



## Request for Decision -

### Squamish-Lillooet Regional District Pemberton and District Transfer Station Loan Authorization Bylaw No. 1661-2020

**Date of Meeting:** Regular Board Meeting – June 24, 2020

#### **Recommendations:**

THAT Bylaw No. 1661-2020, cited as “Squamish-Lillooet Regional District Pemberton and District Transfer Station Loan Authorization Bylaw No. 1661-2020”, be introduced and read a first, second and third time.

THAT Bylaw No. 1661-2020, cited as “Squamish-Lillooet Regional District Pemberton and District Transfer Station Loan Authorization Bylaw No. 1661-2020” (as at third reading) together with the associated staff report be forward to the Inspector of Municipalities for approval pursuant to the *Community Charter* and the *Local Government Act*.

THAT upon receiving approval of the Inspector of Municipalities and as soon as applicable publication deadlines allow, participating area approval for Bylaw No. 1661-2020, cited as “Squamish-Lillooet Regional District Pemberton and District Transfer Loan Authorization Bylaw No. 1661-2020” be authorized by way of section 345 of the *Local Government Act* [approval by alternative approval process], with Squamish-Lillooet Regional District (“SLRD”) staff directed to publish the Notice of Alternative Approval Process in accordance with section 86(3)(a) of the *Community Charter* and SLRD Board Policy No. 3.3 (Alternative Approval Process) including the following information as required by section 86 of the *Community Charter*:

- (a) 3,956 as the total number of electors in the Village of Pemberton and portion of Electoral Area C of the Squamish-Lillooet Regional District within the Pemberton Refuse Disposal Local Service Area as established by Pemberton Refuse Disposal Local Service Conversion and Establishment Bylaw No. 568, 1994, being the area to which the Alternative Approval Process applies;
- (b) the Notice of Alternative Approval Process shall be published in the Pique Newsmagazine, as well as additional notice provided via the notice board located at the SLRD administration office (if possible), the SLRD website and the SLRD’s Facebook page;
- (c) the deadline for receiving elector responses shall be established as 4:30 p.m. on the next business day following the 30-day statutory elector response period, with the start date of the 30-day statutory elector response period being based upon the second publication date that is the latest in respect of the newspaper noted above;



Squamish-Lillooet Regional District Pemberton  
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- (d) the elector response form will provide for only a single elector response on each form and will be available at the SLRD administration office and on the SLRD website from the first publication date of the Notice of Alternative Approval Process until the deadline of the elector response period as determined above; and
- (e) elector response forms are able to be submitted in any one of the following manners:
  - i. In person at: 1350 Aster Street – 2<sup>nd</sup> Floor, Pemberton, BC (Monday to Friday, 8:00 AM – 4:30 PM, excluding statutory holidays);
  - ii. Via mail to: Box 219, Pemberton, BC, V0N 2L0;
  - iii. Via fax at: 604-894-6526; or
  - iv. Via email attachment to: [info@slrd.bc.ca](mailto:info@slrd.bc.ca) with the subject heading: “Elector Response”

THAT, in accordance with section 86(4) of the Community Charter, the staff report associated with Squamish-Lillooet Regional District Pemberton and District Transfer Station Loan Authorization Bylaw No. 1661-2020, which includes the basis upon which the determination was made of the total number of electors of the service area, be made available to the public. This staff report will be available on the SLRD website as well as, to the extent possible, at the SLRD administration office.

**Background:**

On May 23, 2018, the Board adopted Squamish-Lillooet Regional District Pemberton and District Transfer Station Loan Authorization Bylaw No. 1567-2018 (the “**First Loan Bylaw**”), which authorized total borrowing of \$1,375,000 for the development of a new facility.

On June 27, 2018, the SLRD Board adopted Squamish-Lillooet Regional District Security Issuing Bylaw No. 1585-2018 (Pemberton & District Transfer Station Service), which authorized a draw of \$200,000 for undertaking detailed design and preliminary site work. The funding was issued in October 2018 and \$9,000 of the \$200,000 draw has been spent on design costs, with interest accruing on the remainder to the Pemberton Refuse Disposal Service Area (Cost Centre #1900).

At the October 24, 2018 Board meeting, the Board passed the following resolution:

*THAT the Correspondence for Action - Pemberton Transfer Station Relocation Alternatives - Letters of Support and Signature be received and referred to staff for consideration as staff explores options for the relocation of the current Pemberton Transfer Station.*

At the March 20, 2019 Board meeting, the Board passed the following resolution:



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*THAT the Squamish-Lillooet Regional District undertake a survey to collect information from Pemberton and Electoral Area C residents to better determine the requirements of the new Pemberton Waste Transfer Station.*

This survey is scheduled to be undertaken in July/August 2020.

A final site selection has now been made, with the SLRD acquiring a lot to be subdivided from the easterly portion of the Village of Pemberton-owned parent parcel located at 1929 Stonecutter Place. Upon subdivision of the parent parcel and adoption of the second loan authorization bylaw, the SLRD will acquire the lot (the “**New Site**”). A second loan authorization bylaw for up to \$811,353 is required to finance the purchase and development of the New Site.

**Key Information:**

Summary

Upon expiry of the contract for the current site of the Pemberton Transfer Station (August 31, 2021), the Pemberton and District Transfer Station will move to the New Site. Based on a renewed feasibility study conducted in 2019, staff estimates a total cost of \$2,200,103 to acquire the New Site and to build the facility.

The First Loan Bylaw has already authorized borrowing of \$1,375,000 for the new facility. The Board is now considering a second loan authorization bylaw to provide the additional funds of \$811,353 which are needed for the acquisition of the New Site and for the associated increase to development costs for the New Site (i.e. based on a larger site with additional facility improvements).

Site preparation work is anticipated to begin in mid-2020, with construction to be completed by August 31, 2021.

The New Site is large enough to be able to accommodate the current and future needs of the community and key infrastructure is expected to include:

- Complete waste and resource recovery services (all recyclables and household waste);
- Weigh scale, scale house, and administration building;
- Containment area for used oil and household hazardous waste;
- Storage area for household appliances containing ozone-depleting substances; and
- Safe drop-off area to allow materials to be transferred from small vehicles.

A diagram of the proposed/preliminary site layout of the New Site is provided as Attachment No. 2.



Property Acquisition Costs

The additional cost to acquire the New Site will be \$350,500 as described in Table 1 below:

Table 1 – Property Exchange Costs

Item	Value
Appraised Value of the SLRD-owned property (1950 Venture Place)	\$678,000
Appraised Value of the New Site (i.e. 50% of the parent parcel)	\$1,018,000
<b>Difference</b>	<b>\$340,000</b>
(+) SLRD's share of estimated professional costs associated with subdivision and land conveyance.	\$10,500
<b>Difference to be financed</b> (in order to acquire the New Site)	<b>\$350,500</b>

As such, it is estimated that the acquisition of the New Site in exchange for the SLRD Property will cost \$350,500, which is on top of the additional development costs and represents the increased cost to acquire the New Site.

