

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

**Agenda** for the **Regular Meeting** of Council of the Village of Pemberton to be held Tuesday, February 16, 2016, at 9:00 a.m. in Council Chambers, 7400 Prospect Street. This is Meeting No. 1419.

*"This meeting is being recorded on audio tape for minute-taking purposes as authorized by the Village of Pemberton Audio recording of Meetings Policy dated September 14, 2010."*

---

<b>Item of Business</b>	<b>Page No.</b>
<b>1. CALL TO ORDER</b>	
<b>2. APPROVAL OF AGENDA</b>	
<b>Recommendation: THAT</b> the Agenda be approved as presented.	
<b>3. RISE WITH REPORT FROM IN CAMERA (CLOSED)</b>	
<b>4. ADOPTION OF MINUTES</b>	
<b>a) Regular Council Meeting No. 1417 – Tuesday, February 2, 2016</b>	<b>3</b>
<b>Recommendation: THAT</b> the minutes of Regular Council Meeting No. 1417 held Tuesday, February 2, 2016, be adopted as circulated.	
<b>b) Special Council Meeting No. 1418 – Thursday, February 11, 2016</b>	<b>10</b>
<b>Recommendation: THAT</b> the minutes of Special Council Meeting No. 1418 held Thursday, February 11, 2016, be adopted as circulated.	
<b>5. BUSINESS ARISING</b>	
<b>6. COMMITTEE MINUTES - FOR INFORMATION</b>	
<b>7. DELEGATIONS</b>	
<b>8. REPORTS</b>	
<b>a) Mayor</b>	
<b>b) Councillors</b>	
<b>9. BYLAWS</b>	
<b>a) First, Second and Third Reading</b>	
<b>i. Village of Pemberton Fire Prevention Bylaw No. 799, 2016</b>	<b>12</b>
<b>Recommendation: THAT</b> Council consider giving First, Second and Third Readings to the Village of Pemberton Fire Prevention Bylaw No. 799, 2016	
<b>b) Fourth and Final Reading</b>	
<b>i. Village of Pemberton Parks &amp; Public Spaces Use Bylaw No. 797, 2016</b>	<b>17</b>
<b>Recommendation: THAT</b> Village of Pemberton Parks and Public Spaces Use Bylaw No. 797, 2016, receive Fourth and Final Reading.	

- ii. **Village of Pemberton Business Licence Amendment Bylaw No. 798, 2016** 26
- Recommendation: THAT** Village of Pemberton Business Licence Amendment (Fine Schedule) Bylaw No.798, 2016, receive Fourth and Final Reading.

**10. CORRESPONDENCE**

**a) For Information**

- i. **Mr. Raymond Louie, Federation of Canadian Municipalities President, dated January 26, 2016, regarding the First Nations-Municipal Community Infrastructure Partnership Program (CIPP)** 30

**Recommendation: THAT** Council receive the correspondence from Mr. Raymond Louie for information.

- ii. **Ms. Danyta Welch, Union of BC Municipalities, dated February 2, 2016, regarding 2015 Age-friendly Community Planning & Projects Grant (Pemberton Valley Men's Shed)** 31

**Recommendation: THAT** Council receive the correspondence from Ms. Welch for information.

- iii. **Ms. Carlee Cindric, Spirit of BC Community Committee, dated February 5, 2016, regarding Winterfest** 32

**Recommendation: THAT** Council receive the correspondence from Ms. Cindric for information.

**b) For Action**

No correspondence for action to be received.

**11. DECISION ON LATE BUSINESS**

**12. LATE BUSINESS**

**13. NOTICE OF MOTION**

**14. QUESTION PERIOD**

35

**15. IN CAMERA**

**Recommendation: THAT** pursuant to Section 90 (1) (a) personnel and (g) litigation and (k) negotiations, of the *Community Charter*, the Council of the Village of Pemberton serve notice to hold an In-Camera Meeting on today's date for the purpose of dealing with matters for which the public shall be excluded from attending.

**16. ADJOURNMENT**

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

**Minutes of the Regular Meeting** of Council of the Village of Pemberton held on Tuesday, February 2, 2016 at 7:00 p.m. in Council Chambers, 7400 Prospect Street. This is Meeting No. 1417.

---

**IN ATTENDANCE:** Mayor Mike Richman  
Councillor Ted Craddock  
Councillor Jennie Helmer  
Councillor James Linklater  
Councillor Karen Ross

**STAFF IN ATTENDANCE:** Nikki Gilmore, Chief Administrative Officer  
Sheena Fraser, Manager of Corporate & Legislative Services  
Tim Harris, Manager of Operations & Development Services  
Robert Grossman, Fire Chief  
Lisa Pedrini, Planner  
Kim Slater, Communications and Grant Coordinator  
Wendy Olsson, Executive Assistant  
Paige MacWilliam, Legislative Assistant

**Public:** 2

---

**1. CALL TO ORDER**

At 7:00 p.m. Mayor Richman called the meeting to order.

**2. APPROVAL OF AGENDA**

Moved/Seconded

**THAT** the Agenda be approved as presented.

**CARRIED**

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

Council did not rise with report from In Camera.

**4. ADOPTION OF MINUTES**

**a) Regular Council Meeting No. 1416 –Tuesday, January 19, 2016**

Moved/Seconded

**THAT** the minutes of Regular Council Meeting No. 1416 held Tuesday, January 19, 2016, be adopted as circulated.

**CARRIED**

**5. BUSINESS ARISING**

There was no business arising.

## 6. COMMITTEE MINUTES – FOR INFORMATION

There were no minutes to be received.

## 7. DELEGATIONS

There were no delegations to be received.

## 8. REPORTS

### a) Office of the CAO

#### i. UBCM Strategic Wildfire Protection Initiative – Grant Application

Moved/Seconded

**THAT** Council support the activities proposed in the 2016 SWPI CWPP Update Funding Application;

**AND THAT** Council support a contribution of \$9,730 in accordance with the grant's 50% matching requirement;

**AND THAT** Council direct Staff to provide overall grant management for the Strategic Wildfire Prevention Initiative, 2016 Community Wildfire Protection Plan (CWPP) Update.

