

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

**Agenda** for the **Regular Meeting** of Council of the Village of Pemberton to be held Tuesday, September 10, 2019 at 5:30 p.m. in Council Chambers, 7400 Prospect Street. This is Meeting No. 1498.

*"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."*

---

| <b>Item of Business</b>                                                                                                                    | <b>Page No.</b> |
|--------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| <b>1. CALL TO ORDER</b>                                                                                                                    |                 |
| In honour of the Lil'wat7ul, the Village of Pemberton acknowledges that we are meeting within the unceded territory of the Lil'wat Nation. |                 |
| <b>2. APPROVAL OF AGENDA</b>                                                                                                               | 1               |
| <b>Recommendation:</b> THAT the Agenda be approved as presented.                                                                           |                 |
| <b>3. PUBLIC INFORMATION SESSION: 2018 ANNUAL REPORT</b>                                                                                   | 5               |
| <i>Please Note: This portion of the meeting will be opened for submissions from the public or to take questions from the Gallery.</i>      |                 |
| <a href="#">Click here to view the 2018 Annual Report.</a>                                                                                 |                 |
| <b>Recommendation:</b> THAT the 2018 Annual Report be received for information.                                                            |                 |
| <b>4. RISE WITH REPORT FROM IN CAMERA (CLOSED)</b>                                                                                         |                 |
| <b>5. ADOPTION OF MINUTES</b>                                                                                                              |                 |
| <b>a) Regular Council Meeting No. 1497, Tuesday, July 30, 2019</b>                                                                         | 66              |
| <b>Recommendation:</b> THAT the minutes of Regular Council Meeting No. 1497, held Tuesday, July 30, 2019, be adopted as circulated.        |                 |
| <b>6. BUSINESS ARISING FROM THE PREVIOUS REGULAR COUNCIL MEETING</b>                                                                       |                 |
| <b>7. BUSINESS ARISING FROM THE COMMITTEE OF THE WHOLE</b>                                                                                 |                 |
| <b>8. COMMITTEE MINUTES - FOR INFORMATION</b>                                                                                              |                 |
| There are no committee minutes for information                                                                                             |                 |
| <b>9. DELEGATIONS</b>                                                                                                                      |                 |
| There are no delegations scheduled for this meeting.                                                                                       |                 |
| <b>10. REPORTS</b>                                                                                                                         |                 |
| <b>a) Office of the Chief Administrative Officer</b>                                                                                       |                 |
| <b>i. Mount Meager Landslide Monitoring Grant Application – Verbal Report</b>                                                              | 76              |
| <b>Recommendation:</b> THAT Council receive the verbal report.                                                                             |                 |

ii. **Childcare BC New Spaces Fund** 80

**Recommendation: THAT** the Village of Pemberton make application to the Childcare BC New Spaces Fund for \$3 Million Dollars for the construction of an additional building on Lot 15 to increase infant and toddler childcare spaces at the Pemberton Children's Centre.

**AND THAT** Council allocate up to \$10,000 for the development of conceptual drawings to be submitted with the funding application.

b) **Corporate & Legislative Services**

i. **Dogwood Street/Staehli Park Parking** 113

**Recommendation: THAT** Council receive the report for information.

c) **Development Services**

i. **Affordable Housing Strategy Background Reports** 118

a) **Affordable Housing Background Report 2019 – Final for Approval**

**Recommendation: THAT** the *Affordable Housing Background Report, July 2019* be approved.

b) **Age-Friendly Housing Needs Assessment, September 2019 – Final for Approval**

**Recommendation: THAT** the *Age-Friendly Housing Needs Assessment, September 2019* be approved.

ii. **Official Community Plan Amendment – Early and Ongoing Consultation** 207

**Recommendation One: THAT** Council has considered the obligations under Section 475 of the *Local Government Act* with respect to the Official Community Plan amendment application by Sunstone Ridge Developments Ltd. on a portion of Lot 1, DL 211, LLD, Plan EPP72101 and requests that the Applicant organize, advertise, and host at least one (1) public information meeting prior to consideration of First and Second reading of the forthcoming OCP amending bylaw.

**Recommendation Two: THAT** Council has considered Section 475 of the *Local Government Act* and directs Staff to consult with the following organizations before consideration of First and Second reading to the forthcoming OCP amending bylaw:

- Lil'wat Nation
- Squamish Lillooet Regional District
- Ministry of Transportation and Infrastructure
- CN Rail
- Pemberton Valley Dyking District
- Pemberton Valley Trails Association
- School District No. 48 – Sea to Sky
- School District No. 93 - Consular Scholaire Francophone de la BC
- Pemberton and District Chamber of Commerce
- TELUS
- BC Hydro

- d) **MAYOR'S Report**
- e) **COUNCILLORS' Reports**

## 10. BYLAWS

There are no Bylaws for reading or adoption.

## 11. CORRESPONDENCE

### a) For Action

- i. **Todd G. Stone, MLA, BC Liberal Official Opposition, dated July 19<sup>th</sup>, 2019, extending an invitation to one-on-one meetings or roundtable discussions during UBCM Convention.** 213

**Recommendation:** THAT Council provide direction.

- ii. **Bruce Gibbons, Merville Water Guardians, dated August 9, 2019, raising awareness on the prohibition of bottled groundwater in BC and requesting support.** 215

**Recommendation:** THAT Council provide direction.

- iii. **Sarah Weber, President & CEO, C3 Alliance Corp., dated August 8, 2019, inviting Mayor and Council to attend the 6<sup>th</sup> Annual Resource Breakfast Series on September 24<sup>th</sup>, 26<sup>th</sup> and 27<sup>th</sup>, 2019.** 220

**Recommendation:** THAT Council advise Staff regarding attendance to the 6<sup>th</sup> Annual Resource Breakfast Series.

- iv. **Shannon White, Sustainability Coordinator, District of Squamish, dated September 3, 2019, requesting support for a joint submission letter drafted to the Ministry of Environment and Climate Change Strategy respecting the proposed amendments to the *Recycling Regulation of the Environmental Management Act*.** 222

**Recommendation:** THAT Council consider joining as a signatory on the submission from the District of Squamish and Tofino in response to the Ministry of Environment and Climate Change Strategy respecting amendments to the *Recycling Regulation of the Environmental Management Act* and passing the following resolution:

**THAT** the Village of Pemberton Council supports and wishes to join the submission from the Districts of Squamish and Tofino in response to the Ministry of Environment and Climate Change Strategy's proposed amendments to the *Recycling Regulation of the Environmental Management Act*."

### b) For Information

- i. **Lisa Helps, Mayor, City of Victoria, dated July 19, 2019, supporting Lobbying Registration in BC.** 228
- ii. **Lyn Hall, Mayor, City of Prince George, dated July 23, 2019, requesting Provincial support for libraries.** 229
- iii. **Carmen Praine, Chair, Pemberton & District Library, dated July 23, 2019, extending appreciation to Mayor and Council for working to improve internet connectivity in the Village.** 230

|                                                                                                                                                                                                                        |     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| iv. Bill Dingwall, Mayor, City of Pitt Meadows, dated July 24, 2019, supporting the regulation of single-use items.                                                                                                    | 231 |
| v. Aaron Lamb, Vice President of Asset Management, BC Transit, dated July 29, 2019, sharing details of Low Carbon Fleet Program.                                                                                       | 232 |
| vi. Bill Dingwall, Mayor, City of Pitt Meadows, dated August 2, 2019, regarding a resolution for Provincial support for Libraries.                                                                                     | 239 |
| vii. Rebecca Matthews, dated August 14, 2019, advocating for safe wireless technology.                                                                                                                                 | 242 |
| viii. Tara Faganello, Ministry of Municipal Affairs and Housing, and Gary MacIsaac, Union of British Columbia Municipalities, dated August 14, 2019, recognizing the Village for its Achievement of Carbon Neutrality. | 245 |
| ix. Angila Bains, Manager of Legislative Services, District of Saanich, dated August 15, 2019, regarding a resolution submitted to UBCM in support of clean up of needles and other harm reduction paraphernalia.      | 248 |
| x. Angila Bains, Manager of Legislative Services, District of Saanich, dated August 15, 2019, regarding a resolution submitted to UBCM on the proceeds of crime.                                                       | 253 |
| xi. Allen Courtoreille, Mayor, District of Chetwynd, dated August 19, 2019, requesting restoration of Provincial funding for libraries.                                                                                | 258 |
| xii. Gail McKellar, Village of Pemberton, dated August 21, 2019, protesting the topless march in Whistler Village.                                                                                                     | 259 |
| xiii. Linda Buchanan, Mayor, City of North Vancouver, dated August 22, 2019, requesting restoration of Provincial Funding for libraries.                                                                               | 260 |
| xiv. Henry Wiebe, Acting Mayor, Village of Burns Lake, dated September 4, 2019, requesting consideration and resolutions in support of the Limited Entry Hunt for Cow/Calf Moose.                                      | 262 |

**Recommendation:** THAT the above correspondence be received for information.

**12. DECISION ON LATE BUSINESS**

**13. LATE BUSINESS**

**14. NOTICE OF MOTION**

**15. QUESTION PERIOD**

**16. ADJOURNMENT OF REGULAR COUNCIL MEETING** 263

**Date:** September 10, 2019  
**To:** Council  
**From:** Nikki Gilmore, Chief Administrative Officer  
**Subject:** 2018 Annual Report Presentation

---

*As per Section 99 of the Community Charter, the Village has provided notice that the 2018 Annual Report will be considered at the September 10, 2019 Council meeting. Prior to Council discussion and as per the agenda the floor will be opened to allow submissions and questions to be received from the public in attendance respecting the Annual Report.*

### **PURPOSE**

The purpose of this report is to present to Council and the residents of the Village of Pemberton the 2018 Annual Report.

### **BACKGROUND**

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

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

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

---

<sup>1</sup> It should be noted that due to unforeseen delays resulting in an increased workload the preparation of the Annual Report was delayed and as such is being presented in September rather than July.

- (e) any declarations of disqualification made under section 111 [*application to court for declaration of disqualification*] in the previous year, including identification of the council member or former council member involved and the nature of the disqualification;
- (f) a statement of municipal objectives, and the measures that will be used to determine progress respecting those objectives, for the current and next year;
- (g) any other information the council considers advisable.

## **DISCUSSION & COMMENTS**

The 2018 Annual Report reconfirms the Village Strategic priorities through the Themes and goals established by Council. The Annual Report highlights and reports on the accomplishments of the Village in 2018 and sets out the goals and objectives for 2019 and 2020 as per the requirements of the *Community Charter*. It should be noted that Council has already reviewed and received the Audited Financial Statements but as per the legislation these documents must also accompany the Annual Report.

I am pleased to present to Council the 2018 Annual Report. (**Appendix A**)

## **COMMUNICATIONS**

Notice respecting the availability and presentation of the 2018 Annual Report was advertised in the Pique Newsmagazine on August 29, 2019 and September 5, 2019.

Notice has also been posted on the Village website and the 2018 Annual Report is available to view at the Village Office.

## **LEGAL CONSIDERATIONS**

Presentation of the 2018 Annual Report meets the requirements as established by Legislation in the *Community Charter*.

## **IMPACT ON BUDGET & STAFFING**

There are no impacts on budget or staffing as the 2018 Annual Report has been prepared in-house.

## **INTERDEPARTMENTAL IMPACT & APPROVAL**

The preparation of the 2018 Annual Report was facilitated by the Office of the CAO and Corporate and Legislative Services with the input from other Departments as required and is incorporated into the departmental yearly workplans.

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

There are no impacts on the region or neighbouring jurisdictions.

**ALTERNATIVE OPTIONS**

There are no alternative options for consideration as this is an annual requirement of municipalities.

**POTENTIAL GOVERNANCE CONSIDERATIONS**

The development of the 2018 Annual Report meets with Strategic Theme Two: Good Governance by “being an open and accountable government”.

**RECOMMENDATIONS**

**THAT** the 2018 Annual Report be received for information.

**Attachments:**

**Appendix A:** 2018 Annual Report

**CHIEF ADMINISTRATIVE OFFICER REVIEW**

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



# 2018

## Annual Report

*'Committed to Community'*







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

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

## TABLE OF CONTENTS

|                                                                   |    |
|-------------------------------------------------------------------|----|
| Village of Pemberton Vision.....                                  | 4  |
| Village of Pemberton Council.....                                 | 4  |
| Village of Pemberton Council Members .....                        | 4  |
| Message from Mayor Richman .....                                  | 5  |
| Message from the Chief Administrative Officer Nikki Gilmore ..... | 7  |
| Village of Pemberton Strategic Priorities.....                    | 8  |
| Strategic Priority   Economic Vitality.....                       | 8  |
| Economic Vitality Performance Measures.....                       | 8  |
| Strategic Priority   Good Governance .....                        | 8  |
| Good Governance Performance Measures.....                         | 8  |
| Strategic Priority   Excellence in Service .....                  | 9  |
| Excellence in Service Performance Measures.....                   | 9  |
| Strategic Priority   Social Responsibility .....                  | 9  |
| Social Responsibility Performance Measures .....                  | 9  |
| Strategic Priorities Chart .....                                  | 10 |
| Office of the Chief Administrative Officer (CAO) Report .....     | 11 |
| Corporate & Legislative Services Report.....                      | 15 |
| Finance & Administrative Services Report.....                     | 18 |
| Operations & Development Services Report .....                    | 20 |
| Operations Division.....                                          | 20 |
| Development Services Division .....                               | 22 |
| Fire Services Department & Emergency Management.....              | 25 |
| Fire Services Department.....                                     | 25 |
| Emergency Management.....                                         | 26 |
| 2017 Tax Collection Pie Chart .....                               | 28 |
| Shared Services .....                                             | 29 |
| 2017 Capital Projects, Funding & Tax Exemptions .....             | 30 |
| 2017 Audited Financial Statements .....                           | 33 |

## Village of Pemberton Vision

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

## Village of Pemberton Council

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

Council develops a Strategic Plan based on community values, to direct Staff on how to allocate resources toward meeting its short and long-term goals. Village of Pemberton Staff produces an Annual Report to present performance measures in meeting the goals stated in the Strategic Plan. The Annual Report includes information respecting activities that took place the previous year (2018), activities and initiatives planned for the current year (2019) and actions expected for the following year (2020) as well as the previous years audited financial statements. The Annual Report is presented at a public meeting to be held two weeks after the report is made available to the public. There were no disqualified Council Members in 2018.

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

The Committee of Whole is a Committee made up of all of the Council members, designed to streamline discussions relating to business of a Municipality. Staff bring forward information on relevant topics to be discussed at the Committee of the Whole meeting.

If the Committee of Whole supports the recommendations in a Staff Report a recommendation is forwarded to Council for consideration of approval. This separation of time between the discussion of an issue at Committee of Whole and a final decision at Council, gives Council time to further consider the issues before a final decision is made.

## Village of Pemberton Council Members



Mayor  
Mike Richman



Councillor  
Amica Antonelli



Councillor  
Ted Craddock



Councillor  
Leah Noble



Councillor  
Ryan Zant



## Message from Mayor Richman

The Annual Report and the Mayor's message are an opportunity for us to review the previous year and share our progress and successes over the last 12 months, and the work we have done to make our Village an even better place to call home.

Calling Pemberton home is a choice that more and more people are making. This growth, and the need for it to be sustainable, guided two of Council's 2018 Strategic Priorities: the update of the Village's Zoning Bylaw and investigation into a possible Boundary Extension. The Zoning Bylaw amendments and the results of the Boundary Extension analysis were presented, and in both instances, Council was pleased to see engagement from the community. Following input from the public, the Zoning Bylaw was passed with additional amendments, and the Boundary Extension, in the form that was being considered, was not considered due to public feedback and the costs associated with the assumption of the roads in the proposed area.

As we grow, so do the demands on our infrastructure. After several years of making application, the Village was honoured to be awarded \$5.3 million in Federal Gas Tax Funding to make improvements to our Downtown core. The Downtown Enhancement Project aims to reduce our community's carbon footprint by creating a more walkable downtown, managing our stormwater and improving aging critical infrastructure. As I write this message, work is well underway to make these aims a reality.

Our downtown is not the only place we are making a greener and more walkable community; in 2018 the Friendship Trail Bridge was constructed. When the connection of the Bridge and Friendship Trail is completed, expected in fall of 2019, we will have achieved a long-term goal of safe access between Pemberton, Lil'wat and the Squamish-Lillooet Regional District (SLRD).

In 2018 we continued to work with Líl'wat Nation, Lower Stl'atl'imx Tribal Council, N'Quatqua, Samahquam and the SLRD who make up the Nukw7ántwał Intergovernmental Relations Committee. Nukw7ántwał means "To help each other." This initiative is part of on-going effort to strengthen relationships between neighboring communities, as we recognize that we are stronger when we work together.

Working together also means standing together in the face of difficult news. The reality of our beautiful valley is that there are natural hazards; in 2018, the Village, Lil'wat Nation and the SLRD received the results of the Mount Currie Mountain Landslide Risk Assessment. The Assessment found that there is the potential for rare but large-scale rock avalanches, the probability of which will likely increase as climate change affects slope stability. The Village continues to work together with our neighbouring communities and the Province to find solutions to mitigate the risk.

This past year we completed construction of the first of two soccer fields, another asset which will ensure our community's options to get active outside for generations to come. I would like to thank all parties whose generosity made this new amenity possible.

Speaking of generosity, I would also like to express my gratitude to all our community groups, whose volunteers make tireless efforts to offer opportunities for us to get together and celebrate. Our community is home to unique special events and activities, many of which continue year after year and are truly integrated in Pemberton's culture.

My final reflection on 2018 is that as an election year, it served to remind us that the ability to have a say in governance is not something to be taken for granted. I encourage all of you to attend Council meetings, Public Hearings and other forums where you can receive information and share your opinion as a resident of the Village.

Looking back on of the last of outgoing Council's four years in office, I am honoured to thank James Linklater, Jennie Helmer and Karen Ross for their years of service, to have Councillor Ted Craddock continue to serve, and to welcome new Councillors Amica Antonelli, Leah Noble and Ryan Zant. I am proud to see all that we have achieved in this past term, and I look forward to seeing what the next four years will bring.

***-Mike Richman, Mayor***



## Message from the Chief Administrative Officer Nikki Gilmore

On behalf of the Village Staff, I am pleased to present the Village of Pemberton's 2018 Annual Report. As Chief Administrative Officer, I am responsible for overseeing a team of professionals who manage the delivery of services to the public and the fulfilment of Council's Strategic Priorities. The Village has a dedicated team who take pride in their work, from the day-to-day operations to major projects; the Annual Report reflects our accomplishments.

In 2018, as our town experienced change and growth, so did our team. In times of transition, both new and long-term employees took on additional responsibilities to achieve outgoing Council's Strategic Priorities.

One of Council's top priorities was the construction of the Friendship Trail Bridge, which was completed in 2018. With the bridge built, the link-up from the bridge to the trail is expected to be completed in 2019; we look forward to seeing everyone at the ribbon-cutting of this connection between the Village and its neighbouring communities.

Connection between communities was also pursued through another of Council's Strategic Priorities, the Community Forest Partnership Agreement. In 2018 negotiations were completed, a new Corporation established, and the Agreement submitted to the Ministry of Forests, Lands and Natural Resource Operations for review and approval.

The growth and development of a municipality is guided by its Zoning Bylaw, and following extensive research and public consultation, Staff prepared an amended Zoning Bylaw in 2018. The amendments reflect the new normal of short-term nightly rentals, residential growth and the legalization of recreational cannabis. Staff was also directed to analyze the opportunity for a Boundary Extension; as collectors of information, we presented the analysis to Council who determined not to move forward with it at this time.

Pemberton has always stood out as a great place for recreation. Negotiations for the transfer of recreation service were finalized in winter of 2018, and our recreation service delivery has grown with the completion of the first of two soccer fields on Pemberton Farm Road East. The field is expected to be open to the public in fall of 2019, and another field and amenities are planned for the near future as Staff have applied for grant funding for the continuation of the project.

Spring saw an amazing opportunity to share what Village Staff do; our talented Public Works crew set up equipment and activities in the Downtown Barn as part of Public Works Week and welcomed some of our youngest residents aboard our heaviest equipment; we may have even recruited some future Village Staff.

Staff set up at the Barn again in the fall, to provide public education to residents on emergency preparedness. As well, the Village implemented its own emergency notification system this past year, called Pemberton Alert, which allows residents to receive important and critical information quickly in the event of an emergency.

As the way that people receive information is increasingly online, the Village is proud to have facilitated an agreement with TELUS to provide high-speed internet to our residents. Pemberton's contribution towards the infrastructure was made possible through generous contributions from Pemberton's development community, specifically Alpi Group, Altire Properties (Crestline), The Ridge at Pemberton (580049 BC Ltd.), Sunstone Ridge Developments Ltd., and Tiyata Village at Pemberton. As I write this message, installation of fibre optic cable has already begun. This agreement is another reflection of Staff's commitment to make the Village a great place to live and play.

When you look at the e-mail signature of any member of Village Staff, you see the statement "*Committed to Community*". Simply put, our team would not be here, nor work as hard as they do, without a high level of commitment to our residents. I invite everyone to review this Annual Report which shows what we have achieved and what we are excited to focus on as we move forward.

*-Nikki Gilmore, Chief Administrative Officer*

## Village of Pemberton Strategic Priorities

### Strategic Priority | Economic Vitality

The Village values and supports a competitive and diversified economy with engaged corporate citizens with an aim to:

- Develop an innovative working relationship with industry leaders in the Pemberton area
- Foster investment in each of the Village of Pemberton's economic areas
- Explore and develop revenue creation alternatives for the Village of Pemberton
- Support the tourism sector in the greater Pemberton area

### Economic Vitality Performance Measures

The Village of Pemberton has and will continue to focus on the reduction and mitigation of barriers to investment in Pemberton, and the strengthening of relationships. The Industrial (Business) Park, Downtown Core, Hillside/Plateau area and Pemberton Airport are recognized as unique economic zones for our Village.

### Strategic Priority | Good Governance

The Village is committed to citizen engagement, being an open and accountable government, and to fiscal responsibility and will:

- Develop boundary extension alternatives that more accurately represent the 'functional' Pemberton community
- Lead key initiatives that impact the Village of Pemberton
- Engage the Province to secure supportive solutions to Pemberton's short and long-term objectives

### Good Governance Performance Measures

Pemberton governance involves a complex relationship between jurisdictions such as the Squamish-Lillooet Regional District, Lil'wat Nation, Pemberton Valley Dyking District and the Provincial and Federal governments through to the Agricultural Land Commission. Addressing this complexity in the short and long term has prompted Pemberton to explore and implement new ways of communicating with citizens and other levels of government; to more actively engage stakeholders to find creative solutions to long standing barriers, and to seek methods for harmonizing or simplifying procedures. The intent of these efforts is to increase accountability, increase transparency and to help increase the likelihood of success for our community and its citizens.



## Strategic Priority | Excellence in Service

The Village is committed to delivering the highest quality level of municipal services within the scope of our resources through the following:

- Streamline internal processes and develop performance measures
- Implement asset maintenance plans and capital projects
- Complete human resources structures, policies and plans for ratification
- Review asset management and capital spending procedures
- Continue to deliver quality municipal services

### Excellence in Service Performance Measures

Understanding who we serve and what their needs are is central to achieving success in municipal service. Pemberton continues to undertake internal structures and processes with a particular focus on development, finance, administration, water planning and infrastructure, asset management and maintenance.

## Strategic Priority | Social Responsibility

The Village strives to create a strong and vibrant community, recognizing the importance and benefits of healthy, engaged citizens as well as an accessible and well managed natural environment and is committed to:

- Engage regional partners and Pemberton residents to review recreational services and assess the greater communities' future needs
- Attend to public safety
- Develop and pilot an innovative communication strategy

### Social Responsibility Performance Measures

Whether through the issuance of a public notice, the establishment of environmental standards or the development of a long-term plan, local government plays an important role in the fabric of our community. The Village of Pemberton continuously explores opportunities for new and enhanced approaches to engaging the public and to better support the strong spirit of volunteerism and entrepreneurship that exists within the community. In some cases, Pemberton has taken a lead role and in other cases a support role; in every case the intent is to generate positive results that better reflect the interests and ambitions within the community.





# 2018 STRATEGIC PRIORITIES CHART

## CORPORATE PRIORITIES (Council/CAO)

### NOW

- 1. FRIENDSHIP TRAIL BRIDGE: Construction**
- 2. COMMUNITY FOREST: Partnership Agreement**
- 3. BOUNDARY EXTENSION: Analysis**
- 4. HOUSING STRATEGY: Review**
- 5. FN SHARED SERVICES: Fire Agreement**

### NEXT (in order of priority)

- ASSET MANAGEMENT
- CAPITAL STRATEGY
- RECREATION SERVICE DELIVERY
- FIRST NATION SHARED SERVICES – Water Agreement
- ECONOMIC DEVELOPMENT STRATEGY
- SEWER FEES

### ADVOCACY / PARTNERSHIPS

- *Gas Tax Grant*
- *Friendship Trail Bridge Grant*

### CHIEF ADMINISTRATIVE OFFICER

- 1. BOUNDARY EXTENSION: Analysis**
- 2. FN SHARED SERVICES: Fire Agreement**
- 3. HOUSING STRATEGY: Review**

- Quarterly Update Project
- Grant Funding Applications

### FIRE/EMERGENCY

1. SLRD Fire Services Agreement
2. New Compressor
3. Emergency Management Plan Update

- 
- 

### CORPORATE & LEGISLATIVE SERVICES

- 1. COMMUNITY FOREST: Partner Agreement**
2. Airport Establishment Bylaw
3. Bylaw Enforcement Policy

- Film Permit Bylaw
- Street Naming Bylaw

### OPERATIONS

- 1. FRIENDSHIP TRAIL BRIDGE: Design**
2. Water pH System
3. Soccer Fields – Costing

- ONE MILE LAKE: Construction
- Underground Servicing RFP – Phase 2

### FINANCE / ADMINISTRATION

1. Tax/Utility Notice Preparation
2. Expense Policy Review
3. IT: RFP

- Benefits: RFP
- 

### DEVELOPMENT

1. Zoning and Sign Bylaw – Public Consultation
2. Community Amenity Contribution Policy
3. OCP Amendments

- 
- 

**CODES:** **BOLD CAPITALS** = NOW Priorities; **CAPITALS** = NEXT Priorities; *Italics* = Advocacy;  
Regular Title Case = Operational Strategies

## Office of the Chief Administrative Officer (CAO) Report

The CAO is responsible to Council for the management of the municipal workforce, and for overseeing the implementation of the directions and policies established by Council. The CAO provides leadership to the Village of Pemberton and coordinates the departments in the discharge of their responsibilities. The department consists of the CAO, Executive Assistant/HR Coordinator and Sr. Communications & Grants Coordinator.

The main tasks of the CAO are to:

- Provide advice and support to the Mayor and Council
- Ensure that the direction/decisions of Mayor and Council are implemented
- Be the principle liaison between the municipal Council and Staff
- Provide leadership to the municipal workforce
- Develop and maintain an effective organizational structure for the municipality that reflects operational needs
- Ensure the acquisition and effective management of the fiscal, human, and physical resources
- Ensure a high level of customer service and seek continuous improvement
- Ensure the effective functioning of all municipal operations
- Develop and maintain key relationships with other municipal and provincial organizations
- Ensure effective financial and administrative systems are in place
- Oversee management of the Pemberton Regional Airport (the CAO is appointed as Airport Manager)



## Office of the CAO Priorities

### 2018 Council Priorities

**Friendship Trail Bridge**  
**Boundary Expansion**  
**First Nations Shared Services**  
**Recreation Service Delivery**  
**Economic Development Strategy**

### 2018 Operational Priorities

**Municipal Building Review**  
**Gas Tax Grant for Downtown Enhancement**  
**Bike BC Friendship Trail Grant Advocacy**  
**Personnel Policies**  
**Crisis Communications Plan**  
**Airport Development & Operations**  
**Indigenous Relations**

#### Friendship Trail Bridge

In 2017, the Village was awarded \$500,000 from Bike BC for the Friendship Trail Bridge project. In 2018, the Village issued an RFP for the construction of the Bridge. The Bridge was completed in the fall; however, due to unanticipated delays the construction of the off ramp on the east side was not completed. This work will proceed in 2019 and will connect to the Friendship Trail which will be constructed in the spring, 2019 along the north side of Highway 99 in the Ministry of Transportation & Infrastructure Right of Way. The Bridge and Trail will provide a safe, non-motorized route between the Village of Pemberton and Lil'wat Nation.

#### Boundary Extension

Since the 2001 Boundary Extension process, which saw lands south of the Village to the Motocross Track, properties along Airport Road and the Hillside Lands incorporated into the Village boundaries, work took place to identify opportunity and options for further expansion based on governance considerations.

Due to other competing priorities this initiative was set aside in 2016, however, discussions related to boundary extension were reinvigorated in 2018, and included a review of the boundary extension options listed below:

- A small extension to include the existing fire protection area
- A larger option to include Pemberton Meadows and the Independent Power Projects (IPPs)
- Amalgamate with Electoral Area C to form a new District Municipality
- A smaller extension to include the Pemberton North Water Service Area, properties between Harrow Road and the Industrial Park and the Independent Power Projects closer to the Village

Discussions also took place with other local jurisdictions and the Ministry of Municipal Affairs and Housing and the Ministry of Transportation and Infrastructure. In the spring of 2018, public engagement took place that included two Open Houses and Have Your Say opportunities.

As a result of the costs associated with the transfer of the roads in the proposed boundary expansion area and resident feedback, Boundary Extension was not pursued. It is anticipated that a small boundary extension will be explored in late 2019 or 2020 in order to facilitate some minor boundary adjustments which need to be resolved.

### First Nations Shared Services

The Village signed a Fire Protection Agreement with Lil'wat Nation in November 2017. The Agreement establishes that the Village of Pemberton Fire Rescue Service will provide structural fire support services to all road accessible structures on Lil'wat Nation IRs 1,2,3,8,10 and 6. This Agreement also provides support to Lil'wat Nation in re-establishing their own Fire Department Service. In 2018, negotiations were continued on the Water Service Agreement between the Village and Lil'wat Nation to provide water to the Industrial Park. It is anticipated that the Agreement will be signed in 2019.

### Recreation Service Delivery

In 2017, the Village began to explore options for the transfer of recreation services delivery and management to the Village, with the aim of bringing information forward to the Pemberton Valley Services and Utilities Committee (PVUS) and Council for consideration. In 2018, negotiations were completed and a service transfer and management Agreement were approved. The recreation service transfer will take place June 1<sup>st</sup>, 2019 which will see Recreation Services Department become a department of the Village of Pemberton.

### Economic Development Strategy

In 2017, the Regional Economic Development Collaborative was formed, led by the Pemberton & District Chamber of Commerce. The Collaborative includes Elected Officials and Staff from the Village, SLRD, Lil'wat Nation, the Lil'wat Nation Business Corporation, N'Quatqua and representatives from the Pemberton & District Chamber of Commerce and Tourism Pemberton. In 2018, as a result of being successful in receiving funding from the Rural Dividend Fund the Village supported and participated in the development of an Economic Development Data Portal. As well, the Village submitted an application to the Rural Dividend Fund on behalf of the Collaborative for the development of a Regional Economic Development Strategy. In 2019, the Village will continue to support this Regional Collaborative through representation and support for funding applications and will participate in the development of the strategy if the funding application should be successful.

In 2019, Village Staff will explore funding opportunities for the development of a Village of Pemberton Economic Development Strategy.

### Municipal Building Review

Staff continue to explore options and opportunities for a new Municipal Hall. This initiative is ongoing.

### Policy Development

In 2018, the Village of Pemberton Employee Manual was completed. The Manual informs Staff of both what they can expect as Village employees, and the performance expectations of Management. The Manual serves as a key tool in the orientation of new Staff and includes all Village personnel policies to which Staff are required to adhere.

Two new personnel policies were put into place in 2018: the E-mail Policy and the Drug and Alcohol Policy. The E-mail Policy governs the use and management of electronic communications, to meet local government records management requirements and compliance with the *Freedom of Information and Protection of Privacy Act*. The Drug and Alcohol

Policy reflects WorkSafeBC requirements for safe work practices and was updated to take into account the legalization of cannabis.

### **Crisis Communications Plan**

In 2017, a draft Crisis Communications Plan was prepared for internal review, and will be brought forward in 2019.

### **Airport Development & Operations**

In 2018 negotiations took place with Pemberton Search and Rescue Society (PSAR) to solidify the tenancy of the PSAR Base at the Airport. This included the establishment of a Permissive Tax Exemption for the Pemberton Search & Rescue Society. The Village also entered into a Memorandum of Understanding (MOU) to explore development opportunities at the Airport with 3BP Solutions; however, this has not been pursued. With the results of the Mt. Currie Mountain Rock Slide Assessment, Staff will be preparing information to Council on if and/or how future development of the Airport should proceed.

### **Indigenous Relations**

In February 2018, the one-day Nu'kw7ántwaí Regional Gathering was attended by Elected Officials and Senior Staff from Lil'wat Nation, N'Quatqua, Samahquam, Squamish-Lillooet Regional District and Village of Pemberton. The Gathering focused on developing regional relationships, while furthering the Final Report recommendations from 2017 Nu'kw7ántwaí Regional Gathering.

A special focus of this gathering was confirming support for the creation of a standing Nu'kw7ántwaí Intergovernmental Relations Committee. In August 2018, Elected Officials from Lil'wat Nation, N'Quatqua, Samahquam, Squamish-Lillooet Regional District and Village of Pemberton endorsed the Terms of Reference for the Nu'kw7ántwaí Intergovernmental Relations Committee.

The Committee continued to meet quarterly in 2018, and began the development of a Communications and Engagement Strategy to facilitate continued and improved government-to-government communication and collaboration, both at the leadership and Staff levels. It also establishes a framework to broaden the scope of the Nu'kw7ántwaí initiative beyond the government level, to include community organizations and the public. It is anticipated that Strategy will be completed in 2020.

## Corporate & Legislative Services Report

Corporate & Legislative Services is responsible for the corporate administration of the Village including the preparation, preservation and safekeeping of all minutes, records of Council and committee business, administration of oaths, certifying Village documents and other duties established in Section 148 of the *Community Charter* and facilitates elections, Alternative Approval Processes and Referendums. The Manager of Corporate & Legislative Services is responsible for the above noted, maintains Village of Pemberton bylaws and is the appointed Corporate Officer for the Village and Chief Election Officer. Village of Pemberton bylaws address and regulate concerns such as zoning, building, parking, animal control, noise levels and licensing and are passed by Village Council with enforcement provided by Village Officials or the Bylaw Enforcement Officer depending on the form of the Bylaw.

The Corporate & Legislative Services Department is responsible for policy development and report writing and oversees all Freedom of Information requests. The Corporate Officer is appointed the Villages' Freedom of Information Officer. The Department consists of the Manager of Corporate & Legislative Services, Legislative Assistant and Bylaw Enforcement Officer.

## Corporate & Legislative Services Priorities

**2018** Council  
Priorities

**Community Forest Licence & Partnership Agreement**

**2018** Operational  
Priorities

**2018 General Election**

**Administrative Fees & Services Bylaw**

**General Elections Procedure Bylaw**

**Public Nuisance and Abatement Bylaw**

**Bylaw Notice Enforcement Bylaw**

**Animal Control Bylaw Review**

**Parking and Traffic Control Bylaw Review**

**Municipal Ticketing Information Utilization Bylaw**

**Smoking Regulations Bylaw Review**

**Property Acquisition & Disposition**

**Community Organization Support (CEF/CIOF Management)**

**Pemberton Animal Wellbeing Society - Licence of Occupation**

## 2018 General Election

The Corporate & Legislative Services Department is responsible for the facilitation and coordination of the General Local Government Elections which are now held every four years. As noted, above Village Council is made up of one Mayor and four Council members.

In 2018, the General Local Government Election was scheduled for Saturday, October 20<sup>th</sup>. The Nomination period opened on September 4<sup>th</sup> and at its close on September 14<sup>th</sup> a total of seven community members had submitted Nomination Papers for the four Council positions. Two candidates made the decision to withdraw their Nomination and as such there were six candidates seeking to represent the community at the Council table. The successful candidates were: Amica Antonelli, Ted Craddock, Leah Noble and Ryan Zant.

The Village received only one nomination for the position of Mayor and as such Mike Richman was acclaimed as Mayor for a second term and no election for Mayor was required.

The Village also facilitates the election for School Board Trustee on behalf of Sea to Sky School District No. 48. Two candidates submitted nomination papers and Michelle Butler was the successful candidate.

There three voting opportunities which included two advanced voting dates held on October 10<sup>th</sup> and 17<sup>th</sup> with General Voting Day on Saturday, October 20<sup>th</sup>.

A total of 528 Village of Pemberton eligible voters attended on Voting Day to mark their ballots.

## Community Forest Partnership and Application

In 2015, the Village issued a Request for Proposals for a Community Forest Feasibility Study. The completed Study was presented to Council in March 2016. The Study concluded that a Community Forest was viable and recommended consideration of partnership opportunities. In early 2017, the Village entered into partnership agreement discussions with Lil'wat Nation with an aim to complete negotiations and undertake the preparation of an application for a Community Forest to the Province.

In 2018, negotiations to establish the Spelkúmtn Community Forest Corporation, a partnership between the Village of Pemberton and Lil'wat Nation, were concluded and the Corporation was incorporated. Following this, the Community Forest Application was submitted to the Ministry of Forests, Lands, Natural Resource Operations and Development. It is anticipated that the Community Forest Licence will be approved in 2019 and work will continue on governance including the establishment of a new community-based Board of Directors for the Corporation and the start of some forestry operations.

## Bylaw Development

In 2018, the following Bylaws were adopted by Council; General Elections Procedure Bylaw No. 831, 2018, Public Nuisance Abatement Bylaw No. 838, 2018, Animal Control Bylaw No. 839, 2018, Parking and Traffic Control Bylaw No. 840, 2018, Business Licence Bylaw No. 842, 2018, Smoking Regulations Bylaw No. 848, 2018, Cross Connection Control Bylaw No. 844, 2018, Municipal Ticketing Information Utilization Bylaw No. 845, 2018.

In 2019, the Business Licence Bylaw will be updated to incorporate regulations respecting Short Term Vacation Rentals and Cannabis Retail Sales as a result of the introduction of the new Zoning bylaw and amendments in 2018. As well, the Outdoor Water Use Regulations Bylaw and Administrative Fees Bylaws will be updated and the Bylaw Enforcement Notification Bylaw will be introduced. Corporate and Legislative Services will also support Development Services with the preparation of a new Building Bylaw. Review and updating of relevant bylaws will continue throughout the year and is a component of the daily work undertaken by the Corporate & Legislative Services Department.

## Policy Development

In 2018, Corporate & Legislative Services assisted Development Services with the development of the Non-Medical (Recreational) Cannabis Retail Policy. In 2019 the department will assist with review and updates to the Snow Clearing Policy and other policies as may be required. In 2019, a review of several administrative and operational policies will take place and they will be updated as required.

## Community Organization Support

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

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

In 2018, the Village advocated for annual funding for arts, recreation and culture functions through a Local Service Establishment Bylaw to be established by the Squamish-Lillooet Regional District which would see funding provided through an annual requisition from both the Village and SLRD Electoral Area C. This funding would support the following community organizations and initiatives: Wellness Almanac, Pemberton Animal Wellness Society (PAWS), Annual Halloween Fireworks Display, Pemberton Arts Council, Pemberton BMX Society, Spirit of BC - Pemberton Winterfest. As well, the Village provided its support to the development of funding for economic development functions through a second Local Service Establishment Area supported by both the Village and SLRD Electoral Area C that would see annual funding provided to the Pemberton & District Chamber of Commerce (Information Centre Operations), Tourism Pemberton and the Pemberton Farmers Market Association.



In 2018, the Village commenced negotiations with Whistler Animals Galore (WAG) to review the Impoundment Agreement with aim to establish a renewed agreement in 2019.

In 2019, the Village will initiate discussions with the Pemberton Animal Wellness Society respecting the establishment of a formal agreement to use municipally owned lands for an animal shelter. The Village will continue to support PAWS through an annual contribution for two years or until the Local Service Establishment Bylaw is adopted whichever comes first. Further, the Village will continue to support the Pemberton Canoe Association for use of the Boathouse and safety improvements.

## Finance & Administrative Services Report

Finance and Administrative Services is responsible for the statutory financial administration duties of the Village of Pemberton under the *Community Charter* and *Local Government Act*. This department is overseen by the Manager of Finance and Administrative Services, who is also appointed as the Chief Financial Officer. Responsibilities of this Department include: tax and utility billing, accounts payable and receivable, tax certificates and budgeting.

This team is also responsible for reception, IT, administrative support for all Village departments, and purchasing for central supplies/office equipment.

The Department consists of the Manager of Finance & Administrative Services, Senior Accountant, Accounting Clerk, Cash Clerk and Front Office Reception.

Main duties of the Finance & Administration Department include:

- Preparation of financial and statistical reports, statements and returns and year-end audit working papers
- Development of the department's long-term financial plans, policies, goals and objectives
- Preparation of the various returns and reports required by other levels of governments and liaising with the external auditors in the conduct of the audit.
- Preparation of the Five-Year Financial Plan, which includes providing assistance to other departments in the preparation of their budgets; reviewing specific budget submissions and coordinating data and providing advice and assistance on the monitoring of budgets to the CAO
- Preparation of Financial Bylaws which include utilities & taxes rate bylaws, permissive tax exemption bylaws
- Monthly reconciliation of all bank accounts, Investments, Borrowing, Municipal Finance Authority accounts, Taxes, Utilities and Special Services
- Administration of Account Receivables, Accounts Payables, Permitting and Licensing

## Finance & Administrative Services Priorities



### Asset Management

In 2017, the development of the assessment management program was deferred due to other priorities. In 2018, the review and assessment of next phase of underground services began and will be completed in 2019. For more information, see Capital Strategy/Asset Management under the Operations & Development Services section.

### Sewer Fees

In 2017, the review of sewer rates was put on hold. In 2018, the sewer rates were increased to establish a new Sewer Reserve. In 2018, the sewer rate analysis was postponed and will be undertaken in 2019 along with a water rates analysis, with the aim of new rates being brought forward for consideration in 2020.

### Expense Policy Review

This project has been deferred to 2019.

### Request for Proposals

Employee Benefits Request for Proposals was issued in 2017. In 2018, Staff reviewed responses; however, this initiative was deferred to 2019.

The Village issued an RFP for Information Technology (IT) support in 2018 which was awarded to Sea to Sky IT Services.

## Operations & Development Services Report

The Operations & Development Services Department manages all functions and services related to planning, land use, zoning, subdivision, building and permitting, as well as operations (Public Works) for the Village.

### Operations Division

Under the direction of the Manager of Operations & Development Services, the Operations Division of the Department is responsible for the planning, operation and maintenance of water, sewer, storm water, parks, roads and sidewalks and street lighting. Following an organizational restructuring, the role of Water Operator was created as well as that of Assistant Manager of Operations as a result of the decision to restructure and not rehire the Public Works Supervisor position. In 2018 the department now includes the Assistant Manager of Operations, Wastewater Treatment Plant Operator, Water Operator, Lead Hand, two Equipment Operators, Parks Labourer and Labourer.

## Operations Division Priorities



### Friendship Trail Bridge Construction

The Friendship Trail is part of the Sea to Sky Trail, a pedestrian/cycling trail that will run from West Vancouver to D'Arcy. A critical piece of the Friendship Trail is the multi-use bridge (pedestrian, cycling and equestrian) over the Lillooet River. In 2017, the Village of Pemberton was awarded funding from BikeBC Program, Gas Tax Funding and received contributions from Innergex for a total sum of \$1,369,000. The bridge design and construction drawings were completed in 2017 and the contract was awarded to Surespan Construction Ltd. In 2018 construction of the bridge commenced at the end of August and was completed October 26th, 2018. The bridge is currently closed to the public until the completion of the off-ramp that connects to the Friendship trail, which is set to be finished in the fall of 2019.

### Capital Strategy/Asset Management

In 2018, As one of the first steps towards developing an Asset Management Plan, ABC Pipe Cleaning was contracted to inspect and video all underground sanitary lines within the Village of Pemberton. This assessment includes condition valuations of all sanitary mains in the Village.

In 2019, the report and inventory all inspected sanitary mains will be reviewed which will include their current condition with an aim to prioritize the identified pipe repairs and replacements that will be required for consideration during the 2020 budget deliberations.

### Downtown Enhancement Project

In March 2018, it was announced that the Village was successful in receiving funding, in the amount of \$5.3 Million, from the Federal Gas Tax Fund for downtown enhancements. The enhancements will consist of essential upgrades to failing infrastructure and key improvements related to roads, sidewalks, waterlines, stormwater and street lighting.

