

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

**Agenda** for the **Regular Meeting** of Council of the Village of Pemberton to be held Tuesday, December 1, 2015 at 7:00 p.m. in Council Chambers, 7400 Prospect Street. This is Meeting No. 1413.

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

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<b>Item of Business</b>	<b>Page No.</b>
<b>1. CALL TO ORDER</b>	
<b>2. APPROVAL OF AGENDA</b>	
<b>Recommendation: THAT</b> the Agenda be approved as presented.	
<b>3. RISE WITH REPORT FROM IN CAMERA (CLOSED)</b>	
<b>4. ADOPTION OF MINUTES</b>	
<b>a) Regular Council Meeting No. 1411 –Tuesday, November 3, 2015</b>	4
<b>Recommendation: THAT</b> the minutes of Regular Council Meeting No. 1411 held Tuesday, November 3, 2015, be adopted as circulated.	
<b>b) Regular Council Meeting No. 1412 – Tuesday, November 17, 2015</b>	10
<b>Recommendation: THAT</b> the minutes of Regular Council Meeting No. 1412 held Tuesday, November 17, 2015, be adopted as circulated.	
<b>5. BUSINESS ARISING</b>	
<b>6. COMMITTEE MINUTES - FOR INFORMATION</b>	
<b>7. DELEGATIONS</b>	
<b>8. REPORTS</b>	
<b>a) Office of the CAO</b>	
<b>i. Approving Officer Appointment</b>	20
<b>Recommendation: THAT</b> Tim Harris, Manager of Operations & Development Services, be appointed Approving Officer for the Village of Pemberton pursuant to Section 77 (1) of the Land Title Act effective December 1, 2015.	
<b>ii. FireSmart Grant Authorization</b>	23
<b>Recommendation: THAT</b> the 2016 Strategic Wildfire Prevention Initiative, 2016 FireSmart Grant application and the activities proposed therein will be supported;	
<b>AND THAT</b> Council direct staff to provide overall grant management for the 2016 Strategic Wildfire Prevention Initiative FireSmart Grant.	

**b) Corporate & Legislative Services**

**i. Community Initiative and Opportunity Fund – 2015 Applications**

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**Recommendation: THAT** the Village enter into a 3-year Long Term Service Agreement through the Community Initiative & Opportunity Fund with Tourism Pemberton, in the amount of \$4,000 annually for the years 2016, 2017 and 2018, to support the hiring of a marketing manager.

**Recommendation: THAT** the Village enter into a Long Term Service Agreement through the Community Initiative & Opportunity Fund with the Pemberton Arts & Culture Council, in the amount of \$4,000 annually for 2016, 2017 and 2018, to support the hiring of a marketing and communications coordinator.

**Recommendation: THAT** the Village enter into a Long Term Service Agreement through the Community Initiative & Opportunity Fund with the Spirit of BC Community Committee, in the amount of \$4,500 annually for 2016, 2017 and 2018, to support the activities of WinterFest including the hiring of an event coordinator, insurance, marketing collateral and other miscellaneous purchase each year.

**ii. Community Enhancement Fund - Young Life**

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**Recommendation: THAT** Council approves an allocation from the Community Enhancement Fund, in the amount of \$2500, to Young Life to support the expansion of youth programming.

**iii. Community Enhancement Fund – Sea to Sky Community Services**

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**Recommendation: THAT** Council approves an allocation from the Community Enhancement Fund, in the amount of \$1500, to Sea to Sky Community Services to support the Christmas Hamper Program.

**c) Operations & Development Services**

**i. Official Community Bylaw No. 654, 2011, Amendment ('580' Hillside Lands) Bylaw No. 789, 2015 and Zoning Bylaw No. 466, 2001, Amendment ('580' Hillside Lands) Bylaw No. 790, 2015 – Additional Information**

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**Recommendation: THAT** the Report entitled 'Official Community Bylaw No. 654, 2011, Amendment ('580' Hillside Lands) Bylaw No. 789, 2015 and Zoning Bylaw No. 466, 2001, Amendment ('580' Hillside Lands) Bylaw No. 790, 2015 – Additional Information', and dated December 1, 2015 be received for information.

**d) Mayor**

**e) Councillors**

**9. BYLAWS**

No bylaw for consideration.

**10. CORRESPONDENCE**

**a) For Information**

No correspondence for consideration.

**b) For Action**

- i. **Mr. Marc Cousineau, dated November 6, 2015, regarding request to review utilities invoice**

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**Recommendation: THAT** the correspondence be referred to staff for review and follow up with Mr. Cousineau.

**11. DECISION ON LATE BUSINESS**

- a) **2016 Council Schedule**

- b) **Councillor**

**12. LATE BUSINESS**

- a) **2016 Council Schedule**

**Recommendation: THAT** Council adopt the 2016 meeting schedule as presented and attached to this report.

- b) **Councillor Computer Allowance**

**Recommendation: THAT** staff be directed to prepare amendments to the Cellular Telephone Policy and the Councillor Computer Purchase Policy to allow for the inclusion of cellphones in the Council Computer Allowance.

**13. NOTICE OF MOTION**

- a) **Councillor Craddock – Notice of Motion - Zoning Contravention (Short term vacation rentals - AirBnB)**

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*THAT Council direct administration to have Bylaw Enforcement attend to the residences in the Village of Pemberton operating as AirBnB to explain and educate that they are operating in contravention of our Zoning bylaws and must cease operating immediately.*

**14. QUESTION PERIOD**

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**15. ADJOURNMENT**

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

**Minutes of the Regular Meeting** of Council of the Village of Pemberton held on Tuesday, November 3, 2015 at 7:00 p.m. in Council Chambers, 7400 Prospect Street. This is Meeting No. 1411.

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

**STAFF IN ATTENDANCE:** Nikki Gilmore, Chief Administrative Officer  
Sheena Fraser, Manager of Corporate & Legislative Services  
Lisa Pedrini, Planner  
Wendy Olsson, Executive Assistant  
Paige MacWilliam, Legislative Assistant

**Public:** 3

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**1. CALL TO ORDER**

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

**2. APPROVAL OF AGENDA**

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

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

**a) Airport History**

At the In Camera portion of the Regular Council meeting held on Tuesday, October 20, 2015, Council requested that staff prepare a presentation for the Committee of the Whole on the history of the airport. Staff will work to bring this report forward at an upcoming meeting.

**b) Public Hearing Process**

At the In Camera portion of the Regular Council meeting held on Tuesday, October 20, 2015, Council requested that staff prepare a report to be presented at a Regular meeting regarding case law and how it pertains to discussions with Council following the close of a public hearing. Staff have prepared the report for Council's consideration at today's meeting.

**c) Strategic Planning Working Session**

At the In Camera portion of the Regular Council meeting held on Tuesday, October 20, 2015, Council requested that the CAO arrange a working session on 2015 strategic priorities. This Working Session was held earlier today.

**d) Fire Services Agreement Extension**

At the In Camera meeting held earlier today, Tuesday, November 3, 2015, the Mayor and CAO were authorized to execute the Fire Services Agreement Extension. The Village and SLRD are currently in negotiations related to the provision of Fire Services by the Village to portions of the SLRD Electoral Area C. The hope was that these negotiations would be concluded by December 31, 2015 but it is recognized that due to unforeseen delays this will not occur. As such, both the SLRD and Village of Pemberton have agreed that it would be appropriate to extend the existing agreement until December 31, 2016 to accommodate these negotiations.

**e) Council Code of Conduct**

At the In Camera meeting held earlier today, Tuesday, November 3, 2015, Council has also requested that the Code of Conduct for Mayor, Council, Committee Members and Staff of the Village of Pemberton to be brought forward to the next Committee of the Whole meeting for review.

**4. ADOPTION OF MINUTES**

**a) Regular Council Meeting No. 1409 –Tuesday, October 20, 2015**

Moved/Seconded

**THAT** the minutes of Regular Council Meeting No. 1409, held Tuesday, October 20, 2015 be adopted as circulated.

**CARRIED**

**b) Special Council Meeting No. 1410 – Thursday, October 22, 2015**

Moved/Seconded

**THAT** the minutes of the Special Council Meeting No. 1410, held Thursday, October 22, 2015 be adopted as circulated.

**CARRIED**

**5. BUSINESS ARISING**

There was no business arising.

## 6. COMMITTEE MINUTES – FOR INFORMATION

No minutes to be received.

## 7. DELEGATIONS

No delegations to be received.

## 8. REPORTS

### a) Corporate & Legislative Services

#### i. Public Hearing Procedure and Case Law

Moved/Seconded

**THAT** at subsequent Public Hearings everyone who wishes to speak will be given the opportunity to do so for up to five (5) minutes and, once everyone has had a chance to speak, those who wish to speak again may do so only if they are presenting new points.

**CARRIED**

### b) Development Services

#### i. Regional Growth Steering Committee Update

Moved/Seconded

**THAT** the Squamish-Lillooet Regional District Regional Growth Strategy 2015 Scoping Period Update report be received for information.

**CARRIED**

### c) Mayor

Mayor Richman provided the following highlights of the SLRD Board Meeting, held on October 28-29:

- Received delegation Allen Gabriel, Chief Executive Officer, Gerard Peters, Chief Negotiator and Gene McInnes, Consultant from the In-SHUCK-ch Nation
- Received delegation Claire Gram, Policy Consultant and Healthy Built Environment Lead, from Vancouver Coastal Health
- Considered an Agriculture Land Reserve non-farm use Application
- Discussed Pemberton Valley Agricultural Area Plan implementation
  - Learned of upcoming CivX 2015 Event

Mayor Richman also attended the Sea-to-Sky Hospital District Board meeting on October 28 and provided highlights:

- Discussed investing in the provincial funding priority, closed loop medication management

Mayor Richman reported on the following events:

- Attended the Chamber of Commerce Young Entrepreneurs Meet & Greet on October 28
- Announced plan to join the Men's Shed seniors for lunch November 4
- Announced plan to attend Signal Hill Elementary School to discuss festivals on November 4
- Reminded of Remembrance Day Ceremony on November 11
- Acknowledged staff one-year anniversaries:
  - Nikki Gilmore, CAO
  - Paige MacWilliam, Legislative Assistant
- Extended appreciation to the Fire Department for providing safety and security services, to Tom Quenneville for the Halloween fireworks display and to the residents of The Glen for welcoming trick-or-treaters

#### **d) Councillors**

##### **Councillor Ross**

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

##### **Councillor Helmer**

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

##### **Councillor Linklater**

Councillor Linklater reported on the following:

- Attended the Library Board Meeting on October 20
- Attended a Halloween fundraiser for the Birken landslide victims
- Acknowledged the Pemberton Secondary School Senior Boys Soccer team achievement of representing Pemberton at the Provincials this coming weekend
- Reminded of Remembrance Day ceremony on November 11
- Reminded of By-Election voting opportunities on November 4 & 7

#### **9. BYLAWS**

No bylaws for consideration.

## 10. CORRESPONDENCE

### a) For Information

- i. **Mr. Martin Dahinden, dated October 15, 2015, proposal to improve One Mile Lake Park beach**

Mr. Dahinden's proposal has been forwarded to Staff for inclusion as part of the One Mile Lake Master Plan initiative and Mr. Dahinden is participating as a member of the Stakeholder Working Group.

Moved/Seconded

**THAT** the correspondence from Mr. Dahinden, dated October 15, 2015, be received for information.

**CARRIED**

- ii. **Ms. Susan Lee, Woodlands Supervisor, BC Timber Sales, dated October 16, 2015, regarding Timber Sale Licence A91145**

Moved/Seconded

**THAT** the correspondence from Ms. Susan Lee, dated October 16, 2015, be received for information.

**CARRIED**

### b) For Action

- i. **Ms. Kari Mancer, Program Manager, Sea to Sky Clean Air Society, regarding a new annual membership program**

Moved/Seconded

**THAT** consideration of subscribing to the Sea to Sky Clean Air Society Strato Silver annual membership, in the amount of \$1000, be added to 2016 budget deliberations.

**CARRIED**

- ii. **Ms. Julie Kelly, Chair, Friends of the Library, request for donation for a gift basket for the "Wine and Cheese" Silent Auction**

Moved/Seconded

**THAT** \$100 be allocated from the Community Enhancement Fund for staff to create a silent auction basket as a donation to the Friends of the Library "Wine and Cheese" event.

**CARRIED**



## 11. DECISION ON LATE BUSINESS

There was no late business to be considered.

## 12. LATE BUSINESS

There was no late business.

## 13. NOTICE OF MOTION

There was no notice of motion.

## 14. QUESTION PERIOD

### **Niki Vanker, 7451 Aspen Boulevard**

Ms. Vanker requested clarification on Council's tactics for avoiding hearing new information after the close of a Public Hearing. Also, Ms. Vanker requested information on the processes for revisiting a zoning amendment bylaw.

### **Lisa Pedrini, 16-1450 Vine Road**

Ms. Pedrini requested information on the timelines for bringing back a bylaw for reconsideration.

### **Anthony Siedschlag – New Pemberton Resident**

Mr. Siedschlag requested information about the process to vary a bylaw.

## 15. AJOURNMENT

Moved/Seconded

**THAT** the November 3, 2015 Regular meeting be adjourned at 8:05 p.m.

**CARRIED**

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Mike Richman  
Mayor

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Sheena Fraser  
Corporate Officer

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

**Minutes of the Regular Meeting** of Council of the Village of Pemberton held on Tuesday, November 17, 2015 at 9:00 a.m. in Council Chambers, 7400 Prospect Street. This is Meeting No. 1412.

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**IN ATTENDANCE:** Mayor Mike Richman  
Councillor Jennie Helmer  
Councillor James Linklater  
Councillor-Elect Ted Craddock

**ATTENDING BY PHONE:** Councillor Karen Ross

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

**Public:** **4**

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**1. CALL TO ORDER**

At 9:00 a.m. Mayor Richman called the meeting to order.

**2. SWEARING IN**

**a) Councillor-Elect Ted Craddock**

Corporate Officer, Sheena Fraser, administered the Oath of Office to Councillor-Elect Ted Craddock.

**3. APPROVAL OF AGENDA**

Moved/Seconded

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

**CARRIED**

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

**a) Red Cross Emergency Social Services Agreement**

At the Regular Council meeting No. 1397, held on May 19, 2015, Council directed staff to establish a partnership agreement the Canadian Red Cross to enhance

Emergency Social Services for the Pemberton area. Staff proceeded to negotiate an agreement and at the In Camera meeting held, July 21, 2105, the Mayor and CAO were authorized by Council to execute the Agreement for Disaster Relief Service between the Village and the Canadian Red Cross. I am pleased to advise that this Agreement has now been signed and the Red Cross will be holding a volunteer recruitment disaster management info session on Thursday, November 26th at the Pemberton Community Centre.

## 5. ADOPTION OF MINUTES

### a) Regular Council Meeting No. 1411 –Tuesday, November 3, 2015

Moved/Seconded

**THAT** the minutes of Regular Council Meeting No. 1411, held Tuesday, November 3, 2015 be amended and brought back for adoption at the next regular Council meeting to be held December 1, 2015.

**CARRIED**

## 6. BUSINESS ARISING

There was no business arising.

## 7. COMMITTEE MINUTES – FOR INFORMATION

No minutes to be received.

## 8. DELEGATIONS

### a) Sea to Sky Transit Future Plan - BC Transit, Johann van Schaik, Senior Regional Transit Manager, and Matthew Boyd, Regional Planning Work Lead

Mr. Boyd and Mr. van Schaik provided an overview of the draft Sea to Sky Transit Future Plan, including the identification of local and regional priorities. The overall goal of the Sea to Sky Transit Future Plan is to reduce the single occupancy vehicle mode share and once the Plan is approved BC Transit will be able to move forward on some of the identified priorities. Discussion took place BC Transit's environmental initiatives, review of existing local services, opportunities for incorporating rail transportation and potential partnerships with private transit operators.

## 9. REPORTS

### a) Office of the CAO

#### i. Sea to Sky Transit Future Plan

Moved/Seconded

**THAT** Council receive the Sea to Sky Transit Future Plan;

**AND THAT** Council support the Vision, Goals, Targets and Transit Future Network for the Local and Regional Transit service as presented in the Plan;

**AND THAT** Council direct staff to work with BC Transit on the next steps described in the Sea to Sky Transit Future Plan to analyse the regional and local transit improvements.

**CARRIED**

Moved/Seconded

**THAT** the transit working group explore alternative funding opportunities for transit and review relevant impacts to the local share and existing funding model.

**CARRIED**

#### ii. Bullying, Harassment and Discrimination Policy

Moved/Seconded

**THAT** the Bullying, Harassment and Discrimination Policy be adopted by Council.

**CARRIED**

#### iii. Banking Resolution and Municipal Finance Authority Resolution – Authorized Signatories

Moved/Seconded

**THAT** Mr. Ted Craddock be named as an elected official signing authority on the Village of Pemberton TD Bank account (s);

**AND THAT** Mr. Ted Craddock be named as an elected official signing authority on the Village of Pemberton Scotiabank account (s);

**AND THAT** Mr. Ted Craddock be named as a signing authority on all authorizations from Municipal Finance Authority by the Village of Pemberton.

**CARRIED**

**b) Corporate & Legislative Services**

**i. By-Election for the Office of Councillor Results**

Moved/Seconded

**THAT** the report from the Chief Election Officer providing the results of the 2015 By-Election be received.

**CARRIED**

Moved/Seconded

**THAT** any unexpended funds allocated from the 2015 Community Initiative & Opportunity Fund to facilitate the 2015 By-Election be transferred back to the Community Initiative & Opportunity Fund budget.

**CARRIED**

**ii. 2016 Committee Appointments**

**Squamish-Lillooet Regional District Board:**

Moved/Seconded

**THAT** Mayor Mike Richman be appointed as the Village of Pemberton representative to the SLRD Board;

**AND THAT** Councillor Karen Ross be appointed as the Village of Pemberton alternate to the SLRD Board.

**CARRIED**

**Pemberton Valley Utilities and Services Committee:**

Moved/Seconded

**THAT** Councillor James Linklater and Councillor Karen Ross be appointed as the Village of Pemberton representative to the Pemberton Valley Utilities & Services Committee.

**CARRIED**

**Pemberton & District Library Board:**

Moved/Seconded

**THAT** Councillor Linklater be appointed to the Pemberton & District Library Board and Councillor Ross be appointed as the alternate.

**CARRIED**

**Municipal Insurance Association Board:**

Moved/Seconded

**THAT** Councillor Craddock and Councillor Ross be appointed as the Village of Pemberton representative to the Municipal Insurance Association of BC.

**CARRIED**

**Acting Mayor Schedule**

Moved/Seconded

**THAT** Council establish the Acting Mayor Rotation for the following months:

Councillor Helmer - December, January, February

Councillor Linklater - March, April, May

Councillor Ross - June, July, August

Councillor Craddock - September, October, November

**CARRIED**

**Finance Committee:**

Moved/Seconded

**THAT** Council direct that the Standing Committee on Finance be dissolved.

**CARRIED**

**2016 Committee List:**

Moved/Seconded

**THAT** the 2016 Committee list and Acting Mayor Schedule be approved as amended to remove the Standing Committee on Finance at this Regular Meeting of Council No. 1412, held Tuesday, November 17, 2015.

**CARRIED**

At 10:27 a.m. the meeting was recessed.

At 10:35 a.m. the meeting was reconvened.

**iii. Alternative Approval Process – Triple Combination Pumper Truck Loan Authorization Bylaw No. 795, 2015**

Moved/Seconded

**THAT** Council proceed with an Alternative Approval Process to borrow funds to purchase a new Triple Combination Pumper Truck for the Village of Pemberton Fire Department;

**AND THAT** Council establish Tuesday, December 29, at 4:00 p.m. as the deadline for receipt of elector response forms from electors not wanting Council to proceed with the adoption of Bylaw No 795, 2015;

**AND THAT** Council establish the Elector Response Form as shown on Appendix B;

**AND THAT** Council determine the total number of electors as 1900 for which the alternative approval process applies as shown on Appendix F.

**CARRIED**

**OPPOSED: Councillor Helmer**

**c) Development Services**

**i. SLRD Draft Solid Waste and Resource Management Plan**

Moved/Seconded

**THAT** the SLRDDraft Solid Waste and Resource Management Plan report be received for information;

**AND THAT** the Village inform the SLRD that it supports the Vision and Strategies contained in the Stage 2 Report (SLRD Draft Solid Waste and Resource Management Plan) in principle.

**CARRIED**

Moved/Seconded

**THAT** any decision on an initiative contained in the Plan that identifies the Village of Pemberton with the responsibility for implementing, including budget, public consultation, operations and management, be referred to the Village of Pemberton for approval.

**CARRIED**

**d) Mayor**

Mayor Richman reported on the following events:

- Met with Men's Shed seniors for lunch on Nov. 4
- Discussed festivals with Signal Hill Elementary School class on Nov. 4
- Hosted "Coffee with the Mayor" at Grimm's Deli on Nov. 5, extended appreciation to Grimm's Deli for supplying the coffee
- Reminded drivers to use caution in the winter conditions
- Announced plan to meet with Ministry of Transportation and Infrastructure representatives to discuss local transportation priorities: Pemberton Creek Bridge, Portage Road and bike lanes

- Celebrated the high level of participation in the ongoing One Mile Lake consultation survey
- Announced that “Buy Local Week” will be Nov. 30 – Dec. 6
- Welcomed newly appointed Councillor Craddock

#### e) Councillors

##### **Councillor Craddock**

Councillor Craddock announced that he is pleased to be back on Council, intends to listen to the community majority and looks forward to continuing respectful dialogue.

##### **Councillor Linklater**

Councillor Linklater welcomed Councillor Craddock back to the Council table and reported on the following:

- Attended the Pemberton & District Library Board Meeting on Nov. 17
  - Book boxes are on display at the Community Centre
  - Announced that the AGM will be on January 26, 2016
  - Reminded that the Wine & Cheese Fundraiser will be on Dec. 4
- Attended the Remembrance Day Ceremony and thanked the Legion for their hospitality
- Reminded residents to clean ditches/boulevards prior to prevent flooding

##### **Councillor Helmer**

Councillor Helmer attended the Pemberton Valley Trails Association Meeting and reported on the recent trail building activities.

##### **Councillor Ross**

Councillor Ross welcomed newly appointed Councillor Craddock.

## 10. BYLAWS

### a) Second Reading

#### **i. Village of Pemberton Official Community Plan ('580' Hillside Lands) Amendment Bylaw No. 789, 2015**

Moved/Seconded

**THAT** Official Community Bylaw No. 654, 2011, Amendment ('580' Hillside Lands) Bylaw No. 789, 2015 receive Second Reading.

**CARRIED**

**OPPOSED: Councillor Helmer**



Moved/Seconded

**THAT** staff be directed to prepare a report for the next Council Meeting on the "580" Hillside Lands that includes an explanation on the difference between fee simple and strata lot subdivisions, as well as a summary of referral agency comments received for this application.

**CARRIED**

Moved/Seconded

**THAT** staff advise referral agencies of deadline for receiving comments and that any referral agencies' comments submitted after noon on Wednesday, November 25, 2015 will be presented to Council on December 1, 2015, so that they can be received prior to the Public Hearing.

**AND THAT** a Public Hearing for Official Community Bylaw No. 654, 2011, Amendment ('580' Hillside Lands) Bylaw No. 789, 2015 be scheduled for 7PM Tuesday, December 8th, 2015, at Council Chambers.

**CARRIED**

**OPPOSED: Councillor Helmer**

At 12:00 p.m. Council resolved to proceed beyond three hours after being called to order as required by Procedure Bylaw No. 788, 2015, Section 6 (b)(iii).

ii. **Village of Pemberton Zoning ('580' Hillside Lands) Amendment Bylaw No. 790, 2015**

Moved/Seconded

**THAT** Village of Pemberton Zoning Bylaw No. 466, 2011, Amendment ('580' Hillside Lands) Bylaw No. 790, 2015 be given Second Reading.

**CARRIED**

**OPPOSED: Councillor Helmer**

Moved/Seconded

**THAT** staff advise referral agencies of deadline for receiving comments and that any referral agencies' comments submitted after noon on Wednesday, November 25, 2015 will be presented to Council on December 1, 2015, so that they can be received prior to the Public Hearing.

**AND THAT** a Public Hearing for Village of Pemberton Zoning Bylaw No. 466, 2011, Amendment ('580' Hillside Lands) Bylaw No. 790, 2015 be scheduled for 7PM Tuesday, December 8th, 2015, at Council Chambers.

**CARRIED**

**OPPOSED: Councillor Helmer**

## 11. CORRESPONDENCE

### a) For Information

- i. **St. David's Church, dated October 28, 2015, regarding appreciation for Tax Exemption**

Moved/Seconded

**THAT** the correspondence from St. David's Church, dated October 28, 2015, be received for information.

**CARRIED**

### b) For Action

- i. **Ms. Janet Simpson, dated October 29, 2015, regarding Noise Bylaw amendment request**

Staff advised that Ms. Simpson resubmitted the correspondence dated October 29 with seven additional signatures. This subsequent letter was not included in the agenda package in accordance with the *Freedom of Information and Protection and Privacy Act* as the additional signatures could not be published without the permission of the signatories and assurance of their full understanding that their information will be made public.

Moved/Seconded

**THAT** the correspondence from Ms. Simpson, dated October 29, 2015, be received and staff be directed to respond to Ms. Janet Simpson advising the situation regarding late night noise complaints will be monitored.

**CARRIED**

## 12. DECISION ON LATE BUSINESS

There was no late business to be considered.

## 13. LATE BUSINESS

There was no late business.

## 14. NOTICE OF MOTION

Councillor Craddock presented a notice of motion:

***THAT*** Council direct administration to have Bylaw Enforcement attend to the residences in the Village of Pemberton operating as AirBnB to explain and educate that they are operating in contravention of our Zoning bylaws and must cease operating immediately.

The motion will be considered at regular meeting of Council to be held on December 1, 2015.

## 15. QUESTION PERIOD

There were no questions for consideration.

## 16. IN CAMERA

Moved/Seconded

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

**CARRIED**

At 12:24 p.m. the meeting was recessed.

At 12:30 p.m. the meeting was reconvened and Council moved In Camera.

At 1:24 p.m. Council rose from In Camera and the Regular Meeting was recessed and Council moved to Committee of the Whole.

At 3:08 p.m. the Regular Meeting was reconvened and Council moved In Camera.

At 3:54 p.m. Council Rose without report.

## 17. AJOURNMENT

Moved/Seconded

**THAT** the November 17, 2015 Regular meeting be adjourned at 3:55 p.m.

**CARRIED**

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Mike Richman  
Mayor

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Sheena Fraser  
Corporate Officer

**Date:** December 1, 2015  
**To:** Council  
**From:** Nikki Gilmore, Chief Administrative Officer  
**Subject:** Appointment of Approving Officer

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### **PURPOSE**

To recommend to Council that Tim Harris, Manager of Operations & Development Services, be appointed as Approving Officer for the Village of Pemberton pursuant to Section 77 (1) of the *Land Title Act* effective December 1, 2015.

### **BACKGROUND**

Council is required to appoint an Approving Officer for the Village of Pemberton pursuant to Section 77 of the *Land Title Act* which states:

#### **Appointment of municipal approving officers**

- 77** (1) For land within a municipality, the municipal council must appoint a person as an approving officer.
- (2) An approving officer appointed under this section must be
- (a) the municipal engineer,
  - (b) the chief planning officer,
  - (c) some other employee of the municipality appointed by the municipal council, or
  - (d) a person who is under contract with the municipality.

#### **Role of the Approving Officer:**

The Approving Officer is independent of the local government and responsible for making rulings on subdivision proposals within a municipality as per the Section noted above. In this regard, the Approving Officer has the authority to use discretion when making decisions concerning subdivision applications and has the ability to either approve or reject an application based on his/her opinion as to whether a proposal conforms to current Village bylaws and policies as well as Provincial statutes. The Approving Officer must determine if the final product is in the public interest. As such, the Approving Officer acts in a judiciary manner and is delegated the responsibility for making decisions respecting subdivision applications.

In May 2015, the Chief Administrative Officer (CAO) was appointed as the Village of Pemberton Approving Officer until the Manager of Operations and Development Services was hired. Mr. Tim Harris has now been with the Village since November 2, 2015.

## **DISCUSSION & COMMENTS**

Prior to the appointment of the Manager of Development Services in 2010 the previous CAO's have held the position of Approving Officer. It is also not uncommon for small municipalities to appoint the consulting engineer or contract planner as the Approving Officer and the Village has done this during a previous CAO's short leave of absence.

The position of Manager of Operations and Development Services includes within the job description the responsibility of Approving Officer for the Village. In this regard, Mr. Harris is acquainted with the role and has held this position his former employment.

It is recommended that Mr. Tim Harris be appointed as the Approving Officer for the Village of Pemberton.

Should Council concur with this recommendation the appointment of Nikki Gilmore, CAO, must be rescinded.

## **COMMUNICATIONS**

There is no communications element required at this time.

## **LEGAL CONSIDERATIONS**

As noted above, the Approving Officer is regulated under the *Land Titles Act* and acts independently from Council. Section 89 of the *Land Title Act* states that any appeals of the Approving Officer's decisions are to be referred to the Supreme Court.

The appointment of an Approving Officer meets with the legislative requirements as established in the *Act*.

## **IMPACT ON BUDGET & STAFFING**

There is no direct impact on the budget for this appointment as the responsibilities will be incorporated into Mr. Harris' present daily duties.

## **INTERDEPARTMENTAL IMPACT & APPROVAL**

There is no impact on or approvals required from other Departments.

## **ALTERNATIVE OPTIONS**

The first option is to appoint, as recommended, Mr. Harris, Manager of Operations & Development Services, as the Village of Pemberton Approving Officer.

Council may wish to consider keeping the Approving Officer responsibilities with the CAO, however considering the current workload and that Mr. Harris has the experience and expertise to take on the role of Approving Officer this is not recommended.

Council may also wish to appoint the municipal engineer or the planner both of whom are under contract to the Village. However this option would not be considered in the best interest of the Village as it would be more expensive and not as efficient.

### **POTENTIAL GOVERNANCE CONSIDERATIONS**

Appointing Mr. Harris as the Approving Officer is in keeping with Strategic Priority of Good Governance.

### **RECOMMENDATIONS**

#### **Recommendation One:**

**THAT** the appointment of Nikki Gilmore as the Village of Pemberton Approving Officer be rescinded.

#### **Recommendation Two:**

**THAT** Tim Harris, Manager of Operations & Development Services, be appointed Approving Officer for the Village of Pemberton pursuant to Section 77 (1) of the *Land Title Act* effective December 1, 2015.

### **CHIEF ADMINISTRATIVE OFFICER REVIEW**



---

Nikki Gilmore  
Chief Administrative Officer

**Date:** Tuesday December 1, 2015

**To:** Nikki Gilmore, Chief Administrative Officer

**From:** Kim Slater, Communications & Grants Coordinator

**Subject:** Strategic Wildfire Prevention Initiative, 2016 FireSmart Grant

---

## **PURPOSE**

The purpose of this report is to provide Council with information regarding an application for funding through the 2016 SWPI FireSmart Grant Program (\$10,000), and to request a resolution in support of the application, program activities, and providing overall grant management.

