

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

Agenda for the **Regular Meeting** of Council of the Village of Pemberton to be held Tuesday, March 1, 2016, at 7:00 p.m. **in the SLRD Boardroom at 1350 Aster St. (location change)**. This is Meeting No. 1420.

“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.”

7:00 p.m. - 2016 Budget Information Session

This information session will take place prior to the start of the Regular Council Meeting.

| Item of Business | Page No. |
|---|---------------------|
| 1. CALL TO ORDER | |
| 2. APPROVAL OF AGENDA | |
| Recommendation: THAT the Agenda be approved as presented. | |
| 3. RISE WITH REPORT FROM IN CAMERA (CLOSED) - Meeting No. 1419, Tuesday February 16, 2016 | |
| a) Engineering Technician Position | |
| Council approved the establishment of an Engineering Technician position to be part of the Operations & Development Services Department. | |
| b) 580 Hillside Community Amenity Contributions | |
| Council approved and accepted the placement of gravel, extracted from the Lillooet River, on the recreation site as a Community Amenity Contribution from the 580 Development Group. | |
| 4. ADOPTION OF MINUTES | |
| a) Regular Council Meeting No. 1419 – Tuesday, February 16, 2016 | 3 |
| Recommendation: THAT the minutes of Regular Council Meeting No. 1419 held Tuesday, February 16, 2016, be adopted as circulated. | |
| 5. BUSINESS ARISING FROM COMMITTEE OF THE WHOLE | |
| a) Unallocated Community Enhancement Fund and Community Initiative & Opportunity Fund | |
| Recommendation: THAT Council ratify the Committee of the Whole recommendation that the remainder of the 2015 Community Initiative and Opportunity Fund, in the amount of \$17,652.35, and the remainder of the 2015 Community Enhancement Fund, in the amount of \$11,735.12, be allocated to reduce the debt on the Community Barn Project. | |
| 6. COMMITTEE MINUTES - FOR INFORMATION | |
| 7. DELEGATIONS | |
| a) HUKA Entertainment – 2015 Festival Review and 2016 Festival Planning | |

8. REPORTS

a) Corporate & Legislative Services

- i. **Tourism Pemberton Request for Board Representation** 8

Recommendation: THAT Council provide direction with respect to an appointment to the Board of Tourism Pemberton.

- ii. **Signal Hill Parent Advisory Committee - Community Enhancement Fund Application** 12

Recommendation: THAT Council consider approval of an allocation from the Community Enhancement Fund, in the amount of \$1,797, to the Signal Hill Elementary School Parent Advisory Committee to support the Pacific Salmon Foundation Stream of Dreams Mural Project.

b) Pemberton Fire Rescue

- i. **Fire Department Playbook Information Session** 32

Recommendation: THAT the Office of Fire Commissionaire Structure Firefighters Competency and Training Playbook report received for information.

c) Mayor

d) Councillors

9. BYLAWS

a) Fourth and Final Reading

- i. **Village of Pemberton Fire Prevention Bylaw No. 799, 2016** 58

Recommendation: THAT Village of Pemberton Fire Prevention Bylaw No. 799, 2016, receive Fourth and Final Reading.

10. CORRESPONDENCE

a) For Information

- i. **Mr. Hugh Naylor, Director, Pemberton Valley Trails Association, dated February 15, 2016, regarding proposed commuter pathway adjacent to Highway 99** 60

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

62

15. ADJOURNMENT

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

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

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
Robert Grossman, Fire Chief
Wendy Olsson, Executive Assistant
Paige MacWilliam, Legislative Assistant

Public: 1

1. CALL TO ORDER

At 9:00 a.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. 1417 –Tuesday, February 2, 2016

Moved/Seconded

THAT the minutes of Regular Council Meeting No. 1417 held Tuesday, February 2, 2016, be adopted as circulated.

CARRIED

b) Special Council Meeting No. 1418 – Thursday, February 11, 2016

Moved/Seconded

THAT the minutes of Special Council Meeting No. 1418 held Thursday, February 11, 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) Mayor

Mayor Richman reported on the following:

- Reminded of the budget review process ongoing at the Village of Pemberton. Questions and comments may be submitted to budget@pemberton.ca
- Announced Pemberton and District Chamber is hosting a luncheon on Feb. 18 at the Black Squirrel with guest speaker Dave Fortune of HUKA.
- Reminded of Pink Shirt Day on Feb. 24, to support bullying intolerance
- Extended appreciation to the Pemberton Fire Rescue for their participation in the Burnsmart workshop held on February 6

b) Councillors

Councillor Linklater

Councillor Linklater reported on the following:

- Acknowledged that Winterfest organizers had met with staff to discuss the 2016 event and plan for the 2017 event
- Attended Pemberton Valley Utilities and Services Committee meeting on Feb. 9, budget process nearing completion

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 Fire Prevention Bylaw No. 799, 2016

Moved/Seconded

THAT Village of Pemberton Fire Prevention Bylaw No. 799, 2016, receive First, Second and Third Reading.

CARRIED

b) Fourth and Final Reading

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

Moved/Seconded

THAT Village of Pemberton Parks and Public Spaces Use Bylaw No. 797, 2016, receive Fourth and Final Reading.

CARRIED

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

Moved/Seconded

THAT Village of Pemberton Business Licence Amendment (Fine Schedule) Bylaw No.798, 2016, receive Fourth and Final Reading.

CARRIED

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)

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)

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

Moved/Seconded

THAT Council receive the correspondence from Mr. Louie, Ms. Welch, and Ms. Cindric for information.

CARRIED

b) For Action

No correspondence for action to be received.

11. DECISION ON LATE BUSINESS

a) Provincial Funding for Affordable Housing

Moved/Seconded

THAT consideration of provincial funding for affordable housing be added as late business.

CARRIED

12. LATE BUSINESS

a) Provincial Funding for Affordable Housing

Moved/Seconded

THAT staff monitor opportunities for provincial funding support for affordable housing and keep Council apprised.

CARRIED

13. NOTICE OF MOTION

There was no notice of motion.

14. QUESTION PERIOD

There were no questions for consideration.

15. IN CAMERA

Moved/Seconded

THAT pursuant to Section 90 (1) (a) personnel, (g) litigation, (k) negotiations, and (l) municipal objectives 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 9:30 a.m. Council moved In Camera.

At 12:52 p.m. Council reconvened the regular meeting.

16. RISE WITH REPORT

Council Rose with Report on the following:

a) Engineering Technician Position

Council approved the establishment of an Engineering Technician position to be part of the Operations & Development Services Department.

b) 580 Hillside Community Amenity Contributions

Council approved and accepted the placement of gravel, extracted from the Lillooet River, on the recreation site as a Community Amenity Contribution from the 580 Development Group.

17. AJOURNMENT

Moved/Seconded

THAT the February 16, 2016 Regular meeting be adjourned at 12:53 p.m.

CARRIED

Mike Richman
Mayor

Sheena Fraser
Corporate Officer

Date: March 1, 2016
To: Nikki Gilmore, Chief Administrative Officer
From: Sheena Fraser, Manager of Corporate & Legislative Services
Subject: Tourism Pemberton Board of Directors Appointment

PURPOSE

The purpose of this report is to bring back for consideration the appointment of a representative from the Village of Pemberton to the Tourism Pemberton Board of Directors.

BACKGROUND

At the Committee of the Whole Meeting No. 143, held Tuesday, February 2, 2016, correspondence from Tourism Pemberton, dated January 14, 2016, was presented in which Tourism Pemberton invited the Village to appoint a representative to sit on the Tourism Pemberton Board as a liaison to the Village.

Over the past number of years, Council members have acted as a liaison between the Village and community groups or organizations of which they may already be a member or alternatively have an interest in being involved. Initially the intent for attending these community group/organization meetings was a way of ensuring the Village is apprised of upcoming community activities or issues. Most recently members of Council have been regularly attending the monthly meetings of the Pemberton Valley Dyking District (PVDD), the SLRD Agricultural Advisory Committee (AAC), the Pemberton Valley Trails Association (PVTA) and the Recreation Advisory Committee (RAC) when the Committee was still active. In the past, Council members previously attended meetings in this liaison capacity, held by the School Parent Advisory Council's, Sea to Sky Trails, Women's Safety Network and Canada Day Committee to name a few. It should be noted that attendance at these meetings has been voluntary as the Village did not receive an official request to send or appoint a representative.

Early in the development of Tourism Pemberton, and before it was an established Society, the Village was represented at meetings of the Committee by a member of Staff. When Tourism Pemberton incorporated as a Society in 2013 a new Board was appointed and liaison with the Village was limited.

DISCUSSION & COMMENTS

As a result of discussion that took place at the above noted Committee of the Whole Staff was directed to send correspondence to Tourism Pemberton advising that Council will be considering how committee appointments are made and a response with respect to making an appointment as a liaison will be provided later in March.

Since that time, staff has learned that Tourism Pemberton is intending to expand its Board membership to include not only a representative (Council or Staff) from the Village of Pemberton but also SLRD Electoral Area C. This is in response to the contribution of funding

from both local governments and in recognition that expanding the scope of the Board's expertise and experience would be beneficial to helping to move the organization forward.

Tourism Pemberton will be holding their Annual General Meeting on Wednesday, March 2nd and will be bringing forward changes to the structure which will allow the Board to expand from five (5) members up to a maximum of twelve (12). Staff have clarified that the request from Tourism Pemberton to have the Village appoint a representative is not just in a liaison capacity but as a full voting member of the Board. This same request has been made to the SLRD Electoral C Director and it is understood that this will be coming forward to the Board in April or May.

The purpose of the Tourism Pemberton Destination Marketing Association Society (Tourism Pemberton) is as follows:

- i) To market and promote Pemberton and Area as a travel destination of choice.
- ii) To foster community partnerships that leverage cooperative marketing dollars.
- iii) To assist in planning and promotion of community events that drive visitor traffic to the region.

Currently there are thirty (30) members of Tourism Pemberton.

Staff has researched how other Tourism organization facilitate involvement of local government representatives and noted that the RMOW appoints two representatives to the Tourism Whistler Board and those appointments are Mayor Wilhelm-Morden and CAO Mike Furey. Staff is unable to confirm whether or not members of Council are appointed to the Board of Tourism Squamish.

COMMUNICATIONS

If Council determines to make an appointment at this meeting correspondence will be sent to Tourism Pemberton advising who from the Village has been appointed.

LEGAL CONSIDERATIONS

There are no legal, legislative or regulatory considerations at this time.

IMPACT ON BUDGET & STAFFING

Depending on which direction Council determines is appropriate, there may be some costs associated with overtime should a member of staff be appointed to the Tourism Pemberton Board of Directors as there may be a requirement to attend evening meetings.

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts or approval required at this time unless it is determined that a member of staff be appointed at which time this would need to be approved by the CAO.



Sheena Fraser
Manager of Corporate & Legislative Services

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

Participation on the Tourism Pemberton Board of Directors would be beneficial and would aid in developing relationships with not only the neighbouring jurisdictions but community groups and organizations and support the promotion of the Pemberton Valley as a tourist destination.

ALTERNATIVE OPTIONS

There are three options for consideration:

Option One: Appoint a member of Council or Staff to represent the Village of Pemberton on the Tourism Pemberton Board of Directors

Option Two: Decline the invitation to appoint a member to the Tourism Pemberton Board

Option Three: Defer the appointment of a member of the Tourism Pemberton Board for discussion at a later date.

POTENTIAL GOVERNANCE CONSIDERATIONS

Participation on the Board of Directors of Tourism Pemberton would meet with Strategic Priority No One: Economic Vitality by supporting a competitive and diversified economy with engaged corporate citizens as well as Strategic Priority No. Two: Good Governance in which the Village is committed to citizen engagement, being accountable and fiscal responsibility.


RECOMMENDATIONS

THAT Council provide direction with respect to an appointment to the Board of Tourism Pemberton.

Attachments:

Appendix A : Correspondence from Tourism Pemberton, dated January 14, 2016.

MANAGER:

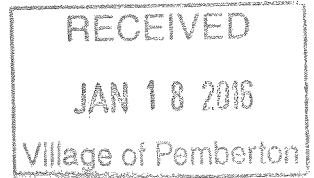


Sheena Fraser
Manager of Corporate & Legislative Services

CHIEF ADMINISTRATIVE OFFICER REVIEW



Nikki Gilmore
Chief Administrative Officer



Pemberton & District

Chamber of Commerce

January 14, 2016

Nikki Gilmore,
Village of Pemberton,
Box 100,
Pemberton, B.C., V0N 2L0

Dear Nikki,

The Board of Tourism Pemberton would like to invite the Village of Pemberton to appoint a representative to sit on the Tourism Pemberton Board as a Liaison to the Village.