**CARRIED**

### b) Operations & Development Services

#### i. SLRD Solid Waste & Resource Management Plan

Moved/Seconded

**THAT** SLRD Solid Waste and Resource Management Plan – Ban on Waste-to-Energy (Incineration) Options report be received for information;

**AND THAT** the Village of Pemberton support the amendments to the SLRD Solid Waste and Resource Management Plan that formally include the Waste-to-Energy/incineration/thermal treatment ban that resulted from resolutions passed by from the Resort Municipality of Whistler and District of Squamish in late 2015.

**CARRIED**

#### ii. Short Term Vacation Rentals – Enforcement

Moved/Seconded

**THAT** Staff be directed to consider the issue of short term/nightly rentals as part of the Zoning Bylaw review and update, proposed in the 2016 budget.

**CARRIED**

Moved/Seconded

**THAT** Staff be directed to contact BC Assessment to inquire if properties running short-term vacation rentals can be reassessed as commercial.

**CARRIED**

Moved/Seconded

**THAT** staff be directed to review undertaking amendments to the business licence bylaw to restrict multiple home-based businesses in one residence.

**MOTION FAILED**

**c) Fire Department**

**i. Fire Department 2015 Year End Report**

Moved/Seconded

**THAT** correspondence be sent to the Provincial Government with the bill for the Pemberton Fire Rescue's participation in ambulance assistance.

**AND THAT** a copy of the letter be sent to Whistler, Lillooet, and Squamish-Lillooet Regional District for consideration as a resolution at the Union of British Columbia Municipalities convention.

**CARRIED**

Moved/Seconded

**THAT** the 2015 Annual Fire Services Report be received for information.

**CARRIED**

**a) Mayor**

Mayor Richman reported on the following:

- Acknowledged and thanked Winterfest organizers and Village of Pemberton staff who also supported the event
- Attended and presented at the Report from COP21 Paris the UN Climate Conference event with guest speaker Elizabeth May on January 21 in Whistler
- Attend the final Federation of Canadian Municipalities hosted Community Infrastructure Partnership Program meeting with Lil'wat Nation
- Undertook first budget review session at the Committee of the Whole meeting on February 2; reminded of upcoming budget review sessions on February 16 (1:00 pm), March 1 (Information Session, 7:00 pm), March 8 (1:00 pm), email input is welcome from the public
- Announced plan to host a joint Council meeting with Lil'wat Nation in March

- Attended Squamish Lillooet Regional Hospital District Board meeting
- Reminded that Sea to Sky Clean Air Society and Pemberton Fire Rescue will be hosting a Burnsmart Workshop at the Community Centre on February 6 from 2 pm – 5 pm
- Reminded that the Provincial Government is undertaking consultation on the Climate Leadership Plan open until March 25
- Acknowledged the success of the Pemberton & District Library

Moved/Seconded

**THAT** staff report back on town hall meeting concepts that includes potential dates and budget.

**CARRIED**

Mayor Richman provided the following highlights of the SLRD Board Meeting, held on January, 27:

- Discussed Britannia Beach commercial development
- Reviewed Zoning Amendment application for Tyax Lodge
- Attended the Community to Community (C2C) forum in Lillooet
- Undertook budget review and noted that the tax requisition for Pemberton is lower for this year than last year

## b) Councillors

### **Councillor Linklater**

Councillor Linklater reported on the following:

- Extended appreciation to Winterfest organizing committee and Village staff who provided assistance; apologized for not participating in the Polar Bear plunge
- Attended the Whistler Blackcomb Foundation Fundraising Event
- Attended the Pemberton & District Library Board Annual General Meeting
- Announced the Pulling Together initiative to be held on July 2 -11
- Reminded that transit service interruptions have been adverted

### **Councillor Ross**

Councillor Ross did not have anything to report at this time.

### **Councillor Craddock**

Councillor Craddock did not have anything to report at this time.

**Councillor Helmer**

Councillor Helmer did not have anything to report at this time.

**9. BYLAWS**

**a) First, Second and Third Reading**

- i. Village of Pemberton Parks & Public Spaces Use Bylaw No. 797, 2016**

Moved/Seconded

**THAT** Council give First, Second and Third Readings to the Parks and Public Spaces Use Bylaw No. 797, 2016.

**CARRIED**

- ii. Village of Pemberton Business Licence Amendment Bylaw No. 798, 2016**

Moved/Seconded

**THAT** Council give First, Second and Third reading to Business Licence Amendment (Fine Schedule) Bylaw No.798, 2016.

**CARRIED**

**10. CORRESPONDENCE**

**a) For Information**

- i. Ms. Marnie Simon, President of the Pemberton Arts and Culture Council, January 26, 2016, regarding appreciation for the Community Initiative and Opportunity Fund**

Moved/Seconded

**THAT** Council receive the correspondence from Ms. Simon, dated January 26, 2016, for information.

**CARRIED**

**b) For Action**

- i. Minister of State Naomi Yamamoto, Office of the Minister of State for Emergency Preparedness, January 11, 2016, regarding discussion of the Emergency Program Act**

Moved/Seconded

**THAT** Council receive the correspondence from Minister of State Yamamoto, dated January 11, 2016, for information.

**CARRIED**

**ii. Ms. Brenda McLeod, dated January 15, 2016, regarding outside boundary water rates**

Moved/Seconded

**THAT** the correspondence from Ms. McLeod be referred to staff for review and follow up.

**CARRIED**

**iii. Mayor Darrell Mussatto, City of North Vancouver, January 19, 2016, regarding B.C. Building Act Implementation**

Moved/Seconded

**THAT** staff be directed to request a copy of the Squamish-Lillooet Regional District report on the BC Building Act Implementation, to be distributed to Council.

**CARRIED**

**iv. Sea to Sky Invasive Species Council, dated January 27, 2016, requesting annual funding, in the amount of \$1500, to support the work of the Council and requesting that the Village of Pemberton join the fee-for service Field Program and provide funding, in the amount of \$3,000, for inventory, control and monitoring of invasive plants within the Village boundaries**

Moved/Seconded

**THAT** the request for funding be referred to staff for inclusion in the 2016 budget deliberations.

**CARRIED**

**v. Heather Quamme, Counselor, Pemberton Secondary School, dated January 27, 2016, requesting information regarding the Village of Pemberton Bursary and confirmation of continued support**

Moved/Seconded

**THAT** the correspondence be received and referred to Staff for follow up;

**AND THAT** the Village of Pemberton Bursary, in the amount of \$2000, to be awarded to a 2016 graduating student from Pemberton Secondary School be approved.

