

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

Agenda for the **Regular Meeting** of Council of the Village of Pemberton to be held Tuesday, July 30, 2019 at 9:00 a.m. in Council Chambers, 7400 Prospect Street. This is Meeting No. 1497.

“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. 1496, Tuesday, July 9, 2019	5
Recommendation: THAT the minutes of Regular Council Meeting No. 1496, held Tuesday, July 9, 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	
a) Community Committees	
i. Meeting Minutes, Tourism Pemberton Meeting, Wednesday, May 8, 2019	13
Recommendation: THAT the draft minutes of the Tourism Pemberton meeting held on Wednesday, May 8, 2019 be received.	
8. DELEGATIONS	
There are no delegations scheduled for this meeting.	
9. REPORTS	
a) Office of the Chief Administrative Officer	
i. Economic Development Discussion	
b) Corporate & Legislative Services	
i. Community Enhancement Fund Request – Pemberton Barn Dance Sponsorship	15
Recommendation: THAT Council provide direction with respect to a contribution from the Community Enhancement Fund for the Pemberton Barn Dance.	

<p>ii. Regular Council Meeting Outstanding Resolutions Listing - Update</p> <p>Recommendation: THAT the Regular Council Meeting Outstanding Resolutions Listing - Update report be received for information.</p>	<p>27</p>
<p>iii. Council Member Meeting Attendance – Quarterly Report</p> <p>Recommendation: THAT the Council Member meeting attendance quarterly report, dated July 30, 2019, be received for information.</p>	<p>32</p>
<p>c) Finance & Administration</p>	
<p>i. 2019 Second Quarter Financial Statements</p> <p>Recommendation: THAT the 2019 Second Quarter Financial Statements be received for information.</p>	<p>37</p>
<p>d) Development Services</p>	
<p>i. Cannabis Retail Licence Request – Hemptation Cannabis</p> <p>Recommendation: THAT Council recommends support for the issuance of a Cannabis Retail Licence for Hemptation Cannabis, located at #109 – 7433 Frontier Street, Pemberton B.C., for the following reasons:</p> <ul style="list-style-type: none"> • The subject property is compliant with the current Village Zoning Bylaw and the Village’s <i>Non-Medical (Recreational) Cannabis Retail Policy</i>; • The views of nearby residents were sought by sending notification to all addresses within 100 m of the proposed location and advertising the change in the Pique Newsmagazine, and no objections were presented; • The proposed cannabis retail licence will provide customers with a convenient, licenced and store-front location in the Village’s Town Centre. 	<p>51</p>
<p>ii. 2019 Second Quarter Report</p> <p>Recommendation: THAT the 2019 Second Quarter Development Services Report be received for information.</p>	<p>67</p>
<p>e) Operations & Projects</p>	
<p>i. 2019 Second Quarter Report</p> <p>Recommendation: THAT the 2019 Second Quarter Operations & Projects Department Report be received for information.</p>	<p>71</p>
<p>f) Recreation Services</p>	
<p>i. 2019 Second Quarter Report</p> <p>Recommendation: THAT the 2019 Second Quarter Pemberton and District Recreation Services Report be received for information.</p>	<p>74</p>
<p>g) Fire Rescue Service</p>	
<p>i. 2019 Second Quarter Report</p> <p>Recommendation: THAT the 2019 Second Quarter Fire Department Report be received for information.</p>	<p>78</p>

- h) **MAYOR'S Report**
- i) **COUNCILLORS' Reports**

10. BYLAWS

a) Bylaw for Adoption

- i. **Village of Pemberton Building Bylaw No. 867, 2019** 85

Recommendation: THAT the Village of Pemberton Building Bylaw No. 867, 2019, be given fourth and final reading.

11. CORRESPONDENCE

a) For Action

- i. **George Iwama, President and Vice-Chancellor, Quest University Canada, dated July 5, 2019, requesting funding support for the erection of a new sign on highway 99.** 112

Recommendation: THAT Council provide direction.

- ii. **Mark Mendonca, Grimms Gourmet & Deli Ltd., dated July 4, 2019, regarding impact of the Village's Downtown Enhancement Project.** 116

Recommendation: THAT the correspondence be referred back to Staff for response.

- iii. **Councillor Colin Linger, Vice-President, Lower St'atl'imx Tribal Council Board of Directors, dated July 22, 2019, inviting participation and sponsorship of Sixth Annual Golf Tournament at the Meadows Golf Course September 13, 2019.** 118

Recommendation: THAT Council provide direction with respect to attending the Tournament and possible sponsorship.

b) For Information

- i. **Meghan Lahti, Acting Mayor, City of Port Moody, dated June 24, 2019, regarding a resolution in support of a Provincial Property Assessed Clean Energy (PACE) program.** 122

- ii. **Lyn Hall, Mayor, City of Prince George, dated July 2, 2019, regarding two resolutions approved for submission to UBCM: Proceeds of Crime and Clean-up of Needles and Other Harm Reduction Paraphernalia.** 124

- iii. **Hon. Katrine Conroy, Minister of Children and Family Development, and Hon. Katrina Chen, Minister of State for Child Care, dated July 15, 2019, advising of increased funding support through the Childcare BC New Spaces Fund.** 126

- iv. **Lorraine Michetti, Mayor, Village of Pouce Coupe, dated July 19, 2019, supporting restoration of Provincial funding for libraries.** 131

- v. **Dean McKerracher, Mayor, District of Elkford, dated July 24, 2019, supporting restoration of Provincial funding for libraries.** 132

Recommendation: THAT the above correspondence be received for information.

12. DECISION ON LATE BUSINESS

13. LATE BUSINESS

14. NOTICE OF MOTION

15. QUESTION PERIOD

133

16. IN CAMERA

THAT pursuant to Section 90 (1) (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.

17. RISE FROM IN CAMERA

18. RECESS REGULAR COUNCIL MEETING

19. RECONVENE REGULAR COUNCIL MEETING FOLLOWING THE COMMITTEE OF THE WHOLE

20. IN CAMERA

21. RISE FROM IN CAMERA

22. 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, July 9, 2019 at 5:30 p.m. in Council Chambers, 7400 Prospect Street. This is Meeting No. 1496.

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

ABSENT: Councillor Amica Antonelli

STAFF IN ATTENDANCE: Nikki Gilmore, Chief Administrative Officer
Sheena Fraser, Manager of Corporate & Legislative Services
Lisa Pedrini, Manager of Development Services
Lena Martin, Manager of Finance & Administration
Wendy Olsson, Executive Assistant
Elysia Harvey, Legislative Assistant
Faruq Patel, Chief Building Inspector
Gwendolyn Kennedy, Building & Planning Clerk

Public: 0

Media: 1

1. CALL TO ORDER

At 5:30 p.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 to add the correspondence from the Pemberton & District Public Library as item 11 a) Correspondence for Action.

CARRIED

3. RISE WITH REPORT FROM IN CAMERA (CLOSED)

Council did not Rise with Report.

4. ADOPTION OF MINUTES

a) Regular Council Meeting No. 1495, Tuesday, June 25, 2019

Moved/Seconded

THAT the minutes of Regular Council Meeting No. 1495, held Tuesday, June 25, 2019 be adopted as amended, by referencing the full name “Whistler Blackcomb Foundation Sea-to-Sky Community Hospice” in Councillor Craddock’s report.

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

There were no delegation presentations.

9. REPORTS

a) Office of the Chief Administrative Officer

i. BC Transit Amended Transit Expansion Memorandum of Understanding (MOU) – Verbal Report

CAO Gilmore briefed Council on the three-year expansion initiatives proposed by BC Transit in their Amended Transit Expansion Memorandum of Understanding (MOU). Of the three initiatives proposed, CAO Gilmore put forward the recommendation to approve scheduled, regular service to Rainbow Estates on the Pemberton Commuter. Proceeding with this service expansion aligns with ridership demand for a stop at Rainbow Estates on the route 99 Pemberton Commuter which would begin in 2019.

Moved/Seconded

THAT the scheduled service into Rainbow Estates on the route 99 Pemberton Commuter be approved.

CARRIED

Moved/Seconded

THAT the Mayor and Chief Administrative Officer be authorized to sign the BC Transit Amended Transit Expansion Memorandum of Understanding.

CARRIED

ii. Union of British Columbia Municipalities Annual Meeting – Draft Minister Briefing Note: Minister of Children and Family Development – Childcare Needs in Pemberton

Moved/Seconded

THAT the Draft UBCM Briefing Note to the Minister of Children and Family Development be received and amended to include a request for funding for both public and private daycare operators.

CARRIED

b) Corporate & Legislative Services

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

Moved/Seconded

THAT the 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.

CARRIED

c) Finance & Administration

i. 2018 Statement of Financial Information

Moved/Seconded

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

CARRIED

A request was made for Staff to provide information related to Council Member meeting attendance records.

Moved/Seconded

THAT a quarterly report on Council Member meeting attendance be prepared by Staff.

CARRIED

d) Operations

i. 2018 Drinking Water System Annual Report

Moved/Seconded

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

CARRIED

e) MAYOR'S Report

Mayor Richman reported on the following meetings and initiatives:

- Attended the June 26th SLRD Board meeting and provided an update on the following:
 - Allen McEwan made a presentation on behalf of the Pemberton Wildlife Association
 - Tourism Pemberton presented their 2019 Tourism Economic Impact Study
 - A synthetic surface is being considered in the plans for the outdoor basketball court to be located at Signal Hill Elementary
 - Amendment of the Memorandum of Understanding between the Pemberton Valley Dyking District, Squamish-Lillooet Regional District and the Village of Pemberton for the UBCM Community Emergency Preparedness Grant was approved
 - Discussion took place regarding consideration of the Wedgewoods Development into the Regional Growth Strategy, and direction for SLRD Staff to continue working with the Applicant for a staff housing proposal at the Wedgewoods site
 - The process to establish a new Service Area Establishment Bylaws for Area C and the Village for Economic Development and Arts-Recreation & Culture will continue to the next step, Alternate Approval Process
- Recognized the Pemberton Community Centre Staff for organizing Canada Day Event and the Parade, and the Fire Department for their contribution to the Canada Day celebrations.
- Committed to continue working with the Province in developing a funding solution that is fair and sustainable, and arranging another meeting in the near future to discuss the Regional Transit outcome.
- A reminder to residents that the Arn Canal Trail between Crabapple Court and Poplar Street remains closed due to danger trees.
- BC Transit and the Village of Pemberton are inviting the public to provide feedback on potential custom transit options for the Pemberton Valley Transit System.
- Congratulations to Pemberton's own Lucas Cruz for his 2nd place win in the Junior Men Downhill World Cup.

Mayor Richman reported on the following upcoming events:

- Pemberton & District Community Centre is hosting Family Fun Night on Tuesday, July 23rd from 5pm-7:30pm.
- The Pemberton Wildlife Association, in partnership with Stewardship Pemberton, is hosting a One Mile Lake Owl & Bat Prowl on Wed, July 10th & 24th, 8:15 - 10pm.

f) COUNCILLORS' Reports

Councillor Craddock

Councillor Craddock reported on the following:

- The bird house building workshop that took place at the Canada Day event at the Community Centre was a success with 61 birdhouses completed.
- Will be attending Geothermal Research Project Open House at the Community Centre on July 11th, 2019 from 5:30-7:00PM; encouraged others to attend.
- Attended the Economic Development Collaborative meeting and reported on the following:
 - Advised that Shannon Story has been hired as the Economic Development Strategy Project Manager by the Pemberton Area Economic Development Collaborative, and has put forward questions/discussion points requiring Council's input. As a result, the following resolution was passed:

Moved/Seconded

THAT an invitation be extended to Shannon Story to attend the next Committee of the Whole meeting on July 30, 2019, and the conversation be deferred to that meeting.

CARRIED

- The Pemberton & District Chamber of Commerce is undertaking a governance review.
- Reported on recent initiatives of N'Quatqua First Nations including marketing of canoe & kayak rentals available at Anderson Lake, installation of fibre optic cable, local restaurants sourcing fish from the hatchery, and opening of a new daycare facility.
- Suggested local farms might benefit from allowing RV Camping on their properties.

Councillor Noble

Councillor Noble reported on the following:

- Visitors to Joffre Lakes Park continue to walk unsafely along the highway, despite shuttle service implemented as part of the new Management Plan.
- Will be attending the upcoming Integrated Emergency Management Plan meeting.
- Acknowledged Atilla Nelson for winning third place at the Indigenous Arts & Stories Awards.

Councillor Zant

Councillor Zant reported on the following:

- Noted that the Canada Day parade and celebrations were a success and acknowledged the event organizers.
- Will be attending the Tourism Pemberton meeting on July 10th.
- Expressed appreciation for the thank you card from Kolton Goochey, winner of the Village of Pemberton 2019 Bursary Award.

Councillor Antonelli

Councillor Antonelli was absent.

10. BYLAWS

a) Bylaw for First, Second and Third Readings

i. Village of Pemberton Building Bylaw No. 867, 2019

Moved/Seconded

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

CARRIED

Moved/Seconded

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.

CARRIED

Moved/Seconded

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

CARRIED

b) Bylaw for Adoption

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

Moved/Seconded

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

CARRIED

11. CORRESPONDENCE

a) For Action

i. Carmen Praine, Library Board Chair, Pemberton & District Public Library, dated June 25, 2019, seeking Council's support in requesting increased public library support.

Moved/Seconded

THAT a letter be sent to the Province's Select Standing Committee on Finance and Government Services regarding the need for increased funding support for public libraries.

CARRIED

b) For Information

i. Todd McGivern, dated June 22, 2019, regarding sponsorship of annual UBCM convention.

ii. Shane Brienen, Mayor, District of Houston, dated June 19, 2019, supporting restoration of Provincial funding for libraries.

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.

iv. David Weber, City of Richmond, dated June 28, 2019, providing a resolution submitted to UBCM regarding recovering costs for local climate change impacts.

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.

vi. David Weber, City of Richmond, dated June 28, 2019, providing a resolution for consideration at UBCM regarding the establishment of a lobbying registration system for municipal government.

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.

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. ADJOURNMENT OF REGULAR COUNCIL MEETING

Moved/Seconded

THAT the Regular Council Meeting be adjourned.

CARRIED

At 6:45 p.m. the Regular Council Meeting was adjourned.

Mike Richman
Mayor

Sheena Fraser
Corporate Officer

TOURISM PEMBERTON DESTINATION MARKETING ASSOCIATION

Directors Meeting Minutes May 8, 2019

PRESENT

Mark Mendonca (Grimm's Deli)
Shirley Henry (Secretary)
Don Coggins (Copper Cayuse Outfitters)
Gus McCormack (Sweet Water Lane B & B)
Tyler Kraushar (Broken Boundary Adventures)
Peter Colapinto (Bike Co)
Daniel Schranz – (Schranz Contracting)
Andy Meeker (Blackcomb Helicopters)

Ryan Zant – (VOP Liaison)
Russell Mack (SLRD) Liaison
Carlee Cindric – (Pocketful Productions)
Regrets:
Brad Knowles – (Pemberton Fish finder)
Rob Megeney (Event Rental Works)
Tyler Schramm (Pemberton Distillery) rep
Jill Brooksbank (VOP Staff Liaison)

Call to Order –Vice-President Andy Meeker called the meeting to order at 6:10 p.m. at Grimm's Deli.

MINUTES Carlee Cindric/Peter Colapinto

THAT the minutes of the April 17, 2019 meeting be approved as presented. Carried

MATTERS ARISING FROM THE MINUTES

Free Range Festival (the new name now for Powder Fest) Andy gave an over view of the proposed two day event that is scheduled to take place Feb 7,8,2020.Friday will be an introductory night, a clinic on Saturday. The actives will be based on ski and snowboard events. There will be an art auction, event at Pemberton Brewing. The event is still in the planning stages and it is hoped to have it 100% subsidized.

Joffre Lakes –Mark reported Chris Platz has now retired. There was a meeting but it was not represented by everyone. Mark did suggest a park and shuttle bus from the Village to Joffre. Lil'wat has just advertised for 2 persons to work at Joffre. Danny also suggested constructing another trail however it was felt we deal with what we have now before adding more infrastructure.

Don Coggins/ Daniel Schrantz

THAT Tourism Pemberton support a park and ride for Joffre Provincial Park that would be located in Pemberton. Carried.

It was suggested that we need another meeting to discuss additional trails at Joffre.

Eco Run – video received No confirmation re donation to Search & Rescue.

Membership Drive – to be discussed at next meeting.

MRDT - Suzanne Denbak has started to make contact with the individual accommodations. If we are successful this could generate approx \$75,000 in tax dollars yearly for Tourism.

Value of Tourism Study – Don has prepared a presentation to make to local government and the Chamber but is still waiting for any input from the directors. There is a need for more accommodation in Pemberton. Day visitors spend \$194,000 annually. The roofed accommodation is the largest generator.

WEBSITE BOOKINGS

Tyler Kraushar/Brad Knowles

Activity providers doing bookings through the Tourism Pemberton Website will be charged 5%. Carried

Correspondence – Farmer’s Market re reciprocal Membership. A list of all the non profits in Pemberton will be put together for the next meeting to decide if we will list all of them on our website. Shirley & Carlee will work on this.

Treasurer’s Report:

Andy Meeker/Tyler Krausher

That the treasurer’s report be accepted as presented. Carried.

Slow Food Cycle –Carlee reported that online registration will be ready with Fareharbor on May 15th.

Website – Carle reported she has added new photos to the website and member info and photos that have been supplied. She will work on featuring Tourism Pemberton Members as the featured businesses on a rotating basis.

Not for Profit Organizations

The directors agreed to prepare a list of Non Profits organizations with basic contact info that will be listed on an information page on our website. This will be at no charge. Any organization wishing greater coverage will be required to take out a full membership in Tourism Pemberton. Shirley & Carlee will prepare a list for the next meeting.

Farm Tour – Carlee reported that Buy BC has just confirmed a matching grant of \$1750 for the Farm Tour. They are currently developing a logo and web page that will be up by the weekend.

Downtown Revitalization Report - Ryan gave a report on the progress of the downtown revitalization project . The bus stop has been relocated to Camus temporarily. Mark asked where Motorhomes could park.

Directors Issues

B& B regulations proposed by the SLRD

Gus explained how important it is to have strong B & B’s in the area and the proposed regulations of the SLRD might just discourage this type of accommodation. We are currently very short of accommodation in the area particularly when we have large functions like weddings in the area. Gus will work on a presentation that can be made to the SLRD Board.

Review of Constitution – Mark suggested we set September as the time to review our Constitution.

VOP suggestions for Parks – Ryan will send Page 38 of th VOP minutes and Shirley will send it to all the Directors. A letter will be send supporting the VOP suggestions. Mark will draft the letter which must be in May 9th to Parks.

Mountain Beaver Adventure Company – a new company that will take paddleboard, on the Lillooet River and ending up at the Beerfarmers, have a beer and back along the river.

Directors Meeting – Wednesday, June 12, 2019, 6 p.m., Location TBD

ADJOURNMENT: The meeting adjourned at 7:37 p.m.

Date: Tuesday, July 30, 2019

To: Nikki Gilmore, Chief Administrative Officer

From: Elysia Harvey, Legislative Assistant

Subject: Community Enhancement Fund Request – 2019 Pemberton Barn Dance Sponsorship

PURPOSE

To provide information pertaining to the request for funding from the Community Enhancement Fund for the 2019 Pemberton Barn Dance.

BACKGROUND

The Village of Pemberton has received a Community Enhancement Fund request from the organizers of the Pemberton Barn Dance in the form of a Sponsorship for this year's event to be held Saturday, September 21st (**Appendix A**). Entirely volunteer driven, the Pemberton Barn Dance is a yearly fundraiser jointly organized by the Pemberton Lions Club and Rotary Club of Pemberton.

Proceeds from the dance will be shared between the two organizing clubs and will go towards community projects that directly impact Pemberton and Area C residents.

Recent community projects undertaken by the Rotary Club include the dog beach expansion and the "teen dock" upgrades at One Mile Lake Park. The Lions Club continue their support of the Lion's Easter Egg Hunt, Dining in the Dark, and management of the Lions Seniors' Villa. As in past years, the funds raised through the 2019 Barn Dance will be directed towards community amenities projects including the outdoor community basketball court project.

The funds requested will support up-front costs of putting on the 2019 Pemberton Barn Dance. As outlined in **Appendix B**, Barn Dance Budget, the event has approximately \$22,430 in expenses offset with approximately \$4,750 in local sponsorships so far. In-kind donations from local vendors help to cover some of the costs associated with holding the event, and ticket and food & beverage sales cover the remainder of the expenses and generate profits that go back into the community.

Both clubs have demonstrated their ability to leverage funds through volunteer labour and by pursuing donations and funding from other sources. The Pemberton Barn Dance is one of the largest fundraisers for the two organizations and has become an anticipated annual event in the community.

CRITERIA

The Community Enhancement Fund (CEF) application states that the Village will provide funding to not-for-profit Organizations, Entities or Societies based within the Village of Pemberton that are considered by Council to be contributing to the general interest and benefit of its residents in the following areas:

- Sports, Recreation and Education;
- Arts and Culture; or
- Special Events.

The funds available for grants are limited and may not be sufficient to fund all requests for grants made in any one year. Grants will be awarded at Council's discretion and will be authorized by Council resolution.

As such, Council has established the following priorities:

- a) non-profit groups and/or activities which either promote the Village of Pemberton; or
- b) benefit a large number of Pemberton residents; or
- c) involve participation of a large number of Pemberton residents; or
- d) others as authorized by statute.

Applications or events that have secured additional funding through fundraising or their own initiative will be given priority.

Funding will be considered for Village organizations providing sports, recreation and education, arts and culture, and special event services in any of the following:

- New Programs
- Expansion of current programs
- Leadership development
- New or expanded special events
- Special projects

DISCUSSION & COMMENTS

This is the third year that the Rotary/Lions are requesting funding for this annual event. Council supported the 2017 & 2018 Barn Dances as a Platinum Sponsor through a \$1,500 grant each year from the Community Enhancement Fund. It should be noted that this year the Sponsorship Levels have been adjusted and are established as follows:

Title/Lead Sponsor:	\$5,000
Gold Sponsor:	\$2,500
Silver Sponsor:	\$1,000
Bronze Sponsor:	\$ 250

Details respecting the Sponsorship levels are noted on the Sponsorship Package Information (**Appendix C**).

The Community Enhancement Fund is not intended to be a long-term funding source; hence funding requests for regularly scheduled events must be submitted for each occurrence and considered individually.

At this time, there is \$6,250 remaining in the CEF budget after the funding commitments for the Pemberton Secondary School Bursary (\$2,000), Lil'wat Rodeo (\$500), administration costs associated with the Roundabout Sign (\$3,000), SLRD Food Task Force (\$2,000), annual fundraising event for the Pemberton Red Devils Alumni Association (\$250), and Bill Reynolds memorial bench project (\$1,000).

COMMUNICATIONS

In the past, the Barn Dance organizers have requested a Noise Bylaw exemption, which has been issued, from the Village due to the event going past quiet hours, and a Notice to Neighbours was provided to residents in proximity to the Community Barn seven (7) days in advance. The same exemption and communications to the public will be required this year.

LEGAL CONSIDERATIONS

There are no legal considerations at this time.

IMPACT ON BUDGET & STAFFING

The chart below lists the Community Enhancement Fund contributions already allocated to date:

Community Enhancement Fund Reconciliation – July 30, 2019

2019 Budget Amount		\$ 15,000	
Contributions Expensed:			
Village of Pemberton Bursary	\$2,000		Yearly allocation as per Regular Meeting No. 1300, March 20, 2012
Roundabout Sign Administration	\$3,000		Yearly allocation as per Regular Meeting No. 1386, January 6, 2015
Lil'wat Rodeo	\$500.00		Regular Council Meeting No. 1492, May 7, 2019
Pemberton Secondary School - Red Devils Alumni Association	\$250		Regular Council Meeting No. 1490, April 2, 2019
SLRD Food Task Force	\$2000		Regular Council Meeting No. 1488, March 5, 2019
Bill Reynolds Memorial Bench – Men's Shed	\$1000		Regular Council Meeting No. 1483, December 11, 2018
TOTAL ALLOCATED TO DATE:	\$8,750.00		
CEF FUNDS REMAINING:		\$6,250.00	

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts at this time.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

There are no impacts to outside jurisdictions anticipated at this time.

