

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

**Agenda** for the **Regular Meeting** of Council of the Village of Pemberton to be held Tuesday, February 20, 2018, at 9:00 a.m. at the **Council Chambers, 7400 Prospect Street**. This is Meeting No. 1464.

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

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<u>Item of Business</u>	<u>Page No.</u>
<b>1. CALL TO ORDER</b>	
In honour of the Lil'wat7ul, the Village of Pemberton acknowledges that we are meeting within the unceded territory of the Lil'wat Nation.	
<b>2. APPROVAL OF AGENDA</b>	<b>1</b>
<b>Recommendation:</b> THAT the Agenda be approved as presented.	
<b>3. ADOPTION OF MINUTES</b>	
<b>a) Regular Council Meeting No. 1463 – Tuesday, February 6, 2018</b>	<b>5</b>
<b>Recommendation:</b> THAT the minutes of Regular Council Meeting No. 1463, held Tuesday, February 6, 2018, be adopted as circulated.	
<b>4. BUSINESS ARISING FROM THE PREVIOUS REGULAR COUNCIL MEETING</b>	
<b>5. BUSINESS ARISING FROM THE COMMITTEE OF THE WHOLE</b>	
<b>Recommendations from the Committee of the Whole:</b>	
<b>a) Social Procurement Policy</b>	
Moved/Seconded THAT the Committee of the Whole recommend to Council that development of a Social Procurement Policy be moved to the 2019 Budget Deliberation and facilitated in conjunction with the Official Community Plan Review and Update. <b>CARRIED</b>	
<b>b) Council Remuneration for Meetings</b>	
Moved/Seconded THAT the Committee of the Whole recommend to Council that a remuneration rate for Council Members to attend meetings held by other agencies or organizations outside of meetings held for Village of Pemberton Council business not be supported. <b>CARRIED</b>	
<b>c) Budget Session No. 1 – 2018 Operating, Project &amp; Capital Expenses Budget Recommendations</b>	<b>10</b>
See attached Report for Recommendations	

## 6. COMMITTEE MINUTES - FOR INFORMATION

There are no Committee Minutes for presentation.

## 7. DELEGATIONS

There are no Delegation presentations.

## 8. REPORTS

### a) Office of the Chief Administrative Officer

#### i. Pemberton Valley Utilities and Services Update

##### a) Proposed Pemberton Transfer Station – Verbal Update

Handout - Timeline for Transfer Station Loan Authorization Bylaw **14**

**Recommendation: THAT** the Proposed Pemberton Transfer Station Verbal Update be received for information.

##### b) Pemberton Valley Utilities and Services Budget Update – Verbal Report

2018 Draft Budget Highlights **15**

**Recommendation: THAT** the Pemberton Valley Utilities and Services Budget Update Verbal Report be received for information.

#### ii. Youth Opportunities – Verbal Report

**Recommendation: THAT** Council provide direction to Staff.

### b) Finance and Administration Department

#### i. 2018 Parcel Tax Review Panel

**21**

**Recommendation: THAT** Council appoints at least three members of Council to the Parcel Tax Review Panel in accordance with section 204 (2) (a) of the *Community Charter* and that the Parcel Tax Roll Review Panel be scheduled for March 8<sup>th</sup>, 2018 at 5:30 pm to authenticate the 2018 Parcel Tax Roll.

### c) Operations and Development Services Department

#### i. Major Development Permit Application No. 012 and Development Variance Permit No. 120 – 7350 Crabapple Court (Orion) **23**

##### Appendices:

<https://www.pemberton.ca/public/download/documents/47753>

**Recommendation: THAT** the Development Permit Application No. 012 (7350 Crabapple Court) 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 in lieu of undertaking an individual Traffic Impact Study for the subject property, the equivalent costs be contributed to the Village toward the cost of a greater Traffic Impact Study for the Arbutus/Portage Road Corridor;
- That the Fire Chief's concern with respect to the location of the electric car parking is 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.

**Recommendation: THAT** Council approves the Development Variance Permit No. 120 (7350 Crabapple Court) to vary the maximum height of the principal building from 10.5 m to 11.5 m.

**d) Mayor's Report**

**e) Councillor Reports**

**9. BYLAWS**

There are no Bylaws for reading or adoption.

**10. CORRESPONDENCE**

**a) For Action**

- i. Heather O'Hara, Executive Director, and Wylie Bystedt, President, BC Association of Farmers' Markets, dated January 31, 2018, sharing positive results of the BC Farmers' Market Nutrition Coupon Program from 2017, and requesting a letter of support for the Program to be sent to the Honourable Adrian Dix.**

**34**

**Recommendation: THAT** Council provide direction with respect to providing a letter of support for the BC Farmers' Market Nutrition Coupon Program.

**b) For Information**

- i. **Kip Woodward, Board Chair, Vancouver Coastal Health (VCH), dated January 26, 2018, sharing an article published in *The Vancouver Sun* recognizing achievements in the VCH health care system.** 35

**Recommendation: THAT** the above correspondence be received for information.

- ii. **Rick Berrigan, Mayor, Village of Chase, dated January 18, 2018, regarding equitable sharing of Cannabis tax revenues between Provincial and Local Governments.** 38

**Recommendation: THAT** the above correspondence be received for information.

**11. DECISION ON LATE BUSINESS**

**12. LATE BUSINESS**

**13. NOTICE OF MOTION**

**14. QUESTION PERIOD**

**39**

**15. IN CAMERA**

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

**16. ADJOURNMENT**

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

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

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**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  
Tim Harris, Manager of Operations & Development Services  
Robert Grossman, Fire Chief  
Lisa Pedrini, Senior Planner  
Elysia Harvey, Legislative Assistant

**Public :** 2

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**1. CALL TO ORDER**

At 5:31 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:**

**SLRD Report – Curbside Collection**

Council rose with report that correspondence will be sent to the SLRD Board requesting that the Solid Waste Management and Resource Plan Curbside Pick Up Initiative, including the proposed public consultation program, be put on hold as a result of concerns respecting the financial impacts and wildlife interface challenges and to allow focus on other elements of the SWMR Plan including the development of the new Pemberton Transfer Station.

**4. ADOPTION OF MINUTES**

**a) Regular Council Meeting No. 1462 – Tuesday, January 16, 2018**

Moved/Seconded  
**THAT** the minutes of Regular Council Meeting No. 1462, held Tuesday, January 16, 2018, be adopted as circulated.

**CARRIED**

## 5. BUSINESS ARISING FROM THE PREVIOUS REGULAR COUNCIL MEETING

Discussion arose with regards to B.C.'s approach to cannabis licensing requirements. Information on the registration process for individuals and businesses who are interested in applying for a cannabis retail licence was recently released by the Province and outlined in the B.C. Cannabis Private Retail Licensing Guide.

## 6. BUSINESS ARISING FROM THE COMMITTEE OF THE WHOLE MEETING

The Committee of the Whole did not Rise with Report with recommendations to Council; however, will do so at the February 20, 2018 Regular Council Meeting.

## 7. COMMITTEE MINUTES – FOR INFORMATION

There were no minutes to be received.

## 8. DELEGATIONS

There are no Delegation presentations.

## 9. REPORTS

### a) Fire Department

#### i. 2017 Fourth Quarter Report

Moved/Seconded

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

**CARRIED**

### b) Corporate and Legislative Services Department

#### i. Outstanding Resolutions – Update

Moved/Seconded

**THAT** the Outstanding Resolutions Update be received for information.

**CARRIED**

### c) Operations and Development Services Department

#### i. Public Works (Operations) 2017 Fourth Quarter Report

Moved/Seconded

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

**CARRIED**

#### ii. Development Services 2017 Fourth Quarter Report

Moved/Seconded

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

**CARRIED**

### iii. Coombs Affordable Rental Housing Proposal – Preliminary Review

Lisa Pedrini, Senior Planner, presented a report providing a preliminary review of the Coombs Development affordable rental housing proposal. The report identified several areas of concern regarding the density of the proposed development, impacts to traffic and parking in the area, the need for the project to appeal to a wider demographic, and better assurance for affordability. Reduction in Development Cost Charges and indicating support for variances without due process were also recognized as challenges to supporting the proposed development.

Moved/Seconded

**THAT** the Coombs Development Affordable Rental Housing Proposal Review Report be received for information;

**AND THAT** correspondence be sent to Coombs Development Corporation advising that while Council is committed and interested in considering an affordable housing project in Pemberton, at this time, Council is not prepared to provide a letter of support to Coombs for CMHC financing for the current proposal due to several concerns including, but not limited to, density, building height, traffic and parking impacts.