Moved/Seconded

**THAT** Councillor Craddock be appointed to sit on the 2016 Village of Pemberton Bursary Committee.

**CARRIED**



## 11. DECISION ON LATE BUSINESS

Moved/Seconded

**THAT** Council approve consideration of the Village of Pemberton owned Prospect Street property, 7462 Prospect Street.

**CARRIED**

## 12. LATE BUSINESS

### a) Village of Pemberton Prospect Street Property

Moved/Seconded

**THAT** staff be directed to have the 7462 Prospect Street Prospect Street appraised.

**CARRIED**

## 13. NOTICE OF MOTION

There was no notice of motion.

## 14. QUESTION PERIOD

### Mark Mendonca, Grimm's Gourmet & Deli, Pemberton, BC

Mr. Mendonca asked a question about insurance requirements for short term vacation rental operators.

### Anna Helmer, 7451 Aspen Drive, Pemberton, BC

Ms. Helmer requested clarification on the dates and times of the upcoming budget sessions.

## 15. AJOURNMENT

Moved/Seconded

**THAT** the February 2, 2016 Regular meeting be adjourned at 9:30 p.m.

**CARRIED**

---

Mike Richman  
Mayor

---

Sheena Fraser  
Corporate Officer

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

**Minutes of the SPECIAL Meeting** of Council of the Village of Pemberton held on Thursday, February 11, 2016 at 3:00 p.m. in Council Chambers, 7400 Prospect Street. This is Meeting No. 1418.

---

**IN ATTENDANCE:**

Mayor Mike Richman  
Councillor Ted Craddock  
Councillor Karen Ross

**Attended by Phone:**

Councillor Jennie Helmer  
Councillor James Linklater

**STAFF IN ATTENDANCE:**

Nikki Gilmore, Chief Administrative Officer  
Sheena Fraser, Manager of Corporate & Legislative Services

**Public:**

**0**

---

**1. CALL TO ORDER**

At 3:00 p.m. Mayor Richman called the meeting to order.

**2. APPROVAL OF AGENDA**

Moved/Seconded

**THAT** the Agenda be approved as presented.

**CARRIED**

**3. IN CAMERA**

Moved/Seconded

**THAT** pursuant to Section 90 (1) (a) Personnel, (g) litigation and (k) negotiations of the Community Charter, the Council of the Village of Pemberton serve notice to hold an In-Camera Meeting on today's date for the purpose of dealing with matters for which the public shall be excluded from attending.

**CARRIED**

At 3:01 p.m. Council moved In Camera.

At 3:28 p.m. Council rose without report from In Camera.

**4. AJOURNMENT**

Moved/Seconded

**THAT** the February 11, 2016 Special meeting be adjourned at 3:28 p.m.

**CARRIED**

---

Mike Richman  
Mayor

---

Sheena Fraser  
Corporate Officer

**Date:** February 16, 2016  
**To:** Nikki Gilmore, Chief Administrative Officer  
**From:** Rachael Pennington, Protective Services Coordinator  
**Subject:** Fire Prevention Amendment Bylaw No. 799, 2016

---

### **PURPOSE**

The purpose of this report is to present to Council the Fire Prevention Amendment Bylaw No. 799, 2016, to amend Fire Prevention Bylaw No. 744, 2013.

### **BACKGROUND**

In 2013, staff was directed by Council to undertake a review of the Village of Pemberton Fire Prevention and Burning Bylaw No. 168, 1983 and the Village of Pemberton Fireworks Regulations as a result of an update on the status of air quality monitoring by the Ministry of Environment in a report by the Sea to Sky Clean Air Society and residents' concerns about fireworks activities at Halloween. As a result of this review, Council repealed Village of Pemberton Fire Prevention Bylaw 168, 1983, and Village of Pemberton Fireworks and Firecracker Bylaw No. 534 and adopted Village of Pemberton Fire Prevention Bylaw No. 744, 2013. Since its adoption in 2013, staff have identified three minor housekeeping items to be addressed in Fire Prevention Amendment Bylaw No. 799, 2016.

### **DISCUSSION & COMMENTS**

Fire Prevention Bylaw No. 744, 2013, establishes the requirement for any person possessing or discharging fireworks must obtain a Fireworks Permit. In Section 8.6 (c), the bylaw outlines the requirements to sell fireworks, which include an inspection of the premises on which the fireworks are to be stored and a fee paid by the applicant for such inspection. Because of the dangerous nature of fireworks, it is imperative that any person discharging fireworks undertake an inspection and gain the subsequent permit to ensure the safety of their business and the public. However, the bylaw does not currently list a fee for fireworks inspections in fee schedule "B". Staff has prepared a Bylaw Amendment that would see Schedule 'B' of Fire Prevention Bylaw No. 744, 2013, amended to establish a Fireworks Inspection Fee of \$50. The remainder of the fee structure will remain unchanged.

In addition, Fire Prevention Bylaw No. 744, 2013, includes specifications for burning yard waste, which is an activity that falls under the *Open Burning Smoke Control Regulation* under the *Environmental Management Act*. Reference to this regulation should be included under the permitting requirements for yard waste burning; therefore, staff proposes that the following language be included as Section 7.6 (g):

*every person proposing to carry out the open air burning of yard must comply with all applicable provisions of the Open Burning Smoke Control Regulation under the Environmental Management Act and all other applicable Provincial enactments.*

Finally, Fire Prevention Bylaw No. 744, 2013, limits the size of the fires for recreational purposes on residential property by restricting the size of the fire pit to one meter and the height of the fire to one meter (Section 7.11 (g)). In the interest of clarity and compliance with provincial legislation, staff propose that the size restrictions in the bylaw be amended to mirror the campfire size restrictions of the *Wildfire Act* which is established at half (0.5) of a meter in diameter and half (0.5) of a meter in height.