Estimated Additional Development Costs

Staff re-engaged a planning and design engineering consultant in order to update cost estimates related to design and construction for the larger site with the addition of extra geotechnical fill (to cover the larger site and fully raise it to flood construction levels), site lighting, landscaping, fencing and screening, storm water management, additional electrical servicing costs and operational equipment (including a second-hand back-hoe and skid-steer). These modifications to the original preliminary design increased expected development costs by \$452,820. Table 2 below summarizes these new development costs:

Table 2 – Estimated Additional Development Costs

Item	Value
Total Estimated Development Costs (a)	\$1,827,820
Previously Authorized Borrowing (b)	\$1,375,000
<b>Difference to be financed (a)-(b)</b> (in order to develop the New Site)	<b>\$452,820</b>

Total Costs



The sum of the new land costs and the estimated additional development costs described in Table 1 and Table 2 above is:

- $\$350,500 + \$452,820 \times 1\%$  financing fee = **\$811,353** to be financed through the Municipal Finance Authority (if elector approval is obtained)

The SLRD is proposing to obtain elector approval (i.e. via an alternative approval process) for the amount of **\$811,353**. This is summarized in Table 3 below:

Table 3 – Property Acquisition and Land Development Cost Summary

Property	(A) Land Transaction Cost	(B) Development Cost #1 (First Loan Bylaw)	(C) Estimated Additional Development Cost (2019 Cost Increase)	Total Cost (A) + (B) + (C) + 1% financing fee	Additional Financing Required (i.e. over the \$1,375,000 already authorized)
New Site	\$350,500	\$1,375,000	\$452,820	\$2,200,103	<b>\$811,353</b>

Second Loan Authorization Bylaw (and associated Alternative Approval Process)

In order to authorize the borrowing of \$811,353, staff has prepared Squamish-Lillooet Regional District Pemberton and District Transfer Station Loan Authorization Bylaw No. 1661-2020 (“**Bylaw No. 1661**”) which is provided as Attachment No. 1. If the Board gives three readings to Bylaw No. 1661, Inspector approval and elector approval will be required before bylaw adoption. The proposed method of obtaining elector approval is by way of an Alternative Approval Process (AAP).

Alternative Approval Process Timeline

A timeline detailing various AAP scenarios is provided as Attachment No. 4. Various scenarios are necessary due to the uncertainty around how long it will take to obtain Inspector approval – which is anticipated to take between 4 and 12 weeks.

Deadline for Elector Response

As timing for receiving Inspector approval is unknown, the deadline for the elector response period is determined based upon the following methodology:

- Receipt of Inspector approval;



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- As soon as applicable publication deadlines allow, publication over a period of two weeks of the Notice of Alternative Approval Process in the Pique Newsmagazine

The deadline for receiving elector responses shall be established as 4:30 p.m. on the next business day following the 30-day statutory elector response period, with the start date of the 30-day statutory elector response period being based upon the second publication date of the notice.

Eligible Resident Electors and Non-Resident Property Electors

Based on an estimate of eligible resident electors and non-resident property electors, it would take 395 (i.e. 10%) or more elector responses (i.e. those electors who oppose Bylaw No. 1661) to defeat the AAP, which would mean the Board could not adopt Bylaw No. 1661 without first proceeding to an assent vote.

The methodology in support of this estimate of eligible resident electors and non-resident property electors is set out in the Report for Determining the Number of Eligible Electors (Attachment No. 5).

Table 4 below provides an estimate of the number of responses needed to defeat the AAP.

Table 4: Eligible Voters and AAP Threshold

<b>Participating Area</b>	<b>Resident Electors</b>	<b>Non-Resident Property Electors</b>	<b>Total Resident + Non-Resident Electors</b>	<b># needed to defeat AAP (10%)</b>
Village of Pemberton and portion of Electoral Area C  <i>(based on 2016 Canada Census and 2020 BC Assessment information)</i>	3,776	180	3,956	395

Notice of Alternative Approval Process and Elector Response Form

A draft Notice of Alternative Approval Process is provided as Attachment No. 6.

A draft Elector Response Form is provided as Attachment No. 7.

Taxation Impacts

Staff has used an interest rate of 2.81% for a \$811,353 loan over a 30-year term. A 30-year term has been chosen to reflect the expected life span of the new facility. The interest rate used by staff (i.e. 2.81%) is based on the 10-year indicative rates produced by the MFA, with a 1% premium to account for economic fluctuation and risk.



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Based on a \$811,353 loan at 2.81% interest for 30 years, the annual principal and interest payments are \$41,280. This amount (i.e. \$41,280) will be added to the annual requisition amount of the Pemberton and District Refuse Service Area. Taxation impacts for the participants to this service area, being the Village of Pemberton and a portion of Electoral Area C, are as follows (see Table 5 and Table 6):

For Village of Pemberton, the rate per \$1,000 of net taxable assessed value of land and improvements attributable to the borrowing is estimated to be \$0.0258 using the current 2020 tax assessment base (i.e. \$2.58 per \$100,000), resulting in the following annual requisition rates.

Table 5 – Property Tax Impacts for Village of Pemberton Property Owners

<b>Illustrations for Village of Pemberton</b>		
<b>Average Value of Residential Property</b>	<b>Rate per \$100,000</b>	<b>Estimated Annual Tax Requisition due to Borrowing</b>
\$100,000	\$2.58	\$2.58
\$500,000	\$2.58	\$12.90
\$750,000	\$2.58	\$19.35
\$1,000,000	\$2.58	\$25.80

For the portion of Electoral Area C within the service area, the rate per \$1,000 of net taxable assessed value of land and improvements attributable to the borrowing is estimated to be \$0.0272 using the current 2020 tax assessment base (i.e. \$2.72 per \$100,000), resulting in the following annual requisition rates. (This is higher than the Village of Pemberton’s rate above due to a fee of 5.25% being automatically added by the Province of British Columbia to property taxes of electoral areas.)

Table 6 – Property Tax Impacts for Electoral Area C Property Owners

<b>Illustrations for Electoral Area C (including 5.25% provincial fee)</b>		
<b>Average Value of Residential Property</b>	<b>Rate per \$100,000</b>	<b>Estimated Annual Tax Requisition due to Borrowing</b>
\$100,000	\$2.72	\$2.72
\$500,000	\$2.72	\$13.60
\$750,000	\$2.72	\$20.40
\$1,000,000	\$2.72	\$27.20

Project Timing & Procurement

An updated project timeline has been provided as Attachment No. 9.





