

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

**Agenda** for the **Regular Meeting** of Council of the Village of Pemberton to be held Tuesday, April 16, 2019 at 9:00 a.m. in Council Chambers, 7400 Prospect Street. This is Meeting No. 1491.

*“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.”*

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<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>	<b>1</b>
<b>Recommendation:</b> THAT the Agenda be approved as presented.	
<b>3. RISE WITH REPORT FROM IN CAMERA (CLOSED)</b>	
<b>4. ADOPTION OF MINUTES</b>	<b>4</b>
<b>a) Regular Council Meeting No. 1490, Tuesday, April 2, 2019</b>	
<b>Recommendation:</b> THAT the minutes of Regular Council Meeting No. 1490, held Tuesday, April 2, 2019, be adopted as circulated.	
<b>5. BUSINESS ARISING FROM THE PREVIOUS REGULAR COUNCIL MEETING</b>	
<b>6. BUSINESS ARISING FROM THE COMMITTEE OF THE WHOLE</b>	
<b>7. COMMITTEE MINUTES - FOR INFORMATION</b>	
<b>8. DELEGATIONS</b>	
There are no Delegation presentations.	
<b>9. REPORTS</b>	
<b>a) Office of the Chief Administrative Officer</b>	
<b>i. CAO Verbal Report:</b>	
<b>Community Wildfire Protection Plan Prescription Development Funding Discussion</b>	
<b>ii. Pemberton Valley Utilities and Services Committee Meeting Update – Service Establishment</b>	<b>12</b>
<b>Recommendation:</b> THAT Council provide direction.	
<b>iii. Appointment of Alternate Approving Officer</b>	<b>35</b>
<b>Recommendation:</b> THAT Lisa Pedrini be appointed Village of Pemberton Alternate Approving Officer as of April 16, 2019.	

<b>b) Corporate &amp; Legislative Services</b>	
<b>i. Council Procedure Bylaw – Reconsideration by a Council Member</b>	37
<b>Recommendation:</b> THAT Council provide direction with respect to bringing forward a Council Procedure Amendment Bylaw to replace clause 31 ( <i>Reconsideration by a Council Member</i> ).	
<b>c) Development Services</b>	
<b>i. Sunstone Ridge Road Naming</b>	42
<b>Recommendation:</b> THAT Council approve the proposed street names for the Sunstone Development.	
<b>d) MAYOR’S Report</b>	
<b>e) COUNCILLORS’ Reports</b>	
<b>10. BYLAWS</b>	
<b>a) Bylaw for First, Second and Third Readings</b>	
<b>i. Downtown Enhancement Contingency and Downtown Barn Parking Lot Paving Loan Authorization Bylaw No. 863, 2019</b>	61
<b>Recommendation:</b> THAT the Downtown Enhancement Contingency and Downtown Barn Parking Lot Paving Loan Authorization Bylaw No. 863, 2019, be given First, Second and Third Readings.	
<b>b) Bylaws for Adoption</b>	
<b>i) 2019-2023 Five Year Finance Plan Bylaw No. 857, 2019</b>	69
<b>Recommendation:</b> THAT the 2019-2023 Five Year Financial Plan Bylaw No. 857, 2019 receive Fourth and Final Reading.	
<b>ii) 2019 Tax Rates Bylaw No. 858, 2019</b>	77
<b>Recommendation:</b> THAT the 2019 Tax Rates Bylaw No. 858, receive Fourth and Final Reading.	
<b>iii) Water Frontage Tax Amendment Bylaw No. 859, 2019</b>	79
<b>Recommendation:</b> THAT the Water Frontage Tax Amendment No. 859, 2019 receive Fourth and Final Reading.	
<b>iv) Sewer Frontage Tax Amendment Bylaw No. 860, 2019</b>	80
<b>Recommendation:</b> THAT the Sewer Frontage Tax Amendment No. 860, 2019 receive Fourth and Final Reading.	
<b>v) 2019 Sewer Rates Bylaw No. 861, 2019</b>	81
<b>Recommendation:</b> THAT the Sewer Rates Amendment No. 861, 2019 receive Fourth and Final Reading.	

**11. CORRESPONDENCE**

<b>a) For Action</b>	
i. Dr. Geoff McKee, Medical Health Officer, Vancouver Coastal Health, dated April 4, 2019, reminding of the upcoming 2019 Sea to Sky Congress on May 16 <sup>th</sup> and requesting RSVP's be sent by April 26 <sup>th</sup> .	84
<b>Recommendation:</b> THAT Council advise as to attendance.	
ii. Mayor Mike Morden, Maple Ridge City Council, dated April 5, 2019, requesting resolutions supporting local government jurisdiction.	86
<b>Recommendation:</b> THAT Council provide direction.	
<b>b) For Information</b>	
i. Cathy Peters, BC anti-human trafficking advocate, dated April 1, 2019, providing an update on human trafficking in BC communities.	92
ii. Janet and Hugh Naylor, Village of Pemberton, dated April 2, 2019, regarding memorial crabapple tree recipient Hector Harwood.	94
iii. Penny MacLean, Chair, Pemberton Arts Council, dated March 3, 2019, extending thanks to the Village for support via the Community Initiative & Opportunities Fund.	95
iv. Jordan Sturdy, MLA, West Vancouver – Sea to Sky, received April 5, 2019, regarding crosswalk lights.	96
<b>Recommendation:</b> THAT the above correspondence be received for information.	
<b>12. DECISION ON LATE BUSINESS</b>	
<b>13. LATE BUSINESS</b>	
<b>14. NOTICE OF MOTION</b>	
<b>15. QUESTION PERIOD</b>	98
<b>16. IN CAMERA</b>	
<b>THAT</b> pursuant to Section 90 (1) (g) Litigation (k) Negotiations of the <i>Community Charter</i> , 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.	
<b>17. RISE FROM IN CAMERA</b>	
<b>18. RECESS REGULAR COUNCIL MEETING</b>	
<b>19. RECONVENE REGULAR COUNCIL MEETING FOLLOWING THE COMMITTEE OF THE WHOLE</b>	
<b>20. IN CAMERA</b>	
<b>21. RISE FROM IN CAMERA</b>	
<b>22. ADJOURNMENT OF REGULAR COUNCIL MEETING</b>	

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

**Minutes of the Regular Meeting** of Council of the Village of Pemberton held on Tuesday, April 2, 2019 at 5:30 p.m. in Council Chambers, 7400 Prospect Street. This is Meeting No. 1490.

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

**ABSENT** Councillor Ryan Zant

**STAFF IN ATTENDANCE:** Nikki Gilmore, Chief Administrative Officer  
Lena Martin, Manager of Finance & Administration  
Lisa Pedrini, Senior Planner  
Anne Burt, Bylaw Enforcement Officer  
Elysia Harvey, Legislative Assistant

**Public:** 8

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**1. CALL TO ORDER**

At 5:37 p.m. Mayor Richman called the meeting to order.

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

**2. APPROVAL OF AGENDA**

Moved/Seconded  
**THAT** the Agenda be approved as circulated.  
**CARRIED**

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

Council did not rise with report.

**4. ADOPTION OF MINUTES**

**a) Regular Council Meeting No. 1489, Tuesday, March 19, 2019**

Moved/Seconded  
**THAT** the minutes of Regular Council Meeting No. 1489, held Tuesday, March 19, 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

### **Advisory Design Review Commission Draft Meeting Minutes – March 14, 2019**

Moved/Seconded

**THAT** the Advisory Design Review Commission DRAFT meeting minutes, dated March 14, 2019, be received for information.

**CARRIED**

## 8. DELEGATIONS

There were no Delegation presentations.

## 9. REPORTS

### a) Office of the Chief Administrative Officer

#### i. CAO Verbal Report:

#### a) ICBC Application for Crosswalk Lights at Signal Hill Elementary

CAO Gilmore reported that as part of the Village's ongoing efforts to preserve pedestrian safety, in collaboration with the local RCMP, Signal Hill Elementary School has been identified as a high impact area for traffic safety concerns. While installation of crosswalk lights on Portage Road in front of the school would be undertaken by the Ministry of Transportation and Infrastructure, the Village hopes to support this initiative through funding.

Moved/Seconded

**THAT** Staff submit an application for funding to ICBC to help facilitate the installation of crosswalk lights at Signal Hill Elementary School.

**CARRIED**

**b) Emergency Operations Centre Improvements funding**

CAO Gilmore informed Council that the Village has been awarded funding in the amount of \$25,000 via the Community Emergency Preparedness Fund. This grant will facilitate outfitting an Emergency Operations Centre at the Village office in cooperation with Emergency Management BC (EMBC).

Moved/Seconded

**THAT** the Emergency Operations Centre (EOC) improvements funding verbal report be received.

**CARRIED**

**ii. Crabapple Tree Removal and Replacement Project Update**

Moved/Seconded

**THAT** the Crabapple Tree Removal and Replacement Project Update be received.

**CARRIED**

**b) MAYOR'S Report**

Mayor Richman reported on the following meetings and events:

- Met with Village auditors, who extended compliments to the work done by Village Staff. An official report will be brought forward in May.
- Attended a meeting with MP Pamela Goldsmith-Jones.
- BC Hydro is considering locations for installation of high-speed chargers for electric cars.
- A great turnout from the community at last week's Downtown Enhancement Project Open House. This week a lot of construction activity can be expected in front of the Downtown Community Barn as the contractors prepare the area for the installation of the rainwater storage cisterns.
- Tourism Pemberton and the Pemberton Chamber of Commerce are hosting Pember'TON' of Opportunities on April 6<sup>th</sup> from 12 – 4 at the Community Centre. This networking opportunity is a chance to seek out volunteers/members and promote your businesses.
- Dog owners not picking up after their dogs has become a serious issue; moving forward there will be zero tolerance for those found not picking up after their dogs.

**c) COUNCILLORS' Reports**

**Councillor Antonelli**

Councillor Antonelli did not report.

### **Councillor Craddock**

- Attended the Downtown Enhancement Project Open House. Noted that the installation of a sidewalk along Camus Road would improve safety of children walking to school
- Attended the Pemberton Valley Dyking District (PVDD) meeting:
  - Additional funding is required to facilitate the removal of large amounts of sediment from along the Lillooet River. Further discussion on this topic was deferred to the next Council meeting.

### **Councillor Noble**

- Will attend the Pemberton Valley Trails Association meeting on April 10<sup>th</sup>.

### **Councillor Zant**

Councillor Zant was absent.

## **10. BYLAWS**

### **a) Bylaw for First and Second Reading**

#### **i) Village of Pemberton Zoning Bylaw No. 832, 2018, Amendment (Housekeeping) Bylaw No. 862, 2019**

Cameron Chalmers, planning consultant with the Village, presented an overview of the general housekeeping text amendments to the Zoning Bylaw. A discussion took place regarding the definition and permitted uses of Public Parking Lot and the following resolution was made:

Moved/Seconded

**THAT** references to 'Public Parking Lot' as a use permitted in all zones be removed from the Amendment (Housekeeping) Bylaw No. 862, 2019, for further discussion.

**CARRIED**

Moved/Seconded

**THAT** the Village of Pemberton Zoning Bylaw No. 832, 2018, Amendment (Housekeeping) Bylaw No. 862, 2019 be given First and Second Reading.

**CARRIED**

Moved/Seconded

**THAT** a public hearing be scheduled for Tuesday, May 7<sup>th</sup>, 2019, at 5:00p.m., prior to the scheduled Regular Council Meeting.

**CARRIED**

**b) Bylaws for First, Second and Third Reading**

**i) 2019-2023 Five Year Finance Plan Bylaw No. 857, 2019**

Moved/Seconded

**THAT** the 2019-2023 Five Year Financial Plan Bylaw No. 857, 2019, as amended, be given First, Second and Third Readings.

**CARRIED**

**ii) 2019 Tax Rates Bylaw No. 858, 2019**

Moved/Seconded

**THAT** the 2019 Tax Rates Bylaw No. 858, 2019 be given First, Second and Third Readings.

**CARRIED**

**iii) Water Frontage Tax Amendment Bylaw No. 859, 2019**

Moved/Seconded

**THAT** the Water Frontage Tax Amendment No. 859, 2019 be given First, Second and Third Readings.

**CARRIED**

**iv) Sewer Frontage Tax Amendment Bylaw No. 860, 2019**

Moved/Seconded

**THAT** the Sewer Frontage Tax Amendment No. 860, 2019 be given First, Second and Third Readings.

**CARRIED**

**v) 2019 Sewer Rates Bylaw No. 861, 2019**

Moved/Seconded

**THAT** the Sewer Rates Amendment No. 861, 2019 be given First, Second and Third Readings.

**CARRIED**

**11. CORRESPONDENCE**

**a) For Action**

- i. Gail Talbot, Committee Member, Pemberton Red Devils Alumni Association, request for donation to support the Day of the Devils annual fundraising event on Saturday April 27, 2019, in support of Pemberton Secondary School's sports teams.**

At 6:42 p.m. Mayor Richman declared a conflict and left the meeting.

Moved/Seconded

**THAT** a gift basket be donated to support the Day of the Devils annual fundraising events;

**AND THAT** the funds to prepare the gift basket, in the amount of \$250 be allocated from the Community Enhancement Fund

**AND THAT** the Pemberton Red Devils Alumni Association be asked to report back to Council on the funds raised through this event.

**CARRIED**

At 6:45 Mayor Richman returned to the meeting.

- ii. **Golf Tournament Planning Committee, Rotary Club of Pemberton and Pemberton & District Chamber of Commerce, request for donation and participation at the 2019 annual golf tournament on Friday June 7<sup>th</sup>.**

Moved/Seconded

**THAT** the letter from the Pemberton & District Chamber of Commerce be referred to the Pemberton Valley Utilities & Services Committee for consideration.

**CARRIED**

- iii. **Courtney Marchment, Village of Pemberton, dated March 26, 2019, expressing concerns regarding the Village's Animal Control Bylaw.**

Moved/Seconded

**THAT** Staff review the Village's Animal Control Bylaw and bring back a report to Council.

**CARRIED**

**b) For Information**

- i. **Thomas Barnes, Municipal Insurance Association of BC, dated March 14, 2019, recognizing the Village for winning an Excellence in Risk Management Award.**

Moved/Seconded

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

**CARRIED**

- ii. Lisa Helps, Mayor, City of Victoria, dated March 13, 2019, forwarding Victoria City Council's resolution supporting observed inhalation sites for overdose prevention.
- iii. Lisa Helps, Mayor, City of Victoria, dated March 13, 2019, forwarding Victoria City Council's resolution supporting revitalizing Island Rail.
- iv. Lisa Helps, Mayor, City of Victoria, dated March 13, 2019, forwarding Victoria City Council's resolution supporting a safer drug supply in British Columbia.
- v. Lisa Helps, Mayor, City of Victoria, dated March 13, 2019, forwarding Victoria City Council's resolution supporting shifting investment to low-emission transportation.
- vi. Lisa Helps, Mayor, City of Victoria, dated March 13, 2019, forwarding Victoria City Council's resolution supporting protection of old growth forests.
- vii. Lisa Helps, Mayor, City of Victoria, dated March 13, 2019, forwarding Victoria City Council's resolution in support of promoting and enabling greenhouse gas reductions.
- viii. Sherry Ridout, Citizens for Safe Technology, dated March 25, 2019, providing a press release in favour of community-owned fiber optic cable.
- ix. Phillip Germuth, Mayor, District of Kitimat, dated March 25, 2019, seeking support for graduated licensing for motorcycles.
- x. Tracy Takahashi, Deputy Corporate Officer, City of Port Moody, received March 27, 2019, forwarding City of Port Moody Council resolutions regarding greenhouse gas limits.

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

Joel Barde, Pique News Magazine, requested clarification on the cost of work completed by planning consultant Cameron Chalmers, and requested to speak with Mayor Richman following the meeting.

It was announced that Lisa Pedrini, Senior Planner, has accepted the position of Manager of Development Services with the Village.

At 7:00 p.m. the regular Council Meeting was recessed.

#### 16. IN CAMERA

Moved/Seconded

**THAT** pursuant to Section 90 (1) (c) Labour Relations and (g) Litigation 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 7:17 p.m. Council moved In Camera

At 7:42 p.m. Council reconvened the Regular Council Meeting and did not Rise with Report

#### 17. ADJOURNMENT

Moved/Seconded

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

**CARRIED**

At 7:43 p.m. the Regular Council Meeting was adjourned.

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Mike Richman  
Mayor

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Nikki Gilmore  
Chief Administrative Officer



## Direction Request Pemberton and District Community Fund – Service Establishments

**Date of Meetings:** Pemberton Valley Utilities and Services Committee – April 11, 2019  
Regional Board – April 24, 2019

### Request:

The Board to provide direction to staff regarding, and next steps related to, Electoral Area “C” and the Village of Pemberton (VOP) new Service Establishment(s), such as:

1. Does the Squamish-Lillooet Regional District (SLRD) wish to establish two (or one) new service(s)—an economic development-type service, and an arts, culture and recreation-type service versus utilizing the current Pemberton and District Community Fund Service, Cost Center #2100?
2. Should the SLRD convert and repeal the existing Pemberton and District Community Fund Service authorized under supplementary letters patent if the establishment of new services are sought in its place? (staff would prefer not to)
3. Should the SLRD repeal the existing Pemberton and District Recreation Commission establishing and amendment bylaws - #653/966? (staff would prefer to)
4. Should Electoral Area “C” wholly or partially contribute to the service(s), if established? If partially, what should be the defined scope of the Service Area?
5. What should the maximum requisition amount of the services be given their defined purposes and the scope of their participation?
6. What role or function should the Economic Development Collaborative and Agricultural Advisory Committee have vis-à-vis the role of the Pemberton Valley Utilities and Services Committee? (this can be determined at a later date)
7. Should the SLRD Board delegate authority to the Pemberton Valley Utilities and Services Committee for decision making authority over the disbursement of funds that may be requisitioned through the service(s)? (this can be determined at a later date)

### Attachments:

- Board Policy No. 2.13 – Pemberton and District Community Fund Policy

### Background:

At the January 24, 2018 (SLRD) Board meeting, the Board passed the following resolutions:

*THAT staff review the scope of the Supplementary Letters Patent that govern the Pemberton and District Community Fund Service to determine if and how it / a new bylaw*



*could potentially be expanded to cover all of Electoral Area C, and that funding for the Pemberton Animal Well-Being Society be considered as this review is undertaken.*

*THAT the Letter from the Village of Pemberton - Request for Service Area Establishment - Pemberton Visitors Information Centre be received and referred to staff to review the scope of the supplementary Letters Patent that govern the Pemberton and District Community Fund service to determine if and how it / a new bylaw could potentially be expanded to cover all of Electoral Area C and that funding for the Pemberton Visitors Information Centre be considered as this review is undertaken.*

This report provides further information and options with respect to these resolutions.

### **Key Information:**

#### History and Scope of the Statutory Letters Patent and Recreation Commissions

The Board requested an analysis of the scope of the Supplementary Letters Patent (SLP) which governs and authorizes recreational programmes within the SLRD's electoral areas and the VOP. As staff does not recommend continuing the use of the SLP to authorize any additional requisitions, services, commissions or functions, discussion around the history and scope of the SLP service will be brief.

The Supplementary Letters Patent for Recreational Programmes in Pemberton and the Electoral Areas of the SLRD was established in January 1975 under the authority of the *Municipal Act* and were very broad in scope, authorizing the SLRD to “undertake a recreational programme for one or more member municipalities or defined portions thereof and may fix the terms and conditions under which the programme will be provided, and , without limiting the generality of the foregoing may undertake different programmes for different member municipalities or defined portions thereof.” The SLP also set a maximum requisition amount based on a maximum rate of \$0.5/\$1,000, which, in its day and with a much smaller assessment base, was a reasonable amount; in today's dollars, however, such a rate would generate over \$600,000 in requisition funds.

