Committee was pleased to confirm support to the following students:

Pemberton Secondary School:

- Ella Macdonald
- Kolton Goochey
- Kate Brosseau

Xet'olacw Community School:

- Samantha Joe
- Mallory Ritchie

Councillor Noble

Councillor Noble commented that the graduation ceremony at Pemberton Secondary School was a success and noted that Whistler Animals Galore (WAG) will be setting up an animal wellness clinic today in Mount Currie to provide low-cost veterinary care to those in need.

10. BYLAWS

There were no bylaws for reading or adoption.

11. CORRESPONDENCE

a) For Action

- Carla Jack, Ministry of Forests, Lands, Natural Resource Operations, and Rural Development, dated May 25, 2019, inviting comments on proposed name changes for the Lillooet River and Lillooet Lake.**

Moved/Seconded

THAT Staff submit comments to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development indicating Council's full support of the proposed name changes for the Lillooet River and Lillooet Lake.

CARRIED

- ii. **Leala Selina, SLRD Electoral Area C, dated June 6, 2019, expressing safety concerns due to the speed limit along Highway 99.**
- iii. **Chris Brown, SLRD Electoral Area C, dated June 19, 2019, expressing safety concerns due to the speed limit along Highway 99.**

Moved/Seconded

THAT the Village send correspondence to MLA Jordan Sturdy to follow up on what considerations have been made with respect to speed limit reductions along highway 99 in the Pemberton area.

AND THAT a response be provided to Ms. Selina and Mr. Brown in this regard.

CARRIED

b) For Information

- i. **Lynn Embury-Williams, Executive Director, Wood WORKS! BC, dated June 1, 2019, inviting nominations for the 2019 Community Recognition Awards.**
- ii. **Shannon Story, Executive Director, Lower Mainland Local Government Association, dated June 14, 2019, providing the Final 2019 Lower Mainland LGA Resolutions Disposition submitted to UBCM.**

Moved/Seconded

THAT the above correspondence be received for information.

CARRIED

12. DECISION ON LATE BUSINESS

There was no late business for consideration.

13. LATE BUSINESS

There was no late business.

14. NOTICE OF MOTION

There was no notice of motion.

15. QUESTION PERIOD

There were no questions from the Gallery.

16. RECESS

At 10:40 a.m. Mayor Richman called a recess of the Regular Council meeting.

At 10:52 a.m. the Regular Council meeting was reconvened and Council moved In Camera.

17. IN CAMERA

THAT pursuant to Section 90 (1) (c) Employee/Labour Relations, (g) Litigation and (k) Negotiations of the *Community Charter*, the Council of the Village of Pemberton serves notice to hold an In-Camera Meeting on today's date for the purpose of dealing with matters for which the public shall be excluded from attending.

At 12:40 p.m. Council Rose from In Camera but did not Rise with Report.

At 12:40 p.m. the Regular Council Meeting was recessed.

At 1:12 p.m. the Regular Council Meeting was reconvened and Council moved back into In Camera.

18. RISE WITH REPORT FROM IN CAMERA

At 1:12 p.m. Council rose with report on the following:

UBCM Community Emergency Preparedness Grant Fund – Memorandum of Understanding between the Pemberton Valley Dyking District, Squamish-Lillooet Regional District and the Village of Pemberton

The Mayor and CAO were authorized to execute the Memorandum of Understanding between the Pemberton Valley Dyking District, the Squamish-Lillooet Regional District and the Village of Pemberton respecting the UBCM Community Emergency Preparedness Grant Funding Flood Risk Assessment, Flood Mapping and Flood Mitigation Planning Project subject to a minor amendment to section 8 of the MOU.

19. ADJOURNMENT OF REGULAR COUNCIL MEETING

Moved/Seconded

THAT the Regular Council Meeting be adjourned.

CARRIED

At 1:13 p.m. the Regular Council Meeting was adjourned.

Mike Richman
Mayor

Sheena Fraser
Corporate Officer

DRAFT

June 11, 2019

Re: 3 Year Expansion Initiatives

Dear Nikki,

As your transit system has service initiatives requiring expansion funding, we have attached a Memorandum of Understanding (MOU) to formalize the process of securing provincial funding on your behalf. This MOU summarizes specific initiatives for the subsequent three operating years of 2020-2021 through to 2022-2023. These initiatives are derived from recommendations outlined in the most recent service plan(s) received by your council/board and validated in collaboration with local government staff.

Expansion initiatives are an important component to sustaining and growing a successful transit system. This investment in your transit system comes with several considerations. To support council/board decision making, we have provided updated order-of-magnitude costing for each Conventional and Custom Transit initiative. These are based on either the estimated annual increase to revenue service hours or, where appropriate, the estimated increase to the Tax Supplement budget for Custom Transit initiatives as written into the description.

There are a few key considerations when reviewing your initiatives. It is important to realize that where proposed expansion is dependent on other infrastructure investment, this dependency will be noted in the proposed expansion initiatives table. Similarly, if your expansion requires additional vehicles, this is also identified and is factored into your estimated total costs. Please keep in mind that should fleet be procured to support your initiative following agreement to the MOU and a determination is made that expansion is no longer desired by the local government, the lease fees related to the new vehicles will still be added to your operating budget for a minimum of a one-year period. Finally, in the event expansion requests exceed the available funding, it is important to note a prioritization process is used to determine which projects receive funding.

By communicating proposed expansion initiatives as far in advance as possible we are trying to achieve three important goals:

1. Ensure 3-year expansion initiatives are aligned with the expectations of local governments.
2. Attain a commitment from local governments that allow BC Transit to proceed with the procurement and management of resources necessary to implement transit service expansions.
3. Provide local government partners with enhanced 3 year forecasts that identify longer term funding requirements.

Upon confirmation of your council/board's commitment to the expansion initiatives, we will include your request in BC Transit's draft Service Plan to the Province to seek the matching funding required for operating and capital costs. If your proposed expansion requires additional vehicles in 2020-2021, a commitment from your council/board is required by June 1st, 2019 to ensure sufficient time for BC Transit to include your requirements in our procurement process.

Following confirmation of the provincial budget, I will confirm with you if sufficient funding was secured and initiate an implementation plan, including the development of more detailed costing based on routing and schedules. I look forward to working with you on the continued improvement of your transit service and encourage you to contact me if you have any questions regarding these proposed expansion initiatives.

Yours truly,



Lisa Trotter
Senior Manager, Government Relations
BC Transit

Expansion Memorandum of Understanding

Date	June 11, 2019
Expiry	July 11, 2019
System	Pemberton Transit System

Expansion Initiatives Agreement

The following outlines expansion initiatives identified for your transit system along with a high level annual costing based on the hourly rates of your system. Please confirm these initiatives are aligned with the expectations of your local government. Upon confirmation of your local government's intent to commit to the expansion and budget, we will proceed with the request to secure funding from the Province on your behalf.

PROPOSED EXPANSION INITIATIVES						
AOA Period	In Service Date	Annual Hours	Vehicle Requirements	Estimated Annual Revenue	Estimated Annual Total Costs	Estimated Annual Net Municipal Share
2020/21	Sep-20	50	0	\$2,770	\$9,435	\$2,071
		Description	Providing scheduled service into Rainbow Estates on the route 99 Pemberton Commuter			
2021/22	Jun-21	800	0	\$45,982	\$158,146	\$35,163
		Description	Add midday service on the 99 Pemberton Commuter.			
2021/22	Sep-21	750	2	\$43,212	\$217,395	\$101,994
		Description	Add midday or later evening service on weekdays on the Local Transit Network in Pemberton.			

Approval

On behalf of the Village of Pemberton, I am confirming to BC Transit to proceed with the request for funding to the province on our behalf for the 2020/21 Fiscal year, and that we are committed to budget accordingly for the 3-year expansion but will review and confirm on an annual basis as per the advice provided and with the knowledge a more detailed budget will follow as service details are confirmed.

Signature: _____ Date: _____

Name: _____ Position: _____

Signature: _____ Date: _____

Name: _____ Position: _____

On behalf of BC Transit, prepared by

Signature: 

Date: March 25, 2019

Name: Lisa Trotter

Position: Senior Manager, Government Relations

Date: July 9, 2019
To: Nikki Gilmore, Chief Administrative Officer
From: Wendy Olsson, Executive Assistant/HR Coordinator
Subject: Briefing Note to Minister of Children and Family Development

PURPOSE

The purpose of this report is to present to Council a draft Briefing Note to the Minister of Children and Family Development, for a Minister Meeting at the 2019 UBCM Convention.

BACKGROUND

At the Regular Council meeting No. 1495 held Tuesday, June 25, 2019, Council received the Pemberton Child Care Needs Assessment and Strategy 2019-2023 prepared by Social Planning and Research Council of BC (SPARC BC). Discussion took place regarding how the Village could advocate for increased availability of childcare, and the following resolution was passed:

Moved/Seconded

THAT Staff submit a request to meet with the Minister of Children and Family Development at the 2019 UBCM Convention and prepare a briefing note for review at the next Regular Council Meeting.

CARRIED

DISCUSSION & COMMENTS

Recognizing the serious challenges being faced with respect to childcare delivery in Pemberton, the Sea to Sky Putting Children First Initiative commissioned SPARC BC to prepare a Child Care Needs Assessment and Strategy for Pemberton (**Appendix A**). The objectives of the Assessment were to provide guidance to the Village of Pemberton and other local stakeholders, agencies and local governments in addressing childcare needs to 2023 and to identify a vision, strategic priorities, and space targets for childcare in Pemberton.

In brief, the Assessment found the main causes of Pemberton's childcare shortage to be the lack of funding for facilities and the lack of qualified providers available. The Assessment provided a target of an additional 46 childcare spaces through 2023 to address the gap. The strategy to achieve this target included several actions; each action identified stakeholders to be potential partners in its completion.

In the development of the draft Briefing Note (**Appendix B**), Staff focused on those recommendations that included the Province as a partner, notably supporting the recruitment, retention, and training of childcare workers and providing capital funding for childcare facilities,

to ensure the recommended space target of an additional 46 childcare spaces through 2023 can be met.

In 2018 the Province committed to a three-year investment in the childcare sector totaling \$1 billion to improve access to childcare, including funding the creation of 22,000 new licensed childcare spaces. The investment includes the Community Child Care Space Creation Program, funded under the Canada-British Columbia Early Learning and Child Care Agreement, to provide \$13.7 million to fund the creation of new licensed childcare spaces in local government-owned facilities. Unfortunately, the Village was ineligible for the funding as it does not own any appropriate facilities, and the grant intake is now closed. As such, part of the request in the Briefing Note to the Ministry is that municipalities without their own facilities available to be eligible for grant funding for the creation of new childcare spaces through other means such as non-profit organizations.

Staff notes that when submitting the Minister Meeting request to MFCD, both the topic of childcare and the previously identified topic of Mental Health for Youth in the Pemberton area will be included in the submission.

COMMUNICATIONS

There are no communications considerations at this time.

LEGAL CONSIDERATIONS

The proposed Briefing Note does not require legal review.

IMPACT ON BUDGET & STAFFING

The draft Briefing Notes for the 2019 UBCM Convention are prepared in-house and incorporated into the operations of the Office of the Chief Administrative Officer. Preparation of Briefing Notes is considered a part of Staff's regular scope of duties and responsibilities and thus will not impact budget or staffing costs.

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no impacts to other departments.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

There are no impacts on the region or neighbouring jurisdictions at this time, however as both the SLRD Area C and Lil'wat Nation are referred to as stakeholders in the Assessment, the Village will be inviting these jurisdictions to join the Ministers Meeting should it be granted.

ALTERNATIVE OPTIONS

There are no alternative options presented at this time.

POTENTIAL GOVERNANCE CONSIDERATIONS

The topic of the Briefing Note meets the Village's Strategic Priority Four of Social Responsibility, to create a strong and vibrant community recognizing the importance and benefits of both healthy and engaged citizens as well as an accessible and well managed natural environment.

RECOMMENDATIONS

THAT Council provide direction on the Draft Briefing Note to the Minister of Children and Family Development.

Attachments

Appendix A: Pemberton Child Care Needs Assessment and Strategy:2019-2023
Appendix B: Ministry of Family and Child Development: Childcare Needs in Pemberton

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

IT TAKES A VILLAGE
Pemberton Child Care
Needs Assessment and Strategy:
2019-2023

April 11, 2019

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1.0 Introduction and Report Overview

Child care is a vital part of a community's social infrastructure. In addition to helping the families and children using the care, it benefits the broader population, contributes to the economy, and enhances the overall health and well-being of the community.

Recognizing the importance of child care, and the serious challenges being faced with respect to child care delivery in Pemberton, the Sea to Sky Putting Children First Initiative, with funding support from the Pemberton Valley Utilities and Services (PVUS) Committee¹ commissioned the Social Planning and Research Council of BC (SPARC BC) to prepare a Child Care Needs Assessment and Strategy for Pemberton. A similar Initiative was undertaken for the District of Squamish earlier in 2018.

The overarching theme of the Pemberton Child Care Needs Assessment and Strategy, as captured in the document's title, borrows from the African proverb: it takes a village to raise a child. The reality is that making improvements to the child care system in Pemberton is a shared responsibility, with shared benefits, requiring the contributions of several parties to succeed.

The purpose of the Needs Assessment and Strategy is threefold:

- 1) Provide guidance to the Village of Pemberton (VOP), Squamish-Lillooet Regional District (SLRD)², Sea to Sky Community Services Society, and other interested parties (e.g., child care providers, community agencies) in addressing child care needs in Pemberton to 2023;
- 2) Identify a vision, strategic priorities, and space targets for child care in Pemberton
- 3) Propose a framework for implementation of the recommendations contained herein.

The Needs Assessment and Strategy is organized into ten (10) sections, as follows:

- ◆ Section 1.0 – Introduction and Report Overview
- ◆ Section 2.0 - Context
- ◆ Section 3.0 - Methodology
- ◆ Section 4.0 – Vision for Child Care in Pemberton
- ◆ Section 5.0 – Guiding Principles and Assumptions

¹ The PVUS Committee consists of elected officials and senior staff representatives from the Village of Pemberton and Squamish-Lillooet Regional District. Its primary focus is on the planning and delivery of various shared services in the Village and Area C of the Squamish-Lillooet Regional District (e.g., Landfill, Recreation). The Committee also allocates annual grant funding to support community recreation, social, and cultural activities in the service area (including funding support for this Needs Assessment and Strategy).

² It is recognized that the SLRD, with its broad regional focus, would have a relatively limited role and stake in Pemberton-specific child care issues. Nonetheless, the Regional District is considered a stakeholder because 1) through the PVUS Committee, the SLRD provided funding support for this Needs Assessment and Strategy, 2) at the time of initiating the research, the SLRD was responsible for the management of recreation service delivery for Pemberton and will be transferring to the Village of Pemberton effective June 1, 2019, and 3) it is important for the Regional District to be apprised of, and offer appropriate support in responding to, issues being faced within its boundaries (i.e., child care concerns in Pemberton).

- ◆ Section 6.0 – Needs Assessment Summary
- ◆ Section 7.0 – Child Care Space Targets
- ◆ Section 8.0 – Strategic Directions and Recommended Actions
- ◆ Section 9.0 – Partnership and Collaboration
- ◆ Section 10.0 – Monitoring and Implementation.

Additional supportive information is contained in the background technical reports for this document.

At the outset, it should be noted that the recommendations contained herein are just that: recommendations. They were based on extensive research and targeted engagement with the community. The document is meant to inform and provide a starting off point for government and community stakeholders to tackle the pressing childcare needs in Pemberton. In order for positive action to occur, key stakeholders in the community need to endorse the recommendations, refine them as necessary over time, and commit to playing an appropriate role in putting them into effect.

2.0 Context

One of the initial steps in undertaking a Child Care Needs Assessment and Strategy is to gain an understanding of context – both for the local jurisdiction and for the broader child care delivery system. An overview of the local and broader child care context is provided below.

2.1 Local Context

With respect to child care planning, some noteworthy socio-economic characteristics of Pemberton are as follows:

- *Relatively small and geographically isolated community* - 2,574 people lived in the Village of Pemberton in 2016.
- *Relatively high rate of growth* – the overall Village population increased by 5.8% between 2011 and 2016.
- *Young population* - 545 children aged 0 – 12 years lived in Pemberton in 2016 (21.1% of the total population), with 245 of these children being infants/toddlers and pre-school aged (i.e., 0 – 4 years) and 300 being school aged (i.e., 5 – 12 years).
- *Limited diversity* - The overwhelming majority of people in Pemberton are Canadian-born and have English as a mother tongue. It should be noted, however, that 6.6 % of Pemberton population in 2016 were Indigenous, and a large First Nations Reserve exists nearby (1,285 people living in the Lil'wat Nation).
- *High level of home ownership* – 76.7% of Pemberton households owned their homes, while 22.8% were renters.
- *High percentage of household income devoted to housing costs* - 31.1% of homeowner households and 48.9% of renter households spent more than 30% of their household income on shelter costs – higher rates than both the SLRD and province. It is likely that the percentage of household income devoted to housing costs has risen even higher since the

Census, as housing prices have increased quickly: the average assessed value for a single-family home in Pemberton was \$828,500 as of July 1, 2018 (up 14% since July 1, 2017).

- *Relatively low (and falling) proportions of children (0-14 years old) in lone parent families* – 9.4% of children (0-14 years old) lived in lone parent families in 2016, down from 15.3% in 2011. The proportion of children in lone parent families in Pemberton is much lower than the proportions in the SLRD and BC.
- *Relatively low but still concerning rate of child poverty (based on Statistics Canada Low-Income Measure After Tax data)* - 12.9% of children (0-17 years old) lived in poverty in Pemberton, similar to the SLRD but much lower than in BC. Further, the median total income of couple families with children in Pemberton (\$103,936) was lower than comparable figures for the SLRD and BC.
- *Very high labour force participation rate among core working age (25-64 year old) population* - 91.6% of Pemberton’s core working age population was participating in the labour force in 2016, higher than the rates for both the SLRD and BC.

The foregoing statistics are highlights only. More detailed information on the local population is included in the *Pemberton Statistical Analysis*, a background technical document for this review.

With respect to child care supply, the following services are available in Pemberton:

Licensed Child Care Services in Pemberton – November 2018				
Program Name	Operator	Program Type	Ages Served	Licensed Capacity
Cricketts	Pemberton Children’s Centre	Group Child Care	11 – 24 months	12
Beetlebugs	Pemberton Children’s Centre	Group Child Care	2 – 3 years	12
Dragonflies	Pemberton Children’s Centre	Group Child Care	30 months to school age	25
Super Spuds ³	Private	Family Child Care	Birth to school age	7
Le Petit Bonheur	Private	Family Child Care	Birth to school age	5
Pemberton After School Club	Sea to Sky Community Services	Out of School	5 – 12 years	12
Total				73

³ Super Spuds is situated immediately outside the VOP boundaries, but because of its close proximity to the Village, it is being included in the Pemberton inventory. Two additional group child care programs are operated by the Lil’wat Nation at the Ullus Childcare Centre: Tsuqum (Chickadee; 12 spaces for children aged under 3) and Tsvkatsvka (Blue Jay; 15 spaces for children aged 3 – 5 years). Pemberton families are able to enroll their children in the Ullus centres. Those centres are not included in the Pemberton inventory, however, because they are located roughly 8.5 kilometers from the Village boundaries.

All of Pemberton’s licensed child care programs are fully subscribed (i.e., no vacancies exist) and all have extensive wait lists. No registered license-not-required child care operations (i.e., for two or fewer children) exist in Pemberton.

While the focus of this review is on licensed child care, it is important to note that complementary unlicensed programs provide a valuable supplement to (not replacement of) the regulated system. The value of the complementary programs is particularly strong in Pemberton, given the acute shortage of available licensed child care options in the Village. Parents, licensed caregivers, and others consulted for this review acknowledged the key roles played by such operations as the Pemberton and District Community Centre, Stewardship Pemberton, and the Pemberton and District Public Library in supporting families and delivering programs for preschool-age and school-age children.

2.2 Broader Child Care Context

Child care is a complex field, with no one jurisdiction or entity being responsible for its planning, funding, or delivery. Rather, it can more aptly be described as a patchwork quilt, involving an array of parties playing varying roles, and requiring broad-based collaboration to respond to ever-changing needs and circumstances.

Key partners, and their respective roles, are as follow:

- Federal Government – Advocates have long been calling on the Federal Government to develop a national strategy for child care. While that has not happened, the Federal Government initiated a *Multilateral Early Learning and Child Care Framework* in 2017 to guide efforts of the Federal, Provincial and Territorial governments on child care matters. The Framework articulates the commitment of the respective governments to work towards investments to increase quality, accessibility, affordability, flexibility, and inclusivity in early learning and child care, placing priority on those with greatest needs. Funding commitments were outlined in the 2017 Federal Budget and include \$540 million in 2018-2019, and \$550 million in 2020-2021. By 2026-2027, the Government of Canada’s child care allocation is envisioned to reach \$870 million annually. To date, the Federal contribution to BC through the Framework has been \$153 million. These funds are being used to support initiatives set out in the Province’s *Child Care BC* plan (discussed below). The funding will be targeted at increasing the number of infant and toddler child care spaces in areas of highest need, providing low-cost infant and toddler care spaces, supporting culturally appropriate care for Indigenous families, and facilitating other initiatives to help vulnerable families.
- Provincial Government – The Provincial government has historically played several roles with respect to child care including:
 - ◆ Developing legislation, policy, and regulations
 - ◆ Funding supportive programs and services (e.g., Child Care Resource and Referral programs, Supported Child Development program)

- ◆ Providing Major and Minor Capital Grants to eligible child care providers
- ◆ Providing fee subsidies and program supports for families with low incomes

In its 2018 Budget, under the umbrella of the *Child Care BC* initiative, the Provincial government announced over \$1 billion in new investments for child care and early learning over a three-year period. The funding constituted the single largest commitment to child care in BC history and is intended to set the foundation for universal child care in the province.

Highlights of *Child Care BC* are as follows:

- ◆ Assisting parents with fees – Under the new *Child Care Fee Reduction Initiative*, if a provider signs up for the program, parents are eligible for fee reductions of up to:
 - \$350/month for group infant/toddler care
 - \$200/month for family infant/toddler care
 - \$100/month for group care for children aged 3 to Kindergarten
 - \$60/month for family care for children aged 3 to Kindergarten.

Under the new *Affordable Child Care Benefit* (which replaces the former *Child Care Subsidy* program), additional affordability relief is available for families with annual incomes up to \$111,000. Through the Benefit, parent fees will be eliminated for most families earning less than \$45,000 annually with children in licensed child care aged under 3 years.

- ◆ Enhancing wages and education of BC's Early Childhood Education (ECE) professionals - Under the new *Recruitment and Retention Strategy*, ECE professionals will receive two wage lifts over the next two years (each at \$1 per hour, or approximately \$2,000 annually). They will also receive a range of enhanced education supports, including expanded bursaries, paid practicums, professional development opportunities and more spaces for post-secondary ECE training.
- ◆ Funding establishment of additional spaces - Capital funding is being made available to support the creation of a total of 22,000 new licensed spaces (24,000 spaces with Federal funding) over the next three years. Priority is being placed on public partnerships (e.g., with school districts, local governments). Grants are also being offered to support child care planning processes at the community level. In addition, funding is being offered to assist with facility maintenance costs, move unlicensed spaces into the licensed sector, expand options for families working non-standard hours and increase resources for young parent programs and children with additional support needs.

- Local Government - Under Provincial legislation, local governments do not have a direct assigned role with respect to child care. Further, the Federation of Canadian Municipalities (FCM) has long contended that Canadian municipalities only receive eight cents of every tax

dollar collected in Canada.⁴ As such, municipalities lack the mandate and resources of their senior government counterparts to address child care needs.

Municipalities are the level of government closest to the people, however, and they generally have the deepest understanding of local needs and circumstances. Municipalities can also play a vital role in facilitating establishment of quality child care in their communities. Examples of supportive actions taken by municipalities in BC include:

- ◆ Adopting municipal child care policies
- ◆ Convening child care planning tables
- ◆ Advocating to senior governments on local child care needs
- ◆ Undertaking child care needs assessments
- ◆ Providing grants to child care providers
- ◆ Amending zoning bylaws to facilitate development of child care spaces
- ◆ Making space available in municipal facilities, at nominal or below market rates, for the provision of child care
- ◆ Securing built child care spaces or cash in lieu from developers through the development approval process (e.g. by providing bonus density in exchange for child care contributions)
- ◆ Supporting a child care website or link with information targeted both to child care operators and interested parents.

It would be unrealistic to expect a small jurisdiction such as the Village of Pemberton to make the same level of contributions to child care as its larger municipal counterparts. Nonetheless, the Village has shown its support for child care through such actions as:

- ◆ Incorporating policies on community facilities, a healthy and diverse economy, and affordable housing in the Village of Pemberton Official Community Plan (OCP) which, while not directly addressing child care, are complementary to the proposals put forward in this document
- ◆ Establishing provisions for child care facilities in the Zoning Bylaw
- ◆ Providing permissive property tax exemptions for the Pemberton Children's Centre
- ◆ Assisting with the research and review of this Child Care Needs Assessment and Strategy.

Further, local governments can play an important role in providing recreation services which benefit families and complement the licensed child care systems. When work on this Child Care Needs Assessment and Strategy was initiated, the SLRD was responsible for delivering Pemberton's community recreation services (e.g., operation of the Pemberton and District Community Centre). As of June 1, 2019, the management of recreation service delivery will come under the auspices of the Village of Pemberton.

⁴ See, for example, the FCM report, *The State of Canada's Cities and Communities 2012*.

- Other – Several other parties are involved with the planning, development, support, and operation of the child care system. Examples include child care operators, health authorities, school districts, community service agencies, parents, and the broader community. Additional information on the key child care partners in Pemberton, and their respective roles, is presented in Section 9.0 of this report.

Before closing this discussion, it should be noted that, prior to completion of this Child Care Needs Assessment and Strategy, the Union of BC Municipalities was inviting applications for two programs: the *Community Child Care Space Creation Program* (funded through the Federal Government) and the *Community Child Care Planning Grant* program (funded through the Provincial Government). Unfortunately, the application deadline for both programs (January 18, 2019) has passed and details regarding further rounds of funding have not been announced. When such details become available, however, information from this document should provide child care stakeholders in Pemberton with solid backup in pursuing future funding opportunities.

3.0 Methodology

Preparation of the Pemberton Child Care Needs Assessment and Strategy benefited from coming on the heels of a similar project for the District of Squamish. Several of the same individuals and organizations were involved in both projects. And some key information for the Pemberton initiative had already been gathered for the work in Squamish.

The Pemberton Needs Assessment and Strategy is very much a “made for Pemberton” initiative. While some of the challenges identified for the two jurisdictions overlap (e.g., shortage of spaces, challenges with attracting and retaining qualified Early Childhood Education workers, affordability of care), the particulars differ. Further, the recommended strategies, presented in Section 8.0 of this report, reflect the distinct needs, circumstances, and capacities in Pemberton.

Work on the Pemberton project involved two key components: the Needs Assessment and the Strategy development.

- Needs Assessment- Information for the Needs Assessment was gathered from a variety of primary and secondary sources and utilized both quantitative and qualitative data. The primary data came from:
 - ◆ Consultation workshops – Two consultation workshops were held on November 26, 2018 in Pemberton. The first workshop was for child care providers (four attendees) and the second was for parents and the broader community (31 attendees). Both workshops followed a similar format, whereby participants were asked to identify the strengths, weaknesses, opportunities, threats, and suggestions for child care in Pemberton. All comments were recorded on flip charts, and participants were invited to identify their top three priorities for each category (i.e., a total of 15 dots for five categories each). Participants at both workshops were fully engaged and offered a breadth of valuable information and insights for the project.

- ◆ Community questionnaire – An online questionnaire was widely circulated throughout the community on November 28, 2018, with a submission deadline of December 10, 2018. The questionnaire sought information on the child care needs, situations, and concerns of respondents (primarily parents from the Village of Pemberton). A \$150 cash incentive prize was offered for completion of the survey. The questionnaire elicited 116 responses – a remarkable response rate, especially given the relatively small size of the Pemberton population and the short duration for which the survey was online.
- ◆ Key informant interviews – The consultants conducted several in-person and telephone interviews with key informants for the project (e.g., representatives from Sea to Sky Putting Children First, VOP, SLRD). The interviews helped clarify the context, issues, options, and other matters pertinent to the project and to child care in Pemberton.

Secondary data for the Needs Assessment came from the 2016 Census, child care licensing records, and assorted government and non-government documentation (e.g., VOP Official Community Plan). Examples of information gathered included:

- ◆ The child and family populations in the area;
 - ◆ Existing child care services and complementary children’s programs;
 - ◆ Other socio-economic and demographic information;
 - ◆ Child care plans, policies, and research from other jurisdictions.
- Strategy Development – The Strategy development flowed from the research for the Needs Assessment. The consultants considered the array of suggestions, opinions, and concerns regarding Pemberton’s child care situation identified through the workshops, questionnaires, and key informant interviews. The consultants also came up with additional options, based on the assessment of needs and research on “best practice” approaches used in other jurisdictions.

The consultants shared draft versions of the Needs Assessment and Strategy with representatives of the Sea to Sky Community Services, VOP, SLRD, and other selected stakeholders who will be directly affected by, or involved with, implementation of recommendations from this document. The consultants made revisions accordingly, reflecting the comments and suggestions received. The intent was to ensure that the information was accurate, stakeholders were comfortable with the roles proposed for them, and the recommendations were thorough, realistic, and appropriate for the Pemberton context.

4.0 Vision for Child Care in Pemberton

In developing a child care strategy, it is useful to have a vision – an aspirational statement of the desired end that the strategy should ideally help a community achieve. The statement should provide a high-level touchstone or reference point both for the strategy preparation and implementation process.

The following is a proposed Child Care Vision Statement for Pemberton:

Families in Pemberton will be able to obtain safe, high quality, and affordable child care services that meet the unique and changing needs of their children.

5.0 Guiding Principles and Assumptions

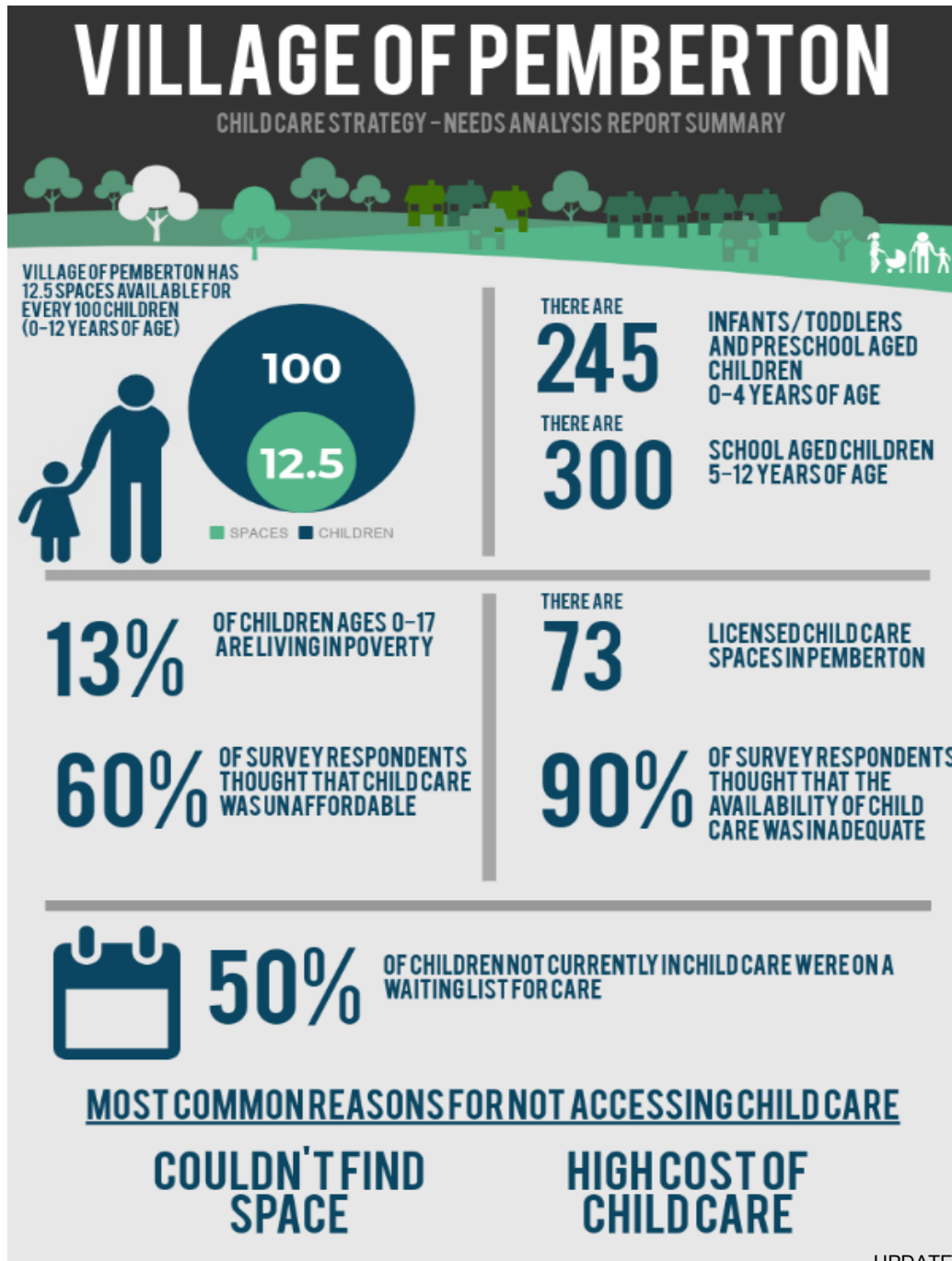
In addition to a vision statement, it is important to articulate the underlying principles and assumptions that guided preparation of the Needs Assessment and Strategy:

- a) Child care is an important community service, a key component of Pemberton's social infrastructure. It facilitates the healthy development of children, supports families, assists the businesses and the economy, and contributes to the overall quality of life of the community.
- b) No one jurisdiction or organization is responsible for child care. Therefore, partnerships and collaboration amongst many parties are essential if child care needs are to be successfully addressed (i.e., it takes a village . . .).
- c) The Child Care Strategy must be founded on solid research.
- d) The Strategy should be ambitious, but also practical, realistic, and within the means of the pertinent stakeholders to pursue.
- e) The Strategy should build on the community's strengths.
- f) The Strategy must be appropriate and responsive to the needs and circumstances of the local jurisdiction.
- g) The community and partners need to be meaningfully engaged and have a sense of shared ownership – both in the development and implementation of the Strategy.

6.0 Needs Assessment Summary

As noted, information for the Needs Assessment came from a variety of sources, both primary (e.g., workshops, questionnaires, interviews) and secondary (e.g., Census, Vancouver Coastal Health). A full version of the Needs Assessment, complete with supporting statistics and data, is provided as a background technical report for this document.

Pertinent highlights are summarized in the following infographic:



With respect to planning for the future, the workshops, questionnaires, and interviews for the project yielded important information on the key strengths, challenges, opportunities, and threats regarding Pemberton's child care situation. Highlights are as follows:

Strengths – The main strengths, or positive aspects with respect to child care in Pemberton are:

- Small close-knit community where people know each other and help one another out
- The availability of other recreational and cultural programming to complement licensed child care (e.g., Pemberton and District Community Centre, Pemberton and District Library, Whistler Blackcomb Ski School, One Mile Lake Nature Camp)
- Increased Provincial and Federal funding to assist with parent fees, establish additional child care spaces, and generally enhance the child care system
- Interest of Village of Pemberton, Squamish-Lillooet Regional District, and other parties regarding child care (e.g., funding for the Needs Assessment and Strategy)
- The quality of ECE workers at Pemberton child care facilities.

Challenges - The main challenges facing Pemberton's child care system are:

- An acute shortage of licensed child care spaces and associated long waitlists – especially for infants/toddlers and preschool age, and school age care
- Difficulties in attracting and retaining qualified ECE staff (due to low salaries and other factors)
- Insufficient local access to education and training for ECE staff
- Limited capacity for serving children with extra needs (e.g., shortage of funding, lack of specialized staff training and experience)
- Difficulties for parents in juggling child care and children's activities
- High cost of living in Pemberton – particularly for housing (affects families and ECE workers)
- Lack of child care options for parents who work irregular shifts (e.g., evenings, weekends)
- Affordability concerns re: fees for parents (despite new Provincial fee reduction initiatives)
- High cost of providing child care (i.e., most of budget goes to staff salaries)
- High cost of establishing new facilities

Opportunities – The main opportunities or things that can be built on concerning child care in Pemberton are:

- Continued funding and policy support for child care from the Village of Pemberton (e.g., permissive tax exemptions for the Pemberton Children's Centre, advocacy to senior governments re: child care needs)
- Availability of senior government funding to create new child care spaces
- Possible space at the community centre to use for licensed child care

- Possible collaboration with developers of multi-family housing projects (e.g., include space for child care operation or establish affordable housing units that could be occupied by ECE staff)
- Enhanced collaboration and partnership amongst child care providers and other supportive organizations (e.g., Village of Pemberton, Squamish-Lillooet Regional District, School District 48, Pemberton and District Public Library, Ski School)
- Encouragement of Pemberton residents to set up licensed family or registered license-not-required child care operations
- French school to be built (and potential for exploring inclusion of space for child care)
- Mobilization of the community to have a stronger collective voice re: child care and related matters.

Threats – The main threats to childcare in Pemberton are:

- Fast population growth making it difficult to meet child care demand, both now and in the future
- Lack of ECE staff (issues such as poor wages, not enough incentives, cost of living, staff burnout).
- Affordability of child care
- High cost of education for ECE staff
- High cost of living in Pemberton

Looking specifically at the questionnaire, 116 responses were elicited – a remarkable response rate given the relatively small size of Pemberton and the short duration for which the questionnaire was available. Respondents were asked questions on a variety of matters such as their household characteristics (e.g., incomes, household composition, mobility), their children, and their child care situations and needs (e.g., waiting lists for placement and extra support requirements for their children).

Selected highlights include:

- Just over half of the respondents had only one child (0-12 years old)
- Approximately seven in ten respondents had no other family members who provided regular care for their child
- Over seven in ten respondents needed full-day care (business hours) for their children, with large numbers of respondents also needing before and after school care
- The majority of respondents needed child care during weekdays
- Approximately three in five respondents thought that child care in Pemberton was unaffordable
- Approximately nine in ten respondents thought that the supply or availability of child care in Pemberton was inadequate
- Respondents wanted child care programs to be close to outdoor parks, recreation services, library services and close to home

- Most respondents worked in Pemberton or Whistler: approximately four in ten respondents worked in Pemberton, with roughly four in ten respondents working in Whistler
- Respondents used a range of methods to find child care, with friends/word of mouth being the most common method, followed by internet searches
- Over two-thirds of respondents had used childcare at some point; however, just over half of all children of respondents were currently using child care outside the home
- Monthly child care costs per child varied widely amongst respondents, with \$601-\$800/month being the most common range, followed closely by \$401-\$600/month and \$201-\$400/month
- For parents whose children were not in child care, the most common reason given by respondents was that they couldn't find a space for their child, followed by the high cost of child care
- Approximately half of the children not currently in child care were on a waiting list for care.

7.0 Child Care Space Targets

As noted in the foregoing section, a shortage of spaces is likely the most serious child care issue facing Pemberton. At present, there are an estimated 12.5 licensed child care spaces per 100 children aged 0 – 12 years in Pemberton. This ratio is well below the Provincial average of 18.4 spaces per 100 children aged 0 – 12 years.⁵ It is also well below the ratio of 20 spaces for children aged 0 – 14 years in Squamish,⁶ and lower than the ratio for the 0 – 12 year group for several Lower Mainland municipalities (e.g., City of North Vancouver [24.0: 100], the District of North Vancouver [27.1: 100] and West Vancouver [25.6: 100]).⁷

Rather than merely stating the obvious that Pemberton has a serious shortage of child care options and desperately needs additional spaces, it is important to set targets - identifying the number and type of spaces needed in Pemberton over the next five years (i.e., 2019 - 2023). Targets are useful for providing direction and clarity for future planning efforts and for substantiating capital funding requests to senior governments. Targets also provide a benchmark against which efforts to achieve more spaces over the next five years can be measured.

Unfortunately, no pre-existing age-specific population projections were available for the target-setting exercise for Pemberton. The consultants thus came up with their own population estimates, using a hybrid approach which 1) used data from the Census and BC Stats (P.E.O.P.L.E. forecasts), 2) estimated

⁵ *Early Education Care in Canada, 2016*. Child Care Canada, Child Care Resource and Research Unit. 2016.

⁶ *Squamish Child Care Needs Assessment and Strategy, 2018 – 2023*. District of Squamish and Putting Children First. 2018. Note: the Squamish Strategy used a 0 – 14 year age cohort, rather than a 0 – 12 year cohort, for its space per child ratios.

⁷ *A Municipal Survey of Child Care Spaces and Policies In Metro Vancouver*. Metro Vancouver Social Issues Subcommittee. 2015.

future growth based on various assumptions for both data sets, then 3) took an average of both.⁸ The resultant estimates are presented in the table below:

Child Population (0-12 Year Old) by Child Care Age Groups, Pemberton, 2016, 2018, 2023 – Average of P.E.O.P.L.E. Projection and Past Census Growth Methods					
Age group	2016 Census Population	2018 pop'n (est.)	2023 pop'n (projected)	2018-2023 pop'n growth (%)	2018-2023 pop'n growth (#)
Infant and toddler (0-2 years old)	145	152	160	5.3%	8
Preschool aged (3-4 years old)	100	105	117	12.0%	13
School aged (5-12 years old)	300	326	378	16.0%	52
Child (0-12 years old)	545	583	655	12.5%	73

It must be stressed that the methodology for the foregoing estimates is crude and more detailed analysis – possibly associated with an update of the Village of Pemberton Official Community Plan – would need to be conducted to produce projections that have greater reliability. The estimates and targets should thus be regarded as preliminary and illustrative only – subject to future verification and refinement.

Having established population estimates, three optional scenarios were considered for setting the targets:

- a) Status quo – Assumes a continuation of the current ratio for 12.5 licensed child care spaces for 100 children aged 0 – 12 years to 2023
- b) Modest – Assumes that the current ratio will increase by 50%, rising to 18.2 spaces per 100 children by 2023
- c) Ambitious – Assumes that the current ratio will increase by 100% to 25.0 spaces per 100 children by 2023.

⁸ Technical notes and additional details on the methodologies are included at the end of this section.

The table below identifies child care space targets under three scenarios:

Pemberton Child Care Space Targets: 2018 - 2023				
Space Target Scenario	Projected 0 – 12 Year Population for Pemberton for 2023 (Based on Average of P.E.O.P.L.E. Projection and Past Census Growth Methods)	Existing Number of Licensed Child Care Spaces in Pemberton (2018)	Total Licensed Child Care Spaces Required by 2023	Child Care Space Targets -Additional Licensed Child Care Spaces Required from 2018 to 2023 ⁹
Status quo – 12.5 spaces per 100 children	655	73	82	9
Modest – 18.2 spaces per 100 children	655	73	119	46
Ambitious – 25.0 spaces per 100 children	655	73	164	91

As Pemberton currently faces a severe shortage of licensed child care spaces, it is believed that the Status Quo scenario for space targets should be rejected out of hand. An argument could be made for supporting the Ambitious scenario, as a 100% increase in the child care space/ child population ratio still yields a ratio lower than existing ratios for various Lower Mainland municipalities. While potentially desirable, the Ambitious target is not considered achievable and is thus not recommended. The Modest targets are considered to be the most reasonable to pursue (i.e., an increase of 46 licensed child care spaces over the next five years). Admittedly, a 50% increase in the ratio of spaces per child may not seem modest; however, it is still slightly below the Provincial ratio of 18.4 spaces per 100 children and is thus the recommended target.

⁹ The space targets should be considered as interim only, which should be revised once more precise population projections are developed for Pemberton. Also, because of limitations in the methodology, it was considered prudent to set the targets for the 0 – 12 group as a whole rather than for finer age breakdowns. It is recommended that the targets be used as a guide for future planning, with decisions about more specific age breakdowns being made at the local level, with up to date local knowledge, when senior government funding is pursued.

Technical Notes on Methodology for Establishing Population Estimates

Step 1: Use the P.E.O.P.L.E forecast for the Howe Sound Local Health Area (LHA) and extrapolate the 2016-2023 growth rates by age group for the LHA to Pemberton's 2016 Census population by age group.

Child Population (0-12 Year Old) by Child Care Age Groups, Pemberton, 2016, 2018, 2023 - P.E.O.P.L.E. Projection Method					
Age group	2016 Census Population	2018 pop'n (est.)	2023 pop'n (projected)	2018-2023 pop'n growth (%)	2018-2023 pop'n growth (#)
Infant and toddler (0-2 years old)	145	155	159	2.6%	4
Preschool aged (3-4 years old)	100	102	110	7.2%	7
School aged (5-12 years old)	300	319	334	4.7%	15
Child (0-12 years old)	545	577	603	4.6%	26

The advantage of this method is that it uses projections based on an actual cohort model developed by BC Stats, but its weakness is that the growth rates are dominated by the population dynamics of Squamish and Whistler instead of Pemberton. Given that Pemberton's total population grew by 5.8% between 2011 and 2016, compared with 13.7% for Squamish and 20.7% for Whistler (Population and Dwelling Count Highlight Tables, 2016 Census – Census subdivisions), this method has a potential for overestimating future demand for Pemberton.

Step 2: Calculate the annual growth rate by age group between the 2006 and 2016 Censuses for Pemberton (Village) and extrapolate these growth rates out until 2023.

Child Population (0-12 Year Old) by Child Care Age Groups, Pemberton, 2016, 2018, 2023 - Past Census Growth Method					
Age group	2016 Census Population	2018 pop'n (est.)	2023 pop'n (projected)	2018-2023 pop'n growth (%)	2018-2023 pop'n growth (#)
Infant and toddler (0-2 years old)	145	150	162	8.0%	12
Preschool aged (3-4 years old)	100	107	124	16.7%	18
School aged (5-12 years old)	300	332	422	26.9%	89
Child (0-12 years old)	545	589	708	20.3%	119

This method has the advantage of being based on what has actually happened in Pemberton in the past (instead of relying on larger geographies dominated by Squamish and Whistler). Its weaknesses are that it does not respond to cohort changes and assumes that future growth in Pemberton will be the same in the future as in the past.

Step 3: Develop the projection figures to be used for this project, based on an average of figures from the P.E.O.P.L.E. Projection and Past Census Growth Methods.