The design drawings were completed in September 2018 and in October 2018 the tender period closed with two general contractors bidding on the project. Both tenders came in above the approved funding amount and the contract could not be awarded. Subsequently, the scope of the work was adjusted and reduced and the project was re-tendered in November 2018. It is anticipated that a contractor will be selected in early 2019 and construction will commence in the spring with completion before winter of 2019.

### Soccer Fields

The Village acquired a 20-acre parcel of land, dedicated for recreation purposes, located off Pemberton Farm Road East. The site is intended to accommodate future recreational facilities, outdoor fields and parking. In 2018, a Request for Proposals for artificial turf and/or natural grass sports fields was issued. The contract was awarded to Cedar Crest Lands (B.C.) Ltd. for the construction of a natural grass field. Construction began in July 2018 and the field was completed in early October. Cedar Crest winterized the field and will be on-site in the Spring of 2019 to review the maintenance requirements of the field with Public Works Staff who will be facilitating the ongoing maintenance of the field. It is anticipated the field will open for play in September 2019. In alignment with the Recreation Site Plan, in 2019 the Village will be making application for a second soccer field, including a well for irrigation, washrooms and change rooms under the Community, Culture and Recreation Infrastructure Funding Stream.

## Parks Improvements

In 2018, Staff coordinated the painting of the boathouse at One Mile Lake Park. The Village also worked with the Canoe Association on the design and purchase of a new dock to facilitate paddling activities. This dock is to be installed in 2019. Work was also done to facilitate the planning and completion of boardwalk repairs with the aim to commence work in 2019/2020.

A new playground set was purchased and installed at Zurcher Park in October 2018, as well as a new gravel trail constructed along the south side of the park. A gravel trail was also built connecting Arbutus Street to the Pemberton Community Centre Water Park, crossing the parklands adjacent to Radius housing complex.

A new CAT 420F2 Backhoe was purchased in August 2018 for use in snow clearing operations and general operations that Public Works must perform.

## Crabapple Tree Removal

In October 2018, the Village received a letter from the Conservation Officer Service requiring the crabapple trees on Portage Road to either be removed, fenced off with electric fencing, or have all fruit removed before ripening. The Village opted to move forward with replacement of all the trees with varieties of lilac and maple trees. The Village applied for and was approved for funding from BC Hydro/Tree Canada for the planting non-fruit bearing trees in replacement of the crabapple trees. The project is expected to be completed in 2019.

## Development Services Division

Reporting to the Manager of Operations and Development Services, the Development Services Division consists of the Senior Planner, Chief Building Official, Engineering Technician and Building and Planning Clerk. The Village also contracts with ISL Engineering to assist with development review and infrastructure work as well as other planning consultants as required. The responsibilities of Development Services are related to the use of land within the community, specifically:

- Long Range Planning Policy
- Current Development Application Review and Approvals (Subdivision, Zoning and OCP Amendment applications, Development Permits, Development Variance Permits, Temporary Use Permits, Board of Variance applications)
- Building Permits
- Development and other land related public enquiries

## Development Services Priorities



**2018 Council Priorities**

**Housing Strategy**

**2018 Operational Priorities**

**Zoning & Sign Bylaw Review & Consultation  
Non-Medical (Recreational) Cannabis Retail Policy  
Subdivision and Development Control Bylaw  
Community Amenity Contribution Policy  
Official Community Plan Amendments  
Regional Growth Strategy**

### Housing Strategy

In 2018, Council remained committed to the Strategic Priority of conducting a review of its Affordable Housing Strategy, in response to the changing housing availability and affordability. As funding opportunities were available Staff prepared a grant application to seek funding from UBCM to conduct an Age Friendly Affordable Housing Needs Assessment and Action Plan which was successful. In 2019, the Needs Assessment and Action Plan will be undertaken that will include Public and Stakeholder Consultation events to help inform the Plan. It is anticipated that the final Draft Action Plan will be brought forward in the fall of 2019 for consideration by Council.

### Zoning Bylaw

A draft Zoning Bylaw was completed in the spring of 2018 and public consultation held through open houses and pop-up events in the spring. A well-attended public hearing was held in June and the Bylaw, once amended in response to public concern with Downtown zoning, was adopted on July 24, 2018. In October, after federal legislation was passed that legalized the sale of recreational (non-medical) cannabis, a subsequent Zoning Bylaw amendment was approved to permit Retail Cannabis Establishments under certain conditions in the Town Centre Commercial Zone. At that time, several Housekeeping amendments were also made to reflect pre-existing zoning rights in the Sunstone, Ridge and Tiyata developments. Staff will be monitoring the implementation of the Zoning Bylaw and bringing forward other necessary housekeeping amendments in 2019 if additional corrections are required.

**Non-Medical (Recreational) Cannabis Retail Policy**

In conjunction with the development of zoning regulations for cannabis retail sales, as a result of legislated changes, the Village developed the Non-Medical (Recreational) Cannabis Retail Policy to identify requirements for the sales of non-medical (recreational) cannabis in the Village of Pemberton. The development of this policy included community consultation of which input helped to form the basis of the Policy. The Policy was adopted in the fall 2018.

**Sign Bylaw**

A Draft Sign Bylaw was completed in 2018 and presented to the community. Further consultation with the public, in particular the Business Community and the Advisory Design Review Commission, will be undertaken in 2019, with the aim of adopting a new Sign Bylaw that reflects present marketing trends and meets the community’s needs.

**Subdivision and Development Control Bylaw**

Although on the work plan, review of the Subdivision and Development Control Bylaw was deferred due to other priorities.

**Community Amenity Contribution Policy**

An updated Community Amenity Contribution Policy will be brought forward in 2019.

**Official Community Plan Amendments**

A review of the Official Community Plan was initially planned for 2018 that included incorporating several changes and updates as directed by Council. This initiative was deferred to 2019 to facilitate the completion of the Zoning Bylaw Review in 2018.

**Regional Growth Strategy (RGS)**

Village Staff and all Council members continued to participate in the formal review along with all member municipalities’ Staff and elected officials from across the region, as formal endorsement of the RGS by the Village Council is a necessary part of its eventual adoption. The review period was not completed in 2018 and will continue into 2019.

**Village of Pemberton**  
**2018 Fast Facts**

- The Village issued 78 Building Permits**
- The Village issued 124 Dog Licences in 2017**
- The Village issued 30 Park Use Permits**
- The Village contributed over \$29,650 to local community groups**

## Fire Services Department & Emergency Management

### Fire Services & Emergency Management Priorities

**2018** Council  
Priorities

First Nations Shared Services

**2018** Operational  
Priorities

ESS Review  
SLRD Fire Services Agreement  
New Compressor  
Emergency Management Plan Update  
Community Wildfire Protection Plan Update



#### Fire Services Department

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

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

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

Responsibilities of Pemberton Fire Rescue include preservation of life and property in the Pemberton area, delivery of fire safety public education, fire inspections and volunteer firefighter recruitment.

In 2018, Pemberton Fire Rescue actively participated in or supported 28 community events including the following: Winterfest, Diamond Rally Charity Event, 911 Porsche Rally Event, Off Road Rebels 4x4 Rally, Canada Day Parade, Halloween, Remembrance Day and New Year's Eve Fireworks display.

Pemberton Fire Rescue assisted the First Nations Emergency Services Society of British Columbia (FNESS of BC) by providing Cadet Fire Training at the Mount Currie Fire Department.

To review the 2018 Pemberton Fire Rescue Annual Report as presented visit [www.pemberton.ca](http://www.pemberton.ca).



The Office of the Fire Commissioner relies on fire department personnel and chief officers from across the province to provide interface protection by way of Emergency Operation Centre (EOC) staffing or field support. In August, the Office of the Fire Commissioner called upon Pemberton Fire Rescue to assist with Wildland fires in the Vanderhoof and Fort St. James area. Pemberton Fire Rescue was pleased to be able to support the efforts and a crew of four (4) attended for ten (10) days. This is the second year in a row that Pemberton has been asked to assist with the wildland fires. The following members are recognized for their commitment to assist during the Wildfire Crisis of 2018: Captain Simone Jaggli, Lieutenant John Harris, Firefighter Jordan Brown, Firefighter Josh Livermore.

The major wildfire events and deployment requests are becoming increasingly common and more frequent which results in communities being left with skeleton fire crews and chief officers to protect their communities. It is anticipated that this will continue to exert a growing strain on local fire department leadership as such Pemberton Fire Rescue will continue to recruit new members and put in place the training and supports to build capacity.

### Community Wildfire Protection Plan Update

The Strategic Wildfire Prevention Initiative (SWPI) and the Community Wildfire Protection Plan (CWPP) update was completed and has been adopted by Council. The Fire Department has incorporated a number of the CWPP recommendations into the 2017 work plan and are working on a draft Action Plan for the completion of the Recommendations over the next five (5) years. In 2018, the Village received confirmation of funding for the development of a Fuel Management Prescription for a high priority area located across the highway from One Mile Lake Park and to the Southwest of the Village of Pemberton, as identified in the Community Wildfire Protection Plan. To undertake this work, the Village will prepare and issue a Request for Proposals for a qualified forester to undertake the development of the prescription with an aim of completion in 2019.

### Emergency Management

Overseen by the Office of the Chief Administrative Officer, the Village's Emergency Management Program is administered by the Emergency Measures Bylaw No. 539, 2004; as well as Local Authority Emergency Management Regulation, which outlines the roles, responsibilities and legislative duties to which all local governments must adhere. The Emergency Program Coordinator (EPC), is responsible for the management and coordination of emergency preparedness, response and recovery, and for the facilitation of developing and maintaining an emergency management program for the community.

The EPC works closely with neighbouring EPCs in the corridor (Resort Municipality of Whistler, Pemberton, Squamish-Lillooet Regional District (SLRD), District of Squamish and Lil'wat Nation) and reviews and discusses various concerns facing Sea to Sky communities including: hazards, risks, vulnerabilities, training, resources, collaboration, coordination and communication, information and knowledge sharing.

In October 2018, the Village implemented its own emergency notification system, called Pemberton Alert, which allows residents to receive important and critical information quickly in the event of an emergency. To date, 195 residents have registered for Pemberton Alert. The Village will continue to promote the notification system to encourage registration.

The EPC continued the implementation of public education in the community by attending the Pemberton Farmer's Market and distributing emergency preparedness materials to residents and visitors. The Village also participated in the annual worldwide ShakeOut BC on October 18th to practice how to be safer during big earthquakes.

The Village of Pemberton Emergency Management Plan is the government document that provides framework and overall strategy for the Village to conduct its Emergency Management Program. In 2018, work continued on updating the Village's Comprehensive Emergency Management Plan which will replace the outdated 2005 Village of Pemberton Emergency Response/Recovery Plan. The new Plan has been streamlined and more comprehensive in order to reflect the changing nature of the community.

2018 saw the completion of the Pemberton Valley Dyking District Flood Management Report, undertaken by NHC Engineering. This report includes updated floodplain mapping, which identified changes to the flood hazard in the Pemberton Valley and included a report along with recommendations for consideration. As a result, in 2019 the Village will partner with the SLRD, Lil'wat Nation and the Pemberton Valley Dyking District (PVDD) to form a Working Group to complete an Integrated Flood Response Plan (IFRP), and develop a Pemberton Valley Evacuation Plan (funded by the Union of BC Municipalities) Both the IFRP and Evacuation Plan are expected to be completed by May 2020.

### 2018 Emergency Responses

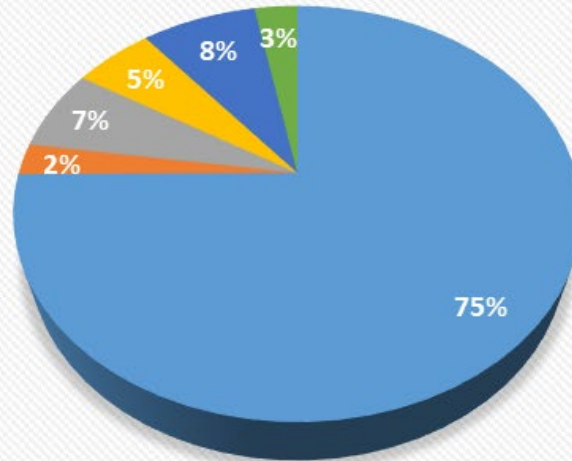
The EPC is on-call 24/7 to provide support to first responder agencies as required. Additionally, the EPC may be called upon to assist in the activation of an Emergency Operations Centre (EOC). Fortunately, in 2018, the Village did not have to activate an EOC, despite High Streamflow Advisories issued in the spring and fall. However, to assist residents with flooding in low lying areas, the Village opened a sandbag station at the Municipal Hall on January 3rd.

### Emergency Support Services Review

Throughout 2018, the Village continued its partnership with the Canadian Red Cross to develop and manage a team of local volunteers to provide Emergency Support Services (ESS) to residents in the event of an emergency or disaster. The ESS program is managed by the Village and provides these services for both the Village and SLRD Area C. Fortunately, there were no emergency events that took place in 2018. However, Red Cross personnel and the ESS team were on standby during the Grouse Creek Fire that took place north of Pemberton in the event there was a need to receive evacuees.

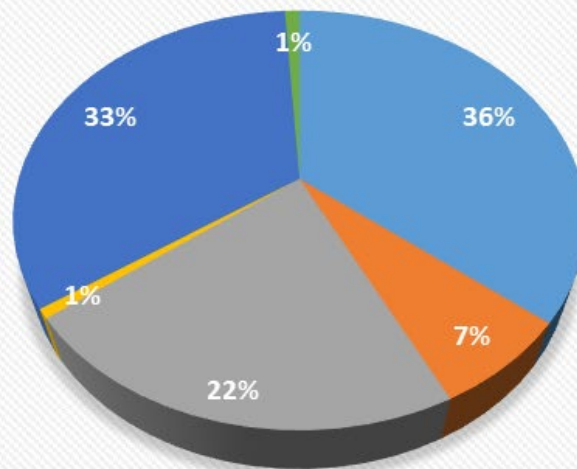
2018 Tax Collection Pie Charts

### Village of Pemberton Services



- Village Operating, Projects, New Infrastructure
- Community Grants (CIOF, CEF)
- Capital Reserves for Future Infrastructure
- Water Infrastructure Debt
- Sewer Infrastructure Debt
- Industrial Park Infrastructure Debt

### Tax Notice Distribution



- Village of Pemberton
- Village Infrastructure Debt
- SLRD - Shared Regional Services
- SLRD - Shared Hospital Services
- School/ Police Tax (Province)
- Other - BCAA, MFA (Province)

## Shared Services

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

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

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



## 2018 Capital Projects, Funding & Tax Exemptions

### Capital Projects

| CATEGORY                  | PROJECT                            | COST        | STATUS      |
|---------------------------|------------------------------------|-------------|-------------|
| Land                      | Frontier Street Parkland           | \$300,000   | Complete    |
|                           | Soccer Fields Addition             | \$4,361     | Complete    |
|                           | Tiyata Park Developer Contribution | \$10,000    | Complete    |
| Building and Improvements | Salt Storage Shed                  | \$60,000    | Complete    |
|                           | Fire Hall Office Improvements      | \$31,329    | Complete    |
|                           | Fire Hall Compressor               | \$61,235    | Complete    |
|                           | Municipal Hall Office Improvements | \$5,225     | Complete    |
| Engineering Structures    | Friendship Trail Bridge            | \$1,839,402 | In Progress |
|                           | Playground Improvement             | \$52,669    | Complete    |
|                           | Soccer Field                       | \$1,223,950 | Complete    |
|                           | Downtown Enhancement               | \$282,114   | In Progress |
| Machinery & Equipment     | Administration Vehicles            | \$62,054    | Complete    |
|                           | Office Printer                     | \$17,528    | Complete    |
|                           | Office Phone System                | \$16,365    | Complete    |
|                           | Computer Server                    | \$31,853    | Complete    |
|                           | Fire Dept. Rescue Truck            | \$64,710    | Complete    |
|                           | Fire SCBA Packs                    | \$33,900    | Complete    |
|                           | Public Works Backhoe               | \$170,671   | Complete    |
| Water                     | Pioneer Waterline                  | \$57,678    | Complete    |
|                           | Well Pump                          | \$24,130    | Complete    |
|                           | Surge Tank                         | \$8,129     | Complete    |

### Grants Received

| PROJECT                 | FUNDER                                    | AMOUNT    |
|-------------------------|-------------------------------------------|-----------|
| Friendship Trail Bridge | Bike BC                                   | \$500,000 |
| Friendship Trail Bridge | UBCM Regional Significant Gas Tax Funding | \$369,000 |
| Capital Project Grant   | Innergex                                  | \$500,000 |
| Downtown Enhancement    | UBCM Strategic Priorities Gas Tax Funding | \$282,114 |
| Friendship Trail Bridge | UBCM Community Works Gas Tax Funding      | \$245,941 |
| Friendship Trail Bridge | CN Rail                                   | \$50,000  |
| SCBA Replacement        | Whistler Blackcomb Foundation             | \$39,000  |

## Grants Received Con't

|                      |                                           |           |
|----------------------|-------------------------------------------|-----------|
| Soccer Field         | Community Amenity Developer Contributions | \$400,700 |
| Soccer Field         | Whistler Blackcomb Foundation             | \$300,000 |
| Hallowe'en Fireworks | Electoral Area C/ SLRD                    | \$2,000   |

## Community Initiative & Opportunity Fund (CIOF)

| Organization/Initiative                  | Amount          |
|------------------------------------------|-----------------|
| Pemberton BMX Society                    | \$2,750         |
| Pemberton & District Chamber of Commerce | \$4,000         |
| Tourism Pemberton                        | \$4,000         |
| Pemberton Farmers Market                 | \$3,000         |
| Spirit of BC Winterfest                  | \$4,500         |
| Pemberton Arts & Culture Council         | \$4,000         |
| <b>CIOF Total:</b>                       | <b>\$22,250</b> |

## Community Enhancement Fund (CEF)

| Organization/Initiative      | Amount         |
|------------------------------|----------------|
| Lil'wat Mount Currie Rodeo   | \$500          |
| Village of Pemberton Bursary | \$2,000        |
| Rotary/Lions Fall Barn Dance | \$1,500        |
| BC Hydro Box Beautification  | \$4,000        |
| Orange Shirt Day             | \$200          |
| <b>CEF Total:</b>            | <b>\$7,400</b> |

## 2018 Tax Exemptions

| Organization                 | Property Value | Exempt Value    |
|------------------------------|----------------|-----------------|
| Municipal Land and Buildings | \$1,268,000    | \$5,374         |
| St. David's United Church*   | \$247,400      | \$466           |
| Pemberton Childcare Society  | \$750,000      | \$1,413         |
| Pemberton Lion's Society     | \$1,649,000    | \$3,106         |
| Stewardship Pemberton        | \$195,300      | \$368           |
| Pemberton Search and Rescue  | \$93,100       | \$395           |
| <b>Tax Exemption Total:</b>  |                | <b>\$11,121</b> |

\*Land Only

# Connect With Us



**Call us: 604.894.6135**



**Email us: [admin@pemberton.ca](mailto:admin@pemberton.ca)**



**Visit us online: [www.pemberton.ca](http://www.pemberton.ca)**



**Drop By: 7400 Prospect Street**



**Subscribe to our eNews**



**Like us on Facebook**



**Subscribe to the Council  
Calendar**

**Village of Pemberton**  
**Financial Statements**  
*December 31, 2018*



**Village of Pemberton  
Contents**

*For the year ended December 31, 2018*

---

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

## **Management's Responsibility**

---

To the Mayor and Council of the Village of Pemberton,

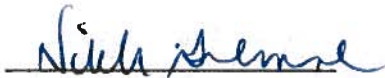
Management is responsible for the preparation and presentation of the accompanying financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian public sector accounting standards and ensuring that all information in the annual report is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

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

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

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

May 7, 2019



Chief Administrative Officer

## **Independent Auditor's Report**

---

To the Mayor and Council of the Village of Pemberton,

### **Opinion**

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

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

### **Basis for Opinion**

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

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

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

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

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

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

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

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

## Independent Auditor's Report

---

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

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

Kelowna, British Columbia

May 7, 2019

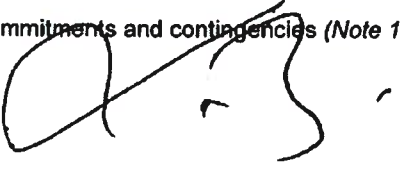
MNP LLP

Chartered Professional Accountants

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

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

Commitments and contingencies (Note 11)



\_\_\_\_\_  
Mayor

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

**Village of Pemberton**  
**Statement of Operations and Accumulated Surplus**

*For the year ended December 31, 2018*

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

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

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

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

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

**Village of Pemberton**  
**Statement of Cash Flows**  
*For the year ended December 31, 2018*

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

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



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

---

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

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

**1. Significant accounting policies**

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

(a) Basis of accounting

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

(b) Revenue recognition

Property taxes, including frontage taxes and special assessments, are recognized as revenue in the year in which they are levied. Water and sewer user rates, connection fees, sale of services, interest and penalties are recognized as revenue in the year the related service is provided.

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

(c) Deferred revenue

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

(d) Investment income

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

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

---

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

(e) Reserves

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

(f) Cash and cash equivalents

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

(g) Long-term debt

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

(h) Liability for contaminated sites

A liability for remediation of a contaminated site is recognized at the best estimate of the amount required to remediate the contaminated site when contamination exceeding an environmental standard exists, the Village is either directly responsible or accepts responsibility, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount is determinable. The best estimate of the liability includes all costs directly attributable to remediation activities and is reduced by expected net recoveries based on information available at December 31, 2018.

(i) Non-financial assets

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

(i) Tangible capital assets

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

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

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

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

(ii) Contributions of tangible capital assets

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

(iii) Natural resources

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

(iv) Works of art and cultural and historic assets

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

(v) Interest capitalization

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

(j) Use of estimates

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

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

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

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

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

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

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

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

---

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

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

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

PS 3320 Contingent Assets establishes disclosure standards on contingent assets.

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

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

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

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

**2. Cash and cash equivalents**

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

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

**3. Accounts Receivable**

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

**4. Accounts payable and accrued liabilities**

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

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

**5. Deferred revenue**

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

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

**6. Long-term debt**

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

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

**6. Long-term debt (continued)**

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

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

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

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

**7. Tangible capital assets**

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

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



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

**7. Tangible capital assets (continued)**

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

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

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

**8. Accumulated surplus**

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

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

**9. Taxation**

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

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

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

**10. Government transfers**

The government transfers reported on the statement of operations are:

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

**11. Commitments and contingencies**

- (a) The Village of Pemberton debt is, under the provisions of the Local Government Act, a direct, joint and several liability of the Squamish-Lillooet Regional District and each member municipality within the Regional District, including the Village of Pemberton. The loan agreements with the Regional District and the Municipal Finance Authority provide that if any time the scheduled payments provided for in the agreements are not sufficient to meet the Authority's obligations in respect to such borrowings, the resulting deficiency becomes a liability of the Village.
- (b) The Village and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2015, the plan has about 197,000 active members and approximately 95,000 retired members. Active members include approximately 39,000 contributors from local governments.

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

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

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

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

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

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

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

**12. Segmented information**

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

(i) General government

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

(ii) Fire protection services

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

(iii) Development and planning services

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

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

---

**12. Segmented information (continued)**

(iv) Public works and parks

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

(v) Water and sewer utilities

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

(vi) Airport services

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

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

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

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

**12. Segmented information (continued)**

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

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

**12. Segmented information (continued)**

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

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

---

**13. Budget data**

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

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





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

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

---

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

**STAFF IN ATTENDANCE:** Nikki Gilmore, Chief Administrative Officer  
Sheena Fraser, Manager of Corporate & Legislative Services  
Lisa Pedrini, Manager of Development Services  
Lena Martin, Manager of Finance & Administration  
Robert Grossman, Fire Chief  
Tom Csiman, Manager of Operations/Projects  
Joanna Rees, Planner  
Jill Brooksbank, Senior Communications & Grant Coordinator  
Elysia Harvey, Legislative Assistant

**Public:** 5

**Media:** 0

---

**1. CALL TO ORDER**

At 9:04 a.m. Mayor Richman called the meeting to order.

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

**2. APPROVAL OF AGENDA**

Moved/Seconded

**THAT** the Agenda be approved as amended by moving the Fire Rescue Service 2019 Second Quarter Report forward to item 9(d) in the agenda.

**CARRIED**

**3. RISE WITH REPORT FROM IN CAMERA (CLOSED)**

Council did not Rise with Report.

**4. ADOPTION OF MINUTES**

**a) Regular Council Meeting No. 1496, Tuesday, July 9, 2019**

Moved/Seconded

**THAT** the minutes of Regular Council Meeting No. 1496, held Tuesday, July 9, 2019 be adopted as circulated.

**CARRIED**

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

There was no business arising.

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

There was no business arising.

## **7. COMMITTEE MINUTES – FOR INFORMATION**

Meeting Minutes, Tourism Pemberton Meeting, Wednesday May 8, 2019

Moved/Seconded

**THAT** the draft minutes of the Tourism Pemberton meeting held on Wednesday, May 8, 2019, be received for information.

**CARRIED**

## **8. DELEGATIONS**

There were no delegation presentations.

## **9. REPORTS**

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

#### **i. Economic Development Discussion**

Discussion took place regarding the regional economic development strategy project that is being led by the Pemberton Area Economic Development Collaborative, and the need to provide consistent and interrelated feedback from stakeholders across the region. The Collaborative has been granted funding from the Province to develop an economic strategy, with a timeframe of two years to complete.

Council discussed the value of the Village working on its own Economic Development Plan that could inform a regional economic development strategy along with economic strategies already developed by other stakeholders including N'Quatqua First Nation, Lil'wat First Nation, and SLRD Area C.

An application for grant funding and Request for Proposal were identified as priorities in moving forward. In conclusion, the following resolutions were passed:

Moved/Seconded

**THAT** Staff prepare a draft Request for Proposal for the development of an Economic Development Strategy and bring forward at the September 10<sup>th</sup>, 2019, Committee of the Whole Meeting for the Committee's consideration and review.

**CARRIED**

Moved/Seconded

**THAT** an application be made to the Rural Dividend Fund for the development of an economic development strategy for the Village.

**CARRIED**

## ii. Downtown Community Barn Discussion

CAO Gilmore advised that due to the ongoing Downtown Enhancement Project, events at the Downtown Community Barn have been limited for the 2019 Summer season. Use of the area for storage of materials, construction equipment, and general construction surrounding the Barn means that events had to be restricted during this time. For this reason, prior to commencement of construction, only regular, specific uses of the Barn were confirmed and communicated with the Village's Contractors; this included the Farmer's Market each Friday. Community members requesting to use the Downtown Community Barn for small events, including a memorial service for Bill Reynolds, have been recommended to utilize the other parks and community spaces available in the Village.

## b) Corporate & Legislative Services

### i. Community Enhancement Fund Request – Pemberton Barn Dance Sponsorship

Moved/Seconded

**THAT** a contribution in the form of a \$2,500 Gold Sponsorship be allocated from the Community Enhancement Fund for the 2019 Pemberton Barn Dance.

**CARRIED**

### ii. Outstanding Resolutions

Moved/Seconded

**THAT** the Regular Council Meeting Outstanding Resolutions Listings Report, dated July 30, 2019, be received for information.

**CARRIED**

**iii. Council Member Meeting Attendance – Quarterly Report**

Moved/Seconded

**THAT** the Council Member Meeting Attendance Quarterly Report, dated July 30, 2019, be received for information.

**CARRIED**

**c) Finance & Administration**

**i. 2019 Second Quarter Financial Statements**

Moved/Seconded

**THAT** the 2019 Second Quarter Financial Statements as at June 30, 2019, be received for information.

**CARRIED**

**d) Fire Department**

**i. 2019 Second Quarter Report**

Moved/Seconded

**THAT** the 2019 Second Quarter Fire Department Report, dated July 30, 2019, be received for information.

**CARRIED**

**e) Development Services**

**i. Cannabis Retail Licence Request – Hemptation Cannabis**

Moved/Seconded

**THAT** the issuance of a Cannabis Retail Licence for Hemptation Cannabis, located at #109 – 7433 Frontier Street, Pemberton B.C., be supported 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 one letter of non-support was received;
- The proposed cannabis retail licence will provide customers with a convenient, licenced and store-front location in the Village's Town Centre

**CARRIED**

**ii. 2019 Second Quarter Report**

Moved/Seconded

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

**CARRIED**

**f) Operations & Projects**

**i. 2019 Second Quarter Report**

Moved/Seconded

**THAT** the 2019 Second Quarter Operations & Projects Report, dated July 30, 2019, be received for information.

**CARRIED**

**g) Recreation**

**i. 2019 Second Quarter Report**

Moved/Seconded

**THAT** the 2019 Second Quarter Recreation Report, dated July 30, 2019, be received for information.

**CARRIED**

At 10:40 a.m. the Regular Meeting was recessed.

At 10:45 a.m. the Regular Meeting was reconvened.

**e) MAYOR'S Report**

Mayor Richman reported on the following meetings and initiatives:

Attended the Squamish-Lillooet Regional District Board Meetings on July 24<sup>th</sup> and 25<sup>th</sup>, which included the following topics:

- Consideration of the Wedgewoods Area in the Regional Growth Strategy;
- A Temporary Use Permit application received from Tiger Bay to sell fireworks, which was not approved;
- Consideration of a grant application to conduct a business study on Lillooet River sediment;
- Potential impacts of a new parking lot on the local Grizzly Bear population at Joffre Lakes Provincial park;
- An application from the Pemberton Wildlife Association for a Permissive Tax Exemption for the Gun Range was supported;
- Consideration of an application to construct a Workforce Camp at Britannia Beach.

Mayor Richman reported on the following upcoming and current events in the community:

- Downtown Enhancement Update: the crews will be off for six days after today and will return on August 6th. Frontier Street South will be opened in entirety for the long weekend. Once crews return on August 6th, they will be focusing their efforts on completing the northern portion of Frontier Street South (Frontier Street South at Birch). This work will include installing the second detention pond and pouring curb/gutter and sidewalks on the east side;
- Construction of the Friendship Trail bridge off-ramp connecting to the trail has commenced and is anticipated to be completed mid-September. Expect traffic delays on Highway 99 at the Lillooet River Bridge as equipment and materials are mobilized to the site. Please remain attentive and follow the directions of the traffic control personnel;
- Congratulations to the Pemberton Canoe Association and the members of the flatwater paddling team for their successes at the Provincial Championships and best of luck at the Nationals in Regina in August;
- Tickets are being sold for the “Bard in the Hall” event taking place on August 3<sup>rd</sup> at the Pemberton and District Community Centre. This is a fundraiser for the Pemberton Farmers Market.
- Several inquiries have been received about the installation of bike racks at the commuter parking lot next to the Visitors Centre;
- Lil’wat Council elections were held last week where Chief Nelson was re-elected.

Moved/Seconded

**THAT** a letter be sent from the Village congratulating the newly-elected Lil’wat Nation Council and re-elected Chief Nelson.

**CARRIED**

- Council will be on break for the month of August, reconvening in September.
- Village Staff have been working hard on all projects and doing a great job of managing public relations.

## f) COUNCILLORS’ Reports

### Councillor Craddock

Councillor Craddock reported that he attended the Pemberton Valley Dyking District Meeting where the following was discussed:

- Provincial support for sediment removal
- Installation of flap gates or slide gate installed on the North Arm Channel
- Replacement of flap gates & culverts on the Arn Canal;

- Pemberton Search and Rescue boat launch/water access near the Waste Water Treatment Plant

### **Councillor Noble**

Councillor Noble reported that she attended the Pemberton Valley Multi-Stakeholder Meeting on July 16 and reported that Innergex continues to monitor seismic activity on Mount Currie.

### **Councillor Zant**

Councillor Zant reported on the following:

- Discussed funding options for flood mitigation
- Reported that Tourism Pemberton is happy that the Slow Food Cycle is moving forward.

### **Councillor Antonelli**

Councillor Antonelli reported on the following:

- Attended the Library Board meeting;
- Attended the Pemberton Valley Multi-Stakeholder Meeting on July 16..

## **10. BYLAWS**

### **a) Bylaw for Adoption**

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

Moved/Seconded

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

**CARRIED**

## **11. CORRESPONDENCE**

#### **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.**

Moved/Seconded

**THAT** the correspondence from Quest University Canada, dated July 5, 2019, be received for information.

**CARRIED**



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

Moved/Seconded

**THAT** the correspondence be referred back to Staff for response.

**CARRIED**

- iii. **Councillor Colin Linger, Vice-President, Lower Stl'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.**

Moved/Seconded

**THAT** the Village support the 6<sup>th</sup> Annual Lower Stl'atl'imx Tribal Council Charity Golf Tournament on September 13, 2019, with a \$500 Special Hole Sponsorship;

**AND THAT** the funding for the Special Hole Sponsorship be allocated from the Community Enhancement Fund.

**CARRIED**

**b) For Information**

- i. **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.**
- ii. **Lorraine Michetti, Mayor, Village of Pouce Coupe, dated July 19, 2019, supporting restoration of Provincial funding for libraries.**
- iii. **Dean McKerracher, Mayor, District of Elkford, dated July 24, 2019, supporting restoration of Provincial funding for libraries.**

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.

At 11:56 a.m. Mayor Richman called for a motion to extend the Regular Meeting beyond three hours.

Moved/Seconded

**THAT** the Regular Council Meeting be extended beyond three hours.

**CARRIED**

#### 16. RECESS

At 11:56 a.m. the Regular Council meeting was recessed.

At 12:17 p.m. the Regular Council meeting was reconvened.

#### 17. IN CAMERA

Moved/Seconded

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

**CARRIED**

At 12:17 p.m. Council moved In Camera.

At 12:59 p.m. Council Rose from In Camera but did not Rise with Report.

At 12:59 p.m. the Regular Council Meeting was recessed.

At 1:41 p.m. the Regular Council Meeting was reconvened and Council moved back into In Camera.

#### 18. RISE WITH REPORT FROM IN CAMERA

At 1:53 p.m. Council rose with report on the following:

Mayor Richman rose with report on the following:

- The Chief Administrative Officer's contract was renewed for a further five-year term

- Staff have been instructed to seek an estimated change for a work order change respecting paving on Prospect Street south (from Aster to the end of Prospect Street).

## 16. ADJOURNMENT OF REGULAR COUNCIL MEETING

Moved/Seconded

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

**CARRIED**

At 1:54 p.m. the Regular Council Meeting was adjourned.

---

Mike Richman  
Mayor

---

Sheena Fraser  
Corporate Officer

DRAFT

**From:** Sarah Morgan <[SMorgan@slrd.bc.ca](mailto:SMorgan@slrd.bc.ca)>

**Sent:** August 15, 2019 2:27 PM

**To:** [Ernest.Armann@lilwat.ca](mailto:Ernest.Armann@lilwat.ca); Nikki Gilmore <[ngilmore@pemberton.ca](mailto:ngilmore@pemberton.ca)>

**Cc:** Sarah Toews <[stoews@pemberton.ca](mailto:stoews@pemberton.ca)>; Sylvia Dan <[sylvia.dan@lilwat.ca](mailto:sylvia.dan@lilwat.ca)>; Lynda Flynn <[LFlynn@slrd.bc.ca](mailto:LFlynn@slrd.bc.ca)>

**Subject:** Mt Meager monitoring by SFU/Quest - request for funding - \$1,667

Good Afternoon Ernest and Nikki,

Quest University has submitted the attached grant funding proposal to Director Russell Mack for \$5,000. The grant funding would be used to support the landslide monitoring equipment placement and field work that Simon Fraser University and Quest University will be undertaking. As you may already be aware, the monitoring equipment is currently scheduled to be installed in late September 2019.

Director Mack is broadly supportive of the request and as the monitoring is of benefit to all jurisdictions in the Pemberton Valley, he would like to know if Lil'wat and the Village would consider cost sharing this funding, with each funding one third of this work, ie., \$1,667.00 each.

Please let me know as soon as possible, recognizing that time is tight to meet the project implementation timeframe of late September and to put the funding request before our Board and Councils respectively.

I look forward to hearing from you and if you have any questions, please don't hesitate to contact me.

Kind regards,

Sarah



**Sarah Morgan**  
**Emergency Program Manager**  
[SMorgan@slrd.bc.ca](mailto:SMorgan@slrd.bc.ca)  
P: 604-698-6442  
F: 604-894-6526  
1-800-298-7753  
[www.slrd.bc.ca](http://www.slrd.bc.ca)

**Landslide Monitoring at the Mount Meager Volcanic Complex: A Pilot Study**  
 Dr. Steve Quane (Geology Professor) & Mason Pitchel (Student) Quest University Canada

**Amount Requested: \$5000**  
**Project Deployment: Summer, 2019**

*Introduction*

In 2010, rock slopes above Capricorn Creek at the Mount Meager Volcanic Complex (MMVC) failed in what became the largest landslide in Canadian history. The event caused roughly \$10,000,000 CAD in damage, and while no lives were lost, the communities of Pemberton and Pemberton Meadows are still in significant danger of a large runout landslide (Friele et al., 2008). Recent research has identified multiple slopes on the MMVC that are in danger of failing, but we identify one of particular concern. This slope volume is about 10 times that of the source of the 2010 MMVC landslide and in the warm summer months, it is actively deforming at rate of ~3 cm/month. Significant, seasonal deformation of this large volume slope is alarming, and the possibility of a slope failure poses a significant and immediate danger to the communities of Pemberton Meadows and the Village of Pemberton (Roberti, 2019). As we see increasingly warm weather and rapid snowmelt through the spring and summer, we will see an increase in large landslides (Petley, 2019). For example, the recent Joffre Peak landslide made headlines (CBC, Global News). Here, we propose a pilot study to “watch and listen” to the slope of concern at the MMVC in order to lay the groundwork for future landslide monitoring and alarm systems.

*Research Plan*

We will be implementing the first rendition of a seismic monitoring system at the MMVC, using an industry-standard geophone and infrasound system, coupled with a weather station and a remote camera (Figure 1). Data will be transmitted via satellite for frequent, remote analysis. Essentially, we will be “watching and listening” to the potential landslide slope and looking for correlations between weather trends and landslides/rockfall. The primary purpose of this project is academic, but the implications for the SLRD are significant. Our system, based on the work of Schimmel et al (2018), will serve as a proof of concept for an event detection system for landslides at Mount Meager, as well as for the rest of the SLRD. Eventually, this work could be expanded upon to become a Landslide Early Warning System (LEWS).

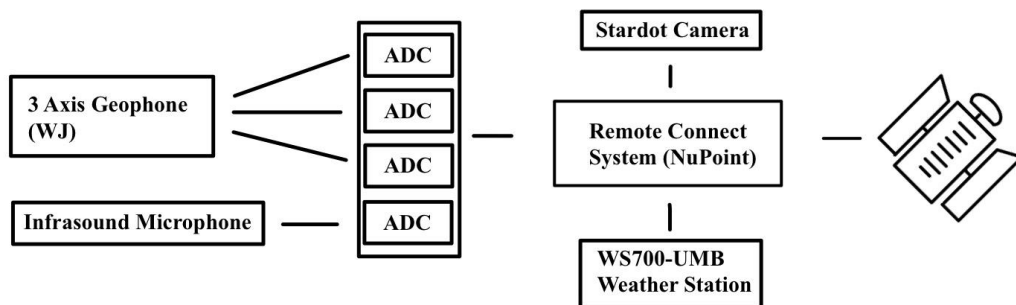


Figure 1: Schematic of the proposed monitoring, data collection and data transmission systems for the MMVC monitoring project.

## SLRD GRANT APPLICATION

We are partnering with two consulting firms who are pioneers in the creation and deployment of landslide alarm systems and remote camera monitoring, the Weir-Jones Group out of Vancouver and NuPoint Solutions from Delta, B.C., respectively. As a separate, but nearby project, researchers from SFU and UBC will be implementing a MultiGAS system to monitor off gassing from newly discovered fumaroles on the Job Glacier. Our equipment will be deployed on a ridge, on crown land, facing the slope of concern and potentially aid in data transmission from the sensors at the fumaroles (Figure 2).

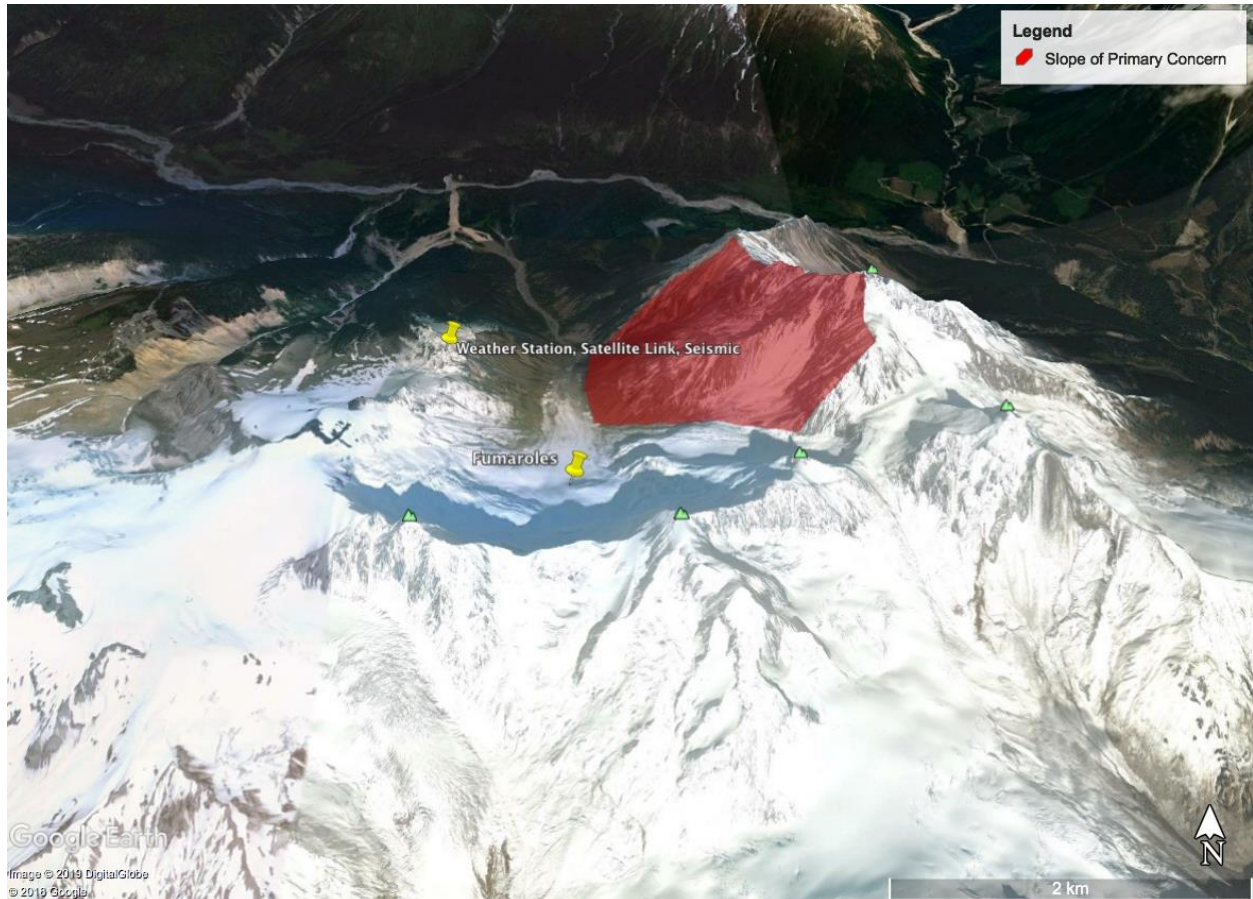


Figure 2: Site Location and Slope of Primary Concern, MMVC. The slope is located on the North-West Flank of Plinth Peak.

### *Benefits to the SLRD*

This project is the basis of a fourth-year student thesis at Quest University Canada and will directly contribute to the academic, technical and practical training of an SLRD resident (Pitchel). In addition, the project acts as the first tangible step towards a real-time landslide alarm system in the SLRD. Friele et al., 2008 suggest that simple landslide detection via seismometers is the minimum requirement for long-term hazard and risk management. Our system can inform future, more advanced systems that will lead to updated risk management policies and procedures. For example, continued investment in this system could be expanded to create a landslide alarm for the communities of Pemberton and Pemberton Meadows.

