

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

Agenda for the **Regular Meeting** of Council of the Village of Pemberton to be held Tuesday, February 6, 2018, at 5:30 p.m. at the **Council Chambers, 7400 Prospect Street**. This is Meeting No. 1463.

“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.”

<u>Item of Business</u>	Page No.
1. CALL TO ORDER	
In honour of the Lil'wat7ul, the Village of Pemberton acknowledges that we are meeting within the unceded territory of the Lil'wat Nation.	
2. APPROVAL OF AGENDA	1
Recommendation: THAT the Agenda be approved as presented.	
3. RISE WITH REPORT FROM IN CAMERA (CLOSED)	
4. ADOPTION OF MINUTES	
a) Regular Council Meeting No. 1462 – Tuesday, January 16, 2018	4
Recommendation: THAT the minutes of Regular Council Meeting No. 1462, held Tuesday, January 16, 2018, be adopted as circulated.	
5. BUSINESS ARISING FROM THE PREVIOUS REGULAR COUNCIL MEETING	
6. BUSINESS ARISING FROM THE COMMITTEE OF THE WHOLE	
There is no business arising from Committee of the Whole.	
7. COMMITTEE MINUTES - FOR INFORMATION	
There are no Committee Minutes for presentation.	
8. DELEGATIONS	
There are no Delegation presentations.	
9. REPORTS	
a) Office of the Chief Administrative Officer	
i.	

- b) Fire Department**
 - i. 2017 Fourth Quarter Report** **12**

Recommendation: THAT the 2017 Fourth Quarter Fire Department Report be received for information.
- c) Corporate and Legislative Services Department**
 - i. Outstanding Resolutions - Update** **19**

Recommendation: THAT the Outstanding Resolutions Update be received for information.
- d) Operations and Development Services Department**
 - i. Public Works (Operations) 2017 Fourth Quarter Report** **24**

Recommendation: THAT the Operations Department 2017 Fourth Quarter Report be received for information.
 - ii. Development Services 2017 Fourth Quarter Report** **28**

Recommendation: THAT the Development Services 2017 Fourth Quarter Report be received for information.
 - iii. Coombs Affordable Rental Housing Proposal – Preliminary Review** **32**

Recommendation: THAT the Coombs Development Affordable Housing Proposal Review be received for information.
- e) Mayor’s Report**
- f) Councillor Reports**

10. BYLAWS

There are no Bylaws for reading or adoption.

11. CORRESPONDENCE

- a) For Action**
 - i. Sea to Sky Teachers’ Association (SSTA) Professional Development Committee, dated January 19, 2018, invitation to attend the SSTA PD Day 2018 “Celebrate Diversity!” on February 26th, 2018.** **62**

Recommendation: THAT Council advise if they will be attending.
 - ii. Village of Pemberton, on behalf of the Nukw7ántwaí Organizing Committee, dated January 19, 2018, inviting Mayor and Council to attend the 2018 Nukw7ántwaí Regional Gathering on February 23, 2018, at the N’Quatqua Community Hall.** **65**

Recommendation: THAT Council advise if they will be attending.

b) For Information

- i. John Van Laerhoven, Mayor, District of Kent, Agassiz, dated January 16, 2018, expressing concern over the distribution of tax revenues generated through the sale of legalized Cannabis to local governments. 96**
- ii. Judy Darcy, Minister of Mental Health and Addictions, received January 23, 2018, recognizing that funding for the Child and Youth Mental Health and Substance Use Collaborative has concluded and advising that work is underway to identify ways in which gains of the Collaborative might be maintained. 98**
- iii. Janice Brown, Mayor, Township of Spallumcheen, dated January 23, 2018, requesting support from the Minister of Municipal Affairs and Housing for a 50% share in Cannabis tax revenues with the Province. 99**
- iv. Claire Trevena, Ministry of Transportation and Infrastructure, dated January 25, 2018, following up on UBCM discussions. 100**
- v. Brock Macdonald, Chief Executive Officer, Recycling Council of British Columbia, dated January 26, 2018, extending an invitation to attend the annual RCBC Zero Waste Conference, May 30 to June 1, 2018. 102**

Recommendation: THAT the above correspondence be received for information.

12. DECISION ON LATE BUSINESS

13. LATE BUSINESS

14. NOTICE OF MOTION

15. QUESTION PERIOD

16. ADJOURNMENT

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

Minutes of the Regular Meeting of Council of the Village of Pemberton held on Tuesday, January 16, 2018 at 5:30 p.m. in Council Chambers, 7400 Prospect Street. This is Meeting No. 1462.

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

STAFF IN ATTENDANCE: Nikki Gilmore, Chief Administrative Officer
Sheena Fraser, Manager of Corporate & Legislative Services
Lisa Pedrini, Senior Planner
Wendy Olsson, Executive Assistant/HR Coordinator

Public : 10

1. CALL TO ORDER

At 5:30 p.m. Mayor Richman called the meeting to order.

In honour of the Lil'wat7ul, the Village of Pemberton acknowledges that we are meeting within the unceded territory of the Lil'wat Nation.

2. APPROVAL OF AGENDA

Moved/Seconded
THAT the agenda be approved as presented.
CARRIED

3. RISE WITH REPORT FROM IN CAMERA (CLOSED)

At the In Camera Meeting held earlier today Council Rose with Report on the following items:

Naming of New Municipal Park in Tiyata

Council rose with report that the new municipal park to be developed in the Tiyata subdivision will be named in honour of George and Shirley Henry. Staff has been directed to prepare a press release and schedule a ribbon cutting and naming celebration to open the new park upon completion of development.

4. ADOPTION OF MINUTES

a) Regular Council Meeting No. 1461 – Tuesday, December 12, 2017

Moved/Seconded
THAT the minutes of Regular Council Meeting No. 1461, held Tuesday, December 12, 2017, be adopted as circulated.
CARRIED

5. BUSINESS ARISING FROM THE PREVIOUS REGULAR COUNCIL MEETING

There was no business arising.

6. BUSINESS ARISING FROM THE COMMITTEE OF THE WHOLE MEETING

The Committee of the Whole Rose with Report with the following recommendations to Council respecting the following:

Affordable Housing Proposal:

Moved/Seconded

THAT the affordable housing proposals presented by Coombs Development Corporation be referred to staff for review and report back to Council at the Regular Meeting to be held Tuesday, February 6, 2018;

AND THAT the report include an overview with respect to Development Cost Charges, Traffic Impacts, Fourth Storey and Parking Variance request and impacts on Village Infrastructure
CARRIED

7. COMMITTEE MINUTES – FOR INFORMATION

There were no minutes to be received.

8. DELEGATIONS

- a) Melissa Caldwell, Community Paramedic with BC Emergency Health Services provided an overview of the Community Paramedicine service in Pemberton. Ms. Caldwell discussed some of the program's objectives with respect to improving access to health care in rural communities. The Community Paramedicine service (the service) aims to facilitate patients remaining in their homes rather than in long-term care facilities, by keeping them connected to the appropriate medical resources. The service includes visiting patients in their homes to help manage their health, monitor safe living conditions, check on medications, and recommend health care resources.

Caldwell noted that the target demographic of the service is individuals aged sixty-five and over with chronic illnesses and the current schedule is based on two days a week (10 hour shifts). A framework for evaluating the program has been implemented for a multi-year cycle (2015-2019).

Mayor Richman thanked Ms. Caldwell for the presentation.

9. REPORTS

a) Office of the Chief Administrative Officer – Verbal Report

i. Recreation Service Update

Nikki Gilmore, Chief Administrative Officer, provided a verbal update regarding the discussions between the Village and the SLRD respecting the exploration of the Village assuming the role of administering Recreation Services in Pemberton.

Gilmore noted that this initiative will be brought forward to an upcoming Pemberton Valley Utilities and Service Committee to review and consider next steps in terms of the transfer process.

Moved/Seconded

THAT the verbal report from the CAO be received.

CARRIED

b) Operations and Development Services Department

i. Development Permit (DPA008) and Development Variance Permit Application (DVP118) - 1422, 1426, 1430 Portage Road (Crestline)

Development Permit (DAP008) – 1422, 1426, 1430 Portage Road (Crestline)

Moved/Seconded

THAT the Development Permit Application No. 008 (1422, 1426, 1430 Portage Road) be approved subject to the following conditions:

- That a formal grading plan with engineered retaining wall design be submitted to the satisfaction of the Village Engineer;
- That a formal stormwater management plan be submitted to the satisfaction of the Village Engineer;
- That the remainder of comments contained in the ISL letter dated December 4, 2017, be addressed to the satisfaction of Village Staff;
- That the Applicant be required to provide two quotes for a Traffic Impact Study and make a contribution based on the quote as payment in lieu to be put towards a more comprehensive Traffic Impact Study that the Village will undertake of Portage Road between the Crestline development and Highway 99 (including Arbutus/Portage intersection)
- That all permits and approvals required from the Ministry of Transportation and Infrastructure are obtained to the Ministry's satisfaction;
- That the Fire Chief's concerns with respect to the location of the fire department connection and appropriate FireSmart landscaping are addressed to the satisfaction of Village Staff;
- That a flood level covenant be registered on title to dictate the elevation of residential development and restrict the items that can be stored in the underground storage units;
- That an estimate of landscaping works and security deposit (in the form of an Irrevocable Letter of Credit or equivalent) to complete the works be submitted; and
- That any proposed future building signs receive a Sign Permit in conformance to the Village of Pemberton Sign Bylaw.

CARRIED

Development Variance Permit (DVA118) - 1422, 1426, 1430 Portage Road (Crestline)

Moved/Seconded

THAT Development Variance Permit No. 118 (1422, 1426, 1420 Portage Road) to vary the site coverage from 40% to 40.7% to allow for passive house construction and to vary the front lot line setback for the underground parking level from 4.5m to 0m be approved.

CARRIED

c) Mayor's Report

- Attended the SLRD meeting where the following was addressed:
 - 50th Anniversary of the SLRD; \$20,000 has been allocated towards commemoration celebrations
 - A request will be made to Ministry of Forests, Lands, Natural Resources and Rural Development (MFLNRORD) to ensure strategic wildfire initiatives are included in MFLNRORD Forest Stewardship Plans
 - Current Area C Zoning Bylaw has been rescinded and a new draft bylaw received First Reading
- The Mayor and CAO will be having a follow-up meeting with internet providers regarding improved internet service for Pemberton
- The Men's Shed has expressed interest in the use of the recently purchased BCR lands adjacent to the Downtown Barn
- Extended congratulations to the Winterfest Committee for hosting a great New Year's Eve celebration
- The Village has issued a Request for Proposals for Supply of Information Technology Support
- Engineers will be presenting the findings of the Mount Currie Landslide Risk Assessment at two community meetings; both meetings are open to Lil'wat Nation, Pemberton and SLRD Community Members:

Wednesday, January 24th,
6:30pm-8:30pm
Pemberton & District Community Centre

AND

Thursday, January 25th
Ull'us Community Complex
6:30pm-8:30pm

d) Councillor Reports

i. Councillor Karen Ross

Councillor Ross reported on the following:

- Attended the Pemberton Chamber of Commerce AGM; welcome to the new Chamber Board members
- Shirley Henry has retired from the Board; extended recognition for all she has accomplished as a member of the Board and community.

ii. Councillor Ted Craddock

Councillor Craddock reported on the following:

- Extended recognition to Public Works for maintenance of roads and trails
- Relayed positive feedback provided by a developer and a realtor regarding their experience with the Building and Planning departments at the Village
- Toured the newly purchased Fire Truck with the Fire Chief; extended recognition to Staff for obtaining a new Fire Truck at low cost
- Attended Pemberton Valley Dyking District (PVDD) meeting

iii. Councillor James Linklater

Councillor Linklater reported on the following:

- Wished everyone a happy New Year
- Extended congratulations to Winterfest Committee for a successful New Year's Eve celebration
- Extended thanks to the Fire Department for the Fireworks display at Winterfest's NYE celebration
- Reported that the Winterfest Committee hopes to hold an additional "pop-up" event at One Mile Lake
- Provided recognition to Public Works department for their hard work this winter
- Relayed feedback received from residents regarding the need for internet service and transit service improvements

iv. Councillor Helmer

Councillor Helmer did not report.

10. BYLAWS

a) Bylaws for Adoption

i. Site Alteration Bylaw No. 822, 2017 – Fourth and Final Reading

Moved/Seconded

THAT Site Alteration Bylaw No. 822, 2017, be given Fourth and Final Reading.

CARRIED

11. CORRESPONDENCE

a) For Action

- i. **Dave Baran, received December 8, 2017, requesting consideration of a proposal to open a cannabis dispensary in the industrial park area, once the proposed cannabis legalization legislation comes into effect.**

Moved/Seconded

THAT correspondence be sent advising that the current Village of Pemberton Zoning Bylaw prohibits dispensaries, and that this suggestion will be referred to Planning Staff as part of the Zoning Review for consideration once legislation comes into effect.

CARRIED

- ii. **Sheldon Tetreault, Former Chair, Winds of Change, dated December 15, 2017, requesting funding in the amount of \$4,000, to contribute to the continuation of the 2018 Wellness Almanac in collaboration with Lil'wat Nation and SLRD Area C funds.**

Moved/Seconded

THAT \$4,000 be allocated to support the continuation of the Wellness Almanac in 2018.

CARRIED

Moved/Seconded

THAT correspondence be sent to Lil'wat Nation and SLRD Area C requesting that consideration be given to the continuation of the Wellness Bursary (formerly the Winds of Change Bursary), through a contribution from each jurisdiction of \$500 for a total of \$1500.

CARRIED

- iii. **Shirley Henry, Secretary-Treasurer, Pemberton & District Chamber of Commerce, dated January 5, 2018, providing recommendations for the 2018 Advisory Design Review Committee appointments.**

Moved/Seconded

THAT Council appoints Woody Bishop as the Pemberton & District Chamber of Commerce representative on the Village of Pemberton Advisory Design Review Committee and Julie Kelly as the alternate representative.

CARRIED

- iv. **Clare Greenberg, Executive Director, Sea to Sky Invasive Species Council, dated December 30, 2017, requesting funding support in the amount of \$4,960 to fund a Partnership Program as well as a fee-for-service Field Program.**

Moved/Seconded

THAT the request for funding be referred to the 2018 budget deliberations.

CARRIED

- v. **Jamee Justason, Executive & Association Services Coordinator, UBCM Lower Mainland Local Government Association, dated January 10, 2018, inviting submission of Resolutions for consideration at the upcoming AGM and nominations for Lower Mainland LGA Executive positions, as well as a reminder of upcoming event dates and deadlines.**

Moved/Seconded

THAT Staff prepare draft Resolutions regarding Cannabis Consultation, the impact of backcountry tourism and transit service to be brought to a future Committee of the Whole meeting for review.

CARRIED

b) For Information

- i. **Cathy Peters, dated December 13, 2017, raising concern regarding sexual assault and missing persons crime rates and their connection to human trafficking.**
- ii. **Doug Findlater, Mayor, City of West Kelowna, dated December 13, 2017, regarding equitable revenue sharing on cannabis sales between Federal, Provincial, and Municipal levels of government.**
- iii. **Larry Murray, Director, Sea to Sky Crime Stoppers, dated January 8, 2018, providing press release on Crime Stoppers Month 2018.**

Moved/Seconded

THAT the correspondence listed above be received for information.

CARRIED

12. DECISION ON LATE BUSINESS

There was no late business for consideration

13. LATE BUSINESS

14. NOTICE OF MOTION

There was no Notice of Motion presented for consideration.

15. QUESTION PERIOD

David Blake – Hemlock Street (Village Resident): Mr. Blake expressed concern regarding the increase in utility billing for those who are operating a bed and breakfast from his home.

Mayor Richman advised Mr. Blake that the purpose of Question Period is to address questions related to items on the meeting agenda. Mayor Richman recommended that Mr. Blake send a letter to Mayor and Council respecting his concerns as it would be included on a future Council meeting for consideration.

19. ADJOURNMENT

At 7:10 p.m. the Regular Council Meeting was adjourned.

Mike Richman
Mayor

Sheena Fraser
Corporate Officer

DRAFT

Date: February 6, 2018
To: Nikki Gilmore, Chief Administrative Officer
From: Robert Grossman, Fire Chief
Subject: 2017 Fourth Quarter Fire Department Report – October - December

PURPOSE

To provide Council with a summary of the activities of the Pemberton Fire Rescue Department for the Fourth Quarter of 2017.

BACKGROUND

The Village of Pemberton Fire Rescue is a volunteer department that provides service to the residents of the Village of Pemberton (Village of Pemberton Bylaw No. 807, 2016). In addition, the existing Fire Service Agreement with the Squamish-Lillooet Regional District (SLRD) establishes that fire protection services are provided to Pemberton Meadows (SLRD Bylaw No.1082, 2008), Pemberton Heights (SLRD Bylaw No. 1083, 2008) and the Pemberton Fire Protection Specified Area as defined within the Agreement.

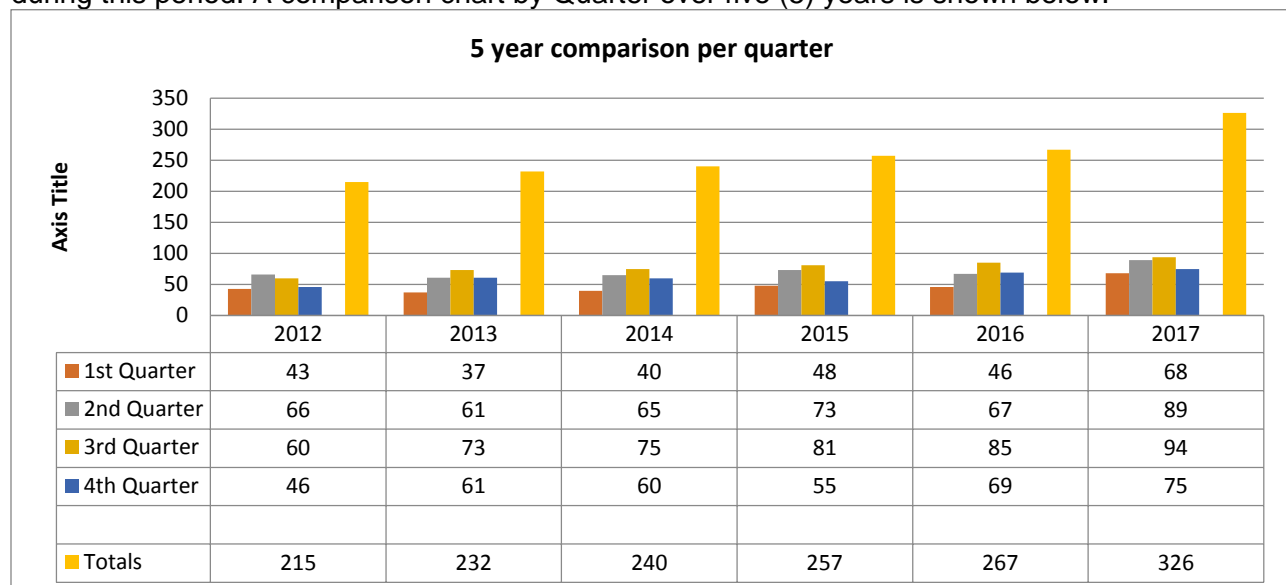
The Fire Chief is supported by twenty-six (26) paid-on-call fire fighters that include one (1) Deputy Chief, three (3) Captains, four (4) Lieutenants, eleven (11) Fire Fighters and seven (7) Recruits.

This report is provided by the Fire Chief as an update to the Pemberton Fire Rescue activities for the Fourth Quarter.