Child Population (0-12 Year Old) by Child Care Age Groups, Pemberton, 2016, 2018, 2023 – Average of P.E.O.P.L.E. Projection and Past Census Growth Methods					
Age group	2016 Census Population	2018 pop'n (est.)	2023 pop'n (projected)	2018-2023 pop'n growth (%)	2018-2023 pop'n growth (#)
Infant and toddler (0-2 years old)	145	152	160	5.3%	8
Preschool aged (3-4 years old)	100	105	117	12.0%	13
School aged (5-12 years old)	300	326	378	16.0%	52
Child (0-12 years old)	545	583	655	12.5%	73

Because of the dramatic differences in the five-year population growth figures between the other two projection methods (i.e., 26 additional children under one method and 119 additional children under the other), it seemed prudent to use the average method for purposes of this project. As noted, however, the methodology is crude and more detailed analysis – possibly associated with an update of the Village of Pemberton Official Community Plan – would need to be conducted to produce projections that have greater reliability.

8.0 Strategic Directions and Recommended Actions

There are no magic bullets or simple solutions for responding to Pemberton’s existing or future child care needs. Rather, a variety of actions must be pursued, with each addressing a particular piece of the puzzle. Patience, determination, collective action, and commitment will be required. The work will be challenging – and successful results cannot be guaranteed for all efforts. A further challenge is that the local level of government in Pemberton lacks the capacity of its counterparts in larger jurisdictions to devote significant time or resources to child care matters. It is hoped, however, that the recommended strategies and directions presented below will help the pertinent stakeholders to address community child care needs in a more strategic and coordinated manner in the future.

Three Strategic Directions are proposed for addressing priority child care issues for Pemberton to 2023: enhancing availability and viability, improving access and coordination, and strengthening collaboration. Further background on each Strategic Direction is provided below, along with recommended actions, time frames, and potential partners for implementation.

Strategic Direction 1: Enhancing Availability and Viability

The overarching child care issue facing Pemberton is a shortage of child care spaces. Long waiting lists exist for all child care operations in Pemberton and many parents are not even able to get on lists. Also, the number of spaces per child in Pemberton is well below the average for the province. Parents are concerned that the problem could get worse as the population of the Village continues to grow.

In addition to a shortage of spaces, several concerns exist regarding Early Childhood Education professionals – the people needed to staff the facilities. Key issues relate to low wages (despite recent wage enhancements from the Province), challenges in attracting and maintaining workers, and lack of localized or accessible training opportunities. Put simply, there will be no point building more child care facilities if ECE employees can’t be found to staff them.

Recommended Actions	Time Frame: Short Term (1-2 years), Medium Term Action (2- 5 years), or Ongoing	Potential Partners
Endorse and commit to supporting the target of establishing an additional 46 licensed child space spaces for Pemberton by 2023 (i.e., increasing the licensed capacity from 73 to 119 spaces over the five-year horizon)	Short term/ ongoing	<ul style="list-style-type: none"> • VOP • SLRD
In partnership, apply for capital grants to fund establishment of required additional child care spaces in Pemberton (e.g., expansion of Pemberton Children’s Centre)	Short term/ ongoing	<ul style="list-style-type: none"> • VOP • Pemberton Children’s Centre • Provincial Government • Union of BC Municipalities (UBCM)
Review VOP plans, policies, and regulations to remove or reduce potential barriers for establishing child care facilities in Pemberton	Short term/ ongoing	<ul style="list-style-type: none"> • VOP
Continue to offer grants, permissive property tax exemptions, and other appropriate support to help in addressing child care needs in Pemberton	Short term, ongoing	<ul style="list-style-type: none"> • VOP • PVUS Committee
<p>Include specific provisions for child care in the next update of the Village of Pemberton’s Official Community Plan (OCP) such as:</p> <ul style="list-style-type: none"> • Articulating the importance of child care to the social infrastructure of Pemberton • Identifying child care as a community amenity that could be pursued through density bonusing • Identifying child care as use for consideration in future plans for community facilities • Acknowledging the roles that the VOP plays in facilitating development of child care in Pemberton (e.g., provision of permissive property tax exemptions for non-profit child care operators) 	Medium term	<ul style="list-style-type: none"> • VOP

Recommended Actions	Time Frame: Short Term (1-2 years), Medium Term Action (2- 5 years), or Ongoing	Potential Partners
Consult with School District #48 regarding future opportunities, potential collaboration, and planning parameters for establishing child care facilities on school grounds (particularly out of school care operations)	Short term	<ul style="list-style-type: none"> • School District #48 • VOP • Local Member of Legislature (MLA) • Ministry of Education
Update the Community Services Master Plan, exploring opportunities to include child care spaces in future recreation or park developments ¹⁰	Medium term/ ongoing	<ul style="list-style-type: none"> • VOP
Recognizing that community centre recreation programs, library programs, and other recreation and cultural programs provide a valuable complement to licensed child care services and help bridge child care needs for families, request that the providers of those programs liaise with child care operators on service and program planning for children (e.g., regarding opportunities for collaboration, schedules for summer and after school programming)	Short term/ ongoing	<ul style="list-style-type: none"> • VOP • Pemberton & District Public Library • Child care providers
Explore opportunities for targeting a share of affordable rental housing units secured through VOP Affordable Housing Strategies to benefit ECE workers	Short term/ ongoing	<ul style="list-style-type: none"> • VOP • Developers • Child Care Resource and Referral • Child care providers
Explore incentives to encourage people to set up home-based (family child care and license-not-required) child care facilities in Pemberton	Short term	<ul style="list-style-type: none"> • Sea to Sky Community Services Society • Child Care Resource and Referral

¹⁰ As noted, when this study was initiated, the SLRD was responsible for delivering recreation services for Pemberton. The VOP will assume responsibility for recreation service delivery for the Village as of June 1, 2019. The VOP is thus cited as the responsible partner for recommended actions involving community recreation in this document.

Recommended Actions	Time Frame: Short Term (1-2 years), Medium Term Action (2- 5 years), or Ongoing	Potential Partners
Explore opportunities for making ECE training more accessible, affordable, and enticing for child care workers in Pemberton (e.g., courses delivered in Pemberton, enhanced online or video conferencing options)	Short term	<ul style="list-style-type: none"> • Child care providers • Child Care Resource and Referral • Capilano University/ Ts'zil • Lil'wat Nation • Other institutions that offer ECE training

Strategic Direction 2: Improving Accessibility and Inclusion

In addition to measures aimed at increasing the supply or viability of spaces, it is also important to reduce barriers to access of child care. The Province has done much to improve affordability and accessibility through its *Child Care BC* initiative. Through the community questionnaire, and consultations with care providers and parents, however, it is clear that concerns persist in Pemberton (e.g., cost of care, lack of services for children with extra needs).

Recommended Actions	Time Frame: Short Term (1-2 years), Medium Term Action (2- 5 years), or Ongoing	Potential Partners
Offer assistance to Child Care Resource & Referral in advocating for enhanced resources to reduce waiting lists and improve services for children with extra support needs	Short term	<ul style="list-style-type: none"> • Sea to Sky Community Services Society (Supported Child Development Program) • VOP • Provincial Advisory Group for Supported Child Development

Recommended Actions	Time Frame: Short Term (1-2 years), Medium Term Action (2- 5 years), or Ongoing	Potential Partners
<p>Develop and maintain a one-stop online information resource aimed at helping parents understand the options and make informed decisions about child care and related services for their children, linking local information with that available province-wide (e.g., https://www2.gov.bc.ca/gov/content/family-social-supports/caring-for-young-children)</p>	<p>Medium term/ongoing</p>	<ul style="list-style-type: none"> • Sea to Sky Community Services • Pemberton & District Public Library • Child Care providers
<p>Request School Districts #48 and #93 to explore the possibility of establishing consistent closing times amongst public schools to better coincide with the schedules of recreation centre, library, and other after school programming for children</p>	<p>Short term</p>	<ul style="list-style-type: none"> • VOP • Sea to Sky Community Services • Child care providers • School District #48 • School District #93
<p>Explore options for encouraging, supporting, and promoting community-based approaches, outside the regulated child care system, to assist families with child care needs (e.g., families helping families approaches - a complement to, not a replacement of, licensed child care)</p>	<p>Medium term</p>	<ul style="list-style-type: none"> • Child care providers • Child Care Resource and Referral
<p>Examine the viability and feasibility of establishing short-term, drop-in, and extended hour (evening and weekend) child care services in Pemberton</p>	<p>Medium term</p>	<ul style="list-style-type: none"> • Child care providers • Child Care Resource and Referral
<p>Explore opportunities for establishing inter-generational programs, whereby seniors interact with children from child care and recreation programs</p>	<p>Medium term</p>	<ul style="list-style-type: none"> • VOP • Child care providers • Child Care Resource and Referral

Strategic Direction 3: Strengthening Collaboration

As noted, no one organization or jurisdiction is responsible for child care. Indeed, the theme of this Needs Assessment and Strategy is that it takes a village to raise a child. To effect required change, a coordinated approach, involving a variety of partners, is required.

Child care providers, parents, and others consulted for this project indicated that a key strength of Pemberton is that it is a small close-knit community where people know and support one another, and agencies have a history of positive collaboration. It will be important to build on this identified strength in future efforts to affect change and address child care needs in Pemberton.

Recommended Actions	Time Frame: Short Term (1-2 years), Medium Term Action (2- 5 years), or Ongoing	Potential Partners
<p>Establish a Pemberton Child Care Steering Committee with a mandate to:</p> <ul style="list-style-type: none"> • coordinate implementation of the recommendations from this document • exchange information • collaborate on joint initiatives • monitor changing needs and issues regarding child care in Pemberton • prepare annual reports on progress made in advancing the recommendations from this document • In the 2022 annual progress report provide recommendations on initiation of a follow up Child Care Needs Assessment and Strategy for 2024 – 2028. • pursue other activities considered appropriate for improving the child care situation in Pemberton 	<p>Short term, ongoing</p>	<ul style="list-style-type: none"> • Sea to Sky Community Services • VOP • Pemberton & District Public Library • School District #48 • School District #93 • Vancouver Coastal Health • Ministry of Children and Family Development • Pemberton Child Care Society

Recommended Actions	Time Frame: Short Term (1-2 years), Medium Term Action (2- 5 years), or Ongoing	Potential Partners
<p>Liaise with senior levels of government on potential partnerships and funding opportunities for enhancing child care services in Pemberton (e.g., through developing or improving facilities, providing equipment or resources, augmenting programs)</p>	<p>Short term, ongoing</p>	<ul style="list-style-type: none"> • VOP • Sea to Sky Community Services • Local Member of Parliament (MP) and Member of Legislature (MLA) • Ministry of Children and Family Development (MCFD)
<p>Advocate to the Federal and Provincial Governments on priority child care issues facing Pemberton, such as</p> <ul style="list-style-type: none"> • Provisions to support the recruitment, retention, and training of child care workers, including wage enhancement initiatives and improved local training opportunities • Capital funding for establishment of new or expanded child care facilities • Operational funding to support further research on child care solutions for Pemberton as well as implementation of recommendations from this document • Enhancements to the Supported Child Development Program 	<p>Short term, ongoing</p>	<ul style="list-style-type: none"> • VOP • SLRD • Local MP and MLA • Sea to Sky Community Services Society • Child Care Resource and Referral • Provincial Advisory Group for Supported Child Development

9.0 Partnership and Collaboration

The foregoing section identified potential partners to collaborate on the recommended actions for addressing Pemberton’s child care needs. Also, Section 2.2 of this report provided a high-level overview of key roles various jurisdictions and organizations play with respect to child care in BC.

The following is a list of key groups and organizations having a stake or interest in child care in Pemberton, along with the types of roles they can play:

- Village of Pemberton (VOP): Advocate to senior governments, regulate land use, establish supportive policies in the Official Community Plan
- Squamish-Lillooet Regional District (SLRD): Receive information, provide appropriate support (e.g., through role on PVUS Committee)
- Pemberton Valley Utilities and Services (PVUS) Committee: Allocate community grant funding (including funding for this Needs Assessment and Strategy), support child care advocacy efforts, serve as conduit to the SLRD on Pemberton child care needs
- School Districts #48 (SD48) and #93 (L'école La Vallée): Share information, pursue joint planning and service delivery opportunities including space sharing and/or siting child care facilities on school property
- Lil'wat Nation – Share information, pursue joint planning and service delivery opportunities, collaborate on ECE training opportunities
- Community agencies and services (e.g., Sea to Sky Community Services Society, Child Care Resource and Referral, Supported Child Development Program, Pemberton and District Community Centre, Pemberton and District Public Library): Share information, co-develop policies and strategies that are supportive of child care, submit joint proposals for child care funding, explore space-sharing opportunities for child care
- Child care providers: Share information, co-develop policies and strategies that support child care providers
- Individual practitioners (e.g., behaviour consultants, speech and language therapists, occupational therapists, physiotherapists): Share information, explore opportunities for collaboration on child care services
- Vancouver Coastal Health (VCH): Share information, administer licensing requirements, inform child care policy development for the VOP
- Provincial Advisory Group for Supported Child Development: Share information, advocate for additional funding and staffing supports for children with additional support needs, inform VOP on child care policy development
- Growing Great Children – Sponsoring community-based initiatives targeted to Pemberton families with children aged from 0 – 6 years
- Parents/caregivers: Share information, inform child care policy development for Pemberton
- Developers: Explore opportunities for collaboration on, and possible incentives for, establishing space for child care in new developments
- The local business community and Pemberton & District Chamber of Commerce: Share information, understand and support child care needs of employees, lend support to funding requests and advocacy to address local child care needs
- Local MLA and MP: Share information, advocate to senior government on local child care needs and issues

- Senior governments (Federal and Provincial): Develop and enact child care policies, assist families with child care needs, subsidize people pursuing ECE education, provide stable and reliable funding for a comprehensive child care system in Pemberton (i.e., through enhancing wages for ECE workforce, capital grants for child care facilities).

10.0 Monitoring and Implementation

To effectively advance the actions recommended in this document, it is essential that a coordinated approach be taken. Without such coordination, actions could be piecemeal and fragmented, and this document could run the risk of just being another study gathering dust on a shelf.

As indicated in Section 8.0, it is recommended that a Pemberton Child Care Steering Committee be established with a mandate to:

- Coordinate implementation of the recommendations from this document
- Exchange information
- Collaborate on joint initiatives
- Monitor changing needs and issues regarding child care in Pemberton
- Prepare annual reports on progress made in implementation of recommendations from this document, as well as any adjustments required to advance child care needs in Pemberton (reports to be shared with the VOP, PVUS Committee, and other key stakeholders)
- In the 2022 annual report, provide recommendations on initiation of a follow up Child Care Needs Assessment and Strategy for 2024 – 2028
- Pursue other activities considered appropriate for improving the child care situation in Pemberton.

Proposed members of the Steering Committee include:

- VOP
- SLRD
- Sea to Sky Community Services
- Pemberton & District Public Library
- School District #48
- School District #93
- Vancouver Coastal Health
- Ministry of Children and Family Development
- Growing Great Children.

Early establishment of the Steering Committee is considered essential, given the magnitude and urgency of child care challenges to be addressed for Pemberton. Early establishment is considered all the more important given that funding for Putting Children’s First Initiative (PCFI) is scheduled to end in March 2019. PCFI could not have been expected to take on the tasks of the proposed Pemberton-specific

Steering Committee; however, it played a valuable role with respect to information sharing, joint planning and coordination of efforts in the Sea to Sky corridor. It is hoped that another region-wide entity will be established to replace the PCFI and support the efforts of the Pemberton Steering Committee in advancing this Strategy.

To conclude, this document was intended to:

- 1) Provide guidance to the VOP, SLRD, Sea to Sky Community Services Society, and other interested parties [e.g., Squamish-Lillooet Regional District (SLRD), child care providers, community agencies] in addressing child care needs in Pemberton to 2023;
- 2) Identify a vision, strategic priorities, and space targets for child care in Pemberton
- 3) Propose a framework for implementation of the recommendations contained herein.

This document followed on and benefited from work on a similar child care project for the District of Squamish; however, its findings and recommendations are very much unique to Pemberton. The recommendations respond in a strategic manner to Pemberton-specific needs, while also respecting the capacities and resources of the various stakeholders involved..

Advancing the recommendations in this document will be challenging. It is believed, however, that with the concerted and coordinated efforts of the community and local government partners, positive headway should be made to improve the child care situation for Pemberton over the next five years.



UBCM BRIEFING NOTES

PO Box 100, 7400 Prospect Street, Pemberton, British Columbia
CANADA V0N 2L0

To: Honourable Katrine Conroy, Minister of Children and Family Development

From: Mayor Mike Richman

Key Topics of Discussion: Childcare Needs in Pemberton

Background: The Village of Pemberton is encouraged to see the Province's recognition of the childcare shortage through its three-year investment in the childcare sector, including funding the creation of 22,000 new licensed childcare spaces. The establishment of the Community Child Care Space Creation Program to fund new spaces in local government-owned facilities provided an amazing opportunity for British Columbians to have increased access to childcare. Unfortunately, as a small municipality with limited facilities, the Village of Pemberton was ineligible for the grant funding and must pursue other options for assistance.

Discussion:

Recognizing the serious challenges being faced with respect to childcare delivery in Pemberton, the Sea to Sky Putting Children First Initiative commissioned SPARC BC to prepare a Child Care Needs Assessment and Strategy for Pemberton (**Appendix A**). The objectives of the Assessment were to provide guidance to the Village of Pemberton and other local stakeholders in addressing childcare needs to 2023 and to identify a vision, strategic priorities, and space targets for childcare in Pemberton.

The Assessment found that Pemberton has an estimated 12.5 licensed childcare spaces per 100 children aged 0–12 years, well below the Provincial average of 18.4 spaces per 100 children. At the time of the most recent Census in 2016, over 20% of Pemberton's population were children and youth below the age of 12. This does not include youth from our neighbouring Indigenous community, Lil'wat Nation, or those in Area C of the Squamish Lillooet Regional District, whose youth often access their childcare through Pemberton's facilities. The demographic of all three jurisdictions includes underserved populations of lower-income families, Indigenous families, children and families of minority languages and culture, and Francophone families.

The Assessment recommended that to address the shortage, a target of 46 additional spaces be created between 2019 and 2023. To reach this target, the Assessment identified multiple recommended actions and suggested potential partners for each action, including the Ministry of Children and Family Development. The actions which identified the Ministry as a partner can be summarized as follows:

- Provide incentives for the recruitment, retention, and training of Early Childhood Educators
- Provide capital funding for new and expanded childcare facilities

Council is appreciative of the commitment the Province has made to make life more affordable for families in British Columbia and sees great opportunity for small municipalities through the Community Child Care Space Creation Program. However, as local governments who do not own appropriate facilities are excluded from applying, the Village request that the parameters of the grant be expanded, and that the Province support Pemberton's many young families by partnering with the Village to achieve the target of the Assessment.

Request: The Village of Pemberton respectfully requests that the Ministry expand the eligibility parameters of the Community Child Care Space Creation Program funding, and act as a partner to meet the target of the Child Care Needs Assessment and Strategy for Pemberton.

Contact

Nikki Gilmore

Chief Administrative Officer

VILLAGE OF PEMBERTON

Phone: 1.604.894.6135, ext. 226

Email: ngilmore@pemberton.ca

Date: July 9, 2019
To: Nikki Gilmore, Chief Administrative Officer
From: Sheena Fraser, Manager, Corporate & Legislative Services
Subject: Downtown Enhancement Project Contingency and Downtown Barn Parking Lot Paving Loan Authorization Bylaw No. 863, 2019
Alternative Approval Process Results

PURPOSE

The purpose of this report is for Council to receive the Certificate of Sufficiency Report (**Appendix A**) indicating assent of the electorate to borrow up to \$980,000 from the Municipal Finance Authority to cover the estimated costs associated with the contingency for the Downtown Enhancement Project and to pave the Downtown Barn parking lot and for Council to consider adoption of Village of Pemberton Downtown Enhancement Project Contingency and Downtown Barn Parking Lot Bylaw No. 863, 2019.

BACKGROUND

Downtown Enhancement Project Contingency and Downtown Barn Parking Lot Bylaw No. 863, 2019 received first, second and third reading at the Regular Meeting No. 1491, held Tuesday, April 16, 2019. As this Bylaw would authorize the Village to borrow funds over a period longer than five (5) years, the *Community Charter* requires the Village to seek approval of the electorate through either a Referendum or the assent of the electorate through an Alternative Approval Process (AAP) before final reading can be given.

At Regular Council Meeting No. 1493, held May 28, 2019, Council authorized Staff to proceed with an AAP to seek the assent of the electorate to adopt the Village of Pemberton Downtown Enhancement Project Contingency and Downtown Barn Parking Lot Bylaw No. 863, 2019. A resolution was passed establishing July 8, 2019 at 4:00 p.m. as the deadline for the AAP.

The AAP began upon publication of the second of the two notices, as required by Section 94 of the *Community Charter*, on June 6, 2019. Since that time, elector response forms have been available for download from the website and for pick-up at the Village Office.

Approval of the electors has been obtained if the number of valid elector response forms received by the end of the AAP is less than 10% (195) of the number of electors within the Village of Pemberton (1995).

As of the deadline, Monday, July 8, 2019 at 4:00 p.m. the Village Office received 67 valid elector response form and one (1) invalid elector response form. As less than 195 valid elector response forms were received prior to the established deadline, elector approval has been obtained for the borrowing of up to \$980,000 from the Municipal Finance Authority and Council may proceed through the adoption of Village of Pemberton Downtown Enhancement Project Contingency and Downtown Barn Parking Lot Bylaw No. 863, 2019.

DISCUSSION & COMMENTS

As the approval of the electorate has been received, Staff is recommending adoption of Village of Pemberton Downtown Enhancement Project Contingency and Downtown Barn Parking Lot Bylaw No. 863, 2019.

In accordance with *Local Government Act* Section 262, should Council choose to adopt the Village of Pemberton Downtown Enhancement Project Contingency and Downtown Barn Parking Lot Bylaw No. 863, 2019, there is a one (1) month quashing period that will conclude on Thursday, August 8, 2019, 2019. Staff will then proceed as follows to have everything completed to meet the Municipal Finance Authority Spring Debenture Intake as it is not possible to meet the Fall Debenture Intake deadline of August 9, 2019:

Description of Activity	Legislation	Estimated Timelines
One Month Quashing Period (July 9 – August 6, 2019)		
Application to MCSCD for a Certificate Approval	LGA (S. 1022)	September, 2019 (anticipate 7-10 days)
Municipal Security Issuing Resolution (sent to the Regional District)	CC (S. 122)	October, 2019
Regional District to prepare and issue Security Issuing Bylaw (all reading done in one meeting)	CC (S. 182)	October 23, 2016 (SLRD Board Meeting)
10 Day Quashing Period (October 24 - February 24 – November 4, 2019)		
Regional District to seek Inspector of Municipalities' Certificate of Approval		December, 2019
Information to MFA for Spring 2020 Debenture Borrowing		

For clarity, the Village will only secure funding in the amount to cover any shortfall in the Downtown Enhancement Project should it be required. It is not anticipated that the full amount of \$880,000 will be required. The costs associated with paving the parking lot are based on a quote received by the Village; however, if the costs should be reduced only the amount required for that portion of the project will be borrowed.

COMMUNICATIONS

Notice to the Public of the AAP was advertised in the Pique Newsmagazine on Thursday, May 30th and Thursday, June 6, 2019. On Thursday, May 30th, notice was posted on the Village notice boards and all relevant information relating to the AAP was posted on the Village website and made available at the Village Office. As well, notice was provided in the eNEWS in June.

LEGAL CONSIDERATIONS

All statutory requirements as established by Section 86, 94, 174 and 179 of *the Community Charter* have been met.

IMPACT ON BUDGET & STAFFING

There are no additional budgetary considerations at this time.

INTERDEPARTMENTAL IMPACT & APPROVAL

The remaining steps in completing the AAP will be facilitated by the Finance Department and Corporate & Legislative Services. This initiative will be incorporated into the daily routine and yearly work plan of both departments.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

Borrowing from the MFA must be facilitated on behalf of the Village of Pemberton by the Squamish-Lillooet Regional District (SLRD). Once the Village has received the approval of the electorate, the SLRD will be asked to prepare and issue a Security Issuing Bylaw and seek a Certificate of Approval from the Inspector of Municipalities. This is a normal function of all regional districts and it is expected the SLRD will accommodate the request in their yearly work plan.

ALTERNATIVE OPTIONS

There are no recommended alternative options at this time.

POTENTIAL GOVERNANCE CONSIDERATIONS

Undertaking an Alternative Approval Process to seek the assent of the electorate for the Downtown Enhancement Project Contingency and Downtown Barn Parking Lot Bylaw No. 863, 2019 meets with Strategic Theme Two: Good Governance being an open and accountable government and to fiscal responsibility and is in alignment with the 2015 – 2019 Five Year Financial Plan Bylaw No. 857, 2019 as adopted April 16, 2019.

RECOMMENDATION

Recommendation One:

THAT this report and the Certificate of Sufficiency, both dated July 8, 2019, regarding the Alternative Approval Process conducted to seek approval from the electorate for borrowing from the Municipal Finance Authority for the sum up to \$980,000 for the contingency portion of the Downtown Enhancement Project and the paving of the Downtown Barn parking lot be received.

Recommendation Two:

THAT the Village of Downtown Enhancement Project Contingency and Downtown Barn Parking Lot Bylaw No. 863, 2019 be given Fourth and Final Reading.

Attachments:

- Appendix A: Certificate of Sufficiency for Alternative Approval Process
- Appendix B: Downtown Enhancement Project Contingency and Downtown Barn Parking Lot Bylaw No. 863, 2019

Prepared by:	Sheena Fraser, Manager, Corporate & Legislative Services
CAO Approval by:	



Certificate of Sufficiency for Alternative Approval Process

Village of Pemberton Downtown Enhancement Contingency and Downtown Barn Parking Lot Paving Loan Authorization Bylaw No. 863, 2019

The number of electors determined to be in the Village of Pemberton for the purposes of this alternative approval process is one thousand nine hundred (1995).

The number of electors that must submit valid signed Elector Response Forms in order to prevent Council from adopting the Bylaw without first obtaining the assent of the electors is one hundred and ninety-five (195).

The number of electors that submitted signed Electoral Response Forms in accordance with the requirements of the *Community Charter* and before the deadline of 4:00 p.m. on Monday, July 8, 2019 is sixty-seven (67).

I HEREBY CERTIFY THAT pursuant to section 86 (8) of the *Community Charter* sufficient petitions preventing Council from proceeding have not been received and that elector approval has been obtained for the Village of Pemberton Downtown Enhancement Contingency and Downtown Barn Parking Lot Paving Loan Authorization Bylaw No. 863, 2019.

Dated this 8th day of July, 2019.

Sheena Fraser, Corporate Officer
Village of Pemberton

VILLAGE OF PEMBERTON

BYLAW No. 863, 2019

**Downtown Enhancement Contingency and Downtown Barn Parking Lot Paving
Loan Authorization Bylaw**

Being a By-law to authorize the borrowing to cover contingency and the Downtown Barn parking lot paving costs related to the Downtown Enhancement Project.

WHEREAS it is deemed necessary to improve infrastructure works within the Village of Pemberton;

AND WHEREAS the estimated cost of the contingency and barn parking lot paving to complete the project thereto is the sum of \$980,000 of which \$980,000 is the amount of debt created by this bylaw;

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

1. The Council is hereby empowered and authorized to undertake and carry out, or cause to be carried out the Downtown Enhancement Project in accordance with the established budget for the project and to do all things necessary in connection therewith for the benefit of the properties with the Village of Pemberton and without limiting the generality of the foregoing:
 - a) To borrow upon the credit of the Municipality a sum not exceeding \$980,000.
2. The maximum term for which debentures may be issued to secure the debt created by this bylaw is twenty (20) years.
3. This bylaw may be cited as "Downtown Enhancement Project Contingency and Downtown Barn Parking Lot Paving Loan Authorization Bylaw No. 863, 2019".

READ A FIRST TIME this 16th day of April, 2019

READ A SECOND TIME this 16th day of April, 2019.

READ A THIRD TIME this 16th day of April, 2019.

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this 22nd day of May, 2019.

APPROVAL OF THE ELECTORS RECEIVED this 8th day of July 2019.

ADOPTED this _____ day of _____, 2019.

Mike Richman
Mayor

Sheena Fraser
Corporate Officer

UPDATED AGENDA PACKAGE
Regular Council Meeting No. 1496
Tuesday, July 9, 2019
57 of 228

Date: July 9, 2019
To: Nikki Gilmore, Chief Administrative Officer
From: Lena Martin, Manager of Finance and Administrative Services
Subject: 2018 Statement of Financial Information

PURPOSE

To present the 2018 Statement of Financial Information to Council for approval.

BACKGROUND

The *Financial Information Act* (FIA) requires local governments to prepare a Statement of Financial Information (SOFI) to be filed with the Ministry of Municipal Affairs and Housing following receipt of the audited Financial Statements. The 2018 SOFI has been prepared as prescribed by the Lieutenant Governor in Council and has been approved by the Manager of Finance as required by legislation.

The SOFI contains the following:

- Audited Annual Consolidated Financial Statements for the year 2018
- Schedules of Debts and Guarantee and Indemnity Agreements
- Schedule of Payment to Suppliers of Goods and Services – list of suppliers with payments over \$25,000.
- Schedule of Remuneration and Expenses – amounts paid to Council members and list of employees earning over \$75,000. Remuneration includes salary, overtime, and vacation payouts. Expenses include items such as training, tuition, conferences and travel and professional dues.

The SOFI has been prepared from the financial records of the Village in accordance with the *FIA* and regulations. The *FIA* regulations require the SOFI to be presented to Council for approval and be made available for examination by the public for three (3) years after the year reported on. Approval and filing of the 2018 SOFI will satisfy and complete our legislative obligations under the *Financial Information Act*.

DISCUSSION & COMMENTS

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

COMMUNICATIONS

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

LEGAL CONSIDERATIONS

The presentation and approval of the 2018 Statement of Financial Information (SOFI) meets with the Village's legislated obligation as set out in the *Financial Information Act* (FIA), there is no requirement for legal review.

IMPACT ON BUDGET & STAFFING

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

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts or approvals required.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

Presentation of the 2018 Statement of Financial Information has no impact on the regional or neighbouring jurisdictions.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

POTENTIAL GOVERNANCE CONSIDERATIONS

Presentation of the 2018 Statement of Financial Information is a legal requirement under the *Financial Information Act* and meets with Strategic Priority No. Two: Good Governance in which the Village is committed to being open, honest and accountable and fiscally responsible.

RECOMMENDATIONS

THAT Council approve the 2018 Statement of Financial Information for filing with the Ministry of Municipal Affairs and Housing under the *Financial Information Act*.

Attachments:

Appendix A: Village of Pemberton SOFI 2018 Report and 2018 Audited Financial Statements

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



Statement of Financial Information – SOFI

Approved by Council

For the Fiscal Year Ended December 31, 2018

Pursuant to the *Financial Information Act*

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a) Schedule of Guarantee and Indemnity Agreements	1
b) Schedule of Remuneration and Expenses	2
c) Statement of Severance Agreements	3
d) Schedule of Payments to Suppliers of Goods and Services	4
e) Statement of Financial Information Approval	5
2) Management Report	6
3) 2018 Audited Financial Statements	

Village of Pemberton

SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS

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

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

Schedule Showing the Remuneration Paid to or on Behalf of Each Employee 2018			
1 Elected Officials, Employees appointed by Cabinet and Members of the Board Of Directors			
Name	Position	Remuneration	Expenses
Richman, Michael	Mayor	28,699	2,849
Antonelli, Amica	Councillor* NEW TERM	1,549	1,043
Noble, Leah	Councillor* NEW TERM	1,549	1,558
Zant, Ryan	Councillor* NEW TERM	1,549	1,393
Craddock, Ted	Councillor	13,396	1,994
Helmer, Jennie	Councillor	11,846	792
Linklater, James	Councillor	11,846	1,169
Ross, Karen	Councillor	11,846	787
2 Total		82,282	11,586
Other Employees > 75,000			
Name		Remuneration	Expenses
Gilmore, Nikki	CAO	120,079	1,051
Adams, Cameron	Skilled Worker/ Firefighter	94,839	600
Fraser, Sheena	Mngr of Corporate Services	93,985	5,998
Grossman, Robert E	Fire Chief	87,683	0
Martin, Lena	Mngr of Finance/ Administration	88,407	2,967
Faruq Patel	Building Inspector	80,140	1,083
Kluftinger, Martin	Waster Water Treatment Operator	79,062	595
Total > 75,000		644,195	12,293
Consolidated Total of other Employees			
3 with remuneration and expenses of			
<75,000		1,084,608	48,223
Total Employees		1,728,802	60,516
Reconciliation			
Total remuneration - elected officials			93,868
Total remuneration - other employees			1,789,319
Subtotal			1,883,187
Reconciling Items			413,087
Total per Statement of Revenue and Expenditure (Segmented)			2,296,274
Variance			0
Reconciling Items:			
Item	Amount	Comments	
Benefits (Municipal Pension, Extended Health)	261,338		
WCB, EI, CPP, LTD	151,749		

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

Village of Pemberton

STATEMENT OF SEVERANCE AGREEMENTS

There was 0 severance agreement made between the Village of Pemberton and its non-unionized employees during the fiscal year 2018.

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

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

2018 SCHEDULE SHOWING PAYMENT MADE FOR THE PROVISION OF GOODS OR SERVICES

1. Alphabetical list of suppliers who received aggregate payments exceeding \$25,000

2018 SCHEDULE SHOWING PAYMENT MADE FOR THE PROVISION OF GOODS OR SERVICES	
1. Alphabetical list of suppliers who received aggregate payments exceeding \$25,000	
Supplier name	Aggregate amount paid to supplier
580049 BC. LTD	110,880
ABC Pipe Cleaning Services Ltd.	74,197
AC Petroleum	29,474
BC Assessment Authority	43,214
BC Hydro	150,964
BC RAILWAY CO	270,000
BC Transit	237,840
BFL Canada Insurance Services Inc.	67,219
Cameron Chalmers Consulting Inc	83,158
Cedar Crest Lands (BC) Ltd.	987,314
Cleartech Industries Inc.	36,905
Corona Excavations Ltd.	59,590
Carneys	45,414
Downtown Centre Motors Ltd. dba SQUAMISH	65,157
Finning (Canada)	178,676
First Truck Centre	38,708
GFL Environmental Inc.	25,485
Greg Gardner Motors Ltd.	44,772
ICBC	30,735
ISL Engineering & Land Services Ltd.	509,507
JT Heavy Equipment Repair Ltd.	31,427
Lidstone & Company	39,254
Minister of Finance - School Taxes	827,659
MNP LLP	27,452
Municipal Finance Authority of BC	157,962
Municipal Pension Plan	123,320
Murdy & McAllister	37,893
Pacific Blue Cross	94,328
Pedrini Construction Ltd.	46,842
Precision Service & Pumps Inc.	27,589
Receiver General for Canada	473,167
Ruzicka Barb	49,379
Scotiabank VISA	43,454
Sea to Sky Network Solutions	34,075
SQUAMISH-LILLOOET (REGIONAL DISTRICT)	1,416,188
Surespan Construction Ltd.	1,386,405
Telus Communications Inc.	264,214
Trican Filtration Group Inc.	61,934
Total aggregate amount paid to suppliers	8,231,751
2. Consolidated paid to suppliers who received aggregate pmts of < or = \$25,000	930,315

Consolidated total of grants paid exceeding \$25,000	0	
Consolidated total of contributions paid exceeding \$25,000	0	
Consolidated total of all grants and contributions exceeding \$25,000	0	
3. Total payments to suppliers for grants and contributions exceeding \$25,000	0	
Total aggregate payments exceeding \$25,000 paid to suppliers		8,231,751
Consolidated total of payments of \$25,000 or less paid to suppliers		930,315
Consolidated total of all grants and contributions exceeding \$25,000		0
Subtotal		9,162,066
Total Expenses per Consolidated Statement of Operations and Accumulated Surplus		5,134,107
Difference		4,027,959
4. Reconciliation		
Employee and Council Wages paid not included in payments to suppliers		1,843,361
Employee Paid Expenses not included in payments to suppliers		31,989
Deposits paid to supplier and not expensed		(178,338)
Employee and Council portion of Tax, CPP And EI paid to supplier and not expensed		(389,368)
Employee portion of Benefits paid to supplier and not expensed		(22,941)
Transfers to Other Governments included in payments to suppliers and not expensed		(2,481,520)
Less HOG and credits claimed		575,953
BC Transit paid to supplier and not expensed		(212,473)
New Capital Additions/Disposals/		(4,611,883)
Add WIP included in payments to suppliers and not expensed		592,717
Add Capital Additions donated in kind		268,900
Less: Capital Disposals and Transfers		(221,359)
Debt Principal Payments Paid and not expensed		(349,095)
Add: Actuarial credits on Long Term Debt not a Cash Expense		83,438
Accounts Payable Expensed 2017 paid in 2018		(571,334)
Accounts Payable Expensed 2018 paid in 2019		663,682
**Timing variances included in summary		12,220
Amortization included in expenses not a Cash Expense		938,093
Variance		0
Variance occurs due to the Financial Statements prepared on an accrual basis and this report on a cash basis		

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

Village of Pemberton

STATEMENT OF FINANCIAL INFORMATION APPROVAL

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

Mike Richman, Mayor

Lena Martin, Chief Financial Officer

Date: _____

Date: _____

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

Management Report

PO Box 100
7400 Prospect St.
Pemberton

British Columbia

CANADA

V0N2L0

P. 604.894.6135

F. 604.894.6136

To the Mayor and Council of the Village of Pemberton:

Management is responsible for the preparation and presentation of the accompanying consolidated 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 consolidated 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 the consolidated 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 information included in the annual report. 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 consolidated financial statements and report directly to them; their report follows. The external auditors have full and free access to, and meet periodically with, both the Council and management to discuss their audit findings.

In accordance with the *Community Charter*, the 2018 Audited Consolidated Financial Statements were presented and approved by Council on May 7, 2018; the Statement of Financial Information (SOFI) was presented to Council for approval on July 09, 2019.

Nikki Gilmore
Chief Administrative Officer

June 20, 2019

Date

Village of Pemberton
Financial Statements
December 31, 2018

Village of Pemberton

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For the year ended December 31, 2018

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Statement of Changes in Net Debt	3
Statement of Cash Flows	4
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Management's Responsibility

To the Mayor and Council of the Village of Pemberton,

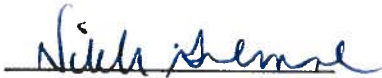
Management is responsible for the preparation and presentation of the accompanying financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian public sector accounting standards and ensuring that all information in the annual report is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

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

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

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

May 7, 2019



Chief Administrative Officer

Independent Auditor's Report

To the Mayor and Council of the Village of Pemberton,

Opinion

We have audited the financial statements of the Village of Pemberton (the "Village"), which comprise the statement of financial position as at December 31, 2018, and the statements of operations and accumulated surplus, changes in net debt and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies and other explanatory information.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Village as at December 31, 2018, and the results of its operations, changes in net debt and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

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

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.

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:

Independent Auditor's Report

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

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

Kelowna, British Columbia

May 7, 2019

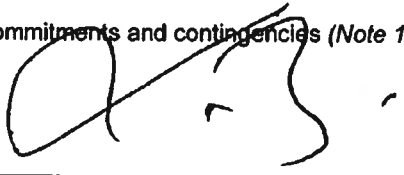
MNP LLP

Chartered Professional Accountants

Village of Pemberton
Statement of Financial Position
As at December 31, 2018

	2018	2017
Financial assets		
Cash and cash equivalents (Note 2)	6,585,114	4,384,476
Accounts receivable (Note 3)	2,811,382	1,215,883
Municipal Finance Authority debt reserve	93,849	93,324
	9,490,345	5,693,683
Financial liabilities		
Accounts payable and accrued liabilities (Note 4)	952,368	597,844
Deferred revenue (Note 5)	1,971,653	1,579,925
Deposits and permits	4,101,153	1,586,849
Long-term debt (Note 6)	5,117,183	5,230,686
	12,142,357	8,995,304
Net debt	(2,652,012)	(3,301,621)
Non-financial assets		
Prepaid expenses	32,473	98,292
Tangible capital assets (Note 7)	25,279,153	21,826,722
	25,311,626	21,925,014
Accumulated surplus (Note 8)	22,659,614	18,623,393

Commitments and contingencies (Note 11)



 Mayor

Village of Pemberton
Statement of Operations and Accumulated Surplus
For the year ended December 31, 2018

	Budget (Note 13)	2018	2017
Revenue			
Taxation (Note 9)	2,015,259	1,946,489	1,836,489
Water and sewer user rates	1,682,091	1,853,538	1,703,447
Government transfers (Note 10)			
Federal and provincial	1,815,825	1,761,890	913,898
Other local governments	365,870	924,504	349,191
Contributions	-	1,804,534	817,711
User charges	1,576,620	459,400	441,015
Penalties and interest income	16,640	103,046	95,911
Investment income	7,320	44,680	38,501
Other	450,740	267,783	358,932
Gain on disposal of tangible capital assets	-	4,464	4,283
	7,930,365	9,170,328	6,559,378
Expenses			
General government	2,309,315	1,588,001	1,295,638
Fire protection services	615,274	587,482	567,692
Development and planning services	593,556	383,807	421,595
Public works and parks	1,254,709	812,203	683,167
Water utility	961,025	743,733	867,466
Sewer utility	986,606	907,444	777,656
Airport services	110,425	111,437	110,200
	6,830,910	5,134,107	4,723,414
Annual surplus	1,099,455	4,036,221	1,835,964
Accumulated surplus, beginning of year	18,623,393	18,623,393	16,787,429
Accumulated surplus (Note 8)	19,722,848	22,659,614	18,623,393

The accompanying notes are an integral part of these financial statements

Village of Pemberton
Statement of Changes in Net Debt
For the year ended December 31, 2018

	Budget (Note 13)	2018	2017
Annual surplus	1,099,455	4,036,221	1,835,964
Acquisition of tangible capital assets	(2,517,260)	(4,390,524)	(1,970,419)
Gain on disposal of tangible capital assets	-	(4,464)	(4,283)
Proceeds on disposition of tangible capital assets	-	4,464	6,885
Amortization of tangible capital assets	855,616	938,093	802,294
	(1,661,644)	(3,452,431)	(1,165,523)
Change in prepaid expenses	-	65,819	(72,270)
Decrease in net debt	(562,189)	649,609	598,171
Net debt, beginning of year	(3,301,621)	(3,301,621)	(3,899,792)
Net debt, end of year	(3,863,810)	(2,652,012)	(3,301,621)

The accompanying notes are an integral part of these financial statements

Village of Pemberton
Statement of Cash Flows

For the year ended December 31, 2018

	2018	2017
Cash provided by (used for) the following activities		
Operating Activities		
Annual surplus	4,036,221	1,835,964
Items not involving cash included in annual surplus:		
Amortization of tangible capital assets	938,093	802,294
Gain on disposal of tangible capital assets	(4,464)	(4,283)
Actuarial reduction of debt	(83,438)	(72,809)
Developer and other contributions of tangible capital assets	(863,534)	(786,000)
Change in financial assets and liabilities:		
Accounts receivable	(1,595,499)	288,278
Municipal Finance Authority debt reserve	(525)	(1,786)
Accounts payable and accrued liabilities	354,524	93,555
Deferred revenues	391,728	68,561
Deposits	2,514,304	(798,890)
Change in non-financial assets:		
Prepays	65,819	(72,270)
	5,753,229	1,352,614
Capital Activities		
Acquisition of tangible capital assets	(3,526,990)	(1,184,419)
Proceeds on disposition of tangible capital assets	4,464	6,885
	(3,522,526)	(1,177,534)
Financing Activities		
Principal repayments of long-term debt	(349,095)	(319,724)
Advances of long-term debt	319,030	412,943
Repayment of obligations under capital lease	-	(447,083)
	(30,065)	(353,864)
Increase (decrease) in cash and cash equivalents	2,200,638	(178,784)
Cash and cash equivalents, beginning of year	4,384,476	4,563,260
Cash and cash equivalents, end of year	6,585,114	4,384,476

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, 2018

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, public works, parks and cultural services, water utility, sewer utility, and airport services.

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

1. Significant accounting policies

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

(a) Basis of accounting

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

(b) Revenue recognition

Property taxes, including frontage taxes and special assessments, are recognized as revenue in the year in which they are levied. 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.

The Village recognizes a government transfer as revenue when the transfer is authorized and all eligibility criteria, if any, have been met. A government transfer with stipulations giving rise to an obligation that meets the definition of a liability is recognized as a liability. In such circumstances, the Village recognizes revenue as the liability is settled.

(c) 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.

(d) 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.

Village of Pemberton
Notes to the Financial Statements
For the year ended December 31, 2018

1. Significant accounting policies (continued)

(e) Reserves

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

(f) 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.

(g) Long-term debt

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

(h) 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, 2018.

(i) Non-financial assets

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

(i) Tangible capital assets

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

Asset	Useful life - years
Buildings and building improvements	50
Engineering structures	20-40
Machinery, equipment and vehicles	5-15
Water systems	50
Sewer systems	50

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

Village of Pemberton
Notes to the Financial Statements
For the year ended December 31, 2018

1. Significant accounting policies (continued)

(ii) Contributions of tangible capital assets

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

(iii) Natural resources

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

(iv) Works of art and cultural and historic assets

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

(v) Interest capitalization

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

(j) Use of estimates

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

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

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

(j) PS 2200 Related Party Disclosures and PS 3420 Inter-Entity Transactions

Effective January 1, 2018, the Village adopted the recommendations relating to PS 2200 Related Party Disclosures and PS 3420 Inter-Entity Transactions, as set out in the CPA Canada Public Sector Accounting Handbook. Pursuant to the recommendations, the changes were applied prospectively, and prior periods have not been restated.

These new Sections define a related party and establish disclosures required for related party transactions. Disclosure is required when related party transactions have occurred at a value different from that which would have been arrived at if the parties were unrelated, and they have, a material financial effect on the financial statements. They also establish standards on how to account for and report transactions between public sector entities that comprise a government's reporting entity from both a provider and recipient perspective.

There was no material impact on the financial statements of adopting the new Sections.

Village of Pemberton
Notes to the Financial Statements
For the year ended December 31, 2018

(k) PS 3210 Assets, PS 3320 Contingent Assets and PS 3380 Contractual Rights

Effective January 1, 2018, the Village adopted the recommendations relating to PS 3210 Assets, PS 3320 Contingent Assets, and PS 3380 Contractual Rights, as set out in the CPA Canada Public Sector Accounting Handbook. Pursuant to the recommendations, the changes were applied prospectively, and prior periods have not been restated.