**CARRIED**

Moved/Seconded

**THAT** consideration of an Eligible Development for Waiving or Reducing Development Cost Charges component be included as part of the Development Cost Charge Bylaw review anticipated for 2018.

**CARRIED**

### d) Mayor's Report

- Attended a meeting with the Mayors from Lions Bay, Squamish and Whistler to discuss traffic safety issues along the Sea to Sky corridor, transit, and funding models for transit.
- Attended the SLRD Board Meeting on January 24<sup>th</sup> where the following was addressed:
  - PVUS supports the creation of a Service Area to facilitate funding for PAWS and the Visitors Centre;
  - Area C Zoning Bylaw Public Hearing to be held March 13<sup>th</sup> 2018;
  - Another Public Hearing for the Regional Growth Strategy Amendment will be held February 19<sup>th</sup>, 2018;
  - Proposed affordable housing development in Wedgewood;
  - Application to UBCM for \$25,000 for emergency equipment;
  - Budget;
- Verbal Update on transit;
- Discussions with internet providers are ongoing to improve wireless service in our area;
- Will be attending the Lions Club meeting on February 7<sup>th</sup>;
- Will attend the Pemberton Valley Utilities & Services Committee meeting on February 8<sup>th</sup>.
- Encouraged residents and stakeholders to take part in the 2018 Budget Process. Budget Sessions will be taking place during Committee of the Whole meetings in February, and then a Budget Information Presentation and Feedback session will take place on Tuesday, March 6<sup>th</sup> @ 5:30pm in Council Chambers. Questions regarding the budget can be sent to [budget@pemberton.ca](mailto:budget@pemberton.ca).
- Reported that the Village has announced it will be naming the new municipal park, located in the Tiyata Development, after Pemberton's long-time residents and local advocates, George and Shirley Henry. The Village of Pemberton will be hosting a ribbon

cutting ceremony to honour the couple at the park, once it's been completed. The Park is slated to open in the late summer of 2018.

- Congratulations to Winterfest on a successful Adventure Hunt they hosted on February 3<sup>rd</sup>.
- Have a safe and happy Family Day!

#### e) Councillor Reports

##### i. Councillor Ted Craddock

Councillor Craddock reported on the following:

- Provided an update on the last Pemberton Valley Dyking District Meeting;
- Attended the "The View From Here" event hosted by Whistler Real Estate;

##### ii. Councillor James Linklater

Councillor Linklater reported on the following:

- Extended thanks to Staff for the rollout of the Mount Currie Landslide Risk Assessment report and public information sessions;
- Attended the Pemberton District Library Board AGM and announced 2 new board members and an upcoming fundraiser in October;
- Will attend the Pemberton Valley Utilities & Services Committee Meeting on February 8<sup>th</sup>;

##### iii. Councillor Karen Ross

Councillor Ross did not report.

##### iv. Councillor Helmer

Councillor Helmer did not report.

## 10. BYLAWS

There are no Bylaws for reading or adoption.

## 11. CORRESPONDENCE

### a) For Action

- 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 26<sup>th</sup>, 2018.**

Moved/Seconded

**THAT** the above correspondence be received for information.

**CARRIED**

- Village of Pemberton, on behalf of the Nukw7ántwał Organizing Committee, dated January 19, 2018, inviting Mayor and Council to attend the 2018 Nukw7ántwał Regional Gathering on February 23, 2018, at the N'Quatqua Community Hall.**



Moved/Seconded  
**THAT** Council confirm with Staff their attendance.  
**CARRIED**

**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.**
- 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.**
- 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.**
- iv. **Claire Trevena, Ministry of Transportation and Infrastructure, dated January 25, 2018, following up on UBCM discussions.**
- v. **Brock Macdonald, Chief Executive Officer, Recycling Council of British Columbia (RCBC), dated January 26, 2018, extending an invitation to attend the annual RCBC Zero Waste Conference, May 30 to June 1, 2018.**

Moved/Seconded  
**THAT** the above correspondence be received for information.  
**CARRIED**

**12. DECISION ON LATE BUSINESS**

There was no late business for consideration

**13. LATE BUSINESS**

There was no late business for consideration

**14. NOTICE OF MOTION**

There was no Notice of Motion presented for consideration.

**15. QUESTION PERIOD**

No questions were presented.

**19. ADJOURNMENT**

At 7:29 p.m. the Regular Council Meeting was adjourned.

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Mike Richman  
Mayor

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Sheena Fraser  
Corporate Officer

**Date: February 20, 2018**

**To: Council**

**From: Committee of the Whole**

**Subject: 2018 Budget Recommendations**

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**PURPOSE**

The purpose of this report is to seek ratification by Council of the recommendations brought forward by the Committee of the Whole regarding the 2018 Budget.

**BACKGROUND**

At the February 6<sup>th</sup>, 2018, Committee of the Whole Meeting No. 171, the Committee reviewed the 2018 operating, project, and capital expenses. As a result, several recommendations arose to be presented to Council at the next Regular Council Meeting.

**RECOMMENDATIONS**

That following recommendations from the Committee of the Whole are presented for Council's consideration:

**Salary Allocations:**

Moved/Seconded

**THAT** the Committee of the Whole recommend to Council that the salary overhead allocations be updated as follows:

Water	24%
Sewer	22%
Airport	3%

**CARRIED**

**Capital Projects:**

Moved/Seconded

**THAT** the Committee of the Whole recommend to Council that the following Capital Projects be approved for the 2018 budget:

<b>Project</b>	<b>Amount</b>	<b>Funding Source</b>
Admin - Office Printer Lease Renew	\$ 2,306.75	Taxation
Admin - Village Vehicle (for general use purposes) <sup>1</sup>	\$ 3,182	MFA Equipment Loan/ Taxation
Admin - New Bylaw Services Truck	\$15,000	MFA Equipment Loan/ Taxation
Fire - 2018 HVAC Upgrade to the Fire Hall	\$ 60,000	Fire Reserves
Fire - Fire Fighter Benefit – Twinrex Vaccines	Up to \$ 6,000	Taxation/ Other Government Revenue
Fire - Fire Fighter Benefit – Wellness Benefit	\$ 7,680	Taxation (\$5,120)
Water - Well 2 Redevelopment	\$ 80,000	Water Reserves
Water - Pioneer Lane Water Line Replacement	\$ 43,000	Water Reserves
Water - Cross Connection Control	\$ 20,000	Water Reserves
Water - 2 New Fire Hydrants (Frontier Street)	\$ 20,000	Water Reserves
Water - Water Source Feasibility Study	\$ 20,000	Water Reserves
Sewer - Air Valves (Blowers) – Wastewater Treatment Plant	\$ 50,000	User Fees
Public Works - Paving Pemberton Farm Road East	\$100,000	DCC Roads/ Developer Donation
Public Works - New Backhoe Lease	\$18,691.53	MFA Equipment Loan/ Taxation
Public Works - Downtown Community Barn Staining Phase II	\$15,000	Taxation
Development - Sea to Sky Invasive Species Additional Funding <ul style="list-style-type: none"> <li>• Partnership Program - \$1,600</li> <li>• Fee-For-Service Field Program – up to \$3,360</li> </ul>	\$ 4,960	Taxation
Development - Planning Contractor	\$ 5,000	Taxation
Parks - Zurcher Park Playground Upgrade (The Glen) <sup>2</sup>	\$ 30,000	Taxation/ Surplus Carry Forward
Parks - Zurcher Park Trail Improvement	\$ 5,000	Taxation

1. Staff are to investigate options to lease a hybrid and ensure best price

**One Mile Lake Park Boardwalk Repairs:**

Moved/Seconded

**THAT** the Committee of the Whole recommend to Council that a Parks Reserve of \$50,000 be established for One Mile Lake Park Boardwalk Repairs/Redevelopment;

**AND THAT** Staff explore design, cost and funding options for the One Mile Lake Park Boardwalk repairs/redevelopment.

**CARRIED**

**Deferred Capital Projects:**

Moved/Seconded

**THAT** the Committee of the Whole recommend to Council that the following Capital Projects be deferred to 2019:

- Official Community Plan Review and Update
- Social Procurement Policy Development (to be done in conjunction with the OCP Review)

**CARRIED**

**Airport Budget:**

Moved/Seconded

**THAT** the Committee of the Whole recommend to Council that the 2018 Airport Operating budget be approved.

**CARRIED**

**Sewer Budget:**

Moved/Seconded

**THAT** the Committee of the Whole recommend to Council that sewer rates are increased by \$40,000 to be allocated to Reserves for Future Capital Expenditures, through an increase in sewer rates.