### **LEGAL CONSIDERATIONS**

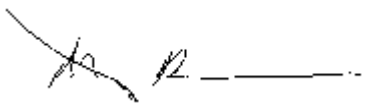
Fire prevention and public safety is an area of policy that is heavily legislated by the provincial government. Inspections of premises where the fireworks will be stored ensures compliance with the *Explosives Act*, updating the permissible campfire size meets with the requirements of the *Wildfire Act*, and including reference to the *Open Burning Smoke Control Regulation* under yard waste burning provides clarity over the applicability of that piece of provincial legislation.

### **IMPACT ON BUDGET, POLICY, STAFFING**

As with any bylaw enforcement, the Village's approach is to seek compliance through education and information. In this regard, if a business is selling fireworks or a resident is burning in their yard without the necessary permits, they will be contacted by Pemberton Fire Rescue or the Corporate & Legislative Services department to ensure awareness of the bylaw requirements.

### **INTERDEPARTMENTAL IMPACT & APPROVAL**

This initiative will enable Pemberton Fire Rescue, which is responsible for public safety and fire prevention, to work together with Corporate & Legislative Services to enforce contraventions of the Fire Prevention Bylaw and will be incorporated into the yearly work plan of both departments.



---

Robert Grossman  
Fire Chief



---

Sheena Fraser  
Manager of Corporate & Legislative Services

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

This initiative will not have any impact on other jurisdictions as only those businesses and residents within the Village of Pemberton are required to obtain a fire permits.

### **ALTERNATIVE OPTIONS**

There are no alternative options for consideration.

### **POTENTIAL GOVERNANCE CONSIDERATIONS**

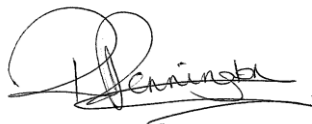
This initiative is consistent with the Strategic Plan's theme of good governance.

### **RECOMMENDATIONS**

**THAT** Council consider giving Fire Prevention Amendment Bylaw No.799, 2016 first, second and third reading.

### **Attachments:**

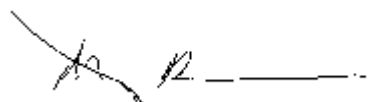
**Appendix A** – Fire Prevention Amendment Bylaw No. 799, 2016.



---

Rachael Pennington  
Emergency Services Coordinator

### **MANAGER**



---

Robert Grossman  
Fire Chief

### **CHIEF ADMINISTRATIVE OFFICER REVIEW**



---

Nikki Gilmore  
Chief Administrative Officer

VILLAGE OF PEMBERTON  
BYLAW No. 799, 2016

---

**A bylaw to amend Village of Pemberton Fire Prevention Bylaw No. 744, 2013.**

---

**WHEREAS** the *Community Charter* authorizes the Village of Pemberton, for the health, safety or protection of persons and property to regulate municipal services, firecrackers and fireworks by bylaw;

**AND WHEREAS** the Province of British Columbia has adopted a Fire Code to govern standards in respect of the protection of persons and property in municipalities and regional districts in the Province;

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

**1. CITATION**

This bylaw may be cited as "Village of Pemberton Fire Prevention Amendment Bylaw No. 799, 2016".

**2. APPLICATION**

a) Section 7.6 (Open Air Fire Permit for Yard Waste) is amended by adding subsection (g):

(g) every person proposing to carry out the open air burning of yard must comply with all applicable provisions of the *Open Burning Smoke Control Regulation* under the *Environmental Management Act* and all other applicable Provincial enactments.

b) Section 7.11 (Open Air Fire Permit for Residential Burning Purposes) subsection (g) is amended as follows:

(g) the open air fire shall be no larger than (0.5) metres in height and 0.5 metres in diameter; and

c) Village of Pemberton Fire Prevention Amendment Bylaw No. 744, 2013, is amended as follows:

Schedule 'B' of Bylaw No. 744, 2013, is hereby deleted and replaced with a new Schedule 'B' that is attached hereto and forms part of this bylaw.

**READ A FIRST TIME** this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

**READ A SECOND TIME** this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

**READ A THIRD TIME** this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

---

Mike Richman  
Mayor

---

Sheena Fraser  
Corporate Officer

**Schedule "B" – Fees**

<b><u>Fee</u></b>	<b><u>Section</u></b>	<b><u>Amount</u></b>
Fireworks Permit inspection	8.6/8.21	\$50
More than one re-inspection	9.2	\$75 per re-inspection
File search fee (up to and including six individual units on one parent property)	11.1	\$50
File search fee (over six individual units on one parent property)	11.1	\$25 each
Inspection request (up to and including six individual units on one parent property)	11.2	\$50
Inspection request (over six individual units on one parent property)	11.2	\$25 each



VILLAGE OF PEMBERTON

BYLAW No. 797, 2016

---

A BYLAW TO REGULATE AND GOVERN THE USE OF  
PARKS AND PUBLIC SPACES

---

**WHEREAS** the *Community Charter* Section 8 (3) authorizes Council to regulate public spaces by Bylaw;

**AND WHEREAS** Council for the Village of Pemberton is empowered to make rules and regulations governing the management and use of parks and public spaces acquired or held by the Village for its purpose;

**AND WHEREAS** the general welfare of the community is enhanced by the regulation and use of the Village's parks and public spaces.

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

1. **Citation**

This Bylaw may be cited for all purposes as "Parks and Public Spaces Use Bylaw No. 797, 2016".

2. **Definitions**

In this Bylaw, the following terms have the following meanings:

**"Application"** means the application for a Park and Public Space Use permit made in the form(s) established and prescribed by the municipality.

**"Beach"** means an area adjacent to the shore of a lake, pond, stream or river normally used for swimming and similar aquatic exercises or for sunbathing;

**"Cycle"** means a device having any number of wheels, which is solely propelled by human power and upon or in which a person may travel;

**"Commercial Event"** means an event organized by a business for the purpose of profit or gain. Commercial events include, but are not limited to, providing of a professional service, an industrial or commercial undertaking of any nature,

commercial filming and any events where tickets are sold for profit. Commercial event organizers must hold a valid Village of Pemberton business licence.

**"Highway"** includes every highway within the Village of Pemberton and within the meaning of the *Highway Act*; and every road, street, lane, alley and right-of-way designed or intended for or used by the general public for the passage of vehicles, and every place or passage way to which the public, for the purpose of parking or servicing of vehicles, has access or is invited; and every place or passage way owned or operated by the Village of Pemberton for the purpose of providing off-street parking.