ALTERNATIVE OPTIONS

- Option 1:** Support the Pemberton Barn Dance via a Sponsorship level to be determined by Council; (**see Appendix C**);
- Option 2:** Decline the request for the Pemberton Barn Dance sponsorship.

POTENTIAL GOVERNANCE CONSIDERATIONS

This initiative supports the Village's Strategic Priorities, in particular the Priority of Social Responsibility:

The Village strives 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 with respect to a contribution from the Community Enhancement Fund for the Pemberton Barn Dance.

ATTACHMENTS:

- Appendix A:** Community Enhancement Fund Application
Appendix B: 2019 Pemberton Barn Dance Budget
Appendix C: 2019 Sponsorship Package
Appendix D: 2018/2019 Rotary Club of Pemberton Budget
Appendix E: 2018/2019 Pemberton Lions Club Budget

Submitted by:	Elysia Harvey, Legislative Assistant
Manager Review:	Sheena Fraser, Manager of Corporate & Legislative Services
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer

APPENDIX A



June 20, 2019

Dear Mayor and Council,

Re: 2019 Pemberton Barn Dance Community Enhancement Fund Application

We, as the 2019-2020 Presidents of the Pemberton Lions' Club and the Rotary Club of Pemberton, ask you to consider this Community Enhancement Fund Application for \$2,500. This money will initially help with the up-front costs of putting on the 2019 Pemberton Barn Dance that will be happening on September 21st, 2019.

The Pemberton Barn Dance is put on as a coordinated effort between the Pemberton Lions' Club and the Rotary Club of Pemberton since it was revived in 2015. It has sold-out every year and provides an excellent venue for locals to unwind after they settle in to their fall routines.

All proceeds from this event will be shared between the two clubs and go towards community projects. As previously demonstrated, our clubs are able to leverage these funds through volunteer manpower (and the pursuit of other grants available through our respective organizations) providing fantastic & valuable amenities to the Village of Pemberton.

This year the Pemberton Lions have committed substantial funds and pledged assistance of its members for the community basketball court. This is in addition to the ongoing involvement with the Easter Egg Hunt, Canada Day Celebrations, and support & management of the Lions Seniors' Villa.

The Rotary Club of Pemberton has constructed a number of local projects including the teen dock and dog beach at One Mile Lake. The club is looking forward to working again with the Village of Pemberton, this time on developing a field house at the new rec site.

We will ensure that your \$2,500 will be well spent, and we look at opportunities to leverage the funds by applying for grants offered by our own respective organizations. The grant will benefit the community on many fronts.

Yours Truly,

Paul Selina
President – Pemberton
Lions' Club

Dan Cindric
Co-President - Rotary
Club of Pemberton

Phill Read
Co-President - Rotary
Club of Pemberton

From: [mailto:] On Behalf Of
Sent: Saturday, July 6, 2019 11:13 AM
To: Sheena Fraser; Jill Brooksbank
Subject: Website Submission: Community Enhancement Fund Program - https:pemberton.ca

Form Submission Info

Note to Applicants:

Organization Name: Rotary Club of Pemberton and Pemberton Lions Club

Contact Name: Dave Den Duyf

Title: Secretary - Rotary Club of Pemberton

Mailing Address: c/o Pemberton Community Center PO Box 104 Pemberton, BC V0N 2L0

Phone:

Email:

What is the Status of your Organization?: other

Annual Report filed with the Provincial Government?: no

If yes, date of the last report filed?:

How many members are in your organization?: 45 members between the two clubs

Please list the Board Members names and e-mail contacts.: Phill Read Rotary Co-President Dan Cindric Rotary Co-President Paul Selina - Lions President Tony Medd -Lions Vice-president Dave Den Duyf -Rotary Secretary Katie Paulet - Lions Secretary Richard Megeney - Rotary Treasurer Sally Bull - Lions Treasurer

Describe the role of volunteers in your organization.: The volunteers of the two service clubs are active participants in local (and international) projects, fundraisers and social events.

Details of Funding Request

Name of Event/Project.: 2019 Pemberton Barn Dance

Amount of Grant Requested.: Up to \$5,000 (sponsorship package attached)

Total Event Budget:: \$22,430 (please see attached budget)

Total Fundraising (funds from other sources):: \$12,400

What is the purpose for which the grant is being requested?: The grant is being requested to help with event production costs. The grant will translate into fundraising proceeds. These proceeds will be split between the two clubs which have consistently been invested into local community projects. Please see the Presidents' letter for more details.

Please provide a brief description of the event/project.: The Pemberton Barn Dance will take place Sept. 21st, 2019 (7:30pm to midnight) for the fifth consecutive year. This year's event will again feature the Chris Buck Band from Vancouver, who have won Country Club Act of the Year at the BC Country Music Awards in 2014 and 2015. They have had four singles in the Top 50 Canada Country Music Charts and a Billboard top 20 radio smash "That's When You Know" ft Kira Isabella.

Physical Address of the Project (if different from Organization): Pemberton
Downtown Community Barn 7444 Frontier St, Pemberton, BC V0N 2L0

Grant Request Details: arts-culture, recreation

How does/will your Organization or project promote or benefit the Village of Pemberton?: The Barn Dance is being promoted through the round-about sign, posters, newspaper (ads, article and thank you letter), and social media. It is a fantastic time for volunteers and participants as people settle into their fall routines. The proceeds will continue to go to local projects by the two service clubs.

How many Pemberton residents will benefit or participate in the project?: We plan to sell 600 tickets again and expect it to sell out (again). There are approx. 40 volunteers putting this together. There will be lasting benefits in the community as a result of the projects that will happen as a result of the fundraising.

Please list any grants for which your Organization has applied or received.: The SLRD has already committed \$1,500 to the event this year. We have (and are still looking for) sponsorship commitments from local businesses. Proceeds can be leveraged for grants from our clubs' organizations when it comes time to do projects.

Has your organization applied for funding through this program in the past?: 1

If yes, please state the year you applied, the event or project, and the amount of funding received.: The Village of Pemberton has been an ongoing supporter of the event. Last year the VOP supported the event with \$1,500.

What is the anticipated start date of the event or initiative?: 09/21/2019

Please attach any further information that you consider relevant in support of your application.: Sponsorship_Package_2018_(1).docx

Application Checklist

Letters of Evidence of Support: Letter.pdf

Detailed Project Outline and Timeline: Copy_of_Duty_Roster_201811.xlsx

Detailed Project Budget showing Expenses, Revenues, Donations, and Volunteer Contributions: Copy_of_2019_Barn_Dance_Budget.xlsx

Most Recent Annual Financial Statement and/or Up-to-Date Financial Information: 2018-2019_June_30_statements.pdf

Society Documentation (in applicable): FinancialsVOP2019.xlsx

Amount of Grant Requested: \$1,500 to \$5,000

Will you be requesting Village of Pemberton Operations Support for an event?: yes

APPENDIX B

2019 Pemberton Barn Dance Budget

Revenue	\$\$\$
Event Tickets (600 @ \$30)	\$ 18,000.00
Cash Float	\$ 1,000.00
Liquor Sales (2100@ \$5)	\$ 10,500.00
Food % of Sales	\$ 300.00
Barn use deposit refund	\$ 1,000.00
Key Deposit refund	\$ 100.00
Liquor Returned	\$ 500.00
Recycling Returns	Soccer Club
Subtotal	\$ 31,400.00
Sponsorship	
VOP	
SLRD	\$1,500.00
Walsh Restoration	\$ 1,000.00
Whistler Real Estate	\$ 1,000.00
Animal Barn	\$ 500.00
AG Foods	\$ 250.00
Riverlands	\$ 250.00
Squamish Mills	\$ 250.00
	\$ 4,750.00
TOTAL REVENUE	\$ 36,150.00

In-Kind Donations (Not Incl. in Revenue or Expenses)	Value
Halaw Contracting (Value of Porta Potties Discount)	\$4,000.00
Sabre Rentals (Fencing, Stage, Chairs & Heaters)	\$1,750.00
Spark Events (Dance Floor, Stools & Hi Boys)	\$1,750.00
Pemberton Valley Lodge	\$1,000.00
Lil'wat Nation Security (Discount)	\$500.00
Pemberton Valley Supermarket (Bar Mix, Pop, ect.)	\$150.00

Expenses	Cost
Public space use permit	\$ 200.00
Barn use deposit (refundable)	\$ 1,000.00
Electrical Panel Key Deposit (refundable)	\$ 100.00
Liability Insurance (Lions/Rotary/VOP)	\$ 525.00
Special Occasion License	\$ 100.00
BC Provincial Tax	\$ 825.00
Event Tickets	\$ 510.00
Bar tickets/stamp pad	\$ 35.00
Cash Float	\$ 1,000.00
Bank charges	\$ 35.00
Certified Security	\$ 600.00
Hay Bales (40 @ \$7)	\$ 280.00
Porta Potties (9)/Flushing/Cleaning	\$ 1,400.00
Lights for toilets	\$ 100.00
Advertising	
Pique Ads/Posters	\$ 1,000.00
Round About Sign	\$ 500.00
Office Supplies	\$ 100.00
Sound/Music	
ESound Production	\$ 1,345.00
Bands (Chris Buck Band & Northern Ignition)	\$ 7,175.00
Bar	
Liquor cost	\$ 5,450.00
Plastic Highball Glasses	\$ 50.00
Ice/storage	\$ 100.00
Food Concession	
Tacos/Pizza/Kettle Corn	None
TOTAL EXPENSES	\$ 22,430.00

Volunteer Efforts/Supplies from Lions and Rotary (& Friends)

Produce Site, Emergency and Safety Plans	N/C
Request for Noise Bylaw Exemption	N/C
Obtain Notice of Special Event Letter	N/C
Secure VCH Temporary Food Permit	N/C
Obtain Sponsorships & In-Kind Donations	N/C
Supply String lights/strobe lighting	N/C

Supply Mesh/Screening	N/C
Pop-up tents (Scotia, PVL, Rotary, Lions)	N/C
Tables (Lions 8, Rotary 8)	N/C
Mirror Ball/Spot Lights	N/C
Labour for Set up, Tear Down & Clean up	N/C
Work the event (Door, Ticket Sales, Bar Hops)	N/C

Over 1,000 hours of Combined Volunteer Time goes into Producing the Event

Refundable Deposits

Not Yet Committed

APPENDIX C

Pemberton Barn Dance



Sponsorship Package 2019

Title/Lead Sponsor - \$5000 Plus

Named in title, included in all advertising (signage, posters, tickets, newspaper, radio, and social media), tent, banners, MC announcements and 10 sponsor tickets.

Gold Sponsor - \$2500

Logo on signage, posters, newspaper and social media. MC announcements, tent, banner and 6 sponsor tickets.

Silver Sponsor - \$1000

Logo on signage, posters, newspaper, MC announcement, banner & 4 sponsor tickets.

Bronze Sponsor - \$250

Logo in thank you ad, MC announcement and 2 sponsor tickets.

Package Selected (check one): ___Title Sponsor ___Gold ___Silver ___Bronze

Business Name: _____ Contact Person: _____

Phone Number: _____ Email Address: _____

Sponsorship Details:

Confirmation and contract deadline: August 2, 2019. PDF version of logo at deadline. Banners and tents one week prior to event.

For more details or questions, please contact Steven Hitchen, Event Director at [redacted] or [redacted]

APPENDIX D

Rotary Financials

	Q1 Jul - Sept 2018	Q2 Oct - Dec 2018	Q3 Jan - Mar 2019	Q4 Apr - Jun 2019	Total Year 2018/2019
Revenues					
Membership Count	9	9	10	10	
Membership Dues	\$900		\$1,000		\$1,900
Breakfast Meetings					
Happy/Sad/Fines	\$120	\$120	\$120	\$120	\$480
District Grants					\$0
Fundraisers (Net of expenditures)					\$0
Barn Dance		\$10,500			\$10,500
Flower Baskets				\$2,000	\$2,000
Rotary/Chamber Golf Tournament				\$14,000	\$14,000
Foundation contributions					\$0
Total Revenues 2018/2019	\$1,020	\$10,620	\$1,120	\$16,120	\$28,880
Expenses					
Admin Expenses					
Rotary Related					
Rotary International Dues	\$545		\$545		\$1,090
Rotary District Dues	\$225		\$250		\$475
Clubrunner	\$200				\$200
RotaryWorld Help Network		\$100			\$100
PETS			\$1,000		\$1,000
Foundation			\$2,000		\$2,000
RYLA				\$800	\$800
Installations	\$250				\$250
DG Visit			50		\$50
Total Rotary	\$1,220	\$100	\$3,845	\$800	\$5,965
Insurance		1060			\$1,060
Bank Charges	\$40	\$40	\$40	\$40	\$160
Christmas Diner		\$250			\$250
Coffee	\$60		\$60		\$120
Membership Chamber of Comm.		\$65			\$65
Office Supplies	\$50	\$50	\$50	\$50	\$200
District Conference				\$700	\$700
Contingency	\$150	\$150	\$150	\$150	\$600
Total Admin	\$300	\$1,615	\$300	\$940	\$3,155
Project Costs - Local Community					
Bursaries PSS				\$2,000	\$2,000
Signal Hill Elementary - Breakfast Prog.		\$500			\$500
Spirit of Pemberton - Winterfest		\$250			\$250
Contingency	\$500	\$500	\$500.00	\$500	\$2,000
Sea to Sky Community Hospice				\$10,000	\$10,000
Legion Poppy Fund		\$65			\$65
Total Local	\$500	\$1,315	\$500	\$12,500	\$14,815
Total Expenses	\$2,020	\$3,030	\$4,645	\$14,240	\$23,935
Current Year Funds Available	-\$1,000	\$7,590	-\$3,525	\$1,880	\$4,945

APPENDIX E

Lions Financials Statements

July 1 2018 to June 30 2019

Revenues

ADMIN	Membership Dues	\$2,750.60
	Dinner Meetings	\$3,215.85
	Tail Twister, Club Raffles, T-shirts & Zone Fund.	\$444.00
	Tree sales	\$2,330.00
	Other	\$1,031.00

Subtotals	\$9,771.45
-----------	-------------------

CHARITY	Christmas Trees	\$1,660.00
	Concession - Canada Day	\$1,529.55
	Concession - Slow Food Cycle	\$692.40
	Concession - Backcountry Horseman	\$0.00
	Concession - Other	\$4,881.24
	Barn Dance	\$10,446.96
	Dine in the Dark	\$7,403.10
	Curling - Villa Fund	\$1,407.00
	Africa Fundraiser	\$21,625.67
	Donations -	\$1,374.21

Subtotals	\$51,020.13
-----------	--------------------

Total	\$60,791.58
-------	--------------------

Expenses

ADMIN	Lions International Dues	\$1,733.58
	Multiple District 19 Dues	\$698.45
	Club Admin and Supplies	\$3,026.53
	Dinner Meetings	\$1,840.66
	Conferences	\$2,951.10
	Xmas Dinner	\$477.22
	Trees	\$1,010.62
	Misc.	1,178.77

Subtotals	\$12,916.93
-----------	--------------------

CHARITY	Concession - Canada Day	\$1,135.98
	Concession - Other	\$3,210.80
	Barn Dance	\$1,519.63
	Dine in the Dark	\$482.19
	Misc & Seniors Dinner & Raffle	\$575.84
	Christmas Trees	\$777.75
Villa Fund	Curling - Villa Fund	\$626.83
	Donations & Bursaries	\$18,248.89
	Africa Fund	\$14,409.67

Subtotals	\$40,987.58
-----------	--------------------

Total	\$53,904.51
-------	--------------------

Profit/Loss	Admin	-\$3,145.48
	Charity	\$10,032.55

Date: July 30, 2019
To: Nikki Gilmore, Chief Administrative Officer
From: Sheena Fraser, Manager of Corporate & Legislative Services
Subject: Regular Council Meeting Outstanding Resolutions Listing - Update

PURPOSE

To present to Council a listing of the outstanding resolutions from previous Regular Meetings for which action on the matter or item has not been completed or is in progress as at June 30, 2019.

BACKGROUND

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

In the past, Council has requested that Staff prepare a listing of outstanding items or resolutions from Council meetings on a quarterly basis for Council's review so that they may be kept informed as to the status of the matter or item. As such, this report provides an overview of those actions still outstanding for both the First and Second Quarter.

DISCUSSION & COMMENTS

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

The current listing of outstanding items is attached as **Appendix A**.

It should be noted that there are some resolutions that remain outstanding which were passed by the previous Council. In this regard, Staff has been working on those items and they are identified in the work plans for 2019 and in some cases were identified as a priority by this Council and as such placed on the 2019 Strategic Priorities Chart. In particular, those include the following:

- Affordable Housing – Development Cost Charges (Strategic Priority and Development Services work plan and incorporated into the Affordable Housing Action Plan project)
- Community Amenity Contribution Policy (Development Services work plan)

- Bylaw Notice Enforcement Bylaw – (Corporate & Legislative Services work plan)

COMMUNICATIONS

There is no communications element required.

LEGAL CONSIDERATIONS

There are no legal considerations at this time.

IMPACT ON BUDGET & STAFFING

There is no impact on budget or staffing.

INTERDEPARTMENTAL IMPACT & APPROVAL

There is no interdepartmental impact or approvals required.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

There is no impact on the region or neighbouring jurisdictions

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

POTENTIAL GOVERNANCE CONSIDERATIONS

Presentation of the listing of outstanding resolutions meets with Theme Four: Good Governance in which the Village is committed to being an open and accountable government.

RECOMMENDATIONS

THAT Council receive the report for information.

Attachments:

Appendix A: Regular Council Meeting Outstanding Resolution Listing as at June, 30, 2019

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

APPENDIX A

REGULAR COUNCIL OUTSTANDING RESOLUTION LISTING AS AT June 30, 2019

Mtg No	Date	Topic	Resolution	Comment
1442	17-Jan_17	Community Amenity Contribution Policy	THAT staff be directed to draft a new Community Amenities Contribution policy.	STATUS UPDATE: A draft policy has been prepared and in 2018 consideration was deferred to 2019. The draft Policy will be brought forward for review in the fall.
1463	06-Feb_18	Affordable Housing – Development Cost Charges	THAT consideration of an Eligible Development for Waiving or Reducing Development Cost Charges component be included as part of the Development Cost Charge Bylaw review anticipated for 2018.	STATUS UPDATE: This has been referred to the Affordable Housing Action Plan development and it is anticipated that amendments to the Development Cost Charges Bylaw will be recommended as a result of this process.
1472	12-June-18	Boundary Extension	THAT Staff explore the possibility of a smaller boundary extension initiative that would include only the lands occupied by the independent power projects and present this information at a future Committee of the Whole meeting.	STATUS UPDATE: Staff is reviewing options and will bring this matter back in the future.
1476	4–Sept-18	Bylaw Notice Enforcement Bylaw	<p>THAT Staff be directed to pursue development of a Bylaw Notice Dispute Adjudication System for the Village of Pemberton.</p> <p>THAT Staff be directed to formally request the Minister of the Attorney General to enact a regulation to make the <i>Local Government Bylaw Notice Enforcement Act</i> applicable to the Village of Pemberton.</p> <p>THAT Staff be directed to prepare a Bylaw Notice Enforcement Bylaw, Screening Officer Policy and amendments to existing bylaws as necessary to implement a bylaw adjudication system.</p>	<p>STATUS UPDATE: This initiative is on the 2019 work plan.</p> <p>A request was submitted in the fall 2018 to the Ministry and the Village was approved in early 2019.</p> <p>A draft policy and the Bylaw is in development and is on the work plan for 2019.</p>
1477	2-Oct-18	Single Use Items – Reduction Strategies	THAT the development of a Single-Use Items Strategy be brought forward for consideration as part of the 2019 strategic planning and budget deliberation process.	<p>STATUS UPDATE: This initiative was not incorporated into the 2019 Strategic Plan Priorities.</p> <p>The Province has launched province wide consultation on this</p>

APPENDIX A

REGULAR COUNCIL OUTSTANDING RESOLUTION LISTING AS AT June 30, 2019

			<p>THAT correspondence be sent to local businesses seeking information on single-use item reduction strategies they currently implement and seeking feedback on how the Village might be able to support them in their strategies.</p> <p>AND THAT correspondence be sent to the Chamber of Commerce and Tourism Pemberton seeking their assistance in distributing the letter from the Village to their membership.</p>	<p>topic with opportunity for public input on new policy opportunities and proposed legislative amendments.</p> <p>As well, given the Federal Government is considering developing legislation respecting single use items and the recent BC Supreme Court Ruling against the City of Victoria respecting their policy it is recommended that this item be held in abeyance until new information is available for review.</p> <p>STATUS UPDATE: Correspondence was sent to businesses and the feedback has been catalogued.</p> <p>STATUS UPDATE: This was completed.</p>
1486	5-Feb-19	Fougberg Park Development Proposal	<p>THAT Staff be directed to proceed with the development of the Fougberg Park Parking Lot in conjunction with the Downtown Enhancement Project subject to a positive hydrogeologist report;</p> <p>AND THAT Staff secure construction of the Fougberg Park Parking Lot with RONA by way of a formal Agreement.</p>	<p>STATUS UPDATE: This initiative has been put on hold until the Downtown Enhancement Project is completed and there is a better understanding as to whether or not parking in the downtown has been impacted.</p>
1486	5-Feb-19	Staepli Park Parking	<p>THAT Staff monitor Dogwood Street and the Al Staepli Park parking area and bring back a report in September.</p>	<p>STATUS UPDATE: Three parking spaces have been established and signage installed. Staff is monitoring and will report in September.</p>

APPENDIX A

REGULAR COUNCIL OUTSTANDING RESOLUTION LISTING AS AT June 30, 2019

1487	19-Feb-19	Business Licence Fees for Liquor Establishments	THAT Staff be directed to review liquor-related business licence fees established in other communities and bring back for information at a future Committee of the Whole meeting.	STATUS UPDATE: This review is not yet on the work plan but will remain on the list until Staff is able to accommodate it.
1490	2-Apr-19	Animal Control Bylaw - Review	THAT Staff review the Village's Animal Control Bylaw and bring back a report to Council.	STATUS UPDATE: Review of the Animal Control Bylaw is underway with an aim to report back in the fall.

Date: July 30, 2019

To: Nikki Gilmore, Chief Administrative Officer

From: Sheena Fraser, Manager of Corporate & Legislative Services

Subject: Council Member Meeting Attendance – Quarterly Report

PURPOSE

The purpose of this report is to provide Council an update respecting Council Member attendance at Regular, Special, Committee of the Whole and In Camera Meetings.

BACKGROUND

At the Regular Council Meeting No. 1496, held Tuesday, July 9, 2019, Council received the 2018 Statement of Financial Information. At the meeting a request was made to have meeting attendance by Council members incorporated into the Report. As the Statement of Financial Information is a statutory requirement of all local governments to meet financial reporting obligations and is submitted to the Ministry of Municipal Affairs and Housing the addition of a section related to meeting attendance is not possible.

It was generally agreed that as attendance by Council members at Village business meetings is important to accountability it would be appropriate for a report to be presented on a quarterly or semi-annual basis. As such the following resolution was passed:

Moved/Seconded

THAT a quarterly report on Council Member meeting attendance be prepared by Staff.

CARRIED

For clarity, section 125 (5) of the *Community Charter* sets Council Meeting requirements as follows:

125 (5) Subject to subsection (7), if a council member is absent from council meetings for

(a) a period of 60 consecutive days, or

(b) 4 consecutive regularly scheduled council meetings,

whichever is the longer time period, the council member is disqualified from holding office in accordance with subsection (6).

(6) Disqualification under subsection (5) is disqualification from holding office

(a) on a local government,

(b) on the council of the City of Vancouver or on the Park Board established under section 485 of the Vancouver Charter, or

(c) as a trustee under the Islands Trust Act until the next general local election.

(7)The disqualification under subsection (5) does not apply if the absence is because of illness or injury or is with the leave of the council.