We are looking forward to working with the Village and appreciate the support that we have received.

I look forward to your reply.

Regards,

Shirley Henry,
Secretary- treasurer.

Date: March 1, 2016
To: Nikki Gilmore, Chief Administrative Officer
From: Sheena Fraser, Manager of Corporate & Legislative Services
Subject: Community Enhancement Request – Signal Hill Elementary School – Parent Advisory Committee – Stream of Dreams Project

PURPOSE

To request funding, in the amount of \$1,797, from the Community Enhancement Fund to support the Signal Hill Elementary School Parent Advisory Committee in fundraising for the Pacific Salmon Foundation Stream of Dreams Mural Project.

BACKGROUND AND COMMENTS

The Village of Pemberton has received a Community Enhancement Fund request, in the amount of \$1,797, from the Signal Hill Elementary School Parent Advisory Committee. The requested funds are to assist with the purchase of material for the wooden fish that will be part of the Stream of Dreams Mural at the school and will replace the current Stream of Dreams which is in need of repair. The Mural is designed to help educate the community on keeping the watershed healthy for salmon and people. This project will involve 420 students of Signal Hill, 140 students of L'école La Vallée de Pemberton, and 125 community members, working together to paint wooden fish to decorate the fence at Signal Hill Elementary School.

The Signal Hill Elementary School Parent Advisory Council (SHEPAC) is a not-for-profit Society of over 800 members that helps foster learning through parent involvement in the school. SHEPAC supports children's learning at home and at school, through building working relationships with teachers and improving the school environment.

The Signal Hill Elementary School Parent Advisory Committee received grant funding through the Community Enhancement Fund in the past as per the chart below:

| Year | Amount | Project |
|-------------|---------------|--------------------------------|
| 2013 | \$5,000.00 | Intermediate School Playground |
| 2014 | \$5,000.00 | Intermediate School Playground |

Criteria

The Community Enhancement Fund (CEF) application states that the Village will provide funding to not-for-profit Organizations, Entities or Societies based within the Village of Pemberton that are considered by Council to be contributing to the general interest and benefit of its residents in the following areas:

- Sports, Recreation and Education
- Arts and Culture, or

➤ Special Events.

The funds available for grants are limited and may not be sufficient to fund all requests for grants made in any one year. Grants will be awarded at Council's discretion and will be authorized by Council resolution.

As such, Council has established the following priorities:

- a) non-profit groups and/or activities which either promote the Village of Pemberton; or
- b) benefit a large number of Pemberton residents; or
- c) involve participation of a large number of Pemberton residents; or
- d) others as authorized by statute.

Applications or events that have secured additional funding through fundraising or own initiative will be given priority.

Funding will be considered for Village organizations providing sports, recreation and education, arts and culture, and special event services in any of the following:

- New Programs
- Expansion of current programs
- Leadership development
- New or expanded special events
- Special projects

DISCUSSION & COMMENTS

The request meets with the criteria of the Community Enhancement Fund under *Special projects* criteria and meets the priority to *involve participation of a number of Pemberton residents*. In addition, the SHEPAC has demonstrated that they have secured additional funding through the Pacific Salmon Foundation, Squamish-Lillooet Regional District Area C and in-kind donations for this project.

COMMUNICATIONS

There are no communications elements anticipated.

LEGAL CONSIDERATIONS

There are no legal considerations at this time.

IMPACT ON BUDGET & STAFFING

At the Committee of the Whole Meeting No. 144, held Tuesday, February 16, 2016, the Committee reviewed the Community Enhancement Fund program and the allocations made from that fund since 2007. The Committee has directed staff to reduce the 2016 Community Enhancement Fund requisition from \$25,000 to \$15,000, which will be reflected in the upcoming budget to be presented for Council's consideration in March. The chart below reflects this change in the budget allocation and notes the contributions committed to date for 2016.

Community Enhancement Fund Reconciliation – As of March 1, 2016

| | | | |
|---|-----------------|------------------|----------------------------|
| 2016 Budget Amount | | \$ 15,000 | |
| Contributions Expensed: | | | |
| Village of Pemberton Bursary Council Meeting No. 1417-February 2, 2016 | \$ 2,000 | | Pemberton Secondary School |
| TOTAL ALLOCATED TO DATE: | \$ 2,000 | | |
| | | | |
| CEF REMAINING | | \$ 13,000 | |
| Requested Contributions: | | | |
| Signal Hill Elementary School PAC | \$ 1,797 | | Stream of Dreams Mural |
| Remainder after contribution: | | \$11,203 | |

At this time, the CEF has a very healthy balance of \$13,000 remaining at the preparation of this report. As such, to help facilitate the awareness of clean water for wildlife and people, Staff can confirm there are sufficient funds to in CEF to fund this request in the amount of \$1,797 and that it meets the criteria outlined in the policy.

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts anticipated.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

The initiative benefits 560 elementary school students from the Village of Pemberton and surrounding area as well as 125 community members at the Stewardship Pemberton Nature Centre. This will result in participation from residents of all of the neighbouring jurisdictions.

ALTERNATIVE OPTIONS

- Option 1:** Support the Signal Hill Elementary School Parent Advisory Committee in the amount of \$1,797.00.
- Option 2:** Decline the request from the Signal Hill Elementary School Parent Advisory Committee.
- Option3:** Support a contribution to the Signal Hill Elementary School Parent Advisory Committee in an amount to be determined by Council.

POTENTIAL GOVERNANCE CONSIDERATIONS

This initiative supports the Village's 2016 Strategic Priorities, particular the Priority of Social Responsibility:

The Village strives to create a strong and vibrant community recognizing the importance and benefits of both healthy and engaged citizens as well as an accessible and well managed natural environment.

RECOMMENDATIONS

THAT Council consider approval of an allocation from the Community Enhancement Fund, in the amount of \$1,797, to the Signal Hill Elementary School Parent Advisory Committee to support the Pacific Salmon Foundation Stream of Dreams Mural Project.

Attachments:

Appendix A: Signal Hill Elementary School Parent Advisory Committee –
Community Enhancement Fund Application

MANAGER:



Sheena Fraser
Manager of Corporate & Legislative Services

CHIEF ADMINISTRATIVE OFFICER REVIEW



Nikki Gilmore
Chief Administrative Officer



**COMMUNITY ENHANCEMENT FUND
PROGRAM/GRANT IN AID**

POLICY # COUNCIL 003

APPROVED March 20, 2007

APPROVED April 19, 2011

AMENDMENT: November 1, 2011

Community Enhancement Fund Program/Grant in Aid

Approved: Council Meeting No. 1176 March 20, 2007
Amended: Committee of the Whole No. 53 March 15, 2011
Amended: Committee of the Whole No. 54 April 5, 2011
Approved: Council Meeting No. 1277 April 19, 2011
Amended: Council Meeting No. 1290 November 1, 2011

The following provides the criteria and process for applications to the Community Enhancement Fund Program (CEF) also known as Grant-in-Aid (GIA).

GRANT OBJECTIVE

The Community Enhancement Fund (CEF) will provide funding to not-for-profit organizations, entities or Societies based within the Village of Pemberton that are considered by Council to be contributing to the general interest and benefit of its residents in the following areas:

- Sports, Recreation and Education
- Arts and Culture, or
- Special Events.

PRIORITIES

The funds available for grants are limited and may not be sufficient to fund all requests for grants made in any one year. Grants will be awarded at Council's discretion and will be authorized by Council resolution.

As such, Council has established the following priorities:

- a) non-profit groups and/or activities which either promote the Village of Pemberton; or
- b) benefit a large number of Pemberton residents; or
- c) involve participation of a large number of Pemberton residents; or
- d) others as authorized by statute.

Applications or events that have secured additional funding through fundraising or own initiative will be given priority.

APPLICATION PROCESS

- 1) All applications must be filled in on the Schedule 1 application form provided.
- 2) All applications must be accompanied by a copy of your organization's current year's budget and/or event budget that includes revenues and expenses and discloses how the grant will be spent.
- 3) The annual budget approval is not considered as a grant-in-aid approval.

- 4) All applicants must be available to attend the Council meeting at which the request is being considered or consideration may be deferred until a future council meeting.
- 5) All applicants will be notified regarding approval status, and once approved; successful applicants will receive funding within approximately two weeks of approval date.
- 6) A follow up process and evaluation procedure will be implemented. This process will require a report from the recipient regarding the success of the project along with funding revenues and expenditures to be submitted within 90 days of project completion. Formal agreements may also be necessary, depending on the nature of the application and if Council deems it necessary.
- 7) Funding may be released at intervals based on progress and presentation of reports and invoices as agreed between the Village and the applicant.
- 8) Requests for funds are reviewed on a submission by submission basis and are not to be considered by applicants as an automatic, on-going source of annual funding. Renewals or increases in funding are not automatic.

FUNDING CRITERIA

Funding will be considered for Village organizations providing sports, recreation and education, arts and culture, and special event services in any of the following:

- New Programs
- Expansion of current programs
- Leadership development
- New or expanded special events
- Special projects

For all grants, applicants must:

1. Be a resident of the Village of Pemberton.
2. Be available to attend the council meeting at which the request is being considered.
3. Must have evidence of support, including letters of support and evidence of participation numbers.
4. Have identified a need in the community.
5. Must be unique in nature – not duplicating services already provided in the community, unless a demand can be demonstrated.
6. Have a detailed budget and time line and show long term benefit to the community.
7. Funds may not be used for honorariums, wages, or other professional fees.
8. Provide their most recent annual financial statements and up-to-date financial information (i.e current balance sheet and income statement) supporting the request for funding.
9. Non-compliance with any or part of this policy may disqualify the applicant from future grant consideration.

SPECIFIC CRITERIA

1. Applicants must be a club, group or Society that have been in operation for a minimum of one season, and have a bank account in the name of the club, group or Society.
2. Applicants must demonstrate a need and the benefit of their application.
3. Applicants must provide a detailed budget and time frame for the funds applied for.
4. Applicants are encouraged to use the funds for leverage for other grants or funding applications. Priority will be given to applications with in kind funding from other sources. Applicants can use funds for travel to Zone, Regional, Provincial or National level events in amateur sports, recreation or sporting activity or competition.
5. Send a one-page outline of how the grant money is to be used.
6. Applicants must show in kind funding for the project, or be using the funds as leverage for other grants.

7. Applicants are encouraged to attend a Council meeting or provide in writing a report that can be presented to Council describing how the grant money was used after the event/project has concluded.
8. Include a report, signed by the President or Treasurer attesting to the accuracy and completeness, which reflects the spending of the grant funds within (90 days) of the completion of the project or purpose to which the grant funds were approved.
9. Under special extenuating conditions, Council shall have the discretion to waive any of the above terms.



COMMUNITY ENHANCEMENT FUND APPLICATION

ORGANIZATION INFORMATION

Organization Name: Signal Hill PAC

Contact Name: Claire Fuller Title: PAC representative

Mailing Address: PO Box 717 Phone: 604-905-8359

Pemberton BC, V0N 2L0 Email: _____

What is the Status of your Organization? Registered Charity Society Special Interest

Annual Report filed with the Provincial Government: Yes No

If Yes, Date Last Report Filed: _____

How many members are in your organization? 11 Executive, 800+ parents

Describe the role of volunteers in your organization: Signal Hill Parent Advisory Council (PAC)
helps foster our children's learning through parent involvement in the school.

Personal information you provide on this form is collected pursuant to Section 26 of the *Freedom of Information and Protection of Privacy Act* and will only be used for the purpose of processing the Community Enhancement Fund application. Your personal information will not be released except in accordance with the *Freedom of Information and Protection of Privacy Act*. Questions about the collection of your personal information may be referred to Sheena Fraser, Manager of Corporate & Legislative Services (sfraser@pemberton.ca or 604-894-6135).