**"Manager"** means the Chief Administrative Officer and his delegates;

**"Not-for-Profit Event"** means an event organized by a not-for-profit organization, registered society, or person, that does not generate revenue or that generates revenue exclusively to support not-for-profit organization(s) or is generated to sustain the event.

**"Permit"** means the Park and Public Space Use Permit as established and prescribed and issued by the municipality;

**"Person"** means any individual, association, firm, partnership, corporation, agent or trustee and the heirs, executors, or other legal representatives of a person to whom the context can apply according to law;

**"Public Spaces"** means a park or parkland, public space, highway or any real property or interest therein within the Village held or used for pleasure, recreation and community uses of the public and includes the land held under any lease of the foreshore and land covered by water granted to the Village by Her Majesty the Queen, and including the forest inside the Village boundary, whether or not the land is identified by signage or any other device;

**"Recurring Event"** means an event that occurs repeatedly with prescribed activities of an identical nature. Examples of recurring events include, but are not limited to, markets, fundraising events for a specific organization and scheduled training or recreation activities.

**"Village"** means the Village of Pemberton;

### **3. Application of Bylaw**

The provision of this Bylaw applies to every Park and Public Space within the Village:

- Downtown Barn
- One Mile Lake
- Zurcher Park

- Pioneer Park
- Underhill Park
- Alder Street Park
- Rudy Roszypalek Memorial Park (formerly Airport Park)
- Lot 12 – Pump Track/Skate/BMX Bike
- Frontier Street South (Train Station)
- Frontier Street North (Community Space)
- Tennis Courts (Creekside)
- Village Parking Lots
- Staehli Park
- Village Streets

#### **4. Protection of Plants**

No person shall cut, break, remove or in any way destroy or damage any tree, shrub, plant, turf or flower.

#### **5. Damage to Buildings**

No person shall damage or deface any building, structure, fence, sign, seat, bench or ornament of any kind and, without limiting the foregoing, no person shall place graffiti on walls, fences or elsewhere on or adjacent to a public space.

#### **6. Walls and Fences**

No person shall climb, walk, sit, cycle or skate upon any wall, fence or other structure not intended for that use.

#### **7. Pollution of Public Spaces & Streams**

7.1. No person shall foul or pollute any area of water or land, including a ditch, stream storm drain, lake or pond.

7.2. No person shall access or trample the riparian edge of any stream, pond or lake unless that area is designated as an access point.

7.3. No person shall deposit or dump any garbage, glass, crockery, paper, rubbish, litter, wood, waste or other material whether liquid or solid in or on any public space, except in receptacles provided there for such purpose.

7.4. No person shall dispose of waste generated outside a public space by depositing the waste in a waste receptacle or anywhere else inside or on any public space.

## **8. Protection of Grass**

No person shall cross, travel on, use or walk upon any grassed plot or land where signs have been posted forbidding such use.

## **9. Protection of Animals**

No person shall tease, molest, or injure any animal, bird or fish or throw any substance at or near such creatures in such way as to cause them alarm or possible injury, unless permitted under provincial or federal fishing or wildlife regulations.

## **10. Obstruction of Others**

10.1 No person shall obstruct the free use and enjoyment of a public space by any other person.

10.2 No person shall fish or play ball, or any game, or throw any object or thing so as to molest or interfere with or become a nuisance to the general public.

10.3 No person shall hinder, deter or interrupt any person in the exercise of any of his or her duties in charge of any organized recreation or maintenance authorized by the Village.

## **11. Livestock**

No person shall bring in or ride any horses or livestock, except where horseback riding is permitted in areas specifically designated for that purpose.

## **12. Fires**

12.1. No person shall throw any lighted match, cigar, cigarette or similar thing or any burning substance or dispose of it without first extinguishing it.

12.2 No person shall make a fire without obtaining a valid Village of Pemberton Fire Permit.

12.3 No person shall leave a fire unattended.

12.4 No person shall make a fire that exceeds the size of fire prescribed by the Provincial Government.

### **13. Activities**

No person shall undertake of the following activities except in such areas and at such times specifically allotted or designated for that purpose:

- Playing golf or striking a golf ball;
- Shooting an arrow or practicing archery;
- Flying any glider or motor driven model aircraft;
- Launching any power rocket;
- Landing any hang glider, parachute, paraglider, or human carrying kite.

### **14. Poster**

14.1 No person shall post, paint or affix any advertisement, bill, poster, picture, matter or thing on any tree, post, pole, building, structure or thing EXCEPT on kiosks or notice boards specifically designated for that purpose. This section shall not apply to material erected or placed by the Manager for the purpose of conveying information on park or recreation matters or controlling activities within public spaces.

14.2 No person shall engage in the distribution or delivery of commercial advertising material unless the person has been issued a Park and Public Space Use Permit by the Village that includes those permissions.

### **15 Vehicles**

15.1 No person shall ride, drive or lead any animal or drive or propel any cycle or motor vehicle in such a manner as to disturb the enjoyment of any person, or to cause injury or damage to any person, animal or property.

15.2 No person shall operate a motor vehicle except on a roadway

15.3 No person shall park or stop a motor vehicle except in an area designated for vehicle parking.

### **16 Dog Restricted Areas**

16.1 Persons having the custody, care or control of any dog, other than a certified service dog, shall be permitted to bring or have the dog in any park except the following areas:

- a. The main One Mile Lake Park sand beach area between the 1<sup>st</sup> of May and the 30<sup>th</sup> day of September in each year;
- b. Waterfowl nesting sites and streams; and
- c. Inside any building, washroom or concession.

16.2 Persons having the custody, care or control of a certified service dog or other working dog shall be permitted to bring or have the dog in any park, public space or public facility in a public space.

## **17 Competitions and Instructions**

No person shall conduct private instruction or hold a tournament, competition, exhibition, demonstration or series of games with participant member in excess of 10, or for commercial purposes, in any part of a park unless the person has been issued a Park and Public Space Use Permit by the Village that includes those permissions.

## **18 Tents**

No person shall erect any tent, building, shelter or other structure or works or take up any temporary abode, unless the person has been issued a Park and Public Space Use Permit by the Village that includes those permissions.