Through the service arrangement established by the SLP, the SLRD further established two recreation commissions via ‘Commission Establishing Bylaws’: the Pemberton and District Recreation Commission (Bylaw 653/966 – established in 1997 and amended in 2005), and the Birken Recreation Commission (Bylaw 221—established in 1981, never amended). Neither of these bylaws intended to set requisition amounts (or even authorize requisitions), they merely established the commissions. The Birken Recreation Commission still operates today, while the Pemberton and District Recreation Commission ceased operation around 2006 and was partially incorporated into the Pemberton Valley Utilities and Services Committee (“PVUS”) which reviews utilities and service type issues within the Pemberton Valley and makes recommendations to the SLRD Board for the improvement or evolution of these functions. As well, despite being a different/new governance function from a commission, PVUS has continued the Pemberton and District Recreation Commission's purpose under the authority of Bylaws 653/966 in providing direction on the use of the Pemberton & District Community Fund (“PDCF”) managed under SLRD cost center #2100.



## Direction Request

### Pemberton and District Community Fund – Service Establishments

In 2009/2010, the SLRD attempted to convert the SLP into service establishing bylaws (Bylaws 1148 and 1158) in order to legitimize and ‘clean-up’ the use of the SLP as an authority to requisition funds. These bylaws were given three readings and sent to the Ministry of Municipal Affairs and Housing (MAH) for approval; however, MAH rejected the bylaws under the premise that they were incorrectly worded. The Ministry’s interpretation was that the bylaws should be “converting the function of Recreational Programmes, provided by Supplementary Letters Patent (SLP)...to a service for the purpose of funding a Recreation Commission...” – i.e. a specific use. As such, staff recommends abandoning the SLP for the following reasons:

- The past failed effort to convert the SLP into service establishing bylaws through the Ministry’s rejection of such conversion processes, given the Ministry’s past interpretation of the SLP’s purpose being to fund recreation commissions rather than more general broad purposes.
- The SLP is now over 44-years old and out of date in its language and intent.
- Any electorate consent which may have been authorized under the SLP (and which continues to be authorized by statute) is out of date and does not reflect the current environment and demographic.
- The Commission established under the SLP and the related bylaws (and thus the service area under which the requisitions for cost centre #2100 are derived) only covers a portion of Electoral Area “C” (i.e. Pemberton Fringe, Meadows and Owl Creek).

In place of the SLP, staff suggests that new services are established under the authority of Part 10 of the *Local Government Act*.

#### Potential Repeal of Existing Bylaws & New Service Establishment(s):

Per information from MAH, if the Board desired to repeal the SLP ‘Pemberton & District Community Service’ in order to formally relinquish its authority to requisition funds, with replacement by a new service (or services), the SLRD would first have to convert it to a Service Establishing bylaw under the authority of LGA s. 341, and could then repeal it under s. 349 by bylaw with the consent of at least 2/3 of the participants, and with the approval of the Inspector. The conversion and repealment of this service would have to be done through two separate bylaws—a SLP Conversion bylaw and a repealing bylaw—however, MAH officials have advised that both the conversion bylaw and the repealing bylaw could be submitted to the Inspector together for approval.

Moreover, the Board may also wish to provide direction on repealing the Pemberton and District Recreation Commission (Bylaws 653/966), as this Commission has been essentially unused for approximately 13 years. This Commission was established under a previous authority (*Municipal Act*), and then amended in 2004 under the *Local Government Act* (“LGA”) and, as stated above, includes the VOP and the Fringe/Meadows/Owl Lake areas of Electoral Area “C”. If Bylaw 653/966 were to be repealed, the Board may do so by repealing the bylaw without assent of the electors, but may still require 2/3 consent of the participants (i.e. VOP and Area “C”), and approval of the Inspector. Staff is awaiting a final opinion from the Ministry on this issue.



**Direction Request**  
Pemberton and District Community Fund – Service Establishments

The Birken Recreation Commission, on the other hand, still meets and effectively manages recreation based programming in the Birken area. As such, staff does not recommend repealing Bylaw 221 which refers to this service.

Alternatively, the SLRD could keep the SLP-authorized Pemberton & District Community Service and the Pemberton and District Recreation Commission in place, and simply avoid using the service to requisition funds. The Board may wish to provide direction in this regard.

Staff has contemplated options for new services to replace the existing SLP-based service which, for the reasons given above, neither staff nor MAH recommends continuing to rely upon. Such new services could involve the following options:

1. Two (2) new services involving an ‘Arts/Culture/Recreation Service’ and an ‘Economic Development’ service;
2. Two (2) new services, one specifically for regular/annual funding for specific societies or functions requiring or requesting ongoing funding, and the other to fund ‘one-off’ requests by societies, groups or functions that may request funding on a more periodic basis;
3. One (1) new service to fund all arts, culture, recreation and economic development-type functions in replacement of the SLP (funding of both a regular and/or periodic basis).

The following sections of this report provide further information with respect to these options.

Financial Justification for New Service(s)

Financial justification for new services in place of the SLP is based on the following:

**Arts, Culture and Recreation Functions**

The SLRD receives many funding requests/applications each year for the PDCF. Total approved grants-in-aid from this fund for the past 4 years are as follows (Table 1):

Table 1: PDCF Grant Funding

Year	Amount Funded
2015	\$47,693
2016	\$51,616
2017	\$27,721
2018	\$32,078
<b>Total</b>	<b>\$159,108</b>
<b>Average / Year, past 4 years</b>	<b>\$39,777</b>

Currently, the annual requisition amount for the PDCF service (i.e. Cost Center 2100) is \$30,000. The balance of funds in excess of the \$30,000 annual requisition amount allocated out of this cost center have been funded by a ‘surplus’ within the cost center that had slowly accumulated prior to 2015. As such, the Board may wish to consider what a reasonable requisition amount may be for a potential new service. It could be that the \$30,000 current requisition amount is maintained from the SLP function; or, the maximum requisition amount could be modified (reduced or



**Direction Request**  
Pemberton and District Community Fund – Service Establishments

increased) to better reflect and provide for the actual amount of PDCF applications being received and funded. In the financial analyses provided below (Table 4 and Table 5), taxation impacts for a \$40,000, \$50,000, \$60,000 and \$75,000 requisition are provided.

PDCF grants have typically been provided to the following types of groups (among others):

- Sea to Sky Community Services
- Pemberton Youth Centre
- Pemberton Children's Centre
- Pemberton Canoe Association
- Pemberton Young Life
- Pemberton Stewardship Society
- Pemberton Valley Seniors Society

In addition, PDCF funds and SLRD Electoral Area “C” select funds have been used to provide consistent, annual operational funding to various societies and organizations operating within Electoral Area “C” and the VOP. As operational funding falls outside the scope of the more periodic/temporary purpose of select funds, some form of replacement funding such as a service may be necessary to legitimize the funding of these organizations. As well, several of these groups have been receiving VOP Community Initiatives and Opportunities Funds (CIOF) which are multi-year funds under agreement for seed or start-up funding with the intention of transitioning to self-sufficient funding, as well as Community Enhancement Funds (CEF) which are (typically) one-time funds for a project-based community enhancement type function. While these programs have been successful, VOP staff notes that CIOF seed funding might have started to become relied upon as annual/operational funding as some of these societies have not fully transitioned to self-sufficient programming.

The following list of societies/organizations are relevant in this respect (see table 2 below for more financial information):

1. Pemberton Animal Wellness Society (PAWS)
2. Wellness Almanac
3. VOP/SLRD Electoral Area C Annual Fireworks Displays
4. Pemberton Arts Council
5. Pemberton BMX Society
6. Spirit of BC, Pemberton Winterfest

Table 2 – Local Government funding for Arts/Rec/Culture Functions

Organization/Fund	2015	2016	2017	2018	Average
<b>1. Pemberton Animal Wellness Society*</b>					
Select Funds (SLRD)	-	\$2,500	\$1,500	\$2,000	\$2,000
CIOF or CEF (VoP)	-	-	-	-	-
PDCF	-	-	\$2,500	-	\$2,500
<b>Total Local Gov. Funding</b>	<b>-</b>	<b>\$2,500</b>	<b>\$4,000</b>	<b>\$2,000</b>	<b>\$4,500</b>



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Organization/Fund	2015	2016	2017	2018	Average
<b>2. Wellness Almanac/Winds of Change</b>					
Select Funds (SLRD)	\$5,000	\$5,000	\$5,000	\$4,000	\$4,750
CIOF or CEF (VoP)	-	-	-	-	-
PDCF	-	-	-	-	-
VOP Matching Funding**	\$5,000	\$5,000	\$5,000	\$4,000	\$4,750
Total Local Gov. Funding	\$10,000	\$10,000	\$10,000	\$8,000	<b>\$9,500</b>
<b>3. VOP/SLRD Electoral Area “C” Annual Fireworks Displays</b>					
Select Funds (SLRD)	\$1,000	\$2,000	\$2,000	\$2,500	\$1,875
CIOF or CEF (VoP)	-	-	-	-	-
PDCF	-	-	-	-	-
VOP Matching Funding**	-	-	-	\$2,500	\$1,875
Total Local Gov. Funding	\$1,000	\$2,000	\$2,000	\$5,000	<b>\$3,750</b>
<b>4. Pemberton Arts Council</b>					
Select Funds (SLRD)	N/A	\$4,000	\$4,000	\$4,000	\$4,000
CIOF or CEF (VoP) – <i>CIOF Expires 2020</i>	-	\$4,000	\$4,000	\$4,000	\$4,000
PDCF	\$2,114	-	\$5,431	-	\$1,887
Total Local Gov. Funding	\$2,114	\$8,000	\$13,431	\$8,000	<b>\$9,887</b>
<b>5. Pemberton BMX Society</b>					
Select Funds (SLRD)	N/A	N/A	\$2,750	\$2,750	\$2,750
CIOF or CEF (VoP) – <i>CIOF Expires 2021, requires renewal in 2019 for 2020/21</i>	\$3,000	-	\$2,750	\$2,750	\$2,750
PDCF	\$9,850	-	-	-	\$2,463
Total Local Gov. Funding	\$12,850	-	\$5,500	\$5,550	<b>\$5,964</b>
<b>6. Spirit of BC – Pemberton Winterfest</b>					
Select Funds (SLRD)	\$1,500	\$4,500	\$4,500	\$4,500	\$3,750
CIOF (VoP) or CEF – <i>CIOF expires 2020</i>	\$1,500	\$4,500	\$4,500	\$4,500	\$3,750
PDCF	--	-	-	-	-
Total Local Gov. Funding	\$3,000	\$9,000	\$9,000	\$9,000	<b>\$7,500</b>
<b>Total Annual Amount for Societies/Organizations Requiring Ongoing Funding (sum of averages)</b>					<b>\$41,101</b>

\* With respect to PAWS, while VoP has not funded PAWS directly through financial contributions from general revenue or a grant program, VoP has provided PAWS’ facility to them for \$1/year for the past several years, has paid PAWS’ monthly BC Hydro fees (estimated at \$3,000/year),



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and will be providing PAWS' with a \$2,000 cash contribution in 2019 to partially cover its annual operational expenses as part of a funding renegotiation with the Whistler Animals Galore Society (WAGS); as such, VOP's annual 'animal wellness' funding for 2019 will be split between WAGS and PAWS. PAWS' annual operating budget was approximately \$16,000 in 2017/2018, and is forecasted to be approximately \$22,000 in 2018/2019 (increased due to higher veterinarian and animal supply expenses). Moving forward, PAWS' will need capital improvements to its facility, as well as additional funds for staff compensation. A detailed financial plan has not been completed for this organization, but at the very least PAWS' may sufficiently benefit from \$5,000-\$7,000 in annual funding from its local government partners through a contribution from this potential service (vis-à-vis the \$2,250 Select/PDCF funding shown in the analysis above). As well, a new Sea to Sky SPCA has now formed - the above does not reflect any funding to that entity.

\*\* These amounts have been estimated as the VOP was not able to confirm these by the time of agenda distribution.

The PDCF is not meant to be a source of annual/operational funding for any given society or organization given the parameters established by the Board and PVUS for the distribution of this fund per Board Policy 2.13 (attached); indeed, approximately 12.5% (\$4,975/\$39,777) of PDCF funds are allocated to the organizations identified as requiring annual local government funding for operational-type purposes. However, PDCF does augment the distribution of Area C select funds and VOP CIOF and CEF funds for the same purpose. As such, if the Board is to consider a new Pemberton and Area "C" Arts/Culture/Recreation Service to 'replace' the PDCF/Recreation Commission Service, the requisition should be high enough to provide for the "Total Annual Amount for Societies/Organizations Requiring Ongoing Funding" (i.e. \$41,101 in Table 2 above), plus the average annual distributed PDCF funds (i.e. \$39,777) net of those provided to the Societies listed in Table 2. This would equal **(without accounting for inflation/additional amounts):**

Total Annual Amount for Societies/Organizations Requiring Ongoing Service Funding	+	Average Annual Distributed PDCF Funds	-	PDCF Provided to Societies to Potentially Receive Ongoing Service Funding	=	<b>Total (potential requisition for Arts/Culture/Rec Service)</b>
\$41,101	+	\$39,777	-	(\$4,975)	=	<b>\$75,903</b>

**Economic Development Functions**

The potential need for a separate Economic Development-focused service is based on the funding that is allocated to economic development type functions by the SLRD through Area "C" select funds, and by the VOP through CIOF. The specific economic development type functions considered are the Pemberton & District Chamber of Commerce inclusive of the Pemberton Visitor Information Center (per resolution of the Board), Tourism Pemberton and the Pemberton Farmers' Market Association. These organizations were separated out given their consistent funding requests over the past 5 years, which have become to be relied upon more for operational funding, rather than for seed or project-specific purposes. These organizations also continue to



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further the development of the local area’s economy through business support and development programming and research and marketing studies such as the “Value of Tourism” study currently being carried out by Tourism Pemberton. As such, it would be of benefit to the Pemberton and Area C constituents to provide consistent, stable funding to these ‘staple’ organizations for the advancement of local economic development goals and objectives. Funding could also be provided for “one-offs” that are related to economic development, such as the Pemberton Farmers Institute. For long-term funding, it is expected that agreements with the fund recipients would be entered into (i.e. as to use of funds, oversight, etc.).

Table 3 below provides information with respect to local government revenue provided to these organizations:

Table 3

Organization	2015	2016	2017	2018	Average
<b>Pemberton &amp; District Chamber of Commerce (including the Pemberton Visitor Information Center)</b>					
Select Funds (SLRD)	\$4,000	\$5,250	\$7,500	\$9,500	\$5,750
CIOF (VoP)** - Expires 2019	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
PDCF	\$3,400	\$1,250	\$1,250	-	\$1,967
Total Local Gov. Funding	\$11,400	\$10,500	\$12,750	\$13,500	<b>\$11,717</b>
<i>Total Annual Budget Revenue</i>	<i>The Pemberton &amp; District Chamber of Commerce (&amp; Visitors Information Centre) operates on an approximately \$130,000 annual budget.</i>				
<b>Tourism Pemberton</b>					
Select Funds (SLRD)	\$4,000	\$2,500	\$6,500	\$19,000	\$8,000
CIOF (VoP)** - Expires 2020	\$0	\$4,000	\$4,000	\$4,000	\$4,000
PDCF	-	-	-	-	-
Total Local Gov. Funding	\$4,000	\$6,500	\$10,500	\$23,500	<b>\$12,000</b>
<i>Total Annual Budget Revenue</i>	<i>Tourism Pemberton operates on an approximately \$50,000 annual budget</i>				
<b>Pemberton Farmers’ Market Association***</b>					
Select Funds (SLRD)	\$8,000	\$3,000	\$4,000	-	\$5,000
CIOF (VoP)** - Expires 2019	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
PDCF	-	-	-	-	-
Total Local Gov. Funding	\$11,000	\$6,000	\$7,000	\$3,000	<b>\$8,000</b>
<i>Total Annual Budget Revenue</i>	<i>The Pemberton Farmers Market Association annual budget is unknown.</i>				
<b>Total Annual Amount for Societies/Organizations Requiring Ongoing Funding (sum of averages + \$20,000 for one-offs)</b>					<b>\$51,717</b>

\*\* Note, none of the organizations in Table 3 above received VOP CEF Funding between 2015 and 2018.

The economic development service conceived here may also benefit from a grant-in-aid type function, similar to the Arts/Culture/Recreation Service described above, which itself partially replaces the PDCF as a multipurpose service structure with the authority to provide one-time (or periodic) grants-in-aid in addition to providing stable/regular funding to specific organizations. An



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economic development service may operate in much the same way, established with a maximum requisition high enough to provide regular, annual funding in an amount at or near \$51,717 (i.e. the total annual figure calculated in Table 3 above plus an annual grant-in-aid amount that would be similar to the PDCF (e.g. \$20,000/yr.) but serve a specific economic and business development type purpose for one-time (or periodic) project-based contributions or to meet specific requests. The options in the financial analyses of the next section of this report provide taxation and financial impacts for several maximum requisition amounts which align with the two service structures provided herein (i.e. see Tables 4 & 5 below).

Furthermore, if a new Economic-Development type service is warranted and established with an agricultural division, the Board may wish to provide direction as to the future role of the Electoral Area “C” Agricultural Advisory Committee (“AAC”) and the VOP’s Agricultural Committee. Additionally, beyond simply funding the agricultural based associations above, a portion of the agricultural component of an economic development function could be to complete the implementation of the SLRD’s Pemberton Valley Agricultural Area Plan and the VOP’s Agricultural Parks Master Plan, which the AAC may be instrumental in accomplishing.

#### Financial Impacts of New Service(s)

Tables 4 and 5 below provide tax requisition impacts for various requisition amounts, any of which could be applied to either a Recreation/Arts/Culture Service or an Economic Development Service, depending on the amount of total funding needed for either potential service. Table 4 provides financial impacts related to annual maximum requisition amounts of \$40,000 and \$50,000 while Table 5 provides information for annual maximum requisition amounts of \$60,000 and \$75,000. The apportionment between the two participants provided in each table is based on of either participant’s share of converted taxable value. Three different options are proposed for the contribution from SLRD Electoral Area “C”: option 1 includes all of Area “C”, option 2 includes the portion of Area “C” defined under the SLP for the existing recreation function, and option 3 includes all of Area “C” except WedgeWoods (due to geographical location).