**Options:**

- 1) Approve the Recommendations as presented (***Preferred Option***);
- 2) Refer the matter back to SLRD staff for more information or revision;
- 3) Other, as per the Board's direction.

**Application to Strategic Plan and Objectives:**

- *Aggressively implement the SLRD's Solid Waste Management Plan.*

A new Pemberton Transfer Station with significantly improved equipment, layout and design will increase diversion rates and reduce operating costs which is aligned with the goals and objectives established in the Solid Waste Management Plan.

**Follow-Up Action:**

If the Recommendations are approved, staff will:

- Seek Inspector approval.
- Continue to work with the Village on subdivision and conveyance tasks.
- Start site preparation.
- Implement a communication and engagement survey and plan respecting the short, middle and long-term priorities for the Pemberton and District Transfer Station (anticipated to occur over July and August 2020).
- Start preparing the Request for Proposal documentation for design and construction services.

**Attachments/Links:**

1. *Proposed* Squamish-Lillooet Regional District Pemberton and District Transfer Station Loan Authorization Bylaw No. 1661-2020
2. Preliminary Design of Site Layout
3. [SLRD Board Policy No. 3.3 \(Alternative Approval Process\) \(linked\)](#)
4. Timelines for Alternative Approval Process, with various scenarios
5. Report for Determining the Number of Eligible Electors – Alternative Approval Process
6. Notice of Alternative Approval Process
7. Elector Response Form – Alternative Approval Process
8. Pemberton Refuse Disposal Local Service Area Map
9. Updated Project Timeline

<b>Submitted by:</b>	Graham Haywood, Interim Director of Legislative and Corporate Services
<b>Reviewed and Approved by:</b>	Kristen Clark, Interim Chief Administrative Officer



**SQUAMISH-LILLOOET REGIONAL DISTRICT  
BYLAW NO. 1661-2020**

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A bylaw to authorize the borrowing of \$811,353 for the purpose of acquiring property and constructing the Pemberton and District Transfer Station for the use and benefit of the Village of Pemberton and a defined area of the Squamish-Lillooet Regional District's Electoral Area C

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**WHEREAS** pursuant to Pemberton Refuse Disposal Local Service Conversion and Establishment Bylaw No. 568, 1994, the Squamish-Lillooet Regional District operates the Pemberton Refuse Disposal Service within:

- (a) the Village of Pemberton; and
- (b) a defined area of the Squamish-Lillooet Regional District's Electoral Area C;

**AND WHEREAS** pursuant to section 406(1) of the *Local Government Act*, this bylaw relates to the Pemberton Refuse Disposal Service in the Village of Pemberton and Squamish-Lillooet Regional District Electoral Area C;

**AND WHEREAS** the Regional Board of the Squamish-Lillooet Regional District deems that it is desirable and expedient to construct and operate the Pemberton and District transfer station for the use and benefit of the Village of Pemberton and a defined area of the Squamish-Lillooet Regional District's Electoral Area C;

**AND WHEREAS** the Squamish-Lillooet Regional District has identified (or will identify) a site for locating the Pemberton & District transfer station within the service area boundaries (the "Property");

**AND WHEREAS** the borrowing of the sum of \$1,375,000 has already been authorized for the purpose of constructing the Pemberton & District solid waste transfer station on the Property pursuant to Squamish-Lillooet Regional District Pemberton and District Transfer Station Loan Authorization Bylaw No. 1567-2018 and the sum of \$200,000 of such funds has already been issued pursuant to Squamish-Lillooet Regional District Security Issuing Bylaw No. 1585-2018 (Pemberton & District Transfer Station Service);

**AND WHEREAS** an additional sum of \$811,353 is required to be borrowed for the purpose of acquiring the Property and constructing the Pemberton and District solid waste transfer station on the Property, which is the amount of debt created by this bylaw;

**AND WHEREAS** the maximum term for which a debenture may be issued to secure the debt created by this bylaw is 30 years;

**AND WHEREAS** the authority to borrow under this bylaw expires five years from the date on which this bylaw is adopted; and

**AND WHEREAS** the Regional Board of the Squamish-Lillooet Regional District has received participating area approval of this loan authorization bylaw by approval of the electors in accordance with section 345 of the *Local Government Act* [approval by alternative approval process].

**NOW THEREFORE**, the Regional Board of the Squamish-Lillooet Regional District in open meeting assembled, enacts as follows:

1. The Regional Board is hereby empowered and authorized to acquire the Property, and construct and operate a Pemberton and District solid waste transfer station on the Property and to do all things necessary in connection therewith to provide for the continued provision of solid waste services in the Pemberton and District area, and without limiting the generality of the foregoing, to borrow upon the credit of the Squamish-Lillooet Regional District a sum not exceeding \$811,353.00.
2. The maximum term for which debentures may be issued to secure the debt created by this bylaw is 30 years.
3. This bylaw may be cited as "Squamish-Lillooet Regional District Pemberton and District Transfer Station Loan Authorization Bylaw No. 1661-2020".

READ A FIRST TIME this                    24<sup>th</sup>        day of                    June,                    2020.

READ A SECOND TIME this                    24<sup>th</sup>        day of                    June,                    2020.

READ A THIRD TIME this                    24<sup>th</sup>        day of                    June,                    2020.

APPROVAL of the Inspector of Municipalities received this \_\_\_\_ day of \_\_\_\_\_, 2020.

APPROVAL OF THE ELECTORS within the Pemberton Refuse Disposal Service obtained this \_\_\_\_ day of \_\_\_\_\_, 2020.

ADOPTED this    \_\_\_\_        day of                    \_\_\_\_\_,                    2020.

