

**VILLAGE OF PEMBERTON  
-COMMITTEE OF THE WHOLE MEETING AGENDA-**

**Agenda** for the **Committee of the Whole** of Council of the Village of Pemberton to be held Tuesday, October 2, 2007 at 10:00 a.m. in Council Office, 7400 Prospect Street.

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	<b>Page No.</b>
<b>1. CALL TO ORDER</b>	
<b>2. School Board Policy Referrals:</b>	
Policy & Regulation & Administrative Procedure 1004.1 Community Use of School Facilities, Buildings and Grounds	2
<b>Recommendation:</b> For Discussion	
<b>3. Pemberton North Improvement District Agreement</b>	
Jerry T. Cheshuk, Director, Utilities & Environmental Services, SLRD, dated September 12, 2007, regarding payment for water usage January – June 30, 2007.	15
<b>Recommendation:</b> For Discussion	
<b>4. Fire Agreement – Verbal Update</b>	
<b>5. SkatePark/outdoor skating rink – Relocation/Decommissioning – Update on discussions with Skateboard Society</b>	
<b>6. Boundary Extension – review of discussions with Ministry at UBCM</b>	
<b>7. TERMINATION</b>	

# POLICY IMPACT FORM

School District No. 48 (Howe Sound)

**To: Principals & Parent Advisory Committees**

Blackwater Creek  
Garibaldi Highlands  
Myrtle Philip  
Spring Creek  
Valleycliffe

Brackendale  
Howe Sound  
Pemberton  
Squamish  
Whistler

Don Ross  
Mamquam  
Signal Hill  
Stawamus

<b>VILLAGE OF PEMBERTON</b>	
Copy to	Lori
Original to	Sheena - Cow
File to Main files	.....
Council Agenda Action	.....
Council Agenda Information	.....
Other	.....

**Local Governments**

Resort Municipality of Whistler

District of Squamish

Squamish-Lillooet Regional District

Village of Pemberton

**Education Partners:**

HSPVPA

HSTA

CUPE

DPAC

**District Management Staff**

**From:** Nancy Edwards, Secretary-Treasurer

**Date:** September 4, 2007

**cc:** Trustees

**It is the wish and practice of the Board to consult groups affected by a proposed new or changed policy prior to making its final decision. To that end the POLICY IMPACT FORM is intended to ensure that the ramifications of proposed policies have been thoroughly considered before their adoption.**

**Policy, Regulation, & Administrative Procedure 1004.1 Community Use of School Facilities, Buildings and Grounds**

**Policy Topic:** Procedures and regulations regarding rental and use of School District buildings and grounds by community groups.

**Response/Comments**

- How will the policy affect your school or department?
- Does it make unreasonable demands on your resources?
- Can you foresee any difficulties?
- Other?

**NOTE:** If additional space is required, please attach to this form.

**Submitted by:** \_\_\_\_\_

**Return to:** Nancy Edwards, Secretary-Treasurer, School District No 48 (Howe Sound), PO Box 250  
Squamish, BC V8B 0A2, Fax: 604 892-1038 or email: nedwards@sd48.bc.ca

Committee of the Whole  
October 2, 2007  
2 of 18

**Deadline for response:** October 19<sup>th</sup>, 2007\_

**Date received:** \_\_\_\_\_

## **SCHOOL DISTRICT NO. 48 (HOWE SOUND)**

### **POLICY SERIES 1000 – SCHOOL-COMMUNITY RELATIONS**

<b>1004</b>	<b>COMMUNITY ACTIVITIES</b>
<b>1004.1</b>	<b>Use of School Facilities – Buildings and Grounds</b>

The primary consideration of the Board regarding school facilities is their availability and readiness for school activities.

In addition, when such use does not affect school use, the Board welcomes the use of school facilities by community organizations and groups when not required for school activity purposes, in support of growth in community spirit, learning and health.

As community use is beyond its mandate and funding, the Board considers that additional costs attributable to community event bookings, including labour and operational costs should be met by user fees.