## **19 Loudspeakers**

No person shall operate or use any amplifying system or loudspeaker unless the person has been issued a Park and Public Space Use Permit by the Village that includes that permission.

## **20 Commercial Operations**

No person or group shall operate a commercial business or utilize any public spaces for a portion of business except as part of a community event, or as authorized by the Village. This includes, but is not limited to, the sale of any refreshment, goods, article or thing or offer any service for a fee in or on any public space. All such operations must conform to all bylaws of the Village and have a valid Business Licence.

## **21 Payment of Fees**

No person shall use any court, green, ground, lawn or facility unless and until such person, if required by the bylaw, has first obtained a Park and Public Spaces Use Permit and paid to the Village any and all applicable fees and charges (Schedule "A") imposed by the Village for such use.

## **22 Powers of the Manager**

The Manager may from time to time do the following in relation to public spaces:

- a. Authorize a public space or any part of it to be closed to free public use and may grant a Park and Public Spaces Use Permit to any person, club or organization upon payment of the applicable fee;

- b. Temporarily close any public space or part of it for the use of the public if, in his opinion, such closure is necessary to prevent or assist in the prevention of a breach of the peace or threat of it, or other violation of the criminal law;
- c. Temporarily close any portion of a public space to public use for the purposes of construction, maintenance, repairs, removal of hazards, filming, a commercial or not-for-profit event or other reasonable cause;
- d. Temporarily close any portion of a public space to public use in the case of emergency or apprehended emergency including fire hazard or health and safety reasons;
- e. Designate areas for climbing, walking, cycling, skating, games, swimming, boating, landing non-motorized soft winged aircraft and other activities of the public;
- f. Designate areas for motorized vehicle travel and vehicle parking and stopping;
- g. Designate areas at which persons may access streams, ponds and lakes;
- h. Designate areas for the protection of grass and grounds;
- i. Designate areas for horseback riding;
- j. Designate areas for overnight camping;
- k. Designate areas for fire pits and barbecues;
- l. Establish kiosks and notice boards for the posting of notices;
- m. Establish a public space or part of a public space as an off leash area for dogs;
- n. Establish public spaces or parts of public spaces and hours where dogs are restricted;
- o. Establish hours for the daily opening and closing of public spaces;
- p. Issue Park and Public Space Use Permits;
- q. Issue Permits for the sale of goods;
- r. Make incidental rules and regulations not inconsistent with this Bylaw; and
- s. Waive public space use fees for not-for-profit groups, school related activities, and other government events based on guidelines established in the Village of Pemberton Community Enhancement Fund grant-in-aid.

## **23 Rules and Regulations**

No person shall violate any provision of this Bylaw or any parks rule, regulation, or notice of the Village or the Manager.

## **24 Parks Officials**

No person shall obstruct or cause to be obstructed, any official employee, agent or contractor of the Village in the exercise of any of his lawful duties.

## **25 Inspection**

Council hereby authorizes its officers, employees and agents to enter at all reasonable times on any public space property to ascertain whether the requirements of this Bylaw are being met and regulations observed.

## **26 Offence**

26.1 Every person who offends against any provision of the Bylaw, or who suffers or permits any act or thing to be done in contravention or violation of any provision of this Bylaw, or who does any act or thing which violates this Bylaw, shall be deemed to be guilty of an offence against this Bylaw and shall be liable for any reasonable costs for reparation and to the penalties imposed under the Municipal Ticket Information Bylaw, amendments and replacements thereof.

26.2 Every day that the offence continues is deemed to be a separate offence.

## **27 Captions**

The captions in this Bylaw are inserted for convenience of reference only and they are not intended to limit this Bylaw or assist in its interpretation.

## **28 Interpretations**

References in this Bylaw to the singular include the plural and references to the masculine include the feminine or body corporate, where the context so allows.



**29 REPEAL**

The “Village of Pemberton Park Use Bylaw No. 707, 2012” and “Village of Pemberton Park and Public Spaces Use Permit (Fee Structure Amendment) Bylaw No. 791, 2015” are hereby repealed.

**READ A FIRST TIME** this 2<sup>nd</sup> day of February, 2016.

**READ A SECOND TIME** this 2<sup>nd</sup> day of February, 2016.

**READ A THIRD TIME** this 2<sup>nd</sup> day of February, 2016.

**ADOPTED** this \_\_\_\_ day of, \_\_\_\_\_, 2016.

\_\_\_\_\_  
Mike Richman  
Mayor

\_\_\_\_\_  
Sheena Fraser  
Corporate Officer

**SCHEDULE A**

**PARK AND PUBLIC SPACE USE PERMIT FEES**

<b>Location</b>	<b>User Category</b>	<b>Permit Fee*</b>	<b>Venue Rental Fee/use*</b>	<b>Security Deposit**</b>	<b>General Liability Insurance required***</b>
Downtown Barn	<b>Non-profit Events:</b>	\$30.00		\$300.00	\$5,000,000.00
	<b>Single Event</b> <i>(may be up to 48 hours as approved by the Manager)</i>				
	<b><u>Use for Recurring Events:</u></b>				
	<b>Seasonal</b> <i>(6 consecutive months)</i>				
	<b>Annual</b> <i>(12 month term: January 1st – December 31st)</i>		\$600.00		
	<b>Commercial &amp; Corporate Events</b>	\$75.00	\$500.00	\$1,000.00	
	<b>Commercial Filming &amp; Photography</b>		\$1,000.00		
Village Streets & Parking Lots ****	<b>Non- Profit</b>	\$30.00	N/A	\$300.00	
	<b>Commercial and Corporate Events</b>	\$75.00	\$200/per block	\$1,000.00	

All other Parks and Public Spaces	<b>Non-profit Events:</b>	\$30.00	N/A	\$300.00	
	<b>Commercial &amp; Corporate Events</b>	\$75.00	Rates to be negotiated based on nature of event	\$1,000.00	

Refunds of the permit and rental fees will be permitted for cancellations up to fourteen (14) days prior to booking date with written notification.

Events cancelled with less than 14 days prior to the event or due solely to inclement weather conditions will not receive a refund.

\*Venue rental fees do not include 5% GST. GST does not apply to permit fees.

\*\* Security deposits will be refunded by cheque within one month, provided no need for repair or site cleanup is found upon post-event inspection.