It should be noted that ‘regularly scheduled meetings’ are those that have been scheduled pursuant to the Council Meeting Schedule that is established each year in November for the following year. (See **Appendix A** for 2019 Regular Meeting Schedule). This does not include In Camera (Closed) Meetings held separate from the Regular Meeting, Committee of the Whole Meetings or Special Meetings which may be called at any time either with or without Notice if Notice has been waived by Council or Public Hearings. If required, these meetings are generally scheduled on the same day as a Regular Council Meeting; however, it may be that there is not a need for an In Camera or Committee of the Whole meeting and in that instance only a Regular Meeting will be held. The Village does seek Council’s agreement to generally set aside Tuesdays for Council business in the event that meetings need to take place outside the scheduled dates approved by Council.

DISCUSSION & COMMENTS

As per the direction provided, Staff has prepared an overview of Council Members’ attendance at Village held meetings starting at the beginning of this new Council’s term which started in November 2018. This listing also notes meetings at which a Council member attended by electronic means.

Mayor Mike Richman:

Mayor Richman has not been absent from a Regular, In Camera, Committee of the Whole or Public Hearing Meeting to date.

Councillor Amica Antonelli

Councillor Antonelli has been absent for three (3) Regularly Scheduled meetings, four (4) In Camera Meetings and three (3) Committee of the Whole meetings as noted below:

	Meeting Date	Meeting Type
Absent	March 19, 2019	Regular Meeting In Camera Meeting (Closed) Committee of the Whole
Absent	May 7, 2019	In Camera (Closed) Committee of the Whole
Absent	June 11, 2019	Regular Meeting In Camera (Closed) Committee of the Whole
Absent	July 9, 2019	Regular Meeting In Camera (Closed) No Committee of the Whole held

Councillor Ted Craddock:

Councillor Craddock was absent for the Inaugural Meeting, one (1) Regular Meeting, and one (1) Special Meeting. Councillor Craddock attended a Committee of the Whole and In Camera meeting by electronic means as noted below:

	Meeting Date	Meeting Type
Absent	November 6, 2018	Inaugural Meeting
Electronic Attendance	December 11, 2018	Committee of the Whole In Camera (Closed)
Absent	December 11, 2018	Regular Meeting
Absent	December 13, 2018	Special Meeting

Councillor Leah Noble:

Councillor Noble has been absent from one (1) Regular Meeting, one (1) In Camera Meeting and one (1) Committee of the Whole Meeting as noted below:

	Meeting Date	Meeting Type
Absent	May 7, 2019	Regular Meeting In Camera Meeting (Closed) Committee of the Whole

Councillor Ryan Zant:

Councillor Zant has been absent from one (1) Regular Meeting, one (1) In Camera Meeting and one (1) Committee of the Whole Meeting as noted below:

	Meeting Date	Meeting Type
Absent	April 2, 2019	Regular Meeting In Camera Meeting (Closed) Committee of the Whole

The Village holds on average nineteen (19) Regular Council meetings per year with only one meeting being held in January, September and December and no meetings held in August unless a Special meeting is required. In this regard, Council may wish to consider receiving a semi-annual meeting attendance report in July and December rather than quarterly.

COMMUNICATIONS

There are no legislative requirements to report out on the attendance of Council Members at Council or other Committee meetings. This report has been prepared for information purposes.

LEGAL CONSIDERATIONS

As noted above, a Council Member who is absent for four (4) consecutive regularly scheduled meetings or for sixty (60) days, whichever is the longer time period, is disqualified from holding

office until the next general election. An absence due to illness, injury or leave approved by Council does not result in disqualification from Council.

IMPACT ON BUDGET & STAFFING

There are no impacts to the budget or Staff hours for considerations at this time.

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts or approvals required as this report is provided for information purposes.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

This attendance review has no impacts on other jurisdictions.

ALTERNATIVE OPTIONS

This report has been presented for information and therefore there are no alternative options for consideration.

POTENTIAL GOVERNANCE CONSIDERATIONS

Preparation of a report respecting Council Member meeting attendance meets with Strategic Priority Two: Good Governance in which the Village is committed to being an open and accountable government.

RECOMMENDATIONS

Recommendation One:

THAT the Council Member meeting attendance quarterly report, dated July 30, 2019, be received for information.

ATTACHMENTS:

Appendix A: 2019 Regular Council Meeting Schedule

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

2019 Council Meeting Schedule January – December

(Approved by Council: Meeting No. 1482 - Tuesday, November 27, 2018)

Council Meetings are held in Council Chambers located at 7400 Prospect Street (Village Office) unless otherwise posted.

COUNCIL January 22, 2019 5:30 p.m.	COUNCIL February 5, 2019 5:30 p.m.	COUNCIL March 5, 2019 5:30 p.m.	COUNCIL April 2, 2019 5:30 p.m.
	COUNCIL February 19, 2019 9:00 a.m.	COUNCIL March 19, 2019 9:00 a.m.	COUNCIL April 16, 2019 9:00 a.m.
COUNCIL May 7, 2019 5:30 p.m.	COUNCIL June 11, 2019 5:30 p.m.	COUNCIL July 9, 2019 5:30 p.m.	August 2019 Summer Break
COUNCIL May 28, 2019 9:00 a.m.	COUNCIL June 25, 2019 9:00 a.m.	COUNCIL July 30, 2019 9:00 a.m.	
COUNCIL September 10, 2019 5:30 p.m.	COUNCIL October 8, 2019 5:30 p.m.	COUNCIL November 5, 2019 5:30 p.m.	COUNCIL December 10, 2019 5:30 p.m.
	COUNCIL October 22, 2019 9:00 a.m.	COUNCIL November 19, 2019 9:00 a.m.	

Please note: Committee of the Whole and In Camera meetings will be scheduled as required.

Date: July 30, 2019
To: Nikki Gilmore, Chief Administrative Officer
From: Lena Martin, Manager of Finance and Administration
Subject: 2019 - 2nd Quarter Financial Statements

PURPOSE

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

BACKGROUND

The Village of Pemberton is currently half way through the fiscal year. At this point, the collection of revenues and the outlay of expenses should be at the 50% mark, however, revenues are slightly higher than this percentile. At this time, Staff are confident that we will be on budget at year end.

DISCUSSION & COMMENTS

The Consolidated Statement (**Appendix A**) indicates that approximately 62% of the revenues have been collected to June 30th. This is due in part to: Taxes, Utilities and Provincial Grants that have been collected for the full year. Additional quarterly revenues and Project Grants will be earned through year end.

On the expenditure side, a total of 54% of the budgeted amounts have been expensed. Large projects are still underway and some expenses such as snow clearing will take place seasonally.

Percentages are slightly affected by the annual transfers to other governments. Removing these collections shows the Village of Pemberton services at 52% of Revenues collected and 33% of Expenditures incurred.

Current large projects under construction include; Downtown Enhancement, Community Wildfire Protection, Economic Development, Friendship Trail Bridge Connector, Capital Equipment Purchases, Water and Sewer Rate Analysis, Air Valves and Asset Management. These projects will incur additional revenues and expenditures in quarters 3 and 4.

Recreation Services formally managed by the Squamish Lillooet Regional District (SLRD), has moved to the Village of Pemberton effective June 1st, 2019. Revenues and Expenditures received and paid, for January through May, have not yet been reconciled by the SLRD. Village of Pemberton actual values are shown for one month of operation.

COMMUNICATIONS

There are no communications considerations at this time.

LEGAL CONSIDERATIONS

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

IMPACT ON BUDGET & STAFFING

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

INTERDEPARTMENTAL IMPACT & APPROVAL

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

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

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

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

POTENTIAL GOVERNANCE CONSIDERATIONS

Providing Council will quarterly financial statements meets with the Village's Strategic Theme Two: Good Governance to being an open and accountable government and to fiscal responsibility.

RECOMMENDATIONS

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

ATTACHMENTS:

Appendix A: 2nd Quarter Financial Statement – June 30, 2019

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

Appendix A

Village of Pemberton

Statement of Operation ending June 30, 2019

ACCOUNT CODE	ACCOUNT NAME	2019 Actual	2019 Budget	Actual \$	Actual %	
	Allocate Admin General Taxation	1,536,094	1,536,094	-	100%	
	Allocate Legislative General Taxation	111,741	111,741	-	100%	
	Allocate Fire General Taxation	439,722	439,722	-	100%	
	Allocate Development General Taxation	234,913	234,913	-	100%	
	Allocate Public Works/ Parks General Taxation	1,110,347	1,110,347	-	100%	
	Allocate Transit General Taxation	38,839	38,839	-	100%	
	Allocate Water Taxation	147,350	147,350	-	100%	
	Allocate Sewer Taxation	65,624	65,624	-	100%	
	Allocate Airport General Taxation	28,742	28,742	-	100%	
01-1-005000-6501	<i>Transfer to/from Surplus</i>	(781,125)	(781,125)	-	100%	
01-1-006000-1301	Residential (Class 1)	1*	(975,997)	(976,063)	66	100%
01-1-006000-1302	Utilities (Class 2)		(58,925)	(59,539)	614	99%
01-1-006000-1305	Light Industry (Class 5)		(51,875)	(51,879)	4	100%
01-1-006000-1306	Commercial (Class 6)		(410,715)	(411,041)	326	100%
01-1-006000-1307	Frontage Collection		(300,097)	(300,098)	1	100%
01-1-006000-1308	Recreation/Non-Profit (Class 8)		(7,137)	(7,138)	1	100%
01-1-006000-1309	Farm (Class 9)		(469)	(469)	-	100%
01-1-006000-1310	Community Enhancement Levy		(14,995)	(15,000)	5	100%
01-1-006000-1311	Community Initiatives and Opportunities		(30,000)	(30,000)	-	100%
01-1-006000-1312	Community Centre Parcel Tax		-	-	-	0%
01-1-006000-1313	Tax Penalties		3,327	(55,000)	58,327	-6%
01-1-006000-1314	Tax Interest		(1,650)	(17,000)	15,350	10%
01-1-006000-1315	Reserve Tax Collection		(206,921)	(206,950)	29	100%
01-1-006200-1350	GIL - BC Rail	2*	-	(3,000)	3,000	0%
01-1-006200-1351	GIL - BC Hydro		(25,752)	(30,000)	4,248	86%
01-1-006200-1352	GIL - Federal Government		-	(6,000)	6,000	0%
01-1-006300-1375	1% Revenue Grant - Telus		(7,186)	(7,200)	14	100%
01-1-006300-1376	1% Revenue Grant - BC Hydro		(36,261)	(40,000)	3,739	91%
01-1-006300-1377	1% Revenue Grant - Shaw		(4,416)	(4,500)	84	98%
01-1-006400-1400	Collections for School	3*	(1,520,208)	(1,254,595)	(265,613)	121%
01-1-006400-1401	Collections for Policing Costs		(247,353)	(205,533)	(41,820)	120%
01-1-006400-1402	Collections for SLRD		(1,132,673)	(947,233)	(185,440)	120%
01-1-006400-1404	Collections for STSRHD		(35,060)	(31,037)	(4,023)	113%
01-1-006400-1405	Collections for MFA		(228)	(174)	(54)	131%
01-1-006400-1406	Collections for BCAA		(51,344)	(42,948)	(8,396)	120%
01-1-006600-1450	Investment Interest Income	4*	(35,602)	(20,000)	(15,602)	178%
01-1-006650-1450	Interest Revenue - Accounts Receivable	5*	(15,000)	(2,000)	(13,000)	750%
01-1-006900-1504	Licenses - Commercial Vehicles		-	(600)	600	0%
01-1-007000-1550	Sundry Revenue		(1,250)	(6,000)	4,750	21%
01-1-007000-1551	Revenue - Tax Certificates		(1,620)	(4,000)	2,380	41%
01-1-007000-1552	VOP Admin Fee - Fire Protection	6*	-	(17,299)	17,299	0%
01-1-007000-1553	VOP Admin Fee - Rescue Service	6*	-	(5,454)	5,454	0%
01-1-007100-1600	Rentals	6*	(16,192)	(70,000)	53,808	23%
01-1-007200-1671	Grants - Provincial - SFC		(398,687)	(380,000)	(18,687)	105%
01-1-007300-1555	SOS - Admin reclass		-	(5,000)	5,000	0%
01-1-007300-1556	SOS - Water Reclass		(152,841)	(346,808)	193,967	44%
01-1-007300-1557	SOS - Sewer Reclass		(140,105)	(317,907)	177,802	44%
01-1-007300-1558	SOS - Airport Reclass		(19,105)	(43,350)	24,245	44%
01-1-007400-1975	DCC's - Roads Contribution		-	-	-	0%
	Total Revenues		(2,964,090)	(2,988,568)	24,478	99%
01-2-008700-6475	Transfer - School Levy		1,520,208	1,254,595	265,613	121%
01-2-008700-6476	Transfer - Police Tax		247,353	205,533	41,820	120%
01-2-008700-6477	Transfer - SLRD		1,132,673	947,233	185,440	120%
01-2-008700-6479	Transfer - STSRHD		35,060	31,037	4,023	113%
01-2-008700-6480	Transfer - MFA		228	174	54	131%
01-2-008700-6481	Transfer - BCAA		51,344	42,948	8,396	120%
01-2-008800-6501	Reclass Frontage to Water Revenue Fund		99,985	99,985	-	100%
01-2-008800-6502	Reclass Frontage to Sewer Revenue Fund		200,113	200,113	-	100%
01-2-008800-6504	Transfer to General - Capital		-	-	-	0%
01-2-008800-6505	Transfer to Future Reserves - Capital		206,950	206,950	-	100%
	Total Expenses		3,493,914	2,988,568	505,346	117%
	(Surplus) / Deficit		529,824	(0)		

1* *Taxes Collected for full year*

2* *Grants in lieu processed in 4th quarter*

3* *Collections for Other Governments budgeted from 2018*

4* *Higher Cash Flow from Development generates higher Investment Revenues*

5* *Business Licence AR Interest*

6* *Processed in Q3 after Tax Requisitions completed*

Village of Pemberton

Statement of Operation ending June 30, 2019

ACCOUNT CODE	ACCOUNT NAME	2019 Actual	2019 Budget	Actual \$	Actual %
	Allocate Admin General Taxation	(1,498,570)	(1,498,570)	-	100%
	Surplus Carry Forward, 2018 Projects	(37,524)	(37,524)	-	100%
01-1-106800-1471	Fines - Dog Ticketing Fees	(50)	(200)	150	25%
01-1-106800-1472	Fines - Traffic Offense Ticketing Fees	(1,650)	(2,500)	850	66%
01-1-106800-1473	Fines - Other Bylaw Enforcement Fines	(275)	(1,000)	725	28%
01-1-106900-1500	Admin - Application Fees	(36)	-	(36)	0%
01-1-106900-1502	Licenses - Dog	(4,865)	(5,000)	135	97%
01-1-106900-1503	Licenses - Business	(58,020)	(45,000)	(13,020)	129%
01-1-107200-1671	Grant - Provincial Project - General	1*	(44,670)	44,670	0%
01-1-107200-1673	Grant - Other Project - General	2*	(116,250)	106,250	9%
01-1-107200-1674	Contribution - Other Govt - General	-	(11,926)	11,926	0%
01-1-107200-1675	Contribution - Other - General	3*	(9,700)	(9,700)	0%
01-1-107200-1676	Transit - Contributions	-	(8,307)	8,307	0%
01-1-107300-1925	Admin - Other Revenue - Misc	(506)	(3,000)	2,494	17%
01-1-107300-1927	Other Revenue - Gas Tax	-	-	-	0%
01-1-107500-1990	MFA Proceeds	-	-	-	0%
01-1-107600-6500	Admin - Transfer from Reserve	-	-	-	0%
	Total Revenues	(1,621,196)	(1,773,947)	152,751	91%
01-2-108000-6000	Admin - Salaries	402,547	843,362	(440,815)	48%
01-2-108000-6002	Admin - Benefits	61,125	136,335	(75,210)	45%
01-2-108000-6003	Admin - Travel, Meals & Accomodation	4,023	15,000	(10,977)	27%
01-2-108000-6004	Admin - Interest,Comm. & Bank Fees	1,253	5,000	(3,747)	25%
01-2-108000-6005	Admin - Advertising	4,503	12,000	(7,497)	38%
01-2-108000-6006	Admin - Insurance	18,316	25,000	(6,684)	73%
01-2-108000-6007	Admin - Photocopier	2,386	4,728	(2,342)	50%
01-2-108000-6008	Admin - Postage	3,738	7,500	(3,762)	50%
01-2-108000-6010	Admin - Sundry	797	2,081	(1,284)	38%
01-2-108000-6011	Admin - Telephone	5,630	13,333	(7,703)	42%
01-2-108000-6012	Admin - Hydro	4,144	13,000	(8,856)	32%
01-2-108000-6014	Admin - IT/Software	22,814	43,630	(20,816)	52%
01-2-108000-6015	Admin - Elections	-	-	-	0%
01-2-108000-6016	Admin - Community School Expense	11,146	11,396	(250)	98%
01-2-108000-6019	Admin - Memberships and Prof. Fess	5,130	5,712	(582)	90%
01-2-108000-6020	Admin - Training	3,883	17,500	(13,617)	22%
01-2-108000-6021	Admin - Consultation & Special Evt.	959	5,000	(4,041)	19%
01-2-108000-6022	Admin - Bad Debt	-	-	-	0%
01-2-108000-6026	Website and Design	1,353	8,100	(6,747)	17%
01-2-108000-6525	Admin - Equipment Interest	4,787	11,729	(6,942)	41%
01-2-108000-6527	Admin - Equipment Principal	4*	67,631	(4,760)	93%
01-2-108000-6999	Penny Rounding Expense	(96)	-	(96)	0%
01-2-108100-6100	Admin - Accounting	27,452	26,000	1,452	106%
01-2-108100-6101	Admin - Legal	72,006	86,226	(14,220)	84%
01-2-108100-6103	Admin - Contract & Consultant Labour	12,524	45,000	(32,476)	28%
01-2-108100-6104	Admin - Records Management	6,065	10,000	(3,935)	61%
01-2-108200-6125	Admin - Maintenance	13,763	41,514	(27,751)	33%
01-2-108200-6126	Admin - Parts & Supplies	8,249	15,500	(7,251)	53%
01-2-108200-6127	Admin - Hardware	5*	8,000	(8,000)	0%
01-2-108200-6128	Bylaw - Fuel & Oil	2,149	7,500	(5,351)	29%
01-2-108200-6129	Bylaw - Servicing	1,190	5,000	(3,810)	24%
01-2-108250-6023	Amortization Expense - General	-	-	-	0%
01-2-108300-6450	Promotions/Community Enhancement	3,750	15,000	(11,250)	25%
01-2-108300-6451	Community Init. & Opport. Fund	32,340	30,000	2,340	108%
01-2-108300-6454	Climate Action Carbon Tax Credits	2,475	2,000	475	124%
01-2-108400-6170	Project Admin - General Expense	1*	189,560	(173,316)	9%
01-2-108400-6175	Admin - Bylaw Enforcement Exp	5,920	8,160	(2,240)	73%
01-2-108400-6454	Admin - Emergency Management	17,394	36,345	(18,951)	48%
01-2-108400-6550	Project - Capital Land Expense - Admin	-	-	-	0%
01-2-108400-6551	Project - Cap. Mach & Equip. Exp - Admin	-	-	-	0%
01-2-108400-6555	Project - Cap - Building	-	105	(105)	0%
	Total Expenses	842,830	1,773,947	(931,117)	48%
	(Surplus) / Deficit	(778,366)	0		

1* Ongoing Project Grants to Complete (Economic Development, CWPP, CARIP)

2* Rural Dividend Grant received in Q3

3* Crosswalk Grant

4* Short Term Equipment Financing Loan Paid in Full (within budget)

5* IT workstations completed in Q3

Village of Pemberton

Statement of Operation ending June 30, 2019

ACCOUNT CODE	ACCOUNT NAME	2019 Actual	2019 Budget	Actual \$	Actual %
	Allocate Legislative General Taxation	(111,741)	(111,741)	-	100%
	Total Revenues	(111,741)	(111,741)	-	100%
01-2-158000-0000	Legislative Expenses - Other	683	2,871	(2,188)	24%
01-2-158000-6000	Legislative Indemnities	42,010	91,981	(49,971)	46%
01-2-158000-6002	Legislative - Benefits	760	2,189	(1,429)	35%
01-2-158000-6003	Leg. Exp. - Travel, Training & Accom.	5,207	12,000	(6,793)	43%
01-2-158000-6005	Leg. Exp. - Advertising	-	500	(500)	0%
01-2-158000-6006	Leg. Exp. - Insurance	-	1,000	(1,000)	0%
01-2-158000-6011	Leg. Exp. - Telephone	403	1,200	(797)	34%
01-2-158000-6014	Leg. Exp. - IT/Computer Allowance	-	-	-	0%
01-2-158000-6017	Governance Expenses - Public Relations	-	-	-	0%
	Total Expenses	49,063	111,741	(62,678)	44%
	(Surplus) / Deficit	(62,678)	(0)		

Village of Pemberton

Statement of Operation ending June 30, 2019

ACCOUNT CODE	ACCOUNT NAME		2019 Actual	2019 Budget	Actual \$	Actual %
	Allocate Fire General Taxation		(432,461)	(432,461)	-	100%
	Surplus/Deficit Fire		(7,262)	(7,262)	-	100%
	Surplus/Deficit Resuce			-	-	0%
01-1-206500-1425	SLRD Contributions - Fire Protection	1*	-	(176,514)	176,514	0%
01-1-206500-1426	SLRD Contributions - Rescue Service	1*	-	(87,861)	87,861	0%
01-1-206510-1425	LilWat Contributions	1*	-	(144,407)	144,407	0%
01-1-207201-1673	FD - Capital - Grants Other		-	-	-	0%
01-1-207300-1925	F/D - Other Revenue		(680)	(8,172)	7,492	8%
01-1-207500-1990	F/D - MFA Proceeds		-	-	-	0%
01-1-207600-6500	Fire - Transfer from Reserve		-	-	-	0%
	Total Revenues		(440,402)	(856,676)	416,274	51%
01-2-208000-0000	F/D - Rescue Dept Expense		21,220	87,861	(66,641)	24%
01-2-208000-6001	F/D - Honorarium & Wages	2*	75,756	286,447	(210,691)	26%
01-2-208000-6002	F/D - Benefits		12,251	39,297	(27,046)	31%
01-2-208000-6003	F/D - Travel & Training		9,615	35,000	(25,385)	27%
01-2-208000-6004	F/D - Interest & Bank Charges		-	-	-	0%
01-2-208000-6005	F/D - Advertising		220	1,000	(780)	22%
01-2-208000-6006	F/D - Insurance		10,046	18,000	(7,954)	56%
01-2-208000-6009	F/D - Fees & Supplies		-	18,000	(18,000)	0%
01-2-208000-6010	F/D - Sundry		777	8,200	(7,423)	9%
01-2-208000-6011	F/D - Telephone		3,065	6,120	(3,055)	50%
01-2-208000-6012	F/D - Hydro		5,885	12,000	(6,115)	49%
01-2-208000-6014	F/D - IT/Software		7,925	7,195	730	110%
01-2-208000-6017	F/D - Rental Fees		-	25,735	(25,735)	0%
01-2-208000-6019	F/D - Memberships and Professional Fees		1,526	1,800	(274)	85%
01-2-208100-6101	F/D - Legal		-	1,000	(1,000)	0%
01-2-208200-6125	F/D - Maintenance		9,704	30,000	(20,296)	32%
01-2-208200-6126	F/D - Parts & Supplies		28,959	60,000	(31,041)	48%
01-2-208200-6128	F/D - Fuel & Oil		3,666	6,300	(2,634)	58%
01-2-208200-6129	F/D - Servicing		4,965	23,000	(18,035)	22%
01-2-208400-6170	Project - Non Capital Exp - Fire		-	-	-	0%
01-2-208600-6453	F/D - Public Relations		-	800	(800)	0%
01-2-208900-6525	Fire - Debt Servicing Interest Expense		6,269	12,611	(6,342)	50%
01-2-208900-6527	Fire - Debt Servicing Principal		5,694	31,170	(25,476)	18%
01-2-208800-6507	Transfer to Future Reserves - Wildfire		-	-	-	0%
01-2-208800-6507	Transfer to Future Reserves - LilWat contribution		-	96,640	(96,640)	0%
Capital Projects						
	Project - Cap Mach/Equip	3*	8,429	48,500	(40,071)	17%
	Total Expenses		215,973	856,676	(640,703)	25%
(Surplus) / Deficit			(224,429)	(0)		