# SCHOOL DISTRICT NO. 48 (HOWE SOUND)

## REGULATION SERIES 1000 – SCHOOL-COMMUNITY RELATIONS

### R1004 COMMUNITY ACTIVITIES R1004.1 Use of School Facilities – Buildings and Grounds

#### Principles of Use:

1. The use of all school buildings and grounds will be governed by the following principles and regulations except for facilities and grounds covered by joint-use agreements.
2. The use of buildings and grounds covered by joint-use agreements will be governed by joint committees responsible for the management of such facilities. The following principles and regulations will be considered by such committees in governing their use:
  - a. School facilities are complex and contain costly equipment necessary to provide a quality public education program. Therefore, the Board reserves the right to restrict, or to deny community access to the District facilities when it deems such use is not in the best interests of the School District.
  - b. The Board recognizes that external use of school facilities adds to operating costs. Recovery of all costs will be made through a rental structure such that there is no subsidy.
  - c. Smoking is not permitted anywhere on School District property.
  - d. The Board will not generally undertake any special services such as snow removal for access to the school and parking lots over weekends or during periods where the schools do not normally operate.
  - e. The rental of school buildings and grounds for purely commercial activities will not be encouraged.
3. Order of priorities for use of school buildings and grounds will be as follows:
  - a. School use of facilities for school sponsored activities for students.
  - b. Community/Continuing Education Courses offered by School District No. 48 (Howe Sound).
  - c. Programs that are
    - i) determined by District Support Services staff to be consistent with and effectively support the Board's mandate for early learning, K-12, and/or adult learning, and

- ii) offered by a recognized and credible community organization.
  - d. Educational programs provided by a recognized public post-secondary institutions.
  - e. Recreational programs for youth sponsored by local governments or recognized public post-secondary institutions.
  - f. Recreational programs for adults sponsored by local governments or recognized public post-secondary institutions.
  - g. Activities sponsored by other recognized community groups.
  - h. All other groups.
4. Hours of Availability of School Buildings and Grounds
- a. Normally school facilities and grounds are available for use by external groups on school days after 5:00 pm and on non-school days after 8:00 am. Facilities may be available during the regular school day, subject to the availability of space (as determined by the School Principal and approved by the Superintendent of Schools). Such use must complement school activities and shall not compromise the health, security and/or safety of students or staff.
  - b. To facilitate maintenance and in depth cleaning, facilities may not be available during spring, summer, or Christmas breaks. Considerations of applications for use during school breaks will depend on various factors, such as increased security needs, reduced heating levels and the need to complete repairs, maintenance and custodial work.
5. In accordance with Section 177 of the School Act, custodial staff are authorized to direct people to leave school property if they feel the health, security or safety of staff, students, or property (including damage to school property) is at risk.

# SCHOOL DISTRICT NO. 48 (HOWE SOUND)

## ADMINISTRATIVE PROCEDURES SERIES 1000 – SCHOOL-COMMUNITY RELATIONS

### 1004 COMMUNITY ACTIVITIES AP1004.1 Use of School Facilities – Buildings and Grounds

#### 1. Booking Procedures

- a) Bookings must be arranged at the School Board Office in Squamish (for Squamish schools) or at the Pemberton Bus Garage/Maintenance Shop in Pemberton (for Pemberton and Whistler schools)
- b) All use of school buildings and grounds for school sponsored activities on non-school days or after 5:00 pm on school days must be booked through the School District booking department. By June 15<sup>th</sup> of each year, principals will provide the Facilities Office with their requests for blocked periods for the following school year. Periods which are not protected by this block will be available for rentals.
- c) External groups wishing to book school buildings and grounds for regular use over the school year must submit their requests to the School Board Office or Pemberton Bus Garage/Maintenance Shop by September 1<sup>st</sup> to be considered in the Boards' priority booking outlined in section 3 of Regulation 1004.1 .
- d) One copy of the approved rental agreement will be given to the user outlining the rental charges.
- e) All applicants must carry appropriate liability insurance, naming the School District as an additional insured and provide proof at the time of booking. A responsible supervisor (or alternate) of at least 19 years of age must be designated.
- f) Groups may be limited to one occasion per week until space requirements have been assessed and allocated.
- g) It is the responsibility of the applicants to obtain all necessary licences and permits including special occasion licences, where required, for the event. Proof of any special licenses required for the event must be presented to the School District by the group, at the time of signing of the rental agreement.