**CARRIED**

Moved/Seconded

**THAT** the Committee of the Whole recommend to Council that the 2018 Sewer Operating budget, that includes \$40,000 to be allocated to Reserves, be approved.

**CARRIED**

**Water Budget:**

Moved/Seconded

**THAT** the Committee of the Whole recommend to Council that the 2018 Water Operating budget, that includes the Capital Projects as approved, be approved.

**CARRIED**

**Fire Budget:**

Moved/Seconded

**THAT** the Committee of the Whole recommend to Council that the 2018 Fire Department Operating budget be approved as presented.

**CARRIED**

**Development Services:**

Moved/Seconded

**THAT** the Committee of the Whole recommend to Council that the 2018 Development Services Operating Budget be approved as presented.

**CARRIED**

**Public Works & Parks:**

Moved/Seconded

**THAT** the Committee of the Whole recommend to Council that the 2018 Public Works Operating Budget be approved as presented.

**CARRIED**

**Transit:**

Moved/Seconded

**THAT** the Committee of the Whole recommend to Council that the 2018 Transit Operating Budget be approved as presented.

**CARRIED**

**Timeline for SLRD Pemberton and District Transfer Station Loan Authorization Bylaw No. 1573-2018  
(4 scenarios)**

<b>Scenario #1 (February Board meeting)</b> (4 week turn-around to receive Inspector approval)	<b>Scenario #2 (February Board meeting)</b> (7 week turn-around to receive Inspector approval)	<b>Scenario #3 (March Board meeting)</b> (4 week turn-around to receive Inspector approval)	<b>Scenario #3 (March Board meeting)</b> (7 week turn-around to receive Inspector approval)
<b>Board Meeting at which Board considers giving three readings to Loan Authorization (LA) Bylaw</b>			
February 28, 2018	February 28, 2018	March 28, 2018	March 28, 2018
<b>Receive statutory approval for LA Bylaw &amp; AAP process</b>			
March 28, 2018	April 18, 2018	April 25, 2018	May 16, 2018
<b>AAP statutory notice (latest 1<sup>st</sup> publication date - Pique)</b>			
April 5, 2018	April 26, 2018	May 3, 2018	May 24, 2018
<b>AAP statutory notice (latest 2<sup>nd</sup> publication date - Pique)</b>			
April 12, 2018	May 3, 2018	May 10, 2018	May 31, 2018
<b>AAP statutory 30-day elector response period (from latest 2<sup>nd</sup> publication date)</b>			
April 13 to May 12, 2018	May 4 to June 2, 2018	May 11 to June 9, 2018	June 1 to June 30, 2018
<b>Deadline (4:30 p.m.) for receiving elector responses for AAP</b>			
May 14, 2018 (32 days)	June 4, 2018 (32 days)	June 11, 2018 (32 days)	July 3, 2018 (33 days)
<b>Publish Board meeting agenda</b>			
May 16, 2018	June 20, 2018	June 20, 2018	July 18, 2018
<b>Board Meeting at which Board considers adoption of LA Bylaw &amp; three readings of Security Issuing (SI) Bylaw</b>			
May 23, 2018	June 27, 2018	June 27, 2018	July 25, 2018
<b>30-day quashing period (for LA Bylaw)</b>			
May 25 to June 23, 2018	June 29 to July 28, 2018	June 29 to July 28, 2018	July 27 to August 25, 2018
<b>Apply for Certificate of Approval (for LA Bylaw)</b>			
June 25, 2018	July 30, 2018	July 30, 2018	August 27, 2018
<b>Board Meeting at which Board considers adoption of SI Bylaw</b>			
June 27, 2018	August 29, 2018	August 29, 2018	August 29, 2018 (as late agenda item)
<b>10-day quashing period (for SI Bylaw)</b>			
June 29 to July 8, 2018	August 31 to September 9, 2018	August 31 to September 9, 2018	August 31 to September 9, 2018
<b>Apply for Certificate of Approval (for SI Bylaw)</b>			
July 9, 2018	September 10, 2018	September 10, 2018	September 10, 2018
<b>Deadline to apply for MFA financing (Must have applied for Certificate of Approval by this date)</b>			
July 13, 2018 - Fall Issue	February 2019 - Spring Issue (exact date not yet available)	February 2019 - Spring Issue (exact date not yet available)	February 2019 - Spring Issue (exact date not yet available)
<b>Date by which MFA Funding is Made Available to the SLRD</b>			
End of October 2018 (to be confirmed)	April 2019 (to be confirmed)	April 2019 (to be confirmed)	April 2019 (to be confirmed)

**February 2018 PVUS Budget Meeting Notes**

**2018 Draft Budget Highlights**

**Assessment Values**

- These budgets are using the most recent available assessment roll for 2018 (Completed Roll). 2018 assessment figures show Area C’s net taxable value increasing 18.05% over 2017’s revised assessment roll & Pemberton shows an increase of 21.93%.

	<b>2018 NET TAXABLE VALUES</b>	<b>2017 NET TAXABLE VALUES</b>	<b>CHANGE %</b>
VILLAGE OF PEMBERTON	687,139,310	563,550,013	21.93%
ELECTORAL AREA C	719,033,206	609,092,940	18.05%
<b>Total</b>	<b>1,406,172,516</b>	<b>1,172,642,953</b>	<b>19.91%</b>

**Other**

- 2017 forecasted amounts are estimated and subject to change.

**#1702 - Pemberton Fire Rescue Service**

- Requisition increased by 2% as requested by VOP. As per the agreement, any increase that is greater than the CPI for BC for the year ended November 30, 2017 (which is listed as 2.6% on the Stats Canada website) is to be discussed by the Fire Services Committee.

**#1705 – Pemberton Search and Rescue**

- 2018 Budget request has been received from SAR and is updated to show their request of \$41,750.

**#1900 - Pemberton Refuse Grounds**

- Requisition increased by 4.8% to \$195,400 in 2018; 7.8% in 2019 to \$210,675 in order to bring the requisition up to match the expected costs for a new servicing contract plus the debt payments for the loan for the new site.
- New Site Construction:
  - o There is potential to receive a Gas Tax grant for \$1,361,154 that has been applied for in June, but not confirmed at this time.
  - o The details of the construction follow the expenses based on the feasibility study completed. This budget assumes there is no grant available with construction, equipment, site costs, fees, landscaping, etc. at \$1,375,000 separated into 2 years to phase in the construction plans.
  - o There are two MFA 30-year borrowings added into the budget for the construction of the new transfer station site. Assuming a fall borrowing in 2018 of \$500,000 & a spring borrowing of \$875,000 in 2019. Estimated interest and principal payments for these borrowing begin in 2019 at \$41,389 (due to the fall borrowing in 2018, the first interest payment is in 2019; and with the spring 2019 borrowing there is only one interest payment in 2019 and no principal payment until 2020). The expenses for both borrowings are estimated to be \$74,326 in costs /year for principal & interest payments in 2020 and on. Due to deadlines, this amount to be discussed at the meeting.

- Approval of the electors will be needed to proceed with the (2) borrowing(s) for the construction of the new site.
- The rails to be purchased in 2018 for \$8,000 can be used at the new site.
- A decrease in operational costs of approximately \$56,000/yr. based on the new ownership model has also been included in 2020 and on (with a slight reduction in 2019 assuming a fall 2019 start to the new contract).
- Transfer to Capital reserves is \$34,022 in 2018, \$0 in 2019 & increasing to \$22,500 in 2020 and on. The variety of amounts is needed to balance the budget (2019 is zero to allow for the new debt payments). These reserves can be used for contingency expenses that may occur during the construction.

#### #2004 - Pemberton TV and Radio Service

- Requisition decreased by \$1,000 to \$19,500 in 2018-2021. It is increased to \$20,171 in 2021 when the operational surplus reserve funds are depleted.

#### #2106 – Pemberton and District Community Recreation

##### Salaries & Wages

- Budgeted wages include a CPI increase of 2.6% (actual is now 2%) plus any merit increases and anticipated increases for the compensation review, all as reviewed by the Board.
- The benefits expense has been increased 5% for estimated premium increases.

##### MFA Debt

- MFA Debt Issue #101, \$4,421,860 issued in 2007, had the lending rate reset effective October 12, 2017 from 4.52% to 2.25% for a 5-year period (ending Oct 11, 2022). The interest expense payable has been reduced by \$100,376 /year on this issue starting in 2018.