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Table 4 - \$40,000/\$50,000 Theoretical Maximum Requisition Amounts & Financial Impacts

Pemberton, SLRD Area "C" (or portion of) Recreation/Arts/Culture – Economic Development Service Options								
Requisition Amount→		Apportionment % of (as converted)	Apportionment Dollar Amount		\$40,000	\$40,000	\$50,000	\$50,000
Participant	2019 Converted Assessments		\$40,000 Requisition	\$50,000 Requisition	Estimated Residential Tax Rate /\$1,000	Annual Cost for \$500k home	Estimated Residential Tax Rate /\$1,000	Annual Cost for \$500k home
Village of Pemberton	114,302,422	48.7%	\$19,474	\$24,343	0.01704	\$8.52	0.02130	\$10.65
All Area "C" (option 1)	120,475,537	51.3%	\$20,526	\$25,657				
Village of Pemberton	114,302,422	71.5%	\$28,608	\$35,760	0.02503	\$12.51	0.03129	\$15.64
Portion Area "C" Pemberton Fringe (option 2)	45,517,945	28.5%	\$11,392	\$14,240				
Village of Pemberton	114,302,422	50.5%	\$20,225	\$25,281	0.01769	\$8.85	0.02212	\$11.06
Portion Area "C" All Area C Except WedgeWoods (option 3)	111,759,437	49.5%	\$19,775	\$24,719				



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Table 5 - \$60,000/\$75,000 Theoretical Maximum Requisition Amounts & Financial Impacts

Pemberton, SLRD Area "C" (or portion of) Recreation/Arts/Culture – Economic Development Service Options (2)								
Requisition Amount →		Apportionment % of (as converted)	Apportionment Dollar Amount		\$60,000	\$60,000	\$75,000	\$75,000
Participant	2019 Converted Assessments		\$60,000 Requisition	\$75,000 Requisition	Estimated Residential Tax Rate /\$1,000	Annual Cost for \$500k home	Estimated Residential Tax Rate /\$1,000	Annual Cost for \$500k home
Village of Pemberton	114,302,422	48.7%	\$29,400	\$36,514	0.02556	\$12.78	0.03195	\$15.97
All Area "C" (option 1)	120,475,537	51.3%	\$30,600	\$38,486				
Village of Pemberton	114,302,422	71.5%	\$43,200	\$53,639	0.03754	\$18.77	0.04693	\$23.46
Portion Area "C" Pemberton Fringe (option 2)	45,517,945	28.5%	\$16,800	\$21,360				
Village of Pemberton	114,302,422	50.5%	\$30,300	\$37,922	0.02654	\$13.27	0.03318	\$16.59
Portion Area "C" All Area C Except WedgeWoods (option 3)	111,759,437	49.5%	\$29,700	\$37,078				

Other Service Establishment Considerations

**Formal Establishment of PVUS as Standing Committee of the Board**

Staff is not aware of the PVUS Committee’s ‘true’ genesis, which is operating as and considered to be a standing committee of the Board. During and prior to 2006, this committee was called the Pemberton/Electoral Area C Joint Services Committee, and prior to 2003, the committee was simply called the Joint Operations Committee. While the PVUS Committee does have a Terms



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of Reference, despite a review of SLRD Board minutes surrounding the dates these committee meetings were held, staff was unable to find a specific Board resolution or bylaw formally establishing the committee as such.

The legislation is somewhat vague as to the formal, statutory mechanism to establish a standing committee of the Board. Section 218 of the Local Government Act authorizes the establishment of select and standing committees, stating at s.218 (2):

*The chair may establish standing committees for matters the chair considers would be better dealt with by committee and may appoint persons to those committees.*

Whether this is done through resolution or bylaw is debatable, but either method would be effective. Accordingly, the Board may wish to provide direction with respect to formally establishing PVUS as a standing committee by way of resolution (or bylaw), or simply through direction from the Chair. Doing so may help to legitimize a potential delegation of authority to PVUS with the aim of improving the efficiency and flexibility of PVUS by granting it authority over such matters as the expenditure and use of Service funds.

#### ***Delegated Authority***

Delegating authority to PVUS for such things as the provision of grants-in-aid, similar to that provided to EAD, may help to streamline the conduct of the Regional District's business. Similar to the authority delegated to the Electoral Area Directors Committee, the delegation of authority would be restricted by the SLRD's Financial Plan with respect to the relevant cost centres, which would remain as a 'check' on the authority delegated by the Board. Committee members could also refer any matter back to the Board for its decision, and the Board itself could, where liability or financial implications dictate, require a matter to be brought before it for potential reconsideration. As the matter of delegated authority is a broader issue that falls outside of the scope of this report, the Board may wish to give it further consideration at a later time if the services contemplated within this report are advanced through the establishment process.

#### ***Service Establishment Process & Timelines***

If the SLRD is to move forward with (two) service establishments, the following timeline and process may apply:

- **May 22, 2019:** Board Meeting at which Service Establishing Bylaws are given three readings.
- **May 24, 2019:** Bylaws and supporting documentation provided to MAH for Inspector approval.
- **July 5, 2019:** SLRD Receives Inspector Approval – *Assuming 6 week turnaround for Inspector approval.*
- **July 11/18, 2019:** AAP Process is initiated by way of publication of Notice in newspapers (and other channels).
- **August 19, 2019:** AAP 30 day response period ends.
- **August 28, 2019:** Board Meeting at which Bylaws are adopted



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- **October 1, 2019:** Deadline for submission to BC Assessment for inclusion of new services on 2020 Completed Assessment Roll.
- *\*Note, as the September 25, 2019 Board meeting (or a special very late September Board meeting) is essentially the last meeting at which the bylaws could be adopted for inclusion on the 2020 completed assessment roll, Inspector approval could take no longer than 9 weeks to meet the October 1, 2019 BC Assessment deadline.*

**Regional Considerations:**

If these service establishments are to move forward, the decision making authority for many Pemberton-area organizations and societies could become a function of the SLRD, including decision making with respect to the disbursement or replacement of funds currently managed by the VOP through CIOF or CEF. Both the VOP and the SLRD’s staff and elected officials should be cognizant of this potential adjustment and its impact on staffing, and the fact that some VOP CIOF funds may be disbursed under agreement through 2020-2022.

**Follow-Up Action & Communications Plan:**

- Upon receipt of direction by the Board in response to the request made above, staff may begin to develop service establishing bylaws and associated documentation as may be necessary.
- Alternatively, staff may carry out additional research and community consultation and engagement in order to develop a stronger understanding to contextualize the issue in greater detail.

<b>Submitted by:</b>	Graham Haywood, Senior Project Coordinator
<b>Approved by:</b>	Lynda Flynn, Chief Administrative Officer



**Policies & Procedures Manual**

**Policy No. 2.13 (Pemberton and District Community Fund Policy)**

**Purpose**

The intent of this policy is to establish guidelines for the Pemberton and District Community Fund Program including eligibility, application process and reporting requirements.

**Introduction to the Pemberton and District Community Fund Program**

The Pemberton Valley Utilities and Services Committee (PVUS) annually distributes funds to recreation, social and cultural activities throughout Pemberton and District (Squamish-Lillooet Regional District Area C). This funding is provided by the Pemberton and District Community Fund program and is intended to supplement or support community activities. All organizations who receive this funding are not for profit organizations, community groups, entities or societies based within the regional area of Pemberton that are considered by PVUS to be contributing to the general interest and benefit of its residents in the areas as set out below.

**Objective**

To provide funds to assist local, not for profit organizations and / or activities offering recreation and culture programs, special events, projects or initiatives which benefit residents of the Village of Pemberton and District (Area C).

**Funding Allocation**

The budget for the Pemberton and District Community Fund Program will be established annually by PVUS and approved by the Squamish-Lillooet Regional District (SLRD) Board of Directors.

Funding applications will be approved by the SLRD Board of Directors based on recommendations from PVUS.

For grants equal to or in excess of \$500, multi-year funding, not to exceed three (3) years in duration, may be considered in order to provide the applicant time to develop a start-up operation or to secure funding from other sources.

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Policies Superseded: N/A	Related Enactments: N/A

### Eligible Applicants

An eligible applicant must:

- a) Be a not for profit organization, community group, entity or society and / or activity which enhances quality of life for area residents;
- b) Be a local organization within the Village of Pemberton or District (Area C), or be an organization that is undertaking an activity/project that will benefit the Pemberton and District area;
- c) Demonstrate that the request is for a specific service or use, and will provide enrichment / service to the community;
- d) Demonstrate that the service provided fills a need in the community and that there is no overlap with existing services.

For grants equal to or in excess of \$500, the funding must be leveraged to create additional financial value by securing one or more of the following:

- a) Funding from other governments;
- b) Funding from other sources;
- c) Corporate sponsorships;
- d) Matching funds of the applicant;
- e) In kind contributions from sources other than the applicant.

### Eligible Projects

Eligible projects must:

- a) Strengthen and enhance the well-being of the community within the area of sports, recreation, education, arts and culture;

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- b) Show a significant benefit to the Village of Pemberton and District (Area C) including, but not limited to:
  - The promotion of volunteer participation and citizen involvement;
  - The use of new approaches and techniques in the solution of community needs;
  - Activities / programs / services which are accessible to a large portion of the communities' residents;
- c) Be open and / or accessible to the public;
- d) Offer a unique experience not duplicated by other ongoing organizations and their activities;
- e) Be a one-time or new initiative, or if existing, demonstrate expansion and growth (e.g. a trend of increase in audience, participation and / or activity);
- f) Not be for commercial / for profit ventures;
- g) Be provided to the Village of Pemberton and District residents without exclusion to anyone by reason of religion, ethnicity, gender, age, sexual orientation, language, disability or income.

Preference may be given to applications that:

- a) Are not ongoing (from year to year);
- b) Partner with other service providers in the community;
- c) Request seed money in order to launch a program / activity / event.

### Application Process

1. Applicants must submit the following documents in their application:
  - a) Completed application form (Schedule 'A');
  - b) Project outline and timeline;

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- c) Project budget which includes:
  - i. Detailed cost estimates;
  - ii. Sources of confirmed revenue;
  - iii. Sources of revenue yet to be confirmed (i.e. other grant applications still pending decision);
  - iv. Sources of confirmed donations for labour and/or materials; and
  - v. Most recent set of financial statements, if applicable.
- d) Society documentation, if applicable; and
- e) Letters of support from other organizations or groups supporting the project.

Failure to provide adequate documentation during the application process and/or comply with the eligibility requirements for funding assistance may jeopardize funding eligibility.

2. Applications must be received at least 30 days prior to program, activity or special event commencement.
3. For grants requests equal to or in excess of \$500, applicants must attend the PVUS meeting at which the request is being considered.

The successful receipt of a grant through the Pemberton and District Community Fund Program does not automatically guarantee funding in subsequent years. Grants are intended to indicate support and encouragement of a venture, and should not be expected to substantially fund any undertaking.

**Reporting Process**

In accepting a grant equal to or in excess of \$500, the grantee agrees to provide PVUS with a final report within 90 days of completion of the activity / event / program. The report is to include:

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- a) An outline of the impact the grant had on the organization and community;
- b) A financial summary of the activity / event / program; specifically, how the grant funding and other funds were used compared to the proposed budget submitted with the application.

Failure to provide such reporting will negatively impact future funding requests.

### Recognition

The SLRD Area C and the Village of Pemberton shall be acknowledged as a sponsor of the organization's programs, activities, or events in all published materials and advertising.

Under extenuating conditions, PVUS shall have the discretion to waive any of the terms within the policy.

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Schedule A - Application

**Pemberton Valley Utilities and Services Committee  
Pemberton and District Community Fund Program**

Date: \_\_\_\_\_

**APPLICANT INFORMATION**

1. Name of Organization: \_\_\_\_\_

2. Contact Person: \_\_\_\_\_

Position: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

3. Purpose of your organization and description of the types of activities your organization is involved in.

4. How many persons and what area does your organization/group serve.

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5. What is the status of your organization: Special Interest   
 Society   
 Not for Profit   
 Community Group

**PROPOSED PROJECT INFORMATION** (please complete the questions below or attach a separate sheet)

6. Budget Information

Specific Amount of Grant Requested: \_\_\_\_\_

Total Event Budget Revenue and Expenses Amount: \_\_\_\_\_

Total Fundraising (funds from other sources): \_\_\_\_\_

Please attach a detailed budget including revenues, expenses, donations, volunteer contributions.

7. If requesting funds equal to or in excess of \$500, explain how you will use the grant to leverage and create additional financial value (i.e. funding from other governments, funding from other sources, corporate sponsorships, matching funds of the applicant, in kind contributions from sources other than the applicant, etc.).

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8. List other agencies / organizations / grants whose financial or in kind support has been requested or received for this project.

Name	Amount Requested	Status of Request

9. Provide a brief description of the proposed use of the grant funds:

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10. Explain how the program / activity / event will strengthen and enhance the well-being of the community:

11. How many Pemberton / Area C residents will benefit or participate in the event: \_\_\_\_\_

12. Please include any other information you may wish to add in support of your application.

13. Indicate the time frame of your program / activity / event.

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

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**APPLICATION CHECKLIST**

Detailed Project Budget including:

- Detailed cost estimates
- Sources of confirmed revenue
- Sources of revenue yet to be confirmed
- Sources of donations

Most Recent Financial Statements (if applicable)

Society Documentation (if applicable)

Letters of Support

Completed Application Form

If request is equal to or greater than \$500, agree to attend PVUS meeting to present request

If grant is equal to or greater than \$500, agree to provide final reporting requirements


\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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Policies Superseded: N/A	Related Enactments: N/A

**Date:** April 16, 2019  
**To:** Nikki Gilmore, Chief Administrative Officer  
**From:** Wendy Olsson, Executive Assistant/HR Coordinator  
**Subject:** Appointment of Alternate Approving Officer

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### **PURPOSE**

The purpose of this report is to recommend that Council appoint Lisa Pedrini as Village of Pemberton Alternate Approving Officer.

### **BACKGROUND**

Section 77 of the *Land Title Act* requires that municipal Councils appoint a person to act as Approving Officer. Municipal Approving Officers are responsible for approval of Development Permits for subdivisions within the boundaries of the municipality.

At the Regular Council Meeting No. 1473 on Tuesday, June 26, 2018, Council rescinded the appointment of Approving Officer of Mr. Tim Harris, former Manager of Operations and Development Services, due to his resignation from the Village. Chief Administrative Officer Nikki Gilmore continued her appointment as the Village of Pemberton Approving Officer.

### **DISCUSSION & COMMENTS**

Historically, the Village has had both an Approving Officer and an Alternate, to ensure coverage should the Approving Officer be absent when an approval is required

On March 2, 2019, Ms. Lisa Pedrini started in her role as Manager of Development Services and as such the recommendation is that Ms. Pedrini be appointed as the Alternate Approving Officer at this time.

### **COMMUNICATIONS**

There is no communications element required at this time.

### **LEGAL CONSIDERATIONS**

It should be noted that the Approving Officer is regulated under the *Land Title Act* and as such is not directly responsible for decisions to Council. Section 89 of the *Land Title Act* states that any appeals of the Approving Officer's decisions are to be referred to the Supreme Court.

**IMPACT ON BUDGET & STAFFING**

There is no impact on the budget for the appointment of an Approving Officer as the responsibilities are incorporated into the regular duties of the Manager of Development Services.

**INTERDEPARTMENTAL IMPACT & APPROVAL**

There are no interdepartmental impacts anticipated.

**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**

***Good Governance***

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

***Excellence in Service***

The Village is committed to delivering the highest quality of municipal services within the scope of our resources.

**RECOMMENDATIONS**

**THAT** Lisa Pedrini be appointed Village of Pemberton Alternate Approving Officer as of April 16, 2019.

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

**Date:** Tuesday, April 16, 2019  
**To:** Nikki Gilmore, Chief Administrative Officer  
**From:** Sheena Fraser, Manager of Corporate & Legislative Services  
**Subject:** Council Procedure Bylaw – Reconsideration by a Council Member

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### **PURPOSE**

The purpose of this report is to bring forward a recommendation to provide clarification respecting section 31 of the Village of Pemberton Council Procedure Bylaw No. 788, 2015 for consideration by Council.

### **BACKGROUND**

At the Regular Council Meeting No. 1487, held February 19, 2019, discussion took place regarding the interpretation of section 31 (*Reconsideration by Council Member*) of the Village of Pemberton Council Procedures Bylaw No. 788, 2015. This section states as follows:

#### ***31. Reconsideration by Council Member***

- a) *Subject to section 31 (d), a Council member may, at the next Council meeting,*
  - i) *move to reconsider a matter on which a vote, other than to postpone indefinitely, has been taken, and*
  - ii) *move to reconsider an adopted bylaw after an interval of at least twenty-four (24) hours following its adoption.*
- b) *A Council member who voted affirmatively for a resolution adopted by Council may at any time move to rescind that resolution.*
- c) *Council must not discuss the main matter referred to in section 31 (a) unless a motion to reconsider that matter is adopted in the affirmative.*
- d) *A vote to reconsider must not be reconsidered.*
- e) *Council may only reconsider a matter that has not:*
  - i) *had the approval or assent of the electors and been adopted,*
  - ii) *been reconsidered under section 31 (a) or section 131 of the Community Charter;*
  - iii) *been acted on by an officer, employee, or agent of the Village.*

- f) *A bylaw or resolution that is rejected after reconsideration under section 30 (a) is deemed to be absolutely vetoed, rescinded and repealed, and is of no force or effect whatsoever, and shall not be reintroduced for a period of six (6) months except with the unanimous consent of Council.*
- g) *A bylaw, resolution, or proceeding that is reaffirmed under section 31 (a) is deemed as valid and has the same effect as it had before reconsideration.*

In particular, at issue was the interpretation of subsection 31 (a) as the intent of section 31 as a whole is to allow for a member who voted in favour to have a change of heart and bring back the matter for reconsideration. The question raised was whether or not section 31 applied only to a member who voted in favour as has been the historical interpretation or if a member who voted in opposition to the motion could also bring back the resolution for reconsideration.

As a result of this discussion, the following resolution was passed:

*Moved/Seconded*

**THAT** *Staff obtain a further legal opinion regarding the interpretation of Village of Pemberton Procedures Bylaw No. 788, 2015, Section 31 (a).*

**CARRIED**

**OPPOSED:** *Councillor Craddock  
Councillor Zant*

## **DISCUSSION & COMMENTS**

The intent of section 31 is to enable a Council member to bring back an item for reconsideration in the event that after some time a member might wish to have further discussion on a matter as a result of changing their mind with respect to their vote.

As noted above, the Village's interpretation has always been that a member who voted in opposition of an adopted resolution could not bring back the matter for reconsideration as if this were the case any member opposed could utilize this section to bring a matter back again and again despite the resolution being supported by a majority of Council members and ultimately adopted. This could result in delays in moving forward on an initiative as it would be continually debated with potentially the same results.

Further review of the Council Procedure Bylaw noted that in isolation section 31 (a) of the Council Procedure Bylaw would arguably allow for the right of any member to seek reconsideration. In this regard, the Village's approach has been to consider this section in its entirety along with the principles that govern council proceedings as set out in Roberts Rules of Order.

The basis of restricting the right of reconsideration to members who voted in favour is to allow for finality of council proceedings and to prevent items from being brought back to the table time and time again. It is also intended to allow for reconsideration where a member has a true change of view on the matter.

Staff has reviewed procedure bylaws from the Squamish-Lillooet Regional District (SLRD), District of Squamish (DoS) and the Resort Municipality of Whistler (RMOW). In this regard, both the RMOW and DoS Council Procedure Bylaws establish that only a Council Member who voted with the majority either for or against motion may make a motion to reconsider. The SLRD Board Procedure Bylaw establishes the same with slightly different wording.

Given the issue raised respecting clarity and taking into account the review of member municipality bylaws it is recommended that section 31 of the Council Procedure Bylaw be amended by deleting section 31 and replacing it with the wording as set out below (the new language is underlined):

**Reconsideration by a Council Member**

- a) Subject to subsection d) a Council Member who voted with the majority either for or against a motion, may at the next Council Meeting introduce a motion;
  - i. to reconsider a matter on which a vote, other than to postpone indefinitely, has been taken, and
  - ii. to reconsider an adopted bylaw after an interval of at least twenty-four(24) hours following its adoption.
- b) Council must not discuss the main matter referred to in subsection a) unless a motion to reconsider that matter is adopted by an affirmative vote of Council.
- c) A vote to reconsider must not be reconsidered.
- d) Council may only reconsider a matter that has not:
  - i. had the approval or assent of the electors and been adopted;
  - ii. been reconsidered under subsection (1) of section 131 of the Community Charter [Mayor may require council reconsideration of a matter]; or
  - iii. been acted on by an officer, employee or agent of the Municipality.
- e) A motion under subsection a) must be introduced in compliance with section 19 (Late Business).
- f) If a motion to reconsider is defeated, the subject matter of the resolution or proceeding may not be open for consideration by the Council within six months except by way of a new and substantially different motion.
- g) A bylaw, resolution, or proceeding that is reaffirmed under section 31 (a) is deemed as valid and has the same effect as it had before reconsideration.
- h) Bylaws or resolutions that are rejected after reconsideration under section 30 (a) are deemed to be absolutely vetoed, rescinded and repealed, and are of no force or effect whatsoever, and shall not be reintroduced for a period of six (6) months except with the unanimous consent of Council.

