



## **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:**

1. Supplementary Letters Patent for Pemberton and District Recreation Commission
2. 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) (see attachment No. 1) 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.

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...”, and not just to services for funding recreation programmes. 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 recreation programmes more generally.
- 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 defunct 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.

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 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
Total Local Gov. Funding	-	\$2,500	\$4,000	\$2,000	\$4,500

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	\$9,500
<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	\$3,750
<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	\$9,887
<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	\$5,964
<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	\$7,500
Total Annual Amount for Societies/Organizations Requiring Ongoing Funding ( <i>sum of averages + 10% contingency/growth</i> )					\$41,101

\* 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),



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 amount have been estimated as the VOP was not able to confirm it by the time of report completion.

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 (provided as Attachment No. 2); 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:

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</b> (potential requisition for Arts/Culture/Rec Service)
\$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 singled out given their consistent funding requests over the past five 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 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	\$11,717
Total Annual Budget Revenue	The Pemberton & District Chamber of Commerce (& VIC) Operates on an approximately \$130,000 annual budget.				
<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	\$12,000
Total Annual Budget Revenue	Tourism Pemberton Operates on an approximately \$50,000 annual budget				
<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	\$8,000
Total Annual Budget Revenue	The Pemberton Farmers Market Association annual budget is unknown.				
Total Annual Amount for Societies/Organizations Requiring Ongoing Funding (sum of averages + \$20,000 for one-offs)					\$51,717

\*\* 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 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 off 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 (as the WedgeWoods community identifies more closely with the RMOW).

Table 4 - \$40k/\$50k 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	72%	\$28,608	\$35,760	0.02503	\$12.51	0.03129	\$15.64
Portion Area "C" Pemberton Fringe (option 2)	45,517,945	28%	\$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				

Table 5 - \$60k/\$75k 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	72%	\$43,200	\$53,639	0.03754	\$18.77	0.04693	\$23.46
Portion Area "C" Pemberton Fringe (option 2)	45,517,945	28%	\$16,800	\$21,360				

Village of Pemberton	114,302,422	50.5%	\$30,300	\$37,922				
Portion Area "C"					0.02654	\$13.27	0.03318	\$16.59
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 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-aide, 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
- **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



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APPROVED AND ORDERED JAN. 9 1975

*Vol. T. Tamm*  
 Administrator  
~~Minister of Municipal Affairs~~

EXECUTIVE COUNCIL CHAMBERS, VICTORIA JAN. 9 1975


Pursuant to the ~~Administrator~~ **Municipal** Act, and upon the recommendation of the undersigned, the ~~Lieutenant-Governor~~, by and with the advice and consent of the Executive Council, orders that

WHEREAS the Regional Board of the Squamish-Lillooet Regional District has requested that the Regional District be empowered to undertake the function of recreational programmes:

*GP* SUPPLEMENTARY LETTERS PATENT in the form attached hereto do issue which authorize the Squamish-Lillooet Regional District to undertake the function of recreational programmes.

*James Lorne*  
 Minister of Municipal Affairs.

*[Signature]*  
 Presiding Member of the Executive Council.


  
*H. C. Tamm*  
Administrator  
~~Lieutenant-Governor~~

C A N A D A  
PROVINCE OF BRITISH COLUMBIA

ELIZABETH the SECOND, by the Grace of God, of the United  
Kingdom, Canada and Her Other Realms and  
Territories, Queen, Head of the Common-  
wealth, Defender of the Faith

To all to whom these presents shall come -

GREETING.

  
Minister of  
Municipal Affairs

( WHEREAS by section 766 of the  
( Municipal Act it is provided,  
( inter alia, that in addition  
( to the functions conferred by  
( that Act, a regional district  
( has such functions as are  
provided by Letters Patent or supplementary Letters  
Patent, and for this purpose the Lieutenant-Governor in



Council may, on the recommendation of the Minister, provide in the Letters Patent or supplementary Letters Patent such further objects, powers, obligations, duties, limitations, and conditions in respect to any or all functions requested pursuant to this section:

AND WHEREAS the Regional Board of the Squamish-Lillooet Regional District has requested that the further function of recreational programmes be granted the regional district:

AND WHEREAS under the provisions of subsection (4b) of section 766 of the Municipal Act the annual net cost of any function granted pursuant to subsection (4a) of said section shall not exceed the product of two mills on the assessed values referred to in subsection (1) of section 782 within the participating municipalities, and the annual net cost of all functions granted pursuant to subsection (4a) shall not exceed the product of three mills on such assessed values:

AND WHEREAS the provisions of section 766 of the Municipal Act have been duly complied with:

NOW KNOW YE THAT by these presents we do order and proclaim that on, from and after the date hereof, the following be added to the objects, powers, obligations, duties, limitations and conditions of the Squamish-Lillooet Regional District.

DIVISION XIII - RECREATIONAL PROGRAMMES

1. Electoral Areas A, B, C and E and The Corporation of the Village of Pemberton participate and share in the cost of the regional district pursuant to this function.
2. (1) The regional district may 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.  
(2) Before exercising the powers under clause (1) the Regional Board shall obtain the written approval of the Director or Directors elected in every municipality and the elected Director of every electoral area to the recreational programme proposed to be undertaken for such municipality or electoral area or defined portion thereof and by by-law, a copy of which shall be deposited in the office of the Inspector of Municipalities, name the participating member municipalities and in the event a defined portion of an electoral area is designated a participating member municipality, such area shall be defined by metes and bounds description in said by-law, and the said by-law shall declare

participating member municipalities and/or portions thereof a recreational programme unit.

(3) The provisions of section 631 of the Municipal Act apply mutatis mutandis to the regional district provided however that the Regional Board may appoint more than one recreation commission.

(4) The annual net cost attributable to this function shall not exceed the product of one-half mill on the taxable assessed values of land and improvements for school purposes, excluding all property that is taxable for school purposes only by special Act of the member municipalities and/or portions thereof declared a recreational programme unit participating in any programme determined under clause (1) hereof, and the net cost of each recreational programme unit shall be apportioned among the participating member municipalities on the basis referred to in section 782 of the Municipal Act.

(5) The borrowing power of the regional district for this function is nil.

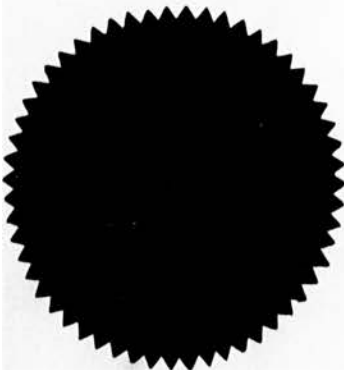
AND THAT the Letters Patent of the  
Squamish-Lillooet Regional District be deemed to be  
amended accordingly.

In testimony whereof, We have caused these Our Letters  
to be made Patent and the Great Seal of Our  
said Province to be hereunto affixed.

WITNESS, the Honourable John L. Farris, Administrator  
~~Minister of Lands, Forests and Game~~  
~~Minister of Lands and Forests~~ of Our said Province  
of British Columbia, in Our City of  
Victoria, in Our said Province, this  
9<sup>th</sup> day of January in  
the year of our Lord one thousand nine  
hundred and seventy-five, and in the  
twenty-third year of Our Reign.

By Command.

*A. E. Duff*  
Provincial Secretary.



## Attachment No. 2



### 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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## **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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