PS 3210 Assets provides additional guidance to clarify the definition of assets set out in PS 1000 Financial Statement Concepts.

PS 3320 Contingent Assets establishes disclosure standards on contingent assets.

PS 3380 Contractual Rights establishes disclosure standards on contractual rights, and does not include contractual rights to exchange assets where revenue does not arise. The main features of this Section are as follows:

- Contractual rights are rights to economic resources arising from contracts or agreements that will result in both an asset and revenue in the future.
- Until a transaction or event occurs under a contract or agreement, an entity only has a contractual right to an economic resource. Once the entity has received an asset, it no longer has a contractual right.
- Contractual rights are distinct from contingent assets as there is no uncertainty related to the existence of the contractual right.

There was no material impact on the financial statements of adopting the new Sections.

Village of Pemberton
Notes to the Financial Statements
For the year ended December 31, 2018

2. Cash and cash equivalents

	2018	2017
Restricted cash and cash equivalents		
Development cost charges	1,353,118	698,162
Other	25,000	25,000
	1,378,118	723,162
Unrestricted cash and cash equivalents	5,206,996	3,661,314
	6,585,114	4,384,476

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

3. Accounts Receivable

	2018	2017
Taxes receivable	371,129	384,750
Utilities receivable	21,026	79,958
Goods and Services Tax receivable	154,105	91,390
Trade receivables	2,265,122	659,785
	2,811,382	1,215,883

4. Accounts payable and accrued liabilities

	2018	2017
Trade payables and accrued liabilities	834,597	465,591
Wages payable	98,826	117,949
Government remittances	18,945	14,304
	952,368	597,844

Village of Pemberton
Notes to the Financial Statements
For the year ended December 31, 2018

5. Deferred revenue

	December 31, 2017	Collections	Transfers	December 31, 2018
Development cost charges				
General	363,445	291,233	(125,939)	528,739
Water utility	218,439	135,341	-	353,780
Sewer utility	187,735	282,865	-	470,599
	769,619	709,439	(125,939)	1,353,118
Deferred revenue				
Unspent gas tax funding	365,755	164,293	(306,464)	223,584
Deferred grants	78,649	2,315	(63,406)	17,558
Future local improvements	98,769	60,000	(36,612)	122,157
Prepaid utilities and taxes	76,264	-	(11,897)	64,367
Other	190,869	-	-	190,869
	810,306	226,608	(418,379)	618,535
	1,579,925	936,047	(544,318)	1,971,653

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

6. Long-term debt

	2018	2017
Outstanding debt, beginning of year	5,230,686	5,210,276
Issues of debt	319,030	412,943
Repayment of debt	(349,095)	(319,724)
Actuarial reduction of debt	(83,438)	(72,809)
	5,117,183	5,230,686

Village of Pemberton
Notes to the Financial Statements
For the year ended December 31, 2018

6. Long-term debt (continued)

Bylaw	Year Maturing	% Rate	Cash Payments		Balance Outstanding	
			Interest	Principal	2018	2017
427	2022	3.05	11,375	19,658	184,949	225,817
515	2025	1.80	37,800	77,200	921,459	1,035,902
580	2036	3.00	35,273	35,939	1,475,609	1,530,934
756	2024	3.00	8,100	22,489	174,503	199,800
776	2040	2.75	33,000	30,809	1,104,301	1,137,304
795	2036	2.10	11,204	19,856	493,228	513,680
747	2019	variable	1,044	20,000	40,000	60,000
1433	2020	variable	1,576	23,690	71,070	94,760
N/A	2018	variable	82	19,291	-	19,291
N/A	2018	variable	54	6,883	-	6,883
N/A	2021	variable	1,363	18,967	50,016	68,983
N/A	2021	variable	7,353	30,396	306,937	337,332
N/A	2021	variable	318	2,358	27,652	-
N/A	2021	variable	318	2,358	27,652	-
N/A	2021	variable	127	939	11,061	-
N/A	2021	variable	75	263	16,767	-
N/A	2021	variable	636	4,695	55,305	-
N/A	2021	variable	1,801	13,304	156,674	-
			151,499	349,095	5,117,183	5,230,686

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

2019	360,297
2020	363,238
2021	336,755
2022	288,040
2023	228,012

Village of Pemberton
Notes to the Financial Statements
For the year ended December 31, 2018

7. Tangible capital assets

2018	Land	Buildings	Engineering Structures	Machinery, Equipment and Vehicles	Water Systems	Sewer Systems	Assets Under Construction	Total
Cost								
Balance, beginning of year	1,681,701	2,093,380	5,847,277	4,088,789	6,816,126	13,401,023	221,359	34,149,655
Disposals and transfers	-	-	-	(20,948)	-	-	(221,359)	(242,307)
Additions	314,361	97,819	3,116,020	398,580	92,386	-	592,717	4,611,883
Balance, end of year	1,996,062	2,191,199	8,963,298	4,466,421	6,908,512	13,401,023	592,717	38,519,231
Accumulated amortization								
Balance, beginning of year	-	537,342	3,310,923	2,714,635	1,451,471	4,308,562	-	12,322,933
Amortization reversal on disposal	-	-	-	(20,948)	-	-	-	(20,948)
Amortization expense	-	62,598	200,553	266,286	141,829	266,827	-	938,093
Balance, end of year	-	599,940	3,511,476	2,959,973	1,593,300	4,575,389	-	13,240,078
Net book value, end of year	1,996,062	1,591,259	5,451,822	1,506,488	5,315,212	8,825,634	592,717	25,279,153

Included in tangible capital assets are fully depreciated assets with cost and accumulated amortization of \$3,266,174.

Village of Pemberton
Notes to the Financial Statements
For the year ended December 31, 2018

7. Tangible capital assets (continued)

2017 Cost	Land	Buildings	Engineering Structures	Machinery, Equipment and Vehicles	Water Systems	Sewer Systems	Assets Under Construction	Total
Balance, beginning of year	830,087	2,066,915	5,507,590	3,929,702	6,356,297	13,401,023	96,540	32,188,154
Disposals	-	-	-	(8,918)	-	-	-	(8,918)
Additions	851,614	26,465	339,687	168,005	459,829	-	124,819	1,970,419
Balance, end of year	1,681,701	2,093,380	5,847,277	4,088,789	6,816,126	13,401,023	221,359	34,149,655
Accumulated amortization								
Balance, beginning of year	-	485,052	3,189,461	2,496,636	1,314,071	4,041,735	-	11,526,955
Amortization reversal on disposal	-	-	-	(6,316)	-	-	-	(6,316)
Amortization expense	-	52,290	121,462	224,315	137,400	266,827	-	802,294
Balance, end of year	-	537,342	3,310,923	2,714,635	1,451,471	4,308,562	-	12,322,933
Net book value, end of year	1,681,701	1,556,038	2,536,354	1,374,154	5,364,655	9,092,461	221,359	21,826,722

Included in tangible capital assets are fully depreciated assets with cost and accumulated amortization of \$3,283,536.

Village of Pemberton
Notes to the Financial Statements
For the year ended December 31, 2018

8. Accumulated surplus

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

	2018	2017
Surplus		
Invested in tangible capital assets	20,161,971	16,596,037
Unrestricted	894,783	1,118,979
	21,056,754	17,715,016
Non-statutory reserves		
General reserve	52,150	203,543
Reserves set aside by Council		
Equipment replacement	-	22,969
Centennial building	7,161	7,161
Capital	410,296	314,317
Recreation	352,287	-
Fire department	289,281	187,794
Water – general	429,753	159,753
Sewer – general	40,000	-
Transit	21,932	12,840
	1,550,710	704,834
	22,659,614	18,623,393

9. Taxation

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

	2018	2017
Municipal and school property taxes levied	4,332,187	4,067,324
Payments in-lieu of taxes	95,822	89,078
	4,428,009	4,156,402
Less transfers to other governments		
Squamish-Lilloet Regional District	947,233	872,988
Province of B.C. – School taxes	1,254,595	1,194,650
Policing costs	205,533	185,644
B.C. Assessment Authority	42,948	39,778
Sea to Sky Regional Hospital District	31,037	26,708
Municipal Finance Authority	173	145
	2,481,520	2,319,913
Net taxation revenue available for municipal purposes	1,946,489	1,836,489

Village of Pemberton
Notes to the Financial Statements
For the year ended December 31, 2018

10. Government transfers

The government transfers reported on the statement of operations are:

	2018	2017
Federal and provincial grants		
Social assistance and community development	390,304	389,870
Gas tax	306,464	327,688
Capital improvements	1,041,825	188,257
Miscellaneous	23,297	8,083
	1,761,890	913,898
Other municipalities and regional districts		
Fire protection	301,090	279,916
Rescue services	65,561	64,275
Other	557,853	5,000
	924,504	349,191
Total government transfer revenues	2,686,394	1,263,089

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, 2015, the plan has about 197,000 active members and approximately 95,000 retired members. Active members include approximately 39,000 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 is then adjusted to the extent there is amortization of any funding deficit.

The most recent valuation for the Municipal Pension Plan as at December 31, 2015, indicated a \$2.224 billion funding surplus for basic pension benefits on a going concern basis.

The Village of Pemberton paid \$145,054 (2017 - \$150,960) for employer contributions to the plan in fiscal 2018.

The next valuation will be as at December 31, 2018, with results available in 2019.

11. Commitments and contingencies (continued)

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

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

12. Segmented information

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

(i) General government

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

(ii) Fire protection services

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

(iii) Development and planning services

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

12. Segmented information (continued)

(iv) 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.

(v) Water and sewer utilities

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

(vi) Airport services

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

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

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

Village of Pemberton
Notes to the Financial Statements
For the year ended December 31, 2018

12. Segmented information (continued)

2018	General Government	Fire Protection Services	Development & Planning Service	Public Works and Parks	Water Utility	Sewer Utility	Airport Services	Total
Revenues								
Taxation	721,422	348,364	174,362	368,981	99,985	200,381	32,994	1,946,489
Water and sewer user rates	-	-	-	-	1,028,326	825,212	-	1,853,538
User fees	165,490	-	268,610	-	-	-	25,300	459,400
Penalties and interest income	71,822	-	-	-	19,538	11,686	-	103,046
Government transfers	719,471	366,651	-	1,554,000	48,447	-	(2,175)	2,686,394
Investment income	44,185	-	-	-	164	331	-	44,680
Contributions	25,000	39,000	-	1,740,534	-	-	-	1,804,534
Other	26,032	95,571	125,542	1,470	150	914	18,104	267,783
Gain on disposal	-	4,464	-	-	-	-	-	4,464
	1,773,422	854,050	568,514	3,664,985	1,196,610	1,038,524	74,223	9,170,328
Expenses								
Wages, salaries and benefits	583,988	276,585	169,970	420,344	403,021	401,401	40,965	2,296,273
Materials, supplies and contracted services	519,573	299,653	213,837	386,539	174,686	220,707	16,049	1,831,044
Debt servicing	9,426	11,244	-	5,320	24,197	18,509	-	68,696
Amortization	475,014	-	-	-	141,829	266,827	54,423	938,093
	1,588,001	587,482	383,807	812,203	743,733	907,444	111,437	5,134,107
Annual surplus (deficit)	185,421	266,568	184,707	2,852,782	452,877	131,080	(37,214)	4,036,221

Village of Pemberton
Notes to the Financial Statements

For the year ended December 31, 2018

12. Segmented information (continued)

2017	General Government	Fire Protection Services	Development & Planning Service	Public Works and Parks	Water Utility	Sewer Utility	Airport Services	Total
Revenues								
Taxation	599,814	349,777	195,037	316,043	99,985	200,113	75,720	1,836,489
Water and sewer user rates	-	-	-	-	938,446	765,001	-	1,703,447
User fees	189,272	-	228,411	-	-	-	23,332	441,015
Penalties and interest income	75,682	-	-	-	10,233	9,996	-	95,911
Government transfers	402,953	344,191	-	2,923	317,349	-	195,673	1,263,089
Investment income	36,818	-	-	-	578	1,105	-	38,501
Contributions	-	-	-	787,000	30,711	-	-	817,711
Other	37,240	213,529	100,953	447	-	1,359	5,404	358,932
Gain on disposal	-	4,283	-	-	-	-	-	4,283
	1,341,779	911,780	524,401	1,106,413	1,397,302	977,574	300,129	6,559,378
Expenses								
Wages, salaries and benefits	557,407	248,939	210,505	389,735	490,933	277,898	27,824	2,203,241
Materials, supplies and contracted services	390,009	310,881	211,090	289,357	211,442	207,884	25,193	1,645,856
Debt servicing	7,337	7,872	-	4,075	27,691	25,048	-	72,023
Amortization	340,885	-	-	-	137,400	266,826	57,183	802,294
	1,295,638	567,692	421,595	683,167	867,466	777,656	110,200	4,723,414
Annual surplus (deficit)	46,141	344,088	102,806	423,243	529,840	199,918	189,929	1,835,964

Village of Pemberton
Notes to the Financial Statements
For the year ended December 31, 2018

13. Budget data

The budget data presented in these financial statements is based upon the 2018 operating and capital budgets adopted by Council on May 10, 2018. The following table reconciles the approved budget to the budget figures reported in these financial statements.

	Budget amount
Surplus – Statement of Operations	1,099,455
Adjust for budgeted cash items not included in statement of operations	
Capital expenditures	(2,517,260)
Loan proceeds	120,000
Amortization	855,616
Reduction in long-term debt	(212,270)
Repayment of obligations under capital lease	(144,507)
Transfers from Statutory Reserves	121,456
Transfers from Non-Statutory Reserves	644,339
Transfers to Non-Statutory Reserves	(601,038)
Transfers from Unrestricted Surplus	634,209
Total adjustments	(1,099,455)
Financial plan balance	-

Date: 9 July 2019
To: Nikki Gilmore, Chief Administrative Officer
From: Tom Csima, Manager of Operations and Projects
Subject: 2018 Drinking Water System Annual Report

PURPOSE

To present to Council the Village of Pemberton 2018 Drinking Water System Annual Report.

BACKGROUND

Each year, in the first half of the subsequent year, municipalities are required by the Provincial *Action Plan for Safe Drinking Water in British Columbia (2002)* to prepare a Drinking Water System Annual Report. This report is filed with Vancouver Coastal Health Authority and once reported to Council, made available on the local governments' website.

DISCUSSION & COMMENTS

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

For a more thorough comparison, the previous nine (9) years' (2009 – 2017) reports are available on the Village Website at:

<https://www.pemberton.ca/municipal-services/utilities/pemberton-water>

COMMUNICATIONS

The Village continues to educate residents on the importance of conserving water through notices and information on the Village website, Facebook Page, ENEWS and signage. Water restriction signage is erected each spring at the entrance of the Village and in neighbourhoods around the Village which establishes the four water restriction levels with an arrow indicating the current level.

As recommended by Vancouver Coastal Health Authority, the 2018 Drinking Water System Annual Report includes a section on water flushing. This information can be found in Section 7.

LEGAL CONSIDERATIONS

There are no legal, legislative or regulatory considerations at this time. Receipt by Council and posting of the 2018 Drinking Water System Annual Report meets with the requirements as set out in the *Action Plan for Safe Drinking Water in British Columbia* and the Vancouver Coastal Health Authority.

IMPACT ON BUDGET & STAFFING

The preparation of the 2018 Drinking Water System Annual Report is an annual task of the Operations Department and has been accommodated in the departmental work plan.

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts at this time.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

This report has no impact on other jurisdictions.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

POTENTIAL GOVERNANCE CONSIDERATIONS

Providing good quality water and meeting all National and Provincial drinking water regulations and standards meets with Strategic Priority No. 3: Excellence in Service in which the *Village is committed to delivering the highest quality of municipal services within the scope of our resources*

RECOMMENDATIONS

THAT Council receives the 2018 Drinking Water System Annual Report for information.

Attachments:

Appendix A: 2018 Drinking Water System Annual Report.

Prepared by:	Jeff Westlake, Water Operator
Manager Approval:	Tom Csimas, Manager of Operations and Projects
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer

Drinking Water System 2018 Annual Report



Public Works Department

Village of Pemberton

Prepared by:

Jeff Westlake, Water Operator

Village of Pemberton Drinking Water System 2018 Annual Report

INTRODUCTION

This report has been prepared for the consumers of the Drinking Water System of the Village of Pemberton to provide basic information on water quality and compliance with health standards.

Feedback and comments are always appreciated and should be directed to Village staff or Vancouver Coastal Health Authority (Squamish) officials.

1. CONSUMPTION (CUBIC METERS/DAY):

Daily flow numbers are recorded at the Wellhouse located in Pioneer Park. In addition to the 2018 statistics an additional column has been added to show 2017 for comparison. The 2018 numbers are slightly lower which could be a result of climatic factors or conservation efforts. The annual numbers are as follows:

Consumption	2017 (cubic meters)	2018 (cubic meters)
Average Flow/day	1,883	1,800
High Flow/day:	3,579 (July 7, 2017)	3,570 (July 30, 2018)
Low Flow/day:	1,102 (January 11, 2017)	1,001 (September 26 2018)
Total Annual (est.)	686,254	656,756

For daily results, please refer to **Appendix I**.

2. CHLORINATION:

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

The chlorine residual is monitored continuously by a dedicated computer and alarm set points ensure consistent dosing. Daily readings of the previous 24 hour minimum residuals are recorded. The annual numbers are as follows:

	Residual (mg/L)
Average:	0.27
High:	0.36
Low:	0.18

As a means to ensure that target chlorine residuals are achieved within the distribution system, the Village also carries out sampling at nine (9) sites spread throughout the distribution system each week.

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

3. CHEMISTRY TEST RESULTS:

The annual total metals sampling was performed January 26, 2018. Sampling was conducted on wells #2 and #3 and Oak St, and Industrial Park sample stations. The test results indicate that all of the items tested are within Health Canada, Maximum Acceptable Concentration guidelines. Well #2, which is used as a backup water source exceeds the Aesthetic Objectives for Iron and Manganese. Aesthetic quality guidelines address parameters such as taste, odour and colour and are not considered a health concern. For results, please refer to **Appendix II**.

4. CORROSION CONTROL:

In June of 2016, the Village of Pemberton undertook a water sampling program to determine the best course of action to mitigate the corrosion of metallic plumbing systems and fixtures. The results indicated a need to adjust the pH and alkalinity of the well water which is considered slightly acidic. As such, Village engineers proposed treatment options and subsequently prepare design drawings for tendering the construction of a water conditioning plant which would use Sodium Carbonate (Soda Ash) to increase the pH and Alkalinity of Pemberton's well water. In October 2017, the Village established a target pH of 7 and a target alkalinity between 40 and 80mg/L CaCO₃ at which the plant is set to run.

In order to confirm effective treatment, pH and alkalinity is monitor weekly by collecting and testing water from 7 sample stations in the distribution system. For results, please refer to **Appendix IV**.

5. TRICHALOMETHANE (THM) TEST RESULTS:

THM testing commenced in January 2010, at the Oak St. sample station and has now been expanded to include production Wells No. 2 and No. 3 as well as the Industrial Park sample station. All readings were well below the Health Canada guidelines.

For results and corresponding guidelines, please refer to **Appendix II**.

6. **BACTERIOLOGICAL TEST RESULTS:**

Water samples are collected weekly at the following locations:

Source:

- Well No. 2
- Well No. 3

Distribution:

Village of Pemberton

- Oak St
- Village Office
- Health Centre
- Treatment Plant
- Pemberton Plateau
- Industrial Park (Mount Currie water source)

Pemberton North Improvement District

- Collins Rd
- Pemberton Meadows Rd.
- Pemberton Farm Rd (West)
- Urdal Rd.

These samples are submitted for analysis to the laboratory at Vancouver Coastal Health Authority. All results were negative.

The individual results are on file at Vancouver Coastal Health Authority (Squamish) and the Village Office, where they can be reviewed. They can also be viewed at: www.healthspace.ca/Clients/VCHA/CoastGaribaldi/CoastGaribaldi_Website.nsf

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

7. **“FLUSH” MESSAGE FROM VANCOUVER COASTAL HEALTH AUTHORITY**

In 2015 Vancouver Coastal Health Authority revised its metals at the tap “Flush” message. The following message shall be included in the Annual Report:

Anytime the water in a particular faucet has not been used for six hours or longer, “flush” your cold-water pipes by running the water until cold and you notice a change in temperature. (This could take as little as five to thirty seconds if there has been recent heavy water use such as showering or toilet flushing. Otherwise, it could take two minutes or longer.) The more time water has been sitting in your home’s pipes, the more lead it may contain.

Use only water from the cold-tap for drinking, cooking, and especially making baby formula. Hot water is likely to contain higher levels of lead.

The two actions recommended above are very important to the health of your family. They will probably be effective in reducing lead levels because most of the lead in household water usually comes from the plumbing in your house, not from the local water supply.

Conserving water is still important. Rather than just running the water down the drain you could use the water for things such as watering your plants (Zubel, 2014).

If residents have any questions, they are encouraged to contact the Vancouver Coastal Health Authorities Drinking Water Officer at 604-892-2293.

Appendix I

2018 Daily Consumption and Minimum Cl2 Residual

Date	Consumption Cubic Metres	Cl2 Residual ppm
1-Jan-18	1,297.00	0.22
2-Jan-18	1,297.00	0.22
3-Jan-18	1,224.00	0.22
4-Jan-18	1,197.00	0.22
5-Jan-18	1,235.00	0.23
6-Jan-18	1,276.00	0.23
7-Jan-18	1,267.00	0.23
8-Jan-18	1,297.00	0.34
9-Jan-18	1,264.00	0.31
10-Jan-18	1,185.00	0.33
11-Jan-18	1,297.00	0.35
12-Jan-18	1,287.00	0.35
13-Jan-18	1,287.00	0.35
14-Jan-18	1,287.00	0.35
15-Jan-18	1,358.00	0.32
16-Jan-18	1,296.00	0.32
17-Jan-18	1,301.00	0.31
18-Jan-18	1,311.00	0.32
19-Jan-18	1,309.00	0.33
20-Jan-18	1,309.00	0.33
21-Jan-18	1,309.00	0.33
22-Jan-18	1,317.00	0.33
23-Jan-18	1,336.00	0.31
24-Jan-18	1,308.00	0.30
25-Jan-18	1,179.00	0.29
26-Jan-18	1,111.00	0.28
27-Jan-18	1,111.00	0.28
28-Jan-18	1,111.00	0.28
29-Jan-18	1,317.00	0.26
30-Jan-18	1,461.00	0.24
31-Jan-18	1,371.00	0.27
1-Feb-18	1,200.00	0.26
2-Feb-18	1,200.00	0.26
3-Feb-18	1,200.00	0.26
4-Feb-18	1,200.00	0.26
5-Feb-18	1,255.00	0.29
6-Feb-18	1,422.00	0.26
7-Feb-18	1,316.00	0.26
8-Feb-18	1,216.00	0.36
9-Feb-18	1,403.00	0.33

10-Feb-18	1,403.00	0.33
11-Feb-18	1,403.00	0.33
12-Feb-18	1,443.00	0.33
13-Feb-18	1,443.00	0.33
14-Feb-18	1,458.00	0.33
15-Feb-18	1,277.00	0.33
16-Feb-18	1,358.00	0.33
17-Feb-18	1,358.00	0.33
18-Feb-18	1,358.00	0.33
19-Feb-18	1,475.00	0.28
20-Feb-18	1,475.00	0.28
21-Feb-18	1,508.00	0.27
22-Feb-18	1,421.00	0.27
23-Feb-18	1,422.00	0.27
24-Feb-18	1,442.00	0.27
25-Feb-18	1,442.00	0.27
26-Feb-18	1,428.00	0.27
27-Feb-18	1,345.00	0.27
28-Feb-18	1,443.00	0.27
1-Mar-18	1,414.00	0.27
2-Mar-18	1,304.00	0.27
3-Mar-18	1,358.00	0.27
4-Mar-18	1,434.00	0.27
5-Mar-18	1,398.00	0.27
6-Mar-18	1,405.00	0.27
7-Mar-18	1,318.00	0.27
8-Mar-18	1,270.00	0.28
9-Mar-18	1,404.00	0.27
10-Mar-18	1,404.00	0.27
11-Mar-18	1,404.00	0.27
12-Mar-18	1,404.00	0.27
13-Mar-18	1,404.00	0.27
14-Mar-18	1,449.00	0.27
15-Mar-18	1,359.00	0.28
16-Mar-18	1,444.00	0.27
17-Mar-18	1,444.00	0.27
18-Mar-18	1,444.00	0.27
19-Mar-18	1,301.00	0.27
20-Mar-18	1,419.00	0.27
21-Mar-18	1,441.00	0.27
22-Mar-18	1,336.00	0.27
23-Mar-18	1,308.00	0.27
24-Mar-18	1,308.00	0.27
25-Mar-18	1,308.00	0.27
26-Mar-18	1,472.00	0.27
27-Mar-18	1,307.00	0.27
28-Mar-18	1,396.00	0.27

29-Mar-18	1,301.00	0.27
30-Mar-18	1,301.00	0.27
31-Mar-18	1,301.00	0.27
1-Apr-18	1,301.00	0.27
2-Apr-18	1,357.00	0.28
3-Apr-18	1,357.00	0.28
4-Apr-18	1,388.00	0.28
5-Apr-18	1,388.00	0.28
6-Apr-18	1,228.00	0.28
7-Apr-18	1,228.00	0.28
8-Apr-18	1,228.00	0.28
9-Apr-18	1,228.00	0.28
10-Apr-18	1,243.00	0.35
11-Apr-18	1,400.00	0.31
12-Apr-18	1,315.00	0.30
13-Apr-18	1,203.00	0.30
14-Apr-18	1,203.00	0.30
15-Apr-18	1,203.00	0.30
16-Apr-18	1,210.00	0.30
17-Apr-18	1,312.00	0.30
18-Apr-18	1,402.00	0.28
19-Apr-18	1,341.00	0.26
20-Apr-18	1,194.00	0.24
21-Apr-18	1,194.00	0.24
22-Apr-18	1,194.00	0.24
23-Apr-18	1,428.00	0.25
24-Apr-18	1,450.00	0.25
25-Apr-18	1,422.00	0.22
26-Apr-18	1,423.00	0.25
27-Apr-18	1,655.00	0.26
28-Apr-18	1,655.00	0.26
29-Apr-18	1,655.00	0.26
30-Apr-18	1,655.00	0.26
1-May-18	1,424.00	0.26
2-May-18	1,452.00	0.29
3-May-18	1,849.00	0.29
4-May-18	1,511.00	0.31
5-May-18	1,511.00	0.31
6-May-18	1,511.00	0.31
7-May-18	2,240.00	0.34
8-May-18	2,014.00	0.34
9-May-18	2,083.00	0.34
10-May-18	2,000.00	0.30
11-May-18	1,952.00	0.35
12-May-18	1,952.00	0.30
13-May-18	1,952.00	0.30
14-May-18	2,683.00	0.34

15-May-18	2,651.00	0.28
16-May-18	2,422.00	0.30
17-May-18	2,841.00	0.30
18-May-18	2,629.00	0.30
19-May-18	2,629.00	0.30
20-May-18	2,590.00	0.31
21-May-18	2,590.00	0.31
22-May-18	2,590.00	0.31
23-May-18	2,590.00	0.31
24-May-18	2,917.00	0.20
25-May-18	2,801.00	0.21
26-May-18	2,801.00	0.21
27-May-18	2,801.00	0.21
28-May-18	2,852.00	0.23
29-May-18	2,791.00	0.23
30-May-18	2,613.00	0.22
31-May-18	2,693.00	0.22
1-Jun-18	2,567.00	0.20
2-Jun-18	2,567.00	0.20
3-Jun-18	2,567.00	0.20
4-Jun-18	2,331.00	0.20
5-Jun-18	2,241.00	0.30
6-Jun-18	2,198.00	0.28
7-Jun-18	2,248.00	0.27
8-Jun-18	2,272.00	0.29
9-Jun-18	2,272.00	0.29
10-Jun-18	2,272.00	0.29
11-Jun-18	2,193.00	0.29
12-Jun-18	2,191.00	0.30
13-Jun-18	2,191.00	0.30
14-Jun-18	2,102.00	0.30
15-Jun-18	2,073.00	0.27
16-Jun-18	2,073.00	0.27
17-Jun-18	2,073.00	0.27
18-Jun-18	3,066.00	0.20
19-Jun-18	2,916.00	0.22
20-Jun-18	3,046.00	0.24
21-Jun-18	3,074.00	0.24
22-Jun-18	3,229.00	0.25
23-Jun-18	3,229.00	0.25
24-Jun-18	3,229.00	0.25
25-Jun-18	2,866.05	0.21
26-Jun-18	2,277.20	0.22
27-Jun-18	2,597.66	0.27
28-Jun-18	2,301.00	0.24
29-Jun-18	2,444.00	0.26
30-Jun-18	2,537.00	0.26

1-Jul-18	2,424.52	0.24
2-Jul-18	2,433.63	0.21
3-Jul-18	2,433.63	0.21
4-Jul-18	2,659.07	0.20
5-Jul-18	2,996.93	0.29
6-Jul-18	2,790.47	0.30
7-Jul-18	2,681.15	0.27
8-Jul-18	2,468.36	0.27
9-Jul-18	2,904.25	0.28
10-Jul-18	2,676.41	0.26
11-Jul-18	2,549.06	0.26
12-Jul-18	2,772.73	0.26
13-Jul-18	3,231.53	0.27
14-Jul-18	3,089.66	0.24
15-Jul-18	3,120.29	0.23
16-Jul-18	3,275.69	0.23
17-Jul-18	3,245.92	0.23
18-Jul-18	3,288.80	0.21
19-Jul-18	3,480.93	0.21
20-Jul-18	3,261.20	0.22
21-Jul-18	2,979.18	0.22
22-Jul-18	2,871.77	0.22
23-Jul-18	3,322.32	0.21
24-Jul-18	3,192.16	0.25
25-Jul-18	3,160.37	0.20
26-Jul-18	3,375.60	0.21
27-Jul-18	3,479.53	0.27
28-Jul-18	3,278.93	0.25
29-Jul-18	3,302.38	0.28
30-Jul-18	3,570.21	0.29
31-Jul-18	3,386.67	0.25
1-Aug-18	3,404.77	0.30
2-Aug-18	3,390.00	0.27
3-Aug-18	3,408.73	0.27
4-Aug-18	2,922.16	0.27
5-Aug-18	3,370.47	0.27
6-Aug-18	3,299.52	0.28
7-Aug-18	3,464.55	0.27
8-Aug-18	3,264.74	0.26
9-Aug-18	3,400.27	0.26
10-Aug-18	3,321.51	0.26
11-Aug-18	3,473.73	0.25
12-Aug-18	2,981.27	0.26
13-Aug-18	2,669.59	0.26
14-Aug-18	2,722.41	0.24
15-Aug-18	2,758.19	0.19
16-Aug-18	2,806.58	0.18

17-Aug-18	3,126.17	0.25
18-Aug-18	3,035.73	0.26
19-Aug-18	3,017.58	0.30
20-Aug-18	2,768.66	0.28
21-Aug-18	2,900.67	0.27
22-Aug-18	2,642.45	0.28
23-Aug-18	2,678.09	0.27
24-Aug-18	2,765.48	0.28
25-Aug-18	2,521.41	0.28
26-Aug-18	2,517.89	0.28
27-Aug-18	2,462.66	0.28
28-Aug-18	2,348.69	0.27
29-Aug-18	2,509.20	0.27
30-Aug-18	2,364.05	0.28
31-Aug-18	2,097.19	0.28
1-Sep-18	2,182.45	0.27
2-Sep-18	2,355.77	0.29
3-Sep-18	2,543.86	0.28
4-Sep-18	2,388.80	0.27
5-Sep-18	2,279.19	0.26
6-Sep-18	2,382.77	0.26
7-Sep-18	2,465.56	0.25
8-Sep-18	2,086.67	0.27
9-Sep-18	1,885.91	0.28
10-Sep-18	1,877.11	0.28
11-Sep-18	1,595.17	0.28
12-Sep-18	1,617.53	0.27
13-Sep-18	1,712.67	0.27
14-Sep-18	1,459.70	0.27
15-Sep-18	1,708.83	0.27
16-Sep-18	1,449.58	0.28
17-Sep-18	1,599.91	0.28
18-Sep-18	1,492.08	0.27
19-Sep-18	1,530.63	0.26
20-Sep-18	1,562.77	0.27
21-Sep-18	1,539.14	0.27
22-Sep-18	1,497.31	0.26
23-Sep-18	1,364.47	0.27
24-Sep-18	1,612.25	0.26
25-Sep-18	1,067.39	0.25
26-Sep-18	1,001.48	0.25
27-Sep-18	1,434.39	0.25
28-Sep-18	1,488.80	0.25
29-Sep-18	1,447.84	0.25
30-Sep-18	1,311.03	0.26
1-Oct-18	2,063.50	0.26
2-Oct-18	1,711.31	0.25

3-Oct-18	1,279.38	0.27
4-Oct-18	1,274.00	0.26
5-Oct-18	1,289.39	0.26
6-Oct-18	1,307.36	0.25
7-Oct-18	1,220.59	0.33
8-Oct-18	1,397.70	0.21
9-Oct-18	1,269.75	0.21
10-Oct-18	1,247.94	0.26
11-Oct-18	1,096.66	0.19
12-Oct-18	1,288.88	0.19
13-Oct-18	1,291.05	0.22
14-Oct-18	1,272.80	0.24
15-Oct-18	1,038.44	0.24
16-Oct-18	1,215.13	0.25
17-Oct-18	1,128.17	0.25
18-Oct-18	1,232.91	0.25
19-Oct-18	1,131.19	0.25
20-Oct-18	1,265.47	0.25
21-Oct-18	1,182.13	0.25
22-Oct-18	1,242.31	0.24
23-Oct-18	1,302.19	0.24
24-Oct-18	1,156.87	0.24
25-Oct-18	1,296.43	0.24
26-Oct-18	1,298.58	0.25
27-Oct-18	1,186.00	0.25
28-Oct-18	1,259.87	0.25
29-Oct-18	1,259.71	0.25
30-Oct-18	1,240.96	0.25
31-Oct-18	1,279.33	0.26
1-Nov-18	1,239.13	0.25
2-Nov-18	1,293.94	0.26
3-Nov-18	1,114.48	0.26
4-Nov-18	1,259.11	0.27
5-Nov-18	1,260.85	0.27
6-Nov-18	1,121.27	0.26
7-Nov-18	1,236.25	0.26
8-Nov-18	1,116.37	0.25
9-Nov-18	1,299.76	0.26
10-Nov-18	1,088.61	0.25
11-Nov-18	1,252.09	0.25
12-Nov-18	1,110.38	0.26
13-Nov-18	1,293.68	0.25
14-Nov-18	1,159.10	0.25
15-Nov-18	1,177.21	0.25
16-Nov-18	1,207.55	0.24
17-Nov-18	1,208.86	0.25
18-Nov-18	1,126.71	0.25

19-Nov-18	1,231.16	0.25
20-Nov-18	1,291.30	0.24
21-Nov-18	1,182.13	0.25
22-Nov-18	1,252.35	0.22
23-Nov-18	1,079.27	0.22
24-Nov-18	1,111.88	0.24
25-Nov-18	1,186.93	0.26
26-Nov-18	1,256.75	0.26
27-Nov-18	1,159.45	0.25
28-Nov-18	1,090.42	0.28
29-Nov-18	1,221.43	0.28
30-Nov-18	1,073.66	0.27
1-Dec-18	1,222.01	0.26
2-Dec-18	1,054.69	0.24
3-Dec-18	1,239.52	0.23
4-Dec-18	1,112.33	0.22
5-Dec-18	1,204.91	0.24
6-Dec-18	1,243.69	0.25
7-Dec-18	1,098.54	0.26
8-Dec-18	1,228.03	0.27
9-Dec-18	1,240.42	0.26
10-Dec-18	1,104.40	0.25
11-Dec-18	1,239.52	0.25
12-Dec-18	1,149.44	0.26
13-Dec-18	1,189.96	0.27
14-Dec-18	1,253.55	0.28
15-Dec-18	1,129.05	0.29
16-Dec-18	1,193.87	0.32
17-Dec-18	1,256.69	0.29
18-Dec-18	1,217.52	0.29
19-Dec-18	1,109.99	0.31
20-Dec-18	1,214.83	0.30
21-Dec-18	1,258.40	0.31
22-Dec-18	1,273.94	0.29
23-Dec-18	1,155.45	0.28
24-Dec-18	1,186.86	0.30
25-Dec-18	1,261.58	0.32
26-Dec-18	1,226.67	0.33
27-Dec-18	1,191.48	0.32
28-Dec-18	1,173.71	0.32
29-Dec-18	1,249.02	0.30
30-Dec-18	1,286.23	0.30
31-Dec-18	1,278.96	0.30

	Total m3	656,755.99	
	Average	1,799.33	0.27
30-Jul-18	Daily Max m3	3,570.21	
26-Sep-18	Daily Min m3	1,001.48	

Appendix II

Your P.O. #: 2400
Your C.O.C. #: 545422-01-01

Attention: Jeff Westlake

VILLAGE OF PEMBERTON
Box 100
7400 Prospect St
Pemberton, BC
CANADA V0N 2L0

Report Date: 2018/02/01
Report #: R2508493
Version: 2 - Revision

CERTIFICATE OF ANALYSIS – REVISED REPORT

MAXXAM JOB #: B805966

Received: 2018/01/25, 08:15

Sample Matrix: Water
Samples Received: 4

Analyses	Quantity	Date	Date	Laboratory Method	Analytical Method
		Extracted	Analyzed		
Alkalinity - Water	4	2018/01/26	2018/01/26	BBY6SOP-00026	SM 22 2320 B m
Chloride by Automated Colourimetry	3	N/A	2018/01/25	BBY6SOP-00011	SM 22 4500-Cl- E m
Chloride by Automated Colourimetry	1	N/A	2018/01/26	BBY6SOP-00011	SM 22 4500-Cl- E m
Colour (True) by Kone Lab	4	N/A	2018/01/25	BBY6SOP-00057	SM 22 2120 C m
Conductance - water	2	2018/01/26	2018/01/26	BBY6SOP-00026	SM 22 2510 B m
Conductance - water	2	2018/01/26	2018/01/27	BBY6SOP-00026	SM 22 2510 B m
Fluoride	4	N/A	2018/01/27	BBY6SOP-00048	SM 22 4500-F C m
Hardness Total (calculated as CaCO ₃) (1)	4	N/A	2018/01/26	BBY WI-00033	Auto Calc
Mercury (Total) by CVAF	4	2018/01/25	2018/01/25	BBY7SOP-00015	BCMOE BCLM Oct2013 m
Na, K, Ca, Mg, S by CRC ICPMS (total)	4	N/A	2018/01/26	BBY WI-00033	Auto Calc
Elements by CRC ICPMS (total)	4	N/A	2018/01/25	BBY7SOP-00003,	EPA 6020b R2 m
Nitrate + Nitrite (N)	4	N/A	2018/01/25	BBY6SOP-00010	SM 22 4500-NO3- I m
Nitrite (N) by CFA	4	N/A	2018/01/25	BBY6SOP-00010	SM 22 4500-NO3- I m
Nitrogen - Nitrate (as N)	4	N/A	2018/01/26	BBY WI-00033	Auto Calc
pH Water (2)	4	2018/01/26	2018/01/26	BBY6SOP-00026	SM 22 4500-H+ B m
Sulphate by Automated Colourimetry	4	N/A	2018/01/25	BBY6SOP-00017	SM 22 4500-SO42- E m
Total Dissolved Solids (Filt. Residue)	4	2018/01/26	2018/01/31	BBY6SOP-00033	SM 22 2540 C m
Total Trihalomethanes Calculation	4	N/A	2018/01/27	BBY WI-00033	Auto Calc
Turbidity	4	N/A	2018/01/25	BBY6SOP-00027	SM 22 2130 B m
VOCs, VH, F1, LH in Water by HS GC/MS	4	N/A	2018/01/26	BBY8SOP-00009/11/12	BCMOE BCLM Jul 2017
Volatile HC-BTEX	4	N/A	2018/01/27	BBY WI-00033	Auto Calc

Remarks:

Maxxam Analytics' laboratories are accredited to ISO/IEC 17025:2005 for specific parameters on scopes of accreditation. Unless otherwise noted, procedures used by Maxxam are based upon recognized Provincial, Federal or US method compendia such as CCME, MDDELCC, EPA, APHA.

All work recorded herein has been done in accordance with procedures and practices ordinarily exercised by professionals in Maxxam's profession using accepted testing methodologies, quality assurance and quality control procedures (except where otherwise agreed by the client and Maxxam in writing). All data is in statistical control and has met quality control and method performance criteria unless otherwise noted. All method blanks are reported; unless indicated otherwise, associated sample data are not blank corrected.

UPDATED AGENDA PACKAGE
Regular Council Meeting No. 1496
Tuesday, July 9, 2019
109 of 228

Your P.O. #: 2400
Your C.O.C. #: 545422-01-01

Attention: Jeff Westlake

VILLAGE OF PEMBERTON
Box 100
7400 Prospect St
Pemberton, BC
CANADA V0N 2L0

Report Date: 2018/02/01
Report #: R2508493
Version: 2 - Revision

CERTIFICATE OF ANALYSIS – REVISED REPORT

MAXXAM JOB #: B805966

Received: 2018/01/25, 08:15

Maxxam Analytics' liability is limited to the actual cost of the requested analyses, unless otherwise agreed in writing. There is no other warranty expressed or implied. Maxxam has been retained to provide analysis of samples provided by the Client using the testing methodology referenced in this report. Interpretation and use of test results are the sole responsibility of the Client and are not within the scope of services provided by Maxxam, unless otherwise agreed in writing.

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

Results relate to samples tested.

This Certificate shall not be reproduced except in full, without the written approval of the laboratory.

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

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

(1) "Total Hardness" was calculated from Total Ca and Mg concentrations and may be biased high (Hardness, or Dissolved Hardness, calculated from Dissolved Ca and Mg, should be used for compliance if available).

(2) The BC-MOE and APHA Standard Method require pH to be analysed within 15 minutes of sampling and therefore field analysis is required for compliance. All Laboratory pH analyses in this report are reported past the BC-MOE/APHA Standard Method holding time.

Encryption Key

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

Morgan Melnychuk, Burnaby Project Manager

Email: MMelnychuk@maxxam.ca

Phone# (604)638-8034 Ext:8034

=====
Maxxam has procedures in place to guard against improper use of the electronic signature and have the required "signatories", as per section 5.10.2 of ISO/IEC 17025:2005(E), signing the reports. For Service Group specific validation please refer to the Validation Signature Page.