## SLRD GRANT APPLICATION

Additionally, research at the MMVC is in a period of rapid growth. The region has seen significant press in recent years. When Glyn Williams-Jones of Simon Fraser University and others reported three new fumaroles underlying a glacier at the MMVC, media interest spurred curiosity across Canada. News publications including the *CBC*, *Pique Magazine*, and the *Vancouver Sun* have published articles in the last five years about activity at the MMVC. Williams-Jones has called for a landslide monitoring system at the MMVC, and the articles mention the lack of necessary seismic monitoring. As a result of this activity, the region has become a literal and figurative hotbed for scientific research in the Sea to Sky corridor and the SLRD. There are a number of exciting new initiatives planned this summer that will work in collaboration to provide a multifaceted picture of activity on the restless volcano.

### *Request and Current Supporters*

We request \$5000 CAD from the SLRD. The funds will be used to defray costs of system deployment (i.e., helicopter and logistical support). Deployment of the system will occur in August, 2019. We are very fortunate to have financial, equipment and in-kind support from two leading firms in remote monitoring and detection. In addition to critical equipment and technical expertise, we have been granted \$5,000 CAD from Weir-Jones Consulting. NuPoint systems is providing technical expertise as well as donating the remote camera system and the satellite uplink. Quest University Canada is supporting the summer student research (\$4,000 CAD stipend to Pitchel) and purchasing the weather station components (\$1,000 CAD professional development funds from Quane) and the satellite data subscription (\$80 CAD/month internal student/faculty research grant, Quane/Pitchel). The money contributed by the SLRD will be critical to ensure that the system can be properly calibrated and safely deployed and maintained. With your support, we can start collecting cutting-edge scientific data in the SLRD and we will make that data and/or analysis of that data available to decision-makers in the SLRD.

### *Sources*

Friele, P. (2012, March 10). Volcanic Landslide Risk Management, Lillooet River Valley, BC: Start of North and South FSRs to Meager Confluence, Meager Creek and Upper Lillooet River. (Canada, Ministry of Forests, Lands and Natural Resource Operations).

Friele, P., Jakob, M., & Clague, J. (2008). Hazard and risk from large landslides from Mount Meager volcano, British Columbia, Canada. *Georisk: Assessment and Management of Risk for Engineered Systems and Geohazards*, 2(1), 48-64. doi:10.1080/17499510801958711

Petley, D. (2019, May 21). Joffre Peak: Temperature and satellite data suggest progressive failure. Retrieved June 22, 2019, from The Landslide Blog website: <https://blogs.agu.org/landslideblog/2019/05/21/joffre-peak-temperature/>

Landslide at Joffre peak, no injuries or fatalities reported | Watch News Videos Online. (n.d.). Retrieved June 22, 2019, from Global News website: <https://globalnews.ca/video/5273224/landslide-at-joffre-peak-no-injuries-or-fatalities-reported/>

Noel, A. (n.d.). Risk rising. Retrieved January 24, 2019, from <https://www.piquenewsmagazine.com/whistler/risk-rising/Content?oid=10617939>

Roberti, G. (n.d.). (PDF) Landslides and glacier retreat at Mt. Meager volcano: hazard and risk challenges. *Geohazards*. Retrieved from [https://www.researchgate.net/publication/325582001\\_Landslides\\_and\\_glacier\\_retreat\\_at\\_Mt\\_Meager\\_volcano\\_hazard\\_and\\_risk\\_challenges](https://www.researchgate.net/publication/325582001_Landslides_and_glacier_retreat_at_Mt_Meager_volcano_hazard_and_risk_challenges)

Schimmel, A., & Hübl, J. (2015). Automatic detection of debris flows and debris floods based on a combination of infrasound and seismic signals. *Landslides*, 13. <https://doi.org/10.1007/s10346-015-0640-z>

**Date:** September 10, 2019

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

**From:** Jill Brooksbank, Sr. Communications & Grants Coordinator

**Subject:** Childcare BC New Spaces Fund

---

## **PURPOSE**

The purpose of this report is to seek Council's approval to apply for funding from the Province's Childcare BC New Spaces Fund for the construction of a new building for the purpose of increasing childcare spaces within the Village of Pemberton.

## **BACKGROUND**

In April 2019, the Sea to Sky Putting Children First Initiative, in partnership with Sea to Sky Community Services, commissioned the Social Planning and Research Council of British Columbia (SPARC BC) to prepare a Child Care Needs Assessment and Strategy for Pemberton. The Strategy received funding support from the Pemberton Valley Utilities and Services Committee. The development of the Strategy was in response to the great demand for affordable childcare spaces within Pemberton. Part of the Strategy included a Needs Assessment which highlighted the current and future needs. Below is a summary of the findings:

- The Village currently has 12.5 spaces for everyone 100 children, 0-12 years of age (this ratio is well below the Provincial average of 18.4 spaces per 100 children aged 0 – 12 years)
- 50% of children not currently in childcare were on a waiting list for care
- The most common reasons for not accessing childcare are not being able to secure a spot and the high cost of childcare.

The Report put forth three Strategic Directions, including *Enhancing Availability and Viability*, *Improving Accessibility and Inclusion*, and *Strengthening Collaboration* which set out several short term, long-term and ongoing actions to address the childcare shortage and accessibility. Of the 20 recommendations, two directly relate to the Village's role in increasing daycare spaces:

- Endorse and commit to supporting the target of establishing an additional 46 licensed child spaces for Pemberton by 2023 (i.e., increasing the licensed capacity from 73 to 119 spaces over the five-year horizon)
- In partnership, apply for capital grants to fund establishment of required additional child care spaces in Pemberton (i.e. expansion of Pemberton Children's Centre).



At the Regular Meeting of Council No. 1495, held on June 25, 2019, Lisa McIntosh, Child Care Resource and Referral Coordinator, Sea to Sky Community Services presented the Childcare Needs Assessment and Strategy and its findings. Discussion took place regarding how the Village could support this initiative through advocacy and the following resolution was passed:

*Moved/Seconded*

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

**CARRIED**

In July 2018, the Province announced its three-year commitment to support the creation of 22,000 new licensed child care spaces through a \$221-million investment in the Childcare BC New Spaces Fund. The Province will be looking to leverage existing facilities – on school grounds, in churches, at recreation centres and other public places. Funding preference will continue to be given to communities with the greatest need, including rural and remote communities with an emphasis of creating infant and toddler spaces.

For 2019/2020, the Childcare BC New Spaces Fund guidelines have been updated to increase funding maximums for public sector organization and non-profit societies, and a more streamlined application process.

## **DISCUSSION & COMMENTS**

Earlier in 2019, the Pemberton Children's Centre had expressed a desire to explore funding to expand the Centre on Lot 15, where the Centre currently exists.

In August 2019, Staff met with Maude Ash from the Pemberton Children's Society and Devon Carter from the Ministry of Children and Family Development to review the New Spaces Fund program and submission requirements.

Per project, eligible applicants can receive up to:

- \$3 million for up to 100% of project costs for public sector organizations and Indigenous Governments
- \$1.5 million for up to 90% of project costs for non-profit societies, including non-profit child care providers and child development centres

The adjudication process is expeditious, with an eight-week review and approval period. Eligible project costs include project management, design and engineering costs, professional fees, infrastructure costs, contingency costs, capital purchases that are essential to the project (i.e., office equipment) and capital building costs. However, in order to proceed with the application, a concept would need to be developed. Although Staff has not received an estimate, it is suggested at this time that an amount of up to \$10,000 would provide enough funds to complete the concept.

The Pemberton Children's Centre has expressed a need and desire to pursue this funding opportunity in partnership with the Village of Pemberton to leverage the maximum funding.

Should Council agree to submitting to the New Spaces Program as the lead applicant and is awarded funding, the Village would be the owner of the building and the Pemberton Children's Centre would be the operator/lessee. The Centre currently receives a Permissive Tax Exemption

for the land and improvements (building) which was renewed in January 2019; however, the agreement would need to be renewed to incorporate the new building.

Due to the constraints of Lot 15, the Village will need to review setbacks to determine whether a variance would be required. It should be noted this Lot is not presently designated a Development Permit (DP) Area; however, as the landowner, the Village would voluntarily submit a DP application in order to have oversight over the form and character of the building.

### **COMMUNICATIONS**

There are no communications considerations at this time. However, should the Village be successful in obtaining funding, the Village would be bound to the communications requirements and protocols as outlined in the funding agreement.

### **LEGAL CONSIDERATIONS**

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

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

The development of funding applications falls under the day-to-day tasks of the Sr. Communications and Grants Coordinator.

Should the Village's application be successful, project management will be assigned to a contract Project Manager (an eligible funding expenditure) with oversight from the Office of the CAO and Development Services.

The funds for the development of the concept could be allocated from the Contract and Consultant accounts.

### **INTERDEPARTMENTAL IMPACT & APPROVAL**

|                                |                                               |
|--------------------------------|-----------------------------------------------|
| Interdepartmental Approval by: | Lisa Pedrini, Manager of Development Services |
|--------------------------------|-----------------------------------------------|

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

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

### **ALTERNATIVE OPTIONS**

There are no alternative options for consideration at this time.

### **POTENTIAL GOVERNANCE CONSIDERATIONS**

The Application to the Childcare BC New Spaces Fund is aligned with *Strategic Priority Four: Social Responsibility*, whereby the Village strives to create a strong and vibrant community, recognizing the importance and benefits of healthy, engaged citizens.

**RECOMMENDATIONS**

**THAT** the Village of Pemberton make application to the Childcare BC New Spaces Fund for \$3 Million Dollars for the construction of an additional building on Lot 15 to increase infant and toddler childcare spaces at the Pemberton Children’s Centre.

**AND THAT** Council allocate up to \$10,000 for the development of conceptual drawings to be submitted with the funding application.

**ATTACHMENTS:**

Appendix A: Pemberton Child Care Needs Assessment and Strategy

|                  |                                                          |
|------------------|----------------------------------------------------------|
| Submitted by:    | Jill Brooksbank, Sr. Communications & Grants Coordinator |
| CAO Approval by: | Nikki Gilmore, Chief Administrative Officer              |



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

April 11, 2019

# Table of Contents

|      |                                                   |    |
|------|---------------------------------------------------|----|
| 1.0  | INTRODUCTION AND REPORT OVERVIEW .....            | 1  |
| 2.0  | CONTEXT.....                                      | 2  |
| 2.1  | LOCAL CONTEXT .....                               | 2  |
| 2.2  | BROADER CHILD CARE CONTEXT .....                  | 4  |
| 3.0  | METHODOLOGY.....                                  | 7  |
| 4.0  | VISION FOR CHILD CARE IN PEMBERTON .....          | 9  |
| 5.0  | GUIDING PRINCIPLES AND ASSUMPTIONS .....          | 9  |
| 6.0  | NEEDS ASSESSMENT SUMMARY.....                     | 10 |
| 7.0  | CHILD CARE SPACE TARGETS .....                    | 13 |
| 8.0  | STRATEGIC DIRECTIONS AND RECOMMENDED ACTIONS..... | 18 |
| 9.0  | PARTNERSHIP AND COLLABORATION.....                | 24 |
| 10.0 | MONITORING AND IMPLEMENTATION .....               | 26 |

## 1.0 Introduction and Report Overview

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

Recognizing the importance of child care, and the serious challenges being faced with respect to child care delivery in Pemberton, the Sea to Sky Putting Children First Initiative, with funding support from the Pemberton Valley Utilities and Services (PVUS) Committee<sup>1</sup> commissioned the Social Planning and Research Council of BC (SPARC BC) to prepare a Child Care Needs Assessment and Strategy for Pemberton. A similar Initiative was undertaken for the District of Squamish earlier in 2018.

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

The purpose of the Needs Assessment and Strategy is threefold:

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

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

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

---

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

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

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

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

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

## 2.0 Context

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

### 2.1 Local Context

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

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

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

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

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

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

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

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



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

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

## 2.2 Broader Child Care Context

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

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

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

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

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

Highlights of *Child Care BC* are as follows:

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

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

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

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

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

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

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

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

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

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

---

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

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

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

### 3.0 Methodology

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

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

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

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

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

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

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

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

## 4.0 Vision for Child Care in Pemberton

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

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

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

## 5.0 Guiding Principles and Assumptions

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

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

## 6.0 Needs Assessment Summary

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

Pertinent highlights are summarized in the following infographic:



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

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

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

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

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

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

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



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

Threats – The main threats to childcare in Pemberton are:

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

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

Selected highlights include:

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

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

## 7.0 Child Care Space Targets

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

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

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

<sup>5</sup> *Early Education Care in Canada, 2016*. Child Care Canada, Child Care Resource and Research Unit. 2016.

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

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

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

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

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

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

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

---

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

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

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

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

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

Technical Notes on Methodology for Establishing Population Estimates

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

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

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

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

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

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

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

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

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

## **8.0 Strategic Directions and Recommended Actions**

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

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

### **Strategic Direction 1: Enhancing Availability and Viability**

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

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

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



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

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

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

## Strategic Direction 2: Improving Accessibility and Inclusion

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

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

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

### Strategic Direction 3: Strengthening Collaboration

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

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

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

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

## 9.0 Partnership and Collaboration

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

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

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

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

## 10.0 Monitoring and Implementation

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

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

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

Proposed members of the Steering Committee include:

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

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

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

To conclude, this document was intended to:

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

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

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



**Date:** September 10, 2019  
**To:** Nikki Gilmore, Chief Administrative Officer  
**From:** Sheena Fraser, Manager of Corporate & Legislative Services  
**Subject:** Dogwood Street/Staehli Park Parking

---

### **PURPOSE**

The purpose of this report is to provide an update with respect to parking on Dogwood Street and at Staehli Park.

### **BACKGROUND**

In December, 2016 as a result of concerns raised over safety on Dogwood Street due to an increase in traffic volume, vehicles parked in such a way that visibility is obstructed and the impacts of on-street parking on winter snow clearing operations, new parking regulations were implemented on Dogwood Street between Aster Street and Greenwood Street. The new regulations established that parking was not permitted at any time on either side of Dogwood Street in the area noted above.

At that time, the Village received feedback from some neighbours respecting the new regulations related to options for overnight parking if visitor vehicles could not be accommodated in personal driveways or on the surrounding streets. As such, residents were advised that they could utilize the small parking area beside Staehli Park as it had been identified for parking for the Park, was far enough off the street that it did not impact operations or line of sight along the street and did not pose a safety concern.

In December of 2017, construction of a new home began on a lot across the street from Staehli Park. The Village became aware that as a result of limited driveway space on the property contractors were utilizing the on-street parking during the day which was in contravention of the parking regulations. As a result, recognizing the challenges of parking in this area due to the constraints, the Village arranged the issuance of special short-term parking permits to permit on-street parking on certain sections of Dogwood. As well, Contractors were advised that they could utilize the small parking area next to Staehli Park which they did.

In June of 2018, as the construction of the home on the lot noted above was wrapping up, construction began on the lot next door. This again resulted in an increase in the number of vehicles parked in and around this area. Again, short-term parking permits were issued to those that were affiliated with the project and contractors were advised to utilize as much of the off-street parking as was possible (as this lot had a longer driveway), on-street on the west side of Dogwood due to a wider shoulder and the Staehli Park parking area.

Although there were some challenges throughout the two construction builds as soon as an issue or concern was reported by the Village to the contractors, they were very quick to respond and adjust their practices or move their vehicles. There were a few occasions when the parking area at Staehli Park was utilized for the storage of construction materials due to constraints on the properties or to accommodate deliveries; however, the builders had either sought the permission of the Village in advance or responded and moved the materials upon notification by the Village.

In early 2019, the Village received an email in which the neighbour to Staehli Park was concerned about the use of the Park parking area and expressing further concern about the potential of contractors and neighbours parking overnight and on the long term. The Village advised that the intent had been to formalize parking at Staehli Park in 2018 to accommodate parking for both park users and guest visiting residents in the area; however, due to other priorities this work had been delayed and would be completed in 2019. The Village also received a complaint from another neighbour about access to Staehli Park being blocked due to vehicles and snow. Subsequently, correspondence was sent to Mayor and Council in which neighbours indicated that they did not support the establishment of a small parking lot at Staehli Park. The neighbours indicated that the Park should only be accessed by foot or bicycle. At that time, the writers were advised that the Village would be formalizing the parking in the spring with up to five (5) stalls as a means of legitimizing a parking lot and to address safety concerns.

As per Council's direction, Staff were instructed to monitor this area and report back in September as per the following resolution passed at the Regular Council Meeting No. 1486, held February 5, 2019:

*Moved/Seconded*

***THAT*** Staff monitor Dogwood Street and the Al Staehli Park parking area and bring back a report in September.

**CARRIED**

**OPPOSED: Councillor Craddock**

The Village facilitates resident complaints, concerns or issues through our Customer Service Request (CSR) process. Upon receipt of a submission, which may be submitted on-line, via the Village's admin@pemberton.ca email address or in person, the CSR is logged and directed to the appropriate department for response. In this regard, between December 2017 and January, 2019 the Village received a total of three (10) CSR's respecting parking on Dogwood and at Staehli Park from only two individuals.

Subsequent to the direction of Council, the Village began receiving, almost daily, from one resident, photographs of vehicles parked in this area. At the same time, the Village continued to monitor and was able to establish that most of the vehicles being reported had a permit and were parked only during the day while the owner was at work on the home build. The Village did attend on a few occasions to remind the contractors of the permit requirements and to park accordingly and there was never a problem with cooperation on the part of the vehicle owner.

As the year progressed, Staff continued to monitor the area and noticed that upon the completion of construction in the spring on the two lots located on Dogwood Street, daily use of this area decreased considerably along with the number of concerns being submitted. In early July, as per the original plan, the Village put in place No Posts to delineate and establish three (3) parking stalls. Signage was also installed advising that Camping or Long -erm Parking was not permitted.

Overnight parking and parking up to 72 hours is still permitted as per the Parking and Street Traffic Control Bylaw and at this time Staff is able to report that to date there has not been an issue or concern reported since the improvements were made.

It should be noted that the parking lot at Staehli Park is often used for overnight parking by the on-call RCMP Officer who lives in the area. Police vehicles are exempt from the Parking Regulations as it is an emergency vehicle. By locating the RCMP cruiser in this parking area the on-call Officer can quickly attend to a callout. The presence of a police cruiser in a neighbourhood and at the Park also acts as a deterrent to inappropriate activity or that of a criminal nature.



*Photo: Staehli Park Parking Lot*

## **DISCUSSION & COMMENTS**

As noted above, the implementation of parking regulations on Dogwood Street came about because of safety and operational concerns and complaints respecting these concerns from neighbours in this area. It was always contemplated that parking would be formalized at Staehli Park and Village records indicate that initial consideration was to be for six (6) parking stalls.

Parks within in the Village are not exclusive to certain neighbourhoods and as such access to those parks must be accommodated. As not all residents can walk or bike to public spaces it is necessary to provide public parking in order to ensure accessibility. In general, the Village receives very few, if any, complaints respecting parking at Municipal Parks and most users are very respectful especially in neighbourhoods.

The Village appreciates the neighbour concerns with respect to the potential use of this area for longer term parking (i.e storage of trailers etc.) or use by campers overnight and as such in response signage has been installed to ensure the parking area is not utilized for this type of use. That said, as the on-street parking along Dogwood is limited to the area above the intersection of Greenwood and Dogwood it is reasonable that this area also be available for use by residents if visitors cannot be accommodated on private driveways. On street parking is typically used for overflow parking and resident use as is seen throughout the Village. The Village does monitor, and any vehicle parked longer than 72 hours is initially provided a warning. Vehicles that are not moved or appear to be abandoned are ticketed and towed at the owner's expense.

As directed, Village Staff have been monitoring parking in this area since early February. As the construction projects wrapped up there was a significant reduction in the number of vehicles parked in this area during daytime hours. However, vehicles without a permit and parked in contravention were ticketed pursuant to the Parking and Street Traffic Control Bylaw.

Over the past two years, although bylaw enforcement is limited after hours, early morning and on weekends, Staff has spent a significant amount of time responding to the reports and customer service requests received on this matter; however, it should be noted that other than those reports by the two residents noted above the Village has received no other neighbour or resident concerns respecting parking in this area.

Bylaw Enforcement will continue to monitor and respond to neighbour concerns as they are received; however, Staff is also confident that the three parking stalls at Staehli Park will not be improperly used.

### **COMMUNICATIONS**

There are no communications considerations.

### **LEGAL CONSIDERATIONS**

Section 36 of the *Community Charter* and Part 3 of the *Motor Vehicle Act* authorizes local government to regulate and prohibit in relation to parking, traffic and other uses of highways within a municipality. In this regard, pursuant to the Village of Pemberton Parking and Street Traffic Control Bylaw No. 840, 2018, the authority to establish parking regulations within the Village has been delegated to Staff. As such, the establishment of parking regulations on Dogwood Street and at the Staehli Park parking lot meets with the legislated authority under the *Community Charter*, *Motor Vehicle Act* and the Parking and Street Traffic Control Bylaw.

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

Monitoring of this area over the period from February to September has had no impact on operations as patrol of this area is part of the day to day routine of the Bylaw Enforcement Officer and continued monitoring can be accommodated.

### **INTERDEPARTMENTAL IMPACT & APPROVAL**

The work undertaken to formalize the Staehli Park parking lot was incorporated into the Operations Department Work Plan for 2019.

|                                |                                           |
|--------------------------------|-------------------------------------------|
| Interdepartmental Approval by: | Tom Csimá, Manager, Operations & Projects |
|--------------------------------|-------------------------------------------|

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

This initiative has no impact on other jurisdictions.

### **ALTERNATIVE OPTIONS**

There are no alternative options for consideration.

### **POTENTIAL GOVERNANCE CONSIDERATIONS**

Review of this matter meets with Strategic Priority No. Two: Good Governance in which the Village is committed to be an open and accountable government and to Strategic Priority No. Four: Social Responsibility whereby the Village strives to create a strong and vibrant community.

**RECOMMENDATIONS**

**THAT** this report be received for information.

**ATTACHMENTS: None**

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

**Date:** September 10, 2019

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

**From:** Lisa Pedrini, Manager of Development Services

**Subject:** Affordable Housing Background Report 2019 – Final for Approval  
Age-Friendly Housing Needs Assessment, September 2019 – Final for Approval

---

### **PURPOSE**

The purpose of this report is to present for Council's approval, the Final Age-Friendly Housing Needs Assessment prepared by CitySpaces Consulting and the Affordable Housing Background Report, 2019 prepared by Staff and to present the consultation feedback received on the Needs Assessment from the general public.

### **BACKGROUND**

In a Staff Report presented at the Committee of the Whole Meeting No. 194, held July 30, 2019, City Spaces presented a Draft Age Friendly Affordable Housing Needs Assessment for the Village. As a result of this presentation, the following resolution was passed:

*Moved/Seconded*

**THAT** the Village apply for funding, up to \$25,000, to UBCM's Age Friendly Communities Program under Stream 1 for the development of a Pemberton Age Friendly Housing Needs Assessment and Action Plan.

**CARRIED**

### **DISCUSSION & COMMENTS**

The Final Affordable Housing Background Report (Background Report) is attached as **Appendix A** and the Final Age-Friendly Housing Needs Assessment (Needs Assessment) is attached as **Appendix B**. Both reports are now being presented for Council's approval.

Staff forwarded the Draft Needs Assessment document to key stakeholders involved in the focus group meetings held in June 2019 including the Pemberton Valley Seniors Society, the Pemberton Lions, Rotary Club of Pemberton, Vancouver Coastal Health (VCH), the Squamish-Lillooet Regional District (SLRD) and the Pemberton Valley Men's Shed to give these groups an opportunity to offer feedback on the Draft. No further input was received. The document was also made available on the Village's website, advertised on the Village's Facebook page and was the topic of two (2) pop-up feedback sessions held during the Pemberton Farmers' Market on Friday August 16 and Friday August 23. Staff had anticipated holding a Public Information Session in early September, but were not able to find a suitable time and feel satisfied with the findings gathered from the two (2) pop-up sessions.

A survey designed to garner input from the general public received responses from eighty (80) persons. A summary of these findings is attached as Appendix A to the Final Needs Assessment Report (see **Appendix B** of this Report). The Consultants from CitySpaces and Staff reviewed the results and agree that the input reflects the findings documented in the Draft Needs Assessment and therefore no amendments (besides attaching the summary of feedback as an Appendix) have been made to the Needs Assessment presented to the Committee of the Whole in July 2019.

Staff are continuing to work with City Spaces to finalize an Affordable Housing Action Plan that incorporates the findings of the Needs Assessment and the Background Report and anticipate bringing this forward in the fall.

### **COMMUNICATIONS**

No communication elements are warranted at this time.

### **LEGAL CONSIDERATIONS**

In 2019, the Province of BC introduced new legislation with respect to housing needs assessments. In this regard, the *Local Government Statutes (Housing Needs Reports) Amendment Act* was incorporated into the *Local Government Act* and the *Vancouver Charter*.

The legislation requires local governments, at least every five (5) years, to:

- Collect information necessary to identify current and projected housing needs;
- Use that information to prepare and publish an online report, known as a housing needs report, showing current and projected housing needs for at least the next five years; and,
- Consider the most recently collected information and housing needs report when amending community and regional plans.

This Age-Friendly Housing Needs Assessment has been completed according to the regulations specified in the provincial *Guide to Requirements for Housing Needs Reports*.

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

The Grant from UBCM covered the costs related to the creation of the Age-Friendly Housing Needs Assessment. The Background Report was completed in-house. Staff time to undertake consultation, advertising, communications and plan review have been accommodated within the work plan of the Office of the CAO through the Sr. Communications & Grants Coordinator and the Development Services Department.

### **INTERDEPARTMENTAL IMPACT & APPROVAL**

As the report was facilitated by the Development Service Department and supported by the Office of the CAO, there are no interdepartmental approvals required.

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

Neighbouring jurisdictions were invited to review and share comment on the Draft Age-Friendly Needs Assessment and will also be given an opportunity to comment on the forthcoming Draft Affordable Housing Action Plan.

## **ALTERNATIVE OPTIONS**

There are no alternative options for consideration.

## **POTENTIAL GOVERNANCE CONSIDERATIONS**

This initiative is aligned with Strategic Priority Two: Good Governance in which the Village is committed to citizen engagement and Strategic Priority Four: Social Responsibility in which the Village strives to create a strong and vibrant community.

## **RECOMMENDATIONS**

### **Recommendation One:**

**THAT** the *Affordable Housing Background Report, July 2019* be approved.

### **Recommendation Two:**

**THAT** the *Age-Friendly Housing Needs Assessment, September 2019* be approved.

## **ATTACHMENTS:**

Appendix A: Affordable Housing Background Report, July 2019

Appendix B: Age-Friendly Housing Needs Assessment, September 2019

|                  |                                               |
|------------------|-----------------------------------------------|
| Prepared by:     | Lisa Pedrini, Manager of Development Services |
| CAO Approval by: | Nikki Gilmore, Chief Administrative Officer   |





# Affordable Housing Strategy Revised Background Report

July 2019



# VoP Affordable Housing – Final Background Report – July 2019

## Contents

|                                                                                                                 |    |
|-----------------------------------------------------------------------------------------------------------------|----|
| EXECUTIVE SUMMARY .....                                                                                         | 4  |
| Key Population Groups .....                                                                                     | 4  |
| Key Housing Indicators.....                                                                                     | 4  |
| Key Factors and Considerations.....                                                                             | 6  |
| INTRODUCTION.....                                                                                               | 7  |
| Background .....                                                                                                | 7  |
| A FRAMEWORK FOR AFFORDABLE HOUSING.....                                                                         | 8  |
| Definitions.....                                                                                                | 8  |
| The Affordable Housing Continuum .....                                                                          | 10 |
| Legislative Context in British Columbia.....                                                                    | 10 |
| The Policy and Planning Context in Pemberton.....                                                               | 11 |
| SLRD Regional Growth Strategy, Bylaw No. 1062, 2008.....                                                        | 12 |
| Squamish-Lillooet Regional District Growth Strategy Bylaw No. 1062, 2008 Amendment Bylaw No. 1562-2018 .....    | 12 |
| Village of Pemberton Official Community Plan, Bylaw No. 654, 2011 .....                                         | 12 |
| Squamish-Lillooet Regional District Electoral Area C Official Community Plan Bylaw 1484, 2017 (Rescinded) ..... | 13 |
| Council Strategic Priorities List (2019) .....                                                                  | 14 |
| Benchlands Neighbourhood Concept Plan, 2007 .....                                                               | 14 |
| Village Affordable Housing Strategy, 2009 .....                                                                 | 15 |
| INDICATORS OF HOUSING MARKET IN PEMBERTON.....                                                                  | 16 |
| Demographic Indicators.....                                                                                     | 16 |
| Population Profile .....                                                                                        | 16 |
| Socio-Economic Indicators.....                                                                                  | 16 |
| Labour Force .....                                                                                              | 16 |
| Housing Indicators .....                                                                                        | 17 |
| Age of Housing Stock .....                                                                                      | 18 |
| Development Activity (2015 – 2018) .....                                                                        | 18 |
| Real Estate Prices (2008 – 2018).....                                                                           | 19 |
| Real Estate Sales .....                                                                                         | 19 |
| Tenure .....                                                                                                    | 19 |

# VoP Affordable Housing – Final Background Report – July 2019

|                                                                  |    |
|------------------------------------------------------------------|----|
| Rental Rates .....                                               | 20 |
| Housing Affordability Indicators .....                           | 20 |
| Issues and Considerations Related to Housing Affordability ..... | 21 |
| Employee Housing Challenges .....                                | 21 |
| Cost of Housing .....                                            | 23 |
| Rental Housing Availability .....                                | 23 |
| Ownership Housing Options .....                                  | 24 |
| Physical Constraints .....                                       | 24 |
| Development Costs .....                                          | 24 |
| Socio-Economic Challenges.....                                   | 25 |
| Target Population Groups.....                                    | 25 |
| Single Income Households .....                                   | 25 |
| Working Families with Young Children .....                       | 25 |
| Seniors and Persons with Disabilities.....                       | 25 |
| Local Employees.....                                             | 26 |
| The Homeless or Those at Risk for Homelessness.....              | 26 |
| CONCLUSION.....                                                  | 26 |

# VoP Affordable Housing – Final Background Report – July 2019

## EXECUTIVE SUMMARY

Affordable housing considerations have been an important aspect of the Village of Pemberton policies and plans for over a decade. The Village developed an Affordable Housing Strategy in 2009 with the assistance of CitySpaces Consulting. At that time, the Strategy created a policy and planning framework through which the Village could respond to its affordable housing issues.

In order to inform the 2009 Strategy, a background report was developed by CitySpaces to outline the policy, planning and regulatory framework for affordable housing in Pemberton, provide an analysis of available data to produce indicators of housing affordability; and identify issues and considerations based on key-informant interviews.

In 2017, it was recognized that the Village's Affordable Housing Strategy would benefit from an update of more recent data. This Revised Background Report has been updated to include more recent data and inform next steps. Key research findings were as follows:

### Key Population Groups

Four population groups have been identified in 2018 as being in need of special consideration through the Affordable Housing Strategy. They include:

- Low income households seeking rental or ownership housing suited to their needs;
- Working families with young children looking to move into ground-oriented housing suitable to family living;
- Seniors seeking safe and affordable housing options to accommodate “aging in place”; and
- Local employees looking primarily for secure and affordable long-term housing.

### Key Housing Indicators

- Pemberton in 2016 grew at a rate on par with the BC average, with a population that rose from 2,434 to 2,574. The population percentage change over the decade from 2006 to 2016 equals a 17.4% increase. Many of Pemberton's new population continue to be working families with young children and individuals working in Whistler, resulting in a younger population compared to the rest of the province.
- Pemberton's housing stock has only risen slightly (~10%) from 2009. The number of total private dwellings in Pemberton in 2016 was 1,028, compared to 940 in 2006. While new construction activity slowed down considerably between 2008 – 2016; it is on the rise once again.
- In Pemberton in 2009, low cost market housing was limited to secondary suites in detached houses. In 2018, the Village saw the completion of a new purpose-built forty-five (45) unit rental apartment building (Radius), with another similar project (Orion) slated to be completed in 2019, adding an additional forty-five (45) units of market apartments.

## VoP Affordable Housing – Final Background Report – July 2019

- Recently approved residential subdivisions on Pemberton’s Hillside (The Ridge at Pemberton and Sunstone Ridge), add a new form of potential rental housing to the supply. Carriage homes are permitted in this zone and can be defined as separate secondary suites located on medium to larger sized single family residential view lots.
- At the same time, additional multi-family residential projects (Crestline and future mixed use developments in the Town Centre), will add new ground oriented townhouse and stacked townhouse units to the inventory of market housing in Pemberton.
- In terms of non-market housing, while the Lion’s Villa seniors housing remains the only project in the Village, this project has expanded from its initial eight (8) units built in 1986 to a total of thirty (30) units in 2011, targeted toward seniors and persons with disabilities. The Lions are in the process of investigating further expansion.
- Between 2008 and 2018, single detached home sales prices increased 56% reaching a peak median price of \$830,000 in 2018, compared to \$530,000 in 2008. During the same ten year period, townhouse sales prices increased 89% reaching a peak median price of \$602,000 in 2018 from \$317,750 in 2008 and, notably, apartment prices increased 99% reaching a peak mean price of \$352,000 in 2018, from a median of \$270,000 in 2008. Since 2008, single detached home prices dropped off but have recently increased dramatically to a median of \$800,000.
- According to the Facebook page dedicated to local rentals in Pemberton and area (Pemberton B.C. Canada Housing Rentals), and classified listings (mostly Craigslist.com) from 2017-2018, rents in Pemberton range from as low as \$750 for a bedroom in a shared unit (utilities included), to approximately \$1,500 for a one (1) bedroom suite, approximately \$2,000 for two (2) bedroom suite, and \$2,500+ for a house or townhouse with three bedrooms or more. Between 2008 and 2018, rents on average increased by as much as 58.5% in Pemberton, according to the recent findings.
- For the typical Pemberton household, rental units remain relatively affordable. Married couples earning the median household income of \$68,500 could afford \$1,700 for rent, single parent families could afford up to \$1,050 per month and one person households could afford up to \$900 for rent. Rental housing may, however, be difficult to find.
- With regard to purchasing a home, in 2016 a married couple family earning the median-income could afford a home priced at approximately \$397,962 with a 10% down payment. Single parent families could afford a home priced at approximately \$141,408 and one person households a unit priced at \$100,025. Overall, options for affordable home ownership are limited for all households, compelling many households to spend in excess of 30% of their gross income on housing and housing expenses. First-time home buyers are generally limited to condominium apartments and those looking to move up the property ladder may not be able to do so because of limited choice in the market

# VoP Affordable Housing – Final Background Report – July 2019

## Key Factors and Considerations

- Housing issues span geopolitical boundaries and housing in Pemberton needs to be considered in a regional context encompassing SLRD Electoral Area C and Mount Currie. The Regional Growth Strategy (RGS) is currently being revised to include regional targets in terms of affordable housing.
- Improved accessibility as a result of the Sea-to-Sky highway improvements between Whistler and the Lower Mainland and rising costs in Squamish has created demand in the Pemberton market.
- Housing prices have increased significantly over the last two (2) years creating greater challenges to local businesses to attract and retain employees given a lack of affordable rental and home ownership options.
- Rising bare land prices, aging infrastructure, pre-load and flood plain considerations, and the high cost of construction make it more expensive and challenging for developers' bottom line when coming forward with affordable housing proposals;
- The proliferation of short term tourism accommodation, demand for recreational and retirement housing by non-residents and Whistler commuters has resulted in house prices that exceed local affordability levels;
- Physical constraints to development such as the floodplain, land within the Agricultural Land Reserve (ALR), and topographic conditions limit the amount of land available for affordable housing development.
- A large share of the population is in the young family stage, and there is a strong demand for ground-oriented dwelling units, but the prices are unattainable for many.

# VoP Affordable Housing – Final Background Report – July 2019

## INTRODUCTION

This Background Report has been prepared in order to gain a clear picture of current figures with respect to housing need, supply, and demand. This Background Report provides a summary of the contextual information, including statistical and qualitative research findings, to describe Pemberton's current housing situation. This information will help inform and guide the development of an Affordable Housing Action Plan, which is the next piece.

Specifically this report contains:

- A summary of the Village's efforts to date with respect to affordable housing;
- An outline of the current policy, planning and regulatory framework for affordable housing in Pemberton;
- An analysis of current demographic and development related data to produce key indicators of housing affordability in Pemberton; and
- An identification of the preliminary issues and consideration related to housing affordability based on key-informant interviews.

## Background

Pemberton is facing a critical time in home ownership affordability and availability of rental units in the market. This threatens to undermine the Village's ability to retain employees by driving out young people and making it harder to attract employees to the Region.

Over the years, the Village of Pemberton has supported several initiatives to facilitate affordable housing within its boundaries:

- Since the adoption of Zoning Bylaw No. 466, 2001, the Village has permitted secondary suites in its single family residential zones (RS-1, RSA-1, RSA-2) and permits up to four (4) accessory residential units in the Industrial Zone (M-1), thus increasing the supply of rental accommodation.
- The Village supported the expansion of the Lion's Villa Seniors Housing in 2005 by funding the cost of the trucking and pre-load for the site when it appeared this development might not proceed without the Village's assistance.
- The Village adopted the Benchlands Neighbourhood Concept Plan in 2007 which calls for a mix of housing (single family and multi-family housing) and mandates that 5% of dwelling units be dedicated for community housing which means it will be oriented toward those persons who have special housing needs as defined by such factors as age, disability, or income [to be achieved through density bonusing as outlined in the Official Community Plan (OCP)].
- The C-3 Portage Road Commercial zone was amended in 2008 in allow stand-alone residential units including townhouses and stacked townhouses and again in 2010 to allow stand-alone apartments, all of which are considered more affordable housing options than single family residences.

## VoP Affordable Housing – Final Background Report – July 2019

- The Village of Pemberton adopted an Affordable Housing Strategy in 2009. This Strategy contained 12 recommendations that sought to create a mix of rental and ownership housing options that meet the needs of Pemberton residents.
- The Village adopted an Official Community Plan in 2011 which included a policy statement with respect to supporting the development of a variety of affordable ownership housing options.
- The Village of Pemberton adopted a new Development Procedures Bylaw in 2013 with an aim to streamline the development application process.
- The Village approved the Comprehensive Development Zone No. 5 for the Tiyata Development in 2014, which is a small lot residential development close to community amenities.
- The Village approved amendments to the Official Community Plan (OCP) and Zoning Bylaw to facilitate the Hillside Residential Developments - The Ridge at Pemberton (in 2015) and Sunstone Ridge (in 2011) both of which include a mix of single family lots sizes (including small lots), multi-family residential development and the potential for Accessory Residential Units (Carriage Homes) which may accommodate rentals.
- The Village approved a Development Permit in 2016 to build the municipality's first dedicated, energy efficient rental apartment building (Radius) in close proximity to community amenities, adding 45 units to the rental stock.
- The Village adopted a new Zoning Bylaw 832 in July 2018 which includes a reduction in parking standards required for affordable and rental housing projects that are subject to a Housing Agreement. The new Zoning Bylaw also increased the maximum size of secondary suites and carriage homes to 90m<sup>2</sup> from 75 m<sup>2</sup> and created a new residential multi-family zone (RM-2) to provide for duplexes, row houses, townhouses, and apartment buildings in the same zone.
- As part of the adoption of Zoning Bylaw 832, 2018 the Village created regulations for short term vacation rentals (Airbnb's) that caps the number of permitted in single family dwelling zone to 5% of the total lots per neighbourhood, to support the retention of secondary suites in the long term rental pool. Short term vacation rentals (Airbnb's) are prohibited in multi-family residential buildings and mixed use (comprehensive development) zones.

These initiatives have been beneficial to increase the supply of what is referred to as “attainable” affordable housing. However, to really address affordability, Pemberton needs to attract even more dedicated and non-market affordable housing, not just “attainable” initiatives that have come forward in the last few years.

## A FRAMEWORK FOR AFFORDABLE HOUSING

### Definitions

The topic of affordable housing involves many concepts that benefit from a shared understanding or definition. The term is often used interchangeably with “social housing”; however, social housing is just one category of affordable housing and usually refers to rental housing subsidized by the government.



# VoP Affordable Housing – Final Background Report – July 2019

Affordable Housing is a much broader terms and includes housing provided by private, public and non-profit sectors as well as all forms of housing tenure (i.e., rental, ownership and cooperative ownership).

According to Canada Mortgage and Housing Corporation (CMHC), affordable housing is housing that costs no more than 30% of a household's gross income. Affordable housing encompasses much more than non-market housing; it means that families and individuals – of all income levels and lifestyles – can find suitable places to live and can enjoy a stable, secure place to call “home”. In addition to affordability, issues related to suitability and quality of the housing stock is identified as being integral to planning for affordable housing.

This report offers the following definitions in order to provide clarity to the reader:

**Affordable Housing** –housing is considered to be affordable when a household spends less than 30% of the household's gross (before tax) income on housing costs.

**Attainable Housing** – market housing that is priced to be as attainable to as wide and varied a market as possible.

**Below Market Rental Housing** – housing with rents equal to, or lower than, average rates in private-market housing.

**Emergency Shelter** – immediate, short-stay housing for people who are homeless or at risk of homelessness.

**Independent Living** – a type of housing for seniors and people with disabilities that includes on-site hospitality and personal-care support services.

**Low and Moderate Income Limits** –

- a) For residential units with less than two (2) bedrooms, a gross household income that does not exceed the median income for families without children in B.C., as determined by BC Housing from time to time, based on data provided by Statistics Canada. **For 2017, this figure is \$69,360.00**
- b) For residential units with two (2) or more bedrooms, a gross household income that does not exceed the median income for families with children in B.C., as determined by BC Housing from time to time, based on data provided by Statistics Canada. **For 2017, this figure is \$99,910.00**

**Market Housing** – housing that is purchased and sold at ‘market prices’ by buyers and sellers; this is the primary source of shelter needs of Canadians.

**Non-market Housing** – housing that is price-controlled as a means of reducing the impacts of market forces and only available to a certain sector of the population; usually covenanted to remain affordable in perpetuity.

**Non-profit Housing** – a housing development that is owned and operated by a community-based, non-profit housing partner.

# VoP Affordable Housing – Final Background Report – July 2019

**Rent geared to income** – a type of subsidized housing where the housing provider matches your rent to how much income you earn.

**Shelter Aid for Elderly Renters (SAFER)** – a type of rent supplement program that BC Housing offers to eligible low-income older adults and people with disabilities.

**Subsidized Housing** – According to BC Housing, this is a type of housing for which the provincial government provides financial support or rent assistance.

## The Affordable Housing Continuum

The affordable housing continuum, illustrated below in **Figure 1**, continues to represent the spectrum of affordable housing types. At the far left of the continuum, is emergency shelter for people who are homeless or at risk of homelessness. At the far right of the continuum, are affordable rental and home ownership options for households with low to moderate incomes. The continuum shows a shift from non-market housing to housing that is government subsidized, to affordable housing that is provided in the private market. As one moves along the continuum, reliance upon government support decreases and independence increases.

*Figure 1: Affordable Housing Continuum*

**THE AFFORDABLE HOUSING CONTINUUM**

| Emergency Shelters                         | Transitional Housing                                   | Supportive /Social Housing                                    | Below Market                                                                                           | Market Housing - Rental              | Market Housing - Owned                              |
|--------------------------------------------|--------------------------------------------------------|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|--------------------------------------|-----------------------------------------------------|
| Immediate, short-stay housing for homeless | Special Needs housing (recovery, mental health, abuse) | Subsidized rental housing (seniors, people with disabilities) | Price restricted housing geared to be affordable to low and moderate income households (rental, owned) | Dedicated rental apartment buildings | Small lots; small townhouse units; secondary suites |
| i.e. Pearl's Safe Home (Pemberton Valley)  | i.e. Pearl's Place (Squamish)                          | i.e. Lion's Villa                                             | i.e. Whistler Housing Authority Projects (no Village examples)                                         | i.e. Radius; portions of Orion       | i.e. Tiyata; Crestline; Carriage Homes              |
| <b>NON-MARKET</b>                          |                                                        |                                                               |                                                                                                        | <b>MARKET</b>                        |                                                     |

## Legislative Context in British Columbia

In British Columbia, the BC Housing Authority has played an increasingly important role in providing housing to vulnerable populations including low-income individuals and families, homeless and populations at-risk of homelessness.

## VoP Affordable Housing – Final Background Report – July 2019

A municipality's powers in relation to housing are derived from the *Community Charter* and the *Local Government Act (LGA)*. The *Community Charter (2004)* gives BC municipalities the authority to legislate in a number of broadly-stated spheres of jurisdiction and provides:

- more flexibility to identify and provide service that Council considers necessary or desirable, such as housing;
- clear authority to regulate, prohibit and impose requirements;
- ability to waive or reduce fees when land or improvements are held by a charitable or non-profit corporation
- authority to establish a tax exemption program for an area designated as a revitalization area or a permissive tax exemption to non-profits.