\_\_\_\_\_  
Tony Rainbow,  
Chair

\_\_\_\_\_  
Kristen Clark,  
Corporate Officer

**Timeline - Alternative Approval Processes (AAP)  
Pemberton and District Transfer Station Loan Authorization Bylaw No. 1661-2020**

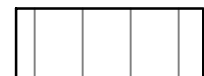


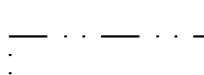
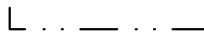
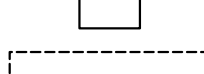

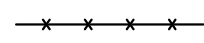
Scenario #1 (4 week turn-around to receive Inspector approval)	Scenario #2 (6 week turn-around to receive Inspector approval)	Scenario #3 (9 week turn-around to receive Inspector approval)	Scenario #4 (12 week turn-around to receive Inspector approval)
Board Meeting at which Board considers giving three readings to Loan Authorization Amendment (LA) Bylaw			
June 24, 2020	June 24, 2020	June 24, 2020	June 24, 2020
Receive statutory approval for LA Bylaw & AAP processes			
July 22, 2020	August 5, 2020	August 26, 2020	September 16, 2020
AAP statutory notices (latest 1st publication date – Pique)			
July 30, 2020 – Pique (Thurs.)	August 13, 2020 – Pique (Thurs.)	September 3, 2020 – Pique (Thurs.)	September 24, 2020 – Pique (Thurs.)
AAP statutory notices (latest 2nd publication date - Pique)			
August 6, 2020 – Pique (Thurs.)	August 20, 2020 – Pique (Thurs.)	September 10, 2020 – Pique (Thurs.)	October 1, 2020 – Pique (Thurs.)
AAP statutory 30-day elector response period (from latest 2nd publication date - Chief, Pique)			
August 7, 2020 – September 5, 2020	August 21, 2020 – September 19, 2020	September 11, 2020 – October 10, 2020	October 2, 2020 – October 31, 2020
Deadline (4:30 p.m.) for receiving elector responses for AAPs			
September 8, 2020 (33 Days)	September 21, 2020 (32 Days)	October 13, 2020 (33 Days)	November 2, 2020 (32 Days)
Board Meeting at which Board considers adoption of LA Bylaw (or Special Meeting if required)			
September 16, 2020	October 28, 2020	October 28, 2020	November 25, 2020
One Month Quashing Period			
Corporate Officers Certificate of Approval			
October 15, 2020	November 26, 2020	November 26, 2020	December 24, 2020
Ministerial Certificate of Approval			
October 23, 2020	December 4, 2020	December 4, 2020	January 4, 2020

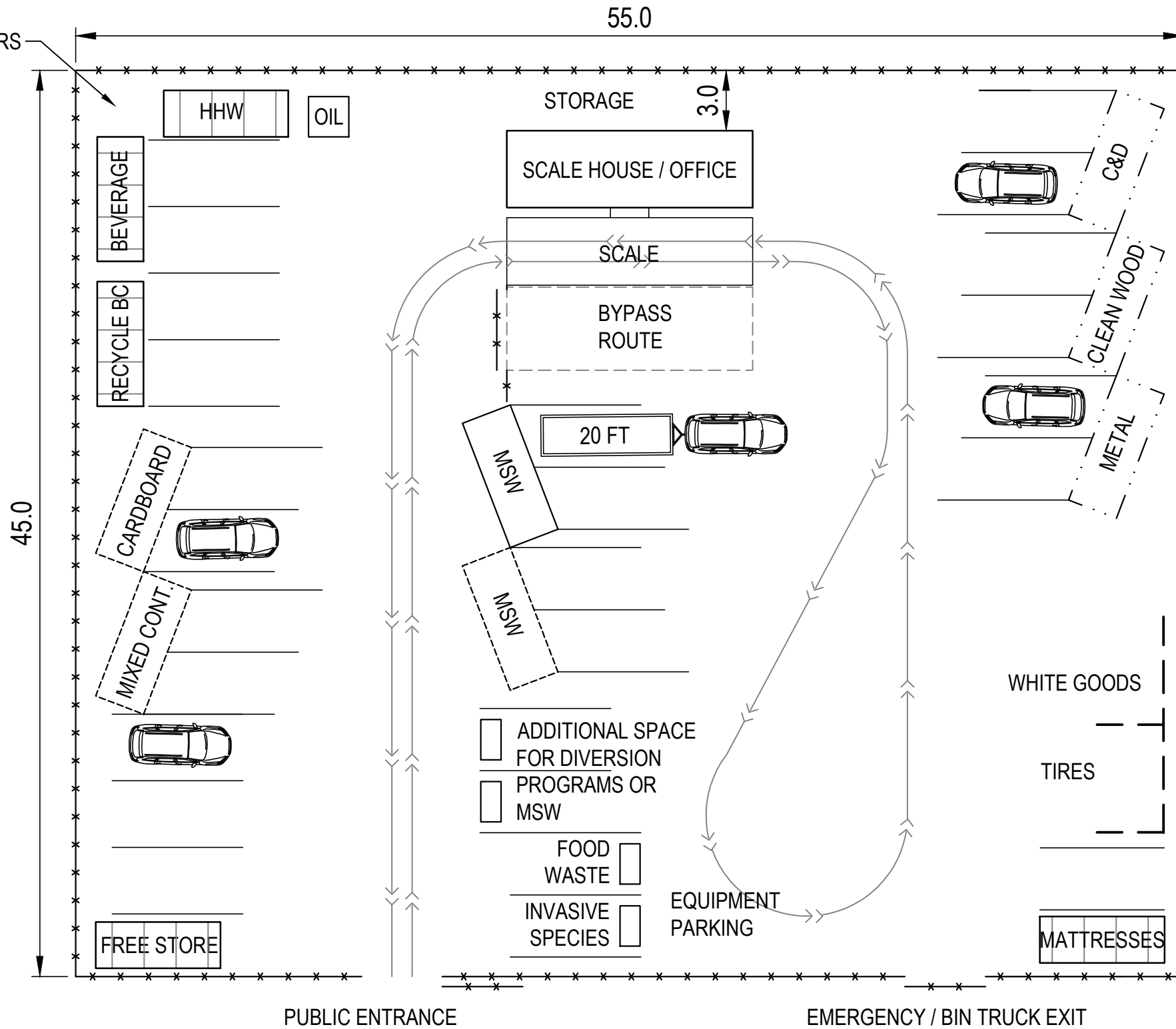


TIN BEVERAGE CONTAINERS

- HHW:
  - BATTERIES
  - PAINT
  - LIGHT BULBS
  - OIL FILTERS
  - ANTIFREEZE
- BEVERAGE:
  - 4 TYPES OF GLASS
- RECYCLE BC:
  - PLASTIC BAGS AND OVERWRAP
  - OTHER FLEXIBLE PLASTICS
  - PAPER
  - PLASTIC BEVERAGE CONTAINERS

LEGEND:

-  - 20' SEA-CAN
-  - 40yd³ ROLL-OFF BIN (8' x 20')
-  - Lock Block Wall
-  - 20yd³ ROLL OFF BIN (8' x 20')
-  - FRONT END BIN
-  - COMPACTOR BINS
-  - FENCE
-  - TRAFFIC FLOW




Q:\R\rev\end\Drafting\SWM\SWOP\SWOP03499-02 Rev 2.dwg [FIGURE 2] December 06, 2019 - 1:17:27 pm (BY: HAMAD, AHMED)