DETAILS OF FUNDING REQUEST

1. Amount of Grant Requested: \$ 1,797.00

2. Total Event Budget: \$ 25,797.00

3. Total Fundraising (funds from other sources): \$ 24,000.00

4. What is the purpose for which the grant is being requested? The purchase of 359 of the 685
wooden fish needed to deliver the Pacific Salmon Foundation Stream of Dreams Mural for
Signal Hill Elementary, L'Ecole la Vallee de Pemberton, and One Mile Lake Nature Centre
(OMLNC)

5. How does/will your Organization or project promote or benefit the Village of Pemberton?
It promotes local stewardship through helping students discover their local waterway and
understand the importance of green spaces and rivers with healthy salmon populations in
communities. The process engages and empowers children & families, and educates them in
their local watersheds, salmon protection and stewardship values.



COMMUNITY ENHANCEMENT FUND APPLICATION

6. How many Pemberton residents will benefit or participate in the project?

All 420 students of Signal Hill, all 140 students of Ecole la Vallee, 125 community members at Mile One Lake Nature Centre. Each class group will have 45 minutes of watershed and salmon habitat education and 45 minutes of painting a wooden fish. On BC Rivers Day the educator team will deliver the same process to community members over 2 sessions.

7. Please list any other grants for which your Organization has applied or received

Pacific Salmon Foundation \$7,000 confirmed

SLRD Village of Pemberton Area C \$1,800 confirmed

Total in kind \$15,200 confirmed

8. What is the anticipated start date of the event or initiative? Sept 26th - 30th 2016

9. Please attach any further information that you consider relevant in support of your application.

PLEASE NOTE: The Village reserves the right to request additional information if required.

APPLICATION CHECKLIST

- Letters of Evidence of Support
- Detailed Project Outline and Timeline
- Detailed Project Budget showing Expenses, Revenues, Donations, and Volunteer Contributions
- Most Recent Annual Financial Statement and/or Up-to-Date Financial Information
- Society Documentation (if Applicable)

PROJECT DESCRIPTION

Project Summary:

The Stream of Dreams program educates community on keeping their watershed healthy for salmon and people. The program provides examples and alternatives to non-point source pollution in yards and home. The Stream of Dreams draws awareness to the need for clean water for wildlife and people. Stream of Dreams promotes local stewardship through helping student's discovery their local waterway and understanding the importance of green spaces and rivers with healthy salmon populations in communities. The project includes a beautiful mural that becomes a legacy of the local community and a memory marker for the lessons learned in the Stream of Dreams program. The process of education and engagement empowers children and families with a voice for salmon protection. The Stream of Dreams program is a conduit for students and their community to be advocates for their watershed and stewards to protect salmon. The Stream of Dreams project brings salmon awareness to urban and new Canadian communities whom otherwise have no contact or understanding of salmon except to consume.

Project Rationale:

Salmon rely on clean water and good habitat. The Stream of Dreams program will increase public awareness and support the social, environmental and economic value of Pacific salmonids. There is a general lack of understanding about local watersheds. A common assumption is that storm water and household grey/sewage water is filtered or *cleaned* to remove pollutants, including toxic chemicals and pharmaceuticals, all of which are harmful to salmon. Knowledge in our community varies, from children not knowing what a creek or stream is, to classes that participate in the Salmon in the Classroom program.

This project is important because the education component fills the gaps in understanding of how our community and students can protect salmon and their habitat. It's imperative that our young people are given correct and factual information about their roles in wild salmon recovery. Community-based salmon stewardship begins with education and outreach that inspires behaviour change on a community level. Our youngest members of society have the most at stake if we fail to instil salmon stewardship values. We need a continuum of informed future generations that build a unanimous culture of salmon stewardship, and urge the adults in their lives to support wild salmon recovery.

This project will be timed to take place next September to coincide with salmon runs within our watershed. The One Mile Lake Nature Centre (OMLNC) component will be completed on B.C. Rivers Day, adding to this valuable and existing community event.

Expected results to come from this project:

Result #1

Increased community capacity and involvement in wild salmon enhancement, habitat protection/restoration and watershed stewardship activities.

The salmon habitat that we are protecting through participating the Stream of Dreams program is the water quality of the Lillooet River Watershed. Signal Hill Elementary is involved in the Salmon in the Classroom program, and the One Mile Lake Nature Centre continues to engage local schools and the broader community on salmon and general habit conservation needs in our area.

SPS successfully received funding from the Pacific Salmon Foundation and the Pemberton Festival Community Fund to create an interactive 3D watershed model to be permanently on display outside the OMLNC. The Stream of Dreams mural installation and educational program would very much compliment the watershed model and further extend the reach of our community engagement; enhancing the outdoor space at the OMLNC and inspiring our community and next generation of environmental leaders.

Result #2

Increasing public awareness and support of the social, environmental and economic value of Pacific salmon.

The Stream Of Dreams Murals Society will be at our school for 5 days ending with a mural installing on the 4th day, and starting with the program on B.C. Rivers Day event at the OMLNC. We anticipate a deepened relationship with salmon on an emotional level. Each student is immersed with information about the salmon life cycle, the importance of clean water and salmon health, and where the drains in the street and homes lead. The students will transform a wooden fish into a Dreamfish, *bringing alive* if you will the importance and value of wild salmon.

Result #3 Increased public understanding and support for rebuilding the salmonid resource and their individual role in supporting wild salmon recovery.

-Salmon recovery is a complex subject and needs to be approached from many directions. The Stream of Dreams program addresses our students and their families individual role is in supporting salmon recovery by provides examples and alternatives to non-point source pollution in yards and home. Public understanding and support is necessary to the success of salmon recovery. Stream of Dreams promotes local stewardship through helping student's discovery their local waterway and understanding the importance of green spaces and rivers with healthy salmon populations. The collaborative approach between SPS, Steam of Dreams, and community supporters will leave a lasting connection in our community - and provide an avenue for further outreach in the future.

Methods:

Stream of Dreams educators will visit 21 classes from both Signal Hill Elementary and École De La Vallee De Pemberton, grades k-7, over 4 days. Each visit is 90 minutes long; 45 minutes of watershed and salmon habitat education and 45 minutes of painting a wooden fish.

On the 5th day all 560 fish will be installed onto the schools chain link fence. The project will be offered to teachers and school staff as well as they must be ambassadors for their students in environmental education.

On B.C. Rivers Day (September 24th), the Stream of Dreams educator team will be on site at the OMLNC. Stewardship Pemberton Society will organize two time slots for B.C. Rivers Day participants to partake in the educational and painting activities. SPS will have volunteers on site and will assist families in placing their fish in a designated area on the OMLNC.

The school and B.C. Rivers Day programs are being held in close succession to save on travel and accommodation costs.

TECHNICAL SOUNDNESS AND PROJECT FEASIBILITY Stream of Dreams pedagogy and curriculum was developed and influenced by:

- Geologist
- DFO
- Environmental engineers/scientist
- City planners
- Professional artist

The Stream of Dreams watershed education and public art program for schools is unique because the program integrates science and art concepts as a process to created informed public art. The program is protected by a trademark and copyright and only licensed program providers can provide a Stream of Dreams program. We know of no other program like Stream of Dreams. The Stream of Dreams is considered a leader in the field of combining watershed education and community based public art.

SPS has worked in collaboration with many local area stakeholders, and has a strong relationship with Signal Hill Elementary school.

PROJECT VOLUNTEERISM

The fish production for this project is the largest volunteer involvement. Each fish needs to be traced, sanded, cut, primed and painted. The total time of making one fish is 45 minutes, multiply this effort by 560 participants = 420

hours to make the fish. The other volunteer component is coordination, scheduling, preparing the art-room, installing the final mural, as well as promoting and executing the event at our B.C. Rivers Day celebration.

PROJECT OUTREACH

Please find attached letters of support for this project (Appendix B):

- 2. Signal Hill Elementary School
- 3. Village of Pemberton Area C
- 5. École De La Vallee De Pemberton

This project has multiple partners, stakeholders, and funders. They include: Stream of Dreams Murals Society, Signal Hill Elementary School, Village of Pemberton, Squamish Lillooet Regional District Area C, Pacific Salmon Foundation, École De La Vallee De Pemberton, and Stewardship Pemberton Society.

Publicity

SPS will alert the local media to this project, as well as the Winds of Change, a collaborative information exchange between Lil'wat Nation and the Village of Pemberton. Information will also be shared with parents of the participating schools.

PROJECT RISK

This project is very low risk. The Stream of Dreams art workshops follow best environmental practices for using house paint with children and practice low impact clean up of brushes and equipment.

Project Schedule

| Task | Completion Date |
|---|------------------------------------|
| Process 560 Elementary students over 4 days | September 26, 27, 28 and 29th 2016 |
| Install wooden fish onto chain link fence | September 30th 2016 |
| Engage approx. 125 participants at B.C. Rivers Day event at the One Mile Lake Nature Centre | September 25th, 2016 |
| Submit funding reports | Late Winter 2016 |

PROJECT BUDGET

Please see Appendix A for a detailed project budget.

| | Cash | In-Kind |
|--------------------------|---------------|----------------|
| Materials | CA\$ 5406.00 | CA\$ 700.00 |
| Professional Fees | CA\$ 3200.00 | CA\$ 14250.00 |
| Miscellaneous | CA\$ 887.00 | CA\$ 0.00 |
| Admin | CA\$ 1104.00 | CA\$ 250.00 |
| Totals | CA\$ 10597.00 | CA\$ 15200.00 |

| | |
|--|------------|
| Funding Matrix | |
| Pacific Salmon Foundation - confirmed | CA\$7,000 |
| SLRD Area C Select Funds - confirmed | CA\$1,800 |
| Village of Pemberton - pending | CA\$1,797 |
| Total in-kind | CA\$15,200 |
| Total Cash Requested | CA\$10,597 |
| TOTAL PROJECT COST (cash and in-kind) | CA\$25,797 |

Thank you for your time in regards to this matter. We look forward to your response!

Signal Hill PAC

Appendix A. Detailed Project Budget

| Item | Funder | Unit rate | Units | Amount | |
|---------------------------------------|--|------------|-------|-------------|-----------|
| | | | | Cash | In-Kind |
| Art paint | Sherwin - Williams | \$ 45 per | 14 | \$ 180.0 | 450 |
| Plywood | Scaffold Depot | \$50 | 5 | | 250 |
| Blades | PSF | \$15 | 1 | \$ 15.0 | |
| Primer and varnish for Fish | PSF | \$80 | 1each | \$ 80.0 | |
| Fish (560 for schools, 125 for OMLNC) | North Fraser Pretrial/ Village of Pemberton/ Squamish Lillooet Regional District Area C | \$5 | 685 | \$ 3,425 | |
| Mileage school trips | PSF | .52 per km | 410 | \$ 213 | |
| North Fraser Pretrial trips | PSF | .52 | 65.70 | \$ 34.0 | |
| Accommodation | PSF | \$120 | 6 | \$ 720.0 | |
| Food - living away expense | PSF | \$100 | 6 | \$ 600.0 | |
| Aluminum sign | PSF | \$55 | 1 | \$ 55.0 | |
| Wire Ties | PSF | .06 | 1,400 | \$ 84 | |
| Subtotal | | | | \$ 5,406.00 | \$ 700.00 |

Appendix A. Detailed Project Budget

| Item | Funder | Unit rate | Units | Amount | |
|----------------------------|-----------------------|-----------|--------|---------|----------|
| | | | | Cash | In-Kind |
| Volunteer Labour | Both Schools and SPS | 15.00 | 60 | | \$ 900 |
| Volunteer Supervisor | Both Schools and SPS | 25.00 | 20 | | \$ 500 |
| Volunteer fish maker | North Fraser Pretrial | 25.00 | 514hrs | | \$ 12850 |
| Professional fee/ educator | PSF | 200 | 6 days | \$ 1200 | |
| Professional fee/ educator | PSF | 200 | 6 days | \$ 1200 | |
| Project coordinator | PSF | 200 | 4 days | \$ 800 | |
| SUBTOTAL | | | | \$ 3200 | \$ 14250 |

| Item | Funder | Unit rate | Units | Amount | |
|---------------------------|------------------|-----------|-------|--------|---------|
| | | | | Cash | In-Kind |
| Facebook/ twitter updates | Stream of Dreams | \$25 hr. | 2 | \$ 50 | |
| Video archive | PSF | \$25 hr. | 8 | \$ 200 | |
| Contingency | Stream of Dreams | | | \$ 500 | |
| License fee | Stream of Dreams | .20 per | 685 | \$ 137 | |
| SUBTOTAL | | | | \$ 887 | |

Appendix A. Detailed Project Budget

ADMINISTRATIVE/OVERHEAD COSTS

| Item | Funder | Unit rate | Units | Amount | |
|---|----------------------------------|-----------|-------|-------------------|---------------|
| | | | | Cash | In-Kind |
| Administration | Stream of Dreams | \$25 | 5 | \$ 125.00 | |
| Project Management- In-Kind | Stewardship Pemberton Society | \$25 | 20 | \$ 250.00 | \$ 250 |
| Insurance | Stream of Dreams | | % | \$ 136.00 | |
| Rent, utilities, accounting, accounting services, admin fees | Stream of Dreams | | % | \$ 593.00 | |
| SUBTOTAL | | | | \$ 1104.00 | \$ 250 |



Signal Hill Elementary School

1410 Portage Rd,
Pemberton, B.C.
V0N 2L1

Phone: (604) 894-6378 S. Broatch, Principal
Fax: (604) 894-5117
E-mail: sbroatch@sd48.bc.ca
C. Hanbury, Vice-Principal

October 9th, 2015

Jim Shinkewski
Salmon Programs Coordinator
Pacific Salmon Foundation
300-1682 West 7th Avenue
Vancouver, B.C
V6J 4S6

RE: Letter of Support for Stewardship Pemberton Society Funding Application

Dear Sir,

Signal Hill Elementary School is pleased to provide support for Stewardship Pemberton's funding application to the Pacific Salmon Foundation, in partnership with the Stream of Dreams Murals Society to bring their award-winning environmental education program to our community.