The *Local Government Act (LGA) RSBC 2015, Section 473 (2)* requires municipalities to include policies related to affordable housing, rental housing and special needs housing in their Official Community Plans (OCP's). The *LGA* contains a number of additional provisions related to housing:

- Provides flexibility to allow density benefits (density bonusing) in return for the provision of community amenities, including affordable and special needs housing, as defined by the municipality in their OCP Bylaw, including the number, kind and extent of the housing.
- Enables a local government to enter into a housing agreement with a landowner regarding the occupancy of the housing units in terms of tenure; classes of persons identified in the agreement; administration and management of the units; rents and lease, sale or share prices that may be charged. The housing agreement is registered on title and is binding on future owners.
- Provides authority to waive or reduce a Development Cost Charge (DCC) for not-for-profit rental housing, including supportive living housing and for-profit affordable rental housing.
- Allows for variation of DCCs according to different sizes or different numbers of lots or units in a development.
- Stipulates that the *BC Building Code* applies to all municipalities, of which Part 9.37 reflects on Secondary Suites.

### The Policy and Planning Context in Pemberton

There are a number of policies, plans and regulations which comprise the current framework for housing development in Pemberton. In particular, affordable housing is identified as a key planning issue in several documents. These documents are noted below.

# VoP Affordable Housing – Final Background Report – July 2019

## **SLRD Regional Growth Strategy, Bylaw No. 1062, 2008**

The Squamish-Lillooet Regional District (SLRD) supports a range of quality affordable housing and housing types, targeting households of low and moderate income earning less than 80% of the median income. It includes policy statements regarding stakeholder collaboration, advocating for a range of housing types and housing affordability, and promoting consistency of affordable housing policies across the region.

The Regional Growth Strategy's Strategic Directions include:

- Establish a regional affordable housing strategy encouraging regional housing trust funds, partnerships with non-profit organizations and exchange of experiences vis a vis an affordable housing committee
- Adopt policies and regulations to support live-work, mixed-use neighbourhoods, and residential intensification (secondary suites, flex-housing, infill and small lot development)
- Encourage affordable housing self-help initiatives (e.g. community housing land trusts)
- Adopt financial tools (e.g. cash-in-lieu of social housing contributions, waiving DCCs, property tax exemptions, and land grants)
- Adopt price, resale, rent geared-to-income controls and other options to increase supply of affordable housing and create housing that is perpetually affordable
- Encourage cooperation with community services groups and developers to supply low cost housing options for seniors.

## **Squamish-Lillooet Regional District Growth Strategy Bylaw No. 1062, 2008 Amendment Bylaw No. 1562-2018**

The Squamish-Lillooet Regional District (SLRD) revised Regional Growth Strategy (RGS) has received First and Second Reading and is nearing completion. The revised RGS contains an updated section on affordable housing in Chapter 3 – Generate a Range of Quality Affordable Housing. This section will build on the strategic directions mentioned above with an emphasis on supporting an ongoing regional collaboration that will serve to strengthen communication and coordination of local efforts by all municipalities in the SLRD. It recognized that affordable housing is a regional issue, and that collaboration and sharing common tools and techniques will help increase the supply and range of quality and affordable housing across the region. It is also acknowledged that Pemberton, Squamish and Lillooet can gain important expertise from the Resort Municipality of Whistler and the successes of the Whistler Housing Authority.

The SLRD is currently in the process of conducting its own Housing Needs and Demand Study for all Electoral Areas and is hoping to complete this study by the end of 2019.

## **Village of Pemberton Official Community Plan, Bylaw No. 654, 2011**

During 2010-2011, the Village undertook the process of updating its Official Community Plan (OCP). Included in the adopted OCP was a section devoted to formalizing the Strategy's recommendations. The OCP Bylaw No. 654, 2011 includes Section 5.9 – "*Pemberton Offers a Stock of Livable, Affordable and Secure Housing*" as one of its Community Planning Directions. Section 5.9 of the OCP acknowledges "*that residential growth should facilitate the needs of the local workforce and residents*" and includes the following Housing Policy goal statements:

## VoP Affordable Housing – Final Background Report – July 2019

- Facilitate the development of quality rental housing for residents with low to moderate incomes;
- Support a variety of affordable ownership housing options for young families, first time home purchasers, retirees and seniors;
- Encourage housing designed to meet changing household needs and the ability for the community to age in place;
- Encourage the development of housing for seasonal workers;
- Facilitate the provision of housing services and supports for Pemberton’s vulnerable populations; and
- Acknowledge that housing development and redevelopment is a provider of local employment.

Within its Special Planning Areas Section 6.0, the OCP also makes specific policy recommendations with respect to the Tiyata, Benchlands and Hillside areas. For examples, the OCP:

- Encourages the developers of Crown Benchlands to include a range of multi-family residential housing opportunities; with a target of 25% multi-family housing, and 5% to be dedicated to community housing oriented to persons who have special needs as defined by age, disability, or income);
- Supports multi-family as well as a range of single detached housing lot sizes, with the ability to develop secondary suites in accessory buildings (Carriage Homes) in the Hillside Special Planning Areas (i.e., the Ridge at Pemberton and Sunstone Ridge);
- Supports the creation of compact housing development (small lots) that will cater to a range of income and ages, with easy access to place of work, shopping and community amenities.

### **Squamish-Lillooet Regional District Electoral Area C Official Community Plan Bylaw 1484, 2017 (Rescinded)**

This Bylaw was proposed to replace the Area C Official Community Plan Bylaw No. 689, 1999, received Second Reading and a Public Hearing, but has been recently rescinded due to community concerns with some of the agricultural policies. The biggest priority of the proposed new Area C OCP was to implement the Pemberton Valley Agricultural Area Plan recommendations with a strong emphasis on ensuring agricultural lands are used for agricultural purposes.

However, the rescinded OCP Bylaw did contain a policy section on Affordable Housing that is worth mentioning. It noted that a diversity of housing forms and options contributes to a diverse and vibrant community; but at the same time it acknowledged that most land in Area C is not suitable for housing

## VoP Affordable Housing – Final Background Report – July 2019

development; land in the Agricultural Land Reserve (ALR) cannot be considered as an option to meet future housing demand as it is meant to be protected for the preservation of agriculture.

In practice, the opportunities for the provision of affordable housing and for diversifying housing provision in Area C are limited to a couple of existing small concentrations of housing in rural areas and to the very limited areas designated Commercial. Therefore, a potential exists for offering a diversity of housing provision in rural areas and currently their regulations permits secondary suites, allowing caretaker's units in commercial and industrial zones and permits home-based businesses. The direction the Bylaw was taking toward housing in Agricultural zones was that it should be restricted to the main farm dwelling, and only additional dwellings where they are necessary for bona-fide farm activities.

### **Council Strategic Priorities List (2019)**

In late 2016, as a result of the economic boom and lack of long term rentals being available in the Pemberton area, the issue of Affordable Housing became a concern for Council and as such in 2017 was incorporated as a Strategic Priority for the Village.

At the Committee of the Whole No. 160, held April 11, 2017, discussion took place with respect to the housing shortages in the Pemberton Valley and the impacts these shortages have for businesses recruiting for employees, local families and economic development in the region. The Committee requested that a working session be held on housing and include discussion related to Social housing opportunities; Review of the Affordable Housing Plan; and Incentives for developers.

Completing a revised Affordable Housing Strategy / Action Plan and an Age-Friendly (Seniors) Housing Needs Assessment remains on the Village Council's Strategic Priorities list for 2019.

### **Benchlands Neighbourhood Concept Plan, 2007**

The 2007 Benchlands Neighbourhood Concept Plan (NCP) established a land use and servicing framework for the future development of the hillside adjacent to Pemberton's village centre. The NCP proposes a mixed use, hillside residential neighbourhood consisting of ground- oriented single family and multi-family housing units. Phase 1 includes 503 dwelling units including 189 secondary suites within large and medium single family homes. The OCP requires 25% of new housing in the Benchlands to be multi-family housing.

The plan is based on the assumption that Pemberton's demographic profile points to a need for affordable and flexible housing for young families that they will be able to grow into over time. The plan also assumes that secondary suites will be desirable as mortgage helpers and to help provide lower cost rental housing in the community.

The following statement is found in the Benchlands NCP supporting documents:

*"Surveyed public opinion during the public consultation process has stated that affordable single family housing options are desirable, and that secondary suites are a necessary component of future growth in the Village. The Benchlands NCP aims to meet this demand by designating a broad range of single family lot sizes, multi-family townhomes, and the provision for accommodating secondary suites in larger single family homes".*

## VoP Affordable Housing – Final Background Report – July 2019

The Village is expecting a comprehensive rezoning application from the developers of the land covered by the Benchlands NCP in the fall of 2019. At this time, Staff will work with the developers to ensure that the affordable housing commitments noted in this plan are met and are based on the results of the 2019 Age-Friendly Affordable Housing Needs Assessment.

### Village Affordable Housing Strategy, 2009

The Village's Affordable Housing Strategy prepared by CitySpaces Consulting was adopted December 15, 2009 and provides policy direction and an outline of the Village's role in pursuing a supply of housing that meets the needs of the community (as identified in 2009). The Strategy included the following twelve (12) directions:

- 1) Draft and adopt affordable housing policies that provide clear and consistent direction to staff, council and developers.
- 2) Streamline the development review process and remove barriers to affordable housing development.
- 3) Amend regulations to encourage innovation in the design and planning of new residential construction as well as residential redevelopment and infill projects.
- 4) Amend zoning regulations to facilitate the development of accessory suites as a means of increasing the rental housing stock.
- 5) Use financial tools to facilitate the development of affordable housing.
- 6) Consider approaches to legalize and facilitate the development of secondary suites.
- 7) Introduce municipal programs and mechanisms to direct funds toward affordable housing initiatives.
- 8) Build partnerships that can lead to the development of non-market housing projects in the Pemberton area.
- 9) Build partnerships that can lead to the development of rental housing projects in the Pemberton area.
- 10) Continue to liaise and facilitate dialogue with key stakeholders and community groups regarding housing issues.
- 11) Advocate to senior levels of government on housing matters beyond the Village's jurisdiction.
- 12) Provide information and outreach to community members.

The Village OCP recommends that the Affordable Housing Strategy be reviewed once the supply and demand for housing stabilized, as it was based on the circumstances existing at the time, that being the 2010 Olympics and the very high rate of growth Pemberton was experiencing compared to the provincial average.

# VoP Affordable Housing – Final Background Report – July 2019

Not all of the recommendations contained in the Village's Affordable Housing Strategy have been accomplished. The first of which - the creation of affordable housing policies that provide clear and consistent direction to Staff, Council and developers - was never completed. And although the Development Procedures Bylaw was updated, it did not contain specific measures to streamline (i.e., fast-track) applications related to affordable housing. In addition, there are actions identified in the 2011 Official Community Plan related to affordable housing that still hold merit (i.e., the creation of a Mobile Home Retention Policy) but have not yet been achieved due to work load and other priorities. A review and update of the Village's 2009 Affordable Housing Strategy is currently underway by CitySpaces and Staff with the aim of having an Affordable Housing Action Plan adopted by Council in the fall of 2019.

## INDICATORS OF HOUSING MARKET IN PEMBERTON

A number of demographic, socio-economic, housing and income-related data help to inform our understanding of Pemberton's housing market.

### Demographic Indicators

#### Population Profile

The Village of Pemberton grew at a rate of 5.8% per year between 2016 and 2011 just slightly more than the provincial growth rate of 5.6% per year for the same period. Compared to the previous Background Report, Pemberton has experienced a marked slowdown in its pace of growth; between 2001 and 2006 the growth rate in Pemberton was 34%, as such it was one of the fastest growing municipalities in the province.

Generally, Pemberton has a younger population than the rest of the province. The median age in 2016 was 36 years of age, compared to 43 years of age in BC; however, this median age has risen slightly from 33 years of age in 2006.

In 2016, nearly half the population of Pemberton (49.3%) was between 25 and 49 years of age, compared to only 32.8% of the Province. Conversely, only 15% of Pemberton residents were between the ages of 49 and 64, and no more than 5.2% were seniors over the age of 65. While the share of the population over 49 has risen during the last Census period, seniors make up a smaller share of the population in Pemberton (~20%) than the rest of B.C. (~40%). In 2016, the number of children under 14 years of age was 585/2,575 or nearly 23% of the population. This distribution illustrates the extent that Pemberton's population consists of working families with younger children.

### Socio-Economic Indicators

#### Labour Force

The 2016 Census indicates a continued high level of labour force participation (the percentage of adult residents 15 years and older who are either working or actively seeking work), for Pemberton, 85.9% compared to 63.9% BC-wide. The labour force participation for 2018 is only slightly lower than it was in 2006, when it was 89%. It is not surprising that Pemberton's labour force participation remains high compared to the provincial average, given the large share of the Village's population of working age.



## VoP Affordable Housing – Final Background Report – July 2019

- Management/Business, Finance and Administration occupations employ the highest percentage of Pemberton residents at 27% in 2016. This exceeds Sales and Service occupations which was reported in 2006, when over a quarter of Pemberton’s population was employed in this sector. In 2016, those employed in Sales and Service occupations dropped to 24%; and Trades, Transport and Equipment Operators (mostly construction) and related occupations employ an equal amount at 24%.
- Between 2006 and 2016, unemployment rates in Pemberton fell from 3.5% in 2006 to 0.6% in 2016. The unemployment rate for BC in 2016 is 6.0%. As a trend, unemployment rates for Pemberton have been steadily decreasing from 9.6% in 1996, to 4.8% in 2001 and 0.16% in 2016.

### Housing Indicators

#### Housing Stock

In 2016, Pemberton was estimated to have 1,028 total private dwellings, of which 965 were occupied by usual residents. The vast majority of housing was ground oriented (87%) including single detached, duplexes, townhouses and mobile homes. The remaining 13% were in apartments/condominiums. As part of the ground oriented stock, 40 out of 965 or 4% were in movable dwellings (mobile homes).



As estimated from more recent Building Department statistics, the number of single family dwellings presently is 382, the number of duplexes is 14, the number of townhouses is 339, the number of apartments is 235, and the number of mobile homes is 50. This data does not include the Radius development (45 units) or the Orion development (45 units).

**Table 1: Total Number of Residential Buildings by Type**

| Building Type          | SFD | Duplex | Townhouse | Apartment | Mobile Home |
|------------------------|-----|--------|-----------|-----------|-------------|
| Total in 2018          | 384 | 14     | 339       | 235       | 50          |
| New since 2009 to 2018 | 39  | 0      | 22        | 4         | 25          |

Source: Village of Pemberton Building Department

# VoP Affordable Housing – Final Background Report – July 2019

## Age of Housing Stock

The 2016 Census data on the period of construction of occupied private dwellings illustrates that Pemberton remains a relatively “young” community in terms of the age of its housing stock. Of all occupied dwelling units in the Village of Pemberton, only 20.5% were built before 1990, the majority (66%) was built between 1991 and the year 2005, and only 13.5% have been between 2006 and 2016.

## Development Activity (2015 – 2018)

The following information demonstrates an overview of the number of residential building permits issued over the last four years.

In 2015 the Village issued thirty-two (32) Building Permits in total, of which three (3) were for residential buildings. A breakdown of residential building permit data in 2015 is provided below:

| # of BP's Issued 2015 | Type of Permit                    | Value of Construction | 2015 Permit Fees |
|-----------------------|-----------------------------------|-----------------------|------------------|
| 1                     | Single Family Dwelling            | \$254,070             | \$4,067          |
| 2                     | Single Family Dwelling with suite | \$847,739             | \$9,599          |
| 0                     | Manufactured Homes (mobile)       | 0                     | \$0              |
| 0                     | Multi Family Dwelling (owned)     | 0                     | \$0              |
| 0                     | Multi Family Dwelling (rental)    | 0                     | \$0              |
| <b>TOTAL</b>          |                                   | <b>\$1,101,809</b>    | <b>\$13,666</b>  |

Source: Village of Pemberton Building Department

In comparison in 2016 a total of forty-nine (49) Building Permits were issued in total; of which thirteen (13) were for residential buildings. A breakdown of residential building permit data in 2016 is provided below:

| # of BP's Issued 2016 | Type of Permit                          | Value of Construction | 2016 Permit Fees |
|-----------------------|-----------------------------------------|-----------------------|------------------|
| 1                     | Single Family Dwelling                  | \$334,221             | \$4,880          |
| 5                     | Single Family Dwelling with suite       | \$1,838,397           | \$20,786         |
| 6                     | Manufactured Homes (mobile)             | \$547,115             | \$7,761          |
| 0                     | Multi Family Dwelling (owned)           | \$0                   | \$0              |
| 1                     | Multi Family Dwelling (rental/45 units) | \$4,646,539           | \$55,215         |
| <b>TOTAL</b>          |                                         | <b>\$7,366,271</b>    | <b>\$88,552</b>  |

Source: Village of Pemberton Building Department

In 2017, the Village issued a total of fifty-one (51) building permits, of which nine (9) were for residential buildings. A breakdown of residential building permit data in 2017 is provided below:

| # of BP's Issued 2017 | Type of Permit                    | Value of Construction | 2017 Permit Fees |
|-----------------------|-----------------------------------|-----------------------|------------------|
| 3                     | Single Family Dwelling            | \$1,013,869           | \$12,314         |
| 5                     | Single Family Dwelling with suite | \$3,408,915           | \$33,779         |
| 1                     | Manufactured Homes (mobile)       | \$121,400             | \$1,400          |
| 0                     | Multi Family Dwelling (owned)     | 0                     | \$0              |
| 0                     | Multi Family Dwelling (rental)    | 0                     | \$0              |

## VoP Affordable Housing – Final Background Report – July 2019

|              |                    |                 |
|--------------|--------------------|-----------------|
| <b>TOTAL</b> | <b>\$4,544,184</b> | <b>\$47,493</b> |
|--------------|--------------------|-----------------|

Source: Village of Pemberton Building Department

And last year, in 2018, the Village issued a total of seventy-eight (78) of which twenty-eight (28) were for residential buildings. A breakdown of residential building permit data in 2018 is provided below.

| # of BP's Issued 2018 | Type of Permit                    | Value of Construction | 2018 Permit Fees |
|-----------------------|-----------------------------------|-----------------------|------------------|
| 22                    | Single Family Dwelling            | \$7,632,926           | \$90,623         |
| 5                     | Single Family Dwelling with suite | \$1,814,513           | \$12,712         |
| 0                     | Manufactured Homes (mobile)       | 0                     | 0                |
| 1                     | Multi Family Dwelling (owned)     | \$5,054,727           | \$162,017        |
| 0                     | Multi Family Dwelling (rental)    | 0                     | \$0              |
| <b>TOTAL</b>          |                                   | <b>\$14,502,166</b>   | <b>\$265,352</b> |

Source: Village of Pemberton Building Department

### Real Estate Prices (2008 – 2018)

Available real estate data from 2009 – 2018 indicate that real estate prices have increased steadily over the ten year period. Notably, there has been a significant increase in residential real estate prices of single family dwellings since 2016 to present. Median real estate prices based on resale house prices in the Pemberton Whistler system is shown in Table 2.

**Table 2: Median Real Estate Prices (2008-2017)**

| Type                   | 2008      | 2017       |
|------------------------|-----------|------------|
| Single Detached        | \$530,000 | \$816,000  |
| Townhouse              | \$317,750 | \$485,000  |
| Apartments/Condominium | \$270,000 | \$346,000  |
| Mobile Home            | \$107,500 | \$145,000  |
| Vacant Land            | \$260,000 | \$330,000* |

Source: Whistler Real Estate, Pemberton and Area Sales Statistics, to February 15, 2018; \*adjusted due to limited data

Between 2008 and 2018, single detached home prices increased 56% reaching a peak median price of \$830,000 in early 2018. During the same ten year period, townhouse prices increased 89% reaching a peak median price of \$602,000 in early 2018, and notably, apartment prices increased 99% reaching a peak median price of \$352,000 in early 2018.

### Real Estate Sales

Since 2008, the number of real estate sales in the Pemberton Whistler System has gone through a cyclical trend, reaching a peak in resale transactions in 2007 with 66 sales, and a low of 10 in 2012. Sales dropped considerably between 2009 and 2014, with roughly 20.5 transactions per year, but have since recovered to 2006 levels at around 37 transactions a year.

### Tenure

Similar to many BC communities, Pemberton remains a community of primarily home owner – 77% of households currently own their own home. However, the proportion of home owners in the community

## VoP Affordable Housing – Final Background Report – July 2019

has been declining. Between 2006 and 2016, the proportion of owned dwellings has increased from 65% to 77%. During the same period, the share of households who rent their residence has decreased from 35% to 23%. Comparatively, a higher percentage of Pemberton’s residents own their own home compared to the Provincial average, which in 2016 was only 68%.

### Rental Rates

As rental market data for smaller centres like Pemberton is not compiled through the Canada Mortgage and Housing Corporation’s (CMHC) rental survey, rental listings found on the local Facebook Page and Craigslist ads were used to determine estimated average rents for typical Pemberton rental unit types. The figures in Table 3 do not account for units rented by word of mouth or alternate arrangements.

**Table 3: Estimated Average Rents (2009 - 2017/2018)**

| Average Rent \$/Type of Unit | 2009    | 2017/2018  | % Increase |
|------------------------------|---------|------------|------------|
| Shared                       | \$551   | \$758.33   | 73%        |
| 1 Bedroom                    | \$922   | \$1,462.50 | 59%        |
| 2 Bedroom                    | \$1,341 | \$1,962.50 | 46%        |
| 3+ Bedroom                   | \$1,682 | \$2,533.33 | 66%        |

Sources: <https://www.facebook.com/search/top/?q=pemberton%20b.c.%20canada%20housing%20rentals> (Facebook - Pemberton B.C. Canada Housing Rentals); <https://whistler.craigslist.ca> and the Pique Classifieds (February-March 2018)

### Housing Affordability Indicators

#### Income to Housing Costs

In order to determine whether or not housing is affordable, housing costs are compared to household income. Housing is considered to be affordable when housing costs are less than 30% of a household’s gross (pre-tax) income. However, 32% of a household’s gross income is used by lending institutions, corresponding to gross debt service ratio, for the purposes of approving mortgages.

Using average household income figures from Census 2016, Table 4 presents the maximum purchase price and maximum rents for different types of households earning the median household income in Pemberton.

**Table 4: Estimate Maximum Housing Costs (2018)**

| Household/Family Type   | Median Income | Available Income for Rent (30%) | Maximum Purchase Price (5% down) | Maximum Purchase Price (10% down) |
|-------------------------|---------------|---------------------------------|----------------------------------|-----------------------------------|
| Married Couple Families | \$88,816      | \$2,220                         | \$377,962                        | \$397,962                         |
|                         |               |                                 | With \$20,000 down               | With \$40,000 down                |
| Single Parent Families  | \$46,464      | \$1,161                         | \$130,425                        | \$141,408                         |
|                         |               |                                 | With \$10,000 down (min)         | \$16,000 down                     |

## VoP Affordable Housing – Final Background Report – July 2019

|                       |          |       |                                |                                 |
|-----------------------|----------|-------|--------------------------------|---------------------------------|
| One person households | \$38,199 | \$955 | \$90,025<br>With \$10,000 down | \$100,025<br>With \$20,000 down |
|-----------------------|----------|-------|--------------------------------|---------------------------------|

*Source: Village of Pemberton calculations based on 2016 Federal Census. Mortgage Prices using TD Bank rates for five year fixed term at 3.24% (March 2018), 25 year amortization and \$760 average monthly costs for property taxes, maintenance fees and utilities.*

- With respect to rental housing, according to the calculations in Table 3, married couples earning the median income of \$88,816 could afford approximately \$2,220 for rent, single parent families could afford \$1,161 per month and one person households could afford up to \$955 for rent. This assumes households are spending a maximum of 30% of their income on rent.
  
- With respect to purchasing a home, according to the calculations in Table 3, a married couple family earning the median income would only be able to afford a home priced at approximately \$397,962 with a 10% down payment. Single parent families would be able to afford a home priced at approximately \$141,408 and one person households a home priced at \$100,025. Unfortunately, for Pemberton, prices have not been this low since 2002.
  
- For the typical Pemberton married couple family, rental units remain relatively affordable (Table 3). However, for one person households, their only option is a room in a shared house, unless they are able to spend more their options are even more dire – in order to remain affordable a single parent family would only be able to afford a one bedroom suite, which is not acceptable. And while the number of rental units in Pemberton has increased, it is not increasing fast enough to keep up with demand. When Radius first created its waiting list in 2016, the top number of persons interested (~120) far outweighed the number of units available (45).
  
- On the home ownership side, many households would never be able to purchase a home in Pemberton without surpassing the affordability threshold established by lending institutions. Single detached houses and townhouse would be unattainable without a more substantial down payment or other special circumstances and starter home for first time buyers would likely be limited to condominium apartments.

### Issues and Considerations Related to Housing Affordability

#### Employee Housing Challenges

As part of the Village of Pemberton’s preparation of this report, the Planning Department reached out to the business community through an on-line survey to quantify the employment characteristics and employee housing needs of Pemberton’s workforce. The survey, conducted for one (1) week between March 6 and March 13, 2018, asked for participants to comment on employment levels for the 2017/2018 winter season, projected employment levels for the upcoming 2018 summer season, the reason for employee shortages, and whether or not they provided or subsidized employee housing. The information helps the Village get a better sense of how housing affordability is or is not impacting Pemberton businesses. The following is a summary of the key findings of this survey:

## VoP Affordable Housing – Final Background Report – July 2019

- A total of 58 respondents completed the Survey Monkey instrument. This represents an approximately 30% response rate among all Pemberton businesses (estimated to be about 195) operating within the municipal boundaries in 2018. The majority of respondents indicated they were from the restaurant/dining sector, followed by retail, building and construction, and the medical and dental sector.

*Table 5– Survey Response rates, 2017/2018 winter season*

| Size of Business        | # of Businesses | # of Responses |
|-------------------------|-----------------|----------------|
| Self-Employed           | TBD             | 7              |
| Small (1-5 Employees)   | TBD             | 23             |
| Medium (6-19 Employees) | TBD             | 23             |
| Large (20+ Employees)   | TBD             | 5              |
| <b>TOTAL</b>            | TBD             | <b>58</b>      |

- Approximately 15% of the respondents operate seasonal businesses, with the majority of employers (approximately 85%) operate year round businesses. Most businesses (38%) indicated that 81 – 100% of their staff was employed full time as opposed to part-time.
- An equal number (50%) of businesses responded that they were unable to fill available positions, as opposed to the same amount (50%) that responded they had no issue filling available positions.
- For the 50% who did have issues with employee shortages, “housing affordability and shortages” was ranked as the number one reason; “lack of job applications” was number two; and “work location/public transit issues” was number three.
- Looking forward, thirty-four (34) out of the total fifty-eight (58) or approximately 59% of the respondents indicated their business will require from one (1) to five (5) new employees in the next year. The vast majority (96%) indicated they “would not be” reducing their number of employees in the next year.
- As far as employer supported housing, Pemberton businesses for the most part do not provide either housing or subsidies for employees. 89.66% of respondents indicated they did not provide housing for employees, while 93% of respondents indicated they did not provide housing subsidies. The top reasons for not providing housing assistance in the form of housing or subsidies were ranked as 1.) “too much work to manage”, 2.) “too expensive”, and 3.) “not available”.

## VoP Affordable Housing – Final Background Report – July 2019

- For the small percentage of businesses (10%) that do provide housing, respondents indicated that they either cover the cost of accommodation in rental rooms or hotels, or provide free meals and reduced rent via their secondary suites.
- Similarly, only a small percentage of businesses (7%) who participated in the survey provide a housing subsidy, and one respondent explained they contributed \$1.00 for each hour worked, paid out on a bi-weekly basis.
- These respondents ranked their decision to offer housing assistance because 1.) “it retains / attracts staff”, 2.) “improves their overall compensation plan” and 3.) “is worth the expense”.

### Cost of Housing

The cost of housing in Pemberton has risen substantially since the previous housing strategy was completed in 2009. Median real estate data demonstrates the price of single-detached homes, townhouses and apartments has increased significantly between 2008 and 2017. These increases represent a growing disconnect between median incomes and the cost of housing. While incomes have risen during this ten-year period, the price of homeownership is out-of-reach for many Pemberton households. Rental prices have also increased, and the affordability analysis demonstrates low-income households would need to spend more than 30% of monthly income on shelter costs.

### Rental Housing Availability

Unfortunately, there is no CMHC data available on the supply of purpose-built rental housing or vacancy rates. However, about one third (1/3) or approximately 36% of single-family homes in Pemberton pay utilities for a secondary suites which are rented out on a monthly basis. Despite the somewhat healthy supply of ‘mortgage helper’ suites, they are considered an unstable supply of rental housing. Stakeholders expressed frustration in the shortage of dedicated rental housing in the community. A forty-five (45) unit rental apartment building (Radius) was recently completed on Arbutus, and has an existing waitlist, which is indicative of latent rental housing demand. With limited construction of purpose-built rental housing in recent years and population increases, the rental market begins to experience pressure, and when a rental housing project is completed, those units are quickly occupied, due to the existing, or latent demand within the community.

While secondary suites may contribute to the rental housing stock within Pemberton, floodplain restrictions limit the extent to which this is a viable option. Additionally, there is a greater risk of displacement with secondary market rentals, as owners may decide to sell or have family members move into the rented unit. One senior stakeholder sadly spoke of being ‘ousted’ from her home of 8 years when the owners sold their property, and how difficult it has been for her to find an alternate place to live. Purpose-built rental housing offers greater security of tenure compared to secondary market rentals (e.g. strata condominiums).

# VoP Affordable Housing – Final Background Report – July 2019

## Ownership Housing Options

While Pemberton's housing stock is relatively diverse, there has been limited construction of multi-unit residential dwellings between 2015-2017. For seniors looking to downsize, stakeholders indicated many households are struggling to find affordable, suitable options that fit their income and lifestyle. For seniors currently in single-detached homes who want to remain independent, there is a need for additional ground-oriented options that will allow residents to age-in-place, continue to garden and remain within their communities. Stakeholders interviewed also suggested that the Village consider the development of one or more new mobile home parks, perhaps in the Benchlands area, as another suitable option for housing seniors or low income families.

## Physical Constraints

The Village of Pemberton has a limited land base comprising approximately 5 km<sup>2</sup> (1236 acres). The municipality has a relatively small development footprint (approximately 30% of its total area) whereby the remainder is restricted by the presence of Crown land (forests, steep slopes, and watercourses), open space and parkland, utility rights-of-way and Agricultural Land Reserve (ALR) lands.

Since the Pemberton Valley is located on a floodplain, this means that it is prone to periodic flooding from nearby rivers, lakes and streams. Minimum flood proofing requirements or flood construction levels (FCLs) are incorporated into Pemberton Building Bylaws, and limit the extent of developable land, and viability of some basement suites in the Village. On a positive note, the natural land constraints (i.e. steep slopes, flood plain, Agricultural Land Reserve lands) have resulted in Pemberton having a relatively compact development area, with the majority of existing homes located close to the downtown core and other community amenities.

## Development Costs

Construction escalations have led to increases in development costs, which limits the ability of the private sector to provide affordable housing. Furthermore, construction costs in Pemberton are heightened due to location, as building materials and trades services are typically more expensive in Pemberton than in the Lower Mainland. While stakeholders identified the importance of rental housing, particularly for Pemberton employees, representative from the building and development industry specified construction costs are fixed, and do not relate to employee incomes. In anticipation of changes to the Building Code that will be coming forward in the next few years, the Village of Pemberton will be implementing the Energy Step Code beginning in 2020. Although this measure is timely, follows the direction of most municipalities in British Columbia, will result in an overall reduction of greenhouse gasses (GHGs), and offers other benefits to homeowners including heightened comfort and reduced energy costs, it does result in an increase in construction costs of approximately 2-3% of the total construction bill. In order to help deliver affordable and energy efficient housing, reduced development cost charges, rebates or subsidies are potentially required to bridge the gap.



# VoP Affordable Housing – Final Background Report – July 2019

## Socio-Economic Challenges

The Village of Pemberton's high labour force participation rate can be attributed to the majority of the population consisting of working families with young children. Additionally, unemployment rates have been steadily decreasing from 1996 to 2016. While seemingly positive, the high labour force participation and low unemployment rates could also be attributed to the high cost of living. The high cost of housing and lack of rental housing availability, poses as a barrier for those who are unemployed or living on a fixed income (i.e. seniors) to continue to live in Pemberton.

The survey of local employers, conducted by the Village in March 2018, to examine the extent housing affordability impacts local businesses revealed what was suspecting in terms of the challenge local businesses face to retain staff. Employers facing employee shortages indicated that housing affordability and shortages were primary contributing issues. It has become standard practice for local employers, including the Village of Pemberton, to ask applicants how they plan to secure housing if they were to be offered a job. While the majority of local employers do not, some choose to offer staff housing assistance to attract employees and improve their compensation plans. The high cost of housing and lack of rental availability poses an economic challenge to attracting new industry and local employers in the Village of Pemberton.

Another factor affecting the supply of rental housing is the proliferation of the sharing economy; specifically, the short term vacation rental (Airbnb) market. Qualitative research has found that some home owners in Pemberton prefer not to rent out secondary suites on a long term or monthly basis, but rather to rent out on a short term basis hence removing units from the long term rental pool. Home owner's discontent with the new *Tenancy Act* requirements is also a consideration. In some cases, home owners choose to incorporate former secondary suite space into the family home to accommodate visiting parents, teenagers, playrooms or for home occupation use.

## Target Population Groups

### Single Income Households

Pemberton's single income households (one person households and single parent households) are challenged with being able to find secure, long-term housing that is both affordable and appropriate to their needs. This group remains a focus for the Village.

### Working Families with Young Children

Working families with young children who are seeking to move from multi-family housing to ground oriented or single detached housing with secure, private yards are challenged to find homes that are within their budgets. This group too remains a target population for the Village's affordable housing efforts.

### Seniors and Persons with Disabilities

Seniors are a relatively small proportion of Pemberton's population profile; however, their housing needs are vital to be considered in view of our aging population. The Village has identified securing housing for seniors as a top consideration.

# VoP Affordable Housing – Final Background Report – July 2019

## Local Employees

Local employees have struggled to secure suitable, affordable rental housing, which has impacted local businesses and community vitality. There are concerns young people will leave Pemberton because of housing affordability. The Village shall continue to focus on facilitating opportunities for employee housing to support Pemberton's workforce.

## The Homeless or Those at Risk for Homelessness

Fortunately, the homeless or those at risk for being homeless do not appear to be as prevalent in Pemberton as some of the above noted target groups. This is a target group better addressed by senior levels of government and for this reason, it has not been identified as a top consideration at this time.

## CONCLUSION

With the completion of this Background Report, the Village will now be in a position to develop an Affordable Housing "Action Plan" to address the community's current challenges and changes to the market. The creation of a Village of Pemberton Affordable Housing Action Plan will outline how the Village will respond to this community's unique housing needs and address a broad range of housing options in our community and focuses on solutions for those not able to find and maintain private market housing. The Village is fortunate to see some rental housing coming on the market, but more is needed – the Village would require even more affordable housing options to address growing needs for seniors' housing or to address the need for social housing in a meaningful way. In this regard, The Village will benefit from a clearly articulated action plan that prioritizes the relevant work still needed to be done, and new measures, rather than a re-write of the 2009 Strategy.



# AGE-FRIENDLY (SENIORS) HOUSING NEEDS ASSESSMENT

Village of Pemberton

September 2019

Prepared by CitySpaces Consulting Ltd.



# Table of Contents

|                                                 |           |
|-------------------------------------------------|-----------|
| <b>Introduction</b> .....                       | <b>1</b>  |
| What is an Age-Friendly Community? .....        | 1         |
| What is a Housing Needs Assessment? .....       | 2         |
| Methodology .....                               | 4         |
| Legislative Framework .....                     | 5         |
| <b>Context</b> .....                            | <b>7</b>  |
| Recent Development Activity .....               | 7         |
| <b>Seniors Housing: Need &amp; Demand</b> ..... | <b>9</b>  |
| Population .....                                | 9         |
| Seniors Housing Supply .....                    | 11        |
| Seniors Housing Affordability Analysis.....     | 16        |
| Non-Market Housing Supply .....                 | 21        |
| <b>Demonstrated Need</b> .....                  | <b>24</b> |
| Priority Groups .....                           | 24        |
| Housing Gaps .....                              | 26        |
| <b>Other Considerations</b> .....               | <b>28</b> |
| Outdoor Space and Buildings.....                | 28        |
| Social Participation .....                      | 29        |
| Transportation .....                            | 29        |
| Community Support and Healthcare Services ..... | 30        |
| <b>Funding &amp; Partnerships</b> .....         | <b>31</b> |
| Roles in Providing Affordable Housing .....     | 31        |
| Potential Project Partners .....                | 37        |
| <b>In Closing</b> .....                         | <b>38</b> |
| <b>Appendix A Survey Results</b> .....          | <b>39</b> |



# Introduction

The Village of Pemberton last completed an Affordable Housing Strategy in 2009. Since then, discussions with local housing organizations, social service providers, and the development community indicate that Pemberton has experienced changes with respect to its housing needs and affordability. Given the Village's aging demographics, Council and Staff have identified an immediate need to address the lack of affordable seniors housing. This Age-Friendly (Seniors) Housing Needs Assessment focuses on "need and demand" for age-friendly housing in Pemberton and will:

- Provide quantitative and qualitative data regarding local housing needs and gaps, which will be used to inform the Village's Affordable Housing Action Plan.
- Act as a catalyst to enable the Village of Pemberton and its community partners to improve housing options for older adults; and,
- Enable the Village and its partners to focus on obtaining funding with a clear objective of providing appropriate options for age-friendly housing.

CitySpaces Consulting was engaged by the Village in Spring 2019 to update their Affordable Housing Background Report by completing an Age-Friendly (Seniors) Housing Needs Assessment and formulating an Affordable Housing Action Plan. Research was completed between May - July 2019, and involved a review of previously completed research, analysis of recent housing indicator data, and stakeholder workshops.

## What is an Age-Friendly Community?

The Age-Friendly Community Initiative was launched in 2006 by the World Health Organization (WHO) with the practical goal of adapting structures and services to be more inclusive of varying needs and capacities of people from all age groups.

In age-friendly communities, policies, programs, services, and infrastructure related to physical and social environments are designed to address the needs of all residents – including seniors. Accessible buildings and streets enhance mobility for people with limited mobility, but also parents with strollers, cyclists, and scooter-riders. Neighbourhoods and public places are safe and welcoming. Families are satisfied their older members can access the services and supports they need. Many voices are heard in making community decisions and, in general, the whole community benefits from the continued participation of older citizens in work or volunteer activities.

Through the Global Age-friendly Cities Project, WHO established eight themes to help evaluate issues and develop strategies to create age-friendly communities, which include:

1. Outdoor Spaces & Buildings
2. Transportation
3. Housing
4. Respect & Social Inclusion
5. Social Participation
6. Communication & Information
7. Civic Participation & Employment
8. Community Support & Health Services

## What is a Housing Needs Assessment?

While age-friendly communities address the full spectrum and span of life, the focus of this report is on housing needs for seniors, and related supports and design that can support populations to age-in-place.

Housing needs assessments are a means for communities to better understand their current and future housing needs. They can help identify existing and projected gaps in housing supply by collecting and analyzing quantitative and qualitative information about local demographics, economics, housing stock, and other factors. A housing needs report is critical to developing a housing strategy or action plan.

### THE HOUSING CONTINUUM

The “Housing Continuum” is a visual concept that illustrates a spectrum of housing forms. Typically, comprehensive housing studies refer to continuums that speak to market and non-market housing, ranging from emergency shelters to rent-g geared-to-income (RGI), market rental, and homeownership. For this study, we will refer to the seniors housing continuum, as illustrated in Figure 1 on the following page. The seniors housing continuum ranges from independent living on the far left, moving towards long-term care on the right. Home supports and healthcare are increasingly required as you move to the right of the continuum.

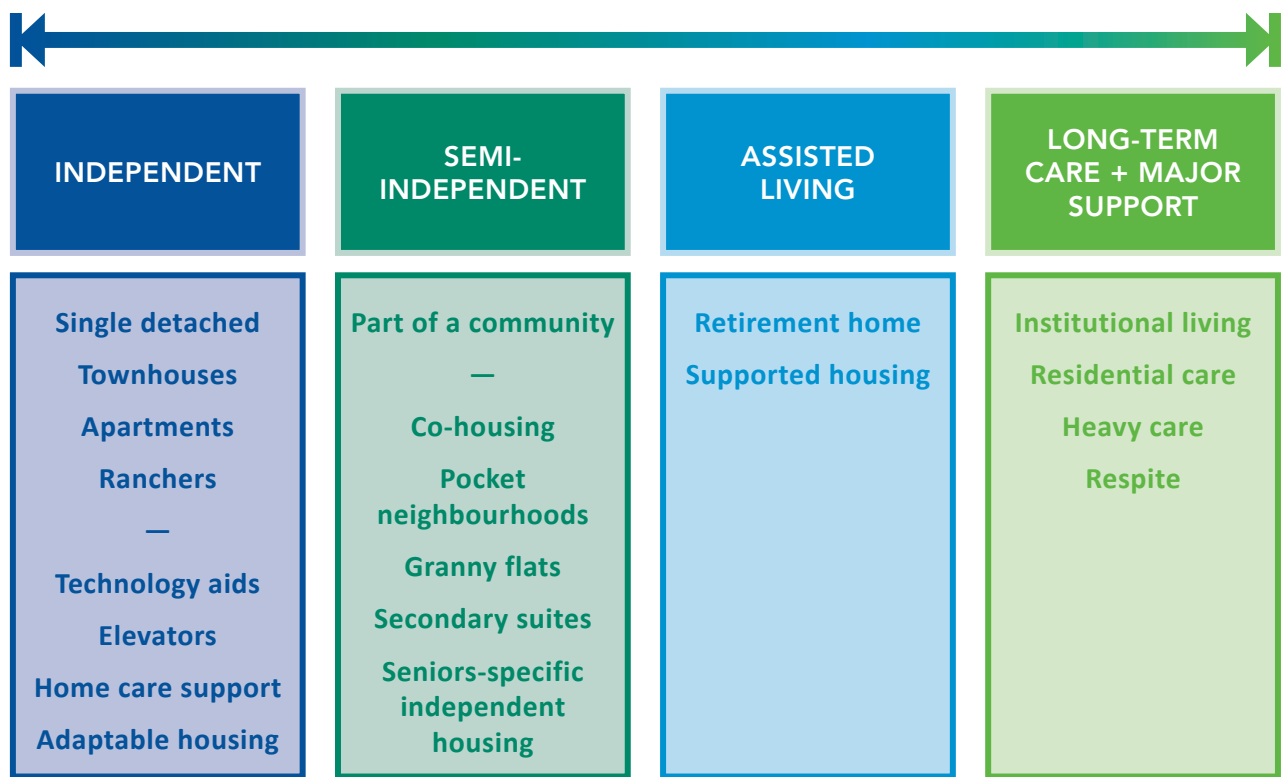
**Independent** seniors housing is a home where a senior can live safely and comfortably on their own without any major supports. This can be either in the private market rental or homeownership markets. Homes typically found in this category are single-detached dwellings, townhomes, and



apartments. Housing for independent living can be ground-oriented such as bungalows or rancher-style homes, or in multi-unit / multi-level buildings with elevators.

Seniors are living independently longer now more than ever as a result of improved programs and technologies, such as elevators (which are increasingly less expensive to build), technology aids, and home care support including meals-on-wheels programs and better-at-home programs. More and more homes are retrofitted for accessibility, including new construction with adaptable housing standards to accommodate changes in a person’s mobility (i.e. wide doorways, reinforced walls for stair lifts, etc.).

**Figure 1: Seniors Housing Continuum**



**Semi-independent** living refers to homes where seniors can mostly care for themselves, but in an environment where help and support are in close-reach. An example would be a senior living in a secondary suite of their adult child’s home. It can also include an independent rental building that is dedicated to seniors, where the senior lives on their own in a self-contained unit without supports, but may have access to a building caretaker for questions and assistance (i.e. building maintenance). Semi-independent seniors’ accommodation is often characterized by a communal living format, where there is some share of responsibility in managing the home, as well as opportunity to connect and socialize. This includes models such as co-housing and pocket neighbourhoods.