## **BACKGROUND**

The Strategic Wildfire Prevention Initiative (SWPI) is a suite of funding programs managed through the Provincial Fuel Management Working Group – including the First Nations' Emergency Services Society, Ministry of Forests, Lands & Natural Resource Operations (MFLNRO) and the Union of BC Municipalities (UBCM). UBCM administers the FireSmart Grant, an initiative that supports communities to mitigate risk from wildfire in the wildland urban interface (the area where structures and forested areas meet).

Specifically, the 2016 SWPI FireSmart grant program provides funding to local governments and First Nations in BC to support residents to undertake FireSmart planning activities for private lands and/or to develop or advance local planning efforts to mitigate risk from wildfire on private lands in the wildland urban interface. The intent of the 2016 SWPI FireSmart grant program is to support actions that help communities achieve and/or maintain FireSmart Community Recognition status from Partners in Protection Canada. Partners in Protection (PiP) is a multidisciplinary non-profit association with a mandate to facilitate interagency cooperation in the promotion of awareness and education aimed at reducing risk of loss of life and property from fire in the wildland/urban interface.

To address the interface fire risk, in 2005, the Village of Pemberton commissioned Davies Wildfire Management Inc. and Diamond Head Consulting Ltd., to prepare a Community Wildfire Protection Plan (CWPP), attached as Appendix A. The CWPP describes the level of risk facing our community as 'Extreme' or 'Very High' for wildfire threat. This threat is largely a result of being surrounded by forests within a climatic subzone that has historically been influenced by regular wildfires (CWPP, pg. 1). The CWPP created a Wildfire Hazard Map for the Pemberton Valley identifying and prioritizing high risk areas. It also offered a suite of FireSmart recommendations and tools to reduce the long-term wildfire hazard in the Valley. These included opportunities to modify fuels and increase suppression preparedness, and undertake FireSmart policy reform, education programs and demonstration projects.

While some of the CWPP's recommendations, such as a Fuel Management Pilot Project to undertake forest fuel reduction treatments at the Pemberton Creek North Site and Rail Trail Site

have been supported through previous grants and implemented to varying degrees, others, such as a fuel management public education program and modification of OCP and associated development permit area policies to reflect FireSmart principles and best practices, are still outstanding.

If the Village is successful in its SWPI FireSmart Grant application, the funds received will be directed towards completing these tasks, including necessary workshops and an event to deliver the educational components. Additionally, funding will enable appropriate staff members to receive FireSmart training, and cover the Village's application costs for pursuing FireSmart Community Recognition status.

### **DISCUSSION & COMMENTS**

Securing this funding will enable the Village to assist landowners in managing fuels and mitigating fire risk on their own properties, which will help to diminish the risk of wildfire to our entire community in a cost-effective way. This funding will also be used to build capacity within our own organization for mitigating wildfire risk through training that enhances our understanding and application of FireSmart practices. Finally, this funding will enable us to build on our reputation as a FireSmart community.

Eligibility to apply to this grant program includes our possession of a CWPP, and a resolution from Council supporting the proposed activities, and committing to manage the grant in accordance with UBCM's requirements. The grant application is due Monday November 30, 2015. All grant deliverables must be met and funds spent by December 31, 2016.

### **COMMUNICATIONS**

There are no communications requirements related to applying for the SWPI FireSmart Grant.

If successful in obtaining this funding, however, one of the key deliverables will be to develop a communications strategy and/or public education program directly related to FireSmart activities.

The Pemberton Fire Rescue department already possesses excellent literature in the form of FireSmart BC pamphlets that would be disseminated to the public through a comprehensive FireSmart education program funded by this grant. Neighbourhood-focused workshops led by a FireSmart representative would provide training and tools to attendees for managing fuels on their respective properties. Having a presence at the annual Emergency Preparedness Week event held in May in the form of a hosted table with FireSmart information resources will further support the education program.

Educational materials funded by this grant would consist of FireSmart Training Manuals for private landowners to assess and mitigate fire risk on their properties. These manuals have already been developed by FireSmart Canada and would be purchased with the grant funds. The manuals include a Home and Site Hazard Assessment checklist and Fire Protection Plan template. A directory of supportive service providers in our community would be an additional piece to create using grant funding.



Promotional materials to help market the educational program would ensure workshop(s) and event(s) will be well attended. Promotional materials would include posters and signage, supported through website and social media communications.

### **LEGAL CONSIDERATIONS**

There are no legal, legislative or regulatory considerations at this time. Should the Village receive the funding the proposed FireSmart activities will help to mitigate risk related to wildfire, and subsequently reduce the potential for legal action. Undertaking FireSmart activities aligns with the Fire Prevention Bylaw No. 744, 2013, the purpose of which is to provide for *“the protection of life and property of the citizens of Pemberton from fire hazards”* (Fire Prevention Bylaw No. 744, 2013, pg. 6).

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

The cost associated with applying for the SWPI FireSmart Grant is has been accommodated in-house as grant sourcing and preparation is part of the day to day duties of the Communications and Grant Coordinator.

As the SWPI FireSmart Grant provides funding for 100% of proposed activities (up to \$10,000), all future costs associated with the implementation of the program will be covered.

### **INTERDEPARTMENTAL IMPACT & APPROVAL**

One of the CWPP recommended actions, which we’ve proposed undertaking in our grant application, is to revise our OCP, bylaws and policies to reflect FireSmart principles and practices. The CWPP identified applicable sections of our OCP and associated development permit area policies and provided suggested wording, which would simply need to be copied and pasted into the revised documents. Completing these updates represents minimal staff time on the part of Operations & Development Services, which would be covered through the grant.

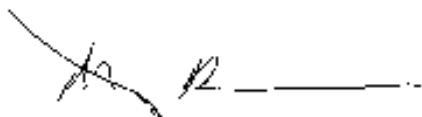
Having two members of staff receive FireSmart training is another proposed activity that would have small department level impacts. The cost of the training as well as associated travel, lodging and per diems cost would be covered by the grant.

The aforementioned impacts are supported and can be incorporated into the daily routine of the Department of Operations & Development Services.



Tim Harris, Manager of Operations & Development Services

Participation in the Strategic Wildfire Protection Initiative by Pemberton Fire Rescue is supported and participation in the program can be accommodated in 2016.



Robert Grossman, Fire Chief

### **ALTERNATIVE OPTIONS**

There are no alternative options for consideration.

### **POTENTIAL GOVERNANCE CONSIDERATIONS**

This initiative is consistent with Strategic Priority No. Three: Excellence in Service – by delivering the highest quality level municipal services within the scope of our resources; and Strategic Priority No. Four: Social Responsibility in which the Village strives to create a strong and vibrant community, citizen engagement and to ensuring a well-managed environment.

### **RECOMMENDATIONS**

**THAT** the 2016 Strategic Wildfire Prevention Initiative, 2016 FireSmart Grant application and the activities proposed therein will be supported;

**AND THAT** Council direct staff to provide overall grant management for the 2016 SWPI FireSmart Grant.

### **Attachments:**

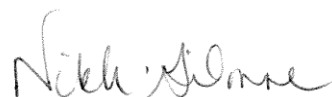
Appendix A – Community Wildfire Protection Plan (CWPP)



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Kim Slater, Communications & Grants Coordinator

### **CHIEF ADMINISTRATIVE OFFICER REVIEW**



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Nikki Gilmore, Chief Administrative Officer

# Village of Pemberton Community Wildfire Protection Plan

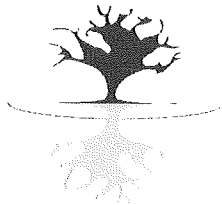


MAY 2005

***Prepared by:***



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**Acknowledgements**

The author wishes to acknowledge the following people:

Mayor Warner – Mayor, Village of Pemberton  
Councilor Doucet – Councilor, Village of Pemberton

Without their foresight, and their concern for the residents of the Pemberton Valley, the Village of Pemberton would not have pursued funding for a Community Wildfire Protection Plan.

## **Executive Summary**

The Village of Pemberton (VoP) is almost completely surrounded by forest and is located within a climatic subzone that has been historically influenced by regular wildfires. Urban development has been steadily increasing into the surrounding forests. This combination has resulted in an increased interface fire risk. The VoP embarked upon a Community Wildfire Protection Plan (CWPP) in order to address this interface fire risk. The main goal of the CWPP was to make Pemberton the first FireSmart community in the Sea to Sky corridor and to move the municipality towards becoming a provincial model for other communities.

The development of the CWPP involved five tasks:

1. Wildfire threat hazard mapping
2. Recommend and prioritize fuel treatments
3. Review bylaws/community plans/development permits
4. Recommend public education programs
5. Recommend a Fuels Management Pilot Project

The mapping exercise analysed and compiled such information as:

- Fire behavior potential
  - Fire intensity;
  - Rate of spread; and
  - Crown fraction burned
- Structural and natural features at risk
- Suppression constraints
  - Proximity to Roads
  - Proximity to Water Sources
  - Steepness of Terrain

Background information was provided for the VoP in the areas of: the fire environment, natural fire regimes, fire behavior components, wildfire types and fuel treatment options.

The wildfire threat mapping resulted in many areas of the Pemberton Valley being rated as either 'Extreme' or 'Very High' for wildfire threat. Several areas within the VoP boundaries received these rating as well. Areas within the VoP boundary with an 'Extreme' rating were divided into polygons and a field visit made to each polygon. During this visit a fuel hazard rating was compiled and recommendations for abatement were made. Of the seven 'Extreme' polygons within the VoP boundary, four polygons were found to be of low or negligible hazard. This was due to outdated forest cover data (i.e. the areas had been converted to urban developments). The other three were of a rating level that

required fuels treatment. Recommendations were made for abatement of the fuel hazard.

A review of the official community plan was conducted and over 15 recommendations were made to move the community towards FireSmart development. A review of the bylaws and policies resulted in three bylaws being recommended.

Several public education methods were recommended. These methods included school visits, the dissemination of printed material through the mail, public presentations on the CWPP and fuels management, and public field trips to local sites where fuels modifications have occurred.

Two options were analysed for potential Fuels Management Pilot Projects (FMPP). The first was a landscape shaded fuel break southwest of One Mile Lake. This option would consist of thinning, pruning and burning a large section of the hillside to provide a firebreak in the case of a fire approaching the community from the south. The second option was to investigate fuels treatments within the VoP boundaries according to the hazard mapping results. Locations adjacent to the CN Rail line and Pemberton Creek were chosen as appropriate sites. This second option was determined to be the most cost effective use of funds and the best option for a demonstration site to enhance public education in the field of fuels management.

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## **Introduction**

The Village of Pemberton (VoP) is located approximately 160 kms north of Vancouver and 35 kms north of Whistler. The town, with a population of approximately 2500 people, is nestled at the base of Mt. Currie. Several outlying developments, and First Nation reserves, are also located in the Pemberton Valley.

Pemberton has been a steadily growing community for the last decade. However, since the announcement of the 2010 Olympic Games in Whistler, construction in Pemberton has increased dramatically. Pemberton is almost completely surrounded by forest and is located within a climatic subzone that has been historically influenced by regular wildfires. Development is pushing further into these surrounding forests as people seek to surround themselves with the natural setting that makes living in Pemberton so appealing.

The natural disturbance patterns and ecological processes that evolved to maintain the integrity of our ecosystems have been dramatically altered by human activity over the last century. Urban developments, resource harvesting, agriculture, range use, wildfire suppression, and the introduction of non-native species are among some of the influences that have changed the natural succession of many ecosystems. As a result, biological and physical stresses have begun to emerge across the province including fuel build up, forest disease and insect outbreaks.

The ecological communities found adjacent to the VoP, and throughout the Pemberton Valley have evolved and adapted to optimize their survival under the influence of periodic wildfires. Fire exclusion over the past century has resulted in unnaturally high accumulations of ground and crown fuels and the slow encroachment of forests into historically open forest communities. These instabilities have lead to significant increases in wildfire threat in the wildland-urban interface.

The municipality recognizes that there is a long term, significant risk of wildfire to the community that must be properly addressed. The development of a Community Wildfire Protection Plan is a move towards reducing the existing threat of a wildfire to development within the Pemberton Valley.

## **Objectives**

This Community Wildfire Protection Plan was been developed to address the threat of wildfire in the wildland-urban interface zone in the Pemberton Valley. The overall objective of this project is to provide recommendations and tools to reduce the long-term wildfire hazard in the valley. Specifically, the objectives are:

- Produce a Wildfire Threat Hazard Map for the Pemberton Valley;
- Identify and prioritize high risk areas within the VoP;
- Provide recommendations for reducing wildfire risk through fuels modification and suppression preparedness;
- An analysis and assessment of the benefits/effectiveness of a landscape shaded fuel break;
- Suggestions for FireSmart bylaw development, education programs, and demonstration projects; and
- Recommendations for a Fuels Management Pilot Project

The main goal of the CWPP will be to: **Make Pemberton the first FireSmart community in the Sea to Sky corridor**, and to move the municipality towards becoming a provincial model for other communities in the areas of:

- Hazard and risk reduction;
- FireSmart bylaws and covenants;
- FireSmart subdivision development; and
- FireSmart public education programs.

The Pemberton Valley Interface Steering Team was established at the beginning of January 2005. The ultimate goal of the team is to ensure the constant, efficient and cost-effective movement of the municipality towards a FireSafe community.

## **Methodology**

The development of the CWPP is divided into five tasks:

1. Wildfire threat hazard mapping
2. Recommend and prioritize fuel treatments
3. Review bylaws/community plans/development permits
4. Recommend public education program
5. Recommend a Fuels Management Pilot Project

## **Wildfire Threat Hazard Mapping**

A GIS based wildfire threat ranking system was developed that spatially quantified and analyzed the relationships between critical factors affecting wildfire risk. The model is built upon the standards that have been established in the "Wildfire Threat Rating System" and the FireSmart program.

The analysis will provide Pemberton council with a decision making tool that spatially identifies the severity of wildfire risk and allows council to analyze and explore the implications of different management activities in relation to wildfire risk.

The model incorporates three critical factors that contribute to wildfire risk (with subcomponents):

- Fire behavior potential
  - Fire intensity;
  - Rate of spread; and
  - Crown fraction burned
- Structural and natural features at risk
- Suppression constraints
  - Proximity to Roads
  - Proximity to Water Sources
  - Steepness of Terrain

The wildfire hazard of each of the three components is calculated by overlaying the relevant contributing factors. The final wildfire hazard rating is calculated through overlaying and adding together the ratings of the three primary components. This final weighting is used to identify high-risk areas and subsequent wildfire management zones. Strategies are then developed to reduce the wildfire threat by analyzing the three components individually.

## **Review bylaws/community plans/development permits**

A comprehensive review was performed of the Official Community Plan, all community bylaws and the development permit application process, for any contents that were not in compliance with FireSmart guidelines. Recommendations were made to bring these documents into compliance with the FireSmart manual.

## **Public education Program**

In order for the public to understand the threat of fire to the town, they must be aware of the role of fire in their local ecosystem. Explaining the fire history of the valley will help illustrate how fuels have changed with time and land and resource management, and from where the resultant fire and fuel hazard threat originates. Once the public has a basic understanding of fire risk and fuel hazard the need for, and benefits of FireSmart planning will be more publicly acceptable.

## **Recommendations for Fuels Management Pilot Project**

The CWPP proposal stated that consideration should be given to pursuing a provincially funded Fuels Management Pilot Project (FMPP).

The first option was to assess the development of a landscape level shaded fuel break to the south of Pemberton. The Rutherford Creek area has been heavily damaged by the Mountain Pine Beetle (*Dendroctonus ponderosae*) and contains hundreds of hectares of dead trees. The trees provide ample fuel for a fire and will also act as potential ignition sources for lightning strikes. A wildfire within this region would have the potential to move towards Pemberton (the predominant wind direction is from the south, towards the community), potentially throwing embers into the community or the surrounding forests. The strategic placement of a landscape-level, shaded fuel break to the south of Pemberton would offer some protection to the community.

A shaded fuel break is a strategically located wide block, or strip, on which the vegetation cover has been permanently changed to one of a lower fuel volume, decreased continuity or reduced flammability. A shaded fuel break can be created through altering surface fuels, increasing the height to live crown, and opening the canopy by removing trees. The primary goal of a fuel break is to alter the behavior of a fire entering the fuel-altered zone. It can also act as an anchor point from which to attack a wildfire.

Orthophotos and forest cover maps were used to review potential locations for a fuel break south of the village. The hillside south of Pemberton and west of One Mile Lake Park contains small patches of forest stands surrounded by numerous rock outcrops. The abundance of rock outcrops in this area already provides an excellent fuel break. However, by utilizing these existing outcrops, and by increasing their size through altering the stand structure and fuel loading of the adjacent stands, a large fuel break could be constructed. Additionally, a local logging contractor harvested some small blocks in this area that have altered the stand structure and may prove to act as a crown fuel break. The resultant surface fuel loading of these harvest blocks were assessed for fuel hazard level.

A walkthrough of the proposed area was performed with pictures and notes being taken on the existing stand structure and surface fuel loading. This information

was used to assess the feasibility of an appropriate location for a fuel break and the treatments required to ensure an adequate fuelbreak is created.

Upon completion of the above field assessment, a second option for a FMPP was considered. This option was to perform fuels mitigation in the Pemberton interface. Over the years, urban development has steadily moved into the adjacent forested landscape. This urban sprawl has occurred without regard for wildfire risk and has resulted in an increased wildfire risk.

The preliminary location for this treatment was the interface zone extending from the intersection of Pemberton Creek with Hwy 99 up to the corner of the new Benchlands development. A field inspection of the area was undertaken and basic stand structure and fuel loading data was collected. This data was used to determine the feasibility and effect of undertaking a FMPP in this area.

## **The Fire Environment**

### **Climate and BGC Classification**

The Pemberton Valley is located in the Coast-Interior Transition Zone where the cool, wet maritime climate of the coast meets the warm, dry climate of the interior. The valley possesses forest attributes (tree and vegetation species) from both coastal and interior forest ecosystems. The dominant ecosystems in the valley tend towards the drier/warmer maritime and submaritime subzones of the Coastal Western Hemlock Zone (CWHms1, CWHds1) and the wetter/milder subzone of the Interior Douglas-fir Zone (IDFww1).

The CWHds1 experiences warm dry summers and moist, cool winters with moderate snowfall. The CWHms1 typically has relatively dry summers with moist, cool winters. The IDFww1 has warm dry summers and cool, relatively moist winters. The location of Pemberton Valley on the leeward side of the coastal mountains generally results in a realization of the drier/warmer characteristics of these subzones. This drier climate has resulted in the 'dry-forest' ecosystems present in the valley. It is the ecological attributes and climate associated with these dry forest ecosystems that present a threat to Pemberton, specifically the historical fire regime associated with dry ecosystems.

### **Fire Regimes**

All ecosystems are influenced by periodic disturbances that vary in size, severity and frequency. Common disturbances include: wildfire; windthrow; ice and freeze damage; water; landslides; insect and disease outbreaks; as well as human caused events such as logging. These disturbances influence the successional progress of an ecosystem. Historically, agents of disturbance were viewed as a threat to the integrity of the forest resource and, as such, it was standard policy to suppress all wildfire and to eliminate forest pests.

Many of these ecosystems are now becoming degraded by the loss of organisms and early seral-stage vegetation communities. Additionally, many fire dependent ecosystems are developing biological and physical instabilities such as hazardous fuel accumulation and pest outbreaks. Only recently have we gained a better understanding of the integral role that disturbance agents play to maintain spatial and temporal diversity in our ecosystems.

Wildfire is often the most dramatic disturbance type and has the ability to immediately and significantly alter the physical and biological characteristics of an ecosystem. It can change the structure and species composition of a forest, remove some or the entire forest floor organic layer, and alter the chemical properties of the soil. In ecosystems where natural wildfires are frequent, they help to prepare seed beds, recycle nutrients, alter plant succession, maintain a diversity of seral stages across the landscape, control insect and disease outbreaks as well as reduce fuel accumulations. Many of the native plant species found in fire-dominated ecosystems depend on fire for their existence.

All biogeoclimatic subzones have been separated into five natural disturbance types (NDT) according to the Forest Practices Code Biodiversity Guidebook: These NDTs are classified based on the size and frequency of natural disturbances that occur in those ecosystems and are somewhat interchangeable with the fire regime term.

- NDT 1 Ecosystems with rare stand-initiating events
- NDT 2 Ecosystems with infrequent stand-initiating events
- NDT 3 Ecosystems with frequent stand-initiating events
- NDT 4 Ecosystems with frequent stand-maintaining fires
- NDT 5 Alpine Tundra and Sub-alpine Parkland ecosystems

The subzones in the Pemberton Valley are classified as NDT 3 and 4.

A fire regime refers to the patterns of fire that occur over long periods of time, and the successive effects that these fires have on the ecosystem. It is a function of the frequency of fire occurrence, fire intensity and the amount of fuel consumed. Historically, the forests around Pemberton would have experienced two types of fire regimes:

- Fire Regime III: a mixed severity fire every 35 - 100+ years (less than 75% of the dominant overstory vegetation replaced);
- Fire Regime IV: a stand initiating (or stand replacing) fire every 35 – 100+ years (greater than 75% of the dominant overstory vegetation replaced)

Fire regime III would have occurred on the southern and western aspects and Fire Regime IV on the northern and eastern aspects.

The forests currently found in the valley have been dramatically altered by fire suppression, grazing and logging (Taylor, Baxter and Hawkes 2004). Forests have become denser and more uniform with a greater abundance of younger trees established in the understory (Arno 1988). Additionally, fire exclusion has resulted in a buildup of surface and ladder fuels and has contributed to the establishment of invasive species (Steele et al. 1986, McIver et al. 2001). These changes in the forest structure have increased the probability of large, high intensity stand initiating fires (Weatherspoon and Sinner 1996).

Prior to European settlement, some of the forests found on the south and west aspects in the valley area were characterized by moderately open stands of mature and old Douglas-fir, with gaps occupied by grassland communities (Feeney 1998). Frequent, low intensity ground fires, occurring every 35 to 100 years, helped maintain these conditions (Feeney 1998, Stone et al. 1999, Wright 1978). Wildfire would burn through the understory of these stands, killing regeneration, burning surface fuels, and lifting the crowns of the overstory by scorching the lower branches. Large stand initiating crown fires did occur, however, they were less frequent, occurring every 150-200 years.

Large specimens of Douglas-fir (*Pseudotsuga menziesii* [Mirb.] Franco) and ponderosa pine (*Pinus ponderosa* Dougl. Ex Laws.) have thick basal bark (up to 30 cm on some trees) that would have provided them with protection from these frequent low intensity fires. These fires were of a small to moderate size with short flame-lengths and low intensity and severity. Such fires essentially kept the landscape in a 'fire-proof' condition: moderately open stands of large, old, fire-resistant stands of Douglas-fir and ponderosa.

The second fire regime experienced in the area (frequent stand-initiating fires) resulted in whole forest stands being wiped out every 100 to 150 years by a large-scale wildfire. These areas would grow back over time as an even aged forest, accumulating high fuel loads between fire intervals, creating a 'fire susceptible' landscape. This heavy fuel loading contributed to high intensity and high severity fires that consumed the majority of the forest. These fires would be similar to the fires we typically see on the news today: intense crown fires that consume large areas. Prior to European settlement, these two fire regimes went on in perpetuity, influencing the forest ecosystems that adapted to growing in this area.

Since European settlement (typically taken to be pre-1896), fire frequency has been reduced through fire suppression and the First Nations reservation system, resulting in significant changes in stand structure conditions. Specifically, increases have occurred in surface fuel loading, stand density, and in the number of shade-tolerant species. The resultant effect has been the movement of previously open, grassy ('fireproof') stands of old Douglas-fir and ponderosa pine veterans toward a dense, closed canopy ('fire susceptible') stand structure. Wildfires that burn through these stands are similar to that produced in a stand-

initiating fire regime: consuming the majority of the stand (and associated human development).

In March 2002, a study of historic fire regimes was performed for the Birkenhead-Gates Landscape Units, 20 minutes north of Pemberton. Field sampling and analysis of fire-scarred trees along two transects produced mean fire frequencies of 5.8 and 6.9 years with a mean fire return interval ranging from 1 to 31 years. Essentially, on average, this landscape unit experienced a low intensity fire every 6-7 years. While no fire history study has been done in the Pemberton valley, and the ecosystems are slightly different, it is likely that southern aspects had a return fire frequency between 0 and 35 years while all other aspects had a return frequency between 35-100+ years. That is to say, these ecosystems are significantly departed from their natural fire regime.

Recently, research on departure from fire regimes has focused on the present 'condition class' of ecosystems. Condition classes are defined as a function of the degree of departure from historical fire regimes resulting in alterations of key ecosystem components such as species composition, structural stage, stand age, and canopy closure.

Definitions for each condition class are outlined in Table 1.



Condition class	Attributes	Example management options
Condition Class 1	<ul style="list-style-type: none"> <li>• Fire regimes are within or near an historical range.</li> <li>• The risk of losing key ecosystem components is low.</li> <li>• Fire frequencies have departed from historical frequencies by no more than one return interval.</li> <li>• Vegetation attributes (species composition and structure) are intact and functioning within an historical range.</li> </ul>	Where appropriate, these areas can be maintained within the historical fire regime by treatments such as fire use.
Condition Class 2	<ul style="list-style-type: none"> <li>• Fire regimes have been moderately altered from their historical range.</li> <li>• The risk of losing key ecosystem components has increased to moderate.</li> <li>• Fire frequencies have departed (either increased or decreased) from historical frequencies by more than one return interval. This results in moderate changes to one or more of the following: fire size, frequency, intensity, severity, or landscape patterns.</li> <li>• Vegetation attributes have been moderately altered from their historical range.</li> </ul>	Where appropriate, these areas may need moderate levels of restoration treatments, such as fire use and hand or mechanical treatments, to be restored to the historical fire regime.
Condition Class 3	<ul style="list-style-type: none"> <li>• Fire regimes have been significantly altered from their historical range.</li> <li>• The risk of losing key ecosystem components is high.</li> <li>• Fire frequencies have departed from historical frequencies by multiple return intervals. This results in dramatic changes to one or more of the following: fire size, frequency, intensity, severity, or landscape patterns.</li> <li>• Vegetation attributes have been significantly altered from their historical range.</li> </ul>	Where appropriate, these areas may need high levels of restoration treatments, such as hand or mechanical treatments. These treatments may be necessary before fire is used to restore the historical fire regime.

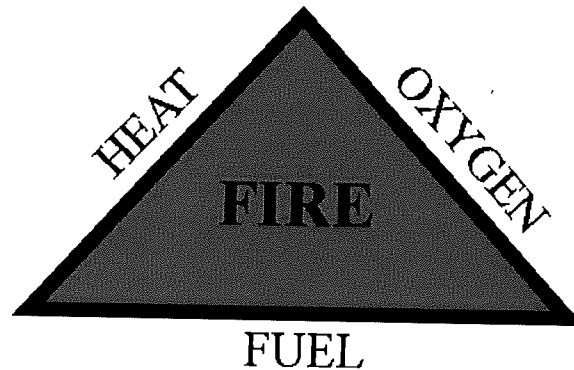
Table 1. Condition class definitions, attributes and potential management options.

The majority of the Pemberton Valley is likely in condition class three, with inclusions of condition class 2. As mentioned, the valley would likely have experienced fire every 0-35 years on the southern slopes and 35-100 years on all other aspects. No landscape evidence exists that a wildfire of historical significance has occurred in the Pemberton valley within the last 100 years. For condition class 3 ecosystems (southern aspects), three or more intervals may have passed since the last fire. This is evident by the high density of the stands growing on the southern aspects of the valley. These stands have unnaturally

high fuel loading and, as such, any fire that starts on these slopes has the potential to develop into a large-scale, catastrophic wildfire.

### The Fire Triangle

In order for combustion (fire) to occur, three components are required: fuel, oxygen, and heat. These three components form what is often referred to as the 'fire triangle' and is illustrated in figure 1.



$$\text{OXYGEN} + \text{HEAT} + \text{FUEL} = \text{FIRE}$$

Figure 1. The fire triangle and its three components.

Since all three components are required for a fire to occur, it follows that the removal of one component (side) of the triangle will result in the extinguishment of the fire. This is the basis of fire suppression and fire prevention. Fuels management focuses on the fuel side of the fire triangle. By removing, converting or modifying forest fuels, a manager can greatly reduce the risk of a wildfire, or modify fire behavior in the occurrence of a wildfire.

### The Fire Behavior Triangle

Similar to the fire triangle, fire behavior can be broken down into three components: fuels, weather and topography. These three components form what is often referred to as the 'fire behavior triangle' and is illustrated in figure 2.

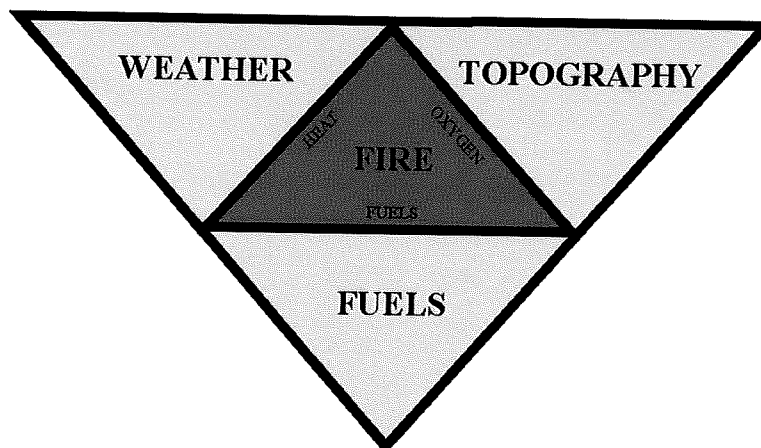


Figure 2. The fire behavior triangle and its components superimposed with the fire triangle.

Of these three components, managers can only alter the fuel component of the triangle. Fuels have several attributes that contribute to fire behavior including: porosity, size, quantity and fuel moisture. Fire behavior increases as fuel bed porosity and fuel quantity increases, and fuel size and moisture decreases. Therefore, managers are able to alter fire behavior by decreasing the quantity of fuel loadings, increasing the compactness of the fuel layer, and increasing fuel moisture.

### Wildfire Types

There are three general types of fires: subsurface, surface, and crown. Subsurface fires burn beneath the forest floor in the organic layer of a soil. Subsurface fires usually require lengthy mop-up operations as the embers are insulated and sometimes undetected below ground. These fires can re-emerge months later.

Surface fires are considered to occur within the first two meters of the forest floor. Surface fires, while being easier to suppress, can result in greater soil heating and volatilizing of nutrients. The heating of the soil can also create hydrophobic layers that contribute to surface erosion (Russel et al. 2004).

Crown fires occupy the canopy layers of the stand. Crown fires are the most difficult and dangerous to suppress. They have the highest intensity levels

(energy output), the greatest immediate and long-term ecological effects and pose the greatest threat to structures (Russel et al. 2004).

Fuels management, and subsequent treatments, usually involves reducing the potential occurrence for a crown fire and the potential intensity of a surface fire. In order to achieve a decreased fire risk, priorities usually involve reducing surface and ladder fuels and increasing the height to the bottom of the live canopy (Agee et al. 2000; vanWagtendonk 1996). Understanding how fire burns and how fire behavior is affected allows managers to choose the right treatment option to achieve fuel hazard mitigation objectives.