DISCUSSION & COMMENTS

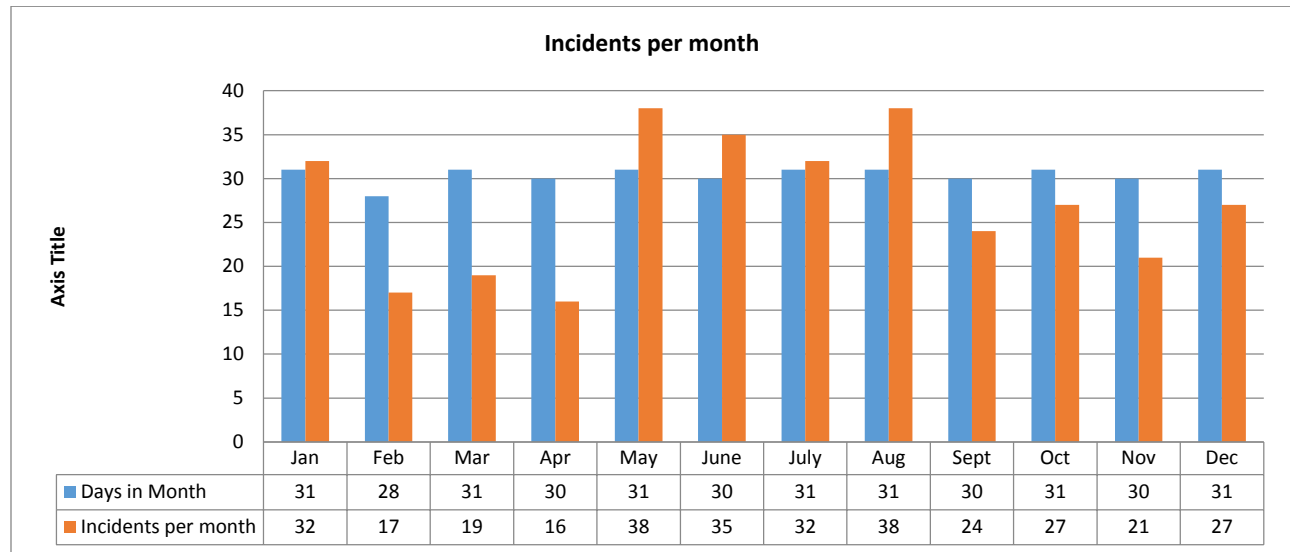
Incidents:

Pemberton Fire Rescue continued to have an active Fourth Quarter, with a total of 75 incidents during this period. A comparison chart by Quarter over five (5) years is shown below.



This brings a total of 326 incidents for 2017 which represents an increase of twenty percent (20%) compared to 2016.

The chart below shows a comparison of calls per month versus days in the month, which represents the average call volume per month for 2017. In 2017 there were only 39 days in which Pemberton Fire Rescue did not respond to a call or incident.



Types of Responses:

As per Fire Department Establishment Bylaw No. 807, 2016, Pemberton Fire Rescue responds to a number of different types of incidents.

The table below summarizes of the number of callouts per type of incident attended by Quarter with the total for the year.

Response Type	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Totals
Alarms	12	8	11	7	38
Burn Complaint	-	1	13	3	17
Rubbish	-	1	-	-	1
Chimney Fire	2	-	1	1	4
Structural Fire	-	1	4	3	8
Fire Unclassified	1	1	3	-	5
Vehicle Fire	4	4	1	-	9
Assist with Flood	3	-	-	-	3
Hazardous Material	1	2	-	1	4
Assist Hydro	2	12	3	3	20
Mutual Aid	-	-	-	1	1
Medical Aid	26	38	33	35	132
Motor Vehicle Accident	12	10	17	18	57

Public Service	3	-	1	-	4
Rescue & Safety	1	1	4	-	6
RCMP Police Assist	-	-	-	1	1
Smoke Sighting	1	-	3	2	6
Wildland Fire	-	10	-	-	10
Totals	68	89	94	75	326

Below is a comparison between 2016 and 2017.

Response Type	# of Incidents	
	2016	2017
Medical Aid	85	132
Appliance Fire	3	-
Burn Complaint	11	17
Chimney Fire	6	4
Electrical Fire	1	-
Fire Unclassified	2	5
Grass Fire	1	-
Rubbish Fire	2	1
Structural Fire	5	8
Vehicle Fire	6	9
Wildland Fire	7	10
Mutual Aid	-	1
Smoke in a structure	-	1
Smoke Sighting	5	5
Alarms	37	38
Assist hydro	13	20
Assist with flooding	1	3
Public Service	6	4
RCMP Police Assist	3	1
Motor Vehicle Accident	66	57
Rescue & Safety	2	6
Hazardous Material	5	4
Total Number of Responses	267	326

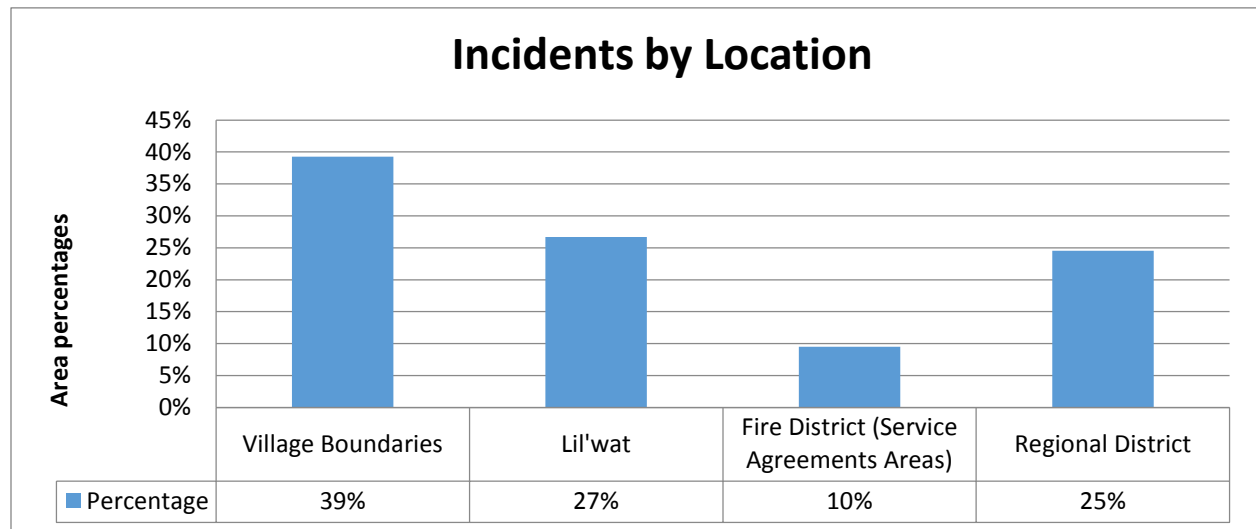
Below is a condensed version of the chart above showing the percentage as to the types of incidents Pemberton Fire Rescue Responds to:

Response Type	2016	2017
Medical	32%	40%
Fire	18%	19%
Alarms	14%	12%
Assists	9%	9%
M V I	25%	17%
Rescue	1%	2%
Hazmat	2%	1%

Pemberton Fire Rescue attends incidents in locations as identified in the Service Agreement with the SLRD. In this regard, fire protection services are provided to Pemberton Meadows (SLRD Bylaw No.1082, 2008), Pemberton Heights (SLRD Bylaw No. 1083, 2008) and the Pemberton Fire Protection Specified Area as defined within the Agreement.

The breakdown of the incident reports is categorized into the following regions: Village of Pemberton Boundaries, Lil'wat, Regional District and Fire District.

To clarify the incidents by location from the chart below all incidents that occurred in the Regional District were outside the boundaries of the Fire District, the Village of Pemberton, and Lil'wat. The Regional District calls would include incidents north of Mount Currie, north of The Heights Fire Protection Area and south of the Village of Pemberton Boundaries.



Below is a table indicating the types of calls per location for the 2017 year.

Response Type	Village Boundaries	Lil'wat	Fire District	Regional District
Alarms	26	5	1	6
Burn Complaint	5	3	6	3
Medical Aid	48	64	7	13
Chimney Fire	2	1	-	1
Rubbish Fire	1	-	-	-
Structural Fire	1	5	2	1
Fire Unclassified	3	1	1	-
Hydro Lines down, Assist Hydro	4	3	6	7
Vehicle Fire	3	-	1	5
Assist with Flooding	3	-	-	-
Hazardous Material	2	2	-	-
Motor Vehicle Accident	16	1	7	33
Public Service	4	-	-	-
RMP Police Assist	-	-	-	1
Rescue & Safety	4	-	-	2
Smoke in a structure	-	-	-	2
Smoke Sighting	2	2	-	-
Wildland Fire	4	-	-	6
Totals	128	87	31	80

Community Involvement:

Pemberton Fire Rescue provided assistance during Halloween with traffic control, and fireworks with the assistance of Doug Tuck, who is the District Supervisor for MOTI and who has helped with the fireworks prior to Fire Department facilitating the event. The Fire Department also assisted with traffic control and participated in the Remembrance Day Parade, participated in the Christmas Sing-A-Long with Olof at The Barn, hosted by Growing Great Children, delivered Christmas Hampers and was present at the Gingerbread Project collecting donations for the food bank. Finally, Pemberton Fire Rescue supported the first Winterfest New Year's Eve celebrations by facilitating the fireworks show which took place at Signal Hill Elementary School.

Equipment Update

Pemberton Fire Rescue acquired a 1999 Spartan Gladiator 75-foot ladder truck from Vancouver Fire Rescue as mentioned in the third quarter report. This apparatus underwent some minor paint restoration and servicing and arrived in Pemberton mid-December. The truck has been put into service and training on the new equipment is complete. The ladder truck will serve the community well.

Staffing Update:

During the Fourth Quarter a valued member of the department retired. The Department would like to thank Firefighter Jared Kunza for his four (4) years of dedicated service.

In November Pemberton Fire Rescue completed the review of applicants for the recruit drive. We have accepted seven (7) new applicants for the 2017 – 2018 recruit class.

Fire Prevention:

A total of seven Fire Inspections were completed in the Fourth Quarter. One was a complaint-based inspection, four were part of the business license application review for new businesses, two inspections were completed as part of annual inspection process.

During the Fourth Quarter a public education event was held at the Fire Hall for the Francophone classes of L'école La Vallée de Pemberton.

Fire Services Agreement - Update

In November of 2017 the Village of Pemberton and Lil'wat Nation reached an agreement to enter into a three-year service agreement for Pemberton Fire Rescue to provide Fire Protection to the Lil'wat Nation. Pemberton Fire Rescue is pleased to be providing assistance to the residents of Lil'wat and looks forward to working closely with the Lil'wat Nation Fire Department on coordinated training and operational initiatives.

COMMUNICATIONS

This report does not require a communications element.

LEGAL CONSIDERATIONS

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

IMPACT ON BUDGET & STAFFING

The preparation of Quarterly reports is done in-house and is a component of the yearly work plan for the Department.

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts or approvals required.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

The activities of Pemberton Fire Rescue, such as increased fire prevention awareness activities, recruiting additional personnel and firefighter training, improve upon the current level of service to the Village and those areas within the Fire Service District which both benefit and impact the Squamish-Lillooet Regional District and Lil'wat Nation.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

POTENTIAL GOVERNANCE CONSIDERATIONS

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

RECOMMENDATIONS

THAT the 2017 Fourth Quarter Fire Department Report be received for information.

Submitted by:	Robert Grossman, Fire Chief
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer

Date: January 25, 2018
To: Nikki Gilmore, Chief Administrative Officer
From: Sheena Fraser, Manager of Corporate & Legislative Services
Subject: Regular Council Meeting Outstanding Resolutions Listing - Update

PURPOSE

To present to Council a listing of the outstanding resolutions from previous Regular Meetings for which action on the matter or item has not been completed or is in progress as of January 16, 2018.

BACKGROUND

As a means of keeping track of outstanding resolutions or action items staff has developed a resolution/action item tracking listing. This listing is updated after each Council meeting and as matters have been actioned or resolved the issue/matter/item is removed from the listing. This listing is used for internal and administrative purposes and assists staff with work plan reviews.

Council has requested that Staff prepare a listing of outstanding items or resolutions from Council meetings on a quarterly basis for Council's review so that they may be kept informed as to the status of the matter or item.

DISCUSSION & COMMENTS

Staff initiates action on direction provided by Council through resolutions made at Regular or Special Council meetings. If the direction provided by Council is not in alignment with the current strategic plan, priorities or work plans it may be necessary for Staff to review and adjust the work program to include new activities or initiatives. In some instances, Staff may be required to complete another project or initiative before they are able to action new direction. As well, it may be that direction requires involvement from other jurisdictions or authorities and as such delays may result. Staff work diligently to move all direction by Council forward in a timely and efficient manner.

The current listing of outstanding items is attached as Appendix A.

COMMUNICATIONS

There is no communications element required.

LEGAL CONSIDERATIONS

There are no legal considerations at this time.

IMPACT ON BUDGET & STAFFING

There is no impact on budget or staffing.

INTERDEPARTMENTAL IMPACT & APPROVAL

There is no interdepartmental impact or approvals required.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

There is no impact on the region or neighbouring jurisdictions

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

POTENTIAL GOVERNANCE CONSIDERATIONS

Presentation of the listing of outstanding resolutions meets with Theme Four: Good Governance.

RECOMMENDATIONS

THAT Council receive the report for information.

Attachments:

Appendix A: Regular Council Meeting Outstanding Resolution Listing as of January 16, 2018.

Submitted by:	Sheena Fraser, Manager of Corporate and Legislative Services
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer

APPENDIX A
REGULAR COUNCIL OUTSTANDING RESOLUTION LISTING AS AT January 16, 2018

Mtg No	Date	Topic	Resolution	Comment
1393	7-Apr-15	Species At Risk	THAT staff investigate approaches that are within the municipality's jurisdiction, such as development permit guidelines, possible tree protection bylaws, and the incorporation of specific language into the OCP with respect to developing a collaborative approach toward the protection and management of species at risk.	Staff has incorporated into the 2018 work plan the review and update of the OCP. This will include incorporating language specific to Species at Risk and address a number of small housekeeping matters and other items that have been identified as noted below. The OCP review and update will begin following the Zoning & Sign Bylaw Review as it is anticipated that further OCP amendments may be required as a result of that review.
1422	15-Mar-16	BC Climate Leadership Plan	THAT staff prepare a separate report outlining options to be considered by the Village to strengthen its ability to pursue Climate Action to be brought forward at a future meeting.	This item has been referred for consideration as part of the 2018 OCP review and update.
1442	17-Jan-17	Pemberton Music Festival - Fee/tax	THAT staff be directed to investigate a mechanism that would enable the Village to collect an additional fee on top of the ticket price.	This item has been put on hold as a result of the cancellation of the 2017 Pemberton Music Festival.
		Bylaw Notice Enforcement Bylaw	THAT Staff be directed to bring forward a Bylaw Notice Enforcement Bylaw in anticipation that the Village may wish to participate in the Bylaw Adjudication System in the future	This item is on the Corporate & Legislative Services work plan for 2018.
		Community Amenity Contribution Policy	THAT staff be directed to draft a new Community Amenities Contribution policy.	Staff have prepared a draft policy for consideration which will be brought forward for review.
1450	16-May-17	One Mile Lake Park HWY safety Protection	THAT staff be directed to discuss with the Ministry of Transportation and Infrastructure options for safety protection along the highway above the new beach area at One Mile Lake Park.	Staff is in discussions with MOTI with respect to options for consideration.

APPENDIX A
REGULAR COUNCIL OUTSTANDING RESOLUTION LISTING AS AT January 16, 2018

1452	6-June-17	Second Entrance to Town	THAT staff identify options for an alternate entrance to the Village of Pemberton.	Discussions will continue with MOTI with respect options for a second entrance and will continue to be highlighted through future developments.
		2017 Workplan	<p>THAT staff add to the 2017 work plan the following:</p> <ul style="list-style-type: none"> • Establish a Site Alteration Bylaw and Policy; • Investigate how the Village might become a green community through designations or other programs; • Review the OCP with an aim to improve or enhance language related to the environment and incorporate green principles into village planning documents; • Research a plastic bag elimination strategy 	<p>Completed - Site Alteration Bylaw adopted Jan. 16, 2018.</p> <p>Staff are monitoring for opportunities as they become available and will bring them forward to Council for consideration.</p> <p>This direction will be facilitated through the OCP Review and Update as noted above.</p> <p>This initiative has been added to corporate work plan.</p>
1456	12-Sep-17	Affordable Housing Plan Review	THAT staff be directed to review and update the 2009 Affordable Housing Strategy Background Report with current information regarding community housing need, supply and demand.	Referred to 2018 Work Plan
			THAT Council supports the development of an Affordable Housing Action Plan, which would include clear targets and tools to facilitate a range of affordable housing for employees, seniors, people in high need and include hospice opportunities as amended at the Council meeting.	Referred to 2018 Work Plan
1458	17-Oct-17	PVUS – Curbside Collection – Update	<p>THAT Staff be directed to work in collaboration with SLRD staff to develop a public consultation plan for SLRD’s Solid Waste and Resource Management Plan’s curbside waste collection initiative for Pemberton and Electoral Area C;</p> <p>AND THAT the draft consultation plan be brought to a future Committee of the Whole meeting for review.</p>	Correspondence was sent to the SLRD Board advising of Council’s resolution. Upon completion of the draft consultation plan a presentation will be arranged at a future Committee of the Whole meeting in 2018.

APPENDIX A
REGULAR COUNCIL OUTSTANDING RESOLUTION LISTING AS AT January 16, 2018

1459	07-Nov-17	Draft Nuisance Bylaw	THAT Staff incorporate review of the drat Nuisance Bylaw into the 2018 work plan and communicate with Lil'wat Nation in this regard.	Staff have contacted Lil'wat Nation and been advised that a draft Nuisance Bylaw will be presented to Council in the near future. This item has been added to 2018 work plan.
		Official Community Plan	THAT a review of the parking requirements set out in the Official Community Plan (OCP) be considered	This item will be incorporated into the OCP Review and Update as noted above.
1462	16-Jan-18	UBCM LMLGA Resolutions	THAT Staff prepare draft Resolutions regarding Cannabis Consultation, the impact of backcountry tourism and transit service to be brought to a future Committee of the Whole for review.	Draft Resolutions will be prepared and presented at the Committee of the Whole scheduled for Feb 20 th

Date: February 6, 2018
To: Nikki Gilmore, Chief Administrative Officer
From: Tim Harris, Manager of Operations and Development Services
Subject: Operations Department Fourth Quarter Report: October – December 2017

PURPOSE

The purpose of this report is to inform Council on the activities of the Public Works division of the Operations & Development Services Department for the Fourth Quarter of 2017.

BACKGROUND

Quarterly reports are provided throughout the year as a means of keeping Council up to date with the Public Works, Capital and Operational activities.

DISCUSSION & COMMENTS

The Operations Division is supported by:

- Jeff Westlake – Superintendent & Water Treatment Plan Operator
- Martin Klufftinger - Waste Water Treatment Plant (WWTP) Operator
- Cam Adams - Lead hand & Equipment Operator
- Lincoln Ferguson - Equipment Operator
- Dan Breining - Equipment Operators
- Mel Leblanc - Parks Labor
- Neil Bedard - Labourer
- Stephen McVeigh - Engineering Technician.

This report provides an overview of a number of projects completed in the Fourth Quarter in the following areas: Public Works, Water, Sewer, Parks and Engineering.

Public Works Regular Maintenance

The following projects have been completed during the Fourth Quarter in 2017:

- Water system maintenance
- Ditch Maintenance, Industrial Park drainage system
- Snow and sanding of roads
- Sewer lift station maintenance and line cleaning
- Parks winterizing and general maintenance
- WWTP regular maintenance
- Watermain Leak repair on Pioneer Lane

2017 Capital Projects

1. Salt Storage Shed:

In the past salt and sand products have been purchased from Mainroad Contracting ("Mainroad"). In this regard, the Village has had a gentleman's agreement and at the end of each season the Village would advise of the total tonnage used by the Village and an invoice would be issued by Mainroad. This agreement has worked very well over the years not only for the Village but other private contractors throughout the Sea to Sky region. In August 2017, Mainroad advised that the above noted agreement for the provision of storage, sales or loading of products would be discontinued in December. The Village had not anticipated this service would no longer be available and as a result had not budgeted for an alternative respecting the purchase or storage of our own salt and sand supply.

Staff reviewed options and determined the best solution was to install a storage facility next to the Waste Water Treatment Plant as there was enough room to locate a cover-all structure that would house the salt/sand. As such, Staff was able to reallocate funds within the approved budget to facilitate the development of a new salt storage shed. Public Works Staff completed the foundation works, drainage, lock blocks and conduits for lighting and the cover-all shed was installed in time for winter. The total cost of the project was approximately \$60,000.