##### Other

- Transfers to the capital reserve equal \$93,846 in 2018, \$68,535 in 2019, \$107,770 in 2020 and \$100,000 in 2021-2022 in order to build up the reserve balance for future capital & equipment needs.
- The Recreation Master Plan project has been moved to 2019 and increased to \$25,000 (from the 2017 amount) to allow a more comprehensive plan.
- The Power Smart Improvements project of \$15,000 has been carried forward.
- The 2016 Recreation wish list that was funded through Area C Amenity funds will now be completed with the \$25,000 that was earmarked for roof replacement being allocated to a roof repair reserve. The total ask was for \$109,439 and the total spend was \$103,232.53, leaving \$6,206.47 unspent and not required (due to estimates being made in the ask).
- Basketball court (at the PCC) expenses are now included in the 2018 budget at \$36,750.
- The PCC truck purchase has been increased to \$30,000 and is now shown as being purchased through the MFA Equipment Financing program over a 5-year term. The interest rate is a variable interest rate based on the monthly CDOR rate; current rate is 2.07%. There is a fixed monthly principal payment plan through the program, however, there are no penalties or fees for paying out early. A payout can take place at any time and extra principal payments may be made at any time. The estimated total cost for the financing is \$1,425.



- Facility repair/maintenance projects included in budget 2018:

ACCOUNT BUDGETED	REQUIRED MAINTENANCE	PROJECTED COSTS	NOTES
50626	Community Centre Paint	\$4,000.00	Second floor lobby, Room B, second floor male and female washrooms and second floor office.
50626	Exterior Stain for PCC	\$2,500.00	Preventative maintenance for exterior stain of timber.
50626	Great Hall Floor Survey and Review	\$2,500.00	Ongoing monitoring/engineering costs
50650	Open Gym Toys	\$2,000.00	Developmentally appropriate play toys for 0-6 years.
50670	Community Centre Landscaped Bed Renewal	\$6,445.00	Front bed renovation = \$4,020, Parking garage bed renovation = \$2,425.
51011	Playpark - Phase 3	\$100,500.00	Project includes \$51,930 approved funding from Whistler Blackcomb Foundation; \$48,570 is SLRD net cost.
51011	Kitchen Dishwasher Replacement	\$8,500.00	High temperature, commercial dishwasher - quote received.
99996	Power Smart Improvements for PCC	\$15,000.00	Full facility change over to LED lighting from metal halides. 36% back on labour and bulbs as per the power smart program. This should allow cost savings in hydro costs and bulb replacements.
99996	Fitness Centre Equipment	\$26,000.00	Keiser bikes.
99996	Truck	\$30,000.00	Truck for PCC staff use. Using MFA equipment financing program (5-yr term). \$10,000 carried forward from 2017.
99996	Basketball court	\$36,750.00	Outdoor basketball court
<b>Total</b>		<b>\$234,195.00</b>	

#### #2106B – Meadows Fields

- Includes aerating, calcium application and fertilizations in service / site maintenance.
- Includes a bear bin purchase of \$1,750.
- Not currently included in the budget is the option to add an in-ground irrigation system, current estimate = \$55,200. Also, potential to remove track and improve fields to BC Soccer standard with additional funding is currently being reviewed.
- Includes a transfer to an operational surplus reserve for \$5,000 a year starting in 2018. This is for additional maintenance to the fields as needed in future years.

#### #2106C – Youth Centre

- Includes renovations of \$38,500 for flooring (\$13,500), furniture (\$15,000), office (\$5,000) and new pool table (\$5,000). A 5-year borrowing for these renovations has been added. Total cost of the borrowing is estimated at \$1,830.

- Includes new paint for \$6,000.
- Increased wages in 2017 & 2018 due to increased hours for Plan-Y and Seniors programming.
- Includes increased cleaning frequency for 2018 (in time allocation from maintenance staff) due to the increases Seniors programming noted above.
- 2018 shows a decrease in facility rental revenue due to the loss of the Pemberton & District Community Grant for the Pemberton Valley Seniors Society. They will continue to use the facility at no cost.
- Includes a transfer to a capital reserve of \$10,000 a year starting in 2019 for future building & equipment capital needs.

**#2202 – Pemberton Museum** – as requested by the Society

**#2502 – Pemberton Library** – as requested by the Society

- The Library has also requested \$35,000 from Area C Amenity Funds in 2018 for repainting and recarpeting. This capital request has been divided into 2 years, 2018 & 2019 as per the PVUS Committee resolution of January 9, 2018.
- Also at the January 9, 2018 PVUS meeting, the Committee requested that the library provide audited financial statements for 2016 and that their 2018 budget be updated to include the grant received from the Friends of the Library for the Children's Area. The library has provided an updated 2018 budget request (included in this package) and have requested information regarding having a financial statement audit from BDO (which they will provide at the meeting for discussion).
- See attached for comments on use of the approximate \$64,000 in reserves noted on the Library's 2016 financial statements.

**#2601 – Area C/ Village of Pemberton Cemetery**

- A submission has been received from the Pemberton Legion. Financial statements have not been received.
- The Legion has noted that they will be implementing a new steel fence in 2018 to replace the deteriorating wood fence in their budget request. They have not requested additional funding for the fence, and did mention in last year's budget submission that the quote received from Rona was \$5,000. They didn't provide an available bank balance in this year's request, but did show an available bank balance of \$15,179.75 in last year's request. They declined the invitation to come as a delegation.

**#3003 – Pemberton Valley Recreational Trails Service**

- PVTA will come as a delegation to present their plans at the February PVUS meeting.
- 2018 amount to PVTA is proposed at \$15,000 (was \$15K in 2017 and was \$25K in 2015 & 2016) due to the trails plan still being undertaken into 2018 and so as not to impact the requisition any further (see below) at this time.
- The trails management plan cost has been increased to a total of \$42,077 as per the October 2017 PVUS report.
- Includes a transfer from capital reserve of \$15,000 for the surfacing of the River's edge trail (\$15,000 in fixed asset increase). \$2,032 estimated balance remaining.

## Information Report - 2018-2022 Draft Budgets (Staff Presentation)

- Includes a transfer from operation reserve of \$13,173 to balance the budget in 2018. \$2,151 estimated balance remaining for future years.
- The maximum requisition allowable is currently \$50,000. This can be increased 25% to \$62,500 in 2018 without inspector approval (with participant approvals). This increase will have to be undertaken in 2018 to allow for the anticipated **required tax requisition of \$55,951 in 2018.**
- Due to the above, no projects have been included for the year 2020 and forward at this time.

### **#3103 – Economic Development / Area C**

- There hasn't been a requisition for this service since 2010 when \$60,000 was requisitioned for the service. **The service expired on December 31, 2010.**

**2018 FINANCIAL PLAN REQUISITION AMOUNTS BY AREA/MUNICIPALITY - PVUS**

CC	DESCRIPTION	2018 Tax Rate	2017 Tax Rate	Change	Change Cost per \$500K	2018 Total	2017 Total	Variance	% Change	VofP	AREA C
1702	PEMBERTON RESCUE SERVICE	0.0331	0.0372	-0.0041	-\$2.03	65,811	64,525	1,286	2.0%	28,454	37,357
1705	PEMBERTON SEARCH AND RESCUE	0.0211	0.0216	-0.0005	-\$0.24	42,000	37,500	4,500	12.0%	18,159	23,841
1900	PEMBERTON REFUSE	0.1085	0.1186	-0.0101	-\$5.03	195,400	186,470	8,930	4.8%	93,298	102,102
2004	PEMBERTON TELEVISION	0.0341	0.0369	-0.0029	-\$1.43	19,500	20,500	-1,000	-4.9%	14,605	4,895
2100	PEMBERTON & DISTRICT COMMUNITY FUND	0.0233	0.0275	-0.0042	-\$2.09	30,000	30,000	0	0.0%	20,052	9,948
2106	PEMBERTON DIST COMM REC	0.4788	0.5686	-0.0898	-\$44.91	951,999	987,196	-35,197	-3.6%	411,609	540,390
2106B	PEMBERTON MEADOWS FIELDS	0.0137	0.0134	0.0002	\$0.12	27,190	23,321	3,869	16.6%	11,756	15,434
2106C	YOUTH CENTRE	0.0591	0.0446	0.0145	\$7.23	117,500	77,499	40,001	51.6%	50,803	66,697
2106E	GATES LAKE PARK	0.0047	0.0082	-0.0035	-\$1.75	9,298	14,191	-4,893	-34.5%	4,020	5,278
2106	Consolidated	0.5562	0.6349	-0.0786	-\$39.31	1,105,987	1,102,207	3,780	0.3%	478,188	627,799
2202	PEMBERTON & DISTR. MUSEUM & ARCHIVES	0.0588	0.0578	0.0010	\$0.50	116,900	100,350	16,550	16.5%	50,543	66,357
2502	PEMBERTON LIBRARY LSA	0.1724	0.1855	-0.0131	-\$6.55	342,836	322,083	20,753	6.4%	148,230	194,606
2601	AREA C/VILL PEMBERTON CEMETERY	0.0003	0.0003	0.0000	-\$0.02	500	500	0	0.0%	216	284
3003	PEMBERTON VALLEY RECREATIONALTRAILS	0.0516	0.0558	-0.0042	-\$2.09	55,951	50,000	5,951	11.9%	44,333	11,618
<b>Cost Centres -PVUS</b>		<b>1.0594</b>	<b>1.1760</b>	<b>-0.1166</b>	<b>-\$58.28</b>	<b>1,974,885</b>	<b>1,914,135</b>	<b>60,750</b>	<b>3.2%</b>	<b>896,079</b>	<b>1,078,806</b>