\*\*\* Village of Pemberton must be named as additional insured. If the organization does not have insurance, Group User Insurance can be obtained through the Village. Note there are some activities are not eligible for the Village’s Group User Insurance.

\*\*\*\* A temporary street use permit is required if an event will temporarily obstruct all or a portion of any lane of traffic, parking lane, alley, sidewalk or boulevard.

**THE VILLAGE OF PEMBERTON  
BYLAW No. 798, 2016**

---

**A bylaw to amend Village of Pemberton Business Licence Bylaw No. 751, 2014**

---

**WHEREAS** pursuant to Section 59 of the *Community Charter*, Council is empowered to regulate in relation to business;

**AND WHEREAS** Council is empowered to provide for granting of business licences, to fix and impose licence fees and regulate certain trades, occupations and businesses in the Village of Pemberton;

**AND WHEREAS** Council may amend its bylaws from time to time when deemed appropriate.

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

**1. CITATION**

This bylaw may be cited for all purposes as the “Village of Pemberton Business Licence Amendment (Fine Schedule) Bylaw No. 798, 2016”.

**2. APPLICATION**

Village of Pemberton Business Licence Bylaw No. 751, 2014, is amended as follows:

Schedule ‘B’ of Bylaw No. 751, 2014, is hereby deleted and replaced with a new Schedule ‘B’ that is attached hereto and forms part of this bylaw

**READ A FIRST TIME** this 2<sup>nd</sup> day of February, 2016.

**READ A SECOND TIME** this 2<sup>nd</sup> day of February, 2016.

**READ A THIRD TIME** this 2<sup>nd</sup> day of February, 2016.

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

---

Mike Richman  
Mayor

---

Sheena Fraser  
Chief Administrative Officer

## SCHEDULE 'B'

### Fines

6.2 - Resident Business without Business Licence:	
1 <sup>st</sup> Offence	\$75.00
2 <sup>nd</sup> Offence (1 week after 1 <sup>st</sup> offence)	\$150.00
3 <sup>rd</sup> Offence (1 week after 2 <sup>nd</sup> offence)	\$300.00
Subsequent Offences	\$450.00
6.3 - Non-Resident Business without Business Licence:	
1 <sup>st</sup> Offence	\$75.00
2 <sup>nd</sup> Offence (1 week after 1 <sup>st</sup> offence)	\$150.00
3 <sup>rd</sup> Offence (1 week after 2 <sup>nd</sup> offence)	\$300.00
Subsequent Offences	\$450.00
7.1 – Failure to Provide Access	\$150.00
11.2 – Failure to Display Valid Licence:	
1 <sup>st</sup> Offence	\$75.00
2 <sup>nd</sup> Offence (1 week after 1 <sup>st</sup> offence)	\$150.00
13.5 – Carrying on Business while Suspended:	
1 <sup>st</sup> Offence	\$150.00
2 <sup>nd</sup> Offence (1 week after 1 <sup>st</sup> offence)	\$300.00
3 <sup>rd</sup> Offence (1 week after 2 <sup>nd</sup> offence)	\$450.00
14.4 (d) – Mobile Vendor without Business Licence	
1 <sup>st</sup> Offence	\$300.00
2 <sup>nd</sup> and Subsequent Offences	\$450.00



FEDERATION  
OF CANADIAN  
MUNICIPALITIES

FÉDÉRATION  
CANADIENNE DES  
MUNICIPALITÉS

President  
Président

Raymond Louie  
Acting Mayor,  
City of Vancouver, BC

January 26, 2016

First Vice-President  
Premier vice-président

Clark Somerville  
Councillor,  
Regional Municipality of  
Halton, ON

Mayor Richman, Chief Nelson,

Second Vice-President  
Deuxième vice-présidente

Jenny Gerbasi  
Councillor,  
City of Winnipeg, MB

The Federation of Canadian Municipalities would like to acknowledge the contributions made by the Village of Pemberton and Lil'wat Nation partnership to First Nation–municipal collaboration through your excellent work on the First Nations–Municipal Community Infrastructure Partnership Program (CIPP).

Third Vice-President  
Troisième vice-présidente

Sylvie Goneau  
Conseillère,  
Ville de Gatineau, QC

As pioneers in CIPP, the elected officials and staff from these communities have contributed to strengthening First Nation – municipal relations and improved joint community infrastructure development. In particular we congratulate you on updating the Water Agreement for supply of water from Lil'wat First Nation to the Village of Pemberton business park.

Past President  
Président sortant

Brad Woodside  
Mayor,  
City of Fredericton, NB

We hope that your experience serves as inspiration for a relationship that grows stronger over time and leads to additional joint initiatives.

Chief Executive Officer  
Chef de la direction

Brock Carlton  
Ottawa, ON

Please accept this certificate in recognition of this important work and your leadership for improved First Nation – municipal relations.

Raymond Louie  
FCM President

10, rue Rideau Street,  
Ottawa, Ontario

Mailing address/  
Adresse postale

24, rue Clarence Street,  
Ottawa, Ontario K1N 5P3

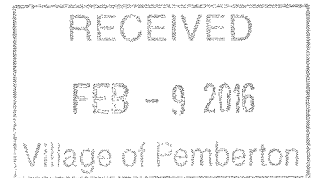
T. 613-241-5221  
F. 613-244-1515

[www.fcm.ca](http://www.fcm.ca)



# Local Government Program Services

...programs to address provincial-local government shared priorities



February 2, 2016

Mayor Richman and Council  
Village of Pemberton  
Box 100  
Pemberton, BC, V0N 2L0

Administration provided  
by UBCM

Funding provided by  
Province of B.C.

**Re: 2015 Age-friendly Community Planning & Projects Grant  
(Pemberton Valley Men's Shed)**

Dear Mayor and Council,

Thank you for providing a final report and financial summary for the above noted project. We have reviewed your submission and all reporting requirements have been met.

The final report notes a total overall expenditure of \$19,505.42. Based on this, a cheque in the amount of \$5,505.42 will be issued shortly under separate cover. This cheque represents final payment of the grant and is based on the total reported expenditure minus the initial payment of \$14,000.00 made in December 2014.

I would like to congratulate the Village of Pemberton for undertaking this project and responding to the opportunity to support the creation of an age-friendly community.