2. Water Treatment Plant Upgrades:

The Water Treatment Plant upgrades were completed and after resolving a few warranty/design issues Soda Ash is now being added to the water system to meet the baseline pH and Alkalinity. In the Fourth Quarter Village Staff began collecting daily measurements at the Water Treatment Plant and weekly measurements within the distribution system. During this period, water quality parameters (lead, pH, alkalinity, copper and iron) will also be measured to assess the impact of the target set point. This information collection will continue into 2018. If required, an additional optimization phase, which will include testing impacts of pH values above 7 can be added, however, early indications are that Pemberton's water reacts favorably to the addition of Soda Ash.

Engineering

The following projects have been undertaken in an effort to plan for future infrastructure upgrades, as well as to ensure shelf ready projects are in place for future grant intake opportunities. The projects listed below are now complete.

- a. Industrial Park Water Looping Design
- b. Secondary Water Source Study
- c. Downtown Traffic Management Plan

Staff is currently reviewing the final draft reports and will be bringing them forward for review by Council early this year.

The Village's Engineering Technician is overseeing the Capital Projects, ensuring that the servicing requirements for a number of residential developments currently under construction are being met. As well, Staff are continually updating electronic as-built files and the AutoCAD system and updates on Villages base mapping have been completed.

Parks Department:

The Parks Department completed various winterizing projects in the fall and moved into assisting Operations with winter road maintenance for the winter months.

Pending Projects:

The Operations Department was busy throughout the Fourth Quarter completing current projects and progressing on others including:

- Friendship Trail Bridge
- Cross Connection Control Program

COMMUNICATIONS

The Operations and Development Services Department works with the Communication Coordinator to regularly update the Village's website, Facebook page and eNews with current information related to Public Works and Operations.

LEGAL CONSIDERATIONS

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

IMPACT ON BUDGET & STAFFING

The Operations Division operates on the approved annual municipal budget, Provincial grants, and where applicable, cost recovery as per the Development Procedures Bylaw No. 725, 2013.

INTERDEPARTMENTAL IMPACT & APPROVAL

The Operations & Development Services Department works closely with all Village Departments through referrals and coordination of public notices, reports, and presentations to Council.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

There are no impacts on the region or neighboring jurisdictions.

ALTERNATIVE OPTIONS

There are no alternative options for consideration.

POTENTIAL GOVERNANCE CONSIDERATIONS

The services provided by the Operations Division meet with Strategic Priority One: Economic Vitality by supporting a diversified economy; Strategic Priority Two: Good Governance by being open and accountable and fiscally responsible; Strategic Priority Three: Excellence in Service by ensuring that the Village continues to deliver the highest quality of municipal services within the scope of our resources; and finally, Strategic Priority Four: Social Responsibility by supporting the creation of a strong and vibrant community.

RECOMMENDATIONS

THAT the Operation Department 2017 Fourth Quarter Report be received for information.

Submitted by:	Tim Harris, Manager of Operations and Development Services
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer

Date: February 6, 2018
To: Nikki Gilmore, Chief Administrative Officer
From: Lisa Pedrini, Senior Planner
Subject: Development Services Fourth Quarter Report: October – December 2017

PURPOSE

The purpose of this report is to inform Council of the activities of the Development Services division of the Operations & Development Services Department for the Fourth Quarter of 2017.

BACKGROUND

Quarterly reports will be provided throughout the current year as a means of keeping Council up to date with building, planning and development activities.

DISCUSSION & COMMENTS

This report provides an overview of the number of permits issued between October 1 and December 31, 2017 in the following areas:

BUILDING DIVISION

October to December 2017 - Building Permit Overview

A breakdown of building permit data for the Fourth Quarter in 2017 is provided below:

Type of Permit	# of BP's Issued	Value of Construction	Permit Fees
Single Family Dwelling	0	0	0
Single Family Dwelling with suite	2	\$2,218,540.00	\$19,189.82
Manufactured Homes (mobile)	0	0	0
Multi Family Dwelling (owned)	0	0	0
Multi Family Dwelling (rental)	0	0	0
Institutional	0	0	0
Farm Building	0	0	0
Others (Decks, Stairs, Reno etc.)	5	\$15,000.00	\$225.00
Tenancy Improvements (Commercial/Industrial)	3	\$38,500.00	\$757.00
Industrial Buildings	2	\$628,500.00	\$17,083.00
Excavation / Blasting	0	0	0
Total Permits – 4th Quarter	12	\$2,900,540.00	\$37,254.82
2017 YEAR END	51	\$12,556,473.52	\$186,456.90
2016 YEAR END	49	\$7,854,216.80	\$97,253.38
Comparison		80% increase	96% increase

October to December 2017 - Development Cost Charges Overview

A breakdown of development cost charges collected in the Fourth Quarter of 2017 is provided below:

Fund	Amount
Roads	\$10,180.80
Drainage	\$1,050.40
Sewer	\$11,356.40
Water	\$5,898.40
Parks	\$0
TOTAL	\$28,486.00

2017 DCC's Collected Year to Date: \$181,731.50
 2016 DCC's Collected Total: \$141,027.00
 2015 DCC's Collected Total: \$ 46,404.00

PLANNING DIVISION

2017 Current Development Applications

A list of applications currently in-house is provided below; information new to the Fourth Quarter is shown in **bold font**.

Application #	Project	Status
DP008	1422, 1426 & 1430 Portage Road (Crestline) Stacked Townhouses	In Progress
DP009	1350 Aster Street (SLRD Office) Office Additions	Approved, Permit Issued
DP010	1363 Aster Street (BC Hydro Field Office) Upgrade	Approved, Permit Issued
DP011	7370 Highway 99 (Pemberton Mobile Home Park Ltd.) addition of new pads	In progress
DP012	7350 Crabapple Court (Orion - 45 unit Multi-family Apartment)	Received, In Progress
SO30 – 1B	Benchlands - 7 Lot Subdivision	Approved, Plan Registered
SO30 – 1C	Benchlands - 9 Lot Subdivision	Approved, Plan Registered
SO52 – Phase 2	Sunstone – 60 Lot Subdivision	In Progress
SO52 – Phase 3	Sunstone – 21 Lot Subdivision	In Progress
SO58	Sabre/Recreation Site - 5 Lot Subdivision	Approved, Plan Registered
SO59	SLRD/Wye Lands - 3 Lot Subdivision	Approved, Plan Registered
SO61	Tiyata - 66 Lot Subdivision	Phase 1 - Nearing Completion; Phase 2 – In Progress
SO62	The Ridge - 45 Lot Subdivision	In Progress
SO63	Industrial - 3 Lot with Residential units	In Progress
SO64	Sunstone Ridge - 8 Lot Subdivision	In Progress
SO65	7450 Prospect Street (Expedition Station) -	Approved, Strata Plan

	Strata Subdivision	Registered
SO66	1936 Stonecutter - Strata Subdivision	Approved, Strata Plan Registered
SO68	1920 Carpenter Road – Strata Subdivision	Nearing Completion
SO69	The Ridge – Lot Line Adjustment	Approved
OR122	1363 Aster Street (BC Hydro Field Office Upgrade) Rezoning	Bylaw Adopted
DVP117 (BOV)	1349 Greenwood – Board of Variance	Approved
DVP118	1422, 1426 & 1430 Portage Road (Crestline) – Setback, Height & Site Coverage variances	In Progress
DVP119	1350 Aster Street (SLRD Office) – Parking Surfacing Variance	Approved, Issued
DVP120	7350 Crabapple Court (Orion – Height Variance)	Received, In Progress
DVP121 (BoV)	1765 Pinewood – Rear setback variance due to hardship	Approved
DVP122 (BoV)	1760 Highway 99 – Servicing variance due to hardship	Approved

DPA: Development Permit

SO: Subdivision

DPm: Minor Development Permit

DVP: Development Variance Permit

BoV: Board of Variance

OR: Zoning Amendment

2017 Long Range Planning Projects

The following is a list of long range planning projects and their respective status.

Project	Status
Zoning and Sign Bylaw Review & Update	Review of Draft Bylaws is in progress; A public open house meeting is scheduled for April 2018
Affordable Housing Action Plan	Update of Background Report in progress; preparing budget for Action Plan
Community Amenity Contribution Policy	Development of Draft Policy in progress
Regional Growth Strategy Review	In Progress
OCP Amendments (various)	Moved to 2018 Work Plan as part of the OCP Review and Update

COMMUNICATIONS

The Development Services Department works with the Communication Coordinator to regularly update the Village's website with current information related to planning and building.

LEGAL CONSIDERATIONS

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

IMPACT ON BUDGET & STAFFING

The Development Services Division operates on a cost recovery basis as per the *Development Procedures Bylaw No. 725, 2013*, as amended from time to time. All applications for development, subdivision, temporary use and building permits have fees associated with the review. If the review of development applications exceeds the deposit, then any additional time is cost-recoverable from the applicant.

INTERDEPARTMENTAL IMPACT & APPROVAL

The Development Services Department works closely with all Village Departments through referrals and coordination of public hearings, reports, and presentations to Council, negotiations and financial impacts.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

There are no impacts on the region or neighbouring jurisdictions.

ALTERNATIVE OPTIONS

This report is presented for information. There are no alternative options for consideration.

POTENTIAL GOVERNANCE CONSIDERATIONS

The services provided by the Development Services Division meet with Strategic Priority One: Economic Vitality; Strategic Theme Two: Good Governance; Strategic Theme Three: Excellence in Service; and Strategic Theme Four: Social Responsibility.

RECOMMENDATIONS

THAT the Development Services 2017 Fourth Quarter Report be received for information.

Submitted by:	Lisa Pedrini, Senior Planner
Manager Approval by:	Tim Harris, Manager of Operations and Development Services
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer

Date: February 6, 2018
To: Nikki Gilmore, Chief Administrative Officer
From: Lisa Pedrini, Senior Planner
Subject: Coombs Affordable Rental Housing Proposal – Preliminary Review

PURPOSE

The purpose of this report is to present preliminary information and Staff considerations on a proposed one hundred and eleven (111) unit affordable rental housing project by Coombs Development Corporation at 7360 Crabapple Court.

BACKGROUND

On October 15, 2017 Greg Coombs of Coombs Development Corporation (“Coombs Development”) reached out to Staff to advise that his Company had devised a concept that could provide socially responsible and affordable rental housing options in the Pemberton market. Mr. Coombs advised that the intent is to seek support from the Canadian Mortgage and Housing Corporation (CMHC) and follow up with Staff on the results of those discussions.

On November 4, Mr. Coombs informed Staff that they had had preliminary discussions with CMHC and believed that the project proposal may be a viable avenue for project financing; however, it was noted that there were several hurdles that would need to be overcome prior to achieving a solid commitment from CMHC. Mr. Coombs asked if Village Staff would be open to an exploratory discussion to which Staff agreed.

On November 28, Staff met with representatives from Coombs Development to discuss the proposal for an affordable rental housing proposal. The model is based on the ability to mass produce certain elements of the housing floor plan and then assemble them on site to save costs. The proponents indicated their hope of receiving positive feedback from CMHC for project financing, but in order to increase their likelihood of obtaining CMHC’s support they would need the Village to agree to show its support as a partner on the project. Staff suggested that the proponents make a presentation at a Committee of the Whole in order to assess Council’s interest.

At the Committee of the Whole Meeting No. 170, held January 16, 2018, Gregg Coombs along with Tiffany Duzita, Director of Development, Community Land Trust Foundation of BC which is a non-profit society established in 2015 with a mission to acquire, create and preserve affordable housing for future generations, presented a brief description of the proposed project and outlined certain requests for concessions from the Village of Pemberton which included the following:

- reduced development cost charges (DCC’s)
- height variance to allow a fourth (4th) storey
- parking variance to reduce the number of stalls by 55 spaces

- expedited approval timelines

The Committee of the Whole rose with a recommendation to Council and the following resolution was passed at the Regular Council Meeting No. 1462, held Tuesday, January 16, 2018:

Moved/Seconded

THAT the affordable housing proposals presented by Coombs Development Corporation be referred to staff for review and report back to Council at the Regular Meeting to be held Tuesday, February 6, 2018;

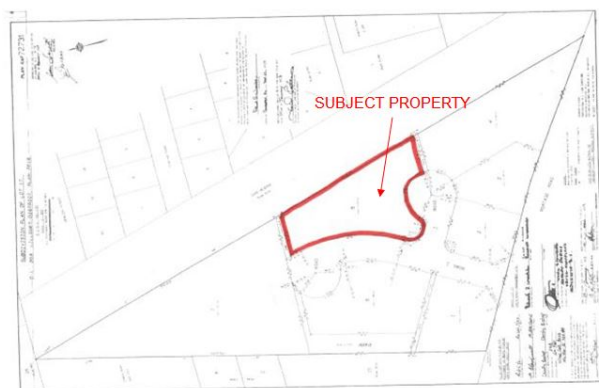
AND THAT the report include an overview with respect to Development Cost Charges, Traffic Impacts, Fourth Storey and Parking Variance request and impacts on Village Infrastructure.

CARRIED

DEVELOPMENT PROPOSAL

The following provides a preliminary overview of the development proposal:

- a) **Location:** The subject property is located at 7360 Crabapple Court, legally described as Lot 5, DL 203, LLD, Plan KAP72731 (PID 025-587-919). The site measures 4,550 m² (48,975.79 sq. ft.) and is currently vacant. It sits opposite from the Gateway Building (south) and Radius (east), immediately adjacent to the Arn Canal and in close proximity to the Woodbridge Townhouses.



- b) **Development:** The proposal is to develop a total of one hundred and eleven (111) affordable residential apartment units measuring 450 sq. ft. (41.8 m²) each, and one (1) level of underground parking. The proposed development would comprise of two (2) multi-storey buildings, one containing fifty-four (54) one (1) bedroom apartments and the other containing fifty-seven (57). No commercial space is contemplated.

All units would be identical and designed, in the proponent's words "to maximize resident's usable area while reducing the square footage as the key to affordability and livability". Each apartment would include space-saving features such as a Murphy bed, a washer/dryer combo, condensed kitchens and small outdoor patios.


Conceptual Apartment Layout – Side View



Conceptual Apartment Layout – Floor Plan




Proposed Kitchen Layout



Kitchen Layout -

Full functionality in a condensed space. Layout will be altered slightly to accommodate a slim full size fridge. Sink, dishwasher, microwave/range and double electric stove tops. All the necessities for a fully functional kitchen are present in order to maximize livable square feet. Plenty of storage space provided for daily requirements. Complete units called "Pods" consisting of kitchens, bathrooms, washer/dryers, mechanical and electrical will be built offsite with factory line construction techniques for increased cost efficiency while enabling decreased construction timelines. All add up to increase affordability.



A copy of the Coombs Project presentation materials from the January 16, 2018 Committee of the Whole meeting is attached as **Appendix A**.

- c) **Site Plan:** No site plan indicating the location of the two (2) buildings on the site has been submitted at this time.
- d) **Built Character:** The proposal states use of concrete construction, with a simplicity of design and materials to reduce construction costs and maintenance expenses. The built character of the site will be identified once the Development Permit (DP) application is submitted.
- e) **Sustainability Features:** It is expected that the applicants will provide a summary of sustainability features at the time of DP application. CMHC gives preference to energy efficient developments.
- f) **Streetscape Improvements & Landscaping:** The applicant would need to submit a landscaping plan showing location, number and species of plantings and any planned public outdoor space.
- g) **Access & Parking:** Access to the site will be off Crabapple Court. Vehicular parking would be via a below grade garage. A parking variance is being requested. See Concession/Variance Requests below.
- h) **Water and Sanitary Sewer Servicing:** The development will be serviced by Municipal water and sewer. As part of every residential DP application, applicants pay a Servicing Modelling Analysis fee of \$6,000 to assess the impact of the development on the Village's water and sanitary system. See Engineering Comments below.
- i) **Stormwater Management** – All developments are required to submit a Stormwater Management Plan for review and approval.
- j) **Geotechnical / Flood Construction:** The site is subject to periodic flooding and all habitable spaces are required to be constructed above the two hundred (200) year flood construction level. A Flood Covenant, supported by a professionally prepared geotechnical report, would need to be registered on site prior to the issuance of a building permit.

DISCUSSION AND COMMENTS

1) Development Services

Land Use - The subject land is currently designated "Portage Road" in the Official Community Plan Bylaw No. 654, 2011. Residential uses are provided for in the "Portage Road" Land Use designation.

Zoning – The following is a preliminary assessment of the proposal in the context of the Zoning Bylaw No. 466, 2001 "Portage Road Commercial (C-3)" requirements:

- a) Apartments are a **permitted land use** in the C-3 zone, as per Zoning Amendment Bylaw No. 642, 2010.

- b) The **maximum height** is 10.5 m. This permits a three (3) storey building. The applicants will be seeking a height variance of 2.5 m to permit a 14 m or four (4) storey building. See Variance Requests below.
- c) The **minimum building setbacks** for the Principal Building are 4.5 m for Front and Rear, and 3 m for both the Exterior and Interior Lot Lines. No site plan has been submitted at this time to indicate proposed building setbacks.
- d) The **maximum lot coverage** is 40%. No site plan has been submitted at this time to indicate the proposed lot coverage.
- e) **Off-street parking requirements** for one (1) bedroom apartments are indicated as 1.25 spaces per unit; therefore 138.5 **residential parking spaces** would be required to be in compliance. Visitor parking is required at 0.25 spaces per unit equating to 27.5 spaces, for a total of one hundred sixty-six (166) parking spaces. The proponents are asking the Village to vary the parking required to a combined residential and visitor parking space of 1.00 per unit, for a total of one hundred eleven (111) which results in a variance of fifty-five (55) spaces.

Concession / Variance Requests:

Coombs Development has indicated they will be seeking a combination of concessions and variances from the Village of Pemberton to help them strengthen their eligibility for CMHC financing. The CMHC application process involves a Viability Test that assigns “points” to different criteria such as Affordability, Energy Efficiency and Accessibility. In the category called “Fostered Collaboration” Applicants can be awarded a maximum of two (2) points if they are able to secure three (3) or more supports from government in terms of:

- Concessions on Property Taxes
- Concessions on Levies
- Waiver of Development Cost Charges or other provincial/municipal fees
- Expedited Approvals
- Waiver of community amenity charges
- Other

Staff offers the following considerations with respect to the specific concession/variance requests mentioned in the Coombs Development proposal:

1. Fast Tracked Development and Building Permits

The Village’s Affordable Housing Strategy recommended that the Village expedite applications related to affordable housing. This recommendation was supported by Council, and consequently, former Staff updated the Development Procedures Bylaw. However, language regarding fast tracking of the approval process was not explicitly mentioned.

Regardless, Staff is supportive of this request, and could manage to prioritize this application by hiring a consultant (paid for by Development Permit Fees) to jump the queue of other in-house applications.

However, the application approval process itself is not easily fast tracked, as it involves a four (4) week referral stage which includes review by Staff, the Village’s

Engineers, the Fire Chief, Ministry of Transportation and Infrastructure (MOTI), community agencies such as the Chamber of Commerce, and the Village's Advisory Design Review Commission (ADRC). Review by the aforementioned takes place before an application is presented to Council for consideration. Also statutory notification as per the *Local Government Act* is required to adjacent properties before a variance request can be considered by Council.

Staff Recommendation:

The Village agrees to fast track affordable rental housing applications to the best of its abilities.

2. Reduction in Development Cost Charges

Development Cost Charges (DCC's) are charges that municipalities and regional districts collect from land developers to offset a portion of costs related to the provision of certain basic services. DCC's are enabled by the *Local Government Act* and may be collected to cover the increase in demand for roads, drainage, sewer, water and parks that are incurred as a direct result of a new development. They are a common means of financing growth-related infrastructure and are a one-time charge due at the time of approval.

DCC's in Pemberton are calculated as per Village's Development Cost Charge Bylaw 723, 2013. Residential DCC's were established on the basis of both density gradient and lot size. Single Family development is calculated on lot size; Townhouse and Apartments are based on dwelling units. A formula assesses a development's impacts on roads, drainage, sewer, water, and parks; in general, residential is more costly than commercial which is more costly than industrial.

A breakdown of the subject property's potential DCC payments is shown below.