**Date:** February 16, 2018  
**To:** Nikki Gilmore, Chief Administrative Officer  
**From:** Lena Martin, Manager of Finance and Administration  
**Subject:** 2018 Parcel Tax Review Panel

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### **PURPOSE**

To appoint at least three members of Council to the Parcel Tax Roll Review Panel to authenticate the 2018 Parcel Tax Roll to be held Thursday, March 8<sup>th</sup> at 5:30 p.m.

### **BACKGROUND**

Each year before calculating property taxes, the parcel tax roll totals must be updated with respect to new development, and properties which were previously not applicable such as new boundary extension properties. This is done by calculating the actual frontage in meters on the individual lots as set out by the water and sewer frontage bylaws, and adding this total to the parcel tax roll to create the revised roll. If the frontage of a given property is not added to the roll, this property cannot be charged parcel taxes until such a time as it is added to the roll.

### **DISCUSSION & COMMENTS**

As per sections 204 (1) and (2) of the *Community Charter*, before a parcel tax is imposed for the first time on a new property, Council must appoint at least three persons as the members of the Parcel Tax Review Panel. The Panel must then consider any complaints respecting the parcel tax roll and then must authenticate the roll, no later than March 16<sup>th</sup>.

### **COMMUNICATIONS**

As per section 204 (3) of the *Community Charter*, at least 14 days before the date set for the sitting of the Parcel Tax Roll Review, advanced notice of the time and place of the Parcel Tax Review must be published in accordance with section (94) of the *Community Charter*. The notice will be issued in the local newspapers on February 22<sup>nd</sup> and March 1<sup>st</sup>, 2018. In addition, the Collector must mail to the owner of every parcel of land that is to be taxed a notice stating (a) the service in relation to which the parcel tax is to be imposed, (b) the taxable area or the taxable frontage, if applicable, (c) the time and place of the first sitting of the review panel, and (d) that the parcel tax roll is available for inspection at the municipal hall during regular office hours. The Parcel Tax Roll Review has been scheduled for Thursday March 8, 2018 at 5:30 p.m. in the White Building at 7400 Prospect Street.

### **LEGAL CONSIDERATIONS**

There are no legal considerations at this time.

**IMPACT ON BUDGET & STAFFING**

Staff have reviewed the new folios and folios with new frontage and have recalculated the Parcel Tax Roll as required. Water and Sewer frontage bylaw rates will be amended with the approved 2018 Parcel Tax Roll.

**INTERDEPARTMENTAL IMPACT & APPROVAL**

There are no impacts on the day to day operations of the department as this is part of the daily routine and can be accommodated.

**IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS**

There is no impact on the region or neighboring jurisdictions.

**ALTERNATIVE OPTIONS**

There are no alternate options for consideration at this time.

**POTENTIAL GOVERNANCE CONSIDERATIONS**

Establishing the Parcel Tax Review Panel and Roll meets with Strategic Priority Two: Good Governance being an open and accountable government and to fiscal responsibility. As well, it meets with Strategic Priority Three: Excellence in Service by continuing to deliver quality municipal services.

**RECOMMENDATION**

**THAT** Council appoints at least three members of Council to the Parcel Tax Review Panel in accordance with section 204 (2) (a) of the *Community Charter* and that the Parcel Tax Roll Review Panel be scheduled for March 8<sup>th</sup>, 2018 at 5:30 pm to authenticate the 2018 Parcel Tax Roll.

Submitted by:	Lena Martin, Manager of Financial and Administration Services
CAO Approval by:	Nikki Gilmore, Chief Administrative Officer

**Date:** February 20, 2018

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

**From:** Lisa Planner, Senior Planner

**Subject:** Major Development Permit Application (DPA012)  
Development Variance Permit (DVP 120)  
7350 Crabapple Court (Orion)

## PURPOSE

The purpose of this report is to present to Council, for their consideration, an application for a Major Development Permit (DP Area 6 - Form and Character of Multi-family and/or Commercial Development) as well as consideration of a Development Variance Permit (DVP) to vary maximum height to facilitate a multi-family residential development on Crabapple Court.

## BACKGROUND

An application was received by the Village of Pemberton on November 17, 2017 from Innovation Building for a second forty-five (45) unit apartment building. The applicants have informed Staff that thirty (30) of the units will be offered for sale, and the remaining fifteen (15) will be available for rent. The applicants are currently completing a similar forty-five (45) rental unit multi-family residential apartment building known as Radius located on Arbutus Street.

The application was referred internally and to the Village's Advisory Design Review Commission (ADRC) in January 2018. This report summarizes all applicable comments received.

## DEVELOPMENT PROPOSAL

The following provides an overview of the development proposal:

- a) **Location:** The subject property is located at 7350 Crabapple Court on land legally described as Lot 4, DL 203, LLD, Plan KAP72731. The site measures 4,935 m<sup>2</sup> (53,121 sq. ft.) in area and is currently vacant. It sits between two undeveloped lots on the north and west side (Lot 3 & Lot 5), with the Arn Canal Dyke Reserve to the east and Portage Road to the



AREA CONTEXT PLAN



south. There are existing commercial and residential developments nearby.

- b) **Development:** The proposal is to develop a multi-family residential apartment building containing three (3) storeys of residential use founded on a flood resistant concrete parking garage. The building will contain forty-five (45) units in total, fifteen (15) on each floor. The floorplans consist of various sizes ranging from one (1) bedroom to two (2) bedrooms plus den. The size of the building area will be 13,064 square feet, slightly larger than the Radius development, which has a building area of 12,934 square feet. The proposal drawings are attached as **Appendix A**.

**Figure 1: Artist's Renderings of Orion**

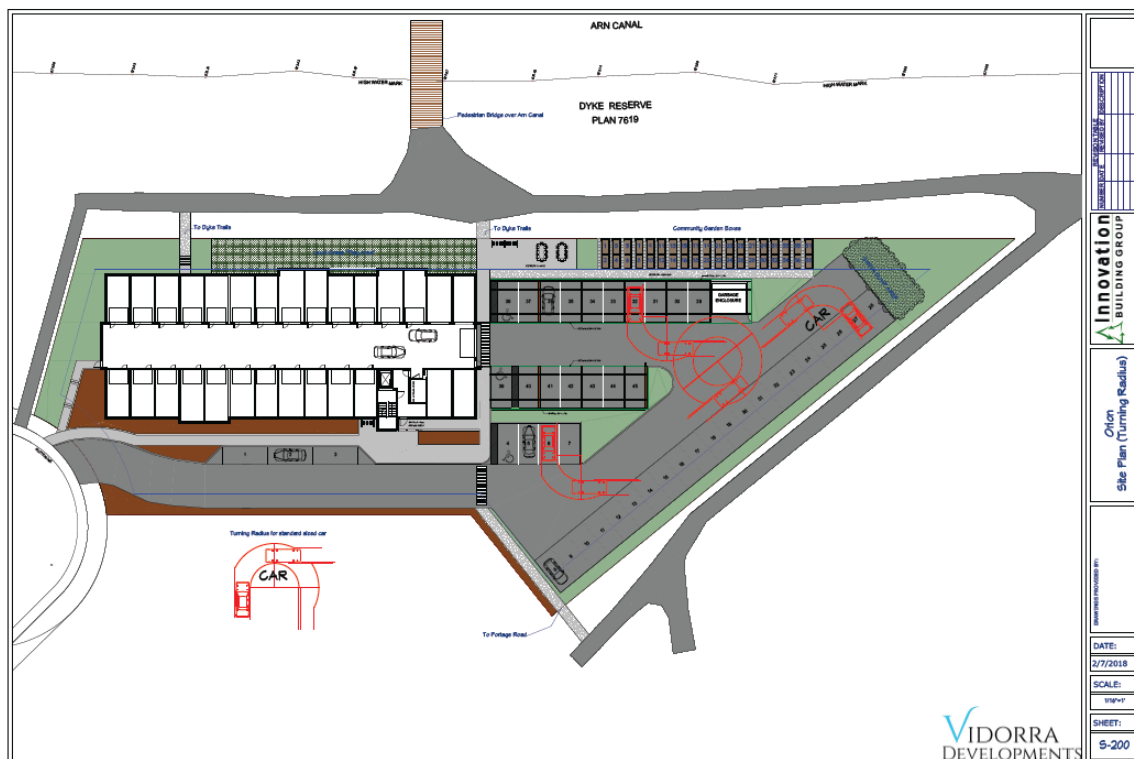






- c) **Site Plan:** The site plan shown below indicates the location of the proposed building on the site. The building is placed as far to the front of the lot (West side) as possible to maximize the green space and parking on the East side. A community garden and picnic area is located at the southeast corner of the site for resident's use. A carport structure offers covered exterior parking space for seventeen (17) cars, as well as additional roof space for solar panels. A site plan showing turning radius for standard sized vehicles is shown below and attached as **Appendix B**.