### **Fuel Treatment Options**

All resource management activities in fire-dependent ecosystems should aim to strategically restore the natural mosaic of seral stages across the landscape. Ideally these conditions would be achieved over time through the reintroduction of frequent low-intensity surface fires. However, this treatment is difficult to implement within the wildland-urban interface zone. Therefore, the majority of stand objectives are conventionally accomplished through mechanical fuel treatments including thinning, pruning and surface fuel removal.

While there is no fuel treatment that can produce a 'fireproof' forest stand, it is feasible to move stands toward a more 'firesafe' condition by altering species composition, stand structure and the characteristics of the fuel loads such that a crown fire is unlikely to occur (Agee 1996). Figure 3 shows a stand that has undergone thinning and a prescribed fire treatment.

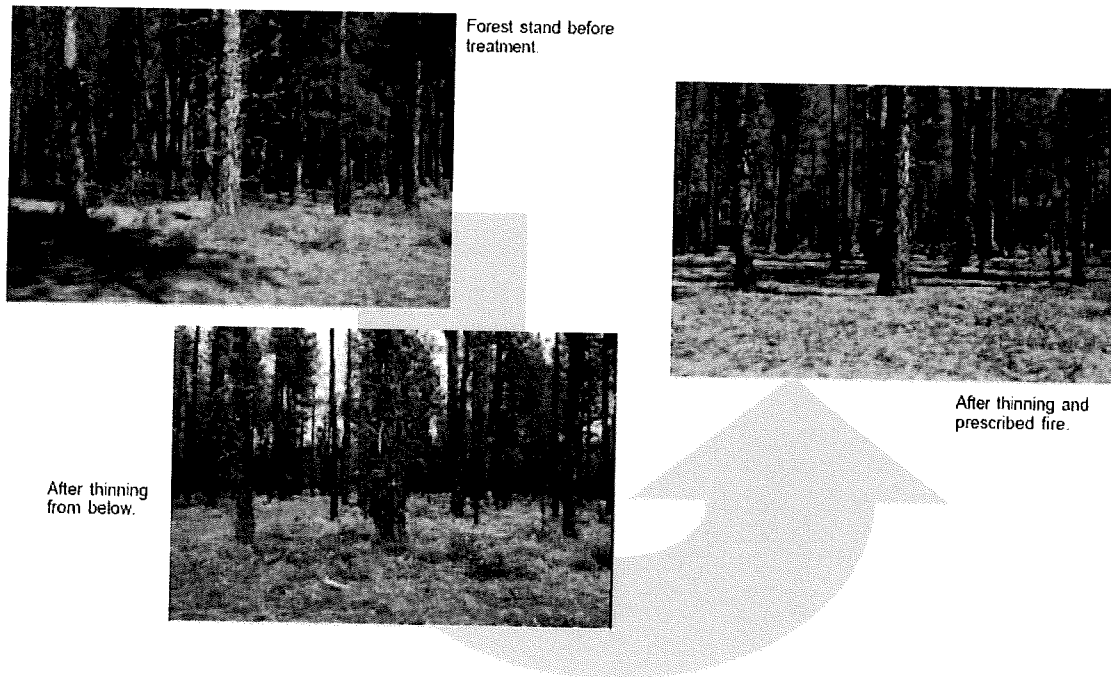


Figure 3. An example of a stand that has had thinning and prescribed fire treatment.

Performing treatments within the interface zone presents several problems. Residents are usually accustomed to, and desire, an unaltered forested landscape adjacent to their homes and, therefore, disapprove of changing the stand structure and habitat values adjacent to their homes. Although the presence of development means that some valuable forest attributes have already been compromised (Brown 2000) altering stand attributes through treatments requires an informative public education program outlining the benefits of fuel treatments. Fuel treatment objectives should incorporate ecologic, economic, and social values while reducing fire hazard and the risk to development.

Prescriptions for fuel treatments should be objective driven. Reasonable objectives involve reducing the potential for a crown fire, not the elimination of a crown fire. Crown fire occurrence and severity is best minimized by: reducing surface fuels; increasing the height to the canopy base; reducing canopy bulk density; and reducing the continuity of the forest canopy (Russel 2004). Managers must understand how different stand management treatments affect certain attributes on the landscape, and how these treatments can be used to alter fire behavior while achieving specific objectives.

The following is a discussion of commonly used fuel treatment options that could be considered within interface areas.

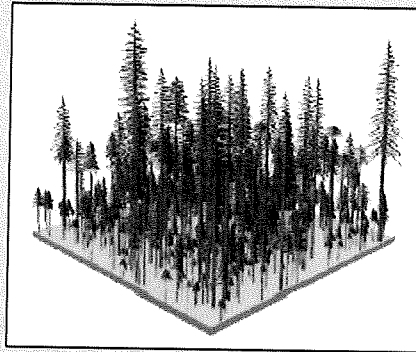
## Stand Thinning

Thinning, often called 'thinning from below' or 'low-thinning' is the removal of small trees from beneath the canopy or from within the canopy. These smaller trees act as ladder fuels as they provide a fuel source that carries a surface fire to the crowns. Thinning is often used to reduce the risk of fire spreading into the canopy through the removal of these smaller trees and to reduce crown fire potential by reducing crown fuel availability. These two methods are illustrated in figure 4.

### Types of Fuel Treatments

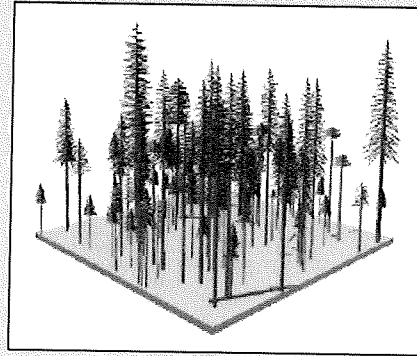
Fuel treatments are classed into two main types: crown-fuel reduction and ladder-fuel reduction. In both categories, hazard is reduced only if ground fuels are treated also. These fuels include existing underbrush and dead wood as well as down wood and slash created by the thinning. Both graphics show a 1-acre plot. Treatment goals typically include a residual basal area target and often a constraint that no trees larger than a specified diameter will be harvested.

"Basal area" is the total cross-section area of all live trees in a given area, usually expressed in square feet per acre. It is calculated by measuring diameters of individual tree trunks, figuring their cross-section area, and then calculating the total per acre. In practice, foresters use established formulas that calculate basal area from sample plots.

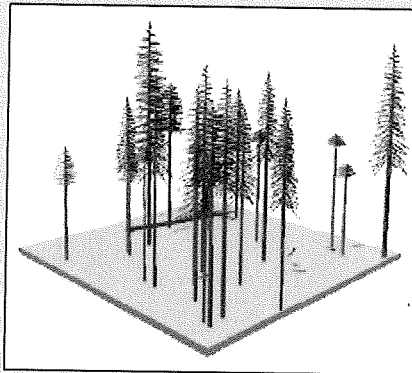


Untreated stand.

**Crown-fuel-reduction treatment.** Stands are thinned across all tree sizes, small and large, with emphasis on removing small trees (70 percent of the basal area removed is trees less than 14.5 inches diameter at breast height (d.b.h.)). Goals are to create canopy gaps, reduce total material in tree crowns, create thrifty vigorous stands, reduce competition-related mortality, and lower fire hazard. This example shows a treatment with 125 square feet per acre residual basal area.



**Ladder-fuel-reduction treatment.** Stands are thinned from below to remove small-diameter trees and underbrush, breaking fuel "ladders" that allow ground fires to move into the crowns. Goals are to reduce ladder fuels, the risk of torching (fire reaching individual tree crowns), and the density of tree crowns so if fire does reach them, it will be unlikely to carry through the whole stand as a crown fire. This example shows a treatment with 80 square feet per acre residual basal area.



*Graphics by Glenn Christensen. Stand Visualization System developed by Robert J. McGaughey, PNW Research Station.*

Figure 4. An illustration of thinning for crown and ladder fuel reduction.

The specific tree height, diameter and species to be thinned are dictated by the objectives to be achieved and the present and target stand conditions. In general, thinning should reduce the stand density enough that a crown fire cannot spread from crown to crown. In addition to removing ladder fuels, thinning reduces crown bulk density; improves the health of the stand; increases the growth rate of residual trees; and may increase the growth of understory vegetation, which can retain moisture longer into the summer (Brown 2000).

Thinning operations, without the treatment of residual ground material, can increase the overall fire risk (Waldrop et al. 2004, Agee 1996). Thinning can also increase fire risk by increasing the growth of grass or by opening up a stand to the effects of the sun and wind (van Wagendonk 1996, Weatherspoon 1996). Ideally thinning operations are combined with prescribed fire to best replicate the ecological effects of fire. If not done properly, mechanical thinning can also cause soil degradation through compaction and exposing the soils to the elements. To avoid these detrimental effects, thinning operations should be prescribed carefully according to strict stand-specific and ecologically based objectives.

### Pruning

Live or dead branches on a tree bole act as a 'ladder' to carry flames from the ground to the canopy. Pruning involves removing these branches, which eliminates this ladder effect. Pruning of the shrub layers in a forest may also be required where there is a dense or tall shrub component. Figure 5 shows a stand that has not been pruned, and a stand that has been thinned and pruned with the residual material being removed or chipped.



Figure 5. An untreated stand (left) and a thinned pruned and chipped stand (right).

The process of pruning also increases the crown base height (CBH): the height from the ground to the base of the canopy. A high CBH reduces the potential for a crown fire, as a greater surface flame length is needed to reach the canopy. Flame length is a function of ambient air temperature, wind speed, fuel moisture,



slope and fuel loading. An understanding of how these components interact will allow managers to determine pruning height requirements.

It is important to maintain an adequate crown base height to minimize crown fire initiation (Russel et al. 2004). Although topography cannot be altered, pruning higher on steeper slopes will aid in increasing CBH beyond potential flame lengths associated with the fuel loading and slope. Residual pruning material contributes to fuel loading and may produce a large enough flame length, under low moisture conditions and extreme weather conditions, to start a canopy fire. Therefore, residual material should be removed as part of the stand treatment. Prescribed fire is one of the most common methods to abate surface fuel hazard.

### Prescribed burning

Prescribed fire is one of the most practical and natural methods of reducing surface fuels. It produces fire resilient stands and restores sites from the adverse effects of fire exclusion (Ingalsbee 2004). There are numerous natural and social reasons prescribed fire is not utilized more commonly. The re-introduction of fire, after almost a century of fire exclusion on the landscape, is often problematic because fuel loadings are unnaturally high (Agee and Huff 1986, Swezy and Agee 1990).

Prescribed fire affects potential fire behavior by reducing surface fuel loading and continuity, eliminating ladder fuels, and raising live crown base height by scorching the lower branches of the crowns. The effect is to reduce fire intensity and crown fire initiation. Prescribed burning is an art and a science. It requires extensive planning and science-based monitoring and the operation requires an experienced burn boss and skilled crew. The possibility of an escape must be realized, and planned for, and resources and trained personnel must be prepared to suppress the burn at the discretion of the burn boss.

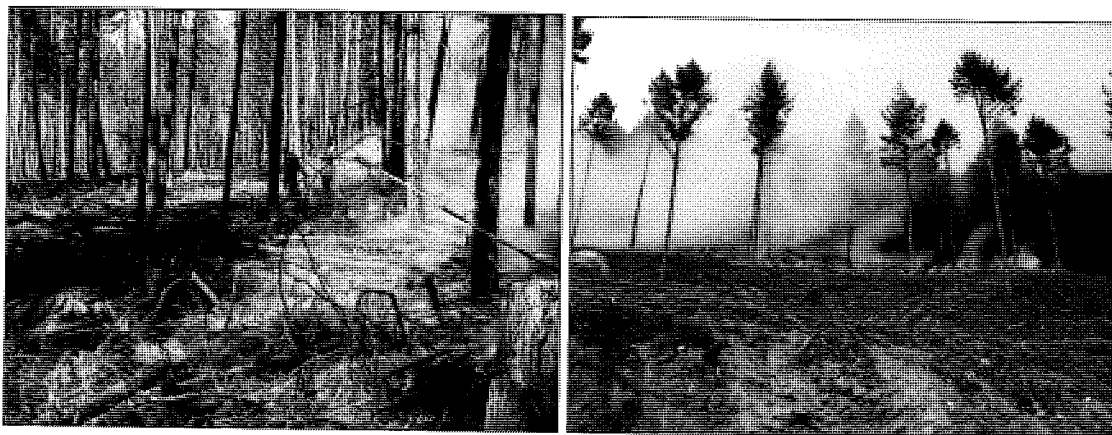


Figure 6. Two prescribed burns north of Pemberton, BC in the spring of 2004.

Performing prescribed burns within the wildland interface is not rare, but requires more preparation, public confidence, and is often more expensive. There may be opportunities within the interface to safely implement prescribed burning. However this requires that public confidence is high, and a well-trained and experienced crew is available. If prescribed burning is found to be a potential interface treatment option, a small prescribed burning pilot project should first be undertaken to assess the social and ecological benefits of prescribed fire.

#### Residual Material Removal (chipping, mastication, mulching, etc.)

Chipping fuels is the most common method used to remove residual treatment material and involves placing woody debris through a mechanical chipper. The chipper reduces the wood into small pieces and spreads them throughout the site. The ecological effects of these treatments differ with size, composition and location of the remaining fuel load. Thick layers of chips can result in reduced levels of oxygen at the forest floor level, which inhibits decomposition. Moreover, when decomposition does occur, the microorganisms responsible for decomposition require large amounts of nitrogen, thereby reducing nitrogen availability for the plant community. For forest ecosystems with very thin forest floors consisting of predominantly needle litter, the build up of wood chips dramatically alters the composition of the forest floor and should be restricted to areas where other options (such as pile and burning) are limited.

#### Pile and Burning

Pile and burning is another treatment method that can be employed in the interface zone and can mimic some of the ecological benefits of fire. Woody debris is piled in locations where it is safe to burn and is burnt under safe weather conditions. Burning piles requires planning and an understanding of fire behavior. An experienced burn boss, or fire suppression personnel, should examine potential site locations, and an experienced crew should perform the piling and burning. Some critical factors to consider when piling and burning are adjacent fuel sources, site degradation through soil sterility and the social impacts of smoke management

In areas with poor access and steep slopes, the removal of post-treatment residual material to a roadside chipper is very labour intensive and, therefore, very costly. Piling and burning may prove to be cheaper in these areas and would be worthwhile exploring as a viable option.



Figure 7. Burning piles from thinning and pruning activities.

### Surface fire fuel breaks

Once an area has been treated to minimize the potential for a crown fire, there is still the potential for a low intensity surface fire. In the summertime, after grasses cure, they are easily ignitable and have high spread rates. Although these fuels tend to burn out quickly, they provide resident heat to ignite larger fuels. There is a risk of a surface fire spreading into, or in from, adjacent properties not under control of the local government. In these areas, strategic surface firebreaks can be created to help stop the spread of potential ground fires.

Ground firebreaks are continuous areas of exposed mineral soil that are wide enough to stop the spread of a low intensity surface fire. These breaks can be created in parks to establish new trails for recreation. These trails should be developed wide enough to support an ATV to facilitate access for suppression. If these trails are not used frequently, grasses will naturally re-establish on the trail surface and as such may require ongoing maintenance.



Figure 8. An example of a trail that is acting as a surface fire break.

#### Spatial distribution of treatment areas

FireSmart recommends treatments around structures in three 'priority zones'. Treatments in these zones involve fuel removal, fuel reduction, and fuel conversion. Detailed goals and treatments can be found in the FireSmart manual in Chapter 3. Priority zones are based on distance from the structure, and the slope below the structure, and are defined as:

- *Priority Zone 1* (within 10m from structures): Remove fuel and convert vegetation to fire resistance species to produce an environment that does not support combustion.
- *Priority Zone 2* (10-30m from structures): Increase fuel modified area by reducing flammable vegetation through thinning and pruning and produce an environment that will only support low-intensity surface fires
- *Priority Zone 3* (30-100m+ from structures): Eliminate the potential for a high-intensity crown fire through thinning and pruning, thereby slowing a fires approach towards structures.

The area within 30 meters of the structures (priority zones 1 and 2) should be treated heavily enough to create a defensible space between the structures and the adjacent stand. Treatments in priority zone 3 should not be as intensive as those in adjacent to the structures but should still reduce the potential for a crown fire under 90th percentile weather conditions.

The slope of the terrain has a strong influence on fire behavior. The rate of spread (ROS) of a fire doubles for every 30% increase in slope up to 60%. The recommend treatment zone distances around structures should be adjusted accordingly. Steeper slope should be treated to a further distance, thinning should be to a lower density and pruning height should be higher. The distance and extent of treatment should be determined by a fire behavior specialist and clearly described in the fuels reduction prescription.

In addition, treatments should not be implemented uniformly, but should mimic natural stand structure by producing canopy gaps to help break up the canopy fuel mass. The shape, size and distribution of these gaps should be strategically placed to help slow the spread towards the structures or other adjacent hazardous fuels.

### Treatment Maintenance Schedules

Forest stands are dynamic systems; as they change through time so does the potential fire behavior. Changes to potential fire behavior will be dependent on the changes to the fuel loading within the surface, ladder and crown fuel layers. As loading in these layers increases, treatments will need to be undertaken to reduce potential fire behavior. Contributions to loading will involve cladoptosis, infill of regeneration, vigor of the shrub complex and individual tree death or whole stand break-up due to biotic an abiotic forces.

The exact maintenance schedule necessary will be stand-specific. In dry ecosystem types within the wildland-urban interface it is better re-assess the hazard early. This is especially true for new fuel reduction programs. Maintenance treatments may be required every 7-10 years. Re-assessing every 5 or 6 years would allow managers to plan fuel treatment budget requirements for several years ahead.

As urban development continues, fire risk will also need to be re-assessed. As new developments move into the forested environment, treatment priorities and fire risks outlined in this report will change. FireSmart community planning and design should be undertaken as a requirement of the development permit process. Subsequent recommended fuel reduction treatments should by financed by the developer (to the satisfaction of the local bylaw office) and should be required by a local government bylaw. Upon completion of the development the site should be re-assessed to determine where it falls into the maintenance schedule and priority list.

## Discussion and Analysis

### **Wildfire Threat Analysis**

A wildfire threat analysis was performed for the Pemberton valley according to the methodology section. Outputs from the GIS mapping exercise resulted in many areas within the valley being labeled as 'extreme' for wildfire threat. Only a few polygons within the village boundary received this rating. This differentiation is important as the VoP can not perform fuels management on lands outside of their jurisdiction. However, the map will allow the VoP to demonstrate liability on the part of those land managers with property adjacent to the municipality's lands. Additionally, the map will demonstrate those areas of proposed future development and within the proposed municipal boundary expansion that require fuels management work.

As can be seen on the VoP Fuel Hazard map, seven polygons were identified within the VoP boundary as having an 'extreme' rating for wildfire threat. These polygons were visited in the field and a fuels hazard assessment performed as per the form in Appendix A. Two of these polygons (5 and 6) were found to have a negligible fuel hazard due to the fuel type (stands of pure Cottonwood) and the rating was purely a result of the proximity of structures. These stands should be maintained in a deciduous condition and fuels treatments should not be undertaken unless coniferous trees eventually dominate the stand.

Table 2 shows the overall fuel hazard rating for these polygons.

Polygon #	1	2	3	4	5	6	7
Overall Fuel Hazard Rating	<b>50.8 (mod)</b>	<b>48.8 (mod)</b>	<b>52 (mod)</b>	<b>47 (mod)</b>	n/a	<b>39.5 (low)</b>	<b>44 (low)</b>

Table 2. Overall Fuel Hazard Rating for Extreme Polygons in the VoP

Similarly, polygon 7 has seen heavy development and most of the forested area has been removed. The forested area that still exists is either deciduous or a coniferous young forest. The only recommendation for this polygon is to maintain the buffer that exists between the homes and the stand edge.

Polygons 5 and 6 have been developed and most of the forest removed. The remaining stands are deciduous in nature and require no treatment at this time. The coniferous component of these stands should be monitored through time. As these stands convert from deciduous to coniferous, they should be re-assessed for fuel hazard.

Polygons 1, 2 and 3 are rated as extreme due to the potential fire behavior and interface risk. These polygons are recommended for fuels treatments and are covered in the Fuels Management Pilot Project section (Option Two: Pemberton Creek Interface Fuels Treatment).

Polygon 4 is also rated as extreme due to the potential fire behavior and the interface risk. This area should undergo some fuels modification concurrent with the construction of the proposed Benchlands development. Recommendations for this polygon should be covered in the report accompanying the Fuels Management Pilot Project.

### **Review of Official Community Plan**

The VoP Official Community Plan (OCP) (Bylaw No. 435, 1999) was reviewed for content that was contradictory to FireSmart and for sections where FireSmart guidelines should be implemented. The following sections were found to be of concern and appropriate recommendations have been provided.

#### **2.2.1 Fundamentals of the Vision**

A) *Manage growth in a sensitive manner:* This section makes no reference to addressing the wildfire risk that will be associated with future growth. To ensure this occurs, wildfire risk and fuel hazard abatement must be taken into account. As urban development continues into the wildland, the risk of wildfire increases and should be addressed.

*Recommendation:* Ensure all future developments are done in compliance with FireSmart and consider the recommendations of this report. Proposed developments should undertake a *Pre-Development Fire Risk Assessment and Fuels Management Strategy* performed by an experienced wildfire management specialist and addressing site specific recommendations that promote a FireSmart community.

B & C) *Protect the Environment:* Portions of the natural environment mentioned in this section pose a fire hazard to the community. This section should take into account this hazard and reflect the mutually inclusive objectives of maintaining the natural environment and protecting homes by reducing the fuel hazard and associated fire risk. The protection of this natural environment should also include returning this environment back to its historical 'firesafe' state through fuels management.

*Recommendation:* The VoP should take an active interest in all forest management activities adjacent to their community. They should work with tenure holders and the Regional District to ensure all activities on these lands are done in a manner that addresses the wildfire risk, or at the very least, does not increase the fuel hazard or fire risk to the community.

D) *Improve Greater Opportunities for Recreation:* Any trails constructed in the wildland pose an ignition threat due to increased human activity within forested or grassy areas. However, if constructed appropriately, these trails can also provide easy access for fire suppression crews and resources and act as surface fire fuel breaks. The planning and design of wildland trails should take these points into consideration.

*Recommendation:* Any park or recreational plans or development should involve a wildfire management specialist. Park plans that encourage trail construction should attempt to have these trails double as surface fire breaks and access routes for fire suppression crews.

E) *Provide Municipal Services in a Cost-effective Manner:* Flood proofing is mentioned as a potential threat to the community but wildfire is not. Fire 'proofing' should be included as a provided service.

*Recommendation:* The VoP should promote this service by ensuring all future developments are in compliance with FireSmart guidelines and the recommendations of this report. This service can be provided by requiring development and construction companies to perform a *Pre-Development Fire Risk Assessment and Fuels Management Strategy* prior to development.

The recommended contents of a *Pre-Development Fire Risk Assessment and Fuels Management Strategy* are contained in Appendix C.

### 3.1.1. Residential Development

*Policy NO. 2:* All future neighborhood plans should address the potential future fire risk and fuel hazard. They should contain site specific FireSmart recommendations made by an experienced wildfire management specialist. These should be accounted for during the design and planning of the development. Priority Zones as per FireSmart should be mandatory for each lot and the development in general.



*Policy NO. 22:* The envisioned trail system should be multi-functional: These trails should be designed as surface fuel breaks in addition to being transportation corridors. Based on their location, the dimensions of some of these trails should take into account vehicle dimensions to aid in vehicular access for fire suppression purposes.

### 3.2 Municipal Services Policies

The Pemberton Fire Rescue Department should be annually trained in S-100; the WCB Basic Fire Suppression course developed by the Protection Branch. Additionally, wildland fire specific equipment, such as pulaskis and shovels, should be provided to the fire department.

*Policy NO. 40:* The CN Rail line that runs through Pemberton is a potential ignition source. The VoP should seek funding assistance from CN Rail to abate the fuel hazard that exists adjacent to the railway, thereby reducing the liability of an ignition to CN.

*Policy NO. 43:* Road standards should be in compliance with those found in the FireSmart manual.

### 3.4 Environmental/Natural Hazard Policies

*Policy NO 51* – Interface fire threat should be added to the list of natural hazards that will be “carefully reviewed to prevent the creation of risk to site-users and to the general public.” All development applications should be submitted with a *Pre-Development Fire Risk Assessment and Fuels Management Strategy* performed by an experienced wildfire management specialist. Additionally, this report should include site-specific FireSmart recommendations and be in compliance with the recommendations of this report.

### 4.2 Development Permit Exemption

Regardless of an exemption from acquiring a development permit, all future development should be in compliance with FireSmart guidelines and the recommendations of this report.

### 4.3 Development Permit Area 1

3 & 4: Vegetation to be used in landscaping should be in compliance with FireSmart. Vegetation should be of a fire resistant variety. If such vegetation can not be utilized, then increased spacing should occur between the vegetation to reduce fuel continuity between plants and trees. No plants should be located against structures. Bark Mulch

should not be used. The future growth of plants should be taken into account when choosing plant species and planting locations. Plants should not overtop structures or grow into contact with structures.

- 6: All building materials should be FireSmart compliant. Cedar shake roofs should not be allowed. Metal roofs should be promoted. Wood siding should not be allowed unless it is of a fire resistant variety as per the FireSmart manual.
- 10: Tree retention should be addressed in the aforementioned required "Pre-Development Fire Risk Assessment and Fuel Management Strategy" report. Retained trees should be pruned to a height that is appropriate for the site. Tree retention species should favour those that are fire resistant as per the FireSmart manual. The long term growth of planted trees should be taken into account when locating them for planting. They should not overtop structures or potentially grown into contact with structures.

#### 4.4 Development Permit Area 2

- 5: Building materials should be compliant with FireSmart guidelines. Fire resistant materials should be utilized. Cedar shake roofs should not be allowed. Metal roofs should be promoted. Wood siding should not be allowed unless it is of a fire resistant variety as per the FireSmart manual.

#### 4.5 Development Permit Area 3

- 3 & 4: Cedar shake roofs should not be allowed. Metal roofs should be promoted. Wood siding should not be allowed unless it is of a fire resistant variety as per the FireSmart manual.
- 8-10: Vegetation to be used in landscaping should be in compliance with FireSmart. Vegetation should be of a fire resistant variety. If such vegetation can not be utilized, then increased spacing should occur between the vegetation to reduce fuel continuity between plants and trees. No plants should be located against structures. Bark Mulch should be avoided.

A general recommendation for the OCP is to ensure all future local land use plans and ordinances provide for the maintenance of defensible space and fuel management on municipal and private property.

## Review of Bylaws and Guides

The Village of Pemberton Zoning Bylaws (NO. 466, 2001) were reviewed with the resulting recommendations.

*Division 300:* A bylaw should be introduced that addresses the distance of outbuildings and propane tanks from homes. Out buildings can be used as garages, tool sheds, wood shed, and storage structures. All these uses can pose a threat to the main housing structure and to fire suppression personnel. For example, a wood shed, hay barn or a shed full of other combustible materials would be a safety hazard for fire suppression personnel. When the distance from the main housing structure to outbuildings is increased, the safety buffer improves. Additionally, the potential of a shed on fire igniting a home through radiant heat is decreased through an increase in distance between the structures.

*Proposed bylaw:* All outbuildings and propane tanks are to be located at least 10m from a home where feasible. Propane tanks should be installed with some method of reducing vegetation from becoming established within 3m of the tank (i.e. concrete slab).

*Division 400 (specifically 404 & 406):* The vegetation proposed for screening purposed in these bylaws should be in compliant with FireSmart recommended vegetation. These bylaws should be changed to reflect the need for fire resistant vegetation.

*Proposed bylaw:* No landscaping vegetation shall be planted within 10m of a home unless it is of a fire resistant variety as specified in the FireSmart Manual, or some other scientifically backed literature. Landscaping should take into account the future growth pattern of plantings and not locate vegetation where it will potentially overtop structures or grow in contact with structures. Vegetation within 10-100m of home should be thinned and pruned as per FireSmart guidelines and in consultation with a wildfire management specialist or a *Pre-Development Fire Risk Assessment and Fuel Management Strategy*.

*Division 500:* For subdivision streets where shoulder street parking will be a permitted, the remaining road distance between vehicles parked on the shoulders should be adequate to allow the access of emergency vehicles and evacuation of residential traffic. FireSmart recommends a minimum road width of 7.3m and gravel shoulder widths of 1.2m. Where shoulder parking will occur, shoulder widths should be increased to 2.74m.

*Proposed bylaw:* All future road widths are to be in compliance with FireSmart dimensions.

## **Public Education**

In order to undertake fuels management, particularly within the interface, it is important to have public support. This can best be achieved by educating the public on the subject. An informative public education program could also result in private land owners performing fuels management on their properties. Public education can be a lengthy and time consuming process and should begin immediately. The following are suggestions for disseminating information to the residents of the Pemberton Valley.

### **Public Education Material**

The Protection Branch prints a FireSmart manual that outlines the basics of the FireSmart program and how homeowners can FireSafe their home and property. The VoP, SLRD, and Pemberton Fire Department have these manuals readily available at their respective offices. However, distributing these manuals at higher profile locations would reach a wider public audience. Such locations would be the local service stations, grocery stores, insurance agents, restaurants and outdoor shops.

These manuals could be distributed with the annual property tax assessments. For this methodology, a more concise summary of FireSmart, written on standard letter size paper, may be more cost effective to distribute. This inclusion would summarize the major points of FireSmart only. This distribution methodology would also be useful for providing an information package to residents on the proposed pilot project and interface treatment work and scheduling.

The official web page of the Village of Pemberton should be updated to include a Wildfire Management link. This link would provide general information to the public about FireSmart, the proposed interface treatments, and other pertinent wildfire information.

Further public education material could be drawn from the contents of this report. For example, portions of the Fire Environment and Fuels Treatments sections could be summarized and made available to the public. Similarly, the Work Cited section of this report could be made public for those looking for more scientific literature.

### **Public presentations**

Upon the completion of the CWPP, a public presentation should be planned. A summary of the findings and recommendations should be provided to the public. This summary should include: the location of required interface treatments, a

planned schedule if known; and details regarding the proposed landscape fuel break.

The Fuels Management Pilot Project announcement should be followed by a public announcement and presentation. The presentation should outline the area proposed for treatment, the treatment to be undertaken, the objectives to be achieved, and the potential work schedule.

Annual FireSmart public presentations or workshops should occur prior to each fire season. Information on how to FireSafe homes and properties delivered during these sessions would help maintain the importance of fire abatement at the forefront of the public's mind.

The local schools should be approached on potential education ventures. Classroom presentations by local Protection staff would be beneficial as would field trips to existing prescribed burn treatments in the D'arcy area. School field trips could occur to the FMPP site during and after completion of the project.

Additionally, classes could embark on a contest to develop wildfire awareness in the valley.

### **Staff training**

The Pemberton Fire Rescue Department (PFD) is a very well respected, and well trained, service within the community. Most of the volunteers have taken the WCB required S-100: Basic Fire Suppression course. Annual funding should be provided to ensure this training continues. Additionally, interagency training between the local Protection Fire Zone and the PFD should be considered. Increased cooperation between these two agencies will result in better municipal fire protection. Joint field training sessions involving mock fire scenarios would be a useful undertaking for both these agencies.