NUM	DATE	APR	DESCRIPTION
3	DEC 06/19	JL	ADDED COMPOUND FOR TIRES, WHITE GOODS
2	NOV 25/19	JL	MSW BINS AND SCALE HOUSE ADJUSTMENTS
1	NOV 22/19	JL	SCALE HOUSE ADDED WITH 2 WAY TRAFFIC
<b>REVISIONS</b>			
B	DEC 06/19	JL	ISSUED FOR USE
A	NOV 19/19	JL	ISSUED FOR REVIEW
NUM	DATE	APR	DESCRIPTION
<b>DRAWING STATUS</b>			

CLIENT

**SQUAMISH-LILLOOET  
REGIONAL DISTRICT**



**SLRD BC PEMBERTON TRANSFER  
STATION FEASIBILITY STUDY  
PEMBERTON, BC**

**PEMBERTON TRANSFER STATION CONCEPT PLAN**

PROJECT No. SWM.SWOP03499-02	OFFICE QP	DES MCHW	CKD LQ	REV 3	DRAWING
DATE: DECEMBER 2019	SHEET No. 1 of 1	DWN MC	APP JL	STATUS A	<b>Figure 2</b>

**Report for Determining the Number of Eligible Electors - Alternative Approval Process**

The purpose of this report is to show the basis for determining the total number of electors in relation to **Squamish-Lillooet Regional District Pemberton and District Transfer Station Loan Authorization Bylaw No. 1661-2020** that is the subject of an Alternative Approval Process.

Section 86(3)(c) of the *Community Charter* requires the Squamish-Lillooet Regional District (“SLRD”) Board to make a fair determination of the total number of electors of the area to which the Alternative Approval Process applies, which in this case is the Village of Pemberton and the portion of Electoral Area C within the Pemberton Refuse Disposal Local Service Area as established by Pemberton Refuse Disposal Local Service Conversion and Establishment Bylaw No. 568, 1994 (“Service Area”). In addition, pursuant to section 86(4) of the *Community Charter*, the SLRD Board must make available to the public, on request, a report respecting the basis on which the determination was made.

The number of people eligible to be a resident elector or a non-resident property elector is determined based on those individuals who when signing an elector response form:

- are 18 years of age or older;
- are a Canadian citizen;
- have lived in British Columbia for at least six months;
- have lived or owned property in the Service Area for at least 30 days;
- live or own property in the Service Area; and,
- are not disqualified under *the Local Government Act*, or any other enactment from voting in a local election, or are not otherwise disqualified by law.

The estimated number of eligible electors within the Service Area is based on information from various sources (as indicated below), calculated as follows:

Estimated population of the Service Area [see (1) below]:	5,022
Estimated number of people 18 years of age or older within the Service Area: [see (2) below]:	3,776
Add estimated # of non-resident property electors within the Service Area [see (3) and (4) below]:	180
Estimated total # of eligible electors in Service Area:	3,956
Ten percent of the total # of eligible electors in the Service Area is estimated to be:	<b>395</b>

Therefore, the required number of elector responses (i.e. 10% or more) to prevent the SLRD Board from adopting **Squamish-Lillooet Regional District Pemberton and District Transfer Station Loan Authorization Bylaw No. 1661-2020** via the Alternative Approval Process is **395**.

**Sources:**

1. The total estimated population of the Service Area was derived from information obtained from the BC Statistics website, based on the 2016 Canadian census, and from the 2020 BC Assessment tax roll. The estimated population of the Village of Pemberton (2,575) and the portion of Electoral Area C within the Service Area (2,447) is 5,022.
2. The estimated number of people 18 years of age or older was derived from information obtained from the BC Statistics website for the year 2019 (which is based on 2016 Canadian Census data). The estimated number of people 18 years of age or older in the Service Area is 3,776.
3. In respect of the Village of Pemberton, the number of non-resident property electors is estimated to be 10 based on information provided by the Village of Pemberton.
4. In respect of the portion of Electoral Area C within the Service Area, the number of non-resident property electors is estimated to be 170 based on an analysis of BC Assessment tax roll information and the requirement that a person may register as a non-resident elector only in relation to one parcel of real property in an electoral area.