Development Cost Charge			
As per Bylaw 723, 2013			
Proposed Coombs Development/Crabapple Court			
	#Unit	Fee	Total
Roads	111	363.55	\$40,354.05
Drainage	111	23.42	\$2,599.62
Sewer	111	905.77	\$100,540.47
Water	111	439.92	\$48,831.12
Parkland	111	584.58	\$64,888.38
DCC per unit		\$2,317.24	
			\$257,213.64

According to the above calculation, the Village could expect more than \$250,000 in DCC's from the Coombs Development. With the Proponent requesting a reduction to only \$1,000.00 per unit, rather than the stipulated \$2,317.25 per unit, the Village would see a reduction equal to **\$146,213.25** (\$257,213.25 - \$111,000.00).

The Proponents have noted that the Village's DCC rates create an "extensive penalty" when DCC's are calculated on use rather than square footage, and that

“small size units should have reduced development cost levies.” Staff acknowledges that the small one bedroom apartments proposed would greatly contribute to the Village’s affordable rental housing stock. However, Staff notes that regardless of the size of a unit, it will, at minimum, include one toilet, one washer/dryer, one dishwasher, one tub/shower, a kitchen and bathroom sink which combined create a perceptible impact on municipal infrastructure. For this reason, Staff would be more supportive of reducing DCC’s, rather than eliminating or waiving them altogether.

Under the *Local Government Act*, Section 563 - **Development for which charges may be waived or reduced** – there are certain categories of eligible development for which charges can be waived or reduced, and both ‘non-profit and for profit affordable rental housing’ are identified as eligible developments. However, a local government may only waive or reduce a development cost charge if they have established, by bylaw, what constitutes an eligible development, and identified the amount or rate of reduction allowed per eligible development. If Council wished to consider this avenue there will be a requirement to prepare an ‘Eligible Development for Waiving or Reducing Development Cost Charges’ Bylaw for consideration.

Staff Recommendation:

Staff recommends that Council consider reducing DCC’s for affordable rental housing projects (both non-profit and for-profit) and direct Staff to bring forward the applicable bylaw.

3. Height Variance

The Pemberton Fire Department’s new ladder fire truck is able accommodate an increase in building height to four (4) storeys. The neighbourhood is made up of three-story buildings, and aside from the Elements Building on Frontier Street, which has a partial fourth (4th) storey, this development, if approved with a height variance, would be the tallest to date. The increased height may have an impact on views from The Glen and the neighbouring properties in this area, in particular Woodbridge and Radius. It will also impact the scale of the neighbourhood. It should be noted that requesting a variance to building height cannot constitute a variance of density, as density or use cannot be varied through a Development Variance Permit (DVP). Making a determination on the appropriateness of an additional fourth floor in this location is premature; it requires the formal DVP application review process which includes adjacent property owner notification, staff review and agency referral.

Staff Recommendation:

That the Proponents be informed that the Village may issue a letter of support of the concept of a fourth storey to enable the proposal to receive more attention from CMHC, but it cannot fetter its discretion with respect to Development Permit or Development Variance Permit applications.

4. Parking Variance

At their December 5, 2017 meeting, the Resort Municipality of Whistler (RMOW) approved guidelines for evaluating private sector rezoning proposals for employee housing. The Guidelines are communicated to potential applicants for their consideration prior to proceeding with an application, and issued by RMOW staff to evaluate any proposals and to make recommendations to their Council regarding

support for further review and processing of any such applications. A copy is attached as **Appendix B**.

One of the Guidelines is to not consider parking reductions from the minimum requirement in the Zoning Bylaw. Recently, the RMOW approved a 25% reduction from the minimum standard contained in their Zoning Bylaw for Cheakamus Crossing (a mixed use, employee housing neighbourhood), and it has proven to be problematic in the apartment and multi-family developments. Given that the RMOW has chosen this route, even with its more advanced public transit system than Pemberton and its aggressive employee housing targets, Village Staff is not supportive of parking reductions especially in this area of the Village. This Arbutus Street area already suffers from a lack of parking and a development this size would exacerbate an existing problem. Staff recommend that the Proponents be required to submit a DVP application and go through the formal process which includes adjacent property owner notification, Staff review and agency referral.

Staff Recommendation:

That the Proponents be informed that the Village will issue a letter of support for the concept but will not be indicating its support for reduced parking requirements. The Village cannot fetter its discretion with respect to Development Permit or Development Variance Permit applications.

5. Other Land Use and Planning Considerations

The following information is offered for Council's additional consideration.

a) Affordable Housing Target Populations – the Village's 2009 Affordable Housing Strategy identified five target populations:

- *Low Income Households*
- *Seasonal Workers*
- *Young Households*
- *Seniors*
- *Vulnerable Populations*

The Coombs Project contends to target median income one (1) person households or low income two (2) person households. The 2016 Census Profile for Pemberton identifies that the majority of private households consist of one and two persons. The Coombs proposal would also suit seasonal workers and young households. This proposal misses the mark on low income families, seniors on a fixed income, and vulnerable populations.

In terms of creating diverse housing opportunities, the units do not appear to be designed with the needs of seniors or others with physical limitations in mind; the kitchens are small with very little counter space for baking or storing foods bought in bulk, the Murphy bed could prove difficult to maneuver, and the interior hallways are narrow for accommodating a wheelchair or walker.

b) Affordability – In the RMOW Guidelines (**Appendix B**), for a project to be considered, proposed rents should be less than unrestricted market rents for comparable housing. The Radius Building, a 455 sq. ft. one (1) bedroom floor plan is being offered for rent at \$1,220.50 per month, which includes one (1) exterior parking

space, a full size kitchen, a bedroom and a living room window, two (2) interior closets and adequate balcony space (approx. \$2.68 per square foot). In comparison, the Coombs model proposes a slightly smaller 450 sq. ft. one (1) bedroom floorplan without parking, a condensed kitchen, one (1) window per unit, very little interior storage, and a tiny balcony for an average cost of \$1,200 (\$2.66 per square foot). If you add a parking space and additional storage space, the average cost of a Coombs one (1) bedroom unit is closer to \$1300.00 per month (or \$2.88 per square foot).

On a first glance, the projected Coombs rent roll does not appear to be too deeply subsidized. In addition, the projected rent roll proposed by Coombs would see the rents of upper floor and view units charged at a higher price (the rent per square footage ranges from \$2.33 to \$2.89/average: \$2.66 per square foot without parking or additional storage). Charging low income earners more for a third floor view unit is not supported from an equity perspective.

Another consideration of true affordability is the ability of the development to remain affordable in perpetuity. The proponents should consider tying tenancy rates to inflation (i.e. CPI) instead of the provincial rate. For residential tenancies, the provincial standard allowable rent increase for 2018 is 4.0%. As well, covenants should be registered on title to restrict the conversion (stratification) of the development into market housing.

c) Livability – The organization Partners for Livable Communities, defines livability as *the sum of the factors that add up to a community's quality of life—including the built and natural environments, economic prosperity, social stability and equity, educational opportunity, and cultural, entertainment and recreation possibilities.*¹ While there are various ways of defining livability, it appears to be primarily concerned with the physical attributes of a particular location. For affordable rental housing developments to be considered liveable, they need to be designed to accommodate normal behaviours and activities and to provide a certain level of contentment to its tenants.

Providing in-suite storage, sufficient exterior storage and enough parking are key to longevity of tenancy, as is it makes the difference between what can be considered a viable home in the long term, as opposed to merely seasonal accommodation. The Coombs Project proposes very minimal floorplans with smaller than average kitchens, closet space and decks, providing insufficient space for permanent full-time living. The deck design depth of three (3) feet is very small, and may be insufficient to provide private outdoor open space, especially in inclement weather. Exterior storage space is charged separately, even though there is insufficient in-suite storage space provided. It is not clear where tenants would store four seasons of clothing, bikes, skis, suitcases, camping gear, etc.

The unit sizes may not be adequate for singles or couples who like to prepare meals from scratch, entertain, indulge in hobbies or partake in outdoor activities that involve storing a lot of gear. However, the units have been designed to be safe, secure and attractive albeit minimalist.

d) Building Design – The Official Community Plan (OCP) includes community planning directions that encourage local buildings to complement Pemberton's small

¹ <http://livable.org/about-us/what-is-livability>, accessed February 1, 2018.

town character. Under Section 5.2.1, the OCP contains a policy to encourage the design of distinctive buildings that reflect the local community’s history and culture. The design concept of the Coombs project has an urban and dormitory feel to them that would be ideal as student residences or staff housing in close proximity to employment, which may or may not be what Pemberton needs.

e) Density – The Village’s Zoning Bylaw for the C-3 Zone relies on its maximum lot coverage, setbacks and height maximum to control density. The maximum height cannot be varied to accommodate a fourth (4th) if this results in an increase in density. The number of units proposed in the Coombs Project is high for a multi-family development in this area of land. In comparison, the largest affordable rental development in Whistler (Beaver Flats) is half that size, at fifty-five (55) units. That development, managed by the Whistler Housing Authority (WHA), is a three (3) storey building with underground parking. The Beaver Flats building is considered very livable with features like geo-thermal heating, wider hallways and plenty of in-suite storage and parking. The proposed high density and urban nature of this development project may not fit with the community’s vision of retaining its small town character.

f) Adherence to the Village’s Development Permit (DP) Guidelines - The OCP designates the subject property as Development Permit Area No. 6 – Multi-family and/or Commercial Development - in an effort to fulfill the following:

- Create livable and attractive neighbourhoods,
- Provide visual and physical cohesiveness that reflect our small town character.

Given this DP Area designation, proposed future DP application must be reviewed in accordance with the Guidelines stated under Section 7.4.4.2. The following table compares the DP Guidelines with the proposal.

<u>DP Area No. 6 Guidelines</u>	<u>Compliance/ Mitigation</u>
<i>Siting</i> – site design should minimize direct visual intrusion to surrounding homes. Privacy can be achieved through inseting balconies, decks and patios, screening and / or off-setting windows.	Site Plan drawings have not been revealed. If units are stacked, it is recommended that articulation (bump-outs or inseting) in the building form be included to afford privacy.
<i>Building form</i> - should break up larger buildings into smaller units or clusters while ensuring that intensive residential developments reflect the scale and character of the area. Also provide sufficient and secured exterior storage areas for each unit.	In preliminary discussions, the Proponent has indicated the proposal would entail two (2) rectangular buildings in a “V” configuration. Proposed in-suite storage space is minimal. Additional storage space would be available at a cost (an additional \$50 a month).
<i>Open Spaces</i> - should be designed to accommodate the appropriate passive and/or passive recreational activities of the neighbourhood and: - Provide private outdoor open space for all units (i.e., patio, porch, deck, balcony, yard, etc.).	Each unit would feature a fold away patio door; when open would give the impression of turning the living room into outdoor space; however, actual square footage of personal outdoor deck space is minimal and limited to good weather.

<ul style="list-style-type: none"> - Consider fences only if they positively contribute to the attractiveness of the neighbourhood and will be durable over time. 	<p>The Proponents indicated to Staff that the development would feature a covered, at grade outdoor community space/BBQ/picnic area.</p>
<p>Circulation and Parking – the accommodation of internal and external vehicular circulation, parking and servicing is an important consideration in the functioning and accessibility of a development.</p> <ul style="list-style-type: none"> - Situate residential parking areas, garages and driveways as a minor component of the site when viewed from the street. - Fully screen from public view all exterior services including utility installations, garbage and recycling containers, preferably with a durable fenced enclosure and landscaping. 	<p>Unknown at this time.</p>
<p>Streetscape Improvements and Landscaping should provide amenities for residents and the surrounding neighbourhood.</p> <ul style="list-style-type: none"> - Install landscaping along all property lines, except where there is an access point - Provide irrigation for all landscaped yards and open areas (excluding areas undisturbed in their natural state). - Utilize landscaping to provide definition for pedestrian corridors and defining private or semi-private spaces. - Accommodate grading on individual properties, minimizing cut and fills and discouraging retaining walls. <p>Incorporate landscaped areas within parking lots to break up large paved areas. The landscaping can also be used in the winter for storage areas.</p>	<p>A professionally developed Landscaping Plan with irrigation will be required along with a cost estimate of the landscaping.</p>

g) Public Works / Engineering Considerations

Public Works and the Village’s engineering consultant (ISL Engineering) would need to review the DP application once submitted. Preliminary conversations with ISL unveiled that servicing a development such as this with municipal water should not pose an issue; however, sewer infrastructure nearby (i.e., Lift Station 1) is aging and approaching capacity. Nonetheless, a Servicing Analysis would be required to be completed as part of the DP review.

In keeping with recent DP applications approved by the Village, the applicants may be required to contribute toward an area specific Traffic Impact Study (TIS).

h) Fire Department Considerations

The application would need to be referred to the Fire Chief for comments after a complete application for a DP/DVP has been received.

i) Ministry of Transportation and Infrastructure (MOTI) Consideration

Given that the subject property is within 800 m of a provincially controlled highway, the proposal would need to be referred to MOTI for comments after a complete application for a DP/DVP has been received and reviewed.

j) Advisory Design Review Commission (ADRC) Consideration

The application would need to be referred to the ADRC for comments as to its adherence with DP Area No. 6 – Multi-family and/or Commercial Development Design Guidelines after an application for a DP/DVP has been received and reviewed.

COMMUNICATIONS

Once a DP application is received, the applicants are required to erect a Project Information Sign on the site as per Schedule “G” of the Village’s *Development Procedures Bylaw No. 725, 2013*.

LEGAL CONSIDERATIONS

As this report is provided for information purposes a full review of legal considerations has not been completed. Should Council should support the creation of an Eligible Development for Waiving or Reducing Development Cost Charges Bylaw legal review will be required to ensure compliance with the *Local Government Act*.

IMPACT ON BUDGET & STAFFING

Normally, all costs associated with the processing of a DP/DVP application, including Staff time, are recoverable through the application fees as per the Village of Pemberton *Development Procedures Bylaw 725, 2013*, as amended from time to time. In this case, the Proponents may seek Council’s consideration of waiving application fees in exchange for the provision of affordable rental housing. If the Proponents are seeking expedited approval timelines, it would most likely entail hiring a Planning Consultant, which is a direct cost to the Village, which would normally be paid for by the Developer.

INTERDEPARTMENTAL IMPACT & APPROVAL

There are no interdepartmental impacts or approvals required respecting the review of this proposal.

IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS

The type of affordable employee housing being proposed would appeal to younger, seasonal employees and potentially visitors of the Resort Municipality of Whistler. The Village should be facilitating affordable rental housing for its locally based employees and permanent residents.

OPTIONS FOR CONSIDERATION

This report is being presented as information only.

POTENTIAL GOVERNANCE CONSIDERATIONS

Preliminary review and consideration of this proposal meets with Strategic Priority No. Three: Excellence in Service through the continuation of delivering quality municipal services by processing development applications efficiently.

RECOMMENDATIONS

THAT the report be received for information;

AND THAT Council provides direction to Staff on the preparation of the requested Letter of Support from the Village to Coombs Development Corporation to accompany their CMHC financing application;

AND THAT Council provide direction to Staff on the preparation of an Eligible Development for Waiving or Reducing Development Cost Charges Bylaw.

Attachments:

- Appendix A: Coombs Development Affordable Rental Housing Presentation, January 2018
- Appendix B: RMOW Guidelines for Evaluating Private Sector Affordable Housing, December 2017

Submitted by:	Lisa Pedrini, Village Senior Planner
Manager Approval by:	Tim Harris, Manager of Operations and Development Services
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer

emERGent truth = WE  u
we working together are greater than any you alone

* In partnership with CDC

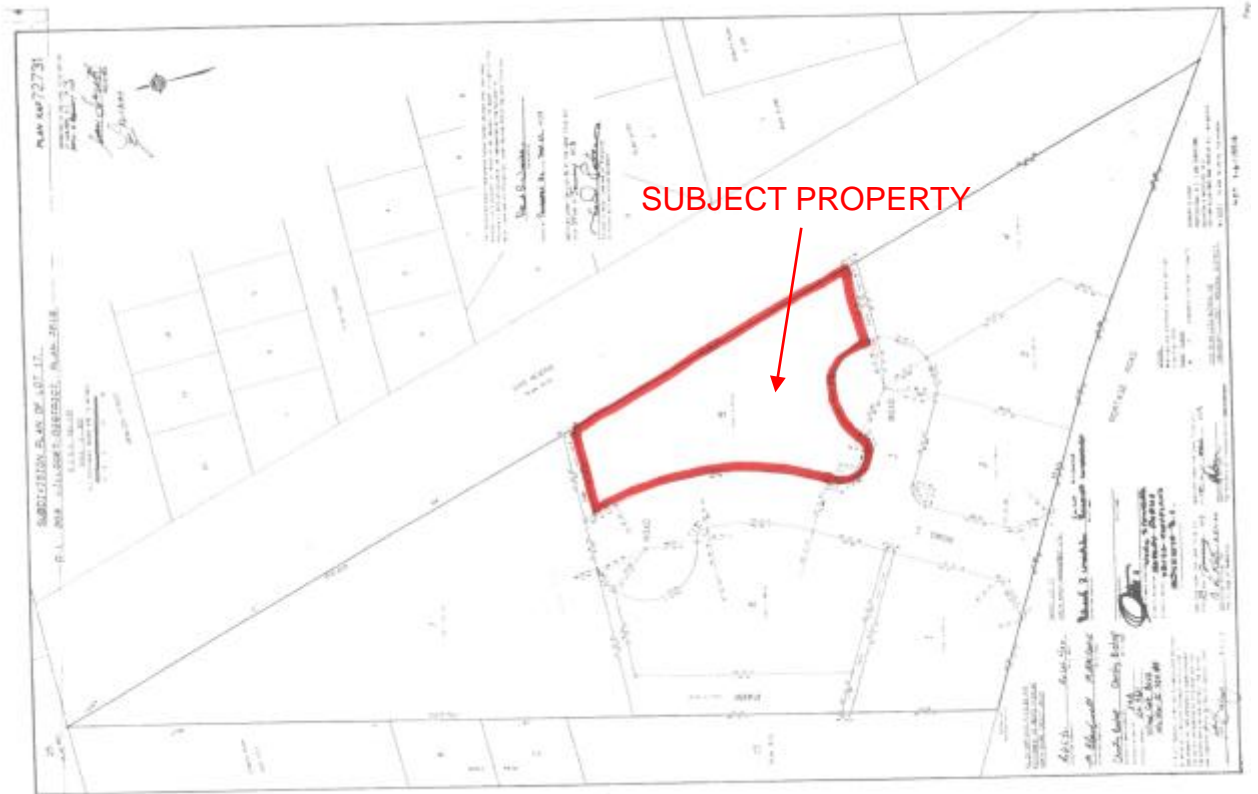
Coombs Development Corp.

Socially Responsible & Affordable Rental Housing

7360 Crabapple Court, Pemberton, B.C. -



DESIGN SOLUTION - Site Plan



The building is designed to maximize resident's usable area from the building mass. Concrete construction, simplicity of design and materials reduce construction costs and maintenance expenses. Maximizing the use per square foot while reducing the square footage is the key to affordability while insuring livability.

The Village of Pemberton C-3 zoning requirements can be achieved. Exploring opportunities with the Village of Pemberton to decrease development fees, increase density, reduce parking requirements while increasing car share options, bicycle storage and residence storage.

Coombs Development Corp.

Socially Responsible & Affordable Rental Housing

Residential Complex / 7360 Crabapple Court, Pemberton, British Columbia

RENT ROLL

Projected 2018

Suite #	Type	Rent (\$) Monthly	# of Res.	Sizes (SF)	Rent/SF (\$) Mthly
1	Residential One (1) Bedroom Apt - Level 1 Fin1	\$1,050.00	18	450	\$2.33
2	Residential One (1) Bedroom Apt - Level 1 Fin2	\$1,150.00	19	450	\$2.56
3	Residential One (1) Bedroom Apt - Level 2 Fin1	\$1,200.00	18	450	\$2.67
4	Residential One (1) Bedroom Apt - Level 2 Fin2	\$1,250.00	19	450	\$2.78
5	Residential One (1) Bedroom Apt - Level 3 Fin1	\$1,250.00	18	450	\$2.78
6	Residential One (1) Bedroom Apt - Level 3 Fin2	\$1,300.00	19	450	\$2.89
7					
8					
9					

Type	Additional Rental Income	Rent Mthly	# of Units	Rent/SF (\$) Mthly
10 Parking	Residential Parking Spaces	\$50.00	94	\$0.11
11 Storage	Residential Storage Units	\$50.00	111	\$0.11

Guarantee of Affordability –

Covenant on title to guarantee rental rates with yearly increases as per the Province of British Columbia’s Residential Tenancy Act. Rental guarantee to match term of CMHC Affordable Housing fixed mortgage term.