The focus on watershed education, habitat conservation, and education the role of Pacific salmon within our local area and ecosystem is a valuable addition to our teachings. The permanent art installation will be a tangible and lasting result of this community partnership, and will inspire the many students at our school for years to come.

Should you have any questions or would like further information, please don't hesitate to contact me.

Yours truly,

Sharon Broatch
Principal

October 9, 2015

PO Box 100
7400 Prospect St.
Pemberton
British Columbia
CANADA
V0N2L0

P. 604.894.6135
F. 604.894.6136

www.pemberton.ca

Jim Shinkewski
Salmon Programs Coordinator
Pacific Salmon Foundation
300-1682 West 7th Avenue
Vancouver, BC, V6J 4S6

Re: Stewardship Pemberton's Pacific Salmon Foundation Fund Application

Dear Madam / Sir,

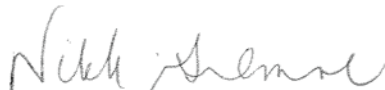
The Village of Pemberton is pleased to provide support for Stewardship Pemberton's funding application to the Pacific Salmon Foundation.

Stewardship Pemberton is a volunteer-based, non-profit organization that plays an integral role in our community. Their work includes advocating for our natural assets, hosting (very popular) nature camps for school-aged children, programming for the One Mile Lake Nature Centre, and providing educational opportunities for residents and visitors.

It is our understanding that Stewardship Pemberton Society is seeking funds from the Pacific Salmon Foundation to work with Stream of Dreams Murals Society to bring a watershed educational program and art installation to Signal Hill Elementary, École De La Vallee De Pemberton, and the One Mile Lake Nature Centre. It is our understanding that the murals will be installed on the existing chain link fence at Signal Hill Elementary School as well as a designated area on the One Mile Lake Nature Centre building. The Nature Centre is located on lands leased from the Village and as such, Stewardship Pemberton Society has our permission to install the mural on the outside of the building.

The Village of Pemberton supports Stewardship Pemberton Society in regards to this project which will help them fulfill their mandate of connecting community, people, and nature. Thank you for your time and consideration of this funding application. Please feel free to contact me if you require any additional information.

Yours truly,
VILLAGE OF PEMBERTON



Nikki Gilmore
Chief Administrative Officer

October 7th, 2015



Téléphone: 604-932-9602

Télécopie: 604-932-9608

Jim Shinkewski
Salmon Programs Coordinator
Pacific Salmon Foundation
300-1682 West 7th Avenue
Vancouver, B.C
V6J 4S6

RE: Letter of Support for Stewardship Pemberton Society Funding Application

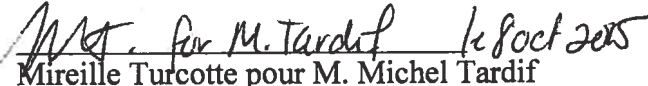
Dear Sir,

École La Vallée de Pemberton is pleased to provide support for Stewardship Pemberton's funding application to the Pacific Salmon Foundation, in partnership with the Stream of Dreams Murals Society to bring their award-winning environmental education program to our community.

The focus on watershed education, habitat conservation, and education the role of Pacific salmon within our local area and ecosystem is a valuable addition to our teachings. The permanent art installation will be a tangible and lasting result of this community partnership, and will inspire the many students at our school for years to come.

Should you have any questions or would like further information, please don't hesitate to contact me.

Your Truly,


Mireille Turcotte pour M. Michel Tardif
1509 Spring Creek drive
Whistler, B.-C. V0N1B1
604-932-9602
mireille_turcotte@csf.bc.ca

Signal Hill Elementary School Parent Advisory Council
Statement of Revenue and Expenditures
January 26, 2016

| | Year to Date Sep 1-Jan 26 | Budget 2015-16 | Variance |
|---|------------------------------|---------------------|-----------------------|
| Revenue: | | | |
| Hot Lunch Fundraiser | \$ 12,076.02 | \$ 35,000.00 | \$ (22,923.98) |
| Father Daughter Dance | \$ 400.00 | \$ 10,000.00 | \$ (9,600.00) |
| Poinsettias | \$ 8,549.51 | \$ 11,000.00 | \$ (2,450.49) |
| Little Bear Productions Program | \$ 4,290.18 | \$ 3,800.00 | \$ 490.18 |
| Missoula Program | \$ 3,103.30 | - | \$ 3,103.30 |
| Loveable Labels | \$ 65.78 | \$ 30.00 | \$ 35.78 |
| Cookie Dough | \$ 45.00 | - | \$ 45.00 |
| Bank Interest | \$ 0.06 | - | \$ 0.06 |
| Movie Night | - | - | - |
| Playground GST/PST rebates | \$ 3,307.29 | - | \$ 3,307.29 |
| Art Start Grant | - | - | - |
| School Board Contribution | - | \$ 300.00 | \$ (300.00) |
| Total Revenue | \$ 31,837.14 | \$ 60,130.00 | \$ (28,292.86) |
| Expenditures: | | | |
| Hot Lunch Fundraiser | \$ 5,452.98 | \$ 22,000.00 | \$ (16,547.02) |
| Father Daughter Dance | \$ 433.65 | \$ 3,500.00 | \$ (3,066.35) |
| Poinsettias | \$ 7,604.92 | \$ 8,500.00 | \$ (895.08) |
| Little Bear Productions Program | \$ 2,020.64 | \$ 5,900.00 | \$ (3,879.36) |
| Missoula Program | - | - | - |
| Cookie Dough | - | - | - |
| Bank Service Charges | \$ 6.00 | \$ 20.00 | \$ (14.00) |
| Movie Night | - | - | - |
| Grade 7 Grad | - | \$ 685.00 | \$ (685.00) |
| Retirement Gifts | - | \$ 100.00 | \$ (100.00) |
| Meeting Expense | - | \$ 25.00 | \$ (25.00) |
| Sports Day | - | \$ 250.00 | \$ (250.00) |
| Playground | \$ 112.00 | \$ 1,000.00 | \$ (888.00) |
| Field Trip Contributions (including Aquabus) | \$ 106.43 | \$ 2,605.00 | \$ (2,498.57) |
| Choir | \$ 250.00 | \$ 250.00 | - |
| Bike Racks | - | \$ 600.00 | \$ (600.00) |
| Miscellaneous Expenses | \$ 32.12 | \$ 700.00 | \$ (667.88) |
| Teacher Supplies | - | \$ 2,400.00 | \$ (2,400.00) |
| Art Start | - | \$ 2,395.00 | \$ (2,395.00) |
| Work Shops/Speakers | - | \$ 1,200.00 | \$ (1,200.00) |
| Teacher Appreciation | - | \$ 3,000.00 | \$ (3,000.00) |
| Sports Teams | \$ 500.00 | \$ 2,000.00 | \$ (1,500.00) |
| Reserve | - | \$ 3,000.00 | \$ (3,000.00) |
| Total Expenditures | \$ 16,518.74 | \$ 60,130.00 | \$ (43,611.26) |
| Revenue less Expenditures | \$ 15,318.40 | \$ - | \$ 15,318.40 |
| Cash on Hand | | | |
| At 1 September 2015 | \$ 26,227.14 | \$ 26,227.14 | - |
| At end of period | \$ 41,545.54 | \$ 26,227.14 | \$ 15,318.40 |
| Cash in Bank Accounts at 26 January 2016 | | | |
| Regular Chequing Account | \$ 41,516.31 | | |
| Savings Account | \$ 3.66 | | |
| Capital Projects Savings Account | \$ 0.14 | | |
| Playground Project Savings Account | \$ 25.43 | | |
| | <u>\$ 41,545.54</u> | | |

Statement of Gaming Grant Account

| | |
|---|--------------------|
| Cash on Hand 1 September 2015 | \$ (106.43) |
| Transfer for Overdraft Field Trip Contributions 2014/15 | \$ 106.43 |
| Gaming Grant Funds from Province of BC | \$ 8,760.00 |
| Gaming Grant Funds Paid Out | <u>\$ (17.43)</u> |
| Cash on Hand 26 January 2016 | <u>\$ 8,742.57</u> |

Date: March 1, 2016
To: Nikki Gilmore, Chief Administrative Officer
From: Robert Grossman, Fire Chief
Subject: Office of the Fire Commissionaire Structure Firefighters Competency and Training Playbook

PURPOSE

The purpose of this report is to provide Council with a summary and an overview of the requirements of the Office of the Fire Commissionaire’s (OFC) Structure Firefighter Competency and Training Playbook (“Playbook”) in preparation for the amendment of the Village of Pemberton Fire Establishment Bylaw No. 68 later this year.

BACKGROUND

In 1969, the Village of Pemberton established a Fire Department through Bylaw No. 68. Pemberton Fire Rescue is a volunteer department that provides service to the residents of the Village of Pemberton. In addition, the existing Fire Service Agreement with the Squamish-Lillooet Regional District (SLRD) establishes that fire protection services are provided to Pemberton Meadows (SLRD Bylaw No.1082, 2008), Pemberton Heights (SLRD Bylaw No. 1083, 2008) and the Pemberton Fire Protection Specified Area as defined within the Agreement.

Since the establishment of Pemberton Fire Rescue, the type of emergencies to which the department is responding has changed, in part because of evolving provincial government requirements. In 2003, the Office of the Fire Commissionaire (OFC) released a training standards guideline for structural firefighters. In 2009, a review of this training standard guideline was conducted and recommendations were put forward. In 2012, the OFC published a follow up document to the review that was undertaken in 2009. In 2013, with the help of the British Columbia Institute of Technology, a province-wide fire training needs assessment was conducted.

Following the 2013, assessment of fire training needs, the OFC, working with the Fire Chiefs Association of BC, BC Fire Training Officers Association, Justice Institute of BC, College of the Rockies, Vancouver Island Emergency Response Academy, and consultation with a variety of other stakeholders, published the Playbook. The first version of the Playbook was released in September 2014 (see News Release - Appendix A) and an updated version was released in May 2015 (see Playbook - Appendix B). The Playbook is applicable to all fire services personnel in British Columbia, as defined in the *Fire Services Act*. It covers all fire departments and fire services, including municipal and regional district fire departments, fire brigades, volunteer fire departments, and fire departments established as a society under the *Society Act*. The Playbook is intended to provide an industry recognized minimum standard of training that utilizes, and bridges to, the current National Fire Protection Association (NFPA) Firefighter qualifications.

The Playbook was created in recognition that many fire departments provide a level of service to their communities that did not previously require NFPA 1001: Standard for Fire Fighter Professional Qualifications training and that many communities would need time to undertake training to meet the newly established minimum training standards. Fire Departments have been encouraged to have a plan in place by June 2016 as a means of proving that they are working towards meeting the Playbook requirements.

DISCUSSION & COMMENTS

The training requirements included in the Playbook are expressly tied to the service level provided by a Fire Department. The Playbook establishes the minimum competencies necessary to perform the role of a Firefighter, Instructor/Evaluator and Team Leader at each designated service level, as well as for the delivery of in-house training in such competencies.