## **COMMUNICATIONS**

If Council chooses to amend the *Council Procedure Bylaw No. 778, 2015*, notice must be given in accordance with section 124 (3) of the *Community Charter which states:*

*A bylaw under this section must not be amended, or repealed and substituted, unless the council first gives notice in accordance with section 94 [public notice] describing the proposed changes in general terms.*

Notice must be posted in public notice posting places and published for two (2) consecutive weeks in a newspaper that is distributed at least weekly. In this regard, should Council determine it is appropriate to bring forward this proposed amendment to the Council Procedure Bylaw notice will also be posted at the Village Notice Boards, on the Village website, via the eNews and Facebook Page.

## **LEGAL CONSIDERATIONS**

Council is required by Section 124 of the *Community Charter* to establish a Procedure Bylaw. If Council wishes to make changes to the existing *Council Procedure Bylaw No. 778, 2015*, Council may pass a bylaw to amend the existing bylaw only after notice has first been given as noted above. The proposed amended clause has received legal review to confirm clarity of the wording.

## **IMPACT ON BUDGET & STAFFING**

This review of the Council Procedure Bylaw has been incorporated into staff time of the Corporate & Legislative Services Department.

## **INTERDEPARTMENTAL IMPACT & APPROVAL**

The review of the Council Procedure Bylaw has been incorporated into the daily routine of the Corporate & Legislative Services Department. Should Council elect to proceed with an amending bylaw this work can be accommodated.

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

A review of the Council Procedure Bylaw has no impact on other jurisdictions.

## **ALTERNATIVE OPTIONS**

The alternative option for consideration is to continue to operate Council meetings in accordance with the existing *Council Procedure Bylaw No. 778, 2015*. However, this is not recommended as a result of concerns raised respecting the interpretation of clause 31 as it is currently written.

## **POTENTIAL GOVERNANCE CONSIDERATIONS**

This initiative supports the Village's Strategic Priorities 2019, particularly the Village's Strategic Priority of Good Governance.

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

**RECOMMENDATIONS**

**THAT** Council provide direction with respect to bringing forward a Council Procedure Amendment Bylaw to replace clause 31 (*Reconsideration by a Council Member*).

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

**Date:** April 16, 2019  
**To:** Nikki Gilmore, Chief Administrative Officer  
**From:** Lisa Pedrini, Manager of Development Services  
**Subject:** Sunstone Ridge Street Naming

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### **PURPOSE**

The purpose of this report is to introduce, for approval, street names for the Sunstone Ridge Subdivision.

### **BACKGROUND**

On September 12, 2017, Council adopted the Street Naming and Civic Addressing Bylaw No. 819 to regulate the assignment of street names and addressing numbers within the Village of Pemberton and also approved the street naming terms & names listing. Section 3B of the Bylaw established the street naming categories as follows:

*The proposed street names within the Village of Pemberton must be reasonably easy to spell and pronounce, have no adverse connotations or the same as used in neighbouring jurisdictions and are:*

- i. Names that reference local pioneers, flora and fauna, native plants and local animals;*
- ii. Have significance to the history of the Pemberton Valley and First Nations Traditional history;*
- iii. Names of Pemberton residents who have achieved remarkable success in their field at the local, provincial, federal or international levels; or connected to the community as a whole;*
- iv. Specifically for the Industrial Park, have the name themed on industry;*
- v. Based on the Street names established in the Street Naming Listing as approved by Council and amended from time to time.*

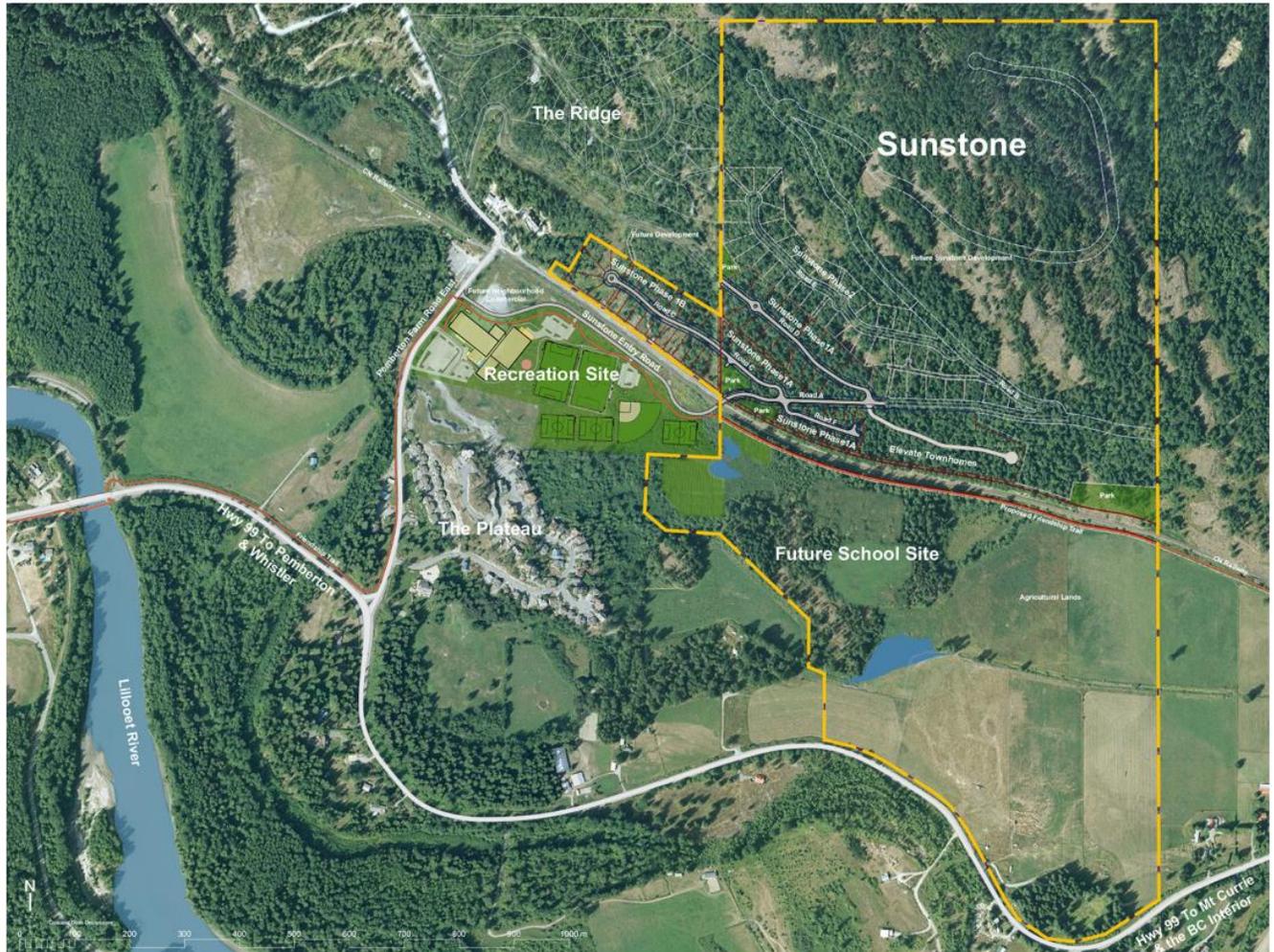
Bylaw No. 819, 2017 is attached as **Appendix A**.

### **DISCUSSION & COMMENTS**

The Sunstone Ridge Development ('Sunstone') is a residential subdivision located on the south facing hillside providing sweeping views of Pemberton's most iconic landform – Mount Currie Mountain. Mount Currie Mountain is the northernmost summit of the Garibaldi Range and its impressive north face dominates the skyline of the Village of Pemberton and surrounding area.

The subdivision, which is accessed off Pemberton Farm Road East, provides unsurpassed views of Mount Currie and the Pemberton Valley.

An aerial overview of the Hillside, including the Sunstone Subdivision layout, is shown below:



Phase 1A of the Sunstone Subdivision, which consists of thirty-nine (39) single family lots, received final subdivision approval from the Village of Pemberton and was registered at the Land Title Office on December 31, 2018. All lots in the Phase 1A have been sold and construction is expected to begin this spring.

Phase 1B consists of an additional twenty-four (24) single family lots located along the extension of Road C. This phase is currently in the process of receiving final subdivision approval.

An illustrative depiction of the Sunstone subdivision is shown below:



Following the procedure set out in the Street Naming Bylaw, the Developer’s Agent, Cam McIvor, submitted a formal request to the Development Services Department on April 10, 2019 with the following name suggestions that are based on nearby geographical landforms (notable mountains and picturesque high alpine lakes) located in the Coast Mountain Range that have significance to the history of the Pemberton Valley and First Nations. All referenced natural features are located within the Traditional Territory of the Lil’wat Nation.

Below you will find a table with identification of the proposed name, rationale and relevant criteria:

**ROAD A:**

Proposed Name	Rationale	Criteria
1. <b>Sunstone Way</b> (Requires Council Approval)	The name of the project is Sunstone Ridge. Sunstone Way has been chosen as a fitting name for the formal entrance to the development. The Developers feel this name would be easy for wayfinding and emergency response.	3B (iii) Names connected to the community as a whole.

**ROAD B:**

<b>Proposed Name</b>	<b>Rationale</b>	<b>Criteria</b>
<b>1. Sun God</b> (Requires Council Approval)	This road would be named after a prominent mountain north of Mt. Currie Village in the area around Cerulean Lake. Sun God Mountain rises at 7950' above sea level and is renowned for never having a shadow cast on it. In the subdivision, Sun God Drive would climb to the very top of subdivision.	3B (ii) Have significance to the history of the Pemberton Valley and First Nations Traditional history

**ROAD C:**

<b>Proposed Names</b>	<b>Rationale</b>	<b>Criteria</b>
<b>1. Seven O'Clock Drive</b> (Requires Council Approval)	This road would be named after another notable nearby mountain peak overlooking Cerulean Lake. Seven O'Clock Mountain stands at 7680'; and its name may have originated because the peak is at 7 o'clock from Sun God. It is believed that the peak was ascended in the 1930's by J. Ronayne et. al.	3B (ii) Have significance to the history of the Pemberton Valley and First Nations Traditional history

**ROAD D:**

<b>Proposed Names</b>	<b>Rationale</b>	<b>Criteria</b>
<b>1. Cerulean Drive</b> (Requires Council Approval)	This road would be named after the beautiful alpine lake 7 km SE of Tenquille Lake and 2 km W of Sun God Mountain. The lake was given its name based on its stunning cerulean blue colour.	3B (ii) Have significance to the history of the Pemberton Valley and First Nations Traditional history

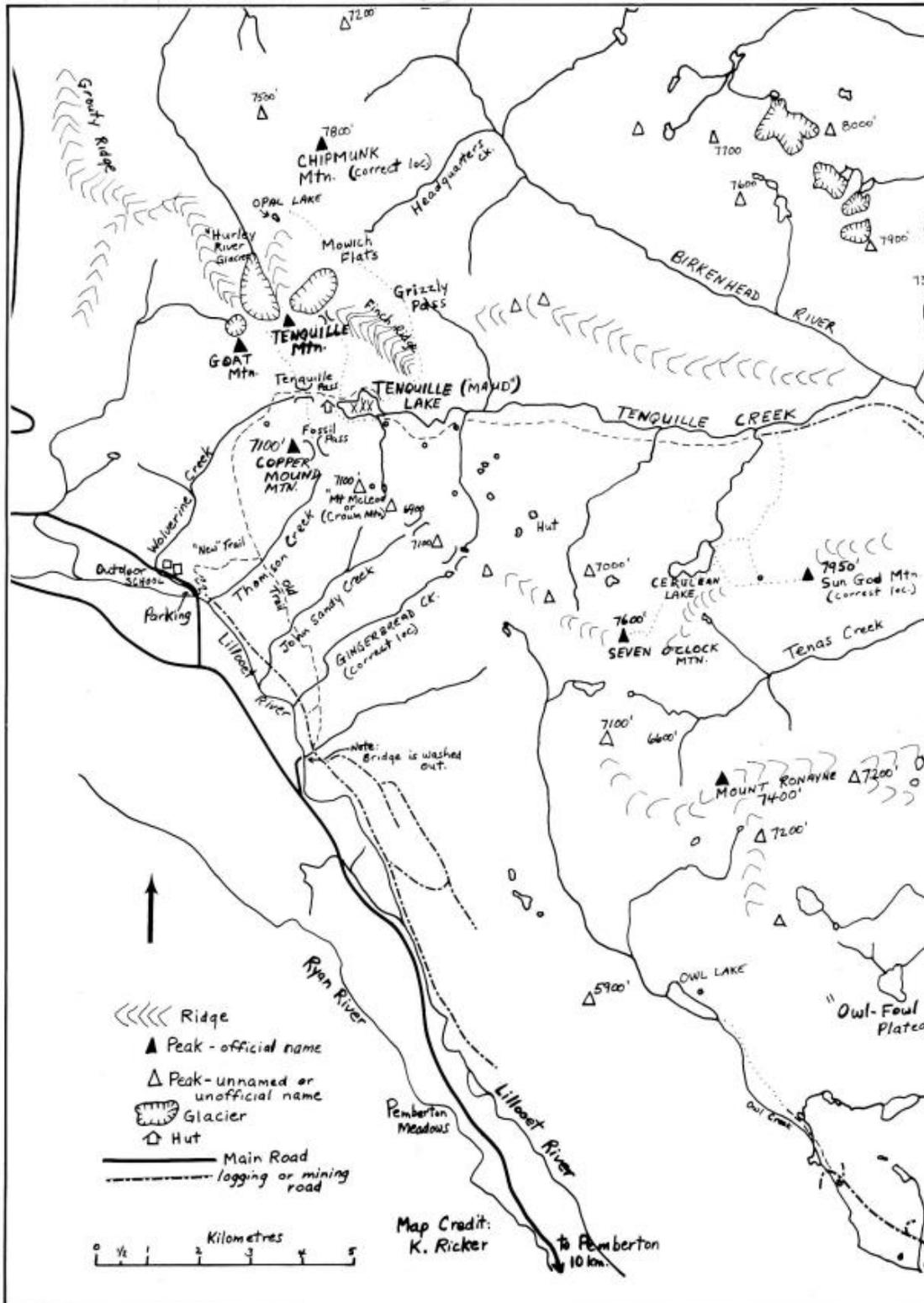
**ROAD E:**

To be named when Phase 2 is registered.

**ROAD F:**

<b>Proposed Names</b>	<b>Meaning</b>	<b>Criteria</b>
<b>1. Tenquille Place</b> (Requires Council Approval)	This cul-de-sac would be named after another popular mountain and sub-alpine lake with historical ties to the Pemberton Valley. Tenquille Lake is located near Cerulean Lake (approximately a three-day traverse above the Pemberton Valley).	3B (ii) Have significance to the history of the Pemberton Valley and First Nations Traditional history

The following hand-drawn map by K. Ricker, found on the Pemberton Museum website, shows the location of Tenquille Mountain, Tenquille Lake, Cerulean Lake, Sun God Mountain and Seven O'Clock Mountain in relationship to the Pemberton Meadows. These areas were explored by early settlers of the Pemberton area and still remain popular recreational destinations for adventurous residents and visitors alike.



As per the Bylaw, the naming of streets has been delegated to the Manager of Operations and Development Services; however, in the event that a proposed name has significance to the history of Pemberton then the street naming proposal must be referred to Council for approval if the name is not already listed on the approved Street Naming List.

The proposed street naming options listed above meet with the established Street Naming Criteria; however, as all of the naming options presented relate to section 3B (ii) and (iii) of Bylaw No. 819, 2017, Council review and approval is required.

### **COMMUNICATIONS**

Upon approval of the new street names, Staff will advise the Developer so that they may proceed with the installation of the street signs.

Following the legal plan registration, Village Staff will notify all agencies of the new names and addresses.

### **LEGAL CONSIDERATIONS**

The process by which streets are named has been established in the Street Naming & Civic Addressing Bylaw No. 819, 2017. As such, there is no legal review required.

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

As per section 3 D (v) of Bylaw No. 819, 2017, all cost associated with the design, fabrication and installation of street signs within a new development are borne by the Developer. As such, there is no impact on the Village's operations budget.

### **INTERDEPARTMENTAL IMPACT & APPROVAL**

The facilitation of street naming is undertaken by the Development Services Department and is incorporated into the day to day work plan as required and can be accommodated.

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

The establishment of new streets and names for the Sunstone Development has no impact on the region or neighbouring jurisdictions. Upon registration of the street names and establishment of the civic addressing, new mapping will be prepared and provided to the appropriate authorities such as BC Assessment, ECOMM and the Village of Pemberton Fire Rescue Department.

### **ALTERNATIVE OPTIONS**

There are no alternative options for consideration at this time.

### **POTENTIAL GOVERNANCE CONSIDERATIONS**

This project falls under Strategic Priority Three: Excellence in Service whereby the Village is committed to delivering the highest quality of municipal services within the scope of our resources.

**RECOMMENDATIONS**

**THAT** Council approve the following street names for the Sunstone Development:

- Road A: Sunstone Way
- Road B: Sun God Drive
- Road C: Seven O' Clock Drive
- Road D: Cerulean Drive
- Road F: Tenquille Place

**Attachments:**

- Appendix A: Street Naming Bylaw
- Appendix B: Submission from Sunstone Developments
- Appendix C: Street Name Plan

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

VILLAGE OF PEMBERTON

BYLAW No. 819, 2017

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**A bylaw to regulate street naming and addressing in the Village of Pemberton.**

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**WHEREAS** pursuant to Section 39 of the *Community Charter* the Council may, by bylaw, assign a name or number to a highway within the municipality;

**AND WHEREAS** pursuant to Section 39 of the *Community Charter* the Council may, by bylaw, assign numbers to buildings and other structures within the municipality;

**AND WHEREAS** pursuant to Section 39 of the *Community Charter* the Council may, by bylaw, require owners or occupiers of real property to place building or structure numbers assigned by the Village in a conspicuous place.

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

**1. CITATION**

This Bylaw may be cited as “Street Naming and Civic Addressing Bylaw No. 819, 2017.”

**2. DEFINITIONS**

In this bylaw the following definitions have the following meanings:

**“Address”** Means the number assigned to a parcel of land and/or each separate building, unit, or dwelling on a property, including strata property, within the Village of Pemberton;

**“Building”** Means a structure that is used for or intended to be used for supporting or sheltering persons, animals or property, except those prescribed by regulation as exempted from the British Columbia Building Code;

**“Civic Address”** Consists of a civic number and a unit number if it is required;

**“Civic Number”** Means those numbers assigned by the Village for the purposes of numbering building and or properties;

**“Council”** Means the Council of the Village of Pemberton.

<b>“Developer”</b>	Means the party or contractor who has the authority to act on behalf of and represent the Owner in carrying out works and services under this bylaw.
<b>“Development Services”</b>	Means a division of the Village of Pemberton’s Operations & Development Services Department.
<b>“Manager”</b>	Means the Manager of Operations and Development Services for the Village of Pemberton.
<b>“Owner”</b>	Means the registered owner in the records of the Land Title Office and includes strata property.
<b>“Unit Number”</b>	Means a qualifying description used to distinguish a group of buildings or dwellings with the same civic number.
<b>“Street”</b>	Means a highway, road, lane or other public thoroughfares.
<b>“Village”</b>	Means the Village of Pemberton.