UPDATED AGENDA PACKAGE
Regular Council Meeting No. 1496
Tuesday, July 9, 2019
110 of 228

Maxxam Job #: B805966
Report Date: 2018/02/01

VILLAGE OF PEMBERTON
Your P.O. #: 2400

VOLATILE ORGANICS BY GC-MS (WATER)

Maxxam ID			SW0689	SW0690	SW0691	SW0692		
Sampling Date			2018/01/24 09:00	2018/01/24 08:00	2018/01/24 08:30	2018/01/24 08:15		
COC Number			545422-01-01	545422-01-01	545422-01-01	545422-01-01		
	UNITS	MAC	WELL #2	WELL #3	OAK ST	INDUSTRIAL PARK	RDL	QC Batch
Volatiles								
Total Trihalomethanes	ug/L	100	<1.0	<1.0	2.3	<1.0	1.0	8893977
No Fill	No Exceedance							
Grey	Exceeds 1 criteria policy/level							
Black	Exceeds both criteria/levels							
RDL = Reportable Detection Limit								

Maxxam Job #: B805966
Report Date: 2018/02/01

VILLAGE OF PEMBERTON
Your P.O. #: 2400

DRINKING WATER PACKAGE (WATER)

Maxxam ID					SW0689		SW0690		
Sampling Date					2018/01/24 09:00		2018/01/24 08:00		
COC Number					545422-01-01		545422-01-01		
	UNITS	MAC	AO	OG	WELL #2	QC Batch	WELL #3	RDL	QC Batch
ANIONS									
Nitrite (N)	mg/L	1	-	-	<0.0050	8894995	<0.0050	0.0050	8894995
Calculated Parameters									
Total Hardness (CaCO3)	mg/L	-	-	-	65.8	8893629	25.0	0.50	8893629
Nitrate (N)	mg/L	10	-	-	0.193	8893975	0.102	0.020	8893975
Misc. Inorganics									
Fluoride (F)	mg/L	1.5	-	-	0.022	8896090	<0.020	0.020	8896090
Alkalinity (Total as CaCO3)	mg/L	-	-	-	30.3	8895794	12.7	1.0	8895790
Alkalinity (PP as CaCO3)	mg/L	-	-	-	<1.0	8895794	<1.0	1.0	8895790
Bicarbonate (HCO3)	mg/L	-	-	-	36.9	8895794	15.5	1.0	8895790
Carbonate (CO3)	mg/L	-	-	-	<1.0	8895794	<1.0	1.0	8895790
Hydroxide (OH)	mg/L	-	-	-	<1.0	8895794	<1.0	1.0	8895790
Anions									
Dissolved Sulphate (SO4)	mg/L	-	500	-	17.0	8895473	8.4	1.0	8895473
Dissolved Chloride (Cl)	mg/L	-	250	-	29	8895471	5.7	1.0	8895471
MISCELLANEOUS									
True Colour	Col. Unit	-	15	-	8.1	8894693	<5.0	5.0	8894693
Nutrients									
Nitrate plus Nitrite (N)	mg/L	-	-	-	0.193	8894993	0.102	0.020	8894993
Physical Properties									
Conductivity	uS/cm	-	-	-	217	8895793	74.0	2.0	8895791
pH	pH	-	7.0:10.5	-	7.34	8895792	7.15		8895788
Physical Properties									
Total Dissolved Solids	mg/L	-	500	-	130	8895485	36	10	8895485
Turbidity	NTU	see remark	see remark	see remark	3.21	8894392	0.14	0.10	8894392
Elements									
Total Mercury (Hg)	ug/L	1	-	-	<0.010	8893713	<0.010	0.010	8893713
Total Metals by ICPMS									
Total Aluminum (Al)	ug/L	-	-	100	98.1	8894305	9.6	3.0	8894305
Total Antimony (Sb)	ug/L	6	-	-	<0.50	8894305	<0.50	0.50	8894305
Total Arsenic (As)	ug/L	10	-	-	0.31	8894305	<0.10	0.10	8894305
Total Barium (Ba)	ug/L	1000	-	-	39.7	8894305	14.7	1.0	8894305
Total Boron (B)	ug/L	5000	-	-	105	8894305	<50	50	8894305
Total Cadmium (Cd)	ug/L	5	-	-	0.016	8894305	0.017	0.010	8894305
No Fill	No Exceedance								
Grey	Exceeds 1 criteria policy/level								
Black	Exceeds both criteria/levels								
RDL = Reportable Detection Limit									

Maxxam Job #: B805966
Report Date: 2018/02/01

VILLAGE OF PEMBERTON
Your P.O. #: 2400

DRINKING WATER PACKAGE (WATER)

Maxxam ID					SW0689		SW0690		
Sampling Date					2018/01/24 09:00		2018/01/24 08:00		
COC Number					545422-01-01		545422-01-01		
	UNITS	MAC	AO	OG	WELL #2	QC Batch	WELL #3	RDL	QC Batch
Total Chromium (Cr)	ug/L	50	-	-	<1.0	8894305	<1.0	1.0	8894305
Total Cobalt (Co)	ug/L	-	-	-	0.55	8894305	<0.20	0.20	8894305
Total Copper (Cu)	ug/L	-	1000	-	2.65	8894305	10.7	0.20	8894305
Total Iron (Fe)	ug/L	-	300	-	744	8894305	34.1	5.0	8894305
Total Lead (Pb)	ug/L	10	-	-	0.53	8894305	0.67	0.20	8894305
Total Manganese (Mn)	ug/L	-	50	-	122	8894305	12.7	1.0	8894305
Total Molybdenum (Mo)	ug/L	-	-	-	2.5	8894305	<1.0	1.0	8894305
Total Nickel (Ni)	ug/L	-	-	-	<1.0	8894305	<1.0	1.0	8894305
Total Selenium (Se)	ug/L	50	-	-	<0.10	8894305	<0.10	0.10	8894305
Total Silicon (Si)	ug/L	-	-	-	5300	8894305	4070	100	8894305
Total Silver (Ag)	ug/L	-	-	-	<0.020	8894305	<0.020	0.020	8894305
Total Uranium (U)	ug/L	20	-	-	<0.10	8894305	<0.10	0.10	8894305
Total Vanadium (V)	ug/L	-	-	-	<5.0	8894305	<5.0	5.0	8894305
Total Zinc (Zn)	ug/L	-	5000	-	18.4	8894305	<5.0	5.0	8894305
Total Calcium (Ca)	mg/L	-	-	-	23.9	8893974	9.12	0.050	8893974
Total Magnesium (Mg)	mg/L	-	-	-	1.49	8893974	0.535	0.050	8893974
Total Potassium (K)	mg/L	-	-	-	2.25	8893974	0.910	0.050	8893974
Total Sodium (Na)	mg/L	-	200	-	12.2	8893974	3.17	0.050	8893974
Total Sulphur (S)	mg/L	-	-	-	6.5	8893974	<3.0	3.0	8893974
No Fill	No Exceedance								
Grey	Exceeds 1 criteria policy/level								
Black	Exceeds both criteria/levels								
RDL = Reportable Detection Limit									

Maxxam Job #: B805966
Report Date: 2018/02/01

VILLAGE OF PEMBERTON
Your P.O. #: 2400

DRINKING WATER PACKAGE (WATER)

Maxxam ID					SW0691		SW0692		
Sampling Date					2018/01/24 08:30		2018/01/24 08:15		
COC Number					545422-01-01		545422-01-01		
	UNITS	MAC	AO	OG	OAK ST	QC Batch	INDUSTRIAL PARK	RDL	QC Batch
ANIONS									
Nitrite (N)	mg/L	1	-	-	<0.0050	8894995	<0.0050	0.0050	8894995
Calculated Parameters									
Total Hardness (CaCO3)	mg/L	-	-	-	24.3	8893629	30.6	0.50	8893629
Nitrate (N)	mg/L	10	-	-	0.102	8893975	0.057	0.020	8893975
Misc. Inorganics									
Fluoride (F)	mg/L	1.5	-	-	<0.020	8896090	0.027	0.020	8896090
Alkalinity (Total as CaCO3)	mg/L	-	-	-	40.9	8895794	24.3	1.0	8895790
Alkalinity (PP as CaCO3)	mg/L	-	-	-	<1.0	8895794	<1.0	1.0	8895790
Bicarbonate (HCO3)	mg/L	-	-	-	49.8	8895794	29.7	1.0	8895790
Carbonate (CO3)	mg/L	-	-	-	<1.0	8895794	<1.0	1.0	8895790
Hydroxide (OH)	mg/L	-	-	-	<1.0	8895794	<1.0	1.0	8895790
Anions									
Dissolved Sulphate (SO4)	mg/L	-	500	-	8.6	8895473	8.8	1.0	8895473
Dissolved Chloride (Cl)	mg/L	-	250	-	7.0	8895783	<1.0	1.0	8895471
MISCELLANEOUS									
True Colour	Col. Unit	-	15	-	<5.0	8894693	<5.0	5.0	8894693
Nutrients									
Nitrate plus Nitrite (N)	mg/L	-	-	-	0.102	8894993	0.057	0.020	8894993
Physical Properties									
Conductivity	uS/cm	-	-	-	125	8895793	72.1	2.0	8895791
pH	pH	-	7.0:10.5	-	7.75	8895792	7.56		8895788
Physical Properties									
Total Dissolved Solids	mg/L	-	500	-	58	8895485	34	10	8895485
Turbidity	NTU	see remark	see remark	see remark	0.16	8894392	0.18	0.10	8894392
Elements									
Total Mercury (Hg)	ug/L	1	-	-	<0.010	8893713	<0.010	0.010	8893713
Total Metals by ICPMS									
Total Aluminum (Al)	ug/L	-	-	100	5.9	8894305	5.6	3.0	8894305
Total Antimony (Sb)	ug/L	6	-	-	<0.50	8894305	<0.50	0.50	8894305
Total Arsenic (As)	ug/L	10	-	-	<0.10	8894305	0.14	0.10	8894305
Total Barium (Ba)	ug/L	1000	-	-	15.2	8894305	6.0	1.0	8894305
Total Boron (B)	ug/L	5000	-	-	<50	8894305	<50	50	8894305
Total Cadmium (Cd)	ug/L	5	-	-	<0.010	8894305	<0.010	0.010	8894305
No Fill	No Exceedance								
Grey	Exceeds 1 criteria policy/level								
Black	Exceeds both criteria/levels								
RDL = Reportable Detection Limit									

UPDATED AGENDA PACKAGE
Regular Council Meeting No. 1496
Tuesday, July 9, 2019
114 of 228

Maxxam Job #: B805966
Report Date: 2018/02/01

VILLAGE OF PEMBERTON
Your P.O. #: 2400

DRINKING WATER PACKAGE (WATER)

Maxxam ID					SW0691		SW0692		
Sampling Date					2018/01/24 08:30		2018/01/24 08:15		
COC Number					545422-01-01		545422-01-01		
	UNITS	MAC	AO	OG	OAK ST	QC Batch	INDUSTRIAL PARK	RDL	QC Batch
Total Chromium (Cr)	ug/L	50	-	-	<1.0	8894305	<1.0	1.0	8894305
Total Cobalt (Co)	ug/L	-	-	-	<0.20	8894305	<0.20	0.20	8894305
Total Copper (Cu)	ug/L	-	1000	-	2.60	8894305	2.03	0.20	8894305
Total Iron (Fe)	ug/L	-	300	-	5.4	8894305	7.4	5.0	8894305
Total Lead (Pb)	ug/L	10	-	-	0.55	8894305	<0.20	0.20	8894305
Total Manganese (Mn)	ug/L	-	50	-	4.2	8894305	<1.0	1.0	8894305
Total Molybdenum (Mo)	ug/L	-	-	-	<1.0	8894305	<1.0	1.0	8894305
Total Nickel (Ni)	ug/L	-	-	-	<1.0	8894305	<1.0	1.0	8894305
Total Selenium (Se)	ug/L	50	-	-	<0.10	8894305	<0.10	0.10	8894305
Total Silicon (Si)	ug/L	-	-	-	3900	8894305	2950	100	8894305
Total Silver (Ag)	ug/L	-	-	-	<0.020	8894305	<0.020	0.020	8894305
Total Uranium (U)	ug/L	20	-	-	<0.10	8894305	<0.10	0.10	8894305
Total Vanadium (V)	ug/L	-	-	-	<5.0	8894305	<5.0	5.0	8894305
Total Zinc (Zn)	ug/L	-	5000	-	<5.0	8894305	<5.0	5.0	8894305
Total Calcium (Ca)	mg/L	-	-	-	8.92	8893974	10.6	0.050	8893974
Total Magnesium (Mg)	mg/L	-	-	-	0.503	8893974	0.979	0.050	8893974
Total Potassium (K)	mg/L	-	-	-	0.898	8893974	0.516	0.050	8893974
Total Sodium (Na)	mg/L	-	200	-	17.4	8893974	1.36	0.050	8893974
Total Sulphur (S)	mg/L	-	-	-	<3.0	8893974	<3.0	3.0	8893974
No Fill	No Exceedance								
Grey	Exceeds 1 criteria policy/level								
Black	Exceeds both criteria/levels								
RDL = Reportable Detection Limit									

Maxxam Job #: B805966
Report Date: 2018/02/01

VILLAGE OF PEMBERTON
Your P.O. #: 2400

CSR VOC + VPH IN WATER (WATER)

Maxxam ID				SW0689	SW0690	SW0691	SW0692		
Sampling Date				2018/01/24 09:00	2018/01/24 08:00	2018/01/24 08:30	2018/01/24 08:15		
COC Number				545422-01-01	545422-01-01	545422-01-01	545422-01-01		
	UNITS	MAC	AO	WELL #2	WELL #3	OAK ST	INDUSTRIAL PARK	RDL	QC Batch
Calculated Parameters									
VPH (VH6 to 10 - BTEX)	ug/L	-	-	<300	<300	<300	<300	300	8893978
Volatiles									
VH C6-C10	ug/L	-	-	<300	<300	<300	<300	300	8894397
1,1,1,2-tetrachloroethane	ug/L	-	-	<0.50	<0.50	<0.50	<0.50	0.50	8894397
1,1,1-trichloroethane	ug/L	-	-	<0.50	<0.50	<0.50	<0.50	0.50	8894397
1,1,2,2-tetrachloroethane	ug/L	-	-	<0.50	<0.50	<0.50	<0.50	0.50	8894397
1,1,2Trichloro-1,2,2Trifluoroethane	ug/L	-	-	<2.0	<2.0	<2.0	<2.0	2.0	8894397
1,1,2-trichloroethane	ug/L	-	-	<0.50	<0.50	<0.50	<0.50	0.50	8894397
1,1-dichloroethane	ug/L	-	-	<0.50	<0.50	<0.50	<0.50	0.50	8894397
1,1-dichloroethene	ug/L	14	-	<0.50	<0.50	<0.50	<0.50	0.50	8894397
1,2,3-trichlorobenzene	ug/L	-	-	<2.0	<2.0	<2.0	<2.0	2.0	8894397
1,2,4-trichlorobenzene	ug/L	-	-	<2.0	<2.0	<2.0	<2.0	2.0	8894397
1,2-dibromoethane	ug/L	-	-	<0.20	<0.20	<0.20	<0.20	0.20	8894397
1,2-dichlorobenzene	ug/L	200	3	<0.50	<0.50	<0.50	<0.50	0.50	8894397
1,2-dichloroethane	ug/L	5	-	<0.50	<0.50	<0.50	<0.50	0.50	8894397
1,2-dichloropropane	ug/L	-	-	<0.50	<0.50	<0.50	<0.50	0.50	8894397
1,3,5-trimethylbenzene	ug/L	-	-	<2.0	<2.0	<2.0	<2.0	2.0	8894397
1,3-Butadiene	ug/L	-	-	<0.50	<0.50	<0.50	<0.50	0.50	8894397
1,3-dichlorobenzene	ug/L	-	-	<0.50	<0.50	<0.50	<0.50	0.50	8894397
1,3-dichloropropane	ug/L	-	-	<1.0	<1.0	<1.0	<1.0	1.0	8894397
1,4-dichlorobenzene	ug/L	5	1	<0.50	<0.50	<0.50	<0.50	0.50	8894397
Benzene	ug/L	5	-	<0.40	<0.40	<0.40	<0.40	0.40	8894397
Bromobenzene	ug/L	-	-	<2.0	<2.0	<2.0	<2.0	2.0	8894397
Bromodichloromethane	ug/L	-	-	<1.0	<1.0	1.0	<1.0	1.0	8894397
Bromoform	ug/L	-	-	<1.0	<1.0	<1.0	<1.0	1.0	8894397
Bromomethane	ug/L	-	-	<1.0	<1.0	<1.0	<1.0	1.0	8894397
Carbon tetrachloride	ug/L	2	-	<0.50	<0.50	<0.50	<0.50	0.50	8894397
Chlorobenzene	ug/L	80	30	<0.50	<0.50	<0.50	<0.50	0.50	8894397
Chlorodibromomethane	ug/L	-	-	<1.0	<1.0	1.3	<1.0	1.0	8894397
Chloroethane	ug/L	-	-	<1.0	<1.0	<1.0	<1.0	1.0	8894397
Chloroform	ug/L	-	-	<1.0	<1.0	<1.0	<1.0	1.0	8894397
Chloromethane	ug/L	-	-	<1.0	<1.0	<1.0	<1.0	1.0	8894397
cis-1,2-dichloroethene	ug/L	-	-	<1.0	<1.0	<1.0	<1.0	1.0	8894397
No Fill	No Exceedance								
Grey	Exceeds 1 criteria policy/level								
Black	Exceeds both criteria/levels								
RDL = Reportable Detection Limit									

Maxxam Job #: B805966
Report Date: 2018/02/01

VILLAGE OF PEMBERTON
Your P.O. #: 2400

CSR VOC + VPH IN WATER (WATER)

Maxxam ID				SW0689	SW0690	SW0691	SW0692		
Sampling Date				2018/01/24 09:00	2018/01/24 08:00	2018/01/24 08:30	2018/01/24 08:15		
COC Number				545422-01-01	545422-01-01	545422-01-01	545422-01-01		
	UNITS	MAC	AO	WELL #2	WELL #3	OAK ST	INDUSTRIAL PARK	RDL	QC Batch
cis-1,3-dichloropropene	ug/L	-	-	<1.0	<1.0	<1.0	<1.0	1.0	8894397
Dichlorodifluoromethane	ug/L	-	-	<2.0	<2.0	<2.0	<2.0	2.0	8894397
Dichloromethane	ug/L	50	-	<2.0	<2.0	<2.0	<2.0	2.0	8894397
Ethylbenzene	ug/L	140	1.6	<0.40	<0.40	<0.40	<0.40	0.40	8894397
Hexachlorobutadiene	ug/L	-	-	<0.50	<0.50	<0.50	<0.50	0.50	8894397
Isopropylbenzene	ug/L	-	-	<2.0	<2.0	<2.0	<2.0	2.0	8894397
Methyl-tert-butylether (MTBE)	ug/L	-	15	<4.0	<4.0	<4.0	<4.0	4.0	8894397
Styrene	ug/L	-	-	<0.50	<0.50	<0.50	<0.50	0.50	8894397
Tetrachloroethene	ug/L	10	-	<0.50	<0.50	<0.50	<0.50	0.50	8894397
Toluene	ug/L	60	24	<0.40	<0.40	<0.40	<0.40	0.40	8894397
trans-1,2-dichloroethene	ug/L	-	-	<1.0	<1.0	<1.0	<1.0	1.0	8894397
trans-1,3-dichloropropene	ug/L	-	-	<1.0	<1.0	<1.0	<1.0	1.0	8894397
Trichloroethene	ug/L	5	-	<0.50	<0.50	<0.50	<0.50	0.50	8894397
Trichlorofluoromethane	ug/L	-	-	<4.0	<4.0	<4.0	<4.0	4.0	8894397
Vinyl chloride	ug/L	2	-	<0.50	<0.50	<0.50	<0.50	0.50	8894397
m & p-Xylene	ug/L	-	-	<0.40	<0.40	<0.40	<0.40	0.40	8894397
o-Xylene	ug/L	-	-	<0.40	<0.40	<0.40	<0.40	0.40	8894397
Xylenes (Total)	ug/L	90	20	<0.40	<0.40	<0.40	<0.40	0.40	8894397
Surrogate Recovery (%)									
1,4-Difluorobenzene (sur.)	%	-	-	103	103	89	102		8894397
4-Bromofluorobenzene (sur.)	%	-	-	87	86	76	91		8894397
D4-1,2-Dichloroethane (sur.)	%	-	-	92	94	82	97		8894397
No Fill	No Exceedance								
Grey	Exceeds 1 criteria policy/level								
Black	Exceeds both criteria/levels								
RDL = Reportable Detection Limit									

Maxxam Job #: B805966
Report Date: 2018/02/01

VILLAGE OF PEMBERTON
Your P.O. #: 2400

GENERAL COMMENTS

Revised report v2 (2018/02/01): Including Drinking Water Guidelines, per client request (MM4).
MAC,AO,OG: The guidelines that have been included in this report have been taken from the Canadian Drinking Water Quality Summary Table, February 2017.

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

Turbidity Guidelines:

1. Chemically assisted filtration: less than or equal to 0.3 NTU in 95% of the measurements or 95% of the time each month. Shall not exceed 1.0 NTU at any time.
2. Slow sand / diatomaceous earth filtration: less than or equal to 1.0 NTU in 95% of the measurements or 95% of the time each month. Shall not exceed 3.0 NTU at any time.
3. Membrane filtration: less than or equal to 0.1 NTU in 99% of the measurements made or at least 99% of the time each calendar month. Shall not exceed 0.3 NTU at any time.

Results relate only to the items tested.

Maxxam Job #: B805966
Report Date: 2018/02/01

QUALITY ASSURANCE REPORT

VILLAGE OF PEMBERTON
Your P.O. #: 2400

QC Batch	Parameter	Date	Matrix Spike		Spiked Blank		Method Blank		RPD	
			% Recovery	QC Limits	% Recovery	QC Limits	Value	UNITS	Value (%)	QC Limits
8894397	1,4-Difluorobenzene (sur.)	2018/01/25	103	70 - 130	103	70 - 130	103	%		
8894397	4-Bromofluorobenzene (sur.)	2018/01/25	99	70 - 130	101	70 - 130	88	%		
8894397	D4-1,2-Dichloroethane (sur.)	2018/01/25	91	70 - 130	93	70 - 130	91	%		
8893713	Total Mercury (Hg)	2018/01/25	94	80 - 120	95	80 - 120	<0.010	ug/L		
8894305	Total Aluminum (Al)	2018/01/25	106	80 - 120	107	80 - 120	<3.0	ug/L	0.93	20
8894305	Total Antimony (Sb)	2018/01/25	100	80 - 120	101	80 - 120	<0.50	ug/L	NC	20
8894305	Total Arsenic (As)	2018/01/25	102	80 - 120	102	80 - 120	<0.10	ug/L	NC	20
8894305	Total Barium (Ba)	2018/01/25	101	80 - 120	101	80 - 120	<1.0	ug/L	NC	20
8894305	Total Boron (B)	2018/01/25	95	80 - 120	96	80 - 120	<50	ug/L	NC	20
8894305	Total Cadmium (Cd)	2018/01/25	100	80 - 120	100	80 - 120	<0.010	ug/L	NC	20
8894305	Total Chromium (Cr)	2018/01/25	102	80 - 120	99	80 - 120	<1.0	ug/L	NC	20
8894305	Total Cobalt (Co)	2018/01/25	103	80 - 120	101	80 - 120	<0.20	ug/L	NC	20
8894305	Total Copper (Cu)	2018/01/25	100	80 - 120	99	80 - 120	<0.20	ug/L	3.3	20
8894305	Total Iron (Fe)	2018/01/25	101	80 - 120	102	80 - 120	<5.0	ug/L	0.73	20
8894305	Total Lead (Pb)	2018/01/25	100	80 - 120	103	80 - 120	<0.20	ug/L	11	20
8894305	Total Manganese (Mn)	2018/01/25	100	80 - 120	99	80 - 120	<1.0	ug/L	NC	20
8894305	Total Molybdenum (Mo)	2018/01/25	96	80 - 120	101	80 - 120	<1.0	ug/L	NC	20
8894305	Total Nickel (Ni)	2018/01/25	103	80 - 120	102	80 - 120	<1.0	ug/L	NC	20
8894305	Total Selenium (Se)	2018/01/25	98	80 - 120	97	80 - 120	<0.10	ug/L	NC	20
8894305	Total Silicon (Si)	2018/01/25	103	80 - 120	104	80 - 120	<100	ug/L	NC	20
8894305	Total Silver (Ag)	2018/01/25	102	80 - 120	101	80 - 120	<0.020	ug/L	NC	20
8894305	Total Uranium (U)	2018/01/25	100	80 - 120	102	80 - 120	<0.10	ug/L	NC	20
8894305	Total Vanadium (V)	2018/01/25	102	80 - 120	98	80 - 120	<5.0	ug/L	NC	20
8894305	Total Zinc (Zn)	2018/01/25	101	80 - 120	101	80 - 120	<5.0	ug/L	NC	20
8894392	Turbidity	2018/01/25			101	80 - 120	<0.10	NTU	7.8	20
8894397	1,1,1,2-tetrachloroethane	2018/01/25	94	70 - 130	91	70 - 130	<0.50	ug/L		
8894397	1,1,1-trichloroethane	2018/01/25	94	70 - 130	88	70 - 130	<0.50	ug/L		
8894397	1,1,2,2-tetrachloroethane	2018/01/25	94	70 - 130	100	70 - 130	<0.50	ug/L		
8894397	1,1,2Trichloro-1,2,2Trifluoroethane	2018/01/25					<2.0	ug/L		
8894397	1,1,2-trichloroethane	2018/01/25	92	70 - 130	93	70 - 130	<0.50	ug/L		
8894397	1,1-dichloroethane	2018/01/25	89	70 - 130	86	70 - 130	<0.50	ug/L		
8894397	1,1-dichloroethene	2018/01/25	92	70 - 130	87	70 - 130	<0.50	ug/L		

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Regular Council Meeting No. 1496
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QUALITY ASSURANCE REPORT(CONT'D)

VILLAGE OF PEMBERTON
Your P.O. #: 2400

QC Batch	Parameter	Date	Matrix Spike		Spiked Blank		Method Blank		RPD	
			% Recovery	QC Limits	% Recovery	QC Limits	Value	UNITS	Value (%)	QC Limits
8894397	1,2,3-trichlorobenzene	2018/01/25	92	70 - 130	96	70 - 130	<2.0	ug/L		
8894397	1,2,4-trichlorobenzene	2018/01/25	93	70 - 130	95	70 - 130	<2.0	ug/L		
8894397	1,2-dibromoethane	2018/01/25	91	70 - 130	93	70 - 130	<0.20	ug/L		
8894397	1,2-dichlorobenzene	2018/01/25	97	70 - 130	98	70 - 130	<0.50	ug/L		
8894397	1,2-dichloroethane	2018/01/25	86	70 - 130	91	70 - 130	<0.50	ug/L		
8894397	1,2-dichloropropane	2018/01/25	104	70 - 130	102	70 - 130	<0.50	ug/L		
8894397	1,3,5-trimethylbenzene	2018/01/25	88	70 - 130	97	70 - 130	<2.0	ug/L		
8894397	1,3-Butadiene	2018/01/25					<0.50	ug/L		
8894397	1,3-dichlorobenzene	2018/01/25	102	70 - 130	99	70 - 130	<0.50	ug/L		
8894397	1,3-dichloropropane	2018/01/25	93	30 - 130	95	30 - 130	<1.0	ug/L		
8894397	1,4-dichlorobenzene	2018/01/25	97	70 - 130	95	70 - 130	<0.50	ug/L		
8894397	Benzene	2018/01/25	95	70 - 130	92	70 - 130	<0.40	ug/L		
8894397	Bromobenzene	2018/01/25	95	70 - 130	93	70 - 130	<2.0	ug/L		
8894397	Bromodichloromethane	2018/01/25	95	70 - 130	92	70 - 130	<1.0	ug/L	NC	30
8894397	Bromoform	2018/01/25	87	70 - 130	91	70 - 130	<1.0	ug/L	NC	30
8894397	Bromomethane	2018/01/25	94	60 - 140	93	60 - 140	<1.0	ug/L		
8894397	Carbon tetrachloride	2018/01/25	93	70 - 130	85	70 - 130	<0.50	ug/L		
8894397	Chlorobenzene	2018/01/25	95	70 - 130	92	70 - 130	<0.50	ug/L		
8894397	Chlorodibromomethane	2018/01/25	92	70 - 130	92	70 - 130	<1.0	ug/L	NC	30
8894397	Chloroethane	2018/01/25	100	60 - 140	92	60 - 140	<1.0	ug/L		
8894397	Chloroform	2018/01/25	90	70 - 130	87	70 - 130	<1.0	ug/L	6.6	30
8894397	Chloromethane	2018/01/25	87	60 - 140	86	60 - 140	<1.0	ug/L		
8894397	cis-1,2-dichloroethene	2018/01/25	93	70 - 130	90	70 - 130	<1.0	ug/L		
8894397	cis-1,3-dichloropropene	2018/01/25	97	70 - 130	97	70 - 130	<1.0	ug/L		
8894397	Dichlorodifluoromethane	2018/01/25	76	60 - 140	72	60 - 140	<2.0	ug/L		
8894397	Dichloromethane	2018/01/25	84	70 - 130	83	70 - 130	<2.0	ug/L		
8894397	Ethylbenzene	2018/01/25	97	70 - 130	93	70 - 130	<0.40	ug/L		
8894397	Hexachlorobutadiene	2018/01/25	95	70 - 130	94	70 - 130	<0.50	ug/L		
8894397	Isopropylbenzene	2018/01/25	100	70 - 130	95	70 - 130	<2.0	ug/L		
8894397	m & p-Xylene	2018/01/25	99	70 - 130	94	70 - 130	<0.40	ug/L		
8894397	Methyl-tert-butylether (MTBE)	2018/01/25	88	70 - 130	87	70 - 130	<4.0	ug/L		
8894397	o-Xylene	2018/01/25	96	70 - 130	94	70 - 130	<0.40	ug/L		

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QUALITY ASSURANCE REPORT(CONT'D)

VILLAGE OF PEMBERTON
Your P.O. #: 2400

QC Batch	Parameter	Date	Matrix Spike		Spiked Blank		Method Blank		RPD	
			% Recovery	QC Limits	% Recovery	QC Limits	Value	UNITS	Value (%)	QC Limits
8894397	Styrene	2018/01/25			76	70 - 130	<0.50	ug/L		
8894397	Tetrachloroethene	2018/01/25	97	70 - 130	94	70 - 130	<0.50	ug/L		
8894397	Toluene	2018/01/25	94	70 - 130	90	70 - 130	<0.40	ug/L		
8894397	trans-1,2-dichloroethene	2018/01/25	90	70 - 130	85	70 - 130	<1.0	ug/L		
8894397	trans-1,3-dichloropropene	2018/01/25	100	70 - 130	103	70 - 130	<1.0	ug/L		
8894397	Trichloroethene	2018/01/25	96	70 - 130	91	70 - 130	<0.50	ug/L		
8894397	Trichlorofluoromethane	2018/01/25	96	60 - 140	94	60 - 140	<4.0	ug/L		
8894397	VH C6-C10	2018/01/25			84	70 - 130	<300	ug/L		
8894397	Vinyl chloride	2018/01/25	93	60 - 140	90	60 - 140	<0.50	ug/L		
8894397	Xylenes (Total)	2018/01/25					<0.40	ug/L		
8894693	True Colour	2018/01/25			110	80 - 120	<5.0	Col. Unit	NC	20
8894993	Nitrate plus Nitrite (N)	2018/01/25	107	80 - 120	109	80 - 120	<0.020	mg/L	1.2	25
8894995	Nitrite (N)	2018/01/25	104	80 - 120	103	80 - 120	<0.0050	mg/L	NC	20
8895471	Dissolved Chloride (Cl)	2018/01/25			98	80 - 120	<1.0	mg/L		
8895473	Dissolved Sulphate (SO4)	2018/01/25			96	80 - 120	<1.0	mg/L		
8895485	Total Dissolved Solids	2018/01/31	101	80 - 120	98	80 - 120	<10	mg/L	2.5	20
8895783	Dissolved Chloride (Cl)	2018/01/26			97	80 - 120	<1.0	mg/L		
8895788	pH	2018/01/26			101	97 - 103				
8895790	Alkalinity (PP as CaCO3)	2018/01/26					<1.0	mg/L	NC	20
8895790	Alkalinity (Total as CaCO3)	2018/01/26	92	80 - 120	100	80 - 120	<1.0	mg/L	2.5	20
8895790	Bicarbonate (HCO3)	2018/01/26					<1.0	mg/L	2.5	20
8895790	Carbonate (CO3)	2018/01/26					<1.0	mg/L	NC	20
8895790	Hydroxide (OH)	2018/01/26					<1.0	mg/L	NC	20
8895791	Conductivity	2018/01/26			101	80 - 120	<2.0	uS/cm		
8895792	pH	2018/01/26			101	97 - 103			0.13	20
8895793	Conductivity	2018/01/27			100	80 - 120	<2.0	uS/cm		
8895794	Alkalinity (PP as CaCO3)	2018/01/26					<1.0	mg/L	NC	20
8895794	Alkalinity (Total as CaCO3)	2018/01/26	NC	80 - 120	96	80 - 120	<1.0	mg/L	1.9	20
8895794	Bicarbonate (HCO3)	2018/01/26					<1.0	mg/L	1.9	20
8895794	Carbonate (CO3)	2018/01/26					<1.0	mg/L	NC	20
8895794	Hydroxide (OH)	2018/01/26					<1.0	mg/L	NC	20

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QUALITY ASSURANCE REPORT(CONT'D)

VILLAGE OF PEMBERTON
Your P.O. #: 2400

QC Batch	Parameter	Date	Matrix Spike		Spiked Blank		Method Blank		RPD	
			% Recovery	QC Limits	% Recovery	QC Limits	Value	UNITS	Value (%)	QC Limits
8896090	Fluoride (F)	2018/01/27	100	80 - 120	100	80 - 120	<0.020	mg/L	12	20

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

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

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

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

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

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

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

2018 Village of Pemberton Weekly Distribution System Results

Location	Date	Cl2	PH	Alkalinity	Notes
Health Centre	3/1/2018	0.31	7.6	44	
Village Office	3/1/2018	0.19	7.6	49	
Collins	3/1/2018				frozen
Plateau	3/1/2018	0.29	7.6	50	
Urdal	3/1/2018				frozen
Oak	3/1/2018	0.34	7.6	44	
Farm	3/1/2018				frozen
meadows	3/1/2018				frozen
		0.28	7.6	47	
Health Centre	8/1/2018	0.28	7.1	41	
Village Office	8/1/2018	0.35	7.1	50	
Collins	8/1/2018	0.40	7.1	49	
Plateau	8/1/2018	0.37	7.1	44	
Urdal	8/1/2018				flooded
Oak	8/1/2018	0.40	7.0	50	
Farm	8/1/2018	0.33	7.1	50	
meadows	8/1/2018	0.36	7.0	45	
		0.36	7.1	47	
Health Centre	16/1/2018	0.37	7.1	40	
Village Office	16/1/2018	0.30	7.2	49	
Collins	16/1/2018	0.37	7.1	49	
Plateau	16/1/2018	0.34	7.1	45	
Urdal	16/1/2018	0.30	7.1	39	
Oak	16/1/2018	0.36	7.1	40	
Farm	16/1/2018	0.21	7.1	45	
meadows	16/1/2018				frozen
		0.32	7.1	44	
Health Centre	22/1/2018	0.32	7.1	42	
Village Office	22/1/2018	0.28	7.2	41	
Collins	22/1/2018	0.31	7.1	45	
Plateau	22/1/2018	0.30	7.1	47	
Urdal	22/1/2018	0.31	7.1	37	
Oak	22/1/2018	0.31	7.1	42	
Farm	22/1/2018	0.27	7.1	41	
meadows	22/1/2018	0.27	7.2	44	
		0.30	7.1	42	
Health Centre	30/1/2018	0.32	7.0	54	
Village Office	30/1/2018	0.27	7.0	48	
Collins	30/1/2018	0.34	7.0	53	
Plateau	30/1/2018	0.32	7.0	51	

Urdal	30/1/2018				flooded
Oak	30/1/2018	0.31	7.0	56	
Farm	30/1/2018	0.29	7.0	45	
meadows	30/1/2018	0.34	7.0	50	
		0.31	7.0	51	
Health Centre	5/2/2018	0.29	7.2	44	
Village Office	5/2/2018	0.26	7.2	45	
Collins	5/2/2018	0.36	7.2	47	
Plateau	5/2/2018	0.36	7.2	44	
Urdal	5/2/2018				flooded
Oak	5/2/2018	0.36	7.2	47	
Farm	5/2/2018	0.35	7.2	43	
meadows	5/2/2018	0.35	7.2	45	
		0.33	7.2	45	
Health Centre	13/2/2018	0.32	7.5	55	
Village Office	13/2/2018	0.32	7.7	46	
Collins	13/2/2018				frozen
Plateau	13/2/2018	0.32	7.3	47	
Urdal	13/2/2018				frozen
Oak	13/2/2018	0.32	7.7	48	
Farm	13/2/2018				frozen
meadows	13/2/2018				frozen
		0.32	7.5	49	
Health Centre	20/2/2018	0.32	7.2	45	
Village Office	20/2/2018	0.31	7.2	48	
Collins	20/2/2018				frozen
Plateau	20/2/2018	0.33	7.2	50	
Urdal	20/2/2018				frozen
Oak	20/2/2018	0.36	7.2	51	
Farm	20/2/2018				frozen
meadows	20/2/2018				frozen
		0.33	7.2		
Health Centre	27/2/2018	0.34	7.2	43	
Village Office	27/2/2018	0.22	7.2	49	
Collins	27/2/2018	0.33	7.2	46	
Plateau	27/2/2018	0.34	7.2	51	
Urdal	27/2/2018				frozen
Oak	27/2/2018	0.33	7.2	44	
Farm	27/2/2018	0.31	7.2	49	
meadows	27/2/2018				frozen
		0.31	7.2	47	
Health Centre	5/3/2018	0.29	7.0	54	

Village Office	5/3/2018	0.32	7.0	53	
Collins	5/3/2018	0.37	7.0	51	
Plateau	5/3/2018	0.31	7.0	52	
Urdal	5/3/2018				flooded
Oak	5/3/2018	0.35	7.0	47	
Farm	5/3/2018	0.33	7.0	52	
meadows	5/3/2018				
		0.33	7.0	52	
Health Centre	20/03/2018	0.31	6.9	47	
Village Office	20/03/2018	0.32	7.0	48	
Collins	20/03/2018	0.35	7.0	48	
Plateau	20/03/2018	0.31	7.0	50	
Urdal	20/03/2018				flooded
Oak	20/03/2018	0.33	7.0	44	
Farm	20/03/2018	0.31	7.0	48	
meadows	20/03/2018	0.31	7.0	43	
		0.32	7.0	47	

Health Centre	26/03/2018	0.30	7.1	40	
Village Office	26/03/2018	0.28	6.9	35	
Collins	26/03/2018	0.32	7.1	40	
Plateau	26/03/2018	0.33	6.9	37	
Urdal	26/03/2018	0.30	7.1	40	
Oak	26/03/2018	0.31	7.2	40	
Farm	26/03/2018	0.31	7.3	43	
meadows	26/03/2018	0.25	6.9	39	
		0.30	7.1	39	
Health Centre	3/4/2018	0.29	6.9	51	
Village Office	3/4/2018	0.26	6.9	51	
Collins	3/4/2018	0.37	6.9	46	
Plateau	3/4/2018	0.32	6.9	46	
Urdal	3/4/2018	0.35	6.9	48	
Oak	3/4/2018	0.35	6.9	46	
Farm	3/4/2018	0.33	6.9	41	
meadows	3/4/2018	0.30	6.9	51	
		0.32	6.9	48	
Health Centre	9/4/2018	0.31	0.0	55	
Village Office	9/4/2018	0.23	0.0	47	
Collins	9/4/2018	0.36	0.0	49	pH analyser faulty
Plateau	9/4/2018	0.34	0.0	44	
Urdal	9/4/2018	0.35	0.0	53	
Oak	9/4/2018	0.35	0.0	49	
Farm	9/4/2018	0.33	0.0	46	

meadows	9/4/2018	0.32	0.0	50	
		0.32	0.0	49	
Health Centre	16/04/2018	0.28	7.2	54	
Village Office	16/04/2018	0.32	7.3	57	
Collins	16/04/2018	0.35	7.2	49	
Plateau	16/04/2018	0.33	7.2	50	
Urdal	16/04/2018	0.36	7.2	50	
Oak	16/04/2018	0.34	7.2	54	
Farm	16/04/2018	0.33	7.2	50	
meadows	16/04/2018	0.35	7.2	43	
		0.33	7.2	51	
Health Centre	24/04/2018	0.35	7.5	60	
Village Office	24/04/2018	0.32	7.3	70	
Collins	24/04/2018	0.34	7.3	46	
Plateau	24/04/2018	0.30	7.4	63	
Urdal	24/04/2018	0.31	7.3	48	
Oak	24/04/2018	0.31	7.4	53	
Farm	24/04/2018	0.25	7.3	53	
meadows	24/04/2018	0.29	7.3	50	
		0.31	7.3	55	
Health Centre	30/04/2018	0.28	7.2	68	
Village Office	30/04/2018	0.23	7.3	66	
Collins	30/04/2018	0.23	7.2	56	
Plateau	30/04/2018	0.30	7.3	66	
Urdal	30/04/2018	0.32	7.3	58	
Oak	30/04/2018				
Farm	30/04/2018	0.23	7.3	68	
meadows	30/04/2018	0.24	7.3	68	
		0.26	7.2	64	
Health Centre	7/5/2018	0.32	7.3	39	
Village Office	7/5/2018	0.31	7.3	56	
Collins	7/5/2018	0.37	7.3	55	
Plateau	7/5/2018	0.30	7.3	55	
Urdal	7/5/2018	0.24	7.3	55	
Oak	7/5/2018	0.43	7.3	57	
Farm	7/5/2018	0.34	7.3	56	
meadows	7/5/2018	0.29	7.3	55	
		0.33	7.3	54	
Health Centre	15/5/2018				
Village Office	15/5/2018	0.29	7.3	49	
Collins	15/5/2018	0.35	7.3	49	
Plateau	15/5/2018	0.31	7.3	40	
Urdal	15/5/2018	0.31	7.3	48	
Oak	15/5/2018	0.35	7.4	49	
Farm	15/5/2018	0.34	7.3	48	
meadows	15/5/2018	0.32	7.3	46	

		0.32	7.3	47	
Health Centre	23/5/2018	0.18	7.1	65	
Village Office	23/5/2018	0.20	7.1	42	
Collins	23/5/2018	0.26	7.1	60	
Plateau	23/5/2018	0.31	7.2	57	
Urdal	23/5/2018	0.24	7.2	48	
Oak	23/5/2018	0.27	7.1	56	
Farm	23/5/2018	0.27	7.1	62	
meadows	23/5/2018	0.32	7.2	60	
		0.26	7.1	56	
Health Centre	28/5/2018	0.18	6.7	44	
Village Office	28/5/2018	0.24	6.7	43	
Collins	28/5/2018	0.31	6.7	41	
Plateau	28/5/2018	0.26	6.9	60	
Urdal	28/5/2018	0.18	6.8	56	
Oak	28/5/2018	0.29	6.7	45	
Farm	28/5/2018	0.25	6.9	47	
meadows	28/5/2018	0.27	6.9	55	
		0.25	6.8	49	
Health Centre	4/6/2018	0.32	7.1	36	
Village Office	4/6/2018	0.36	7.1	30	
Collins	4/6/2018	0.42	7.1	41	
Plateau	4/6/2018	0.31	7.1	41	
Urdal	4/6/2018	0.35	7.1	43	
Oak	4/6/2018	0.40	7.1	37	
Farm	4/6/2018	0.33	7.1	39	
meadows	4/6/2018	0.36	7.1	38	
		0.36	7.1	38	
Health Centre	18/6/2018	0.29	7.3	68	
Village Office	18/6/2018	0.29	7.2	75	
Collins	18/6/2018	0.34	7.3	74	
Plateau	18/6/2018	0.28	7.2	72	
Urdal	18/6/2018	0.29	7.2	72	
Oak	18/6/2018	0.32	7.4	68	
Farm	18/6/2018	0.33	7.2	64	
meadows	18/6/2018	0.30	7.2	72	
		0.31	7.3	71	
Health Centre	4/7/2018	0.31	7.2	45	
Village Office	4/7/2018	0.33	7.2	43	
Collins	4/7/2018	0.40	7.2	43	
Plateau	4/7/2018	0.36	7.2	45	
Urdal	4/7/2018	0.34	7.2	45	
Oak	4/7/2018	0.38	7.2	45	
Farm	4/7/2018	0.32	7.2	51	
meadows	4/7/2018	0.38	7.2	45	
		0.35	7.2	45	
Health Centre	10/7/2018	0.32	7.2	50	

Village Office	10/7/2018	0.33	7.2	48	
Collins	10/7/2018	0.41	7.2	48	
Plateau	10/7/2018	0.35	7.2	52	
Urdal	10/7/2018	0.37	7.2	48	
Oak	10/7/2018	0.38	7.2	46	
Farm	10/7/2018	0.35	7.2	48	
meadows	10/7/2018	0.36	7.2	52	
		0.36	7.2	49	
Health Centre	16/7/2018	0.33	7.2	55	
Village Office	16/7/2018				
Collins	16/7/2018	0.38	7.2	47	
Plateau	16/7/2018	0.34	7.2	47	
Urdal	16/7/2018				
Oak	16/7/2018	0.39	7.2	47	
Farm	16/7/2018	0.35	7.2	46	
meadows	16/7/2018	0.31	7.2	46	
		0.35	7.2	48	
Health Centre	23/7/2018	0.33	7.3	53	
Village Office	23/7/2018	0.32	7.3	49	
Collins	23/7/2018	0.33	7.3	56	
Plateau	23/7/2018	0.32	7.3	48	
Urdal	23/7/2018	0.29	7.3	51	
Oak	23/7/2018	0.37	7.3	56	
Farm	23/7/2018	0.35	7.3	54	
meadows	23/7/2018	0.36	7.3	53	
		0.33	7.3	53	
Health Centre	31/7/2018	0.34	7.2	40	
Village Office	31/7/2018				
Collins	31/7/2018	0.43	7.2	36	
Plateau	31/7/2018	0.36	7.1	53	
Urdal	31/7/2018	0.37	7.1	53	
Oak	31/7/2018	0.36	7.1	36	
Farm	31/7/2018	0.36	7.2	49	
meadows	31/7/2018	0.34	7.2	54	
		0.37	7.1	46	
Health Centre	7/8/2018	0.25	6.6	24	
Village Office	7/8/2018	0.28	6.6	22	
Collins	7/8/2018	0.33	6.6	24	
Plateau	7/8/2018	0.33	6.6	20	Equipment Maintenance
Urdal	7/8/2018	0.32	6.6	26	
Oak	7/8/2018	0.34	5.6	22	
Farm	7/8/2018	0.38	6.6	20	
meadows	7/8/2018	0.32	6.5	21	
		0.32	6.4	22	
Health Centre	13/8/2018	0.25	7.0	21	
Village Office	13/8/2018	0.24	6.9	24	
Collins	13/8/2018	0.40	7.0	22	

Plateau	13/8/2018	0.35	7.0	24
Urdal	13/8/2018	0.37	7.0	23
Oak	13/8/2018	0.40	7.0	22
Farm	13/8/2018	0.36	7.0	23
meadows	13/8/2018	0.33	7.0	22
		0.34	7.0	23
Health Centre	20/8/2018	0.26	7.1	57
Village Office	20/8/2018	0.27	7.3	61
Collins	20/8/2018	0.46	7.3	65
Plateau	20/8/2018	0.28	7.3	65
Urdal	20/8/2018	0.35	7.3	66
Oak	20/8/2018	0.29	7.3	62
Farm	20/8/2018	0.36	7.2	61
meadows	20/8/2018	0.32	7.3	61
		0.32	7.3	62
Health Centre	27/8/2018	0.27	7.2	49
Village Office	27/8/2018	0.30	7.2	51
Collins	27/8/2018	0.35	7.2	50
Plateau	27/8/2018	0.30	7.2	47
Urdal	27/8/2018	0.33	7.2	59
Oak	27/8/2018	0.30	7.2	54
Farm	27/8/2018	0.33	7.2	50
meadows	27/8/2018	0.29	7.2	47
		0.31	7.2	51
Health Centre	4/9/2018	0.25	7.1	48
Village Office	4/9/2018	0.27	7.1	47
Collins	4/9/2018	0.35	7.1	48
Plateau	4/9/2018	0.28	7.2	45
Urdal	4/9/2018	0.28	7.2	48
Oak	4/9/2018	0.34	7.2	52
Farm	4/9/2018	0.33	7.1	47
meadows	4/9/2018	0.28	7.1	49
		0.30	7.1	48
Health Centre	10/9/2018	0.28	7.1	59
Village Office	10/9/2018	0.23	7.1	54
Collins	10/9/2018	0.29	7.1	56
Plateau	10/9/2018	0.26	7.1	58
Urdal	10/9/2018	0.28	7.0	51
Oak	10/9/2018	0.30	7.0	54
Farm	10/9/2018	0.27	7.1	57
meadows	10/9/2018	0.28	7.1	53
		0.27	7.1	55
Health Centre	18/9/2018	0.26	7.0	58
Village Office	18/9/2018	0.28	7.1	57
Collins	18/9/2018	0.34	7.1	53
Plateau	18/9/2018	0.26	7.1	58
Urdal	18/9/2018	0.28	7.1	48