1* Taxes posted in Q3

2* Firefighters to Q1 only

3* Capital Expenses; SCBA Tanks, Rope Rescue Equipment, Fire Extinguisher Training Tool, Radio Repeater upgrade

Village of Pemberton

Statement of Operation ending June 30, 2019

ACCOUNT CODE	ACCOUNT NAME	2019 Actual	2019 Budget	Actual \$	Actual %
	Allocate Development General Taxation	(234,913)	(234,913)	-	100%
01-1-256900-1500	DS - Application Fees	(5,695)	(45,000)	39,305	13%
01-1-256900-1501	Licenses - Building/ Development Permits	(189,343)	(225,000)	35,657	84%
01-1-256900-1505	Permit - Water Sprinkling	(60)	-	(60)	0%
01-1-257200-1672	Contributions - Other	-	-	-	0%
01-1-257300-1920	DS - Recovery Revenue	1* (14,388)	(100,000)	85,612	14%
01-1-257300-1925	DS - Other Revenue - Misc	(650)	-	(650)	0%
	Total Revenues	(445,049)	(604,913)	159,864	74%
01-2-258000-0000	DS - Admin	1,675	5,500	(3,825)	30%
01-2-258000-6000	DS - Salaries	114,052	338,513	(224,461)	34%
01-2-258000-6002	DS - Benefits	19,104	64,986	(45,882)	29%
01-2-258000-6003	DS - Travel, Meals & Accomodation	2,193	3,090	(897)	71%
01-2-258000-6005	DS - Advertising	2,637	5,934	(3,297)	44%
01-2-258000-6006	DS - Insurance	-	-	-	0%
01-2-258000-6011	DS - Telephone	321	1,600	(1,279)	20%
01-2-258000-6014	DS - IT/Software	6,155	14,000	(7,845)	44%
01-2-258000-6019	DS - Memberships and Professional Fess	799	2,040	(1,241)	39%
01-2-258000-6020	DS - Training	-	6,000	(6,000)	0%
01-2-258100-6101	DS - Legal	9,555	10,000	(445)	96%
01-2-258100-6102	DS - Engineering Consulting	1,217	-	1,217	0%
01-2-258100-6103	DS - Contractors & Consult.	2*, 21,703	49,950	(28,247)	43%
01-2-258200-6125	DS - Maintenance	-	-	-	0%
01-2-258200-6126	DS - Parts & Supplies	377	3,300	(2,923)	11%
01-2-258200-6128	DS - Fuel & Oil	427	-	427	0%
01-2-258400-6170	Project Dev.- Non Capital Exp	-	-	-	0%
01-2-258400-6173	Projects - Recoverable DS Expenses	1* 14,388	100,000	(85,612)	14%
01-2-258400-6552	Project - Cap. Eng. Struct. - DS	-	-	-	0%
01-2-258400-6557	DS Project - Capital Buildings	-	-	-	0%
	Total Expenses	194,601	604,913	(410,312)	32%
	(Surplus) / Deficit	(250,447)	0		

1* Recovery Revenue offset by Recovery Expenses
 2* Ongoing Project; Hillside Development Standards

Village of Pemberton

Statement of Operation ending June 30, 2019

ACCOUNT CODE	ACCOUNT NAME		2019 Actual	2019 Budget	Actual \$	Actual %
	Allocate Public Works/ Parks General Taxation		(1,110,347)	(1,110,347)	-	100%
	Surplus Carry Forward, 2017 Projects		-	-	-	0%
01-1-307200-1671	Project - General - Prov. Grant		-	(21,500)	21,500	0%
01-1-307201-1671	Project Works Capital - Provincial Grant	1*	(1,849,066)	(5,041,490)	3,192,424	37%
01-1-307201-1673	Grant Project - Other	1*	-	(54,000)	54,000	0%
01-1-307201-1674	Capital Project - Contrib. - Other Govt		-	-	-	0%
01-1-307201-1675	Project Works - Contribution Other		-	(2,500)	2,500	0%
01-1-307300-1925	Works - Other Revenue - Misc		(625)	-	(625)	0%
01-1-007400-1975	DCC Roads Contribution		-	(50,000)	50,000	0%
01-1-007400-1976	DCC's - Parks Contribution		-	-	-	0%
01-1-307500-1990	MFA Proceeds PW		(26,932)	(30,000)	3,068	90%
01-1-307600-6500	Public Works - Transf fr Reserve	1*	-	(626,200)	626,200	0%
01-1-357200-1673	Projects - General Parks - Grants Other	1*	-	(12,500)	12,500	0%
01-1-357201-1672	Parks Cap. - Other Govt Contr		-	-	-	0%
01-1-357201-1673	Capital Grants - Other		(4,000)	(5,000)	1,000	80%
01-1-357600-6500	Parks - Transfer from Reserve		-	(20,500)	20,500	0%
	Total Revenues		(2,990,970)	(6,974,037)	3,983,067	43%
01-2-308000-0000	Works - Administration		369	1,585	(1,216)	23%
01-2-308000-6000	Works - Salaries		217,774	482,940	(265,166)	45%
01-2-308000-6002	Works - Benefits		29,414	87,046	(57,632)	34%
01-2-308000-6003	Works - Travel, Meals & Accomodation		2,434	3,141	(707)	77%
01-2-308000-6005	Works - Advertising		715	1,650	(935)	43%
01-2-308000-6006	Works - Insurance		2,569	30,191	(27,622)	9%
01-2-308000-6011	Works - Telephone		780	2,960	(2,180)	26%
01-2-308000-6012	Works - Hydro		10,309	29,487	(19,178)	35%
01-2-308000-6014	Works - IT Software		963	4,800	(3,837)	20%
01-2-308000-6019	Works - Memberships and Profesional Fees		672	600	72	112%
01-2-308000-6020	Works - Training		769	9,500	(8,731)	8%
01-2-308000-6174	Works - Labour Relations Expense		269	500	(231)	54%
01-2-308000-6525	Works - Lease Interest		2,469	7,866	(5,397)	31%
01-2-308000-6527	Works - Lease Principal		25,717	79,176	(53,459)	32%
01-2-308100-6101	Works - Legal		149	1,000	(851)	15%
01-2-308100-6102	Works - Engineering Consulting		-	-	-	0%
01-2-308100-6103	Works - Contractors & Consultants	2*	1,020	27,500	(26,480)	4%
01-2-308200-6125	Works - Maintenance	2*	17,744	53,000	(35,256)	33%
01-2-308200-6126	Works - Parts & Supplies		7,367	15,000	(7,633)	49%
01-2-308200-6128	Works - Fuel & Oil		13,690	30,000	(16,310)	46%
01-2-308200-6129	Works - Servicing		1,944	-	1,944	0%
01-2-308200-6176	Works - Road Maintenance		18,712	170,000	(151,288)	11%
01-2-308200-6177	Works - Trail Maintenance		-	20,000	(20,000)	0%
01-2-308400-6170	Project - Non Capital Exp - Works	1*	100	55,000	(54,900)	0%
01-2-308400-6551	Project - Cap. Mach & Equip. Exp - PW	3*	17,163	7,000	10,163	245%
01-2-308400-6552	Project - Cap. Eng. Struct. - PW		2,031,581	5,667,690	(3,636,109)	36%
01-2-308400-6555	Project - Cap - Building		-	-	-	0%
01-2-358000-6005	Parks - Advertising		-	-	-	0%
01-2-358000-6006	Parks - Insurance		13,040	11,069	1,971	118%
01-2-358000-6012	Parks - Hydro		2,876	5,000	(2,124)	58%
01-2-358200-6125	Parks - Maintenance		37,093	65,000	(27,907)	57%
01-2-358200-6126	Parks - Parts & Supplies		10,450	15,759	(5,309)	66%
01-2-358200-6127	Parks - Hardware		-	1,000	(1,000)	0%
01-2-358200-6128	Parks - Fuel & Oil		2,981	8,577	(5,596)	35%
01-2-358400-6170	Projects - General - Parks		-	-	-	0%
01-2-358400-6550	Project - Capital Land Expense - Parks		-	-	-	0%
01-2-358400-6551	Project - Cap. Mach & Equip. Exp - Parks		26,932	30,000	(3,068)	90%
01-2-358400-6552	Project - Cap. Eng. Struct. - Parks		886	-	886	0%
01-2-358800-6509	Transfer to/from Future Reserves	4*	-	50,000	(50,000)	0%
	Total Expenses		2,498,949	6,974,037	(4,475,088)	36%
	(Surplus) / Deficit		(492,021)	0	DCC's budgeted to Admin	

1* Ongoing Project Grants - Farm Rd East Paving, Asset Management Phase II, Downtown Enhancement, FTB Connector
 2* Ongoing Projects - Bus Shelter Lights, Hydro Wrap Boxes, Pemberton Sign, Train Station Washroom
 3* Backhoe Snowblade ordered 2018, invoiced/received 2019
 4* Boardwalk Reserve

Village of Pemberton

Statement of Operation ending June 30, 2019

ACCOUNT CODE	ACCOUNT NAME		2019 Actual	2019 Budget	Actual \$	Actual %
	Allocate Transit General Taxation		(38,839)	(38,839)	-	100%
01-1-507700-1700	Adult Monthly Passes	1*	(25,730)	(47,525)	21,795	54%
01-1-507700-1701	Senior/Student Monthly Passes		(8,163)	(13,340)	5,178	61%
01-1-507700-1702	Adult Commuter Tickets		(11,916)	(36,057)	24,141	33%
01-1-507700-1703	Senior/Student Tickets		(2,580)	(3,152)	572	82%
01-1-507700-1704	Local Adult Tickets		(4,600)	(8,660)	4,060	53%
01-1-507700-1705	Local Senior/Student Tickets		(414)	(822)	408	50%
01-1-507700-1706	Local Transit Farebox		(20,361)	(50,588)	30,227	40%
01-1-507700-1710	Greyhound Ticket Sales		-	-	-	0%
01-1-507700-1720	Whistler Transit Farebox Contribution		(21,322)	(41,340)	20,018	52%
01-1-507700-1721	BC Bus Pass Programme		(5,187)	(9,160)	3,973	57%
01-1-507700-1723	BCT Municipal Admin Charge Allowance		(3,426)	(8,027)	4,601	43%
01-1-507700-1724	Partner Contributions	2*	-	(77,678)	77,678	0%
01-1-507700-1725	BCT Contributions		(110,682)	(289,547)	178,865	38%
	Total Revenues		(253,218)	(624,735)	371,517	41%
01-2-508000-7000	Transit - Admin Fee		-	8,307	(8,307)	0%
01-2-508000-7001	Transit - Operating Contract	3*	246,184	612,998	(366,814)	40%
01-2-508000-7002	Transit - Greyhound Ticket Purchases			-	-	0%
01-2-508000-7005	Transit - Misc Expense		124	3,430	(3,306)	4%
	<i>Transfer to Partner Reserve (Restricted)</i>				-	0%
	Total Expenses		246,309	624,735	(378,426)	39%
	(Surplus) / Deficit		(6,910)	0		

1* Revenues collected to May 31

2* Partner Contributions collected Q4

3* Expenses received to May 31 only

Village of Pemberton

Statement of Operation ending June 30, 2019

ACCOUNT CODE	ACCOUNT NAME	2019 Actual	2019 Budget	Actual \$	Actual %
Recreation Annual Budget (SLRD/ VOP)					
Allocate Recreation General Taxation					
Surplus Carry Forward, 2018 Projects (SLRD)					
		-	(166,141)	166,141	0%
01-1-606500-1674	SLRD Contributions - Recreation	-	(1,132,409)	1,132,409	0%
01-1-606600-1450	Interest Revenue	-	(3,470)	3,470	0%
01-1-607200-1675	Grants - Contributions Other	-	(1,250)	1,250	0%
01-1-607201-1670	Grants - Federal Govt	-	(2,000)	2,000	0%
01-1-607201-1671	Grants - Provincial Govt	-	(1,000)	1,000	0%
01-1-607201-1672	Grants - Other Govt	-	(2,123)	2,123	0%
01-1-607201-1673	Grants - Other	-	(3,600)	3,600	0%
01-1-607300-1600	Rec - Rental Fees	(77)	(165,808)	165,731	0%
01-1-607300-1925	Miscellaneous Revenue	(2,978)	(8,990)	6,012	33%
01-1-607500-1990	MFA Proceeds	-	(24,900)	24,900	0%
01-1-607600-6500	Transfer from Reserve	-	-	-	0%
01-1-607700-1726	Rec - Adult Program Revenue	(3,018)	(47,400)	44,382	6%
01-1-607700-1727	Rec - Children's Program Revenue	(599)	(73,500)	72,901	1%
01-1-607700-1728	Rec - Childrens Camp Revenue	(7,674)	(15,950)	8,276	48%
01-1-607700-1729	Rec - Special Event Revenue	(1,110)	(60)	(1,050)	1850%
01-1-607700-1730	Rec - Fitness Centre Revenue	(11,209)	(123,300)	112,091	9%
	Total Revenues	(26,665)	(1,771,901)	1,745,236	2%
01-2-608000-0000	General Administration	-	14,550	(14,550)	0%
01-2-608000-6000	Rec - Salaries	17,141	468,029	(450,888)	4%
01-2-608000-6002	Rec - Benefits	3,911	127,626	(123,715)	3%
01-2-608000-6003	Travel	-	3,750	(3,750)	0%
01-2-608000-6004	Interest & Bank Charges	-	6,850	(6,850)	0%
01-2-608000-6005	Advertising	325	2,900	(2,575)	11%
01-2-608000-6006	Insurance	1,425	18,545	(17,120)	8%
01-2-608000-6007	Photocopier	1,582	7,900	(6,318)	20%
01-2-608000-6008	Postage	-	100	(100)	0%
01-2-608000-6009	Rec - Office Supplies	696	5,500	(4,804)	13%
01-2-608000-6010	Rec - Sundry	18	5,000	(4,982)	0%
01-2-608000-6011	Telephone	942	6,880	(5,938)	14%
01-2-608000-6012	Hydro	-	57,710	(57,710)	0%
01-2-608000-6014	IT/Software	-	36,225	(36,225)	0%
01-2-608000-6019	Memberships & Professional Fees	-	700	(700)	0%
01-2-608000-6020	Training	-	5,180	(5,180)	0%
01-2-608000-6025	Licenses & Permits	-	750	(750)	0%
01-2-608000-6525	Rec - Debt Servicing Interest Expense	-	142,604	(142,604)	0%
01-2-608000-6527	Rec - Debt Servicing Principal	-	190,056	(190,056)	0%
01-2-608100-6101	Legal	-	6,500	(6,500)	0%
01-2-608100-6103	Contractors & Consultants	10,655	90,000	(79,345)	12%
01-2-608200-6125	Maintenance/ Security	18,995	167,673	(148,678)	11%
01-2-608200-6126	Rec - Parts & Supplies	367	5,300	(4,933)	7%
01-2-608200-6127	Hardware	-	5,000	(5,000)	0%
01-2-608200-6128	Fuel	98	-	98	0%
01-2-608200-6129	Servicing	-	2,500	(2,500)	0%
01-2-608400-6170	Projects - General	-	18,775	(18,775)	0%
01-2-608400-6550	Project - Capital Land Expense - Rec	-	-	-	0%
01-2-608400-6551	Project - Cap. Mach & Equip. Exp - Rec	12,667	96,650	(83,983)	13%
01-2-608400-6552	Project - Cap. Eng. Struct. - Rec	-	-	-	0%
01-2-608400-6557	Project - Cap - Building Rec	5,650	37,000	(31,350)	15%
01-2-608400-6601	Operating Costs - Adult Programs	3,344	34,890	(31,546)	10%
01-2-608400-6602	Operating Costs - Childrens Programs	12,907	57,723	(44,816)	22%
01-2-608400-6603	Operating Costs - Summer Camp	275	13,035	(12,760)	2%
01-2-608400-6604	Operating Costs - Special Events	3,978	11,000	(7,022)	36%
01-2-608400-6605	Operating Costs - Fitness Centre	1,395	30,000	(28,605)	5%
01-2-608800-6509	Transfer to Reserve	-	95,000	(95,000)	0%
	Total Expenses	96,369	1,771,901	(1,675,532)	5%
	(Surplus) / Deficit	69,704	-		
* SLRD/VOP Annual Budget - One month of Actual VOP					
* SLRD Recreation Trial Balance pending					
General Fund Total (Surplus) / Deficit		(1,215,324)	0		

Village of Pemberton

Statement of Operation ending June 30, 2019

ACCOUNT CODE	ACCOUNT NAME	2019 Actual	2019 Budget	Actual \$	Actual %	
	Surplus Carry Forward/ 2018 Projects	(147,350)	(147,350)	-	100%	
03-1-406100-1325	Water - Village User Rates	(880,742)	(771,610)	(109,132)	114%	
03-1-406100-1326	Water - Frontage Taxes Reclassed	1*	(99,985)	-	100%	
03-1-406100-1327	Water - Connection Fees	(7,575)	(20,000)	12,425	38%	
03-1-406100-1329	Water - Penalties	1*	173	(15,000)	-1%	
03-1-406100-1333	Water - OB User Rates	(7,058)	(26,297)	19,239	27%	
03-1-406100-1334	Water - IP User Rates	(31,474)	(62,304)	30,830	51%	
03-1-406100-1335	Water - PNID User Rates	(60,221)	(114,490)	54,269	53%	
03-1-406600-1450	Water - Investment Income	-	(1,020)	1,020	0%	
03-1-407201-1675	Capital Projects - Contributions			-	0%	
03-1-407300-1925	Water - Other Revenue			-	0%	
03-1-407600-6500	Water - Transfer from Reserve	-	(99,180)	99,180	0%	
	Total Revenue	(1,234,233)	(1,357,236)	123,003	91%	
03-2-408000-0000	Water - Administration	533	6,180	(5,647)	9%	
03-2-408000-6000	Water - Salaries	186,752	458,451	(271,699)	41%	
03-2-408000-6002	Water - Benefits	4,624	18,056	(13,432)	26%	
03-2-408000-6003	Water - Travel & Training	-	1,500	(1,500)	0%	
03-2-408000-6004	Water - Interest & Bank Charges		-	-	0%	
03-2-408000-6005	Water - Advertising	-	2,060	(2,060)	0%	
03-2-408000-6006	Water - Insurance	17,459	17,510	(51)	100%	
03-2-408000-6011	Water - Telephone	1,472	2,883	(1,411)	51%	
03-2-408000-6012	Water - Hydro	21,912	60,000	(38,088)	37%	
03-2-408000-6014	Water - IT/Software	1,453	3,000	(1,547)	48%	
03-2-408000-6018	Water - Purchases	10,207	26,420	(16,213)	39%	
03-2-408000-6020	Water - Training	599	1,000	(401)	60%	
03-2-408000-6025	Water - Licenses & Permits	-	4,737	(4,737)	0%	
03-2-408100-6101	Water - Legal	-	2,000	(2,000)	0%	
03-2-408100-6102	Water - Engineering			-	0%	
03-2-408100-6103	Water - Contractors & Consultants	2*	7,282	120,000	(112,718)	6%
03-2-408200-6125	Water - Maintenance	17,477	56,500	(39,023)	31%	
03-2-408200-6126	Water - Parts & Supplies	774	5,500	(4,726)	14%	
03-2-408200-6128	Water - Fuel	7,358	7,640	(282)	96%	
03-2-408250-6023	Amortization Expense - Water			-	0%	
03-2-408400-6170	Project - Non Capital Exp - Water	-	500	(500)	0%	
03-2-408400-6553	Project - Cap. Village Core Exp - Water	2*	29,604	130,000	(100,396)	23%
03-2-408400-6554	Project - Cap. Ind Park Exp - Water			-	0%	
03-2-408800-6509	Transfer to/from Future Reserves	-	324,000	(324,000)	0%	
03-2-408900-6525	Water - Interest Expense	25,768	51,536	(25,768)	50%	
03-2-408900-6527	Water - Principal Payment	19,658	57,763	(38,105)	34%	
03-2-409100-6024	Water - Contingency			-	0%	
	Total Expenses	352,932	1,357,236	(1,004,304)	26%	
	(Surplus) / Deficit	(881,302)	(0)			

1* Taxes and Penalties post in Q3

2* Ongoing Projects - Backup Genset, Backflow Preventor, Water Rates, Well Redevelopment, Water Source Feasibility

Village of Pemberton

Statement of Operation ending June 30, 2019

ACCOUNT CODE	ACCOUNT NAME	2019 Actual	2019 Budget	Actual \$	Actual %
	Reclass General Taxation	(65,624)	(65,624)	-	100%
05-1-456100-1325	Sewer - Village User Rates	(810,254)	(780,651)	(29,603)	104%
05-1-456100-1326	Sewer - Frontage Taxes Reclassed	(200,113)	(200,113)	-	100%
05-1-456100-1327	Sewer - Connection Fees	(9,100)	(7,354)	(1,746)	124%
05-1-456100-1329	Sewer - Penalties	-	(7,354)	7,354	0%
05-1-456100-1333	Sewer - OB User Rates	(1,629)	(1,631)	2	100%
05-1-456100-1334	Sewer - IP User Rate	(17,875)	(16,878)	(997)	106%
05-1-456600-1450	Sewer - Investment Income	-	-	-	0%
05-1-457300-1925	Sewer - Other Revenue	-	-	-	0%
05-1-457300-1981	Sewer - LSA Annual Commuted Revenue	-	(2,229)	2,229	0%
	Total Revenues	(1,104,594)	(1,081,834)	(22,760)	102%
05-2-458000-0000	Sewer - Administration	-	5,000	(5,000)	0%
05-2-458000-6000	Sewer - Salaries	180,417	421,353	(240,936)	43%
05-2-458000-6002	Sewer - Benefits	4,517	17,859	(13,342)	25%
05-2-458000-6003	Sewer - Travel & Conference	285	1,000	(715)	29%
05-2-458000-6005	Sewer - Advertising	-	500	(500)	0%
05-2-458000-6006	Sewer - Insurance	31,293	31,191	102	100%
05-2-458000-6011	Sewer - Telephone	1,199	4,000	(2,801)	30%
05-2-458000-6012	Sewer - Hydro	21,374	51,500	(30,126)	42%
05-2-458000-6014	Sewer - IT/Software	1,043	3,000	(1,957)	35%
05-2-458000-6020	Sewer - Training	-	1,500	(1,500)	0%
05-2-458100-6101	Sewer - Legal	-	1,500	(1,500)	0%
05-2-458100-6102	Sewer - Engineering	-	-	-	0%
05-2-458100-6103	Sewer - Contractors & Consultants	1*	50,000	(50,000)	0%
05-2-458200-6125	Sewer - Maintenance	65,397	128,089	(62,692)	51%
05-2-458200-6126	Sewer - Parts & Supplies	1,503	5,000	(3,497)	30%
05-2-458200-6128	Sewer - Fuel	-	-	-	0%
05-2-458250-6023	Amortization Expense - Sewer	-	-	-	0%
05-2-458400-6553	Project - Cap. Village Core Exp - Sewer	2*	78,000	(78,000)	0%
05-2-458400-6554	Project - Cap. Ind Park Exp - Sewer	-	-	-	0%
05-2-458900-6525	Sewer - Interest Expense	37,006	74,012	(37,006)	50%
05-2-458900-6527	Sewer - Principal Payment	-	128,330	(128,330)	0%
05-2-458800-6509	Transfer to/from Future Reserves	-	80,000	(80,000)	0%
	Total Expenses	344,034	1,081,834	(737,800)	32%
Sewer Fund Total (Surplus) / Deficit		(760,561)	0		

1* Ongoing Projects - Sewer Rate Analysis, Confined Space, Annual Outfall Cleaning, Environmental Monitoring