Competencies

As a competency-based program, formal certification, while encouraged, is not required by the Playbook. Each firefighter must be provided training and evaluation in all applicable competencies, which includes theoretical knowledge and hands-on practical skills.

Assessments and evaluations of competencies can be carried out internally by Pemberton Fire Rescue, so long as the evaluation instruments follow the criteria of the Playbook and detailed records of firefighter training and evaluation are maintained.

Service Levels

The playbook establishes three Service Level options for Pemberton Fire Rescue: Exterior Operations Level, Interior Operations Level or Full Service Operations Level. Once a Service Level is established, Pemberton Fire Rescue must ensure that members have met the competency requirements appropriate for their role as identified by the Playbook (Appendix A):

Exterior Operations Level

Exterior Operations Level Firefighters shall not enter any building, vehicle, dumpster or other object if an Immediately Dangerous to Life or Health (IDLH) atmosphere is present. If an IDLH atmosphere is present, Exterior Operation firefighters shall only engage in external fire suppression activities. Operational Guidelines that restrict firefighters to Exterior Operations must be written and enforced by the department, even though they may possess equipment that would otherwise permit them to respond at a higher level.

Exterior Operations Level fire service firefighters require NFPA 1001, Level 1 competencies.

Interior Operations Level

Interior Operations Level Fire Departments may engage in internal fire suppression activities within simple structures or objects such as a vehicle, single family dwelling or other small structure. Interior Operations may also include larger or more complex structures that the Fire Department has assessed and pre-planned for, such that it determines the structure to be safe for Internal Operations qualified firefighters. Firefighters must be trained specifically to the risks associated with these structures.

Interior Operation Level service firefighters require NFPA 1001, Level 2 competencies.

Full-Service Operations Level

Full-Service Operations Fire Departments are similar to Interior Operations Level; however, they are able to deal with fires in complex structures as they have been trained to specifically deal with additional risks, such as hazardous materials. Full service fire departments will have Operational Guidelines that must be written and enforced by the department, that describe advanced training in fire operations activities.

Firefighters require NFPA 1001, Level 2 competencies as indicated in the Playbook, as well as competencies in Live Fire Exterior and Interior and Hazmat Operations. Fire Officers require additional competencies, which include: Fire Officer Level 1 (NFPA 1021 - Level 1), Incident Command 200, Fire Services Instructor 1 (NFPA 1041 – Chapter 4) and Emergency Scene Management.

Pemberton Fire Rescue Training

Pemberton Fire Rescue has been actively undertaking training to move towards the requirements of the Playbook. The Fire Chief has obtained the training required to evaluate NFPA 1001 firefighters and is able to conduct certification of fire fighters in-house, which saves on travel expenses. The Fire Chief also has the following certification:

- NFPA 1001 Level 2
- NFPA 472 Operations Level
- NFPA 1041 Fire Service Instructor Level I
- NFPA 1021 Fire Officer Level I
- Incident Safety Officer
- Incident Command to Level 300

Pemberton Fire Rescue has two (2) additional members that have completed the NFPA 1001, Level 2 certification before joining the department. In addition, there are twelve (12) members of the department taking the in-house training to become NFPA 1001, Level 2 certified Firefighters, which should be completed by the June, 2016.

This report does not cover the minimum standards for the skills and training necessary to perform other advanced or specific functions/roles in respond to other types of emergencies, such as flooding.

Pemberton Fire Rescue Service Level

Pemberton Fire Rescue continues to provide full service operations as it has done prior to the introduction of the Playbook. The current training plan and pre-planning for fires in complex structures shows that Pemberton Fire Rescue is working toward Playbook compliance. These plans also satisfy recommendations from the Fire Underwriters Survey Report. Further information on these recommendations will be brought forward at a later date.

In addition, the Fire Chief is working closely with the Chief Administrative Officer to prepare an updated establishment bylaw to replace Village of Pemberton Fire Department Establishment Bylaw No. 68, 1969, which is significantly outdated and must be revised to reflect the current organizational and administrative structure. The new establishment bylaw will address the level of service Pemberton Fire Rescue will provide for all types of emergencies within the Village of Pemberton and within the fire services agreement areas as established by SLRD Bylaw No.1082, 2008 and SLRD Bylaw No. 1083, 2008.

COMMUNICATIONS

This report does not require a communications component.

LEGAL CONSIDERATIONS

There are no legal considerations at this time as this report is being presented for information.

IMPACT ON BUDGET & STAFFING

There are no impacts to the budget for consideration at this time.

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts or approvals required.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

There are no impacts on the region or neighbouring jurisdictions at the time as this is a report for information purposes only.

ALTERNATIVE OPTIONS

There are no alternative options for consideration as this report is being presented for information.

POTENTIAL GOVERNANCE CONSIDERATIONS

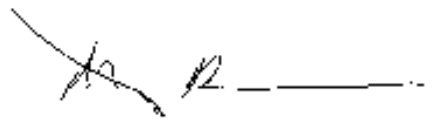
The services of the Pemberton Fire Rescue Department are in keeping with Strategic Priority Theme Three: Excellence in Service by ensuring that the Village continues to *deliver the highest quality of municipal services within the scope of our resources.*

RECOMMENDATIONS

THAT the Office of Fire Commissionaire Structure Firefighters Competency and Training Playbook report received for information.

Attachments:

- Appendix A: News Release - Ministry of Justice and Emergency Management BC – Oct. 14, 2014
- Appendix B: Office of the Fire Commissionaire Structure Firefighters Competency and Training Playbook



Robert Grossman, Fire Chief

CHIEF ADMINISTRATIVE OFFICER REVIEW



Nikki Gilmore, Chief Administrative Officer



NEWS RELEASE

For Immediate Release
2014JAG0284-001497
October 14, 2014

Ministry of Justice
Emergency Management BC

New training standards improve fire services

VICTORIA – New minimum training standards for B.C.’s firefighters will provide a clear and achievable means of ensuring the safety of the men and women in the fire service.

Under the new training standards, which were crafted as part of a Playbook with the Fire Chief’s Association of BC and is updated for the first time in more than a decade, local governments identify the level of service being provided and fire departments are then able to ensure their firefighters are appropriately trained to meet that level. This allows for an effective use of resources to meet the needs of the community without requiring unnecessary training.

The new standards will provide more flexibility for local authorities, provide for better local and regional efficiencies in training and service delivery, and encourage more participation in volunteer fire departments.

With a clear and consistent minimum standard for all, it is expected that the fire service community-at-large will continue to share experience, tactics and approaches with each other as they research and develop best practices.

The new minimum training standards support eight of the 12 recommendations made to government in the 2010 Fire Service Liaison Group (FSLG) report, which was designed to improve the provision of fire and rescue services throughout all of British Columbia.

Quotes:

Suzanne Anton, Attorney General and Minister of Justice –

“Previously, there was one training standard that applied to every department and every firefighter, from those in the smallest communities to those in the biggest cities. It was a one-size-fits-all approach that wasn’t as effective as we needed it to be. This new standard allows communities to ensure that their chosen level of service and its required training best meet their specific needs.”

Timothy Pley, president of the Fire Chiefs Association of British Columbia –

“Local governments, especially in rural communities, can now consider the level of fire protection needed in their community, taking into consideration the level of service that their community is capable of supporting. That decision can then drive the level of training required for firefighters. Providing training that is congruent with the clearly defined level of fire protection that is provided in each community, improves safety for firefighters and the communities they serve. We applaud the government of British Columbia for taking the lead

and bringing this important project to fruition.”

Dean Colthorp, president of the British Columbia Fire Training Officers Association –

“The Playbook’s obvious benefit lies in how it maps out direction for fire departments and fire department members with consistent messaging for learning and developing firefighting skills; we look forward to working with the Fire Chiefs Association of British Columbia, the Office of Fire Commissioner and fire services in B.C. as we move forward with the Playbook.”

Quick Facts:

- The minimum training standards, laid out in the Structure Firefighters Competency and Training Playbook, replace standards set in 2003.
- The standards were developed through a collaborative effort using extensive consultations with a wide range of stakeholders, including the Fire Chiefs Association of British Columbia, British Columbia Fire Training Officers Association, Justice Institute of British Columbia, College of the Rockies and Vancouver Island Emergency Response Academy.
- Exterior Level Departments utilizing the train-the-trainer approach for in-house training delivery, will have the necessary training materials supplied in electronic formats to minimize costs.
- The standards are laid out in a playbook that is a living document that can be amended as required.
- The Fire Services Liaison Group delivered its original report, “Public Safety in BC: Transforming the Fire/Rescue Service”, to government in 2010. It contained 14 recommendations for improving the provision of fire and rescue services throughout all of British Columbia. Twelve of these were directed at the B.C. government and two were directed to local governments.

Learn More:

For more information, visit the Office of the Fire Commissioner at:

<http://www.embc.gov.bc.ca/ofc/>

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British Columbia Fire Service Minimum Training Standards

*Structure Firefighters
Competency and Training*

PLAYBOOK



**Second Edition
Amended: May 2015**

Pursuant to paragraph 3(3)(b) of the *Fire Services Act* of B.C.

Acknowledgements

The Office of the Fire Commissioner wishes to acknowledge the contributions of the following organizations in the compilation, consultation, evaluation and drafting of the B.C. Fire Service Minimum Training Standards:

Fire Chiefs Association of British Columbia

British Columbia Fire Training Officers Association

It was through the efforts of these organizations as well as staff and other individuals within the fire service that this Playbook was created. In moving forward, the Playbook is intended to be a living document that will be periodically reassessed with a view to enhancing or clarifying aspects identified by the fire service.

Table of Amendments

| Description | Effective Date |
|--------------------------|----------------|
| Original document issued | September 2014 |
| Amended | May 2015 |

Overview

1. Purpose:

Under paragraph 3(3)(b) of the *Fire Services Act* (B.C.), the Fire Commissioner is required to establish the minimum standards of training required for fire services personnel in British Columbia. This Playbook sets out a competency-based ladder that provides for a minimum level of sequential training and operational requirements that must be met by each fire department. The Authority Having Jurisdiction will set the **Service Level** (refer to pages 10, 17 and 18) to be provided by its fire department, which in turn determines the minimum training Competencies that must be met by that department. The Playbook establishes the minimum training Competencies required and the standards from which they are drawn.

2. Scope:

This **Playbook** is applicable to all fire services personnel in British Columbia, as defined in the *Fire Services Act*. It covers all fire departments and fire services, including municipal and regional district fire departments, fire brigades, volunteer fire departments, and fire departments established as a society under the *Society Act* (B.C.). This **Playbook** does not apply to provincial Wildfire Management Branch resources.

For the purpose of this document, the term “Authority Having Jurisdiction” or “AHJ” describes the relevant local or regional government, or the entity (or persons) legally responsible for the organization and operation of the particular fire service.

This **Playbook** is intended to provide an industry recognized minimum standard of training that utilizes, and bridges to, the current National Fire Protection Association (NFPA) Firefighter qualifications. The training requirements are expressly tied to the **Service Level** provided by a fire department, as formally determined by the Authority Having Jurisdiction. This document and program establishes the minimum Competencies necessary to perform the role of a firefighter, instructor/Evaluator and Team Leader at each designated **Service Level**, as well as for the delivery of in-house training in such Competencies.

The **Playbook** addresses the principal functional or operational roles for each **Service Level** but does not encompass all roles or functions of the fire service. The **Playbook** is not intended to change or nullify any requirements or training related to other roles or functions in the fire service.

This document and program does not cover the minimum standards for the skills and training necessary to perform other advanced or specific functions/roles such as, but not limited to: Incident Commander, Driver/Operator, Incident Safety Officer, or Rapid Intervention Team. The training for such roles and functions must meet the requirements of the *Workers Compensation Act* (B.C.) and any other applicable statutory or regulatory requirements. These additional training requirements need to be considered by the AHJ when determining the **Service Level** to be provided by its fire service.

3. Principles:

It is the responsibility of each AHJ to select and declare its firefighting **Service Level**, which in turn determines the training Competencies that must be met by the fire service for which it is responsible. The **Playbook** standard outlines the minimum competencies which are drawn from the NFPA standards. The declared **Service Level** must be established as formal policy for the Department (whether by bylaw, policy or in contract) and needs to be fully reflected in the fire department's operating guidelines and policies. The AHJ's decision as to the appropriate **Service Level** for its fire service should be based upon:

- local conditions;
- consultation with representatives of local fire service delivery organization;
- availability of resources and the ability of those resources to respond;
- the realities of the community in terms of demographics, risks, travel distances, fire hall locations, equipment and staffing models; and
- the ability of the AHJ to financially support its fire department to enable it to meet all applicable training, safety and operational requirements for the chosen **Service Level**.