Oak	18/9/2018	0.30	7.1	58
Farm	18/9/2018	0.22	7.1	54
meadows	18/9/2018	0.25	7.1	56
		0.27	7.1	55
Health Centre	24/9/2018	0.29	7.1	53
Village Office	24/9/2018	0.29	7.0	49
Collins	24/9/2018	0.30	7.1	55
Plateau	24/9/2018	0.26	6.9	56
Urdal	24/9/2018	0.25	7.1	54
Oak	24/9/2018	0.32	7.1	56
Farm	24/9/2018	0.24	7.1	64
meadows	24/9/2018	0.25	7.1	64
		0.28	7.1	56
Health Centre	2/10/2018	0.23	7.1	53
Village Office	2/10/2018	0.27	7.2	56
Collins	2/10/2018	0.32	7.1	52
Plateau	2/10/2018	0.26	7.2	52
Urdal	2/10/2018	0.36	7.1	47
Oak	2/10/2018	0.31	7.1	52
Farm	2/10/2018	0.23	7.1	52
meadows	2/10/2018	0.21	7.1	52
		0.27	7.1	52
Health Centre	9/10/2018	0.23	7.1	53
Village Office	9/10/2018	0.31	7.2	55
Collins	9/10/2018	0.36	7.1	66
Plateau	9/10/2018	0.29	7.2	58
Urdal	9/10/2018	0.29	7.1	58
Oak	9/10/2018	0.31	7.2	50
Farm	9/10/2018	0.28	7.1	58
meadows	9/10/2018	0.27	7.1	58
		0.29	7.1	57
Health Centre	15/10/2018	0.27	7.1	54
Village Office	15/10/2018	0.22	7.1	63
Collins	15/10/2018	0.33	7.2	56
Plateau	15/10/2018	0.25	7.1	55
Urdal	15/10/2018	0.29	7.1	56
Oak	15/10/2018	0.27	7.1	62
Farm	15/10/2018	0.25	7.1	67
meadows	15/10/2018	0.21	7.2	52
		0.26	7.1	58
Health Centre	22/10/2018	0.22	7.1	62
Village Office	22/10/2018	0.22	7.1	57
Collins	22/10/2018	0.31	7.1	61
Plateau	22/10/2018	0.28	7.1	60
Urdal	22/10/2018	0.26	7.1	59
Oak	22/10/2018	0.27	7.1	56
Farm	22/10/2018	0.18	7.1	57

meadows	22/10/2018	0.25	7.1	53	
		0.25	7.1	58	
Health Centre	28/10/2018	0.22	7.1	50	
Village Office	28/10/2018	0.10	7.1	55	
Collins	28/10/2018	0.32	7.1	51	
Plateau	28/10/2018	0.22	7.2	49	
Urdal	28/10/2018	0.25	7.1	52	
Oak	28/10/2018	0.29	7.2	54	
Farm	28/10/2018	0.25	7.1	54	
meadows	28/10/2018	0.21	7.1	52	
		0.23	7.1	52	
Health Centre	5/11/2018	0.22	7.1	52	
Village Office	5/11/2018	0.10	7.1	61	
Collins	5/11/2018	0.32	7.1	57	
Plateau	5/11/2018	0.22	7.2	53	
Urdal	5/11/2018	0.25	7.1	59	
Oak	5/11/2018	0.29	7.2	59	
Farm	5/11/2018	0.25	7.1	56	
meadows	5/11/2018	0.21	7.1	52	
		0.23	7.1	56	
Health Centre	13/11/2018	0.24	7.2	63	
Village Office	13/11/2018	0.21	7.2	59	
Collins	13/11/2018				Frozen
Plateau	13/11/2018	0.25	7.3	62	
Urdal	13/11/2018				Frozen
Oak	13/11/2018	0.29	7.2	53	
Farm	13/11/2018				Frozen
meadows	13/11/2018				Frozen
		0.25	7.2	59	
Health Centre	19/11/2018	0.19	7.1	60	
Village Office	19/11/2018	0.23	7.2	58	
Collins	19/11/2018				Frozen
Plateau	19/11/2018	0.20	7.2	62	
Urdal	19/11/2018				Frozen
Oak	19/11/2018	0.25	7.2	56	
Farm	19/11/2018				Frozen
meadows	19/11/2018				Frozen
		0.22	7.2	59	
Health Centre	26/11/2018	0.29	7.2	46	
Village Office	26/11/2018	0.24	7.2	44	
Collins	26/11/2018	0.31	7.3	52	
Plateau	26/11/2018	0.25	7.2	49	
Urdal	26/11/2018	0.27	7.3	49	
Oak	26/11/2018	0.29	7.3	56	
Farm	26/11/2018	0.24	7.2	49	
meadows	26/11/2018	0.26	7.2	63	
		0.27	7.2	51	

Health Centre	3/12/2018	0.29	7.3	72	
Village Office	3/12/2018	0.26	7.3	71	
Collins	3/12/2018				Frozen
Plateau	3/12/2018	0.31	7.2	58	
Urdal	3/12/2018				Frozen
Oak	3/12/2018	0.27	7.2	71	
Farm	3/12/2018				Frozen
meadows	3/12/2018				Frozen
		0.28	7.3	68	
Health Centre	3/12/2018	0.27	7.2	47	
Village Office	3/12/2018	0.28	7.3	52	
Collins	3/12/2018				Frozen
Plateau	3/12/2018	0.27	7.2	58	
Urdal	3/12/2018				Frozen
Oak	3/12/2018	0.27	7.3	50	
Farm	3/12/2018				Frozen
meadows	3/12/2018				Frozen
		0.27	7.3	52	
Health Centre	18/12/2018	0.28	7.6	47	
Village Office	18/12/2018	0.24	7.2	46	
Collins	18/12/2018	0.32	7.2	47	
Plateau	18/12/2018	0.25	7.2	45	
Urdal	18/12/2018				Buried
Oak	18/12/2018	0.29	7.2	47	
Farm	18/12/2018	0.27	7.2	47	
meadows	18/12/2018	0.27	7.2	45	
		0.27	7.3	46	
Health Centre	28/12/2018	0.28	7.6	47	
Village Office	28/12/2018	0.24	7.2	46	
Collins	28/12/2018	0.32	7.2	47	
Plateau	28/12/2018	0.25	7.2	45	
Urdal	28/12/2018				Buried
Oak	28/12/2018	0.29	7.2	47	
Farm	28/12/2018	0.27	7.2	47	
meadows	28/12/2018	0.27	7.2	45	
		0.27	7.3	46	

Sample Range Report

Vancouver Coastal Health

Facility Name: Pemberton Village Water Works

Date Range: Jan 1 2018 to Dec 31 2018

Operator

Sampling Site	Date Collected	Total Coliform	E. Coli	Fecal Coliform
<u>1403 Portage Road -</u>				
<u>audit site - PHN</u>				
<u>office tap,</u>				
<u>Pemberton Health</u>				
<u>Centre</u>				
	1/30/2018	L1	L1	
	2/20/2018	L1	L1	
	4/3/2018	L1	L1	
	4/9/2018	L1	L1	
	4/16/2018	L1	L1	
	5/15/2018	L1	L1	
	6/12/2018	L1	L1	
	6/26/2018	L1	L1	
	7/4/2018	L1	L1	
	7/31/2018	L1	L1	
	9/4/2018	L1	L1	
	11/13/2018	L1	L1	
	11/19/2018	L1	L1	
	11/26/2018	L1	L1	
	12/3/2018	L1	L1	
	12/10/2018	L1	L1	
	12/18/2018	<u>L1</u>	<u>L1</u>	
	Total Positive :	0	0	
<u>Reservoir South,</u>				
<u>Pemberton</u>				
	10/1/2018	<u>L1</u>	<u>L1</u>	
	Total Positive :	0	0	
<u>Oak Street At High</u>				
<u>School, Pemberton</u>				
	1/3/2018	L1	L1	
	1/8/2018	L1	L1	
	1/16/2018	L1	L1	
	1/22/2018	L1	L1	
	1/30/2018	L1	L1	
	2/5/2018	L1	L1	
	2/13/2018	L1	L1	
	2/20/2018	L1	L1	

2/27/2018	L1	L1
3/5/2018	L1	L1
3/12/2018	L1	L1
3/20/2018	L1	L1
3/26/2018	L1	L1
4/3/2018	L1	L1
4/9/2018	L1	L1
4/16/2018	L1	L1
4/25/2018	L1	L1
4/30/2018	L1	L1
5/7/2018	L1	L1
5/15/2018	L1	L1
5/23/2018	L1	L1
5/28/2018	L1	L1
6/4/2018	L1	L1
6/12/2018	L1	L1
6/18/2018	L1	L1
6/26/2018	L1	L1
7/4/2018	L1	L1
7/10/2018	L1	L1
7/16/2018	L1	L1
7/23/2018	L1	L1
7/31/2018	L1	L1
8/7/2018	L1	L1
8/13/2018	L1	L1
8/20/2018	L1	L1
8/27/2018	L1	L1
9/4/2018	L1	L1
9/10/2018	L1	L1
9/18/2018	L1	L1
9/24/2018	L1	L1
10/2/2018	L1	L1
10/9/2018	L1	L1
10/15/2018	L1	L1
10/22/2018	L1	L1
10/29/2018	L1	L1
11/5/2018	L1	L1
11/13/2018	L1	L1
11/19/2018	L1	L1
11/26/2018	L1	L1
12/3/2018	L1	L1
12/10/2018	L1	L1
12/18/2018	<u>L1</u>	<u>L1</u>
Total Positive :	0	0

Treatment
Plant/Airport Rd.,
Pemberton

1/3/2018	L1	L1
1/8/2018	L1	L1
1/16/2018	L1	L1
1/22/2018	L1	L1
1/30/2018	L1	L1
2/5/2018	L1	L1

2/13/2018	L1	L1
2/20/2018	L1	L1
2/27/2018	L1	L1
3/5/2018	L1	L1
3/12/2018	L1	L1
3/19/2018	L1	L1
3/26/2018	L1	L1
4/3/2018	L1	L1
4/9/2018	L1	L1
4/16/2018	L1	L1
4/24/2018	L1	L1
4/30/2018	L1	L1
5/7/2018	L1	L1
5/15/2018	L1	L1
5/23/2018	L1	L1
5/28/2018	L1	L1
6/4/2018	L1	L1
6/12/2018	L1	L1
6/18/2018	L1	L1
6/26/2018	L1	L1
7/4/2018	L1	L1
7/10/2018	L1	L1
7/16/2018	L1	L1
7/23/2018	L1	L1
7/31/2018	L1	L1
8/7/2018	L1	L1
8/13/2018	L1	L1
8/20/2018	L1	L1
8/27/2018	L1	L1
9/4/2018	L1	L1
9/10/2018	L1	L1
9/18/2018	L1	L1
9/24/2018	L1	L1
10/2/2018	L1	L1
10/9/2018	L1	L1
10/15/2018	L1	L1
10/22/2018	L1	L1
10/29/2018	L1	L1
11/5/2018	L1	L1
11/13/2018	L1	L1
11/19/2018	L1	L1
11/26/2018	L1	L1
12/3/2018	L1	L1
12/10/2018	L1	L1
12/18/2018	<u>L1</u>	<u>L1</u>
Total Positive :	0	0

Pemberton Plateau.
Pemberton

1/3/2018	L1	L1
1/8/2018	L1	L1
1/16/2018	L1	L1
1/22/2018	L1	L1
1/30/2018	L1	L1

2/5/2018	L1	L1
2/13/2018	L1	L1
2/20/2018	L1	L1
2/27/2018	L1	L1
3/5/2018	L1	L1
3/12/2018	L1	L1
3/20/2018	L1	L1
3/26/2018	L1	L1
4/3/2018	L1	L1
4/9/2018	L1	L1
4/16/2018	L1	L1
4/24/2018	L1	L1
4/30/2018	L1	L1
5/7/2018	L1	L1
5/15/2018	L1	L1
5/23/2018	L1	L1
5/28/2018	L1	L1
6/4/2018	L1	L1
6/12/2018	L1	L1
6/18/2018	L1	L1
6/26/2018	L1	L1
7/4/2018	L1	L1
7/10/2018	L1	L1
7/16/2018	L1	L1
7/23/2018	L1	L1
7/31/2018	L1	L1
8/7/2018	L1	L1
8/13/2018	L1	L1
8/20/2018	L1	L1
8/27/2018	L1	L1
9/4/2018	L1	L1
9/10/2018	L1	L1
9/18/2018	L1	L1
9/24/2018	L1	L1
10/2/2018	L1	L1
10/9/2018	L1	L1
10/15/2018	L1	L1
10/22/2018	L1	L1
10/29/2018	L1	L1
11/5/2018	L1	L1
11/13/2018	L1	L1
11/19/2018	L1	L1
11/26/2018	L1	L1
12/3/2018	L1	L1
12/10/2018	L1	L1
12/18/2018	<u>L1</u>	<u>L1</u>
Total Positive :	0	0

Ad hoc /
miscellaneous site,
Pemberton

1/10/2018	<u>L1</u>	<u>L1</u>
Total Positive :	0	0

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

1/3/2018	L1	L1
1/8/2018	L1	L1
1/16/2018	L1	L1
1/22/2018	L1	L1
2/5/2018	L1	L1
2/13/2018	L1	L1
2/27/2018	L1	L1
3/5/2018	L1	L1
3/12/2018	L1	L1
3/20/2018	L1	L1
3/26/2018	L1	L1
4/24/2018	L1	L1
4/30/2018	L1	L1
5/7/2018	L1	L1
5/23/2018	L1	L1
5/28/2018	L1	L1
6/4/2018	L1	L1
6/18/2018	L1	L1
7/10/2018	L1	L1
7/23/2018	L1	L1
8/7/2018	L1	L1
8/13/2018	L1	L1
8/20/2018	L1	L1
8/27/2018	L1	L1
9/10/2018	L1	L1
9/18/2018	L1	L1
9/24/2018	L1	L1
10/2/2018	L1	L1
10/9/2018	L1	L1
10/15/2018	L1	L1
10/22/2018	L1	L1
10/29/2018	L1	L1
11/5/2018	<u>L1</u>	<u>L1</u>
Total Positive :	0	0

Village Office, 7410
Prospect

1/3/2018	L1	L1
1/8/2018	L1	L1
1/16/2018	L1	L1
1/22/2018	L1	L1
1/30/2018	L1	L1
2/5/2018	L1	L1
2/13/2018	L1	L1
2/20/2018	L1	L1
2/27/2018	L1	L1
3/5/2018	L1	L1
3/12/2018	L1	L1
3/20/2018	L1	L1

3/26/2018	L1	L1
4/3/2018	L1	L1
4/9/2018	L1	L1
4/16/2018	L1	L1
4/24/2018	L1	L1
4/30/2018	L1	L1
5/7/2018	L1	L1
5/15/2018	L1	L1
5/23/2018	L1	L1
5/28/2018	L1	L1
6/4/2018	L1	L1
6/12/2018	L1	L1
6/18/2018	L1	L1
6/26/2018	L1	L1
7/4/2018	L1	L1
7/10/2018	L1	L1
7/16/2018	L1	L1
7/23/2018	L1	L1
7/31/2018	L1	L1
8/7/2018	L1	L1
8/13/2018	L1	L1
8/20/2018	L1	L1
8/27/2018	L1	L1
9/4/2018	L1	L1
9/10/2018	L1	L1
9/18/2018	L1	L1
9/24/2018	L1	L1
10/2/2018	L1	L1
10/9/2018	L1	L1
10/15/2018	L1	L1
10/22/2018	L1	L1
10/29/2018	L1	L1
11/5/2018	L1	L1
11/13/2018	L1	L1
11/19/2018	L1	L1
11/26/2018	L1	L1
12/3/2018	L1	L1
12/10/2018	L1	L1
12/18/2018	<u>L1</u>	<u>L1</u>
Total Positive :	0	0

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

Samples that contain total coliform:	0	0.00% of total
Samples that contain e. coli:	0	0.00% of total
Samples that contain fecal coliform:	0	0.00% of total
Number of consecutive samples that contain total coliform:	0	
Number of samples that contain total coliform in last 30 days:	0/0	
Total number of samples:	256	

Comments:

Sample Range Report

Vancouver Coastal Health

Facility Name: Pemberton North Water System

Date Range: Jan 1 2018 to Dec 31 2018

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

Sampling Site	Date Collected	Total Coliform	E. Coli	Fecal Coliform
<u>1428 Pemberton</u>				
<u>Farm Road,</u>				
<u>Adjacent to 1428</u>				
<u>Pemberton Farm</u>				
<u>Road</u>				
	1/8/2018	L1	L1	
	1/16/2018	L1	L1	
	1/22/2018	L1	L1	
	1/30/2018	L1	L1	
	2/5/2018	L1	L1	
	2/27/2018	L1	L1	
	3/5/2018	L1	L1	
	3/20/2018	L1	L1	
	3/26/2018	L1	L1	
	4/3/2018	L1	L1	
	4/9/2018	L1	L1	
	4/16/2018	L1	L1	
	4/25/2018	L1	L1	
	4/30/2018	L1	L1	
	5/7/2018	L1	L1	
	5/15/2018	L1	L1	
	5/23/2018	L1	L1	
	5/28/2018	L1	L1	
	6/4/2018	L1	L1	
	6/12/2018	L1	L1	
	6/18/2018	L1	L1	
	6/26/2018	L1	L1	
	7/4/2018	L1	L1	
	7/10/2018	L1	L1	
	7/16/2018	L1	L1	
	7/23/2018	L1	L1	
	7/31/2018	L1	L1	
	8/7/2018	L1	L1	
	8/13/2018	L1	L1	
	8/20/2018	L1	L1	
	8/27/2018	L1	L1	
	9/4/2018	L1	L1	
	9/10/2018	L1	L1	
	9/18/2018	L1	L1	
	9/24/2018	L1	L1	
	10/2/2018	L1	L1	

10/9/2018	L1	L1
10/15/2018	L1	L1
10/22/2018	L1	L1
10/29/2018	L1	L1
11/5/2018	L1	L1
11/26/2018	L1	L1
12/18/2018	<u>L1</u>	<u>L1</u>
Total Positive :	0	0

7493 Urdal Road.
Adjacent to 7493
Urdal Road

1/16/2018	L1	L1
1/22/2018	L1	L1
3/26/2018	L1	L1
4/3/2018	L1	L1
4/9/2018	L1	L1
4/16/2018	L1	L1
4/25/2018	L1	L1
4/30/2018	L1	L1
5/7/2018	L1	L1
5/15/2018	L1	L1
5/23/2018	L1	L1
5/28/2018	L1	L1
6/4/2018	L1	L1
6/12/2018	L1	L1
6/18/2018	L1	L1
6/26/2018	L1	L1
7/4/2018	L1	L1
7/10/2018	L1	L1
7/16/2018	L1	L1
7/23/2018	L1	L1
7/31/2018	L1	L1
8/7/2018	L1	L1
8/13/2018	L1	L1
8/20/2018	L1	L1
8/27/2018	L1	L1
9/4/2018	L1	L1
9/10/2018	L1	L1
9/18/2018	L1	L1
9/24/2018	L1	L1
10/2/2018	L1	L1
10/9/2018	L1	L1
10/15/2018	L1	L1
10/22/2018	L1	L1
10/29/2018	L1	L1
11/5/2018	L1	L1
11/13/2018	L1	L1
11/26/2018	<u>L1</u>	<u>L1</u>
Total Positive :	0	0

7620 Pemberton
Meadows Rd.

Opposite 7620
Pemberton
Meadows Rd

1/8/2018	L1	L1
1/22/2018	L1	L1
1/30/2018	L1	L1
2/5/2018	L1	L1
3/20/2018	L1	L1
3/26/2018	L1	L1
4/3/2018	L1	L1
4/9/2018	L1	L1
4/16/2018	L1	L1
4/25/2018	L1	L1
4/30/2018	L1	L1
5/7/2018	L1	L1
5/15/2018	L1	L1
5/23/2018	L1	L1
5/28/2018	L1	L1
6/4/2018	L1	L1
6/12/2018	L1	L1
6/18/2018	L1	L1
6/26/2018	L1	L1
7/4/2018	L1	L1
7/10/2018	L1	L1
7/16/2018	L1	L1
7/23/2018	L1	L1
7/31/2018	L1	L1
8/7/2018	L1	L1
8/13/2018	L1	L1
8/20/2018	L1	L1
8/27/2018	L1	L1
9/4/2018	L1	L1
9/10/2018	L1	L1
9/18/2018	L1	L1
9/24/2018	L1	L1
10/2/2018	L1	L1
10/9/2018	L1	L1
10/15/2018	L1	L1
10/22/2018	L1	L1
10/29/2018	L1	L1
11/5/2018	L1	L1
11/26/2018	L1	L1
12/18/2018	<u>L1</u>	<u>L1</u>
Total Positive :	0	0

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

1/8/2018	L1	L1
1/16/2018	L1	L1
1/22/2018	L1	L1
1/30/2018	L1	L1
2/5/2018	L1	L1

2/27/2018	L1	L1
3/5/2018	L1	L1
3/12/2018	L1	L1
3/20/2018	L1	L1
3/26/2018	L1	L1
4/3/2018	L1	L1
4/9/2018	L1	L1
4/16/2018	L1	L1
4/25/2018	L1	L1
4/30/2018	L1	L1
5/7/2018	L1	L1
5/15/2018	L1	L1
5/23/2018	L1	L1
5/28/2018	L1	L1
6/4/2018	L1	L1
6/12/2018	L1	L1
6/18/2018	L1	L1
6/26/2018	L1	L1
7/16/2018	L1	L1
7/23/2018	L1	L1
7/31/2018	L1	L1
8/7/2018	L1	L1
8/13/2018	L1	L1
8/20/2018	L1	L1
8/27/2018	L1	L1
9/4/2018	L1	L1
9/10/2018	L1	L1
9/18/2018	L1	L1
9/24/2018	L1	L1
10/2/2018	L1	L1
10/9/2018	L1	L1
10/15/2018	L1	L1
10/22/2018	L1	L1
10/29/2018	L1	L1
11/5/2018	L1	L1
11/26/2018	L1	L1
12/18/2018	<u>L1</u>	<u>L1</u>
Total Positive :	0	0

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

Samples that contain total coliform:	0	0.00% of total
Samples that contain e. coli:	0	0.00% of total
Samples that contain fecal coliform:	0	0.00% of total
Number of consecutive samples that contain total coliform:	0	
Number of samples that contain total coliform in last 30 days:	0/0	
Total number of samples:	162	

Comments:

Sample Range Report

Vancouver Coastal Health

Facility Name: Pemberton Industrial Park Water System

Date Range: Jan 1 2018 to Dec 31 2018

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

Sampling Site	Date Collected	Total Coliform	E. Coli	Fecal Coliform
<u>Yard Hydrant,</u>				
<u>Pemberton Industrial</u>				
<u>Park</u>				
	1/3/2018	L1	L1	
	1/8/2018	L1	L1	
	1/16/2018	L1	L1	
	1/22/2018	L1	L1	
	1/30/2018	L1	L1	
	2/5/2018	L1	L1	
	2/13/2018	L1	L1	
	2/20/2018	L1	L1	
	2/27/2018	L1	L1	
	3/5/2018	L1	L1	
	3/12/2018	L1	L1	
	3/20/2018	L1	L1	
	5/15/2018	L1	L1	
	6/26/2018	L1	L1	
	7/4/2018	L1	L1	
	8/20/2018	L1	L1	
	8/27/2018	L1	L1	
	9/18/2018	L1	L1	
	9/24/2018	L1	L1	
	10/2/2018	L1	L1	
	10/9/2018	L1	L1	
	10/15/2018	L1	L1	
	10/22/2018	L1	L1	
	10/29/2018	1	L1	
	11/5/2018	L1	L1	
	11/13/2018	L1	L1	
	11/19/2018	L1	L1	
	11/26/2018	L1	L1	
	12/3/2018	L1	L1	
	12/10/2018	<u>L1</u>	<u>L1</u>	
	Total Positive :	1	0	

Sample Station at
Meter Chamber,
Pemberton Industrial
Park

3/26/2018 L1 L1

4/3/2018	L1	L1
4/9/2018	L1	L1
4/16/2018	L1	L1
4/24/2018	L1	L1
4/30/2018	L1	L1
5/7/2018	L1	L1
5/23/2018	L1	L1
5/28/2018	L1	L1
6/4/2018	L1	L1
6/12/2018	L1	L1
6/18/2018	L1	L1
7/10/2018	L1	L1
7/16/2018	L1	L1
7/23/2018	L1	L1
7/31/2018	L1	L1
8/7/2018	L1	L1
8/13/2018	L1	L1
9/4/2018	L1	L1
12/18/2018	<u>L1</u>	<u>L1</u>
Total Positive :	0	0

Result Values:

E - estimated

L - less than

G - greater than

Samples that contain total coliform:	1	2.00% of total
Samples that contain e. coli:	0	0.00% of total
Samples that contain fecal coliform:	0	0.00% of total
Number of consecutive samples that contain total coliform:	0	
Number of samples that contain total coliform in last 30 days:	0/0	
Total number of samples:	50	

Comments:

Environmental Health Officer
Feb 15 2019

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



REPORT TO COUNCIL

Date: July 9, 2019
To: Nikki Gilmore, Chief Administrative Officer
From: Lisa Pedrini, Manager of Development Services
Gwendolyn Kennedy, Building and Planning Clerk
Subject: Building Bylaw No. 867, 2019

PURPOSE

The purpose of this report is to present the results of public consultation on the implementation of the Energy Step Code and to present Building Bylaw No. 867, 2019 for First, Second and Third Readings.

BACKGROUND

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

Staff presented a draft of the proposed Building Bylaw to the Committee of the Whole on June 11, 2019.

The new Building Bylaw No. 867, 2019 (**Appendix A**) complies with the *BC Building Code*, incorporates the *Energy Step Code*, and includes other necessary updates. Staff undertook consultation with the building and trades industry and has found good support for the Village's suggested approach.

DISCUSSION AND COMMENTS

Energy Step Code Implementation

Village of Pemberton Building Bylaw No. 867, 2019 will implement the *Energy Step Code* (ESC) as a means to improve the energy efficiency of Pemberton's building stock and to reduce greenhouse gas emissions created by the building industry. The ESC is a voluntary roadmap establishing progressive energy efficiency performance targets with the intent of facilitating the transition to net-zero energy buildings by 2032.

The ESC consists of five steps for Part 9 (small and standard) buildings and does not yet apply to Part 3 (large or complex) buildings in Pemberton's climate zone (Zone 6). Step 1 is equivalent to current *Building Code* standards and is intended to provide builders with the opportunity to adapt to the new performance-based system that includes energy modelling and brightness

testing. Steps 2 and 3 are considered low level steps that are achievable through readily available technologies; Steps 4 and 5 are more challenging to achieve and, except in unusual circumstances, are not recommended until after 2020.

Local governments choosing to adopt the ESC must set the timeline for its implementation. The Province requires that a minimum of six (6) months' notice be given to industry before enforcing the lower steps and 12 months' notice prior to enforcing the higher steps, but otherwise allows local governments the authority to choose the implementation timeline. The Village is proposing to implement the Energy Step Code on **January 1, 2020** and has notified the Energy Step Code Council that notification with the local building industry began in June.

Consultation with the Local Building Industry

Local governments are expected to conduct public and stakeholder consultation prior to implementing the ESC. A public engagement plan was developed to ensure that all Village of Pemberton stakeholders had an opportunity to learn about the ESC and express any concerns and suggestions. The consultation process included hosting a Builder's Breakfast on June 26, to which 22 contractors, designers and tradespeople attended to hear a high-level presentation on the Energy Step Code by Development Services Staff. The presentation addressed the federal and provincial policy context, how the Energy Step Code works and metrics such as envelope and equipment efficiency and well as performance compliance. An Energy Advisor from Capital Home Energy Ltd. (Vancouver) also attended and presented in detail the requirements for meeting the Energy Step Code such as a blower door test and other measurements of air quality, ventilation, waste management and water conservation.

Those in attendance at the Builders Breakfast were asked to fill out a survey in order to capture the input of those most affected by the proposed changes. A copy of the survey is attached as **Appendix B** and an online version has been posted to the Village Facebook page and website.

On Thursday June 27, Development Services Staff held a pop-up consultation at RONA for the general public with information on the proposed Building Bylaw, the Energy Step Code and hard copies of the survey.

As of Friday July 5, 2019, the Village had received 40 responses to the survey. The majority of those who completed the survey indicated their support for the Village's proposal to adopt the Energy Step Code. Specifically, 80% of respondents cited positive reasons for adopting the Energy Step Code. Of those, over 40% of respondents felt that the primary reason Pemberton should consider integrating the Energy Step Code in our Building Bylaw would be to take action on climate change to reduce our carbon footprint. Others reasons for supporting this change included reducing energy costs for homeowners, improving health and comfort of new homes, improving consistency and fairness in the building trade and supporting the green economy. Twenty per cent of respondents felt the Village should not adopt the Energy Step Code before it is required by the *BC Building Code*. (Please see comments below)

Approximately 58% of respondents agreed or strongly agreed that Pemberton should be a leader in improving energy efficiency in buildings and 70% support the adoption of the Energy Step Code in Pemberton. Of the remainder, 10% were neutral and around 20% were not in favour of the Village's approach. A comprehensive summary of survey findings is attached as **Appendix C**.

Written comments received include:

- *Thanks for sending out the survey. I appreciate [the] town taking this all into consideration.*
- *Much like Whistler, Pemberton should be a leader in the province and building industry by striving for high standards.*
- *I look forward to working to build better homes.*
- *Raising the bar sooner than later is mostly a good idea – it will make homes more expensive but also better.*
- *I believe the sooner that we can start making more efficient homes the better. Energy efficient buildings are also much healthier buildings, I think everyone deserves to live in a house with good air quality.*
- *The Step Code will make our buildings more climate resilient and building built to the current code will be obsolete very quickly.*
- *Extremely exciting for Pemberton to join other muni's in being forward thinking and progressive. It's disgraceful that so many building permits are submitted in 2019 with 1960's wall build-ups.*
- *Thank you for asking.*
- *Good to encourage better building practices but not enforce them as it will only make affordable housing even more difficult.*
- *Your timeline is too aggressive and unrealistic – this is a very serious subject that requires the attention of all involved. [received as an email]*

Regional Comparisons

Staff are proposing a timeline for adoption of the ESC (Part 23 of the draft Building Bylaw), drawn from the timelines established by the Resort Municipality of Whistler and the District of Squamish. Following Whistler's lead, this timeline omits Step 1 and goes directly to Steps 2 and 3 to simplify the process for builders. The timeline requires Step 3 compliance effective January 1, 2020 for all Part 9 residential buildings and Step 2 for all Part 9 commercial buildings.

Following Squamish's lead, Staff have proposed moving to Step 4 for Part 9 residential buildings and Step 3 for Part 9 commercial buildings effective January 1, 2021. There is no plan to move beyond these steps, but the Bylaw may be amended in the future when the technologies necessary for achievement of higher steps become more readily available and affordable.

SLRD Electoral Area C is not planning on amending their Building Bylaw to adopt the Energy Step Code at this time, however they encourage energy modelling and blower testing as a green building initiative.

Advantages/Disadvantages of Adopting the Energy Step Code

Energy efficient building not only helps the Village meet its climate mitigation goals by reducing energy consumption and greenhouse gas emissions, it also reduces the load on civic infrastructure, such as water (supply of fresh water and treatment of sewage) and waste (landfill).

Below is a summary of some of the benefits and disadvantages to adopting the ESC.

Benefits to Builders

- Third party certification with labels verifying the home's energy efficiency and green features – added credibility

- A means to stay ahead of regulations – an incremental approach to better building with a means of working toward the highest levels of certification before they are mandatory
- Demonstrating leadership and a means to stand out from the competition as a progressive building and business leader

Benefits to Homeowners

- Healthier, more durable home with a lower environmental impact
- Reduced monthly operating costs
- 15% automatic mortgage loan rebate eligibility through CMHC
- Improved resale value

Potential Disadvantages

- Time – possible delays due to a lack of local Energy Advisors.
- Lack of Trained Builders - preparing local builders with the necessary skills and training.
- Cost Increases – It is estimated to cost about 2% more of the total cost of the build (or approximately \$10,000 to \$15,000 based on a construction value of approximately \$600,000 to \$700,000).

There are numerous builders and developers already building more high performance residential buildings in Pemberton – for example, Radius, a 45 unit purpose built rental apartment building on Arbutus Street completed in 2018 boasts passive standards (high quality building envelope, triple pane windows and airtight construction). As a result the owners can pass the building's energy savings on to its tenants in monthly rents that are claimed to be approximately 20% below average market rates for Pemberton. Orion, a similar 45 unit residential condominium located on Crabapple Court, is currently being built to the same level of high energy efficiency standards. Others examples can be found on the Ridge, specifically Lot 2 which features a passive building standard; Lot 4 which is being built to a net zero ready standard, and Lot 29 in The Ridge which is also being built to passive standard. A minimum of four (4) to five (5) other houses in Pemberton are currently being voluntarily built to a standard that would fall between Energy Step Code 3 and 4. The Village's Chief Building Inspector estimates that approximately 15% of all new builds in 2019 are already at Energy Step Code 3 or higher.

BC Hydro Funding for Incentives

BC Hydro is offering funding to local governments to support implementation of the Energy Step Code (ESC). The objective of the funding is to facilitate Part 9 industry's learning of the skills required for energy efficient residential new construction. The funding is earmarked for builder incentives, with up to 20% available for training and education events (see **Appendix D**). As a small local government, the Village is eligible for up to \$7,000 in funding and Staff recommends that we apply for this funding as soon as possible, as the funding is available on a first come first served basis beginning June 28, 2019. As a prerequisite for the application, a resolution from Council committing to a timeline for ESC implementation is required.

In addition to training and education events, possible uses of the funding include providing an incentive to builders to achieve a higher step than is required by the Building Bylaw, or to offset the cost of the optional mid-construction blower test. Incentivizing achievement of higher steps would be beneficial should the Village choose to begin with Step 1 or Step 2 rather than Step 3 as suggested. The mid-construction blower test is a valuable tool for builders to ensure that the building is on track for meeting the required step but the test is not always completed due to the additional cost.

Additional Changes to Building Bylaw (since presentation to Committee of the Whole on June 11, 2019)

1. Site Service As-Built Drawings

The Village has found that many owners and builders fail to submit the required site service as-built drawings despite the \$200 deposit required under Water Regulation and Rates Bylaw No. 232, 1989. These drawing are important records and may be required to locate water and sewer connections in the case of routine work as well as in the event of underground leaks. To encourage prompt submission of these drawings, a security deposit of \$1,000, payable by all building permit applicants, and refundable upon acceptance of the site service as-built drawings by the *Chief Building Inspector* or by the person designated by the Manager of Operations has been added to encourage builders to submit as-built drawings promptly. (Section 13.3 and **Schedule A**) be refunded.

2. Unsightly Building Sites

Recent complaints regarding the unsightliness of some building sites prompted the addition of subsection 18.4 (d), which assigns responsibility to the owner for ensuring that the building site is maintained in a tidy condition.

COMMUNICATIONS

Public and stakeholder engagement regarding implementation of the *Energy Step Code*, including a pop-up information session, a builders' breakfast and an online survey, were conducted prior to presentation of the Building Bylaw for First, Second and Third Reading.

The Energy Step Code Council was informed of the Village's intent to adopt the ESC on June 21, 2019.

The Community Energy Association is planning to offer builder training in Pemberton in the fall of 2019. The Village will broadcast this event on its social media channels once more information is forthcoming.

LEGAL CONSIDERATIONS

The proposed Building Bylaw No. 867, 2019 has been reviewed by the Village's solicitors and found to be compliant with the *BC Building Code*.

IMPACT ON BUDGET & STAFFING

The preparation of the Building Bylaw was incorporated into the operations of the Development Services Department and does not impact budget or staffing costs.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

While there are no impacts on the region or neighbouring jurisdictions, implementation of the *Energy Step Code* is in alignment with the Resort Municipality of Whistler and the District of Squamish and will ensure that builders and home buyers face a consistent environment throughout the Sea to Sky corridor. Although not integrated into their building bylaw, the

Squamish-Lillooet Regional District encourages energy modelling and blower testing as a green building initiative.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

POTENTIAL GOVERNANCE CONSIDERATIONS

Ensuring that local buildings meet *Building Code* regulations and *Energy Step Code* standards, improving energy efficiency in buildings and reducing greenhouse gas emission are part of Strategic Priority Two: Good Governance, whereby the Village is committed to citizen engagement, being an open and accountable government and fiscal responsibility, as well as Strategic Priority Three: Excellence in Service, in which the Village is committed to delivering the highest quality level municipal services within the scope of our resources.

RECOMMENDATIONS

Recommendation One:

THAT Council receive the results of community and stakeholder engagement as part of the process of adopting the Energy Step Code.

Recommendation Two:

THAT Council approve implementation the Energy Step Code effective January 1, 2020;

AND THAT Council direct staff to apply for Energy Step Code incentive funding from BC Hydro to aid in preparing the local building industry for the adoption of the Energy Step Code in Pemberton.

Recommendation Three:

THAT Council give Village of Pemberton Building Bylaw No. 867, 2019 First, Second and Third Readings.

Attachments:

- Appendix A** Village of Pemberton Building Bylaw No. 867, 2019
- Appendix B** Copy of Energy Step Code in Pemberton Survey
- Appendix C** Summary of Consultation Findings
- Appendix D** Info on BC Hydro Incentive Funding

Submitted by:	Gwendolyn Kennedy, Building and Planning Clerk
Manager Approval by:	Lisa Pedrini, Manager of Development Services
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer

VILLAGE OF PEMBERTON

BYLAW NO. 867, 2019

A bylaw to establish the regulation of the construction, alteration, repair, demolition or occupancy of buildings and structures.

WHEREAS the *Community Charter* authorizes the Village of Pemberton (hereafter referred to as “the Village”), for the health, safety and protection of persons and property to regulate the construction, alteration, repair, demolition, or occupancy of buildings and structures by Bylaw;

AND WHEREAS the Province of British Columbia has adopted a BC Building Code to govern standards in respect of the construction, alteration, repair, demolition or occupancy of buildings in municipalities and regional districts in the Province;

AND WHEREAS it is deemed necessary to provide for the administration of the BC Building Code;

AND WHEREAS in relation to the conservation of energy and the reduction of greenhouse gas emissions, the Village may reference and implement, in whole or in part, the Energy Step Code,

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

PART 1: CITATION

1.1. This bylaw may be cited for all purposes as the “Village of Pemberton Building Bylaw No. 867, 2019”

PART 2: DEFINITIONS

2.1. In this Bylaw, the following words and terms have the meanings set out in Division A Part 1 Section 1.4 of the *British Columbia BC Building Code*:

Assembly Occupancy, Building, Building Area, Building Height, Business and Personal Services Occupancy, Care or Detention Occupancy, Constructor, Coordinating Registered Professional, Designer, Field Review, First Storey, Grade, Heritage Building, High Hazard Industrial Occupancy, Major Occupancy, Mercantile Occupancy, Medium Hazard Industrial Occupancy, Occupancy, Registered Professional, and Residential Occupancy, Retaining Wall, Storey

Affordable Housing means dwelling units constructed and occupied under the terms of a registered housing agreement approved pursuant to section 483 of *the Local Government Act*.

Affordable Rental Housing means rental dwelling units constructed and occupied under the terms of a registered housing agreement approved pursuant to section 483 of *the Local Government Act*.

BC Building Code means the most current *British Columbia BC Building Code* as adopted by the Minister pursuant the *Local Government Act*, as amended or replaced from time to time.

Chief Building Official means the person appointed to this position for the *Village* and any person designated to act in the place of that person.

Cannabis Production Facility means a facility, licensed by the Federal Government under the *Cannabis Act* used solely for the production, manufacturing, processing, testing, packaging, and shipping of marijuana and marijuana products for medical or non-medical purposes.

Complex Building means a *building* categorized as a Part 3 *building* under the *BC Building Code*.

Energy Step Code means the energy performance standards set out in Subsection 9.36.6 of the *BC Building Code* and a reference to a numbered step in the *Energy Step Code* is a reference to a step established in that Subsection.

Essential Services means the services essential to the intended occupancy of a *building* or *structure* of part of a *building* or *structure*, as determined by the *Chief Building Inspector*.

Farm Building means a building or part thereof, which does not contain a residential occupancy or a *Cannabis Production Facility* and which is associated with and located on land devoted to the practice of farming, and used essentially for the housing of equipment or livestock, or the production, storage or processing of agricultural and horticultural produce or feed. For the purposes of this exemption, the farm building must be designed for “low human occupancy” as defined in the *National Farm Building Code of Canada* and the land must be classed as “farm” under the *Assessment Act*.

Low Human Occupancy means a density of less than one person per 40 square meters (430 square feet).

Health and Safety Aspects of the Work means design, construction, demolition or occupancy as defined in Division A Section 2.2 of the *BC Building Code*.

Manufactured Home means a factory built *detached dwelling unit*, certified prior to a placement on the *lot* as having been built:

- a) as a modular home in accordance with CSA A277 *building*; or
- b) as a mobile home in accordance with CAN/CSA Z240 building regulations and registered in the BC Manufactured Home Registry, arriving at the *lot* ready for occupancy apart from incidental operations and connections into a *community sewer* and *community water system*.

National Farm BC Building Code means the most current National Farm BC Building Code of Canada as adopted, amended or re-enacted from time to time.

Non-Profit Housing means housing development that a community-based, non-profit housing partner owns and operates.

Owner has the meaning set out in chapter 26, section 1 of the *Community Charter* and reproduced below:

Owner means, in respect of real property,

- a) *The registered owner of an estate in fee simple,*
- b) *The tenant for life under a registered life estate,*
- c) *The registered holder of the last registered agreement for sale,*
- d) *The holder or occupier of land held in the manner referred to in section 228 (taxation of Crown land used by others) or section 229 (taxation of municipal land used by others), and*
- e) *An Indian who is an owner under the letters patent of a municipality incorporated under section 9 (incorporation of reserve residents as village) of the Local Government Act.*

Owner Builder means a person who is authorized by BC Housing to build a new home for personal use.

Plumbing Inspector means the person appointed to this position for the Village and any person designated to act in the place of that person.

Pool means a structure or constructed depression used or intended to be used for swimming, bathing, wading or diving which is designed to contain water and has a depth, at any point, exceeding 0.6 m, including an in-ground pool and hot tub.

Reasonable Grade means that pedestrian travel/access is possible around all sides of the building without specialized knowledge or equipment. Such pedestrian travel/access paths to be a minimum of 1.2m in width and must project a minimum of 1.2m beyond the furthest *structure* on the lowest side of the building.

Solid Fuel Burning Device means a fireplace, chimney, woodstove, or other device that burns a material to release energy, creating heat.

Standard Building means a *building* categorized as a Part 9 *building* under the *BC Building Code*.

Structure means a construction or portion thereof of any kind, whether fixed to, supported by or sunk into land or water, but specifically excludes landscaping, fences, paving and *retaining* walls less than 1.2 meters in height.

Supportive Living Housing means a type of housing that provides on-site supports and services to residents who cannot live independently.

Temporary Building means a *building* or *structure* that complies with one or more of the following purposes and can be placed on a lot for a limited time:

- a) offices or storage for a construction site;
- b) relocation of a commercial, industrial or institutional use;
- c) residential sales centre on a multi-family lot;

- d) film or advertisement production;
- e) additional classroom space; or
- f) any other temporary use approved by the *Chief Building Official*.

Village means the Village of Pemberton.

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

PART 3: PURPOSE OF BYLAW

- 3.1. The Bylaw, shall, notwithstanding any other provision herein, be interpreted in accordance with this section.
- 3.2. This Bylaw has been enacted for the purpose of regulating construction within the *Village* in the general public interest. The activities undertaken by or on behalf of the *Village* pursuant to this Bylaw are for the sole purpose of providing a limited and interim compliance monitoring function for reason of health, safety and the protection of persons and property. It is not contemplated nor intended, nor does the purpose of this Bylaw extend:
 - a) to the protection of *owners, owner builders or constructors* from economic loss;
 - b) to the assumption by the *Village* or the *Chief Building Official* of any responsibility for ensuring the compliance by any *owner*, their representatives or any employees, *constructors* or *designers* retained by him or her, with the *BC Building Code*, the requirements of this Bylaw or other applicable enactments respecting safety;
 - c) to providing any person a warranty of design or workmanship with respect to any *building* or *structure* for which a building permit or occupancy permit is issued under this bylaw;
 - d) to providing a warranty or assurance that construction undertaken pursuant to building permits issued by the *Village* is free from latent, or any defects.

PART 4: PERMIT CONDITIONS

- 4.1. A permit is required whenever work regulated under this Bylaw is to be undertaken.
- 4.2. Neither the issuance of a permit under this Bylaw nor the acceptance or review of plans, drawings or supporting documents, nor any inspections made by or on behalf of the *Village* shall in any way relieve the *owner* or their representatives from full and sole responsibility to perform the work in strict accordance with this Bylaw, the *BC Building Code* and or other applicable enactments respecting safety.
- 4.3. It shall be the full and sole responsibility of the *owner* (and where the *owner* is acting through a representative) to carry out the work in respect of which the permit was issued in compliance with the *BC Building Code* and this Bylaw or other applicable enactments respecting safety.
- 4.4. Neither the issuance of a permit under this Bylaw nor the acceptance or review of plans, drawings or specifications or supporting documents, nor any inspections made by or on behalf

of the *Village* constitute in any way a representation, warranty, assurance or statement that the *BC Building Code*, this Bylaw or other applicable enactments respecting safety have been complied with.

- 4.5. No person shall rely upon any permit as establishing compliance with this Bylaw or assume or conclude that this Bylaw has been administered or enforced according to its terms. The person to whom the building permit is issued and their representatives are responsible for making such determination.

PART 5: SCOPE AND EXEMPTIONS

- 5.1. This Bylaw applies to the design, construction and *occupancy* of new *buildings* and *structures* and the alteration, reconstruction, demolition, removal, relocation and *occupancy* of existing *buildings* and *structures*.
- 5.2. This Bylaw does not apply to *buildings* or *structures* exempted by Part 1 of the *BC Building Code* except as expressly provided herein, nor to *retaining walls* less than 1.2 meters in height.

PART 6: PROHIBITIONS

- 6.1. No person shall commence or continue any construction, alteration, reconstruction, plumbing, demolition, removal, relocation or change the *occupancy* of any *building* or *structure* including excavation or other work related to construction, unless a *Chief Building Official* has issued a valid and subsisting permit for the work.
- 6.2. No person shall occupy or use any *building* or *structure* unless a valid and final inspection services report has been issued by a *Chief Building Official* for the *building* or *structure* or contrary to the terms of any permit issued or any notice given by a *Chief Building Official*.
- 6.3. No person shall knowingly submit false or misleading information to a *Chief Building Official* in relation to any permit application or construction undertaken pursuant to this Bylaw.
- 6.4. No person shall, unless authorized in writing by a *Chief Building Official*, reverse, alter, deface, cover, remove or in any way tamper with any notice, permit or certificate posted upon or affixed to a *building* or *structure* pursuant to this Bylaw.
- 6.5. No person shall do any work that is at a variance with the accepted design or plans of a *building*, *structure* or other works for which a permit has been issued, unless that variance has been accepted in writing by the *Chief Building Official*.