If the VoP has any public works employees, they would benefit from S-100 training. These employees could be an additional resource to the PFD during the shoulder season when Protection staff are unavailable.

A review of equipment belonging to the PFD necessary for interface fires should be conducted to determine if any shortfalls exist. If this equipment must be purchased, budget allocation should be provided to the PFD to ensure the municipality has the best possible fire service. Alternatively, the PFD may be able to access the necessary equipment from the Protection Branch through an 'off-season-loan' agreement.

## Fuels Management Pilot Projects

### Option One: Landscape shaded fuel break

The area proposed for the location of the potential landscape fuel break on the west side of Hwy 99 was delineated into three fuel polygons (A-C) and the associated fuel hazard assessed during a field visit.

#### Polygon A - Colluvial openings/Tree cohorts/Harvested blocks

This area contains a collection of colluvial openings, barren rock outcrops, and small harvested blocks. Excepting the harvest blocks, little to no surface woody fuel exists in this area, making it unlikely a surface fire would spread across the bench along the ground. Cohorts of trees exist between colluvial openings and generally consist of Fd veterans and intermediate mixed species layer (Fd, Cw, Hw, and deciduous). Figure 9 contains examples of this polygon.

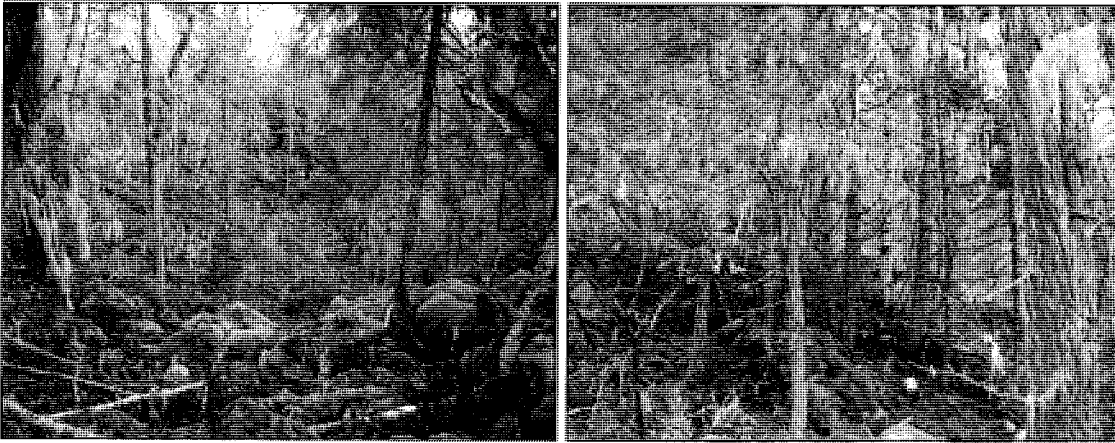


Figure 9. A harvest block (left) and a cohort of trees in Area A.

The low of surface fuel within these colluvial openings means that a surface fire would not be able to spread to the cohorts of trees that exist between these openings. Hence, ignition of these cohorts would have to be through a direct lightning strike or from spotting from adjacent stands. While some cohorts may possess enough crown bulk density to sustain a crown fire, the distance between cohorts and the lack of surface fuel would not allow a crown fire to persist, resulting in the overstory fire burning out. Therefore, the main concern in area A would be the fire moving across the colluvial slope by spotting between cohorts.

The harvest blocks contain sufficient fuel to sustain a ground fire, but inadequate crown fuels to sustain a crown fire; only intermittent torching would be possible within these harvest openings and it would be limited to the perimeter of the harvest blocks. In effect, the surface fuel hazard of these harvest blocks is isolated and a reduced threat.

Treating fuels in Area A would consist of removing the suppressed layer in all cohorts, and possibly the intermediate layer in some of the cohorts. The objective would be to reduce crown fuel and the potential for a sustained crown fire. Residual material could be piled and burnt. The surface fuels in the harvest blocks could also be piled and burnt. The use of prescribed fire within these areas may also be possible, and would help increase vegetation diversity. Care would be required not to remove too much forest floor during burning. No overstory manipulation is likely required in the harvest block. Most of the merchantable wood in this polygon has been removed; the balance being uneconomical to do so.

### **Polygon B – Stand of Young Fd & Dead/Dying Fd/PI**

This area is a slope containing a young forest of Fd with low surface fuel loading. While the stand has entered the self-pruning stage, most trees have yet to lose their dead lower branches and, therefore, ladder fuels are abundant within this stand. Additionally, a Cw suppressed/intermediate understory beneath the main canopy provides further ladder fuels. Figure 10 shows examples of stands within this polygon.



Figure 10. A young Fd stand (left) and a dead/dying Fd/PI stand in Area B.

Although the crown base height is high, the stand possesses adequate crown bulk density for a crown fire to exist and spread through the stand. Several S6 streams intersect this slope, producing minor linear riparian areas of higher RH and fuel moisture content. The area is bound by the BC Hydro transmission lines downslope to the east and area A upslope to the west.

With the occurrence of drier site series to the north in this polygon, the stand type changes to a Fd/PI stand and forest health issues are evident. The young Fd has been attacked by spruce budworm and most of the leaders and top branches are defoliated. Much of the PI is dead or dying due to the incidence of mountain pine beetle. This overstory mortality has produced a stand with ample gaps. These

gaps have regenerated to dense thickets of Fd with low crowns which act as ladder fuels to the canopy.

As the overstory continues to die and fall apart, the increased insolation to the forest floor will aid in the development of the suppressed layer. Eventually, the dead standing will fall and contribute to a high surface fuel loading beneath a suppressed layer possessing ample ladder fuels. The resultant fuel hazard will be very high and both costly and difficult to mitigate.

This area should be treated with a thinning from below. Dead or dying PI should be felled. Fd trees that have been attacked by the budworm should be individually assessed as to whether they will recover from the attack and contribute to future fibre flow. Those deemed to be hazardous should be felled. A prescribed burn should be undertaken to reduce the resultant treatment materials and to rejuvenate the shrub/herb layer, which is currently non-existent. An increased shrub complex, as a result of prescribed burning, will provide valuable winter deer browse.

Some merchantable wood, as well as firewood, exist within this polygon and should be utilized as such.

### **Polygon C – Mature forest**

This area exists between the transmission lines and the railway/highway. It is a mature forest of Fd, Hw, and Cw with inclusions of deciduous in the gaps. The area possesses moist areas with larger Fd and abundant Cw and drier sites with smaller and shorter Fd. Surface fuel loading is low to moderate and there is evidence of past logging throughout the polygon. Crown base height is high and crown bulk density is sufficient to support a crown fire that would spread. Retained dead branches on the overstory trees, a suppressed layer of Cw and a shrub layer provide ladder fuels to the crown. Figure 11 shows examples of stands in this unit.



Figure 11. A moist site with Fd/Cw (left) and a drier site with small Fd in Area C.



This area should be treated with a low thinning and could undergo a prescribed burn. Some merchantable wood, and firewood, exists within this polygon and should be removed prior to burning. All processing of trees should occur within the block to ensure adequate surface fuel is left to carry a prescribed burn.

Given that these areas are in the vicinity of the transmission lines and that ions in smoke may result in electrical arcing, the BC Transmission Corporation will need to be contacted regarding the proposed treatment of this block.

All of these areas have been included in the requested area for a Community Forest Agreement (CFA) for the VoP and Mt. Currie First Nations. The removal of merchantable wood prior to receiving this designation will have impacts on future fibre flow and, therefore, future revenue to the CFA. This issue will need to be dealt with prior to writing the site plans for these treatments.

All three polygons, once treated with prescribed burning, would provide deer winter range habitat with increased browse. Deer winter range habitat is rare on the landscape due to its general occurrence along the valley bottom, and the related conflicting urban development preference for valley bottom land. This resultant effect of treatment may allow for funding through the Habitat Conservation Trust Fund.

### **Option Two: Pemberton Creek Interface Fuels Treatment**

The second option for a fuels management pilot project was to engage in an interface treatment. From preliminary hazard mapping, and due to a desire for the public to see the effect of interface treatments, concern was raised as to the interface risk that existed along the Pemberton Creek from where it intercepted Hwy 99 for the full extent of urban development upstream.

The area from the CN railway to the fire hall has a wide road surrounded by deciduous trees that provides some protection from fire. However, from the SLRD office and up to the proposed Pemberton Benchlands development boundary, the road is much narrower. Although, it provides some protection, in conjunction with Pemberton Creek, the protection is much less than that further downstream. Additionally, the Benchlands will be completely surrounded by coniferous forests and will be at risk of a wildfire.

A field visit was performed to determine the feasibility of performing fuels modification adjacent to the Pemberton Creek interface area with the intent to extend this treatment further upstream concurrently with the Benchlands development.

This interface area was divided into four polygons (A-D) with each polygon requiring a different treatment regime.

### **Polygon A - Coniferous Interface**

This area is primarily north of Pemberton Creek and west (upstream) of the fire hall with minor inclusions east (downstream) of the fire hall and east of the CN railway. The majority of the polygon is a mature forest type consisting of cedar, Douglas-fir, hemlock of varying composition with minor pine on the dry ridges. Generally, the intermediate and suppressed layers are well developed (cedar/hemlock) with a poorly developed vegetation complex. The polygon also contains small pockets of pole sapling immature forest, particularly in colluvial areas. Slopes vary from flat to 40%. Surface fuel loading is generally low to moderate with patches of heavy accumulations. This polygon also contains industrial waste and organic biomass that presents a fuel hazard. Figure 12 shows the stand type located within this polygon.



Figure 12. Examples of Polygon A - Coniferous Interface.

**Recommendation:** This polygon should be thinned and pruned according to FireSmart Guidelines, while taking into account site ecology and potential fire behavior. All residual materials from treatment should be treated in situ or removed from the site.

### **Polygon B - Deciduous Interface**

This polygon is restricted to the Pemberton Creek riparian area on the north side of the creek and the east side of the CN tracks. The species composition is cottonwood and alder with a minor coniferous component (Douglas-fir, hemlock, cedar). The understory contains cedar and hemlock with a poorly developed vegetation complex. The slope is flat to 30%. Surface fuel is generally low. Figure 13 shows this deciduous interface stand type.



Figure 13. Examples of Polygon B - Deciduous Interface.

Recommendations: Two options exist for this site. The first option is to leave the site as is. The coniferous composition of the polygon is low as is the surface fuel loading. Minor pruning of the conifers may be worthwhile but thinning is likely not necessary. The second option is to thin this polygon to a stand structure similar to that adjacent to the hospital and ambulance station. This would improve the visuals of the area and potentially discourage the squatting and other activities that occur in this polygon (as seen in the above right photo) and, therefore, the threat of accidental ignition.

### **Polygon C - Mature forest with trail network**

This polygon occurs upslope (west) of the CN tracks and south of Pemberton Creek downstream from the RCMP office. The area contains mature forest dominated by Douglas-fir, hemlock and cedar of varying composition percentages. The suppressed and intermediate layers are moderately to heavily developed along the trails and the timber edge of the CN railway. The drier sites contain lower density cohorts of shorter trees with denser regeneration and suppressed layers. The overall vegetation complex is generally poorly developed except in stand gaps. Slopes are 10-40%+. Surface fuel levels vary from low to moderate. Figure 14 shows polygon C.



Figure 14. Examples of Polygon C - Mature forest with trail network.

**Recommendation:** The trail in this area should be upgraded to occupy the full extent of the road bed upon which it is located. All suppressed trees and regeneration should be thinned and the residual material removed from the site. Any branches overhanging the trail should be pruned to at least two meters above the road bed. The area upslope of the trail should be thinned and pruned for 5-10m from the edge of the road bed. All residual materials should be removed from the site or some consideration given to pile and burning.

The area between the railroad tracks and the town homes has similar characteristics and could be thinned and pruned. However, the present vegetation offers a visual and sound buffer to the residents. Additionally, the railroad right of way upslope acts as a fire break for any fire that might start adjacent to the homes and move upslope. Before treating this area, careful consultation with the residents should be undertaken. The VoP should work in conjunction with CN Rail to ensure that all combustible material is removed within several meters of the tracks.

#### **Polygon D - Mature forest, non-trailed**

This area exists south of Pemberton Creek and extends upstream (west) from the RCMP office. It is a mature forest containing a Douglas-fir, hemlock, and cedar overstory with well developed suppressed and intermediate layers and a poorly developed vegetation complex. There are inclusions of dense hemlock and cedar regeneration. The canopy base height is over 3m and the slopes are flat to >45%. The surface fuel loading is low to moderate for fine woody debris (<7.5cm) and moderate for coarse woody debris (>7.5cm). Figure 15 contains examples of this polygon.



Figure 15. Examples of Polygon D - Mature forest, non-trailed.

Recommendation: This area has a favourable aspect (north/east), a high crown base height, and high RH. Presently, it is not necessary to treat this polygon. However, if the area is encompassed in the anticipated Community Forest, it should be treated concurrently with forest operations according to wildfire management objectives.

### **Interface Fuels Treatments**

The treatments in the interface should attempt to follow FireSmart guidelines and be ecologically based. Additionally, this treated area should serve to provide a buffer zone in which fire behavior will be reduced and easier to control, and therefore provide an anchor point for fire suppression.

### **Pilot Project Recommendations**

It is recommended that the Interface Fuels Treatment option be chosen as the pilot project. Given the limited amount of funding available through a Fuels Management Pilot Project program, the need to protect homes at risk, and the desire for the pilot project to be easily viewable to the public this is a much more viable option over the landscape fuel break.

While the landscape fuel break should be undertaken, it is an option that would be worthwhile to pursue in conjunction with the BC Transmission Corporation, CN Rail, and possibly concurrently with forest operations. The area has been identified as potential Community Forest and the foreseen objectives of the Community Forest would involve wildfire protection.

The following steps will be required in order to begin Interface Fuels Treatments:

- 1) Obtain the necessary notice from the MoF of Pilot Project Status and determine how the funding will be allocated
- 2) Inform the public in general, and specifically those owning property adjacent to the treatment sites, of the desire to treat the areas
- 3) Hold a public information session to explain the rationale behind fuels treatment and the chosen locations of these treatments
- 4) Any area not on municipal property will require permission from the land manager/agency prior to treatment
- 5) Develop site specific prescriptions for each treatment area using fire behavior modeling software
- 6) Inform the public of the forthcoming work and the scheduling
- 7) Conduct the treatment operations according to the prescriptions and in compliance with the Wildfire Act and its associated regulations

## **Conclusions and Recommendations**

This report makes the following recommendations to reduce the threat of a wildfire to the VoP:

- Fuels hazard abatement should occur immediately in those interface polygons of the VoP with 'Extreme' ratings.
- The OCP should be updated to reflect the potential wildfire hazard and consideration given to those recommendations contained in the report
- A Pre-Development Fire Risk Assessment and Fuels Management Strategy should occur for all future developments in the Pemberton Valley
- All recommended bylaws should be brought before council for their input
- Public education in the areas of Wildfire Awareness should be undertaken through the distribution of printed materials and through public presentation
- Local schools should be approached to develop contests for promoting Wildfire Awareness in the Pemberton Valley
- Annual training of the Pemberton Fire Department (PFD) should include S100: Basic Fire Suppression as well as Interface Suppression Training
- The PFD should perform an equipment analysis and be provided a budget for any equipment that would improve their efficacy at suppressing interface fires
- In addition to the current Fuels Management Pilot Project, the VoP should embark on an aggressive program to secure additional funding, or in-kind contributions, to continue with interface fuels hazard abatement work.

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**Appendix A**

**Fuel Hazard Assessment Form**

## Fuel Hazard Assessment Form

This fuel assessment methodology was originally developed for the City of Kelowna to assess fuel hazard in the interface. The procedure and form was adopted to assess the fuel types within the Pemberton Valley. The quantified data included in form is relevant to the City of Kelowna project and was not used for the VoP project. It has only been included to illustrate the differences between the ratings. Instead, ocular assessments and personal experience was used to differentiate between various rating levels. Further field work that is disallowed by the CWPP funding would be required to develop relevant fuel loading classes for the Pemberton Valley.

The objective of this assessment form is to provide a standardized fuel hazard ranking system that accounts for the risk of potential fire behavior and the potential consequences to structures. It is meant to provide some guidance for determining where fuel treatments will effectively reduce wildfire threat and to prioritize these areas for treatment. It is ONLY a guide.

This assessment methodology was developed for use within the urban/wildland interface. The risks associated with ignition have been excluded as they are relatively consistent due to the high density of roads, trails, and developments. For some fuel types, treatments will reduce the fire behavior potential or wildfire risk. Therefore, prior to completing this form, the assessor should determine if the area is a candidate for fuel treatments. The area is not likely a candidate for treatment if:

- Deciduous species make up greater than 90% of stand volume
- Crown closure is less than 15% with low surface fuel accumulations

Additionally, if the area has sensitive ecological features, such as critical wildlife habitat or riparian attributes, a qualified professional should be consulted.

The Fuel Hazard Assessment form was designed to account for both risk and consequence in interface situations. Fire behavior is dependent on fuel characteristics and availability, and therefore the fuel loading accounts for 75% of the overall weighting. The fuel loading is divided into fuel characteristics that influence rate of spread, crown fire potential and fire intensity. In addition, factors that influence how fire will behave have been incorporated.

The remaining 25% of the overall weighting accounts for the structures that are at risk in the interface. This is accounted for by assessing the density of structures, their position with respect to the fuels, and the effectiveness of any fuel breaks around the structures. The following table summarizes the weighting of the five indicator categories:

Indicator	Contribution %
Spread Rate Index	25
Crowning Potential Index	25
Fire Intensity Index	10
Fire Behavior Modifiers	15
Structures at Risk	25

The weightings of each of the five indicator categories are calculated from a number of site characteristics. For each table, add the weights of the individual variables together to produce a weighting for the category. The five category weightings are then added together to determine the final ranking.

### Spread Rate

The Spread Rate is a measure of the relative rate of spread or reaction intensity of a surface fire. It is based on the quantity and horizontal continuity of surface fuels.

Variable	Nil	Low	Medium	High	Very high
Thickness of flammable litter layer (cm)	None <b>0</b>	<1 <b>1</b>	1 to <3 <b>3</b>	3 to <5 <b>4</b>	>=5 <b>5</b>
Fine woody ground fuel1 (Kg/m2)	0 <b>0</b>	< 0.5 <b>2</b>	0.5 to <1.0 <b>5</b>	1.0 to <1.5 <b>8</b>	>=1.5 <b>10</b>
Understory ground cover of flammable shrubs (%)	None <b>0</b>	<10 <b>1</b>	10 to <25 <b>3</b>	25 to <50 <b>4</b>	>=50 <b>5</b>
Understory ground cover of grasses (%)	None <b>0</b>	<10 <b>1</b>	10 to <25 <b>3</b>	25 to <50 <b>4</b>	>=50 <b>5</b>
<b>Total Spread Rate Index</b>					

1 – Sound wood <7.5cm in diameter. See appendix A for photo examples.

### Crowning Potential

The Crowning Potential measures the probability of fire reaching, and burning through, the tree canopy. It is based on the quantity and continuity of ladder fuels and flammable crown mass.

Variable	Nil	Low	Medium	High	Very high
Ladder fuels (St/ha)	None <b>0</b>	<25 <b>2</b>	25 to <100 <b>5</b>	100 to <300 <b>8</b>	>=300 <b>10</b>
Crown mass (St/ha)	<50 st/ha <b>0</b>	50 <250 <b>3</b>	250-<500 <b>8</b>	500-<750 <b>12</b>	>=750 <b>15</b>
<b>Total Crowning Potential Index</b>					_____

1 – (St/ha of coniferous trees reaching from the ground fuel to within 2 meters of the crown canopy)

2 – St/ha of codom/dom coniferous trees

### Fire Intensity

The Fire Intensity is a measure of how hot and intense a fire will burn and how much biomass it will consume.

Variable	Nil	Low	Medium	High	Very high
Thickness of duff layer excluding litter (cm)	None <b>0</b>	<5 <b>1</b>	5 to <10 <b>3</b>	10 to <15 <b>4</b>	>=15 <b>5</b>
Medium and large ground fuel1 (Kg/m2)	0 <b>0</b>	<1 <b>1</b>	1 to <2 <b>3</b>	2 to <3 <b>4</b>	>= 3 <b>5</b>
<b>Total Fire Intensity Index</b>					_____

1 – All fuels > 7.5cm including rotten wood and stumps. Measured in Kg/m2.

### Fire Behavior Modifiers

The Fire Behavior Modifiers account for topographical features, including slope and aspect, as well as the continuity of fuels into adjacent areas.

Variable	Nil	Low	Medium	High	Very high
Slope (%)	0 to 15 <b>1</b>	15 to 30 <b>2</b>	30 to 45 <b>3</b>	45 to 60 <b>4</b>	>60 <b>5</b>
Size of continuous fuel area* (ha)	<1 <b>1</b>	1 to 5 <b>2</b>	5 to 25 <b>3</b>	25 to 100 <b>4</b>	>100 <b>5</b>
Aspect	North <b>1</b>	East <b>2</b>	Flat <b>3</b>	West <b>4</b>	South <b>5</b>
<b>Total Fire Behavior Modifiers</b>					_____

\*Continuous fuel area enclosed by fuel breaks that are large enough (>30m) to contain a crown fire.

### Wildfire Behavior Ranking

A measure of the Wildfire Behavior Potential is accounted for by adding together the Spread Rate, the Crowning Potential, the Fire Intensity and Fire Behavior Modifiers. This is a measure of the Risk associated with a fire occurrence and can be classified in the following categories:

Wildfire Behavior Ranking (Risk)
<30 – Low
30-35 – Moderate
35-40 – High
> 40 – Very High



### Structures at Risk

Structures at Risk is a measure of the density of structures adjacent to the fuels and includes their relative slope position and the size of defensible space present. This portion of the assessment should be completed if there are structures within a 100-meter distance.

Variable	Nil	Low	Medium	High	Very high
Structures at risk density (#/ha)	None <b>0</b>	Single Structure (1/ha) <b>5</b>	Moderate Density (2-5/ha) <b>10</b>	High Density (>5/ha) <b>15</b>	Industrial/Commercial/Utilities <b>20</b>
Slope position of structure	No Structures <b>0</b>	Down slope <b>1</b>	Adjacent or flat slope <b>3</b>		Uphill or Crest <b>5</b>
<b>Structures at Risk Subtotal</b>					<u>          </u>

The structures at risk subtotal should be multiplied by the following to account for the presence of fuel breaks. This includes areas located between the fuels and the structures that do not contain any combustible materials such as roads, water bodies or rock.

Size of fuel break	Structures at Risk Multiplier
<10 meters	1.0
10 – 30 m	0.8
30 – 70 m	0.5
70-100 m	0.3
>100 m	0
<b>Structures at Risk Total</b>	<u>          </u>

### Fuel Hazard Ranking

The overall Fuel Hazard Ranking is calculated by adding together the Wildfire Behavior Ranking and the Structures at Risk Ranking. This is a measure of both the Risk and Consequences of a wildfire occurring. The overall ranking is classified as per the following categories:

Overall Fuel Hazard Ranking (Risk and Consequence)
<45 – Low
45-54 – Moderate
55-59 – High
>59 - Very High

**Appendix B**

**Fuel Hazard Rating for Extreme Polygons in the VoP**

**Wildfire Behavior Rating for Extreme Polygons in the VoP**

<b>Polygon #</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5*</b>	<b>6</b>	<b>7</b>
Spread Rate	9	9	14	13	n/a	13	16
Crowning Potential	14	13	11	5	n/a	5	2
Fire Intensity	6	4	4	2	n/a	2	4
Fire Behavior Modifiers	9	10	8	7	n/a	5	6
Overall Wildfire Behavior Ranking	<b>38 (High)</b>	<b>36 (High)</b>	<b>37 (High)</b>	<b>27 (Low)</b>	n/a	<b>25 (Low)</b>	<b>28 (Low)</b>

\*Majority of polygon had been converted to structures

**Structures at Risk Rating for Extreme Polygons in the VoP**

<b>Polygon #</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
Structures at Risk	16	16	15	20	n/a	18	20
Fuel Break Modifier	.8	.8	1.0	1.0	n/a	.8	.8
Structures at Risk Total	<b>12.8</b>	<b>12.8</b>	<b>15</b>	<b>20</b>	n/a	<b>14.5</b>	<b>16</b>

**Overall Fuel Hazard Rating for Extreme Polygons in the VoP**

<b>Polygon #</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
Overall Fuel Hazard Rating	<b>50.8 (mod)</b>	<b>48.8 (mod)</b>	<b>52 (mod)</b>	<b>47 (mod)</b>	n/a	<b>39.5 (low)</b>	<b>44 (low)</b>

**Appendix C**

**Pre-Development Fire Risk Assessment and Fuels Management Strategy  
Contents**

**Suggested contents for a 'Pre-Development Fire Risk Assessment and Fuels Management Strategy'**

Fire Risk and Fuel Hazard Assessment

Introduction

Study Area Description

Climate and BGC Classification

Natural Disturbance Regime

Fire Environment Background

Fire Components

Fire Behavior

Wildfire Types

Fuel Treatment Techniques

Stand thinning

Pruning

Prescribed burning

Residual material Removal

Pile and Burning

Surface fire fuel breaks

Treatment maintenance

FireSmart Community Design Recommendations

Introduction/Background

Vegetation Management

Priority Zone Recommendations

Priority Zone 1-Fuel Free

Priority Zone 2-Fuel Reduction

Priority Zone 3-Fuel Reduction and Conversion

Buildings and Construction

Roofs

Chimneys

Siding

Windows and Door Glazing; Eaves, Vents and Openings

Balcony, Decks and Porches

Access Management

Roadway Standards

Fire Service Access Standards

Water Supply

Utilities-Electric and Gas

Additional Recommendations

Muster Stations

Home Sprinkler Systems

Community Planning and Design Review

Construction Operations

Post-Development Fire Hazard Review

**Date:** December 1, 2015

**To:** Nikki Gilmore, Chief Administrative Officer

**From:** Paige MacWilliam, Legislative Assistant

**Subject:** Community Initiative & Opportunities Fund - 2015 Applications and Funds Remaining

**PURPOSE**

To present for Council’s consideration the 2015 Community Initiative and Opportunity Fund (CIOF) applications.

**BACKGROUND**

In May, 2013, Council adopted the Community Initiative and Opportunity Fund (CIOF) Policy, the purpose of which is to provide seed, long term or one time/single event funding to not-for-profit organizations, entities or societies based within the Village of Pemberton. The funds allocated for this program are collected through taxation and were originally referred to as the Economic Development Fund (EDC). With the establishment of the CIOF Policy the EDC funds are now allocated out to those applicants that meet the criteria established through the policy and by resolution of Council.

Each year the Village allocates \$30,000 in the budget to the CIOF to support this program. Since the CIOF’s creation in 2013, Council has entered into five (5) funding agreements with local not-for-profit organizations:

<b>Recipient Organization</b>	<b>Funding Agreement</b>	<b>Term</b>
Stewardship Pemberton	Seed Funding Agreement	2014 – 2016
Chamber of Commerce	Long Term Service Agreement	2014 – 2016
Tourism Pemberton	One Time Funding Agreement	2014
Pemberton Farmer’s Market Association	Long Term Service Agreement	2015-2017

In addition to the previously mentioned existing funding agreements, the Village has received three (3) applications to the CIOF for 2016:

- Spirit of BC Community Committee has applied for a Long Term Service Agreement for three (3) years to support WinterFest activities in the amount of \$4500/year (Appendix A).
- Pemberton Arts Council has applied for a Long Term Service Agreement for three (3) years to support the employment of a part-time grant writer, marketing & communications coordinator in the amount of \$4000/year (Appendix B).

- Tourism Pemberton has applied for a Long Term Service Agreement for three (3) years to support the employment of a part time coordinator in the amount of \$4000/year (Appendix C).

## **DISCUSSION & COMMENTS**

As a requirement of the funding agreements, representatives from Stewardship Pemberton, Chamber of Commerce and Pemberton Farmer's Market Association presented on their organization's activities from the previous year at the Committee of the Whole meeting held on November 17, 2015.

All three of the applicants for this year presented to the Committee of the Whole on November 17, 2015. Following the presentations, the Committee of the Whole passed the following resolutions:

### **Tourism Pemberton – Long Term Service Agreement Request**

*Moved/Seconded*

**THAT** the Committee of the Whole recommend to Council that the Village enter into a Long Term Service Agreement through the Community Initiative & Opportunity Fund with Tourism Pemberton, in the amount of \$4,000 annually, to support the hiring of a marketing manager.

**CARRIED**

### **Pemberton Arts & Culture Council – Long Term Service Agreement Request**

*Moved/Seconded*

**THAT** the Committee of the Whole recommend to Council that the Village enter into a Long Term Service Agreement through the Community Initiative & Opportunity Fund with the Pemberton Arts & Culture Council, in the amount of \$4,000 annually, to support the hiring of a marketing and communications coordinator.

**CARRIED**

### **Spirit of BC Community Committee – WinterFest – Long Term Service Agreement Request**

*Moved/Seconded*

**THAT** the Committee of the Whole recommend to Council that the Village enter into a Long Term Service Agreement through the Community Initiative & Opportunity Fund with the Spirit of BC Community Committee, in the amount of \$4,500 annually, to support the activities of WinterFest including the hiring of an event coordinator, insurance, marketing collateral and other miscellaneous purchase each year.

**CARRIED**

## **COMMUNICATIONS**

This matter does not require a communications element.



**LEGAL CONSIDERATIONS**

There are no legal considerations at this time.

**IMPACT ON BUDGET & STAFFING**

The coordination of the CIOF grant program is facilitated by Corporate & Legislative Services and is incorporated into the yearly work plan.

The above mentioned existing funding agreements, as well as the three funding agreements currently under consideration, are multi-year, which have implications on the 2016 and 2017 CIOF. At this time, if Council approves the current applications, there will be \$7,167 remaining in the fund for 2016.

<b>2016 Funding Summary</b>	<b>Amount</b>	<b>Agreement Type and Year of Funding</b>
<b>Total Budget Amount</b>	<b>\$30,000</b>	
Chamber of Commerce (VIC)	4,000	3 Year Long Term Service Agreement (3rd year)
Stewardship Pemberton	3,333	3 Year Long Term Service Agreement (3rd year)
Pemberton Farmers Market	3,000	3 Year Long Term Service Agreement (2nd year)
<b>Remainder after Current Commitments</b>	<b>\$19,667</b>	
Spirit of BC Committee	4,500	Long Term Service Agreement (if approved)
Pemberton Arts and Culture Council	4,000	Long Term Service Agreement (if approved)
Tourism Pemberton	4,000	Long Term Service Agreement (if approved)
<b>Remainder after 2015 Applications</b>	<b>\$7,167</b>	

There is currently one existing agreement that will impact the 2017 CIOF budget, the Pemberton Farmers Market Association Long Term Service Agreement. In addition, the Chamber of Commerce will be eligible to extend their agreement by one (1) year. If Council approves the extension of the Chamber of Commerce's Long Term Service Agreement and the three applications currently under consideration, there will be \$10,500 remaining in the 2017 CIOF prior to consideration of any new applications received in 2016.