#### 2. Fees and Payments

- a) Fees are payable in advance, and a user group may be required to provide a damage deposit.
- b) Seven days advance notice of cancellation is required for return of prepaid rental fees.
- c) The Board reserves the right to revise its fee structure from time to time. Review will normally take place by June 30 to take effect the next school year.

- d) No employee of the board is to receive any form of gratuity for services rendered.

### 3. Use of Buildings and Grounds

- a) All activities must be confined to the areas of buildings and playing fields stipulated in the rental agreement. Certain activities may be restricted to specific buildings and grounds. No sub-letting of facilities and grounds is permitted.
- b) There is no warranty, expressed or implied, on the part of the School Board as to the suitability or condition of the schools and grounds. The School Board reserves the right to require any group to transfer from one facility to another if the need arises.

### 4. Reporting of Problems

Any problem arising from a community use, which cannot be resolved by the custodian at the time of the problem, is to be reported to the Director of Facilities and Services or designate.

### 5. Supervision

- a) A custodian must be on duty at all times when school buildings are in use after school hours, except when otherwise approved by the Board. Under no circumstances are keys to School District Facilities to be loaned to persons other than authorized School District employees.
- b) The School Board does not accept liability or responsibility for the supervision of community activities. The Board's employee who is on duty during the event will provide direction as to the appropriate use of the facility.
- c) The designated supervisor of the user group is responsible for the admission, actions and behaviour of all participants and/or spectators involved in the activity. All groups using school buildings and grounds shall provide adequate supervision of the participants in the activity by a responsible adult. The Board reserves the right to evaluate the supervision.
- d) The designated supervisors will:
  - i) Ensure they arrive at the facility prior to the first member of their group and not leave after their event until all members of the group have left the school property.
  - ii) Make themselves known to the Board employee or a designated representative in charge of the building.
  - iii) Enforce all Board regulations concerning the use of school buildings and grounds and ensure that all members of the group are made aware of School Board regulations.
  - iv) Limit activities and participants to the areas assigned to the group.
  - v) Supervise entrance and adjacent areas to prevent unauthorized persons from entering the building or unauthorized areas.
  - vi) Ensure that specified days and times are adhered to.

- vii) Report any damage noted by or caused by the group. In the case of indoor facilities, the damage is to be reported immediately to the custodian. In the case of outdoor facilities, the damage is to be reported to the Director of Facilities and Services (Squamish area) at 604 892-5228 or the Transportation and Grounds Supervisor (Pemberton & Whistler Area) at 604 894-6434 by the next working day. Any damage which could result in injury to others is to be reported immediately.
- e) School District employees are fully empowered to act as the Board's representatives to ensure that these regulations are followed.

## 6. Rights of the Board

- a) In order to ensure efficient and appropriate use of buildings and grounds, the Board reserves the right to add, delete, amend, refuse or to cancel rental agreements.
- b) The Board reserves the right to refuse or to cancel agreements for failure to abide by any regulation or for failure to pay any fees charged for previous use.
- c) Agreements may be cancelled without notice where in the opinion of the Board the facility is unfit for use.
- d) The Board reserves the right to cancel, suspend or postpone any agreement when the facility is required for school use, provided that at least one week's notice is given by the school to the Facilities Clerk. In these cases the renters shall be entitled to a full refund.

## 7. Restricted Sports

Gymnasiums may not be used for indoor practice games (e.g. soccer, lacrosse, softball, football, baseball, field hockey, etc.) but can be used for conditioning for these sports. Balls for these sports will not be allowed in gymnasiums. For the purposes of soccer conditioning, a partially inflated volleyball can be used. Floor hockey can be played only when an approved Cosom floor hockey stick is used.