PART 7: CHIEF BUILDING OFFICIAL

- 7.1. The *Chief Building Official* may:
- a) administer this Bylaw;
 - b) keep records of permit applications, permits, notices and orders issued, inspections and tests made, and shall retain copies of all documents related to the administration of this Bylaw or electronic copies of such documents; and

- c) establish, if requested to do so, whether the methods or types of construction and types of materials used in the construction of a *building* or *structure* for which a permit is sought under this Bylaw substantially conform to the requirements of the *BC Building Code*.

7.2. The *Chief Building Official*:

- a) may enter any land, building, *structure*, or premises at any reasonable time for the purpose of ascertaining that the terms of this Bylaw are being observed;
- b) shall carry proper credentials confirming their status as a *Chief Building Official* when entering on property;
- c) where any residence is occupied, the *Chief Building Official* must, prior to entering the residence,
 - i. obtain the consent of the occupant; or
 - ii. deliver to an occupant at least 24 hours' written notice of the proposed entry stating the reasons for entry;

7.3. The *Chief Building Official* may order the correction of any work that is being or has been done in contravention of this Bylaw.

PART 8: APPLICATIONS

8.1. Every person shall apply for and obtain a permit, prior to:

- a) constructing, repairing or altering a *building* or *structure*;
- b) relocating a *building* or *structure*;
- c) excavating a lot in preparation for construction of a *building* or *structure*;
- d) constructing a foundation of a *building* or *structure*;
- e) demolishing a *building* or *structure*;
- f) constructing a masonry fireplace or installing a solid fuel burning appliance or chimney;
- g) constructing or altering any plumbing system;
- h) altering the use of a *building* or *structure*;
- i) constructing, altering or relocating a fire sprinkler system, unless the fire sprinkler system has not more than two heads; or
- j) installing or modifying a fire detection and alarm system in a complex building

unless the works are the subject of another valid building permit.

8.2. An application for a permit for work regulated under this Bylaw shall be made in a form approved by the *Chief Building Official*.

- 8.3. All plans submitted with permit applications shall bear the name and address of the designer of the *building* or *structure*.
- 8.4. Every person shall apply for and obtain a separate permit for each *building* or *structure* to be constructed or altered on a site and shall be assessed a separate building permit fee based on the value of that *building* or *structure* as determined in accordance with **Schedule A**.

PART 9: APPLICATION FOR COMPLEX BUILDINGS

- 9.1. An application for a building permit with respect to a *complex building* shall:
- a) be signed by the *owner*, or a signing officer if the *owner* is a corporation, and the *coordinating registered professional*;
 - b) be accompanied by the owner's acknowledgment of responsibility and undertakings made in the form prescribed by the *Chief Building Official*, signed by the *owner*, or a signing officer if the *owner* is a corporation;
 - c) include a copy of a title search made within thirty (30) days of the date of the application;
 - d) include a copy of all covenants, easements, and rights of way registered against the property;
 - e) unless the *Chief Building Official* waives the requirements for a site plan, in whole or in part, where the permit is sought for the repair or alteration of an existing *building* or *structure*, include a site plan prepared by a British Columbia Land Surveyor or a certified member of the Applied Science Technologists and Technicians of British Columbia who is registered in site improvement surveys (R.S.I.S.) showing:
 - i. the bearing and dimensions of the parcel taken from the registered subdivision plan;
 - ii. the legal description and civic address of the parcel;
 - iii. the location and dimensions of all statutory rights of way, easements and setback requirements;
 - iv. the location and dimensions of all existing and proposed *buildings* or *structures* on the parcel;
 - v. setbacks to the natural boundary of any lake, swamp, pond or watercourse where the Village's land use regulations establish siting requirements related to flooding;
 - vi. the existing and finished ground levels to an established datum at or adjacent to the site and the geodetic elevation of the underside of the floor system of a *building* or *structure* where the Village's land use regulations establish siting requirements related to minimum flood construction levels; and
 - vii. the location, dimension and gradient of parking and driveway access
 - f) include floor plans showing:

- i. the dimensions and uses of all areas;
 - ii. the dimensions and height of crawl space and roof spaces;
 - iii. the locations, sizes and swing of doors;
 - iv. the location, size and opening of windows;
 - v. floor, wall and ceiling finishes;
 - vi. plumbing systems including plumbing fixtures;
 - vii. structural elements;
 - viii. stair dimensions; and
 - ix. major appliances;
- g) include a cross section through the *building* or *structure* illustrating foundations, drainage, ceiling heights and construction systems;
 - h) include elevations of all sides of the *building* or *structure* showing finish details, roof slopes, windows, doors, finished grade, and spatial separation calculations;
 - i) include cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the *building* or *structure* substantially conforms to the *BC Building Code*;
 - j) include copies of approvals required under any enactment relating to health or safety, including, without limitation, sewage disposal permits, highway access permits and Ministry of Health approvals;
 - k) include a letter of assurance in the form of Schedule A as referred to in Division C and Note A-2.2.7.2(1)(b) of the *BC Building Code*, signed by the *owner*, or a signing officer of the *owner* if the *owner* is a corporation, and the *coordinating registered professional*;
 - l) include letters of assurance in the form of Schedule B as referred to in *the BC Building Code*, each signed by such *registered professionals* as required by the *Chief Building Official* or *BC Building Code* in Division C and Note A-2.2.7.2 to prepare the design for and conduct field reviews of the construction of the building or structure.
 - m) include letters in the forms set out in Schedules C-A and C-B (See the end of Division C and Note A-2.2.7.2.(2), if an occupancy permit or final inspection from an authority having jurisdiction is required before an *owner* occupies or receives permission to occupy ; and
 - n) include three (3) sets of drawings at a suitable scale of the design prepared by each *registered professional* and including the information set out in sections 9.1.(f) to 9.1.(i) of this Bylaw.

9.2. In addition to the requirements of section 9.1, the *Chief Building Official* may require that any one or more of the following be submitted with a building permit application for the construction

of a complex building as the *Chief Building Official* considers warranted due to the complexity of the proposed building or structure or siting circumstances:

- a) a *BC Building Code* analysis showing conformance to the building to the current *BC Building Code*;
- b) a zoning analysis showing conformance to the Village's current Zoning Bylaw;
- c) site servicing drawings, including detail of off-site services indicating locations at the property line, in accordance with the Village's current Subdivision and Development Control Bylaw, prepared and sealed by a *registered professional*;
- d) a section through the site showing grades, *building, structures, parking areas and driveways*;
- e) any other information required by the *Chief Building Official* to establish substantial compliance with this Bylaw, the *BC Building Code* and other Bylaws and enactments relating to the *building or structure*.

PART 10: APPLICATION FOR STANDARD BUILDINGS

10.1. An application for a building permit with respect to a *standard building* shall:

- a) be signed by the *owner*, or a signing officer if the *owner* is a corporation;
- b) be accompanied by the *owner's* acknowledgment of responsibility and undertakings made in the form prescribed by the *Chief Building Official*, signed by the *owner*, or a signing officer if the *owner* is a corporation;
- c) include a copy of all title searches made within thirty (30) days of the date of the application;
- d) include a copy of all covenants, statutory rights-of-way and easements registered against the property;
- e) unless the *Chief Building Official* waives the requirements for a site plan, in whole or in part, where the permit is sought for the repair or alteration of an existing *building or structure*, include a site plan prepared by a British Columbia Land Surveyor or a certified member of the Applied Science Technologists and Technicians of British Columbia who is registered in site improvement surveys (R.S.I.S.) showing:
 - i. the bearing and dimensions of the parcel taken from the registered subdivision plan;
 - ii. the legal description and civic address of the parcel;
 - iii. the location and dimensions of all statutory rights of way, easements and setback requirements;
 - iv. the location and dimensions of all existing and proposed *buildings or structures* on the parcel;

- v. setbacks to the natural boundary of any lake, swamp, pond or watercourse where the Village's land use regulations establish siting requirements related to flooding;
- vi. the existing and finished ground levels to an established datum at or adjacent to the site and the geodetic elevation of the underside of the floor system of a building or *structure* where the Village's land use regulations establish siting requirements related to minimum flood construction levels; and
- vii. the location, dimension and gradient of parking and driveway access;

f) include floor plans showing:

- i. the dimensions and uses of all areas;
- ii. the dimensions and height of crawl space and roof spaces;
- iii. the locations, sizes and swing of doors;
- iv. the location, size and opening of windows;
- v. floor, wall and ceiling finishes;
- vi. plumbing fixtures;
- vii. structural elements;
- viii. stair dimensions; and
- ix. major appliances;

g) include a cross section through the *building* or *structure* illustrating foundations, drainage, ceiling heights and construction systems;

h) include elevations of all sides of the building or *structure* showing finish details, roof slopes, windows, doors, finished grade, and spatial separation calculations;

i) include cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the *building* or *structure* substantially conforms to the *BC Building Code*;

j) include copies of approvals required under any enactment relating to health or safety, including, without limitation, sewage disposal permits, highway access permits and Ministry of Health approvals;

k) include letters of assurance in the form of Schedules B-1 and B-2 as required in subsection 2.2.7. of Division C of the *BC Building Code*; and

l) include two (2) sets of drawings at a suitable scale of the design including the information set out in sections 10.1.(e) – 10.1. (i) of this Bylaw.

10.2. In addition to the requirements of section 10.1, the applicant for a permit must provide the Chief Building Official with any one or more of following, to be submitted with a building permit

application for the construction of a *standard building* where the project involves two or more *buildings*, which in the aggregate total more than 1,000 square meters, or two or more *buildings* that will contain four or more dwelling units, or otherwise as the *Chief Building Official* considers to be warranted due to the complexity of the proposed *building* or *structure* or siting circumstances:

- a) site servicing drawings, including sufficient detail of off-site services to indicate locations at the property line, prepared and sealed by a *registered professional*, in accordance with the Village's current Subdivision and Development Control Bylaw.
- b) a section through the site showing grades, *buildings*, *structures*, parking areas and driveways;
- c) roof plan and roof height calculations;
- d) structural, electrical, mechanical or fire suppression drawings prepared and sealed by a *registered professional*;
- e) a foundation design prepared by a *registered professional* in accordance with section 4.2 of Part 4 of the *BC Building Code*, accompanied by letters of assurance in the form of Schedules B(s) as referred to in the *BC Building Code*, signed by the *registered professional* if a Geotechnical Engineer concludes that the foundation design will be outside the scope of Part 9 of the *BC Building Code*.
- f) any other information required by the *Chief Building Official* to establish substantial compliance with this Bylaw, the *BC Building Code* and other Bylaws and enactments relating to the *building* or *structure*.

PART 11: FARM BUILDINGS

- 11.1. *Farm buildings* shall be designed and built in conformance with the *National Farm BC Building Code*.
- 11.2. Every owner shall ensure that all construction complies with the *National Farm BC Building Code*, this Bylaw and other applicable enactments.
- 11.3. An application for a *farm building* permit shall:
 - a) be signed by the *owner*, or a signing officer if the *owner* is a corporation;
 - b) be accompanied by the *owner's* acknowledgment of responsibility and undertakings made in the form prescribed by the *Chief Building Official*, signed by the *owner*, or a signing officer if the *owner* is a corporation;
 - c) include a copy of all title searches made no less than thirty (30) days of the date of the application;
 - d) include a copy of all covenants, statutory rights-of-way and easements registered against the property;
 - e) unless the requirement is waived by the *Chief Building Official* as being unnecessary to the application, in whole or in part, when the permit is sought for repair or alteration of an

existing *building* or *structure*, include a site plan prepared by a British Columbia Land Surveyor or a certified member of the Applied Science Technologists and Technicians of British Columbia who is registered in site improvement surveys (R.S.I.S.) showing:

- i. the bearing and dimensions of the parcel taken from the registered subdivision plan;
 - ii. the legal description and civic address of the parcel;
 - iii. the location and dimensions of all statutory rights of way, easements and setback requirements;
 - iv. the location and dimensions of all existing and proposed *buildings* or *structures* on the parcel;
 - v. setbacks to the natural boundary of any lake, swamp, pond or watercourse where the Village's land use regulations establish siting requirements related to flooding;
 - vi. the existing and finished ground levels to an established datum at or adjacent to the site and the geodetic elevation of the underside of the floor system of a *building* or *structure* where the Village's land use regulations establish siting requirements related to minimum flood construction levels; and
 - vii. the location, dimension and gradient of parking and driveway access;
- f) include scaled construction drawings showing floor plans of the proposed building with the proposed uses of all areas, a cross-section of building showing proposed heights and confirmation that the building meets all the required design loads as per the *National Farm BC Building Code*;
- g) include any other information required by the *Chief Building Official* or the *National Farm BC Building Code* to establish substantial compliance with this Bylaw, the *National Farm BC Building Code* and other Bylaws and enactments relating to the *building* or *structure*.

PART 12: TEMPORARY BUILDINGS

12.1. An application for a *temporary building* permit shall:

- a) be signed by the *owner*, or a signing officer if the *owner* is a corporation;
- b) be accompanied by the *owner's* acknowledgment of responsibility and undertakings made in the form prescribed by the *Chief Building Official*, signed by the *owner*, or a signing officer if the *owner* is a corporation;
- c) include a copy of all title searches made within thirty (30) days of the date of the application;
- d) include a copy of all covenants, statutory rights-of-way and easements registered against the property;

e) unless the requirement is waived by the *Chief Building Official* as being unnecessary to the application, in whole or in part, include a site plan prepared by a British Columbia Land Surveyor (B.C.L.S.) or a certified member of the Applied Science Technologists and Technicians of British Columbia who is registered in site improvement surveys (R.S.I.S.) showing:

- i. the bearing and dimensions of the parcel taken from the registered subdivision plan;
- ii. the legal description and civic address of the parcel;
- iii. the location and dimensions of all statutory rights of way, easements and setback requirements;
- iv. the location and dimensions of all existing and proposed *buildings* or *structures* on the parcel;
- v. setbacks to the natural boundary of any lake, swamp, pond or watercourse where the Village's land use regulations establish siting requirements related to flooding;
- vi. the existing and finished ground levels to an established datum at or adjacent to the site and the geodetic elevation of the underside of the floor system of a building or *structure* where the Village's land use regulations establish siting requirements related to minimum floor elevation; and
- vii. the location, dimension and gradient of parking and driveway access;

12.2. Notwithstanding anything contained elsewhere in this bylaw, a permit for a *temporary building* may be issued by the *Chief Building Official*, authorizing for a limited time only the erection and existence of a building or *structure* or part thereof, for an occupancy which will exist for a short time under circumstances that warrant only selective compliance with this Bylaw or the *BC Building Code*.

12.3. A permit for a *temporary building* shall state the date after which and the conditions under which the permit is no longer valid.

12.4. A permit for a *temporary building* may be extended provided permission in writing is granted by the *Chief Building Official*.

12.5. A permit for a *temporary building* must be posted on the building.

PART 13: FEES AND CHARGES

13.1. In addition to applicable fees and charges required under other Bylaws, the applicant for a permit under this Bylaw must pay in full a permit fee, calculated in accordance with **Schedule A** of this Bylaw, prior to its issuance.

13.2. The applicant for a building permit must pay the applicable plan processing fee as set out in **Schedule A**, to which the following conditions apply:

- a) the plan processing fee is non-refundable and shall be credited against the building permit fee when the permit is issued.
 - b) an application shall be cancelled, and the plan-processing fee forfeited, if the building permit has not been issued and the permit fee paid within 180 days of the date of the written notification to the *owner* that the permit is ready to be issued.
 - c) when an application is cancelled the plans and related documents submitted with the application may be destroyed.
 - d) plan processing fees do not apply to permits other than building permits.
- 13.3. Every applicant for a building permit shall deposit with the Village a security in the form of cash, in accordance with the charges set out in **Schedule A** of this bylaw.
- a) the security shall be returned within 30 days upon confirmation that site services as-built drawings showing locations of sewer and water connections are submitted to and accepted by the *Chief Building Official* or by the person designated by the Manager of Operations.
- 13.4. The *owner* may obtain a refund of the permit fees set out in **Schedule A** when a permit is surrendered and cancelled before any construction begins, as determined by the *Chief Building Official*, provided that:
- a) the refund shall not include the plan processing fee paid pursuant to section 11.2 of this Bylaw; and
 - b) no refund shall be made where construction has begun, or an inspection had been made.
- 13.5. Where, due to non-compliance with this Bylaw, more than two (2) inspections are necessary when one (1) inspection is normally required, for each inspection after the second inspection, a re-inspection charge as set out in **Schedule A** shall be paid by the applicant prior to any additional inspections being performed.
- 13.6. Fees for miscellaneous services related to the administration of this Bylaw and related enactments shall be charged at an hourly rate in accordance with charges as set out in **Schedule A** to this bylaw.
- 13.7. A fee, as set out in Schedule A, shall be payable in advance to reactivate a building permit that has expired.
- 13.8. A fee, as set out in Schedule A, shall be payable in advance to extend a building permit as permitted under section 14.4.
- 13.9. A fee, as set out in Schedule A, shall be payable in advance for revision of plans after submission of the building permit application.
- 13.10. Every applicant for a *temporary building* permit shall deposit with the *Village* a security, in the form of cash or an irrevocable letter of credit, against the cost of removal of the *temporary building* in accordance with the charges set out in **Schedule A** of this bylaw.

- a) the security shall be returned within 30 days, less any repair or removal costs incurred, upon termination of the temporary building permit and upon confirmation that the *temporary building* has been removed from the lot.
- 13.11. Every applicant for a *foundation* permit shall deposit with the Village a security in the form of cash or an irrevocable letter of credit, against the cost of site restoration in accordance with the charges set out in **Schedule A** of this bylaw.
- a) the security shall be returned within 30 days upon issuance of the building permit.
- 13.12. Where the proposed work includes excavation or construction on lands within 10 metres of a *Village* roadway, sewer, drain or water main or other *Village* work, the applicant shall deposit with the *Village* a security, in the form of cash or an irrevocable letter of credit, against the cost of repairs to such works in accordance with the charges set out in **Schedule A** of this Bylaw.
- a) the security shall be returned within 30 days, less any repair costs incurred, upon granting of final inspection of the related building permit or where the building permit has been cancelled and upon confirmation that the *Village* works have not been damaged or, if damage has occurred, that it has been fully repaired.
- 13.13. Every *owner* to whom a permit is issued is responsible for the cost to repair any damage to *Village* works or land that occurs during the work authorized by the permit.
- 13.14. *Village* Council may, by resolution, reduce, waive or refund any non-legislated building permit fees or security deposits when the applicant seeks approval for:
- a) *non-profit or affordable housing, including supportive living housing;*
 - b) *for-profit affordable rental housing.*

PART 14: BUILDING PERMITS

- 14.1. The *Chief Building Official* may issue the permit for which an application is made when the following conditions have been met:
- a) a completed application including all required supporting documentation has been submitted;
 - b) the proposed work set out in the application conforms with the *BC Building Code*, this Bylaw and all other applicable Bylaws and enactments;
 - c) the *owner* or their representative has paid all the charges and met all requirements imposed by this and any other enactment or Bylaw;
 - d) no enactment, covenant, agreement, or regulation of the *Village* authorizes the permit to be withheld;
 - e) the *owner* has retained a professional engineer or geoscientist if required by the provisions of the *Engineers and Geoscientists Act*, and
 - f) the *owner* has retained an architect if required by the provision of the *Architects Act*.

- 14.2. When the application is in respect of a *building* that includes, or will include, a *residential occupancy*, the building permit must not be issued unless the *owner* provides evidence pursuant to section 30 (1) of the *Homeowner Protection Act* that the proposed building:
- a) is covered by home warranty insurance, and
 - b) the *constructor* is a licensed residential builder
- unless the *owner* is not required to be licensed and to obtain home warranty insurance in accordance with sections 20 (3) or 30 (1) of the *Homeowner Protection Act*.
- 14.3. Every permit is issued upon the condition that the permit shall expire and the rights of the *owner* under the permit shall terminate if:
- a) the work authorized by the permit is not commenced within twelve (12) months from the date of issuance of the permit;
 - b) work is discontinued for a period of twelve (12) months; or
 - c) the work is not completed within two (2) years of the date of issuance of the permit,
- unless the *owner* has been granted an extension by the *Chief Building Official* and has paid the permit extension fee as set out in **Schedule A** of this Bylaw.
- 14.4. The *Chief Building Official* may extend the period of time set out under section 14.3. (a), (b) or (c) where construction has not been commenced or where construction had been discontinued due to adverse weather, strike, material or labour shortages, or to a similar hardship that the *Chief Building Official* considers to be beyond the *owner's* control.
- 14.5. When a site has been excavated under a foundation permit and a building permit is not subsequently issued or a subsisting building permit has expired in accordance with the requirements of subsection 14.3, but without the construction of the *building* or *structure* for which the building permit was issued having commenced, the *owner* shall fill in the excavation to restore the original gradients of the site within sixty (60) days of being served notice by the *Chief Building Official* to do so.
- 14.6. Prior to issuance of a building or demolition permit for a complex building, a fire safety plan as per Division B, Section 5.6.1.2(1) of the *BC Fire Code* shall be prepared for the site and submitted to the *Chief Building Official*.

PART 15: PLUMBING PERMITS

- 15.1. Except as provided in subsection 15.4, a plumbing system shall not be constructed, extended, altered, renewed or repaired unless a plumbing permit to do so has been obtained.
- 15.2. Plumbing permits shall be issued only to:
- a) a licensed plumbing contractor; or
 - b) a person to do work in a building, owned by them only as their domestic domicile, provided they have satisfied the authority having jurisdiction that they are competent to perform such work.

- 15.3. A plumbing permit shall not be transferable.
- 15.4. A plumbing permit is not required when:
- a) a stoppage in a drainage system is cleared;
 - b) a leak is repaired in a water distribution system;
 - c) a fixture is replaced without any change to the drainage system; or
 - d) a replacement is made to existing faucets, service water heater, valves, pipes or fittings in a water distribution system.
- 15.5. When a permit is required the work shall not be covered until the system has been tested and inspected. If any part of the system is not approved after it has been inspected or tested, the *owner* shall make any alteration or replacement that is necessary, and the work may be subjected to further inspection or testing.
- 15.6. Prior to calling for a plumbing inspection, all drains and vents shall be completed, and the system filled with water or pressurized air up to the roof or to the highest point of connection to an existing vent. The *Plumbing Inspector* may then certify, if applicable, that the system does not leak and that it is constructed in accordance with the applicable requirements.
- 15.7. Prior to the final inspection, all fixtures and equipment shall be installed and ready for use.
- 15.8. If a fixture has been roughed-in for future use, the outlet shall be sealed with an approved plug or cap.
- 15.9. Connections to potable water systems shall be designed so that non-potable water, foreign matter, foreign chemicals or substances that may render the water non-potable cannot enter the system.
- 15.10. The *Chief Building Official* may issue a plumbing permit for a portion of a *building* or *structure* before the design, plans and specifications for the entire *building* or *structure* have been accepted, provided sufficient information had been provided to the *Village* to demonstrate to the *Chief Building Official* that the portion authorized to be constructed substantially complies with this and other applicable Bylaws and the permit fee applicable to that portion of the *building* or *structure* has been paid.
- a) The issuance of the permit notwithstanding, the requirements of this Bylaw apply to the remainder of the *building* or *structure* as if the permit for the portion of the *building* or *structure* had not been issued.
- 15.11. Fixtures discharging sewage that includes fats, oils, grease or grit located in public kitchens, restaurants or any other applicable *occupancy* must be equipped with the appropriate trap or interceptor, complying with Part 7 of the *BC Building Code*.

PART 16: RISK OF FLOOD AND OTHER HAZARDS

- 16.1. If the *Chief Building Official* *considers* that construction would be on land that is or is likely to be subject to flooding, mud flows, debris flows or torrents, erosion, land slip, rockfalls,

subsidence or avalanche, the *Chief Building Official* may require the owner to provide a report prepared by a professional engineer or geoscientist with experience in geotechnical study and geo-hazard assessments certifying that the land may be used safely for its intended use.

- 16.2. If a report required under subsection 16.1 is not provided, or the engineer or geoscientist determines that the land cannot be used safely for the use intended, a *building permit* may not be issued.
- 16.3. If the engineer or geoscientist certifies that the land may be used safely for the use intended if used in accordance with the conditions specified in the report provided to the *Chief Building Official*, a permit may be issued on the following conditions:
 - a) the owner covenants with the *Village* to use the land only in the manner certified by the engineer or geoscientist as enabling the safe use of the land for the use intended;
 - b) the covenant contains conditions for reimbursing the *Village* for any expenses that may be incurred by it as a result of a breach of the covenant; and
 - c) the covenant is registered under section 219 of the *Land Title Act* (British Columbia).

PART 17: PROFESSIONAL DESIGN AND FIELD REVIEW

- 17.1. When the *Chief Building Official* considers that the site conditions, size or complexity of a development or an aspect of a development warrant, he or she may require a *registered professional* provide design and plan certification and *field review* by means of letters of assurance in the form of Schedules B and C-B referred to in the *BC Building Code*.
- 17.2. Prior to the issuance of a final *inspection services* report for a *complex building*, or *standard building* in circumstances where letters of assurance have been required in accordance with sections 10.1.(j), 10.2.(e) or 17.1 of this Bylaw, the *owner* shall provide the *Chief Building Official* with letters of assurance in the form of Schedules C-A or C-B as is appropriate, referred to in the *BC Building Code*.
- 17.3. When a *registered professional* provides letter of assurance in accordance with sections 9.1.(l), 10.1.(j), 10.2.(e), 17.1 or 17.2 of this Bylaw, he or she shall also provide proof of professional liability insurance to the *Chief Building Official* in the form as prescribed by the *Chief Building Official*.

PART 18: RESPONSIBILITY OF THE OWNER

- 18.1. Every *owner* shall ensure that all construction complies with the *BC Building Code*, this Bylaw and other applicable enactments respecting safety.
- 18.2. Every *owner* to whom a permit is issued shall be responsible for the cost of repair of any damage to municipal works that occurs in the course of the work authorized on the permit.
- 18.3. If an owner of real property or other responsible person defaults in paying the cost referred to in Section 18.2 to the Village within thirty (30) days after receipt of a demand for payment from the Village, the Village may either recover from the owner or other responsible person, in any court of competent jurisdiction, the costs as a debt to the Village, or direct that the amount of the cost be added to the real property tax roll as a charge imposed in respect of the work.

service provided to the real property of the owner, and be collected in the same manner as property taxes.

- 18.4. Every *owner* to whom a permit is issued shall, during construction:
- a) Post and maintain the permit in a conspicuous place on the property in respect of which the permit was issued;
 - b) Keep a copy of the accepted designs, plans and specifications on the property; and
 - c) Post the civic address on the property in a location visible from any adjoining streets.
 - d) Ensure that the construction site is kept tidy with all construction materials, waste, debris, soil and water from demolition, excavation or construction activity contained within the property boundaries.

PART 19: INSPECTIONS

- 19.1. When a *registered professional* provides letters of assurance in accordance with paragraphs 9.1.(l), 10.1.(k), 10.2.(e) or subsections 17.1 or 17.2 of this Bylaw, the *Village* will rely solely on *field reviews* undertaken by the *registered professional* and the letters of assurance submitted pursuant to subsection 17.2 of this Bylaw as assurance that the construction substantially conforms to the design and that the construction substantially complies with the *BC Building Code*, this Bylaw and other applicable enactments respecting safety.
- 19.2. *Registered professional* field review reports must be submitted to the *Chief Building Official* within seven (7) days of the occurrence.
- 19.3. Despite subsection 19.1 of this Bylaw, the *Chief Building Official* may attend the site from time to time during construction to ascertain that the field reviews are taking place and to monitor the field reviews undertaken by the *registered professionals*.
- 19.4. The *Chief Building Official* may periodically attend the site of the construction of *standard buildings* or *structures* to ascertain whether the *health and safety aspects of the work* are being carried out in a substantial conformance with those portions of the *BC Building Code*, this Bylaw and any other applicable enactments concerning safety.
- 19.5. Subject to subsection 19.7, the *owner* or his representative shall obtain an inspection and receive the *Chief Building Official's* acceptance in writing of the following aspects of the work prior to concealing each, as applicable:
- a) footing and foundation, as shown by a survey, prior to and after the placement of formwork;
 - b) perimeter drains and damp proofing;
 - c) plumbing rough-in, below ground;
 - d) plumbing rough-in, above ground;
 - e) hydronic heating system;

- f) under slab insulation;
- g) fire sprinklers
- h) fireplace and chimney;
- i) mechanical ventilation;
- j) framing after all services installed;
- k) rain screen;
- l) paper & wire prior to first coat stucco;
- m) first coat of stucco;
- n) second coat of stucco;
- o) insulation and vapour barrier;
- p) drywall for fire separation in buildings containing secondary suites, multiple residential and multiple commercial occupancies, before tape or filler is applied;
- q) other inspections as required by the *Chief Building Official*.

19.6. The *owner* or his representative shall obtain an inspection and receive acceptance in writing from the *Chief Building Official* or from the person designated by the Manager of Operations of the following aspects of the work prior to concealing each, as applicable:

- a) sanitary and storm sewer; and
- b) water service.

19.7. The requirements of subsection 19.5 of this Bylaw do not apply to any aspect of the work that is the subject of a *registered professional's* letter of assurance provided in accordance with paragraphs 9.1.(l), 10.1.(k), 10.2.(e), or subsections 17.1 or 17.2 of this Bylaw.

19.8. If any aspect of the work referred to in section 19.5 of this bylaw is concealed prior to the *Chief Building Official* accepting it in writing, the *Chief Building Official* may order that it be uncovered at the *owner's* expense to permit an inspection.

19.9. The following documents, where applicable, must be received and reviewed by the *Chief Building Official* prior to scheduling an inspection:

- a) Forms/Foundation Inspection:
 - i. Building Location Certificate provided by a British Columbia Land Surveyor with elevation for top of concrete for Flood Construction Level (FCL) calculation;
 - ii. Geotechnical Engineer field review for soil bearing;
 - iii. Structural Engineer field review for footings;
 - iv. Structural Engineer field review for foundation walls.

- b) Prior to backfilling:

- i. Geotechnical Engineer field review for rock pit;
 - ii. Geotechnical Engineer field review for site drainage.
- c) Framing/Sheathing Inspection:
- i. Structural Engineer field review;
 - ii. Sealed joist and beam layout;
 - iii. Sealed roof truss layout and sealed truss specifications;
 - iv. Fire Suppression Engineer field review;
 - v. Repair details and sign off by engineer for i-joist and roof truss where required.
- d) Final Inspection:
- i. Structural Engineer Schedule C-B;
 - ii. Geotechnical Engineer Schedule C-B;
 - iii. Fire Suppression Engineer Schedule C-B;
 - iv. 3rd party field report with Schedule B and Schedule C-B for unvented roof spaces;
 - v. Spray foam certification;
 - vi. Septic Engineer Schedule C-B;
 - vii. Sealed drawings with Schedule B and Schedule C-B (Architectural 1.5 & 1.6) for glass guards;
 - viii. Part 5 certification for non-compliant windows, doors and skylights;
 - ix. 3rd party report for energy modelling;
 - x. Mechanical Ventilation Checklist for all dwellings;
 - xi. Decking membrane certification;
 - xii. Copy of electrical and gas permits and notice of completion from Technical safety BC;
 - xiii. Engineering for *retaining walls* with field review, Schedule B, and Schedule C-B;
 - xiv. a sewer/water drawing showing the location of services from the Village connection to the point of entry at the house, triangulated against landmarks or permanent structures;
- e) Any other documents required by the *Chief Building Official*.

PART 20: OCCUPANCY REQUIREMENTS

- 20.1. No person shall occupy a *building* or *structure* or part of a *building* or *structure* unless all life safety systems are complete and a final inspection has been issued in the form of an inspection services report granting interim occupancy.
- 20.2. A final inspection shall not be issued unless:
- a) all letters of assurance have been submitted when required in accordance with sections 9.1.(l), 10.1.(j), 10.2.(e) or subsections 17.1 or 17.2 of this Bylaw; and
 - b) all aspects of the work requiring inspection and acceptance pursuant to subsection 19.5 of this Bylaw have been inspected and accepted or the inspections and acceptance are not required in accordance with subsection 19.6 of this Bylaw.
- 20.3. The *Chief Building Official* may issue a final inspection for part of a *building* or *structure* when the part of the *building* or *structure* is self-contained, provided with essential services and the requirements set out in subsection 20.2 of this Bylaw have been met with respect to it.

PART 21: SITE GRADING AND DRAINAGE

- 21.1. The *owner* of land on which a *building* or *structure* is being constructed must control the site drainage such that other sites are not impacted and in particular:
- a) Each lot must be graded to drain into a municipal drainage system or a natural watercourse without draining onto adjacent lots;
 - b) Areas adjacent to *buildings* shall be graded away from the foundations to prevent flooding;
 - c) Lots lower than adjacent roadways must be provided with storm water management facilities to direct storm runoff to a drainage system approved by the *Chief Building Official* or by the person designated by the Manager of Operations;
 - d) In the case of storm runoff not directed to a municipal drainage system, storm runoff may occur to a natural watercourse by means of sheet flow only, and not by means of swales or pipes or other artificial means.

PART 22: RETAINING STRUCTURES

- 22.1. A *registered professional* shall undertake the design and conduct *field reviews* of the construction of a *retaining wall* greater than 1.2 meters in height.
- 22.2. Sealed copies of the design plan and *field review* reports prepared by the *registered professional* for all *retaining walls* greater than 1.2 meters in height shall be submitted to the *Chief Building Official* prior to acceptance of the works.

PART 23: SWIMMING POOLS

- 23.1. A person must not construct or structurally repair a swimming *pool* without a valid building permit.
- 23.2. A swimming *pool*, including a spa or hot tub must be enclosed within a fence constructed without footholds or grips that children may use to climb into the enclosed area, having a minimum height of 1.5 metres and no openings greater than 100 mm at their least dimension.
- 23.3. *Pool* plumbing shall be arranged so that *pool* water cannot enter any water supply line and once having been drained from the *pool* cannot be returned to the *pool* without filtering, and so that sewage from any sanitary sewer or sewage disposal system cannot enter the *pool* or the *pool* filtering system.
- 23.4. In addition to information otherwise required by this Bylaw, an applicant for a permit to construct a *pool* shall provide a scaled plan showing the location, enclosure details, depth and dimensions of the *pool* and its structural details, and all water supply piping and appurtenances.
- 23.5. Access through a fence enclosing a swimming *pool*, spa or hot tub must be only through a self-closing and self-latching gate designed and constructed or installed so as to cause the gate to return to a closed position when not in use and secured by a latch located on the swimming *pool*, spa or hot tub side of the gate.

- 23.6. In lieu of a fence, a spa or hot tub may be covered with a locking cover which would prevent unauthorized access to the water.
- 23.7. A person must not use or occupy a swimming *pool*, including a spa or hot tub, unless the owner or occupier of property on or in which a pool, spa or hot tub is located maintains every fence or cover required under sections 21.2 to 21.6 of this Pat 21 in good order.

PART 24: BC ENERGY STEP CODE REQUIREMENTS

24.1. Effective January 1, 2020:

- a) Any residential *building* regulated by Part 9 of the *BC Building Code*, excluding manufactured homes, must be designed and constructed to meet the minimum performance requirements of Step 3 of the *Energy Step Code*.
- b) Any commercial *building* regulated by Part 9 of the *BC Building Code* must be designed and constructed to meet the minimum performance requirements specified in Step 2 of the *Energy Step Code*.

24.2. Effective January 1, 2021:

- a) Any residential *building* regulated by Part 9 of the *BC Building Code*, excluding manufactured homes, must be designed and constructed to meet the minimum performance requirements specified in Step 4 of the *Energy Step Code*.
- b) Any commercial *building* regulated by Part 9 of the *BC Building Code* must be designed and constructed to meet the minimum performance requirements specified in Step 3 of the *Energy Step Code*.

PART 24: SITE SERVICES

- 24.1. The minimum depth of bury for water services shall be 1.8 meters (6 feet) unless the *owner* provides the *Chief Building Official* with evidence that a lesser depth will not increase the risk of freezing.
- 24.2. The minimum depth of bury for sanitary sewer and storm drain services shall be 1.2 meters (4 feet) unless the *owner* provides the *Chief Building Official* with evidence that a lesser depth will not increase the risk of freezing.
- 24.3. When required by a *Chief Building Official* or by the person designated by the Manager of Operations, the *owner* or the *owner's* agent shall submit to the *Chief Building Official* a record drawing showing the installation of potable water service, sanitary sewer service and storm drain service installations and indicating sizes and types of material and all fittings and references for cleanouts triangulated to substantially permanent landmarks such as building foundations, hydro kiosks and the like.

PART 25: SURVEYOR'S OR SITE IMPROVEMENT CERTIFICATES

- 25.1. Prior to the placing of concrete in forms for the foundations for a *building or structure*, the owner must ensure that the location of the forms in relation to Land Title Office plans and B.C.L.S. monuments property lines, easements, or rights-of-way have been established by a B.C.L.S or a certified member of R.S.I.S.

- 25.2. Prior to the occupancy of a *building* or *structure*, the owner must ensure that the location of the foundations in relation to Land Title Office plans and B.C.L.S. monuments property lines, easements, or rights-of-way have been established by a B.C.L.S. or a certified member of the R.S.I.S.
- 25.3. The site improvement surveys required in subsections 25.1 and 25.2 of this Bylaw must show:
- a) the shortest distances from the outer surfaces of the foundations of the *building* or *structure* on the property to the adjacent property lines, easements, or rights-of-way; and
 - b) the elevation of the applicable aspect of the floor system in relation to a flood reference, where the *Village's* land use regulations establish siting requirements related to flooding.

PART 26: STOP WORK ORDER

- 26.1. The *Chief Building Official* may order the cessation of any work that is proceeding in contravention of the *BC Building Code* or this Bylaw by posting a Stop Work notice in the form prescribed by the *Village*.
- 26.2. The *owner* of property on which a Stop Work notice has been posted, and every other person, shall cease all construction work immediately and shall not do any work until all applicable provisions of this Bylaw and any other applicable bylaw have been substantially complied with and the Stop Work notice has been rescinded in writing by a *Chief Building Official*.
- 26.3. Where a person occupies a *building, structure, temporary building* or *farm building* or part of a *building* or *structure* in contravention of this Bylaw a *Chief Building Official* may post a Do Not Occupy notice in the form prescribed by the *Chief Building Official* or *Corporate Officer* on the affected part of the *building* or *structure*.
- 26.4. The *owner* of property on which a Do Not Occupy notice has been posted, and every person, shall cease *occupancy* of the *building* or *structure* immediately and shall refrain from further occupancy until all applicable provisions of the *BC Building Code* and this Bylaw and any other applicable bylaw have been substantially complied with and the Do Not Occupy notice has been rescinded in writing by a *Chief Building Official*.
- 26.5. Every person who commences work requiring a building permit without first obtaining such a permit shall, if a Stop Work notice is issued and remains outstanding for thirty (30) days, pay a fee of \$1,000 in addition to the building permit fee as set out in **Schedule A** of this Bylaw prior to obtaining the required building permit.

PART 27: PENALTIES AND ENFORCEMENT

- 27.1. Any person who:
- a) contravenes any provision of this bylaw;
 - b) fails to comply with any order or notice issued by the *Chief Building Official*;
 - c) causes or allows any act or thing to be done in contravention of any provision of this bylaw
or

d) fails or neglects to do anything required to be done by any provision of this bylaw
commits an offence, and each day that the offence continues constitutes a separate offence.

27.2. A person found guilty of an offence under this bylaw is liable if:

- a) proceedings are brought under the *Offence Act (B.C.)*, to pay a fine to maximum of \$10,000 and such other amounts as the court may impose in relation to the offence;
- b) a ticket is issued under the Village of Pemberton Municipal Ticket Information Utilization Bylaw No. 845, 2018, as amended or replaced from time to time, to pay a fine to a maximum of \$1,000;
- c) a bylaw notice is issued under a bylaw made under the *Local Government Bylaw Notice Enforcement Act*, to pay a penalty to a maximum authorized under that *Act*.

27.3. The *Chief Building Official* may enforce the provisions of this Bylaw.

PART 28: REPEAL AND SCHEDULES

28.1. The following bylaw and its amendments are hereby repealed:

- a) Village of Pemberton Building Bylaw No. 694, 2012
- b) Building Bylaw Amendment (Farm Building Exemption) Bylaw No. 754, 2014

28.2. **Schedule A** is attached and forms part of this Bylaw.

READ A FIRST TIME this _____ day of July, 2019.

READ A SECOND TIME this _____ day of July, 2019.

READ A THIRD TIME this _____ day of July, 2019.

ADOPTED this _____ day of _____, 2019.

Mike Richman
Mayor

Sheena Fraser
Corporate Officer

Schedule A
Permit and Inspection Fees & Deposits

Bylaw Section	Fee Type	Fee	Unit
13.1	Building Permit Fees		
	Building permit*	\$10.00	/ \$1,000 of value of construction or fraction thereof up to \$100,000
		\$7.00	/ \$1,000 of construction valuation or fraction thereof in excess of \$100,000
		\$75	Minimum fee per permit
26.5	Additional fee if Stop Work Notice issued prior to issuance of building permit and remains outstanding for 30 days or more	\$1,000	permit
13.1	Other Permit Fees		
	Temporary building permit	\$300	building or structure
	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 device permit	\$75	Per device
	Fire suppression system permit	\$3	sprinkler head
		\$75	minimum fee per system
	Fire detection and alarm system permit	\$75	system
	Plumbing permit	\$15.00	fixture
		\$90	minimum fee per permit
	Masonry permit	\$75	flue
	Retaining wall permit	\$75	retaining wall
	Swimming pool permit	\$250	swimming pool
13.2	Plan Processing Fee**		
	Standard building	\$300	building or structure
	Complex building	25% of permit fee	building or structure

Bylaw Section	Fee Type	Fee	Unit
	Farm building	\$150	Building or structure
	Temporary building	\$150	Building or structure
13	Inspection Fees		
13.4	Re-inspection	\$100	inspection
13	Administrative and Miscellaneous Fees & Security		
	Large format copy or scan (maps & plans)	Costs + 10% + applicable taxes	
	Professional design fee reduction if all aspects of the building or structure are certified in compliance with the BC Building Code and final Schedule C's for all disciplines are submitted prior to occupancy	-5% of permit fee	
	Covenant Preparation	\$100 + costs + 10% + applicable taxes	
	Building Regulation Notice Against Title (Land Title and Survey Authority) Notice application/removal and administrative and registration Fees	\$500	notice
13.3	Security deposit for site services as-built drawings	\$1,000	building permit
13.5	Miscellaneous services not otherwise listed	\$100 + applicable taxes	hour
13.6	Reactivate an expired permit	\$150	permit
13.7	Building permit extension	\$100	permit
13.8	Plan revision after submission of building permit application	\$100 + applicable taxes \$25 minimum fee	hour
13.9	Security deposit for temporary building permit	\$5,000 deposit	permit
13.10	Security deposit for foundation permit	\$1,000 deposit	permit
13.11	Security deposit for work proposed on lands within 10 metres of Village works, single-family or duplex	\$2,500 deposit	lot
	Security deposit for work proposed on lands within 10 metres of Village works, multi-family residential	\$1,000 deposit	unit
	Security deposit for work proposed on lands within 10 metres of Village works, other than residential	\$5,000 deposit	permit
18.2	Repair to damaged Village works	Costs + 10% + applicable taxes	

*Valuation of Construction for a building or structure is the value of construction declared by the applicant on the building permit application, or if the *Chief Building Official* is of the view that the construction value declared is not accurate, the value based on the current edition of *Marshall and Swift Residential Cost Handbook*, Marshall Valuation Services, or other current valuations reasonably appropriate to the type of construction as determined by the *Chief Building Official*.

** Non-refundable fee due at time of application.

APPENDIX B

Energy Step Code Survey Questions

The BC Energy Step Code

The BC Energy Step Code is a new provincial building standard that aims to create healthier, more efficient, and more comfortable new buildings. The BC Energy Step Code came into force in April 2017 to provide a consistent standard for energy-efficiency requirements in new buildings. It establishes a set of incremental performance steps for new buildings that aim to support the market transformation from the current energy-efficiency requirements in the BC Building Code to the Provincial requirement for net zero energy ready buildings by 2032.

Although the BC Building Code will be updated over time to include requirements aligning with the Energy Step Code, local governments across BC can voluntarily encourage—or require—the construction of more energy-efficient buildings in their communities by using the Energy Step Code.

What is this survey for?

The Village of Pemberton would like to determine the degree to which the local building industry is ready and interested in building Part 9 buildings to meet the lower steps of the Energy Step Code. It will also help us to identify concerns and training needs.

Who should complete the survey:

Anybody who is involved in the building industry for Part 9 buildings in Village of Pemberton. This may include licensed residential builders, trades, architects, home designers, and Energy Advisors.

Survey Deadline: end of day on July 2, 2019.

1. How would you describe your role in the building industry? Check all that apply.

- Property owner / developer
- General contractor
- Design-builder
- Construction manager
- Trade contractor
- Design professional
- Energy Advisor
- Other (please specify): _____

2. Which types of Part 9 buildings do you construct? Check all that apply.

- Small Single Family Dwellings (SFDs) (up to 1100 ft²)
- Medium SFDs (1100 to 2550 ft²)
- Large SFDs (greater than 2550 ft²)
- Duplexes
- Row houses
- Multi Unit Residential Buildings (less than 3 stories)
- Part 9 commercial buildings

3. What is the primary reason Pemberton should consider integrating the Energy Step Code in our Building Bylaw? Select one only.

- Take action on climate change: reduce our carbon footprint.
- Reduce energy costs for home owners.
- Improve health and comfort of new homes.
- Improve consistency and fairness in the building trade.
- Support the green economy.
- None. We should not adopt the Energy Step Code before it is required by *the BC Building Code*.