<b>2017 Funding Summary</b>	<b>Amount</b>	<b>Agreement Type and Year of Funding</b>
<b>Total Budget Amount</b>	<b>\$30,000</b>	
Pemberton Farmers Market	3,000	3 Year Long Term Service Agreement (3rd year)
<b>Remainder after Current Commitments</b>	<b>\$27,000</b>	
Chamber of Commerce (VIC)	4,000	One Year Extension (if approved)
Spirit of BC Committee	4,500	Long Term Service Agreement (if approved)
Pemberton Arts and Culture Council	4,000	Long Term Service Agreement (if approved)
Tourism Pemberton	4,000	Long Term Service Agreement (if approved)
<b>Remainder after 2016 Applications</b>	<b>\$10,500</b>	

Staff will be bringing forward a report to seek Council's direction on how to allocate the remaining CIOF once the 2015 Year-End has been completed.

### **INTERDEPARTMENTAL IMPACT & APPROVAL**

Dispersal of CIOF will be incorporated into the daily routine of the Finance & Administration department and can be accommodated.



Lena Martin  
Manager of Finance & Administration

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

The CIOF has a beneficial impact on the region as a whole as the community groups supported through this initiative are provide services that benefit residents throughout the Pemberton Valley.

### **ALTERNATIVE OPTIONS**

There are no alternative options for consideration.

### **POTENTIAL GOVERNANCE CONSIDERATIONS**

The consideration of providing grants through the CIOF meets with Strategic Priority One, Economic Vitality, by valuing and supporting “a competitive and diversified economy with engaged corporate citizens” and Strategic Priority Four, Social Responsibility, by striving “to create a strong and vibrant community, recognizing the importance and benefits of both healthy, engaged citizens as well as an accessible and well managed environment.”

### **RECOMMENDATIONS**

#### **Recommendation One:**

**THAT** the Village enter into a 3-year Long Term Service Agreement through the Community Initiative & Opportunity Fund with Tourism Pemberton, in the amount of \$4,000 annually for the years 2016, 2017 and 2018, to support the hiring of a marketing manager.

#### **Recommendation Two:**

**THAT** the Village enter into a Long Term Service Agreement through the Community Initiative & Opportunity Fund with the Pemberton Arts & Culture Council, in the amount of \$4,000 annually for 2016, 2017 and 2018, to support the hiring of a marketing and communications coordinator.

#### **Recommendation Three:**

**THAT** the Village enter into a Long Term Service Agreement through the Community Initiative & Opportunity Fund with the Spirit of BC Community Committee, in the amount of \$4,500 annually for 2016, 2017 and 2018, to support the activities of WinterFest including the hiring of an event coordinator, insurance, marketing collateral and other miscellaneous purchase each year.


**Attachments:**

Attachment A – Spirit of BC Community CIOF Long Term Service Agreement Application  
Attachment B – Pemberton Arts Council CIOF Long Term Service Agreement Application  
Attachment C – Tourism Pemberton CIOF Long Term Service Agreement Application



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Paige MacWilliam  
Legislative Assistant



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Sheena Fraser  
Manager of Corporate & Legislative Services

**CHIEF ADMINISTRATIVE OFFICER REVIEW**



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Nikki Gilmore  
Chief Administrative Officer



## COMMUNITY INITIATIVE & OPPORTUNITY FUND APPLICATION

The Village of Pemberton Community Initiative & Opportunity Fund (COIF) is dedicated to the financial support of registered non-profit organizations whose activities will provide benefit to the residents of Pemberton.

Support from the Village is given in the form of cash grants only.

The Village does not provide funding to for-profit business, retroactive funding for project expenses incurred prior to funding approval, debt retirement, reserves or mortgage pay downs, large scale capital and public infrastructure projects, league or club based sports programs, prize money, or to organizations already receiving annual recurring funding from the Village or through other Village committees.

The Village supports funding through the COIF for wages, honorariums, contract services, promotions and marketing purposes, special events, projects and/or activities, and strategic or business plan development. Funding may also be used for the purpose of acquiring furnishings, equipment and supplies.

Successful Recipients are required to make a presentation to the Committee of the Whole to report on the status of the activity/project each year by November 15th or within one month of the completion of the project.

Please complete this application form & submit along with any additional information you deem necessary to the Manager of Corporate & Legislative Services no later than the first Monday in November each year. **Applications must not be handwritten.** Please do not exceed 10 pages. After reviewing all applications, Village staff will contact you to make arrangements to appear before Council at a Committee of the Whole meeting.

**Please note:** Appearing before Council does not guarantee funding approval. Applicants should be notified approximately 6-8 weeks after the deadline on the success of their application.

**Application should not be more than 10 pages. Please do not bind your application. Simply return form via fax, e-mail or mail before midnight on the first Monday of November each year.**

Village of Pemberton  
Community Initiative & Opportunity Fund  
Box 100 | 7400 Prospect Street  
Pemberton BC V0N 2L0

E:-Mail: [admin@pemberton.ca](mailto:admin@pemberton.ca)  
Phone: 604-894-6135  
Fax: 604-894-6136  
Website: [www.pemberton.ca](http://www.pemberton.ca)

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 Initiative and Opportunity 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](mailto:sfraser@pemberton.ca) or 604-894-6135).



## COMMUNITY INITIATIVE & OPPORTUNITY FUND APPLICATION

### ORGANIZATION INFORMATION

Community Organization Name: Spirit of BC Community Committee - Winterfest 2017  
 Registered Tax Charity BB#  
 or Society Registration # (optional): N/A Year Established: 2006  
 Contact Name: Carlee Cindric Phone: [REDACTED]  
 Mailing Address: [REDACTED] Email: [REDACTED]  
Pemberton, BC V0N 2L0 Fax: N/A

Annual Report filed with the Provincial Government:  yes  no  
 If Yes, Date Last Report Filed: \_\_\_\_\_

### SOCIETY EXECUTIVE CONTACTS

Title	Name	Email	Phone
Chair	Carlee Cindric	see above (too long to fit)	[REDACTED]
Secretary-Treasurer	Shirley Henry	[REDACTED]	[REDACTED]

Organization Mission Statement (if applicable):

The goal of Winterfest is to entertain our community members and visitors to the  
Pemberton area by offering a variety of free recreational and sporting activities to people of  
all ages.

### DETAILS OF FUNDING REQUEST

- Please identify the type of funding being requested (provide brief description of request i.e. timeframe):
  - One Time/Single Event Funding: \_\_\_\_\_
  - Long Term Service Agreement: For Pemberton's annual Winterfest event
  - Seed Funding: \_\_\_\_\_

2. Total financial assistance requested: \$ 4500.00

*(Must Include a single page outline of what will be purchased and its cost. Provide any quotes or budgets for the project. Note: If you require funds for more than one item – please list the programs/items in priority order including a cost breakdown).*



## COMMUNITY INITIATIVE & OPPORTUNITY FUND APPLICATION

3. Name of program and items needing support:

Winterfest - funds will go towards Winterfest event coordinator fee, insurance, marketing collateral, and misc equipment purchases (i.e. lighting).

4. Describe the program and identify how it will benefit residents of Pemberton or bring economic development to the Village:

Pemberton Winterfest is a 3-day community celebration held in January each year. This FREE, family friendly event includes a variety of outdoor activities including ice hockey and curling tournaments, ice fishing, music, skating, fireworks and more! We invite all residents and visitors of the Sea-to-Sky Corridor to join us!

5. Describe the revenues you receive from all sources and indicate how it is used to support your program:

Sponsorship Revenue (hope to reach \$8000) - Used for fireworks, live music, merchandise, polar bear plunge event coordination, and the Kids Zone.

6. Summarize why your organization was established and identify its key goals. Also, describe your organization's administrative structure and indicate how funds are managed.

Please see attached document for full details.

7. a) What would it mean to your program if funding is not provided by the Community Initiative & Opportunity Fund?  
b) What other options would you pursue?

a & b) If adequate funding is not received via grants and/or sponsorships, we will look to cut back on the number of days the event will be held as well as the amount of activities we can offer to the community during the event.



## COMMUNITY INITIATIVE & OPPORTUNITY FUND APPLICATION

8. Identify whether the Village of Pemberton has offered support in the past and, if so, how much and for what? Please list all donations since 2010.

\$1500 has been provided by the Village of Pemberton each year from 2011 to 2014 and in 2016.

\*The SLRD has also matched the Village of Pemberton's \$1500 each year.

9. Identify if you have applied for funding from another local government (ie: SLRD/ Pemberton Valley Utilities and Services Committee) or organization (community groups) for this same request and, if so, for how much. Also, indicate when you expect to know the outcome of that funding request (please keep us updated as you are informed).

Each year, beginning in August we send sponsorship requests to our local business requesting funds. We require a minimum \$12,500 to host Winterfest each year. We typically hear from our local sponsors from September - October with their sponsorship contribution.

10. Please identify how you would recognize or promote the Village of Pemberton's support of your program:

The Village of Pemberton will receive prominent logo inclusion on all marketing pieces including event posters and website as well as mentions via our social media channels.

We also offer prominent banner placement at the event site (banner to be provided by VoP).

11. If a registered charity, please attach evidence of your charitable status and the most recent financial income statement (not more than 2 pages please).

## Community Initiative & Opportunity Fund Application

Application Q&A continued...

**6. Summarize why your organization was established and identify its key goals. Also, describe your organization's administrative structure and indicate how funds are managed.**

The Spirit of BC Community Committee was established in 2006 to create a winter sports focused event that would engage the Pemberton community and create a sense of excitement and energy in the lead up to the 2010 Vancouver Winter Olympic & Paralympic Games. Winterfest was 'born'. Initial funding was received from the Province up until 2010 and then ceased. Many Spirit of Community Committees folded but the Pemberton Valley committee decided to keep going.

To date, the goal of the society is to coordinate a free, fun, 'something for everyone' annual winter celebration for the community and corridor.

The Spirit of BC Community Committee, Pemberton Valley, is a volunteer based organization made up of representatives from various community groups including: the Squamish-Lillooet Regional District (SLRD), Pemberton Chamber of Commerce, Pemberton Legion, Pemberton Lions Club and Rotary Club of Pemberton. It is led by a Chairperson and meets monthly from August – March to plan and execute Winterfest.

The Chair takes the lead in sourcing funding through grant applications and sponsorship proposals to various local businesses. Gathered funds are held in a Winterfest account and managed by Shirley Henry, Secretary-Treasurer of the Pemberton Chamber of Commerce / Winterfest. The Committee as a whole works together to decide the amount of funds that are to be allocated to the various activities, events, marketing, administrative initiatives, etc. that make up Winterfest.

Please find attached our 2015 Financial Report.





## WINTERFEST FINANCIAL REPORT - 2015

### REVENUE

Balance on hand	\$7,215.21
BC Hydro	\$2,000.00
CRT-ebc	\$1,500.00
Innergex	\$1,000.00
Westpark Electric	\$500.00
HUKA - Pemberton Festival	\$750.00
Deposit - Kirk -fencing	\$150.00
Dance	\$701.35
VOP REFUNDABLE DEPOSIT	\$300.00

**TOTAL REVENUE** **\$14,116.56**

### EXPENSES 2015

#362 VOP	\$300.00
#363 VOP	\$50.00
#364 K.Becker-sound band	\$648.00
#365 Cutting Edge	\$336.00
#366 Tara O'Doherty (Band)	\$1,000.00
#367. Spud Valley (Trophies )	\$31.50
#368 Insurance	\$1,150.00
Service ChargesNov/ Dec	\$3.00
#370 -Carlee Cindric	\$1,000.00
#371 - DJ XL Audio Visual	\$300.00
#372 Gary Martin - Poster	\$100.00
#373 Spud Valley Rods & line	\$256.33
#374 Spud Valley - skates	\$43.70
#375 Audio Cine Films Inc.	\$110.25
Service ChargesJan/Feb	\$3.00
#376 Mile One ( Dinner )	\$141.79
#377 Mile One Tip	\$30.00
# 378 - CANCELLED	
#379 S Henry - Postage	\$7.96
March S/C	\$1.50
Fireworks	\$1,500.00
Beanies	\$635.61
Movies	\$33.57
Signs	\$1,853.60
Web	\$18.60
Stickers	\$462.50

**TOTAL EXPENSES** **\$10,016.91**

**REMAINING BALANCE FOR 2016** **\$4,099.65**



# WINTERFEST 2017

## Community Initiative & Opporunity Fund Budget

### CIOF FUNDING

Requested \$4,500.00

### Expenses

Item	Budget	Notes
Winterfest Event Coordinator Fee	\$2,500.00	
Event Signs Design	\$200.00	
Event Signs Printing	\$100.00	
Event Insurance	\$1,500.00	
Equipment (lighting, etc.)	\$200.00	
<b>TOTAL EXPENSES</b>	<b>\$4,500.00</b>	

OCT 14 2015

Village of Pemberton



Box 100 | 7400 Prospect Street  
 Pemberton BC V0N 2L0  
 P: 604.894.6135 | F: 604.894.6136  
 Email: admin@pemberton.ca  
 Website: www.pemberton.ca

**COMMUNITY INITIATIVE & OPPORTUNITY FUND APPLICATION**

**ORGANIZATION INFORMATION**

Community Organization Name: Pemberton Arts Council  
 Registered Tax Charity BB#  
 or Society Registration # (optional): # S-0050606 Year Established: 2006  
 Contact Name: Marnie Simon Phone: [REDACTED]  
 Mailing Address: [REDACTED] Email: [REDACTED]  
Pemberton V0N 2L1 B.C. Fax: N/A  
 Annual Report filed with the Provincial Government:  yes  no  
 If Yes, Date Last Report Filed: 2015/03/16

**SOCIETY EXECUTIVE CONTACTS**

Title	Name	Email	Phone
President	Marnie Simon	[REDACTED]	[REDACTED]
Vice President	Trish Belsham	[REDACTED]	[REDACTED]
Past President	Daved Moldofsky	[REDACTED]	[REDACTED]
Secretary	Lana McKenzie	[REDACTED]	[REDACTED]
Treasurer	Jen Fisher	[REDACTED]	[REDACTED]

Organization Mission Statement (if applicable):

The Pemberton Arts Council mission is to inspire and assist local artists, to increase access to artistic and cultural experience in the Pemberton and Lil'wat Lands, and to place culture in its proper place as one of the three foundations (culture, science, spirit) for social and economic progress in the region.

**DETAILS OF FUNDING REQUEST**

- Please identify the type of funding being requested (provide brief description of request i.e. timeframe):
  - One Time/Single Event Funding: \_\_\_\_\_
  - Long Term Service Agreement: See appendix A
  - Seed Funding: \_\_\_\_\_

2. Total financial assistance requested: \$ \$12,000 @ \$4,000yr. X 3yrs.

*(Must Include a single page outline of what will be purchased and its cost. Provide any quotes or budgets for the project. Note: If you require funds for more than one item – please list the programs/items in priority order including a cost breakdown).*



Box 100 | 7400 Prospect Street  
Pemberton BC V0N 2L0  
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Email: [admin@pemberton.ca](mailto:admin@pemberton.ca)  
Website: [www.pemberton.ca](http://www.pemberton.ca)

## COMMUNITY INITIATIVE & OPPORTUNITY FUND APPLICATION

The Village of Pemberton Community Initiative & Opportunity Fund (COIF) is dedicated to the financial support of registered non-profit organizations whose activities will provide benefit to the residents of Pemberton.

Support from the Village is given in the form of cash grants only.

The Village does not provide funding to for-profit business, retroactive funding for project expenses incurred prior to funding approval, debt retirement, reserves or mortgage pay downs, large scale capital and public infrastructure projects, league or club based sports programs, prize money, or to organizations already receiving annual recurring funding from the Village or through other Village committees.

The Village supports funding through the COIF for wages, honorariums, contract services, promotions and marketing purposes, special events, projects and/or activities, and strategic or business plan development. Funding may also be used for the purpose of acquiring furnishings, equipment and supplies.

Successful Recipients are required to make a presentation to the Committee of the Whole to report on the status of the activity/project each year by November 15th or within one month of the completion of the project.

Please complete this application form & submit along with any additional information you deem necessary to the Manager of Corporate & Legislative Services no later than the first Monday in November each year. **Applications must not be handwritten.** Please do not exceed 10 pages. After reviewing all applications, Village staff will contact you to make arrangements to appear before Council at a Committee of the Whole meeting.

**Please note:** Appearing before Council does not guarantee funding approval. Applicants should be notified approximately 6-8 weeks after the deadline on the success of their application.

**Application should not be more than 10 pages. Please do not bind your application. Simply return form via fax, e-mail or mail before midnight on the first Monday of November each year.**

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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 Initiative and Opportunity 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](mailto:sfraser@pemberton.ca) or 604-894-6135).

**COMMUNITY INITIATIVE & OPPORTUNITY FUND APPLICATION**

3. Name of program and items needing support:

Part-time grant writer, marketing & communications coordinator for PAC

See Appendix B for job description and time-frame and benefits from program

4. Describe the program and identify how it will benefit residents of Pemberton or bring economic development to the Village:

Providing a qualified paid part time coordinator to support the work of the volunteer

board, will enhance the viability and growth of PAC and facilitate the group to reach its

goals of being able to offer a rich diversity of artistic & cultural experiences that will benefit

members & public and enhance cultural tourism & economic development in Pemberton.

5. Describe the revenues you receive from all sources and indicate how it is used to support your program:

#1 Membership dues-annual membership drive prior to AGM

#2 Grants from local,municipal, provincial an Arts Foundations are sourced

See Appendix C for details of grants received in 2015.

#3 Fund raising and commissions from artists for work sold by PAC

6. Summarize why your organization was established and identify its key goals. Also, describe your organization's administrative structure and indicate how funds are managed.

See appendix D

7. a) What would it mean to your program if funding is not provided by the Community Initiative & Opportunity Fund?

b) What other options would you pursue?

See Appendix E



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**COMMUNITY INITIATIVE & OPPORTUNITY FUND APPLICATION**

8. Identify whether the Village of Pemberton has offered support in the past and, if so, how much and for what? Please list all donations since 2010.

There have been no donations given by the VOP since 2010

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9. Identify if you have applied for funding from another local government (ie: SLRD/ Pemberton Valley Utilities and Services Committee) or organization (community groups) for this same request and, if so, for how much. Also, indicate when you expect to know the outcome of that funding request (please keep us updated as you are informed).

If PAC is successful in obtaining this grant we plan to ask the SLRD to match the funding from CIOF so that we can have additional part-time administrative assistance.

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10. Please identify how you would recognize or promote the Village of Pemberton's support of your program:

A public announcement in the local Media and inclusion of VOP logo in major promotional materials in addition to a formal letter of thanks to the Mayor and council. An announcement would be made on our website and social media outlets.

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11. If a registered charity, please attach evidence of your charitable status and the most recent financial income statement (not more than 2 pages please).

## Appendix A CIOF Application

*Question #1. Please identify the type of funding being requested (provide brief description of request i.e. timeframe):*

The Pemberton Arts & Culture Council (PACC) is seeking a Long Term Service Agreement for our application for COIF funding. We are requesting \$4,000 to be provided each year for a three year term and with the option to request two (2) one (1) year renewals to a total of five years (5).

The funding would be used to contract part-time assistance with research and writing of grant applications within a timeframe that would match the granting schedules of our major granting organizations (eg Arts BC).

Funding would also be used to contract for assistance with communication and promotion. The contract would require particular deliverables that would support the regular work of the volunteer board and committees. An example would be the creation of a promotional package required to market our annual fundraiser MADE.

PACC would seek an individual with the skills and experience to encompass both portions of the contracted position. However should we not be able to attract such an applicant we would seek two applicants, each with one of the skill sets we require.

Our goal would be to develop a strong infrastructure for the Board in the first year of the CIOF funding and to use this funding over the remaining years to leverage any grant applications made over the next 3-5 years.

The job description for the part-time position would change as the needs of the Board support were identified and matched to the growth of programming and events over the five (5) years.

Benefits:

This position would free the Board to focus on meeting their strategic goals and growing membership through offering innovative and supportive programs to artists and artistic opportunities for the community.

The time commitment for members of the board is excessive and there is a real danger of burn out. Much work with governance and infrastructure has been done since the new Board took office in March. It was necessary to focus initially on Board development and the development of governance tools. We were fortunate to have the help of Maureen Douglas and members of the Cultural Round Table to assist PACC steer in a new direction and embrace a new mandate of inclusivity for all genres of artistic and cultural expression.

We were also fortunate that Sue Adams & Joan Richoz, two former Arts Council Board Presidents, provided an informative session on Board governance and shared tools and advice to assist us develop our governance materials.

The Board has also been active with providing events for the Community: a flag exhibition and competition for Canada Day; an Arts exhibit at the Millers farm as part of Slow Food Cycle Sunday (4 tents with art displayed and for sale and one tent with interactive art activities for children). Currently we are completing the planning of the annual fundraiser Music Art Dance Expression (MADE). We have expanded the programming this year to include a day-long program for children. We have partnered with the Growing Great Children group and the Pemberton Multicultural Network. True to our new mandate we have opened the program to multiple art forms and expressions of culture.

## **APPENDIX B - CIOF APPLICATION**

*Question #3. Name of program and items needing support:*

*The two areas where the PACC board requires assistance are researching of grants and writing of applications plus coordination of promotional materials and communication with members and the public.*

**#1** Grant research and application writing:

There are commonly three cycles for applications for grants suitable for the support of Arts & Culture organizations - January /March; June/July and September/October.

The focus for this component of the contract would be during these timeframes.

Reasonable expectations of deliverables, such as the number of applications made on behalf of PACC, would be set within the contract. The successful applicant would work closely with the executive committee to match grant opportunities with identified needs for PACC.

**#2** Communication and Promotion:

Following the annual organizational plan for PAC, a timetable for deliverables and the promotional materials needed for the three annual events would be developed.

However, in the start up-year of funding, the focus of the work plan would be the development of key components of the promotional plan for the 2016 PACC Promotional Campaign.

As the membership grows and planning encompasses more programming and events this component of the position would be expanded to include a greater focus on the coordination of communication with members and the public through all forms of media – print, social media and website.



The hourly rate suggested for this role would be \$25 per hour – giving a total of 160 hours annually. Time would be flexible and the emphasis would be on identified deliverables as they matched with the PAC annual work plan.

### **APPENDIX C - CIOF APPLICATION**

*5. Describe the revenues you receive from all sources and indicate how it is used to support your program:*

PACC is a volunteer Board and all administrative and promotional activities, programming and events are coordinated by our Board members. We also have a strong and supportive group of volunteers that assist with PACC's events.

The main sources of revenue at present are the annual membership fees. Prior to the AGM in March of each year we hold a membership drive. In addition, during our annual fundraiser MADE, we seek membership renewal and recruit for new members. To show their work at PACC events or make use of the promotional opportunities offered through our website and social media, artists are required to have PACC membership. We have received two grants in the past six months. The SLRD waived the venue fees for our annual fund raiser that is to be held at the Community Centre on October 17<sup>th</sup>.

In September we were the recipients of the annual Sea to Sky Community Golf Tournament sponsored by Sue & Bob Adams and Blue Shore bank. The \$5,000 we received is being used as seed funding for the MADE event.

PACC has received corporate sponsorship for this event. PACC would seek such support for any of the events we hold. We also hope to recruit corporate and group membership in PACC.

### **APPENDIX D CIOF APPLICATION**

*6. Summarize why your organization was established and identify its key goals. Also, describe your organization's administrative structure and indicate how funds are managed.*

Pemberton Arts & Culture Council was inaugurated as a society in 2006 to *inspire and assist local* artists and to increase access to artistic and cultural experience in the Pemberton and Lil'wat Lands. In 2015, the group assimilated the Pemberton Cultural Roundtable and expanded its mandate to include culture, placing it its proper place as one of the three foundations (culture, science, spirit) for social and economic progress in the region.

PACC has a volunteer board whose membership includes local artists and supporters of arts and culture. The organizational structure consists of 4 executive (president, vice

president, secretary & treasurer). The immediate past- president and three directors at large and one appointee from the VOP make up the remaining Board positions.

Funds are managed by the treasurer and an annual financial report is prepared at the end of each fiscal year and presented to the membership for ratification at the AGM. Four interim reports are presented to the Board throughout the year.

Board governance tools have been developed to direct the work of the Board. An annual calendar is followed for Board meetings and the items to be added to the meeting agendas.

Committees of non-Board members with Board representation have been established to support events and programs as well as membership and communication. Internal Board committees include: executive (fundraising, grant research/application and external relationships); finance (budget, grant management) and nominating.

**Goals:**

At a recent strategic planning meeting the following goals were identified and reflect a new direction for PACC:

Build, promote and integrate the arts and culture into the fabric of the community of Pemberton and surrounding areas by:

- i) Educating and increasing the public's understanding and appreciation of the arts and culture by providing performances and exhibitions of an artistic and cultural nature in public places.
- ii) Providing instructional seminars and workshops to the public and to artists on topics related to arts and culture.
- iii) Working collaboratively with other organizations in Pemberton and the surrounding areas to support, enhance and coordinate artistic and cultural experiences such as, but not limited to, workshops, events, presentations, exhibitions and festivals.
- iv) Working collaboratively with other organizations, businesses, government, First Nations communities and local residents in Pemberton and the surrounding areas to support and enhance artistic and cultural tourism.
- v.) Doing all such other things as ancillary or incidental to the attainment of the above.

The Board identified three focus areas for PACC - organizational capacity, partnership & collaboration plus awareness & communication).

## APPENDIX E CIOF GRANT APPLICATION

*Question # 7*

*a) What would it mean to your program if funding is not provided by the Community Initiative & Opportunity Fund?*

*b) What other options would you pursue?*

a) If funding was not received from CIOF the Pemberton Arts and Culture Council would need to cut back on programming and the offering of events. The research of grant opportunities and grant writing would be reduced considerably and promotion of PACC and recruitment of membership would be less robust. PACC has a small but committed group of volunteer Board members. A great deal of governance work has been done to date, but more is needed to ensure PACC is sustained and grows over the long-term. Board capacity would be greatly enhanced with the support of a paid part-time communications and grants coordinator.

b) The Board would pursue a number of options if we are unsuccessful. The major focus for the executive would be on grant writing. We have made application to two other funding organizations for specific areas of assistance that, should we be successful, would be enhanced by the additional human resources we are seeking from CIOF. They are:

#1 Application to the Pemberton Music Festival Community Grant for \$2,000. This money would support a promotional campaign to raise awareness of the new direction for the Council and recruit members. This grant would provide the promotional resources but not the additional manpower to develop them to their maximum potential.

#2 Application is being made on October 15<sup>th</sup> 2015 to the BC Arts Council for a Community Arts Development Project Award. Funds would be used to offer an After School Arts Program to children from 8-14 years at the Pemberton Community Centre. We are also asking for support for offering two (2) workshops for artists & the public: a) Photographing your Art Effectively, b) Marketing your Art. These programs would be held during the winter and spring months of 2016.

We have consulted with the BC Arts Council grant advisor and the above award was recommended to us. In addition, she recommended we apply for the Festival Assistance Award in January 2016 for the spring event we are hoping to hold – “Art in the Garden”. This event would be held over a weekend in the late spring. We would pair artists of all genres with owners of some of the beautiful gardens in our valley. There would be a program of activities advertised locally and throughout the lower mainland with the help of The Sea to Sky Arts Council of which we are an active member.

#3 PACC’s long range plan is to apply for long-term operating funding from the BC Arts Council. However we would not be eligible for application until we have successfully obtained two (2) smaller BC Arts Council grants (the two for which we are applying for (2016)). The interim 3 plus years before we could qualify to apply for this funding would leave the PACC without the necessary financial and human resources to remain viable and meet our goals for growth.

#4 PACC would continue to fundraise as our resources allowed and seek every grant opportunity possible to support our programming and events.

#5 PACC will approach the SLRD for operational funding to match the CIOF if we are successful. If this does not happen we will still seek their help with operating costs. Should we be successful in our funding applications to be supported by both organizations we would increase the time of the part time contracted person to allow for more administrative help and subsequent increased efficiencies and viability for PACC.



October 14, 2015,

Mayor & Council,  
Village of Pemberton,  
Community Initiative & Opportunity Fund,  
Box 100,  
Pemberton, B.C., V0N 2L0

Dear Mayor Richman & Council,

Please find enclosed an application for funding for Tourism Pemberton under the Village of Pemberton's Community Initiative & Opportunity Fund.

If you require any additional information please contact me.

Yours truly,

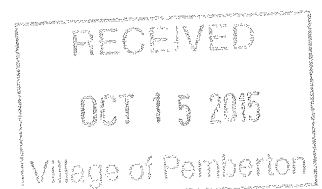
A handwritten signature in cursive script that reads "Shirley Henry".

Shirley Henry, FBCC,  
Secretary- Treasurer

[info@tourismpembertonbc.com](mailto:info@tourismpembertonbc.com)

encl.

*Adventure Begins Here*



P.O. Box 370, Pemberton, British Columbia, CANADA, V0N 2L0



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## COMMUNITY INITIATIVE & OPPORTUNITY FUND APPLICATION

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Successful Recipients are required to make a presentation to the Committee of the Whole to report on the status of the activity/project each year by November 15th or within one month of the completion of the project.

Please complete this application form & submit along with any additional information you deem necessary to the Manager of Corporate & Legislative Services no later than the first Monday in November each year. **Applications must not be handwritten.** Please do not exceed 10 pages. After reviewing all applications, Village staff will contact you to make arrangements to appear before Council at a Committee of the Whole meeting.

**Please note:** Appearing before Council does not guarantee funding approval. Applicants should be notified approximately 6-8 weeks after the deadline on the success of their application.

**Application should not be more than 10 pages. Please do not bind your application. Simply return form via fax, e-mail or mail before midnight on the first Monday of November each year.**

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Village of Pemberton

Regular Council Meeting No. 1413

Tuesday, January 13, 2015

Page 110 of 164



**COMMUNITY INITIATIVE & OPPORTUNITY FUND APPLICATION**

**ORGANIZATION INFORMATION**

Community Organization Name: Tourism Pemberton Destination Marketing Association

Registered Tax Charity BB#

or Society Registration # (optional): S-0062009 Year Established: 2013

Contact Name: Shirley Henry Phone: [REDACTED]

Mailing Address: [REDACTED] Email: info@tourismpembertonbc.com

Pemberton, B.C., V0N 2L0 Fax: 604-894-5571

Annual Report filed with the Provincial Government:  yes  no

If Yes, Date Last Report Filed: March 2015

**SOCIETY EXECUTIVE CONTACTS**

Title	Name	Email	Phone
President	Temporarily vacant position		
Vice-President	Mark Mendonca	[REDACTED]	[REDACTED]
Secretary-Treasurer	Shirley Henry	[REDACTED]	[REDACTED]
Director	Kevin McLeod	[REDACTED]	[REDACTED]
Director	Tyler Schramm	[REDACTED]	[REDACTED]

Organization Mission Statement (if applicable):

- 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.