## 8. Liability

- a) Persons using schools and School Board property are responsible for carrying their own accident insurance protection. The School Board carries liability insurance to indemnify it against its liability as the owner of the school and facility, and the actions of its employees in carrying out their employment duties.
- b) Groups using school facilities and grounds shall accept responsibility for the cost of repairing any damage occurring during community use, and/or of replacing any equipment lost or stolen during such use; and shall pay any resulting costs. Any group failing to pay charges associated with the use of the school will forfeit future privileges. In addition, the Board reserves the right to take appropriate action to recover such costs and charges.

- c) The user agrees that there is no warranty, expressed or implied, on the part of the Board as to the suitability or condition of the school premises and/or playing field hereby leased and accepts the said premises at its own risk.
- d) The user group shall indemnify and hold harmless the School District and all any of its officers, employees, servants, agents and contractors from any and all loss, liability, claims or expenses arising out of the use and/or occupation of the property belonging to the School District by the user group, and any of its officers, employees, servants, agents, contractors and volunteers, except to the extent that such loss arises from the independent negligence of the School District. The user group will agree to waive all rights of subrogation or recourse against the School District with respect to the use or occupation by the user group of the building and grounds owned by the School District and being used-by the User group.
- e) The user group shall, without limiting its obligations or liabilities and at its own expense, provide and maintain the following insurances with insurers licensed in British Columbia and in forms and amounts acceptable to the School District.

General Liability Insurance with a limit of not less than Two Million Dollars (\$2,000,000.00), inclusive per occurrences-for bodily injury and property damage including loss of use thereof. Such insurance shall extend to cover the user group, its officers, employees, servants, agents, -contractors and volunteers, and shall include the School District, its officers, employees, servants, agents, contractors and volunteers as additional insured with respect to liability arising out of the use or occupation by the user group of the facilities, grounds and property belonging to the School District.

- f) The user group shall provide the School District with evidence of all required insurance prior to the effective date of the rental. Such evidence of insurance shall be in the form of a certificate of insurance. When requested by the School District, the user group shall provide certified copies of required insurance policies.

NOTE: These certificates should be issued by the insurer or insurance broker of the user group and must contain the following information:

1. Name of the insurance company and the binder or policy number
  2. Name and address of the user group
  3. Policy period (covering at least the period the agreement is in place)
  4. Description of coverage
  5. Policy Limits
  6. Description of insured operations and location(s)
  7. Signature of authorized representative and date
- g) Following an accident or incident, an Incident Report Form must be completed and submitted within 48 hours of the incident whenever medical/first aid is required and or loss or damage to School District property occurs. All reports of injury or damage shall be sent to the Secretary-Treasurer immediately.
  - h) Reports of injury, damage, littering, or misconduct resulting from external user group use of school facilities and grounds shall be submitted by the Principal to the Director of Facilities and Services.

9. Parking

Parking of vehicles shall be in specified parking lots. Fire lanes must be kept clear at all times. Cars parked in prohibited areas may be towed away at the owner's expense.

10. Alterations

No alteration, installation or fastening shall be permitted in any building unless authorized on the approval form.

11. Playing Fields

- a) The Board shall have the right at any time to cancel without notice, an agreement to use any of the playing fields, if in the opinion of the School Board they are unfit for use due to inclement weather, or require repair or maintenance.
- b) The user will be expected to exercise care in the use of fields during inclement weather.
- c) Backstops, uprights, goal posts, soccer posts, etc. may not be removed or moved by the user group. Upon request, the Board may move the equipment and charge the cost to the user.
- d) Irrigation systems are not to be tampered with.
- e) The playing of golf, or the driving of golf balls, is not permitted on school grounds under any circumstances.
- f) There is to be absolutely no smoking or consumption of alcohol on school playing fields. Contravention of this provision will result in cancellation of school playing field privileges.

12. Furniture and Equipment

- a) Upon request, volleyball and badminton stands, may be used by groups using school gyms. Supplies, such as balls, racquets, etc., must be provided by the groups. Games involving the use of equipment or supplies in such manner as to harm the building will not be permitted.
- b) Stage or property fixtures which require bracing to walls or pinning to stage curtains may not be used.
- c) No connection to electrical panels will be permitted without prior authorization from the Board's Director of Facilities and Services. This permission must be requested when booking the facilities and grounds. All work must be done by a qualified technician approved by the Director of Facilities and Services, and costs will be borne by the user.
- d) Lighting switchboards and related equipment shall be operated only by persons qualified to do so and with prior approval of the principal.