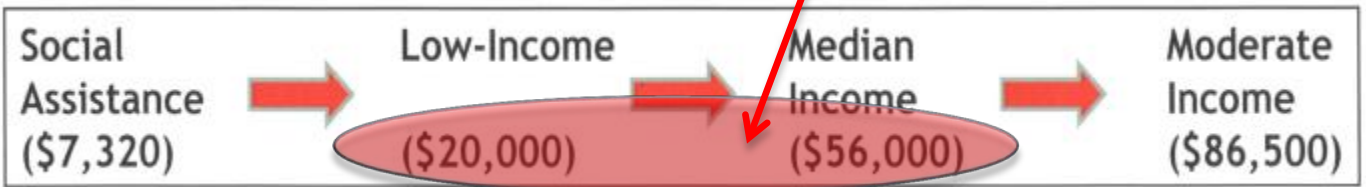
DESIGN SOLUTION

Design Parameters – Intelligent solutions to maximize financial and social returns

Knowing your market is essential to the design process in order to maximize key design features while minimizing any and all unnecessary expenses – minimalism with purpose.

Key Demographic Income Range – One (1) person \$43,264/yr & Two (2) person \$97,280/yr median total households incomes

What is affordable housing?



- From City of Vancouver Affordable Housing Agency Appendix “D”

Home → [Census Program](#) → [Data products](#) → [Census Profile](#) → [Search results for ""](#)

Who is your target market?

Census Profile

▼ Data table
 Select a view: Submit

Target Market - 61.2% of Households (245 (one)+355 (two) / 980 total households)**

Characteristic	Pemberton British Columbia (Population centre)			Alberta (Province)		
	Total	Male	Female	Total	Male	Female
Population and dwelling counts						
Population in 2011 ¹	2,389	3,645,257 ¹
Population in 2006 ¹	2,192 ⁵	3,290,350 ¹
2006 to 2011 population change (%)	8.1	10.8
Total number of private households by household size ¹⁸	980	1,390,275
1 person	245	342,730
2 persons	355	477,095
3 persons	180	224,925
4 persons	145	211,645
5 persons	40	85,495
6 or more persons	15	48,385
Number of persons in private households	2,365	3,567,935

** From Stats Canada 2011 Census Appendix “E”

DESIGN SOLUTION - Parameters

Our target market is one (1) and two (2) person households who together make up 61%* of total households in Pemberton.

Low income assumes 30% of gross income allocated for rent.

One (1) person with a Median total income of \$43,264**/year or two (2) people working for at minimum wage of \$22,500/year/each in 2017. **

Key Target Threshold

Affordable Rent Calculation:

Key Target Rental Rate Target

Median total income of one person households in 2015***

$\$43,264 \times 30\% = \$12,979/12 \text{ months} = \$1,081/\text{month}$

Minimum wage income calculation in 2017

$\$11.25 \times 40 \text{ hours} \times 50 \text{ weeks} = \$22,500/\text{annum}$

$\$22,500 \times 2(\text{persons}) \times 30\% = \$13,350/12 = \$1,113/\text{month}$

Median total income of two or more person households in 2015***

$\$97,280 \times 30\% = \$29,184/12 \text{ months} = \$2,432/\text{month}$

* Note – Percentage Breakdown can be calculated from Appendix “E”

** Note – Median Income and Minimum Wage Income from Appendix “D”

DESIGN SOLUTION - Layouts



Our response to the recognition many first time renters, at the start of their careers, and retired individuals on fixed incomes were being excluded from socially responsible and affordable rental housing. The building design and key financials parameters were incorporated into residences which meet these demand demographics without concessions on quality.



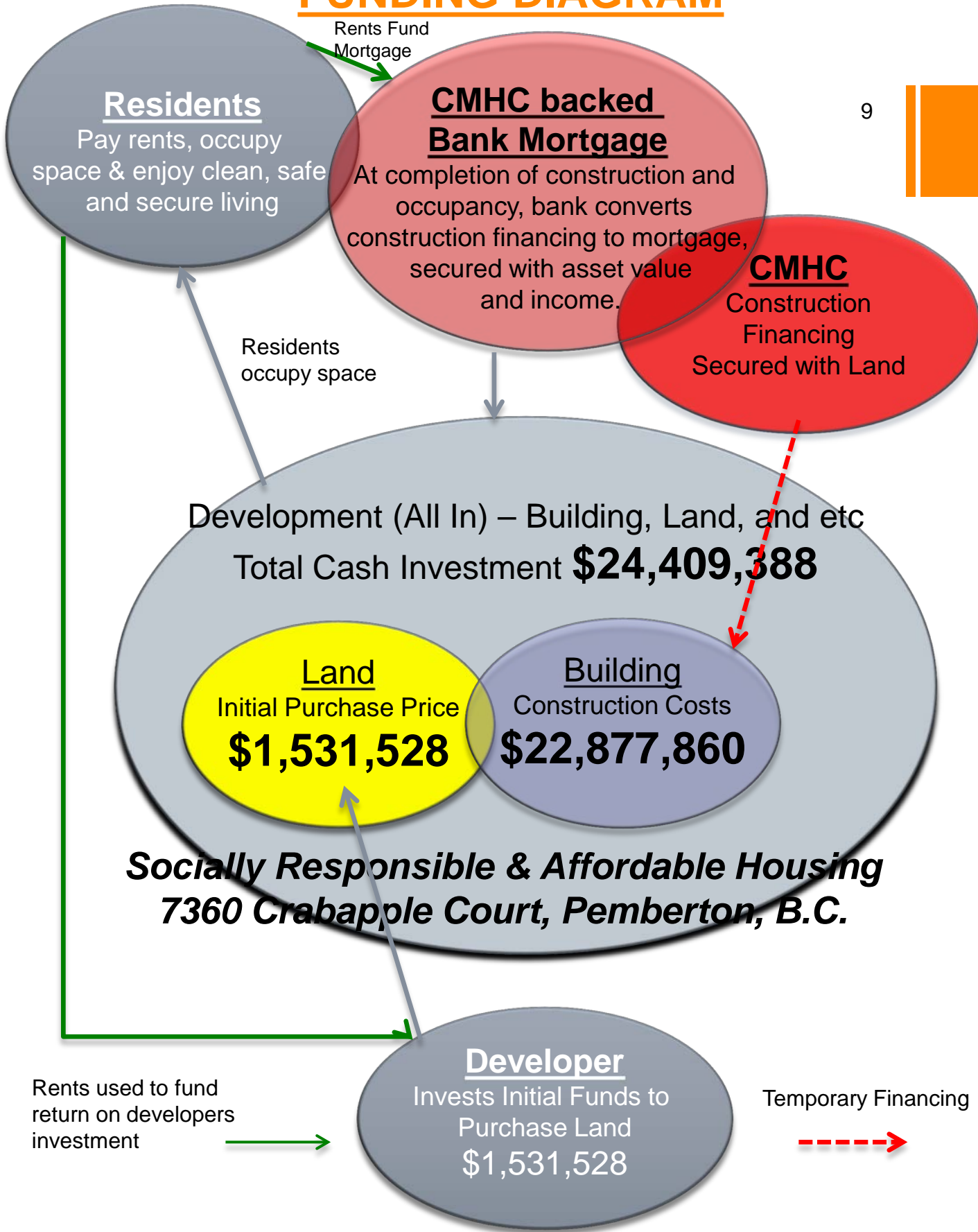


Kitchen Layout -

Full functionality in a condensed space. Layout will be altered slightly to accommodate a slim full size fridge. Sink, dishwasher, microwave/range and double electric stove tops. All the necessities for a fully functional kitchen are present in order to maximize livable square feet. Plenty of storage space provided for daily requirements. Complete units called "Pods" consisting of kitchens, bathrooms, washer/dryers, mechanical and electrical will be built offsite with factory line construction techniques for increased cost efficiency while enabling decreased construction timelines. All add up to increase affordability.



FUNDING DIAGRAM



CMHC Viability Test -

SUMMARY			
Project DCR	1.13	90% of	Yes
Project LTC	94%	25% of Units at Median IRI	Yes
Total Loan	22,877,861	90% of IRI	Yes
Eligibility Criteria	Yes	80% of IRI	Yes
Social Outcome Score	Up to 100% LTC	70% of IRI	Yes

Eligibility and Social Outcome

Eligibility Requirements			
Viability			Check
Viability Assessment Results	DCR calculated from your completed Viability Assessment (Project must meet a minimum DCR of 1.1 times)	1.13	Yes
Affordability			
Other Government Programs Supporting Affordable Rental Housing	Has your project been approved under other government programs / initiatives (federal, provincial, territorial, or municipal) that provides support for development of affordable rental housing and will the affordable rent levels be maintained for a minimum of 10 years? (If "yes", you do not need to answer the eligibility criteria questions on Duration and Depth below).	No	
Duration	Affordability will be maintained for a minimum of 10 years	Yes	
Depth	Will your project's gross achievable residential rental income be 90%, or less, of Potential Gross Income, and 20% of units have rents that represent no more than 30% of household median income for your Municipality?	Yes	
Accessibility	Will 10% of units in your project meet or exceed the local accessibility requirements as prescribed by your Municipality or Province/Territory, or in absence of the aforementioned, the accessibility requirements of the 2015 National Building Code? Will access to your project and to its common areas be barrier free?	Yes Yes	
Energy Efficiency	Will your project achieve a minimum 15% decrease in energy use and greenhouse gas emissions relative to the 2015 model building codes (i.e., 2015 National Energy Code for Buildings or the 2015 National Building Code)?	Yes	
Have you met the qualification criteria?	(If the result is "Yes", proceed to Prioritization Scoring section below)	Yes	

Prioritization Scoring

		Points	Select Score	Total Points
Affordability				
Affordability - duration	10 years (Eligibility Requirement) More than 10 years and up to 15 years More than 15 years and up to 20 years More than 20 years	0 1 2 3	3	3
Affordability - depth of affordability (in the rent amount)	Rents at 100% of median income (Eligibility Requirement) Rents at 90% of median income Rents at 80% of median income Rents at 70% of median income or below	0 1 2 3	3	3
Affordability - number of units	20% of total units (Eligibility Requirement) Up to 5 more units over the eligibility requirement From 6 more units to 10 more units over the eligibility requirement More than 10 units over the eligibility requirement	0 1 2 3	3	3
Accessibility	Project contains adaptable units, in addition to minimum 10% of unit accessible requirement, Project contains units with universal design, in addition to minimum 10% of unit accessible requirement,	2 2	0= No 1= Yes 0= No 1= Yes	2 2
Energy Efficiency	15% more efficient than 2015 model building codes (Eligibility Requirement) More than 10% and up to 25% more efficient than 2015 model building codes More than 20% and up to 50% more efficient than 2015 model building codes More than 50% more efficient than 2015 model building codes Net zero energy ready or equivalent standards of performance	0 1 2 3 5	3	3
Fostered Collaboration				
Partnerships	Are other Non-profit or For-profit Developers, Urban Aboriginal Groups, or Municipalities, involved in this project?	0 = none 1 = 1 partner or more	0	0
Other Government Supports (Federal/Provincial/Territorial/Municipal)	• Grants • Concessions on property taxes • Concessions on levies • Waiver of development cost charges or other provincial/municipal fees • Expedited Approvals • Waiver of community amenity contributions • Other	0 = no support 1 = 1 or 2 supports 2 = 3 or more supports	2	2
Land donation		2	0= No 1= Yes	0
Transit Oriented	Within 1 km of public transit such as bus stop, train station, rapid transit or subway station Project offers access to alternative forms of public transit (parking spots for car sharing services, shuttle bus services, direct connection to underground path system, etc.)	1 1	0= No 1= Yes 0= No 1= Yes	2 2
Your Score				20

Fostered Collaboration with the Village of Pemberton -

11

- 1) Fast Track Development and Building Permits
- 2) Reduce Development Cost Levies from \$2,317.25/unit to \$1,000/unit.
 - excessive penalty to units when DCL's are levied per unit and not as per square foot. Small size units should have reduced DCLs.
- 3) Increase Density with addition of 4th floor. Increase max height from 10.5M to 14M above 100 year flood plan.
- 4) Reduced parking stall requirements from –
 - Residential parking of 1.25 parking spaces/units
 - Visitor parking of 0.25 spaces/units.

To - Combined residential and visitor parking spaces of 1.0 parking spaces/units.

 - small size of units have reduced parking requirements.
- 5) Letter of Support from the Village of Pemberton –
Sample attached below

Village of Pemberton sample letter of support -

January __, 2018

Robyn Adamache
Client Relations Manager
CMHC Multi-Unit Insurance, BC
2000 - 1111 West Georgia Street
Vancouver, British Columbia
V6E 4M3

**RE: Coombs Development Corp. – CMHC Affordable Rental Construction Financing Request
7360 Crabapple Court, Pemberton, British Columbia**

Dear Robyn,

I am writing this letter on behalf of the Village of Pemberton to express our commitment to collaborate with Coombs Development Corporation of British Columbia (“CDC”) to develop approximately 111 affordable rental housing units located at 7360 Crabapple Court, Pemberton, British Columbia (the “Property”).

The Property is currently owned by CDC and zoned C-3 permitting the proposed development. The Village of Pemberton is committed to fostering collaboration with this affordable rental housing development by fast tracking development and building permits, reducing development cost levies, increasing density and reducing parking requirements.

CDC provides an excellent opportunity for the Village of Pemberton to increase the number of affordable housing units for single and two person households along with individuals on fixed incomes. CDC acting as developers, project managers and property managers will provide security of tenure and the ability to maintain the asset to ensure social and economic viability over the long term. We are pleased to provide our support and the opportunity to benefit from CMHC Affordable Rental Construction Financing’s participation in this important development to deliver affordable rental housing to the people of Pemberton, British Columbia.

If you have any further questions regarding the Property or our support for the development, please feel free to contact me.

Sincerely,



...don't be on the wrong side of history!

INTELLIGENT

Living / Developing / Investing

REPORT | ADMINISTRATIVE REPORT TO COUNCIL

PRESENTED: December 5, 2017 **REPORT:** 17-133
FROM: Resort Experience **FILE:** 7734, 2140
SUBJECT: GUIDELINES FOR EVALUATING PRIVATE SECTOR REZONING
 PROPOSALS FOR EMPLOYEE HOUSING

COMMENT/RECOMMENDATION FROM THE CHIEF ADMINISTRATIVE OFFICER

That the recommendation of the General Manager of Resort Experience be endorsed.

RECOMMENDATION

That Council direct staff to evaluate rezoning proposals for private sector employee housing developments relative to the Guidelines, contained in Appendix “A” of this Report, in order for staff to make recommendations to Council regarding support for further review and processing of any such applications; and further,

That Council direct staff to communicate the Guidelines to potential applicants and require the applicants to address corresponding information requirements as part of any application submittal.

REFERENCES

Appendix “A” – Draft Guidelines for Evaluating Private Sector Rezoning Proposals for Employee Housing

PURPOSE OF REPORT

The purpose of this Report is to establish guidelines that will help facilitate employee housing developments on private lands that are consistent with the recommendations and objectives of the Mayor’s Task Force on Resident Housing (the Task Force) and policies within the Resort Municipality of Whistler’s (RMOW) Official Community Plan. The Guidelines will be communicated to potential applicants for their consideration prior to proceeding with an application, and will be used by staff to evaluate any proposals and make recommendations to Council regarding support for further review and processing of any such applications.

DISCUSSION

The Task Force was initiated in October 2016 to analyze Whistler’s employee housing needs and make informed recommendations to Council for specific initiatives to pursue. The Task Force has been engaged in an extensive process convening six times over the past year. Significant research has been conducted, and the resort community has provided input through a community survey on housing needs, and more recently a community forum on Task Force recommendations.

One of the recommendations from the Task Force was for the municipality to support proposed rezonings from the private sector for employee housing developments on currently under-developed sites, to help address Whistler’s employee housing needs. More specifically, the recommendation was to support rezonings for multi-family rental housing, with occupancy and rent restrictions that would be below market rents to help address housing affordability for the resident workforce. As

significant interest has been expressed by private property owners and potential developers, it is prudent for the RMOW to provide greater direction and clarity as to the specific policies and objectives that relate to this initiative. This will help facilitate those proposals that best meet identified housing needs consistent with municipal objectives and community planning policies.

The Guidelines presented in Appendix “A” are based on the research and recommendations of the Task Force and incorporate relevant Official Community Plan policies. The Guidelines are presented as a draft with the potential for refinement moving forward.

WHISTLER 2020 ANALYSIS

The proposed Guidelines seek to help facilitate private sector employee housing development and meet the Descriptions of Success for resident housing.

OTHER POLICY CONSIDERATIONS

Proposed rezonings must be consistent with applicable policies and requirements of the RMOW Official Community Plan.

BUDGET CONSIDERATIONS

Proposed developments are required to make development applications. Applicable application fees support application processing.

COMMUNITY ENGAGEMENT AND CONSULTATION

The proposed Guidelines are based on the work of the Task Force and the community input received through that process, as well as policies of the RMOW Official Community Plan. The Guidelines are presented to Council as a draft with potential for refinement moving forward.

SUMMARY

This Report presents guidelines that are recommended to be used to evaluate rezoning proposals for private sector employee housing developments. Evaluations of proposed rezonings will be conducted to make recommendations to Council regarding support for further review and processing of any such applications.

Respectfully submitted,

Mike Kirkegaard
DIRECTOR OF PLANNING
for
Jan Jansen
GENERAL MANAGER RESORT EXPERIENCE

APPENDIX A
DRAFT GUIDELINES FOR EVALUATING PRIVATE SECTOR REZONING PROPOSALS
FOR EMPLOYEE HOUSING

The following guidelines will be used by the Resort Municipality of Whistler to evaluate private sector rezoning proposals for employee housing. Employee housing proposals that meet these guidelines, and the policies of the municipality's Official Community Plan (OCP), are considered to provide clear and substantial benefits to the community and the resort, and may be supported for further consideration by Council.

Employee Housing Requirements - Occupancy and Rent Restrictions

1. Projects shall be 100 percent employee housing with occupancy and rent restrictions registered through a Housing Agreement Bylaw and Housing covenant registered on title in favour of the Resort Municipality of Whistler. Rezoning proposals proposing new unrestricted market accommodation as part of the project are not supported.
2. To secure on-going availability and utilization by employees actively working in the local economy, 100 percent of the housing shall be rental housing.
3. Occupancy eligibility is restricted to Whistler Employees as defined by the Whistler Housing Authority.
4. Projects shall seek to achieve housing affordability objectives, with an allowance for reasonable returns on investment. Projects that are easily serviced and require minimal site disturbance, alteration and preparation are expected to have lower capital costs and are best-suited for further consideration. High cost projects that do not meet affordability objectives will not be supported.
5. For a project to be considered, proposed rents must be less than unrestricted market rents for comparable housing. The project proponent will be required to submit a confidential project pro forma that identifies the proposed unit mix, rents per unit, land cost, capital costs, revenues, operating costs, financing costs, equity contributions, cash flow projections and return on equity for review. Proposed monthly rents will be evaluated relative to the proposed unit mix and median incomes of targeted employee occupants.
6. Initial maximum monthly rents will be established prior to project approval and secured through the Housing Agreement Bylaw and Housing Covenant. Rents will be permitted to increase on an annual basis commencing after the first year of occupancy by up to the maximum allowable rent increase published for each calendar year on the Province of BC's website for residential tenancies (BC Residential Tenancy Office).
7. Rental agreements, rent rolls, and unit occupancy must be submitted by the project owner/agent to the RMOW/WHA on an annual basis so that employee occupancy, rent restrictions and rates are verified. Failure to submit this documentation on an annual basis will result in enforceable penalty.
8. Proposed housing types, unit mixes and sizes shall meet identified housing needs in consultation with the RMOW/WHA.
9. Current priorities for private sector employee housing are for rental tenancies that include dormitory style housing for seasonal employees located in close proximity to location of work

and amenities; apartments and/or townhomes for permanent resident employees on under-developed sites within existing neighbourhoods; and projects that provide opportunities for employers to participate in securing housing for their employees.