This **Playbook** establishes three **Service Level** options from which an AHJ may choose. Once a **Service Level** is established, each AHJ must ensure that its fire service meets the appropriate competency requirements as identified in the Competency ladder, as well as for the functions and roles not expressly covered by this **Playbook**. Ensuring compliance with minimum standard established in this **Playbook** is the responsibility of the AHJ.

As a competency-based program, formal certification (whether Accredited Certification or other third-party Certification), while encouraged, is not required by this **Playbook**. Each firefighter must be provided training and evaluation in all applicable Competencies, including theoretical classroom and hands-on practical skills, which are required by the chosen **Service Level**.

Assessments and evaluations of Competencies can be carried out internally by the AHJ so long as the evaluation instruments follow the criteria of this **Playbook** (and other applicable NFPA Standards) and that detailed records of firefighter training and evaluation are maintained.

4. Competencies

The **Playbook** establishes and describes the minimum Competencies required of firefighter roles in the following three categories:

- Exterior Operations Level Firefighter;
- Interior Operations Level Firefighter; and
- Full-Service Operations Level Firefighter.

In addition, the **Playbook** establishes three new supervisory responsibilities with related training Competencies or responsibilities. These are:

- Exterior Operations Level Team Leader;
- Exterior Operations Level Risk Management Officer; and
- Interior Operations Level Team Leader

The fire service has a number of well-established officer ranks within its structure. However, use of departmental officer rank identification is not included within this **Playbook** as such ranks do not necessarily signify an operational role on the fire ground. The supervisory roles and responsibilities identified above do not require new “positions” in the department; they simply reflect specific skills and training required to lead a functional crew or to ensure a department is meeting its administrative requirements. Each department must determine the number of these trained individuals required based on the **Service Level** it provides and its operational requirements. A department may choose, through its operational guidelines or policies, to associate the functional skills and training requirements for these supervisory positions to specific fire officer and incident command roles.

5. New Terminology:

Team Leader:

In this **Playbook**, the term **Team Leader** is applied to identify the individual, whether a firefighter or officer, responsible for a specific crew function at an emergency incident.

*Background: On the fire ground most departments operate in a manner whereby not all activities are supervised by an officer; commonly there are simply not enough officers for all the functions being performed. Usually a functional role being performed, such as ventilation, results in the identification and assignment of a **Team Leader**. This individual may commonly be referred to as the Ventilation **Team Leader**, or some other functional description. Frequently a senior or more qualified firefighter will lead the team, even if they are not of officer rank. This reality is identified and accounted for in this **Playbook**. This terminology also recognizes the reality of elected officers in some department structures who may not have advanced operational qualifications or skills necessary for providing supervision at an emergency scene.*

Team Leaders require additional Competencies to qualify them to provide appropriate supervision of the team for which they are responsible. This is a worker safety requirement under the *Workers Compensation Act* (B.C.) and related regulations, as well as being operationally sound. This **Playbook** therefore identifies the minimum training Competencies required for those individuals who will be assuming **Team Leader** roles within Exterior and Interior Operations **Service Level** departments. Nothing in this **Playbook** restricts Full Service Operations Level departments from appointing fully qualified firefighters to act as Team Leaders at an incident.

Risk Management Officer:

The **Risk Management Officer** is an administrative role that must be formally addressed by all “Exterior Operations **Service Level**” departments. The individual who fulfills this role is responsible for ensuring that the department has in place Operational Guidelines, training programs and other administrative processes that ensure safe and effective operations at all incidents. In this **Playbook**, the term **Risk Management Officer** is applied to identify the individual, usually a senior officer, responsible for overseeing the development and implementation of administrative processes which are necessary to ensure an Exterior Operations Level department practices safe and effective fire ground operations as a matter of principle.

*Background: Although the responsibilities that attach to the role of “Risk Management Officer” need to be met by all fire departments, this role is being mandated specifically for Exterior Operations **Service Level** departments, which typically will be the smaller departments in the Province. The intent is to ensure that these departments are formally addressing their obligations with regards to developing the administrative processes and guidelines that are necessary to implement the requirements of this **Playbook** as well as to ensure that a department meets its other statutory or regulatory obligations.*

This role and the attendant responsibilities of the **Risk Management Officer** are administrative. It bears no relationship to the operational roles of either the Incident Commander (IC) or Safety Officer (ISO) at an emergency incident (although it may be possible that an individual who fulfills the Risk Management Officer role in a department may also be qualified to act as an IC or ISO at an incident).

The **Risk Management Officer** may be the Fire Chief, or another member of the department, depending on the composition and structure of the department. This individual needs to have sufficient experience and/or appropriate training to ensure that he or she understands the administrative structures and processes that must be in place to guide a department’s training, safety programs and operations.

6. Instruction, Evaluation and Records Keeping:

The Competencies required to act as an in-house instructor and evaluator of the training required by this **Playbook** are detailed within the document. There are clear expectations identified regarding the provision of training and the creation and management of training records. Training and evaluation can occur using either a third party training organization, or “in-house” by a department using its own instructors and evaluators. The decision on the most appropriate method for each department rests with the AHJ.

It is the responsibility of all fire departments/AHJs to be able to accurately identify record, edit and report out on a complete list of training records for each individual firefighter including specific training subjects covered at each training session. All training records must be kept in accordance with the requirements of the *Workers Compensation Act* (B.C.) and related regulations, and any other regulatory requirements.

7. Maintenance Training:

This **Playbook** identifies the minimum training Competencies required of all firefighters at each **Service Level**. The maintenance training for such Competencies is the responsibility of the Authority Having Jurisdiction and it is expected that this will be accomplished through ongoing skills maintenance training and education. This ongoing training must be duly recorded for each firefighter and officer as contemplated by section 6 above.

8. Transition:

This **Playbook** replaced the previous Minister's Order on training. It establishes a number of new, formal requirements for AHJs and fire departments, which will involve some consideration and take time to implement. It is the responsibility of each AHJ immediately to take steps to establish a **Service Level** policy for each fire service for which it is responsible, and to ensure implementation of the related training requirements. However, given the nature of the changes involved, a transitional period will exist until [30 June 2016]. By that date:

- each AHJ must formally have adopted a **Service Level** for each fire service for which it is responsible; and
- each fire service must have a training program which meets both the Playbook Competency Requirements and the other training requirements needed to deliver the services which it is mandated to provide.

In the interim, every AHJ and fire department must understand that the Competency requirements set out in the **Playbook** are a codified expression of the generally accepted training standards for fire department operations, although they now are expressly linked to different **Service Levels**. These standards were formerly required to be met under the previous Minister's Order on training.

Under British Columbia law, all employers are legally required to ensure that their employees are properly trained for their jobs and properly supervised while performing them. Where a formal **Service Level** and related training program has not yet been implemented, AHJs and fire departments must still meet this legal obligation and manage (or limit) their operations accordingly. Where a fire department undertakes operations for which its personnel are not adequately or appropriately trained or supervised, both the department and its AHJ face potential legal liability.

9. Authority to Amend:

The Fire Commissioner is empowered to make minor amendments in the form of corrections or clarifications to the content of the **Playbook** without approval of the Minister, providing there is no substantive change to the minimum standards outlined. Any other amendments are subject to the approval of the Minister pursuant to section 3 of the *Fire Services Act*. Amendments shall be posted to the Office of the Fire Commissioner (OFC) website.

Impact of amendments (Playbook or NFPA)

Where amendments to the **Playbook** are put into effect;

- A person that has met the specific competency requirements to perform roles or supervisory responsibilities is considered to have met those requirements and is not obliged to complete new requirements resulting from amendments in order to be able to continue in their role or supervisory responsibility. (**Exception:** where the **Playbook** specifically states that requirements shall be completed in addition to previous training)
- The **Playbook** references NFPA standards in effect at the time of the **Playbook's** most recent issue/revision. In the event of a change to Job Performance Requirement section numbers in the relevant NFPA standards, the original number and wording of those sections as referenced in the **Playbook** remain in effect until the **Playbook** itself is updated.

Definitions and Concepts

For the purpose of this **Playbook**, the following definitions and concepts apply:

Accredited Certification – in connection with fire service training, “Accredited Certification” refers to the situation where a firefighter:

- has been trained or qualified to meet or exceed a specific operational standard or job performance requirement; and
- has been successfully evaluated by or through an Accredited Entity .

Accredited Entity – refers to an institution or entity (an “Accredited Entity”) which is recognized by an external agency (an “External Agency”) such as ProBoard, IFSAC or such other organization as may be recognized by the OFC. An Accredited Entity has had its training evaluation processes reviewed and accredited by the External Agency, and is able, directly or through agents, to provide certified evaluations of training in relation to various NFPA Standards.

Authority Having Jurisdiction (AHJ) – for the purpose of this document the AHJ is any local government or other entity or organization that provides or oversees the provision of fire services in British Columbia.

BCERMS – means the British Columbia Emergency Response Management System, an incident command system established pursuant to the *Emergency Program Act* (B.C.).

Certification– in connection with fire service training, certification refers to the situation where a firefighter has been trained or qualified to meet or exceed a specific operational standard or job performance requirement AND has been certified by an external third party organization.

Competency– references to a “Competency” or “Competencies” in this **Playbook** refers to the knowledge and skill components of the job performance requirements for the role or function

involved, as referenced in the relevant NFPA Standard (unless otherwise expressly noted). Competency is achieved when a firefighter is trained or qualified and evaluated to meet the operational requirements of a given NFPA Standard (or portion thereof). Accredited Certification or other Certification of the training involved is not expressly required. Qualification for a particular **Service Level** will be recognized if the training and evaluation records of a firefighter clearly demonstrate that, for a given role or function, he or she has met all relevant Competencies.

Exterior Operations – is the **Service Level** that includes firefighting activities restricted to the control and/or extinguishment of fire from a position external to the building or object in question, and outside of any IDLH environment, as described at page 17 below.

Full Service Operations – is the **Service Level** that includes activities that are undertaken by firefighters and officers trained in the full spectrum of Competencies outlined in the NFPA 1001 Firefighter 2, *Standard for Fire Fighter Professional Qualifications* as well as the relevant competencies of NFPA 1021 *Standard for Fire Officer Professional Qualifications* for officers, as described at page 18 below.

IDLH (Immediately dangerous to life and health) - refers to incident conditions that present an immediate threat to a person's safety through inhalation or exposure (e.g. smoke, noxious vapor, super-heated air), and includes any oxygen-deficient atmosphere or any untested confined space.

Incident Commander – is a designated and specifically trained individual responsible for safety, strategies and tactics during any fire service operation.

Incident Safety Officer or ISO – is a member of the command staff at an incident who is a trained firefighter with fire ground experience and appropriate training, responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety at an incident.

Interior Operations – is the **Service Level** that authorizes firefighting activities that include entry into structures and objects with the purpose of control and/or extinguishment of fire. This requires use of specialized protective equipment and procedures not covered by the training provided in relation to Exterior Operations **Service Level** as described at page 17 below.

Maintenance Training – ongoing training provided to firefighters and officers to ensure previously acquired skills, abilities and knowledge are retained at a level sufficient to meet the associated Competencies.

NFPA Standards – Various National Fire Protection Association standards, including the *Standard for Fire Fighter Professional Qualifications*, are referred to or incorporated by reference in this **Playbook**. Individual NFPA standards are generally referred to by their number (e.g., NFPA 1001 for the *Standard for Fire Fighter Professional Qualifications*). Pursuant to the *Fire Services Act* (BC) and this **Playbook**, NFPA standards have been identified in British Columbia as the standards upon which all firefighter Competency will be based and evaluated. The most current version of the relevant NFPA standard must be used, subject only to the “Impact of Amendments” section above.

Prior Learning Assessment – means a process implemented by a department or AHJ to assess the relevant Competencies of individual firefighters or officers, based on their existing training and experience.

Rapid Intervention Team (RIT) – a dedicated crew of firefighters, at a minimum trained to conduct Interior Operations as set out in this **Playbook** and assembled within the time frames required under s. 31.23(4) of the *Occupational Health and Safety Regulation* under the *Workers Compensation Act*, ready to engage in firefighter rescue operations.