13. Telephones

Telephone service will not be made available to parties renting facilities and grounds, except in the event of an emergency.

14. Cafeteria and Kitchen Facilities

- a) The teaching kitchen at Howe Sound Secondary School may be rented provided evidence of all licensing required is presented.
- b) Gym kitchen facilities may be rented to organizations only if required in conjunction with the use of the gymnasiums
- c) Unless other arrangements are agreed to, the user group will be responsible for the provision of all dishes, cutlery and linens, etc.

15. Gymnasiums

- a) Use of gymnasiums (or other facilities) for dances other than school dances will not be permitted without specific authorization by resolution of the Board of Education (except Myrtle Philip Community School and Spring Creek Community School).
- b) Athletic shoes with non marking soles shall be worn for sporting activities in gymnasiums. The use of gym shoes that mark floors shall be prohibited.

16. Concession

- a) The consumption of refreshments must be confined to a designated area only and is not permitted in gymnasiums (except as provided for in Section 19), auditoriums or hallways-
- b) Extraordinary clean up will result in the cost being billed to the user group.

17. Fire Regulations

Persons using school buildings and grounds must comply with all fire by-laws and regulations. This includes compliance with the use of fireproofed props, occupancy, and keeping exits clear.

18. Smoking

Smoking will not be permitted in school buildings or on school grounds.

19. Intoxicants

School District No. 48 is supportive of the concept of the Municipal Alcohol Policy to promote responsible consumption of alcohol. The district has designated a limited number of school district facilities where alcohol may be consumed.

Possession or consumption of intoxicants on any portion of school district facilities and grounds is strictly prohibited except Howe Sound Secondary School (Multi-purpose room only), Myrtle Philip Community School, Spring Creek Community School (gymnasium and community area only), and Pemberton Secondary (gymnasium only) When alcohol use is permitted, the user group must:

- a) Comply with all requirements of the provincial Liquor Licence Act.
- b) Ensure that all attendees are 19 years of age or older.

Any misuse of alcohol or alcohol related problems may be reported to the RCMP and may also affect the user groups' future rental privileges.

20. Time

All buildings must be vacated by 10:00 p.m. unless prior arrangements have been made. Occupations past this time will result in charges for additional rental and custodial time.

21. Advertising

- a) No advertising in connection with any production or function is to be displayed on or affixed to any part of school grounds or premises-without permission of the principal.
- b) Advertising of events held on school district property must clearly indicate the place of ticket sales.

22. Copyright Royalties

All persons utilizing school district buildings and grounds for public literary, dramatic, artistic and musical works, sound recordings, and performances shall adhere to the rules of the Copyright Act of Canada, obtain the necessary licenses from and pay the appropriate tariffs or royalties as required under the Act. The user group shall hold the Board harmless in any action that may arise in the collection of copyright royalties through the Copyright Act of Canada.

23. Charges for Use of Facilities and Grounds

- a) The user will be required to pay the following charges:
  - i) A facility-booking fee for each application (including field bookings)
  - ii) A facility rental fee
  - iii) A fee for use of school equipment, if applicable-
  - iv) Custodial costs
  - v) Rental groups will be charged for all costs incurred where a school facility intruder alarm or fire alarm system is incorrectly set, operated or by-passed by the rental group (e.g. false alarms).
  - vi) Costs to repair or replace any School District property damaged as a result of the user's occupancy.
  - vii) All applicable taxes including G.S.T.

## FACILITY RENTAL RATES - CURRENT

The rental rate shall be based upon the facility used, the user classification, and the applicable rate category.

### **User Classification:**

All groups (including school groups) must book the use of their facility for any school days after 5 p.m. and any non-school days that they wish to use any portion of the facility.