4. Please indicate your level of agreement with the following statements (Where 1 is strongly disagree; 2 is disagree; 3 is neutral; 4 is agree and 5 is strongly agree):

	1	2	3	4	5	Don't know
Pemberton should be a leader in improving energy efficiency in buildings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Energy efficient buildings will cost less to operate than those built to meet current Building Code requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I support the adoption of the Energy Step Code in Pemberton.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am concerned that the adoption of the Energy Step Code will make new homes more expensive.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I believe that the adoption of the Energy Step Code will help to ensure fairness in the building trade by requiring that all builders construct buildings to the same high standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Please indicate your level of agreement with the following statements. Check the box that applies for each row. (Where 1 is strongly disagree; 2 is disagree; 3 is neutral; 4 is agree and 5 is strongly agree):

	1	2	3	4	5	Don't know
Pemberton should move directly to Step 3 for residential Part 9 buildings in January 2020.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pemberton should move to Step 2 before moving to Step 3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pemberton should move to Step 4 for Part 9 residential buildings in January 2021.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pemberton should remain at Step 3 from January 2020 until the BC Building Code requirements catch up to this level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commercial Part 9 buildings should be required to achieve the same steps as residential Part 9 buildings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pemberton should not adopt the Energy Step Code.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. What is the most stringent energy efficient home building standard you have designed or built, and what do you typically build to? Check all that apply.

Standard	Have built to this once or more	Typically build to this level
Not applicable	<input type="checkbox"/>	<input type="checkbox"/>
Base BC Building Code	<input type="checkbox"/>	<input type="checkbox"/>
BUILT GREEN® Silver	<input type="checkbox"/>	<input type="checkbox"/>
BUILT GREEN® Gold	<input type="checkbox"/>	<input type="checkbox"/>
BUILT GREEN® Platinum	<input type="checkbox"/>	<input type="checkbox"/>
LEED® Homes	<input type="checkbox"/>	<input type="checkbox"/>
ENERGY STAR® for New Homes	<input type="checkbox"/>	<input type="checkbox"/>
R-2000	<input type="checkbox"/>	<input type="checkbox"/>
Passive House	<input type="checkbox"/>	<input type="checkbox"/>
CHBA Net Zero Ready Home	<input type="checkbox"/>	<input type="checkbox"/>
CHBA Net Zero Home	<input type="checkbox"/>	<input type="checkbox"/>
Other, e.g. EnerGuide rating (please specify)	<input type="checkbox"/>	<input type="checkbox"/>

7. What do you anticipate being the greatest challenges to adoption of the Energy Step Code?
Please rank each statement in order of importance with five being the most important and 0 being the least.

- a. Transition to new skills on the part of architects/designers and builders _____
- b. Increased building costs _____
- c. Possibility of delays in design and building process due to more onerous design process _____
- d. Need to hire an energy advisor _____
- e. Difficulty in predicting energy performance prior to final testing _____
- f. Other (Please specify) _____

8. Do you consider the following as benefits to constructing more energy efficient homes? Check the box that applies for each row. (Where 0 is not at all and 5 is very strong benefit)

	0	1	2	3	4	5	Don't know
Marketability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Industry leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Measurable performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Long-term affordability / lifecycle costs / energy cost savings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quietness / comfort	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality construction / durability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climate or other environmental benefits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify): _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9. Do you consider the following a barrier to constructing more energy efficient homes? Check the box that applies for each row. (Where 0 is not a barrier and 5 is a very high barrier)

	0	1	2	3	4	5	Don't know
Additional construction costs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insufficient information and training <i>among builders and developers</i> on the BC Energy Step Code and building to the steps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insufficient information and training <i>among trades</i> on the BC Energy Step Code and building to the steps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insufficient information and training <i>among architects and designers</i> on the BC Energy Step Code and building to the steps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lack of coordination between builders/developers/trades/architects/designers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lack of trained Energy Advisors to provide energy modelling and air tightness services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional time requirements that may slow the compliance process and delay occupancy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lack of knowledge / awareness among realtors and other real-estate marketing professionals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lack of consumer demand for energy-efficient buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lack of necessary materials or equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Breaking habits in the industry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential compliance challenges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify): _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. Any other comments or questions?

Please return completed hard-copies of surveys to the Village office located at 7400 prospect Street or by scanning and emailing to: gkennedy@pemberton.ca or admin@pemberton.ca.

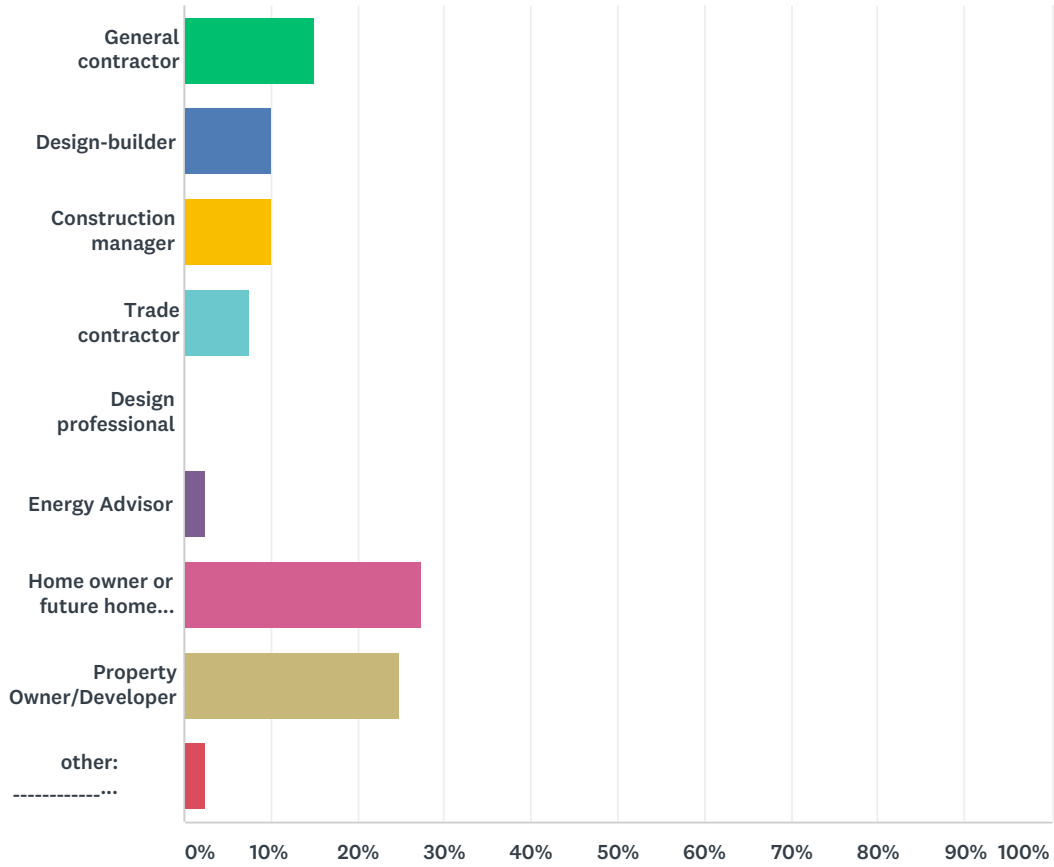
Electronic links to the survey are also available.

For more information about the BC Energy Step Code visit: energystepcode.ca

Thank you for your contribution.

Q1 How would you describe your role in the building industry?

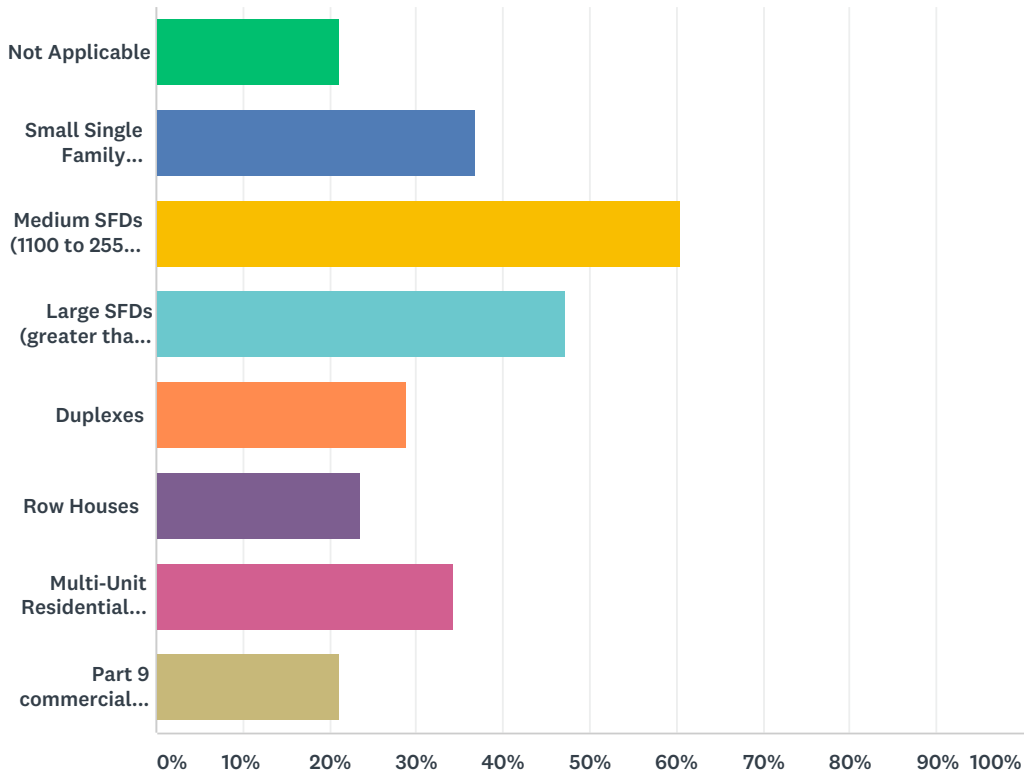
Answered: 40 Skipped: 0



ANSWER CHOICES	RESPONSES	
General contractor	15.00%	6
Design-builder	10.00%	4
Construction manager	10.00%	4
Trade contractor	7.50%	3
Design professional	0.00%	0
Energy Advisor	2.50%	1
Home owner or future home owner	27.50%	11
Property Owner/Developer	25.00%	10
other: _____	2.50%	1
TOTAL		40

Q2 Which types of Part 9 buildings do you construct? Check all that apply.

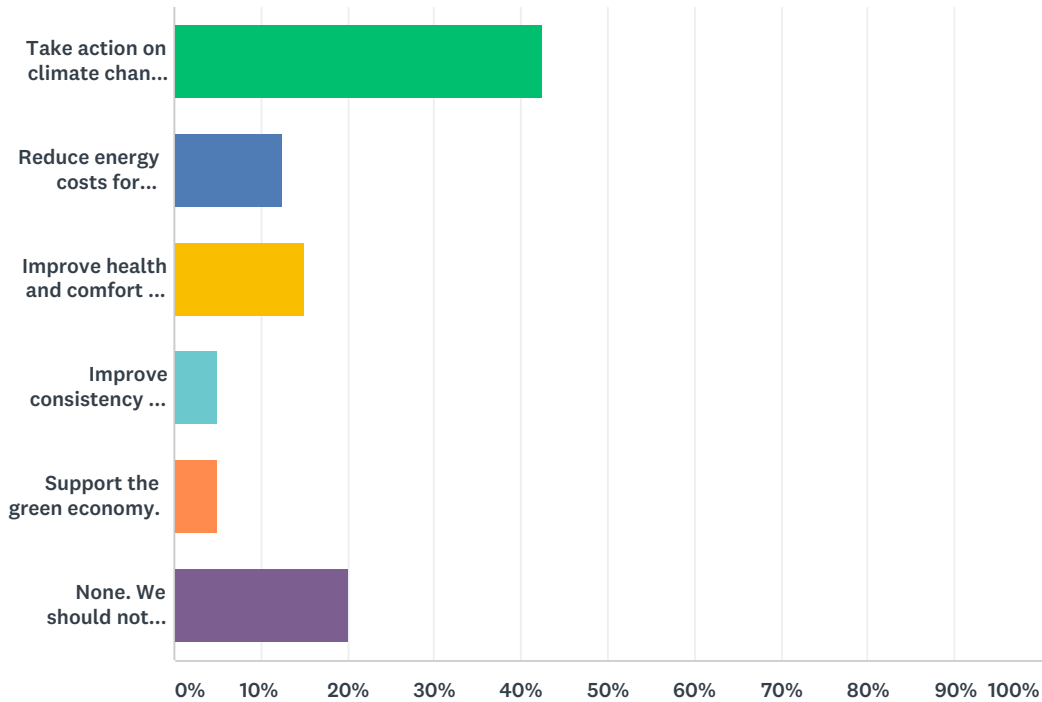
Answered: 38 Skipped: 2



ANSWER CHOICES	RESPONSES	
Not Applicable	21.05%	8
Small Single Family Dwellings (SFDs) (up to 1100 sq. ft.)	36.84%	14
Medium SFDs (1100 to 2550 sq. ft.)	60.53%	23
Large SFDs (greater than 2550 sq ft.)	47.37%	18
Duplexes	28.95%	11
Row Houses	23.68%	9
Multi-Unit Residential Buildings of less than three storeys	34.21%	13
Part 9 commercial buildings	21.05%	8
Total Respondents: 38		

Q3 What is the primary reason Pemberton should consider integrating the Energy Step Code in our Building Bylaw. Select one only.

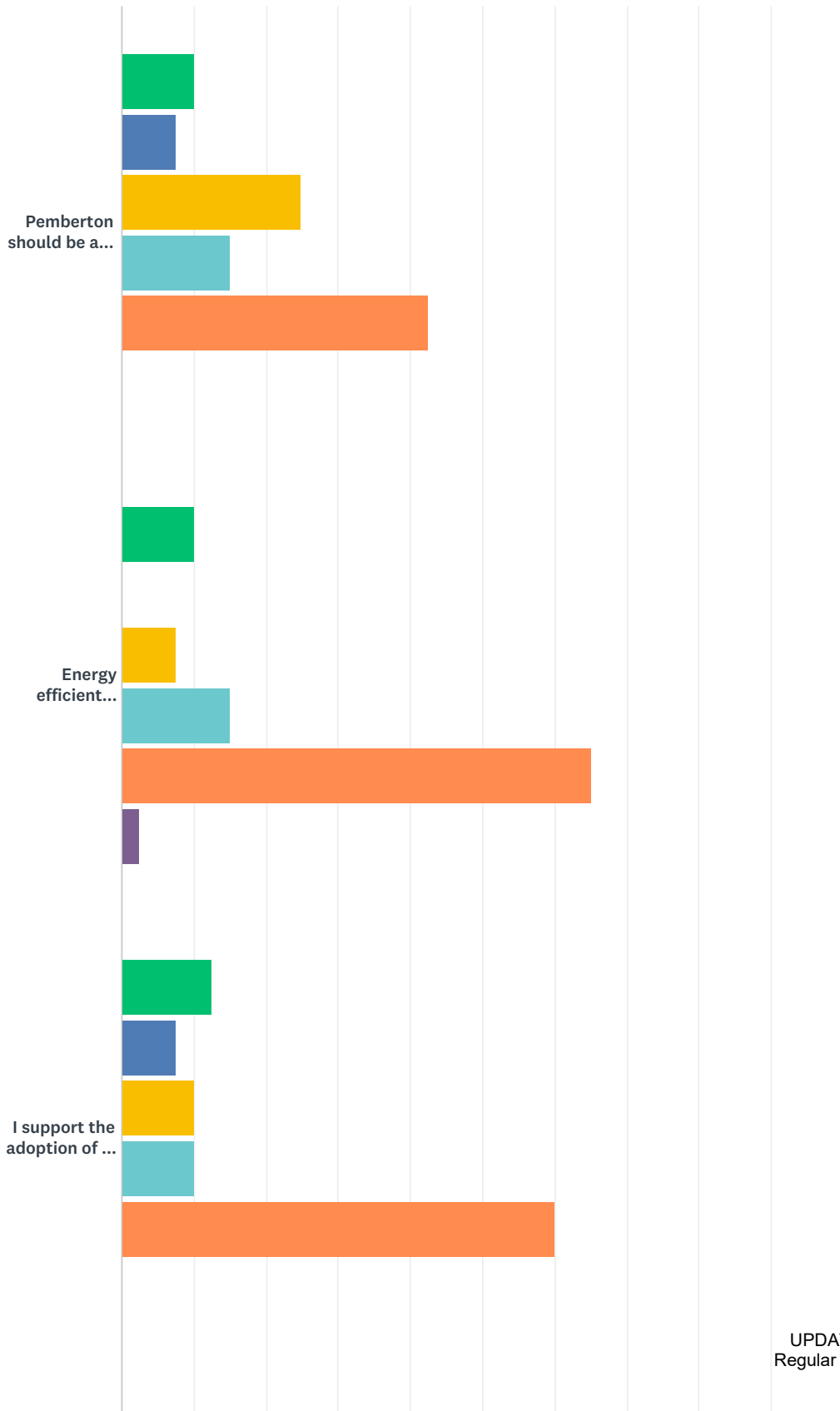
Answered: 40 Skipped: 0



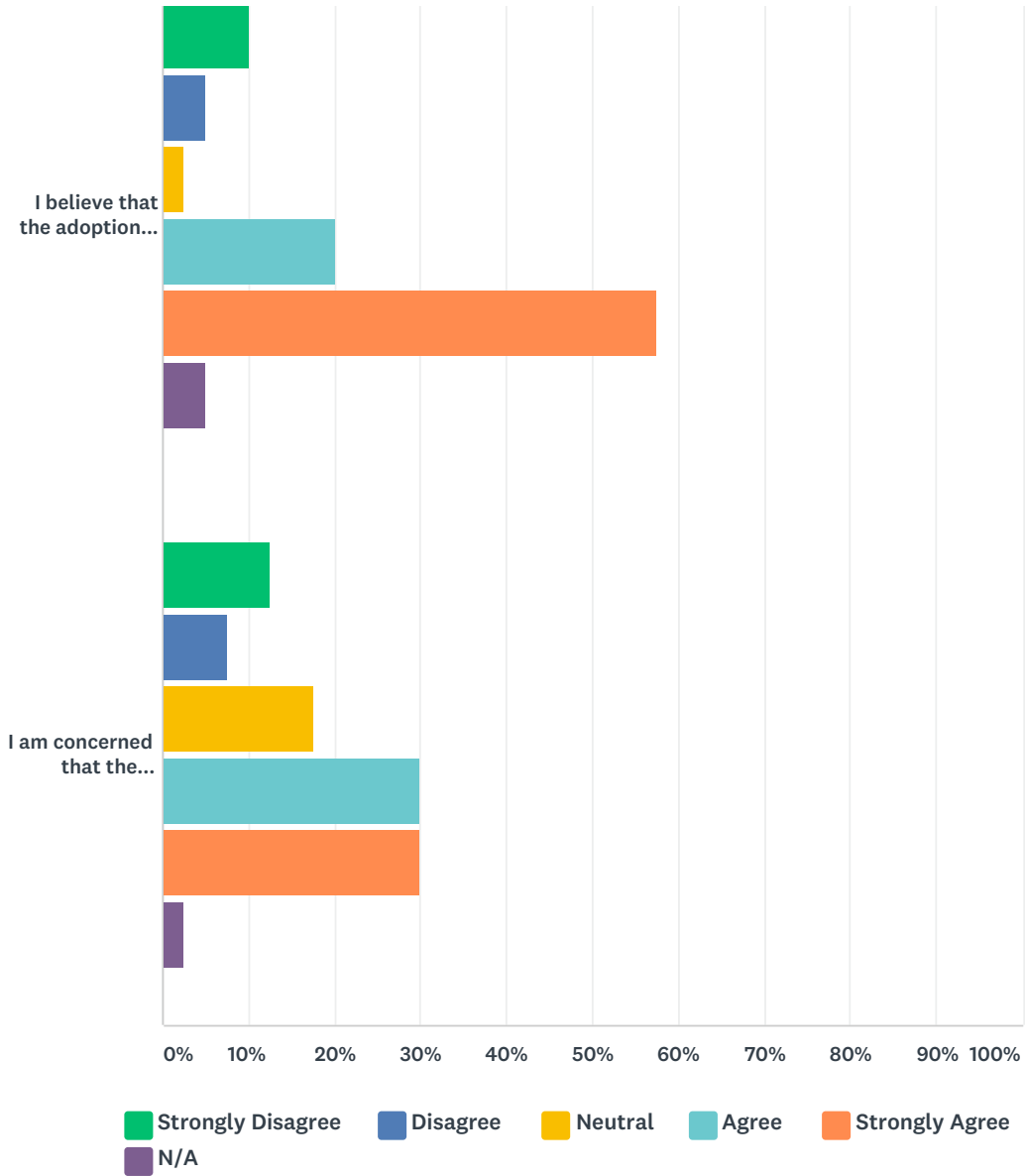
ANSWER CHOICES	RESPONSES	
Take action on climate change: reduce our carbon footprint.	42.50%	17
Reduce energy costs for homeowners.	12.50%	5
Improve health and comfort of new homes.	15.00%	6
Improve consistency and fairness in the building trade.	5.00%	2
Support the green economy.	5.00%	2
None. We should not adopt the Energy Step Code before it is required by the BC Building Code.	20.00%	8
TOTAL		40

Q4 Please indicate your level of agreement with the following statements.

Answered: 40 Skipped: 0



Energy Step Code in Pemberton



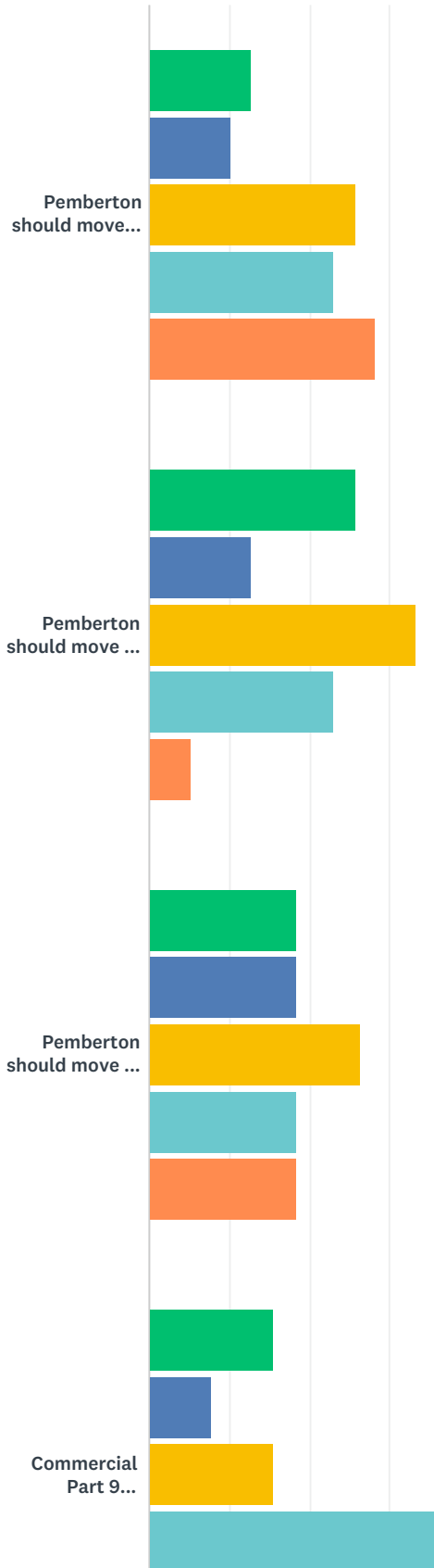
	STRONGLY DISAGREE	DISAGREE	NEUTRAL	AGREE	STRONGLY AGREE	N/A	TOTAL	WEIGHTED AVERAGE
Pemberton should be a leader in improving energy efficiency in buildings.	10.00% 4	7.50% 3	25.00% 10	15.00% 6	42.50% 17	0.00% 0	40	3.73
Energy efficient buildings will cost less to operate than those built to meet current Building Code requirements.	10.00% 4	0.00% 0	7.50% 3	15.00% 6	65.00% 26	2.50% 1	40	4.28
I support the adoption of the Energy Step Code in Pemberton.	12.50% 5	7.50% 3	10.00% 4	10.00% 4	60.00% 24	0.00% 0	40	3.98
I believe that the adoption of the energy Step Code will help ensure fairness in the building trade by requiring that all builders construct to the same high standards.	10.00% 4	5.00% 2	2.50% 1	20.00% 8	57.50% 23	5.00% 2	40	4.16

Energy Step Code in Pemberton

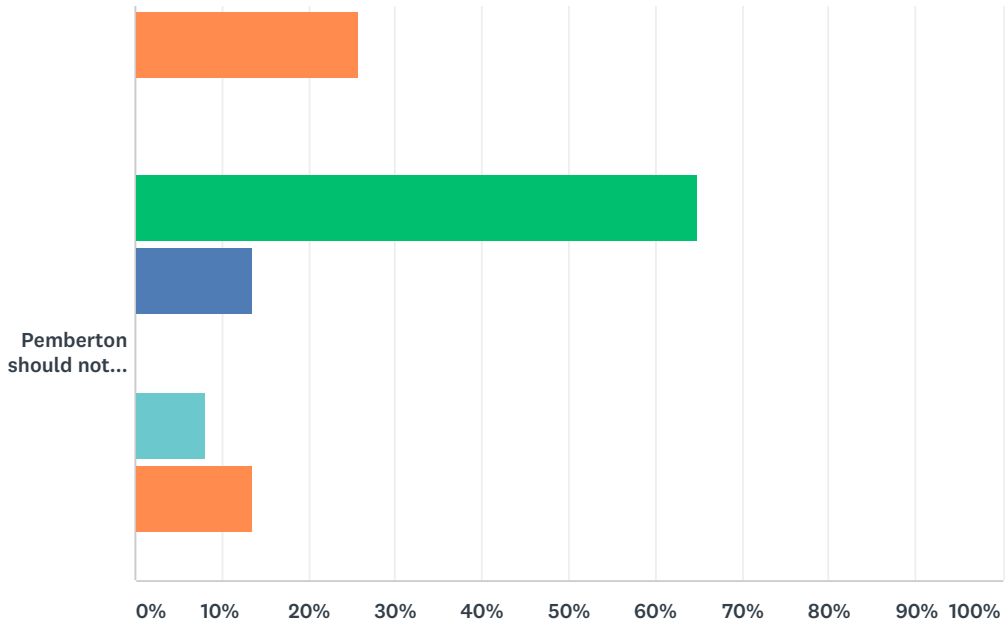
I am concerned that the adoption of the Energy Step Code will make new homes more expensive.	12.50%	7.50%	17.50%	30.00%	30.00%	2.50%		
	5	3	7	12	12	1	40	3.59

Q5 Please indicate your level of agreement with the following statements:

Answered: 39 Skipped: 1



Energy Step Code in Pemberton

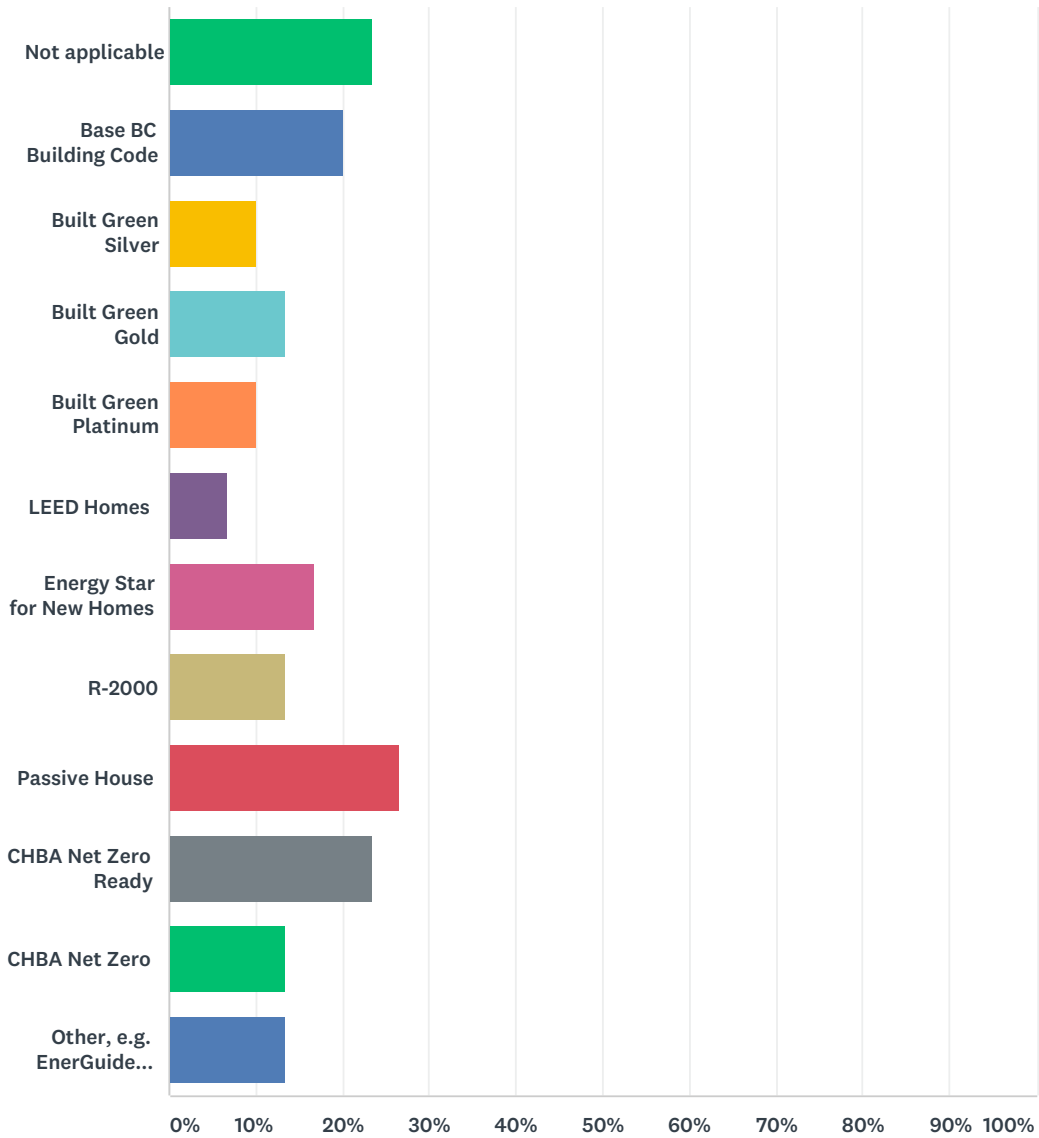


■ Strongly Disagree
 ■ Disagree
 ■ Neutral
 ■ Agree
 ■ Strongly Agree

	STRONGLY DISAGREE	DISAGREE	NEUTRAL	AGREE	STRONGLY AGREE	TOTAL
Pemberton should move directly to Step 3 for residential Part 9 buildings in January 2020.	12.82% 5	10.26% 4	25.64% 10	23.08% 9	28.21% 11	39
Pemberton should move to Step 2 before moving to Step 3.	25.64% 10	12.82% 5	33.33% 13	23.08% 9	5.13% 2	39
Pemberton should move to Step 4 for Part 9 residential buildings in January 2021.	18.42% 7	18.42% 7	26.32% 10	18.42% 7	18.42% 7	38
Commercial Part 9 buildings should be required to achieve the same steps as residential Part 9 buildings.	15.38% 6	7.69% 3	15.38% 6	35.90% 14	25.64% 10	39
Pemberton should not adopt the Energy Step Code.	64.86% 24	13.51% 5	0.00% 0	8.11% 3	13.51% 5	37

Q6 What is the most stringent energy efficient home building standard you have designed or built to? Check all that apply.

Answered: 30 Skipped: 10



ANSWER CHOICES	RESPONSES
Not applicable	23.33% 7
Base BC Building Code	20.00% 6
Built Green Silver	10.00% 3
Built Green Gold	13.33% 4
Built Green Platinum	10.00% 3
LEED Homes	6.67% 2
Energy Star for New Homes	16.67% 5

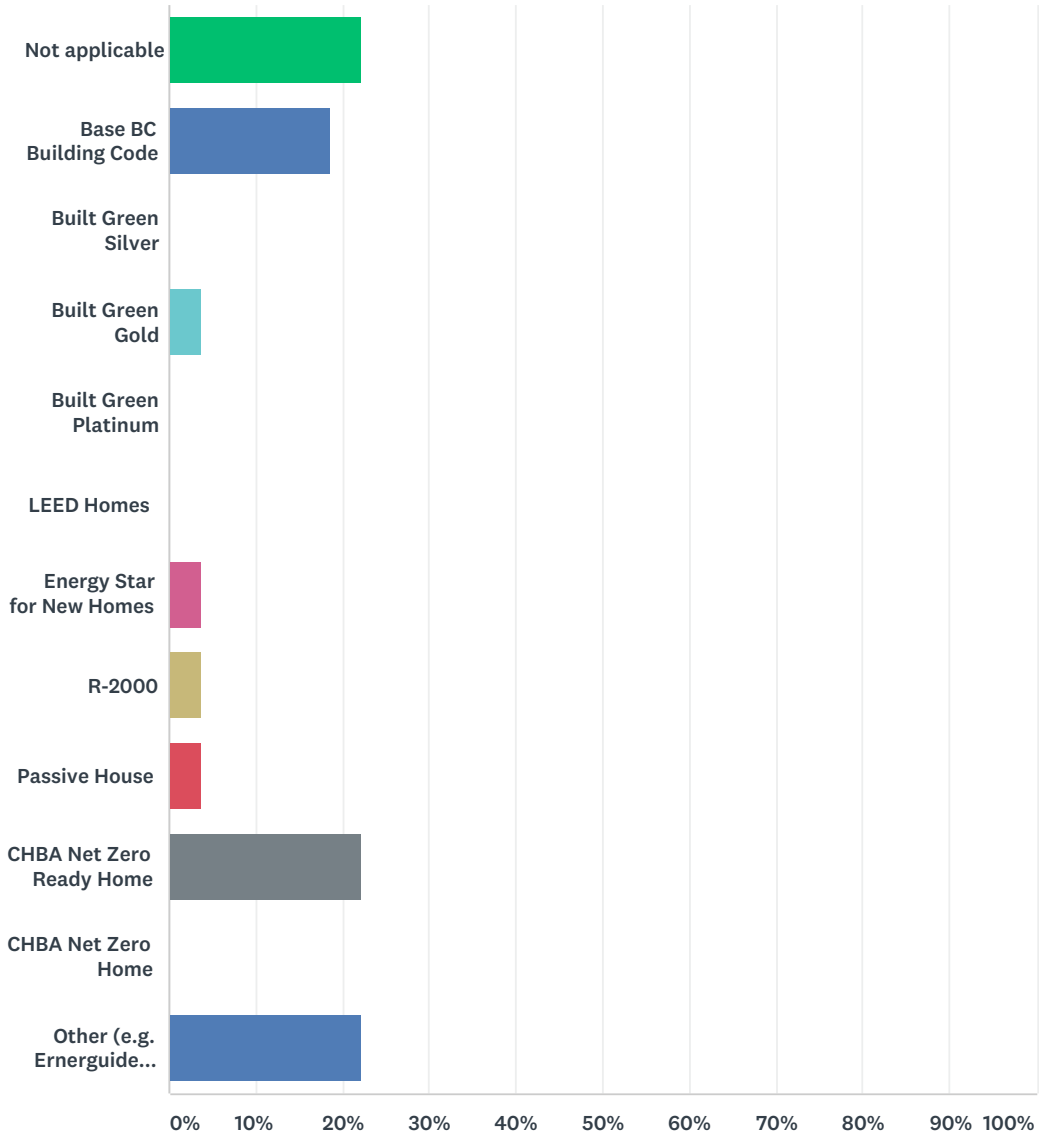
UPDATED AGENDA PACKAGE
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 Tuesday, July 9, 2019
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Energy Step Code in Pemberton

R-2000	13.33%	4
Passive House	26.67%	8
CHBA Net Zero Ready	23.33%	7
CHBA Net Zero	13.33%	4
Other, e.g. EnerGuide Rating (please specify)	13.33%	4
Total Respondents: 30		

Q7 What energy efficient home building standard do you typically build to?

Answered: 27 Skipped: 13



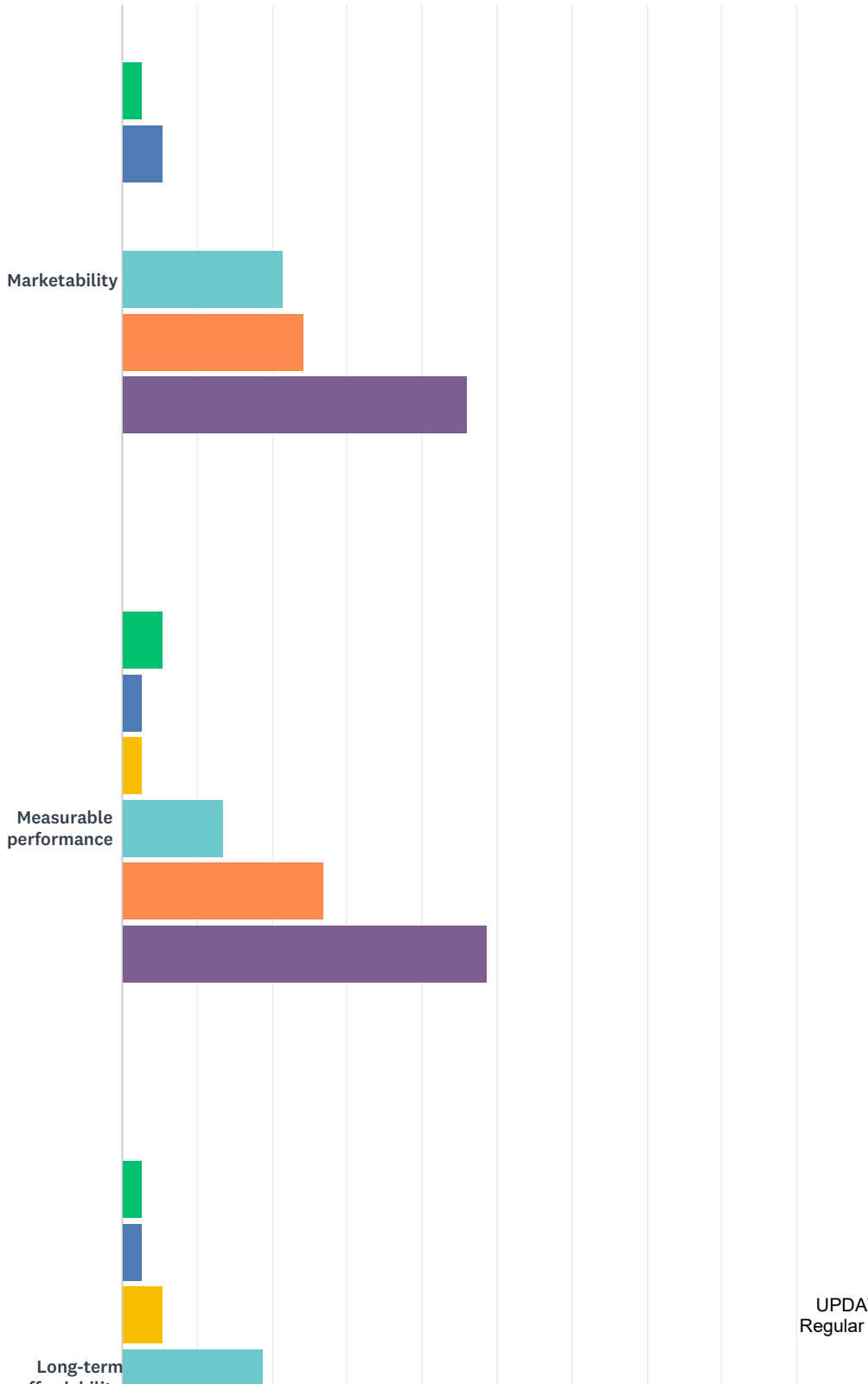
ANSWER CHOICES	RESPONSES	
Not applicable	22.22%	6
Base BC Building Code	18.52%	5
Built Green Silver	0.00%	0
Built Green Gold	3.70%	1
Built Green Platinum	0.00%	0
LEED Homes	0.00%	0
Energy Star for New Homes	3.70%	1

Energy Step Code in Pemberton

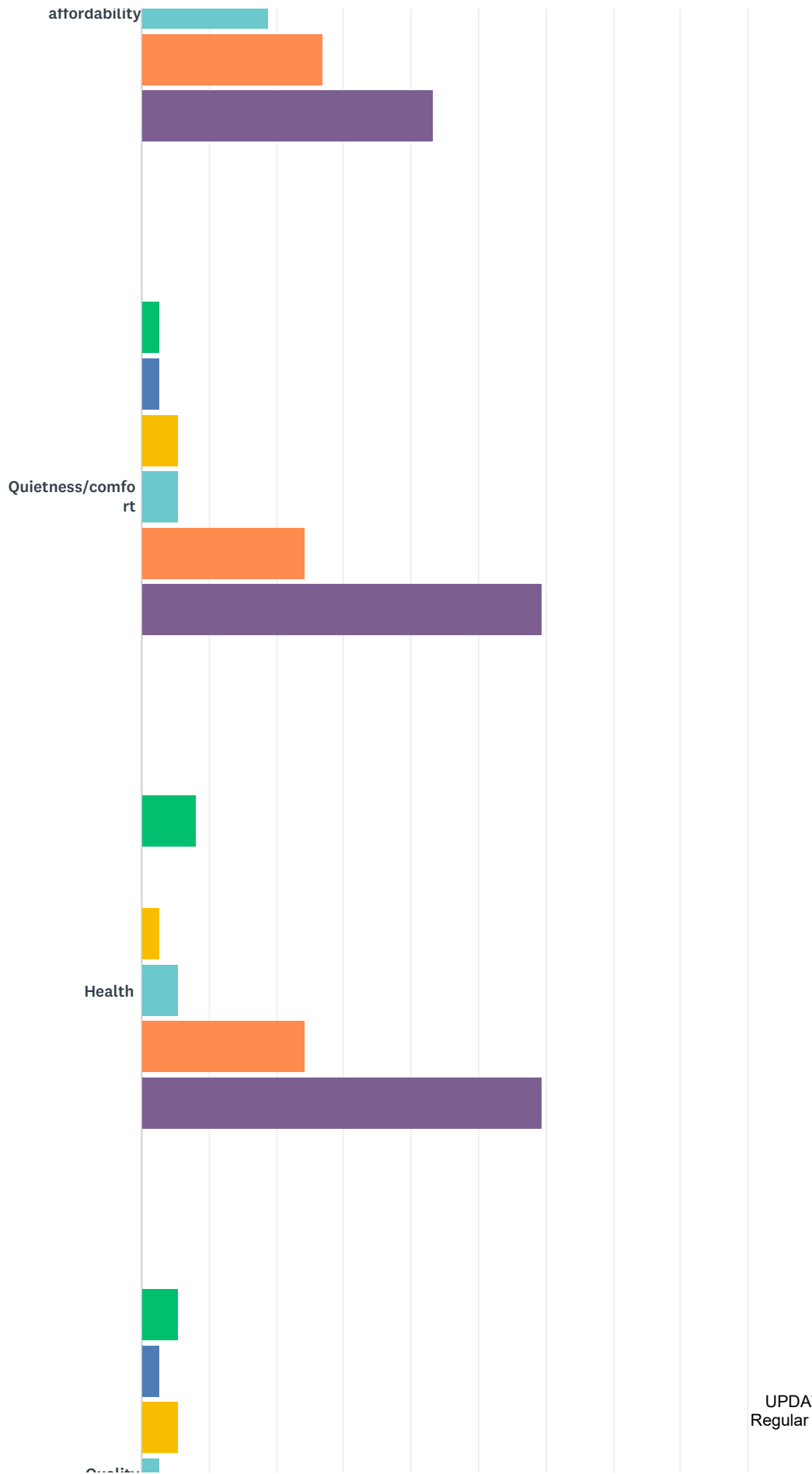
R-2000	3.70%	1
Passive House	3.70%	1
CHBA Net Zero Ready Home	22.22%	6
CHBA Net Zero Home	0.00%	0
Other (e.g. Emerguide Rating - please specify)	22.22%	6
TOTAL		27

Q8 Do you consider the following as benefits to constructing more energy efficient homes? Check the box that applies for each row, where 0 is not at all and 5 is very strong benefit.