Risk Management Officer – an administrative role created within this **Playbook** framework to ensure that External Operations Level fire services are identifying and managing the risk and safety aspects of their operation. Areas of responsibility for this role include: training program design, training records management, Bylaw management, Operational Guidelines, fire department adherence to applicable regulations and standards, and other non-fire ground administrative matters related to safety and risk, including those prescribed under the *Workers Compensation Act* (B.C.).

SCBA (Self-contained breathing apparatus) - is purpose-designed and built for firefighters to allow for operations in and around dangerous atmospheres or in IDLH situations.

Service Level – means the level of service to be provided by a fire department, as determined by the department’s AHJ. The AHJ may select a **Service Level** from among one of the following options: Exterior Operations, Interior Operations or Full Service Operations.

Team Leader – a firefighter or officer trained and/or qualified to lead a team of firefighters in the undertaking of a fire ground task, or set of tasks, as applicable to the operational **Service Level** provided by the department. Team Leader qualifications are not based on, or necessarily applicable to, a department rank. Requirements for Team Leaders are set out in the Standards and Requirements sections of this document.

Instructor and Evaluator Competencies

Training and evaluation may be administered via third party providers, or be conducted “in-house” by qualified department personnel. The following section principally describes the requirements for “In-House” delivery of **Playbook** training related requirements, though the records keeping requirements apply regardless of how a department chooses to deliver training to its members. Where a department has decided to use a third-party training provider, it should ensure that the training provided addresses the Competencies set out in this **Playbook**.

Regardless of which **Service Level** is selected, each AHJ and department must ensure its training program meets the requirements of the *Workers Compensation Act*, including section 31.4 of the *Occupational Health and Safety Regulation*, which provides as follows:

“31.4 Instruction and direction

The employer must ensure the adequate instruction and direction of firefighters in the safe performance of their duties."

1. Instructor Competencies for “In-House” training delivery

For clarity, in this section and in section 2, references to the “Training Officer” means the fire department member who is responsible for overseeing the in-house delivery of training to other fire department members, and the evaluation of such training. The use of this term is not meant to prescribe an actual title to the position as assigned by a department.

Exterior Operations Level:

- The Training Officer responsible for overseeing the delivery of Exterior Operations Level training to firefighters must already have achieved the Competencies specified for the Exterior Operations **Service Level** and have successfully trained to the competencies of one of the following:
 - Fire Service Instructor 1 (NFPA 1041), or
 - Train the Trainer course (*see matrix for competencies*)
- Individual instructors for a particular Competency must already meet the requirements for that Competency and be considered by the department to be capable of providing instruction to other department members.

Interior Operations Level:

- The Training Officer responsible for overseeing the delivery of Interior Operations Level training programs must hold the NFPA 1001 Competencies specified for the Interior Operations **Service Level**, and either the:
 - Training Competencies noted in relation to the Exterior Operations **Service Level**; or
 - Competencies of a Fire Service Instructor 1 (or higher) under NFPA 1041.
- Individual instructors for a particular Competency must already meet the requirements for that Competency and be considered by the department to be capable of providing instruction to other department members.

Full-Service Operations Level:

- The Training Officer responsible for overseeing the delivery of Full-Service Operations Level training programs must have met the Competencies for NFPA 1001-FF2 **and** the Competencies as a Fire Service Instructor 1 (or higher) under NFPA 1041.
- Individual instructors for a particular Competency must already meet the requirements for that Competency and be considered by the department to be capable of providing instruction to other department members.

2. **Evaluator Competency** requirements for “In-House” training delivery

Oversight: The oversight of the evaluation processes used by a department for its in-house training program is the responsibility of the Training Officer who has oversight of the delivery of the training being provided.

Specific Evaluations: For each **Service Level**, an individual who is responsible for conducting a specific evaluation of another firefighter’s or officer’s Competency must already have achieved that Competency and been determined by the department as capable of conducting such evaluation.

3. **Training Records**

Each department is responsible for keeping accurate and current records of the training and certifications of each of its firefighters and officers. Third-party training providers and individual departments also are required by WorkSafe BC to track training and maintain individual training records for each firefighter and officer.

4. **Bridging and Prior Learning Assessment**

The **Playbook** is expressly designed to enable bridging from an existing **Service Level** to a higher **Service Level**. The Office of the Fire Commissioner may, from time to time, provide additional guidance regarding the specific Competencies required to be obtained to move from one **Service Level** to another, or from a previous level of training to one of the **Service Levels** established under the **Playbook**.

In terms of Prior Learning Assessment for firefighters who may have previous training, at whatever level, the onus is on the AHJ and the department to put in place appropriate processes to determine whether the prior experience and training of a firefighter meet the training Competencies needed for the department’s **Service Level**.

This assessment may be performed internally by a department or be undertaken by an external third party assessor. An assessor must, as a minimum, already have the Competencies in respect of which the assessment is being performed.

The assessment may take into account the experience, prior training and any Accredited Certification or other Certification, of an individual firefighter or officer. The assessment must be formally documented, including identifying the factors upon which equivalency to the relevant Competencies was determined.

5. **Important Considerations for local decisions on Service Level and Training**

It is important to recognize that a number of the Competencies may not be applicable for all jurisdictions (e.g. fire hydrants). Therefore, the AHJ may choose to identify the Competencies that do not have application in their jurisdiction. Where training is to be limited based on local circumstances, these limitations must be identified either in the **Service Level** Policy Statement or operational policies which implement it, and must be reflected in the training program description and evaluation processes.

In addition, this **Playbook** is not an “all encompassing” program: additional training and Competency in specific skill areas are required for a department to operate at an emergency incident. These additional Competencies include matters such as driver training, pump operations, rapid intervention team, incident safety officer and others. These aspects of fire service function are beyond the scope of this **Playbook**, but are critical areas that must be addressed to enable a department to deliver services under any of the chosen **Service Levels**.

BC Firefighter Competency Matrix

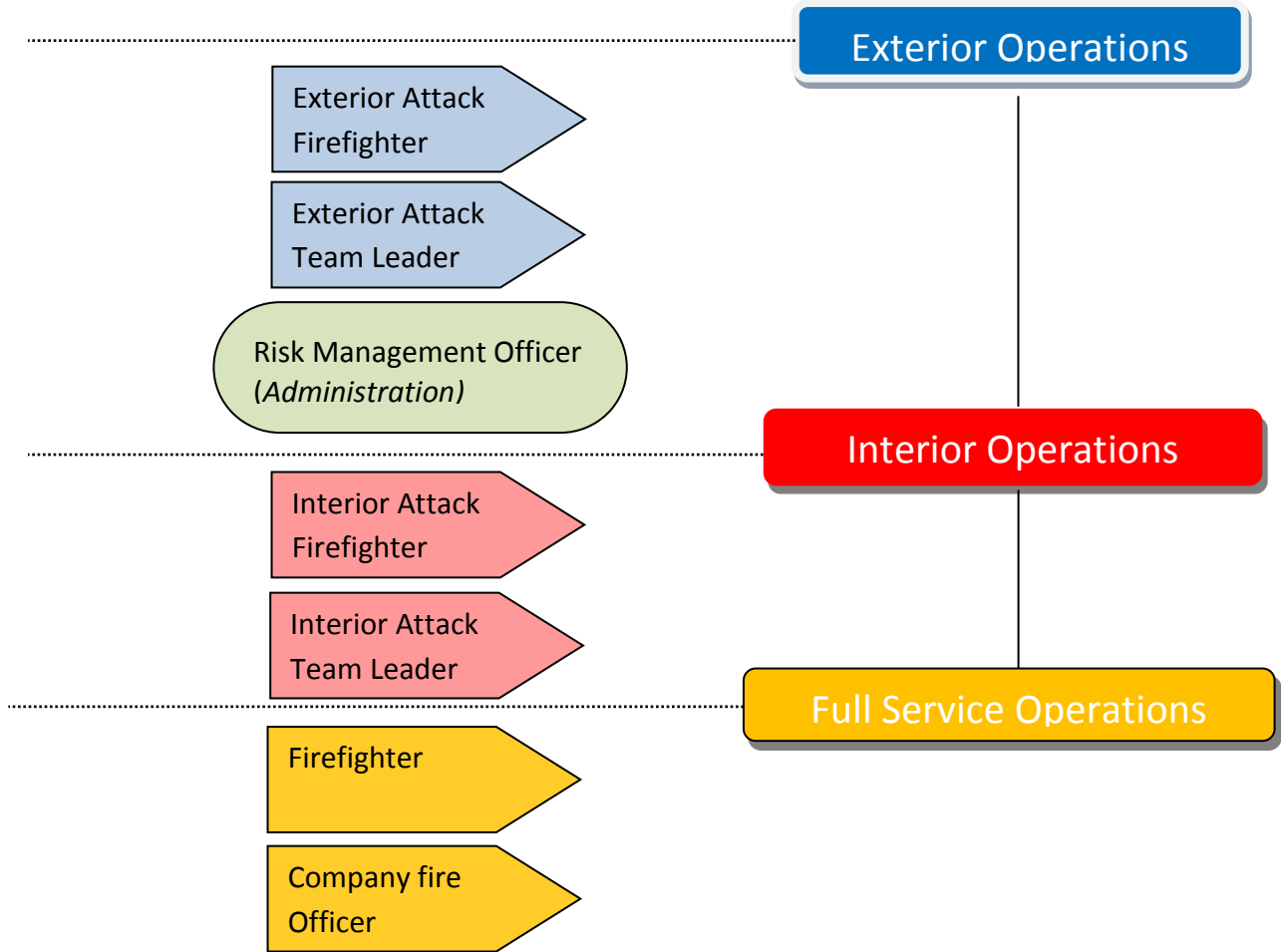
Summary of Requirements

This summary is provided to assist departments and AHJs when examining the **Competency Matrix**. Readers should review the more detailed discussion of these individual issues elsewhere in this **Playbook** or refer to the appropriate requirements in the *Workers Compensation Act* and related regulations.

- **Determination by the AHJ of the Service Level appropriate to community needs (see section 3, “Principles” at page 4 above, and the descriptions of each Service Level at pages 17 to 18 below)**
- **Policy Statement, bylaw or contract establishing fire department’s authority and Service Level (see Overview, section 3, “Principles” at page 4, above)**
- **WorkSafe BC firefighter coverage in place**
- **WorkSafe BC safety and functional requirements in place (e.g., firefighter fitness records, Employer/Worker joint committee (or employee representative), OH&S program, Rapid Intervention Team OG, other OGs covering fundamental operational procedures, etc.)**
- **A comprehensive process for recording and retaining Training Records which meet the requirements of the *Workers Compensation Act* (B.C.) and this **Playbook** (Instructions, Evaluations and Record Keeping, section 6, “Training Records” at page 6 above, and “Training Records” at page 12 above)**
- **Appropriate equipment and apparatus available to deliver the declared Service Level requirements**