**DETAILS OF FUNDING REQUEST**

1. Please identify the type of funding being requested (provide brief description of request i.e. timeframe):

One Time/Single Event Funding:

Long Term Service Agreement:

Yes

**COMMUNITY INITIATIVE & OPPORTUNITY FUND APPLICATION**

X

Seed Funding: \_\_\_\_\_

2. Total financial assistance requested: \$ 4000.00 /yr.

*(Must Include a single page outline of what will be purchased and its cost. Provide any quotes or budgets for the project. Note: If you require funds for more than one item – please list the programs/items in priority order including a cost breakdown).*

3. Name of program and items needing support:

***Part time Co-Ordinator** - responsible for organizing Slow Food Cycle Sunday, website, promotions grant sourcing, sponsorship and co-ordination with Tourism Whistler and Tourism Squamish.*

4. Describe the program and identify how it will benefit residents of Pemberton or bring economic development to the Village:

A part time co-ordinator will organize and promote the Slow Food Cycle Sunday event which brings visitors from around BC and the US. The Co-ordinator will work closely with Tourism Whistler and Tourism Squamish on joint promotions for the Sea to Sky region. Past projects have included bike promotions featured on [www.seatoskybiking.com](http://www.seatoskybiking.com) and [www.mountainbikingbc.ca](http://www.mountainbikingbc.ca).

The funding mechanism has now changed and to access Destination BC

Marketing dollars three destination Marketing Organizations must partner together to access funds.

The coordinator will also monitor our website, search out additional grants and sponsorships and organize local promotions where applicable.

5. Describe the revenues you receive from all sources and indicate how it is used to support your program:

Membership Fees

Slow Food Cycle Sunday Registration Fees

Community Sponsorship for Slow Food Cycle Sunday

6. Summarize why your organization was established and identify its key goals. Also, describe your organization's administrative structure and indicate how funds are managed.





**COMMUNITY INITIATIVE & OPPORTUNITY FUND APPLICATION**

Originally Tourism Pemberton was a committee of the Pemberton & District Chamber of Commerce. In 2013 Tourism Pemberton became a registered Society under the Provincial Societies Act. The Board is made up of 5 individuals, and membership consists in 2015 of 26 members. The organization has been run by the volunteer board this past year. The Slow Food Event was organized by two paid co-ordinators. One of our main goals is to promote Pemberton and Area as a travel destination of choice.

7. a) What would it mean to your program if funding is not provided by the Community Initiative & Opportunity Fund?  
b) What other options would you pursue?

The only other options currently would be to raise the members fees, do only locally based marketing with member participation and therefore we would not be able to access any of the DBC partnered programs with Tourism Whistler & Tourism Squamish.

We are also not able to have access to the voluntary Marketing Dollars that have previously been made available to Tourism Pemberton which have been used for website marketing, social media and the updating of our website to make it responsive.

The other option would be to request the 2% Hotel tax be instituted in Pemberton

8. Identify whether the Village of Pemberton has offered support in the past and, if so, how much and for what? Please list all donations since 2010.

2010 - \$ 5644.49

2011 - \$ 9,600.00

2012- \$ 9,200.00

2013 - \$10,000.00

2014 - \$ 7500.00

9. Identify if you have applied for funding from another local government (ie: SLRD/ Pemberton Valley Utilities and Services Committee) or organization (community groups) for this same request and, if so, for how much. Also, indicate when you expect to know the outcome of that funding request (please keep us updated as you are informed).

No applications at present. A discussion will be held with the Area C Director of the SLRD to solicit support for Tourism Pemberton..



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**COMMUNITY INITIATIVE & OPPORTUNITY FUND APPLICATION**

10. Please identify how you would recognize or promote the Village of Pemberton’s support of your program:

The Village of Pemberton is recognized on the Tourism Pemberton Website ([www.tourismpembertonbc.com](http://www.tourismpembertonbc.com)) with links to the VOP website and among the partner logos on the home page. The Village would continue to be recognized as a partner on our website.

11. If a registered charity, please attach evidence of your charitable status and the most recent financial income statement (not more than 2 pages please).

Date & time of filing – December 2, 2013 11:53 AM Pacific Time

Name of Society – Tourism Pemberton Destination Marketing Association

Society Incorporation Number – S-00622009

Business Number – [REDACTED]



## **TOURISM PEMBERTON DESTINATION MARKETING ASSOCIATION**

### **JOB DESCRIPTION**

#### **Part-time Marketing Co-Ordinator**

- Website management and promotion
- Membership Development
- Liaison with Tourism Whistler and Tourism Squamish on Destination BC Initiatives
- Grant and Sponsorship Sourcing
- Event coordination (Slow Food Cycle/Ironman Cheer Station)
- Other duties/initiatives as required

# Tourism Pemberton Destination Marketing Association

## Income Statement 01/01/2015 to 9/30/2015

### REVENUE

Balance Forward - 2014	\$6,282.40
Membership Fees	\$6,492.45
Destination Marketing Funds	\$7,500.00
Slow Food Event Sponsor 2014	\$1,200.00
Slow Food Sponsors 2015	\$6,000.00
Slow Food 2015 2015( Reg, vendors,float)	\$14,381.00
CTO Funding	\$8,400.00
<b>TOTAL REVENUE</b>	<b>\$50,255.85</b>

### EXPENSES

Website	\$20,579.40
Promotions includes DBC Marketing, Marketing & additional marketing initiatives	\$7,985.00
Slow Food Expenses	\$8,883.67
Slow Food Co-Ordination	\$6,000.00
Office	\$151.64
Insurance	\$800.00
Ironman Pemberton Cheer station, Co-ordinator,Entertainers, Whistler Expo Booth	\$2,569.57
<b>TOTAL EXPENSES</b>	<b>\$46,969.28</b>

Shirley Henry,

Treasurer

October 14,2015.

Revised Oct 27,2015 with additional details.

## Tourism Pemberton Destination Marketing Association

<b>PROPOSED BUDGET</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>REVENUE</b>			
Membership Fees	\$7,500.00	\$8,000.00	\$8,500.00
VOP - CIOF - requested	\$4,000.00	\$4,000.00	\$4,000.00
SLRD - AREA C Requested	\$4,000.00	\$4,000.00	\$4,000.00
Slow Food Sponsors	\$6,000.00	\$6,220.00	\$6,500.00
Slow Food Revenue ( Registrations, vendors)	\$15,000.00	\$15,500.00	\$15,500.00
<b>TOTAL REVENUE</b>	<b>\$36,500.00</b>	<b>\$37,720.00</b>	<b>\$38,500.00</b>
<b>EXPENSES</b>			
Marketing Co-ordinator ( DBC Marketing, Slow Food, Iron man )	\$14,000.00	\$14,000.00	\$14,000.00
Promotions Marketing & additional marketing initiatives	\$5,750.00	\$6,020.00	\$6,200.00
Slow Food Expenses	\$9,300.00	\$9,500.00	\$9,700.00
Sea to Sky Consortium Marketing	\$5,000.00	\$5,500.00	\$5,700.00
Office	\$200.00	\$300.00	\$400.00
Insurance	\$800.00	\$850.00	\$875.00
Ironman Cheerstation Whistler expo, entertainers	\$750.00	\$800.00	\$850.00
Website	\$700.00	\$750.00	\$775.00
<b>TOTAL EXPENSES</b>	<b>\$36,500.00</b>	<b>\$37,720.00</b>	<b>\$38,500.00</b>

**Date:** December 1, 2015  
**To:** Nikki Gilmore, Chief Administrative Officer  
**From:** Paige MacWilliam, Legislative Assistant  
**Subject:** Community Enhancement Request – Young Life

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### **PURPOSE**

To request funding, in the amount of \$2500, from the Community Enhancement Fund to expand the Young Life youth programming to accommodate the growing number of youth in attendance.

### **BACKGROUND AND COMMENTS**

The Village of Pemberton has received a Community Enhancement Fund request, in the amount of \$2500, from Pemberton Young Life. The requested funds are to assist with the expansion of the current youth programming, including weekly Wednesday drop-in evenings, Saturday ski days and a number of camping trips throughout the year. The program serves over 100 youth from the Pemberton Valley.

Young Life draws upon the support of volunteers and community donations. In addition, Young Life has advised that they have received \$2,500 from SLRD Area C and \$1000 from Iron Man.

Young Life has not requested support from the Village of Pemberton in the past.

### ***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**

At this time, the CEF has a very healthy remaining balance of \$16,800 remaining at the preparation of this report. As such, to help facilitate the expansion of the Young Life programing, Staff is recommending that the full \$2500 be allocated from the CEF.

The request meets with the criteria of the Community Enhancement Fund under *Expansion of current programs* criteria and meets the priority to *benefit a large number of Pemberton residents*. In addition, Young Life has secured addition funding through fundraising.

### **COMMUNICATIONS**

There are no communications elements anticipated.

### **LEGAL CONSIDERATIONS**

There are no legal considerations at this time.

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

Staff proposes that \$2500 be allocated from the Community Enhancement Fund to support Young Life. The chart lists contributions already allocated to date:

#### **Community Enhancement Fund Reconciliation – As of November 2015**

<b>2015 Budget Amount</b>		<b>\$ 25,000</b>	
Contributions Expensed:			
Village of Pemberton Bursary Council Meeting No. 1387 - January 20, 2015	\$ 2,000		Pemberton Secondary School
BMX Society Council Meeting No. 1400 - June 16, 2015	\$ 3,000		Hydroseeding and Tools
Lions Club Council Meeting No. 1402 -July 21, 2015	\$1,500		Show and Shine Advertising
Spirit of BC Community Committee Council Meeting No. 1405 - September 9, 2015	\$1,500		2016 WinterFest
Growing Great Children Council Meeting No. 1409 – October 20, 2015	\$100		Glamour and Glitz Silent Auction
Friends of the Library Council Meeting No. 1411 – November 3, 2015	\$100		Wine and Cheese Silent Auction
<b>TOTAL ALLOCATED TO DATE:</b>	<b>\$8,200</b>		

<b>CEF FUNDS REMAINING:</b>		<b>\$16,800</b>	
<b>Requested Contributions:</b>			
<b>Young Life</b>	<b>\$2,500</b>		<b>Youth Programming</b>
<b>Remainder after contribution:</b>		<b>\$14,300</b>	

### **INTERDEPARTMENTAL IMPACT & APPROVAL**

There are no interdepartmental impacts anticipated.

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

The initiative benefits Young Life participants from all of the neighbouring jurisdictions.

### **ALTERNATIVE OPTIONS**

**Option 1** - Support Young Life in the amount of \$2500.

**Option 2** - Decline the request from Young Life.

**Option 3** - Support a contribution to Young Life in an amount to be determined by Council.

Staff is recommending Council support Option 1.

### **POTENTIAL GOVERNANCE CONSIDERATIONS**

This initiative supports the Village's 2015 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 approves an allocation from the Community Enhancement Fund, in the amount of \$2500, to Young Life to support the expansion of youth programming.

### **Attachments:**

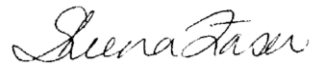
**Appendix A** – Young Life - Community Enhancement Fund Application



Paige MacWilliam  
Legislative Assistant



**MANAGER:**



---

Sheena Fraser  
Manager of Corporate & Legislative Services

**CHIEF ADMINISTRATIVE OFFICER REVIEW**



---

Nikki Gilmore  
Chief Administrative Officer



RECEIVED  
NOV 17 2015  
Village of Pemberton

Box 100 | 7400 Prospect Street  
Pemberton BC V0N 2L0  
P: 604.894.6135 | F: 604.894.6136  
Email: admin@pemberton.ca  
Website: www.pemberton.ca

## COMMUNITY ENHANCEMENT FUND APPLICATION

### ORGANIZATION INFORMATION

Organization Name: Pemberton Young Life  
Contact Name: Gail Charron Title: Treasurer - Committee Member  
Mailing Address: [REDACTED] Phone: [REDACTED]  
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? We have a board of 8 + 1 fulltime staff person.

Describe the role of volunteers in your organization: Volunteers provide leadership at all programs as well as drivers, snack makers, fund raisers + program guidance and direction.

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: \$ 2,500.00

2. Total Event Budget: \$ 68,000.00

3. Total Fundraising (funds from other sources): \$ 65,000.00

4. What is the purpose for which the grant is being requested? We are the largest non government youth drop-in program in the Pemberton area. We provide ongoing youth support, weekly programs and 4-6 camping programs per year. It will help us to expand our program to reach the growing number of Grade 8 youth attending.

5. How does/will your Organization or project promote or benefit the Village of Pemberton?

Our weekly programs provide need meeting programs for any youth or young person in our community. Weekly events include ski days to Whistler, Wednesday night programs throughout the village, skateboarding nights, etc.

## COMMUNITY ENHANCEMENT FUND APPLICATION

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

Our program serves over 100 youth all of who live in the Pemberton Village/Valley.

On any given Wednesday evening we have approximately 50 youth and the Saturday Snow life skiing averages over 30 young people.

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

We received a grant of \$2,500.00 from SURD Area C

We received \$1,000.00 from Iron Man.

The remainder comes from community donations.

8. What is the anticipated start date of the event or initiative? Young life budget is Oct to Sept.

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)

## Young Life - Pemberton 2016 Budget

### Revenue

Donations			72,000.00
Internal Donations			0.00
Misc. (Non-Receipt) Rev.	Iron Man	1,000.00	
	Leader Training	300.00	
			1,300.00
Internal Transfer Revenue			0.00
Supervisory Revenue			0.00
			73,300.00
<b>Total Revenue</b>			

Government Grants	SLRD Area C Community Enhancement	2,500.00	
		2,500.00	
			5,000.00
<b>Total Revenue with Grants</b>			78,300.00

### Operating Expenses

Salaries			36,855.00
CPP, EI & Benefits			7,349.00
Auto			3,800.00
Office			2,000.00
Program			4,300.00
Promotion			1,000.00
Special Promotion			3,000.00
Travel			0.00
Conferences			1,000.00
<b>Total Operating Expenses</b>			59,304.00

### Transfers and Assessments

Internal Transfer Exp.			0.00
Support Services (G230)			3,262.00
Support Services (NSC)			7,116.00
Conference Assessment			1,680.00
<b>Total Transfers and Assessments</b>			12,058.00

			71,362.00
<b>Total Expenses</b>			

			6,938.00
<b><u>Net Surplus/Deficit</u></b>			

Pemberton Young Life is the largest non-government youth drop in program in the Pemberton Area. This grant would be used to help with to provide what is needed for the expansion of our program. We have a larger group of grade 8 youth that have joined Young life this year. Due to- this we are looking at splitting the groups into two separate one for the junior high youth from Grades 8-10 and called Wild Life and the other for the Senior High youth Grades 11-12. This is so that we can meet all the needs for the diverse age groups. Due to this expansion it will increase the costs of our rental for the space that we meet at which is also a new expense this year already due to a larger group of youth. We are meeting at the youth rec centre as a central place to gather. We are also experiencing an increase in the costs that fund the activities that we provide for the youth as well as the transportation costs and fuel costs have also increased. We also have small group gatherings that mentor teens on a smaller more personable group level, due to the expansion in the number of teens that are coming these small groups are also growing have increased in how many we do and the costs that go with it such as food and coffee when meeting at the local coffee shop. We are very excited to see the growth in our program here in the Valley and know that this grant would just help us help and mentor these kids just that much better. Thank you

**Date:** December 1, 2015

**To:** Nikki Gilmore, Chief Administrative Officer

**From:** Paige MacWilliam, Legislative Assistant

**Subject:** Community Enhancement Request – Sea to Sky Community Services Christmas Hamper Program

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### **PURPOSE**

To request funding, in the amount of \$1500, from the Community Enhancement Fund to support the Sea to Sky Community Services Christmas Hamper Program.

### **BACKGROUND AND COMMENTS**

The Village of Pemberton has received a Community Enhancement Fund (CEF) request, in the amount of \$1500, from Sea to Sky Community Services, to purchase food, toiletries and children's gifts for Christmas hampers.

Since 1978, Sea to Sky Community Services has been helping people through crisis and everyday challenges. They run 40 programs throughout the corridor to help children, young people, adults and families. The Christmas hamper program benefits dozens of families in the Pemberton Valley each year and Sea to Sky Community Services is anticipating a small increase in hamper recipients this year.

The Christmas Hamper Program is made possible through the support of volunteers who donate time to filling and distributing the hampers, as well as local individuals and businesses that provide money and in-kind donations. In addition, Sea to Sky Community Services has advised that they have requested \$1500 from the SLRD Elector Area Directors Committee to support the program this year.

Sea to Sky Community Services has not requested support from the Village for the Christmas Hamper Program in the past. However, traditionally the Village has supported the Food Bank by collecting donations (either money or non-perishable food items) at the Village and Pemberton Fire Rescue annual Christmas parties. This will be done again this year.

### ***Criteria***

The Community Enhancement Fund 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**

At this time, the CEF has a very healthy remaining balance of \$16,800 remaining at the preparation of this report. As such, to support the Sea to Sky Community Services Christmas Hamper Program, Staff is recommending that the full \$1500 be allocated from the CEF.

The request meets with the criteria of the CEF granting policy under *Expansion of current programs* criteria and meets the priority to *benefit a large number of Pemberton residents*. In addition, Sea to Sky Community Services has secured addition funding through fundraising.

### **COMMUNICATIONS**

There are no communications elements anticipated.

### **LEGAL CONSIDERATIONS**

There are no legal considerations at this time.

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

Staff proposes that \$1500 be allocated from the Community Enhancement Fund to support Sea to Sky Community Services. The chart lists contributions already allocated to date:

**Community Enhancement Fund Reconciliation – As of November 2015**

<b>2015 Budget Amount</b>		<b>\$ 25,000</b>	
Contributions Expensed:			
Village of Pemberton Bursary Council Meeting No. 1387 - January 20, 2015	\$ 2,000		Pemberton Secondary School
BMX Society Council Meeting No. 1400 - June 16, 2015	\$ 3,000		Hydroseeding and Tools
Lions Club Council Meeting No. 1402 - July 21, 2015	\$1,500		Show and Shine Advertising
Spirit of BC Community Committee Council Meeting No. 1405 - September 9, 2015	\$1,500		2016 WinterFest
Growing Great Children Council Meeting No. 1409 – October 20, 2015	\$100		Glamour and Glitz Silent Auction
Friends of the Library Council Meeting No. 1411 – November 3, 2015	\$100		Wine and Cheese Silent Auction
<b>TOTAL ALLOCATED TO DATE:</b>	<b>\$8,200</b>		
<b>CEF FUNDS REMAINING:</b>		<b>\$16,800</b>	
<b>Requested Contributions:</b>			
Sea to Sky Community Services	\$1,500		Christmas Hamper Program
<b>Remainder after contribution:</b>		<b>\$15,300</b>	

**INTERDEPARTMENTAL IMPACT & APPROVAL**

There are no interdepartmental impacts anticipated.

**IMPACT ON THE REGION OR NEIGHBOURING JURISDITIONS**

The initiative will also benefit hamper recipients from all of the neighbouring jurisdictions.

**ALTERNATIVE OPTIONS**

**Option 1** - Support the Sea to Sky Christmas hamper program in the amount of \$1500.

**Option 2** - Decline the request from Sea to Sky Community Services.

**Option 3** - Support a contribution to Sea to Sky Community Services Christmas Hamper Program in an amount to be determined by Council.

Staff is recommending Council support Option 1.

**POTENTIAL GOVERNANCE CONSIDERATIONS**

This initiative supports the Village’s 2015 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 approves an allocation from the Community Enhancement Fund, in the amount of \$1500, to Sea to Sky Community Services to support the Christmas Hamper Program.

**Attachments:**

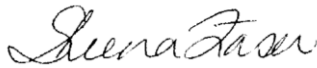
**Appendix A** – Sea to Sky Community Services - Community Enhancement Fund Application



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Paige MacWilliam  
Legislative Assistant

**MANAGER:**



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Sheena Fraser  
Manager of Corporate & Legislative Services

**CHIEF ADMINISTRATIVE OFFICER REVIEW**



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Nikki Gilmore  
Chief Administrative Officer



## COMMUNITY ENHANCEMENT FUND APPLICATION

### ORGANIZATION INFORMATION

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

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? \_\_\_\_\_

Describe the role of volunteers in your organization: \_\_\_\_\_

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](mailto:sfraser@pemberton.ca) or 604-894-6135).

### DETAILS OF FUNDING REQUEST

1. Amount of Grant Requested: \$ \_\_\_\_\_

2. Total Event Budget: \$ \_\_\_\_\_

3. Total Fundraising (funds from other sources): \$ \_\_\_\_\_

4. What is the purpose for which the grant is being requested? \_\_\_\_\_

5. How does/will your Organization or project promote or benefit the Village of Pemberton?



## COMMUNITY ENHANCEMENT FUND APPLICATION

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

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

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8. What is the anticipated start date of the event or initiative? \_\_\_\_\_

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)

## Christmas Hamper Program

### Hamper numbers (Pemberton and SLRD)

2013: 41 people helped through 27 hampers

2014: 87 people helped through 44 hampers

2015: 95 people helped through 55 hampers (projected)

### Christmas Hamper budget, 2015

A grant from the Village of Pemberton would be used to pay for half the food costs of the hamper program in 2015.

#### INCOME

Village of Pemberton	\$1,500
SLRD	\$1,500
Individual and group donations	\$1,200
In-kind food donations	\$2,500
<b>Total</b>	<b>\$6,700</b>

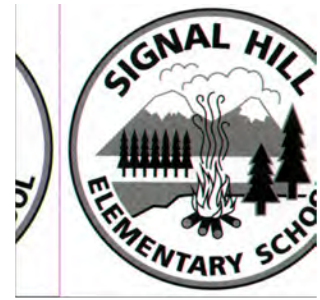
#### EXPENSES (incurred in November and December 2015)

Food:	\$3,000	
Toiletries:	\$1,000	
Clothing:	\$1,000	
Gifts:	\$1,000	
Staff time:	\$ 700	to recruit and manage volunteers, process applicants, secure hamper items, fill and distribute hampers
<b>Total:</b>	<b>\$6,700</b>	
Cost per hamper:	\$122	

Cost per hamper in 2015 is very similar to the costs per hamper in 2013 and 2014.

**SIGNAL HILL ELEMENTARY  
PARENT ADVISORY COUNCIL**

1410 Portage Rd.  
Pemberton, BC. V0N 2L1  
P: 604.894.6378 F: 604.894.5117 Attn: PAC



Dear VOP,

Please accept this as a letter of support for Sea to Sky Community Services for their application for your Community Enhancement Fund for their Christmas Hamper Program. The PAC at Signal Hill Elementary feels that this program will fill a need for not only students of our school, but for the Pemberton community as a entirety. The Christmas Hamper program supports families in need, some of whom may not be able to provide a Christmas for their children without it. The children will not only benefit from gifts and food for the holiday season, but will also be able to have the clothing that they need to stay warm, dry and secure during their days at school.

Sea to Sky Community Services is a huge support for the community of Pemberton and any extra funding for them will only enhance the work they do in ensuring that all people who require assistance can get it.

If you have any questions, please feel free to contact me.

Michelle Butler  
Co-responding Secretary  
SHE PAC  
[604-906-0680](tel:604-906-0680)

November 20, 2015

Sea to Sky Community Services  
Pemberton, BC

**Re: Christmas Hamper Program**

To Whom It May Concern:

The Pemberton Christmas Hamper Program has been operated by various community groups over the years. The last 2 years, Sea to Sky Community Services has taken over the running of the program.

I have volunteered for this program for over 15 years and I am very grateful to know that this program continues to exist in this community. We all understand what a struggle the holidays can bring to a family, both financially and emotionally. The Christmas Hamper program helps those in need with both food and gifts.

Over the years, we have seen families, single people and recently, many of our seniors, being helped with this program. Last year we saw an increase in the number of hampers delivered and feel that this year could be the same or more.

Any financial assistance that can be offered to this program helps many in our community. The Staff and volunteers involved are committed and believe in the good of this program. I offer Sea to Sky Community Services my heartfelt thanks for continuing with this program.

Yours truly,



Arlene McClean  
Volunteer



November 18, 2015

To whom it may concern,

**Re: Financial Assistance for Christmas Hamper Program hosted by Sea to Sky Community Services**

It is my pleasure to write in support of the Christmas Hamper Program hosted by Sea to Sky Community Service Society.

The Pemberton Ministry of Children and Family Development has had a long and positive relationship with Sea to Sky Community Services Society, regularly working together to deliver programs focused on community wellness.

As the holiday season approaches, it can be very stressful time for many individuals and families from all walks of life, who are experiencing hardship. As a Social Worker in the community, I have had the opportunity to see firsthand how the Christmas Hamper Program has made the holiday season a happy time for members of the Pemberton community who are normally unable to enjoy this time of year.

The Christmas Hamper Program relies solely on community donations and financial grants for the success of this program. Additional financial assistance will assist Sea to Sky Community Services Society with opportunity to give back to the vulnerable individuals, children and Families in Pemberton.

I support the Christmas Hamper Program hosted by Sea to Sky Community Services without hesitation. Please feel free to contact me directly with any further questions.

Yours sincerely,

A handwritten signature in cursive script that reads "SDodds".

Stephanie Dodds  
Social Worker  
Ministry of Children and Family Development

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Ministry of  
Children and Family  
Development

Pemberton District Office  
RYH, RYQ

**Mailing Address:**

Telephone: 604 894-2091  
Facsimile: 604 894-5649  
Web:  
<http://www.gov.bc.ca/mcf>

**Location Address:**

Suite 205 - 1366 Aster Street  
PO Box 550  
Pemberton, British Columbia  
V0N 2L0

Village of Pemberton  
Regular Council Meeting No. 1413  
Tuesday, December 1, 2015  
Page 135 of 164

**Sea to Sky Community Services Society**  
**Statement of Operations**

**For the year ended March 31** **2015** **2014**

**Revenues**

Grants (Note 8)	\$ 6,354,446	\$ 5,734,359
Grants, fundraising and donations - capital fund (Note 8)	1,970	5,088
Donations - receipted (Note 8)	227,757	183,499
Donations - unreceipted (Note 8)	29,783	106,864
Fundraising	48,973	16,139
Sales revenue - Reuse It	26,222	-
Childcare subsidies	10,147	28,815
User fees	656,466	637,318
Workshop revenue	15,476	5,170
Interest	10,978	10,443
Miscellaneous income	12,349	12,502
Rent	826,784	798,241

**8,221,351** **7,538,438**

**Expenses**

Advertising	16,063	10,382
Amortization (Schedule 124)	499,570	257,354
Bank charges and interest	8,998	9,696
Bad debts (Note 3)	-	3,318
Client expense reimbursements	22,355	21,601
Contractor fees	509,646	536,133
Fees, licences and dues	23,294	12,108
Food	142,908	146,216
Freight	751	789
Fundraising costs	7,516	7,780
Honoraria	16,650	25,150
Insurance	71,576	66,132
Mortgage interest	398,983	127,154
Office and miscellaneous	271,396	288,356
Professional fees	53,484	57,839
Recreation and child care fees	39,912	27,095
Rent of facilities	379,761	350,799
Repairs and maintenance	194,628	142,095
Telephone, cable and Internet	72,876	66,369
Training costs	48,813	62,378
Utilities	317,866	280,753
Vehicles	145,436	136,106
Wages and benefits	4,762,056	4,575,277

**8,004,538** **7,210,880**

**Excess of revenues over expenses for the year** **\$ 216,813** **\$ 327,558**



Firefox Canadian Registered Charity - Detail

www.cra-arc.gc.ca/ebci/haip/srch/charity-eng.action?r=http%3A%2F%2Fwww.cra-arc.gc.ca%3A80%2Febci%20

Canada Revenue Agency  
www.cra.gc.ca

[Français](#) | [Home](#) | [Contact Us](#) | [Help](#) | [Search](#) | [canada.gc.ca](#)

[Charities and Giving](#) > [Charities Listings](#) > Search

**Charities and Giving**  
 New search  
 Return to list

## Canadian Registered Charities - Detail Page

The Charities Directorate has not necessarily verified the information provided by the Charity.

**SEA TO SKY COMMUNITY SERVICES SOCIETY**

**BN/Registration Number:** 119161107RR0001  
**Charity Status:** Registered  
**Effective Date of Status:** 1979-01-01  
**Sanction:** N/A  
**Language of Correspondence:** English  
**Designation Description:** Charitable Organization  
**Charity Type:** Welfare  
**Category:** Welfare Organizations (not else classified)  
**Address:** PO 949  
**City:** SQUAMISH  
**Province/Territory/Other:** BRITISH COLUMBIA  
**Country:** CA  
**Postal Code/Zip Code:** V8B0A7  
**Charity Email Address:** N/A  
**Charity Web site Address:** [WWW.SSCS.CA](http://WWW.SSCS.CA)

**Registered Charity Information Return:** [T3010 Return](#)

2:57 PM  
12/2/2013

**“ SOCIETIES ACT ”**

CANADA:  
Province of British Columbia. }



No. 14,102

# Certificate of Incorporation

I hereby certify that

SQUAMISH COMMUNITY SERVICES SOCIETY

has this day been incorporated as a Society under the “ Societies Act.”

GIVEN under my hand and Seal of Office at Victoria, Province of  
British Columbia, this -eleventh- day  
of August, one thousand nine hundred  
and seventy-eight

A handwritten signature in blue ink, appearing to be 'R. H. ...', written over a horizontal dashed line.

Deputy Registrar of Companies.

**Date:** December 1, 2015  
**To:** Nikki Gilmore, Chief Administrative Officer  
**From:** Lisa Pedrini, Village Planner  
**Subject:** Official Community Bylaw No. 654, 2011, Amendment ('580' Hillside Lands) Bylaw No. 789, 2015 and Zoning Bylaw No. 466, 2001, Amendment ('580' Hillside Lands) Bylaw No. 790, 2015 – Additional Information

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**PURPOSE**

This report considers additional information with respect to the application from 580049 Ltd. for Official Community Plan/Zoning Bylaw Amendments for a Hillside Mixed Use Development on lands legally described as Lots 2 & 3, DL 211, EPP21848, LLD. Included in the report is additional information pertaining to the regulation of Bare Land Strata Developments, Community Amenity Contributions (CAC), the Land Development Agreement (LDA), and additional referral agency comments.

**BACKGROUND**

A detailed report on the “580” Hillside Development Lands Application – originally proposed as a mixed land use development proposal - was presented at the Committee of the Whole (COW) Meeting No. 129 held on April 7, 2015. The report also presented agency referral comments, Village Advisory Land Use Commission’s (ALUC) comments and Staff comments specifically related to the development concept. The Committee of the Whole (COW) passed the following resolution on April 7, 2015:

*Moved/Seconded*

***THAT*** Staff be directed to give the proponents an opportunity to address issues raised by the Committee of the Whole, referral agencies, the Advisory Land Use Commission and Staff before bylaws are presented for Council’s consideration;

***AND THAT*** Staff be directed to present additional information to the Advisory Land Use Commission so that they may fully understand the context and background of the proposed land use changes, before bylaws are presented for Council’s consideration;

***AND THAT*** Staff be directed to proceed to the next stage of preparing amending bylaws based on this application for Council’s consideration;

**CARRIED**

**OPPOSED: Councillor Helmer**

Following this, an updated report on the application, which included a summary of the comments from referral agencies and Village Staff and identified specific points for discussion, was presented to the Committee of the Whole Meeting No. 134 held on June 2, 2015 where the following recommendation was passed:

*Moved/Seconded*

**THAT** Staff bring forward an Official Community Plan ('580' Hillside Lands) Amendment Bylaw and Zoning ('580' Hillside Lands) Amendment Bylaw for first reading on July 7, 2015;

**AND THAT** the Staff report include reference to the Bylaws not receiving 2nd reading until the Village has been provided with the results of a developer-led public info meeting, and until all outstanding information on the application has been received by the Village of Pemberton.