Community Planning Considerations

10. Proposed developments shall be located within an area designated for development of residential accommodation.
11. The community supports an increase in Whistler's development capacity for additional employee housing, which is considered to provide clear and substantial benefits to the community and resort. A target of 500 bed units of employee housing has been established for proposed private sector employee housing developments over the next five years (2018-2023).
12. Sites that are located within or adjacent to existing neighbourhoods and developed areas are preferred. Proposed densities and scale of development should be appropriate for the site context.
13. Proposed developments shall be within a comfortable walking distance to a transit stop, and in close proximity to the valley trail, parks and community facilities, convenience goods and services and places of work.
14. Proposed developments must be capable of being served by Municipal water, sewer and fire protection services, and must be accessible via the local road system. Sites that are located in close proximity to, and are easily served by existing infrastructure and services, are preferred.
15. Previously disturbed sites, and sites that require minimal alteration and disruption are supported.
16. An Initial Environmental Review must be conducted. The proposed development shall not have unacceptable negative impacts on any environmentally sensitive lands, and shall adhere to all development permit guidelines for protection of the natural environment and applicable provincial and federal regulations.
17. Additional traffic volumes and patterns shall not exceed the service capacity of adjacent roadway.

Development Standards

18. Proposed developments shall achieve a quality of design, construction, finishing, and livability consistent with WHA standards for similar developments. Outdoor spaces and amenity areas should be integrated within site planning. Individual units should have access to outdoors through patios, balconies or common spaces, and should have adequate storage.
19. Proposed developments must meet RMOW green building standards.
20. Parking shall be provided on site and shall meet the requirements specified in Zoning and Parking Bylaw 303. 2015.

From: SSTA office - Della Halvorson [<mailto:ssta48@telus.net>]
Sent: Friday, January 19, 2018 4:23 PM
To: DELLA .SSTAmgr
Cc: PD .SSTAExec; Lisa McCullough; President .SSTAExec
Subject: Invitation to SSTA PD Day 2018 - "Celebrate Diversity!" with Shelley Moore - MONDAY, February 26th at Howe Sound Secondary

Invitation to SSTA PD Day 2018 - "Celebrate Diversity!" with Shelley Moore - MONDAY, February 26th at Howe Sound Secondary

Hi there!

The SSTA Professional Development Committee cordially invites you to join us for our PD Day 2018 - "Celebrate Diversity!" with Shelley Moore who is a highly sought after inclusive education researcher, collaborator, consultant and storyteller and has worked with school districts and community organizations throughout both Canada and the United States.

Please feel free share with anyone else who might be interested. As always, please don't hesitate to contact us if you have any questions.

Thanks!!

Della



SSTA PD Day 2018 - Monday, February 26th

Howe Sound Secondary

38430 Buckley Ave, Squamish BC 8:30 - 3:00

The Sea to Sky Teachers' Professional Development Committee is hosting "***Celebrate Diversity!***" with our ***Keynote Shelley Moore***

The theme for this day is "Celebrate Diversity!" and our keynote is Shelley Moore! Originally from Edmonton, and now based in Vancouver, Shelley Moore is a highly sought after teacher, researcher, speaker and storyteller and has worked with school districts and community organizations throughout both Canada and the United States. Shelley's presentations are constructed based on contexts of schools and communities and integrate theory and effective practices of inclusion, special education, curriculum and teacher professional development.

In her keynote address: ***Inclusive Education: Who, What, Where, When, Why?!*** Shelley will deconstruct what inclusive education means in today's classrooms and communities. She will also discuss common misunderstandings and myths and leave participants with ideas and possibilities of inclusive learning communities and all who benefit.

Following her keynote address, ***Shelley will also host a separate breakout session: Designing for a Range of Abilities - Inclusive success for all students K-12.*** This session will look at how curricular plans can be responsive to the needs of a group of learners that include a variety of abilities. She will discuss examples and strategies of how all kids can achieve success through strategic planning of goals and designing of supports using BC Renewed curriculum.

In addition to Shelley's breakouts, we will be offering other options and as always, the Collaborative Learning/Self-Directed option for teachers who would like to collaborate on a learning project or work on a self-directed plan but would still like to network with their colleagues from all over the District!

Click here to view our brochure:

http://bctf.ca/ssta/Assets/Assets_PD/PD_District%20Day/PD18_CelebrateDiversity/PD18_CelebrateDiversity_Brochure_PDF.pdf

... and as always, will have an assortment of educational book vendors!

REGISTRATION:

Please visit our SSTA PD Day 2018 info page where you can view and download the brochure and link to the registration form:

< http://bctf.ca/ssta/Assets/Assets_PD/PD_District%20Day/PD18_CelebrateDiversity/SSTA_PD-Day2018.html >

You can also find the link from our SSTA Home Page: <<http://bctf.ca/ssta/>>

LUNCH:

LUNCH - Once again our day is too early in the semester for the HSS Chef's program. We have Mihaela & Bruce from "Lil Chef Bistro" offering a buffet with Thai curry (veggie & chicken) & rice, pulled pork tacos or vegetarian tacos and black bean tortilla soup!

NOTE:

- ALL TEACHERS PLEASE REGISTER

- If you don't work on Mondays, we invite you to join us, but if you are not planning on attending please select the option "**SD48 Teachers: Not Attending...**" where you'll see the option "not a workday" .

~~~~~  
~~~~~

FEES:

Fee Includes morning refreshments & lunch:

CUPE Colleagues: \$55 (billed to your school)

Principals & Vice-Principals: \$55 (billed to your PD Fund)

SD Staff & Trustees: \$55 (billed to SBO)

First Nations Educators: \$55 (billed to your organization)

Parents/Guardians: \$55 (register and pay online)

Sea to Sky Country Community: \$55 (register and pay online)

Out of District Participants: \$160 (register and pay online)