2* Ongoing Projects - SCADA Computer and Lift Stations, Air Valves

Village of Pemberton

Statement of Operation ending June 30, 2019

ACCOUNT CODE	ACCOUNT NAME	2019 Actual	2019 Budget	Actual \$	Actual %
	Reclass General Taxation	(28,742)	(28,742)	-	100%
	Surplus Carry Forward, 2016 Projects		-	-	0%
07-1-557100-1602	Air - Lease & Maintenance Fees	(16,861)	(22,000)	5,139	77%
07-1-557200-1671	Grant - Provincial Project - General	-	-	-	0%
07-1-557300-1925	Airport - Other Revenue	1* (15,226)	(6,000)	(9,226)	254%
07-1-557300-1931	Airport - Tie Down Fees	(310)	(1,030)	720	30%
07-1-557300-1932	Airport - Landing Fees	(1,200)	(1,030)	(170)	117%
	Total Revenues	(62,339)	(58,802)	(3,537)	106%
07-2-558000-0000	Airport - Admin	72	525	(453)	14%
07-2-558000-6000	Airport - Salaries	20,215	45,351	(25,136)	45%
07-2-558000-6002	Airport - Benefits	0	884	(884)	0%
07-2-558000-6005	Airport - Advertising	-	525	(525)	0%
07-2-558000-6006	Airport - Insurance	4,093	3,781	312	108%
07-2-558000-6010	Airport - Sundry	-	210	(210)	0%
07-2-558000-6012	Airport - Hydro	1,071	3,136	(2,065)	34%
07-2-558000-6014	Airport- IT	-	515	(515)	0%
07-2-558100-6101	Airport - Legal	2* 6,482	2,874	3,608	226%
07-2-558100-6103	Airport - Contractors & Consultants	-	-	-	0%
07-2-558200-6125	Airport - Maintenance	-	500	(500)	0%
07-2-558200-6126	Airport - Parts & Supplies	-	500	(500)	0%
07-2-558200-6176	Air - Roads	-	-	-	0%
07-2-558250-6023	Amortization Expense - Airport	-	-	-	0%
07-2-558400-6552	Project - Capital Eng Struct - Air	-	-	-	0%
	Total Expenses	31,933	58,802	(26,869)	54%
Airport Fund Total (Surplus) / Deficit		(30,406)	0		

1* Commercial Revenue not budgeted

1* Recoverable Legal Expenses to Invoice Q4

Village of Pemberton

Statement of Operation ending June 30, 2019

Consolidated

	2019	2019	Actual	Actual
	Actual	Budget	\$	%
Revenues:				
Taxation	2,129,069	2,220,877	(91,808)	96%
Water and sewer user rates	1,809,253	1,776,090	33,163	102%
User charges	864,142	2,037,638	(1,173,496)	42%
Penalties and interest income	14,827	24,354	(9,527)	61%
Government transfers:				
Provincial	2,247,753	5,488,660	(3,240,907)	41%
Federal	-	2,000	(2,000)	0%
Other local governments	-	1,721,381	(1,721,381)	0%
Investment income	35,602	24,490	11,112	145%
Other revenues	58,830	495,377	(436,547)	12%
Collections on behalf of other governments	2,986,866	2,481,520	505,346	120%
	10,146,343	16,272,387	(6,126,044)	62%
Expenditures:				
General government	1,075,330	2,442,687	(1,367,357)	44%
Fire protection services	201,850	680,366	(478,516)	30%
Development and planning services	194,601	604,913	(410,312)	32%
Public works and parks	396,671	1,140,171	(743,500)	35%
Recreation	78,052	1,353,195	(1,275,143)	6%
Water utility	303,670	845,473	(541,803)	36%
Sewer utility	344,034	795,504	(451,470)	43%
Airport services	31,933	58,802	(26,869)	54%
Transfers to other governments	2,986,866	2,481,520	505,346	120%
	5,613,006	10,402,631	(4,789,624)	54%
Annual (Surplus) / Deficit	(4,533,336)	(5,869,756)		
ADJUSTMENTS REQUIRED TO BALANCE FINANCIAL PLAN TO CONFORM WITH LEGISLATIVE REQUIREMENTS				
Non-cash items included in Annual (Surplus)/Deficit				
Amortization on tangible capital assets	-	-	-	
Cash items NOT included in Annual (Surplus)/Deficit				
Capital expenditures	2,132,912	6,094,945	(3,962,033)	35%
Loan proceeds	(26,932)	(54,900)	27,968	49%
Long term debt payments	25,352	407,319	(381,967)	6%
Short Term Equipment payments	88,588	146,807	(58,219)	60%
Transfers to/from Statutory Reserves	-	(50,000)	50,000	0%
Transfers from Non-Statutory Reserves	-	(745,880)	745,880	0%
Transfers to Non-Statutory Reserves	206,950	852,590	(645,640)	24%
Transfers to/(from) Unappropriated Surplus	(781,125)	(781,125)	-	100%
Financial Plan Balance	(2,887,592)	(0)		
General Fund (Surplus) / Deficit	(1,215,324)	0		
Water Fund (Surplus) / Deficit	(881,302)	(0)		
Sewer Fund (Surplus) / Deficit	(760,561)	0		
Airport Fund (Surplus) / Deficit	(30,406)	0		
	(2,887,592)	(0)		

Date: July 30, 2019
To: Nikki Gilmore, Chief Administrative Officer
From: Joanna Rees, Planner
Subject: Cannabis Retail Licence Request – Hemptation Cannabis

PURPOSE

The purpose of this report is to seek Council's support for a cannabis retail store licence for a storefront location proposed on Frontier Street, in the AG Mall (7433 Frontier Street).

BACKGROUND

Vincent Lee, of Hemptation Cannabis, has applied to the provincial Liquor and Cannabis Regulation Branch (LCRB) to operate a cannabis retail establishment to be located at #109-7433 Frontier Street. A copy of the Notice of Application, including a site plan, received from the LCRB on May 2, 2019 is attached as **Appendix A**. Some personal information has been redacted, pursuant to the *Freedom of Information and Protection of Privacy Act* (FOIPPA).

The Village adopted a *Non-Medical (Recreational) Cannabis Retail Policy (Cannabis Policy)* on October 2, 2018 that directs the Village to gather the views of nearby residents, businesses and property owners within 100 meters of the proposed location through written notification and the community in general through two (2) consecutive ads in the local newspaper. The Policy is attached as **Appendix B**.

Council has previously supported two similar applications for cannabis retail establishments. An application from the Bison Group, located within the Pemberton Hotel, located at 7423 Frontier Street, was supported on November 27, 2018. The second application from Mark Mendonca and Todd Mumford, located at #3-1366 Aster Street, was supported on March 5, 2019. A map depicting proposed locations is attached as **Appendix C**. The Village of Pemberton has yet to be notified by the LCRB as to whether either of these applications has passed the LCRB's 'fit and proper' assessment. As per the Non-Medical (Recreational) Cannabis Retail Policy (Cannabis Policy) a maximum of two (2) stores are permitted to be operating at any one time. Given that the LCRB has not yet authorized any licences for Pemberton, Staff have proceeded with notification and are now presenting to Council. Staff has reiterated with Provincial Staff that the Village will only permit two (2) cannabis retail establishments.

Written notification of the proposed Hemptation Cannabis location was mailed or otherwise delivered to all residents, businesses and property owners located within 100 meters of the #109 - 7433 Prospect Street location between July 15 and July 25. An advertisement was placed in two (2) consecutive issues the Pique Newsmagazine (July 18 and 25, 2019). A copy of the notification is attached as **Appendix D**.

At the time of preparing this report, the Village received zero (0) correspondence of support or opposition. If any responses are received after the date of preparing this report, they will be presented to Council on July 30, 2019.

DISCUSSION & COMMENTS

The cannabis regulation laws of B.C. require municipal government support for Cannabis Licenses otherwise the application process is halted. According to the province, if the local government is to consider the notice of application and provide comments and recommendations as to the location of the proposed retail store, it must gather the views of residents of the area, if the location of the proposed store may affect nearby residents.

The following is discussion on the merits of the referral:

- a) The location of the establishment is at #109 -7433 Frontier Street.

The subject property is zoned Town Centre Commercial 1 (C-1) and as per Zoning Bylaw No.832, 2018, as amended, "Cannabis, Retail" is a permitted use in the C-1 Zone, up to a maximum of two (2) stores operating at any one time, provided they meet the Village's stated distancing requirements.

The proposed location is in the most southerly retail unit, formerly Method Tattoo, of the AG Mall closest to the Pemberton Hotel. The Village's Cannabis Retail Policy does not apply distancing requirements between cannabis retail locations, rather it limits the maximum number of Cannabis Retail locations in the C-1 Zone to two (2). Please note that if successful, the Green Planet Cannabis Retail Store (in the Pemberton Hotel) would be in very close proximity to the proposed Hemptation Cannabis Retail Store (approximately 40 meters).

- b) The proximity of the establishment to public and youth oriented locations.

The proposed location is more than 150 meters away from Schools, the Pemberton Community Centre, Library, Youth Centre, Skateboard Park and BMX track as per the Cannabis Policy. However, there are public parks in the vicinity (Pioneer Park, Fougberg Park and the Community Barn) and public buildings such as the Dyking District Offices, the Village of Pemberton Offices, the Squamish-Lillooet Regional District Offices and RCMP. The proposed bus stop location is being relocated to the other side of Frontier Street at the northern end of the Train Station.

- c) The hours of operation of the establishment.

The Village's Cannabis Policy allows cannabis retail establishments to operate between the hours of 9 am and 9 pm. The applicants have stated their intentions to operate within these parameters.

- d) The impact of the use on the community in the immediate vicinity of the establishment.

The proposed location for Hemptation Cannabis is proximate to several residential uses of commercially zoned properties; however, the Village did not receive any letters of opposition (or support) from nearby residents.

- e) The impact on the community if the application is approved.

Given the fact that the Village did not receive any opposition after advertising the application and sending notification that the application is being considered, there may be no perceived negative impact on the community.

Despite the fact that two (2) other potential Cannabis Retail Stores have been supported by the Village previously, since no licences from the Province have yet been issued the Village is able to provide support for further applications. If Council does not support an application, it is essentially rejected and ceases to be processed by the LCRB.

Licences are issued by the Province on a first come, first served basis. Planning Staff contacted the LCRB to obtain the status of the first two (2) applications before bringing this referral to the public's attention and to Council for its deliberation. Staff was advised on July 24 that the LCRB were still processing the other two (2) applications and confirmed that no decisions had been made.

COMMUNICATIONS

Written notification of the proposed Hemptation Cannabis Retail location was mailed or hand-delivered to all residents, businesses and property owners located within 100 meters of the Frontier location. An advertisement was placed in two (2) consecutive issues the Pique Newsmagazine (July 18 and 25, 2019).

LEGAL CONSIDERATIONS

Liquor Licences are issued by the provincial Liquor & Cannabis Regulation Branch (LCRB). This item does not require legal review or consideration. The proposed location does meet the Village Zoning Bylaw and Cannabis Retail Policy provisions.

IMPACT ON BUDGET & STAFFING

Review of the Cannabis Retail referral from the LCRB was facilitated in-house.

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts or approvals required respecting the processing of this application as it is a function of the Operations and Development Services Department.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

There are no impacts on the region or neighbouring jurisdictions.

OPTIONS FOR CONSIDERATION

Option One: That Council supports the issuance of the Cannabis Licence as presented.

Option Two: That Council does not support the issuance of the Cannabis Licence in this location.

Option Three: That Council provides an alternative option.

POTENTIAL GOVERNANCE CONSIDERATIONS

Consideration of this referral is consistent with Strategic Theme No. One: Economic Vitality in which the Village values and supports a competitive and diversified economy.

RECOMMENDATIONS

THAT Council recommends support for the issuance of a Cannabis Retail Licence for Hemptation Cannabis, located at #109 – 7433 Frontier Street, Pemberton B.C., for the following reasons:

- The subject property is compliant with the current Village Zoning Bylaw and the Village's *Non-Medical (Recreational) Cannabis Retail Policy*;
- The views of nearby residents were sought by sending notification to all addresses within 100 m of the proposed location and advertising the change in the Pique Newsmagazine, and no objections were presented;
- The proposed cannabis retail licence will provide customers with a convenient, licenced and store-front location in the Village's Town Centre.

Attachments:

Appendix A: Notice of Application from LCRB

Appendix B: *Non-Medical (Recreational) Cannabis Retail Policy*, adopted October 2, 2018

Appendix C: Map of Proposed Cannabis Retail Establishments

Appendix D: Hemptation Public Notification

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



Job # 002085

May 02, 2019

via email: lpedrini@pemberton.ca

Lisa Pedrini
 Development Services
 Village of Pemberton
 7400 Prospect Street
 Pemberton, BC V0N2L0

Dear : Lisa Pedrini

Re: Application for a Non-Medical Cannabis Retail Store Licence
Applicant: Vincent Victor Lee
Proposed Establishment Name: Heptation Cannabis
Proposed Establishment Location: 109 – 7433 Frontier Street, Pemberton

The Applicant, *Vincent Victor Lee*, has applied to the Liquor and Cannabis Regulation Branch (LCRB) for a Non-Medical Cannabis Retail Store (CRS) licence proposed to be located at the above-noted address. The applicant is requesting operating hours from 9:00 am to 11:00 pm, seven days a week. The applicant contact is *Vincent Lee*, [REDACTED]

Local governments and Indigenous nations are a crucial part of the licensing process. Section 33(1) of the [Cannabis Control and Licensing Act](#) prevents the LCRB from issuing a CRS licence without a positive recommendation regarding the CRS licence application from the local government or Indigenous nation.

The LCRB is requesting *the Village of Pemberton* to consider the application and provide the LCRB with a written recommendation with respect to the application. To assist with your assessment of the application, a site map of the proposed cannabis retail store is attached. The following link opens a document which provides specific and important information and instructions on your role in the CRS licensing process, including requirements for gathering the views of residents.

[Local Governments' Role in Licensing Non-Medical Cannabis Retail Stores](#)

OR

[Indigenous Nations' Role in Licensing Non-Medical Cannabis Retail Stores](#)

Liquor and Cannabis
 Regulation Branch

Mailing Address:
 PO Box 9292 Stn Prov Govt
 Victoria BC V8W 9J8

Location:
 645 Tye Road
 Victoria BC V9A 6X5
 Phone: 250 952-5787
 Facsimile: 250 952-7066

Website:
www.gov.bc.ca/cannabisregulationandlicensing

Village of Pemberton
 Regular Council Meeting No. 1497
 Tuesday, July 30, 2019
 55 of 133

The LCRB will initiate an applicant suitability assessment regarding this CRS application, also known as a “fit and proper” assessment, which is comprised of financial integrity checks and security screenings of the applicant and persons associated with the applicant. Once the assessment is complete, you will be notified of the LCRB’s determination. You may choose to withhold your recommendation until the LCRB has made a final decision regarding the applicant’s suitability.

If you choose not to make any recommendation regarding this application, please contact the LCRB at the earliest convenience. Please note that a Cannabis Retail Store Licence cannot be issued unless the LCRB receives a positive recommendation from the local government or Indigenous nation. Similarly, if a local government or Indigenous nation decides not to make any recommendation, the LCRB will not consider the application any further.

If you have any questions regarding this application please contact me at 778 698 9082 or erica.owsianski@gov.bc.ca.

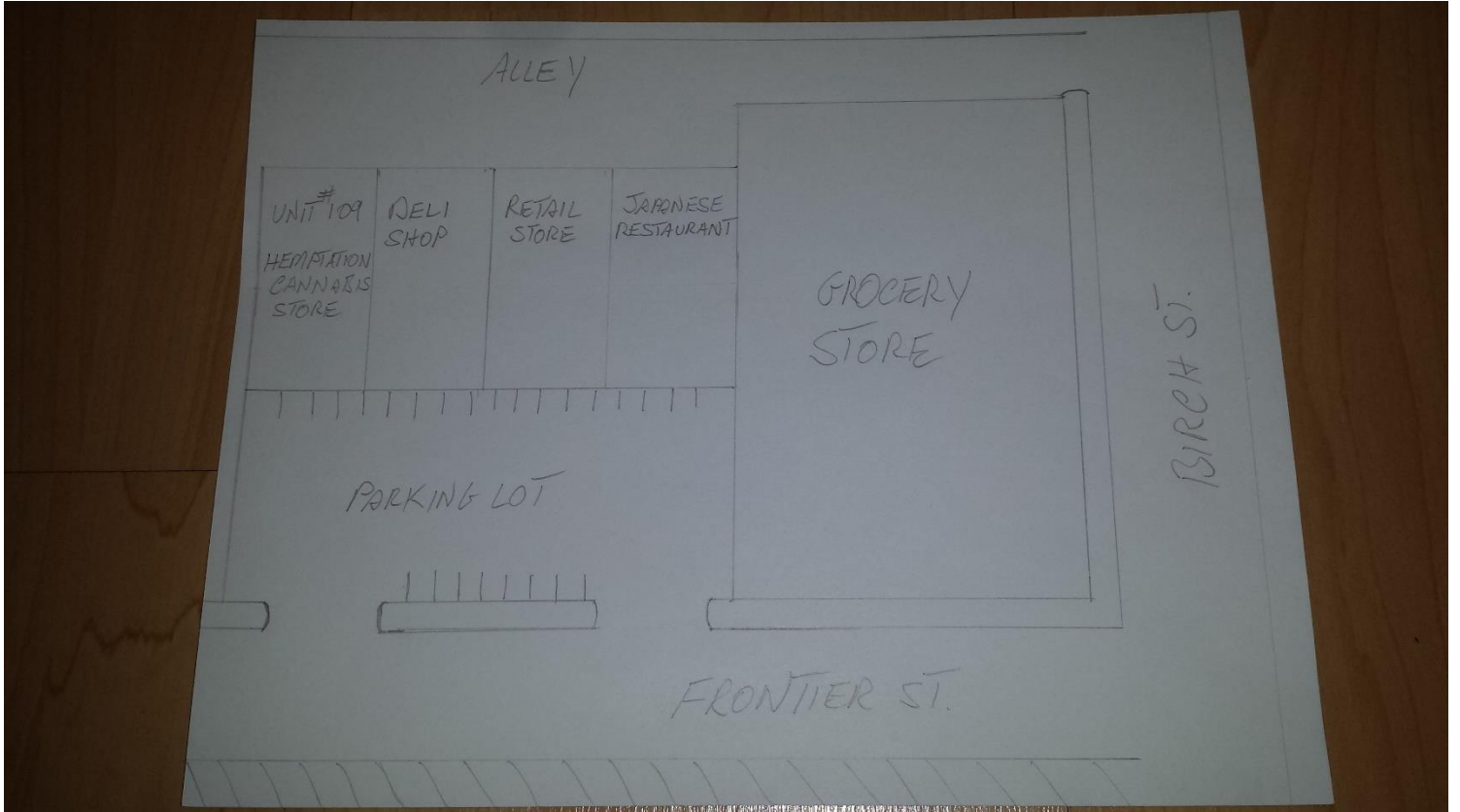
Sincerely,



Erica Owsianski
Senior Licensing Analyst

Attachment

copy: *Applicant*



Non-Medical (Recreational) Cannabis Retail Policy

Department:	Development Services	Policy No.:	DEV-011
Sub-department:	Planning	Created By:	Lisa Pedrini
Approved By:	Council	Amended By:	
Approved Date:	2 October 2108	Amendment:	
Meeting No.:	1477	Meeting No.:	

POLICY PURPOSE

The *Non-Medical (Recreational) Cannabis Policy* identifies the requirements for the sales of non-medical (recreational) cannabis in the Village of Pemberton. In particular, the protocol includes the jurisdiction, definitions, policy related to land use and zoning and includes Village requirements related to the business licence application requirements and approval procedures.

JURISDICTION

The jurisdiction and roles of the regulatory authorities and the proponent in the review and approval of recreational cannabis retail businesses are generally described as follows:

- **Government of Canada** - In accordance with BILL C-45 *Cannabis Act*, the federal government has created a plan for regulating Cannabis and sets standards for health and safety, actions that are illegal or criminal and aspects of regulation that are the responsibility of the provinces.
- **Province of British Columbia** – In accordance with the *Cannabis Control and Licencing Act (CCLA)*, the provincial government has established a legislative framework and full regulatory framework on how products will be sold to consumers. The Act describes general rules relating to cannabis; licensing; special rules (i.e., possession limits, personal cultivation, consumption in public, minors), enforcement and training. Certain additional regulatory powers are enabled for local governments and regional districts.
- **Village of Pemberton** –The Province has established that local governments may further restrict certain elements of non-medical (recreational) cannabis retail sales. Criteria that local governments will be able to address include, but are not limited to, the following:
 - Zoning and Land Use (including distance requirements from public uses and other cannabis-related operations);
 - Operational Requirements (business hours of operation and security features) ;
 - Storefront and Signage limitations, including the display of products;
 - Business Licence Regulations; and
 - Public Consumption.
- **Applicants** - Applicants for a private non-medical cannabis retail store licence must make application through the provincial Liquor and Cannabis Regulation Branch.

OBJECTIVES

- To permit the legal and controlled sale of non-medical (recreational) cannabis within the Village of Pemberton.
- To encourage locations that integrate with the surrounding land uses.
- To establish the Village's intent to only permit cannabis retail use in the Town Centre Commercial (C-1) Zone.
- To establish the Village's intent to restrict the maximum number of cannabis retail businesses to two (2).
- To establish distance requirements from public spaces to minimize impacts and influences on minors and other vulnerable populations.
- To indicate the process by which the Village will make decisions with respect to potential application referrals from the Province and how the views of nearby residents will be gathered.

DEFINITIONS

Applicant means a company or organization proposing to operate a non-medical (recreational cannabis) retail business in the Village of Pemberton.

Non-Medical Cannabis means a cannabis plant used for recreational purposes. Cannabis has the same meaning as in the *Cannabis Act* (Canada), subject to any prescribed modifications.

Distance Requirement means the minimum distance measured horizontally from the subject property of the proposed non-medical cannabis retail business for notification.

Vulnerable Populations means children and youth under the age of nineteen (19), people with mental health problems, pregnant women, and other socio-economically disadvantaged populations.

POLICY

1. Licencing Referrals and Notification

- The provincial *Liquor and Cannabis Regulation Branch* (LCRB) will be responsible for licencing non-medical (recreational) retail businesses. A cannabis retail licencing regime similar to the current licencing regime for liquor has been established whereby licence applications must be initiated with the LCRB, before being referred to the Village of Pemberton. Refer to **Appendix A – Cannabis Retail Application Process**.
- When an application is received, the LCRB will notify the local government where the proposed store will be located. Upon receiving notice, the Village of Pemberton can:
 - Choose not to make a recommendation (which ends the licence application as the LCRB is not able to issue a licence unless the local government gives a positive recommendation); or

- Choose to make comments and recommendations on an application, based on the views of nearby residents.
- Council will make their recommendation based in part on the views of nearby residents. Views of nearby residents will be gathered by mailing or otherwise delivering a written notification to properties within 100 metres of the proposed non-medical (recreational) cannabis retail business location and by placing notices in the local newspaper following the regulations set out in section 94 of the *Community Charter*. The notice will invite property residents/property owners to send in comments and/or attend a meeting where a decision to recommend the application be supported will be considered. This notification will be done for each and every application referred to the Village by the LCRB.
- If the views' of nearby residents is supportive, the Village may send a positive recommendation to the LCRB, and the application will continue to be processed by the Province.
- If the views' are not supportive, the Village may not send a positive recommendation to the LCRB and the application will be halted.

2. Application Referral Review Fee

- The Village of Pemberton will charge a review fee of not less than \$500.00 payable by the Applicant per referral.

3. Land Use and Zoning

- The Village of Pemberton Zoning Bylaw No. 832, 2018 prohibits medical cannabis dispensaries in all zones.
- In order for non-medical (recreational) cannabis retail sales to be permitted in the Village of Pemberton, the Village will initiate a Zoning Amendment to permit non-medical (recreational) cannabis retail in the Town Centre Commercial (C-1) Zone, under certain Conditions of Use.
- A maximum of two (2) non-medical (recreational) cannabis retail businesses will be permitted to operate in the Town Centre Commercial (C-1) Zone at one time.