Position Competency Ladder

Service Level



**** Each level in the Competency Ladder has identified requisite minimum training requirements described within the Playbook that must be met.**

| | | | |
|--|---|---|-----------------------------|
| | Train the Trainer Competencies | Job Performance Requirements (NFPA 1041 Competencies) | Training Officer |
| | 4.2.1 – 4.2.4 / 4.3.2 – 4.3.3 / 4.4.1 – 4.4.4 / 4.5.1 – 4.5.3 and 4.5.5 | | |

| | | | |
|--|--|---|-----------------------------------|
| | The following Competencies extracted from NFPA 1001 – FF1 must be met to achieve the requirements for Exterior Ops Firefighter (specific Competency lesson plans and evaluations are available from the OFC and partner training provider agencies) | | |
| | Emergency Scene Traffic NFPA 1001 5.3.3 | Job Performance Requirements (Exterior Firefighter Competencies) | Exterior Operations - Firefighter |
| | Safety & Communications NFPA 1001 5.1.1, 5.1.2, 5.2, 5.2.1, 5.2.2, 5.2.3, 5.3.2, 5.3.17, 5.3.18 | | |
| | PPE and Self Contained Breathing Apparatus NFPA 1001 5.1.2, 5.2, 5.3, 5.3.1, 5.3.2, 5.5.1 | | |
| | Ropes and Knots NFPA 1001 5.1.2, 5.3.20, 5.5.1 | | |
| | Fire Streams, Hose and Appliances NFPA 1001 5.3.7, 5.3.8, 5.5.1, 5.5.2 | | |
| | Ventilation NFPA 1001 5.3.11, 5.5.1 | | |
| | Water Supply NFPA 1001 5.3.15, 5.5.1, 5.5.2 | | |
| | Ladders NFPA 1001 5.3.6, 5.5.1 | | |
| | Rehabilitation Area (REHAB) NFPA 1001 5.1.1, NFPA 1500, NFPA 1584 | | |
| | Introduction to Basic Fire Behavior and Building Construction NFPA 220, NFPA 921, NFPA 1001 5.3.11, 5.3.12, 5.3.13 NFPA 5000 | | |
| | Dangerous Goods or Hazmat Awareness (from NFPA 472) ¹ | | |
| | Gas & Electrical Safety for Firefighters (supplied by a BC Utility utilizing an evaluation mechanism) ² | | |
| | Incident Command System 100 (from BCERMS curriculum) ³ | | |
| | All of Exterior Operations Firefighter PLUS completion of the following Competencies from NFPA 1001 – FF1 | | |
| | Organization, Safety and Communications NFPA 1001 5.2.4 | | |
| | RIT Training – pertinent to jurisdictional hazards NFPA 1001 5.3.9 NFPA 1407, NFPA 1500 | | |
| | Self-Contained Breathing Apparatus NFPA 1001 5.3.1, 5.3.5, 5.3.9 | | |
| | Search and Rescue NFPA 1001 5.3.9 | | |
| | Fire Behavior NFPA 1001 | | |
| | Fire Extinguishers NFPA 1001 5.3.16 | | |
| | Building Construction NFPA 1001 5.3.11, 5.3.12 | | |
| | Forcible Entry NFPA 1001 5.3.4 | | |
| | Ventilation NFPA 1001 5.3.12 | | |
| | Loss Control NFPA 1001 5.3.13, 5.3.14 | | |
| | Live Fire Exterior NFPA 1001 5.3.7, 5.3.8, 5.3.10, 5.3.19 | | |

| | | | |
|--|---|---|--|
| | All of NFPA 1001 – FF2 Competencies (except Hazmat and Medical Response) and with the addition of: | Job Performance Requirements (NFPA 1001 – FF2 Competencies) | Full Service Operations - Firefighter |
| | Live Fire Exterior and Interior | | |
| | Hazmat Operations (NFPA core competencies plus 6.6.1.1.2) | | |

| | | | |
|--|---|---|--|
| | Completion of the Operational Firefighter requirements for <u>either</u> the Exterior or Interior Service Level <u>PLUS</u> the following Competencies from NFPA 1021:⁴ | Job Performance Requirements (NFPA 1021 – Competencies) | Team Leader Exterior & Interior |
| | Incident Command and Fire Attack NFPA 1021 4.1.1, 4.2.1, 4.2.2, 4.2.3 | | |
| | Pre-Incident Planning, Size-up and Incident Action Planning NFPA 1021 4.5.2, 4.5.3, 4.6, 4.6.1, 4.6.2 | | |
| | Fire ground Accountability NFPA 1021 4.6.1, 4.6.2 | | |
| | Live Fire – Exterior (Recommended for Exterior Operations) NFPA 1001 5.3.7, 5.3.8, 5.3.10 | | |
| | Live Fire Exterior and Interior (Recommended for Interior Operations) | | |
| | Completion of the Team Leader requirements for the Exterior Operations level <u>PLUS</u> the following courses (1 from each area): | One of One of | Risk Management Officer |
| | Incident Action Planning (NFPA 1021 4.6.1, 4.6.2)⁵ | | |
| | Incident Safety Officer NFPA 1521 6.1 – 6.7.2 (operational) | | |
| | FCABC/LGMA: Effective Fire Service Administration | | |
| | Beyond Hoses and Helmets, or equivalent (administrative) | | |
| | Fire Officer 1 (NFPA 1021) | Job Performance Requirements (NFPA 1021 – Competencies) | Company Fire Officer |
| | Incident Command 200 | | |
| | Fire Service Instructor 1 (NFPA 1041 Chapter 4) | | |
| | Emergency Scene Management (4.6.1, 4.6.2) | | |

Footnotes:

1. Can utilize any training provider, including internal, that meets the competencies of NFPA 472 – Awareness Level
2. Can utilize any program, developed by a registered Gas or Electrical Utility within the Province of BC, which includes an evaluation instrument based upon current recommended practice
3. Can utilize any training provider, including internal, using certified training and evaluation based upon the BCERMS model
4. Can utilize any training provider, including internal, that meets the competencies of NFPA 1021 – Fire Officer Professional Qualifications
5. Requires a training program with subject matter covering areas such as strategies and tactics, fire ground command and emergency scene management

Exterior Operations Service Level

Exterior Operations Level fire service firefighters shall not enter any building, vehicle, dumpster or other object if an IDLH atmosphere is present. If an IDLH atmosphere is present, Exterior Operation firefighters shall only engage in external fire suppression activities. Operational Guidelines that restrict them to Exterior Operations must be written and enforced by the department, even though they may possess equipment that would otherwise permit them to respond at a higher level.

On occasions where the department responds to a simple incident and an IDLH atmosphere does not yet exist, it is reasonable to address the issue from inside the structure. However, if an IDLH atmosphere develops or the fire progresses beyond the object of origin, or the environment or structure become compromised in any way, all firefighters must immediately withdraw to the exterior and combat the situation from the outside. Where the IDLH atmosphere no longer exists as a result of fire suppression operations or otherwise, subject always to an appropriate risk assessment by the Incident Commander, it may be appropriate for members of an Exterior Operations **Service Level** department to enter the structure.

Where there is a potential risk of an IDLH atmosphere developing, or risk from smoke or particulate matter when conducting external operations (including overhaul), SCBA must be worn in accordance with WorkSafe BC requirements.

Exterior Operations Team Leaders are trained to supervise exterior operations only.

The Exterior Operations Risk Management Officer is an administrative role focused on ensuring departmental safe work practices and adherence to the **Playbook** requirements and other relevant regulations and standards.

The Exterior Operations **Service Level** applies to all external fire ground operational functions except support positions such as, but not restricted to: rehab/first aid, first medical responder, vehicle driver. Specific training for these roles, and applicable to the hazards involved, is still required for these positions and must be addressed elsewhere in departmental training programs.

Interior Operations Service Level

Interior Operation Fire Departments may engage in internal fire suppression activities within simple structures or objects such as a vehicle, single family dwelling or other small structure. Interior Operations may also include larger or more complex structures that the AHJ has assessed and pre-planned for, such that it determines the structure to be safe for Internal Operations qualified firefighters. Firefighters must be trained specifically to the risks associated with these structures.

Interior Operations Level fire services will have Operational Guidelines, that must be written and enforced by the department, that describe advanced training in fire operations activities that allow for a calculated fire attack within permitted structures and objects.

Interior operations must be undertaken in accordance with the requirements of WorkSafe BC (including, in particular, s. 31.23 of the *Occupational Health and Safety Regulation*). The Incident Commander must recognize the need, and staff appropriately, for a Rapid Intervention Team (RIT) with trained firefighters following the WorkSafe BC requirements.

Interior Operations Team Leaders are trained to supervise interior operations. Team Leaders must follow established Operational Guidelines or Procedures for safety during all fire ground operations.

Full Service Level

Full Service Operations Fire Departments are equipped and have completed the appropriate training identified in this **Playbook** to provide a full spectrum of fire services. These services are based on the Competencies included within the NFPA 1001 Firefighter 2 Standard and relevant NFPA 1021 Fire Officer Standards.

Full service fire departments will have Operational Guidelines that must be written and enforced by the department, that describe advanced training in fire operations activities.

These fire departments are organized such that the suppression activities that occur are based on response protocols which include the appropriate staffing levels, and number and type of apparatus on scene.

Playbook Compliance Checklist

(Fire Department Internal Use – to assist in determining compliance)

Department Name: _____

Date: _____

| Fire Fighter Competency and Training Playbook Checklist | | |
|---|------------|-----------|
| <p>1. Does your local government have a bylaw to establish the fire department or if you are a registered society, do your constitution and bylaws provide the mandate to establish a fire department? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>Note: If the answer is "no" the fire department will not be considered by the Office of the Fire Commissioner for deployments under the Provincial Mobilization Plan. If "yes", identify the functions that the fire department is authorized by the local authority to deliver?</i></p> | | |
| <p>2. Is your local authority/registered society registered with WorkSafe BC? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>Note: If the answer is "no" the fire department will not be considered by the Office of the Fire Commissioner for deployments under the Provincial Mobilization Plan.</i></p> | | |
| <p>3. Is there a policy statement determining if the fire department will provide either a defensive/exterior or an offensive/interior structure fire attack type for fire suppression? Yes <input type="checkbox"/> No <input type="checkbox"/></p> | | |
| <p>4. Is there a policy statement determining the training standards to which the fire department will train? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>Note: If the answer is "no" the fire department will not be considered by the Office of the Fire Commissioner for deployments under the Provincial Mobilization Plan. If "yes", what standards have been adopted for the fire department?</i></p> | | |
| <p>5. Who coordinates your department's firefighter training? Please list positions:</p> | | |
| <p>6. Is there a Training Records database and records management system that provides detailed records for the training of each firefighter? Yes <input type="checkbox"/> No <input type="checkbox"/></p> | | |
| <p>7. Does the training records system maintain records for every members training in perpetuity (their lifetime)? Yes <input type="checkbox"/> No <input type="checkbox"/></p> | | |
| Fire Department Service Level Identification | Yes | No |
| Exterior Operations – Buildings, Vehicles, Dumpsters | | |
| Interior Operations – Simple structures | | |
| Full Service | | |
| Other Comments | | |
| | | |
| | | |

Name of Individual completing the Checklist

Title/Position

Training Organizations

(Information only)

The following professional organizations can assist with agency direction and training provider contacts:

FCABC – Fire Chiefs Association of BC www.fcabc.ca

BCFTOA – BC Fire Training Officers Association www.bcftoa.com

OFC – Office of the Fire Commissioner of BC <http://embc.gov.bc.ca/ofc/index.htm>

BC Wildfire Management Branch www.bcwildfire.ca

FPOABC – Fire Prevention Officers Association of BC www.fpoabc.bc.ca

FNESS – First Nations Emergency Services Society of BC www.fness.bc.ca

**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 waste 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 16th day of February, 2016.

READ A SECOND TIME this 16th day of February, 2016.

READ A THIRD TIME this 16th day of February, 2016.

ADOPTED this _____ day of _____, 2016.

Mike Richman
Mayor

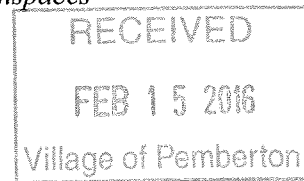
Sheena Fraser
Corporate Officer

Schedule "B" – Fees

| <u>Fee</u> | <u>Section</u> | <u>Amount</u> |
|--|-----------------------|------------------------|
| 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 |

Pemberton Valley Trails Association

working to create and maintain an interconnected network of Multi-use trails and greenspaces



Mr. Jack Crompton, Chair and Directors
Squamish Lillooet Regional District
Box 219
Pemberton, B.C. V0N 2L0

Feb. 15, 2016

Re: The long standing need for the commuter pathway adjacent to Highway 99 between Harrow Road and the Lillooet River Bridge crossing and as a follow up to the discussion at the recent PVUS meeting in Pemberton

The Highway 99 Trail route is identified on the Trails Master Plan. It is intended to mitigate a serious safety issue for those non-motorized users (bikers, walkers and horse riders) who presently must travel along that section of highway on the very narrow (paved) shoulder. With the narrow eroding shoulders, deep ditches and often excessively fast vehicle traffic, this stretch of road is a hazardous commuter link to other Valley Trails. The off road "Highway 99 Trail" had historically been in the works many years ago when the PVTA negotiated the R/W and built the fence with the support of the SLRD at the time.

While we realize that there are alignment questions to other trail connections (the proposed Friendship Trail, the Sea to Sky Trail as well as the Valley Loop), the routing of the Highway 99 Trail is very much a necessary appendage to the regional trail network.

We understand that apparently permits and the necessary surveys are in place but that financing is the remaining issue.

We urge that the SLRD and the VOP see that the project proceed as soon as possible...hopefully in time for this summer's music festival!

Hugh Naylor, Director
Pemberton Valley Trails Assoc.
Box 282
Pemberton, B.C.

→ cc Mayor + Council
PEMBERTON

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*