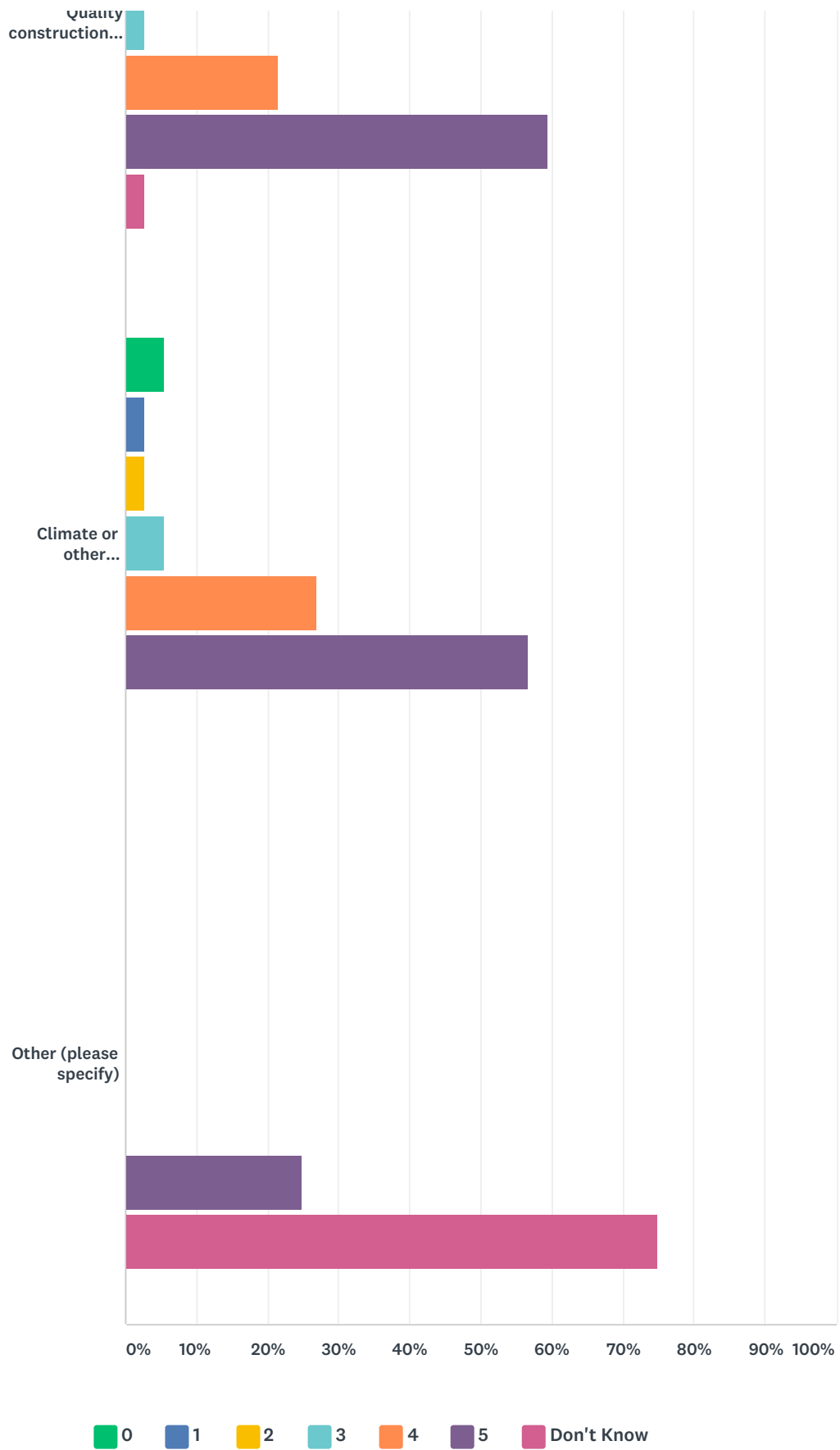
Answered: 38 Skipped: 2



Energy Step Code in Pemberton



Energy Step Code in Pemberton



■ 0
 ■ 1
 ■ 2
 ■ 3
 ■ 4
 ■ 5
 ■ Don't Know

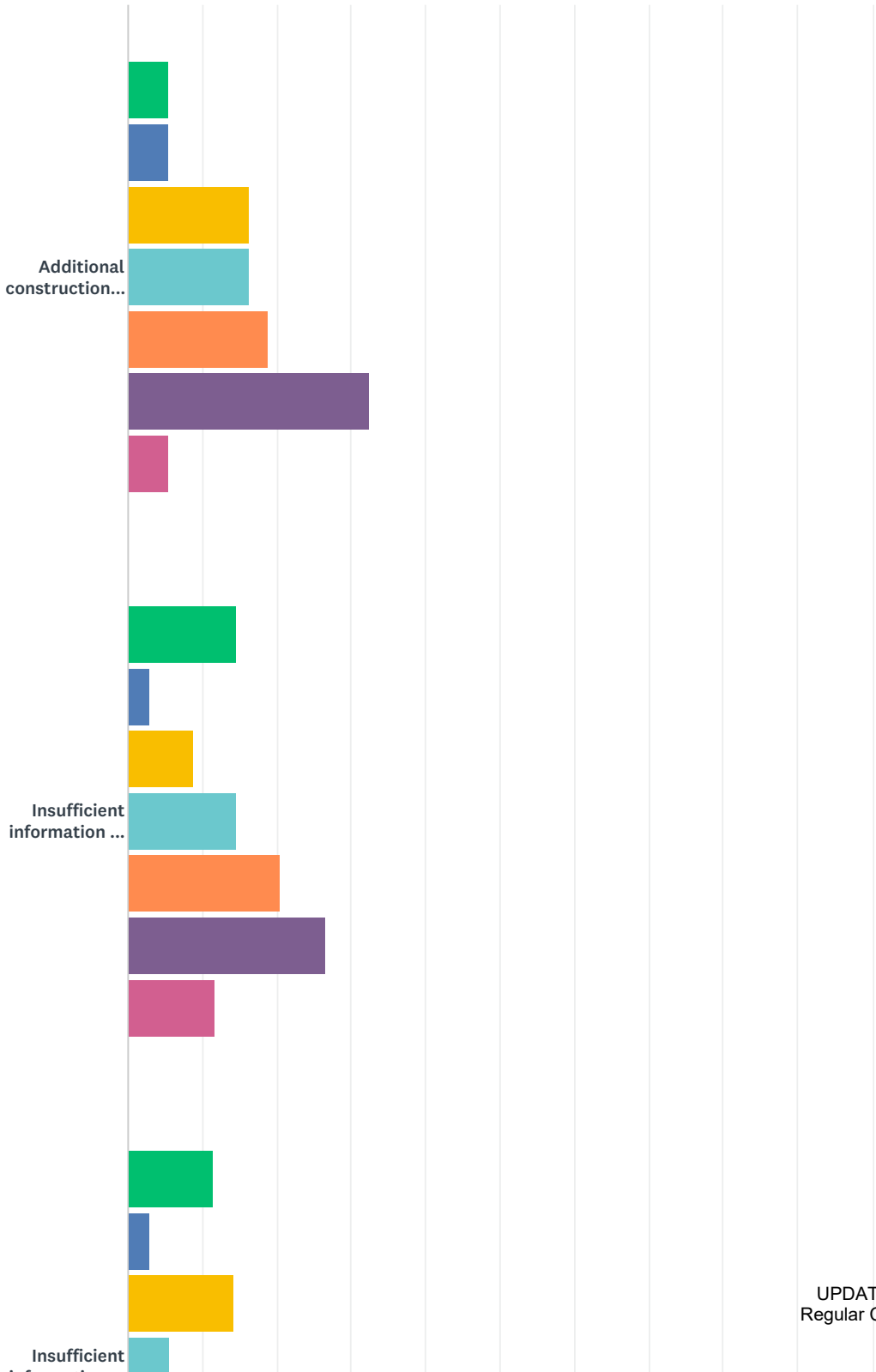
0 1 2 3 4 5

Energy Step Code in Pemberton

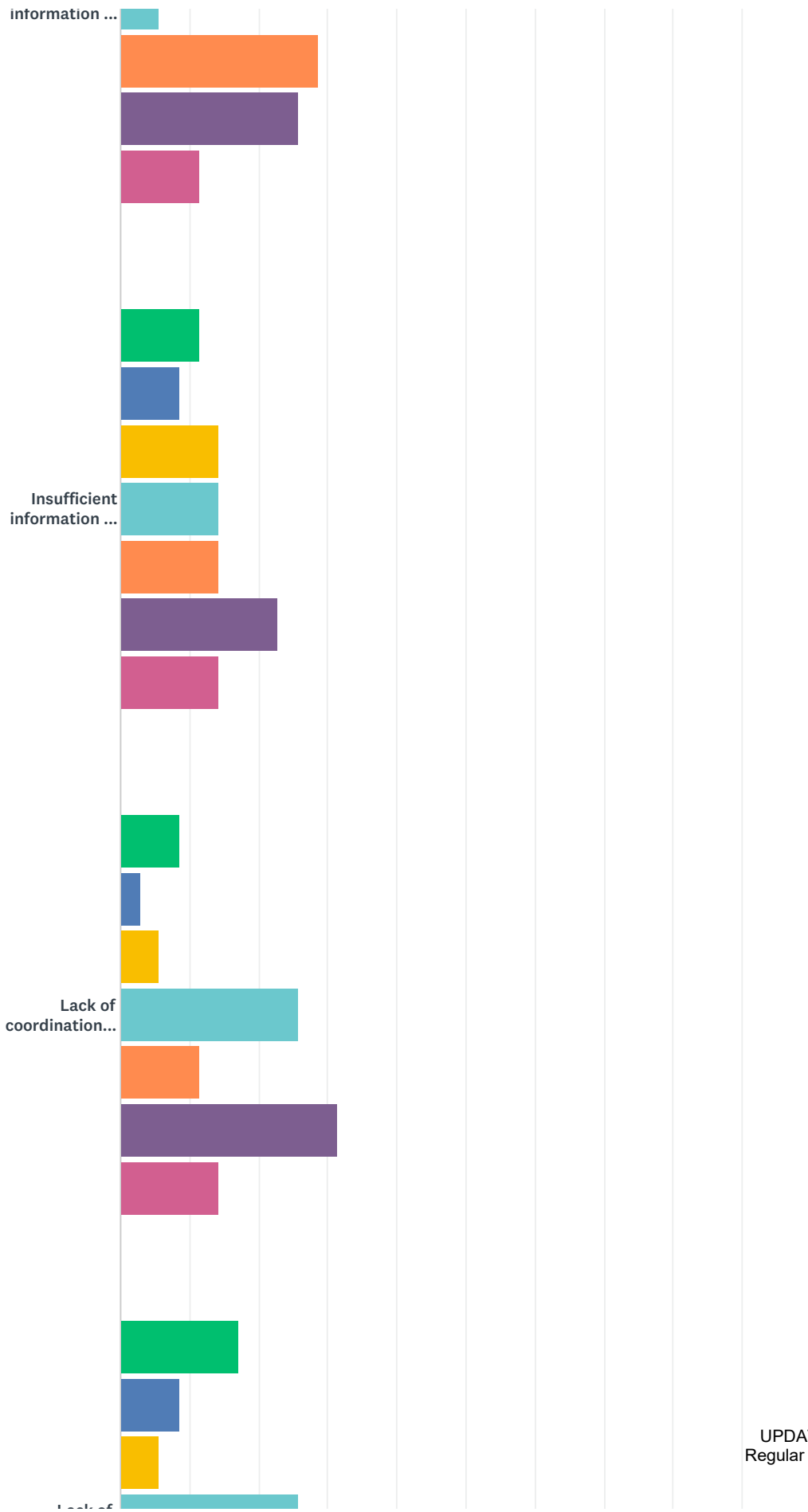
Marketability	2.70% 1	5.41% 2	0.00% 0	21.62% 8	24.32% 9	45.95% 17	0.00% 0	37
Measurable performance	5.41% 2	2.70% 1	2.70% 1	13.51% 5	27.03% 10	48.65% 18	0.00% 0	37
Long-term affordability	2.70% 1	2.70% 1	5.41% 2	18.92% 7	27.03% 10	43.24% 16	0.00% 0	37
Quietness/comfort	2.70% 1	2.70% 1	5.41% 2	5.41% 2	24.32% 9	59.46% 22	0.00% 0	37
Health	8.11% 3	0.00% 0	2.70% 1	5.41% 2	24.32% 9	59.46% 22	0.00% 0	37
Quality construction/durability	5.41% 2	2.70% 1	5.41% 2	2.70% 1	21.62% 8	59.46% 22	2.70% 1	37
Climate or other environmental benefits	5.41% 2	2.70% 1	2.70% 1	5.41% 2	27.03% 10	56.76% 21	0.00% 0	37
Other (please specify)	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	25.00% 1	75.00% 3	4

Q9 Do you consider the following a barrier to constructing more energy efficient homes? Check the box that applies for each row, where 0 is not a barrier and 5 is a very high barrier.

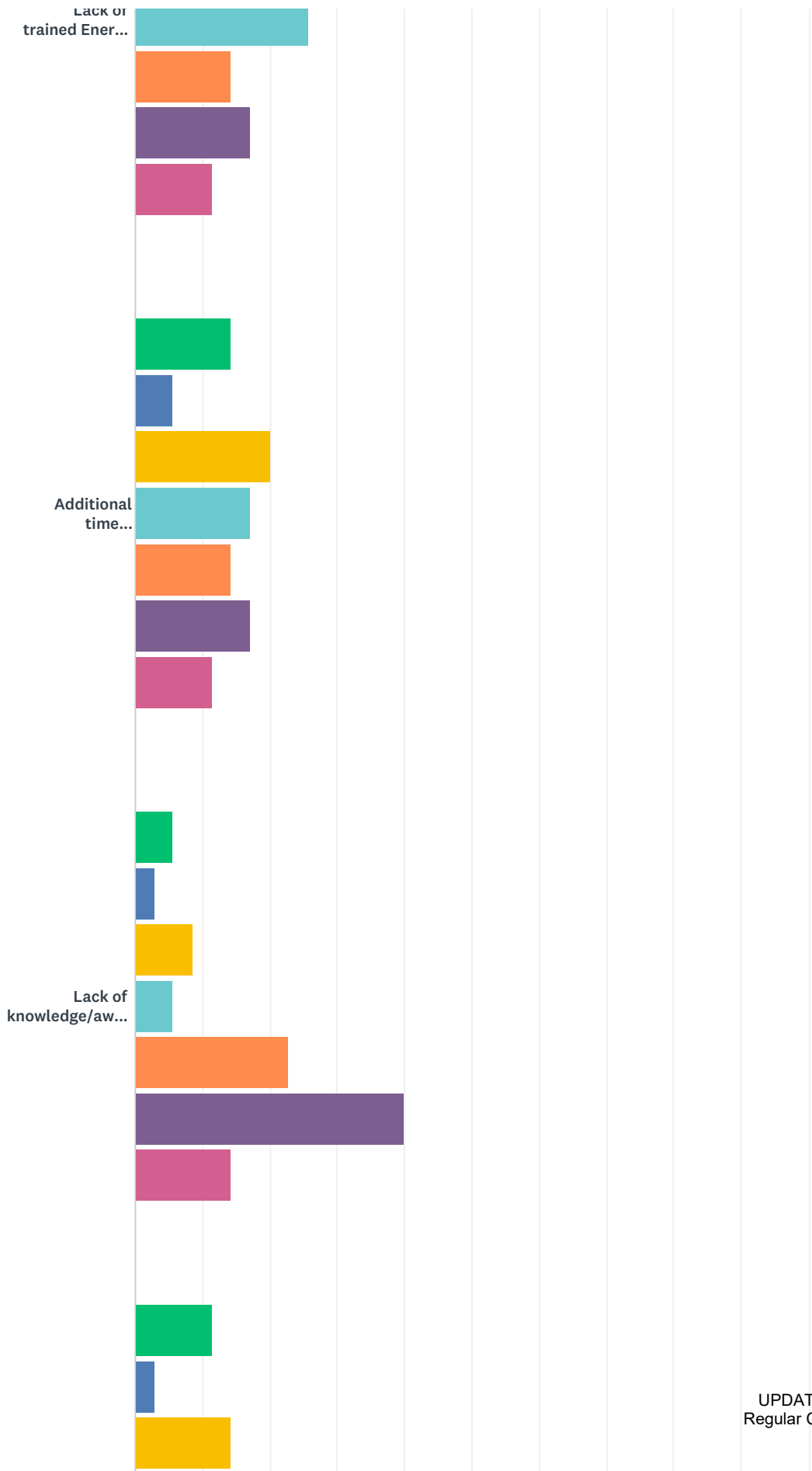
Answered: 37 Skipped: 3



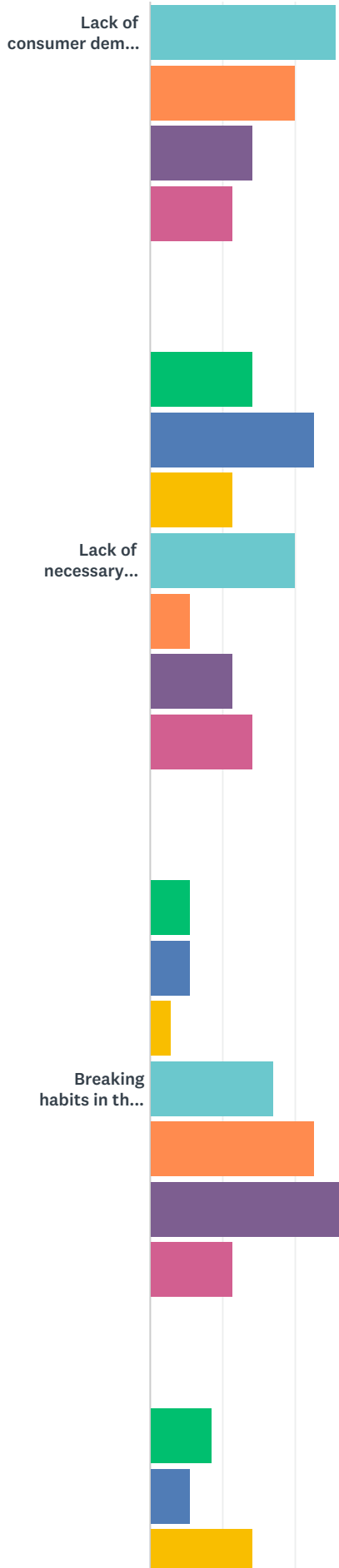
Energy Step Code in Pemberton



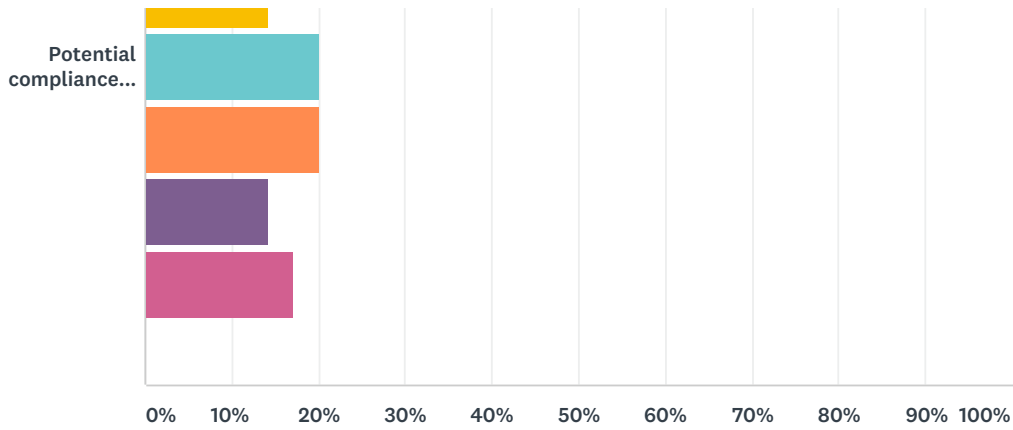
Energy Step Code in Pemberton



Energy Step Code in Pemberton



Energy Step Code in Pemberton



■ 0
 ■ 1
 ■ 2
 ■ 3
 ■ 4
 ■ 5
 ■ Don't Know

	0	1	2	3	4	5	DON'T KNOW	TOTAL
Additional construction costs.	5.41% 2	5.41% 2	16.22% 6	16.22% 6	18.92% 7	32.43% 12	5.41% 2	37
Insufficient information and training among builders and developers on the BC Energy Step Code and building to the steps.	14.71% 5	2.94% 1	8.82% 3	14.71% 5	20.59% 7	26.47% 9	11.76% 4	34
Insufficient information and training among trades on the BC Energy Step Code and building to the steps.	11.43% 4	2.86% 1	14.29% 5	5.71% 2	28.57% 10	25.71% 9	11.43% 4	35
Insufficient information and training among architects and designers on the BC Energy Step Code and building to the steps.	11.43% 4	8.57% 3	14.29% 5	14.29% 5	14.29% 5	22.86% 8	14.29% 5	35
Lack of coordination between builders/developers/trades/architects/designers.	8.57% 3	2.86% 1	5.71% 2	25.71% 9	11.43% 4	31.43% 11	14.29% 5	35
Lack of trained Energy Advisors to provide energy modelling and air tightness services.	17.14% 6	8.57% 3	5.71% 2	25.71% 9	14.29% 5	17.14% 6	11.43% 4	35
Additional time requirements that may slow the compliance process and delay occupancy.	14.29% 5	5.71% 2	20.00% 7	17.14% 6	14.29% 5	17.14% 6	11.43% 4	35
Lack of knowledge/awareness among realtors and other real-estate marketing professionals.	5.71% 2	2.86% 1	8.57% 3	5.71% 2	22.86% 8	40.00% 14	14.29% 5	35
Lack of consumer demand for energy-efficient buildings.	11.43% 4	2.86% 1	14.29% 5	25.71% 9	20.00% 7	14.29% 5	11.43% 4	35
Lack of necessary materials or equipment.	14.29% 5	22.86% 8	11.43% 4	20.00% 7	5.71% 2	11.43% 4	14.29% 5	35
Breaking habits in the industry.	5.71% 2	5.71% 2	2.86% 1	17.14% 6	22.86% 8	34.29% 12	11.43% 4	35
Potential compliance challenges.	8.57% 3	5.71% 2	14.29% 5	20.00% 7	20.00% 7	14.29% 5	17.14% 6	35

Q10 Please provide any comments.

Answered: 11 Skipped: 29



Energy step code builder incentive offer

Residential new construction

BACKGROUND

We are offering funding for builder incentives to local governments with a Council-approved adoption timeline for Step 1 or higher of the BC Energy Step Code for Part 9 residential new construction. Funding is to be directed towards incentives for local residential builders to work with a licensed energy advisor for their next projects.

Our priorities for the Energy Step Code Builder Incentive Offer include:

1. City-wide implementation of Step 1 or higher of the BC Energy Step Code for new Part 9 buildings.
2. Use of funding to incentivize or provide rebates for the use of licensed energy advisor services for design modelling, performance testing, and completion of an EnerGuide rating for new residential construction.
3. Design and implementation of incentive and /or rebate programs that engage a significant amount of Part 9 residential builders who want to gain experience in working with a licensed energy advisor, ideally prior to those services being regulated in their jurisdiction.
4. Up to 20% of the funding can be used for builder education and training events to learn about the BC Energy Step Code and inform local builders about the new incentive or rebate program.
5. Application of existing BC Energy Step Code resources to streamline education and compliance, such as the **Compliance Tools for Part 9 Buildings** and other resources as applicable.

THE FUNDING OFFER

We will provide up to \$20,000 to eligible local governments. The offer will be prorated according to the average annual number of new Part 9 building permits given out by eligible local governments. The funding amount will be paid out in two installments.

ELIGIBILITY

The Energy Step Code Builder Offer is available to local governments (municipalities and regional districts) within the BC Hydro service territory that meet the following criteria:

- Council-approved adoption timeline of Step 1 or higher of the BC Energy Step Code for Part 9 new construction.
- Local governments need to outline how the incentive or rebate program will be communicated and promoted among their own staff and the builder community (e.g. program presentation to staff, builder education and training events on the BC Energy Step Code and the new incentive or rebate program, online and print communication).
- The BC Hydro funding amount must be paid out before the Contribution Agreement terminates (generally within two years).
- Local government staff responsible for overseeing the incentive program should attend local government peer network meetings/calls to share information on BC Energy Step Code implementation process and roll-out of the incentive program.
- Local governments who previously received BC Hydro Energy Step Code Implementation Funding are not eligible to obtain funding again.

DELIVERABLES

Projects should deliver documentation about the level of impact this offer has on both quantitative and qualitative capacity building in the residential new construction industry within their jurisdiction for compliance with the BC Energy Step Code. The local government is expected to provide the following deliverables to BC Hydro:

- Quarterly email updates to report on incentive program implementation and progress
- Mid-project report – a template will be provided by BC Hydro
- Project summary report – a template will be provided by BC Hydro
- Supporting documentation – The local government is required to submit any relevant documentation that may have been created for the project and which helps to convey the project results and learnings

ELIGIBLE COST

All reasonable cost associated with the provision of incentives and/or rebates will be considered for funding, with the exception of cost attributed to existing staff time and labour. Up to 20% of the funding can be used for builder education and training events that promote the incentive or rebate program. Reasonable expenses for the sharing/presentation of project results to key stakeholders will be considered.

HOW TO APPLY

Please contact Michaela Neuberger at Michaela.Neuberger@bchydro.com to request an application form. Applications will be accepted on an ongoing basis, as long as funding is available, and should include supporting documentation (e.g. council reports, program communication strategy) to demonstrate alignment with the funding offer's eligibility criteria. The offer closes on March 31, 2020 or when funds are exhausted, whichever comes first.

¹ Local governments should work with or provide orientation to their builders to use an energy advisor who is licensed with NRCan or with one of British Columbia's service organizations. A complete list of service organizations operating in BC can be found on [NRCan's website](#).

Program Background and Additional Information

Energy Advisors will play an instrumental role in ensuring successful implementation and compliance with BC's Energy Step Code for new residential buildings. The BC Energy Step Code requires builders to engage Energy Advisors for design modelling, performance testing, and completion of an EnerGuide rating for new residential construction.

Use of Funding

With this funding offer BC Hydro aims to support local governments in providing incentives and/or rebates to their residential builder community. Incentives and/or rebates have the objective to bridge the Part 9 industry's learning curve towards residential new construction that is built above the energy standards of the BC Building Code using a performance based approach.

Local governments applying for this funding are encouraged to design their incentive/rebate programs such that they will:

- Increase the amount of builders who work with a licensed Energy Advisor for their next project.
- Contribute additional funding towards incentive and/or rebate programs, e.g. by allocating the funding to similar existing programs, by contributing top-up funding, or by providing other funding and in-kind support.
- Engage the builder community through education and training events about the BC Energy Step Code and promote the incentive / rebate program. Up to 20% of funding can be allocated to such events.
- Minimize the risk of fraud or other unintended consequences by working with energy advisors who are licensed with and report through their respective service organizations.
- Support a maximum amount of eligible projects. All funding received by BC Hydro shall be allocated and paid out to builder projects or be used for training events by the contract end date (generally within two years). In case unused funds remain, these will need to be returned to BC Hydro.
- Allow for detailed documentation of impacts achieved (see documentation section).

Existing staff time and labour is considered out of scope and thus won't be considered as eligible expense.

Quality Assurance

Local governments applying for this funding should consider adding quality assurance measures to their incentive and/or rebate program design in order to mitigate the risk of fraud or other unintended consequences related to energy performance modelling and building performance testing. It is encouraged that local governments work with or direct their builder community to energy advisors who are licensed with NRCan and one of British Columbia's service organizations. A list of service organizations in BC can be found on [Natural Resources Canada's website](#). Local governments are

encouraged to include the generation of EnerGuide labels as part of their incentive and/or rebate offer to ensure that energy advisors send their files to their respective service organization who exercise quality control and quality assurance measures. Other or additional risk mitigation and quality assurance measures may be suggested.

Documentation

Projects should deliver documentation about the level of impact this offer has on both quantitative and qualitative capacity building in the residential new construction industry within their jurisdiction for compliance with the BC Energy Step Code. When designing the incentive and/or rebate offer, local governments are encouraged to establish tracking mechanisms and request documentation from the builder and/or energy advisor for project reporting, such as:

- Level of incentives/rebates provided (% of total cost or cash-amount)
- Number of builders who participated (if possible with an indication how often they have used an energy advisor before)
- Number of new homes/units impacted
- Performance achieved
- Challenges and gaps

To simplify and streamline this process, participating local governments are encouraged to use reporting templates or forms developed by the provincial government for BC Energy Step Code implementation support, e.g. the *BC Energy Compliance Report – Performance Paths for Part 9 Buildings*. Anonymized metrics collected in this report may be used to document the performance achieved by participating builders.

Contact

For questions regarding the Energy Step Code Builder Incentive Offer, please contact the Program Manager for Residential New Construction: Michaela.Neuberger@bchydro.com .

VILLAGE OF PEMBERTON

BYLAW No. 863, 2019

**Downtown Enhancement Contingency and Downtown Barn Parking Lot Paving
Loan Authorization Bylaw**

Being a By-law to authorize the borrowing to cover contingency and the Downtown Barn parking lot paving costs related to the Downtown Enhancement Project.

WHEREAS it is deemed necessary to improve infrastructure works within the Village of Pemberton;

AND WHEREAS the estimated cost of the contingency and barn parking lot paving to complete the project thereto is the sum of \$980,000 of which \$980,000 is the amount of debt created by this bylaw;

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

1. The Council is hereby empowered and authorized to undertake and carry out, or cause to be carried out the Downtown Enhancement Project in accordance with the established budget for the project and to do all things necessary in connection therewith for the benefit of the properties with the Village of Pemberton and without limiting the generality of the foregoing:
 - a) To borrow upon the credit of the Municipality a sum not exceeding \$980,000.
2. The maximum term for which debentures may be issued to secure the debt created by this bylaw is twenty (20) years.
3. This bylaw may be cited as "Downtown Enhancement Project Contingency and Downtown Barn Parking Lot Paving Loan Authorization Bylaw No. 863, 2019".

READ A FIRST TIME this 16th day of April, 2019

READ A SECOND TIME this 16th day of April, 2019.

READ A THIRD TIME this 16th day of April, 2019.

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this 22nd day of May, 2019.

APPROVAL OF THE ELECTORS RECEIVED this 8th day of July 2019.

ADOPTED this _____ day of _____, 2019.

Mike Richman
Mayor

Sheena Fraser
Corporate Officer

UPDATED AGENDA PACKAGE
Regular Council Meeting No. 1496
Tuesday, July 9, 2019
210 of 228

From: Todd McGivern [REDACTED]
Sent: June 22, 2019 11:33 PM
To: VoP Admin <admin@pemberton.ca>
Subject: annual Union of B.C. Municipalities convention.

Pemberton's Mayor and Council should protest against China's human rights record and the recent arbitrary arrest of two Canadians in China on false charges, by not attending the the annual mayor's convention this year, and every year after that the UBCM accepts sponsorship money from China.

Please fwd the following link to the Pemberton Council and Mayor.

Todd McGivern
Pemberton.

<https://theprovince.com/news/bc-politics/mike-smyth-stop-taking-money-from-chinese-government-angry-b-c-mayor-demands>

Mike Smyth: Stop taking money from Chinese government, angry B.C. mayor tells UBCM



MIKE SMYTH [More from Mike Smyth](#)

Published: June 22, 2019

Updated: June 24, 2019 10:32 AM PDT

The annual gathering of B.C. mayors and councillors has many traditions, including accepting a cash sponsorship from the People Republic of China.

British Columbia's mayors and councillors will gather once again this fall at the annual Union of B.C. Municipalities convention.

And, when they do, they will once again be wined and dined at a fancy reception put on by the People's Republic of China.

Meanwhile, as municipal politicians mingle with Chinese power players, the UBCM will be cashing a cheque from the Chinese consulate in Vancouver.

That's because China not only pays for the reception at a downtown hotel, the country also pays a sponsorship fee to the UBCM, the only foreign country to do so.

"They give the UBCM a sponsorship to be listed in the program," confirmed Arjun Singh, the UBCM president and a city councillor in Kamloops. "They

obviously provide UBCM some money as a sponsor — that’s over and above the cost of the reception.”

How much loot does China fork over to B.C.’s main organization for local government? Singh wouldn’t tell me.

“Our practice is not to disclose that,” he said. “I’m told by staff that’s kind of the process — we don’t disclose.”

But after Singh declined to reveal the sponsorship fee, a UBCM official later told me China paid \$6,000 and defended the amount as minor.

The China reception has been happening annually since 2012, meaning the UBCM has likely collected more than \$30,000 from the Chinese government over that time.

None of it sits well with Brad West, the outspoken mayor of Port Coquitlam, who thinks mayors and councillors should not be accepting hospitality and money from China.

“It’s a cash-for-access scheme,” West said. “It’s unethical and should not be happening, especially when China is engaged in a number of actions hostile to Canadian interests.”

West has written a [blistering two-page letter](#) to Singh calling for the reception to be cancelled and for the UBCM to refuse to take money from the Chinese regime. “When the UBCM makes a decision about who they accept financial contributions from in exchange for receptions with locally elected officials, they are also making a statement about themselves,” West wrote. “I believe your decision brings the UBCM into disrepute and reflects horribly on all members.”

In the letter, West criticizes China's human-rights record and recent diplomatic clashes with Canada.

That includes China's detention of two Canadians, Michael Spavor and Michael Kovrig, in what appeared to be retaliation against Canada's arrest of Chinese tech executive Meng Wanzhou in Vancouver last year.

"They are effectively holding our people hostage," West said. "But the UBCM is accepting their money and hospitality anyway. That's just wrong."

West also pointed to the recent refusal by Chinese Premier Li Keqiang to meet with Prime Minister Justin Trudeau to discuss the two detained Canadians.

And China recently banned the import of some Canadian canola and pork products in escalating trade tensions between the two countries.

"None of these issues will be on the agenda at the UBCM reception, I can guarantee you that," West fumed.

"I think the UBCM has forgotten what their job is. Mayors and councillors should worry about picking up the garbage and keeping local roads in good repair — not taking freebies from China."

In his recent book "Claws of the Panda: Beijing's Campaign of Influence and Intimidation in Canada," author Jonathan Manthorpe listed the UBCM sponsorship as just one way China seeks to control Canadian politicians.

Manthorpe said the UBCM-China reception and sponsorship is inappropriate.

"It is unacceptable that B.C. municipalities would foster a cosy relationship with representatives of a foreign, one-party state," Manthorpe said.

Like West, he zeroed in on reported Chinese connections to money-laundering operations in B.C.

“The image of the reception raises the inevitable question that Canadian municipal officials and politicians are complicit in this money-laundering campaign,” he said.

But Singh, the UBCM president, said B.C. mayors and councillors are only interested in economic-development opportunities with China.

He doubts China is exerting any influence or control over local B.C. politicians.

“People are more on guard than ever against those kinds of things,” Singh said. “I have a lot confidence in the sophistication of our members. They’re not going to be unduly influenced by anybody.”

Singh said the UBCM executive has heard criticism before about the annual China-sponsored reception before.

“We had a really robust and long discussion about it,” Singh said. “The UBCM decided it’s important to allow it to continue.”

But not without a lot of noise from West, who wants to know how much money the UBCM has accepted from China over the years.

“The public has a right to know how much total cash the UBCM has taken from the Chinese government to provide access to municipal politicians,” West said.

“I’m calling for them to cancel the reception. And if they don’t do that, then I’m calling for all mayors and councillors to boycott the reception.”

But Singh said the show will go on, with the reception still scheduled for September.

“Our members will make their own decisions,” he said. “If no one shows up, I guess that would be a message in itself.”

[msmyth@postmedia.com](mailto:m Smyth@postmedia.com)

twitter.com/MikeSmythNews



June 19, 2019

Honourable Rob Fleming
Ministry of Education
P.O. Box 9045 Stn Prov Govt
Victoria, BC V8W 9E2
EDUC.Minister@gov.bc.ca

To the Honourable Rob Fleming,

RE: Provincial Support for Libraries

At the Regular Council meeting of June 18, 2019, the District of Houston received correspondence from the City of Victoria titled "Request for Provincial Support for Libraries" and dated May 29, 2019. At that time, the District of Houston Council passed a resolution to support this provincial request.

The District of Houston Mayor and Council respectfully requests the Province of British Columbia's support and consideration to increase support to restore Provincial funding for Libraries. Our Council strongly advocates for the restoration of library funding to a level that reflects both inflationary cost increases since 2009 and the value of this system to the Province.

Sincerely,

Shane Brienen
Mayor

cc: Premier John Horgan premier@gov.bc.ca
MLA John Rustad, John.Rustad.MLA@leg.bc.ca
UBCM Member Municipalities

Attach correspondence: *City of Victoria "Provincial Support for Libraries" dated May 29, 2019*



May 29, 2019,

To The Union of British Columbia Municipalities,

I am writing on behalf of Victoria City Council, requesting favourable consideration and resolutions of support to restore Provincial support for libraries.

At the May 23, 2019 Council Meeting, Council approved the following resolution:

WHEREAS WHEREAS libraries are a social justice equalizer that provide universal access to information and learning materials irrespective of income levels;

WHEREAS libraries are now so much more than books, building community and a sense of inclusion;

WHEREAS restoring funding to libraries supports the BC Government's agenda to eliminate poverty, improve access to education, and address social justice in BC;

WHEREAS funding rates have been frozen since 2009 and inflationary costs have increasingly been put on municipal property tax payers which is a regressive approach to funding public libraries;

WHEREAS municipalities face downloading from upper levels of government and have few tools to raise funds,

THEREFORE BE IT RESOLVED that Council request the Mayor write to the Minister of Education, the Premier, and all local MLAs strongly advocating for the restoration of library funding to a level that reflects both inflationary cost increases since 2009 and the value of this system to the Province.

BE IT FURTHER RESOLVED that this resolution be forwarded to other municipalities in the Capital Regional District and across BC requesting their favourable consideration.

We eagerly look forward to your support on this matter.

Sincerely,

Lisa Helps
Victoria Mayor



MAYOR DARRYL WALKER
OFFICE OF THE MAYOR
WHITE ROCK, BC CANADA

June 26, 2019

To the Union of British Columbia Municipalities:

RE: PROPOSED VACANCY TAX

On June 24, 2019, White Rock City Council considered a corporate report from the Director of Financial Services titled "Proposed Vacancy Tax" (attached). Discussions stemming from this report reinforce the need for local governments to address this matter directly.

I am writing on behalf of White Rock City Council, to canvass your support of our resolution requesting UBCM work with the Province in amending the *Community Charter*. If supported, the amendment would permit municipalities the authority to impose, by bylaw, an annual vacancy tax on taxable residential and commercial properties. The City of Vancouver has set a precedent for this authority through the *Vancouver Charter*. Our resolution reads as follows:

WHEREAS The City of Vancouver has authority through the *Vancouver Charter* to implement an Annual Vacancy Tax

WHEREAS The City of White Rock is governed through the *Community Charter* where there is no current authority to implement a Vacancy Tax and it is believed that there are a number of vacant residential and commercial properties in the City of White Rock

THEREFORE BE IT RESOLVED THAT the City of White Rock request that UBCM work with the Province of British Columbia to amend the authority given to Local Governments through the *Community Charter* permitting municipalities the authority to impose, by bylaw, an annual vacancy tax on taxable residential and commercial properties, and that the criteria and administrative requirements be similar to those of the *Vancouver Charter*.

We believe that providing local governments this authority is one step closer towards addressing BC's affordable housing crisis.

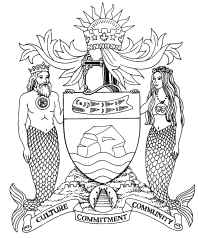
A copy of the resolution has been included with this correspondence for inclusion in your agenda packages.

We appreciate your time in considering our request, and look forward to connecting at the UBCM Convention this Fall.

Sincerely,

Darryl Walker
Mayor

THE CORPORATION OF THE
CITY OF WHITE ROCK
CORPORATE REPORT



DATE: June 24, 2019
TO: Governance and Legislation Committee
FROM: Sandra Kurylo, Director of Financial Services
SUBJECT: Proposed Vacancy Tax

RECOMMENDATION

THAT the Governance and Legislation Committee receive for information the corporate report dated June 24, 2019 from the Director of Financial Services, titled “Proposed Vacancy Tax”.

INTRODUCTION

This corporate report is in follow-up to Council’s resolution of January 28, 2019, that directed staff to prepare a corporate report on a proposal that the City of White Rock implement a vacancy tax, similar to the City of Vancouver, with certain considerations. The motion states that the proposed vacancy tax be 5% of the tax assessed level of the property municipal levy on commercial and residential properties and include a 2.5% municipal levy on the sale of assignments (“flipping”). As well the motion states that all such receipts be earmarked for the acquisition and construction of affordable (or below market rate) housing in White Rock.

ANALYSIS

The first step in considering a plan for a vacancy tax is to determine if the City has the legal authority to impose it. The City has confirmed that, with the exception of the City of Vancouver who have their own Charter, local governments in British Columbia do not have the authority to impose a vacancy tax.

Section 193 (1) of the *Community Charter* states that a municipality may not impose a tax unless it is expressly authorized to do so by statute. The *Community Charter* provides the City with the authority to impose certain types of taxes, such as property value taxes, parcel taxes and local services taxes. However, there is no express authority in the *Community Charter* to impose a vacancy tax.

Unlike other municipalities in the province, the City of Vancouver is governed by the *Vancouver Charter*, rather than the *Community Charter*. Prior to imposing a vacancy tax, it was first necessary for them to work with the Province, to amend the *Vancouver Charter* granting them the authority to impose a vacancy tax. This was done as of July 2016.

If White Rock Council wanted to pursue a similar amendment to the *Community Charter*, the appropriate process would be through a UBCM resolution. The deadline for submitting

resolutions to the UBCM for debate at their fall conference is June 30, 2019. There are specific requirements for the drafting of such resolutions, and they must be adopted by the respective municipal councils before being submitted.

UBCM staff have advised that if resolutions are received past the June 30 deadline, they will be reported to the "Resolutions Committee" but not necessarily recommended to go forward for debate at the conference. All late resolutions are published and distributed to conference attendees, for information.

Another option is to submit a Council endorsed resolution to the LMLGA 2020 spring conference, which if supported, will be forwarded to the 2020 UBCM conference for consideration, if the City wishes.

CONCLUSION

It is recommended that the information contained in this corporate report be received.

Respectfully submitted,



Sandra Kurylo
Director of Financial Services

Comments from the Chief Administrative Officer:

This corporate report is provided for information.



Dan Bottrill
Chief Administrative Officer

RESOLUTION FOR UBCM FOR CONSIDERATION

WHEREAS The City of Vancouver has authority through the *Vancouver Charter* to implement an Annual Vacancy Tax

WHEREAS The City of White Rock is governed through the *Community Charter* where there is no current authority to implement a Vacancy Tax and it is believed that there are a number of vacant residential and commercial properties in the City of White Rock

THEREFORE BE IT RESOLVED THAT the City of White Rock request that UBCM work with the Province of British Columbia to amend the authority given to Local Governments through the *Community Charter* permitting municipalities the authority to impose, by bylaw, an annual vacancy tax on taxable residential and commercial properties, and that the criteria and administrative requirements be similar to those of the *Vancouver Charter* .



June 28, 2019
File: 10-6125-07-02/2019-Vol 01

Finance and Corporate Services Division
City Clerk's Office
Telephone: 604-276-4007
Fax: 604-278-5139

All BC Municipalities
Via email

Re: Recovering Costs for Local Climate Change Impacts

This is to advise that Richmond City Council at its Regular Council meeting held on Monday, June 24, 2019 considered the above matter and adopted the following resolution:

- (1) *That the draft letter attached to the report titled "Recovering Costs for Local Climate Change Impacts" from the Senior Manager, Sustainability and District Energy dated May 14, 2019, be endorsed; and sent to the Premier of British Columbia, British Columbia Minister of the Environment and Climate Change, British Columbia Attorney General, with copies to local MLAs, the leaders of the opposition parties and Metro Vancouver; and*
- (2) *That the draft Union of British Columbia Municipalities resolution attached to the report titled "Recovering Costs for Local Climate Change Impacts" from the Senior Manager, Sustainability and District Energy dated May 14, 2019, be endorsed and copies sent to BC Municipalities requesting favourable support at the UBCM convention.*

Accordingly, the above has been submitted to UBCM and the City of Richmond Council requests your favourable consideration of the resolution at the 2019 UBCM convention.

Yours truly,

David Weber
Director, City Clerk's Office

RECOVERY COST FOR LOCAL CLIMATE CHANGE

City of Richmond

WHEREAS local governments have incurred significant costs in response to the real and projected threats of climate change including flooding, sea-level rise and weather variations;

AND WHEREAS fossil fuel corporations profit without sharing the costs of the pollution caused by their operations and their products:

THEREFORE BE IT RESOLVED that the Province enact legislation to hold the fossil fuel industry responsible for its role in causing climate change by making it accountable for costs incurred by governments to adapt to climate change.



City of Richmond

June 28, 2019

6911 No. 3 Road,
Richmond, BC V6Y 2C1
www.richmond.ca

All BC Municipalities
Via email

Re: Proposed UBCM Resolution – Conflict of Interest Complaint Mechanism

This is to advise that Richmond City Council at its Regular Council meeting held on Monday, June 24, 2019 considered the above matter and adopted the following resolution:

To forward the following resolution for consideration at UBCM and to send copies to the Local Governments of BC for their favourable considerations prior to the 2019 UBCM meeting. Additional copy to be sent to the Minister of Municipal Affairs.

Conflict of Interest Complaint Mechanism

Whereas professional regulatory bodies, such as CPABC, BC Law Society, APEGBC, and others, have conflict of interest and ethics rules for their members and enforce them through a complaints process;

Whereas the public expects elected representatives to be held to a professional standard of conduct;

And whereas the only remedy for a citizen complaint of a municipal elected person's conflict of interest is through a judgement of the Supreme Court of British Columbia;

So be it resolved that the Province of British Columbia consider a mechanism including to resolve and remedy conflict of interest complaints through a non-partisan Municipal Conflict of Interest Commissioner or expansion of the scope of powers of the BC Conflict of Interest Commissioner.

Accordingly, the above has been submitted to UBCM and the City of Richmond Council requests your favourable consideration of the resolution at the 2019 UBCM convention.

Yours truly,

David Weber
Director, City Clerk's Office

pc: The Honourable Selina Robinson, Minister of Municipal Affairs and Housing



City of Richmond

6911 No. 3 Road,
Richmond, BC V6Y 2C1
www.richmond.ca

June 28, 2019
File:

Finance and Corporate Services Division
City Clerk's Office
Telephone: 604-276-4007
Fax: 604-278-5139

All BC Municipalities
Via email

Re: Lobbyist Registration

This is to advise that Richmond City Council at its Regular Council meeting held on Monday, June 24, 2019 considered the above matter and adopted the following resolution:

To forward the following resolution for consideration at UBCM and to send copies to the local governments of B.C. for their favourable consideration prior to the 2019 UBCM meeting:

Whereas the BC Lobbyists Registration Act (LRA) requires individuals and organizations who lobby public office holders and meet specific criteria to register their lobbying activities in an online public registry; and

Whereas the goal of the BC Lobbyists Registration Act (LRA) is to promote transparency in lobbying and government decision-making;

Therefore be it resolved that UBCM request that a lobbying regulation system for municipal government, similar to the provincial mechanism under the BC Lobbyists Registration Act, be established.

Accordingly, the above has been submitted to UBCM and the City of Richmond Council requests your favourable consideration of the resolution at the 2019 UBCM convention.

Yours truly,

David Weber
Director, City Clerk's Office



City of Richmond

June 28, 2019

6911 No. 3 Road,
Richmond, BC V6Y 2C1
www.richmond.ca

All BC Municipalities
Via email

Re: Proposed UBCM Resolution – Statement of Disclosure Updates

This is to advise that Richmond City Council at its Regular Council meeting held on Monday, June 24, 2019 considered the above matter and adopted the following resolution:

To forward the following resolution for consideration at UBCM and to send copies to the Local Governments of BC for their favourable considerations prior to the 2019 UBCM meeting. Additional copy to be sent to the Minister of Municipal Affairs.

Statement of Disclosure Updates

Whereas professional regulatory bodies, such as CPABC, BC Law Society, APEGBC, and others, have conflict of interest and ethics rules for their members, under which appearance of conflict of interest is disallowed;

Whereas the public expects elected representatives to act to a professional standard of conduct;

And whereas the scope of decisions and responsibilities of an elected representative can be broad and encompass a variety of issues;

So be it resolved that the Statement of Disclosure for municipal nominees and elected representatives be updated to additionally include a spouse's assets; a spouse's liabilities; and real property, other than their primary residence, held singly or jointly by a spouse, child, brother, sister, mother or father, to the best knowledge of the candidate. Further, within 60 days of being sworn in, to file a confidential financial disclosure statement to a non-partisan Municipal Conflict of Interest Commissioner.

Accordingly, the above has been submitted to UBCM and the City of Richmond Council requests your favourable consideration of the resolution at the 2019 UBCM convention.

Yours truly,

David Weber

Director, City Clerk's Office

pc: The Honourable Selina Robinson, Minister of Municipal Affairs and Housing

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*