### 3. **STREET NAMING**

Streets are named in accordance with the following criteria:

#### **A. General Provisions**

- i. Street names shall be required of every access that serves at least three dwellings and or business establishments or combination thereof except in mobile home parks;
- ii. All streets shall be known by the same name for the entire length, except where the street crosses a base line or geological barrier such as a river or dyke;
- iii. The application of street name(s) in any area of the Village must not repeat one (1) name with multiple suffixes;
- iv. The Village shall have the right to name or rename all private roads, access or easements and Village owned streets.

#### **B. Street Name Categories**

The proposed street names within the Village of Pemberton must be reasonably easy to spell and pronounce, have no adverse connotations or the same as used in neighbouring jurisdictions and are:

- i. Names that reference local pioneers, flora and fauna, native plants and local animals;

- ii. Have significance to the history of the Pemberton Valley and First Nations Traditional history;
- iii. Names of Pemberton residents who have achieved remarkable success in their field at the local, provincial, federal or international levels; or connected to the community as a whole;
- iv. Specifically for the Industrial Park, have the name themed on industry;
- v. Based on the Street names established in the Street Naming Listing as approved by Council and amended from time to time.

**C. Street Name Suffixes**

Suffixes may be determined based on the street type; and are applied to the following types of streets:

Avenue (Ave)	A through local street, collector or arterial carrying east-west or north-south traffic
Boulevard (Blvd)	Arterial or collector carrying east-west or north-south traffic
Crescent (Cr)	Street or minor collector curvilinear in nature and shaped like a crescent
Court (Ct)	A non-through street (cul-de-sac)
Drive (Dr)	A non-through street (cul-de-sac)
Lane (Ln)	Service or access street behind a limited number of homes and/or businesses
Place (Pl)	A non-through local street (cul-de-sac)
Road (Rd)	A rural connector street
Street (St)	A through local road, collector or arterial serving carrying east-west or north-south traffic
Way (Wy)	Street or minor collector

**D. Street Naming Process**

- i. All street name proposals are processed through Development Services;
- ii. A written request is submitted to Development Services, as part of the subdivision and/or strata development approval process, including;
  - a. A list of at least three (3) names for each street, a brief, but complete, explanation as to the reasons for the proposed name (s);
  - b. the street name category, as set out in subsection 2, how the proposed name applies;
  - c. a map identifying all the streets with the associated proposed names.
- iii. The Manager is authorized to approve the assignment of a street name(s).

- iv. Notwithstanding subsection (iii), where a street naming proposal is submitted under Section 3 (B) (ii) and (iii), the Manager will submit the street naming proposal, and the recommended street name, for Council's consideration and approval.
- v. All costs associated with the design, fabrication and installation of street signs within a new development are borne by the Developer.

#### **4. RENAMING STREETS**

##### **A. Reasons for Renaming Streets:**

- i. On a case by case basis, for duplicate or similar name situations;
- ii. Where a street or street realignment connects streets with different names to form one continuous street; or
- iii. Where Council deems it appropriate to rename an existing street.

##### **B. The following information is collected for all requests concerning the renaming of streets:**

- i. Historic significance of the existing street name and the length of time each existed;
- ii. Total number of street addresses on the street affected;
- iii. Current land use at each address;
- iv. In-stream development applications on the street affected; and
- v. Existing and planned road systems for the affected area(s).

##### **C. Street Renaming Process:**

- i. Street renaming proposals are processed through Development Services and will be subject to Street Renaming Application Fee as set out in Schedule A.
- ii. Proposed street renaming must use names conforming to the Street Naming Criteria set out in Section 3;
- iii. Resident(s) or Developer(s) proposing a renaming shall make a written submission to Development Services that includes the following information:
  - a) A Street Renaming Proposal which includes the new name and outlines the rationale for the request;
  - b) A petition signed by a minimum of two-thirds of the owners of property directly affected by the proposed street name change;

- iv. Resident(s) or Developer(s) proposing a renaming may also be required to hold a Public information Session in regard to the proposed renaming and implementation to seek the input from the community at large if deemed necessary by the Manager;
- v. Development Services will submit a Street Renaming Proposal for Council's consideration and approval, including the information gathered from the proponent, a summary of input received during the Public Information Session, and the recommended street name;
- vi. As part of implementation, a minimum one (1) months' notice of a street renaming must be provided to Owners and Occupiers affected by the street renaming;
- vii. Street naming will not take place during the following periods: April 15 to July 1 and November 1 to January 15.
- viii. Any Resident(s) or Developer requesting the renaming will bear the costs of reimbursement for up to one (1) year of change address service with Canada Post for Owners and Occupiers affected by the changed street name.
- ix. All costs associated with the notification to the public, staff coordination and attendance at the public information session as may be required, new street sign design, fabrication and installation of those signs, if renaming is approved, shall be borne by the applicant or cost recovered by the Village as noted in Schedule A.

## **5. CIVIC ADDRESSING**

### **A. Authority**

- i. It is the authority of the Village to assign civic addresses to all properties and buildings associated with the property;
- ii. The Village may assign, change, or reassign civic addresses where necessary to resolve potentially confusing numbering, discontinuities or irregularities, and to ensure an adequate supply of civic addresses for existing and future development;
- iii. The Manager is authorized to allocate numbers to buildings and structures within the Village and may designate a member of Development Services to undertake his/her responsibilities for street numbering under this Bylaw;
- iv. The Manager is authorized to make minor changes, alterations, or additions in the display of numbers, including, but not limited to requiring additional reflective signage to indicate the location of buildings in multiple building developments.

## **B. Civic Address Requirement and Assignment**

- i. Every property and principal building/dwelling, constructed or placed on any lot, or part of a lot, in the Village, must be assigned a number by the Manager or his/her designate for that purpose.
- ii. The assignment of civic addresses will be based on the fronting street;
- iii. A building on a corner lot is addressed off the street to which the front door faces;
- iv. A duplex dwelling is given one civic address based on the fronting street and each dwelling is given an "A" or "B" suffix;
- v. Row houses are given separate civic addresses for each unit;
- vi. Addressing for multi-family residential properties are off the street to which the primary driveway serves the particular building or multi-family residential property and civic and unit numbering for Multi-family residential properties shall be established at the discretion of the Manager;
- v. A civic address change may be requested by the Owner or Developer for any property subject to an administrative fee set out in Schedule A. The proposed new addresses are provided by Development Services and options will be discussed with the Owner and Developer;
- vi. Discretion may be used by the Manager when addressing a dwelling without a clear street frontage or front door location;

## **6. AFFIXING BUILDING NUMBERS**

1. Every property owner or Developer of a building, commercial or multi-family residential complex which is assigned a number must supply and affix, or caused to be affixed, the assigned number in a conspicuous place on the building or display it elsewhere on the property where it can be easily be seen from the driveway entrance;
2. Every property owner must ensure that the building number assigned remains in perpetuity, be securely attached to the building, fence or other structure, and to remain plainly visible and legible from the street, and must replace, repaint or otherwise maintain the number as required from time to time to maintain its visibility and legibility;
3. For detached accessory suites with access from a lane, the assigned number must be affixed where it can be easily seen from the lane;
4. For large commercial or multi-family developments, adequate directional signage detailing building and unit numbers, must be affixed where it can be easily seen from the fronting street;

5. Civic Numbering must be affixed within ninety (90) days of receiving notification from the Village;
6. If any owner fails to comply with the requirement to supply and attach or to maintain a building number the Village may, after having notified the owner of its requirements, supply the building number, enter on the land and attach the building number, or enter on the land and maintain the building number, as the case may be, including by altering buildings or other structures or vegetation on the land to render the number visible, and recover the cost of doing so from the owner. The Village may recover any unpaid costs in the same manner and with the same remedies as property taxes.

## **7. MEASUREMENT AND DESIGN REQUIREMENTS**

1. For all buildings all assigned numbers must be:
  - i. No less than one (1) meter and no more than three (3) meters from the ground upon which the building or structure is constructed;
  - ii. Visible from the street and clear from any vegetation or other obstructions;
  - iii. If reflective material is used then each number must be at least 6.5 cm in height;
  - iv. If reflective material is not used, then each number must be at least 15 cm in height;
  - v. Of a dark colour where placed on a light background or of a light colour where placed on a dark background;
  - vi. Numbers must be displayed as numbers not text.
2. For buildings which are greater than ten (10) metres from the street or where numbers are not visible from the street, the following applies:
  - i. In addition to the civic address on the building, a duplicate set of numbers must be permanently displayed beside the driveway at the intersection with the street to which the civic number applies;
  - ii. The numbers must meet the requirements as outlined in Section 7.1.
3. If more than one property or building is accessed via a common driveway;
  - i. Individual civic numbers and/or unit numbers must be clearly posted on each building as described in Section 7.1
  - ii. Each civic address must be displayed at the street as outlined in Section 7.2;
  - iii. If a driveway branches to provide access to more than one property, numbering meeting the requirements of Section 7.1 shall be displayed at each point of intersection to indicate which driveway leads to which address;
  - iv. Section 7.3 (iii) does not apply if the buildings are accessed via signed strata roads.

## **8. Alteration of Civic Address**

1. No owner of a building or property will display or cause to be displayed any other number other than the civic number or unit number which has been assigned by the Village;
2. No person shall alter, renumber or change any civic address without first receiving permission from the Village.

## **9. POWERS OF THE MANAGER**

1. The Manager may make incidental rules and regulations not inconsistent with this bylaw, as amended from time to time.
2. The Manager may exempt a Developer or Owner from providing some or all of the information as set out in this bylaw, as amended from time to time.
3. The Manager may levy fines for any contravention of this Bylaw, as amended from time to time.

## **10. OFFENCE**

1. Any person who contravenes, violates or fails to comply with any provision of this bylaw, suffers or allows any act or thing to be done in contravention or violation of this bylaw or fails or neglects to do anything required to be done under this bylaw is deemed to have committed an infraction of, or an offence against, this bylaw; and is liable on summary conviction to a fine of not more than ten thousand dollars (\$10,000) and each day such an infraction is caused, or allowed to continue, constitutes a separate offence.

## **11. SEVERABILITY**

1. If any section, subsection, clause, sentence, clause, definition, phrase, map or other portion of this bylaw is held to be invalid for any reason by a court or competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder of the bylaw.

## **12. REPEAL**

House Numbering Bylaw No. 189, 1985 is hereby repealed.

**READ A FIRST TIME** this 25<sup>th</sup> day of July, 2017.

**READ A SECOND TIME** this 25<sup>th</sup> day of July, 2017.

**READ A THIRD TIME** this 25<sup>th</sup> day of July, 2017.

**ADOPTED** this 12<sup>th</sup> day of September, 2017.

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Mayor  
Mike Richman

---

Corporate Officer  
Sheena

**Schedule A  
FEES**

	<b>Bylaw Section</b>	<b>Fee</b>
Street Renaming Application Fee	Section 4 (C ) (i)	\$150.00
Civic Address Change Application Fee	Section 5 (B) (iv)	\$150.00
Notification and staff time associated with the Public Information Session	Section 4 (C ) (iv)	Based on actual costs and recovery of staff time, wages and benefits
Design, fabrication and installation of new Street Signs as renamed	Section 4 (C ) (iv)	Based on actual costs and recovery of staff time, wages and benefits plus parts and material



# Sunstone

— PEMBERTON —

April 9, 2019

Village of Pemberton

Attention: Lisa Pedrini

Dear Ms. Pedrinin

RE: Sunstone Street Names

Cerulean Lake is a brilliant blue colour (cerulean) and is located just north of the Pemberton Valley. The suggested street names for the Sunstone Project are based on the geographical features surrounding the lake. Photos of Cerulean Lake seen here below.





As Sunstone enjoys year-round sun and spectacular views. We respectfully submit the following:

Road A – **Sunstone Way** (easy for wayfinding and emergency response)

Road C – **Seven O’Clock Drive** (a mountain overlooking Cerulean)

Road F – **Tenquille Place** (close proximity)

Road D – **Cerulean Drive** (pronounced sɪˈruːliən)

Road B – **Sun God Drive** ( the most prominent mountain in the area around the lake, Sun God Drive on Sunstone climbs to the top of the property for future phases and never has a shadow cast on it).

Road E – To be named when Phase 2 is registered.

Site Plan Attached with names.

Regards,

Cam McIvor  
Sunstone Ridge Developments Ltd.

cc. Nyal Wilcox



— PEMBERTON —  
A Project by Sunstone Ridge Developments Ltd.

# MASTER PLAN- Partial

## Phase 1A & 1B

1:1250 (original)  
2018.09.05

This is not an offering for sale. Any such offering can only be made with a Disclosure Statement. The enclosed information while deemed to be correct, is not guaranteed. This document is preliminary and subject to approvals and final legal plans to be provided by a BC Land Surveyor. Dimensions shown are general and for convenience only. Setbacks shown may exceed zone minimums. Topographic contours shown are existing conditions and do not reflect future grades (Contour interval = 5m). Driveway access must be from the corresponding lot number and associated lettered road, no single family driveway access is permitted from Road-A. Vegetation massings shown are conceptual and may represent existing and/or future plant massings.

**CROSLAND DOAK DESIGN**  
Landscape  
Architecture +  
Building Design  
3121 Alta Vista Road, Whistler, BC V0N 1B3  
info@CroslandDoakDesign.com  
CroslandDoakDesign.com

**WHISTLER REAL ESTATE**  
Company Limited



**Keith McIvor**  
604.935.2650 keith@wrec.com

The developer reserves the right to make changes and modifications to the project design, specifications and features without notice. E & O.E. This advertisement/ document does not constitute offers of sale capable of acceptance without a Disclosure Statement.

**Date:** April 16, 2019  
**To:** Council  
**From:** Nikki Gilmore, Chief Administrative Officer  
**Subject:** Downtown Enhancement Project Contingency and Downtown Barn Parking Lot Paving Loan Authorization Bylaw No. 863, 2019

---

### **PURPOSE**

The purpose of this report is to present to Council the Downtown Enhancement Contingency and Downtown Barn Parking Lot Paving Loan Authorization Bylaw No. 863, 2019 for First, Second and Third Readings (**Appendix A**).

### **BACKGROUND**

In February 2018 the Village was informed that it was a successful applicant for the Federal Gas Tax Fund for the Downtown Enhancement Project in the amount of \$5.3 million dollars.

Since that time, Staff worked with the Village Engineers to develop preliminary design drawings and met with the Downtown Business Owners on a number of occasions to share the scope of the project and estimated timelines. Comments and suggestions were provided to Staff by the businesses and where appropriate, were incorporated into the design.

Following completion of the final design, the Village issued an Invitation to Tender for the Downtown Enhancement Project. The Tender documents were placed on BC Bid and the Village website on September 12, 2018. It was also posted on Facebook and shared through the Village ENews. The Tender closed on Thursday, October 11, 2018. Unfortunately, the bids received were over the project budget. The Downtown Enhancement Project Tender was reissued on November 26, 2018 and closed on Wednesday, January 16, 2019.

At the Regular Meeting of Council held on Tuesday, February 5, 2019, Council rose with report from In Camera held earlier that day with the following resolutions:

***THAT Council awards the contract to Hazelwood Construction Services Inc. in the amount of \$5,870,857.74, for the Downtown Enhancement Project.***

**CARRIED**

***THAT parking lot located on the North Side of the Downtown Barn be paved and the costs associated with the paving be incorporated into the loan authorization bylaw***

**CARRIED**

***THAT Staff be directed to prepare a Loan Authorization Bylaw to borrow funding, in the amount up to \$980,000, to cover the costs for the contingency component of the Downtown Enhancement Project and the paving of the Downtown Community Barn parking lot as may be required.***

**CARRIED**

With the acceptance of the winning bid the Village now must move forward to secure the funds through long term borrowing to cover the costs of the contingency (\$880,000) and the Downtown Barn parking lot (\$100,000).

**DISCUSSION & COMMENTS**

Council has received and accepted a bid, in the amount of \$5,870,857.74, for the Downtown Enhancement Project and supported an additional expenditure, in the amount of \$980,000, for contingency and the Downtown Barn Parking Lot Paving for a total project cost of \$6,850,857.74. A breakdown of the total project cost and funding sources is included under the Impact on Budget & Staffing section of this report.

**Impacts to Taxpayers**

Proceeds on the loan request will be 98.40% of the gross amount of the loan. In addition, 1.00% is deducted by the Municipal Finance Authority (MFA) for security against loan default (this is held in trust by the MFA in its Debt Reserve Fund and will be refunded to clients, with interest, at loan expiry). The other 0.60% is deducted as issue expenses to cover the costs of raising money (Bank Syndicate costs). The maximum loan amount required to cover the capital cost is \$980,000, which is made up of the costs of the contingency \$880,000, the Downtown Barn Parking Lot paving \$100,000, the Security \$9,800 and the Debt Reserve Fund \$5,880. The borrowing of funds for the Contingency and Downtown Barn Parking Lot Paving portion of the Downtown Enhancement Project has been included in the 2019 - 2023 Five Year Financial Plan in the year 2020.

Current lending rates set by the MFA are 2.72% for the first ten (10) years. Loan requests with terms greater than ten (10) years will receive this lending rate for the first ten (10) years of their loan and at the end of ten (10) years; the relending rate will be reset at the current MFA market rate for a period to be determined at that point (likely five (5) years).

Principal repayments will occur annually, commencing one (1) year after funds is received. Associated with each principal payment is an “*actuarial adjustment*” which is a ‘*non-cash reduction*’ of the loan balance. Actuarials are the expected earning that the MFA anticipates it will realize on each principal repayment.

The chart below shows tax implications to sample of Village of Pemberton residents and businesses on securing the new debt:

## 20 Year Loan

<b>Residential</b>	<b>Area</b>	<b>2019 Assessment</b>	<b>2019 Municipal Tax</b>	<b>\$</b>	<b>980,000.00</b>
<b>Annual Payments</b>					<b>\$ 65,871</b>
House	Poplar (H)	<b>767,000</b>	\$ 1,444.70	\$	62.81
House	Laurel Street (H)	<b>753,000</b>	\$ 1,418.33	\$	61.66
House	Hemlock	<b>894,000</b>	\$ 1,683.91	\$	73.21
House	Pinewood (H)	<b>1,098,000</b>	\$ 2,068.16	\$	89.92
House	Greenwood (H)	<b>1,091,000</b>	\$ 2,054.98	\$	89.34
House	Elmwood	<b>924,000</b>	\$ 1,740.42	\$	75.67
Duplex	Laburnum	<b>729,000</b>	\$ 1,373.13	\$	59.70
Townhouse	Flint Street (TH)	<b>412,600</b>	\$ 777.16	\$	33.79
Townhouse	Park Street (TH)	<b>574,400</b>	\$ 1,081.92	\$	47.04
Townhouse	Laurel Street (TH)	<b>547,000</b>	\$ 1,030.31	\$	44.79
Townhouse	Vine (TH)	<b>594,000</b>	\$ 1,118.84	\$	48.64
<b>Light Industry</b>					
Business	Venture Place	<b>829,000</b>	\$ 5,309.04	\$	230.81
<b>Commercial</b>					
Business	Downtown	<b>2,944,000</b>	\$ 12,476.79	\$	542.44
Business	Downtown	<b>2,262,000</b>	\$ 9,586.45	\$	416.78
Business	Industrial Park	<b>2,075,000</b>	\$ 8,793.93	\$	382.32
Business	Industrial Park	<b>762,900</b>	\$ 3,233.20	\$	140.57
<b>Rec./Non-Profit</b>					
	Downtown	<b>120,200</b>	\$ 226.41	\$	9.84
	Airport	<b>2,288,000</b>	\$ 4,309.62	\$	187.36
<b>Farm</b>					
	Meadows	<b>23,131</b>	\$ 43.57	\$	1.89
	Downtown	<b>25,091</b>	\$ 47.26	\$	2.05

### Alternative Approval Process:

In order to borrow funds over a period longer than five (5) years, Municipalities are required to seek approval of the electorate through an Alternative Approval Process (AAP) or assent of the electorate by Referendum. Both processes provide the electors an opportunity to indicate whether Council may or may not proceed with the borrowing bylaw.