**CARRIED**

**OPPOSED: Councillor Helmer**

As per the recommendation above, Staff presented OCP ('580' Hillside Lands) Amendment Bylaw No. 789, 2015 and Zoning ('580' Hillside Lands) Amendment Bylaw No. 790, 2015 for consideration of First Reading at the Regular Meeting of Council No. 1401 held on July 7, 2015 where the following recommendation was passed:

*Moved/Seconded*

**THAT** Official Community Bylaw No. 654, 2011, Amendment ('580' Hillside Lands) Bylaw No. 789, 2015 be given First Reading;

**CARRIED**

**OPPOSED: Councillor Helmer**

**THAT** Zoning Bylaw No. 466, 2001, Amendment ('580' Hillside Lands) Bylaw No. 790, 2015 be given First Reading;

**CARRIED**

**OPPOSED: Councillor Helmer**

**THAT** Second Reading of Official Community Bylaw No. 654, 2011, Amendment ('580' Hillside Lands) Bylaw No. 789, 2015 and Zoning Bylaw No. 466, 2001, Amendment ('580' Hillside Lands) Bylaw No. 790, 2015 not be considered until the Applicant:

- Holds a public information session regarding the proposed development, at their own expense, and forwards the consultation results to the Village Planner;
- Works with Staff to create a draft Land Development Agreement (Restrictive Covenant) that addresses outstanding items mentioned in Appendix B, and any additional items that may arise as a result of the public information session;
- Submits more refined details with respect to the Siting and Massing of the proposed Hotel/Conference Centre; and
- Demonstrates access to the satisfaction of the Village.

**CARRIED**

**OPPOSED: Councillor Helmer**

At the Regular Council Meeting No. 1412, held on Tuesday, November 17<sup>th</sup> 2015, Staff presented a report to Council describing how the applicant had addressed the identified action items noted above. Staff also presented newly revised OCP ('580' Hillside Lands) Amendment Bylaw No. 789, 2015 and Zoning ('580' Hillside Lands) Amendment Bylaw No. 790, 2015 for consideration of second reading in addition to the scheduling of a Public Hearing. The following resolutions were passed:

*Moved/Seconded*

**THAT** Official Community Bylaw No. 654, 2011, Amendment ('580' Hillside Lands) Bylaw No. 789, 2015 receive Second Reading.

**CARRIED**

**OPPOSED: Councillor Helmer**

*Moved/Seconded*

**THAT** Staff be directed to prepare a report for the next Council Meeting on the "580" Hillside Lands that includes an explanation on the difference between fee simple and strata lot subdivisions, as well as a summary of referral agency comments received for this application.

**CARRIED**

*Moved/Seconded*

**THAT** Staff advise referral agencies of a deadline for receiving comments and that any referral agencies' comments submitted after noon on Wednesday, November 25, 2015 will be presented to Council on December 1, 2015, so that they can be received prior to the Public Hearing.

**AND THAT** a Public Hearing for Official Community Bylaw No. 654, 2011, Amendment ('580' Hillside Lands) Bylaw No. 789, 2015 be scheduled for 7PM Tuesday, December 8th, 2015, at Council Chambers.

**CARRIED**

**OPPOSED: Councillor Helmer**

## **DISCUSSION AND COMMENTS**

### **Fee Simple Versus Strata Lot Subdivisions**

According to the BC Ministry of Transportation and Infrastructure (MOTI) website<sup>1</sup> accessed November 26, 2015, there are five (5) basic types of subdivisions:

#### ***Fee Simple Subdivision***

*A land estate in which the owner is entitled to the entire property with unconditional power of disposition except as limited by the original grant or contained in any other grant or disposition from the Crown. A fee-simple subdivision results in a separate indefeasible title for each lot created under the Land Title Act.*

#### ***Strata***

*A development where fee simple land is divided into multiple units, with all unit owners having a right to use common elements. Under the category of strata properties, there are three subtypes, as follows:*

##### ***Bare land Strata***

*This is a strata subdivision where no buildings currently exist. Some parcels of it will be held individually, while others will be considered common area.*

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<sup>1</sup> [https://www.th.gov.bc.ca/DA/L2\\_sub\\_types.asp?print=true](https://www.th.gov.bc.ca/DA/L2_sub_types.asp?print=true)

**Building strata**

*The strata plan for a building not previously occupied does not need the approval of the Approving Officer or other approving authority. See Section 241(1) of the Strata Property Act.*

*The strata plan for a building that has been previously occupied requires the approval of the approving authority (the regional board, for land not located in a municipality).*

**Phased strata**

*A phased strata plan involves the development of strata lots on one or more separate parcels of land in two or more phases. A strata plan is deposited for each separate phase. Upon deposit in the local Land Title Office, the land in the relevant phase is subdivided from the remainder of the lands yet to be developed. Successively developed phases are automatically consolidated upon deposit of the phase strata plan, and the strata corporation for each new phase is automatically consolidated with the strata corporation governing previous phases.*

During the discussion at the Council meeting, Staff was requested to clarify which regulation or authority regulates the standards of roads, water and sewer that bare land strata developments must adhere to. In this regard, it is the regulations set by the Provincial Government through its applicable Acts and Regulations, and particularly in this case the *BC Strata Property Act*.

A Fee Simple Subdivision must meet the servicing standards as set out in a municipality's subdivision and servicing Bylaw, in this case the Village of Pemberton Subdivision and Development Control Bylaw No. 677, 2011 and its amendments. The standards contained in Village of Pemberton Subdivision and Development Control Bylaw No. 677, 2011 are largely based on the standards approved by *Master Municipal Construction Documents Association (MMCD)*<sup>2</sup>.

Bare Land Stratas, on the other hand, do not have to abide by the municipally stated standards, but they do have to abide by standards designed by a Professional Engineer using his or her professional judgement based on sound engineering practices, as outlined in the *BC Strata Property Act – Bare Land Strata Regulations*, BC REG 75/78.

Specifically, Section 13 of the *BC Strata Property Act – Bare Land Strata Regulations*, BC REG 75/78 reads:

**Water, sewers and drainage**

*13 (1) Where land intended to be included in a bare land strata plan is required to be connected to a water utility, community water system, sewage collection and disposal system or a drainage system pursuant to a bylaw enacted under section 746, 747 or 938 of the Local Government Act, the approving officer shall not approve the bare land strata*

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<sup>2</sup> The Master Municipal Construction Documents Association (MMCDA) supports a standard approach to construction contracts, which have addressed the needs of British Columbia Municipalities' infrastructure projects since 1989. The MMCDA operates as a collaborative collection of government, consultants, contractors and owners driven to solve the challenges facing municipal infrastructure projects. (from <https://www.mmcd.net/> accessed November 26, 2015).

*plan unless he is satisfied that a water distribution system, sewage collection system and drainage system serving all the strata lots can be constructed on the land in accordance with the standards set out in the codes, or where the codes do not provide standards, in accordance with **standards generally accepted as good engineering practice.***

**13 (6) For the purpose of this section, the approving officer may rely upon a certificate of a professional engineer as evidence of standards generally accepted as good engineering practice. (Author's bolding)**

Notably, Bare Land Strata or Fee Simple lot subdivisions both require connection to Village water and sewer systems as per Village of Pemberton Subdivision and Development Control Bylaw No. 677, 2011. In addition, the Village of Pemberton has established minimal Strata

Development Standards (Section 5.4) in Subdivision and Development Control Bylaw No. 677, 2011, that state:

### **Strata Development Standards**

*All private roads within or required in connection with a proposed subdivision development, Bare Land Strata Plan, Phased Strata Plan or the conversion of a previously occupied building into Strata Lots shall:*

- a) Be provided with adequate storm sewer drainage;*
- b) Be constructed to a loading standard of at least H-20 as specified by the regulations of the American Association of State Highway Officials;*
- c) Be cleared to a width of at least 7.0 meters with a paving width of 7.0 meters except where they provide frontage to residential, commercial or industrial building units, in which case they shall be cleared to a width of at least 9.0 meters;*
- d) Have a paved surface of at least 6.0 meters in width;*
- e) Have a center line radius of turn on not less than 12 meters;*
- f) Have an overhead clearance of not less than 5 meters;*
- g) Have a maximum centre-line grade of 15% and a maximum change of grade of 8% over a minimum distance of 15 metres;*
- h) have paved turnaround facilities as required by the Village of Pemberton Fire Department for any dead-end portion of the highway which exceeds 90 metres in length;*
- i) Be located and aligned to the satisfaction of the Village Official;*
- j) be connected to a public highway; and*
- k) Street lights within the strata are required pursuant to this Bylaw, and must also be dark-sky friendly.*

*All systems within a strata plan shall be built in accordance with the applicable costs including but not limited to the BC Building Code, the Health Act, the Canadian Electrical Code, the Canadian Gas Association Standards, the Safe Drinking Water Regulations, and the Sewage Disposal Regulations. **Where these codes do not provide standards, construction shall be in accordance with MMCD and good engineering practice (Author's bolding).***

## PROJECT SUMMARY

On November 20<sup>th</sup>, 2015, the Village received a 'Project Summary' from the applicants (attached as **Appendix A**) to address some of concerns and questions brought forward at the November 17<sup>th</sup> Regular Meeting. The submission offers a comparison between the "580" Lands Development's proposed road & service standards and the Village's standards for Hillside Development. A copy of the table from page 3 of the 'Project Summary' is shown below.

Servicing is proposed in accordance with VoP Subdivision and Control Development Bylaw 677, 2011 except as follows:

Description	Bylaw 677	Proposed
Lane Width – Offsite Road	3.5-m	3.3-m
Sidewalks – Hillside Local Road	1.5-m wide paved walkway adjacent to traveled lane	no paved walkway (gravel shoulders will be twice as wide as required – 1.2-m each side)
Roadway Drainage – Hillside Standard	drainage control (ditches) on both sides of road	no ditch where natural ground slopes away from road
Road Centerline Radius	minimum 75-m for 50-kmh design speed (20-m for 30-kmh design speed)	35-m on Road A 18-m on Road B
Road Intersection Skew	maximum 20-degree	30-degree for Road B at Offsite Road
Residential Stormwater Service	pipied collection system	on-side soak-away pit

## OFF-SITE SERVICING

While the Village does not have oversight of the on-site servicing, (given that the proposal is for a bare land strata), the Village does have the ability to request certain improvements to off-site servicing and connections.

The revised proposal for this development was forwarded the Village's Contract Engineer for feedback on the Village's requirements for off-site servicing. Comments from the Village's Contract Engineer will be incorporated into the Staff/Agent discussions respecting the drafting of the Land Development Agreement (LDA), which will secure commitments by the Developer regarding off-site roadworks, utilities and amenities that must occur at subdivision. The LDA must be concluded and signed prior to adoption of the Bylaws.



## COMMUNITY AMENITY CONTRIBUTIONS

In the first iteration of this OCP/Zoning Amendment proposal, Community Amenity Contributions were to be collected via a Section 219 “No Build” Restrictive Covenant that was registered on title of Lots 2 & 3 during the former five (5) lot subdivision.

In the revised version of the proposal, the applicants have requested the option for Density Bonusing, which is permitted upon the offer of community amenity contributions (identical to the amounts specified in the Village’s Community Amenity Contribution Policy and mentioned in the Section 219). This has been included as a provision in both the RSA-2 Zone and the RTA-2 Zone as outlined in Zoning Amendment Bylaw No. 790, 2015 at Second Reading.

However, after Second Reading of the Bylaws had been given, the Village Planner was made aware that the applicant had requested that Zoning Amendment Bylaw No. 790, 2015 include the option to allow community amenity contributions to be given as either cash or as cash-in-lieu (in-kind). This is similar to Zoning (Sunstone Amenity Zoning) Amendment Bylaw No. 753, 2014 in which this option for community amenity contributions was made applicable to the RSA-1 Zone and the RTA-1 zone in this area. Zoning (Sunstone Amenity Zoning) Amendment Bylaw No. 753 was adopted on March 14, 2014 a copy of it is attached as **Appendix B**.

As it is not a change in use or density, this change will be brought forward at Third Reading for Council’s consideration, and would not necessitate the need for a second Public Hearing.

## NEIGHBOURHOOD CONCEPT PLAN FOR HILLSIDE AREA

With respect to queries regarding why a Neighbourhood Concept Plan was not produced for this area, Staff offers the following.

In order to provide background on the Hillside in general Staff presented at the Committee of the Whole No. 127, held on Tuesday, April 7, 2015, a detailed report that outlined the history of this development. It should be noted that although the Applicants were required to submit and have a Neighbourhood Concept Plan (NCP) approved by the Regional Board when the subject lands were in the SLRD, this requirement was not pursued by the Village, once the lands were brought into the Village’s boundary.

It is understood that Staff at the time felt this requirement was not necessary, and used a different approach, mainly the creation of the “*Hillside Lands, Pemberton - Planning Status Report*” dated July 26, 2011 which formed the basis for the OCP policies and designations that presently guide development in the Hillside area. The previous Council received that report in July 2011. A copy of the *Hillside Lands, Pemberton - Planning Status Report* report was attached as an appendix to the April 7<sup>th</sup> 2015 Report to Committee of the Whole, Meeting No.127 (Appendix A, RtCoW, 07.07.15). At this point in time, it is not recommended to undertake a Neighbourhood Concept Plan, as many of the basic land uses on the Hillside have been procured through previously approved OCP amendment and rezoning applications (for example, the Recreation Site, the Private School Site, and the adjacent Sunstone Ridge single and multi-family residential site).

The ‘Project Summary’ submitted by the Applicant also provides some of the history of the processes which led to this area being considered for future mixed land uses, and why an NCP was not pursued (p. 1 under History).

## **REFERRAL AGENCY COMMENTS**

As per Council's direction, an additional request for referral comments on Bylaws 789 and 790, 2015 was forwarded to all the original agencies. To date the Village has received the following feedback on the re-referral (Please note that all re-referral comments have been included again for your information, those comments that have not previously been presented to Council are *italicized* below):

### **a) Squamish-Lillooet Regional District (SLRD)**

The SLRD reviewed the rezoning application and offered the following comments on November 4, 2015:

The amended proposal is seen by SLRD Staff as an improvement.

### **b) Advisory Land Use Commission (ALUC)**

The ALUC was provided an opportunity to hold a second meeting to review the revised application. As a reminder, the Village's ALUC met on February 24, 2015 to review the "580" Lands OCP and Zoning Amendment application and give feedback on the overall development concept. At that meeting the ALUC passed the following resolution:

*Moved/Seconded*

***THAT*** the ALUC recommend to Council that support be provided for the application for an OCP Amendment /Rezoning with respect to Concept Plan 2 (without Tourist Accommodation Node included) only, due to:

- *The lack of rationale provided for locating a commercial business (hotel/conference centre) in a residential neighborhood, and;*
- *This type of use is more appropriately located in the Downtown Core, in order to protect & support the Village's Downtown growth as previously supported by Council.*

**CARRIED**

In the above-noted recommendation made on February 24<sup>th</sup>, 2015, the ALUC gave support for the concept that did not include the hotel/conference centre (Tourist Accommodation Use). Given this, the ALUC did not express the desire to hold another meeting and advised that their original recommendation should stand.

### **c) Pemberton and District Chamber of Commerce**

*The Secretary-Treasurer of the Pemberton and District Chamber of Commerce contacted the Village by email on November 24, 2015 to inform Staff that this will be discussed at their next Directors Meeting which is set for the morning of Dec. 8<sup>th</sup>. Comments will be forwarded to Staff following their meeting.*

### **d) Tourism Pemberton**

In a letter, dated November 12, 2015, the Secretary-Treasurer of Tourism Pemberton notified the Village that the Tourism Pemberton Board had reviewed the revision and did not have any issues.

**e) Pemberton Valley Dyking District**

*The Village received an email from the Administrator of the Pemberton Valley Dyking District on November 11, 2015 advising that the PVDD had no further comment to add to the trustees' original comment, which was to review the comprehensive storm drainage plan for the development.*

**f) Stewardship Pemberton**

*The Village received an email from the Executive Director of Stewardship Pemberton Society on November 21<sup>st</sup>, 2015 advising that the SPS had no further input at this stage but as SPS is a community stakeholder they would like to remain up to date in terms of the development of this project.*

**g) Ministry of Transportation and Infrastructure**

*The Village received an email from the Area Development and Operations Technician (Amy Barker) of MOTI on November 13<sup>st</sup>, 2015 advising that she has sent this referral to their engineers for review to ensure that the Traffic Impact Study (TIS) from 2011 is still accurate and up-to-date, and to determine whether a subsequent TIS must be completed. She noted that the MOTI will provide comments as soon as they get this feedback.*

**h) Lil'wat Nation**

*Village Staff have been invited to give a presentation on the 580' Lands re-referral to the Lil'wat Nation Land and Resources Referral Committee. This meeting was originally scheduled for November 25<sup>th</sup> but has been postponed to December 2<sup>nd</sup> due to a recent death in the Lil'Wat Nation community.*

**i) CN Rail**

*The Village received an email on November 26<sup>th</sup>, from CN Senior Officer - Community Planning and Development (Raymond Beshro) noting their appreciation that the Village recognizes the safety concerns and technical challenges that exist for the development of this site, in close proximity to CN's active railway corridor. As reference, I've provide our principal branch line criteria again. In lieu of criteria G, H and I, CN will be seeking registration of a railway noise and vibration covenant on title for each townhome.*

*The comments wished to highlight the following elements that will need to be addressed in regard to the railway:*

- *CN still has concerns regarding the existing Public grade crossing at Pemberton Farm Road at Mile 97.72, Squamish Sub. It is currently passive protected with just Stop signs and cross-bucks, but should have an independent safety assessment done to consider both its existing usage and this planned development, to confirm whether it needs to be upgraded with a new appropriately designed grade crossing warning system;*
- *As this development will necessarily reduce vegetation on the hill-side, require certain grading works and add impervious surfaces, it is reasonable to*

*anticipate substantial changes to drainage patterns in the area. Review and handling of drainage issues will be an important safety concern to address prior to any works beginning. These changes will have to be substantiated with a drainage report and work plan to ensure there will not be adverse impacts on the railway and on the safety of its operations;*

- *CN also anticipates the opportunity to review geotechnical information to validate that slope stability will be addressed.*

**j) Pemberton Valley Trails Association (PVTA)**

*The Village received an email from the Director of Trails on November 13, 2015 thanking the Village for including the PVTA in the referral process, and noting that the organization has traditionally withheld endorsing or opposing development projects. They do note that “the project in question poses minimal impact to existing trails.” However, their Board would like to see individual developments of the hillside properties considered within the context of the overall development of that area. Within that context, it is the PVTA’s opinion that development of a trail plan for the overall area is in the best interest of Pemberton’s trail users.*

**k) ISL Engineering Comments**

*As mentioned, the revised proposal was also recently forwarded the Village’s Contract Engineer for feedback. Comments from the Village’s Contract Engineer will be forthcoming.*

At the time of writing this report, no responses to the re-referral have been received from the Ministry of Forests, Lands and Natural Resource Operations (MFLNRO). Staff will bring forward any additional feedback received before December 8<sup>th</sup> 2015 to the Public Hearing.

**COMMUNICATIONS**

Subject to Section 890 of the *Local Government Act (LGA)*, a Public Hearing must be held for both the OCP and the Zoning Amendment Bylaws, after First Reading of the Bylaws and before Third Reading.

Pursuant to Section 892 of the *LGA* Notice of the Public Hearing, to be held December 8<sup>th</sup> 2015, has been issued in the November 26<sup>th</sup> issue of the Pique Newsmagazine and will also appear in the December 1<sup>st</sup> issue of the Question and the December 3<sup>rd</sup> issue of the Pique Newsmagazine. As well, Notices have also been sent to all residents of the Plateau area (Pemberton Farm Road East residences, Pinewood Drive residences and Plateau Townhomes). It should be noted that advertising in the Whistler Question on December 1<sup>st</sup> and providing notice to the Plateau Area properties exceed what is required by the *LGA* and the Village’s regulations but has been done as a courtesy to ensure that residents are aware of these amending bylaws.

**LEGAL CONSIDERATIONS**

The processing of an OCP Amendment and Rezoning application is regulated by various sections contained in Part 26 of the *Local Government Act* and by the Village’s Development Procedures Bylaw 725, 2013, as amended from time to time.

Bare Land Strata Developments are regulated by the BC *Strata Property Act*.

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

The research and preparation of the report/draft bylaws is a component of the daily work undertaken by the Operations & Development Services Department. All costs associated with the processing of this application, including Staff time, are recoverable from the applicant's fees as per the Village of Pemberton Development Procedures Bylaw 725, 2013, as amended from time to time.

### **INTERDEPARTMENTAL IMPACT & APPROVAL**

There are no interdepartmental impacts or approvals required respecting the processing of this application as it is a function of the Operations and Development Services Department.

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

There are no impacts on the region or neighbouring jurisdictions as the Hillside area has been identified in the SLRD Regional Growth Strategy as a 'Future Growth Node'. Future Growth Nodes, as defined in the SLRD are areas '*deemed to have potential for the development of residential (Mosquito/Ivey Lake and the Benchlands), commercial or industrial uses (Rutherford Creek area and the Pemberton airport).*' The RGS notes that '*these areas will require further review to determine their development potential. The objective within these areas is to encourage compact, mixed use communities within well-defined boundaries*'.

### **ALTERNATIVE OPTIONS / NEXT STEPS**

No alternative options identified, as this report is being presented for information only.

### **POTENTIAL GOVERNANCE CONSIDERATIONS**

Responding to the proposed OCP and Zoning Amendment Applications is consistent with Strategic Plan Priority 1: Economic Vitality to foster investment within the Village and Priority 3: Excellence in Service through the continuation of delivering quality municipal services by processing development applications efficiently.

### **RECOMMENDATIONS**

**THAT** the Report entitled 'Official Community Bylaw No. 654, 2011, Amendment ('580' Hillside Lands) Bylaw No. 789, 2015 and Zoning Bylaw No. 466, 2001, Amendment ('580' Hillside Lands) Bylaw No. 790, 2015 – Additional Information', and dated December 1, 2015 be received for information.

**Attachments:**

**Appendix A** – Project Summary submitted by the Agent on November 20, 2015

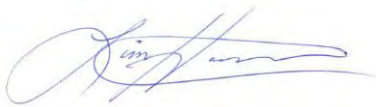
**Appendix B** – Zoning Amendment Bylaw No. 753, 2014



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Lisa Pedrini, Village Planner

**MANAGER OF OPERATIONS AND DEVELOPMENT SERVICES REVIEW**



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Tim Harris, Manager of Operations and Development Services

**CHIEF ADMINISTRATIVE OFFICER REVIEW**



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Nikki Gilmore, Chief Administrative Officer

## **'580 Lands'- Project Summary for Mayor and Council**

**November 20, 2015**

### **Introduction**

This summary is being provided to clarify the proposed zoning of the '580 Lands' and address any questions that have recently been raised. This is a summary only, for full details see the extensive library of documents as submitted to the VoP.

Throughout the last ten years many planning exercises and studies, some led by Sunstone, were undertaken, for overall development of the 'Hillside Lands'. This included the Lil'wat Lands, '580 Lands' and 'Sunstone Ridge' to ensure the projects would be planned together. Since 1997, when '580' was purchased, this property has been under some form of development application or study as it is one of the most appropriate locations in the Pemberton Valley for future growth. The Hillside lands are; adjacent to the future recreation site, not in the floodplain, not in the ALR, not in a slide hazard zone, in the VoP boundary and supported by the OCP and urban growth boundary.

### **History**

The question was raised, at the Nov 17<sup>th</sup> Council Meeting, about planning the entire hillside in a manner such as a Neighbourhood Concept Plan. We did just that while in the SLRD. Prior to boundary extension the Hillside stakeholders participated in; the KWL Hillside Servicing Study, Sub-regional Planning Study, SLRD OCP Review, Regional Growth Strategy, Boundary Extension, Neighbourhood Concept Plan "NCP", Archeological Impact Study, Traffic Impact Study, Environmental Reports and VOP OCP.

All of this activity considered all of the properties to ensure they were planned together and the Ravens Crest Development (predecessor to Sunstone) prepared a draft NCP which was submitted to the Village of Pemberton after boundary extension. The Draft NCP is on file in the VOP planner's office should anyone wish to review the document.

### **Strata Subdivision Overview**

The intention of this zoning is to establish the land use and density through a zoning bylaw that is similar to that of the RSA-1 and RTA-2 (Sunstone) that exists in the VoP Bylaw 466 consolidated. The only difference is that the proposed RSA-2 parcel minimum is larger, 1400 m<sup>2</sup>, compared to RSA-1 900m<sup>2</sup>. The same is for the proposed RTA-2 parcel minimum being 700m<sup>2</sup> compared to RTA-1 minimum of 350m<sup>2</sup>. This zone was developed to be consistent with the Hillside Planning directives that have taken place over the last 12 years.

It is our intention to create the first phase subdivision as a bare land strata. We intend to apply for a 44 lot subdivision under the RSA-2 zoning. Even though some of the lots to be created will be 1400m<sup>2</sup> (15,000ft<sup>2</sup>) the average lot size will be 2250m<sup>2</sup> (24,000ft<sup>2</sup>) or over ½ acre.

The strata concept, which is proven throughout the corridor, has the ability to allow the existing constructed roads and drainage be accepted without variance. In addition, the strata will be responsible to maintain and replace all infrastructure at it's own cost reducing the burden on the VoP. The strata roads are open for public travel.

The details of the development as a whole are not normally finalized until the subdivision application stage, however I can provide the following to inform you as to the intention of this project.

This subdivision plan is designed to:

- Retain trees and natural features, outside building envelopes
- Capture stunning views of the valley and mountains
- Take advantage of the sun exposure
- Maintain privacy from neighbours
- Connect to the trails and natural surrounding
- Create a functional and complete neighbourhood

The servicing levels that we provide will be:

- underground; water, sewer, hydro and tel
- pavement pedestrian and cycling connectivity throughout the project, to future phases and to the neighbouring properties
- “dark sky” decorative street lighting
- Mail Kiosk and Waste/Recycling station
- Design guidelines through the strata bylaws it is intended that we will be able to control form and character along with implementation of green initiatives enforce by a board established review and approve. The green standards are contained in the design guidelines.

All services will be installed to generally accepted engineering practices and certified by a professional engineer in good standing with the BC Association of Professional Engineers.

### **Existing Construction**

- Construction occurred circa 2001, and included clearing, partial construction of roads, and construction of drainage works.
- The offsite road north of the Railway crossing was constructed with a 10-m wide granular base surface with rip-rap lined ditches, and has a maximum grade of 12%.
- Road A was constructed with a 9-m wide granular sub-base surface and rip-rap ditches, and has a maximum grade of 12%.



- Road B was constructed to subgrade, and approximately half of the road has been surfaced with sub-base gravel. The roadway top width varies from 8-m to 11-m, and it has a maximum grade of 11%.
- Road C has not yet been designed nor constructed
- Drainage works included construction of rip-rap ditches and installation of culverts.

Servicing is proposed in accordance with VoP Subdivision and Control Development Bylaw 677, 2011 except as follows:

<b>Description</b>	<b>Bylaw 677</b>	<b>Proposed</b>
Lane Width – Offsite Road	3.5-m	3.3-m
Sidewalks – Hillside Local Road	1.5-m wide paved walkway adjacent to traveled lane	no paved walkway (gravel shoulders will be twice as wide as required – 1.2-m each side)
Roadway Drainage – Hillside Standard	drainage control (ditches) on both sides of road	no ditch where natural ground slopes away from road
Road Centerline Radius	minimum 75-m for 50-kmh design speed (20-m for 30-kmh design speed)	35-m on Road A 18-m on Road B
Road Intersection Skew	maximum 20-degree	30-degree for Road B at Offsite Road
Residential Stormwater Service	piped collection system	on-side soak-away pit

### **Stormwater Management**

In 2001, the stormwater management environmental plan was developed by Cascade Environmental, constructed and approved. A copy of the design is included in the zoning application. Plan includes the use of the parkland dedication/wetland for storm water management as designed by Cascade. The use of this land for stormwater management is agreed to in the Recreation Lease.

### **Subdivision Planning and Layout**

The lots have been laid out based on topographic conditions, dominant views, existing roads and natural features. Laneway enclaves have been developed to create neighbourhood niches and improve lot access. Lots on steeper slopes are larger to allow for siting and access while flatter lots are small as they have less development constraints.

Mixed lot size for topography and affordability;  
-RSA-2, 1400m<sup>2</sup> (15,000sf approx.)  
-RTA-2, 700m<sup>2</sup> (7,500 sf approx.)

### **Design Guidelines & Review**

Design guidelines will be developed to create a framework for quality development and appropriate contextual buildings. A design Review Committee will vet designs to ensure adherence and that design proposals are appropriate. A design deposit will help to ensure compliance through completion.

### **Trails and Non-vehicular Circulation**

Offsite trails approaching the site ('Grumpy Grouse') are proposed to have access through the site down the Ivy Creek drainage corridor to Old Pemberton Farm Road and the trailhead parking lot. Trail access from the development will be off road ends and service corridors in a number of locations.

Primary internal circulation for pedestrians and cyclists will be along roadways shoulders either, gravel or paved. Secondary trails will link the neighbourhood internally via 4-6m trail corridors that will be coordinated with servicing corridors. These internal trails will allow linkage between the Road A, B & C lots and provide a more efficient connection than by automobile. Feedback from the Oct 2015 Open House will be included in the finalized Trail and Circulation Plan.

We accept and agree to a no net loss of trails philosophy and commit to replaces trails with like and kind quality should any be impacted by this development.

### **Wildfire Protection and Mitigation**

Site development and building design will take measures to reduce risk. Residential dwellings will be required to be sprinklered and landscape areas within 10m of the residence will be required to have irrigation. BC FireSmart guidelines for Zone-1 (10m) will be recommended for homeowner implementation. The development recognizes that living in a natural setting that is fire interface area requires a balance of preservation of natural conditions and protection of life and property.

### **Tax impact**

Bare Land valuation upon registration of the subdivision could be as much as \$9,600,000 based on an average lot value of \$220,000 with an immediate tax impact of \$58,743 per year overall and \$22,782 directly to the VOP. At Buildout the total value with improvements could be \$30,800,000 based on a \$700,000 average per home. At the present all government residential mill rate of 6.1191, the tax impact will be an increase of \$188,468 in overall revenue and at the Village mill rate of 2.3731, an increase of \$73,091 in revenue to the VOP.

### **Job Creation**

The civil construction phase will take about 8 months with a value of approximately \$4.0 million and will create approximately 40 jobs. Generally accepted job creation calculators use a number of 10 jobs per \$1 million dollars of civil construction value.

According to the Canadian Home Builders Association the construction of 102 homes (in all three phases) will create 197.6 person years of employment based on 1.9 person years per home.

### **Housing**

The overall project will offer an array of house product from large private view lots, mutli family sites and single family lots.

### **CAC's & DCC's**

The CAC's and DCC's to be paid at the time of subdivision registration or building permit for multi-family construction are as follows:

CAC's	Phase 1 - 44 x 9165 = \$403,260
	Phase 2 - 28 x 6110 = \$171,080
	<u>Phase 3 - 32 x 9165 = \$293,280</u>
TOTAL	\$867,620

DCC's	Phase 1 - 44 x 5356 = \$235,664
	Phase 2 - 28 x 3847 = \$107,717
	<u>Phase 3 - 32 x 5356 = \$171,392</u>
TOTAL	\$514,773

This summary has been created to inform Mayor and Council of the intention to create a quality development in the Pemberton Valley.