Gina McCormick, SSTA PD Chair, and the Sea to Sky Teachers' Professional Development Committee

~~~~~

Della Halvorson  
Office Administrator  
Sea to Sky Teachers' Association  
Ph:604-892-3056 Fax:604-892-2296  
Suite 104 - 40775 Tantalus Road,  
Squamish, BC, V8B 0N2  
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January 19, 2018

Mayor & Council  
Village of Pemberton  
Box 100, 7400 Prospect Street  
Pemberton, BC V0N 2L0

Via email: [ngilmore@pemberton.ca](mailto:ngilmore@pemberton.ca)

Dear Mayor & Council,

**Re: Invitation to the 2018 Nu'kw7ántwaí Regional Gathering**

On behalf of the Nu'kw7ántwaí Organizing Committee, I would like to invite you to the 2018 Nu'kw7ántwaí Regional Gathering on February 23, 2018 taking place at the N'Quatqua Community Hall, in N'Quatqua Traditional Territory.

This one-day gathering is intended to build on the successes of our 2017 Gathering, by continuing to strengthen relationships between the communities in our region. I have attached a copy of the 2017 Nu'kw7ántwaí Regional Gathering Report for your reference.

This year, we hope to confirm and advance the recommendations from the 2017 Report, including reviewing and refining the Nu'kw7ántwaí Intergovernmental Relations Committee draft Terms of Reference (attached) and setting priorities for next steps. An agenda of the day's events will be confirmed shortly.

Invited attendees will include Elected Officials and Senior Staff from Líl'wat Nation, Lower Stl'at'imx Tribal Council, N'Quatqua, Samahquam, Skatin, Squamish-Lillooet Regional District (SLRD), Village of Pemberton and Xa'xtsa.

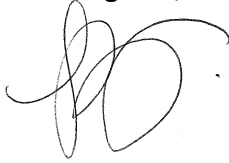
Lunch and snacks will be provided. If you are travelling over 50 kilometers to attend the event, limited travel subsidies are available.

**Please RSVP by February 15, 2018**

Please contact Jill Brooksbank, Village of Pemberton Senior Communications & Grants Coordinator at [jbrooksbank@pemberton.ca](mailto:jbrooksbank@pemberton.ca) or by telephone 604.894.6135 x230 with any questions or to RSVP.

For those who attended last year's Gathering, we look forward to seeing you again! If you were unable to make it last year, we look forward to meeting you!

Kind regards,



Jill Brooksbank, Senior Communications & Grants Coordinator  
Village of Pemberton

On behalf of the 2018 Nułkw7ántwał Gathering Organizing Committee:

Ernest Armann, Li'wat COO

Sheldon Dowswell, LSTC Administrator

Lucinda Phillips, N'Quatqua Administrator

Jeannette Nadon, SLRD Communications & Grants Coordinator



# Nukw7ántwaí Regional Gathering

## Report and Recommendations

**By:** Sheldon Tétreault  
**For:** Squamish-Lillooet Regional District

**Gathering Date:** March 1 & 2, 2017  
**Report Date:** April 7, 2017

# Nukw7ántwał Regional Gathering

## Report and Recommendations

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## INTRODUCTION

This document is the final report of the Nu'kw7ántwa' Regional Gathering held on March 1<sup>st</sup> and 2<sup>nd</sup>, 2017. The first part of the report contains a short summary of the Gathering. The second part of the report is a discussion of the key themes and possible next steps that emerged. The third part of the report contains the recommendations of the Gathering Organizing Committee for consideration by all governments in the region. The final part of the report contains the appendices including:

- The agenda for the Nu'kw7ántwa' Regional Gathering (Appendix A);
- The list of participants (Appendix B);
- The bio of the key note speaker (Appendix C);
- Summaries of the workshop exercises and presentations (Appendix D, E, F, and G); and,
- The summary of participant evaluation results (Appendix H).

## PART 1 - BACKGROUND

On March 1<sup>st</sup> and 2<sup>nd</sup> 2017 the Nu'kw7ántwa' Regional Gathering was held at Úllus Community Complex in Mount Currie with participation from Líl'wat Nation, Lower Stl'atl'imx Tribal Council, N'Quatqua, Samahquam, Squamish-Lillooet Regional District (SLRD), and the Village of Pemberton.

Nu'kw7ántwa' is the Southern Stl'atl'imx ucwalmictwts phrase which means "To help each other." The two-day Gathering was part of an on-going effort to strengthen relationships between neighboring communities in the Southern Stl'atl'imx region.

The Gathering began with a welcome by Líl'wat Nation Cultural Chief Táya (Leonard Andrew). Following dinner, there was a keynote address by Satsan (Herb George). Satsan is a respected Indigenous leader and intellectual. His presentation on different perspectives of reconciliation set the stage for participants to enter into discussion on day two.

The second day of the Gathering was designed to allow participants ample opportunity to work in small groups, exchange ideas, learn about each other's organizations and communities, and begin to develop a shared understanding of what reconciliation could look like in this region. Working sessions were fast paced, interactive and included many light-hearted and fun exchanges as well as some honest and more difficult conversations.

Thirty-seven participants attended some portion of the Gathering. Feedback from participant evaluation forms was overwhelmingly positive. This reflected the

genuine interest of participants to learn together about reconciliation. As one participant remarked, the day had a “new and different energy”.

*“I got to know and like people. It was a time of truly open minds and hearts. A privilege.”*

Much of the discussion on day two of the Gathering was how the group could capture the positive spirit of the day and use it as a springboard to positive collective action. This is the focus of the remaining sections of this report.

The Gathering was supported financially by the Regional Community to Community Forum (C2C) Program and the Squamish-Lillooet Regional District, with support from the Líl’wat Nation which sponsored the keynote speaker. Planning and coordination for the Gathering was done by an Organizing Committee that included:

- Ernest Armann, Líl’wat Nation
- Sheldon Dowsell, Lower Stl’atl’imx Tribal Council
- Vaughan Gabriel, N’Quatqua
- Jeannette Nadon, Squamish-Lillooet Regional District
- Jill Brooksbank, Village of Pemberton

The forum was facilitated by Sheldon Tétreault.

## **PART 2 - DISCUSSION**

The Village of Pemberton and the Líl’wat Nation have hosted a number of C2C forums and joint Council meetings over the past decade. For its part, the SLRD has also had some positive interactions with various Southern Stl’atl’imx community representatives. These efforts have resulted in collaboration on projects of mutual interest like the Lillooet River Corridor Engineering Study, Lillooet River Flood Plain Mapping and Risk Assessment, Mount Currie – Pemberton Friendship Trail, Riverside Wetlands/Ském’em Community Park Management Planning, recreation services planning, transit funding, economic development planning, emergency management and advocacy, and Winds of Change.

Despite these examples, there continues to be a perception of barriers preventing the respective governments (and communities) from realizing the power of a healthy and fully functional relationship. Furthermore, these collaborative efforts have not included the other Southern Stl’atl’imx First Nations.

Over a similar period, the Truth and Reconciliation Commission of Canada was investigating and documenting Indian Residential Schools. On June 2<sup>nd</sup>, 2015, the Truth and Reconciliation Commission released its final report and issued 94 “Calls to Action”. While the majority of the Calls to Action are directed to the federal or

provincial governments, there are a number of the Calls to Action that speak directly to local government. In light of this, in September 2016, the SLRD resolved to become a “Regional District of Reconciliation”. The Nukw7ántwał Gathering on March 1<sup>st</sup> and 2<sup>nd</sup> therefore was an invitation to local and First Nation governments to explore the meaning of reconciliation in the region. As a result, the first question posed to participants at the Gathering was “What does reconciliation mean to you?”

Over the course of the Gathering, participants came to realize that reconciliation can mean different things to different people. Nonetheless, there was a common sentiment at the Gathering, that reconciliation requires understanding, recognition, and respect. Through discussion, participants shared that understanding, recognition, and respect means:

- Acknowledging that our governments and the people we represent are in a relationship;
- Taking responsibility for our individual role in reconciliation and making a commitment to personal action;
- Understanding and acknowledging the local (and on-going) nature of colonization and its impacts;
- Recognizing that Aboriginal title and the inherent right of self-government exist in our region - even if they are not fully realized yet;
- Understanding and acknowledging differences between each community;
- Overcoming stereotypes of each other by learning about each community’s history, culture and values;
- Building trust;
- Having regular opportunities to improve communication and the potential for collaboration at personal, community, and government-to-government levels; and,
- Finding practical steps that can lead to improved socio-economic outcomes.

Based on this preliminary discussion, participants then explored opportunities for reconciliation in the region. There were many examples given. Most of the examples relate to four broad, sometimes overlapping themes:

- Personal commitment to reconciliation;
- Increasing knowledge about Southern Stl’atl’imx – the people, culture, history and present realities;
- Creating opportunities for intergovernmental communication and collaboration; and,
- Improving community connections.

Many participants recognized that reconciliation has to begin with a personal commitment. This is something that every individual must do on their own. However, governments have a unique leadership role and can use their public position to put the spotlight on important values, including reconciliation. When

they do this, governments are leading by example and encouraging others to make a similar commitment to reconciliation. For example, it would be a very powerful statement for all of the governments represented at the Nukw7ántwał Regional Gathering to sign a declaration signifying their commitment to reconciliation.

Further to an expressed commitment to reconciliation, participants at the Gathering also emphasized the importance of developing a deeper understanding of colonization in Canada and its impact within the Southern Stl'atlimx region.

Suggested learning opportunities included:

- Facilitated tours of local communities;
- Presentations on how local governments operate vs. how First Nation governments operate;
- Local speakers on relevant topics like residential schools, Aboriginal law, Stl'atlimx land use, etc.;
- Language classes to learn ucwalmictwts;
- Joint council meetings hosted in each of the communities;
- Elected official exchanges;
- On-line courses about reconciliation;
- Engaging regular citizens in regional forums similar to the Nukw7ántwał Regional Gathering;
- Reconciliation discussion groups; and,
- Orientations for newly elected officials.

To be effective, opportunities to learn about colonization and the Southern Stl'atlimx people need to be tailored to different audiences. For example, learning opportunities for elected officials and staff might be different from learning opportunities for community members; youth may need different opportunities than adults; etc. Regardless of how the learning is delivered, the objective must be to increase knowledge and awareness, to facilitate local dialogue, and to inspire individual commitment to reconciliation.

Closely linked to increased knowledge of Indigenous people and history in our region is the objective of increasing opportunities for meaningful connection: at the government-to-government level and at the citizen-to-citizen level.

First Nations governments are different from local governments. They have different sources of authority, their scope of jurisdiction is different, they have different means of raising revenues, and the scope of services provided to citizens is different. Having said that, there are some areas of overlap and some areas of mutual interest where local governments can collaborate with First Nations governments. On these matters, government-to-government collaboration could be beneficial. Disaster response is a clear example. A catastrophic earthquake for example, will not respect community boundaries and will require the coordination



of all available resources to save lives. Participants at the Gathering considered intergovernmental collaboration and suggested the following:

- Coordinating emergency preparedness;
- Regional economic development planning;
- Collaborative advocacy and lobbying for regional interests;
- Advocating to change the names of major landmarks from colonial namesakes to include ucwalmictwts words (e.g. Mount Currie Mountain to Ts'zil Mountain);
- Promoting the use of ucwalmictwts in government business and communication;
- Identification of joint projects of mutual interest;
- Investigating the potential for joint services;
- Convening intergovernmental issues-based forums;
- Regular information sharing; and,
- Processes to resolve issues or conflicts.

Finally, there were many suggestions for reconciliation to be supported by strengthening personal relationships between Indigenous and non-Indigenous people at the community level. Participants want to see more community connections with the objective of building trust and friendship at a citizen-to-citizen level. Suggestions included:

- Cross-cultural celebrations and gatherings;
- Friendly sporting events;
- Hiking trips to visit Stl'atl'imx cultural areas or archeological sites;
- Food celebrations;
- Ucwalmictwts language classes;
- Jointly sponsored celebrations like National Aboriginal Day and Canada Day; and,
- Jointly sponsored commemorations like Orange Shirt Day.

To recap, participants at the Nu'kw7ántwaí Regional Gathering believe that reconciliation is a product of understanding, recognition and respect. They generated many practical examples of what reconciliation can look like. They also identified many opportunities for reconciliation in this region spanning four broad, sometimes overlapping themes:

- Personal commitment to reconciliation;
- Increasing knowledge about Southern Stl'atl'imx people and history;
- Creating opportunities for intergovernmental communication and collaboration; and,
- Improving community connections.

These ideas and suggestions embodied a spirit of good will that all participants wanted to see continue beyond this particular Gathering.

However, for all of the good will demonstrated at the Nukw7ántwał Regional Gathering, participants recognized that reconciliation will not be easy. Practically, the most significant barrier to progress will be the lack of resources (i.e. time and money) needed to enable reconciliation activities. For example, the Nukw7ántwał Regional Gathering was made possible by a \$5,000 Regional Community to Community Forum Program grant with funds contributed by the SLRD for the remaining approximate 2/3 of the cost of the Gathering. Without this funding, the Gathering may not have happened. So obviously, if the long list of ambitious projects identified by participants at the Gathering is to have a chance of implementation, new financial and human resources will need to be identified. If and when resources are identified, there will still be a need to identify the practical mechanisms to facilitate government-to-government collaboration as well as an additional mechanism to coordinate reconciliation activities at the citizen-to-citizen level. These practical questions were not fully explored at the Gathering.

Finally, it is important to be clear about the role each party plays moving down the road of reconciliation. In particular, Section 35 Constitutional rights (including Aboriginal title, governing authority, and jurisdiction) are not yet fully defined in law or implemented in the region. While clarifying and implementing these Aboriginal rights and title may be part of the necessary work of reconciliation, it is not something that local governments will be a party to. This work must be addressed at the provincial and federal government level.

However, this is not a reason to delay local action on reconciliation. All of the ideas generated at the Gathering can be implemented notwithstanding the need for the federal and provincial governments to engage in reconciliation with First Nations as well.

### **PART 3 - RECOMMENDATIONS**

Following the Gathering, the Organizing Committee met to share their reflections on the event, review the draft report, and discuss next steps. The following four initiatives are recommended:

1. The Council / Board of each participating organization receive the Gathering Report and commit to moving forward with reconciliation by way of a Council / Board resolution allocating the staff resources needed to keep the Nukw7ántwał Regional Gathering Organizing Committee intact to lead the development of recommendations 2-4.

2. Convene a leadership meeting to draft a formal joint declaration on reconciliation that all governments in the Southern Stl'atl'imx region are invited to sign.
3. Create a standing Nukw7ántwaí Intergovernmental Relations Committee to strengthen relationships, improve communication and foster regional collaboration; including a commitment of resources to support the committee.
4. Convene a meeting to discuss the future of Winds of Change, including the possibility of changing it into a regional citizen-based reconciliation initiative. Consider changing the name and reframing the terms of reference so that the committee mandate is to increase knowledge and awareness, to facilitate local dialogue, and to inspire individual commitment to reconciliation.

## PART 4 – APPENDIX

### Appendix A – Gathering Agenda

Nukw7ántwaí Regional Gathering  
March 1 & 2, 2017  
Úllus Community Complex, Mount Currie

Gathering Name:

- “*Nukwán twal*” is the ucwalmictwts phrase for “To help each other.”

| GATHERING OBJECTIVES                                                  |
|-----------------------------------------------------------------------|
| Learn who are the political leaders of each participating community   |
| Learn about each participating community: values, history, priorities |
| Explore what reconciliation means                                     |
| List practical steps on the path to reconciliation                    |
| Have some fun                                                         |

#### March 1 (6pm to 9pm)

5:30: Registration

6:00: Opening Prayer and Welcome

6:25: Facilitator Comments

6:35: Introductions

6:50: Dinner Blessing

7:00: DINNER

7:45: Key Note Address: Satsan Herb George “What is Reconciliation?”

8:50: Closing Comments

March 2 (9am to 4pm)

8:30: Registration

9:00: Opening Prayer and Song

9:15: Facilitator Comments

9:30: "What is Reconciliation?" Exercise

10:30: BREAK

10:45: Community Introductions Exercise

12:00 Lunch Blessing

12:05 LUNCH

- Lílwat7ul Cultural Centre Open House

1:00: Energizer

1:20: Local Government in BC / First Nation Government in BC - Interactive Q&A

2:00: BREAK

2:15: Steps on the Road to Reconciliation

3:15: Evaluation and Assessment of Learning

3:30: Facilitator Comments

3:35: Reflection

3:45: Closing Prayer

## Appendix B – Gathering Participants

| Delegate Name                | Community / Organization Name           | Title                                                        | 1-Mar | 2-Mar |
|------------------------------|-----------------------------------------|--------------------------------------------------------------|-------|-------|
| Skalúlmecw Chief Dean Nelson | Líl'wat                                 | Political Chief                                              | ✓     | ✓     |
| Táya Chief Leonard Andrew    | Líl'wat                                 | Cultural Chief                                               | ✓     | ✓     |
| Emháka7 Felicity Nelson      | Líl'wat                                 | Councillor                                                   | ✓     | ✓     |
| Háma7 Alphonse Wallace       | Líl'wat                                 | Councillor                                                   | ✓     | ✓     |
| Kík7ak Helena Edmonds        | Líl'wat                                 | Councillor                                                   | ✓     | ✓     |
| Lhpatq Maxine Bruce          | Líl'wat                                 | Councillor                                                   | ✓     | ✓     |
| Mámaya7 Lois Joseph          | Líl'wat                                 | Councillor                                                   |       | ✓     |
| Petsklh Vaughan Gabriel      | Líl'wat / N'Quatqua                     | Councillor (Líl'wat) / Administrator (N'Quatqua)             | ✓     | ✓     |
| Sawt Martina Pierre          | Líl'wat                                 | Councillor                                                   | ✓     | ✓     |
| SíkSik Joshua Anderson       | Líl'wat                                 | Councillor                                                   | ✓     | ✓     |
| 'Gig' Greg Bikadi            | Líl'wat                                 | Councillor                                                   | ✓     | ✓     |
| Yámk̓cen Tara Smith          | Líl'wat                                 | Councillor                                                   | ✓     |       |
| Tsekónamus Rosemary Stager   | Líl'wat                                 | Councillor                                                   | ✓     |       |
| Ernest Armann                | Líl'wat                                 | COO                                                          | ✓     | ✓     |
| Kerry Mahafey                | Líl'wat                                 | Director, Economic Development & Líl'wat Business Operations | ✓     | ✓     |
| Gerard Peters                | Líl'wat / In-SCHUCK-ch                  | Member                                                       | ✓     |       |
| Sharyle Peters               | Líl'wat / In-SCHUCK-ch                  | Member                                                       | ✓     |       |
| Sheldon Dowswell             | Lower Stl'atl'imx Tribal Council (LSTC) | Administrator                                                | ✓     | ✓     |
| Chantel Thevarge             | N'Quatqua                               | Councillor                                                   | ✓     | ✓     |
| Teresa Barney                | N'Quatqua                               | Councillor                                                   | ✓     | ✓     |
| Sharleen Patrick             | N'Quatqua                               | Councillor                                                   |       | ✓     |
| Sheila Johnny                | N'Quatqua                               | Member                                                       | ✓     | ✓     |
| Chief William Schneider      | Samahquam / LSTC                        | Chief / LSTC Chair                                           | ✓     | ✓     |
| Howie Smith                  | Samahquam                               | Councillor                                                   | ✓     | ✓     |
| Malcolm Smith                | Samahquam                               | Councillor                                                   |       | ✓     |

|                               |                                           |                                       |   |   |
|-------------------------------|-------------------------------------------|---------------------------------------|---|---|
| Chair Jack Crompton<br>(RMOW) | SLRD / Resort Municipality<br>of Whistler | SLRD Board Chair /<br>RMOW Councillor | ✓ | ✓ |
| Debbie Demare                 | SLRD Area A                               | SLRD Director                         | ✓ | ✓ |
| Russell Mack                  | SLRD Area C                               | SLRD Director                         | ✓ | ✓ |
| Lynda Flynn                   | SLRD                                      | CAO                                   | ✓ | ✓ |
| Jeannette Nadon               | SLRD                                      | Communications &<br>Grants Coor.      | ✓ | ✓ |
| Graham Haywood                | SLRD                                      | Project & Research<br>Coord.          | ✓ | ✓ |
| Mayor Mike Richman            | Village of Pemberton /<br>SLRD            | Mayor / SLRD Director                 | ✓ | ✓ |
| James Linklater               | Village of Pemberton                      | Councillor                            | ✓ | ✓ |
| Ted Craddock                  | Village of Pemberton                      | Councillor                            |   | ✓ |
| Nikki Gilmore                 | Village of Pemberton                      | CAO                                   | ✓ | ✓ |
| Jill Brooksbank               | Village of Pemberton                      | Communications &<br>Grants Coor.      | ✓ | ✓ |
| Loretta Stager                | Xa'xtsa                                   | Administrator                         | ✓ |   |
| Sheldon Tetreault             |                                           | Facilitator                           | ✓ | ✓ |
| Satsan Herb George            |                                           | Keynote Speaker                       | ✓ |   |

## Appendix C – Satsan (Herb George) Bio

Satsan is a Wet'suwet'en Hereditary Chief of the Frog Clan and has been a long-time Speaker for the Wet'suwet'en Nation, which is located in BC. He previously served as Speaker for both the Gitksan and the Wet'suwet'en Nations. Satsan was a key figure and strategist in the Delgamuukw-Gisday'wa case, which was the subject of a successful judgment before the Supreme Court of Canada in December 1997. Satsan is a Senior Associate for the Centre for First Nations Governance. He served two terms as Regional Chief, representing B.C. at the Assembly Of First Nations, and one term on the Executive of the First Nations Summit. Satsan was also Adjunct Associate Professor in the School of Public Administration at the University of Victoria, and taught for several years in the University's Administration of Aboriginal Governments Program.

## Appendix D – What is Reconciliation – Exercise Results

Question #1: What does reconciliation mean to you?

- Mutual recognition, respect and understanding of one another
- Understanding history and acknowledging it
- Learning the history of the real people of the land
- Learning about the culture, communities, and each other's values
- Regular meetings to discuss the future and determine a shared vision for the future
- Knowing, understanding and acknowledging differences
- Overcoming stereotypes
- Working together in good faith
- Reconnecting and working together in a positive way
- Acknowledging that we are in a relationship
- Repairing relationships / making amends
- Decolonizing / reconciling with ourselves
- Understanding where we are now and where we want/need to get to
- Taking responsibility for our part/role
- Reconciliation is about justice
- Reconciliation means different things to different people
- Reconciliation is about equity
- Reconciliation is understanding that colonization isn't just something that happened in the past – it is happening today – institutions, laws, etc. continue to propagate colonization
- Working together
- Learning about each other
- Respect
- Equality



Question #2: What opportunities for reconciliation exist in our region?

- Education (without understanding difficult to move forward)
- Education for all communities (e.g. Section 35 of the Canadian Constitution)
- Exposing general public to education – local information and ties
- Start from knowing history – trusting!
- Revisit past collaboration (Winds of Change) to strengthen collaboration
- Regional board
- Economic development projects – dream big
- Neighbouring First Nations
- Closing the socio-economic gap between First Nations and non-First Nations communities
- Sports and food
- Health of region – engage all youth!
- Governments need to know how each other’s governance structures work
- Lack of trust!
- Understanding history
- Leadership has responsibility to build trust: targeting specific ages, working with Federal, Provincial, local government and identifying opportunities
- Year that begins reconciliation
- Vision based on principles and values
- Understanding local government
- Sports in neighboring communities
- Meeting at community level as well as political level
- Winds of Change – needs a change!
- Trust!!
- Understanding, trusting
- Local government as advocates in provincial & federal level discussions
- Focus on opportunity of reconciliation and recognition for the area – values, principles reintroduced to decisions being made on this land
- Everyone working together – stronger lobby / stronger hand
- Building baseline relationships
- Understand different view points (conflict / issues)
- Leadership and community are at a new place – there is a feeling/willingness that exists now
- More workshops and meetings like this
- More cross-cultural sharing
- Economic development will follow reconciliation
- Community to community forums – not just Council to Council forums

Question #3: What is the challenge for reconciliation in our region?

- Finding time - lack of opportunities to come together – takes time and resources

- Resistance / reluctance / lack of understanding
- Lack of (or no) understanding of reconciliation
- Stereotypes
- Lack of awareness of Indigenous people
- Trust a challenge right now
- General lack of understanding of First Nations
- Lack of trust in each other's decisions
- Internal preparedness - getting everyone on board
- Long term effects and legacy of colonization – makes it difficult to build trust and move forward
- Responsibility for our being
- TRUST
- So many communities together but not all in the same place
- Geography and remoteness
- Understanding and defining Aboriginal title and rights
- Transparency issues
- Diversity of people in the area. Bring a part of our identity.
- Need to spend time together – informal gatherings
- Misconceptions – not being accepted
- “What do I stand to lose?”
- Need for public education
- Afraid to acknowledge fear
- Difficult to realize equal opportunities
- Lack of equality – need to “come to table” as equals
- Governments have a different definition / understanding of what reconciliation is to First Nations
- Hard to commit to relationship that isn't there
- Our Prime Minister promises reconciliation but doesn't deliver
- Overlapping governments and jurisdictions
- Resolving past grievances to start reconciliation

Question #4: 25 years from now, what do you hope will be different in the way Indigenous and non-Indigenous people live, work, and interact with each other in this region?

- In 25 years celebrate accomplishments
- Seeing outcomes of working relationships for a positive future
- Living together harmoniously
- Reconciliation will be fulfilled
- Shared infrastructure and businesses
- Change image of one another in our minds
- More business and government partnerships
- Greater understanding of each other's histories to foster respect

- Real history of First Nations is common knowledge and entrenched in education system
- Harmonious existence and sharing of the land
- Full interaction of our communities
- Mutual respect and comfortable interaction between all members of the communities as a result of common practices
- Greater balance between communities
- One big decision-making table
- Recognition of territories without boundaries
- The area is recognized as a leader in reconciliation in the province and the country
- Winds of Change has awarded it's 25<sup>th</sup> anniversary bursaries for high school graduates

## Appendix E – Community Introductions Exercise Results

### Líl'wat Nation

Important Value: Family / Connecting across generations  
 Historical Event: Logging / resource extraction (Resources were taken from them, but they now have control over their resources.)  
 Líl'wat Priority: Balance / All free / Living in humble relationship to Earth

### Samahquam

Important Value: The next generations / Our community  
 Historical Event: Logging → Our fathers and grandfathers used to log Samahquam  
 Priority: Teamwork / Education / Learning how to improve our health

### Village of Pemberton

Important Value: Working together  
 Historical Event: Flooding  
 Village Priority: Building strong infrastructure for our community

## **Squamish-Lillooet Regional District**

Important Value: Team / Coming together at one table as equals / Everyone is different but we come together and work together as a team / Strive to be the best we can be

Historical Event: Flooding

SLRD Priority: Protection of agricultural land / commitment to farming / connection to the land

## **N'Quatqua First Nation**

Important Value: Gardening / Community food security

Historical Event: Today is our historical event because we are going to make history together by bridging the gaps and finding ways to work together

N'Quatqua  
Priority: Communication

## **Appendix F – Comparing Local Government and First Nation Government in the Region Exercise Results**

### **Municipal Governments**

Services include: land use and planning, political representation and advocacy, water/sewer/roads, recreation, emergency services (fire/police/response), by-law enforcement, tax, manage finances, economic development, parks

Source of governing authority: Community Charter and Local Government Act