**Figure 2: Site Plan (Turning Radius)**



- d) **Built Character:** The architectural style of the building is mountain contemporary design. The building envelope is simple rectangular shape, with articulated bump outs and cantilevered balconies to add interest and privacy. There will be balconies for all units with aluminum railings and glass panels. Like Radius, there will be an internal stairwell located at the front, with large exterior windows to maximize daylight and views. An elevator and an entry ramp provide accessibility to all levels.

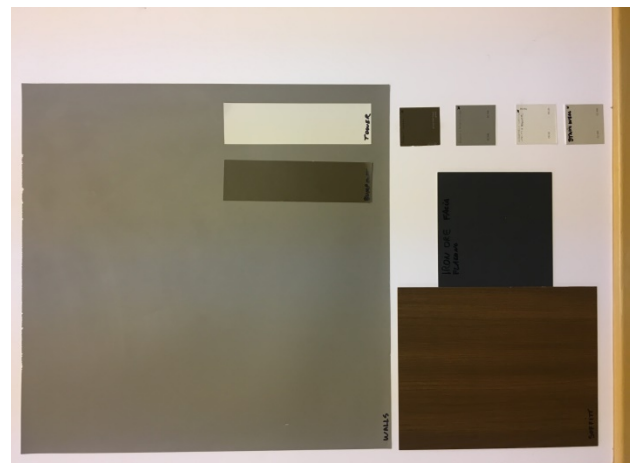
**Figure 3: West Front Elevation**



**Figure 4: North Side Elevation**



- e) **Construction Materials:** The proposal states that the exterior materials will be durable rain screened stucco in three different colours. Samples of the proposed building material colours are shown to the right.
- f) **Streetscape Improvements & Landscaping:** No streetscape improvements are proposed. A revised landscaping plan has been submitted based on ADRC recommendations that feature mature trees and natural landscaping along Portage Road, the dike and dike trails, attached as **Appendix C**.



- g) **Circulation and Parking:** Vehicular access to the site will be off Crabapple Court. The front entry to the residential development follows a driveway sloping gradually down the length of the building to the visitor parking, surface and carport parking at the south end of the lot.

There is a combination of at-grade and underground parking. The parking garage offers twenty-eight (28) private (enclosed) garage spaces, which will be available on a user pay basis. The remainder of the parking spaces is indicated as surface parking, seventeen (17) of which are covered by a carport. A vehicular circulation plan was provided, attached as **Appendix B**.

- h) **Water and Sanitary Sewer Servicing:** The Development will be serviced by Municipal water, sewer and storm.
- i) **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, must be registered on site prior to the issuance of a building permit.

## **DISCUSSION AND REFERRAL COMMENTS**

### **1) Development Services**

*Land Use* – The subject land is currently designated “Portage Road” in the Official Community Plan (OCP). Residential uses are provided for in the “Portage Road” Land Use Designation.

*Zoning* – The subject property is zoned C-3 (Portage Road Commercial) as per Zoning Bylaw No. 466, 2001. The following is an assessment of the proposal in the context of the Zoning Bylaw requirements:

- a) An Apartment is a **permitted land use** in the C-3 zone, as per Zoning Amendment Bylaw No. 642, 2010. Apartments in the C-3 Zone must have a minimum lot size of 900 m<sup>2</sup> and a minimum lot width of 25 m.
- b) The building does not comply with the 10.5 meter **maximum height** restriction based upon a calculation of average finished grade. As a result, the applicants have applied for a one (1) meter variance due to the two hundred (200) year flood construction level.
- c) The building would comply with the front, rear, north interior and south interior lot line **setback** requirements.
- d) The building covers 24.6% of the lot and therefore would comply with the 40% **maximum lot coverage** requirement.
- e) Based upon the requirement of 1.25 off-street parking spaces per each one (1) bedroom “townhouse” unit, 1.75 parking spaces per each two (2) bedroom “townhouse” unit, and 0.25 parking space per “townhouse” unit for visitors, seventy-

two (72) **residential parking spaces** would be required; seventy-three (73) have been provided.

- f) Three (3) accessible surface parking spaces have been provided. Three (3) loading spaces have been provided in the front where 15 minute parking signs will be posted.

**COMPLIANCE WITH DEVELOPMENT PERMIT GUIDELINES**

*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, the 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.

<b>DP Area No. 6 Guidelines</b>	<b>Compliance/ Mitigation</b>
<p><b>Siting</b> – 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.</p>	<p>Yes, the site plan has been designed to minimize direct visual intrusion. Balconies have been inset while also providing each unit with exterior private space.</p>
<p><b>Building form</b> - should break up larger buildings into smaller units or clusters while ensuring that intensive residential developments reflect the scale and character of the area.</p> <p>Also provide sufficient and secured exterior storage areas for each unit.</p>	<p>Only one building is being proposed that reflects the scale and character of the adjacent developments.</p> <p>Internal and external storage is proposed. Bike parking is provided both above grade and underground.</p>
<p><b>Open Spaces</b> - should be designed to accommodate the appropriate passive and/or passive recreational activities of the neighbourhood and:</p> <ul style="list-style-type: none"> <li>• Provide private outdoor open space for all units (i.e., patio, porch, deck, balcony, yard, etc.).</li> <li>• Consider fences only if they positively contribute to the attractiveness of the neighbourhood and will be durable over time.</li> </ul>	<p>Yes, private outdoor spaces have been provided for each via attached balconies.</p> <p>Open communal space has been provided with area for 38 small raised beds for resident gardening, outdoor seating and picnic area.</p>
<p><b>Circulation and Parking</b> – 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"> <li>• Situate residential parking areas, garages</li> </ul>	<p>Enclosed Parking will not be seen from the street. Surface parking is situated to the West of the Building on the side fronting Portage Road and will be enhanced/screened with new landscaping.</p>

<p>and driveways as a minor component of the site when viewed from the street.</p> <ul style="list-style-type: none"> <li>Fully screen from public view all exterior services including utility installations, garbage and recycling containers, preferably with a durable fenced enclosure and landscaping.</li> </ul>	<p>Garbage/recycling are enclosed within a structure located on the West of the Building.</p> <p>The landscape plan shows that the developer has matched up their on-site sidewalk to meet up with the trail from the wooden bridge where it intersects their property.</p> <p>The developer is also upgrading /completing the public trail Right of Way between Lot 4 and Lot 5 (the adjacent lot owned by Coombs Development) to VoP trail specifications. Once upgraded, this trail will double as fire vehicle access. The cost will be borne by the developer.</p>
<p><b>Streetscape Improvements and Landscaping</b> should provide amenities for residents and the surrounding neighbourhood.</p> <ul style="list-style-type: none"> <li>Install landscaping along all property lines, except where there is an access point</li> <li>Provide irrigation for all landscaped yards and open areas (excluding areas undisturbed in their natural state).</li> <li>Utilize landscaping to provide definition for pedestrian corridors and defining private or semi-private spaces.</li> <li>Accommodate grading on individual properties, minimizing cut and fills and discouraging retaining walls.</li> <li>Incorporate landscaped areas within parking lots to break up large paved areas. The landscaping can also be used in the winter for storage areas.</li> </ul>	<p>A Landscaping Plan, with irrigation controls set to existing Village of Pemberton watering guidelines, has been provided. A cost estimate is required.</p> <p>The revised landscape plan shows specifications for the retaining wall and the fall protection railing guard between Lot 4 and Lot 3. Screening with a mix of mature deciduous and evergreen trees is shown along the side of the property fronting Portage Road. The opposite side of the property will feature smaller plantings with a wildflower mix. An open level private grass playing area is shown in the back of the property.</p> <p>Some landscaped areas are doubling as snow storage areas.</p>

Staff has considered the proposed development permit application and landscaping improvements to the property, and recommends conditional support for the development permit subject to:

- The provision of a cost estimate of landscaping works and a security deposit (in the form of an Irrevocable Letter of Credit or equivalent) to complete the works. The landscaping plan should conform to the Village's Plant List and FireSmart principles;
- Any proposed future building signs must conform to the Village of Pemberton Sign Bylaw, as amended from time to time.