1	Approved school activities, CUPE Local 779, HSTA and PAC Meetings (Custodial charges will apply as noted below)	A
2	Organizations for school-age students which are not school sponsored	B
3	Non-profit, educational, recreational or athletic groups where participation is open to the public.	C
4	Special Interest Groups such as Charitable groups, Unions, Chambers of Commerce, Religious groups, Service Clubs, Cultural non-profit, public interest activities, political groups or parties, and artistic groups	C
5	Commercial - profit-making groups	D
6	Local Government Parks and Recreation Departments - sanctioned municipal or regional district adult Recreation Programs.	E

### **Rental Rate Schedule: (current)**

- I. Facility Booking Fee - \$25.00. for each agreement
- II. The following rates are hourly based for facility use. For longer periods of time, the ~~rate-cost~~ will be proportionately greater

Effective: Sept 1/04	A	B	C	D	E
Gym – Sec	0	\$15.75	\$42.00	\$105.00	\$21.00
Gym – Elem	0	\$12.50	\$31.50	\$79.75	\$15.75
Classroom	0	\$10.50	\$15.75	\$31.50	\$13.75
Kitchen	0	\$10.50	\$10.50	\$21.00	\$10.50
Multi-purpose	0	\$15.75	\$31.50	\$63.00	\$24.00

## PROPOSED FACILITY RENTAL RATES – EFFECTIVE JANUARY 1, 2008

All groups (including school groups) must book the use of their facility for any school days after 5 pm. And any non-school days that they wish to use any portion of the facility.

User Classification:

1	School or School District sponsored activities for students, PAC, CUPE and HSTA meetings	A
2	Programs provided by Local Government and Youth Non-Profit Programs determined by District Support Services staff to be consistent with and effectively support the Board's mandate for early learning, K-12, and/or adult learning .	B
3	Special Interest Groups – Non Commercial Use	C
4	Commercial Use	D

Rental Rate Schedule:

- I. Facility Booking Fee - \$25.00 for each agreement
- II. The following rates are hourly based for facility use. For longer periods of time, the cost will be proportionately greater

Effective January, 2008	Cleaning Deposit	A	B	C	D
		-per hour	per hour	-per hour	-per hour
Gym – Sec	-	0	\$15.75	\$23.63	\$63.00
Gym – Elem	-	0	\$12.50	\$18.75	\$50.00
Classroom	-	0	\$10.50	\$15.75	\$42.00
Gym Kitchen	\$100	0	\$ 5.50	\$8.25	\$22.00
Multi-purpose	-	0	\$15.75	\$23.63	\$63.00
*Teaching Kitchen	\$200	0	\$30.00	\$45.00	\$120.00
*Home Economics Room	\$200	0	\$30.00	\$45.00	\$120.00
Boardroom	-	0	\$10.00	\$15.00	\$40.00

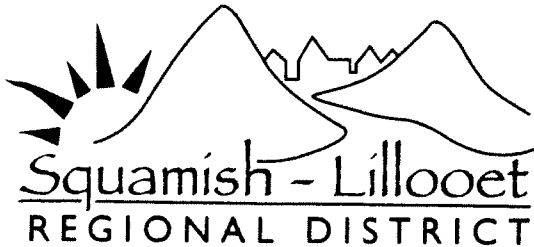
\*Require user to have FoodSafe Certificate.

- Elementary classrooms used for instructional purposes during the day will not be rented out to groups.
- Computer Labs, Industrial Education shops and science labs will not be available for rental, unless otherwise determined by the Director of Facilities and Services.

D. Extra Custodial Service Costs:

If additional custodial charges are incurred by the District, they will be charged to the user group.

The charge will be made for custodial service, based upon the actual cost. The costs are based upon the provisions of the District's contract with its employees which relate to minimum hours and rates of pay, including overtime rates.



Box 219, 1350 Aster Street,  
Pemberton, BC V0N 2L0  
Ph. 604-894-6371, 800-298-7753  
F: 604-894-6526  
info@slrd.bc.ca www.slrd.bc.ca

September 12, 2007

Village of Pemberton  
Box 100  
Pemberton, BC  
V0N 2L0

Attention: Lori Pilon, CAO

Dear Ms. Pilon:

RE: PEMBERTON NORTH WATER SYSTEM – WATER USAGE JAN-JUNE 30, 2007.