**Assisted living** represents what most retirement homes are in B.C. The supports can vary depending on the different assisted living arrangements, but mostly focus on meeting the daily needs of seniors, including meal preparation, housekeeping, and laundry. Some offer personal and healthcare services such as bathing, grooming, dressing, and taking medication. The provincial government issues licenses and monitors assisted, supportive, and personal care homes to ensure quality and safety of senior tenants.

Lastly, **long-term care** homes are designed for seniors who can no longer live independently and who require 24-hour nursing care and supervision. These homes are ones that typically house and support seniors living with Alzheimer's disease and other forms of dementia.

Many seniors prefer to stay in their homes for as long as they can, and often have informal systems in place to support them, including neighbours, families, and friends. Further, there is a movement across Canada to support aging-in-place principles: finding ways for seniors to stay in their home and community through age-friendly planning. This requires ensuring that affordable and suitable housing is available to seniors in the communities in which they live. With an aging population, appropriate housing options suitable to these seniors have the potential to lower health care costs and improve quality of life.

## Methodology

This assessment has involved assembling and analyzing relevant and reliable data, as well as facilitating focus groups with community stakeholders about housing needs. The requirements related to housing needs reports are detailed in legislation and associated regulations: the *Local Government Act* (mainly Part 14) and Housing Needs Reports Regulation. These Regulations focus on obtaining both quantitative and qualitative sources of information to offer comprehensive insight into local housing needs.

- The **quantitative data** highlighted in this report has been obtained from a variety of sources, where available. Research sources include the 2006, 2011, and 2016 Census of Canada; the Canada Mortgage and Housing Corporation (CMHC); BC Stats; and, BC Housing.
- The **qualitative information** was obtained by collecting community stakeholder insights, observations, and perspectives. Focus groups were completed with stakeholders from seniors and other community-based organizations and representatives from the building and development community.

## Legislative Framework

Local governments have an increasingly important role to play in facilitating the creation of affordable market and non-market housing through policy, zoning, partnerships, financial incentives, and Staff support. Their authority comes from Provincial legislation – the *Community Charter*, the *Local Government Act*, and the *Strata Property Act*. These statutes are further summarized in the Village of Pemberton’s *Affordable Housing Background Report, July 2019*.

In 2019, the Province of BC introduced new legislation; the *Local Government Statutes (Housing Needs Reports) Amendment Act* amended the *Local Government Act* and the *Vancouver Charter*. The legislation requires local governments, at least every five years, to:

- Collect information necessary to identify current and projected housing needs;
- Use that information to prepare and publish an online report, known as a housing needs report, showing current and projected housing needs for at least the next five years; and,
- Consider the most recently collected information and housing needs report when amending community and regional plans.

Effective April 16, 2019, provincial regulations require local governments to complete housing needs assessments for their communities by April 2022 and every five years thereafter. As a basis for determining current and projected housing needs, local governments are required to collect approximately 50 kinds of data about:

- Current and projected population;
- Household income;
- Significant economic sectors; and,
- Currently available and anticipated housing units.

All housing needs reports are required to contain the following content, based on the analysis of the information collected:

- The number of housing units required to meet current housing and anticipated housing needs for at least the next five years, by housing type;
- Statements about key areas of local need;
- The number and percentage of households in core housing need and extreme core housing need; and,

- A standardized summary form.

This Age-Friendly (Seniors) Housing Needs Assessment has been completed according to the regulations specified in the *Guide to Requirements for Housing Needs Reports*. Additional information on housing needs and gaps in Pemberton is found within the *Village's Affordable Housing Background Report, July 2019*.

The Village wishes to acknowledge that funding for this project was provided by the Province of British Columbia. Age-friendly Communities program administration provided by the Union of B.C. Municipalities.

# Context

The Village of Pemberton is located within the traditional territory of the Lil'wat Nation in the Coast Mountains. As one of the four member municipalities of the Squamish-Lillooet Regional District (SLRD), the Village is approximately 8 km south of Mount Currie, 33 km north of the Resort Municipality of Whistler (RMOW), and approximately 160 km north of Vancouver. Pemberton and the surrounding area are illustrated in Figure 2 on the following page.

The Village of Pemberton is 61.4 square km in size and has a population of 2,574 (Census, 2016). The local economy is historically tied to agriculture and logging, with a growing tourism and outdoor recreation sector. There is a thriving local economy of retail and service providers which serve the greater Pemberton area including the Pemberton Valley, Birken, D'arcy and the adjacent First Nation communities. Given Pemberton's proximity to the RMOW, a substantial amount of Pemberton residents commute daily to Whistler for employment purposes.

The Village of Pemberton adopted its most recent Official Community Plan (OCP) in 2011. The OCP acknowledges that residential growth should facilitate the needs of the local workforce and residents, and encourages housing designed to meeting changing household needs and the ability for the community to age-in-place. The Village plans to begin updating its OCP in 2020, which will include new calculations related to the approximate location, amount, type and density of residential development required to meet anticipated housing needs over a period of five (5) or more years and housing policies respecting affordable housing, rental housing and special needs housing.

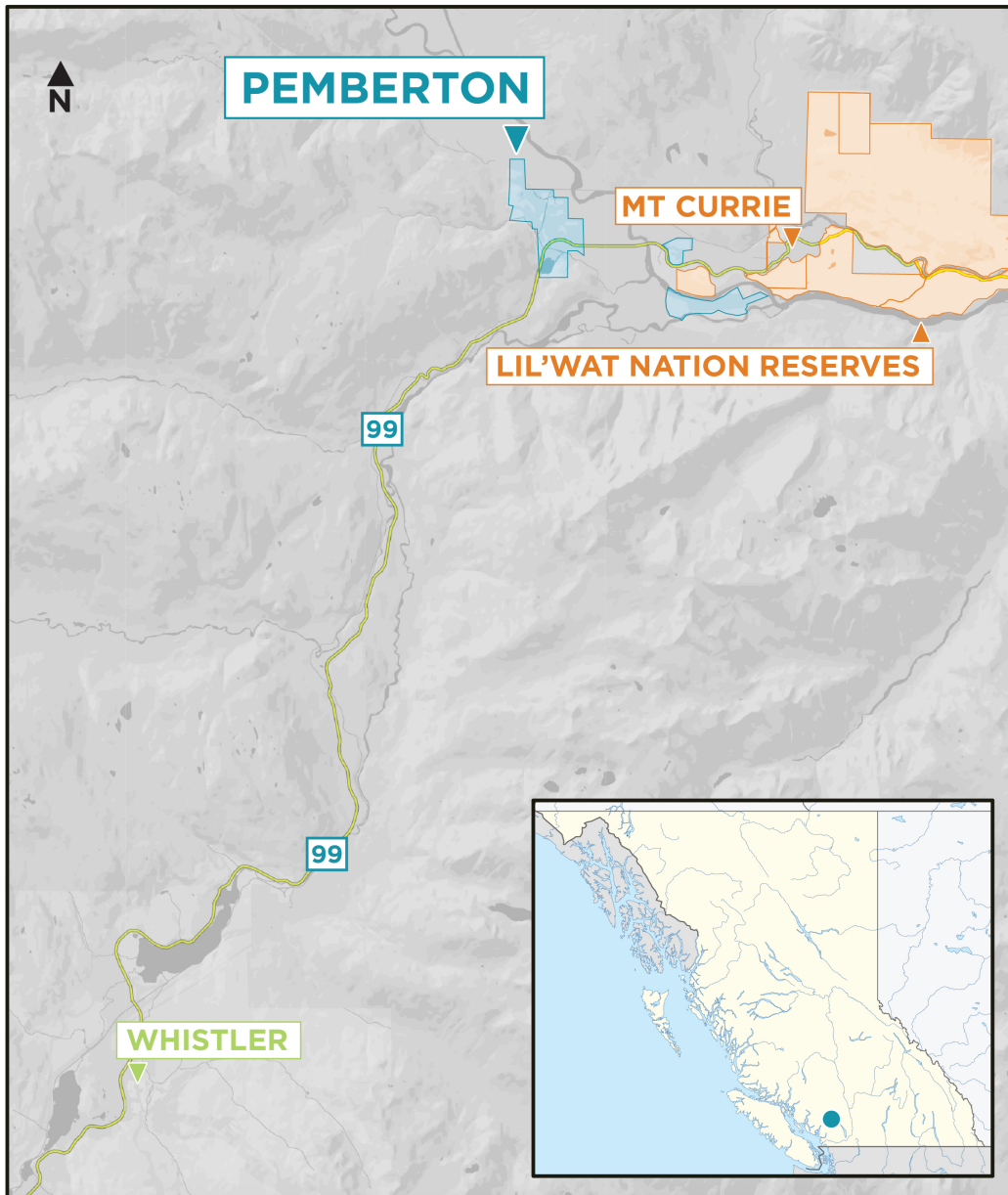
## Recent Development Activity

The Village of Pemberton has recently experienced an increase in development activity, which suggests the market has begun to respond to housing demand. New rental buildings, like the Radius, have lengthy waitlists, and stakeholders have expressed concerns with regard to limited vacancies. As new housing is completed in Pemberton, it will be important to ensure priority populations have access to affordable housing. Municipal Staff identified the following ongoing and upcoming development projects:

- **The Ridge at Pemberton** - residential subdivision with 44 lots zoned for single-detached dwellings and carriage homes;
- **Sunstone Ridge** - residential subdivision with 63 lots zoned for single-detached dwellings, carriage homes, small lot residential and townhouses;

- **Tiyata Village at Pemberton** – small lot residential subdivision with 65 lots zoned for single-detached and duplex dwellings;
- **The Crestline** – proposed townhouse and garden apartment development (36 units);
- **Radius** – dedicated rental apartment building (45 units); and,
- **Orion** – market apartment building (45 units).

**Figure 2: Map of the Pemberton Area**



# Seniors Housing: Need & Demand

This section provides baseline data of Pemberton’s current housing availability, suitability, and affordability across the entire housing continuum from basic shelter to market housing. These indicators demonstrate the extent to which housing needs have changed over the last ten years, and findings from this report will be used by the Village as it determines what forms of age-friendly housing are needed in the community, and to inform the Affordable Housing Action Plan.

The housing indicators in this section were compiled from a variety of data sources. Where possible, the information is presented for specific geographic areas that encompass the Village of Pemberton and the SLRD. Data at this level of geography is close to consistently available; however, there are certain instances where data has been suppressed to prevent direct or residual disclosure of identifiable data. Where it is relevant, the province of B.C. as a whole is used as a benchmark or comparison.

## Population

### GROSS POPULATION

The Village of Pemberton grew in population by 17% between 2006 (2,192 people) and 2016 (2,574 people), which is above the provincial average.

**Table 1: Gross Population (2006-2016)**

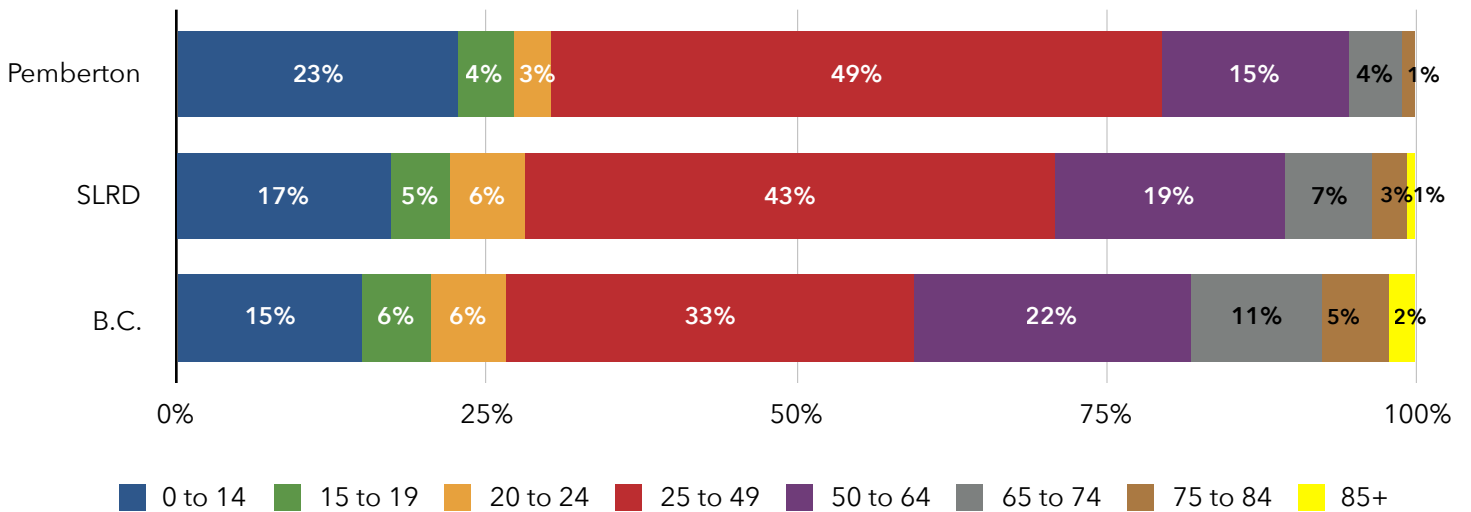
| Community            | 2006      | 2011      | 2016      | Change 2006-2016 | Annual Growth Rate |
|----------------------|-----------|-----------|-----------|------------------|--------------------|
| Village of Pemberton | 2,192     | 2,434     | 2,574     | 17%              | 1.7%               |
| SLRD                 | 35,225    | 38,173    | 42,665    | 21%              | 2.1%               |
| Total B.C.           | 4,113,487 | 4,400,057 | 4,648,055 | 13%              | 1.3%               |

Source: Statistics Canada, Census (2016)

### AGE COMPOSITION

As per the Pemberton Valley Seniors Association membership requirements, “senior” refers to residents 50 years of age and older. Figure 3 provides a detailed breakdown of population by age group, and demonstrates 20% of the Village’s population is 50 years of age or older. Pemberton has a younger population compared to the SLRD and B.C. as a whole, with a median age of 36.2 compared to a median age of 37.5 for the SLRD and a median age of 43 for B.C.

**Figure 3: Comparative Population Age Profile, 2016**

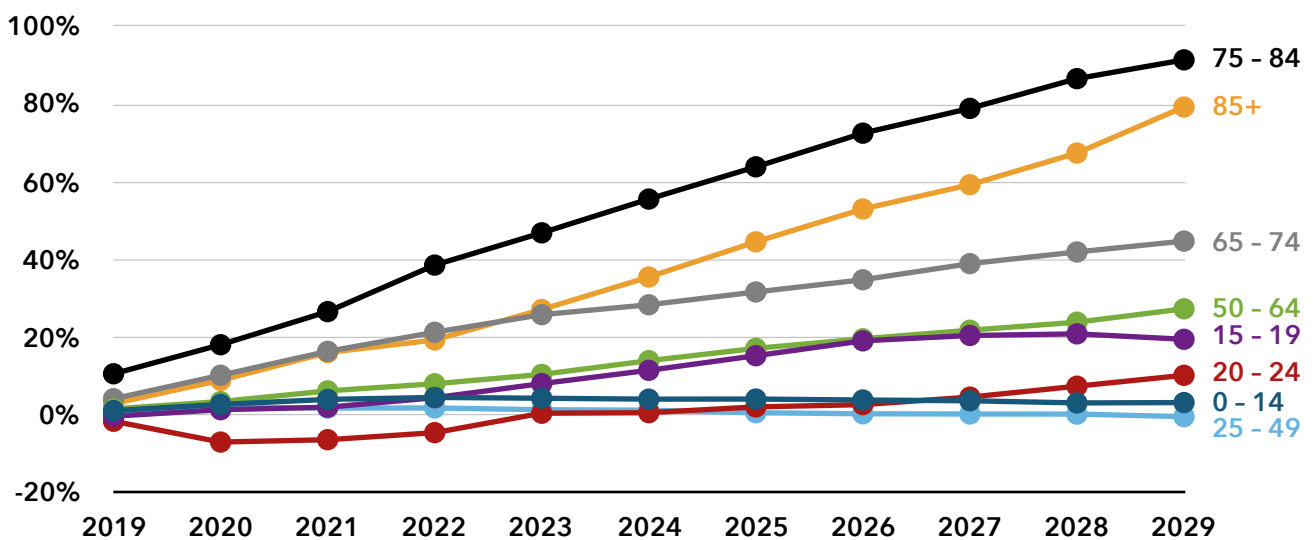


Source: Statistics Canada, Census (2016)

### POPULATION PROJECTIONS

BC Statistics prepares population estimates and projections at a regional district level. According to BC Statistics' most recent projections, the population in the SLRD is expected to grow by 6,631 people between 2019 and 2029, an increase of 15% over the projected 10 year period. At an annual projected growth rate of 1.5%, this increase is slightly less than the historical growth rates over the previous 10 years.

**Figure 4: Projections of Population Growth Rate by Age Group for the SLRD, 2019-2029**



Source: BC Stats, P.E.O.P.L.E. (2017)



When considering the population projections by age group, the most significant trend will be an aging of the region's population as baby boomers age. While the region will see a 1% loss of population for those between the ages of 25 to 49, and a minor increase of 2% for those between the ages of 0 to 14, the number of those 50 years of age and older is expected to rise significantly. BC Statistics forecasts a 29% increase in population for those between the ages of 50 to 64, and a 49% increase in population for those between the ages of 65-74. Substantive growth is expected among elderly residents; the region will see an increase of 117% for those between the ages of 75-84, and a 108% increase for those 85 years of age and older. BC Statistics also projects an increase of 21% for those between the ages of 15 to 19, and a 12% increase for those between the ages of 20 to 24.

This is concurrent with trends experienced across Canada; the 2016 Census results indicate Canada registered the largest increase in the proportion of seniors since Confederation. In 2016, people aged 85 and older represented 2.2% of the Canadian population. This population will likely continue to increase rapidly in coming decades, as demonstrated in Figure 4 above.

## CHARACTERISTICS OF SENIOR HOUSEHOLDS

Increased life expectancy, improved health care systems, and better lifestyles mean that seniors are now able to enjoy life after retirement for a longer period of time. These older Canadians are experiencing diversity in aging – while many seniors are fitter and more active than earlier generations, falls remain the leading cause of injury among older Canadians, with 20-30% experiencing one or more falls each year. These injuries often lead to hospitalization, from which many seniors are then admitted to long-term care facilities. Seniors care has changed, and will continue to change to reflect the needs of older residents, new care models, and the introduction of technology.

The trends of living longer, healthier lives, and changing housing preferences are primarily responding to the financially secure that have choice in the housing market, particularly homeowners. Low-income individuals and families who experience challenging times over the course of their lives (including living situations) tend to age faster. The same is true for persons with mental health and addictions issues, or persons with disabilities: they have the least amount of choice in the housing market, and are more likely to require dedicated housing earlier in their senior years compared to others whom have not experienced these challenges, financial or otherwise.

## Seniors Housing Supply

According to the recent (2019) Canadian Mortgage and Housing Corporation (CMHC) Seniors Housing Report, there are currently more than 4,306 housing units dedicated to seniors in Vancouver

Coastal<sup>1</sup>, including bachelor, one-bedroom and two-bedroom units. The majority of these units are privately owned and managed, consisting of both independent living spaces (less than 1.5 hours of assisted care per day), and heavy care spaces (more than 1.5 hours of assisted care per day). Non-market independent living spaces (subsidized) account for 953 units (22%) of the total.

**Table 2: Current Number of Seniors Housing Units By Type, Vancouver Coastal, 2018**

|                                           | Bachelor     | One-Bedroom  | Two-Bedroom | Total Units By Type |
|-------------------------------------------|--------------|--------------|-------------|---------------------|
| Independent Living Spaces                 | 897          | 1,443        | 316         | <b>2,656</b>        |
| Non-Market Spaces<br>(Independent Living) | 231          | 722          | -           | <b>953</b>          |
| Heavy Care Spaces                         | 495          | -            | 6           | <b>501</b>          |
| Unknown Spaces                            | -            | 172          | 24          | <b>196</b>          |
| <b>Total</b>                              | <b>1,623</b> | <b>2,337</b> | <b>346</b>  | <b>4,306</b>        |

Source: Canada Mortgage and Housing Corporation, Seniors Housing Report

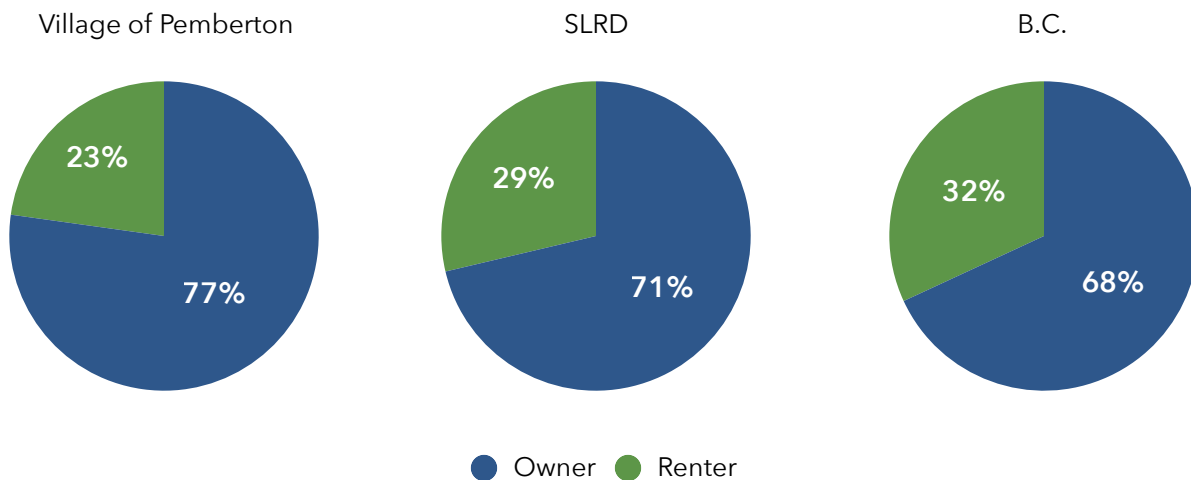
Within Pemberton, there is an existing 30-unit senior’s housing development, managed and operated by the Pemberton Lions Activities Society, referred to as the Lions Villa. This senior’s housing development currently has a 75-person waitlist, which is indicative of increasing demand; however, this waitlist does include persons from outside the community.

## TENURE

According to 2016 Census data, the percentage of households in the Village of Pemberton that rent their homes (23%) is less than the percentage of households that rent their homes in the SLRD, and across B.C. The 2006 Census indicates that 35% of households rented their homes in Pemberton, which shows a decreasing number of rented dwellings in the Village. Data from the 2011 National Housing Survey has been suppressed for data quality or confidentiality reasons.

<sup>1</sup> Vancouver Coastal is an intermediate geography category that includes part of the Greater Vancouver Regional District, the Sunshine Coast Regional District, and the Squamish Lillooet Regional District.

**Figure 5: Housing Tenure by Community, 2016**



Source: Statistics Canada, Census (2016)

The 2016 Census provides a detailed breakdown of tenure by primary household maintainer<sup>2</sup> age. Tenure by age group is summarized below:

- For residents ages 55 to 64 years of age<sup>3</sup>, 36% of households rent, and 64% of households own.
- For residents ages 65 to 74 years of age, 17% of households rent, and 75% of households own<sup>4</sup>.
- For residents ages 75 to 84 years of age, 100% of households rent.
- Based on 2016 Census data, there are no households in Pemberton with a primary maintainer who is 85 years of age or older.

### CONDITION OF HOUSING

Dwellings in need of major repairs have defective plumbing or electrical wiring, or require structural repairs to walls, floors, or ceilings. The condition of dwelling units is an important indicator of the health and viability of communities, as the repair and maintenance of dwellings is one of the most important and challenging elements for private households and non-profit or government operated

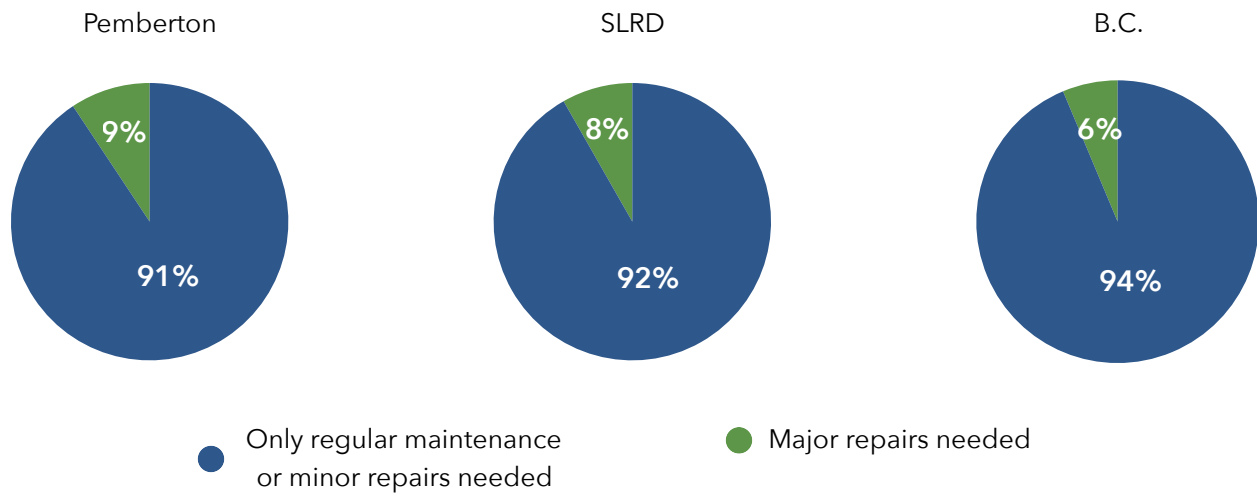
<sup>2</sup> Primary maintainer refers to the first person in the household identified as someone who pays the rent, or the mortgage, or the taxes, or the electricity or other services or utilities for the dwelling. When more than one member of the household contributes to the payments, the first person listed is chosen as the primary household maintainer. If no person in the household is identified as making any such payments, the first person listed is selected by default.

<sup>3</sup> While the focus of this report is on seniors 50 years of age and older, Census data is organized by the following age groups: 45 to 54, 55 to 64, 65 to 74, 75 to 84, and 85+.

<sup>4</sup> Due to the size of these population groups and rounding, the stated percentages may not equate to 100.

social housing sites. Repair and maintenance usually accounts for a large expenditure of households and housing providers, and a high persistence of need of repair may indicate an income and affordability issue amongst households. The 2016 Census indicates Pemberton has a slightly higher percentage of dwellings in need of major repairs compared to the SLRD and the province of B.C. as a whole.

**Figure 6: Housing Condition by Community, 2016**



The 2016 Census provides a detailed breakdown of **housing adequacy** by the age of the primary household maintainer<sup>5</sup>. Housing adequacy by age group is summarized below:

- For households where the primary maintainer is between the ages of 55 to 64 years of age<sup>6</sup>, 8% of dwelling units are in need of major repair.
- For households where the primary maintainer is between the ages of 65 to 74 years of age, 0% of dwelling units are in need of major repair.
- For households where the primary maintainer is between the ages of 75 to 84 years of age, 0% of dwelling units are in need of major repair.
- Based on 2016 Census data, there are no households in Pemberton with a primary maintainer who is 85 years of age or older.

**Adequate Housing**  
does not require any major repairs, according to residents.

<sup>5</sup> The first person in the household identified as someone who pays the rent, or the mortgage, or the taxes, or the electricity or other services or utilities for the dwelling. When more than one member of the household contributes to the payments, the first person listed is chosen as the primary household maintainer. If no person in the household is identified as making any such payments, the first person listed is selected by default.

<sup>6</sup> While the focus of this report is on seniors 50 years of age and older, Census data is organized by the following age groups: 45 to 54, 55 to 64, 65 to 74, 75 to 84, and 85+.

The 2016 Census also provides a detailed breakdown of **housing suitability** by the age of the primary household maintainer. Based on this data, there are no households where the primary maintainer is over the age of 55 that are unsuitable.

**Housing Suitability** refers to whether a private household is living in suitable accommodations according to the National Occupancy Standard (NOS); that is, whether the dwelling has enough bedrooms for the household size and composition.

### AVERAGE RENTAL PRICES

As rental market data for smaller centres like Pemberton is not compiled through the CMHC’s rental survey, rental listings compiled from the local Facebook Page and Craigslist ads, and summarized in the *Affordable Housing Background Report, 2019*, were used to determine estimated average rents for typical Pemberton rental unit types.

**Table 3: Estimated Average Rents (2009 - 2017 /2018)**

| Unit      | 2009    | 2017 / 2018 | % Increase |
|-----------|---------|-------------|------------|
| Shared    | \$551   | \$758       | 73%        |
| 1 Bedroom | \$922   | \$1,463     | 59%        |
| 2 Bedroom | \$1,341 | \$1,963     | 46%        |
| 3+Bedroom | \$1,682 | \$2,533     | 66%        |

Source: *Pemberton Affordable Housing Background Report (Facebook - Pemberton BC. Canada Housing Rentals, Whistler Craigslist and Pique Classifieds February-March 2018)*

### RENTAL HOUSING SUPPLY & VACANCY RATES

Stakeholder consultation with representatives from senior’s and other non-profit organizations indicates there is limited purpose-built rental housing stock within the Village of Pemberton. A 45-unit rental apartment building (Radius) was recently completed, and has an extensive waitlist, which is indicative of latent rental housing demand. With limited construction of purpose-built rental housing in recent years and population increases, the rental market begins to experience pressure, and when a rental housing project is completed, those units are quickly occupied, due to the existing or latent demand within the community.

While secondary suites may contribute to the rental housing stock within Pemberton, floodplain restrictions limit the extent to which this is a viable option. Additionally, there is a greater risk of displacement with secondary market rentals, as Airbnb has impacted the supply of long-term rental and owners may decide to sell or have family members move into the rented unit. Purpose-built

rental housing offers greater security of tenure compared to secondary market rentals (e.g. strata condominiums).

There is no CMHC data available on the supply of purpose-built rental housing or vacancy rates, however stakeholders expressed there is a shortage of rental housing in the community. Local employees have struggled to secure suitable, affordable rental housing, which has impacted local businesses and community vitality.

## Seniors Housing Affordability Analysis

This analysis broadly demonstrates the overall housing affordability for seniors in Pemberton. It provides an assessment of average rental prices, and homeownership prices, and compares that information to median income levels to identify households experiencing affordability challenges and who may not be able to access adequate or suitable housing within 30% of their gross incomes.

The relative affordability of housing in a community is determined by the relationship between average shelter costs (rent or monthly mortgage) and household income. Using CMHC standards, housing is considered unaffordable if a household spends 30% or more of its gross income on shelter costs. A household is considered to be in “core housing need” if its housing falls below at least one of the adequacy, affordability, or suitability standards, and would have to spend 30% or more of its gross income to pay the median rent of alternative local housing that is acceptable (i.e. meets the three housing standards of adequacy, affordability, and suitability).

### What are Shelter Costs?

For **renters**, shelter costs include rent and utilities.

For **owners**, shelter costs include mortgage payments (principal and interest), property taxes, condominium / strata fees (if any), and any payments for electricity, water, and other municipal services.

*Housing is one factor in the overall cost of living for individuals and families; other factors include the cost of groceries, transportation, and childcare.*

## RENTAL AFFORDABILITY ANALYSIS

For rental affordability, median income levels were obtained through Statistics Canada, using a custom tabulation of tax-filer income data. Median income means that half of the population is earning more than the median income, and half of the population is earning below the median income. Table 4 illustrates affordability levels of senior couples, lone-parent seniors, and single senior households in Pemberton. Because tax-filer data is organized by specific age groups,

residents under the age of 50 have been included. The median income for all Pemberton seniors' households is \$88,046, which is higher than households throughout B.C. as a whole (\$79,750).

**Table 4: Rental Affordability for Pemberton Households<sup>7</sup>, 2015**

| Age Group  | Available for Rent (30% of income) |                        |                          | Available for Rent (50% of income) |                        |                          | Average Monthly Rent |
|------------|------------------------------------|------------------------|--------------------------|------------------------------------|------------------------|--------------------------|----------------------|
|            | Couple Households                  | Lone Parent Households | Single Person Households | Couple Households                  | Lone Parent Households | Single Person Households | One-Bedroom Unit     |
| 45 - 54    | \$2,689                            | \$1,408                | \$1,133                  | \$4,481                            | \$2,347                | \$1,888                  | \$1,463              |
| 55 - 64    | \$2,375                            | N/A                    | \$694                    | \$3,958                            | N/A                    | \$1,157                  | \$1,463              |
| 65+        | \$1,525                            | N/A                    | \$567                    | \$2,541                            | N/A                    | \$945                    | \$1,463              |
| <b>ALL</b> | <b>\$2,196</b>                     | <b>\$1,408</b>         | <b>\$798</b>             | <b>\$3,660</b>                     | <b>\$2,347</b>         | <b>\$1,330</b>           | \$1,463              |

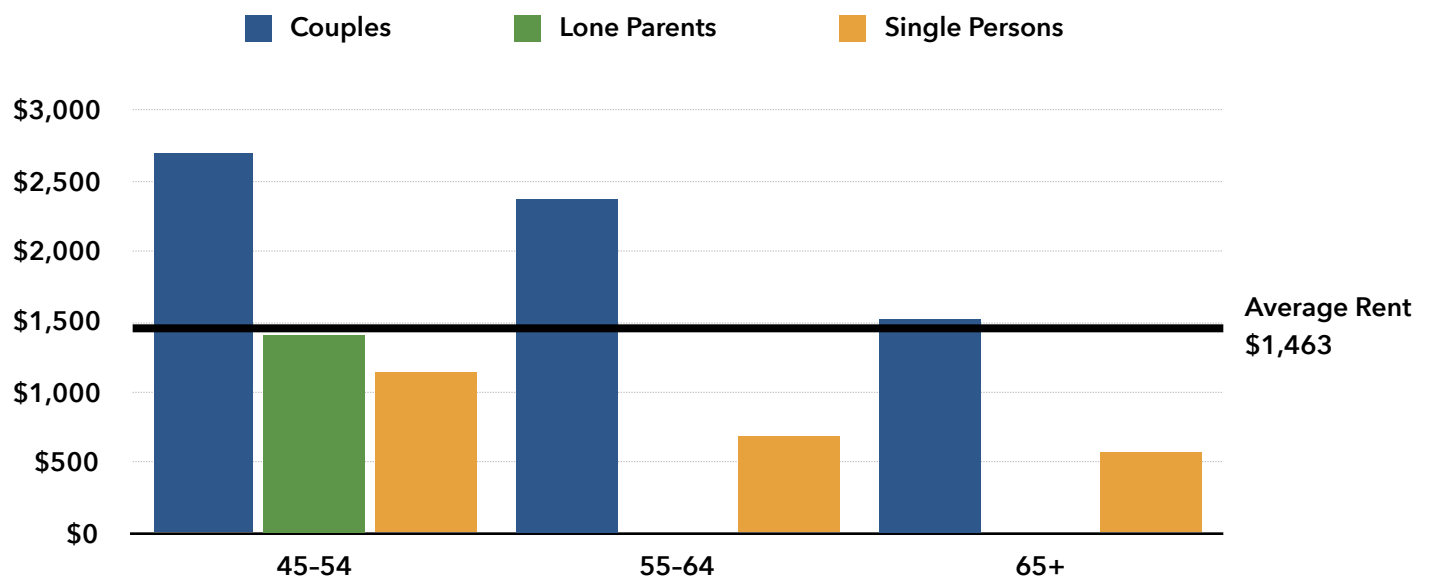
Source: CMHC Rental Market Report 2017; Statistics Canada, Income Statistics, Tax-filer Data, Annual Estimates for Median Income Census Families and Individuals, 2015

The data indicates that average rental housing prices should be affordable for most couple households and lone parent households in Pemberton where the primary maintainer is 45 years of age or older. There is a significant decrease in the ability of senior single-person households to afford average rental prices compared to senior couple households and senior lone-parent households. Most senior single-person households would need to spend between 30% - 50% of their monthly income to afford average rental prices in Pemberton.

While senior couple households and senior lone-parent households should be able to afford rents within 30% of median gross incomes, lower incomes mean they are more challenged than other age groups with housing affordability. Many seniors in this category may have limited incomes and rely on income from federal government programs, such as Old Age Security (OAS) and Canadian Pension Plan (CPP), and may lack savings and other sources of financial support. At the same time, some seniors may have assets, may have paid-off their mortgages, or have other wealth accumulation unaccounted. Or, conversely, some seniors may have inherited debt. These are all additional factors that influence households' ability to afford rent. Furthermore, when considering average monthly shelter costs, rental prices vary depending on condition and number of bedrooms and could be more or less affordable than the typical listed price.

<sup>7</sup> There are no lone-parent households in Pemberton where the primary maintainer is 55 years of age or older.

**Figure 7: Summary of Rental Affordability by Age + Median Income Levels, 2015**



Source: Statistics Canada, Income Statistics, Tax-filer Data, Annual Estimates for Median Income Census Families and Individuals, 2015

### HOMEOWNERSHIP AFFORDABILITY ANALYSIS

Households pursuing homeownership rather than rental will require a mortgage and must be qualified by a banking institution or mortgage broker. Basic home purchasing assumptions are made in order to determine the maximum purchase price and the maximum amount that households may borrow. For this report, assumptions were based on typical expenses and 2019 mortgage rates, including:

- Gross Debt Service (GDS) Ratio at 35% (entire monthly debt, such as car loans and credit card payments, including the potential monthly mortgage payment, should be no more than 35% of gross monthly income);
- Bank of Canada Reported 5-Year Fixed Rate (semi-annual) at 5.34%;
- Amortization Period of 25 years; and,
- Monthly maintenance fees at \$200, property taxes at \$250, and utilities / heating at \$100.

It is important to note that this analysis does not consider household debt or savings, as that information is not publicly available. Furthermore, this analysis does not incorporate the new mortgage rules introduced in 2018, which require all federally regulated financial institutions to vet borrowers' applications using a minimum qualifying rate equal to the greater of the Bank of Canada's five-year benchmark rate or their contractual rate, plus two (2) percentage points. This mortgage stress test is designed to ensure that borrowers can afford their mortgage payments even if interest



rates increase. Ultimately, this stress test promotes affordability, and results in households qualifying for smaller mortgages.

Homeownership affordability can be estimated based on assumptions made on a household’s ability to obtain a mortgage and using the median household income from Statistics Canada (tax-filer income data<sup>8</sup>). As this analysis is based on median income levels, those households earning greater than the median income can afford more, as well as households that have saved large down-payments. Single-detached homes (SDH) are substantially more expensive than townhouses (TH) and apartments (APT) in Pemberton, thus the following tables assess homeownership affordability using average apartment prices.

Table 5 demonstrates the maximum purchase price that a senior’s couple household earning the median income can afford with a 10% and 5% down payment; senior’s couple households above the age of 65 cannot afford apartments and, with limited seniors housing, these households may be challenged to afford suitable units.

**Table 5: Homeownership Affordability for Couple Households in Pemberton, 2015**

| Age        | Maximum Mortgage | Purchase with 10% Down | Purchase with 5% Down | Average Sale Price |           |           |
|------------|------------------|------------------------|-----------------------|--------------------|-----------|-----------|
|            |                  |                        |                       | SDH                | TH        | APT       |
| 45 - 54    | \$491,755        | \$546,394              | \$517,637             | \$830,000          | \$602,000 | \$352,000 |
| 55 - 64    | \$422,157        | \$469,063              | \$444,375             | \$830,000          | \$602,000 | \$352,000 |
| 65+        | \$233,606        | \$259,563              | \$245,901             | \$830,000          | \$602,000 | \$352,000 |
| <b>All</b> | <b>\$382,506</b> | <b>\$425,007</b>       | <b>\$402,638</b>      | \$830,000          | \$602,000 | \$352,000 |

Source: Statistics Canada, Income Statistics, Tax-filer Data, Annual Estimates for Median Income Census Families and Individuals, 2015

Median income earning senior lone-parent households are challenged to afford the average prices of housing in Pemberton and would be more likely to rent than own their homes.

<sup>8</sup> Tax-filer data is released after individuals have submitted their personal tax returns, which causes a delay in data availability.

**Table 6: Homeownership Affordability for Lone-Parent Households in Pemberton, 2015**

| Age        | Maximum Mortgage | Purchase with 10% Down | Purchase with 5% Down | Average Sale Price |           |           |
|------------|------------------|------------------------|-----------------------|--------------------|-----------|-----------|
|            |                  |                        |                       | SDH                | TH        | APT       |
| 45 - 54    | \$207,779        | \$230,865              | \$218,714             | \$830,000          | \$602,000 | \$352,000 |
| 55 - 64    | N/A              |                        |                       |                    |           |           |
| 65+        | N/A              |                        |                       |                    |           |           |
| <b>All</b> | <b>\$207,779</b> | <b>\$230,865</b>       | <b>\$218,714</b>      | \$830,000          | \$602,000 | \$352,000 |

Source: Statistics Canada, Income Statistics, Tax-filer Data, Annual Estimates for Median Income Census Families and Individuals, 2015

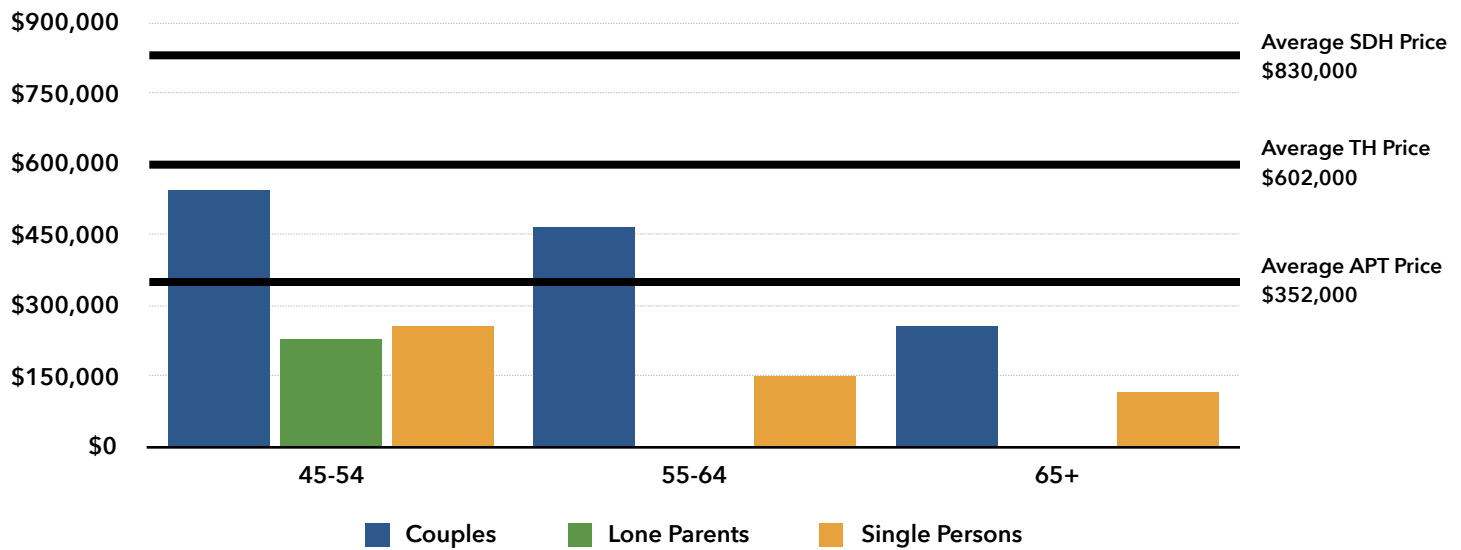
Single seniors are priced out of the homeownership market. There may be occurrences where singles in these age groups earn more than the median income and, with substantial savings, could possibly find a way to purchase a home.

**Table 7: Homeownership Affordability for Single Person Households in Pemberton, 2015**

| Age        | Maximum Mortgage | Purchase with 10% Down | Purchase with 5% Down | Average Sale Price |           |           |
|------------|------------------|------------------------|-----------------------|--------------------|-----------|-----------|
|            |                  |                        |                       | SDH                | TH        | APT       |
| 45 - 54    | \$232,223        | \$258,026              | \$244,446             | \$830,000          | \$602,000 | \$352,000 |
| 55 - 64    | \$134,929        | \$149,929              | \$142,031             | \$830,000          | \$602,000 | \$352,000 |
| 65+        | \$106,706        | \$118,562              | \$112,322             | \$830,000          | \$602,000 | \$352,000 |
| <b>All</b> | <b>\$157,953</b> | <b>\$175,503</b>       | <b>\$166,266</b>      | \$830,000          | \$602,000 | \$352,000 |

Source: Statistics Canada, Income Statistics, Tax-filer Data, Annual Estimates for Median Income Census Families and Individuals, 2015

**Figure 8: Summary of Homeownership Affordability by Age + Median Income Levels, 2015**



Source: Statistics Canada, Income Statistics, Tax-filer Data, Annual Estimates for Median Income Census Families and Individuals, 2015

## Non-Market Housing Supply

BC Housing is the central Provincial agency that supports and funds efforts to meet the housing needs of B.C.’s most vulnerable residents through the provision of affordable housing. The statistics in this section were collected on March 31, 2019, and summarize waitlists and the number of units for emergency, supportive, and independent housing in Pemberton.