Sincerely,

Danyta Welch  
Policy & Programs Officer

cc. *Kim Slater, Communications & Grants Coordinator, Village of Pemberton*



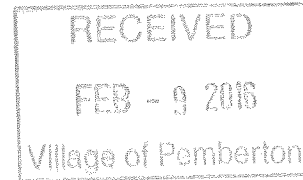
For program  
information, visit the  
Funding Programs  
section at:

[www.ubcm.ca](http://www.ubcm.ca)

LGPS Secretariat

Local Government House  
525 Government Street  
Victoria, BC, V8V 0A8

E-mail: [lgps@ubcm.ca](mailto:lgps@ubcm.ca)  
Phone: (250) 356-2947



February 5, 2016

Dear Village of Pemberton :

On behalf of the Spirit of BC Community Committee, organizers of Pemberton Winterfest, I would like to express our sincerest thanks for your support in helping to make our annual event a success.

With your help and partnership we were able to host a fun, family friendly event in celebration of Winter. We could not have done it without you!

Please accept this certificate of appreciation as a small token of our deepest thanks.

Some excellent photos were taken by local photographer Dave Steers, and are available to view at [www.flickr.com/photos/dbsteers/albums/72157663670726012](http://www.flickr.com/photos/dbsteers/albums/72157663670726012). In this photo stream are photos of the outdoor movie night, polar bear plunge, 'Disco Glow' family dance party and the fireworks.

Thank you again for your support and we look forward to partnering with you on Winterfest 2017.

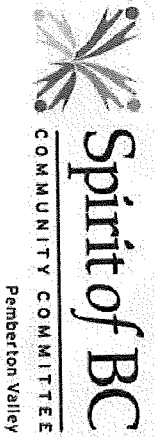
Sincerely,

A handwritten signature in black ink, appearing to read "Carlee Cindric".

Carlee Cindric  
Winterfest Chair

**Spirit of BC Community Committee, Pemberton Valley**  
Box 370, Pemberton, BC, V0N 2L0  
[www.pembertonwinterfest.com](http://www.pembertonwinterfest.com)



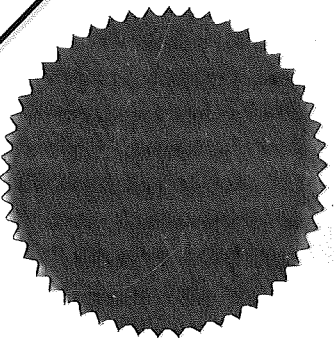


**Certificate of Appreciation**  
presented to

*Village of Pemberton*

in recognition of your contribution to the

**2016 Pemberton Winterfest**



A handwritten signature in black ink, appearing to read "Carlee Cindric", written over a horizontal line.

Carlee Cindric, Winterfest Chair

# STRATEGIC PRIORITIES CHART

February 2015

## CORPORATE PRIORITIES (Council/CAO)

### NOW

1. **FRIENDSHIP TRAIL BRIDGE: Application**
2. **COMMUNITY FOREST: Feasibility**
3. **BOUNDARY EXTENSION: Analysis**
4. **PVUS: Joint Governance Review**
5. **SHELF READY PROJECT: Selection**

### TIMELINE

February  
y June  
March  
June  
June

### NEXT

- CAPITAL STRATEGY
- RECREATION SERVICE DELIVERY
- ECONOMIC DEVELOPMENT STRATEGY
- SEWER FEES
- FIRE SERVICES AGREEMENT
- ONE MILE LAKE PLAN
- FIRST NATION SHARED SERVICES

### ADVOCACY / PARTNERSHIPS

- *Gas Tax Grant*
- *Friendship Trail Bridge Grant*
- *PVUS Joint Governance Review*

## OPERATIONAL STRATEGIES (CAO/Staff)

### CHIEF ADMINISTRATIVE OFFICER

1. **FRIENDSHIP TRAIL: Application - Feb.**
  2. **PVUS: Joint Governance Review - June**
  3. **BOUNDARY EXTENSION: Analysis - Mar.**
- **SHELF READY PROJECT: Selection**
  - FIRE SERVICES AGREEMENT

### FIRE

1. Fire Truck Specifications - April
  2. Fire Hall Design - June
  3. FUSS Report: Review Priorities - Mar.
- Training Ground Upgrades
  -

### CORPORATE & LEGISLATIVE SERVICES

1. **COMMUNITY FOREST: Feasibility - June**
  2. Council Procedure Bylaw - April
  3. Employee Manual - Sept.
- ECONOMIC DEVELOPMENT STRATEGY
  - Chamber Welcome Sign

### OPERATIONS

1. Reservoir - June
  2. Water Looping - Sept.
  3. I&I and Outflow inspections - May
- ONE MILE LAKE: Projects & Plan
  - Eagle Drive Remediation

### FINANCE / ADMINISTRATION

1. CAPITAL STRATEGY: Priorities - Oct.
  2. SEWER FEE: Analysis - Nov.
  3. Admin fee Bylaw Review - Sept.
- Expense Policy Review
  -

### DEVELOPMENT

1. Barn Program - April
  2. Agricultural Parks Plan - Sept.
  3. Development Procedure Bylaw - June
- Zoning Bylaw
  - OCP Review

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

## OPEN QUESTION PERIOD POLICY

**THAT** the following guidelines for the Open Question Period held at the conclusion of the Regular Council Meetings:

- 1) The Open Question Period will commence after the adjournment of the Regular Council Meeting;
- 2) A maximum of 15 minutes for the questions from the Press and Public will be permitted, subject to curtailment at the discretion of the Chair if other business necessitates;
- 3) Only questions directly related to business discussed during the Council Meeting are allowed;
- 4) Questions may be asked of any Council Member;
- 5) Questions must be truly questions and not statements of opinions or policy by the questioner;
- 6) Not more than two (2) separate subjects per questioner will be allowed;
- 7) Questions from each member of the attending Press will be allowed preference prior to proceeding to the public;
- 8) The Chair will recognize the questioner and will direct questions to the Councillor whom he/she feels is best able to reply;
- 9) More than one Councillor may reply if he/she feels there is something to contribute.

*Approved by Council at Meeting No. 920  
Held November 2, 1999*

*Amended by Council at Meeting No. 1405  
Held September 15, 2015*