4. Conditions of Use - Distancing Requirements

- Locations for non-medical (recreational) cannabis retail businesses must be at least one hundred and fifty (150) meters away from the following public uses:
 - Community Centres and Youth Centres
 - Libraries
 - Licenced Daycares
 - Playgrounds and Playing Fields
 - Schools

- Skate Parks/Bike Parks and any other locations frequented by minors not including the Downtown Barn, Pioneer Park, Fougberg Park or the Pemberton & District Museum.
- A map showing the distancing requirements (buffers) is attached as **Appendix B**.

5. Conditions of Use - Operational Requirements

- A non-medical (recreational) cannabis retail business may operate between the hours of 9:00am and 9:00pm.
- A non-medical (recreational) cannabis retail business must install the following security/safety measures:
 - Video surveillance cameras that monitor all entrances and exits and the interior of the business premises. Video camera data collected shall be retained for at least twenty-one (21) days.
 - Certified Security and Fire Alarm systems that are operational and monitored at all times.
 - Air filtration and odour suppression systems that are operational at all times.
 - A minimum of two (2) employees onsite at all times.
 - Any other security measures deemed appropriate by referral agencies such as the RCMP, Village Fire Chief, Chief Building Official or their designate.

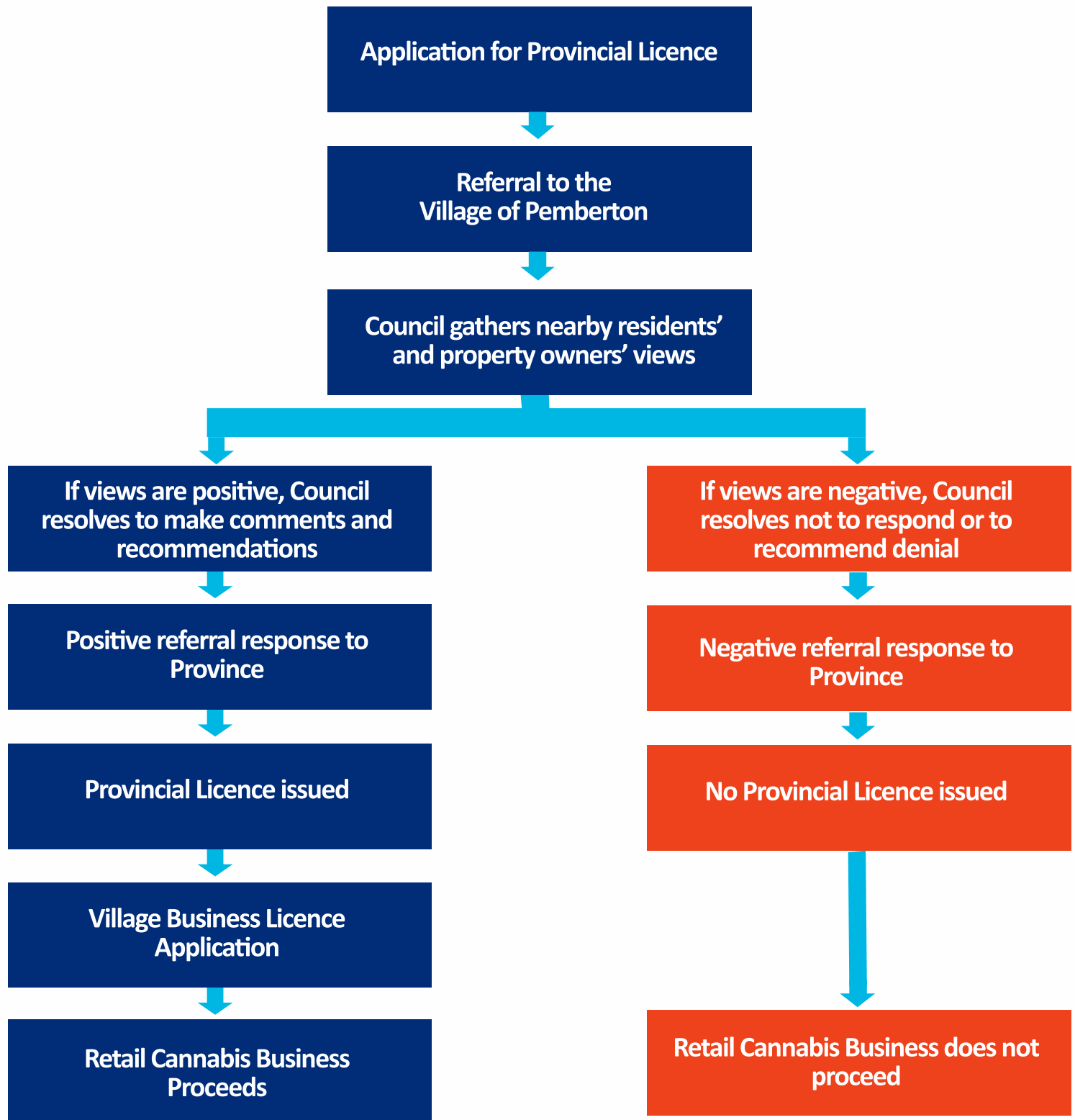
6. Business Licence Fee and Requirements

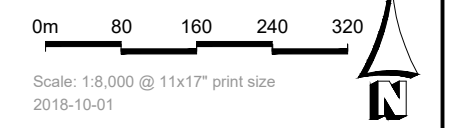
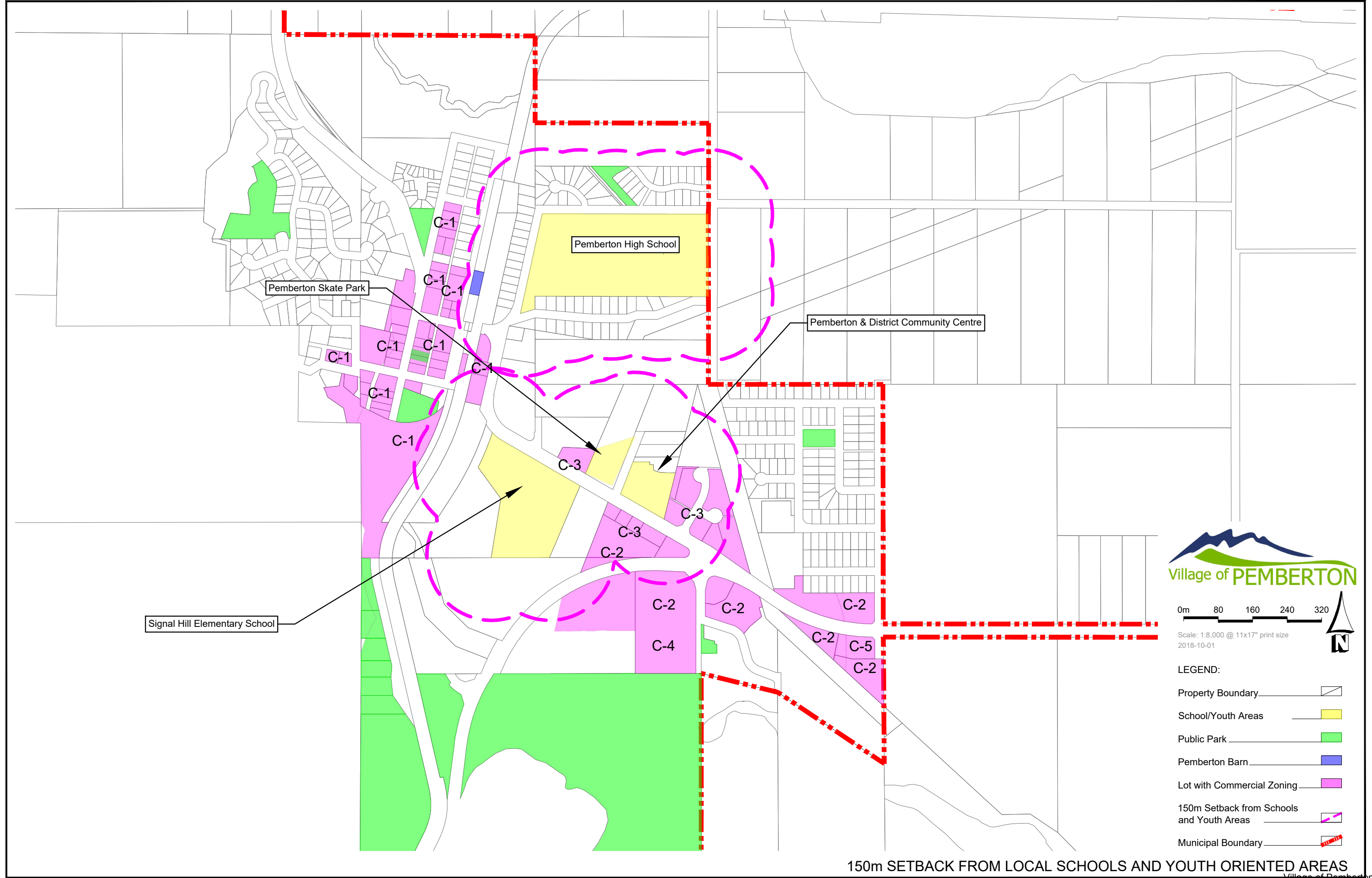
- A non-medical (recreational) cannabis retail business must obtain a Village of Pemberton Business Licence before operating their business.
- The annual fee for a Business Licence for a non-medical (recreational) cannabis retail business shall be established at a rate not less than \$1,500. Business Licences are renewed on January 1 of each calendar year and expire on December 31 of the same year.
- Business Licence requirements for non-medical (recreational) cannabis retail businesses shall be determined by the Village of Pemberton Business Licence Bylaw, as amended or replaced from time to time.
- Applicants must provide, at a minimum, the following documents upon submission of their business licence application:
 - Proof of Provincial Licence Issuance from the LCRB;
 - Proof of Completion of the LCRB Employee Training Program;
 - Security Plan;
 - Permission from the owner of the building, if the space is rented or leased.

7. Signage

- Signage Requirements for non-medical (recreational) cannabis retail businesses shall be as determined by the Village of Pemberton Sign Bylaw, as amended or replaced from time to time.

Non-Medical (Recreational) Cannabis Retail Licence Application Process

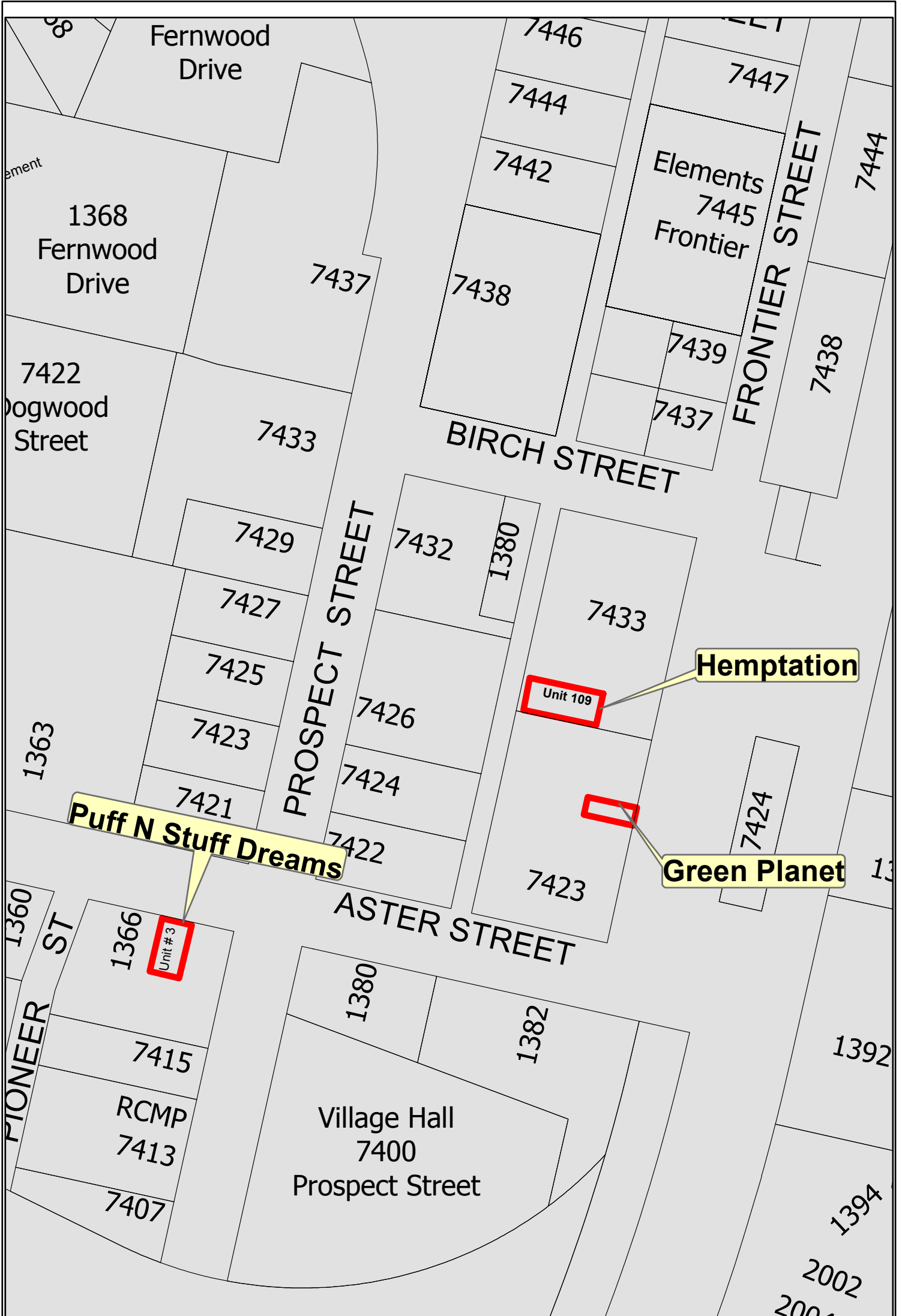




LEGEND:

Property Boundary	
School/Youth Areas	
Public Park	
Pemberton Barn	
Lot with Commercial Zoning	
150m Setback from Schools and Youth Areas	
Municipal Boundary	

150m SETBACK FROM LOCAL SCHOOLS AND YOUTH ORIENTED AREAS



Cannabis Retail Establishments
Proposed:
 Hemptation – Unit 109 -7433 Frontier Street

Council supported:
 Green Planet – 7423 Frontier Street
 Puff N Stuff Dreams – Unit 3 – 1366 Aster Street

Revised: July, 24 2019



Council Consideration of an Application for a Non-Medical Cannabis Retail Store

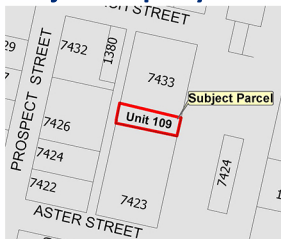
Notice is hereby given in accordance with the Village of Pemberton Non-Medical (Recreational) Cannabis Retail Policy that Council will consider an application for a Non-Medical Cannabis Retail Store in the C-1 Zone at the Regular Council Meeting scheduled for Tuesday, July 30th commencing at 9am in Council Chambers, 7400 Prospect Street, Pemberton, BC.

Meeting to Consider Application

Tuesday, July 30, 2019
9am
Council Chambers
7400 Prospect Street
Pemberton BC

Public Welcome

Subject Property



What is the proposed location and operating hours?

The Applicant, Vincent Lee, has applied to the Liquor and Cannabis Regulation Branch (LCRB) for a Non-Medical Cannabis Retail Store (CRS) Licence proposed to be located in unit 109 – 7433 Frontier Street, Pemberton, BC. The proposed establishment name is Hemptation Cannabis and the operating hours will be 9am to 9pm, seven days a week.

How can I provide feedback ?

You may provide comment in-person at the meeting in which the application is being considered, or you may provide a written submission to the attention of Joanna Rees, Planner, Box 100, 7400 Prospect Street, Pemberton, BC V0N 2L0 or via email jrees@pemberton.ca **prior to noon on Monday, July 29, 2019.**

How do I get more info?

A copy of relevant background documents and the application under consideration may be inspected at the Village of Pemberton Office, 7400 Prospect Street from Tuesday, July 16th to Monday, July 29th during regular office hours (8:30am -4:30pm), Monday through Friday (statutory holidays excluded) and also online at www.pemberton.ca. For more information contact Joanna Rees, Planner at 604-894-6135 (ext. 232) or jrees@pemberton.ca.



Date: Tuesday, July 30, 2019
To: Nikki Gilmore, Chief Administrative Officer
From: Joanna Rees, Planner
 Lisa Pedrini, Manager of Development Services
Subject: Development Services 2019 Second Quarter Report: April - June 2019

PURPOSE

The purpose of this report is to inform Council of the activities of the Development Services Department for the Second Quarter of 2019.

BACKGROUND

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

DISCUSSION & COMMENTS

This report provides an overview of the number of permits issued between April 1st, 2019 and June 30th, 2019 in the following areas:

BUILDING DIVISION

April – June 2019 - Building Permit Overview

A breakdown of building permit data for the Second Quarter of 2019 is provided below:

Type of Permit	# of BP's Issued	Value of Construction	Permit Fees
Single Family Dwelling	7	\$4,544,860.00	\$46,307.00
Single Family Dwelling with suite	8	\$5,503,976.00	\$51,892.00
Manufactured Homes (mobile)	0		
Multi Family Dwelling (owned)	0		
Multi Family Dwelling (rental)	0		
Institutional	0		
Farm Building	0		
Others (Decks, Stairs, Reno etc.)	3	\$3,000.00	\$210.00
Tenancy Improvements (Commercial/Industrial)	3	\$265,000.00	\$3,253.00
Industrial Buildings (includes fee revision from a 2018 permit)	3	\$8,049,000.00	\$64,230.00
Excavation / Blasting	3		\$295.00
Demolition	1		\$70.00
Total Permits – 2nd Quarter		\$18,365,836.00	\$166,257.00

Development Cost Charges Overview

April – June 2019

A breakdown of development cost charges collected in the Second Quarter of 2019 is provided below:

Fund	Amount
Roads	\$11,565.16
Drainage	\$1,193.23
Sewer	\$13,355.01
Water	\$6,700.45
Parks	\$
TOTAL 2nd Quarter	\$32,813.86

2019 DCC's Collected Year to Date: \$32,813.86 (January to June 2019)

PLANNING DIVISION

2019 Current Development Applications

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

Application #	Project	Status
DPA008	1422, 1426 & 1430 Portage Road (Crestline) - 36 Stacked Townhouses	DP#078 authorized for issuance Feb 14, 2019; meeting DP Conditions in Process
DPA011	7370 Highway 99 (Pemberton Mobile Home Park Ltd.) addition of new pads	DP#080 authorized for Issuance June 25, 2019
DPA016	Wye Lands – Combined Commercial Residential Development	Application review In Process
DPm113	7423 Frontier Street Pemberton Hotel – Exterior Façade Upgrades to add Cannabis Retail and additional hotel rooms at grade	DPm#113 authorized April 26, 2019 by Manager of DS
SO70	1931 Timberlane Road – 2 Lot Subdivision	Approved April 12, 2019
SO71	1368 Fernwood – 4 Lot Subdivision	In Process
SO73 – Phase 1B	Sunstone Ridge – 25 Lot Subdivision	In Process
SO74	1351 Cedar Street – Lot Split	In Process
SO75	1350 Aster Street- SLRD/VOP Lot Split	In Process
DVP123	Sunstone Ridge, Phase 1B, Road C – Road Standards	DVP#123 Authorized for Issuance June 25, 2019
TUP 009	1394 Portage Road – Coffee Truck	On Hold by request of Applicant
SAP 2019-01	1314 Eagle Drive – SFD construction	Application withdrawn
SAP 2019-02	1768 Pinewood –SFD construction	Issued April 16, 2019
SAP 2019-03	1436 Alder – SFD construction	Issued April 15, 2019

SAP 2019-04	Lot 36, Sunstone –SFD construction	Issued April 16, 2019
SAP 2019-05	2000 Sabre Way – TBD	Received May 30, 2019; In process
SAP 2019-06	Highway 99, Tisdale – TBD	Received May 28, 2019; In process
SAP 2019-07	1703 Wishbone – SFD construction	Received June 18, 2019; In process

DPA: Development Permit
 DVP: Development Variance Permit
 LL: Liquor Licence

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

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

2019 Long Range Planning Projects

The following is a list of long range planning projects and their respective status.

Project	Status
Hillside Development Standards	To be presented to Committee of the Whole in September 2019
Affordable Housing Action Plan	Focus groups completed with community non-profit, senior’s groups, builders and developers on June 20 th 2019; Progress Report to be presented to Committee of the Whole on July 30 th 2019. The Final Report is to be presented in September, 2019.
Mount Currie Rock Slide Risk Assessment Strategy	To be presented to Committee of the Whole in September 2019
Community Amenity Contribution Policy	To be presented to Committee of the Whole in October 2019
Sign Bylaw Review and Update	In Process
Regional Growth Strategy Review	In Process
Development Procedures Bylaw Update	In Process
Cycling Network Plan	In Process; Preparing RFP

COMMUNICATIONS

The Development Services Department works with the Communication Coordinator to regularly update the Village’s website with current information related to planning and building and to meet statutory requirements related to notification as needed.

LEGAL CONSIDERATIONS

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

IMPACT ON BUDGET & STAFFING

The Development Services Division operates on a cost recovery basis as per the *Development Procedures Bylaw No. 725, 2013*, as amended from time to time. All applications for

development, subdivision, temporary use and building permits have fees associated with the review. If the review of development applications exceeds the deposit, then any additional expenses are cost-recoverable from the applicant.

INTERDEPARTMENTAL IMPACT & APPROVAL

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

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

There are no impacts on the region or neighbouring jurisdictions.

ALTERNATIVE OPTIONS

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

POTENTIAL GOVERNANCE CONSIDERATIONS

The services provided by the Development Services Division meet with Strategic Priority One: Economic Vitality; Strategic Theme Two: Good Governance; Strategic Theme Three: Excellence in Service; and Strategic Theme Four: Social Responsibility.

RECOMMENDATIONS

THAT the Development Services 2019 Second Quarter Report, dated July 30, 2019, be received for information.

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

Date: July 30, 2019
To: Nikki Gilmore, Chief Administrative Officer
From: Tom Csimá, Manager of Operations and Projects
Subject: Operations Department Second Quarter Report: April – June 2019

PURPOSE

The purpose of this report is to inform Council on the activities of the Department of Operations for the Second Quarter of 2019.

BACKGROUND

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

DISCUSSION & COMMENTS

Tom Csimá started in the role of Manager of Operations and Projects on May 13th, 2019. Also, Sarah McLeod was hired as a Summer Labourer for a term position until October.

Below is an overview of a number of projects completed in the Second Quarter.

Regular Maintenance and Small Projects

Public Works

- Sewer lift station maintenance including daily checks and pump maintenance as required.
- Waste Water Treatment Plant regular maintenance and operations.
- Water Conditioning Plant regular maintenance and operations.
- Water main valve inspection and maintenance
- Installation of temporary portable toilets on the north east corner of the barn.
- Preparation of the removal of dangerous trees (Disc Golf course, Arn Canal trail)

Parks

- Upgrading public garbage receptacles and signage.
- Flower planting and Parks spring maintenance.
- Regular grass mowing and trimming of all parks and green spaces.
- Watering and maintaining newly planted trees that replaced Crabapple trees.
- Purchase of a 2007 Mitsubishi Fuso FG84D Flat Deck truck.
- One Mile Lake Park re-seeding and top dressing.
- Startup of Soccer field, grounds keeping and preparations for opening in September.

2019 Capital Projects

1. Downtown Enhancement Works:

Hazelwood Contracting mobilized and began construction on March 27th starting with the underground cistern tanks near the Downtown Barn. This was followed by installing the new water lines and storm water works along Frontier St, Aster St, Prospect St and Birch Rd. with the watermain being successfully tied in on 9th and 23rd of June. Soil cells and irrigation system were being installed throughout May and June, as well as a significant portion of the pave drain parking area on Frontier, and curbs and sidewalks throughout downtown. Paving is anticipated to commence in July with the remainder of the work expected to be completed by the end of September.