It is important to note there are no BC Housing services that provide emergency shelter or housing for those experiencing homelessness in Pemberton. Non-profit housing organizations have addressed this gap to some degree - Sea to Sky Community Services Housing Division provides 3 units of affordable housing in Pemberton, and have provided emergency housing. The Howe Sound Women’s Centre Society runs Pearl’s Safe Home in the area, which is a 10-day facility for women impacted by abuse.

There is limited transitional supported and assisted living in Pemberton. The total number of non-market housing units is shown in Table 8. BC Housing has suppressed numbers less than 5 for privacy, therefore category sub-totals are not shown.

**Table 8: Total Number of Non-Market Housing Units in Pemberton, 2014 & 2018**

| Year | Transitional Supported and Assisted Living |               |                                     | Independent Social Housing |                    | Total Units |
|------|--------------------------------------------|---------------|-------------------------------------|----------------------------|--------------------|-------------|
|      | Frail Seniors                              | Special Needs | Women and Children Fleeing Violence | Low Income Families        | Low Income Seniors |             |
| 2014 | -                                          | -             | -                                   | -                          | 30                 | 31          |

| Year | Transitional Supported and Assisted Living |               |                                     | Independent Social Housing |                    | Total Units |
|------|--------------------------------------------|---------------|-------------------------------------|----------------------------|--------------------|-------------|
|      | Frail Seniors                              | Special Needs | Women and Children Fleeing Violence | Low Income Families        | Low Income Seniors |             |
| 2019 | -                                          | -             | -                                   | -                          | 33                 | 34          |

Source: BC Housing, 2018<sup>9</sup>

The rent supplements found in Table 9 include individuals and families receiving subsidies through BC Housing’s Rental Assistance Program (RAP) and Shelter Aid for Elderly Renters (SAFER). The RAP program is a housing subsidy provided to eligible low-income, working families with cash assistance to help with monthly rent payments in the private market. The SAFER program is a housing subsidy for seniors with low to moderate incomes to help make private market rents affordable. BC Housing has suppressed numbers less than 5 for privacy, therefore category sub-totals are not shown.

**Table 9: Total Number of RAP & SAFER Recipients in Pemberton, 2014 & 2018**

| Year | Shelter Aid for Elderly Residents | Rental Assistance Program | Total |
|------|-----------------------------------|---------------------------|-------|
| 2014 | -                                 | -                         | 9     |
| 2019 | -                                 | -                         | 10    |

Source: BC Housing, 2018<sup>10</sup>

To be eligible for SAFER, recipients must be over the age of 60, and paying more than 30% of their gross income towards shelter costs. There are 90 SAFER recipients in the SLRD, which has increased by 26 since 2014, when there were 64 recipients.

BC Housing also maintains statistics on waitlists for non-market housing. Since 2014, the number of applicants on waitlists for non-market housing has doubled, from 4 applicants to 8 applicants.

**Table 10: Applicants on Waitlists for Non-Market Housing in Pemberton, 2018**

| Year | Type of Unit |                          |         |                     |         | Total |
|------|--------------|--------------------------|---------|---------------------|---------|-------|
|      | Family       | People with Disabilities | Seniors | Wheelchair Modified | Singles |       |
| 2014 | -            | -                        | -       | -                   | -       | 4     |
| 2019 | -            | -                        | -       | -                   | -       | 8     |

Source: BC Housing, 2018<sup>11</sup>

<sup>9</sup> This table reflects only units where BC Housing has a financial relationship. There may be other subsidized housing units in the community.

<sup>10</sup> This table reflects only units where BC Housing has a financial relationship. There may be other subsidized units in the community.

<sup>11</sup> This table reflects only units where BC Housing has a financial relationship. There may be other subsidized units in the community.

Further, BC Housing has a standard Housing Income Limits (HILs - previously known as the Core Need Income Thresholds, or CNITs), which outlines the income required for households to pay the average market rent by size of unit in the private market. Residents in Pemberton who earn less than the HILs chart may be eligible for non-market housing provided by BC Housing.

**Table 11: Housing Income Limits for Pemberton, 2018**

| Community            | Type of Units |             |             |               |               |
|----------------------|---------------|-------------|-------------|---------------|---------------|
|                      | Bachelor      | One-Bedroom | Two-Bedroom | Three-Bedroom | Four-Bedroom+ |
| Village of Pemberton | \$74,000      | \$74,000    | \$83,000    | \$90,500      | \$96,000      |

Source: BC Housing, 2018

# Demonstrated Need

## Priority Groups

Pemberton residents are experiencing challenges in the housing market, which is indicative of the broader trends demonstrated in the Squamish-Lillooet Regional District, and across B.C. As this Housing Needs Assessment has been completed with an age-friendly lens, seniors form an important priority group, particularly given the aging demographics. There is also a trend of grandparents moving to Pemberton to be closer to their children and help with child-care given the Village's severe shortage of daycare spaces. However, through the course of stakeholder consultation, additional priority groups were identified. Given the rising rental prices and low vacancy rates, low-income households are struggling to secure affordable and suitable rental accommodation. Stakeholders expressed a need to accommodate Pemberton employees, as business have experienced challenges recruiting and retaining staff, given the limited availability of affordable rental housing.

Based on an analysis of available data, as well as observations from community stakeholders interviewed as part of this report, the following priority groups have been identified:

**Low-Income Seniors:** Demographic data indicates that the Pemberton area is aging. This is related to national trends across Canada, as baby-boomers age. Demographic data may also be influenced by the migration of retirees from other parts of B.C. and Alberta, attracted by the outdoor amenities available in Pemberton, and the desire to be closer to their children and grandchildren. While many of these retirees migrating into the area may be relatively affluent, many long-time resident seniors have very limited incomes. This is particularly true for single-person senior households.

Stakeholder consultation with the manager of the Lions Villa, a non-market independent senior's housing project in Pemberton, indicated demand is persistent and there are currently over 75 seniors from Pemberton and other areas of the Province on the waitlist to access affordable housing units in the building. Given the project is subsidized by BC Housing, units are available for low-income seniors or seniors experiencing homelessness.

**Low-Income Households:** Stakeholders expressed concern for low-income households in Pemberton, particularly given the rising rental costs and limited rental availability in the community. While Pemberton is often viewed as a more affordable location than Whistler, low-income Pemberton residents are challenged to find suitable and affordable housing. Stakeholders indicated that young

families and individuals are an important component of a livable community, and there is a need to identify housing solutions for these households.

**Moderate-Income Households:** In a stressed rental market, with limited purpose-built rental housing stock, moderate income families are close to being able to afford homeownership, but remain priced out of the housing market, particularly for single-detached homes. Based on these factors, there is a need to develop additional market homeownership options in Pemberton, including ground-oriented, multi-unit housing (i.e. townhouses, duplexes), and 3+ bedroom units to meet the needs of families.

A frequent theme emerged in the focus groups regarding the challenges Pemberton employees are encountering to secure affordable rental housing, which has additional consequences on community livability. Businesses are struggling to retain staff able to afford to live in Pemberton when making close to minimum wage. There are concerns young people will leave Pemberton because of housing affordability.

Additional input from stakeholders indicated moderate-income seniors are struggling to find suitable, affordable housing. As the population continues to age, demand for smaller, ground-oriented units will likely increase, and while the Village's housing stock is relatively diverse, there is a mismatch between what is available and what is accessible, suitable, and affordable to Pemberton seniors.

**Persons Experiencing Homelessness or At-Risk of Homelessness:** There is limited data on homelessness for the Village of Pemberton; yet, observations from community stakeholders indicate there is a need for more supplements and housing supports for individuals experiencing or at-risk of experiencing homelessness in Pemberton. The manager of the Lions Villa indicated there have been more people displaced from housing in recent years due to rent increases, and while these individuals may not be visibly experiencing homelessness, there are increasing accounts of residents sleeping on couches or living in RVs. As it is hard to account for hidden homeless populations, this need could be much greater than is immediately apparent.

**Persons with Disabilities:** There are currently 8 applicants on the waitlist for affordable housing, and while the specific types of units requested have been suppressed for privacy reasons, stakeholders identified a need for more accessible and supportive housing options within the community. Specifically with regard to the aging population, there is a need for assisted living and complex care facilities in Pemberton, as older residents do not have suitable housing options to accommodate their changing needs. There is a desire to ensure residents are able to remain within Pemberton as

they age, and in order to provide housing options for all residents, there is a need to develop new supportive living facilities to accommodate persons with disabilities in the community.

## Housing Gaps

**Independent Seniors Housing:** Given the Village's growing seniors population, there is a need for more accessible housing to enable independent living for seniors and persons with disabilities. With recent development activity, new housing may be more suitable for seniors, but affordability challenges may limit the ability of households to secure new, accessible units. It will be important to construct new dwellings with more accessible features, and to facilitate retro-fits to existing buildings (i.e. stair chair lifts, technology aids) to create more housing projects that provide the supports residents need to age-in-place and stay in the same community they have lived for years.

**Non-Market Semi-Independent Seniors Housing:** Based on feedback from stakeholders, there is a need for additional non-market semi-independent seniors housing in the community, particularly given the 75-person waitlist at Lions Villa. The majority of senior lone-parent and senior single-person households cannot afford to buy housing at a price within 30% of their gross incomes, however these households also encounter challenges securing affordable and suitable rental housing, and would need to spend more than 30% of monthly income on shelter costs. Given the Lions Villa is a BC Housing project, rents are subsidized and more affordable to low-income Pemberton seniors.

**Assisted Living:** Stakeholders identified a need for assisted living facilities in Pemberton, as older residents and persons with disabilities require additional care. For those residents that may require additional care, there are limited options in the community, as the closest assisted living facility is in Squamish. Feedback from stakeholders identified that seniors living independently would benefit by having some level of onsite supports on occasion, ranging from light housekeeping, helping with grocery shopping, and for someone to check on them from time to time, which reflects the services provided in an assisted living facility.

**Market Rental Housing:** Evidence-based information and feedback from stakeholders demonstrates there is limited availability of market rental housing; many households are likely struggling to secure affordable and suitable rental accommodation. This may be associated with escalating rental prices, as lone-parent and single-person households have much lower incomes than couple households and, consequently, have far fewer choices in the rental housing market. Based on feedback from stakeholders, there is a gap between what moderate-income households can afford when compared to average rents and the suitability of available units.



**Affordable Homeownership Opportunities:** Based on stakeholder observations, a number of moderate income households are close to being able to afford homeownership but remain priced out of the housing market. Affordable homeownership opportunities could help these households purchase their own homes. Smaller and more compact homes, such as townhouses, duplexes, or multi-unit housing could present an affordable homeownership option for some moderate income households. Manufactured or modular housing may also lower housing costs and present a viable alternative for further exploration.

## Other Considerations

In order to identify key issues, opportunities, priorities, and directions to inform the Affordable Housing Action Plan, two workshops were organized with targeted stakeholder groups representing community-based organizations and representatives from the building and development community.

With a focus on moving towards ideas and solutions, each workshop gave participants an opportunity to discuss age-friendly planning, with an emphasis on identifying priority needs and gaps. The workshops, along with the housing indicators research and affordability analysis, will provide valuable direction for future developers, service groups, seniors' advocates, local seniors, and the Village of Pemberton to understand the range of age-related housing needs and the types of built features to help seniors live safely, with access to the health services and supports they may require.

## Outdoor Space and Buildings

Representatives from community-based organizations emphasized the importance of designing accessible buildings. With seniors continuing to age-in-place, it is important to design buildings, and outdoor space to be accessible, both for seniors and other residents with limited mobility. In order to facilitate this vision, a variety of housing options must be available that are appropriate and affordable for Pemberton residents. Stakeholders emphasized the importance of covered garages and storage facilities, particularly given the local climate and winter conditions. Generally, the features that are considered necessary for buildings to be age-friendly are:

- Elevators
- Escalators
- Ramps
- Wide doorways and passages
- Suitable stairs (not too high / steep) with railings
- Non-slip flooring
- Rest areas with comfortable seating
- Adequate signage
- Public toilets with handicap access

Many new buildings are designed to be accessible; however, with seniors aging in place, older buildings may not be accessible as older construction standards did not always require elevators or other building elements needed for families and those with accessibility challenges.

The WHO specifies having access to green spaces is one of the most commonly mentioned age-friendly features. Feedback from stakeholders identified the importance of outdoor access, particularly private spaces (i.e. balconies) and public spaces like community gardens. The manager of the Lions Villa indicated the community garden is well-used and emphasized the benefits associated with communal outdoor interaction.

## Social Participation

Throughout the course of stakeholder consultation, a common theme was identified regarding social inclusion and community connection. Many seniors experience isolation and may become depressed with limited activity and interaction. Given these issues, stakeholders emphasized the importance of designed seniors housing that includes communal spaces and areas that encourage connection and socialization, such as community gardens.

Pemberton receives significant snowfall every year, and many older residents are not equipped to shovel driveways or sidewalks. Maintenance services must be affordable for older people, and reliable and available grounds people may be needed to perform yard work and snow removal, above and beyond what is provided by the Village of Pemberton.

In seniors housing, services and amenities help to create a fulsome living environment. As many residents are unable to shop or drive to other centres for medical appointments or social engagements, it is important to provide those opportunities and services within the facility.

## Transportation

In an age-friendly community, transportation options allow people of all ages and abilities to travel wherever they want to go in the community, conveniently and safely. The Village of Pemberton administers the Pemberton Valley Transit System (PVTs) with BC Transit, in partnership with the SLRD, Electoral Area C and the Lil'wat Nation. Currently, there are two routes within Pemberton: Route 100 – Pemberton Local, and Route 99 – Pemberton Commuter. The Pemberton Local route serves the Village, Mt. Currie, and the Xit'olacw Subdivision every 1 hour 20 minutes, while the Pemberton Commuter route provides service between Pemberton and Whistler, with five buses leaving Pemberton throughout the day.

In addition to this local and commuter transit service, the Sea to Sky Better at Home program provides a transportation service for older residents to attend appointments. The Sea to Sky Community Services webpage specifies, "*This volunteer-run program offers support services to help seniors with simple non-medical day-to-day tasks, making it easier for them to stay in their own homes, remain independent, socialize and stay connected to their community.*"

Stakeholders expressed concerns with Pemberton’s limited transportation options, as residents living in more rural locations are challenged to access services and amenities in the downtown area. Residents interested in relocating to a more central location have encountered difficulties securing affordable and suitable housing due to limited rental availability and the increasing cost of rent and homeownership.

While the focus of this needs assessment is age-friendly (seniors) housing, transportation is invariably connected, and is a key element influencing aging-in-place. For older residents that live at home, accessible, reliable, frequent, and affordable transit is essential. Without secure ways to travel to services and recreation, seniors are unable to remain at home, and may be required to move prematurely.

## Community Support and Healthcare Services

With the area’s aging demographics, there will be increasing demand for support services for seniors in the near future. Although local social support and health care services exist in Pemberton, seniors must leave the community for more advanced medical and healthcare needs. Without additional healthcare practitioners, assisted living services would be limited in Pemberton to non-medical services. For this reason, it would be advisable to primarily focus on housing needs of independent seniors who do not require complex social supports and healthcare services and are able to live independently.

# Funding & Partnerships

## Roles in Providing Affordable Housing

Among Canada's different levels of government, the federal government played the most significant role in social housing from the 1940s to the early 1990s. Since then, its role has varied considerably in-step with changing perspectives and priorities of different administrations. In 2018, the federal government recommitted and increased Canada's involvement in housing through the National Housing Strategy, along with \$40 billion funding over 10 years. The intended outcomes are to create 100,000 new housing units and repair 300,000 units.

By contrast, the Province of British Columbia's role in housing expanded in the 1990s. BC Housing, first established in 1967, became the agency to fulfill the Province's commitment to continue to develop and manage subsidized housing. The Province also took steps to engage local governments in meeting local needs, beginning with an amendment to the *Local Government Act*, making it mandatory to include policies for affordable, rental, and special needs housing in Official Community Plans.

While both the provincial and federal governments have recently committed over \$22 million in grants and financing over the next ten years in B.C., the funding in all cases is predicated on partnerships with local government or other funders to support the developments. These expectations continue to place considerable pressure on local governments to support non-profit housing development in their communities and to become active beyond their traditional land use planning and development approvals role in the provision of affordable housing.

## FUNDING AND FINANCING PROGRAMS

| Program                                   | Target Client Group                                                                                            | Type of Support                                                                                                                                                                                              | Status                                                                                                | Alignment with Pemberton's Housing Needs                                                                                                                                                                                                                                                                                                                              |
|-------------------------------------------|----------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>BC Housing</b>                         |                                                                                                                |                                                                                                                                                                                                              |                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                       |
| Community Partnership Initiative (CPI)    | Rental for low- and moderate-income households                                                                 | <ul style="list-style-type: none"> <li>• Pre-development funding</li> <li>• Interim financing</li> <li>• Take-out financing</li> </ul>                                                                       | Ongoing                                                                                               | <p>Priority Groups:</p> <ul style="list-style-type: none"> <li>• Low-income seniors</li> <li>• Low-income households</li> <li>• Moderate-income households</li> </ul> <p>Housing Gaps:</p> <ul style="list-style-type: none"> <li>• Non-market rental housing</li> <li>• Market rental housing</li> </ul>                                                             |
| Building BC: Community Housing Fund (CHF) | Mixed-income rental housing for independent seniors and families                                               | <ul style="list-style-type: none"> <li>• Capital grant: \$100,000/unit</li> <li>• Pre-development funding</li> <li>• Interim financing</li> <li>• Take-out financing</li> <li>• Operating subsidy</li> </ul> | <p>2018 funding call closed</p> <p>Calls for funding anticipated for 2020 + 2022, but unconfirmed</p> | <p>Priority Groups:</p> <ul style="list-style-type: none"> <li>• Low-income seniors</li> <li>• Low-income households</li> <li>• Moderate-income households;</li> <li>• Persons experiencing or at-risk of homelessness</li> </ul> <p>Housing Gaps:</p> <ul style="list-style-type: none"> <li>• Non-market rental housing</li> <li>• Market rental housing</li> </ul> |
| Building BC: Supportive Housing Fund      | Rental housing for households with incomes below HIL rates and are experiencing or are at-risk of homelessness | <ul style="list-style-type: none"> <li>• Capital and operating costs fully funded</li> <li>• Operating and support services subsidies</li> </ul>                                                             | <p>2018 funding call closed</p> <p>Calls for funding anticipated for 2020 + 2022, but unconfirmed</p> | <p>Priority Groups:</p> <ul style="list-style-type: none"> <li>• Persons experiencing or at-risk of homelessness</li> </ul> <p>Housing Gaps:</p> <ul style="list-style-type: none"> <li>• Non-market rental housing</li> <li>• Transitional and low-barrier rental housing</li> </ul>                                                                                 |

| Program                                             | Target Client Group                                                                                        | Type of Support                                                                                                                                                                                              | Status                                                                                                | Alignment with Pemberton's Housing Needs                                                                                                                  |
|-----------------------------------------------------|------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Building BC: Women's Transition Housing Fund</b> | Women-identifying persons and their children, who are at risk of violence or who have experienced violence | <ul style="list-style-type: none"> <li>• Capital and operating costs fully funded</li> <li>• Operating and support services subsidies</li> </ul>                                                             | <p>2018 funding call closed</p> <p>Calls for funding anticipated for 2020 + 2022, but unconfirmed</p> | <p>Housing Gaps:</p> <ul style="list-style-type: none"> <li>• Non-market rental housing</li> <li>• Transitional and low-barrier rental housing</li> </ul> |
| <b>Building BC: Indigenous Housing Fund</b>         | Indigenous families, seniors, individuals, and persons with a disability                                   | <ul style="list-style-type: none"> <li>• Capital grant: \$200,000/unit</li> <li>• Pre-development funding</li> <li>• Interim financing</li> <li>• Take-out financing</li> <li>• Operating subsidy</li> </ul> | <p>2018 funding call closed</p> <p>Calls for funding anticipated for 2020 + 2022, but unconfirmed</p> | <p>Housing Gaps:</p> <ul style="list-style-type: none"> <li>• Non-market rental housing</li> </ul>                                                        |
| <b>Capital Renewal Fund</b>                         | Provides funding for capital projects for existing social housing                                          | Unknown                                                                                                                                                                                                      | Unknown                                                                                               | <p>Housing Gaps:</p> <ul style="list-style-type: none"> <li>• Non-market rental housing</li> </ul>                                                        |

| Program      | Target Client Group                                                                                        | Type of Support                                                                                                                                | Status                                                     | Alignment with Pemberton's Housing Needs                                                                                                                                                                                                                                                                                                                                                      |
|--------------|------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Housing Hub  | Ownership and rental housing for middle income earners (\$50,000 - \$100,000 /year)                        | <ul style="list-style-type: none"> <li>• Pre-development funding</li> <li>• Interim financing</li> <li>• Take-out financing</li> </ul>         | Ongoing - open when opportunities arise.                   | <p>Priority Groups:</p> <ul style="list-style-type: none"> <li>• Moderate-income households</li> </ul> <p>Housing Gaps:</p> <ul style="list-style-type: none"> <li>• Non-market rental housing</li> <li>• Market rental housing</li> <li>• Affordable homeownership opportunities</li> </ul>                                                                                                  |
| <b>CMHC</b>  |                                                                                                            |                                                                                                                                                |                                                            |                                                                                                                                                                                                                                                                                                                                                                                               |
| Seed Funding | Supports costs for completing pre-development activities related to construction of new affordable housing | <ul style="list-style-type: none"> <li>• Interest free loans up to \$350,000</li> <li>• Non-repayable contributions up to \$150,000</li> </ul> | Ongoing, applications accepted on a rolling monthly basis. | <p>Priority Groups:</p> <ul style="list-style-type: none"> <li>• Low-income seniors</li> <li>• Low-income households</li> <li>• Moderate-income households</li> <li>• Persons with disabilities</li> </ul> <p>Housing Gaps:</p> <ul style="list-style-type: none"> <li>• Non-market rental housing</li> <li>• Affordable homeownership opportunities</li> <li>• Accessible housing</li> </ul> |



| Program                                                                                                                                                 | Target Client Group                                                                                                                                                                                | Type of Support                                                                                                                                            | Status                                                    | Alignment with Pemberton's Housing Needs                                                                                                                                                                                                                                                                                                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Affordable Housing Innovation Fund</b>                                                                                                               | Eligible projects include affordable homeownership, retrofit models, and affordable rental projects<br><br>Must be a "revolutionary" product, either through building techniques or funding models | May include: <ul style="list-style-type: none"> <li>• Loans</li> <li>• Forgivable loans</li> <li>• Contributions</li> </ul>                                | Ongoing, applications accepted on a rolling monthly basis | Housing Gaps: <ul style="list-style-type: none"> <li>• Non-market rental housing</li> <li>• Market rental housing</li> <li>• Affordable homeownership opportunities</li> <li>• Accessible housing</li> </ul>                                                                                                                                                      |
| <b>National Co-Investment Fund</b> <ul style="list-style-type: none"> <li>• New Construction Stream</li> <li>• Housing Repair/Renewal Stream</li> </ul> | Building new affordable housing or repair/renew of existing affordable housing                                                                                                                     | <ul style="list-style-type: none"> <li>• Low-cost interim and take-out financing</li> <li>• Capital contributions (up to 30% of eligible costs)</li> </ul> | Ongoing, applications accepted on a rolling monthly basis | Priority Groups: <ul style="list-style-type: none"> <li>• Low-income seniors</li> <li>• Low-income households</li> <li>• Moderate-income households</li> <li>• Persons with disabilities</li> </ul><br>Housing Gaps: <ul style="list-style-type: none"> <li>• Non-market rental housing</li> <li>• Market rental housing</li> <li>• Accessible housing</li> </ul> |

| Program                                                | Target Client Group | Type of Support            | Status                                                    | Alignment with Pemberton's Housing Needs                                                                                                                                                                                                                                                                                                                                     |
|--------------------------------------------------------|---------------------|----------------------------|-----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Rental Construction Financing Initiative (RCFI)</b> | Rental housing      | Low-cost interim financing | Ongoing, applications accepted on a rolling monthly basis | <p>Priority Groups:</p> <ul style="list-style-type: none"> <li>• Low-income seniors</li> <li>• Low-income households</li> <li>• Moderate-income households</li> <li>• Persons with disabilities</li> </ul> <p>Housing Gaps:</p> <ul style="list-style-type: none"> <li>• Non-market rental housing</li> <li>• Market rental housing</li> <li>• Accessible housing</li> </ul> |

## Potential Project Partners

As many funding programs involve partnerships and involvement with non-profit housing providers, below is a list of potential partners in the region that deliver various types of housing. This list is non-exhaustive and is listed in no particular order.

| Developer            | Target Client Group(s)    |
|----------------------|---------------------------|
| Vidorra Developments | Multi-family              |
| Altire Properties    | Multi-family condominiums |

| Non-Profit Organization               | Target Client Group(s)                                                                                                                           |
|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| Pemberton Lions Activities Society    | <ul style="list-style-type: none"> <li>• Seniors</li> <li>• People with disabilities</li> </ul>                                                  |
| Pemberton Valley Seniors Society      | <ul style="list-style-type: none"> <li>• Seniors</li> </ul>                                                                                      |
| Rotary Club of Pemberton              | <ul style="list-style-type: none"> <li>• Low-income individuals and families</li> </ul>                                                          |
| Sea to Sky Community Services Society | <ul style="list-style-type: none"> <li>• Low-income individuals and families</li> </ul>                                                          |
| John Howard Society                   | <ul style="list-style-type: none"> <li>• People experiencing homelessness</li> <li>• People experiencing substance use issues</li> </ul>         |
| Community Living BC                   | <ul style="list-style-type: none"> <li>• Persons with developmental disabilities</li> </ul>                                                      |
| Canadian Mental Health Association    | <ul style="list-style-type: none"> <li>• People experiencing mental health issues</li> <li>• People experiencing substance use issues</li> </ul> |
| Salvation Army                        | <ul style="list-style-type: none"> <li>• Men experiencing homelessness</li> </ul>                                                                |
| Habitat for Humanity                  | <ul style="list-style-type: none"> <li>• Affordable homeownership for low-income families</li> </ul>                                             |

## In Closing

The housing challenges within the Village of Pemberton are similar to those faced by comparable communities across the province. With the projected increase in the local senior population, there is a need for additional seniors housing – including independent, semi-independent, assisted living, and long-term care. Stakeholders identified additional populations in need of affordable housing including low-income households, moderate-income households, and vulnerable residents, such as those with special needs and disabilities, and those experiencing homelessness or at-risk of homelessness. With escalating rental prices, and limited purpose-built rental stock, local employees are struggling to secure affordable rental housing, which has impacted local businesses and overall community vitality.

The identified housing needs and gaps from this report can assist with facilitating discussions with potential partners to develop or acquire affordable housing units to meet community need. These partners, such as BC Housing, non-profit housing societies, private market developers, and community groups will have a better understanding of the demand for affordable housing, as well as their potential roles in responding to local housing challenges. Following this Age-Friendly (Seniors) Housing Needs Assessment, the Village will be completing an Affordable Housing Action Plan, which will identify and prioritize municipal actions to address local housing gaps.

# APPENDIX A

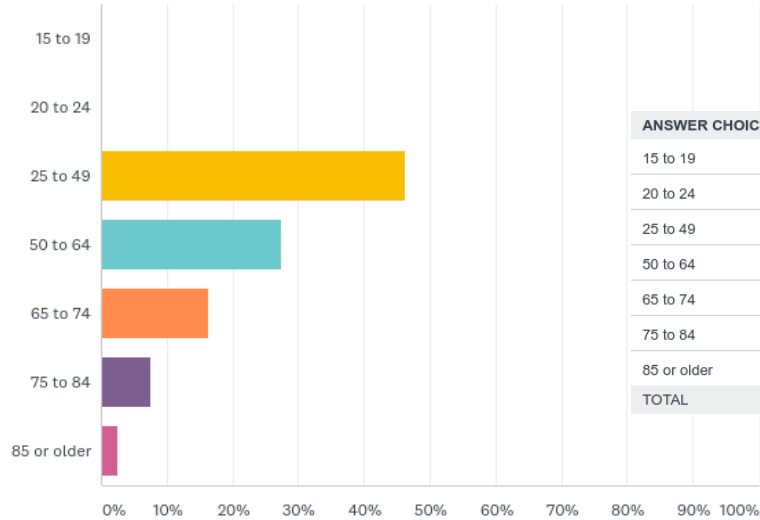
## Survey Results

# Village of Pemberton: Affordable Housing Survey

▶ Tuesday, September 03, 2019

# 80

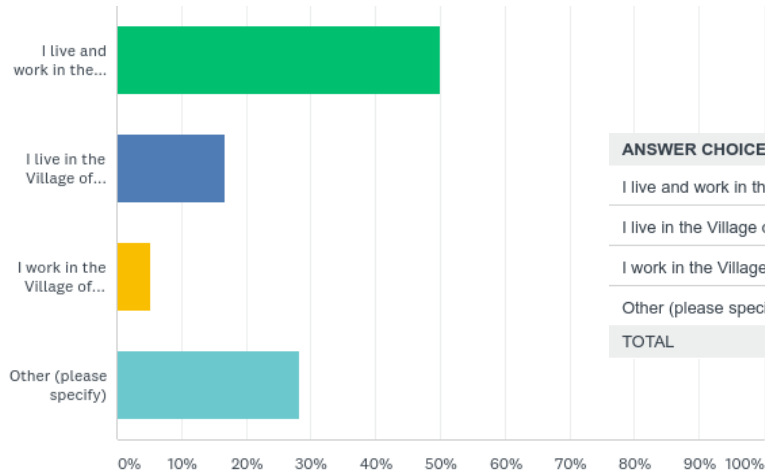
- ▶ Total Responses
- ▶ Date Created: Thursday, August 08, 2019
- ▶ Complete Responses: 73



# What is your age?

Answered: 80 Skipped: 0

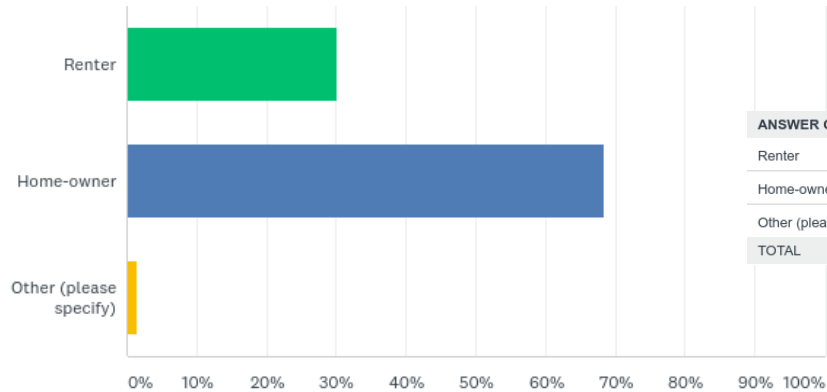




| ANSWER CHOICES                                        | RESPONSES |
|-------------------------------------------------------|-----------|
| I live and work in the Village of Pemberton           | 50.00% 39 |
| I live in the Village of Pemberton and work elsewhere | 16.67% 13 |
| I work in the Village of Pemberton and live elsewhere | 5.13% 4   |
| Other (please specify)                                | 28.21% 22 |
| <b>TOTAL</b>                                          | <b>78</b> |

# Where do you live and work?

Answered: 78 Skipped: 2



| ANSWER CHOICES         | RESPONSES | Count     |
|------------------------|-----------|-----------|
| Renter                 | 30.14%    | 22        |
| Home-owner             | 68.49%    | 50        |
| Other (please specify) | 1.37%     | 1         |
| <b>TOTAL</b>           |           | <b>73</b> |

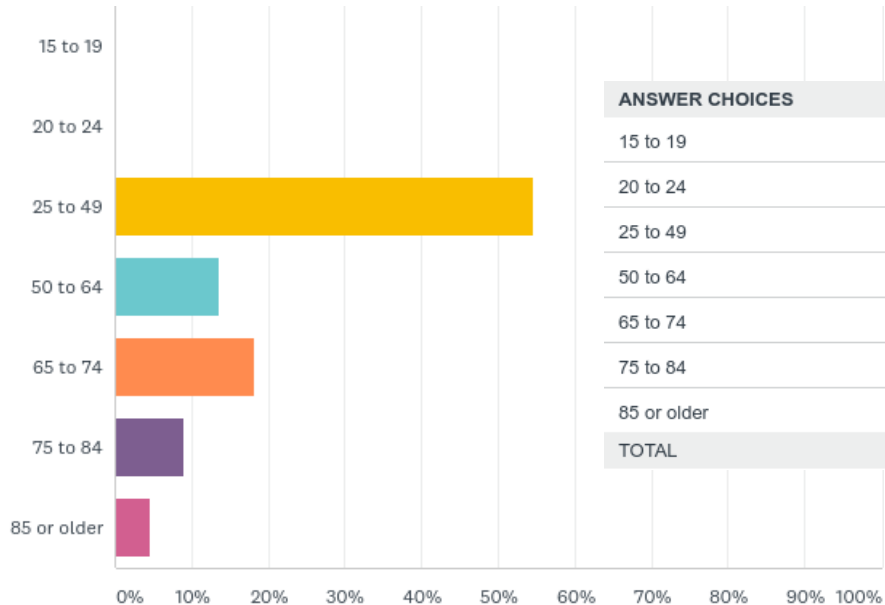
## Do you rent or own your home?

Answered: 73    Skipped: 7

# ▶ Renters

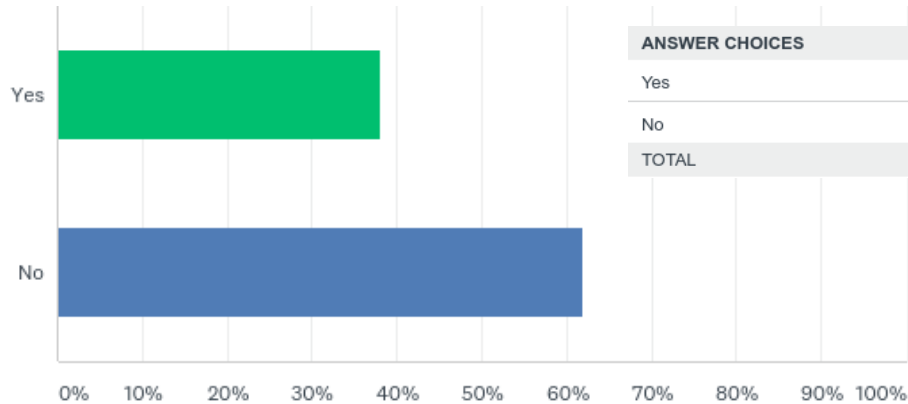
# What is your age?

▶ Answered: 22 Skipped: 0



Housing is considered unaffordable if a household spends 30% or more of its gross income on shelter costs. Do you consider your housing costs to be affordable?

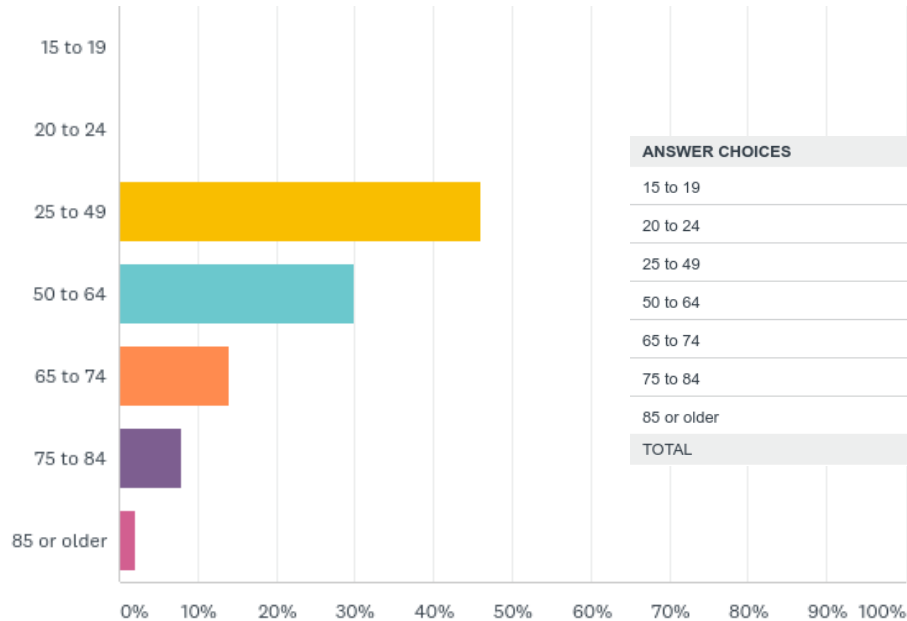
► Answered: 21 Skipped: 1



# Home-Owners

# What is your age?

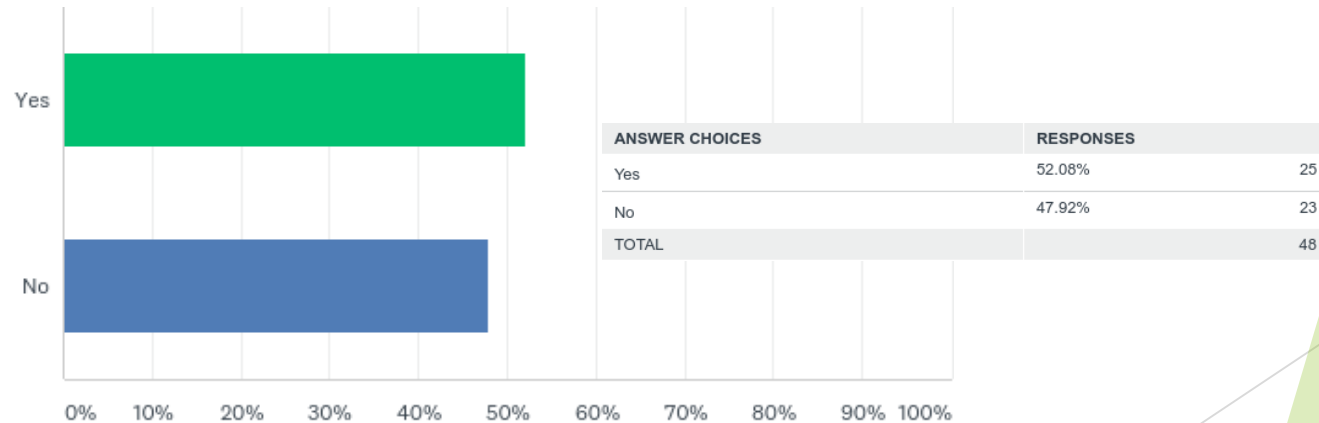
► Answered: 50 Skipped: 0



| ANSWER CHOICES | RESPONSES |
|----------------|-----------|
| 15 to 19       | 0.00% 0   |
| 20 to 24       | 0.00% 0   |
| 25 to 49       | 46.00% 23 |
| 50 to 64       | 30.00% 15 |
| 65 to 74       | 14.00% 7  |
| 75 to 84       | 8.00% 4   |
| 85 or older    | 2.00% 1   |
| <b>TOTAL</b>   | <b>50</b> |

Housing is considered unaffordable if a household spends 30% or more of its gross income on shelter costs. Do you consider your housing costs to be affordable?

► Answered: 48 Skipped: 2





# Renters Vs. Home-Owners

- ▶ Twice as many respondents were home-owners versus renters
  - ▶ 24% of renters surveyed were 65+, 32% of home-owners were 65+
- ▶ 52% of home-owners considered their current housing costs to be affordable while only 38% of renters did
  - ▶ This is supported by findings that rental prices have increased drastically over the last 10 years

# General

- ▶ Responses

# What do you think is needed to support affordable housing in the Village of Pemberton?

| Transportation                          | Housing Supply                                               | Subsidies and Housing Initiatives                         |
|-----------------------------------------|--------------------------------------------------------------|-----------------------------------------------------------|
| Local transit                           | More long term rental housing                                | Pemberton housing authority or partner with W.H.A.        |
| Walkability                             | Co-housing options                                           | Rent-to-own units                                         |
| Taxi service                            | Reduce amount of Air BnB                                     | Resident restricted purchase options                      |
| Improved transit for Whistler employees | More rental seniors housing (2 bedrooms)                     | Non-market housing for purchase                           |
|                                         | Affordable family rental units - smaller single family homes | Price restricted housing (similar to W.H.A.)              |
|                                         |                                                              | Income based housing                                      |
|                                         |                                                              | Offering long term renters a subsidy while working in VOP |
|                                         |                                                              | Reduce taxes                                              |

# When thinking about the Age Friendly (Seniors) Housing Needs Assessment, is there anything missing or that you'd like to add?

## Seniors Housing

Housing with less stairs

Assisted living

One level townhouse with covered parking, walking distance of the village

Mixed-age buildings

Lower seniors rent

Priority for locals

More proactive health and wellness programs for seniors





585 - 1111 West Hastings Street, Vancouver BC V6E 2J3 | 604.687.2281

101 - 848 Courtney Street, Victoria BC V8W 1C4 | 250.383.0304

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

**Date:** September 10, 2019

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

**From:** Cameron Chalmers, Contract Planner

**Subject:** Official Community Plan Amendment – Early and Ongoing Consultation

---

### **PURPOSE**

The purpose of this report is for Council to consider the early and ongoing consultation requirements described in Section 475 of the *Local Government Act* and provide direction for early and ongoing consultation for an Official Community Plan (OCP) amendment proposed on Lot 1 of the Sunstone Ridge development.

This report is in response to an application by Sunstone Ridge Developments Ltd. to amend the OCP Bylaw No. 654, 2011 by re-designating a 4.47 hectare portion of Lot 1, DL 211, LLD, Plan EPP72101 from 'Hillside Special Study Area' to 'Residential' to accommodate a companion rezoning and future subdivision application. The amendments together would enable the reconfiguration of two (2) lots included in a *Tentative Approval Letter* (TAL) for Phase 2 and the creation of nine (9) new 2,000 sq. m. estate lots which will be subject to a future subdivision application.

### **BACKGROUND**

Sunstone Ridge Developments Ltd. has made application to the Village of Pemberton for a minor amendment to the Official Community Plan (OCP) to incorporate an additional 4.47 hectares of land into the Sunstone Development for an expanded single-family residential development in the Village's Hillside area. The application's intent is to designate additional lands in the OCP for residential use and to amend the Zoning Bylaw No. 832, 2018 to accommodate minor layout revisions for Phase 2 along Road E and to introduce a new, larger lot zone. The subject lands are depicted in **Appendix A**.

The subject lands are currently designated 'Hillside Special Study Area' in anticipation of future OCP level planning work and additional rezoning applications which will require new or expanded servicing and infrastructure to accommodate future development beyond the lands already zoned for development. The subject lands would also need to be designated as Development Permit Areas No. 1 (Environmental Protection) and 2 (Land Constraints).

Following infrastructure installation to service the first two phases, the Proponent identified an opportunity to service additional lands from current infrastructure and has made application for an OCP amendment and rezoning to include these additional subject lands as an extension to the first two phases of the Sunstone development.

The proposed amendments are therefore considered an extension of the previously approved phases, including an active *Tentative Layout Approval* (TAL) letter issued by the Approving Officer on March 20, 2018 (and subsequently extended) for the subdivision of Phase 2 and with

the exception of additional road construction, will utilize water and sewer infrastructure constructed in Phases 1 and 2.

The application involves a minor amendment to the OCP, and therefore trigger's Council's consideration under Section 475 of the *Local Government Act* which addresses Council's requirements for early and ongoing consultation.

## **DISCUSSION & COMMENTS**

Per Section 475 of the *Local Government Act*, Council must consider an appropriate level of engagement for each specific OCP amendment contemplated.

As this is a relatively minor OCP amendment, and given the Village of Pemberton practice of referring development applications to First Nations and affected jurisdictions, Staff recommend the standard application referral which provides the following agencies an opportunity to comment:

- Lil'wat Nation
- Squamish-Lillooet Regional District (SLRD)
- Ministry of Transportation and Infrastructure
- CN Rail
- Pemberton Valley Dyking District
- Pemberton Valley Trails Association
- School District No. 48 – Sea to Sky
- School District No. 93 – Consular Scholaire Francophone de la BC
- Pemberton and District Chamber of Commerce
- TELUS
- BC Hydro

Staff also recommend to Council that the Applicant be required to organize, advertise and host a public information meeting with respect to the proposed land use amendments before Council considers First and Second Reading to the forthcoming OCP amending bylaw.