An AAP establishes an Elector Response Form (ERF), which may be picked up at the Village Office or downloaded from the Village website, which an elector may sign if they are in opposition of the bylaw. The number of responses required to oppose the bylaw is calculated as 10% of the eligible voters within the Municipality as reported in the most current Census. An APP is much less expensive to facilitate.

It is recommended that for the purposes of the Downtown Enhancement Project Contingency and Downtown Barn Parking Lot Paving Loan Authorization the Village seeks the approval of the electorate through the AAP process.

**Proposed schedule to meet MFA Spring 2020 Debenture In-Take**

The table below outlines the applicable sections of the *Community Charter (CC)* and/or *Local Government Act (LGA)* which establishes the overall processes to undertake long-term borrowing with the Municipal Finance Authority (MFA) through an Alternate Approval Process:

<b>Description of Activity</b>	<b>Section</b>	<b>Estimated Timelines</b>
1. Municipal Loan Authorization Bylaw – initial three readings	<i>Community Charter</i> Section 179	April 16, 2019 (Regular Council Meeting)
2. Submission to Ministry of Community Services (MCS) for review and approval by Inspector of Municipalities	<i>Community Charter</i> Section 179	April 17, 2019 (anticipate 14 days) May 7, 2019
3. After receipt of approval from Inspector, carry out AAP <ul style="list-style-type: none"> <li>• Report to Council to establish AAP date</li> <li>• Place ads in paper</li> <li>• Have response forms available at Village Office and on the website</li> </ul>	<i>Community Charter</i> Section 94	May 28, 2019  May 30 <sup>th</sup> and June 6 <sup>th</sup>  June 7, 2019
Process runs for a least 30 days from day after the last advertisement (July 8, 2019)		
4. Receive results from AAP process and adoption of loan authorization bylaw		July 9, 2019 (Regular Council Meeting)
One Month Quashing Period ( <i>LGA</i> Section 262) (August 6, 2019)		
5. Application to MCS for a Certificate of Approval	<i>LGA</i> Section 1022	August 7, 2019 (anticipate 7-10 days)
6. Municipal Security Issuing Resolution passed (sent to the Regional District)	<i>Community Charter</i> Section 122	August 22, 2019 (Special Council Meeting would need to be held due to summer break)
7. Regional District to prepare and issue Security Issuing Bylaw (all reading done in one meeting)	<i>Community Charter</i> Section 182	August 28, 2019 (SLRD Board Meeting based on current meeting schedule)
10 day quashing period		
8. Regional District to seek Inspector of Municipalities' Certificate of Approval		September 9, 2019
Information to MFA for Spring Debenture and Issuance of Funds – September 10, 2019		

At this time, the Village is undertaking step one (1) of the process, which requires Council to give three readings to the Loan Authorization Bylaw. Once Readings have been received Staff will forward the Bylaw to the Ministry for approval and proceed as per the timeline shown above. It is anticipated that this schedule will enable the Village to meet the deadline for the MFA Spring 2020 Debenture intake; however, in the event that funds are required in advance of the Spring the Village would be entitled to secure interim borrowing under this bylaw to bridge the gap.

At this time, it is not known what portion of the contingency will be required to fund the Downtown Enhancement Project. Only those funds necessary will be secured by way of the loan authorization bylaw.

### **COMMUNICATIONS**

Upon receipt of approval from the Ministry as shown in Section 3 of the timeline above the Village will be required to issue a Public Notice that it will hold an AAP. As per Section 94 of the *Community Charter*, this notice will be issued once each week for two (2) consecutive weeks in the local newspaper as well as through the ENews, the Village Website and Facebook Page.

### **LEGAL CONSIDERATIONS**

There are no legal considerations at this time.

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

As noted above, the borrowing has been included in the 2019 – 2023 Five Year Financial Plan and can be accommodated.

It is estimated that the cost to undertake an Alternative Approval Process will be \$1,000 to cover the costs associated with administering the AAP and advertising as per the requirements of the *Community Charter*.

### **INTERDEPARTMENTAL IMPACT & APPROVAL**

Upon receipt of the approval of the loan authorization bylaw from the Ministry and direction of Council to hold an Alternative Approval Process Corporate & Legislative Services will be responsible for undertaking the AAP. This AAP can be accommodated as it falls under the legislative responsibilities of this Department.

Interdepartmental Approval by:	Sheena Fraser, Manager of Corporate & Legislative Services
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### **IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS**

There are no impacts on the region or neighboring jurisdictions.

### **ALTERNATIVE OPTIONS**

There are no suggested alternative options at this time.

**POTENTIAL GOVERNANCE CONSIDERATIONS**

Consideration of the Downtown Enhancement Project Contingency and Downtown Barn Parking Lot Paving Loan Authorization Bylaw No. 863, 2019 for First, Second and Third Readings meets with Strategic Theme Two: Good Governance being an open and accountable government. It also meets with Strategic Priority Theme Three: Excellence in Service by ensuring that the Village continues to deliver the highest quality of municipal services within the scope of our resources.

**RECOMMENDATION**

**THAT** Council give First, Second and Third Readings to the Downtown Enhancement Project Contingency and Downtown Barn Parking Lot Paving Loan Authorization Bylaw No. 863, 2019.

**Attachments:**

**Appendix A:** Amortization Schedule

Submitted by:	Nikki Gilmore, Chief Administrative Officer
---------------	---

APPENDIX A

**20 Year Term**

*3% Capitalization Rate*

*S/F Factor:*

*0.037215708*

Principal: 980,000.00

Interest Rate: 3.00%

	Principal Pymnt	Interest Pymnt	Total Pymnt	Actuarial	Reducing Balance
					980,000.00
Yr 1 Semi Annual		14,700.00	14,700.00		980,000.00
Yr 1 Annual	36,471.39	14,700.00	51,171.39		943,528.61
Yr 2 Semi Annual		14,700.00	14,700.00		943,528.61
Yr 2 Annual	36,471.39	14,700.00	51,171.39	1,094.14	905,963.07
Yr 3 Semi Annual		14,700.00	14,700.00		905,963.07
Yr 3 Annual	36,471.39	14,700.00	51,171.39	2,221.11	867,270.57
Yr 4 Semi Annual		14,700.00	14,700.00		867,270.57
Yr 4 Annual	36,471.39	14,700.00	51,171.39	3,381.88	827,417.29
Yr 5 Semi Annual		14,700.00	14,700.00		827,417.29
Yr 5 Annual	36,471.39	14,700.00	51,171.39	4,577.48	786,368.42
Yr 6 Semi Annual		14,700.00	14,700.00		786,368.42
Yr 6 Annual	36,471.39	14,700.00	51,171.39	5,808.95	744,088.08
Yr 7 Semi Annual		14,700.00	14,700.00		744,088.08
Yr 7 Annual	36,471.39	14,700.00	51,171.39	7,077.36	700,539.33
Yr 8 Semi Annual		14,700.00	14,700.00		700,539.33
Yr 8 Annual	36,471.39	14,700.00	51,171.39	8,383.82	655,684.11
Yr 9 Semi Annual		14,700.00	14,700.00		655,684.11
Yr 9 Annual	36,471.39	14,700.00	51,171.39	9,729.48	609,483.24
Yr 10 Semi Annual		14,700.00	14,700.00		609,483.24
Yr 10 Annual	36,471.39	14,700.00	51,171.39	11,115.50	561,896.35
Yr 11 Semi Annual		14,700.00	14,700.00		561,896.35
Yr 11 Annual	36,471.39	14,700.00	51,171.39	12,543.11	512,881.84
Yr 12 Semi Annual		14,700.00	14,700.00		512,881.84
Yr 12 Annual	36,471.39	14,700.00	51,171.39	14,013.54	462,396.91
Yr 13 Semi Annual		14,700.00	14,700.00		462,396.91
Yr 13 Annual	36,471.39	14,700.00	51,171.39	15,528.09	410,397.42
Yr 14 Semi Annual		14,700.00	14,700.00		410,397.42
Yr 14 Annual	36,471.39	14,700.00	51,171.39	17,088.08	356,837.95
Yr 15 Semi Annual		14,700.00	14,700.00		356,837.95
Yr 15 Annual	36,471.39	14,700.00	51,171.39	18,694.86	301,671.69
Yr 16 Semi Annual		14,700.00	14,700.00		301,671.69
Yr 16 Annual	36,471.39	14,700.00	51,171.39	20,349.85	244,850.45
Yr 17 Semi Annual		14,700.00	14,700.00		244,850.45
Yr 17 Annual	36,471.39	14,700.00	51,171.39	22,054.49	186,324.57
Yr 18 Semi Annual		14,700.00	14,700.00		186,324.57
Yr 18 Annual	36,471.39	14,700.00	51,171.39	23,810.26	126,042.92
Yr 19 Semi Annual		14,700.00	14,700.00		126,042.92
Yr 19 Annual	36,471.39	14,700.00	51,171.39	25,618.71	63,952.81
Yr 20 Semi Annual		14,700.00	14,700.00		63,952.81
Yr 20 Annual	36,471.39	14,700.00	51,171.39	27,481.42	-0.00
<b>TOTALS:</b>	<b>729,427.87</b>	<b>588,000.00</b>	<b>1,317,427.87</b>	<b>250,572.13</b>	

**VILLAGE OF PEMBERTON**

**BYLAW No. 863, 2019**

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

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

---

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

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

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

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

**READ A FIRST TIME** this \_\_\_\_ day of \_\_\_\_\_, 2019

**READ A SECOND TIME** this \_\_\_\_ day of \_\_\_\_\_, 2019.

**READ A THIRD TIME** this \_\_\_\_ day of \_\_\_\_\_, 2019.

**APPROVED BY THE INSPECTOR OF MUNICIPALITIES** this \_\_\_\_ day of \_\_\_\_\_, 2019.

**APPROVAL OF THE ELECTORS RECEIVED** this \_\_\_\_ day of \_\_\_\_\_, 2019.

**ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2019.

---

Mike Richman  
Mayor

---

Sheena Fraser  
Corporate Officer

**VILLAGE OF PEMBERTON**

**BYLAW No. 857, 2019**

---

A bylaw of the Village of Pemberton respecting the Five Year Financial Plan beginning with the year 2019.

---

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

1. Schedule "A" attached hereto and made part of this Bylaw is hereby adopted and is the Village of Pemberton Five Year Financial Plan established with the year ended December 31, 2019.
2. This Bylaw may be cited for all purposes as the "Village of Pemberton 2019-2023 Five Year Financial Plan Bylaw No. 857 2019."

**READ A FIRST TIME** this 2<sup>nd</sup> day of April, 2019.

**READ A SECOND TIME** this 2<sup>nd</sup> day of April, 2019.

**READ A THIRD TIME** this 2<sup>nd</sup> day of April, 2019.

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

---

Mike Richman  
Mayor

---

Sheena Fraser  
Corporate Officer

**Village of Pemberton  
Five Year Financial Plan Bylaw No. 857, 2019  
2019-2023 Consolidated Statement of Operations**

<b>Village of Pemberton</b>					
<b>Statement of Operation ending December 31</b>					
<b>Consolidated</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>Revenues:</b>					
Taxation	2,220,877	3,161,034	3,210,362	3,409,152	3,505,721
Water and sewer user rates	1,776,090	1,850,022	1,933,375	2,018,016	2,103,985
User charges	2,026,485	2,183,174	2,185,978	2,240,290	2,296,157
Penalties and interest income	24,354	24,414	24,476	24,540	24,605
Government transfers:					
Provincial	5,488,240	383,000	1,704,803	383,000	383,000
Federal	1,160	2,000	2,000	2,000	2,000
Other local governments	1,177,186	5,133,117	1,555,318	1,623,932	1,660,284
Investment income	23,033	26,150	27,119	28,229	29,598
Other revenues	325,502	825,160	119,013	1,204,889	95,787
Collections on behalf of other governments	2,481,520	2,555,966	2,632,645	2,711,624	2,792,973
	15,544,447	16,144,037	13,395,088	13,645,672	12,894,110
<b>Expenditures:</b>					
General government	3,045,483	3,048,942	3,091,692	3,132,364	3,112,328
Fire protection services	680,366	726,196	743,750	959,871	978,335
Development and planning services	604,913	601,612	607,110	608,073	614,515
Public works and parks	1,140,171	1,271,510	1,164,493	1,195,548	1,219,388
Recreation	790,653	1,385,084	1,369,440	1,392,248	1,416,050
Water utility	987,302	897,488	918,380	937,743	950,532
Sewer utility	1,062,331	1,090,702	1,112,950	1,135,865	1,159,468
Airport services	113,225	114,989	84,248	86,119	88,047
Transfers to other governments	2,481,520	2,555,966	2,632,645	2,711,624	2,792,973
	10,905,964	11,692,489	11,724,708	12,159,456	12,331,635
<b>Annual (Surplus) / Deficit</b>	<b>(4,638,483)</b>	<b>(4,451,548)</b>	<b>(1,670,380)</b>	<b>(1,486,216)</b>	<b>(562,475)</b>
<b>ADJUSTMENTS REQUIRED TO BALANCE FINANCIAL PLAN TO CONFORM WITH LEGISLATIVE REQUIREMENTS</b>					
<b>Non-cash items included in Annual (Surplus)/Deficit</b>					
Amortization on tangible capital assets	(1,065,874)	(1,177,055)	(1,121,862)	(1,095,372)	(1,007,617)
<b>Cash items NOT included in Annual (Surplus)/Deficit</b>					
Capital expenditures	6,038,812	5,800,404	3,764,302	7,562,500	992,501
Loan proceeds	(44,442)	(1,020,000)	(2,100,000)	(6,250,000)	(400,000)
Long term debt payments	217,263	225,945	226,242	226,544	343,531
Capital Equipment payments	257,039	348,808	353,145	297,405	242,136
Transfers to/from Statutory Reserves	(50,000)	(315,540)	-	(100,000)	-
Transfers from Non-Statutory Reserves	(745,880)	(200,000)	(250,000)	-	(500,000)
Transfers to Non-Statutory Reserves	812,690	788,987	798,553	845,140	891,924
Transfers to/(from) Unappropriated Surplus	(781,125)	-	-	-	-
<b>Financial Plan Balance</b>	<b>0</b>	<b>0</b>	<b>(0)</b>	<b>0</b>	<b>(0)</b>

**Village of Pemberton  
Five Year Financial Plan Bylaw No. 857, 2019  
2019 Revenue Policy Disclosure**

- The table below shows the proportion of proposed 2019 revenue raised from each funding source. One column shows the proposed revenue including Transfer to Other Governments and the other excluding the Transfers to Other Governments. *Transfers to Other Governments are funds requisitioned by other government or government agencies for specifically defined projects (SLRD, School Tax, Police Tax, MFA, BCAA).*

The Village has a bylaw to charge specific administrative fees for various tasks, such as tax certificates, titles searches, rentals as well as other tasks including a 10% administrative fee and annual consumer price index (CPI) increase. This bylaw was last updated December 18<sup>th</sup>, 2012. By billing these fees to individual users, this allows a more realistic tax levy as the tax payers are not subjected to funding these miscellaneous expenses.

In June of 2019, the Village of Pemberton will become the primary manager of Recreation Services (PVUS). Revenue sources for these services will not change and continue to be a combination of taxes, grants and user fees, from the Village of Pemberton and Electoral Area C of the Squamish-Lillooet Regional District (SLRD).

The Village of Pemberton will continue to seek other sources of revenue to reduce the reliance on property taxes.

In 2007, Council realized that the creation of a Capital Reserve Bylaw was prudent to reducing potential tax rate increases and borrowing for future capital projects. Since that time, Council has also committed General Reserve Allocations for asset renewal for Roads, Water and Sewer. As such the Village will endeavor to build up reserves to fund major capital projects. Borrowing will be considered when a capital project will provide benefits to taxpayers over a long period.

Frontage and/or Parcel Taxes are taxes levied for the purpose of paying the debt on the Municipality's Infrastructure, such as the Sewer Treatment Plant and the Well. The rates are reviewed annually to determine if they meet the required debt payment schedule for the upcoming fiscal year. In 2019, amendments were brought forward to the Parcel Tax Review Panel for the addition of new parcels to the parcel tax roll.

Revenue Sources 2019	% Total Revenue (\$16,384,769) Including Transfers to Other Governments*	% Total Revenue (\$13,903,249) Excluding Transfers to Other Governments
Property Taxes	35.9%	24.4%
User Fees & Charges	23.2%	27.4%
Grants	33.5%	39.5%
DCCs	0.3%	0.4%
Other Revenues	2.3%	2.7%
Proceeds from Borrowing	0.3%	0.3%
Reserve Transfers	4.6%	5.4%
<b>Total</b>	<b>100.0%</b>	<b>100%</b>

**Village of Pemberton  
Five Year Financial Plan Bylaw No. 857, 2019  
2019 Revenue Policy Disclosure**

2. a) The Provincial Class Multiples are established by the Provincial Government by British Columbia Regulations 426/2003 and 439/2003. These rates are used to calculate the tax rates for other government bodies (Collections for Other Governments) with the exception of the Squamish-Lillooet Regional District (SLRD). Both the Village and the SLRD's tax rates are established by the multiples set by Council. Following is a comparison of the two multiples with the variance identified in bold:

Village Multiples	Provincial Multiples
1.00	1.00
<b>5.63</b>	<b>3.50</b>
3.40	3.40
<b>2.25</b>	<b>2.45</b>
1.00	1.00
1.00	1.00

- b) In addition, the Ministry also sets a ceiling for the maximum allowable rate for Class 2 (Utilities). Following is the regulation:

BC Regulation 329/96 defines a rate ceiling for class 02 property for 2000 and subsequent years. The regulation states:

“2. In setting the tax or levy rate for class 2 property for general municipal purposes, a municipality must not exceed the greater of

- a) \$40 for each \$1,000 of assessed value, and
- b) 2.5 times the rate applicable to class 6 property for general municipal purposes in the municipality for the same taxation year.”

- c) Furthermore, those properties that were included in the 2011 Boundary Extension (Order in Council No. 165) under Class 2 (\*Utility), the tax rate is set each year as per Sections 5 and 6 of the Taxation (Rural Area) Act Regulation, BC Reg. 387/82.

The following table outlines the distribution of taxes between the property tax classes.

Property Class	Municipal Tax Rates	% of Total Property Assessment Value (\$871,996,895)	% of Total Property Tax
Residential (Class 01)	1.6107	81.12%	64.81%
Utilities (Class 02)	9.0599	0.18%	0.80%
Utilities (Class 02) Rural	3.9300	1.62%	3.15%
Light Industry (Class 05)	5.4762	1.27%	3.44%
Business/Commercial (Class 06)	3.6240	15.18%	27.29%
Rec/Non-Profit (Class 08)	1.6107	0.59%	0.47%
Farm (Class 09)	1.6107	0.04%	0.03%
<b>Total</b>		<b>100%</b>	<b>100%</b>

\* The 2018 Class 2 (Utility) Rural Tax Rate is 3.93 per each \$1,000 of actual value of property. This rate is set each year as per Sections 5 and 6 of the Taxation (Rural Area) Act Regulation, BC Reg. 387/82 as per Order in Council No. 165 (2011) Village Boundary Extension.