2. Friendship Trail Bridge:

Work to complete the portion of the Friendship Trail as it exits the bridge and loops back underneath the bridge has been planned and is expected to commence in July 2019.

COMMUNICATIONS

The Operations Department works regularly with the Communication Coordinator to provide updates on the initiatives and projects that are currently underway to ensure that the Village's website is updated and information is communicated to residents through the eNEWS and the Village's Facebook Page. As such, considerable communication has been undertaken related to the Downtown Enhancement Project.

LEGAL CONSIDERATIONS

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

IMPACT ON BUDGET & STAFFING

The Operations Department operates on the approved annual municipal budget, reserves, and Provincial grant. The works noted above have all been accommodated in the 2019 budget.

INTERDEPARTMENTAL IMPACT & APPROVAL

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

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

There are no impacts on the region or neighboring jurisdictions.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

POTENTIAL GOVERNANCE CONSIDERATIONS

The services provided by Operations meet with Strategic Priority One: Economic Vitality by supporting a diversified economy; Strategic Priority Two: Good Governance by being open and accountable and fiscally responsible; Strategic Priority Three: Excellence in Service by ensuring that the Village continues to deliver the highest quality of municipal services within the scope of our resources; and finally, Strategic Priority Four: Social Responsibility by supporting the creation of a strong and vibrant community.

RECOMMENDATIONS

THAT the Operations Department 2019 Second Quarter Report be received for information.

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

Date: July 30, 2019
To: Nikki Gilmore, Chief Administrative Officer
From: Angela Belsham, Recreation Services Manager
Subject: Recreation Service 2019 Second Quarter Report

PURPOSE

The purpose of this report is to inform Council of the Pemberton and District Recreation Service activities for the Second Quarter of 2019.

BACKGROUND

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

The Recreation Service Department includes the following permanent and casual positions:

- Recreation Services Manager
- Facility Maintenance Coordinator
- Recreation Programmer
- Youth / Seniors Centre Coordinator
- Administrative Assistant
- Customer Service Representative
- Customer Service Staff – 8 casual positions
- Youth Leaders – 3 casual positions

DISCUSSION & COMMENTS

The Squamish-Lillooet Regional District and the Village of Pemberton finalized the transfer of management of the Pemberton and District Recreation Service effective June 1, 2019 for a five-year term. The established funding model and governance structure of the Pemberton Valley Utilities and Services (PVUS) Committee has been maintained to support the service. PVUS last met on June 13, 2019 and their next meeting is scheduled for October 10, 2019.

This report provides an overview of second quarter activities undertaken by the Recreation Service since the management transfer, June 1 to 30, 2019.

Spring Programming:

Registration for Spring (April – June) programs opened February 27, 2019.

Year	Total Registrations	Gross Revenue
2019	663	\$36,283
2018	475	\$24,960
2017	672	\$37,556

2018 was an anomaly with the temporary loss of dance classes and the opening of two new private fitness studios in Pemberton.

Summer Programming:

Summer program registration began Monday, February 11, 2019.

Year	Registration	Gross Revenue
2019	203 (to date)	\$23,215
2018	113	\$15,957

Summer Camp Offerings:

The following summer day camp programs are offered through the Recreation Service:

- One Mile Lake Canoe Camp
- One Mile Lake Paddling Camp – Regatta Ready
- Spanish Camp
- Fairies and Pirates Camp
- Tiny Tykes Soccer
- Full Day Program Soccer
- Player Development Morning and Afternoon Soccer
- Hair Up! Camp
- Bows Dance Camp
- Descendants Dance Camp
- Magic Dance Camp
- Crazy Campers
- Fairies and Pirates Camp
- Tennis Camp
- Super Hero Camp
- Under the Sea camp

The Recreation Service works in partnership with individual contract instructors as well as the Pemberton Canoe Association, Whistler Tennis Academy, Pemberton Dance Studio and Challenger International Soccer to provide unique camp offerings throughout the summer. Although it had been hoped to offer swimming lessons at One Mile Lake Park this was not achievable as recruitment for a qualified lifeguard was not successful.

50+ Programs / Services:

The following programs and services were offered for the 50+ demographic:

- NexGen Hearing Presentation and Free Screening – Friday, June 7
- Outdoor Games Day – Tuesday, June 18
- Fire Safety Presentation – Friday, June 28

Youth:

The Recreation Service offers a youth drop-in program at the REC (Youth / Seniors Centre).
The average drop-in attendance for the month of June is noted below:

Wednesday	Thursday	Friday	Saturday
9	5	27	17

Youth Programs and Services offered:

The following programs and activities were hosted through the Recreation Service for youth in June:

- Basketball Competition - Bi-weekly in June
- Snow Cone Saturdays – Ongoing / Bi-weekly
- Scavenger Hunt – Friday, June 7
- Grade 7 Open House – Wednesday, June 19
- Outdoor Games – Friday, June 21

COMMUNICATIONS

The Pemberton and District Recreation Service worked with the Communications and Grant Coordinator to ensure recreation Staff were familiar with how to create and update content on the Village of Pemberton website. Recreation Staff subsequently developed Recreation Service website pages in preparation for the transfer, which went live June 3, 2019 (<https://www.pemberton.ca/municipal-services/recreation-services/pemberton-and-district-recreation-services>).

The Recreation Service provides updates to the Communications and Grant Coordinator on the initiatives and projects that are currently underway to ensure that information is communicated to residents through the eNEWS. As such, considerable communication has been undertaken related to summer camp programming and special events.

LEGAL CONSIDERATIONS

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

IMPACT ON BUDGET & STAFFING

The Recreation Service operates on the Squamish-Lillooet Regional District (SLRD) Board approved annual budget, reserves, grants and on a cost recovery basis as per the SLRD Pemberton and District Recreation Facilities and Services Bylaw No. 1563-2018, as amended each year.

INTERDEPARTMENTAL IMPACT & APPROVAL

The Recreation Service in May 2019 commenced relationship building with all Village Departments in order to ensure a smooth transfer of service.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

There are no impacts on the region or neighbouring jurisdictions.

ALTERNATIVE OPTIONS

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

POTENTIAL GOVERNANCE CONSIDERATIONS

The services provided by the Pemberton and District Recreation Service meet with Strategic Priority One: Economic Vitality; Strategic Theme Two: Good Governance; Strategic Theme Three: Excellence in Service; and Strategic Theme Four: Social Responsibility.

RECOMMENDATIONS

THAT the Pemberton and District Recreation Services 2019 Second Quarter Report be received for information.

Submitted by:	Angela Belsham, Recreation Services Manager
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer

Date: July 30, 2019
To: Nikki Gilmore, Chief Administrative Officer
From: Robert Grossman, Fire Chief
Subject: 2019 Second Quarter Fire Department Report

PURPOSE

To provide Council with a summary of the activities of the Pemberton Fire Rescue Department for the Second Quarter of 2019.

BACKGROUND

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

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

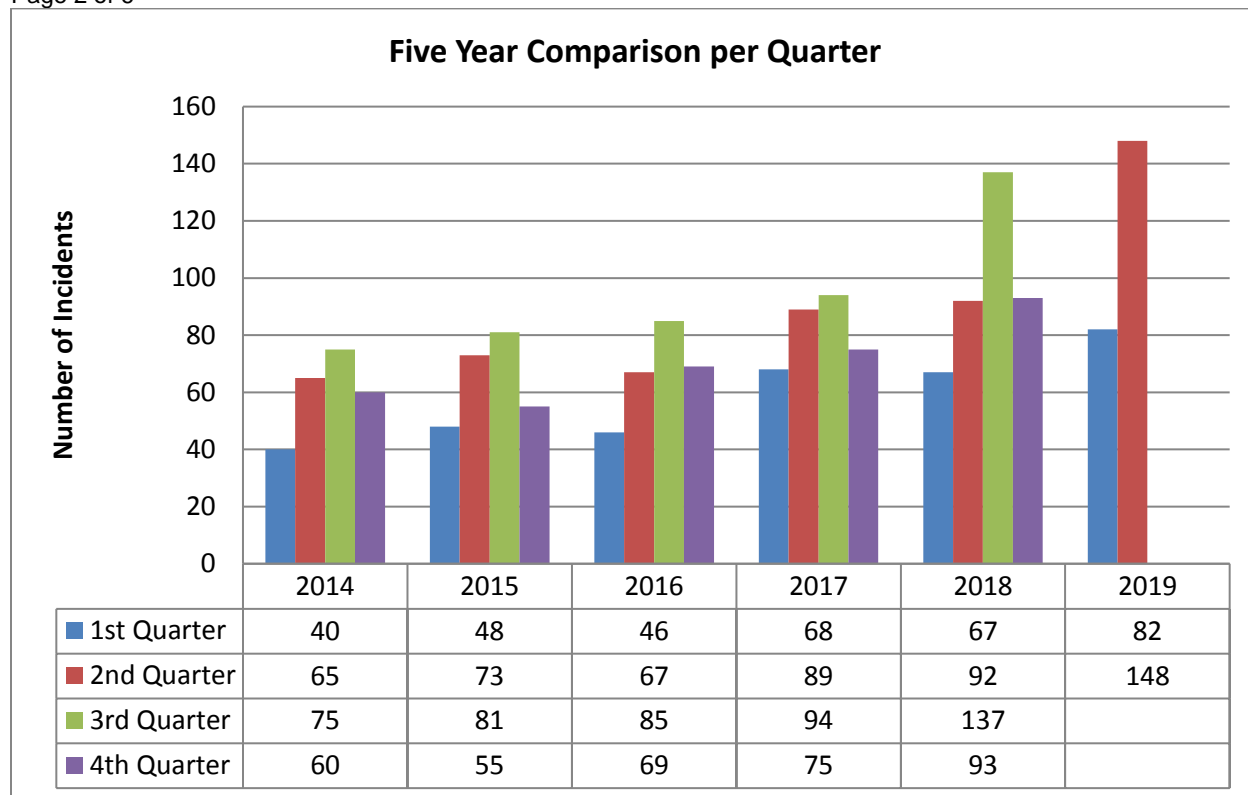
Fire Service is also provided to Lil'wat Nation through a separately negotiated Fire Service Agreement which was established in 2017.

DISCUSSION & COMMENTS

Incidents:

As of June 30th, Pemberton Fire Rescue has responded to one hundred forty-eight (148) incidents in the Second Quarter which is an increase of 56 incidents over 2018 in the same Quarter.

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



As of June 30th, Pemberton Fire Rescue has responded to two hundred thirty (230) incidents since January 1, 2019. This is an increase of forty-five percent (45%) over last year. The table below shows the total number of incidents since 2014 by month.

	Incidents by month since 2014					
	2014	2015	2016	2017	2018	2019
January	15	14	16	31	21	32
February	17	19	17	18	30	25
March	8	15	13	14	16	25
April	24	15	16	21	22	33
May	23	21	27	38	37	55
June	17	37	24	35	33	60
July	33	32	42	32	48	11
August	21	34	25	38	38	0
September	21	15	18	24	51	0
October	18	12	12	27	29	0
November	26	16	27	21	21	0
December	18	27	30	27	43	0
Totals	241	257	267	326	389	241
Jan – June	104	121	113	157	159	230
July – Dec	137	136	154	169	230	11

Types of Responses:

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

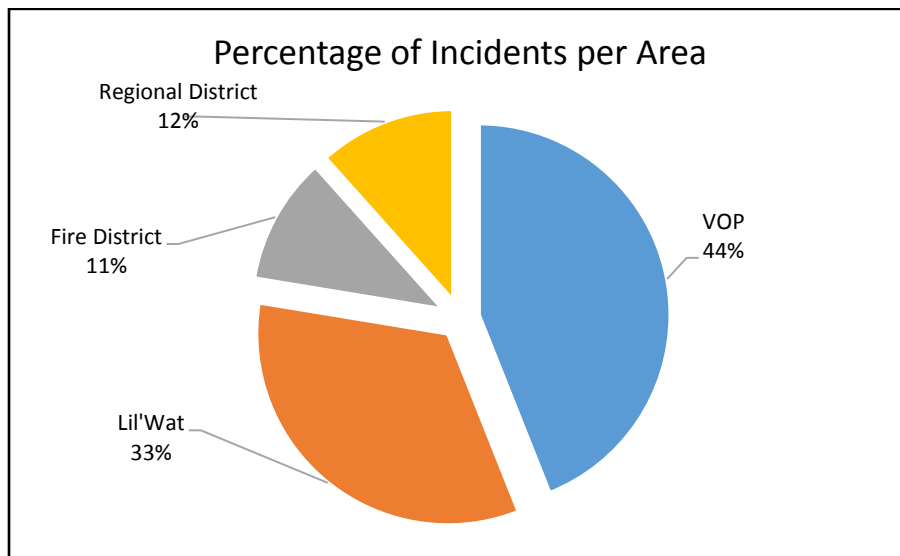
Below is a table that summarizes the number of callouts per type of incident attended.

The breakdown of the incident reports is categorized into the following regions: Village of Pemberton Boundaries, Lil'wat, Fire District Service Areas and Regional District (or outside the Fire District zones including north of Mount Currie, north of The Heights and south of the Village Boundaries).

Response Type Description	Totals	VOP	Lil'wat		Regional District		
			Old Site	New Site	Within Fire District		
					Meadows	Fringe	Heights
Alarms	21	17	1			1	2
Burn Complaint	4	1			1	1	
Chimney Fire	11	1	3	7			
Gas Spill	1	1					
Fire Unclassified	2	1				1	
Grass Fire	8	2	5				
Hazardous Material	2		2				
Investigation (no fire)	1	1					
Medical Aid	119	54	36	16	4	3	2
Motor Vehicle Accident	30	12	1	1			1
Public Service	3	3					
RCMP Police Assist	1	1					
Rescue & Safety	3	1		1			1
Smoke in a structure	2			1		1	
Smoke Sighting	10	4			2		2
Structural Fire	4	1	2		1		
Vehicle Fire	6	1	2	1			1
Wildland Fire	4		2				
Wires Down	9	5					2
	Totals	VOP	Old Site	New Site	Meadows	Fringe	Heights
Totals	241	106	54	27	8	7	11
Totals by Area	241	106	81		26		

Regional District								
Outside of Fire District								
Response Type Description	Birken	D'Arcy	Poole Creek	Hwy 99 South	Hwy 99 North Area C	Hwy 99 North Area B	Regional District	InShuck FSR past 10 km
Burn Complaint				1				
Grass Fire							1	
Medical Aid		2					2	
Motor Vehicle Accident		3		2	6	1		3
Smoke Sighting							2	
Vehicle Fire					1			
Wildland Fire							2	
Wires Down	1		1					
Totals	1	5	1	3	7	1	7	3
Regional District outside of Fire Protection Area								
Grand Total	28							

A pie chart below shows the percentage breakdown of incidents per area.



Membership:

The Fire Chief is supported by twenty-four (24) members. This is down from last Quarter by two (2). These two (2) members have moved due to housing costs and housing availability.

Training:

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

Second Quarter Commitments:

A total of nineteen (19) training sessions occurred for a total of fifty-three (53) hours.

A total of one hundred forty-eight (148) incidents were responded to for a total of one hundred fifty-two (152) hours.

Fire Prevention, Inspections & Public Events:

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

- Seven (7) new business application review and fire inspections
- One (1) complaint-based inspection
- One (1) Fire Safety Plan was reviewed
- Seven (7) Public Education events were attended by Pemberton Fire Rescue
- Ten (10) Public Service Requests were attended by Pemberton Fire Rescue

COMMUNICATIONS

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

LEGAL CONSIDERATIONS

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

IMPACT ON BUDGET & STAFFING

The preparation of the Quarterly report is done in-house and is a component of the yearly work plan for the Department.

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts or approvals required.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

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

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

POTENTIAL GOVERNANCE CONSIDERATIONS

The services provided by the Fire Rescue Department are in keeping with Strategic Priority Theme Three: Excellence in Service by ensuring that the Village continues to *deliver the highest quality of municipal services within the scope of our resources.*

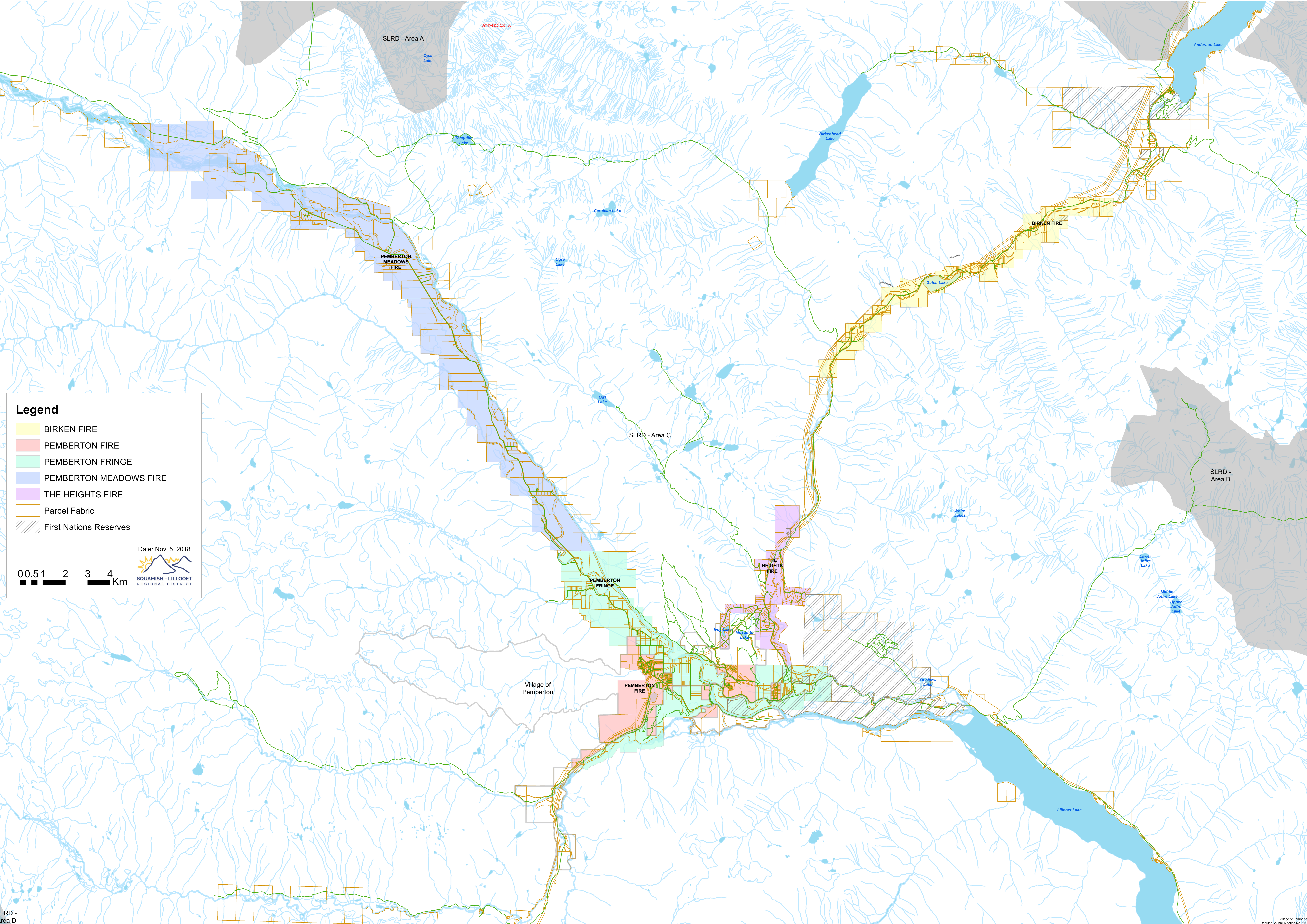
RECOMMENDATIONS

THAT the 2019 Second Quarter Fire Department Report be received for information.

ATTACHMENTS:

Appendix A: Fire Service Area Map


Submitted by:	Robert Grossman, Fire Chief
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer



Legend

- BIRKEN FIRE
- PEMBERTON FIRE
- PEMBERTON FRINGE
- PEMBERTON MEADOWS FIRE
- THE HEIGHTS FIRE
- Parcel Fabric
- First Nations Reserves

Date: Nov. 5, 2018



SQUAMISH - LILLOOET
REGIONAL DISTRICT

0 0.5 1 2 3 4 Km

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 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 work or 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 9th day of July, 2019.

READ A SECOND TIME this 9th day of July, 2019.

READ A THIRD TIME this 9th 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	hour
		\$25 minimum fee	
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.

Karen Elliott, Mayor, District of Squamish
Jack Crompton, Mayor of Whistler
Mike Richman, Mayor of the Pemberton

5 July 2019

Dear Karen, Jack and Mike,

Mike

I trust this letter finds you all well.

I look forward to meeting you one day soon!

Quest University has now been open and welcoming students and their families for over a decade. A Quest education is recognized around the world as being innovative and transformative. The University adds to the diversity and appeal of Squamish and the Sea to Sky Corridor, adding a high-quality education to all that our communities have to offer. The attached sheet shows what some of our alumni have done and are doing as they go into the world from Quest.

The original sign on Highway 99, which was always intended to be temporary, blew away with the last windstorm. We need a new prominent sign that does justice to the fine university that we have become. A new sign, conforming to the Squamish signage standards will let all the people who travel Highway 99 that we are here and a proud member of our growing community. An innovative education is very much part of the Sea to Sky corridor.

We have now launched a fundraising campaign among our community partners and vendors for a new highway sign. A new sign will cost about \$37,000. Necessary approvals are now in place. We have a lead donor who has committed \$20,000 towards this project. One local company and a parent have made donations. My wife Marilyn and I have given to this cause as well.

I write to ask if the three Districts of Squamish, Whistler and Pemberton would consider being part of this very worthy cause. Donors will be recognized for their gift to the University on our website and on the LCD monitor in the Quest University Atrium. Three gifts of \$4,000 each would see us achieve our goal and raise the awareness I believe we need and deserve.

A mock-up of the sign and a map of the location are attached. Thank you very much for your kind consideration and continued support.

Very best regards,

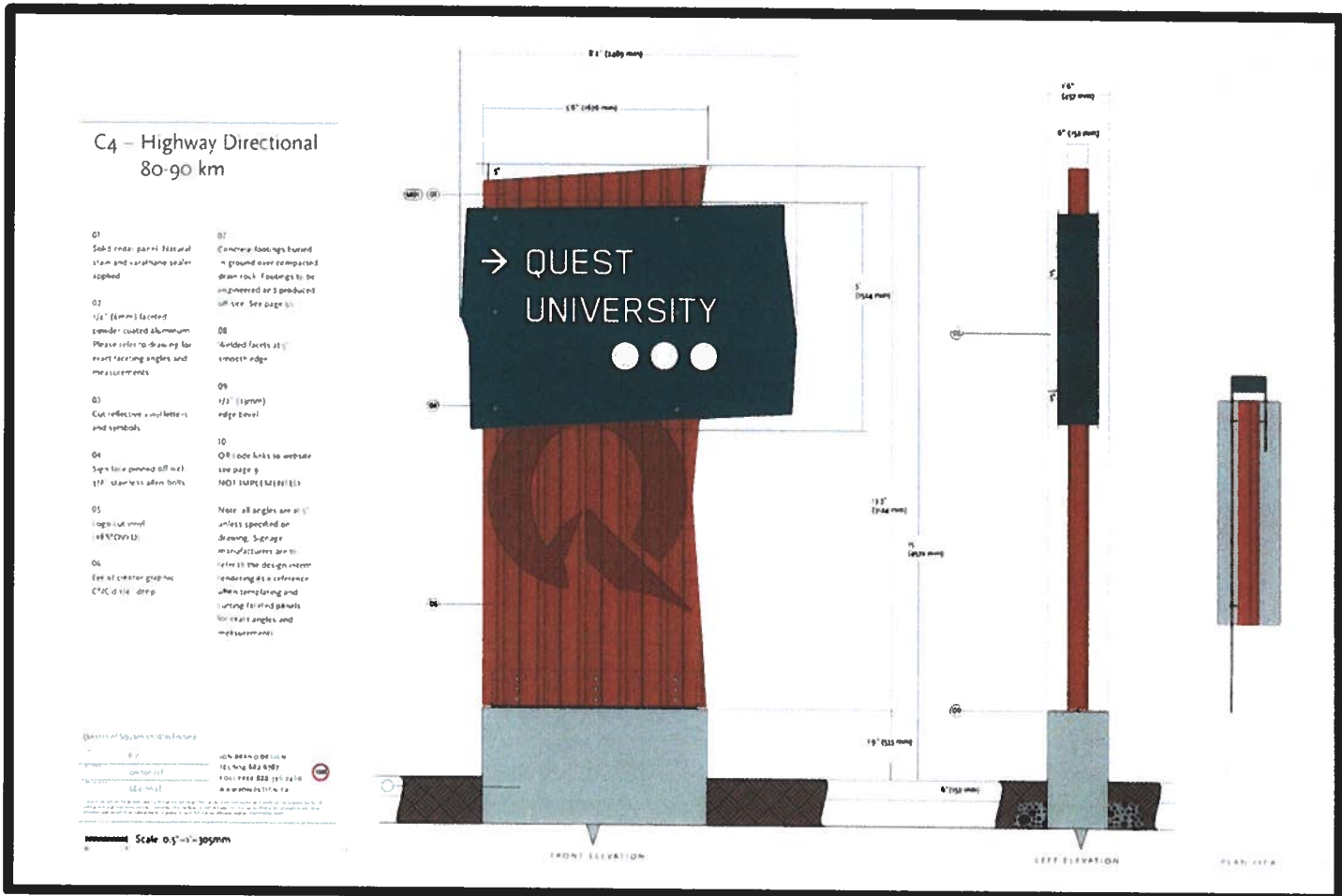
George
George Iwama, PhD
President and Vice-Chancellor

cc: Mary Jo Larson, Chair, Board of Governors
Abby Majendie, Director of Advancement

RECEIVED

JUL 08 2019

Village of Pemberton



The Quest Effect

We are Canada's first independent, not-for-profit, secular liberal arts and science university devoted entirely to excellence in undergraduate education.