The purpose of this report is for Council to provide direction with respect to early and ongoing consultation as part of the ongoing Official Community Plan amendment application. This report is not intended to facilitate discussion about the relative merits of the proposal nor is it requesting direction on the application itself. The consultation process will run parallel with the Staff and agency review and the OCP amendment and rezoning bylaws will be brought forward for substantive consideration in due course.

## **COMMUNICATIONS**

This report and request for Council direction does not require communication beyond appearing on a regular agenda of Council. It will be the applicants' responsibility to advertise and provide notification to adjacent property owners about the required developer-led public information session.



## **LEGAL CONSIDERATIONS**

Section 475 of the *Local Government Act* reads as follows:

### ***Consultation during development of official community plan***

**475** (1) *During the development of an official community plan, or the repeal or amendment of an official community plan, the proposing local government must provide one or more opportunities it considers appropriate for consultation with persons, organizations and authorities it considers will be affected.*

(2) *For the purposes of subsection (1), the local government must*

(a) *consider whether the opportunities for consultation with one or more of the persons, organizations and authorities should be early and ongoing, and*

(b) *specifically consider whether consultation is required with the following:*

(i) *the board of the regional district in which the area covered by the plan is located, in the case of a municipal official community plan;*

(ii) *the board of any regional district that is adjacent to the area covered by the plan;*

(iii) *the council of any municipality that is adjacent to the area covered by the plan;*

(iv) *first nations;*

(v) *boards of education, greater boards and improvement district boards;*

(vi) *the Provincial and federal governments and their agencies.*

(3) *Consultation under this section is in addition to the public hearing required under section 477 (3) (c).*

(4) *If the development of an official community plan, or the repeal or amendment of an official community plan, might affect agricultural land, the proposing local government must consult with the Agricultural Land Commission.*

## **IMPACT ON BUDGET & STAFFING**

There are no budget or staffing considerations as the costs are recoverable with the application.

## **INTERDEPARTMENTAL IMPACT & APPROVAL**

There are no interdepartmental impacts or approvals required respecting the processing of this application as it is a function of the Development Services Department and can be accommodated within the current workplan.

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

Neighbouring jurisdictions including the Lil'wat Nation and the SLRD are given the opportunity to comment on this OCP amendment through the standard referral process. There are no anticipated impacts on the region or neighbouring jurisdictions.

## **OPTIONS FOR CONSIDERATION**

**Option One:** That Council supports the Staff recommended standard referral process and the requirements for a developer-led public information session as a means of securing early and ongoing consultation.

*This is the recommended option. The application will result in a very modest increase in development with an additional nine (9) lots. Accordingly, Staff do not consider the amendment significant enough to deviate from the standard development referrals process, with the exception of the requirement for a public information session hosted by the Applicant.*

**Option Two:** That Council provide additional direction respecting early and ongoing consultation pursuant to Section 475 of the *Local Government Act*.

## **POTENTIAL GOVERNANCE CONSIDERATIONS**

Consideration of this item is consistent with Strategic Priority: No. One: Economic Vitality to foster investment within the Village and Priority Three: Excellence In Service through the continuation of delivering quality municipal services by processing development applications efficiently.

## **RECOMMENDATIONS**

### **Recommendation No. 1**

**THAT** Council has considered the obligations under Section 475 of the *Local Government Act* with respect to the Official Community Plan amendment application by Sunstone Ridge Developments Ltd. on a portion of Lot 1, DL 211, LLD, Plan EPP72101 and requests that the Applicant organize, advertise, and host at least one (1) public information meeting prior to consideration of First and Second reading of the forthcoming OCP amending bylaw.

### **Recommendation No. 2**

**THAT** Council has considered Section 475 of the *Local Government Act* and directs Staff to consult with the following organizations before consideration of First and Second Reading to the forthcoming OCP amending bylaw:

- Lil'wat Nation
- Squamish-Lillooet Regional District
- Ministry of Transportation and Infrastructure
- CN Rail
- Pemberton Valley Dyking District
- Pemberton Valley Trails Association
- School District No. 48 – Sea to Sky
- School District No. 93 – Consular Scholaire Francophone de la BC

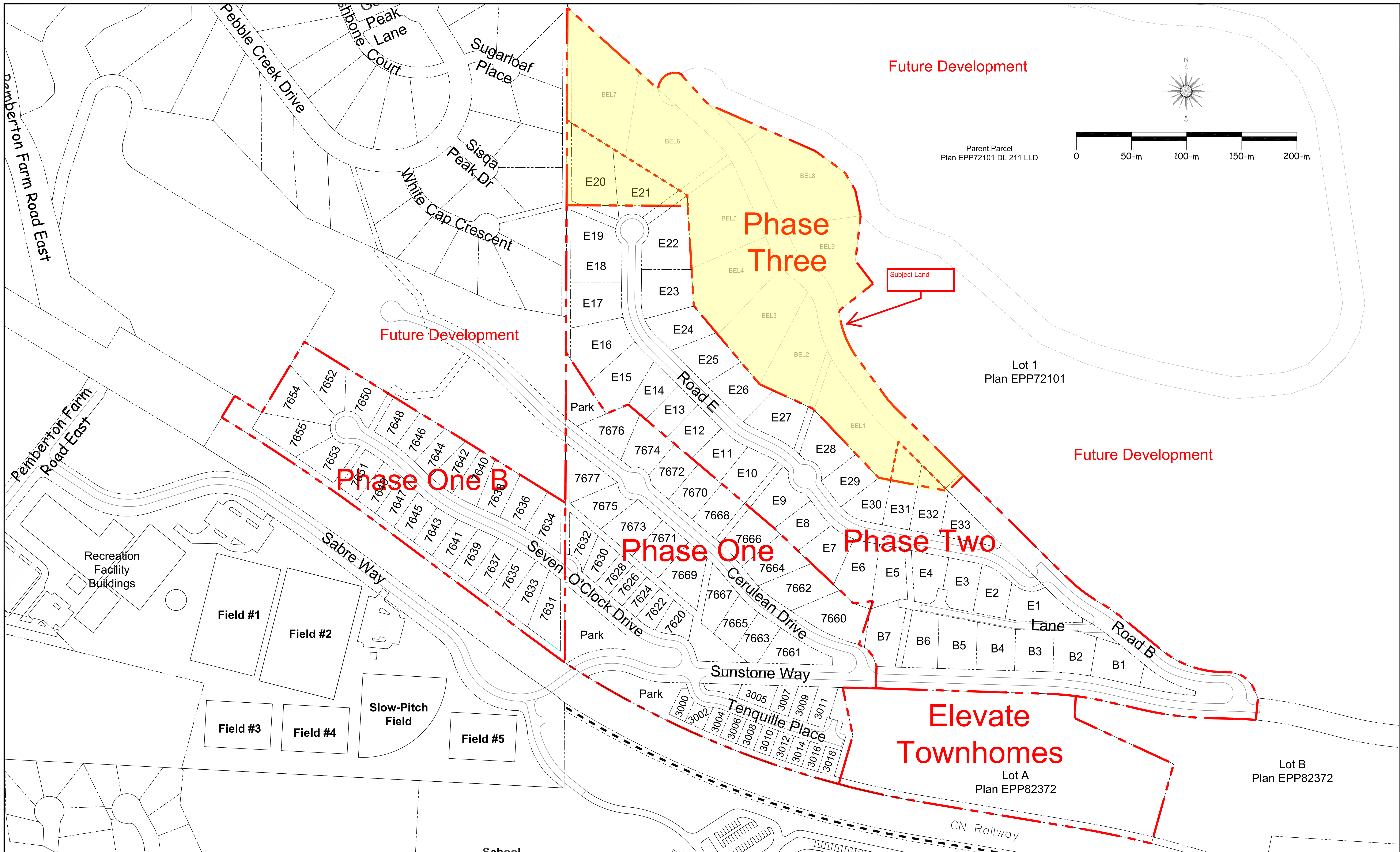
Council Meeting No. 1498  
Tuesday, September 10, 2019  
OR127 – Sunstone Ridge Developments Ltd.  
September 10, 2019

- Pemberton and District Chamber of Commerce
- TELUS
- BC Hydro.

Attachments:

**Appendix A: Location Map and Subject Lands**

|                      |                                               |
|----------------------|-----------------------------------------------|
| Prepared by:         | Cameron Chalmers, Consulting Planner          |
| Manager Approval by: | Lisa Pedrini, Manager of Development Services |
| CAO Approval by:     | Nikki Gilmore, Chief Administrative Officer   |



| No. | Date | Description |
|-----|------|-------------|
| 1   |      |             |

**GILBEY ENGINEERING SERVICES**  
 9674 Pemberton Portage Road  
 P.O. Box 1735, D'Arcy, B.C. V0N 1L0  
 telephone: 604-452-3610  
 e-mail: gilbey33@telus.net

|            |          |
|------------|----------|
| Design By: |          |
| Drawn By:  | GRC      |
| Scale:     | As Shown |

|          |                                  |
|----------|----------------------------------|
| Client:  | Sunstone Ridge Developments Ltd. |
| Project: | Sunstone Ridge Development       |
| Drawing: | Phasing Concept (22Jun19)        |

|                 |        |
|-----------------|--------|
| Drawing No.:    | x      |
| Issue No.:      | x      |
| Sheet No.:      | 1 of x |
| Village File #: |        |



July 19, 2019

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

Dear Mayor Richman,

**Re: 2019 UBCM Official Opposition Meeting Opportunities**

With the 2019 Union of BC Municipalities (UBCM) Convention in Vancouver fast approaching, the Members of the Official Opposition would like to extend an invitation to meet during the UBCM Convention. As the Official Opposition, we value the work local governments do in communities across our province, and we will continue to strongly advocate for you in Victoria. As the Official Opposition Critic for Municipal Affairs, I look forward to learning more about the unique challenges and opportunities facing your community.

To that end, I am pleased to inform you of the following three engagement opportunities that the Official Opposition has arranged for you during the UBCM Convention:

1. For a one-on-one meeting with me and any of our opposition critics at the UBCM Convention, please contact Parveen Sandur at [Parveen.Sandur@leg.bc.ca](mailto:Parveen.Sandur@leg.bc.ca) or via telephone at 250-356-6160.
2. Our Caucus is once again hosting three roundtable discussions on the topics noted below, at the Fairmont Waterfront Hotel in the Cheakamus Room on Thursday, September 26:

| TOPIC                                               | CRITIC(S)                                              | TIME   |
|-----------------------------------------------------|--------------------------------------------------------|--------|
| Mental Health, Addiction and Recovery               | Jane Thornthwaite                                      | 3:30pm |
| Housing and Transportation for a Growing Population | Todd Stone<br>Jordan Sturdy<br>Sam Sullivan            | 4:30pm |
| Jobs and Affordability                              | Shirley Bond<br>Jas Johal<br>Greg Kylo<br>Tracy Redies | 5:30pm |

BC Liberal Official Opposition  
Parliament Buildings  
Victoria, BC V8V 1X4



**LEGISLATIVE ASSEMBLY**  
of BRITISH COLUMBIA

3. On Friday, September 27 at 6:30am we will be hosting a hot breakfast with the Leader of the Official Opposition, Andrew Wilkinson, at the Fairmont Waterfront Hotel in the Mackenzie Room.

Local governments are often the first point of contact when it comes to government interaction with our shared constituents. While times of crisis allow you to demonstrate the responsiveness and flexibility of your governments, your consistent and reliable delivery of daily services are essential to the quality of life we all enjoy as British Columbians. The passion you have for bettering your communities is inspiring. It is the job of the Official Opposition to keep government accountable and ensure that you are being provided the necessary Provincial resources and supports to continue to provide those quality-of-life services to your residents.

In the spirit of this year's convention theme of *Resiliency and Change*, I hope each of you will take the time to meet with Official Opposition MLAs during the UBCM Convention so we can connect directly, discuss the shifting challenges our communities face and act collaboratively on solutions.

Sincerely,

Todd G. Stone, MLA  
Official Opposition Critic for Municipal Affairs

---

BC Liberal Official Opposition  
Parliament Buildings  
Victoria, BC V8V 1X4

Presentation to the Village of Pemberton

August 9, 2019

Mayor, Councillors and staff of the Village of Pemberton

Request to change the zoning bylaws of the Village of Pemberton to prohibit the bottling of groundwater for commercial sale or bulk export

My name is Bruce Gibbons, and I live in Merville in the Comox Valley. I am submitting this request to address council about the issue of protecting groundwater all over British Columbia. In November of 2017, the Provincial Government approved a groundwater extraction licence for a resident of Merville, in the Comox Valley, to extract up to 10,000 liters of water per day from the Comox Valley aquifer, and bottle and sell that water. That was the moment we realized our groundwater was under threat from a new source. Under the 2016 Water Sustainability Act the provincial government has targeted our groundwater for extraction and commercial sale or bulk export. The provincial government continues to approve water extraction licences for groundwater in many areas of BC. Bottling of groundwater is extremely profitable for the licence holder, whether it is bottled on-site or trucked to a suitable bottling site. That is why we are campaigning to ask British Columbia communities to revise their bylaws to prevent water licence holders from bottling their water and asking those communities to also support the Strathcona Regional District resolution that was passed unanimously at the Association of Vancouver Island and Coastal Communities (AVICC) convention in April, and will be presented at the UBCM convention in September. The effects of climate change and the increasing demands of population growth are putting increasing demands on existing water sources for cities and groundwater will likely become more critical. Many communities/cities are becoming more conscious of treating groundwater as a critical natural asset.

I am the founder of a group called Merville Water Guardians. I formed the group in March 2018 to oppose the water licence in Merville, oppose the rezoning application and to achieve reforms to the Water Sustainability Act to protect the groundwater aquifers of BC. In March of this year we presented a petition with approximately 1,200 signatures in the BC Legislature, asking the BC Government to stop approving licences to bottle and sell water from all aquifers in BC. We have also posted that petition online in support of the paper petition, and it has approximately 1,400 signatures to date. Water is becoming a critical issue all over the world, and British Columbia is no exception. We just experienced a severe winter drought in many areas of BC, with water levels recorded at record lows. In the past few years we have seen prolonged summer drought, with serious repercussions to our rivers, streams and lakes and to the fish and fish habitat in those waterways. Rain events are less frequent during those drought periods, but are also more severe and extreme, causing serious run-off, flooding and erosion and not the typical behaviour associated with aquifer recharge. Our supporters and followers in the Comox Valley tell us that water, and the protection of our water was a big issue in the recent local elections and will be a huge issue in the next provincial election.

Approximately 22% of British Columbians, over a million people, rely on aquifers, or groundwater, for their only source of water for their personal needs and for producing food. If that water supply is depleted, then those millions of residents and farmers will not be able to look after their personal needs for drinking water, sanitation, growing their backyard gardens or growing their crops and raising their livestock. That would put our food security at risk. Without water, farmers cannot produce our food, the local food that so many people want and rely on. That applies to aquifers all over Vancouver Island and mainland British Columbia. Without water, there is no life. Population growth is putting more demand on the aquifers and we are already seeing the negative effects of climate change impact the quality and quantity of water in the summer drought period. We experienced level 4 drought all over Vancouver Island and in many other areas of BC this past summer. We have seen record dry months and record heat and every indication is that these changes are here to stay and will likely only get worse. Many areas of BC have had record low months of rainfall and have record low levels of water in their drinking water systems for this time of year. A Level 3 drought has been declared in some areas. This is causing grave concern over water supply in the coming summer drought period. Residents and farmers are being told to seriously conserve water. Yet we have provincial water licence holders for commercial profit who continue the extraction of water from the aquifers we all rely on despite the level 4 drought, and despite government precedence procedures. Climate change is causing glaciers to recede and shrink. Snow-packs in the mountains are diminishing. Those two factors alone are causing surface water volumes to shrink, and since those two sources are also part of the recharge system for groundwater, the normal recharge of groundwater is in question.

The Ministry of Environment and Climate Change Strategy just recently released a Climate Risk Assessment. The key findings of the assessment were:

- The greatest risks to B.C. are severe wildfire season, **seasonal water shortage**, heat wave, ocean acidification, **glacier loss, and long-term water shortage**.
- Other risks that have the potential to result in significant consequences include severe river flooding and severe coastal storm surge, although these events are less likely to occur.
- Nearly all risk event scenarios (except moderate flooding and extreme precipitation and landslide) would have major province-wide consequences in at least one category.

At some point, communities will need to rely on our aquifers for community water supplies when surface water systems become depleted or tainted. There is not enough information known about our aquifers to risk bottling and selling any of the water. The FLNRORD Ministry licence approval in Merville relied on old data, and technical calculations but did not consider climate change that is producing extended periods of serious drought, putting rivers, streams, fish habitat and fish stocks at risk. It did not consider serious impacts from receding glaciers and diminishing snowpack. The Ministry of Environment is espousing the risks of climate change while the FLNRORD Ministry is ignoring those risks and approving licences for the bottling of groundwater. It is clear from worldwide data that groundwater is being dangerously depleted by over-pumping, mismanagement and corporate greed. In countries like India, Morocco, Peru and even closer to home in California there are water crisis situations caused by mismanaging water resources. It is critical for us to take serious steps to start the process for managing and protecting our groundwater.

In the meantime, there is an existing, real threat to the groundwater of British Columbia since the provincial government continues to approve extraction licences for bottling and commercial sale or bulk export. We have campaigned with two specific goals.



1. Lobby the provincial government to stop approving licences for the extraction, bottling and sale or bulk export of groundwater.
  - a. The provincial government controls the approval of extraction licences; therefore, it is the provincial government who can stop the approval. We fully realize the Merville licence volume was not significant, but we are concerned about the precedent such a licence sets and concerned about future increases of the licence volume and/or the sale of the property, with the licence, to a large corporation where the possibility exists of the volume increasing from 10,000 liters to millions of liters. We are also aware that water bottling is not the worst offender when it comes to groundwater depletion. Both industrial use and farm use are significant, and we also need to take a hard look at improving the efficiency of both industrial and farm use of groundwater. Prohibition of the bottling and commercial sale of groundwater is a relatively quick and easy first step.
2. Lobby local governments to take local action to control activities that are within their purview. Local governments can control the type of business that is conducted in their jurisdiction by creating bylaws that permit or prohibit specific uses, including the prohibition of the bottling of groundwater in all zones. We have lobbied all the communities of the Association of Vancouver Island and Coastal Communities (AVICC) to change their bylaws to prohibit the bottling of groundwater in their zoning bylaws. We are pleased to see that numerous communities of the AVICC already prohibit the bottling of groundwater, several communities have already acted on our request to change their bylaws and numerous other communities are in the process of changing their bylaws or are considering the change. We are now in the process of contacting all member communities of the UBCM, asking for consideration of our request to change their bylaws to prohibit the bottling of groundwater. This step is critical, since there are no guarantees that the provincial government will act on a resolution raised by the UBCM.

We have been working with the Strathcona Regional District (SRD), since Sept 2018. We worked with SRD Directors to help draft a resolution and that resolution was presented to the Association of Vancouver Island and Coastal Communities (AVICC) convention in April, asking the provincial government to cease approval of licences for bottling of groundwater for commercial sale or bulk export. The AVICC delegates voted unanimously to pass the resolution. We are pleased to note the resolution has been accepted for the agenda of the UBCM convention in September and we are encouraging all UBCM member communities to support and vote in favor of adopting the resolution to be presented to the provincial government.

I have 2 requests for the Village of Pemberton.

- 1) that you consider taking the necessary steps to implement a bylaw that expressly prohibits bottling of groundwater in any of your zoning, to help in the fight to protect our groundwater/aquifers for the use of our residents and farmers today and for our children and grandchildren and great grandchildren in the future.
- 2) I also ask that the City support the Strathcona Regional District/AVICC resolution at the September UBCM convention, to ask the Provincial Government to cease the approval of licences for commercial extraction of groundwater resources for bottling and commercial sale or bulk water export.

Strathcona Regional District Water Protection Resolution

WHEREAS water is an essential resource upon which all life, including all ecosystems and all local communities depend,

AND WHEREAS water is a public heritage and a public trust for present and future generations and access to water must not be compromised by commercial operations relating to commercial water bottling or commercial bulk water exports,

THEREFORE BE IT RESOLVED that the Premier of British Columbia and the Minister of Forests, Lands, Natural Resource Operations and Rural Development be requested to immediately cease the licensing and extraction of groundwater for commercial water bottling and/or bulk water exports from aquifers.

We cannot allow water bottling from our aquifers based on theory and calculations. The consequences of being wrong could be catastrophic. We will continue to do our part to lobby and work with the Provincial Government, who have jurisdiction over groundwater licencing, and to support the Strathcona resolution to cease the approval of licences for groundwater extraction for bottling or bulk sales. We would sincerely appreciate the support of the Village of Pemberton in protecting the above ground uses of our groundwater by preventing anyone from bottling and selling water from any aquifer in BC. I implore you to talk to and work with the Strathcona Regional District to protect the aquifers of British Columbia. Water is our most precious resource. Water is life. We must do everything we can to protect and conserve it. Thank you for your time and your consideration.

Bruce Gibbons

Merville Water Guardians

[REDACTED]

[REDACTED]

[REDACTED]

# Sunshine Coast Regional District

## BOARD POLICY MANUAL

|             |                                                                    |      |
|-------------|--------------------------------------------------------------------|------|
| Section:    | Planning and Development                                           | 13   |
| Subsection: | General                                                            | 6410 |
| Title:      | Water Extraction for the Purpose of Commercial Bottled Water Sales | 10   |

### 1.0 POLICY

The Sunshine Coast Regional District does not support the extraction of fresh water resources in gas, liquid or solid form from surface or groundwater for the purpose of commercial bottled water sales.

### 3.0 SCOPE

This Policy applies to all streams, lakes, groundwater, and wells within the Sunshine Coast Regional District.

### 4.0 REASON FOR POLICY

The Sunshine Coast Regional District supports water conservation, solid waste reduction goals, greenhouse gas emission reduction goals, healthy community water infrastructure and protecting the environment for a sustainable future. This policy serves to conserve water in its natural state, to address local and international environmental issues and to support safe, low cost, clean water for communities.

### 5.0 AUTHORITY TO ACT

Retained by the Board in part and delegated to staff in part.

### 6.0 PROCEDURE

Do not support any application to Provincial and Federal agencies for the extraction of fresh water resources in gas, liquid or solid form for the purpose of commercial bottled water sales.

|                 |                   |                |                   |
|-----------------|-------------------|----------------|-------------------|
| Approval Date:  | February 24, 2011 | Resolution No. | 088/11 rec. no. 9 |
| Amendment Date: |                   | Resolution No. |                   |
| Amendment Date: |                   | Resolution No. |                   |



**RESOURCE BREAKFAST**  
 SERIES  
*Mining - Energy - Forestry*

August 8, 2019

Mayor and Council  
 Village of Pemberton  
 7400 Prospect Street  
 P.O. Box 100  
 Pemberton, BC  
 V0N 2L0

RECEIVED

AUG 14 2019

Village of Pemberton

Dear Mayor and Council,

**Re: Invitation to the 6<sup>th</sup> Annual Resource Breakfast Series - September 2019**

It is my sincere pleasure to invite you to attend the 6<sup>th</sup> Annual *Resource Breakfast Series*. This popular event returns to the Terminal City Club in Vancouver, BC September 24<sup>th</sup>, 26<sup>th</sup> and 27<sup>th</sup>, 2019. The *Series* is not affiliated with the Union of BC Municipalities, but the event is conveniently hosted during the Annual Convention and offers a friendly and relaxed environment to discuss BC's natural resource sector and its importance to the communities and economy of the province. The breakfasts are a must-attend event each fall, featuring the mining, energy, and forestry sectors.

|                            |                              |
|----------------------------|------------------------------|
| MINING SECTOR<br>BREAKFAST | Tuesday, September 24, 2019  |
| ENERGY SECTOR<br>BREAKFAST | Thursday, September 26, 2019 |
| FOREST SECTOR<br>BREAKFAST | Friday, September 27, 2019   |

The *Breakfast Series* has become an unprecedented opportunity to meet collectively and network with an important group of leaders to present the latest news and developments related to the resource sectors. **Each breakfast in last year's Series attracted over 20 Ministers and MLAs, over 30 resource sector leaders, and almost 100 local government representatives from across BC.**

**Event Details:**

Time: 7:00 am-8:30 am  
 Style: Plated breakfast  
 Location: Terminal City Club (837 West Hastings St, Vancouver, BC V6C 1B6)

Price: \$27.00 + tax per breakfast  
Dress: Business Casual  
Registration: <https://resource-breakfast-series-2019.eventbrite.ca>

To support and encourage a broad spectrum of participation from leaders from across the Province, we are suggesting local government limit themselves to two tickets per Municipal Council or Regional District at each of the breakfasts.

We are pleased to announce a great line-up of speakers at each of the three breakfasts including:

**Mining Sector Breakfast – Tuesday, September 24, 2019**

- Hon. Michelle Mungall, Minister of Energy, Mines and Petroleum Resources, Government of BC
- Mayor Lisa Pasin, City of Trail
- Kendra Johnston President & CEO, Association for Mineral Exploration
- Moderator: Michael Goehring, President & CEO, Mining Association of BC

**Energy Sector Breakfast – Thursday, September 26, 2019**

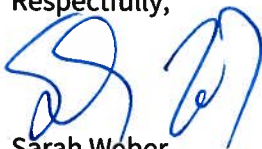
- Hon. Michelle Mungall, Minister of Energy, Mines and Petroleum Resources, Government of BC
- Mayor Phil Germuth, District of Kitimat
- Moderator: Bryan Cox, President & CEO, BC LNG Alliance

**Forest Sector Breakfast – Friday, September 27, 2019**

- Hon. Doug Donaldson, Minister of Forests, Lands, Natural Resource Operations and Rural Development, Government of BC
- Mayor Lyn Hall, City of Prince George
- Susan Yurkovich, President & CEO, Council of Forest Industries BC
- Moderator: Susan Dolinski, Vice President, Corporate Affairs, Western Forest Products

If you have any questions, please email [events@c3alliancecorp.ca](mailto:events@c3alliancecorp.ca). We look forward to seeing you at the 6<sup>th</sup> Annual Resource Breakfast Series.

Respectfully,



Sarah Weber  
President & CEO  
C3 Alliance Corp.



**From:** Shannon White <[swhite@squamish.ca](mailto:swhite@squamish.ca)>  
**Sent:** Tuesday, September 3, 2019 2:57 PM  
**Subject:** Signatories Request for MOECCS Joint Submission

Hello everyone,

As you are aware, the MOECCS has recently launched public consultation around the issue of plastics reduction – and they have extended their deadline until Sep. 30.

Previously on our calls, there was some discussion about potentially creating a joint submission letter in response to the Consultation Paper. The intent was to provide the Ministry with harmonized feedback from local governments, thereby strengthening our voices as local governments. A conference call was held with those who were potentially interested in writing a joint response and, from this, we landed on some broad themes around which to orient our letters. Staff at the District of Squamish and the District of Tofino then co-wrote a high-level letter (see attached) based on these themes.

We want to now provide you (your Council/Board and Mayor) the opportunity to sign the joint submission letter with our Mayors. Attached is a letter to your Mayors, Councillors and Regional District Board Members, requesting their support of the joint letter (Introductory Letter) as well as the Joint Submission letter that they would sign onto. Only the joint letter will be submitted to the MOECCS. This by no means precludes you from submitting your own, individual letters in addition to signing on to the joint letter (that is what Squamish has done – we are submitting our own detailed letter and this co-signed higher-level letter).

As local governments engaging in efforts in our communities to reduce plastics and to call for improvement in the Recycling Regulation and related systems, we feel that we have similar goals and that a longer list of signatories will carry great impact.

Because the MOECCS have granted an extension to September 30, we ask that you **let Elyse know of your intent to sign on by September 25** ([egoatcher-bergmann@tofino.ca](mailto:egoatcher-bergmann@tofino.ca)). At that point, it will be a quick turnaround to finalize the signatories and formatting to submit the letter to MOECCS by Sept. 30<sup>th</sup>. If you have any questions about content or process, please contact Elyse and Keely directly.

Additionally, if there is any local government who hasn't been involved in this "local government working group" that you think would be interested in being part of this (such as those who don't have capacity to submit their own consultation feedback), please forward this email to them, the more the merrier. Unfortunately, due to the tight timeline, amendments to the letter will not be accepted, however, we encourage you to submit those directly through your own letters!

Thank you everyone, we look forward to hearing from you and good luck with your submissions,

Keely, Elyse & Shannon

**Shannon White MSc** | Sustainability Coordinator  
D: 604.815.5057 | C: 604.848.4455 | [swhite@squamish.ca](mailto:swhite@squamish.ca)



Dear Mayors, Councillors and Regional District Board Members,

September 3, 2019

**Re: Joint Local Government Submission regarding Provincial Plastics Action Plan**

Municipalities and Regional Districts are often at the forefront of environmental issues that affect our citizens and local environments. As local governments who are taking steps to reduce single-use items in our communities, we write to you asking you to join us in a response to the Ministry of Environment and Climate Change Strategy's call for submissions regarding proposed amendments to the *Recycling Regulation* of the *Environmental Management Act* to address plastic waste. In this way, it is our hope that the voices of local governments will be stronger together.

In reviewing the "[Plastics Action Plan Policy Consultation Paper](#)", the following five topic areas were determined as matters requiring specific feedback from the local government sector, and they form the basis of our joint letter:

1. Prioritization of Reduction and Reuse over Recycling and Disposal
2. Clarification of Local Government Authority
3. A "Stepped" Or Phased Approach to Regulation
4. Improvement of Extended Producer Responsibility (EPR) Programs
5. Adequate Consultation (including with other Ministries)

To be clear, there is no reason why your organization cannot submit its own specific feedback to the proposals laid out in the Consultation Paper in addition to this joint submission. However, if you are in alignment with the five broad themes as outlined above, we encourage you to consider passing the following resolution at your next meeting:

"THAT the [insert jurisdiction] Council/Board supports and wishes to join the submission from the Districts of Squamish and Tofino in response to the Ministry of Environment and Climate Change Strategy's proposed amendments to the *Recycling Regulation* of the *Environmental Management Act*."

In order to jointly submit our feedback by the deadline of 4PM on September 30th, 2019, we ask that your staff please contact Elyse Goatcher-Bergmann, Manager of Corporate Services for the District of Tofino, at [egoatcher-bergmann@tofino.ca](mailto:egoatcher-bergmann@tofino.ca) by **noon on Wednesday, September 25<sup>th</sup>, 2019** in order to add your local government's name to the letter.

We understand the tight timeline for consideration of this submission, and thank you and your staff for your attention in advance. We look forward to working together on this and other important matters in the future.

Sincerely,

Handwritten signature of Karen Elliott in black ink.

**Karen Elliott**  
Mayor of Squamish

Handwritten signature of Josie Osborne in blue ink.

**Josie Osborne**  
Mayor of Tofino



Ministry of Environment and Climate Change Strategy  
Recycling Regulation Amendments  
PO Box 9341 Stn Prov Govt  
Victoria, BC V8W 9M1

Dear Minister Heyman,

September 3, 2019

### **Joint Local Government Response to Provincial Plastics Action Plan**

As local governments who have taken steps to reduce single-use items in our communities, we write together in response to the Ministry of Environment & Climate Change Strategy's (the Ministry) call for submissions regarding proposed amendments to the *Recycling Regulation* of the *Environmental Management Act* to address plastic waste.

In reviewing the "Plastics Action Plan Policy Consultation Paper" (Consultation Paper), the following five topic areas were collectively determined as matters requiring specific feedback from the local government sector. In addition to this letter, local governments may also be submitting individual feedback relevant to their communities. We thank you for your time and consideration, and we look forward to continuing the conversation on these important matters.

#### **1. FOCUS ON REDUCTION AND REUSE**

The pollution prevention hierarchy emphasizes reduction and reuse over recycling and disposal. These priorities are also apparent in the Ministry's Consultation Paper, which discusses reducing plastic consumption through the use of Extended Producer Responsibility (EPR) programs and bans on single-use items. However, local governments feel that these programs can only be considered successful if any unintended shift to excessive consumption of damaging single use alternatives is avoided. To avoid this shift, we recommend that EPR policies be accompanied by incentives to encourage the use of sustainable, reusable options.

In addition, the Consultation Paper frames reuse in terms of recyclability, "ensuring recycled plastic is re-used effectively" through standards on recycled content. We agree that this approach can help reduce emissions and support EPR programs, but there is also an opportunity to consider reuse in terms of behaviour. We urge the Ministry to adopt a policy which supports and enables practices of reuse outside of recycling, with the ultimate goal being reduction of single-use items. This includes encouraging refillable containers (e.g. growlers, wine bottles, soap bottles, etc.), allowing patrons to bring their own container (e.g. takeout food, restaurant leftovers, bulk food shopping, etc.), enabling the right to repair (e.g. repair



cafes, requirements for the provision of spare parts and services, online publication of manuals, etc.), and promoting zero waste shopping (e.g. zero waste stores, farmers' markets, etc.). This added focus on reduction and reuse will help move the Plastics Action Plan forward in accordance with pollution prevention best practices.

## **2. CLARIFY LOCAL GOVERNMENT AUTHORITY**

We appreciate that the Ministry has acknowledged the actions being taken by local governments to address the local impacts of single-use items in BC communities. Indeed, more than 23 communities in B.C. have been actively developing bans, fees and levies, to address single-use items. However, as noted in the Consultation Paper, the B.C. Court of Appeal ruling regarding the City of Victoria's business licence regulation bylaw is of major concern to local governments as its implications for municipal authority to adopt bylaws under sections 8 and 9 of the *Community Charter* are potentially significant.

Until the Court of Appeal decision was issued, it has been the view of many municipalities that the nature of concurrent powers expressly described by statute in sections 8 and 9 of the *Community Charter* allowed for the regulation of unsustainable business practices. To be certain, there are numerous examples of municipal business regulations which already include one or more provisions intended to protect the environment, including imposing requirements or prohibitions on the pollution of waterways, drains and sewers.

As the Province reviews the Court of Appeal's decision, we urge the Minister to consult with the Ministry of Municipal Affairs and Housing to provide clarity on the limits and intent of the general concurrent authorities shared by local governments and the Province in relation to the protection of the natural environment, and specifically as it applies to single use items. Moreover, we request that a clear, timely and uniform process be developed for local governments who choose to act on those matters which fall under section 9(1) [*spheres of concurrent authority*] of the *Community Charter*.

## **3. A "STEPPED" OR PHASED APPROACH**

As each local government faces unique challenges with respect to recycling and solid waste management, a one-size-fits-all provincial regulation may not meet the needs or expectations of all communities. To this end, we recommend the Minister regulate single-use plastics through a "stepped" or "phased" approach akin to the *BC Energy Step Code Regulation*. A phased approach would allow local governments to move at a pace appropriate for their communities, while also providing industry with a set of consistent targets for waste reduction and recycling across British Columbia. This flexibility is particularly important for smaller rural communities while also enabling faster action to be taken by those local governments who are ready for more ambitious, multifaceted approaches to regulating waste and single-use items. In this way, communities can adopt these regulations gradually or more quickly depending on their ability and resources. Moreover, a consistent incremental framework that raises standards would ensure that, as the recycling and packaging industries innovate, we are able to avoid the current patchwork of disparate standards in each community.

The *BC Energy Step Code* is an excellent example of collaboration between the Province, local governments, industry, and other stakeholders. We encourage the Ministry to consider a similar approach to the regulation of single-use items to encourage innovation while respecting the capacity of all municipalities.

#### **4. IMPROVING EXTENDED PRODUCER RESPONSIBILITY (EPR)**

BC is a leader in implementing EPR programs and moving ahead on its commitments to the Canadian Council of Ministers of Environment Canada-wide Action Plan on EPR. As the Ministry now has experience with these programs, it is important to foster continuous improvement, address problems that have arisen and push for programs to meet their full potential.

EPR programs are designed so that producers pay for their products' end of life management, but also so that products and packaging become better designed. The *Recycling Regulation* and the work of the Ministry have focused on collection for recycling or responsible handling, however few programs are achieving success in redesign, reduction or reuse. There needs to be a focus higher up the hierarchy, which would hold the business sector accountable. This could include exploring ways to redesign products, reduce the amount of packaging, or change the materials used. There are different ways to achieve this, including mandating differential fees based on environmental-impact or waste-creation (rather than fees set by operational costs only), implementing financial penalties for non-compliance, or requiring targets for reduction or redesign.

Another area for expansion within the EPR framework is the inclusion of industrial, commercial and institutional (ICI) materials. The main driver for participation by businesses in diversion is the cost of participation relative to disposal. As changes in global markets drive down the revenue potential of these diverted materials, and with high costs of hauling to recycling markets, the segregation and recycling of materials (e.g. plastic containers, plastic film and expanded polystyrene) are challenging to justify for many businesses. Thus, the segregated collection and diversion of materials from the ICI sector is cost prohibitive to the businesses, and in many cases is substantially subsidized by local governments and taxpayers. Inclusion of ICI materials (with a focus on packaging) into the *Recycling Regulation* would create efficiencies within the transportation network from remote communities and prevent landfilling of recyclables by the ICI sector. In this way, the expansion of regulated products captured by the *Recycling Regulation* is supported, including packaging-like products, mattresses, single-use household pressurized cylinders, and new and used gypsum drywall.

EPR programs also need to be structured to ensure that they are accountable and cover the full costs related to the product disposal. Often, many of the costs associated with the collection of EPR products are not covered by the stewardship programs, which results in fees or taxpayer subsidization of the collection, transportation, and responsible disposal of the materials (e.g. tires). In addition, local governments are subsidizing the collection and management of material that escapes the stewardship collection program (through streetscapes, litter collection, illegal dumping, etc.). On a final note, EPR programs should enhance accountability and transparency. This includes local government and public representation on boards, open access to information given to boards and to their decisions, and the inclusion of financial and material management information for all programs. These changes to EPR programs would greatly enhance their effectiveness in the reduction of plastic waste.

#### **5. ENSURING INTERNAL AND EXTERNAL CONSULTATION**

Finally, it is unclear from the Consultation Paper how and when other Ministries and impacted stakeholders will be specifically consulted. When policy tools are evaluated, it is important to consider all impacts and to ensure that viable alternatives are available. To this end, we recommend that the Ministry of Health be specifically consulted regarding potential regulatory changes to allow restaurants to fill take-out orders in reusable containers brought in by customers. This measure is integral to the implementation

of bans on single-use containers and packaging, as the City of Vancouver found that nearly 50% of all garbage collected from public waste bins consists of take-out containers and disposable cups. Compostable and recyclable packaging materials often get mixed up when discarded, contaminating both streams and making them impossible to process.

In the development of exemptions, we support evidence-based policies that have been shown to be effective at reducing waste. Moreover, disability advocates, care facilities, local governments, and other provincial agencies (such as the Ministry of Social Development and Poverty) should be specifically consulted in the development of exemptions as a means to highlight and ensure accessibility.

## CONCLUSION

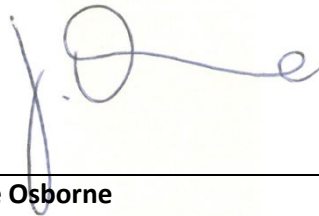
We appreciate the opportunity to provide comment and strongly encourage the Ministry to continue to consult with local governments in the upcoming regulatory process. In this letter, we have highlighted the need for a focus on reduction and reuse, clarification of local government authority, and further internal and external consultation. We have also made suggestions for the improvement of EPR programs and a community-led approach akin to the existing *BC Energy Step Code* adoption model. We hope that these concerns are taken into consideration and we look forward to further engagement with the Ministry.

Sincerely,



---

**Karen Elliott**  
**Mayor of Squamish**



---

**Josie Osborne**  
**Mayor of Tofino**

*Additional signatories to be included upon final submission*



Mayor Malcolm Brodie  
City of Richmond  
6911 No. 3 Road  
Richmond BC V6Y 2C1

July 19, 2019

Dear Mayor Brodie,

I am writing on behalf of Victoria City Council, to express support for a motion passed by Richmond City Council at its Regular Council meeting held on June 24, 2019, which reads:

*Whereas the BC Lobbyists Registration Act (LRA) requires individuals and organizations who lobby public office holders and meet specific criteria to register their lobbying activities in an online public registry; and*

*Whereas the goal of the BC Lobbyists Registration Act (LRA) is to promote transparency in lobbying and government decision-making;*

*Therefore be it resolved that UBCM request that a lobbying regulation system for municipal government, similar to the provincial mechanism under the BC Lobbyists Registration Act, be established.*

This resolution from Richmond City Council aligns with the City of Victoria's 2020 Strategic Priority of "Creating a Lobbying Registry".

Sincerely,

Lisa Helps  
Victoria Mayor

cc The Union of British Columbia Municipalities (UBCM) Annual Convention



## OFFICE OF THE MAYOR

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9  
p: 250.561.7600 | [www.princegeorge.ca](http://www.princegeorge.ca)

July 23, 2019

Via email: [EDUC.Minister@gov.bc.ca](mailto:EDUC.Minister@gov.bc.ca)

The Honourable Rob Fleming  
Minister of Education  
P.O. Box 9045 Stn Prov Govt  
Victoria, B.C. V8W 9E2

Dear Minister Fleming:

**RE: Provincial Support for Libraries**

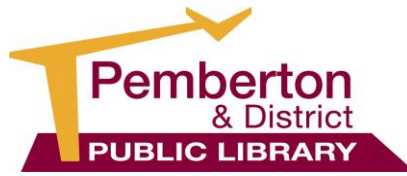
At the Regular Council Meeting of July 15, 2019, the City of Prince George Council unanimously passed a resolution endorsing the City of Victoria's request for Provincial support for libraries.

The City of Prince George 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 supports the restoration of library funding to a level that reflects both inflation cost increases since 2009 and the value of this system to the Province.

Sincerely,

Mayor Lyn Hall

cc: Premier John Horgan [premier@gov.bc.ca](mailto:premier@gov.bc.ca)  
MP Todd Doherty [Todd.Doherty.C1A@parl.gc.ca](mailto:Todd.Doherty.C1A@parl.gc.ca)  
MP Bob Zimmer [Bob.Zimmer.C1@parl.gc.ca](mailto:Bob.Zimmer.C1@parl.gc.ca)  
MLA Shirley Bond [Shirley.Bond.MLA@leg.bc.ca](mailto:Shirley.Bond.MLA@leg.bc.ca)  
MLA Mike Morris [Mike.Morris.MLA@leg.bc.ca](mailto:Mike.Morris.MLA@leg.bc.ca)  
UBCM Member Municipalities



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

July 25<sup>th</sup>, 2019

Dear Mayor and Council:

In January of 2017 the Library Board wrote a letter to council expressing our concern with the internet capability in the Pemberton and District Public Library.

Since 2017 the Village of Pemberton has worked with the telecommunication providers to ensure the town and local businesses get the internet speeds required to conduct business. The largest impact is noticed with TELUS bringing fibre optic service to the Community Centre and the residents of Pemberton.

The Library Board would like to send out a thank you to mayor and council for its work on this issue.

Sincerely,

A handwritten signature in black ink that reads "Carmen Praine".

Carmen Praine  
Chair  
Pemberton & District Library



*City of Pitt Meadows*  
OFFICE OF THE MAYOR

July 24, 2019

File: 0400-50/19

District of West Vancouver  
750 17th Street  
West Vancouver BC V7V 3T3  
Sent via email: MayorandCouncil@westvancouver.ca

Dear Mayor and Council:

**Re: District of West Vancouver Council Resolution regarding "Confirming Municipal Jurisdiction to Regulate Single-Use Items"**

At the regular meeting of Council held on July 23, 2019, Pitt Meadows City Council reviewed correspondence received from the District of West Vancouver regarding their resolution pertaining to the regulation of single-use items.

Pitt Meadows fully supports this resolution and looks forward to the opportunity to support this initiative at the upcoming UBCM Convention.

Yours Truly,

Mayor Bill Dingwall  
BGS, LL.B., CPHR

cc: Honourable George Heyman, Minister of Environment and Climate Change Strategy  
(sent via email)

Honourable Selina Robinson, Minister of Municipal Affairs and Housing (sent via email)

UBCM staff and member municipalities via email



Dear BC Transit local government partners,

I am excited to share details of our Low Carbon Fleet Program, which will create a pathway towards electrification of our provincial fleet.