## **2) Public Works / Engineering**

The Village's engineering consultant (ISL Engineering) did a preliminary review of the application. Their comments are indicated in a letter dated January 12, 2018, attached as **Appendix D**.

*Staff Comments: Staff will ensure all applicable engineering recommendations are completed.*

## **3) Fire Chief**

The Fire Chief reviewed the application and on February 13, 2018 noted these concerns:

- It would be preferable to locate the electric vehicle charging stations, proposed under the carport, further away from the building, in order to lessen their impact should the lithium-ion batteries in the electric vehicles catch fire;
- The Village path on the East side of the building needs to be able to support the weight of fire department apparatus.

*Staff Comments: Staff will ensure the Fire Chief's concerns are met.*

## **4) Ministry of Transportation and Infrastructure (MOTI)**

Amy Barker, Assistant / Senior District Development Technician, reviewed the application and offered the following comments on January 25, 2018:

"The ministry recommends the village consider the impacts to Portage Rd from this development. It is also recommended that with the future expansion of multi-family development in Pemberton, that secondary street systems and connections to other municipal roads are considered to accommodate the additional volumes, movements and access."

*Staff Comments: Staff recommends that the applicants be required to contribute funds, in the amount equal to the cost to undertake a Traffic Impact Study for this property, toward a larger traffic impact study for the Arbutus/Portage Road corridor to be undertaken by the Village of Pemberton.*

## 5) Advisory Design Review Commission (ADRC)

At a meeting held January 25, 2018, Staff presented the application to the ADRC. Representatives from Vidorra were present to answer questions. Dennis Maguire, Architect, was connected by speaker phone.

After much discussion, the ADRC passed the following resolution:

**THAT** the ADRC recommend to Council that the Development Permit Application (DPA012) be supported subject to staff working with the applicant to address the following concerns:

- *Site Circulation;*
- *Development of a landscaping plan by a landscape professional that includes more robust plantings along Highway 99/Portage Road border as a means of screening the parking lot and along the Arn Canal border to create a better feel and more usable green space for families;*
- *Establishment of an interim fencing plan between the neighbouring property to the west to address the look and safety of the retaining wall.*

**THAT** the ADRC recommend to Council that the variance of one (1) meter to accommodate the height differential due to the grade of the lot be supported.

Minutes from this meeting are attached as **Appendix E**.

As a result, the applicants submitted a revised landscaping plan which was reviewed by a Landscape Architect contracted by the Village.

## **COMMUNICATIONS**

Development Permit applicants must provide notice of the proposed development through signage on the site. This has been accommodated and signage is in place.

If deemed necessary, Council can direct Staff to arrange a Public Information Meeting for Development Permits in DP Area No. 4 (Downtown Revitalization).

## **LEGAL CONSIDERATIONS**

The processing of a Development Permit application is regulated by Sections 490 – 491 contained in Part 13 of the *Local Government Act RS2015 (LGA)* and by the Village's Development Procedures Bylaw 725, 2013, as amended from time to time.

Development Permits are issued by resolution of Council as per the *Local Government Act*.

## **IMPACT ON BUDGET & STAFFING**

All costs associated with the processing of this application, including Staff time, are recoverable from the applicant's fees as per the Village of Pemberton Development Procedures Bylaw 725, 2013, as amended from time to time.

## **INTERDEPARTMENTAL IMPACT & APPROVAL**

There are no interdepartmental impacts or approvals required respecting the processing of this application as it is a function of the Operations and Development Services Department.

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

A review of this application has no impact on the region or neighbouring jurisdictions.

## **ALTERNATIVE OPTIONS**

Alternative Options for consideration are as follows:

**Option One:** That Council approves the Development Permit application, subject to the stated conditions, and approves the request height variance.

*This is the preferred option.*

**Option Two:** That Council approves the Development Permit subject to the stated conditions but does not approve the requested variance.

**Option Three:** That Council neither approves the Development Permit nor the requested variances.

*This option is not supported for the reasons noted above.*

## **POTENTIAL GOVERNANCE CONSIDERATIONS**

Review and consideration of the Orion Development Permit and Development Variance Permit Application meets with:

**Strategic Priority No. Three:** Excellence in Service through the continuation of delivering quality municipal services by processing development applications efficiently.

## **RECOMMENDATION**

### **DEVELOPMENT PERMIT APPLICATION (DPA-012)**

**THAT** the Development Permit Application No. 012 (7350 Crabapple Court) 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 in lieu of undertaking an individual Traffic Impact Study for the subject property, the equivalent costs be contributed to the Village toward the cost of a greater Traffic Impact Study for the Arbutus/Portage Road Corridor;
- That the Fire Chief’s concern with respect to the location of the electric car parking is 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.

**DEVELOPMENT VARIANCE PERMIT (DVP-120)**

**THAT** Council approves the Development Variance Permit No. 120 (7350 Crabapple Court) to vary the maximum height of the principal building from 10.5 m to 11.5 m.

- Appendix A: Development Proposal, dated November 17, 2017
- Appendix B: Circulation Plan, dated February 7, 2018
- Appendix C: Revised Landscape Plan, dated February 9, 2018
- Appendix D: ISL Letter dated January 12, 2018
- Appendix E: Advisory Design Review Committee Minutes, dated January 25, 2018

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



BC ASSOCIATION OF  
FARMERS' MARKETS



January 31, 2018

Mike Richman  
Mayor, Village of Pemberton  
Box 100  
7400 Prospect St  
Pemberton, BC V0N 2L1

Dear Mr. Richman,

We would like to share with you the exciting results of the BC Farmers' Market Nutrition Coupon Program (FMNCP) in Pemberton for 2017. As you know, the BC Association of Farmers' Markets delivers this provincial program and is extremely proud of its deep impact on both people and farms across BC.

Our partners, the Pemberton Farmers Market and Sea to Sky Community Services Society provided lower-income pregnant women, families and seniors with coupons in your community to purchase fresh fruits, vegetables, cheese, eggs, nuts, fish, meat and herbs at your local farmers' market.

Over the year, a total of **\$9,576** was invested in Pemberton through this Program.

In 2017, this valued program connected with 55 communities throughout the province, making fresh local foods more accessible to over 4,200 households equivalent to 11,131 British Columbians.

Participants in Pemberton ate more local foods, learned about healthy eating, and felt connected to their community. At the same time, the local food system was strengthened with farmers in your community benefitting from additional revenue to sustain their farms.

We have received many messages of thanks throughout the year but this one stood out to us, "The coupons have made the difference between relative isolation and high starch foods and instead bi-monthly family trips into the community and fresh foods, often greens and berries for my kids."

If you are pleased with the impact of this program in your community, we would appreciate if you will share your gratitude and invite you to write to the Honourable Adrian Dix, Minister of Health. Your encouragement and feedback may support the continuity of funding for this program and ensure we continue to build healthier BC communities together.

We look forward to working with your community again in 2018!

With gratitude,

Heather O'Hara  
Executive Director  
BC Association of Farmers' Markets

Wylie Bystedt  
President, Board of Directors  
BC Association of Farmers' Markets

cc: Pemberton Farmers Market, Sea to Sky Community Services Society

203-2642 Main Street Vancouver, BC V5T 3E6  
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**C.C. (Kip) Woodward, Board Chair**  
#1100, 601 West Broadway  
Vancouver BC V5Z 4C2  
Tel: 604-875-4719  
Fax: 604-875-4750  
Email: board.chair@vch.ca

January 26, 2018

Mayor Mike Richman and Members of Council  
The Village of Pemberton  
7400 Prospect Street, Box 100  
Pemberton, BC V0N2L0

Dear Mayor Richman and Members of Council:

As 2018 gets under way, I want to share with you our year-end opinion piece *The Vancouver Sun* published on December 23<sup>rd</sup>.