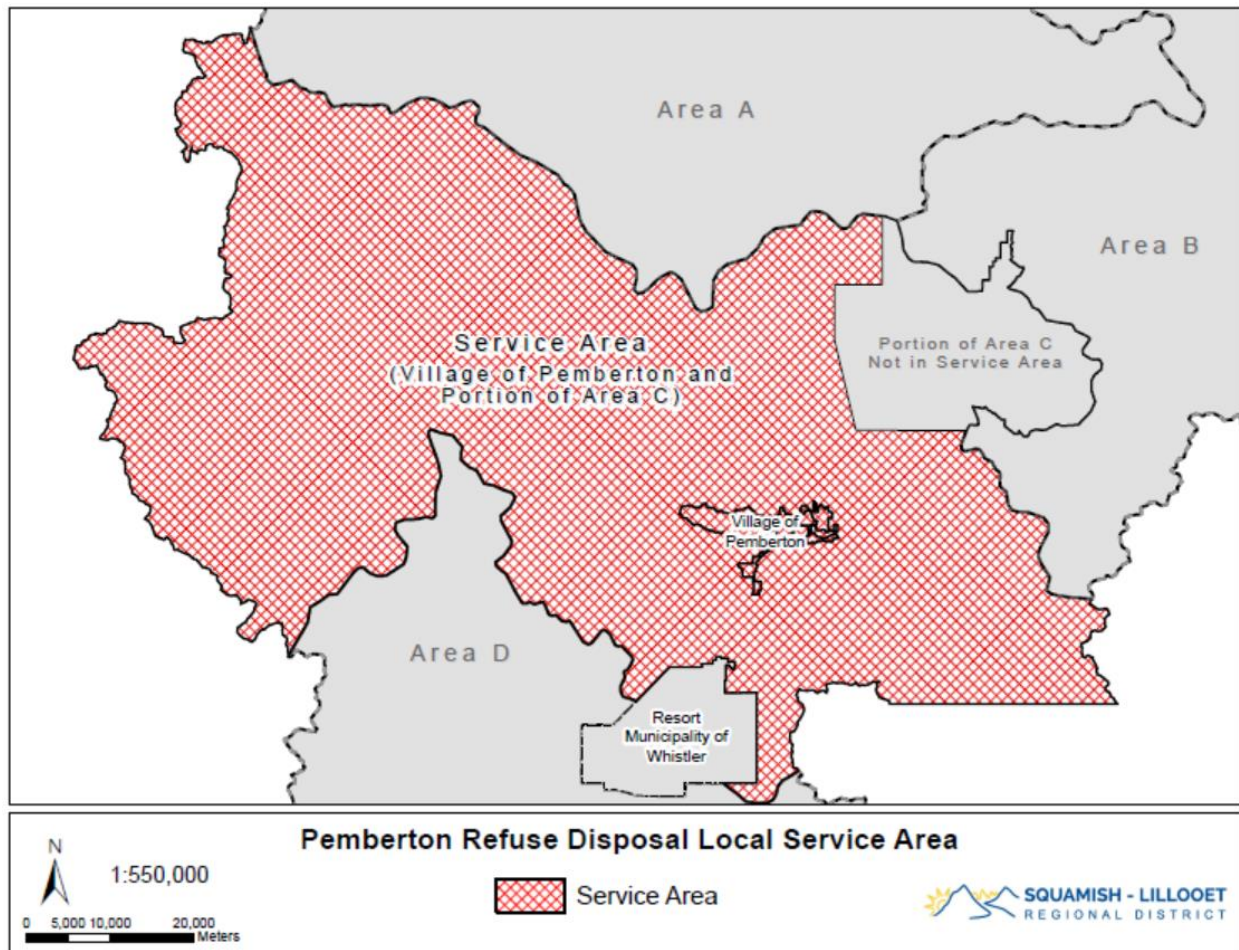


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F: 604-894-6526  
info@slrd.bc.ca / www.slrd.bc.ca

## NOTICE OF ALTERNATIVE APPROVAL PROCESS

**PUBLIC NOTICE** is hereby given in accordance with the Local Government Act and the Community Charter that the Squamish-Lillooet Regional District (“SLRD”) has proposed the following bylaw: *Squamish-Lillooet Regional District Pemberton and District Transfer Station Loan Authorization Bylaw No. 1661-2020* (“Bylaw No. 1661”).

*Bylaw No. 1661* relates to the SLRD’s Pemberton Refuse Disposal Local Service Area, which includes a portion of Electoral Area C and the Village of Pemberton as participants (the “Service Area”) as shown on the map below:



The borrowing of the sum of \$1,375,000 has previously been authorized for the purpose of constructing the Pemberton & District transfer station pursuant to Squamish-Lillooet Regional District Pemberton and District Transfer Station Loan Authorization Bylaw No. 1567-2018.



The purpose of *Bylaw No. 1661* is to authorize the SLRD to borrow additional funds up to \$811,353 over a term of 30 years for the purpose of acquiring property and constructing the Pemberton and District transfer station on such acquired property for the use and benefit of residents in the Pemberton area. \$811,353 is the maximum amount of debt to be created by *Bylaw No. 1661*.

Repayment of the borrowed funds is intended to be spread out over a term of 30 years, the cost of which is to be borne by the taxable properties within the Service Area. If the full amount of the \$811,353 loan to be authorized under *Bylaw No. 1661* is issued, the estimated tax requisition is as follows:

- For the Village of Pemberton, the rate per \$1,000 of net taxable assessed value of land and improvements attributable to the borrowing is estimated to be \$0.0258 using the current 2020 tax assessment base (i.e. \$2.58 per \$100,000), resulting in the following annual requisition rates amounts.

<b>Illustrations for Village of Pemberton</b>		
<b>Average Value of Residential Property</b>	<b>Rate per \$100,000</b>	<b>Estimated Annual Tax Requisition due to Borrowing</b>
\$100,000	\$2.58	\$2.58
\$500,000	\$2.58	\$12.90
\$750,000	\$2.58	\$19.35
\$1,000,000	\$2.58	\$25.80

- For the portion of Electoral Area C, the rate per \$1,000 of net taxable assessed value of land and improvements attributable to the borrowing is estimated to be \$0.0272 using the current 2020 tax assessment base (i.e. \$2.72 per \$100,000), resulting in the following annual requisition rates amounts. This is higher than the Village of Pemberton's rate above due to a fee of 5.25% being automatically added by the Province of British Columbia to property taxes of electoral areas.

<b>Illustrations for Electoral Area C (including 5.25% provincial fee)</b>		
<b>Average Value of Residential Property</b>	<b>Rate per \$100,000</b>	<b>Estimated Annual Tax Requisition due to Borrowing</b>
\$100,000	\$2.72	\$2.72
\$500,000	\$2.72	\$13.60
\$750,000	\$2.72	\$20.40
\$1,000,000	\$2.72	\$27.20

**TAKE NOTICE THAT** the SLRD Board has resolved to seek participating area approval of electors by way of Alternative Approval Process for the entire Service Area.

The deadline for elector responses in relation to this Alternative Approval Process shall be **4:30 p.m. on \_\_\_\_\_**.

The SLRD Board may proceed with this matter unless, by the deadline of \_\_\_\_\_, 2020, at least 10% of the electors of the Service Area indicate that the SLRD Board must obtain the assent of the electors before proceeding with *Bylaw No. 1661*.

Elector responses must be given in the form established by the SLRD Board and such forms are available at the SLRD offices at 1350 Aster Street, Pemberton, BC and online at [www.slrd.bc.ca](http://www.slrd.bc.ca). The only persons entitled to sign the forms are the electors of the area to which the Alternative Approval Process applies, being the Service Area.

The number of eligible electors has been determined at 3,956 and the number of elector responses required to prevent the SLRD Board from proceeding without the further assent of electors has been determined to be 395. A report respecting the basis upon which the determination was made of the total number of electors of the entire Service Area is available at the SLRD offices at 1350 Aster Street, Pemberton, BC and on the SLRD's website at [www.slrd.bc.ca](http://www.slrd.bc.ca).

The electors of the entire Service Area are the persons who would meet the qualifications referred to in section 172 of the *Local Government Act*. In order to sign an elector response form, the person must be either a:

(i) Resident Elector

- 18 years or older,
- a Canadian citizen,
- a resident of BC for at least 6 months immediately before signing this elector response form,
- a resident of the Service Area for at least 30 days immediately before signing this elector response form, and
- not be disqualified from voting under the *Local Government Act* or any other enactment or not be otherwise disqualified by law from voting; or

(ii) Non-Resident Property Elector

- 18 years of age or older,
- a Canadian Citizen,
- a resident of BC for at least 6 months immediately before signing this elector response form,
- not entitled to register to vote as a resident elector,
- a registered owner of real property within the Service Area for at least 30 days immediately before signing this elector response form,

- may not vote more than once within a voting jurisdiction regardless of the number of properties owned,
- where more than one non-resident person owns the property, the person wishing to submit an electoral response form for that property must provide, at the time of registration, written consent from a majority of the property owners,
- who holds the real property in trust for a corporation or another trust is *not* eligible to vote as a non-resident property elector, and
- not be disqualified from voting under the *Local Government Act* or any other enactment or not be otherwise disqualified by law from voting.