Enclosed is a cheque for \$18,280.60 representing water consumption of 35,155m<sup>3</sup> by residents in the PNID (Pemberton North Improvement District) for the period of January 1, 2007 to June 30, 2007. This payment is based on the rate agreed, between the Village of Pemberton (VOP) and the Squamish-Lillooet Regional District (SLRD) for 2006, of 0.52m<sup>3</sup>.

Please forward accumulated meter readings for 2006 and 2007 for review and upon successful completion of our current negotiations of the Agreement, any outstanding monies owed will be forwarded.

Yours truly,

SQUAMISH-LILLOOET REGIONAL DISTRICT

Jerry T. Cheshuk, REP, ASCT  
Director, Utilities & Environmental Services

JC/nck  
Encl.

Cc Paul Edgington, CAO, SLRD

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Pemberton North Water

As per discussion, here are the PNW payments based on the \$0.52 rate until an agreement is finalized.

Service Period	Usage	@ \$ .52/ m3
Jan-Mar 2007	15525	\$ 8,073.00
Apr-Jun 2007	19630	\$ 10,207.60

Total \$ 18,280.60

pay this amount.

- . Partial payment approved
- . Balance of amount invoiced is disputed and payment of any amount in excess of  $52^c/m^3$  will await outcome of agreement negotiations.



Sept 13/2007.

**Village of Pemberton and Squamish Lillooet Regional District**  
**Shared Use - Leased Space Agreement**

**1) Shared Use**

**2007**

		<u>Rate</u>	<u>Amount</u>
Annual Building Cost for Office Space			
Maintenance Costs	\$36,000.00	40%	\$14,400.00
Administration Fee	\$14,400.00	5%	720.00
Sub-Total Shared Space			<b>\$15,120.00</b>

**2) Leased Space**

Rental payment	\$1,305.50	12	\$15,666.00
Annual Cost of Utility Maintenance Services	\$36,000.00	0.215856	7,770.83
Floor ratio based on current signed agreement:			
SLRD square footage	1,119	=	0.215856
Total square footage	5,184		
Sub-Total Leased Space			<b>\$23,436.83</b>
Total Annual Billing including monthly rent			\$38,556.83
Less: Payments During the Year			
Monthly Rent		\$15,666.00	
Previously billed and paid			15,666.00
Amount Due			<b>\$22,890.83</b>
		<b>per month</b>	<b>1,907.57</b>



PO Box 100 / 7400 Prospect St.  
Pemberton, BC V0N 2L0  
Phone: 1-604-894-6135  
Fax: 1-604-894-5708  
e-mail: admin@pemberton.ca  
website: www.pembertonbc.ca

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December 27, 2006

Squamish Lillooet Regional District  
Box 219  
Pemberton, BC  
V0N 2L0

Attention: Paul Edgington, CAO

Dear Paul:

Re: Pemberton North Irrigation District Water Agreement

Thank you for referring the Pemberton North Irrigation District Water Agreement to the Joint Operations meeting held on December 6, 2006 where it was recommended to the Regional Board that staff be directed to work to finalize a water supply agreement between the Squamish-Lillooet Regional District and the Village of Pemberton for acceptance prior to February 28, 2007. I look forward to finalizing the agreement, however in the mean time Council has requested that I provide the SLRD with notice that the new water rates set out in the draft agreement will become effective January 1, 2007, and further that if the two boundary meters, one each on Urdal and Pemberton Meadows Roads, are not installed by March 31, 2007 that a 20 per cent premium will be charged.

The implementation of new graduated rates and installation of reliable boundary meters are two initiatives towards the Village's conservation program and are of importance to the Village. Director Gimse was in attendance at the Village Council meeting where both items were discussed and after consulting with SLRD staff advised that staff were proceeding with purchase and installation of the meters and that the March 31, 2007 date would likely not be a problem. The Village is proceeding immediately with exploratory drilling for a new well.

Please let me know if you would like to meet to discuss any aspect of the draft agreement in more detail, or if there is any additional information you require prior to finalizing the agreement by February 28<sup>th</sup>.

Yours truly,  
**VILLAGE OF PEMBERTON**

Lori Pilon  
Administrator