**Village of Pemberton**  
**Five Year Financial Plan Bylaw No. 857, 2019**  
**2019 Revenue Policy Disclosure**

3. Following is a list of permissive exemptions granted for the taxation year and the amount of municipal tax revenue forgone:

Municipal Land and Buildings	\$5,074
United Church (Land only)	454
Pemberton Childcare Society	1,214
Pemberton Lion's Society	1,777
Stewardship Pemberton	324
Pemberton Search and Rescue	176
Total Municipal Tax Revenue Forgone	<u><u>\$9,018</u></u>

In 2013, Council updated the Permissive Tax Exemption Policy to clarify the criteria, establish timelines for submission and to include an application form which will provide clear guidelines and deliverables for both Staff and the Applicant. Following is the updated Policy and Purpose:

**Permissive Tax Exemption Policy:**

The Village of Pemberton recognizes the significant value of organizations and groups in our community who provide worthwhile programs and services to our residents

The purpose of this policy is to ensure that the organizations applying for a permissive tax exemption meet the criteria and that the application process is consistent and meets the goals, policies and general operating principles of the Village. The sources of Municipal revenue are limited and a request for an exemption must be considered in concert with other needs of the Village. Council will determine the amount of revenue to be foregone by permissive tax exemptions for non-profit organizations. Council at its sole discretion may grant varying percentages of tax exemptions up to 100% of the tax exemption.

Exemptions are not given to services that are otherwise provided on a private or for profit bases. This would provide an unfair competitive advantage and is not permitted as per Section 25 of the *Community Charter*.

Requests for permissive tax exemptions for organizations whose facilities are outside the boundaries of the Village of Pemberton will not be considered.

Further information, including the complete Policy and Application can be found on the following link on Village website:

[http://www.pemberton.ca/media/177127/Permissive\\_Tax\\_Exempt\\_Policy-Jun2013.pdf](http://www.pemberton.ca/media/177127/Permissive_Tax_Exempt_Policy-Jun2013.pdf)

**Village of Pemberton**  
**Five Year Financial Plan Bylaw No. 857, 2019**  
**Notes to the Village of Pemberton's**  
**Financial Plan**

**Note 1**

General 2019 Assumptions:

1. Municipal tax revenues increased by 6.32% (\$92,583) in 2019 to provide for the addition of the new Provincial Employer Health Tax (EHT) and a one-time contingent legal liability.
2. The change in overall assessment value from 2018 to 2019 is 27%; which is made up of new construction assessments of 7.13% and 19.87% in market change.
3. Frontage tax is calculated on \$3.884 per meter for water and \$5.875 per meter for sewer. Frontage tax is amended based on the retiring or securing of debt.
4. The Industrial Park Parcel Taxes equal the debt based on the overall costs of the project to install the water infrastructure to the Industrial Park in 2007. Only those properties that did not choose to commute (pay upfront) their cost are levied.
5. User fees for water rates in 2018 will be set as per the Kerr Wood Leidal (KWL) Implementation of Water Rates 2014 – 2019 Report under Alternative 1. This report can be found on the Village website at the following link: <http://www.pemberton.ca/municipal-hall/reports-and-publications/>
6. User fees for sewer have a \$40,000 budget increase in 2019 for a new Sewer Capital Reserve.

General 2019-2023 Assumptions:

1. A 10% Administration Fee will be charged to individual user requests and tasks.
2. Capital Reserves will continue as part of an Asset Management Plan for future capital expenditures and to reduce future debt financing as infrastructure retires.
3. General Operating expenses will be increased for inflation by 3% per year as set by the BC CPI index at December 31<sup>st</sup>.
4. Water rates will be increased by 7% (see number 3 above) in 2019, and will be reassessed for 2020. Sewer Rates will be increased by \$40,000 in order to build a sewer reserve for future capital expenditures.
5. General debt collections, frontage and/or parcel taxes, will equal the general debenture interest and principle payments. This tax is paid by all property owners within the Village of Pemberton who have the ability to connect to the Village's Infrastructure.

**Village of Pemberton  
Five Year Financial Plan Bylaw No. 857, 2019  
Notes to the Village of Pemberton's  
Financial Plan**

**Note 2**

**2019 Capital Projects:**

**Administrative and Financial Services**

Vadim Upgrade	\$2,150
Computer Workstation Upgrades (4)	8,000
Website Upgrades	30,000
Emergency Operations Grant	27,045
Municipal Hall Office/Fire Upgrades	5,000
Economic Development Strategy	25,000
Senior Housing Needs Grant	10,000
Rural Dividend Grant (SLRD, Chamber of Commerce)	125,000
Municipal Hall Design Plan	10,000
	<b>\$242,195</b>

**Development**

Hillside Development Standards Guidelines	<b>\$5,000</b>
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**Public Works & Parks**

PW Building Washroom	\$30,000
Bike BC Cycling Network Grant	15,000
Train Station Washroom upgrade	5,000
Crab Apple Tree Replacement and Grant	30,000
Pemberton Sign upgrade	3,000
Snow Blower Skid Steer	7,000
Friendship Trail Connector	25,000
Summer Student Grant	12,000
Asset Management Phase II	55,000
Downtown Enhancement	5,871,200
	<b>\$6,053,200</b>

**Fire Department**

SCBA Tank upgrades	\$7,500
Rope Rescue Equipment	10,000
Radio Repeater	5,000
Fire Extinguisher Training Equipment	16,000
AED (3)	10,000
	<b>\$48,500</b>

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**Water**

Hydrant Replacement	\$20,000
Backup Genset	100,000
Cross Connection Control Valves	10,000
Water Rates Study	20,000

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**\$150,000**

**Sewer**

Confined Space Program	\$3,000
Scada Computer	20,000
Outfall Cleaning	10,000
Lift Station Scada (2)	8,000
Environmental Monitoring Program	12,000

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**\$53,000**

**Total Capital Project Costs 2019**

**\$6,551,895**

**VILLAGE OF PEMBERTON**

**BYLAW No. 858, 2019**

---

A bylaw for the levying of annual tax rates for Municipal, Regional District and Sea to Sky Regional Hospital District purposes for the year 2019.

---

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

1. The following rates are hereby imposed and levied for the year 2019:
  - (a) For all lawful general purposes of the municipality on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in column "A" of Schedule "A" attached hereto and forming a part hereof.
  - (b) For purposes of the Squamish-Lillooet Regional District on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in column "B" of Schedule "A" attached hereto and forming a part hereof.
  - (c) For purposes of the Sea to Sky Regional Hospital District on the assessed value of land and improvements taxable for hospital purposes, rates appearing in column "C" of Schedule "A" attached hereto and forming a part hereof.
2. The minimum amount of taxation upon a parcel of real property shall be One Dollar (\$1.00).
3. This bylaw may be cited as the "Village of Pemberton Annual Tax Rates Bylaw No. 858, 2019."

**READ A FIRST TIME** this 2<sup>nd</sup> day of April, 2019.

**READ A SECOND TIME** this 2<sup>nd</sup> day of April, 2019.

**READ A THIRD TIME** this 2<sup>nd</sup> day of April, 2019.

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2019

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Mike Richman  
Mayor

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Sheena Fraser  
Corporate Officer

**Village of Pemberton  
Schedule "A"  
Bylaw No. 858, 2019**

**2019 Tax Rates**

Tax Rates (dollars of tax per \$1,000 taxable value)
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PROPERTY CLASS	A General Municipal (Includes Reserves, CEF & CIOF)	B Regional District (RD)	C Sea to Sky Regional Hospital District (STSRHD)
1 Residential	1.6107	0.9968	0.0309
2 Utility	9.0599	5.6120	0.1081
5 Light Industry	5.4762	3.3891	0.1050
6 Business/Other	3.6240	2.2428	0.0757
8 Rec/Non-Profit	1.6107	0.9968	0.0309
9 Farm	1.6107	0.9968	0.0309

\*The rate for those properties that were included in the 2011 Boundary Extension (Order in Council No. 165) under Class 2 (Utility), is set each year as per Sections 5 and 6 of the Taxation (Rural Area) Act Regulation, BC Reg. 387/82. The rate established for 2018 is \$3.93 per \$1,000 of actual value of property.

**VILLAGE OF PEMBERTON**

**BYLAW No. 859, 2019**

**Water Frontage Tax Amendment Bylaw**

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**Being a bylaw to amend “The Village of Pemberton Bylaw No. 137, 1979  
Amendment Bylaw No. 829, 2018”**

---

**WHEREAS** it is deemed expedient and necessary to amend tax on frontage of owners of land by amending Bylaw No. 137, 1979 Amendment Bylaw No. 829, 2018;

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

1. This bylaw may be cited as “Village of Pemberton Bylaw No. 137, 1979 Water Frontage Tax Amendment Bylaw No. 859, 2019.”
2. a. Section 2 of “The Corporation of the Village of Pemberton Bylaw No. 137, 1979” is hereby deleted and the following substituted therefore:
  - b. The annual rate shall be Three Dollars and Eighty Eight Cents (\$3.88) per meter of taxable frontage.
3. The “Village of Pemberton Water Frontage Tax Amendment Bylaw No. 829, 2018” is hereby repealed.

**READ A FIRST TIME** this 2<sup>nd</sup> day of April, 2019.

**READ A SECOND TIME** this 2<sup>nd</sup> day of April, 2019.

**READ A THIRD TIME** this 2<sup>nd</sup> day of April, 2019.

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

---

Mike Richman  
Mayor

---

Sheena Fraser  
Corporate Officer

**VILLAGE OF PEMBERTON**

**BYLAW No. 860, 2019**

**Sewer Frontage Tax Amendment Bylaw**

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**Being a bylaw to amend “The Village of Pemberton Sewer Frontage Tax Bylaw No. 136, 1979 Amendment Bylaw No. 830, 2018”**

---

**WHEREAS** it is deemed expedient and necessary to amend tax on frontage of owners of land by amending Bylaw No. 136, 1979 Amendment Bylaw No. 830, 2018,

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

1. This bylaw may be cited as “Village of Pemberton Bylaw No. 136, 1979 Sewer Frontage Amendment Bylaw No. 860, 2019.”
2. Section 3 (b) of “The Corporation of the Village of Pemberton Bylaw No. 136, 1979” is hereby deleted and the following substituted therefore:
  - b. The annual rate shall be Five Dollars and Eighty Eight Cents (\$5.88) per meter of taxable frontage.
3. The “Village of Pemberton Water Frontage Tax Amendment Bylaw No. 830, 2018” is hereby repealed

**READ A FIRST TIME** this 2<sup>nd</sup> day of April, 2019.

**READ A SECOND TIME** this 2<sup>nd</sup> day of April, 2019.

**READ A THIRD TIME** this 2<sup>nd</sup> day of April, 2019.

**ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2019.

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Mike Richman  
Mayor

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Sheena Fraser  
Corporate Officer

**VILLAGE OF PEMBERTON**

**BYLAW No. 861, 2019**

---

A bylaw to amend the Village of Pemberton Sewer Rates Bylaw No. 826, 2018.

---

**WHEREAS** it is deemed necessary to amend the rates and charges and billing system for the use of the Sanitary Sewer System to meet increased operational costs of the system;

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

1. Schedule "A" of, Amendment Bylaw No. 826, 2018 is hereby deleted and replaced with a new Schedule "A" which is attached hereto and forms part of this bylaw, and which takes effect on January 1, 2019.
  - c) Utility billing is done on an annual basis providing residents the option to pay monthly, quarterly or annually before the tax due date of the billing year.
  - d) A 10% penalty will be added to such rates, rents and charges remaining unpaid after the tax billing due date of the billing year.
2. This bylaw may be cited for all purposes as the "Village of Pemberton Sanitary Sewer System Regulation Connection and Rates Amendment Bylaw No. 861, 2019."

**READ A FIRST TIME** this 2<sup>nd</sup> day of April, 2019.

**READ A SECOND TIME** this 2<sup>nd</sup> day of April, 2019.

**READ A THIRD TIME** this 2<sup>nd</sup> day of April, 2019.

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

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Mike Richman  
Mayor

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Sheena Fraser  
Corporate Officer

VILLAGE OF PEMBERTON  
Bylaw No. 861, 2019  
Schedule "A"

**2019 Annual Sewer Rates**

Flat Rates (Billed Annually)			
		<b><u>Domestic</u></b>	
	1. Seniors housing projects	\$	339.04
	2. Single family dwellings & trailers	\$	517.24
	-In addition, per residential suite in a S/F dwelling	\$	258.48
	3. Apartments/Duplexes/Multi-family dwellings - per unit	\$	517.24
	4. Bed & Breakfast service, guest/rooming house	\$	739.38
	-in addition, per rental room for > 2 rooms	\$	119.42
	- in addition, per residential suite	\$	258.48
	5. Swimming Pool	\$	-
		<b><u>Commercial</u></b>	
	1. Motels, Hotels, Inns, Lodges	\$	743.89
	- per room (with or without bath)	\$	103.23
	- per room (with kitchen)	\$	119.42
	- for each pool &/or hot tub	\$	-
	2. Strata Hotel	\$	743.89
	- per room (with or without bath)	\$	103.23
	- per room (with kitchen)	\$	119.42
	- per room (with kitchen and laundry)	\$	258.48
	- laundry facility	\$	295.38
	- for each pool or hot tub	\$	-
	3. Beauty parlours and barber shops (per chair)	\$	631.36
	4. Cafe, restaurant, coffee shop or dining room	\$	-
	-40 seats maximum (including seasonal/outdoor seating)	\$	1,567.13
	-over 40 seats	\$	2,326.41
	5. Food & Beverage preparation facilities < 1000 sq. ft.	\$	631.36
	-total area = 1,000 - 2,000 sq. ft.	\$	946.66
	-total area = > 2,000 sq. ft.	\$	1,262.45
	6. Medical/Dental Practice - one practitioner	\$	1,015.91
	- per additional practitioner	\$	507.95
	7. Retail stores, < 1000 sq. ft.	\$	631.36
	- > 1000 sq. ft.	\$	1,577.47
	8. Banks, offices < 1,000 sq. ft.	\$	708.33
	- > 1,000 sq. ft.	\$	2,144.88
	9. Service stations, garages, card locks, etc.	\$	1,422.48
	-in addition - for unmetered vehicle wash facility	\$	-
	10. Laundries - for each washing machine	\$	295.38
	(or minimum annual charge)	\$	1,477.96
	11. Unmetered industrial/commercial usage	\$	1,034.49
	12. Beverage rooms, lounges, pubs	\$	2,368.61
	13. Greenhouse or Nursery (adjusted seasonal rate)	\$	631.36
	14. Water Bottling - unmetered	\$	631.36

VILLAGE OF PEMBERTON  
Bylaw No. 861, 2019  
Schedule "A"

		<u>Institutions</u>	
	1. Schools, per classroom		\$ 832.00
	2. Churches (flat rate)		\$ 631.36
	3. Hospitals, Emergency Services Stations		\$ 1,746.00
	-hospitals, in addition per bed		\$ 140.93

<b>Metered Rates (Billed Quarterly)</b>			
		1. Inside Municipal Boundaries - Statutory Declaration Program	
		a) Residences with Suite	
	Fixed Quarterly Meter Charge		\$ 29.38
	Plus Volumetric Rate (m3)		\$ 1.07
		b) Industrial/Commercial Users	
	Fixed Rate (under 300m3)		\$ 220.60
	Volumetric Rate (m3 after 300m3)		\$ 1.13
		c) Industrial/Commercial Users	
	Flat Rate (for Units with non-functioning or no meters)		\$ 282.32
		d) *Bulk Water Rate (m3)	
			\$ 4.55
		2. Outside Municipal Boundaries	
		a) Residential/Commercial/Industrial	
	Fixed Rate (under 300m3)		\$ 261.42
	Volumetric Rate (m3 after 300m3)		\$ 1.45
		b) Residential/Commercial/Industrial	
	Flat Rate (for Units with non-functioning or no meters)		\$ -
			\$ 246.19
*Large bulk sewer disposals require individual negotiated agreements.			

**From:** Dolling, Roya [NS] <[Roya.Dolling@vch.ca](mailto:Roya.Dolling@vch.ca)>

**Sent:** Thursday, April 4, 2019 9:23 AM

**Subject:** Response Requested: RSVP Reminder for Sea to Sky Congress - May 16, 2019

*On Behalf of Dr. Geoff McKee, Medical Health Officer,*

Thank you to the members who have already responded to the invite for the Sea to Sky Congress to be held on May 16, 2019.

For those who haven't responded, would you please kindly send your RSVP by Friday, April 26th as we have to provide numbers for the catering purpose. We have planned an engaging event and we hope to have all of you present to participate in the discussion.

Thank you

Geoff McKee, MD/MPH, FRCPC

Medical Health Officer - Coastal Rural

Vancouver Coastal Health

821 Gibsons Way

Gibsons, BC V0N 1V8

Phone: 604-983-6701 | Email: [Geoff.McKee@vch.ca](mailto:Geoff.McKee@vch.ca)

February 22, 2019

Dear Colleague,

Vancouver Coastal Health and the Squamish-Lillooet Regional District invite you to the 2<sup>nd</sup> annual Sea to Sky Healthy Communities Congress:

**Sea to Sky Healthy Communities Congress**  
**Thursday May 16, 2019**  
**Meeting 1:00-4:00 with a complementary lunch from 12:00-1:00**  
**Location: Furry Creek Golf and Country Club**  
**150 Country Club Rd, Furry Creek**

The purpose of the Congress is to bring together Sea to Sky decision makers from each of the jurisdictions (Mayors, Chiefs, Councillors, School Trustees, the Regional District and Vancouver Coastal Health) to discuss the determinants of health, social well-being, vitality and sustainability of our communities. These issues are not specific to any one jurisdiction and so their solution demands broad understanding and collaborative action.

We hope to have as many members from your councils and boards as can make it along with the senior administrator or other key staff from your organization.

This year we are really fortunate to have **Kimberly Schonert-Reichl**, the Director for the Human Early Learning Partnership at UBC as our key note speaker. She will be speaking on **childhood resiliency and the implications of the data from the Early Years Development Index (EDI) and Middle Years Development Index (MDI) for the Sea to Sky Corridor**. We will also have an opportunity to hear how that work has also influenced the United Way's Avenues of Change project in Squamish looking at a 5 year place-based initiative to improve early childhood vulnerabilities in that community.

Please put this in your calendar now and confirm your attendance to Roya Dolling at [Roya.dolling@vch.ca](mailto:Roya.dolling@vch.ca) or by phone at 604-983-6701. Please provide information on any dietary restrictions.

Sincerely,



Dr. Geoff McKee  
Medical Health Officer, Coastal Rural  
Vancouver Coastal Health



Tony Rainbow  
Board Chair, Area D Director  
Squamish-Lillooet Regional District

**From:** Tracy Camire [<mailto:tcamire@mapleridge.ca>]  
**Sent:** Friday, April 5, 2019 6:01 PM  
**Cc:** Mayor Council and CAO Users List  
**Subject:** URGENT: The Erosion of Democratic Elected Government  
**Importance:** High

Good evening,

On behalf of Mayor Morden and Maple Ridge City Council, attached is a request asking for your support. If you have any questions and/or concerns please contact Mayor Morden directly at 604-999-5006 or via email at [mmorden@mapleridge.ca](mailto:mmorden@mapleridge.ca).