A person must not sign more than one elector response form in relation to this Alternative Approval Process and a person who is not an elector for the Service Area of the Alternative Approval Process must not sign an elector response form.

Where possible, copies of *Bylaw No. 1661* are available at the SLRD office at 1350 Aster Street, Pemberton, BC from 8:00 a.m. to 4:30 p.m. and on the SLRD's website at [www.slrd.bc.ca](http://www.slrd.bc.ca).

More information regarding this Alternative Approval Process may be obtained by contacting Kristen Clark, Corporate Officer, Squamish-Lillooet Regional District at (604) 894-6371 ext. 230 or [kclark@slrd.bc.ca](mailto:kclark@slrd.bc.ca).



**Elector Response Form –  
Alternative Approval Process**

Squamish-Lillooet Regional District  
Pemberton and District Transfer Station  
Loan Authorization Bylaw No. 1661-2020

*Squamish-Lillooet Regional District Pemberton and District Transfer Station Loan Authorization Bylaw No. 1661-2020* (“Bylaw No. 1661”) authorizes the Squamish-Lillooet Regional District (“SLRD”) to borrow up to \$811,353 over a term of 30 years for the purpose of acquiring property and constructing the Pemberton and District transfer station on such acquired property for the use and benefit of residents in the Pemberton area. Under Bylaw No. 1661, the maximum requisition amount of this loan would be as follows:

**For Property Owners within the Village of Pemberton**

The rate per \$1,000 of net taxable assessed value of land and improvements attributable to the borrowing is estimated to be \$0.0258 using the current 2020 tax assessment base (i.e. \$2.58 per \$100,000), resulting in the following annual requisition rates:

Illustration for Village of Pemberton		
Value of Property	Rate per \$100,000	Est. Annual Tax Requisition
\$100,000	\$2.58	\$2.58
\$500,000	\$2.58	\$12.90
\$750,000	\$2.58	\$19.35
\$1,000,000	\$2.58	\$25.80

**For Property Owners within the portion of Electoral Area C within the service area**

(The following rates are subject to a mandatory 5.25% provincial fee which is added to properties within electoral areas.)

The rate per \$1,000 of net taxable assessed value of land and improvements attributable to the borrowing is estimated to be \$0.0272 using the current 2020 tax assessment base (i.e. \$2.72 per \$100,000), resulting in the following annual requisition rates:

Illustration for portion of Electoral Area C within the service area		
Value of Property	Rate per \$100,000	Est. Annual Tax Requisition
\$100,000	\$2.72	\$2.72
\$500,000	\$2.72	\$13.60
\$750,000	\$2.72	\$20.40
\$1,000,000	\$2.72	\$27.20

Choose one [please mark with an “x” or otherwise]:

I am a resident elector (**see eligibility requirements on the following page**)

I am a non-resident property elector who lives in another BC community but owns property having an address of \_\_\_\_\_ [please insert address of property in relation to which you are entitled to register as a non-resident property elector] (**see additional eligibility requirements on the following page**)

By completing this elector response form, **I OPPOSE** the SLRD Board's intention to adopt Bylaw No. 1661 unless the assent of the electors in an assent voting proceeding (referendum) is obtained.

Print full name of elector: \_\_\_\_\_

Signature of elector: \_\_\_\_\_

Residential Address of elector: \_\_\_\_\_

For this elector response form to be counted, it must be received by the SLRD Corporate Officer no later than **4:30 p.m. on \_\_\_\_\_, 2020** in any one of the following manners:

- In person at 1350 Aster Street – 2nd Floor, Pemberton, BC (Monday to Friday 8:00 AM to 4:30 PM, excluding holidays);
- Via mail to: Box 219, Pemberton, BC, V0N 2L0;
- Via fax at: 604-894-6526; or
- Via email attachment to [info@slrd.bc.ca](mailto:info@slrd.bc.ca) with the subject heading: "Elector Response"

Postmarks will not be accepted as the date of receipt by the SLRD. If submitting this form to the SLRD by facsimile, please ensure that the transmission was completed. Responsibility for receipt of elector response forms in accordance with these instructions lies with the elector.

**The SLRD Board may proceed with the adoption of Bylaw No. 1661 unless 395 electors sign and submit a completed copy of this elector response form to the SLRD by the deadline of 4:30 p.m. on \_\_\_\_\_, 2020.**

#### **Eligibility Requirements**

##### Resident Electors (section 65 of the *Local Government Act*):

1. I am 18 years of age or older;
2. I am a Canadian citizen;
3. I have lived in British Columbia for at least 6 months immediately before signing this elector response form;
4. I have lived in the Service Area (see definition in Notice of Alternative Approval Process form) for at least 30 days before signing this elector response form;
5. I am not disqualified from voting under the *Local Government Act* or any other enactment or otherwise disqualified by law from voting.