Now in our second decade, we have made our mark, staking our claim as one of Canada's important institutions of higher learning.

Our mountainside campus, situated in beautiful Squamish, British Columbia, is well-known for its upbeat, West Coast lifestyle—the perfect location for living and learning. Quest University is remarkable, but what makes us truly stand out? Our students, alumni, staff and faculty.

We acknowledge that Quest University Canada sits on the traditional, ancestral, and unceded territory of the Skwxw̓meš (Squamish) peoples. We are grateful to have the opportunity to work, learn, and live in this blessed territory.

By the Numbers

National Survey of Student Engagement (NSSE)

Every year, students from hundreds of colleges and universities across Canada answer questions that show how engaged they feel in their learning and what they gain from their undergraduate education.

Best of the Best



Even when compared with the top 10% of universities and colleges—the finest educational institutions across Canada—**Quest rates significantly higher in 80% of engagement indicators.**

Student Gains

Percentage of students who report a Quest education contributed "very much" or "quite a bit" to their ability to:

Students Love Quest



95% of fourth-year and 96% of first-year students rate their overall Quest experience as "Excellent" or "Good," **which is 16% higher than the national average.**



99%

Think critically and analytically



97%

Write clearly and effectively



96%

Speak clearly and effectively



96%

Work effectively with others



91%

Solve complex real-world problems



87%

Be an informed and active citizen

Alumni

local + global

Our alumni are certainly making a difference! They're thriving in graduate programs in the liberal arts, medicine, science and law. They launch start-ups, work for companies big and small, or pursue their passion in activism, government or charities.

About 45% go on to advanced studies in dozens of programs in North America and beyond, including at UBC, McGill, Queen's, Harvard, Stanford, Yale, Johns Hopkins, NYU, Oxford, Cambridge, Uppsala University, the University of Toronto, Peking University, and the London School of Economics.



ALLY JUST '16

UBC Medical School, Cambridge University, Master's in Medical Science, Gates Cambridge Scholar *"Cambridge and Quest lie at two opposite extremes. Cambridge is steeped in tradition and rooted in history. There, students fight the status quo. At Quest, we created it."*



ROSALIND GROENEWOUD '16

UBC Medical School
Quest LEAP program, Canadian Olympian



JENNA TREISSMAN '16

UBC Medical School
Master of Science Candidate



VERONICA GALVIN '12

Yale, Neuroscience PhD *"I loved the diversity of the Quest curriculum—how it brings together multiple areas of study to create the most fascinating courses, where you learn about the ways academic disciplines intersect in the real world."*



DUSTIN ENO '13

London School of Economics and Political Science
COO & Crisis Response Manager at
Navigate Group



AÏDA NDIAYE '16

University of Oxford, Master of Public Policy [M.P.P.] *"The multidisciplinary approach of the Quest education gave me the intellectual flexibility necessary to easily navigate complex policy issues."*



RYAN WORKMAN '13

London School of Economics and Political Science
Policy Analyst at BC Public Service



KATIE VAN DER SLOOT '16

UBC Law *"In law school you have seven classes at a time and all grades are 100% based on final exams in April. It's intense. But so was Quest. With the Block Plan, I always had major assignments due. It prepared me for the hard work of law school. No other law students had that."*



NESSA BRYCE '15

Harvard, Clinical Psychology and Cognitive
Neuroscience PhD



NICOLE ZANESCO '19

London School of Economics and
Political Science *"Some of the most important parts of Quest are the connections you make. It really elevates the experience and challenges you to be better."*

Village of Pemberton

Regular Council Meeting No. 1497

Tuesday, July 30, 2019

July 4, 2019

Grimms Gourmet & Deli Ltd

[REDACTED]

Pemberton, BC

[REDACTED]

Dear Mayor and Council

We write today to express our disappointment in the level of care taken to ensure a safe and respectful work environment resulting in an overwhelming amount of dust inside our restaurant. It is unfortunate that we must contact the Village to ensure the contractor is compliant with the promises made to us. We operate our business from 6am to 9pm with a short closure between 3 and 4pm.

As we know, a project of this magnitude will create situations that will interfere intermittently with the daily operation of our food business. We understand that timelines can be disrupted due to unexpected occurrences as we saw with the break in the asbestos covered main waterline. This incident although seemingly handled in a haphazard way, was corrected within 4 hours causing our closure. Incidentally I suffered from a dishwasher repair within three days of this event. I suspect it was because our staff were instructed by the contractor to open our taps so that they may be cleared of the soot in the waterline supply. In hindsight staff should have never opened the hot water taps allowing a volume of sludge to enter the hot water tank and then into the dishwasher.

On June 4th it was communicated the contractor would be working with Calcium chloride and as you know this never happened. The use of this product would have immensely affected the condition of the interior of our establishment. Today we find ourselves in a condition that is unacceptable. Many, many emails were sent informing the Village either no water or the area to be covered was inadequate. In some cases, after the email was sent, the water truck showed up. We have been promised 5 passes and this has been achieved less than 50% of the time.

Recently I informed the Village I would be writing to Mayor and Council. On the weekend of (July 01,2019) and leading up we had significant rain on Thursday and Friday. Saturday, Sunday and Monday were dry. All weekend, wind conditions were high at times and on Monday at approximately 1pm we had two customers complain about the sandy conditions in our establishment and leave their unfinished meals. Although wetting the driving surfaces may not be the only solution it is one that works relatively well. We had not seen a single pass from the water truck since Wednesday and right up to when we were forced to close.

Closing doors all the time is not an option as most eateries in town work with inviting open doors. When we see the wind picking up, we move to close doors as soon as possible. It is unfortunate that the contractor cannot respect the direction given by the Village.

We find ourselves with a deep cleaning bill in the thousands of dollars much like when we suffered smoke damage from the mall fire. The significant loss of business will put us back several years, but it is that added expenditure of cleaning our business because of a contractor who is not following the direction of the Village. I have been advised to request that negotiations begin to cover the cost of the deep clean required to bring our interior back to what it was prior to the beginning of the Downtown Enhancement project due to the negligence of the contractor.

Respectfully,

A handwritten signature in black ink, appearing to read 'Mark Mendonca', written in a cursive style.

Mark Mendonca

Grimms Gourmet & Deli Ltd



PO Box 255, Mount Currie, BC, V0N 2K0
Unit 5- 7327 Industrial Way, Pemberton, BC, V0N 2L0
T: (604) 964-0204 F: 1 844 930-0302
Website: www.lstc.ca

Hello Friends & Associates:

The Lower Stl'atl'imx Tribal Council cordially invites you to participate in our Sixth Annual Golf Tournament at the Meadows Golf Course in Pemberton, BC on Friday, September 13, 2019!

The LSTC is consistently working to bring better resources for training and capacity development to the five member nations we represent: Samahquam, Skatin, X'a'xtsa, Lil'wat and N'Quatqua. As in years past, proceeds from this year's tournament will go towards furthering the educational capacities available within these communities.

Your generous support of our event will not only help to provide educational opportunities, but will also provide direct support of the development and future of the Lower Stl'atl'imx region.

Attached to this email, you will find our complete registration package, as well as an informational flyer and full sponsorship details. For more information, or to register as a team or sponsor, please inquire via email to info@lstc.ca.

We look forward to seeing your team out on the links!

Kind regards,

Councillor Colin Linger

Vice-President, LSTC Board of Directors



Proudly Presents:

**6th Annual Lower Stl'atl'imx Tribal
Council Charity Golf Tournament**

*In support of educational opportunities throughout
the Lower Stl'atl'imx Territory*

September 13, 2019

The Meadows at Pemberton

Tee-off begins at 9 AM, followed by Dinner and Awards

Sponsorship & Registration Now Open
Team Packages start from \$649!

Please call 604-964-0204 or email info@lstc.ca for all official details and a
complete registration package.



SPONSORSHIP PACKAGES



Gold Package (Donation of \$2,500)

Includes:

- Prize hole sponsorship,
- 4-person team (including carts and banquet dinner)



Silver Package (Donation of \$1,750)

Includes:

- Regular hole sponsorship,
- 4-person team (including carts and banquet dinner)



Bronze Package (Donation of \$1,000)

Includes:

- 4-person team (including carts and banquet dinner)
- Print acknowledgement of sponsorship



Special Hole Sponsor (\$500) Includes: organization's recognition at the hole in print and publicity materials

- Men's and Women's longest drive
- Men's and Women's closest to the pin
- Men's and Women's longest putt

Thank you for your sponsorship, we look forward to seeing you!

LSTC Annual Golf Tournament Registration Form

When: Friday September 13th, 2019 (9am Tee off)

Where: Pemberton Meadows Golf Course

Team Cost: \$649 (green fee, cart, and dinner banquet)

Team Name: _____

Player 1: _____

Player 2: _____

Player 3: _____

Player 4: _____

Sponsorship Package Information Required (if applicable, please mark which level):

Full Sponsor Business Name and Contact Information

Digital Sponsor Logo

Details on specific individuals that would like to be recognized

___ Gold (\$2500) | ___ Silver (\$1750) | ___ Bronze (\$1000) | ___ other (please specify below)

Please make all cheques payable to
Lower Stl'atl'imx Tribal Council
PO Box 255, Mt. Currie, BC V0N 2K0

Once completed, please send completed registration form
and supporting sponsorship information (if applicable) to:

info@lstc.ca

****Please note that registration is not confirmed until
payment has been received****



CITY OF PORT MOODY

OFFICE OF THE MAYOR

June 27, 2019

Selina Robinson, Minister of Municipal Affairs and Housing
PO Box 9056 Stn Prov Govt
Victoria, BC V8W 9E2

Dear Honourable Selina Robinson,

At the Regular Council Meeting of June 25, 2019, the City of Port Moody passed the following resolution:

THAT a letter to the Ministry of Municipal Affairs and Housing be sent by the Office of the Mayor expressing Support for Property Assessed Clean Energy Enabling Legislation for BC indicating our concerns and requesting that a study of PACE best practices be undertaken with expert stakeholders, including UBCM and FCM staff, in order to guide changes to legislation to allow for PACE programs in BC as recommended in the report dated June 4, 2019 from Councillor Amy Lubik regarding Support for Property Assessed Clean Energy Enabling Legislation for BC;

AND THAT the following resolution regarding Support for Property Assessed Clean Energy Enabling Legislation for BC be endorsed by the City of Port Moody and forwarded for consideration at the 2019 UBCM convention and forwarded to other UBCM members for support:

*WHEREAS climate change is the greatest threat to our municipalities;
AND WHEREAS the pillars of the Clean BC program include better buildings, incentivizing retrofits and upgrading BC's stock of public housing so residents, many of whom are low-income families or seniors, can live in a more energy-efficient, healthier, and comfortable home;*

AND WHEREAS the cost of clean energy infrastructure is a major barrier for low and middle income earners, as well as small businesses and municipalities;

AND WHEREAS Property Assessed Clean Energy (PACE) legislation has proven to be effective in financing retrofits in other jurisdictions;

THEREFORE BE IT RESOLVED THAT the Province of British Columbia work with expert stakeholders with knowledge of Property Assessed Clean Energy (PACE) best practices, including UBCM and FCM, to study the application of PACE in BC and develop PACE enabling legislation for BC Municipalities.

Property Assessed Clean Energy (PACE) is a proven, common-sense financing tool that will allow the British Columbia Government to address the need to create transition jobs and address climate change, all without adding to the provincial debt. PACE is a powerful tool which, with the right legislative framework, could create a new clean energy ecosystem, bring new capital into the province, and significantly bolster the existing sustainability marketplace. The world is grappling with the tension between the carbon-based energy industry and a consensus that emissions are directly contributing to climate change. Currently, buildings account for 40% of GHG's. Through the development of a robust and thriving PACE ecosystem, BC can dramatically reduce its emissions by radically improving the energy efficiency of both its existing building stock and new builds.

The Federation of Canadian Municipalities is currently developing programs/grants for PACE; however these are not available in BC. It has been suggested that using limited municipal or foundation type funding instead of accessing private capital limits resources available for Property Assessed Clean Energy (PACE) projects. PACE delivers market certainty and turns sustainability measures into solid business case initiatives.

The City of Port Moody is asking that British Columbia develop enabling legislation for a strong and vibrant PACE program. An optimum solution could involve maximizing both government and private investments. A strong PACE program will deliver reductions in BC's municipal and provincial GHG emissions and make a significant contribution towards governments' ability to deliver on its GHG reduction commitments, to support reducing energy poverty, and to create Green Jobs. Such an initiative, if ultimately implemented in BC, would become one of the most significant steps municipalities could take to tackle climate change.

Sincerely

A handwritten signature in black ink that reads "Meghan Lahti". The signature is written in a cursive, flowing style.

Meghan Lahti
Acting Mayor, City of Port Moody

CC: All UBCM Members



OFFICE OF THE MAYOR

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9
p: 250.561.7600 | www.princegeorge.ca

RECEIVED

JUL 09 2019

July 2, 2019

Village of Pemberton

Mayor and Council
Village of Pemberton
Box 100
Pemberton, BC V0N 2L0

Dear Mayor Richman and Members of Council,

At the City of Prince George regular Council meeting held June 24, 2019, Council gave consideration to proposed Union of British Columbia Municipalities (UBCM) resolutions regarding: Proceeds of Crime; and Clean-Up of Needles and Other Harm Reduction Paraphernalia. The following resolutions were approved for submission to the UBCM for consideration at the 2019 Convention.

1. Proceeds of Crime

WHEREAS the provision of police services places a significant financial burden on local government;

AND WHEREAS the Civil Forfeiture Crime Prevention and Crime Remediation Grant Program funds community crime reduction and crime prevention activities, but does not address local government policing costs, including expenditures related to investigations and police work that result in seizures of proceeds of crime;

THEREFORE BE IT RESOLVED that the Province share seizures of proceeds of crime with local governments to help address protective services costs.

2. Clean-Up of Needles and Other Harm Reduction Paraphernalia

WHEREAS the low barrier distribution of harm reduction supplies, including syringes and other safe injection supplies, in communities across BC poses a significant safety and cleanliness concern;

AND WHEREAS local governments, businesses and residents are bearing the escalating cost of cleaning up needles and drug paraphernalia in public spaces;

THEREFORE BE IT RESOLVED that UBCM request ongoing provincial funding to local governments to cover the cost of cleaning up needles and drug paraphernalia in their communities.

On behalf of Prince George City Council, your support of these resolutions at the 2019 UBCM Convention is appreciated.

If you have any questions or would like more information please feel free to contact my office at MayorAdmin@princegeorge.ca or 250-561-7691.

Sincerely,



Mayor Lyn Hall
City of Prince George

RECEIVED

JUL 09 2019

Village of Pemberton



July 15, 2019

VIA E-MAIL
Ref: 244242

Dear Mayor:

Since Childcare BC launched in 2018, we have taken great strides towards our vision of universal child care: a system that will provide parents with access to affordable, high-quality child care whenever and wherever they need it.

One of the key pillars of Childcare BC is accessibility. Under this pillar, the Childcare BC New Spaces Fund offers funding to create new licensed child care spaces for British Columbian families.

Today, we have good news to share. Public sector organizations, Indigenous Governments, and non-profit societies can now access more money through the Childcare BC New Spaces Fund to create spaces. Based on feedback from communities throughout British Columbia, we have tripled the funding maximums up to:

- **\$3 million per facility** (previously \$1 million) **for up to 100% of project costs** for public sector organizations and Indigenous Governments,
- **\$1.5 million per facility** (previously \$500,000) **for up to 100% of project costs** for Indigenous non-profit societies, and
- **\$1.5 million per facility** (previously \$500,000) **for up to 90% of project costs** for non-profit societies and Child Development Centres.

We are making this change to recognize that in many communities, high capital costs can be a barrier to creating child care spaces. Increasing funding maximums means that more communities can access the Childcare BC New Spaces Fund, and more families will benefit from access to licensed child care.

For a breakdown of applicant type, new funding maximums and provincial contribution levels, see attached table.

Looking ahead, the ministry is also creating a multi-project funding stream so that public sector organizations and established non-profit societies can submit a single proposal for multiple projects, or for large-scale projects that require more than the funding maximums. More information on this stream will be available in coming weeks.

.../2

Ministry of
Children and Family
Development

Office of the
Minister

Mailing Address:
Parliament Buildings
Victoria BC V8V 1X4

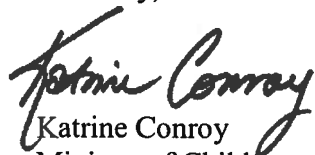
Location:
Parliament Buildings
Victoria

We hope you share this information with your colleagues, partners and clients, and apply for funding if you are an eligible organization. By working together, we can make life better for British Columbia's families by improving access to child care.

Childcare BC New Spaces Fund guidelines, application forms and FAQs are available at www.gov.bc.ca/childcare/newspacesfund. If you have any questions, you can contact the Childcare BC New Spaces Fund Program at MCF.CCCF@gov.bc.ca or 1 888 338-6622 (option 5).

Thank you.

Sincerely,



Katrine Conroy
Minister of Children and Family Development



Katrina Chen
Minister of State for Child Care

Appendix: Contribution Percentages and Funding Award Commitment by Applicant Type

Applicant Type	Required Organization Contribution	Provincial Contribution	Maximum Provincial Funding Amount*	Funding Award Commitment
Public sector organizations and Indigenous Governments	0%	100%	Up to \$3,000,000	Up to 15 years
Indigenous Non-Profit Societies	0%	100%	Up to \$1,500,000	Up to 15 years
Non-Profit Child Care Providers and Child Development Centres	10%	90%	Up to \$1,500,000	Up to 15 years
For-profit child care organizations (Businesses and Incorporated Companies).	25%	75%	Up to \$250,000	Up to 10 years
<p><i>*The maximum provincial funding amount applies to a single physical location. Projects occurring within the same physical location are considered as a single project.</i></p>				

NEWS RELEASE

For Immediate Release

Ministry of Children and Family Development

2019CFD0082-001418

July 15, 2019

Bringing child care closer to home for families through new incentives for publicly funded child care

VICTORIA – A significant increase in funding will help public sector and non-profit organizations create more publicly owned and operated child care spaces in their communities, bringing child care closer to home and making life more affordable for British Columbian families.

The maximum funding amount available from the Childcare BC New Spaces Fund to public sector organizations, such as local governments, school districts, tribal councils and First Nations governments, is increasing to \$3 million per project, up from \$1 million. Additionally, non-profit organizations – including Indigenous organizations – will be eligible for up to \$1.5 million per project, three times more than was previously available.

“Our government believes all families should have access to publicly supported child care just as they have access to public education – and the best way to make that happen is by working in partnership with public sector and non-profit organizations,” said Katrine Conroy, Minister of Children and Family Development. “By offering incentives to these sectors, we can strengthen communities and give families access to the services they need right on their doorstep, meaning they no longer have to give up valuable family time to get to their child care centre far from where they live – and we know that for families, that positive change can’t come soon enough.”

As well as the funding increase, the ministry is introducing a new process to allow experienced public-sector and non-profit organizations to apply for funding for multiple projects at once. More information on this process will be available in the coming weeks.

“Child care has the ability to be the common ground that brings families in communities together,” said Katrina Chen, Minister of State for Child Care. “We’ve seen the City of Vancouver and the School District of Victoria thinking outside the box to create hundreds of new licensed child care spaces, and we encourage other local governments and organizations, from large to small, to bring their ideas for solving the child care space shortage. Together, we will forge long-lasting partnerships to deliver publicly funded child care spaces that will be life-changing for families and communities for decades to come.”

Under the Childcare BC New Spaces Fund, child care providers can apply for funding to create new child care spaces at any time throughout the year under a continuous application process. It is part of the Province's Childcare BC plan, designed to give British Columbian families access to affordable, quality child care when they want or need it. Since July 2018, the Province has funded approximately 9,000 new licensed child care spaces throughout British Columbia. More new spaces will be announced as projects are approved.

Investing in child care and early childhood education is a shared priority between government and the BC Green Party caucus, and is part of the Confidence and Supply Agreement.

Learn More:

For more about Childcare BC, visit: www.gov.bc.ca/childcare

To learn more about the Childcare BC New Spaces Fund and to apply, visit:
www.gov.bc.ca/childcare/newspacesfund

To find child care in a community, view the online child care map:
<http://maps.gov.bc.ca/ess/hm/ccf/>

Child care factsheet: <https://news.gov.bc.ca/18430>

Contact:

Ministry of Children and Family Development
Government Communications and Public Engagement
(250) 356-2028

Connect with the Province of British Columbia at: news.gov.bc.ca/connect



CORPORATION OF THE VILLAGE OF POUCE COUPE

PO Box 190, Pouce Coupe, B.C. V0C 2C0
Telephone: (250) 786-5794 Fax: (250) 786-5257
www.poucecoupe.ca

July 19, 2019

Sent via email

Honourable Rob Fleming
Minister of Education
PO 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 July 17, 2019, the Village of Pouce Coupe received correspondence from several municipalities titled "Request for Provincial Support for Libraries". At that meeting the Village of Pouce Coupe Council passed a resolution to support this provincial request.

The Village of Pouce Coupe 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,

Mayor Lorraine Michetti

Cc: Premier John Horgan premier@gov.bc.ca
MLA John Rustad,
John.Rustad.MLA@legbc.ca UBCM
Member Municipalities



District of Elkford

P.O. Box 340 Elkford, B.C. V0B 1H0
P. 250.865.4000 • F. 250.865.4001 • info@elkford.ca • www.elkford.ca

July 24, 2019

Honourable Rob Fleming
Ministry of Education
PO Box 9045 Stn Prov Govt
Victoria, BC V8W 9E2

Dear Honourable Rob Fleming:

Re: Provincial Support for Libraries

At the Regular Council Meeting of July 8, 2019, the District of Elkford received correspondence from the City of Victoria dated May 29, 2019 requesting favourable consideration and a resolution of support to restore Provincial funding for libraries. By way of resolution, the District supports 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.

The District of Elkford values the vital services that public libraries provide and believes that Provincial restoration of library funding supports Provincial initiatives to eliminate poverty, improve access to education and address social justice in British Columbia.

Sincerely,

Dean McKerracher
Mayor

Cc: Premier John Horgan, via email: premier@gov.bc.ca
MLA Tom Shypitka, via email: tom.shypitka.MLA@leg.bc.ca
UBCM Member Municipalities via email

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*