The BC Transit Low Carbon Fleet Strategy is based on four key principles:

- Transitioning vehicles to electric propulsion based on the fleet replacement plan
- Bridging transition to electric with renewable fuels
- Using business cases to guide investment decisions
- Developing partnerships

Full details about BC Transit's Low Carbon Fleet Program can be found at:

<https://www.bctransit.com/low-carbon-fleet-program>

I am proud to say BC Transit is already making progress on achieving our goal of moving towards a zero emission fleet. We have funding secured from the Government of Canada and the Province of BC to purchase 10 electric buses for use in the Victoria Regional Transit System. This is an important investment to move forward with having electric buses in our fleet and being able to learn about the technology in pursuit of a complete conversion. I expect these buses to be in service in 2021.

While these first 10 buses will be located in Victoria, I can assure you that we are planning to convert our entire fleet to zero emissions and will have community specific information as we move forward with implementation of our plan.

BC Transit is also in the process of hiring a Program Director, Low Carbon Strategy Program. The successful candidate will become your point person about our Low Carbon Fleet Program. The position closed yesterday, and we will be sure to share the results once the competition is complete.

We will be hosting a teleconference for local government partners on Tuesday, July 30 at 1:30 p.m. to ask questions about the program. The number is 1-877-234-4610 code 3465815#

If you cannot attend or have any further questions, feel free to contact your government relations manager.

This is an exciting step forward, and I look forward to celebrating milestones with you along the way.

Thanks,

A handwritten signature in blue ink, appearing to read "A. Lamb".

Aaron Lamb  
Vice President of Asset Management  
BC Transit



## **MEDIA RELEASE**

July 28, 2019

Website: [bctransit.com](http://bctransit.com)

---

### **BC Transit's Low Carbon Fleet Program supports provincial targets to reduce greenhouse gas emissions**

**CORPORATE** – BC Transit is releasing its pathway to a fully electric provincial fleet. The low carbon fleet program aligns with the Province of BC's CleanBC plan, supports provincial targets for greenhouse gas (GHG) emissions, and supports local government climate action goals. Moving to a fully electric bus fleet will provide customers with a cleaner, quieter, and more comfortable transportation journey.

BC Transit plans to start buying only electric heavy duty buses in 2023, with a target of creating a fully electric provincial fleet in all vehicle classifications by 2040.

"British Columbia's largest and fastest-growing source of carbon pollution is the transportation sector," said Claire Trevena, Minister of Transportation and Infrastructure. "Changing that trend will be a challenge, but it's also a tremendous opportunity. Many of the actions we need to take to reduce carbon emissions - such as encouraging people to choose transit over their personal vehicles and moving to a fully electric fleet - are the exact same measures that will get us out of gridlock and make our neighbourhoods more liveable, now and for future generations."

"Through our CleanBC climate and economic plan, which is a shared priority with the BC Green Caucus, our government is making public transit clean, affordable and convenient for people by working together with local partners," said George Heyman, Minister of Environment and Climate Change Strategy. "BC Transit's commitment to a fully electric fleet is an important step towards zero-emissions travel in B.C., and will mean cleaner air, less congestion and a more comfortable experience for people who choose transit."

The low carbon fleet program focuses on four principles:

- Transitioning vehicles to electric propulsion based on the fleet replacement plan
- Bridging transition to electric with renewable fuels
- Using business cases to guide investment decisions
- Developing partnerships

The plan is to start purchasing electric buses while converting to new and emerging low carbon technologies, such as compressed natural gas (CNG) which enable the use of renewable natural gas.

On July 18, the Government of Canada, Province of BC and BC Transit announced the purchase of our first 10 battery heavy duty electric buses for deployment in 2021. BC Transit is also introducing CNG buses and fueling infrastructure to Victoria and the Central Fraser Valley. This includes the addition of 34 medium duty and 68 heavy duty to the current fleet of 128 compressed natural gas buses.

“Transit can have its biggest impact on reducing greenhouse gas emissions by getting people out of their vehicles and onto the bus. However, we also need to transition our infrastructure, including our buses, to reduce our environmental footprint,” said Aaron Lamb, Vice President of Asset Management. “We are excited to be working with the Province of BC and local government partners towards creating a more sustainable future.”

During this process, BC Transit will be undertaking our due diligence by monitoring and evaluating technology and infrastructure readiness through this process to ensure we are progressing appropriately. These details will inform future business cases for purchasing electric vehicles.

More details about the Low Carbon Fleet Program are available at <https://www.bctransit.com/low-carbon-fleet-program>

**Media contact:**

BC Transit Communications  
[Media@bctransit.com](mailto:Media@bctransit.com)  
250-880-1303



# Low Carbon Fleet Program



## Overview

In November 2018, BC Transit approved a Low Carbon Fleet Program to support provincial targets for greenhouse gas (GHG) emissions and to align with the provincial CleanBC plan. Core to this program is a 10-year fleet replacement strategy to replace over 1200 existing buses and expand the fleet by an additional 350 buses by using the potential of advanced GHG reducing technology.

Across the province of B.C., there is growing expectation from all partners that BC Transit endeavor to find prudent ways to support its emission reduction goals. We are committed to doing our part as corporate citizens by prioritizing actions that contribute to the reduction of GHG emissions.

## BC Transit's Role

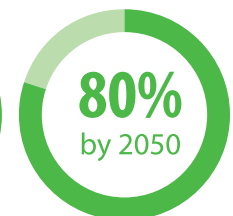
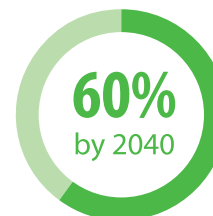
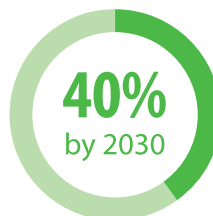
BC Transit is actively pursuing new and emerging low carbon technologies, supported by the use of renewable fuels, as we strive towards a cleaner, greener fleet. We have the ability to significantly contribute to the provincial government GHG reduction targets with this program and are excited to be working with the Province of BC and local government partners to achieve these climate action goals.

## BC Transit's Low Carbon Fleet Program Principles:

- ✓ Transitioning vehicles to electric propulsion based on the fleet replacement plan
- ✓ Bridge transition to electric with renewable fuels
- ✓ Business cases will guide investment decisions
- ✓ Partnership development

## Fleet Replacement Strategy

The fleet replacement strategy supports the provincial GHG emission reduction targets of:





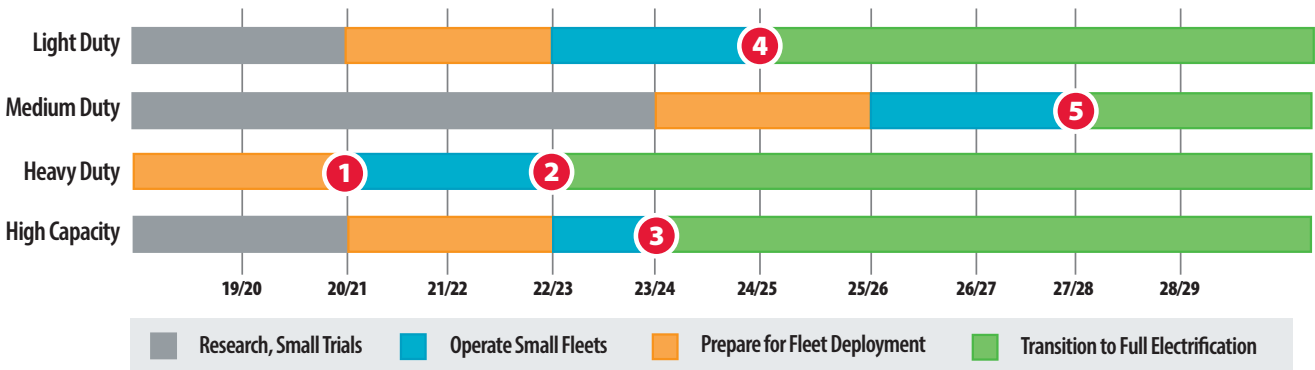
# Low Carbon Fleet Program – four key principles explained

## 1 Transitioning all vehicles to electric propulsion based on the fleet replacement plan

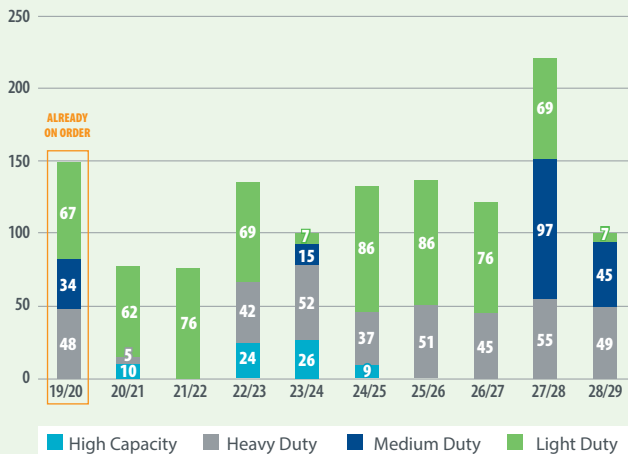
Based on the fleet replacement needs required in each vehicle classification, an initial pathway to full electrification has been established. The timelines consider preparation for a smaller deployment of electric buses by classification. The deployment strategy will allow BC Transit to create targeted timelines for implementation after obtaining implementation and operating experience.

### Key Milestones

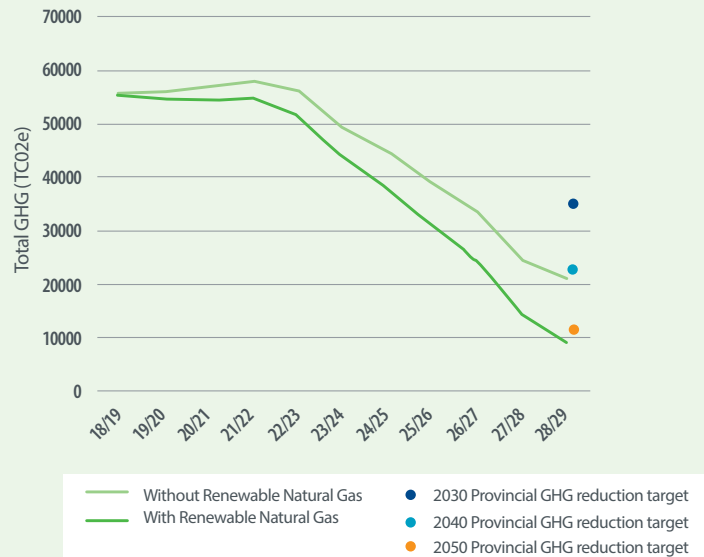
- 1 2020/2021 – Deploy the first 10 heavy duty battery electric buses (BEBs) in Victoria
- 2 2022/2023 – Begin purchasing only electric heavy duty buses
- 3 2023/2024 – Begin purchasing only electric high capacity buses
- 4 2024/2025 – Begin purchasing only electric light duty buses
- 5 2027/2028 – Begin purchasing only electric medium duty buses



### Fleet Replacement Plan by Vehicle Type



### GHG Emissions



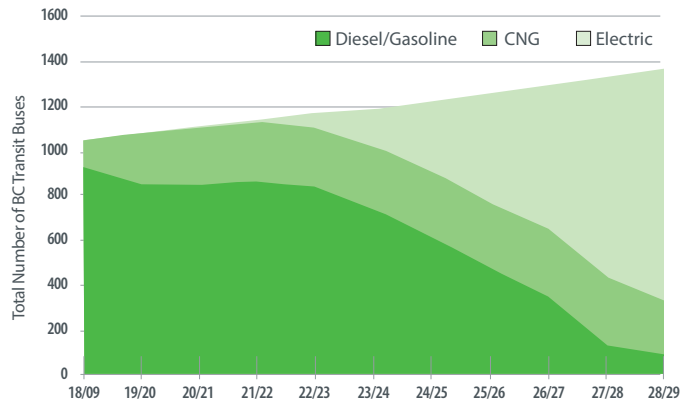


## 2 Bridge transition to electric with renewable fuels

Only CNG buses are planned to replace and expand the heavy duty and medium duty bus classifications until their transition to electrification. BC Transit will benefit from the Province’s CleanBC program as this will ensure greater volumes of renewable fuels are available.



**Fleet by Propulsion Type**



## 3 Business cases will guide investment decisions

While a preliminary pathway has been established for BC Transit’s fleet to transition to electric, business cases will continue to be required for determining which investment will best support achieving BC Transit’s objectives and the provincial government’s GHG reduction targets.

## 4 Partnership development

Partnerships are critical to the success of the transition strategy. BC Transit will continue to work with bus manufacturers, renewable fuel suppliers and propulsion system suppliers to strengthen the program. Currently, BC Transit partners with:



## Low Carbon/Zero-Emission

**Low Carbon Options** – achieve lower net carbon dioxide (GHG) emissions than existing incumbent methods. For example, our bus fleets which normally use carbon-based fuels such as CNG or diesel fuels can utilize low carbon alternatives that are produced through less carbon intensive ways or offset higher GHG emissions which are otherwise created through other means. However, low carbon options are not zero-emission. Similar localized emission effects such as hydrocarbons, particulate matter and nitrogen oxides are still emitted from the tail pipe of our buses.

**Zero-Emission Options** – achieve no emissions at all, GHG or localized emissions from the ‘tailpipe’. Zero-emissions can only be achieved through the electrification of the fleet. With hydro-electricity, BC Hydro produces clean electricity and provides for zero-emissions from ‘well to wheel’ for our buses.



## Next Steps

### 1. Implementation of First Deployment of Electric Buses in 2021

10 BEBs and associated charging infrastructure is planned for deployment into the Victoria Regional Transit System in 2021.

### 2. Site Assessments

BC Hydro will determine the readiness of the electricity infrastructure to support electric fleets across the province.

### 3. Capital Planning

BC Transit will work with the Ministry of Transportation and Infrastructure to refine the anticipated funding requirements, including the alignment of low carbon fleet investments with the planned construction of new operation and maintenance facilities.

### 4. Partnership collaboration and communication

BC Transit will collaborate with partners on the Low Carbon Fleet Program. We will also share our lessons learned and gather information from key stakeholders including other transit agencies and academics. We will communicate with our partners, key stakeholders and the public on an ongoing basis.

### 5. Renewable Fuel Supply

BC Transit will partner with FortisBC to secure supply of Renewable Natural Gas (RNG) for its CNG fleets. BC Transit will also continue exploring opportunities which will lead to obtaining low carbon intensity fuels for the current fleet.



*City of Pitt Meadows*  
OFFICE OF THE MAYOR

August 2, 2019

File: 0400-50/19

The Honourable Rob Fleming  
Ministry of Education  
PO Box 9045 Stn Prov Govt  
Victoria, BC V8W 9EN  
EDUC.Minister@Kov.bc.ca

Dear Minister Fleming:

**Re: City of Victoria's resolution requesting provincial support for libraries**

At our July 30, 2019 special meeting, Pitt Meadows City Council unanimously passed the following resolution with respect to the above:

*"THAT Council:*

- A. Support the City of Victoria's resolution for the restoration of provincial library funding; AND*
- B. Request that the Mayor write to the Minister of Education expressing Council's support of enhanced library funding."*

Libraries are important cornerstones of a healthy community, giving all people equal access to information and resources, while at the same time providing a sense of place for gathering. Our Council is in full support of the City of Victoria's resolution and look forward to supporting it in September at the upcoming UBCM convention.

Yours Truly,

Mayor Bill Dingwall  
BGS, LL.B., CPHR

Encl: May 29, 2019 correspondence from City of Victoria

cc: MLA Lisa Beare *via email* [lisa.beare.mla@leg.bc.ca](mailto:lisa.beare.mla@leg.bc.ca)  
Pitt Meadows City Council *via consent agenda*  
Victoria City Council *via email* [chavelka@victoria.ca](mailto:chavelka@victoria.ca)  
UBCM Member Municipalities *via email*



THE CITY OF VICTORIA



OFFICE OF THE MAYOR

May 29, 2019,

To The Union of British Columbia Municipalities,

I am writing on behalf of Victoria City Council, requesting favourable consideration and resolutions of support to restore Provincial support for libraries.

At the May 23, 2019 Council Meeting, Council approved the following resolution:

WHEREAS WHEREAS libraries are a social justice equalizer that provide universal access to information and learning materials irrespective of income levels;

WHEREAS libraries are now so much more than books, building community and a sense of inclusion;

WHEREAS restoring funding to libraries supports the BC Government's agenda to eliminate poverty, improve access to education, and address social justice in BC;

WHEREAS funding rates have been frozen since 2009 and inflationary costs have increasingly been put on municipal property tax payers which is a regressive approach to funding public libraries;

WHEREAS municipalities face downloading from upper levels of government and have few tools to raise funds,

THEREFORE BE IT RESOLVED that Council request the Mayor write to the Minister of Education, the Premier, and all local MLAs strongly advocating for the restoration of library funding to a level that reflects both inflationary cost increases since 2009 and the value of this system to the Province.

BE IT FURTHER RESOLVED that this resolution be forwarded to other municipalities in the Capital Regional District and across BC requesting their favourable consideration.

We eagerly look forward to your support on this matter.

Sincerely,

Lisa Helps  
Victoria Mayor

**From:** Rebecca Matthews <[REDACTED]>  
**Sent:** August 14, 2019 12:25 PM  
**To:** [info@cnv.org](mailto:info@cnv.org)  
**Subject:** Fwd: Safe Place to Live

Dear Mayor & Members of Council,

I am writing because I have been looking for a community that is “safe” from electromagnetic radiation pollution because I am electro-hypersensitive.

There is a blurb about that on the pamphlet I’ve included. I have serious symptoms from overexposure through the years that rendered me unable to work or live in electrified places beginning in 2014.

I am concerned that Mayors and Council members are not taking the safety of their citizens more seriously when it comes to these unnatural frequencies.

Unfortunately, we can’t look to Health Canada or their standards to protect us as I believe from my experience that corporations, principally the Pharmaceutical companies who need us all sick so the Telecommunications companies can saturate us in harmful radiation, are running them.

We can’t be silent while this massacre happens – bee colonies collapsing, children with ADHD and all other sorts of DNA damage. I have references to scientific and experiential material that proves the proliferation of these harmful frequencies are damaging our DNA and causing us to age and succumb to disease at a much higher and faster rate than normal.

Our circadian rhythm is in the same range as the earth and ground – 7.83 Hertz, the Schumann resonance. We operate at that frequency and we are being fried by these ultra-high frequencies. Science has proven this and Health Canada is ignoring the evidence.

Please know this is a serious issue not to be considered just as business as usual. More and more people are getting sick and what do we all have in common – radiation from all this electromagnetic smog. It’s a carcinogen worse than tobacco.

Please proceed with caution and look around the world for safer alternatives for the sake of everything and everyone.

If you need more information, I would be happy to visit you and present the information I have.

For example, I could show you the readings from a meter measuring RF radiation near the cell tower and how far away you have to get before it’s not affecting you. I also have a lot of answers for health problems based on energy since this stuff attacks us at the energy/electron level.

I look forward to your reply.

Rebecca Matthews  
[REDACTED]

## No Insurance Coverage?

**“Non-Thermal Effects Confirmed  
Exposure Limits Challenged  
Precaution Demanded . . .**

**. . . All across Europe, the debate on exposure limits has flared up; insurance companies do not insure cell phone providers because of the incalculable health risks.”**

Austrian Insurance Company (AUVA)  
report confirming health risks associated  
with wireless technologies - July 21, 2009



## Safeguarding the Public

- Germany warns citizens to avoid Wi-Fi due to health risks – September 2007
- Russian Radiation Protection Agency gives urgent warning to defend children’s health from RF/MW - April 2008
- Five public libraries in Paris shut down Wi-Fi due to health concerns - May 2008
- European Parliament votes to bring in stricter radiation limits - September 2008
- City of Herouville St. Clair, France removes Wi-Fi from primary schools due to health risks - April 2009
- Teachers in UK call for immediate dismantling of Wi-Fi in schools due to health risks - April 2009
- Sorbonne University, Paris passes moratorium on Wi-Fi - May 2009
- Israeli Minister of Environment gives public warning on radiation emitting devices including Wi-Fi - July 2009
- The World Health Organization (W.H.O.) reclassifies radiofrequency electromagnetic fields as a Class 2B carcinogen, possible to cause human cancer. This includes emissions from ALL wireless devices -May 2011

**We Believe** a profound urgency exists to protect the unsuspecting public, especially children, from electropollution in our environment.

A growing percentage of our population experiences uncomfortable and damaging physical reactions to cellular and wireless technologies. We agree with thousands of scientists and doctors who now believe and assert in documented research studies that **Wi-Fi and its related technologies are NOT SAFE.**

Our goal is to raise awareness of this problem so that the public is empowered to protect themselves and their children while demanding reduced exposure to unsafe technologies.

## What You Can Do

- Care enough to **share this information.**
- **Hardwire** your home computers.
- **Protect youth** by requesting that your **school/college** hardwire its computers.
- Request that **businesses** using Wi-Fi post **Radiation Exposure signs** that allow concerned individuals to **avoid involuntary exposure.**
- Request that all levels of **government** protect the public by enacting biological health standards as recommended in the **BioInitiative Report.**

## Websites and Resources

[www.centerforsaferwireless.org](http://www.centerforsaferwireless.org)  
[www.weepinitiative.org](http://www.weepinitiative.org)  
[www.safeschool.ca](http://www.safeschool.ca)  
[www.wifiinschools.org.uk](http://www.wifiinschools.org.uk)  
[www.powerwatch.org.uk](http://www.powerwatch.org.uk)  
[www.magdahavas.com](http://www.magdahavas.com)  
[www.radiationrescue.org](http://www.radiationrescue.org)  
[www.wiredchild.org](http://www.wiredchild.org)  
[www.radiationeducation.org](http://www.radiationeducation.org)

- **Public Health SOS: The Shadow Side of The Wireless Revolution** - Magda Havas and Camilla Rees
- **Wireless Radiation Rescue** - Dr. Kerry Crofton
- **Living Safely with EM Radiation** – Jim Waugh
- **Zapped** – Ann Louise Gittleman
- **Electromagnetic Fields – A Consumer’s Guide to the Issues and How to Protect Ourselves** –B. Blake Levitt

# Wireless Is it Safe?



## Who Are We?

### Citizens For Safe Technology

is a not-for-profit educational society made up of parents, grandparents, teachers, business professionals, physicians, scientists, lawyers and politicians concerned about the exponential increase in public exposure to harmful wireless technologies.



[www.citizensforsafetechnology.org](http://www.citizensforsafetechnology.org)

## Untested and Unregulated

“**Wi-Fi**” is the term given to the **wireless** transmission of **internet signals**. It uses radio frequency microwave radiation (RF/MW) to operate and communicate. **Cell** and **portable phones**, **cell towers** and **antennae**, laptops, wireless **monitors** and **routers**, **Wii games**, **utility “smart” meters . . .** all emit and utilize similar **Radio-Frequency Radiation**.

Damaging **health effects** are undeniable, and scientifically shown to occur at levels thousands of times below existing public safety limits.

**Reputable scientists** state that our **standards are obsolete** because they are based solely on thermal effects.

## Radiation - Use with Caution

*“Exposure to cell phone radiation is the largest human health experiment ever undertaken without informed consent.”*

Lloyd Morgan, Electronics Engineer (Ret.)  
USA Bioelectromagnetics Society



*“This is damage to the human genome, and can lead to mutations which can be inherited, or which can cause cancer, or both . . . The rapidly expanding development of new wireless technologies and the long latency for the development of such serious diseases as brain cancers means that failure to take immediate action to reduce risks may result in an epidemic of potentially fatal diseases in the future.”*

“Public Health Implications of Wireless Technologies”  
Sage/Carpenter – Pathophysiology, 2009

## Electrohypersensitivity

**EHS** is receiving **international recognition** as an emerging public health problem recognized in Sweden and Norway as a functional impairment.

The Canadian Human Rights Commission, the Americans with Disabilities Act and our Canadian Government now recognize EHS as an **Environmental Sensitivity**.

The **Power Watch Handbook** states that between 3% and 35% of our population are sensitive in some way to electromagnetic frequencies. The likelihood will only grow with continued **exposure and time**.



## EHS - Sensitivity Symptoms

**Neurological:** headaches and migraines, difficulty concentrating, memory loss, dizziness, nausea, irritability, numbness, tingling, fatigue, hyperactivity, anxiety, stress reactions, depression, insomnia, tremors, muscle spasms, joint pain . . .

**Respiratory:** allergies, sinus infections, asthma, bronchitis, pneumonia . . .

**Cardiac:** pain or pressure in the chest, palpitations, shortness of breath, low or high blood pressure, arrhythmia . . .

**Other:** sleep disturbances, hormonal imbalances, altered immune response, tumors, infertility, digestive problems, blood sugar fluctuations, irritable bowel symptoms, skin rashes, flushing, night sweats, vertigo, nosebleeds, impaired sense of smell and/or taste, loss of appetite, tinnitus, hearing loss, deteriorating vision, mood changes, thyroid imbalances . . .

*“Relief can be obtained by eliminating exposure to radiation emitting devices such as cell phones and other wireless technologies . . .”*

EHS Awareness Proclamation, August 2009  
Mayor of the City of Colwood, BC.

## Health at Risk

All over the world, people of all ages are becoming ill when exposed to the pollution created by **everyday electromagnetic technologies**. These include cell phones and cell towers, wireless internet (Wi-Fi), portable home telephones, Wi-Max, utility “Smart” meters, microwave ovens, lighting, CFL light bulbs and other home and business devices and appliances.

*“No scientific evidence has determined that wireless technology is safe . . . This exposure affects our whole body . . . Are we equipped to face this sort of radiation? Has evolution provided us with a shell that can protect us? And obviously the answer is no, we don’t have that kind of protection, so we are left to pray and to hope that it isn’t dangerous, but it’s an empty hope.”*

Professor Olle Johansson, PhD  
Royal Institute of Technology  
Stockholm, Sweden



## Over 3,000 Doctors Agree

*“ . . . One can no longer evade these pulsed microwaves. They heighten the risk of already present chemical/physical influences, stress the body’s immune system, and can bring the body’s still-functioning regulatory mechanisms to a halt. Pregnant women, children, adolescents, elderly and sick people are especially at risk.”*

Freiburger Appeal,  
signed by over 3,000  
German Medical Doctors



RECEIVED

AUG 19 2019

Village of Pemberton

Ref: 247228

August 15, 2019

His Worship Mayor Mike Richman and Councillors  
Village of Pemberton  
Box 100  
Pemberton BC V0N 2L0

Dear Mayor Richman and Councillors:

On behalf of the joint Provincial-Union of British Columbia Municipalities (UBCM) Green Communities Committee (GCC), we would like to extend our congratulations for successfully achieving your goal of corporate carbon neutrality for the 2018 reporting year.

As a signatory to the Climate Action Charter, you have demonstrated your commitment to work with the Province of British Columbia and UBCM to take action on climate change and to reduce greenhouse gas emissions in your community and corporate operations.

The work that your local government has undertaken to reduce and offset its corporate emissions demonstrates significant climate leadership and sets the stage for broader climate action in the community. Your leadership and commitment continues to be essential to ensuring the achievement of our collective climate action goals.

The GCC was established under the Charter to support local governments in achieving their climate goals. In acknowledgement of the efforts of local leaders, the GCC is again recognizing the progress and achievements of local governments such as yours through the multi-level Climate Action Recognition Program. A description of this program is enclosed for your reference.

As a Charter signatory who achieved Level 1, Level 2 and Level 3 recognition, and additionally met the goal of corporate carbon neutrality for the 2018 reporting year, you have been awarded Level 4 recognition – 'Achievement of Carbon Neutrality'.

In recognition of your significant achievements, the GCC is pleased to provide you with carbon neutral branding for use on official websites and letterheads. An electronic file with the 2018 logo will be provided to your Chief Administrative Officer via email. Also enclosed is a *BC Climate Action Community 2018 – Climate Leader - Carbon Neutral* window decal, for use on public buildings.

.../2

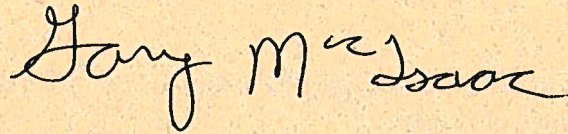
Mayor Richman and Councillors  
Page 2

Congratulations again on your continually improving achievement. We applaud your leadership and wish you continued success in your ongoing commitment to the goal of corporate carbon neutrality, and your efforts to reduce emissions in the broader community.

Sincerely,



Tara Faganello  
Assistant Deputy Minister  
Local Government Division  
Ministry of Municipal Affairs and Housing



Gary MacIsaac  
Executive Director  
Union of British Columbia Municipalities

Enclosures



## GCC Communiqué on the Climate Action Recognition Program

---

B.C. local governments continue to play a critical role in reducing GHG emissions across the province. In acknowledgment of the ongoing efforts of B.C. local government leaders, the joint Provincial-UBCM Green Communities Committee (GCC) is pleased to continue the Climate Action Recognition Program (*Recognition Program*) for the 2018 reporting year. This multi-level program provides the GCC with an opportunity to review and publicly recognize, on an annual basis, the progress and achievements of each Climate Action Charter (*Charter*) signatory on their *Charter* commitments. Recognition is provided according to the following:

### **Level 1: Demonstrating Progress on Charter Commitments**

Local governments who demonstrate progress on fulfilling one or more of their *Charter* commitments receive a letter from the GCC acknowledging their accomplishments.

### **Level 2: Measuring GHG Emissions**

Local governments that achieve level 1, have completed a corporate carbon inventory for the reporting year and demonstrate that they are familiar with their community's community energy and emissions inventory receive a letter from the GCC and a 'BC Climate Action Community 2018' logo, for use on websites, letterhead, etc.

### **Level 3: Accelerating Progress on Charter Commitments**

Local governments that achieve levels 1 and 2 and demonstrate significant corporate or community-wide climate action to reduce GHG emissions in the reporting year receive a letter from the GCC and a 'BC Climate Action Community 2018 – Climate Leader' logo, for use on websites, letterhead, etc.

### **Level 4: Achievement of Carbon Neutrality**

Local governments that achieve carbon neutrality in the reporting year receive a letter from the GCC and a 'BC Climate Action Community 2018 – Climate Leader - Carbon Neutral' logo, for use on websites, letterhead, etc.

To be eligible for the *Recognition Program*, local governments must fulfill the public reporting requirements (including reporting progress to carbon neutrality) of the Climate Action Revenue Incentive Program (CARIP). Recognition levels for the *Recognition Program* are based on the information included in each local government's annual CARIP public report. For more information on CARIP and the public reporting requirements go to:  
<https://www2.gov.bc.ca/gov/content/governments/local-governments/grants-transfers/climate-action-revenue-incentive-program-carip>

**From:** Sarah Litzenberger <[Sarah.Litzenberger@saanich.ca](mailto:Sarah.Litzenberger@saanich.ca)>  
**Sent:** Thursday, August 29, 2019 11:55 AM  
**To:** Sarah Litzenberger <[Sarah.Litzenberger@saanich.ca](mailto:Sarah.Litzenberger@saanich.ca)>  
**Cc:** [jjustason@ubcm.ca](mailto:jjustason@ubcm.ca)  
**Subject:** Re: Clean Up of Needles and Other Harm Reduction Paraphernalia

For clarification purposes, the District of Saanich supports the Prince George resolution as sited for the Union of BC Municipalities, therefore adopted the attached resolution.

Please also find attached a letter dated July 2, 2019, from the Mayor of Prince George.

Regards,

**Sarah Holloway**  
Senior Committee Clerk  
Legislative Services Division  
District of Saanich  
770 Vernon Ave.  
Victoria BC V8X 2W7

t. 250-475-5494 ext. 3506  
f. 250-475-5440  
[sarah.litzenberger@saanich.ca](mailto:sarah.litzenberger@saanich.ca)  
[www.saanich.ca](http://www.saanich.ca)



District of Saanich  
Legislative Services  
770 Vernon Ave.  
Victoria BC V8X 2W7

t. 250-475-1775  
f. 250-475-5440  
saanich.ca



File: 1300-50

August 15, 2019

Arjun Singh, President  
Union of BC Municipalities  
Suite 60 10551 Shellbridge Way  
Richmond BC V6X 2W9

Dear Mr. Singh:

**Re: CLEAN UP OF NEEDLES AND OTHER HARM REDUCTION PARAPHERNALIA**

This letter will confirm that Saanich Council, at their meeting on August 12, 2019, made the following resolution:

***"That:***

***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 costs of cleaning up the needles and drug paraphernalia in public spaces;***

***THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities request ongoing Provincial funding to local governments to cover the costs of cleaning up needles and drug paraphernalia in their communities."***

An excerpt of the minutes is attached for your reference.

Sincerely,

A handwritten signature in blue ink, appearing to read "Angila Bains", is written over the printed name.

Angila Bains, B.A., CMC  
Manager, Legislative Services

/s/

Attach.

cc: Mayor and Council  
All Municipalities

1300-50

Clean up of  
Needles and Harm  
Reduction  
Paraphernalia

**CLEAN UP OF NEEDLES AND OTHER HARM REDUCTION  
PARAPHERNALIA**

Notice of Motion from Mayor Haynes from the July 15, 2019 Council meeting that:

~~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 costs of cleaning up the needles and drug paraphernalia in public spaces;

THEREFORE BE IT RESOLVED that the Union of BC Municipalities request ongoing Provincial funding to local governments to cover the costs of cleaning up needles and drug paraphernalia it their communities.

**MOVED by Councillor Harper and Seconded by Councillor Plant: "That:**

**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 costs of cleaning up the needles and drug paraphernalia in public spaces;**

**THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities request ongoing Provincial funding to local governments to cover the costs of cleaning up needles and drug paraphernalia it their communities."**

Council discussion ensued with the following comments:

- The clean-up of harm reduction supplies affects municipal budgets therefore it is appropriate to request that the Province provides ongoing funding.

**The Motion was then Put and CARRIED**



## OFFICE OF THE MAYOR

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

|                                       |                                     |        |
|---------------------------------------|-------------------------------------|--------|
| POST TO                               | UBCM                                | POSTED |
| COPY TO _____                         |                                     |        |
| INFORMATION                           | <input checked="" type="checkbox"/> |        |
| REPLY TO WRITER                       | <input type="checkbox"/>            |        |
| COPY RESPONSE TO LEGISLATIVE DIVISION |                                     |        |
| REPORT                                | <input type="checkbox"/>            |        |
| FOR _____                             |                                     |        |
| ACKNOWLEDGED: _____                   |                                     |        |



July 2, 2019

Mayor and Council  
District of Saanich  
770 Vernon Avenue  
Saanich, BC V8X 2W7

**RECEIVED**

By T. Da Silva, Legislative Serv., Dist. of Saanich at 8:45 am, Jul 09, 2019

Dear Mayor Haynes 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](mailto:MayorAdmin@princegeorge.ca) or 250-561-7691.

Sincerely,

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

Mayor Lyn Hall  
City of Prince George

**From:** Sarah Litzenberger <[Sarah.Litzenberger@saanich.ca](mailto:Sarah.Litzenberger@saanich.ca)>  
**Sent:** Thursday, August 29, 2019 11:55 AM  
**To:** Sarah Litzenberger <[Sarah.Litzenberger@saanich.ca](mailto:Sarah.Litzenberger@saanich.ca)>  
**Cc:** [jjustason@ubcm.ca](mailto:jjustason@ubcm.ca)  
**Subject:** Re: Proceeds of Crime

For clarification purposes, the District of Saanich supports the Prince George resolution as sited for the Union of BC Municipalities, therefore adopted the attached resolution.

Please also find attached a letter dated July 2, 2019, from the Mayor of Prince George.

Regards,

**Sarah Holloway**  
Senior Committee Clerk  
Legislative Services Division  
District of Saanich  
770 Vernon Ave.  
Victoria BC V8X 2W7

t. 250-475-5494 ext. 3506  
f. 250-475-5440  
[sarah.litzenberger@saanich.ca](mailto:sarah.litzenberger@saanich.ca)  
[www.saanich.ca](http://www.saanich.ca)

District of Saanich  
Legislative Services  
770 Vernon Ave.  
Victoria BC V8X 2W7

t. 250-475-1775  
f. 250-475-5440  
saanich.ca



File: 1300-50

August 15, 2019

Arjun Singh, President  
Union of BC Municipalities  
Suite 60 10551 Shellbridge Way  
Richmond BC V6X 2W9

Dear Mr. Singh:

**Re: PROCEEDS OF CRIME**

This letter will confirm that Saanich Council, at their meeting on August 12, 2019, made the following resolution:

***"That:***

***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 results in seizures in 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."***

An excerpt of the minutes is attached for your reference.

Sincerely,

A handwritten signature in blue ink, appearing to read "Angila Bains", is written over a faint circular stamp.

Angila Bains, B.A., CMC  
Manager, Legislative Services

/s/

Attach.

cc: Mayor and Council  
All Municipalities

1300-50  
Seizure of  
Proceeds of Crime

**PROCEEDS OF CRIME**

Notice of Motion from Mayor Haynes from the July 15, 2019 Council meeting that:

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 results in seizures in 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.

**MOVED by Councillor Harper and Seconded by Councillor Plant: "That:**

**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 results in seizures in 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."**

Council discussion ensued with the following comments:

- Mayor Haynes will speak to the item on behalf of the municipality and the Saanich Police Board at the Union of British Columbia Municipalities meeting.

**The Motion was then Put and CARRIED**



## OFFICE OF THE MAYOR

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

|                                       |                                     |        |
|---------------------------------------|-------------------------------------|--------|
| POST TO                               | UBCM                                | POSTED |
| COPY TO _____                         |                                     |        |
| INFORMATION                           | <input checked="" type="checkbox"/> |        |
| REPLY TO WRITER                       | <input type="checkbox"/>            |        |
| COPY RESPONSE TO LEGISLATIVE DIVISION |                                     |        |
| REPORT                                | <input type="checkbox"/>            |        |
| FOR _____                             |                                     |        |
| ACKNOWLEDGED: _____                   |                                     |        |



July 2, 2019

Mayor and Council  
District of Saanich  
770 Vernon Avenue  
Saanich, BC V8X 2W7

**RECEIVED**

By T. Da Silva, Legislative Serv., Dist. of Saanich at 8:45 am, Jul 09, 2019

Dear Mayor Haynes 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](mailto:MayorAdmin@princegeorge.ca) or 250-561-7691.

Sincerely,

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

Mayor Lyn Hall  
City of Prince George



## District of Chetwynd

Box 357  
Chetwynd, BC  
Canada V0C 1J0

tel: (250) 401-4100  
fax: (250) 401-4101  
email: [d-chet@gochetwynd.com](mailto:d-chet@gochetwynd.com)

August 19, 2019

The Honourable Rob Fleming  
Minister of Education  
P.O. Box 9045 Stn Prov Govt  
Victoria, BC V8W 9E2

**Via email: [EDUC.Minister@gov.bc.ca](mailto:EDUC.Minister@gov.bc.ca)**

Dear Minister Fleming:

Re: Provincial Support for Libraries

At the Regular Council Meeting on August 12, 2019, the District of Chetwynd Council passed a resolution endorsing the City of Victoria's request for Provincial support for libraries.

Accordingly, District of Chetwynd Mayor and Council hereby respectfully request the Province of British Columbia's support and consideration to increase support to restore Provincial funding for libraries. District of Chetwynd Mayor and Council supports the restoration of library funding to a level that reflects both inflation cost increases since 2009 and the value of this system to the Province.

Sincerely,

**DISTRICT OF CHETWYND**

Allen Courtoreille  
Mayor

cc: Premier John Horgan [premier@gov.bc.ca](mailto:premier@gov.bc.ca)  
MP Bob Zimmer [bob.zimmer.cla@parl.gc.ca](mailto:bob.zimmer.cla@parl.gc.ca)  
MLA Mike Bernier [M.Bernier@leg.bc.ca](mailto:M.Bernier@leg.bc.ca)  
UBCM Member Municipalities

### Vision Statement

Chetwynd exists in order that area residents have sustainable opportunities for  
*Security, Health, Safety and Prosperity*  
in surroundings that display the best of our natural environment.

TO: Mike Richmond – Pemberton Mayor

August 21, 2019

Dear Mike,

I'm reaching out to protest the topless march in Whistler Village.

Whistler is a family friendly venue and this type of display is not appropriate for the local families or unsuspecting visitors.

This groups mandate for gender equality is flawed as flaunting their nakedness will only serve to encourage sexualizing women and disrespect for their bodies and not in any regard make them gender equal to men as they claim. By the way, I don't believe I have ever seen a topless man walking around Whistler.

There is already too much pressure on young women and blatant disregard for their rights to privacy. Young teens/preteens are very vulnerable at that age, especially young males and their expectations from the girls at school. 'Hey, it must be OK because it was allowed publicly in Whistler!!!'

There are so many youth in Whistler and protecting their innocence should be of more value to the decision-makers of this type of event.

Really? Holding it in the middle of Sunday afternoon and starting at close proximity and in clear view of the children's playground? What are they thinking!!

I hope we have a voice to stop this now so we don't have to endure it for the next 10 years as Vancouver has.

Ask yourself if you would want your mother, sister, wife or daughter in this march and if the answer is no you can be sure it's just not right morally.

If it can't be stopped because of the court ruling that it's not actually indecent exposure (who are they kidding) perhaps there can be another way.

I would appreciate your support by adding your voice and support for keeping decency and good moral values of top priority and not those of questionable intent.

Thank you,

Respectfully,



Gail McKellar

Email: [REDACTED]

Phone: [REDACTED]



August 22, 2019

Honourable Rob Fleming  
Minister of Education  
Room 124 Parliament Buildings  
Victoria, BC V8V 1X4

Dear Minister Fleming,

I write to you today to appeal for increased provincial support for public libraries, particularly in light of the on-going freeze to library funding.

Libraries are one of the cornerstones of our community – they provide spaces for life-long learning and social connection, with services for toddlers, seniors, and everyone in between. As we work to transform North Vancouver into a compact, highly livable city, access to public spaces with robust programming will become all the more important for our residents.

Our city's population has grown by almost 10 per cent over the past five years, but the provincial grants to the North Vancouver City Library have decreased by 12.6% over that same period. I urge your government to commit to a model of predictable funding for libraries, a model that reflects the value these institutions have in communities across the province.

At the July 8, 2019 meeting of City Council, our Council in the City of North Vancouver unanimously adopted the following resolution:

“THAT the correspondence from Stephen Smith, Library Board Chair, North Vancouver City Library, dated June 24, 2019, regarding “Provincial Support for Public Libraries”, be received with thanks;

WHEREAS public libraries require continuous and increasing investment to provide opportunities for life-long learning, build community and increase equity and social inclusion;

WHEREAS restoring funding to public libraries supports the BC Government's agenda to eliminate poverty, improve access to education and address social justice in BC;

AND WHEREAS provincial funding for public libraries has remained unchanged since 2009 while costs to deliver services and public demand for library services have increased, demonstrating a regressive approach of shifting costs to municipal property tax payers;

THEREFORE BE IT RESOLVED THAT the Mayor, on behalf of Council, write a letter to Minister Fleming asking that the BC Government restore library funding to a minimum of \$20 million annually to reflect inflationary and population increases and recommit to a progressive funding approach, considering the role of public libraries in achieving the goals of the Province and our communities, with a copy forwarded to Union of British Columbia Municipalities (UBCM) and UBCM member municipalities;

AND BE IT FURTHER RESOLVED THAT Council support the resolutions appealing for increased provincial funding for public libraries at the upcoming UBCM meeting.”

I will continue to advocate for this issue throughout our upcoming meetings with representatives from the provincial government at UBCM, and look forward to your response on the matter.

Best Regards,

A handwritten signature in cursive script that reads "Linda C. Buchanan".

Linda Buchanan  
Mayor



September 4, 2019

To the Union of British Columbia Municipalities,

I am writing on behalf of Village of Burns Lake Council, requesting favourable consideration and resolutions of support for the **Limited Entry Hunt for Cow/Calf Moose** resolution to be put forward at UBCM.

The Village of Burns Lake Council at its Regular Council meeting held on Tuesday, June 25, 2019 approved the following resolution:

WHEREAS moose populations are in decline across the province and measures should be taken to increase populations, not to decrease them;

AND WHEREAS the increase in the cow/calf moose Limited Entry Hunt (LEH) announced by the Province in the Limited Entry Synopsis 2019-2020 in Regions 4 and 7, will put unnecessary pressure on already shrinking moose populations;

THEREFORE BE IT RESOLVED that UBCM lobby the provincial government to stop the cow/calf moose Limited Entry Hunt until moose populations recover;

AND BE IT FURTHER RESOLVED that the provincial government be encouraged to undertake extensive monitoring of moose populations in all regions of the province, in order to better determine their populations and measure their recoveries.

We hope to have your support at UBCM.

Sincerely,

A handwritten signature in blue ink, appearing to read "Henry Wiebe".

Henry Wiebe  
Acting Mayor

## 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*