It's a piece that speaks to the innovation and commitment of our 2,100 doctors, 13,500 unionized and excluded staff, 3,000 volunteers, as well as the entire province. It presents only a few of the numerous remarkable achievements made possible through the efforts of so many, yet speaks equally to what is possible in 2018. In recognizing achievements, it gives confidence to all who value our health care system, which is vitally important to the more than one million people in our service-delivery area.

The article also emphasizes the links between VCH and the communities we serve. In 2015, we analyzed our supply chain — the goods and services we purchase to deliver on our health care mandate — to confirm what we strongly suspected: that much of our budget from the province is reinvested in BC communities, where we draw upon local BC suppliers for all manner of the goods and services which, in one way or another, are encountered by patients and families entering VCH facilities and accessing their health services.

In 2015, we invested almost \$360 million in goods and services from across BC. That same year, VCH sourced \$120 million of goods and services from 1,100 businesses in our service-delivery area, with around \$240 million purchased from over 700 additional businesses in the wider Metro Vancouver region. Another \$2 million was sourced from almost 100 businesses in other parts of BC. All this is in addition to the impact of our employees whose spending generates further economic activity.

These investments show that VCH is not only a provider of health care; it is a powerful economic force in our communities, our region, and our province. In the months ahead, we'll update this analysis, as it helps us all understand the essential and important force VCH is to community health and stability and to community economic sustainability. I'll write to you at that time to share the latest results with you.

.../2

In the interim, however, if you have any questions regarding VCH, or if I can offer perspective on VCH and our services and programs in your community please do not hesitate to call me.

Similarly, if you or your staff require more detailed background on VCH activities to help answer any questions your residents may have, please contact Clay Adams, Vice President, Communications & Public Affairs, at (604) 708-5280, by cell at (604) 202-8789, or by email at [clay.adams@vch.ca](mailto:clay.adams@vch.ca).

Sincerely,

A handwritten signature in blue ink, appearing to read 'Kip Woodward', is positioned above the typed name.

Kip Woodward  
Board Chair

Encl.



This hybrid operating room at Vancouver General Hospital is similar to 16 state-of-the-art ORs that will be built at the hospital's Jim Pattison Pavilion as part of a \$102-million expansion. VANCOUVER COASTAL HEALTH FILES

# LIVES ARE SAVED WHEN HEALTH CARE CHANGES

To meet our great challenges, we need to be creative, *Kip Woodward* writes.

At a recent Vancouver Coastal Health open forum, a member of the public approached me and offered this observation, "Seems all I read about in VCH lately is drugs."

Looking at health headlines in 2017 it seemed there was only one health story: opioids, fentanyl and overdose deaths.

But there are equally big stories taking place outside the media glare, stories that reveal innovation and commitment and, while quieter, are vital to everyone in VCH — vital to our 2,100 doctors, our 13,500 unionized and excluded staff, our 3,000 volunteers and to the province.

In fairness to the person at the forum, our response to the drug crisis typifies how we respond to any health crisis. While the B.C. coroner estimates that 90 per cent of illicit drug-overdose deaths take place indoors, there have been no deaths at supervised consumption or drug-overdose prevention sites.

Government and partner agencies have opened 20 overdose-prevention sites to date, expanded supervised injectable opioid-assisted therapies, and opened shared using rooms in social-housing buildings to encourage drug users not to use alone.

We're also leading the way with a portable machine at Insite and the Powell Street Getaway that allows people to analyze street drugs for life-threatening contaminants such as fentanyl.

While the crisis isn't confined to our province or country, we should be proud that B.C. leads the way in

overdose-death prevention, and those overdose-prevention sites allow users to get connected to treatment when they're ready. It's a B.C.-led innovation that is saving lives.

The crisis has again brought the best from VCH doctors, nurses, researchers, employees and volunteers. It's an intense focus and a change from the past. But in health care, change and how we react to it saves lives. The reality of B.C.'s health system is that change is a constant — and patients and families benefit as a result.

One example is the shift to primary and community care. Under the leadership of the B.C. government, VCH

invest in ways to improve access and care within our publicly funded health system.

In August, the Joseph & Rosalie Segal Family Health Centre opened for patients. It's an \$82-million facility at Vancouver General Hospital that brings mental-health services — both in-patient and outpatient — under one roof. Clients get the treatment, programs and skills they need to resume life in the community, safely and successfully. The facility has 100 private rooms and is a world away from what older mental-health facilities look and feel like.

In September, Foundry North Shore — a one-stop facility for young people ages 12 to 24 — opened in North Vancouver, bringing 15 services under one roof. The site is home to a unique peer

Meanwhile, work is underway on the third floor of the Jim Pattison Pavilion at VGH in one of the most complex hospital expansions in B.C. Usually, such expansions take place as an add-on tower or building. But this \$102-million project is an add-in project, with 16 new state-of-the-art operating rooms to replace 30-year-old rooms that are now too small to accommodate the new technology and equipment that have so improved patient outcomes and save so many lives.

So yes, that person at the open forum was correct. There has been much focus on opioids, fentanyl and overdose deaths. But it's just a part of the tremendous change in our health system, from how it's managed to what it does for patients.

As we look toward 2018, we know patients want better and more equitable access. VCH and the other health authorities save lives by constantly changing, adapting and innovating. How we treat and care for our patients is crucial, and the work to improve treatment and access never stops.

B.C.'s health authorities will continue to lead and innovate in 2018, and share these innovations with each other, to save lives.

While parts of the world retreat and look inward, our doctors, nurses, staff and volunteers will continue to cast a wide eye for the programs, treatments and best practices arising from innovation in jurisdictions far and wide, which will ensure VCH remains focused on delivering accessible, world-class treatment and care in all our communities.

*Kip Woodward is the chairman of Vancouver Coastal Health.*

*In health care, change and how we react to it saves lives. The reality of B.C.'s health system is that change is a constant — and patients and families benefit as a result.*

and other health authorities are refocusing how we meet the care needs of our communities by creating networks of multi-disciplinary health professionals.

The objective is better access, to bring care to where people need it, improve their access to physician services and, ultimately, tackle the challenges of waiting lists for specialist and surgical services.

We are, of course, always innovating and looking to

program where people who have experienced problems work with staff.

As one young person who struggled with suicidal thoughts and mental-health issues told us, "youth in crisis don't have time to make appointments and wait for referrals. I would encourage young people who feel like something is wrong to get help." A change in health-care delivery saved that life, and it's now saving lives all the time.



# Village of Chase

PO Box 440, 826 Okanagan Ave,  
Chase, British Columbia V0E 1M0  
Office: 250.679-3238  
Fax: 250.679-3070  
[www.chasebc.ca](http://www.chasebc.ca)

January 18, 2018

**COPY**

Honourable Mike Farnworth  
Minister of Public Safety and Solicitor General  
PO Box 9101 Stn Prov Govt  
Victoria, BC  
V8W 9E2

Dear Minister Farnworth:

**RE: Revenue from Cannabis Sales – Equitable Share between Province and Local Governments**

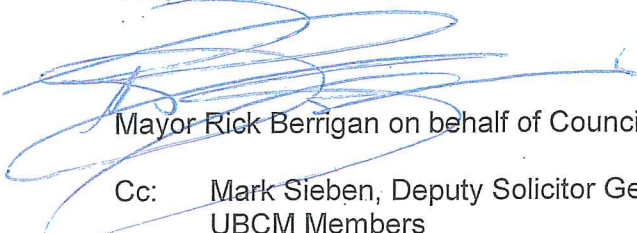
As the decriminalization of cannabis by the Federal Government is fast approaching, Local Governments in British Columbia have been discussing and developing draft regulations that will dictate land use, business operations and enforcement activities necessary to properly manage the sale and use of cannabis in our communities.

We understand the arrangement has been set by the Federal Government to share 75% of the sales revenue with the Provinces and Territories. We fully understand that the Province of BC will have significant costs associated with the creation and implementation of distribution processes and procedures for both wholesale and retail sales.

Local Governments in BC will also have significant costs in the creation and administration of various bylaws, policies, and procedures to ensure the safe and appropriate siting of sales outlets, the administration of sales and usage as well as the ultimate enforcement of these activities.

We respectfully request that you as Minister of Public Safety and Solicitor General urge your colleagues in Cabinet to consider sharing the revenues received from the Federal government equally between the Province and the Local Governments as a 50/50 split. We support other communities' requests for the same revenue sharing formula, and are of the opinion that this is equitable and appropriate to cover the costs associated with the responsibilities of each level of government in BC.

Sincerely,  
**VILLAGE OF CHASE**

  
Mayor Rick Berrigan on behalf of Council

Cc: Mark Sieben, Deputy Solicitor General ✓  
UBCM Members  
City of Kelowna Mayor and Councilors ✓

## 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*