Kind regards,

**Tracy Camire**  
Executive Assistant



City of Maple Ridge  
11995 Haney Place, Maple Ridge, BC V2X 6A9  
Tel: 604-467-7483  
[Web](#) [Open Government Portal](#)



Office of the Mayor

April 5, 2019

Member Municipalities  
c/o Union of BC Municipalities  
Suite 60 - 10551 Shellbridge Way  
Richmond, BC V6X 2W9

Dear UBCM Member Municipalities:

*I am writing on behalf of Maple Ridge City Council to inform you of recent action taken by the Province of British Columbia that undermines the authority granted to municipal governments, and request that you pass a resolution to be forwarded to Premier Horgan and the Union of BC Municipalities (UBCM) expressing concern for the impact this action has on the roles defined for local government within the Community Charter (CC) and the Local Government Act (LGA).*

By way of background, I share with you the recent experience of the City of Maple Ridge, where on two separate occasions, we have been subjected to the Province's unilateral action to bypass local government autonomy and public process, inconsistent with our local zoning.

In May 2018, the Province of BC made application to the City of Maple Ridge to rezone provincially-owned properties on 11749 & 11761 Burnett Street (as referenced in [Item 1108 of the May 22, 2019 Council Meeting Report](#)) to build purpose built supportive housing. Citizens attended a public meeting hosted by local MLAs and presented a 10,000 name petition against this application citing several considerations that made the site unsuitable including its proximity to a daycare, two schools, a seniors centre, and that the proposed model itself was inadequate to meet the complex mental health and addiction support services required, particularly persons coming from a camp environment. Following the public process, the City rejected the application. The Provincial Government responded to this decision by taking unilateral action to install housing through the Rapid Response to Homelessness (RRH) program on a nearby provincially-owned site on Royal Crescent, next to senior and low income housing, without any local consultation citing emergency measures were needed to ensure camp closure, which did not happen.

Since this Council took office in November 2018, we have taken swift and deliberate steps to address mental health and housing problems in our community, especially with regard to the ongoing presence of the St. Anne Camp that was first established in May 2017. We have endeavored to open positive channels of communication with the Province of BC to deliver a workable plan that addresses immediate and long term housing needs in our community, while respecting the views that have been clearly stated by local citizens. This began with post-election meetings in October 2018 with our local MP, MLAs, Fraser Health Authority, BC Housing and related non-profit service providers followed by Council's development of a Strategic Plan which includes direction to establish a Community Safety Plan as a major tenet of this work. These steps have been followed up most recently with a meeting in Victoria on February 25, 2019 with Ministers we felt needed to be present to assist us in our plan, that being Ministers of Health, Mental Health and Addictions, Poverty and Housing to discuss a broad range of problems including housing affordability, delivery of addiction and mental health services, community safety, and how we can move forward on these matters in Maple Ridge.

/2

City of Maple Ridge

11995 Haney Place, Maple Ridge, British Columbia V2X 6A9 CANADA

Telephone: 604-463-5221 • Fax: 604-467-7329 • Email: [enquiries@mapleridge.ca](mailto:enquiries@mapleridge.ca) • [www.mapleridge.ca](http://www.mapleridge.ca)

Village of Pemberton

Regular Council Meeting No. 1491  
Tuesday, April 16, 2019

87 of 98

On Monday, March 4, just one week after that meeting, I received a phone call from the Housing Minister demanding that the City deliver a "Social Housing Plan" within five days to address short and long term needs, including providing immediate housing to facilitate the closure of the St. Anne Camp. Council immediately passed a resolution and then delivered on this request in seven days, with all related resolutions from Council to demonstrate our willingness and commitment to collaborate for a mutually beneficial outcome. The Plan was immediately rejected by the Province. The Province cited the unsuitability of the City's chosen property, despite City staff's assessment that the site could accommodate immediate housing needs to achieve camp closure. One week later, Minister Robinson announced publicly that RRH housing would be installed on Burnett Street, at the same location local residents and the previous Council had already rejected through the usual local application process.

Maple Ridge Council is gravely concerned by this second instance of the Provincial Government overriding local autonomy. The initial 53 housing units installed on Royal Crescent did not end the St. Anne Camp as promised by the Province, with units populated by both camp residents and other homeless individuals identified by BC Housing as a regional housing provider. In five months' time, the facility has experienced two deaths, and seen few moving forward as evidenced by statistics provided by the operator. Increasing crime at this location, the St. Anne Camp, and all other low barrier facilities in Maple Ridge indicates that the chosen model is not suitable to help people in a very serious state of poor mental health often coupled with significant substance misuse problems. Moreover, we have seen that other communities working to address closure of camps experienced similar results (e.g. Nanaimo, Victoria, Surrey and now Maple Ridge).

The emphasis that has been placed on low barrier housing in Maple Ridge, which includes approximately 950 rental supplements for untreated persons mostly suffering from substance misuse and mental health problems, has eliminated most of our affordable housing stock that is critical for people on low income, veterans, seniors, single parents and persons with disabilities. Furthermore, ongoing criminal activity has overtaxed all front line resources. These are real and significant local concerns that have been swept aside by the Province's action.

What our community needs is a comprehensive health care facility focusing on mental and physical health, addictions recovery, and services to move people forward to a better place in their lives. We asked for this as part of our Social Housing Plan to the Province, a Plan which recognizes that local governments' role is to make decisions in the best interest of local residents. By acting unilaterally, the Province has imposed regional priorities at the expense of Maple Ridge citizens, and taken away our Council's ability to represent the best interests of our community.

We therefore ask you, our fellow local governments, to consider the ramifications of this unilateral action by the Province of BC to overrule municipal land use regulations and dispense with public consultation and collaboration with local government. In our view, it sets a dangerous precedent that jeopardizes the autonomy of all local governments in British Columbia, and could have repercussions for a wide range of sensitive matters that municipalities might consider, such as a waste incineration plant, a prison, a communication tower, etc. For projects such as these, it is particularly important that senior government initiatives go through proper process including site assessment and suitability evaluation, and for the Province of BC to respect the authority that has been granted to local governments to carry out due public process and represent the best interests of their communities in order to ensure approval.

UBCM Member Municipalities

April 5, 2019

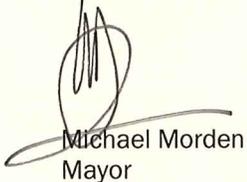
Page 3

We appreciate that initiatives such as the RRH program may or may not be suitable in your community. Local government holds the authority and responsibility of making the right decisions based on a balance of all interests and weighing local and regional needs, while working with our senior government partners.

*Enclosed you will find a proposed resolution that is strictly about the importance of local government autonomy. We ask that you consider passing this resolution and forward a copy to Premier Horgan and the UBCM to let them know that local governments require the Province of BC to respect local democracy and work collaboratively with us to move forward on projects and programs of mutual concern that balance the interests of all BC residents.*

Thank you for your consideration of this important matter.

Yours sincerely,



Michael Morden  
Mayor

Attach: Sample Resolution  
Sample Letter to Premier Horgan

cc: Maple Ridge Council

## Sample Resolution

WHEREAS the *Community Charter*<sup>1</sup> acknowledges that municipalities and their Councils are “democratically elected, autonomous, responsible and accountable”; require the authority to determine the public interest of their communities; and the *Local Government Act*<sup>2</sup> grants local governments the powers and flexibility required to fulfill their purpose and respond to the needs of their communities;

AND WHEREAS the Ministry of Municipal Affairs & Housing has taken unilateral action in Maple Ridge that undermines the jurisdiction of the Council of the City of Maple Ridge to determine and represent the public interest of this community, setting a dangerous precedent that jeopardizes the autonomy of all local governments in British Columbia in representing the interests of their communities through fair and accountable public process;

THEREFORE BE IT RESOLVED that [*Enter Municipality*] urges the Province of British Columbia to commit to work in collaboration with local governments within the bounds of their respective jurisdictions on all current and future projects of mutual concern to local governments and the Provincial Government.

<sup>1</sup>*Community Charter*, SBC 2003, c.26, part 1

<sup>2</sup>*Local Government Act*, RSBC 2015, c.1, part 1

[Enter Date]

Premier Horgan  
West Annex Parliament Buildings  
Victoria, BC V8V 1X4

Dear Premier Horgan:

Due to our concern over recent action taken by the Ministry of Municipal Affairs & Housing to undermine jurisdiction granted to municipal governments, the Council of [Enter Municipality] endorsed the following resolution on [Enter Date]:

WHEREAS the *Community Charter* acknowledges that municipalities and their Councils are “democratically elected, autonomous, responsible and accountable”; require the authority to determine the public interest of their communities; and the *Local Government Act* grants local governments the powers and flexibility required to fulfill their purpose and respond to the needs of their communities;

AND WHEREAS the Ministry of Municipal Affairs & Housing has taken unilateral action in Maple Ridge that undermines the jurisdiction of the Council of the City of Maple Ridge to determine and represent the public interest of this community, setting a dangerous precedent that jeopardizes the autonomy of all local governments in British Columbia in representing the interests of their communities through fair and accountable public process;

THEREFORE BE IT RESOLVED that [Enter Municipality] urges the Province of British Columbia to commit to work in collaboration with local governments within the bounds of their respective jurisdictions on all current and future projects of mutual concern to local governments and the Provincial Government.

We therefore urge the Government of BC to respect local government autonomy and engage in collaborative consultation with municipalities and constituents on any land use or other matters of concern to the Provincial Government.

Yours sincerely,

[Signatory]

**From:** Cathy Peters <[ca.peters@telus.net](mailto:ca.peters@telus.net)>  
**Sent:** April 1, 2019 9:22 AM  
**To:** VoP Admin <[admin@pemberton.ca](mailto:admin@pemberton.ca)>  
**Subject:** UPDATE on Human Trafficking in BC communities  
**Importance:** High

Dear Mayor Mike Richman and Pemberton Village Council,

My name is Cathy Peters and I raise public awareness to the issue of Human Sex trafficking/sexual exploitation.

Valiant Richey who is the Acting Special Representative to the Organization of Security and Cooperation in Europe (OSCE) on trafficking in Human Beings and his panel recently **presented at the United Nations** (this is over an hour, but Valiant speaks in the first 6 minutes).

<http://webtv.un.org/meetings-events/watch/preventing-trafficking-of-women-and-girls-for-sexual-exploitation-understanding-states-obligations-to-address-demand-under-the-palermo-protocol-csw63-side-event/6013967790001/?term=#.XlyRCzJpk2A.email>

Valiant Richey, the **global anti sex trafficking expert** calls for law enforcement and politicians to focus on the **demand**; buyers of sex need to be charged.

The laws are in place, but implementation as well as prevention and education strategies are desperately needed globally.

The **Vancouver Police department and the BC RCMP CEU** team did timely work in the recent John Sting and the media coverage across Canada was extensive: <https://www.cbc.ca/news/canada/british-columbia/vancouver-sexual-predators-sting-1.4989444>

The **Whistler Pique newspaper** printed this thorough piece on local Human Sex Trafficking in their January issue. I was interviewed along with Larissa Maxwell from NGO Deborah's Gate with the Salvation Army. It was a good coverage in one of Canada's largest papers. <https://www.piquenewsmagazine.com/whistler/the-cold-reality-of-global-human-trafficking/Content?oid=12941606>

Child abuse and pornography are the two "pipelines" towards prostitution/trafficking. With unregulated technology every community is vulnerable to sexual exploitation online.

I have attached a list of videos that can be useful for raising awareness to the issue.

Ending human trafficking, sex trafficking, sexual exploitation and prostitution in Canada is an important gender equality and human rights issue and it disproportionately affects Canada's indigenous peoples.

**ASK:** Please share this information with your local police detachment and OIC, your frontline service providers including educators, your local MLA and MP. Would you please write me if this issue is a concern to your Council.

Sincerely, Cathy Peters; BC anti-human trafficking educator, speaker, advocate

#302-150 W. 15<sup>th</sup> St., North Vancouver, BC V7M 0C4 phone: 604-828-2689

# Human trafficking/sexual exploitation VIDEOS:

## Introduction:

Red Light Green Light trailer by Michelle and Jay Brock from New Life Church.

<https://www.youtube.com/watch?v=COIQGQUcBUc>

## What exploitation looks like (Senior High School videos):

1. 40 second clip on the Joy Smith Foundation website:

<http://www.joysmithfoundation.com/>

2. Covenant House clip:

[www.covenanthousetoronto.ca/homeless-youth/Sex-Trafficking](http://www.covenanthousetoronto.ca/homeless-youth/Sex-Trafficking)

## Middle School videos:

1. Video: This is Kailey's Love Story: 5 minutes

<https://www.youtube.com/watch?v=WsbYHI-rZOE>

2. Video: Know the Signs-Emma's Story- a victim's perspective of child sexual exploitation from the UK: 4 minutes

<https://www.youtube.com/watch?v=pnTYFeZNLkQ>

## Pornography:

<https://www.youtube.com/watch?v=wZpqUVnAVkk>

## Full decriminalization of prostitution and what this would look like:

<https://www.youtube.com/watch?v=EVYUMefUgVU>

## Conclusion:

"Break the Silence" Canadian version

<https://www.youtube.com/watch?v=9aJS0lcjByM>

"I Am Jane Doe" trailer from the USA; true story of Backpage.com court case

<https://www.iamjanedofilm.com/>

## Website: [BuyingSexIsACrime.org](http://BuyingSexIsACrime.org)- 4 videos

<https://buyingsexisacrime.org/>

APR 03 2019

## Village of Pemberton

Mayor and Village of Pemberton

April 2, 2019

I understand that there will be a memorial plaque put up regarding the names of those mentioned for the memorial crab apple trees after they come down....I just thought you might get a bit of a kick out of our story regarding Hector Harwood....you will note that I've mentioned that he and his wife are in the Pemberton Book in a couple of places.

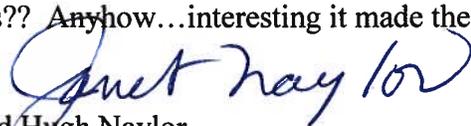
Re Hector Harwood...and one of the memorial trees....

We have one of those memorial trees that have to come down (and we certainly support that!)... it is in the name of Hector Harwood...there is a bit about him and his wife Adele in the Pemberton Book. He was originally from New Zealand....(that is indeed mentioned in the book) but I can't remember why he ended up here in B.C....he was quite a cook and in fact, cooked in camps all around B.C....They lived up the Valley for a while at what is now the Beks place but had a restaurant over at Mt. Currie for a while too apparently...a number of people did....We met them when we first came here in the early 1970's....They were living in a trailer over on the corner of what is now Taylor Road (across from the old Highschool) We had started our farming and had some chickens and cows (and had just started our strawberries)...as he was a keen butcher (as well as a cook)...he came over and helped us do in our first chickens and taught us how to get the feathers off etc....Then, when we did in our cow (or calf)...he took us over to the old grocery store in town next to the present AG (which is located on the old Community Hall property).after it closed at 6:00 pm....we went in and he used all their equipment and cut up our beef and we wrapped it up! Think we gave the owners some meat (altho' they preferred our geese if I remember correctly) as we did Hector.

He used to make us some bread and bring it over during strawberry season and we gave them strawberries of course (as well as asparagus which they loved)...I remember he canned everything (even potatoes!) and they'd drive a little camper - trailer down south for 3 months or so in the winter (ate their own food!). We used to go over and play cards with them...such fun and interesting people! They were "from away" and we were too!! (only Vancouver tho' but Hu had travelled in New Zealand years ago).

Now, they were here in the 1984 flood and their trailer and everything was totally flooded....it was awful! I can't remember when they passed on...oh, the Pemberton Book notes that he joined a bunch of others in 1953 in trying to get the Village water going (along with Bob Taylor, the Taillefers, Bill Brotherston and others)

Mike...we heard you on the radio today...I think those trees went up sometime in the 1980's?? Anyhow...interesting it made the CBC!!

  
Jan and Hugh Naylor  
Box 221, Pemberton, B.C.  
hjnaylor@telus.net

P.S. - just talked to our daughter up in White Horse & she very much remembers the Harwoods & their meat at the store !!

RECEIVED

MAR 26 2019

Village of Pemberton



Pemberton Arts Council

pembertonartscouncil@gmail.com PO Box 1169, Pemberton, BC

March 3, 2019

Village of Pemberton  
Mayor and Council  
Box 100, 1350 Aster Street  
Pemberton, BC  
V0N2L0

Dear Mayor and Council,

On behalf of the Pemberton Arts Council, we wish to thank you for the support funding from the CIOF grant, in a one year extension.

It will be very helpful in our ongoing development as a hub for the arts in Pemberton. We look forward to some interesting events and art engagements throughout the year. Art Matters in community!

Sincerely yours,

A handwritten signature in blue ink, appearing to read "Penny MacLean". The signature is written over the words "Sincerely yours," and extends to the right.

Penny MacLean

Chair, Pemberton Arts Council



February 8, 2019

Ashok Bhatti  
Regional Director, South Coast Region  
Ministry of Transportation and Infrastructure  
Province of British Columbia

Sent by Email: Ashok.Bhatti@gov.bc.ca

Dear Ashok

**Re: Highway 99 Pedestrian Crossings - Pemberton and Whistler**

This letter is to formalize consideration of pedestrian crossings on Highway 99 for both the Village of Pemberton and Emerald Estates in Whistler.

The addition of a pedestrian activated flashing amber light at the crosswalk on Portage Road in front of Signal Hill Elementary School, similar to the system that operates in front of the Pemberton and District Community Centre, would make for safer pedestrian access to the elementary school. The existing pedestrian activated light has been very well received and the addition of an activated crossing at the entrance to the school would serve pedestrians and drivers well.

Pedestrian access to One Mile Lake crossing Highway 99 adjacent to the Creekside condominium neighborhood has increased dramatically. I encourage the Ministry to install a pedestrian activated flashing amber caution light in an appropriate location in the area. Both traffic and pedestrian activity is on the rise and already a family dog was struck and killed by a vehicle.

In the community of Whistler there is currently no crosswalk across Highway 99 at Emerald Estates where the highway bisects the two parts of the neighborhood. The installation of a pedestrian activated crossing at Emerald Estates would ensure safer highway crossings for residents crossing the highway and accessing Green Lake and the Valley Trail.

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**West Vancouver - Sea to Sky Constituency Office**

6650 Royal Avenue  
West Vancouver BC V7W 2B8  
T 604-922-1153 F 604-922-1167  
jordan.sturdy.mla@leg.bc.ca

**Legislative Office**

Room 201 Parliament Buildings  
Victoria BC V8V 1X4  
T 250-387-3445 F 250-387-9100

Ashok, Thank you for the work your team does to make the Sea to Sky Highway as safe as possible. I believe the addition of pedestrian activated crosswalks by Signal Hill and at Emerald Estates would support safer outcomes for both Pemberton and Whistler.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jordan Sturdy', written over a large, stylized, light-colored 'S' that serves as a background or watermark.

Jordan Sturdy, MLA  
West Vancouver – Sea to Sky

- c.c. Honourable Claire Trevena, Minister of Transportation and Infrastructure
- c.c. Thomas Chhun, District Manager, Lower Mainland District, South Coast Region
- c.c. Mayor Jack Crompton, Resort Municipality of Whistler
- c.c. Mike Furey, CAO, Resort Municipality of Whistler
- c.c. Mayor Mike Richman, Village of Pemberton
- c.c. Nikki Gilmore, CAO, Village of Pemberton
- c.c. Dave Clark (WHM), Emerald Estates, Whistler
- c.c. Kathy Macalister, Emerald Estates, Whistler
- c.c. Eileen Sentla, Emerald Estates, Whistler

## 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*