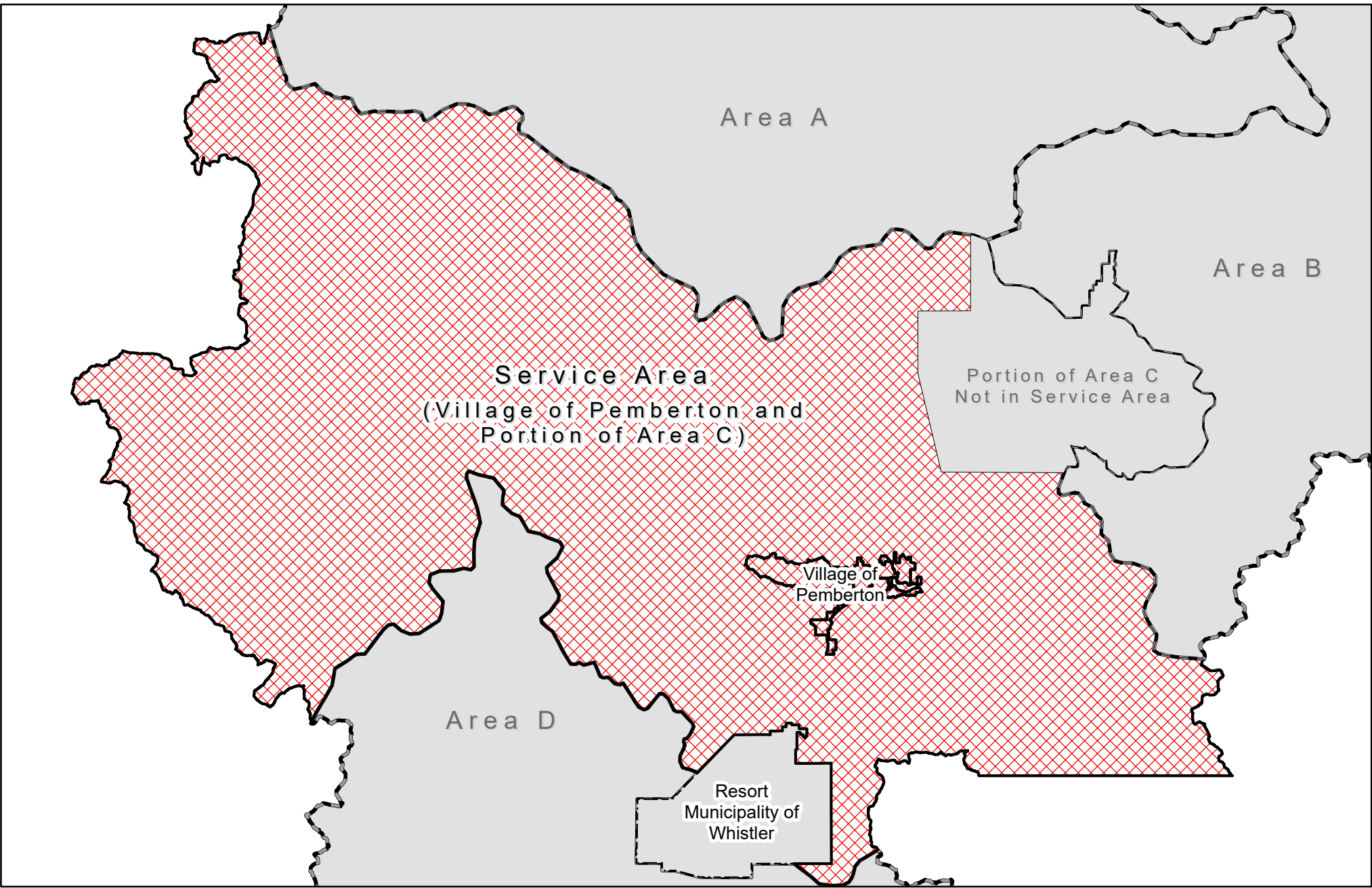
##### Non-Resident Property Electors (section 66 of the *Local Government Act*):

1. I am 18 years of age or older;
2. I am a Canadian citizen;

3. I have lived in British Columbia for at least 6 months immediately before signing this elector response form;
4. I am not entitled to vote as a resident elector in the Service Area (see definition in Notice of Alternative Approval Process form) for purposes of this matter;
5. I have been a registered owner of real property in the Service Area for at least 30 days before signing this elector response form;
6. I acknowledge that I may sign only one elector response form, regardless of the number of properties that I own in the Service Area;
7. I acknowledge that if there is more than one individual who is the registered owner of the property, only one of the individual owners may sign this elector response form in relation to the property, provided the non-resident property elector has the written consent of the number of individuals who, together with the person signing this elector response form, constitute a majority of the registered owners of the property (**written consent must be attached, if applicable; this form is available at: [www.slrld.bc.ca/pwts2020loanauthorizationAAP](http://www.slrld.bc.ca/pwts2020loanauthorizationAAP)**)
8. I acknowledge that the only persons who are registered owners of the real property are individuals who do not hold the property in trust for a corporation or another trust;
9. I am not disqualified from voting under the *Local Government Act* or any other enactment or otherwise disqualified by law from voting.

**Commented [PS1]:** Need this eventually

**Commented [GH2R1]:** Patricia has created it as a placeholder for now.

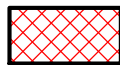


## Pemberton Refuse Disposal Local Service Area



1:550,000

0 5,000 10,000 20,000  
Meters



Service Area





		Project Timeline																								
Type	Activity	2020												2021												
		January	February	March	April	May	June	July	August	September	October	November	December	January	February	March	April	May	June	July	August					
SLRD Approvals	SLRD Staff Review and Approval	<i>Staff Review Complete (Prep for Jan Board Mtg)</i>		<i>Staff Review and Update Following Prelim. Board Review</i>		Ongoing Staff review as required	→																			
	SLRD Board Decision	<i>Board Review of Proposals (Potential Decision)</i>		Board Decision (Location)				Board Decision (2nd Loan Authorization Bylaw)														Board Decision for new Operator				
Legal and Due Diligence	New Operational Contract									Conduct SWOT/Needs Analysis for new Operator		Conduct RFP for new Contractor/Operator														
	Subdivision (if VOP Lot)							Initiate Legal process of Subdivision including Land Survey		Complete registration of Subdivision via MoTI and VOP																
	Environmental Report								Env. Report Procured (if required)	Analysis and Follow Up Action Undertaken																
Regulatory	Communication & Consultation							Community Announcement of new Site Location & Implementation of Community Survey for Operational Needs Analysis		Ongoing Community Communication as required		→														
	Geotechnical and FCL Compliance (DPA #2)								Geotechnical Report Procured	Requirements met/Permit Issued																
Regulatory	Building Permit																				Submit Construction Drawings and Permit Application to VOP	Issuance of Building Permit	Construction Inspections to Take Place Periodically			
	BC Hydro/ Electrical Approval								Apply for electrical service upgrade with BC Hydro	Continue monitoring BC Hydro Service Upgrade Request			Receive BC Hydro Upgrade Approval (6+ months)													
Financial	Detailed Budgeting and Internal Financial Processes	<i>Staff Complete Detailed Budgeting and Financial Processes</i>																								
	Long-Term Loan Process (For Loan Previously Secured)										Security Issuing Bylaw - 3 readings a	Quashing Period and Certificate of Approval		Financing Issued - Fall Draw (MFA)												
	Long-Term Loan Process (New Loan)								Loan Authorization Bylaw Given Three Readings					(estimated) Inspector Approval Received / AAP Initiated	AAP Period/Completed	Bylaw Adopted and 1 Month Quashing Period	Certificate of Approval Received Security Issuing Bylaw -3 readings and adoption	Quashing Period and Certificate of Approval	Financing Issued - Spring 2021 Draw (MFA)							
Design and Construction	RFP/Tendering Process (Design-Build)													RFP Processes Undertaken for Design/Engineering (and Contractor Design-Build)												
	Detailed Design & Construction Drawings														Architect/Site Planning Detailed Design Drawings Produced	Construction Drawings Produced										
	Site Preparation														Geotechnical and Fill/Raise to FCL		Paving Completed									
	Construction (Scale House, Scale, Compactors and Pads, Bins and Pads, Retaining Wall, Stormwater Management, Electrical, Water etc. )																						Construction Activities Carried Out	→	Construction Close-out and Ready for Takeover	

Project Complete