Annual budget: Ranges from \$1.4 million (VoP) to \$80 million (RMOW)

Revenues from: Frontage tax, small community grant, commercial and residential taxes, provincial grants, federal grants, development cost charges (plus Whistler can access RMI)

## **Regional District**

Services include: Same services as municipal governments plus regional planning, financing, and regional services (like solid waste). Some services shared with municipal governments. No responsibility for roads, policing.

Source of governing authority: Community Charter and Local Government Act

Annual budget: Approximately \$10.6 million

Revenues from: Taxation on commercial and residential, development fees, utility fees, grants, payments in-lieu of taxes

## **First Nation Governments**

Services include: Same services municipal governments plus daycare, education, health, economic development, post-secondary, operating businesses, social services, policing, housing, infrastructure, representation of title and rights, land and resource management, culture/language

Source of governing authority: In our region Indian Act, Inherent Rights protected by Section 35 Canadian Constitution. (Could potentially include treaty agreements or other sectoral agreements)

Annual budget: In our region ranges from \$600,000 to \$19 million based on size of community

Revenues from: INAC funds about 66% of total budget. Remaining comes from other federal departments (e.g. DFO) provincial government, Own Source Revenues, and specific program funding.

## Appendix G – Practical steps on the Road to Reconciliation Exercise Results

- Nukwan Twal'
- Help Each Other
- It's a conscious decision
- Change our own hearts / minds to be more open and inclusive
- Start the conversation – be open to talking about the hard stuff
- A seat at the local government table
- Elected official exchange
- Local speakers list on Reconciliation (Central Information Hub)
- Communications – learning language
- First Nations place names throughout the region – better learning about the region
- Learn some Ucwalmicwts words / place names and use them (e.g. Ts'zil)
- Regular leadership meetings
- Keep meeting regularly – change up the venue and activities
- Continue learning about each other and our shared history
- Organizational training day (annual) to broaden understanding to all levels of staff
- Advocate to include the real history of Canada in school curriculum – continuing education for educators
- Gain an historical perspective of each other through education / sharing of information
- Recognize each other's gifts from their ancestors
- Sharing wise practices across communities
- Share resources and efforts regarding emergency preparedness
- Joint emergency services and preparedness
- Regional emergency services development plan, capacity build, implement
- Acknowledging traditional territories
- Form a regional reconciliation committee
- Regional committee with First Nations and local government involvement to set priorities and report outcomes with biannual meetings
- Intergovernmental annual meetings on reconciliation
- Define what reconciliation is to the group
- Joint Council meetings
- Identify possible development areas / project and focus to deliver
- Shared fundraisers
- Develop a joint communications plan to inform citizens and public about reconciliation
- Re-commit to Winds of Change (are changes needed? Re-focus on reconciliation / connecting the communities
- Share resources around health and wellness, including recreation
- Communities dinner

- Recognize we are “home”: understanding; forgiving; reconciliation; accepting. Ceremony in “Welcome Home”
- Share / celebrate each others events (big and small)
- Annual celebrations (June 21<sup>st</sup>) to recognize our achievements and events (seasonal)
- Government to government collaboration
- Do projects together (e.g. Friendship Trail, Winds of Change, Riverside Wetlands / Ském’em Community Park)
- Joint services – identify common needs (i.e. – Elders Centre)
- Meet on specific issues
- Intergovernmental issue-based forums
- Go to a Canucks game & share a box
- Commit resources to support reconciliation (time/money)
- Be advocates of education / our history in our communities and for the next generation
- Establish reconciliation MOU and celebration
- Document that shows the picture and bio of leaders in each community
- Engage youth in truth / reconciliation
- Engage youth (i.e. – youth session similar to the C2C forum)
- Find a buddy
- Learn about cultural protocols and take responsibility to act on them
- Tours of our communities
- Inter-community intramural sports

## Appendix H – Participant evaluation summary

Nukw7ántwaí Regional Gathering  
March 1 & 2, 2017  
Úllus Community Complex, Mount Currie

Evaluations - 26 Completed

1. Was this a good opportunity for you to meet leaders from other communities?

26 Yes / 0 No

2. Do you feel you had enough time to have meaningful conversations with other leaders?

23 Yes / 2 No (1 Yes/No “Lots of folks I didn’t get to talk to”)

3. Do you feel you are leaving this gathering with more information about the other communities than before you arrived?

26 Yes / 0 No

### Comment:

- I don’t think there can be enough time. I look forward to more opportunities in the near and far future.
- But only the beginning. Much to learn.
- NOTE: correction – we began to have meaningful conversations.
- Very informative. Would like to continue.
- Very informative on governance, services, funding and contribution agreement and taxation for revenues – structures.
- Definitely a good day to learn about each other. Good job Sheldon. Well organized workshops.
- LOTS!
- History, other First Nations willingness to move forward.
- A great combo of formal and informal discussion and activities.
- Everyone was open and shared info.
- Good amount of time for intros.
- It was an effective way to network within the region.

4. Has your understanding of reconciliation changed over the course of this gathering?

23 Yes / 2 No (1 yes/no)

### Comment:



- Learning how the interpretation of reconciliation is different between Federal/Provincial government and Aboriginal people. This will help to move forward with reconciliation.
  - Not so much my own but I realized how different reconciliation is for everyone.
  - Reconciliation is a different process for each person and requires a commitment in order for this to be a shift in our communities.
  - Next steps?
  - Have a good understanding of what it is and what needs to happen.
  - The puzzle pieces are starting to fit together. Perhaps a bit more emphasis on the benefits of what can come out of reconciliation would help drive the need, and help determine funding sources/commitments.
  - Like a divorce and getting back together to work things out.
  - Yes, I have always thought of reconciliation as a negative word connected to Residential Schools.
  - I feel like I understand this land and these people much better. I feel like I am welcome to participate in reconciliation.
  - Herb George.
  - More appreciation for social and self aspects associated with reconciliation.
  - Takes all involved to get to recognition.
  - Herb George's distinction was new to me – TRC and inherent right – reconciling this with Federal / Provincial government.
  - I look forward to learning more.
  - Learned that it needs to start with ourselves and needs to be turned into action.
  - Will take time and funds.
5. Do you feel that you have an idea of practical steps that could lead to reconciliation?

25 Yes / 0 No (1 Maybe)

**Comment:**

- More of a direction with a range of steps to look at.
- Just do it!
- More meetings like this.
- Recognition, acknowledgement, communication are key.
- Talking, understanding, learning each other's differences is key.
- I would love to see an intergovernmental panel push some actions from this event forward.
- Looking forward to the notes/minutes and taking to Council.
- Good suggestions put forth to provide steps / measures to move.
- Continue to be involved to learn, heal (reconcile) within myself to move toward and be ready to meet others.

- Challenge is to organize, prioritize and action those steps.
- More defined.
- Take the first step and then keep taking more steps – meet, learn, share.
- Work together G to G / Nation to Nation.
- But need to find ways to put it to work.

6. What did you like about the gathering?

Comment:

- Having the opportunity to talk and listen to individuals I have spoken to and seen for years but do not know.
- Meeting and discussing and hearing each other's governance structures.
- The open hearts and minds that people came with. It was not over structured, room for us to shape the gathering as a group.
- What I liked about this gathering was that the people that were here were supposed to be here.
- Learned more about other communities.
- The overall look at the why's, what's, how's, of reconciliation.
- Well facilitated. Strong activities. Good food. Decent keynote speaker.
- Fun, working together, understanding each other.
- I liked working together, by and through personal discussions. Getting to know others in various roles.
- I got to know and like people. It was a time of truly open minds and hearts. A privilege.
- People games. More understanding.
- Communication / understanding.
- The venue, the participants, the meals, facilitator, Herb George.
- Good to see everyone participate in the activities and discussions.
- The openness of all that were here participating.
- Excellent facilitation for adults – adult learning principles used – wonderful!
- See Q#3 – Sheldon you did a fabulous job!
- Getting to know other leaders.
- The format, facilitator (awesome!), the games (brought us together) and the openness to share – new and different energy together.
- Great to see representation from Lower Stl'atl'imx communities.
- The fun sharing. Not so serious.
- I was very pleased with the turn out.
- Finally meeting with SLRD and other people's involvement.
- Lots of goal setting possibilities.
- Open sharing with good intentions.
- It was very resourceful.

7. Suggestions for improving a gathering in the future?

12 Yes / 8 No (1 yes/no)

Comment:

- Having an opportunity to learn about the different territories and locations of them would be great.
- Well done Sheldon!
- Develop lists of resources such as websites that can be visited so we can learn more about each other such as First Nation languages.
- PowerPoint on any other communities that have gone through it positively.
- Very good format, a good circular format.
- Stronger focus on future funding and affordability for on-going work.
- Would be nice to have follow up to this day.
- Just do more...and include non-political types.
- Different venues.
- Change venue – nothing wrong here though. Hope next one is a step forward; more discussions and understanding but let's get to work. Good job all!
- Have entertainment from each community or sector depicting their culture.
- This was very well done.
- Thank you Jeannette and SLRD for organizing!
- Have a portion with entertainment – more time to mingle. Dance DJ.
- Invite Whistler. They have the most to learn!
- Afternoon, evenings works better for those that have other jobs.
- I think the keynote speaker was a great way to start the gathering.
- Have a nice day.
- Action items.
- Have each local government host it semi-annually or annually.

# Núkw7ántwaí Intergovernmental Relations Committee

## Terms of Reference

### Committee Structure and Membership

Committee participation and membership is open to an Elected Official and / or Staff member from the following:

- Líl'wat Nation
- Lower Stl'at'ímx Tribal Council
- N'Quatqua First Nation
- Samahquam
- Skatin
- Squamish-Lillooet Regional District (SLRD)
- Village of Pemberton
- Xa'xtsa

### Purpose

We are partners and leaders in shaping our current and future communities. In an effort to strengthen relationships, build trust and increase understanding, the Núkw7ántwaí Intergovernmental Relations Committee will focus on:

- Implementing the recommendations of the *Núkw7ántwaí Regional Gathering Report*:
  1. The Council / Board of each participating organization receive the Gathering Report and commit to moving forward with reconciliation by way of a Council / Board resolution allocating the Staff resources needed to keep the Núkw7ántwaí Regional Gathering Organizing Committee intact to lead the development of recommendations 2-4.
  2. Convene a leadership meeting to draft a formal joint declaration on reconciliation that all governments in the Southern Stl'at'ímx region are invited to sign.
  3. Create a standing Núkw7ántwaí Intergovernmental Relations Committee to strengthen relationships, improve communication and foster regional collaboration; including a commitment of resources to support the Committee.
  4. Convene a meeting to discuss the future of Winds of Change, including the possibility of changing it into a regional citizen-based reconciliation initiative. Consider changing the name and reframing the terms of reference so that the Committee mandate is to increase knowledge and awareness, to facilitate local dialogue, and to inspire individual commitment to reconciliation;
- Improving communication and intergovernmental coordination;
- Establishing common ground and a shared sense of direction;
- Strengthening collaborative advocacy;
- Building capacity for collaboration;
- Active and ongoing information sharing; and

- Exploring and developing meaningful opportunities for collaborative action on shared priorities and matters of mutual interest and concern.

This Committee will serve as an information exchange, coordination and referral body, and as a task force to implement projects that are planned by the Committee and fall within the Committee's mandate and allocated budget. The Committee is not a decision-making body.

For a background on regional collaborative activities, please see [Appendix A](#).

### **Roles and Responsibilities**

Committee members are committed to improving relationships between the Members and their communities. They agree to regularly attend meetings, take part in events when possible, and read the materials sent out in advance of the meetings to help provide informed feedback.

It is the responsibility of each organization's representative(s) to keep their leadership apprised as to the work of the Committee and to obtain the necessary approvals as required.

### **Process**

#### *Meetings*

In order to promote candid, open and respectful dialogue, meetings will be attended by Committee members and meeting facilitator(s) only. Special guests and / or experts may be invited by the Committee to participate from time to time.

Only official spokespeople for the Member organizations, in consultation with one another, will act as spokespeople. No social media or public communications will take place based on the meetings without joint consent of the Member organizations.

The Committee will strive to meet quarterly, or more frequently on an as-needed basis. One of the scheduled meetings will include a strategic planning session in advance of the budget cycle, to determine the goals/objectives and budget for the following year.

Meeting coordination and recording duties will be shared between Staff representatives from Lil'wat Nation, SLRD and Village of Pemberton.

Members will be given appropriate notice of scheduled meetings and will receive an agenda and other necessary materials prior to each meeting.

A meeting chair will be determined for the next meeting at the close of each meeting.

Meeting notes will be the responsibility of the Staff member assigned to the task for each particular meeting. Notes will be shared with the Committee via email following each meeting. Each meeting will begin with a review of the previous meeting's notes to ensure accuracy.

The location of the meetings will rotate between Member communities as agreed to when establishing the meeting schedule.

#### *Working Groups*

Ad hoc working groups may be created on an as-needed basis by the Committee and may either be a standing working group or established solely to complete a specific task.

### **Resources & Budget**

Each participating Member organization will be responsible for covering all meeting and travel-related expenses for their respective Committee representative(s).

At the discretion of the elected leadership of the Member organizations, the Committee may also explore the potential of grant funding to support operations and/or specific joint projects.

#### *Special Projects*

Project-specific budgets shall be established with cost allocations mutually agreed upon in advance by the Member organizations.

### **Terms of Reference Review**

The Terms of Reference will be reviewed at the end of the first year, and then as required as determined by the Committee.

## Appendix A – Background

The Village of Pemberton, Líl'wat Nation and SLRD have hosted a number of Community to Community (C2C) Forums, joint Council meetings and operational-level meetings over the past decade. These efforts have resulted in collaboration on projects of mutual interest like the Lillooet River Corridor Engineering Study, Lillooet River Flood Plain Mapping and Risk Assessment, Mount Currie – Pemberton Friendship Trail, Riverside Wetlands/Ském'em Community Park Management Planning, recreation services planning, transit funding, economic development planning, emergency management and advocacy, and Winds of Change.

Established in 2004, the Winds of Change Committee was formed to reduce the harm associated with drug and alcohol misuse. The Committee included a broad representation of Staff and Elected Officials from regional governments and community stakeholders including Líl'wat Nation, Village of Pemberton, SLRD, Vancouver Coastal Health, RCMP, Sea to Sky Community Services, Mount Currie Health Care Centre, Stl'atl'imx Tribal Police, Youth Mental Health, School District #48, Xet'ólacw Community School, and N'Quatqua.

Líl'wat Nation, the Village of Pemberton and SLRD Area C provided funding to sustain Winds of Change through two five-year mandates, the last of which concluded in 2014. Up until 2014, the Winds of Change hosted an annual Wellness Gathering and Wellness recognition awards and funded annual student bursaries. Between 2014 and 2017, the Committee became dormant as many of the recommendations within the *'Winds of Change: A Healing Vision'* document had been implemented. However, Winds of Change evolved into the daily blog, *The Wellness Almanac*, which is a voice for practical reconciliation and wellness by championing respect, relationships, recreation and resilience, as tools for building stronger communities.

Despite these past joint initiatives, there continues to be a perception of barriers preventing the respective governments (and communities) from realizing the power of healthy and fully functional relationships. Furthermore, these collaborative efforts have not included the other Southern Stl'atl'imx communities.

In order to enhance relationships and provide opportunities for dialogue, the SLRD in partnership with Líl'wat Nation, Samahquam, Lower Stl'atl'imx Tribal Council, N'Quatqua First Nation, and the Village of Pemberton held the Nukw7ántwaí Regional Gathering. Nukw7ántwaí is a southern Stl'atl'imx Ucwalmictwts word that means *"to help each other."*

Held in March 2017, the Nukw7ántwaí Regional Gathering was attended by Elected Officials and Senior Staff from the partner organizations as part of an on-going effort to strengthen relationships between neighboring communities in the Southern Stl'atl'imx region. Much of the discussion on day two of the Gathering was how the group could capture the positive spirit of the day and use it as a springboard to positive collective action. As a result, four recommendations were drafted to ensure the discussion and work continued, including a recommendation to form an Intergovernmental Relations Committee, which is the subject of this Terms of Reference.

In August 2017, funding partners of the Winds of Change Committee met to discuss the future of the Committee. While the Committee members acknowledged the important work the Committee has undertaken to date, it was determined that the focus should be shifted to relationship building, education and advocacy at both the political, Staff and community levels. The Winds of Change Committee felt that this would also free up resources for pursuing Recommendation #3 from the Nukw7ántwaí Regional Gathering; to create a standing Intergovernmental Relations Committee that would build on the discussion and recommendations of the 2017 Gathering.



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January 16, 2018

The Honourable Selina Robinson  
Minister of Municipal Affairs and Housing  
Parliament Buildings  
Victoria, B.C. V8V 1X4

Dear Minister Robinson:

**RE: Cannabis Sales Revenue Sharing**

A letter dated March 16, 2017 (copy attached) was sent from the Union of B.C. Municipalities (UBCM) to The Honourable Suzanne Anton, Minister of Justice and Attorney General, in regards to concerns related to the legalization of marijuana in Canada. Of particular interest, the letter expressed the concerns of B.C. municipalities that marijuana taxation revenue be fairly distributed among all orders of government, including local governments. As it is very troubling that there has been no apparent progress in this regard, I am writing on behalf of the District of Kent Council today to personally reiterate that increased costs and responsibilities related to marijuana legalization without any confirmed source of additional funding will place a huge burden on local governments.

With the legalization of cannabis sales now imminent, the need for a formal agreement that will divide the tax revenue on cannabis sales in a fair and equitable manner is critical for municipalities. From our perspective, smaller municipalities with limited funding opportunities available for new responsibilities will be particularly impacted by these changes. The legalization will result in additional costs for local governments in social and policing costs. A Federation of Canadian Municipalities (FCM) paper is stating that that the impact may affect policing, fire services, building codes, city planning, municipal licencing and standards, public health, social services, and communications.

Current discussions regarding revenue sharing involve the Federal and Provincial governments with no inclusion of local governments. Therefore, we implore you to address this matter soon and present a formal funding agreement for B.C. municipalities. Fifty percent (50%) of the provincial share of the cannabis tax sharing formula being provided to local governments is suggested as an adequate and equitable share to support costs and services incurred by local governments.

Thank you for your time and consideration to this matter of urgent concern to all B.C. municipalities.

A handwritten signature in black ink, appearing to read "J. Van Laerhoven".

John Van Laerhoven  
Mayor

cc: The Honourable David Eby, Attorney General  
UBCM Municipalities



March 16, 2017

The Honourable Suzanne Anton  
Minister of Justice and Attorney General  
Room 232, Parliament Buildings  
Victoria, B.C. V8V 1X4

**RE: Legalization of Marijuana**

Dear Minister,

I write to you today regarding local government concerns related to the legalization of marijuana in Canada. BC local governments have adopted resolutions requesting direct involvement in the process to establish a regulatory approach to marijuana, and that marijuana taxation revenue be fairly distributed among all orders of government, including local governments. I would like to request a meeting at your convenience to discuss these issues, and other local government concerns that we may address through collaborative solutions.

To this point, UBCM has not been presented with an opportunity to directly engage in meaningful discussion with the provincial government regarding a framework for legal access to marijuana, and in particular a marijuana distribution framework. With federal legislation expected in the near future, it is important that local governments and the Province begin discussion on how to best prepare for the ensuing changes.

Potential costs and responsibilities related to marijuana legalization without any confirmed source of additional funding could place a large burden on local governments, who may bear substantial enforcement and oversight costs, and at this point only receive 8-10% of overall taxation revenue. Previous experience with medical marijuana has shown that, without funding, local governments face difficulties in enforcing laws, leading to the unregulated environment that exists today. As such, UBCM would greatly appreciate an opportunity to discuss the concerns of BC local governments as they pertain to marijuana legalization. Bhar Sihota, UBCM Policy Analyst, may be reached at (604) 270-8226 Ext. 114 or [bsihota@ubcm.ca](mailto:bsihota@ubcm.ca) to arrange a meeting.

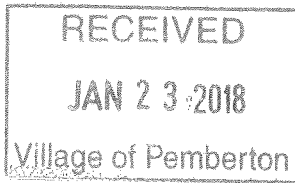
We look forward to partnering with you in the development of an effective regulatory framework for legal access to marijuana.

Sincerely,



Murry Krause  
President, Union of BC Municipalities

**cc:** *The Honourable Peter Fassbender, Minister of Community, Sport, Cultural Development, and Minister Responsible for TransLink*



1098985

His Worship Mike Richmond  
Mayor  
Village of Pemberton  
PO Box 100  
7400 Prospect St  
Pemberton BC V0N 2L0

Dear Mayor Richmond:

Thank you for your letter of November 22, 2017, regarding funding support for the Child and Youth Mental Health and Substance Use Collaborative (the Collaborative). I apologize for the delayed response.

As you note, the Collaborative has made some important contributions to child and youth mental health and substance use in Pemberton and elsewhere in BC. These contributions include: involvement of youth and families with lived experience within Local Action Teams and at Learning Sessions, focusing on child and youth mental health and substance use at both a policy and practice level, involvement of physicians as a key stakeholder in improving child and youth mental health and substance use care, and testing new approaches to care at a local level.

We recognize that funding for the Collaborative in its current form concluded on December 31, 2017. Work is underway across the Ministries of Children and Family Development, Education, Health, and Mental Health and Addictions to identify ways in which the gains of the Collaborative can be maintained throughout BC's child and youth mental health and substance use system.

Thank you for your service to the Village of Pemberton, and thank you for being in touch. I appreciate the opportunity to respond.

Yours sincerely,



Judy Darcy  
Minister

pc: Honourable Katrine Conroy, Minister of Children and Family Development  
Honourable Adrian Dix, Minister of Health

THE CORPORATION OF THE  
TOWNSHIP OF SPALLUMCHEEN

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[www.spallumcheentwp.bc.ca](http://www.spallumcheentwp.bc.ca)

January 23<sup>rd</sup>, 2018

OFFICE OF THE MAYOR

The Honourable Selina Robinson  
Minister of Municipal Affairs and Housing  
Parliament Buildings  
Victoria, BC V8V 1X4

Dear Minister Robinson,

**Re: Cannabis Sales Revenue Sharing**

Please accept this letter from the Township of Spallumcheen outlining the need for cannabis sales revenue sharing within the province of BC with local governments.

As noted by other local governments within BC, there is a need to discuss impacts to local governments and the need to share in the revenue generated from the implementation of the legalization of cannabis. With cannabis sales legal in the next few months, there must be a formal agreement that will divide the tax revenue on cannabis sales in a fair and equitable manner. Current discussions regarding revenue sharing involve the Federal and Provincial governments with no inclusion of local governments. Ultimately, the legalization will entail additional costs for local governments both in social and policing costs. A Federation of Canadian Municipalities (FCM) paper is stating that the impact may affect policing, fire services, building codes, city planning, municipal licensing and standards, public health, social services, communications, law, etc.

The Township of Spallumcheen Council is requesting your support, by agreeing to 50% of the provincial share of the cannabis tax sharing formula be provided to local government. This is an adequate and equitable share to help support costs and services incurred by local governments.

The Township of Spallumcheen has one legal MMPR facility operating, with indications from more than 5 other properties within our jurisdiction indicating interest at developing facilities here in Spallumcheen where half of our rural community is located within the Agricultural Land Reserve.

Thank you for your consideration.

Respectfully,

A handwritten signature in black ink that reads "Janice Brown". The signature is written in a cursive, flowing style.

Janice Brown  
Mayor

cc. UBCM Member Municipalities

CG/mw



JAN 25 2018

His Worship  
Mayor Mike Richman  
Village of Pemberton  
PO Box 100  
Pemberton BC V0N 2L0

Reference: 270824

Dear Mayor Richman,

**Re: UBCM Meeting - Thank You**

Thank you for taking the time to meet with me at the Union of British Columbia Municipalities (UBCM) gathering in Vancouver. I was glad we had the opportunity to discuss the Pemberton Creek Bridge and enhancements to support cycling infrastructure. I also appreciate hearing your thoughts in support of passenger rail service between the Lower Mainland and northern communities. Please accept my apologies for the time it has taken me to follow up on our meeting.

As I work to ensure our government delivers the provincial highways, roads, bridges and other infrastructure British Columbians need, I am grateful to have had the chance to meet face-to-face with representatives from across B.C. and gain a clearer understanding of the priorities and needs of their communities. It was a pleasure to see firsthand the outstanding level of dedication shown by local leaders like yourself, and to look at ways we can work together to ensure our province's communities have the resources and support they need to continue building a strong economy that works for everybody.

I am confident we all share the same goal when it comes to transportation and infrastructure in B.C.: to provide British Columbians with the safest, most reliable transportation network possible. Positive and productive collaboration is the key to ensuring we can deliver on our commitments.

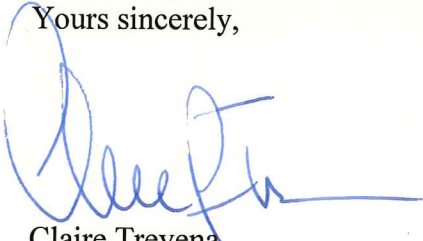
I have asked that ministry staff follow up with you directly to discuss the matters raised at our meeting in more detail.

.../2

- 2 -

Thank you again for taking the time to meet with me.

Yours sincerely,



Claire Trevena  
Minister

Copy to: Grant Main, Deputy Minister

Deborah Bowman, Assistant Deputy Minister  
Transportation Policy and Programs Department

Kevin Richter, Assistant Deputy Minister  
Highways Department



January 26, 2018



Mayor Mike Richman and Council  
Village of Pemberton  
Box 100, 7400 Prospect Street  
Pemberton, BC V0N 2L0  
Canada

Dear Mayor Mike Richman and Council:

Re: Recycling Council of British Columbia Annual Zero Waste Conference 2018

Established in 1974, the Recycling Council of British Columbia (RCBC) is Canada's first non-profit waste prevention organization. Since that time, the Council has worked side-by-side with local governments to eliminate waste in B.C. and develop a sustainable circular economy.

We invite you to attend **RCBC 2018 "Rethink: A World Without Waste" from May 30 to June 1, 2018 in Whistler, B.C.**, featuring a variety of topics relevant to local governments in B.C. Programming for RCBC 2018 ([www.rcbcconference.ca](http://www.rcbcconference.ca)) will include:

- extended producer responsibility
- illegal dumping
- reuse and repair
- waste prevention
- communications and engagement

As well, we plan to address a variety of waste, recycling, and diversion-related issues your council may be facing now or in the near future. We provide a three-day experience of workshops, presentations, and opportunities to network with professionals and area experts to become better informed. B.C.'s industry stewardship agencies, such as RecycleBC, Regeneration, and Encorp Pacific will be in attendance, as well as the BC Ministry of Environment.

RCBC provides comprehensive public education to support recycling and waste-related programs and services through the BC Recycling Hotline, the online Recyclepedia and the free BC Recyclepedia phone app. Last year alone, we answered more than 280,000 questions from people in communities just like yours.

In our public policy work, we engage a variety of stakeholders to collaboratively develop and recommend progressive waste prevention initiatives and legislation. RCBC also facilitates the sharing of knowledge, good practices, and professional development. All of those elements are included as part of Canada's longest running waste prevention event, the annual RCBC Zero Waste Conference, now in its 44<sup>th</sup> year.

Thank you for your continued support. Let us keep working together to make a waste-free province through the application of sustainable circular economy principles. If you have any questions, you can reach me at 604-683-6009 ext. 307 or at [brock@rcbc.ca](mailto:brock@rcbc.ca).

Sincerely,

Brock Macdonald  
Chief Executive Officer

Suite 10  
119 West Pender St  
Vancouver, BC  
V6B 1S5  
Canada

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(604) 683-6009

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## 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*