Should there be any questions that you may have that are not addressed by information provided above or in the extensive documentation that exists for this project, please do not hesitate to contact me and I will be happy to provide to you.

Regards,

Cam McIvor

Agent for 580049 BC Ltd.

VILLAGE OF PEMBERTON

BYLAW No. 753, 2013

---

**Being a bylaw to amend the Village of Pemberton Zoning Bylaw No. 466, 2001**

---

**WHEREAS** the Council may amend its Zoning Bylaw from time to time;

**AND WHEREAS** the Council of the Village of Pemberton deems it necessary to amend the Zoning Bylaw to modify the community amenity requirements related to the density bonusing provisions;

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

**1. CITATION**

This Bylaw may be cited for all purposes as "Village of Pemberton Zoning (Sunstone Amenity Zoning) Amendment Bylaw No. 753, 2014."

**2. VILLAGE OF PEMBERTON ZONING BYLAW NO. 466, 2001 IS AMENDED AS FOLLOWS:**

a) Deleting Section 302B.2(c) and replacing it with the following:

The densities may be increased from the requirements identified in Section 302B.2(a) to the requirements identified in Section 302.3(b) providing contributions toward community amenities have been provided through a payment of \$9165 per single family or bed & breakfast lot, payable either:

- i) in a cash prior to the registration of a plan of subdivision and to be held in a reserve fund by the Village for the purpose of future recreational capital costs on sports fields, a multi-sports facility, an ice arena or aquatic centre and ancillary uses; and/or
- ii) in-kind works and services provided that they are approved by the Village in writing prior to the registration of a plan of subdivision for the purpose of future recreational capital costs on sports fields, a multi-sports facility, an ice arena or aquatic centre and ancillary uses.

b) Deleting Section 303A.2(e) and replacing it with the following:

The densities may be increased from the requirements identified in Section 303A.2(a) and 303A.2(b) to the requirements identified in Section 303A.2(c) and Section 303A.2(d) providing contributions toward community amenities have been provided through a payment of \$9165

per single family or bed & breakfast lot or \$6110.00 per townhouse unit, payable either:

- i) in cash at the earlier of building permit issuance or registration of a plan of subdivision, to be held in a reserve fund by the Village for the purpose of future recreational capital costs on sports fields, a multi-sports facility, an ice arena or aquatic centre and ancillary uses; and/or
- ii) in-kind works and services provided that they are approved by the Village in writing at the earlier of building permit issuance or registration of a plan of subdivision, for the purpose of future recreational capital costs on sports fields, a multi-sports facility, an ice arena or aquatic centre and ancillary uses.

**READ A FIRST TIME** this 7<sup>th</sup> day of January, 2014.

**READ A SECOND TIME** this 7<sup>th</sup> day of January, 2014.

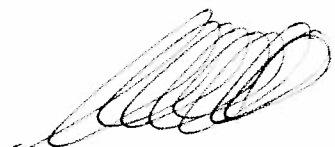
**NOTICE OF INTENTION TO AMEND Zoning Bylaw No. 466, 2001 was PUBLISHED IN THE** Pique Newsmagazine on January 23<sup>rd</sup>, 2014 and January 30<sup>th</sup>, 2014 respectively.

**PUBLIC HEARING HELD** this 4 day of February, 2014.

**READ A THIRD TIME** this 4<sup>th</sup> day of February, 2014.

**APPROVED BY THE MINISTER OF TRANSPORTATION PURSUANT TO SECTION 52 of the *Transportation Act*** this 21<sup>st</sup> day of February, 2014.

**ADOPTED** this 4<sup>th</sup> day of March, 2014.

  
\_\_\_\_\_  
Alan LeBlanc  
Acting Mayor

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



THE CORPORATION OF THE VILLAGE OF PEMBERTON

BYLAW NO. 790, 2015

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Being a bylaw to amend the Village of Pemberton Zoning Bylaw No. 466, 2001

---

**WHEREAS** the Council may amend its Zoning Bylaw from time to time;

**AND WHEREAS** the Council of the Village of Pemberton deems it desirable to zone lands for Residential Uses;

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

1. **CITATION**

This Bylaw may be cited for all purposes as "Village of Pemberton Zoning Bylaw No. 466, 2001, Amendment ('580' Hillside Lands) Bylaw No. 790, 2015."

2. **Village of Pemberton Zoning Bylaw No. 466, 2001 is amended by addition of the following as Section 302 C:**

**"302C RESIDENTIAL (AMENITY) ZONE RSA-2**

*The intent of the RSA-2 Zone is to provide for the purpose of low density single family dwellings, and to provide density incentives earned by provision of certain amenities.*

**302C.1 Permitted Uses**

Single Residential Dwelling  
Home Occupation <sup>(a)</sup>  
Accessory Suite <sup>(b)</sup>  
Bed and Breakfast <sup>(c)</sup>  
Accessory Uses

<sup>(a)</sup> Home Occupation shall be subject to the requirements of Section 207.

<sup>(b)</sup> Accessory Suite shall be subject to the requirements of Section 210 (1) and (3).

<sup>(c)</sup> Bed and Breakfast shall be subject to the requirements of Section 224.

**302C.2 Lot Sizes**

(a) The minimum lot sizes as a base density are as follows:

Single Residential Dwelling	20,000 m <sup>2</sup>
Bed and Breakfast	20,000 m <sup>2</sup>

- (b) The minimum lot sizes where the requirements identified in Section 302.C(c) have been fulfilled are as follows:

Single Residential Dwelling	1,400 m <sup>2</sup>
Bed and Breakfast	1,400 m <sup>2</sup>

- ~~(c) The densities may be increased from the requirements identified in Section 302C.2(a) to the requirements identified in Section 302C.3(b) providing contributions toward community amenities have been provided through a cash payment of \$9165 per (single family lot or bed & breakfast) lot payable prior to the registration of a plan of subdivision and to be held in a reserve fund by the Village for the purpose of future recreational capital costs on sports fields, an ice arena or aquatic centre and ancillary uses.~~

**Commented [sf1]:** This is what was brought forward at Second Reading.

- (c) The densities may be increased from the requirements identified in Section 302B.2(a) to the requirements identified in Section 302.3(b) providing contributions toward community amenities have been provided through a payment of \$9165 per single family or bed & breakfast lot, payable either:

- i) in a cash prior to the registration of a plan of subdivision and to be held in a reserve fund by the Village for the purpose of future recreational capital costs on sports fields, a multi-sports facility, an ice arena or aquatic centre and ancillary uses; and/or
- ii) in-kind works and services provided that they are approved by the Village in writing prior to the registration of a plan of subdivision for the purpose of future recreational capital costs on sports fields, a multi-sports facility, an ice arena or aquatic centre and ancillary uses.

**Commented [sf2]:** This is what was intended to have been included in the Bylaw, and this is what we are proposing to add to the Bylaw at Third Reading, as per VoP Bylaw 753, 2014

### 302C.3 Buildings and Structures

- (a) No more than two dwellings (which includes an accessory suite) may be located on a parcel.
- (b) No more than two accessory buildings or structures are permitted on a parcel.



#### **302C.4 Building Heights**

Refer to the regulations contained in Section 302.2, which shall apply.

#### **302C.5 Setbacks**

Refer to the regulations contained in Section 302.3, which shall apply.

#### **302C.6 Lot Coverage**

The lot coverage of all buildings on a lot shall not exceed 40%.

#### **302C.7 Off-Street Parking**

Off-street parking spaces shall be provided in accordance with the requirements of Division 500.

#### **302C.8 Screening and Landscaping**

Screening and landscaping shall be provided in accordance with the regulations in Division 400.

#### **302C.9 Signage**

Signage should be limited to that permitted pursuant to Section 207(7) – Home Occupation.

#### **302B.10 Watercourse Setbacks**

Setbacks from any watercourses on the property must be in accordance with the requirements of the Village of Pemberton, Ministry of Environment and the Department of Fisheries and Oceans.

### **3. Village of Pemberton Zoning Bylaw No. 466, 2001 is amended by addition of the following as Section 303B:**

#### **303B RESIDENTIAL TOWNHOUSE (AMENITY) ZONE RTA-2**

*The intent of the RTA-2 Zone is to provide for the purpose of moderate density townhouse or single family development, and to provide density incentives earned by provision of certain amenities.*

#### **303B.1 Permitted Uses**

Townhouse  
Single Residential Dwelling <sup>(a)</sup>  
Home Occupation <sup>(b)</sup>

## Accessory Uses

- (a) Single Residential Dwellings within this zone shall be subject to all the requirements of Section 302.
- (b) Home Occupation shall be subject to the requirements of Section 207.

### 303B.2 Lot Sizes

- (a) The minimum lot sizes as a base density are as follows:

Single Residential Dwelling	20,000 m <sup>2</sup>
Townhouse	20,000 m <sup>2</sup> per unit
- (b) The maximum unit size for a Townhouse is 300 m<sup>2</sup>.
- (c) Where the requirements identified in Section 303B.2(e) are fulfilled, the permitted density of a Single Residential use may be increased to the following:

Minimum Lot Size	700 m <sup>2</sup> <sup>(a)</sup>
Minimum Lot Width 1	18 m <sup>(b)</sup>
Maximum Floor Space Ratio	0.50
- (d) Where the requirements identified in Section 303B.2(e) are fulfilled, the permitted density of a Townhouse use may be increased in accordance with the regulations contained within Section 303.3 of the RT-1 Zone.
- ~~(e) The densities may be increased from the requirements identified in Section 303B.2(a) and 303B.2(b) to the requirements identified in Section 303B.2(c) and Section 303B.2(d) providing the following contributions toward community amenities have been provided through a cash payment of \$9165 per (single family lot or bed & breakfast) lot payable; or \$6110.00 per townhouse unit payable at the earlier of building permit issuance or prior to the registration of a plan of subdivision and to be held in a reserve fund by the Village for the purpose of future recreational capital costs sports fields, an ice arena or aquatic centre and ancillary uses.~~
- (e) The densities may be increased from the requirements identified in Section 303A.2(a) and 303A.2(b) to the requirements identified in Section 303A.2(c) and Section 303A.2(d) providing

Commented [sf3]: As per above, and Bylaw 753, 2014

contributions toward community amenities have been provided through a payment of \$9165 per single family or bed & breakfast lot or \$6110.00 per townhouse unit, payable either:

- i) in cash at the earlier of building permit issuance or registration of a plan of subdivision, to be held in a reserve fund by the Village for the purpose of future recreational capital costs on sports fields, a multi-sports facility, an ice arena or aquatic centre and ancillary uses; and/or
- ii) in-kind works and services provided that they are approved by the Village in writing at the earlier of building permit issuance or registration of a plan of subdivision, for the purpose of future recreational capital costs on sports fields, a multi-sports facility, an ice arena or aquatic centre and ancillary uses.

Commented [sf4]: Proposed new language

### **303B.3 Buildings and Structures**

- (a) No more than two dwellings including an accessory suite may be located on a parcel.
- (b) No more than two accessory buildings or structures are permitted on a parcel.

### **303B.4 Building Height and Setbacks**

- (a) Single Residential Dwellings refer to regulations contained in Section 302B.2 and 302B.3, which shall apply .
- (b) Townhouse refer to regulations contained in Section 303.2 and 303.3, which shall apply.

### **303B.5 Lot Coverage**

The lot coverage of all buildings on a lot shall not exceed 40%.

### **303B.6 Off-Street Parking**

Off-street parking spaces shall be provided in accordance with the requirements of Division 500.

### **303B.7 Screening and Landscaping**

Screening and landscaping shall be provided in accordance with the regulations in Division 400.

**303B.8 Signage**

Signage should be limited to that permitted pursuant to Section 207(7) – Home Occupation.

**303B.9 Watercourse Setbacks**

Any watercourses on the property must be in accordance with the requirements of the Village of Pemberton, Ministry of Environment and the Department of Fisheries and Oceans Canada.

- Schedule A – Zoning Districts Map of Zoning Bylaw 466, 2001 is amended by re-zoning the lands shown shaded on Schedule 1 of this Bylaw from SLRD Electoral Area C Zoning: Rural 1 – Rural Residential sub zone (RR1<sub>Res</sub>) to Village of Pemberton Residential (Amenity) Zone (RSA-2) and Residential Townhouse (Amenity) Zone (RTA-2).

**READ A FIRST TIME** this 7<sup>th</sup> day of July, 2015.

**READ A SECOND TIME** this 17<sup>th</sup> day of November, 2015.

**NOTICE OF PUBLIC HEARING FOR VILLAGE OF PEMBERTON ZONING BYLAW NO. 466, 2001, AMENDMENT ('580' HILLSIDE LANDS) BYLAW NO. 790, 2015 WAS PUBLISHED IN THE \_\_\_\_\_ ON \_\_\_\_\_, 2015 AND \_\_\_\_\_, 2015.**

**PUBLIC HEARING HELD** this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

**READ A THIRD TIME** this \_\_\_\_\_ day of \_\_\_\_\_, 201\_.

**APPROVED BY THE MINISTER OF TRANSPORTATION AND INFRASTRUCTURE PURSUANT TO SECTION 52 of the *Transportation Act*** this \_\_\_\_\_ day of \_\_\_\_\_, 201\_.

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 201\_.

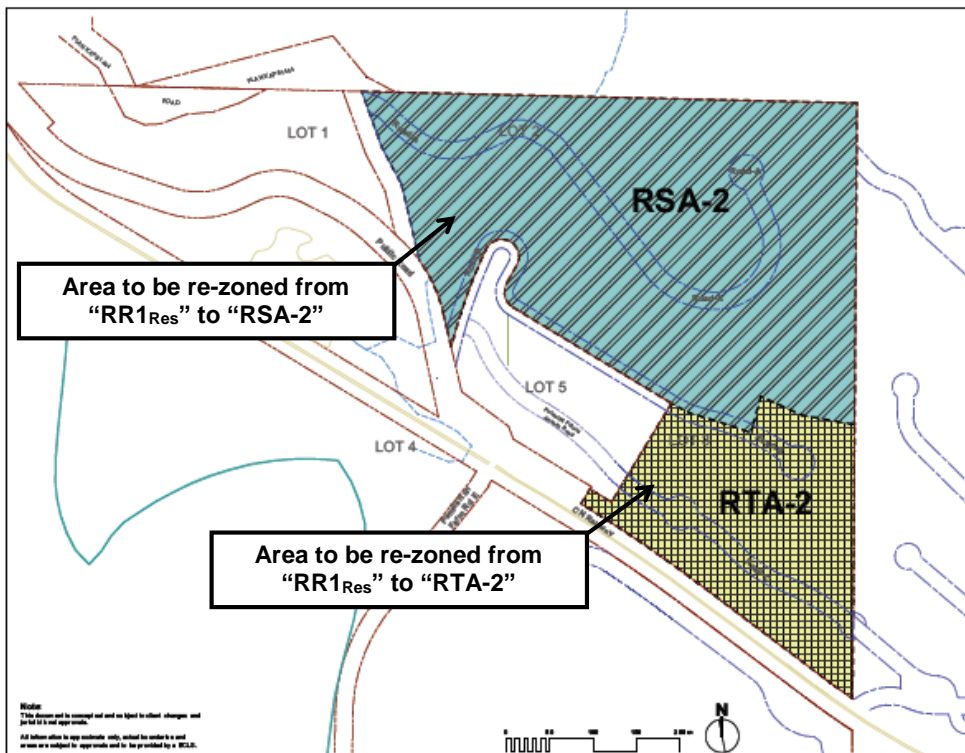
\_\_\_\_\_  
Mike Richman  
Mayor

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

## Schedule A

Village of Pemberton Zoning Bylaw No. 466, 2001,  
Amendment ('580' Hillside Lands) Bylaw No. 790, 2015  
"Subject Lands"

Commented [i5]: New Map



**From:** Marc Cousineau [mailto: [REDACTED]]  
**Sent:** November-06-15 5:04 PM  
**To:** VoP Admin  
**Subject:** Request to review Pemberton Utilities invoice [REDACTED]

Hello Mayor and Council,

(i'm sure the last thing you guys want to deal with but here goes nonetheless... :))

I am asking you to review the current invoice with regards to my wife's chiropractic practice that she runs out of a small side space in our home.

**She is being charged "Medical/Dental water & sewer" and we are asking that this be deleted and this invoice cancelled**

1. This is not a functional suite and this 350 ft space has no kitchen, nor bathing facilities, nor laundry facilities etc. There is only 1 toilet and 1 hand sink and 1 treatment room.
2. the 1 toilet and sink are plumbed into the current house plumbing - but rough-ins are ready to convert it to a suite and separate tank, should we ever want to convert that space into a functional suite.

I understand the overall intent is to pay for water/sewage use. This invoice grossly overstates the assumed water usage.

#### **Recap of water usage and costs**

- Average BC family water usage - 350,000 litres annually (google searches and please feel free to fact check and adjust)
  - Our Family combined 2015 water/sewage bill is \$947.35
- In my wife's practice she sees max 15 patients a day -- Let's assume 50% of those patients use the toilet and flush (reality is probably 10%)
  - that equates to 7 flushes a day X 5L per flush X 5 days/week X 48 weeks of operation = 8,400 Litres annually
    - This is only 2.4% of the water volume anticipated in our home yet the VOP is wanting to impose a fee that is almost 48% HIGHER than the cost of our home utility

Stated another way,

- In our home we will be charged **\$0.27 per litre**

But

- In the office we are being asked to pay **\$16.67 per litre**

We maintain that this is not a suite but rather a room in our home, as shown in our 2014 suite exemption on water utilities that we received.

Thanks in advance for your reconsideration of this matter.

Munroe Chiropractic and Heather Munroe are happy to pay for an annual business license to operate her practice out of the home but we respectfully dispute this charge and ask you to delete it as we are already paying in our home.

Further, to prove water usage, we would entertain having the VOP install a water meter and pay for actual usage.

Thanks in advance

Marc Cousineau

on behalf of Heather Munroe and Munroe Chiropractic

**Date:** December 1, 2015  
**To:** Nikki Gilmore, Chief Administrative Officer  
**From:** Paige MacWilliam, Legislative Assistant  
**Subject:** 2016 Council Meeting Schedule

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### **PURPOSE**

The purpose of this report is to provide Council seek Council's direction on establishing the 2016 regular council meeting schedule.

### **BACKGROUND**

In accordance with Section 127 (1) (b) of the *Community Charter* and Section 6 (b) of the *Village of Pemberton Procedure Bylaw No. 788, 2015*, the Village of Pemberton must make available prior to January 1<sup>st</sup> the Council meeting schedule for the upcoming year and "give notice of the availability of the schedule in accordance with Section 94 (public notice) at least once a year."

Section 94 of the *Community Charter* sets out the requirements for giving public notice and specifies that notice must be published in a newspaper that is distributed weekly and that at least two (2) notices must be published.

*The Village of Pemberton Procedure Bylaw No. 788, 2015* Section 6 (b) (i) states that Regular Council meetings must "be held on Tuesday's of each month the dates and times shall be established by Council resolution before December 15th of each year for the subsequent year". Section 6 (b) (iii) establishes that "there shall not be a meeting during the month of August unless Council resolves otherwise".

As such, the Council meeting schedule for 2016 must be determined by resolution and notice must be issued in time to meet the January 1<sup>st</sup> deadline as established by the *Community Charter*.

### **DISCUSSION & COMMENTS**

The Village has in the past, as per the previous Council Procedure Bylaw, established that Council meetings must be held on the first and third Tuesday of the month at 7:00 p.m. and 9:00 a.m. respectively with the exception being the month of August in which no meetings are scheduled to accommodate a summer break. If the meeting schedule established there was a conflict with other meetings/events such as the UBCM Convention and/or another obligation that required Council's attendance, the meeting dates or times for that month would be adjusted. As a result of the summer break in August, Council has in the past adjusted the meeting dates in July to ensure that there were no more than 5 – 6 weeks between meetings. Having said that, a Special meeting of Council may be called at any time should the need arise.



The new Council Procedure Bylaw still requires that the Regular meeting be held on Tuesdays but amends the requirement to hold meetings on the first and third Tuesday and does not set a time at which the meetings must start. This was done intentionally to allow Council the flexibility to consider each year which Tuesday's of the month the Regular meeting should take place, evaluate the meeting times or consider holding only one meeting a month such as in January if the first Tuesday falls after the New Year's weekend.

At the Committee of the Whole Meeting held on Tuesday, December 1, 2015, two meeting schedule options were presented for consideration:

**Option One: First and Third Tuesday**

Option one establishes Council meetings on the first and third Tuesday of the month as per the Village's previous schedule with an adjustment being made in July to accommodate the Pemberton Music Festival. This adjustment of the meeting schedule will also shorten the time between meetings over the summer break in August. In addition, it was also recommended that the first meeting of the year be scheduled for Tuesday, January 19<sup>th</sup>, to provide more time for preparation after the Christmas break.

**Option Two: Second and Fourth Tuesday – Appendix B**

Option two establishes that meetings be held on the second and fourth Tuesday of each month. In this regard, a review of this meeting schedule options results in meeting conflicts that would require Council to consider moving the Regular meeting to either the first or third Tuesday of the month in July based on consideration being given to adjusting to accommodate operations during the lead up to the Pemberton Music Festival; in September to accommodate the UBCM Conference scheduled for September 26 – 30<sup>th</sup> and in December as the second meeting falls between Christmas and New Year's. It is also noted that this option may result in conflicts with monthly meetings held by other organizations that the Village either participates on or supports, SLRD in particular.

Discussion took place regarding holding only one Council meeting each month. Following discussion on preparation efficiency, implications on staff, public perception, length of meetings and encouraging public attendance, the Committee of the Whole passed the following resolution:

*Moved/Seconded*

**THAT** the Committee of the Whole recommend to Council that regular meetings be scheduled on January 19, February 2 & 16, March 1 & 15, April 5 & 19, May 3 & 17, June 7 & 21, July 26, September 13, October 4 & 18, November 1 & 15, and December 13, 2016.

**CARRIED**

**Meeting Times:**

In determining the time of meetings, the Committee of the Whole took into consideration the results of the survey on preferred meeting times, public attendance, staff attendance and Councillor's preferences. Following the discussion, the Committee of the Whole passed the following resolution:

*Moved/Seconded*

**THAT** the Committee of the Whole recommend to Council that in a month where only one Regular Council meeting is held (January, July, September & December) the meeting be

*scheduled at 5:30 p.m. and when there are two meetings in the month, (February, March, April, May, June, October, November) the meeting held on the first Tuesday be scheduled at 7:00 p.m. and the meeting held on the third Tuesday be scheduled at 9:00 a.m.*

**CARRIED**

### **COMMUNICATIONS**

As per Section 94 of the *Community Charter*, once the schedule has been approved by resolution of Council, Notice to the Public will be issued in the local newspapers in December and before January 1, 2016.

Notice will also be provided on the Website, in the ENEWS and via posting on the Village's Facebook Page and Blog and posted on the Village Notice Boards located at the Post Office and at the Village Office.

### **LEGAL CONSIDERATIONS**

Establishing the 2016 meeting schedule and undertaking required notification meets with the legislation as established in the *Community Charter* and the Village of Pemberton Council Procedure Bylaw No. 788, 2015. There is no requirement for legal review.

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

Under the schedule proposed by the Committee of the Whole, there will be less meetings held overall and the second meeting of the month will be held during the day; therefore, staff time to attend meetings will be kept to a minimum. The budget impacts at this time are unknown as staffing at each Council meeting varies depending on what is on the agenda and who is required to be in attendance.

### **INTERDEPARTMENTAL IMPACT & APPROVAL**

There is no interdepartmental impact or approvals required as the holding of Council meetings is part of the regular business of the Village.

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

Depending on which Tuesday each month that Council determines the meeting will be held, there could be some impact on other jurisdictions if their Council/Board or Committee meetings are held the same day.

### **ALTERNATIVE OPTIONS**

There are no alternative options for Council's consideration.

### **POTENTIAL GOVERNANCE CONSIDERATIONS**

This initiative supports the Village's Strategic Plan, particularly the Village's commitment to Theme Three: Excellence in Service:

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

**RECOMMENDATION**

**THAT** Council adopt the 2016 meeting schedule as presented and attached to this report.

**Attachments:**

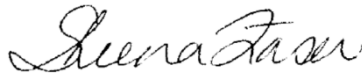
**Appendix A – Council Meeting Schedule**



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Paige MacWilliam  
Legislative Assistant

**MANAGER:**



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Sheena Fraser  
Manager of Corporate & Legislative Services

**CHIEF ADMINISTRATIVE OFFICER REVIEW**



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Nikki Gilmore  
Chief Administrative Officer

Appendix A

## 2016 Regular Council Meeting Schedule

- Union of British Columbia Municipalities Conference (Vancouver)
- Lower Mainland Local Government Association Conference (Whistler)
- Regular Council Meeting

### JANUARY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### MAY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### SEPTEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

### FEBRUARY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

### JUNE

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### OCTOBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### MARCH

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### JULY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### NOVEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### APRIL

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### AUGUST

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### DECEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

# 2016 Council Meeting Schedule January – December

(Approved by Council: Meeting No. 1413, Tuesday, December 1, 2016)

Council Meetings are traditionally held in Council Chambers located at 7400 Prospect Street (Village Office) unless otherwise posted.

<b>COUNCIL</b> January 19, 2016 5:30 p.m.	<b>COUNCIL</b> February 2, 2016 7:00 p.m.	<b>COUNCIL</b> March 1, 2016 7:00 p.m.	<b>COUNCIL</b> April 5, 2016 7:00 p.m.
	<b>COUNCIL</b> February 16, 2016 9:00 a.m.	<b>COUNCIL</b> March 15, 2016 9:00 a.m.	<b>COUNCIL</b> April 19, 2016 9:00 a.m.
<b>COUNCIL</b> May 3, 2016 7:00 p.m.	<b>COUNCIL</b> June 7, 2016 7:00 p.m.	<b>COUNCIL</b> July 26, 2016 5:30 p.m.	August 2016 Summer Break
<b>COUNCIL</b> May 17, 2016 9:00 a.m.	<b>COUNCIL</b> June 21, 2016 9:00 a.m.		
<b>COUNCIL</b> September 13, 2016 5:30 p.m.	<b>COUNCIL</b> October 4, 2016 7:00 p.m.	<b>COUNCIL</b> November 1, 2016 7:00 p.m.	<b>COUNCIL</b> December 13, 2016 5:30 p.m.
	<b>COUNCIL</b> October 18, 2016 9:00 a.m.	<b>COUNCIL</b> November 15, 2016 9:00 a.m.	

- *Please note: If required, Committee of the Whole meetings will be schedule immediately following a 9:00am Council meeting or will be scheduled at 3:00pm prior to a 7pm Council Meeting unless otherwise posted.*

**Date:** December 1, 2015  
**To:** Nikki Gilmore, Chief Administrative Officer  
**From:** Paige MacWilliam, Legislative Assistant  
**Subject:** Councillor Computer Allowance

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### **PURPOSE**

To present to Council the recommendation from Committee of the Whole respecting the inclusion of cellphones in the Councillor Computer Allowance.

### **BACKGROUND**

Council adopted the Councillor Computer Purchase Policy at the June 2, 2009, Regular Meeting of Council. Since that time, the Village has set aside \$5,000 for the provision of a laptop computer for Council member at the beginning of each Council term in accordance with the policy.

In addition, the Village has a Cellular Telephone Policy, adopted on March 30, 2009, which sets out guidelines for use and expense reimbursement of municipal cellular phones. The policy applies to staff and Mayor; however, it does not currently apply to Councillors.

### **DISCUSSION & COMMENTS**

At Committee of the Whole held Tuesday, December 1, 2015, discussion took place regarding the inclusion of cellular telephones under the Councillor Computer Allowance. Following the discussion regarding the types of technology included under the provision of this policy, the Committee of the Whole passed the following resolution:

*Moved/Seconded*

**THAT** the Committee of the Whole recommends to Council that cell phones be included in the Council Computer allowance.

**CARRIED**

Upon conclusion of the Committee of the Whole meeting, staff determined that should Council decide to ratify this recommendation from Committee of the Whole the above noted policies would have to be amended.

### **COMMUNICATIONS**

There is no communications element required at this time.

### **LEGAL CONSIDERATIONS**

*Freedom of Information and Protection of Privacy Act* applies to Council information stored on Councillors' devices. Should the Village receive a request for information, staff will be obliged to review the information under the custody of all Village representatives.

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

In accordance with the existing Councillor Computer Purchase Policy, \$5000 is allocated in the budget at the beginning of each new Council's term to purchase laptop computers.

### **INTERDEPARTMENTAL IMPACT & APPROVAL**

There is no impact on or approvals required from other Departments.

### **ALTERNATIVE OPTIONS**

No alternative options for consideration at this time.

### **POTENTIAL GOVERNANCE CONSIDERATIONS**

Strategic Theme Two: Good Governance being an open and accountable government and to fiscal responsibility.

### **RECOMMENDATIONS**

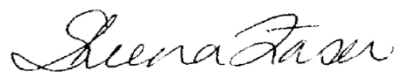
**THAT** staff be directed to prepare amendments to the Cellular Telephones Policy and the Councillor Computer Purchase Policy to allow for the inclusion of cellphones in the Council Computer Allowance.

### **ATTACHMENTS**



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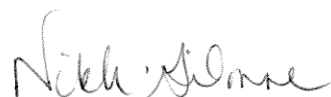
Paige MacWilliam  
Legislative Assistant



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Sheena Fraser  
Manager of Corporate & Legislative Services

### **CHIEF ADMINISTRATIVE OFFICER REVIEW**



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Nikki Gilmore  
Chief Administrative Officer

**Date:** December 1, 2015  
**To:** Nikki Gilmore, Chief Administrative Officer  
**From:** Sheena Fraser, Manager of Corporate & Legislative Services  
**Subject:** Notice of Motion – Zoning Contravention (Short term vacation rentals - AirBnB)

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**PURPOSE**

The purpose of this report is to present to Council the Notice of Motion respecting compliance with the Village of Pemberton Zoning Bylaw related to short term vacation rentals listed on AirBnB within the Village of Pemberton as presented by Councillor Craddock at the Regular Council Meeting No. 1412, held Tuesday, November 17, 2015.

**NOTICE OF MOTION:**

***THAT** Council direct administration to have Bylaw Enforcement attend to the residences in the Village of Pemberton operating as AirBnB to explain and educate that they are operating in contravention of our Zoning bylaws and must cease operating immediately.*

**Attachments:**

Appendix A: Notice of Motion as presented at the Regular Council Meeting held Tuesday, November 17, 2015.


**MANAGER:**



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Sheena Fraser  
Manager of Corporate & Legislative Services

**CHIEF ADMINISTRATIVE OFFICER REVIEW**



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Nikki Gilmore, Chief Administrative Officer



Notice of Motion Nov 17/2015

That council direct administration to have Bylaw Enforcement attend to the Residences in the Village of Pemberton operating as Air BnB. To explain & educate that they are operating in contradiction of our Zoning bylaws & must cease operating immediately.

Notice of Motion by JED Cozaddock

✓ [Signature]

# 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*